



**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, ROOM 223  
Tuesday, July 27, 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 May 25, 2021 (attached)
- C. Approval of the Agenda of GLS Region V PDC Meeting to be held July 27, 2021
- D. Opportunity for the Public to Address the GLS Region V PDC
- E. Communications
  - 1. Attica Township — Notice of Intent to Update Master Plan (attached)

**II. ACTION ITEMS**

- A. Financial Report
  - 1. Report (attached)
  - 2. Checks (attached)
- B. Consultant Selection for Biennial Audit of GLS Region V (attached)
- C. Fiscal Year 2022 GLS Region V Work Program (attached)
- D. History Trail Network (hand-out)

**III. DISCUSSION ITEMS**

- A. MAR Update (discussion)
- B. Genesee and Lapeer Counties Hazard Mitigation Plan Update (attached)
- C. Update on PASER Collection (attached)

**IV. ANNOUNCEMENTS**

**V. ADJOURNMENT**

**Next Meeting – September 28, 2021**

**GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING and DEVELOPMENT COMMISSION**  
**Tuesday, May 25, 2021, 6:00 p.m.**

**MINUTES**

The Genesee-Lapeer-Shiawassee Region V Planning and Development Commission met at 6:00 p.m. on Tuesday, May 25, 2021, in a Zoom meeting conference call format due to Coronavirus concerns.

Chairperson Van Haaften called the meeting to order at 6:02 p.m.

**I. INTRODUCTIONS**

**A. Roll Call**

**Present:** Ed Benning (Davison-Genesee County), Jeffrey Kelley (Swartz Creek-Genesee County), Alan Himelhoch (Grand Blanc Twp-Genesee County), Cathy Lane (Grand Blanc Twp-Genesee County), Richard Van Haaften (Lapeer-Lapeer County), and Destain Gingell (Lapeer County).

**Absent/Excused:** Derek Bradshaw and Mike Hemmingsen.

**Others Present:** Jason Nordberg, Sharon Gregory, and Nichole Odette.

**B. Approval of the Minutes of the GLS Region V PDC Regular Meeting held March 23, 2021**

**Motion: Action:** Approve, **Moved by** Ed Benning, **Supported by** Cathy Lane, to approve the minutes of the GLS Region V PDC regular meeting held March 23, 2021 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 25, 2021**

**Motion: Action:** Approve, **Moved by** Alan Himelhoch, **Supported by** Cathy Lane, to approve the agenda of the GLS Region V PDC meeting to be held May 25, 2021 as presented. Motion carried unanimously.  
(Documents on file with minutes)

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

None

**E. Communications**

**1. Vienna Township – Michigan Natural Resources Trust Fund Grant for Bike Path Improvements**

Sharon Gregory explained that Vienna Township has applied for funding through the Michigan Natural Resources Trust fund to upgrade the existing Neff Road bike path that connects to the George Atkins Trail in Clio. The Township is requesting \$296,577 in grant funding from the State, local match is \$146,075, for a project total of \$442,652. Staff will contact the Township for more details regarding the proposed upgrades and will provide an update to Commission members. Discussion ensued.

No Action Required.

(Communication documents on file with minutes)

## **II. ACTION ITEMS**

### **A. Financial Report**

#### **1. Report**

Jason Nordberg reviewed the financial report ending April 30, 2021.

**Motion: Action:** Approved, **Moved by** Ed Benning, **Supported by** Jeffrey Kelley, to approve the financial report as presented.

Motion carried unanimously.

(Documents on file with minutes)

#### **2. Checks**

**Motion: Action:** Approved, **Moved by** Cathy Lane, **Supported by** Jeffrey Kelley, to approve the checks in the amount of \$5,769.22 and authorize the signing by the proper authorities.

Motion carried unanimously.

(Documents on file with minutes)

#### **3. FY 2021 Budget Adjustments**

Jason Nordberg explained that \$5,000 has been received from Lapeer County to update their Parks and Recreation Plan. The budget adjustments reflect Lapeer County's payment and subsequent increases to the consultants, advertising, and supplies line items. Funds are also being moved for the purchase of a GPS unit to be used during PASER rating, as well as additional advertising costs. Discussion ensued.

Jason Nordberg stated that staff will release a Request for Proposals (RFP) for Region V auditing services in July. Two fiscal years will be audited. The goal is to have an auditor in place when the new fiscal year begins October 1<sup>st</sup>.

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

Motion carried unanimously.

