

# Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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

## Board Meeting Agenda

**MEETING DATE:** Tuesday, October 2, 2018  
**MEETING TIME:** 11:30 am  
**MEETING LOCATION:** W.E. Upjohn Institute  
300 South Westnedge Ave, Kalamazoo, MI 49007

1. Call to Order
2. Member Present/Introductions
3. Members Excused **[Action]**
4. Approval of the Agenda **[Action]**
5. **Annual Meeting Items**
  - a. Election of Officers **[Action]**
  - b. Approval of the FY 2019 Budget **[Action]**
  - c. Approval of the FY 2019 Public Notice **[Action]**
6. Approval of the Minutes **[Action]**
7. Public Comments
8. Acceptance of the Financial Report **[Action]**
9. Transportation/KATS Items
  - a. Monthly report
  - b. Project Authorizations from MDOT for FY 2019
10. Local Government Assistance and Planning Activities
  - a. Assistance to Batavia Township
  - b. Assistance to the City of Parchment
  - c. Update on Florence Township
  - d. Update on Sherman Township
  - e. Regional Housing Plan
11. Staff Report/Other:
  - a. Southwest Michigan Prosperity Initiative
    - i. Resolution of Support for 2019 grant application **[Action]**
  - b. EDA Application
    - i. Resolution of Support for Barry County transition **[Action]**
  - c. SMPC Staffing Discussion
  - d. SMPC Sponsored Accounts at ICMA-RC
    - i. Resolution to dissolve plans and close accounts held with ICMA **[Action]**
  - e. MAP Conference Discussion
  - f. Professional Membership Update
  - g. Intern
  - h. Monthly Correspondence
12. Board Member Comments
13. Action: Adjournment

**Next Meeting:** *To Be Determined – subject to approval*

# FY 2019 Budget

	34050 <i>General Budget</i>	34051 <i>RPI Budget</i>	34052 <i>Plan Serv Budget</i>	34053 <i>Transport Budget</i>	34054 <i>K-Twp Budget</i>	34055 <i>MEDC Budget</i>	Total SMPC Budget
<b>Revenue</b>							-
Contractual Services	-	25,000	15,000	102,300	33,600	5,000	180,900
Dues	16,500	-	-	-			16,500
Reserve Fund Transfer	6,535						6,535
<i>Total Billings</i>	23,035	25,000	15,000	195,756	33,600	5,000	203,935
<b>Expenses</b>							
Staffing Expenses	10,365	24,100	18,500	5,000	33,100		91,065
Training	1,000	-	1,250	-	500	-	2,750
MI Assoc of Region Dues	960	-	-	-	-	-	960
Computer Charges	-	-	-	-	-	-	-
SMPC Liability Insurance	2,100	-	-	-	-	-	2,100
Consulting - KATS	-	-		190,506	-	-	190,506
Consulting - Other						5,000	
Copies/Duplicating	75	100	100	25	-	-	300
Postage	50	-	75	-	-	-	125
Supplies - Office	50	-	100	-	-	-	150
Telephone	10	50	10	25	-	-	95
Software - License/Supplies	30	-	-	-	-	-	30
Web Site Hosting	360	-	-	-	-	-	360
Travel/Meeting	1,500	750	1,500	200	-	-	3,950
<i>Other Expense</i>	6,135	900	3,035	190,756	500	5,000	201,326
<b>Total Expense</b>	16,500	25,000	21,535	195,756	33,600	5,000	<b>292,391</b>
<b>Expense</b>	16,500	25,000	21,535	195,756	33,600	5,000	292,391
<b>Revenue</b>	23,035	25,000	15,000	195,756	33,600	5,000	292,391
<b>Net Income(Expense)</b>	6,535	-	(6,535)	-	-		<b>0</b>



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

### PUBLIC NOTICE

### OF

### THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL

The Southcentral Michigan Planning Council (SMPC) conducts regular meetings on the first Tuesday of every month at **11:30 am**. The SMPC Chair may elect to call additional meetings; notice of additional meetings will precede the meeting by at least seven days.

#### **SMPC will meet on the following dates in Fiscal Year 2019:**

October 2, 2018 - Kalamazoo  
November 6, 2018 - Coldwater  
December 4, 2018 - Marshall  
~~January 1, 2019 - No Meeting~~  
February 5, 2019 – Centreville  
March 5, 2019 – Kalamazoo  
April 9, 2019 – Coldwater

May 7, 2019 – Marshall  
June 4, 2019 – Centreville  
~~July 2, 2019 - No Meeting~~  
August 6, 2019 – Kalamazoo  
September 3, 2019 – Coldwater  
October 1, 2019 – Marshall

#### **Meeting Locations**

##### **Kalamazoo**

W. E. Upjohn Institute Building  
300 S Westnedge Ave, Kalamazoo, MI 49007

##### **Coldwater**

2<sup>nd</sup> floor Board Chambers – Coldwater Municipal Building  
One Grand Street, Coldwater, MI 49036

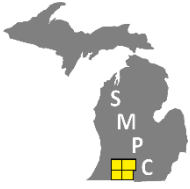
##### **Marshall**

Lower Level Conference Room - Calhoun County Administration Building  
315 W Green St, Marshall, MI 49068

##### **Centreville**

History Room - 3<sup>rd</sup> floor of the St Joseph County Courthouse  
125 W Main Street, Centreville, MI 49032

Direct any questions or comments to Lee Adams at [info@smpcregion3.org](mailto:info@smpcregion3.org) or 269-385-0409



