

Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

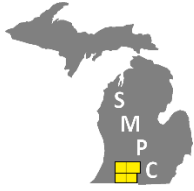
Phone: (269) 385-0409 · Fax: (269) 343-3308 · Email: info@smpcregion3.org

Board Meeting Agenda

MEETING DATE: Tuesday, November 5, 2019
MEETING TIME: 11:30 am
MEETING LOCATION: St. Joseph County Administration Building
125 W Main St, 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 (preliminary final report for FY 2019)
8. Transportation/KATS Items
 - a. Monthly report
9. Southwest Michigan Prosperity Initiative Update
 - a. Update on the Initiative
 - b. Regional Toolkit
10. Economic Development Administration/Comprehensive Economic Development Strategy
 - a. Discuss the long-term structure of SMPC in pursuit of District Organization Status
 - b. Update on CEDS Grant Application
11. Local Government Assistance and Planning Activities
 - a. Update on the City of Parchment
 - b. Update on Sherman Township
 - c. Update on Nottawa Township
 - d. Request for assistance from Mendon Township/Village
 - e. Request for assistance from Branch County
 - f. Request for assistance from St. Joseph County
12. Staff Report/Other:
 - a. Future workshop discussion
 - i. Land Use Education for Small Businesses
 - b. Staffing addition
 - c. Monthly Correspondence
13. Representative Comments
14. Action: Adjournment

Next Meeting:
December 3 in Kalamazoo



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Board Meeting Minutes

MEETING DATE: Tuesday, October 1, 2019
MEETING TIME: 11:30 am
MEETING LOCATION: Calhoun County Administration Building
315 W Green St, Marshall, MI 49068

1. Call to Order
 - a. The meeting was called to order at 11:41 am.
2. Representatives Present/Introductions
 - a. Representatives present: Bomba, Carahaly, Frisbie, Hazelbaker, Kale, Morse, Pangle
 - b. Other present: Fred Nagler (KATS), Steve Stepek (KATS), Lee Adams (Staff)
3. Representatives Excused
 - a. Woodin
4. Approval of the Agenda
 - a. *Pangle made a motion to approve the agenda as presented.*
 - i. Bomba seconded the motion.
 - b. The motion carried.**
5. Annual Meeting Items
 - a. Election of Officers
 - i. *Pangle made a motion to nominate the following slate for officers:*
 - 1) *Chair: Carahaly*
 - 2) *Vicechair: Hazelbaker*
 - 3) *Treasurer: Frisbie*
 - 4) *Secretary: Bomba*
 - ii. *No other nominations were made.*
 - 1) Bomba seconded the motion.
 - iii. The motion carried.**
 - b. Approval of Annual Budget
 - i. Adams led a review of the 2020 budget. The board discussed.
 - ii. *Frisbie made a motion to approve the budget as presented.*
 - 1) Pangle seconded the motion.
 - iii. The motion carried.**
 - c. Approval of Public Notice for FY 2020 Meetings
 - i. The board discussed the proposed meeting schedule. The schedule remains the same with no meetings in January and July.
 - ii. *Pangle made a motion to approve the Public Notice as presented.*
 - 1) Bomba seconded the motion.
 - iii. The motion carried.**
6. Approval of the Minutes
 - a. No amendments to the minutes were needed.
 - b. *The minutes were approved via unanimous consent.*
7. Public Comments
 - a. None made.
8. Acceptance of the Financial Report
 - a. Review current FY 2019 Financial Report
 - i. The report was not available by the time of the meeting.

ii. *This item was postponed until the next meeting.*

9. Transportation/KATS Items

a. Monthly report

i. KATS Staff gave a written and oral review of the activities for September. The board asked a few questions about the activities.

b. KATS Invoices

i. KATS staff explained the invoices administratively approved by Adams. The invoice amounts are below:

ii. Z4 – \$3,699.28

iii. Z5 – \$7,692.98

iv. Z6 - \$1,913.04

v. Total: \$13,305.30

10. Southwest Michigan Prosperity Initiative Update

a. Adams and Carahaly led a discussion on the SWMPI activities. The primary purpose of the September SWMPI meeting was to review and approve microgrant applications. The SWMPI Committee reviewed 18 applications and funded nine.

b. Adams also noted that he gave an update on housing toolkit activities to the SWMPI Committee.

c. The board discussed the microgrant applications and housing toolkit work.

11. Economic Development Administration/Comprehensive Economic Development Strategy

a. Adams gave an overview of the grant application process to date. The application was submitted for preliminary review. The review revealed a small number of edits and additional documentation.

b. Adams presented a draft resolution of support from the SMPC for the application submitted by the Upjohn Institute. The resolution also gave Adams the authority to sign the application on behalf of SMPC.

12. Local Government Assistance and Planning Activities

a. Adams gave a verbal report of planning activities conducted between meetings.

13. Staff Report/Other:

a. Future workshop discussion

i. Adams noted that Hudson and Adams are developing a program for the next educational workshop. The workshop will focus on educating small business owners and operators about building and zoning regulations.

b. Housing Toolkit update

i. Adams noted that work is continuing and is still on track for the January 31 deadline. Preliminary work should be available before the end of the year.

c. Monthly Correspondence

i. Correspondence was included in the packet. No discussion.

14. Representative Comments

a. Various representative gave verbal comments.

