



Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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Board Meeting Agenda

MEETING DATE: Tuesday, May 9, 2017
MEETING TIME: 11:30 am
MEETING LOCATION: St. Joseph County Administration Building – 3rd Floor History Room
125 W Main Street, Centreville, MI

1. **Call to Order**
2. **Members Excused**
3. **Action:** Approval of the Agenda
4. **Action:** Approval of the Minutes
5. **Citizen Comments**
6. **Financial Report**
 - a. Presented at meeting
7. **Transportation/KATS Items**
 - a. Monthly Report Presented at the meeting
 - b. Review proposed revisions to future KATS Contract
8. **Discussion:** Regional Prosperity Initiative
 - a. Update on Regional Prosperity Meetings and Activities
9. **Discussion:** Update from the SMPC Sponsored Retirement Account Committee
 - a. Review of discussions and actions to date
10. **Staff Report/Other:**
 - a. Regional Brownfield Workshop
 - b. Lockport Township
 - c. Homer Township
11. **Board Member Comments**
12. **Action:** Adjournment

Next Meeting: June 6 in Battle Creek



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Board Meeting Minutes

MEETING DATE: Tuesday, March 7, 2017
MEETING TIME: 11:30 am
MEETING LOCATION: W.E. Upjohn Institute
300 South Westnedge Ave, Kalamazoo, MI

1. Call to Order

- a. The meeting was called to order by Vice-Chair Carahaly at 11:50 am.

2. Members Excused

- a. Hazelbaker made a motion to excuse Baker, Dunn, and Seyburn from the meeting.
 - i. McGraw seconded the motion.
 - ii. *The Motion Carried.*

3. Action: Approval of the Agenda

- a. Reid made a motion to approve the agenda as amended (“April Meeting” was added under 10. e).
 - i. McGraw seconded the motion.
 - ii. *The Motion Carried.*

4. Action: Approval of the Minutes

- a. Kale made a motion to approve the minutes as presented.
 - i. Frisbee seconded the motion.
 - ii. *The Motion Carried.*

5. Citizen Comments

- a. Lotta Jarefelt, Director of Planning for Kalamazoo County, introduced herself and shared support for the progress the organization has made.

6. Financial Report

- a. The board received the report from staff at the meeting. They had a few questions and corrections. Staff will work to incorporate those suggestions into future versions of the financial report.
- b. Reid made a motion to accept the Treasurer’s Report.
 - i. McGraw seconded the motion.
 - ii. *The Motion Carried.*

7. Transportation/KATS Items

- a. Monthly Report Presented at the meeting
 - i. The board received the report and had several questions regarding the activities conducted during the previous month.
 1. The board wanted an explanation of the rural task force funding structure and how funds were swapped between counties.
 2. The board also had questions about the asset management process and how it is conducted through SMPC/KATS.
 - a. This led to a series of questions about the software used to project road costs.
 3. The board wanted to see more transportation information on the SMPC website.
 - b. Review and possibly extend KATS Contract
 - i. Staff led the board through a review of the changes to the current contract.

- ii. The current contract contained a provision to allow SMPC and KATS to extend the contract. This contract would serve as the extension.
- iii. Reid made a motion to approve the contract as amended.
 - 1. The board had a few minor questions about some language in the contract but ultimately decided not to make any edits.
 - 2. McGraw seconded the motion.
 - 3. *The Motion Carried.*

8. Discussion: Regional Prosperity Initiative

- a. Update on Regional Prosperity Meetings and Activities
 - i. Staff gave an update on the RPI. He noted that the group will focus on education and transportation this year. Specifically in education, the group will focus on developing support structure for educational institutions in the region. In the transportation realm, the group is looking at some of the barriers to employment or daily activities caused by transportation limitations.

9. Discussion: Update from the SMPC Sponsored Retirement Account Committee

- a. Staff gave an overview of activities to-date. The board had several questions about the previously conducted criminal investigation. The board discussed how to move this issue forward. Staff will continue to bring information to the meetings.

