



**GENESEE COUNTY**  
**METROPOLITAN PLANNING COMMISSION**

**GCMPC MEETING**

**Tuesday, December 2, 2025**  
**8:00 A.M.**

**Commissioners**

Genesee County Administration Building  
 324 S. Saginaw Street  
 Room 1014  
 Flint, MI 48502

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

**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Minutes
  - \*\*\*A. Minutes of the November 4, 2025 Regular Meeting (attached)
- IV. Opportunity for Individuals to Address the Commission
- V. Communications
- VI. Committee Reports
- VII. New Business
  - \*\*\*A. Genesee: Our County, Our Future Master Plan - Presentation and Request to Release Plan for Public Comment (attached)
  - \*\*\*B. MPR-9-25-03; City of Burton Master Plan (attached)
- VIII. Finances
  - \*\*\*A. Contract, Vouchers and Bills (attached)

\*\*\*B. Commission Expenses and Per Diems (to be distributed)

IX. Old Business

A. Project Status

- \*\*\*1. 3-C Transportation Planning – November 2025 Status Report (attached)
- \*\*\*2. American Rescue Plan Act – November 2025 Status Report (attached)
- \*\*\*3. Environmental Program – November 2025 Status Report (attached)
- \*\*\*4. Community Development Program – November 2025 Status Report (attached)
- \*\*\*5. Report of the Director – November 2025 Status Report (attached)

B. Commissioner Comments

X. Adjournment

\*\*\*Indicates Action Item

**NEXT MEETING: Tuesday, January 6, 2026**

**GENESEE COUNTY METROPOLITAN PLANNING COMMISSION**  
**Tuesday, November 4, 2025, 8:00 a.m.**

**MINUTES**

The Genesee County Metropolitan Planning Commission met at 8:00 a.m. on Tuesday, November 4, 2025, in Room 1014 of the Genesee County Administration Building, 10th Floor, 324 South Saginaw Street, Flint, Michigan.

**I. CALL TO ORDER**

Chairperson Himelhoch called the meeting to order at 8:12 a.m.

**II. ROLL CALL**

**Present:** William Brandon, Dr. Beverly Brown, Martin L. Cousineau, Deborah Cherry, Derelle Blake, Alan Himelhoch, Tyler Rossmassler, and Ian She tron.

**Absent:** Jeffrey Peake, Cheryl Sclater and Lesly Foreman.

**Others Present:** Derek Bradshaw, Chris Durgan, Sheila Taylor, Jacob Maurer and Renate Soto.

**III. MINUTES**

**A. Minutes of the October 7, 2025 Regular Meeting**

**Motion: Action:** Approve, **Moved by** William Brandon, **Seconded by** Dr. Beverly Brown, to approve the October 7, 2025 regular meeting minutes as presented, subject to review.

Motion passed. Martin Cousineau abstained.

(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**

There were no Committee Reports.

**VII. NEW BUSINESS**

**A. MPR-9-25-03; City of Burton Master Plan**

Derek Bradshaw stated the City of Burton is going to extend the public comment period on the Master Plan. This item will be moved to next month's agenda.

**Motion: Action:** Approve, **Moved by** Dr. Beverly Brown, **Seconded by** Martin Cousineau, to table the MPR-9-25-03; City of Burton Master Plan.

Motion passed unanimously.

(Documents on file with minutes)

**B. FOS-09-25-06; Forest Township – Gary & Laura Tilson – Application for Farmland Agreement**

Anthony Kelly provided an overview of 09-25-06; Forest Township – Gary & Laura Tilson – Application for Farmland Agreement. The parcel meets the criteria for enrollment in P.A. 116, as it is between 5 and 40 acres and is at least 51% agriculturally active. The proposed length of protection under P.A. 116 is 30 years.

**Motion: Action:** Approve, **Moved by** Martin Cousineau, **Seconded by** William Brandon, to approve FOS-09-25-06; Forest Township – Gary & Laura Tilson – Application for Farmland Agreement.

Motion passed unanimously.

(Documents on file with minutes)

**C. 2026 GCMPC Meeting Dates**

Alan Himelhoch reviewed the proposed 2026 meeting dates.

