



# Genesee-Lapeer-Shiawassee Region V Planning and Development Commission

ROOM 223 – 1101 BEACH STREET  
TELEPHONE (810) 257-3010

FLINT, MICHIGAN 48502-1470  
FAX (810) 257-3185

DEREK BRADSHAW  
FISCAL OFFICER

GLS REGION V PLANNING & DEVELOPMENT COMMISSION  
GENESEE COUNTY ADMINISTRATION BUILDING  
1101 BEACH STREET, ROOM 223

**Tuesday, July 28, 2015  
6:00 P.M.**

## AGENDA

- I. INTRODUCTION
  - A. Roll Call
  - B. Approval of the Minutes of GLS Region V PDC Additional Meeting June 26, 2015 (attached)
  - C. Approval of the Agenda of GLS Region V Meeting to be held July 28, 2015
  - D. Opportunity for the Public to Address the GLS Region V PDC
  - E. Communications
  
- II. ACTION ITEMS
  - A. Financial Report
    1. Report (attached)
    2. Checks (to be distributed)
  - B. Consultant Selection for Biennial Audit of GLS Region V (attached)
  
- III. DISCUSSION ITEMS
  - A. MAR Update (discussion)
  - B. Region 6 Regional Prosperity Initiative Update (attached)
  - C. Status of Hazard Mitigation Plan Updates for Genesee & Lapeer Counties (attached)
  - D. Governor's Regional Transit Mobility Initiative Update (attached)
  - E. Michigan Transportation Planning Association Conference (discussion)
  
- IV. ANNOUNCEMENTS
  
- V. ADJOURNMENT

**Next Meeting – September 22, 2015**

An Equal Opportunity Organization

**GLS REGION V PDC  
Additional Meeting  
June 26, 2015**

The GLS Region V Planning and Development Commission met at 10:30 a.m. on Friday, June 26, 2015, in the Conference Room of the Genesee County Metropolitan Planning Commission (GCMPC), 1101 Beach Street, Room 223, Flint, Michigan.

**I. INTRODUCTION**

Chairperson Grinnell called the meeting to order at 10:30 a.m.

A. Roll Call

 **Roll Call.**

**Present:** Cheryl Clark, Derek Bradshaw, Gary Roy, Jeffrey Kelley, Mike Hemmingsen, Richard Van Haften, Robert McLaren, Sidney Grinnell.

**Absent/excused:** Alan Himelhoch, Bill Henry, Charles Van Duren, Christina Johnson, David Hetfield, Ed Benning, John Horvath, John Mandelaris, Julie Hales-Smith, Mary Ann Ketels, and Robert Johnson.

**Others present:** Jason Nordberg, Anna Pinter and Debby Compton.

B. **Approval of the Minutes of GLS Region V PDC Regular Meeting  
May 19, 2015**

**Motion: Action:** Approve, **Moved by** Jeffrey Kelley, **seconded by** Cheryl Clark, to approve the GLS Region V minutes for the meeting held on May 19, 2015 as submitted.

Motion approved unanimously.

(Approved minutes are on file in the GCMPC office)

C. **Approval of the Agenda of GLS Region V Meeting to be held  
June 26, 2015**

**Motion: Action:** Approve, **Moved by** Jeffrey Kelley, **seconded by** Cheryl Clark, to approve the GLS Region V agenda for July 26, 2015 as presented.

Motion approved unanimously.

(Document of file with minutes)

- D. **Opportunity for the Public to Address the GLS Region V PDC**  
No one spoke at this time.

II.  **ACTION ITEMS**

A. **Financial Report**

1. **Checks**

Mr. Jason Nordberg stated there is one check for \$350 for the MTPA Conference in Ann Arbor for Sidney Grinnell to attend. This was approved at the last meeting on May 19, 2015.

**Motion: Action:** Approve, **Moved by** Cheryl Clark, **seconded by** Jeff Kelley to approve the check in the amount of \$350.00 and to authorize the signing by the proper authorities.  
Motion passed unanimously.

