



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

ROOM 111 – 1101 BEACH STREET  
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DEREK BRADSHAW  
FISCAL OFFICER

GLS REGION V PLANNING & DEVELOPMENT COMMISSION  
GENESEE COUNTY ADMINISTRATION BUILDING  
1101 BEACH STREET, ROOM 111

**Tuesday, January 26, 2021  
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 24, 2020 (attached)
  - C. Approval of the Agenda of GLS Region V PDC Meeting to be held January 26, 2021
  - D. Opportunity for the Public to Address the GLS Region V PDC
  - E. Communications
  
- II. ACTION ITEMS
  - A. Financial Report
    1. Report (attached)
    2. Checks (attached)
  - B. Fiscal Year 2021 Budget Adjustments (attached)
  
- III. DISCUSSION ITEMS
  - A. Genesee and Lapeer Counties Hazard Mitigation Plan Update (attached)
  - B. 2021 MI Transportation Asset Management Council PASER Training (attached)
  - C. GLS Region V Rural Task Force Call for Projects (attached)
  - D. Infrastructure Asset Management Update (attached)
  - E. MAR Update (discussion)
  
- IV. ANNOUNCEMENTS
  
- V. ADJOURNMENT

**Next Meeting – March 23, 2021**

An Equal Opportunity Organization

**GLS REGION V PDC**  
**Tuesday, November 24, 2020, 6:00 p.m.**

**MINUTES**

The GLS Region V Planning and Development Commission met at 6:00 p.m. on Tuesday, November 24, 2020, in a Zoom Conference Call meeting due to Coronavirus concerns.

Chairperson VanHaften called the meeting to order at 6:04 p.m.

**I. INTRODUCTION**

**A. Roll Call**

**Present:** Ed Benning, Derek Bradshaw, Alan Himelhoch, Jeffrey Kelley, and Richard Van Haften.

**Absent/Excused:** Cody Baker, Shawnice Dorsey, Mike Hemmingsen, Robert Johnson, Shirley Kautman-Jones, and Daniel McMaster.

**Others Present:** Jason Nordberg, Jacob Maurer, and Debby Compton.

**B. Approval of the Minutes of the GLS Region V PDC Regular Meeting held September 22, 2020**

**Motion: Action:** Approve, **Moved by** Alan Himelhoch, **Supported by** Ed Benning, to approve the minutes of the GLS Region V PDC regular meeting 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 24, 2020**

**Motion: Action:** Approve, **Moved by** Ed Benning, **Supported by** Jeffrey Kelley, to approve the agenda of GLS Region V PDC meeting to be held November 24, 2020.

Motion carried unanimously.  
(Document on file with minutes)

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

No one spoke at this time.

**Communications:**

1. Elba Township, Notice of Intent to Update a Master Plan
2. Hadley Township, Notice of Intent to Update a Master Plan
3. City of Lapeer Master Plan Update

Jason Nordberg stated that everything was included in the agenda packet regarding these communications and there is no further action required.

## **II. ACTION ITEMS**

### **A. Financial Report**

#### **1. Report**

Derek Bradshaw advised that staff is in the process of final year-end close out and getting prepared for the audit. Staff should have a financial report for the next meeting.

The Commission agreed to table the discussion of the Financial Report until the January 2021 meeting.

**Motion: Action:** Approve, **Moved by** Alan Himelhoch, **Supported by** Ed Benning, to approve to table the Financial Report discussion until the January 2021 meeting.

Motion carried unanimously.

#### **2. Checks**

**Motion: Action:** Approve, **Moved by** Jeffrey Kelly, **Supported by** Alan Himelhoch, to approve the checks as presented in the amount of \$8,068.28 and to authorize the signing by the proper authorities.

Motion carried unanimously.  
(Document on file with minutes)

### **B. FY2020 Budget Adjustments**

Derek Bradshaw advised that this commission gave authority to him to make changes to the budget if they were under 25% or not more than \$6,000. At the end of the year there were four (4) small changes that were made. The changes were to increase Service Contracts by \$615.00, decrease supplies by \$200.00, decrease training by \$65.00, and decrease travel by \$300.00.

**Motion: Action:** Approve, **Moved by** Ed Benning, **Supported by** Jeffrey Kelley, to approve the FY 2020 Budget Adjustments as presented.

