



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, March 6, 2018
MEETING TIME: 11:30 am
MEETING LOCATION: St. Joseph County Administration Building, History Room (3rd Floor)
125 W Main St., Centreville, MI 49032

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
 - b. Presentation by Jon Start regarding KATS work
9. **Discussion:** Regional Prosperity Initiative
 - a. Update on Regional Prosperity Meetings and Activities
10. **Discussion/Action:** Sherman Township
 - a. Review contract with Sherman Township for a Master Plan update
11. **Discussion/Action:** SMPC Priorities
 - a. Discuss the strategic direction of SMPC
12. **Staff Report/Other:**
 - a. Florence Township
 - b. Nottawa Township
 - c. Education Workshops
 - d. April Meeting
 - e. Correspondence Received
13. **Board Member Comments**
14. **Action:** Adjournment

Next Meeting: April 3 in Marshall



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Board Meeting Minutes

MEETING DATE: Tuesday, February 6, 2018
MEETING TIME: 11:30 am
MEETING LOCATION: Coldwater Municipal Building, 2nd Floor Board Chambers
One Grand Street, Coldwater, MI 49036

1. Call to Order

- a. The meeting was called to order at 11:33 am

2. Member Present/Introductions

- a. Baker (Vice Chair), Bomba, Carahaly (Chair), Farmer, Frisbie, Hazelbaker (Secretary), Kale, McGraw (Treasurer), Pangle, Reynolds, Woodin

3. Members Excused

- a. Frisbie

4. Action: Approval of the Agenda

- a. Hazelbaker made a motion to approve the agenda as presented.
 - i. Bomba seconded the motion.
 - ii. **The motion passed.**

5. Action: Approval of the Minutes

- a. 12-5-17 Minutes
- b. 12-29-17 Minutes
- c. Pangle made a motion to approve both sets of minutes as presented.
 - i. Baker seconded the motion.
 - ii. **The motion passed.**

6. Citizen Comments

- a. No comments made.

7. Financial Report

- a. Monthly Financial Report Presented at meeting
 - i. Staff led the board through the financial report. He gave an overview of the format for the new members.
 - 1) The new members had a few questions about the budget and the financial practices of the organization.
 - 2) The board had questions about the transfer of funds from savings.
 - ii. Pangle made a motion to accept the Financial Report.
 - 1) Baker seconded the motion.
 - 2) **The motion passed.**

8. Transportation/KATS Items

- a. Fred Nagler presented a report on the transportation activities conducted by KATS on behalf of SMPC.
 - i. The bulk of the work was focused on the Rural Task Force and Asset Management.
 - ii. Fred distributed asset management reports for each county in the region. Fred noted that the reports are also on the SMPC website.
 - iii. The board asked about the activities planned for February and the culvert inventory initiative.

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

- a. The board reviewed an amended agreement with Rand Bowman. The board noted each of the changes from the previous agreement.
- b. McGraw made a motion to approve the agreement as presented.
 - i. Farmer seconded the motion.
 - ii. Multiple board member wanted clarification on the motion. It was determined that the motion was to approve the agreement as presented.
 - iii. The chair called for a vote.

1) The motion carried with two members dissenting.

10. Action: Freedom of Information Act Policy

- a. Adams led a discussion on the updates it proposed to the FOIA policy. The board discussed the updates to the policy.
- b. Kale made a motion to approve the amended FOIA policy.
 - i. Pangle seconded the motion.
 - ii. The board continued to discuss specific elements of the updated to the policy.
 - iii. **The motion carried.**

11. Discussion/Action: SMPC sponsored workshop

- a. Adams noted that he has engaged in planning for a regional talent summit. He stated that this summit could double as the annual SMPC educational workshop for 2018. Adams also proposed hosting an Open Meetings Act workshop in addition to the Talent Summit.
- b. The board discussed the need for each of the workshops. The board generally agreed with direction for the workshops. The board also noted that the Open Meetings Act session should focus some of its time on closed sessions.

