



# Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

Phone: (269) 216-4720 · Email: info@smpcregion3.org

## Annual Meeting

**MEETING DATE:** Wednesday, September 24<sup>th</sup>, 2025  
**MEETING TIME:** 11:30 am  
**MEETING LOCATION:** Road Commission of Kalamazoo County  
4400 S 26th St  
Kalamazoo, MI 49048

### Call to Order

1. Representative Attendance
2. Approval of the Agenda [ACTION]
3. Approval of the Minutes [ACTION]
4. Public Comment
5. Transportation
6. Administrative
  - a. FY 2025 Budget Update
  - b. FY 2026 Budget Presentation [ACTION]
  - c. FY 2026 Workplan
  - d. Meeting Schedule [ACTION]
  - e. Election of Officers [ACTION]
7. Economic Development Administration
  - a. CEDS Application
  - b. District Status Application
  - c. Conflict of Interest Policy [ACTION]
8. Other Contracted Work
  - a. Michigan Association of Regions
  - b. Kalamazoo County Materials Management
  - c. Department of Natural Resources Spark
9. Staff Report/Other
  - a. Update on Planning Work
    - i. Village of Homer
    - ii. St. Joseph County
  - b. Update on the Materials Management work
10. Correspondence
11. Representative Comments
12. Adjournment

### ***Upcoming Schedule (tentative):***

Wednesday, October 22, 2025, Virtual  
Wednesday, November 19, 2025, No Meeting  
Wednesday, December 10, 2025, In Person



# Southcentral Michigan Planning Council

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## Board Meeting Agenda

**MEETING DATE:** Wednesday, June 25<sup>th</sup>, 2025  
**MEETING TIME:** 11:30 am  
**MEETING LOCATION:** Road Commission of Kalamazoo County  
4400 S 26th St  
Kalamazoo, MI 49048

### Call to Order

### Present

#### 1. Representative Attendance

- a. Absent
  - i. None
- b. Present
  - i. Bomba
  - ii. Coney
  - iii. Conklin
  - iv. Gisler
  - v. Gleesing
  - vi. Hazelbaker
  - vii. Mingus
  - viii. Zwick

#### 2. Approval of the Agenda

- a. **Motion by Hazelbaker to approve agenda and seconded by Conklin**
  - i. Motion carried unanimously

#### 3. Approval of the Minutes

- a. **Motion by Bomba to approve minutes and seconded by Zwick**
  - i. Motion carried unanimously

#### 4. Public Comment

- a. None

#### 5. Transportation

- a. KATS work plan
  - i. Update by KATS staff. No major changes to funding Byway Program 3112 additional funding, but need to get committees up and running
  - ii. Question by Bomba on how best to interface, Stepek suggested direct call
  - iii. **Motion by Coney to approve Work Plan and Submit to MDOT and seconded by Gleesing**
  - iv. Motion carried unanimously
  - v. Staff will submit to MDOT

#### 6. SMPC Transition

- a. Budget Update
- b. Financial Policy
  - i. Staff presented an updated financial policy. Changes were suggested to certain items by Bomba and Coney, and the plan was amended.





## The Metropolitan Planning Organization for the Greater Kalamazoo Area

5220 Lovers Lane, Suite 110

Portage, MI 49002

☎ 269-343-0766

✉ info@KATSmpo.org

TO: Southcentral Michigan Planning Council Board

FROM: Steven Stepek, KATS Executive Director

DATE: September 15, 2025

SUBJECT: Southcentral Michigan Planning Council Report

During the month of August 2025, 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:

- Continued to work with Rural Task Force (RTF) and Small Urban eligible agencies to resolve programming issues and answer questions on procedures
- Continued working with Region 3 local road agencies on scheduling PASER rating data collection for 2025
- Completed Federal Aid Road PASER rating data collection on Albion and Coldwater roads
- Performed Quality Assurance and completed missing segment rating for Barry County Federal Aid Roads
- Worked on collecting Non-Federal Aid Road PASER rating data for Barry municipal and Calhoun county roads

Anticipated future activities include:

- Continuing updating and entering project data in JobNet for 2026 - 2029 Transportation Improvement Programs as project data sheets are submitted or as otherwise needed
- Scheduling and facilitating public meetings for consideration and approval of Rural Task Force changes to the 2026 - 2029 Transportation Improvement Programs as needed
- Scheduling and facilitating meetings of the Region Small Urban task forces to consider and prioritize projects for 2027 - 2029
- Continuing scheduling and execution of PASER data collection
- Continue working with MDOT Planning to revive the Pure Michigan Byways program for routes in Region 3. Committees for the US-12, I-69, Marshall Territorial and Chief Noonday byways are being reconstituted after extended periods of inactivity. The Region will be responsible for facilitating public meetings and coordination of grant applications as the programs become active again

