



# 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

GLS REGION V PLANNING & DEVELOPMENT COMMISSION  
GENESEE COUNTY ADMINISTRATION BUILDING  
1101 BEACH STREET, ROOM 223

**Zoom Conference Call Meeting  
Due to Coronavirus Concerns**

**Dial-in Number: (312) 626-6799**

**Meeting ID: 915 3290 2617#**

**Passcode: 321551**

**Tuesday, July 28, 2020**

**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 26, 2020 (attached)
- C. Approval of the Agenda of GLS Region V PDC Meeting to be held July 28, 2020
- D. Opportunity for the Public to Address the GLS Region V PDC
- E. Communications
  1. Lapeer County Building and Grounds/Parks: Development/Improvement of existing regional trail (attached)
  2. City of Durand notice of Master Plan Update (attached)

### II. ACTION ITEMS

- A. Financial Report
  1. Report (attached)
  2. Checks (attached)
- B. Contract with Michigan State Police for Hazard Mitigation Planning (attached)
- C. FY2020 Budget Adjustments (attached)

- III. DISCUSSION ITEMS
  - A. MAR Update (discussion)
  - B. Infrastructure Asset Management Update (attached)
- IV. ANNOUNCEMENTS
- V. ADJOURNMENT

**Next Meeting – September 22, 2020**

**GLS REGION V PDC**  
**May 26, 2020**

The GLS Region V Planning and Development Commission met at 6:00 p.m. on Tuesday, May 26, 2020 via a Zoom Conference Call due to the closure of the Genesee County Administration Building in response to the COVID-19 pandemic.

Chairperson Van Haften called the meeting to order at 6:00 p.m.

**I. INTRODUCTION**

**A. Roll Call**

**Present:** Ed Benning, Derek Bradshaw, Alan Himelhoch, Jeffrey Kelley, Daniel McMaster, and Richard Van Haften.

**Absent/Excused:** Mike Hemmingsen, Shirley Kautman-Jones, Shawnice Dorsey, and Robert Johnson.

**Others Present:** Tom Smith, Jason Nordberg, Jacob Maurer, Zachary Sompels, and Nichole Odette.

**B. Approval of the Minutes of the GLS Region V PDC Regular Meeting held January 28, 2020**

**Motion: Action:** Approve, **Moved by** Ed Benning, **Supported by** Jeffrey Kelley, to approve the minutes of the GLS Region V PDC regular meeting held on January 28, 2020 as presented.

Motion carried unanimously.

(Approved minutes on file in the GLS Region V office)

**C. Approval of the Agenda of GLS Region V PDC Meeting to be held May 26, 2020**

**Motion: Action:** Approve, **Moved by** Alan Himelhoch, **Supported by** Ed Benning, to approve the agenda of the GLS Region V PDC Meeting to be held on May 26, 2020 as presented.

Motion carried unanimously.

(Document on file with minutes)

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

No one spoke at this time.

**E. Communications**

Jason Nordberg stated that staff received five (5) communications. The City of Lapeer requested a letter of support for their Housing Preservation Grant, which staff has provided. Notices of Intent for Michigan Natural Resource Trust Fund grants were received from Mundy Township, the City of Fenton,

and Southern Lakes Parks and Recreation. The Village of Byron submitted a notice of Master Plan adoption.

(Documents on file with minutes)

## II. ACTION ITEMS

### A. **Financial Report**

#### 1. **FY 2018 and FY 2019 Audit Report**

Tom Smith, of Smith & Klaczkiewicz, PC, reviewed the FY 2018 and FY 2019 Audit Report. Mr. Smith explained that the financial statement has already been submitted to the State, as the deadline to submit bi-annual audits was March 31<sup>st</sup>. Smith & Klaczkiewicz, PC has issued a clean, un-modified opinion.

**Motion: Action:** Approve, **Moved by** Jeffrey Kelley, **Supported by** Alan Himelhoch, to approve the FY 2018 and FY 2019 Audit Report as presented.

