

# GRAND VALLEY METRO COUNCIL

## Board Meeting

August 4, 2011

8:30 a.m.

Kent County Commission Chambers

### MINUTES

#### 1. Call to Order

The meeting was called to order at 8:35 a.m. by Chairman Jim Buck.

#### Members Present:

Dale Bergman	Sparta Township
Jim Buck	City of Grandville
Chris Burns	City of Cedar Springs
Tom Butcher	Grand Valley State University
Dan Carlton	Georgetown Township
Daryl Delabbio	Kent County
Mike DeVries	Grand Rapids Township
Jason Eppler	City of Ionia
Rebecca Fleury	Village of Middleville
Cindy Fox	Cascade Township
Steve Grimm	Cannon Township
Doyle Hayes	At-Large Member
Carol Hennessey	Kent County
Denny Hoemke	Algoma Township
Jim Holtrop	Ottawa County
George Meek	Plainfield Township
Cy Moore	Treasurer
Milt Rohwer	City of Grand Rapids
Rick Root	City of Kentwood
Jim Saalfeld	Kent County
Ken Snow	City of Greenville
Martin Super	Village of Sparta
Al Vanderberg	Ottawa County
Rob VerHeulen	City of Walker
Bill VerHulst	City of Wyoming
Patrick Waterman	City of Hudsonville
Michael Young	City of Rockford

**Members Absent:**

Jerry Alkema	Allendale Township
Alex Arends	Alpine Township
Brian Donovan	City of East Grand Rapids
Tom Fehsenfeld	At-Large Member
Brian Harrison	Caledonia Township
George Heartwell	City of Grand Rapids
John Helmholdt	At-Large
Don Hilton, Sr.	Gaines Township
Elias Lumpkins, Jr.	City of Grand Rapids
Robert May	City of Hastings
Mick McGraw	At-large Member
Jim Miedema	Jamestown Township
Audrey Nevins	Byron Township
Steven Patrick	City of Coopersville
Jack Poll	City of Wyoming
Chuck Porter	Courtland Township
Toby VanEss	Tallmadge Township
Roger Wills	City of Belding
Chris Yonker	City of Wayland

**Others Present:**

Andy Bowman	Grand Valley Metro Council
David Czurak	Grand Rapids Business Journal
Mark Howe	City of Lowell
Dennis Kent	MDOT
Abed Itani	Grand Valley Metro Council
Gayle McCrath	Grand Valley Metro Council
Connie Morrison	MDOT
Don Stypula	Grand Valley Metro Council
Peter Varga	The Rapid / ITP

**2. Public Comment**

None

**3. Approval of Minutes**

**MOTION – To Approve the Minutes of the July 2011 GVMC Board Meeting. MOVE – Meek. SUPPORT – Fox. MOTION CARRIED.**

**4. Finance**

**a. Third Quarter Financial Report**

Don Stypula gave the Third Quarter financial report. GVMC is on track to meet budget by the end of the fiscal year.

**MOTION – To Accept the Third Quarter Financial Report. MOVE – VerHeulen. SUPPORT – Eppler. MOTION CARRIED.**

**b. FY 2010 Final Audit**

Don Stypula reported the FY2010 audit was delayed due to the resolution of phase I of the MDOT audit. Page 25 of the financial statement notes \$364,924 for repayment to MDOT. REGIS' phase II liability is not noted as they are contesting the finding. Don Stypula, Abed Itani and Dharmesh Jain met on 8/1 with the Office of Commission Audit for phase II. A detailed response to the phase II audit will be compiled and forwarded to the Office of Commission Audit in the next 30-45 days.

**MOTION – To Accept the GVMC FY2010 Audit and Financial Statement. MOVE – Meek. SUPPORT – Vanderberg. MOTION CARRIED.**

**c. Draft GVMC 2011-2012 Budget**

Don Stypula reviewed the draft GVMC 2011-2012 budget. Last month the FY2011-2012 transportation budget was approved and is reflected here. For the third year in a row, the budget does not include a cost of living raise for staff. Health care is anticipated to increase at about 8%. Rent, per the lease, will increase 3%.

**5. Strategic Initiatives – Recommendations from Task Force on Governance**

Don Stypula reviewed the recommendations from the Task Force on Governance.

**TASK FORCE RECOMMENDATIONS  
BOARD OF DIRECTORS**

1. Business and Work Sessions: Amend Section 1.2 of the GVMC By-Laws to specify that Council meetings on even-numbered months shall be designated as “work” sessions, where Council members discuss and analyze issues. Council meetings conducted in odd-numbered months shall be designated as formal “business” sessions where Council members formally vote on issues and business properly before the Council. Council sessions conducted on even numbered months would be designated as “Work Sessions,” (Committee of the Whole) where issues could be discussed in a more detailed manner and recommendations forwarded to the Board for formal action. Work sessions would be scheduled for up to two hour time blocks. At the discretion of the Board Chair, business items, requiring a vote of Council members, may be brought by the Executive Committee for consideration at designed “work” sessions. This meeting schedule shall be maintained for a trial period of 12 months.

