



Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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

Board Meeting Agenda

MEETING DATE: Tuesday, October 4, 2016
MEETING TIME: 11:30 am
MEETING LOCATION: W.E. Upjohn Institute
300 S Westnedge Ave, Kalamazoo, MI 49008

1. **Call to Order**
2. **Members Absent/Excused**
3. **Action: Approval of the Agenda**
4. **Annual Meeting Items**
 - a. Election of Officers
 - b. Adoption of FY 2017 Budget
 - c. Adoption of FY 2017 Meeting Schedule
5. **Action: Approval of the Minutes**
6. **Citizen Comments**
7. **Financial Report**
 - a. Provided in Packet
8. **Transportation/KATS Items**
 - a. Monthly Report Presented at the meeting
 - b. **Action:** Aug-Sept Billing
 - i. Asset Management - \$7,173.99
 - ii. Regional Transportation - \$1,273.27
 - iii. **Total: \$8,447.26**
9. **Discussion: Regional Prosperity Initiative**
 - a. Update on Regional Prosperity Meetings
 - b. Representative to Region 8 Prosperity Committee
10. **Discussion: Update from the SMPC Sponsored Retirement Account Committee**
 - a. Review of discussions and actions to date
 - b. Clark-Hill Invoice
11. **Discussion/Action: Competition with For-Profit Firms**
 - a. Discuss the updated policy related competing with for-profit firms
12. **Discussion: Review of the By-laws**
13. **Staff Report/Other:**
 - a. Lockport Township
 - b. Ross Township
14. **Board Member Comments**
15. **Action: Adjournment**

Next Meeting: To be determined

FY 2017 Budget

	34050 <i>SMPC General Budget</i>	34051 <i>RPI Budget</i>	34052 <i>Planning Serv Budget</i>	34053 <i>Transportation Budget</i>	34054 <i>Staff Planner Budget</i>	Total <i>SMPC Budget</i>
Revenue						-
Contractual Services	-	30,000.00	25,000.00	93,200.00	33,600.00	181,800.00
Dues	16,500.00	-	-	-	-	16,500.00
<i>Total Billings</i>	16,500.00	30,000.00	25,000.00	93,200.00	33,600.00	198,300.00

Expenses						
<i>Wages & Fringe</i>	15,000.00	25,000.00	15,000.00	5,000.00	33,600.00	93,600.00
<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	-	-	5,000.00	87,950.00	-	92,950.00
Consulting - Legal Fees	5,000.00	-	-	-	-	5,000.00
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/Suppli	-	-	-	-	-	-
Web Site Hosting	-	-	-	-	-	-
Travel Reimbursement	-	-	-	-	-	-
Travel/Meeting	1,500.00	750.00	1,000.00	200.00	-	3,450.00
<i>Other Expense</i>	10,660.00	900.00	7,110.00	88,200.00	-	106,870.00
Total Expense	25,660.00	25,900.00	22,110.00	93,200.00	33,600.00	200,470.00

Expense	25,660.00	25,900.00	22,110.00	93,200.00	33,600.00	200,470.00
Revenue	16,500.00	30,000.00	25,000.00	93,200.00	33,600.00	198,300.00
Net Income(Expense)	(9,160.00)	4,100.00	2,890.00	-	-	(2,170.00)



Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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

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 2017:

October 4, 2016 - Kalamazoo
November 1, 2016 - Coldwater
December 6, 2016 – Centreville
~~January 3, 2017 – No Meeting~~
February 7, 2017 – Marshall
March 7, 2017 – Kalamazoo
April 4, 2017 – Coldwater

May 9, 2017 – Centreville
June 6, 2017 – Marshall
~~July 4, 2017 – No Meeting~~
August 1, 2017 – Kalamazoo
September 5, 2017 – Coldwater
October 3, 2017 – Centreville

Meeting Locations

Kalamazoo

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

Coldwater

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

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

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



Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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

Board Meeting Agenda

MEETING DATE: Tuesday, September 6, 2016
MEETING TIME: 11:30 am
MEETING LOCATION: Calhoun County Administration Building
315 W Green St, Marshall, MI 49068

1. Call to Order

- a. The meeting was called to order at 11:36 am

2. Members Excused/Absent

- a. Dunn, R Baker, Seyburn
- b. Carahaly made a motion to excuse Seyburn.
 - i. Reid seconded the motion.
 - ii. **The motion carried.**

3. Action: Approval of the Agenda

- a. Carahaly requested to add a discussion item regarding attendance between items 5 and 6.
- b. Carahaly made a motion to approve the amended agenda.
 - i. Reid seconded the motion.
 - ii. **The motion carried.**

4. Action: Approval of the Minutes

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

5. Citizen Comments

- a. None made.

