

**GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING and DEVELOPMENT COMMISSION**  
**Tuesday, September 27, 2022 6:00 p.m.**

**MINUTES**

The Genesee-Lapeer-Shiawassee Region V Planning and Development Commission met at 6:00 p.m. on Tuesday, September 27, 2022, in the Harris Auditorium of the Genesee County Administration Building, on the third floor, 1101 Beach Street, Flint, Michigan.

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

**I. INTRODUCTIONS**

**A. Roll Call**

**Present:** Richard VanHaaften, Derek Bradshaw, Shawnice Dorsey, Jeffrey Kelley, Alan Himelhoch, Cathy Lane

**Absent/Excused:** Chris Cannon, Robert Johnson, Mike Hemmingsen, Gary Roy, Gregory Brodeur, Ed Benning, Destain Gingell

**Others Present:** Jason Nordberg and Renate Soto

**B. Approval of the Minutes of the GLS Region V PDC Regular Meeting held July 26, 2022**

**Motion: Action:** Approve, **Moved by** Jeffrey Kelley, **Supported by** Alan Himelhoch, to approve the minutes of the GLS Region V PDC regular meeting held July 26, 2022 as presented.

**Motion carried unanimously.**

(Documents on file in the GCMPC office)

**C. Approval of the Agenda of GLS Region V PDC Meeting to be held September 27, 2022**

Mr. Nordberg stated that he would like to add one item to the agenda. This would be for approval for Mr. Bradshaw to attend the Michigan Association of Regions (MAR) Annual Meeting in Traverse City and will be placed under Action Items as Item # H.

**Motion: Action:** Motion to approve the agenda. **Moved by** Jeffrey Kelley, **Supported by** Cathy Lane, to approve the agenda of the GLS Region V PDC meeting to be held September 27, 2022.

**Motion carried unanimously.**

(Documents 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. Genesee County Parks MNRTF Grant Application**

Mr. Nordberg stated that Genesee County Parks has applied for a Michigan Natural Resources Trust Fund Grant to acquire property in Atlas Township, which would expand the Atlas County Park. The application and supporting documentation were included in

the agenda packet. They applied for \$296,000.00 in funds with a local match of \$104,000.00.

## **2. Hazelton Township Master Plan Update**

Mr. Norberg stated that Hazelton Township Planning Commission is updating its Master Plan and the draft is ready for review and can be located via the link in the attachment in the agenda packet. The public hearing will be held on November 21, 2022, at 6:00 pm at the Hazelton Township Hall.

## **3. Perry Township Master Plan Update**

Mr. Nordberg stated that we have received notice from Perry Township that the Perry Township Planning Commission intends to update their Master/Land Use Plan.

## **II. ACTION ITEMS**

### **A. Financial Report**

#### **1. Report**

Mr. Bradshaw reviewed the 2022 Financials for the committee, including the Revenue Budget Variance Report, the Statement of Expenditures, and the Balance Sheet. He stated that the report is as of August 31, 2022, with only one more month until fiscal year end we are looking good as far as the budget is concerned. Mr. Bradshaw stated that we have a budget amendment to adjust the bank service charges.

**Motion: Action:** Approve the financial report. **Moved by** Cathy Lane, **Supported by** Jeffrey Kelley, to approve the financial report.

**Motion carried unanimously.**

(Documents on file with minutes)

#### **2. Checks**

Mr. Bradshaw reviewed the checks for the committee. The checks totaled \$10,838.09.

**Motion: Action:** Approve the payment of the checks. **Moved by** Jeffrey Kelley, **Supported by** Cathy Lane, to approve the checks in the amount of \$10,838.09 and authorize signing by the proper authorities.

**Motion carried unanimously.**

(Documents on file with minutes)

### **B. Approval of Fiscal Year 2022 Budget Adjustments**

Mr. Bradshaw explained that the budget adjustments would be to increase the bank service charges and bank account interest and decrease supplies and traffic counting.

**Motion: Action:** Motion to approve. **Moved by** Jeffrey Kelley, **Supported by** Alan Himelhoch, to approve the Fiscal Year 2022 Budget Adjustments.

**Motion carried unanimously.**

(Documents on file with minutes)

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

Mr. Bradshaw stated that this is the same request as in past years, that would give him the authority to make budget transfers that do not exceed 25% of the total amount of the line item or anything less than \$6,000.00. If transfers are necessary, those items would be presented at the next meeting for the Committee's approval.

**Motion: Action:** Motion to approve. **Moved by** Cathy Lane, **Supported by** Alan Himelhoch, to approve the Budget Adjustments.

**Motion carried unanimously.**

(Documents on file with minutes)

**D. Approval of the Fiscal Year 2023 Budget**

Mr. Bradshaw reviewed the Genesee-Lapeer-Shiawassee (GLS) Region V Planning and Development Commission's FY 2023 budget. At this time, staff is requesting that the GLS Region V Planning and Development Commission approve the FY 2023 budget and resolution, as well as the authority for Richard Van Haaften, Chairperson, to sign the resolution for the fiscal year commencing October 1, 2022 and ending September 30, 2023.