# 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 Minutes

**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
  - a. The meeting was called to order by Chair Carahaly at 11:33 am.
2. Member Present/Introductions
  - a. Members present:
    - i. Bomba
    - ii. Carahaly
    - iii. Farmer
    - iv. Frisbie
    - v. Hazelbaker
    - vi. Kale
    - vii. Pangle
    - viii. Reynolds
  - b. Also present:
    - i. Jon Start, KATS
    - ii. Fred Negler, KATS
    - iii. Terry Martin, Carrier and Gable
3. Members Excused
  - a. *Pangle made a motion to excuse Baker, McGraw, and Woodin.*
    - i. Reynolds seconded the motion.
    - ii. **The motion carried.**
4. Approval of the Agenda
  - a. *Pangle made a motion to approve the agenda.*
    - i. Reynolds seconded the motion.
    - ii. **The motion carried.**
5. Approval of the Minutes
  - a. *Pangle made a motion to approve the minutes.*
    - i. Hazelbaker seconded the motion.
    - ii. **The motion carried.**
6. Citizen Comments
  - a. Terry Martin from Carrier and Gable introduced himself and explained a little about his company and why he was interested in attending the meeting.
7. Acceptance of the Financial Report
  - a. Adams gave a verbal explanation of the Financial Report. The board discussed the report.
  - b. *Frisbie made a motion to accept the financial report.*
    - i. Reynolds seconded the motion.
    - ii. **The motion carried.**
8. Transportation/KATS Items
  - a. Monthly report

- i. Start and Nagler gave a verbal explanation of their monthly financial report. The board had a few questions centered in the Rural Task Force and the Culvert Mapping Project.
  - b. Approval of the FY 2019 Transportation Work Program
    - i. The board reviewed and discussed the draft of the FY 2019 Transportation Work Program presented at the meeting. Start led the explanation of the draft.
  - c. *Bomba made a motion to approve the FY 2019 Transportation Work Program.*
    - i. Frisbie seconded the motion.
      - ii. The motion carried.**
  - d. MDOT 2045 State Long Range Transportation Plan
    - i. Carahaly led a discussion on the state's 2045 State Long Range Transportation Plan. Carahaly noted that he and Reynolds were likely going to represent SMPC in this process and that they might incur expenses relative to that work. Any other Board members who were willing to participate were encouraged to do so.

#### 9. SMPC Strategic Plan

- a. Adams presented a written strategic plan based on the strategic planning meeting held on June 29. The board review the written plan and discussed. The board felt that the written plan encapsulated the discussion well.
- b. *Pangle made a motion to approve the SMPC Strategic Plan.*
  - i. Farmer seconded the motion.
    - ii. The motion carried.**

#### 10. Regional Housing Plan

- a. This item was tabled until the next meeting.

#### 11. Professional Memberships and Conference Attendance

- a. Discuss applicable professional membership opportunities
  - i. Adams led the discussion on membership opportunities available to the SMPC board members and staff. The Board reviewed the options but wanted more time to decide.
  - ii. Farmer noted that the small fee and potential benefit of an American Planning Association membership for Adams is worth pursuing.
    - 1) *Farmer made a motion to approve expenses related to membership in the American Planning Association for Lee Adams.*
      - a) *Reynolds seconded the motion.*
      - b) The motion carried.**
- b. Discuss the merits of conference attendance and take action on funding attendance costs
  - i. Carahaly suggested that the Board send members to the Michigan Association of Planning's Annual Conference. The Board discussed the conference and potential attendees. Members expressed a desire to fund attendance costs for those who wish to attend. Members will seek reimbursement for expenses incurred.
  - ii. *Frisbie made a motion to approve expenses related to Michigan Association of Planning conference attendance for four Board members.*
    - 1) *Farmer seconded the motion.*
    - 2) The motion carried.**

#### 12. Local Government and Planning Services

- a. Florence Township Contract for Planning Services
  - i. Adams informed the Board that Florence Township (St. Joseph County) has requested assistance with the update of their master plan. Staff has already met with the Township Planning Commission. Staff presented the Township with a contract. The Township has approved the contracted and the Supervisor has signed.
  - ii. The Board expressed support and appreciation for this type of work.
  - iii. *Frisbie made a motion to approve the contract for planning services with Florence Township as presented.*
    - 1) *Pangle seconded the motion.*
    - 2) The motion carried.**
- b. Update on Sherman Township master plan update

- i. Adams gave a brief verbal report on the activities performed for the Sherman Township (St. Joseph County) master plan update.
- c. Assistance to Nottawa Township
  - i. Staff was contacted by the Zoning Administrator of Nottawa Township regarding assistance with their master plan update and zoning ordinance update. Adams informed the Township that SMPC cannot compete with for-profit firms and that they should release an RFP for planning services; Adams supplied the township with an RFP template.

13. Staff Report/Other:

- a. Southwest Michigan Prosperity Initiative
  - i. Adams and Carahaly gave a verbal report on the initiative. The group is looking for proposals for a unified internship/apprenticeship coordination effort for the Southwest Michigan region.
- b. MEDC Contract Extension
  - i. Adams noted that the work with the MEDC's Redevelopment Ready Communities program was extended for one year. Adams signed the contract extension.
- c. Liability Insurance
  - i. Adams gave an update on the insurance application. The Michigan Townships Participating Plan once again offered SMPC a plan and required a signature to move forward with coverage.
  - ii. Carahaly will sign as the plan was approved by the SMPC Board previously.
- d. EDA Application
  - i. Adams gave an update in the EDA application. Adams noted that he had not been notified that EDA has received the application. Adams as contacted the EDA several times following the application.
- e. Intern
  - i. Adams noted that several candidates applied for an internship position with the Upjohn Institute focusing on SMPC related activities.
- f. Monthly Correspondence
  - i. Included in the packet.

14. Board Member Comments

- a. None made.

