



# 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, November 6, 2018  
**MEETING TIME:** 11:30 am  
**MEETING LOCATION:** Coldwater City Hall  
One Grand Street, Coldwater, MI 49036

1. Call to Order
2. Member Present/Introductions
3. Members Excused **[Action]**
4. Approval of the Agenda **[Action]**
5. Approval of the Minutes **[Action]**
6. Public Comments
7. Acceptance of the Financial Report **[Action]**
8. Transportation/KATS Items
  - a. Monthly report
9. Southwest Michigan Prosperity Initiative Update
  - a. 2019 Application Submitted
10. Local Government Assistance and Planning Activities
  - a. Assistance to the City of Parchment **[Action]**
    - i. Review and decision on contract for master plan update services
  - b. Update on Florence Township
  - c. Update on Sherman Township
  - d. Regional Housing Plan
  - e. Battle Creek Food Accelerator
11. Staff Report/Other:
  - a. SMPC Staffing Discussion
  - b. Educational Workshop
  - c. Professional Memberships
  - d. Monthly Correspondence
12. Board Member Comments
13. Action: Adjournment

**Next Meeting:** December 4 in Marshall



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## Board Meeting Minutes

**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
  - a. The meeting was called to order at 12:10 pm
2. Member Present/Introductions
  - a. Members present: Carahaly, Hazelbaker, Kale, McGraw Pangle, Reynolds, and Woodin
  - b. Others present: Fred Nagler.
3. Members Excused
  - a. Bomba, Baker, Farmer, and Frisbie
4. Approval of the Agenda
  - a. **The agenda was approved by unanimous consent.**
5. **Annual Meeting Items**
  - a. Election of Officers
    - i. The board discussed possible members. The board stressed the need to broad geographic representation among the officers and to have consistent attenders nominated.
    - ii. The board decided to move forward with a slate of officers.
      - 1) Carahaly as Chair
      - 2) Hazelbaker as Vicechair
      - 3) Bomba as Secretary
      - 4) Reynolds as Treasurer
    - iii. **Pangle made a motion to approve the slate of officers.**
      - 1) Woodin seconded the motion.
      - 2) *The motion carried.*
  - b. Approval of the FY 2019 Budget
    - i. Staff prepared and presented a proposed budget for FY 2019; staff pointed out that the budget is not balanced as board prioritized spending down part of its reserves in service to the region. The board discussed the budget and made not amendments or edits.
    - ii. **Woodin made a motion to approve the FY 2019 Budget.**
      - 1) Pangle seconded the motion.
      - 2) *The motion carried.*
  - c. Approval of the FY 2019 Public Notice
    - i. Staff prepared and presented the FY 2019 Public Notice. The board discussed the meeting dates listed and contemplated moving the monthly meeting due to numerous conflicts. The board ultimately decided to leave the meeting dates as presented with the understanding that staff would examine alternative dates.
    - ii. **Reynolds made a motion to approve the FY 2019 Public Notice.**
      - 1) Hazelbaker seconded the motion.
      - 2) *The motion carried.*
6. Approval of the Minutes
  - a. **Pangle made a motion to approve the minutes.**
    - i. Reynolds seconded the motion.

ii. *The motion carried.*

7. Public Comments

a. None made.

8. Acceptance of the Financial Report

a. Staff prepared and presented the monthly financial report. The board briefly discussed.

**b. Reynolds made a motion to approve the minutes.**

i. McGraw seconded the motion.

ii. *The motion carried.*

9. Transportation/KATS Items

a. Fred Nagler presented the monthly report of activities conducted by KATS on behalf of SMPC.

i. The board asked a few questions and had a brief discussion on related matters.

b. Project Authorizations from MDOT for FY 2019

i. Staff noted that the project authorization for FY 2019 were signed by staff and an MDOT official. The Project Authorizations allow SMPC to conduct work related to the FY 2019 Work Program.

10. Local Government Assistance and Planning Activities

a. Assistance to Batavia Township

i. Staff noted that a proposal for planning services was sent to Batavia Township.

b. Assistance to the City of Parchment

i. Staff noted that Adams will attend a meeting of the Planning Commission to discuss the city's need to update its master plan.

c. Update on Florence Township

i. Staff gave an update on the master plan update work conducted to-date.

d. Update on Sherman Township

i. Staff gave an update on the master plan update work conducted to-date.

e. Regional Housing Plan

i. This item was tabled until November.

11. Staff Report/Other:

a. Southwest Michigan Prosperity Initiative

i. Resolution of Support for 2019 grant application.

1) Staff and Carahaly noted that the SWMPI intends to apply for additional funding for its work in 2019. The application needs a resolution of support from SMPC.

**2) Woodin made a motion to approve the resolution of support for the SWMPI application for Regional Prosperity Funding.**

a) Pangle seconded the motion.

b) *The motion carried.*

b. EDA Application

i. Resolution of Support for Barry County transition

1) In discussions with EDA representatives, staff was informed that SMPC needed to pass a formal resolution in support of Barry County's transition from to another planning region and Economic Development District.

**ii. Pangle made a motion to approve the resolution of support Barry County's transition to another planning region and Economic Development District.**

1) McGraw seconded the motion.

2) *The motion carried.*

c. SMPC Staffing Discussion

i. Carahaly led a discussion around the future of SMPC staffing. Carahaly and staff wanted to start this conversation because the contract with the Upjohn Institute expires at the end of the fiscal year. Staff and Carahaly intend to have a more in-depth conversation at future meetings.

d. SMPC Sponsored Accounts at ICMA-RC

i. Resolution to dissolve plans and close accounts held with ICMA **[Action]**

e. MAP Conference Discussion

- i. A few members made positive comments about the Michigan Association of Planning Conference.
- f. Professional Membership Update
  - i. This item was tabled.
- g. Intern
  - i. Staff noted that its preferred candidates found other positions. Staff may pursue another intern in the future.
- h. Monthly Correspondence
  - i. Included in the packet.

12. Board Member Comments

- a. None made.

13. Action: Adjournment

- a. The meeting was adjourned by motion at 1:19 pm.

DRAFT



TO: Southcentral Michigan Planning Council Board  
FROM: Jonathan Start, KATS Executive Director  
DATE: October 29, 2018  
SUBJECT: Southcentral Michigan Planning Council Report

During the month of October, 2018, KATS staff worked on the Michigan Department of Transportation (MDOT) Planning Activities for the Southcentral Michigan Planning Council (SMPC). Work was concentrated in the following activities:

- Participated in the October monthly Rural Task Force conference call with MDOT Planning
- Attended the October 17 Rural Task Force outreach training at the Road Commission of Kalamazoo County and presented the session on Regional Planning Agency roles in the Rural Task Force process
- Attended the Transportation Asset Management Council fall Asset Management Conference. Sessions included updates on road and bridge conditions, bundling of bridge projects, road preservation strategies, update on culvert inventory and assessment, and update on the new Michigan Infrastructure and Water Asset Management councils and how they interact with the Transportation Asset Management Council
- Processed invoices for reimbursement of Non-Federal Aid road and Culvert Pilot Program data collection costs
- Scheduled a meeting of the full Rural Task Force #3 for November 1. Agenda items will include consideration of an amendment to the 2019 Transportation Improvement Program for Calhoun County and discussion of the status of state Economic Development Category D funding prior to establishing the 2020 – 2023 program
- Generated online polling to determine dates for Local (county) Rural Task Force meetings for selection of projects to present to the full task force for the 2020 – 2023 program
- Distributed the 2020 – 2023 federal and state funding targets for planning the next Transportation Improvement Program cycle.

Anticipated future activities include:

- Finalization of federal aid PASER data review and uploading files to Transportation Asset Management Council
- Final scheduling and facilitation of local Rural Task Force meetings in Barry, Branch, Calhoun, Kalamazoo and St. Joseph to select projects for submission to be included in the Rural Task Force #3 2020 – 2023 Transportation Improvement Program
- Scheduling and facilitation of the fall Rural Task Force #3 meeting to address proposed changes to the 2017 – 2020 Transportation Improvement Program and anticipated approval of the 2020 – 2023 program
- Creation and submission to MDOT of 2018 Federal Aid Road Condition reports
- Scheduling and facilitation of the 2020 – 2023 Small Urban Project Selection Committee meetings for Albion, Coldwater/Quincy, Hastings, Marshall, Paw Paw/Lawton, Sturgis and Three Rivers urbanized areas. Submission of selected projects to MDOT Planning

**ELIGIBILITY, FUNDING AND STAKEHOLDER INFORMATION**

**\*\*Answers to the following questions may be no more than a total of three pages**

1. Describe why the region is eligible for the funding tier to which you are applying.

The Southwest Michigan Planning Commission (SWMPC) is a state designated planning region as well as a metropolitan planning organization for two urbanized areas in the region. Beyond the qualifications of the SWMPC, Region 8 has made excellent progress on substantive linkages with workforce, planning regions, and economic development entities. The participants in the Region 8 Southwest Michigan Prosperity Initiative Committee include all the required private, public, and non-profit representatives. The SWMPI Committee would like to continue its work as a Tier 1 Prosperity Collaborative in 2019.

