

GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
Tuesday, April 2, 2019, 8:00 a.m.

MINUTES

The Genesee County Metropolitan Planning Commission met at 8:00 a.m. on Tuesday, April 2, 2019, in the Conference Room of the Genesee County Metropolitan Planning Commission (GCMPC), 1101 Beach Street, Room 223, Flint, Michigan.

 **I. CALL TO ORDER**

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

 **II. ROLL CALL**

Present: Alan Himelhoch, Alexander Isaac, Cheryl Sclater, David Martin, Gloria Nealy, Janice Karcher, Jeffrey M. Peake, Reggie Smith, and Ted Henry.

Absent: Martin Cousineau.

Others Present: Ken Koleda, Derek Bradshaw, Christine Durgan, Sheila Taylor, Sharon Gregory, Katlyn Mehl, Zachary Sompels, and Nichole Odette.

III. MINUTES

 **A. Minutes of the March 5, 2019 Regular Meeting**

Motion: Action: Approve, **Moved by** Ted Henry, **Seconded by** Reggie Smith, to approve the minutes of the March 5, 2019 regular meeting as presented.

Motion passed unanimously.

(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**

Derek Bradshaw introduced our new Planner, Katelyn Mehl, who is working in the Community Development Program.


VI. COMMITTEE REPORTS

 **A. Personnel Committee**

Gloria Nealy stated that the Personnel Committee has decided that the Director-Coordinator evaluation will take place once every two years and the evaluation form

will be reviewed for possible updates. Commissioners will periodically be asked to provide comments regarding the Director-Coordinator's performance via Survey Monkey.

Derek Bradshaw introduced Ken Koleda, the Genesee County GIS Department Director. Mr. Bradshaw explained a proposal to move our GIS Specialist to the GIS Department. Benefits of the move are that all GIS activities will be integrated into one Department. The move will be lateral, and the position will continue to be funded by GCMPC. The GIS Department will move into the space across the hall currently occupied by our two Home Improvement Program staff members, which will reduce the cost GCMPC pays the County for square footage. Discussion ensued.

 **Motion: Action:** Approve, **Moved by** Janice Karcher, **Seconded by** Ted Henry, to approve the transfer of GCMPC's GIS Specialist to the GIS Department, to be funded by GCMPC, and to locate the GIS Department in the GCMPC office space formally occupied by the Home Improvement Program staff.


Motion passed unanimously.

(Document on file with minutes)

 **Motion: Action:** Accept, **Moved by** Ted Henry, **Seconded by** Jeffrey M. Peake, to accept the report of the Personnel Committee.

B. Rules and Procedures Committee

Jeffrey M. Peake stated that the Committee reviewed changes made by staff. The distinction between the Planning Commission and Genesee County Board of Commissioners has been made clear throughout the Rules and Procedures/By-Laws. Christine Durgan stated that other changes to the document included the removal of outdated information.

 **Motion: Action:** Approve, **Moved by** Jeffrey M. Peake, **Seconded by** Reggie Smith, to approve the revised Rules and Procedures/By-Laws.

Motion passed unanimously.

(Document on file with minutes)


 **Motion: Action:** Accept, **Moved by** Janice Karcher, **Seconded by** Ted Henry, to accept the report of the Rules and Procedures Committee.

Motion passed unanimously.

VII. NEW BUSINESS

A. FOS-03-19-01; Montrose Township, Polzin Brothers Farm, LLC. – Application for Farmland Agreement


Zachary Sompels gave an overview of FOS-03-19-01; Montrose Township, Polzin Brothers Farm, LLC. – Application for Farmland Agreement. Representatives for the Township or landowners were not present. Staff's memorandum will be forwarded to Montrose Township.

 **Motion: Action:** Endorse, **Moved by** Alexander Isaac, **Seconded by** Jeffrey M. Peake, to endorse FOS-03-19-01; Montrose Township, Polzin Brothers Farm, LLC. – Application for Farmland Agreement.