Motion passed unanimously.

(Documents on file with minutes)

#### 2. **Michigan Department of Treasury Request for Improvement of Deficiencies**

Jason Nordberg stated that GLS Region V received a letter from the Michigan Department of Treasury due to our audits reflecting a negative balance for a three-year period. The flagged overages are related to per diem expenses. Per diems are paid from the GLS Region V account balance and not from grant revenues, which may result in deficit spending. Staff spoke to a Treasury representative has prepared a response letter.

**Motion: Action:** Approve, **Moved by** Jeffrey Kelley, **Supported by** Ed Benning, to approve staff's response letter to the Michigan Department of Treasury regarding the Request for Improvement of Deficiencies.

Motion passed unanimously.

(Documents on file with minutes)

#### 3. **Reports**

**Motion: Action:** Approve, **Moved by** Alan Himelhoch, **Supported by** Jeffrey Kelley, to approve the financial reports as presented.

Motion passed unanimously.

(Documents on file with minutes)

#### 4. **Checks**

**Motion: Action:** Approve, **Moved by** Jeffrey Kelley, **Supported by** Alan Himelhoch, to approve the checks in the amount of \$40,414.94 and to authorize the signing by the proper authorities.

Motion passed unanimously.

(Documents on file with minutes)

**B. Election of Officers**

Jason Nordberg stated that he has spoken with Commission members and Richard Van Haften has agreed to serve as Chairperson, Daniel McMaster has agreed to serve as Vice Chairperson, and Derek Bradshaw has agreed to serve as Treasurer/Fiscal Officer. No other nominations were presented at this time.

**Motion: Action:** Re-elect, **Moved by** Alan Himelhoch, **Supported by** Jeffrey Kelley, to re-elect the following slate of Officers for the upcoming year by acclamation. Richard Van Haften as Chairperson, Daniel McMaster as Vice Chairperson, and Derek Bradshaw as Treasurer/Fiscal Officer.

Motion passed unanimously.

**C. FY 2021 GLS Region V Work Program**

**Motion: Action:** Approve, **Moved by** Ed Benning, **Supported by** Alan Himelhoch, to approve the FY 2021 GLS Region V Work Program.

Motion passed unanimously.  
(Document on file with minutes)

**D. Michigan Dept of Transportation MDOT Master Agreement**

Jason Nordberg explained that the MDOT Master Agreement must be in place in order for GLS Region V to receive state and federal reimbursement for activities performed under the Work Program. The Agreement will be in effect from October 1, 2020 through September 30, 2023. Staff recommends approval of the Agreement, as well as the authority for Derek Bradshaw, Fiscal Officer, to sign the agreement. Alan Himelhoch stated that he has not reviewed the MDOT Master Agreement as legal counsel for GLS Region V.

**Motion: Action:** Approve, **Moved by** Jeffrey Kelley, **Supported by** Ed Benning, to approve the Michigan Department of Transportation (MDOT) Master Agreement and the authority for Derek Bradshaw, Fiscal Officer, to sign the agreement.

Motion passed unanimously.  
(Document on file with minutes)

**III. DISCUSSION ITEMS**

**A. MAR Update**

Derek Bradshaw stated that the major focus right now is the additional EDA funding for infrastructure projects. Staff is reaching out to all three Counties to ensure they are aware of the funding opportunity and offer assistance with the application process.

Jacob Maurer explained that staff is working to spend down the 2019 RPI funding balance and many of the contracts should be fulfilled by the end

of this year. One of the last Region 6 projects currently underway involves inventorying and rating assets throughout the region. Staff provided asset owners with an Asset Management Readiness Assessment Tool developed by the State and will assist communities to implement this project.

**B. 2019 Lapeer and Shiawassee PASER Reports**

Zachary Sompels stated that between July and September 2019 staff worked with MDOT and road agencies to rate all federal aid and local roads in Lapeer and Shiawassee Counties. The reports have been updated since the findings were released in January to include road ownership changes in Shiawassee County, as well as a discussion regarding the impact and utilization of the additional road funding.

