



Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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

October Board Meeting Agenda

MEETING DATE: Tuesday, October 7, 2014
MEETING TIME: 2:00 pm
MEETING LOCATION: Coldwater Municipal Building
1 Grand Street, Coldwater, MI 49036

1. **Call to Order**
2. **Members Excused**
3. **Action: Approval of the Agenda**
4. **Action: Approval of the Minutes**
5. **Annual Meeting Items**
 - a. Election of Officers
 - b. FY 2015 Meeting Schedule
6. **Citizen Comments**
7. **Reimbursements and Invoices**
 - a. Lee Adams Reimbursement Request - \$400.64
 - b. Kalamazoo County Staffing Time - \$2,461.75
8. **Treasurer's Report**
 - a. Provided at meeting
9. **Transportation/KATS Items**
 - a. Monthly Report Presented at the meeting
 - b. **Action:** Reimbursement Request - \$951.99; \$1,022.29; = **\$1,974.28**
10. **Discussion/Action: Strategic Calendar Items**
 - a. Update on the partnership with the Upjohn Institute and account transfer
11. **Discussion: Regional Prosperity Initiative**
 - a. Update on Regional Prosperity Meetings
 - b. Letter of support for FY 2015 Grant
12. **Discussion/Action: Planning Services**
 - a. Work Conducted for St. Joseph County
 - b. Agreement with KATS
 - c. Agreement with Homer Township
 - d. Agreement with the Kalamazoo County Brownfield Redevelopment Authority
13. **Action/Discussion: CEDS**
 - a. Action supporting CEDS work
 - b. Future Meeting Schedule
14. **Staff Report/Other:**
 - a. Letter of Support for Artserve
15. **Board Member Comments**
16. **Action: Adjournment**

Next Meeting: November 4th at the St. Joseph County Administration Building
125 W. Main St. Centreville, MI 49032



Southcentral Michigan Planning Council

201 West Kalamazoo Avenue, Room 101 · Kalamazoo, Michigan 49007

Phone: (269) 384-8305 · FAX: (269) 383-8920 · Email: ladams@smpcregion3.org

September Board Meeting Minutes

MEETING DATE: Tuesday, September 2, 2014
MEETING TIME: 2:00 pm
MEETING LOCATION: Room 105 of the Kalamazoo Administration Building
201 W Kalamazoo Ave, Kalamazoo, MI 49007

1. **Call to Order**
 - a. The meeting was called to order at 2:03
2. **Members Excused**
 - a. Byrnes, Dunn, Huffman, Reffitt
3. **Action: Approval of the Agenda**
 - a. *Reid made a motion to approve the agenda as presented.*
 - i. The motion was seconded by Shaffer.
 - ii. Motion carried.
4. **Action: Approval of the Minutes**
 - a. *Frantz made a motion to approve the Minutes.*
 - i. The motion was seconded by Baker.
 - ii. Motion carried.
5. **Citizen Comments**
 - a. None made.
6. **Reimbursements and Invoices**
 - a. Michigan Association of Regions Dues - \$960.00
 - i. *Reid made a motion to approve the Payment of MAR Dues.*
 1. The motion was seconded by Conti.
 2. Motion carried.
 - b. Kalamazoo County Staffing Time - \$2,512.75
 - i. *Shaffer made a motion to approve the Kalamazoo County Invoice.*
 1. The motion was seconded by Conti.
 2. Motion carried.
7. **Treasurer's Report**
 - a. The Treasurer provided a report at the meeting.
 - i. *Frantz made a motion to approve the report.*
 1. The motion was seconded by Baker.
 2. Motion carried.
8. **Transportation/KATS Items**
 - a. KATS staff provided a report at the meeting
 - b. **Action:** Reimbursement Request - \$3,427.95; \$726.17; = **\$4,154.12**
 - i. *Reid made a motion to approve the reimbursement request.*
 1. The motion was seconded by Shafer.
 2. Motion carried.
9. **Discussion/Action: Strategic Calendar Items**
 - a. Update on the partnership with the Upjohn Institute

- i. Staff gave an update on the agreement between the Upjohn Institute and the approval with each Member County. Each county should have the agreement approved before October 1st.
 - ii. Discussion ensued regarding the transition of staff and administration. Upjohn Institute Staff attended the meeting and answered several questions from the board.
- b. Action: Transfer of Funds to the Upjohn Institute
 - i. Staff led a discussion about the resolution to transfer SMPC accounts to the Upjohn Institute. Treasurer Reid had a couple questions and concerns about the details of the transfer; there are several invoices that may need to flow through the SMPC accounts before all funds can be transferred. Therefore, changes were suggested to the supplied resolution.
 - 1. *Reid made a motion to approve the Resolution to Authorizing the Transfer of Funds from SMPC Accounts to a W. E. Upjohn Institute Account.*
 - a. The motion was seconded by Frantz.
 - b. The chair asked for a roll call vote.
 - i. All present voted yes.
 - ii. None abstained.

10. Discussion: Regional Prosperity Initiative

- a. Staff gave a brief update on the Regional Prosperity Initiative. Staff noted that the Prosperity Plan for the region was coming along and would be finalized this month (September). Reid, Frantz, and Conti also added their experience from attending meeting. The board is interested in the direction of the of RPI and was please to know that it mirrored many aspects of the CEDS.

11. Discussion/Action: 2015 Budget

- a. Staff presented a draft of the 2015 budget. Staff noted that the salary calculation was flexible based on the amount of work performed that is directly attributable to SMPC. The board discussed the budget for a brief time. There were no changes suggested. It was noted that the budget will look substantially different when the SMPC accounts are transferred to the Upjohn Institute.
 - i. *Baker made a motion to approve the FY 2015 Budget.*
 - 1. The motion was seconded by Conti.
 - 2. Motion carried.

12. Discussion: CEDS

- a. Staff from the Upjohn Institute presented the Comprehensive Economic Development Strategy for Region 3. Special attention was given to the project list within the CEDS; the project list was prioritized by the CEDS Strategy Committee. Upjohn Institute staff also noted when the Strategy Committee met and the future meeting schedule. Several board members remarked that this document was one of the main reasons SMPC was reorganized.

