



**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, 3RD FLOOR
Tuesday, July 25, 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 May 23, 2023 (attached)
- C. Approval of the Agenda of GLS Region V PDC Meeting to be held July 25, 2023
- D. Opportunity for the Public to Address the GLS Region V Planning and Development Commission
- E. Communications
 - 1. Village of Almont Notification of Master Plan Preparation
 - 2. Perry Township Master Plan Public Hearing

II. ACTION ITEMS

- A. Financial Report
 - 1. Checks
 - 2. Year-to-Date 2023 Financials (attached)
- B. FY 2023 Budget Adjustments (attached)
- C. FY 2023 Region V Work Program Amendment # 1 (attached)
- D. Regional Housing Partnership Meeting
- E. Consultant Selection for Biennial Audit of GLS Region V (attached)

III. DISCUSSION ITEMS

- A. MAR Update (discussion)

IV. ANNOUNCEMENTS

V. ADJOURNMENT

Next Meeting – September 26, 2023

GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING and DEVELOPMENT COMMISSION
Tuesday, May 23, 2023 6:00 p.m.

MINUTES

The Genesee-Lapeer-Shiawassee Region V Planning and Development Commission met at 6:00 p.m. on Tuesday, May 23, 2023, in the Harris Auditorium of the Genesee County Administration Building, on the third floor, 1101 Beach Street, Flint, Michigan.

Vice-Chairperson Brodeur called the meeting to order at 6:00 p.m.

I. INTRODUCTIONS

A. Roll Call

Present: Ed Benning, Gregory Brodeur, Jeffrey Kelley, Gabriel Lossing, Shawnice Dorsey, Alan Himelhoch, Tom Kohlman and Derek Bradshaw

Absent/Excused: Richard VanHaften, Destain Gingell, Cathy Lane, Chris Cannon, Robert Johnson

Others Present: Jacob Maurer, Kristofor Garris, Sheila Taylor and Renate Soto

B. Approval of the Minutes of the GLS Region V PDC Regular Meeting held March 28, 2023

Motion: Action: Approve, **Moved by** Ed Benning, **Supported by** Tom Kohlman, to approve the minutes of the GLS Region V PDC regular meeting held March 28, 2023 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 May 23, 2023

Mr. Jacob Maurer stated that he would like to add two items to the agenda. This would be for approval of the Regional Housing Partnership and the MDOT Master Agreement. These items will be placed under the Action Items as Items E. and F.

Motion: Action: Motion to approve the amended agenda. **Moved by** Alan Himelhoch, **Supported by** Jeffrey Kelley, to approve the agenda of the GLS Region V PDC meeting to be held May 23, 2023.

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. City of Laingsburg DNR Grant Application

Mr. Maurer stated the City of Laingsburg is applying for a trust fund grant for \$200,000.00 for a project to develop a city owned park with several amenities.

2. DNR Grant Application – Grand Traverse Greenway

Mr. Maurer stated the DNR is applying for a trust fund grant for the Grand Traverse Greenway trail in the City of Flint.

3. Village of Almont 2023-2027 Parks and Recreation Plan

Mr. Maurer stated the Village of Almont has provided their 5-year Parks and Recreation Plan.

4. Perry Township Master Plan 2023

Mr. Maurer stated that Perry Township has provided their 2023 Master Plan.

II. ACTION ITEMS

A. Financial Report

1. Checks

Mr. Derek Bradshaw reviewed the checks for the committee. The checks totaled \$4,436.75.

Motion: Action: Approve the payment of the checks. **Moved by** Tom Kohlman, **Supported by** Jeffrey Kelley, to approve the checks in the amount of \$4,436.75 and authorize signing by the proper authorities.

Motion carried unanimously.

(Documents on file with minutes)

2. Year-to-Date 2023 Financials

Mr. Bradshaw reviewed the Year-to-Date 2023 financials for the committee, including the Revenue Budget Variance Report, the Statement of Expenditures, and the Balance Sheet.

