

# Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

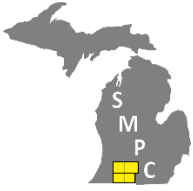
Phone: (269) 385-0409 · Fax: (269) 343-3308 · Email: info@smpcregion3.org

## Board Meeting Agenda

**MEETING DATE:** Tuesday, June 4, 2019  
**MEETING TIME:** 11:30 am  
**MEETING LOCATION:** History Room - 3rd floor of the St Joseph County Courthouse  
125 W Main Street, Centreville, MI 49032

1. Call to Order
2. 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 current FY 2019 Financial Report
8. Transportation/KATS Items
  - a. Monthly report
  - b. Review and action on the FY 2020 Transportation Plan **[Action]**
9. Southwest Michigan Prosperity Initiative Update
  - a. Update on the Initiative
10. Comprehensive Economic Development Strategy Funding Application
  - a. Discussion of the project
  - b. Authorization to apply for funding **[Action]**
11. Local Government Assistance and Planning Activities
  - a. Update on the City of Parchment
  - b. Update on Sherman Township
  - c. Proposal to Nottawa Township
12. Staff Report/Other:
  - a. Workshop Recap and future workshop discussion
  - b. Legislative Outreach Update
  - c. Housing Toolkit update
  - d. Monthly Correspondence
13. Representative Comments
14. Action: Adjournment

**Next Meeting:** August 6 in Kalamazoo



# Southcentral Michigan Planning Council

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

## Board Meeting Minutes

**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
  - a. The meeting was called to order at 11:35 am.
2. Representatives Present/Introductions
  - a. Bomba, Carahaly, Kale, Pangle, Reynolds, and Woodin were present for the meeting.
3. Representatives Excused
  - a. Frisbie, Hazelbaker, and Morse were excused.
4. Approval of the Agenda
  - a. Staff asked for two additions to the agenda: discussion of the 2018 annual report and discussion of the 2019 work plan. Both items were requested to be placed under item 13.
  - b. *Reynolds made a motion to approve the agenda with the additions requested by staff.*
    - i. Pangle seconded the motion.
      - ii. **The motion carried.**
5. Approval of the Minutes
  - a. The minutes were approved by unanimous consent.
6. Public Comments
  - a. No comments were made.
7. Acceptance of the Financial Report
  - a. Review FY 2018 year end and authorize fund transfer
    - i. Adams led discussion of the FY 2018 year end report. The board briefly discussed the details. The board discussed ownership of financial accounts and the fiduciary relationship established with the Upjohn Institute. The year-end settlement process was explained by Adams – the Upjohn Institute does not transfer money to/from SMPC funds until the end of when all costs and revenues have been accounted. This saves on time and effort as compared to transferring funds as soon as they come in or are distributed.
    - ii. *Woodin made a motion to accept the FY 2018 year-end financial report.*
      - 1) Pangle seconded the motion.
        - 2) **The motion carried.**
    - iii. *Reynolds made a motion to approve the transfer of funds totaling \$2,128.13 from SMPC funds to Upjohn Institute accounts.*
      - 1) Pangle seconded the motion.
        - 2) **The motion carried.**
  - b. Review current FY 2019 Financial Report
    - i. Adams led the review of the current month's financial report. A very brief discussion ensued. The board decided in their discussions that quarterly reports are more appropriate going forward.
    - ii. *Reynolds made a motion to accept the monthly financial report.*
      - 1) Pangle seconded the motion.

**2) The motion carried.**

- iii. *Kale made a motion to direct staff to supply quarterly financial reports instead of month monthly financial reports.*

1) Pangle seconded the motion.

**2) The motion carried.**

8. Transportation/KATS Items

- a. Monthly report

9. Southwest Michigan Prosperity Initiative Update

- a. Adams, Carahaly, and Reynolds led a discussion on the activities of the SWMPI subcommittees over the previous month. The board discussed the activities and goals of each of the three subcommittees. The bulk of the discussion centered on the Infrastructure and Community Development Subcommittees. The Infrastructure Subcommittee is focused on integrated asset management while the Community Development Subcommittee is focused on housing.

10. Discuss Educational Opportunities for Fiduciary Management of Local Units

- a. This item was postponed until the next SMPC Board meeting.

11. Staffing Plan

- a. Review agreement for long-term staffing agreement with the W.E. Upjohn Institute
- i. The board reviewed and discussed the amended agreement between SMPC and the Upjohn Institute for continued staffing and fiduciary services. Carahaly pointed out the deviations from the previous agreement; he also stated that the new agreement better outlines the roles and responsibilities of each party. Members of the Board thanked all who worked on the document.
- ii. *Kale made a motion to approve the staffing agreement and authorize Carahaly to sign to sign the agreement.*
- 1) Woodin seconded the motion.
- 2) The motion carried.**

12. Local Government Assistance and Planning Activities

- a. Update on the City of Parchment
- i. Adams noted that staff is currently helping the City of Parchment conduct a community-wide survey.
- b. Update on Sherman Township
- i. Staff gave an update on the master planning progress. The work is winding down and should be complete in a few months.
- c. Contract with Kalamazoo Township for Planning Services
- i. Adams gave an update on the contract. All sides signed the contract and it is now in place.

13. Staff Report/Other:

- a. Monthly Correspondence
- i. Adams noted that a portion of the monthly communication was too large to include in the packet so he created links.
- b. 2018 Annual Report of Activities
- i. Adams led the review and discussion of the SMPC 2018 Annual Report of Activities. He noted that the bylaws require the Executive Director to write an annual report. The board appreciated the overview and liked to see all that was accomplished in 2018.
- c. 2019 Work Plan
- i. As requested, Adams prepared and presented an activity work plan for 2019. The board reviewed and expressed appreciation for the plan.

14. Representative Comments

- a. Reynolds mentioned some recent news about fiduciary management and wanted highlight the importance of the topic.
- b. Bomba mentioned that Calhoun County is working on their county-wide recreation plan. While undertaking the planning process, the county realized that is understaffed in the parks and recreation

department and is taking a deeper look at their needs. They are examining all funding possibility to fully staff and improve county parks; the county is looking into the possibility of a recreation millage.

- c. Bomba also gave an update on Calhoun County's county-wide transportation planning process.

