

Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

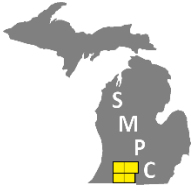
Phone: (269) 385-0409 · Fax: (269) 343-3308 · Email: info@smpcregion3.org

Board Meeting Agenda

MEETING DATE: Tuesday, January 7, 2019
MEETING TIME: 11:30 am
MEETING LOCATION: W.E. Upjohn Institute
300 South Westnedge Ave, Kalamazoo, MI 49007

1. Call to Order
2. Representatives Present/Introductions
 - a. Introduction of Molly Trueblood, new SMPC Staff at the Upjohn Institute
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 2020 Financial Report
8. Transportation/KATS Items
 - a. Monthly report
9. 2020 Work Plan
 - a. Discuss 2020 Work Plan
10. Economic Development Administration/Comprehensive Economic Development Strategy
 - a. Update on CEDS Grant Application
11. Housing
 - a. Update on regional Housing Toolkit
 - b. Update on St. Joseph County Housing Plan
 - c. Update on the Kalamazoo County Housing Plan
12. Southwest Michigan Prosperity Initiative Update
 - a. Update on the Initiative
13. Local Government Assistance and Planning Activities
 - a. Updates on various projects
14. Staff Report/Other:
 - a. Update on land Use Education for Small Businesses Workshop
 - b. Monthly Correspondence
15. Representative Comments
16. Action: Adjournment

Next Meeting:
February 4 in Coldwater



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Board Meeting Minutes

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
 - a. The meeting was called to order at 11:42 am by Chair Carahaly.
2. Representatives Present/Introductions
 - a. Representatives present: Bomba, Carahaly, Hazelbaker, Kale, Morse, and Woodin
 - b. Others present: Lee Adams, Fred Nagler (KATS), and Steve Steppek (KATS)
3. Representatives Excused
 - a. Frisbie and Pangle
4. Approval of the Agenda
 - a. The agenda was approved by unanimous consent.
5. Approval of the Minutes
 - a. The minutes were approved by unanimous consent.
6. Public Comments
 - a. None made.
7. Acceptance of the Financial Report
 - a. Adams presented the financial report prepared by the Upjohn Institute. The report was a preliminary end of year report. The final numbers should be available for the December meeting.
 - b. Woodin made a motion to approve the preliminary end of year financial report.
 - i. Morse seconded the motion.
 - ii. **The motion carried.**
8. Transportation/KATS Items
 - a. KATS staff gave a verbal and written report of their monthly activities conducted on behalf of SMPC.
9. Southwest Michigan Prosperity Initiative Update
 - a. Update on the Initiative
 - i. Adams and Carahaly gave a verbal report on activities conducted in October. The full Prosperity Committee did not meet in early October but the Community Development Subcommittee met to discuss the regional housing toolkit. The Committee will meet in December.
 - b. Regional Toolkit
 - i. Adams gave an update in the development of the toolkit. The work is continuing on time and should be complete by the end of January. Small sections of the toolkit may be available before in December.
10. Economic Development Administration/Comprehensive Economic Development Strategy
 - a. Discuss the long-term structure of SMPC in pursuit of District Organization Status
 - i. This item was postponed.
 - b. Update on CEDS Grant Application
 - i. Adams noted that the application to the EDA was submitted and verified as received. Adams anticipated a decision in a couple of weeks.
 - ii. Once the funding is received, work will start quickly and take approximately nine months.

11. Local Government Assistance and Planning Activities

- a. Update on the City of Parchment
 - i. The input-gathering phase is almost over, the writing will begin in December.
- b. Update on Sherman Township
 - i. The plan is in the approval phase.
- c. Update on Nottawa Township
 - i. Nottawa Township distributed the survey. The master plan input process will begin after the survey is processed in February.
- d. Request for assistance from Mendon Township/Village
 - i. Adams prepared a proposal for master plan and zoning ordinance updates for a joint process between the village and township and an individual process for the Township only.
- e. Request for assistance from Branch County
 - i. Adams prepared a proposal for an update to the master plan for Branch County.
- f. Request for assistance from St. Joseph County
 - i. Similarly, Adams prepared a proposal for an update to the master plan for Branch County.

