



# 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, May 19, 2015  
6:00 P.M.**

## AGENDA

### I. INTRODUCTION

- A. Roll Call
- B. Approval of the Minutes of GLS Region V PDC Regular Meeting March 24, 2015 (attached)
- C. Approval of the Agenda of GLS Region V Meeting to be held May 19, 2015
- D. Opportunity for the Public to Address the GLS Region V PDC
- E. Communications

### II. ACTION ITEMS

- A. Budget Adjustment (attached)
- B. Financial Report
  - 1. Report (attached)
  - 2. Checks (to be distributed)
- C. Michigan Transportation Planning Association Conference (attached)
- D. FY 2016 GLS Region V Work Program (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. Fiber Optics Plan for the I-69 Thumb Region 6 Update (attached)

### IV. ANNOUNCEMENTS

An Equal Opportunity Organization

V. ADJOURNMENT

**Next Meeting – July 28, 2015**

## GLS REGION V PDC March 24, 2015

The GLS Region V Planning and Development Commission met at 6:00 p.m. on Tuesday, March 24, 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 6:00 p.m.

#### A. Roll Call

**Present:** Alan Himelhoch, Derek Bradshaw, Jeffrey Kelley, John Horvath, John Mandelaris, Richard Van Haaften, Robert Johnson, Robert McLaren, Sidney Grinnell.

**Absent/Excused:** Gary Roy, Christina Johnson, Charles Van Duren, Mary Ann Ketels, Ryan Doyle, Mike Hemmingsen, Julie Hales-Smith, Ed Benning, Bill Henry, Glynn Fackler, Cheryl Clark and David Hetfield.

**Also Present:** Jason Nordberg, Anna Pinter, Damon Fortney and Debby Compton.

#### B. Approval of the Minutes of GLS Region V PDC Regular Meeting January 27, 2015

**Motion:** **Action:** Approve, **Moved by** Robert Johnson, **Seconded by** John Mandelaris, to approve the GLS Region V minutes for the meeting held on January 27, 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 March 24, 2015

**Motion:** **Action:** Approve, **Moved by** Robert Johnson, **Seconded by** Robert McLaren, to approve the GLS Region V agenda for March 24, 2015 as presented.

Motion approved unanimously.

(Document on file with minutes)

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

E.  Communications  
There were no Communications.

II.

 ACTION ITEMS

A. Budget Amendment

Mr. Bradshaw stated staff is requesting to add \$228,750 in 2015 Regional Prosperity funding to the FY2015 Budget. In addition, he stated staff is also requesting the following items be changed within the budget. Supplies went up, Consultants went up, Public Relations went down and Consultant, other went down.

**Motion: Action:** Approve, **Moved by** Jeffrey Kelley, **Seconded by** Alan Himelhoch, to approve the Budget Amendment as presented.

Motion passed unanimously.

(Documents on file with minutes)

B.  Financial Report

1. Report

Mr. Bradshaw stated there is a paper handout for this as there were a couple of changes after the agenda went out. There were some formula issues and the handouts show the correct information. He reviewed the financial report ending February 28, 2015.

**Motion: Action:** Approve, **Moved by** Robert Johnson, **Seconded by** John Mandelaris, to approve the Financial Report ending February 28, 2015 as presented noting that there will be an auditing expense on next year's report as it is done bi-annually.

Motion passed unanimously.


(Documents on file with minutes)

2. Checks

**Motion: Action:** Approve, **Moved by** Alan Himelhoch, **Seconded by** John Mandelaris, to approve the checks in the amount of \$57,055.86 and to authorize the signing by the proper authorities.

Motion passed unanimously.

(Documents on file with minutes)

C.  **Region 6 Consulting Services Agreements**

Ms. Pinter stated the Region 6 application was funded at a slightly lower amount than requested. The 8.5 % reduction was due to mid-year reductions in state revenue for the 2015 fiscal year. A portion of the 2015 budget is allocated for the Regional Economic Development Collaboration which will continue the great work started by the six economic development leads for the seven counties. Ms. Pinter stated the success of the Regional Prosperity Initiative is due to the leadership of these agencies. We are requesting that the GLS Region V Planning and Development commission approve the Consulting Services Agreements with each of the six economic development agencies. Further discussion ensued.

**Motion: Action:** Approve, **Moved by** Alan Himelhoch, **Seconded by** Robert McLaren, to approve the Region 6 Consulting Services Agreements.  
Motion passed unanimously.  
(Documents on file with minutes)

D.  **Election of Officers**

Mr. Nordberg stated that the three officer positions are up for nominations and opened the floor to nominations. Recommendations of the Committee are to re-elect the standing officers for another year.

Mr. Grinnell asked if there were any more nominations from the floor. No one spoke at this time. Nominations were closed.


**Motion: Action:** Approve, **Moved by** Jeffrey Kelley, **Seconded by** Alan Himelhoch, to re-elect the standing officers for another year as presented by acclamation.  
Motion passed unanimously.

III.  **DISCUSSION ITEMS**

A. **MAR Update**

Mr. Bradshaw stated Michigan Association of Regions (MAR) has gone through a growing phase the past several years. They hired a part time executive director and they became more aggressive as far as going out and taking a look at how regions fit into the state and what they are used for. They are working with State and Federal agencies to try to expand their


role in the State and the Regional Prosperity Initiative is a good example of this. Discussion ensued.

