

**GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING and DEVELOPMENT COMMISSION**  
**Tuesday, July 27, 2021, 6:00 p.m.**

**MINUTES**

The Genesee-Lapeer-Shiawassee Region V Planning and Development Commission met at 6:00 p.m. on Tuesday, July 27, 2021, in the Conference Room of the Genesee County Metropolitan Planning Commission (GCMPC), Room 222, 1101 Beach Street, Flint, Michigan.

Chairperson Van Haaften called the meeting to order at 6:01 p.m.

**I. INTRODUCTIONS**

**A. Roll Call**

**Present:** 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, Ed Benning, Mike Hemmingsen, and Gregory Brodeur.

**Others Present:** Jason Nordberg, Sharon Gregory, and Jill Floeter.

**B. Approval of the Minutes of the GLS Region V PDC Regular Meeting held May 25, 2021**

**Motion: Action:** Approve, **Moved by** Alan Himelhoch, **Supported by** Cathy Lane, to approve the minutes of the GLS Region V PDC regular meeting held May 25, 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 July 27, 2021**

**Motion: Action:** Approve, **Moved by** Jeffrey Kelley, **Supported by** Alan Himelhoch, to approve the agenda of the GLS Region V PDC meeting to be held July 27, 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. Attica Township – Notice of Intent to Update Master Plan**

A Notice of Intent was received from Attica Township to update their Master Plan.

**II. ACTION ITEMS**

**A. Financial Report**

**1. Report**

Sharon Gregory reviewed the financial report ending June 30, 2021.

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

Motion carried unanimously.

(Documents on file with minutes)

## **2. Checks**

Sharon Gregory reviewed the checks with the committee members. Alan Himelchoch started the discussion that he felt a protocol should be put into place when dealing with large check amounts for Chairperson Van Haften to review prior to the scheduled meeting. A decision was made that staff will present at the next meeting a recommendation of a more controlled protocol to implement regarding these checks. All committee members present agreed.

**Motion: Action:** Approved, **Moved by** Alan Himelchoch, **Supported by** Destain Gingell, to approve the checks in the amount of \$42,942.94 and authorize the signing by the proper authorities.

Motion carried unanimously.

(Documents on file with minutes)

## **B. Consultant Selection for Biennial Audit of GLS Region V**

Sharon Gregory explained that staff provided notices of the request for proposals to over twenty firms. 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. Sharon also noted that we have been using this firm since 2015 and they have not increased their fees since then, so staff felt an increase at this time was fair. 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.

Chairperson Van Haften asked what the difference was in price between the two firms, Smith & Klaczkiwicz, PC and Roy, Noye, and Warren. Christine Durgan, Assistant Director, of GCMPC was phoned and put on speaker phone to answer questions. She stated that the price increase was \$1000.00 more between the two firms. She stated that overall, the responsiveness and answers that were presented by Smith & Klaczkiwicz, PC were more thorough and followed the RFP requirements. GCMPC has been using Smith & Klaczkiwicz since 2015 and this is the first time the firm has increased pricing by about \$600.00. Smith & Klaczkiwicz, PC has more experience with government agencies and a larger staff volume. With all information presented staff felt more comfortable making the recommendation of Smith & Klaczkiwicz, PC.

**Motion: Action:** Approve, **Moved by** Cathy Lane, **Supported by** Jeffrey Kelley, to approve the Consultant Selection for Biennial Audit of GLS Region V as presented, as well as authority for Derek Bradshaw, Fiscal Officer, to sign all contracts and documents related to the audit.

Motion carried unanimously.

(Documents on file with minutes)

## **C. Fiscal Year 2022 GLS Region V Work Program**

Sharon Gregory explained this work program identifies work items and the amount of funding budgeted for the upcoming 2022 fiscal year. The main work items are 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. This year staff is proposing a budget of \$103,519.00. This is a \$1,519 increase from the previous fiscal year and is based on estimates received from MDOT.

**Motion: Action:** Approve, **Moved by** Alan Himelhoch, **Supported by** Jeffrey Kelley, to approve the Fiscal Year 2022 GLS Region V Work Program with an allocation of \$103,519.00, as well as the authority for Derek Bradshaw, Fiscal Officer, to sign all contracts and agreements related to the Work Program, as well as making minor changes to the Work Program upon request from Michigan Department of Transportation (MDOT).

Motion carried unanimously.

(Documents on file with minutes)

#### **D. History Trail Network**

Sharon Gregory explained the Huron County Economic Development Corporation (EDC) is planning to create a History Trail network that will include state historic markers, history museums, and other points of historical significance. The History Trail will go through seven counties of our Regional Prosperity area: Genesee, Lapeer, Shiawassee, St. Clair, Huron, Sanilac, and Tuscola, and will include almost every community. This History Trail will encourage the public to visit local communities, even though they do not have an active tourism effort. This project will seek to include historic photographs linked to sites where they were originally taken, using an augmented reality application. The Huron County EDC will partner with the Michigan State University Extension and will contact the Michigan State Historic Preservation Office and the Michigan History Museum for technical assistance and guidance. The Genesee-Lapeer-Shiawassee Region V Planning and Development Commission is providing \$30,000.00 in funding for the History Trail project.

**Motion: Action:** Approve, **Moved by** Cathy Lane, **Supported by** Jeffrey Kelley, to approve a Memorandum of Agreement with the Huron County Economic Development Corporation which substantially conforms to the attached agreement and the authority for Fiscal Officer, Derek Bradshaw, to sign the agreement.

Motion carried unanimously.

(Documents on file with minutes)

### **III. DISCUSSION ITEMS**

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

Jason Norberg explained at this time we are focused on the various infrastructure bills currently in Congress. The Transportation Bill will need to be extended or a new one passed by September 2021. We are watching these bills to see what sort of funding will be available. In other MAR news there is discussion of broadband and waterline expansions.

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

Sharon Gregory stated that both the Genesee and Lapeer County Plans have been locally approved and sent to Michigan State Police (MSP) for review. The Genesee County Plan took a month and a half to review in which they did have some comments that are being addressed. The Lapeer County Plan was sent to Michigan State Police (MSP) last week, so the process is moving along. Once each plan is approved by 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.

**C. Update on PASER Collection (attached)**

Sharon stated Genesee County PASER Collection is almost half complete. Shiawassee County PASER Collection should start the third week in August and Lapeer County PASER Collection next week. 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.

**IV. ANNOUNCEMENTS**

Richard Van Haften stated we should all introduce ourselves since we are back to in-person meetings and have some new people.

**V. ADJOURNMENT**

**Motion: Action:** Approve, **Moved by** Alan Himelhoch, **Supported by** Cathy Lane, to approve the adjournment of this meeting with the notation that next meeting will be held on September 28, 2021.

Chairperson Van Haften adjourned the meeting at 7:07 p.m.

Respectfully submitted,  
Jill Floeter, Secretary  
Genesee County Metropolitan Planning Commission