

GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
Tuesday, July 7, 2020, 8:00 a.m.

MINUTES

The Genesee County Metropolitan Planning Commission met at 8:00 a.m. on Tuesday, July 7, 2020, in a Zoom meeting conference call format due to Coronavirus concerns.

I. CALL TO ORDER

Vice Chairperson Isaac called the meeting to order at 8:02 a.m.

II. ROLL CALL

Present: Alan Himelhoch, Alexander Isaac, David Martin, Jeffrey M. Peake, Gloria Nealy, Martin Cousineau, Mike LaPointe, and Reggie Smith.

Absent: Cheryl Sclater and Ted Henry.

Others Present: Derek Bradshaw, Christine Durgan, Sheila Taylor, Jason Nordberg, and Nichole Odette.

III. MINUTES

A. Minutes of the June 2, 2020 Regular Meeting

Motion: Action: Approve, **Moved by** Gloria Nealy, **Seconded by** Alexander Isaac, to approve the minutes of the June 2, 2020 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 explained that the Planning Commission moved to the first floor of the County Administration building, into the former location of the Friend of the Court offices, on June 22nd. The Friend of the Court moved to the McCree Building and the IT Department is now located in our previous office space. GCMPC meetings will continue to be held in the 2nd floor conference room.

VI. COMMITTEE REPORTS

There were no Committee Reports.

Chairperson Himelhoch stated that elections will take place in September and that anyone interested in serving as an Officer should contact staff or himself prior to the September meeting.

VII. NEW BUSINESS

There was no New Business.

VIII. FINANCES

A. Contract, Vouchers and Bills

Chairperson Himelhoch requested a clarification regarding the annual CarpoolWorld Standard Group Service fee. Jason Nordberg explained that we pay for an on-line service that assists people in signing up for carpooling. The website locates and connects carpool applicants automatically, a task staff previously performed manually.

Motion: Action: Approve, **Moved by** Alexander Isaac, **Seconded by** Gloria Nealy, to approve the July Contract, Vouchers and Bills for a total \$16,596.79 and to authorize the proper authorities to sign the checks.

Motion passed unanimously.

(Documents on file with minutes)

B. Commission Expenses and Per Diems

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

Motion passed unanimously.

(Documents on file with minutes)

C. Financial Update

Chairperson Himelhoch noted that the expenditures are far below the budget. Derek Bradshaw stated that some expenses, such as bills and supplies, are down due to staff working from home during the pandemic. The budget has also been affected by the unfilled Intern and Planner positions, which were put on hold due to the pandemic. Accounting will double check the expenditures.

Chairperson Himelhoch asked where we stand on spending available program funds. Mr. Bradshaw explained that overall, we are on track to spend our funding, with the exception of Rideshare and PASER Data Collection. Covid-19 concerns have reduced the interest in ridesharing and travel, while the PASER road rating requires three-person teams in one vehicle. It is possible that an extension will be offered to spend the PASER funding.

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

Motion passed unanimously.

(Documents on file with minutes)

D. Budget Transfer Request

Derek Bradshaw reviewed the Budget Transfer Request.

Motion: Action: Approve, **Moved by** Alexander Isaac, **Seconded by** Mike LaPointe, to approve the Budget Transfer Request as presented.

Motion passed unanimously.

(Documents on file with minutes)

IX. OLD BUSINESS

A. Project Status

1. 3-C Transportation Planning – June 2020 Status Report

Jason Nordberg explained that staff is working to spend down program funding, which has been particularly complicated for the PASER and Rideshare programs due to Covid-19. Staff is continuing to follow up with local units and road agencies on any remaining projects for the current fiscal year. The FY 2021 Unified Work Program has been submitted to MDOT and the Federal Highway Administration for approval. Discussion ensued.

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

Motion passed unanimously.

(Original on file with minutes)

2. Environmental Program Update – June 2020 Status Report

Sheila Taylor stated that staff is moving forward with the July 21st Recycle Day Event at Mott Community College. The event will be located in the parking lot of the Regional Technology Building, as the State is using the adjacent lot for Covid-19 testing. The public recycling survey, which is part of the Solid Waste Study, ends this evening. The three local units with the most responses will each win a \$1,000 grant to purchase recycling-related items. As of last week, the top three communities were the City of Mt. Morris, the City of Swartz Creek, and the Village of Goodrich.

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 – June 2020 Status Report

Sheila Taylor stated that Genesee County received CDBG funding and two rounds of ESG funding under the CARES Act. Applications for the CDBG funding and the first round of ESG funding will be released today. Submitted applications will go through the committee approval process, followed by a public comment period prior to requesting approval from HUD. Although HUD has shortened the public input process, the environmental review process has not been shortened, so staff does not anticipate receiving the funding prior to September. The 2019 Consolidated Annual Performance and Evaluation Report (CAPER) is currently out for public comment and a public hearing will be held on July 8th. The 2020 Action Plan is still under review by HUD. Discussion ensued.

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

Motion passed unanimously.

(Original on file with minutes)

4. Director-Coordinator Report – June 2020 Status Report

Derek Bradshaw explained that our new Accountant, Vanessa Barker, started the week our office closed due to Covid-19 and she is currently being trained by Julie Zinger. The County building is open to the public by appointment only and protocols are in place, such as wearing masks. Staff is continuing to assist communities that are submitting project applications for the CARES Act Recovery funding being provided through the U.S. Economic Development Administration. The Controller's Office has just made our staffing cost estimates available, so staff should be able to finalize a draft budget in the next few days.

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

Motion passed unanimously.

(Original on file with minutes)

B. Commissioner Comments

Commissioners made comments at this time.

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

X. ADJOURNMENT

Vice Chairperson Isaac adjourned the meeting at 8:34 a.m.

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