

GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
Tuesday, February 7, 2017, 8:00 a.m.

MINUTES

The Genesee County Metropolitan Planning Commission met at 8:00 a.m. on Tuesday, February 7, 2017, 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, David Martin, Gloria Nealy, Janice Karcher, Jeffrey M. Peake, John Mandelaris, Mark Young, Reggie Smith, Martin Cousineau, and Alexander Isaac.

Absent: Cheryl Sclater

Others Present: Faith Finholm, Larry Green, Robert Klaczewicz, Tracey Tucker, Derek Bradshaw, Christine Durgan, Sheila Taylor, Julie Zinger, Damon Fortney, Cody Roblyer, David Yeoman, and Nichole Odette.

III. MINUTES

 **A. Minutes of the January 3, 2017 Regular Meeting**

 **Motion: Action:** Approve, **Moved by** Janice Karcher, **Seconded by** Reggie Smith, to approve the January 3, 2017 regular meeting minutes as presented.

Motion passed unanimously.

(Approved minutes are on file in the GCMPC office)

Chairperson Himelhoch welcomed new County Commissioners David Martin and Martin Cousineau to the Planning Commission and stated that he is happy to have Commissioner Young back as well. Derek Bradshaw introduced David Yeoman, Planner I, who will be working in the Community Development Program.

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

No one spoke at this time.

V. COMMUNICATIONS

 **A. 2016 GCMPC Annual Report**

Derek Bradshaw provided a video presentation of the 2016 Annual Report. Mr. Bradshaw stated that Christine Durgan, with the help of Christine Pobocik, came up with a creative

and innovative report that condenses and summarizes the \$47 million in funding that flowed through our office last year.

The 2017 Planning Commissioner parking passes were distributed.

Derek Bradshaw passed around the latest My City Magazine featuring an article about Reggie Smith winning an award of excellence.

John Mandelaris provided an article about the tree house at For Mar that was featured on the television show Tree House Masters.


VI. COMMITTEE REPORTS

Chairperson Himeloch stated that the Budget Committee and Consultant Selection Committee have vacancies due to Genesee County Commissioner changes. Martin Cousineau stated that he would like to serve on the Budget Committee. David Martin will serve on the Consultant Selection Committee.

VII. NEW BUSINESS

A. GCMPC Audit – Rob Klaczewicz, P. C.

Rob Klaczewicz from Smith & Klaczewicz, P.C. went over the GCMPC FY 2016 audit report. Discussion ensued with a question and answer period provided.


 **Motion: Action:** Approve, **Moved by** Alexander Isaac, **Seconded by** Jeffrey M. Peake, to approve the GCMPC FY 2016 Audit report as presented.

Motion passed unanimously.

(Documents on file with minutes)

B. FPR-01-17-01; Genesee County Land Bank, FY 2017 Hazardous Substance Brownfield Cleanup Grant – Former FIA/DHS Building

Cody Roblyer gave a combined overview of FPR-01-17-01; Genesee County Land Bank, FY 2017 Hazardous Substance Brownfield Cleanup Grant – Former FIA/DHS Building and FPR-01-17-02; Genesee County Land Bank, FY 2017 Petroleum Substance Brownfield Cleanup Grant – Former Ross Oil Building. Faith Finholm, Grants Manager at the Genesee County Land Bank, was present to answer questions. Discussion ensued.

 **Motion: Action:** Endorse, **Moved by** Alexander Isaac, **Seconded by** Janice Karcher, to endorse FPR-01-17-01; Genesee County Land Bank, FY 2017 Hazardous Substance Brownfield Cleanup Grant – Former FIA/DHS Building and FPR-01-17-02; Genesee County Land Bank, FY 2017 Petroleum Substance Brownfield Cleanup Grant – Former Ross Oil Building.

Motion passed unanimously.


(Documents on file with minutes)

C. FPR-01-17-02; Genesee County Land Bank, FY 2017 Petroleum Substance Brownfield Cleanup Grant – Former Ross Oil Building

Reviewed and endorsed with FPR-01-17-01.

 **D. FPR-01-17-03; Genesee County Land Bank, FY 2017 Brownfields Assessment Grant – Genesee County Land Bank Authority**

David Yeoman gave an overview of FPR-01-17-03; Genesee County Land Bank, FY 2017 Brownfields Assessment Grant – Genesee County Land Bank Authority. Faith Finholm, Grants Manager at the Genesee County Land Bank, was present to answer questions. Discussion ensued.

 **Motion: Action:** Endorse, **Moved by** Jeffrey M. Peake, **Seconded by** Alexander Isaac, to endorse FPR-01-17-03; Genesee County Land Bank, FY 2017 Brownfields Assessment Grant – Genesee County Land Bank Authority.

Motion passed unanimously.

