



GENESEE COUNTY
**METROPOLITAN PLANNING
COMMISSION**

GCMPC MEETING

**Tuesday, August 3, 2021
8:00 A.M.**

Commissioners

Alan Himelhoch
Chairperson

Alexander H. Isaac
Vice-Chairperson

Gloria J. Nealy
Secretary

Domonique Clemons

Meredith Davis

Mike LaPointe

Debra Newman

Jeffrey M. Peake

Tyler Rossmassler

Cheryl Sclater

Reggie Smith

Genesee County Administration Building
1101 Beach Street
2nd Floor Conference Room #222
Flint, MI 48502

AGENDA

- I. Call to Order
- II. Roll Call
- III. Minutes
 - ***A. Minutes of the July 13, 2021 Regular Meeting (attached)
- IV. Opportunity for Individuals to Address the Commission
- V. Communications
- VI. Committee Reports
 - ***A. Personnel Committee
- VII. New Business
 - ***A. Contract Extension for Audit Services (attached)
- VIII. Finances
 - ***A. Contract, Vouchers and Bills (attached)
 - ***B. Commission Expenses and Per Diems (to be distributed)

***C. Financial Update (attached)

***D. Budget Transfer Request (attached)

IX. Old Business

A. Project Status

***1. 3-C Transportation Planning – June 2021 Status Report (attached)

***2. Environmental Program – June 2021 Status Report (attached)

***3. Community Development Program – June 2021 Status Report (attached)

***4. Director-Coordinator Report – June 2021 Status Report (attached)

B. Commissioner Comments

X. Adjournment

***** Indicates Action Item**

NEXT MEETING: Tuesday, September 7, 2021

GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
Tuesday, July 13, 2021, 8:00 a.m.

MINUTES

The Genesee County Metropolitan Planning Commission met at 8:00 a.m. on Tuesday, July 13, 2021, in the Conference Room of the Genesee County Metropolitan Planning Commission (GCMPC), 1101 Beach Street, Room 222, Flint, Michigan.

I. CALL TO ORDER

Chairperson Himelhoch called the meeting to order at 8:00 a.m.

II. ROLL CALL

Present: Alan Himelhoch, Alexander Isaac, Gloria Nealy, Mike LaPointe, Reggie Smith, Debra Newman, Domonique Clemons, and Meredith Davis.

Absent: Cheryl Sclater, Jeffrey M. Peake, and Tyler Rossmassler.

Others Present: Christine Durgan, Jason Nordberg, Sheila Taylor, Anthony Kelly, Jill Floeter, and Nichole Odette.

III. MINUTES

A. Minutes of the June 1, 2021 Regular Meeting

Motion: Action: Approve, **Moved by** Mike LaPointe, **Seconded by** Reggie Smith, to approve the minutes of the June 1, 2021 regular meeting as presented.

Motion carried unanimously.

(Approved minutes are on file in the GCMPC office)

IV. OPPORTUNITY FOR INDIVIDUALS TO ADDRESS THE COMMISSION

No one addressed the Commission at this time.

V. COMMUNICATIONS

New marketing materials for the Home Improvement Program/Urgent Repair Program and a Contractor post card were provided to Commissioners. Electronic copies are available.

Christine Durgan introduced Jill Floeter, our new Planning Commission Secretary.

VI. COMMITTEE REPORTS

Personnel Committee members in attendance agreed to meet via Zoom on Thursday, July 18th at 8:00 a.m. to finalize the Director-Coordinator evaluation, which must be

completed before the end of July. Personnel Committee Chairperson, Gloria Nealy, and Alan Himelhoch will provide Derek Bradshaw with his evaluation in a comfortable setting, either a lunch or dinner meeting, per the evaluation procedures.

VII. NEW BUSINESS

A. MPR-05-21-02; City of Mt. Morris Master Plan Update

Anthony Kelly provided an overview of MPR-05-21-02; City of Mt. Morris Master Plan Update. When reviewing the plans, staff follows a checklist to ensure that all requirements set forth in the Michigan Planning Enabling Act are met. Staff will provide the checklist to the Commissioners.

Motion: Action: Approve, **Moved by** Alexander Isaac, **Seconded by** Mike LaPointe, to approve staff recommendations regarding MPR-05-21-02; City of Mt. Morris Master Plan Update.

Motion carried unanimously.

(Documents on file with minutes)

VIII. FINANCES

A. Contract, Vouchers and Bills

Motion: Action: Approve, **Moved by** Alexander Isaac, **Seconded by** Gloria Nealy, to approve the July Contract, Vouchers and Bills for a total \$33,741.02 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** Mike LaPointe, to approve the Commission Expenses and Per Diems.

