

**GLS REGION V PDC
Tuesday, September 22, 2020, 6:00 p.m.**

MINUTES

The GLS Region V Planning and Development Commission met at 6:00 p.m. on Tuesday, September 22, 2020, in a Zoom Conference Call meeting due to Coronavirus concerns.

Chairperson VanHaften called the meeting to order at 6:03 p.m.

I. INTRODUCTION

A. Roll Call

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

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

Others Present: Jacob Maurer, and Debby Compton.

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

Motion: Action: Approve, **Moved by** Ed Benning, **Supported by** Jeffrey Kelley, to approve the minutes of the July 28, 2020 regular meeting as presented.

Motion carried unanimously.

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

C. Approval of the Agenda of GLS Region V PDC Meeting to be held September 22, 2020

Jacob Maurer advised that a Communication was received from Lapeer Township after the agenda packet was sent out. Staff recommends adding this item to the agenda under "E Communications".

Motion: Action: Approve, **Moved by** Alan Himelhoch, **Supported by** Ed Benning, to approve the revised agenda for the GLS Region V PDC meeting to be held on September 22, 2020.

Motion carried unanimously.

(Document on file with minutes)

D. Opportunity for the Public to Address the GLS Region V PDC

No one spoke at this time.

E. Communications

1. Oregon Township Master Plan Update and Notice of Public Hearing

Jacob Maurer stated that included in the agenda packet was the Oregon Township Master Plan and Notice for Public Hearing for your review.

2. Lapeer Township Master Plan Draft

Jacob Maurer stated that staff received the Lapeer Township Master Plan Draft today. Staff will send out a link to this Master Plan after the meeting.

No action required on these items.

II. ACTION ITEMS

A. Financial Report

1. Report

Derek Bradshaw reviewed the Financial Report for the period ending August 31, 2020. Mr. Bradshaw reminded the commission that year end is September 30th, so there is still another month before year end. Due to COVID there are some challenges in spending the grant dollars down. The State has given some extensions to help.

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

Motion carried unanimously.

(Documents on file with minutes)

2. Checks

Derek Bradshaw reviewed the checks totaling \$10,441.53.

Motion: Action: Approve, **Moved by** Alan Himelhoch, **Supported by** Jeffrey Kelley, to approve the checks in the amount of \$10,441.53 as presented.

Motion carried unanimously.

(Documents on file with minutes)

B. FY 2020 Budget Adjustments

Derek Bradshaw advised that at this time of year budgets are adjusted to anticipate any shortfalls that may occur at year end. Staff is requesting authorization for the following budgetary entries.

- Increase supplies expenditure by \$150.00. * Requesting authorization to use Fund Balance Unrestricted funds for this payment.
- Increase other interest income by \$300.00.

Motion: Action: Approve, **Moved by** Alan Himelhoch, **Supported by** Jeffrey Kelley, to approve the FY 2020 Budget Adjustments as presented.

Motion carried unanimously.

(Document on file with minutes)

C. Authorization for Year End Budget Adjustments

Derek Bradshaw advised that in order to close out the year some budget adjustments may be needed. Staff is requesting the authority to make budget transfers that do not exceed 25% of the total amount of the line item, or any changes to line items less than \$6,000. Budget transfers exceeding 25% of the total amount of the line item will be presented to the Commission for approval.

Motion: Action: Approve, **Moved by** Alan Himelhoch, **Supported by** Ed Benning, to approve the Authorization for Year End Budget Adjustments as presented.

Motion carried unanimously.
(Document on file with minutes)

D. Fiscal Year 2021 Budget

Derek Bradshaw reviewed the Fiscal Year 2021 budget with the commission and reminded them that per diem comes out of the fund balance.

Motion: Action: Approve, **Moved by** Ed Benning, **Supported by** Jeffrey Kelley, to approve the Fiscal Year 2021 Budget as presented.

Motion carried unanimously.
(Document on file with minutes)

E. 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)

Alan Himelhoch abstained from action on this item due to his position as chair of the Genesee County Metropolitan Planning Commission.

