

# Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

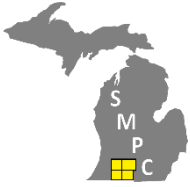
Phone: (269) 385-0409 · Fax: (269) 343-3308 · Email: [info@smpcregion3.org](mailto:info@smpcregion3.org)

## Board Meeting Agenda

**MEETING DATE:** Tuesday, March 5, 2019  
**MEETING TIME:** 11:30 am  
**MEETING LOCATION:** Seminar Room (Lower Level) – W.E. Upjohn Institute  
300 South Westnedge Ave  
Kalamazoo, MI 49007

1. Call to Order
2. Representatives Present/Introductions
3. Representatives Excused **[Action]**
4. Approval of the Agenda **[Action]**
5. Approval of the Minutes **[Action]**
6. Public Comments
7. Acceptance of the Financial Report **[Action]**
  - a. Review FY 2018 year end and authorize fund transfer **[Action]**
  - b. Review current FY 2019 Financial Report
8. Transportation/KATS Items
  - a. Monthly report
9. Southwest Michigan Prosperity Initiative Update
  - a. 2019 Work Plan and Subcommittee Meetings
10. Discuss Educational Opportunities for Fiduciary Management of Local Units
11. Staffing Plan
  - a. Review agreement for long-term staffing agreement with the W.E. Upjohn Institute **[Action]**
12. Local Government Assistance and Planning Activities
  - a. Update on the City of Parchment
  - b. Update on Sherman Township
  - c. Contract with Kalamazoo Township for Planning Services
13. Staff Report/Other:
  - a. Monthly Correspondence (links are provided for files too large for inclusion in the packet)
    - i. Pavilion Master Plan:  
[https://docs.wixstatic.com/ugd/222eb1\\_5c0f12f690ac4f258cb922b0de31f1e1.pdf](https://docs.wixstatic.com/ugd/222eb1_5c0f12f690ac4f258cb922b0de31f1e1.pdf)
    - ii. Schoolcraft Parks and Recreation Plan:  
<http://www.schoolcrafttownship.org/Portals/13/PDF/Recreation%20Plan/ParkandRecPlan2018.pdf>
14. Representative Comments
15. Action: Adjournment

**Next Meeting:** April 9 in Coldwater



# 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:** Tuesday, February 5, 2019  
**MEETING TIME:** 11:30 am  
**MEETING LOCATION:** History Room (3rd floor) – St. Joseph County Courthouse  
125 W Main Street  
Centreville, MI 49032

1. Call to Order
  - a. The meeting was called to order at 11:40 am by Chair Carahaly.
2. Member Present/Introductions
  - a. Members present: Bomba, Carahaly, Frisbie, Hazelbaker, Kale, Morse, Pangle, Reynolds, and Woodin
  - b. Others Present: John Lindsay (St. Joseph County Road Commission), Jon Start (Kalamazoo Area Transportation Study), Fred Nagler (Kalamazoo Area Transportation Study)
  - c. Staff Present: Lee Adams
3. Members Excused
  - a. All current members were present.
4. Approval of the Agenda and Minutes
  - a. After review of the agenda and minutes, *Pangle made a motion to approve both the agenda and minutes as presented.*
    - i. Frisbie seconded the motion.
    - ii. **The motion carried.**
5. Public Comments
  - a. No comments were made.
6. Acceptance of the Financial Report
  - a. Adams led a review of the monthly financial report. The board had minimum questions.
  - b. The board discussed the role of the SMPC Board Treasurer since Upjohn Institute Staff manage the finances and compile the reports. The Board felt that the Treasurer should review the report and discuss bring and questions or concerns to staff before the meeting.
7. Transportation/KATS Items
  - a. Monthly report
    - i. Nagler gave a written and verbal report of KATS activities conducted in January (written report attached to these minutes). KATS staff and the Board discussed the Rural Task Force process and the stage at which the process was at the time of the meeting – the regional meeting was postponed due to weather.
  - b. Agreement extension through 2020
    - i. MDOT recommended, and staff concurred with, approving a one-year extension of the SMPC-KATS Agreement. A one-year extension would align the three-year MDOT project authorization end date and the agreement end date (9/30/2020). Staff will recommend entering into a three-year agreement with a transportation contract in early 2020. A brief discussed ensued.
    - ii. *Kale made a motion to approve the agreement between SMPC and KATS as presented.*
      - 1) Frisbie seconded the motion.
      - 2) **The motion carried.**
8. Southwest Michigan Prosperity Initiative Update

- a. Update on Grant Application
  - i. Adams noted that the SWMPI received funding for 2019. It received 97% of its requested amount, totaling around \$310,000. Adams also noted that part of award was dedicated to asset management. Adams discussed the asset management workplan outlined in the grant application.
- b. 2019 Work Plan and Subcommittee Meetings
  - i. Adams and Carahaly led a discussion around the workplan and meeting schedule of the SWMPI. Much of the SWMPI work is slated to occur in subcommittees. Subcommittees are seen as much more nimble and informal allowing those who attend to explore topics more efficiently. SWMPI created four subcommittees: Community Development, Economic Development, Infrastructure, and Education/Workforce Development. Each of these subcommittees will select an area of focus for 2019 and develop their own workplan. Each of the subcommittees were allocated funding to hold the meeting and implement their workplan.
- c. Regional Housing Plan
  - i. Adams noted that the Community Development Subcommittee chose housing as their area of focus for 2019. They chose the following three objectives to keep in mind when creating a workplan:
    - 1) *Facilitate a region-wide Target Market Analysis to gain better data to support 'missing middle' housing development*
    - 2) *Support education of developers and financiers regarding housing and demographic trends and community objectives*
    - 3) *Support education of community leaders regarding redevelopment programs, land use and zoning techniques, and enforcement options to maintain housing stock*

#### 9. Staffing Plan

- a. Adams presented the current agreement with the Upjohn Institute for staffing with a few changes. The board discussed how it would like to move forward. It decided that appointing a committee to review the agreement and make changes was the best option. A Contract Review Committee comprised of Carahaly, Morse, and Reynolds was created. The Committee will present an amended agreement to the board in March.

#### 10. Local Government Assistance and Planning Activities

- a. Update on the City of Parchment
  - i. Adams noted that the City decided to release a survey before starting the work on the master plan. Staff crafted the survey. The City will send a copy to all residents. Staff created an online survey option as well.
- b. Update on Florence Township
  - i. The master plan was completed and a digital copy was given to the Township. They are currently working through the comment period.
- c. Update on Sherman Township
  - i. The master plan update has a few more months of work as staff and the Township work through the last few chapters.
- d. Contract with Kalamazoo Township for Planning Services
  - i. Staff supplied Kalamazoo Township with the approved contract. Kalamazoo Township approved the agreement and will send a signed copy back to staff.

#### 11. Staff Report/Other:

- a. FOIA Request from Duke Dobbs
  - i. Adams noted that staff received a FOIA request from Duke Dobbs. Adams and Carahaly led a brief discussion about the request and the responses crafted by staff. Adams noted that all responses complied with the SMPC FOIA Policy and applicable state statutes.
- b. Michigan Association of Regions Annual Meeting Expenses
  - i. Adams and Carahaly requested an allocation from the SMPC Board for expenses related to attending the Michigan Association of Regions Annual Meeting. The meeting takes place over two days in Sault Ste. Marie. The board was in favor of allocating the funds but wanted them limited

to lodging and meals during, immediately before, and immediately after the meeting as well as mileage.

- ii. Reynolds made a motion to allocate \$2,000 for expenses related to Adams and Carahaly attending the Michigan Association of Regions Annual Meeting.
- c. Educational Workshop
  - i. Adams noted that many local units of government are interested in wind and solar energy. The board felt that wind and solar energy generation related to land use planning was the best topic. Staff will make arrangements for the spring education session.
  - ii. Several members had suggestions for locations around the region.
- d. Monthly Correspondence
  - i. Staff noted that correspondence was contained in the packet.

12. Board Member Comments

- a. Reynolds shared his fiduciary management research with the group.

13. Action: Adjournment

- a. The meeting adjourned at 1:13 pm.

**Next Meeting:** *March 5 in Kalamazoo*

DRAFT

**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 Sept 2018 Updated 2/25/19	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	11,224.82		16,521.25		7,920.70		3,248.78		30,410.00		-		69,325.55	
Fringe	5,332.97		7,511.68		4,421.49		1,480.78		-		-		18,746.92	
<b>Wages &amp; Fringe</b>	<b>16,557.79</b>	<b>15,000.00</b>	<b>24,032.93</b>	<b>24,100.00</b>	<b>12,342.19</b>	<b>15,000.00</b>	<b>4,729.56</b>	<b>5,000.00</b>	<b>30,410.00</b>	<b>33,600.00</b>	<b>-</b>	<b>10,000.00</b>	<b>88,072.47</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	1,065.00	960.00	-	-	-	-	-	-	-	-	-	-	1,065.00	960.00
Computer Charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SMPC Liability Insurance	2,107.00	2,100.00	-	-	-	-	-	-	-	-	-	-	2,107.00	2,100.00
Consulting - KATS/NEMC	-	-	-	-	-	-	110,621.43	190,506.00	-	-	4,738.73	10,000.00	115,360.16	200,506.00
Consulting - Legal Fees	25,414.34	20,000.00	-	-	-	-	-	-	-	-	-	-	25,414.34	20,000.00
Copies/Duplicating	51.03	25.00	-	100.00	-	100.00	-	25.00	-	-	-	-	51.03	250.00
Postage	28.31	15.00	-	-	-	-	1.21	-	0.47	-	-	-	29.99	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	1,593.61	1,500.00	543.62	750.00	212.36	1,000.00	134.70	200.00	-	-	-	-	2,484.29	3,450.00
<b>Other Expense</b>	<b>31,172.35</b>	<b>25,660.00</b>	<b>543.62</b>	<b>900.00</b>	<b>212.36</b>	<b>2,110.00</b>	<b>110,757.34</b>	<b>190,756.00</b>	<b>0.47</b>	<b>-</b>	<b>4,738.73</b>	<b>10,000.00</b>	<b>147,424.87</b>	<b>229,426.00</b>
<b>Total Expense</b>	<b>47,730.14</b>	<b>40,660.00</b>	<b>24,576.55</b>	<b>25,000.00</b>	<b>12,554.55</b>	<b>17,110.00</b>	<b>115,486.90</b>	<b>195,756.00</b>	<b>30,410.47</b>	<b>33,600.00</b>	<b>4,738.73</b>	<b>20,000.00</b>	<b>235,497.34</b>	<b>332,126.00</b>
34050, 34051, 34054	16,500.00	16,500.00	28,396.19						30,410.47		-		75,306.66	
34050 Fund Xfer (legal)	27,545.98	21,270.00											27,545.98	
34055 - Albion											4,000.00		4,000.00	
34055 - MEDC											738.73		738.73	
Homer 24020 34052	-		-		-		-		-		-		-	
Florence 24020 34052	-		-		-		-		-		-		-	
Penn 24021 34052	-		-		-		-		-		-		-	
St Joe 24022 34052	-		-		2,560.00		-		-		-		2,560.00	
Fabius 34052	-		-		-		-		-		-		-	
Lockport 24027 34052	-		-		4,818.00		-		-		-		4,818.00	
Sherman 24030	-		-		2,123.00		-		-		-		2,123.00	
Ross 24028 34052	-		-		-		-		-		-		-	
Trans Z9 34053	-		-		-		-		-		-		-	
Trans Z10 34053	-		-		-		17,379.67		-		-		17,379.67	
Trans Z11 34053	-		-		-		25,680.33		-		-		25,680.33	
Trans Z12 34053	-		-		-		73,216.84		-		-		73,216.84	
Total Billings	44,045.98	37,770.00	28,396.19	25,000.00	9,501.00	20,000.00	116,276.84	102,300.00	30,410.47	33,600.00	4,738.73	20,000.00	233,369.21	238,670.00
Expense	47,730.14	40,660.00	24,576.55	25,000.00	12,554.55	17,110.00	115,486.90	195,756.00	30,410.47	33,600.00	4,738.73	20,000.00	235,497.34	332,126.00
<b>Net Income(Expense)</b>	<b>(3,684.16)</b>	<b>(2,890.00)</b>	<b>3,819.64</b>	<b>-</b>	<b>(3,053.55)</b>	<b>2,890.00</b>	<b>789.94</b>	<b>(93,456.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(2,128.13)</b>	<b>(93,456.00)</b>
Billings	44,045.98	40,660.00	28,396.19	25,000.00	9,501.00	17,110.00	116,276.84	102,300.00	30,410.47	33,600.00	4,738.73	20,000.00	233,369.21	238,670.00
Receipts	44,045.98	37,770.00	28,396.19	25,000.00	9,501.00	20,000.00	116,276.84	102,300.00	30,410.47	33,600.00	4,738.73	20,000.00	233,369.21	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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(0.00)</b>	<b>-</b>

