

**GENESEE COUNTY METROPOLITAN PLANNING COMMISSION**  
**Tuesday, September 10, 2019, 8:00 a.m.**

**MINUTES**

The Genesee County Metropolitan Planning Commission met at 8:00 a.m. on Tuesday, September 10, 2019, 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, Cheryl Sclater, David Martin, Gloria Nealy, Martin Cousineau, Mike LaPointe, Reggie Smith, and Ted Henry.


**Absent:** Jeffrey M. Peake.

**Others Present:** Christine Durgan, Sheila Taylor, Jason Nordberg, and Nichole Odette.

Chairperson Himelhoch stated that Derek had an emergency back home and our thoughts are with him and his family.

**III. MINUTES**

 **A. Minutes of the August 6, 2019 Regular Meeting**

 **Motion: Action:** Approve, **Moved by** Ted Henry, **Seconded by** Reggie Smith, to approve the August 6, 2019 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. Consultant Selection Committee**

Mike LaPointe stated that the Consultant Selection Committee discussed and reviewed staff's recommendation for the Roundabout Implementation Study. Staff followed the

Brooks Act in the selection process because the study involves engineering services. The Brooks Act requires a qualifications-based process, not a cost-based process and the three top scoring firms must be interviewed. Rowe Professional Services Company received the highest over-all score and is the Consultant Selection Committee's recommendation to perform the Roundabout Implementation Study. Discussion ensued.

 **Motion: Action:** Approve, **Moved by** Ted Henry, **Seconded by** Alexander Isaac, to approve the report and recommendation of the Consultant Selection Committee to select Rowe Professional Services Company to perform the Roundabout Implementation Study.

Motion passed unanimously.

(Documents on file with minutes)

### **B. Election Committee**

Reggie Smith stated that the current Chairperson, Vice Chairperson, and Secretary expressed interest in serving as officers for 2020. No other nominations were received. The Election Committee recommends the following to serve as GCMPC officers for 2020: Alan Himelhoch as Chairperson, Alexander Isaac as Vice Chairperson, and Gloria Nealy as Secretary.

 **Motion: Action:** Approve, **Moved by** David Martin, **Seconded by** Mike LaPointe, to approve the recommendation to elect Alan Himelhoch as Chairperson, Alexander Isaac as Vice Chairperson, and Gloria Nealy as Secretary for 2020.


Himelhoch - Abstain

Motion passed.

## **VII. NEW BUSINESS**

### **A. Pass Through Agreement between the Genesee County Metropolitan Planning Commission (GCMPC) and the Mass Transportation Authority (MTA)**

Jason Nordberg explained that last year MDOT began requiring a formal agreement between GCMPC and the MTA in order for the MTA to be reimbursed for work completed in relation to the implementation of the Genesee County Unified Work Program. The only updates from last year are the funding amount and date changes. Chairperson Himelhoch stated that he did not review the agreement as an Attorney for GCMPC.

 **Motion: Action:** Approve, **Moved by** Alexander Isaac, **Seconded by** Gloria Nealy, to provide a recommendation of approval of the Pass Through Agreement between GCMPC and the MTA to the Genesee County Board of Commissioners and for Chairperson Ted Henry to sign the agreement.

Henry - Abstain


Motion passed.

(Documents on file with minutes)

### **B. Pass Through Agreement between the Genesee County Metropolitan Planning Commission (GCMPC) and the Genesee-Lapeer-Shiawassee Region V Planning and Development Commission (GLS Region V)**

Jason Nordberg explained that GLS Region V provides funding to GCMPC to pay for staff services to implement the regional transportation work program in Genesee, Lapeer, and

Shiawassee Counties. MDOT requires this formal agreement in order for GCMPC to be reimbursed. Chairperson Himelhoch stated that he did not review the agreement as an Attorney for GCMPC or GLS Region V. Discussion ensued.

 **Motion: Action:** Approve, **Moved by** Alexander Isaac, **Seconded by** Ted Henry, to provide a recommendation of approval of the Pass Through Agreement between GCMPC and GLS Region V to the Genesee County Board of Commissioners and for Chairperson Ted Henry to sign the agreement.


Himelhoch - Abstain

Motion passed.

(Documents on file with minutes)

## **VIII. FINANCES**

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

 **Motion: Action:** Approve, **Moved by** Alexander Isaac, **Seconded by** Ted Henry, to approve the September Contract, Vouchers and Bills for a total of \$31,133.96 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** Ted Henry, **Seconded by** Cheryl Sclater, to approve the Commission Expenses and Per Diems as submitted.

Motion passed unanimously.

(Documents on file with minutes)

### **C. Financial Update**

Christine Durgan reviewed the Financial Statements.

A Budget Committee meeting and an additional GCMPC meeting will be scheduled to approve the FY 2019-2020 GCMPC budget. The Board of Commissioners will vote on a final County budget on September 25<sup>th</sup>. Staff will contact Commissioners regarding possible dates and times.

 **Motion: Action:** Approve, **Moved by** Ted Henry, **Seconded by** Cheryl Sclater, to approve the Financial Update as presented.

Motion passed unanimously.


(Documents on file with minutes)

## **IX. OLD BUSINESS**

### **A. Project Status**

#### **1. 3-C Transportation Planning – August 2019 Status Report**

Jason Nordberg reviewed the 3-C Transportation Planning Report.

 **Motion: Action:** Receive & File, **Moved by** Alexander Isaac, **Seconded by** Mike LaPointe, 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 2019 Status Report**

Sheila Taylor reviewed the Environmental Program Update.

 **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 – August 2019 Status Report**

Sheila Taylor stated that the Community Development program year began on May 1st, but staff just received the grant agreements from HUD. Once HUD receives the signed agreements and releases the funding, staff can begin signing contracts with the sub-recipients. HUD monitored the HOME and ESG programs in July. The exit interview went well, however, a final letter hasn't been received yet.

Chairperson Himelhoch asked if the Neighborhood Stabilization Program (NSP) was nearing its close-out. Ms. Taylor stated that there is still between \$500,000 and \$700,000 left for acquisition, rehab and re-sale, but the demolition funding has been spent. An MOU between GCMPC and the Land Bank is going through the approval process, which will allow for the purchase of more homes. HUD is now permitting recipients to close-out the NSP grants and continue the program, however, all NSP guidelines must still be followed.

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

Motion passed unanimously.

(Original on file with minutes)

## **4. Genesee County Plan Update – August 2019 Status Report**

Christine Durgan explained that staff is in the process of writing the final plan document. The task is challenging, as staff must ensure that all federal requirements are being met, while at the same creating an interesting, user-friendly document. Input sessions will be held soon in relation to the transportation projects that will be a part of the plan and again when the draft plan is presented for review. Discussion ensued.

 **Motion: Action:** Receive & File, **Moved by** Alexander Isaac, **Seconded by** Ted Henry, to receive and file the Genesee County Plan Update as presented.

Motion passed unanimously.

(Original on file with minutes)

## **5. Director-Coordinator Report – August 2019 Status Report**

Christine Durgan stated that along with finalizing the budget, the Accounting staff is also preparing for the year-end close-out.

 **Motion: Action:** Receive & File, **Moved by** Gloria Nealy, **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 Genesee County Parks and Recreation Commission meetings and events.

 **X. ADJOURNMENT**

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

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