

Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

Phone: (269) 385-0409 · Fax: (269) 343-3308 · Email: info@smpcregion3.org

Board Meeting Agenda

MEETING DATE: Tuesday, October 2, 2018
MEETING TIME: 11:30 am
MEETING LOCATION: W.E. Upjohn Institute
300 South Westnedge Ave, Kalamazoo, MI 49007

1. Call to Order
2. Member Present/Introductions
3. Members Excused **[Action]**
4. Approval of the Agenda **[Action]**
5. **Annual Meeting Items**
 - a. Election of Officers **[Action]**
 - b. Approval of the FY 2019 Budget **[Action]**
 - c. Approval of the FY 2019 Public Notice **[Action]**
6. Approval of the Minutes **[Action]**
7. Citizen Comments
8. Acceptance of the Financial Report **[Action]**
9. Transportation/KATS Items
 - a. Monthly report
10. Regional Housing Plan
 - a. Discuss a regional housing plan proposal and the role SMPC may play **[Possible Action]**
11. Local Government and Planning Services
 - a. Assistance to Batavia Township
 - b. Assistance to the City of Parchment
 - c. Update on Florence Township
 - d. Update on Sherman Township
12. Staff Report/Other:
 - a. Southwest Michigan Prosperity Initiative
 - i. Resolution of Support for 2019 grant application **[Action]**
 - b. EDA Application
 - i. Resolution of Support for Barry County transition **[Action]**
 - c. SMPC Staffing Discussion
 - d. SMPC Sponsored Accounts at ICMA-RC
 - i. Resolution to dissolve plans and close accounts held with ICMA **[Action]**
 - e. MAP Conference Discussion
 - f. Professional Membership Update
 - g. Intern
 - h. Monthly Correspondence
13. Board Member Comments
14. Action: Adjournment

Next Meeting: *To Be Determined – subject to approval*

FY 2019 Budget

	34050 <i>General Budget</i>	34051 <i>RPI Budget</i>	34052 <i>Plan Serv Budget</i>	34053 <i>Transport Budget</i>	34054 <i>K-Twp Budget</i>	34055 <i>MEDC Budget</i>	Total SMPC Budget
Revenue							-
Contractual Services	-	25,000	15,000	102,300	33,600	5,000	180,900
Dues	16,500	-	-	-			16,500
Reserve Fund Transfer	6,535						6,535
<i>Total Billings</i>	23,035	25,000	15,000	195,756	33,600	5,000	203,935
Expenses							
Staffing Expenses	10,365	24,100	18,500	5,000	33,100		91,065
Training	1,000	-	1,250	-	500	-	2,750
MI Assoc of Region Dues	960	-	-	-	-	-	960
Computer Charges	-	-	-	-	-	-	-
SMPC Liability Insurance	2,100	-	-	-	-	-	2,100
Consulting - KATS	-	-		190,506	-	-	190,506
Consulting - Other						5,000	
Copies/Duplicating	75	100	100	25	-	-	300
Postage	50	-	75	-	-	-	125
Supplies - Office	50	-	100	-	-	-	150
Telephone	10	50	10	25	-	-	95
Software - License/Supplies	30	-	-	-	-	-	30
Web Site Hosting	360	-	-	-	-	-	360
Travel/Meeting	1,500	750	1,500	200	-	-	3,950
<i>Other Expense</i>	6,135	900	3,035	190,756	500	5,000	201,326
Total Expense	16,500	25,000	21,535	195,756	33,600	5,000	292,391
Expense	16,500	25,000	21,535	195,756	33,600	5,000	292,391
Revenue	23,035	25,000	15,000	195,756	33,600	5,000	292,391
Net Income(Expense)	6,535	-	(6,535)	-	-		0



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PUBLIC NOTICE

OF

THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL

The Southcentral Michigan Planning Council (SMPC) conducts regular meetings on the first Tuesday of every month at **11:30 am**. The SMPC Chair may elect to call additional meetings; notice of additional meetings will precede the meeting by at least seven days.