Motion passed unanimously
(Documents on file with minutes)

 **B. FOS-03-19-02; Montrose Township, Polzin Brothers Farm, LLC. – Application for Farmland Agreement**


Zachary Sompels gave an overview of FOS-03-19-02; Montrose Township, Polzin Brothers Farm, LLC. – Application for Farmland Agreement. Representatives for the Township or landowners were not present. Staff's memorandum will be forwarded to Montrose Township.

 **Motion: Action:** Endorse, **Moved by** Janice Karcher, **Seconded by** David Martin, to endorse FOS-03-19-02; Montrose Township, Polzin Brothers Farm, LLC. – Application for Farmland Agreement.

Motion passed unanimously
(Documents on file with minutes)

VIII. FINANCES

 **A. Contract, Vouchers and Bills**

 **Motion: Action:** Approve, **Moved by** Alexander Isaac, **Seconded by** Jeffrey M. Peake, to approve the April Contract, Vouchers and Bills for a total of \$16,387.19 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** Ted Henry, **Seconded by** Janice Karcher, 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 Statements.

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

Motion passed unanimously.
(Documents on file with minutes)

IX. OLD BUSINESS

A. Project Status

 **1. 3-C Transportation Planning – March 2019 Status Report**


Sharon Gregory explained that representatives from the Federal Highway Administration and Federal Transit Administration conducted a review of Genesee County's transportation planning process. The three-day review process began on March 20th with a public meeting from 5:00 to 6:30 p.m., where residents were invited to comment on the County's transportation programs. Over the next two days, the representatives audited

plans, reviewed the GCMPC website and interviewed staff. A finalized report will be available in a few months.

 **Motion: Action:** Receive & File, **Moved by** Janice Karcher, **Seconded by** Jeffrey M. Peake, to receive and file the 3-C Transportation Planning report as presented. Motion passed unanimously.
(Original on file with minutes)

2. Environmental Program Update – March 2019 Status Report

Sheila Taylor stated that staff will begin advertising the Recycle Day events on April 13th at the Earth Day event being held at Mott Community College's Regional Technology Center. Appliances will not be accepted at the Recycle Day events. Residents may take appliances to Green for Life Environmental during each month prior to the two Saturday events. Appliances will then be transferred to Local 370 for freon removal. Cheryl Sclater requested pictures from the recycle events to be used in the upcoming TV ads that will be sponsored by Elga Credit Union. Discussion ensued.

 **Motion: Action:** Receive & File, **Moved by** Alexander Isaac, **Seconded by** Jeffrey M. Peake, to receive and file the Environmental Program report as presented. Motion passed unanimously.
(Original on file with minutes)

3. Community Development Program – March 2019 Status Report

Sheila Taylor reviewed the Community Development Program Report.

 **Motion: Action:** Receive & File, **Moved by** Jeffrey M. Peake, **Seconded by** Ted Henry, to receive and file the Community Development Program report as presented. Motion passed unanimously.
(Original on file with minutes)

4. Genesee County Plan Update – March 2019 Status Report

Christine Durgan explained that staff partnered with the team developing the Forward Together Economic Development Plan for Flint and Genesee County on focus groups that gathered information pertinent to the Combined Plan. Additional listening sessions regarding core areas of the Plan may be scheduled this spring. Staff is finishing up the data reports for presentation at the April 15th Steering Committee meeting.

 **Motion: Action:** Receive & File, **Moved by** Alexander Isaac, **Seconded by** Jeffrey M. Peake, to receive and file the Genesee County Plan Update as presented. Motion passed unanimously.
(Original on file with minutes)

5. Director-Coordinator Report – March 2019 Status Report

Derek Bradshaw reviewed the Director-Coordinator Report. In the next couple of weeks, Genesee County will begin the three to four-month process of developing a Capital Improvement Plan.

 **Motion: Action:** Receive & File, **Moved by** Reggie Smith, **Seconded by** Alexander Isaac, to receive and file the Director-Coordinator report as presented. Motion passed unanimously.
(Original on file with minutes)



B. Commissioner Comments

Commissioners made comments at this time.

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



X. ADJOURNMENT

Chairperson Himelhoch adjourned the meeting at 9:07 a.m.

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