



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: Wednesday, August 3, 2016
MEETING TIME: 11:30 am
MEETING LOCATION: St Joseph County Administration Building
125 W Main St, Centreville, MI 49032

1. **Call to Order**
2. **Members Excused**
3. **Action: Approval of the Agenda**
4. **Action: Approval of the Minutes**
5. **Citizen Comments**
6. **Treasurer's Report**
 - a. Provided in Packet
7. **Transportation/KATS Items**
 - a. Monthly Report Presented at the meeting
 - b. **Action:** Annual Work Program
8. **Discussion: Regional Prosperity Initiative**
 - a. Update on Regional Prosperity Meetings
 - b. Tier Two Boilerplate Language
9. **Discussion: Update from the SMPC Sponsored Retirement Account Committee**
 - a. Review of discussions and actions to date
10. **Discussion/Action: Kalamazoo River Water Trail**
 - a. Review progress to date
 - b. Resolution of support
11. **Discussion: Competition with For-Profit Firms**
 - a. Discuss a policy related competing with for-profit firms
12. **Staff Report/Other:**
 - a. Lockport Township
 - b. Ross Township
13. **Board Member Comments**
14. **Action: Adjournment**

Next Meeting: September 6, 2016
Calhoun County Administration Building
315 W Green St, Marshall, MI 49068



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

Board Meeting Minutes

MEETING DATE: Tuesday, June 7, 2016
MEETING TIME: 11:30 am
MEETING LOCATION: Coldwater Administration Building
1 Grand St, Coldwater, MI 49036

1. **Call to Order**
2. **Members Excused**
 - a. Hazelbaker made a motion to excused Dunn, Kale, Reid, and Seyburn.
 - i. Scott seconded the motion.
 - ii. **The motion carried.**
3. **Action: Approval of the Agenda**
 - a. R Baker made a motion to approve the agenda as presented.
 - i. Scott seconded the motion.
 - ii. **The motion carried.**
4. **Action: Approval of the Minutes**
 - a. Hazelbaker made a motion to approve the minutes with typographic revisions.
 - i. Carahaly seconded the motion.
 - ii. **The motion carried.**
5. **Citizen Comments**
 - a. None made.
6. **Treasurer's Report**
 - a. Staff walked the board through the monthly statement. The newer members of the board had a few questions regarding the accounting method used and the format of the report.
7. **Transportation/KATS Items**
 - a. KATS staff presented a report of their activities for the month of May. KATS staff also gave an overview of their work on behalf of SMPC for the benefit of the newer members of the board.
 - b. Annual Work Program discussion
 - i. KATS and SMPC staff noted that the annual work program was reviewed by SMPC and KATS staff as well as a representative from MDOT.
 - ii. MDOT staff noted that funding was reduced to all regions due to a reduction in federal support.
 - iii. KATS and SMPC staff plan to combine several work elements to reduce the number of elements that have few expenses.
 - iv. The board had a few questions related to the work elements that may be combined.
 - c. **Action:** KATS invoice
8. **Discussion: Regional Prosperity Initiative**
 - a. Staff and some members of the Board gave an overview of the Regional Prosperity for the benefit of the newer members.
 - i. The Board discussed some of the long-term implication of RPI for SMPC. They especially focused on moving from tier one to tier two.
 - ii. Discussion regarding the details of tier two continued at length. No decisions were made.
 - b. Staff also gave an update on the recent activities of the Region 8 Prosperity Committee.
9. **Discussion: Update from the SMPC Sponsored Retirement Account Committee**

- a. Staff gave an overview of activities conducted to resolve the outstanding retirement account issue.
- b. Staff noted that a lien was placed against SMPC by the Michigan State Department of Treasury. Staff, with the assistance of Chair Baker, resolved the lien without any ongoing issues.
- c. Staff will continue to work with counsel to resolve the retirement account issue.

10. Discussion/Action: Kalamazoo River Water Trail

- a. Staff noted that SMPC is participating in a grant application along with the Pottawatomie Resource and Development Council and the Kalamazoo River Watershed Council to create a recreation plan and elements of a land use plan for the Kalamazoo River. The recreation plan will ultimately culminate in the creation of a water trail for the Kalamazoo River. The water trail will cover the entire navigable portion of the river, approximately 120 miles.

11. Staff Report/Other:

- a. Calhoun County Transit
 - i. Staff and Ault informed the Board that SMPC is helping Calhoun County with the beginning elements of a county-wide transit assessment. Currently, Calhoun County does not have transit service beyond the Battle Creek area and on-demand service for select populations throughout the county.
- b. Kalamazoo County Master Plan/Responding to Proposals
 - i. SMPC staff submitted a proposal to Kalamazoo County. The County anticipated several other proposals from for-profit firms. Staff noted that it is traditionally the position of regional planning councils to not compete against for-profit firms. Staff wanted the board to voice their opinions on that stance.
 - ii. Board members expressed opinions in favor and against competing against for-profit firms. Thus, the board felt a time for a formal policy discussion was needed. Staff will research the issue and bring it back for discussion in August.
- c. Staff asked if the meeting time was still agreeable to the board members moving forward.
 - i. The board wanted to maintain the meeting time.
 - ii. The board discussed meeting attendance and how to increase it at future meetings.

12. Board Member Comments

- a. Carahaly gave an update on the Kalamazoo County's Master Plan re-write process. He also outlined the purpose of the plan and how it differs from other master plans.
- b. K Baker noted that Coldwater is also updating their master plan. He also noted that several SMPC member counties are participating in a housing target market analysis (TMA). The TMA results would be presents at various times and locations. K Baker was involved in the process. K Baker also noted that the City of Coldwater would look to SMPC to assist with the update to their DDA.

13. Action: Adjournment

- a. The meeting was adjourned at 1:24 PM

Next Meeting: August 2, 2016
St. Joseph County Administration Building
125 W Main St, Centreville, MI 49032

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)

JUNE 2016	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	7,963.97		10,202.37		7,497.27		2,468.25		28,131.86	
Fringe	3,096.95		4,088.89		3,079.36		973.46		11,238.66	
	-		-		-		-		-	
Wages & Fringe	11,060.92	25,000.00	14,291.26	25,000.00	10,576.63	10,000.00	3,441.71	3,500.00	39,370.52	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	-	-	-	-	2,708.63	5,000.00	30,923.31	101,000.00	33,631.94	106,000.00
Consulting - Legal Fees	1,000.00	-	-	-	-	-	-	-	1,000.00	-
Copies/Duplicating	2.32	25.00	-	100.00	-	100.00	-	25.00	2.32	250.00
Postage	5.72	15.00	1.20	-	1.20	-	-	-	8.12	15.00
Supplies - Office	-	100.00	-	-	-	-	-	-	-	100.00
Telephone	6.84	25.00	8.60	50.00	3.14	50.00	0.10	25.00	18.68	150.00
Software - License/Supplie	-	250.00	-	-	-	-	-	-	-	250.00
Web Site Hosting	46.70	-	-	-	-	-	-	-	46.70	-
<i>Travel Reimbursement</i>	-	-	-	-	-	-	-	-	-	-
Travel	1,075.77	1,500.00	452.59	750.00	760.08	250.00	68.85	200.00	2,357.29	2,700.00
Other Expense	3,097.35	6,225.00	462.39	900.00	3,473.05	5,400.00	30,992.26	101,250.00	38,025.05	113,775.00
Total Expense	14,158.27	31,225.00	14,753.65	25,900.00	14,049.68	15,400.00	34,433.97	104,750.00	77,395.57	177,275.00
Billings 34050 or 34051	16,500.00		15,091.98						31,591.98	-
<i>Homer 24020 34052</i>	-		-		3,000.00		-		3,000.00	
<i>Penn 24021 34052</i>	-		-		6,000.00		-		6,000.00	
<i>St Joe 24022 34052</i>	-		-		160.00		-		160.00	
<i>Trans Z6 34053</i>	-		-		-		13,465.74		13,465.74	
<i>Trans Z7 34053</i>	-		-		-		8,192.57		8,192.57	
<i>Trans Z8 34053</i>	-		-		-		9,265.00		9,265.00	
<i>Trans Other 34053</i>	-		-		-		3,510.66		3,510.66	
Total Billings	16,500.00	16,500.00	15,091.98	35,900.00	9,160.00	20,000.00	34,433.97	106,000.00	75,185.95	178,400.00
Expense	14,158.27	31,225.00	14,753.65	25,900.00	14,049.68	15,400.00	34,433.97	104,750.00	77,395.57	177,275.00
Net Income(Expense)	2,341.73	(14,725.00)	338.33	10,000.00	(4,889.68)	4,600.00	-	1,250.00	(2,209.62)	1,125.00
Billings	16,500.00	16,500.00	15,091.98	35,900.00	9,160.00	20,000.00	34,433.97	106,000.00	75,185.95	178,400.00
Receivables	9,000.00	16,500.00	-	35,900.00	6,160.00	20,000.00	18,611.36	106,000.00	33,771.36	178,400.00
Acct.Rec.Balance	7,500.00	-	15,091.98	-	3,000.00	-	15,822.61	-	41,414.59	-

