



Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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

May Board Meeting Agenda

MEETING DATE: Tuesday, May 5, 2015
MEETING TIME: 2:00 pm
MEETING LOCATION: The Gilmore Car Museum
6865 W Hickory Rd, Hickory Corners, MI 49060

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
 - b. New reporting format
8. **Transportation/KATS Items**
 - a. Monthly Report Presented at the meeting
9. **Discussion:** Regional Prosperity Initiative
 - a. Update on Regional Prosperity Meetings
10. **Action/Discussion:** Continued Organizational Discussion
 - a. Review descriptions of services offered
 - b. Update on branding
11. **Discussion/Action:** Water Trails
 - a. Discuss ways to implement regional water trails
12. **Discussion:** Gilmore Car Museum Wastewater Project
 - a. Discussion regarding the Gilmore Car Museum wastewater project
13. **Action/Discussion:** By-Law Review
 - a. Review SMPC by-laws
14. **Staff Report/Other:**
 - a. St. Joseph County ordinance review
15. **Board Member Comments**
16. **Action:** Adjournment

***Next Meeting: June 2nd at the Coldwater Municipal Building
300 S. Westnedge Ave, Kalamazoo, MI 49007***



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April Board Meeting Minutes

MEETING DATE: Tuesday, April 7, 2015
MEETING TIME: 2:00 pm
MEETING LOCATION: Calhoun County Administration Building
315 W Green Street, Marshall, MI 49068

1. Call to Order

- a. The meeting was called to order at 4:01 pm

2. Members Excused

- a. Members excused:
 - i. Baker
 - ii. Dunn
 - iii. Shaffer
 - iv. Wheat
- b. Members present:
 - i. Amos
 - ii. Byrnes
 - iii. Frantz
 - iv. Geiger
 - v. Hazelbaker
 - vi. Huffman
 - vii. Reid
 - viii. Robey
 - ix. Seyburn
- c. Huffman made a motion to excuse those members not present.
 - i. Frantz seconded the motion.
 - ii. **The motion carried.**

3. Action: Approval of the Agenda

- a. Reid made a motion to approve the agenda.
 - i. Frantz seconded the motion.
 - ii. **The motion carried.**

4. Action: Approval of the Minutes

- a. Reid made a few corrections and requested that the minutes note who was present.
 - i. Staff will incorporate those changes in the official copy of the minutes.
- b. Reid made a motion to approve the minutes as amended.
 - i. Huffman seconded the motion.
 - ii. **The motion carried.**

5. Citizen Comments

- a. None made.

6. Reimbursements and Invoices

- a. None presented at this meeting.

7. Treasurer's Report

- a. The Treasurer noted a desire to change the format of the financial statements. Staff will work with the Treasurer to re-format the financial statements. Discussion ensued.

- b. The Treasurer also noted that the SMPC account at Talmer West was closed and the funds were transferred to W.E. Upjohn Institute accounts.
- c. Frantz made a motion to accept the Treasurer's Report.
 - i. Robey seconded the motion.
 - ii. **The motion carried.**

8. Transportation/KATS Items

- a. KATS Staff was unable to attend the meeting.
 - i. Staff gave the update on behalf of KATS.
 - ii. A brief discussion among the board ensued.
- b. A KATS invoice will be distributed shortly after the meeting.

9. Discussion: Regional Prosperity Initiative

- a. Staff led the discussion of RPI.
 - i. The RPI Committee is focusing in three key areas: Community Development, Education, and Infrastructure.
 - 1. Staff has cataloged all of the community development organizations in the region and asked them to participate in a survey. The survey gives the Committee a better sense of the conditions in the region.
 - 2. The latest meeting was focused on community development and potential projects related to community development. The Committee prioritized potential projects.
 - a. Discussion regarding the potential projects ensued.
 - 3. Staff outlined the plan for the education field including the asset inventory and survey. Brief discussion ensued.
 - ii. Staff described the election of officers for the RPI Committee.
 - iii. Staff also commented on the RPI grant awarded to the Region.

10. Discussion/Action: Annual Report

- a. Staff presented the FY 2014 Annual Report. Staff noted that they are collecting ideas for future annual reports; especially ideas that are more graphic heavy.
- b. Staff will distribute the report.