# FY 2025 Budget

	Total Budget	2025 Estimated	Difference	Note
<b>Revenue</b>				
State Grants/Contracts	102,900	111,629	8,729	Pass through
EDA Grants	60,000	-	(60,000)	CEDS not approved in FY25
SPARK Grant	10,000	-	(10,000)	
Materials Management	110,000	44,696	(65,304)	Billed, pending payment
Mitten Funding	60,000		(60,000)	Cancelled by State of MI
Consulting - SME		76,433	76,433	Pass through
Master Planning Work	60,000	45,000	(15,000)	St. Joseph Master Plan
Upjohn Institute Contract	10,000		(10,000)	
Dues	20,000	19,500	(500)	
Reserve Fund Transfer	25,000	75,000	50,000	Reserve fund still has \$70,000, Checking \$45,000
<i>Total Billings</i>	<i>457,900</i>	<i>372,258</i>	<i>(85,642)</i>	

<b>Expenses</b>				<i>Includes September expenses to be paid</i>
<i>Wages &amp; Fringe</i>	<i>121,200</i>	<i>72,408</i>	<i>(48,792)</i>	
Training	1,500	515	(985)	Mich Assoc Planners Conf
MI Assoc of Region Dues	1,000	960	(40)	
SMPC Liability Insurance	2,600	2,200	(400)	
Consulting - KATS	93,700	105,816	12,116	Pass through (net \$4,919) Includes St. Joseph plan & Materials Mgmt
Consulting - Institute	166,244	75,925	(90,319)	Pass through
Consulting - SME		76,433	76,433	Pushed to FY2026
Technology Purchases	3,750	-	(3,750)	
Software - License/Supplies	1,500	457	(1,043)	
HR Management and Payroll	3,000	728	(2,272)	
Accounting Software	1,300	798	(502)	
Accounting Services	5,000	2,275	(2,725)	
Legal Services	3,000	783	(2,217)	
Web Site Services	1,500	668	(832)	
Employment Taxes	8,000	7,146	(854)	
Travel/Meetings	7,400	2,475	(4,925)	
<i>Other Expense</i>	<i>299,494</i>	<i>277,180</i>	<i>(22,314)</i>	
<b>Total Expense</b>	<b>420,694</b>	<b>349,588</b>	<b>(71,106)</b>	
<b>Expense</b>	420,694	349,588	(71,106)	
<b>Revenue</b>	457,900	372,258	(85,642)	
<b>Net Income (Expense)</b>	<b>\$ 37,206</b>	<b>\$ 22,669</b>	<b>\$ (14,537)</b>	





## **Southcentral Michigan Planning Council**

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### **FY 2026 Workplan**

#### **I. Project Work**

- a. Kalamazoo County Materials Management – Ongoing
- b. Branch / St. Joseph Materials Management – Ongoing
- c. Homer Village Master Plan – Finalize and invoice December 2025
- d. White Pigeon Master Plan – October through June 2026
- e. CEDS – Start date TBD
- f. SPARK – need to find communities
- g. Michigan Association of Regions – though Spring 2026

#### **2. Administrative Tasks**

- a. District Status Application – Complete by end October 2025
- b. New computer – Purchase in October 2025
- c. New office location secure – Before calendar 2027

## SMPC Proposed Meeting Schedule

Wednesday, October 22, 2025	Virtual
Wednesday, November 19, 2025	No Meeting
Wednesday, December 10, 2025	In Person
Wednesday, January 21, 2026	Virtual
Wednesday, February 25, 2026	Virtual
Wednesday, March 25, 2026	In Person
Wednesday, April 22, 2026	Virtual
Wednesday, May 27, 2026	Virtual
Wednesday, June 24, 2026	In Person
Wednesday, July 22, 2026	No Meeting
Wednesday, August 26, 2026	Virtual
Wednesday, September 23, 2026	In Person – Annual Meeting

# WESTERN UPPER PENINSULA PLANNING & DEVELOPMENT REGION

## Conflict of Interest Policy

The Southcentral Michigan Planning Council established the following rules and procedures at its September 24, 2025 meeting to address actual and potential conflicts of interest:

### Article I

#### Purpose

The purpose of the conflict of interest policy is to protect the Southcentral Michigan Planning Council's (Council)'s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an employee, governing board member (Member), or other agent of the Council or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest.

### Article II

#### Definitions

1. Interested Person

Any employee, Member, or other agent with powers delegated by the Council, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Council has a transaction or arrangement;
- b. A compensation arrangement with the Council or with any entity or individual with which the Council has a transaction or arrangement; or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Council is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the governing board or applicable committee decides that a conflict of interest exists.

Article III  
Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Members and members of committees with Council-delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Members or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Council can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Council's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV

Records of Proceedings

The minutes of the governing board and all committees with Council-delegated powers shall include, but shall not be limited to, the following information:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. Any other content required by bylaws of the Council or other applicable laws.

Article V

Compensation

A voting member of the governing board who receives compensation, directly or indirectly, from the Council for services is precluded from voting on matters pertaining to that member's compensation.

A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Council for services is precluded from voting on matters pertaining to that member's compensation.

No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Council, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

APPROVED BY:

\_\_\_\_\_  
Jeff Coney  
Chairperson

\_\_\_\_\_  
Date