12. Staff Report/Other:

- a. Future workshop discussion
 - i. Adams noted that he and Patrick Hudson are working to create a Land Use Education for Small Businesses workshop in early 2020. The MEDC is sponsoring the event and is really excited about the topic.
- b. Staffing addition
 - i. The Upjohn Institute is working to hire someone to help with SMPC-related work. The role is full-time and will greatly increase the capacity of SMPC.
- c. Monthly Correspondence
 - i. Included in the packet

13. Representative Comments

- a. Several representatives gave updates about their work. Updates included information about a new county jail in Branch County and large-scale site preparedness reports in Calhoun County.

14. Action: Adjournment

- a. The meeting was adjourned at 1:05 pm.

Next Meeting:
December 3 in Kalamazoo

Project #33001
Southwest Michigan Prosperity Initiative
Southwest Michigan Housing Toolkit
8/1/19 - 3/31/20

Lead Researcher: Lee Adams

	Current Month 11/19	Calendar Year To Date	Total Project To Date	Fixed \$65,000 Budget	Paid by Agency	Paid by Institute
Staff:						
- Researchers	1,905.30	9,611.18	9,611.18	-	9,611.18	-
- Research Assistant	-	127.85	127.85	-	127.85	-
- Support	108.72	326.16	326.16	-	326.16	-
Total Staff:	2,014.02	10,065.19	10,065.19	-	10,065.19	-
Subcontracts:						
-	-	-	-	10,000.00	-	-
- ECONW	-	20,000.00	20,000.00	40,000.00	20,000.00	-
Other:						
- Copies	-	-	-	-	-	-
- Postage	-	-	-	-	-	-
- Supplies	-	-	-	-	-	-
- Telephone	-	-	-	-	-	-
Travel:						
- Travel	-	413.62	413.62	-	413.62	-
- Travel Reimbursement	-	-	-	-	-	-
Total Other/Travel:	-	20,413.62	20,413.62	50,000.00	20,413.62	-
Total Project Expense:	2,014.02	30,478.81	30,478.81	65,000.00	30,478.81	-

Invoices	-	21,650.00	21,650.00
Expense	2,014.02	30,478.81	30,478.81
Net Income(Expense):	(2,014.02)	(8,828.81)	(8,828.81)

Invoices	-	21,650.00	21,650.00
Receipts	21,650.00	21,650.00	21,650.00
Acct.Rec.Balance:	(21,650.00)	-	-

	Agency	Institute	Total
Contract	65,000.00	-	65,000.00
Expense	30,478.81	-	30,478.81
Funding Balance:	34,521.19	-	34,521.19

Staff	Hrs.CM	Hrs.YTD	Hrs.PTD
L Adams	22.50	113.50	113.50
E Mast	-	-	-
B Asquith	-	-	-
D Edgerly	-	-	-
Hudson	-	2.50	2.50
AnderG	2.00	6.00	6.00
	-	-	-
Total Hours:	24.50	122.00	122.00



TO: Southcentral Michigan Planning Council Board
FROM: Jonathan Start, KATS Executive Director
DATE: January 2, 2020
SUBJECT: Southcentral Michigan Planning Council Report

During the months of November and December 2019, KATS staff worked on the Michigan Department of Transportation (MDOT) Planning Activities for the Southcentral Michigan Planning Council (SMPC). Work was concentrated in the following activities:

- Produced materials for and facilitated the November 7 meeting of the full Rural Task Force #3. At the meeting minor changes to 2020 project programming were approved to reflect increases in allocations of federal funding from MDOT. A change in project location for St. Joseph County Road Commission in 2020 was also approved, as the previously approved project had been completed in 2019 using local funds
- Generated minutes for the November 7 Rural Task Force #3 meeting and revised the fiscal constraint track spreadsheet. Distributed both for review and posted to the SMPC website's Transportation page
- Generated Change Requests in JobNet based on changes approved at the November 7 Rural Task Force #3 meeting. Submitted for approval those Change Requests for which new Project Data Sheets were provided by the responsible agency
- Participated in the November Asset Management Coordinators' conference call with the Transportation Asset Management Council
- Submitted the October Rural Task Force monthly report to MDOT Planning
- Participated in a joint Michigan Infrastructure Council/Michigan Association of Regions conference call regarding moving forward with implementation of the Asset Management Assessment Tool
- Worked with Roadsoft Technical Assistance to resolve an issue with the program not generating GPS logs for any 2019 ratings, which was preventing submission of rating data to the Transportation Asset Management Council. Upon successful resolution of the problem 2019 rating data for federal aid and non-federal aid roads were successfully uploaded
- Worked with the Calhoun County Road Department on a possible change to their 2021 Small Urban Task Force project to allow them to apply for Michigan Department of Natural Resources grant funding. If the grant funding is obtained, the County will bring the proposed change to a public meeting of the Albion Small Urban Task Force for approval
- Started work on 2019 Road Condition Reports for Region counties by compiling federal aid road condition data and GIS shape files from Roadsoft