12. Discussion: Regional Prosperity Initiative

- a. Adams noted that the Southwest Michigan Prosperity Committee issued a survey to help it select an area of focus for 2018. Adams also noted that Carahaly was elected the chair of that group.
- b. Carahaly noted that SMPC is heavily involved in the work and the board should become familiar with the work. All relevant materials are on the SMPC website under the "Regional Prosperity" tab.

13. Discussion/Action: Financial Priorities

- a. Adams wanted to know if the board would like to engage in a strategic planning process to help shape its priorities.
- b. One member suggested sending a survey to the local units of government to assess the needs of the local communities. Discussion ensued.
- c. Adams will send out the notes from the 2014 strategic planning session in preparation for a discussion in March.

14. Staff Report/Other:

- a. Albion Zoning
 - i. The project is moving forward and all parties are still happy.
- b. Lockport Township
 - i. Staff delivered a completed master plan draft for review by the Township.
- c. Sherman Township
 - i. The Township asked SMPC to help them update their master plan.

15. Board Member Comments

- a. Carahaly stated SMPC will host the Michigan Association of Regions annual meeting. Representative from other regions from around the state will come to Kalamazoo June 19-20.
- b. Baker mentioned that he is looking forward to SMPC updating the region's Comprehensive Economic Development Strategy. Adams noted that the plan is the complete that work towards the end of the year.
- c. McGraw congratulated the board on achieving full strength.

- d. Bomba noted that Calhoun County received a grant to purchase 65 acres of land near Albion. The property will serve as a trail hub for the two state-wide trails that traverse the area and the local trails in Albion. The property may also house a campground for those using the trails. The property may also be home to a partnership with Albion College and its equestrian program.
- e. Kale noted that he was elected chair of the Calhoun County Economic Development Corporation. He said that he was more than willing to hear any suggestions for the EDC.

16. Action: Adjournment

- a. Pangle made a motion to adjourn the meeting.
 - i. Baker seconded the motion.

Next Meeting: March 6 in Centreville

W.E. Upjohn Institute for Employment Research

Projects 34050, 34051, 34052, 34053, 34054, 34055
 Southcentral Michigan Planning Council
 FY18 10/1/17-9/30/18
 Director: Lee Adams

