

**GENESEE COUNTY METROPOLITAN PLANNING COMMISSION**  
**Tuesday, September 1, 2020, 8:00 a.m.**

**MINUTES**

The Genesee County Metropolitan Planning Commission met at 8:00 a.m. on Tuesday, September 1, 2020, in a Zoom meeting conference call format due to Coronavirus concerns.

**I. CALL TO ORDER**

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

**II. ROLL CALL**

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

**Absent:** None.

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

**III. MINUTES**

**A. Minutes of the August 4, 2020 Regular Meeting**

**Motion: Action:** Approve, **Moved by** Jeffrey M. Peake, **Seconded by** Reggie Smith, to approve the minutes of the August 4, 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**

Sheila Taylor introduced Anthony Kelly, our new Planner, who will be working in the Community Development Program.

Chairperson Himelhoch explained that he received a letter and pictures from a homeowner that went through one of our programs and is not happy with the contractor or the work performed. Christine Durgan and Andy Trudeau will meet with the homeowner this week to discuss concerns and review the work performed.

**VI. COMMITTEE REPORTS**

## **A. Budget Committee**

### **1. Approval of FY 2020-2021 Budget**

Derek Bradshaw stated that the proposed GCMPC budget is just over \$4 million dollars. Staff had originally requested \$418,000 in County Appropriations, which provides the Director-Coordinator's salary and match for our Transportation programs; however, the County asked staff reduce that request by \$100,000. Staff moved a Transportation Planner position under the Community Development Program, which freed up match funds. Additionally, this year's match will be utilized toward the Roundabout Study. Discussion ensued.

**Motion: Action:** Approve, **Moved by** Jeffrey M. Peake, **Seconded by** Reggie Smith, to approve the FY 2020-2021 GCMPC Budget.

Motion passed unanimously.

(Documents on file with minutes)

## **B. Election Committee**

Reggie Smith stated that the Election Committee recommends the following to serve as GCMPC Officers for the upcoming year: Alan Himelhoch, as Chairperson, Alexander Isaac as Vice Chairperson, and Gloria Nealy as Secretary.

Reggie Smith opened the floor for nominations of GCMPC Chairperson. Mr. Smith nominated Alan Himelhoch for GCMPC Chairperson. There were no other nominations. Alan Himelhoch accepted the nomination.

Reggie Smith opened the floor for nominations of GCMPC Vice Chairperson. Mr. Smith nominated Alexander Isaac for GCMPC Vic Chairperson. There were no other nominations. Alexander Isaac accepted the nomination.

Reggie Smith opened the floor for nominations of GCMPC Secretary. Mr. Smith nominated Gloria Nealy for GCMPC Secretary. There were no other nominations. Gloria Nealy accepted the nomination.

**Motion: Action:** Elect, **Moved by** Ted Henry, **Seconded by** Jeffrey M. Peake, to elect the following slate of Officers for the upcoming year by acclamation. Alan Himelhoch as Chairperson, Alexander Isaac as Vice Chairperson, and Gloria Nealy as Secretary.

**Motion: Action:** Approve, **Moved by** Ted Henry, **Seconded by** Gloria Nealy, to approve the report of the Election Committee.

Himelchoh – abstained.

Motion passed.

## **VII. NEW BUSINESS**

### **A. Congestion Mitigation Air Quality (CMAQ) Funding Award (Rideshare)**

Jason Nordberg stated that we have not received the contract from MDOT yet for the Rideshare Program.

**Motion: Action:** Approve, **Moved by** Ted Henry, **Seconded by** Jeffrey M. Peake, to approve entering into the FY 2021 Rideshare contract with MDOT subject to review and approval of the contract by Corporation Counsel.

Motion passed unanimously.  
(Documents on file with minutes)

**B. Pass Through Agreement between the Genesee County Metropolitan Planning Commission (GCMPC) and the Mass Transportation Authority (MTA)**

Jason Nordberg explained that GCMPC receives federal funding to conduct transit planning. The Pass Through Agreement between GCMPC and the MTA is for \$366,267.

Jason Nordberg stated that GLS Region V receives federal funding for the regional transportation work program. GLS Region V does not have staff, so they contract with GCMPC staff to perform the planning work. The Pass Through Agreement between GLS Region V and GCMPC is for \$102,000. Both contracts will be reviewed by Corporation Counsel prior to Board of Commissioner approval. The only changes from last year were dates and funding amounts.

**Motion: Action:** Approve, **Moved by** Jeffrey M. Peake, **Seconded by** Reggie Smith, to approve the Pass Through Agreement between the Genesee County Metropolitan Planning Commission (GCMPC) and the Mass Transportation Authority (MTA) and to recommend approval for Genesee County Board of Commissioners Chairperson Martin Cousineau to sign the Agreement, subject to review and approval of the Agreement by Corporation Counsel.

Motion passed unanimously.  
(Documents on file with minutes)

**C. Pass Through Agreement between the Genesee County Metropolitan Planning Commission (GCMPC) and the Genesee-Lapeer-Shiawassee Region V Planning and Development Commission (GLS Region V)**

Discussion for this item took place under item VII B.

Chairperson Himelhoch stated that he is a member of the GLS Region V Commission and will abstain from voting.