Member Attendance

Carahaly requested that the board no longer excuse member but recognize their absence. The board discussed this idea and issues with absenteeism. The board discussed the idea of excusing those members who notified staff or other board members of their absence. Those members who do not notify staff or other board members will be considered absent. Ultimately, the board decided to review the bylaws before making any policy decisions.

6. Financial Report

- a. Provided in Packet
 - i. Staff led the board through the financial report for the month. The board had a few questions about billings and receivables.
 1. Reid made a motion to accept the financial report.
 - a. Carahaly seconded the motion.
 - b. **The motion carried.**
- b. FY 2017 Budget
 - i. Staff presented a draft of the FY 2017 budget. Staff used the actual costs for the past two years to project the potential expenses and revenues for FY 2017.
 - ii. The board had a few questions but mostly felt the budget looked good.
- c. 11 Web Invoice
 - i. The invoice is for web hosting and support for FY 2017.
 1. Reid made a motion to approve the invoice from 11Web.

- a. McGraw seconded the motion.
- b. The motion carried.**

7. Transportation/KATS Items

- a. Monthly Report Presented at the meeting
 - i. In place of KATS staff, SMPC Staff gave the monthly report of transportation activities. Kale had a few questions about the mechanics of the rural task force and small urban programs.
 - ii. The board had a few questions about the invoice, including a question about meetings in Hastings. Staff let the board know that MDOT has not changed the boundaries for the rural task force so Barry County is still being serviced by SMPC/KATS.
- b. **Action:** Q3 Billing
 - i. Asset Management - \$4,286.74
 - ii. Rural Task Force - \$4,116.90
 - iii. Regional Transportation - \$9,215.40
 - 1. Reid made a motion to approve the invoices totaling \$17,619.04.
 - a. Carahaly seconded the motion.
 - b. The motion carried.**

8. Discussion: Regional Prosperity Initiative

- a. Update on Regional Prosperity Meetings
 - i. Staff gave an over of RPI activities for the month. This included information on their discussion around moving from tier one to tier two and grant awards. The recent grant award was given to the Upjohn Institute for a project called "Talent Match". Talent Match is focused on assessing workforce needs and assets in the region with the hope of aligning the needs with proper resources.
 - 1. The board discussed the movement from tier one to tier two and the talent match project. A few questions about the talent match project arose that generated a good amount of discussion.

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

- a. Review of discussions and actions to date
 - i. Staff gave an update on the activities to-date.

10. Discussion/Action: Kalamazoo River Water Trail

- a. Update on project
 - i. The coalition of SMPC, Kalamazoo River Watershed Council, and the Potawatomi Resource and Development Council submitted a grant application the Kalamazoo River Recreation Foundation. The coalition is now waiting on feedback from the granting agency.

11. Discussion: Competition with For-Profit Firms

- a. Discuss the prepared policy related competing with for-profit firms
 - i. Staff prepared and presented a draft of a competition policy. The board had a few technical edits to the doc.

12. Discussion: Meeting Schedule

- a. Review and discuss Public Notice for FY 2017
 - i. Staff presented a draft public notice for FY 2017. According to the draft public notice, the board will keep its current schedule and day and time. The board will not meet in January and July to accommodate holiday schedules.
 - ii. After a good amount of discussion, the board felt that the current meeting date and time is still the best.

13. Staff Report/Other:

- a. Lockport Township
 - i. The board reviewed the contract and made a few typographical edits and edits based on the competition policy discussion.
 - 1. Reid made a motion to approve the amended contract with Lockport Township.
 - a. McGraw seconded the motion.

b. The motion carried.

