



Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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

December Board Meeting Agenda

MEETING DATE: Tuesday, December 1, 2015
MEETING TIME: 2:00 pm
MEETING LOCATION: City of Marshall – Marshall Area Economic Development Alliance
323 W. Michigan Avenue, Marshall, MI 49068

1. **Call to Order**
2. **Members Excused**
3. **Action: Approval of the Agenda**
4. **Action: Approval of the Minutes**
5. **Citizen Comments**
6. **Invoices**
 - a. None
7. **Treasurer's Report**
 - a. Provided in Packet (provided at meeting)
8. **Transportation/KATS Items**
 - a. Monthly Report Presented at the meeting
9. **Discussion: Regional Prosperity Initiative**
 - a. Update on Regional Prosperity Meetings
 - b. FY 2016 Grant Application
10. **Staff Report/Other:**
 - a. Pennfield Township Recreation Plan
 - b. Fabius Township
11. **Board Member Comments**
12. **Action: Adjournment**

Next Meeting: January 5, 2016
W.E. Upjohn Institute
300 S. Westnedge Ave, Kalamazoo, MI 49007



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October Board Meeting Minutes

MEETING DATE: Tuesday, October 6, 2015
MEETING TIME: 2:00 pm
MEETING LOCATION: Coldwater Municipal Building
One Grand Street, Coldwater, MI 49036

1. **Call to Order**
2. **Members Present:** Baker, Dunn, Frantz, Geiger, Hazelbaker, Reid, Robey, Seyburn, Wheat
3. **Members Excused:** Baker, Byrnes, Shaffer
 - a. *Hazelbaker made a motion to excuse the members not present.*
 - i. Frantz seconded the motion.
 - ii. **The motion carried.**
4. **Election of Officers**
 - a. *Seyburn made a motion to close the nomination for officers and nominate as slate of:*
 - i. *Geiger as chair*
 - ii. *Baker as vice-chair*
 - iii. *Reid as Treasurer*
 - iv. *Hazelbaker as the Secretary*
 - b. Reid seconded the motion.
 - i. **The motion carried.**
5. **Action: Approval of the Agenda**
 - a. *Frantz made a motion to approve the agenda.*
 - i. Reid seconded the motion.
 - ii. **The motion carried.**
6. **Action: Approval of the Minutes**
 - a. *Reid made a motion to approve the minutes.*
 - i. Frantz seconded the motion.
 - ii. **The motion carried.**
7. **Citizen Comments**
 - a. None made.
8. **Invoices**
 - a. None
9. **Treasurer's Report**
 - a. Provided in Packet
 - i. The board discussed the format of the treasurer's report and some the financial details in the report.
 - ii. *Frantz made a motion to accept the Treasurer's Report.*
 1. Dunn seconded the motion.
 2. **The motion carried.**
 - b. Michigan Association of Regions Annual (MAR) Dues - \$960.00
 - i. The board discussed the invoice and the appointments to the MAR board.
 - ii. *Seyburn made a motion to approve payment of the invoice for MAR dues.*
 1. Reid seconded the motion.
 2. **The motion carried.**

10. Transportation/KATS Items

- a. KATS Staff gave an update on their activities and the budget for the MDOT work program. The Board was interested in expanding some of the services offered through the work program; a discussion what services are allowed under the work program ensued. The board also discussed how to promote the services offered through the work program.
- b. *Reid made a motion to approve the KATS invoices.*
 - i. Robey seconded the motion.
 - ii. **The motion carried.**

11. Discussion: Annual Items

- a. FY 2016 Budget
 - i. The board discussed some of the details in the budget. There was a focused discussion on how to connect more local units of government with SMPC. The budget discussion was put on hold to discuss the work plan.
 - ii. The board felt that it was important to make accommodations in the budget for additional advertising and promotion. Geiger made some amendments to the budget to reflect the additional costs of promotion.
 - iii. *Hazelbaker made a motion to approve the amended fiscal year 2016 budget.*
 1. Reid seconded the motion.
 2. **The motion carried.**
- b. FY 2016 Meeting Schedule
 - i. Staff presented a proposed meeting schedule for the 2016 fiscal year. The board reviewed and discussed. No amendments were made.
 - ii. *Robey made a motion to set the FY 2016 meeting schedule using the proposed dates, times, and locations.*
 1. Seyburn seconded the motion.
 2. **The motion carried.**
- c. FY 2016 Work Plan
 - i. Staff led the board through a broad work program. The board expressed concern over taking on too many projects with limited staff. Staff said that if additional projects were to come on line, the Upjohn Institute would examine the addition of staff.

