

**GENESEE COUNTY METROPOLITAN PLANNING COMMISSION**  
**Tuesday, June 6, 2017, 8:00 a.m.**

**MINUTES**

The Genesee County Metropolitan Planning Commission met at 8:00 a.m. on Tuesday, June 6, 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, Alexander Isaac, David Martin, Gloria Nealy, Janice Karcher, Jeffrey M. Peake, John Mandelaris, Mark Young, Martin Cousineau, and Reggie Smith.

**Absent:** Cheryl Sclater.

**Others Present:** Larry Green, Tracey Tucker, Derek Bradshaw, Christine Durgan, Jason Nordberg, Sheila Taylor, and Nichole Odette.

**III. MINUTES**

 **A. Minutes of the May 2, 2017 Regular Meeting**

 **Motion: Action:** Approve, **Moved by** Alexander Isaac, **Seconded by** John Mandelaris, to approve the May 2, 2017 regular meeting minutes as presented.  
Motion passed unanimously.  
(Approved minutes are on file in the GCMPC office)

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

No one spoke at this time.

 **V. COMMUNICATIONS**


There were no Communications.

**VI. COMMITTEE REPORTS**

 **A. Personnel Committee**

Chairperson Manderlaris stated that according to the Director-Coordinator evaluation procedures, the Director-Coordinator shall provide a copy of the evaluation form to each member of the Personnel Committee, as well as a self-evaluation, no later than


June 15<sup>th</sup>. Members of the Personnel Committee are John Mandelaris, Gloria Nealy, Janice Karcher, Jeffrey M. Peake, and Alan Himelhoch.

 **Motion: Action:** Accept, **Moved by** Gloria Nealy, **Seconded by** Alexander Isaac, to accept the report of the Personnel Committee.  
Motion passed unanimously.

## **VII. NEW BUSINESS**

### **A. Michigan Department of Transportation (MDOT) Agreement Approval**

Jason Nordberg explained that this is our standard three-year Agreement with MDOT, which allows GCMPC to receive federal appropriations for transportation planning. Corporation Counsel and Risk Management have reviewed and approved the Agreement. Chairperson Himelhoch stated that he has not reviewed the entire contract and he is not giving legal advice on the contract. Mr. Mandelaris stated the same.

 **Motion: Action:** Approve, **Moved by** Janice Karcher, **Seconded by** Jeffrey M. Peake, to approve the Michigan Department of Transportation (MDOT) Agreement, and to approve Derek Bradshaw, Director-Coordinator, to sign the Agreement.  
Motion passed unanimously.  
(Documents on file with minutes)

### **B. Recommendation to Extend Audit Services**

Derek Bradshaw stated that the amendment will extend the existing contract for auditing services for two more years at the same cost. The amendment will be revised to state that "each" audit will be \$6,150.


 **Motion: Action:** Approve, **Moved by** Martin Cousineau, **Seconded by** Jeffrey M. Peake, to approve entering into an extension agreement with Smith & Klaczkiewicz, PC to perform the annual GCMPC audits for FY 2017 and FY 2018, and to approve Derek Bradshaw, Director-Coordinator, to sign the contract amendment document.  
Motion passed unanimously.  
(Documents on file with minutes)

## **VIII. FINANCES**

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


#### **1. May Check Disbursement Voucher**

Chairperson Himelhoch stated that last month's meeting had been reconvened in order to authorize the signing of the checks, subject to the voucher being reviewed at the June meeting.

 **Motion: Action:** Approve, **Moved by** Janice Karcher, **Seconded by** Alexander Isaac, to approve the May Contract, Vouchers and Bills for a total of \$10,100.16.  
Motion passed unanimously.  
(Documents on file with minutes)

#### **2. June Check Disbursement Voucher**

Derek Bradshaw reviewed the June Check Disbursement Voucher. Discussion ensued.

 **Motion: Action:** Approve, **Moved by** Janice Karcher, **Seconded by** Alexander Isaac, to approve the June Contract, Vouchers and Bills for a total of \$25,109.55 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** Alexander Isaac, **Seconded by** Reggie Smith, to approve the Commission Expenses and Per Diems as submitted.

Motion passed unanimously.

(Documents on file with minutes)

### **C. Financial Update**

Derek Bradshaw reviewed the draft Financial Statements. Staff will look into what services are categorized under the Services Contract line item and whether or not there is additional revenue corresponding to the line items with higher than anticipated expenditures.

 **Motion: Action:** Approve, **Moved by** Janice Karcher, **Seconded by** Mark Young, to approve the draft Financial Statements as presented.

Motion passed unanimously.

(Documents on file with minutes)

## **IX. OLD BUSINESS**

### **A. Project Status**

#### **1. 3-C Transportation Planning – May 2017 Status Report**

Jason Nordberg stated that an updated environmental assessment regarding the Dort Hwy extension project has not been resubmitted to the Federal Highway Administration (FHWA) yet. Once the FHWA accepts the environmental assessment, the engineering and land acquisition can move forward. Discussion ensued.

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

Motion passed unanimously.

(Original on file with minutes)

#### **2. Environmental Program Update – May 2017 Status Report**

Sheila Taylor stated that between the Flint and Davison sites, almost 1,700 residents attended the May 13<sup>th</sup> Recycle Day. Approximately 1,000 came through the Davison location, which was able to get 2.5 cars through the line per minute. A soccer tournament also took place on the Davison High School campus, which brought another 1,000 vehicles to the site. Although the long service drive was double stacked with vehicles, there was still a 1.3 mile back up to M-15 and wait times up to two hours. As a result, residents could not exit the line once they entered and the line had to be closed about 45 minutes early. Site managers at both locations noted they received very high quantities of waste, especially tires. Staff is now reviewing the Recycle Day project in its

entirety and considering changes prior to next year's budget being completed. Discussion ensued.

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

Motion passed unanimously.

(Original on file with minutes)

### **3. Community Development Program – May 2017 Status Report**

Sheila Taylor stated that we cannot submit for our 2017 funding yet, but she hopes to receive an update about when funding allocations will be released at the HUD All Grantee meeting this week. Staff is continuing to work with the County auditors, who are reviewing the CD Program as part of the single audit.

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

Motion passed unanimously.

(Original on file with minutes)

### **4. Director-Coordinator Report – May 2017 Status Report**

Derek Bradshaw reviewed the Director-Coordinator Report.

 **Motion: Action:** Receive & File, **Moved by** Alexander Isaac, **Seconded by** John Mandelaris, 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 9:07 a.m.

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