



GENESEE COUNTY
METROPOLITAN PLANNING COMMISSION

GCMPC MEETING

Tuesday, September 9, 2025
8:00 A.M.

Commissioners

Alan Himelhoch
 Chairperson

Jeffrey M. Peake
 Vice-Chairperson

Deborah Cherry
 Secretary

Dr. Beverly Brown

Cheryl Sclater

Derelle Blake

Ian Shetron

Lesly Foreman

Martin L. Cousineau

Tyler Rossmassler

William Brandon

Genesee County Administration Building
 324 S. Saginaw Street
 Room 111
 Flint, MI 48502

AGENDA

- I. Call to Order
- II. Roll Call
- III. Minutes
 - ***A. Minutes of the August 12, 2025 Regular Meeting (attached)
- IV. Opportunity for Individuals to Address the Commission
- V. Communications
- VI. Committee Reports
 - A. Budget Committee
 - ***1. Approval of FY 2025-2026 GCMPC Budget (attached)
 - B. Consultant Selection Committee
 - ***1. Approval of Preliminary Design Phase Consultant-Recycle Center Educational Experience (attached)

VII. New Business

- ***A. MPR-7-25-02 City of Montrose Master Plan Amendment (attached)
- ***B. MAP Planning Michigan 2025 Conference Travel Request (attached)
- ***C. Michigan Weatherization Conference Travel Request (attached)

VIII. Finances

- ***A. Contract, Vouchers and Bills (attached)
- ***B. Commission Expenses and Per Diems (to be distributed)
- ***C. Financial Update (attached)
- ***D. FY 2025 Budget Transfer Requests (attached)
- ***E. Authorization for Year End Budget Adjustments (attached)

IX. Old Business

A. Project Status

- ***1. Housing Impact Fund Update – August 2025 Status Report (attached)
- ***2. 3-C Transportation Planning – August 2025 Status Report (attached)
- ***3. American Rescue Plan Act – August 2025 Status Report (attached)
- ***4. Environmental Program – August 2025 Status Report (attached)
- ***5. Community Development Program – August 2025 Status Report (attached)
- ***6. Report of the Director – August 2025 Status Report (attached)

B. Commissioner Comments

X. Adjournment

*****Indicates Action Item**

NEXT MEETING: Tuesday, October 7, 2025

GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
Tuesday, August 12, 2025, 8:00 a.m.

MINUTES

The Genesee County Metropolitan Planning Commission met at 8:00 a.m. on Tuesday, August 12, 2025, in the 1st Floor Ballroom of the Genesee County Administration Building, 324 South Saginaw Street, Flint, Michigan.

I. CALL TO ORDER

Chairperson Himelhoch called the meeting to order at 8:00 a.m.

II. ROLL CALL

Present: Alan Himelhoch, William Brandon, Dr. Beverly Brown, Deborah Cherry, Lesly Foreman and Derelle Blake.

Absent: Jeffrey M. Peake, Cheryl Sclater, Martin L. Cousineau, Tyler Rossmassler, and Ian Shetron.

Others Present: Derek Bradshaw, Chris Durgan, Sheila Taylor, Jacob Maurer, Gwynneth Coselman, Dan Moulton and Renate Soto.

III. MINUTES

A. Minutes of the July 12, 2025 Regular Meeting

Motion: Action: Approve, **Moved by** William Brandon, **Seconded by** Deborah Cherry, to approve the July 12, 2025 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

Derek Bradshaw stated there would be a tour of the building after the meeting.

VI. COMMITTEE REPORTS

There were no Committee Reports.

VII. NEW BUSINESS

A. FOS-07-25-05; Mt. Morris Township – John Ebenhoeh – Application for Farmland Agreement

Gwynneth Coselman provided an overview of the Mt. Morris Township-John Ebenhoeh-Application for Farmland Agreement. The parcel meets the criteria for enrollment in P.A. 116, is between 5 and 40 acres and at least 51% agriculturally active. The proposed length of protection under P.A. 116 is 10 years. Discussion ensued.

Motion: Action: Approve, **Moved by** Dr. Beverly Brown, **Seconded by** William Brandon, to approve FOS-07-25-05; Mt. Morris Township – John Ebenhoeh – Application for Farmland Agreement.

Motion passed unanimously.

(Documents on file with minutes)

B. MPR-7-25-01; Thetford Township Master Plan

Dan Moulton provided an overview of MPR-7-25-01; Thetford Township Master Plan. The Plan meets all necessary requirements for adoption. The Township collected public input through a survey, a workshop and a public hearing, all of which were utilized to develop the goals and actions section of the Plan. The Plan includes images, maps and graphics, zoning board guidance, and prior land use analysis.

Local units provide their Master Plans to the regional Metropolitan Planning Organization (MPO) for review and comment, not for approval. Discussion ensued.

Motion: Action: Approve, **Moved by** William Brandon, **Seconded by** Dr. Beverly Brown, to endorse staff recommendations regarding MPR-7-25-01; Thetford Township Master Plan and to forward staff's comments to Thetford Township.

Motion passed unanimously.

(Documents on file with minutes)

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

Sheila Taylor stated that staff is required to update the pass-through agreement with the MTA annually. The agreement between GCMPC and the MTA is \$94,117 and is the same as last year with revised dates. Chairperson Himelhoch stated that he did not review this agreement as legal counsel for GCMPC or Genesee County. Discussion ensued.

Motion: Action: Approve, **Moved by** William Brandon, **Seconded by** Deborah Cherry, to approve the Pass Through Agreement between the Genesee County Metropolitan Planning Commission (GCMPC) and the Mass Transportation Authority (MTA), with the conditions that the signatory be updated if necessary and that Genesee County Corporation Counsel reviews the agreement.

Motion passed unanimously.

(Documents on file with minutes)

D. 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)

Sheila Taylor stated that staff is required to update the pass-through agreement with the GLS Region V annually. This agreement allows GCMPC staff members to act as staff for the GLS Region V Commission. The agreement between GCMPC and the GLS Region V is \$126,795 and is the same as last year with revised dates. Chairperson Himelhoch stated that he did not review this agreement as legal counsel for GCMPC or Genesee County.

He also noted that he serves as a member of the GLS Region V Commission and Derek Bradshaw holds the position of Secretary. Discussion ensued.

Motion: Action: Approve, **Moved by** Deborah Cherry, **Seconded by** Dr. Beverly Brown, to approve the 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) with the conditions that the signatory be updated if necessary and that Genesee County Corporation Counsel reviews the agreement.

Motion passed unanimously.

(Documents on file with minutes)

VIII. FINANCES

A. Contract, Vouchers and Bills

Derek Bradshaw reviewed the Contract, Vouchers and Bills. Discussion ensued.

Motion: Action: Approve, **Moved by** Dr. Beverly Brown, **Seconded by** Lesly Foreman, to approve the August Contract, Vouchers and Bills for a total \$144,892.33.

Motion passed unanimously.

(Documents on file with minutes)

B. Commission Expenses and Per Diems

Motion: Action: Approve, **Moved by** William Brandon, **Seconded by** Deborah Cherry, to approve the Commission Expenses and Per Diems.

Motion passed unanimously.

(Documents on file with minutes)

C. Financial Update

Derek Bradshaw reviewed the Financial Update ending June 30, 2025.

Motion: Action: Approve, **Moved by** Dr. Beverly Brown, **Seconded by** William Brandon, to approve the Financial Update as presented.

Motion passed unanimously.

(Documents on file with minutes)

D. Budget Transfer Request

Derek Bradshaw stated the budget transfer request is due to an increase in revenue.

Motion: Action: Approve, **Moved by** Dr. Beverly Brown, **Seconded by** Deborah Cherry, to approve the Budget Transfer Request as presented.

Motion passed unanimously.

