



# 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, June 5, 2018  
**MEETING TIME:** 11:30 am  
**MEETING LOCATION:** Coldwater Municipal Building  
One Grand Street, Coldwater, MI 49036

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**
8. **Transportation/KATS Items**
  - a. Monthly report
  - b. Non Federal Aid Road Data Collection Reimbursement **[Action]**
  - c. Amendments to the FY 2018 Transportation Work Program **[Action]**
9. **Discussion: Regional Prosperity Initiative**
  - a. Update from Staff
10. **Staff Report/Other:**
  - a. Liability Insurance **[Action]**
  - b. Domain Name
  - c. Intern
  - d. Michigan Association of Regionals Annual Meeting
  - e. Strategic Planning Meeting on June 29
  - f. OMA and Parliamentary Procedure Workshop
  - g. Sherman Township
  - h. Florence Township
  - i. Schoolcraft Township
  - j. Correspondence/EDA Application
11. **Board Member Comments**
12. **Action: Adjournment**

**Next Meeting:** August 7 in Centreville



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## Board Meeting Agenda

**MEETING DATE:** Tuesday, May 1, 2018  
**MEETING TIME:** 11:30 am  
**MEETING LOCATION:** W.E. Upjohn Institute  
300 South Westnedge Ave, Kalamazoo, MI 49007

### 1. Call to Order

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

### 2. Member Present/Introductions

- a. Member present: Baker, Bomba, Carahaly, Farmer, Frisbie, Hazelbaker, Kale, McGraw, Pangle, Reynolds
- b. Others present: Fred Nagler, Kalamazoo Area Transportation Study (KATS)

### 3. Members Excused

- a. *Pangle made a motion to excuse Woodin.*
  - i. McGraw seconded the motion.
  - ii. **The motion carried.**

### 4. Action: Approval of the Agenda

- a. Carahaly wanted to add an item to the agenda: discussion of logo modifications. Adams suggested that the item be added as 11f.
- b. Hazelbaker made a motion to approve the amended agenda.
  - i. Pangle seconded the motion.
  - ii. **The motion carried.**

### 5. Action: Approval of the Minutes

- a. **No amendments were suggested to the minutes.**
- b. Reynolds made a motion to approve the minutes as presented.
  - i. Pangle seconded the motion.
  - ii. **The motion carried.**

### 6. Citizen Comments

- a. None made.

### 7. Financial Report

- a. Adams led the board through the financial report prepared by the Upjohn Institute.
- b. Carahaly pointed out the Lake Michigan Credit Union account balance and thank the board and staff for its work in securing that funding.
- c. Baker made a motion to adopt the presented financial report.
  - i. Hazelbaker seconded the motion.
  - ii. **The motion carried.**

### 8. Transportation/KATS Items

- a. Adams walked the board through the invoices submitted to SMPC by KATS.
  - i. Reynolds has a procedural question about invoicing. Adams explained the process.
  - ii. Farmer had a question about the Asset Management contract. Adams and Nagler led a discussion about the rating process.
- b. Amendment(s) to the FY 2018 Work Program – Culvert Inventory
  - i. The amendments were not provided before the meeting. Action on this item was tabled.
  - ii. The board discussed the Culvert Inventory program and what SMPC's role might be. The board also discussed management of other transportation assets such as sidewalks or streetlights.
- c. **Action: Q2 Invoices from KATS**

- i. Z1: \$7,315.86
- ii. Z2: \$1,483.48
- iii. Z3: \$5,020.81
- iv. **Total: \$13,820.15**

1) McGraw made a motion to approve KATS invoices numbered 18Z1-2, 18Z2-2, and 18Z3-2.

a) Frisbie seconded the motion.

**b) The motion carried.**

**9. Discussion: Regional Prosperity Initiative**

- a. Adams updated the board on the activities to-date. Adams focused on the Area of Focus Subcommittee's work; it took the selected area of focus (job training, internships, and apprenticeships) and refined to a few action items. Those action items centered on increasing awareness of existing internship and apprenticeship resources.
- b. Adams and Carahaly also discussed "Talent Wheelhouse", a program that was developed out of the Talent Match work. The program would allow job seekers to experience employment conditions before committing to a job long-term. Potential employees would rotate through a group of employers and then rate each employer on a number of criteria (likewise employers would rate potential employees) and then the best match for employee and employer would be identified.
- c. Adams mentioned that the Southwest Michigan Prosperity Initiative Committee is looking to fund projects in 2018. The Board discussed funding priorities at length.

**10. Discussion/Action: Strategic Planning**

- a. Adams provided materials from the 2014 strategic planning session and led a discussion regarding that planning process.
- b. The Board discussed the current services offered by SMPC and some of the potential services that could be offered by SMPC.
- c. The Board decided to hold a special strategic planning meeting at to be determined date.

**11. Staff Report/Other:**

- a. OMA and Parliamentary Procedure
  - i. Adams updated the Board on the event and noted that the flyer was distributed.
- b. Sherman Township
  - i. Adams let the board know that work has begun on their master plan.
- c. Florence Township
  - i. Adams noted that he is consulting with the Township; Adams will draft a contract.
- d. Schoolcraft Township
  - i. Adams is helping the Township review their recreation plan; if significant changes are needed, a contract will be offered.
- e. SMPC Sponsored Retirement Accounts
  - i. Adams and Carahaly signed letter asking ICMA to close the sponsored accounts.
- f. Logo
  - i. Carahaly drafted a modified logo. The board was indifferent to the modifications.

**12. Board Member Comments**

- a. Reynolds wanted an update on the master plan inventory. Adams noted that staff has assembled all electronic master plans and will request physical copies.

**13. Action: Adjournment**

- a. Hazelbaker made a motion to adjourn.
  - i. Kale seconded the motion.
  - ii. **The motion carried.**

**Next Meeting: June 5 in Coldwater**

**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 April 2018 Updated 5/21/18	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	6,028.54		10,971.13		3,995.58		188.29		17,730.00				38,913.54	
Fringe	2,930.45		4,957.55		2,102.15		87.10		-				10,077.25	
<b>Wages &amp; Fringe</b>	<b>8,958.99</b>	<b>15,000.00</b>	<b>15,928.68</b>	<b>24,100.00</b>	<b>6,097.73</b>	<b>15,000.00</b>	<b>275.39</b>	<b>5,000.00</b>	<b>17,730.00</b>	<b>33,600.00</b>	<b>-</b>	<b>10,000.00</b>	<b>48,990.79</b>	<b>102,700.00</b>
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	-	-	-	-	-	-	30,855.94	97,050.00	-	-	564.64	10,000.00	31,420.58	107,050.00
Consulting - Legal Fees	24,904.33	20,000.00	-	-	-	-	-	-	-	-	-	-	24,904.33	20,000.00
Copies/Duplicating	0.24	25.00	-	100.00	-	100.00	-	25.00	-	-	-	-	0.24	250.00
Postage	1.21	15.00	-	-	-	-	-	-	-	-	-	-	1.21	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	648.39	1,500.00	372.07	750.00	130.61	1,000.00	-	200.00	-	-	-	-	1,151.07	3,450.00
<b>Other Expense</b>	<b>26,792.17</b>	<b>25,660.00</b>	<b>372.07</b>	<b>900.00</b>	<b>130.61</b>	<b>2,110.00</b>	<b>30,855.94</b>	<b>97,300.00</b>	<b>-</b>	<b>-</b>	<b>564.64</b>	<b>10,000.00</b>	<b>58,715.43</b>	<b>135,970.00</b>
<b>Total Expense</b>	<b>35,751.16</b>	<b>40,660.00</b>	<b>16,300.75</b>	<b>25,000.00</b>	<b>6,228.34</b>	<b>17,110.00</b>	<b>31,131.33</b>	<b>102,300.00</b>	<b>17,730.00</b>	<b>33,600.00</b>	<b>564.64</b>	<b>20,000.00</b>	<b>107,706.22</b>	<b>238,670.00</b>
34050, 34051, 34054	16,500.00	16,500.00	15,074.63						14,830.00		-		46,404.63	
34050 Fund Xfer (legal)		21,270.00												
34055 - Albion											1,671.23	-		
34055 - MEDC											-	10,000.00		
Homer 24020 34052	-		-		-		-		-		-		-	
Florence 24020 34052	-		-		-		-		-		-		-	
Penn 24021 34052	-		-		-		-		-		-		-	
St Joe 24022 34052	-		-		960.00		-		-		-		960.00	
Fabius 34052	-		-		-		-		-		-		-	
Lockport 24027 34052	-		-		4,818.00		-		-		-		4,818.00	
Sherman 24030	-		-		-		-		-		-		-	
Ross 24028 34052	-		-		-		-		-		-		-	
Trans Z9 34053	-		-		-		-		-		-		-	
Trans Z10 34053	-		-		-		11,879.60		-		-		11,879.60	
Trans Z11 34053	-		-		-		8,418.43		-		-		8,418.43	
Trans Z12 34053	-		-		-		10,907.16		-		-		10,907.16	
Total Billings	16,500.00	37,770.00	15,074.63	25,000.00	5,778.00	20,000.00	31,205.19	102,300.00	14,830.00	33,600.00	1,671.23	20,000.00	83,387.82	238,670.00
Expense	35,751.16	40,660.00	16,300.75	25,000.00	6,228.34	17,110.00	31,131.33	102,300.00	17,730.00	33,600.00	564.64	20,000.00	107,706.22	238,670.00
<b>Net Income(Expense)</b>	<b>(19,251.16)</b>	<b>(2,890.00)</b>	<b>(1,226.12)</b>	<b>-</b>	<b>(450.34)</b>	<b>2,890.00</b>	<b>73.86</b>	<b>-</b>	<b>(2,900.00)</b>	<b>-</b>	<b>1,106.59</b>	<b>-</b>	<b>(24,318.40)</b>	<b>-</b>
Billings	16,500.00	40,660.00	15,074.63	25,000.00	5,778.00	17,110.00	31,205.19	102,300.00	14,830.00	33,600.00	1,671.23	20,000.00	83,387.82	238,670.00
Receipts	16,500.00	37,770.00	15,074.63	25,000.00	960.00	20,000.00	31,205.19	102,300.00	12,430.00	33,600.00	1,671.23	20,000.00	76,169.82	238,670.00
<b>Acct.Rec.Balance</b>	<b>-</b>	<b>2,890.00</b>	<b>-</b>	<b>-</b>	<b>4,818.00</b>	<b>(2,890.00)</b>	<b>-</b>	<b>-</b>	<b>2,400.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,218.00</b>	<b>-</b>

Lake Michigan Credit Union Balance: \$147,215.18

## ASSET MANAGEMENT

The resources allocated to the Metropolitan/Regional Planning Organization (MPO/RPO) from the Transportation Asset Management Council (TAMC) annual budget shall be utilized to assist in the completion of the TAMC Work Program. All work shall be consistent with the policies and priorities established by the TAMC. All invoices submitted for reimbursement of Asset Management activities shall utilize Michigan Department of Transportation (MDOT) standard invoice forms and include the required information for processing. The MPO/RPO shall complete the required products and perform tasks according to the timeframes and directives established within TAMC's data collection policies, which are located on the TAMC website (<http://tamc.mcgi.state.mi.us/TAMC/#/aboutus>). The MPO/RPO will emphasize these tasks to support the top 125 Public Act 51 agencies (agencies that certify under Public Act 51 a minimum of 100 centerline miles of road) within the planning area when resources are limited. The activities eligible for TAMC reimbursement include the following:

### TASKS

- I. Training Activities
  - A. Attendance at training seminar(s) on the use of Pavement Surface Evaluation and Rating (PASER) and Inventory-based Rating System for unpaved roadways.
  - B. Represent MPO/RPO at TAMC-sponsored conferences and seminars, including attending either the Spring or Fall TAMC Conference.
  - C. Attend TAMC-sponsored Investment Reporting Tool (IRT) training seminars.
  - D. Attend TAMC-sponsored Asset Management Plan Development training seminars.
  
- II. Data Collection Participation and Coordination
  - A. Federal Aid System:
    1. Organize schedules with Public Act 51 agencies within MPO/RPO's boundary for participating in Federal Aid data collection efforts; ensure all participants of data collection have access to State of Michigan travel reimbursement rates.
    2. Coordinate, participate and facilitate road surface data collection on approximately one-half of the Federal Aid System in accordance with the TAMC Policy for the Collection of Roadway Condition Data on Federal Aid Eligible Roads and Streets.
    3. Collect unpaved roadway condition data on approximately half of any unpaved Federal Aid eligible roadways using the Inventory-based Rating System developed by the Michigan Technological University's Center for Technology and Training.
  
  - B. Non-Federal Aid System:
    1. The RPO/MPO may allocate reimbursements for Non-Federal Aid data collection to Public Act 51 agencies according to the resources available to them in the manner that best reflects the priorities of their area and supports the TAMC work.

2. Coordinate Non-Federal Aid data collection cycles with Public Act 51 agencies with an emphasis on the top 125 agencies.
3. Ensure all participants of data collection understand procedures for data sharing with TAMC as well as TAMC policy and procedures for collecting Non-Federal Aid data.
4. Participate and perform data collection with Public Act 51 agencies on an as-needed basis for the data collection of Non-Federal Aid roads when requested.

### III. Equipment

- A. Ensure rating teams have the necessary tools to complete the federal aid data collection activity by maintaining a laptop compatible with the Laptop Data Collector and Roadsoft programs, a functioning Global Positioning System (GPS) unit, and other required hardware in good working order.
- B. Communicate any equipment needs and purchases with the TAMC Coordinator; laptops are eligible for replacement on a three-year cycle.