2. Identify all partners participating in this application and specifically denote those that are required partners as identified in the boilerplate language.

- a. Outline any additional prospective partners you contacted to participate in this effort but that have not yet submitted a formal letter of support.
- b. Denote changes to your participant list from the prior year. If an individual or organization has ceased participating, please explain why to the best of your ability.

First	Last	Organization	Required Partners	New Versus 2017	Left in 2018
Kim	Bell	Adult Learning Collaborative Board		X	X
Jill	Bland	SMF	X		
Vince	Carahaly	SMPC Board	X	X	
Ben	Damerow	MI Works	X		
Michael	Evans	Kalamazoo Literacy Council	X		
Grant	Fletcher	Bronson Healthcare			X
Luann	Harden	WMU Southwest	X		X
Kenneth	High	(MSP) Homeland Security Division			
Joanna	Johnson	Road Commission of Kalamazoo County	X	X	
Bridgette	Jones	Battle Creek Unlimited	X		
Ken	Jones	WMU	X		X
Jan	Karazim	Kellogg CC	X		
Pat	Karr	BCATS	X		
Shane	Kissack	Cornerstone Alliance	X	X	
Jason	Latham	MDOT Southwest Region	X		X
Amy	Lipset	MDOT	X	X	
Angela	Little	Bronson Healthcare		X	
Bob	Miller	WMU	X	X	
Deb	Miller	KRESA	X		
Zach	Morris	Kinexus/Michigan Works	X	X	
Dan	Peat	Kinexus/Michigan Works	X		X
David	Reid	Kalamazoo/Battle Creek International Airport	X		
Richard	Remus	SWMPC Board	X		
Tom	Richardson	Van Buren ISD		X	
Barbara	Rose	Covert Township		X	
Jon	Start	KATS	X		
Rachel	Wade	United Way of Southwest Michigan	X		

3. What is the total amount of funding requested? Please provide an itemized and prioritized list of what is intended to be accomplished with the funding in the identified tier, as well as a separate itemized and

prioritized list for additional funds for a strategy to move to a different tier or for integrated asset management funds.

- a. Leveraged funds will be a factor in evaluating Include a timeline and information about any funds you will leverage in this effort.
- b. Discuss any instances of collaboration between Prosperity Regions or sub-regions.
- c. If you have carryover money from the last grant cycle, you must acknowledge that in your overall budget proposal.

	Q 1	Q 2	Q 3	Q 4	Priority	2019 Funds	2018 Funds	2019 Budget
<b>Subcommittee Meeting(s) Phase One - Refine Area of Focus from Prosperity Plan for 2019 (four meetings in total)</b>								
Community Development Subcommittee	X				1	\$ 2,260.00		\$ 2,260.00
Infrastructure Subcommittee	X				1	\$ 2,260.00		\$ 2,260.00
Economic Development Subcommittee	X				1	\$ 2,260.00		\$ 2,260.00
Workforce Development & Education Subcommittee	X				1	\$ 2,260.00		\$ 2,260.00
<b>Integrated Asset Management: Inventory of Assets (Staff)</b>	X				1	\$ 17,500.00		\$ 17,500.00
<b>Subcommittee Meeting(s) Phase Two - Identify Existing Groups Working to Achieve Selected Area of Focus (four meetings in total)</b>	X				1	\$ 9,060.00		\$ 9,060.00
<b>Prosperity Committee Meeting One</b>	X				1	\$ 4,375.00		\$ 4,375.00
<b>Subcommittee Meeting(s) Phase Three - With Partner Groups, Identify Gaps &amp; Strategies to Fill Them (four meetings in total)</b>		X			1	\$ 9,060.00		\$ 9,060.00
<b>Integrated Asset Management - Education &amp; Training (Staff)</b>		X			1	\$ 17,500.00		\$ 17,500.00
<b>Subcommittee Meeting(s) Phase Four - Identify Partners to Implement Identified Strategies (four meetings in total)</b>		X			1	\$ 9,060.00		\$ 9,060.00
<b>Prosperity Committee Meeting Two</b>	X				1	\$ 4,375.00		\$ 4,375.00
<b>Subcommittee Meeting(s) Phase Five - Identify Champions &amp; Owners of Identified Strategies (four meetings in total)</b>			X		1	\$ 9,060.00		\$ 9,060.00
<b>Integrated Asset Management - Data Collection (Staff)</b>		X	X	X	1	\$ 30,000.00		\$ 30,000.00
<b>Subcommittee Meeting(s) Phase Six - Define Funding Parameters (four meetings in total)</b>			X		1	\$ 9,060.00		\$ 9,060.00
<b>Prosperity Committee Meeting Three - Allocate Funding, review work to-date</b>			X		1	\$ 4,375.00		\$ 4,375.00
<b>Subcommittee Meeting(s) Phase Seven - Funding Allocation Across Strategies &amp; Partners (four meetings in total)</b>				X	1	\$ 9,100.00		\$ 9,100.00
<b>Integrated Asset Management - Evaluation</b>				X	1	\$ 5,000.00		\$ 5,000.00
<b>Subcommittee Meeting(s) Phase Eight - Establish Metrics &amp; Progress Tracking (four meetings in total)</b>				X	1	\$ 9,060.00		\$ 9,060.00
<b>Prosperity Committee Meeting Four - Symposium</b>			X		1	\$ 4,375.00		\$ 4,375.00
<b>Subtotal - Prosperity Committee Meetings (4 in total)</b>						\$ 17,500.00		\$ 17,500.00
<b>Subtotal - Subcommittee Meetings (32 in total)</b>						\$ 72,500.00		\$ 72,500.00
<b>Subtotal - Integrated Asset Management</b>						\$ 70,000.00		\$ 70,000.00
<b>Subtotal - Meetings/Integrated Asset Management</b>						\$ 160,000.00		\$ 160,000.00
<b>Strategic Project Funding</b>								
Community Development				X	1	\$ 50,000.00		\$ 50,000.00
Infrastructure				X	1	\$ 30,000.00		\$ 30,000.00
Economic Development				X	1	\$ 15,000.00		\$ 15,000.00
Workforce Development & Education				X	1	\$ 50,000.00		\$ 50,000.00
Projects In Support (Endorsed & Supported)	X	X	X	X	2		\$ 12,400.00	\$ 12,400.00
<b>Subtotal</b>						\$ 145,000.00	\$ 12,400.00	\$ 157,400.00
<b>Dashboard/Website Modifications</b>								
Website Modifications		X		X	4	\$ 5,000.00		\$ 5,000.00
Dashboard Modifications		X		X	3	\$ 5,000.00		\$ 5,000.00
<b>Subtotal</b>						\$ 10,000.00	\$ -	\$ 10,000.00
<b>2018 RPI Project Implementation(encumbered funds)</b>					1		\$ 110,760.00	\$ 110,760.00
<b>TOTAL</b>						\$ 315,000.00	\$ 123,160.00	\$ 438,160.00

4. Are the proposed counties to be served in accordance with the regional prosperity map? If not, why not? How do you intend to work in the region outlined in the aforementioned map going forward?

Yes, the seven counties that make up RPI Region 8, Berrien, Branch, Calhoun, Cass, Kalamazoo, St.

Joseph, Van Buren will all be served by the work proposed in this application.

## NEEDS, GOALS AND ORGANIZATIONAL CAPACITY

**\*\*Answers to the following questions may be no more than a total of four pages**

1. WEB PRESENCE: Please indicate the appropriate website at which the required grant documents can be viewed, including the region's published plan, dashboard and transparency documents (meeting notices, agendas, minutes) for the 2019 Fiscal Year.

**Meeting notices, agendas, minutes-** <http://smpcregion3.org/regionalprosperity/>  
**Prosperity Plan Volume 1 -** [http://smpcregion3.org/wp-content/uploads/2014/02/rpi\\_plan\\_final.pdf](http://smpcregion3.org/wp-content/uploads/2014/02/rpi_plan_final.pdf)  
**Prosperity Plan Volume 2 -** <http://smpcregion3.org/wp-content/uploads/2014/02/RPI-VOLUME-2-110315-FINAL.pdf>

Our website and dashboard are currently under reconstruction. We anticipate completion before the end of 2018. The construction documents can be found here:

<https://basecamp.com/3387636/projects/14537175/attachments>

2. DEMONSTRATION OF SUCCESS: Please illustrate how collaborative planning has led to meaningful action through the use of prior RPI grant funds. Define success for this application and explain your method for measuring it. When defining this application's success, please pay careful attention to the deliverables proposed in the prior year's grant application, evidence of engagement from community partners, adherence to your budget, timeline and the open meetings act, as well as the ability to leverage additional funding.

