



Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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

Board Meeting Agenda

MEETING DATE: Tuesday, December 5, 2017
MEETING TIME: 11:30 am
MEETING LOCATION: W.E. Upjohn Institute
300 S Westnedge Ave, Kalamazoo, MI

1. **Call to Order**
2. **Member Present/Introductions**
3. **Members Excused**
4. **Action: Approval of the Agenda**
5. **Action: Approval of the Minutes**
6. **Citizen Comments**
7. **Financial Report**
 - a. Monthly Financial Report Presented at meeting
8. **Transportation/KATS Items**
 - a. Monthly Report Presented at the meeting
9. **Discussion/Action: SMPC sponsored workshop**
 - a. Determined the topic and timeframe for the next workshop
10. **Discussion: Update from the SMPC Sponsored Retirement Account Committee**
 - a. Review of discussions and actions to date
11. **Discussion: Regional Prosperity Initiative**
 - a. Update on Regional Prosperity Meetings and Activities
12. **Staff Report/Other:**
 - a. Next Workshop
 - b. Albion Zoning
 - c. Lockport Township
 - d. Sherman Township
13. **Board Member Comments**
14. **Action: Adjournment**

Next Meeting: February 6 in Coldwater



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Board Meeting Minutes

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

1. Call to Order

- a. The meeting was called to order by Chairperson Carahaly at 10:36 am.

2. Member Present/Introductions

- a. Board members Bomba, Carahaly, Frisbie, Hazelbaker, Kale, and Pangle were in attendance.

3. Members Excused

- a. Hazelbaker made a motion to excuse Baker and McGraw from the meeting.
 - i. Frisbie seconded the motion.
 - ii. **The motion carried.**

4. Action: Approval of the Agenda

- a. Pangle made a motion to approve the agenda as written.
 - i. Bomba seconded the motion.
 - ii. **The motion carried.**

5. Action: Approval of the Minutes

- a. Pangle made a motion to approve the minutes as written.
 - i. Frisbie seconded the motion.
 - ii. **The motion carried.**

6. Citizen Comments

- a. None were made.

7. Financial Report

- a. Staff was unable to finalize the year-end financial report prior to the meeting.

8. Transportation/KATS Items

- a. Fred Nagler from KATS gave a verbal and written update on the transportation planning activities conducted during September. Fred specifically focused on a safety plan prepared for our region by a contractor hired by MDOT. Fred presented the highlights of the plan. He wanted the SMPC Board to provide feedback on the plan before it became finalized. The Board had a few questions about the contents of the plan and any similar plan that may arise in the future.

9. Discussion/Action: Zoning Services contract with Albion

- a. Take action on the contract with Albion
 - i. Adams presented a draft contract between SMPC and the City of Albion. The board reviewed the contract and had a few corrections. Staff noted that this contract was based on our standard planning services contract developed by our attorneys.
 - ii. Pangle made a motion to approve the presented contract between SMPC and the City of Albion.
 - 1) Frisbie seconded the motion.
 - 2) **The motion carried.**
- b. Take action on the contract with Northeast Michigan Council of Governments

- i. Staff explained that an employee of the Northeast Michigan Council of Governments (NEMCOG) is lined up to help SMPC complete the zoning ordinance update for the City of Albion. The contract was developed by NEMCOG with some edits by Adams. The board reviewed the contract and, after a lengthy discussion, found a few sections that wanted altered. The changes were fairly substantial so Adams asked the board to authorize the Chair to sign the contract after the modifications were made.
- ii. Frisbie made a motion to approve the presented contract between SMPC and the Northeast Michigan Council of Governments.
 - 1) Pangle seconded the motion.
 - 2) **The motion carried.**

10. Discussion: Update from the SMPC Sponsored Retirement Account Committee

- a. Frisbie made a motion to enter into closed session to discuss pending legal matters.
 - i. Hazelbaker seconded the motion.
 - ii. **Adams administered a roll call vote; the motion carried unanimously.**
- b. Staff and the board discussed legal matters.
- c. Bomba made a motion to exit closed session.
 - i. Pangle seconded the motion.
 - ii. **Adams administered a roll call vote; the motion carried unanimously.**