FY18
January 2018
Updated 02/21/18

	34050	34050	34051	34051	34052	34052	34053	34053	34054	34054	34055	34055	Total	Total
	Fiscal	SMPC General	Fiscal	SMPC RPI	Fiscal	SMPC Plan	Fiscal	SMPC Transp	Fiscal	SMPC Kzoo	Fiscal	SMPC MEDC	FY18	Total
	YTD 2018	Budget	YTD 2018	Budget	YTD 2018	Budget	YTD 2018	Budget	YTD 2018	Budget	YTD 2018	Budget	To Date	SMPC
														Budget
Wages	2,265.47		5,894.61		3,192.16		123.29		9,870.00		-		21,345.53	
Fringe	1,077.14		2,734.63		1,572.93		57.52		-		-		5,442.22	
Wages & Fringe	3,342.61	15,000.00	8,629.24	25,000.00	4,765.09	15,000.00	180.81	5,000.00	9,870.00	33,600.00	-	25,000.00	26,787.75	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	-	2,100.00	-	-	-	-	-	-	-	-	-	-	-	2,100.00
Consulting - KATS/NEMC	-	-	-	-	-	5,000.00	17,035.79	87,950.00	-	-	-	-	17,035.79	92,950.00
Consulting - Legal Fees	(7,917.04)	5,000.00	-	-	-	-	-	-	-	-	-	-	(7,917.04)	5,000.00
Copies/Duplicating	0.24	25.00	-	100.00	-	100.00	-	25.00	-	-	-	-	0.24	250.00
Postage	-	15.00	-	-	-	-	-	-	-	-	-	-	-	15.00
Supplies - Office	50.00	50.00	-	-	-	-	-	-	-	-	-	-	50.00	50.00
Telephone	-	10.00	-	50.00	-	10.00	-	25.00	-	-	-	-	-	95.00
Software - License/Supplie	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Web Site Hosting	228.00	-	-	-	-	-	-	-	-	-	-	-	228.00	-
Travel Reimbursement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Travel	386.52	1,500.00	258.66	750.00	67.61	1,000.00	-	200.00	-	-	-	-	712.79	3,450.00
Other Expense	(6,292.28)	10,660.00	258.66	900.00	67.61	7,110.00	17,035.79	88,200.00	-	-	-	-	11,069.78	106,870.00
Total Expense	(2,949.67)	25,660.00	8,887.90	25,900.00	4,832.70	22,110.00	17,216.60	93,200.00	9,870.00	33,600.00	-	25,000.00	37,857.53	200,470.00
Billings 34050,34051,34054	16,500.00		7,112.57						7,380.00		-		30,992.57	-
34055 - Albion											564.64	-		
34055 - MEDC												19,400.00		
Homer 24020 34052	-		-		-		-		-		-		-	
Penn 24021 34052	-		-		-		-		-		-		-	
St Joe 24022 34052	-		-		320.00		-		-		-		320.00	
Fabius 34052	-		-		-		-		-		-		-	
Lockport 24027 34052	-		-		-		-		-		-		-	
Ross 24028 34052	-		-		-		-		-		-		-	
Trans Z9 34053	-		-		-		-		-		-		-	
Trans Z10 34053	-		-		-		4,563.74		-		-		4,563.74	
Trans Z11 34053	-		-		-		6,815.46		-		-		6,815.46	
Trans Z12 34053	-		-		-		5,886.35		-		-		5,886.35	
Total Billings	16,500.00	16,500.00	7,112.57	30,000.00	320.00	25,000.00	17,265.55	93,200.00	7,380.00	33,600.00	564.64	25,000.00	48,578.12	198,300.00
Expense	(9,241.95)	25,660.00	8,887.90	25,900.00	4,832.70	22,110.00	17,216.60	93,200.00	9,870.00	33,600.00	-	25,000.00	37,857.53	200,470.00
Net Income(Expense)	7,258.05	(9,160.00)	(1,775.33)	4,100.00	(4,512.70)	2,890.00	48.95	-	(2,490.00)	-	564.64	-	10,720.59	(2,170.00)
Billings	16,500.00	16,500.00	7,112.57	30,000.00	320.00	25,000.00	17,265.55	93,200.00	7,380.00	33,600.00	564.64	25,000.00	48,578.12	198,300.00
Receipts	-	16,500.00	-	30,000.00	-	25,000.00	-	93,200.00	5,480.00	33,600.00	-	25,000.00	5,480.00	198,300.00
Acct.Rec.Balance	16,500.00	-	7,112.57	-	320.00	-	17,265.55	-	1,900.00	-	564.64	-	43,098.12	-

Lake Michigan Credit Union Balance: \$64,674.89



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: February 27, 2018
SUBJECT: Southcentral Michigan Planning Council Report

During the month of February, 2018, 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:

- Prepared and distributed draft minutes for the Rural Task Force #3 meeting held on January 31
- Updated the State Transportation Improvement Program efile and internal tracking spreadsheets based on amendments approved by the Rural Task Force #3 at the January 31 Meeting
- Submitted revised efile spreadsheet to Michigan Department of Transportation Planning along with a table summarizing changes
- Updated the SMPC website's Transportation page with approved minutes from the December 20, 2017 and draft minutes of the January 31, 2018 Rural Task Force #3 meetings
- Generated the monthly Rural Task Force report for January and submitted to Michigan Department of Transportation Planning
- Began work on scheduling 2018 Federal Aid road ratings for Planning Region 3
- Participated in the January Rural Task Force monthly conference call with Michigan Department of Transportation Planning
- Participated in the January 22 Asset Management Coordinators' conference call with the Transportation Asset Management Council
- Worked on refining the policy for reimbursement of non-federal aid roadway condition data collection and distributed to Act 51 agencies in Planning Region 3. Applications for reimbursement are due by May 1, 2018

