

GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
Tuesday, February 6, 2018, 8:00 a.m.

MINUTES

The Genesee County Metropolitan Planning Commission met at 8:00 a.m. on Tuesday, February 6, 2018, 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, David Martin, Gloria Nealy, John Mandelaris, Mark Young, and Janice Karcher.

Absent: Jeffrey M. Peake, Martin Cousineau, Cheryl Sclater, and Reggie Smith.


Others Present: Wendy Jean-Buhrer, Derek Bradshaw, Christine Durgan, Sheila Taylor, Jason Nordberg, Damon Fortney, and Nichole Odette.

Commissioner Mark Young requested that Commissioner Cousineau be excused due to him being involved in a bad car accident a week ago Friday. Chairperson Himelhoch stated that our thoughts go out to him and we look forward to his return.

III. MINUTES

 **A. Minutes of the January 9, 2018 Regular Meeting**

Chairperson Himelhoch requested an amendment to the minutes under the Local Unit Committee discussion. The second sentence will now state "...as an alternative to the County paying attorney fees to monitor the bankruptcy case, *and to protect our \$40,000+ mortgage.*"

 **Motion: Action:** Approve, **Moved by** Alexander Isaac, **Seconded by** John Mandelaris, to approve the January 9, 2018 regular meeting minutes as amended.

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

A. GCMPC Annual Report

 Derek Bradshaw provided a video presentation of the GCMPC Annual Report, which highlights the nearly \$75 million that was committed to assist Genesee County communities during 2017.

VI. COMMITTEE REPORTS

A. Personnel Committee

John Mandelaris stated that Julie Zinger, our Accounting Supervisor, is retiring as of June 1st. The Personnel Committee recommends approval to post and fill the Accounting Supervisor position thirty days in advance to acclimate her replacement to the job roles. The anticipated staff cost is \$4,800, which is within our existing personnel budget.

 **Motion: Action:** Approve, **Moved by** Mark Young, **Seconded by** Alexander Isaac, to approve the request to post the Accounting Supervisor position and fill the position by April 16, 2018.

Motion passed unanimously.

(Document on file with minutes)

 **Motion: Action:** Accept, **Moved by** Mark Young, **Seconded by** Janice Karcher, to accept the report of the Personnel Committee.


Motion passed unanimously.

(Document on file with minutes)

VII. NEW BUSINESS

A. MPR-12-17-05; City of Grand Blanc Master Plan

Damon Fortney gave an overview of MPR-12-17-05; City of Grand Blanc Master Plan. Wendy Jean-Buhrer, Grand Blanc City Administrator, was present to answer questions and offer additional information. Discussion ensued.

 **Motion: Action:** Provide Recommendation, **Moved by** Mark Young, **Seconded by** Janice Karcher, to provide staff recommendations to the City of Grand Blanc regarding their Master Plan update.

Motion: Action: Amend, **Moved by** Mark Young, **Seconded by** Janice Karcher, to amend staff recommendations to include the recommendation that the City of Grand Blanc revisit and possibly update, as needed, any of the 1991 Plans referenced in their Master Plan update.

Motion passed unanimously.


Motion: Action: Provide Recommendation, **Moved by** Mark Young, **Seconded by** Janice Karcher, to provide staff recommendations, as amended, to the City of Grand Blanc regarding their Master Plan update.

Motion passed unanimously.

(Documents on file with minutes)

VIII. FINANCES

A. Contract, Vouchers and Bills

 **Motion: Action:** Approve, **Moved by** Alexander Isaac, **Seconded by** Janice Karcher, to approve the February Contract, Vouchers and Bills for a total of \$14,970.33 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** Janice Karcher, 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 Financial Statements and the Budget Transfer Request.

 **Motion: Action:** Approve, **Moved by** Mark Young, **Seconded by** Alexander Isaac, to approve the Financial Statements and the Budget Transfer Request to increase Equipment by \$50,000, increase Service Contracts by \$4,000 and decrease Consultants by \$4,000; and fiscal year 2017 adjustments to increase Salary and decrease Fringe Benefits by \$39,000, increase Bank Service Charges by \$250 and decrease Insurance by \$250, and increase Travel by \$1,500 and decrease Insurance by \$1,500.

Motion passed unanimously.

(Documents on file with minutes)

Derek Bradshaw stated that the County Board has requested that we submit our audit a little earlier this year. Staff would like to schedule a special GCMPC meeting on February 20th for a short audit presentation. Staff will poll the Commissioners regarding the meeting date.

D. Budget Transfer Request

This item was discussed during the Financial Update.

IX. OLD BUSINESS

A. Project Status

1. 3-C Transportation Planning – January 2018 Status Report

Jason Nordberg reviewed the 3-C Transportation Planning Report.

 **Motion: Action:** Receive & File, **Moved by** Alexander Isaac, **Seconded by** John Madelaris, 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 2018 Status Report

Sheila Taylor explained that our hazardous waste contractor is paid a per vehicle fee at the Saturday Recycle Day events, which ranges between \$24.00 to \$28.00 a vehicle or about \$58,000 per event. The contractor will be paid by the pound for the new weekday events, since staff anticipates participation levels to be lower.

 **Motion: Action:** Receive & File, **Moved by** Alexander Isaac, **Seconded by** John Mandelaris, to receive and file the Environmental Program report as presented.
Motion passed unanimously.
(Original on file with minutes)

 **3. Community Development Program – January 2018 Status Report**

Sheila Taylor stated that staff was able to meet HUD's March 1st spending deadline at the end of January despite receiving our funding allocation five months late. Ms. Taylor stated the Beecher project started with eleven homes and there are only five left to sell; two of the homes are currently being leased and two are pending sale.

 **Motion: Action:** Receive & File, **Moved by** Janice Karcher, **Seconded by** Gloria Nealy, to receive and file the Community Development Program report as presented.
Motion passed unanimously.
(Original on file with minutes)

 **4. Director-Coordinator Report – January 2018 Status Report**

Derek Bradshaw stated that GCMPC has approximately \$850,000 in loans in place with Metro Community Development. Metro has approached staff with a proposal from a bank that would like to potentially buy those loans. Sheila Taylor stated that banks have requirements to assist low to moderate income clients, so that is why they approached Metro to purchase the loans. Staff is reviewing the proposal, but if the loans are sold the proceeds would be considered program income under the HOME Program.

Motion: Action: Receive & File, **Moved by** Mark Young, **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 9:05 am.

Motion: Action: Adjourn, **Moved by** Gloria Nealy, **Seconded by** Alexander Isaac, to adjourn the meeting.
Motion passed unanimously.

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