**Motion: Action:** Approve, **Moved by** Jeffrey M. Peake, **Seconded by** Reggie Smith, to approve the Pass Through Agreement between the Genesee County Metropolitan Planning Commission (GCMPC) and the Genesee-Lapeer-Shiawassee Region V Planning and Development Commission (GLS Region V) and to recommend approval for Genesee County Board of Commissioners Chairperson Martin Cousineau to sign the Agreement, subject to review and approval of the Agreement by Corporation Counsel.

AH – abstained.

Motion passed.

(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 August Contract, Vouchers and Bills for a total \$10,493.22 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** Reggie Smith, **Seconded by** Gloria Nealy, to approve the Commission Expenses and Per Diems as submitted.

Motion passed unanimously.

(Documents on file with minutes)

### **C. Financial Update**

Derek Bradshaw reviewed the Financial Update.

**Motion: Action:** Approve, **Moved by** Gloria Nealy, **Seconded by** Ted Henry, 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 Requests. The majority are necessary to incorporate the CARES Act revenue. Last month's request to commit \$15,000 of unassigned fund balance to Tech Upgrades is being reversed to help balance the budget. Discussion ensued.

**Motion: Action:** Approve, **Moved by** Ted Henry, **Seconded by** Jeffrey M. Peake, to approve the budget adjustments to increase Indirect Revenue \$99,247 to realign CD revenues; increase revenues from CD by \$452,226 for the new Federal CARES grants awarded and to realign CD revenues; increase Salary and Longevity by \$393,135 for new Federal CARES grants and to realign CD expenses; increase total Fringe Benefits by \$179,091 for new Federal CARES grants and to realign CD expenses; decrease Transfers In Revenue by \$300,000; decrease Transfers Out Revenue by \$300,000; increase Solid Waste specialty waste collections expense and state participation revenue by \$10,000 for Environment, Great Lakes, and Energy grant awarded; increase Auditing by \$8,000; decrease Service Contracts by \$5,000; decrease Supplies by \$3,000; and reverse the commitment of \$15,000 of unassigned fund balance to our Tech Upgrades reserve that was approved at the meeting on August 4, 2020.

Motion passed unanimously.

(Documents on file with minutes)

### **E. Authorization for Year End Budget Adjustments**

**Motion: Action:** Approve, **Moved by** Ted Henry, **Seconded by** Jeffrey M. Peake, to authorize Derek Bradshaw to make budget transfers up to 25% of the total line item, or any changes to line items less than \$6,000, for year-end adjustments.

Motion passed unanimously.

(Documents on file with minutes)

## **IX. OLD BUSINESS**

### **A. Project Status**

#### **1. 3-C Transportation Planning – August 2020 Status Report**

Jason Nordberg stated that the Roundabout Study contract has been signed and a kick-off meeting with the Consultant will take place soon. Staff is working with MDOT to ensure

that all FY 2021 contracts, agreements, and project authorizations are in place prior to October 1<sup>st</sup>. Federal Highway and Federal Transit Administration representatives studied the project selection process of 83 organizations across the U.S. and GCMPC was one of the few chosen to be interviewed. As a result, staff's project selection process will become a best practice example for the Country.

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

Motion passed unanimously.

(Original on file with minutes)

## **2. Environmental Program Update – August 2020 Status Report**

Sheila Taylor stated that the August Recycle Day event at Mott saw a record turn-out with 619 vehicles. Although staff intended to minimize advertising, both MLive and FOX 66 promoted the event and Mott's public safety helped with traffic control. At the July Recycle Day event, 196 pounds per vehicle of household hazardous waste was collected. Staff is preparing for the Tire Recycling Event to be held on September 12<sup>th</sup> from 9:00 a.m. to 1:00 p.m. at Environmental Rubber Recycling in conjunction with the City of Flint. The results of the Solid Waste Study will be presented at the October meeting. Discussion ensued.

**Motion: Action:** Receive & File, **Moved by** Jeffrey M. Peake, **Seconded by** Ted Henry, to receive and file the Environmental Program report as presented.

Motion passed unanimously.

(Original on file with minutes)

## **3. Community Development Program – August 2020 Status Report**

Sheila Taylor reviewed the Community Development Program report.

**Motion: Action:** Receive & File, **Moved by** Reggie Smith, **Seconded by** Jeffrey M. Peake, to receive and file the Community Development Program report as presented.

Motion passed unanimously.

(Original on file with minutes)

## **4. Director-Coordinator Report – August 2020 Status Report**

Derek Bradshaw stated that he was extremely proud that Genesee County was selected by the Federal Highway Administration to show our selection process at a national level and thanked Jason and his team.

Christine Durgan stated that staff received verbal approval from HUD for the proposed changes to the Neighborhood Stabilization Program (NSP), as well as the request to create a new Neighborhood Purchase Rehab Resale Program (NPRRP) under our Community Development Program. The request to purchase homes that are not foreclosures, however, was rejected due to federal regulations.

**Motion: Action:** Receive & File, **Moved by** Gloria Nealy, **Seconded by** Jeffrey M. Peake, 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**

Chairperson Himelhoch adjourned the meeting at 9:00 a.m.

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