CONTRACT FOR PROFESSIONAL SERVICES BETWEEN THE TOWNSHIP OF
SHERMAN AND THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL

THIS CONTRACT is made and entered into this ___ day of _____, 2018, between the Township of Sherman, 64962 Balk Road, Sturgis, MI 49091 (hereinafter referred to as the “Township”), and The Southcentral Michigan Planning Council, 300 South Westnedge Avenue, Kalamazoo, MI 49007 (hereinafter referred to as the “SMPC”).

WHEREAS, the Township is required to review and update its Master Plan quinquennially (every five years); and

WHEREAS, the Township has not prepared a Master Plan since 2000; and

WHEREAS, the Township Board of Trustees and the Township Planning Commission have a desire to prepare a new plan; and

WHEREAS, the Township does not have the required staff to update its Master Plan without entering in a contract for services; and

WHEREAS, the Township did not find a qualified for-profit firm to conduct the work within its budget constraints; and

WHEREAS, the Township finds the fees proposed by SMPC to be acceptable and reasonable; and

WHEREAS, SMPC has the expertise to assist the Township in updating the Township’s Master Plan.

NOW, THEREFORE, in consideration of the covenants and promises contained in this Contract, the parties agree as follows:

SECTION I. SMPC DUTIES

SMPC agrees to perform the following duties:

1. As directed and approved by the Township Board and/or the Township Planning Commission and limited by this contract, provide an update to the Township Master Plan as proposed. Appendix A contains a copy of the proposal supplied to the Township.
2. If the Township is unable, draft all public notices and affidavits for the Township’s use in meeting State Statutes for a Master Plan.
3. Attend, one meeting/public hearing of the Township Planning Commission to present the draft Master Plan and one meeting/public hearing of the Township Board to present the

Master Plan for adoption. SMPC staff will not make further efforts, or conduct additional meetings, to receive public input without prior approval of the Planning Commission.

4. Maintain regular communications with the Planning Commission through the Sherman Township Planning and Zoning Chairperson.
5. Send the Planning and Zoning Chairperson Master Plan draft versions of the chapters and graphics/maps as they are prepared for review.
6. Prepare draft Master Plan, a compilation of draft chapters and graphics/maps reviewed by the Planning Commission, and present same to the Planning Commission at the public hearing identified above.
7. Submit invoices for duties performed as part of this contract in a timely manner. Submit invoices based on the tasks outline in Appendix A. The compensation rate is detailed in Section III.
8. Provide electronic copies of the adopted Master Plan document and associated mapping/graphics to the Planning Commission. The Plan shall be provided in an editable Microsoft Office version and a pdf version.

SECTION II: THE TOWNSHIP'S DUTIES

The Township agrees to perform the following duties:

1. Authorize SMPC to conduct work related to the preparation of the Township Master Plan.
2. Maintain regular communications with SMPC staff.
3. Review draft plan language and graphics/maps in a timely manner and provide comments to SMPC.
4. Provide SMPC with, or facilitate the acquisition of, information on an as-needed basis.
5. Complete all public notices and affidavits for a master plan, as required by state statute.
6. Secure a meeting place for the Planning Commission and Township Board public hearings on the Master Plan.
7. Reimburse SMPC for duties performed as part of this contract in a timely manner. The compensation rate is detailed in Section III.
8. Distribute copies of the Master Plan as prepared by SMPC to members of the Planning Commission and Township Board prior to respective public hearings.

9. Ensure that a for-profit firm is not able to complete the duties Section I at a competitive rate.

SECTION III: COMPENSATION

SMPC shall be compensated for expenses associated with duties performed as part of this contract. Township will reimburse SMPC at a rate of \$66 per hour of work devoted to this project. Total compensation shall not exceed \$7,000.