	Fiscal YTD Staff Hours	Fiscal YTD Staff Hours	Fiscal YTD Staff Hours	Fiscal YTD Staff Hours	Total Staff Hours Fiscal YTD
Lee Adams	218.00	279.00	199.50	71.00	767.50
Bommersbach	-	-	7.50	-	7.50
Hudson	17.50	-	-	3.00	20.50
Edgerly	-	6.00	-	-	6.00
Molhoek	-	-	2.50	-	2.50
Total Hours	235.50	285.00	209.50	74.00	804.00

FY 2017 Regional Transportation Planning Work Program

Region 3

Southcentral Michigan Planning Council



Approved: [insert date]

Southcentral Michigan Planning Council

300 South Westnedge Avenue
Kalamazoo, MI 49007

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INTRODUCTION

The Michigan Department of Transportation (MDOT) recognizes the importance of the state-local partnership in delivering a safe and efficient transportation system. The Regional Transportation Planning Program (RTPP) was created by the MDOT Bureau of Transportation Planning (BTP) in 1974 in order to contract various planning services to be performed by the State Planning and Development Regions to assist BTP and local units of government.

The RTPP requires each participating regional planning agency to have an annual work program in accordance with a three-year Master Agreement. Since 1984 the State Legislature has set a budget of \$488,800 of Act 51's Michigan Trunkline Fund (MTF) for the RTPP. The scope of work identified in the annual work program includes specific activities identified to assist MDOT and local communities. Over the years, the work elements and funding levels of the basic work program have been stable. In previous years the basic work program contained the following work elements: Administration, Technical Assistance to MDOT, Highway Performance Management System, Public Involvement and Local Technical Assistance.

For FY 2017, the work program continues to have a budget of \$755,800 for the basic work elements of the work program. The BTP has also allocated additional state funding to provide annual transportation technical assistance for non-metropolitan areas of the state. In FY 2017, each regional planning agency, with exception of SEMCOG, will receive supplemental funding, as needed and if available from the FY 2016 SPR program to assist MDOT and the Regional Planning Agencies in:

- Improving public involvement and the consultation process in non-metropolitan areas of the state.
- Providing interagency coordination and public involvement for air quality conformity in non-attainment areas for ozone and PM2.5 (Only for Regional Planning Agencies with non-attainment counties).
- Preparing Access Management Plans and Ordinances.
- Non-Motorized Planning and Mapping.
- Byway Route Planning.

SOUTHCENTRAL MICHIGAN PLANNING COMMISSION FY 2017 PROGRAM

The SMPC entered into an agreement with the Kalamazoo Area Transportation Study (KATS) to provide staffing for the Transportation Program through FY 2017. SMPC and KATS will work to provide technical support to MDOT and the various agencies within the Region 3 area during FY 2017 (ending September 30, 2017).

Lee Adams, Director of the Southcentral Michigan Planning Commission, is serving as the Program Coordinator at the time of this work program's adoption.

FY 2017 BUDGET

The following is the estimated budget for FY 2017 utilizing the services of the Kalamazoo Area Transportation Study, the consulting agency for SMPC. For FY 2017, the budget was based on:

- \$26,000 in Michigan Transportation Fund (MTF) Program funds for the Regional Transportation Planning Work Program;
- \$14,000 in Michigan Transportation Fund (MTF) Program funds for the Rural Task Force Program and Small Urban Program; and
- \$53,162 in Michigan Transportation Fund (MTF) Program funds for Asset Management.

The indirect and fringe rates used to develop the FY 2017 Regional Transportation Planning Work Program are those that are part of the Kalamazoo Area Transportation Study's FY 2017 Unified Planning Work Program (UPWP). The rates have been approved by the Michigan Department of Transportation as well as the Federal Highway Administration and Federal Transit Administration. The RTPP uses estimates based on the percentage of the program for each RTPP work code.

**Fiscal Year 2017 Regional Transportation Planning Work Program
Region 3- Southcentral Michigan Planning Council**

October 1, 2016-September 30, 2017

BUDGET TABLE

Work Element	Project	Salary	Fringe	Indirect	Other	MTF Funds	Hours
3101	Program Management	\$5,098	\$2,561	\$1,574	\$1,000	\$10,233	169
3102	Technical Assistance to MDOT	\$1,637	\$822	\$505		\$2,964	64
3103	Technical Assistance to Member Agencies	\$5,154	\$2,589	\$1,681		\$9,424	221
3104	Access Management	\$153	\$77	\$47		\$277	6
3105	Pure Michigan Byway Program	\$153	\$77	\$47		\$277	6
3106	Non-motorized Mapping and Investment Plan	\$153	\$77	\$47		\$277	6
3107	Rural Safety Planning	\$1,407	\$707	\$434		\$2,548	55
3108	Management of the Rural Task Force and Small Urban Programs	\$6,369	\$3,200	\$2,063		\$11,632	270
3109	Public Involvement and Consultation Process for Non-Metropolitan Areas	\$793	\$398	\$245	\$561	\$1,997	31
3110	Public Involvement for Air Quality Conformity	\$205	\$103	\$63		\$371	8
3111	Asset Management	\$27,026	\$13,578	\$8,344	\$4,214	\$53,162	734
TOTALS							
		\$48,148	\$24,189	\$15,050	\$5,775	\$93,162	\$1,570

Funds classified as other have been set aside for:

- 3101 Work completed by the SMPDC Director
- 3105 Public Notices for the Small Urban Program
- 3111 Asset Management Training and reimbursements to local agencies for time spent on collecting Pavement And Surface Evaluation Rating (PASER) Ratings

WORK PROGRAM OUTLINE

3101. Program Management

Objectives

- Prepare and adopt annual work program.
- Prepare monthly or quarterly progress reports.
- Ensure expenditures are well documented and cost effective.
- Prepare a Final Acceptance Report (FAR) on the status of the work activities and products, within ninety (90) days from the end of the fiscal year.
- Assist the auditors in carrying out general and specific audits of programs annually and send such audit reports to the Program Coordinator.
- Administration and coordination for the transportation planning contract between KATS staff and the Southcentral Michigan Planning Commission.

Products

1. The following will be submitted to the Program Coordinator by the Agency for reimbursement of costs incurred in conjunction with the work activities identified in the work program.
 - a) Progress reports that summarize accomplishments and attendance at applicable meetings for each work item.
 - b) Invoices for payment, at least quarterly, from the funding source as per the project authorizations.
 - c) Receipts of equipment purchased, i.e. traffic counters, computer hardware and software, etc.
 - d) Itemization of program expenses in terms of work items, including salaries, fringe benefits, indirect costs, and other direct costs.
 - e) Tabulation of progress by work item, indicating the amount and percent billed the current billing period and to date.
2. The FAR on the status of activities and products in the work program will be submitted to the Program Coordinator within ninety (90) days following the contractual period in the work program, as specified within the Master Agreement. The FAR is a performance evaluation, not a financial audit and must contain the following information for each work item
 - a) Products completed.
 - b) Products not completed and reason for lack of completion.
 - c) The amount of funds budgeted and expended.
 - d) Work items that are to be continued next year.