Collaborative planning has delivered results in southwest Michigan across all of the 2017-2018 projects funded through the Southwest Michigan Prosperity Initiative (SWMPI) Committee. The results are detailed below along with the metrics by which they have been measured. In 2017 our process led us to fund projects that 1) closed gaps in career pathways, 2) tapped our higher education resources to address regional issues, and 3) connected the education, business, and community development sectors to enhance the regional talent pool. Because projects were identified in the fourth quarter of 2017, it has become typical for us to get results from our funded projects late in the following year. Therefore, the results of 2017 funded projects are provided below. We are just completing the election of a funded project for 2018 as this application is being drafted.

Each of the projects listed has met their budget constraints. Each project is the result of significant cross-sectoral partnerships. Finally, each project has met its reporting and timeline obligations.

### 2017 FUNDED PROJECT #1 SOUTHWEST MICHIGAN COMMUNITY LITERACY INITIATIVE (PHASE II)

#### **Newly Equipped Sites for Adult Literacy**

With the assistance of RPI funding, the number of Community Literacy Centers now available to: access distance learning, able to serve adult basic education, English as a second language, and adult basic literacy is:

- Four in Van Buren County
- Three in Kalamazoo County
  - Michigan Works Service Center in Kalamazoo now equipped to allow Career Specialists to provide instruction virtually without needing to travel to remote sites.
- One in Calhoun County

- Michigan Works Service Center in Battle Creek now equipped to allow Career Specialists to provide instruction virtually without needing to travel to remote sites.
- New Literacy Centers established (without distance learning)
  - Schoolcraft
  - Vicksburg
- Additional sites in Branch, Calhoun, and St. Joseph Counties are being explored.
- Three workforce literacy sites are being developed in Van Buren County.

#### **Adult Learners Impacted**

- 31 Learners who completed 10-week course (4-6 hours of instruction per week).
- 28 Learners able to obtain employment during same period.

#### **Volunteer Tutors - Individuals that Completed Volunteer Tutor Training**

- 58 Basic literacy training
- 22 ESL tutoring workshop
- 18 ExpressWays 2 Success online adult basic education tutoring workshop

### 2017 FUNDED PROJECT #2 URBAN ALLIANCE MOMENTUM URBAN EMPLOYMENT INITIATIVE

#### **Urban Alliance Technical Center**

- Upgraded the UATC training & meeting room
- Equipment acquisition and installation
  - Forklift for training and licensing
  - Precision measurement device for training and certification
  - CNC machining centers purchased

#### **Instruction & Education – Academies in Partnership with L.C. Howard, Kalamazoo Valley Community College, Western Michigan University**

- March – Warehouse Management & Inventory Control Academy
- June – Production Technology Academy
- October – Manufacturing & Material Handling Academy
- October - Training for Employers In Cultural Competency & Supervisory Skills

#### **Certifications for Graduates in 2018**

- 43 Momentum graduates received certifications.
- 21 Academy graduates received certifications.

#### **Expansion of Momentum**

- Discussions taking place for expanded sites throughout SW Michigan.
- Expansion from 9-10 terms to 14-15 terms
  - Increased terms will come via a third site (Q2 in 2019)

### 2017 FUNDED PROJECT #3 JOBS FOR MICHIGAN GRADUATES

#### **Youth Participants Served**

- 557 (442 active, 115 follow-up) – Kinexus
- 178 (148 active, 30 follow-up) - MichiganWorks!

#### **Schools/Sites Served**

- 10 Existing
- 4 New Additions

#### **Outcomes for Class of 2017**

- Graduation Rate 99% (Kinexus cohort), 100% (MiWorks SW)
- Employment Rate 71% (Kinexus cohort), 75% (MiWorks SW)
- Positive Outcomes Rate 94% (Kinexus cohort), 81% (MiWorks SW)

- Full-Time Jobs Rate 74% (Kinexus cohort), 67% (MiWorks SW)
- Full-Time Placement Rate 94% (Kinexus cohort), 75% (MiWorks SW)
- Further Education Rate 54% (Kinexus cohort), 31% (MiWorks SW)

#### **Outcomes for 2017-2018 Out-of-School Youth “Completers”**

- Graduation Rate 100% (Kinexus cohort), 86% (MiWorks SW)
- Employment Rate 25% (Kinexus cohort), 100% (MiWorks SW)
- Positive Outcomes Rate 25% (Kinexus cohort), 100% (MiWorks SW)
- Full-Time Jobs Rate 100% (Kinexus cohort), 83% (MiWorks SW)
- Full-Time Placement Rate 100% (Kinexus cohort), 92% (MiWorks SW)
- Further Education Rate 0% (Kinexus cohort), 42% (MiWorks SW)

#### 2017 FUNDED PROJECT #4 – TALENT MATCH STUDY

Research was conducted to project the trends for employment and the dynamics of talent within the region. Through the *Talent Match Study*, we now have a single credible source to drive our actions in the area of talent development. The summary of that work follows.

**Summary** – Talent is the lifeblood of any economy; without workers, businesses struggle. Southwest Michigan must curate its talent to maintain or increase its competitiveness. Leaders in Southwest Michigan will need to work together in order to attract, retain, and develop local talent. More efficient matching between employee skills and preferences and employers is also key for the region to become more competitive. Intentional strategies implemented by regional stakeholders are needed to maintain the levels of employment required to retain and attract businesses.

3. **APPLYING LESSONS LEARNED:** What lessons will you take from last year’s grant award? What are the most significant challenges to the region’s collaborative success for the coming year? How can the region’s previous work and a renewed Regional Prosperity Grant increase opportunities for success?

The SWMPI Committee learned a great deal from its 2018 activities. The process of selecting an area of focus for the year helped to reveal much about the region and the way the Committee conducts its interaction with local stakeholders. The Committee received input from residents, business representatives, and other stakeholders in the region through a comprehensive survey; the survey received nearly 1,200 responses. The survey was structured to help the Committee narrow down the areas in which it focused its effort and resources in 2018; i.e. the respondents were asked to prioritize the areas of focus areas found in the Regional Prosperity Plan.

The Committee also learned how to better interface with groups of local and regional stakeholders. The Committee learned that local and regional stakeholders found in Southwest Michigan participate at a higher rate and with more depth in topically-focused, smaller group settings. The Committee created a subcommittee to investigate its chosen area of focus - workforce training, internships, and apprenticeships - and that subcommittee had better participation and more candid discussions than those at full Committee meetings. The Committee intends to conduct much of its work in topically-focused subcommittees in 2019.

The most significant barrier to success for SWMPI is the lack of a deep and meaningful connection to organizations already conducting work within the Committee’s chosen areas of focus. To reach its potential, SWMPI must make meaningful connection with state, regional, and local organizations operating within SWMPI’s areas of focus. In 2019, the Committee hopes to overcome this barrier by cross-pollinating decision-making boards. The Committee hopes to recruit members of related organizations to participate in its subcommittees while actively participating in the meetings of related organizations. The

intent of this action is to better align the missions and activities of SWMPI and related organizations. This alignment will ideally, result in less competition for limited funding, the sharing of information and best practices, and a greater net benefit to the region.

4. **NEEDS STATEMENT:** Explain the need for a continued collaborative economic strategy in your region. Identify the needs a renewed grant would fulfill. Acknowledge similar existing projects or agencies, if any, and explain how your proposal differs, and what effort will be made to work cooperatively.

SWMPI has set up the region for future prosperity but continued planning and implementation remains. A renewed grant would help SWMPI implement strategies outlined in previous plans and continue to develop plans for areas that have not yet received attention. SWMPI intends to use a renewed grant to partner with local and regional agencies to implement existing plans as well as develop new plans; SWMPI will use a more collaborative process to direct its work and funding.

SWMPI has developed region-wide plans and strategies using previous grants. In 2019, SWMPI will divide those plans into manageable portions and empower focused teams to carry out the work found in those plans. SWMPI will create subcommittees focused on infrastructure and asset management, community development, workforce development, and economic development. Each subcommittee will be comprised of SWMPI Committee members and interested state, regional, and local stakeholders. The Committee will seek to reduce redundancy by anointing existing regional bodies who share a specific focus; e.g. Southwest Michigan First convenes a monthly meeting of economic development agencies in the region, SWMPI can work to better connect with that group and empower them to work on behalf of SWMPI. Each subcommittee will seek to improve the area on which they are focused.

The sequential work of each subcommittee is outlined below:

- Identify which goal in the Prosperity Plan will receive focus in 2019
- Identify existing synergistic groups – share members between groups
- With the help of existing groups, identify gaps between the existing conditions found in the region and the ideal conditions
- Identify strategies that will help to fill the identified gaps
- Implement or find partners to implement the chosen strategies (endorse/support, or fund)
- Identify champions and owners of the work
- Track progress
- Hold a regional symposium late in the year to celebrate success and set the stage for 2020

A description of each subcommittee is as follows:

*Community Development Subcommittee* - will focus on developing implementation strategies identified in the Prosperity Plan and through the 2018 community survey. Potential areas: housing, attracting and retaining talent, improving access to parks throughout the region.