SECTION IV: RECOMMENDATIONS

The recommendations expressed by SMPC staff as part of this contract are not legally binding and subject to the approval of the local governing body. Furthermore, all recommendations will coincide with current State of Michigan planning and zoning enabling legislation (PA 33 of 2008).

SECTION IV: GENERAL TERMS AND CONDITIONS APPLICABLE TO BOTH PARTIES

The following duties and responsibilities apply equally to SMPC and the Township unless the language of the provision clearly indicates that it applies only to SMPC or the Township.

1. **INDEMNITY.** SMPC agrees to indemnify and hold harmless (to the extent of the liability which SMPC assumes under Section IV, Paragraph 1 of this contract) the Township, its 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 SMPC, its agents, employees, officers, or representatives, in performing this contract. The Township agrees to indemnify and hold harmless SMPC, its 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 Township, its agents, employees, officers, contracting consultants, or representatives, in performing this contract; provided that nothing herein contained in this Contract constitutes, nor shall be construed, as a waiver of any governmental immunity that has been provided to the Township and its agents, employees, officers or representatives by common law, statute or court decision.

2. **ASSURANCES AGAINST DISCRIMINATION.** SMPC assures that it shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment because of race, creed, color, religion, national origin or ancestry, gender, age, marital status, height, weight or disability/handicap unrelated to the person's ability to perform the duties of a particular job or position. Breach of this provision shall constitute a material breach of this Contract and authorizes the Township to, in its sole discretion, immediately terminate this Contract.

3. **DISPUTE RESOLUTION.** In the event a dispute arises between the Township and SMPC concerning the performance of this Contract, the parties agree to meet, and negotiate in good faith, in order to attempt to resolve the dispute. Said meeting shall take place within thirty (30) days after one party sends the other party written notice identifying the cause or reason for the dispute and requesting a meeting. The Township and SMPC agree that neither party will file any lawsuit for the purpose of resolving a dispute, or exercise its right to terminate the Contract, until sixty (60) days after the date on which the parties held their final meeting to resolve the dispute. **THIS PARAGRAPH DOES NOT APPLY TO DISPUTES INVOLVING ACTS, CONDUCT, ERRORS, NEGLIGENCE OR OMISSIONS BY SMPC OR TOWNSHIP THAT ARE IDENTIFIED IN THIS CONTRACT AS CONSTITUTING A MATERIAL BREACH OF THIS CONTRACT.**

4. **RELATIONSHIP BETWEEN THE PARTIES.** This Contract shall not be construed to establish any employer/employee, master/servant, or principal/agent, relationship between the Township and SMPC.

5. **AMENDMENTS.** Changes to this Contract will only be valid if they are in writing and signed by SMPC and the Township.

6. **NOTICES.** Any Notice/Communication required, or permitted, under this Contract from one party to another, including SMPC's request for assistance from Township personnel/officials in carrying out Consultant's duties under this Contract, shall be deemed effective if the party sending the Notice/Communication hand delivers the Notice or communication to the other Party or if the Party sends the Notice/Communication through first class mail to the other Party. The Parties agree that Notices and Communications should be sent to the Parties at the following addresses:

SMPC:
Lee Adams, Director
300 South Westnedge Avenue
Kalamazoo, MI 49007
(269) 385-0409

TOWNSHIP:
Steve Wolf, Supervisor
64962 Balk Road
Sturgis, MI
(269) 651-8620

7. **SEVERABILITY.** If a court of competent jurisdiction declares any part, portion or provision of this Contract invalid, unconstitutional or unenforceable, the remaining parts, portions and provisions of this Contract shall remain in full force and effect.