Budget: \$10,233 (MTF)

3102. Technical Assistance to MDOT

Objectives

- Assist in various tasks to update the Statewide Long-Range Transportation Plan (MI Transportation Plan) and the Statewide Transportation Improvement Program (STIP).
- Provide support for specific department issues and/or requests for information on transit, special projects and/or program development issues.

Activities

1. Assist in conducting transportation related workshops and meetings, including but not limited to, workshops and seminars for Access Management, Heritage Routes, Functional Classification, Highway Performance Monitoring System (HPMS) and the Non Trunk-line Federal Aid Program (NTFA) updates, non-motorized transportation, safety and non-metropolitan area elected officials. Activities may include locating adequate facilities, registering participants, scheduling speakers, and other meeting management related activities.
2. Provide staffing and technical planning assistance in the area of transportation.
3. Conduct transportation studies as needed.
4. Assist in identifying transportation interest, programs, and projects as appropriate for the STIP and the Statewide Long-Range Transportation Plan.
5. As appropriate, assist the MDOT Office of Passenger Transportation and local transit providers.
6. Statewide Travel Demand Model:
 - a) Review and provide feedback on REMI socio-economic forecasting outputs and assist in reviewing and allocating data to statewide traffic zones.
 - b) Verify statewide model network inventories.
 - c) Provide traffic counts, as available, for model update not covered in acquiring traffic counts for the Highway Performance Monitoring System (HPMS).
 - d) Collect and submit data items for HPMS for all non-trunkline samples, excluding traffic related data. In conjunction with MDOT's HPMS Coordinator, staff will review and update the HPMS database sample segments using MDOT supplied spreadsheets that contain only the data items needing to be updated for each sample.
7. Highway Performance Monitoring System (HPMS)

Collect and submit data items for HPMS in conjunction with MDOT's HPMS coordinator. Staff will review and update the HPMS database sample segments using MDOT supplied spreadsheets that contain only the data items needing to be updated for each sample in the format provided.
8. Traffic Data Collection for Federal Reporting

Provide support to MDOT in the a-cross agency coordination effort (NTFA) to gather and report traffic data on the non MDOT road network (federal aid and non-federal aid) to meet federal reporting requirements of HPMS, MAP21, and FAST. Support is defined as (but not limited to):

 - Outreach
 - Training and education
 - Data coordination with Local agencies
 - Data compilation
 - Data load, transfer, and/or reporting
 - Conduit between local agencies and MDOT/FHWA

Budget: \$2,964 (MTF)

3103. Technical Assistance to Member Agencies

Objective

- Provide services to local transportation agencies to improve existing and new multi-modal transportation systems, and identify actions to improve the area's transportation system.

Activities

1. Assist local units of government in obtaining grant funds to improve existing and new multi-modal transportation systems, and identify actions to improve the area's transportation system.
2. Assist local agencies seeking to improve and expand the public transportation and to promote improved transportation systems for all modes.
3. Coordinate planning to promote safety, livable communities, and environmental sustainability.
4. Work with local agencies to assess impacts of transportation on projected land uses in the region.
5. Review and/or develop proficiency in traffic crash data.
6. Prepare and Report to Regional Boards and local agencies on the status of transportation planning work program activities and tasks.

Products

Provide Program Coordinator with a copy of any reports produced as a result of these activities.

Budget: \$9,424 (MTF)

3104. Access Management

Objective

- To develop an Access Management training program for client communities. Prepare and/or assist consultants in preparing Access Management plans and ordinances.

Activities

1. Develop and implement educational programs that teach public officials, property owners, and citizens what access management is and how it can benefit their community.
2. Prioritize and select corridor locations within the region for the development of access management plans and ordinances. Location and prioritization of routes should be based on safety issues and opportunities to implement all or portions of the plan.
3. Assist local communities to ensure adoption of plans and ordinances. Assist road agencies, client communities, and property owners as required when road and utility projects provide plan implementation opportunities. Provide follow up to communities with existing access management plans and ordinances.

Product

Provide local client communities and road agencies with hard and electronic copies of any plans, ordinances or education materials.

Upon Billing Submittal:

- Costs incurred will be reimbursed upon review and approval of detailed documentation submitted to the MDOT Access Management Coordinator and/or the appropriate department representative.

Budget: \$277 (MTF)

3105. Pure Michigan Byway Program

Objectives

- Implement the Pure Michigan Byway Program for the MDOT.
- Manage or assist in the management of designated state byways and/or National Scenic Byways within your regions geographical boundaries.

Activities

1. Prepare and or manage contracts to develop Corridor Management Plans.
2. Provide guidance to local “grassroots” organizations seeking to nominate a state highway as a Pure Michigan Byway or National Scenic Byway.
3. Address local specialized issues relating to future transportation system improvements, such as conducting impact studies on new or planned retail and industrial growth, or on current business or industrial activity.
4. Provide opportunities for public involvement activities related to the Byway.
5. Ensure the Byway corridor management plan is up to date.
6. Conduct studies of the safety and convenience of the Byway transportation and visitor oriented facilities.
7. Attend conferences, workshops, and seminars.

Products

1. Designation of Pure Michigan Byways and National Scenic Byways in accordance with P.A. 69 of 1993 as amended and Title 23 U. S. Code.
2. Corridor Management Plans containing improvement, protection, and economic development strategies for the region’s Byways.
3. Study and investigate the safety, efficiency, and economic viability of region’s proposed and designated Byways.
4. Statewide Byway maps, brochures, pamphlets, web site, and other promotional/educational material to constituents.
5. Provide MDOT with a copy of any reports (excluding grant applications) as a result of this activity, or a copy of cover letters for products submitted to others.
6. The Agency shall bill at least quarterly with invoices submitted to the Pure Michigan Byway Program Manager. Supplemental funding, if available, is eligible for activities/tasks 1, 3, 5, 6 and 7.

Upon Billing Submittal:

- Costs incurred will be reimbursed upon review and approval of detailed documentation.
- Original invoice - consecutively numbered, stating period covered, dollar amount and work performed.
- Itemizing of program expenses in terms of work items and cost groups, including charges to direct salaries, fringe benefits, indirect costs, and other direct costs.
- Tabulation of progress by work item (not by groupings of work items) indicating the amount and percent billed in the current period and to date. (This requirement allows tracking of costs to provide specific services.)

Budget: \$277 (MTF)

3106. Non-Motorized Mapping and Investment Plan

Objective

- Facilitate the process of completing non-motorized planning efforts for the State of Michigan by region.

Activities

1. Collect information to match the data fields in MDOT's Transportation Management System (TMS) Program.
2. Develop and implement aspects of a non-motorized investment plan to identify needed projects and project elements, prioritizing those projects, and determining the optimum funding arrangements for the projects within each region.
3. Promote the consideration of bicycle and pedestrian facilities in the overall transportation planning activities.
4. Coordinate with stakeholders and public input.

Products

1. Non-motorized master plans by region including up-to-date non-motorized maps.
2. The end map product will be a ready-to-print region wide bike map and data base with the support data to go into the TMS for future planning and maps. Provide MDOT with a copy of any reports (excluding grant applications) as a result of this activity, or a copy of cover letters for products submitted to others.
3. Print three (3) year's supply of maps for MDOT distribution as well as three (3) year's supply of maps for stakeholders within the region.
4. The development of a comprehensive plan and the identification of priority projects within the area will help guide MDOT's investment in the region's non-motorized transportation system.

Upon Billing Submittal:

- Progress Reports that summarize accomplishments for each work item.
- Original Invoice, consecutively numbered, stating period covered, dollar amount, and work performed.
- Itemizing of program expenses in terms of work items and cost groups, including charges to direct salaries, fringe benefits, indirect costs, and other direct costs.