Motion carried unanimously.  
(Document on file with minutes)

### **C. FY2021 Budget Adjustments**

Derek Bradshaw advised that staff is requesting approval for the following budget adjustments to incorporate the Hazard Mitigation Federal grant of \$120,000 awarded July 2020 to the fiscal year ending 2021 budget: Increase Consultants by \$115,700.00, increase Supplies by \$4,300.00, increase Federal Revenue by \$90,000.00, increase Lapeer Match Revenue by \$5,100.00, and increase Local Match Revenue by \$24,900.00.

**Motion: Action:** Approve, **Moved by** Jeffrey Kelley, **Supported by** Alan Himelhoch, to approve the FY 2021 Budget Adjustments as presented.

Motion carried unanimously.  
(Document on file with minutes)

**D. Resolution to Ratify and Affirm the Actions, Decisions, and Resolutions made by the Genesee-Lapeer-Shiawassee Region V Planning and Development Commission**

Jason Nordberg explained that back in March we began meeting virtually due to the emergency orders put in place. The Michigan Supreme Court ruled that the Governor did not have the authority to extend the original order putting into question action taken at virtual meetings across the state during this time period. The state legislature passed legislation retroactively approving actions taken at virtual meetings by public boards in the State of Michigan. The attached resolution is to reaffirm the actions that the committee has taken since March. Staff is recommending approval of the Resolution to Ratify and Affirm the Actions, Decisions, and Resolutions made by the Genesee-Lapeer-Shiawassee Region V Planning and Development Commission and the authority for Chairperson Van Haaften to sign the Resolution.

**Motion: Action:** Approve, **Moved by** Alan Himelhoch, **Supported by** Jeffrey Kelley, to approve the Resolution to Ratify and Affirm the Actions, Decisions, and Resolutions made by the Genesee-Lapeer-Shiawassee Region V Planning and Development Commission and the authority for Chairperson Van Haaften to sign the Resolution.

Motion carried unanimously.  
(Resolution on file with minutes)

**E. 2021 Meeting Dates**

Chairperson VanHaaften reviewed the 2021 Meeting Dates with the Commission.

**Motion: Action:** Approve, **Moved by** Ed Benning, **Supported by** Jeffrey Kelley, to approve the 2021 Meeting Dates as presented.

Motion carried unanimously.  
(Document on file with minutes)

**III. DISCUSSION ITEMS**

**A. MAR Update**

Derek Bradshaw mentioned that the big topic of discussion right now is the Collection of Pavement Data. Michigan Association of Regions is trying to figure out for next year options for agencies on how the data will be collected. Asset Management Council met about two (2) weeks ago and currently they require three (3) trained raters from three (3) different agencies in a vehicle regardless of size. Potentially, there is talk of going down to two (2) raters instead of the three (3).

**B. Update on Rural Task Force FY 2021 Projects**

Jacob Maurer advised that staff is working with local Road and Transit Agencies to make sure FY 2021 projects are moving forward towards obligation. Any questions can be directed to Sharon Gregory of the GLS Region V staff.

**C. Hazard Mitigation Plan Update**

Jacob Maurer stated that earlier this commission gave approval for staff to accept the grant for the Hazard Mitigation Plan. Staff will begin working on the Hazard Mitigation Plan update for Genesee County and Lapeer County. Staff is currently reviewing plans FEMA recently approved to get a better idea of what FEMA is looking for in a plan. Staff is working to set up a Planning Committee for Genesee County and Lapeer County already has a Planning Committee established. Staff will be surveying both Genesee and Lapeer County representatives in the next couple of months.

**IV. ANNOUNCEMENTS**

Ed Benning advised that during this pandemic the MTA staff has learned to work remotely, use different communications for Town Hall meetings for employees and the community and they have started their own podcast station. To date they have created seven (7) podcasts and now doing one (1) a week. You can view the podcasts on their website at MTAflint.org.

**V. ADJOURNMENT**

**Motion: Action:** Approve, **Moved by** Alan Himelhoch, **Supported by** Ed Benning, to approve the adjournment of the November 24, 2020, GLS Region V PDC meeting.

Motion carried unanimously.

Chairperson Van Haften announced the next meeting will be held on Tuesday, January 26, 2021.

