



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 3, 2017
MEETING TIME: 11:30 am
MEETING LOCATION: St. Joseph County Administration Building
125 W Main Street, Centreville, MI

1. **Call to Order**
2. **Member Present/Introductions**
3. **Members Excused**
4. **Action: Approval of the Agenda**
5. ***Election of Officers***
6. **Action: Approval of the Minutes**
7. **Citizen Comments**
8. **Financial Report**
 - a. Monthly Financial Report Presented at meeting
 - b. FY 2018 Budget
9. **Transportation/KATS Items**
 - a. Monthly Report Presented at the meeting
 - b. Estimated September Amounts
 - c. Project Authorizations for FY 2018
10. **Discussion/Action: FY 2018 Meeting Schedule**
 - a. Create a meeting schedule for FY 2018
11. **Discussion/Action: Approval of the Amended Bylaws**
 - a. Take action on the amended bylaws
12. **Discussion: Update from the SMPC Sponsored Retirement Account Committee**
 - a. Review of discussions and actions to date
13. **Discussion: Regional Prosperity Initiative**
 - a. Update on Regional Prosperity Meetings and Activities
14. **Staff Report/Other:**
 - a. EDA
 - b. MEDC
 - c. Albion
 - d. Sherman Township
 - e. Homer Township
15. **Board Member Comments**
16. **Action: Adjournment**

Next Meeting: To be determined



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

Board Meeting Minutes

MEETING DATE: Tuesday, September 5, 2017

MEETING TIME: 11:30 am

MEETING LOCATION: Coldwater City Hall
1 Grand St, Coldwater, MI

1. Call to Order

- a. The meeting was called to order at 11:41 am

2. Member Present/Introductions

- a. Baker, Bomba, Carahaly, Frisbie, Hazelbaker, Kale, and Pangle were present.

3. Members Excused

- a. Carahaly made a motion to excuse McGraw.
 - i. Pangle seconded the motion.
 - ii. *The motion carried.*

4. Action: Approval of the Agenda

- a. Adams requested an addition to the agenda: Liability insurance as item 13d.
- b. Pangle made a motion to approve the amended agenda.
 - i. Frisbie seconded the motion.
 - ii. *The motion carried.*

5. Action: Approval of the Minutes

- a. Carahaly suggested one typographic edit to the minutes.
- b. Pangle made a motion to approve the amended minutes.
 - i. Hazelbaker seconded the motion.
 - ii. *The motion carried.*

6. Citizen Comments

- a. Bud Norman of Branch County asked why the council chose to delay an application to US EPA for region-wide brownfield grants. Staff replied that an application lacked interest from the other counties in the region. All the counties were supportive but recently received US EPA funding so not too motivated.

7. Financial Report

- a. Staff outlined the financial report for the month. Adams noted the overruns in the 34050 General SMPC account were mostly attributed to legal fees and staff time devoted to legal matters.
 - i. The board had questions about the cost overruns and how the funding would be transferred between SMPC funds.

8. Transportation/KATS Items

- a. KATS staff gave a verbal and written presented at the meeting.
 - i. The activities were mostly concentrated in the asset management categories.
 - ii. Other actives were focused on the regional mobility plan and rollout.
 - 1) The board had a few questions about the Governor's Regional Mobility Plan the work that SMPC/KATS conducted.
- b. KATS Invoices for July
 - i. Z10 – \$1,953.50
 - ii. Z11 – \$3,931.63

iii. Z12 – \$5,324.25

iv. Total: \$11,209.38

- 1) Staff noted that the invoices were presented in the new format that MDOT required with all of the supporting documentation following it.
- 2) Hazelbaker made a motion to approve the invoices totaling \$11,209.38.
 - a) Carahaly seconded the motion.
 - b) *The motion carried.*

9. Discussion/Action: Partnership with the W.E. Upjohn Institute

- a. Staff noted that the agreement between SMPC and the W.E. Upjohn Institute expires at the end of September. Staff created an agreement extension with minor changes to the original contract. The extension was signed by the Upjohn Institute prior to the meeting.
- b. The board had a few questions related to the term of the agreement.
- c. Carahaly made a motion to approve the agreement extension.
 - i. Pangle seconded the motion.
 - ii. *The motion carried.*

10. Discussion/Action: Review of By-Laws

- a. Staff led a review of proposed amendments to the SMPC Bylaws.
- b. Carahaly and former board member Ault, worked with staff to make proposed amendments to the bylaws in March. Carahaly, Ault, and staff presented the amendments in May. The bylaws presented are a result of the feedback garnered in May.
- c. The board discussed many of the specific edits to the bylaws.