Budget: \$277 (MTF)

3107. Rural Safety Planning

Objectives

- Assist in conducting rural safety planning forums to increase or create awareness for safety, and encourage formation of cross-discipline safety partnerships at the local level and assist MDOT in the process of preparing rural safety plans.
- Determine areas of safety risks (i.e., behavioral, structural) and schedule workshops to educate constituents in mitigating these risks, if appropriate.

Activities

1. Conduct Rural Safety Forums on a biannual basis. These forums will include emergency, enforcement, education and engineering staff as well as other interested parties. Schedule specific safety workshops in other years if appropriate.
2. Update and maintain a list of safety advocates, including mailing labels.
3. Partnerships to promote safety as an integral part of the planning and project development process.
4. Maintain updated mailing lists identifying safety groups and individuals.
5. Assist MDOT in the process of preparing of Rural Safety Plans.

Budget: \$2,548 (MTF)

3108. Management of the Rural Task Force and Small Urban Programs

Objective

- To assist MDOT in the management of the Rural Task Force (RTF) and Small Urban programs.

Activities

1. Regional Planning Agency staff shall communicate all correspondence from MDOT regarding changes in program funding and/or processes improvements to their respective Rural Task Force(s).
2. Schedule, set-up, and facilitate RTF project selection meetings and Small Urban meetings.
3. Ensure a cooperative planning process is being followed, the correct functional classification and system is identified, and eligible work is submitted.
4. Ensure balance sheets and/or E-Files are properly managed with updated information.
5. Ensure the required public involvement and consultation process is completed, by providing citizens, affected public agencies, Tribal Governments, private
6. transportation providers and other interested parties with sufficient notice and opportunity to comment on proposed transportation projects, plans and programs.
7. Submit eligible projects to MDOT as approved by the RTF committees.
8. Submit proof of public involvement and meeting minutes as part of monthly or quarterly progress reports.
9. Submit All Season Road changes to MDOT.

Budget: \$11,632 (MTF)

3109. Public Involvement and Consultation Process for Non-Metropolitan Areas

Objectives

- To provide for non-metropolitan local official participation in the development of the State Long-Range Transportation Plan (LRTP) and the STIP.
- To provide opportunities for the public to review and comment in the development of the LRTP and STIP.
- To manage consultation with local elected officials, local officials with responsibility for transportation, public agencies, general public, Tribal Governments, businesses, and organizations in accordance with the Statewide Planning Process Public Participation Plan.

Activities

1. Work with MDOT on public involvement issues, including organizing meetings, focus groups, and advisory committees.
2. Conduct local program meetings and ongoing communication and technical assistance in non-metropolitan areas of the state to provide information on various state and federal programs.
3. Document the RTF's public involvement and consultation processes.
4. Partner with educating and training local officials with regard to state and federal funded programs, policies applications, and other key information.
5. Respond to requests from both the public and private sector to provide information on state and federal transportation programs, projects, funding, and to stay informed on local issues.
6. Participate in statewide conferences, meetings, seminars, forums, and training sessions on state and federal programs available to local communities.
7. Assist MDOT in keeping elected public officials, general public, local planning agencies, and Tribal Governments informed early of the list of projects in the Five-Year Program and of the investment strategies, funding assumptions, economic benefits, and impacts on the various modes.
8. Assist in the creation and maintenance of a list serve for managing the electronic distribution of information to the local elected officials.

Budget: \$1,997 (MTF)

3110. Public Involvement for Air Quality Conformity¹

Objectives

- To comply with the provisions of federal transportation legislation and the transportation conformity provisions of the Clean Air Act for non-attainment areas for ozone and particular matter (PM_{2.5}).
- To provide local interagency coordination in the transportation planning process.
- To provide results and gain input for the air quality conformity process to all interested individuals, citizens, and organizations (public and private).

Activities

1. Attend air quality training courses and seminars to become fluent in conformity/non-conformity regulations, language, and issues.
2. Conduct and participate in interagency discussions and consultation at a statewide and/or region-wide level to discuss and evaluate attainment strategies pertaining to air quality conformity as part of the statewide transportation planning process.

Budget: \$371 (MTF)

¹ For Ozone and PM 2.5 Non-Attainment Areas/ Counties

3111. Asset Management

Objective

- Provide technical assistance to the Asset Management Council as required by Public Act 499 of 2002.

Activities

1. Attend a one-day training seminar on the use of the Pavement Surface Evaluation and Rating (PASER) system.
2. Participate as part of a three-person team (including MDOT and city/county) that will rate the federal-aid eligible roads in the region.
3. Provide results of PASER ratings to local agencies for review and revision where appropriate.
4. Publicly display PASER ratings on web site or through other public means so that ratings are available for public review and useable for project and planning development activities.
5. Transmit PASER ratings and roadway data (i.e., traffic counts) on forms supplied by the MDOT Asset Management Coordinator.
6. Monitor and report to MDOT Asset Management Coordinator the status of projects awarded in the past calendar year.
7. Contract with counties and cities for participation in data collection efforts.
8. Coordinate asset management training and demonstration projects within their jurisdictions.
9. Provide other assistance as may be requested by the Asset Management Council.

Products

1. Road network loaded into RoadSoft.
2. PASER data collected on Act 51 roads in the region.
3. Web based or other public display of PASER ratings.
4. Report on PASER and other roadway data and transportation project completion information for the region.
5. List of projects for three (3) years (regardless of funding source) for all Act 51 agencies in the region.
6. Quarterly reports submitted to MDOT Asset Management Coordinator.
 - a) Upon Billing Submittal:
 - Costs incurred will be reimbursed upon review and approval of detailed documentation to be submitted to the MDOT Asset Management Coordinator.
 - Invoice.
 - Itemizing of program expenses in terms of work items and cost groups, including charges to direct salaries, fringe benefits, indirect costs, and other direct costs.
 - Tabulation of progress by work item, (not by groupings of work items) indicating the amount and percent billed in the current period and to date. (The requirement to report by specific work item is to allow us to track what it costs to have specific services provided. When lumped together with other activities, this becomes impossible.)
 - b) The Agency shall bill at least quarterly.
7. A FAR summary on the status of activities and products in the work program will be submitted to the MDOT Asset Management Coordinator. This report shall be submitted within 90 days following the contractual period of the work program, as specified within the Master Agreement. It must:

-
- c) Cover the fiscal year just ended.
 - d) Be a performance evaluation, not a financial audit.
 - e) Indicate for each work item:
 - Whether stipulated products were indeed produced;
 - The amount of funds budgeted and expended;
 - Whether the work item was completed (if not, then its status); and
 - If the work item is to be continued next year.
 - f) If not already submitted, include attachments consisting of major products developed, or describing such products produced, when and to whom they were provided, if providing the entire product is not reasonable.
 - g) Be submitted to the MDOT Asset Management Coordinator for review and approval.

Budget: \$53,162 (MTF)

APPENDIX A: SOUTHCENTRAL MICHIGAN PLANNING COUNCIL BOARD

Branch County:

Keith Baker, Chair

Randall Hazelbaker, Secretary

Calhoun County:

Ingrid Ault

Kathy-Sue Dunn

Art Kale

Kalamazoo County:

Vince Carahaly, Vice-chair

Scott McGraw

Ron Reid, Treasurer

Lowell Seyburn

St Joseph County:

Robin Baker

Vacant

APPENDIX B: SOUTHCENTRAL MICHIGAN PLANNING COUNCIL STAFF AND CONTACT INFORMATION

Lee Adams

SMPC Director
adams@upjohn.org

Patrick Hudson

Planner
Hudson@upjohn.org

Website:

www.smpcregion3.org

Mailing Address and Phone Number:

300 South Westnedge Avenue
Kalamazoo, MI 49007
269-385-0409

APPENDIX C: KALAMAZOO AREA TRANSPORTATION STUDY STAFF AND CONTACT INFORMATION

Jonathan Start

Executive Director
jstart@KATSmpo.org

Steven Stepek, AICP

Senior Transportation Planner
sstepek@KATSmpo.org

Megan Arndt

Associate Planner
marndt@KATSmpo.org

Fred Nagler

Associate Planner
fnagler@KATSmpo.org

Monica Zehner

Office Manager
mzehner@katsmpo.org

Website:

www.KATSmpo.org

Mailing Address and Phone Number:

Kalamazoo Area Transportation Study
5220 Lovers Lane, Suite 110
Portage, MI 49002
(269) 343-0766

RPI Boilerplate Language

General Information

(1) The funds appropriated in part 1 for the regional prosperity initiative are to be used as competitive grants to eligible regional planning organizations qualifying for funding as a regional prosperity collaborative, a regional prosperity council, or a regional prosperity board. A regional planning organization may not qualify for funding under more than 1 category in the same state fiscal year. As used in this section:

- a) (a) "Eligible regional planning organization" means any of the following:
 - (i) An existing regional planning commission created pursuant to 1945 PA 281, MCL 125.11 to 125.25.
 - (ii) An existing regional economic development commission created pursuant to 1966 PA 46, MCL 125.1231 to 125.1237.
 - (iii) An existing metropolitan area council formed pursuant to the metropolitan council's act, 1989 PA 292, MCL 124.651 to 124.729.
 - (iv) A Michigan metropolitan planning organization established pursuant to the moving ahead for progress in the 21st century act, Public Law 112-141.
- b) "Freedom of information act" means the freedom of information act, 5 USC 552.
- c) "Open meetings act" means the open meetings act, 1976 PA 267, MCL 15.261 to 15.275.
- d) "Regional prosperity board" means a regional body that has a singular governing board with representation from private, public, and nonprofit entities engaged in joint decision-making practices for the purpose of creating or maintaining a phase three regional prosperity plan.
- e) "Regional prosperity collaborative" means any committee developed by a regional planning organization or a metropolitan planning organization that serves to bring organizational representation together from private, public, and nonprofit entities within a region for the purpose of creating or maintaining a phase one: regional prosperity plan.
- f) "Regional prosperity council" means a regional body with representation from private, public, and nonprofit entities with shared administrative services and an executive governing entity, as demonstrated by a formal local agreement or agreements for the purpose of creating or maintaining a phase two: regional prosperity plan.

Tier One

(2) Regional planning organizations may qualify to receive not more than \$250,000.00 of incentive-based funding as a regional prosperity collaborative subject to meeting all of the following requirements:

- a) The regional prosperity collaborative has created a phase one: regional prosperity plan, as follows:
 - i. The regional prosperity collaborative must include regional representatives from adult education, workforce development, community development, economic development, transportation, and higher education organizations.
 - ii. The plan is required, at a minimum, to include a 5-year plan focused on economic growth and vitality for the region, as well as a performance dashboard and measurable annual goals to support the 5 -year plan.
 - iii. The 5-year plan shall address regional strategies related to adult education, workforce development, economic development, transportation, higher education, and business development.
 - iv. The regional prosperity collaborative shall adopt the plan by a minimum 2/3 majority vote of its members.
- b) The regional prosperity collaborative adheres to accountability and transparency measures required in the open meetings act and the freedom of information act.
- c) The regional prosperity collaborative convenes monthly meetings, open to the public, to consider and discuss issues leading to a common vision of economic prosperity for the region, including, but not limited to, community development, economic development, talent, and infrastructure opportunities.
- d) The regional prosperity collaborative makes available on the grant recipient's publicly accessible Internet site pertinent documents, including, but not limited to, monthly meeting agendas, minutes of monthly meetings, voting records, and the regional prosperity plan and performance dashboard.
- e) The regional prosperity collaborative keeps a status report detailing the spending associated with previous regional prosperity initiative grants. Organizations that have successfully received grant awards in previous fiscal years shall be required to make available to the department and on a publicly accessible Internet site information regarding the use of those grant dollars.

Tier Two

(3) Regional planning organizations eligible to receive a payment as a regional prosperity collaborative under subsection (2) may qualify to receive a 1-time grant of not more than \$75,000.00 to produce a plan to transform the regional prosperity collaborative into a regional prosperity council or regional prosperity board, including necessary local formal agreements, to make recommendations that eliminate duplicative efforts and administrative functions, and to leverage resources through cooperation, collaboration, and consolidations of organizations or programs throughout the region. Plans produced to transform the regional prosperity collaborative into a regional prosperity council or regional prosperity board shall be made available on the grant recipient's publicly accessible Internet site.

(4) Regional planning organizations may qualify to receive not more than \$375,000.00 of incentive-based funding as a regional prosperity council subject to meeting all of the following requirements:

- a) A regional prosperity council has been formed and includes regional representatives from adult education, workforce development, community development, economic development, transportation, and higher education organizations.
- b) An eligible regional prosperity council will demonstrate shared administrative services between 2 public regional entities included in subdivision (a) . In addition, the council must have and maintain an executive governing entity, as demonstrated by a formal local agreement or agreements.
- c) The regional prosperity council has created a phase two regional prosperity plan, as follows:
 - i. The regional prosperity council shall identify opportunities for shared administrative services and decision- making among the private, public, and nonprofit entities within the region and shall continue collaboration with regional prosperity council members, including, but not limited to, representatives from adult education providers, workforce development agencies, community development agencies, economic development agencies, transportation service providers, and higher education institutions.
 - ii. The plan is required to include, but is not limited to all of the following:
 - A. A status report of the approved 5-year plan.
 - B. The addition of a 10-year plan for the region which builds upon prior work and is focused on economic growth and vitality in the region.
 - C. A prioritized list of regional projects.
 - D. A performance dashboard with measurable annual goals.
 - iii. The regional prosperity council shall adopt the plan by a minimum 2/3 vote of its members.
- d) The regional prosperity council adheres to accountability and transparency measures required in the open meetings act and the freedom of information act.
- e) The regional prosperity council convenes monthly meetings, open to the public, to consider and discuss issues leading to a common vision of economic prosperity for the region, including, but not limited to, community development, economic development, talent, and infrastructure opportunities.
- f) The regional prosperity council makes available on the grant recipient's publicly accessible Internet site pertinent documents, including, but not limited to, monthly meeting agendas, minutes of monthly meetings, voting records, and the regional prosperity plan and performance dashboard.
- g) The regional prosperity council keeps a status report detailing the spending associated with previous regional prosperity initiative grants. Organizations that have successfully received grant awards in previous fiscal years shall be required to make available to the department and on a publicly accessible Internet site information regarding the use of those grant dollars.



Southcentral Michigan Planning Council

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Proposal for a Kalamazoo River Recreation Plan

Introduction

Many stakeholders interested in the Kalamazoo River have met over the course of many years to discuss the possibility of creating a water trail. A water trail is, at its core, a recreational amenity; therefore a recreation plan is the most appropriate tool to use for establishing the trail. The Southcentral Michigan Planning Council (SMPC) is pleased to partner with the Kalamazoo River Watershed Council and the Potawatomi Resource and Development Council to complete this project. SMPC has the experience and knowledge needed to create a high-quality recreation plan; SMPC has created similar plans and is staffed by planners, GIS professionals, data analysts, regional economists, and librarians. Furthermore, SMPC staff has spearheaded the recent effort to establish the water trail.

Project Team

Lee Adams, Director of SMPC, will serve as the lead planner for this project. Lee holds a Master's of Urban and Regional Planning from the University of Michigan and will draw upon his experience serving local units of government as Director of SMPC. Additionally, Lee has organized the recent effort to establish a water trail on the Kalamazoo River. Assisting Lee on this project is *Patrick Hudson*, *Bryan Bommersbach*, and *Brian Pittelko*. *Patrick Hudson* will serve as a planner on this project; Patrick has a wealth of experiences as a planner; he has assisted over 20 municipalities create or update local plans. Patrick is also a soil erosion expert, certified flood plain manager, and expert in local history. *Bryan Bommersbach* will serve as GIS Analyst on this project; Bryan has a broad range of mapping experiences including performing GIS work for universities, research institutions, and various forms of government. *Brian Pittelko* will serve as the Data Analyst on this project; Brian has gathered data for hundreds of projects and analyzed data for various studies, papers, and plans. Other members of the SMPC/W.E. Upjohn Institute staff may provide time or resources for this project on a limited basis. SMPC is staffed by the W.E. Upjohn Institute and has access to its staff and research resources. Resumes for each project team member are included in the appendix.