Motion passed unanimously.

(Documents on file with minutes)

C. Financial Update

Christine Durgan reviewed the Financial Update ending May 31, 2021.

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

Motion passed unanimously.

(Documents on file with minutes)

IX. OLD BUSINESS

A. Project Status

1. 3-C Transportation Planning – June 2021 Status Report

Jason Nordberg stated that all FY 2021 transportation projects administered by local road agencies have been fully obligated, totaling over \$15 million in federal, state, and local funding for Genesee County. The Roundabout Study is about 90% complete. The draft report was presented to local road agencies for review, input, and to ensure that the

level of detail and concepts included would be sufficient to move forward and pursue funding. Rowe has begun to finalize and package the study document, website, and all digital materials. Discussion ensued.

Motion: Action: Receive & File, **Moved by** Gloria Nealy, **Seconded by** Reggie Smith, 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 2021 Status Report

Damon Fortney explained that staff's proposal to increase the Solid Waste Ordinance fee is moving through the Board of Commissioners approval process starting tomorrow. Increasing the fee was a recommendation provided through the Solid Waste Study, which will allow for the establishment a permanent recycling location.

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

Motion passed unanimously.

(Original on file with minutes)

3. Community Development Program – June 2021 Status Report

Damon Fortney reviewed information provided in the Community Development Program Report. Chairperson Himelhoch asked about the results of the Neighborhood Stabilization Program (NSP) monitoring. Chris Durgan explained HUD noted a concern due to a lack of spending program funds. The housing market has made it difficult to purchase homes that meet all NSP requirements. Following the monitoring, staff did sell a property and that program income will go under the CDBG program following changes approved by HUD last year. Approximately \$700,000 in NSP funding remains.

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

Motion passed unanimously.

(Original on file with minutes)

4. Director-Coordinator Report – June 2021 Status Report

Christine Durgan stated that Jacob Maurer, who was a Lead Planner in the Transportation Division, now works for Genesee County Parks. Staff filled that Lead Planner position by promoting Cody Roblyer, who works in the Environmental Division. A new Planner starts on Monday and she will be assigned to the Community Development Division. One Planner position is still posted. The GLS Region V meeting scheduled for July 27th will be an in-person meeting.

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

Motion passed unanimously.

(Original on file with minutes)

B. Commissioner Comments

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

Commissioners made comments at this time.

X. ADJOURNMENT

Chairperson Himelhoch adjourned the meeting at 8:47 a.m.

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

Draft



GENESEE COUNTY
**METROPOLITAN PLANNING
COMMISSION**

MEMORANDUM

TO: Members of the Genesee County Metropolitan Planning Commission

FROM: Derek Bradshaw, Director-Coordinator

DATE: August 3, 2021

SUBJECT: Contract Extension for Audit Services

In 2019, the Genesee County Metropolitan Planning Commission awarded a contract to Smith and Klaczkiewicz, PC to provide audit services for GCMPC. The contract allows for two one-year extensions. The annual audit cost, indicated in their proposal, is \$6,300.

At this time, staff is requesting approval to enter into the second one-year contract extension with Smith & Klaczkiewicz, PC to perform the 2021 GCMPC Audit. The term of the extension is October 1, 2021 through September 30, 2022. Upon approval by GCMPC, the item will be sent to the Genesee County Board of Commissioners for final approval at their September meetings.

GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
CHECK DISBURSEMENT VOUCHER
August 3, 2021

AT&T	Telephone	63.20	10304932
Eterra Environmental USA	Dumpsters for Recycle Day Events	700.00	10304945
ERG Environmental Services	HHW Collection for June Recycle Day Event	30,755.59	ACH #34245
JP Morgan Chase	LED Flashing Strobe Light Bar for Vehicle / Facebook Ad for Recycle Event	124.82	10304662
Placement Management Center	Temp Workers for Recycling Events	682.95	10304227
Poopy's Potties	Porta Potty & Sink for Recycle Day	250.00	10304236
Rowe Professional Services	FY 2021 Roundabout Study	43,570.98	ACH #34263
		<u>43,570.98</u>	
		<u>\$76,147.54</u>	