**IV. ANNOUNCEMENTS**

Derek Bradshaw stated that staff has received a \$100,000 grant award from the Michigan State Police to update the Hazard Mitigation Plans for Lapeer and Genesee Counties. Staff will begin the update process once the grant agreement is received.

Ed Benning stated that the MTA is bringing serves back up and reintroduced its fixed-route service last week. Rides to Wellness have resumed and regional service will begin operating next week. The 50-day shutdown was the first in the organization's history and MTA has made many changes to ensure that both passengers and drivers are safe.

**V. ADJOURNMENT**

**Motion: Action:** Adjourn, **Moved by** Alan Himelhoch, **Supported by** Jeffrey Kelley, to approve the adjournment of the meeting.

Motion passed unanimously.

Chairperson Van Haften adjourned the meeting at 6:30 p.m.

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



Michigan Department of Natural Resources – Grants Management

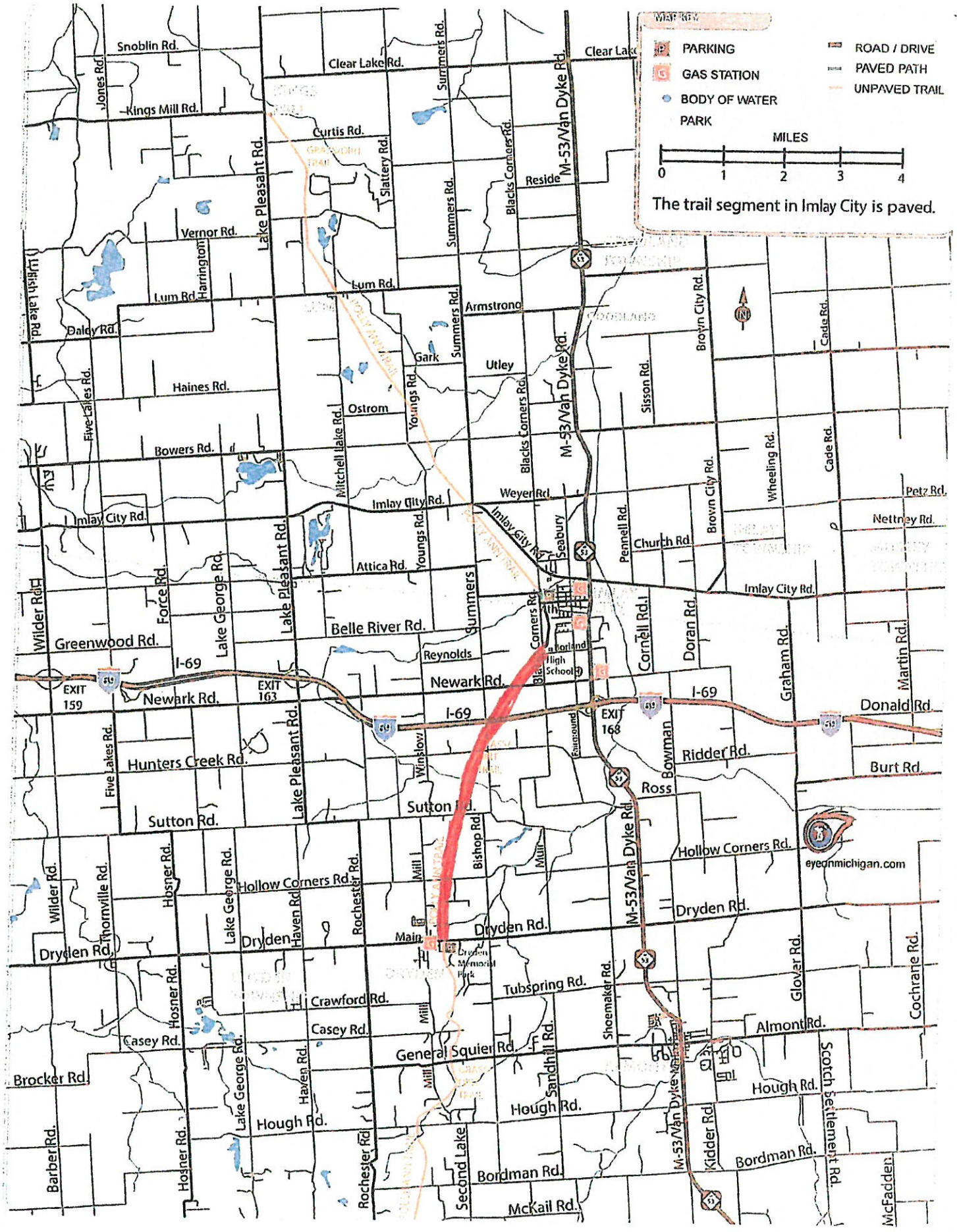
## NOTICE OF INTENT FOR RECREATION GRANT PROJECTS

This information is requested by authority of Part 19, Act 451 of 1994, to be considered for a MNRTF grant.

RECEIVED  
GENESEE COUNTY

MAR 03 2020  
METROPOLITAN  
PLANNING COMMISSION

1. Name of Project Michigan-Owned Polly Ann Trail Developoment		2. Date 3/15/2020
3a. Identity of the applicant agency, organization, or individual:  Lapeer County Building and Grounds / Parks	3b. Indicate below the representative of the applicant to contact for additional information regarding this notice:	
	Name Joseph Stock	
	Address (Street/PO Box) 255 Clay St.	
	City, State, ZIP Code Lapeer, MI 48446	
	Telephone (810)245-4794	
4a. Agency from which assistance will be sought: <input checked="" type="checkbox"/> Michigan Department of Natural Resources	Name of Program: <input checked="" type="checkbox"/> Michigan Natural Resources Trust Fund	Public Law or USC#: Part 19 of Act 451 of 1994