15. Action: Adjournment

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

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

FY19 (10/1/18 - 9/30/19)	34050 SMPC General Budget		34051 SMPC RPI Budget		34052 SMPC Plan Budget		34053 SMPC Transp Budget		34054 SMPC Kroc Budget		34055 SMPC MEDC Budget		Total FY19 To Date		Total SMPC Budget	
	Fiscal YTD 2019	Budget	Fiscal YTD 2019	Budget	Fiscal YTD 2019	Budget	Fiscal YTD 2019	Budget	Fiscal YTD 2019	Budget	Fiscal YTD 2019	Budget	Fiscal YTD 2019	Budget	Fiscal YTD 2019	Budget
	10,666.41	10,365.00	18,444.44	24,100.00	13,022.93	18,500.00	5,895.45	5,000.00	36,497.50	33,100.00	293.10	-	84,819.83	-	25,977.13	-
	6,573.74		8,771.77		7,713.44		2,779.96		-		138.22		25,977.13			
Total Staff:	17,240.15	10,365.00	27,216.21	24,100.00	20,736.37	18,500.00	8,675.41	5,000.00	36,497.50	33,100.00	431.32	-	110,796.96	-	91,065.00	-
Subcontracts:																
- KATS/NEMC																
- Clark Hill, Legal	1,378.80												1,378.80			
Other:																
- Training	960.00	1,000.00				1,250.00							960.00			2,750.00
- MI Assoc of Region Dues		960.00														960.00
- Liability Insurance	1.60	2,100.00											1.68			2,100.00
- Copies	13.00	75.00		100.00	0.08	100.00		25.00					14.15			300.00
- Postage		50.00				75.00										125.00
- Supplies		50.00				100.00										150.00
- Telephone		10.00		50.00		10.00										95.00
- Software License		30.00														30.00
- Web Site Hosting	435.16	360.00											435.16			360.00
Travel:																
- Travel Reimbursement	3,210.70	1,500.00	242.11	750.00	564.79	1,500.00	620.87	200.00	673.32				5,311.79			3,950.00
Total Subs/Other/Travel:	5,999.26	6,135.00	242.11	900.00	564.87	3,035.00	64,170.62	250.00	673.32	500.00	-	-	82,588.45	-	112,870.00	-
Total Project Expense:	23,239.41	16,500.00	27,468.32	25,000.00	21,301.24	21,535.00	72,846.93	5,250.00	37,170.82	33,600.00	11,369.69	-	193,386.41	-	203,935.00	-
34050, 34051, 34054	16,500.00	16,500.00	31,550.04						37,170.82				85,220.86			
34050 Fund Xfer (legal)																
34055 - Ablien																
34055 - MEDC																
Homeer 24020 34052																
Florence 24020 34052																
Penn 24021 34052																
St Joe 24022 34052																
Fabius 34052																
Lockport 24027 34052																
Parchment 24031 34052																
Sherman 24030																
Ross 24028 34052																
MDOT 21725 34053																
MDOT 22724 34053																
MDOT 23726 34053																
Total Invoices:	16,500.00	16,500.00	31,550.04	25,000.00	16,044.50	21,535.00	73,629.17	102,300.00	37,170.82	33,600.00	24,261.27	20,000.00	199,155.80	20,000.00	218,935.00	-
Expense	23,239.41	16,500.00	27,458.92	25,000.00	21,301.24	21,535.00	72,845.93	5,250.00	37,170.82	33,600.00	11,369.69	-	193,386.41	20,000.00	203,935.00	-
Net Income(Expense):	(6,739.41)	-	4,091.72	-	(5,266.74)	-	783.24	97,050.00	-	-	12,891.68	-	5,770.39	20,000.00	15,000.00	-
Invoices	16,500.00	16,500.00	31,550.04	25,000.00	16,044.50	21,535.00	73,629.17	102,300.00	37,170.82	33,600.00	24,261.27	20,000.00	199,155.80	20,000.00	218,935.00	-
Receipts	16,500.00	23,035.00	24,098.20	25,000.00	13,627.00	15,000.00	49,513.92	102,300.00	30,330.82	33,600.00	17,330.36	20,000.00	151,399.90	20,000.00	218,935.00	-
Acct Rec Balance:	-	(6,555.00)	7,481.84	-	2,417.50	6,535.00	24,115.85	-	6,840.00	-	6,930.91	-	47,755.90	-	-	-

SMPC Fund Balance: \$148,261.19. Maintained and audited by W.E. Upjohn Institute.
This document is an unaudited estimate of project activities.



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

TO:

Patricia Rayl, Village Manager
Village of Colon
110 N Blackstone Avenue
Colon, MI 49040

FROM:

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

DATE: October 29, 2019

RE: Village of Colon Lift Station Replacement Letter of Support

The Southcentral Michigan Planning Council supports the development or improvement of sewer systems in densely populated or environmentally sensitive areas of the region. The improvement of sewer facilities in densely populated areas and areas around lakes can serve as an economic development drivers and help to alleviate environmental concerns. This project will make improvements to the sewer service to a relatively densely populated area of the region.

This project coincides with the only comprehensive plan for the region, the Comprehensive Economic Development Strategy (CEDS). One of the five goals of the CEDS is to improve the infrastructure in the region. One of the objectives that supports that goal is: “help to make funding/resources available to jurisdictions to bolster their capacity for water, sewer, air, roads, transit, and rail.”

As a regional planning agency that supports environmental sustainability and economic development, we support the proper maintenance and thoughtful expansion of sewer systems in the region. We are pleased to support this project and the benefits it would bring to the Village of Colon and the greater region.

Best regards,

Lee Adams
SMPC Director