(Documents on file with minutes)

IX. OLD BUSINESS

A. Project Status

1. Housing Impact Fund Update – July 2025 Status Report

Chris Durgan stated that staff continues to work with 3 applicants that are in the process of applying for Genesee County housing impact funds. One full application has been received while the other two are still in progress. Staff is currently seeking guidance from a technical assistance partner to potentially adjust the approach to finding housing development partners. Discussion ensued.

Motion: Action: Approve, **Moved by** Dr. Beverly Brown, **Seconded** Deborah Cherry, to approve the Housing Impact Fund report as presented.

Motion passed unanimously.

(Original on file with minutes)

2. 3-C Transportation Planning – July 2025 Status Report

Sheila Taylor stated that staff requested approval at the Metropolitan Alliance meeting to move funding assigned to the cancelled City of Burton's roundabout project to MTA in an effort to keep the funding in Genesee County. Staff is working on finalizing the US-23 corridor study and the Safety Action Plan. Staff has begun pavement condition data collection in Genesee County.

Motion: Action: Approve, **Moved by** Deborah Cherry, **Seconded by** Dr. Beverly Brown, to approve the 3-C Transportation Planning report as presented.

Motion passed unanimously.

(Original on file with minutes)

3. American Rescue Plan Act – July 2025 Status Report

Sheila Taylor stated Eastside Senior Center has completed their HVAC project and Genesee County Water and Waste recently requested \$2 million in ARPA funds for their Kearsley Creek Interceptor project. The new Genesee County Building was also funded in part with \$8.9 million in County ARPA funds.

Motion: Action: Approve, **Moved by** Dr. Beverly Brown, **Seconded by** William Brandon, to approve the American Rescue Plan Act report as presented.

Motion passed unanimously.

(Original on file with minutes)

4. Environmental Program Update – July 2025 Status Report

Jacob Maurer stated that today is the last Recycle Day event of 2025. The July 15th event served 179 residents that dropped off a variety of household hazardous waste and electronics. Staff has received approximately half of the 3rd quarter Genesee County waste hauler reports. Staff will begin reviewing seven bids submitted by Education Consultants to design the educational space at the Recycling and Education Center. Staff is expecting to have some preliminary design plans from the architect to share in the next 6-8 weeks.

Motion: Action: Approve, **Moved by** William Brandon, **Seconded by** Dr. Beverly Brown, to approve the Environmental Program report as presented. Motion passed unanimously.

(Original on file with minutes)

5. Community Development Program – July 2025 Status Report

Jacob Maurer stated that the 2025-2029 Consolidated Plan and 2025 Annual Action Plan were submitted to HUD in July. Staff is expecting receipt of funding later this month or early September and is working to prepare 2025 contracts and project information. Monitoring continues for Emergency Solutions Grant (ESG) project agencies. Discussion ensued.

Motion: Action: Approve, **Moved by** Lesly Foreman, **Seconded by** Deborah Cherry, to approve the Community Development Program report as presented.

Motion passed unanimously.

(Original on file with minutes)

6. Report of the Director – July 2025 Status Report

Derek Bradshaw stated that GCMPC will be hosting the Michigan Association of Regions (MAR) meeting this Thursday in this building. The new Genesee County administration building is open to the public, while the contractor finalizes the remaining minor details in the building. Staff is pursuing additional grant opportunities to fund the Recycling and Education Center and is also considering an increase in County ordinance fees as a potential funding source. Discussion ensued.

Motion: Action: Approve, **Moved by** William Brandon, **Seconded by** Derrelle Blake, to approve the Report of the Director as presented.

Motion passed unanimously.

(Original on file with minutes)

B. Commissioner Comments

Commissioners made comments at this time.

William Brandon gave an update about the Genesee County Parks and Recreation Commission's meetings and events.

Dr. Beverly Brown stated that it was exciting to attend the ribbon cutting ceremony to open the new Genesee County administration building. The Genesee County Fair opens on August 16th.

X. ADJOURNMENT

Chairperson Himelhoch adjourned the meeting at 9:09 a.m.

Respectfully submitted,
Renate Soto, Program Services Specialist
Genesee County Metropolitan Planning Commission

GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
Proposed Budget Statement of Revenues and Expenditures
For the Period October 1, 2025 to September 30, 2026

	24/25	25/26
	Planning Board	Planning Board
	Requested	Requested
	<u>Budget</u>	<u>Budget</u>
494.000 SOLID WASTE PERMIT FEES	6,040	6,000
504.000 FEDERAL PARTICIPATION-CD	790,819	876,526
509.000 FEDERAL REVENUE - SAFE STREETS GRANT	350,200	103,000
523.000 FEDERAL REVENUE - FHWA	852,076	958,095
524.000 FEDERAL REVENUE-DEPT OF ENERGY	283,080	-
525.000 FED REVENUE-RIDESHARE	100,000	100,000
558.000 STATE REVENUE	243,106	263,038
618.000 SOLID WASTE ORDINANCE FEES	1,070,000	1,070,000
622.001 INSPECTION FEES	5,000	5,000
645.012 INDIRECT CHARGES REVENUE-CD	762,432	647,057
645.019 INDIRECT REVENUE-PLANNING	484,774	495,492
669.007 INTEREST EARNED REVENUE	69,960	50,000
674.029 LOCAL CONTRIBUTION	1,133,898	1,079,985
679.001 REGION V	103,045	73,165
699.000 TRANSFERS IN	222,055	261,793
699.003 GENESEE COUNTY APPROPRIATION	472,418	515,911
TOTAL REVENUE	6,948,904	6,505,062
702.000 SALARIES & WAGES	1,196,270	1,239,154
709.000 SOCIAL SECURITY	109,730	109,052
713.000 OVERTIME	14,777	10,000
714.000 LONGEVITY	40,406	39,904
718.000 MEDICAL INSURANCE	254,261	217,806
723.000 POST-RETIREMENT BENEFIT	128,710	149,690
724.000 OTHER FRINGES	182,643	171,703
725.000 OPTICAL INSURANCE	1,670	1,698
726.000 DENTAL INSURANCE	16,982	16,699
727.000 LIFE HEALTH INSURANCE	12,730	12,441
728.000 RETIREMENT	229,879	242,077
729.000 WORKERS COMPENSATION	1,496	1,134
730.000 UNEMPLOYMENT	2,972	3,898
754.000 SUPPLIES OFFICE	73,958	36,946
801.004 SERV CONT GENERAL	1,333,404	1,045,390
801.044 AUDITING	11,400	10,700
804.000 CONSULTANTS	1,218,631	1,241,205
835.001 HEALTH SERVICES EMPLOYEES	1,200	1,200
850.000 TELEPHONE	5,500	4,500
851.000 POSTAGE	8,000	4,750
872.006 HAZARDOUS WASTE DAY	155,120	108,374
872.022 INDIRECT COST -NONPRODUCTIVE	188,096	215,775
872.027 INDIRECT COST EXPENSE	409,888	351,044
900.014 ADVERTISING	53,651	28,226
907.005 VALIDATED PARKING	1,500	1,500
910.005 TRAINING EMPLOYEES	20,600	15,380
913.001 TRAVEL	17,000	10,477
915.000 MEMBERSHIPS	4,050	3,700
930.000 BUILDING MAINTENANCE & CONSTRUCTION	536,701	461,854
931.000 REPAIRS EQUIPMENT	500	500
955.075 TRANSFERS-OUT LOCAL	222,055	261,793
957.004 CONVENIENCE COPIER CHARGES	4,500	3,200
957.005 MOTOR POOL CHARGES	22,500	18,000
958.009 INSURANCE CHARGES	85,723	113,941
958.014 CSA	362,401	331,351
980.000 OFFICE EQUIPMENT	20,000	20,000
TOTAL EXPENSES	6,948,904	6,505,062
Revenue over Expenditure	-	-

GCMPC Staff Composition								
Full Time Positions								
Count	Position Title	Admin	S Waste	Trans	CD	ARPA	Indirect	Full Time Equivalents(FTE)
1	Director	1						1
1	Assistant Director				0.75		0.25	1
3	Division Manager		0.25	1	1.75			3
2	Lead Planner			1	1			2
3	Planner		0.75	2	0.25			3
3	Planning Specialist			0.25	2	0.75		3
1	Program Service Specialist				0.75		0.25	1
1	Rehab Specialist I				1			1
1	Rehab Specialist II				1			1
1	Secretary						1	1
17	Totals	1	1	4.25	8.5	0.75	1.5	17

Not included in above:

2 financial analysts will be charged indirectly from different departments



MEMORANDUM

TO: Members of the GCMPC Consultant Selection Subcommittee

FROM: Dru Hajec, Planner

DATE: September 9, 2025

SUBJECT: Consultant Recommendation: Design, Fabrication and Installation of an Educational Experience for New Recycling Center

Background:

Genesee County is in the process of developing a permanent Recycling and Education Center that will be available to Genesee County residents.