- b. Ross Township
 - i. Staff gave an overview of the potential project and contract.
 - ii. The board felt that the roles outlined in the contract were very appropriate for SMPC and a great service to the township.
 - 1. Carahaly made a motion to approve the invoices totaling \$17,619.04.
 - a. Hazelbaker seconded the motion.

b. The motion carried.

14. Board Member Comments

- a. Carahaly expressed his desire for the board to formalize the competition policy and conceptualize the practical implications of that policy at the next meeting.

15. Action: Adjournment

- a. The meeting was adjourned at 1:01 pm

Next Meeting: October 4, 2016
W.E. Upjohn Institute
300 South Westnedge Ave, Kalamazoo, MI 49007

W.E. Upjohn Institute for Employment Research

Projects 34050, 34051, 34052, 34053
SouthCentral Michigan Planning Council
FY16 10/1/15 - 9/30/16

Project Director: Dr. Randall Eberts (Lee Adams)

August 2016	34050 Fiscal YTD 2016	34050 SMPC General Budget	34051 Fiscal YTD 2016	34051 SMPC RPI Budget	34052 Fiscal YTD 2016	34052 SMPC Plan Budget	34053 Fiscal YTD 2016	34053 SMPC Transp Budget	Total FY 2016 To Date	Total SMPC Budget
Wages	10,391.32		13,354.36		9,546.65		3,027.46		36,319.79	
Fringe	4,055.75		5,333.92		4,297.89		1,194.29		14,881.85	
Wages & Fringe	14,447.07	25,000.00	18,688.28	25,000.00	13,844.54	10,000.00	4,221.75	3,500.00	51,201.64	63,500.00
<i>Incumbrances</i>									-	
?									-	
?									-	
Training	-	1,250.00	-	-	-	-	-	-	-	1,250.00
MI Assoc of Region Dues	960.00	960.00	-	-	-	-	-	-	960.00	960.00
Computer Charges	-	-	-	-	-	-	-	-	-	-
SMPC Liability Insurance	-	2,100.00	-	-	-	-	-	-	-	2,100.00
Consulting - KATS	-	-	-	-	2,708.63	5,000.00	30,923.31	101,000.00	33,631.94	106,000.00
Consulting - Legal Fees	1,000.00	-	-	-	-	-	-	-	1,000.00	-
Copies/Duplicating	2.32	25.00	-	100.00	-	100.00	-	25.00	2.32	250.00
Postage	6.18	15.00	1.20	-	1.20	-	-	-	8.58	15.00
Supplies - Office	-	100.00	-	-	-	-	-	-	-	100.00
Telephone	6.84	25.00	8.60	50.00	3.14	50.00	0.10	25.00	18.68	150.00
Software - License/Supplie	-	250.00	-	-	-	-	-	-	-	250.00
Web Site Hosting	46.70	-	-	-	-	-	-	-	46.70	-
Travel Reimbursement	-	-	-	-	-	-	-	-	-	-
Travel	1,574.08	1,500.00	616.17	750.00	865.27	250.00	73.17	200.00	3,128.69	2,700.00
Other Expense	3,596.12	6,225.00	625.97	900.00	3,578.24	5,400.00	30,996.58	101,250.00	38,796.91	113,775.00
Total Expense	18,043.19	31,225.00	19,314.25	25,900.00	17,422.78	15,400.00	35,218.33	104,750.00	89,998.55	177,275.00
Billings 34050 or 34051	17,745.90		24,845.16				4,215.16		46,806.22	-
<i>Homer 24020 34052</i>	-		-		5,000.00		-		5,000.00	
<i>Penn 24021 34052</i>	-		-		6,000.00		-		6,000.00	
<i>St Joe 24022 34052</i>	-		-		2,140.00		-		2,140.00	
<i>Trans Z6 34053</i>	-		-		-		13,465.74		13,465.74	
<i>Trans Z7 34053</i>	-		-		-		8,192.57		8,192.57	
<i>Trans Z8 34053</i>	-		-		-		9,265.00		9,265.00	
<i>Trans Other 34053</i>	-		-		-		-		-	
Total Billings	17,745.90	16,500.00	24,845.16	35,900.00	13,140.00	20,000.00	35,138.47	106,000.00	90,869.53	178,400.00
Expense	18,043.19	31,225.00	19,314.25	25,900.00	17,422.78	15,400.00	35,218.33	104,750.00	89,998.55	177,275.00
Net Income(Expense)	(297.29)	(14,725.00)	5,530.91	10,000.00	(4,282.78)	4,600.00	(79.86)	1,250.00	870.98	1,125.00
Billings	17,745.90	16,500.00	24,845.16	35,900.00	13,140.00	20,000.00	35,138.47	106,000.00	90,869.53	178,400.00
Receipts	9,000.00	16,500.00	-	35,900.00	6,640.00	20,000.00	30,923.31	106,000.00	46,563.31	178,400.00
Acct.Rec.Balance	8,745.90	-	24,845.16	-	6,500.00	-	4,215.16	-	44,306.22	-

