



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 2, 2014
MEETING TIME: 2:00 pm
MEETING LOCATION: Calhoun County Administration Building
315 W Green Street. 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. **Reimbursements and Invoices**
 - a. None
7. **Treasurer's Report**
 - a. Provided at meeting
8. **Transportation/KATS Items**
 - a. Monthly Report Presented at the meeting
 - b. **Action:** Reimbursement Requests and end of year updates
9. **Discussion/Action:** Strategic Calendar Items
 - a. Discussion of strategic planning goals and progress
10. **Discussion:** Regional Prosperity Initiative
 - a. Update on Regional Prosperity Meetings
11. **Discussion/Action:** Planning Services
 - a. Agreement with Homer Township update
12. **Action/Discussion:** CEDS
 - a. Update on EDA Approval still in progress
13. **Staff Report/Other:**
 - a. None
14. **Board Member Comments**
15. **Action:** Adjournment

Next Meeting: January 6th at the W.E. Upjohn Building
300 S. Westnedge, Kalamazoo, MI 49007



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 Minutes

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

- a. The meeting was called to order at 2:00 pm.

2. Members Excused

- a. Conti, Dunn, Miller, Reffitt, and Shaffer were not present.
- b. Hazelbaker made a motion to excuse those not present.
 - i. Frantz seconded. **Motion carried.**

3. Action: Approval of the Agenda

- a. Adams supplied a couple of resolutions that will be acted on under "other".
- b. Huffman made a motion to approve the Agenda as amended.
 - i. Baker seconded. **Motion carried.**

4. Action: Approval of the Minutes

- a. Reid made a motion to approve the September Meeting Minutes.
 - i. Wheat seconded. **Motion carried.**

5. Annual Meeting Items

- a. Election of Officers
 - i. Reid made a motion to nominate Geiger as Chair, Baker as Vice-Chair, Reid as Treasurer, and Hazelbaker as Secretary.
 1. Wheat seconded.
 2. Frantz asked for an update on the transition of Barry County before taking the vote.
 3. Geiger pointed out that a change in leadership is not an incitement on the previous leadership, but rather changes in leadership are healthy.
 4. Reid pointed out that two officer are now from Branch County. Reid amended his motion to appoint Frantz as Vice-Chair.
 5. **Motion carried.**
- b. FY 2015 Meeting Schedule
 - i. After a brief discussion, the board chose to continue to meet on a monthly basis.
 - ii. Huffman made a motion to approve the public notice of Fiscal Year 2015 meeting schedule as presented.
 1. Frantz seconded. **Motion carried.**
 - iii. Staff will distribute the public notice.

6. Citizen Comments

- a. None made.

7. Reimbursements and Invoices

- a. Lee Adams Reimbursement Request - \$400.64
 - i. Reid made a motion to approve the reimbursement request from Lee Adams.
 1. Baker seconded. **Motion carried.**
- b. Kalamazoo County Staffing Time - \$2,461.75
 - i. Reid made a motion to approve the invoice from Kalamazoo County.

1. Wheat seconded. **Motion carried.**

8. Treasurer's Report

- a. Treasurer Reid provided a report at the meeting.
- b. Baker made a motion to accept the report.
 - i. Byrnes seconded. **Motion carried.**

9. Transportation/KATS Items

- a. KATS staff provided a report at the meeting
- b. **Action:** Reimbursement Request - \$951.99; \$1,022.29; = **\$1,974.28**
 - i. Reid made a motion to approve the reimbursement request from KATZ subject to receipt of funds from MDOT.
 1. Frantz seconded. **Motion carried.**

10. Discussion/Action: Strategic Calendar Items

- a. Update on the partnership with the Upjohn Institute and account transfer
 - i. Reid and staff led a brief discussion about the transition of funds to the Upjohn Institute. Reid and staff met with financial staff at the Upjohn Institute; in the meeting Reid was assured that the SMPC funds would be placed in an interest bearing account.