SMPC will meet on the following dates in Fiscal Year 2019:

October 2, 2018 - Kalamazoo
November 6, 2018 - Coldwater
December 4, 2018 - Marshall
~~January 1, 2019 - No Meeting~~
February 5, 2019 – Centreville
March 5, 2019 – Kalamazoo
April 9, 2019 – Coldwater

May 7, 2019 – Marshall
June 4, 2019 – Centreville
~~July 2, 2019 - No Meeting~~
August 6, 2019 – Kalamazoo
September 3, 2019 – Coldwater
October 1, 2019 – Marshall

Meeting Locations

Kalamazoo

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

Coldwater

2nd floor Board Chambers – Coldwater Municipal Building
One Grand Street, Coldwater, MI 49036

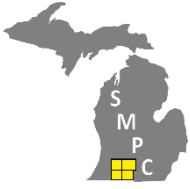
Marshall

Lower Level Conference Room - Calhoun County Administration Building
315 W Green St, Marshall, MI 49068

Centreville

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

Direct any questions or comments to Lee Adams at info@smpcregion3.org or 269-385-0409



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Board Meeting Minutes

MEETING DATE: Thursday, August 23, 2018

MEETING TIME: 11:30 am

MEETING LOCATION: History Room - 3rd floor of the St Joseph County Courthouse
125 W Main Street, Centreville, MI 49032

1. Call to Order
 - a. The meeting was called to order by Chair Carahaly at 11:33 am.
2. Member Present/Introductions
 - a. Members present:
 - i. Bomba
 - ii. Carahaly
 - iii. Farmer
 - iv. Frisbie
 - v. Hazelbaker
 - vi. Kale
 - vii. Pangle
 - viii. Reynolds
 - b. Also present:
 - i. Jon Start, KATS
 - ii. Fred Negler, KATS
 - iii. Terry Martin, Carrier and Gable
3. Members Excused
 - a. *Pangle made a motion to excuse Baker, McGraw, and Woodin.*
 - i. Reynolds seconded the motion.
 - ii. **The motion carried.**
4. Approval of the Agenda
 - a. *Pangle made a motion to approve the agenda.*
 - i. Reynolds seconded the motion.
 - ii. **The motion carried.**
5. Approval of the Minutes
 - a. *Pangle made a motion to approve the minutes.*
 - i. Hazelbaker seconded the motion.
 - ii. **The motion carried.**
6. Citizen Comments
 - a. Terry Martin from Carrier and Gable introduced himself and explained a little about his company and why he was interested in attending the meeting.
7. Acceptance of the Financial Report
 - a. Adams gave a verbal explanation of the Financial Report. The board discussed the report.
 - b. *Frisbie made a motion to accept the financial report.*
 - i. Reynolds seconded the motion.
 - ii. **The motion carried.**
8. Transportation/KATS Items
 - a. Monthly report

- i. Start and Nagler gave a verbal explanation of their monthly financial report. The board had a few questions centered in the Rural Task Force and the Culvert Mapping Project.
 - b. Approval of the FY 2019 Transportation Work Program
 - i. The board reviewed and discussed the draft of the FY 2019 Transportation Work Program presented at the meeting. Start led the explanation of the draft.
 - c. *Bomba made a motion to approve the FY 2019 Transportation Work Program.*
 - i. Frisbie seconded the motion.
 - ii. The motion carried.**
 - d. MDOT 2045 State Long Range Transportation Plan
 - i. Carahaly led a discussion on the state's 2045 State Long Range Transportation Plan. Carahaly noted that he and Reynolds were likely going to represent SMPC in this process and that they might incur expenses relative to that work. Any other Board members who were willing to participate were encouraged to do so.

9. SMPC Strategic Plan

- a. Adams presented a written strategic plan based on the strategic planning meeting held on June 29. The board review the written plan and discussed. The board felt that the written plan encapsulated the discussion well.
- b. *Pangle made a motion to approve the SMPC Strategic Plan.*
 - i. Farmer seconded the motion.
 - ii. The motion carried.**

10. Regional Housing Plan

- a. This item was tabled until the next meeting.