15. Action: Adjournment

- a. *Hazelbaker made a motion to adjourn.*

**Next Meeting:** October 2 in Kalamazoo

**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 Aug 2018 Updated 9/17/18	34050	34050	34051	34051	34052	34052	34053	34053	34054	34054	34055	34055	Total	Total
	Fiscal YTD 2018	SMPC General Budget	Fiscal YTD 2018	SMPC RPI Budget	Fiscal YTD 2018	SMPC Plan Budget	Fiscal YTD 2018	SMPC Transp Budget	Fiscal YTD 2018	SMPC Kzoo Budget	Fiscal YTD 2018	SMPC MEDC Budget	FY18 To Date	SMPC Budget
Wages	10,667.51		14,789.63		7,319.92		2,448.57		28,210.00				63,435.63	
Fringe	5,060.57		6,723.07		4,015.83		1,116.36		-				16,915.83	
<b>Wages &amp; Fringe</b>	<b>15,728.08</b>	<b>15,000.00</b>	<b>21,512.70</b>	<b>24,100.00</b>	<b>11,335.75</b>	<b>15,000.00</b>	<b>3,564.93</b>	<b>5,000.00</b>	<b>28,210.00</b>	<b>33,600.00</b>	<b>-</b>	<b>10,000.00</b>	<b>80,351.46</b>	<b>102,700.00</b>
Training	606.74	1,000.00	-	-	-	1,000.00	-	-	-	-	-	-	606.74	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	-	-	-	-	-	-	49,784.90	190,506.00	-	-	4,317.48	10,000.00	54,102.38	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	1,221.92	1,500.00	499.21	750.00	212.36	1,000.00	57.77	200.00	-	-	-	-	1,991.26	3,450.00
<b>Other Expense</b>	<b>27,947.14</b>	<b>25,660.00</b>	<b>499.21</b>	<b>900.00</b>	<b>212.36</b>	<b>2,110.00</b>	<b>49,842.67</b>	<b>190,756.00</b>	<b>0.47</b>	<b>-</b>	<b>4,317.48</b>	<b>10,000.00</b>	<b>82,819.33</b>	<b>229,426.00</b>
<b>Total Expense</b>	<b>43,675.22</b>	<b>40,660.00</b>	<b>22,011.91</b>	<b>25,000.00</b>	<b>11,548.11</b>	<b>17,110.00</b>	<b>53,407.60</b>	<b>195,756.00</b>	<b>28,210.47</b>	<b>33,600.00</b>	<b>4,317.48</b>	<b>20,000.00</b>	<b>163,170.79</b>	<b>332,126.00</b>
34050, 34051, 34054	16,500.00	16,500.00	22,014.42						25,420.47				63,934.89	
34050 Fund Xfer (legal)		21,270.00												
34055 - Albion											4,000.00	-	4,000.00	
34055 - MEDC											317.48	10,000.00	317.48	
Homer 24020 34052	-		-		-		-		-		-		-	
Florence 24020 34052	-		-		-		-		-		-		-	
Penn 24021 34052	-		-		-		-		-		-		-	
St Joe 24022 34052	-		-		1,600.00		-		-		-		1,600.00	
Fabius 34052	-		-		-		-		-		-		-	
Lockport 24027 34052	-		-		4,818.00		-		-		-		4,818.00	
Sherman 24030	-		-		627.00		-		-		-		627.00	
Ross 24028 34052	-		-		-		-		-		-		-	
Trans Z9 34053	-		-		-		-		-		-		-	
Trans Z10 34053	-		-		-		15,654.81		-		-		15,654.81	
Trans Z11 34053	-		-		-		12,117.55		-		-		12,117.55	
Trans Z12 34053	-		-		-		23,636.34		-		-		23,636.34	
Total Billings	16,500.00	37,770.00	22,014.42	25,000.00	7,045.00	20,000.00	51,408.70	102,300.00	25,420.47	33,600.00	4,317.48	20,000.00	126,706.07	238,670.00
Expense	43,675.22	40,660.00	22,011.91	25,000.00	11,548.11	17,110.00	53,407.60	195,756.00	28,210.47	33,600.00	4,317.48	20,000.00	163,170.79	332,126.00
<b>Net Income(Expense)</b>	<b>(27,175.22)</b>	<b>(2,890.00)</b>	<b>2.51</b>	<b>-</b>	<b>(4,503.11)</b>	<b>2,890.00</b>	<b>(1,998.90)</b>	<b>(93,456.00)</b>	<b>(2,790.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(36,464.72)</b>	<b>(93,456.00)</b>
Billings	16,500.00	40,660.00	22,014.42	25,000.00	7,045.00	17,110.00	51,408.70	102,300.00	25,420.47	33,600.00	4,317.48	20,000.00	126,706.07	238,670.00
Receipts	16,500.00	37,770.00	22,014.42	25,000.00	7,045.00	20,000.00	51,408.70	102,300.00	23,200.47	33,600.00	4,000.00	20,000.00	120,168.59	238,670.00
<b>Acct.Rec.Balance</b>	<b>-</b>	<b>2,890.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(2,890.00)</b>	<b>-</b>	<b>-</b>	<b>2,220.00</b>	<b>-</b>	<b>317.48</b>	<b>-</b>	<b>6,537.48</b>	<b>-</b>

Lake Michigan Credit Union Balance: \$147,462.88



## 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: September 26, 2018  
SUBJECT: Southcentral Michigan Planning Council Report

During the month of August, 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 July monthly Rural Task Force Report and submitted it to Michigan Department of Transportation Planning
- Participated in the August Roadsoft Users Group meeting
- Scheduled and advertised for public notice a meeting of the Albion Small Urban Task Force to consider a proposed change of location for the 2019 Albion Small Urban project
- Produced materials for and facilitated the August 23 meeting of the Albion Small Urban Task Force
- Prepared and distributed minutes of the August 23 Albion Small Urban Task Force and submitted materials to MDOT Planning for the approved change in project location
- Worked on quality control checks for previously completed federal aid PASER ratings
- Assisted MDOT Planning with retrieval of applications from Rural Task Force members for projects using State D Economic Development funds. The records are needed by the State for an audit
- Participated in the August and September monthly Rural Task Force conference calls with MDOT Planning
- Presented the Fiscal Year 2019 Work Program at the August 23 Southcentral Michigan Planning Council meeting where it was approved by the board
- Received and reviewed data, logs and invoices from local agencies participating in the non-federal aid road data reimbursement and culvert data pilot programs

Anticipated future activities include:

- Finalization of federal aid PASER data review and uploading files to Transportation Asset Management Council
- Submission of invoices to MDOT for local agency payments as part of the non-federal aid road data and culvert data pilot programs and pass through of same to appropriate agency
- Scheduling and facilitation of local (county) Rural Task Force meetings in Barry, Branch, Calhoun, Kalamazoo and St. Joseph to select projects for submission to be included in the Rural Task Force #3 2020 – 2023 Transportation Improvement Program in response to the anticipated Call for Projects from MDOT Planning
- Scheduling and facilitation of the fall Rural Task Force #3 meeting to address proposed changes to the 2017 – 2020 Transportation Improvement Program and anticipated approval of the 2020 – 2023 program
- Creation and submission to MDOT of 2018 Federal Aid Road Condition reports
- Attending the Transportation Asset Management Council fall Asset Management Conference



Michigan Department  
of Transportation  
5185P (02/18)

## CONTRACT SERVICES DIVISION PROJECT AUTHORIZATION FOR AGENCY TO PROCEED

CONTRACT NO. 2018-0020	AUTH. / REVISION NO. Z4	MASTER CONTRACT EFFECTIVE DATE 10/01/17	MASTER CONTRACT EXPIRATION DATE 09/30/20
AGENCY NAME AND ADDRESS Southcentral Michigan Planning Council 300 South Westnedge Avenue Kalamazoo, MI 49007		AUTH. EFFECTIVE DATE (START DATE) 10/01/18	
		AUTH. EXPIRATION DATE 09/30/19	
		AGENCY CONTACT / TITLE Mr. Lee Adams, Director	
		ADDRESS MAIL TO THIS PERSON Mr. Lee Adams, Director	
		PHONE NO. (269) 343-3308	
		E-MAIL ADDRESS adams@upjohn.org	
MDOT PROJECT MANAGER Tom Doyle		EMAIL ADDRESS doylet@michigan.gov	
PHONE NO. (517) 335-2936		FAX NO.	

PROJECT DESCRIPTION / Page(s) (1 to 1)  
FY 19 Transportation Planning Work Program

JOB #	UNIT	ACTIVITY	DEPT OBJ	CLASS OF FUNDS	FUNDING AUTHORITY
n/a	1497	7990	6109	MTF	MDOT

\* These funds are contingent upon the availability of federal funds.  
 \* The funds herein provided shall be utilized by the hereinafter Designated Planning Agency in accordance with the current annual Unified Work Program which is part of the Master Agreement.  
 \* Services shall not begin till Authorized by MDOT.

TYPE OF PAYMENTS:  
 802PL Form (Green Sheet)       Purchase Order (MAIN)  
 Subcontract Is Associated with this Authorization  
 FHWA PROJ #

COMMENTS

### SUMMARY OF COST

FUNDING	AUTHORIZED AMOUNT	AUTHORIZED TO DATE	%
Local Funding			
MDOT Funding	\$ 26,000.00	\$ 26,000.00	100
Federal Funding			
<b>TOTALS</b>	<b>\$26,000.00</b>	<b>\$26,000.00</b>	<b>100%</b>

AGENCY SIGNATURE 	DATE SIGNED 9/23/18
MDOT CONTRACT ADMINISTRATOR 	CK'D BY MLB
MDOT AUTHORIZATION BY 	DATE REVIEWED 9/27/18
	DATE EXECUTED 9-27-18

## 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
	<b>TOTALS</b>	<b>\$42,647</b>	<b>\$24,040</b>	<b>\$12,943</b>	<b>\$22,670</b>	<b>\$26,000</b>	<b>\$19,000</b>	<b>\$57,300</b>	<b>1885</b>	<b>\$102,300</b>

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.

Michigan Department  
of Transportation  
5185P (02/18)

**CONTRACT SERVICES DIVISION  
PROJECT AUTHORIZATION FOR  
AGENCY TO PROCEED**

CONTRACT NO. 2018-0020	AUTH. / REVISION NO. Z5	MASTER CONTRACT EFFECTIVE DATE 10/01/17	MASTER CONTRACT EXPIRATION DATE 09/30/20
AGENCY NAME AND ADDRESS Southcentral Michigan Planning Council 300 South Westnedge Avenue Kalamazoo, MI 49007		AUTH. EFFECTIVE DATE (START DATE) 10/01/18	AUTH. EXPIRATION DATE 09/30/19
		AGENCY CONTACT / TITLE Mr. Lee Adams, Director	
		ADDRESS MAIL TO THIS PERSON Mr. Lee Adams, Director	
		PHONE NO. (269) 343-3308	
		E-MAIL ADDRESS adams@upjohn.org	
MDOT PROJECT MANAGER Tom Doyle		EMAIL ADDRESS doylet@michigan.gov	
PHONE NO. (517) 335-2936		FAX NO.	

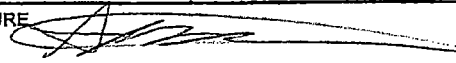
PROJECT DESCRIPTION / Page(s) (1 to 1)  
FY 19 Rural Task Force Program

JOB # 204245NI	UNIT 1445	ACTIVITY P4EM	DEPT OBJ 6109	CLASS OF FUNDS SPR	FUNDING AUTHORITY FHWA
<ul style="list-style-type: none"> <li>* These funds are contingent upon the availability of federal funds.</li> <li>* The funds herein provided shall be utilized by the hereinafter Designated Planning Agency in accordance with the current annual Unified Work Program which is part of the Master Agreement.</li> <li>* Services shall not begin until Authorized by MDOT.</li> </ul>				<b>TYPE OF PAYMENTS:</b> <input type="checkbox"/> 802PL Form (Green Sheet) <input checked="" type="checkbox"/> Purchase Order (MAIN) <input type="checkbox"/> Subcontract is Associated with this Authorization	
				FHWA PROJ # 1801136	

COMMENTS

**SUMMARY OF COST**

FUNDING	AUTHORIZED AMOUNT	AUTHORIZED TO DATE	%
Local Funding			
MDOT Funding	\$ 3,800.00	\$ 3,800.00	20
Federal Funding	\$ 15,200.00	\$ 15,200.00	80
<b>TOTALS</b>	<b>\$19,000.00</b>	<b>\$19,000.00</b>	<b>100%</b>

AGENCY SIGNATURE 	DATE SIGNED 9/25/18
MDOT CONTRACT ADMINISTRATOR William Pottery	CK'D BY MLB
MDOT AUTHORIZATION BY Laura J. Myster	DATE REVIEWED 9/27/18
	DATE EXECUTED 9-27-18

## 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
	<b>TOTALS</b>	<b>\$42,647</b>	<b>\$24,040</b>	<b>\$12,943</b>	<b>\$22,670</b>	<b>\$26,000</b>	<b>\$19,000</b>	<b>\$57,300</b>	<b>1885</b>	<b>\$102,300</b>

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.