11. Discussion: Regional Prosperity Initiative

- a. Update on Regional Prosperity Meetings
 - i. Staff gave an update on the Region 8 Prosperity Initiative. A five-year prosperity plan, regional dashboard, and website were produced.
 - ii. Staff also outlined the expectations for the second year of the RPI. Staff anticipated that our region would request a smaller amount of funding for FY 2015 since only a portion of the grant was expended in FY 2014.
 - iii. Byrnes and Geiger shared some of their experience with Region 4.
- b. Letter of support for FY 2015 Grant
 - i. Staff asked the board to authorize the chair to submit a letter of support for the FY 2015 RPI grant application. The application will be submitted before SMPC will meet again, so authorization needs to be given at this meeting.
 1. Reid made a motion to authorize the chair to sign a letter of support.
 - a. Frantz seconded. **Motion carried.**

12. Discussion/Action: Planning Services

- a. Work Conducted for St. Joseph County
 - i. Staff performed zoning and ordinance review and send an invoice for the work.
- b. Agreement with KATS
 - i. Staff noted that the agreement to provide planning service in excess of what staff is able to provide had lapsed on September 30th. Staff provided an extension document. The Extension is for one year.
 1. Baker made a motion to approve the contract extension.
 - a. Huffman seconded. **Motion carried.**
- c. Agreement with Homer Township
 - i. Staff requested approval of changes to the contract to with Homer Township to update their master plan.
 - ii. Reid noted that the address listed for SMPC needs to be updated. Staff will incorporate the changes before sending to the chair for an authorized signature.
 - iii. Reid made a motion to approve the contract with Homer Township for planning service.
 1. Frantz seconded. **Motion carried.**
- d. Agreement with the Kalamazoo County Brownfield Redevelopment Authority
 - i. Staff outlined the request from the Kalamazoo County Brownfield Redevelopment Authority (KCBRA) to provide staffing services. Staff noted that Adams had served in this role previously.
 - ii. The KCBRA approved the contract contingent upon review by legal counsel.
 - iii. Geiger pointed out that the address and new chairperson needs to be corrected.

- e. Byrnes made a motion to approve the contract with the Kalamazoo County Brownfield Redevelopment Authority for planning service subject to minor edits from the Kalamazoo County Corporate Counsel.
 - i. Frantz seconded. **Motion carried.**

13. Action/Discussion: CEDS

- a. Action supporting CEDS work
 - i. Staff gave a brief update on the CEDS. The CEDS received no comments. The EDA is currently reviewing the document. The EDA requested that the SMPC board approve the CEDS and commit to annual updates of the document.
 - ii. Byrnes praised staff for their work compiling data and interaction with local officials while completing the CEDS. Other discussion ensued about the CEDS document and projects listed.
 - iii. Staff prepared a resolution that meets the EDA's requirement.
 - iv. Frantz made a motion to approve Resolution 15-1, a resolution to approve the Comprehensive Economic Development Strategy and commit to annual updates.
 - 1. Byrnes seconded. **Motion carried.**

14. Staff Report/Other:

- a. Letter of Support for Artserve
 - i. This item was tabled until the November meeting.
- b. Resolution 15-2
 - i. Staff presented the resolution to Authorize the Chair to enter into contract to provide professional services to local units of government and other organizations.
 - ii. Reid made a motion to approve Resolution 15-2.
 - 1. Baker seconded. **Motion carried.**
- c. Resolution 15-3
 - i. Staff requested authorization to apply for grants through this resolution. This resolution does not authorize staff to accept a grant, only apply.
 - ii. Hazelbaker made a motion to approve Resolution 15-2.
 - 1. Huffman seconded. **Motion carried.**

15. Board Member Comments

- a. Baker noted that Coldwater was about to start an update to their master plan.
- b. Reid noted that Kalamazoo Township just approved their five-year update.

16. Action: Adjournment

- a. The meeting was adjourned at 3:26.