### IV. Data Submission

- A. Develop and maintain technical capability to manage regional Roadsoft databases and the Laptop Data Collector program; maintain a regional Roadsoft database that is accurate and consistent with local agency data sets.
- B. Coordinate Quality Assurance/Quality Control activities and data submission tasks according to protocols established in TAMC Data Collection Policies for Federal Aid and Non-Federal Aid Roads.
- C. Monitor and report status of data collection efforts to TAMC Asset Management Coordinator through monthly coordinator calls and/or monthly or quarterly program updates that are mailed with invoices.
- D. Provide links on agency websites and reports to the TAMC website, interactive maps and dashboards for the dissemination of roadway data.

### V. Asset Management Planning

- A. Participate and attend TAMC-sponsored training and workshops in order to provide technical support for Asset Management Plan development activities.
- B. Provide an annual reporting of the status of Public Act 51 agency Asset Management Plans and keep abreast of the status of these plans for updates and revision.
- C. Provide technical assistance and training funds to Public Act 51 agencies during the development of local Asset Management Plans using TAMC templates when applicable; coordinate these tasks with an emphasis on the Top 125 agencies.

### VI. Technical Assistance

- A. Provide technical assistance to local agencies in using the TAMC reporting tools for planned and completed infrastructure investments or any other TAMC Work Program Activity.
- B. Integrate PASER ratings and asset management into project selection criteria:
  1. Analyze data and develop road preservation scenarios.
  2. Analyze performance of implemented projects.

### VII. Culvert Mapping Pilot

- A. Provide administrative and technical assistance to Public Act 51 agencies and MDOT

for reimbursement of TAMC funds for participation in the 2018 TAMC Culvert Mapping Pilot project.

- B. Utilize TAMC reporting forms to communicate progress and expenditures of Public Act 51 agencies to assist TAMC in the Culvert Mapping Pilot Report.

## Required Products

- I. PASER data for Federal Aid System submitted to TAMC via the IRT.
- II. PASER data for Non-Federal Aid System submitted to TAMC via the IRT.
- III. Quarterly or monthly activities reports submitted with invoices to TAMC Coordinator.
- IV. Create an Annual Report of Asset Management program activities as well as a summary of annual PASER condition data by local agency, functional classification, and Public Act 51 Legal System; provide links to the Regional Annual Report on agency website and submit copies to TAMC Coordinator by April 1 of each year.
- V. Prepare a draft status report of Public Act 51 agency Asset Management activities and plans within MPO/RPO boundary by September 30 of each year.

DRAFT



		FY16 Budget		FY16 Actual		FY17 Budget		FY17 Year to Date		FY18 Budget		FY18 Year to Date	
		\$	Spent	\$	Spent	\$	Spent	Balance	\$	Spent	Balance		
<b>I. Data Collection &amp; Regional-Metro Planning Asset Management Program</b>													
Battle Creek Area Transportation Study	2 qtr 18	\$ 20,000.00	\$ 9,774.58	\$ 20,000.00	\$ 15,444.03	\$ 4,555.97	\$ 20,500.00	\$ 7,114.61	\$ 13,385.39				
Bay County Area Transportation Study	2 qtr 18	\$ 20,000.00	\$ 6,988.87	\$ 20,000.00	\$ 10,794.42	\$ 9,205.58	\$ 21,100.00	\$ 3,944.22	\$ 17,155.78				
Central Upper Peninsula Planning and Development	2 qtr 18	\$ 40,471.00	\$ 40,471.00	\$ 40,471.00	\$ 40,471.00	\$ -	\$ 47,000.00	\$ 10,521.88	\$ 36,478.12				
East Michigan Council of Governments	APR	\$ 95,995.00	\$ 95,995.00	\$ 95,995.00	\$ 80,092.75	\$ 15,902.25	\$ 111,000.00	\$ 44,574.30	\$ 66,425.70				
Eastern Upper Peninsula Regional Planning & Devel.	2 qtr 18	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	\$ 23,100.00	\$ 6,888.67	\$ 16,211.33				
Genesee Lapeer Shiawassee Region V Planning Com.	MAR	\$ 39,423.00	\$ 39,026.20	\$ 39,423.00	\$ 37,172.06	\$ 2,250.94	\$ 46,000.00	\$ 21,195.89	\$ 24,804.11				
Grand Valley Metropolitan Council	2 qtr 18	\$ 20,000.00	\$ 4,837.31	\$ 20,000.00	\$ 18,974.64	\$ 1,025.36	\$ 25,000.00	\$ 423.19	\$ 24,576.81				
Kalamazoo Area Transportation Study	2 qtr 18	\$ 20,000.00	\$ 12,024.73	\$ 20,000.00	\$ 19,128.11	\$ 871.89	\$ 22,000.00	\$ 8,298.23	\$ 13,701.77				
Macatawa Area Coordinating Council		\$ 20,000.00	\$ 3,910.00	\$ 20,000.00	\$ 7,405.66	\$ 12,594.34	\$ 20,200.00	\$ -	\$ 20,200.00				
Midland Area Transportation Study	2 qtr 18	\$ 20,000.00	\$ 19,068.43	\$ 20,000.00	\$ 17,660.54	\$ 2,339.46	\$ 21,000.00	\$ 2,409.10	\$ 18,590.90				
Northeast Michigan Council of Governments	JAN	\$ 37,916.00	\$ 37,916.00	\$ 43,426.45	\$ 43,426.45	\$ -	\$ 46,000.00	\$ 15,361.09	\$ 30,638.91				
Networks Northwest	2 qtr 18	\$ 61,316.00	\$ 61,316.00	\$ 61,316.00	\$ 61,316.00	\$ -	\$ 72,000.00	\$ 32,424.19	\$ 39,575.81				
Region 2 Planning Commission	1 qtr 18	\$ 37,940.00	\$ 16,714.49	\$ 37,940.00	\$ 24,743.56	\$ 13,196.44	\$ 42,000.00	\$ 10,814.24	\$ 31,185.76				
Saginaw County Metropolitan Planning Commission	1 qtr 18	\$ 20,000.00	\$ 7,172.10	\$ 20,000.00	\$ 11,585.29	\$ 8,414.71	\$ 22,200.00	\$ 4,725.29	\$ 17,474.71				
Southcentral Michigan Planning Commission	2 qtr 18	\$ 53,162.00	\$ 31,370.58	\$ 53,162.00	\$ 36,915.67	\$ 16,246.33	\$ 57,300.00	\$ 10,906.53	\$ 46,393.47				
Southeast Michigan Council of Governments	APR	\$ 135,680.00	\$ 88,357.55	\$ 135,680.00	\$ 135,679.60	\$ 0.40	\$ 174,000.00	\$ 91,050.21	\$ 82,949.79				
Southwest Michigan Planning Commission	2 qtr 18	\$ 37,030.00	\$ 37,029.76	\$ 37,030.00	\$ 37,030.00	\$ -	\$ 41,000.00	\$ 19,668.88	\$ 21,331.12				
Tri-County Regional Planning Commission	2 qtr 18	\$ 33,786.00	\$ 14,081.44	\$ 33,786.00	\$ 33,786.00	\$ -	\$ 40,000.00	\$ 3,596.34	\$ 36,403.66				
West Michigan Regional Planning Commission	2 qtr 18	\$ 82,467.00	\$ 54,674.06	\$ 82,467.00	\$ 82,467.00	\$ -	\$ 91,000.00	\$ 29,960.92	\$ 61,039.08				
West Michigan Shoreline Regional Development Com.	APR	\$ 46,781.56	\$ 47,181.18	\$ 46,781.56	\$ 46,145.01	\$ 636.55	\$ 54,000.00	\$ 23,727.86	\$ 30,272.14				
Western Upper Peninsula Regional Planning & Devel.	2 qtr 18	\$ 34,867.00	\$ 34,867.00	\$ 34,867.00	\$ 34,847.53	\$ 19.47	\$ 40,000.00	\$ 10,264.32	\$ 29,735.68				
MDOT Region Participation & PASER Quality Control	3/26/18	\$ 88,000.00	\$ 22,702.00	\$ 62,750.00	\$ 85,337.50	\$ (22,587.50)	\$ 80,000.00	\$ 6,661.33	\$ 73,338.67				
<b>Fed. Aid Data Collection &amp; RPO/MPO Program Total</b>		<b>\$ 984,834.56</b>	<b>\$ 705,478.37</b>	<b>\$ 965,095.01</b>	<b>\$ 900,422.82</b>	<b>\$ 64,672.19</b>	<b>\$ 1,116,400.00</b>	<b>\$ 364,531.29</b>	<b>\$ 751,868.71</b>				
<b>PASER PNFA Data Collection Total</b>		<b>\$ 36,780.33</b>	<b>\$ 19,279.72</b>	<b>\$ 40,760.39</b>	<b>\$ 40,760.39</b>	<b>\$ -</b>							
<b>III. TAMC Central Data Agency (MCSS)</b>													
Project Mgmt	5/15/18	\$ 37,800.00	\$ 36,862.00	\$ 37,800.00	\$ 40,064.00	\$ (2,264.00)	\$ 42,000.00	\$ 41,855.00	\$ 145.00				
Data Support	5/15/18	\$ 60,200.00	\$ 58,343.00	\$ 60,200.00	\$ 58,833.00	\$ 1,367.00	\$ 68,800.00	\$ 57,050.00	\$ 11,750.00				
Application Development / Maintenance / Testing	5/15/18	\$ 83,280.00	\$ 104,221.50	\$ 83,280.00	\$ 78,238.00	\$ 5,042.00	\$ 114,475.00	\$ 91,700.00	\$ 22,775.00				
Help Desk / Misc Support	5/15/18	\$ 66,600.00	\$ 75,162.00	\$ 66,600.00	\$ 65,652.00	\$ 948.00	\$ 70,200.00	\$ 56,900.00	\$ 13,300.00				
Training	5/15/18	\$ 27,600.00	\$ 26,761.50	\$ 27,600.00	\$ 29,133.00	\$ (1,533.00)	\$ 34,950.00	\$ 19,500.00	\$ 15,450.00				
Data Access / Reporting	5/15/18	\$ 47,155.00	\$ 29,898.25	\$ 47,155.00	\$ 45,696.00	\$ 1,459.00	\$ 49,575.00	\$ 52,175.00	\$ (2,600.00)				
<i>FY17 Off Budget: IRT Re-write - \$241,000</i>	9/30/17	\$ 15,000.00	\$ -	\$ 241,040.00	\$ 260,023.00	\$ (18,983.00)							
<b>TAMC Central Data Agency (MCSS) Total</b>		<b>\$ 337,635.00</b>	<b>\$ 331,248.25</b>	<b>\$ 322,635.00</b>	<b>\$ 317,616.00</b>	<b>\$ 5,019.00</b>	<b>\$ 380,000.00</b>	<b>\$ 319,180.00</b>	<b>\$ 60,820.00</b>				
<b>IV. TAMC Training &amp; Education (MTU) Calendar Year Z13</b>	5/9/18	<b>\$ 176,133.44</b>	<b>\$ 176,133.00</b>	<b>\$ 210,000.00</b>	<b>\$ 208,658.90</b>	<b>\$ 1,341.10</b>	<b>\$ 235,000.00</b>	<b>\$ 83,518.86</b>	<b>\$ 151,481.14</b>				
<b>V. TAMC Activities (MTU) Z10</b>	5/9/18	<b>\$ 99,980.00</b>	<b>\$ 95,543.00</b>	<b>\$ 70,000.00</b>	<b>\$ 60,253.50</b>	<b>\$ 9,746.50</b>	<b>\$ 115,000.00</b>	<b>\$ 78,998.49</b>	<b>\$ 36,001.51</b>				
<b>VI. TAMC Expenses</b>													
Fall Conference Expenses	12/8/17	\$ 6,000.00	\$ 6,141.00	\$ 6,000.00	\$ 8,312.40	\$ -	\$ 10,000.00	\$ 7,269.00	\$ 2,731.00				
Fall Conf. Attendance Fees + sponsorship Fees	12/8/17	n/a	n/a	\$ -	\$ 2,625.00	\$ -	\$ -	\$ 4,405.00	\$ -				
Net Fall Conference	12/8/17	n/a	n/a	\$ 8,625.00	\$ 8,312.40	\$ 312.60	\$ 14,405.00	\$ 7,269.00	\$ 7,136.00				
Spring Conference Expenses		\$ 8,000.00	\$ 6,320.99	\$ 8,000.00	\$ 6,721.80	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00				
Spring Conf. Attendance Fees + sponsorship Fees		n/a	n/a	\$ -	\$ 6,140.00	\$ -	\$ -	\$ 3,000.00	\$ -				
Net Spring Conference		n/a	n/a	\$ 14,140.00	\$ 6,721.80	\$ 7,418.20	\$ 13,000.00	\$ -	\$ 13,000.00				
Other Council Expenses	3/21/18	\$ 2,286.23	\$ 3,589.01	\$ 3,915.29	\$ 8,483.24	\$ (4,567.95)	\$ 10,000.00	\$ 3,730.24	\$ 6,269.76				
<b>TAMC Expenses Total</b>		<b>\$ 16,286.23</b>	<b>\$ 16,051.00</b>	<b>\$ 26,680.29</b>	<b>\$ 23,517.44</b>	<b>\$ 3,162.85</b>	<b>\$ 37,405.00</b>	<b>\$ 10,999.24</b>	<b>\$ 23,405.76</b>				
<b>VII. Culvert Pilot Project (DRAFT AS OF 5/31/18)</b>													
MTU-CTT Activities	5/31/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00	\$ -	\$ 150,000.00				
Central Data Agency (MCSS)	5/31/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00				
TAMC Administration & Contingency	5/31/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106,538.00	\$ -	\$ 106,538.00				
Central Upper Peninsula Planning and Development	5/31/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 88,641.00	\$ -	\$ 88,641.00				
East Michigan Council of Governments	5/31/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 328,607.00	\$ -	\$ 328,607.00				
Eastern Upper Peninsula Regional Planning & Devel.	5/31/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,688.00	\$ -	\$ 5,688.00				
Genesee Lapeer Shiawassee Region V Planning Com.	5/31/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 124,909.00	\$ -	\$ 124,909.00				
Grand Valley Metropolitan Council	5/31/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77,782.00	\$ -	\$ 77,782.00				
Kalamazoo Area Transportation Study	5/31/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,402.00	\$ -	\$ 50,402.00				
Northeast Michigan Council of Governments	5/31/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,506.00	\$ -	\$ 33,506.00				
Networks Northwest	5/31/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 184,513.00	\$ -	\$ 184,513.00				
Region 2 Planning Commission	5/31/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,900.00	\$ -	\$ 54,900.00				
Southcentral Michigan Planning Commission	5/31/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93,456.00	\$ -	\$ 93,456.00				
Southeast Michigan Council of Governments	5/31/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 87,644.00	\$ -	\$ 87,644.00				
Southwest Michigan Planning Commission	5/31/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 101,849.00	\$ -	\$ 101,849.00				
Tri-County Regional Planning Commission	5/31/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,587.00	\$ -	\$ 47,587.00				
West Michigan Regional Planning Commission	5/31/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 241,511.00	\$ -	\$ 241,511.00				
West Michigan Shoreline Regional Development Com.	5/31/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144,238.00	\$ -	\$ 144,238.00				
Western Upper Peninsula Regional Planning & Devel.	5/31/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,229.00	\$ -	\$ 63,229.00				
<b>Culvert Pilot Project Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000,000.00</b>	<b>\$ -</b>	<b>\$ 2,000,000.00</b>				
<b>Total Program</b>		<b>\$ 1,651,649.56</b>	<b>\$ 1,343,733.34</b>	<b>\$ 1,635,170.69</b>	<b>\$ 1,233,613.05</b>	<b>\$ 83,941.64</b>	<b>\$ 3,883,805.00</b>	<b>\$ 857,227.88</b>	<b>\$ 3,026,577.12</b>				
<b>Appropriation</b>		<b>\$ 1,626,400.00</b>		<b>\$ 1,626,400.00</b>			<b>\$ 3,876,400.00</b>		<b>77.93%</b>				