5. Estimated Cost:  FEDERAL: _____  STATE: \$300,000  OTHER: \$100,000  TOTAL: \$400,000	6. Estimated date by which time the applicant expects to formally file an application: 3/30/2020	
7. Geographic location of the project to be assisted: (indicate specific location as well as city or county. Attach map if necessary). Polly Ann Trail between Dryden and Imlay City (map attached)		
8. Brief description of the proposed project. This will help the clearinghouse identify agencies of state or local government having plans, programs, or projects that might be affected by the proposed project:		
8a. Type of project: Development on existing State of Michigan owned trail to include drainage improvements, culvert replacement, and the installation of crushed limestone for stable surface		
8b. Purpose: Development / improvement of existing regional trail		
8c. General size or scale: 10' wide trail, 5 miles long		
8d. Beneficiaries (persons or institutions benefited): Local and regional residents will be provided with a trail fro walking, biking, cycling, running, and equestrian use		
8e. Indicate the relationship of this project to plans, programs, and other activities of your agency and other agencies (attach separate sheet if necessary): Included in the Lapeer County Recreation Plan page 44		



MAP KEY

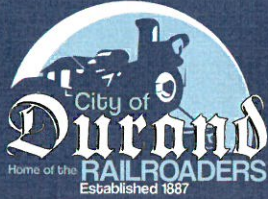
- PARKING
- GAS STATION
- BODY OF WATER
- PARK
- ROAD / DRIVE
- PAVED PATH
- UNPAVED TRAIL

MILES

0 1 2 3 4

The trail segment in Imlay City is paved.

eyemichigan.com



989-288-3113 Phone  
989-288-7214 Fax

215 W. Clinton Street,  
Durand, MI 48429  
www.durandmi.com

July 15, 2020

Genesee-Lapeer Shiawassee Region V Planning Commission  
1101 Beach Street, Room 223  
Flint, MI 48502-1470

RECEIVED  
GENESEE COUNTY

JUL 20 2020

METROPOLITAN  
PLANNING COMMISSION

Dear Commissioners,

Pursuant to Public Act 33 of 2008, the Michigan Planning Enabling Act, this letter is to notify you that City of Durand, Shiawassee County, Michigan, has prepared a draft update to its Master Plan.