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

RETURN SERVICE REQUESTED

Date 9/30/14 Page 1
Primary Account Acct Ending 1302

169014 1001 0 003671 006604 1/1

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



Checking Account

Account Title: Southcentral Michigan Planning Council

Community Plus		Item Truncation	
Account Number	Acct Ending 1302	Statement Dates	9/02/14 thru 9/30/14
Previous Balance	63,856.82	Days in the Statement Period	29
Deposits/Credits	.00	Average Daily Balance	63,856.82
Withdrawals	.00	Average Collected	63,856.82
Service Charge	.00	Interest Earned	12.69
Interest Paid	13.13	Annual Percentage Yield Earned	0.25%
Ending Balance	63,869.95	2014 Interest Paid	119.31

Deposits and Additions

Date	Description	Amount
9/30	Interest Deposit	13.13

Daily Balance Summary

Date	Balance Date	Balance
9/02	63,856.82 9/30	63,869.95

RECEIVED
OCT -7 2014
BY: _____



Talmer West Bank - Portage Office
 800 East Milham Ave
 Portage MI 49002

Phone: (269) 323-2200 Fax: (269) 323-3251
 www.talmerwest.com

RETURN SERVICE REQUESTED

Date 10/31/14 Page 1
 Primary Account Acct Ending 1302

169014 1103 0 003630 006528 1/1

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



Ask about our Great Home Equity Line Limited-Time Special Offer!

Checking Account

Account Title: Southcentral Michigan Planning Council

Community Plus		Item Truncation	
Account Number	Acct Ending 1302	Statement Dates	10/01/14 thru 11/02/14
Previous Balance	63,869.95	Days in the Statement Period	33
Deposits/Credits	.00	Average Daily Balance	63,869.95
Withdrawals	.00	Average Collected	63,869.95
Service Charge	.00	Interest Earned	14.43
Interest Paid	13.56	Annual Percentage Yield Earned	0.25%
Ending Balance	63,883.51	2014 Interest Paid	132.87

Deposits and Additions

Date	Description	Amount
10/31	Interest Deposit	13.56

Daily Balance Summary

Date	Balance	Date	Balance
10/01	63,869.95	10/31	63,883.51

RECEIVED
 NOV 18 2014

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

3101 *Program Management*

- Attended SMPC meetings
- Monthly billing regarding KATS contract

3102 *Technical Assistance to MDOT*

- No work has been completed in this work element

3103 *Technical Assistance to Member Agencies*

- No work has been completed in this work element

3104 *Management of Rural Task Force Process*

- Review of small urban selected projects
- Scheduling local rural task force meetings
- Analysis of rural task force spreadsheet
- Analysis of rural task force historical and future balances

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

- Review Branch County Asset Management Plan and Battle Creek Road Commission Strategic Plan
- Preparation for Calhoun County PASER ratings
- Calhoun PASER ratings

FY 2014 Region 3 Transportation Work Program Financial Tracking Sheet

**Southcentral Michigan Planning Council - Region 3
October 2013-September 2014 YTD**

Work Element	Budget	Encumbered	Remaining	Barry	Branch	Calhoun	Kalamazoo	St Joseph
3101 Program Management	\$ 10,889.00	\$ 12,800.91	\$ (1,911.91)	\$2,560.18	\$2,560.18	\$2,560.18	\$2,560.18	\$2,560.18
3102 Technical Assistance to MDOT	\$ 4,646.00	\$ 2,416.71	\$ 2,229.29	\$428.86	\$428.86	\$428.86	\$428.86	\$701.27
3103 Technical Assistance to Member	\$ 9,265.00	\$ 9,595.39	\$ (330.39)	\$716.01	\$5,462.60	\$1,456.98	\$1,321.63	\$638.18
3104 Rural Task Force	\$ 12,350.00	\$ 12,628.51	\$ (278.51)	\$1,925.75	\$2,734.84	\$2,725.84	\$2,350.22	\$2,891.86
3105 Public Involvement for Air Quality	\$ 4,689.00	\$ 1,104.27	\$ 3,584.73	\$178.79	\$143.75	\$354.04	\$161.27	\$266.42
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	\$ 249.89	\$ 2,815.11	\$49.98	\$49.98	\$49.98	\$49.98	\$49.98
3109 Non-Motorized	\$ 1,514.00	\$ 157.72	\$ 1,356.28	\$157.72	\$0.00	\$0.00	\$0.00	\$0.00
3110 Rural Safety Planning	\$ 1,535.00	\$ 480.74	\$ 1,054.26	\$391.89	\$22.21	\$22.21	\$22.21	\$22.21
3111 Asset Management	\$ 53,000.00	\$ 28,962.28	\$ 24,037.72	\$3,819.62	\$16,653.28	\$1,969.94	\$1,959.56	\$4,559.89
Total	\$ 106,000.00	\$ 68,396.42	\$37,604.58	\$10,228.81	\$28,055.70	\$9,568.02	\$8,853.92	\$11,689.98

