



# Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

Phone: (269) 385-0409 · Fax: (269) 343-3308 · Email: adams@upjohn.org

## October Board Meeting Agenda – Annual Meeting

**MEETING DATE:** Tuesday, October 6, 2015  
**MEETING TIME:** 2:00 pm  
**MEETING LOCATION:** Coldwater Municipal Building  
One Grand Street, Coldwater, MI 49036

1. **Call to Order**
2. **Members Excused**
3. **Election of Officers**
4. **Action:** Approval of the Agenda
5. **Action:** Approval of the Minutes
6. **Citizen Comments**
7. **Invoices**
  - a. None
8. **Treasurer's Report**
  - a. Provided in Packet
  - b. Michigan Association of Regions Annual Dues - \$960.00
9. **Transportation/KATS Items**
  - a. Monthly Report Presented at the meeting
10. **Discussion:** Annual Items
  - a. FY 2016 Budget
  - b. FY 2016 Meeting Schedule
  - c. FY 2016 Work Plan
11. **Discussion:** Contract with Calhoun County
  - a. Review Contract for auxiliary planning support from Calhoun County
12. **Discussion:** Regional Prosperity Initiative
  - a. Update on Regional Prosperity Meetings
13. **Staff Report/Other:**
  - a. Calhoun County Partnership
14. **Board Member Comments**
15. **Action:** Adjournment

***Next Meeting: TBD***



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## September Board Meeting Minutes

**MEETING DATE:** Tuesday, September 1, 2015  
**MEETING TIME:** 2:00 pm  
**MEETING LOCATION:** W.E. Upjohn Institute  
300 S Westnedge, Kalamazoo, MI 49007

1. **Call to Order**
2. **Members Present:** Baker, Byrnes, Frantz, Geiger, Hazelbaker, Reid
3. **Members Excused:** Dunn, Robey, Seyburn, Shaffer, Wheat
4. **Action: Approval of the Agenda**
  - a. *Reid made a motion to approve the agenda as presented.*
    - i. Frantz seconded the motion.
    - ii. **The motion carried.**
5. **Action: Approval of the Minutes**
  - a. *Byrnes made a motion to approve the minutes.*
    - i. Frantz seconded the motion.
    - ii. **The motion carried.**
6. **Citizen Comments**
  - a. None made.
7. **Invoices**
  - a. None
8. **Treasurer's Report**
  - a. Provided in Packet
    - i. The Board discussed the budget statement provided by staff. Board members had a few changes they would like to see in the statement format. Staff will incorporate those changes and present a reformatted statement at the October meeting.
  - b. FY 2016 Budget
    - i. The Board had several questions regarding the budget. Staff and Board discussed budget format and amounts at length. The final version of the budget will be presented at the October Board Meeting.
    - ii. Dues from Barry County was a topic of discussion for some time. At this point in time, the Board suggested that the budget reflect no contribution from Barry County.
  - c. *Reid made a motion to accept the budget statement.*
    - i. Frantz seconded the motion.
    - ii. **The motion carried.**
9. **Transportation/KATS Items**
  - a. Monthly Report Presented at the meeting
    - i. KATS staff provided an update on work performed in August.
  - b. Project Authorizations from MDOT
    - i. Staff explained the project authorizations and that MDOT requires project authorizations for each year.
    - ii. Board members had a couple of questions for staff and KATS staff. A brief discussion ensued.

- c. *Reid made a motion to authorize the Director to sign the project authorization for SPR funds in the amount of \$19,000.00.*
  - i. Baker seconded the motion.
  - ii. **The motion carried.**
- d. *Reid made a motion to authorize the Director to sign the project authorization for MTF funds in the amount of \$34,000.00.*
  - i. Baker seconded the motion.
  - ii. **The motion carried.**

**10. Discussion: Regional Prosperity Initiative**

- a. Update on Regional Prosperity Meetings
  - i. Staff outlined the project selection criteria and process for the Region 8 Prosperity Committee. Staff mentioned the project proposals and shared how the subcommittee ranked the projects.
    - 1. Staff mentioned that SMPC's food system analysis and inventory received the highest score in the Community Develop project area.