Account Balances

PNC
LMCU \$ 64,310

Total Staff Hours Fiscal YTD

Lee Adams	-
Bommersbach	64,310.46
Hudson	-
Edgerly	-
Molhoek	-
Total Hours	64,310.46

**Kalamazoo Area Transportation Study (KATS)
Southcentral Michigan Planning Council (SMPC)
Progress Report: July 2016-August 2016**

3101 Program Management

- ❖ Quarter 3 Progress Report and Billing

3102 Technical Assistance to MDOT (MTF)

- ❖ No Work was completed in this work element

3103 Technical Assistance to Member Agencies

- ❖ Prepared for and attended the Michigan Transportation Planning Association Conference

3104 Management of Rural Task Force Process and Small Urban Program Process

- ❖ No work was completed in this work element

3105 Public Involvement and Consultation Process for Non-Metropolitan Areas

- ❖ No work was completed in this work element

3106 Public Involvement for Air Quality Conformity

- ❖ Prepared for and attended W. Michigan Clean Air Committee Meeting

3107 Access Management

- ❖ No work completed in this work element

3108 Byway Program

No work was completed in this work element

3109 Non-Motorized Mapping and Investment Plan

- ❖ No work completed in this work element

3110 Rural Safety Planning

- ❖ No Work was completed in this work element

3111 Asset Management

- ❖ Reschedule Branch County, Barry County and Calhoun County PASER data collection
- ❖ St. Joseph County PASER data collection
- ❖ Barry County PASER data collection
- ❖ Calhoun County PASER data collection
- ❖ PASER Quality Control and Road Condition Report Preparation
- ❖ Assistance to Calhoun County with PASER/Roadsoft Data Costs submitted for PASER data collection by Branch County and Barry County

Kalamazoo Area Transportation Study
 Southcentral Michigal Planning Council
 October 2015-Aug 2016

		Salary	Fringe	Indirect	Other	Total MTF	Total SPR	(Asset) Total MTF	Grand Total
RTPP	YTD	\$35,200.27	\$6,672.56	\$10,340.93	\$4,775.85	\$18,681.24	\$17,582.64	\$20,725.73	\$56,989.61
	Budget	\$55,647.00	\$24,512.50	\$18,340.50	\$7,500.00	\$34,000.01	\$19,000.00	\$52,999.99	\$106,000.00
	Remaining	\$20,446.73	\$17,839.94	\$7,999.57	\$2,724.15	\$15,318.77	\$1,417.36	\$32,274.26	\$49,010.40

