

GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
Tuesday, September 9, 2025, 8:00 a.m.

MINUTES

The Genesee County Metropolitan Planning Commission met at 8:00 a.m. on Tuesday, September 9, 2025, in Room 1014 of the Genesee County Administration Building, 324 South Saginaw Street, Flint, Michigan.

I. CALL TO ORDER

Chairperson Himelhoch called the meeting to order at 8:05 a.m.

II. ROLL CALL

Present: Alan Himelhoch, Jeffrey M. Peake, Deborah Cherry, Lesly Foreman, Cheryl Sclater, Martin L. Cousineau, Tyler Rossmassler, and Ian Shetron.

Absent: William Brandon, Dr. Beverly Brown, and Derelle Blake.

Others Present: Derek Bradshaw, Chris Durgan, Sheila Taylor, Jacob Maurer, Dru Hajec, Amy Fuoss and Renate Soto.

III. MINUTES

A. Minutes of the August 12, 2025 Regular Meeting

Motion: Action: Approve, **Moved by** Deborah Cherry, **Seconded by** Lesly Foreman, to approve the August 12, 2025 regular meeting minutes as presented. Jeffrey Peake, Cheryl Sclater, Martin L. Cousineau, Tyler Rossmassler, and Ian Shetron abstained.

Motion passed.

(Approved minutes are on file in the GCMPC office)

IV. OPPORTUNITY FOR INDIVIDUALS TO ADDRESS THE COMMISSION

No one spoke at this time.

V. COMMUNICATIONS

There were no Communications.

VI. COMMITTEE REPORTS

A. Budget Committee

1. Approval of FY 2025-2026 GCMPC Budget

Jeffrey Peake stated the Budget Committee met prior to this meeting and approved a motion to recommend the FY 2025-2026 GCMPC Budget to the full Commission. Derek Bradshaw stated GCMPC funds are directly tied to federal and state funds. Mr. Bradshaw

gave an overview of the proposed budget, noting some changes in revenue and expenses from last year. Discussion ensued.

Motion: Action: Approve, **Moved by** Deborah Cherry, **Seconded by** Martin L. Cousineau, to approve the FY 2025-2026 GCMPC Budget.

Motion passed unanimously.

(Documents on file with minutes)

A. Consultant Selection Committee

1. Approval of Preliminary Design Phase Consultant-Recycle Center Educational Experience

Deborah Cherry stated that the Consultant Selection Committee met yesterday, via Teams, regarding the Consultant Selection Recommendation for the Educational Experience of the new Recycling Center. Ms. Cherry stated the Consultant Committee is recommending approval of the firm Xibitz, for this project. Chairperson Himelhoch stated that staff reviewed and scored the 7 proposals received and recommended Xibitz to the Consultant Committee based on those scores. Discussion ensued.

Motion: Action: Approve, **Moved by** Deborah Cherry, **Seconded by** Martin L. Cousineau, to approve the Preliminary Design Phase Consultant-Recycle Center Educational Experience.

Motion passed unanimously.

(Documents on file with minutes)

VII. NEW BUSINESS

A. MPR-7-25-02 City of Montrose Master Plan Amendment

Dru Hajec provided an overview of MPR-7-25-02; City of Montrose Master Plan Amendment. The Amendment adds a Housing Plan to their existing Master Plan. The Plan Amendment meets all the necessary requirements for adoption.

Motion: Action: Approve, **Moved by** Jeffrey Peake, **Seconded by** Ian Shetron, to endorse staff recommendations regarding MPR-7-25-02; City of Montrose Master Plan Amendment and to forward staff's comments to the City of Montrose.

Motion passed unanimously.

(Documents on file with minutes)

B. MAP Planning Michigan 2025 Conference Travel Request

Jacob Maurer stated that the Michigan Association of Planning (MAP) will hold its annual planning conference in Kalamazoo this October. Approval is being requested for three staff members to attend, with a total cost of \$2,864.00.

Motion: Action: Approve, **Moved by** Jeffrey Peake, **Seconded by** Deborah Cherry, to approve the MAP Planning Michigan 2025 Conference Travel Request

Motion passed unanimously.

(Documents on file with minutes)

C. Michigan Weatherization Conference Travel Request

Chris Durgan stated that the 2025 Annual Michigan Weatherization Conference will be held in Gaylord this October. Approval is being requested for four staff members to attend, contingent upon GCMPC receiving the Weatherization grant for which it has applied. Discussion ensued.

