

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: Thursday, August 23, 2018
MEETING TIME: 11:30 am
MEETING LOCATION: History Room - 3rd floor of the St Joseph County Courthouse
125 W Main Street, Centreville, MI 49032

1. Call to Order
2. Member Present/Introductions
3. Members Excused **[Action]**
4. Approval of the Agenda **[Action]**
5. Approval of the Minutes **[Action]**
6. Citizen Comments
7. Acceptance of the Financial Report **[Action]**
8. Transportation/KATS Items
 - a. Monthly report
 - b. Approval of the FY 2019 Transportation Work Program **[Action]**
 - c. MDOT 2045 State Long Range Transportation Plan **[Possible Action]**
9. SMPC Strategic Plan
 - a. Adopt strategic plan **[Action]**
10. Regional Housing Plan
 - a. Discuss a regional housing plan proposal and the role SMPC may play **[Possible Action]**
11. Professional Memberships and Conference Attendance
 - a. Discuss applicable professional membership opportunities
 - b. Discuss the merits of conference attendance and take action on funding attendance costs **[Action]**
12. Local Government and Planning Services
 - a. Florence Township Contract for Planning Services **[Action]**
 - i. Master plan update
 - b. Update on Sherman Township master plan update
 - c. Assistance to Nottawa Township
13. Staff Report/Other:
 - a. Southwest Michigan Prosperity Initiative
 - b. MEDC Contract Extension
 - c. Liability Insurance
 - d. EDA Application
 - e. Intern
 - f. Monthly Correspondence
14. Board Member Comments
15. Action: Adjournment

Next Meeting: October 2 in Kalamazoo



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Board Meeting Minutes

MEETING DATE: Friday, June 29, 2018
MEETING TIME: 9:00 am
MEETING LOCATION: W.E. Upjohn Institute Building
300 South Westnedge Ave, Kalamazoo, MI 49007

1. Call to Order

- a. The meeting was called to order by Chair Carahaly at 9:04 am.

2. Member Present/Introductions

- a. Baker, Bomba, Carahaly, Farmer, Hazelbaker, Pangle, and Reynolds

3. Members Excused

- a. Frisbie, Kale, McGraw, Woodin were excused through unanimous consent.

4. Action: Approval of the Agenda

- a. The agenda was approved through unanimous consent.

5. Action: Approval of the Minutes

- a. 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. Strategic Planning

- a. The board discussed the strategic direction of SMPC at length. The Board will look to finalize a strategic plan at its next meeting.

8. Board Member Comments

- a. Several members expressed their approval of the work completed at the meeting.

9. Action: Adjournment

- a. Pangle made a motion to adjourn the meeting.

Next Meeting: August 7 in Centreville

W.E. Upjohn Institute for Employment Research

Projects 34050, 34051, 34052, 34053, 34054, 34055

Southcentral Michigan Planning Council

FY18 10/1/17-9/30/18

Director: Lee Adams

FY18 June 2018 Updated 7/24/18	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	SMPC
	YTD 2018	Budget	YTD 2018	Budget	YTD 2018	Budget	YTD 2018	Budget	YTD 2018	Budget	YTD 2018	Budget	To Date	Budget
Wages	9,659.62		12,479.72		4,833.52		893.85		23,200.00		-		51,066.71	
Fringe	4,601.60		5,671.08		2,665.19		408.36		-		-		13,346.23	
Wages & Fringe	14,261.22	15,000.00	18,150.80	24,100.00	7,498.71	15,000.00	1,302.21	5,000.00	23,200.00	33,600.00	-	10,000.00	64,412.94	102,700.00
Training	216.74	1,000.00	-	-	-	1,000.00	-	-	-	-	-	-	216.74	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	190,506.00	-	-	1,671.23	10,000.00	32,527.17	200,506.00
Consulting - Legal Fees	24,772.82	20,000.00	-	-	-	-	-	-	-	-	-	-	24,772.82	20,000.00
Copies/Duplicating	51.03	25.00	-	100.00	-	100.00	-	25.00	-	-	-	-	51.03	250.00
Postage	28.31	15.00	-	-	-	-	-	-	0.47	-	-	-	28.78	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	28.32	-	-	-	-	-	-	-	-	-	-	-	28.32	-
Web Site Hosting	228.00	-	-	-	-	-	-	-	-	-	-	-	228.00	-
Travel Reimbursement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Travel	1,147.67	1,500.00	454.19	750.00	175.30	1,000.00	57.77	200.00	-	-	-	-	1,834.93	3,450.00
Other Expense	27,482.89	25,660.00	454.19	900.00	175.30	2,110.00	30,913.71	190,756.00	0.47	-	1,671.23	10,000.00	60,697.79	229,426.00
Total Expense	41,744.11	40,660.00	18,604.99	25,000.00	7,674.01	17,110.00	32,215.92	195,756.00	23,200.47	33,600.00	1,671.23	20,000.00	125,110.73	332,126.00
34050, 34051, 34054	16,500.00	16,500.00	15,074.63						20,560.00		-		52,134.63	
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	20,560.00	33,600.00	1,671.23	20,000.00	89,117.82	238,670.00
Expense	41,744.11	40,660.00	18,604.99	25,000.00	7,674.01	17,110.00	32,215.92	195,756.00	23,200.47	33,600.00	1,671.23	20,000.00	125,110.73	332,126.00
Net Income(Expense)	(25,244.11)	(2,890.00)	(3,530.36)	-	(1,896.01)	2,890.00	(1,010.73)	(93,456.00)	(2,640.47)	-	-	-	(35,992.91)	(93,456.00)
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	20,560.00	33,600.00	1,671.23	20,000.00	89,117.82	238,670.00
Receipts	16,500.00	37,770.00	15,074.63	25,000.00	5,778.00	20,000.00	31,205.19	102,300.00	17,730.00	33,600.00	1,671.23	20,000.00	86,287.82	238,670.00
Acct.Rec.Balance	-	2,890.00	-	-	-	(2,890.00)	-	-	2,830.00	-	-	-	2,830.00	-

Lake Michigan Credit Union Balance: \$147,337.97



The Metropolitan Planning Organization for the Greater Kalamazoo Area

5220 Lovers Lane, Suite 110

Portage, MI 49002

☎ 269-343-0766

✉ info@KATSmpo.org

TO: Southcentral Michigan Planning Council Board
FROM: Jonathan Start, KATS Executive Director
DATE: August 6, 2018
SUBJECT: Southcentral Michigan Planning Council Report

During the months of June and July, 2018, KATS staff worked on the Michigan Department of Transportation (MDOT) Planning Activities for the Southcentral Michigan Planning Council (SMPC). Work was concentrated in the following activities:

- Produced the May and June monthly Rural Task Force Reports and submitted it to Michigan Department of Transportation Planning
- Participated in the Transportation Asset Management Council's June Asset Management Coordinators' Conference Call
- Produced and distributed notices for the June 21, Rural Task Force Meeting
- Attended Michigan Department of Transportation JobNet project programming software training in Lansing
- Participated in an online webinar and attended classroom training in Ann Arbor for Federal Highway Administration's MOVES motor vehicle emissions simulation software
- Produced materials for and facilitated the June 21 Rural Task Force #3 meeting
- Prepared and distributed draft minutes of the June 21 Rural Task Force #3 meeting
- Updated the Rural Task Force #3 spreadsheets and efile with amendments approved at the June 21 meeting
- Finalized the scheduling of and performed federal aid road PASER ratings for Calhoun County.
- Worked on quality control checks for Barry, Branch and Calhoun Counties
- Attended the 2018 Michigan Transportation Asset Management Council annual conference. Session topics included environmental justice, asset management, planning for Local Agency projects, integration of pedestrian, bicycle and transit planning, and Transportation Improvement Plan project prioritization

FY 2019 Regional Transportation Planning Work Program

Region 3

Southcentral Michigan Planning Council



Approved:

Southcentral Michigan Planning Council

300 South Westnedge Avenue
Kalamazoo, MI 49007

Phone: 269-385-0409
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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 2019, 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 2019, each regional planning agency, with exception of SEMCOG, may receive supplemental funding, as needed and if available from the FY 2019 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 2019 PROGRAM

The SMPC entered into an agreement with the Kalamazoo Area Transportation Study (KATS) to provide staffing for the Transportation Program through FY 2019. SMPC and KATS will work to provide technical support to MDOT and the various agencies within the Region 3 area during FY 2019 (ending September 30, 2019).

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 2019 BUDGET

The following is the estimated budget for FY 2019 utilizing the services of the Kalamazoo Area Transportation Study, the consulting agency for SMPC. For FY 2019, 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
- \$57,300 in Michigan Transportation Fund (MTF) Program funds for Asset Management.

The indirect and fringe rates used to develop the FY 2019 Regional Transportation Planning Work Program are those that are part of the Kalamazoo Area Transportation Study's FY 2019 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 2019 BUDGET TABLE

**Fiscal Year 2019 Regional Transportation Planning Work Program
Region 3- Southcentral Michigan Planning Council
October 1, 2018-September 30, 2019**

Work Element	Project	Salary	Fringe	Indirect	Other	MTF Funds	SPR/MTF Funds	MTF Funds	Hours	Budget
3101	Program Management	\$4,590	\$2,587	\$1,393	\$4,170	\$12,740			175	\$12,740
3102	Technical Assistance to MDOT	\$2,228	\$1,256	\$676		\$4,160			110	\$4,160
3103	Technical Assistance to Member Agencies	\$2,785	\$1,570	\$845		\$5,200			148	\$5,200
3104	Access Management	\$139	\$78	\$43		\$260			8	\$260
3105	Pure Michigan Byway Program	\$139	\$78	\$43		\$260			8	\$260
3106	Non-motorized Mapping and Investment Plan	\$278	\$157	\$85		\$520			15	\$520
3107	Rural Safety Planning	\$1,532	\$864	\$464		\$2,860			49	\$2,860
3108	Management of the Rural Task Force and Small Urban Programs	\$8,649	\$4,875	\$2,626			\$16,150		390	\$16,150
3109	Public Involvement and Consultation Process for Non-Metropolitan Areas	\$1,323	\$746	\$401			\$2,470		75	\$2,470
3110	Public Involvement for Air Quality Conformity	\$204	\$115	\$61			\$380		16	\$380
3111	Asset Management	\$20,780	\$11,714	\$6,306	\$18,500			\$57,300	891	\$57,300
	TOTALS	\$42,647	\$24,040	\$12,943	\$22,670	\$26,000	\$19,000	\$57,300	1885	\$102,300

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.