**Motion: Action:** Approve, **Moved by** William Brandon, **Seconded by** Martin Cousineau, to approve the 2026 GCMPC Meeting Dates.

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** William Brandon, **Seconded by** Ian Shetron, to approve the November Contract, Vouchers and Bills for a total \$282,730.54.

Motion passed unanimously.

(Documents on file with minutes)

**B. Commission Expenses and Per Diems**

**Motion: Action:** Approve, **Moved by** Martin Cousineau, **Seconded by** Dr. Beverly Brown, to approve the Commission Expenses and Per Diems.

Motion passed unanimously.

(Documents on file with minutes)

**IX. OLD BUSINESS**

**A. Project Status**

**1. Housing Impact Fund Update – October 2025 Status Report**

Chris Durgan stated that four applications for the housing development program have been approved to advance to the full application stage. While the four applications are at different stages, applicants must secure funding and land commitment and community support. Staff have been working with a technical assistance provider experienced in housing developments in the state to get some advice and guidance.

Staff continue to work toward launching the Weatherization program and recently attended a Weatherization training seminar. Discussion ensued.

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

Motion passed unanimously.

(Original on file with minutes)

## **2. 3-C Transportation Planning – October 2025 Status Report**

Sheila Taylor stated that staff is working on implementation of the new Transportation Improvement Program (TIP). Funding agreements have been received from our federal and state partners. At the next Technical Advisory Committee (TAC) meeting, the Genesee County Road Commission will provide an update on the newly added state budget funds designated for local road repairs.

**Motion: Action:** Approve, **Moved by** Martin Cousineau, **Seconded by** William Brandon, to approve the 3-C Transportation Planning report as presented.

Motion passed unanimously.

(Original on file with minutes)

## **3. American Rescue Plan Act – October 2025 Status Report**

Sheila Taylor stated that staff continues to work with the Senior Centers to ensure completion of their projects. Some of the projects will be completed by year end.

**Motion: Action:** Approve, **Moved by** Martin Cousineau, **Seconded by** Ian Shetron, to approve the American Rescue Plan Act report as presented.

Motion passed unanimously.

(Original on file with minutes)

## **4. Environmental Program Update – October 2025 Status Report**

Jacob Maurer stated that last month, staff gave an environmental career presentation to students at the Genesee Career Institute. Last week, a kickoff meeting was held with Xibitz, the Educational Consultant for the Recycling and Education Center to go over main tasks and deadlines. The Construction Manager Request for Proposal (RFP) will close later this week, the candidates will be reviewed by staff and a recommendation will be made. Discussion ensued.

**Motion: Action:** Approve, **Moved by** Deborah Cherry, **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 – October 2025 Status Report**

Jacob Maurer stated that 2025 CDBG contracts have completed the Document Review process and staff are preparing for execution of those contracts next month. Three staff members attended the Michigan Association of Planning (MAP) conference in October.

**Motion: Action:** Approve, **Moved by** Martin Cousineau, **Seconded by** Dr. Beverly Brown, to approve the Community Development Program report as presented.

Motion passed unanimously.

(Original on file with minutes)

## **6. Report of the Director – October 2025 Status Report**

Derek Bradshaw stated that staff is completing the final edits of the Our County, Our Future master plan and expect to present the plan at the next GCMPC meeting. The 63 day comment period will begin shortly after that and three public input sessions will also be held. Staff have applied for trail funding through the Mott Foundation; part of the requested funds will be designated for staff support to further the trail initiative. Discussion ensued.

**Motion: Action:** Approve, **Moved by** William Brandon, **Seconded by** Dr. Beverly Brown, 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.

### **X. ADJOURNMENT**

Chairperson Himelhoch adjourned the meeting at 8:48 a.m.

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



**GENESEE COUNTY**  
**METROPOLITAN PLANNING  
COMMISSION**

**MEMORANDUM**

**TO:** Members of the Genesee County Metropolitan Planning Commission

**FROM:** Derek Bradshaw, Director

**DATE:** December 2, 2025

**SUBJECT: Genesee: Our County, Our Future Master Plan – Comment Period Approval Request**

The Genesee County Metropolitan Planning Commission has been working on the development of a County-wide Master Plan document over the last 18 months. The plan focuses on areas including transportation, community development, environment, land use, and progress towards county priorities. Staff has completed a draft version of the document for your review and comment. Please see the link below to view the draft plan in its entirety.