Since May, staff and the architectural firm DLZ have toured various recycling facilities around the state, gaining inspiration for the Genesee County facility. From these tours it was determined that adding an interactive educational element would be beneficial to our facility for residents to learn more about recycling and material management. The system will be hands on with the possibility of having audio/visual and experiential integration. The intent is that the educational experience will be simple enough for children to understand but still engaging for adults.

To ensure that the educational experience is cohesive with the rest of the facility, we want to get a firm on board as soon as possible so that they are able to work in coordination with the architectural firm prior to their completion date at the end of October. An RFP to solicit proposals from qualified firms was released on July 11th and closed on August 11th. Seven bids were received, and staff has reviewed and scored the proposals. Preliminary Design (Phase A) will be awarded immediately to meet the project timeline with the architect. Final Design, Fabrication, and Installation (Phase B - D) will be submitted to the Genesee County Board of Commissioners as a contract amendment.

Recommendation:

Staff is recommending the firm Xibitz be selected for the design, fabrication and installation of the educational experience for the new Genesee County Recycling and Education Center. Xibitz received the highest evaluation score among all proposals.

The first phase to be awarded is preliminary design with a total contract of \$25,000.

In addition, staff will include the following comments:

- Xibitz has extensive experience working on interactive displays, with a wide range of material management / recycling related projects

- Past projects done by Xibitiz are impressive and prove their work will be a beneficial addition to our new space.
- Xibitiz understands the opportunity to capitalize on being involved while the building is in its design phase.
- Xibitiz is a Michigan company based out of Grand Rapids.

A link to all proposals can be found here: <https://gcmprc.org/new-recycling-center-educational-experience-bids/>

	Spaces to Experiences LLC	Taylor Studios	Intersect Studio LLC	Holman Exhibits Limited	Kraemer Design & Production	Swarth Design	Xibitz
Experience	35.5	41	28.25	37.75	34.25	37.75	43
Approach	22.75	24	20	27	24.25	22.75	29
Schedule	9.25	9.75	5	11	5	9.5	8.5
Local Regulations	.75	.75	.75	4.25	.75	4	2
References	4.5	5	4.25	4.5	5	5	5
Total Score	62.25	80.5	58.25	84.5	69.25	79	87.5
			Materials are an additional cost	2,000 sqft / 4,000 sqft	2,000 sqft / 4,000 sqft		
Preliminary Design	\$40,000	\$48,200	\$24,904	\$48,375 / \$48,375	\$26,000 / \$52,000	\$75,000	\$25,000
Design	\$36,000 - \$72,000	\$47,800	\$18,000 - \$28,000	\$205,000 / \$205,000	\$286,000 / \$572,000	\$150,000	\$65,000
Fabrication	\$326,000 - \$852,000	\$256,000 - \$416,000	\$15,000 - \$17,000	\$255,000 / \$510,000	\$884,000 / \$1,768,000	\$430,000	\$220,000
Installation	Included in amount above	\$64,000 - \$104,000	\$7,500 - \$17,000	\$45,000 / \$90,000	\$104,000 / \$208,000	\$80,000	\$70,000
Total Cost	\$402,000 - \$964,000	\$416,000 - \$616,000	\$65,000 - \$105,404	\$553,375 / \$853,375	\$1,300,000 / \$2,600,000	\$735,000	\$380,000



GENESEE COUNTY
METROPOLITAN PLANNING
COMMISSION

MEMORANDUM

TO: Members of the Genesee County Metropolitan Planning Commission

FROM: Dru Hajec, Planner

DATE: September 9, 2025

SUBJECT: **MPR-7-25-02 City of Montrose Master Plan Amendment**

I. LEGISLATIVE BASIS FOR GCMPC REVIEW

The Michigan Planning Enabling Act, Act 33 of 2008, as amended, provides the legislative basis for planning commissions to create, adopt, and amend a basic plan. Municipalities shall follow Part 125.38 Section 41, Subsection (2) which states: "...the secretary shall submit a copy of the proposed plan, for review and comment, to all of the following: (c) the county planning commission... The secretary of the planning commission shall concurrently submit to the county planning commission, in the manner provided in section 39(3), a statement that the requirements of subdivision (a) have been met or, if there is no county planning commission, shall submit to the county board of commissioners, in the manner provided in section 39(3), a statement that the requirements of subdivisions (a) and (d) have been met. The statement shall be signed by the secretary and shall include the name and address of each planning commission or legislative body to which a copy of the proposed master plan was submitted under subdivision (a) or (d), as applicable, and the date of submittal."

Additionally, as part of these procedures, Part 125.38, Section 41, Subsections (3) and (4) specify that: "An entity described in subsection (2) may submit comments on the proposed master plan to the planning commission in the manner provided in section 39(3) within 63 days after the proposed master plan was submitted to that entity under subsection (2). If the county planning commission or the county board of commissioners that receives a copy of a proposed master plan under subsection (2)(e) submits comments, the comments shall include, but need not be limited to, both of the following, as applicable: (a) A statement whether the county planning commission or county board of commissioners considers the proposed master plan to be inconsistent with the master plan of any municipality or region described in subsection (2)(a) or (d). (b) If the county has a county master plan, a statement whether the county planning commission considers the proposed master plan to be inconsistent with the county master plan. (4) The statements provided for in subsection (3)(a) and (b) are advisory only."

II. PAST GCMPC ACTION

The Montrose Community Housing Study document currently under review is an amendment to the City's Master Plan (2024). GCMPC previously reviewed and endorsed the City of Montrose's Master Plan at that time.

III. STAFF ANALYSIS

The City, with input from Montrose Township, has conducted a new Housing Study and is now incorporating it into their Master Plan.

The Housing Study was conducted to examine the housing needs and current assets in both the City of Montrose and Montrose Charter Township. The analysis looked at a range of housing types, costs, affordability, attainability, ages and other characteristics. Data was examined utilizing the Master Plans for both communities, looking at important elements related to housing development such as public infrastructure service areas and demographics. The Montrose Community Housing Study provides a range of recommendations guided by goals and values outlined in the Michigan Statewide Housing Plan and the regional goals set by the East Michigan Housing Partnership.

One goal of the Regional Housing Partnership is to “increase the efficiency and effectiveness of the housing ecosystem by enhancing collaboration on housing among local governments”. The purpose of the Montrose Community Housing Study was to examine the housing needs and current assets within *both* the City and Township. Through this partnership, the study has identified strategies for the Montrose community to increase housing supply, choice, and affordability.

In compliance with the requirements of the Michigan Public Act 33 of 2008, notice of the new Housing Study was sent to GCMPC and Montrose Township. A public hearing on the Amendment of the Master Plan has been scheduled for Wednesday September 11, 2025, to receive input from community members. Additionally, the study explores the perspectives of Montrose community members on the housing market and their own housing needs.

IV. STAFF RECOMMENDATION

Pursuant to the provisions of Public Act 33, Michigan Public Acts of 2008, as amended, the Michigan Planning Enabling Act, staff submits the following comments and recommendations to the Genesee County Metropolitan Planning Commission, for consideration at its meeting of September 9, 2025, regarding the project described as MPR-7-25-02; City of Montrose Master Plan Amendment , for the following reasons:

1. The Montrose Community Housing Study provides data, maps, trends, goals and policies which will help guide housing development in the City.