Anticipated future activities include:

- Facilitating meetings of Rural or Small Urban Task Forces as needed
- Updating project data in JobNet for the 2020 – 2023 Transportation Improvement Program as project data sheets are submitted or as otherwise needed
- Completing 2019 road condition reports for Region 3
- Issuing the call for 2020 non-federal aid PASER data collection reimbursement applications
- To the extent that funding allows, assisting in promotion and facilitation of the use of the Michigan Infrastructure Council's Asset Management Assessment Tool by agencies in the Region choosing to do so

2020 SMPC Work Plan

Manage SMPC

- Serve as public face of SMPC
- Host SMPC Board Meetings
 - Prepare and distribute public notices
 - Prepare and distribute agendas/packets
 - Record meetings and draft minutes
 - Arrange for, and set up, refreshments
- Maintain documents in accordance with FOIA and OMA
- Interact with board members
- Maintain SMPC Website
- Manage staffing contracts
 - Kalamazoo Township
 - Manage KATS
- Interact with state agencies and elected officials
- Serve as Secretary for the Michigan Association of Regions
 - Attend monthly calls/meetings
 - Meet with state officials
- Contracts
 - SMPC dues and fund balance: \$20,000
 - Kalamazoo Township: \$30,000
 - Michigan Department of Transportation: \$100,000 (\$95,000 subcontracted)

Develop Housing Expertise

- Kalamazoo County Housing Plan - \$25,000
 - Proposal requested by County workgroup
 - Proposal Delivered
 - Work plan drafted
 - Needs final refinement
- St. Joe County Housing Plan- \$20,000
 - Proposal requested by County workgroup
 - Proposal Delivered
 - Work plan finalized
 - Work started
- Regional Housing Toolkit- \$75,000
 - Contract in place
 - Final deliverable expected 1/31/2020
 - Manage related subcommittee
 - Work plan created and approved
 - Manage staff who are also gathering data
 - Recruiting support from Region 4 – Maybe get \$15,000
 - Contract with EcoNorthwest - \$40,000

Manage SWMPI- \$10,000

- Serve as the public face for the organization while it winds down
- Interact with Committee Members
- Host Committee meetings
 - Prepare and distribute public notices
 - Prepare and distribute agendas/packets
 - Arrange for, and set up, refreshments
- Maintain documents in accordance with FOIA and OMA
- Maintain website

Comprehensive Economic Development Strategy - \$80,000

- Refine workplan
- Manage grant
 - Submit reports in accordance with grant requirements
- Execute workplan

MEDC - \$10,000

- Contract in place to host four workshops in the region
 - Develop program for small business/planning forum
 - Plan for other three workshops

Master Planning Work

- Finish City of Parchment- \$8,000
 - Finish Q2 2020
- Start St. Joe County- \$12,000
 - Contract in process
- Start Nottawa Township- \$8,000
 - Projected started
- Secure Branch County- \$12,000
 - Proposal accepted
- Secure Mendon Township/Village- \$12,000
 - Proposal delivered
- Secure Mention Township/Village Zoning Ordinance- \$18,000
 - Proposal accepted
- Providing subject matter expertise on a regular basis – no compensation

B R 
Beckett&Raeder

Landscape Architecture
Planning, Engineering &
Environmental Services

October 25, 2019

Regarding: City of Sturgis Master Plan

To whom it may concern:

This letter is to provide notification that the Sturgis City Commission has approved the distribution of a DRAFT Community Master Plan for the City of Sturgis. The draft is available for your review and comment pursuant to Public Act 33 of 2008, the Michigan Planning Enabling Act. It can be accessed at <http://www.sturgismasterplan.org/>. Upon review, you may submit comments on the plan via the website, or directly to the project team using the email address or phone number provided here. The 63-day review period will end on Wednesday, January 1, 2020.