Lake Michigan Credit Union Balance: \$147,523.36

**W.E. Upjohn Institute for Employment Research**

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

Southcentral Michigan Planning Council

FY19 10/1/18-9/30/19

Director: Lee Adams

<b>FY19</b>	34050		34051		34052		34053		34054		34055		Total	Total
<b>Jan 2019</b>	Fiscal	SMPC General Budget	Fiscal	SMPC RPI Budget	Fiscal	SMPC Plan Budget	Fiscal	SMPC Transp Budget	Fiscal	SMPC Kzoo Budget	Fiscal	SMPC MEDC Budget	FY19 To Date	SMPC Budget
<b>W.E. Upjohn Institute</b>	<b>YTD 2019</b>		<b>YTD 2019</b>		<b>YTD 2019</b>		<b>YTD 2019</b>		<b>YTD 2019</b>		<b>YTD 2019</b>			
- Wages	3,432.26		5,219.87		4,547.87		1,065.47		10,060.00		-		24,325.47	
- Fringe	1,612.48		2,481.07		2,689.87		502.52		-		-		7,285.94	
	-		-		-		-		-		-		-	
<b>Wages &amp; Fringe</b>	<b>5,044.74</b>	<b>10,365.00</b>	<b>7,700.94</b>	<b>24,100.00</b>	<b>7,237.74</b>	<b>18,500.00</b>	<b>1,567.99</b>	<b>5,000.00</b>	<b>10,060.00</b>	<b>33,100.00</b>	<b>-</b>	<b>-</b>	<b>31,611.41</b>	<b>91,065.00</b>
Training	-	1,000.00	-	-	-	1,250.00	-	-	-	500.00	-	-	-	2,750.00
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	-	-	-	-	-	-	13,305.30	97,050.00	-	-	-	5,000.00	13,305.30	102,050.00
Consulting - Legal Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Copies/Duplicating	1.60	75.00	-	100.00	-	100.00	-	25.00	-	-	-	-	1.60	300.00
Postage	-	50.00	-	-	-	75.00	-	-	-	-	-	-	-	125.00
Supplies - Office	-	50.00	-	-	-	100.00	-	-	-	-	-	-	-	150.00
Telephone	-	10.00	-	50.00	-	10.00	-	25.00	-	-	-	-	-	95.00
Software - License/Supplie	-	30.00	-	-	-	-	-	-	-	-	-	-	-	30.00
Web Site Hosting	420.00	360.00	-	-	-	-	-	-	-	-	-	-	420.00	360.00
<b>Travel Reimbursement</b>														
Travel	1,572.08	1,500.00	150.70	750.00	251.64	1,500.00	134.86	200.00	-	-	-	-	2,109.28	3,950.00
<b>Other Expense</b>	<b>2,953.68</b>	<b>6,135.00</b>	<b>150.70</b>	<b>900.00</b>	<b>251.64</b>	<b>3,035.00</b>	<b>13,440.16</b>	<b>97,300.00</b>	<b>-</b>	<b>500.00</b>	<b>-</b>	<b>5,000.00</b>	<b>16,796.18</b>	<b>112,870.00</b>
<b>Total Expense</b>	<b>7,998.42</b>	<b>16,500.00</b>	<b>7,851.64</b>	<b>25,000.00</b>	<b>7,489.38</b>	<b>21,535.00</b>	<b>15,008.15</b>	<b>102,300.00</b>	<b>10,060.00</b>	<b>33,600.00</b>	<b>-</b>	<b>5,000.00</b>	<b>48,407.59</b>	<b>203,935.00</b>
34050, 34051, 34054	16,500.00	16,500.00	5,045.12						7,540.00		-		29,085.12	
34050 Fund Xfer (legal)		-											-	
34055 - Albion											91.15		91.15	
34055 - MEDC													-	
Homer 24020 34052	-		-		-		-		-				-	
Florence 24020 34052	-		-		-		-		-				-	
Penn 24021 34052	-		-		-		-		-				-	
St Joe 24022 34052	-		-		-		-		-				-	
Fabius 34052	-		-		-		-		-				-	
Lockport 24027 34052	-		-		-		-		-				-	
Sherman 24030	-		-		2,640.00		-		-				2,640.00	
Ross 24028 34052	-		-		-		-		-				-	
MDOT Z1/Z5 34053	-		-		-		7,692.98		-				7,692.98	
MDOT Z2/Z4 34053	-		-		-		4,060.32		-				4,060.32	
MDOT Z3/Z6 34053	-		-		-		1,913.04		-				1,913.04	
Total Billings	16,500.00	16,500.00	5,045.12	25,000.00	2,640.00	20,000.00	13,666.34	102,300.00	7,540.00	33,600.00	91.15	20,000.00	45,482.61	217,400.00
Expense	7,998.42	16,500.00	7,851.64	25,000.00	7,489.38	21,535.00	15,008.15	102,300.00	10,060.00	33,600.00	-	5,000.00	48,407.59	203,935.00
<b>Net Income(Expense)</b>	<b>8,501.58</b>	<b>-</b>	<b>(2,806.52)</b>	<b>-</b>	<b>(4,849.38)</b>	<b>(1,535.00)</b>	<b>(1,341.81)</b>	<b>-</b>	<b>(2,520.00)</b>	<b>-</b>	<b>91.15</b>	<b>15,000.00</b>	<b>(2,924.98)</b>	<b>13,465.00</b>
Billings	16,500.00	16,500.00	5,045.12	25,000.00	2,640.00	21,535.00	13,666.34	102,300.00	7,540.00	33,600.00	91.15	20,000.00	45,482.61	217,400.00
Receipts	16,500.00	23,035.00	-	25,000.00	2,640.00	15,000.00	13,666.34	102,300.00	5,580.00	33,600.00	91.15	20,000.00	38,477.49	218,935.00
<b>Acct.Rec.Balance</b>	<b>-</b>	<b>(6,535.00)</b>	<b>5,045.12</b>	<b>-</b>	<b>-</b>	<b>6,535.00</b>	<b>-</b>	<b>-</b>	<b>1,960.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,005.12</b>	<b>(1,535.00)</b>

Lake Michigan Credit Union Balance: \$147,771.58

**This document is an unaudited estimate of project activities.**

## SOUTHCENTRAL MICHIGAN PLANNING COUNCIL

### W. E. UPJOHN UNEMPLOYMENT TRUSTEE CORPORATION

#### SERVICES AGREEMENT

This Services Agreement (this "Agreement") is made and entered into as of \_\_\_\_\_, 2019 by and between the SOUTHCENTRAL MICHIGAN PLANNING COUNCIL, an entity created under the authority of Act 281 of Michigan Public Acts of 1945, as amended ("SMPC") and W. E. UPJOHN UNEMPLOYMENT TRUSTEE CORPORATION, a Michigan nonprofit corporation ("Institute") (each, a "Party" and together, the "Parties"), for the purpose of fixing the rights and obligations of the Parties.

#### RECITALS:

- A. Region 3 consists of the Counties of Branch, Calhoun, Kalamazoo, and St. Joseph and is represented by SMPC. Barry County is served by SMPC on a limited basis.
- B. SMPC reorganized in October of 2012.
- C. Kalamazoo County provided temporary administrative staff to SMPC in FY 2013 and FY 2014. SMPC determined that a more permanent solution was needed.
- D. SMPC reviewed several options and decided to pursue a relationship with Institute. The Institute was chosen for the following reasons:
  - Its strong reputation and relationships in the local community, around the state, and across the nation
  - Its history of impeccable fiscal management and strong fiscal oversight of its programs
  - Its history of, and ability to, conduct high-level national and regional research
  - Its experience coordinating and writing the current Comprehensive Economic Development Strategy (CEDS) for the region
  - Its history of national research into CEDS best practices for the United States Department of Commerce Economic Development Administration
- E. Institute has performed administrative and support functions since October 1, 2014.
- F. Institute will continue to fulfill the administrative, fiduciary, and support roles of SMPC through September 30, 2022.

Accordingly, the Parties agree as follows:

#### TERMS AND CONDITIONS:

- 1) Recitals: The recitals are not made a part of this Agreement.
- 2) Mutual Covenants:

- a) Institute will provide certain administrative and support services to SMPC, as described below in Section 4 of this Agreement.
  - b) The SMPC board shall delegate and grant to Institute those rights and that authority necessary to allow Institute to perform those functions described below in Section 4 of this Agreement.
  - c) This Agreement will expire on September 30, 2022. Notwithstanding the foregoing, either Party may terminate this Agreement with or without cause at any time upon providing the other Party at least ninety (90) days prior written notice of such termination. Upon the expiration of this Agreement, if both Parties agree, the term of this Agreement may be extended for an additional two years.
  - d) This Agreement may be terminated immediately by either party if either party is found to have committed fraud, gross negligence, willful misconduct, or have filed for bankruptcy. This Agreement may also be terminated forthwith on the occurrence of a material breach by the other party of any of the terms of this Agreement which breach is not remedied by the other party to the terminating party's reasonable satisfaction within 10 days of the other party's receipt of notice of such breach from the terminating party.
  - e) Notwithstanding anything in this Agreement to the contrary, unless Institute otherwise agrees in writing, Institute shall not be responsible for any administrative or support services to SMPC that relate to any activity, occurrence or event that occurred prior to October 1, 2014.
  - f) This agreement will take effect immediately upon execution and will supersede any previous agreements.
- 3) Duties and Responsibilities of SMPC: During the term of this Agreement, SMPC and its board agree to do the following:
- a) Delegate and grant to Institute those rights and that authority necessary to allow Institute to perform those functions described below in Section 4 of this Agreement
  - b) Develop and approve an annual work plan for SMPC activities to guide staffing and administrative resource provided by Institute
  - c) Review and approve annual SMPC budget and budget amendments submitted by Institute
  - d) Review and approve monthly SMPC financial reports submitted by Institute
  - e) Perform annual review and evaluations of SMPC's relationship with Institute
  - f) Advise Institute on assignment of SMPC Executive Director, and other SMPC staff engaged by Institute to perform SMPC-related activities
- 4) Duties and Responsibilities of Institute: During the term of this Agreement, Institute agrees to do the following (collectively, the "Services"):
- a) Act as the administrative agent for SMPC, assuming responsibility for program administration, staffing, and fiscal management, in accordance with SMPC's bylaws, work plan, and budget.
  - b) The Institute shall supply staff whose duty has sufficient primacy and fidelity to SMPC's mission with capacity to carry out the activities needed to complete the SMPC annual work plan



- a. One staff member shall serve as the single point of contact for all SMPC activities
- b. Staff activities should include, but are not limited to, the following activities:
  - i. Respond to correspondence relating to SMPC
  - ii. Develop and maintain relationships with SMPC member counties, other local units of government, and related organizations as appropriate
  - iii. Represent SMPC at Michigan Association of Regions, Michigan Department of Transportation, Regional Prosperity Initiative, and other meetings
  - iv. Administer SMPC agreements with SMPC's suppliers, technical assistance clients, and funding sources
  - v. Maintain the SMPC website
  - vi. Conduct activities in support of the SMPC annual work plan at the direction of the SMPC board.
- c. Staff supplied by the Institute should include the following positions (staff members may serve multiple roles):
  - i. Executive Director, duties are as follow:
    - 1. Coordinate and facilitate SMPC board meetings
    - 2. Prepare an annual report
    - 3. Serve as the primary point of contact for SMPC related business
  - ii. Planner
  - iii. Mapper
  - iv. Others as needed to carry out the SMPC work plan
- c) Serve as the fiduciary agent for SMPC. Fiduciary duties are outlined below:
  - a. Prepare a proposed annual budget for submission to SMPC board for approval
  - b. Prepare proposed budget amendments, as needed, for submission to SMPC board for approval
  - c. Prepare monthly financial reports
  - d. Maintain banks account(s)
  - e. Submit invoices and payments to outside entities, as needed and budgeted, on behalf of SMPC
  - f. Receive and disburse SMPC funding from:
    - i. Membership dues
    - ii. Grants
    - iii. Contractual agreements
    - iv. Reimbursements
    - v. Other sources
  - g. Complete and make available an annual audit of SMPC funds
  - h. Other duties as dictated by fiscal best practices and at the discretion of the SMPC board
- d) Supply meeting facilities for SMPC, as needed
- e) Perform other SMPC administrative and fiduciary tasks, as reasonably determined by the SMPC board