2. The recommendations of the housing study appear to be consistent with existing and future land use plans of adjacent local units of government.
3. The required steps to amend the 2024 City Master Plan per the Michigan Planning Enabling Act, Public Act 33 of 2008, as amended, were followed.



GENESEE COUNTY
METROPOLITAN PLANNING COMMISSION

MEMORANDUM

TO: Members of the Genesee County Metropolitan Planning Commission

FROM: Jacob Maurer, Division Manager
 Genesee County Metropolitan Planning Commission

DATE: September 9, 2025

SUBJECT: MAP Planning Michigan 2025 Conference Travel Request

The Michigan Association of Planning (MAP) is holding their 2025 Annual Planning Michigan Conference in Kalamazoo, Michigan from Wednesday, October 22nd through Friday, October 24th. This is the main planning conference for all planning organizations in Michigan and is well attended by Michigan MPOs, our local, state, and federal planning partners. Topics will include brownfield and retail redevelopment, land use planning, housing, transportation planning, and more.

The conference registration fee is \$440 per person. A block of rooms is available at the Radisson Hotel where the conference is located for attendees for a nightly rate of \$185. I would like to request that three staff attend the conference at a cost of \$2,864, which includes registration, hotel, and food costs.

Expense	Amount
Conference Registration	\$1,320.00
Lodging	\$1,110.00
Food	\$414.00
Parking	\$20.00
Total	\$2,864.00

VII B



2025 MAP Planning Michigan Conference

Checks Needed/Made out to:	Amount	Purpose	Needed	Contact Info
MAP (Michigan Association of Planning)	\$ 1,320.00	For all three Staff Registration	Check at September GCMPC that needs to be mailed to:	Michigan Association of Planning: 1919 W Stadium Blvd, Suite 4, Ann Arbor, MI 48103
Kalamazoo Radisson	\$ 1,110.00	185/night Hotel Stays (3 rooms, 3 staff)	Cash advance for AK, GC, DM	100 West Michigan Ave, Kalamazoo, MI 49007
Anthony Kelly	\$ 158.00	51.00/first day lunch & dinner, 68.00 Thurs all meals, 19.00 last day lunch, 20.00 parking	Food and Parking	Cash advance for AK, GC, DM
Gwynneth Coselman	\$ 138.00	51.00/first day lunch & dinner, 68.00 Thurs all meals, 19.00 last day lunch	Food	Cash advance for AK, GC, DM
Daniel Moulton	\$ 138.00	51.00/first day lunch & dinner, 68.00 Thurs all meals, 19.00 last day lunch	Food	Cash advance for AK, GC, DM
	\$ 2,864.00			



American Planning Association **Michigan Chapter**

Creating Great Communities for All

Planning Michigan Conference

Early Bird Registration Open | Regular registration rate of \$490 begins on September 12th. Late Registration (\$25 increase) begins on October 13th.

Full Conference Rates:

Member Rate: \$440 | Student Member rate \$80 | Non-Member Rate \$515

[Register Now](#) [Conference Agenda](#)

Planning Michigan Conference 2025 will take place in Kalamazoo at the Kalamazoo Radisson October 22-24, 2025.

The Michigan Association of Planning's Planning Michigan Conference Committee is currently identifying keynote speakers and sessions for our upcoming Annual Conference. Details soon!

Overnight rooms at the Kalamazoo Radisson are \$185/night, parking for overnight guests is \$10 per night. Check in time is 4 p.m. and check out is prior to noon.

A 4% Kalamazoo County Event and Convention Assessment District (KCECAD) Assessment will be applied to all guest stays. This new assessment is separate from the existing 5% Occupancy Tax and 6% Michigan Sales Tax.

Event Agenda

2025 Planning Michigan Conference

Wednesday, October 22, 2025

- 10:00 AM - 11:00 AM** **Small City, Big Brownfield!**
Speakers: David Stegink, Trudy Galla, FAICP ; Moderators: William Schutt, AICP
- 10:00 AM - 11:00 AM** **Underwriting the Unknown: How Better Financial Review Can Improve Housing Outcomes**
Speaker: Jamie McCarthy
- 10:00 AM - 11:00 AM** **Demystifying Data Centers for Michigan Communities**
- 11:00 AM - 1:00 PM** **Lunch on Your Own**
- 1:00 PM - 2:00 PM** **Exercising and Defending Tribal Sovereignty in Planning and Land Use (1 CM)**
Speakers: Nat Spurr, Chris Rogers, Lynn TenBrink ; Moderators: Harmony Fierke-Gmazel, AICP
- 1:00 PM - 2:00 PM** **Good Intentions Lead To...? (MAP Board Session Part 1)**
Speakers: Suzanne Schulz, FAICP, Jaclyn Walker, JD
- 1:00 PM - 2:00 PM** **Reimagining Yesterday's Retail**
- 1:00 PM - 3:30 PM** **Kalamazoo through the Eras Downtown Walking Tour - \$20**
Speaker: Luis Pena
- 1:00 PM - 3:30 PM** **Public Art and Placemaking in Kalamazoo Walking Tour - \$20**
Speakers: Kim Shaw, Rebekah Kik
- 2:15 PM - 3:30 PM** **Where Traffic Meets the Bay: A Vision for East Bay Beach**
Speakers: Claire Karner, AICP, Sara Kopriva, AICP
- 2:15 PM - 3:30 PM** **MAP Board Advances Planning-focused, Capacity-enhancing Future (MAP Board Session Part 2)**
Speakers: Christina Anderson, AICP, Jill Bahm, AICP, Michigan Association of Regions Board Representative
- 2:15 PM - 3:30 PM** **A Model for Community Solar**
Speakers: Valerie Brader, JD, Joel Howrani Heeres, AICP
- 3:45 PM - 5:00 PM** **Statewide Planning and Capacity Building**
Speakers: Sarah Lucas, Sarah Mills
- 5:00 PM - 6:00 PM** **Planning Michigan Reception**
- 6:00 PM - 8:00 PM** **[RSVP Required] Awards Dinner**

Thursday, October 23, 2025

- 8:30 AM - 9:45 AM** **Welcome and Phillip C. McKenna Symposium | On the Move: The Overheating Earth and the Uprooting of America**
Speaker: Abraham Lustgarten
- 10:00 AM - 11:15 AM** **Navigating Law in Planning Practice: Know the Line (1 CM)**
Speakers: Emily Palacios, JD, Catherine Kaufman, JD, AICP