A public hearing is scheduled for 5:30 pm on Tuesday, January 21, 2020 at Sturgis City Hall. All are invited to attend.

Regards,



Leah DuMouchel, AICP
Principal
734-239-6616
ldumouchel@bria2.com

Enclosure: List of organizations and entities receiving this notification
Project website: <http://www.sturgismasterplan.org/>

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

734 663.2622 ph
734 663.6759 fx

www.bria2.com

Petoskey Office
113 Howard St.
Petoskey, MI 49770

231.347.2523 ph
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Traverse City Office
921 West 11th St., Suite 2E
Traverse City, MI 49684

231.933.8400 ph
231.944.1709 fx

Toledo
419.242.3428 ph


initiative

City of Sturgis Master Plan Notification of Distribution of Master Plan for Review

Organizations and Entities Receiving this Notice:

Sherman Township
Sturgis Township
Burr Oak Township
Fawn River Township

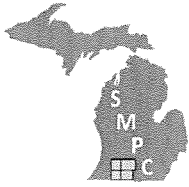
Village of Burr Oak

St. Joseph County Transportation Authority
St. Joseph County Road Commission
Indiana Northeastern Railroad
Michigan Southern Railroad
MDOT Southwest Region

St. Joseph County Planning Commission
Southcentral Michigan Planning Council
Southwest Michigan Prosperity Region

Semco Energy Gas Company
Michigan Gas Utilities
Indiana Michigan Power
Michigan Cable Telecommunications Association





Southcentral Michigan Planning Council

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

November 27, 2019

Dear Asset-Owner or Operator:

The Southcentral Michigan Planning Council maintains data regarding the asset management readiness of Michigan's infrastructure asset owners and operators. Self-assessed rankings across five asset management categories (policy and governance, people and leadership, data and information, planning and decision-making, and external communication and knowledge sharing) are collected and aggregated regionally to develop statewide policy related to infrastructure asset management.

Infrastructure asset owners supply these rankings voluntarily with the promise of confidentiality from the Southcentral Michigan Planning Council. Therefore, this information will be considered exempt from disclosure under Section 13(1)(f) of Public Act 442 of 1976, the Freedom of Information Act, as amended, MCL 15.243(13)(1)(f), provided all of the following apply:

1. The information constitutes trade secrets, commercial information, or financial information that is voluntarily provided to this Region for use in developing governmental policy.
2. The information is submitted upon a promise of confidentiality by this Region.
3. The promise of confidentiality is authorized by the chief administrative officer of this Region at the time the promise is made.
4. A description of the information is recorded by this Region within a reasonable time after it has been submitted, is maintained in a central place within this Region, and is made available to a person upon request.

Sincerely,

Lee Adams
SMPC Director



United States Department of Agriculture

December 4, 2019

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

Dear Mr. Adams,

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

A project description and map is enclosed. They are early in the planning stage. The final application has yet to be submitted. We welcome your comments on the proposed 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 written in a cursive style with a large, stylized initial "P".

Paul Bristol
Area Specialist

Rural Development • Grand Rapids Area Office
3260 Eagle Park Dr., Suite 107 • Grand Rapids, MI 49525
Voice (616) 222-5825 • Fax (855) 729-8874 • TTY (517) 324-5200

USDA is an equal opportunity provider, employer, and lender.

Clarence Township Michigan

Duck Lake Aeration System, Headworks and
Lift Station
Improvements Project

The immediate need for the project is to improve the existing aeration system at the wastewater treatment plant; provide for the rehabilitation of seven (7) lift stations; and rehabilitate the existing headworks distribution box at the wastewater treatment plant.

The Township desires to upgrade the aeration system due to higher than anticipated maintenance costs, excessive energy use, and the end of the current system's service life.

The lift stations have been in operation for approximately 40 years. While maintenance has been completed on the stations throughout the years, more substantial rehabilitation is needed at this time, including replacing pumps and piping, and refurbishing floors within these stations.

The existing headworks is a concrete box that currently needs rehabilitation/replacement due to hydrogen sulfide degradation to maximize the use and useful life of the wastewater treatment plant.

