

Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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

Annual Meeting

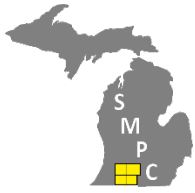
MEETING DATE: Wednesday, September 23rd, 2026
MEETING TIME: 11:30 am
MEETING LOCATION: Road Commission of Kalamazoo County
4400 S 26th St
Kalamazoo, MI 49048

Call to Order

1. Representative Attendance
2. Approval of the Agenda [ACTION]
3. Approval of the Minutes [ACTION]
4. Public Comment
5. Transportation
 - a. KATS/MDOT plan [ACTION]
6. Administrative
 - a. FY 2026 Budget Update
 - b. FY 2027 Budget Presentation [ACTION]
 - c. Meeting Schedule [ACTION]
 - d. Election of Officers [ACTION]
 - e. Executive Director Evaluation
 - f. Administrative discussion
7. Economic Development Administration
 - a. CEDS status
8. Other Contracted Work
 - a. Branch/St. Joseph Materials Management
 - b. Kalamazoo County Materials Management
9. Staff Report/Other
 - a. Update on Planning Work
 - i. White Pigeon Township
 - ii. Clarence Township
 - iii. Quincy Village and Township
 - iv. St. Joseph County
10. Correspondence
11. Representative Comments
12. Adjournment

Upcoming Schedule (tentative):

Wednesday, October 28, 2026, Virtual
Wednesday, November 25, 2026, No Meeting
Wednesday, December 16, 2026, In Person



Southcentral Michigan Planning Council

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Quarterly Meeting

MEETING DATE: Wednesday, June 24th, 2026
MEETING TIME: 11:30 am
MEETING LOCATION: Road Commission of Kalamazoo County
4400 S 26th St
Kalamazoo, MI 49048

Call to Order

I. Representative Attendance

a. Present

- i. Bomba
- ii. Coney
- iii. Conklin
- iv. Gisler
- v. Gleesing
- vi. Zwick

b. Absent

- i. Coney

2. Approval of the Agenda

- a. Motion by Zwick to approve agenda. Seconded by Bomba. **Motion carried.**

3. Approval of the Minutes

- a. Motion by Zwick to approve minutes with a correction about attendance in the March meeting. Seconded by Hazelbaker. **Motion carried.**

4. Public Comment

- a. None

5. Transportation

- a. Motion by Conklin to approve FY 2027 KATS Workplan. Seconded by Gleesing. **Motion carried.**

6. Administrative

- a. Staff discussed meetings with county boards

7. Economic Development Administration

- a. Staff shared plans for CEDS update as part of the Partner Planning grant for the EDA

8. Other Contracted Work

- a. Staff gave updates on the work for materials management, especially regarding survey outreach for St. Joseph and Branch Counties.

9. Staff Report/Other

- a. Update on Planning Work
 - i. Staff updated on the White Pigeon Township master plan, currently in public review and the plans for the Centreville DDA.
- b. Planning for data centers
 - i. Staff shared plans for upcoming Michigan State University information seminars

10. Correspondence

11. Representative Comments

12. Adjournment

Upcoming Schedule:

July – No Meeting

August 26th, 2026 – Virtual Working Session

September 23th, 2026 – In Person, Road Commission of Kalamazoo

SOUTHCENTRAL MICHIGAN PLANNING COUNCIL

KALAMAZOO AREA TRANSPORTATION STUDY

AGREEMENT

This Agreement is made and entered into this date of _____ by and between the SOUTHCENTRAL MICHIGAN PLANNING COUNCIL, hereinafter referred to as "SMPC," and the KALAMAZOO AREA TRANSPORTATION STUDY, hereinafter referred to as "KATS," for the purpose of fixing the rights and obligations of the parties in agreeing to participate in a cooperative regional transportation planning process.

RECITALS:

- A. For the purposes of the Michigan Department of Transportation, hereinafter referred to as "MDOT," Regional Transportation Work Program hereinafter referred to as "WORK PROGRAM," Region 3 consists of the Counties of Barry, Branch, Calhoun, Kalamazoo, and St. Joseph and is represented by SMPC.
- B. SMPC, as a state recognized regional planning organization, is tasked by the Michigan Department of Transportation (MDOT) to conduct regional transportation planning activities in Region 3.
- C. KATS has extensive transportation planning experience serving as the Metropolitan Planning Organization associated with the Kalamazoo Urbanized Area. SMPC will utilize KATS' expertise in transportation planning to fulfill the MDOT required transportation planning activities in Region 3 during MDOT fiscal years 2027, 2028, and 2029.
- D. KATS has administered the program during fiscal years 2014 through 2025 and continues to administer the program in fiscal year 2026.