Michigan Department  
of Transportation  
5185P (02/18)

**CONTRACT SERVICES DIVISION  
PROJECT AUTHORIZATION FOR  
AGENCY TO PROCEED**

CONTRACT NO. 2018-0020	AUTH. / REVISION NO. Z6	MASTER CONTRACT EFFECTIVE DATE 10/01/17	MASTER CONTRACT EXPIRATION DATE 09/30/20
AGENCY NAME AND ADDRESS Southcentral Michigan Planning Council 300 South Westnedge Avenue Kalamazoo, MI 49007		AUTH. EFFECTIVE DATE (START DATE) 10/01/18	AUTH. EXPIRATION DATE 09/30/19
		AGENCY CONTACT / TITLE Mr. Lee Adams, Director	
		ADDRESS MAIL TO THIS PERSON Mr. Lee Adams, Director	
		PHONE NO. (269) 343-3308	
		E-MAIL ADDRESS adams@upjohn.org	
MDOT PROJECT MANAGER Roger Belknap		EMAIL ADDRESS belknapr@michigan.gov	
PHONE NO. (517) 230-8192		FAX NO.	

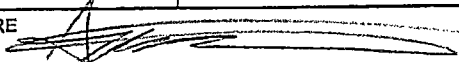
PROJECT DESCRIPTION / Page(s) (1 to 1)  
FY 19 Asset Management

JOB # n/a	UNIT 1499	ACTIVITY 7990	DEPT OBJ 6109	CLASS OF FUNDS MTF	FUNDING AUTHORITY MDOT
<ul style="list-style-type: none"> <li>* These funds are contingent upon the availability of federal funds.</li> <li>* The funds herein provided shall be utilized by the hereinafter Designated Planning Agency in accordance with the current annual Unified Work Program which is part of the Master Agreement.</li> <li>* Services shall not begin till Authorized by MDOT.</li> </ul>				<b>TYPE OF PAYMENTS:</b> <input type="checkbox"/> 802PL Form (Green Sheet) <input checked="" type="checkbox"/> Purchase Order (MAIN) <input type="checkbox"/> Subcontract is Associated with this Authorization FHWA PROJ #	

COMMENTS

**SUMMARY OF COST**

FUNDING	AUTHORIZED AMOUNT	AUTHORIZED TO DATE	%
Local Funding			
MDOT Funding	\$ 57,300.00	\$ 57,300.00	100
Federal Funding			
<b>TOTALS</b>	\$57,300.00	\$57,300.00	100%

AGENCY SIGNATURE 	DATE SIGNED 9/25/18
MDOT CONTRACT ADMINISTRATOR William Potters	CK'D BY MLB
MDOT AUTHORIZATION BY Laura J. Mester	DATE REVIEWED 9/27/18
	DATE EXECUTED 9-27-18

## FY 2019 BUDGET TABLE

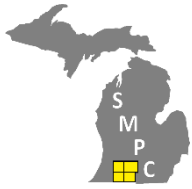
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Region 3- Southcentral Michigan Planning Council**  
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3107	Rural Safety Planning	\$1,532	\$864	\$464		\$2,860			49	\$2,860
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3111	Asset Management	\$20,780	\$11,714	\$6,306	\$18,500			\$57,300	891	\$57,300
	<b>TOTALS</b>	<b>\$42,647</b>	<b>\$24,040</b>	<b>\$12,943</b>	<b>\$22,670</b>	<b>\$26,000</b>	<b>\$19,000</b>	<b>\$57,300</b>	<b>1885</b>	<b>\$102,300</b>

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.



# Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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

## RESOLUTION

### RESOLUTION IN SUPPORT OF THE SOUTHWEST MICHIGNAN PROSPERITY INITIATIVE'S APPLICATION FOR FY 2019 FUNDING

**WHEREAS**, the Southcentral Michigan Planning Council (SMPC) has participated as a co-applicant in the Regional Prosperity Initiative; and

**WHEREAS**, SMPC staff has, in partnership with the Southwest Michigan Planning Commission (SWMPC), served as the administrative agent for the Southwest Michigan Prosperity Initiative (SWMPI) and its decision-making committee; and

**WHEREAS**, SMPC is an eligible applicant pursuant to the RPI boilerplate language as a regional planning council; and

**WHEREAS**, SMPC and SWMPC have served as co-applicants on the RPI grant application in 2014, 2015, 2016, and 2017; and

**WHEREAS**, the regional prosperity grant funding would help further the regionally significant work conducted by SWMPI.

**THEREFORE, BE IT RESOLVED** that the SMPC Board formally recognizes the importance of Southwest Michigan Prosperity Committee and its work and thus will serve as a co-applicant to state funding and authorizes SMPC Staff to serve as administrative staff to the Committee.

