



Southcentral Michigan Planning Council

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December Board Meeting Minutes

MEETING DATE: Tuesday, December 2, 2014
MEETING TIME: 2:00 pm
MEETING LOCATION: Calhoun County Administration Building
315 W Green Street. Marshall, MI 49068

1. Call to Order

- a. The meeting was called to order at 4:17 pm

2. Members Excused

- a. Hazelbaker made a motion to excuse Baker, Frantz, and Shafer.
 - i. Huffman seconded the motion.
 - ii. **The motion carried.**

3. Action: Approval of the Agenda

- a. Reid made a motion to approve the agenda.
 - i. Wheat seconded the motion.
 - ii. **The motion carried.**

4. Action: Approval of the Minutes

- a. Reid made a motion to approve the agenda.
 - i. Huffman seconded the motion.
 - ii. **The motion carried.**

5. Citizen Comments

- a. Kelly Scott stated that some of the items discussed under item 9 were discussed in other committees and groups that she has participated in. She wanted to make sure that the potential programming would be coordinated with other groups.
 - i. Staff will try to ensure that efforts are not duplicated and groups that want to participate are included.
- b. Scott also felt that research into recycling and composting services and ordinances is needed.

6. Reimbursements and Invoices

- a. None

7. Treasurer's Report

- a. The Treasurer provided a report at the meeting. The report needed supplemental information from the Upjohn Institute, staff will have the information at the next meeting.

8. Transportation/KATS Items

- a. KATS staff gave a verbal and written report of their activities. The report included information on changes to the Rural Task Force, an update on the federal aid surface inventory, creation of an asset management plan for Branch County, coordinated meetings for the national functional classification updates, and completed an annual audit.
 - i. The last billing from KATS included two rebates. The provisional rate was a little higher than the actual rate used in for two categories. KATS issued SMPC a rebate. Staff led the board in a discussion of the MDOT contractual work.
 - ii. Reid made a motion to authorize staff to submit the presented invoices and statements of credit to MDOT, issue payment to MDOT upon receipt of invoice from MDOT, issue payment to KATS subsequent to receipt of funds from MDOT for enclosed invoices.
 1. Byrnes seconded.

2. The motion carried.

- b. **Action:** Reimbursement Requests and end of year updates

9. Discussion/Action: Strategic Calendar Items

- a. Adams gave an update on items undertaken by SMPC staff.
 - i. The CEDS was submitted to the EDA and staff is awaiting a response.
 - ii. Staff also stated that a survey destined for local units of government will be created early next year. The survey will help SMPC determine what staff it needs to help fill the needs of local government.
 - iii. Adams also mentioned that staff is beginning to work on creating a clearinghouse of recreational opportunities in the region. The clearinghouse would allow SMPC to create a website that would disseminate information to the public about all of the recreational opportunities in the region. This project could serve as a placemaking/economic development tool.
 - iv. Adams is also interested in pursuing a local government education program. This program could ultimately lower the liability of local government and potentially save them money as well as help government operate more efficiently.
 - 1. These education sessions could include: parliamentary procedure, public finance, planning and zoning, and others.
 - 2. Geiger mentioned that MMRMA also offers rebates to participants that lower their liability.
 - v. The board discussed other possible programs for SMPC to pursue:
 - 1. Common local governance issues (host an educational session): blight enforcement, sidewalk snow clearing (Ithaca, NY was mentioned), TIF/DDA Startup and Management, PPT, IFT's, recycling and composting, HR items (wage classification, diversity, sensitivity training)

10. Discussion: Regional Prosperity Initiative

- a. Staff gave a brief update on the RPI and outlined the goals for 2015 if the grant is awarded to our region.
 - i. The RPI committee is looking into spending the leftover funds. The committee is currently looking at evaluating potential projects that are looking to use the unexpended funds.
 - ii. The committee is looking to expand membership in the next couple of meetings.
 - iii. Staff also outlined the plans for 2015 including asset maps for a number of categories.

11. Discussion/Action: Planning Services

- a. Homer Township approved a contract with SMPC to complete a master plan.

12. Action/Discussion: CEDS

- a. See item 9.

13. Staff Report/Other:

- a. Staff updated the board on the vacancies on the Board. Conti and Miller resigned from the board and thanked the board for the opportunity to serve. Kalamazoo and Calhoun County respectively will appoint new members.

14. Board Member Comments

15. Action: Adjournment

- a. Huffman made a motion to adjourn.
 - i. Byrnes seconded the motion.
 - ii. **The motion carried.**