13. Staff Report:

- a. Annual Meeting (October) Items
 - i. Staff mentioned that the October meeting is the Annual Meeting for SMPC. At the Annual Meeting the SMPC Board will be asked to do the following:
 - 1. Elect Officers
 - 2. Establish dates, times, and locations of board meetings in FY 2015 and October of 2016

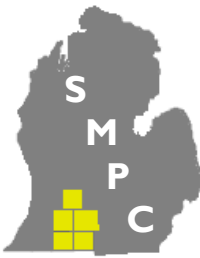
14. Board Member Comments

- a. None made.

15. Action: Adjournment

- a. The meeting adjourned at 3:28 pm.

Next Meeting: October 7th at the Coldwater Municipal Building
 1 Grand Street, Coldwater, MI 49036



Southcentral Michigan Planning Council

201 West Kalamazoo Avenue, Room 101 · Kalamazoo, Michigan 49007

Phone: (269) 384-8305 · FAX: (269) 383-8920 · Email: ladams@smpcregion3.org

RESOLUTION

RESOLUTION TO AUTHORIZING THE TRANSFER OF FUNDS FROM SMPC ACCOUNTS TO A W. E. UPJOHN INSTITUTE ACCOUNT

WHEREAS, The SMPC Board entered into an agreement with the W. E. Upjohn Institute for Employment Research (Institute) for staffing and fiduciary services (Agreement);

WHEREAS, SMPC holds accounts at Fifth Third Bank and Talmer West Bank;

WHEREAS, The Institute would need access and control of SMPC accounts to fulfill its fiduciary role;

WHEREAS, The Institute would manage SMPC funds, under project code 34050, within Institute accounts without commingling funds;

THEREFORE, BE IT RESOLVED that SMPC hereby allows access and control of SMPC funds to carry out the Agreement;

BE IT FURTHER RESOLVED that SMPC hereby authorizes the SMPC Administrator or other account signatories to transfer funds and close current SMPC accounts to an Institute account(s) on or soon after October 1st, 2014.

MOVED BY: _____

SECONDED BY: _____

RESOLVED ON THE SECOND DAY OF SEPTEMBER, 2014

Chairperson

Date



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 SOUTH-CENTRAL MICHIGAN PLANNING COUNCIL

The South-Central Michigan Planning Council (SMPC) conducts regular meetings on the first Tuesday of every month at **2:00pm**. 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 2015:

November 4, 2014 - Centreville

December 2, 2014 – Marshall

January 6, 2015 – Kalamazoo

February 3, 2015 – Coldwater

March 3, 2015 – Centreville

April 7, 2015 – Marshall

May 5, 2015 – Kalamazoo

June 2, 2015 – Coldwater

July 7, 2015 – Centreville

August 4, 2015 – Marshall

September 1, 2015 – Kalamazoo

October 6, 2015 – Coldwater

Meeting Locations

Centreville

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

Marshall

3rd floor Human Resources Conference Room of the Calhoun County Administration Building
315 W Green Street, Marshall, MI 49068

Kalamazoo

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

Coldwater

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

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



Southcentral Michigan Planning Council

2014 Reimbursement Expense Form

Request From	
Lee Adams	
Period Covered From	Period Covered To
8/1/2014	9/30/2014

Date	Description	Mileage	Other
8/5/2014	SMPC Meeting in Marshall	72.4	
8/18/2014	Regional Prosperity Meeting - KVCC	13.9	
8/20/2014	Meeting with Kalamazoo County Township Supervisors - Missile Defense	14.4	
9/4/2014	Presentation of the SMPC-Upjohn Institute Agreement to Branch County	119.0	
9/4/2014	Regional Prosperity Meeting - KVCC	13.9	
9/9/2014	MAR Meeting - Lansing with Lunch and Parking	152.8	\$ 19.00
9/10/2014	Presentation of the SMPC-Upjohn Institute Agreement to St. Joseph County	67.6	
9/18/2014	Presentation of the SMPC-Upjohn Institute Agreement to Branch County	119.0	
9/18/2014	Presentation of the SMPC-Upjohn Institute Agreement to Barry County	94.6	
9/22/2014	Regional Prosperity Meeting - KVCC	13.9	
		Total Mileage	681.5
		Travel Total	\$ 381.64
		Other Total	\$ 19.00
		Total Due	\$ 400.64

I hereby certify that all items of expense included in this statement were incurred in the discharge of authorized official business: that the amounts are correct; and that they represent proper charges against SMPC.

Signature
Date

RECEIPT DATE 9-9-14 No. 814407

RECEIVED FROM LEG ADAMS \$ 11.00

ELEVEN DOLLARS

FOR RENT
 FOR MAR Board Lunch

ACCOUNT		<input checked="" type="radio"/> CASH
PAYMENT		<input type="radio"/> CHECK
BAL. DUE		<input type="radio"/> MONEY ORDER
		<input type="radio"/> CREDIT CARD

FROM _____ TO _____

BY [Signature] 3-11

CITY OF LANSING
TRANSPORTATION AND PARKING OFFICE
 The City is not responsible for damage to or loss or theft of car or contents.
THANK YOU FOR YOUR PATRONAGE

RECEIPT

Trans	In Time	Out Time	Fee	CC#
4194	09/09 10:35	09/09 14:17	\$8.00	9257

RETURN SERVICE REQUESTED

Date 8/29/14 Page 1
Primary Account Acct Ending 1302

169014 0901 0 003720 006628 1/1

Southcentral Michigan Planning Council
201 West Kalamazoo Avenue, Room 101
Kalamazoo MI 49007



RECEIVED
SEP 09 2014
BY: _____

Checking Account

Account Title: Southcentral Michigan Planning Council

Community Plus		Item Truncation	
Account Number	Acct Ending 1302	Statement Dates	8/01/14 thru 9/01/14
Previous Balance	63,843.27	Days in the Statement Period	32
Deposits/Credits	.00	Average Daily Balance	63,843.27
Withdrawals	.00	Average Collected	63,843.27
Service Charge	.00	Interest Earned	13.99
Interest Paid	13.55	Annual Percentage Yield Earned	0.25%
Ending Balance	63,856.82	2014 Interest Paid	106.18

Deposits and Additions

Date	Description	Amount
8/31	Interest Deposit	13.55

Daily Balance Summary

Date	Balance	Date	Balance
8/01	63,843.27	8/31	63,856.82

Kalamazoo Area Transportation Study (KATS) &
Southcentral Michigan Planning Council (SMPC)
Progress Report: August 2014

