



GENESEE COUNTY METROPOLITAN  
PLANNING COMMISSION MEETING  
1101 BEACH STREET, ROOM 223  
  
**Tuesday, October 6, 2015**  
**8:00 A.M.**

**A-G-E-N-D-A**

- I. Call to Order
- II. Roll Call
- III. Minutes
  - \*\*\*A. Minutes of the September 1, 2015 Regular Meeting (attached)
  - \*\*\*B. Minutes of the September 1, 2015 Election Committee Meeting (attached)
  - \*\*\*C. Minutes of the September 17, 2015 Additional Meeting (attached)
  - \*\*\*D. Minutes of the September 29, 2015 Budget Committee Meeting (attached)
  - \*\*\*E. Minutes of the September 29, 2015 Additional Meeting (attached)
- IV. Opportunity for Individuals to Address the Commission
- V. Communications
- VI. Committee Reports
  - A. Personnel Committee
- VII. New Business
  - \*\*\*A. FOS-09-15-02; Forest Township – Foley (to be distributed)
  - \*\*\*B. FOS-09-15-03; Flushing Charter Township – Minarik (to be distributed)

VIII. Finances

\*\*\*A. Contract, Vouchers and Bills (to be distributed)

\*\*\*B. Commission Expenses and Per Diems (to be distributed)

\*\*\*C. Budget Sheets (attached)

IX. Old Business

A. Project Status

\*\*\*1. 3-C Transportation Planning – September 2015 Status Report (attached)

\*\*\*2. Environmental Program – September 2015 Status Report (attached)

\*\*\*3. Community Development Program – September 2015 Status Report (attached)

\*\*\*4. Director-Coordinator Report – September 2015 Status Report (attached)

B. Commissioner Comments

X. Adjournment

**\*\*\* indicates Action Item**

**NEXT MEETING: Wednesday, November 5, 2015**

**GENESEE COUNTY METROPOLITAN PLANNING COMMISSION**  
**Tuesday, September 1, 2015, 8:00 a.m.**

**MINUTES**

The Genesee County Metropolitan Planning Commission met at 8:00 a.m. on Tuesday, September 1, 2015, in the Conference Room of the Genesee County Metropolitan Planning Commission (GCMPC), 1101 Beach Street, Room 223, Flint, Michigan.

 **I. CALL TO ORDER**

Chairperson Himelhoch called the meeting to order at 8:01 a.m.

 **II. ROLL CALL**

**Present:** Alan Himelhoch, Alexander Isaac, Cheryl Sclater, Gloria Nealy, Jamie Curtis, Janice Karcher, Jeffrey M. Peake, John Mandelaris, and Mark Young.

**Absent/Excused:** Carl V. Arthur III and Michael M. Lynch.

**Others Present:** Tom Darnell, Larry Green, Lamonica Harris, Derek Bradshaw, Christine Durgan, Jason Nordberg, Sheila Taylor, Claire Wilke, and Nichole Odette.

**III. MINUTES**

 **A. Minutes of the August 5, 2015 Regular Meeting**

 **Motion: Action:** Approve, **Moved by** Mark Young, **Seconded by** Jamie Curtis, to approve the August 5, 2015 regular meeting minutes as presented.  
Motion passed unanimously.  
(Approved minutes are on file in the GCMPC office)

 **B. Minutes of the August 10, 2015 Personnel Committee Meeting**

 **Motion: Action:** Accept, **Moved by** Janice Karcher, **Seconded by** Mark Young, to accept the August 10, 2015 Personnel Committee meeting minutes as presented.  
Motion passed unanimously.  
(Approved minutes are on file in the GCMPC office)

 **IV. OPPORTUNITY FOR INDIVIDUALS TO ADDRESS THE COMMISSION**

Lamonica Harris introduced herself and offered her services to the committee.

 **V. COMMUNICATIONS**

Jamie Curtis stated that MLive is currently featuring an article on Ed Benning, General Manager/CEO of MTA, who has been nominated for a White House Transportation Champions of Change Award.