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

- a. A motion to enter into closed session to discuss legal strategy was made by Frisbie.
 - i. Carahaly seconded the motion.
 - ii. *The motion carried.*
- b. A motion to exit closed session was made by Frisbie.
 - i. Hazelbaker seconded the motion.
 - ii. *The motion carried.*
- c. Kale made a motion to authorize staff to incur an additional \$25,000 of legal expenses related to the investigation into the retirement accounts.
 - i. Carahaly seconded the motion.
 - ii. *The motion carried.*

12. Discussion: Regional Prosperity Initiative

- a. Staff let the board know that the Southwest Michigan Prosperity Committee will vote to release an RFP for education type project from local groups in the region at their next meeting. More information will be on the RPI website. Groups who are interested will have about a month to submit a proposal.

13. Staff Report/Other:

- a. EDA
 - i. Staff stated that the application to EDA was submitted. Staff has not received a reply and will continue to contact EDA until a reply is received.
- b. MEDC
 - i. Staff outlined the MEDC's Redevelopment Ready program and SMPC's potential roll in furthering that program in our region.
 - ii. The board reviewed the contract in detail and discussed several points.
 - iii. Frisbie mad a motion to authorized the Director to sign the contract with the MEDC as presented.
 - 1) Carahaly seconded the motion.
 - 2) *The motion carried.*
- c. Albion

- i. Staff outlined its work with Albion. It is in the process creating an economic development plan and is looking to completely rewrite its zoning code. Staff wasn't too comfortable taking on a project that large so it contacted another region who may have staff to assist SMPC staff with this project.
- d. Liability Insurance
 - i. Staff outlined the history of the liability insurance and the cost increases over the years; there was no increase this year. The insurance is as minimal as possible since SMPC does not own any assets or employ any staff-all assets and staff belong to SMPC's contractors.
 - ii. Frisbie mad a motion to authorized the Chair to sign the Liability Insurance proposal as presented while declining the cyber security and terrorism coverage.
 - 1) Carahaly seconded the motion.
 - 2) *The motion carried.*

14. Board Member Comments

- a. The Calhoun County board voted to move forward with a county-wide transportation study. The County received a grant from MDOT to fund the majority of the study.
- b. The board discussed the opening of Clemmons Food Group in Coldwater.

15. Action: Adjournment

- a. The meeting was adjourned at 1:38pm

Next Meeting: October 3 in Centreville

W.E. Upjohn Institute for Employment Research

Projects 34050, 34051, 34052, 34053, 34054
 Southcentral Michigan Planning Council
 FY17 10/1/16 - 9/30/17
 Director: Lee Adams