10. Staff Report/Other:

- a. Representative to Michigan Associations of Region Board
 - i. Reid made a motion to appoint Carahaly as the representative to the Michigan Association of Regions Board.
 - 1. Kale seconded the motion.
 - 2. *The Motion Carried.*
- b. Regional Brownfield Workshop
 - i. Staff gave an overview of the topic. He noted that several partners have aligned behind the region to help spread information around brownfields and brownfield redevelopment incentives. Additionally, this meeting could help the region gather the needed information to apply for EPA funding. Staff had received assistance from SME, a contractor in Kalamazoo; SME is also willing to provide refreshments at the meeting. Additionally, Kansas State University's Technical Assistance to Brownfields program is helping staff with the meeting.
 - ii. Reid made a motion to hold a workshop during the SMPC June meeting time and allow SME and Kansas State University's TAB program to provide resources to SMPC free of charge.
 - 1. McGraw seconded the motion.
 - 2. *The Motion Carried.*
- c. Ross Township
 - i. The SMPC work with Ross Township is wrapping up. The Township chose OCBA out of Parchment to assist them with their Park Development Plan work.
- d. Board contact information
 - i. Staff updated the contact sheet and will upload it to the website.
- e. April Meeting
 - i. Staff asked the board if enough board members would remain available during the April meeting date despite it falling within the traditional spring date week.
 - ii. McGraw made a motion to cancel the April SMPC Board Meeting.
 - 1. Kale seconded the motion.
 - 2. *The Motion Carried.*

11. Board Member Comments

- a. None made.

12. Action: Adjournment

- a. The meeting was adjourned at 1:14 pm.

Next Meeting: May 9 in Centreville



The Metropolitan Planning Organization for the Greater Kalamazoo Area

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TO: Southcentral Michigan Planning Council Board
FROM: Jonathan Start, KATS Executive Director
DATE: April 26, 2017
SUBJECT: Southcentral Michigan Planning Council Report

During the months of March and April, 2017, KATS staff worked on the Michigan Department of Transportation Planning Activities for the Southcentral Michigan Planning Council (SMPC). Work was concentrated in the following activities:

- Participated in a webinar on the Transportation Asset Management Council (TAMC) Investment Reporting Tool using Roadsoft
- Prepared and distributed public announcement for the March 27 meeting of the Rural Task Force (RTF) #3
- Prepared and distributed meeting materials for the March 27 RTF#3 meeting
- Facilitated the March 27 RTF#3 meeting
- Prepared and distributed draft minutes for the March 27 RTF#3 meeting
- Participated in an online Roadsoft Users Group meeting
- Met with the new administrator of Marshall Dial-A-Ride to orient her to RTF funding for transit and the planning process
- Participated in a conference call hosted by Michigan Department of Transportation (MDOT) on Highway Performance Monitoring System (HPMS) data collection and recording
- Attended Pavement Surface Evaluation and Rating (PASER) training required for participation in rating of federal aid roads.
- Updated RTF #3 tracking spreadsheets and distributed to member road agencies
- Updated RTF #3 efile spreadsheet with new/revised project information and submitted to MDOT planning for inclusion in the State Transportation Improvement Program (STIP)
- Worked on scheduling PASER rating for Barry, Branch, Calhoun, Kalamazoo and St. Joseph Counties.
- Participated in PASER ratings for federal aid roads in Branch and St. Joseph Counties
- Performed quality control for PASER ratings in Branch and St. Joseph counties and sent files to respective road commission representatives for their review prior to submission to TAMC
- Participated in Federal Highway Administration (FHWA)/MDOT construction focus webinar
- Submitted to KATS Policy Committee the contract extension approved by the SMPC board at the March 7 meeting. KATS Policy Committee approved the extension at their March 29 meeting
- Met with the SMPC Executive Director to revise the boilerplate of the contract extension to meet new MDOT requirements