3101	<i>Expended</i>	\$2,414.43	\$1,023.53	\$849.04	\$3,633.07	\$7,920.07		\$ 7,920.07	73.02%
Program Management	<i>Budgeted</i>	\$5,563.01	\$2,450.50	\$1,833.49	\$1,000.00	\$10,847.00		\$ 10,847.00	
	Remaining	\$3,148.58	\$1,426.97	\$984.45	-\$2,633.07	\$2,926.93		\$ 2,926.93	
3102	<i>Expended</i>	\$1,804.64	\$219.14	\$499.79		\$2,523.57		\$ 2,523.57	42.06%
Technical Assistance to MDOT	<i>Budgeted</i>	\$3,389.67	\$1,493.15	\$1,117.19		\$6,000.01		\$ 6,000.01	
	Remaining	\$1,585.04	\$1,274.01	\$617.40		\$3,476.44		\$ 3,476.44	
3103	<i>Expended</i>	\$2,955.69	\$495.58	\$852.33		\$4,303.59		\$ 4,303.59	37.23%
Technical Assistance to Member Agencies	<i>Budgeted</i>	\$6,530.75	\$2,876.80	\$2,152.45		\$11,560.00		\$ 11,560.00	
	Remaining	\$3,575.06	\$2,381.22	\$1,300.12		\$7,256.41		\$ 7,256.41	
3104	<i>Expended</i>	\$9,672.74	\$1,673.62	\$2,802.10	\$473.36		\$14,621.82	\$ 14,621.82	91.14%
Rural Task Force Small Urban	<i>Budgeted</i>	\$9,063.40	\$3,992.43	\$2,987.17			\$16,043.00	\$ 16,043.00	
	Remaining	-\$609.34	\$2,318.81	\$185.07	-\$473.36		\$1,421.18	\$ 1,421.18	
3105	<i>Expended</i>	\$1,782.06	\$191.40	\$487.37			\$2,460.82	\$ 2,460.82	98.67%
Public Involvement for Nonmetropolitan	<i>Budgeted</i>	\$1,408.97	\$620.65	\$464.38			\$2,494.00	\$ 2,494.00	
	Remaining	-\$373.09	\$429.25	-\$22.99			\$33.18	\$ 33.18	
3106	<i>Expended</i>	\$276.52	\$124.45	\$99.02			\$499.99	\$ 499.99	107.99%
Public Involvement for Air Quality Conformity	<i>Budgeted</i>	\$261.57	\$115.22	\$86.21			\$463.00	\$ 463.00	
	Remaining	-\$14.95	-\$9.23	-\$12.81			-\$36.99	\$ (36.99)	
3107	<i>Expended</i>								
Access Management	<i>Budgeted</i>	\$285.86	\$125.92	\$94.22		\$506.00		\$ 506.00	
	Remaining	\$285.86	\$125.92	\$94.22		\$506.00		\$ 506.00	
3108	<i>Expended</i>								
Byway Program	<i>Budgeted</i>	\$1,103.90	\$486.27	\$363.83		\$1,954.00		\$ 1,954.00	
	Remaining	\$1,103.90	\$486.27	\$363.83		\$1,954.00		\$ 1,954.00	
3109	<i>Expended</i>	\$999.04	\$396.93	\$344.75		\$1,740.72		\$ 1,740.72	109.76%
Non-Motorized Mapping Investment Plan	<i>Budgeted</i>	\$896.00	\$394.69	\$295.31		\$1,586.00		\$ 1,586.00	
	Remaining	-\$103.04	-\$2.24	-\$49.44		-\$154.72		\$ (154.72)	
3110	<i>Expended</i>	\$1,291.74	\$467.16	\$434.38		\$2,193.28		\$ 2,193.28	141.78%
Rural Safety Planning	<i>Budgeted</i>	\$873.97	\$384.98	\$288.05		\$1,547.00		\$ 1,547.00	
	Remaining	-\$417.77	-\$82.18	-\$146.33		-\$646.28		\$ (646.28)	
3111	<i>Expended</i>	\$14,003.43	\$2,080.74	\$3,972.15	\$669.42		\$20,725.73	\$ 20,725.73	39.11%
Asset Management	<i>Budgeted</i>	\$26,269.90	\$11,571.89	\$8,658.20	\$6,500.00		\$52,999.99	\$ 52,999.99	
	Remaining	\$12,266.48	\$9,491.15	\$4,686.05	\$5,830.58		\$32,274.26	\$ 32,274.26	

Kalamazoo Area Transportation Study
 5220 Lovers Lane, Suite 110
 Portage, MI 49002



Bill To
Southcentral MI Planning Council 300 South Westnedge Avenue Kalamazoo MI 49007