Motion: Action: Approve, **Moved by** Jeffrey Peake, **Seconded by** Ian Shetron, to approve the Michigan Weatherization Conference Travel Request contingent on GCMPC receiving the Weatherization grant.

Motion passed unanimously.

(Documents on file with minutes)

VIII. FINANCES

A. Contract, Vouchers and Bills

Derek Bradshaw reviewed the Contract, Vouchers and Bills.

Motion: Action: Approve, **Moved by** Jeffrey Peake, **Seconded by** Lesly Foreman, to approve the September Contract, Vouchers and Bills for a total \$39,326.36.

Motion passed unanimously.

(Documents on file with minutes)

B. Commission Expenses and Per Diems

Motion: Action: Approve, **Moved by** Deborah Cherry, **Seconded by** Jeffrey Peake, 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 July 31, 2025.

Motion: Action: Approve, **Moved by** Jeffrey Peake, **Seconded by** Ian Shetron, to approve the Financial Update as presented.

Motion passed unanimously.

(Documents on file with minutes)

D. Budget Transfer Request

Motion: Action: Approve, **Moved by** Martin Cousineau, **Seconded by** Lesly Foreman, to approve the Budget Transfer Request as presented.

Motion passed unanimously.

(Documents on file with minutes)

E. Authorization for Year End Budget Adjustments

Derek Bradshaw stated this authorization gives him 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.

Motion: Action: Approve, **Moved by** Deborah Cherry, **Seconded by** Lesly Foreman, to approve the Authorization for Year End Budget Adjustments.

Motion passed unanimously.

(Documents on file with minutes)

IX. OLD BUSINESS

A. Project Status

1. Housing Impact Fund Update – August 2025 Status Report

Chris Durgan gave a progress update on the Roof Revitalization Program, noting that 20 homes are completed or underway, an additional 10 homes are nearing contract

finalization, with another 10 expected to go out to bid shortly. The goal is to complete 100 homes in collaboration with Habitat for Humanity, our partnering agency, and to have at least 50 homes under contract by mid-October.

Motion: Action: Approve, **Moved by** Jeffrey Peake, **Seconded** Lesly Foreman, to approve the Housing Impact Fund report as presented.

Motion passed unanimously.

(Original on file with minutes)

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

Sheila Taylor stated the Federal Highway Administration approved our Unified Work Program (UWP) which details how our funds will be used next year. The UWP coincides with the County fiscal year beginning October 1.

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

Motion passed unanimously.

(Original on file with minutes)

3. American Rescue Plan Act – August 2025 Status Report

Sheila Taylor stated several Senior Centers projects are projected to be completed by the end of the calendar year. Larger infrastructure projects are still in progress and funding must be spent by September 2026.

Motion: Action: Approve, **Moved by** Jeffrey Peake, **Seconded by** Lesly Foreman, to approve the American Rescue Plan Act report as presented.

Motion passed unanimously.

(Original on file with minutes)

4. Environmental Program Update – August 2025 Status Report

Jacob Maurer stated last Recycle Day of the year was held last month with nearly 100% participation of the 200 registered spots. Staff will be coordinating with the Purchasing Department to hire a construction manager for the educational component of the new Recycling Center. Discussion ensued.

Motion: Action: Approve, **Moved by** Jeffrey Peake, **Seconded by** Deborah Cherry, to approve the Environmental Program report as presented. Motion passed unanimously.

(Original on file with minutes)

5. Community Development Program – August 2025 Status Report

Jacob Maurer stated that staff is working with some local units and agencies to get contract extensions in place for a few 2024 program year projects that won't be completed by September 30. Once approval is received from HUD, 2025 program year contracts will be drawn up and sent through the county approval process.

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

Motion passed unanimously.

(Original on file with minutes)

6. Report of the Director – August 2025 Status Report

Derek Bradshaw stated that staff is nearing completion of the Genesee County Master Plan summary document. Public comment period will begin later this year, and final approval is expected by March 2026.

Motion: Action: Approve, **Moved by** Jeffrey Peake, **Seconded by** Deborah Cherry, to approve the Report of the Director as presented.

Motion passed unanimously.

(Original on file with minutes)

B. Commissioner Comments

There were no comments made at this time.

X. ADJOURNMENT

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

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