**11. Discussion: Water Trails**

- a. Update on Water Trails
  - i. Staff gave an update on the water trails including having conversations with local leaders and the National Park Service.
- b. Graduate Students from the University of Michigan
  - i. Staff is in conversations with professors from UM with the hopes to secure assistance from graduate students in creating the water trail.
- c. The board had a few questions about the membership of the steering committee and the process.

**12. Discussion: Regional Food System Grant(s)**

- a. Update on Grant Applications
  - i. An update was given under RPI update.

**13. Staff Report/Other:**

- a. Liability Insurance
  - i. Staff noted that the Board Liability Insurance is in need of renewal at the end of September. The rate was similar as last year.
    - 1. *Reid made a motion to authorize the Director to sign the project authorization for MTF funds in the amount of \$34,000.00.*
      - a. Baker seconded the motion.
      - b. **The motion carried.**
- b. St. Joseph County
  - i. Staff noted that they performed work for St. Joseph County in August and will bill accordingly.
- c. EDA
  - i. Staff noted that he had a conversation with the regional director or EDA. He is looking into the process to redesignate our region as a Economic Development District. Staff will report back.

**14. Board Member Comments**

- a. Baker had a question about board membership. Staff clarified.

**15. Action: Adjournment**

# FY 2015 SMPC Budget Statement

9/30/2015

Oct 2014 through August 2015

SMPC General - 34050					
Category	Revenue Received YTD	Receivable	Category	Expenditures YTD	Encumbrance
Member Contribution	\$ 19,500	\$ -	Salary & Benefits	\$ 34,836	\$ -
Payments from MDOT	\$ 35,054	\$ 56,958	Phone, Printing, Etc	\$ 342	\$ -
	\$ -	\$ -	Travel	\$ 1,037	\$ -
	\$ -	\$ -	Training	\$ -	\$ -
	\$ -	\$ -	Dues and Subscriptions	\$ -	\$ -
	\$ -	\$ -	Transportation Contractual	\$ 23,964	\$ 63,049
<b>Totals</b>	<b>\$ 54,554</b>	<b>\$ 56,958</b>		<b>\$ 60,178</b>	<b>\$ 63,049</b>
<b>Total Revenue</b>	<b>\$ 111,512</b>		<b>Total Expenditures</b>	<b>\$ 123,227</b>	
<b>Overall Total (rev-exp)</b>	<b>\$ (11,715)</b>				

RPI - 34051					
Category	Revenue Received YTD	Receivable	Category	Expenditures YTD	Encumbrance
Payments from RPI	\$ 18,222	\$ 16,471	Staffing	\$ 22,810	\$ -
	\$ -	\$ -	Phone, Printing, Etc	\$ 33	\$ -
	\$ -	\$ -	Travel	\$ 626	\$ -
<b>Total</b>	<b>\$ 18,222</b>	<b>\$ 16,471</b>		<b>\$ 23,469</b>	<b>\$ -</b>
<b>Total Revenue</b>	<b>\$ 34,692</b>		<b>Total Expenditures</b>	<b>\$ 23,469</b>	
<b>Overall Total (rev-exp)</b>	<b>\$ 11,223</b>				

Planning Services - 34052					
Category	Revenue Received YTD	Receivable	Category	Expenditures YTD	Encumbrance
Payments from Kal County	\$ 5,890	\$ -	Staffing	\$ 9,746	\$ -
Payments from Homer	\$ -	\$ 3,127	Phone, Printing, Etc	\$ 1	\$ -
Payments from Pennfield	\$ -	\$ 1,335	Travel	\$ 53	\$ -
<b>Total</b>	<b>\$ 5,890</b>	<b>\$ 4,462</b>		<b>\$ 9,801</b>	<b>\$ -</b>
<b>Total Revenue</b>	<b>\$ 10,352</b>		<b>Total Expenditures</b>	<b>\$ 9,801</b>	
<b>Overall Total (rev-exp)</b>	<b>\$ 551</b>				