Motion: Action: To approve the Year-to-Date 2023 Financials.

Moved by Tom Kohlman, **Supported by** Ed Benning, to approve the Year-to-Date 2023 Financials for October 1, 2022 to April 30, 2023.

Motion carried unanimously.

(Documents on file with minutes)

Mr. Bradshaw added that we will be requesting proposals from area auditing firms to complete the GLS Region V annual audits for fiscal years 2022 and 2023.

B. FY 2023 Budget Adjustments

Mr. Bradshaw explained that the budget adjustment would be to increase supplies and to decrease Salary, per Diem.

Motion: Action: Motion to approve. **Moved by** Alan Himelhoch, **Supported by** Jeffrey Kelley, to approve the Fiscal Year 2023 Budget Adjustments.

Motion carried unanimously.

(Documents on file with minutes)

C. FY 2024 GLS Region V Work Program

Mr. Maurer discussed the FY 2024 Work Program, which identifies work items and the amount of funding budgeted for each item in FY 2024. The proposed budget is \$103,145.00 which is the same exact budget as FY 2023. The items for FY 2024 include staff time for grant administration, traffic counting, the Highway Performance

Management System (HPMS), Asset Management (PASER survey), and management of the Rural Task Force (RTF) and Small Urban Programs.

Motion: Action: Motion to approve. **Moved by** Tom Kohlman, **Supported by** Alan Himelhoch, to approve the FY 2024 GLS Region V Work Program with an allocation of \$103,145.00 as well as authority for Derek Bradshaw to sign all contracts and agreements related to the Work Program and approval for staff to make minor changes to the Work Program upon request from MDOT.

Motion carried unanimously.

(Documents on file with minutes)

D. Approval for Derek Bradshaw to Attend the MTPA Conference

Mr. Maurer stated the MTPA annual conference will be held in Ann Arbor, July 25 to July 28. In the past, Region V has sent up to 3 representatives to attend the conference. Derek Bradshaw typically attends the conference on behalf of GLS Region V. If any committee members are interested in attending the conference, please let staff know in the next week or two.

Motion: Action: Motion to approve. **Moved by** Jeffrey Kelley, **Supported by** Tom Kohlman, to approve Derek Bradshaw and up to 2 other committee members to attend the 2023 MTPA Conference at a total cost of \$475 per person.

Motion carried unanimously.

(Documents on file with minutes)

E. Regional Housing Partnership

Ms. Sheila Taylor stated that the Michigan State Housing Development Authority (MSHDA) has put together a Statewide Housing Plan to address housing needs in the state, including a 70,000-unit shortage across the state. The state has been divided into 15 different regions, with GLS Region V being part of Region H. Region H will include Genesee, Lapeer, Shiawassee Counties as well as Tuscola, Huron, Sanilac and St. Clair Counties. MSHDA was looking for an agency to be the lead in developing an action plan in each region. Region V/GCMPC applied to be the lead along with Communities First, a housing developer, in the City of Flint. MSHDA has requested that Region V/GCMPC and Communities First work together as co-leads to head up Region H in developing the action plan to determine priorities and implementation strategies in that region. The contract with MSHDA would be for \$100,000.00 for year one, \$75,000.00 for year two, to be split with Communities First. Staff is expecting the contracts by next week, and MSHDA is expecting agencies to start working on the action plans in June and to submit the plans by the end of September 2023.

Motion: Action: Motion to approve. **Moved by** Jeffrey Kelley, **Supported by** Shawnice Dorsey, to approve acceptance of the grant funding and allow Derek Bradshaw to sign the MSHDA contract and MOU with Communities First.

Motion carried.

(Documents on file with minutes)

Discussion ensued.

F. Michigan Department of Transportation (MDOT) Master Agreement

Mr. Maurer stated the Master Agreement outlines the relationship between MDOT and GLS Region V and allows us to be reimbursed for the activities in the Unified Work Program (UWP). Staff just received the Master Plan from MDOT this afternoon at 2:30 p.m., just in

time to be added to today's agenda and to ensure meeting some of the state deadlines to get the agreement through. This is a 3-year agreement; the current agreement in place, expires at the end of FY 2023.