15. Action: Adjournment

**Next Meeting:** *April 9 in Coldwater*

DRAFT

**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>April 2019</b>		Fiscal	SMPC General	Fiscal	SMPC RPI	Fiscal	SMPC Plan	Fiscal	SMPC Transp	Fiscal	SMPC Kzoo	Fiscal	SMPC MEDC	FY19	SMPC
<b>W.E. Upjohn Institute</b>		<b>YTD 2019</b>	<b>Budget</b>	<b>YTD 2019</b>	<b>Budget</b>	<b>YTD 2019</b>	<b>Budget</b>	<b>YTD 2019</b>	<b>Budget</b>	<b>YTD 2019</b>	<b>Budget</b>	<b>YTD 2019</b>	<b>Budget</b>	<b>To Date</b>	<b>Budget</b>
- Wages		6,027.89		10,938.10		8,510.09		2,371.31		19,547.50		-		47,394.89	
- Fringe		4,336.15		5,231.54		4,998.51		1,117.89		-		-		15,684.09	
		-		-		-		-		-		-		-	
<b>Total Staff:</b>		<b>10,364.04</b>	<b>10,365.00</b>	<b>16,169.64</b>	<b>24,100.00</b>	<b>13,508.60</b>	<b>18,500.00</b>	<b>3,489.20</b>	<b>5,000.00</b>	<b>19,547.50</b>	<b>33,100.00</b>	-	-	<b>63,078.98</b>	<b>91,065.00</b>
<b>Subcontracts:</b>															
- KATS/NEMC		-		-		-		27,341.98	97,050.00	-		2,323.44	5,000.00	29,665.42	102,050.00
- Clark Hill, Legal		1,378.80		-		-		-		-		-		1,378.80	-
<b>Other:</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
- Liability Insurance		-	2,100.00	-		-		-		-		-		-	2,100.00
- Copies		1.60	75.00	-	100.00	0.08	100.00	-	25.00	-		-		1.68	300.00
- Postage		13.00	50.00	-		-	75.00	-		-		-		13.00	125.00
- Supplies		-	50.00	-		-	100.00	-		-		-		-	150.00
- Telephone		-	10.00	-	50.00	-	10.00	-	25.00	-		-		-	95.00
- Software License		-	30.00	-		-		-		-		-		-	30.00
- Web Site Hosting		420.00	360.00	-		-		-		-		-		420.00	360.00
<b>Travel:</b>															
- Travel		1,665.95	1,500.00	216.25	750.00	423.72	1,500.00	275.74	200.00	264.18	-	-	-	2,845.84	3,950.00
- Travel Reimbursement		-		-		-		-		-		-		-	-
<b>Total Subs/Other/Travel:</b>		<b>4,439.35</b>	<b>6,135.00</b>	<b>216.25</b>	<b>900.00</b>	<b>423.80</b>	<b>3,035.00</b>	<b>27,617.72</b>	<b>250.00</b>	<b>264.18</b>	<b>500.00</b>	<b>2,323.44</b>	<b>-</b>	<b>35,284.74</b>	<b>10,820.00</b>
<b>Total Project Expense:</b>		<b>14,803.39</b>	<b>16,500.00</b>	<b>16,385.89</b>	<b>25,000.00</b>	<b>13,932.40</b>	<b>21,535.00</b>	<b>31,106.92</b>	<b>5,250.00</b>	<b>19,811.68</b>	<b>33,600.00</b>	<b>2,323.44</b>	<b>-</b>	<b>98,363.72</b>	<b>101,885.00</b>
34050, 34051, 34054		16,500.00	16,500.00	14,352.40						16,311.68		-		47,164.08	
34050 Fund Xfer (legal)		-		-		-		-		-		-		-	
34055 - Albion		-		-		-		-		-		-		-	
34055 - MEDC		-		-		-		-		-		2,323.44		2,323.44	
Homer 24020 34052		-		-		-		-		-		-		-	
Florence 24020 34052		-		-		-		-		-		-		-	
Penn 24021 34052		-		-		-		-		-		-		-	
St Joe 24022 34052		-		-		960.00		-		-		-		960.00	
Fabius 34052		-		-		-		-		-		-		-	
Lockport 24027 34052		-		-		-		-		-		-		-	
Parchment 24031 34052		-		-		1,937.50		-		-		-		1,937.50	
Sherman 24030		-		-		3,992.00		-		-		-		3,992.00	
Ross 24028 34052		-		-		-		-		-		-		-	
MDOT Z1/Z5 34053		-		-		-		13,935.82		-		-		13,935.82	
MDOT Z2/Z4 34053		-		-		-		7,500.06		-		-		7,500.06	
MDOT Z3/Z6 34053		-		-		-		7,118.02		-		-		7,118.02	
<b>Total Invoices:</b>		<b>16,500.00</b>	<b>16,500.00</b>	<b>14,352.40</b>	<b>25,000.00</b>	<b>6,889.50</b>	<b>20,000.00</b>	<b>28,553.90</b>	<b>102,300.00</b>	<b>16,311.68</b>	<b>33,600.00</b>	<b>2,323.44</b>	<b>20,000.00</b>	<b>84,930.92</b>	<b>217,400.00</b>
Expense		14,803.39	16,500.00	16,385.89	25,000.00	13,932.40	21,535.00	31,106.92	5,250.00	19,811.68	33,600.00	2,323.44	-	98,363.72	101,885.00
<b>Net Income(Expense):</b>		<b>1,696.61</b>	<b>-</b>	<b>(2,033.49)</b>	<b>-</b>	<b>(7,042.90)</b>	<b>(1,535.00)</b>	<b>(2,553.02)</b>	<b>97,050.00</b>	<b>(3,500.00)</b>	<b>-</b>	<b>-</b>	<b>20,000.00</b>	<b>(13,432.80)</b>	<b>115,515.00</b>
Invoices		16,500.00	16,500.00	14,352.40	25,000.00	6,889.50	21,535.00	28,553.90	102,300.00	16,311.68	33,600.00	2,323.44	20,000.00	84,930.92	217,400.00
Receipts		16,500.00	23,035.00	5,045.12	25,000.00	2,640.00	15,000.00	28,553.90	102,300.00	13,297.50	33,600.00	91.15	20,000.00	66,127.67	218,935.00
<b>Acct.Rec.Balance:</b>		<b>-</b>	<b>(6,535.00)</b>	<b>9,307.28</b>	<b>-</b>	<b>4,249.50</b>	<b>6,535.00</b>	<b>-</b>	<b>-</b>	<b>3,014.18</b>	<b>-</b>	<b>2,232.29</b>	<b>-</b>	<b>18,803.25</b>	<b>(1,535.00)</b>

SMPC Fund Balance: \$147,951.46. Maintained and audited by W.E. Upjohn Institute.

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

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# FY 2020 Regional Transportation Planning Work Program

Region 3

Southcentral Michigan Planning Council



**Approved:**

**Southcentral Michigan Planning Council**

300 South Westnedge Avenue  
Kalamazoo, MI 49007

Phone: 269-385-0409

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## INTRODUCTION

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

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

For FY 2019, the Regional Planning Agency work program continues to have a budget of \$488,800 for the basic work elements with \$267,000 in supplemental funding for the Rural Task Force Program and \$710,300 in state funding for the Asset Management Program. The BTP may also allocate additional state funding to provide annual transportation technical assistance in non-metropolitan areas of the state. In FY 2019, each regional planning agency, with the exception of the Southeast Michigan Council of Governments (SEMCOG), may receive supplemental funding, as needed and if available from the FY 2019 SPR program to assist MDOT and the regional planning agencies in:

- Improving public involvement and the consultation process in non-metropolitan areas of the state.
  - Providing interagency coordination and public involvement for air quality conformity in non-attainment or maintenance areas for ozone and particulate matter 2.5 (For regional planning agencies with non-attainment or maintenance areas or areas required to do conformity within RPA boundaries).
  - Preparing access management plans and ordinances
  - Non-motorized planning and mapping
  - Byway Corridor Management Plans
  - Data Collection to meet federal reporting requirements
-

## **SOUTHCENTRAL MICHIGAN PLANNING COMMISSION FY 2020 PROGRAM**

The SMPC entered into an agreement with the Kalamazoo Area Transportation Study (KATS) to provide staffing for the Transportation Program through FY 2020. SMPC and KATS will work to provide technical support to MDOT and the various agencies within the Region 3 area during FY 2020 (ending September 30, 2020).