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: \$12,740 (MTF)

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-Trunkline 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 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: \$4,160 (MTF)

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: \$5,200 (MTF)

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: \$260 (MTF)

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: \$260 (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: \$520 (MTF)

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: \$2,860 (MTF)

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: \$16,150 (SPR)

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: \$2,470 (SPR)

3110. Public Involvement for Air Quality Conformity¹

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: \$380 (SPR)

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

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

Budget: \$57,300 (MTF)

APPENDIX A: SOUTHCENTRAL MICHIGAN PLANNING COUNCIL BOARD

Branch County:

Keith Baker, Vice-Chair

Randall Hazelbaker, Secretary

Calhoun County:

Jen Bomba

Steve Frisbie

Art Kale

Kalamazoo County:

Vince Carahaly, Chair

Dusty Farmer

Scott McGraw, Treasurer

Mark Reynolds

St Joseph County:

Kathy Pangle

Joe Woodin

APPENDIX B: SOUTHCENTRAL MICHIGAN PLANNING COUNCIL STAFF AND CONTACT INFORMATION

Lee Adams

SMPC Director
adams@upjohn.org

Patrick Hudson

Planner
Hudson@upjohn.org

Website:

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

Steven Stepek, AICP

Senior Transportation Planner
sstepek@KATSmpo.org

Megan Mickelson

Associate Planner
mmickelson@katsmpo.org

Fred Nagler

Associate Planner
fnagler@KATSmpo.org

Monica Zehner

Office Manager, Accountant
mzehner@katsmpo.org

Website:

www.KATSmpo.org

Mailing Address and Phone Number:

Kalamazoo Area Transportation Study
5220 Lovers Lane, Suite 110
Portage, MI 49002
(269) 343-0766

State Long Range Transportation Plan Questions, Southcentral Michigan Planning Council

July 26, 2018

Don, Lee Adams asked me to respond to your request for information on this acting as the consultant for the Southcentral Michigan Planning Council on Michigan Department of Transportation work program items.

What transportation initiatives do you or your members currently have underway?

The majority of the initiatives that are underway in the planning region involve operations, maintenance, and preservation of the road, transit, and non-motorized system. There are activities using local safety program funding to improve safety issues. Metro Transit in Kalamazoo County is evaluating its fixed route system and looking to see how it can respond to requests to provide service into more outlying areas.

Battle Creek Transit is looking into the possibility of creating a county wide transit service in Calhoun County. Marshall is willing to cooperate with this initiative.

There are plans to complete the expansion of I-94 in Kalamazoo County from east of Lovers Lane to Sprinkle Road going to three through lanes in each direction.

There are almost no capacity improving projects in the MPO transportation plan or in the plans of member agencies. Preservation of the system is at the top.

Are there pilot projects or programs that could provide examples of the initiatives in action?

Only in the daily operations of the members and their planning activities.

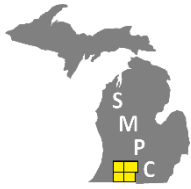
What role do you see the initiative playing in a statewide transportation plan context?

Maintenance and improvement of a transportation system statewide that provides options to move people and freight using multiple modes will improve the options available for access to people and companies to improve livability, sustainability, access to jobs and education, etc.

Jonathan Start

Kalamazoo Area Transportation Study

269 343-0766



Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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

2019 SMPC Strategic Plan

Mission

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

Vision

Remove barriers and provide value to organizations in the region to achieve prosperity and multi-jurisdictional cooperation.

Goals & Objectives

- Align our activities with membership goals
 - o Examine plans for consistencies/overlaps and places where SMPC can provide assistance
 - o Tailor service to meet the needs of members governments
- Educate local organizations
 - o Hold region-wide workshops
 - o Increase awareness of SMPC
 - Develop and implement a communication strategy
 - Provide periodic updates to planning commissions
- Increase regional prosperity
 - o Explore a higher level of integration with the Southwest Michigan Planning Commission
- Assist local units of government with limited resources
 - o Inventory local plans to anticipate planning service needs
 - o Provide services for fee
- Assist state departments with service delivery
 - o Already in place:
 - MDOT
 - MEDC
 - o Explore other opportunities
- Increase member's and SMPC access to local, state, and federal funding
 - o Increase awareness of grant opportunities
 - o Provide technical assistance with grant applications and administration
 - o Achieve designations that will increase access to funding sources
 - Community Development Corporation, Economic Development District
- Create and implement regional or multi-jurisdictional plans
 - o Examine topics that are not already covered on a regional basis and determine if an SMPC led region plan is appropriate
 - o Plans could include: recreation, environmental, or housing

Potential memberships for SMPC

1. *American Planning Association*

Cost: Depends on profession and salary. \$295 for Adams.

Benefits:

- Educational opportunities
 - Conferences
 - Webinars
- Planning resources
- Job board
- Connection with other planning organizations
- Networking with local governments in our region

From the APA:

Our Mission

Creating great communities for all.

Our Vision

APA advances the planning profession through leadership in education, research, advocacy, and ethical practice.

What We Do

- Advocate for planning at the national level and support chapters', divisions', and members' efforts at the state and local levels
- File amicus briefs in selected court cases
- Promote good planning through vigorous public information and education programs.
- Produce digital and print materials that describe the outcomes of good planning, educate the nation about planning, and reinforce the individual and collective efforts of APA members
- Assure excellence in the field — and raise the stature of the planning profession — by supporting the efforts of the Planning Accreditation Board and emphasizing the importance of AICP certification for practicing planners
- Develop accessible, affordable continuing education programs
- Support certified planners in their pursuit of Certification Maintenance

- Promote a diverse workforce by bringing employers and job seekers together through our Career Services
- Assure excellence in local decision making by offering training, information, and support to planning commissioners, elected officials, and engaged citizens
- Seek national and international partnerships to advance the planning movement and principles of sustainability, inclusion, and nondiscrimination
- Address issues of social equity in our publications and diversity forums and on our website
- Work to attract and retain minority members so our membership will reflect the nation's diversity
- Enhance the state of planning knowledge by identifying and fulfilling a vigorous agenda of applied research
- Share research results with our subscribers, members, and beyond

2. *Michigan Planning Association*

Cost:

- \$60/Individual
- \$650 for the entire SMPC

Benefits:

- Educational opportunities
- Planning resources
- Job board
- Connection with other planning organizations
- Networking with local governments in our region

From MAP

The Michigan Association of Planning (MAP) is a 501 c 3 organization, dedicated to promoting sound community planning that benefits the residents of Michigan.

The Michigan Association of Planning exists to promote quality community planning through education, information and advocacy, statewide.

3. *National Association of Development Organizations (NADO)*

Cost: \$2,000-3,000

Benefits:

- Connection with other regional planning organizations
- Strong connection to EDA
- Education focused on regional organizations
 - Conferences
 - Webinars
- Resources focused on regional organizations

- Advocacy for regional organizations
- Strong recommendation from the Upjohn Institute
 - May be able to share costs
- Job board

See brochure for more information: <https://www.nado.org/wp-content/uploads/2018/04/NADOAboutNADOBrochure.pdf>

4. *National Association of Regional Councils (NARC)*

Cost: ~\$2,400

Benefits:

- Connection with other regional planning organizations
- Education focused on regional organizations
 - Conferences
 - Webinars
- Resources focused on regional organizations
- Advocacy for regional organizations
- Strong recommendation from the Upjohn Institute
 - May be able to share costs
- Job board

Why NARC?

The National Association of Regional Councils (NARC) is the premier organization providing services and resources to help build regional communities. Its primary mission is to assist Regional Councils and Metropolitan Planning Organizations (MPOs) to better serve their member local governments – and their regions – more effectively. NARC represents and advocates for the interests of Regional Councils and MPOs (rural and urban; large and small) at the national level. NARC is an alliance of regionally focused organizations that fosters regional cooperation and collaboration, and promotes regional excellence. One of its main goals is to assist in the development of policies and to address common challenges in areas that include community, economic, rural and workforce development; transportation; environment; aging; securing the homeland; preparing for emergencies; and any other areas that are of importance to its member organizations.

How Do I Join?

NARC is a membership organization that is open to private and public entities involved or interested in the use of regional approaches to improve the quality of life and the environments in American communities. NARC offers full membership to Regional Councils and Metropolitan Planning Organizations. In addition, NARC offers membership to public, private, academic, nonprofit, civic and corporate sectors that engage the regional community in achieving regional excellence. If you are interested in becoming a member, please fill out the [NARC Dues Structure and Membership Form](#). This form includes pricing information.

Name

Title

Municipality or company

Address

City, state, zip code

County

Phone

Fax

Email

Individual	\$60
Emerging Planning Professional	\$30 (three year limit)
Student	\$15
Contributing	\$100 (\$40 for APA)
Sustaining	\$200 (\$140 for APA)
Group (up to 12)*	\$650
Corporate (up to 12)*	\$750

Date of graduation: _____

School: _____

*please attach a list of all group members, including email address and mailing address.

Payment Information:

- Invoice Me
- Check enclosed (made payable to MAP)
- MasterCard Visa

Card number: _____

Expiration: _____ Security Code: _____

Card holder's name: _____

Signature: _____



Michigan Association of Planning
1919 W. Stadium Blvd., Suite 4
Ann Arbor, MI 48103

(734) 913-2000
(734) 913-2061 fax
info@planningmi.org
www.planningmi.org

Michigan Association of Planning
American Planning Association
Michigan Chapter
Making Great Communities Happen

“MAP exists so that Michigan will consist of healthy, safe, attractive and successful communities built first and foremost on quality community planning.”

The Michigan Association of Planning (MAP) is the only organization in Michigan devoted solely to representing elected and appointed local officials and professional planners, who share a commitment to making informed land use and planning decisions.

Since 1945, MAP has worked to improve the communities where we live, work, play and learn. Through advocacy, education and information, MAP strives to help its members achieve a desired quality of life through comprehensive community planning that includes opportunities for a variety of lifestyles and housing, employment, commercial activities, and cultural and recreational amenities.

MEMBER SERVICES & PROGRAMS

Planning and Zoning Trainings and On-site Workshops | MAP's Planning and Zoning workshops are educational programs designed to bring both advanced and basic training to elected and appointed local officials. Can't make it to a scheduled training? Bring one to your community! With MAP on-site workshops, we send the instructor and training materials to your location at your convenience.