Motion: Action: Motion to approve. **Moved by** Ed Benning, **Supported by** Jeffrey Kelley, to approve the MDOT Master Agreement and to authorize Derek Bradshaw to sign the agreement.

Motion carried unanimously.

(Documents on file with minutes)

Discussion ensued.

III. DISCUSSION ITEMS

A. MAR Update

Mr. Bradshaw updated the Committee on State of Michigan funding available for parks. The State received an extremely high number of applications for that funding. MDOT is still trying to utilize staff to process these applications as they have experienced some challenges in receiving bids, and the bids are coming in at 30-50% higher than expected.

B. Part 115 Updates and Materials Management Plans

Mr. Kris Garris went over Part 115 of the Natural Resources and Environmental Protections Act, an eight-bill package, which was signed into law by Governor Whitmer in December 2022 and went into effect on March 29, 2023. This legislation will update the state's solid waste management system with the primary intention of increasing the recycling rate statewide. The state will require counties to develop a Materials Management Plan (MMP), which will replace the current Solid Waste Management Plans (SWMP). The new plans will shift focus from establishing landfill capacity for garbage to waste diversion through recycling and composting programs. Funding will be provided to the counties to develop the new MMPs and will encourage neighboring counties to partner and develop a joint MMP. Mr. Garris provided websites and staff contact information for more information or questions about the MMPs.

C. Results of the 2022 PASER Survey

Mr. Garris gave an overview of the results of the 2022 PASER Survey for all 3 counties in the Region V area. Mr. Garris went over the federal-aid road conditions, (split between percentages of roads in poor, fair and good) including local and state trunklines, average PASER ratings and yearly trends in Genesee, Lapeer and Shiawassee Counties. Discussion ensued.

D. TAMC MI 2022 Roads & Bridges Annual Report

Mr. Garris stated the Transportation Asset Management Council (TAMC) recently released their 2022 Roads & Bridges Annual Report. You can view this report on their website. In the annual report, TAMC provides a breakdown of the road and bridge conditions across the state. Mr. Garris gave a brief overview of those conditions citing the report on the website.

E. Michigan Infrastructure Office (MIO) Technical Assistance and Project Match Funding MIO

Mr. Bradshaw stated that at the last meeting, there was discussion on the Technical Assistance and Project Match Funding that the State of Michigan, through its Michigan Infrastructure Office (MIO), has for federal project applications. For Region V, there is just

under \$1 million available for Genesee, Lapeer and Shiawassee Counties. At the next Region V meeting, staff will be recommending a plan on how to split the funding between the 3 counties. One proposal on the table, is dividing the funding based on county population, with the funds being prorated between the counties. The individual counties within Region V, would then decide how that funding would be used and in turn matched by the state. Mr. Bradshaw asked Committee members to reach out to staff, with any projects they might be interested in pursuing.

IV. ANNOUNCEMENTS

Mr. Bradshaw reminded Committee members that the July meeting may be cancelled if there are no action items to place on the agenda. If so, the next meeting will be in September.

V. ADJOURNMENT

Vice-Chairperson Brodeur adjourned the meeting at 6:58 p.m.

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

Municipal Offices:
(810) 798-8528
(810) 798-3397 FAX
www.almontmichigan.gov

Village of Almont

817 North Main Street
Almont, Michigan 48003

Village Manager:
David Trent

Village Clerk/Treasurer:
Kimberly J. Keesler

Village Council:
Steve Schneider, President
Tim Dyke, Pres. Pro-Tem.
Peter Feldman
Wayne Glasser
Edward Kuligowski
Melinda Steffler

July 6, 2023

Region V Planning & Development Commission
1101 Beach Street
Room 111
Flint, MI 48502

Attn: Planning Commission

Dear Sirs and Madams:

Pursuant to Public Act 33 of 2008, the Michigan Planning Enabling Act, this letter is to notify you that the Village of Almont, Lapeer County, Michigan, is preparing a new Master Plan.