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

### **FY 2020 BUDGET**

The following is the estimated budget for FY 2020 utilizing the services of the Kalamazoo Area Transportation Study, the consulting agency for SMPC. For FY 2020, the budget was based on:

- \$26,000 in Michigan Transportation Fund (MTF) Program funds for the Regional Transportation Planning Work Program;
- \$19,000 in Michigan Transportation Fund (MTF) Program funds for the Rural Task Force Program and Small Urban Program; and
- \$55,000 in Michigan Transportation Fund (MTF) Program funds for Asset Management.

The indirect and fringe rates used to develop the FY 2020 Regional Transportation Planning Work Program are those that are part of the Kalamazoo Area Transportation Study's FY 2020 Unified Planning Work Program (UPWP). The rates have been approved by the Michigan Department of Transportation as well as the Federal Highway Administration and Federal Transit Administration. The RTPP uses estimates based on the percentage of the program for each RTPP work code.

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**FY 2020 BUDGET TABLE**

**Fiscal Year 2020 Regional Transportation Planning Work Program  
Region 3- Southcentral Michigan Planning Council  
October 1, 2019-September 30, 2020**

Work Element	Project	Salary	Fringe	Indirect	Other	Total MTF Funds	SPR/MTF Funds	Hours	Total Budget
3101	Program Management	\$4,420	\$2,608	\$1,542	\$4,170	\$12,740		160	\$12,740
3102	Technical Assistance to MDOT	\$1,900	\$1,326	\$934		\$4,160		90	\$4,160
3103	Technical Assistance to Member Agencies	\$2,948	\$1,326	\$629		\$5,200		128	\$5,200
3104	Access Management	\$145	\$75	\$40		\$260		8	\$260
3105	Pure Michigan Byway Program	\$145	\$75	\$40		\$260		8	\$260
3106	Non-motorized Mapping and Investment Plan	\$280	\$155	\$85		\$520		12	\$520
3107	Rural Safety Planning	\$1600	\$850	\$410		\$2,860		30	\$2,860
3108	Management of the Rural Task Force and Small Urban Programs	\$9,628	\$3,403	\$3,122			\$16,150	380	\$16,150
3109	Public Involvement and Consultation Process for Non-Metropolitan Areas	\$1,472	\$535	\$463			\$2,470	65	\$2,470
3110	Public Involvement for Air Quality Conformity	\$225	\$104	\$51			\$380	25	\$380
3111	Asset Management*	\$19,927	\$11,692	\$7,381	\$16,000			628	\$55,000
	<b>TOTALS</b>	<b>\$42,687</b>	<b>\$22,446</b>	<b>\$14,697</b>	<b>\$20,170</b>	<b>\$26,000</b>	<b>\$19,000</b>	<b>1534</b>	<b>\$100,000</b>

\*Because this activity is funded through the Asset Management Council and does not make use of MDOT Act 253 funds, it is not included in the Total column.

Funds classified as other have been set aside for:

3101 Work completed by SMPC staff

3111 Asset Management Training and reimbursements to local agencies for time spent on collecting Pavement and Surface Evaluation Rating (PASER) Ratings.

## WORK PROGRAM OUTLINE

### 3101. Program Management

#### Objectives

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

#### Products

1. The following will be submitted to the program coordinator by the agency for reimbursement of costs incurred in conjunction with the work activities identified in the work program.
  - (a.) Progress reports that summarize accomplishments and attendance at applicable meetings for each work item.
  - (b.) Invoices for payment, submitted quarterly or monthly, in accordance with MDOT Contracting and Invoicing Standard Operating Procedures.
  - (c.) Receipts of travel expenses and equipment purchases greater than \$2,500; i.e., traffic counters, computer hardware and software, etc.
  - (d.) Itemization of program expenses in terms of work items, including salaries, fringe benefits, indirect costs, and other direct costs.
  - (e.) Tabulation of progress by work item, indicating the amount and percent billed the current billing period and to date.
2. The FAR on the status of activities and products in the work program will be submitted to the program coordinator within 90 days following the contractual period in the work program, as specified within the Master Agreement. The FAR is a performance evaluation, not a financial audit, and must contain the following information for each work item:
  - (a.) Products completed
  - (b.) Products not completed and reason for lack of completion.
  - (c.) The amount of funds budgeted and expended.
  - (d.) Work items that are to be continued next year.

**Budget:** \$12,740 (MTF)

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## 3102. Technical Assistance to MDOT

### Objectives

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

### Activities

1. Assist in conducting transportation-related workshops and meetings, including but not limited to workshops and seminars for access management, State and National Byways, functional classification, the Adjusted Census Urban Boundary (ACUB), the Highway Performance Monitoring System (HPMS), the Model Inventory of Roadway Elements (MIRE), Fundamental Data Elements (FDE), and the Non Trunk line Federal Aid Program (NTFA) updates, non-motorized transportation, safety and non-metropolitan-area elected officials. Activities may include locating adequate facilities, registering participants, scheduling speakers, and other meeting management related activities.
  2. Provide staffing and technical planning assistance in the area of transportation.
  3. Conduct transportation studies as needed.
  4. Assist in identifying transportation interest, programs and projects as appropriate for the STIP and the SLRTP.
    - a. Participate in the development of the SLRTP, providing input and review of documents and initiatives performed as part of the SLRTP development.
    - b. Assist in the scheduling and notifying of SLRTP related activities, including but not limited to public meetings within the region.
  5. As appropriate, assist the MDOT Office of Passenger Transportation and local transit providers.
  6. Statewide Travel Demand Model:
    - a. Review and provide feedback on REMI socio-economic forecasting outputs and assist in reviewing and allocating data to statewide traffic zones.
    - b. Verify statewide model network inventories.
    - c. Provide traffic counts, as available, for model update not covered in acquiring traffic counts for the non-trunkline federal aid program.
  7. Data for meeting Federal Reporting Requirements:

Highway Performance Monitoring System (HPMS)  
Collect and submit data items for HPMS in conjunction with MDOT's HPMS coordinator. Staff will review and update the HPMS database sample segments using MDOT-supplied spreadsheets that contain only the data items needing to be updated for each sample in the format provided.
-

Traffic Data Collection for Federal Reporting

Provide support to MDOT in the a-cross agency coordination effort (NTFA) to gather and report traffic data on the non-MDOT road network (federal aid and non-federal aid) to meet federal reporting requirements of HPMS, MAP 21, and the FAST Act.

