



# Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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

## Board Meeting Agenda

**MEETING DATE:** Tuesday, March 7, 2017  
**MEETING TIME:** 11:30 am  
**MEETING LOCATION:** W.E. Upjohn Institute  
300 South Westnedge Ave, Kalamazoo, MI

1. **Call to Order**
2. **Members Excused**
3. **Action:** Approval of the Agenda
4. **Action:** Approval of the Minutes
5. **Citizen Comments**
6. **Financial Report**
  - a. Presented at meeting
7. **Transportation/KATS Items**
  - a. Monthly Report Presented at the meeting
  - b. Review and possibly extend KATS Contract
8. **Discussion:** Regional Prosperity Initiative
  - a. Update on Regional Prosperity Meetings and Activities
9. **Discussion:** Update from the SMPC Sponsored Retirement Account Committee
  - a. Review of discussions and actions to date
10. **Staff Report/Other:**
  - a. Representative to Michigan Associations of Region Board
  - b. Regional Brownfield Workshop
  - c. Ross Township
  - d. Board contact information
11. **Board Member Comments**
12. **Action:** Adjournment

*Next Meeting: April 4 in Coldwater*



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## Board Meeting Minutes

**MEETING DATE:** Tuesday, February 7, 2017  
**MEETING TIME:** 11:30 am  
**MEETING LOCATION:** Lower Level Conference Room  
Calhoun County Administration Building  
315 W Green St, Marshall, MI

### 1. Call to Order

- a. The meeting was called to order at 11:50 am.

### 2. Members Excused

- a. The board reviewed membership as a couple of new appointees since the last meeting.
  - i. Carahaly made a motion to excuse Pangel and Seyburn.
  - ii. Reid seconded the motion.

#### 1. **The motion carried.**

### 3. Action: Approval of the Agenda

- a. Hazelbaker made a motion to approve agenda with "by-law committee" added below 11e.
  - i. Carahaly seconded the motion.

#### ii. **The motion carried**

### 4. Action: Approval of the Minutes

- a. The board discussed a letter from Attorney Martone and if it should be included in the minutes. Members of the board expressed some concern with included sensitive and confidential information in the minutes. Many board members felt that since the letter contained confidential information regarding pending litigation that they should redact the sensitive information from the letter.
- b. Two motions were made but lacked a second.
- c. Carahaly made a motion to redact all information from the letter from Attorney Martone except for the greeting and salutation from the minutes.
  - i. McGraw seconded the motion.

#### ii. **The motion carried.**

### 5. Citizen Comments

- a. No comments were made.

### 6. Financial Report

- a. Staff gave an overview of the year-end financial statement. The expenses outpaced the revenue by roughly \$6,400 due to unforeseen legal and meeting expenses.

### 7. Transportation/KATS

- a. KATS Staff gave an overview of their activities in January. Most of their activities centered on programing the rural task force. The board had a few questions about the rural task force and how it functions.
- b. The board reviewed its current contract with KATS because the agreement expires at the end of the 2017 fiscal year. Staff wanted to have the board review the contract as soon as possible to allow for proper procedures to be followed if the contract is not extended.
  - i. Some board members had a few questions about the original selection process and performance of KATS to-date.
- c. Carahaly made a motion to approve the invoices from KATS totaling \$13,568.95
  - i. Hazelbaker seconded the motion.

#### ii. **The motion carried.**

### 8. Discussion: Regional Prosperity Initiative

- a. Staff gave an overview of the initiative for the new member. Staff also gave an overview of the Talent Match project that is funded through RPI.
- b. Staff also noted that the region received roughly \$185,000 to continue its work and noted its plans for the upcoming year.

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

- a. Staff gave an overview of SMPC to give some context for the newer members. He noted details regarding the history of the SMPC sponsored retirement accounts.
- b. Staff noted that our attorneys filed a formal complaint in the Kalamazoo County Circuit Court. The complaint should compel the retrieval of the SMPC records. Our attorneys are currently leading an attempt to serve him a court summons related to the complaint.
- C.** After much discussion, the board felt that it would best if Staff met with a local prosecuting attorney to discuss our options. Staff will pursue this.