Methodology

Traditionally, the project team will follow the methodology outlined by the Michigan Department of Natural resources when establishing a recreation plan, but we will maintain some flexibility as project unfolds. This is a unique project and we want to preserve flexibility to respond to needs and priorities established through the planning process. Regardless of any deviations from the traditional methodology, the project team will take a holistic view of the recreation needs and resources on and near the River. The recreation plan will acknowledge and examine recreation plans established by each county in which the river and its tributaries primarily traverse (Allegan, Calhoun, and Kalamazoo). This will help to create continuity between the water trail and additional recreational resources.

The project team will take a somewhat atypical approach to developing this recreation plan. In this case, the project team will not only evaluate the recreational needs of the communities through which the river traverses but also examine the land uses economic activity adjacent to the river. The project team will evaluate adjacent land uses and examine how they impact and influence recreation on the river. The project team will also evaluate and examine the economic activity near the river to potentially estimate the economic activity generated by recreational utilization of the river. These evaluations will help guide local communities on how land use and economic development policies can impact the river, potential recreation, and the local economy.

The project team will include the following items in the recreation plan to satisfy the desires of the steering committee and the guidelines set forth by the Department of Natural Resources:

1. Community Description
 - a. The project team will review the recreation plans of the Counties, Cities, Villages, and Township through which the River traverses.
 - b. The project team will describe all three counties (Allegan, Calhoun, and Kalamazoo).
 - i. This description is likely to include the following elements:
 1. Demographic data
 2. Land uses adjacent to the River
 3. Potential survey work
2. Administrative Structure
 - a. The project team will describe of how parks are administered, governed, and staffed throughout each of the three study counties.
 - b. The project team will describe how the Water Trail will be managed.
3. Inventory of Existing Parks, Natural Areas, and Recreation Facilities
 - a. The project team will assemble lists and maps of each recreational opportunity within or near the three counties.
4. Resource Inventory and Mapping
 - a. The project team will create maps and lists of areas that may be suitable for future recreational uses.
 - i. Canoeing and kayaking access points
 1. Existing access points (formal and informal)
 - a. Rank access points by quality, parking, maintenance structure, amenities nearby, distance to population centers, and other attributes.
 2. Access point gaps and redundancies
 - a. Identify areas that are in need of access point and area that are potentially oversaturated.
 3. Potential access points
 - a. Develop a scheme by which to evaluate and rank potential sites.
 - ii. Motor boating access points
 1. Similar process as above.
 - iii. Fishing access points
 1. Similar process as above except any evaluation will use different criteria.
 - iv. Other recreation access points
5. Location and Typology of Potential Future Parks and Facilities
 - a. Jointly described in section 4.
6. Description of the Planning and Public Input Process
 - a. The project team will describe the planning methods and the public input process used to develop the water trail recreation plan.
7. Goals and Objectives
 - a. The project team will describe the Goals and Objectives, with measurable benchmarks, as developed by the steering committee.
8. Action Program
 - a. The project team will outline the steps that local stakeholders will take to accomplish the Goals and Objectives and implement the water trail.

When collecting relevant data, the project team will use available local resources and community surveys in addition to information provided by the local partners, local units of government, the state, and the US Census, American

Community Survey, and other sources as needed. Additionally, SMPC has access to economic forecasting models available to help assess which strategies would have the greatest economic impact.

Lee Adams, Director

Southcentral Michigan Planning Council
300 South Westnedge Avenue
Kalamazoo, MI 49008

Appendix – Project Team Resumes

Lee Adams

Director, Southcentral Michigan Planning Council, W.E. Upjohn Institute for Employment Research
300 S. Westnedge Ave., Kalamazoo, MI 49007, 269-343-5541
adams@upjohn.org

FIELDS OF SPECIALIZATION

Regional planning, regional economic development, land use planning, local government, real estate development

EDUCATION

M.A., Urban and Regional Planning, University of Michigan, 2010
Graduate Certificate in Real Estate Development, University of Michigan, 2010
B.A., Political Science, Olivet Nazarene University, 2007
B.A., The Social Sciences, Olivet Nazarene University, 2007

POSITIONS

2014-Present	Director, Southcentral Michigan Planning Council, W.E. Upjohn Institute for Employment Research, Kalamazoo, Michigan
2012-2014	Resource Coordinator, County of Kalamazoo, Kalamazoo, Michigan
2010-2012	Intern, Healthy Waters, Rural Care, Kalamazoo, MI
2009-2010	Research Manager, University of Michigan Institute for Research on Labor, Employment, and the Economy, Ann Arbor, Michigan
2007-2010	Architectural Representative, Adams Construction Technology, Gobles, MI
2006	Intern, United States House of Representative, Fred Upton, Kalamazoo, Michigan

Bryan L. Bommersbach
Geographic Information Systems Specialist

W.E. Upjohn Institute for Employment Research
300 S. Westnedge Ave.
Kalamazoo, MI 49007
269-385-0458
Bommersbach@upjohn.org

March 2015

FIELDS OF SPECIALIZATION

Geographic Information Systems, Cartography, Spatial Analysis, Spatial Statistics, Geospatial Database Management, Interactive Web Mapping Development, Regional Economic Research

EDUCATION

M.A., Geography, Western Michigan University, 2014
GIS Certificate, Western Michigan University, 2014
B.A., Anthropology, Western Michigan University, 2012

POSITIONS

2014–Present	Mapping and Regional Research Specialist, W.E. Upjohn Institute for Employment Research, Kalamazoo, Michigan
2014	Intern, W.E. Upjohn Institute for Employment Research, Kalamazoo, Michigan
2012–2014	Teaching/Research Assistant, Western Michigan University, Kalamazoo, Michigan
2006–2011	Research Associate, MPI Research, Mattawan, Michigan

Brian Pittelko

Regional Analyst, W.E. Upjohn Institute for Employment Research
300 S. Westnedge Ave., Kalamazoo, MI 49007, 269-343-5541

Pittelko@upjohn.org

<http://www.upjohn.org/about-us/who-we-are/research-staff/brian-pittelko>

ACADEMIC DEGREES

M.P.A., Western Michigan University, Kalamazoo, MI 2008

B.A., History, University of Minnesota, Twin Cities, MN 2002

POSITIONS

- 2012– Regional Analyst, W.E. Upjohn Institute for Employment Research
- 2009–2011 Assistant Regional Analyst, W.E. Upjohn Institute for Employment Research
- 2008 Intern, W.E. Upjohn Institute for Employment Research
- 2003–2007 Guest Services, Marriott International
- 2003 Intern, Growth and Justice
- 2001–2003 Office Staff, Center for Evaluation Research

PUBLICATIONS

<http://www.upjohn.org/about-us/who-we-are/research-staff/brian-pittelko>

Patrick Hudson
Planner, W.E. Upjohn Institute for Employment Research
300 S. Westnedge Ave., Kalamazoo, MI 49007, 269-343-5541
Hudson@upjohn.org

ACADEMIC DEGREES

M.S., Historic Preservation, Eastern Michigan University, Ypsilanti, MI

M.A., Geography: Concentration in Urban and Regional Planning, Western Michigan University, Kalamazoo, MI

B.S., Earth Science and History, Western Michigan University, Kalamazoo, MI

CERTIFICATIONS

American Institute of Certified Planners

Certified Floodplain Manager

Soil Erosion & Sedimentation Control Administrator

Storm Water Management – Construction Sites

POSITIONS

Planner, W.E. Upjohn Institute

Manager of Zoning Administration & Planning Services, Michigan Township Services

Regional Planner, Southcentral Michigan Planning Commission

Regional Planner, West Michigan Shoreline Regional Development Commission

PUBLICATIONS

My Civil War Ancestor: Patrick Sage, Company B, 16th U.S. Infantry, Pritchard Press (Allegan, MI: Sons of Union Veterans of the Civil War, 2011)

Fun with a Historic District: Keppel's Village, Holland, Michigan, Post & Lintel (Ypsilanti: Preservation Eastern, 2012)

Atlantic City of the West: Public Policy, Tourism & Development, South Haven, Michigan 1850-2000, Michigan Historical Review (Mt. Pleasant: Central Michigan University, 2015)



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RESOLUTION

RESOLUTION SUPPORTING THE DEVELOPMENT OF A KALAMAZOO WATER TRAIL AND FUNDING REQUESTS THAT SUPPORT RELATED WORK

WHEREAS, the Southcentral Michigan Planning and Development Council ("SMPC") generally support the development of regional recreation resources; and

WHEREAS, the Kalamazoo River traverses half of the SMPC member counties; and

WHEREAS, SMPC staff has play an active role in the development of the Kalamazoo River Water Trail to-date; and

WHEREAS, the development of the Kalamazoo River Water Trail will support local economic development, enhanced understanding and appreciation of natural systems, and increased tourism to many local cities and villages in addition to increase recreational opportunities.