(Documents on file with minutes)

### **B. Lapeer County Parks and Recreation Plan Update – Memorandum of Agreement**

Sharon Gregory explained Lapeer County has requested assistance from Region V staff in updating their Lapeer Parks and Recreation Plan. Staff completed the last plan for Lapeer County in 2016. This update will allow Lapeer County to be eligible for future grant funding. The Memorandum of Agreement with Lapeer County outlines services to be provided by staff, including text and graphics updates, public surveys, an open house, a 30-day public comment period and public hearing, and copies of the plan. The cost will not exceed \$5,000. Alan Himelhoch stated that he did not review the Agreement as legal counsel for this Commission. Discussion ensued.

**Motion: Action:** Approve, **Moved by** Jeffrey Kelley, **Supported by** Cathy Lane, to approve the Memorandum of Agreement with Lapeer County and give the authority for Derek Bradshaw, Fiscal Officer, to sign the Agreement.

Motion carried unanimously.

(Documents on file with minutes)

### **C. Asset Management Project Authorization Extension**

Sharon Gregory stated that the Transportation Asset Management Council (TAMC) is allowing agencies that received FY 2020 Asset Management funding to extend the use of the funds until September 30, 2021. In order to be able to use the FY 2020 funding through the entire 2021 fiscal year, the current Michigan Department of Transportation (MDOT) Project Authorization (PA) that expires June 30, 2021 must be extended until September 30, 2021.

**Motion: Action:** Approve, **Moved by** Alan Himelhoch, **Supported by** Jeffrey Kelley, to approve the extension of the FY 2020 Asset Management Project Authorization until September 30, 2021, as well as the authority for Derek Bradshaw, Fiscal Officer, to sign the Project Authorization.

Motion carried unanimously.

(Documents on file with minutes)

#### **D. MDOT Master Agreement Extension**

Sharon Gregory stated that like the previous item, the MDOT Master Agreement must also be extended to continue using FY 2020 Asset Management funding until September 30, 2021.

**Motion: Action:** Approve, **Moved by** Alan Himelhoch, **Supported by** Ed Benning, to approve the amendment extending the Michigan Department of Transportation (MDOT) Agreement Contract No. 2018-0016 until September 30, 2021, as well as the authority for Derek Bradshaw, Fiscal Officer, to sign the amendment.

Motion carried unanimously.

(Documents on file with minutes)

#### **E. FY 2021 Region V Work Program Amendment # 1**

Sharon Gregory stated that staff is requesting to move \$500 from the Management of Rural Task Force and Small Urban work item and \$500 from the Public Involvement for Air Quality Conformity work item to the Public Involvement and Consultation Process for Non-Metropolitan Areas work item, adding a total of \$1,000.

**Motion: Action:** Approve, **Moved by** Ed Benning, **Supported by** Cathy Lane, to approve Amendment #1 to the FY 2021 GLS Region V Work Program as presented.

Motion carried unanimously.

(Documents on file with minutes)

### **III. DISCUSSION ITEMS**

#### **A. MAR Update**

Jason Nordberg explained that MDOT is waiting until July to provide regions with their FY 2022 Work Program funding amounts to look at potential projects throughout the state that could benefit from the new transportation funding. Guidance continues to flow in regarding how cities, villages, and counties can utilize the transportation funding provided through the American Recovery Act.

#### **B. Genesee and Lapeer Counties Hazard Mitigation Plans Update**

Sharon Gregory stated that staff has finalized drafts of the Genesee and Lapeer County plans. The 30-day public comment period for the draft plans began May 17<sup>th</sup> and will end on June 18<sup>th</sup>. The public is invited to ask questions and provide comments at a virtual open house on June 3<sup>rd</sup> from 11:30 a.m. to 12:30 p.m. Questions and comments regarding the plans can also be directed to Cody Roblyer.

### **C. FY 2022 GLS Region V Work Program Update**

Sharon Gregory stated that staff usually provides the draft Region V Work Program to this Commission in May, however, MDOT is still in the process of finalizing budget amounts.

### **IV. ANNOUNCEMENTS**

Jason Nordberg stated that Debby Compton has retired from our office and we are looking for an additional Secretary if you know of anyone that would be interested.

Richard Van Haften stated that he would be available to come to the Planning Commission tomorrow around 10:00 a.m. to sign the checks and resolutions.

Sharon Gregory introduced and welcomed new GLS Region V PDC member Destain Gingell, of the Lapeer County Road Commission. Mr. Gingell thanked Sharon for the introduction and stated that he is looking forward to being a member of this Commission. Jason Nordberg added that staff has worked with Mr. Gingell many times and on various programs, including the Rural Task Force and the PASER pavement ratings.

Ed Benning stated that he did authorize an additional position and Debby Compton is now working for the MTA and they are excited to have her.

Jason Nordberg stated that Jacob Maurer's last day is this Friday, as he will be going to work for Genesee County Parks.