B. **Region 6 Regional Prosperity Initiative – Consultant Selection**

Ms. Anna Pinter stated the notice went out to over twenty consulting firms. Two responses were received. After being scored only one firm scored high enough for an interview. The interview took place on June 4, 2015 via conference call. Ms. Pinter stated staff is requesting approval from GLS Region V to award the development of the I-69 Thumb Region Strategy for Sites, Buildings, and the Lack of Available Square Footage to Olsson Associates for \$50,133.82, and Chairperson Grinnell's signature to execute the contract. Discussion ensued.

**Motion: Action:** Approve, **Moved by** Jeffrey Kelley, **seconded by** Mike Hemmingsen, to award the development of I-69 Thumb Region Strategy for Sites, Buildings, and the Lack of Available Square Footage to Olsson Associates for \$50,133.82, and for Chairperson Grinnell's signature to execute the contract.

 III. **ANNOUNCEMENTS**

There were no Announcements at this time.

IV. **ADJOURNMENT**

**Motion: Action:** Approve, **Moved by** Cheryl Clark, **seconded by** Jeffrey Kelley, to adjourn the meeting.

Chairperson Grinnell adjourned the meeting at 10:41 a.m.

Respectfully submitted,  
Debby Compton, Secretary  
Genesee County Metropolitan Planning Commission

DRAFT

**GLS REGION V  
BALANCE SHEET**  
For the period ending June 30, 2015

|  |               |                         |
|--|---------------|-------------------------|
| <b>ASSETS</b>  |               |                         |
| Cash   |               | \$257,784.65            |
| Accounts Receivable                                      |               | 32,460.09               |
| Prepaid Expense  |               | <u>0.00</u>             |
| <b>TOTAL ASSETS</b>                                      |               | <u>\$290,244.74</u>     |
| <br>   |               |                         |
| <b>LIABILITIES</b>                                       |               |                         |
| Accounts Payable   |               | \$67,030.31             |
| Deferred Revenue   |               | \$207,749.52            |
| <b>FUND BALANCE</b>                                      |               |                         |
| Fund Balance Restricted-Audit                            |               | 0.00                    |
| Fund Balance Restricted-Traffic Counter Supplies         |               | 1,641.85                |
| Fund Balance Unrestricted                                |               | <u>13,823.06</u>        |
| <br><b>TOTAL LIABILITIES, RESERVES, AND FUND BALANCE</b> |               | <br><u>\$290,244.74</u> |
| <br>   |               |                         |
| Fund Balance, October 1, 2015                            | 14,775.94     |                         |
| Excess Revenue Over Expenditures                         | <u>688.97</u> |                         |
| Fund Balance, June 30, 2015                              |               | <u>15,464.91</u>        |

EXHIBIT II

**GLS REGION V**  
**Due From Other Governmental Units**  
**For the Period October 1, 2014 to June 30, 2015**

|   |                        |
|---|------------------------|
| Due from M.D.O.T.                       | <u>32,460</u>          |
| Total Due from Other Governmental Units | <u><u>\$32,460</u></u> |

EXHIBIT III

**GLS REGION V**  
**Statement of Revenue and Expenditures**  
**For the Period October 1, 2014 to June 30, 2015**

|   |         |                         |
|---|---------|-------------------------|
| REVENUE (Exhibit IV)                    |         | <u><u>\$200,882</u></u> |
| EXPENDITURES (Exhibit V):               |         |                         |
| Supplies                                | 2,599   |                         |
| Other Operating Charges                 | 197,594 |                         |
| Travel                                  | 0       |                         |
| Capital Outlay                          | 0       | <u>200,193</u>          |
| EXCESS REVENUE OVER/-UNDER EXPENDITURES |         | <u>\$689</u>            |