FY17 August

	34050	34050	34051	34051	34052	34052	34053	34053	34054	34054	Total	Total
	Fiscal	<i>SMPC General</i>	Fiscal	<i>SMPC RPI</i>	Fiscal	<i>SMPC Plan</i>	Fiscal	<i>SMPC Transp</i>	Fiscal	<i>SMPC Transp</i>	FY 2016	<i>SMPC</i>
	YTD 2017	<i>Budget</i>	YTD 2017	<i>Budget</i>	YTD 2017	<i>Budget</i>	YTD 2017	<i>Budget</i>	YTD 2017	<i>Budget</i>	To Date	<i>Budget</i>
Wages	12,991.22		12,378.02		6,334.43		1,912.34		29,340.00		62,956.01	
Fringe	8,139.61		6,501.18		3,863.75		1,140.46		-		19,645.00	
Wages & Fringe	21,130.83	15,000.00	18,879.20	25,000.00	10,198.18	15,000.00	3,052.80	5,000.00	29,340.00	33,600.00	82,601.01	93,600.00
Training	-	1,000.00	-	-	-	1,000.00	-	-	-	-	-	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	-	-	-	-	-	-	-	-	-	-	-	-
Consulting - Legal Fees	14,146.57	5,000.00	-	-	-	5,000.00	54,577.96	87,950.00	-	-	54,577.96	92,950.00
Copies/Duplicating	5.20	25.00	-	100.00	0.08	100.00	-	25.00	0.08	-	5.36	250.00
Postage	-	15.00	-	-	11.42	-	-	-	-	-	11.42	15.00
Supplies - Office	92.40	50.00	-	-	-	-	-	-	-	-	92.40	50.00
Telephone	-	10.00	-	50.00	-	10.00	-	25.00	-	-	-	95.00
Software - License/Supplie	7.08	-	-	-	-	-	-	-	-	-	7.08	-
Web Site Hosting	23.35	-	-	-	-	-	-	-	-	-	23.35	-
Travel Reimbursement	-	-	-	-	-	-	-	-	-	-	-	-
Travel	2,050.32	1,500.00	102.30	750.00	414.41	1,000.00	78.25	200.00	424.13	-	3,069.41	3,450.00
Other Expense	17,284.92	10,660.00	102.30	900.00	425.91	7,110.00	54,656.21	88,200.00	424.21	-	72,893.55	106,870.00
Total Expense	38,415.75	25,660.00	18,981.50	25,900.00	10,624.09	22,110.00	57,709.01	93,200.00	29,764.21	33,600.00	155,494.56	200,470.00
Billings 34050,34051,34054	16,500.00		18,981.50				11,986.96		29,764.21		65,245.71	-
Homer 24020 34052	-		-		4,105.85		-		-		4,105.85	-
Penn 24021 34052	-		-		-		-		-		-	-
St Joe 24022 34052	-		-		960.00		-		-		960.00	-
Fabius 34052	-		-		-		-		-		-	-
Lockport 24027 34052	-		-		891.00		-		-		891.00	-
Ross 24028 34052	-		-		2,122.30		-		-		-	-
Trans Z9 34053	-		-		-		-		-		-	-
Trans Z10 34053	-		-		-		8,115.15		-		8,115.15	-
Trans Z11 34053	-		-		-		16,672.66		-		16,672.66	-
Trans Z12 34053	-		-		-		20,934.24		-		20,934.24	-
Total Billings	16,500.00	16,500.00	18,981.50	30,000.00	8,079.15	25,000.00	57,709.01	93,200.00	29,764.21	33,600.00	116,924.61	198,300.00
Expense	38,415.75	25,660.00	18,981.50	25,900.00	10,624.09	22,110.00	57,709.01	93,200.00	29,764.21	33,600.00	155,494.56	200,470.00
Net Income(Expense)	(21,915.75)	(9,160.00)	-	4,100.00	(2,544.94)	2,890.00	-	-	-	-	(24,460.69)	(2,170.00)
Billings	16,500.00	16,500.00	18,981.50	30,000.00	8,079.15	25,000.00	57,709.01	93,200.00	29,764.21	33,600.00	116,924.61	198,300.00
Receipts	16,500.00	16,500.00	16,975.76	30,000.00	7,277.15	25,000.00	45,722.05	93,200.00	26,944.21	33,600.00	113,419.17	198,300.00
Acct.Rec.Balance	-	-	2,005.74	-	802.00	-	11,986.96	-	2,820.00	-	3,505.44	-

Lake Michigan Credit Union Balance: \$64,567.53

FY 2017 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	-	25,000.00	20,000.00	102,300.00	33,600.00	20,000.00	200,900.00
Dues	16,500.00	-	-	-	-	-	16,500.00
<i>Total Billings</i>	16,500.00	25,000.00	20,000.00	102,300.00	33,600.00	20,000.00	217,400.00