3101 *Program Management*

- Attended SMPC meetings
- Monthly billing regarding KATS contract

3102 *Technical Assistance to MDOT*

- Respond to MDOT regarding funding approval for Saint Joseph County Transportation Authority

3103 *Technical Assistance to Member Agencies*

- Research for additional contract services (Homer Township)
- Assistance to Barry County Road Commission regarding RTF Spreadsheet

3104 *Management of Rural Task Force Process*

- No work has been completed in this work element

3105 *Public Involvement and Consultation Process for Non-Metropolitan Areas*

- No work has been completed in this work element

3106 *Public Involvement for Air Quality Conformity*

- No work has been completed in this work element

3107 *Access Management*

- No work has been completed in this work element

3108 *Heritage Route Implementation*

- No work has been completed in this work element

3109 *Non-motorized Mapping and Investment Plan*

- No work has been completed in this work element

3110 Rural Safety Planning

- No work has been completed in this work element

3111-Asset Management

- Preparation, scheduling and PASER ratings for St. Joseph County
- Data review and clean up from prior years' data for the region
- Data Mapping of Bronson road ratings

FY 2014 Region 3 Transportation Work Program Financial Tracking Sheet

October 2013-August 2014 YTD

Work Element	Budget	Encumbered	Remaining	Barry	Branch	Calhoun	Kalamazoo	St Joseph
3101 Program Management	\$ 10,889.00	\$ 11,501.51	\$ (612.51)	\$2,300.30	\$2,300.30	\$2,300.30	\$2,300.30	\$2,300.30
3102 Technical Assistance to MDOT	\$ 4,646.00	\$ 2,521.60	\$ 2,124.40	\$463.32	\$463.32	\$463.32	\$463.32	\$668.32
3103 Technical Assistance to Member A	\$ 9,265.00	\$ 9,775.96	\$ (510.96)	\$794.09	\$4,921.08	\$1,693.32	\$1,631.96	\$735.52
3104 Rural Task Force	\$ 12,350.00	\$ 12,616.21	\$ (266.21)	\$1,929.20	\$2,730.64	\$2,758.23	\$2,311.06	\$2,887.08
3105 Public Involvement for Air Quality	\$ 4,689.00	\$ 1,384.03	\$ 3,304.97	\$224.60	\$181.10	\$442.11	\$202.85	\$333.36
3106 Public Involvement for Non-Metro	\$ 1,962.00	\$ -	\$ 1,962.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3107 Access Management	\$ 3,086.00	\$ -	\$ 3,086.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3108 Heritage Route Implementation	\$ 3,065.00	\$ 313.21	\$ 2,751.79	\$62.64	\$62.64	\$62.64	\$62.64	\$62.64
3109 Non-Motorized	\$ 1,514.00	\$ 195.76	\$ 1,318.24	\$195.76	\$0.00	\$0.00	\$0.00	\$0.00
3110 Rural Safety Planning	\$ 1,535.00	\$ 505.91	\$ 1,029.09	\$394.55	\$27.84	\$27.84	\$27.84	\$27.84
3111 Asset Management	\$ 53,000.00	\$ 34,559.08	\$ 18,440.92	\$4,897.17	\$20,392.23	\$1,264.76	\$2,482.81	\$5,522.11
Total	\$ 106,000.00	\$ 73,373.27	\$32,627.73	\$11,261.63	\$31,079.16	\$9,012.52	\$9,482.79	\$12,537.17