**10. Discussion: Model Ordinance**

- a. After a brief discussion, this item was tabled. Carahaly mentioned that many communities may have a need to a model ordinance or policy supporting marijuana dispensaries.

**11. Staff Report/Other:**

- a. Regional Brownfield
  - i. This items was discussed at the December meeting and staff wanted to update the board. Staff discussed a possible regional brownfield application to the Environmental Protection Agency for all areas within the SMPC geography. Staff is working with a local contractor and a national technical assistance group to move through the application process. The board appreciated this work and encouraged staff to pursue it.
  - ii. Several members of the board noted that any formal work with a contractor would need official approval by the board.
  - iii. Staff will continue the discussion and update the board during the March meeting.
- b. Letters of support
  - i. Staff wrote a letter of support for the Village of Quincy's infrastructure grant to the USDA-RD. The board had a couple of questions about the work. A brief discussion ensued.
- c. Michigan Association of Region Annual Meeting.
  - i. Staff wanted to get approval from the board before committing to spend expenses related to attending the meeting.
- d. SMPC By-Laws Committee
  - i. The board requested that the chair appoint Ault and Carahaly to the committee. The Committee will develop recommendations to the by-laws and bring them to the full board for review.

**12. Board Member Comments**

- a. None made.

**13. Action: Adjournment**

- a. The meeting was adjourned at 1:53 pm.

## W.E. Upjohn Institute for Employment Research

Projects 34050, 34051, 34052, 34053, 34054  
 Southcentral Michigan Planning Council  
 FY16 10/1/15 - 9/30/16  
 Director: Lee Adams

**FY17**  
**January 2017**

	34050 Fiscal YTD 2017	34050 SMPC General Budget	34051 Fiscal YTD 2017	34051 SMPC RPI Budget	34052 Fiscal YTD 2017	34052 SMPC Plan Budget	34053 Fiscal YTD 2017	34053 SMPC Transp Budget	34054 Fiscal YTD 2017	34054 SMPC Transp Budget	Total FY 2016 To Date	Total SMPC Budget
Wages	3,916.58		5,131.59		2,433.91		533.90		10,430.00		22,445.98	
Fringe	2,129.81		2,745.15		1,645.81		426.08		-		6,946.85	
<b>Wages &amp; Fringe</b>	<b>6,046.39</b>	15,000.00	<b>7,876.74</b>	25,000.00	<b>4,079.72</b>	15,000.00	<b>959.98</b>	5,000.00	<b>10,430.00</b>	33,600.00	<b>29,392.83</b>	93,600.00
<i>Incumbrances</i>											-	
?											-	
?											-	
Training	-	1,000.00	-	-	-	1,000.00	-	-	850.00	-	850.00	2,000.00
MI Assoc of Region Dues	960.00	960.00	-	-	-	-	-	-	-	-	960.00	960.00
Computer Charges	-	-	-	-	-	-	-	-	-	-	-	-
SMPC Liability Insurance	-	2,100.00	-	-	-	-	-	-	-	-	-	2,100.00
Consulting - KATS	-	-	-	-	-	5,000.00	13,568.95	87,950.00	-	-	13,568.95	92,950.00
Consulting - Legal Fees	100.00	5,000.00	-	-	-	-	-	-	-	-	100.00	5,000.00
Copies/Duplicating	-	25.00	-	100.00	-	100.00	-	25.00	0.08	-	0.08	250.00
Postage	-	15.00	-	-	-	-	-	-	-	-	-	15.00
Supplies - Office	92.40	-	-	-	-	-	-	-	-	-	92.40	50.00
Telephone	-	10.00	-	50.00	-	10.00	-	25.00	-	-	-	95.00
Software - License/Supplie	7.08	-	-	-	-	-	-	-	-	-	7.08	-
Web Site Hosting	-	-	-	-	-	-	-	-	-	-	-	-
<b>Travel Reimbursement</b>	-	-	-	-	-	-	-	-	-	-	-	-
Travel	850.30	1,500.00	29.61	750.00	145.93	1,000.00	-	200.00	20.52	-	1,046.36	3,450.00
<b>Other Expense</b>	<b>2,009.78</b>	10,660.00	<b>29.61</b>	900.00	<b>145.93</b>	7,110.00	<b>13,568.95</b>	88,200.00	<b>870.60</b>	-	16,624.87	106,870.00
<b>Total Expense</b>	<b>8,056.17</b>	25,660.00	<b>7,906.35</b>	25,900.00	<b>4,225.65</b>	22,110.00	<b>14,528.93</b>	93,200.00	<b>11,300.60</b>	33,600.00	<b>46,017.70</b>	200,470.00
Billings 34050,34051,34054	16,500.00		4,420.53						10,450.60		31,371.13	-
Homer 24020 34052	-		-		-		-		-		-	-
Penn 24021 34052	-		-		-		-		-		-	-
St Joe 24022 34052	-		-		480.00		-		-		480.00	-
Fabius 34052	-		-		-		-		-		-	-
Lockport 24027 34052	-		-		-		-		-		-	-
Ross 24028 34052	-		-		-		-		-		-	-
Trans Z9 34053	-		-		-		-		-		-	-
Trans Z10 34053	-		-		-		3,413.90		-		3,413.90	-
Trans Z11 34053	-		-		-		4,765.27		-		4,765.27	-
Trans Z12 34053	-		-		-		5,987.76		-		5,987.76	-
<b>Total Billings</b>	<b>16,500.00</b>	16,500.00	<b>4,420.53</b>	30,000.00	<b>480.00</b>	25,000.00	<b>14,166.93</b>	93,200.00	<b>10,450.60</b>	33,600.00	<b>46,018.06</b>	198,300.00
Expense	8,056.17	25,660.00	7,906.35	25,900.00	4,225.65	22,110.00	14,528.93	93,200.00	11,300.60	33,600.00	46,017.70	200,470.00
<b>Net Income(Expense)</b>	<b>8,443.83</b>	(9,160.00)	<b>(3,485.82)</b>	4,100.00	<b>(3,745.65)</b>	2,890.00	<b>(362.00)</b>	-	<b>(850.00)</b>	-	<b>0.36</b>	(2,170.00)
Billings	16,500.00	16,500.00	4,420.53	30,000.00	480.00	25,000.00	14,166.93	93,200.00	10,450.60	33,600.00	46,018.06	198,300.00
Receipts	3,000.00	16,500.00	-	30,000.00	480.00	25,000.00	-	93,200.00	5,390.60	33,600.00	8,870.60	198,300.00
<b>Acct.Rec.Balance</b>	<b>13,500.00</b>	-	<b>4,420.53</b>	-	-	-	<b>14,166.93</b>	-	<b>5,060.00</b>	-	37,147.46	-