- 5) Financial Relationship. In consideration of Institute's performance of the Services, SMPC shall reimburse Institute with SMPC's funds (including without limitation grants, dues, subscriptions, technical assistance, contract services, and other sources) for identifiable costs associated with Institute's performance of the Services, not exceeding the amount set forth in the approved budget, as amended.
- 6) Independent Contractor. It is understood and agreed that in performing the Services for SMPC hereunder, Institute shall act in the capacity of an independent contractor and not as an employee, partner, joint venture or agent of SMPC. Institute shall be solely responsible for the remuneration of and the payment of any and all taxes with respect to its employees and contractors and any claims with respect thereto and shall be solely responsible for the withholding and payment of all federal, state and local income taxes as well as all FICA and FUTA taxes applicable to it, its employees, and its contractors. Institute acknowledges that as an independent contractor, neither it nor any of its employees or contractors shall be eligible for any SMPC employee benefits, including, but not limited to, vacation, medical, dental or pension benefits.
- 7) Confidential Information. Parties may receive information that is proprietary to or confidential to the other party or its affiliated companies and their clients. Both parties agree to hold such information in strict confidence and not to disclose such information to third parties or to use such information for any purpose whatsoever other than performing under this Agreement or as required by law. Upon termination of this Agreement, or earlier upon SMPC's request, Institute shall deliver to SMPC all items requested by SMPC containing any of SMPC's Confidential Information or work product or make such other disposition thereof as SMPC may direct in writing.
- 8) Insurance. A General Liability Insurance Policy with a limit of not less than \$500,000 per occurrence and \$1 million in the aggregate and a Business Automobile Liability Policy (including owned, non-owned, and hired vehicles) with a combined single limit of not less than \$1 million, both policies providing coverage for bodily injury, personal injury and property damage liability, (if Institute does not have a business auto policy, Institute's personal auto policy will be sufficient for limits of \$100,000/\$300,00/\$100,000 and this policy will comply with section below) with respect to all operations; and

Professional Liability Insurance with a \$250,000 limit for each occurrence and in the aggregate; and

An Umbrella or Following Form Excess Liability Insurance policy will be acceptable to achieve the above required liability limits; and

Workers' Compensation Insurance with statutory limits to include Employer's Liability with a limit of not less than \$1 million. If Institute has no employees, worker's compensation and employer's liability is are not required; however, Institute or any subcontractors, associates, personnel will hold SMPC harmless for any injuries or illnesses suffered while performing services for SMPC; and

Fidelity or Crime Policy/Bond for employee theft and dishonesty including third party property coverage in limits of not less than \$100,000 which shall be included on the Certificate of Insurance with all other insurance requirements.

Institute agrees to deliver to SMPC upon execution of this Agreement Certificates of Insurance and endorsements evidencing the insurance coverage herein required. Institute shall provide not less than thirty (30) days prior written notice to Company if there is a cancellation or nonrenewal of any insurance policy under this Agreement. Upon request by SMPC, Institute shall provide a copy of each of the above insurance policies to SMPC.

- 9) Binding Effect: The obligations of the Parties shall bind and inure to the benefit of each Party and their respective successors. The Parties do not intend to confer any benefits on any person or entity other than the Parties.
- 10) Notices: Any notices that may be required under this Agreement shall be in writing and delivered personally, or via first-class mail, postage fully prepaid and properly addressed to:  
  

*Institute:*        *Don Edgerly, Administrator*  
                              300 South Westnedge Ave  
                              Kalamazoo, MI 49007

*SMPC:*                *Vince Carahaly, Chairperson*  
                              300 South Westnedge Ave  
                              Kalamazoo, MI 49007
- 11) Severability: If one or more provisions of this Agreement are held to be unenforceable under applicable law, such provisions shall be excluded from this Agreement and the balance of this Agreement shall be interpreted as if such provision were so excluded and shall be enforceable in accordance with its terms.
- 12) Amendment: This Agreement may not be amended except by mutual written agreement of the Parties.
- 13) Entire Agreement: This Agreement shall constitute the entire agreement between the Parties and supersedes any and all other written or oral agreements between the Parties with respect to the subject matter of this Agreement.
- 14) Governing Law; Waiver of Jury Trial: This Agreement shall be governed by, and interpreted and enforced in accordance with, the laws of the State of Michigan, without regard to conflicts of law principles. EACH PARTY WAIVES ANY RIGHT TO REQUEST A TRIAL BY JURY IN ANY LITIGATION WITH RESPECT TO THIS AGREEMENT AND REPRESENTS THAT COUNSEL HAS BEEN CONSULTED SPECIFICALLY AS TO THIS WAIVER.
- 15) Counterparts: This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and all of which together shall constitute one and the same instrument. This Agreement may be executed and delivered by facsimile or .pdf and, upon such delivery, the facsimile or .pdf will be deemed to have the same effect as if the original signature had been delivered to the other Party.

The Parties have made this Agreement effective as of the date first set forth above.

W. E. UPJOHN UNEMPLOYMENT TRUSTEE  
CORPORATION

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Its Administrator

SOUTHCENTRAL MICHIGAN PLANNING  
COUNCIL

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Its Chairperson

**Lee Adams**

---

**From:** Pavilion Township Supervisor <pavtwp@aol.com>  
**Sent:** Tuesday, January 15, 2019 4:02 PM  
**To:** bradyclerk@comcast.net; clerk@wakeshmatownship.com; westm@portagemi.gov; Plan@kalamazoocity.org; cokCityClerk@kalamazoocity.org; Lee Adams; dmrach@kalcounty.com; jjohnshon@kcrc-roads.com; vmongreig@schtwp.org; Charclerk@chalestontownship.org; ctwpclerk@ctsmail.net; imjarn@kalcounty.com; clerk@comstockmi.gov; info@cmsenergy.com; jstart@katsmpo.org; mcbrides@kalamazoocity.org; scswa@ctsmail.com; pacrow@kalcounty.com; schultzk@kmetro.com; bakerj@kalamazoocity.org; jjohnshon@kcrc-roads.com  
**Cc:** jodistefforia@gmail.com; cemartell@ATT.net  
**Subject:** Pavilion Township Confirmation of Public Hearing Date on Master Plan - February 21, 2019

**PAVILION TOWNSHIP PLANNING COMMISSION NOTICE OF COMPLIANCE DISTRIBUTION OF PROPOSED MASTER PLAN**

Confirming, the Pavilion Township Board has approved for distribution by the Pavilion Township Planning Commission a draft Master Plan. This document is available at **[www.pavilionship.com](http://www.pavilionship.com)**, under the "**notices and postings**" tab.

In accordance with Section 41 of the Michigan Planning Enabling Act (MCL 125.3841), the draft Master Plan is being submitted to you for review and comment. In accordance with Section 43 of the above-mentioned statute, this notice shall also serve as **Notice of the Public Hearing** on the draft Master Plan to be held at **7:00 p.m, Thursday, February 21, 2019** at the Pavilion Township Hall (7510 East Q Ave, Scotts, MI 49088).

In accordance with the Planning Enabling Act, any written comment that you wish to make with respect to the proposed Master Plan should be submitted to the Pavilion Township Planning Commission in writing or in-person at the February 21st public hearing. . Written comments may be sent to: Mr. Ed Cagney, Planning Commission Chairman, 7510 E. Q. Ave., Scotts, MI 49088, or electronically by email: pavtwp@aol.com

Regards:

John R. Speeter  
Pavilion Township Supervisor





Intergovernmental Review Consultation

February 25, 2019

*Southcentral Michigan Planning Council  
Attn: Lee Adams  
300 S. Westnedge Ave.  
Kalamazoo, MI 49007*

Dear Mr. Adams :

We are initiating the Executive Order 12372, "Intergovernmental Review of Federal Programs" process on behalf of the U.S. Department of Agriculture, Rural Development (Agency). The Agency is being asked to consider providing financial assistance for the proposal described below and your comments are invited on this proposal regarding:

- 1) Consistency with State and local government planning goals;
- 2) Extent to which the proposal duplicates, runs counter to, or needs to be coordinated with other activities, or might be revised to increase its effectiveness;
- 3) Contribution to achieving State or local government goals relating to natural and human resources, or economic and community development;
- 4) Extent of environmental impacts and alternatives that should be considered in the Agency's environmental review;
- 5) Influence on area growth or delivery of services, including any disproportionate effects on minority groups;
- 6) Impacts on energy resource supply and demand;
- 7) Possible displacement of people or businesses; and
- 8) Location in a Coastal Zone or Coastal Barrier Resource Area and consistency with any State coastal management plan.

Please send your comments directly to the Agency at 1035 E Michigan Ave. Ste. A, Paw Paw, MI 49079 or [lisa.epple@usda.gov](mailto:lisa.epple@usda.gov). If you choose not to respond within 60 days of this correspondence, the Agency will assume that you have chosen not to respond and may proceed with their decision.

If you have any questions concerning this proposal, please contact [Lisa Epple at 269-463-8030](tel:269-463-8030) or [lisa.epple@usda.gov](mailto:lisa.epple@usda.gov).

Sincerely,

*Lisa Epple  
Area Specialist*

**Rural Development • Michigan**

1035 E Michigan Ave. Ste. A., • Paw Paw, MI 49079  
Voice (269) 463-8030 • Fax (855) 662-9274

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

To be included as attachments to the Review Letter:

- 1) *A description of the proposed activity including type and amounts of Agency program funding anticipated, kind of action proposed, purpose of the proposal, size or scale, estimated cost, and other relevant characteristics of the proposal;*
- 2) *Environmental information relating to compliance of the proposed activity with applicable environmental statutes, description of the current environmental condition of the proposed site, and potential impacts to protected resources;*
- 3) *The geographic location of the proposal in the form of a USGS 7.5 minute quadrangle map showing the proposed site, alternative sites considered, and area of potential impacts; and*
- 4) *Site plan showing buildings, roads, resource locations and other key features of the proposed site.*



February 25, 2019

Southcentral Michigan Planning Council  
Attn: Lee Adams  
300 S Westnedge Ave.  
Kalamazoo, MI 49007

RE: USDA Rural Development B&I Guarantee Proposed Loan Request - Regional Clearinghouse Review

Dear Mr. Adams;

USDA Rural Development is working with 5/3 Bank to provide financing to Jager Properties, LLC and Jagerwerks, LLC for the expansion of their business in Cooper Township, MI. The proposed financing will allow Jagerwerks to purchase a roughly 288 acre parcel of land located near the corner of D Ave. and Westnedge Ave. in Cooper Township. The proposal calls for the construction of an 8,000 sq ft facility for the business to expand its fabricating business. Jagerwerks provides custom fabrication of guns, primarily gun stocks. Customers ship their firearm stock piece to them, Jagerwerks customizes the pieces and ships it back to the customer. The actual gun itself is not being fabricated or shipped. The expansion will also allow for retail space, which the business does not have at its current location. Including the owner, Jagerwerks has 3 other full-time employees. They anticipate hiring additional employees as the business grows.

Jagerwerks, LLC was formed in 2014 by John Jager and Jager Properties, LLC was recently formed for the primary purpose of purchasing the new property. The buyer and bank are proposing a \$1,304,000 B&I Guaranteed Loan through USDA Rural Development. The buyer will be putting in an additional \$276,000 of its own cash into the transaction. An SF-424 is attached outlining the transaction. The business has grown each year and anticipates additional growth in the future. Currently there is no additional space at their facility and they need more room to accommodate the growing business.

If there are any questions or concerns, please do not hesitate to email me at [lisa.epple@usda.gov](mailto:lisa.epple@usda.gov) or give me a call at 269-463-8030.

Sincerely,

Lisa Epple  
Area Specialist

**Rural Development • Michigan**

1035 E Michigan Ave. Ste. A., • Paw Paw, MI 49079  
Voice (269) 463-8030 • Fax (855) 662-9274

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).