October 2013-August 2014 YTD

Year To Date	Salary \$39,357.48	Fringe \$21,620.14	Indirect \$9,121.25	Other \$3,274.41	Total MTF \$24,813.95	Total SPR \$14,000.24	Total MTF (Asset) \$34,559.08	Grand Total \$73,373.27
Work Element 3101	<i>Expended</i>	\$ 6,069.03	\$ 3,417.13	\$ 1,413.28	\$ 602.07	\$ 11,501.51	\$ -	\$ 11,501.51
	<i>Budgeted</i>	\$ 4,201.00	\$ 2,553.00	\$ 994.00	\$ 3,141.00	\$ 10,889.00	\$ -	\$ 10,889.00
	<i>Remaining</i>	\$ (1,868.03)	\$ (864.13)	\$ (419.28)	\$ 2,538.93	\$ (612.51)	\$ -	\$ (612.51)
Work Element 3102	<i>Expended</i>	\$ 1,381.17	\$ 815.71	\$ 324.72	\$ -	\$ 2,521.60	\$ -	\$ 2,521.60
	<i>Budgeted</i>	\$ 2,519.00	\$ 1,531.00	\$ 596.00	\$ -	\$ 4,646.00	\$ -	\$ 4,646.00
	<i>Remaining</i>	\$ 1,137.83	\$ 715.29	\$ 271.28	\$ -	\$ 2,124.40	\$ -	\$ 2,124.40
Work Element 3103	<i>Expended</i>	\$ 5,176.19	\$ 2,988.05	\$ 1,211.34	\$ 400.38	\$ 9,775.96	\$ -	\$ 9,775.96
	<i>Budgeted</i>	\$ 5,024.00	\$ 3,053.00	\$ 1,188.00	\$ -	\$ 9,265.00	\$ -	\$ 9,265.00
	<i>Remaining</i>	\$ (152.19)	\$ 64.95	\$ (23.34)	\$ (400.38)	\$ (510.96)	\$ -	\$ (510.96)
Work Element 3104	<i>Expended</i>	\$ 5,771.38	\$ 3,248.95	\$ 1,343.92	\$ 2,251.96	\$ -	\$ 12,616.21	\$ 12,616.21
	<i>Budgeted</i>	\$ 5,411.00	\$ 3,289.00	\$ 1,280.00	\$ 2,370.00	\$ -	\$ 12,350.00	\$ 12,350.00
	<i>Remaining</i>	\$ (360.38)	\$ 40.05	\$ (63.92)	\$ 118.04	\$ -	\$ (266.21)	\$ (266.21)
Work Element 3105	<i>Expended</i>	\$ 790.00	\$ 412.67	\$ 181.36	\$ -	\$ -	\$ 1,384.03	\$ 1,384.03
	<i>Budgeted</i>	\$ 2,657.00	\$ 1,431.00	\$ 601.00	\$ -	\$ -	\$ 4,689.00	\$ 4,689.00
	<i>Remaining</i>	\$ 1,867.00	\$ 1,018.33	\$ 419.64	\$ -	\$ -	\$ 3,304.97	\$ 3,304.97
Work Element 3106	<i>Expended</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<i>Budgeted</i>	\$ 1,064.00	\$ 646.00	\$ 252.00	\$ -	\$ -	\$ 1,962.00	\$ 1,962.00
	<i>Remaining</i>	\$ 1,064.00	\$ 646.00	\$ 252.00	\$ -	\$ -	\$ 1,962.00	\$ 1,962.00
Work Element 3107	<i>Expended</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<i>Budgeted</i>	\$ 1,673.00	\$ 1,017.00	\$ 396.00	\$ -	\$ 3,086.00	\$ -	\$ 3,086.00
	<i>Remaining</i>	\$ 1,673.00	\$ 1,017.00	\$ 396.00	\$ -	\$ 3,086.00	\$ -	\$ 3,086.00
Work Element 3108	<i>Expended</i>	\$ 180.00	\$ 92.05	\$ 41.16	\$ -	\$ 313.21	\$ -	\$ 313.21
	<i>Budgeted</i>	\$ 1,662.00	\$ 1,010.00	\$ 393.00	\$ -	\$ 3,065.00	\$ -	\$ 3,065.00
	<i>Remaining</i>	\$ 1,482.00	\$ 917.95	\$ 351.84	\$ -	\$ 2,751.79	\$ -	\$ 2,751.79
Work Element 3109	<i>Expended</i>	\$ 112.50	\$ 57.53	\$ 25.73	\$ -	\$ 195.76	\$ -	\$ 195.76
	<i>Budgeted</i>	\$ 821.00	\$ 499.00	\$ 194.00	\$ -	\$ 1,514.00	\$ -	\$ 1,514.00
	<i>Remaining</i>	\$ 708.50	\$ 441.47	\$ 168.27	\$ -	\$ 1,318.24	\$ -	\$ 1,318.24
Work Element 3110	<i>Expended</i>	\$ 290.74	\$ 148.68	\$ 66.48	\$ -	\$ 505.91	\$ -	\$ 505.91
	<i>Budgeted</i>	\$ 832.00	\$ 506.00	\$ 197.00	\$ -	\$ 1,535.00	\$ -	\$ 1,535.00
	<i>Remaining</i>	\$ 541.26	\$ 357.32	\$ 130.52	\$ -	\$ 1,029.09	\$ -	\$ 1,029.09
Work Element 3111	<i>Expended</i>	\$ 19,586.47	\$ 10,439.35	\$ 4,513.26	\$ 20.00	\$ -	\$ 34,559.08	\$ 34,559.08
	<i>Budgeted</i>	\$ 21,052.00	\$ 12,794.00	\$ 4,979.00	\$ 14,175.00	\$ -	\$ 53,000.00	\$ 53,000.00
	<i>Remaining</i>	\$ 1,465.53	\$ 2,354.65	\$ 465.74	\$ 14,155.00	\$ -	\$ 18,440.92	\$ 18,440.92



5220 Lovers Lane, Suite 110
Portage, MI 49002

Invoice

Date	Invoice #
8/31/2014	08312014-3

Bill To:

Southcentral MI Planning Council
c/o Kalamazoo County Planning
201 West Kalamazoo Ave RM 101
Kalamazoo MI 49001

Description	Amount
August 2014 (FY 2014) Progress Report Billing: Contract No. 2013-0048 Z/4: MTF Funds	951.99
Total	\$951.99



5220 Lovers Lane, Suite 110
Portage, MI 49002

Invoice

Date	Invoice #
8/31/2014	08312014-1

Bill To:

Southcentral MI Planning Council
c/o Kalamazoo County Planning
201 West Kalamazoo Ave RM 101
Kalamazoo MI 49001

Description	Amount
August (FY 2014) Progress Report Billing Contract No. 2013-0048 Z/3 Region Asset Management MTF	1,022.29
Total	\$1,022.29



Southcentral Michigan Planning Council

300 South Westnedge
Kalamazoo, Michigan 49007

Phone: 269-384-8305
Fax: 269-383-8920

BILL TO

Pat Kulikowski
St. Joseph County Planning Commission
P.O. Box 189
Centreville, Michigan 49032

Invoice

Invoice No.	002
-------------	-----

DATE	DUE DATE
10/01/14	11/01/14

QUANTITY	Date of Service	DESCRIPTION	COST EA	AMOUNT
1	7/23/2014	Desk Review of Sherman Township Rezoning	\$ 160.00	\$ 160.00
1	9/24/2014	Desk Review of Colon Township Ordinance Amendments	\$ 160.00	\$ 160.00
			TOTAL DUE	\$ 320.00



PLEASE RETURN THIS PORTION

Invoice No. 002

Please mail to:
Southcentral Michigan Planning Council
300 S Westnedge
Kalamazoo, MI 49007

Make check payable to:
Southcentral Michigan Planning Council

(Please note or make any mailing corrections below)

Pat Kulikowski
St. Joseph County Planning Commission
P.O. Box 189
Centreville, Michigan 49032

Due Date 11/01/14	Total Due \$320.00
Amount Enclosed:	\$ _____

**AGREEMENT ADDENDUM NO. 1
BETWEEN THE SOUTH-CENTRAL MICHIGAN PLANNING COUNCIL
AND THE KALAMAZOO AREA TRANSPORTATION STUDY**

This Addendum, made and entered into this the ____ of _____, 2014, by and between the South-Central Michigan Planning Council, (hereinafter as referred to as the "SMPC"), and the Kalamazoo Area Transportation Study (hereinafter as referred to as "KATS").

WITNESSETH

WHEREAS, the SMPC and KATS has previously entered into an Agreement, dated March 4, 2014, for planning services; and

WHEREAS, both parties agree to extend the agreement for an additional year;

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements of the parties hereto, it is mutually understood and agreed by and between the parties that the existing Contract between the two parties be amended as follows:

1. KATS, if it chooses and as directed and approved by the SMPC, may provide planning services on a project-by-project basis from October 1, 2014 through September 30, 2015.