B.  **Region 6 Regional Prosperity Initiative Update**


Mr. Bradshaw stated he attended the Michigan Education and Economic Summit in Detroit and he had the opportunity to lead two of the sessions on how Economic Development and Education work together. The goal of these sessions was to develop an idea of what we want to do. He stated we have an Accelerate plan for Region 6 so let's start talking about real projects. Specifically on Education; we went through a process and came up with two ideas. One would be to do some digital video/marketing in conjunction with school tours of current businesses that have job openings in the area.

The second part; we picked a couple of economic development focused projects at the last Region 6 meeting that we are going to focus on. The projects were 1) to develop a craft agriculture strategy for Region 6 and 2) create a multi-faceted approach to address the lack of available square footage in Region 6. The details of both projects are still being determined, but the craft agriculture strategy is likely to include enhancement of the Food and Farm Trial that the Huron EDC has developed.

Mr. Bradshaw then mentioned the handout regarding GLS Region V becoming the Workforce Development for all of the Thumb and Genesee/Shiawassee Area excluding St. Clair County. He said the state says there are too many Workforce Development boards and they want to consolidate the boards down to the Regional Prosperity Region Boards. Basically, one option is that the Grant Administrator would become GLS Region V. They would give out the money to each of the existing entities within the same boundaries. There would be approximately \$20 to \$30 million in funding to administer. An Executive Committee would have to be formed and each county in RPI Region 6 would have representatives on this board. Region V has the opportunity to step up and say for this region we can take a look at this. This would go a long way to cementing Regional Prosperity. The downside is the money to administer the \$20 to \$30 million is probably in the range of \$30 to \$60 thousand. It really doesn't give you enough staff to actually go in and do what I would consider proper oversight and each of the counties would still be responsible for any misspending. Further discussion ensued.

C.  Status of Hazard Mitigation Plan Updates for Genesee & Lapeer Counties

Mr. Fortney stated all Genesee County local units of government adopted the Hazard Mitigation Plan Update and we received final approval from FEMA. We have received 25 Lapeer County signed resolutions so far with 3 still remaining we are working with to collect. Once they are received and the Plan Update is adopted we can send them to FEMA for final approval.

D.  Governor's Regional Transit Mobility Initiative Update 2015 Asset Management PASER Training

Mr. Fortney stated to date staff has collected surveys from 3 major Region V transit agencies and staff also sent a survey to additional entities that provide minor transit services to get further input on this issue. He said staff will use the information from the surveys to draft a narrative of the findings. He stated Phase 1 reports are tentatively due to MDOT by April 30<sup>th</sup>. Mr. Fortney also stated MDOT is working on providing a one-time payment of \$5,000 to each Regional Planning Agencies (RPA's) for the completion of Phase 1 of the project.

E.  Region 6 Fiber Optics Report Update

Mr. Fortney started out with a PowerPoint presentation. He said there are over 15,000 miles of fiber in the region and 55% of Businesses with 50+ employees are within ¼ mile of fiber. He stated the Next Steps are; Final Draft of Fiber Optics Report to be distributed, Marketing Pamphlet, Connect Michigan Community Implementation and the Next Fiber Optics meeting will be held on 4/15/15.

IV.  ANNOUNCEMENTS

There were no Announcements at this time.

V. ADJOURNMENT

**Motion: Action:** Adjourn, **Moved by** John Horvath, **Seconded by** Robert McLaren to adjourn the meeting.

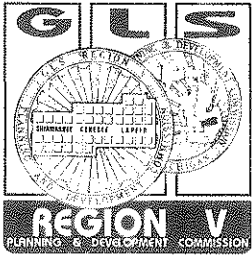
Motion approved unanimously.

Chairperson Grinnell adjourned the meeting at 7:36 p. m.

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

DRAFT





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

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DEREK BRADSHAW  
FISCAL OFFICER

## MEMORANDUM

**TO:** GLS Region V Planning and Development Commission

**FROM:** Derek Bradshaw, Fiscal Officer

**DATE:** May 19, 2015

**SUBJECT:** Budget Adjustment

As part of the budgetary process, certain revenues and expenditures are adjusted after the budget has been adopted. At this time, I am requesting approval of the below budget adjustments.

- Within the Rural Task Force grant, moving \$1,000 from Public Involvement for Air Quality Conformity (section 4138) to Management of Rural Task Force Process (section 4130) to account for staff costs.
- Within the Work Program grant, moving \$2,900 from Program Management (section 4132) to Technical Assistance to MDOT (section 4137) to account for staff costs.
- Within the Work Program grant, moving \$400 from consultants to training.

