



Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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

Board Meeting Agenda

MEETING DATE: Tuesday, February 2, 2016
MEETING TIME: 11:30 am
MEETING LOCATION: Coldwater Municipal Building
One Grand Street, Coldwater, MI 49036

1. **Call to Order**
2. **Members Excused**
3. **Action: Approval of the Agenda**
4. **Action: Approval of the Minutes**
5. **Citizen Comments**
6. **Invoices**
 - a. None
7. **Treasurer's Report**
 - a. Provided in Packet
8. **Transportation/KATS Items**
 - a. Monthly Report Presented at the meeting
9. **Discussion: Regional Prosperity Initiative**
 - a. Update on Regional Prosperity Meetings
10. **Discussion/Action: SMPC Sponsored Retirement Account**
 - a. Create a plan for the retirement account and associated funds
11. **Discussion: Promotional Materials**
 - a. Review brochure
 - b. Review logo
12. **Discussion/Action: Barry County**
 - a. Discuss the secession of Barry County
 - b. Resolution of Membership Status Change
13. **Action: Election of Chair**
 - a. Need to elect a new chair that will replace Geiger
14. **Staff Report/Other:**
 - a. Fabius Township
 - b. Kalamazoo Township
 - i. Need to review contract
15. **Board Member Comments**
16. **Action: Adjournment**

Next Meeting: March 1, 2016
St. Joseph County Building
125 W Main Street, Centreville, MI 49032



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January Board Meeting Minutes

MEETING DATE: Tuesday, January 5, 2016
MEETING TIME: 2:00 pm
MEETING LOCATION: W.E. Upjohn Institute
300 S Westnedge Avenue, Kalamazoo, MI 49007

1. **Call to Order**
2. **Attendance**
 - a. Members excused
 - i. Shaffer, Robey
3. **Members Present**
 - a. Baker, Carahaly, Dunn, Geiger, Hazelbaker, Reid, and Seyburn
4. **Action: Approval of the Agenda**
 - a. Dunn made a motion to approve the agenda as amended.
 - i. Baker seconded the motion.
 - ii. **The motion carried.**
5. **Action: Approval of the Minutes**
 - a. Reid made a motion to approve the agenda as amended.
 - i. Baker seconded the motion.
 - ii. **The motion carried.**
6. **Citizen Comments**
7. **Invoices**
 - a. None
8. **Treasurer's Report**
 - a. A discussion around the SMPC sponsored retirement account. The Board wants staff to develop a plan to close the account and disburse the funds.
9. **Transportation/KATS Items**
 - a. KATS staff provided an update on their work performed on behalf of SMPC in December. The work performed centered on the Rural Task Force.
10. **Discussion: Regional Prosperity Initiative**
 - a. Staff gave a brief overview of RPI for the benefit of the new member.
 - b. Staff informed the board that a decision regarding FY 2016 funding has not been made by the state.
 - c. Staff shared the 2016 work plan/calendar of activities for RPI with the board.
 - d. Staff mentioned that the RPI Committee plans to hold educational sessions at the beginning of each meeting.
 - e. Other items for the meeting include:
 - i. A plan for strategic planning
 - ii. Policies for the Committee
 - iii. Funding to local partners
11. **Discussion: SMPC Goals**
 - a. 2016 Goals
 - i. Full Membership

1. Geiger expressed concern over the lack of participation from a couple of the counties. Geiger led a discussion around gaining full participation from each of the counties.
 2. The board brainstormed a few ways to encourage greater participation from the Kalamazoo County Board and others.
 3. To encourage more participation, the board decided to move the meeting to the first Tuesday at 11:30 am.
- ii. Contracts with a municipality in each county
 1. The board discussed various ideas for garnering greater involvement from local municipalities.
 2. Education sessions are important for assisting local municipalities and increasing the notoriety of SMPC.
 - a. A grant writing workshop was suggested.
 - b. Staff already gives master planning and TIF workshops.
 3. The board discussed offering SMPC service at a discounted rate or creating a grant program with the reserve funds as an effort to increase notoriety.
 - a.
 - iii. Create promotional items and a plan for distributing them
 1. The board wanted staff to create a promotional brochure to advertise SMPC services. Staff will update the brochure created by KATS.
 2. The board also shared ideas around how to contact local units of government.