THEREFORE, BE IT RESOLVED that the SMPC Board formally supports the development of the Kalamazoo River Water Trail and funding requests to local and national foundations, state departments, and federal agencies.

MOVED BY: _____

SECONDED BY: _____

RESOLVED ON THE SECOND DAY OF AUGUST, 2016

Chairperson

Date

REGIONAL PLANNING
Act 281 of 1945

AN ACT to provide for regional planning; the creation, organization, powers and duties of regional planning commissions; the provision of funds for the use of regional planning commissions; and the supervision of the activities of regional planning commissions under the provisions of this act.

History: 1945, Act 281, Eff. Sept. 6, 1945;—Am. 1952, Act 194, Eff. Sept. 18, 1952.

The People of the State of Michigan enact:

125.11 Regional planning; definitions.

Sec. 1. For the purpose of this act certain terms are defined as provided in this section. Wherever appropriate the singular includes the plural and the plural includes the singular. The terms “local governmental units” or “local units” shall include cities, villages, other incorporated political subdivisions, counties, school districts, special authorities, townships, or any legally constituted governing body responsible for the exercise of governmental functions within a political subdivision of the state.

History: 1945, Act 281, Eff. Sept. 6, 1945;—CL 1948, 125.11.

125.12 Regional planning commission; creation; service by members of county board of commissioners.

Sec. 2. Regional planning commissions may be created by resolution by 2 or more legislative bodies of any local governmental units desiring to create a regional planning commission. Members of county boards of commissioners shall not be prohibited from serving on a commission created hereby.

History: 1945, Act 281, Eff. Sept. 6, 1945;—CL 1948, 125.12;—Am. 1952, Act 194, Eff. Sept. 18, 1952;—Am. 1976, Act 427, Imd. Eff. Jan. 11, 1977.

125.13 Regional planning commissions; limit of jurisdiction.

Sec. 3. The boundaries of the area which are to define the limit of jurisdiction of the regional planning commission shall be established by the resolutions of the participating legislative bodies. The boundaries of this area need not be coincident with the boundaries of any single governmental subdivision or group of subdivisions which are to be included in the area, but may include all or such portions of any governmental subdivision.

History: 1945, Act 281, Eff. Sept. 6, 1945;—CL 1948, 125.13;—Am. 1952, Act 194, Eff. Sept. 18, 1952.

125.14 Regional planning commission; per diem allowance and mileage; reimbursement for actual expenses.

Sec. 4. A member of the regional planning commission may receive a per diem allowance and mileage as is established and paid by the regional commission or, if a per diem allowance or mileage is not established and paid by the regional commission, as is established and paid by the local unit appointing that member for each meeting attended and may be reimbursed for not more than actual expenses incurred as a member of the commission in carrying out the work of the commission. The mileage and reimbursement for not more than actual expenses established under this section shall not exceed the standardized travel regulations of the department of management and budget.

History: 1945, Act 281, Eff. Sept. 6, 1945;—CL 1948, 125.14;—Am. 1952, Act 194, Eff. Sept. 18, 1952;—Am. 1976, Act 427, Imd. Eff. Jan. 11, 1977;—Am. 1989, Act 129, Imd. Eff. June 28, 1989.

125.15 Regional planning commissions; chairman; rules of procedure; records.

Sec. 5. Each regional planning commission shall elect its own chairman and establish its own rules of procedure, and may create and fill such other offices as it may determine necessary. It shall keep a record of its resolutions, transactions, findings and determinations, which records shall be a public record.

History: 1945, Act 281, Eff. Sept. 6, 1945;—CL 1948, 125.15;—Am. 1952, Act 194, Eff. Sept. 18, 1952.

125.16 Regional planning commissions; director and employees.

Sec. 6. The regional planning commission may appoint a director and such employees as it may deem necessary for its work and may hire such experts and consultants for part time or full time service as may be necessary for the prosecution of its responsibilities.

History: 1945, Act 281, Eff. Sept. 6, 1945;—CL 1948, 125.16.

125.17 Aid from governmental agencies.

Sec. 7. Aid for the purpose of accomplishing the objectives of the regional planning commission may be accepted from all governmental agencies whether local, state or federal, if the conditions under which such aid is furnished are not incompatible with the other provisions of this act.

History: 1945, Act 281, Eff. Sept. 6, 1945;—CL 1948, 125.17.

125.18 Appointment of advisory committees or councils.

Sec. 8. The regional planning commission may appoint advisory committees or councils whose membership may consist of individuals whose experience, training or interest in the program may qualify them to lend valuable assistance to the regional planning commission by acting in an advisory capacity in consulting with the regional planning commission on technical and special phases of the program. Members of such advisory bodies shall receive no compensation for their services but may be reimbursed for actual expenses incurred in the performance of their duties.

History: 1945, Act 281, Eff. Sept. 6, 1945;—CL 1948, 125.18.

125.19 Regional planning commission; powers; annual report; service charge to local governmental unit.

Sec. 9. (1) A regional planning commission may conduct all types of research studies, collect and analyze data, prepare maps, charts, and tables, and conduct all necessary studies for the accomplishment of its other duties; may make and coordinate the development of plans for the physical, social, and economic development of the region, and may adopt, by resolution of its governing body, a plan or the portion of a plan so prepared or any objective consistent with a plan as its official recommendation for the development of the region; may publicize and advertise its purposes, objectives, and findings, and may distribute reports on its purposes, objectives, and findings; may, by resolution of its governing body and with the consent of the affected governmental units, or other public or private bodies, provide services to participating local governmental units, the state, and to other public and private bodies and citizens in matters relative to its functions, plans, and objectives provided those services are not available through the private sector at a competitive cost; may charge the recipients of its services a reasonable fee for those services; and may act as a coordinating agency for programs and activities of public and private bodies and citizens as they relate to its objectives. A regional planning commission shall make an annual report of its activities to the legislative bodies of the participating local governmental units.

(2) Notwithstanding subsection (1), a local governmental unit may not be charged for a service provided by a regional planning commission pursuant to subsection (1) unless the charge is accepted by a vote of the legislative body of that governmental unit.

History: 1945, Act 281, Eff. Sept. 6, 1945;—CL 1948, 125.19;—Am. 1952, Act 194, Eff. Sept. 18, 1952;—Am. 1982, Act 156, Imd. Eff. May 18, 1982.

125.20 Access to records and information.

Sec. 10. The regional planning commission shall be given access to all studies, reports, surveys, records, and all other information and material in the possession of such governmental agencies as shall be required by the regional planning commission for the accomplishment of its objectives.

History: 1945, Act 281, Eff. Sept. 6, 1945;—CL 1948, 125.20.

125.21 Local subdivisions; adoption of plans of regional commission.

Sec. 11. Local governmental subdivisions, whether active participants in the work of the regional planning commission or not, may adopt all or any portion of the plans prepared and adopted by the regional planning commission by following those procedures specified by act of the legislature or by local charter for the adoption of an official master plan.