The Village is asking for your cooperation and assistance in this process. Specifically, we welcome any inputs or comments you may have which would allow us to work more cooperatively in land use planning for our region. Such inputs may be shared at the regular meetings of our Planning Commission, held on the first Thursday of the month as needed at the Village Office, located at 817 N Main St, Almont, MI 48003.

If you are unable to attend in person meetings, you can send written comments to the Village of Almont Planning Commission. Further, we plan to submit all information required under the Act to you electronically, to be posted on the municipality's website: www.almontmichigan.gov. If you prefer, we will submit such information by United States Postal Service as provided in the Act, upon your written request.

For further information concerning the Master Plan including upcoming meeting dates and times, please contact me at (810) 798-8528. We are using Wade Trim Inc. to assist us in updating our master plan. Our project manager is Caitlyn Habben who can be reached at (810) 620-0086 or CHabben@wadetrim.com.

Sincerely yours,



Kimberly Keesler, Clerk

On Behalf of the Village of Almont Planning Commission

RECEIVED
GENESEE COUNTY

JUL 10 2023

METROPOLITAN
PLANNING COMMISSION



"We're growing in the right direction."

NOTICE OF PUBLIC HEARING
PERRY TOWNSHIP MASTER PLAN

The Perry Township Planning Commission shall hold a public hearing on the draft Perry Township Master Plan update at their July 20, 2023 meeting at 7:00 p.m. The hearing will be held at the Perry Township Hall, Planning Commission Room at 2770 W. Ellsworth Road, Perry MI 48872. It is open to the public.

Copies of the draft plan are available at the Township Hall at 2770 W. Ellsworth Road for inspection. The Township Hall is open from 9 a.m. to 4 p.m. on Tuesdays and Wednesdays. Anyone wishing to comment on the plan but are unable to attend the public hearing should send any comments to the address below or clerk@perrytownship-mi.us prior to July 5, 2023.

Master Plan Comments
Perry Township Planning Commission
2770 W. Ellsworth Road
Perry, MI 48872

RECEIVED
GENESEE COUNTY

JUN 30 2023

METROPOLITAN
PLANNING COMMISSION

**GLS REGION V
Revenue Budget Variance Report
For the Period October 1, 2022 to June 30, 2023**

<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	13,748	20,252	25,500	40%
MDOT-Asset Management	46,000	8,804	37,196	34,500	19%
MDOT-Rural Task Force	23,145	8,086	15,059	17,359	35%
Regional Prosperity Grant	49,121	1,544	47,577	36,841	3%
Traffic Counting	1,460	-	1,460	1,095	0%
Bank Account Interest	300	173	127	225	58%
TOTAL REVENUE	<u>154,026</u>	<u>32,355</u>	<u>\$121,671</u>	<u>115,520</u>	

**GLS REGION V
Statement of Expenditures: Actual vs. Budget
For the Period October 1, 2022 to June 30, 2023**

	<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	1,155	-	1,155	866	0%
754.000 Supplies	1,285	320	965	964	25%
956.002 Bank Service Charges	60	45	15	45	75%
804.000 Consultants	89,068	29,387	59,681	59,379	33%
801.004 Service Contracts	15,000	-	15,000	11,250	0%
900.014 Advertising	2,100	746	1,354	1,575	36%
910.005 Training	855	485	370	641	57%
915.000 Memberships	1,100	960	140	825	87%
899.000 Projects	41,853	-	41,853	31,390	0%
913.001 Travel	1,550	603	947	1,163	39%
TOTAL EXPENSES	<u>154,026</u>	<u>\$32,546</u>	<u>\$121,480</u>	<u>\$108,097</u>	

EXHIBIT II

GLS REGION V
Due From Other Governmental Units
For the Period October 1, 2022 to June 30, 2023