12. Staff Report/Other:

- a. Pennfield Township Recreation Plan
 - i. Staff noted that the plan should wrap up later that evening
- b. Fabius Township
 - i. Staff secured a contract with the Township to conduct a master plan survey
- c. Barry County
 - i. Staff gave a workshop on TIF to folks from Barry County.

13. Board Member Comments

- a. None.

14. Action: Adjournment

- a. The meeting was adjourned at 3:47 pm

Next Meeting: February 2, 2016
Coldwater Municipal Building
One Grand Street, Coldwater, MI 49036

W.E. Upjohn Institute for Employment Research

Projects 34050, 34051, 34052, 34053
 SouthCentral Michigan Planning Council
 FY16 10/1/15 - 9/30/16
 Project Director: Dr. Randall Eberts (Lee Adams)

	34050 Fiscal YTD 2016	34050 SMPC General Budget	34051 Fiscal YTD 2016	34051 SMPC RPI Budget	34052 Fiscal YTD 2016	34052 SMPC Plan Budget	34053 Fiscal YTD 2016	34053 SMPC Transp Budget	Total FY 2016 To Date	Total SMPC Budget
Wages	1,141.29		4,176.69		4,901.33		519.42		10,738.73	
Fringe	466.72		1,705.43		2,003.15		213.65		4,388.95	
Wages & Fringe	1,608.01	25,000.00	5,882.12	25,000.00	6,904.48	10,000.00	733.07	3,500.00	15,127.68	63,500.00
<i>Incumbrances</i>										
?										
?										
Training	-	1,250.00	-	-	-	-	-	-	-	1,250.00
MI Assoc of Region Dues	960.00	960.00	-	-	-	-	-	-	960.00	960.00
Computer Charges	-	-	-	-	-	-	-	-	-	-
SMPC Liability Insurance	-	2,100.00	-	-	-	-	-	-	-	2,100.00
Consulting - KATS	-	-	-	-	-	5,000.00	17,656.22	101,000.00	17,656.22	106,000.00
Copies/Duplicating	-	25.00	-	100.00	-	100.00	-	25.00	-	250.00
Postage	0.98	15.00	1.20	-	1.20	-	-	-	3.38	15.00
Supplies - Office	-	100.00	-	-	-	-	-	-	-	100.00
Telephone	2.44	25.00	4.40	50.00	3.14	50.00	0.10	25.00	10.08	150.00
Software - License/Supplies	-	250.00	-	-	-	-	-	-	-	250.00
Web Site Hosting	-	-	-	-	-	-	-	-	-	-
Travel Reimbursement	-	-	-	-	-	-	-	-	-	-
Travel	329.73	1,500.00	136.95	750.00	403.31	250.00	25.65	200.00	895.64	2,700.00
Other Expense	1,293.15	6,225.00	142.55	900.00	407.65	5,400.00	17,681.97	101,250.00	19,525.32	113,775.00
Total Expense	2,901.16	31,225.00	6,024.67	25,900.00	7,312.13	15,400.00	18,415.04	104,750.00	34,653.00	177,275.00
Billings 34050 or 34051	-		-		-		-		-	
Homer 24020 34052	-		-		-		-		-	
Penn 24021 34052	-		-		-		-		-	
St Joe 24022 34052	-		-		-		-		-	
Trans Z6 34053	-		-		-		-		-	
Trans Z7 34053	-		-		-		-		-	
Trans Z7 34053	-		-		-		-		-	
Trans Other 34053	-		-		-		-		-	
Total Billings	-	16,500.00	-	35,900.00	-	20,000.00	-	106,000.00	-	178,400.00
Expense	2,901.16	31,225.00	6,024.67	25,900.00	7,312.13	15,400.00	18,415.04	104,750.00	34,653.00	177,275.00
Net Income(Expense)	(2,901.16)	(14,725.00)	(6,024.67)	10,000.00	(7,312.13)	4,600.00	(18,415.04)	1,250.00	(34,653.00)	1,125.00
Billings	-	16,500.00	-	35,900.00	-	20,000.00	-	106,000.00	-	
Receivables	-		-		-		-		-	
Acct.Rec.Balance	-	-	-	-	-	-	-	-	-	-

