

GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
Tuesday, March 2, 2021, 8:00 a.m.

MINUTES

The Genesee County Metropolitan Planning Commission met at 8:00 a.m. on Tuesday, March 2, 2021, in a Zoom meeting conference call format.

I. CALL TO ORDER

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

II. ROLL CALL

Present: Alan Himelhoch (Grand Blanc Township, Genesee County), Alexander Isaac (Grand Blanc Township, Genesee County), Cheryl Sclater (Grand Blanc, Genesee County), Gloria Nealy (Swartz Creek, Genesee County), Mike LaPointe (Thefford Township, Genesee County), Reggie Smith (Flint Township, Genesee County), Tyler Rossmassler (Fenton, Genesee County), Debra Newman (Swartz Creek, Genesee County), and Domonique Clemons (Flint Township, Genesee County).

Absent: Jeffrey M. Peake and Meredith Davis.

Others Present: Robert Klaczkiwicz, Kelli Webb, Kermit Koester, Sherry Koester (Davison Township, Kaitlin Pacheco, Derek Bradshaw, Christine Durgan, Sheila Taylor, Jason Nordberg, Amy Vermette, Cody Roblyer, Anthony Kelly, Alicia Williams, and Nichole Odette.

III. MINUTES

A. Minutes of the February 2, 2021 Regular Meeting

Motion: Action: Approve, **Moved by** Reggie Smith, **Seconded by** Alexander Isaac, to approve the minutes of the February 2, 2021 regular meeting as presented.

Motion carried unanimously.

(Approved minutes are on file in the GCMPC office)

IV. OPPORTUNITY FOR INDIVIDUALS TO ADDRESS THE COMMISSION

No one addressed the Commission at this time.

V. COMMUNICATIONS

Jason Nordberg introduced our new Planner, Alicia Williams, who will be working in the Transportation Division.

VI. COMMITTEE REPORTS

This agenda item took place following VII.A.

Derek Bradshaw gave an overview of the Director-Coordinator evaluation process, which is overseen by the Personnel Committee, and conducted semi-annually. Mr. Bradshaw's anticipated goals and outcomes are provided to Commissioners for review during March and comments can be submitted to the Personnel Committee. An evaluation form is distributed to Commissioners no later than June 15th and must be returned to the Personnel Committee by July 1st. The Personnel Committee drafts an evaluation based on comments and evaluations received, which is presented to the Director-Coordinator by July 30th.

VII. NEW BUSINESS

A. GCMPC Audit – Smith & Klaczewicz, P.C.

Rob Klaczewicz, from Smith & Klaczewicz, P.C., gave an overview of the GCMPC FY 2020 audit report. Mr. Klaczewicz stated that his firm has issued GCMPC an unmodified opinion, which is the highest level of assurance CPAs can give financial statements to say that they are materially correct. There were no material weaknesses, deficiencies, or findings issued regarding internal controls over financial statements or federal awards. Discussion ensued.

Motion: Action: Approve, **Moved by** Gloria Nealy, **Seconded by** Reggie Smith, to approve the GCMPC FY 2020 Audit report as presented.

Motion passed unanimously.

(Documents on file with minutes)

B. FPR-01-21-01; GCCARD, 2021-2022 Head Start and Early Head Start Grant

Cody Roblyer gave an overview of FPR-01-21-01; GCCARD, 2021-2022 Head Start and Early Head Start Grant. Kelli Webb, GCCARD Head Start Director, stated that is the fourth year of a five-year grant cycle.

Motion: Action: Endorse, **Moved by** Alexander Isaac, **Seconded by** Reggie Smith, to endorse FPR-01-21-01; GCCARD, 2021-2022 Head Start and Early Head Start Grant.

Motion passed unanimously.

(Documents on file with minutes)

C. FOS-01-21-01; Davison Township, Kermit and Sherry Koester – Application for Farmland Agreement

Anthony Kelly gave a combined overview of FOS-01-21-01 and FOS-01-21-02; Davison Township, Kermit and Sherry Koester – Applications for Farmland Agreements. Mr. and Mrs. Koester, as well as Kaitlin Pacheco from Davison Township, were present to answer questions and provide additional information. Mr. Koester stated that his wife's name is Sherry, not Shelly as listed on the paperwork.

Motion: Action: Endorse, **Moved by** Alexander Isaac, **Seconded by** Mike LaPointe, to endorse FOS-01-21-01 and FOS-01-21-02; Davison Township, Kermit and Sherry Koester – Applications for Farmland Agreements.