Due from M.D.O.T.	12,125
Total Due from Other Governmental Units	<u>\$12,125</u>

EXHIBIT III

GLS REGION V
Statement of Revenue and Expenditures
For the Period October 1, 2022 to June 30, 2023

REVENUE (Exhibit IV)		<u>\$32,355</u>
EXPENDITURES (Exhibit V):		
Supplies	320	
Other Operating Charges	31,623	
Travel	603	
Capital Outlay	0	<u>32,546</u>
EXCESS REVENUE OVER/-UNDER EXPENDITURES		<u>(\$192)</u>

**GLS REGION V
BALANCE SHEET
For the period ending June 30, 2023**

ASSETS

Cash	\$70,330
Accounts Receivable	\$12,325
Prepaid Expense	<u>\$0</u>
TOTAL ASSETS	<u>\$82,655</u>

LIABILITIES

Accounts Payable	\$21,776
Deferred Revenue	\$47,578

FUND BALANCE

Fund Balance Restricted-Audit	
Fund Balance Restricted-Traffic Counter Supplies	
Fund Balance Unrestricted	<u>\$13,302</u>

TOTAL LIABILITIES, RESERVES, AND FUND BALANCE **\$82,655**

Fund Balance, October 1, 2022	13,493	
Excess Revenue Over Expenditures	<u>(192)</u>	
Fund Balance June 30, 2023		<u><u>13,302</u></u>

Inv # 23/7-gcmpcreimburse

7/25/23

For GCMPC reimbursement request on 7/25/23, please see the below breakdown of hours per billing:

<u>Billing</u>	<u>Amount</u>	<u>Person Working</u>	<u>Hours</u>
Work Program March	\$695.83	GARRIS, K	7.5
Rural Task Force March	\$5,237.31	Dutkiewicz, M	6
		NORDBERG, N	31
Work Program April	\$2,122.25	GARRIS, K	18
		NORDBERG, N	2
Asset Management April	\$649.46	Dutkiewicz, M	1
		GARRIS, K	6
Work Program May	\$2,226.70	GARRIS, K	24
Asset Management May	\$1,948.38	Dutkiewicz, M	2
		GARRIS, K	19
Regional Prosperity June	\$1,543.57	KELLY, A	8.5
		TAYLOR, S	5
Total	\$14,423.50		



**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

MEMORANDUM

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

FROM: Derek Bradshaw, Fiscal Officer

DATE: July 25, 2023

SUBJECT: FY2023 Budget Adjustments

As part of the budgetary process, revenues and expenditures may need to be adjusted after the budget has been adopted. The requested adjustments will affect the budget as follows:

- Increase the budget to include the recently awarded Regional Housing Partnership grant. The additional funds will cover costs related to the planning and implementation of a regional housing action plan.
- Reallocate funds from Regional Prosperity Grant to Consultants line item for indirect costs related to the regional housing action plan.
- Transfer funds from the Consultant line item to Advertising for additional advertising costs related to the MDOT-Planning Grant

Detailed adjustment amounts are attached. At this time, staff is requesting approval for these FY 2023 budget adjustments.

GLS REGION V
Proposed Budget Statement of Revenues for FYE23
For the Period October 1, 2022 to September 30, 2023

Account #		FY 2023 Approved Budget	FY 2023 Requested Changes	FY 2023 Requested New Budget
539.000	Regional Prosperity	49,121		49,121
679.001	MDOT-Asset Mgmt	46,000		46,000
679.001	MDOT-Region V Work Program	34,000		34,000
679.001	MDOT-Region V SPR-RTF	23,145		23,145
679.001	Region Housing		100,000	100,000
667.000	Traffic Counter Revenue	1,460		1,460
665.004	Bank Account Interest	300		300
	TOTAL REVENUE	<u>154,026</u>	<u>100,000</u>	<u>254,026</u>

GLS REGION V
Proposed Budget Statement of Expenditures for FYE23
For the Period October 1, 2022 to September 30, 2023