Model Inventory of Roadway Element (MIRE) Fundamental Data Elements (FDE)

Provide support to MDOT in the a-cross agency coordination effort to gather and report traffic and safety on the non-MDOT road network (federal aid and non-federal aid) to meet federal reporting requirements of the safety Transportation Performance measures in MAP 21 and the FAST Act. Support is defined as (but not limited to):

Outreach

Training and education

Data coordination with local agencies

Data compilation

Data load, transfer, and/or reporting

(Conduit between local agencies and MDOT/FHWA)

**Budget:** \$4,160 (MTF)

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

#### **Objective**

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

#### **Activities**

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

#### **Products**

Provide program coordinator with a copy of any reports produced as a result of these activities.

**Budget:** \$5,200 (MTF)

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## **3104. Access Management**

### **Objective**

To develop and/or conduct access management training for local client communities. Assist MDOT selected consultants in preparing access management plans and ordinances along state roadway corridors.

### **Activities**

1. Educate local public officials, property owners and citizens what access management is and how it can benefit their community.
2. Identify local roadway corridors of significance for the development of access management plans and prepare a formal justification to MDOT for funding such plans. A corridor of significance is defined as a principal and or minor arterial that significantly impacts the state trunk line system.
3. Assist MDOT/consultant to ensure successful adoption of plans and ordinances. Assist road agencies, client communities and property owners, as required, when road and utility projects provide plan implementation opportunities. Provide follow-up consultation to communities with existing access management plans and ordinances.

### **Products**

Educational materials provided by MDOT unless specified otherwise. Provide support to consultants conducting training, preparing corridor access management plans and ordinances along state roadway corridors.

Upon billing submittal:

Costs incurred will be reimbursed upon review and approval of documentation submitted to the MDOT Program Manager and/or the appropriate MDOT representative.

**Budget:** \$260 (MTF/SPR)

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

### **Objective**

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

### **Activities**

1. Prepare and or assist a consultant in the development of corridor management plans.
2. Provide guidance to local "grassroots" organizations seeking to nominate a state highway as a Pure Michigan Byway or National Scenic Byway.
3. Serve as a Liaison between MDOT and the local Byway Committee on issues relating to future transportation system improvements, or local land use and zoning changes proposed for and adjacent to the Byway.
4. Provide opportunities for public involvement activities related to the Byway.
5. Ensure the Byway corridor management plan is up to date.
6. Conduct studies of the convenience of the Byway transportation and visitor-oriented facilities.
7. Attend conferences, workshops and seminars.

### **Products**

1. Designation of Pure Michigan Byways and National Scenic Byways in accordance with P.A. 69 of 1993, as amended, and Title 23 U. S. Code.
2. Corridor management plans.
3. Meeting management and facilitation of Byway Committee meetings. Serve as a Liaison between the byway committee and MDOT.
4. Marketing brochures, pamphlets, web site and other promotional/educational material to constituents.
5. Provide MDOT digital and hard copies of updated and/or new corridor management plans

**Budget:** \$260 (MTF/SPR)

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

### **Objective**

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

### **Activities**

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

### **Products**

1. Non-motorized master plans by region, including up-to-date non-motorized maps.
2. The end map product will be a ready-to-print region-wide bike map and database with the support data to go into the TMS for future planning and maps. Provide MDOT with a copy of any reports (excluding grant applications) as a result of this activity, or a copy of cover letters for products submitted to others.
3. Print a 6 to 7 year supply of Region Road and Trail Guides (bike maps) for MDOT distribution, plus stakeholders within the region.
4. The development of a comprehensive plan and the identification of priority projects within the area will help guide MDOT's investment in the region's non-motorized transportation system.

Upon billing submittal:

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

**Budget:** \$520 (SPR/MTF)

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## **3107. Rural Safety Planning**

### **Objective**

Assist in conducting rural safety planning forums to increase or create awareness for safety, and encourage formation of cross-discipline safety partnerships at the local level and assist MDOT in the process of preparing rural safety plans.

Determine areas of safety risks (i.e., behavioral, structural) and schedule workshops to educate constituents in mitigating these risks, if appropriate.

### **Activities**

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

**Budget:** \$2,860 (MTF)

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

### **Objective**

- To assist MDOT in administering the Rural Task Force (RTF) and Small Urban program for MDOT

### **Activities**

1. Regional Planning Agency staff shall communicate all MDOT correspondence to their respective RTF members.
2. Schedule, set-up room, provide materials, take meeting minutes, collect a list of meeting attendees and facilitate the logistics of the RTF project selection meetings and small urban program meetings. This duty can be coordinated with the Chairperson of the committees based on preference of the individual RTF or small urban committee.
3. The Regional Planning Agency and RTF Chairperson shall ensure a cooperative, coordinated and comprehensive planning process is followed at the regional level. This process shall be consistent with approved federal planning regulations and provide for the consideration and implementation of projects that address all modes of transportation.
4. Ensure that the fiscal constraint sheets used in the meetings are properly managed with updated allocation balances provided by the MDOT RTF coordinator as well as the decisions made by the RTF committees.
5. Ensure the required public involvement and consultation process is followed by providing citizens, affected public agencies, tribal governments, private transportation providers, and other interested parties with sufficient notice and opportunity to comment on proposed transportation projects, plans and programs.
6. Program eligible projects in JobNet as approved by the RTF committees. Ensure that 1799 and 1797 data sheets received from the local agencies match what was approved by the RTF committees as reflected in the fiscal constraint sheet and attach those data sheets to the appropriate project in JobNet
7. Submit proof of public involvement, meeting minutes, all Season Road changes, and the fiscal constraint sheet as part of monthly activity report utilizing the most current 1618 form to the MDOT RTF Coordinator. In months where there is no meetings or action taken by the committees the form should still be submitted with the "No Project Change or Meeting" box checked and submitted to the MDOT RTF Coordinator.

**Budget:** \$16,150 (MTF)(SPR)

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

### **Objectives**

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

### **Activities**

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

**Budget:** \$2,470 (This task is funded through the RTF Program)

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## **3110. Air Quality Conformity Planning\***

### **Objectives**

- To comply with federal and state transportation air quality regulations, specifically related to transportation conformity for non-attainment or maintenance areas or areas required to do conformity for ozone and particulate matter 2.5
- To provide coordination and support of the transportation conformity interagency work group (IAWG)
- To provide communication of air quality conformity analyses results to all interested individuals and organizations.
- To provide inputs into the air quality conformity process and facilitate input from others.

### **Activities**

1. Attend training to become familiar with the conformity regulations, and related air quality issues.
2. Participate in and or conduct transportation conformity IAWG.
3. Participate in discussions to evaluate attainment strategies pertaining to transportation air quality for individual areas or as part of the statewide transportation planning process.
4. Communicate air quality conformity analysis results and initiatives to all interested individuals and organizations.