**GLS REGION V**  
**Revenue Budget Variance Report**  
**For the Period October 1, 2014 to June 30, 2015**

| <u>Revenue</u>                 | <u>Total<br/>Budget</u> | <u>YTD<br/>Actual</u>   | <u>YTD<br/>Budget</u>   | <u>YTD Bud<br/>Variance</u> | <u>Revenue<br/>As % of<br/>Total Budget</u> |
|--------------------------------|-------------------------|-------------------------|-------------------------|-----------------------------|---|
| MDOT-Planning Grant            | 33,000                  | 28,445                  | 24,750                  | 3,695                       | 86%   |
| MDOT-Asset Management          | 39,423                  | 7,800                   | 315,384                 | (307,584)                   | 20%   |
| MDOT-Rural Task Force          | 20,000                  | 17,495                  | 15,000                  | 2,495                       | 87%   |
| Hazard Mitigation Grant        | 22,167                  | 2,053                   | 16,626                  | (14,572)                    | 9%  |
| Regional Prosperity Grant 2014 | 118,361                 | 115,731                 | 88,771                  | 26,961                      | 98%   |
| Regional Prosperity Grant 2015 | 228,750                 | 28,658                  | 171,563                 | (142,904)                   | 13%   |
| Traffic Counting               | -                       | -                       | -                       | -                           | 0%  |
| Dues                           | -                       | -                       | -                       | -                           | 0%  |
| Bank Account Interest          | -                       | 63                      | -                       | 63                          | 0%  |
| Misc Revenue                   | -                       | 635                     | -                       | 635                         | 0%  |
| <b>TOTAL REVENUE</b>           | <b><u>\$461,701</u></b> | <b><u>\$200,882</u></b> | <b><u>\$632,093</u></b> | <b><u>(\$431,211)</u></b>   | <b><u>44%</u></b>                           |

**GLS REGION V**  
**Statement of Expenditures: Actual vs. Budget**  
**For the Period October 1, 2014 to June 30, 2015**

|                                  | <u>Total<br/>Budget</u> | <u>YTD<br/>Actual</u> | <u>YTD<br/>Budget</u> | <u>YTD Bud<br/>Variance</u> | <u>Expenditures<br/>As % of<br/>Total Budget</u> |
|----------------------------------|-------------------------|-----------------------|-----------------------|-----------------------------|--|
| 35005 Supplies                   | 8,753                   | 2,599                 | 6,565                 | 3,966                       | 30%  |
| 35020 Postage                    | 200                     | -                     | 150                   | 150                         | 0%   |
| 35035 Magazines                  | -                       | -                     | -                     | -                           | 0%   |
| 35350 Supplies, traffic counting | 600                     | -                     | 450                   | 450                         | 0%   |
| 46005 Bank Service Charges       | 200                     | 27                    | 150                   | 123                         | 14%  |
| 46045 Consultants                | 148,850                 | 109,885               | 111,638               | 1,753                       | 74%  |
| 46047 RPI County Leads           | 61,272                  | 25,647                | 45,954                | 20,307                      | 42%  |
| 46135 Auditing                   | -                       | -                     | -                     | -                           | 0%   |
| 46205 Service Contracts          | 200                     | -                     | 150                   | 150                         | 0%   |
| 46380 Public Relations           | 14,750                  | -                     | 11,063                | 11,063                      | 0%   |
| 46385 Community Relations        | 5,000                   | 5,000                 | 3,750                 | (1,250)                     | 100%   |
| 46395 Printing                   | 100                     | -                     | 75                    | 75                          | 0%   |
| 46430 Marketing                  | 13,675                  | 9,100                 | 10,256                | 1,156                       | 67%  |
| 46435 Advertising                | 3,400                   | 743                   | 2,550                 | 1,807                       | 22%  |
| 46500 Training                   | 700                     | 810                   | 525                   | (285)                       | 116%   |
| 46575 Memberships                | 960                     | 960                   | 720                   | (240)                       | 100%   |
| 46595 Consultant, other          | 65,041                  | 45,422                | 48,781                | 3,359                       | 70%  |
| 55480 Projects                   | 137,250                 | -                     | 102,938               | 102,938                     | 0%   |
| 60005 Travel                     | 750                     | -                     | 563                   | 563                         | 0%   |
| 65070 Equipment                  | -                       | -                     | -                     | -                           | 0%   |
| <b>TOTAL EXPENSES</b>            | <b><u>461,701</u></b>   | <b><u>200,193</u></b> | <b><u>346,276</u></b> | <b><u>146,083</u></b>       | <b><u>43%</u></b>                                |