Accordingly, the Southcentral Michigan Planning Council and the Kalamazoo Area Transportation Study agree to the following terms and conditions:

TERMS AND CONDITIONS:

- 1. Recitals: The recitals accurately reflect the intent and purpose of this Agreement and are made a part of it.
- 2. Description of Project:
 - a) KATS will administer and oversee the transportation planning activities required by MDOT in each yearly WORK PROGRAM throughout the region.
 - b) SMPC will oversee and review work performed by KATS and administer the program.
 - c) SMPC will reimburse KATS for their work using MDOT funding identified in the respective FY 2027, 2028, or 2029 WORK PROGRAM.

- d) This Agreement will expire at the end of the 2029 Fiscal Year (September 30, 2029).
- e) Payments for work completed in the 2029 Fiscal Year ending September 30, 2029 and invoiced after that date shall be paid to close out the fiscal year.
- f) For each fiscal year, work will not begin until such time as the Southcentral Michigan Planning Council receives written approval of the WORK PROGRAM from the Michigan Department of Transportation.

3. Duties and Responsibilities of SMPC: The duties and responsibilities of SMPC include the following:

- a) Receive and approve or deny the WORK PROGRAM presented by KATS in a timely manner.
- b) Receive and approve or deny invoices submitted by KATS in a timely manner.
- c) Submit required reporting documentation and invoices to MDOT for work outlined in this Agreement in a timely manner.
- d) Receive and distribute funds from MDOT to KATS in accordance with this Agreement.
- e) Conduct a quarterly review of KATS activities and provide feedback on progress.
- f) Conduct minor program administration related to the WORK PROGRAM.

4. Duties and Responsibilities of KATS: The duties and responsibilities of KATS include the following:

- a) Prepare and submit a draft annual transportation planning WORK PROGRAM and budget to SMPC for review and approval no later than July 1 for each upcoming fiscal year.
- b) Conduct all activities in response to requests by SMPC, MDOT, local units of government, and local partners as related to the WORK PROGRAM.
- c) Proactively market the services offered by SMPC in the WORK PROGRAM to local units of government in the region.
- d) Submit progress reports and invoices for payment no less than quarterly to SMPC.
- e) Present reports on activities as needed at SMPC Board meetings.
- f) Prepare the Final Acceptance Report within eighty (80) days of the end of the MDOT Fiscal Year and submit to SMPC for review and submittal to MDOT.

5. Reimbursement:

- a) KATS will submit invoices and progress reports for work performed related to the WORK PROGRAM to SMPC.
- b) Total costs submitted by KATS each fiscal year will not exceed the approved SMPC project authorizations.
- c) SMPC will submit invoices and progress reports for work performed by KATS to MDOT.
- d) MDOT will reimburse SMPC who will in turn reimburse KATS.
- e) To expedite payment to KATS, two of the following SMPC agents will, under typical circumstances, approve invoices and payments within fifteen (15) days of receipt: The Chairperson, Secretary/Treasurer, SMPC Staff or Board Member of SMPC. A report of activities will be presented by SMPC Chairperson or Secretary/Treasurer as needed at SMPC board meetings.

- f) SMPC will, under typical circumstances, submit payment to KATS within ten (10) days of receipt of MDOT reimbursement.

6. Opt-Out: SMPC reserves the right to opt-out of the agreement for the following reasons:

a) Performance

- i. If KATS fails to perform the duties described above, SMPC has the option to terminate this contract.

- 1. SMPC staff and board members will conduct quarterly performance reviews.
- 2. SMPC will inform KATS of their performance standing.
- 3. Termination of this contract requires a resolution with two thirds (nine members) support of the SMPC board.

7. Binding Effect: The obligations of the parties under this Agreement shall bind and inure to the benefit of each party and their respective successors. The parties do not intend to confer any benefits on any person, firm, corporation, or other entity which is not party to this Agreement.

8. Notices: Any notices that may be required under this Agreement shall be in writing and delivered personally, or via first-class mailed, postage fully prepaid and properly addressed to:

KATS : *Curtis Aardema, Chairperson*
5220 Lovers Lane
Suite 110
Portage, MI 49001

SMPC: *Jeffery Coney, Chairperson*
300 South Westnedge Ave
Kalamazoo, MI 49007

9. Indemnification: As both parties are quasi-governmental entities, each agrees to indemnify and hold each other harmless, including its elected officials, agents, employees, officers and representatives, from all fines, costs, lawsuits, claims, demands and actions of any kind or nature, including reasonable attorney fees, which occur by reason of any wrongful act, negligence or wrongful omission on the part of the other. For purposes of this paragraph, the Counties of Barry, Branch, Calhoun, Kalamazoo and St. Joseph, the Michigan Department of Transportation, Federal Transit Administration, and the Federal Highway Administration are considered included.