Account #		Budget FY 2023		
702.000	Salary, per diem	1,155		1,155
754.000	Supplies	1,285	5,500	6,785
956.002	Bank Service Charges	60		60
804.000	Consultants	89,068	87,853	176,921
801.004	Service Contracts General	15,000		15,000
900.014	Advertising	2,100	4,500	6,600
910.005	Training	855		855
915.000	Memberships	1,100		1,100
899.000	Projects	41,853	1,147	43,000
913.001	Travel	1,550	1,000	2,550
	TOTAL EXPENDITURES	<u>\$154,026</u>	<u>\$100,000</u>	<u>\$254,026</u>
	 REVENUE OVER EXPENDITURES	 0	 0	 0



**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

MEMORANDUM

TO: Members of the Genesee-Lapeer-Shiawassee Region V Planning & Development Commission

FROM: Jacob Maurer, Division Manager

DATE: July 25, 2023

SUBJECT: FY 2023 GLS Region V Work Program Amendment #1

Amendment #1 to the GLS Region V FY 2023 Regional Transportation Planning Work Program is requesting to move \$1,200 from the from the 'Management of Rural Task Force and Small Urban' work item to the 'Public Involvement and Consultation Process for Non-Metropolitan Areas' work item. I have attached the budget sheet with highlighting showing the revised numbers, along with the updated Work Program pages containing the new numbers.

Staff recommends that the Genesee-Lapeer-Shiawassee Region V Planning & Development Commission approve Amendment #1 to the FY 2023 GLS Region V Work Program.

GENESEE, LAPEER, SHIAWASSEE REGION V TRANSPORTATION PLANNING PROGRAM FUNDING REQUEST SUMMARY

FY 2023 (October 1, 2022 to September 30, 2023)

Michigan Transportation Funded Work Items

	MDOT	TOTAL
Program Management	\$16,000	\$16,000
Technical Assistance to MDOT	\$16,000	\$16,000
Technical Assistance to Member Agencies	\$ 2,000	\$ 2,000
Management of Rural Task Force and Small Urban	\$21,645 \$20,445	\$21,645 SPR \$20,445
Public Involvement and Consultation Process for Non-Metropolitan Areas	\$ 1,000 \$2,200	\$ 1,000 SPR \$2,200
Air Quality Conformity Planning	\$ 500	\$ 500 SPR
Asset Management	\$46,000	\$46,000
TOTAL	\$103,145	\$103,145

IV. Management of the Rural Task Force and Small Urban Program

Objective

- To assist MDOT in administering the Rural Task Force (RTF) and Small Urban program for MDOT.

Activities

1. Regional Planning Agency staff shall communicate all MDOT correspondence to their respective RTF members and Small Urban members.
2. Schedule, set up room, provide materials, take meeting minutes, collect a list of meeting attendees, and facilitate the logistics of the RTF project selection meetings and small urban program meetings. This duty can be coordinated with the Chairperson of the committees based on the preference of the individual RTF or small urban committee.
3. The Regional Planning Agency and RTF Chairperson shall ensure a cooperative, coordinated, and comprehensive planning process is followed at the regional level. This process shall be consistent with approved federal planning regulations and provide for the consideration and implementation of projects that address all modes of transportation.
4. Ensure that the fiscal constraint sheets used in the meetings are properly managed with updated allocation balances provided by the MDOT RTF coordinator as well as the decisions made by the RTF committees.
5. Ensure the required public involvement and consultation process is followed by providing citizens, affected public agencies, tribal governments, private transportation providers, and other interested parties with sufficient notice and opportunity to comment on proposed transportation projects, plans, and programs.
6. Program eligible projects in JobNet as approved by the RTF committees. Ensure that 1799 and 1797 data sheets received from the local agencies match what was approved by the RTF committees as reflected in the fiscal constraint sheet and attach those data sheets to the appropriate project in JobNet. This includes the programming of selected projects for the new STIP cycle 2023-2026. For the Small Urban Program, the RPA will submit 2606 or 2638 forms to the Small Urban Program Coordinator. The Small Urban Program Coordinator is responsible for programming JNs in JobNet.