Expenses							
<i>Wages & Fringe</i>	15,000.00	24,100.00	15,000.00	5,000.00	33,600.00	10,000.00	102,700.00
<i>Incumbrances</i>							
Training	1,000.00	-	1,000.00	-	-	-	2,000.00
MI Assoc of Region Dues	960.00	-	-	-	-	-	960.00
Computer Charges	-	-	-	-	-	-	-
SMPC Liability Insurance	2,100.00	-	-	-	-	-	2,100.00
Consulting - KATS	-	-	-	97,050.00	-	-	97,050.00
Consulting - Legal Fees	20,000.00	-	-	-	-	-	20,000.00
Consulting - Other	-	-	-	-	-	10,000.00	-
Copies/Duplicating	25.00	100.00	100.00	25.00	-	-	250.00
Postage	15.00	-	-	-	-	-	15.00
Supplies - Office	50.00	-	-	-	-	-	50.00
Telephone	10.00	50.00	10.00	25.00	-	-	95.00
Software - License/Support	-	-	-	-	-	-	-
Web Site Hosting	-	-	-	-	-	-	-
Travel Reimbursement	-	-	-	-	-	-	-
Travel/Meeting	1,500.00	750.00	1,000.00	200.00	-	-	3,450.00
<i>Other Expense</i>	25,660.00	900.00	2,110.00	97,300.00	-	10,000.00	125,970.00
Total Expense	40,660.00	25,000.00	17,110.00	102,300.00	33,600.00	20,000.00	228,670.00
Expense	40,660.00	25,000.00	17,110.00	102,300.00	33,600.00	20,000.00	218,670.00
Revenue	16,500.00	25,000.00	20,000.00	102,300.00	33,600.00	20,000.00	197,400.00
Net Income(Expense)	(24,160.00)	-	2,890.00	-	-	-	(21,270.00)

* Cost overruns will be balanced through deductions from SMPC accounts

EAP# _____

Estimated Accounts Payable Form
(EAP)

PAYABLE

If you have performed services prior to and/or including September 30, 2017, please complete **only the red bolded information** and fax it to (517) 373-9466, or email to the appropriate contact person listed below by **Monday, September 25, 2017**. Please keep a copy for your files.

Vendor Name : Southcentral Michigan Planning Council

Vendor Federal ID # : 46-1442975

Vendor Mail Code : _____ Commodity #: _____

DPO # : _____ Contract/Auth #: 2015-0020/Z10

Basis used to develop amount: vendor provided Payment Criteria: A

Dates of Service : September 2017

Coding & Amount: Please enter below

INDEX	PCA	AOBJ	Grant-PH	JOB # /Phase	AG1	AG2	AG3	AMOUNT
								\$3,204.50

To the best of my knowledge the above information reflects the actual amount due, for these goods or services, received prior to 10/01/2017.

Contact Information:

Cheryl Hill

(517) 335-5722

hillc7@michigan.gov

EAP# _____

Estimated Accounts Payable Form
(EAP)

PAYABLE

If you have performed services prior to and/or including September 30, 2017, please complete **only the red bolded information** and fax it to (517) 373-9466, or email to the appropriate contact person listed below by **Monday, September 25, 2017**. Please keep a copy for your files.

Vendor Name : Southcentral Michigan Planning Council

Vendor Federal ID # : 46-1442975

Vendor Mail Code : _____ Commodity #: _____

DPO # : _____ **Contract/Auth #:** 2015-0020/Z11

Basis used to develop amount: vendor provided Payment Criteria: A

Dates of Service : September 2017

Coding & Amount: Please enter below

INDEX	PCA	AOBJ	Grant-PH	JOB # /Phase	AG1	AG2	AG3	AMOUNT
								\$1,849.20

To the best of my knowledge the above information reflects the actual amount due, for these goods or services, received prior to 10/01/2017.

Contact Information:

Cheryl Hill

(517) 335-5722

hillc7@michigan.gov

EAP# _____

Estimated Accounts Payable Form
(EAP)

PAYABLE

If you have performed services prior to and/or including September 30, 2017, please complete **only the red bolded information** and fax it to (517) 373-9466, or email to the appropriate contact person listed below by **Monday, September 25, 2017**. Please keep a copy for your files.

Vendor Name : Southcentral Michigan Planning Council

Vendor Federal ID # : 46-1442975

Vendor Mail Code : _____ Commodity #: _____

DPO # : _____ Contract/Auth #: 2015-0020/Z12

Basis used to develop amount: vendor provided Payment Criteria: A

Dates of Service : September 2017

Coding & Amount: Please enter below

INDEX	PCA	AOBJ	Grant-PH	JOB # /Phase	AG1	AG2	AG3	AMOUNT
								\$6,886.29

To the best of my knowledge the above information reflects the actual amount due, for these goods or services, received prior to 10/01/2017.