8. **ENTIRE CONTRACT.** This Contract constitutes the entire Agreement between the Parties with respect to the subject matter identified in the Contract, and no modification or revision to the Contract shall have any force and effect unless it complies with the provisions of Paragraph 7, SECTION IV of this CONTRACT. The failure of any Party to insist on the strict performance of any condition, promise, agreement, or undertaking set forth herein shall not be construed as a

waiver or relinquishment of the right to insist upon strict performance of the same condition, promise, agreement or undertaking at a future time.

9. HEADINGS. The Titles of the Sections and Paragraphs of this Contract are provided for reference purposes only. If any discrepancy or disagreement exists between a Title and the text of the section or paragraph, the text shall control.

10. SIGNATURES. The individual or officer who signs this Contract certifies through his/her signature that he/she is authorized to sign this Contract on behalf of the entity that he/she represents.

11. GOVERNING LAW. This Contract shall be governed, and interpreted in accordance with, the laws of the State of Michigan. The parties agree that any action to enforce this Contract may be brought in any state or federal court that possesses subject matter jurisdiction and is located in, or whose district includes Branch, Calhoun, Kalamazoo and St. Joseph Counties, Michigan.

SIGNATURE SECTION

For: SOUTHCENTRAL MICHIGAN PLANNING COUNCIL

By: _____
*Vince Carahaly

Date:

Its: Chairperson

For: TOWNSHIP OF SHERMAN

By: _____
*Steve Wolf

Date:

Its: Supervisor

Appendix A

Proposal for the Sherman Township Master Plan Update

Introduction

Sherman Township is contemplating an update rewrite of the existing master plan. The Southcentral Michigan Planning Council (SMPC) is pleased to offer its planning services to assist the Township as it updates its master plan. SMPC has the experience and knowledge to provide the Township with a high-quality plan update; SMPC has trained planners, GIS professionals, data analysts, regional economists, and librarians available to help complete the Township's master plan update.

Project Team

Lee Adams, Director of SMPC, will serve as the main point of contact and lead planner for this project. Lee has a Master's of Urban and Regional Planning from the University of Michigan and will draw upon his experience serving local units of government as Director of SMPC as well as his experience working for a local unit of government as the Resource Coordinator in the Kalamazoo County Department of Planning. Assisting Lee on this project is Marie Holler and Brian Pittelko. *Marie Holler* will serve as GIS Analyst on this project; Marie has a broad range of mapping experiences including performing GIS work for universities, research institutions, and various forms of government. *Brian Pittelko* will serve as the Data Analyst; Brian has gathered data for hundreds of projects and analyzed data for various studies, papers, and plans. Resumes or CV's are available for each project team member upon request.

Methodology

Traditionally, we will follow the methodology below, but we will work with the Township to establish the type of methodology desired for this project.

1. Develop and implement a public outreach strategy. *Months one through nine.*
 - a. Develop and implement a public outreach strategy based on the needs of the Township and the requirements set forth in the Michigan Planning Enabling Act.
 - b. *Cost: \$200-500 – Township staff may decrease its costs by completing some of the clerical tasks required to update a master plan (notices, postings, transmittal to various authorities, etc).*
2. Survey the local citizenry, if needed/desired. *Months one through four (may delay other work on the master plan).*
 - a. SMPC Staff will develop and coordinate a survey of the local citizenry to help gain an understanding of the desires of Township residents.
 - b. *Cost: \$1,000 – not required but recommended.*
3. Review the current master plan with the Township Planning Commission. *Months one and two.*

- a. SMPC Staff will review the plan and create recommendations for modernization and improvements at a planning commission meeting.
 - b. Determine which sections of the previous master plan will remain enact, be amended, be overhauled, or be removed.
 - c. Determine if additional sections are needed based on the Michigan Planning Enabling Act.
 - d. *Cost: \$500*
4. Conduct strategic planning. *Months two and three (will occur later if survey is conducted).*
- a. The master plan outlines the strategic future of the Township. As such, strategic planning is an important step in the master planning process.
 - b. The goals, objectives, policies, and implementation strategies are based on the Township's vision for its future physical environment.
 - c. *Cost: \$1,000*
5. Write and present individual chapters of the master plan. *Months three through eight.*
- a. SMPC staff will draft the individual chapters and elements required by the Michigan Planning Enabling Act and desired by the Township. SMPC staff will then present the chapters to the planning commission for feedback.
 - b. *Cost: \$3,500*
6. Finalize the Plan. *Months eight and nine.*
- a. Develop and present a format and design for the plan.
 - b. Incorporate feedback from the planning commission on the overall plan.
 - c. Conduct final edits to the plan.
 - d. *Cost: \$500*