Michigan Planner Magazine | Every month the *Michigan Planner* and the *Michigan Planner E-dition* keep MAP members up-to-date on the latest techniques in planning and land use, as well as strategies being applied in communities around the state.

Publications | MAP produces over a dozen different guidebooks, manuals, and other resources on a variety of topics, including our Planning Commissioner's TOOLKIT and Zoning Board of Appeals TOOLKIT. Check out our webpage for the latest available publications, www.planningmi.org/publications.asp

Member Discounts | MAP members receive valuable discounts on all association workshops, conferences, and educational materials.

Website | MAP's ever-expanding site, www.planningmi.org gives you the latest news on MAP legislative initiatives and decisions regarding land use, association events, upcoming educational workshops, job postings, and more.

AICP and MSUE Master Citizen Planner Credits | Most MAP courses qualify for certification maintenance (CM) credits for AICP members and MSU Extension continuing education credits for Master Citizen Planners. Fulfill your continuing education requirements by participating in MAP programs.

Sponsorship and Advertising | Sponsorships and advertising opportunities are available to private sector members interested in additional exposure through the website and event sponsorships, display advertising, and legislative support.

Networking Opportunities | MAP members gather throughout the year for premier educational conferences like *Planning Michigan*, *Spring Institute* and many other educational events that provide valuable networking time. MAP members may become more involved in the association through election to the Board of Directors or serving on a committee.



MEMBERSHIP CLASSIFICATIONS

Individual Membership **\$60**

Individual memberships are typically held by: a local elected or appointed official whose community does not hold a group membership, but who understands the benefit of belonging to a professional organization; or a professional planner who has not received national certification and does not belong to the American Planning Association (APA). APA members automatically receive the MAP membership through their dues to APA.

Emerging Planning Professionals **\$30**

Created to bridge the professional association gap between student and individual membership rates. This membership category is available for three years to new planning professionals and recent graduates to provide the critical link to association activities and resources in their earliest career phases.

Student Membership **\$15**

All the benefits of a full MAP membership, but at a cost reasonable for students. Student membership and subsequent discounted event rates, provides full-time students the connection to the Michigan planning network like no other. Link with professional members and continue your planning education at myriad events throughout the year.

Contributing Membership **\$100**

Sustaining Membership **\$200**

These upgraded membership categories allow members to contribute additional funding to help MAP forward its mission. Contributing and Sustaining members receive the standard membership benefits plus recognition on the website, at *Planning Michigan*, and in the *Michigan Planner* magazine.

Group Membership **\$650**

Group memberships are designed for cities, counties, townships, or villages, and can include the community's elected board, planning commission, zoning board of appeals, and staff. This membership category accommodates up to 12 members. Additional members can be included in the group for \$50 per person.

Corporate Membership **\$750**

This membership level provides private companies with recognition as a heightened supporter of the association's activities. All corporate members are acknowledged at MAP events, on the website, and in the *Michigan Planner* magazine. Full membership benefits for up to 12 members of your company are included.



RESEARCH FOUNDATION

Helping RDOs Build Their Capacity

Launched in 1988, the NADO Research Foundation provides education, research, and training designed for RDO executive leadership, staff, and policy board members. The Research Foundation examines new and innovative practices in regional development, strives to improve the organizational and professional capacity of regional development organizations and their partners, and bridges the communications gaps between policymakers, practitioners and the public.

As a 501(c)(3) entity, the Research Foundation is funded through grants and contracts to provide NADO members and other regional development stakeholders opportunities to:

- **Participate in exchanges** that foster an environment for peer learning, information exchange and solution sharing.
- **Build their professional development skills** by attending conferences and workshops crafted to meet their unique needs and situations.
- **Learn about best and most promising practices** of regional development.
- **Inform various audiences** of the important and impactful work RDOs are doing in their communities.



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TEL: 202.624.7806
FAX: 202.624.8813
INFO@NADO.ORG

NADO.ORG
RURALTRANSPORTATION.ORG



Interested in joining NADO? Visit nado.org/about/member-services



PROMOTING THE NATION'S REGIONAL DEVELOPMENT ORGANIZATIONS THROUGH ADVOCACY, EDUCATION, RESEARCH, AND TRAINING



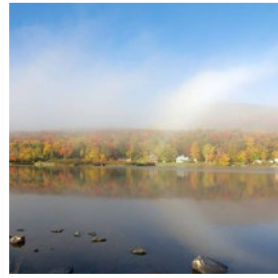
Advocating for RDOs on Capitol Hill

Since 1967, NADO has advocated for the nation's network of more than 500 regional development organizations (RDOs) on Capitol Hill and across federal agencies. The association and its members promote regional strategies, partnerships, and solutions to strengthen the economic competitiveness and quality of life across America's local communities.

What is a Regional Development Organization?

Regional Development Organizations (RDOs) are multijurisdictional, public-based regional planning and development organizations. With over 500 across the nation, these public-sector entities are governed by a regional policy board with majority control by local elected officials. As mandated by various federal programs, RDO boards may also include business, nonprofit, education and community leaders. RDOs are known as:

- Councils of Governments
- Area Development Districts
- Economic Development Districts
- Economic Development Councils
- Regional Development Commissions
- Regional Planning Commissions
- Regional Councils
- Planning and Development Districts
- Association of Governments
- Local Development Districts
- Regional Commissions



NADO and the NADO Research Foundation Help RDOs:

As a public interest group membership organization, NADO's legislative and advocacy team is structured to:

- **Engage in a coordinated advocacy campaign** that brings the RDO voice to the halls of Congress as well as into the offices of federal agencies to make sure the needs of their regions are considered in the federal budget and as policy is developed and implemented.
- **Provide in-depth analyses** of federal legislation that has a direct bearing upon the ability of RDOs to provide services to communities in their regions.
- **Educate Members of Congress and their staff** about the positive impact of federally-funded programs administered by RDOs in their congressional districts.
- **Inform NADO members** about key policy and legislative actions that effect their programs and services.

Turn ideas into action: NADO is the convener and the facilitator; our members are the experts. Their lessons and experiences fuel innovation that helps build strong, viable, and robust communities and regions.



Overcome challenges presented to regions and communities in transition: Partnering with other national organizations and federal agencies, we have provided training and technical assistance to communities impacted by the downturn in the coal economy, rebuilding after catastrophic weather events, and seeking solutions to economic challenges.



Receive the very best peer training: Through real world classrooms that showcase replicable programs and measurable outcomes, peer-to-peer learning exchange formats built on the knowledge and experience of NADO members, and roll-up-your-sleeves training workshops are critical elements of our work to provide RDO staff and their boards the absolute best training, network, and professional development opportunities available.



Stay informed: We deliver relevant and timely information to our members through a weekly e-newsletter, a timely website, special legislative reports, best practice issue briefs and case studies, webinars, as well as professional and organizational development resources. And, follow us on social media (facebook.com/nado.org and @NADOWeb) for up to the minute information!



Have access to lawmakers: Located on Capitol Hill in Washington, D.C., NADO works directly with policymakers to advance regional strategies and partnerships that address community and economic development needs. During NADO's annual Washington Policy Conference, attendees hear from members of Congress and leading federal agency staff. They also participate in NADO on the Hill, an afternoon of visits to congressional offices to share their successes and talk about the importance of federal programs.

Annual NADO Conferences and Events:



Washington Policy Conference: NADO on the Hill



NADO Annual Training Conference

Please visit NADO.org/events to learn more about these conferences and other events that we host throughout the year.

Planning Michigan Conference

MAP's Annual Conference

Grand Rapids | Amway Grand Plaza Hotel and Devos Place
September 20-22, 2018

Early Bird Member Rate - ends August 23

Full Conference: \$390

Thursday Only: \$215

Friday and Saturday: \$245

Regular Rate - begins August 24

Full Conference: \$465

Thursday Only: \$250

Friday and Saturday: \$285

Late fee of \$50 begins September 13

Attendees must register for the conference before booking overnight room information will be provided. Room block information will be provided via email after registration is complete.

Full Brochure is found here:

<https://www.planningmi.org/assets/docs/Planning%20Michigan%202018%20Conferencerduced.pdf>

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

THIS CONTRACT is made and entered into this 6 day of August, 2018, between the Township of Florence, 64010 Burgener Road, Constantine, MI 49042 (hereinafter referred to as the "Township"), and The Southcentral Michigan Planning Council, 300 South Westnedge Avenue, Kalamazoo, MI 49007 (hereinafter referred to as the "SMPC").

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

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

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

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

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

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

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

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

SECTION I. SMPC DUTIES

SMPC agrees to perform the following duties:

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

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

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

SECTION II: THE TOWNSHIP'S DUTIES

The Township agrees to perform the following duties:

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

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

SECTION III: COMPENSATION

SMPC shall be compensated for expenses associated with duties performed as part of this contract. Township will reimburse SMPC at a rate of \$66 per hour of work devoted to this project. Total compensation shall not exceed \$4,000.

SECTION IV: RECOMMENDATIONS

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

SECTION IV: GENERAL TERMS AND CONDITIONS APPLICABLE TO BOTH PARTIES

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

1. INDEMNITY. SMPC agrees to indemnify and hold harmless (to the extent of the liability which SMPC assumes under Section IV, Paragraph 1 of this contract) the Township, its agents, employees, officers and representatives from all fines, costs, lawsuits, claims, demands and actions of any kind or nature, including reasonable attorney fees, which occur by reason of any wrongful act, negligence or wrongful omission on the part of SMPC, its agents, employees, officers, or representatives, in performing this contract. The Township agrees to indemnify and hold harmless SMPC, its agents, employees, officers and representatives from all fines, costs, lawsuits, claims, demands and actions of any kind or nature, including reasonable attorney fees, which occur by reason of any wrongful act, negligence or wrongful omission on the part of the Township, its agents, employees, officers, contracting consultants, or representatives, in performing this contract; provided that nothing herein contained in this Contract constitutes, nor shall be construed, as a waiver of any governmental immunity that has been provided to the Township and its agents, employees, officers or representatives by common law, statute or court decision.