EXHIBIT I

**GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
BALANCE SHEET
For October 1, 2020 to June 30, 2021**

<u>ASSETS</u>	<u>PLANNING</u>	<u>(RESTRICTED) SOLID WASTE</u>
Cash	492,405.47	\$366,098
Imprest Cash	\$200	\$0
Cash on Hand	-	\$0
Accounts Receivable	\$1,050	\$0
Due from Employees	\$0	\$0
Due from Other Governmental Units (Exhibit II, below)	\$195,217	\$0
Prepaid Expenses	\$0	\$0
TOTAL ASSETS	<u>688,872.62</u>	<u>\$366,098</u>
<u>LIABILITIES</u>		
Vouchers Payable	\$137	\$250
Net Pay	\$0	\$0
Deferred Revenue	\$639	\$0
TOTAL LIABILITIES	<u>\$776</u>	<u>\$250</u>
<u>RESERVES, AND FUND BALANCE</u>		
Committed for Tech Upgrades	\$20,000	\$0
Committed-Contractual Disallowances	\$165,000	\$0
Committed-Contribution to Title IV	\$15,000	\$0
Assigned-Compensated Absences	\$68,419	\$0
Fund Balance, October 1, 2020	\$108,831	315,936
Excess Revenue Over Expenditures	310,847.09	\$49,911
Fund Balance, June 30, 2021	<u>\$688,097</u>	<u>\$365,847</u>
TOTAL LIABILITIES, RESERVES, AND FUND BALANCE	<u>\$688,873</u>	<u>\$366,097</u>

EXHIBIT II

**GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
Due From Other Governmental Units
For October 1, 2020 to June 30, 2021**

<u>Due from Other Governmental Units</u>	<u>PLANNING</u>	<u>(RESTRICTED) SOLID WASTE</u>
Due from the Federal Gov't FTA	\$0	\$0
Due from the Federal Gov't FHWA	\$118,169	\$0
Due from the Federal Gov't Rideshare	\$24,685	\$0
Due from GLS Region V	\$52,363	\$0
Total Due from Other Governmental Units	<u>\$195,217</u>	<u>\$0</u>

EXHIBIT III

GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
Statement of Revenue and Expenditures
For October 1, 2020 to June 30, 2021

REVENUE (Exhibit IV)		\$1,908,845
EXPENDITURES (Exhibit V):		
Personnel Services	\$785,461	
Fringe Benefits	\$432,742	
Consulting Services	\$101,196	
Contracted Services	\$27,066	
Other Services	\$12,987	
Travel	\$0	
Supplies and Office Costs	\$5,544	
Rent and other County department co:	\$177,436	
Transfers Out	\$41,318	
TOTAL EXPENDITURES		\$1,583,750
EXCESS REVENUE OVER/-UNDER EXPENDITURES		<u>\$325,095</u>

EXHIBIT IV

GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
Revenue Budget Variance Report
For October 1, 2020 to June 30, 2021

<u>Account Number</u>	<u>Revenue</u>	<u>Total Budget</u>	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>	<u>Variance</u>
483.000	Solid Waste Permit Fees	7,180	4,787	7,180	2,393
539.000	State Revenue	10,000	6,667	3,784	(2,883)
504.000	Community Development	676,915	451,277	349,633	(101,643)
523.000	Federal Revenue-FHWA	1,074,921	716,614	587,217	(129,397)
525.000	Rideshare	112,271	74,847	83,535	8,688
699.000	Transfer In	687,262	458,175	41,318	(416,857)
674.003	County Appropriation	318,392	212,261	238,794	26,533
674.029	Local Contribution	85,469	56,979	3,925	(53,054)
618.000	Solid Waste Ordinance Fees	373,820	249,213	129,711	(119,503)
622.001	Inspection Fees	14,476	9,651	7,700	(1,951)
645.012	Indirect Revenue	563,184	375,456	359,067	(16,389)
669.007	Interest Earned Revenue	500	333	109	(224)
679.001	Region V	206,998	137,998	96,872	(41,126)
	Total Revenue Budget	<u>\$4,131,388</u>	<u>\$2,754,259</u>	<u>1,908,845</u>	<u>(845,413)</u>

GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
Statement of Expenditures: Actual vs. Budget
For October 1, 2020 to June 30, 2021