**APPLICATION FOR  
FEDERAL ASSISTANCE**

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b>	Applicant Identifier
Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier

**5. APPLICANT INFORMATION**

Legal Name:		<b>Organizational Unit:</b>	
Organizational DUNS:		Department:	
<b>Address:</b>		Division:	
Street:		<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b>	
City:		Prefix:	First Name:
County:		Middle Name	
State: Zip Code		Last Name	
Country:		Suffix:	
		Email:	

<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> □□-□□□□□□□□	Phone Number (give area code)	Fax Number (give area code)
--	-------------------------------	-----------------------------

<b>8. TYPE OF APPLICATION:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) <input type="checkbox"/> <input type="checkbox"/> Other (specify)	<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) Other (specify)
<b>9. NAME OF FEDERAL AGENCY:</b>	

<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> TITLE (Name of Program):    □□-□□□□	<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>
--	--

<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b>
--

<b>13. PROPOSED PROJECT</b> Start Date:    Ending Date:	<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant    b. Project
--	--

<b>15. ESTIMATED FUNDING:</b>	<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>
a. Federal    \$    .00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:
b. Applicant    \$    .00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372
c. State    \$    .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
d. Local    \$    .00	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>
e. Other    \$    .00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input type="checkbox"/> No
f. Program Income    \$    .00	
g. TOTAL    \$    .00	

**18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.**

<b>a. Authorized Representative</b>		
Prefix	First Name	Middle Name
Last Name		Suffix
b. Title		c. Telephone Number (give area code)
d. Signature of Authorized Representative		e. Date Signed



**Project**  
**EAST D AVENUE  
 AND NORTH 17TH  
 STREET**

**Project Location**  
**COOPER CHARTER  
 TOWNSHIP,  
 MICHIGAN**

**Sheet Name**  
**PROPERTY  
 FEATURES  
 AND SAMPLE  
 LOCATION  
 DIAGRAM**

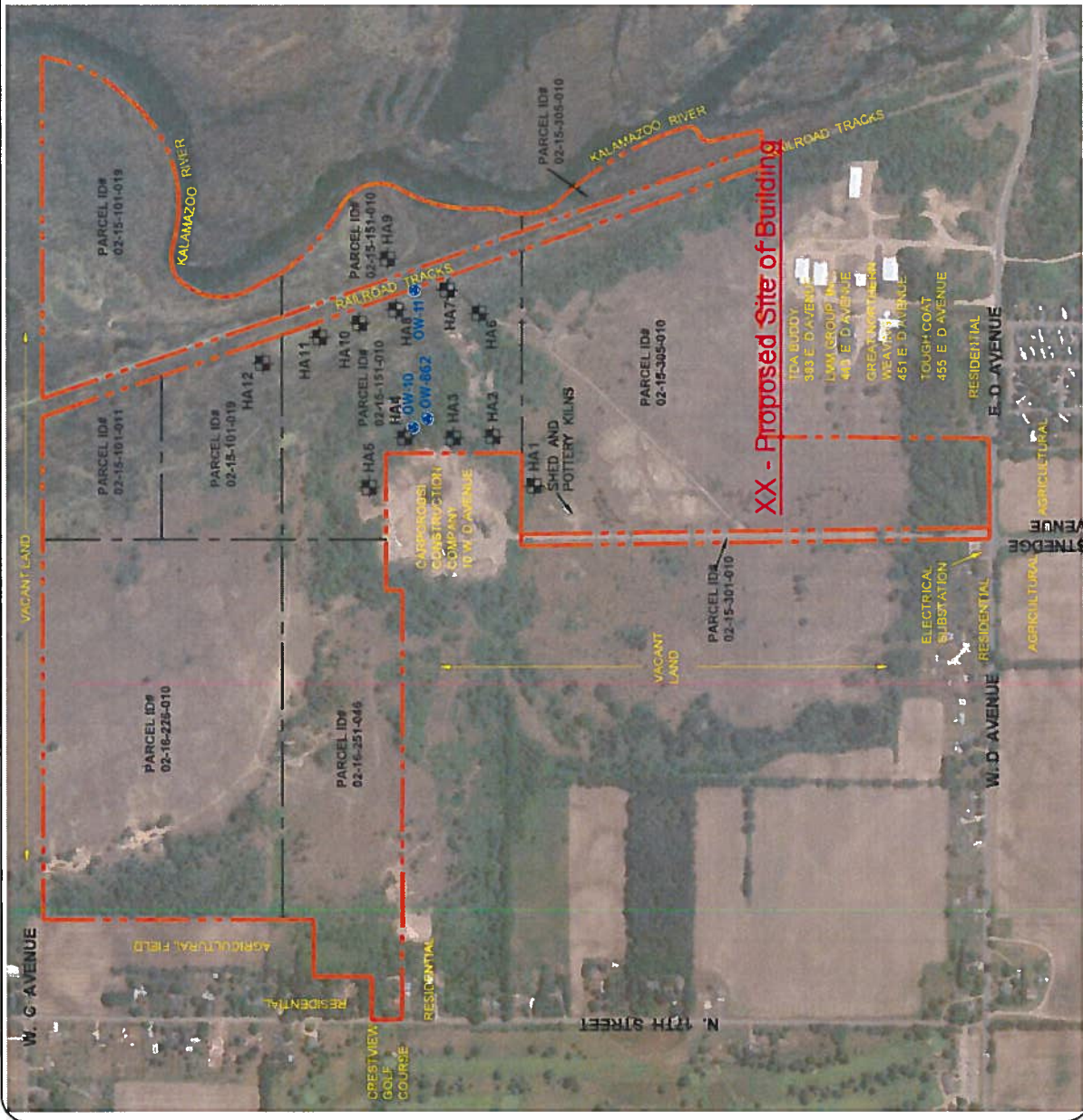
No.	Revision Date
Date	9-5-18
CADD	JGR/JAB
Designer	SIB
Scale	1" = 600'
Project	079531.00
Figure No.	2

DRAWING SUBJECT TO BE REVISIONED BY MARKET RATE 1" = 1" AND WELL LOCATION BY MARKET RATE 1" = 1" FOR THE YEAR 4-23-2017 KALAMAZOO COUNTY GIS MAP AND SITE RECONNAISSANCE.

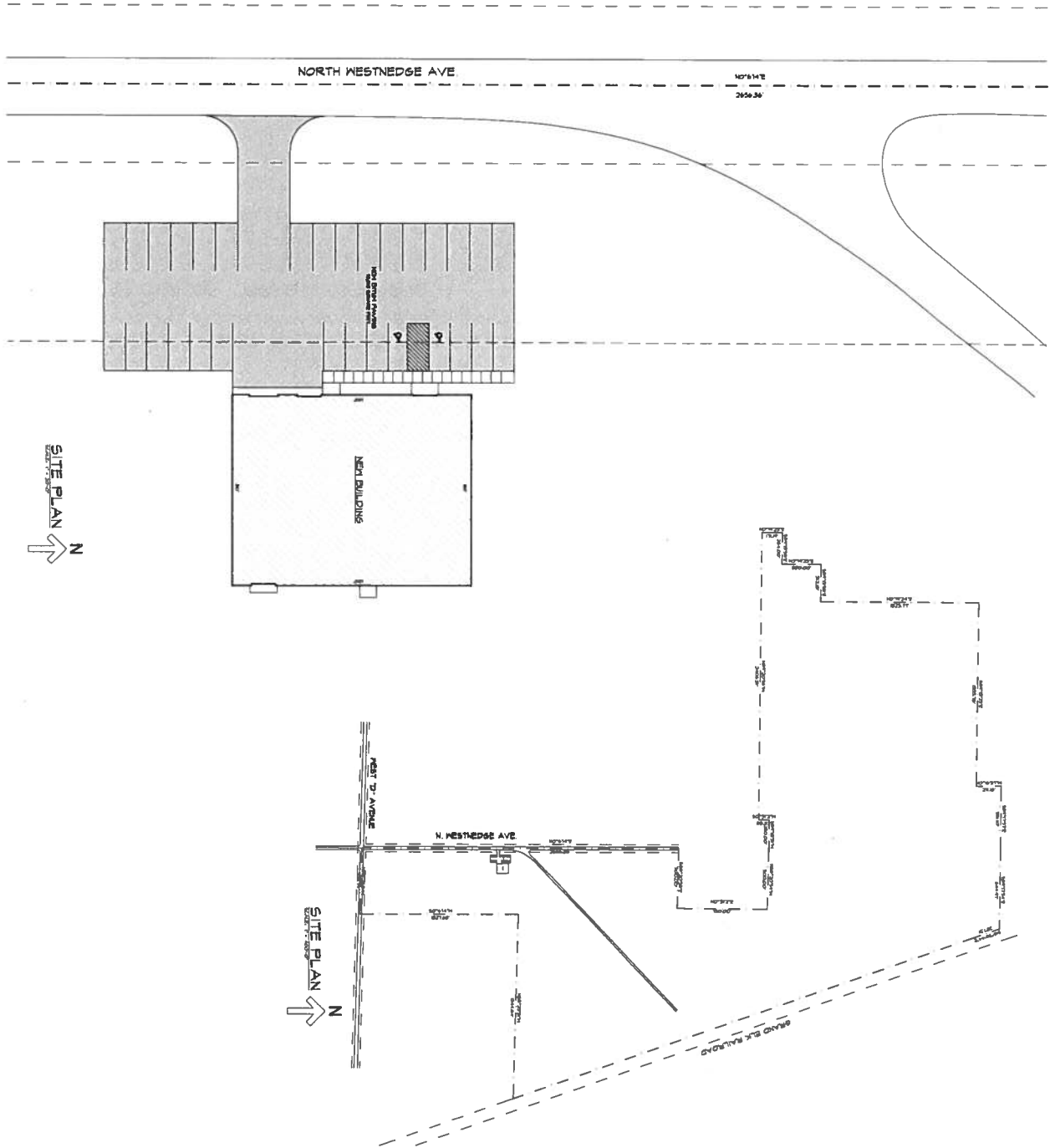


**LEGEND**

- APPROXIMATE PROPERTY BOUNDARY
- APPROXIMATE PARCEL LINES
- APPROXIMATE BORING LOCATION
- APPROXIMATE MONITORING WELL LOCATION



**NOTE:** DRAWING INFORMATION TAKEN FROM A BING IMAGE AND GOOGLE EARTH PRO WITH IMAGE DATE 4-23-2017 KALAMAZOO COUNTY GIS MAP AND SITE RECONNAISSANCE.



SITE PLAN  
N

SITE PLAN  
N

NEW FACILITY FOR:  
**JAGER WERKS, LLC**  
 COOPER TOWNSHIP, MICHIGAN

SITE PLAN

KIMMARD L. GONZALEZ  
ARCHITECT, P.C.

36 EAST CENTRAL  
PORTAGE, MICHIGAN  
PHONE 689 224422

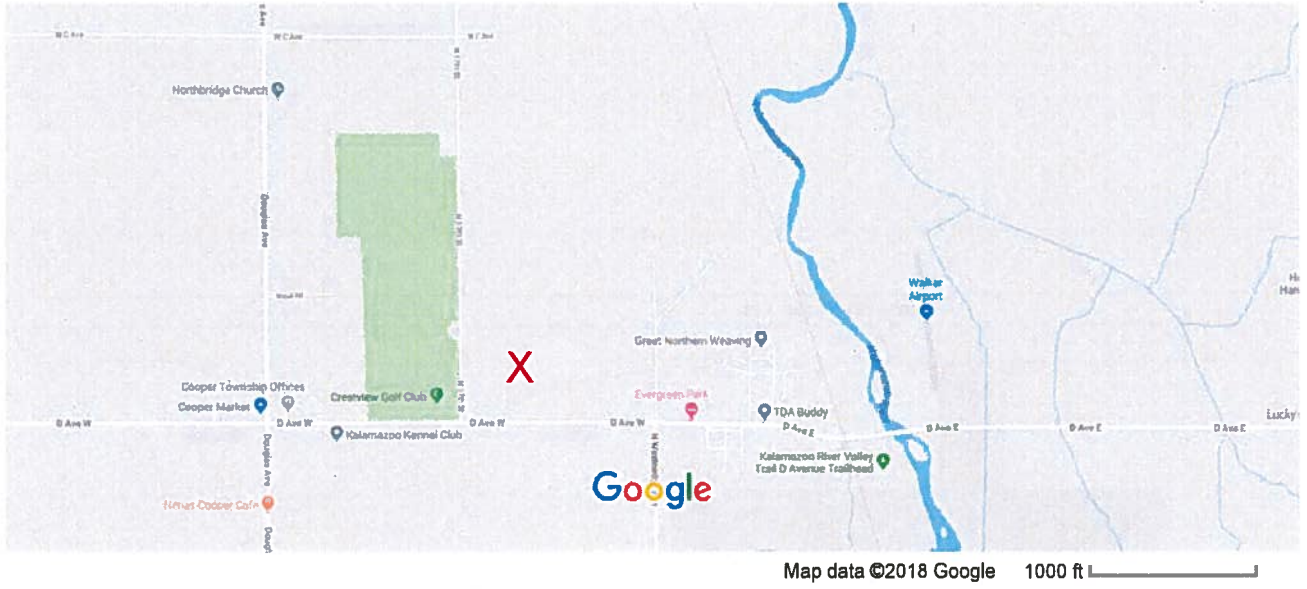


PROJECT NO.