**2015 Rev-Exp                    \$            60**

Operational Account	Savings Account	
	Last Month	Current
<b>2014 Fund Balance</b>	<b>\$ 8,451</b>	<b>\$ 64,054</b>

**INVOICE**

Invoice #2016-03  
09-14-2015

**Due: October 30**

**SUBMIT TO:**  
Michigan Association of Regions  
C/O SEMCOG/Amy Malmer  
1001 Woodward, Ste. 1400  
(313)324-3308

**BILL TO:**  
Lee Adams, Executive Director  
300 South Westnedge Ave  
Kalamazoo, MI 49007

<b>ITEM NUMBER</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
1	MAR Dues	\$960.00

## 2016 SMPC Budget

SMPC General (34050)		
Revenue		Expenditures
Member Contributions	\$ 16,500	Salary and Benefits \$ 25,000
	\$ -	Postage \$ 15
	\$ -	Office Supplies \$ 100
	\$ -	Telephone \$ 25
	\$ -	Software \$ 250
	\$ -	Copy/Printing \$ 25
	\$ -	Travel \$ 1,500
	\$ -	Training \$ 1,250
	\$ -	Dues and Subscriptions \$ 960
	\$ -	Liability Insurance \$ 2,100
<b>Totals</b>	<b>\$ 16,500</b>	<b>\$ 31,225</b>
<b>Rev-Exp</b>	<b>\$</b>	<b>(14,725)</b>

Member Contributions	
Barry	\$ -
Branch	\$ 3,000
Calhoun	\$ 4,500
Kalamazoo	\$ 6,000
St Joseph	\$ 3,000
<b>Total</b>	<b>\$ 16,500</b>

Rev-Exp	
34050	\$ (14,725)
34051	\$ 10,000
34052	\$ 4,600
34053	\$ 1,250
<b>Total</b>	<b>\$ 1,125</b>

Regional Prosperity (34051)		
Revenue		Expenditures
Contract Work	\$ 35,000	Salary and Benefits \$ 25,000
Reimbursement of Direct expenses	\$ 900	Telephone \$ 50
	\$ -	Copy/Printing \$ 100
		Travel \$ 750
<b>Totals</b>	<b>\$ 35,900</b>	<b>\$ 25,900</b>
<b>Rev-Exp</b>	<b>\$</b>	<b>10,000</b>

Planning Services (34052)		
Revenue		Expenditures
Contract Work	\$ 20,000	Salary and Benefits \$ 10,000
		Contractual Services \$ 5,000
		Telephone \$ 50
		Copy/Printing \$ 100
		Travel \$ 250
<b>Totals</b>	<b>\$ 20,000</b>	<b>\$ 15,400</b>
<b>Rev-Exp</b>	<b>\$</b>	<b>4,600</b>

Transportation Services (34053)		
Revenue		Expenditures
SMPC Work Payments	\$ 4,750	Salary and Benefits \$ 3,500
KATS Work Payments	\$ 101,000	Contractual Services \$ 101,000
Reimbursement of Direct expenses	\$ 250	Telephone \$ 25
	\$ -	Copy/Printing \$ 25
		Travel \$ 200
<b>Totals</b>	<b>\$ 106,000</b>	<b>\$ 104,750</b>
<b>Rev-Exp</b>	<b>\$</b>	<b>1,250</b>

**Total** \$ 178,400 \$ 177,275

<b>FY 2016 Rev-Exp</b>	<b>\$ 1,125</b>
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### PUBLIC NOTICE

### OF

### THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL

The Southcentral Michigan Planning Council (SMPC) conducts regular meetings on the first Tuesday of every month at **2:00pm**. The SMPC Chair may elect to call additional meetings; notice of additional meetings will precede the meeting by at least seven days.