- 10:00 AM - 11:15 AM** **Michigan Black Professional Planners Session: The Strength Within: Exploring Resilience in the Black Community**
Speakers: Toccarra Nicole Thomas, AICP, Mattie Jordan Woods, Dr. Alaina Jackson
- 10:00 AM - 11:15 AM** **Reconnecting a Community: Lessons from the I-75 Cap Project**
Speakers: Rebeka Rooks, AICP, Issac Douglas, Catherine Clarke
- 10:00 AM - 11:15 AM** **Something in Return: Get the Most Out of Planned Unit Development**
Speakers: Joe Tangari, AICP, Erik Perdonik, AICP, Andy Aamodt
- 10:00 AM - 12:30 PM** **Stuart Neighborhood: Reckoning with the Legacy of Past Decisions Walking Tour - \$20**
- 11:30 AM - 12:30 PM** **The Changing Role of Planning: Host Community Agreements and Decommissioning Policies**
Speakers: Rex LaMore, PhD, Henry Jerred
- 11:30 AM - 12:30 PM** **Communicating through Conflict**
Speaker: Tyler Augst
- 11:30 AM - 12:30 PM** **Finding Your Path: Storytelling Your Career**
Speakers: Danielle Bouchard, AICP, Julia Upfal, AICP, Corey Christensen, AICP, Hillary Taylor
- 11:30 AM - 12:30 PM** **The Planning Translator: Demystifying Government to Empower Better Planning**
Speakers: Dominique D. Boyer, AICP Candidate, Shelby Wyche, MUP
- 12:30 PM - 2:00 PM** **Luncheon Keynote: The Growth Equation: Housing + Equity = Future-Proof Cities**
Speaker: Toccarra Nicole Thomas, AICP
- 2:15 PM - 3:30 PM** **Hit Refresh: Optimize the Performance of your Boards and Commissions**
Speakers: Caitlyn Habben, AICP, Adam Young, AICP
- 2:15 PM - 3:30 PM** **Beyond the Master Plan: Vision, Process, and Projects for Small Geographies**
Speakers: Christopher Khorey, AICP, Dr. Har Ye Kan, AICP, James McManus, AICP, Kacey Dominguez, Paige Brodeur
- 2:15 PM - 3:30 PM** **From Blueprint to Impact: Revitalizing Neighborhoods with Permit-Ready Plans**
Speakers: Dan Leonard, Jen Tucker
- 2:15 PM - 3:30 PM** **Not Your Grandpa's Parking Study: Innovation in Parking Standards**
Speakers: Kayla Mauldin, AICP, PMP, Jake Parcell, PhD; Moderators: Cassi Meitl, AICP, PMP
- 2:30 PM - 3:00 PM** **The Hub - Every Planner is a Leader: Understanding and Strengthening Your Style**
Speaker: Jill Bahm, AICP
- 2:30 PM - 5:00 PM** **Mobile Tour Sponsored by Michigan Black Professional Planners: Northside Cultural Business District Authority**
- 3:10 PM - 3:40 PM** **The Hub - Transitioning into Planning: Tips and Pitfalls for New and Non-Traditional Planners**
Speakers: Colton Hyble, Jack Grice
- 3:45 PM - 5:00 PM** **Bicycle Futurism: What Happens when Two Wheels meet Tomorrow's Tech?**
Speakers: Mariel Colman, PE, AICP, Paul Lippens, AICP
- 3:45 PM - 5:00 PM** **Michigan Innovations**
Speakers: Brent Savidant, AICP, Madeleine Krol, Marion Bonneaux, Nathan Mehmed, AICP, Theresa Waldo
- 3:45 PM - 5:00 PM** **How to Streamline the Development Review Process**
Speakers: Michelle Marin, AICP, Megan Minnock, AICP
- 3:45 PM - 5:00 PM** **Trial by Fire: Learning Zoning & Planning From the Witness Stand (1.25 CM)**
Speakers: Andy Moore, AICP, Christopher Patterson, Eric Conn

3:50 PM - 4:20 PM	The Hub - AICP Questions Answered Speaker: Andy Larsen
5:00 PM - 7:00 PM	Networking Event
6:00 PM - 8:00 PM	[RSVP Required] Michigan Black Professional Planners Reception
7:00 PM - 9:00 PM	Networking Event
8:00 PM - 10:00 PM	Networking Event

Friday, October 24, 2025

8:30 AM - 9:45 AM	Mapping the Message: Using GIS to Communicate Planning Priorities Speakers: Chris McLeod, AICP, Doreen Groth
8:30 AM - 9:45 AM	Using the CNU Approach for Housing Success Speakers: Adam Cook, Jocelyn Gibson, MCP, Mark Nickita, FAIA
8:30 AM - 9:45 AM	Beyond Cost-Burdened: A New Lens on Housing Affordability Speaker: Ben Honeyford
8:30 AM - 9:45 AM	Connecting with the Unrepresented: Community Engagement in a Post-Covid Era Speakers: Holly Madill, AICP, John Martin, Zeenat Kotval Karamchandani, AICP
10:00 AM - 11:15 AM	Community First: Northeast Flint's Choice Neighborhood Story Speakers: Soumi Basu, AICP, Jason Borrer, Dequan Allen
10:00 AM - 11:15 AM	Getting The Most From "Good" AI Speaker: Dennis A. Randolph, PE
10:00 AM - 11:15 AM	Solving Family Homelessness through Adaptive Reuse and Congregational Partnerships Speakers: Jim Davis, Bill Hardiman
11:30 AM - 12:45 PM	Michigan Black Professional Planners Annual Meeting
11:30 AM - 12:45 PM	Planners in Private Practice Annual Meeting



MEMORANDUM

TO: Members of the Genesee County Metropolitan Planning Commission

FROM: Damon Fortney, Division Manager
 Genesee County Metropolitan Planning Commission

DATE: September 9, 2025

SUBJECT: Michigan Weatherization Conference Travel Request

The Michigan Bureau of Community Action and Economic Opportunity (MCAEO) is holding their 2025 Annual Michigan Weatherization Conference in Gaylord, Michigan from Tuesday, October 21st through Thursday, October 23rd. This conference is for Weatherization staff and contractors to learn about providing residents with energy-efficient, safe, and healthy homes.

The conference registration is free for Weatherization grantees. A block of rooms is available at the TreeTops Resort in Gaylord for attendees for a nightly rate of \$98.00 plus tax. I would like to request that four staff attend the conference at a cost of \$2,426.80, which includes hotel and food costs.

Expense	Amount
Conference Registration	N/A
Lodging	\$1,474.80
Food	\$952.00
Parking	N/A
Total	\$2,426.80

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Community Action and
Economic Opportunity



2025 MICHIGAN WEATHERIZATION CONFERENCE

OCTOBER 21-23

TreeTops Resort

3962 Wilkinson Road Gaylord, MI 49735

REGISTRATION:

Registration is free for current BCAEO Weatherization grantee staff and contractors. There is a \$200 registration fee for attendees not active in Michigan's Weatherization Assistance Program.

[Click here to Register by September 08, 2025](#)

ACCOMODATIONS:

Rooms are available for \$98.00 (+ tax) per night.

To make a reservation, call 866-348-5249 option 2
(Group Name: MDHHS Fall Weatherization
Conference) The hotel block cutoff is September 8, 2025.

2025 Michigan Weatherization Conference Agenda

October 21-23, 2025

TreeTops Resort
3962 Wilkinson Road, Gaylord, MI 49735

Tuesday October 21, 2025

Welcome..... 8:00am - General

Project Management for Program Managers: Part I 9:15am - Management

Beyond the Code: Practical ASHRAE Ventilation Solutions for Optimal IAQ..... 9:15am - EA & QCI

The Good, the Bad, and the Foam: Spray Foam Do’s and Don’ts for Contractors 9:15am - Shell

Project Management for Program Managers: Part II 10:45am - Management

Data-Driven Pressure Diagnostics: Enhancing Accuracy and Efficiency 10:45am - EA & QCI

Precision in Weatherization: Using ZPD and Draft Testing for Better Results..... 10:45am - Shell

MDHHS Asthma Group-Mindful of Asthma Triggers in Client Homes..... 1:30pm - General

MPSC EWR Low Income Workgroup..... 3:00pm - Management

Deeper Dive into Combustion Analysis..... 3:00pm - EA & QCI

Building Excellence: Leveraging New and Underused Technologies for Superior Wx 3:00pm - Shell

Wednesday October 22, 2025

Vendor Showcase..... 8:00am - General

Energy Efficiency Programs and Weatherization..... 9:15am - Management

Blueprint for Success: How Energy Audits Drive Weatherization Excellence..... 9:15am - EA & QCI

Perfecting the Fit: Avoiding Common Door and Window Installation Mistakes 9:15am - Shell

Managing Multiple Funding Streams..... 10:45am - Management

From Findings to Fixes: Elevating Excellence in Weatherization through QA Monitoring.... 10:45am - EA & QCI

Insulation Machine Maintenance: What to look for and how to do it..... 10:45am - Shell

Showcase of Exemplary Weatherization Work..... 1:30pm - General



empowOR.....3:00pm - Management

Perfecting the Process: What a Completed Weatherization QCI Should Include3:00pm - EA & QCI

Safety First: Addressing Key Safety Concerns in Weatherization for Contractors3:00pm - Shell