11. Action/Discussion: Organizational Discussion

- a. Review of potential services and outreach strategy
 - i. Staff outlined the strategies used to reach municipalities. Those have been mostly unfruitful thus far.
 - 1. Byrnes said that staff could join on the Barry County EDA on their outreach tour.
 - ii. Staff also suggested that a prominent project would help boost notoriety.
 - iii. Staff and the board briefly discuss the Economic Development District designation by the EDA.
 - iv. The board felt that expanded descriptions and assigned roles for the team at the Institute attached to the services offered would help local understand what SMPC is offering.
- b. Need for new branding
 - i. Many on the board agreed that the name and logo is fine for now, but in need of updating eventually.
 - 1. It was suggested we keep the acronym "SMPC" but change the name to "Southern Michigan Planning Council"
 - ii. The board also suggested that staff contact WMU for some marketing assistance.
 - iii. The board also decided to wait until a profession could be consulted before moving forward.

12. Discussion: EDA

- a. Staff led a review of the changes to the EDA regulations.
 - i. One of the most important changes was the elimination of the requirement for all projects to be in a CEDS in order to be able to apply for funding. Now projects must meet the priorities of the CEDS.
 - ii. The new regulations also eliminated the strict requirements for an EDD board.
 - iii. Board members discussed the CEDS process and EDA requirements.

13. Action/Discussion: By-Law Review

- a. Staff led a review of the SMPC by-laws and suggested changes.
 - i. The board suggested a few changes.
 - ii. Since changes were made to the by-laws, the board will look to approve them at the next meeting.

14. Staff Report/Other:

- a. EDA Grant Application – BTR 2.0
 - i. Staff mentioned to the board that they prepared a grant application to the EDA. Staff felt that this would be a good demonstration to EDA of the value SMPC provide to the local community.
- b. Planning Services
 - i. Homer Township, Homer Village, Yankee Springs Township, Penfield Township
 - 1. The planner for KATS took another position. Staff will now serve as the planner for the Homer Village project.
 - 2. Staff mentioned that they submitted proposals to Homer Village, Yankee Springs Township, and Penfield Township.
- c. Update on board vacancies
 - i. Staff mentioned that Kalamazoo County recently appointed Joel Amos and Lowell Seyburn to the board.
- d. MAR Appointment
 - i. Staff noted that the Michigan Association of Regions recently changes their by-laws to allow for two representatives from each region; executive level leadership and board member.
 - ii. Reid made a motion to appoint Dunn as the primary representative and Geiger as the alternate to the Michigan Association of Regions.
 - 1. Byrnes seconded the motion.
 - 2. **The motion carried.**

15. Board Member Comments

- a. Byrnes volunteered to host the next meeting at the Gilmore Car Museum. The board agreed that it was a good idea and authorized the change in venue.
- b. Geiger mentioned a local effort to revitalize the M-179 (Chief Noon Day Road) Pure Michigan Byway. Geiger also welcomed the new members.

16. Action: Adjournment

- a. The meeting was adjourned at 3:54 pm.

FY 2015 SMPC Budget Statement

4-29-15 - Through March 2015

Expenditures	YTD	Budget Remain	Revenue	YTD	Budget Remain
Salary & Benefits (85%)	\$ 67,150	\$ 24,102	\$ 43,048	\$ -	\$ -
Phone, Printing, Etc	\$ -	\$ 111	\$ (111)	\$ -	\$ -
Travel	\$ 4,000	\$ 1,230	\$ 2,770	\$ -	\$ -
Training	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -
<i>Personnel Total</i>	<i>\$ 73,150</i>	<i>\$ 25,443</i>	<i>\$ 47,707</i>	<i>\$ -</i>	<i>\$ -</i>
Dues and Subscriptions	\$ 2,500	\$ -	\$ 2,500	\$ 16,500	\$ 19,500
Transportation Contractual	\$ 101,000	\$ 23,094	\$ 77,906	\$ 106,000	\$ 23,094
EDA (CEDs)	\$ 30,000	\$ -	\$ 30,000	\$ 40,000	\$ -
Regional Prosperity	\$ -	\$ 8,774	\$ (8,774)	\$ 30,000	\$ 3,807
Technical Assistance	\$ -	\$ -	\$ -	\$ 5,000	\$ 480
KCBRA/Kal County	\$ -	\$ 6,276	\$ (6,276)	\$ 10,000	\$ 6,276
Other Grant Programs	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Program Total</i>	<i>\$ 133,500</i>	<i>\$ 38,145</i>	<i>\$ 95,355</i>	<i>\$ 207,500</i>	<i>\$ 53,157</i>
Overall Totals	\$ 206,650	\$ 63,587	\$ 143,063	\$ 207,500	\$ 53,157