**GLS REGION V  
BALANCE SHEET  
For the period ending March 31, 2015**

<b>ASSETS</b>		
Cash		\$41,210.67
Accounts Receivable		14,398.02
Prepaid Expense		<u>0.00</u>
<b>TOTAL ASSETS</b>		<u>\$55,608.69</u>
<b>LIABILITIES</b>		
Accounts Payable		\$27,009.12
Deferred Revenue		\$13,501.35
<b>FUND BALANCE</b>		
Fund Balance Restricted-Audit		0.00
Fund Balance Restricted-Traffic Counter Supplies		1,641.85
Fund Balance Unrestricted		<u>13,456.37</u>
 <b>TOTAL LIABILITIES, RESERVES, AND FUND BALANCE</b>		 <u>\$55,608.69</u>
Fund Balance, October 1, 2013	14,775.94	
Excess Revenue Over Expenditures	<u>322.28</u>	
Fund Balance, March 31, 2015		<u>15,098.22</u>

EXHIBIT II

**GLS REGION V**  
**Due From Other Governmental Units**  
**For the Period October 1, 2014 to March 31, 2015**

Due from M.D.O.T.	<u>14,398</u>
Total Due from Other Governmental Units	<u><u>\$14,398</u></u>

EXHIBIT III

**GLS REGION V**  
**Statement of Revenue and Expenditures**  
**For the Period October 1, 2014 to March 31, 2015**

REVENUE (Exhibit IV)		<u><u>\$135,926</u></u>
EXPENDITURES (Exhibit V):		
Supplies	2,222	
Other Operating Charges	133,382	
Travel	0	
Capital Outlay	0	<u>135,604</u>
EXCESS REVENUE OVER/-UNDER EXPENDITURES		<u><u>\$322</u></u>

**GLS REGION V**  
**Revenue Budget Variance Report**  
**For the Period October 1, 2014 to March 31, 2015**

<u>Revenue</u>	<u>Total Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Bud Variance</u>	<u>Revenue As % of Total Budget</u>
MDOT-Planning Grant	33,000	12,323	13,750	(1,427)	37%
MDOT-Asset Management	39,423	7,535	16,426	(8,891)	19%
MDOT-Rural Task Force	20,000	4,328	8,333	(4,005)	22%
Hazard Mitigation Grant	22,167	1,710	9,236	(7,527)	8%
Regional Prosperity Grant 2014	118,361	109,974	49,317	60,657	93%
Regional Prosperity Grant 2015	228,750	-	95,313	(95,313)	0%
Traffic Counting	-	-	-	-	0%
Dues	-	-	-	-	0%
Bank Account Interest	-	36	-	36	0%
Misc Revenue	-	20	-	20	0%
<b>TOTAL REVENUE</b>	<b><u>\$461,701</u></b>	<b><u>\$135,926</u></b>	<b><u>\$192,375</u></b>	<b><u>(\$56,449)</u></b>	<b><u>29%</u></b>

**GLS REGION V**  
**Statement of Expenditures: Actual vs. Budget**  
**For the Period October 1, 2014 to March 31, 2015**

	<u>Total Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Bud Variance</u>	<u>Expenditures As % of Total Budget</u>
35005 Supplies	8,753	2,222	4,377	2,154	25%
35020 Postage	200	-	100	100	0%
35035 Magazines	-	-	-	-	0%
35350 Supplies, traffic counting	600	-	300	300	0%
46005 Bank Service Charges	200	18	100	82	9%
46045 Consultants	149,250	64,261	74,625	10,364	43%
46047 RPI County Leads	61,272	7,836	30,636	22,800	13%
46135 Auditing	-	-	-	-	0%
46205 Service Contracts	200	-	100	100	0%
46380 Public Relations	14,750	-	7,375	7,375	0%
46385 Community Relations	5,000	5,000	2,500	(2,500)	100%
46395 Printing	100	-	50	50	0%
46430 Marketing	13,675	9,100	6,838	(2,263)	67%
46435 Advertising	3,400	475	1,700	1,225	14%
46500 Training	300	310	150	(160)	103%
46575 Memberships	960	960	480	(480)	100%
46595 Consultant, other	65,041	45,422	32,521	(12,902)	70%
55480 Projects	137,250	-	68,625	68,625	0%
60005 Travel	750	-	375	375	0%
65070 Equipment	-	-	-	-	0%
<b>TOTAL EXPENSES</b>	<b><u>461,701</u></b>	<b><u>135,604</u></b>	<b><u>230,851</u></b>	<b><u>95,247</u></b>	<b><u>24%</u></b>

**GLS REGION V PLANNING DEVELOPMENT COMMISSION  
CHECK DISBURSEMENT VOUCHER  
MAY 19, 2015**

PAID TO	DESCRIPTION	CHECK#	AMOUNT
AMR ALLIANCES-prepaid	BUILD COMM CONF	8268	175.00
FLINT & GENESEE CHAMBER-prepaid	ECONOMIC DEVELOP A	8269	6,710.00
HURON COUNTY ECONOMIC DEVELOPMENT-prepaid	ECONOMIC DEVELOP A	8270	1,921.00
LAPEER DEVELOPMENT CORP-prepaid	ECONOMIC DEVELOP A	8271	2,135.00
SHIAWASSEE ECONOMIC DEVELOPMENT-prepaid	ECONOMIC DEVELOP A	8272	1,708.00
ECONOMIC DEVELOPMENT ALLIANCE OF ST. CLAIR	ECONOMIC DEVELOP A	8273	4,056.00
TUSCOLA COUNTY ECONOMIC DEVELOPMENT-prepaid	ECONOMIC DEVELOP A	8274	1,281.00
THE ARGUS-PRESS COMPANY	RTF PUBLIC NOTICE AD	8275	33.00
GCMPC	CONSULTANT	8276	5,631.69
MICHIGAN TRANSPORTATION PLANNING ASSOCIATION	2015 MTPA CONFERENCE	8277	325.00
VIEW NEWSPAPER GROUP	RTF PUBLIC NOTICE AD	8278	235.04
JAMAR TECHNOLOGIES INC	TRAFFIC COUNTING SURVEY	8279	347.90