Chairperson Van Haften adjourned the meeting at 6:20 p.m.

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

**GLS REGION V  
BALANCE SHEET  
For the period ending December 31, 2020**

**ASSETS**

Cash	\$106,456.89
Accounts Receivable	50,063.22
Prepaid Expense	0.00
<b>TOTAL ASSETS</b>	<u>\$156,520.11</u>

**LIABILITIES**

Accounts Payable	\$63,107.41
Deferred Revenue	\$87,175.84

**FUND BALANCE**

Fund Balance Restricted-Audit	
Fund Balance Restricted-Traffic Counter Supplies	
Fund Balance Unrestricted	<u>13,169.17</u>

**TOTAL LIABILITIES, RESERVES, AND FUND BALANCE** \$163,452.42

Fund Balance, October 1, 2019	13,269.34	
Excess Revenue Over Expenditures	<u>(100.17)</u>	
Fund Balance December 31, 2020		<u><u>13,169.17</u></u>

EXHIBIT II

**GLS REGION V**  
**Due From Other Governmental Units**  
**For the Period October 1, 2020 to December 31, 2020**

Due from M.D.O.T.	<u>50,063</u>
Total Due from Other Governmental Units	<u><u>\$50,063</u></u>

EXHIBIT III

**GLS REGION V**  
**Statement of Revenue and Expenditures**  
**For the Period October 1, 2020 to December 31, 2020**

REVENUE (Exhibit IV)		<u><u>\$22,536</u></u>
EXPENDITURES (Exhibit V):		
Supplies	93	
Other Operating Charges	22,543	
Travel	0	
Capital Outlay	0	<u>22,636</u>
EXCESS REVENUE OVER/-UNDER EXPENDITURES		<u><u>(\$100)</u></u>

**GLS REGION V**  
**Revenue Budget Variance Report**  
**For the Period October 1, 2020 to December 31, 2020**

<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	34,500	1,622	32,878	8,625.00	5%
MDOT-Asset Management	46,000	793	45,207	11,500.00	2%
MDOT-Rural Task Force	21,500	2,125	19,375	5,375.00	10%
Hazmit	90,000	10,219	79,781	22,500.00	11%
Regional Prosperity Grant	91,754	7,773	83,981	22,938.50	8%
Traffic Counting	1,740	-	1,740	435.00	0%
Grant Match Revenue	24,900	-	24,900	6,225.00	0%
Lapeer Grant Revenue	5,100	-	5,100	1,275.00	0%
Bank Account Interest	-	3	(3)	-	0%
Misc Revenue	-	-	-	-	0%
<b>TOTAL REVENUE</b>	<u>315,494</u>	<u>22,536</u>	<u>\$292,958</u>	<u>\$78,874</u>	

**GLS REGION V**  
**Statement of Expenditures: Actual vs. Budget**  
**For the Period October 1, 2020 to December 31, 2020**

	<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	1,680	-	1,680	420	0%
754.000 Supplies	5,040	93	4,947	1,260	2%
980.000 Equipment	-	-	-	-	0%
956.002 Bank Service Charges	60	10	50	15	17%
804.000 Consultants	206,006	15,573	190,433	51,502	8%
801.044 Auditing	-	-	-	-	0%
801.004 Service Contracts	15,000	-	15,000	3,750	0%
900.014 Advertising	1,500	-	1,500	375	0%
910.005 Training	795	-	795	199	0%
915.000 Memberships	1,100	-	1,100	275	0%
899.000 Projects	82,813	6,960	75,853	20,703	8%
913.001 Travel	1,500	-	1,500	375	0%
<b>TOTAL EXPENSES</b>	<u>315,494</u>	<u>\$22,636</u>	<u>\$292,858</u>	<u>\$78,874</u>	





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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 26, 2021

**SUBJECT:** FY2021 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 following budget adjustments:

- Increase Consultants by \$809.26 to match actual Region 6 amount at the end of fiscal year ending 2020.
- Increase Revenue by \$809.26 for Region 6 actual.
- Increase Consultants by \$5,443.32 for extension of Asset Management Contract.
- Increase Revenue by \$5,443.32 for Asset Management extension.