The City is asking for your cooperation and assistance in this review process. Specifically, this letter serves as your required 63-day public input notice. We are exercising the electronic notification allowance. You may find copies of the draft plan and master plan maps here:

<https://www.wadetrim.com/planning/durand-mp-draft.pdf>

<https://www.wadetrim.com/planning/durand-mp-maps-draft.pdf>

<https://www.wadetrim.com/planning/durand-ntp-draft.pdf>

We welcome any inputs and concerns which you may have which would allow us to work more cooperatively with you in land use planning for our region. Such inputs may be shared at the upcoming regular meetings of our Planning Commission, held on the first Tuesday of the month at 7:00 PM at the Durand City Hall, 215 W. Clinton Street, Durand, MI 48429-1159.

Such inputs may also be shared via United States Postal Service (USPS) delivery to the City Hall, 215 W. Clinton Street, Durand, MI 48429-1159, Attention Nathan Watson - Chairperson, Planning Commission, or by email to [mjohnson@durandmi.com](mailto:mjohnson@durandmi.com), also to the attention of the Chairperson of the Planning Commission. All notification requirements found within Section 41. (2) have been met. The statutory deadline for responding with comments is Friday September 18, 2020.

The Planning Commission will be holding its required Public Hearing on Tuesday October 6, 2020 at Durand City Hall, 215 W. Clinton Street, Durand, MI 48429-1159 to accept comments regarding the draft Master Plan.

For further information concerning the Master Plan including upcoming meeting dates and times, please contact me at (989) 288-3113 or [mmckay@durandmi.com](mailto:mmckay@durandmi.com).

Sincerely yours,

Mindy McKay  
City of Durand Deputy Clerk  
On Behalf of the City of Durand Planning Commission Secretary

**GLS REGION V  
BALANCE SHEET  
For the period ending June 30, 2020**

**ASSETS**

Cash	\$115,591.57
Accounts Receivable	8,765.29
Prepaid Expense	0.00
<b>TOTAL ASSETS</b>	<u>\$124,356.86</u>

**LIABILITIES**

Accounts Payable	\$10,958.49
Deferred Revenue	\$100,018.63

**FUND BALANCE**

Fund Balance Restricted-Audit	
Fund Balance Restricted-Traffic Counter Supplies	
Fund Balance Unrestricted	<u>13,379.74</u>

**TOTAL LIABILITIES, RESERVES, AND FUND BALANCE** \$124,356.86

Fund Balance, October 1, 2019	13,269.34	
Excess Revenue Over Expenditures	<u>110.40</u>	
Fund Balance June 30, 2020		<u><u>13,379.74</u></u>

EXHIBIT II

**GLS REGION V**  
**Due From Other Governmental Units**  
**For the Period October 1, 2019 to June 30, 2020**

Due from M.D.O.T.	<u>8,765</u>
Total Due from Other Governmental Units	<u><u>\$8,765</u></u>

EXHIBIT III

**GLS REGION V**  
**Statement of Revenue and Expenditures**  
**For the Period October 1, 2019 to June 30, 2020**

REVENUE (Exhibit IV)		<u>\$107,696</u>
EXPENDITURES (Exhibit V):		
Supplies	105	
Other Operating Charges	107,481	
Travel	0	
Capital Outlay	0	<u>107,586</u>
EXCESS REVENUE OVER/-UNDER EXPENDITURES		<u>\$110</u>

