

**GLS REGION V PDC**  
**Tuesday, May 16, 2017, 6:00 p.m.**

**MINUTES**

The GLS Region V Planning and Development Commission met at 6:00 p.m. on Tuesday, May 16, 2017, 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, Gary Roy, Jeffrey Kelley, Sidney Grinnell.

**Absent/Excused:** Bill Henry, Charles Van Duren, Cheryl Clark, Christina Johnson, Daniel McMaster, David Hetfield, Ed Benning, John Horvath, John Mandelaris, Mike Hemmingsen, Richard Van Haaften, Robert Johnson.

**Others Present:** Jason Nordberg, Anna Pinter, Debby Compton.

B. **Approval of the Minutes of the GLS Region V PDC Regular Meeting held March 28, 2017** 

**Motion: Action:** Approve, **Moved by** Jeffrey Kelley, **Supported by** Derek Bradshaw, to approve the minutes of the regular meeting held on March 28, 2017 as presented.

Motion passed unanimously.

(Approved minutes on file in the GCMPC office)

C. **Approval of the Agenda of GLS Region V PDC Meeting to be held May 16, 2017** 

Jason Nordberg advised the commission that there is an addition to the agenda. The addition will go under "Action Items; item H. Addendum: Flint & Genesee Chamber of Commerce."

**Motion: Action:** Approve, **Moved by** Derek Bradshaw, **Supported by** Jeffrey Kelley, to approve the agenda of the GLS Region V PDC meeting to be held on May 16, 2017 as presented with the addition of item H under Action Items.

Motion passed 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** 

Jason Nordberg advised that the information provided for items 1 through 8 is straight forward and to keep the meeting on track with the agenda staff will handle items 1 through 8 at one time. They are all Letters of Intent and the files are here if anyone has any questions or would like to review them.

1. **Village of Byron:** Notice of intent to start the process of a Master Plan update.
2. **City of Clio:** Notice of intent to submit a Michigan Natural Resource Trust Fund grant application proposing to reconstruct the Pine Run Creek Trail between Center Street and the railway. State: \$266,400, Other: \$93,700, Total: \$360,100
3. **City of Clio:** Notice of intent to submit a Michigan Natural Resource Trust Fund grant application for Phase 1 proposing the development of a realigned South Trolley Line Trail that runs along Benjamin run bluff, as parts of the original trail have collapsed into the adjoining creek. State: \$202,700, Other: \$71,300, Total: \$274,000
4. **City of Clio:** Notice of intent to submit a Michigan Natural Resource Trust Fund grant application for Phase 2 proposing the development of a realigned South Trolley Line Trail that runs along Benjamin run bluff, as parts of the original trail have collapsed into the adjoining creek. State: \$225,800, Other: \$79,400, Total: \$305,200
5. **City of Lapeer:** Notice of intent to submit a Michigan Natural Resource Trust Fund grant application for land acquisition of a small parcel of land on the northwest side of the M-24 bridge over Farmers Creek. State: \$108,000, Other: \$37,200, Total: \$145,200
6. **Lapeer County:** Notice of intent to submit a Michigan Natural Resource Trust Fund grant application for Polly Ann Trail improvements (culvert replacement, trail clearing, grading, and limestone aggregate placement) along the Department of Natural Resource trail maintained by the County. State: \$300,000, Other: \$100,000, Total: \$400,000
7. **Shiawassee County:** Notice of intent to submit a Michigan Natural Resource Trust Fund grant application for the renovation of Henderson Park (universally accessible walking trails, play equipment, picnic areas, parking lots, and educational signage). State: \$165,800, Other: \$57,800, Total: \$223,600

8. **Michigan Department of Natural Resources:** Notice of intent to submit a Michigan Natural Resource Trust Fund grant application for improvements to the existing shooting range at the area known as the Lapeer Pit (parking and sound abatement). Federal: \$450,000, State: \$177,500, Total: \$627,500

II.

**ACTION ITEMS**

A. **Financial Report** 

1. **Report**

Derek Bradshaw reviewed the Financial Report ending March 31, 2017.

**Motion: Action:** Approve, **Moved by** Jeffrey Kelley, **Supported by** Gary Roy, to approve the Financial Report as presented.

Motion passed unanimously.

(Documents on file with minutes)

2. **Checks**

Derek Bradshaw reviewed the checks.