### **V. ADJOURNMENT**

**Motion: Action:** Approve, **Moved by** Alan Himelhoch, **Supported by** Destain Gingell, to approve the adjournment of this meeting with the notation that next meeting will be held on July 27, 2021.

Chairperson Van Haften adjourned the meeting at 6:36 p.m.

Respectfully submitted,  
Nichole Odette, Program Services Specialist  
Genesee County Metropolitan Planning Commission



# ROWE PROFESSIONAL SERVICES COMPANY

*Large Firm Resources. Personal Attention.™*

## NOTICE OF INTENT TO UPDATE A MASTER PLAN ATTICA TOWNSHIP, MICHIGAN

June 14, 2021

In accordance with the requirements of Michigan Planning Enabling Act, this is to notify you that the Attica Township is initiating the process to update its Master Plan.

In the coming months, the Attica Township Planning Commission will be working on the plan. Once a draft has been prepared, a copy will be sent to you for your community's review and comment. Once the plan is adopted, a copy of the adopted plan will also be sent to you. It is our intention to provide the plan copies in digital format. If you would like a paper copy of the draft and final plan instead, please let us know.

Planning assistance is provided by ROWE Professional Services Company. The project manager for this project is Caitlyn Habben who can be reached at (810) 341-7500 or [chabben@rowepsc.com](mailto:chabben@rowepsc.com). The Attica Township thanks you for your cooperation and assistance. Please direct any correspondence or questions to:

Attica Township  
Planning Commission  
PO Box 86  
4350 Peppermill Road  
Attica, MI 48412  
<http://atticatownship.org/>

R:\Projects\21C0115\Docs\Master Plan\Review and Adoption Process\STEP 1 - Notice of MP Intent to Proceed.docx

RECEIVED  
GENESEE COUNTY

JUN 17 2021

METROPOLITAN  
PLANNING COMMISSION

**GLS REGION V**  
**Revenue Budget Variance Report**  
**For the Period October 1, 2020 to June 30, 2021**

<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	20,059	14,441	23,000.00	58%
MDOT-Asset Management	51,443	5,474	45,970	34,295.55	11%
MDOT-Rural Task Force	21,500	11,955	9,545	14,333.33	56%
Hazmit	90,000	24,712	65,288	60,000.00	27%
Regional Prosperity Grant	92,563	12,748	79,815	61,708.84	14%
Traffic Counting	1,740	-	1,740	1,160.00	0%
Grant Match Revenue	24,900	-	24,900	16,600.00	0%
Lapeer Grant Revenue	5,100	-	5,100	3,400.00	0%
Bank Account Interest	-	11	(11)	-	0%
Local contribution	5,000	230	4,770	3,333.33	5%
<b>TOTAL REVENUE</b>	<b><u>326,747</u></b>	<b><u>75,188</u></b>	<b><u>\$251,558</u></b>	<b><u>\$217,831</u></b>	

**GLS REGION V**  
**Statement of Expenditures: Actual vs. Budget**  
**For the Period October 1, 2020 to June 30, 2021**

	<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	1,120	0%
754.000 Supplies	4,240	284	3,956	2,827	7%
980.000 Equipment	2,128	2,128	-	1,419	0%
956.002 Bank Service Charges	60	45	15	40	75%
804.000 Consultants	213,430	60,570	152,860	142,287	28%
801.044 Auditing	-	-	-	-	0%
801.004 Service Contracts	15,000	-	15,000	10,000	0%
900.014 Advertising	4,000	1,519	2,481	2,667	38%
910.005 Training	795	-	795	530	0%
915.000 Memberships	1,100	-	1,100	733	0%
899.000 Projects	82,813	10,960	71,853	55,209	13%
913.001 Travel	1,500	-	1,500	1,000	0%
<b>TOTAL EXPENSES</b>	<b><u>326,747</u></b>	<b><u>\$75,507</u></b>	<b><u>\$251,240</u></b>	<b><u>\$217,831</u></b>	

EXHIBIT II

**GLS REGION V**  
**Due From Other Governmental Units**  
**For the Period October 1, 2020 to June 30, 2021**

Due from M.D.O.T.	<u>7,834</u>
Total Due from Other Governmental Units	<u><u>\$7,834</u></u>

EXHIBIT III

**GLS REGION V**  
**Statement of Revenue and Expenditures**  
**For the Period October 1, 2020 to June 30, 2021**

REVENUE (Exhibit IV)		<u><u>\$75,188</u></u>
EXPENDITURES (Exhibit V):		
Supplies	284	
Other Operating Charges	75,223	
Travel	0	
Capital Outlay	0	<u>75,507</u>
EXCESS REVENUE OVER/-UNDER EXPENDITURES		<u><u>(\$318)</u></u>