Except as hereinabove specifically modified, the Agreement and its provisions between the parties dated March 4, 2014, will remain in full force and effect.

IN WITNESS THEREOF, the parties hereto have set their hands the date first above written.

SIGNATURE SECTION

For: KALAMAZOO AREA TRANSPORTATION STUDY

By: _____

*David Anderson

Its: Chairperson

Date: _____

For: SOUTH-CENTRAL MICHIGAN PLANNING COUNCIL

By: _____

*

Its: Chairperson

Date: _____

CONTRACT FOR PROFESSIONAL SERVICES BETWEEN THE TOWNSHIP OF HOMER
AND THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL

THIS CONTRACT is made and entered into this ___ day of _____, 20___, between the Township of Homer, 130 E. Main, Homer, Michigan 49245 (hereinafter referred to as the “Township”), and The Southcentral Michigan Planning Council, 201 West Kalamazoo Avenue, Room 101, Kalamazoo, MI 49007 (hereinafter referred to as the “SMPC”).

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

WHEREAS, the Township has not prepared a Master Plan since 1988; and

WHEREAS, the Township Board of Trustees and the Township Planning Commission have a desire to prepare a new plan; and

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

WHEREAS, SMPC has the expertise to assist the Township in updating the Township’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 Township Board/Township Planning Commission and limited by this contract, provide a new Township Master Plan.
2. Draft all public notices and affidavits for the Township’s use in meeting State Statutes for a Master Plan.
3. Attend, on an as needed basis, Township Planning Commission or Township Board of Trustee meetings.
4. Maintain regular communications with Township Clerk.
5. Submit invoices for duties performed as part of this contract in a timely manner. The compensation rate is detailed in Section III.

SECTION II: THE TOWNSHIP'S DUTIES

The Township agrees to perform the following duties:

1. Authorize SMPC to conduct work related to the preparation of the Township 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 for a master plan update, as required by state statute.
6. Reimburse SMPC for duties performed as part of this contract in a timely manner. The compensation rate is detailed in Section III.

SECTION III: COMPENSATION

SMPC shall be compensated for expenses associated with duties performed as part of this contract. Township will reimburse SMPC at a rate of \$45 per hour of work devoted to this project.

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 Township unless the language of the provision clearly indicates that it applies only to SMPC or the Township.

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 Township, 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 Township 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 Township, 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 Township 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 Township to, in its sole discretion, immediately terminate this Contract.

3. **DISPUTE RESOLUTION.** In the event a dispute arises between the Township 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 Township 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 TOWNSHIP 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 Township and SMPC.

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

6. **NOTICES.** Any Notice/Communication required, or permitted, under this Contract from one party to another, including SMPC's request for assistance from Township 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, Administrator
201 W Kalamazoo Ave
Room 101
Kalamazoo, MI 490007
(269) 384-8305

TOWNSHIP:
Todd Wildt
130 E. Main
Homer, MI 492455
(517) 568-4786

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 Barry, Branch, Calhoun, Kalamazoo and St. Joseph Counties, Michigan.

SIGNATURE SECTION

For: SOUTHCENTRAL MICHIGAN PLANNING COUNCIL

By: _____
*Kathy-Sue Dunn

Date:

Its: Chairperson

For: TOWNSHIP OF HOMER

By: _____
*Todd Wildt

Date:

Its: Supervisor

CONTRACT FOR PROFESSIONAL SERVICES BETWEEN THE KALAMAZOO COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY AND THE SOUTH-CENTRAL
MICHIGAN PLANNING COUNCIL

THIS CONTRACT is made and entered into this ____ day of _____, 20__, between the Kalamazoo County Brownfield Redevelopment Authority, 201 W Kalamazoo Ave, Room 101, Kalamazoo, Michigan 49007 (hereinafter referred to as “KCBRA”), and The South-Central Michigan Planning Council, 201 West Kalamazoo Avenue, Room 101, Kalamazoo, MI 49007 (hereinafter referred to as the “SMPC”).

WHEREAS, KCBRA requires administrative staff; and

WHEREAS, the Kalamazoo County Department of Planning and Community Development (County) under normal circumstances provides staff; and

WHEREAS, the County is transitioning between staff members that, in part, administer the KCBRA; and

WHEREAS, SMPC has experienced staff available to assist the KCBRA.

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 needed, perform duties on behalf of the KCBRA normally assigned to County staff.
2. Attend and prepare for KCBRA Board and Committee meetings.
3. Maintain regular communications with County staff and the KCBRA.
4. Submit invoices for duties performed as part of this contract in a timely manner. The compensation rate is detailed in Section III.

SECTION II: KCBRA’S DUTIES

The KCBRA agrees to perform the following duties:

1. Authorize SMPC to conduct work on behalf of the KCBRA.
2. Maintain regular communications with SMPC staff.

3. Provide SMPC with a notice of termination, when/if the County has hired staff to assist the KCBRA.
4. Reimburse SMPC for duties performed as part of this contract in a timely manner. The compensation rate is detailed in Section III.

SECTION III: COMPENSATION

SMPC shall be compensated for expenses associated with duties performed as part of this contract. KCBRA will reimburse SMPC at a rate of \$43 per hour of work devoted to this project. KCBRA will also reimburse SMPC for material and travel costs associated with this contract.

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 KCBRA Board.

SECTION V: TERMINATION OF CONTRACT

This contract will expire when SMPC receives notice from the KCBRA that staffing services are no longer needed, when the KCBRA receives notice from SMPC that staffing capacity is no longer available, or one (1) year from the date of this contract whichever occurs first.

SECTION VI: GENERAL TERMS AND CONDITIONS APPLICABLE TO BOTH PARTIES

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

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 KCBRA, 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 KCBRA 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 KCBRA, its agents, employees, officers, 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 KCBRA 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 KCBRA to, in its sole discretion, immediately terminate this Contract.

3. DISPUTE RESOLUTION. In the event a dispute arises between the KCBRA 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 KCBRA 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 THE COMPANY THAT ARE IDENTIFIED IN THIS CONTRACT AS CONSTITUTING A MATERIAL BREACH OF THIS CONTRACT.

4. ASSIGNMENT. This is a Contract for Professional Services and SMPC may not assign its interest in this Contract without the express written consent of the KCBRA.