TOTAL 24,383.63



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

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FLINT, MICHIGAN 48502-1470

## MEMORANDUM

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

**FROM:** Jason Nordberg, Principal Planner

**DATE:** May 19, 2015

**SUBJECT:** Michigan Transportation Planning Association Conference

The Michigan Transportation Planning Association (MTPA) is holding their 2015 Annual Planning Conference in Ann Arbor, Michigan from July 8<sup>th</sup> through July 10<sup>th</sup>. A draft conference agenda has been released and has been included for your review.

Region V has traditionally sent representatives to the conference depending on committee interest. Registration for the conference is \$350 per person. Travel expenses for attending the conference is estimated at \$62 per day. The total cost per person for conference attendance is \$536.

An Equal Opportunity Organization

# Thank You to Our 2015 Conference Sponsors

The logo for AECOM, featuring the letters 'AECOM' in a bold, black, sans-serif font. The letter 'E' is stylized with a horizontal bar that transitions from blue to green.

# Access & Mobility In A Performance Based Framework

**2015 Michigan Transportation  
Planning Association  
Annual Conference**

**July 8-10, 2015**

**Ann Arbor, MI**

**[www.miwats.org/mtpa-2015](http://www.miwats.org/mtpa-2015)**

Thank you to MTPA Education Committee members: Ryan Buck, Mark Ferrall, Suzann Flowers, Nick Sapkiewicz, Darrell Harden, Gautam Mani, Brad Sharlow, Steve Stepek, Rachael Tupica, and Lindsay Wallace.



## Tuesday - July 7, 2015—Campus Inn

2:00pm to 5:00pm Hotel Check In at the Campus Inn  
Registration: Campus Inn 3rd Floor Boardroom (Room 306)

4:00pm to 6:00pm Fun planned but informal activity in Ann Arbor

## Wednesday - July 8, 2015—Campus Inn

8:00am to 9:00am **Breakfast, Registration, and Sessions located in the Terrace Ballroom (3rd Floor)**

9:00am to 10:00am Access and Mobility Jonathan Levine, PhD, Emil Lorch  
Collegiate Professor of  
Architecture and Urban Planning

10:00am to 10:45am Pedestrian Travel and Safety in Ann Arbor Eli Cooper, AICP, City of Ann Arbor

10:45am to 11:00am **BREAK**

11:00am to 12:00pm Performance Measures Shana Baker, FHWA

12:00pm to 1:00pm **Lunch at Campus Inn**

1:00pm to 2:15pm The Ride - Planning and Service Expansion Michael Benham, The Ride

2:15pm to 2:30pm **BREAK**

2:30pm to 3:15pm Transit in Michigan Jeromie Winsor, AECOM

3:15pm to 4:00pm STOPS Transit Modeling Jeffrey Roux, AECOM

4:00pm to 4:30pm West Michigan Clean Air Action Committee Carolyn Ulstad, MACC Andrea Faber, GVMC, and Amy Haack, WMSRDC

5:00pm to 6:00pm Cocktail Hour in the Terrace Patio

6:00pm Dinner and Ann Arbor exploration on your own

*If you need to conduct business during the Wednesday sessions, Room 306 (across the hall from the Terrace Ballroom) is available for MTPA guests.*

## Thursday - July 9, 2015—UM Pendleton Room

8:30am to 9:00am Bus boarding at Campus Inn—Travel to Mobile Workshop Location (Breakfast will be provided on the Bus)

9:00am to 11:00am Mobile Workshop—MCity, Allen Creek Greenway and North-South Commuter Rail Initiative (Bus will transport attendees to UM)

12:00pm to 1:00pm Lunch at Cottage Inn (512 E. William St., Ann Arbor)

1:00pm to 1:45pm Access to Core Services Kevin Vettrano, SEMCOG

1:45pm to 2:30pm Improving Pedestrian Access and Experience in Kalamazoo Jason Latham, MDOT SW Region, Steve Stepek, AICP, KATS

2:30pm to 2:45pm **BREAK**

2:45pm to 3:30pm Utilizing HERE data Jason Firman, MDOT

3:30pm to 4:15pm Reimagine Washtenaw Stephen Wade, Washtenaw County OCED

4:15pm to 5:00pm M2D2—Multi-Modal Design and Delivery MDOT

5:00pm to 5:15pm MTPA Annual Meeting—Pendleton Room (Walk back to Campus Inn)

7:00pm to 9:30pm MTPA Annual Awards and Dinner at UM Pendleton Room  
Casual Attire

