



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

Room 111– 1101 Beach Street  
Flint, Michigan 48502-1470  
(810) 257-3010

DEREK BRADSHAW  
FISCAL OFFICER

**GLS REGION V PLANNING & DEVELOPMENT COMMISSION  
GENESEE COUNTY ADMINISTRATION BUILDING  
1101 BEACH STREET, HARRIS AUDITORIUM, 3<sup>RD</sup> FLOOR  
Tuesday, January 24, 2023  
6:00 P.M.**

**AGENDA**

I. INTRODUCTION

- A. Roll Call
- B. Approval of the Minutes of the GLS Region V PDC Regular Meeting held November 22, 2022 (attached)
- C. Approval of the Agenda of GLS Region V PDC Meeting to be held January 24, 2023
- D. Opportunity for the Public to Address the GLS Region V Planning and Development Commission
- E. Communications

II. ACTION ITEMS

- A. Financial Report
  1. Draft FY 2022 Financials for October 1, 2021 to September 30, 2022 (attached)
  2. Draft FY 2023 Financials for October 1, 2022 to December 31, 2022(attached)
  3. Checks (attached)
- B. FY 2023 Budget Adjustments (attached)

III. DISCUSSION ITEMS

- A. MAR Update (discussion)
- B. Reminder for Election of Officers at the March Meeting (discussion)

IV. ANNOUNCEMENTS

V. ADJOURNMENT

**Next Meeting – March 28, 2023**

**GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING and DEVELOPMENT COMMISSION**  
**Tuesday, November 22, 2022 6:00 p.m.**

**MINUTES**

The Genesee-Lapeer-Shiawassee Region V Planning and Development Commission met at 6:00 p.m. on Tuesday, November 22, 2022, in the Harris Auditorium of the Genesee County Administration Building, on the third floor, 1101 Beach Street, Flint, Michigan.

Chairperson VanHaften called the meeting to order at 6:01 p.m.

**I. INTRODUCTIONS**

**A. Roll Call**

**Present:** Richard VanHaften, Derek Bradshaw, Jeffrey Kelley, Destain Gingell, Ed Benning, Gregory Brodeur

**Absent/Excused:** Chris Cannon, Robert Johnson, Mike Hemmingsen, Gary Roy, Cathy Lane, Shawnice Dorsey, Alan Himelhoch

**Others Present:** Jason Nordberg and Renate Soto

**B. Approval of the Minutes of the GLS Region V PDC Regular Meeting held September 27, 2022**

**Motion: Action:** Approve, **Moved by** Jeffrey Kelley, **Supported by** Ed Benning, to approve the minutes of the GLS Region V PDC regular meeting held September 27, 2022 as presented.

**Motion carried unanimously.**  
(Documents on file in the GCMPC office)

**C. Approval of the Agenda of GLS Region V PDC Meeting to be held November 22, 2022**

**Motion: Action:** Motion to approve the agenda. **Moved by** Jeffrey Kelley, **Supported by** Gregory Brodeur, to approve the agenda of the GLS Region V PDC meeting to be held November 22, 2022.

**Motion carried unanimously.**  
(Documents on file with minutes)

**D. Opportunity for the Public to Address the GLS Region V PDC**

No one spoke at this time.

**E. Communications**

**1. Draft 2023-2027 Shiawassee County Parks, Recreation and Open Space Plan review notice**

Mr. Nordberg stated that a copy of the Plan was provided in the agenda and any comments can be made to the Shiawassee County Parks and Recreation Committee by the deadline of December 9, 2022.

## **II. ACTION ITEMS**

### **A. Financial Report**

#### **1. Checks**

Mr. Bradshaw reviewed the checks for the committee. He stated that financials would be presented at the next meeting after the year-end close-out has been completed. The checks totaled \$1,724.78.

**Motion: Action:** Approve the payment of the checks. **Moved by** Ed Benning, **Supported by** Jeffrey Kelley, to approve the checks in the amount of \$1,724.78 and authorize signing by the proper authorities.