<u>RPO or MPO</u>	<u>Local Agencies</u>	<u>Allocation</u>
<b>CUPPAD</b>	Administrative Expense	\$4,221
	City of Munising	\$5,577
	Dickinson County Road Commission	\$25,472
	Marquette County Road Commission	\$48,233
	Village of Daggett	\$5,139
	<b>CUPPAD Total</b>	<b>\$88,641</b>
<b>EMCOG</b>	Administrative Expense	\$15,648
	Bay County Road Commission	\$41,061
	City of East Tawas	\$5,826
	City of St. Louis	\$5,731
	City of West Branch	\$5,443
	Huron County Road Commission	\$58,669
	Midland County Road Commission	\$36,189
	Roscommon County Road Commission	\$36,033
	Saginaw County Road Commission	\$65,498
	Tuscola County Road Commission	\$58,509
<b>EMCOG Total</b>	<b>\$328,607</b>	
<b>EUPPRDC</b>	Administrative Expense	\$271
	Village of Newberry	\$5,418
	<b>EUPPRDC Total</b>	<b>\$5,688</b>
<b>GLS-Region V</b>	Administrative Expense	\$5,948
	City of Fenton	\$6,612
	Genesee County Road Commission	\$57,951
	Lapeer County Road Commission	\$49,284
	Village of Lennon	\$5,114
<b>GLS-Region V Total</b>	<b>\$124,909</b>	
<b>GVMC</b>	Administrative Expense	\$3,704
	Kent County Road Commission	\$68,853
	Village of Caledonia	\$5,225
<b>GVMC Total</b>	<b>\$77,782</b>	
<b>KATS</b>	Administrative Expense	\$2,400
	Road Commission of Kalamazoo County	\$48,002
<b>KATS Total</b>	<b>\$50,402</b>	

<u>RPO or MPO</u>	<u>Local Agencies</u>	<u>Allocation</u>
<b>NEMCOG</b>	Administrative Expense	\$1,596
	Oscoda County Road Commission	\$31,910
	<b>NEMCOG Total</b>	<b>\$33,506</b>
<b>Networks Northwest</b>	Administrative Expense	\$8,786
	Antrim County Road Commission	\$36,201
	Benzie County Road Commission	\$28,789
	City of Cadillac	\$6,898
	Grand Traverse County Road Commission	\$40,529
	Kalkaska County Road Commission	\$35,530
	Leelanau County Road Commission	\$27,780
<b>Networks Northwest Total</b>	<b>\$184,513</b>	
<b>Region 2 PC</b>	Administrative Expense	\$2,614
	City of Tecumseh	\$6,357
	Hillsdale County Road Commission	\$45,929
<b>Region 2 PC Total</b>	<b>\$54,900</b>	
<b>SCMPC</b>	Administrative Expense	\$4,450
	Barry County Road Commission	\$41,998
	Branch County Road Commission	\$40,270
	City of Coldwater	\$6,738
<b>SCMPC Total</b>	<b>\$93,456</b>	
<b>SEMCOG</b>	Administrative Expense	\$4,174
	City of Farmington Hills	\$14,142
	City of Rochester Hills	\$12,747
	St Clair County Road Commission	\$56,581
<b>SEMCOG Total</b>	<b>\$87,644</b>	
<b>SWMPC</b>	Administrative Expense	\$4,850
	Cass County Road Commission	\$40,432
	City of Benton Harbor	\$6,714
	Van Buren County Road Commission	\$49,853
<b>SWMPC Total</b>	<b>\$101,849</b>	
<b>TCRPC</b>	Administrative Expense	\$2,266
	Clinton County Road Commission	\$45,321
<b>TCRPC Total</b>	<b>\$47,587</b>	

<u>RPO or MPO</u>	<u>Local Agencies</u>	<u>Allocation</u>
<b>WMRPC</b>	Administrative Expense	\$11,501
	Allegan County Road Commission	\$63,966
	City of Big Rapids	\$6,137
	Mecosta County Road Commission	\$44,008
	Montcalm County Road Commission	\$55,154
	Ottawa County Road Commission	\$60,745
	<b>WMRPC Total</b>	<b>\$241,511</b>
<b>WMSRDC</b>	Administrative Expense	\$6,868
	City of Muskegon Heights	\$7,036
	Lake County Road Commission	\$39,551
	Muskegon County Road Commission	\$43,010
	Oceana County Road Commission	\$42,621
	Village of Walkerville	\$5,151
	<b>WMSRDC Total</b>	<b>\$144,238</b>
<b>WUPPDR</b>	Administrative Expense	\$3,011
	Baraga County Road Commission	\$24,849
	Houghton County Road Commission	\$35,369
	<b>WUPPDR Total</b>	<b>\$63,229</b>
<b>Grand Total</b>	Administrative Expense	\$82,308
	52 Local Agencies	\$1,646,153
	<b>16 Planning Agencies</b>	<b>\$1,728,461</b>
<b>Project Budget</b>	Michigan Tech. University - Project Management	\$150,000
	DTMB Center for Shared Solutions	\$15,000
	RPO-MPO Administrative Expense	\$82,308
	Local Agency Allocations (Start-up & Data Collection)	\$1,646,153
	TAMC Administration & Project Contingency	\$106,539
	<b>Total</b>	<b>\$2,000,000</b>

## NON-FEDERAL AID ROAD DATA REIMBURSEMENT REQUESTS

### REQUESTS

### AWARD SCENARIOS

REGION 3	ROAD AGENCY	DATE	URBAN			RURAL			TOTAL			\$15,000 AVAILABLE					
			URBAN MILES	URBAN COST	URBAN COST PER MILE	RURAL MILES	RURAL COST	RURAL COST PER MILE	TOTAL MILES	TOTAL COST	TOTAL COST PER MILE	ALL AT SAME \$/MILE			CAPPED AT REQUEST AMOUNT		
												AWARD	DIFFERENCE	\$/MILE	AWARD	DIFFERENCE	\$/MILE
	City of Coldwater	4/25/2018	33	\$ 500.00	\$ 15.15				33	\$ 500.00	\$ 15.15	\$ 465.97	\$ (34.03)	\$ 14.12	\$ 494.49	\$ (5.51)	\$ 14.98
	Calhoun County Road Department	3/29/2018				517.7	\$ 14,393.20	\$ 27.80	517.7	\$ 14,393.20	\$ 27.80	\$ 7,310.08	\$ (7,083.12)	\$ 14.12	\$ 7,757.55	\$ (6,635.65)	\$ 14.98
	St. Joseph County Road Commission	4/17/2018	24.4	\$ 324.14	\$ 13.28	139.7	\$ 1,836.82	\$ 13.15	164.1	\$ 2,160.96	\$ 13.17	\$ 2,317.14	\$ 156.18	\$ 14.12	\$ 2,160.96	\$ -	\$ 13.17
	City of Hastings	4/5/2018	32.5	\$ 6,072.00	\$ 186.83				32.5	\$ 6,072.00	\$ 186.83	\$ 458.91	\$ (5,613.09)	\$ 14.12	\$ 487.00	\$ (5,585.00)	\$ 14.98
	Barry County Road Commissoin	4/4/2018				315	\$ 4,100.00	\$ 13.02	315	\$ 4,100.00	\$ 13.02	\$ 4,447.90	\$ 347.90	\$ 14.12	\$ 4,100.00	\$ -	\$ 13.02
						<b>TOTAL</b>			<b>1062.3</b>	<b>\$ 27,226.16</b>	<b>\$ 25.63</b>	<b>\$ 15,000.00</b>			<b>\$ 15,000.00</b>		

RECOMMENDED

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# FY 2018 Regional Transportation Planning Work Program

Region 3

Southcentral Michigan Planning Council



Approved: June 6, 2017

[Amended: June 5, 2018](#)

**Southcentral Michigan Planning Council**

300 South Westnedge Avenue  
Kalamazoo, MI 49007

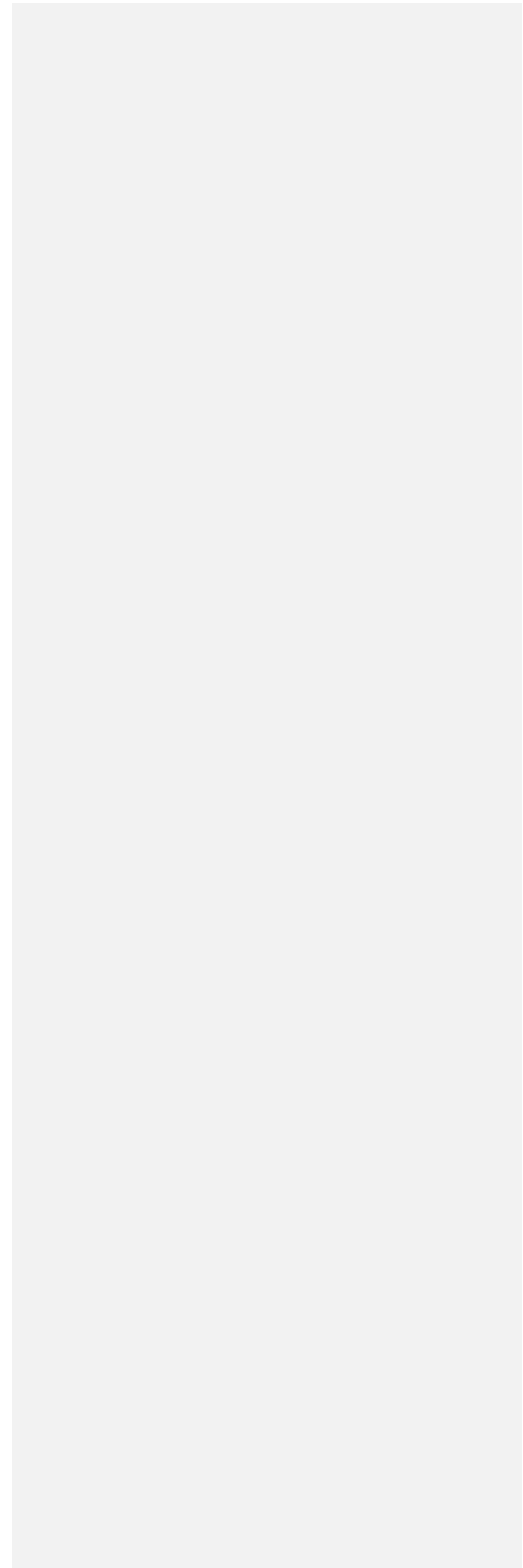
Phone: 269-385-0409

Email: [\\_adams@upjohn.org](mailto:_adams@upjohn.org)