\$7,729.02 o/s from fy16

\$3,931.96 o/s from fy16 (Homer)

Lake Michigan Credit Union Balance: \$64,418.09



## The Metropolitan Planning Organization for the Greater Kalamazoo Area

5220 Lovers Lane, Suite 110

Portage, MI 49002

☎ 269-343-0766

✉ info@KATSmpo.org

TO: Southcentral Michigan Planning Council Board  
FROM: Jonathan Start, KATS Executive Director  
DATE: March 2, 2017  
SUBJECT: Southcentral Michigan Planning Council Report

During the month of February, 2017, KATS staff worked on the Michigan Department of Transportation Planning Activities for the Southcentral Michigan Planning Council (SMPC). Work was concentrated in the following activities:

- Reviewed the City of Bronson Asset Management Plan, added a section with treatments and costs and submitted to their city administration for review.
- Reviewed project data sheets submitted by Branch, Kalamazoo and St. Joseph Counties for the 2017 – 2020 Rural Task Force Region 3 program (RTF #3), updated the RTF #3 Transportation Improvement Program (TIP) efile spreadsheet with revised programming information and submitted to MDOT Planning for inclusion in the State TIP.
- Began scheduling of 2017 federal aid PASER road ratings for Region 3.
- Worked on scheduling a March RTF #3 meeting that is needed to approve final changes to 2017 programming in response to revised obligation authority from MDOT. Meeting will be held March 27, 1:00 p.m., at the Road Commission of Kalamazoo County.
- Started preparing materials for March 27 RTF #3 meeting.
- Distributed to the counties, cities and villages in the Region the February 17 memorandum from the Transportation Asset Management Council outlining guidelines and instructions for road agencies who wish to apply for reimbursement of costs to rate non-federal aid roads. Also responded to several agencies who had questions regarding the program.
- Updated the SMPC website's Transportation page with the latest road condition reports for the five counties in Region 3.

