

**GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING and DEVELOPMENT COMMISSION**  
**Tuesday, September 24, 2024 6:00 p.m.**

**MINUTES**

The Genesee-Lapeer-Shiawassee Region V Planning and Development Commission met at 6:00 p.m. on Tuesday, September 24, 2024, in Harris Auditorium of the Genesee County Administration Building, on the third floor, 1101 Beach Street, Flint, Michigan.

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

**I. INTRODUCTIONS**

**A. Roll Call**

**Present:** William Hamilton, Derek Bradshaw, Ed Benning, Jeffrey Kelley, and Shawnice Dorsey.

**Absent/Excused:** Gregory Brodeur, Alan Himelhoch, Gabriel Lossing, Richard Van Haaften, Joe Massey, Michael Hemmingsen, and Destain Gingell.

**Others Present:** Jacob Maurer, Kristofor Garris, and Theresa LeFavour.

**B. Approval of the Minutes of the GLS Region V PDC Regular Meeting held July 23, 2024**

**Motion: Action:** Approve, **Moved by** Ed Benning, **Supported by** Jeffrey Kelley, to approve the minutes of the GLS Region V PDC regular meeting held July 23, 2024 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 24, 2024**

**Motion: Action:** Motion to approve the agenda. **Moved by** Jeffrey Kelley, **Supported by** Shawnice Dorsey, to approve the agenda of the GLS Region V PDC meeting to be held September 24, 2024.

**Motion carried unanimously.**

(Documents on file with minutes)

Jacob Maurer noted that there was an additional item added to the agenda, Discussion Item F.

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

No one spoke at this time.

**E. Communications**

None

## **II. ACTION ITEMS**

### **A. Financial Report**

#### **1. Checks**

Derek Bradshaw noted that the new chair is now officially on the account as a signer at Huntington Bank thanks to Jacob Maurer, Amy Fuoss, Derek Bradshaw, and Chris Durgan. Three checks are reissued due to new chair previously not being able to sign checks.

Mr. Bradshaw reviewed the checks for the committee. The checks totaled \$48,836.57.

**Motion: Action:** Approve the payment of the checks. **Moved by** Jeffrey Kelley, **Supported by** Ed Benning, to approve the checks in the amount of \$48,836.57.

**Motion carried unanimously.**

(Documents on file with minutes)

#### **2. Year-To-Date Financials 2024**

Mr. Bradshaw noted that the big challenge we are having is in some categories, specifically the Spark Grant, a grant received to provide technical assistance to local units, is not being spent, as local units are not requesting assistance. Of the \$72,604 budget for this grant, only \$1,705 (2%) has been spent. The remainder are all in line.

The reported financials are through 8/30/2024. The year end financials, which ends 9/31/2024, will be available in December.

There is a minor change in the fund balance of \$21.

**Motion: Action:** Approve the YTD 2024 Financials. **Moved by** Jeffrey Kelley, **Supported by** Ed Benning to approve the YTD 2024 Financials.

**Motion carried unanimously.**

(Documents on file with minutes)

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

Mr. Bradshaw noted that we received an additional \$4,000 for Asset Management which was a grant that Jacob Maurer applied for. This provided an increase to service contracts by \$3,300 and consultants by \$700. \$1,200 was transferred from consultants to advertising for projected RTF costs.

**Motion: Action:** Approve the FY 2024 Budget Adjustments. **Moved by** Jeffrey Kelley, **Supported by** Shawnice Dorsey to approve the FY 2024 Budget Adjustments.

**Motion carried unanimously.**

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

Mr. Bradshaw stated that this was the same as in previous years which gives himself the authority to make any small budget adjustments which do not exceed 25% of the total line item or to make any changes less than \$6,000.

**Motion: Action:** Approve the Year End Budget Adjustments. **Moved by** Ed Benning, **Supported by** Jeffrey Kelley to approve the Year End Budget Adjustments.  
**Motion carried unanimously.**

#### **D. Approval of the Fiscal Year 2025 Budget**

Jacob Maurer noted that main difference in revenue would be due to spending down the original prosperity grant which helped out the housing initiative, as well as the regional housing grant, which we are projecting to spend about 1/3 of the authorized amount by the end of the fiscal year. Additional funding may or may not be needed. Overall, for our regional transportation grant there are not too many changes from the current fiscal year.

Jeffrey Kelley inquired if we keep the Spark grant fund. Mr. Maurer stated that we anticipate spending double or triple the amount that we spent this year. We anticipate spending more than last year but will not utilize the entire grant.

**Motion: Action:** Approve the Fiscal Year 2025 Budget. **Moved by** Jeffrey Kelley, **Supported by** Ed Benning to approve the Fiscal Year 2025 Budget.  
**Motion carried unanimously.**

#### **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. Maurer stated that this is an annual agreement requirement that allows the Genesee County Planning Commission to provide staff resources to GLS Region V and for the Planning Commission to be reimbursed for providing those services and to carry out those programs. There is no change to the budget from the current year.