*Infrastructure Subcommittee* - integrating physical asset information. High-priority elements identified include: asset management, access to internet, and alternative energy policy.

*Economic Development Subcommittee* - connect with an existing monthly collaborative. High-priority elements include: increasing wages, attracting new businesses, and improving access to jobs.

*Workforce Development and Education Subcommittee* - will work to build upon the work conducted the past two years. High-priority elements include: increasing internship and apprenticeship opportunities, better matching employers and employees, increasing educational opportunities for all learners, and improving early-childhood education to improve the talent pipeline.

5. **ADDITIONAL INFORMATION:** Please address anything else about your organization or project you think is relevant to the proposal.

*The 2019 Regional Prosperity Initiative Grant program is offering up to \$70,000.00 for a one-time grant for integrated asset management activities. If applying for this additional grant, please answer the questions below.*

1. **ASSET MANAGEMENT MATURITY:** Please indicate the current level of asset management expertise, utilization, and collaboration within the region and if any regional asset management program or system currently exists.

The Southwest Michigan Planning Commission has been managing the Federal-Aid Transportation Asset Management program in southwest Michigan since 2003. The SWMPC has a deep familiarity with the Pavement Surface Evaluation and Rating (PASER) system and the RoadSoft software used in the road evaluation process. Director Egelhaaf served on the State's Transportation Asset Management Council (TAMC) from 2010 through 2016. The SWMPC has produced local road asset management plans for communities (City of Benton Harbor, Village of Decatur, Chikaming Township) in southwest Michigan. The SWMPC has received two separate Stormwater Asset Management and Wastewater (SAW) grants. As such the SWMPC is intimately familiar with implementation of asset management principles from nearly all perspectives. Director Egelhaaf served on the Advisory Board for the Governor's recently completed Infrastructure Asset Management Pilot project. The challenges and successes of that project are well understood. The SWMPC has considerable GIS expertise in-house. The construction of complex digital mapping that serves a wide variety of purposes has been central to the SWMPC work product for over a decade. The SWMPC is a regional planning organization that also contains two separate Metropolitan Transportation Planning Organizations (MPOs). Thus, the SWMPC is accomplished at functioning in the intersection of transportation across all modes, the natural environment, economic development, recreational and community planning. The SWMPC has close relationships with all scales of local and tribal government so we are a trusted source for local government to accomplish regional goals.

Likewise, the co-applicant to this request, the Southcentral Michigan Planning Council, has, through its partnership with the Kalamazoo Area Transportation Study (a Metropolitan Planning Organization), completed surface transportation asset management work in the eastern half of the region. Additionally, the SWMPI Committee membership includes Joanna Johnson who is the chair of the Michigan Transportation Asset Management Council (TAMC) and Jon Start who has been a longstanding member of TAMC. Both have been extremely active and engaged members of the SWMPI and will be an essential resource as the region moves forward in integrated asset management.

2. **NEEDS STATEMENT:** Explain the range of need for asset management data collection, training, and system management at either the local and/or regional level.

Over the last fifteen years of transportation asset management, the SWMPC has built a level of regional fluency in asset management. The level of understanding of asset management has been built over many years of relationship building, group presentations, and the sharing of valuable data. In many respects, we will not be starting at the beginning with integrated infrastructure asset management. Also, there are a large number of individual communities within our region that received SAW grants. Thus, their own experience with asset management has grown recently. That level of familiarity gets us past the first step. But there is still a significant investment that would need to be made in training and data collection in order to have the scale of impact we should aim for. Some of our larger urban centers will be able to provide actionable data about their infrastructure. However, we are a region with many rural

communities that will require the most entry-level training and assistance in order for them to deliver back actionable data. We would be over-promising if we did not acknowledge that our communities reside across the full spectrum of data quality from fully digitized to completely analog.

3. INTEGRATED ASSET MANGEMENT: How do you plan to utilize the additional funding to integrate current asset management systems within the region? How do you plan to further a culture of asset management in the region?

The goal for our Region 8 asset management work is to be consistent with the efforts of the Michigan Infrastructure Council (MIC), the Transportation Asset Management Council (TAMC), and the Water Asset Management Council (WAMC) and to assist in the development and implementation of a statewide Integrated Asset Management Program by integrating a Region 8 strategy and complementary execution with that of the other prosperity regions across the state.

*Phase I:* The work will begin with an inventory of assets across the infrastructure that aligns with the state pilot efforts (drinking water, wastewater, & stormwater). To that end, Region 8 will follow the criteria outlined in state law, and coordinate with the Michigan Department of Environmental Quality (MDEQ) to identify public infrastructure asset owners. Additionally, we will work with public asset owners within the region to identify the type of existing data collected and maintained.

*Phase II:* Prosperity Region 8 will coordinate with the State to optimize communication, education, and data collection. We will coordinate with appropriate state departments and agencies to implement the directives of the MIC, TAMC, and WAMC. We will coordinate with strategic partners including Improving Michigan's Access to Geographic Information Networks (IMAGIN), Michigan Communities Association of Mapping Professionals (MICAMP), the Michigan Water Environment Association (MWEA), the American Water Works Association-Michigan Section (AWWA), the Michigan Rural Water Association (MRWA), the Michigan Association of Regions (MAR), and other state and regional organizations to optimize the messaging and data formatting. As we progress into data collection, we will provide consistent collection of asset management data from public asset owners. During the process, we will assist with communication and coordination with state partners regarding the integrated asset management program. We will work with state departments to develop, coordinate and deliver Integrated Asset Management education and training that builds upon the knowledge gained through the asset management maturity assessment conducted during the asset management pilot for local officials and others who participate in the data collection efforts. There will be opportunities to facilitate training in coordination with the state and we plan to share that training within Region 8.

*Phase III:* Data collection will require coordination with local government utilities and public works departments, regional public utility authorities, other public utility owners and state GIS specialists to provide consistent collection of data based upon the knowledge gained through the data collection process of the Asset Management Pilot project. In cooperation with the MIC, we will work with participants in MDEQ's Stormwater, Asset Management and Wastewater (SAW) grant and loan program to integrate data. We will coordinate with GIS specialists throughout the region regarding the collection of data that creates a GIS database of regional infrastructure assets in partnership with local and state government.

*Phase IV:* We will facilitate education and training for Region 8 by coordinating with the MIC, TAMC, and WAMC to share information about the goals, objectives, and successes of the Integrated Asset

Management initiative. We will also measure the success of our efforts in order to provide a frank evaluation to build from in subsequent years. The measurements will reflect the goals and objectives set forth by the MIC, TAMC and WAMC

4. DATA COLLECTION: Does the region currently have an asset management data collection and utilization strategy?

The data collection strategy that exists currently only encompasses road infrastructure. Some local groups are starting discussions but have not build formal strategies nor has work been completed. Public transit providers on an asset management strategy. They have responsibility for compliance with federal obligations in the area of asset management. However, our integrated infrastructure asset management efforts in 2019 will be the first efforts to implement a uniform asset management data collection and utilization strategy for governmental units across the seven-county region.

5. ADDITIONAL INFORMATION: Please address anything else about your organization or project you think is relevant to the proposal.

The integrated asset management work has a very intentional, complementary scope of work to that of the other prosperity region applicants across the state. The implementation of 10+ unique approaches to integrated asset management across the state would not serve the larger purposes as well as a collaborative methodology. We have coordinated with our regional partners across the state to develop common benchmarks that would direct our work in 2019. Our Region 8 application follows those basic benchmarks. That common process coupled with the SWMPC's extensive experience in asset management is an effective recipe for success. We are especially enthusiastic about the integrated asset management opportunity in 2019.



# Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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

## Proposal for the City of Parchment Master Plan Update

### Introduction

City of Parchment is contemplating an update rewrite of the existing master plan. The Southcentral Michigan Planning Council (SMPC) is pleased to offer its planning services to assist the City as it updates its master plan. SMPC has the experience and knowledge to provide the City with a high-quality plan update; SMPC has trained planners, GIS professionals, data analysts, regional economists, and librarians available to help complete the City'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. Assisting Lee on this project are Patrick Hudson, Marie Holler and Brian Pittelko. *Patrick Hudson*, AICP, CFM, CZA, will serve as the principal planner on this project; Patrick has thirty-eight years of experience in community planning and zoning. *Marie Holler* will serve as GIS Analyst on this project; Marie 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; Brian 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 City to establish the type of methodology desired for this project.