#### SMPC will meet on the following dates in Fiscal Year 2016:

November 3, 2015 - Centreville

December 1, 2015 – Marshall

January 5, 2016 – Kalamazoo

February 2, 2016 – Coldwater

March 1, 2016 – Centreville

April 5, 2016 – Marshall

May 3, 2016 – Coldwater

June 7, 2016 – Centreville

~~July 5, 2016 – No Meeting~~

August 2, 2016 – Marshall

September 6, 2016 – Kalamazoo

October 4, 2016 – Coldwater

#### Meeting Locations

##### Centreville

History Room - 3<sup>rd</sup> floor of the St Joseph County Courthouse  
125 W Main Street, Centreville, MI 49032

##### Coldwater

2<sup>nd</sup> floor Board Chambers – Coldwater Municipal Building  
One Grand Street, Coldwater, MI 49036

##### Marshall

Marshall Area Economic Development Alliance  
323 West Michigan Ave, Marshall, MI 49068

##### Kalamazoo

W. E. Upjohn Institute Building  
300 S Westnedge Ave, Kalamazoo, MI 49007

Direct any questions or comments to Lee Adams at [adams@upjohn.org](mailto:adams@upjohn.org) or 269-385-0409

## **FY 2016 SMPC Work Plan**

1. Planning Services
  - a. Complete existing projects
    - i. Pennfield Township Recreation Plan
    - ii. Homer Township Master Plan
  - b. Community training events
    - i. Conduct at least on training event
      1. Completed Barry County master training event
  - c. Explore non-traditional planning services
    - i. Regional Recycling
    - ii. GIS
    - iii. Economic development services
    - iv. Data requests
    - v. Regional education and conferences
  - d. Goals
    - i. Complete two to three planning projects
    - ii. Hold at least one regional educational session
    - iii. Participate or lead one non-traditional planning project
2. Outreach
  - a. Contact new municipalities in the region
  - b. Discuss SMPC at county-wide meetings
3. Continue work on Existing Non-Planning Projects
  - a. RPI
  - b. Kalamazoo River Water Trail
  - c. Regional agriculture inventory
4. Organizational Development
  - a. Rebranding
  - b. Explore ways to increase staffing capacity
5. EDA
  - a. Restore EDD designation
  - b. Update CEDS
  - c. Assist local organization with EDA applications



**SOUTHCENTRAL MICHIGAN PLANNING COUNCIL &  
THE COUNTY OF CALHOUN  
AGREEMENT RELATED TO PLANNING SERVICES**

This Agreement is made and entered into this date of \_\_\_\_\_ by and between the SOUTHCENTRAL MICHIGAN PLANNING COUNCIL, hereinafter referred to as “SMPC,” and the COUNTY OF CALHOUN, hereinafter referred to as “Calhoun County,” for the purpose of fixing the rights and obligations of the parties in agreeing to participate in a cooperative regional transportation planning process.

**RECITALS:**

- A. Region 3 consists of the Counties of Barry, Branch, Calhoun, Kalamazoo, and St. Joseph and is represented by SMPC.
- B. Local units of government (LUGs) request SMPC, as a state recognized regional planning organization, to provide planning services.
- C. SMPC does not have the requisite staff to fulfill all planning services requests from LUGs.
- D. Calhoun County has the requisite staff to fulfill requests by LUGs to SMPC.
- E. SMPC will contract with LUGs to provide planning services.
- F. It is understood that Calhoun County will perform planning activities as directed by SMPC, and agreed to by Calhoun County, as specified by this contract.

Accordingly, the Southcentral Michigan Planning Council and the County of Calhoun agree to the following terms and conditions:

**TERMS AND CONDITIONS:**

- 1. Recitals: The recitals accurately reflect the intent and purpose of this Agreement and are made a part of it.
- 2. Description of Project:
  - a) SMPC, in consultation with Calhoun County, will receive and approve or deny requests for planning services made by LUGs.
  - b) Calhoun County will fulfill requests for planning services when agreed to by Calhoun County upon SMPC request.
  - c) SMPC will oversee and review work performed by Calhoun County.
  - d) SMPC will reimburse Calhoun County for their work using funds paid by the contracting LUGs.