**Southcentral Michigan Planning Council - Region 3
October 2013-September 2014 YTD**

Year To Date	Salary	Fringe	Indirect	Other	Total MTF	Total SPR	Total MTF (Asset)	Grand Total
	\$42,202.28	\$13,819.58	\$9,120.15	\$3,254.41	\$25,701.36	\$13,732.78	\$28,962.28	\$68,396.42
Work Element 3101	<i>Expended</i> \$ 6,669.15	\$ 3,821.80	\$ 1,707.89	\$ 602.07	\$ 12,800.91	\$ -	\$ -	\$ 12,800.91
	<i>Budgeted</i> \$ 4,201.00	\$ 2,553.00	\$ 994.00	\$ 3,141.00	\$ 10,889.00	\$ -	\$ -	\$ 10,889.00
	<i>Remaining</i> \$ (2,468.15)	\$ (1,268.80)	\$ (713.89)	\$ 2,538.93	\$ (1,911.91)	\$ -	\$ -	\$ (1,911.91) -17.56%
Work Element 3102	<i>Expended</i> \$ 1,406.02	\$ 672.34	\$ 338.35	\$ -	\$ 2,416.71	\$ -	\$ -	\$ 2,416.71
	<i>Budgeted</i> \$ 2,519.00	\$ 1,531.00	\$ 596.00	\$ -	\$ 4,646.00	\$ -	\$ -	\$ 4,646.00
	<i>Remaining</i> \$ 1,112.98	\$ 858.66	\$ 257.65	\$ -	\$ 2,229.29	\$ -	\$ -	\$ 2,229.29 47.98%
Work Element 3103	<i>Expended</i> \$ 4,893.77	\$ 3,013.90	\$ 1,287.34	\$ 400.38	\$ 9,595.39	\$ -	\$ -	\$ 9,595.39
	<i>Budgeted</i> \$ 5,024.00	\$ 3,053.00	\$ 1,188.00	\$ -	\$ 9,265.00	\$ -	\$ -	\$ 9,265.00
	<i>Remaining</i> \$ 130.23	\$ 39.10	\$ (99.34)	\$ (400.38)	\$ (330.39)	\$ -	\$ -	\$ (330.39) -3.57%
Work Element 3104	<i>Expended</i> \$ 6,705.03	\$ 2,218.76	\$ 1,452.76	\$ 2,251.96	\$ -	\$ 12,628.51	\$ -	\$ 12,628.51
	<i>Budgeted</i> \$ 5,411.00	\$ 3,289.00	\$ 1,280.00	\$ 2,370.00	\$ -	\$ 12,350.00	\$ -	\$ 12,350.00
	<i>Remaining</i> \$ (1,294.03)	\$ 1,070.24	\$ (172.76)	\$ 118.04	\$ -	\$ (278.51)	\$ -	\$ (278.51) -2.26%
Work Element 3105	<i>Expended</i> \$ 813.88	\$ 135.79	\$ 154.60	\$ -	\$ -	\$ 1,104.27	\$ -	\$ 1,104.27
	<i>Budgeted</i> \$ 2,657.00	\$ 1,431.00	\$ 601.00	\$ -	\$ -	\$ 4,689.00	\$ -	\$ 4,689.00
	<i>Remaining</i> \$ 1,843.12	\$ 1,295.21	\$ 446.40	\$ -	\$ -	\$ 3,584.73	\$ -	\$ 3,584.73 76.45%
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	\$ -	\$ 1,962.00 100.00%
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	\$ -	\$ 3,086.00 100.00%
Work Element 3108	<i>Expended</i> \$ 185.38	\$ 29.53	\$ 34.99	\$ -	\$ 249.89	\$ -	\$ -	\$ 249.89
	<i>Budgeted</i> \$ 1,662.00	\$ 1,010.00	\$ 393.00	\$ -	\$ 3,065.00	\$ -	\$ -	\$ 3,065.00
	<i>Remaining</i> \$ 1,476.62	\$ 980.47	\$ 358.01	\$ -	\$ 2,815.11	\$ -	\$ -	\$ 2,815.11 91.85%
Work Element 3109	<i>Expended</i> \$ 115.92	\$ 19.72	\$ 22.08	\$ -	\$ 157.72	\$ -	\$ -	\$ 157.72
	<i>Budgeted</i> \$ 821.00	\$ 499.00	\$ 194.00	\$ -	\$ 1,514.00	\$ -	\$ -	\$ 1,514.00
	<i>Remaining</i> \$ 705.08	\$ 479.28	\$ 171.92	\$ -	\$ 1,356.28	\$ -	\$ -	\$ 1,356.28 89.58%
Work Element 3110	<i>Expended</i> \$ 290.31	\$ 123.12	\$ 67.31	\$ -	\$ 480.74	\$ -	\$ -	\$ 480.74
	<i>Budgeted</i> \$ 832.00	\$ 506.00	\$ 197.00	\$ -	\$ 1,535.00	\$ -	\$ -	\$ 1,535.00
	<i>Remaining</i> \$ 541.69	\$ 382.88	\$ 129.69	\$ -	\$ 1,054.26	\$ -	\$ -	\$ 1,054.26 68.68%
Work Element 3111	<i>Expended</i> \$ 21,122.83	\$ 3,784.61	\$ 4,054.84	\$ -	\$ -	\$ -	\$ 28,962.28	\$ 28,962.28
	<i>Budgeted</i> \$ 21,052.00	\$ 12,794.00	\$ 4,979.00	\$ 14,175.00	\$ -	\$ -	\$ 53,000.00	\$ 53,000.00
	<i>Remaining</i> \$ (70.83)	\$ 9,009.39	\$ 924.16	\$ 14,175.00	\$ -	\$ -	\$ 24,037.72	\$ 24,037.72 45.35%