## Friday - July 10, 2015—UM Pendleton Room

**Hotel Check Out**

8:30am to 9:00am Walk to Campus Inn—Breakfast provided at UM

9:00am to 10:00am Coffee with Carmine Carmine Palombo, SEMCOG

10:00am to 10:45am Working with Engineering Guidelines Mike Darga, Giffels Webster

10:45am to 11:30am Engineering Liability for Highways and Non-Motorized Facilities Carissa McQuiston, PE MDOT, and Kathleen Gleeson Asst. Attorney General

11:30am to 12:00pm Walk back to Campus Inn

Noon Lunch on your own—Drive Safely





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## MEMORANDUM

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

**FROM:** Jason Nordberg, Principal Planner

**DATE:** May 19, 2015

**SUBJECT:** FY 2016 GLS Region V Work Program

The Work Program identifies work items and the amount of funding budgeted for each item in the upcoming 2016 Fiscal Year. The main work items for the 2016 Fiscal Year include staff time for grant administration, traffic counting, the Highway Performance Management System (HPMS) and Asset Management (PASER survey). MDOT is continuing to provide an allocation of \$19,000 from the State Planning and Research Program funding for Regions to provide annual transportation technical assistance for non-metropolitan areas of the state to manage the Rural Task Force and Small Urban programs.

Funding for Region V work items primarily come from State grants. Staff is proposing a budget of \$92,423. This funding request is based upon the amount received in the 2015 fiscal year.

Staff recommends that the Genesee-Lapeer-Shiawassee Region V Planning & Development Commission approve the FY 2016 GLS Region V Work Program with an allocation of \$92,423, as well as, the authority for Derek Bradshaw to sign all contracts and agreements related to the work program.

An Equal Opportunity Organization

# **GLS Region V**

## **FY 2016 Regional Transportation Planning Work Program**

October 1, 2015 – September 30, 2016

## Table of Contents

Committee.....	3
Introduction.....	4
Budget.....	5
I. Program Management.....	6
II. Technical Assistance to MDOT.....	8
III. Technical Assistance to Member Agencies.....	10
IV. Management of Rural Task Force and Small Urban Programs.....	11
V. Public Involvement and Consultation Process for Non-Metropolitan Areas.....	12
VI. Public Involvement for Air Quality Conformity.....	14
VII. Asset Management.....	15

# GLS REGION V PLANNING AND DEVELOPMENT COMMISSION

## OFFICERS

*Sidney Grinnell - Shiawassee County  
Chairperson*

*Gary Roy - Lapeer County  
Vice Chairperson*

*Derek Bradshaw - Genesee County  
Fiscal Officer*

## COMMITTEE MEMBERS

### **Genesee County:**

Alan Himelhoch  
John Mandelaris  
Ed Benning  
Charles Van Duren (alt)  
Robert Johnson (alt)

Jeffrey Kelley  
Bill Henry  
Christina Johnson  
Mary Ann Ketels (alt)

### **Lapeer County:**

Cheryl Clark  
Michael Hemmingsen  
Dyle Henning (alt)

Richard Van Haaften  
Lenny Schneider (alt)

### **Shiawassee County:**

Julie Hales-Smith  
John Horvath

Robert McLaren

## INTRODUCTION

The Michigan Department of Transportation (MDOT) recognizes the importance of the state-local partnership in delivering a safe and efficient transportation system. The Regional Transportation Planning Program (RTPP) was created by the MDOT Bureau of Transportation Planning (BTP) in 1974 in order to contract various planning services to be performed by the State Planning and Development Regions to assist BTP and local units of government.

The RTPP requires each participating regional planning agency to have an annual work program in accordance with a three-year Master Agreement. Since 1984 the State Legislature has set a budget of \$488,800 of Act 51's Michigan Trunkline Fund (MTF) for the RTPP. The scope of work identified in the annual work program includes specific activities identified to assist MDOT and local communities. Over the years, the work elements and funding levels of the basic work program have been stable. In previous years the basic work program contained the following work elements: Administration, Technical Assistance to MDOT, Highway Performance Management System, Public Involvement and Local Technical Assistance.

For FY 2016, the work program continues to have a budget of \$488,800 for the basic work elements of the work program. The BTP has also allocated part of the State Planning and Research (SPR) Program funding to provide annual transportation technical assistance for non-metropolitan areas of the state. In FY 2016, each regional planning agency, with exception of SEMCOG, will receive funding, as needed and if available, from the FY 2016 SPR program to assist MDOT and the Regional Planning Agencies in:

- Improving public involvement and the consultation process in non-metropolitan areas of the state.
- Managing the Rural Task Force and small urban program.
- Providing interagency coordination and public involvement for air quality conformity in non-attainment areas for ozone and PM2.5 (**Only for Regional Planning Agencies with non-attainment counties**)

**GENESEE, LAPEER, SHIAWASSEE  
REGION V TRANSPORTATION PLANNING  
PROGRAM FUNDING REQUEST SUMMARY**

FY 2016 (October 1, 2015 to September 30, 2016)