2014 Fund Balance \$ 63,000
Carryover Forward \$ 63,850

	County Dues	Received	Budget Remaning
Barry	\$ -	\$ 3,000	
Branch	\$ 3,000	\$ 3,000	
Calhoun	\$ 4,500	\$ 4,500	
Kalamazoo	\$ 6,000	\$ 6,000	
St Joseph	\$ 3,000	\$ 3,000	
Total	\$ 16,500	\$ 19,500	\$ (3,000)

FTEs Total
 Director \$ 79,000

Category	Tasks
General	Administration: SMPC Correspondence, meeting attendance and prep
Dues and Subscriptions	MAR
Transportation Contractual	Website, meeting time, trails
Economic Development/EDA	CEDS Updates, Planning
Regional Prosperity	Meeting attendance, communication, required work
Technical Assistance	Contract management, work performed, Economic Development plans
KCBRA/Kal County	Technical assistance/staffing - *Needs further development

FY 2015 SMPC Services

Planning

- Master plans
 - Assist communities with five-year updates and plan re-writes
 - Methodology:
 - The project team will take a holistic view of a community when updating the Master Plan; the team will review and catalog the community's history, current land use patterns and potential for future growth, economic conditions and trends, existing businesses and industry clusters, economic development strategies implemented, and demographic data. The team will also examine the community's strengths, weaknesses, opportunities, and threats; it will then also focus on strategies to promote the community's strengths, overcome its weaknesses, take advantage of its opportunities, and counteract its threats as well as list potential actions to implement the Master Plan and improve the economic conditions within the community. The project team will also examine the relationship between the community and adjacent municipalities.
 - Typical cost for five-year update: \$2,000-5,000
 - Typical cost for plan re-write: \$5,000-20,000, depending on the size and complexity of a community and content desired in plan
 - Team: Lee Adams (lead, plan author), Brian Pittelko (demographic and economic data), Bryan Bommersbach (mapping)
- Recreation plans
 - Assist communities with five-year updates and plan re-writes, identification of funding opportunities, community input, recreation mapping, and identification of optimum recreational facilities
 - Methodology:
 - The project team will take a holistic view of the recreation needs of the community when creating the recreation plan; the team will review: the community's Master Plan, existing recreational resources, recreational resources of adjacent communities, current land use patterns and potential for future growth, and community utilization rates of, and attitudes towards, nearby parks. The team will include the following items in the recreation plan to satisfy the desires of the community and the requirements of the Department of Natural Resources:
 - Community Description
 - A brief description of the community
 - Administrative Structure of the Community Park System
 - A description of how the parks are administered, governed, and staffed
 - Inventory of Existing Parks, Natural Areas, and Recreation Facilities
 - List and maps with the location and a description of each recreational opportunity within or near the Community
 - Resource Inventory and Mapping
 - Mapping and listing of areas that may be suitable for future recreational uses
 - Location and Typology of Potential Future Parks and Facilities
 - Recommendations for future recreation areas and/or facilities in existing recreation areas
 - Description of the Planning and Public Input Process
 - Description of planning methods and the public input process
 - Goals and Objectives
 - Description of Goals and Objectives with measurable benchmarks
 - Action Program