**GLS REGION V  
BALANCE SHEET  
For the period ending June 30, 2021**

**ASSETS**

Cash	\$161,460.55
Accounts Receivable	8,063.69
Prepaid Expense	0.00
<b>TOTAL ASSETS</b>	<u><b>\$169,524.24</b></u>

**LIABILITIES**

Accounts Payable	\$52,363.29
Deferred Revenue	\$103,477.63

**FUND BALANCE**

Fund Balance Restricted-Audit	
Fund Balance Restricted-Traffic Counter Supplies	
Fund Balance Unrestricted	<u>13,683.32</u>

<b>TOTAL LIABILITIES, RESERVES, AND FUND BALANCE</b>	<u><b>\$169,524.24</b></u>
--	----------------------------

Fund Balance, October 1, 2020	14,001.63	
Excess Revenue Over Expenditures	<u>(318.31)</u>	
Fund Balance June 30, 2021		<u><u>13,683.32</u></u>





**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 27, 2021

**SUBJECT: Consultant Selection for Biennial Audit of GLS Region V**

Staff is in receipt of audit proposals from two auditing firms for purposes of providing the biennial audit (2020/2021) 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.

Two proposals were received in response to the RFP. After reviewing and scoring each proposal, staff is 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. A scoring spread sheet 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 2020/2021 audit is \$5,600. Staff is also requesting approval for Derek Bradshaw to sign all contracts/documents related to the audit.

Scoring Criteria Region V Biennial Audit 2020-2021				Scorer Names: Christine Durgan, Vanessa Barker, Amy Vermette		
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 & KLACZKIEWICZ	12	10	15	10	10	57
ROY, NOYE, AND WARREN	15	9	12	10	7	53

Final scores are the average of the scores from three reviewers



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

ROOM 223 – 1101 BEACH STREET  
TELEPHONE (810) 257-3010

FLINT, MICHIGAN 48502-1470  
FAX (810) 257-3185

DEREK BRADSHAW  
FISCAL OFFICER

## MEMORANDUM

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

**FROM:** Sharon Gregory, Lead Planner

**DATE:** July 27, 2021

**SUBJECT: FY 2022 GLS Region V Work Program**

The Work Program identifies work items and the amount of funding budgeted for each item in the upcoming 2022 fiscal year. The main work items for the 2022 fiscal year include staff time for grant administration, traffic counting, the Highway Performance Monitoring System (HPMS), Asset Management (PASER survey), and management of the Rural Task Force (RTF) and Small Urban programs.

Funding for Region V work items primarily comes from State grants. Staff is proposing a budget of \$103,519. This is a \$1,519 increase from the previous fiscal year and is based on estimates received from MDOT staff.

Staff recommends that the Genesee-Lapeer-Shiawassee Region V Planning & Development Commission approve the FY 2022 GLS Region V Work Program with an allocation of \$103,519, as well as the authority for Derek Bradshaw to sign all contracts and agreements related to the Work Program. Staff is also asking for committee approval to make minor changes to the Work Program upon request from the Michigan Department of Transportation (MDOT).

**Genesee-Lapeer-Shiawassee Region V  
Planning and Development Commission  
(GLS Region V PDC)**

**FY 2022**

**Regional Transportation Planning  
Work Program**

**DRAFT**

# Table of Contents

<b>Introduction.....</b>	<b>3</b>
<b>I. Program Management.....</b>	<b>5</b>
<b>II. Technical Assistance to MDOT.....</b>	<b>6</b>
<b>III. Technical Assistance to Member Agencies.....</b>	<b>8</b>
<b>IV. Management of the Rural Task Force and Small Urban Programs.....</b>	<b>9</b>
<b>V. Public Involvement and Consultation Process for Non-Metropolitan Areas... </b>	<b>10</b>
<b>VI. Air Quality Conformity Planning.....</b>	<b>11</b>
<b>VII. Asset Management.....</b>	<b>12</b>

# INTRODUCTION

The Michigan Department of Transportation (MDOT) recognizes the importance of the state-local partnership in delivering a safe and efficient transportation system. The Regional Transportation Planning Program (RTPP) was created by the MDOT Bureau of Transportation Planning (BTP) in 1974 in order to contract various planning services to be performed by the State Planning and Development Regions to assist BTP and local units of government.