12. Discussion: Contract with Calhoun County

- a. Staff noted the need for assistance with planning projects; staff does not currently have the capacity to complete the projects currently awarded. KATS does not have the capacity to assist SMPC staff. Therefore, staff sought out assistance from the Calhoun County Planning Department. The Calhoun County Planning Department has the staff time to assist SMPC.
- b. The board felt that a partnership with Calhoun County was a good idea.
- c. *Seyburn made a motion to approve agreement with Calhoun County.*
 - i. Wheat seconded the motion.
 - ii. **The motion carried.**

13. Discussion: Regional Prosperity Initiative

- a. Staff and Reid gave an update on the activities and direction of the regional prosperity initiative. The Regional Prosperity Initiative in our region awarded grants to a few organizations that proposed projects that coincided with the priorities expressed in the five-year prosperity plan. The Region 8 Prosperity Committee also completed an update to the five-year prosperity plan.
- b. The board also discussed the differences and similarities between Region 8 and Region 4 (the region that contains Barry County).

14. Staff Report/Other:

- a. Staff gave updates on planning activities conducted in the past month. The planning activities included work conducted for St. Joseph County, Pennfield Township, and Homer Township.

15. Board Member Comments

- a. The chair expressed optimism over the upcoming fiscal year.

16. Action: Adjournment

- a. *Frantz made a motion to adjourn the meeting.*
 - i. Wheat seconded the motion.
 - ii. **The motion carried.**

FY 2015 SMPC Budget Statement

12/1/2015

Oct 2014 through September 2015

SMPC General - 34050						
Category	Revenue Received YTD	Receivable		Category	Expenditures YTD	Encumbrance
Member Contribution	\$ 19,500	\$ -		Salary & Benefits	\$ 36,356	\$ -
Payments from MDOT	\$ 43,451	\$ 29,916		Phone, Printing, Etc	\$ 566	\$ -
	\$ -	\$ -		Travel	\$ 1,535	\$ -
	\$ -	\$ -		Training	\$ -	\$ -
	\$ -	\$ -		Dues and Subscriptions	\$ -	\$ -
	\$ -	\$ -		Transportation Contractual	\$ 23,964	\$ 43,546
Totals	\$ 62,951	\$ 29,916			\$ 62,420	\$ 43,546
Total Revenue	\$ 92,867			Total Expenditures	\$ 105,966	
Overall Total (rev-exp)	\$					(13,099)

RPI - 34051						
Category	Revenue Received YTD	Receivable		Category	Expenditures YTD	Encumbrance
Payments from RPI	\$ 18,222	\$ 17,338		Staffing	\$ 24,916	\$ -
	\$ -	\$ -		Phone, Printing, Etc	\$ 33	\$ -
	\$ -	\$ -		Travel	\$ 706	\$ -
Total	\$ 18,222	\$ 17,338			\$ 25,655	\$ -
Total Revenue	\$ 35,560			Total Expenditures	\$ 25,655	
Overall Total (rev-exp)	\$					9,905

Planning Services - 34052						
Category	Revenue Received YTD	Receivable		Category	Expenditures YTD	Encumbrance
Payments from Kal County	\$ 5,890	\$ -		Staffing	\$ 8,124	\$ 2,025
Payments from Homer	\$ -	\$ 3,127		Phone, Printing, Etc	\$ 1	\$ -
Payments from Pennfield	\$ -	\$ 3,135		Travel	\$ 53	\$ -
Total	\$ 5,890	\$ 6,262			\$ 8,178	\$ 2,025
Total Revenue	\$ 12,152			Total Expenditures	\$ 10,203	
Overall Total (rev-exp)	\$					1,948