**Motion carried unanimously.**

(Documents on file with minutes)

#### **2. Financial Report**

Mr. Bradshaw stated that the Financial Report was a verbal report this month.

**Motion: Action:** To table the Financial Report to the next meeting. **Moved by** Jeffrey Kelly, **Supported by** Ed Benning, to table the Financial Report to the next meeting.

**Motion carried unanimously.**

### **B. 2023 Meeting Dates**

Chairperson VanHaften reviewed the proposed meeting dates for 2023.

**Motion: Action:** Approve the 2023 meeting dates. **Moved by** Gregory Brodeur, **Supported by** Jeffrey Kelley, to approve the 2023 meeting dates for GLS Region V Planning and Development Commission.

**Motion carried unanimously.**

(Documents on file with minutes)

## **III. DISCUSSION ITEMS**

### **A. MSU Center for Community and Economic Development (CCED) – Call for Projects**

Mr. Bradshaw stated that he had an opportunity to speak with a representative from the MSU U.S. EDA University Center for Regional Economic Innovation (REI). He stated that REI offers Student-Led, Faculty-Guided projects that provide assistance and funding to Michigan communities completing local and regional economic development projects. This program is a great resource for local communities and public interest groups to utilize and it also is an excellent way to entice potential job recruits while possibly improving your community and attracting businesses to your area. Mr. Bradshaw stated that he highly encourages Commission members to reach out to the REI coordinator listed in the agenda and partake in the program and to share this information with others to get the word out.

## **IV. ANNOUNCEMENTS**

Mr. Benning stated that the MTA is part of a consortium consisting of many of their partners and various regional universities, which is currently working on the feasibility of a hydrogen hub. Today in the country, there is \$10 billion available for hydrogen hubs. Mr. Benning stated that MTA may not get a hub but may become a distributor due to their eleven years of experience working with hydrogen. He stated that it could be a very good outcome.

Mr. Brodeur stated that with the recent election, the Shiawassee Board of Commissioners will be reorganized as of January 2023. He stated there is a possibility that the GLS Region V Commission may get a new representative from Shiawassee County. If that happens, he would like to ensure that person gets a proper introduction and that members would walk the new representative through the first meeting to get them acquainted with the Commission's purpose and how the meetings work.

**V. ADJOURNMENT**

Chairperson VanHaften adjourned the meeting at 6:19 p.m.

Respectfully submitted,  
Renate Soto, Secretary  
Genesee County Metropolitan Planning Commission

Draft

**GLS REGION V**  
**Revenue Budget Variance Report**  
**For the Period October 1, 2021 to September 30, 2022**  
**DRAFT**

<u>Revenue</u>	<u>Total Budget</u>	<u>YTD Actuals</u>	<u>Available Budget</u>	<u>Estimated YTD Budget</u>	<u>Revenues As % of Total Budget</u>
MDOT-Planning Grant	34,000	24,722	9,278	34,000	73%
MDOT-Asset Management	71,962	59,294	12,668	71,962	82%
MDOT-Rural Task Force	23,519	19,437	4,082	23,519	83%
Hazmit	1,875	1,572	303	1,875	84%
Regional Prosperity Grant	71,621	22,500	49,121	71,621	31%
Traffic Counting	1,730	10	1,720	1,730	1%
Grant Match Revenue	519	-	519	519	0%
Lapeer Grant Revenue	106	-	106	106	0%
Bank Account Interest	30	27	3	30	0%
Local contribution	1,564	1,335	229	1,564	85%
<b>TOTAL REVENUE</b>	<b><u>206,925</u></b>	<b><u>128,896</u></b>	<b><u>\$78,029</u></b>	<b><u>\$206,925</u></b>	

**GLS REGION V**  
**Statement of Expenditures: Actual vs. Budget**  
**For the Period October 1, 2021 to September 30, 2022**  
**DRAFT**