The RTPP requires each participating regional planning agency to have an annual work program in accordance with a three-year Master Agreement. Since 1984, the State Legislature has set a budget of \$488,800 of Act 51's Michigan Trunk line Fund (MTF) for the RTPP. The scope of work identified in the annual work program includes specific activities identified to assist MDOT and local communities. Over the years, work elements and funding levels of the basic work program tasks have remained stable while certain elements like Byways, the Rural Task Force and Asset Management have received supplemental funding to meet the needs of those programs. In previous years the basic work program contained the following work elements: Administration, Technical Assistance to MDOT, Highway Performance Management System, Public Involvement, and Local Technical Assistance.

For FY 2022, the Regional Planning Agency work program continues to have a budget of \$488,800 for the basic work elements. The supplemental funding for Rural Task Force and Small Urban programs is increased to \$332,400 due to the additional work items that are associated with the 2023-2026 Statewide Transportation Improvement Plan (STIP) development. State funding for the Asset Management Program will be released once approved, after July 7, 2021. The BTP may also allocate additional state funding to provide annual transportation technical assistance in non-metropolitan areas of the state. In FY 2022, each regional planning agency, with the exception of the Southeast Michigan Council of Governments (SEMCOG), may receive supplemental funding, as needed and if available from the FY 2022 SPR program to assist MDOT and the regional planning agencies in:

- Improving public involvement and the consultation process in non-metropolitan areas of the state.
- Providing interagency coordination and public involvement for air quality conformity in non-attainment or maintenance areas for ozone and particulate matter 2.5 (For regional planning agencies with non-attainment or maintenance areas or areas required to do conformity within RPA boundaries).
- Data Collection to meet federal reporting requirements

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

**FY 2022 (October 1, 2021 to September 30, 2022)**

**Michigan Transportation Funded Work Items**

	<b>MDOT</b>	<b>TOTAL</b>
Program Management	\$22,000	\$22,000
Technical Assistance to MDOT	\$10,000	\$10,000
Technical Assistance to Member Agencies	\$ 2,000	\$ 2,000
Management of Rural Task Force and Small Urban	\$20,500	\$20,500 SPR
Public Involvement and Consultation Process for Non-Metropolitan Areas	\$ 2,519	\$ 2,519 SPR
Public Involvement for Air Quality Conformity	\$ 500	\$ 500 SPR
Asset Management	\$46,000	\$46,000
<b>TOTAL</b>	<b>\$103,519</b>	<b>\$103,519</b>

# **I. Program Management**

## **Objectives**

- Prepare and adopt annual work program.
- Prepare monthly or quarterly invoices and progress reports.
- Ensure expenditures are well documented and cost-effective.
- Prepare a Final Acceptance Report (FAR) on the status of the work activities and products within 90 days from the end of the fiscal year.
- Assist the auditors in carrying out general and specific audits of programs annually. Send such audit reports to the program coordinator. A consultant will be contracted to conduct a biennial audit of GLS Region V PDC for the fiscal years ending September 30, 2020 and September 30, 2021 under this work item.

## **Products**

1. The following will be submitted to the program coordinator by the agency for reimbursement of costs incurred in conjunction with the work activities identified in the work program.
  - A. Progress reports that summarize accomplishments and attendance at applicable meetings for each work item.
  - B. Invoices for payment, submitted quarterly or monthly, in accordance with MDOT Contracting and Invoicing Standard Operating Procedures.
  - C. Receipts of travel expenses and equipment purchases greater than \$2,500; i.e., traffic counters, computer hardware and software, etc.
  - D. Itemization of program expenses in terms of work items, including salaries, fringe benefits, indirect costs, and other direct costs.
  - E. Tabulation of progress by work item, indicating the amount and percent billed the current billing period and to date.

2. The FAR on the status of activities and products in the work program will be submitted to the program coordinator within 90 days following the contractual period in the work program, as specified within the Master Agreement. The FAR is a performance evaluation, not a financial audit, and must contain the following information for each work item:
  - A. Products completed.
  - B. Products not completed and reason for lack of completion.
  - C. The amount of funds budgeted and expended.
  - D. Work items that are to be continued next year.

**Budget:** \$22,000 (MTF)

## **II. Technical Assistance to MDOT**

### **Objectives**

- Assist in various tasks to update the State Long-Range Transportation Plan (SLRTP) and the State Transportation Improvement Program (STIP).
- Provide support for specific department issues and/or requests for information on transit, special projects and/or program development issues.

### **Activities**

1. Assist in conducting transportation-related workshops and meetings, including but not limited to workshops and seminars for access management, heritage routes, functional classification, the Adjusted Census Urban Boundary (ACUB), the Highway Performance Monitoring System (HPMS), the Model Inventory of Roadway Elements (MIRE), Fundamental Data Elements (FDE), and the Non Trunk line Federal Aid Program (NTFA) updates, non-motorized transportation, safety and non-metropolitan-area elected officials. Activities may include locating adequate facilities, registering participants, scheduling speakers, and other meeting management related activities.