2015 Rev-Exp \$ (1,246)

Operational Account	Savings Account	
	Last Month	Current
2015 Fund Balance	\$ 7,205	\$ 64,075

Kalamazoo Area Transportation Study (KATS) Southcentral Michigan Planning Council (SMPC)

Progress Report: July 2015-September 2015

3101 Program Management

- ❖ Prepared for and attended SMPC Board Meetings
- ❖ Prepared for and attended meetings between KATS Staff and Director for SMPC
- ❖ Prepared third quarter billing and progress reports
- ❖ Work on the Regional Transportation Planning Work Program
- ❖ Effort reported by the SMPC Director for Financial Management of the Program

3102 Technical Assistance to MDOT (MTF)

- ❖ No Work was completed in this work element
- ❖ Effort reported by the SMPC Director for Technical Assistance to MDOT

3103 Technical Assistance to Member Agencies

- ❖ Prepared for and attended Livable and Sustainable Communities Workshop at WMU.
- ❖ Effort reported by the SMPC Director for Technical Assistance to member agencies

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

- ❖ Review of Rural Task Force Projects for St. Joseph County
- ❖ Effort reported by the SMPC Director for Rural Task Force Communicatons

3105 Public Involvement and Consultation Process for Non-Metropolitan Areas

- ❖ Attended the MTPA Conference
- ❖ Effort reported by the SMPC Director for communications/public involvement for member agencies

3106 Public Involvement for Air Quality Conformity

- ❖ No work completed in this work element

3107 Access Management

- ❖ No work completed in this work element



3108 Byway Program

- ❖ Effort reported by the SMPC Director for the M-179 Byway

3109 Non-Motorized Mapping and Investment Plan

- ❖ Review of potential regional Non-motorized routes

3110 Rural Safety Planning

- ❖ No work was completed in this work element

3111 Asset Management

- ❖ Work on Road Condition Report for Barry County
- ❖ Work on Road Condition Report for Branch County
- ❖ Work on Road Condition Report for Calhoun County
- ❖ Continued researching existing treatment costs and developing realistic treatment cost data
- ❖ Input data into Roadsoft for the region

3114 Governor's Mobility Initiative (Technical Assistance to MDOT)

- ❖ Prepared for and attended Regional Transit Mobility Workshop
- ❖ Effort reported by the SMPC Director for the Governor's Mobility Initiative

Kalamazoo Area Transportation Study
 Southcentral Michigan Planning Council
 October 2014-September 2015 Cost Distribution