	<u>Total Budget</u>	<u>YTD Actuals</u>	<u>Available Budget</u>	<u>Estimated YTD Budget</u>	<u>Expenditures As % of Total Budget</u>
702.000 Salary, Per Diem	1,400	1,155	245	1,400	83%
754.000 Supplies	680	117	563	680	17%
980.000 Equipment	-	-	-	-	0%
956.002 Bank Service Charges	100	91	9	100	91%
804.000 Consultants	111,193	85,420	25,773	111,193	77%
801.044 Auditing	5,600	5,600	-	5,600	0%
801.004 Service Contracts	15,000	11,209	3,791	15,000	75%
900.014 Advertising	4,225	2,270	1,955	4,225	54%
910.005 Training	815	590	225	815	72%
915.000 Memberships	1,100	960	140	1,100	87%
899.000 Projects	65,313	22,500	42,813	65,313	34%
913.001 Travel	1,500	311	1,189	1,500	21%
<b>TOTAL EXPENSES</b>	<b><u>206,925</u></b>	<b><u>\$130,222</u></b>	<b><u>\$76,704</u></b>	<b><u>\$206,925</u></b>	

EXHIBIT II

**GLS REGION V**  
**Due From Other Governmental Units**  
**For the Period October 1, 2021 to September 30, 2022**  
**DRAFT**

Due from M.D.O.T.	49,344
Total Due from Other Governmental Units	<u>\$49,344</u>

EXHIBIT III

**GLS REGION V**  
**Statement of Revenue and Expenditures**  
**For the Period October 1, 2021 to September 30, 2022**  
**DRAFT**

REVENUE (Exhibit IV)		<u>\$128,896</u>
EXPENDITURES (Exhibit V):		
Supplies	117	
Other Operating Charges	129,794	
Travel	311	
Capital Outlay	0	<u>130,222</u>
EXCESS REVENUE OVER/-UNDER EXPENDITURES		<u>(\$1,325)</u>

**GLS REGION V  
BALANCE SHEET  
For the period ending September 30, 2022  
DRAFT**

**ASSETS**

Cash	\$63,610
Accounts Receivable	\$52,181
Prepaid Expense	<u>\$456</u>
<b>TOTAL ASSETS</b>	<b><u>\$116,248</u></b>

**LIABILITIES**

Accounts Payable	\$50,796
Deferred Revenue	\$49,121

**FUND BALANCE**

Fund Balance Restricted-Audit	
Fund Balance Restricted-Traffic Counter Supplies	
Fund Balance Unrestricted	<u>\$13,493</u>

**TOTAL LIABILITIES, RESERVES, AND FUND BALANCE** **\$113,410**

Fund Balance, October 1, 2021	14,819	
Excess Revenue Over Expenditures	<u>(1,325)</u>	
Fund Balance September 2022		<u><u>13,493</u></u>

**GLS REGION V  
Revenue Budget Variance Report  
For the Period October 1, 2022 to December 31, 2022**

<u>Revenue</u>	<u>Total Budget</u>	<u>YTD Actuals</u>	<u>Available Budget</u>	<u>Estimated YTD Budget</u>	<u>Revenues As % of Total Budget</u>
MDOT-Planning Grant	34,000	905	33,095	8,500	3%
MDOT-Asset Management	46,000	2,332	43,668	11,500	5%
MDOT-Rural Task Force	23,145	897	22,248	5,786	4%
Regional Prosperity Grant	49,121	-	49,121	12,280	0%
Traffic Counting	1,740	-	1,740	435	0%
Bank Account Interest	20	54	(34)	5	270%
<b>TOTAL REVENUE</b>	<b><u>154,026</u></b>	<b><u>4,187</u></b>	<b><u>\$149,839</u></b>	<b><u>\$38,507</u></b>	