2. Provide staffing and technical planning assistance in the area of transportation.
3. Conduct transportation studies as needed.
4. Assist in identifying transportation interest, programs and projects as appropriate for the STIP and the SLRTP.
  - A. Participate in the development and implementation of the SLRTP, providing input and review of documents and initiatives performed as part of the SLRTP development.
  - B. Assist in the scheduling and notifying of SLRTP related activities, including but not limited to public meetings within the region.
5. As appropriate, assist the MDOT Office of Passenger Transportation and local transit providers.
6. Statewide Travel Demand Model:
  - A. Review and provide feedback on REMI socio-economic forecasting outputs and assist in reviewing and allocating data to statewide traffic zones.
  - B. Verify statewide model network inventories.
  - C. Provide traffic counts, as available, for model update not covered in acquiring traffic counts for the non-trunkline federal aid program.
7. Data for meeting Federal Reporting Requirements:
  - A. Highway Performance Monitoring System (HPMS)  
Collect and submit data items for HPMS in conjunction with MDOT's HPMS coordinator. Staff will review and update the HPMS database sample segments using MDOT-supplied spreadsheets that contain only the data items needing to be updated for each sample in the format provided.
  - B. Traffic Data Collection for Federal Reporting  
Provide support to MDOT in the a-cross agency coordination effort (NTFA) to gather and report traffic data on the non-MDOT road network (federal aid and non-federal aid) to meet federal reporting requirements of HPMS, MAP 21, and the FAST Act.
  - C. Model Inventory of Roadway Element (MIRE) Fundamental Data Elements (FDE)  
Provide support to MDOT in the a-cross agency coordination effort to gather and report traffic and safety on the non-MDOT road network (federal aid and non-federal aid) to meet federal reporting requirements of the safety Transportation Performance measures in MAP 21 and the FAST Act. As data collection elements are known, some MIRE FDE data collection may begin at the RPA's discretion.

The first set of MDOT MIRE FDE data and tools should be available in Roadsoft in the April 2022 release. Agencies should receive MIRE data in Roadsoft in V22 and may export changes to MDOT for V22 and beyond. The five (5) data items that RPA staff will be requested to review will be: Surface type, number of through lanes, access control, median type, and junction traffic control. RPA and MDOT staff will begin the process of meeting to discuss and plan for annual maintenance and validating (5) going forward. The end goal will be to draft a plan to fill 100% of the (5) MIRE data items and submit to MDOT by August of 2025.

Support is defined as (but not limited to):

- Outreach
- Piloting
- Training and Education
- Data coordination with local agencies
- Data compilation
- Data load, transfer, and/or reporting
- Conduit between local agencies and MDOT/FHWA

**Budget:** \$10,000 (MTF)

### **III. Technical Assistance to Member Agencies**

#### **Objective**

- Provide services to local transportation agencies to improve existing and new multi-modal transportation systems, and identify actions to improve the area's transportation system.

#### **Activities**

1. Assist local units of government in obtaining grant funds to improve existing and new multi-modal transportation systems and identify actions to improve the area's transportation system.
2. Assist local agencies seeking to improve and expand the public transportation and to promote improved transportation systems for all modes.
3. Coordinate planning to promote safety, livable communities and environmental sustainability.
4. Work with local agencies to assess impacts of transportation of projected land uses in the region.



5. 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.
6. 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.
7. 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.
8. Submit proof of public involvement, meeting minutes, all Season Road changes, and the fiscal constraint sheet as part of monthly activity report utilizing the most current 1618 form to the MDOT RTF Coordinator. In months where there is 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.
9. Attend monthly RTF virtual meetings and educational webinars or watch the posted recordings if unavailable for the meeting times.

**Budget:** \$20,500 (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, 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, 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:** \$2,519 (MTF) (SPR) (Some items may be funded through the RTF Program)

## VI. Air Quality Conformity Planning\*

### Objectives

- To comply with federal and state transportation air quality regulations, specifically related to transportation conformity for non-attainment or maintenance areas or areas required to do conformity for ozone and particulate matter 2.5.
- To provide coordination and support of the transportation conformity interagency work group (IAWG).
- To provide communication of air quality conformity analysis results or reports to all interested individuals and organizations.

- To provide inputs into the air quality conformity process and facilitate input from others.

### Activities

1. Attend training to become familiar with the conformity regulations, and related air quality issues.
2. Participate in and or conduct transportation conformity IAWG.
3. Participate in discussions to evaluate attainment strategies pertaining to transportation air quality for individual areas or as part of the statewide transportation planning process.
4. Communicate air quality conformity analysis results and initiatives to all interested individuals and organizations.