Thursday October 23, 2025

Closing and Recognition8:00am - General

Managing Multifamily Peer to Peer Exchange.....9:15am - Management

The Right Tech at the Right Time: Optimizing Project Management with Technology.....9:15am - EA & QCI

From Job Site to Report: How Contractors Can Accurately Report on Wx Projects.....9:15am - Shell

Contractor Relationships.....10:45am - Management

The Role of Data in Energy Efficiency: Exploring the Impact of Tools on Energy Audits.....10:45am - EA & QCI

Wx Contractors Unite: A Roundtable on Successful Strategies and Solutions10:45am - Shell

Thursday October 23, 2025 – Other Events

MiTEC - Online BPI Testing9:00am



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FY 2026 per diem rates for Gaylord, Michigan

Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00

GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
CHECK DISBURSEMENT VOUCHER
September 9, 2025

A Frame Awards	GCMPC Name Plates	60.00	1002861
AT&T Mobility	Director's cell phone	49.99	1002863
Creative Prints	Trails Symposium agenda printing	316.00	ACH # 1587
Flint Prints LLC	Clayton Township Master Plan printing	70.00	1002875
Flint Prints LLC	Mott Foundation Trails Analysis Grant Printing	449.20	1002666
Happy Can Disposal Inc.	Recycle Day Events	485.00	1002671
JP Morgan Chase Bank	HIP Dept. camera, Yeti microphone/recorder, badge holders, recycle day texting service, Mlive digital access, NACo Conference travel and lodging, MTPA conference lodging, GCMPC website maintenace annual renewal	5,460.26	1002620
Michigan Quality Laminating	Laminating	40.00	ACH # 1350
Michigan Recycling Coalition	MRC membership renewal	2.05	1002684
Scrub a Dub Carwash	Car Wash	7.00	1002332
Sparkle Buggy Carwash	Car Wash	7.00	1002340
SQS Inc.	HHW Services for Recycle Day	32,000.00	ACH # 1600
Staples Inc.	Office Supplies	379.86	ACH # 1379
		<u>\$39,326.36</u>	

EXHIBIT I

**GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
BALANCE SHEET
For October 1, 2024 to July 31, 2025**

<u>ASSETS</u>	<u>PLANNING</u>	<u>(RESTRICTED) SOLID WASTE</u>
Cash	1,737,314	\$2,768,959
Imprest Cash	\$200	\$0
Cash on Hand	-	\$0
Accounts Receivable	\$584	\$0
Due from Employees	\$0	\$0
Due from Other Governmental Units (Exhibit II, below)	\$193,697	\$0
Prepaid Expenses	\$3,400	\$60
TOTAL ASSETS	<u>1,935,195</u>	<u>\$2,769,019</u>
<u>LIABILITIES</u>		
Vouchers Payable	\$293	\$84,480
Net Pay	\$0	\$0
Deferred Revenue	\$7	\$0
TOTAL LIABILITIES	<u>\$300</u>	<u>\$84,480</u>
<u>RESERVES, AND FUND BALANCE</u>		
Assigned -Tech Upgrades	\$20,000	\$0
Assigned -Contractual Disallowances	\$165,000	\$0
Assigned -Contribution to Title IV	\$15,000	\$0
Assigned-Compensated Absences	\$58,349	\$0
Restricted for construction of solid waste recycling facility	\$0	\$2,103,874
Fund Balance, October 1, 2024	\$250,854	199,312
Excess Revenue Over Expenditures	1,425,693	381,352
Unrestricted fund balance	\$1,676,547	\$0
Total Reserves and Fund Balance, July 31, 2025	<u>\$1,934,895</u>	<u>\$2,684,538</u>
TOTAL LIABILITIES, RESERVES, AND FUND BALANCE	<u>\$1,935,195</u>	<u>\$2,769,018</u>

EXHIBIT II

**GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
Due From Other Governmental Units
For October 1, 2024 to July 31, 2025**

<u>Due from Other Governmental Units</u>	<u>PLANNING</u>	<u>(RESTRICTED) SOLID WASTE</u>
Due from the Federal Gov't FHWA	\$162,320	\$0
Due from the Federal Gov't Rideshare	\$0	\$0
Due from GLS Region V	\$31,377	\$0
Total Due from Other Governmental Units	<u>\$193,697</u>	<u>\$0</u>

EXHIBIT III

**GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
Statement of Revenue and Expenditures
For October 1, 2024 to July 31, 2025**

REVENUE (Exhibit IV)		\$4,125,189
EXPENDITURES (Exhibit V):		
Personnel Services	\$874,650	
Fringe Benefits	\$512,449	
Consulting Services	\$3,500	
Contracted Services	\$63,294	
Other Services	\$120,675	
Travel	\$374	
Supplies and Office Costs	\$353,672	
Rent and other County department costs	\$370,920	
Transfers Out	\$18,608	
TOTAL EXPENDITURES		\$2,318,144
EXCESS REVENUE OVER/-UNDER EXPENDITURES		<u>\$1,807,045</u>

EXHIBIT IV

**GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
Revenue Budget Variance Report
For October 1, 2024 to July 31, 2025**

<u>Account Number</u>	<u>Revenue</u>	<u>Total Budget</u>	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>	<u>Variance</u>
494.000	Solid Waste Permit Fees	6,000	4,500	6,040	1,540
558.000	State Revenue	263,106	197,329	-	(197,329)
504.000	Community Development	810,110	607,583	541,960	(65,622)
523.000	Federal Revenue-FHWA	852,076	639,057	681,453	42,396
509.000	Federal Revenue -safe streets grant	350,200	262,650	151,281	(111,369)
525.000	Rideshare	100,000	75,000	52,194	(22,806)
699.000	Transfer In	222,055	166,541	-	(166,541)
674.003	County Appropriation	472,418	354,314	354,314	-
674.029	Local Contribution	1,133,898	850,424	1,095,859	245,435
524.000	Federal Revenue- Dept. of Energy	283,080	212,310	-	(212,310)
		-	-	-	-
618.000	Solid Waste Ordinance Fees	1,070,000	802,500	520,340	(282,160)
622.001	Inspection Fees	5,000	3,750	10,849	7,099
645.012	Indirect Revenue	743,142	557,356	396,234	(161,123)
645.019	Indirect Revenue-planning	484,774	363,581	126,301	(237,279)
669.007	Interest Earned Revenue	50,000	37,500	96,894	59,394
679.001	Region V	103,045	77,284	91,471	14,187
	Total Revenue Budget	<u>6,948,904</u>	<u>5,211,678</u>	<u>4,125,189</u>	<u>(1,086,489)</u>

GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
Statement of Expenditures: Actual vs. Budget
For October 1, 2024 to July 31, 2025