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

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

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

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

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

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

TOWNSHIP:
Gordon Evilsizor, Supervisor
64010 Burgener Road
Constantine, MI 49042
(269) 221-2667

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

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

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

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

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

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

SIGNATURE SECTION

For: SOUTHCENTRAL MICHIGAN PLANNING COUNCIL

By: _____

Date:

*Vince Carahaly

Its: Chairperson

For: TOWNSHIP OF FLORENCE

By: _____

Date:

* Gordon Evilsizor

7/16/18

Its: Supervisor

Appendix A

Proposal for the Florence Township Master Plan Update

Introduction

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

Project Team

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

Methodology

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

1. Develop and implement a public outreach strategy. *Months one through nine.*
 - a. Develop and implement a public outreach strategy based on the needs of the Township and the requirements set forth in the Michigan Planning Enabling Act.
 - b. *Cost: \$200-500 – Township staff may decrease its costs by completing some of the clerical tasks required to update a master plan (notices, postings, transmittal to various authorities, etc).*
2. Review the current master plan with the Township Planning Commission. *Months one and two.*
 - a. SMPC Staff will review the plan and create recommendations for modernization and improvements at a planning commission meeting.

- b. Determine which sections of the previous master plan will remain enact, be amended, be overhauled, or be removed.
- c. Determine if additional sections are needed based on the Michigan Planning Enabling Act.
- d. *Cost: \$500*
- 3. Write and present individual chapters of the master plan. *Months three through eight.*
 - a. SMPC staff will draft the individual chapters and elements required by the Michigan Planning Enabling Act and desired by the Township. SMPC staff will then present the chapters to the planning commission for feedback.
 - b. *Cost: \$2,500*
- 4. Finalize the Plan. *Months eight and nine.*
 - a. Develop and present a format and design for the plan.
 - b. Incorporate feedback from the planning commission on the overall plan.
 - c. Conduct final edits to the plan.
 - d. *Cost: \$500*

Items needed from the Township to conduct the update:

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

Timeline

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

Cost

The cost to complete the master plan update will range between **\$3,700 and \$4,000**. Costs are itemized below:

1. Develop and implement a public outreach - **\$200-500** (Township can complete most of the work)
2. Review the current master plan with the Planning Commission - **\$500**
3. Write and present individual chapters of the master plan - **\$2,500**
4. Finalize the Plan - **\$500**

The will not exceed **\$4,000**. All cost overruns will be absorbed by SMPC. The project should take no longer than nine months to complete.

Amendment One
to the
Michigan Economic Development Corporation
Professional Services Contract
with
Southcentral Michigan Planning Council

This Amendment One (the "Amendment"), dated July 18, 2018, is to the Michigan Economic Development Corporation (the "MEDC") Professional Services Contract with Southcentral Michigan Planning Council (the "Contractor"), CASE-216156 (the "Agreement"). Under the Agreement, the Contractor provides a variety of technical assistance services to SMPC member communities engaged in the Redevelopment Ready Communities ("RRC") program. Services may include, but are not limited to, plan development, code development support, and activities associated with actionable pathways to accomplish missing RRC best practice criteria. The MEDC wishes to extend the term of the Agreement to permit the continuation of the Contractor's services. To that end, the MEDC and Contractor agree that it is necessary to amend the Agreement.


Pursuant to Section V R) of the Agreement, the Parties agree to amend the Agreement as follows:

1. Amend Section II of the Agreement to delete "August 14, 2018" and replace with "September 30, 2019".

Except as specifically provided above, the Parties agree that all terms and conditions of the Agreement shall remain unchanged and in effect.

The signatories below warrant that they are empowered to enter into this Amendment.

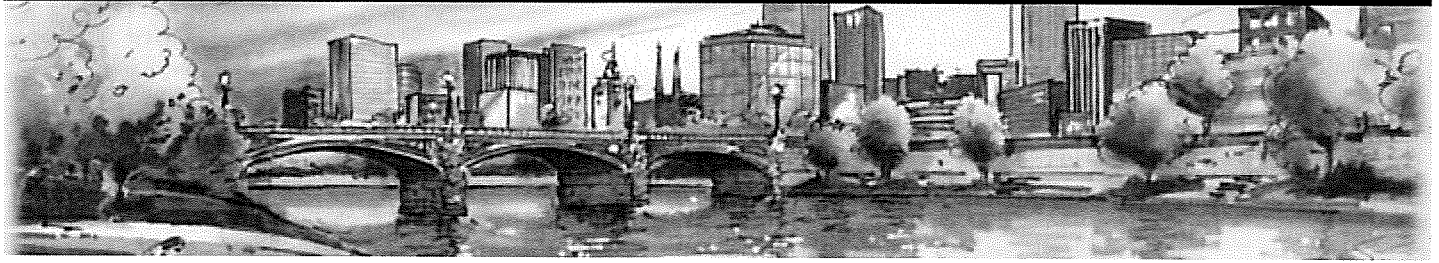
CONTRACTOR ACCEPTANCE: Southcentral Michigan planning Council

Dated: 7/18/18 
Lee Adams
Director

MEDC ACCEPTANCE: Michigan Economic Development Corporation

Dated: _____
Christin Armstrong
Secretary

INVOICE AND BIND REQUEST



South Central MI Planning Council

BIND REQUEST EFFECTIVE: September 1, 2018

Michigan Township Participating Plan Package	\$2,107
SUBTOTAL	\$2,107

PROGRAM COVERAGE OPTIONS

<input type="checkbox"/> Add Casualty Limited Terrorism Coverage	\$2 add'l
<input type="checkbox"/> Increase Liability Limit to \$2,000,000	\$894 add'l
<input type="checkbox"/> Increase Non Monetary Defense Cost Coverage to \$250,000 per suit/\$250,000 aggregate	\$275 add'l

**** If you have any questions please contact our office. Other higher limits of coverage available upon review****

TOTAL PREMIUM SUBMITTED: \$

PAYMENT DUE UPON RECEIPT
PLEASE SEND IN ONE COPY OF THIS BIND REQUEST WITH YOUR PAYMENT.
PLEASE MAKE PAYMENT TO:
BURNHAM & FLOWER AGENCY, INC.
315 SOUTH KALAMAZOO MALL
KALAMAZOO, MI 49007
THANK YOU FOR YOUR BUSINESS AND CONTINUED SUPPORT!

SIGNATURE OF AUTHORIZED: _____ DATE: _____

**POLICYHOLDER DISCLOSURE
NOTICE OF TERRORISM
INSURANCE COVERAGE**

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, that you have a right to purchase insurance coverage for losses resulting from acts of terrorism, as defined in Section 102(1) of the Act: The term "act of terrorism" means any act that is certified by the Secretary of the Treasury-in consultation with the Secretary of Homeland Security, and the Attorney General of the United States-to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carrier or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion. Any coverage you purchase for "acts of terrorism" shall expire at 12:00 midnight December 31, 2020, the date on which the Terrorism Risk Insurance Act is scheduled to terminate, or the expiry date of the policy, whichever occurs first, and shall not cover any losses or events which arise after the earlier of these dates.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM, SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THE FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES 85% THROUGH 2015; 84% BEGINNING ON JANUARY 1 2016; 83% BEGINNING ON JANUARY 1, 2017; 82% BEGINNING ON JANUARY 1, 2018; 81% BEGINNING ON JANUARY 1, 2019; and 80% BEGINNING ON JANUARY 1, 2020 OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS THAT MAY BE COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

ACCEPTANCE OR REJECTION OF TERRORISM INSURANCE COVERAGE

LISTED BELOW IS THE ADDITIONAL PREMIUM TO PURCHASE TERRORISM COVERAGE, WHICH IS IN ADDITION TO THE PREMIUM WE HAVE QUOTED OTHERWISE. AT THE TIME OF BINDING YOUR NEW OR RENEWAL COVERAGE, THE FOLLOWING STATEMENT MUST BE COMPLETED AND SIGNED BY THE POLICYHOLDER.

ACCEPTANCE of Terrorism Coverage

_____	I hereby elect to purchase Casualty Terrorism Coverage for certified acts of Terrorism for a prospective premium of <u>\$2</u> (Please check the box to the left and initial if this is your election)
_____	I hereby elect to purchase Property Terrorism Coverage for certified acts of Terrorism for a prospective premium of <u>N/A</u> (Please check the box to the left and initial if this is your election)

REJECTION of Terrorism Coverage

_____	I hereby decline to purchase Casualty terrorism coverage for certified acts of Terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism. (Please check the box to the left and initial if this is your election)
_____	I hereby decline to purchase Property terrorism coverage for certified acts of Terrorism. I understand that I will have no coverage for any losses resulting from certified acts of terrorism. (Please check the box to the left and initial if this is your election)

Policyholder/Applicant's Signature

Print Name

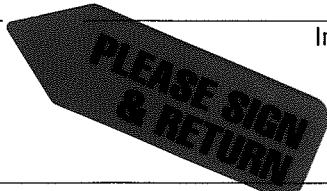
Date

U.S. Specialty Insurance Company

Insurance Company
HMTP-063095
09/01/2018 - 09/01/2019

Policy Number
SOUTH CENTRAL MI PLANNING COUNCIL
KALAMAZOO

Insured Name



**Village of Schoolcraft
Community Recreation Plan
2018-2022**



Prepared for:
Village of Schoolcraft

Prepared by:
Wightman & Associates, Inc.
2303 Pipestone Road
Benton Harbor, MI 49022

In Accordance with:
Michigan Department of Natural Resources
Guidelines for the Development of
Community Park, Recreation, Open Space, and
Greenway Plans

July 2018

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Appendices

APPENDIX A: Village of Schoolcraft Park Location Map

APPENDIX B: Survey Sample, Results & Comments

APPENDIX C: Notice of Availability for Public Comment, Notice for Public Meeting & Affidavits of Publication

APPENDIX D: Meeting Minutes

APPENDIX E: Official Resolution of Adoption

APPENDIX F: Copies of Letters Transmitting Adopted Plan to County & Regional Planning Agencies

I. INTRODUCTION

This Community Recreation Plan is a general, long-range development tool used to achieve and maintain a high-quality park, recreation and open-space system. It evaluates the needs of the community and makes strategic recommendations for recreation, beautification and economic development to be implemented over the next five years.