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## MEMORANDUM

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

**FROM:** Sharon Gregory, Lead Planner  
Genesee County Metropolitan Planning Commission

**DATE:** January 26, 2021

**SUBJECT:** Genesee and Lapeer Counties Hazard Mitigation Plan Update

GCMPC staff is in the process of updating both the Genesee and Lapeer County Hazard Mitigation Plans. Currently staff is finishing up collecting data needed to update the various sections of the Hazard Mitigation Plans. A big focus of this data collection relates to the hazards that are described throughout the plans (e.g. tornadoes, flooding, structure fires, etc.). Once this data is gathered and organized, it will then be incorporated into the plans to give a current overview of the hazards that affect Genesee and Lapeer Counties. Additionally, staff is working with both the Genesee and Lapeer County Hazard Mitigation Committees to rank the severity of the many hazards that have the potential to affect each County. This ranking will provide a prioritized list of hazards that will be incorporated in the Hazard Mitigation Plans.

Staff is also in the process of conducting public involvement activities. Currently there are two surveys available to gather input related to Hazard Mitigation. One of the surveys will gather input from the public. The other survey is geared towards Local Units of Government explaining what hazard mitigation projects they have worked on over the past five years as well as what their priorities are for their community. A virtual open house is also planned to be held on January 26<sup>th</sup> from 11:30AM – 12:30PM via zoom to allow local officials and the public to get their hazard mitigation related questions answered and provide input. Links to the surveys and virtual open house are included on the following page.

Local Unit of Government Survey (only to be completed by one representative from each LUG): <https://www.surveymonkey.com/r/HazMitGovernmentSurvey>

Public Survey: <https://www.surveymonkey.com/r/HazMitPublicSurvey>

Virtual Open House:

Join Zoom Meeting on Tuesday, January 26<sup>th</sup> from 11:30AM – 12:30PM

<https://genesecountymi.zoom.us/j/93830026146?pwd=aXVjMDVqYm02N2o zdzIUNlUwQWNpZz09>

Or Dial:

(312) 626-6799

Meeting ID: 938 3002 6146#

If you would like a paper copy of either survey, please send a request to Debby Compton at [dcompton@genesecountymi.gov](mailto:dcompton@genesecountymi.gov) or by calling 810-257-3010.



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## MEMORANDUM

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

**FROM:** Jacob Maurer, Lead Planner  
Genesee County Metropolitan Planning Commission

**DATE:** January 26, 2021

**SUBJECT: 2021 Michigan Transportation Asset Management Council  
PASER Training Webinar Series**

The Michigan Transportation Asset Management Council (TAMC) has announced their annual PASER Program training dates and times. Through this program, the pavement condition of all federal aid roads in the State of Michigan are surveyed using the PASER Road Rating System.

This year's training will take place virtually over three days, two hours each day. Attendees have three different training webinar series to choose from. See attached flyer for more details and how to register.

### **PASER Training Webinar Series Dates & Times**

Series #1 [February 23 - 25, 2021](#) - 9:00AM to 11:00AM

Series #2 [April 13 - 15, 2021](#) - 1:00PM to 3:00PM

Series #3 [June 15 - 17, 2021](#) - 9:00AM to 11:00AM

In 2021, GCMPC staff will be working in two-person teams to survey the federal-aid roads within the Genesee, Lapeer, and Shiawassee Counties. Should you have any questions regarding these training sessions, please feel free to contact me at [jmaurer@geneseecountymi.gov](mailto:jmaurer@geneseecountymi.gov) or (810) 766-6565.

## #1 2021 PASER Training Webinar Series (choose one series)

### Series #1 – February 23-25 – 9:00-11:00 a.m.

Pavement Distress: Tuesday, February 23  
Intro to Data Collection & PASER, and Council Updates: Wednesday, February 24  
Data Collection & Rating Rules: Wednesday, February 24, con'td  
Rating Exercises: Thursday, February 25

