



# Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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

## September Board Meeting Agenda

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

1. **Call to Order**
2. **Members 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
  - b. FY 2016 Budget
8. **Transportation/KATS Items**
  - a. Monthly Report Presented at the meeting
  - b. Project Authorizations from MDOT
9. **Discussion: Regional Prosperity Initiative**
  - a. Update on Regional Prosperity Meetings
    - i. Project Selection and Next Steps
10. **Discussion: Water Trails**
  - a. Update on Water Trails
  - b. Graduate Students from the University of Michigan
11. **Discussion: Regional Food System Grant(s)**
  - a. Update on Grant Applications
12. **Staff Report/Other:**
  - a. Liability Insurance
  - b. St. Joseph County
13. **Board Member Comments**
14. **Action: Adjournment**

***Next Meeting: October 6<sup>th</sup> at the Coldwater Municipal Building  
One Grand Street, Coldwater, MI 49036***



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## August Board Meeting Minutes

**MEETING DATE:** Tuesday, August 4, 2015  
**MEETING TIME:** 2:00 pm  
**MEETING LOCATION:** Calhoun County Administration Building – 3<sup>rd</sup> Floor HR Conference Room  
315 Green St, Marshall, MI 49068

### 1. Call to Order

- a. The meeting was called to order at 2:18.

### 2. Members Excused

- a. Excused: Baker, Dunn, Shaffer, Wheat; two vacancies (Amos, Huffman)
- b. Present: Byrnes, Frantz, Geiger, Hazelbaker, Reid, Robey, Seyburn
- c. *Reid made a motion to excuse those members not present.*
  - i. Robey seconded the motion.
  - ii. **The motion carried.**

### 3. Action: Approval of the Agenda

- a. *Reid made a motion to approve the agenda.*
  - i. Seyburn seconded the motion.
  - ii. **The motion carried.**

### 4. Action: Approval of the Minutes

- a. *Hazelbaker made a motion to approve the minutes.*
  - i. Robey seconded the motion.
  - ii. **The motion carried.**

### 5. Citizen Comments

- a. Kelli Scott mentioned Calhoun County's experience and issues with recycling throughout the county. Board members appreciated the comments and noted that staff and the Regional Prosperity Initiative will examine the issue. Other members of the Calhoun County staff outlined the problem in greater detail.

### 6. Invoices

- a. None

### 7. Treasurer's Report

- a. *Staff walked the board through the monthly statement.*
- b. *The board liked the format of the report but wanted some changes to the numbers displayed. Staff will work on creating an easier to follow format.*
- c. *Byrnes made a motion to accept the Treasurer's Report.*
  - i. Seyburn seconded the motion.
  - ii. **The motion carried.**

### 8. Transportation/KATS Items

- a. KATS Staff gave a verbal and written update to the board.
- b. KATS is working with the State on the Transit Asset Inventory
- c. KATS is working with local units on the collecting PASER ratings and uploading them to the statewide database.
- d. The board had a couple questions pertaining to the realignment of the MDOT regions. No new information was available at that time.
- e. *Reid made a motion to approve the invoice submitted by KATS.*

- i. Hazelbaker seconded the motion.
- ii. **The motion carried.**

**9. Discussion: Regional Prosperity Initiative**

- a. Staff gave a verbal update of the Regional Prosperity Initiative.
  - i. Staff outlined the project areas selected by the Infrastructure Subcommittee.
    - 1. Expansion of I-94
    - 2. Expansion of regionally significant trails
    - 3. Improved coverage of broadband access
    - 4. Regional recycling
    - 5. Sewer and water mapping
  - ii. The board had a few questions about project areas selected by the Infrastructure Subcommittee.
- b. Staff outlined the project selection process and noted that SMPC will submit proposals for some projects.
- c. A discussion around broadband access ensued.
- d. Staff also mentioned the possibility of a “soft merger” between SMPC and SWMPC. This board discussed this possibility and the implications.

**10. Discussion: Water Trails**

- a. Staff gave an update on the water trail project. The packet included the materials distributed at the water trail meeting.
- b. The plan is to have a cohesive strategy for the areas around the river. The goal is to have a unified land use, recreation, and economic development strategy for the river.
- c. Staff mentioned that a team of grad students from the University of Michigan could possibly write the plan for the river. We would need to cover travel and meeting costs

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

- a. Staff outlined the regional food system grant applications submitted to the State of Michigan Department of Agriculture and the RPI.
- b. A committee under Southwest Michigan First has been tasked with looking into quantifying and mapping the food system in Southwest Michigan.
- c. The board discussed the possibilities and details of the potential project.

**12. Staff Report/Other:**

- a. St. Joseph County
  - i. Staff gave an update on the work completed for St. Joseph County and noted that funds were received.
- b. Lidar Grant Coordination (USGS)
  - i. Staff noted that it is assisting Kalamazoo County connect with other counties to develop a regional grant application to develop Lidar data.

**13. Board Member Comments**

- a. Geiger mentioned that a map of the municipalities contacted by staff would be helpful.