1. Develop and implement a public outreach strategy. *Months one through 12.*
  - a. Develop and implement a public outreach strategy based on the needs of the City and the requirements set forth in the Michigan Planning Enabling Act.
  - b. *Cost: \$200-500 – City staff may decrease its costs by completing some of the clerical tasks required to update a master plan (notices, postings, transmittal to various authorities, etc).*
2. Survey the local citizenry, if needed/desired. *Months two through five (may delay other work on the master plan).*
  - a. SMPC Staff will develop and coordinate a survey of the local citizenry to help gain an understanding of the desires of City residents.
  - b. *Cost: \$1,000 – not required but recommended.*
3. Review the current master plan with the City Planning Commission. *Months one and two.*
  - a. SMPC Staff will review the plan and create recommendations for modernization and improvements at a planning commission meeting.
  - b. Determine which sections of the previous master plan will remain enact, be amended, be overhauled, or be removed.
  - c. Determine if additional sections are needed based on the Michigan Planning Enabling Act.
  - d. *Cost: \$500*
4. Conduct strategic planning. *Months four through six (will occur later if survey is conducted).*

- a. The master plan outlines the strategic future of the City. As such, strategic planning is an important step in the master planning process.
- b. The goals, objectives, policies, and implementation strategies are based on the City’s vision for its future physical environment.
- c. *Cost: \$1,000*
- 5. Write and present individual chapters of the master plan. *Months four through 10.*
  - a. SMPC staff will draft the individual chapters and elements required by the Michigan Planning Enabling Act and desired by the City. SMPC staff will then present the chapters to the planning commission for feedback.
  - b. *Cost: \$4,000*
- 6. Finalize the Plan. *Months 11 and 12.*
  - 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: \$750*

Items needed from the City to conduct the update:

- Electronic version of the previous master plan
- Parcel information (if not in the possession of the City, then permission to retrieve it from the County)
- Any recently completed surveys or strategic planning documents
- Existing zoning map and code
- Other items as determined through the planning process

**Timeline**

	Month 1	Mo 2	Mo 3	Mo 4	Mo 5	Mo 6	Mo 7	Mo 8	Mo 9	Mo 10	Mo 11	Mo 12
Review Plan												
Required Steps												
Survey Work												
Strategic Planning												
Write Chapters												
Finalize Plan												

## Cost

The cost to complete the master plan update will range between **\$6,450 and \$7,750**. Costs are itemized below:

1. Develop and implement a public outreach plan - **\$200-500** (City can complete some of the work)
2. Survey the local citizenry, if needed/desired - **\$1,000** (not required but recommended)
3. Review the current master plan with the Planning Commission - **\$500**
4. Conduct strategic planning - **\$1,000**
5. Write and present individual chapters of the master plan - **\$4,000**
6. Finalize and distribute the Plan - **\$750**

The estimated cost of the project will depend on the city's ability to take on some of the work and the desire to conduct a survey. Nonetheless, the cost will not exceed **\$7,750**. Without the survey and strategic planning work, the cost will not exceed **\$6,450**. The project should take no longer than 12 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

CONTRACT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF PARCHMENT  
AND THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL

THIS CONTRACT is made and entered into **this** day of \_\_\_\_\_, 2018, between the City of Parchment, 650 South Riverview Drive, Parchment, MI 49004 (hereinafter referred to as the “City”), and The Southcentral Michigan Planning Council, 300 South Westnedge Avenue, Kalamazoo, MI 49007 (hereinafter referred to as the “SMPC”).

WHEREAS, the City is required to review and update its Master Plan quinquennially (every five years); and

WHEREAS, the City has not prepared a Master Plan since 1994; and

WHEREAS, the City Council and the City Planning Commission have a desire to prepare a new plan; and

WHEREAS, the City does not have the required staff to update its Master Plan without entering in a contract for services; and

WHEREAS, the City did not find a qualified for-profit firm to conduct the work within its budget constraints; and

WHEREAS, the City finds the fees proposed by SMPC to be acceptable and reasonable; and

WHEREAS, SMPC has the expertise to assist the City in updating the City’s Master Plan.

NOW, THEREFORE, in consideration of the covenants and promises contained in this Contract, the parties agree as follows:

SECTION I. SMPC DUTIES

SMPC agrees to perform the following duties:

1. As directed and approved by the City Planning Commission and limited by this contract, provide an update to the City Master Plan as proposed. Appendix A contains a copy of the proposal supplied to the City.
2. If the City is unable, draft all public notices and affidavits for the City’s use in meeting State Statutes for a Master Plan.
3. Attend, one meeting/public hearing of the City Planning Commission to present the draft Master Plan and one meeting/public hearing of the City Board to present the Master Plan for adoption. SMPC staff will not make further efforts, or conduct additional meetings, to receive public input without prior approval of the Planning Commission.

4. Maintain regular communications with the Planning Commission through the City Manager.
5. Send the City Manager Master Plan draft versions of the chapters and graphics/maps as they are prepared for review.
6. Prepare draft Master Plan, a compilation of draft chapters and graphics/maps reviewed by the Planning Commission, and present same to the Planning Commission at the public hearing identified above.
7. Submit invoices for duties performed as part of this contract in a timely manner. Submit invoices based on the tasks outline in Appendix A. The compensation rate is detailed in Section III.
8. Provide electronic copies of the adopted Master Plan document and associated mapping/graphics to the Planning Commission. The Plan shall be provided in an editable Microsoft Office version and a pdf version.

## SECTION II: THE CITY'S DUTIES

The City agrees to perform the following duties:

1. Authorize SMPC to conduct work related to the preparation of the City Master Plan.
2. Maintain regular communications with SMPC staff.
3. Review draft plan language and graphics/maps in a timely manner and provide comments to SMPC.
4. Provide SMPC with, or facilitate the acquisition of, information on an as-needed basis.
5. Complete all public notices and affidavits for a master plan, as required by state statute.
6. Secure a meeting place for the Planning Commission and City Commission public hearings on the Master Plan.
7. Reimburse SMPC for duties performed as part of this contract in a timely manner. The compensation rate is detailed in Section III.
8. Distribute copies of the Master Plan as prepared by SMPC to members of the Planning Commission and City Board prior to respective public hearings.

9. Ensure that a for-profit firm is not able to complete the duties Section I at a rate consistent with the City's budget.

### SECTION III: COMPENSATION

SMPC shall be compensated for expenses associated with duties preformed as part of this contract. Total compensation shall be a fixed fee of \$7,750. A breakdown of fee components is found in the proposal included in Appendix A.

### SECTION IV: RECOMMENDATIONS

The recommendations expressed by SMPC staff as part of this contract are not legally binding and subject to the approval of the local governing body. Furthermore, all recommendations will coincide with current State of Michigan planning and zoning enabling legislation (PA 33 of 2008).

### SECTION IV: GENERAL TERMS AND CONDITIONS APPLICABLE TO BOTH PARTIES

The following duties and responsibilities apply equally to SMPC and the City unless the language of the provision clearly indicates that it applies only to SMPC or the City.

1. **INDEMNITY.** SMPC agrees to indemnify and hold harmless (to the extent of the liability which SMPC assumes under Section IV, Paragraph 1 of this contract) the City, its agents, employees, officers and representatives from all fines, costs, lawsuits, claims, demands and actions of any kind or nature, including reasonable attorney fees, which occur by reason of any wrongful act, negligence or wrongful omission on the part of SMPC, its agents, employees, officers, or representatives, in performing this contract. The City agrees to indemnify and hold harmless SMPC, its agents, employees, officers and representatives from all fines, costs, lawsuits, claims, demands and actions of any kind or nature, including reasonable attorney fees, which occur by reason of any wrongful act, negligence or wrongful omission on the part of the City, its agents, employees, officers, contracting consultants, or representatives, in performing this contract; provided that nothing herein contained in this Contract constitutes, nor shall be construed, as a waiver of any governmental immunity that has been provided to the City and its agents, employees, officers or representatives by common law, statute or court decision.

2. **ASSURANCES AGAINST DISCRIMINATION.** SMPC assures that it shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment because of race, creed, color, religion, national origin or ancestry, gender, age, marital status, height, weight or disability/handicap unrelated to the person's ability to perform the duties of a particular job or position. Breach of this provision shall constitute a material breach of this Contract and authorizes the City to, in its sole discretion, immediately terminate this Contract.

3. **DISPUTE RESOLUTION.** In the event a dispute arises between the City and SMPC concerning the performance of this Contract, the parties agree to meet, and negotiate in good faith, in order to attempt to resolve the dispute. Said meeting shall take place within thirty (30) days after one party sends the other party written notice identifying the cause or reason for the dispute and requesting a meeting. The City and SMPC agree that neither party will file any lawsuit for the purpose of resolving a dispute, or exercise its right to terminate the Contract, until sixty (60) days after the date on which the parties held their final meeting to resolve the dispute. **THIS PARAGRAPH DOES NOT APPLY TO DISPUTES INVOLVING ACTS, CONDUCT, ERRORS, NEGLIGENCE OR OMISSIONS BY SMPC OR CITY THAT ARE IDENTIFIED IN THIS CONTRACT AS CONSTITUTING A MATERIAL BREACH OF THIS CONTRACT.**

4. **RELATIONSHIP BETWEEN THE PARTIES.** This Contract shall not be construed to establish any employer/employee, master/servant, or principal/agent, relationship between the City and SMPC.