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

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

7. NOTICES. Any Notice/Communication required, or permitted, under this Contract from one party to another, including KCBRA's request for assistance from SMPC personnel 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, Administrator
201 W Kalamazoo Ave
Room 101
Kalamazoo, MI 490007
(269) 384-8305

KCBRA:
Lotta Jarnefelt
201 W Kalamazoo Ave
Room 101
Kalamazoo, MI 490007
(269) 384-8112

8. 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.

9. 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.

10. 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.

11. 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.

12. 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 Barry, Branch, Calhoun, Kalamazoo and St. Joseph Counties, Michigan.

SIGNATURE SECTION

For: SOUTH-CENTRAL MICHIGAN PLANNING COUNCIL

By: _____
*Kathy-Sue Dunn

Date: _____

Its: Chairperson

For: The Kalamazoo County Brownfield Redevelopment Authority

By: _____
*Joe Agostinelli

Date: _____

Its: Chairperson



South-Central Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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

RESOLUTION

TO APPROVE THE FIVE YEAR COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY AND COMMIT TO UPDATES

WHEREAS, Region 3 was created as the Southcentral Michigan Planning and Development Council ("SMPC") on June 13, 1973, pursuant to P.A. 281 of 1945.

WHEREAS, Region 3 consists of the Counties of Barry, Branch, Calhoun, Kalamazoo and St. Joseph and is represented by SMPC.

WHEREAS, a primary mission of SMPC is to conduct economic development services and the CEDS is a direct economic development service;

WHEREAS, a comprehensive economic development strategy (CEDS) had not been completed for Region 3 for several years;

WHEREAS, SMPC partnered with the W. E. Upjohn Institute to complete the CEDS;

WHEREAS, the SMPC Board has reviewed the CEDS;

APPROVAL OF THE COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY

NOW THEREFORE, BE IT RESOLVED, that the SMPC Board hereby approves the CEDS and requests approval by the U.S. Department of Commerce, Economic Development Administration.

COMMITMENT TO CONDUCT UPDATES OF THE COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY

RESOLVED FURTHER, that SMPC hereby commits to perform annual updates to the CEDS and to rewrite the CEDS on the fifth year.

MOVED BY: _____

SECONDED BY: _____

RESOLVED ON THE SEVENTH DAY OF OCTOBER, 2014

Chairperson

Date



ArtServe Michigan

Phase 2 Creative Industries Research, Reporting and Dissemination Project

SECTION A.2 - INVESTMENT (PROJECT) DESCRIPTION

ArtServe Michigan requests \$100,000 in grant funding from the US Economic Development Administration through its Local Technical Assistance program to conduct a second phase of comprehensive research, analysis and reporting on the extent, composition and contributions of Michigan's creative and design industries – statewide and in key regions including Detroit, Ann Arbor, Flint and Grand Rapids – and providing a solid foundation for the development of economic strategies cultivating growth opportunities for jobs and businesses in the creative and design industries. This effort is designed as an expansion of ArtServe's [Creative State Michigan](#) research initiative, launched in 2012 with a series of annual reports on the economic and social contributions of Michigan's nonprofit arts and cultural sector.

ArtServe Michigan is the statewide nonprofit organization leading advocacy for the transformative power of the creative economy in Michigan. Our case – the creative sector is an essential ingredient to Michigan's reinvention; contributing jobs and economic benefits, creating vibrant communities to attract/retain business and talent, supporting statewide cultural tourism aims, and transforming the lives of people of all ages.

With an aim of cultivating growth opportunities for Michigan's creative economy – for profit and nonprofit – ArtServe embarked on a new research project in 2013, in partnership with the Detroit Creative Corridor Center, to comprehensively define and measure the influence of the creative and design industries -- to Michigan's economy. This new research was designed as a complement to ArtServe's annual nonprofit reports launched in 2012 using data from the [Cultural Data Project](#), a national online data management system documenting the health and vitality of nonprofit arts and cultural sector and incubated by The Pew Charitable Trusts. ArtServe's first Creative Industries Report was released in January 2014 providing a comprehensive snapshot of Michigan's creative and design industries – for profit creative businesses and nonprofit arts and cultural organizations – in core industries such as advertising, literary/publishing/print, design, film/audiovisual/broadcasting, and architecture.

The Phase 2 initiative will focus on updating research and data analysis, benchmarking Michigan against state and regional competitors in the US, engaging state and regional creative industry leaders and stakeholders in evaluating the findings, discussing needs and opportunities for cultivating sector growth, highlighting case study models, and disseminating and promoting findings and recommendations via interactive web, online and print media. ArtServe seeks to position Phase 2 findings and recommendations as a framework for the development of state and regional economic development priorities, strategies and investments to strengthen and grow jobs and businesses across Michigan's creative and design industries.

The project will be designed with a statewide focus and in selected key regions – Detroit (Wayne, Oakland and Macomb Counties), Ann Arbor (Washtenaw County), Grand Rapids (Kent

County) and Flint (Genesee County). These regions encompass the five counties defined as having the highest level of creative industries activities by jobs, wages and establishments in the Phase 1 report released in January 2014 and warranting further study to understand the opportunities for regional and statewide efforts to cultivate sector growth. The Flint/Genesee County region is also included given its status as an economically distressed community as well as the City's intentions to position the creative sector as a contributor to the region's economic revitalization.

ArtServe has assembled a team of strategic partners for the Phase 2 Creative Industries Research project. At the state level, ArtServe has partnered with the [Michigan Economic Development Corporation \(MEDC\)](#), which has committed a matching contribution of \$25,000 in recognition of the opportunities to cultivate future jobs and business growth through this foundational research. This research project is strategically aligned with the MEDC's [Automotive Industry Office](#) and its aims to advance growth of Michigan's auto industry and the integral role of the design industries to the future growth and prosperity of the auto industry in Michigan. ArtServe has also partnered with [Prima Civitas](#), a nonprofit organization based in East Lansing whose efforts seek to create resilient, adaptive communities in Michigan that benefit the state's economy through the areas of innovation/emerging markets, talent, regional development and international trade. Prima Civitas has committed support through the sharing of a complementary study specific to Michigan's design industries to be conducted by the Anderson Economic Group and completed in fall 2014. The [Detroit Creative Corridor Center](#), a nonprofit corporation established to advance Detroit's creative industries, has committed \$20,000 to support the Detroit regional focus for this project. ArtServe will further commit a total of \$20,000 each from its annual operating grants awarded by The Kresge Foundation and Masco Corporation Foundation. These grants are pending annual renewal in June 2014 and it is expected they will be awarded in July 2014 as in previous years.