Contact Information:

Cheryl Hill

(517) 335-5722

hillc7@michigan.gov



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

RICK SNYDER
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

August 8, 2016

Mr. Lee Adams, Director
Southcentral Michigan Planning Council
300 South Westnedge Avenue
Kalamazoo, MI 49007

Dear Lee:

Third Party Agreement: 2018-0020/S1
Kalamazoo Area Transportation Study
Authorization

The sub-agreement noted above has been approved. The sub-agreement is for services being provided on the following project: **Cooperative Regional Transportation Planning**. Please keep this letter for your files.

Since the sub-agreement was previously signed by both parties, no further action needs to be taken.

If you have any questions, feel free to contact me at (517) 373-2895 or by email at rottiersw@michigan.gov.

Sincerely,

A handwritten signature in blue ink that reads "William Rottiers".

Bill Rottiers, Contract Administrator
MDOT, Contract Services Division – B470

cc: Tom Doyle, MDOT PM

Michigan Department
Of Transportation
5185P (03/17)

**CONTRACT SERVICES DIVISION
PROJECT AUTHORIZATION FOR
AGENCY TO PROCEED**

CONTRACT NO. 2018-0020	AUTH. / REVISION NO. Z1	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) 10/01/17	AUTH. EXPIRATION DATE 09/30/18
		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)
Management of the Rural Task Force and Small Urban Program

JOB NO. 200884	INDEX CODE	PCA CODE	AOBJ	CLASS OF FUNDS SPR	FUNDING AUTHORITY FHWA
<ul style="list-style-type: none"> * These funds are contingent upon the availability of federal funds. * 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. * Services shall not begin till Authorized by MDOT. 				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	

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 <i>Lee Adams</i>	DATE SIGNED 9/21/17
MDOT CONTRACT ADMINISTRATOR <i>William Rottger</i>	CK'D BY <i>LS</i>
MDOT AUTHORIZATION BY <i>William Rottger</i>	DATE REVIEWED 9/22/17
	DATE EXECUTED 9/22/17

FY 2018 BUDGET TABLE

**Fiscal Year 2018 Regional Transportation Planning Work Program
Region 3- Southcentral Michigan Planning Council
October 1, 2017-September 30, 2018**

BUDGET TABLE

Work Element	Project	Salary	Fringe	Indirect	Other	MTF Funds	SPR/MTF Funds	MTF Funds	Hours	Budget
3101	Program Management	\$4,346	\$2,182	\$1,136	\$4,971	\$12,635			175	\$12,635
3102	Technical Assistance to MDOT	\$2,702	\$1,012	\$646		\$4,360			110	\$4,360
3103	Technical Assistance to Member Agencies	\$3,443	\$982	\$770		\$5,195			148	\$5,195
3104	Access Management	\$167	\$22	\$33		\$222			8	\$222
3105	Pure Michigan Byway Program	\$167	\$22	\$33		\$222			8	\$222
3106	Non-motorized Mapping and Investment Plan	\$292	\$114	\$71		\$477			15	\$477
3107	Rural Safety Planning	\$1,631	\$830	\$428		\$2,889			49	\$2,889
3108	Management of the Rural Task Force and Small Urban Programs	\$10,903	\$2,454	\$2,324			\$15,681		390	\$15,681
3109	Public Involvement and Consultation Process for Non-Metropolitan Areas	\$2,049	\$282	\$406			\$2,737		75	\$2,737
3110	Public Involvement for Air Quality Conformity	\$385	\$111	\$86			\$582		16	\$582
3111	Asset Management	\$26,838	\$10,043	\$6,419	\$10,000			\$57,300	891	\$57,300
TOTALS		\$52,923	\$18,054	\$12,352	\$14,971	\$26,000	\$19,000	\$57,300	\$1,885	\$102,300

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 (03/17)

**CONTRACT SERVICES DIVISION
PROJECT AUTHORIZATION FOR
AGENCY TO PROCEED**




CONTRACT NO. 2018-0020	AUTH. / REVISION NO. Z2	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) 10/01/17	AUTH. EXPIRATION DATE 09/30/18
		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)
Implementation of the FY 18 Transportation Planning Services Work Plan.