5. **AMENDMENTS.** Changes to this Contract will only be valid if they are in writing and signed by SMPC and the City.

6. **NOTICES.** Any Notice/Communication required, or permitted, under this Contract from one party to another, including SMPC's request for assistance from City personnel/officials in carrying out Consultant's duties under this Contract, shall be deemed effective if the party sending the Notice/Communication hand delivers the Notice or communication to the other Party or if the Party sends the Notice/Communication through first class mail to the other Party. The Parties agree that Notices and Communications should be sent to the Parties at the following addresses:

**SMPC:**  
Lee Adams, Director  
300 South Westnedge Avenue  
Kalamazoo, MI 49007  
(269) 385-0409

**CITY:**  
Nancy Stoddard, City Manager  
650 S. Riverview Drive  
Parchment, MI 49004  
(269) 345-5441

7. **SEVERABILITY.** If a court of competent jurisdiction declares any part, portion or provision of this Contract invalid, unconstitutional or unenforceable, the remaining parts, portions and provisions of this Contract shall remain in full force and effect.

8. **ENTIRE CONTRACT.** This Contract constitutes the entire Agreement between the Parties with respect to the subject matter identified in the Contract, and no modification or revision to the Contract shall have any force and effect unless it complies with the provisions of Paragraph 7, SECTION IV of this CONTRACT. The failure of any Party to insist on the strict performance of any condition, promise, agreement, or undertaking set forth herein shall not be construed as a waiver or relinquishment of the right to insist upon strict performance of the same condition, promise, agreement or undertaking at a future time.

9. HEADINGS. The Titles of the Sections and Paragraphs of this Contract are provided for reference purposes only. If any discrepancy or disagreement exists between a Title and the text of the section or paragraph, the text shall control.

10. SIGNATURES. The individual or officer who signs this Contract certifies through his/her signature that he/she is authorized to sign this Contract on behalf of the entity that he/she represents.

11. GOVERNING LAW. This Contract shall be governed, and interpreted in accordance with, the laws of the State of Michigan. The parties agree that any action to enforce this Contract may be brought in any state or federal court that possesses subject matter jurisdiction and is located in, or whose district includes Branch, Calhoun, Kalamazoo and St. Joseph Counties, Michigan.

SIGNATURE SECTION

For: SOUTHCENTRAL MICHIGAN PLANNING COUNCIL

By: \_\_\_\_\_ Date: \_\_\_\_\_  
\*Vince Carahaly

Its: Chairperson

For: CITY OF PARCHMENT

By: \_\_\_\_\_ Date: \_\_\_\_\_  
\* Nancy Stoddard

Its: Manager

# Appendix A



## Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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

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Respectfully submitted,

Lee Adams, Director  
Southcentral Michigan Planning Council

# Staffing options for SMPC

---

- Kalamazoo County serve as region staff

*Pros*

- + Have a staff of several planning professionals with multiple skills and different types of expertise
  - Experience in planning, mapping, economic development
- + Added oversight from Kalamazoo County Administration and Board
- + Use of HR, Finance, IT, and other support departments from Kalamazoo County
- + Use benefit structure of Kalamazoo County
- + Well established planning department that is experienced working with SMPC
- + Would add a transportation planner to work on transportation related activities

*Cons*

- One county staff the region of five counties
- Concerns about too much focus on Kalamazoo
- Limited transportation planning experience

- KATS serve as region staff

*Pros*

- + Strong transportation focus
- + MPOs and regions are often merged in the state
- + Experience with regional planning
- + May add a planner with economic development to work on SMPC activities
- + Added oversight from KATS Board

*Cons*

- Could have problems with merger of the two organizations, or only work on contractual basis
- May have limited focus on planning and economic development, transportation is primary focus
- KATS is in a transition period; MPO to TMA, may be a challenge to juggle both new responsibilities

- W. E. Upjohn Institute serve as region staff

*Pros*

- + Strong reputation
- + House Michigan Works – Move toward regional reinvention
- + Vast regional research experience
- + Has assisted regions with CEDS
- + Good relationship with leaders in the region

*Cons*

- Little planning experience on staff
  - Experience is research focused rather than practical experience
- May need to hire staff for the region, could only have a limited number of staff that could assist SMPC
  - That staff person would need a broad range of skills
  - May only have one or two staff people available for SMPC needs

- Southwest Michigan First serve as region staff

*Pros*

- + Vast economic development experienced
- + Help accomplish regional reinvention goals

- Consolidation of economic development functions around the region; would help meet the requirements of the Governor's Regional Reinvention
  - + Increased awareness
  - + Large staff for support
- Cons*
  - Could have too much focus on business attraction and retention, regional planning organizations typically center economic development efforts around placemaking
  - No or limited practical regional/community planning experience
  - May need to hire staff for the region, could only have a limited number of staff that could assist SMPC
  - SMPC may become low priority
- SMPC hire staff
  - Pros*
    - + Dedicated staff
    - + Staff would only focus on the region
    - + No need to keep personnel time accounting
    - + Could take on planning, mapping, economic development, and other staff from all over the region
      - Create efficiencies from shared staff
  - Cons*
    - Less layers of oversight than other options
    - Limited number of staff and expertise without increasing contribution from counties
    - Limited staff time to work on large number of projects
    - Would need accounting and support functions
    - Would need separate benefit structure
- Hire a consultant to conduct all SMPC activities
  - Pros*
    - + On demand services
    - + Most likely a wealth of experience
    - + May have limited transportation planning experience
  - Cons*
    - Costly
    - Would not have a strong concern for the region like an organization based in the region
    - The consultant may not personalize plans; use of templates and connection with region
- Merge with Southwest Michigan Planning Commission
  - Pros*
    - + Help with Regional Reinvention Initiative, the merged region will match the proposed region
    - + Vast experience operating a regional planning agency and MPOs
    - + Complete structure in place
    - + Experience with CEDS
  - Cons*
    - Loss of independence
    - Huge board
    - Not in a central location, Benton Harbor
    - Region 3 has nearly twice the population and counties; a merger is a major expansion for SWMPC

**SOUTHCENTRAL MICHIGAN PLANNING COUNCIL**

**W. E. UPJOHN UNEMPLOYMENT TRUSTEE CORPORATION**

**SERVICES AGREEMENT**

This Services Agreement (this "Agreement") is made and entered into as of October 1, 2017 by and between the SOUTHCENTRAL MICHIGAN PLANNING COUNCIL, an entity created under the authority of Act 281 of Michigan Public Acts of 1945, as amended ("SMPC") and W. E. UPJOHN UNEMPLOYMENT TRUSTEE CORPORATION, a Michigan nonprofit corporation ("Institute") (each, a "Party" and together, the "Parties"), for the purpose of fixing the rights and obligations of the Parties.

**RECITALS:**

- A. Region 3 consists of the Counties of Branch, Calhoun, Kalamazoo, and St. Joseph and is represented by SMPC.
- B. SMPC reorganized in October of 2012.
- C. Kalamazoo County provided temporary administrative staff to SMPC in FY 2013 and FY 2014. SMPC determined that a more permanent solution was needed.
- D. SMPC reviewed several options and decided to pursue a relationship with Institute.
- E. Institute has performed administrative and support functions since October, 2014.
- F. Institute will continue to fulfill the administrative and support roles of SMPC through September 30, 2019.

Accordingly, the Parties agree as follows:

**TERMS AND CONDITIONS:**

- 1. Recitals: The recitals are not made a part of this Agreement.
- 2. Agreements:
  - a) Institute will provide certain administrative and support services to SMPC, as described below in Section 4 of this Agreement.
  - b) The SMPC board shall delegate and grant to Institute those rights and that authority necessary to allow Institute to perform those functions described below in Section 4 of this Agreement.
  - c) The current SMPC Bylaws will remain in effect following the execution of this Agreement.
  - d) The term of this Agreement will expire on September 30, 2019. Notwithstanding the foregoing, either Party may terminate this Agreement with or without cause at any time upon providing the other Party at least ninety (90) days prior written notice

of such termination. Upon the expiration of this Agreement, if both Parties agree, the term of this Agreement may be extended.

e) Notwithstanding anything in this Agreement to the contrary, unless Institute otherwise agrees in writing, Institute shall not be responsible for any administrative or support services to SMPC that relate to any activity, occurrence or event that occurred prior to the date of this Agreement.