MOVED BY: \_\_\_\_\_

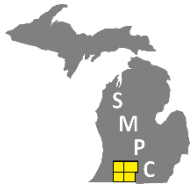
SECONDED BY: \_\_\_\_\_

RESOLVED ON THE SECOND DAY OF OCTOBER 2018

---

Chairperson

Date



# Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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

## RESOLUTION

### RESOLUTION IN SUPPORT OF MODIFYING ECONOMIC DEVELOPMENT DISTRICT BOUNDARIES

**WHEREAS**, the counties of Barry, Branch, Calhoun, Kalamazoo, and St. Joseph comprise an Economic Development District (EDD) designated by the United States Department of Commerce, Economic Development Administration (EDA); and

**WHEREAS**, the economic orientation of Barry County has shifted to the north and it now belongs to the Grand Rapids-Wyoming Metropolitan Statistical Area; and

**WHEREAS**, Barry County transferred its membership from Southcentral Michigan Planning Council (SMPC) to the West Michigan Regional Planning Commission; and

**WHEREAS**, Barry County was included in the Comprehensive Economic Development Strategy created by the West Michigan Regional Planning Commission; and

**WHEREAS**, Barry County has requested the modification of EDD boundaries so that it is affiliated with the EDD represented by the West Michigan Regional Planning Commission; and

**WHEREAS**, the Southcentral Michigan Planning Council (SMPC) previously served as the District Organization for the EDD that included the counties of Barry, Branch, Calhoun, Kalamazoo, and St. Joseph; and

**WHEREAS**, SMPC has applied to serve as the District Organization for the local EDD.

**THEREFORE, BE IT RESOLVED** that the SMPC Board formally requests modification of Economic Development District Boundaries so that the new district is comprised of Branch, Calhoun, Kalamazoo, and St. Joseph Counties.

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

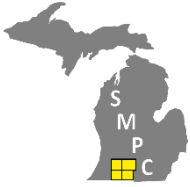
RESOLVED ON THE SECOND DAY OF OCTOBER 2018

---

Chairperson

Date





# Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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

## RESOLUTION

### RESOLUTION DISOLVING SMPC SPONSORED RETIREMENT PLANS

**WHEREAS**, the Southcentral Michigan Planning Council (SMPC) sponsored retirement plans for its employees; and

**WHEREAS**, only one participant remains in its plans; and

**WHEREAS**, the SMPC currently has no employees; and

**WHEREAS**, the retirement accounts are numbered 109276 and 303913.

**THEREFORE, BE IT RESOLVED** that the SMPC Board formally requests dissolution of its sponsored retirement plans and closing the associated accounts at the ICMA Retirement Corporation.

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

RESOLVED ON THE SECOND DAY OF OCTOBER 2018

---

Chairperson

Date



September 5, 2018

Southcentral Michigan Planning Council  
Mr. Lee Adams, Director  
300 S. Westnedge Ave.  
Kalamazoo, MI 49007

Dear Mr. Lee,

Last week the Village of Vicksburg applied to USDA Rural Development for three separate projects. They are requesting the following funds:

- \$1,401,650 for storm water improvements
- \$1,387,250 for drinking water improvements
- \$8,411,100 for sanitary sewer system improvements

Three project descriptions and maps showing the location of all three proposed projects is attached. We welcome your comments on the proposed project. Comments can be sent to my office at:

USDA Rural Development  
3260 Eagle Park Dr., Suite 107  
Grand Rapids, MI 49525

Please call me at 616 222-5817 if you have questions.

Sincerely,

  
Paul Bristol  
Area Specialist

### **Sanitary Sewer**

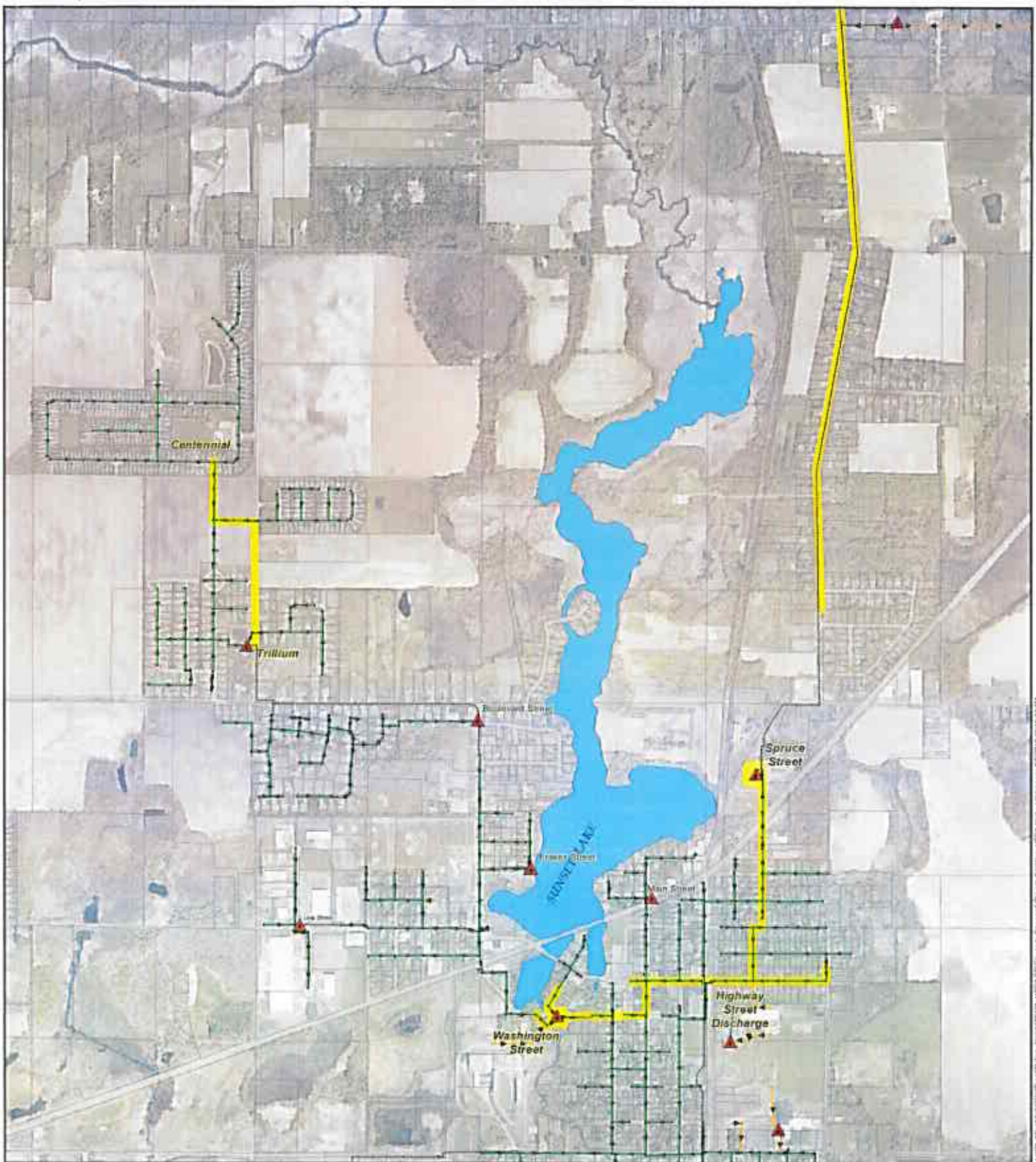
1. Construct a new interceptor sewer pipe from Centennial Development to Trillium Lift Station.
2. Construct a new interceptor sewer pipe from Washington Street Lift Station to Spruce Street Lift Station.
3. Replace Washington Street Lift Station and force main.
4. Replace existing force main partially with upsized force main and partially with new gravity main in Sprinkle Road.
5. Improve Spruce Street Lift Station.
6. Improve wastewater collection system on Prairie Street.