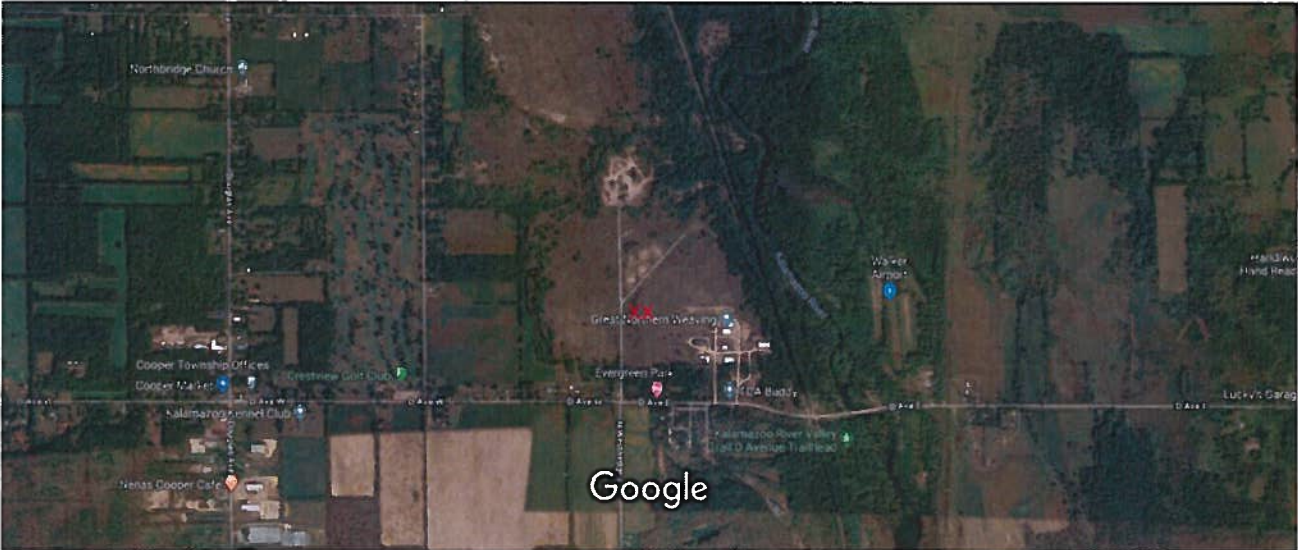
DATE  
11/15/18  
REVISION

SHEET  
SI

Google Maps



X = Project Site



Imagery ©2018 Google, Map data ©2018 Google 1000 ft

X - proposed site of the 10,000 sq ft building



Village of Homer, MI  
**2019-2023**  
**Community Recreation Plan**



Adopted by the Village Council January 2th, 2019

Wightman

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# TABLE OF CONTENTS

4	INTRODUCTION
4	COMMUNITY DESCRIPTION
5	ADMINISTRATIVE STRUCTURE
7	RECREATION INVENTORY
14	PLANNING & PUBLIC INPUT PROCESS
22	GOALS AND OBJECTIVES
23	ACTION PROGRAM
	APPENDICES
26	APPENDIX A: NOTICE OF AVAILABILITY FOR PUBLIC COMMENT, NOTICE FOR PUBLIC MEETING & AFFIDAVITS OF PUBLICATION
28	APPENDIX B: PUBLIC MEETING MINUTES & OFFICIAL RESOLUTION OF ADOPTION
30	APPENDIX C: COPIES OF LETTERS TRANSMITTING ADOPTED PLAN TO COUNTY & REGIONAL PLANNING AGENCIES

## PREPARED FOR THE VILLAGE OF HOMER WITH ASSISTANCE FROM:

*Wightman*  
2303 Pipestone Rd.  
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*

January 2019



# INTRODUCTION & COMMUNITY DESCRIPTION

The Village of Homer park system was developed and coordinated into a 5-year plan from 1999 to 2004 with funding from the W.K. Kellogg Foundation Youth initiatives Program.

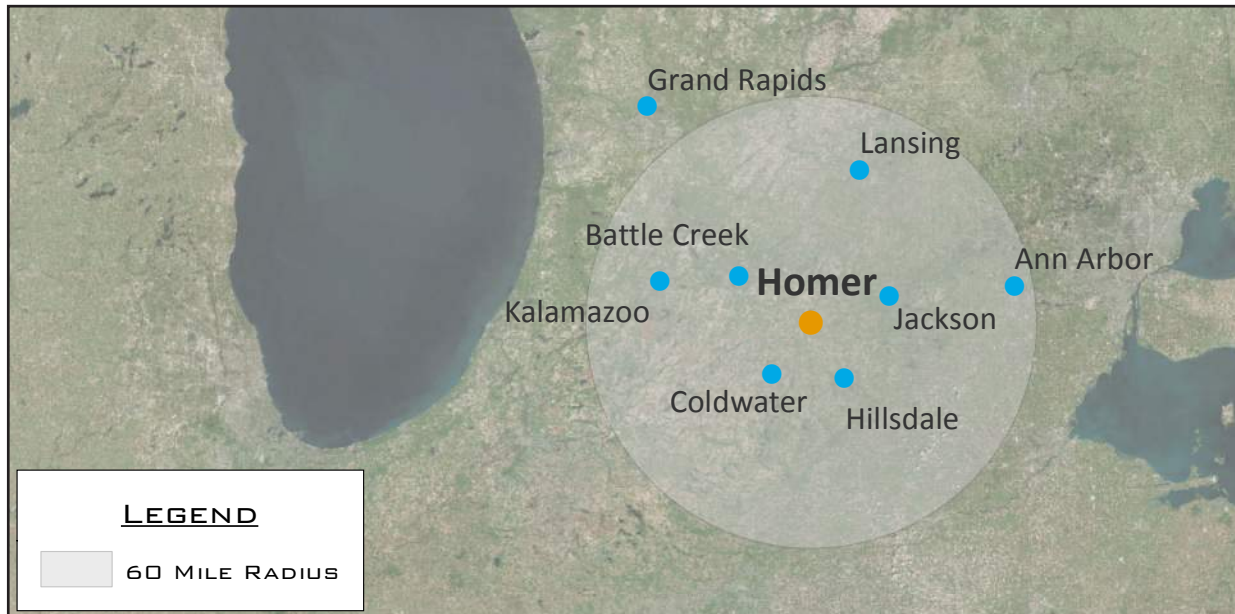
This Community Recreation Plan is a general, long-range development tool used to achieve and maintain a high-quality park, recreation and open-space system. It evaluates the needs of the community and makes strategic recommendations for recreation, beautification and economic development to be implemented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

## Regional Context

The Village of Homer covers an area of approximately a square mile. The village is located within Calhoun County on the eastern shore of Homer Lake. The south branch of the Kalamazoo River cuts through the eastern part of the Village. Homer is located 9 miles south of Albion, 25 miles west of Jackson and 35 miles southeast of Battle Creek, Michigan with state highways M-60 and M-99 providing access to the Village. Homer is 30 minutes from downtown Jackson and 60 minutes from Kalamazoo and Lansing.

## Area To Be Served

The service area of this recreation plan is confined to the Homer Village limits, covering approximately 1.45 square miles.



*Village of Homer Geographic Location Map*

## Plan Focus

The recreation plan was prepared for the Village of Homer. The plan focuses on providing recreation opportunities to residents of the Village of Homer through the acquisition, development, and maintenance of community-owned parks. While the primary focus is on providing the area's residents with recreation opportunities, improvements to the area's park system will benefit adjoining townships and nearby communities, schools, and visitors.

# ADMINISTRATIVE STRUCTURE

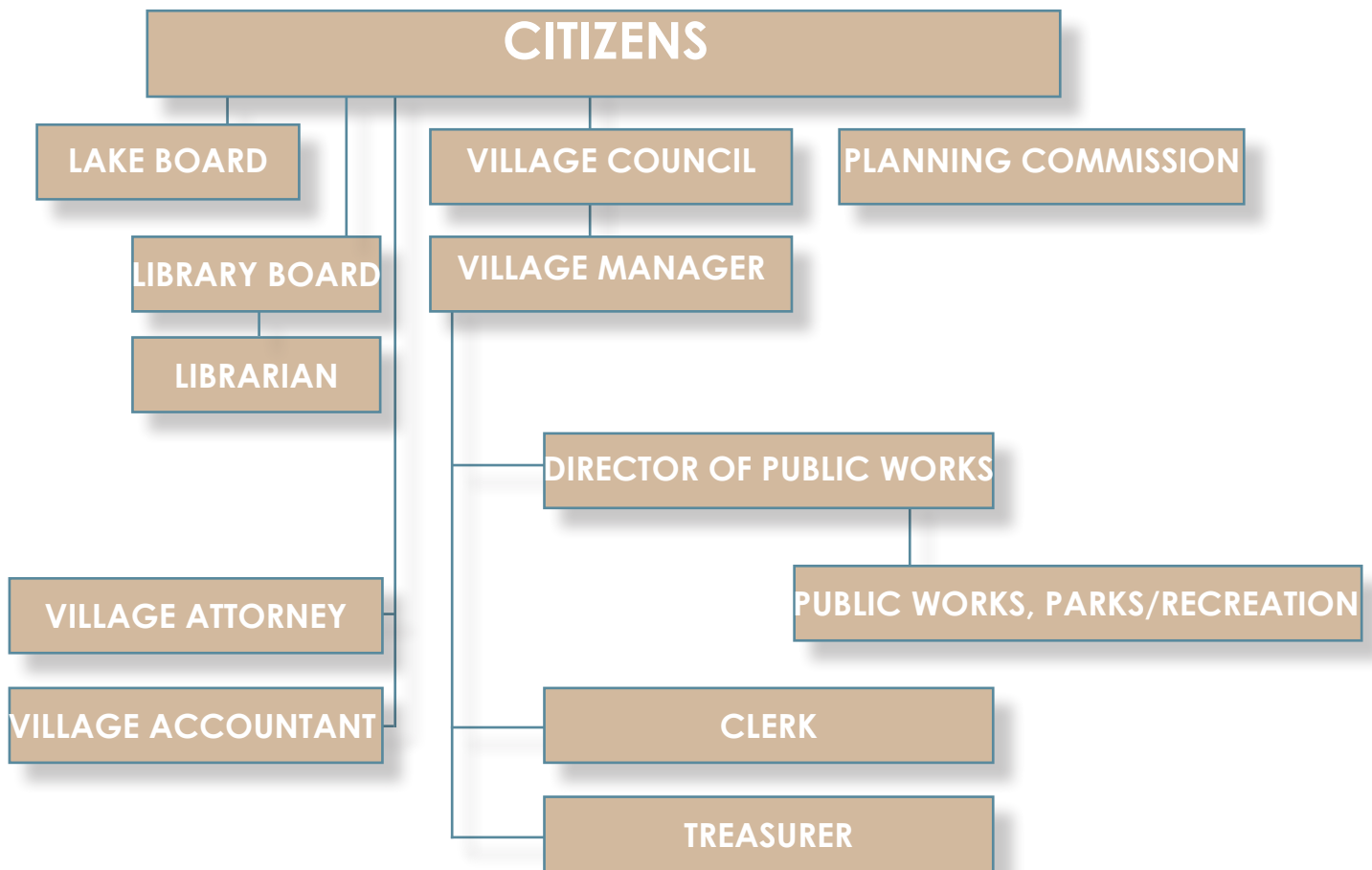
## Structure & Functions

The following section identifies the administrative structure for the Village of Homer. It also describes the functions regarding parks and recreation for the Village. The Village of Homer is a General Law Village with a full time manager (Art Kale). There is a permanent staff of 7 full time employees. The current Village Council members are: Brent Michael, Jeff Sherman, Derrek Blashfield, Mike George, Gene Hackworth, and Kyle Renfroe.

The Village Council is responsible for appropriations of Parks and Recreation funding. The Department of Public Works is responsible for park maintenance and operates with an annual operating budget of \$25,000.