10. Compliance with Laws:

- a) KATS shall be governed by the laws of the State of Michigan and compliant with all applicable Federal laws and regulations, as set forth in the Prime Contract.

- b) KATS certifies that it agrees to use the E-Verify system to verify that all persons it hires during the subcontract term are legally present and authorized to work in the United States.

11. Prime Agreement:

- a) KATS shall be governed by all the terms and conditions of the Prime Contract, including any amendments to the original Prime Contract.
- b) In the event of a conflict between the terms and conditions of the subcontract and those of the Prime Contract, the terms and conditions of the Prime Contract shall prevail.

12. Records: Records, including executed subcontracts, are to be maintained for (3) years from the date of final payment to KATS and all other pending matters are closed. The Department or its representative may inspect, copy, scan, or audit the Records at any reasonable time after giving reasonable notice.

13. Certification: KATS agrees that the costs reported to the Southcentral Michigan Planning Council for this Contract will represent only those items that are properly chargeable in accordance with the Prime Contract. KATS also certifies that upon receipt, it will read the Prime Contract terms and will make itself aware of the applicable laws, regulations, and terms of the Prime Contract that apply to the reporting of costs incurred under the terms of the Prime Contract.

KALAMAZOO AREA TRANSPORTATION STUDY

Dated: _____

By: _____

Its: Chairperson

SOUTHCENTRAL MICHIGAN PLANNING COUNCIL

Dated: _____

By: _____

Its: Chairperson

MICHIGAN DEPARTMENT OF TRANSPORTATION

Dated: _____

By: _____

Its:

DRAFT

Proposed Meeting Schedule

Wednesday, October 28, 2026	Virtual
Wednesday, November 25, 2026	No Meeting
Wednesday, December 16, 2026	In Person
Wednesday, January 27, 2027	Virtual
Wednesday, February 24, 2027	Virtual
Wednesday, March 24, 2027	In Person
Wednesday, April 28, 2027	Virtual
Wednesday, May 26, 2027	Virtual
Wednesday, June 23, 2027	In Person
Wednesday, July 28, 2027	No Meeting
Wednesday, August 25, 2027	Virtual
Wednesday, September 22, 2027	In Person – Annual Meeting

FY 2026 Budget Proposed

	<i>General Budget</i>	<i>Plan Serv Budget</i>	<i>Transport Budget</i>	<i>EDA Budget</i>	<i>Materials Mgmt Budget</i>	<i>Total SMPC Budget</i>
Revenue						
State Grants/Contracts			115,181			115,181
EDA Grants				70,000		70,000
Materials Management					115,000	115,000
Master Planning Work		35,000				35,000
Upjohn Institute Contract						-
						-
Dues	19,500					19,500
Reserve Fund Transfer						-
<i>Total Billings</i>	<i>19,500</i>	<i>35,000</i>	<i>115,181</i>	<i>70,000</i>	<i>115,000</i>	<i>354,681</i>
Expenses						
<i>Wages & Fringe</i>		20,000	5,000	70,000	15,000	110,000
Training		2,000				2,000
MI Assoc of Region Dues	1,000					1,000
SMPC Liability Insurance	2,300					2,300
Consulting - KATS			110,181			110,181
Consulting - Other		5,000		1,000	100,000	106,000
Technology Purchases						-
Software - License/Supplies	2,000					2,000
HR Management and Payroll	1,500					1,500
Accounting Services	4,200					4,200
Legal Services	1,000					1,000
Web Site Hosting	300					300
Office Space						-
Travel/Meetings	1,000	1,500		3,000	500	6,000
<i>Other Expense</i>						
Total Expense	<i>13,300</i>	<i>28,500</i>	<i>115,181</i>	<i>74,000</i>	<i>115,500</i>	<i>346,481</i>
Expense	<i>13,300</i>	<i>28,500</i>	<i>115,181</i>	<i>74,000</i>	<i>115,500</i>	
Revenue	<i>19,500</i>	<i>35,000</i>	<i>115,181</i>	<i>70,000</i>	<i>115,000</i>	
Net Income (Expense)	<i>\$ 6,200</i>	<i>\$ 6,500</i>	<i>\$ -</i>	<i>\$ (4,000)</i>	<i>\$ (500)</i>	<i>8,200</i>