**VI. COMMITTEE REPORTS**

## **A. Personnel Committee**

### **1. Director-Coordinator Evaluation**

Chairperson Manderlaris stated that the Personnel Committee met to review the Director-Coordinator Evaluation procedures. The Committee recommends that the evaluation period is from June 1<sup>st</sup> to June 1<sup>st</sup> annually, and since the evaluations were submitted prior to June 1<sup>st</sup>, information learned after that date will not be included in the Director-Coordinator evaluation.

 **Motion: Action:** Accept, **Moved by** Jamie Curtis, **Seconded by** Mark Young, to accept the Director-Coordinator evaluation as presented.

Motion passed unanimously.

Revised Director-Coordinator Evaluation Procedures were distributed. Discussion ensued. Comments regarding the evaluation process can be emailed to Mr. Mandelaris.

 **Motion: Action:** Postpone, **Moved by** Jamie Curtis, **Seconded by** Cheryl Sclater, to postpone the discussion regarding the Director-Coordinator evaluation procedures for a month.

Ayes – 7


Nays – 2

Motion carried.

 **Motion: Action:** Accept, **Moved by** Jamie Curtis, **Seconded by** Janice Karcher, to accept the report of the Personnel Committee as presented.  
Motion passed unanimously.

## **B. Election Committee**

Chairperson Nealy stated that the Election Committee met to prepare a slate of officers and they are: Chairperson – Alan Himelhoch, Vice-Chairman – Alexander Isaac, and Secretary – Gloria Nealy. Chairperson Nealy asked if there were any other nominations for officers. There were none.

 **Motion: Action:** Election, **Moved by** Mark Young, **Seconded by** Jamie Curtis, to elect Alan Himelhoch as Chairperson, Alexander Isaac as Vice-Chairperson, and Gloria Nealy as Secretary for GCMPC for the next year.

Motion passed unanimously.


## **VII. NEW BUSINESS**

### **A. Election of Officers**

The Election of Officers took place during the Election Committee Report.

### **B. FPR-07-15-09; City of Mt. Morris, Saginaw Street Water Main Replacement**

Claire Wilke gave an overview of FPR-07-15-09; City of Mt. Morris, Saginaw Street Water Main Replacement. Tom Darnell, Mt. Morris City Manager, was present to offer additional information and answer questions.

 **Motion: Action:** Endorse, **Moved by** Alexander Isaac, **Seconded by** Gloria Nealy, to endorse FPR-07-15-09; City of Mt. Morris, Saginaw Street Water Main Replacement.


Motion passed unanimously.  
(Documents on file with minutes)

### **C. Per Diems**

Derek Bradshaw explained that there was a request at the last meeting to discuss the per diem rate. After research, staff found that other County Boards and Commissions also offer \$35.00 per diems. Discussion ensued regarding periodically reviewing the per diems and whether or not there is a statute in place regulating the amounts.

## **VIII. FINANCES**

### **A. Contract, Vouchers and Bills**

 **Motion: Action:** Approve, **Moved by** Gloria Nealy, **Seconded by** Mark Young, to approve the Contract, Vouchers and Bills for a total of \$38,251.16 and to authorize the proper authorities to sign the checks.

Motion passed unanimously.  
(Documents on file with minutes)


### **B. Commission Expenses and Per Diems**

 **Motion: Action:** Approve, **Moved by** Jamie Curtis, **Seconded by** Gloria Nealy, to approve the Commission Expenses and Per Diems as submitted.

Motion passed unanimously.  
(Documents on file with minutes)

### **C. Budget Sheets**

Derek Bradshaw stated that there will be some adjustments to line items when we get the final indirect rate. Staff will be requesting an additional meeting for final year-end budget transfers and budget approval for next year. Discussion ensued.

 **Motion: Action:** Approve, **Moved by** Janice Karcher, **Seconded by** Alexander Isaac, to approve the Budget Sheets as presented.