II. COMMUNITY DESCRIPTION

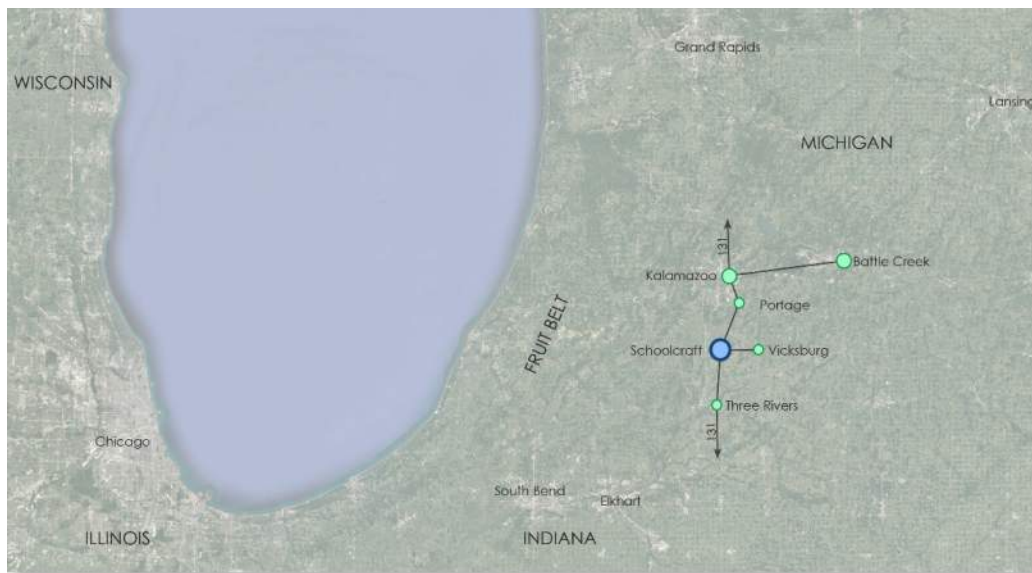
A. History & Regional Context

The Village of Schoolcraft was founded in October of 1831, six years before Michigan became a state. The Village was the first settlement in Kalamazoo County. Many of the existing lots throughout the neighborhoods surrounding the downtown remain from the original plats, and the original architecture of the homes and commercial structures reflect this heritage as well. In the 1840's, the Village was a stop on the Underground Railroad. Today, it is a stop along US 131, a major recreation and industrial highway through West Michigan which connects Grand Rapids and Kalamazoo with interstates 96, 94, 80, and 90, as well as northern Michigan. The settlement of Schoolcraft officially incorporated in 1866.

The Village of Schoolcraft is located in Kalamazoo County, approximately 13 miles south of the City of Kalamazoo. Schoolcraft Township surrounds the Village to the north, east, and south. Prairie Ronde Township borders the Village to the west. US 131 runs through the Village and connects it with the City of Kalamazoo and Interstate 94 to the north, as well as Three Rivers and the Indiana Toll Road (I-80/90) to the south.

B. Area to be Served

The service area is confined to the Village limits, covering approximately 1 square mile. Schoolcraft has a dense development pattern within Village limits, which has preserved quality agricultural land directly adjacent to neighborhood development.



VILLAGE OF SCHOOLCRAFT GEOGRAPHIC LOCATION MAP

C. Plan Focus

This plan was completed as part of a larger update of the Village of Schoolcraft 2018 Master Plan. This planning effort was completed to update the Vision for Schoolcraft. See the Vision Plan dated 2017 and the Master Plan dated 2018. The feedback from the Vision Plan was to create places for people and connection.

III. ADMINISTRATION STRUCTURE

A. Structure & Functions

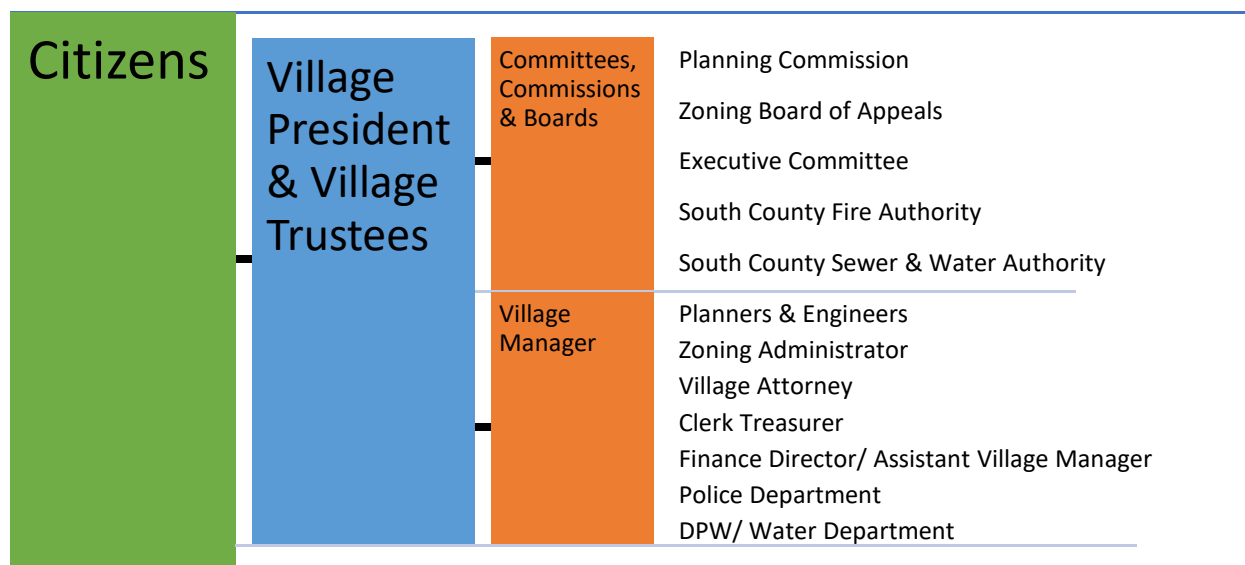
The following section identifies the administrative structure for the Village of Schoolcraft. It also describes the functions regarding parks and recreation for the Village. The Village of Schoolcraft is a General Law Village with a Council/Manager form of government. The Village Council is the highest elected body and consists of a President and six Trustees. The Village President serves a two-year term, and the Village Trustees serve four-year terms. The Planning Commission is an advisory body to the Village Council and consists of seven members.

The Village of Schoolcraft does not maintain a separate Parks and/or Recreation Department. Provisions of the Public Act 161 of 1911, authorizes municipalities to operate systems of public recreation and playgrounds. The Village of Schoolcraft has not formed a separate recreation commission, but instead has delegated the function of planning for parks and recreational programs to the Planning Commission.

The Planning Commission, under the provision of Public Act 285 of 1931, has responsibility for preparing a six-year capital improvement program for submission to the Village Council. Future needs are to be identified in this program in order to carry out the implementation of the Village's Land Use Plan. Recommendation for park acquisition, improvement and development should be an integral part of this program. Thus, the Planning Commission recommends to the Village Council a future program for Village parks within the financial capability of the Village. The final determination on funding, of course, rest with the Council.

The Planning Commission has both advisory and administrative responsibilities related to planning and zoning matters. Planning Commissioners are appointed for three-year terms. The Downtown Development Authority (DDA) was established in 2004 and is comprised of a nine-member board appointed for four-year terms. Their purpose is to provide a favorable environment for downtown businesses and residents, to assist and facilitate improvements along the US 131 corridor, to provide a means to implement economic revitalization in the central business district, and to build on the success and momentum created by these projects through maintenance, management, and leadership.

The following is the Organizational Chart for the Village of Schoolcraft:



B. Annual Budget

Below is the current year and projected annual budgets for parks and recreation operations and maintenance, recreation programming, and capital improvements. The fiscal year runs from March 1st – February 28th.

	Budgeted 2016-2017	Budgeted 2017-2018	Budgeted 2018-2019	Projected 2019-2020	Projected 2020-2021	Projected 2021-2022
Parks and Recreation	\$20,930	\$22,800	\$22,210	\$22,500	\$22,500	\$22,500
Total Expenditures	\$20,930	\$22,800	\$22,210	\$22,500	\$22,500	\$22,500

C. Funding Source

The funding for the Parks and Recreation budget are provided by the Village of Schoolcraft and does not have any outside sources of funding for their recreational park improvements. They expect to receive funding from private sources to match state funds.

D. Volunteer Programs

The Village does not have any large or heavily programmed parks areas so there is not a large need for volunteers regarding Parks and Recreation. The Village does utilize volunteer efforts when possible.

E. Community Relationships

The Lion's Club is within the Village and has worked with the Village to host various events within Leo Burch Park such as an annual Easter Egg Hunt. The Lion's Club has also donated items in the past such as two dog waste receptacles for Leo Burch Park in 2017.

IV. RECREATION INVENTORY

A. Village Owned Recreation Facilities

Leo Burch Park

Burch Park, called “The Park” by some, is a hidden gem tucked away west of 131. The park is approximately 1.6 acres in size and serves as community “front yard” as well as good place for children to play. The park serves the surrounding neighborhood, a ¼ mile service area reaches W Lyons Street to the north, N Cedar Street to the east, E Eliza Street to the south and Bernard Street to the west.

The park includes the following recreation facilities: 1 small grill that is worn out, 2 new metal 4’ benches, 1 medium-sized wood gazebo that is in good condition, and garbage containers. The benches are in mulch beds surrounded by plastic edging and the gazebo has a concrete pad on either side for access. The park has a playground area in mulch surrounded by plastic edging. The playground area includes newer playground equipment that includes climbing structures and slides, a swing set with 4 regular and 2 toddler swings, small-child play structures including a tunnel, a spring toy and a balance toy, and a plastic rock climbing structure.

A map of the parks located within the Village of Schoolcraft can be found in Appendix A.

B. Accessibility Evaluation

An accessibility assessment was conducted at the time of the recreation inventory. The Village of Schoolcraft has worked to include accessibility to the parks as they continue to update and further develop them. A brief description of the park accessibility is below along with a rating based on the following guidelines criteria.

- 1 = none of the facilities/park areas meet accessibility guidelines
- 2 = some of the facilities/park areas meet accessibility guidelines
- 3 = most of the facilities/park areas meet accessibility guidelines
- 4 = the entire park meets accessibility guidelines
- 5 = the entire park was developed/renovated using the principals of universal design

The Village of Schoolcraft will look to continued public comment throughout the implementation process, especially from those with special needs. Their suggestions play a key role in developing and implementing proposed barrier-free improvements.