**GLS REGION V  
Statement of Expenditures: Actual vs. Budget  
For the Period October 1, 2022 to December 31, 2022**

	<u>Total Budget</u>	<u>YTD Actuals</u>	<u>Available Budget</u>	<u>Estimated YTD Budget</u>	<u>Expenditures As % of Total Budget</u>
702.000 Salary, Per Diem	1,400	-	1,400	350	0%
754.000 Supplies	1,040	-	1,040	260	0%
956.002 Bank Service Charges	60	15	45	15	25%
804.000 Consultants	89,068	3,642	85,426	22,267	4%
801.044 Auditing	-	-	-	-	0%
801.004 Service Contracts	15,000	-	15,000	3,750	0%
900.014 Advertising	2,100	-	2,100	525	0%
910.005 Training	855	35	820	214	4%
915.000 Memberships	1,100	-	1,100	275	0%
899.000 Projects	41,853	-	41,853	10,463	0%
913.001 Travel	1,550	456	1,094	258	29%
<b>TOTAL EXPENSES</b>	<b><u>154,026</u></b>	<b><u>\$4,148</u></b>	<b><u>\$149,878</u></b>	<b><u>\$38,377</u></b>	

EXHIBIT II

**GLS REGION V**  
**Due From Other Governmental Units**  
**For the Period October 1, 2022 to December 31, 2022**

Due from M.D.O.T.	4,133
Total Due from Other Governmental Units	<u>\$4,133</u>

EXHIBIT III

**GLS REGION V**  
**Statement of Revenue and Expenditures**  
**For the Period October 1, 2022 to December 31, 2022**

REVENUE (Exhibit IV)		<u>\$4,187</u>
EXPENDITURES (Exhibit V):		
Supplies	0	
Other Operating Charges	3,692	
Travel	456	
Capital Outlay	0	<u>4,148</u>
EXCESS REVENUE OVER/-UNDER EXPENDITURES		<u>\$39</u>

**GLS REGION V  
BALANCE SHEET  
For the period ending December 31, 2022**

**ASSETS**

Cash		\$111,100
Accounts Receivable		\$4,133
Prepaid Expense		\$0
<b>TOTAL ASSETS</b>		<u>\$115,233</u>

**LIABILITIES**

Accounts Payable		\$52,580
Deferred Revenue		\$49,121

**FUND BALANCE**

Fund Balance Restricted-Audit		
Fund Balance Restricted-Traffic Counter Supplies		
Fund Balance Unrestricted		<u>\$13,952</u>

**TOTAL LIABILITIES, RESERVES, AND FUND BALANCE** \$115,653

Fund Balance, October 1, 2022	13,913		
Excess Revenue Over Expenditures	<u>39</u>		
Fund Balance December 2022			<u><u>13,952</u></u>



1/24/23

For GCMPC reimbursement request on 1/24/23, please see the below breakdown of hours per billing:

<u>Billing</u>	<u>Amount</u>	<u>Person Working</u>	<u>Hours</u>
<b>Asset Management August</b>	\$5,274.36	RUSSEL, J	44
		SALY, E	12
<b>Asset Management September</b>	\$32,419.96	COSELMAN, G	13
		NORDBERG, J	3
		RUSSEL, J	204
		SALY, E	48.5
		WILLIAMS, A	114
<b>Roadsoft training for GARRIS, K</b>	\$35.00		
DEDUCT (for final fringe and indirect adjustments):			
<b>Rural task force</b>	\$(1,960.57)		
<b>Planning Grant</b>	\$(773.28)		
<b>Lapeer County</b>	\$(103.70)		
<b>Total</b>	<b>\$34,891.77</b>		



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Region V Planning and Development Commission**

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**DEREK BRADSHAW**  
FISCAL OFFICER

## **MEMORANDUM**

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

**FROM:** Derek Bradshaw, Fiscal Officer

**DATE:** January 24, 2023

**SUBJECT:** FY2023 Budget Adjustments

As part of the budgetary process, revenues and expenditures must be adjusted after the budget has been adopted. At this time, staff is requesting approval for the below budget adjustments.

- Increase Bank Account Interest by \$280
- Decrease Traffic Counting by \$280