<http://gcmnpc.org/wp-content/uploads/2025/11/Draft-Our-County-Our-Future-Plan.pdf>

Please send all comments, questions, and/or concerns to GCMPC staff at [gcmnpc@geneseecountymi.gov](mailto:gcmnpc@geneseecountymi.gov). Comments will be accepted from December 22<sup>nd</sup>, 2025 to February 23<sup>rd</sup>, 2026. There will be three public input events held during this period. Staff will review and consider all comments received.

At this time, the Genesee: Our County, Our Future Master Plan Steering Committee is recommending approval to begin the 63-day public comment period.

Derek Bradshaw, Director    Christine Durgan, Assistant Director





**GENESEE COUNTY**  
**METROPOLITAN PLANNING**  
**COMMISSION**

**MEMORANDUM**

**TO:** Members of the Genesee County Metropolitan Planning Commission

**FROM:** Kristofor Garris, Planner

**DATE:** December 2, 2025

**SUBJECT: MPR-10-25-04 City of Burton Master Plan**

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 current plan under review is a major update to the 2017 City of Burton Master Plan. GCMPC previously reviewed and endorsed the 2017 update to the City of Burton Master Plan.

III. STAFF ANALYSIS

The City of Burton Master Plan 2025-2045 includes important demographic, physical, economic and social aspects of the community which are explained using maps, graphics and photos. The plan also adds two unique assessments: an in-depth Target Market Analysis and a Retail Market Analysis. The Target Market Analysis identifies trends and strategies for retaining residents, including improving the existing housing stock and adding a variety of new housing choices. The Retail Market Analysis provides a summary of market observations for two major shopping districts: the Saginaw Street Corridor and Center Road Corridor.

The Plan includes a Five-year strategic Plan to prioritize different strategies of the City. Goals and strategies have specific deadlines and responsible parties listed which should be reviewed again in five years. This should ensure the Master Plan is a useful document which will guide future improvements to the City.

GCMPC was properly notified by the City of Burton of their intention to update the Master Plan. Upon completion of the Draft Plan, sufficient time was provided for review and comment by GCMPC staff. A list of surrounding communities that received a copy of the updated Plan was provided, and a public hearing is scheduled for January 13, 2026.

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 December 2, 2025, regarding the project described as MPR-10-25-04 City of Burton Master Plan, for the following reasons:

1. The City of Burton Master Plan 2025 – 2045 fulfills all adoption requirements and serves as a complete policy document for future City land use and planning efforts.
2. The City of Burton Master Plan provides data, maps, trends, goals, and actions which will help manage development.
3. The City of Burton Master Plan is consistent with existing and future land use plans of surrounding local units of government.
4. GCMPC has not received comments from adjacent municipalities regarding the draft City of Burton Master Plan.

Comment:

1. GCMPC recommends the City of Burton review the document to ensure narrative consistencies and data accuracy.

**GENESEE COUNTY METROPOLITAN PLANNING COMMISSION**  
**CHECK DISBURSEMENT VOUCHER**  
December 2, 2025

AT&T Mobility	Director's cell phone	50.02	1004610
DLZ Michigan Inc.	Recycling & Education Architect Services	30,830.33	1005279
DLZ Michigan Inc.	Recycling & Education Architect Services	51,194.00	ACH # 3390
Huntington National Bank	Rideshare website annual subscription, Mlive subscription	603.00	ACH # 3721
Rowe Professional Services	US23 Corridor Traffic Study	12,261.05	ACH # 3471
Staples Inc.	Office Supplies	55.51	ACH # 3965
		<u>55.51</u>	
		<u>\$94,993.91</u>	