Motion passed unanimously.  
(Documents on file with minutes)

## **IX. OLD BUSINESS**

### **A. Project Status**

#### **1. 3-C Transportation Planning – August 2015 Status Report**

Jason Nordberg stated that the Modeling contract was approved by MDOT with minor changes that did lower the cost by \$3,000. The Unified Work Program (UWP) work outline used for transportation funding for next year was also approved by MDOT.

 **Motion: Action:** Receive & File, **Moved by** Alexander Isaac, **Seconded by** Janice Karcher, to receive and file the 3-C Transportation Planning report as presented.

Motion passed unanimously.  
(Original on file with minutes)

 **2. Environmental Program Update – August 2015 Status Report**

Sheila Taylor stated that the fall HHW event will take place on October 17<sup>th</sup> at the former Showcase Cinema East in Burton from 10:00 a.m. to 2:00 p.m.

 **Motion: Action:** Receive & File, **Moved by** Alexander Isaac, **Seconded by** Mark Young, to receive and file the Environmental Program report as presented.

Motion passed unanimously.

(Original on file with minutes)

 **3. Community Development Program – August 2015 Status Report**

 **Motion: Action:** Receive & File, **Moved by** Alexander Isaac, **Seconded by** John Mandelaris, to receive and file the Community Development Program report as presented.

Motion passed unanimously.

(Original on file with minutes)

 **4. Director-Coordinator Report – August 2015 Status Report**

Derek Bradshaw stated that interviews for the Rehabilitation Specialist position were completed and an offer of employment has been extended to one of the candidates.

Alan Himelhoch explained that it would be helpful if the full GCMPC could authorize the Local Unit Committee to monitor the litigation and settlement discussion and have the authority to guide our Attorney, as long as any resolution comes before this full Board for approval. Discussion ensued.

 **Motion: Action:** Authorize, **Moved by** Jamie Curtis, **Seconded by** Gloria Nealy, to authorize the Local Unit Committee to handle the settlement discussions and parameters with the Attorney, with the understanding that final approval on a settlement must be approved by the full Board.

Motion passed unanimously.

**Motion: Action:** Receive & File, **Moved by** Janice Karcher, **Seconded by** Alexander Isaac, to receive and file the Director-Coordinator report as presented.

Motion passed unanimously.

(Original on file with minutes)

 **B. Commissioner Comments**

Commissioners made comments at this time.

 **X. ADJOURNMENT**

Chairperson Himelhoch adjourned the meeting at 9:05 a.m.

Respectfully submitted,  
Nichole Odette, Secretary  
Genesee County Metropolitan Planning Commission

**GENESEE COUNTY METROPOLITAN PLANNING COMMISSION  
ELECTION COMMITTEE MEETING  
Tuesday, September 1, 2015, 7:30 a.m.**

**MINUTES**

The Genesee County Metropolitan Planning Commission Election Committee met at 7:30 a.m. on Tuesday, September 1, 2015, in the Conference Room of the Genesee County Metropolitan Planning Commission (GCMPC), 1101 Beach Street, Room 223, Flint, Michigan.

Chairperson Nealy called the Election Committee meeting to order at 7:30 a.m.

**Present:** Gloria Nealy, Cheryl Sclater, and Jeffrey Peake.

**Absent:** Carl Arthur III

**Others Present:** Derek Bradshaw and Nichole Odette.

The Personnel Committee meeting was called to prepare a slate of GCMPC officers for the 2015/2016 year.

Chairperson Nealy stated that she heard from both Alan Himelhoch and Alexander Isaac, who would like to serve another year as Chairperson and Vice-Chairperson, respectively. Chairperson Nealy stated that she would like to serve as Secretary for another year. No other officer nominations were received by Chairperson Nealy, the Election Committee members or staff.

Chairperson Nealy will present the slate of officers for the election during the regular GCMPC meeting: Chairperson – Alan Himelhoch, Vice-Chairperson – Alexander Isaac, and Secretary – Gloria Nealy.

Chairperson Nealy adjourned the meeting at 7:37 a.m.