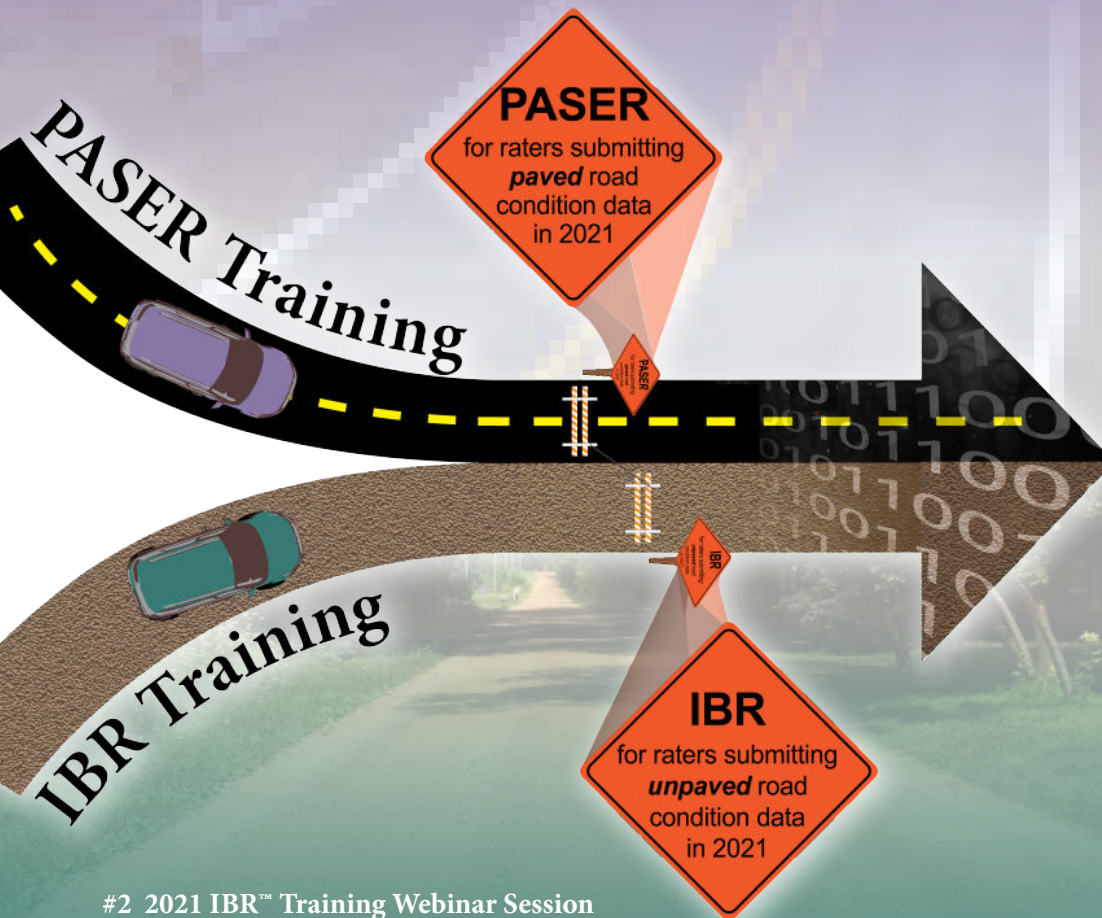
### Series #2 – April 13-15 – 1:00-3:00 p.m.

Pavement Distress: Tuesday, April 13  
Intro to Data Collection & PASER, and Council Updates: Wednesday, April 14  
Data Collection & Rating Rules: Wednesday, April 14, con'td  
Rating Exercises: Thursday, April 15

### Series #3 – June 15-17 – 9:00-11:00 a.m.

Pavement Distress: Tuesday, June 15  
Intro to Data Collection & PASER, and Council Updates: Wednesday, June 16  
Data Collection & Rating Rules: Wednesday, June 16, con'td  
Rating Exercises: Thursday, June 17

For more information about the Pavement Surface Evaluation and Rating system, visit [Michigan TAMC](#) and/or [PASER Resources](#).



## #2 2021 IBR™ Training Webinar Session (choose one)

[March 2 – 9:00- 10:30 a.m.](#)

[April 22 – 1:00 - 2:30 p.m.](#)

[June 22 – 9:00 - 10:30 a.m.](#)

For more information about the Inventory-based Rating System™, visit <https://ctt.mtu.edu/inventory-based-rating-system>.

To collect eligible Public Act 499 condition assessment data for your agency's Federal-aid-eligible roads, raters must use the Pavement Surface Evaluation and Rating (PASER) for paved roads and the Inventory-Based Rating (IBR) System™ for unpaved roads. Register now!