Jacob Maurer stated that this is the typical agreement that allows GCMPC to pay for staff services and then to be reimbursed by GLS Region V. The only change on this agreement from last year is the dates for this year. Staff is requesting approval of the agreement and the authority for Derek Bradshaw, Fiscal Officer, to sign the agreement through approval of the attached resolution.

Motion: Action: Approve, **Moved by** Jeffrey Kelley, **Supported by** Ed Benning, 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 the authority for Derek Bradshaw, Fiscal Officer to sign the agreement through the approval of the attached resolution.

Alan Himelhoch advised that he did not review this agreement as Legal Counsel for this body.

Motion carried unanimously.
(Document on file with minutes)

F. Amendment Extending the Michigan Department of Transportation (MDOT) Agreement Contract No. 2018-0016 until June 30, 2021

Motion: Action: Approve, **Moved by** Ed Benning, **Supported by** Jeffrey Kelley, to approve the Amendment Extending the Michigan Department of Transportation Agreement Contract No. 2018-0016 until June 30, 2021 through the approval of the attached resolution.

Jacob Maurer advised that this extension is only for Asset Management so staff can bill to this if needed and if funds still remain. Zachary Sompels and Jacob Maurer of staff are just finishing up some of the PASER data collection.

Motion carried unanimously.
(Document on file with minutes)

G. Extension of the FY 2020 Asset Management Project Authorization (PA) until June 30, 2021

Jacob Maurer stated that this extension is for the Project Authorization to spend the money and the last action item was for the contract.

Motion: Action: Approve, **Moved by** Alan Himelhoch, **Supported by** Jeffrey Kelley, to approve the FY 2020 Asset Management Project Authorization Extension until June 30, 2021 through the approval of the attached resolution.

Motion carried unanimously.
(Document on file with minutes)

III. DISCUSSION ITEMS

A. MAR Update

Derek Bradshaw advised that the committee recently changed the by-laws to reflect what they are actually doing.

B. I-69 Thumb Region Update

Jacob Maurer stated that staff is working on the Infrastructure Asset Management. There is a voluntary Self-Assessment for Asset Owners within the region. Four (4) assessments have been completed and another four (4) are actively working on the assessment and some have declined to participate due to being busy at this time. Mr. Maurer advised that doing the assessment is voluntary, so there is no consequence for not doing it. Staff is trying to see how many assessments they can get done before the end of the fiscal year and the state is expecting a report to see which agencies participated through September 30th. Staffs goal was to explain it to the Asset owners, as it being similar to the PASER program and how that started you had to present a need to the state to get additional funds for the region.

IV. ANNOUNCEMENTS

Jacob Maurer gave an update on the PASER data collection this year. Staff focused on Genesee County this year. All local roads will be rated. Staff has rated seventy-five percent and will have a big push over the next week to finish the

remaining twenty-five percent. After that staff will have reports drafted with some maps. Staff will have a data and map to share by our next meeting in November. Jacob Maurer advised that the Federal Grant has been approved for the Genesee County and Lapeer County Hazard Mitigation Plan. Looking for Genesee County to approve. Staff is working on a general timeline and some of those next steps including organizing the first Steering Committee meeting as well as getting the final paperwork done and cataloged.

Ed Benning announced they successfully passed their county mileage which is significant because it combines three small mileages into one that they can vote on every five years rather than every year. Great relief and very helpful in this time of uncertainty. Mr. Benning thanked everyone and stated he appreciates everyone's support.

Chairperson Van Haaften advised that the next meeting is scheduled for November 24, 2020.

V. ADJOURNMENT

Motion: Action: Approve, **Moved by** Alan Himelhoch, **Supported by** Ed Benning, to approve the adjournment of the September 22, 2020, GLS Region V PDC meeting.

Motion carried unanimously.

Chairperson VanHaaften adjourned the meeting at 6:27 p.m.

Respectfully submitted,
Debby Compton, Secretary
Genesee County Metropolitan Planning Commission