**GLS REGION V**  
**Revenue Budget Variance Report**  
**For the Period October 1, 2019 to June 30, 2020**

<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	13,228	20,772	25,500.00	39%
MDOT-Asset Management	46,000	9,325	36,675	34,500.00	20%
MDOT-Rural Task Force	22,000	5,395	16,605	16,500.00	25%
Regional Prosperity Grant	179,551	79,532	100,019	134,663.12	44%
Traffic Counting	-	-	-	-	0%
Bank Account Interest	-	215	(215)	-	0%
Misc Revenue	-	-	-	-	0%
<b>TOTAL REVENUE</b>	<b><u>\$281,551</u></b>	<b><u>\$107,696</u></b>	<b><u>\$173,855</u></b>	<b><u>\$211,163</u></b>	

**GLS REGION V**  
**Statement of Expenditures: Actual vs. Budget**  
**For the Period October 1, 2019 to June 30, 2020**

	<u>Total Budget</u>	<u>YTD Actuals</u>	<u>Available Budget</u>	<u>Estimated YTD Budget</u>	<u>Expenditures As % of Total Budget</u>
30075 Salary, Per Diem	-	-	-	-	0%
35005 Supplies	740	105	635	555	14%
41000 Equipment	-	-	-	-	0%
46005 Bank Service Charges	-	-	-	-	0%
46045 Consultants	100,138	29,704	70,434	75,103	30%
46135 Auditing	6,000	5,040	960	4,500	84%
46205 Service Contracts	15,000	-	15,000	11,250	0%
46435 Advertising	1,500	272	1,228	1,125	18%
46500 Training	795	332	463	596	42%
46575 Memberships	1,100	960	140	825	87%
55480 Projects	154,778	71,174	83,604	116,084	46%
60005 Travel	1,500	-	1,500	1,125	0%
<b>TOTAL EXPENSES</b>	<b><u>\$281,551</u></b>	<b><u>\$107,586</u></b>	<b><u>\$173,965</u></b>	<b><u>\$211,163</u></b>	





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

ROOM 111 – 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:** Cody Roblyer, Planning Specialist  
Genesee County Metropolitan Planning Commission

**DATE:** July 28, 2020

**SUBJECT:** **Contract with Michigan State Police for Hazard Mitigation Planning**

The Genesee-Lapeer-Shiawassee Region V Planning and Development Commission (GLS Region V PDC), the Office of the Genesee County Sheriff – Emergency Management and Homeland Security Department, and the Lapeer County Emergency Management Office were awarded funding from the Federal Emergency Management Agency (FEMA) in the amount of \$90,000 to update the Genesee County and Lapeer County Hazard Mitigation Plans. A local match of \$30,000 (\$24,900 from Genesee County and \$5,100 from Lapeer County based on population) will be provided, for a total project cost of \$120,000.

Hazard Mitigation Plans educate local policy makers and emergency service organizations on the hazards of the area and provide a comprehensive reference document for planning and mitigation activities. The current Hazard Mitigation Plans were approved by FEMA in 2015 and are due to be updated to maintain eligibility for hazard mitigation funding.

At this time staff is requesting that the GLS Region V Planning and Development Commission approve acceptance of the FEMA grant funds to update the Genesee County and Lapeer Hazard Mitigation Plans and the authority for Fiscal Officer, Derek Bradshaw, to sign an agreement (to be provided), a copy of which is to be placed on file with the minutes of the July 28, 2020 meeting of this Commission.

An Equal Opportunity Organization



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

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DEREK BRADSHAW  
FISCAL OFFICER

## MEMORANDUM

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

**FROM:** Derek Bradshaw, Fiscal Officer

**DATE:** July 28, 2020

**SUBJECT:** FY2020 Budget Adjustments

We have been awarded a Hazard Mitigation Federal Grant of \$120,000. Hazard Mitigation Plans educate local policy makers and emergency service organizations on the hazards of the area and provide a comprehensive reference document for planning and mitigation activities. The proposed budget for this grant is:

- Increase Consultants by \$115,700.00.
- Increase Supplies by \$4,300.00.
- Increase Federal Revenue by \$90,000.
- Increase Lapeer Match Revenue by \$5,100.
- Increase Local Match Revenue by \$24,900.