A Kellogg Youth Initiative Program Grant for park improvements has allowed for the employment for a youth coordinator in the past for implementation of a grant, as well as coordinating other activities. The management of Homer Lake, an important natural feature of the Village, is handled by the Lake Management Board.

The following is the Organizational Chart for the Village of Homer.



# ADMINISTRATIVE STRUCTURE

## 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 January 1st - December 31st.

	2019	2020	2021	2022	2023
Salaries & Wages	\$9,500	\$9,785	\$10,079	\$10,381	\$10,692
Medicare Taxes	\$140	\$144	\$149	\$153	\$158
FICA Taxes	\$600	\$618	\$637	\$656	\$675
Health Insurance	\$2,120	\$2,184	\$2,249	\$2,317	\$2,386
Life Insurance	\$55	\$57	\$58	\$60	\$62
W/C Insurance	\$120	\$124	\$127	\$131	\$135
Repair & Maint. Supplies	\$2,590	\$2,668	\$2,748	\$2,830	\$2,915
Professional Services	\$2,400	\$2,472	\$2,546	\$2,623	\$2,701
Insurance & Bonds	\$1,700	\$1,751	\$1,804	\$1,858	\$1,913
Equipment Rental	\$7,500	\$7,725	\$7,957	\$8,195	\$8,441
<b>TOTAL</b>	<b>\$26,725</b>	<b>\$27,527</b>	<b>\$28,353</b>	<b>\$29,203</b>	<b>\$30,079</b>

## Funding Source

The funding for the Parks and Recreation budget are provided by the Village of Homer 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. They also have a sinking fund and foundations.

## Volunteer Programs & Community Relationships

The area recreation programs were established in 1980. Initial funding for the summer recreation programs was provided by a collaboration of the townships and Village through the Homer Community School system. Subsequently the municipal funding lapsed and the school system continues to sponsor the programs with the assistance of user fees.

Currently community volunteers oversee the administration of recreation programs with input from the School staff. The Homer Community Schools employs the a director to administer the recreation programs.

Operation of the recreational programs and maintenance of the school recreational facilities are under the direction of the School District and volunteers. The Homer Community Schools has assumed the responsibility for the administration of some recreational programs in the Homer area. The school administration employs a Recreation Director from their annual budget. The programs are additionally funded through entry fees of participants and candy sales.

# RECREATION INVENTORY

## Village Owned Recreation Facilities

Below is a list of recreation facilities within the Village of Homer that are owned by the Village.

### ROADSIDE PARK

Size: 2 acres

Facilities: This proposed park (currently undeveloped) is located adjacent to Webster Street along the Kalamazoo River.

### WEBSTER STREET PARK

Size: 1 acre

Facilities: This park is located in the northeastern section of Homer, is bounded by N Webster Street, E Platt Street, E Sprague Street and Sophia Street. The park contains a shelter, playground, sand volleyball courts, a parking lot, restroom facilities and walking paths.

### GRIST MILL PARK

Size: 1 acre

Facilities: This park is located on the shores of the Kalamazoo River adjacent to M-60. It has two shelter areas, one for picnicking and one as a scenic overlook of the park and historic grist mill dam along with covered bridges, canoe launch, fishing pier, scenic pedestrian trail, park benches and picnic tables. The Kalamazoo River flows through Homer and offers opportunities for hiking, canoeing and fishing. A 0.5 acre improved canoe launch is located along M-99/M-60 in Grist Mill Park.

### WATER TOWER PARK

Acres: .25 acres

Facilities: This park is located adjacent to Sophia Street and the Water Tower area along State Highway M-60. It acts as a gateway into downtown Homer. Current developments include parking, benches and a kiosk. It is part of the Linear Park and Trail System. There is a beautiful indoor Farmers Market in the park which was made possible with grants from the FireKeepers Local Revenue Sharing Board and the local Homer Area Community Foundation.

### LAKEFRONT PARK

Size: 3.5 acres

The largest of the Village parks at 3.5 acres, Lake Front Park offers Public access to Homer Lake for fishing, boat launch, picnicking, observation deck and parking lot.

### HOMER LINEAR PARK

Size: 1.5 miles long

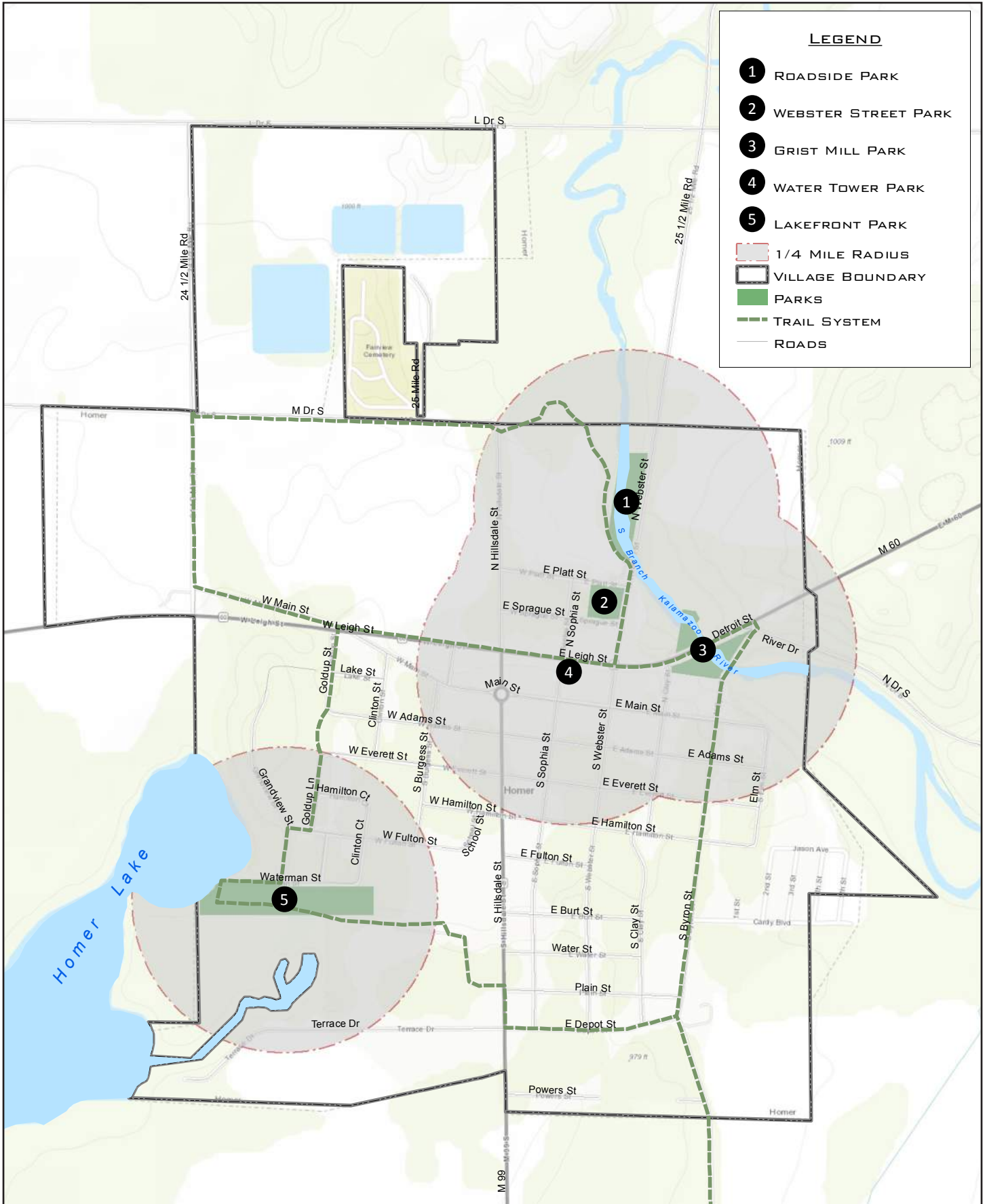
Facilities: This park is a linear park/trail which begins at Webster Street Park, running north to M Drive S, running west along M Drive S, then turning south along 24 1/2 Mile Rd to West Main St. Additional trail sections are required to complete this linear park: including new trail from Grist Mill Park along M-60 and Webster Street. The trail includes benches along it.



# RECREATION INVENTORY

## VILLAGE OF HOMER PARK LOCATION & WALKABILITY MAP

The map on the next page shows the parks located in the Village of Homer as well as a 1/4 mile radius around each park to show each parks primary service area.





# RECREATION INVENTORY

## Accessibility Evaluation

An accessibility assessment was conducted at the time of the recreation inventory. The Village of Homer has worked to increase accessibility to the parks as they are updated and further developed. 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

### **Roadside Park**

Park is currently undeveloped.

### **Webster Street Park**

This park has paved pathways throughout. Picnic shelter areas are accessible however the park would benefit from both ADA picnic tables as well as extended pads under the benches to allow a wheelchair user to sit next to the benches. The playground area itself is accessible however the playground could be updated to provide more diverse and accessible play opportunities long with access ramps. Restroom facilities are not accessible. Parking lot is lacking both designated handicapped parking spaces and handicapped signage.

Rating: 3

### **Grist Mill Park**

This park has paved pathways throughout. Picnic shelter areas are accessible however the park would benefit from both ADA picnic tables as well as extended pads under the benches to allow a wheelchair user to sit next to the benches. The canoe launch does not meet accessibility guidelines, a curb needs to be installed between sidewalk and river to provide a wheelstop for wheelchairs at the edge of the water. Parking lot is lacking both designated handicapped parking spaces and handicapped signage.

Rating: 2

### **Water Tower Park**

This park has paved pathways throughout. The park would benefit from extended pads under the benches to allow a wheelchair user to sit next to the benches. Parking lot is lacking both designated handicapped parking spaces and handicapped signage.

Rating: 3

### **Lakefront Park**

This park has paved pathways throughout. Picnic areas are accessible however the park would benefit from ADA picnic tables. Parking lot is lacking both designated handicapped parking spaces and handicapped signage. The fishing pier and observation deck both meet accessibility guidelines.

Rating: 3

### **Homer Linear Park**

This park has paved pathways throughout. The park would benefit from extended pads under the benches to allow a wheelchair user to sit next to the benches.

Rating: 4

The Village of Homer 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.

## **MDNR Recreation Grant Inventory**

### **HOMER RECREATION AREA, 1975, #26-00629, \$23,824.39**

Develop one softball diamond, 1 baseball field, 2 lighted tennis courts, and LWCF sign.

### **CURRY PARK, 1977, #26-00899, \$54,030.44**

Develop lighting for softball field, and boat ramp, access road, and parking/ with lighting, LWCF sign.

### **LAKEFRONT PARK IMPROVEMENTS, 1999, #TF99-070, \$89,690.00**

Development of existing park property on Homer Lake, including paved parking facilities, wetland boardwalk, observation platform and picnic shelter.



# RECREATION INVENTORY

## Other Village Owned Facilities

### HOMER COMMUNITY HOUSE

This local effort to renovate this 1930's structure has a stage, small kitchen, restrooms, and improved sound system. It is available to the community for social events, reunions, elections, private family events, dances and other special events. The Community House capacity is between 250 - 500 persons, and is used approximately 35 times per year.

## Recreation Facilities Not Owned By The City

A variety of significant recreational resources are either owned privately, owned by a non-profit organization, or owned by another governmental unit that are located within or nearby the Village of Homer. The following is a brief description of some nearby parks and recreation opportunities.

### HOMER FIRE MUSEUM

The Homer Fire Museum is a historical site open from July 4th and through the month of September. Annual attendance to the museum is approximately 100 persons. The Village owns the building and leases it to the Homer Area Fire Authority for the museum.

### BLAIR FARM & HISTORIC HOUSE

The Blair Farm is sponsored by the Homer Historical Society. Three main events are scheduled annually to celebrate the heritage of the Homer Area.

### HISTORIC BRIDGE PARK

Historic Bridge Park, formerly known as "County Park" is located at 14930 Wattles Road. The park is located along the Kalamazoo River and Dickinson Creek. The park offers a variety of passive recreational opportunities including: picnicking, walking/hiking, bike riding, fishing, boating and wildlife observation. The park also serves as a trailhead for the County Linear Trailway that will eventually connect to the Battle Creek Linear Trail to the west and the Marshall Riverwalk to the east. The park is unique in that it contains a number of restored iron or steel bridges. The park when fully developed will have a total of 15 bridges.