Respectfully submitted,  
Nichole Odette, Secretary  
Genesee County Metropolitan Planning Commission

**GENESEE COUNTY METROPOLITAN PLANNING COMMISSION  
ADDITIONAL MEETING  
Thursday, September 17, 2015, 8:00 a.m.**

**MINUTES**

The Genesee County Metropolitan Planning Commission met at 8:00 a.m. on Thursday, September 17, 2015 for an Additional meeting, in the Conference Room of the Genesee County Metropolitan Planning Commission (GCMPC), 1101 Beach Street, Room 223, Flint, Michigan.

 **I. CALL TO ORDER**

Chairperson Himelhoch called the meeting to order at 8:07 a.m.

 **II. ROLL CALL**

**Present:** Alan Himelhoch, Alexander Isaac, Gloria Nealy, Jamie Curtis, Jeffrey M. Peake, and John Mandelaris.

**Absent/Excused:** Carl V. Arthur III, Cheryl Sclater, Janice Karcher, Mark Young, and Michael M. Lynch.

**Others Present:** Derek Bradshaw, Christine Durgan, Sheila Taylor, and Nichole Odette.

 **III. OPPORTUNITY FOR INDIVIDUALS TO ADDRESS THE COMMISSION**

No one spoke at this time.


 **IV. COMMUNICATIONS**

There were no Communications.

**V. COMMITTEE REPORTS**

 **A. Local Unit Committee**

Chairperson Isaac stated that the Local Unit Committee met to make a recommendation regarding the Settlement Agreement. Due to time constraints, the Agreement has already been approved by the Board of Commissioners, on condition of approval by the full GCMPC. The terms of the Settlement Agreement were reviewed. The Local Unit Committee recommends approval of the Settlement Agreement with authorization for Alan Himelhoch to sign the Agreement, and to also authorize Derek Bradshaw to instruct our Attorney not to close on the properties if the conditions in the Agreement are not met.

 **Motion: Action:** Accept and Approve, **Moved by** Jamie Curtis, **Seconded by** Gloria Nealy, to accept the report and approve the recommendations of the Local Unit Committee to approve the Settlement Agreement with authorization for Alan



Himmelhoch to sign the Agreement, and to also authorize Derek Bradshaw to instruct our Attorney not to close on the properties if the conditions in the Agreement are not met.

 **Roll Call Vote:**

Alexander Isaac - yes  
Gloria Nealy - yes

Jeffrey M. Peake - yes  
John Mandelaris – yes

Alan Himmelhoch - yes  
Jamie Curtis - yes

Motion carried by unanimous roll call vote.

(A copy of the Board resolution approving the Settlement Agreement will be placed on file with the minutes.)

**VI. ADJOURNMENT**

Chairperson Himmelhoch adjourned the meeting at 8:33 a.m.

Respectfully submitted,  
Nichole Odette, Secretary  
Genesee County Metropolitan Planning Commission

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**GENESEE COUNTY METROPOLITAN PLANNING COMMISSION  
BUDGET COMMITTEE MEETING  
Tuesday, September 29, 2015, 7:30 a.m.**

**MINUTES**

The Genesee County Metropolitan Planning Commission Budget Committee met at 7:30 a.m. on Tuesday, September 29, 2015, in the Conference Room of the Genesee County Metropolitan Planning Commission (GCMPC), 1101 Beach Street, Room 223, Flint, Michigan.

 Chairperson Karcher called the Budget Committee meeting to order at 7:32 a.m.

**Present:** Janice Karcher, Alexander Isaac, Mark Young, and Alan Himelhoch.

**Absent:** Cheryl Sclater.


**Others Present:** Derek Bradshaw, Christine Durgan, Julie Zinger, and Nichole Odette.

The Budget Committee meeting was called to make a recommendation regarding the FY 2015-2016 Budget to the full Genesee County Metropolitan Planning Commission.

Julie Zinger, Accounting Supervisor, reviewed the FY 2015-2016 Budget. Discussion ensued.