EXHIBIT V

Account Number	Account Name	Budget YTD		Expenditures		Budget YTD		Expenditures		Variance YTD 2021	Expenditures As % of Total Budget
		FY 2019	YTD 2019	FY 2020	YTD 2020	FY 2021	YTD 2021				
	Salary & Longevity	1,295,028	769,577	1,727,939	814,648	1,176,104	785,461	390,643	67		
	Total Fringe Benefit	827,481	492,132	960,931	452,134	668,467	432,742	235,725	65		
724.000	Other Fringes	175,435	0	0	0	170,000	0	170,000	0		
702.000	Salary, Per Diem	4,000	0	0	0	0	0	-	0		
754.000	Supplies, Office	19,700	9,866	22,750	4,011	19,125	4,916	14,209	26		
851.000	Postage	8,650	3,909	5,550	844	2,000	628	1,372	31		
980.000	Equipment	7,500	6,806	7,500	2,806	1,300	0	1,300	0		
931.000	Repairs	2,600	820	500	0	0	0	-	0		
956.002	Bank Service Charges	205	49	0	0	0	0	-	0		
804.000	Consultants	794,121	28,169	461,751	0	778,366	101,196	677,170	13		
835.001	Health Serv. Employees	200	246	700	388	500	232	268	46		
801.044	Auditing	11,400	6,150	11,150	5,400	12,400	10,900	1,500	88		
801.004	Service Contracts Gen.	29,871	6,438	200,834	168,090	39,750	12,038	27,712	30		
850.000	Telephone	5,300	4,091	5,400	3,464	6,900	3,896	3,004	56		
900.014	Advertising	27,800	3,914	10,200	2,699	8,600	1,260	7,340	15		
872.006	Waste Collections	250,000	83,020	250,000	38,388	250,000	4,331	245,669	2		
910.005	Training	15,300	12,681	8,050	674	3,900	120	3,780	3		
915.000	Memberships	3,650	1,885	3,650	935	2,100	1,060	1,040	50		
907.005	Validated Parking	1,500	920	1,500	497	450	1	449	0		
872.027	Indirect Cost Expense	629,923	-	0	0	0	0	-	0		
913.001	Travel	4,700	761	0	0	3,000	0	3,000	0		
872.013	Specialty Waste expense			0		10,000	6,216	3,784	62		
899.000	Projects	10,200	-			0	0	-	0		
	Subtotal: Controllable Cost	4,124,564	1,431,435	3,678,405	1,494,975	3,152,962	1,364,998	1,787,964	43		
955.074	Transfers Out Other Fringe	7,824	14,417	0	0	18,873	5,906	12,967	31		
955.075	Transfers Out, Indirect	1,689,321	47,517	57,510	15,060	834,568	35,412	799,156	4		
957.004	Convenience Copier	3,500	1,092	909,443	52,070	1,500	723	777	48		
957.005	Motor Pool Charges	15,000	9,975	3,500	193	10,000	5,893	4,107	59		
958.009	Insurance, General	29,889	29,889	15,000	6,977	48,777	48,777	-	100		
958.014	CSA	359,078	269,309	18,568	18,568	161,973	122,042	39,931	75		
	Subtotal: Uncontrollable Costs	2,104,612	372,200	1,004,021	92,868	1,075,691	218,752	856,939	20		
	GRAND TOTALS	\$6,229,176	\$1,803,634	\$4,682,426	\$1,587,844	\$4,228,653	\$1,583,750	2,644,903	37		



MEMORANDUM

TO: Members of the Genesee County Metropolitan Planning Commission

FROM: Derek Bradshaw, Director-Coordinator

DATE: August 3, 2021

SUBJECT: Budget Transfer Requests

At this time, staff is requesting approval for the following budget adjustments. Below are descriptions of the transfers being requested.

- Increase Salary & Longevity by \$16,708.17
- Increase Total Fringe Benefit by \$17,794.61
- Decrease Transfer out, Other Fringe by \$4,500
- Decrease Transfer out, Indirect by \$30,457.78
- Increase Community Development Revenue by \$4,045
- Decrease Transfer In by \$4,045
- Increase Auditing by \$1,000
- Decrease Supplies by \$1,000

These changes are requested to better reflect the revenue and expenditure amounts to fully expend the grants.



MEMORANDUM

TO: Members of the Genesee County Metropolitan Planning Commission

FROM: Jason Nordberg, Division Manager
Genesee County Metropolitan Planning Commission

DATE: August 3, 2021

SUBJECT: 3-C Transportation Planning – July 2021 Status Report

Transportation Update

Staff has completed the rating of federal aid roads in the City of Flint and is now working with the Genesee County Road Commission (GCRC) to rate federal aid roads in townships, cities, and villages outside of the cities of Flint, Burton, and Flushing. Staff will begin to rate roads in Burton and Flushing once finished rating with GCRC. Staff will begin working with Shiawassee County road agencies to rate Shiawassee federal aid roads in mid-August.

Congress continues to discuss the reauthorization of federal transportation legislation. The current legislation was set to expire in September of 2020 but was extended through September 2021. The INVEST in America Act has passed the House of Representatives and is being debated in the Senate. In July Congressman Kildee provided an update that the Genesee County earmark projects that he sponsored were included in the version of the legislation that passed in the House. If a long-term reauthorization cannot be approved in the next several months, it is likely that the current legislation will have an additional short-term extension. Staff will continue to monitor the status of the reauthorization, including the status of the Genesee County earmark projects.