7. Submit proof of public involvement, meeting minutes, all Season Road changes, and the fiscal constraint sheet as part of the monthly activity report utilizing the most current 1618 form to the MDOT RTF Coordinator. In months where there are no meetings or action taken by the committees the form should still be submitted with the “No Project Change or Meeting” box checked and submitted to the MDOT RTF Coordinator.

8. Attend monthly RTF virtual meetings and educational webinars or watch the posted recordings if unavailable for the meeting times.

Budget: ~~\$21,645~~ (SPR)

\$20,445 (SPR)

V. Public Involvement and Consultation Process for Non-Metropolitan Areas

Objectives

- To provide for non-metropolitan local official participation in the development of the State Long-Range Transportation Plan (LRTP) and the STIP.
- To provide opportunities for the public to review and comment in the development of the LRTP and STIP.
- To manage consultation with local elected officials, local officials with responsibility for transportation, public agencies, the general public, tribal governments, businesses, and organizations in accordance with the Statewide Planning Process Public Participation Plan.

Activities

1. Work with MDOT on public involvement issues, including organizing meetings, focus groups, and advisory committees.
2. Conduct local program meetings and ongoing communication and technical assistance in non-metropolitan areas to provide information on various state and federal programs.
3. Document the RTF's public involvement and consultation processes.
4. Partner with educating and training local officials with regard to state and federal-funded programs, policy applications, and other key information.
5. Respond to requests from both the public and private sectors to provide information on state and federal transportation programs, projects, and funding, and to stay informed on local issues.
6. Participate in statewide conferences, meetings, seminars, forums, and training sessions on state and federal programs available to local communities.
7. Assist MDOT in keeping elected public officials, the general public, local planning agencies, and tribal governments informed early of the list of projects in the Five-Year Program and of the investment strategies, funding assumptions, economic benefits, and impacts on the various modes.
8. Assist in the creation and maintenance of an e-mail subscription list for managing the electronic distribution of information to local elected officials.

Budget: ~~\$1,000 (SPR)~~

\$2,200 (SPR)



**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

TO: Members of Genesee-Lapeer-Shiawassee Region V Planning & Development Commission

FROM: Derek Bradshaw, Fiscal Officer

DATE: July 25, 2023

SUBJECT: Consultant Selection for Biennial Audit of GLS Region V

Staff is in receipt of audit proposals from three auditing firms for purposes of providing the biennial audit (2022/2023) for GLS Region V. Staff provided notices of the request for proposals to over twenty firms which included firms from each of the three counties.

Three proposals were received in response to the RFP. After reviewing and scoring each proposal by three staff, we are recommending that we enter into an agreement with Smith & Klaczkiwicz, PC. They scored the highest overall having the most thorough responses to the RFP requirements as well as the best price for services. A scoring spreadsheet with scoring criteria is attached for your review.

At this time, staff is requesting approval to move forward with entering into an agreement with Smith & Klaczkiwicz, PC to perform the biennial GLS Region V audit. The total cost for the 2022/2023 audit is \$7,000.00. Staff is also requesting approval for Derek Bradshaw to sign all contracts/documents related to the audit.

J:\Planning Commission\GCMPC\Trans\Region V\Audit\2023 Audit\Auditor recommendation 2023

Scoring Criteria Region V Biennial Audit 2022-2023

Proposer Name	Price	Prior Experience	Capability	Professional Personnel	Overall response to Qualification proposal request	TOTAL POINTS
	Total Points 15	Total Points 10	Total Points 15	Total Points 10	Total 10 points	60
SMITH & KLACKIEWICZ	14	10	15	10	10	59
ROY, NOYE, AND WARREN	15	6	12	10	6	49
TAYLOR & MORGAN	11	9	15	10	10	55

Final scores are the average of the scores from three reviewers

K:\trans\regionv\Audit\2023\Score Sheet