### KIMBALL PINES COUNTY PARK

Covering nearly 100 acres of plantation pines planted in 1930's and 1940's. Planted in the 1930's and 1940's, Kimball Pines Park is one of the oldest stands of urban pines in Michigan. The park also contains deciduous woodlands, ponds and a creek that is a tributary of the Kalamazoo River. Kimball Pines offers scenic areas, hiking trails, picnicking facilities, cross-country skiing, and nature observation. The park is located off of Michigan Avenue behind the Calhoun County Medical Care Facility in Emmett Township.

## OTT BIOLOGICAL PRESERVE

Ott Biological Preserve is often considered to be “hidden jewel” in Calhoun County. Located just east of Battle Creek, at the end of Arlington Street, off of Michigan Avenue in Emmett Township. The undeveloped park covers approximately 300 acres of natural habitat shaped by glaciers. Within the park there are two spring fed kettle lakes, as well as the east edge of Dexter Lake, wet peaty lowlands and dry, sandy uplands. Activities available in the park include: hiking on trails and boardwalks and wildlife viewing. In 2013 the trail in the preserve was extended to connect to the Linear Park in Battle Creek to the west and to Kimball Pines to the south.

## HOMER COMMUNITY SCHOOLS

The Homer Public Schools are all located at 403 S Hillside Street. They have a wide variety of outdoor and indoor recreation facilities.

### **R.K. Curry Athletic Facility**

Acres: 60 acres

Facilities:

- One all-weather 440-yard track with multi-purpose field
- Four softball diamonds
- Two baseball diamonds
- Two outdoor tennis courts
- Two soccer fields and/or a football field
- Two basketball courts

### **Lilian Fletcher Elementary School**

- 1 gymnasium
- 3 playgrounds (lower, middle and upper elementary)

### **Homer Area High/Middle School**

- 1 weight room
- 1 cafeteria for special programs
- 2 full size gymnasiums

## HOMER LAKE

The south branch of the Kalamazoo River flows through the northeast corner of the Village of Homer, flowing in a northerly direction. Homer Lake, on the western edge of the Village, is the other significant body of water within the Village. A MDNR (Michigan Department of Natural Resources) Public Access site is provided as access to the lake for the general public at the Village's Lakefront Park, where a boat launch, fishing pier and scenic lookout on a nature preserve are located.

The restoration of Homer Lake has been a priority for a number of years and is a top priority for the Homer Lake Management Board (HLMB). Two Village storm drains have been rerouted that had been discharging storm water into the lake for over forty years. Prior to the re-routing, these drains had left the lake with excessive nutrient-laden buildup impacting lake activities. The HLMB continues to evaluate all options to address these concerns, including dredging. The Homer Lake Management Board has been established with participation from local citizens, governmental units, businesses and the Calhoun County Drain Commissioner. The HLMB is committed to finding a way to restore the beauty of Homer Lake for the public to enjoy for summer and winter recreational activities.

# PLANNING & PUBLIC INPUT PROCESS

## Planning Process

The planning process for this recreation plan update began in 2018 with the development of the 2019 Homer Master Plan. Wightman created question boards each with 1 question. Along with the community input gathered, Wightman collected detailed recreation inventories and deficiencies. Wightman used a systems approach to planning which incorporated the information gained from the various forms of public input and the detailed recreation inventories and deficiencies as well as demographic information to determine the recreation needs of the City.

## Public Input Process

### PUBLIC INPUT BOARDS

Three 24x36" sized poster boards were created for public input from 5-7pm during JV and Varsity boys basketball games at Homer Community High School on December 10th, 2018. One member of the consultant team and three community members who were involved with the recent Community Master Plan were in attendance to gather public input. The poster boards asked questions about the park and recreation in Homer and asked the respondents to write in the answers. The boards provided open-ended, candid responses. The poster boards with the questions and responses can be found on the next 3 pages.

# What I want to see in Homer's Park System.

X Country SKI +  
Snow Shoe TRAILS

Dog PARK

Archery Range  
Frisbee Golf PARK

Baseball/softball

Bike Jumps  
Bike RACKS  
Bike maintenance station

Updated Boat Launch  
New Docks.

Splash Pad +1  
@ Webster

Improved Dock  
and Boat Access  
at Lake

Update Handicapped fishing  
area @ Homer Lake

Dredge 1st Lake

Sledding hill

Trap/Skeet Range

ICE SKATING RINK ✓

SKATEBOARD PARK

BAND Shell

swimming pool

Net climber

BIKE PATHS  
+  
DOG PARKS



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# What I want to see in Homer's Trail System.

Path on N. side of M-60  
From Webster/PF  
to Tube under River.

Side walk along w. main  
Batter Crossing @ M-60 &  
MAIN.

TRAILSIDE CAMPING AREAS

Trailside phone & alarm

Path along N. side of D3s  
updated w/ tree posts.

TRAILS need to be  
better marked  
(North Country)

Mountain Biking area

SAT  
Batter Crossing of M-60



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# My favorite recreation activity in Homer.

Trails.  
Well Played in winter

WALKING TRAIL  
SYSTEM

Boating + Fishing  
Homer Lake

Baseball  
Diamonds

Access + Lakes & Rivers

Up GRADe Track / Locker  
Rooms ETC.

Horse shoe pit

shuffe board

Talk Tubes



# PLANNING & PUBLIC INPUT PROCESS

## **PUBLIC REVIEW**

A draft Community Recreation Plan for Homer Township was available at the Homer Municipal Building for public review from December 28th 2018 through January 28th, 2019. Members of the public were invited through an announcement in The Homer Index and Village of Homer Website on December 26th, 2018 to comment on the draft Community Recreation Plan. They were encouraged to submit written communication with Wightman and Associates, Inc., the City'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 comment are included in Appendix A.

## **PUBLIC HEARING**

The second public input method used was the public hearing. The Council advertised a public meeting notice in The Homer Index and Village of Homer Website on December 26th, 2018 to present the Community Recreation plan for the Village of Homer for public input on January 28th, 2019. The plan was presented for adoption during the regularly scheduled Village Council meeting on January 28th, 2019 where all Board Members approved the resolution to adopt the Community Recreation Plan.

A copy of the notice of the public meeting and the affidavit of publication for the public meeting have been included in Appendix A.

A copy of the Village Council meeting minutes have been included in Appendix B.

A copy of the resolution adoption the Community Recreation plan dated January 28th, 2019 has been included in Appendix B.

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# GOALS & OBJECTIVES

The goals and objects were developed using the public input received and discussed earlier in this document as well as demographic information provided in the 2019 Master Plan.

## GOAL #1: MAINTAIN AND IMPROVE TRAILWAY NETWORK BY PROVIDING A WIDE RANGE OF WAYS TO USE THE NETWORK

### OBJECTIVES:

- Connect Iron Belle, North Country and Homer Trail systems and parks throughout the Village
- Install bike racks and bike fix stations throughout trailway network
- Provide safe road crossing at M-60
- Provide new opportunities such as camping areas along trails
- Improve perceived safety by adding call buttons and other safety features

## GOAL #2: IMPROVE PUBLIC ACCESS TO WATER IN THE VILLAGE OF HOMER

### OBJECTIVES:

- Provide recreational access to Homer Lake, the Kalamazoo River and the St. Joseph River
- Current dock area at Homer Lake is inundated by weeds and is difficult to use, update the dock or remove the weeds
- Update and add to handicapped fishing areas in the Village

## GOAL #3: PLAN FOR THE RECREATIONAL NEEDS OF ALL AGES AND ABILITIES OF PEOPLE BY PROVIDING A WIDE RANGE OF ACTIVE AND PASSIVE RECREATION OPPORTUNITIES THAT SPAN ALL OF MICHIGAN'S FOUR SEASONS

### OBJECTIVES:

- Serve an aging population with social, recreation, active and healthy options
- Ensure that all parks are accessible to people with a range of physical capabilities
- Offer a new recreational opportunity within the City
- Plan for each of Michigan's seasons to ensure residents have year-round recreation opportunities

# ACTION PROGRAM

Year	Action Item	Cost Per Item	Cost per Year	Funding Source
2019	Add handicapped parking at all parks	\$5,000.00	<b>\$5,000.00</b>	Local Funding Sources, MDNR Grants
2020	Add bicycle racks and maintenance stations along trail	\$15,000.00	<b>\$90,000.00</b>	Local Funding Sources, MDNR Grants
	Iron Belle Trail Extension	\$50,000.00		
	Add better trail crossing at M-60 and Main Street & M-60 and Sophia Street	\$25,000.00		
2021	Update boat launch at Lakefront Park	\$65,000.00	<b>\$115,000.00</b>	Local Funding Sources, MDNR Grants
	Add new docks at Lakefront Park	\$50,000.00		
	Evaluate restroom and swimming area at Lakefront Park	\$0.00		
2022	Update handicapped fishing area at Lakefront Park	\$30,000.00	<b>\$60,000.00</b>	Local Funding Sources, MDNR Grants
	Add dog park	\$30,000.00		
2023	Update 5-Year Recreation Plan	\$10,000.00	<b>\$10,000.00</b>	Local Funding Sources, MDNR Grants

**Total 5-year Cost: \$280,000.00**

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# APPENDIX



**NOTICE OF PUBLIC REVIEW AND COMMENT  
AND NOTICE OF A PUBLIC HEARING  
ON THE VILLAGE OF HOMER PROPOSED  
2019-2023 FIVE-YEAR COMMUNITY  
RECREATION PLAN**

The proposed Village of Homer 2019-2023 Community Recreation Plan will be available for public review and comments beginning Friday, December 28th, 2018, through Monday, January 28, 2019, during normal business hours at the Homer Village Hall, 130 E. Main Street, Homer, MI 49245, and online at [www.hommerrichigan.org](http://www.hommerrichigan.org).

The public is invited to review and comment on the plan. Written comments received through January 28, 2019 will receive responses in the final Five-Year Community Recreation Plan. Written comments should be sent to Art Kale, Village Manager at Homer Village Hall, 130 E. Main Street, P.O. Box 155, Homer, MI 49245.

The Village of Homer will hold a Public Hearing on the proposed 2019-2023 Five-Year Community Recreation Plan on Monday, January 28th, 2019, at 6:00 p.m. at the Homer Village Hall, 130 E. Main Street, Homer, MI 49245.

OFFICE OF  
**The Homer Index**

Homer, Michigan 49245

STATE OF MICHIGAN }  
County of Calhoun, } ss.

**Sharon Warner**

being duly sworn, says I am the general manager of


**The Homer Index**

a weekly newspaper published and circulating in said county, and that the annexed is a printed copy of a notice published in said paper on

December 26, 2018

 General Manager  
Sharon Warner

Subscribed and sworn to before me this 22nd day of January A.D. 2019

  
Eugenia M. Halstead  
Notary Public for Calhoun County, Michigan  
Acting in Calhoun County, Michigan

My Commission expires October 14, 2021



## *Public Notice*

### **NOTICE OF PUBLIC REVIEW AND COMMENT AND NOTICE OF A PUBLIC HEARING ON THE VILLAGE OF HOMER PROPOSED 2019–2023 FIVE-YEAR COMMUNITY RECREATION PLAN**

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## *Legal Notices*



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**HOMER VILLAGE COUNCIL  
SPECIAL MEETING MINUTES  
MONDAY, JANUARY 28, 2019**

The Special Meeting of the Homer Village Council was called to order at 6:00pm by President Michael and the Pledge of Allegiance was said.

**ROLL CALL**

Present: President Michael, Councilman Blashfield, Councilman Daglow, Councilman Hackworth, Councilman George, Councilman Renfroe & Councilman Sherman

Absent: None

Also in attendance were; David Heselschwerdt, Ben Baker, Joseph Guy, Dan Jernagan, Gary Crist, Manager Art Kale & Clerk Teresa Hayes

**APPROVAL OF AGENDA**

Motion was made by Councilman Daglow and seconded by Councilman Renfroe to approve the agenda.

**CARRIED**

**PUBLIC VOICE**

There was no one in attendance wishing to speak at this time.

**PUBLIC HEARING TO HEAR COMMENT ON THE PROPOSED 2019 – 2023  
COMMUNITY RECREATION PLAN PROPOSAL**

President Michael opened the public hearing at 6:10 pm.

Mr. Ben Baker of Wightman introduced the Community Recreation plan and explained the necessity of having said plan and how the information was obtained. The Village of Homer can not apply for grants through MDNR without a current plan. Public input was received through the Village of Homer Master Plan process, notice in the local paper, the Village web site, the Village Facebook page and a December 10, 2018 presentation at Homer Community School.