	Staff Hours	Staff Hours	Staff Hours	Staff Hours	Total Staff Hours Fiscal YTD
Eberts	-	-	-	-	-
Lee Adams	33.50	117.50	137.00	16.50	304.50
Bommersbach	-	-	-	-	-
Molhoek	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
Total Hours	33.50	117.50	137.00	16.50	304.50



Region 8 Prosperity Committee Meeting Agenda

MEETING DATE: February 4, 2016
MEETING TIME: 2:30 pm
MEETING LOCATION: W.E. Upjohn Institute
300 S Westnedge Ave, Kalamazoo, MI 49007

1. **Call to Order**
2. **Introduction of New Member(s)**
3. **Action:** Approval of the Agenda
4. **Action:** Approval of the Minutes
5. **Citizen Comments**
6. **Education Session:** Broadband
7. **Discussion:** Financial Report
8. **Discussion:** Regional Initiatives
Updates on state projects with RPI involvement
9. **Action:** Committee Policies
 - a. Discuss concepts in a general policy document
10. **Discussion/Action:** Review of the FY 2016 Grant Application Response
 - a. Review how the award will impact the 2016 budget and work plan
11. **Discussion/Action:** Funding to Local Partners
 - a. Review RFPs
12. **Discussion:** Report on other RPI regions around the state
 - a. Staff will give a report on the activities of the other regions
13. **Committee Member Comments**
14. **Action:** Adjournment

***Next Meeting: March 3, 2016
in Lawrence, MI***

	2014 Award	2015 Award	2016 Award	Share (2016)	Share (all)	Population	Share	Square Miles	Share	Pop+SQMI share	\$(2016)- Pop+SQ	\$(all)- Pop+SQ
Region 1a	250000	\$ 228,750	\$ 185,000	7.4%	8.3%	82,668	1.0%	3,826	6.8%	3.9%	3.5%	4.4%
Region 1b	159000	\$ 336,000	\$ 250,000	10.0%	9.3%	172,429	2.1%	3,287	5.9%	4.0%	6.0%	5.4%
Region 1c	155330	\$ 200,000	\$ 185,000	7.4%	6.8%	56,264	0.7%	1,613	2.9%	1.8%	5.6%	5.0%
Region 2	375000	\$ 441,500	\$ 420,000	16.8%	15.5%	297,912	3.5%	7,583	13.5%	8.5%	8.3%	6.9%
Region 3	250000	\$ 228,750	\$ 225,000	9.0%	8.8%	208,746	2.5%	7,922	14.2%	8.3%	0.7%	0.5%
Region 4	250000	\$ 228,750	\$ 235,000	9.4%	8.9%	1,522,990	18.1%	8,576	15.3%	16.7%	-7.3%	-7.8%
Region 5	155330	\$ 221,250	\$ 115,000	4.6%	6.1%	1,126,798	13.4%	6,005	10.7%	12.1%	-7.5%	-5.9%
Region 6	250000	\$ 228,750	\$ 235,000	9.4%	8.9%	1,674,708	19.9%	4,494	8.0%	14.0%	-4.6%	-5.1%
Region 7	155330	\$ 228,750	\$ 255,000	10.2%	8.0%	52,007	0.6%	2,441	4.4%	2.5%	7.7%	5.5%
Region 8	250000	\$ 228,750	\$ 115,000	4.6%	7.4%	697,639	8.3%	3,778	6.7%	7.5%	-2.9%	-0.1%
Region 9	250000	\$ 228,750	\$ 235,000	9.4%	8.9%	315,529	3.8%	4,576	8.2%	6.0%	3.4%	3.0%
Region 10	0	\$ 200,000	\$ 45,000	1.8%	3.1%	2,198,110	26.1%	1,883	3.4%	14.8%	-13.0%	-11.7%
	\$ 2,499,990	\$ 3,000,000	\$ 2,500,000			\$ 8,405,800		55,983				

Planning Services

Five-Year Master Plans

The project team will take a holistic view of a community when writing or updating the Master Plan; the team will review and catalog the community's history, current land use patterns and potential for future growth, economic conditions and trends, existing businesses and industry clusters, economic development strategies implemented, and demographic data. The team will use modern and innovative approaches to planning when working with a community.