**\* Only for Regional Planning Agencies with ozone or particulate matter 2.5 non-attainment or maintenance areas or areas required to do conformity within RPA boundaries.**

**Budget:**     \$500                     (MTF)

## VII. ASSET MANAGEMENT

The resources allocated to the Metropolitan/Regional Planning Organization (MPO/RPO) from the Transportation Asset Management Council (TAMC) annual budget shall be utilized to assist in the completion of the TAMC Work Program. All work shall be consistent with the policies and priorities established by the TAMC. All invoices submitted for reimbursement of Asset Management activities shall utilize Michigan Department of Transportation (MDOT) standard invoice forms and include the required information for processing. The MPO/RPO shall complete the required products and perform tasks according to the timeframes and directives established within TAMC's data collection policies, which are located on the TAMC website (<http://tamc.mcgi.state.mi.us/TAMC/#/aboutus>). The MPO/RPO will emphasize these tasks to support the top 125 Public Act 51 agencies (agencies that certify under Public Act 51 a minimum of 100 centerline miles of road) within the planning area when resources are limited. The activities eligible for TAMC reimbursement include the following:

### Activities

#### 1. Training Activities

- A. Attendance at training seminar(s) on the use of Pavement Surface Evaluation and Rating (PASER) and Inventory-based Rating System for unpaved roadways.

- B. Represent MPO/RPO at TAMC-sponsored conferences and seminars, including attending either the Spring or Fall TAMC Conference.
- C. Attend TAMC-sponsored Investment Reporting Tool (IRT) training seminars.
- D. Attend TAMC-sponsored Asset Management Plan Development training seminars.

## 2. Data Collection Participation and Coordination

### A. Federal Aid System:

- a. Organize schedules with Public Act 51 agencies within MPO/RPO's boundary for participating in Federal Aid data collection efforts; ensure all participants of data collection have access to State of Michigan travel reimbursement rates.
- b. Coordinate, participate and facilitate road surface data collection on approximately one-half of the Federal Aid System in accordance with the TAMC Policy for the Collection of Roadway Condition Data on Federal Aid Eligible Roads and Streets.
- c. Collect unpaved roadway condition data on approximately half of any unpaved Federal Aid eligible roadways using the Inventory-based Rating System developed by the Michigan Technological University's Center for Technology and Training.

### B. Non-Federal Aid System:

- a. The RPO/MPO may allocate reimbursements for Non-Federal Aid data collection to Public Act 51 agencies according to the resources available to them in the manner that best reflects the priorities of their area and supports the TAMC work.
- b. Coordinate Non-Federal Aid data collection cycles with Public Act 51 agencies with an emphasis on the top 125 agencies.
- c. Ensure all participants of data collection understand procedures for data sharing with TAMC as well as TAMC policy and procedures for collecting Non-Federal Aid data.
- d. Participate and perform data collection with Public Act 51 agencies on an as-needed basis for the data collection of Non-Federal Aid roads when requested.

## 3. Equipment

- A. Ensure rating teams have the necessary tools to complete the federal aid data collection activity by maintaining a laptop compatible with the Laptop Data Collector and Roadsoft programs, a functioning Global Positioning System (GPS) unit, and other required hardware in good working order.
- B. Communicate any equipment needs and purchases with the TAMC Coordinator;

laptops are eligible for replacement on a three-year cycle.

#### 4. Data Submission

- A. Develop and maintain technical capability to manage regional Roadsoft databases and the Laptop Data Collector program; maintain a regional Roadsoft database that is accurate and consistent with local agency data sets.
- B. Coordinate Quality Assurance/Quality Control activities and data submission tasks according to protocols established in TAMC Data Collection Policies for Federal Aid and Non-Federal Aid Roads.
- C. Monitor and report status of data collection efforts to TAMC Asset Management Coordinator through monthly coordinator calls and/or monthly or quarterly program updates that are mailed with invoices.
- D. Provide links on agency websites and reports to the TAMC website, interactive maps and dashboards for the dissemination of roadway data.

#### 5. Asset Management Planning

- A. Participate and attend TAMC-sponsored training and workshops in order to provide technical support for Asset Management Plan development activities.
- B. Provide an annual reporting of the status of Public Act 51 agency Asset Management Plans and keep abreast of the status of these plans for updates and revision.
- C. Provide technical assistance and training funds to Public Act 51 agencies during the development of local Asset Management Plans using TAMC templates when applicable; coordinate these tasks with an emphasis on the Top 125 agencies.