**GLS REGION V PLANNING DEVELOPMENT COMMISSION  
CHECK DISBURSEMENT VOUCHER  
JULY 28, 2015**

| PAID TO   | DESCRIPTION             | CHECK# | AMOUNT       |
|---|-------------------------|--------|--------------|
| WATS-Prepaid-Waiting on Return of Check           | 2015 MTPA Conference    | 8280   | \$ 350.00    |
| The Argus Press                                   | Legal Ad                | 8281   | \$ 79.00     |
| Economic Development Alliance of St. Clair County | Region 6 Agency         | 8282   | \$ 4,056.00  |
| Flint & Genesee Chamber                           | Region 6 Agency         | 8283   | \$ 8,997.00  |
| GCMPC   | Consultant Costs        | 8284   | \$ 22,423.07 |
| Huron County Economic Development Corporation     | Region 6 Agency         | 8285   | \$ 1,921.00  |
| Jamar Technologies                                | Traffic Counter Repairs | 8286   | \$ 99.35     |
| Lapeer Development Corporation                    | Region 6 Agency         | 8287   | \$ 2,135.00  |
| Mlive   | Legal Ad                | 8288   | \$ 132.66    |
| Oakland County                                    | Planner's Gathering     | 8289   | \$ 20.00     |
| Riegle Press                                      | I-69 Thumb Brochures    | 8290   | \$ 205.00    |
| Shiawassee Economic Development Partnership       | Region 6 Agency         | 8291   | \$ 1,708.00  |
| Tuscola County Economic Development Corporation   | Region 6 Agency         | 8292   | \$ 1,281.00  |
| View Newspapers                                   | Legal Ad                | 8293   | \$ 452.00    |
|   |                         |        |              |
|   |                         |        |              |

TOTAL \$ 43,859.08





# Genesee-Lapeer-Shiawassee Region V Planning and Development Commission

ROOM 223 – 1101 BEACH STREET  
TELEPHONE (810) 257-3010

FLINT, MICHIGAN 48502-1470  
FAX (810) 257-3185

DEREK BRADSHAW  
FISCAL OFFICER

**TO:** Members of Genesee-Lapeer-Shiawassee Region V Planning & Development Commission

**FROM:** Derek Bradshaw, Fiscal Officer

**DATE:** July 28, 2015

**SUBJECT: Consultant Selection for Biennial Audit of GLS Region V**

Staff is in receipt of audit proposals from three auditing firms for purposes of providing the biennial audit (2014/2015) for GLS Region V. Staff provided notices of the request for proposals to firms from each of the three counties. Advertisements were also taken out in each of the three counties newspapers.

Three reasonable proposals were received from experienced firms. Staff is recommending that we enter into an agreement with Smith & Klackiewicz, PC, who scored the highest overall and had the most reasonable cost. A spread sheet is attached for your review.

At this time, staff is requesting approval to move forward with entering into an agreement with Smith & Klackiewicz, PC to perform the biennial GLS Region V audit. Staff is also requesting approval for Derek Bradshaw to sign all contracts related to the audit.

An Equal Opportunity Organization

**II B**

| Scoring Criteria Region V Biennial Audit 2014-2015 |                    | Scorer Name: DB, CD, JZ |                 |                        |  |              |
|--|--------------------|-------------------------|-----------------|------------------------|--|--------------|
| Proposer Name                                      | Price              | Prior Experience        | Capability      | Professional Personnel | Overall response to Qualification proposal request | TOTAL POINTS |
|  | Total Points 15    | Total Points 10         | Total Points 15 | Total Points 10        | Total 10 points                                    | 60           |
| ANDREWS HOOPER PAVLIK, PLC                         | 12 (Price \$5,900) | 9                       | 14              | 9                      | 10   | 54           |
| SMITH & KLACKIEWICZ                                | 15 (Price \$5,040) | 10                      | 15              | 10                     | 10   | 60           |
| YEO & YEO  | 8 (Price \$8,900)  | 9                       | 15              | 8                      | 10   | 50           |

Final scores are the average of the scores from three reviewers



# Genesee-Lapeer-Shiawassee Region V Planning and Development Commission

ROOM 223 – 1101 BEACH STREET  
TELEPHONE (810) 257-3010

FLINT, MICHIGAN 48502-1470  
FAX (810) 257-3185

DEREK BRADSHAW  
FISCAL OFFICER

## MEMORANDUM

**TO:** Members of the GLS Region V Planning and Development Commission

**FROM:** Anna Pinter, Planner III  
Genesee County Metropolitan Planning Commission

**DATE:** July 28, 2015

**SUBJECT: Region 6 Regional Prosperity Initiative Update**

The July 9<sup>th</sup> I-69 Thumb Region Steering Committee meeting was cancelled due to a lack of imperative agenda items. The economic development partners will be meeting with Olsson Associates in mid-August to begin initial discussions regarding the Strategy for Sites, Buildings and the Lack of Available Square Footage. The economic developers will be asked to provide information prior to the meetings in order to have a productive work session with Olsson Associates while they are in town.