Invoice

Date 9/9/2016

Invoice #
 SMPC16-10

Description	Amount
JUL-AUG 16 KATS Contract No. 2015-0002/Z8; MTF Asset Management Funds; State--Indirect Cost Rate 24.70%	6,514.57
PASER Reimbursement Branch County	225.00
PASER Reimbursement Barry County	434.42
Total	\$7,173.99

Kalamazoo Area Transportation Study
5220 Lovers Lane, Suite 110
Portage, MI 49002



Bill To
Southcentral MI Planning Council 300 South Westnedge Avenue Kalamazoo MI 49007

Invoice

Date 9/9/2016
Invoice # SMPC16-11

Description	Amount
JUL-AUG 16 Contract No. 2015-0020/Z6; MTF Regional Transportation Planning Work Program Funds;	1,273.27
Total	\$1,273.27

CLARK HILL

P.L.C.

ATTORNEYS AT LAW

151 S. Old Woodward Avenue, Suite 200
Birmingham, Michigan 48009
Telephone (248) 642-9692
Fed.ID # 38-0425840

INVOICE

Invoice # 673692

Southcentral Michigan Planning Council
Attn: Lee Adams
300 South Westnedge
Kalamazoo, MI 49007

September 27, 2016
Client: 53500
Matter: 195115

=====

RE: Rand Bowman

FOR SERVICES RENDERED through August 31, 2016

Total Services: \$4,081.55

FOR EXPENSES INCURRED OR ADVANCED:

Service of Process \$45.00

Total Expenses: \$45.00

STATEMENT TOTAL \$4,126.55

PAYABLE UPON RECEIPT IN U.S. DOLLARS

CLARK HILL P.L.C.

Southcentral Michigan Planning Council
Rand Bowman
September 27, 2016
INVOICE # 673692
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DETAILED DESCRIPTION OF SERVICES

02/22/16	ECH	.20	Review email from L. Adams; attention to same.
02/23/16	ECH	.50	Review documents.
02/23/16	ECH	.50	Review documentation regarding benefits for director.
02/24/16	ECH	1.70	Review documentation; preparation for call with client; telephone conference with client regarding benefits and former director.
02/25/16	ECH	.50	Conference with J. Martone; email L. Adams.
02/25/16	JMM	2.50	Conference with E. Hammond; review documents provided by client; attention to applicable theories of liability and respective statute of limitations.
02/26/16	ECH	.50	Conference call with L. Adams and J. Martone.
02/26/16	JMM	.50	Conference with E. Hammond and L. Adams regarding strategy issues.
04/01/16	ECH	.30	Review emails; discuss next steps with J. Martone.
04/05/16	JMM	1.00	Draft demand letter to R. Bowman; review and revise same; review email from L. Adams; follow up regarding same.
04/08/16	ECH	.20	Review draft email from J. Martone.
04/15/16	ECH	.10	Review email from J. Martone.
04/15/16	JMM	.30	Follow up with L. Adams regarding R. Bowman demand letter.; revise demand letter per L. Adam's edits; attention to sending same.
05/04/16	JMM	.40	Review email from L. Adams; respond to same; review and revise demand letter; attention to service of demand letter.

CLARK HILL P.L.C.

Southcentral Michigan Planning Council
Rand Bowman
September 27, 2016
INVOICE # 673692
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05/17/16 ECH	.20	Attention to email from L. Adams.
05/17/16 JMM	.20	Follow up regarding status of service of process; review email from L. Adams; respond to same.
05/25/16 JMM	.20	Review email from L. Adams; respond to same.
05/26/16 JMM	.30	Review email from L. Adams; follow up regarding same.
06/16/16 JMM	.20	Review email from L. Adams; respond to same.
07/07/16 JMM	.50	Attention to service of process at alternative location; revise demand letter to R. Bowman; apprise L. Adams regarding same.
08/29/16 JMM	.10	Review email from L. Adams; respond to same.



Southcentral Michigan Planning Council

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Competition Policy

This document was established by the SMPC Board to serve as the guide for staff when determining how and when to provide contractual service to local units of government.