MEMORANDUM

TO: Members of the Genesee County Metropolitan Planning Commission

FROM: Sheila Taylor, Division Manager
Environmental Program

DATE: August 3, 2021

SUBJECT: Environmental Program Update – July 2021 Status Report

Solid Waste Program

The second Recycle Day of the year was held on Tuesday, July 27th from 2PM – 6PM at Mott Community College in Flint. Thousands of pounds of household hazardous waste and electronics were collected from 559 vehicles. Although the turnout was large for a weekday event, wait times were minimal and many positive comments were received from attendees. The next Recycle Day event is planned for Tuesday, August 24th from 2PM – 6PM at Mott Community College.

Staff is working in partnership with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) on their Recycling Raccoon educational marketing campaign. This campaign aims to educate the public about the proper ways to recycle. EGLE requested to partner with Genesee County, where they will provide paid social media, radio, TV, and other advertising about proper recycling techniques relevant to the County. This advertising will align with the Recycling Raccoon marketing campaign taking place across Michigan.

Staff is in the process of collecting 3rd Quarter Reports from waste haulers, landfills, and transfer stations who operate in Genesee County. These reports are required to be filled out per the Genesee County Solid Waste Ordinance. Many of the 3rd Quarter Reports have been collected. However, staff will continue to reach out to the companies who have not yet submitted a report.



MEMORANDUM

TO: Members of the Genesee County Metropolitan Planning Commission

FROM: Sheila Taylor, Division Manager
Community Development Program

DATE: August 3, 2021

SUBJECT: Community Development Program – July 2021 Status Report

Community Development Block Grant Program (CDBG)

The 2021 Action Plan was submitted to HUD in June, and staff is awaiting approval and receipt of funds for the 2021 Program Year. Once funds are received, staff will begin scheduling meetings with all local units of government and local agencies to review and sign contracts.

Staff submitted the 2020 Consolidated Annual Performance Evaluation Report (CAPER) to HUD on July 23rd, which provides details of expenditures and accomplishments for projects funded through Community Development programs. A public comment period for the 2020 CAPER began June 28th and ended July 16th, with a public hearing held on July 14th. No public comments were received during this period.

Staff is working to release an application for CDBG-CV (CARES Act) funds in early August. Applications will be accepted for public service activities that will assist with COVID-19 prevention and economic recovery efforts. The application will be distributed to local units of government and through social media.

HOME Investment Partnerships Program (HOME)

During July, Habitat for Humanity continued to work on completing the construction of a new affordable home project on Rene Drive in Vienna Township. Habitat is also set to start construction on another affordable home project located on East Maple Street in the City of Montrose.

Genesee County is expected to receive an allocation of HOME funds through the American Rescue Plan in the amount of \$3,044,050. Funds are intended to be used to expand affordable housing options and prevent homelessness. Staff is awaiting further guidance from HUD and expects to receive funds this Fall.

Home Improvement Program

During July, staff continued to contact local roofing companies, well drillers, excavators, and general contractors to discuss the benefits of participating in the Home Improvement Program. Staff also distributed the new Home Improvement/Urgent Repair Program and Contractor marketing materials to the local units of government for display on their websites.

Neighborhood Stabilization Program

Staff is looking into the purchase of properties to rehabilitate through the NSP program.



MEMORANDUM

TO: Members of the Genesee County Metropolitan Planning Commission

FROM: Derek Bradshaw, Director-Coordinator

DATE: August 3, 2021

SUBJECT: **Report of the Director-Coordinator – July 2021 Status Report**

Genesee and Lapeer County Hazard Mitigation Plan

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.

The Genesee County plan was approved by committee on June 10th and sent to the Michigan State Police (MSP) for review and approval. Feedback has been received from the MSP for the Genesee County plan. Staff will begin making minor changes to the planning document to be compliant with the MSP's comments. Once these changes are made, the MSP will approve the plan and submit it to the Federal Emergency Management Agency (FEMA) for review and approval. The Lapeer County plan was approved by committee on July 14th and sent to the MSP for review and approval. Staff is awaiting feedback from the MSP on this plan. Upon final approval from the MSP and FEMA, staff will then request that each local unit of government, including the county boards within each county, to locally adopt their respective plan. Adoption is required for local governments to be eligible for funding through FEMA.

Lapeer County Parks and Recreation Plan Update

Staff met with Lapeer County staff in July to discuss the current Lapeer County Parks inventory and amenities. Staff has begun collecting data and developing a survey for County residents. The survey will be made available in August to gather input to assist in developing the goals and objectives for the plan.

GLS Region V

The next GLS Region V meeting will be held on September 28, 2021.