11. Professional Memberships and Conference Attendance

- a. Discuss applicable professional membership opportunities
 - i. Adams led the discussion on membership opportunities available to the SMPC board members and staff. The Board reviewed the options but wanted more time to decide.
 - ii. Farmer noted that the small fee and potential benefit of an American Planning Association membership for Adams is worth pursuing.
 - 1) *Farmer made a motion to approve expenses related to membership in the American Planning Association for Lee Adams.*
 - a) *Reynolds seconded the motion.*
 - b) The motion carried.**
- b. Discuss the merits of conference attendance and take action on funding attendance costs
 - i. Carahaly suggested that the Board send members to the Michigan Association of Planning's Annual Conference. The Board discussed the conference and potential attendees. Members expressed a desire to fund attendance costs for those who wish to attend. Members will seek reimbursement for expenses incurred.
 - ii. *Frisbie made a motion to approve expenses related to Michigan Association of Planning conference attendance for four Board members.*
 - 1) *Farmer seconded the motion.*
 - 2) The motion carried.**

12. Local Government and Planning Services

- a. Florence Township Contract for Planning Services
 - i. Adams informed the Board that Florence Township (St. Joseph County) has requested assistance with the update of their master plan. Staff has already met with the Township Planning Commission. Staff presented the Township with a contract. The Township has approved the contracted and the Supervisor has signed.
 - ii. The Board expressed support and appreciation for this type of work.
 - iii. *Frisbie made a motion to approve the contract for planning services with Florence Township as presented.*
 - 1) *Pangle seconded the motion.*
 - 2) The motion carried.**
- b. Update on Sherman Township master plan update

- i. Adams gave a brief verbal report on the activities performed for the Sherman Township (St. Joseph County) master plan update.
- c. Assistance to Nottawa Township
 - i. Staff was contacted by the Zoning Administrator of Nottawa Township regarding assistance with their master plan update and zoning ordinance update. Adams informed the Township that SMPC cannot compete with for-profit firms and that they should release an RFP for planning services; Adams supplied the township with an RFP template.

13. Staff Report/Other:

- a. Southwest Michigan Prosperity Initiative
 - i. Adams and Carahaly gave a verbal report on the initiative. The group is looking for proposals for a unified internship/apprenticeship coordination effort for the Southwest Michigan region.
- b. MEDC Contract Extension
 - i. Adams noted that the work with the MEDC's Redevelopment Ready Communities program was extended for one year. Adams signed the contract extension.
- c. Liability Insurance
 - i. Adams gave an update on the insurance application. The Michigan Townships Participating Plan once again offered SMPC a plan and required a signature to move forward with coverage.
 - ii. Carahaly will sign as the plan was approved by the SMPC Board previously.
- d. EDA Application
 - i. Adams gave an update in the EDA application. Adams noted that he had not been notified that EDA has received the application. Adams as contacted the EDA several times following the application.
- e. Intern
 - i. Adams noted that several candidates applied for an internship position with the Upjohn Institute focusing on SMPC related activities.
- f. Monthly Correspondence
 - i. Included in the packet.

14. Board Member Comments

- a. None made.