**IMPLEMENTATION GUIDANCE:**

A. Metro Council may adopt, by resolution, a temporary change of policy to allow for Council “Work” sessions and “Business” sessions for a trial period of one year.

B. If the Council is satisfied that the modified council meeting schedule is advantageous, the GVMC Board may amend Section 1.2 of the Metro Council Bylaws to provide for the division of council meetings into work sessions and business sessions.

**GVMC OFFICER’S TERMS**

2. Term Limits for Council Officers: The Task Force recommends that officers of the Grand Valley Metro Council, including the Board Chair, the Board Vice-Chair, the Secretary, and the Treasurer will normally serve a maximum of 4 one-year terms for the same position, unless, at the discretion of the GVMC Board of Directors at the GVMC annual meeting in October, extended for an additional year.

**IMPLEMENTATION GUIDANCE:**

A. The GVMC Board could vote to amend the GVMC Articles of Incorporation to state that an officer may not serve more than four consecutive fiscal year terms in the same position. However, the GVMC Board could, by separate motion, approve that officer to serve one additional fiscal year term. Note that an amendment to the GVMC Articles requires an affirmative vote on the GVMC Board and approval of the governing bodies of each participating county, city, township and village.

B. An alternative to an amendment to the Articles would be an amendment to the Bylaws stating that it is “preferred that officers serve no more than four consecutive on-year terms in the same position.

**AT-LARGE BOARD MEMBERS**

3. Term Review for “At-Large” members: The Task Force recommends that the terms of “At-large” members of the GVMC Board be reviewed by the Human Resources Committee on an annual basis. Based on emerging issues and the strategic needs of the Metro Council, the Human Resources Committee shall identify and interview candidates and make recommendations to the Board of Directors at the GVMC annual meeting in October.

**IMPLEMENTATION GUIDANCE:**

A. Since, under the GVMC Articles of Incorporation, at-large Board members serve “at the pleasure of the Council,” the Human Resources Committee is empowered to interview and recommend to the GVMC Board candidates for at-large positions on the Metro Council.

**APPROVAL OF TRANSPORTATION-MPO AGENDA ITEMS**

4. Transportation-MPO Agenda Items: The Task Force recommends that transportation-MPO related business items including the annual Unified Planning Work Program and Budget (UPWP); amendments to the UPWP; adoption of the GVMC Long-Range Transportation Plan; and each new, four-year Transportation Improvement Program be considered by the Committees and presented for final approval by the GVMC Board of Directors. The GVMC

Transportation Policy Committee is authorized to review and give final approval to routine amendments and administrative adjustments to the Transportation Improvement Program (TIP) and to routine amendments and administrative adjustments to the Long-Range Transportation Plan.

**IMPLEMENTATION GUIDANCE:**

A. The GVMC Board could vote to approve this recommendation as a policy of the Metro Council by adopting a resolution that includes the specific preferred procedures for approving GVMC Transportation-MPO action items.

**COMMITTEE STRUCTURE**

5. Consolidation and Retasking of Committees: The Task Force recommends that the existing GVMC Personnel and Nominating Committees be combined into a new committee to be known as the *GVMC Standing Committee on Human Resources*.

Further, the Task Force Recommends that the existing GVMC Regional Cooperation Committee be renamed the *GVMC Emerging Issues Committee* to correspond with one of the central initiatives of the GVMC Strategic Plan.

**IMPLEMENTATION GUIDANCE:**

A. Adoption of a resolution by the GVMC Board establishing the revised committee structure for the Metro Council.

**COMMITTEE DUTIES AND RESPONSIBILITIES**

6. Committee Duties: The Task Force recommends that each standing committee of the Metro Council be assigned specific duties and responsibilities, subject to modification by the GVMC Board of Directors. The listing of GVMC Standing Committees, together with the duties and responsibilities for each committee as recommended by the Task Force, is attached.

**6. Transportation – Approval of Contract**

Abed Itani reported the proposed contract is for the 17 month corridor transportation study on Michigan St. and is a partnership between GVMC and the City of Grand Rapids. The study was put out for bids and eight proposals were received. By the consensus of the Transportation committees it was decided to award it to Wilbur Smith Associates, Inc.

**MOTION – To Approve the Contract with Wilbur Smith Associates, Inc. MOVE – VerHeulen. SUPPORT – Meek. MOTION CARRIED.**

**7. Legislative Advocacy**

Rick Root reported that Bill Anderson of the MTA had phoned in to the last Legislative Committee meeting and updated the group on current issues. September's #1 issue will be the PPT. The Governor is not looking to replace it with a tax on industrial or commercial enterprises. We will have to consider equitable revenue replacement. Most citizens don't understand the PPT so therefore are not sympathetic in finding a replacement. It will be a very contentious issue. We need to pay close attention.

**8. Other**

Executive Director Don Stypula announced his retirement. He will be staying on another few months until a replacement is found.

Chairman Jim Buck thanked Don for his service and highlighted the gains Don had made in building relationships between The Right Place and Chamber of Commerce, as well his legislative work.

**9. Adjournment – 9:55 a.m.**

**MOTION – To Adjourn. MOVE – Vanderberg. SUPPORT – Holtrop. MOTION CARRIED.**