#### 6. Technical Assistance

- A. Provide technical assistance to local agencies in using the TAMC reporting tools for planned and completed infrastructure investments or any other TAMC Work Program Activity.
- B. Integrate PASER ratings and asset management into project selection criteria:
  - a. Analyze data and develop road preservation scenarios.
  - b. Analyze performance of implemented projects.

#### 7. Culvert Mapping Pilot

- A. Provide administrative and technical assistance to Public Act 51 agencies and MDOT for reimbursement of TAMC funds for participation in the 2018 TAMC Culvert Mapping Pilot project.

- B. Utilize TAMC reporting forms to communicate progress and expenditures of Public Act 51 agencies to assist TAMC in the Culvert Mapping Pilot Report.

**Products**

1. PASER data for Federal Aid System submitted to TAMC via the IRT.
2. PASER data for Non-Federal Aid System submitted to TAMC via the IRT.
3. Quarterly or monthly activities reports submitted with invoices to TAMC Coordinator.
  - A. Create an Annual Report of Asset Management program activities as well as a summary of annual PASER condition data by local agency, functional classification, and Public Act 51 Legal System; provide links to the Regional Annual Report on agency website and submit copies to TAMC Coordinator by April 1 of each year.
  - B. Prepare a draft status report of Public Act 51 agency Asset Management activities and plans within MPO/RPO boundary by September 30 of each year.

*The Michigan Transportation Asset Management Council approved this language on June 6, 2018.*

**Budget:**     \$46,000    (MTF)



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

ROOM 223 – 1101 BEACH STREET  
TELEPHONE (810) 257-3010

FLINT, MICHIGAN 48502-1470  
FAX (810) 257-3185

DEREK BRADSHAW  
FISCAL OFFICER

## MEMORANDUM

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

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

**DATE:** July 27, 2021

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

Staff has finalized a draft of the Genesee and Lapeer County Hazard Mitigation Plan updates. The draft documents include background details about the county, input gathered through public and stakeholder involvement surveys, hazard ranking information that was derived by the Genesee and Lapeer County Hazard Mitigation Committees, data collected about the various hazards (e.g. tornadoes, flooding, structure fires, etc.) that have the potential to affect the county, as well as mitigation strategies and specific hazard mitigation projects that were identified by local agencies.

A public comment period from May 17th to June 18th, as well as a virtual open house on June 3rd from 11:30AM – 12:30PM, were held for the public and local stakeholders to provide feedback regarding the draft Genesee and Lapeer County Hazard Mitigation Plan updates. Comments received were incorporated into the plan documents. The Genesee County plan was approved by committee on June 10th and sent to the Michigan State Police (MSP) for review and approval. Staff requested the Lapeer County plan be approved by committee at their meeting on July 14th. Upon committee approval, the Lapeer County plan will also be sent to the MSP for review and approval. Once each plan is approved by the MSP, the plans will be sent to FEMA for review and approval. Upon final approval from the MSP and FEMA, staff will request each local unit of government, including the county boards within each county, to locally adopt their respective plan. Local adoption is required for local governments to be eligible for funding through FEMA.

An Equal Opportunity Organization



## 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:** Alicia Williams, Planner  
Genesee County Metropolitan Planning Commission

**DATE:** July 27, 2021

**SUBJECT: Update on PASER Collection**

Staff has been coordinating with the Shiawassee County Road Commission (SCRC) to schedule Federal Aid PASER collection for Shiawassee County during August. Staff will be minimizing additional exposure to COVID-19 by working with one SCRC staff to collect all Federal Aid PASER ratings, including trunklines but excluding cities and villages. It is planned that two GCMPC staff will then collect all Federal Aid roads in the cities and villages in Shiawassee County. Staff has access to an MDOT vehicle for the entire Shiawassee County Federal Aid PASER data collection.

Staff has been coordinating with the Lapeer County Road Commission (LCRC) which will be collecting PASER ratings with two LCRC staff. They will be collecting all Federal Aid roads, including trunklines and cities and villages. They will rate the pavement condition of all Federal Aid roads in Lapeer County, including all trunklines and cities and villages. LCRC will also collect all non-federal aid roads within the townships of Lapeer County. LCRC has started PASER collection on the non-federal aid system and will begin collecting Federal Aid roads soon.

Staff has also been working with one Genesee County Road Commission (GCRC) staff to collect all federal aid PASER ratings, including trunklines, cities, and villages, except for the Cities of Flushing, Burton, and Flint. Staff and the GCRC will be collecting ratings from July 19<sup>th</sup> through July 30<sup>th</sup>.

Staff has been working with local road agencies to create memorandums of understanding between the Genesee-Lapeer-Shiawassee Region V Planning and Development Commission and the county road commissions for the purpose of performing Asset Management activities consistent with the Transportation Asset Management Council requirements.