**Motion: Action:** Approve, **Moved by** Jeffrey Kelley, **Supported by** Alan Himelhoch, to approve the checks in the amount of \$24,865.46 and to authorize the signing by the proper authorities.

Motion passed unanimously.

(Documents on file with minutes)

B. **FY 2018 GLS Region V Work Program** 

Jason Nordberg advised that the main work items for fiscal year 2018 includes staff time for grant administration, traffic counting, the Highway Performance Management System, (HPMS), Asset Management (PASER survey), and management of the Rural Task Force (RTF) and Small Urban programs. This is a template for Michigan Department of Transportation (MDOT). The language in here is standard language from MDOT. Staff is proposing a budget of \$104,000 which includes an additional amount for this year of \$6,877 for work related to Asset Management. Staff is recommending approval of the FY 2018 GLS Region V Work Program with an allocation of \$104,000, as well as, the authority for Derek Bradshaw to sign all contracts and agreements related to the work program and approval to make changes upon request from MDOT.

Derek Bradshaw stated that if MDOT's changes are significant staff will bring the document back to the commission.

**Motion: Action:** Approve, **Moved by** Jeffrey Kelley, **Supported by** Alan Himelhoch, to approve the FY 2018 GLS Region V Work Program with an allocation of \$104,00, as well as, the authority for Derek Bradshaw to sign all contracts and agreements related to the work program and for staff to make changes upon request from the Michigan Department of Transportation (MDOT).

Motion passed unanimously.

C. **Michigan Department of Transportation (MDOT) Master Agreement**

 Jason Nordberg stated that this agreement is similar to the current agreement. They updated some of the references to new legislature and requirements. We did not take this through Corporation Counsel, however, we do have a similar agreement that we are signing for the Genesee County Planning that has been reviewed and agreed to. The one change that they did note is the reference to the final billing being due 60 days after the Fiscal Year and they are changing that to 90 days after the Fiscal Year. Staff recommends approval of the Michigan Department of Transportation (MDOT) Master Agreement and the authority for Derek Bradshaw, Fiscal Officer to sign the agreement.

**Motion: Action:** Approve, **Moved by** Jeffrey Kelley, **Supported by** Alan Himelhoch, to approve the Michigan Department of Transportation (MDOT) Master Agreement and the authority for Derek Bradshaw, Fiscal Officer to sign the agreement.

Motion passed unanimously.

D. **FPR-05-17-01; Village of Dryden, 2018 Main Street and Mill Street Rehabilitation** 

Jason Nordberg stated that the Village of Dryden is applying to the United States Department of Agriculture for a \$922,000 grant to make infrastructure improvements on Mill Street from Liberty Street to North Street and Main Street from Union Street to Mulholland Drive. The improvements will include water line replacement, storm sewer replacements, and road rehabilitation and streetscape improvements. The project coincides with their plans such as the 2016 Capital Improvements Plan, Water System Reliability Study, and the Storm Sewer Evaluation. Staff recommends endorsement of the proposed application.

**Motion: Action:** Approve, **Moved by** Jeffrey Kelley, **Supported by** Alan Himelhoch, to endorse the Village of Dryden, 2018 Main Street and Mill Street Rehabilitation proposed application.

Motion passed unanimously.

E. **Education Action Team Grant Awards** 

Derek Bradshaw advised that staff received thirty-five project applications for the education grant. The grants were between \$1,000 and \$2,500 and they had to align with the goals in the Accelerate plan. They were all scored and reviewed for eligibility and prioritized by the Education Action Committee, which has representatives from everywhere between Baker College, Economic

Development Agencies and Intermediate School Districts. The projects were all over the place, such as working with Ozbots, purchasing start-up equipment to get a store up and running, aviation program and exposing young students to the possibilities of robotics, design and fast prototyping to name a few.

**Motion: Action:** Approve, **Moved by** Alan Himelhoch, **Supported by** Jeffrey Kelley, to approve the signing by Derek Bradshaw of the Memorandum of Agreements for the recommended Education Action Team Grant Awards.

Motion passed unanimously.  
(Documents on file with minutes)

**F. Ecotourism Micro Grant Awards** 

Anna Pinter advised that we presented an opportunity to apply for Micro Grants in Ecotourism focusing on promoting visibility and awareness of ecotourism activities in the I-69 Thumb Region. We received twenty project proposals, planning to award ten \$500 grants. The applications were scored by individuals from the ecotourism group. The proposals were anywhere from an aerial drone for videos and photography of nature to be used for promoting ecotourism on the City's website and Facebook page, mountain biking, installing a kayak ramp, to a walking path distance markers showing distance traveled and calories burned. Staff is recommending approval for Derek Bradshaw to sign the Memorandum of Agreement with the selected grant recipients of the Ecotourism Micro Grant Awards.