## Road Condition Assessment Data

### Registration\*

Webinars: No fee

Register at [ctt.mtu.edu/training](https://ctt.mtu.edu/training)

Questions? E-mail [ctt@mtu.edu](mailto:ctt@mtu.edu).

\* Required for fulfillment of continuing education (the Center for Technology & Training's (CTT) continuing education policy is available at [ctt.mtu.edu/ContinuingEducation](https://ctt.mtu.edu/ContinuingEducation)) and:

*For PASER: required for raters who will be submitting paved road condition data in 2021. Exemptions may apply to raters were trained and/or certified between 2018 and 2020; refer to [TAMC policy](#) for more detail. Optional for exempted raters seeking a refresher.*

*For IBR: required for raters required for raters who will be submitting unpaved road condition data in 2021. Exemptions may apply to raters were trained between 2018 and 2020; refer to [TAMC policy](#) for more detail. Optional for exempted raters seeking a refresher.*

*More detail available in the [TAMC Policy for Collection of Roadway Surface Condition Data](#) (or the 2021 [TAMC Data Collection Manual](#) Appendix F).*

*No-shows and cancellations within three business days of the session will be charged the full registration fee. Substitutions will be accepted.*



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## MEMORANDUM

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

**FROM:** Sharon Gregory, Lead Planner  
Genesee County Metropolitan Planning Commission

**DATE:** January 26, 2021

**SUBJECT: FY 2023-2026 Rural Task Force Call for Projects**

The Michigan Department of Transportation will be holding a Rural Task Force Call for Projects later this year. Call letters usually go out in October with project applications due in January.

The Rural Task Force Program provides federal dollars to rural counties with a population under 400,000. Both road and transit capital projects are eligible for funding. The two funding sources for the RTF program are Surface Transportation Program (STP) Rural and Transportation Economic Development Fund (TEDF) Category D. Lapeer County typically receives about \$900,000 in federal funds per fiscal year, with Shiawassee County receiving about \$700,000. The road commissions and transit agencies in each county are scheduled to receive funding for this call for projects. Small cities and villages will be eligible to receive funding again in 2027.

All project selection is through the Rural Task Force which is comprised of equal representation from the county road commission, the cities and villages under 5,000 population within the county, and the rural transit provider.

If you have any questions or need more information on the Rural Task Force Call for Projects, please feel free to contact me at [sgregory@geneseecountymi.gov](mailto:sgregory@geneseecountymi.gov) or (810) 766-6545.



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## MEMORANDUM

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

**FROM:** Jacob Maurer, Lead Planner  
Genesee County Metropolitan Planning Commission

**DATE:** January 26, 2021

**SUBJECT:** Infrastructure Asset Management Update

Over the last several months, GLS Region V staff have been reaching out to public asset owners to request that they complete the Michigan Infrastructure Council (MIC) Asset Management Readiness Assessment Scale and submit the data to Region V. By December 30<sup>th</sup>, staff was able to send MIC data from 30% of the water infrastructure asset owners in the three-county region to be included in the first wave of data analysis. This surpasses the goal of 25% set by the State of Michigan for each region!

Each agency that completed and submitted the data will be awarded a \$1,000 grant from the regional prosperity initiative (Region 6) fund. For any agency that has yet to submit their data, MIC has informed GLS Region V staff that they will be continuing their data collection throughout 2021.

Agencies that have submitted data:

- ~~Becher Metropolitan District~~
- City of Clio
- Davison Township
- City of Grand Blanc
- City of Montrose
- City of Mount Morris
- City of Swartz Creek
- Village of Almont
- Village of New Lothrop

Agencies that have yet to submit data:

- City of Burton
- City of Comuna
- City of Davison
- City of Durand
- Fenton Township
- City of Fenton
- Flint Township
- City of Flint
- City of Flushing
- Genesee County Drain Commissioner
- Genesee County Water System
- Genesee Township
- Grand Blanc Township
- Inlay City
- City of Lapeer
- City of Linden
- Village of North Branch
- Village of Ovid
- City of Owosso
- City of Perry
- Vienna Township

Should you have any questions regarding the data collection or overall process, please feel free to contact Jacob Maurer at [Jmaurer@genesee-county.mi.gov](mailto:Jmaurer@genesee-county.mi.gov) or (810) 766-6565.