### **Storm Sewer**

1. Replace approximately 300 ft of existing 12 inch storm sewer on S. Mill Street between W. Washington Street to W. Prairie Street with 15 inch storm sewer.
2. Replace approximately 500 ft of existing 12 inch storm sewer on W. Washington Street between S. Mill Street and N. Main Street.
3. Replace approximately 450 ft of existing 8 inch to 12 inch storm sewer on N. Main Street from W. Washington Street to W. Prairie Street.
4. Replace approximately 300 ft of existing 12 inch storm sewer on N. Richardson Street between E. Prairie Street and E. Division Street.
5. Replace approximately 300 ft of existing 12 inch storm sewer on N. Pearl Street from E. Prairie Street and E. State Street.
6. Replace approximately 2,000 ft of existing 12 inch storm sewer trunk line on E. Prairie Street from S. Michigan Street to Elm Street.
7. Install a hydrodynamic separator to treat the storm water from the new trunk line.

### **Water**

1. Replace approximately 450 ft of existing 8 inch water main on E. Prairie Avenue from N. Main Street to N. Kalamazoo Street with 12 inch water main.
2. Abandon the existing 4 inch and 6 inch water main on E. Prairie Avenue from N. Kalamazoo Street to N. Wilson Street and switch the water services on this water main to the existing 10 inch water main.
3. Replace approximately 650 ft of existing 6 inch water main along N. Spruce Street from E. Division Street to East Rose Street with 8 inch water main.
4. Extend water main across Rail Road at Spruce Street.
5. Replace approximately 200 ft of existing 4 inch and 6 inch water main along Division Street, from Spruce Street to Pearl Street with 8 inch water main.
6. Replace lead and galvanized steel water services in Main Street.



**LEGEND**

- Project Area
- ▲ Pump Station
- Gravity Main - Other
- Gravity Main - Village of Vicksburg
- Pressurized Main

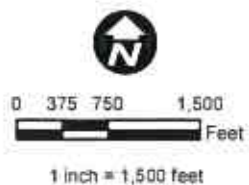
VILLAGE OF VICKSBURG  
KALAMAZOO COUNTY, MI

**WASTEWATER COLLECTION SYSTEM**

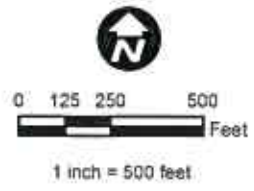
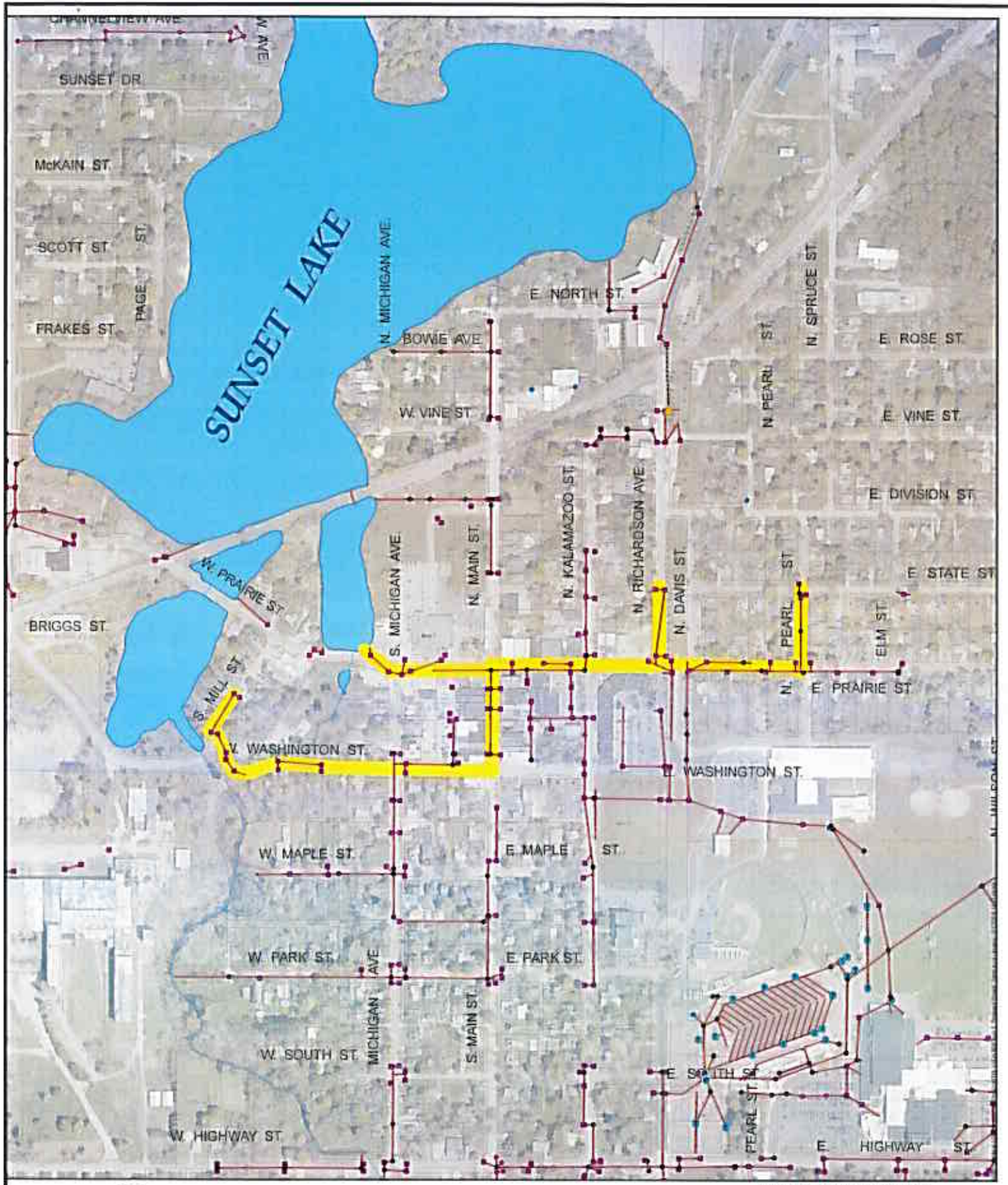
**FIGURE 4: PROPOSED PROJECT AREAS**