Kalamazoo Area Transportation Study

5220 Lovers Lane, Suite 110
 Portage, MI 49002

Credit Memo

Date	Credit No.
9/30/2014	08052014-4

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

P.O. No.	Project

Description	Qty	Rate	Amount
To Record SPR Year End Adjustment		267.46	-267.46
Refund to be issued for balance credit			

Total		-\$267.46
Invoices		\$0.00
Balance Credit		-\$267.46

Kalamazoo Area Transportation Study

5220 Lovers Lane, Suite 110
 Portage, MI 49002

Credit Memo

Date	Credit No.
9/30/2014	08052014-3

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

Description	Qty	Rate	Amount	P.O. No.	Project
October-December Year End Adjustment Contract No. 2013-0048 Z/3 Region Asset Management MTF (Originally billed 3,894.99)		837.01	-837.01		
January Year End Adjustment Contract No. 2013-0048 Z/3 Region Asset Management MTF (Originally billed 4,222.45)		1,058.63	-1,058.63		
February Year End Adjustment Contract No. 2013-0048 Z/3 Region Asset Management MTF (Originally billed 4,539.52)		779.39	-779.39		
March Year End Adjustment Contract No. 2013-0048 Z/3 Region Asset Management MTF (Originally billed 5,637.12)		1,030.90	-1,030.90		
April Year End Adjustment Contract No. 2013-0048 Z/3 Region Asset Management MTF (Originally billed 5,228.92)		1,073.17	-1,073.17		
May Year End Adjustment Contract No. 2013-0048 Z/3 Region Asset Management MTF (Originally billed 5,406.92)		1,057.42	-1,057.42		
June Year End Adjustment Contract No. 2013-0048 Z/3 Region Asset Management MTF (Originally billed 1178.9)		230.98	-230.98		
July Year End Adjustment Contract No. 2013-0048 Z/3 Region Asset Management MTF (Originally billed 3,427.95)		680.03	-680.03		
August Year End Adjustment Contract No. 2013-0048 Z/3 Region Asset Management MTF (Originally billed 1,022.29)		198.64	-198.64		
Applied to July and August amounts previously invoiced and September Invoice attached. Refund to be issued for balance credit.					
				Total	-\$6,946.17
				Invoices	\$5,799.63
				Balance Credit	-\$1,146.54

