

**GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING and DEVELOPMENT COMMISSION**  
**Tuesday, January 30, 2024 6:00 p.m.**

**MINUTES**

The Genesee-Lapeer-Shiawassee Region V Planning and Development Commission met at 6:00 p.m. on Tuesday, January 30, 2024, in Harris Auditorium of the Genesee County Administration Building, on the third floor, 1101 Beach Street, Flint, Michigan.

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

**I. INTRODUCTIONS**

**A. Roll Call**

**Present:** Richard VanHaften, Derek Bradshaw, Jeffrey Kelley, Shawnice Dorsey, Ed Benning, Alan Himelhoch, and William Hamilton

**Absent/Excused:** Gregory Brodeur, Joe Massey, Gabriel Lossing, and Destain Gingell

**Others Present:** Jacob Maurer, Kristofor Garris, and Renate Soto.

**B. Approval of the Minutes of the GLS Region V PDC Regular Meeting held November 28, 2023**

**Motion: Action:** Approve, **Moved by** Jeffrey Kelley, **Supported by** William Hamilton, to approve the minutes of the GLS Region V PDC regular meeting held November 28, 2023 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 January 30, 2024**

**Motion: Action:** Motion to approve the agenda. **Moved by** William Hamilton, **Supported by** Jeffrey Kelley, to approve the agenda of the GLS Region V PDC meeting to be held January 30, 2024.

**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. Imlay City Notification of Master Plan Preparation**

Mr. Jacob Maurer stated that Imlay City is in the early stages of preparing a new Master Plan. We will probably receive a draft of the plan later this year.

**2. GLS Region V Member Appointment – Lapeer**

Mr. Maurer stated that Lapeer County appointed Mr. William Hamilton to replace Mr. Tom Kohlman on the Region V Commission. Chairperson VanHaften welcomed him to the Region V Commission.

(Document on file with minutes; letter received from Lapeer County Board of Commissioners.)

### **3. City of Burton Draft Five Year Parks and Recreation Plan**

Mr. Maurer stated that the City of Burton has provided a draft of their five-year Parks and Recreation Plan. The comment period has been closed, staff has reviewed the Plan and found that all requirements have been met.

### **4. Genesee County Parks Draft Five Year Parks and Recreation Plan**

Mr. Maurer stated that Genesee County Parks has submitted a draft of the 2025-2029 Parks and Recreation Plan. Parks and Recreation Plans help to qualify communities to apply for DNR grants for development acquisition, such as recreational improvements to their facilities or acquisition of properties.

## **II. ACTION ITEMS**

### **A. Financial Report**

#### **1. Draft FY 2023 Financials for October 1, 2022 to September 30, 2023**

Mr. Bradshaw reviewed the draft FY 2023 financials for the committee. The audit was completed just before Christmas, so these numbers should be finalized by the next time this Commission meets.

**Motion: Action:** To approve the Draft FY 2023 Financials.

**Moved by** Jeffrey Kelley, **Supported by** William Hamilton, to approve the Draft FY 2023 Financials for October 1, 2022 to September 30, 2023.

**Motion carried unanimously.**

#### **2. Draft FY 2024 Financials for October 1, 2023 to December 31, 2023**

Mr. Bradshaw reviewed the draft FY 2024 financials for the 1<sup>st</sup> Quarter of the fiscal year.

**Motion: Action:** To approve the Draft FY 2024 Financials.

**Moved by** Ed Benning, **Supported by** Jeffrey Kelley, to approve the Draft FY 2024 Financials for October 1, 2023 to December 31, 2023.

**Motion carried unanimously.**

(Documents on file with minutes)

### **3. Checks**

Mr. Bradshaw reviewed the checks for the committee. The checks totaled \$53,717.54.

**Motion: Action:** Approve the payment of the checks. **Moved by** Jeffrey Kelley, **Supported by** William Hamilton, to approve the checks in the amount of \$53,717.54 and authorize signing by the proper authorities.

**Motion carried unanimously.**

(Documents on file with minutes)

### **B. FY 2024 Budget Adjustments**

Mr. Bradshaw reviewed the budget adjustments for the committee. He requested approval for the following adjustments: add Spark Grant Revenue, decrease Regional Prosperity and Regional Housing grant budgets, transfer funds from supplies to bank service charges, add consultant costs for the Spark Grant, decrease Regional Prosperity consultants budget, and decrease Regional Housing budget for consultants, advertising, projects and travel.

**Motion: Action:** Motion to approve. **Moved by** Jeffrey Kelley, **Supported by** Alan Himelhoch, to approve the FY 2024 Budget Adjustments as presented.

**Motion carried unanimously.**

(Documents on file with minutes)

### **III. DISCUSSION ITEMS**

#### **A. MAR Update**

Mr. Bradshaw stated most of the conversations have been regarding the Spark Grant and clarification on what the expectations will be and how communication will be handled with potential applicants.

#### **B. TAMC NFA Road Pavement Condition Additional Funding**

Mr. Garris stated the Michigan Transportation Asset Management Council (TAMC) has announced a one-time program providing additional funds to collect Non-Federal Aid (NFA) road pavement road conditions intended to fill in the gaps in the Pavement Surface Evaluation and Rating (PASER) Inventory Based Rating (IBR) data. On January 9<sup>th</sup>, staff sent out communications seeking proposals from Act-51 Agencies in Lapeer and Shiawassee Counties interested in NFA road data collection for reimbursement. Staff has received one request and is extending the deadline to request reimbursement funds to February 2, 2024. Staff will be working on drafting a joint letter of interest to send to TAMC detailing the gaps in the Region V data.

#### **C. 2024 Michigan Transportation Asset Management Council PASER Training**

Mr. Garris stated that the Michigan Transportation Asset Management Council (TAMC) has announced their annual PASER Program training dates and times for 2024. Pavement conditions of all federal aid roads in the State of Michigan are surveyed using the PASER Road Rating system. The program consists of 2 classes: PASER 1 and PASER 2. Both classes must be completed in order to rate roads and the road rating certification is valid for 3 years. The training dates are included in the memo and consist of virtual and in-person classes. GLS Region V staff will be rating the federal aid roads in Genesee County later in 2024 and will be sending out communication to road agencies in Genesee County to schedule data collection dates this spring.

#### **D. Reminder for Election of Officers at the March Meeting**

Chairperson VanHaften reminded Commissioners that the Election of Officers will be held at the next meeting in March. Mr. Maurer added that if any Commissioners are interested in running for an officer position, please contact him. There is a requirement in the by-laws that a Commissioner from each of the three counties be represented as an officer.

### **IV. ANNOUNCEMENTS**

No Announcements.

### **V. ADJOURNMENT**

Chairperson VanHaften adjourned the meeting at 6:18 p.m.

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