AUGUST 2018

Pratt & Newhall  
2100138



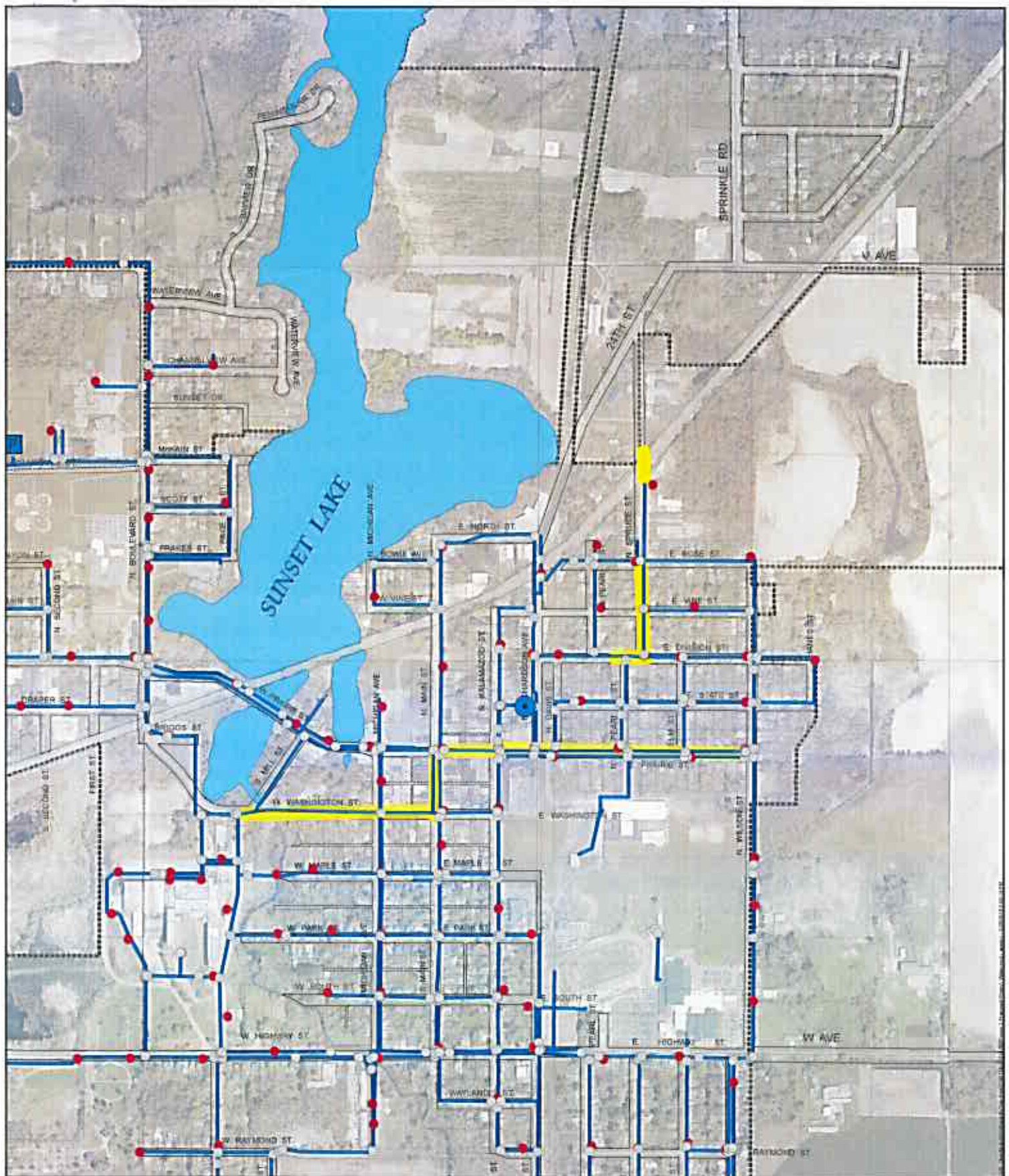
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**LEGEND**

-  Storm Pump Station
-  Storm Force Main
-  Storm Sewer Gravity Main
-  Proposed Project Area

VILLAGE OF VICKSBURG  
 KALAMAZOO COUNTY, MI  
**STORMWATER COLLECTION SYSTEM**  
**FIGURE 5: PROPOSED STORM SEWER PROJECT AREA**  
 JUNE 2018  
 Project No. 14-01  
 2180138



0 210 420 840  
 Feet

1 inch = 833 feet

**Legend**

-  Water Tower
-  Hydrant
-  Production Well
-  Watermain
-  Valve
-  Proposed Projects

VILLAGE OF VICKSBURG  
 KALAMAZOO COUNTY, MI

WATER DISTRIBUTION SYSTEM

**FIGURE 5: PROPOSED WATER MAIN PROJECTS**

MAY 2018  
 Price & Nowell  
 218013B