KATS
5220 Lovers Lane, Suite 110
Portage, MI 49002

PAID

Bill To

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

Invoice

Date 9/30/2014

Invoice # 08052014-4

Description	Amount
September 2014 Progress Billing	1,349.39
Paid with MTF Asset Credit Memo	
Total	\$1,349.39

Phone:

(269) 343-0766

E-mail

info@katsmpo.org



5220 Lovers Lane, Suite 110
Portage, MI 49002

Invoice

Date	Invoice #
9/30/2014	08312014-3

Bill To:

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

Description	Amount
October-December Year End Adjustment: Contract No. 2013-0048 Z/4: MTF Funds (Original Invoice 13,466.54)	-207.93
January Year End Adjustment; Contract No. 2013-0048 Z/4: MTF Funds (Original Invoice 2,162.20)	-333.59
February Year End Adjustment Contract No. 2013-0048 Z/4: MTF Funds (Original Invoice 2817.11)	-43.34
March Year End Adjustment Contract No. 2013-0048 Z/4: MTF Funds (Original Invoice 2,367.48)	57.86
April Year End Adjustment Contract No. 2013-0048 Z/4: MTF Funds (Original Invoice 942.02)	83.15
May Year End Adjustment Contract No. 2013-0048 Z/4: MTF Funds (Original Invoice 1,109.24)	16.23
June Year End Adjustment Contract No. 2013-0048 Z/4: MTF Funds (Original Invoice 271.21)	30.38
July Year End Adjustment Contract No. 2013-0048 Z/4: MTF Funds (Original Invoice 726.17)	-79.82
August Year End Adjustment Contract No. 2013-0048 Z/4: MTF Funds (951.99)	172.69
September Progress Billing Contract No. 2013-0048 Z/4: MTF Funds	1,191.77
Total	\$887.40

MDOT \$ Tracking Sheet

MTF/AM 2014 - Z3					MTF 2014 - Z4					SPR 2014 - Z5				
Invoice #	Total	To MDOT	From	Paid?	#	Total	To M	From M	P	#	Total	To M	From M	P
105	\$ 3,894.99	2/5/2014	3/13/2014	Y	106	\$ 13,466.54	2/5/2014	2/27/2014	Y	107	\$ 3,281.34	2/5/2014	2/27/2014	Y
108	\$ 4,222.45	3/5/2014	3/13/2014	Y	109	\$ 2,162.20	3/5/2014	3/28/2014	Y	110	\$ 3,485.06	3/5/2014	3/28/2014	Y
111	\$ 4,539.52	4/15/2014	6/17/2014	Y	112	\$ 2,817.11	4/15/2014	6/17/2014	Y	113	\$ 2,156.32	4/15/2014	6/17/2014	Y
114	\$ 5,637.12	5/6/2014	6/17/2014	Y	115	\$ 2,367.48	5/6/2014	6/10/2014	Y	116	\$ 2,400.24	5/6/2014	6/10/2014	Y
117	\$ 5,228.92	6/4/2014	8/8/2014	Y	118	\$ 942.02	6/4/2014	6/5/2014	Y	119	\$ 2,546.77	6/4/2014	6/5/2014	Y
120	\$ 5,406.92	7/2/2014	8/8/2014	Y	121	\$ 1,109.24	7/2/2014	7/2/2014	Y	122	\$ 130.51	7/2/2014	7/2/2014	Y
123	\$ 1,178.90	8/7/2014	10/10/2014	Y	124	\$ 271.21	8/7/2014	8/26/2014	Y	131	\$ (267.46)	11/26/2014		N/A X
125	\$ 3,427.95	9/5/2014	11/14/2014	N/A	126	\$ 726.17	9/5/2014	10/10/2014	Y					
127	\$ 1,022.29	10/9/2014	TBD	N/A	128	\$ 951.99	10/9/2014	10/31/2014	N					
129	\$ 1,349.39	11/26/2014	N/A	N/A	130	\$ 1,191.77	11/26/2014							
End Year Adj	\$ (6,946.17)	Audit Credit From KATS			End	\$ (304.37)	Audit Credit			End	\$ (267.46)	Audit Credit		