**SOUTHCENTRAL MICHIGAN PLANNING COUNCIL**  
**KALAMAZOO AREA TRANSPORTATION STUDY**

**AGREEMENT**

This Agreement is made and entered into this date of AUGUST 5, 2014 by and between the SOUTHCENTRAL MICHIGAN PLANNING COUNCIL, hereinafter referred to as "SMPC," and the KALAMAZOO AREA TRANSPORTATION STUDY, hereinafter referred to as "KATS," for the purpose of fixing the rights and obligations of the parties in agreeing to participate in a cooperative regional transportation planning process.

**RECITALS:**

- A. Region 3 consists of the Counties of Barry, Branch, Calhoun, Kalamazoo, and St. Joseph and is represented by SMPC.
- B. SMPC, as a state recognized regional planning organization, is tasked by The Michigan Department of Transportation (MDOT) to conduct regional transportation planning activities in Region 3.
- C. KATS has extensive transportation planning experience serving as the Metropolitan Planning Organization associated with the Kalamazoo Urbanized Area. SMPC will utilize KATS' expertise in transportation planning to fulfill the MDOT required transportation planning activities in Region 3 during MDOT fiscal years 2014, 2015, 2016, and 2017.
- D. It is understood that KATS will undertake the duties and responsibilities of the WORK PROGRAM with identified funding throughout the remainder of FY 2014. While SMPC Staff will administer the program.

Accordingly, the Southcentral Michigan Planning Council and the Kalamazoo Area Transportation Study agree to the following terms and conditions:

**TERMS AND CONDITIONS:**

- 1. Recitals: The recitals accurately reflect the intent and purpose of this Agreement and are made a part of it.
- 2. Description of Project:
  - a) KATS will administer and oversee the transportation planning activities required by MDOT in the WORK PROGRAM throughout the region.
  - b) SMPC will oversee and review work performed by KATS, and administer the program.
  - c) SMPC will reimburse KATS for their work using MDOT funding identified in the FY 2015, FY 2016, and FY 2017 WORK PROGRAM.
  - d) This Agreement will expire at the end of the 2017 Fiscal Year (September 30, 2017).



- e) Payments for work completed in the 2017 Fiscal Year ending September 30, 2017 and invoiced after that date shall be paid to close out the fiscal year.
  - f) If KATS and SMPC mutually agree, SMPC can extend the contract two years (to the end of FY 2019) without soliciting bids or proposals. Each party must notify the other party 90 days before the end of the 2017 Fiscal Year if an extension is desired.
3. Duties and Responsibilities of SMPC: The duties and responsibilities of SMPC include the following:
- a) Receive and approve or deny the WORK PROGRAM presented by KATS in a timely manner.
  - b) Receive and approve or deny invoices submitted by KATS in a timely manner.
  - c) Submit required reporting documentation and invoices to MDOT for work outlined in this Agreement in a timely manner.
  - d) Receive and distribute funds from MDOT to KATS in accordance with this Agreement.
  - e) Conduct a quarterly review of KATS activities and provide feedback on progress.
  - f) Conduct minor program administration related to the Work Program.
4. Duties and Responsibilities of KATS: The duties and responsibilities of KATS include the following:
- a) Prepare and submit a draft annual transportation planning WORK PROGRAM and budget to SMPC for review and approval no later than July 1 for each upcoming fiscal year.
  - b) Conduct all activities in response to requests by SMPC, MDOT, local units of government, and local partners as related to the WORK PROGRAM.
  - c) Proactively market the services offered by SMPC in the Work Program to local units of government in the region.
    - i. Assist the I-69, BR-94 (Marshall) and M-179 Byway Committee's with the development, update and/or implementation of their Corridor Management Plan.
    - ii. Assist the Southwestern Michigan Planning Commission (Region 4) and the Region 2 Planning Commission with the implementation of those elements of the US-12 Byway Corridor Management Plan that are located within Region 3.
    - iii. Serve as a liaison for MDOT to the nomination committee of a proposed new byway designation.
  - d) Submit progress reports and invoices for payment no less than quarterly to SMPC.
  - e) Present reports on activities as needed at SMPC Board meetings.
  - f) Prepare the Final Acceptance Report within eighty (80) days of the end of the MDOT Fiscal Year and submit to SMPC for review and submittal to MDOT.
5. Reimbursement:
- a) KATS will submit invoices and progress reports for work performed related to the WORK PROGRAM to SMPC.
  - b) SMPC will submit invoices and progress reports for work performed by KATS to MDOT.