Motion passed unanimously.

(Documents on file with minutes)

D. FOS-01-21-02; Davison Township, Kermit and Sherry Koester – Application for Farmland Agreement

Discussion and action for this agenda item took place under VII.C.

E. GCMPC Annual Report Presentation

Derek Bradshaw reviewed the GCMPC Annual Report, which highlights over \$79 million in community investments during 2020. The combined planning document completed in 2020, *Genesee: Our County, Our Future*, is in the process of being submitted for state and national recognition.

VIII. FINANCES

A. Contract, Vouchers and Bills

Motion: Action: Approve, **Moved by** Gloria Nealy, **Seconded by** Reggie Smith, to approve the March Contract, Vouchers and Bills for a total \$35,776.86 and to authorize the proper authorities to sign the checks.

Motion passed unanimously.

(Documents on file with minutes)

B. Commission Expenses and Per Diems

Motion: Action: Approve, **Moved by** Alexander Isaac, **Seconded by** Gloria Nealy, to approve the Commission Expenses and Per Diems as submitted.

Motion passed unanimously.

(Documents on file with minutes)

C. Financial Update

Derek Bradshaw reviewed the Financial Update ending Jan 31, 2021.

Motion: Action: Approve, **Moved by** Gloria Nealy, **Seconded by** Reggie Smith, to approve the Financial Update as presented.

Motion passed unanimously.

(Documents on file with minutes)

D. Budget Transfer Requests

Derek Bradshaw reviewed the Budget Transfer Requests.

Motion: Action: Approve, **Moved by** Gloria Nealy, **Seconded by** Mike LaPointe, to approve the Budget Transfer Requests as presented.

Motion passed unanimously.

(Documents on file with minutes)

IX. OLD BUSINESS

A. Project Status

1. 3-C Transportation Planning – February 2021 Status Report

Jason Nordberg stated that the County received \$2.64 million in additional federal transportation funding. Staff is working with the transportation committees and following the administrative processes in place to allocate the funding. Mr. Nordberg provided a draft listing and map illustrating the 14 intersections selected for further roundabout analysis. The Roundabout Consultant will move forward with preliminary engineering, model simulation, and aerial drone video capture of these intersections following approval by the transportation committees.

Motion: Action: Receive & File, **Moved by** Alexander Isaac, **Seconded by** Gloria Nealy, to receive and file the 3-C Transportation Planning report as presented.

Motion passed unanimously.

(Original on file with minutes)

2. Environmental Program Update – February 2021 Status Report

Motion: Action: Receive & File, **Moved by** Gloria Nealy, **Seconded by** Alexander Isaac, to receive and file the Environmental Program report as presented.

Motion passed unanimously.

(Original on file with minutes)

3. Community Development Program – February 2021 Status Report

Sheila Taylor stated that HUD has provided staff with the 2021 allocation amounts for the CDBG, HOME, and ESG Programs, totaling \$2.8 million. Contract signing is underway with 19 restaurants approved for CARES Act Small Business grants. Forty-five restaurant applications were denied due to being located in non-CDBG eligible communities, over income, or incomplete applications. The last NSP property will be sold on Friday to a low-income buyer. Staff continues to search for foreclosed homes to purchase and rehab in order to expend the remaining \$500,000 in NSP funding. Discussion ensued.

Motion: Action: Receive & File, **Moved by** Gloria Nealy, **Seconded by** Reggie Smith, to receive and file the Community Development Program report as presented.

Motion passed unanimously.

(Original on file with minutes)

4. Director-Coordinator Report – February 2021 Status Report

Derek Bradshaw explained that staff is continuing the process of interviewing for the open Planner and Intern positions. Discussion ensued.

Motion: Action: Receive & File, **Moved by** Alexander Isaac, **Seconded by** Gloria Nealy, to receive and file the Director-Coordinator report as presented.

Motion passed unanimously.

(Original on file with minutes)

B. Commissioner Comments

Gloria Nealy gave an update of the Genesee County Parks and Recreation Commission's meetings and events.

Derek Bradshaw stated that Commissioner terms are ending on March 28th for Alan Himelhoch, Cheryl Sclater, and Jeffrey Peake. If interested in serving for another three years, please send a letter to Mark Young, Chairperson, Genesee County Board of Commissioners.

X. ADJOURNMENT

Chairperson Himelhoch adjourned the meeting at 9:03 a.m.

Respectfully submitted,
Nichole Odette, Secretary
Genesee County Metropolitan Planning Commission