- e) This Agreement will expire at the end of the 2017 Fiscal Year (September 30, 2017).
- f) Payments for work completed in the 2017 Fiscal Year ending September 30, 2017 and invoiced after that date shall be paid to close out the fiscal year.
- g) If Calhoun County and SMPC mutually agree, SMPC can extend this Agreement one year (to the end of FY 2018) without soliciting bids or proposals. Each party must notify the other party 45 days before the end of the 2017 Fiscal Year if an extension is desired.

3. Duties and Responsibilities of SMPC: The duties and responsibilities of SMPC include the following:

- a) Receive and review requests made by LUGs.
  - i. SMPC staff will verify availability and ability of Calhoun County staff to complete requested services before entering into a contract with a LUG.
- b) Approve or deny requests for planning services by LUGs at board meetings.
- c) Communicate with Calhoun County staff regarding approved requests.
- d) Oversee and review Calhoun County work performed by Calhoun County.
- e) Receive and take action on invoices submitted by Calhoun County in a timely manner.
- f) Submit required reporting documentation and invoices to contracted LUGs in a timely manner.
- g) Receive and distribute funds from contracted LUG to Calhoun County in accordance with this Agreement.

4. Duties and Responsibilities of Calhoun County: The duties and responsibilities of Calhoun County include the following:

- a) Prepare and submit a proposed budget, timeline, and staff responsibilities for each project as requested.
- b) If directed, Calhoun County staff will perform work required in Planning Services Contracts between SMPC and LUGs.
- c) Submit invoices to SMPC for payment:
  - ii. Upon completion of project for project lasting less than three months
  - iii. Quarterly for projects lasting longer than three months
- d) Present reports on activities as needed at SMPC Board meetings.

5. Reimbursement:

- a) Calhoun County will submit invoices and progress reports to SMPC for work performed related to this Planning Services Agreement.
- b) SMPC will submit invoices and progress reports for work performed by Calhoun County to contracted LUGs.
- c) LUG will reimburse SMPC who will in turn reimburse Calhoun County.
- d) To expedite payment to Calhoun County, two of the following SMPC agents will, under typical circumstances, take action on invoices and payments within fifteen (15) days of receipt: the Chairperson, Secretary/Treasurer or Board Member of SMPC. A report of activities will be presented by SMPC Chairperson or Secretary/Treasurer as needed at SMPC board meetings.

e) SMPC will, under typical circumstances, submit payment to Calhoun County within ten (10) days of receipt of LUG reimbursement.

6. Binding Effect: The obligations of the parties under this Agreement shall bind and inure to the benefit of each party and their respective successors. The parties do not intend to confer any benefits on any person, firm, corporation, or other entity which is not party to this Agreement.

7. Notices: Any notices that may be required under this Agreement shall be in writing and delivered personally, or via first-class mailed, postage fully prepaid and properly addressed to:

*CALHOUN COUNTY:* Kelli Scott, Administrator  
315 West Green Street  
Marshall, MI 49068

*SMPC:* Ben Geiger, Chairperson  
300 South Westnedge Ave  
Kalamazoo, MI 49007

8. Indemnification: As both parties are governmental or quasi-governmental entities, each agrees to indemnify and hold each other harmless, including its elected officials, agents, employees, officers and representatives, from all fines, costs, lawsuits, claims, demands and actions of any kind or nature, including reasonable attorney fees, which occur by reason of any wrongful act, negligence or wrongful omission on the part of the other. For purposes of this paragraph, the Counties of Barry, Branch, Calhoun, Kalamazoo and St. Joseph, the Michigan Department of Transportation, Federal Transit Administration, and the Federal Highway Administration are considered included.

COUNTY OF CALHOUN

Dated: \_\_\_\_\_

By (Signature): \_\_\_\_\_

(Printed Name): \_\_\_\_\_

Its: Chairperson

SOUTHCENTRAL MICHIGAN PLANNING COUNCIL

Dated: \_\_\_\_\_

By (Signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Its: Chairperson