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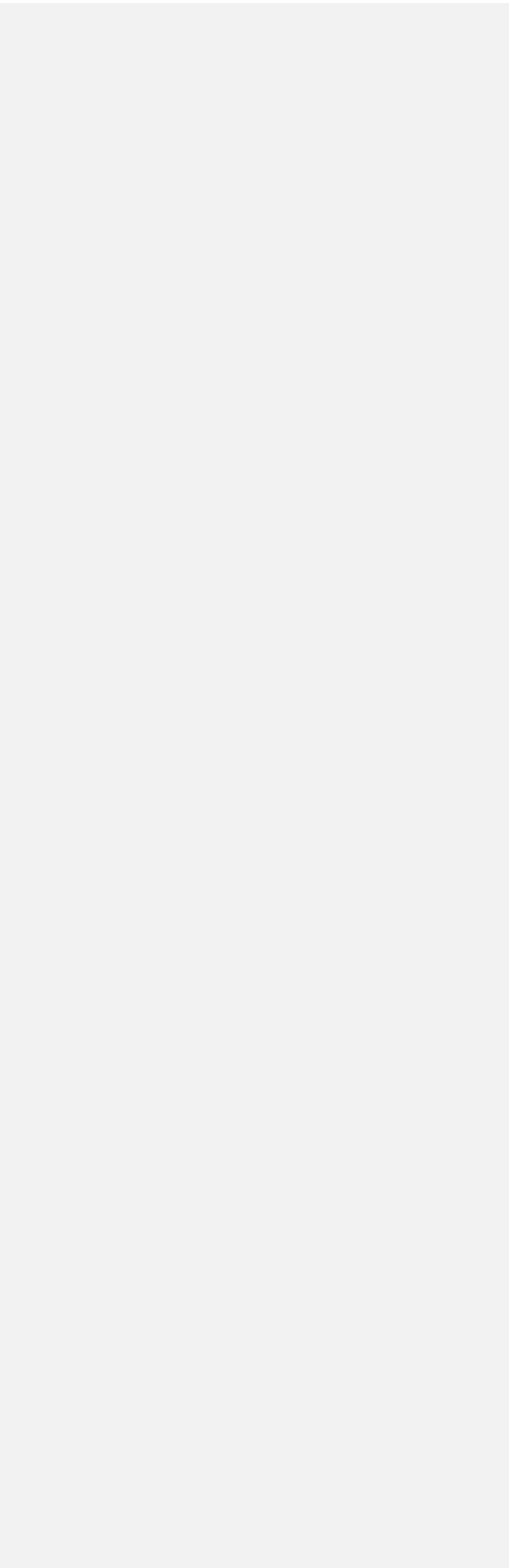
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## INTRODUCTION

The Michigan Department of Transportation (MDOT) recognizes the importance of the state-local partnership in delivering a safe and efficient transportation system. The Regional Transportation Planning Program (RTPP) was created by the MDOT Bureau of Transportation Planning (BTP) in 1974 in order to contract various planning services to be performed by the State Planning and Development Regions to assist BTP and local units of government.

The RTPP requires each participating regional planning agency to have an annual work program in accordance with a three-year Master Agreement. Since 1984, the State Legislature has set a budget of \$488,800 of Act 51's Michigan Trunkline Fund (MTF) for the RTPP. The scope of work identified in the annual work program includes specific activities identified to assist MDOT and local communities. Over the years, the work elements and funding levels of the basic work program have been stable. In previous years, the basic work program contained the following work elements: Administration, Technical Assistance to MDOT, Highway Performance Management System, Public Involvement and Local Technical Assistance.

For FY 2018, the work program continues to have a budget of \$488,800 for the basic work elements with \$267,000 in supplemental funding for the Rural Task Force Program and \$710,300 in state funding for the Asset Management Program. The BTP has also allocated additional state funding to provide annual transportation technical assistance for non-metropolitan areas of the state. In FY 2018, each regional planning agency, with exception of SEMCOG, may receive supplemental funding, as needed and if available from the FY 2018 SPR program to assist MDOT and the Regional Planning Agencies in:

- Improving public involvement and the consultation process in non-metropolitan areas of the state.
- Providing interagency coordination and public involvement for air quality conformity in non-attainment areas for ozone and PM2.5 (Only for Regional Planning Agencies with non-attainment counties).
- Preparing Access Management Plans and Ordinances.
- Non-Motorized Planning and Mapping.
- Byway Corridor Route Planning.
- Data Collection to meet federal reporting requirements



## **SOUTHCENTRAL MICHIGAN PLANNING COMMISSION FY 2018 PROGRAM**

The SMPC entered into an agreement with the Kalamazoo Area Transportation Study (KATS) to provide staffing for the Transportation Program through FY 2018. SMPC and KATS will work to provide technical support to MDOT and the various agencies within the Region 3 area during FY 2018 (ending September 30, 2018).

Lee Adams, Director of the Southcentral Michigan Planning Commission, is serving as the Program Coordinator at the time of this work program's adoption.

### **FY 2018 BUDGET**

The following is the estimated budget for FY 2018 utilizing the services of the Kalamazoo Area Transportation Study, the consulting agency for SMPC. For FY 2018, the budget was based on:

- \$26,000 in Michigan Transportation Fund (MTF) Program funds for the Regional Transportation Planning Work Program;
- \$19,000 in Michigan Transportation Fund (MTF) Program funds for the Rural Task Force Program and Small Urban Program; and
- ~~\$150,756~~~~\$57,300~~ in Michigan Transportation Fund (MTF) Program funds for Asset Management [and the Culvert Pilot Program](#);

The indirect and fringe rates used to develop the FY 2018 Regional Transportation Planning Work Program are those that are part of the Kalamazoo Area Transportation Study's FY 2018 Unified Planning Work Program (UPWP). The rates have been approved by the Michigan Department of Transportation as well as the Federal Highway Administration and Federal Transit Administration. The RTPP uses estimates based on the percentage of the program for each RTPP work code.

**FY 2018 BUDGET TABLE**

**Fiscal Year 2018 Regional Transportation Planning Work Program  
Region 3- Southcentral Michigan Planning Council  
October 1, 2017-September 30, 2018**

BUDGET TABLE

Work Element	Project	Salary	Fringe	Indirect	Other	MTF Funds	SPR/MTF Funds	MTF Funds	Hours	Budget
3101	Program Management	\$4,346	\$2,182	\$1,136	\$4,971	\$12,635			175	\$12,635
3102	Technical Assistance to MDOT	\$2,702	\$1,012	\$646		\$4,360			110	\$4,360
3103	Technical Assistance to Member Agencies	\$3,443	\$982	\$770		\$5,195			148	\$5,195
3104	Access Management	\$167	\$22	\$33		\$222			8	\$222
3105	Pure Michigan Byway Program	\$167	\$22	\$33		\$222			8	\$222
3106	Non-motorized Mapping and Investment Plan	\$292	\$114	\$71		\$477			15	\$477
3107	Rural Safety Planning	\$1,631	\$830	\$428		\$2,889			49	\$2,889
3108	Management of the Rural Task Force and Small Urban Programs	\$10,903	\$2,454	\$2,324			\$15,681		390	\$15,681
3109	Public Involvement and Consultation Process for Non-Metropolitan Areas	\$2,049	\$282	\$406			\$2,737		75	\$2,737
3110	Public Involvement for Air Quality Conformity	\$385	\$111	\$86			\$582		16	\$582
3111	Asset Management	\$28,976 <del>\$26,838</del>	\$10,843 <del>\$10,043</del>	\$6,931 <del>\$6,419</del>	\$104,006 <del>\$10,000</del>			\$150,756 <del>\$57,300</del>	891	\$150,756 <del>\$57,300</del>
	<b>TOTALS</b>	<b>\$55,061</b> <del><b>\$52,923</b></del>	<b>\$18,854</b> <del><b>\$18,054</b></del>	<b>\$12,864</b> <del><b>\$12,352</b></del>	<b>\$108,977</b> <del><b>\$14,971</b></del>	\$26,000	\$19,000	<b>\$150,756</b> <del><b>\$57,300</b></del>	\$1,885	<b>\$195,756</b> <del><b>\$102,300</b></del>

Funds classified as other have been set aside for:

- 3101 Work completed by SMPC staff
- 3111 Asset Management Training and reimbursements to local agencies for time spent on collecting Pavement and Surface Evaluation Rating (PASER) Ratings [and the Culvert Mapping Pilot.](#)

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## WORK PROGRAM OUTLINE

### 3101. Program Management

#### Objectives

- Prepare and adopt annual work program.
- Prepare monthly or quarterly progress reports.
- Ensure expenditures are well documented and cost effective.
- Prepare a Final Acceptance Report (FAR) on the status of the work activities and products, within ninety (90) days from the end of the fiscal year.
- Assist auditors in carrying out general and specific audits of programs annually and send such audit reports to the Program Coordinator.
- Administration and coordination for the transportation planning contract between KATS staff and the Southcentral Michigan Planning Commission.

#### Products

1. The following will be submitted to the Program Coordinator by the Agency for reimbursement of costs incurred in conjunction with the work activities identified in the work program.
  - a) Progress reports that summarize accomplishments and attendance at applicable meetings for each work item.
  - b) Invoices for payment, at least quarterly, from the funding source as per the project authorizations.
  - c) Receipts of equipment purchased, i.e. traffic counters, computer hardware and software, etc.
  - d) Itemization of program expenses in terms of work items, including salaries, fringe benefits, indirect costs, and other direct costs.
  - e) Tabulation of progress by work item, indicating the amount and percent billed the current billing period and to date.
2. The FAR on the status of activities and products in the work program will be submitted to the Program Coordinator within ninety (90) days following the contractual period in the work program, as specified within the Master Agreement. The FAR is a performance evaluation, not a financial audit and must contain the following information for each work item
  - a) Products completed.
  - b) Products not completed and reason for lack of completion.
  - c) The amount of funds budgeted and expended.
  - d) Work items that are to be continued next year.

**Budget: \$12,635 (MTF)**

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## 3102. Technical Assistance to MDOT

### Objectives

- Assist in various tasks to update the Statewide Long-Range Transportation Plan (MI Transportation Plan) and the Statewide Transportation Improvement Program (STIP).
- Provide support for specific department issues and/or requests for information on transit, special projects and/or program development issues.

### Activities

1. Assist in conducting transportation related workshops and meetings, including but not limited to, workshops and seminars for Access Management, Heritage Routes, Functional Classification, Highway Performance Monitoring System (HPMS) and the Non Trunk-line Federal Aid Program (NTFA) updates, non-motorized transportation, safety, and non-metropolitan area elected officials. Activities may include locating adequate facilities, registering participants, scheduling speakers, and other meeting management related activities.
2. Provide staffing and technical planning assistance in the area of transportation.
3. Conduct transportation studies as needed.
4. Assist in identifying transportation interest, programs, and projects as appropriate for the STIP and the Statewide Long-Range Transportation Plan.
5. As appropriate, assist the MDOT Office of Passenger Transportation and local transit providers.
6. Statewide Travel Demand Model:
  - a) Review and provide feedback on REMI socio-economic forecasting outputs and assist in reviewing and allocating data to statewide traffic zones.
  - b) Verify statewide model network inventories.
  - c) Provide traffic counts, as available, for model update not covered in acquiring traffic counts for the the non trunkline federal aid program.
  - d) Collect and submit data items for HPMS for all non-trunkline samples, excluding traffic related data. In conjunction with MDOT's HPMS Coordinator, staff will review and update the HPMS database sample segments using MDOT supplied spreadsheets that contain only the data items needing to be updated for each sample.
7. Highway Performance Monitoring System (HPMS)

Collect and submit data items for HPMS in conjunction with MDOT's HPMS coordinator. Staff will review and update the HPMS database sample segments using MDOT supplied spreadsheets that contain only the data items needing to be updated for each sample in the format provided.
8. Traffic Data Collection for Federal Reporting

Provide support to MDOT in the cross-agency coordination effort (NTFA) to gather and report traffic data on the non MDOT road network (federal aid and non-federal aid) to meet federal reporting requirements of HPMS, MAP21, and FAST. Support is defined as (but not limited to):

  - Outreach
  - Training and education
  - Data coordination with Local agencies
  - Data compilation
  - Data load, transfer, and/or reporting
  - Conduit between local agencies and MDOT/FHWA

**Budget:** \$4,360 (MTF)

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### **3103. Technical Assistance to Member Agencies**

#### **Objective**

- Provide services to local transportation agencies to improve existing and new multi-modal transportation systems, and identify actions to improve the area's transportation system.

#### **Activities**

1. Assist local units of government in obtaining grant funds to improve existing and new multi-modal transportation systems, and identify actions to improve the area's transportation system.
2. Assist local agencies seeking to improve and expand the public transportation and to promote improved transportation systems for all modes.
3. Coordinate planning to promote safety, livable communities, and environmental sustainability.
4. Work with local agencies to assess impacts of transportation on projected land uses in the region.
5. Review and/or develop proficiency in traffic crash data.
6. Prepare and Report to Regional Boards and local agencies on the status of transportation planning work program activities and tasks.

#### **Products**

Provide Program Coordinator with a copy of any reports produced as a result of these activities.

**Budget:** \$5,195 (MTF)

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### **3104. Access Management**

#### **Objective**

- To develop an Access Management training program for client communities. Prepare and/or assist consultants in preparing Access Management plans and ordinances.

#### **Activities**

1. Develop and implement educational programs that teach public officials, property owners, and citizens what access management is and how it can benefit their community.
2. Prioritize and select corridor locations within the region for the development of access management plans and ordinances. Location and prioritization of routes should be based on safety issues and opportunities to implement all or portions of the plan.
3. Assist local communities to ensure adoption of plans and ordinances. Assist road agencies, client communities, and property owners as required when road and utility projects provide plan implementation opportunities. Provide follow up to communities with existing access management plans and ordinances.

#### **Product**

Provide local client communities and road agencies with hard and electronic copies of any plans, ordinances or education materials.

#### **Upon Billing Submittal:**

- Costs incurred will be reimbursed upon review and approval of detailed documentation submitted to the MDOT Access Management Coordinator and/or the appropriate department representative.

**Budget:** \$222 (MTF)

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### **3105. Pure Michigan Byway Program**

#### **Objectives**

- Implement the Pure Michigan Byway Program for the MDOT.
- Manage or assist in the management of designated state byways and/or National Scenic Byways within the region's geographical boundaries.