11. Discussion: Regional Prosperity Initiative

- a. Adams noted that the Committee received four proposals from across the region. They included:
 - i. Jobs for Michigan Graduates program expansion by Kinexus
 - ii. A talent development strategy proposed by Southwest Michigan First
 - iii. A regional adult literacy program that would utilize technology to deliver services proposed by Adult Learning Collaborative
 - iv. The momentum workforce training program by Urban Alliance
- b. The Committee decided to fund the Adult Learning Collaborative with \$45,000 and the Kinexus and Urban Alliance projects at \$30,000. The Committee also set aside \$10,000 for smaller projects that may arise during the year.
- c. The board wanted additional information and had a few questions about the potential projects.
- d. The board also discussed the long-term outlook on the RPI and how SMPC may be impacted.

12. Staff Report/Other:

- a. Homer Township
 - i. Staff reported that the project is completed
- b. Lockport Township
 - i. Staff reported that it should deliver a draft of their plan in January.
- c. Other land use plans
 - i. Staff provided proposals for Florence and Sherman Townships in St. Joseph County.
- d. Next Workshop
 - i. Staff wanted to have the board start thinking about what topic we should focus on in our next region-wide workshop.
 - ii. Discussion will continue in the December meeting.

13. Board Member Comments

- a. Carahaly mentioned that Kalamazoo County is working on appointing replacements for Reid and Seyburn.
- b. Pangle mentioned that she is trying to find another representative for St. Joseph County.

14. Action: Adjournment

- a. The meeting was adjourned at 12:02 pm

W.E. Upjohn Institute for Employment Research

Projects 34050, 34051, 34052, 34053, 34054
 Southcentral Michigan Planning Council
 FY17 10/1/16 - 9/30/17
 Director: Lee Adams