**\* Only for Regional Planning Agencies with Ozone or particulate matter 2.5 non-attainment or maintenance areas or areas required to do conformity within RPA boundaries.**

**Budget:**   \$380   (MTF)

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## 3111. Asset Management

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

### Tasks

#### I. Training Activities

- A. Attendance at training seminar(s) on the use of Pavement Surface Evaluation and Rating (PASER) and Inventory-based Rating System for unpaved roadways.
- B. Represent MPO/RPO at TAMC-sponsored conferences and seminars, including attending either the Spring or Fall TAMC Conference.
- C. Attend TAMC-sponsored Investment Reporting Tool (IRT) training seminars.
- D. Attend TAMC-sponsored Asset Management Plan Development training seminars.

#### II. Data Collection Participation and Coordination

##### A. Federal Aid System:

1. Organize schedules with Public Act 51 agencies within MPO/RPO's boundary for participating in Federal Aid data collection efforts; ensure all participants of data collection have access to State of Michigan travel reimbursement rates.
2. Coordinate, participate and facilitate road surface data collection on approximately one-half of the Federal Aid System in accordance with the TAMC Policy for the Collection of Roadway Condition Data on Federal Aid Eligible Roads and Streets.
3. Collect unpaved roadway condition data on approximately half of any unpaved Federal Aid eligible roadways using the Inventory-based Rating System developed by the Michigan Technological University's Center for Technology and Training.

##### B. Non-Federal Aid System:

1. The RPO/MPO may allocate reimbursements for Non-Federal Aid data collection to Public Act 51 agencies according to the resources available to them in the manner that best reflects the priorities of their area and supports the TAMC work.
  2. Coordinate Non-Federal Aid data collection cycles with Public Act 51 agencies with an emphasis on the top 125 agencies.
-

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

### III. Equipment

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

### IV. Data Submission

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

### V. Asset Management Planning

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

### VI. Technical Assistance

- A. Provide technical assistance to local agencies in using the TAMC reporting tools for planned and completed infrastructure investments or any other TAMC Work Program Activity.
-



B. Integrate PASER ratings and asset management into project selection criteria:

1. Analyze data and develop road preservation scenarios.
2. Analyze performance of implemented projects.

**Required Products**

- I. PASER data for Federal Aid System submitted to TAMC via the IRT.
- II. PASER data for Non-Federal Aid System submitted to TAMC via the IRT.
- III. Quarterly or monthly activities reports submitted with invoices to TAMC Coordinator.
- IV. Create an Annual Report of Asset Management program activities as well as a summary of annual PASER condition data by local agency, functional classification, and Public Act 51 Legal System; provide links to the Regional Annual Report on agency website and submit copies to TAMC Coordinator by April 1 of each year.
- V. Prepare a draft status report of Public Act 51 agency Asset Management activities and plans within MPO/RPO boundary by September 30 of each year.  
*The Michigan Transportation Asset Management Council approved this language on June 6, 2018.*

**Budget:** \$55,000 (MTF)

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

### **Branch County:**

Randall Hazelbaker, Vice Chair

Vacancy

### **Calhoun County:**

Jen Bomba, Secretary

Steve Frisbie

Art Kale

### **Kalamazoo County:**

Vince Carahaly, Chair

Christine Morse

Mark Reynolds, Treasurer

Vacancy

### **St Joseph County:**

Kathy Pangle

Joe Woodin

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

**Lee Adams**

SMPD Director  
[adams@upjohn.org](mailto:adams@upjohn.org)

**Patrick Hudson**

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

**Website:**

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

**Mailing Address and Phone Number:**

300 South Westnedge Avenue  
Kalamazoo, MI 49007  
269-385-0409

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

**Jonathan Start**

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

**Steven Stepek, AICP**

Senior Planner  
[sstepek@KATSmpo.org](mailto:sstepek@KATSmpo.org)

**Megan Mickelson**

Associate Planner  
[mmickelson@katsmpo.org](mailto:mmickelson@katsmpo.org)

**Fred Nagler**

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

**Xiaoe (Grace) Guan**

Finance & Administrative Manager  
[xquan@katsmpo.org](mailto:xquan@katsmpo.org)

**Website:**

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

**Mailing Address and Phone Number:**

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

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# 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)

## Proposal for the Nottawa Township Master Plan Update

### Introduction

Nottawa Township would like to rewrite its existing master plan. The Southcentral Michigan Planning Council (SMPC) is pleased to offer its planning services to assist the Township as it updates its master plan. SMPC has the experience and knowledge to provide the Township with a high-quality plan update; SMPC has trained planners, GIS professionals, data analysts, regional economists, and librarians available to help complete the Township's master plan update. The Township requested proposals from private companies but received no responses.

### Project Team

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

### Methodology

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

1. Develop and implement a public outreach strategy. *Months one through 12.*
  - a. Develop and implement a public outreach strategy based on the needs of the Township and the requirements set forth in the Michigan Planning Enabling Act.
  - b. *Cost: \$200-500 – Township staff may decrease its costs by completing some of the clerical tasks required to update a master plan (notices, postings, transmittal to various authorities, etc).*
2. Survey the local citizenry, if needed/desired. *Months two through five (may delay other work on the master plan).*
  - a. SMPC Staff will develop and coordinate a survey of the local citizenry to help gain an understanding of the desires of Township residents.
  - b. *Cost: \$1,000 – not required but strongly recommended.*
3. Conduct strategic planning. *Months four through six (will occur later if survey is conducted).*
  - a. The master plan outlines the strategic future of the Township. As such, strategic planning is an important step in the master planning process.
  - b. The goals, objectives, policies, and implementation strategies are based on the Township's vision for its future physical environment.
  - c. *Cost: \$1,000*
4. Review the current master plan with the Township Planning Commission. *Months one and two.*
  - a. SMPC Staff will review the plan and create recommendations for modernization and improvements at a planning commission meeting.

- b. Determine which sections of the previous master plan will remain enact, be amended, be overhauled, or be removed.
  - c. Determine if additional sections are needed based on the Michigan Planning Enabling Act.
  - d. Cost: \$1,000
5. Write and present individual chapters of the master plan. *Months four through 10.*
- a. SMPC staff will draft the individual chapters and elements required by the Michigan Planning Enabling Act and desired by the Township. SMPC staff will then present the chapters to the planning commission for feedback.
  - b. Cost: \$3,500
6. Finalize the Plan. *Months 11 and 12.*
- a. Develop and present a format and design for the plan.
  - b. Incorporate feedback from the planning commission on the overall plan.
  - c. Conduct final edits to the plan.
  - d. Cost: \$750

Items needed from the Township to conduct the update:

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

**Timeline**

	Month 1	Mo 2	Mo 3	Mo 4	Mo 5	Mo 6	Mo 7	Mo 8	Mo 9	Mo 10	Mo 11	Mo 12
Review Plan												
Required Steps												
Survey Work												
Strategic Planning												
Write Chapters												
Finalize Plan												

## Cost

The cost to complete the master plan update will range between **\$6,500 and \$7,750**. Costs are itemized below:

1. Develop and implement a public outreach plan - **\$250-500** (Township can complete some of the work)
2. Survey the local citizenry, if needed/desired - **\$1,000** (not required but recommended)
3. Conduct strategic planning - **\$1,000**
4. Review the current master plan with the Planning Commission - **\$1,000**
5. Write and present individual chapters of the master plan - **\$3,500**
6. Finalize and distribute the Plan - **\$750**

The estimated cost of the project will depend on the Township's ability to take on some of the work and the desire to conduct a survey. Nonetheless, the cost will not exceed **\$7,750**. Without the survey and public outreach work, the cost will not exceed **\$6,500**. The project should take no longer than 12 months to complete, depending on the availability and workload of staff when the project is initiated.