3. Rights, Duties and Responsibilities of SMPC: During the term of this Agreement, SMPC and its board agree to do the following:

- a) Delegate and grant to Institute those rights and that authority necessary to allow Institute to perform those functions described below in Section 4 of this Agreement
- b) Approve annual strategic plan for SMPC activities and program planning, as submitted by Institute
- c) Approve annual SMPC budget and budget amendments submitted by Institute
- d) Monitor and approve monthly SMPC financial reports submitted by Institute
- e) Perform annual reviews of SMPC's relationship with Institute
- f) Advise Institute on appointment of director and other staff hired by Institute to direct SMPC-related activities

4. Rights, Duties and Responsibilities of Institute: During the term of this Agreement, Institute agrees to do the following (collectively, the "Services"):

- a) Act as the administrative agent for SMPC, assuming responsibility for program planning, administration, staffing, and fiscal management, in accordance with SMPC's bylaws, strategic plan and budget
- b) Coordinate SMPC board meetings
- c) Upon approval of the SMPC board, enter into contracts on behalf of SMPC
- d) Respond to correspondence relating to SMPC
- e) Develop and maintain relationships with SMPC member counties, other local units of government, and related organizations, as appropriate
- f) Represent SMPC at Michigan Association of Regions, Michigan Department of Transportation, Regional Prosperity, and other meetings
- g) Administer SMPC agreements with the Kalamazoo Area Transportation Study
- h) Maintain SMPC website
- i) Prepare proposed annual budget for submission to SMPC board for approval
- j) Prepare proposed budget amendments, as needed, for submission to SMPC board for approval
- k) Prepare monthly SMPC activity and financial reports for SMPC board meetings
- l) Submit invoices and payments to outside entities, as needed and budgeted, on behalf of SMPC
- m) Receive and disburse SMPC funding from: (i) membership dues; (ii) grants; (iii) contractual agreements; (iv) reimbursements; and (v) other sources
- n) Complete and publish an annual audit of SMPC funds
- o) Supply meeting facilities for SMPC, as needed
- p) Perform other SMPC administrative tasks, as reasonably determined by the SMPC board

5. Financial Relationship. In consideration of Institute's performance of the Services, SMPC shall reimburse Institute with SMPC's funds (including without limitation grants, dues, subscriptions, technical assistance, contract services, and other sources) for identifiable costs associated with Institute's performance of the Services, not exceeding the amount set forth in the approved budget, as amended.
6. Independent Contractor. The Parties mutually understand and agree that Institute shall be at all times acting and performing as an independent contractor under this Agreement. Nothing in this Agreement is intended to create an employer/employee or joint venture relationship between the Parties. The Parties agree that Institute and its employees and independent contractors are not eligible for any compensation, fringe benefits, pension, workers' compensation, sickness or health insurance benefits, or other similar benefits accorded typical employees, by SMPC. Nothing in this Agreement is intended to allow SMPC to exercise control or direction over the manner or method by which Institute performs the Services.
7. Binding Effect: The obligations of the Parties shall bind and inure to the benefit of each Party and their respective successors. The Parties do not intend to confer any benefits on any person or entity other than the Parties.
8. Notices: Any notices that may be required under this Agreement shall be in writing and delivered personally, or via first-class mail, postage fully prepaid and properly addressed to:  
  

<i>Institute:</i>	<i>Don Edgerly, Administrator</i> 300 South Westnedge Ave Kalamazoo, MI 49007
<i>SMPC:</i>	<i>Keith Baker, Chairperson</i> 300 South Westnedge Ave Kalamazoo, MI 49007
9. Severability: If one or more provisions of this Agreement are held to be unenforceable under applicable law, such provisions shall be excluded from this Agreement and the balance of this Agreement shall be interpreted as if such provision were so excluded and shall be enforceable in accordance with its terms.
10. Amendment: This Agreement may not be amended except by mutual written agreement of the Parties.
11. Entire Agreement: This Agreement shall constitute the entire agreement between the Parties and supersedes any and all other written or oral agreements between the Parties with respect to the subject matter of this Agreement.

12. Governing Law; Waiver of Jury Trial: This Agreement shall be governed by, and interpreted and enforced in accordance with, the laws of the State of Michigan, without regard to conflicts of law principles. EACH PARTY WAIVES ANY RIGHT TO REQUEST A TRIAL BY JURY IN ANY LITIGATION WITH RESPECT TO THIS AGREEMENT AND REPRESENTS THAT COUNSEL HAS BEEN CONSULTED SPECIFICALLY AS TO THIS WAIVER.
13. Counterparts: This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and all of which together shall constitute one and the same instrument. This Agreement may be executed and delivered by facsimile or .pdf and, upon such delivery, the facsimile or .pdf will be deemed to have the same effect as if the original signature had been delivered to the other Party.

The Parties have made this Agreement effective as of the date first set forth above.

Dated: 8/17/17

W. E. UPJOHN UNEMPLOYMENT TRUSTEE CORPORATION

By: Jon Edgell

Its: Administrator

Dated: 9/5/17

SOUTHCENTRAL MICHIGAN PLANNING COUNCIL

By: Keith Barber

Its: Chairperson



October 2, 2018

Southcentral Michigan Planning Council  
Mr. Lee Adams, Director  
300 S. Westnedge Ave.  
Kalamazoo, MI 49007

Dear Mr. Lee,

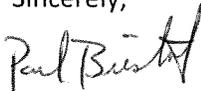
Last week the Township of Barry submitted a \$1,400,000 preapplication to the Water & Waste Disposal Loan & Grant program at USDA Rural Development. Project funds will be used to construct a 200,000 gallon elevated water tower in Delton.

A one-page project description is attached. They are early in the planning stage. We welcome your comments on the proposed project. Comments can be sent to my office at:

USDA Rural Development  
3260 Eagle Park Dr., Suite 107  
Grand Rapids, MI 49525

Please call me at 616 222-5817 if you have questions.

Sincerely,

  
Paul Bristol  
Area Specialist

## Barry Township Elevated Storage Tank RUS Project Narrative

Barry Township, located in Barry County, Michigan currently owns and operates the municipal drinking water system within the unincorporated area locally known as Delton. The water system currently consists of three water wells that supply water to a hydropneumatic tank. The hydropneumatic tank supplies pressure to the water distribution system which provides water to 108 user connections.

The State of Michigan's Department of Environment Quality (MDEQ) has adopted the 10 States Standards (GLUMRUB) as its guidance document for permitting and oversight of municipal water systems. Section 7.2 of 10 States Standards identifies that water systems with hydropneumatic tanks are acceptable for small systems and when the number of users exceeds 150, an elevated tank should be constructed. It further states that water systems with hydropneumatic tanks to supply pressure are considered to have no fire protection capability.

The existing water service area is experiencing growth and concern has developed that the existing water system does not provide adequate fire protection. Additionally, the recent upturn in the national economy and housing demand has increased interest in developing nearby vacant land into homes. Developers have been talking to the Township about several residential developments that would bring the total number of water users well over 150. Should this occur, it is expected the MDEQ will not allow the developments to be built because the water system would conflict with the 10 States Standards. The Township is exploring the costs and feasibility of adding a water tank to provide a degree of fire protection and to prevent stifled growth within the water service area.

For the purposes of this Project Narrative, an elevated tank is the only considered alternative. This was decided because the original water system design made provisions for a future elevated tank. A location for the tank has been previously decided and land rights in the form of a permanent easement is already in place. Further, the water distribution system piping was sized to accommodate a water tank at this predetermined location near the west end of West Orchard Street.

The size of the tank is estimated to be 200,000 gallons and its planned location would stand approximately 110' tall from its foundation to the overflow elevation. This would provide a target water pressure of 65psi in the heart of the Delton area. Also, for the purposes of this Project Narrative and cost estimates, it is assumed the tank would be spheroid shaped opposed to a legged tank.

Once constructed, day-to-day operation costs of an elevated tank are assumed to be similar to that of the existing hydropneumatic tank. However, slightly larger maintenance costs are expected for an elevated tank which are shown in the document titled *Engineer's Opinion of Additional Operation & Maintenance Costs*.



ADMINISTRATIVE OFFICES  
175 Main Street • Battle Creek, MI 49014  
TELEPHONE: (269) 965-7766  
TOLL FREE: (877) 422-2726  
WEBSITE: [www.caascm.org](http://www.caascm.org)

September 4, 2018

Lee Adams  
South Central Michigan Planning Council  
201 W. Kalamazoo Ave.  
Kalamazoo, MI 49007

Dear Lee,

Enclosed is a copy of the annual report for the program year ended December 31, 2017 for Community Action Agency of South Central Michigan, Inc.

Community Action is proud of our continued focus on providing services and support to our community. The goal of Community Action is to help people achieve and maintain independence. We have made changes in the last year aimed at having greater success in this mission and we will continue to make changes and seek feedback.

Thank you for your continued support. Together, we can build a better future for the whole community by providing transportation, food security, quality education, assistance with utility bills, and energy efficiency.

Please let us know if there are any questions relating to the annual report.

Sincerely,

A handwritten signature in cursive script that reads 'M Williamson'.