An application will be submitted to the Michigan Department of Agriculture and Rural Development (MDARD) for the Strategic Growth Initiative Grant Program from GLS Region V on behalf of the I-69 Thumb Region partners. The Growing Rural Downtowns project pairs the small downtown challenges with agribusiness opportunities by repurposing vacant store fronts for small scale craft food industries. The project would generate entrepreneurial opportunities, spur job creation, attract tourists and improve the quality of life for residents. The application is due July 22.

The next I-69 Thumb Region Steering Committee meeting will be September 10 at 10:30 a.m. at the Lapeer County Health Department.

An Equal Opportunity Organization



# Genesee-Lapeer-Shiawassee Region V Planning and Development Commission

ROOM 223 – 1101 BEACH STREET  
TELEPHONE (810) 257-3010

FLINT, MICHIGAN 48502-1470  
FAX (810) 257-3185

DEREK BRADSHAW  
FISCAL OFFICER

## MEMORANDUM

**TO:** Members of the GLS Region V Planning and Development Commission

**FROM:** Christine A. Durgan, Assistant Director  
Genesee County Metropolitan Planning Commission

**DATE:** July 28, 2015

**SUBJECT:** **Status of Hazard Mitigation Plan Updates for Genesee and Lapeer Counties**

Staff received final approval from FEMA on the Genesee County Hazard Mitigation Plan Update. All Genesee County jurisdictions are covered under the Plan and eligible to apply for funding.

Staff received final approval from FEMA on the Lapeer County Hazard Mitigation Plan Update. All Lapeer County jurisdictions are covered under the Plan and eligible to apply for funding.

The final closeout paperwork for the grant has been completed and submitted to the Michigan State Police.

An Equal Opportunity Organization



# Genesee-Lapeer-Shiawassee Region V Planning and Development Commission

ROOM 223 – 1101 BEACH STREET  
TELEPHONE (810) 257-3010

FLINT, MICHIGAN 48502-1470  
FAX (810) 257-3185

DEREK BRADSHAW  
FISCAL OFFICER

## MEMORANDUM

**TO:** Members of the GLS Region V Planning and Development Commission

**FROM:** Jason Nordberg, Principal Planner  
Genesee County Metropolitan Planning Commission

**DATE:** July 28, 2015

**SUBJECT:** **Governor's Regional Transit Mobility Initiative Update**

On May 19, 2015, staff received notification that the KFH Group has been contracted by the Michigan Association of United Ways (MAUW) to begin Phase 2 of the Regional Transit Mobility project. KFH Group will conduct a statewide transportation study to look at regional gaps in mobility, barriers and opportunities to meeting transportation needs, and to identify actions that can be taken by local transportation providers and 2-1-1s to increase mobility.

KFH Group's work will build upon the efforts of staff's GLS Region V's Phase 1 Report to document what is known about regional transit mobility. On June 19, 2015, staff held a conference call with KFH Group to discuss specifics related to GLS Region V's Phase 1 report and to provide input for upcoming outreach activities this fall. KFH Group and MDOT's Office of Passenger Safety have scheduled a conference with all the Regional Planning Agencies on July 27 to discuss the overall work plan and immediate outreach activities per region.

Staff will continue to stay in contact with the surrounding planning regions (SEMCOG & EMCOG) to discuss and share findings. We anticipate similar results with the neighboring regions and will keep the GLS Region V PDC up to date with the start of phase two of this initiative.

An Equal Opportunity Organization

To access the complete task 1 report, we have included the following link.  
<http://gcmipc.org/wp-content/uploads/2015/05/Regional-Transit-GLS-Region-V-Phase-1.pdf>

If you have any questions or comments, please contact us by email at [jmaurer@co.genesee.mi.us](mailto:jmaurer@co.genesee.mi.us) or by phone at (810)-257-3010.