#### **Activities**

1. Prepare and or manage contracts to develop Corridor Management Plans.
2. Provide guidance to local "grassroots" organizations seeking to nominate a state highway as a Pure Michigan Byway or National Scenic Byway.
3. Address local specialized issues relating to future transportation system improvements, such as conducting impact studies on new or planned retail and industrial growth, or on current business or industrial activity.
4. Provide opportunities for public involvement activities related to the Byway.
5. Ensure the Byway corridor management plan is up to date.
6. Conduct studies of the safety and convenience of the Byway transportation and visitor oriented facilities.
7. Attend conferences, workshops, and seminars.

#### **Products**

1. Designation of Pure Michigan Byways and National Scenic Byways in accordance with P.A. 69 of 1993 as amended and Title 23 U. S. Code.
2. Corridor Management Plans containing improvement, protection, and economic development strategies for the region's Byways.
3. Study and investigate the safety, efficiency, and economic viability of region's proposed and designated Byways.
4. Statewide Byway maps, brochures, pamphlets, web site, and other promotional/educational material to constituents.
5. Provide MDOT with a copy of any reports (excluding grant applications) as a result of this activity, or a copy of cover letters for products submitted to others.
6. The Agency shall bill at least quarterly with invoices submitted to the Pure Michigan Byway Program Manager. Supplemental funding, if available, is eligible for activities/tasks 1, 3, 5, 6 and 7.

Upon Billing Submittal:

- Costs incurred will be reimbursed upon review and approval of detailed documentation.
- Original invoice - consecutively numbered, stating period covered, dollar amount and work performed.
- Itemizing of program expenses in terms of work items and cost groups, including charges to direct salaries, fringe benefits, indirect costs, and other direct costs.
- Tabulation of progress by work item (not by groupings of work items) indicating the amount and percent billed in the current period and to date. (This requirement allows tracking of costs to provide specific services.)

**Budget:** \$222 (MTF)

---

### **3106. Non-Motorized Mapping and Investment Plan**

#### **Objective**

- Facilitate the process of completing non-motorized planning efforts for the State of Michigan by region.

#### **Activities**

1. Collect information to match the data fields in MDOT's Transportation Management System (TMS) Program.
2. Develop and implement aspects of a non-motorized investment plan to identify needed projects and project elements, prioritizing those projects, and determining the optimum funding arrangements for the projects within each region.
3. Promote the consideration of bicycle and pedestrian facilities in the overall transportation planning activities.
4. Coordinate with stakeholders and public input.

#### **Products**

1. Non-motorized master plans by region including up-to-date non-motorized maps.
2. The end map product will be a ready-to-print region wide bike map and data base with the support data to go into the TMS for future planning and maps. Provide MDOT with a copy of any reports (excluding grant applications) as a result of this activity, or a copy of cover letters for products submitted to others.
3. Print three (3) year's supply of maps for MDOT distribution as well as three (3) year's supply of maps for stakeholders within the region.
4. The development of a comprehensive plan and the identification of priority projects within the area will help guide MDOT's investment in the region's non-motorized transportation system.

#### **Upon Billing Submittal:**

- Progress Reports that summarize accomplishments for each work item.
- Original Invoice, consecutively numbered, stating period covered, dollar amount, and work performed.
- Itemizing of program expenses in terms of work items and cost groups, including charges to direct salaries, fringe benefits, indirect costs, and other direct costs.

**Budget:** \$477 (MTF)

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### **3107. Rural Safety Planning**

#### **Objectives**

- Assist in conducting rural safety planning forums to increase or create awareness for safety, and encourage formation of cross-discipline safety partnerships at the local level and assist MDOT in the process of preparing rural safety plans.
- Determine areas of safety risks (i.e., behavioral, structural) and schedule workshops to educate constituents in mitigating these risks, if appropriate.

#### **Activities**

1. Conduct Rural Safety Forums on a biannual basis. These forums will include emergency, enforcement, education and engineering staff as well as other interested parties. Schedule specific safety workshops in other years if appropriate.
2. Update and maintain a list of safety advocates, including mailing labels.
3. Partnerships to promote safety as an integral part of the planning and project development process.
4. Maintain updated mailing lists identifying safety groups and individuals.
5. Assist MDOT in the process of preparing of Rural Safety Plans.

**Budget:** \$2,889 (MTF)

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### **3108. Management of the Rural Task Force and Small Urban Programs**

#### **Objective**

- To assist MDOT in the management of the Rural Task Force (RTF) and Small Urban programs.

#### **Activities**

1. Regional Planning Agency staff shall communicate all correspondence from MDOT regarding changes in program funding and/or processes improvements to their respective Rural Task Force(s).
2. Schedule, set-up, and facilitate RTF project selection meetings and Small Urban meetings.
3. Ensure a cooperative planning process is being followed, the correct functional classification and system is identified, and eligible work is submitted.
4. Ensure balance sheets and/or E-Files are properly managed with updated information.
5. Ensure the required public involvement and consultation process is completed, by providing citizens, affected public agencies, Tribal Governments, private transportation providers and other interested parties with sufficient notice and opportunity to comment on proposed transportation projects, plans and programs.
6. Submit eligible projects to MDOT as approved by the RTF committees.
7. Submit proof of public involvement and meeting minutes as part of monthly or quarterly progress reports.
8. Submit All Season Road changes to MDOT.

**Budget: \$15,681 (SPR)**

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### **3109. Public Involvement and Consultation Process for Non-Metropolitan Areas**

#### **Objectives**

- To provide for non-metropolitan local official participation in the development of the State Long-Range Transportation Plan (LRTP) and the STIP.
- To provide opportunities for the public to review and comment in the development of the LRTP and STIP.
- To manage consultation with local elected officials, local officials with responsibility for transportation, public agencies, general public, Tribal Governments, businesses, and organizations in accordance with the Statewide Planning Process Public Participation Plan.

#### **Activities**

1. Work with MDOT on public involvement issues, including organizing meetings, focus groups, and advisory committees.
2. Conduct local program meetings and ongoing communication and technical assistance in non-metropolitan areas of the state to provide information on various state and federal programs.
3. Document the RTF's public involvement and consultation processes.
4. Partner with educating and training local officials with regard to state and federal funded programs, policies applications, and other key information.
5. Respond to requests from both the public and private sector to provide information on state and federal transportation programs, projects, funding, and to stay informed on local issues.
6. Participate in statewide conferences, meetings, seminars, forums, and training sessions on state and federal programs available to local communities.
7. Assist MDOT in keeping elected public officials, general public, local planning agencies, and Tribal Governments informed early of the list of projects in the Five-Year Program and of the investment strategies, funding assumptions, economic benefits, and impacts on the various modes.
8. Assist in the creation and maintenance of a list serve for managing the electronic distribution of information to the local elected officials.

**Budget:** \$2,737 (SPR)

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### **3110. Public Involvement for Air Quality Conformity<sup>1</sup>**

#### **Objectives**

- To comply with the provisions of federal transportation legislation and the transportation conformity provisions of the Clean Air Act for non-attainment areas for ozone and particular matter (PM2.5).
- To provide local interagency coordination in the transportation planning process.
- To provide results and gain input for the air quality conformity process to all interested individuals, citizens, and organizations (public and private).

#### **Activities**

1. Attend air quality training courses and seminars to become fluent in conformity/non-conformity regulations, language, and issues.
2. Conduct and participate in interagency discussions and consultation at a statewide and/or region-wide level to discuss and evaluate attainment strategies pertaining to air quality conformity as part of the statewide transportation planning process.

**Budget:** \$582 (SPR)

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<sup>1</sup> For Ozone and PM 2.5 Non-Attainment Areas/ Counties

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### **3111. Asset Management**

#### **Objective**

The objective of this work element is to support the work program of the Transportation Asset Management Council by coordinating data collection and analysis with local agencies including the development to of local Asset Management Plans.

The resources allocated to Kalamazoo Area Transportation Study from the Transportation Asset Management Council annual budget shall be utilized to assist in the completion of the Transportation Asset Management Council Work Program. All work shall be consistent with the policies and priorities established by the Transportation Asset Management Council. All invoices submitted for reimbursement of Asset Management activities shall utilize Michigan Department of Transportation standard invoice forms and include the required information for processing. Kalamazoo Area Transportation Study shall complete the required products and perform tasks according to the timeframes and directives established within Transportation Asset Management Council's data collection policies, which are located on the Transportation Asset Management Council website (<http://tamc.mcgi.state.mi.us/TAMC/#/aboutus>). Kalamazoo Area Transportation Study will emphasize these tasks to support the top 125 Public Act 51 agencies (agencies that certify under Public Act 51 a minimum of 100 centerline miles of road) within the planning area when resources are limited.

The activities eligible for Transportation Asset Management Council reimbursement include the following:

#### **Training Activities**

- Attendance at training seminar(s) on the use of Pavement Surface Evaluation and Rating and Inventory-based Rating System for unpaved roadways
- Represent Kalamazoo Area Transportation Study at Transportation Asset Management Council - sponsored conferences and seminars, including attending either the Spring or Fall Transportation Asset Management Council Conference
- Attend Transportation Asset Management Council -sponsored Investment Reporting Tool training seminars
- Attend TAMC-sponsored Asset Management Plan Development training seminars

#### **Data Collection Participation and Coordination**

- Federal Aid System:
    - Organize schedules with Public Act 51 agencies within the Region 3 Planning Area for participating in Federal Aid data collection efforts; ensure all participants of data collection have access to State of Michigan travel reimbursement rates
    - Coordinate, participate and facilitate road surface data collection on approximately one-half of the Federal Aid System in accordance with the Transportation Asset Management Council Policy for the Collection of Roadway Condition Data on Federal Aid Eligible Roads and Streets
    - Collect unpaved roadway condition data on approximately half of any unpaved Federal Aid eligible roadways using the Inventory-based Rating System developed by the Michigan Technological University's Center for Technology and Training
  - Non-Federal Aid System:
    - The Kalamazoo Area Transportation Study may allocate reimbursements for Non-Federal Aid data collection to Public Act 51 agencies according to the resources available to them in the manner that best reflects the priorities of their area and supports the Transportation Asset Management Council work
    - Coordinate Non-Federal Aid data collection cycles with Public Act 51 agencies with an emphasis on the top 125 agencies.
-

- Ensure all participants of data collection understand procedures for data sharing with Transportation Asset Management Council as well as Transportation Asset Management Council policy and procedures for collecting Non-Federal Aid data
- Participate and perform data collection with Public Act 51 agencies on an as-needed basis for the data collection of Non-Federal Aid roads when requested

#### Equipment

- Ensure rating teams have the necessary tools to complete the federal aid data collection activity by maintaining a laptop compatible with the Laptop Data Collector and Roadsoft programs, a functioning Global Positioning System unit, and other required hardware in good working order
- Communicate any equipment needs and purchases with the Transportation Asset Management Council Coordinator; laptops are eligible for replacement on a three-year cycle

#### Data Submission

- Develop and maintain technical capability to manage regional Roadsoft databases and the Laptop Data Collector program; maintain a regional Roadsoft database that is accurate and consistent with local agency data sets
- Coordinate Quality Assurance/Quality Control activities and data submission tasks according to protocols established in Transportation Asset Management Council Data Collection Policies for Federal Aid and Non-Federal Aid Roads
- Monitor and report status of data collection efforts to Transportation Asset Management Council Asset Management Coordinator through monthly coordinator calls and/or monthly or quarterly program updates that are submitted with invoices
- Provide links on agency websites and reports to the Transportation Asset Management Council website, interactive maps and dashboards for the dissemination of roadway data

#### Asset Management Planning

- Attend and participate in Transportation Asset Management Council-sponsored training and workshops in order to provide technical support for Asset Management Plan development activities
- Provide an annual reporting of the status of Public Act 51 agency Asset Management Plans and keep abreast of the status of these plans for updates and revision
- Provide technical assistance and training funds to Public Act 51 agencies during the development of local Asset Management Plans using Transportation Asset Management Council templates when applicable; coordinate these tasks with an emphasis on the Top 125 agencies

#### Technical Assistance

- Provide technical assistance to local agencies in using the Transportation Asset Management Council reporting tools for planned and completed infrastructure investments or any other Transportation Asset Management Council Work Program Activity
- Integrate Pavement Surface Evaluation Rating data and asset management into project selection criteria:
  - Analyze data and develop road preservation scenarios
  - Analyze performance of implemented projects

#### Culvert Mapping Pilot

- [Provide administrative and technical assistance to Public Act 51 agencies and MDOT for reimbursement of TAMC funds for participation in the 2018 TAMC Culvert Mapping Pilot project.](#)
- [Utilize TAMC reporting forms to communicate progress and expenditures of Public Act 51 agencies to assist TAMC in the Culvert Mapping Pilot Report.](#)

Budget: ~~\$57,300~~\$150,756 (MTF)

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**APPENDIX A: SOUTHCENTRAL MICHIGAN PLANNING COUNCIL BOARD**

**Branch County:**

Keith Baker, Chair

Randall Hazelbaker, Secretary

**Calhoun County:**

~~Ingrid Ault, Treasurer~~ Jen Bomba

Steve Frisbie

Art Kale

**Kalamazoo County:**

Vince Carahaly, Vice-chair

Scott McGraw, Treasurer

~~Lowell Seyburn~~ Dusty Farmer

~~Vacant~~ Mark Reynolds

**St Joseph County:**

Kathy Pangle

~~Vacant~~ Joe Woodin

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**APPENDIX B:  
SOUTHCENTRAL MICHIGAN PLANNING COUNCIL STAFF AND CONTACT  
INFORMATION**