In addition to the above adjustments:

- Increase Consultants by \$5,000.00.
- Decrease Service Contracts by \$5,000.00.

- Increase Salary per diem by \$1,200 for anticipated fiscal year end payments.

At this time, staff is requesting approval of the above budget adjustments.



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

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DEREK BRADSHAW  
FISCAL OFFICER

## MEMORANDUM

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

**FROM:** Zachary Sompels, Planner

**DATE:** July 28, 2020

**SUBJECT: Infrastructure Asset Management Update**

Staff has partnered with the Michigan Infrastructure Council (MIC) to release the Asset Management Readiness Assessment Scale. Known simply as "The Scale," this tool is intended to help infrastructure owners understand, measure, and advance their asset management proficiency. Staff are trained in asset management and the implementation of The Scale and can interpret results, and confidentially submit scores.

GLS Region V staff have been reaching out to public asset owners to inform them of our \$1,000 grant opportunity to help offset staff costs to implement The Scale and setting up virtual appointments to answer any question's asset owners might have. The public asset owner will complete the Michigan Infrastructure Council (MIC) Asset Management Readiness Assessment Scale and submit the Export Data sheet to Region V to be eligible for the grant. Staff is requesting all data to be complete and submitted before September 30, 2020. A list of eligible public asset owners is included with the attached grant announcement.

An Equal Opportunity Organization



## Readiness Assessment Scale Grant Program

### Application Overview

- ❑ **WHO:** Public water infrastructure owners within GLS Region V (See below for eligible agencies)
- ❑ **WHAT:** Apply for \$1,000.00 in grant funds (One per agency) to assist in completing the Michigan Infrastructure Council (MIC) Asset Management Readiness Assessment Scale

### Background

Consistent with the efforts of the Michigan Infrastructure Council (MIC), the Transportation Asset Management Council (TAMC), and the Water Asset Management Council (WAMC), the I-69 Thumb Region is working with public asset owners within the region to identify the type of data collected and maintained by the owner. This work will assist in the development and implementation of a statewide Integrated Asset Management Program. Throughout the I-69 Thumb Region communities are becoming increasingly concerned with the current state of their public water infrastructure. This can include not only drinking water but wastewater, and stormwater. There is limited information concerning the condition and exact location of these lines. The information that is available varies on the municipality, may be in a digital format or not, and could be privately owned. Ultimately there is need for a coordinated effort amongst the Region to collect an inventory of current water infrastructure assets.

### Funding

\$1,000.00 grants will be made available to agencies who have completed and submitted the MIC Asset Management Readiness Assessment Scale. Further information about the Scale can be found at <https://www.michigan.gov/mic>

### Terms

Funding for this project is administered by the Genesee-Lapeer-Shiawassee Region V Planning and Development Commission (GLS Region V). Successful applicants must enter into a Memorandum of Agreement (MOA) with GLS Region V prior to funds being made available. The final invoice must detail expenses and charges in accordance with the scope of work agreed to in the MOA. The program is reimbursement based.

### Timeline

- ❑ September 30, 2020 – Submittal of final invoice



## Eligible Agencies

<u>Agency</u>	
Village of Almont	Genesee Township
Beecher Metropolitan District	Grand Blanc Township
City of Burton	City of Grand Blanc
City of Clio	City of Imlay City
City of Corunna	City of Lapeer
Davison Township	City of Linden
City of Davison	City of Montrose
City of Durand	City of Mount Morris
Fenton Township	Village of North Branch
City of Fenton	Village of Ovid
Flint Township	City of Owosso
City of Flint	City of Perry
City of Flushing	City of Swartz Creek
Genesee County Drain Commissioner	Vienna Township
Genesee County Water System	

## Questions

- ❑ Contact: Zachary Sompels at [zsompels@geneseecountymi.gov](mailto:zsompels@geneseecountymi.gov) or 810.257.3010