JOB NO.	INDEX CODE	PCA CODE	AOBJ	CLASS OF FUNDS MTF	FUNDING AUTHORITY MDOT
<ul style="list-style-type: none"> * These funds are contingent upon the availability of federal funds. * 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. * Services shall not begin till Authorized by MDOT. 				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	

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 9/21/17
MDOT CONTRACT ADMINISTRATOR 	CK'D BY AWD
MDOT AUTHORIZATION BY 	DATE REVIEWED 9/22/17
	DATE EXECUTED 9/22/17

FY 2018 BUDGET TABLE

**Fiscal Year 2018 Regional Transportation Planning Work Program
Region 3- Southcentral Michigan Planning Council
October 1, 2017-September 30, 2018**

BUDGET TABLE

Work Element	Project	Salary	Fringe	Indirect	Other	MTF Funds	SPR/MTF Funds	MTF Funds	Hours	Budget
3101	Program Management	\$4,346	\$2,182	\$1,136	\$4,971	\$12,635			175	\$12,635
3102	Technical Assistance to MDOT	\$2,702	\$1,012	\$646		\$4,360			110	\$4,360
3103	Technical Assistance to Member Agencies	\$3,443	\$982	\$770		\$5,195			148	\$5,195
3104	Access Management	\$167	\$22	\$33		\$222			8	\$222
3105	Pure Michigan Byway Program	\$167	\$22	\$33		\$222			8	\$222
3106	Non-motorized Mapping and Investment Plan	\$292	\$114	\$71		\$477			15	\$477
3107	Rural Safety Planning	\$1,631	\$830	\$428		\$2,889			49	\$2,889
3108	Management of the Rural Task Force and Small Urban Programs	\$10,903	\$2,454	\$2,324			\$15,681		390	\$15,681
3109	Public Involvement and Consultation Process for Non-Metropolitan Areas	\$2,049	\$282	\$406			\$2,737		75	\$2,737
3110	Public Involvement for Air Quality Conformity	\$385	\$111	\$86			\$582		16	\$582
3111	Asset Management	\$26,838	\$10,043	\$6,419	\$10,000			\$57,300	891	\$57,300
TOTALS		\$52,923	\$18,054	\$12,352	\$14,971	\$26,000	\$19,000	\$57,300	\$1,885	\$102,300

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 (03/17)

**CONTRACT SERVICES DIVISION
PROJECT AUTHORIZATION FOR
AGENCY TO PROCEED**

CONTRACT NO. 2018-0020	AUTH. / REVISION NO. Z3	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) 10/01/17	AUTH. EXPIRATION DATE 09/30/18
		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 Roger Belknap		EMAIL ADDRESS belknapr@michigan.gov	
PHONE NO. (517) 373-2249		FAX NO.	

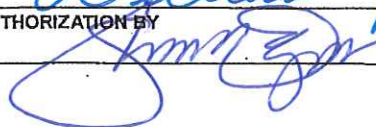
PROJECT DESCRIPTION / Page(s) (1 to 1)
FY 18 Asset Management

JOB NO.	INDEX CODE	PCA CODE	AOBJ	CLASS OF FUNDS MTF	FUNDING AUTHORITY MDOT
<ul style="list-style-type: none"> * These funds are contingent upon the availability of federal funds. * 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. * Services shall not begin till Authorized by MDOT. 				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	

COMMENTS

SUMMARY OF COST

FUNDING	AUTHORIZED AMOUNT	AUTHORIZED TO DATE	%
Local Funding			
MDOT Funding	\$ 57,300.00	\$ 57,300.00	100
Federal Funding			
TOTALS	\$57,300.00	\$57,300.00	100%

AGENCY SIGNATURE 	DATE SIGNED 9/28/17
MDOT CONTRACT ADMINISTRATOR 	CKID BY 
MDOT AUTHORIZATION BY 	DATE EXECUTED 9/28/17

FY 2018 BUDGET TABLE

Fiscal Year 2018 Regional Transportation Planning Work Program
 Region 3-Southcentral Michigan Planning Council
 October 1, 2017-September 30, 2018

BUDGET TABLE

Work Element	Project	Salary	Fringe	Indirect	Other	MTF Funds	SPR/MTF Funds	MTF Funds	Hours	Budget
3101	Program Management	\$4,346	\$2,182	\$1,136	\$4,971	\$12,635			175	\$12,635
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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



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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 2018:

October 4, 2016 - Centreville
November 7, 2016 - Marshall
December 5, 2016 – Kalamazoo
~~January 2, 2017 – No Meeting~~
February 6, 2017 – Coldwater
March 6, 2017 – Centreville
April 3, 2017 – Marshall

May 1, 2017 – Kalamazoo
June 5, 2017 – Coldwater
~~July 3, 2017 – No Meeting~~
August 7, 2017 – Centreville
September 4, 2017 – Marshall
October 2, 2017 – Kalamazoo

Meeting Locations

Centreville

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

Marshall

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

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

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



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BYLAWS ADOPTED 12-17-12, AS AMENDED ON 10-03-2017

ARTICLE I ESTABLISHMENT

SECTION 1: The Southcentral Michigan Planning Council was created under the authority of Act 281 of Michigan Public Acts of 1945, as amended. It was reorganized on October 18, 2012.

SECTION 2: The official title of this Council is the Southcentral Michigan Planning Council, hereinafter referred to as the Council or SMPC.

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- E. REGION - Geographic area defined by the counties of Branch, Calhoun, Kalamazoo, and St Joseph.
- F. REPRESENTATIVE - A person on the Council appointed by a member county.
- G. SMPC - Southcentral Michigan Planning Council.

ARTICLE III MEMBERS

SECTION 1: Membership Composition

- A. The Council shall be composed of 11 members representing each of the region's counties.
- B. Representation Plan:
 - a. Each county shall have two representatives
 - b. A county shall receive an additional representative for every 100,000 residents as determined by the most recent decennial Census
 - c. The representation plan results in the following membership from 2011 through 2021:
 - i. Branch County - two Representatives
 - ii. Calhoun County - three Representatives
 - iii. Kalamazoo County - four Representatives

iv. St Joseph County - two Representatives

- C. Each County shall allocate half (rounding down) of its membership positions on the Council to individuals who reside outside of the Census defined Urbanized area. If no willing representatives are available, the Council is allowed to waive the rural representation requirement.
- D. Additional units of government may apply for membership at any regular board meeting. The unit must have a resolution from its governing body to apply for membership. New members require a two-thirds majority approval of the SMPC board.

SECTION 2: Appointment of Representatives

- A. Member units are responsible for appointing or removing their representatives.
- B. Member units should appoint elected officials, whenever possible, as their representatives. If elected officials are not available, the member unit should appoint a public official.

SECTION 3: Term of Office

- A.
- B. Representatives should serve three-year terms.
- C. Any representatives may be reappointed by their Member unit.
- D. Appointments shall be the exclusive prerogative of the appointing authority and shall not be subject to challenge by any member of the Council, or the Council. The council may formally submit a request for the removal of a representative to a member unit.

SECTION 4: Forfeiture of Membership

- A. A member unit may forfeit its membership by resolution of its governing body.
- B. A forfeiture of membership that results in a geographic boundary change for SMCP requires a resolution of concurrence by SMPC and acceptance by the State of Michigan.
- C. Financial implications of forfeiture are governed by Article IX of this document.

ARTICLE IV COMPENSATION

SECTION 1: The SMPC shall not pay compensation to Representatives for their services as a Representative.

ARTICLE V PURPOSE AND FUNCTION

SECTION 1: SMPC is a regional planning organization that aims to improve the economic, environmental, and fiscal health of member organizations through transportation, land use and environmental planning, economic development, and efficient local staffing.

SECTION 2: The Council may have the following additional functions:

- A. To provide a mutual forum to identify, study, discuss, and define regional issues and opportunities.
- B. To assure a continuing practical vehicle to promote communication and cooperation for the exchange of information among area governmental units and agencies.
- C. To foster, develop and review plans for growth, development and conservation of the environment in the region.

- D. To encourage and assist in the development of region wide policies and proposals for coordinating human services, land use, transportation and other related physical planning programs among area local governments.
- E. To furnish general and technical aid to member governments and groups or organizations.
- F. To review and coordinate federal, state and local programs of regional importance as defined and approved by the Council.
- G. To provide necessary assistance to local governments, agencies and individuals in securing federal and state funding programs that would have regional significance as defined by the Council.
- H. To undertake such other activities consistent with the purposes as set forth under the authority of the State of Michigan's Regional Planning Act 281 of 1945, as amended which provides for regional planning; the creation, organization, powers and duties of regional planning Councils; the provision of funds for the use of regional planning Councils; and the supervision of the activities of regional planning Councils under the provisions of this act.
- I. To consider other matters that may benefit and be of value in promoting and accomplishing the purposes of the Council.
- J. To encourage region wide cooperation to enhance economic opportunity between the public and private sectors in development, expansion, attraction, and retention of business and industry.
- K. Other actions determined necessary by the council.