<b>Michigan Transportation Funded Work Items</b>	<b>MDOT</b>	<b>TOTAL</b>
Program Management	\$10,000	\$10,000
Technical Assistance to MDOT	\$22,000	\$22,000
Technical Assistance to Member Agencies	\$ 2,000	\$ 2,000
Management of Rural Task Force and Small Urban	\$17,000	\$17,000 <u>SPR</u>
Public Involvement and Consultation Process for Non-Metropolitan Areas	\$ 1,500	\$ 1,500 <u>SPR</u>
Public Involvement for Air Quality Conformity	\$ 500	\$ 500 <u>SPR</u>
Asset Management	\$39,423	\$39,423
<b>TOTAL</b>	<b>\$92,423</b>	<b>\$92,423</b>

# I. Program Management

## Objectives

- Prepare and adopt annual work program.
- Prepare progress reports and invoices no less than quarterly.
- Ensure expenditures are well documented and cost effective.
- Prepare a Final Acceptance Report (FAR) on the status of the work activities and products, within ninety (90) days from the end of the fiscal year.
- Assist the auditors in carrying out general and specific audits of programs annually. Send such audit reports to the Program Coordinator.

## Products

1. The following will be submitted to the Program Coordinator by the Agency for reimbursement of costs incurred in conjunction with the work activities identified in the work program.
  - (a.) Progress reports that summarize accomplishments and attendance at applicable meetings for each work item.
  - (b.) Invoices for payment, at least quarterly, from the funding source as per the project authorizations.
  - (c.) Receipts of equipment purchased, i.e. traffic counters, computer hardware and software, etc.
  - (d.) Itemization of program expenses in terms of work items, including salaries, fringe benefits, indirect costs and other direct costs.
  - (e.) Tabulation of progress by work item, indicating the amount and percent billed the current billing period and to date.
2. The FAR on the status of activities and products in the work program will be submitted to the Program Coordinator within ninety (90) days following the contractual period in the work program, as specified within the Master Agreement. The FAR is a performance evaluation, not a financial audit and must contain the following information for each work item:

- (a.) Products completed
- (b.) Products not completed and reason for lack of completion.
- (c.) The amount of funds budgeted and expended.
- (d.) Work items that are to be continued next year.

**Budget: \$10,000** (MTF)



## II. Technical Assistance to MDOT

### Objectives

- Assist in various tasks to update the Statewide Long-Range Transportation Plan (MI Transportation Plan), and the Statewide Transportation Improvement Program (STIP).
- Provide support for specific department issues and/or requests for information on transit, special projects and/or program development issues.

### Activities

1. Assist in conducting transportation related workshops, including but not limited to, workshops for access management, Heritage Routes, Functional Classification updates, non-motorized transportation, safety and non-metropolitan area elected officials. Activities may include locating adequate facilities, registering participants, scheduling speakers and other meeting management related activities.
2. Provide staffing and technical planning assistance in the area of transportation.
3. Conduct transportation studies as needed.
4. Assist in identifying transportation interest, programs and projects as appropriate for the STIP and the Statewide Long-Range Transportation Plan.
5. As appropriate, assist the MDOT Office of Passenger Transportation and local transit providers.
6. Statewide Travel Demand Model:
  - a. Review and provide feedback on REMI socio-economic forecasting outputs and assist in reviewing and allocating data to statewide traffic zones.
  - b. Verify statewide model network inventories.

- c. Provide traffic counts, as available, for model update not covered in acquiring traffic counts for the Highway Performance Monitoring System (HPMS).
- d. Collect and submit data items for HPMS in conjunction with MDOT's HPMS Coordinator. Staff will review and update the HPMS database sample segments using MDOT supplied spreadsheets that contain only the data items needing to be updated for each sample in the format provided.
- e. Non Trunk-line Federal Aid Program (NTFA). Staff will provide support to the NTFA in the cross-agency coordination effort of gathering existing traffic count data on the non trunk-line federal aid roads.

**Budget:**     \$22,000     (MTF)

### III. Technical Assistance to Member Agencies

#### Objective

- Provide services to local transportation agencies to improve existing and new multi-modal transportation systems, and identify actions to improve the area's transportation system.

#### Activities

1. Assist local units of government in obtaining grant funds to improve existing and new multi-modal transportation systems, and identify actions to improve the area's transportation system.
2. Assist local agencies seeking to improve and expand the public transportation and to promote improved transportation systems for all modes.
3. Coordinate planning to promote safety, livable communities and environmental sustainability.
4. Work with local agencies to assess impacts of transportation of projected land uses in the region.
5. Review and/or develop proficiency in traffic crash data.
6. Prepare and Report to Regional Boards and local agencies on the status of transportation planning work program activities and tasks.

#### Products

Provide Program Coordinator with a copy of any reports produced as a result of these activities.

Budget:     \$2,000     (MTF)

## IV. Management of the Rural Task Force and Small Urban Programs

### Objective

- To assist MDOT in the management of the Rural Task Force (RTF) and Small Urban programs.

### Activities

1. Schedule, set-up and facilitate RTF project selection meetings and Small Urban meetings.
2. Ensure a cooperative planning process is being followed, and the correct functional classification, and system is identified, and eligible work is submitted.
3. Ensure balance sheets and/or E-Files are properly managed with updated information.
4. Ensure the required public involvement and consultation process is completed, by providing citizens, affected public agencies, Tribal Governments, private transportation providers and other interested parties with notice and opportunity to comment on proposed transportation projects, plans and programs.
5. Submit eligible projects to MDOT as approved by the RTF committees.
6. Submit proof of public involvement and meeting minutes as part of monthly or quarterly progress reports.
7. Submit All Season Road changes to MDOT.