 **Motion: Action:** Recommend, **Moved by** Alexander Isaac, **Seconded by** Mark Young, to recommend approval of the FY 2015-2016 proposed budget to the full GCMPC, as presented.  
Motion passed unanimously.

Derek Bradshaw reviewed the Budget Transfer requests and the request for Authorization to perform Year End Budget Adjustments.

 **Motion: Action:** Recommend, **Moved by** Alan Himelhoch, **Seconded by** Mark Young, to recommend approval of the Budget Transfers, and to authorize Derek Bradshaw to perform budget transfers that do not exceed 25% of the budgeted amount of a line item, to the full GCMPC.  
Motion passed unanimously.

Chairperson Karcher adjourned the meeting at 7:48 a.m.

Respectfully submitted,  
Nichole Odette, Secretary  
Genesee County Metropolitan Planning Commission

**GENESEE COUNTY METROPOLITAN PLANNING COMMISSION**  
**Additional Meeting**  
**Tuesday, September 29, 2015, 8:00 a.m.**

**MINUTES**

The Genesee County Metropolitan Planning Commission met at 8:00 a.m. on Tuesday, September 29, 2015, in the Conference Room of the Genesee County Metropolitan Planning Commission (GCMPC), 1101 Beach Street, Room 223, Flint, Michigan.

 **I. CALL TO ORDER**

Chairperson Himelhoch called the meeting to order at 8:00 a.m.

 **II. ROLL CALL**

**Present:** Alan Himelhoch, Alexander Isaac, Gloria Nealy, Jamie Curtis, Janice Karcher, John Mandelaris, and Mark Young.

**Absent/Excused:** Carl V. Arthur III, Cheryl Sclater, Jeffrey M. Peake, and Michael M. Lynch.

**Others Present:** Derek Bradshaw, Christine Durgan, Sheila Taylor, Julie Zinger, and Nichole Odette.


 **III. OPPORTUNITY FOR INDIVIDUALS TO ADDRESS THE COMMISSION**

No one spoke at this time.

 **IV. COMMUNICATIONS**

No communications were received.

Chairperson Himelhoch stated that there is an addition to the Agenda. Under "Old Business", the item "Operation Unification Litigation" will be added.

 **Motion: Action:** Approve, **Moved by** Mark Young, **Seconded by** Janice Karcher, to approve the addition of item "Operation Unification Litigation" under "Old Business." Motion passed unanimously.

**V. COMMITTEE REPORTS**

 **A. Budget Committee**

Chairperson Karcher gave a report on the Budget Committee meeting. Derek Bradshaw reviewed the proposed FY 2015-2016 Budget, the Budget Transfer Requests, and the Authorization for Year End Budget Adjustments. Discussion ensued.

 **Motion: Action:** Approve, **Moved by** Mark Young, **Seconded by** Jamie Curtis, to approve the proposed FY 2015-2016 Budget; to approve the line item transfers; and to

approve the request for authorization for Derek Bradshaw to perform budget transfers that do not exceed 25% of the budgeted amount of a line item.  
Motion passed unanimously.

## **VI. NEW BUSINESS**

### **A. Approval of 2015-2016 Budget**

Approval of FY 2015-2016 Budget took place during the Budget Committee report.

## **VII. Finances**

### **A. Budget Transfer Request**

Budget Transfer Request took place during the Budget Committee report.

### **B. Authorization for Year End Budget Adjustments**

Authorization for Year End Budget Adjustments took place during the Budget Committee report



## **VIII. Old Business**

### **A. Operation Unification Litigation**

Chairperson Himelhoch gave a report regarding the Settlement Agreement and the property closing with Operation Unification. Discussion ensued.



**Motion: Action:** Approve, **Moved by** Jamie Curtis, **Seconded by** John Mandelaris, to approve the amendment to the Settlement Agreement with Operation Unification.  
Motion passed unanimously.

## **X. ADJOURNMENT**

Chairperson Himelhoch adjourned the meeting at 8:20 a.m.

Respectfully submitted,  
Nichole Odette, Secretary  
Genesee County Metropolitan Planning Commission