**GENESEE COUNTY**  
**METROPOLITAN PLANNING**  
**COMMISSION**

**MEMORANDUM**

**TO:** Members of the Genesee County Metropolitan Planning Commission

**FROM:** Sheila Taylor, Division Manager  
Transportation Program

**DATE:** December 2, 2025

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

**Transportation Improvement Program**

In November, staff published the Annual Listing of Transportation Improvement Program (TIP) projects for fiscal year 2025. The list of TIP projects includes projects that have been obligated, let for bid, and under construction from October 1<sup>st</sup>, 2024 through September 30<sup>th</sup>, 2025. The projects are grouped under the type of transportation improvement performed by individual agencies and represent a \$71.8 million dollar investment into the Genesee County transportation network. These investments include: \$42.2 million in Bridge Work, \$94,475 in Commuter Services, \$7.4 million in Non-Motorized Facilities, \$11.9 million in Road Restoration/Resurfacing, \$3.5 million in Safety, \$4.9 million in Transit Equipment, Facilities, and Services, and \$1.6 million in other improvements. The complete list of TIP projects is available for review on our website at <http://gcmpc.org/wp-content/uploads/2025/10/Annual-TIP-list-2025.pdf>.

**Asset Management**

Staff completed pavement condition data collection on the local, paved Non-Federal Aid Road System in Genesee County. There are approximately 1,400 miles of paved, Non-Federal Aid roads in Genesee County. Staff have begun PASER reports to summarize data collected by community. These reports are anticipated to be completed in December and will be disseminated once complete.

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:** December 2, 2025

**SUBJECT:** **American Rescue Plan Act – November 2025 Status Report**

**American Rescue Plan Act Local Unit Projects**

Senior Center projects continue to progress in a timely manner. Recently, the concrete and bench work at the Eastside Senior Center was completed. This will make the sidewalks around the center safer for patrons.

Also, this month, the City of Burton closed out their Senior Center project, with the full \$100,000 being spent on a garage addition, outdoor pergola, and bathroom upgrades. These improvements will make the center much more enjoyable for patrons and extend the longevity of the Senior Center Van.

The projects managed in partnership with Genesee County Water and Waste (GCWWS) are also finishing. The Grand Blanc KCI Sewer project bill for \$6 million was recently approved for payment. This will close out the portion of the project in partnership with GCMPC, but the overall project remains ongoing. This project will bring extensive sewer access to the eastern side of Genesee County primarily along Vassar and Irish roads from Davison Township to the Oakland County line and is expected to cost over \$50 million total. The closeout letter for the Lake Fenton Schools water tie-in project was also sent this month, marking completion of that project as well.

Finally, the demolition of the old Westwood Manor apartments on the 4200 block of Clio Rd. in Flint got underway in November. This project is utilizing \$350,000 of Genesee County ARPA dollars and will close out the overall \$8.35 million ARPA partnership between Genesee County and the Land Bank.

Derek Bradshaw, Director    Christine Durgan, Assistant Director



**GENESEE COUNTY**  
**METROPOLITAN PLANNING  
COMMISSION**

**MEMORANDUM**

**TO:** Members of the Genesee County Metropolitan Planning Commission

**FROM:** Jacob Maurer, Division Manager  
Environmental Program

**DATE:** December 2, 2025

**SUBJECT:** **Environmental Program Update – November 2025 Status Report**

**Solid Waste Program**

Staff attended the Bay and Thumb Regions NextCycle Partner Workshop in Frankenmuth. Attendees held varying perspectives on recycling from businesses, economic development, public sector, and others. Topics discussed were the recycling supply chain, important recycling partnerships, extended producer responsibility and how to get more business participation in recycling.

On November 3<sup>rd</sup>, staff attended a Genesee Network of Informal Educators meeting. Members are focused on providing informal education to all ages and abilities in our community. Meetings focus on brainstorming ideas and troubleshooting problems. The topic of the November meeting was marketing and social media. Information on how to successfully market programs through social media and other avenues was presented.

On November 7<sup>th</sup>, staff attended a Global River Environmental Education Network (GREEN) committee meeting. The committee discusses ways to improve the program in the future. The committee discussed challenges and successes from the fall water testing, when future professional development days for teachers and mentors will be held and activities for the GREEN student summit coming up in May.

**Recycling and Education Center**

Site Layout and Building Design: Staff continues to work with DLZ to determine specific design elements of the site and building including pavement types, lighting styles, EV charging capacity, and landscaping needs. Staff is also working to refine the layout of the building to ensure the scope of the project remains within budget.