Budget:   \$17,000   (SPR)

## **V. Public Involvement and Consultation Process for Non-Metropolitan Areas**

### **Objectives**

- To provide for non-metropolitan local official participation in the development of the State Long-Range Transportation Plan (LRTP) and the STIP.
- To provide opportunities for the public to review and comment in the development of the LRTP and STIP.
- To manage consultation with local elected officials, local officials with responsibility for transportation, public agencies, general public, Tribal Governments, businesses and organizations in accordance with the Statewide Planning Process Public Participation Plan.

### **Activities**

1. Work with MDOT on public involvement issues, including organizing meetings, focus groups and advisory committees.
2. Conduct local program meetings and ongoing communication and technical assistance in non-metropolitan areas of the state to provide information on various state and federal programs.
3. Document the RTF's public involvement and consultation processes.
4. Partner with educating and training local officials with regard to state and federal funded programs, policies applications and other key information.
5. Respond to requests from both the public and private sector to provide information on state and federal transportation programs, projects, funding and to stay informed on local issues.
6. Participate in statewide conferences, meetings, seminars, forums and training sessions on state and federal programs available to local communities.

7. Assist MDOT in keeping elected public officials, general public, local planning agencies and Tribal Governments informed early of the list of projects in the Five-Year Program and of the investment strategies, funding assumptions, economic benefits and impacts on the various modes.
  
8. Assist in the creation and maintenance of a list serve for managing the electronic distribution of information to the local elected officials.

Budget:   \$1,500   (SPR)

## VI. Public Involvement for Air Quality Conformity

### Objectives

- To comply with the provisions of MAP-21 and the transportation conformity provisions of the Clean Air Act for non-attainment areas for ozone and particular matter (PM2.5).
- To provide local interagency coordination in the transportation planning process.
- To provide results and gain input for the air quality conformity process to all interested individuals, citizens, and organizations (public and private).

### Activities

1. Attend air quality training courses and seminars to become fluent in conformity/non-conformity regulations, language and issues.
2. Conduct and participate in interagency discussions and consultation at a statewide and/or region-wide level to discuss and evaluate attainment strategies pertaining to air quality conformity as part of the statewide transportation planning process.

**(For Ozone and PM 2.5 Non-Attainment Areas/ Counties)**

**Budget: \$500 (SPR)**

## **VII. Asset Management**

### **Objective**

Provide technical assistance to the Asset Management Council as required by Public Act 499 of 2002.

### **Activities**

1. Attend a one day training seminar on the use of the Pavement Surface Evaluation and Rating (PASER) system.
2. Participate as part of a three-person team (including MDOT and city/county) that will rate the federal-aid eligible roads in the region.
3. Provide results of PASER ratings to local agencies for review and revision where appropriate.
4. Publicly display PASER ratings on web site or through other public means so that ratings are available for public review and useable for project and planning development activities.
5. Transmit PASER ratings and roadway data (i.e., traffic counts) on forms supplied by the MDOT Asset Management Coordinator.
6. Monitor and report to MDOT Asset Management Coordinator status of projects awarded in the past calendar year.
7. Contract with counties and cities for participation in data collection efforts.
8. Coordinate asset management training and demonstration projects within their jurisdictions.
9. Provide other assistance as may be requested by the Asset Management Council.

### **Products**

1. Road network loaded into RoadSoft.



2. PASER data collected on Act 51 roads in the region.
3. Web based or other public display of PASER ratings.
4. Report on PASER and other roadway data and transportation project completion information for the region.
5. List of projects for three (3) years (regardless of funding source) for all Act 51 agencies in the region.
6. Quarterly reports submitted to MDOT Asset Management Coordinator.

Upon Billing Submittal:

- Costs incurred will be reimbursed upon review and approval of detailed documentation to be submitted to the MDOT Asset Management Coordinator.
- Invoice.
- Itemizing of program expenses in terms of work items and cost groups, including charges to direct salaries, fringe benefits, indirect costs, and other direct costs.
- Tabulation of progress by work item, (not by groupings of work items) indicating the amount and percent billed in the current period and to date. (The requirement to report by specific work item is to allow us to track what it costs to have specific services provided. When lumped together with other activities, this becomes impossible.)
- The Agency shall bill at least quarterly.

A FAR summary on the status of activities and products in the work program will be submitted to the MDOT Asset Management Coordinator. This report shall be submitted within 90 days following the contractual period of the work program, as specified within the Master Agreement. It must:

- Cover the fiscal year just ended.
- Be a performance evaluation, not a financial audit.
- Indicate for each work item:
  1. Whether stipulated products were indeed produced;
  2. The amount of funds budgeted and expended;
  3. Whether the work item was completed (if not, then its status);
  4. If the work item is to be continued next year.
- If not already submitted, include attachments consisting of major products developed, or describing such products produced, when and to whom they were provided, if providing the entire product is not reasonable.