KATS

Outstanding \$ (1,146.54)
Balance

\$ 1,839.39

\$ (267.46)

MDOT

Outstanding \$ (5,596.78)

\$ 1,839.39

\$ 267.46



Southcentral Michigan Planning Council

300 Sout Westnedge Avenue
Kalamazoo, Michigan 49007

Phone: 269-388-0409
Fax: 269-343-3308

REFUND TO

Michigan Department of Transportation
425 W. Ottawa St.
P.O. Box 30050
Lansing, MI 48909

Statement

Invoice No.	129
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DATE	DUE DATE
11/26/14	N/A

QUANTITY	PERIOD COVERING	DESCRIPTION	COST EA	AMOUNT
		Project Number: 117306 Authorization Number: N3201160 Contract Number: 2013-0048 Z/3		
1	9/1/14 - 9/30/14	September 2014 (FY 2014) MTF Funds - <i>Region Asset Management</i>	1,349.39	1,349.39
1	10/1/13 - 9/30/14	Credit for adjustments in cost estimates for indirect and frige rates used in FY 2014	(6,946.17)	(6,946.17)
		<i>Upon receipt of payment for invoices 125 and 127 a credit of \$5,596.78 will be issued</i>		-
			TOTAL REFUND	\$ (5,596.78)



PLEASE RETURN THIS PORTION

Invoice No. 129

(Please note or make any mailing corrections below)
Michigan Department of Transportation
425 W. Ottawa St.
P.O. Box 30050
Lansing, MI 48909



Southcentral Michigan Planning Council

300 Sout Westnedge Avenue
Kalamazoo, Michigan 49007

Phone: 269-388-0409
Fax: 269-343-3308

BILL TO

Michigan Department of Transportation
425 W. Ottawa St.
P.O. Box 30050
Lansing, MI 48909

Statement

Invoice No.	130
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DATE	DUE DATE
11/26/14	N/A

QUANTITY	PERIOD COVERING	DESCRIPTION	COST EA	AMOUNT
		Project Number: 117306 Authorization Number: N3201160 Contract Number: 2013-0048 Z/4		
1	9/1/14 - 9/30/14	September 2014 (FY 2014) MTF Funds	1,191.77	1,191.77
1	10/1/13 - 9/30/14	Credit for adjustments in cost estimates for indirect and frige rates used in FY 2014	(304.37)	(304.37)
				-
TOTAL DUE			\$	887.40



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Invoice No. 130

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

Make check payable to:
**Southcentral Michigan Planning Council/
Upjohn Institute**

(Please note or make any mailing corrections below)
Michigan Department of Transportation
425 W. Ottawa St.
P.O. Box 30050
Lansing, MI 48909

Due Date N/A	Total Due \$887.40
Amount Enclosed:	\$ _____



Southcentral Michigan Planning Council

300 Sout Westnedge Avenue
Kalamazoo, Michigan 49007

Phone: 269-388-0409
Fax: 269-343-3308

REFUND TO

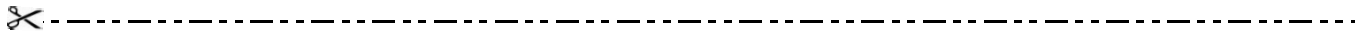
Michigan Department of Transportation
425 W. Ottawa St.
P.O. Box 30050
Lansing, MI 48909