**14. Action: Adjournment**

- a. The meeting was adjourned at 4:07

# FY 2015 SMPC Budget Statement

8/26/2015

Oct 2014 through July 2015

<b>SMPC General - 34050</b>					
	Expenditures			Revenue Rec'd	
	Anticipated	YTD		YTD	Anticipated
Salary & Benefits (85%)	\$ 67,150	\$ 33,906		\$ -	\$ -
Phone, Printing, Etc	\$ -	\$ 341		\$ -	\$ -
Travel	\$ 4,000	\$ 1,037		\$ -	\$ -
Training	\$ 2,000	\$ -		\$ -	\$ -
Dues and Subscriptions	\$ 2,500	\$ -		\$ 16,500	\$ 19,500
Transportation Contractual	\$ 101,000	\$ 24,851		\$ 106,000	\$ 26,351
<b>Totals</b>	<b>\$ 176,650</b>	<b>\$ 60,135</b>		<b>\$ 122,500</b>	<b>\$ 45,851</b>
<b>Overall Total (rev-exp)</b>	<b>\$</b>				<b>(14,284)</b>

<b>RPI - 34051</b>					
	Expenditures			Revenue Rec'd	
	Anticipated	YTD		YTD	Anticipated
Staffing	\$ 30,000	\$ 19,497		\$ 18,222	\$ 9,445
Phone, Printing, Etc	\$ -	\$ 27			\$ 31
Travel	\$ -	\$ 626			\$ 38
<i>Total</i>	<b>\$ 30,000</b>	<b>\$ 20,150</b>		<b>\$ 18,222</b>	<b>\$ 9,514</b>
<b>Overall Total (rev-exp)</b>	<b>\$</b>				<b>7,586</b>

<b>Planning Services - 34052</b>					
	Expenditures			Revenue Rec'd	
	Anticipated	YTD		YTD	Anticipated
Staffing		\$ 7,428		\$ 5,890	
Phone, Printing, Etc		\$ 1			
Travel		\$ 53			
<i>Total</i>	<b>\$ 15,000</b>	<b>\$ 7,483</b>		<b>\$ 5,890</b>	<b>\$ 1,593</b>
<b>Overall Total (rev-exp)</b>	<b>\$</b>				<b>-</b>

**2015 Rev-Exp**                      **\$ (6,698)**

	Long Term	Operational Account
<b>2014 Fund Balance</b>	<b>\$ 64,032</b>	<b>\$ 8,451</b>
<b>Carryover Forward</b>	<b>\$ 64,032</b>	<b>\$ 1,753</b>

# PROJECT AUTHORIZATION

This information is required by the Michigan Department of Transportation  
in order to record Agreement of Utilization of Funds

MULTI YEAR PROJECT: FY Beg. Date:	Yes	No	FY End Date:	TIME PERIOD: From:	To:
SUBCONTRACT ASSOCIATED WITH THIS AUTHORIZATION					
Yes		No		Subcontract # _____	
PROJECT DESCRIPTION:					
These funds are contingent upon the availability of federal funds:					
FUNDING TOTAL:	FUNDING MATCH (Dollars and Percentage):				
	Federal:	State:	Local:		
METHOD OF PAYMENT:					
802P Form (green sheet)		OR	Purchase Order (MAIN)		
The funds herein provided shall be utilized by the hereinafter Designated Planning Agency in accordance with the current annual Unified Work Program which is part of the Master Agreement.					
Contract #:					
CLASS OF FUNDS:			FUNDING AUTHORITY:		
PROJECT MANAGER:					
<b>DESIGNATED PLANNING AGENCY</b>					
<b>MICHIGAN DEPARTMENT OF TRANSPORTATION</b>			AGENCY NAME:		
SIGNATURE:			SIGNATURE:		
TITLE: Administrator, Statewide Transportation Planning Division			TITLE:		
DATE:	REVIEWED BY:		DATE:		

**ACCOUNTING INFORMATION**

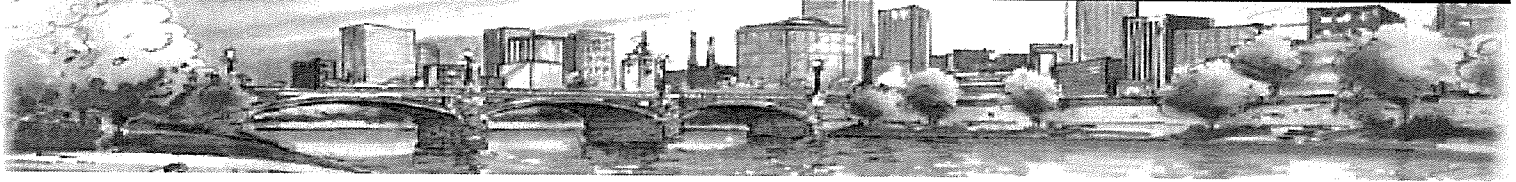
PROJECT NO.	AGENCY NO.	PURCHASE ORDER NO:
INDEX NO:	PCA NO:	AGENCY OBJECT CODE:

**CONTRACT ADMINISTRATOR USE ONLY:**

SAB AGENDA DATE (If applicable)	EXECUTE DATE
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**INVOICE AND BIND REQUEST**



**South Central MI Planning Council**  
**BIND REQUEST** EFFECTIVE: September 1, 2015

MTPP Renewal @ \$1,000,000	\$2,064
<b>SUBTOTAL</b>	\$2,064
3 Year Rate Guarantee	Included

**Program Coverage Options**

<input type="checkbox"/>	Increase Liability Limit to \$2,000,000	\$572 add'l
<input type="checkbox"/>	Casualty Limited Terrorism Coverage	\$3

**\*Higher Zoning Limits Available Upon Completion/Review of Zoning Questionnaire\***

**\*\*If you have any questions regarding the above options, please contact our office\*\***

**TOTAL PREMIUM SUBMITTED: \$**

PAYMENT DUE UPON RECEIPT  
PLEASE SEND IN ONE CPY OF THE BIND REQUEST WITH YOUR PAYMENT

**MAKE PAYMENT TO:**  
BURNHAM & FLOWER AGENCY, INC.  
315 SOUTH KALAMAZOO MALL  
KALAMAZOO, MI 49007

*THANK YOU FOR YOUR BUSINESS AND CONTINUED SUPPORT!*

SIGNATURE OF PUBLIC OFFICIAL: \_\_\_\_\_ DATE: \_\_\_\_\_