Leo Burch Park

Burch Park is not easily accessible for all members of the community. The park lacks sidewalks connecting through the park as well as sidewalks connecting the park to the surrounding sidewalk and roads. The playground area and the metal benches are not handicap accessible because they are within a plastic edged bed which one would have to maneuver over to access these areas. The playground equipment itself is not handicap accessible. There is opportunity to add sidewalks and ramps to provide barrier-free access to the benches, playground area and equipment. Leo Burch Park is rated a 2 as some of the facilities/park areas meet accessibility guidelines.

C. DNR Recreation Grant Inventory

The Village has never received funding from the Department of Natural Resources.

D. Recreation Facilities Not Owned by the Village

A variety of significant recreational resources are available outside the Village of Schoolcraft. The following is a brief description of some of the parks and recreational opportunities that are close by.

Schoolcraft Elementary & Middle School Grounds

The facilities surrounding the Elementary School and Middle School are located between E Lyons Street to the north, E Clay Street to the south, and N 14th Street to the east. The grounds provide softball fields, a basketball court, soccer fields, a football field and track and playground equipment.

Schoolcraft High School Grounds

The facilities surrounding the High School are located at the northwest corner of the intersection of S 14th Street and E Lyons Street. The grounds provide a football field, tennis courts, a baseball field, and a softball field.

Gourdneck State Game Area

The 1,000-acre plus area in the City of Portage, 3 miles north of the Village. The area provides opportunities for hunting, trapping, bird watching, wildlife viewing and hiking.

Swan Park

Swan park is located in Schoolcraft township, 3 miles east of the village. The park provides walking trails, playground equipment, a picnic pavilion and picnic tables, restroom facilities, little league baseball fields, and soccer fields.

Prairie View County Park

Prairie View County Park is in Schoolcraft Township on "U" Avenue between Portage Road and Oakland Drive in Vicksburg, MI. The park offers limited horsepower boating, swimming beach with an ADA compliant beach house, paddle boat rentals, large picnic areas, day camp activities, ballfields, soccer fields, hiking trails, cross-county skiing trails, and group activities.

Public Golf Courses

Two 18-hole public golf courses are located within the local recreation area. 1) State Golf Course located in Schoolcraft Township and 2) Old Mill Golf Course, located in Prairie Ronde Township to the west.

V. PLANNING & PUBLIC INPUT PROCESS

A. Planning Process

The Village Council and the Planning Commission includes fourteen members. The Village Council meets on the first and third Monday of each month at 7:00 p.m. at the Village Hall. The Planning Commission meets the second Monday of each month at 7:00 p.m. at the Village Hall. The Planning Process for the recent effort began in 2016 for the 2017 Vision Plan. This plan set the community vision which is being incorporated in the 2018 Master Plan and the 2018 Recreation Plan. WAI also put together a citizen survey which included questions about age and recreational interest to name a few as well as collected detailed recreation inventories along with deficiencies. WAI used a systems approach to planning which incorporated the information gained from the citizen surveys and the detailed recreation inventories and deficiencies to determine the recreation needs of the Village.

B. Public Input Process

The first public input method was completed at the Planning Commission's February 12th meeting. The Commissioners and the public were given a Visual Preference survey showing images of recreation amenities and facilities identified in the Vision Plan. A written survey was also administered to gain insight from the Village of Schoolcraft residents was by conducting a public input survey. On February 12th, 2018, the survey was posted on the Village's website, shared in local Facebook groups. The survey asked respondents 11 questions. Three of the questions included household location, ages of the people living in their household, and if they have anyone in their household with special accessibility needed. The remaining 8 questions asked which recreational facilities within the Village of Schoolcraft they have visited in the past year, what activities the household enjoys, what recreational opportunities they would like to see in Schoolcraft, if they would favor a new park, if they would favor a non-motorized trail, if they would favor an improved bicycle network, what factors limit their use of Burch Park, and what additions to Burch Park would they find the most valuable. The Village received 78 responses to the public survey, most of the responses to the survey were from the Village.

The results of the survey show that Leo Burch Park is visited at least once in the past year by the majority of the respondents. The respondents prioritized a wish list of features that could be added or improved in the Village of Schoolcraft as follows: 1) splash pad/spray park, 2) biking/running/walking trails, 3) restroom facilities, 4) playground and structures, and 5) pavilion. The majority of respondents (74%) would favor a new park in Schoolcraft, 86% would favor a regional non-motorized trail, and 76% would favor an improved bicycle network. Respondents listed the top 2 factors that limit their use of Burch park as the "park does not have what amenities that I want to use" and "park lacks sufficient lighting". Lastly, when asked which of a list of additions to Burch Park they would find valuable, almost all respondents (92%) selected "install restroom facilities". The 2nd and 3rd most popular responses were "improved and/or additional amenities" and "install larger pavilion". A copy of the original survey and a summary of the responses and comments received have been included in Appendix B.

A draft Community Recreation Plan for the Village of Schoolcraft was available at the Village Hall for public review from April 2, 2018 through May 4, 2018. Members of the public were invited through an announcement in The Kalamazoo Gazette to comment on the draft Community Recreation Plan. They were encouraged to submit written communication with Wightman and Associates, Inc., the Township's consultant, and/or by attending the public hearing. A copy of the notice of availability of the draft Community Recreation Plan for comment as well as the affidavit of public are included in Appendix C.

The second public input method used by the Village Council and Planning Commission was the public hearing. The Council advertised a public meeting notice in The Kalamazoo Gazette on May 24, 2018 to present the Community Recreation plan for the Village of Schoolcraft for public input on June 11, 2018.

The plan was presented for adoption during the regularly scheduled Village Council meeting on June 18, 2018 where all Board Members approved the resolution to adopt the Community Recreation Plan. A copy of the notice of the public meeting, the affidavit of publication for the public meeting and Village Council meeting minutes, have been included in Appendices C & D, respectively. A copy of the resolution adoption the Community Recreation plan dated July 2, 2018 has been included in Appendix E.

VI. GOALS AND OBJECTIVES

The goals and objects were developed via the public input received as well as demographic information provided in the Village of Schoolcraft 2018 Master Plan. See Master Plan for detailed demographic information in the Master plan.

Goal 1 – Develop a trail network connecting Schoolcraft to neighboring communities. Prepare a trail feasibility study in the next 2 years.

Objectives

- Develop a new regional non-motorized transit system for Schoolcraft in phases connecting with Portage, Three Rivers, Vicksburg and others.
- Explore utilizing existing North/South rail line corridor from Portage to Three Rivers.
- Offer a new recreational opportunity in the Village.

Goal 2 – Partner with the schools in the next 3 years to acquire property and pursue grants to develop a trailhead park and sports fields to support the proposed North/South Trail.

Objectives

- Provide further recreational opportunities for residents in the Village.
- Create a destination for visitors.
- Provide alternative transit for residents of Schoolcraft.

Goal 3 – In the next 2 years, assess the current amenities and the community’s desired additions to make Burch Park a destination.

Objectives

- Attract young families and park-users to the Village.
- Provide for further recreational opportunities.
- Improve park accessibility for all user groups.

VII. ACTION PROGRAM

A. Action Program Summary

The Village of Schoolcraft have turned their goals and objectives into an action program for their recreational facilities. The action plan is broken down into what improvements the Village and its residents would like to make over the next five years from 2018 through 2022.

In 2018, the Village of Schoolcraft will develop a master plan for Burch Park that will identify possible improvements such as restrooms, sidewalks and accessibility improvements as well as provide priority and phasing information.

In 2019, Construction of Phase 1 of Burch Park improvements will take place. And a Trail Feasibility study will be developed to pinpoint possible trail routes within the Village as well routes connecting the Village to nearby communities. The study will also provide priority and phasing information.

In 2020, funding will be sought for Phase 1 of the trail.

In 2021, Construction of Phase 1 of Trail will take place.

In 2022, the Village of Schoolcraft will develop a plan for the Trailhead Park. Also, construction of Phase 2 of Burch Park improvements will take place.

A summary of the improvements, approximate costs associated with each improvement, and the target funding source to make these improvements happen can be seen on the following page in the Action Program Breakdown.

B. Action Program Breakdown

PROJECT	ESTIMATED COST	FUNDING SOURCES	GOALS MET
Year 1: 2018			
Burch Park Master Plan	\$3,000	General Fund	3
Total	\$3,000		
Year 2: 2019			
Burch Park Phase 1 Improvements Construction	\$30,000	General Fund, Grant	3
Trail Feasibility Study	\$5,000	General Fund, Grant	1
Total	\$35,000		
Year 3: 2020			
Secure funding for Phase 1 Trail	\$2,500	General Fund	1
Total	\$2,500		
Year 4: 2021			
Trail Phase 1 Construction	\$1,000,000	MDOT, General Fund, Grant	1
Total	\$1,000,000		
Year 5: 2022			
Trailhead Park Plan	\$3,000	General Fund	2
Burch Park Phase 2 Improvements Construction	\$100,000	General Fund, Grant	3
Total	\$103,000		
2018 - 2022 Recreation Plan Totals		\$1,143,500	

General Fund: Village of Schoolcraft

MDOT: Michigan Department of Transportation funding such as TAP

Grant: Michigan Natural Resources Trust Fund or Other Grant Agencies

APPENDIX A

Village of Schoolcraft Parks Location Map

APPENDIX B

Survey Sample, Results & Comments

The Village of Schoolcraft would like your input to help determine park and recreation priorities for our community. This is the first step in obtaining grant money for park improvements. The survey will only take a few minutes to complete. When you are finished, please return your survey to **The Village of Schoolcraft Office, 442 N Grand St.** by **March 2, 2018.** We greatly appreciate your time and effort to help enhance our community.



For your convenience, this survey is also available online at: www.surveymonkey.com/r/SchoolcraftPublicInput

1. Where is your primary household located?
 - Village of Schoolcraft
 - Other (please specify) _____

2. Which of the following age groups does your household consist of? Please select all that apply.
 - Under 5 years 5-9 10-14 15-19 20-24 25-34 35-44 45-54 55-64 65+

3. Which park(s) have you or any member of your household visited over the last year? Please select all that apply.
 - Leo Burch Park
 - Schoolcraft School Grounds
 - None
 - Other (please specify) _____

4. Does anyone in your household have special accessibility needs for park amenities?
 - Yes No

Additional Comments:

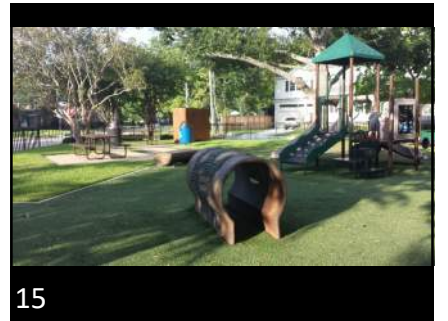
5. What facilities and/or recreational activities in Schoolcraft have you or any member of your household enjoyed?