Statement

Invoice No.	131
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DATE	DUE DATE
N/A	N/A

QUANTITY	PERIOD COVERING	DESCRIPTION	COST EA	AMOUNT
1	10/1/13 - 9/30/14	Project Number: 117306 Authorization Number: N3201160 Contract Number: 2013-0048 Z/5 Credit for adjustments in cost estimates for indirect and frige rates used in FY 2014 <i>A credit of \$267.46 will be issued</i>	(267.46)	(267.46) - -
			TOTAL REFUND	\$ (267.46)



(Please note or make any mailing corrections below)
Michigan Department of Transportation
425 W. Ottawa St.
P.O. Box 30050
Lansing, MI 48909

Strategic Planning Schedule and Progress

November 2014

Action Items from the strategic planning session

- Develop and agree upon a long-term organizational structure (May, 2014 Deadline)
 - Partner with the W.E. Upjohn Institute
 - Upjohn Institute will provide SMPC with organizational resources (accounting, IT, physical space, payroll, etc)
 - Staff SMPC through contracts with the Upjohn Institute and KATS
 - Maintain board independence
 - SMPC Staff and the Upjohn Institute will develop an agreement between the Upjohn Institute and SMPC for review at the May meeting

Done!

- Publish CEDS (7/31/14 Anticipated completion)
 - Work with the Upjohn Institute to complete and publish the CEDS
 - *The CEDS was sent to the EDA for review on 9/30/14. We are waiting for a response from EDA*
- Enhance communication within the region (Completed by end of October)
 - Connect with:
 - Local units of government
 - *Presented at the Kalamazoo County Township Supervisor's meeting*
 - *Met with City of Battle Creek*
 - *Met with City of Kalamazoo*
 - *Working on scheduling meeting with other larger units of government and working my way down in size*
 - Local authorities
 - *Discussed SMPC with the Governor's Office of Urban Initiatives, Kalamazoo Office*
 - Local commissions and councils
 - Elected officials
 - Economic development organizations
 - *Provided information to the Southwest Michigan Economic Development Partners at their monthly meeting*
 - *Attend the Southwest Michigan Economic Development Partners monthly meeting*
 - Chambers of Commerce
 - General public

- Service clubs
 - Past customers
 - *Continuing to provide planning services to St. Joseph County*
 - Environmental and recreational organizations
 - *Discussed SMPC and potential programs with DEQ and Kalamazoo River Watershed Council*
 - *Met with DEQ about farmland preservation program*
- Develop SMPC services and programs
 - Create survey to determine services offered by SMPC
 - *Work has started on the survey but the document still needs work.*
 - Set criteria and strategy for requests or service/support from customers
 - *The demand for services is low at this time so most requests are approved.*
 - Develop new programs
 - *Working with Kalamazoo Watershed Council and WMU to create a regional water trails network*
 - *Use as a quality of life and economic development/tourism tool*
 - *Starting research work on government education and support programs*
 - *Elected official tutorial*
 - *SEMCOG Model*
 - *Performance management*
 - *Collaboration*
 - *Efficiency and restructuring*
 - *Determining how to offer data and mapping services*
 - *The Upjohn Institute is an incredible resource*
 - *GIS mapping capabilities*

Non-Action Strategic Planning Information

- Why We Exist and What We Do
 - What: We facilitate regional planning activities and develop Southcentral Michigan's regional Assets
 - How:
 - Encouraging regional mindsets
 - Institute regional forums
 - Promote intergovernmental cooperation and coordination
 - Develop multijurisdictional plans
 - Planning regionally
 - Assisting local municipalities
 - Asset development
 - I-94/Transportation
 - Recreational Opportunities
 - Rivers, lakes, and other waterways
 - Non-motorized facilities
 - Hiking
 - Etc
 - Placemaking
 - Business networks
 - Why: We exist to foster regional prosperity in South Central Michigan
- Mission Statement – was not fully defined at the meeting, needs additional attention at the regular SMPC meeting
 - The Southcentral Michigan Planning Council will facilitate regional planning activities and develop South Central Michigan's regional Assets