FY17
September 2017
Updated 11/17/17

	34050	34050	34051	34051	34052	34052	34053	34053	34054	34054	Total	Total
	Fiscal	<i>SMPC General</i>	Fiscal	<i>SMPC RPI</i>	Fiscal	<i>SMPC Plan</i>	Fiscal	<i>SMPC Transp</i>	Fiscal	<i>SMPC Transp</i>	FY17	<i>SMPC</i>
	YTD 2017	<i>Budget</i>	YTD 2017	<i>Budget</i>	YTD 2017	<i>Budget</i>	YTD 2017	<i>Budget</i>	YTD 2017	<i>Budget</i>	To Date	<i>Budget</i>
Wages	13,814.50		13,395.26		7,238.57		2,186.47		31,560.00		68,194.80	
Fringe	8,566.33		7,028.43		4,399.63		1,282.51		-		21,276.90	
Wages & Fringe	22,380.83	15,000.00	20,423.69	25,000.00	11,638.20	15,000.00	3,468.98	5,000.00	31,560.00	33,600.00	89,471.70	93,600.00
Training	-	1,000.00	-	-	-	1,000.00	-	-	-	-	-	2,000.00
MI Assoc of Region Dues	960.00	960.00	-	-	-	-	-	-	-	-	960.00	960.00
Computer Charges	-	-	-	-	-	-	-	-	-	-	-	-
SMPC Liability Insurance	2,075.00	2,100.00	-	-	-	-	-	-	-	-	2,075.00	2,100.00
Consulting - KATS	-	-	-	-	-	5,000.00	65,452.03	87,950.00	-	-	65,452.03	92,950.00
Consulting - Legal Fees	14,146.57	5,000.00	-	-	-	-	-	-	-	-	14,146.57	5,000.00
Copies/Duplicating	5.20	25.00	-	100.00	0.08	100.00	-	25.00	0.08	-	5.36	250.00
Postage	-	15.00	-	-	11.42	-	-	-	-	-	11.42	15.00
Supplies - Office	92.40	50.00	-	-	-	-	-	-	-	-	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	23.35	-	-	-	-	-	-	-	-	-	23.35	-
Travel Reimbursement	-	-	-	-	-	-	-	-	-	-	-	-
Travel	2,347.19	1,500.00	148.03	750.00	414.41	1,000.00	78.25	200.00	424.13	-	3,412.01	3,450.00
Other Expense	19,656.79	10,660.00	148.03	900.00	425.91	7,110.00	65,530.28	88,200.00	424.21	-	86,185.22	106,870.00
Total Expense	42,037.62	25,660.00	20,571.72	25,900.00	12,064.11	22,110.00	68,999.26	93,200.00	31,984.21	33,600.00	175,656.92	200,470.00
Billings 34050,34051,34054	16,500.00		21,578.00						31,984.21		70,062.21	-
Homer 24020 34052	-		-		5,000.00		-		-		5,000.00	-
Penn 24021 34052	-		-		-		-		-		-	-
St Joe 24022 34052	-		-		960.00		-		-		960.00	-
Fabius 34052	-		-		-		-		-		-	-
Lockport 24027 34052	-		-		891.00		-		-		891.00	-
Ross 24028 34052	-		-		2,122.30		-		-		2,122.30	-
Trans Z9 34053	-		-		-		538.75		-		538.75	-
Trans Z10 34053	-		-		-		10,454.51		-		10,454.51	-
Trans Z11 34053	-		-		-		24,150.80		-		24,150.80	-
Trans Z12 34053	-		-		-		33,931.37		-		33,931.37	-
Total Billings	16,500.00	16,500.00	21,578.00	30,000.00	8,973.30	25,000.00	69,075.43	93,200.00	31,984.21	33,600.00	148,110.94	198,300.00
Expense	42,037.62	25,660.00	20,571.72	25,900.00	12,064.11	22,110.00	68,999.26	93,200.00	31,984.21	33,600.00	175,656.92	200,470.00
Net Income(Expense)	(25,537.62)	(9,160.00)	1,006.28	4,100.00	(3,090.81)	2,890.00	76.17	-	-	-	(27,545.98)	(2,170.00)
Billings	16,500.00	16,500.00	21,578.00	30,000.00	8,973.30	25,000.00	69,075.43	93,200.00	31,984.21	33,600.00	148,110.94	198,300.00
Receipts	16,500.00	16,500.00	16,975.76	30,000.00	8,973.30	25,000.00	68,689.57	93,200.00	29,764.21	33,600.00	140,902.84	198,300.00
Acct.Rec.Balance	-	-	4,602.24	-	-	-	385.86	-	2,220.00	-	7,208.10	-

Lake Michigan Credit Union Balance: \$64,588.70



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: November 28, 2017
SUBJECT: Southcentral Michigan Planning Council Report

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

- Attended the 2017 Roadsoft Users Conference in Lansing
- Participated in the second of two Transportation Asset Management Council Bridge Asset Management webinars and the subsequent hands-on workshop. Training at the workshop was done using Branch County bridge data. The results were given to the county and can be used as a basis for a final bridge asset management plan.
- Worked on data summaries for County Road Condition Reports for Region 3
- Worked on scheduling a meeting of Rural Task Force #3. Main agenda items for the meeting will be to update the 2018 – 2020 programs to fully utilize available target funding obligation amounts and to review/amend the Task Force bylaws
- Began preparing materials for the Rural Task Force #3 meeting
- Worked on distributing Highway Performance Monitoring System spreadsheets with sample road segments to the appropriate agencies for updating and submission to the Michigan Department of Transportation. The task included disaggregating the region-wide spreadsheet by road agency and forwarding the segments as appropriate. The spreadsheets contain data on physical attributes, traffic counts, signal timing and maintenance history. When received back, the updated data will be recombined and submitted to MDOT who will in turn submit to the Federal Highway Administration. The Highway Performance Monitoring System data are used as part of a congressionally mandated biennial Conditions & Performance report. Continued eligibility for federal aid road funding is tied to compliance in reporting and updating the requested data.
- Participated in the November Transportation Asset Management Council's Asset Management Coordinator conference call
- Prepared and submitted the newly required Rural Task Force Monthly Report to Michigan Department of Transportation Planning