

Regional 8 Prosperity Committee Meeting Agenda

MEETING DATE: Thursday, December 4, 2014
MEETING TIME: 3:00 pm
MEETING LOCATION: Kalamazoo Valley Community College Groves Campus
7107 Elm Valley Drive, Kalamazoo, MI 49009

1. **Introductions**
2. **FY 2014 RPI Grant Budget Review** - Egelhaaf
 - a. Presentation on the status of the FY 2014 RPI Grant budget
 - b. Determine the amount available for projects
3. **Project Evaluation Criteria** – Adams
 - a. Start to determine what criteria is used to rank projects that propose to use RPI Grant funds
4. **Bylaws** – Adams and Egelhaaf
 - a. Begin discussion on bylaws
5. **Next steps** - Adams
 - a. Future meeting dates
 - b. Agenda items for next meetings
 - i. Committee structure and membership
 - ii. Bylaw Draft Review
 - iii. Community Development Asset Inventory
6. **Adjourn** – No later than 4:30 pm

2014 RPI Region 8 Budget Versus Actual Expenses

	SWMPC/SMPC Staff Support		Prosperity Committee		Contractual		TOTAL	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Process Facilitation	\$65,200	\$40,167	\$41,250	\$5,295	\$45,000	\$30,852	\$151,450	\$76,314
Meeting Logistics								
Room Rental					\$21,000	\$22,574	\$21,000	\$22,574
Equipment					\$14,600	\$118	\$14,600	\$118
Other					\$8,450		\$8,450	\$0
Meeting Outreach	\$20,000	\$0					\$20,000	\$0
Writing & Production of 5-Yr Prosperity Plan								
Writing, Editing, Formatting					\$15,000	\$15,000	\$15,000	\$15,000
Graphic Design					\$6,000	\$4,500	\$6,000	\$6,000
Web Version					\$3,000	\$0	\$3,000	\$0
Printing					\$6,000	\$6,000	\$6,000	\$6,000
Grant Administration	\$4,500	\$4,500					\$4,500	\$4,500
Website Development								
Design of Webpage					\$4,500	\$0	\$4,500	\$0
Design of Dashboard					\$4,500	\$0	\$4,500	\$0
TOTAL	\$89,700	\$44,667	\$41,250	\$5,295	\$128,050	\$79,044	\$250,000	\$129,006

Potential Project Evaluation Criteria for Regional Projects

- Area Impacted
 - Does the project address needs in an isolated area of the region or the entire region?
- Sectors Impacted
 - Does the project cross sectors?
- Relationship to regional goals and opportunities
 - Does the project help to accomplish any goals or opportunities? If so, how many?
- Project readiness/timeline
 - How quickly can the project be initiated?
 - Will the project be completed by September 30, 2019?
 - This is a requirement of the RPI Boilerplate
- Can the project be completed organizations prescribed in the RPI Boilerplate?
 - Regional Planning Commissions
 - Economic Development Commissions
 - Metropolitan Area Councils
 - Metropolitan Planning Organizations
- Investment value
 - Does the project offer a good value or impact for the amount requested?

From the Boilerplate:

(10) Unexpended funds appropriated in part 1 for the regional prosperity initiative are designated as work project appropriations, and any unencumbered or unallotted funds shall not lapse at the end of the fiscal year and shall be available for expenditure for regional prosperity initiative projects under this section until the projects have been completed. The following is in compliance with section 451a of the management and budget act, 1984 PA 431, MCL 18.1451a:

- (a) The purpose of the projects is to provide incentive-based grants to recipients under this section.
- (b) The projects will be accomplished by grants to qualified regional planning organizations.
- (c) The total estimated cost of all projects is \$2,500,000.00.
- (d) The estimated completion date is September 30, 2019.

REGIONAL COLLABORATION GOALS AND OPPORTUNITIES

COMMUNITY DEVELOPMENT

Improve the livability of our region's communities to attract and retain talented workers

- 1. Create a more diversified transportation system**
 - Create walkable neighborhoods
 - Encourage new transportation patterns that support efficient multi-modal transportation options
 - Support community development that is transit-oriented
- 2. Encourage development of additional recreational opportunities and amenities**
 - Encourage an environment where social interactions can occur
 - Promote existing and support development of new trails and natural areas (e.g., parks, recreation areas, rivers, and lakes)
- 3. Encourage increased access to housing options regarding density, cost, style and location**
- 4. Support sustainable development**
 - Develop infrastructure that can be sustained financially and environmentally over the long term
 - Maintain or improve environmental quality

EDUCATION

Promote talent development and retention

- 1. Promote the coordination of internships, apprenticeships, and academic and skills training across the region**
- 2. Encourage broad lifelong learning**
- 3. Encourage transit interconnectivity to better support education, training, and employment**
- 4. Support work of existing organizations in the following areas:**
 - Adult education
 - Career exploration
 - Functional literacy
 - Skilled trades

INFRASTRUCTURE

Encourage expansion and improvement of regional infrastructure

1. Transportation of Goods

- Support regionally impactful infrastructure opportunities for the movement of freight (e.g., support 2nd bridge in Detroit, completion of US 31)
- Intermodal freight transportation (e.g., reliever port for Chicago and Detroit)
- Promote maintenance and improvement of the freeway system and connecting roads
- Promote maintenance and improvement of state and local roads
- Encourage aviation to better support business
- Take advantage of our existing water infrastructure along the Lake Michigan shoreline for the transportation of freight (e.g., freight harbors on Lake Michigan)