Typical Cost for five-year update: \$2,000-5,000

Typical Cost for plan re-write: \$5,000-25,000

Recreation Master Plans

SMPC has staff that is able to assist communities with five-year updates and re-writes of recreation plans, identification of funding opportunities, community input, recreation mapping, and identification of optimum recreational facilities

Typical Cost for five-year update: \$2,000-5,000

Typical Cost for plan re-write: \$5,000-25,000

Other Planning Services

- Community Development
- Ordinance Development
- Ordinance Review

SMPC BOARD

Barry County

Dave Hatfield dave@mibarry.com
Ben Geiger bgeiger@barrycounty.org

Branch County

Keith Baker Kbaker@coldwater.org
Randall Hazelbaker rhazelbaker@countyofbranch.com

Calhoun County

Kathy-Sue Dunn kdunn@atlassalesinc.com
Vacancy
Vacancy

Kalamazoo County

Vince Carahaly vince@alcottcenter.com
Ron Reid supervisor@ktwp.org
Lowell Seyburn lseyburn@seyburnlaw.com
Vacancy

St Joseph County

Rick Shaffer repshaffer@comcast.net
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1/27/2016

Southcentral Michigan Planning Council



The **Southcentral Michigan Planning Council (SMPC)** is a regional planning organization that aims to improve the economic, environmental, and fiscal health of member organizations through transportation, land use and environmental planning, economic development, and efficient local staffing.

269-385-0409
adams@upjohn.org

SMPC Member Communities

SMPC serves the cities, villages, townships, and the Road Commissions/Departments of Barry, Branch, Calhoun, Kalamazoo, and St Joseph Counties.

Economic Development Services

Economic Development Planning

SMPC, in conjunction with the W.E. Upjohn Institute, offers a number of economic development planning services. Those services include:

- Community-wide economic development plans
 - \$5,000-20,000
- Tax Increment Financing Plan Development and Authority Staffing
 - \$3,000-5,000
- Economic Impact Analysis
 - \$1,500-5,000
- Fiscal Impact Analysis
 - \$1,500-5,000
- Placemaking Plans
 - \$2,500-5,000
- Real Estate Development Plans
 - \$1,000-\$2,500
- Brownfield Redevelopment Authority Staffing
 - Hourly Rate
- Rural/Small Town Economic Development
 - \$3,000-5,000

Transportation Services

Asset Management

SMPC can assist and train local units in asset management principles and in preparing Asset Management Plans to help them meet their goals of cost-effective management, operation and upgrading of the transportation network.

Non-motorized Planning & Grants

SMPC can assist communities in preparing or updating a non-motorized facilities plans, facilitate educational opportunities as well as provide transportation grant writing services.

Rural Safety Planning

SMPC can assist local road practitioners in addressing crash risks and in identifying the conditions that contribute to crashes within their jurisdictions in preparation of a Local Road Safety Plan (LRSP).

Other Transportation Services

- Byways and Heritage Route Planning
- Access Management
- Transit Planning
- Corridor Studies