		Salary	Fringe	Indirect	Other	Total MTF	Total SPR	(Asset) Total MTF	Total CTF	RTPP Total	Homer Total	Grand Total
RTPP YTD		\$35,075.94	\$15,914.65	\$13,022.40	\$9,354.23	\$24,975.67	\$7,512.03	\$35,879.53	\$5,000.00	\$ 73,367.22	\$ 2,025.00	\$ 75,392.22
Budget		\$50,098.00	\$28,473.00	\$13,254.00	\$14,175.00	\$34,001.00	\$18,999.00	\$53,000.00	\$0.00	\$ 111,000.00	\$ 4,500.00	
Remaining		\$16,578.76	\$13,534.31	\$878.41	\$6,641.30	\$9,025.33	\$11,486.97	\$17,120.47	\$0.00	\$ 37,632.78	\$ 2,475.00	
3101	<i>Expended</i>	\$3,856.28	\$2,545.02	\$1,634.82	\$2,871.53	\$10,907.64				\$ 10,907.64		
Program	<i>Budgeted</i>	\$5,944.00	\$3,209.00	\$1,694.00	\$0.00	\$10,847.00				\$ 10,847.00		
Management	<i>Remaining</i>	\$2,087.72	\$663.98	\$59.18	-\$2,871.53	-\$60.64				\$ (60.64)		-0.56%
3102	<i>Expended</i>	\$3,078.22	\$1,336.40	\$1,127.44	\$73.63	\$5,615.69				\$ 5,615.69		
Technical Assistance	<i>Budgeted</i>	\$2,192.00	\$1,183.00	\$625.00	\$0.00	\$4,000.00				\$ 4,000.00		
to MDOT	<i>Remaining</i>	-\$886.22	-\$153.40	-\$502.44	-\$73.63	-\$1,615.69				\$ (1,615.69)		-40.39%
3103	<i>Expended</i>	\$2,588.22	\$1,672.94	\$1,088.25	\$269.97	\$5,619.38				\$ 5,619.38		
Technical Assistance	<i>Budgeted</i>	\$7,430.00	\$4,012.00	\$2,118.00	\$0.00	\$13,560.00				\$ 13,560.00		
to Member Agencies	<i>Remaining</i>	\$4,841.78	\$2,339.06	\$1,029.75	-\$269.97	\$7,940.62				\$ 7,940.62		58.56%
3104	<i>Expended</i>	\$3,028.74	\$1,313.70	\$1,109.01	\$49.09	\$5,500.54				\$ 5,500.54		
Rural Task Force	<i>Budgeted</i>	\$8,790.00	\$4,746.00	\$2,506.00	\$0.00	\$16,042.00				\$ 16,042.00		
Small Urban	<i>Remaining</i>	\$5,761.26	\$3,432.30	\$1,396.99	-\$49.09	\$10,541.46				\$ 10,541.46		65.71%
3105	<i>Expended</i>	\$1,005.67	\$225.16	\$314.34	\$466.32	\$2,011.49				\$ 2,011.49		
Public Involvement	<i>Budgeted</i>	\$1,367.00	\$738.00	\$390.00	\$0.00	\$2,495.00				\$ 2,495.00		
for Nonmetropolitan Areas	<i>Remaining</i>	\$361.33	\$512.84	\$75.66	-\$466.32	\$483.51				\$ 483.51		19.38%
3106	<i>Expended</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$ -		
Public Involvement	<i>Budgeted</i>	\$257.00	\$137.00	\$68.00	\$0.00	\$462.00				\$ 462.00		
for Air Quality Conformity	<i>Remaining</i>	\$257.00	\$137.00	\$68.00	\$0.00	\$462.00				\$ 462.00		100.00%
3107	<i>Expended</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$ -		
Access Management	<i>Budgeted</i>	\$279.00	\$149.00	\$79.00	\$0.00	\$507.00				\$ 507.00		
	<i>Remaining</i>	\$279.00	\$149.00	\$79.00	\$0.00	\$507.00				\$ 507.00		100.00%
3108	<i>Expended</i>	\$382.17	\$169.28	\$140.83	\$306.79	\$999.08				\$ 999.08		
Byway Program	<i>Budgeted</i>	\$1,071.00	\$578.00	\$305.00	\$0.00	\$1,954.00				\$ 1,954.00		
	<i>Remaining</i>	\$688.83	\$408.72	\$164.17	-\$306.79	\$954.92				\$ 954.92		48.87%
3109	<i>Expended</i>	\$556.48	\$247.35	\$205.29	\$0.00	\$1,009.12				\$ 1,009.12		
Non-Motorized Mapping and	<i>Budgeted</i>	\$869.00	\$469.00	\$248.00	\$0.00	\$1,586.00				\$ 1,586.00		
Investment Plan	<i>Remaining</i>	\$312.52	\$221.65	\$42.71	\$0.00	\$576.88				\$ 576.88		36.37%
3110	<i>Expended</i>	\$454.97	\$202.00	\$167.78	\$0.00	\$824.75				\$ 824.75		
Rural Safety Planning	<i>Budgeted</i>	\$847.00	\$458.00	\$242.00	\$0.00	\$1,547.00				\$ 1,547.00		
	<i>Remaining</i>	\$392.03	\$256.00	\$74.22	\$0.00	\$722.25				\$ 722.25		46.69%
3111	<i>Expended</i>	\$18,568.48	\$7,226.85	\$6,587.83	\$3,496.37			\$35,879.53		\$ 35,879.53		
Asset Management	<i>Budgeted</i>	\$21,052.00	\$12,794.00	\$4,979.00	\$14,175.00			\$53,000.00		\$ 53,000.00		
	<i>Remaining</i>	\$2,483.52	\$5,567.15	-\$1,608.83	\$10,678.63			\$17,120.47		\$ 17,120.47		32.30%
3114	<i>Expended</i>	\$1,556.70	\$975.96	\$646.81	\$1,820.53				\$5,000.00	\$ 5,000.00		
Governor's Mobility	<i>Budgeted</i>	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00	\$ 5,000.00		
Initiative	<i>Remaining</i>								\$0.00	\$ -		0.00%
3112	<i>Expended</i>				\$2,025.00					\$ 2,025.00		
Homer	<i>Budgeted</i>				\$4,500.00					\$ 4,500.00		
	<i>Remaining</i>				\$2,475.00					\$ 2,475.00		55.00%