6. Which of the following recreational opportunities would you or any member of your household use if it was available in Schoolcraft? Please rank your top five (write in numbers 1-5 on your top 5 choices).

<input type="checkbox"/> Baseball Field	<input type="checkbox"/> Community Gardens	<input type="checkbox"/> Swimming Pool
<input type="checkbox"/> Basketball Court	<input type="checkbox"/> Pavilion	<input type="checkbox"/> Biking/Running/Walking Trails
<input type="checkbox"/> Soccer Field	<input type="checkbox"/> Grills	<input type="checkbox"/> Fitness Stations/Outdoor
<input type="checkbox"/> Sand Volleyball Court	<input type="checkbox"/> Picnic Tables	Exercise Equipment
<input type="checkbox"/> Pickleball	<input type="checkbox"/> Benches	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Tennis Court	<input type="checkbox"/> Restroom Facilities	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Skate Park	<input type="checkbox"/> Bike Rental Facility	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disc Golf Course	<input type="checkbox"/> Seasonal Café	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Playground & Structures	<input type="checkbox"/> Dog Park	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Gaga Ball	<input type="checkbox"/> Splash Pad/Spray Park	<input type="checkbox"/> Other: _____

7. Would you favor a new park in Schoolcraft?
 Yes No
8. Would you favor a regional non-motorized trail in Schoolcraft?
 Yes No
9. Would you favor an improved bike network (a mixture of non-motorized and on-road facilities) through Schoolcraft?
 Yes No
10. What factors, if any, limit you or anyone in your household's use of Burch Park? Please select all that apply.
- Park lacks safe pedestrian access across streets to the park
 - Park lacks accessible pedestrian sidewalks throughout park
 - Park does not have what amenities that I want to use
 - Park is not located close enough to me
 - Park lacks sufficient lighting
 - Other (please specify) _____
11. Which of the following additions to Burch Park would you find valuable? Please select all that apply.
- Improved wayfinding and signage
 - Improved lighting
 - Improved landscaping
 - Improved pedestrian access (ex: signaled intersection / better street crossing design)
 - Install larger pavilion
 - Install restroom facilities
 - Improved and/or additional amenities
 - Other (please specify) _____







19



20



21



22



23



24



25



26



27



Village of Schoolcraft Visual Preference Survey

Please rate the image on the screen from 1 through 5 based on your personal preference for the vision of the Village of Schoolcraft, 1 being the lowest preference and 5 being the highest

	SCORE
Image 12	3.33
Image 24	3.33
Image 1	2.50
Image 2	2.50
Image 3	2.50
Image 4	2.50
Image 7	2.50
Image 13	2.50
Image 15	2.50
Image 17	2.50
Image 19	2.50
Image 20	2.50
Image 21	2.50
Image 26	2.50
Image 27	2.50
Image 28	2.50
Image 29	2.50
Image 30	2.50
Image 5	2.00
Image 6	2.00
Image 8	2.00
Image 9	2.00
Image 10	2.00
Image 11	2.00
Image 14	2.00
Image 16	2.00
Image 18	2.00
Image 22	2.00
Image 23	2.00
Image 25	2.00
Image 31	2.00

Village of Schoolcraft Visual Preference Survey

Please rate the image on the screen from 1 through 5 based on your personal preference for the vision of the Village of Schoolcraft, 1 being the lowest preference and 5 being the highest

	Comments
Image 1	Walkable trails Stretching Is this similar to walking trail? Open space OK Stations not usable in winter
Image 2	Green space Stations not usable in winter
Image 3	Playground Fun, green High energy Mixed use - green space Kids park Too modern Family
Image 4	Community Gathering Outside use Unattractive Nice - but too big needed Already in Vicksburg Picnic opp, security at night?
Image 5	Community Gathering Rustic Homey - natural Like looks Appropriate size Too small Small better given land limit
Image 6	Too much Modern Too modern But better layout Mixed use Too elaborate Destination Too modern looking

Village of Schoolcraft Visual Preference Survey

Please rate the image on the screen from 1 through 5 based on your personal preference for the vision of the Village of Schoolcraft, 1 being the lowest preference and 5 being the highest

	Comments
Image 7	<p>Too much Peaceful Interesting but unattractive Bleak looking? Too modern Like green roof and size</p>
Image 8	<p>OK Industrial Unattractive - institutional Sterile Too modern Spaceship look</p>
Image 9	<p>Too much liability Peaceful Natural Like the water Yum! Water, grass, rocks, kids Potential pool flows Fun but liability? Tripping?</p>
Image 10	<p>Too much liability Fun Too big Neat, but too much Too much! Flat land Fun Desert feel</p>
Image 11	<p>Too much liability Good layout Just OK Weird Kid's Liability and seasonal limit</p>
Image 12	<p>Too much liability Shade Natural environment Fun OK Family friendly</p>

Village of Schoolcraft Visual Preference Survey

Please rate the image on the screen from 1 through 5 based on your personal preference for the vision of the Village of Schoolcraft, 1 being the lowest preference and 5 being the highest

	Comments
Image 13	Wet Cool Fun! Fun! Liability Popular, water cost and maintenance
Image 14	Layout Just OK Kid's Relaxing and fun
Image 15	Not pleasing More in keeping Like Burch Park
Image 16	Too much liability Natural Environment Water Not practical Schoolcraft is flat
Image 17	Too much liability Crowded Busy and fun Too dense Good Crowded Crowded, plastic hot
Image 18	Too much liability Rustic Lonely and ugly Like - but not realistic Too stark Liability Like log look
Image 19	Too much liability Functional Looks like everybody else's Blah! Needed Needed Functional and easy to find

Village of Schoolcraft Visual Preference Survey

Please rate the image on the screen from 1 through 5 based on your personal preference for the vision of the Village of Schoolcraft, 1 being the lowest preference and 5 being the highest

	Comments
Image 20	Industrial Need restroom Warmer looking Needed Too small
Image 21	Rustic Don't like eating area Except for picnic table Rustic but why a table?
Image 22	Design Rustic OK No Simple and easy
Image 23	No Too "big city" No Nice Not attractive Too downtown
Image 24	No Color Fun activity No If we get a gail Too touristy
Image 25	OK Rental Too structured Cool Bike rack yes, not rental
Image 26	Green space Too modern for a historical community Too modern! Not attractive Campus look and feel
Image 27	Shuffleboard Could be nice for older folks I like, but kids don't play Nice! Senior's Shuffleboard not here in winter?

Village of Schoolcraft Visual Preference Survey

Please rate the image on the screen from 1 through 5 based on your personal preference for the vision of the Village of Schoolcraft, 1 being the lowest preference and 5 being the highest

	Comments
Image 28	Coffee Both have to be in right place Cozy Good Little shops with outdoor / indoor
Image 29	Tight Both have to be in right place Too hip! Good Fun Like zoo or amusement park
Image 30	Fun No Won't last long Very seasonal limit
Image 31	Cool Yikes! Fun but not useable

APPENDIX C

Notice of Availability for Public Comment, Notice for Public Meeting & Affidavits of Publication

NOTICE OF PUBLIC HEARING

VILLAGE OF SCHOOLCRAFT COMPREHENSIVE PLAN AND PARKS/RECREATION PLAN

The Village of Schoolcraft Planning Commission shall hold a public hearing on the portions of the draft Village of Schoolcraft Comprehensive (Master) Plan and Parks and Recreation Plan Updates. The public hearing will take place on **February 12, 2018 at 7:00 p.m. at the Village Hall at 442 North Grand Street, Schoolcraft, Michigan, 49087**. All public are welcome to attend.

Copies of the draft plans will be available at the Schoolcraft Village Hall for inspection no later than January 29, 2018 between the hours of 8:00 a.m.- 5:00 p.m. The draft plans will also be available on the Village's website after January 29, 2018: www.villageofschoolcraft.com Anyone wishing to comment on the plans but are unable to attend the public hearing should forward comments to the address below prior to February 12, 2018:

Planning Commission
Re: Comprehensive/Parks Plan Comments
Village of Schoolcraft
P.O. Box 8
Schoolcraft, MI 49087

**NOTICE OF PUBLIC REVIEW AND COMMENT
ON THE VILLAGE OF SCHOOLCRAFT PROPOSED
2018–2022 FIVE-YEAR COMMUNITY RECREATION PLAN**

The proposed Village of Schoolcraft 2018–2022 Community Recreation Plan will be available for public review and comments beginning Monday, April 2, 2018, through Friday, May 4, 2018, during normal business hours at the Schoolcraft Village Hall, 442 N. Grand St. Schoolcraft, MI 49087, and online at www.villageofschoolcraft.com

The public is invited to review and comment on the plan. Written comments received through May 7, 2018 will receive responses in the final Five-Year Community Recreation Plan. Written comments should be sent to Planning Commission, RE: Recreation Plan Comments, Village of Schoolcraft, PO Box 8, Schoolcraft, MI 49087.

STATE OF MICHIGAN)
County of Kalamazoo

ss *Sharon Sattorp*

Being duly sworn deposes and say he/she is Principal Clerk of



THE KALAMAZOO GAZETTE

DAILY EDITION

a newspaper published and circulated in the County of Kalamazoo and otherwise qualified according to Supreme Court Rule; and that the annexed notice, taken from said paper, has been duly published in said paper on the following day(days) _____

May 24 A.D. 20 *18*

Sworn to and subscribed before me this *24th* day of *May* 20*18*

Janice M. DeGraaf
JANICE M. DEGRAAF
NOTARY PUBLIC, STATE OF MI
COUNTY OF KENT
MY COMMISSION EXPIRES Oct 3, 2020
ACTING IN COUNTY OF *Kent*

**NOTICE OF PUBLIC HEARING
VILLAGE OF SCHOOLCRAFT
COMPREHENSIVE PLAN
AND PARKS/RECREATION
PLAN**

The Village of Schoolcraft Planning Commission shall hold a public hearing on Village of Schoolcraft Comprehensive (Master) Plan Update and Parks and Recreation Plan Updates. The public hearing will take place on June 11, 2018 at 7:00 p.m. at the Village Hall at 442 North Grand Street, Schoolcraft, Michigan, 49087. All public are welcome to attend.