First and foremost, the Southcentral Michigan Planning Council (SMPC) does not wish to violate the letter or spirit of its enabling legislation, the Regional Planning Act (PA 281 of 1945, MCL 125.11-125.25). The Regional Planning Act states that regional planning councils are able to conduct various work on behalf of local units of government as long as that work is not available through a for-profit firm at a competitive cost. Many smaller local units of government are not able to afford planning services offered by for-profit firms. Additionally, local units of government may require non-traditional services not offered by for-profit firms. Therefore, SMPC has, and will continue, to offer its members various services as well as serve a coordination function for projects where for-profit firms are available.

To ensure that SMPC does not compete with for-profit firms, SMPC will require a competition statement as part of each contract for service with local unit of governments. The statement will ensure that a for-profit firm was not able to perform the needed work at a competitive rate.

Despite the limitations outlined above, SMPC desires to assist its member communities. Therefore, SMPC may offer assistance to member communities, on a limited basis and when resources are available, even if a for-profit firm is engaged.



Southcentral Michigan Planning Council

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BY-LAWS ADOPTED 12-17-12, AS AMENDED

ARTICLE I ESTABLISHMENT

SECTION 1: The Southcentral Michigan Planning Commission 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.

ARTICLE II DEFINITIONS

SECTION 1: Definitions

- A. COUNCIL - The governing and policy body of the SMPC.
- B. FISCAL YEAR - October 1 through September 30.
- C. IN GOOD STANDING - Current fiscal year local funding contribution is paid in full. Under extenuating circumstances, a grace period for payment may be granted by resolution of the Council.
- D. MEMBER - A local unit of government within Region 3 in good standing with the Council.
- E. REGION 3 - Geographic area contained within the Region 3 boundary as defined by the counties of Barry, 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 13 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. Barry County - two Representatives
 - ii. Branch County - two Representatives

- iii. Calhoun County - three Representatives
- iv. Kalamazoo County - four Representatives
- v. 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. Council composition must follow US-EDA guidelines. Each county will be advised on these guidelines.

SECTION 2: Appointment of Representatives

- A. Member Counties are responsible for appointing or removing their representatives.
- B. Member counties should appoint elected officials, whenever possible, as their representatives.

SECTION 3: Term of Office

- A. Representatives who are elected officials may serve for terms equal to their terms of office or three years, whichever ends earliest.
- B. Representatives-at-Large may serve three-year terms beginning at the start of each fiscal year.
- C. Any representatives may be reappointed for additional like terms by their Member County.
- 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 by a member county.

ARTICLE IV COMPENSATION

SECTION 1: The SMPC shall not pay compensation to members of the SMPC for their services as members of the Council; provided that this shall not affect in any way remuneration received by any state or local official who, in addition to his/her responsibilities and duties as a state or local official, serves also as a member of the Council. All members may be reimbursed for actual expenses incurred as representatives of the Council as authorized by the Council.

ARTICLE V PURPOSE AND FUNCTION

SECTION 1: The Council is a voluntary organization of member counties organized to foster a cooperative effort in resolving problems, policies and plans that are common and regional with the greatest benefit to citizens of Region 3 while maximizing the efficient use of its resources.

SECTION 2: The purpose of the SMPC shall be to prepare and/or coordinate the development of plans and aid in the implementation of agreed upon plans and services within the region.

SECTION 3: The Council may have such additional purposes as may be provided by law and may have the following functions:

- A. To provide a mutual forum to identify, study, discuss and define regional issues and opportunities by utilizing the democratic processes and encouraging citizen participation.
- 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.

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 meetings and shall have special duties as prescribed by the Bylaws, and shall have the further authority to preside at any recessed meeting, or call and preside at any special meeting and who shall also chair the Executive and Personnel Committee.
- 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 their 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 and/or such employees as it deems necessary for its work, and may hire such consultants for part-time or full-time service as may be necessary for the execution of its responsibilities.

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

SECTION 3: The Executive Director of the Council 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 of the Council, certify all maps, records and reports of the Council, 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 in the absence of the Chairperson by the Vice Chairperson, or by no less than three (3) voting members. The necessity for a meeting may be called to the attention of the Chairperson or Vice Chairperson by the Executive Director.