History: 1945, Act 281, Eff. Sept. 6, 1945;—CL 1948, 125.21.

125.22 Local subdivisions; allocation of funds.

Sec. 12. For the purpose of providing funds to meet the expenses of a regional planning commission any local governmental unit participating in the formation, functioning and support of the regional planning commission or any other local governmental unit wishing to contribute thereto may allocate funds for the purpose by official act of its legislative body. The proportion of the total amount of funds to be so provided by each participating local governmental unit may be suggested by the regional planning investigating committee or prepared as a proposed budget by the regional planning commission and submitted to the legislative bodies of the participating local governmental units. Each legislative body of the participating governmental units

may appropriate its share of the funds to be allocated for the use of the regional planning commission by the adoption of a legislative act which is identical with a similar act or acts as adopted by the other participating local governmental units. The services of personnel, the use of equipment and office space, and the provision of special services, may be accepted from any participating local governmental unit and may be considered a part of the financial support of that governmental unit.

History: 1945, Act 281, Eff. Sept. 6, 1945;—CL 1948, 125.22;—Am. 1952, Act 194, Eff. Sept. 18, 1952.

125.23 Regional planning commission; acceptance of gifts and grants; disposition of funds received from governmental agencies; restrictions.

Sec. 13. (1) A regional planning commission may accept gifts and grants from public or private individuals or agencies if the conditions under which the grants are made are in accordance with the accomplishment of the objectives of the regional planning commission.

(2) A regional planning commission may lend, grant, transfer, or convey funds received from all federal, state, or local governmental agencies, as permitted by law, subject to applicable restrictions affecting the use of those funds.

History: 1945, Act 281, Eff. Sept. 6, 1945;—CL 1948, 125.23;—Am. 1952, Act 194, Eff. Sept. 18, 1952;—Am. 1982, Act 156, Imd. Eff. May 18, 1982.

125.24 Transfer of functions to regional council of government; vote required; grants-in-aid.

Sec. 14. The regional planning commission as constituted under this act may transfer by interlocal agreement or contract its activities, functions, programs, staff, moneys, properties, and any other liabilities or assets to a regional council of government hereinafter created. This transfer must be authorized by a majority vote of the governing body of the regional planning commission and submitted to each local governmental unit participating as a member of the regional planning commission. The local legislative body of each local governmental unit participating as a member of the regional planning commission must authorize and concur in the transfer by majority vote.

In the event of such transfer, the council shall be entitled to receive and disburse all grants-in-aid and other revenues that would otherwise be available to the regional planning commission.

History: Add. 1967, Act 87, Eff. Nov. 2, 1967.

Compiler's note: Former MCL 125.24, a severability provision, was repealed by Act 129 of 1947.

125.25 Research studies and plans; review by office of planning coordination.

Sec. 15. Research studies and plans for the physical, social and economic development of the region which are prepared by the regional planning commissions pursuant to section 9 shall be forwarded as soon as is practical and prior to adoption in whole or in part to the office of planning coordination of the executive office of the governor for review and comment.

History: Add. 1967, Act 87, Eff. Nov. 2, 1967.



Southcentral Michigan Planning Council

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Proposal for the Lockport Township Master Plan Update

Introduction

Lockport Township is contemplating an update the existing master plan. The Southcentral Michigan Planning Council (SMPC) is pleased to offer its planning services to assist the Township with the updates to the master plan. SMPC has the experience and knowledge to provide the Township with a high-quality plan update; SMPC has trained planners, GIS professionals, data analysts, regional economists, and librarians available to help complete the Township's master plan update.

Project Team

Lee Adams, Director of SMPC, will serve as the main point of contact and lead planner for this project. Lee has a Master's of Urban and Regional Planning from the University of Michigan and will draw upon his experience serving local units of government as Director of SMPC as well as his experience working for a local unit of government as the Resource Coordinator in the Kalamazoo County Department of Planning. Assisting Lee on this project would be Patrick Hudson, Bryan Bommersbach, and Brian Pittelko. *Patrick Hudson* will serve as a planner on this project; Patrick has a wealth of experiences as a planner; he has assisted over 20 municipalities create or update master plans. Patrick is also a soil erosion expert, certified flood plain manager, and expert in local history. *Bryan Bommersbach* will serve as GIS Analyst on this project; Bryan has a broad range of mapping experiences including performing GIS work for universities, research institutions, and various forms of government. *Brian Pittelko* will serve as the Data Analyst; Bryan has gathered data for hundreds of projects and analyzed data for various studies, papers, and plans. Resumes or CV's are available for each project team member upon request.

Methodology

Traditionally, we will follow the methodology below, but we will work with the Township to establish the type of methodology desired for this project. The methodology was adjusted based on a brief review of the Township's current master plan.

1. Review the current master plan with the Township Planning Commission. *Months one and two*
 - a. SMPC Staff will review the plan and create recommendations to review at a planning commission meeting.
 - b. Determine which sections of the previous master plan will remain enact, need amendments, need an overhaul, or can be removed.
 - c. Determine if additional sections are needed.
 - d. *Cost: \$1,000*
2. Take the proper steps to satisfy applicable state statutes. *Months one through nine.*
 - a. Notify impacted parties and jurisdictions.
 - b. Collect comments from impacted parties and jurisdictions.
 - c. Distribute notice for public hearing.
 - i. Publish in newspaper.
 - ii. Publish on website.
 - iii. Notify impacted parties and jurisdictions.
 - d. Hold public meeting.
 - e. Distribute final plan.

- f. *Cost: \$500 – Optional; Township staff may complete some of the clerical tasks required to update a master plan (notices, postings, transmittal to various authorities, etc)*
- 3. Survey the local citizenry, if needed/desired. *Months one through four*
 - a. SMPC Staff will coordinate a survey of the local citizenry to help gain a good understanding of the desires of Township residents.
 - b. *Cost: \$1,000 – not required but recommended*
- 4. Conduct strategic planning. *Months two and three*
 - a. The master plan outlines the strategic future of the Township. As such, strategic planning is advised during the master planning process.
 - b. The goals, objectives, policies, and implementation strategies are based on the Township’s vision for the future physical environment.
 - c. *Cost: \$1,000 – not required but recommended*
- 5. Write and present individual chapters of the master plan. *Months three through eight*
 - a. Staff will draft individual chapters and present them to the planning commission for feedback.
 - b. *Cost: \$3,500*
- 6. Finalize the Plan. *Months eight and nine*
 - a. Develop and present a format and design for the plan.
 - b. Incorporate feedback from the planning commission on the overall plan.
 - c. Conduct final edits to the plan.
 - d. *Cost: \$500*

Items needed from the Township to conduct the update:

- Electronic version of the previous master plan
- Parcel information
- Any recently completed surveys or strategic planning documents
- Existing zoning map and code
- Other items as determined through the planning process

Timeline

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
Review Plan									
Required Steps									
Conduct Survey									
Strategic Planning									
Write Chapters									
Finalize Plan									

Cost

The cost to complete the master plan update will range between **\$5,000 and \$7,500**. Costs are itemized below:

1. Review the current master plan with the Township Planning Commission - **\$1,000**
2. Take the proper steps to satisfy applicable state statutes - **\$500** (optional)
3. Survey the local citizenry, if needed/desired - **\$1,000** (not required but recommended)
4. Conduct strategic planning - **\$1,000** (not required but recommended)
5. Write and present individual chapters of the master plan - **\$3,500**
6. Finalize the Plan - **\$500**

The estimated cost of the project will depend on the need/desire to conduct a survey and strategic planning sessions with the Township Board. Nonetheless, the cost will not exceed **\$7,500**. Without the survey and strategic planning work, the cost will not exceed **\$5,500**. If the Township staff is able to complete the necessary notifications, the cost will not exceed \$5,000. All cost overruns will be absorbed by SMPC. The project should take no longer than nine months to complete, depending on the availability and workload of staff when the project is initiated.

Respectfully submitted,

Lee Adams, Director
Southcentral Michigan Planning Council