ArtServe also proposes to engage a national advisor to contribute valuable creative industries expertise to this project and ensure that the research, findings and outcomes are positioned strategically within the national creative economy framework. This positions the project for national replication as a leading model in creative economy research, public policy and economic development in the US. The national advisor to this project will guide and counsel ArtServe and its partners in the planning, design and implementation of this project and assist with facilitation of regional focus groups. A key resource that will inform ArtServe's research design is "[America's Creative Economy: A Study of Recent Conceptions, Definitions and Approaches to Measurement across the USA](#)", the first national study of creative economy initiatives in the US published in August 2013 by the [Creative Economy Coalition of the National Creativity Network](#) with support from the National Endowment for the Arts. ArtServe seeks to learn from experiences of peers such as the Cultural Alliance of Greater Milwaukee, who secured a first US EDA grant supporting creative industries research described in the 2011 publication "[Creativity Works! Milwaukee Regional Creative Industries Project](#)", positioning the development of strategic priorities to cultivate the region's creative industries and rebranding of the organization as [Creative Alliance Milwaukee](#) to better serve the creative sector.

In the design and implementation of this project, ArtServe will also engage regional economic development agencies and regional planning councils for each of the municipalities and counties in the selected key regions. The project has been submitted for review and inclusion into the CEDS plans coordinated by SEMCOG for southeast Michigan, the West Michigan Regional Planning Commission for the Grand Rapids region, and the Flint and Genesee County Chamber of Commerce for the Flint region. ArtServe will also partner with the Michigan Association of Regions, and its network of regional planning councils, offering the research

findings and initial recommendations as resources for regional economic development planning and public policy efforts. ArtServe will also partner with the cities and counties in these selected regions and letters of support from each of these units of government are contained within this application as an attachment. ArtServe will further partner with key economic development and creative industries partners such as, but not limited to, the Detroit Creative Corridor Center, Design West Michigan, Ann Arbor Spark, The Right Place, Start Garden and the University Research Corridor in the implementation of this project. In addition, ArtServe will engage its university partners – the University of Michigan, University of Michigan – Flint, College for Creative Studies, and Kendall College of Art & Design as examples.

ArtServe will develop project partnerships with the Michigan Prosperity Regions, and as a priority Prosperity Regions 4, 6, 9 and 10. The Prosperity Regions are a key catalyst for engaging local leaders in business, talent and infrastructure development. Participation and input from stakeholders in these collaborative regional efforts will be sought and Phase 2 findings will be shared to advance the development of comprehensive economic development strategies.

Data Sources and Key Analytics

The proposed Phase 2 research will be designed to provide county-level, Metropolitan Statistical Areas (MSA), the State of Michigan and US breakdowns for data. Data sources include the US Census Non-employer Statistics – self-employed/sole proprietorships, unincorporated businesses, incorporated small businesses without employees (NES); US Bureau of Labor Statistics Quarterly Census of Employment and Wages (QCEW); and US Bureau of Labor Statistics Occupational Employment Statistics (OES). All sources are publicly available through the Bureau of Labor Statistics or the US Census Bureau. ArtServe selected and categorized NAICS and SOC codes for this research based on a review of existing research and research methodologies of other groups undertaking similar work in the US and internationally. A key resource used was [America's Creative Economy](#), a study by [The Creative Economy Coalition of the National Creativity Council](#) released in August 2013 documenting 27 creative industries research initiatives in the US and their similarities in defining the creative industries.

Key analytics for the Phase 2 research will include:

- Ranking by creative industry subsectors
- Revenue generated by and distributed through creative industries
- Comparison of jobs – total direct jobs, number of total jobs by industry, and job gains/losses
- Average salary by industry and of creative industry by sector
- Self-employed/non-employers
- List of sectors with the most self-employed
- Number of firms in the creative industry by sector – self-employed
- Industry snapshot by sector – number of establishments, jobs, revenue and wages

Phase 1 Research Findings

The [January 2014 report](#) documented that in 2011, the creative industries put nearly 75,000 people to work in more than 9,700 businesses in Michigan – 3.1% of state employment totals and 4.6% of state business totals -- in leading core industries such as advertising, publishing and printing, design, film/media and broadcasting and architecture. Michigan has an outstanding tradition of producing creative ideas, content, products and services of global significance. The value of Michigan's creative and design industries sector is shown in its rich artistic, cultural, and creative offerings produced by individuals, companies and organizations. The creative sector in Michigan represents a strategic opportunity for economic growth and this research is designed

as the foundation for creating an evidenced-based approach for assessing its impact and growth trends over time. Highlights of the January 2014 report include:

- Data from the 2011 Bureau of Labor Statistics Quarterly Census of Employment and Wages (QCEW). Contains county, Metropolitan Statistical Areas (MSA), State of Michigan and US breakdowns for data.
- ArtServe Michigan selected and categorized 141 NAICS and 96 SOC codes for the full study based on a review of existing research and research methodologies of other groups undertaking similar work in the US. This first report focuses on a total of 67 6-digit NAICS codes for QCEW study.
- In 2011, Michigan's creative industries accounted for 9,758 workplaces and 74,049 employees -- 3.1% of the \$115,089,029,996 total state wages and 4.6% of 211,030 businesses statewide.
- A select list of 37 NAICS codes represents 53.8% of all wages for core creative industry establishments totaling \$1,913,876,155. These selected creative industry wage snapshots reveal the top 5 earners including: advertising (\$560,900,780), literary/publishing/print (\$357,658,310), design (\$321,817,509), film/audiovisual/broadcasting (\$233,472,123) and architecture (\$196,214,862).
- The top 5 counties for creative industries, determined by wages, employees and number of establishments, listed in order are Oakland, Wayne, Kent, Washtenaw and Macomb counties. Oakland County's total employee wages exceeded \$1.3 billion; Wayne County, \$808 million; Kent County, \$248 million; Washtenaw County, \$181 million; and Macomb County, \$175 million.