Other Services

Grant Writing

- Workshops
- Grant writing assistance

Geographic Information Services

- Map development
- Parcel analysis

Process Facilitation

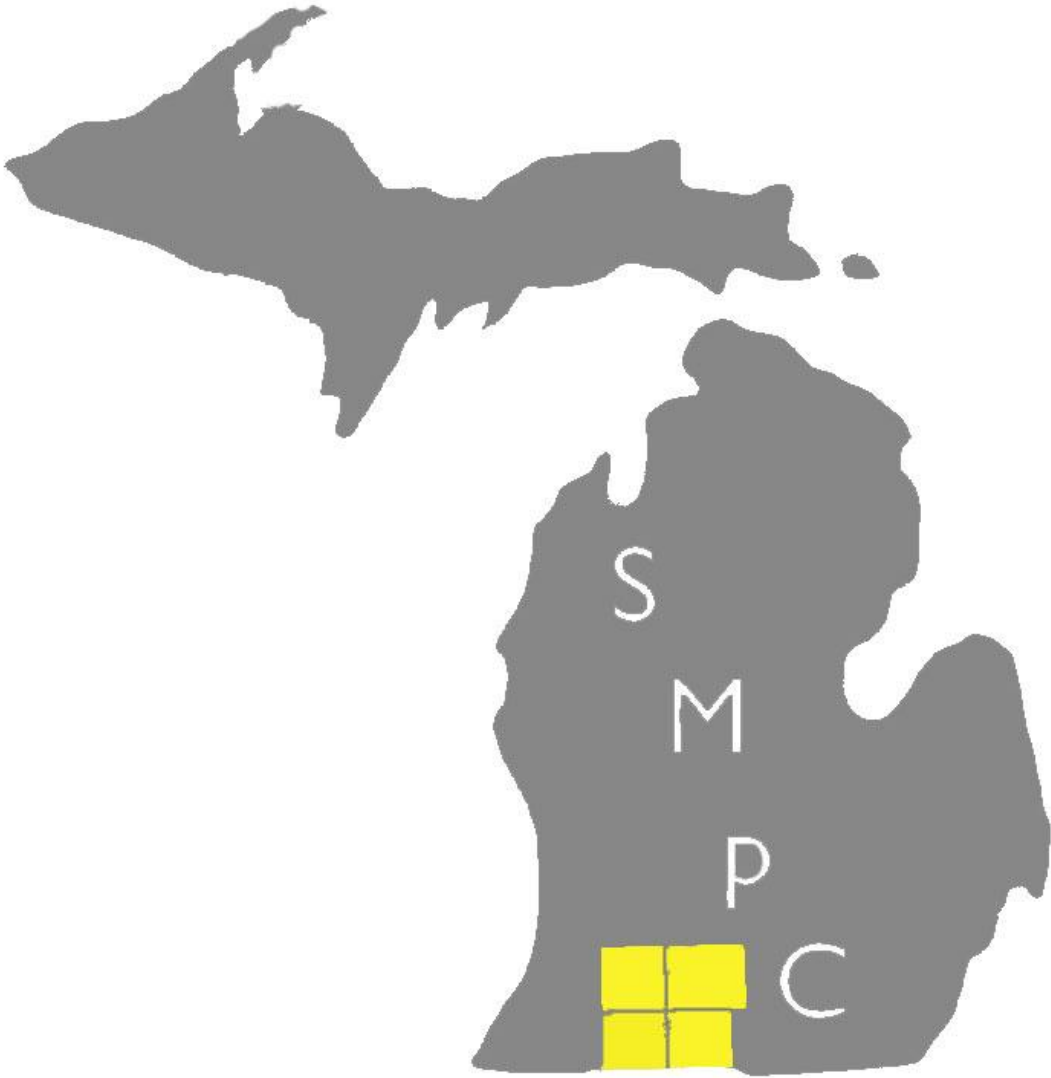
- Strategic planning for local governments or nonprofits

State Reporting

- Dashboards
- Consolidation reporting

Our Team

Lee Adams, MA - Director of Planning
Brian Bommersbach, MA - GIS Analyst
Don Edgerly - Project Manager
Brian Pittleko, MA - Regional Analyst
Claudette Robey, MA - Researcher
Jim Robey, Ph.D. - Chief Economist





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RESOLUTION

RESOLUTION DISSOLVING THE MEMBERSHIP OF BARRY COUNTY IN SMPC; WHICH RESULTS
IN THE REDEFINING OF THE BOUNDARIES OF REGION 3

WHEREAS, Region 3 was created as the Southcentral Michigan Planning and Development Council ("SMPC") on June 13, 1973, pursuant to P.A. 281 of 1945; and

WHEREAS, Region 3 includes the counties of Barry, Branch, Calhoun, Kalamazoo, and St. Joseph; and

WHEREAS, The Barry County Board of Commissioners has formally supported transferring its membership to the West Michigan Regional Planning Commission; and

WHEREAS, Barry County determined that it is more aligned with the Grand Rapids Metropolitan Area geographically and economically; and

WHEREAS, Barry County is part of Region 4 as defined by the State of Michigan Prosperity Regions.

THEREFORE, BE IT RESOLVED that the SMPC Board formally dissolves the membership of Barry County in SMPC, which results in the redefining of the Region 3 boundaries as Branch, Calhoun, Kalamazoo, and St Joseph Counties.

MOVED BY: _____

SECONDED BY: _____

RESOLVED ON THE SECOND DAY OF FEBRUARY, 2016

Chairperson

Date