**Lee Adams**  
SMPC Director  
[adams@upjohn.org](mailto:adams@upjohn.org)

**Patrick Hudson**  
Planner  
[Hudson@upjohn.org](mailto:Hudson@upjohn.org)

**Website:**  
[www.smpcregion3.org](http://www.smpcregion3.org)

**Mailing Address and Phone Number:**  
300 South Westnedge Avenue  
Kalamazoo, MI 49007  
269-385-0409

**APPENDIX C:  
KALAMAZOO AREA TRANSPORTATION STUDY STAFF AND CONTACT  
INFORMATION**

**Jonathan Start**  
Executive Director  
[jstart@KATSmpo.org](mailto:jstart@KATSmpo.org)

**Steven Stepek, AICP**  
Senior Transportation Planner  
[sstepek@KATSmpo.org](mailto:sstepek@KATSmpo.org)

**Megan ArndtMickelson**  
Associate Planner  
[marndt@KATSmpo.org](mailto:marndt@KATSmpo.org)

**Fred Nagler**  
Associate Planner  
[fnagler@KATSmpo.org](mailto:fnagler@KATSmpo.org)

**Monica Zehner**  
Office Manager  
[mzehner@katsmpo.org](mailto:mzehner@katsmpo.org)

**Website:**  
[www.KATSmpo.org](http://www.KATSmpo.org)

**Mailing Address and Phone Number:**  
Kalamazoo Area Transportation Study  
5220 Lovers Lane, Suite 110  
Portage, MI 49002  
(269) 343-0766

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## General Policy Information

**Client Name:** SOUTH CENTRAL MI PLANNING COUNCIL

**Client address:** 300 S. WESTNEDGE AVE.

**Application #:** T000400154207

KALAMAZOO, MI 49007

**County:** KALAMAZOO

**Effective Date:** 09/01/2018

**Expiration Date:** 09/01/2019

**Fax number:** 269-384-8305

**1st Contact:** LEE ADAMS

**Title:** DIRECTOR

**Phone:** 269-384-8305

**Email Address:** ADAMS@UPJOHN.ORG

**2nd Contact:**

**Title:**

**Phone:**

**Email Address:**

**Entity type:** Other

**Population:** 1

**Agency Info:** BURNHAM AND FLOWER AGENCY, INC  
315 SOUTH KALAMAZOO MALL

KALAMAZOO, MI 49007

**Agency Contact:**

**Phone:** (800) 748-0554



## Exposure Checklist

R/C	Class:	Amount:	Additional Information:
		0	



## Exposure Checklist Coverages - Available Places / Classes:

Aircraft Non-Operating Shell (Each)	Skateboard Park Facility
Amusement Parks (Admissions)	Ski Facilities (Each)
Animal Pound	Snowmobiles (Each)
Arenas - Stadiums (Each)	Special Events - Carnivals (Each)
Arenas over 5000 square foot	Special Events - Fairs (Each)
Arenas under 5000 square foot	Special Events - Firework Indep. Contractor (Each)
Cemeteries	Special Events - Firework Not Indep. Contractor (Each)
Chemical Spraying	Special Events - Liquor (Each)
Concession Stand	Special Events - Parade (Each)
Dams & Dikes over 15 feet (Each)	Transportation System - Airport (Revenues)
Dams & Dikes under 15 feet (Each)	Transportation System - Dial-A-Ride (Revenues)
Fee Charge Parking Lots	Transportation System - Other (Revenues)
Fire Department	Transportation System - Transit (Revenues)
Garbage Collection	Utilities - Cable TV Run by Municipality (# of Customers)
Garbage Disposal - Dump	Utilities - Combined Storm & Sanitary (# of Customers)
Garbage Disposal - Incinerator	Utilities - Electrical Generating (# of Customers)
Garbage Disposal - Landfill - Chemical	Utilities - Electrical Pass Thru (# of Customers)
Garbage Disposal - Landfill - Sanitary	Utilities - Gas (# of Customers)
Golf Courses (Receipts)	Utilities - Sanitary Sewers (# of Customers)
Medical Care Facility - Clinic (Beds)	Utilities - Storm Sewers (# of Customers)
Medical Care Facility - Hospital (Beds)	Utilities - Water (# of Customers)
Medical Care Facility - Nursing Home (Beds)	Water Exposure - Beaches (Each)
Medical Care Facility - Other	Water Exposure - Diving Board (Each)
Mowing Operation	Water Exposure - Docks (Each)
Paint Spraying	Water Exposure - Docks with Rental Slips (Each)
Parks & Playgrounds	Water Exposure - Jet Skis/Wave Riders (Each)
Paved Surfaces - Bridges (Each)	Water Exposure - Lake No Swimming (Each)
Paved Surfaces - Highways (Miles)	Water Exposure - Marinas (Receipts)
Paved Surfaces - Streets/Roads (Miles)	Water Exposure - Swimming Pool (Each)
Penal Institutions (Number of People)	Water Exposure - Watercraft (Each)
Police Department	Water Exposure - Waterslide (Each)
Rental Homes (Units)	Water Exposure - Wharves / Piers (Each)
Rental Properties - Housing Authority (Units)	Zoning
Rental Properties - Other Rentals (Units)	Zoos (Receipts)
Schools & Colleges (Enrollment)	



## Property Schedule Information

Loc. #	Bldg #	Fac Loc #	Address Year Built	Building	Contents	Value Prop Boiler	POK Sprinkler	BC	BF Code SQ Feet	Bldg within 50 ft	Spec Ded
0	0	N/A	0	\$0	\$0		No		0	No	N/A



## Automobile Schedule

Veh. #	Cost New	Comprehensive	Collision	Year	Type	Description Vehicle ID Number	Aux Running Lights Anti-Theft Device
0	\$0	\$0	\$0	0			No None



## Inland Marine Coverage

#	Serial Number Dept.	Year:	Make: Type:	Model: Actual / Replacement:	Limit:	Spec Ded:
0					\$0	N/A

<b>Total Items:</b>	0				<b>Schedule Sub Total:</b>	<b>\$0</b>
					<b>Miscellaneous Property and Equipment:</b>	\$0
					<b>Ancillary Equipment (Fire Department):</b>	\$0
					<b>Contractor's Equipment Rented From Others Limit:</b>	\$0
					<b>Aircraft Non Operating Shell Limit:</b>	\$0
					<b>Sub Total:</b>	\$0
					<b>Total:</b>	<b>\$0</b>



## Electronic Data Processing Coverage Information

###	Serial Number:	Description:	Coverage:
1.		MISC. EDP	\$100,000

<b>Total Items:</b>	1	<b>Total Coverage:</b>	\$100,000
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Applicant Name: **SOUTH CENTRAL MI PLANNING COUNCIL - KALAMAZOO**  
Policy Effective Date: 09/01/2018  
Application Number: T000400154207

## **HCC Public Risk APPLICATION DECLARATION**

I, as the authorized official of the applicant, to the best of my knowledge and belief, certify that the information provided in this application is true and that no material facts were withheld.

I understand that submitting this application does not bind me to complete the insurance but agree that should an insurance policy be issued, this application and the statements made therein shall form basis of the insurance policy.

Signature of authorized official: \_\_\_\_\_ Date \_\_\_\_\_

Print name of authorized official: \_\_\_\_\_

Title of authorized official: \_\_\_\_\_





STATE OF MICHIGAN  
EXECUTIVE OFFICE  
LANSING

RICK SNYDER  
GOVERNOR

BRIAN CALLEY  
LT. GOVERNOR

May 8, 2018

Jeannette P. Tamayo, Regional Director  
U.S. Department of Commerce, Economic Development Administration  
230 South Dearborn Street  
Suite 3280  
Chicago, IL 60604-1512

RE: Southcentral Michigan Planning Council's Application for District Organization  
Status

Dear Director Tamayo:

I am writing to express my support for the Southcentral Michigan Planning Council's (SMPC) application to the U.S. Department of Commerce, Economic Development Administration (EDA) to be granted District Organization Status.

SMPC is a regional planning organization that aims to improve the economic, environmental, and fiscal health of member organizations through transportation planning, land use and environmental planning, economic development, and efficient local staffing.

The region including Barry, Branch, Calhoun, Kalamazoo, and St. Joseph Counties was once designated as an Economic Development District by the EDA but has not recently taken advantage of that designation because it lacked a District Organization. Since its reorganization in 2012, the SMPC, in partnership with the W.E. Upjohn Institute, has worked to develop the Comprehensive Economic Development Strategy for the region. It has administered the Michigan Department of Transportation's regional work program as well as Michigan Works! Southwest, and provides numerous services to local units of government. In my view, the SMPC has demonstrated the organizational capacity and technical expertise to serve as the District Organization.

This region would greatly benefit from the Southcentral Michigan Planning Council obtaining District Organization Status and I appreciate your careful consideration of their request.

Sincerely,

A handwritten signature in blue ink that reads "Rick Snyder".

Rick Snyder  
Governor



## Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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

05-17-2018

Jeannette P. Tamayo, Regional Director  
U.S. Department of Commerce, Economic Development Administration  
230 South Dearborn Street  
Suite 3280  
Chicago, IL 60604-1512  
312-353-8143  
[jtamayo@eda.gov](mailto:jtamayo@eda.gov)

*RE: Request for Recognition of the Southcentral Michigan Planning Council as the District Organization for the Barry, Branch, Calhoun, Kalamazoo, and St. Joseph Counties (MI) Economic Development District*

### Introduction

The Southcentral Michigan Planning Council (SMPC) seeks recognition as a “District Organization” from the U.S. Department of Commerce, Economic Development Administration (EDA). SMPC is the regional planning organization that represents Branch, Calhoun, Kalamazoo, and St. Joseph Counties, Michigan (region); those counties, with the addition of Barry County, are designated as an Economic Development District (EDD). SMPC was recognized as the District Organization for the EDD until the mid-2000’s. The region remains home to many areas of distress; as such, it would benefit from a District Organization focused on its economic health. Reorganization in 2012 and a partnership with the W.E. Upjohn Institute have made SMPC the most appropriate entity to serve as the District Organization for the EDD.

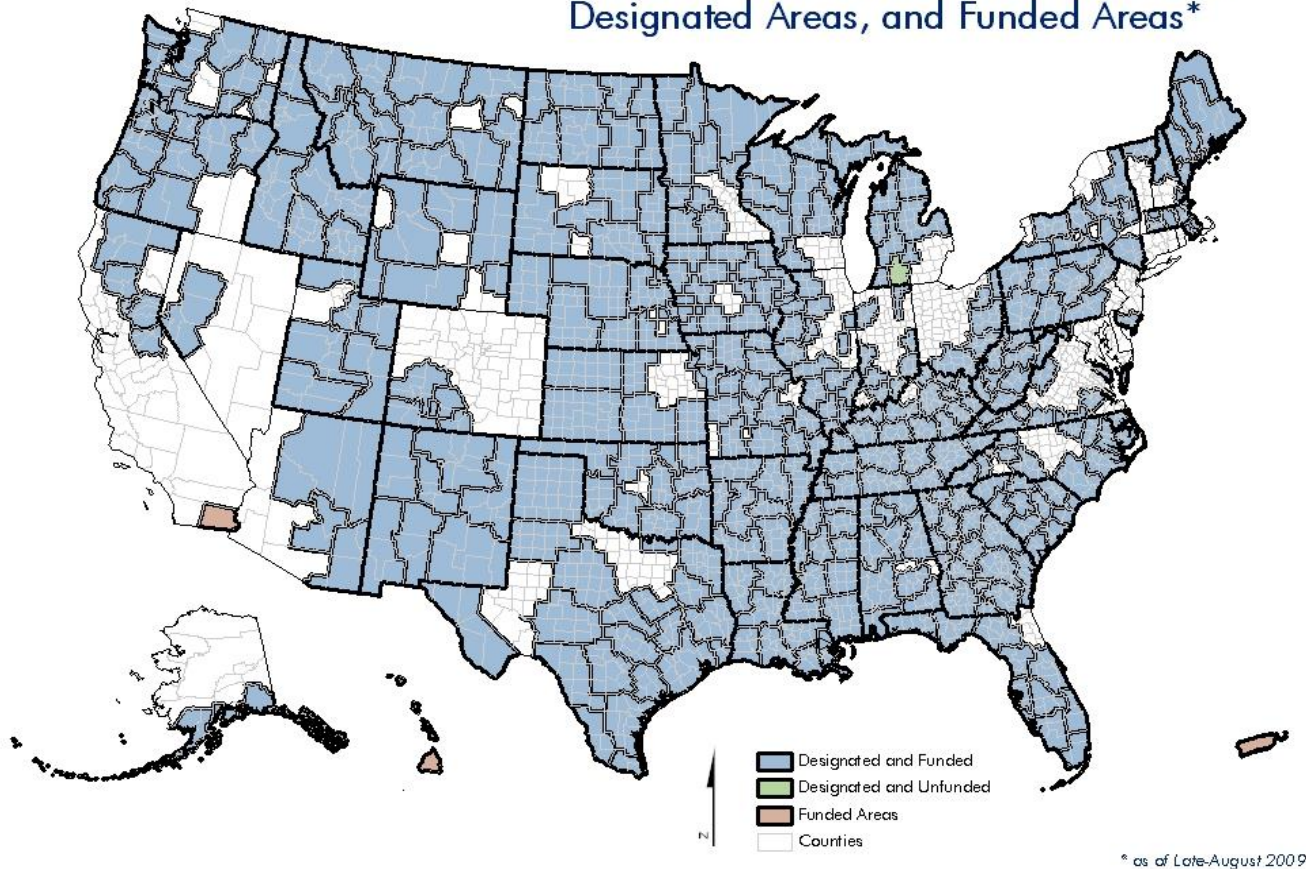
### History and Overview of SMPC

SMPC was formed in 1973 to assist local organizations and governments in Barry, Branch, Calhoun, Kalamazoo, and St. Joseph Counties, Michigan. SMPC served its member communities, nonprofit organizations, state and federal agencies, and businesses until the late 2000’s. Through the 2000’s, support for SMPC waned; mismanagement and personality conflicts eroded confidence in SMPC to the point that each member county stopped appointing representatives to the board and discontinued financial support. Many entities assumed the organization disbanded after they stopped support. In fact, Barry County initiated a process to change its regional affiliation during this time. Barry County has since transferred membership to another region; state recognition of this move is pending.