The Executive Director shall attend all meetings and keep a written record of all business conducted at meetings. The Executive Director shall make a report of activities between meetings.

SECTION 2: A simple majority of the members shall constitute a quorum. No business shall be considered without the presence of a quorum, except to adjourn or recess. Any formal action must be by a simple majority of the Council members present with a quorum unless otherwise designated in these bylaws.

SECTION 3: The Chairperson in cooperation with the Executive Director/staff shall notify the Council members of the date and location of each meeting no less than ten (10) days prior to the date set for the meeting.

SECTION 4: Regular Meeting shall be held on a monthly basis.

SECTION 5: In accordance with the Open Meetings Act, Public Act 267 of 1976, as amended, and other applicable statutes, members of the public are encouraged to attend all open public meetings and to address the public body at that meeting.

SECTION 6: All regular meetings are open to the public and meeting notices are available through each member county's office. Special meetings may be public or closed in accordance with the Open Meetings Act, Public Act 267 of 1976, as amended. At any closed meeting, the Council may designate or invite any member of its technical staff or county/city official(s) to be present if it so desires.

SECTION 7: The Annual Meeting shall be the first meeting of the fiscal year.

SECTION 8: The Council may, by majority vote at a public meeting, designate a different day for any regular monthly meeting as specified in SECTION 1 above.

SECTION 9: Council members present at a regular meeting or a duly called special meeting may adjourn such meeting in the event a quorum is not present. Future meeting notification shall be as specified in ARTICLE VII, SECTION 3 of these Bylaws.

SECTION 10: All regular and special meetings of the Council and its Committees shall be conducted in accordance with procedures as set forth in the Marjiam-Webster New Roberts Rules of Order.

ARTICLE IX FINANCIAL CONSIDERATIONS

SECTION 1: To achieve the goals and objectives of the SMPC and to meet concomitant financial needs, federal and state grant programs may be utilized to their fullest extent possible. For administrative responsibilities and to meet grant program fund matching requirements, it is necessary that the Council membership provide certain amounts of money as local funding contributions.

SECTION 2: Upon adoption of the annual budget, the Council shall fix membership assessments for all governmental members of the Council in amounts sufficient to provide all the local contribution effort required to support the budget. Each county is responsible for the proportion of the budget equal to its proportional representation on the board. Membership assessments are due quarterly; advanced notice is given at least one month prior to the deadline.

Any member government which does not pay its assessed local funding contribution within ninety (90) days of invoicing shall be considered delinquent and shall be ineligible to vote at Council meetings.

SECTION 3: If dissolved, any and all assets of SMPC are distributed in accordance with the proportion of dues paid. If a member county voluntarily forfeits its membership, a refund of cash dues paid for the current fiscal year is distributed on a prorated basis. No more than half of the dues paid shall be refunded. No refunds are given on in-kind contributions.

ARTICLE X ADOPTION OF PLANS

SECTION 1: For the adoption of Master Plans, or any substantial amendment thereof, or precise plans as designated in the Regional Planning Council Act, Act 281 of Michigan Public Acts of 1945, as amended, an affirmative vote of a majority of the full membership of the Council shall be required. The resolution for adoption shall be made in writing and attached to the plan and related maps with any descriptive information, approvals, signatures, and in accordance with appropriate laws and regulations. Before adopting a Master Plan or substantial amendment thereof, the Council shall hold at least one public hearing thereon, notice of the time and place of which shall be given on the SMPC website and at the administrative offices of SMPC and each member county no less than ten (10) days before such hearing.

ARTICLE XI COMMITTEES AND COUNCILS

SECTION 1: Committees, as deemed necessary by the Council, shall be appointed by the Council Chairperson who shall also select the committee chairpersons from the membership of the Council.

SECTION 2: The SMPC shall approve policies for any and all advisory committees, subcommittees, and councils.

ARTICLE XII AMENDMENTS

SECTION 1: The Bylaws may be amended by a majority vote of the full membership of the Council at the annual meeting or any regular meeting. Any proposed amendment to the Bylaws shall be submitted to the membership at least ten (10) days prior to such meeting.

ARTICLE XIII STATUTE

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