Items needed from the Township to conduct the update:

- Electronic version of the previous master plan
- Parcel information (if not in the possession of the Township, then permission to retrieve it from the County)
- Any recently completed surveys or strategic planning documents
- Existing zoning map and code
- Other items as determined through the planning process

Cost

The cost to complete the master plan update will range between **\$5,700 and \$7,000**. Costs are itemized below:

1. Develop and implement a public outreach strategy - **\$200-500**
2. Survey the local citizenry - **\$1,000** (optional)
3. Review the current master plan with the Township Planning Commission - **\$500**
4. Conduct strategic planning - **\$1,000**
5. Write and present individual chapters of the master plan - **\$3,500**
6. Finalize the Plan - **\$500**

Timeline

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
Review Plan									
Required Steps									
Conduct Survey									
Strategic Planning									
Write Chapters									
Finalize Plan									

Review of 3-10-14 SMPC Strategic Planning Session

Main themes of the discussion:

- Examination of Potential Partner Organizations
 - W.E. Upjohn Institute
 - KATS
 - SWMPC
 - Remain Independent
- Action Items
 - 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
 - Publish CEDS (7/31/14 Anticipated completion)
 - Work with the Upjohn Institute to complete and publish the CEDS
 - Enhance communication within the region (Completed by the 2nd week of August)
 - Connect with:
 - Local units of government
 - Local authorities
 - Local commissions and councils
 - Elected officials
 - Economic development organizations
 - Chambers of Commerce
 - General public
 - Service clubs
 - Past customers
 - Environmental and recreational organizations
 - Develop SMPC services
 - Create survey to determine services offered by SMPC
 - Set criteria and strategy for requests or service/support from customers
- 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

PAVILION Township



Scotts Mill

7510 East Q Avenue • Scotts, Michigan 49088 • (269) 327-0462 • Fax (269) 327-0098

February 16, 2018

Regarding: Pavilion Township Master Plan

To Whom It May Concern:

Pavilion Township is preparing to undertake a planning effort to prepare a new Master Plan. The purpose of this letter is to advise you of this activity and to invite your cooperation, comments and participation in our process in accord with the Planning Enabling Act, Public Act 33 of 2008, as amended.

Once the Master Plan has been prepared and approved for distribution, we will forward you a copy for your review and comment. To keep costs down, we will send you the draft Master Plan in electronic form. If you prefer a printed copy of the draft Master Plan instead, please notify us at 269-327-0462.

Thank you for your interest.

Respectfully,

Pavilion Township

A handwritten signature in black ink, appearing to read "Don Chapman", written over a faint, illegible stamp.

Don Chapman, Chairman
Pavilion Township Planning Commission



7401 N 32nd St
Richland, MI 49083
269-629-4921
269-629-5993
www.richlandtwp.net

February 21, 2018

Regional Planning Director, Lee Adams
Southcentral Michigan Planning Council
WE Upjohn Institute
300 S Westnedge Ave
Kalamazoo, MI 49007

RICHLAND TOWNSHIP 2017-2021 APPROVED 5 YEAR REC PLAN

This letter is to confirm that we have forwarded our approved 2017-2021 5 year rec plan via email.

A copy of our approved plan may be found on our website: www.richlandtwp.net.

Thank you,

A handwritten signature in cursive script that reads "Marsha C. Drouin".

Marsha Drouin
Treasurer