SECTION 4: The Council shall make an annual report of its activities to the member counties and the Executive Office of the Governor, and make that report available publicly.

ARTICLE VI OFFICERS

SECTION 1: The officers of this Council shall be:

- A. A Chairperson who shall preside at regular meetings or call and preside at any special meeting. The Chairperson shall have additional duties as prescribed by the Bylaws.
 - a. Other duties are outlined in the following sections:
 - i.
 - ii. Article XI, Section I
- B. A Vice Chairperson who shall function in the same capacity as the Chairperson in the case of the Chairperson's absence or inability to act.
- C. A Treasurer whose duties shall be to function in the same capacity as Chairperson in case of the Chairperson's and Vice Chairperson's absence or inability to act, and such other duties as are usual to the office. The Treasurer and such other officers and staff members as are responsible for the handling of funds and shall be bonded in an amount to be determined by the Council.
- D. A Secretary whose duties shall be to function in the same capacity as Chairperson in the case of the Chairperson's, Vice Chairperson's and Treasurer's absence or inability to act, and to recommend to the Council a correct copy of minutes of any meeting at which SMPC business shall have been transacted, and such other duties as are usual to the office.

SECTION 2: The officers of the SMPC shall be elected each year for a one-year term by the Council from the voting members, at its Annual Meeting, or at such times as vacancies may occur.

During the election of officers at the annual meeting, the Executive Director shall assume the chair until such time as the elected person shall assume the chair having been duly elected as prescribed by these Bylaws.

ARTICLE VII PERSONNEL

SECTION 1: The Council may employ an Executive Director or other employees as it deems necessary for its work, or may hire consultants for part-time or full-time service as may be necessary for the execution of its responsibilities and obligations.

SECTION 2: The Council may prepare and adopt personnel policies and procedures which shall apply to the conduct of all personnel.

SECTION 3: The Executive Director or directed staff shall keep a written record of all business transacted by the Council, serve notification to members of all meetings, keep on file all official records and reports of the Council, respond to Freedom of Information Act requests, serve notice of all hearings and public meetings, and shall submit the Annual Report of the Council's activities to the member units of government and the Office of the Governor.

ARTICLE VIII MEETINGS

SECTION 1: The regular meetings of the Council shall be held as prescribed by the Council and adopted at the annual meeting as recorded and posted. Special meetings may be held as required, subject to call of the Chairperson, or the Vice Chairperson when the Chair is unable to act, or by no less than four (4) voting members.

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SECTION 3: Representatives are responsible for attending each meeting of the Council. In the event that a Representative is unable to attend a scheduled meeting, the Representative shall provide advance notice to the Executive Director or Chairperson or be considered absent. Staff shall keep a record of attendance.

SECTION 4: All meetings are held in accordance with the Open Meetings Act, Public Act 267 of 1976, as amended, and other applicable statutes. All regular meetings are open to the public and meeting notices are available through each member county's office or the Council's website. .

SECTION 5: The Council may make any part of a regular meeting closed or call a special closed meeting. The Council may invite any member of its staff or other person to be present at closed proceedings.

SECTION 6: The Annual Meeting shall be the first meeting of the fiscal year.

SECTION 7: All regular and special meetings of the Council and its Committees shall be conducted in accordance with procedures as set forth in the Merriam-Webster *New Robert's Rules of Order*.

ARTICLE IX FINANCIAL CONSIDERATIONS

SECTION 1: The Council shall adopt an annual budget that promotes financial sustainability.

SECTION 2: Upon adoption of the annual budget, the Council shall fix membership assessments for members of the Council. Assessments are proportional to the member's representation on the Council.

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SECTION 1: Regional Planning Enabling Act (Act 281 of Michigan Public Acts of 1945, as amended), is incorporated in and is hereby a part of these Bylaws.



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