(Documents on file with minutes)

 **E. FPR-01-17-04; Genesee County Land Bank, Chevy in the Hole Hazardous Substance Cleanup Project**

Damon Fortney gave an overview of FPR-01-17-04; Genesee County Land Bank, Chevy in the Hole Hazardous Substance Cleanup Project. Faith Finholm, Grants Manager at the Genesee County Land Bank, was present to answer questions.

 **Motion: Action:** Endorse, **Moved by** Jeffrey M. Peake, **Seconded by** Reggie Smith, to endorse FPR-01-17-04; Genesee County Land Bank, Chevy in the Hole Hazardous Substance Cleanup Project.

Motion passed unanimously.

(Documents on file with minutes)

 **F. Director-Coordinator Evaluation Procedure and Evaluation Form**

Personnel Committee Chairperson Mandelaris stated that the Personnel Committee has been working on the evaluation procedure and form for six months and that the final documents have been provided to the entire Commission for approval. Two changes to the procedure are that the Director-Coordinator will submit his goals and expected outcomes at the beginning of the fiscal year and a mid-year review will be performed by the entire Commission.


 **Motion: Action:** Approve, **Moved by** Gloria Nealy, **Seconded by** Jeffrey M. Peake, to approve the Director-Coordinator Evaluation Procedure and Evaluation Form.

Motion passed unanimously.

(Documents on file with minutes)

 **G. 2017 Walkability Institute MOU Endorsement**

Derek Bradshaw reviewed the 2017 Walkability Institute MOU Endorsement. Discussion ensued.

 **Motion: Action:** Approve, **Moved by** Janice Karcher, **Seconded by** Gloria Nealy, to approve the MOU between GCMPC and the NACDD and to authorize Derek Bradshaw, Director-Coordinator, to sign the MOU.


Motion passed unanimously.

(Documents on file with minutes)

VIII. FINANCES

A. Contract, Vouchers and Bills

Chairperson Himelhoch stated that there is an additional check for \$6,150.00 to pay for the audit.


 **Motion: Action:** Approve, **Moved by** Alexander Isaac, **Seconded by** Janice Karcher, to approve the Contract, Vouchers and Bills for a total of \$9,179.35 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** Janice Karcher, **Seconded by** Alexander Isaac, to approve the Commission Expenses and Per Diems as submitted.
Motion passed unanimously.
(Documents on file with minutes)

C. Budget Sheets

Derek Bradshaw reviewed the final September Budget Sheets.

 **Motion: Action:** Approve, **Moved by** Janice Karcher, **Seconded by** Jeffrey M. Peake, to approve the September Budget Sheets as presented.
Motion passed unanimously.
(Documents on file with minutes)

Derek Bradshaw reviewed the December Budget Sheets.

 **Motion: Action:** Approve, **Moved by** Jeffrey M. Peake, **Seconded by** Alexander Isaac, to approve the December Budget Sheets as presented.
Motion passed unanimously.
(Documents on file with minutes)

IX. OLD BUSINESS

A. Project Status

1. 3-C Transportation Planning – January 2017 Status Report

Derek Bradshaw reviewed the 3-C Transportation Planning report.

 **Motion: Action:** Receive & File, **Moved by** Janice Karcher, **Seconded by** David Martin, to receive and file the 3-C Transportation Planning report as presented.
Motion passed unanimously.
(Original on file with minutes)

2. Environmental Program Update – January 2017 Status Report

Sheila Taylor stated that staff is currently working on securing locations to host the three Recycle Day events and will begin advertising the events as soon as the locations are set.

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

Motion passed unanimously.
(Original on file with minutes)

3. Community Development Program – January 2017 Status Report

Sheila Taylor stated that the CDBG Program usually receives \$1.7 million annually and HUD has timeliness requirements on spending that money. On March 2nd, HUD will be checking our account to make sure we do not have more than 1.5 times our CDBG allocation. At this time, \$100,000 needs to be spent before that date, so staff has been working with our sub recipients to get bills in for processing and to finalize some of our Home Improvement Program projects.

 **Motion: Action:** Receive & File, **Moved by** Janice Karcher, **Seconded by** Martin Cousineau, to receive and file the Community Development Program report as presented.

Motion passed unanimously.
(Original on file with minutes)

4. Director-Coordinator Report – January 2017 Status Report

Derek Bradshaw stated that our Annual Planning Forum will be on February 24th at a new location, the University of Michigan Flint. Three Planning Innovation Awards will be given out again this year, so if you would like to nominate a local unit project please let us know.

 **Motion: Action:** Receive & File, **Moved by** Jeffrey M. Peake, **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.

Gloria Nealy gave an update of the Parks and Recreation Commission meetings and events.

X. ADJOURNMENT

Chairperson Himelhoch adjourned the meeting at 9:15 a.m.

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