Discussion ensued.

**Motion: Action:** Motion to approve. **Moved by** Jeffrey Kelley, **Supported by** Alan Himelhoch, to approve the 2023 budget and resolution as presented.

**Motion carried unanimously.**

(Documents 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)**

Mr. Nordberg stated that this is the standard agreement that allows GCMPC to pay for staff services to implement the Michigan Department of Transportation (MDOT) funded regional work program. The only changes on this agreement from last year are the dates and a slight cost increase. Staff is requesting that the GLS Region V Planning and Development Commission approve the agreement as well as the authority for Derek Bradshaw, Fiscal Officer, to sign the agreement through approval of the attached resolution.

Discussion ensued.

**Motion: Action:** Motion to approve. **Moved by** Jeffrey Kelley, **Supported by** Cathy Lane, 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 approval of the attached resolution.

**Motion carried unanimously.**

(Documents on file with minutes)

**F. Approval of Changes to the Fiscal Year 2023 Regional Transportation Planning Work Program including Budget Changes**

Mr. Nordberg stated that MDOT has provided GLS Region V updates to the FY 2023 Regional Transportation Planning (RPA) Work Program. He explained that these updates include changes to the budget and minor changes to the text in the document. This is reflected in the budget that was approved in an earlier item in this meeting.

**Motion: Action:** Motion to approve. **Moved by** Jeffrey Kelley, **Supported by** Cathy Lane, to approve the Fiscal Year 2023 Regional Transportation Planning Work Program including Budget Changes.

**Motion carried unanimously.**

(Documents on file with minutes)

**G. 2022 Michigan Asset Management Conference Update**

Mr. Nordberg explained that at the May GLS Region V meeting, the Committee approved sending one staff member to the Michigan Transportation Asset Management (TAMC) Conference. Since this meeting, we have another staff member that has worked heavily in this program. At this time, staff is requesting approval of an additional staff member to attend the conference at a total cost of \$290.00.

**Motion: Action:** Motion to approve. **Moved by** Cathy Lane, **Supported by** Shawnice Dorsey, to approve an additional staff person attending the 2022 TAMC Conference.

**Motion carried unanimously.**

(Documents on file with minutes)

#### **H. MAR Annual Meeting Update**

Mr. Bradshaw requested approval to attend the Michigan Association of Regions (MAR) Annual Meeting located in Traverse City. The only cost involved would be lodging at a cost of \$456.12. At this time, staff is requesting approval to send Mr. Bradshaw to the annual MAR meeting.

**Motion: Action:** Motion to approve. **Moved by** Jeffrey Kelly, **Supported by** Cathy Lane, to approve Mr. Bradshaw attending the MAR Annual Meeting.

**Motion carried unanimously.**

(Documents on file with minutes)

### **III. DISCUSSION ITEMS**

#### **A. 2022 Asset Management PASER Update**

Mr. Nordberg stated that staff has worked with Local Road Agencies (LRA) to comply with the State of Michigan Transportation Asset Management Council's mandate that all federal aid roads be rated using the PASER Road Rating System at least once every other year. All federal aid and local roads in Genesee County and all local roads in Shiawassee County will be rated this year. Staff is working with LRA's to create a 2-year cycle of total data collection for all of Genesee, Lapeer, and Shiawassee Counties. Originally staff had intended to rate all roads in Lapeer and Shiawassee County but did not receive enough participation to complete the survey. Staff is near completion of the rating process and will begin analysis and completing the 2022 PASER reports.

#### **B. Listing of FY 2023 Rural Task Force Projects**

Mr. Nordberg presented an update on the new listing of projects of 2023 Rural Task Force (RTF). Staff will be working with agencies in the next several months to review projects and make sure project information is accurate.

#### **C. MDOT Fiscal Year 2023 and Fiscal Year 2024 Buyout Program**

Mr. Nordberg presented information on the MDOT Federal-Aid Buyout Program. This program allows local road agencies to exchange federal aid dollars with state and local funds. This could allow lower project costs which could accelerate project deliveries and these projects would not have to follow all federal regulations. He stated that early this year, many local road agencies took advantage of this program for FY 2023 projects. The next call for the MDOT Federal-Aid Buyout Program will be released on November 1, 2022, for FY 2024 projects and these funds will be awarded on a first come, first served basis and the exchange rate is 90 cents per dollar of federal aid. Please contact Don Mayle at MDOT for further information.

**IV. ANNOUNCEMENTS**

There were no announcements.

**V. ADJOURNMENT**

Chairperson VanHaaften adjourned the meeting at 6:43 p.m.

Respectfully submitted,  
Renate Soto, Secretary  
Genesee County Metropolitan Planning Commission