- Steps that the Community and other stakeholders will take to accomplish the Goals and Objectives
 - Typical cost for five-year update: \$2,000-5,000
 - Typical cost for plan re-write: \$5,000-20,000, depending on the size and complexity of a community and content desired in plan
 - Team: Lee Adams (lead, plan author), Brian Pittelko (demographic and economic data), Bryan Bommersbach (mapping)
- Ordinance development
 - Assist communities update or create new ordinances; development recommendations for common and best practices
 - Rates vary based on the type of ordinance and level of community input desired
 - Team: Lee Adams
- Ordinance review (County)
 - Review proposed ordinances from local units of government
 - Currently under contract with St. Joseph County
 - Hourly or per occurrence rate available
 - Team: Lee Adams
- Community development
 - Housing studies, economic impact analysis, quality of life assessments, etc
 - Rates based on the type and scope of project
 - Team: Lee Adams (lead, author), Brian Pittelko, Bryan Bommersbach

Economic Development

- Economic development planning
 - Economic development plans
 - Community wide assessment of economic conditions and recommendations based on existing conditions, interviews of local leadership, and community input
 - Rates vary based on the size of the community; typically between \$5,000 and \$20,000
 - Team: Lee Adams (lead, plan author), Brian Pittelko (demographic and economic data), Bryan Bommersbach (mapping)
 - Placemaking strategies
 - Create strategies unique to each individual municipality that focus on downtown development, quality of life improvements, planning, and physical design
 - Rate: \$2,500-5,000
 - Team: Lee Adams (lead, plan author), Brian Pittelko (demographic and economic data), Bryan Bommersbach (mapping)
 - Real estate development plans
 - Simulated real estate development on targeted sites
 - Rate: \$1,000-2,000 per site
 - Team: Lee Adams (lead, plan author) Bryan Bommersbach (Mapping)
- Tax Increment Financing
 - Education
 - Target presentations and materials on tax increment financing
 - Rate: No cost for presentations to community leadership
 - Team: Lee Adams
 - TIF Plan development

- Creation of TIF plans and guidance through the adoption process
 - Plans for the following authorities:
 - Downtown Development
 - Corridor Improvement
 - Tax Increment Finance
 - Local Development Finance
 - Historic Neighborhood
 - Neighborhood Improvement
 - Water Resources Improvement
 - Rate: \$5,000-7,500
 - Team: Lee Adams (lead, plan author), Brian Pittelko (demographic and economic data), Bryan Bommersbach (mapping)
- TIF management
 - Manage the day-to-day operations of a TIF authority
 - Rate: \$50-75/hr
 - Team: Lee Adams
- Brownfield Redevelopment
 - Staff authorities
 - Manage the day-to-day operations of a brownfield authority
 - Rate: \$50-75/hr
 - Team: Lee Adams
 - Project management
- Rural/small town economic development
 - Small downtown development
 - Cohesive business/economic, housing, and land use plan that will enhance a small downtown.
 - Rate: \$3,000-5,000
 - Team: Lee Adams (lead, plan author), Brian Pittelko (demographic and economic data), Bryan Bommersbach (mapping)
 - Small Business Revolving Loan Fund
 - Farmland/open space preservation planning
- Fiscal Impact Analysis
 - An estimate of economic impact of a new development, governmental action, or economic condition on the local economy.
 - Rate: \$1,500-3,000

Other

- Grant writing and administration
 - Preparation of grant application document and reports; help communities prepare for grant applications
 - Rate: \$1,000-3,000
 - Team: Lee Adams (Grant writing), Claudette Robey (Grant Research)
- Geographic Information Systems
 - Produce maps for various projects
 - Rate: \$500-5,000 depending on the geographic scope and level of detail
 - Team: Bryan Bommersbach
- Process facilitation
 - Strategic planning or process facilitation for local governments and authorities

- Team: Lee Adams and Don Edgerly
- State reporting
 - Dashboards
 - Assist communities with state required dashboards
 - Rate: \$2,000-3,000
 - Team: Lee Adams (lead, author), Brian Pittelko (demographic and economic data)
 - Consolidation reports
 - Assist communities with state required consolidation reports
 - Rate: \$2,000-3,000
 - Team: Lee Adams