Michelle Williamson, CPA  
Chief Executive Officer

Enclosure



STATE OF MICHIGAN  
DEPARTMENT OF TRANSPORTATION  
LANSING

RICK SNYDER  
GOVERNOR

KIRK T. STEUDLE  
DIRECTOR

October 9, 2018

Mr. Lee Adams  
Southcentral Michigan Planning Council  
300 South Westnedge Avenue  
Portage, Michigan 49007

Dear Mr. Adams:

Enclosed is your copy of the approved Fiscal Year (FY) 2019 Regional Transportation Planning Work Program budget and project authorizations for the Southcentral Michigan Planning Council, which is the Regional Planning Agency for south central Michigan. The FY 2019 Work Program lists all work items eligible for reimbursement by the Michigan Department of Transportation from October 1, 2018 through September 30, 2019.

If you have any questions about your work program budget, please contact either me or Tom Doyle, Program Manager, Statewide Planning Section at 517-335-2936.

Sincerely,

A handwritten signature in black ink, appearing to read "John Watkin".

John Watkin, Manager  
Statewide Transportation Planning Section

Enclosure(s)

cc: Tom Doyle

BTP:TD:jln

Michigan Department  
of Transportation  
5185P (02/18)

CONTRACT SERVICES DIVISION  
PROJECT AUTHORIZATION FOR  
AGENCY TO PROCEED

CONTRACT NO. 2018-0020	AUTH. / REVISION NO. Z4	MASTER CONTRACT EFFECTIVE DATE 10/01/17	MASTER CONTRACT EXPIRATION DATE 09/30/20
AGENCY NAME AND ADDRESS Southcentral Michigan Planning Council 300 South Westnedge Avenue Kalamazoo, MI 49007		AUTH. EFFECTIVE DATE (START DATE) 10/01/18	AUTH. EXPIRATION DATE 09/30/19
		AGENCY CONTACT / TITLE Mr. Lee Adams, Director	
		ADDRESS MAIL TO THIS PERSON Mr. Lee Adams, Director	
		PHONE NO. (269) 343-3308	
		E-MAIL ADDRESS adams@upjohn.org	
MDOT PROJECT MANAGER Tom Doyle		EMAIL ADDRESS doylet@michigan.gov	
PHONE NO. (517) 335-2936		FAX NO.	

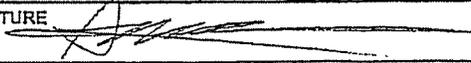
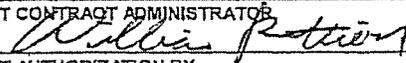
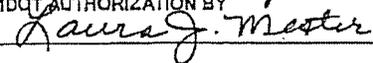
PROJECT DESCRIPTION / Page(s) (1 to 1)  
FY 19 Transportation Planning Work Program

JOB # n/a	UNIT 1497	ACTIVITY 7990	DEPT OBJ 6109	CLASS OF FUNDS MTF	FUNDING AUTHORITY MDOT
<ul style="list-style-type: none"> <li>* These funds are contingent upon the availability of federal funds.</li> <li>* 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.</li> <li>* Services shall not begin till Authorized by MDOT.</li> </ul>				TYPE OF PAYMENTS: <input type="checkbox"/> 802PL Form (Green Sheet) <input checked="" type="checkbox"/> Purchase Order (MAIN) <input type="checkbox"/> Subcontract is Associated with this Authorization FHWA PROJ #	

COMMENTS

SUMMARY OF COST

FUNDING	AUTHORIZED AMOUNT	AUTHORIZED TO DATE	%
Local Funding			
MDOT Funding	\$ 26,000.00	\$ 26,000.00	100
Federal Funding			
TOTALS	\$26,000.00	\$26,000.00	100%

AGENCY SIGNATURE 	DATE SIGNED 9/25/18
MDOT CONTRACT ADMINISTRATOR 	CK'D BY MLB
MDOT AUTHORIZATION BY 	DATE REVIEWED 9/27/18
	DATE EXECUTED 9-27-18

## FY 2019 BUDGET TABLE

**Fiscal Year 2019 Regional Transportation Planning Work Program  
Region 3- Southcentral Michigan Planning Council  
October 1, 2018-September 30, 2019**

Work Element	Project	Salary	Fringe	Indirect	Other	MTF Funds	SPR/MTF Funds	MTF Funds	Hours	Budget
3101	Program Management	\$4,590	\$2,587	\$1,393	\$4,170	\$12,740			175	\$12,740
3102	Technical Assistance to MDOT	\$2,228	\$1,256	\$676		\$4,160			110	\$4,160
3103	Technical Assistance to Member Agencies	\$2,785	\$1,570	\$845		\$5,200			148	\$5,200
3104	Access Management	\$139	\$78	\$43		\$260			8	\$260
3105	Pure Michigan Byway Program	\$139	\$78	\$43		\$260			8	\$260
3105	Non-motorized Mapping and Investment Plan	\$278	\$157	\$85		\$520			15	\$520
3107	Rural Safety Planning	\$1,532	\$864	\$464		\$2,860			49	\$2,860
3108	Management of the Rural Task Force and Small Urban Programs	\$8,649	\$4,875	\$2,626			\$16,150		390	\$16,150
3109	Public Involvement and Consultation Process for Non-Metropolitan Areas	\$1,323	\$746	\$401			\$2,470		75	\$2,470
3110	Public Involvement for Air Quality Conformity	\$204	\$115	\$61			\$380		16	\$380
3111	Asset Management	\$20,780	\$11,714	\$6,306	\$18,500			\$57,300	891	\$57,300
	<b>TOTALS</b>	<b>\$42,647</b>	<b>\$24,040</b>	<b>\$12,943</b>	<b>\$22,670</b>	<b>\$26,000</b>	<b>\$19,000</b>	<b>\$57,300</b>	<b>1885</b>	<b>\$102,300</b>

Funds classified as other have been set aside for:

3101 Work completed by SMPC staff

3111 Asset Management Training and reimbursements to local agencies for time spent on collecting Pavement and Surface Evaluation Rating (PASER) Ratings.

Michigan Department  
of Transportation  
5185P (02/18)

CONTRACT SERVICES DIVISION  
PROJECT AUTHORIZATION FOR  
AGENCY TO PROCEED

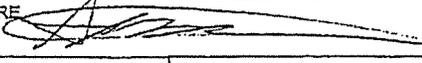
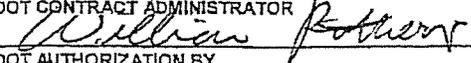
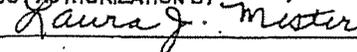
CONTRACT NO. 2018-0020	AUTH. / REVISION NO. Z5	MASTER CONTRACT EFFECTIVE DATE 10/01/17	MASTER CONTRACT EXPIRATION DATE 09/30/20
AGENCY NAME AND ADDRESS Southcentral Michigan Planning Council 300 South Westnedge Avenue Kalamazoo, MI 49007		AUTH. EFFECTIVE DATE (START DATE) 10/01/18	AUTH. EXPIRATION DATE 09/30/19
		AGENCY CONTACT / TITLE Mr. Lee Adams, Director	
		ADDRESS MAIL TO THIS PERSON Mr. Lee Adams, Director	
		PHONE NO. (269) 343-3308	
E-MAIL ADDRESS adams@upjohn.org			
MDOT PROJECT MANAGER Tom Doyle		EMAIL ADDRESS doylet@michigan.gov	
PHONE NO. (517) 335-2936		FAX NO.	

PROJECT DESCRIPTION / Page(s) (1 to 1)  
FY 19 Rural Task Force Program

JOB # 204245NI	UNIT 1445	ACTIVITY P4EM	DEPT OBJ 6109	CLASS OF FUNDS SPR	FUNDING AUTHORITY FHWA
<ul style="list-style-type: none"> <li>* These funds are contingent upon the availability of federal funds.</li> <li>* 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.</li> <li>* Services shall not begin until Authorized by MDOT.</li> </ul>				TYPE OF PAYMENTS: <input type="checkbox"/> 802PL Form (Green Sheet) <input checked="" type="checkbox"/> Purchase Order (MAIN) <input type="checkbox"/> Subcontract Is Associated with this Authorization	
				FHWA PROJ # 1801136	

COMMENTS

SUMMARY OF COST			
FUNDING	AUTHORIZED AMOUNT	AUTHORIZED TO DATE	%
Local Funding			
MDOT Funding	\$ 3,800.00	\$ 3,800.00	20
Federal Funding	\$ 15,200.00	\$ 15,200.00	80
TOTALS	\$19,000.00	\$19,000.00	100%

AGENCY SIGNATURE 	DATE SIGNED 9/25/18
MDOT CONTRACT ADMINISTRATOR 	CK'D BY MLB
MDOT AUTHORIZATION BY 	DATE REVIEWED 9/27/18
	DATE EXECUTED 9-27-18

## FY 2019 BUDGET TABLE

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 Region 3- Southcentral Michigan Planning Council  
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