Respectfully submitted,

Lee Adams, Director  
Southcentral Michigan Planning Council



## Department of Community Development

May 6, 2019

W.E. Upjohn Institute of  
Employment Research  
300 South Westnedge Avenue  
Kalamazoo, MI 49007

RE: Community Development Block Grant Program, Notice of Intent to Request Release of Funds

To Whom It May Concern:

The City of Portage will be requesting release of FY 2019-20 Community Development Block Grant funds per the attached notice to be published May 17, 2019 in the Kalamazoo Gazette. There will be no significant negative effects on the environment as a result of proposed activities for FY 2019-20. Also attached is the proposed budget summary for FY 2019-20.

This information is being provided to you as a requirement of the U.S. Department of Housing and Urban Development. If you have any questions, please contact me at (269) 329-4477.

Sincerely,

Vicki Georgeau  
Director of Community Development

Attachment

## NOTICE OF REQUEST FOR RELEASE OF FUNDS

City of Portage, Kalamazoo County, Michigan  
7900 South Westnedge Avenue, Portage, MI 49002 -- (269) 329-4477

On or about June 5, 2019, the City of Portage will request that the U.S. Department of Housing and Urban Development (HUD) release Federal Funds under Title I of the Housing and Community Development Act of 1974 (PL 93-383) for the following projects:

- Housing Assistance Programs - \$221,160
  - Housing Rehabilitation Program: Loans for Upgrades of Owner Occupied Residences.
  - Emergency Repair Grant Program: Grants for Urgent Home Repair Needs.
- Homebuyer Downpayment Assistance Program - \$10,000
  - Deferred Loans to First Time Homebuyers in Low/Moderate Income Target Neighborhoods
- Neighborhood Improvement \$55,474
  - Code Enforcement - Administration of the Community Quality Code, Housing/Property Maintenance Code, Zoning Code and/or Building Code in low-moderate income neighborhoods.
- Human/Public Services - \$42,045
  - Portage Community Center: Emergency Assistance, Transportation Assistance, and Youth Recreation Scholarships.
- Administration - \$19,431
  - General grant administration and fair housing activities.

### Environmental Review Record

It has been determined that this request will not constitute an action significantly affecting the quality of the environment. Accordingly, the city will not prepare an Environmental Impact Statement under the National Environmental Policy Act of 1969 (PL 91-190) for the following reasons:

- All programs identified have been determined, in accordance with HUD criteria, to be either categorically excluded or exempt from requirements of preparing an Environmental Assessment or Environmental Impact Statement.
- The project benefits far outweigh the minor environmental impacts associated with these projects. Therefore, a finding of no significant impact has been determined.
- An Environmental Review Record for the above projects has been prepared by the city which documents the environmental review of the projects and more fully sets forth the reasons why such Environmental Impact Statement is not required. These Environmental Review Record is on file at the above address and is available for public examination and copying, upon request, at the Department of Community Development, between the hours of 8:00 a.m. and 5:00 p.m. No further environmental review of the projects is proposed to be conducted prior to the request for release of Federal Funds.

### Public Comments

All interested agencies, groups and persons disagreeing with these decisions may submit written comments to the city (address above) on or before June 4, 2019. All comments received will be considered and the city will not request the release of Federal Funds or take administrative action on the projects prior to this date.

### Release of Funds

The City of Portage will undertake the projects described above with Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) under Title I of the Housing and Community Development Act of 1974. The City of Portage is certifying to HUD that the City of Portage and Laurence Shaffer, in his official capacity as City Manager, consent to accept the jurisdiction of the Federal courts if an action is brought to enforce responsibilities in relation to environmental reviews, decision making, and action; and that these responsibilities have been satisfied. The legal effect of the certification is that upon its approval, the City of Portage may use the CDBG funds and HUD will have satisfied its responsibilities under the National Environmental Policy Act of 1969.

### Objections to Federal Release of Funds

HUD will accept an objection to its approval of the release of funds and/or acceptance of the certification only if it is based on one of the following: (a) that the certification was not in fact executed by the chief executive officer or other officer of applicant approved by HUD; or (b) that applicant's environmental review record for the project indicates omission of a required decision, finding or step applicable to the project in the environmental review process. Objections must be prepared and submitted in accordance with the required procedure (24 CFR Part 58) and may be addressed to HUD at: Environmental Review Officer, HUD Detroit Area Office - Region V, McNamara Federal Building, 477 Michigan Avenue, Detroit, MI 48226. Objections to the release of funds on a basis other than those stated above will not be considered by HUD. No objection received after June 20, 2019 will be considered by HUD.





April 24, 2019

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

Dear Mr. Adams,

**RE: Regional Clearinghouse Review (Executive Order 12372)  
CFDA 10.766**

Dear Regional Planning Commission:

Comstock Community Center, Inc. has applied to the Community Facilities program at USDA Rural Development. They are requesting \$274660.00 of Federal funds from the Community Facilities program to help with the purchase and renovation for an audit daycare facility. If you would like a copy of the SF 424 application and their project narrative, please contact me.

Any comments you can provide regarding the project would be appreciated. Please let me know if you have questions. My contact information is 616-222-5825 or [katherin.farwell@usda.gov](mailto:katherin.farwell@usda.gov)

Sincerely,

A handwritten signature in cursive script that reads "Katherin Farwell".

Katherin Farwell  
Area Specialist



May 15, 2019

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

Dear Mr. Adams,

Oshtemo Charter Township in Kalamazoo County is in the process of applying to the Water & Waste Disposal Program (CFDA 10.760) at USDA Rural Development.

The project they are applying for is Phase II. A map, project description and copy of the SF 424 application for Phase II attached. The anticipated cost for Phase II is \$19,482,000

The Phase I portion of the project was approved in August 2018. Phase I is being funded as a 40-year loan for \$8,346,000. The loan for Phase I has not closed and construction has not started.

The attached map shows the location of the Phase I and Phase II work. The phase II work is identified on the map in red font.

We welcome your comments on the proposed Phase II project and its compliance with the area comprehensive development plan. 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,

A handwritten signature in black ink that reads "Paul Bristol". The signature is stylized and includes a large, sweeping flourish at the end.