- Be submitted to the MDOT Asset Management Coordinator for review and approval.

**Budget: \$39,423 (MTF)**



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

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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:** May 19, 2015

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

At the April 9<sup>th</sup> Region 6 Steering Committee meeting two education focused partnership projects were approved. The projects were 1) to provide funding for talent tour transportation, and 2) to do asset mapping of career and technical education (CTE) programs and/or initiatives in Region 6. The talent tour transportation funding will be marketed through the Steering Committee and ISDs, school districts, workforce development agencies, etc. The funding will be available on a first come, first serve basis and will be geared toward high school and out of school youth. For the asset-mapping project, the scope of work will be drafted and quotes will be solicited from consultants.

A Fiber Optics meeting was held on April 15<sup>th</sup> at the Lapeer County Health Department, where staff provided a final version of the Fiber Optics report and a draft marketing brochure. Staff is now providing assistance to Connect Michigan to begin implementing their Community Engagement Program in each county of Region 6. This program provides a more in-depth look into broadband access and adoption, which will result in a Technology Action Plan for each county. Genesee County began this program with a Connect Michigan kickoff meeting on April 29<sup>th</sup>, with other counties to follow throughout 2015.

Staff drafted an RFQ to solicit bids from consultants to create a strategy that will help Region 6 Economic Developers with sites, buildings and the lack of available square footage. Proposals are due May 21<sup>st</sup>.

The next I-69 Thumb Region Steering Committee meeting will be May 14, 2015 at 10:30 a.m. at the Lapeer County Health Department. Marc Miller, Deputy Director of Michigan's Department of Natural Resources will be doing a presentation called "Michigan's Natural Resources as an Economic Driver".

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## MEMORANDUM

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

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

**DATE:** May 19, 2015

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

The Hazard Mitigation Plan Updates for Genesee and Lapeer Counties are in the final stages of completion.

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.

All Lapeer County local units of government have adopted the Lapeer County Hazard Mitigation Plan Update. Staff submitted the signed resolutions to the Michigan State Police. After being reviewed and approved by the Michigan State Police, the resolutions will then be sent to FEMA for final approval.

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## MEMORANDUM

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

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

**DATE:** May 19, 2015

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

On June 2, 2014, Governor Snyder released a special message to the legislature on the topic of aging, titled "Making Michigan a Great Place to Live Well and Age Well." In that message, the Governor asked the Michigan Department of Transportation (MDOT) to partner with the metropolitan planning organizations (MPO) and regional planning agencies (RPA) to work on the issue of regional transit mobility. For phase one, staff issued and collected surveys from the three major Region V transit agencies (*Mass Transportation Authority, Greater Lapeer Transportation Authority, and Shiawassee Area Transportation Agency*); and held a follow up meeting with those agencies on March 13<sup>th</sup>. The information gathered from the surveys and meeting provided an understanding of gaps related to regional mobility within and around GLS Region V and was used to formulate the phase one report for this planning region.

The basic findings of the report indicate that the counties of Genesee, Lapeer, and Shiawassee work well together for regional transit services however there continues to be difficulties coordinating with neighboring counties outside of GLS Region V and their respective transit agencies. In some instances, transit users (with disabilities) are forced to transfer multiple times to their employment or medical appointments due to transit provider jurisdiction. The lack of funding and certain limitations placed on funding received was raised as a major concern for continued program operation and the expansion of needed

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regional transit services (i.e. employment, non-emergency medical transportation).

All of the data, narrative, and findings were summarized by staff into one report and submitted to MDOT Office of Passenger Transportation on April 30, 2015. 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.

To access the complete report, we have included the following link.  
<http://gcmnpc.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.



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**MEMORANDUM**

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

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

**DATE:** May 19, 2015

**SUBJECT:** **Fiber Optics Plan for the I-69 Thumb Region**

A Fiber Optics meeting was held on April 15<sup>th</sup> at the Lapeer County Health Department, where staff presented a final version of the Fiber Optics Report for the I-69 Thumb Region. The report can be found at the following link:

[http://gcmpc.org/wp-content/uploads/2015/05/FiberReport\\_Final\\_4.17.15.pdf](http://gcmpc.org/wp-content/uploads/2015/05/FiberReport_Final_4.17.15.pdf).

A draft marketing pamphlet was also presented at this meeting, and a final copy will be distributed to economic development stakeholders in each county. The pamphlet can be viewed at the following link:

<http://gcmpc.org/wp-content/uploads/2015/05/Fiber-Brochure-2.pdf>.

Staff is now providing assistance to Connect Michigan to begin implementing their Community Engagement Program in each of the seven counties in the I-69 Thumb Region. This program provides a detailed study of a community focusing on three main topics – broadband access, use, and adoption. The end result of this program will be a Technology Action Plan for each county and a “Certified Connected” status. Genesee County began this process with a Broadband Initiative kickoff meeting on April 29<sup>th</sup>, with Shiawassee and Lapeer Counties expected to follow during the second half of 2015.

If you have any questions regarding the Fiber Optics Plan, please contact Damon Fortney by phone at (810) 257-3010 or by email at [dfortney@co.genesee.mi.us](mailto:dfortney@co.genesee.mi.us).

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