Phase 2 Creative Industries Research, Reporting and Dissemination

The proposed Phase 2 scope of work includes the following activities to be conducted over the one-year period beginning September 1, 2014 or earlier depending upon funding availability:

- Engage a research consultant partner with demonstrated professional and technical experience and expertise in creative industries research and analysis at the national and/or international levels, to be responsible for conducting the research and analysis using the baseline data from Phase 1 and other sources as appropriate, and to assist with producing the written report and related dissemination resources and tools.
- Engage a national advisor with creative industries research and public policy expertise to ensure that the research, findings and outcomes are positioned strategically within the national creative economy framework, and to position the project for national replication as a leading model in creative economy research, public policy and economic development in the US. The national advisor to this project will guide and counsel ArtServe and its partners in the planning, design and implementation of this project and assist with facilitation of regional focus groups.
- Update prior contextual literature review, as may be necessary, to document international and national best practice models for creative and design industries research, reporting, case-making and public policy initiatives employed to advance the sector.
- Evaluate and further refine the quantitative methodology for defining and tracking the economic influence of the creative industries in Michigan and key regions (specifically to investigate whether the [NESTA dynamic mapping methodology](#) using creative intensity measures can be exported to the US/Michigan).
- Update data and analysis using the latest available data sources for QCEW, NES and OES from the US Bureau of Labor Statistics and US Census Bureau.

- Assess and benchmark Phase 2 research findings for Michigan and the key regions against selected cities, regions or states identified as strategic comparative models and including, at a minimum: Austin, Boston, Chicago, Cleveland, Los Angeles, Milwaukee, Minneapolis/St. Paul, New Orleans, Pittsburgh, San Francisco and Seattle.
- Coordinate with other entities conducting related research or studies in Michigan to maximize opportunities to align, utilize, share and learn from such complementary initiatives while avoiding duplication of efforts.
- Convene a series of interdisciplinary brainstorming and ideation workshops with key state/regional creative and design industries leaders and stakeholders, and individual meetings as necessary, to prototype, evaluate and discuss research findings and implications; identify other critical analytics and data needed on the sector; identify model entrepreneurs, businesses or projects for regional case study purposes; and develop regional and statewide public policy/program/investment recommendations. The Phase 2 report will serve as the foundation for the future development of a strategic plan to advance economic growth in Michigan's creative and design industries.
- Develop qualitative case studies documenting Michigan's creative and design industries in the selected key regions through selected stories and experiences to illuminate the data and highlight growth opportunities of and needed supports for the sector. In partnership with the Michigan Economic Development Corporation and its Auto Industry Center, ArtServe shall include case studies reinforcing the critical role of the design industries in Michigan's auto industries. Such case studies will be incorporated into the comprehensive Phase 2 report as well as featured in the web and online communication tools and strategies.
- Work with key partners, creative industry leaders and stakeholders to define existing infrastructure gaps and opportunities to strengthen resources and supports needed to cultivate sector growth and prosperity, and develop a Creative Industries Resource Toolkit to bring critical information, resources and networks to the creative practitioners, entrepreneurs and businesses seeking to establish or expand business opportunities in the creative and design industries.
- Prepare, publish and disseminate a comprehensive written report and design an interactive website using data visualization to share findings and recommendations. ArtServe will seek competitive bids from Michigan-based firms to design and produce these strategic communication tools.
- Plan and implement a strategic communications strategy to ensure that Phase 2 report findings, case studies and recommendations are disseminated using print, online and social media tools to key media, partner and stakeholder constituencies in an effort to maximize awareness and understanding of the findings, and position opportunities for the development of economic growth priorities and strategies that will cultivate jobs and business growth in the creative and design industries in Michigan.

ArtServe also will host a Creative and Design Industries Summit by the third quarter of 2015, in collaboration with key partners such as the Michigan Economic Development Corporation, Detroit Creative Corridor Center and Prima Civitas, to disseminate findings, highlight case studies, and engage key state and regional stakeholders in dialogue on strategic opportunities to cultivate growth of Michigan's creative and design industries – jobs and businesses. The Summit will be designed to feature experiences of national and international leaders in creative economy research and public policy development to ensure that Michigan's efforts are framed in context with such leading models while offering opportunities to serve as a leading practice model for national replication and learning.

The completion of this Phase 2 research initiative will ensure that the research is robust, easy to update and benchmark, that in its dissemination makes a strategic impact on state and regional decision-makers and stakeholders in the economic development realm, and that it leads to informed evidenced-based advocacy and policy development aimed at developing economic growth and prosperity – jobs and businesses -- for Michigan’s creative and design industries.

DATE

Ms. Jennifer H. Goulet, President and CEO
Creative Many Michigan
1 Clover Court
Wixom, MI 48393

RE: Letter of Support - Phase 2 Creative Industries Research, Reporting and Dissemination Project

Dear Ms. Goulet:

Thank you for sharing information regarding Creative Many Michigan's (formerly ArtServe Michigan) proposal to conduct Phase 2 research on Michigan's creative industries with funding awarded in September by the US Economic Development Administration under its Local Technical Assistance grant program. This letter confirms that the Southcentral Michigan Planning Council enthusiastically supports this initiative and is interested in exploring the potential opportunities to integrate the research findings and resources as a tool in the economic development plans for our region which encompasses Branch, Calhoun, Kalamazoo and St. Joseph Counties. We would be further interested in engaging with Kalamazoo and Battle Creek partners to explore a funding partnership to support a comprehensive regional report including focus groups, regional data analysis, case studies and policy recommendations.

The proposed Phase 2 research will provide valuable information to assist us in documenting the extent, composition and contributions of the creative and design industries in south central Michigan and deepen our understanding of the growth opportunities and challenges facing these industries in our region. With these resources in hand, we will be positioned to engage local creative leaders in defining key relationships, growth sectors, supply chain gaps and opportunities that will position our region to develop strategies to cultivate economic growth of these industries and attract creative talent. The project will also further aims of strengthening the region's community assets with its focus and inclusion of both the nonprofit and for profit creative industries, including the array of arts and cultural resources contributing powerfully to our area's quality of place.

Thank you again for sharing the information on this proposed project and the invitation to consider how we might work together to position this project as a strategic resource in the economic development planning for the counties in our region.

Sincerely,

NAME, TITLE
Southcentral Michigan Planning Council