DeAnne Fish inquired as to if this plan was just being pushed through so that the Village can get money for the trail. She also stated that she didn't feel as if the Village needed a "dog park" as was stated in the plan.

Joe Guy suggested that the Village look into building bathroom facilities at the Lake Front Park.

David Heselschwerdt asked about a swimming beach and also discussed possible lake dredging.

President Michael closed the public hearing at 6:40 pm.

**PUBLIC VOICE**

There was no one in attendance wishing to speak at this time.

**NEW BUSINESS**

- 1 -

Councilman Renfroe made a motion that was seconded by Councilman George to adopt the resolution approving the proposed 2019 – 2023 Community Recreation Plan for the Village of Homer.

**ROLL CALL VOTE: 7 YES**

**COUNCIL COMMENTS**

There were no comments at this time.

**ADJOURNMENT**

Being no further Business to come before the Council, President Michael adjourned the meeting at 6:45 pm.

Respectfully submitted,  
Teresa Hayes  
Clerk, Village of Homer

**VILLAGE OF HOMER  
CALHOUN COUNTY, MICHIGAN**

**RESOLUTION ADOPTING 2019-2023 COMMUNITY RECREATION PLAN**

**WHEREAS**, the Village of Homer has undertaken a Five Year Community Recreation Plan which describes the physical features, existing recreation facilities and the desired actions to be taken to improve and maintain recreation facilities during the period between 2019 and 2023, and

**WHEREAS**, a public hearing was held on January 28, 2019 at the Homer Municipal Building, 130 E Main Street, Homer, Michigan, to provide an opportunity for citizens to express opinions, ask questions, and discuss all aspects of the Parks and Recreation Plan, and

**WHEREAS**, the Village of Homer has developed the plan for the benefit of the entire community and to adopt the plan as a document to assist in meeting the recreation needs of the community, and

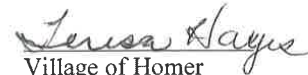
**WHEREAS**, after concluding the public hearing, the Village Council voted to adopt said Parks and Recreation Plan.

**NOW, THEREFORE BE IT RESOLVED** the Homer Village Council hereby adopts the 2019-2023 Community Recreation Plan as a guideline for improving recreation for the residents of the Village of Homer.

**Yeas:** President Michael, Councilman Blashfield, Councilman Daglow, Councilman George, Councilman Hackworth, Councilman Renfroe and Councilman Sherman.

**Nays:** None  
**Absent:** None

I, Teresa Hayes, Homer Village Clerk, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the Homer Village Council at a special meeting thereof held on the 28<sup>th</sup> day of January, 2019.

  
Village of Homer  
Clerk



January 23, 2019

Calhoun County Community Development  
315 West Green Street  
Marshall, MI 49068

Attention: Doug Ferrall, Program Manager

**RE: VILLAGE OF HOMER COMMUNITY RECREATION PLAN**

Dear Doug Ferrall:

Enclosed please find one copy of the 5-year Community Recreation Plan for the Village of Homer. 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, please feel free to contact me.

Very truly yours,

**BEN BAKER**

Ben Baker, PLA  
bbaker@gowightman.com

**BENTON HARBOR**

▲ 2303 PIPESTONE ROAD  
BENTON HARBOR, MI 49022  
○ 269.927.0100

**ALLEGAN**

▲ 1670 LINCOLN ROAD (M-40)  
ALLEGAN, MI 49010  
○ 269.673.8465

**KALAMAZOO**

▲ 433 E. RANSOM STREET  
KALAMAZOO, MI 49007  
○ 269.327.3532

**GOWIGHTMAN.COM**



January 23, 2019

South Central Michigan Planning Council  
300 South Westnedge Avenue  
Kalamazoo, MI 49007

Attention: Lee Adams, Director

**RE: VILLAGE OF HOMER COMMUNITY RECREATION PLAN**

Dear Lee Adams:

Enclosed please find one copy of the 5-year Community Recreation Plan for the Village of Homer. 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, please feel free to contact me.

Very truly yours,

**BEN BAKER**

Ben Baker, PLA  
bbaker@gowightman.com

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**GOWIGHTMAN.COM**

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Prepared with assistance from Wightman  
2303 Pipestone Rd.  
Benton Harbor, MI 49022



# CALHOUN COUNTY

## Office of Community Development

Parks & Recreation – Planning – GIS – MSU Extension – Solid Waste  
315 West Green Street, Marshall, Michigan 49068 – 269/781-0784

February 19, 2019

Lee Adams, Director  
Southcentral Michigan Planning Council  
201 West Kalamazoo Avenue  
Kalamazoo, MI 49007

Dear Mr. Adams,

Please accept Calhoun County's enclosed Notice of Intent for Recreation Grant Projects as part of a proposal to the Michigan Natural Resources Trust Fund. We are excited about the opportunity to partner with Albion College on the "Eastern Calhoun County-Albion-Iron Belle Trailhead Development Project". This proposed development project is consistent with the County's approved Parks and Recreation Master Plan in creating additional public spaces that provide increased access to the abundant natural resources and recreation opportunities in our community.

Please feel free to contact us if you have any questions or would like further details about the County's grant proposal.

Sincerely,

Jennifer Bomba, Director  
Calhoun County Community Development



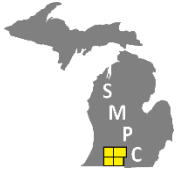
*"Building A Better County Through Responsive Leadership"*  
Calhoun County is an affirmative-action, equal-opportunity employer.



## NOTICE OF INTENT FOR RECREATION GRANT PROJECTS

*This information is requested by authority of Part 19, Act 451 of 1994, to be considered for a MNRFT grant.*

1. Name of Project Eastern Calhoun County - Iron Belle Development Project		2. Date 2/2019
3a. Identity of the applicant agency, organization, or individual:  County of Calhoun	3b. Indicate below the representative of the applicant to contact for additional information regarding this notice:  Name Kelli Scott  Address (Street/PO Box) 315 West Green Street  City, State, ZIP Code Marshall, MI 49068  Telephone 269-781-0966	
4a. Agency from which assistance will be sought: <input checked="" type="checkbox"/> Michigan Department of Natural Resources	Name of Program: <input checked="" type="checkbox"/> Michigan Natural Resources Trust Fund	Public Law or USC#: Part 19 of Act 451 of 1994
5. Estimated Cost:  FEDERAL: _____  STATE: \$265,303 _____  OTHER: \$93,214 _____  TOTAL: \$358,517	6. Estimated date by which time the applicant expects to formally file an application: April 1, 2019  7. Geographic location of the project to be assisted: (indicate specific location as well as city or county. Attach map if necessary). 65 acres located in Section 11 of Albion Township	
8. Brief description of the proposed project. This will help the clearinghouse identify agencies of state or local government having plans, programs, or projects that might be affected by the proposed project:		
8a. Type of project: Development of a trailhead to provide public access to the Iron Belle, National Scenic North Country Trail, and the Calhoun County Trail.		
8b. Purpose: To provide public access to regional trails and increase recreational opportunities for residents and visitors to Calhoun County and the Albion Community.		
8c. General size or scale: 65 acres		
8d. Beneficiaries (persons or institutions benefited): Calhoun County, City of Albion, and Albion College. The State of Michigan benefits through the connectivity of the railway network being built throughout the state.		
8e. Indicate the relationship of this project to plans, programs, and other activities of your agency and other agencies (attach separate sheet if necessary): Calhoun County manages three other public park properties in Calhoun County and manages the Calhoun County Trailway.		



## Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007  
 Phone: (269) 385-0409 · Fax: (269) 343-3308 · Email: [adams@upjohn.org](mailto:adams@upjohn.org)

February 13, 2019

Pavilion Township Planning Commission  
 Mr. Ed Cagney, Planning Commission Chairman  
 7510 E. Q. Ave.,  
 Scotts, MI 49088,  
 email: [pavtwp@aol.com](mailto:pavtwp@aol.com)

### **RE: Review of the 2019 Pavilion Township Master Plan**

*Upon review of 2019 Pavilion Township master plan, I observe and recommend the following:*

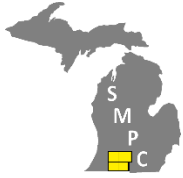
The 2019 Pavilion Township Master Plan meets the requirements of the state planning enabling legislation (PA 33 of 2008). This plan was well-crafted and coincides well with the state requirements. The following comments are offered:

- The recommendations for farmland preservation and intergovernmental cooperation are well thought out.
- The topic of complete streets is covered adequately but does not include a map showing the county primary roads or other road classifications.
- The future land use map explanation is well done.
- It is recommended that the current zoning map be included in the master plan with an explanation of the relationship of the plan to the current zoning. The explanation was included in the text but lacked the map.
- The plan does not refer to the Kalamazoo/Battle Creek International Airport – FAR Part-77 Plan. Parts of the Township are covered in the Airport Hazard Mitigation Plan. The Airport Hazard Mitigation Plan can be found at: [https://flyazo.com/wp-content/uploads/2018/07/AZO\\_MP.pdf](https://flyazo.com/wp-content/uploads/2018/07/AZO_MP.pdf) (see page 248).
- The plan does not mention the small areas of the Township that are subject to flooding. Map(s) should have been provided to the Township depicting any Flood Hazard Areas (Flood Insurance Rate Map – FIRM). This should also be referenced in the Master Plan.
- There is a typo in Table 2.6 on page 11. The 2 is missing from the year 2007.
- The plan coincides with regional goals and objectives.

*Respectfully submitted,*

**Patrick Hudson, AICP**  
 SMPC Planner





## Southcentral Michigan Planning Council

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February 13, 2019

Ben Baker, PLA  
Wightman  
2303 Pipestone Road  
Benton Harbor, MI 49022  
[bbaker@gowightman.com](mailto:bbaker@gowightman.com)

### **RE: Review of the 2019 Village of Homer Community Recreation Plan**

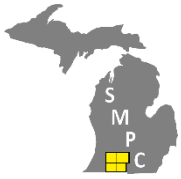
*Upon review of 2019 Homer Community Recreation Plan, I observe and recommend the following:*

The Village of Homer Community Recreation Plan is well-crafted but is deficient in a number of items required by the Michigan Department of Natural Resources (outlined below). Alternately, the plan includes the required inventory of resources, condition assessment, and capital improvement program as well as coincides with regionally stated goals and objectives.

- Demographic information with references to national standards for recreational facilities related to the demographics is missing. This lack could impact the ability of the community to qualify for certain grants.
- The forms required by the MDNR for grant qualification are missing. See the MDNR website for the plan development guidelines.
- On page 4, the introduction includes references to the 1999-2004 Recreation Plan without any reference as to how Wightman was involved in the development of the 2019-2024 Recreation Plan.

*Respectfully submitted,*

**Patrick Hudson, AICP**  
SMPC Planner



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February 13, 2019

John McCann, LLA, ASLA, LEED AP  
VIRIDIS Design Group  
313 N. Burdick Street  
Kalamazoo, MI 49007

### **RE: Review of the 2019 Schoolcraft Township 5-year Parks & Recreation Master Plan**

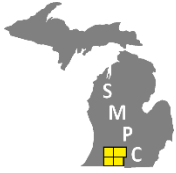
*Upon review of 2019 Schoolcraft Township 5-year Parks & Recreation Plan, I observe and recommend the following:*

The Schoolcraft Township 5-year Parks & Recreation Plan is well-crafted and includes all of items required by the Michigan Department of Natural Resources. The plan includes the required demographics, inventory of resources with maps, condition assessments, goals & objectives, public input, capital improvement program and MDNR required forms. Furthermore, the plan conforms with regional goals and objectives.

Well done.

*Respectfully submitted,*

**Patrick Hudson, AICP**  
SMPC Planner



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February 13, 2019

Pavillion Township Planning Commission  
 Mr. Ed Cagney, Planning Commission Chairman  
 7510 E. Q. Ave.,  
 Scotts, MI 49088,  
 email: [pavtwp@aol.com](mailto:pavtwp@aol.com)

### **RE: Review of the 2019 Pavillion Township Master Plan**

*Upon review of 2019 Pavillion Township master plan, I observe and recommend the following:*

The 2019 Pavillion Township Master Plan meets the requirements of the state planning enabling legislation (PA 33 of 2008). This plan was well-crafted and coincides well with the state requirements. The following comments are offered:

- The recommendations for farmland preservation and intergovernmental cooperation are well thought out.
- The topic of complete streets is covered adequately but does not include a map showing the county primary roads or other road classifications.
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*Respectfully submitted,*

**Patrick Hudson, AICP**  
 SMPC Planner