15. Action: Adjournment

- a. *Hazelbaker made a motion to adjourn.*

Next Meeting: October 2 in Kalamazoo

W.E. Upjohn Institute for Employment Research

Projects 34050, 34051, 34052, 34053, 34054, 34055

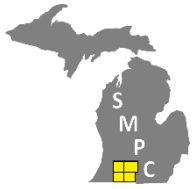
Southcentral Michigan Planning Council

FY18 10/1/17-9/30/18

Director: Lee Adams

FY18 Aug 2018 Updated 9/17/18	34050	34050	34051	34051	34052	34052	34053	34053	34054	34054	34055	34055	Total	Total
	Fiscal YTD 2018	SMPC General Budget	Fiscal YTD 2018	SMPC RPI Budget	Fiscal YTD 2018	SMPC Plan Budget	Fiscal YTD 2018	SMPC Transp Budget	Fiscal YTD 2018	SMPC Kzoo Budget	Fiscal YTD 2018	SMPC MEDC Budget	FY18 To Date	Total SMPC Budget
Wages	10,667.51		14,789.63		7,319.92		2,448.57		28,210.00				63,435.63	
Fringe	5,060.57		6,723.07		4,015.83		1,116.36		-				16,915.83	
Wages & Fringe	15,728.08	15,000.00	21,512.70	24,100.00	11,335.75	15,000.00	3,564.93	5,000.00	28,210.00	33,600.00	-	10,000.00	80,351.46	102,700.00
Training	606.74	1,000.00	-	-	-	1,000.00	-	-	-	-	-	-	606.74	2,000.00
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/NEMC	-	-	-	-	-	-	49,784.90	190,506.00	-	-	4,317.48	10,000.00	54,102.38	200,506.00
Consulting - Legal Fees	24,772.82	20,000.00	-	-	-	-	-	-	-	-	-	-	24,772.82	20,000.00
Copies/Duplicating	51.03	25.00	-	100.00	-	100.00	-	25.00	-	-	-	-	51.03	250.00
Postage	28.31	15.00	-	-	-	-	-	-	0.47	-	-	-	28.78	15.00
Supplies - Office	50.00	50.00	-	-	-	-	-	-	-	-	-	-	50.00	50.00
Telephone	-	10.00	-	50.00	-	10.00	-	25.00	-	-	-	-	-	95.00
Software - License/Supplie	28.32	-	-	-	-	-	-	-	-	-	-	-	28.32	-
Web Site Hosting	228.00	-	-	-	-	-	-	-	-	-	-	-	228.00	-
Travel Reimbursement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Travel	1,221.92	1,500.00	499.21	750.00	212.36	1,000.00	57.77	200.00	-	-	-	-	1,991.26	3,450.00
Other Expense	27,947.14	25,660.00	499.21	900.00	212.36	2,110.00	49,842.67	190,756.00	0.47	-	4,317.48	10,000.00	82,819.33	229,426.00
Total Expense	43,675.22	40,660.00	22,011.91	25,000.00	11,548.11	17,110.00	53,407.60	195,756.00	28,210.47	33,600.00	4,317.48	20,000.00	163,170.79	332,126.00
34050, 34051, 34054	16,500.00	16,500.00	22,014.42						25,420.47		-		63,934.89	
34050 Fund Xfer (legal)		21,270.00												
34055 - Albion											4,000.00	-	4,000.00	
34055 - MEDC											317.48	10,000.00	317.48	
Homer 24020 34052	-		-		-		-		-		-		-	
Florence 24020 34052	-		-		-		-		-		-		-	
Penn 24021 34052	-		-		-		-		-		-		-	
St Joe 24022 34052	-		-		1,600.00		-		-		-		1,600.00	
Fabius 34052	-		-		-		-		-		-		-	
Lockport 24027 34052	-		-		4,818.00		-		-		-		4,818.00	
Sherman 24030	-		-		627.00		-		-		-		627.00	
Ross 24028 34052	-		-		-		-		-		-		-	
Trans Z9 34053	-		-		-		-		-		-		-	
Trans Z10 34053	-		-		-		15,654.81		-		-		15,654.81	
Trans Z11 34053	-		-		-		12,117.55		-		-		12,117.55	
Trans Z12 34053	-		-		-		23,636.34		-		-		23,636.34	
Total Billings	16,500.00	37,770.00	22,014.42	25,000.00	7,045.00	20,000.00	51,408.70	102,300.00	25,420.47	33,600.00	4,317.48	20,000.00	126,706.07	238,670.00
Expense	43,675.22	40,660.00	22,011.91	25,000.00	11,548.11	17,110.00	53,407.60	195,756.00	28,210.47	33,600.00	4,317.48	20,000.00	163,170.79	332,126.00
Net Income(Expense)	(27,175.22)	(2,890.00)	2.51	-	(4,503.11)	2,890.00	(1,998.90)	(93,456.00)	(2,790.00)	-	-	-	(36,464.72)	(93,456.00)
Billings	16,500.00	40,660.00	22,014.42	25,000.00	7,045.00	17,110.00	51,408.70	102,300.00	25,420.47	33,600.00	4,317.48	20,000.00	126,706.07	238,670.00
Receipts	16,500.00	37,770.00	22,014.42	25,000.00	7,045.00	20,000.00	51,408.70	102,300.00	23,200.47	33,600.00	4,000.00	20,000.00	120,168.59	238,670.00
Acct.Rec.Balance	-	2,890.00	-	-	-	(2,890.00)	-	-	2,220.00	-	317.48	-	6,537.48	-