During much of SMPC’s history, it maintained a working relationship with EDA as the District Organization that represented the EDD; that relationship faltered during the early 2000’s. Despite that fact, the region remains an EDA recognized EDD. Unfortunately, the region is the only one in the nation that does not have a District Organization representing it (per a presentation given by EDA during the SMPC reorganization process). The map below shows EDD’s with EDA financial support, regions with financial support but not designated as an EDD, and South-Central Michigan region as the only EDD without financial support from EDA.



## Economic Development Districts (EDDs), Designated Areas, and Funded Areas\*



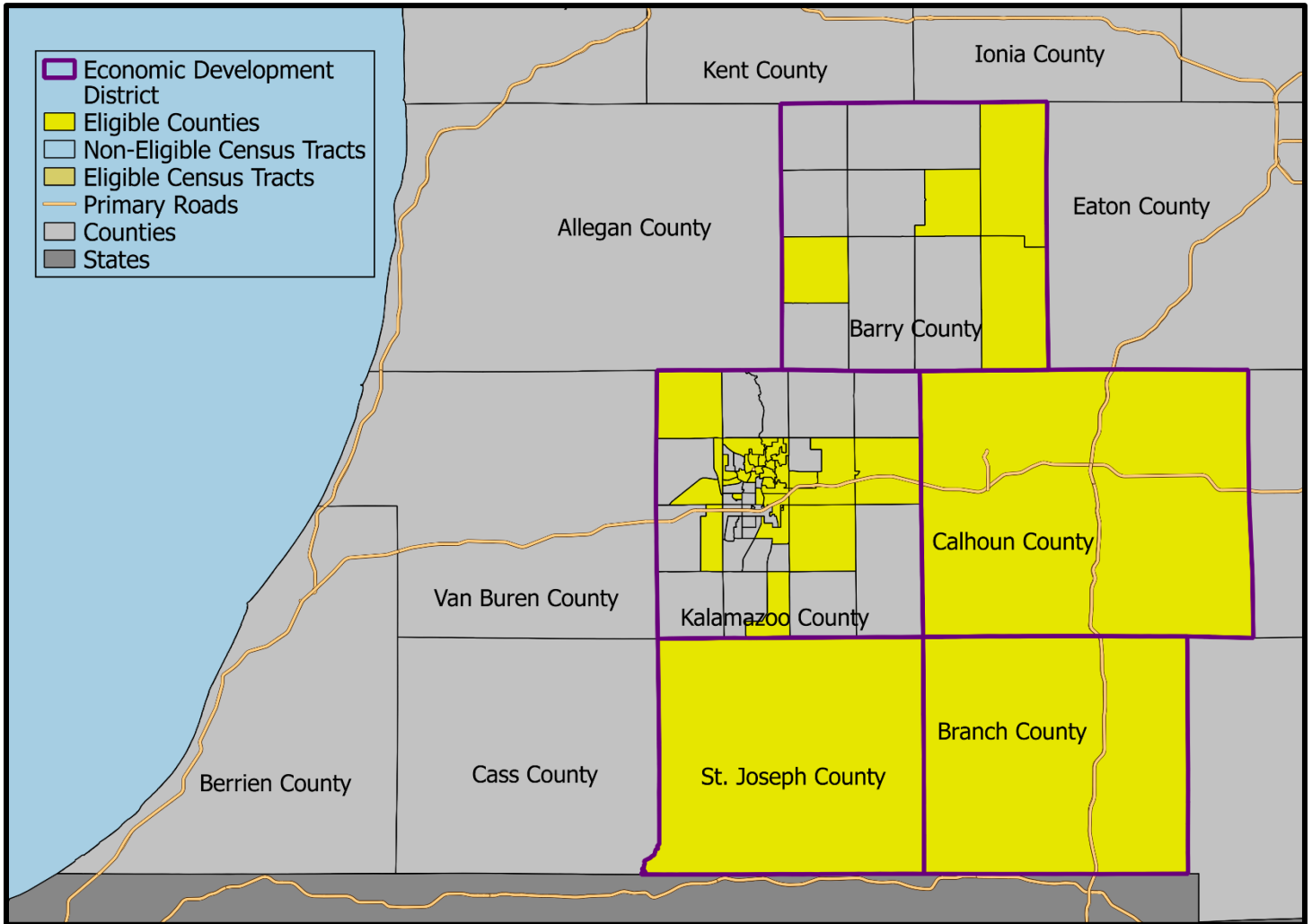
At the urging of EDA, the Michigan Department of Transportation, local economic developers, and local government officials, a small group of local leaders was formed to resurrect SMPC. The group worked to create a foundation of support among the counties in the region. In 2012, each of the five counties in the region passed resolutions that triggered the reorganization of SMPC and created a transition governing board. That board established the foundational documents of the reorganized SMPC, entered into transportation-related agreements with MDOT and the Kalamazoo Area Transportation Study, and entered into agreements with local units of government to provide planning services. A permanent governing board, with a population-based representation scheme, was established in early 2013. Kalamazoo County provide staffing resources to SMPC.

Mismanagement of SMPC caused it to sever its relationship with EDA in the 2000's. Likewise, many relationships were damaged with partners around the region, state, and in Washington DC. The SMPC Board and Staff have worked diligently since the reorganization to repair those relationships. To that end, SMPC has hosted several training events, provided planning and economic development services to many local units of government, and offered technical assistance to municipalities in the region. SMPC also reestablished a relationship with MDOT and began conducting activities on its behalf in late 2012. The final relationship that SMPC needs to repair is with EDA. Given SMPC's history and the benefits a relationship with EDA would bring the region, the SMPC Board and Staff fervently desire to repair that relationship.

Much of the region is not reaching the EDA defined economic benchmarks and, therefore, are considered economically distressed. While unemployment in the region is low, income lags far behind national averages; this is mostly attributed to low labor force participation rates and the industry mix (many low-wage industries) found in the region. The map on the following page identifies areas within the region that have a population whose income is less than eighty percent of the national per capita average or has unemployment rates at least one percent higher than the national average. The entirety of Branch, Calhoun, and St. Joseph Counties are considered distressed with Bureau of Economic Analysis



calculated per capital personal income less than 80% of the national average. Additionally, 13 of 20 census tracts in Kalamazoo County and four of 10 census tracts in Barry County have per capital personal income less than 80% of the national average according to the American Community Survey (ACS). Some areas within the region are especially distressed; the residents of Branch County as a whole have per capita personal income that is 67.1% of the national average (BEA), Kalamazoo County has four census tracts with unemployment rates at least 15% greater than that of the national average (ACS), and, shockingly, Kalamazoo County has four census tracts with per capita personal income less than \$12,000 or 41% of the national average (ACS).



- Map produced by SMPC using statistics from Stats America

### Relationship with W.E. Upjohn Institute

To better provide services to local units of government in the region and to ensure that mismanagement would not occur again, SMPC entered into a staffing and fiduciary agreement with the W.E. Upjohn Institute for Employment Research (Institute). The SMPC Board examined several options around providing staff for the organization; the board unanimously chose to partner with the Institute over creating an independent agency, partnering with Kalamazoo County, partnering with the Kalamazoo Area Transportation Study (MPO), and partnering with the Southwest Michigan Planning Commission. The Board cited the vast resources, stellar reputation, extensive experience in economic development, and the unique blending of research and practical application as reasons for initiating the partnership. Furthermore, the board felt that a partnership with the Institute would allow SMPC to provide more and broader services than as an independently operated organization or by partnering with another organization.

With the assistance of the Institute, SMPC created a Comprehensive Economic Development Strategy (CEDS) for the region. The EDA approved the CEDS in December 2014. An approved CEDS has allowed distressed communities in the region to apply for EDA assistance. Recently, Western Michigan University was awarded a grant of \$2.1 million to expand its Business and Technology Research Park in the City of Kalamazoo and Oshtemo Township. Other communities are also exploring projects that may receive EDA funding.

The W.E. Upjohn Institute for Employment Research has been studying the problems of employment and unemployment almost 60 years since its founding in 1945. In conformity with its charter, the Institute operates as a nonprofit organization devoting its resources exclusively to addressing employment-related issues. The Institute currently conducts research in the areas of employment program evaluation, labor market dynamics, labor-management relations, employment and training programs, income replacement policy, worker adjustment, education's roles in the labor market, international comparison of labor adjustment policies, and state, regional, and local economic analysis.

Today, the Institute carries out a program comprised of the following four elements:

- (1) The Research Program, focused on issues related to employment and unemployment, is conducted by a resident staff of professional social scientists, eight of whom are Ph.D.-level economists. The Institute research program covers employment issues at the international, national, state (Michigan), and local (Southwest Michigan) levels.
- (2) The competitive external Grant Program is administered by the resident professional staff and has been funded by the Trust since 1976. It extends and complements the internal research program by providing financial support to researchers outside of the Institute. The grant program also supports a joint public lecture series with Western Michigan University.
- (3) The Publications Program has published books on employment-related issues since 1959, providing the major vehicle for the dissemination of research by Institute staff and grantees, as well as publishing other selected works in the field.
- (4) The Employment Management and Services Division, which has operated continuously since 1973, administers federal- and state-funded employment and training programs for the Michigan Works! region of Barry, Branch, Calhoun, Kalamazoo, and St. Joseph Counties (the same footprint as SMPC).

The broad objectives of the Institute's research and grant programs are to: (1) link scholarship and experimentation with issues of public and private employment and unemployment policy; (2) bring new knowledge to the attention of policy makers and decision makers; and (3) make knowledge and scholarship relevant and useful in their applications to the solutions of employment and unemployment problems.

Further demonstrating the benefits of partnering with the Institute is its experience evaluating EDA programming and Economic Development Districts. In 2011, the Institute authored An Assessment of EDA's Partnership Planning Program. Also in 2011, the Institute developed curriculum used by EDA and the National Association of Development Organizations to deliver training on how to conduct a CEDS to economic developers and planning professionals.

## **Organizational Governance and Operations**

Since its reorganization in 2012 and through its partnership with the Institute, SMPC has the organizational structure and staff to appropriately serve as the District Organization for the EDD. SMPC reorganized its structure with District Organization status in mind and hopes to regain that status.

### *Comprehensive Economic Development Strategy for the Region*

The CEDS outlined five goals for the region: (1) develop a skilled workforce in the region, (2) make downtown areas attractive places to live, work, and play, (3) consolidate/streamline/share government services, (4) improve infrastructure in the region, and (5) promote Brownfield redevelopment. SMPC has been building its services capabilities with these goals in mind. SMPC is currently, with moderate success, attempting to implement the strategies outlined in the CEDS. SMPC has the resources to conduct advisory functions but it lacks the funding to conduct economic development planning activities needed to help accomplish the CEDS. The following paragraphs outline how SMPC is currently working to accomplish the CEDS.

SMPC has taken the following actions to help develop a skilled workforce: initiated research projects, partnered with the workforce investment board with the same geographic boundaries as SMPC, and is promoting innovative approaches to workforce development and retention. SMPC and Institute staff are researching the workforce needs of the region; this analysis examines the current and future workforce needs and then outlines implementation strategies intended to overcome any issues realized in the region. The Institute is home to the region workforce investment board, Southwest Michigan Works!; SMPC and Southwest Michigan Works! staff interact regularly to development and implement strategies designed improve the regional workforce. Finally, SMPC, in partnership with the Institute, researches and

promotes innovative workforce development approaches to private companies, local governments, and nonprofit organizations throughout the region. As a partner with the local workforce investment board, SMPC is part of an expansive team focused on improving the workforce conditions in the region. District Organization status and support funding would allow SMPC to more fully examine the region's workforce and further develop solutions to overcome inefficiencies realized in the regional labor market.

The second goal of the CEDS is: make downtown areas attractive places to live, work, and play. SMPC, in partnership with the Institute, has worked to improve and promote downtowns throughout the region in the following ways: authoring and providing technical assistance on downtown focused economic development plans, assisted with the creation and promotion of housing studies and plans, authored or provided technical assistance on the creation or update of several recreation plans, provided education to downtown business leaders and government officials on tax increment financing and planning, and provided assistance to small downtown developers and business owners. SMPC helped secure funding to commission a housing analysis of many smaller communities with core downtowns and wrote a set of housing strategies for downtown Kalamazoo. SMPC has hosted a number of educational events focused on utilizing tax increment financing and brownfield incentives in order to revitalize downtown areas. SMPC has authored or helped local communities author recreation plans that would enable downtown management organizations to provide more recreational facilities to attract residents and visitors. Finally, SMPC, through its partnership with the Institute, provides assistance and analysis to local business owners on the impact to the local economy. District status and support funding would allow SMPC to expand the number and depth of the downtown focused economic development plans produced for the cities within the region.

The third goal of the CEDS is to consolidate/streamline/share government services. While SMPC has found little appetite for the consolidation of government service among its local partners, it has found that some local governments are willing to streamline or share government services. SMPC routinely provides forums for local governments to share ideas and collaborate on sharing governmental services through education sessions and round table discussions. SMPC also provides fiscal impact analyses for local governments interested in sharing services. Furthermore, SMPC facilitates the sharing of government services by offering ongoing staff to local units of government. District status and support funding would help SMPC facilitate further service consolidation, streamlining, or sharing among local units of government.