Team

- Lee Adams – Principle contact
 - Lee’s work is primarily concentrated in the fields of economic development, planning, land use planning, housing, and local government policy. Recently, he authored an economic development policy for Kalamazoo County in Michigan. He also helped to produce a five-year prosperity plan for southwest Michigan. He has coauthored several economic development and land use plans. These plans include: a plan to rehabilitate two commercial corridors in Detroit, a plan to protect farmland and water quality through best land use practices, and several corridor improvements and business district plans. Adams has also created streetscape guidelines, GIS maps, economic profiles, commercial facility reuse plans, business incubator studies, and brownfield plans for various communities.
 - Adams received a Master’s of Arts degree in Urban and Regional Planning with concentrations in economic development and environmental planning and a Graduate Certificate in Real Estate Development from the University of Michigan in 2010; he also received Bachelor of Arts degrees in Political Science and in the Social Sciences with concentrations in economics and history from Olivet Nazarene University in 2007. Prior to joining the Institute in 2014, he was the Resource Coordinator for Kalamazoo County Government (Michigan).
- Brian Pittelko
 - Brian works with data such as the American Community Survey and Burning Glass Labor/Insight. Mr. Pittelko also writes for *Business Outlook for West Michigan* and gives presentations on local economic conditions in the area. He has contributed to community indicator reports and has worked on various projects for the early childhood education community in Kalamazoo.
 - Brian has been with the Upjohn Institute since 2008 and is a graduate of the University of Minnesota with a major in British history and with minors in political science and Japanese. He received his Master of Public Administration degree from Western Michigan University in 2008, shortly after beginning as an intern at the Upjohn Institute.
- Bryan Bommersbach
 - Bryan applies his Geographic Information Skills (GIS) skills to economic research and regional economic development. He is currently developing interactive web maps to display information for all U.S. Workforce Investment Boards and is developing interactive informational graphics for use by a southwest Michigan educational improvement organization. Bryan is also undertaking a location analysis for the Southcentral Michigan Works organization to determine under-served and high-demand areas in the region. Recent work included mapping in support of the Michigan Prosperity Region 6 Economic Development Plan, spatial analysis of Kalamazoo Promise students, cartographic work for the Southcentral Michigan Planning Council, and mapping for the economic development strategic plan for the City of Waco, Texas.

- Bryan received an M.A. in geography with a certificate in Geographic Information Science (GIS) from Western Michigan University in 2014. He earned his B.A. in anthropology from Western Michigan University in 2012.
- Claudette Robey
 - Claudette is experienced in policy-based research and analysis leading to the development and implementation of strategies and outcomes in the areas of economic and workforce development, city management, public finance, and public policy issues. She works with clients at the local, regional, state, and federal levels on projects focusing on economic and workforce development, economic development strategy, strategic planning, program evaluation, and public policy issues. Her experience also includes focus group facilitation, applied research, technical assistance, and project coordination and management. Ms. Robey's experience includes the field of economic development, having worked with nonprofit and local, regional, and state government entities on business attraction and retention efforts. Her economic development experience also includes coordinating, managing, and implementing a regional economic development strategy focused on legislative strategy, government, infrastructure, education, and regional development.
 - Claudette holds a Master's degree in Public Administration, with a concentration in Economic Development, from Cleveland State University, and a Bachelor of Arts degree in English from Nicholls State University.
- Don Edgerly
 - Don holds a license in counseling psychology and is a certified Business Solutions Professional. His professional experience includes the fields of psychology, human resources, training and development, group facilitation, and workforce development.
 - Don graduated with a Bachelor of Arts degree in psychology and communications from Michigan State University in 1989 and with a master of arts in counseling psychology from Western Michigan University in 1993.

Water Trails

Southcentral Michigan Water Trails Steering Committee - Purpose: To organize interested individuals or groups, property owners, recreation associations, local governments and state governments with the intent of preserving and maintaining navigable waterways and using those waterways to develop an enhanced economic environment in adjacent towns.

What will this program do?

1. Organize resources for each water trail in SW MI.
 - a. Work with, or create, a water trail association
 - b. Secure funding for signage, mapping, parking, maintenance, and web site development
 - c. Assemble a council for each trail or region (county, watershed, etc)
2. Foster economic growth in the tourism and service industries of designated "River Towns"
 - a. Expand the pie – attract revenue from outside the region
 - i. Intra-regional marketing (Chicago?)
 - b. Improve quality of life/community development in the region
 - i. Instill a sense of ownership over the rivers
 - ii. Provide additional recreational opportunities in the region
3. Steps
 - a. Organize interested groups and individuals
 - b. Identify Potential Rivers
 - c. Identify access sites
 - i. Develop access sites
 1. Work with property owners
 2. Secure grants for facility development
 - a. Create new, or improve existing, sites
 - d. Secure sponsorships and grants
 - e. Organize volunteers to clear deadfall
 - f. Create Maps
 - i. High class interactive maps
 - g. Develop web page and app
 - i. A webpage that outlines all of the approved access points and the time/distance between them
 - ii. Create an mobile app that tracks process on the river and highlights adjacent amenities
 - h. Create signs
 - i. Logo
 - ii. Sponsors
 1. Lee's Sporting Goods
 - a. Other sporting goods retailers