Paul Bristol  
Area Specialist

**Purpose & Need**

The Township of Oshtemo has a Master Capital Plan to expand sanitary service to properties not currently serviced. A high proportion of the area is residential subdivisions located near existing service but currently using private, on-site septic systems. As these systems fail, an additional financial burden is placed on the residents to maintain them. Failed systems in highly populated areas have potential to create health hazards. The Township has delayed street reconstruction and repairs hoping to secure funding for the sanitary updates to include them in the street reconstruction and repairs.

**System Operation & Maintenance**

The system is currently operated and maintained by the City of Kalamazoo per the 1984 Wastewater Agreement. Operation and maintenance costs are included in the rate structure charged by the City for communities outside the city limits.

**Alternatives Considered**

Three alternatives were explored for this proposed project. Do nothing; install a vacuum/pressure sewer system; install a gravity system with mechanical pumping stations. Table 1 shows a comparison of the alternatives considered

Wastewater Collection Options

Most of the existing sanitary sewer collection system is believed to be adequate for the present and future conditions.

**Table 1 - List of the Alternatives**

Alternative	Estimated Costs	Beneficial Environmental Impacts	Potential Adverse Environmental Impacts
1 - No action	\$0.00	None	Some
2 – Vacuum/pressure Sewer Systems	Variable	Improved condition to some sewer sections	Increased energy usage
3 – Neighborhood Sanitary Sewer Expansion	\$25,182,000	Improved reliability of sewer system	None

**Alternative 1: No Action**

It is not feasible for the Township of Oshtemo to do nothing with regard to their sewer system. If no action is taken, it would leave the residents without connection to sanitary sewer. The current on-site septic tanks will continue to discharge raw effluent into the soil. Eventually these systems will reach the end of useful lives and the Township will be required to construct a sanitary expansion at a great expense to the community.

### **Alternative 2: Vacuum/Pressure Sewer Systems**

The Township considered the option of installing pressure based sewer systems. This option was discussed with the City of Kalamazoo. The City of Kalamazoo determined it would not maintain a pressure/vacuum sewer system.

Administrative obstacles are also significant. The City of Kalamazoo currently provides sanitary sewer O&M services to 11 local jurisdictions outside the City boundary. By individual contract (with common language), O&M costs are proportioned among the local entities. The increased O&M required of a pressure-based sewer system unique to the Township of Oshtemo would disrupt the common, equity-based formula used for the distribution of O&M costs among customer communities.

The Township relies on the City of Kalamazoo for operation, maintenance, and fee collection. The Township does not possess the equipment or staff to operate, maintain, or collect fees for a vacuum/pressure system. Because the City of Kalamazoo indicates they will not maintain a pressure/vacuum system, this option is not feasible.

### **Alternative 3: Neighborhood Sanitary Sewer Expansion**

Gravity sewers with mechanical pump stations are currently the only type of system the City of Kalamazoo is willing to maintain per the Agreement. With no other feasible options, Alternative 3, expansion, is the default choice.

### **Design Criteria used for the Project**

The design criteria to be used for this project will comply with USDA-RUS Design Policies (7 CFR 1780.57); the State of Michigan NREPA, Part 41 of Act 451,1994, as amended, and its administrative rules; EPA Guidelines and the Recommended Standards for Wastewater Facilities (Ten States Standards). Permits will be acquired per the MDEQ regulations for the improvements. Soil borings and a geotechnical analysis of the borings will be completed as part of the design process.

### **Land Requirements**

The proposed sanitary sewer pipes will be located within the street/roadway right of ways. Additional land may be required for construction of the lift stations.

### **Construction Problems**

There are no known high ground water, contaminated soils or other construction problems at this time.

### **Map**

Figure 2 showing the limits of the wastewater system improvements can be found at the end of this report.

**Project Cost Estimates**

Total project cost is approximately \$25,182,000.

Project cost estimates for each alternative are as follows:

**Alternative No. 1 - No Action:**

Total Project Cost \$ 0

**Alternative No. 2 – Vacuum Systems**

Total Project Costs Variable

**Alternative No. 3 – Neighborhood Sanitary Sewer Expansion**

Construction Costs Total	\$ 20,527,000
Project Contingencies	\$ 2,053,000
Design & Construction Engineering	\$ 2,361,000
Administrative and Legal Expenses	\$ 241,000
<b>Total Project Cost</b>	<b>\$ 25,182,000</b>

**Advantages/Disadvantages**

Alternative No. 3, expansion, meets the Township's short and long-term objectives of providing existing users with reliable sanitary service and converting on-site septic properties to the sewer system. The Township is taking a proactive approach to providing reliable access to sanitary sewers. The Community will be better served by the opportunity to provide sanitary sewer connections before individual on-site septic systems fail, risking public health.

**Selection of an Alternative**

Three alternatives were considered for Oshtemo's Sanitary Sewer Project: No Action; Vacuum/Pressure Sewers; and sewer extensions. Taking no action and Vacuum/Pressure Sewers are not feasible.

Alternative three, expansion, is the only feasible alternative for this project.

**Proposed Project**

The recommended alternative for the wastewater collection system is the Neighborhood Sanitary Sewer Expansion. This work includes installing new sanitary sewer mains and sanitary laterals to the right-of-way. The locations of these improvements and the estimated costs are as follows:

**Collection System Improvements:**

- Extend approximately 5,330 feet of sanitary sewer and add 14 sanitary manholes to 5 residential units, 1 Small Commercial, and 2 duplexes along 11<sup>th</sup> Street and provide each lot with a sanitary lateral. **\$1,015,000**
- Extend approximately 5,800 feet of sanitary sewer and add 14 sanitary manholes and one lift station to 28 residential and 1 small commercial, and 2 Governmental properties along 7<sup>th</sup> Street and West Main Street and provide each lot with a sanitary lateral. **\$1,474,000**
- Extend approximately 2000 feet of sanitary sewer and add 8 sanitary manholes to 26 residential units on Beech Street and provide each lot with a sanitary lateral. **\$441,000**
- Extend approximately 10,200 feet of sanitary sewer and add 45 sanitary manholes to 105 residential units in the Country Club Subdivision Plat and provide each lot with a sanitary lateral. **\$2,132,000**
- Extend approximately 4300 feet of sanitary sewer and add 17 sanitary manholes to 59 residential units in the Fairlane Subdivision Plat and provide each lot with a sanitary lateral. **\$1,040,000**
- Extend approximately 3200 feet of sanitary sewer and add 46 sanitary manholes to 22 residential units in the Frie and Gibbs Subdivision Plat and provide each lot with a sanitary lateral. **\$1,146,000**
- Extend approximately 4400 feet of sanitary intercepting sewer and add 9 sanitary manholes to 18 residential and 2 small commercial, 1 industrial, and 2 apartment properties along KL Ave and provide each lot with a sanitary lateral. **\$1,144,000**
- Extend approximately 1280 feet of sanitary sewer and add 8 sanitary manholes to 11 residential units in the Meridian Subdivision Plat and provide each lot with a sanitary lateral. **\$282,000**
- Extend approximately 6080 feet of sanitary sewer and add 25 sanitary manholes to 94 residential units in the Sky Ridge Subdivision Plat and provide each lot with a sanitary lateral. **\$1,686,000**
- Extend approximately 38,470 feet of sanitary sewer and add 230 sanitary manholes to 464 residential units in the West Port and Meadowbrook Subdivision Plan and provide each lot with a sanitary lateral. **\$9,096,000**
- Extend approximately 4270 feet of sanitary sewer and add 46 sanitary manholes to 66 residential units in the Whitegate Farms Subdivision Plat and provide each lot with a sanitary lateral. **\$1,071,000**