Lake Michigan Credit Union Balance: \$147,462.88



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RESOLUTION

RESOLUTION IN SUPPORT OF THE SOUTHWEST MICHIGNAN PROSPERITY INITIATIVE'S APPLICATION FOR FY 2019 FUNDING

WHEREAS, the Southcentral Michigan Planning Council (SMPC) has participated as a co-applicant in the Regional Prosperity Initiative; and

WHEREAS, SMPC staff has, in partnership with the Southwest Michigan Planning Commission (SWMPC), served as the administrative agent for the Southwest Michigan Prosperity Initiative (SWMPI) and its decision-making committee; and

WHEREAS, SMPC is an eligible applicant pursuant to the RPI boilerplate language as a regional planning council; and

WHEREAS, SMPC and SWMPC have served as co-applicants on the RPI grant application in 2014, 2015, 2016, and 2017; and

WHEREAS, the regional prosperity grant funding would help further the regionally significant work conducted by SWMPI.

THEREFORE, BE IT RESOLVED that the SMPC Board formally recognizes the importance of Southwest Michigan Prosperity Committee and its work and thus will serve as a co-applicant to state funding and authorizes SMPC Staff to serve as administrative staff to the Committee.

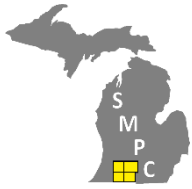
MOVED BY: _____

SECONDED BY: _____

RESOLVED ON THE SECOND DAY OF OCTOBER 2018

Chairperson

Date



Southcentral Michigan Planning Council

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RESOLUTION

RESOLUTION IN SUPPORT OF MODIFYING ECONOMIC DEVELOPMENT DISTRICT BOUNDARIES

WHEREAS, the counties of Barry, Branch, Calhoun, Kalamazoo, and St. Joseph comprise an Economic Development District (EDD) designated by the United States Department of Commerce, Economic Development Administration (EDA); and

WHEREAS, the economic orientation of Barry County has shifted to the north and it now belongs to the Grand Rapids-Wyoming Metropolitan Statistical Area; and

WHEREAS, Barry County transferred its membership from Southcentral Michigan Planning Council (SMPC) to the West Michigan Regional Planning Commission; and

WHEREAS, Barry County was included in the Comprehensive Economic Development Strategy created by the West Michigan Regional Planning Commission; and

WHEREAS, Barry County has requested the modification of EDD boundaries so that it is affiliated with the EDD represented by the West Michigan Regional Planning Commission; and

WHEREAS, the Southcentral Michigan Planning Council (SMPC) previously served as the District Organization for the EDD that included the counties of Barry, Branch, Calhoun, Kalamazoo, and St. Joseph; and

WHEREAS, SMPC has applied to serve as the District Organization for the local EDD.

THEREFORE, BE IT RESOLVED that the SMPC Board formally requests modification of Economic Development District Boundaries so that the new district is comprised of Branch, Calhoun, Kalamazoo, and St. Joseph Counties.

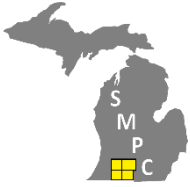
MOVED BY: _____

SECONDED BY: _____

RESOLVED ON THE SECOND DAY OF OCTOBER 2018

Chairperson

Date



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RESOLUTION

RESOLUTION DISOLVING SMPC SPONSORED RETIREMENT PLANS

WHEREAS, the Southcentral Michigan Planning Council (SMPC) sponsored retirement plans for its employees; and

WHEREAS, only one participant remains in its plans; and

WHEREAS, the SMPC currently has no employees; and

WHEREAS, the retirement accounts are numbered 109276 and 303913.

THEREFORE, BE IT RESOLVED that the SMPC Board formally requests dissolution of its sponsored retirement plans and closing the associated accounts at the ICMA Retirement Corporation.

MOVED BY: _____

SECONDED BY: _____

RESOLVED ON THE SECOND DAY OF OCTOBER 2018

Chairperson

Date