- 2. Liquid Therapy
 - a. Other rental establishments
 - iii. Mile markers
 - iv. Heritage sites
 - v. Plants and Wildlife information
 - 1. Flora, fish, birds, etc
 - i. Compile a list of amenities in River Towns
 - i. Dining
 - ii. Shopping
 - iii. Lodging
 - iv. Supplies
- 4. Potential Partners
 - a. Local governments
 - b. Watershed councils
 - c. Conservation districts
 - d. Parks departments
 - e. Economic development agencies/Chambers of commerce/SMF
 - f. Local businesses
 - i. Arcadia Ales
 - ii. Georgia Pacific
 - g. Tribes
 - h. Canoe/kayak rental providers
 - i. Nature Center
 - j. Land conservancy
 - k. WMU – David Lemburg
 - l. DNR
 - m. DEQ
 - n. Road commissions
 - o. Jeff Spolstra – Disability (previous director of watershed council)
 - p. West Michigan Kayak Club - Brian Burke
 - i. Other clubs/interested individuals
 - q. Discover Kalamazoo
 - r. Office of Urban and Metropolitan Initiatives
- 5. Potential funding
 - a. Foundations
 - i. Community
 - ii. Parks
 - iii. Other
 - b. State and Federal sources
 - i. DNR Trust Fund
 - ii. MEDC Crowdfunding
 - iii. Recreational Trails Program

- iv. Recreation Improvement Fund
 - v. American Greenways Dupont Awards Program
 - c. Sponsors/ Local Businesses
 - d. Local Partners
 - e. Corporate Partners (Consumers Energy, Banks, Health care systems, etc)
 - f. Private Donations
 - 6. Initial Rivers and River Towns Possibilities
 - a. Kalamazoo River
 - i. Albion
 - ii. Marshall
 - iii. Battle Creek
 - iv. Springfield
 - v. Augusta
 - vi. Galesburg
 - vii. Comstock
 - viii. Kalamazoo
 - ix. Portage (Portage Creek)
 - x. Plainwell
 - xi. Otsego
 - xii. Allegan
 - xiii. Saugatuck/Douglas
 - b. Thornapple River
 - i. Hastings
 - ii. Middleville
 - iii. GR
 - c. Nottawa Creek
 - i. Athens
 - d. St. Joseph River
 - i. Union City
 - ii. Colon
 - iii. Mendon
 - iv. Three Rivers
 - 7. Questions that need to be answered
 - a. Who will manage the website?
 - b. Who will maintain the waterway?
 - i. Clearing deadfall
 - ii. Ensuring the access points are properly maintained
 - c. Who will apply for funding?
 - d. Who else should be involved?
 - e. Is there a potential issue with liability?
 - i. Volunteers using saws
 - f.



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BY-LAWS

ADOPTED 12-17-12, AS AMENDED ON 5-5-15

Comment [LA1]: Needed if amended

ARTICLE I ESTABLISHMENT

SECTION 1: The Southcentral Michigan Planning Commission was created under the authority of Act 281 of Michigan Public Acts of 1945, as amended. It was ~~re-established~~reorganized on October 18, 2012.

Comment [LA2]: More accurate language

SECTION 2: The official title of this Council is the Southcentral Michigan Planning Council, hereinafter referred to as the Council or SMPC.