EXHIBIT V

Account Number	Account Name	Budget YTD FY 2023	Expenditures YTD 2023	Budget FY 2024	Expenditures 2024	Budget FY 2025	Expenditures 2025	Variance 2025	Expenditures As % of Total Budget
	Salary & Longevity	1,124,212	839,214	1,214,453	831,158	1,251,452	874,650	376,802	70
	Total Fringe Benefit	715,208	492,034	723,508	452,231	758,430	512,449	245,981	68
724.000	Other Fringes	201,076	13,737	128,753	71	182,643	18,608	164,035	10
754.000	Supplies, Office	26,225	776	33,609	10,408	53,958	9,791	44,167	18
801.004	Service Contracts Gen.	13,178	2,816	14,780	11,152	1,333,404	13,670	1,319,735	1
804.000	Consultants	953,574	702	1,280,384	78,949	1,222,631	330,212	892,419	27
835.001	Health Serv. Employees	500	0	1,200	990	1,200	0	1,200	0
850.000	Telephone	5,700	14,561	4,500	3,034	5,500	3,500	2,000	64
872.027	Indirect cost expense	86,957	940	423,333	59,515	409,888	53,478	356,410	13
900.014	Advertising	41,300	70,867	32,625	2,049	49,651	3,702	45,949	7
910.005	Training	9,840	756	15,300	3,322	20,600	4,446	16,154	22
913.001	Travel	6,300	0	11,305	2,009	17,000	1,668	15,332	10
915.000	Memberships	3,900	300	4,000	1,200	4,050	1,579	2,471	39
931.000	Repairs	500	1,667	500	0	500	0	500	0
980.000	Equipment	15,000	0	15,000	4,509	20,000	0	20,000	0
801.044	Auditing	11,400	6,522	11,400	0	11,400	0	11,400	0
851.000	Postage	6,400	4,010	7,000	786	8,000	769	7,231	10
872.006	Waste Collections	432,437	4,092	301,247	39,875	155,120	38,404	116,716	25
872.013	Specialty Waste expense	8,000	1,543,724	0	0	0	0	-	0
872.022	Indirect cost -nonproductive	0	84,731	182,709	0	188,096	80,692	107,405	43
907.005	Validated Parking	1,500	0	1,500	271	1,500	374	1,126	25
930.000	Building maintenance & construction	273,095	0	303,400	0	556,701	0	556,701	0
	Subtotal: Controllable Cost	3,936,302	3,081,450	4,710,507	1,501,529	6,251,724	1,947,993	4,303,732	31
955.074	Transfers Out Other Fringe	33,039	0	-	-	-	0	-	0
955.075	Transfers Out, Indirect	781,129	71	214,104	-	222,055	0	222,055	0
957.004	Convenience Copier	2,500	12,598	3,000	2,160	4,500	1,913	2,587	43
957.005	Motor Pool Charges	15,000	98,648	17,500	13,358	22,500	10,715	11,785	48
958.009	Insurance, General	98,648	170,612	113,057	113,057	85,723	85,723	-	100
958.014	CSA	227,482	281,928	247,661	185,746	362,401	271,801	90,600	75
	Subtotal: Uncontrollable Costs	1,157,797	563,856	595,322	314,320	697,179	370,151	327,028	53
	GRAND TOTALS	\$5,094,099	\$3,645,306	\$5,305,829	\$1,815,850	\$6,948,904	\$2,318,144	4,630,760	33



GENESEE COUNTY
METROPOLITAN PLANNING
COMMISSION

MEMORANDUM

TO: Members of the Genesee County Metropolitan Planning Commission

FROM: Derek Bradshaw, Director

DATE: September 9, 2025

SUBJECT: FY 2025 Budget Transfer Requests

As part of the budgetary process, revenues and expenditures may need to be adjusted after the budget has been adopted. The requested adjustments will affect the budget as follows:

Proposed Budget Statement of Revenue:

- Increase Indirect charges revenue-CD and decrease Federal Participation-CD by \$19,290.65 due to a new forecast in payroll for the remainder of the year.

Detailed adjustment amounts are attached. At this time, staff is requesting approval for these FY 2025 budget adjustments.

Derek Bradshaw, Director Christine Durgan, Assistant Director

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GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
Proposed Budget Statement of Revenues and Expenditures
For the Period October 1, 2024 to September 30, 2025

	24/25 Planning Board Requested <u>Budget</u>	24/25 Planning Board Requested <u>Changes</u>		24/25 Planning Board Requested New <u>Budget</u>
494.000 SOLID WASTE PERMIT FEES	6,040			6,040
504.000 FEDERAL PARTICIPATION-CD	810,110	(19,290.65)		790,819
509.000 FEDERAL REVENUE - SAFE STREETS GRANT	350,200			350,200
523.000 FEDERAL REVENUE - FHWA	852,076			852,076
524.000 FEDERAL REVENUE-DEPT OF ENERGY	283,080			283,080
525.000 FED REVENUE-RIDESHARE	100,000			100,000
558.000 STATE REVENUE	243,106			243,106
618.000 SOLID WASTE ORDINANCE FEES	1,070,000			1,070,000
622.001 INSPECTION FEES	5,000			5,000
645.012 INDIRECT CHARGES REVENUE-CD	743,142	19,290.65		762,432
645.019 INDIRECT REVENUE-PLANNING	484,774			484,774
669.007 INTEREST EARNED REVENUE	69,960			69,960
674.029 LOCAL CONTRIBUTION	1,133,898			1,133,898
679.001 REGION V	103,045			103,045
699.000 TRANSFERS IN	222,055			222,055
699.003 GENESEE COUNTY APPROPRIATION	472,418			472,418
TOTAL REVENUE	6,948,904	-		6,948,904
702.000 SALARIES & WAGES	1,196,270			1,196,270
709.000 SOCIAL SECURITY	109,730			109,730
713.000 OVERTIME	14,777			14,777
714.000 LONGEVITY	40,406			40,406
718.000 MEDICAL INSURANCE	254,261			254,261
723.000 POST-RETIREMENT BENEFIT	128,710			128,710
724.000 OTHER FRINGES	182,643			182,643
725.000 OPTICAL INSURANCE	1,670			1,670
726.000 DENTAL INSURANCE	16,982			16,982
727.000 LIFE HEALTH INSURANCE	12,730			12,730
728.000 RETIREMENT	229,879			229,879
729.000 WORKERS COMPENSATION	1,496			1,496
730.000 UNEMPLOYMENT	2,972			2,972
754.000 SUPPLIES OFFICE	73,958			73,958
801.004 SERV CONT GENERAL	1,333,404			1,333,404
801.044 AUDITING	11,400			11,400
804.000 CONSULTANTS	1,218,631			1,218,631
835.001 HEALTH SERVICES EMPLOYEES	1,200			1,200
850.000 TELEPHONE	5,500			5,500
851.000 POSTAGE	8,000			8,000
872.006 HAZARDOUS WASTE DAY	155,120			155,120
872.022 INDIRECT COST -NONPRODUCTIVE	188,096			188,096
872.027 INDIRECT COST EXPENSE	409,888			409,888
900.014 ADVERTISING	53,651			53,651
907.005 VALIDATED PARKING	1,500			1,500
910.005 TRAINING EMPLOYEES	20,600			20,600
913.001 TRAVEL	17,000			17,000
915.000 MEMBERSHIPS	4,050			4,050
930.000 BUILDING MAINTENANCE & CONSTRUCTION	536,701			536,701
931.000 REPAIRS EQUIPMENT	500			500
955.075 TRANSFERS-OUT LOCAL	222,055			222,055
957.004 CONVENIENCE COPIER CHARGES	4,500			4,500
957.005 MOTOR POOL CHARGES	22,500			22,500
958.009 INSURANCE CHARGES	85,723			85,723
958.014 CSA	362,401			362,401
980.000 OFFICE EQUIPMENT	20,000			20,000
TOTAL EXPENSES	6,948,904	-		6,948,904
Revenue over Expenditure	-	-		-



MEMORANDUM

TO: Members of the Genesee County Metropolitan Planning Commission

FROM: Derek Bradshaw, Director

DATE: September 9, 2025

SUBJECT: Authorization for Year End Budget Adjustments

In order to close out the 2025 Fiscal Year, adjustments to the budget may be needed due to unforeseen item shortfalls. I am requesting the authority to make budget transfers that do not exceed 25% of the total amount of the line item, or any changes to line items less than \$6,000. Budget transfers exceeding 25% of the total amount of the line item will be presented to the GCMPC for approval.



GENESEE COUNTY
METROPOLITAN PLANNING
COMMISSION

MEMORANDUM

TO: Members of the Genesee County Metropolitan Planning Commission

FROM: Christine Durgan, Assistant Director

DATE: September 9, 2025

SUBJECT: Housing Impact Fund update – August 2025 Status Report

The Housing Impact Fund housing development program currently has four applications that have advanced to the full application stage. Key requirements for the full application include site control, municipal approval, and committed funding. We are currently reviewing applications for single-family housing, rental developments, and housing for special populations. Once the applications are submitted and evaluated, recommendations will be presented to the board.