**Motion: Action:** 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) **Moved by** Shawnice Dorsey, **Supported by** Jeffrey Kelley 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).  
**Motion carried unanimously.**

#### **F. Travel Policy Adoption**

GLS Region V annually enters into an agreement with GCMPC to pay for staff services to implement MDOT's regional transportation work program. Included in the annual work program is the requirement that staff attend regional and statewide meetings that may require overnight travel. Typical expenses include registration fees, lodging, and meal reimbursement.

Mr. Bradshaw stated that In the past, we have followed the travel policy for Genesee County. Genesee County determined the need to formalize the travel policy for all

county employees. The GLS Region V policy states that any travel on behalf of GLS Region V will follow the current Genesee County travel policy. This travel policy adoption would formalize that GLS Region V staff use the Genesee County travel policy.

**Motion: Action:** Approve the Travel Policy Adoption **Moved by** Jeffrey Kelley, **Supported by** Ed Benning to approve the Travel Action Policy.

**Motion carried unanimously.**

### **III. DISCUSSION ITEMS**

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

Mr. Bradshaw stated the hot topic is the Material Management Plan that all counties and regions are trying to prepare. The State has not provided guidance. Everyone must start this process in January.

#### **B. FY 2026-2029 Rural Task Force (RTF) Program Call for Projects**

Mr. Maurer stated that MDOT has issued the FY 2026-2029 Rural Task Force Call for Projects for GLS Region V Lapeer and Shiawassee County road and transit agencies. The diagram provided shows which fund your agency is eligible for and for which year. The small cities and villages are eligible for Category D state funding as well as the Federal Surface Transportation Funding in 2027. This comes from the Rural Task Force By-Laws which states every ninth year small cities and villages get 90% of the funding and the transit agency gets 10%.

A Call for Projects letter will be released in the next 7 to 10 days to all the agencies in Lapeer and Shiawassee Counties. Advertising will be set up for meetings and applications will likely be due at end of November/early December.

Chair Hamilton asked what kind of projects will transit authorities be able to do with this. Mr. Maurer stated transit capital projects. Transit can only access the surface transportation funding to be used on fleet vehicles/buses, computers, technology.

#### **C. FY 2026-2029 Congestion Mitigation and Air Quality Program Call for Projects**

Mr. Kris Garris stated that the funding for the CMAQ call for projects is only eligible in Lapeer County. Any local rural road and transit agencies wishing to utilize CMAQ funding for FY 2026-2029 should apply. CMAQ funds require at least a 10% non-federal match. CMAQ funds must be spent on construction costs for transportation improvements or for transit capital projects.

Staff will be coordinating RTF meetings so the RTF committee can approve road and transit projects for the CMAQ funding. Projects are due to our office by November 25, 2024.

Any questions, please contact McKenna Dutkiewicz at 810-766-6562 or [mdutkiewicz@geneseecountymi.gov](mailto:mdutkiewicz@geneseecountymi.gov).

Mr. Maurer added that the RTF will be sending out a call for project letters to Lapeer County.

#### **D. 2024 PASER Reports, Dashboard & Interactive Map (Presentation)**

Mr. Garris presented that staff has been working on revamping the Asset Management Program and improving the accessibility for local units and the public. There is an updated, interactive dashboard which you can find PASER ratings, and community data where it can be sorted by district and municipality. The PASER reports sent out in past are still available for the local units on our website.

Mr. Maurer added that this is federal aid. Our goal is to upload Lapeer and Shiawassee data into a similar format. Once complete, a communication will be sent letting the communities and road agencies know this information is available.

#### **E. Asset Management: FY 2025 Call for Interest for Data Collection Reimbursement**

Mr. Garris stated that funding has been set aside to assist in the collection of roadway, culvert and bridge data collection. Staff is seeking proposals from Act-51 Road Agencies in the GLS region who are interested in collecting data and receiving reimbursement for roadway, culvert and bridge inventories, condition assessments and data submission. Submission instructions are in the memo. Eligible data items include non-federal aid roads in Genesee County, federal aid roads in Lapeer and Shiawassee Counties, and all culverts and bridges in all three counties. All requests are due by 9/30/24. Requests can be sent to Kris Garris at kgarris@geneseecountymi.gov.

Mr. Maurer added that our goal is to provide technical assistance funding to our road agencies that help us with our road and pavement data collection. As we have additional money available in the asset management budget, we were able to secure additional grants from the state to offer additional funds for studying the condition of culverts and bridges. We are planning a year in advance so that we can better identify the budgetary needs.

#### **F. FY 2025 Unified Work Program – Allocation Changes (handout)**

Kris stated that the Transportation Asset Management Council (TAMC) has approved a new regional allocation formula. As a result of this new formula, the GLS Region V will have an asset management allocation of \$67,650 which represents an increase of over \$20,000 to our budget.

Jacob added that this is a one time increase, as far as we know, from TAMC. We'll bring this back in November as an adjustment for the next fiscal year.

#### **IV. ANNOUNCEMENTS**

None.

#### **V. ADJOURNMENT**

Chairperson Hamilton adjourned the meeting at 6:20 p.m.

**Motion** to adjourn meeting. **Moved by** Jeffrey Kelley, **Supported by** Shawnice Dorsey.

**Motion carried unanimously.**

Respectfully submitted,  
Theresa LeFavour  
Genesee County Metropolitan Planning Commission