The Metropolitan Planning Organization for the Greater Kalamazoo Area

5220 Lovers Lane, Suite 110
 Portage, MI 49002
 269-343-0766
 info@KATSmpo.org

Invoice

Date	Invoice #
9/30/2015	15SPR--Q4

Bill To:

Southcentral MI Planning Council
 300 South Westnedge Avenue
 Kalamazoo MI 49007

Description	Amount
July-September Contract No. 2012-0020/Z3; Project No 125003; SPR Funds FHWA	\$2,236.26
Credit for Overpayment:	--\$60.30
Total	\$2,175.96



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Invoice

Date	Invoice #
9/30/2015	15MTF--Q4

Bill To:

Southcentral MI Planning Council
 300 South Westnedge Avenue
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Description	Amount
JUL 15 - SEPT 15 Contract No. 2015-0020/Z2; MTF Funds; MDOT	\$8,608.52
Total \$8,608.52	



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Invoice

Date	Invoice #
9/30/2015	15MTFA--Q4

Bill To:

Southcentral MI Planning Council
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 Kalamazoo MI 49007

Description	Amount
JUL-SEPT 2015 Contract No. 2015-0020/Z1; MTF Asset Funds; State	\$13,857.74
BARRY Adjustment for Asset Management Activities Contract No. 2015-0020/Z1; MTF Asset Funds; State	\$213.88
Total	\$14,071.62

Moving from Tier 1 to Tier 2

Differences between Tier 1 and Tier 2:

Funding:

No changes

Eligible Applicants:

No changes

Regional Structure:

A tier 1 region is simply a committee consisting of the required partners.

A tier 2 region has an independent council and is defined by shared administrative services and an executive governing entity with decision making authority.

Required Participants:

No changes

Deliverables:

Differences include: the addition of a status report on the five-year plan and prioritized list of regional projects; the five-year plan is transformed into a ten-year plan.

Additional Structural Requirements:

Identification of additional opportunities for shared administrative services and decision-making among the private, public and non-profit entities within the region

The Process of Moving from Tier 1 to Tier 2:

1. Create a plan
 - a. The plan shall include:
 - i. An examination of the necessary local formal agreements to share administrative service and decision-making authority
 - ii. Recommendations that eliminate duplicative efforts and administrative functions
 - iii. Recommendations to leverage resources through cooperation, collaboration, and consolidations of organizations or programs throughout the region
2. Implement the plan
 - a. Share administrative services among private, public, and nonprofit entities within the region
 - b. Regionalize decision-making authority among the private, public, and nonprofit entities within the region



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RESOLUTION

TO AUTHORIZE STAFF TO APPLY FOR GRANTS

WHEREAS, the Southcentral Michigan Planning Council ("SMPC") has participated as a co-applicant in the Regional Prosperity Initiative (RPI) since its inception;

WHEREAS, SMPC staff has served as the administrative agent for the Region 8 Prosperity Committee;

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

WHEREAS, SMPC has partnered with the Southwest Michigan Planning Commission to serve as staff to the Region 8 Prosperity Committee;

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

WHEREAS, the regional prosperity grant funding would help further the regionally significant work conducted by the Region 8 Prosperity Committee;

NOW THEREFORE, BE IT RESOLVED, that the SMPC Board recognizes the importance of the Region 8 Prosperity Committee and its work and thus will serve as a co-applicant to the Regional Prosperity Initiative grant application and authorizes SMPC Staff to serve as the administrative staff for the Region 8 Prosperity Committee.

MOVED BY: _____

SECONDED BY: _____

RESOLVED ON THE FIRST DAY OF DECEMBER, 2015

Chairperson

Date