Copies of the updated plans are available at the Schoolcraft Village Hall for inspection between the hours of 8:00 a.m.- 5:00 p.m. The draft plans will also be available on the Village's website: www.villageofschoolcraft.com Anyone wishing to comment on the plans but are unable to attend the public hearing should forward comments to the address below by June 8, 2018:

Planning Commission
Re: Comprehensive/Parks
Plan Comments
Village of Schoolcraft
P.O. Box 8
Schoolcraft, MI 49087

Theresa O'Leary
Village Clerk

NOTICE OF PUBLIC HEARING

VILLAGE OF SCHOOLCRAFT COMPREHENSIVE PLAN AND PARKS/RECREATION PLAN

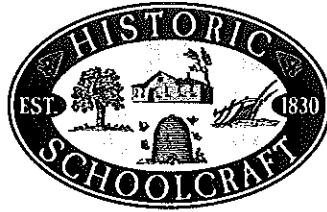
The Village of Schoolcraft Planning Commission shall hold a public hearing on Village of Schoolcraft Comprehensive (Master) Plan Update and Parks and Recreation Plan Updates. The public hearing will take place on **June 11, 2018 at 7:00 p.m. at the Village Hall at 442 North Grand Street, Schoolcraft, Michigan, 49087**. All public are welcome to attend.

Copies of the updated plans are available at the Schoolcraft Village Hall for inspection between the hours of 8:00 a.m.- 5:00 p.m. The draft plans will also be available on the Village's website: www.villageofschoolcraft.com Anyone wishing to comment on the plans but are unable to attend the public hearing should forward comments to the address below by June 8, 2018:

Planning Commission
Re: Comprehensive/Parks Plan Comments
Village of Schoolcraft
P.O. Box 8
Schoolcraft, MI 49087

APPENDIX D

Meeting Minutes from Public Meeting



VILLAGE OF SCHOOLCRAFT
PLANNING COMMISSION
REGULAR MEETING
June 11, 2018

1. Call to Order.
2. Approval of Agenda.
3. Approval of Minutes.
 - a) Minutes of the Regular Planning Commission Meeting of May 14, 2018. Motion to approve.
 - b) Minutes of the Regular Meetings of the Village Council of May 7 and May 21. File.
(pages 1-7)
4. Public Hearing:
(Page 8)
Comprehensive Land Use Plan
Public Hearing Opened.
Public Comment
Public Hearing Closed.
Motion to recommend present the Recreation and Comprehensive Land Use plan to the Village Council for approval.
5. New Business:
None.
6. Unfinished Business.
Review Zoning Ordinances 62-1 to 62.40.
(Pages 9-35)
7. Adjournment.

VILLAGE OF SCHOOLCRAFT
PLANNING COMMISSION
JUNE 11, 2018

The Regular Meeting of the Planning Commission was called to order by Chairperson Mae Pfof at 7:00 p.m.

ROLL CALL:

Present: Chairperson Pfof, Commissioners Schmitt, Gunnett, Hendriksma, Rozeboom, Doorn and Bergland.
Absent: Cheri Lutz
Also Present: Tammi Youngs, Theresa O'Leary, and Natalie Dean from Wightman

APPROVAL OF AGENDA:

Motion by Gunnett, seconded by Rozeboom to approve the agenda as presented. All aye.

APPROVAL OF MINUTES:

Motion by Schmitt, seconded by Gunnett to approve the minutes of the Regular Meeting of May 14, 2018, as presented. All aye.

PUBLIC HEARINGS:

Motion by Gunnett, seconded by Schmitt to open the Public Hearing at 7:07 p.m. to hear public comments regarding the Comprehensive Land Use Plan. All aye.

No Public Comments were heard.

Motion by Schmitt, seconded by Gunnett to close the Public Hearing at 7:28 p.m. All aye.

Motion by Schmitt, seconded by Bergland to submit the Recreation Plan to be approved by Council contingent upon corrections being made. All aye.

Motion by Schmitt, seconded by Doorn to submit the Master Plan to Council for approval, contingent upon corrections being made. All aye.

UNFINISHED BUSINESS

The Planning Commission reviewed Zoning Ordinances 62.1-62.40. Several changes were made and there will be a list of those changes submitted to the Planning Commission. At the next meeting Ordinances 62.41-62.74 will be reviewed.

The Commission asked Natalie Dean to research the following:

- o To look up the Public Acts mentioned in the ordinances and be sure they are up to date.
- o To look up definitions of some of the subjects in the ordinances to be sure that definition matches the definition in the ordinance.

VILLAGE OF SCHOOLCRAFT
PLANNING COMMISSION
JUNE 11, 2018

- To provide any definitions she may think is beneficial to add to the Zoning ordinances.

Comments from Natalie Dean:

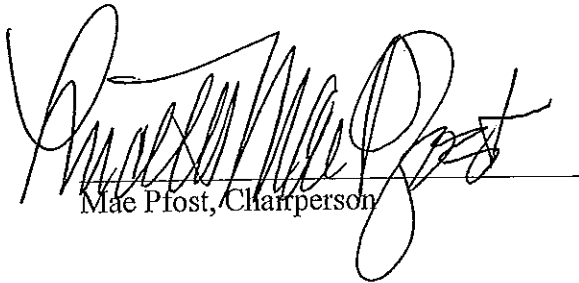
- It is advisable to delete any precise measurements and amounts mentioned in an ordinance. This will allow for some flexibility if needed.
- During a discussion about signs versus yard décor, if a sign is not selling something, it is not a sign per say. It is yard décor.

OTHER BUSINESS:

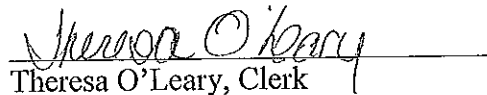
Commissioner Bergland stated that he attended a Planning Commission class that was very informative.

ADJOURNMENT:

Motion to adjourn was made by Schmitt, seconded by Hendriksma. All aye.
The meeting was adjourned at 8:36



Mae Post, Chairperson



Theresa O'Leary, Clerk

APPENDIX E

Official Resolution of Adoption

Village of Schoolcraft
Kalamazoo County, Michigan

Resolution 2018-07
Approval of Master Plan and Recreation Plan

WHEREAS, at the Village of Schoolcraft Council Meeting on June 18, 2018, the Village of Schoolcraft's Master Plan and Recreation Plan was approved.

PRESENT: Gunnett, Rochholz, Stodola, Carlin, Barnes, and Mastenbrook.

ABSENT: Spears.

NOW THEREFORE BE IT RESOLVED, the following documents were approved:

Village of Schoolcraft Master Plan and Recreation Plan

RESOLUTION DECLARED ADOPTED.

CERTIFICATE

I, Theresa O'Leary, the duly qualified and acting Clerk of the Village of Schoolcraft, Kalamazoo County, Michigan (the "Village") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Village Council at a meeting held on July 2, 2018, the original of which is on file in the Village Office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

July 2, 2018
Date

Theresa O'Leary
Theresa O'Leary
Village of Schoolcraft Clerk

APPENDIX F

Copies of Letters Transmitting Adopted Plan to County and Regional Planning Agencies



Benton Harbor Office:
2303 Pipestone Road
Benton Harbor, MI 49022

Telephone:
(269)927-0100

Fax:
(269)927-1300

Website:
www.wightman-assoc.com

July 25, 2018

Southcentral Michigan Planning Commission
Lee Adams, Director
300 South Westnedge Avenue
Kalamazoo, MI 49007

Attention: Lee Adams, Director

RE: VILLAGE OF SCHOOLCRAFT, COMMUNITY RECREATION PLAN

Dear Lee Adams:

Enclosed please find one copy of the adopted 5-year Community Recreation Plan for the Village of Schoolcraft for 2018-2022. This plan will be on file with the Michigan Department of Natural Resources. Please review the plan and retain it for your records.

If you have any questions or comments regarding the plan, please feel free to contact me.

Very truly yours,

WIGHTMAN & ASSOCIATES, INC.

BEN BAKER

Ben Baker, PLA
bbaker@wightman-assoc.com



Benton Harbor Office:
2303 Pipestone Road
Benton Harbor, MI 49022

Telephone:
(269)927-0100

Fax:
(269)927-1300

Website:
www.wightman-assoc.com

July 25, 2018

Kalamazoo County
Planning & Development Department
Lotta Jarnefelt, Director
201 West Kalamazoo Avenue
Kalamazoo, MI 49007

Attention: Lotta Jarnefelt, Director

RE: VILLAGE OF SCHOOLCRAFT, COMMUNITY RECREATION PLAN

Dear Lotta Jarnefelt:

Enclosed please find one copy of the adopted 5-year Community Recreation Plan for the Village of Schoolcraft for 2018-2022. This plan will be on file with the Michigan Department of Natural Resources. Please review the plan and retain it for your records.

If you have any questions or comments regarding the plan, please feel free to contact me.

Very truly yours,

WIGHTMAN & ASSOCIATES, INC.

BEN BAKER

Ben Baker, PLA
bbaker@wightman-assoc.com

June 14, 2018

Regarding: Kalamazoo County Master Plan Adoption

To whom it may concern:

This letter is to provide notification to your office that the Kalamazoo County Board of Commissioners has adopted the proposed Master Plan on Tuesday, June 5th, 2018 pursuant to Public Act 33 of 2008, the Michigan Planning Enabling Act.

The final plan is available for download at www.kalcountymasterplan.org. Please feel free to contact me with any questions or concerns.

i
initiative

Regards,



Leah DuMouchel, AICP, CNU-A, FBCI, NCI
Senior Associate

Enclosure: List of organizations and entities receiving this notification
Project website: www.kalcountymasterplan.org

Beckett & Raeder, Inc.
535 West William, Suite 101
Ann Arbor, MI 48103

734 663.2622 ph
734 663.6759 fx

www.bria2.com

Petoskey Office
113 Howard St.
Petoskey, MI 49770

231.347.2523 ph
231.347.2524 fx

Traverse City Office
921 West 11th St., Suite 2E
Traverse City, MI 49684

231.933.8400 ph
231.944.1709 fx

Toledo
419.242.3428 ph