2. Transportation of People

- Promote maintenance and improvement of the existing freeway system and connecting roads
- Encourage passenger rail as a viable transportation option
- Encourage aviation to better support passenger transportation
- Promote coordination of regional bus transportation

3. Communication

- Promote region-wide access to telecommunications (broadband, cellular)
- Encourage improved speed and quality of telecommunications infrastructure

4. Energy

- Promote competitive cost of energy
- Encourage increased access and production
- Promote diversification of energy portfolio (e.g., creation of micro grids)

5. Municipal infrastructure

- Promote coordinated administration of regional water and sewer infrastructure to achieve competitive rates
- Encourage coordinated water and sewer infrastructure planning

RPI STRATEGIES

Advance regional communication and collaboration

1. Further RPI organizational development

- Establish bylaws
- Examine membership and structure
- Connect sectors via communication, collaboration, and information sharing
- Establish RPI as clearinghouse (network versus an extra step)
- Create regional brand, identity, and image
- Establish criteria for addressing policy issues

2. Encourage collaboration among public and nonprofit sectors

- RPI develops or replicates organizational collaboration models for Region 8 to meet needs in a cost-efficient way
- Develop a platform for regular information sharing among the five sectors (learn what others are doing; process for regular information sharing meetings)
- Encourage coordinated strategic asset management across all seven counties
- Explore tribal strategies
- Collaboration on state and federal grants and projects to ensure projects are shovel-ready (e.g., letters of support)
- Encourage emergency management at a regional level

3. Strengthen the interface between the Regional Prosperity Plan and local plans

- RPI develops a “template” for creating plans that fit within the regional strategy
- Alignment with state and federal agencies to inform them about RPI goals
- Encourage individual municipal strategies are tied to the regional prosperity plan (including planning)

Bylaw Construction

What do we want them to do for us?

How general or detailed do we imagine them?

Are there any elements missing from the list below?

Are there too many elements in the list below?

Typical Elements of Bylaws

1. Establishment
 - a. How is this group established?
2. Definitions
 - a. Definition of terms used in the bylaws
3. Purpose and Function
 - a. The sections describes the purpose(s) and function(s) of this body
4. Members
 - a. This section outlines who members of the committee are and how they are chosen
5. Duties and Responsibilities
 - a. This section outlines what is expected of committee members
6. Compensation
 - a. This section governs how board members are compensated
7. Officers, Elections, Vacancies, Terms
 - a. This section outlines if the committee will have officers, how they are chosen, and the amount of time they serve
8. Personnel
 - a. This section outlines the roles of any staff
9. Meetings
 - a. This section outlines:
 - i. When and where are the meetings held
 - ii. What constitutes a quorum
 - iii. If special meetings are allowed and how they are called
10. Financial Considerations
 - a. This section outlines the means by which this group is funded
 - i. Just RPI grant? Should it pursue other funding?
11. Subcommittees
 - a. Will this group have sub-committees? If so, how are they appointed and what is their purpose?
12. Amendments
 - a. How are amendments to the bylaws made?

Regional Prosperity Initiative Region 8 Timeline Tasks 2015

	January	February	March	April	May	June	July	August	September
Prosperity Plan Goal Set	RPI STRATEGIES: <i>Advance regional communication & collaboration</i>		COMMUNITY DEVELOPMENT: <i>Improve the livability of our region's communities to attract & retain talented workers</i>		EDUCATION: <i>Promote talent development & retention</i>		INFRASTRUCTURE: <i>Encourage expansion & improvement of regional infrastructure</i>		2015 Wrap Up
Meeting Task One	Present Bylaw Research		Present Asset Inventory Research for Community Development	Refine Goal Set	Present Asset Inventory Research for Community Development	Refine Goal Set	Present Asset Inventory Research for Community Development	Refine Goal Set	Present Volume II of Five Year Prosperity Plan
Meeting Task Two	Bylaw Construcion	Bylaw Construction	Facilitated Discussion Driven by Prosperity Plan Goals	Define Objectives for Each Goal	Facilitated Discussion Driven by Prosperity Plan Goals	Define Objectives for Each Goal	Facilitated Discussion Driven by Prosperity Plan Goals	Define Objectives for Each Goal	Assemble & Complete Asset Map
Meeting Task Three		Methodology for Project Funds Distribution	Survey Conducted with Meeting Attendees	Define Action Strategies & Data	Survey Conducted with Meeting Attendees	Define Action Strategies & Data	Survey Conducted with Meeting Attendees	Define Action Strategies & Data	Present Initial Findings of Research Reports
Asset Inventory	Begin Asset Inventory: Community Development		Present Asset Inventory : Community Development	Begin Asset Inventory: Education	Present Asset Inventory: Education	Begin Asset Inventory: Infrastructure	Present Asset Inventory: Infrastructure	Begin Assembling Asset Inventories	
Research Reports	Bylaw Research		Begin Talent Asset Map Study						
Research Reports		Begin Broadband Infrastructure Study							
Research Reports				Begin Passenger Rail Infrastructure Study					