The Housing Impact Fund roofing program is working toward its goal of completing 100 new roofs in Genesee County. With just over \$2 million in funding, the program has already identified all 100 participating households and anticipates having 50 households under contract by October. The roofing program is expected to be fully completed by next fall.



GENESEE COUNTY
METROPOLITAN PLANNING
COMMISSION

MEMORANDUM

TO: Members of the Genesee County Metropolitan Planning Commission

FROM: Sheila Taylor, Division Manager
Transportation Program

DATE: September 9, 2025

SUBJECT: **3-C Transportation Planning – August 2025 Status Report**

Transportation Improvement Program

In August, staff scheduled fiscal year 2026 Transportation Improvement Program (TIP) meetings with local agencies. Staff meets with agencies who have projects within the TIP every month throughout the Fiscal year to ensure that projects are making progress towards obligation. Staff have developed a new checklist that will be filled out prior to each meeting to ensure that project tracking is accessible and transparent.

Asset Management

Staff began working with the Genesee County Road Commission to collect pavement condition data on the local Non-Federal Aid Road System in Genesee County. Data Collection is expected to conclude in September. Reports detailing the collected data will be created and disseminated once data collection has been completed.

Transportation Safety Planning

In coordination with the project consultant, AECOM, staff is in the process of finalizing all components of the Safety Action Plan. This includes highlighting high crash areas within the county, refining the proposed transportation safety project list, setting crash reduction goals, as well as compiling narrative and data into the Safety Action Plan document. Next steps include sending the plan to the Safety Task Force Committee for review and recommendation to TAC and METRO for approval. Once approved, final submittal to the Federal Highway Administration (FHWA) will take place.

Derek Bradshaw, Director Christine Durgan, Assistant Director



GENESEE COUNTY
METROPOLITAN PLANNING
COMMISSION

MEMORANDUM

TO: Members of the Genesee County Metropolitan Planning Commission
FROM: Sheila Taylor, Division Manager
DATE: September 1, 2025
SUBJECT: American Rescue Plan Act – August 2025 Status Report

American Rescue Plan Act Local Unit Projects

Senior Center projects continue to move along. Recently, Eastside Senior center completed their HVAC work and the center now has an updated system that will provide better climate control for center patrons. This utilized \$86,600 of ARPA. Other senior centers, like Carman-Ainsworth and Forest Township are nearing completion of their projects. So far, 6 Senior Center projects are complete and several of the remaining projects on track to complete before the end of the year.

Bills for Genesee County's Tower and Genesee County Juvenile Justice Center (GCJJC) demolition projects are currently being processed. Work on the demolition of the old GCJJC building is finally underway after a lengthy Consumers Energy related delay. The demolition is expected to be complete before the end of the year.

Projects in partnership with Genesee County Water and Waste continue to progress. The Grand Blanc Kearsley Creek Interceptor sewer project has spent more than half of the Genesee County ARPA allocation of \$6 million. The Lake Fenton Schools project connected water to all three school buildings and is awaiting final closeout. We are still waiting for final bills from both projects.

Derek Bradshaw, Director Christine Durgan, Assistant Director



MEMORANDUM

TO: Members of the Genesee County Metropolitan Planning Commission

FROM: Jacob Maurer, Division Manager
Environmental Program

DATE: September 9, 2025

SUBJECT: Environmental Program Update – August 2025 Status Report

Solid Waste Program

GCMPC held its final Recycle Day event of 2025 on August 12th. The event had a turnout of 191 vehicles that dropped off a variety of household hazardous waste and electronics. Specific details of materials collected at both the July and August events are to be received from the event contractor, ERG Environmental Services.

Staff are in the process of collecting FY 2026 permit applications from waste haulers operating in Genesee County. Applications are required to be filled out per the Genesee County Solid Waste Ordinance for waste haulers to receive their permits and were due August 1st. Out of 22 waste haulers, 17 have completed their applications. \$2,660 has been collected so far in permit fees for 133 trucks. Staff will continue to reach out to the remaining waste haulers and begin sending out permits later this month.

On August 13th, staff held their fifth Materials Management Planning Committee (MMPC) meeting. During this meeting, staff gave a recap of the previous meeting and an update on the required elements of the plan. Staff also went over the data points that will be updated for the new Materials Management Plan. The next MMPC meeting is scheduled for October 1st, 2025.

Recycling and Education Center

Building Design: DLZ is still working on the building layout which will inform space needs, room locations, and function of the facility. Design will not be finalized until the educational consultant has had a chance to provide input. All design work is anticipated to be completed in the fall of 2025.

Educational Exhibits: An RFP to hire an exhibit design-build company to develop interactive and engaging educational displays throughout the recycle center closed on August 11, 2025. Seven bids were received, staff has reviewed the proposals, and will be providing a recommendation to the Consultant Selection Subcommittee prior to the September 9th Planning Commission meeting.

Derek Bradshaw, Director Christine Durgan, Assistant Director

Construction Manager: A Request for Proposals (RFP) is being developed to solicit a construction manager to provide all necessary professional preconstruction services and construction management services (preparation of bid packages, scheduling, cost control, etc.) required to complete the project. The CM will work closely with DLZ and Genesee County throughout the process. Once finalized, staff will work with the Purchasing Department to advertise the RFP in September.



MEMORANDUM

TO: Members of the Genesee County Metropolitan Planning Commission

FROM: Jacob Maurer, Division Manager
Community Development Program

DATE: September 9, 2025

SUBJECT: **Community Development Program – August 2025 Status Report**

Community Development Block Grant Program (CDBG)

HUD approval of 2025 Action Plan projects and receipt of funds typically occurs in mid-to-late summer, so staff are expecting to receive grant agreements for that funding at any time. In preparation for that funding, 2025 contracts are being put together along with all attachments. In addition, projects are being set up in Neighborly and IDIS, so they are ready to be funded as soon as the grant agreements are signed.

Since Program Year 2024 contracts end on September 30, 2025, staff are working with subrecipients to confirm that most projects are on track to be completed prior to that deadline. Additional assistance is being provided to local project managers to ensure that subrecipients have all of their documentation in order prior to submitting for reimbursement. A few projects have experienced delays and will require contract extensions.

Subrecipient monitoring is wrapping up, with only 10 more monitoring visits to be completed.

ESG (Emergency Solutions Grant), HOME Investment Partnerships Program (HOME)

In August, staff began monitoring HOME-assisted units, which included reviewing files and conducting in-unit inspections at Lockwood of Fenton, Kearsley Daly Villa, and Eastside Village. The full monitoring of HOME-assisted units is expected to be completed by the end of September.

Staff also will began preparing contracts for the 2025 Emergency Solutions Grants in anticipation of receiving HUD funding for these programs in the fall. Once funding is received, staff will meet individually with each subrecipient to review contract details prior to signing.

Derek Bradshaw, Director Christine Durgan, Assistant Director



GENESEE COUNTY
METROPOLITAN PLANNING
COMMISSION

MEMORANDUM

TO: Members of the Genesee County Metropolitan Planning Commission

FROM: Derek Bradshaw, Director

DATE: September 9, 2025

SUBJECT: Report of the Director – August 2025 Status Report

Our County, Our Future Master Plan Update

In August, staff continued to develop the Genesee County Master Plan summary document. Staff is planning to present a draft of the Plan document to the steering committee in October.

The next Master Plan steering committee meeting will be held on September 23, 2025, at 2:00 p.m.

GLS Region V

Staff is in the process of sending correspondence to local units of government regarding Region V's traffic count program. Traffic counts are critical for making informed decisions about road infrastructure improvements, understanding local traffic patterns, addressing roadway safety concerns as well as meeting federal reporting requirements through the Highway Performance Monitoring System (HPMS). To support this effort, GLS Region V offers traffic counters and accessory equipment for rental. The counters collect vehicle counts, classification, and speed data. Staff are available to help with traffic counter set up as well as uploading count data.

The next regularly scheduled GLS Region V meeting will be held on September 23, 2025, at 6:00 p.m.

Derek Bradshaw, Director Christine Durgan, Assistant Director