**Motion: Action:** Approve, **Moved by** Jeffrey Kelley, **Supported by** Alan Himelhoch, to approve the signing by Derek Bradshaw of the Memorandum of Agreements for the recommended Ecotourism Micro Grant projects.

Motion passed unanimously.  
(Documents on file with minutes)

**G. Recommendation to Extend Audit Services** 

Derek Bradshaw stated that at the March meeting we discussed the auditor re-signing the current contract. There were concerns doing Request for Proposals (RFP) because of the new financial system having some implementation challenges and financial reporting issues, staff feels it is important to have an auditor who is familiar with Region V and its processes. Staff reached out to Smith and Klaczkiwicz, PC and they have agreed to keep their prices the same for each audit year for a total cost of \$5,040. Staff is requesting approval to move forward with entering into an extension agreement with Smith & Klaczkiwicz, PC to perform the biennial

GLS Region V audit for FY 2016/2017 and approval for Derek Bradshaw to sign all contracts related to the audit.

**Motion: Action:** Approve, **Moved by** Jeffrey Kelley, **Supported by** Gary Roy, to approve extending the agreement with Smith & Klaczkiewicz, PC to perform the FY 2016/2017 audit and the approval for Derek Bradshaw to sign all contracts related to the audit.

Motion passed unanimously.

H. **Addendum – Flint and Genesee Chamber of Commerce:** 

Anna Pinter advised that with our Region 6 funding in 2016 we set aside \$50,000 for marketing services. In previous years we had amounts closer to \$5,000 but we decided we wanted to ramp up the marketing and promotion of what the region is doing. The Flint and Genesee Chamber of Commerce (FGCC) have been doing the smaller pieces of marketing and the addendum is an agreement with them. It's an addendum to the existing contract we have for their economic development services for the \$50,000 broken out into three (3) equal installments. Some of the work items include development of a quarterly e-newsletter, refresh existing printed promotional materials and creation of new regional pieces, update web content and strategies for the regions website. Discussion ensued.

**Motion: Action:** Approve, **Moved by** Alan Himelhoch, **Supported by** Jeffrey Kelley, to approve the addendum to the Flint & Genesee Chamber of Commerce existing contract.

Motion passed unanimously.

III. **DISCUSSION ITEMS**

A. **MAR Update** 

Derek Bradshaw advised that there was a lot of discussion about the Infrastructure Task Force. There are two pilot project areas in the State of Michigan, one in Grand Rapids, the other is SEMCOG. MAR has representatives that are working on those projects.

B. **I-69 Thumb Region Update** 

Anna Pinter stated that she will discuss items B and C together. On May 4<sup>th</sup> staff held a very exciting Ecotourism Symposium. There were forty-eight people in attendance. Staff received positive feedback and interest in doing it again. There was a reporter present during part of the meeting and an article was put in the Lapeer County Times. Directly following the symposium we had twelve people go kayaking down Farmers Creek.

Anna Pinter stated that at the March meeting she announced that she was to spend a day in Elkton as a part of the First Impressions project. She is to provide feedback on her impression of the place. However, that has changed and now she will be going to Sebewaing to do her assessment.

Anna Pinter advised that the Talent tours are ongoing and there is \$7,000 in 2017 funding still available for more tours. An announcement will be going out soon.

Anna Pinter advised that last week we had an I-69 Thumb Region Marketing Retreat in Lapeer. Fifty people were in attendance from around the region. They asked some very simple questions about our approach to marketing. It really got us thinking. Who are we marketing to? Who is our targeted audience? Who do you want to go to the website? Discussion ensued.

**C. I-69 Thumb Region - Ecotourism**

Discussed above under item B.

**IV. ANNOUNCEMENTS** 

There were no Announcements.

**V. ADJOURNMENT** 

Chairperson Grinnell adjourned the meeting at 6:33 p.m.

**Motion: Action:** Approve, **Moved by** Gary Roy, **Supported by** Derek Bradshaw, to adjourn the meeting.

Motion passed unanimously.

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