- c) MDOT will reimburse SMPC who will in turn reimburse KATS.
- d) To expedite payment to KATS, two of the following SMPC agents will, under typical circumstances, approve invoices and payments within fifteen (15) days of receipt: the Chairperson, Secretary/Treasurer, SMPC Staff or Board Member of SMPC. A report of activities will be presented by SMPC Chairperson or Secretary/Treasurer as needed at SMPC board meetings.
- e) SMPC will, under typical circumstances, submit payment to KATS within ten (10) days of receipt of MDOT reimbursement.

6. Opt-Out: SMPC reserves the right to opt-out of the agreement for the following reasons:

a) Performance

iv. If KATS fails to perform the duties described above, SMPC has the option to terminate this contract.

- 1. SMPC staff and board members will conduct quarterly performance reviews.
- 2. SMPC will inform KATS of their performance standing.
- 3. Termination of this contract requires a resolution with two thirds (nine members) support of the SMPC board.

7. Binding Effect: The obligations of the parties under this Agreement shall bind and inure to the benefit of each party and their respective successors. The parties do not intend to confer any benefits on any person, firm, corporation, or other entity which is not party to this Agreement.

8. Notices: Any notices that may be required under this Agreement shall be in writing and delivered personally, or via first-class mailed, postage fully prepaid and properly addressed to:

*KATS :*            *Jonathan Start, Executive Director*  
                          5220 Lovers Lane  
                          Suite 110  
                          Portage, MI 49001

*SMPC:*            *Kathy-Sue Dunn, Chairperson*  
                          201 W. Kalamazoo Ave  
                          Room 101  
                          Kalamazoo, MI 49007

9. Indemnification: As both parties are quasi-governmental entities, each agrees to indemnify and hold each other harmless, including its elected officials, 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 other. For purposes of this paragraph, the Counties of Barry, Branch, Calhoun, Kalamazoo and St. Joseph, the Michigan Department of Transportation, Federal Transit Administration, and the Federal Highway Administration are considered included.



KALAMAZOO AREA TRANSPORTATION STUDY

Dated: 9.24.2014

By: 

Its: Chairperson

SOUTHCENTRAL MICHIGAN PLANNING COUNCIL

Dated: \_\_\_\_\_

By:  8/13/14

Its: Chairperson

MICHIGAN DEPARTMENT OF TRANSPORTATION

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Its:

### SMPC Board - 2017

<i>County</i>	<i>Last</i>	<i>First</i>	<i>Phone</i>	<i>Email</i>	<i>Officers</i>
<b>Branch</b>	Baker	Keith	517-279-6911	Kbaker@coldwater.org	Chair
	Hazelbaker	Randall	517-279-7875	rhazelbaker@countyofbranch.com	Secretary
<b>Calhoun</b>	Ault	Ingrid	269-781-0784	iault@anr.msu.edu	Treasurer
	Frisbie	Steve	269-217-3764	sjfriz@gmail.com	
	Kale	Art	517-206-0871	Manager@homeremichigan.org	
<b>Kalamazoo</b>	Carahaly	Vince	269-629-9003	vince@carahaly.com	Vice-Chair
	McGraw	Scott	269-548-7004	scott.mcgraw@kalcounty.com	
	Reid	Ron	269-381-8085	reidre@ktwp.org	
	Seyburn	Lowell	269-327-2848	lseyburn@seyburnlaw.com	
<b>St Joseph</b>	Pangle	Kathy	269-496-7823	tiger_kat9mm@hotmail.com	
			<i>Vacancy</i>		