ARTICLE II DEFINITIONS

SECTION 1: Definitions

- A. COUNCIL - The governing and policy body of the SMPC.
- B. FISCAL YEAR - October 1 through September 30.
- C. IN GOOD STANDING - Current fiscal year local funding contribution is paid in full. Under extenuating circumstances, a grace period for payment may be granted by resolution of the Council.
- D. MEMBER - A local unit of government within Region 3 in good standing with the Council.
- E. REGION 3 - Geographic area contained within the Region 3 boundary as defined by the counties of Barry, Branch, Calhoun, Kalamazoo, and St Joseph.
- F. REPRESENTATIVE - A person on the Council appointed by a member county.
- G. SMPC - Southcentral Michigan Planning Council.

ARTICLE III MEMBERS

SECTION 1: Membership Composition

- A. The Council shall be composed of 13 members representing each of the region's counties.
- B. Representation Plan:
 - a. Each county shall have two representatives
 - b. A county shall receive an additional representative for every 100,000 residents as determined by the most recent decennial Census
 - c. The representation plan results in the following membership from 2011 through 2021:
 - i. Barry County - two Representatives
 - ii. Branch County - two Representatives
 - iii. Calhoun County - three Representatives

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Amended 5-5-15

- iv. Kalamazoo County - four Representatives
- v. St Joseph County - two Representatives

C. Each County shall allocate half (rounding down) of its membership positions on the Council to individuals who reside outside of the Census defined Urbanized area. If no willing representatives are available, the Council is allowed to waive the rural representation requirement.

~~D. Council composition must follow US-EDA guidelines. Each county will be advised on these guidelines.~~

D. Additional units of government may apply for membership at any regular board meeting. The unit must have a resolution from its governing body to apply for membership. New members require a two-thirds majority approval of the SMPC board.

SECTION 2: Appointment of ~~Representatives~~Delegates

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

SECTION 3: Term of Office

- A. ~~Delegate~~Representatives who are elected officials may serve for terms equal to their terms of office or three years, whichever ends earliest.
- B. ~~Representatives~~Delegates-at-Large may serve three-year terms beginning at the start of each fiscal year.
- C. Any ~~representatives~~delegate may be reappointed for additional like terms by their Member County.
- D. Appointments shall be the exclusive prerogative of the appointing authority and shall not be subject to challenge by any member of the Council, or the Council. ~~The council may formally submit a request for the removal of a representative to a member unit.~~

SECTION 4: Forfeiture of Membership

- A. A member unit may forfeit its membership by resolution of its governing body.
- B. A forfeiture of membership that results in a geographic boundary change for SMCP requires a resolution of concurrence by SMPC and acceptance by the State of Michigan.
- C. Financial implications of forfeiture are governed by Article IX of this document.

ARTICLE IV COMPENSATION

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

ARTICLE V PURPOSE AND FUNCTION

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

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Comment [LA3]: We may not need this with the new EDA Regs

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Comment [LA4]: Need mechanism for adding members

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Comment [LA5]: More accurate language

Comment [LA6]: May need a mechanism to ask for removal

Comment [LA7]: We need a mechanism to allow members to leave

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

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

- A. To provide a mutual forum to identify, study, discuss and define regional issues and opportunities by utilizing the democratic processes and encouraging citizen participation.
- B. To assure a continuing practical vehicle to promote communication and cooperation for the exchange of information among area governmental units and agencies.
- C. To foster, develop and review plans for growth, development and conservation of the environment in the region.
- D. To encourage and assist in the development of region wide policies and proposals for coordinating human services, land use, transportation and other related physical planning programs among area local governments.
- E. To furnish general and technical aid to member governments and groups or organizations ~~relative to regional issues and opportunities as they request and direct.~~
- F. To review and coordinate federal, state and local programs of regional importance as defined and approved by the Council.
- G. To provide necessary assistance to local governments, agencies and individuals in securing federal and state funding programs that would have regional significance as defined by the Council.
- H. To undertake such other activities consistent with the purposes as set forth under the authority of the State of Michigan's Regional Planning Act 281 of 1945, as amended which provides for regional planning; the creation, organization, powers and duties of regional planning Councils; the provision of funds for the use of regional planning Councils; and the supervision of the activities of regional planning Councils under the provisions of this act.
- I. To consider other matters that may benefit and be of value in promoting and accomplishing the purposes of the Council.
- J. To encourage region wide cooperation to enhance economic opportunity between the public and private sectors in development, expansion, attraction, and retention of business and industry.