Educational Exhibits: Staff met with the exhibit consultants on November 17<sup>th</sup>. The consultant Reich & Petch presented preliminary information on the potential look and feel of the exhibit. Staff are currently reviewing the information to provide feedback to the consultant.

Derek Bradshaw, Director    Christine Durgan, Assistant Director

Construction Manager: A Request for Proposals (RFP) to solicit a Construction Manager (CM) closed on November 6, 2025. A total of ten (10) proposals were received from CMs. Staff is in the process of reviewing and scoring the proposals with assistance from DLZ. Interviews with the top scoring bidders are expected to be held prior to making a recommendation. Below is a list of companies that proposals were received from:

- DCC Construction (Davison, MI)
- AUCH Construction (Pontiac, MI)
- Corrigan Construction (Brighton, MI)
- Frank Rewold & Sons (Rochester, MI)
- E&L Construction Group (Flint, MI)
- Ronnisch Construction Group (Royal Oak, MI)
- Siwek Construction (Flint, MI)
- Sorensen Gross (Flint, MI)
- Wieland (Lansing, MI)
- Quadrate Construction (Macomb, MI)



**GENESEE COUNTY**  
**METROPOLITAN PLANNING**  
**COMMISSION**

**MEMORANDUM**

**TO:** Members of the Genesee County Metropolitan Planning Commission

**FROM:** Jacob Maurer, Division Manager  
Community Development Program

**DATE:** December 2, 2025

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

**Community Development Block Grant Program (CDBG)**

Throughout the month of November, staff met with local units to review and sign their 2025 CDBG contracts. Projects underway this year include, but are not limited to, road resurfacing, sidewalk improvements and replacements, senior programming and outdoor ADA amenities. Staff has ensured that all subrecipients have the most up to date insurance on file, that their SAM registration is current, and that all signature cards have the correct signatories on them. All 2025 projects have been set up in Neighborly and IDIS in preparation for draw requests. In addition, PO requests have been completed and submitted for approval.

All subrecipient monitoring visits have been completed. Overall, 21 out of 27 subrecipients received no findings or concerns. Staff discovered that the most common findings were related to municipality's conflict of interest policies or their internal controls policies and are working with them to correct all findings and concerns. Staff are also exploring new ways to effectively communicate with subrecipients to identify obstacles before they become larger issues.

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

In November, staff worked to prepare all 2025 ESG contracts for subrecipients to sign in advance of the new program year. Staff will be ready to execute contracts in early December.

Staff have also been developing an engagement strategy to provide local units of government with useful information and resources to address their housing needs. The goal is to strengthen collaboration among municipalities, lenders, and property owners, including the land bank.

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:** December 2, 2025

**SUBJECT:** **Report of the Director – November 2025 Status Report**

**Our County, Our Future Master Plan Update**

In November, staff continued to finalize the Genesee County Master Plan document. Staff will be presenting the draft to the Master Plan Steering Committee, GCMPC, TAC, C&ED, and the Board of Commissioners in December for review and approval to begin the public comment period. The public comment period will last for 63 days as required by the State of Michigan for Master Plan. Staff will incorporate comments received into the final document. There will be a minimum of three public open houses in January. Exact dates of the public open houses will be provided to the committee in December.

**GLS Region V**

The GLS Region V Planning and Development Commission was previously awarded a Spark Grant through the Michigan Department of Natural Resources, which currently has \$60,000 in excess funding available for developing local Recreation Plans. Staff requested letters of interest from local governments in Genesee, Lapeer, and Shiawassee Counties, and six communities responded, with five submitting eligible applications: the Cities of Corunna, Durand, and Montrose; Woodhull Township; and Goodland Township. Pending approval, staff will work with these communities to establish MOUs for distributing up to \$15,000 per community to hire consultants for creating or updating Recreation Plans, with all funds to be spent and plans completed by September 30, 2026.

The next regularly scheduled GLS Region V meeting will be held on January 27, 2026, at 6:00 p.m.

Derek Bradshaw, Director    Christine Durgan, Assistant Director

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