<b>RURAL DEVELOPMENT CONSTRUCTION COSTS TOTAL:</b>	<b>\$20,527,000</b>
<b>DESIGN AND CONSTRUCTION ENGINEERING:</b>	<b>\$2,361,000</b>
<b>CONTINGENCY</b>	<b>\$2,053,000</b>
<b>PROPERTY</b>	<b>\$100,000</b>
<b>TOWNSHIP ADMINISTRATION</b>	<b>\$10,000</b>
<b>LOCAL ATTORNEY</b>	<b>\$15,000</b>
<b>BOND COUNSEL</b>	<b>\$25,000</b>
<b>SPECIAL COUNSEL</b>	<b>\$15,000</b>
<b>MUNICIPAL ADVISOR</b>	<b>\$75,000</b>
<b>DEPARTMENT OF TREASURY</b>	<b>\$1,000</b>
<b>TOTAL PROJECT COST OF IMPROVEMENTS:</b>	<b>\$25,182,000</b>

**Conclusions and Recommendations**

The proposed sewer system budget may be greater than the funding available through the USDA Rural Development. The total project is proposed to be split into two phases with prices adjusted for inflation and economies of scale. Phase I Preliminary Engineering Report was submitted and accepted by USDA on July 27<sup>th</sup>, 2018. The Preliminary Engineering Report is updated to reflect current available USDA budgets. The proposed project phases are:

**PHASE #1 – (OBLIGATED)**

- Extend approximately 5,800 feet of sanitary sewer and add 14 sanitary manholes and one lift station to 28 residential and 1 small commercial, and 2 Governmental properties along 7<sup>th</sup> Street and West Main Street and provide each lot with a sanitary lateral. **\$1,626,000**
- Extend approximately 2000 feet of sanitary sewer and add 8 sanitary manholes to 26 residential units on Beech Street and provide each lot with a sanitary lateral. **\$487,000**
- Extend approximately 4300 feet of sanitary sewer and add 17 sanitary manholes to 59 residential units in the Fairlane Subdivision Plat and provide each lot with a sanitary lateral. **\$1,147,000**
- Extend approximately 1280 feet of sanitary sewer and add 8 sanitary manholes to 11 residential units in the Meridian Subdivision Plat and provide each lot with a sanitary lateral. **\$311,000**
- Extend approximately 6080 feet of sanitary sewer and add 25 sanitary manholes to 94 residential units in the Sky Ridge Subdivision Plat and provide each lot with a sanitary lateral. **\$1,859,000**
- Extend approximately 4270 feet of sanitary sewer and add 46 sanitary manholes to 66 residential units in the Whitegate Farms Subdivision Plat and provide each lot with a sanitary lateral. **\$1,181,000**

<b>RURAL DEVELOPMENT CONSTRUCTION COSTS TOTAL:</b>	<b>\$6,611,000</b>
<b>ENGINEERING – BASIC SERVICES:</b>	<b>\$531,000</b>
<b>ENGINEERING – RESIDENT PROJECT REPRESENTATIVE</b>	<b>\$266,000</b>
<b>ENGINEERING – ADDITIONAL SERVICES</b>	<b>\$124,000</b>
<b>CONTINGENCY</b>	<b>\$662,000</b>
<b>PROPERTY</b>	<b>\$33,000</b>
<b>TOWNSHIP ADMINISTRATION</b>	<b>\$5,000</b>
<b>LOCAL ATTORNEY</b>	<b>\$8,000</b>
<b>BOND COUNSEL</b>	<b>\$30,000</b>
<b>MUNICIPAL ADVISOR</b>	<b>\$75,000</b>
<b>DEPARTMENT OF TREASURY</b>	<b>\$1,000</b>
<b>TOTAL PROJECT COST OF IMPROVEMENTS:</b>	<b>\$8,346,000</b>

**PHASE #2**

- Extend approximately 10,200 feet of sanitary sewer and add 45 sanitary manholes to 105 residential units in the Country Club Subdivision Plat and provide each lot with a sanitary lateral. **\$2,034,000**
- Extend approximately 38,470 feet of sanitary sewer and add 230 sanitary manholes to 464 residential units in the West Port and Meadowbrook Subdivision Plan and provide each lot with a sanitary lateral. **\$10,098,000**
- Extend approximately 5,330 feet of sanitary sewer and add 14 sanitary manholes to 5 residential units, 1 Small Commercial, and 2 duplexes along 11<sup>th</sup> Street and provide each lot with a sanitary lateral. **\$1,066,000**



- Extend approximately 3200 feet of sanitary sewer and add 46 sanitary manholes to 22 residential units in the Frie and Gibbs Subdivision Plat and provide each lot with a sanitary lateral. **\$1,204,000**
- Extend approximately 4400 feet of sanitary intercepting sewer and add 9 sanitary manholes to 18 residential and 2 small commercial, 1 industrial, and 2 apartment properties along KL Ave and provide each lot with a sanitary lateral. **\$1,202,000**

<b>RURAL DEVELOPMENT CONSTRUCTION COSTS TOTAL:</b>	<b>\$15,604,000</b>
<b>CONTINGENCY</b>	<b>\$1,561,000</b>
<b>DESIGN AND CONSTRUCTION ENGINEERING:</b>	<b>\$2,150,000</b>
<b>PROPERTY</b>	<b>\$11,000</b>
<b>TOWNSHIP ADMINISTRATION</b>	<b>\$5,000</b>
<b>LOCAL ATTORNEY</b>	<b>\$15,000</b>
<b>BOND COUNSEL</b>	<b>\$75,000</b>
<b>MUNICIPAL ADVISOR</b>	<b>\$60,000</b>
<b>DEPARTMENT OF TREASURY</b>	<b>\$1,000</b>
<b>TOTAL PROJECT COST OF IMPROVEMENTS:</b>	<b>\$19,482,000</b>

This project will take a proactive approach in providing a reliable sanitary sewer collection and treatment system to users. The existing on-site septic systems are aging and most will exceed useful life within the next 10 years.

It is recommended Oshtemo Township move forward with the proposed Neighborhood Sanitary Sewer system expansion project.





Figure 2 Limits of the Wastewater System Improvements