SECTION 4: The Council shall make an annual report of its activities to the member counties and the Executive Office of the Governor, and make that report available publicly.

ARTICLE VI OFFICERS

SECTION 1: The officers of this Council shall be:

- A. A Chairperson who shall preside at meetings and shall have special duties as prescribed by the Bylaws, and shall have the further authority to preside at any recessed meeting, or call and preside at any special meeting and who shall also chair the Executive and Personnel Committee.
- B. A Vice Chairperson who shall function in the same capacity as the Chairperson in the case of the Chairperson's absence or inability to act.

- C. A Treasurer whose duties shall be to function in the same capacity as Chairperson in case of the Chairperson's and Vice Chairperson's absence or inability to act, and such other duties as are usual to the office. The Treasurer and such other officers and staff members as are responsible for the handling of funds and shall be bonded in an amount to be determined by the Council.
- D. A Secretary whose duties shall be to function in the same capacity as Chairperson in the case of the Chairperson's, Vice Chairperson's and Treasurer's absence or inability to act, and to recommend to the Council a correct copy of minutes of any meeting at which SMPC business shall have been transacted, and such other duties as are usual to the office.

SECTION 2: The officers of the SMPC shall be elected each year for a one-year term by the Council from the voting members, at their Annual Meeting, or at such times as vacancies may occur.

During the election of officers at the annual meeting, the Executive Director shall assume the chair until such time as the elected person shall assume the chair having been duly elected as prescribed by these Bylaws.

ARTICLE VII PERSONNEL

SECTION 1: The Council may employ an Executive Director and/or such employees as it deems necessary for its work, and may hire such consultants for part-time or full-time service as may be necessary for the execution of its responsibilities.

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

SECTION 3: The Executive Director of the Council shall keep a written record of all business transacted by the Council, serve notification to members of all meetings, keep on file all official records of the Council, certify all maps, records and reports of the Council, serve notice of all hearings and public meetings, and shall submit the Annual Report of the Council's activities to the member units of government and the Office of the Governor.

ARTICLE VIII MEETINGS

SECTION 1: The regular meetings of the Council shall be held as prescribed by the Council and adopted at the annual meeting as recorded and posted. Special meetings may be held as required, subject to call of the Chairperson, or in the absence of the Chairperson by the Vice Chairperson, or by no less than three (3) voting members. The necessity for a meeting may be called to the attention of the Chairperson or Vice Chairperson by the Executive Director.

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

Comment [LA8]: Update language

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

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

SECTION 54: Regular Meeting shall be held on a ~~bi~~-monthly basis.

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SECTION 45: In accordance with the Open Meetings Act, Public Act 267 of 1976, as amended, and other applicable statutes, members of the public are encouraged to attend all open public meetings and to address the public body at that meeting.

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

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

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

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

SECTION 910: All regular and special meetings of the Council and its Committees shall be conducted in accordance with procedures as set forth in the Maerriam-Webster *New Roberts Rules of Order*.

ARTICLE IX FINANCIAL CONSIDERATIONS

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

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

Any member government which does not pay its assessed local funding contribution within ninety (90) days of invoicing shall be considered delinquent and shall be ineligible to vote at Council meetings. ~~Local contributions will not be returned to member governments in the case of withdrawal.~~

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

ARTICLE X ADOPTION OF PLANS

SECTION 1: For the adoption of Master Plans, or any substantial amendment thereof, or precise plans as designated in the Regional Planning Council Act, Act 281 of Michigan Public Acts of 1945, as amended, an affirmative vote of a majority of the full membership of the Council shall be required. The resolution for adoption shall be made in writing and attached to the plan and related maps with any descriptive information, approvals, signatures, and in accordance with appropriate laws and regulations. Before adopting a Master Plan or substantial amendment thereof, the Council shall hold at least one public hearing thereon, notice of the time and place of which shall be given on the SMPC website and at the administrative offices of SMPC and each member county by one publication in a newspaper of general circulation in the counties, not more than thirty (30) days or no less than ten (10) days before such hearing.

ARTICLE XI COMMITTEES AND COUNCILS

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

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

ARTICLE XII AMENDMENTS

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

ARTICLE XIII STATUTE

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