The fourth goal of the CEDS is to improve infrastructure in the region. Though SMPC only indirectly impacts the infrastructure in the region, it does provide planning services and technical assistance that aid in the improvement of the region's infrastructure. SMPC engages in capital improvement planning, infrastructure mapping, and estimating the economic impact of infrastructure. Through its partnership with the Kalamazoo Area Transportation Study, SMPC is engaged in transportation infrastructure planning. Additionally, SMPC has promoted EDA grant opportunities related to infrastructure development and expansion. With additional funding, SMPC would engage state and local partners in planning for universal access to high-speed internet, better map and plan for the future needs of infrastructure in the region, and help additional communities with various infrastructure needs.

The fifth and final goal of the CEDS is to promote brownfield redevelopment. SMPC has worked extensively to assist local partners redevelop brownfield sites throughout the region. SMPC has provided technical assistance to brownfield redevelopment authorities, served as technical staff to a brownfield redevelopment authority, and is currently working on creating a regional brownfield association to share best practices and apply for region-wide grants. SMPC is in the process of compiling information and the agreements necessary to apply for U.S. Environmental Protection Agency coalition grant funding.

#### *Scope of Service*

To meet the needs of the state and local governments, nonprofits, and businesses in the region and to implement the CEDS, SMPC provides a wide-range of services. Those services are outlined below:

##### *Planning*

- Master plans
  - Assist communities with five-year updates and plan re-writes
  - Team: Lee Adams (lead, plan author), Patrick Hudson (planning and stakeholder engagement) Brian Pittelko (demographic and economic analysis), Marie Holler (mapping), others as needed

- Examples of current or past work: Homer Township, Lockport Township, Fabius Township, Brady Township, Village of Centreville, City of Kalamazoo
- Recreation plans
  - Assist communities with five-year updates and recreation plan re-writes, identification of funding opportunities, community input, recreation mapping, and identification of optimal recreational facilities
  - Team: Lee Adams (lead, plan author), Patrick Hudson (planning and stakeholder engagement), Brian Pittelko (demographic and economic data), Marie Holler (mapping)
  - Examples of current or past work: Pennfield Township, Ross Township
- Ordinance development
  - Assist communities with updates to their existing ordinance
  - Team: Lee Adams & Patrick Hudson
  - Examples of current or past work: Colon Township, Kalamazoo Township, City of Albion
- Ordinance review (County)
  - Review proposed ordinances from local units of government
  - Team: Lee Adams & Patrick Hudson
  - Examples of current or past work: St. Joseph County
- Community development
  - Housing studies, economic impact analysis, quality of life assessments
  - Team: Lee Adams (lead, author), Patrick Hudson, Brian Pittelko, Marie Holler
  - Examples of current or past work: City of Kalamazoo, Ross Township

### *Economic Development*

- Economic development planning
  - Economic development plans
    - Community-wide assessment of economic conditions and recommendations based on existing conditions, interviews of local leadership, community input, and best practice research
    - Team: Jim Robey (lead) Lee Adams (author), Brian Pittelko (demographic and economic data), Marie Holler (mapping), other teams members based on the project scope
    - Examples or current or past work: City of Kalamazoo, City of Albion, Ross Township
  - Placemaking strategies
    - Create strategies unique to each individual municipality that focus on downtown development, quality of life improvements, land-use planning, and physical design of the core area of the municipality and surrounding areas
    - Team: Lee Adams (lead, plan author), Patrick Hudson (planning and stakeholder engagement) Brian Pittelko (demographic and economic data), Marie Holler (mapping)
    - Examples of current or past work: City of Kalamazoo, Pennfield Township, Ross Township
  - Real estate development plans
    - Simulated real estate development on targeted sites
    - Team: Lee Adams (lead, plan author), Jim Robey (Economic Analysis), Marie Holler (Mapping)
    - Examples of current or past work: City of Kalamazoo
- Tax Increment Financing
  - Education
    - Presentations and materials on tax increment financing
    - Team: Lee Adams, Patrick Hudson, Jim Robey
    - Examples of current or past work: Presentations and workshops given to various groups around the region

- TIF Plan development
  - Creation of TIF plans and guidance through the adoption process
    - Plans for the following tax increment financing authorities:
      - Downtown Development
      - Corridor Improvement
      - Tax Increment Finance
      - Local Development Finance
      - Historic Neighborhood
      - Neighborhood Improvement
      - Water Resources Improvement
    - Team: Lee Adams (lead, plan author), Patrick Hudson (planning and stakeholder engagement), Jim Robey (business and economic analysis), Brian Pittelko (demographic and economic data), Marie Holler (mapping)
    - Examples of current or past work: City of Coldwater
  - TIF management
    - Manage the day-to-day operations of a TIF authority
    - Team: Lee Adams & Patrick Hudson
    - Examples of current or past work: Kalamazoo County Brownfield Redevelopment Authority
- Brownfield Redevelopment
  - Staff authorities
    - Manage the day-to-day operations of a brownfield authority
    - Team: Lee Adams, Patrick Hudson
  - Project management
  - Examples or current or past work: Kalamazoo County Brownfield Redevelopment Authority
- Rural/small town economic development
  - Small business revolving loan fund formation and administration
  - Farmland/open space preservation planning
  - Small downtown development/redevelopment planning
    - Cohesive business/economic, housing, social/quality of life, and land-use plan unique to an individual small town that will work to enhance the town's environment
    - Team: Jim Robey (lead) Lee Adams (community development and plan author), Patrick Hudson (planning and stakeholder engagement), Brian Pittelko (demographic and economic data), Marie Holler (mapping)
  - Examples of current or past work: SMPC has yet to assist a local municipality with this type of work
- Fiscal Impact Analysis
  - An estimated economic impact of a new development, governmental action/policy, or institution on the local economy
  - Team: Jim Robey (lead) Lee Adams, Brian Pittelko, Marie Holler
  - Examples of current or past work: Pfizer, Rx Optical, Gull Lake County Club, Western Michigan University, Momentum

#### Other

- Public engagement strategies
  - Development of strategies designed to engage the public regarding a specific project/action or general attitude
  - Survey design, implementation, and analysis
  - Team: Lee Adams, Brian Pittelko, Don Edgerly
  - Examples of current or past work: Fabius Township, Ross Township, Brady Township
- Grant writing and administration



- Preparation of grant application document and reports; help communities prepare for grant applications
- Team: Lee Adams (Grant writing), Claudette Robey (Grant Research)
- Examples of current or past work: Kalamazoo County, Pennfield Township
- Geographic Information Systems Mapping
  - Produce maps for various municipalities or projects
  - Analyze geographic information
  - Team: Lee Adams & Marie Holler
  - Examples of current or past work: South County Water and Sewer Authority, Oshtemo Township, Brady Township, Pennfield Township, Homer Township
- Process facilitation
  - Strategic planning or process facilitation for local governments and authorities
  - Team: Lee Adams and Don Egerly
  - Examples of current or past work: City of Albion, Ross Township
- Data reporting
  - Dashboards
    - Assist communities with the creation or maintenance of community dashboards
    - Team: Lee Adams (lead, author), Brian Pittelko (demographic and economic data)
    - Examples or current or past work: United way, Regional Prosperity Initiative, Kalamazoo County

### *Staff*

SMPC staff has the expertise, capacity, and desire to implement the strategies outlined in the CEDS and continue through the CEDS update process. Furthermore, the partnership between SMPC and the Southwest Michigan Works! provides SMPC with excellent access to business representation during the development and implementation of the CEDS. SMPC/Institute uses a multidisciplinary team for a wide variety of project; this approach gives the team a unique and powerful perspective that better enables it to solve pressing regional and local issues. The following members of the SMPC/Institute staff are available to help implement and update the CEDS:

- Lee Adams – Director
  - Lee’s work is primarily concentrated in the fields of economic development, land-use planning, municipal tax policy, housing, regional workforce systems, 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 authored or co-authored 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 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 Urban and Regional Planning degree 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 and administrator of the Kalamazoo County Brownfield Redevelopment Authority for Kalamazoo County Government (Michigan).
- Patrick Hudson – Planner
  - Patrick’s work spans a wide variety of local government service. For over 20 years, Patrick has served as staff planner and zoning administrator for several local governments. Additionally, Patrick has assisted over 20 municipalities with the creation or update of master plans. Patrick successfully completed the Redevelopment Ready Communities Best Practices Training and used those skills to help the City of Allegan become RRC certified. Patrick is also a soil erosion expert, certified flood plain manager, and expert in local history.

- Patrick joined the Southcentral Michigan Planning Council and W.E. Upjohn Institute staff in 2016. His work experience includes time as a planner for two regional planning agencies and Michigan Township Services as well as time as an adjunct professor of geography at Glenn Oaks Community College. Patrick is a graduate of Western Michigan University's Master of Geography – Urban and Regional Planning Program and Eastern Michigan Universities Master of Historic Preservation Program.
- Jim Robey – Economist
  - Jim Robey's research and technical assistance on economic issues and in economic and workforce development has assisted corporate, nonprofit, and economic and workforce development entities in problem resolution and strategic decision making, from the local to the national levels. Spanning more than three decades, his expertise includes industry studies, applied occupational analysis, economic impact modeling and analysis, economic and workforce development research and analysis, and site selection assistance. Robey's research focuses on regional economic, education, economic development, and workforce development issues across Michigan and the nation. He prepares annual employment forecasts for southwest Michigan's metropolitan areas, directs the production of *Business Outlook for West Michigan*, and provides economic insights for regional economic development across Northwest Ohio, and the states of Ohio, Pennsylvania, West Virginia, Maryland, New York, and New Jersey. He has additionally co-authored research on a variety of national and regional issues.
  - Jim received his Ph.D. in Urban Studies (1997), with an emphasis on Economic Development, and his Master's degree in Public Administration (1993) from the Levin College of Urban Affairs, Cleveland State University. He earned his Bachelor's degree in Sociology (1979) from Edinboro State College.
- Brian Pittelko – Regional Analyst
  - 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.
- Marie Holler – Mapping and Data Visualization Specialist
  - Marie Holler has conducted research ranging from soil deposition in lower Southwest Michigan to the placement of green roof technology in Chicago. She is now applying her Geographic Information Systems (GIS) skills to economic research and regional economic development. Marie is undertaking a spatial analysis of businesses and residential areas of downtown Kalamazoo. Recent work includes labor force participation mapping of Region 8 of the Regional Prosperity Initiative, spatial analysis of career and technical education graduates, and mapping for Transportation for Greater Manchester.
  - Marie received a Master of Science degree in applied GIS from The University of Sheffield, Sheffield, England. She earned her Bachelor of Science degree in geography and Geographic Information Systems from Michigan State University.
- Claudette Robey – Regional Workforce Specialist
  - 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 – Facilitator and Strategic Planner

- 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.

### *Operations*

The SMPC Board is comprised of individuals that represent a wide range of regional interests. Board members represent municipalities, businesses interests, educational perspectives, and workforce development. The roster of SMPC board members and the interests that they represent is below:

- Vince Carahaly, SMPC Chairperson
  - Small business Owner
  - Township and county planning commissioner
- Keith Baker, SMPC Vice-Chairperson
  - City Manager, City of Coldwater
- Scott McGraw, SMPC Treasurer
  - Kalamazoo County Commissioner
  - CEO of the Kalamazoo Business Alliance
- Randall Hazelbaker, SMPC Secretary
  - Coldwater City and Branch County Commissioner
- Jen Bomba
  - County Administration and Parks Representative
- Dusty Farmer
  - Oshtemo Township Trustee
  - Former Teacher
- Steve Frisbee
  - Director of Operations at LifeCare Ambulance Service, a private, nonprofit, directorship corporation
  - Calhoun County Commissioner
  - Vice Chair of the Pennfield Schools Educational Foundation Board
  - Served 23 years as an adjunct instructor at Kellogg Community College
  - Workforce Development Board - Past Commissioner appointment to Workforce Development Board
- Art Kale
  - President, Village of Homer
- Kathy Pangle
  - St. Joseph County Commission
  - Sherriff Deputy at the St. Joseph County Sheriff Department
- Mark Reynolds
  - Business Operations Consultant
  - Cooper Township Planning Commissioner
- Joe Woodin
  - Florence Township Planning Commissioner
  - Local Business Representative

SMPC has a contractual relationship with the Institute to provide administrative and fiduciary services. The Institute has accounting professionals who are familiar with state and federal accounting requirements; they administer the U.S. Department of Labor Workforce Investment and Opportunity Act funds that flow to the region as well as many other state and federal contracts and grants. SMPC/Institute accounts are audited on an annual basis in accordance with federal standards.

SMPC holds monthly public meetings at which any attendee is given an opportunity to speak in accordance with the Open Meetings Act (State of Michigan Public Act 267 of 1976). The dates, times, and locations of the meetings are

posted at each member county's administration building and on the SMPC website ([smpcregion3.org](http://smpcregion3.org)) shortly after its annual meeting in October. Any alterations to the meeting schedule are posted in accordance with the Open Meetings Act. The SMPC bylaws established Merriam-Webster New Robert's Rules of Order as the parliamentary procedure for its meetings. While the SMPC Board does not currently adhere to a conflict of interest policy, it will comply with the conflict of interest provisions set forth in §302.17 of 13 CFR Chapter III.

### **Request**

The Southcentral Michigan Planning Council formally request recognition as the District Organization for the Barry, Branch, Calhoun, Kalamazoo, and St. Joseph County (MI) Economic Development District. SMPC has served the region for the past five years, has the organizational capacity, has the staffing expertise, and meets or will meet all of the requirements of a District Organization outlined in §304 of 13 CFR Chapter III. The local EDD is currently underserved and SMPC is ready, willing, and able to help the region improve its economic outlook.

Thank you for considering SMPC's request for District Organization status,

**Lee Adams, Director**

Southcentral Michigan Planning Council