



# Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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

Counties: Branch, Calhoun, Kalamazoo, and St. Joseph

## Board Meeting Agenda

**MEETING DATE:** Tuesday, November 1, 2016  
**MEETING TIME:** 11:30 am  
**MEETING LOCATION:** Coldwater Municipal Building  
One Grand Street, Coldwater, MI 49068

1. **Call to Order**
2. **Members Excused**
3. **Action: Approval of the Agenda**
4. **Action: Approval of the Minutes**
5. **Citizen Comments**
6. **Financial Report**
  - a. The final figures for the fiscal year are pending; they will be reported in December
7. **Transportation/KATS Items**
  - a. Monthly Report Presented at the meeting
8. **Discussion: Regional Prosperity Initiative**
  - a. Update on Regional Prosperity Meetings
9. **Discussion: Update from the SMPC Sponsored Retirement Account Committee**
  - a. Review of discussions and actions to date
  - b. Discussion about future activities
10. **Discussion: US EPA Brownfield Assessment Grant**
  - a. Discuss the merits and mechanics of a regional application
11. **Discussion: Review of the By-laws**
12. **Staff Report/Other:**
  - a. Lockport Township
  - b. Ross Township
13. **Board Member Comments**
14. **Action: Adjournment**

*Next Meeting: To be determined*



# Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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

## Board Meeting Minutes

**MEETING DATE:** Tuesday, October 4, 2016  
**MEETING TIME:** 11:30 am  
**MEETING LOCATION:** W.E. Upjohn Institute  
300 S Westnedge Ave, Kalamazoo, MI 49008

### 1. Call to Order

- a. The meeting was called to order at 11:40 am.

### 2. Members Absent/Excused

- a. Reid made a motion to excuse Seyburn, Dunn, and McGraw.
  - i. Carahaly seconded the motion.
  - ii. **The motion carried.**
- b. Members present: Ault, K Baker, R Baker, Carahaly, Hazelbaker, Kale, and Reid

### 3. Action: Approval of the Agenda

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

### 4. Annual Meeting Items

- a. Election of Officers
  - i. Reid made a motion to elect K Baker as the Chair, Carahaly as the Vice-Chair, Hazelbaker as the Secretary, and Ault as the Treasurer.
    1. Hazelbaker seconded the motion.
    2. **The motion passed.**
- b. Adoption of FY 2017 Budget
  - i. Reid made a motion to approve the Budget with an addition of noting the fund source for the negative projected balance.
    1. Carahaly seconded the motion.
    2. **The motion carried.**
  - ii. Carahaly made a motion to institute a mid-year review of the budget.
    1. Kale seconded the motion.
    2. **The motion carried.**
- c. Adoption of FY 2017 Meeting Schedule
  - i. The board discussed the April meeting and potentially cancelling that meeting to accommodate spring break schedules. The board felt it would be best to keep the meeting as scheduled and then canceling if a quorum isn't available.
  - ii. Reid made a motion to approve the agenda as presented.
    1. Ault seconded the motion.
    2. **The motion carried.**

### 5. Action: Approval of the Minutes

- a. Reid made a motion to approve the minutes as presented.
  - i. Hazelbaker seconded the motion.
  - ii. **The motion carried.**

### 6. Citizen Comments

- a. None made.

### 7. Financial Report

- a. Staff led the board through a discussion of the monthly financial report.
- b. Reid made a motion to accept the Financial Report.
  - i. R Baker seconded the motion.
  - ii. **The motion carried.**

**8. Transportation/KATS Items**

- a. KATS Staff gave a verbal and written report on their activities during September. The board discussed the activities and a how the relationship with KATS would fit into our competition policy. Staff noted that MDOT approved project authorizations for FY 2017 for SMPC; the amounts were mostly the same except for a small decrease in MTF funds.
- b. **Action:** Aug-Sept Billing
  - i. Asset Management - \$7,173.99
  - ii. Regional Transportation - \$1,273.27
  - iii. **Total: \$8,447.26**
    - 1. Reid made a motion to approve the KATS invoices.
      - a. Carahaly seconded the motion.
      - b. **The motion carried.**

**9. Discussion: Regional Prosperity Initiative**

- a. Staff gave a brief verbal report on the RPI activities in September.
- b. Representative to Region 8 Prosperity Committee
  - i. Carahaly volunteered to replace Reid as the SMPC representative on the Region 8 Prosperity Committee.
    - 1. Reid made a motion to appoint Carahaly to the Region 8 Prosperity Committee.
      - a. Kale seconded the motion.
      - b. **The motion carried.**

**10. Discussion: Update from the SMPC Sponsored Retirement Account Committee**

- a. Staff gave an update of the most recent activities. The board and staff gave the newer members an overview of the on-going issue. The board agreed with Carahaly's suggestion to find another avenue of contacting the previous director.
- b. Clark-Hill issued an Invoice for their time related to the matter.
  - i. Reid made a motion to approve and pay the invoice from Clark-Hill.
    - 1. Carahaly seconded the motion.
    - 2. **The motion carried.**

**11. Discussion/Action: Competition with For-Profit Firms**

- a. The board continued discussions around the policy. After a lengthy discussion, the board had a few amendments that will be incorporated into the final version.
  - i. Reid made a motion to approve the competition policy.
    - 1. R Baker seconded the motion.
    - 2. **The motion carried.**

**12. Discussion: Review of the By-laws**

- a. This item was tabled to the November meeting.

**13. Staff Report/Other:**

- a. Lockport Township
  - i. Staff noted the contract for services was fully executed.
- b. Ross Township
  - i. Staff noted the contract for master planning services was fully executed.

**14. Board Member Comments**

- a. Carahaly gave an update on the Kalamazoo County Master Plan update. Ault mentioned that Kalamazoo County would a great example of how to update a county master plan.
- b. The board briefly discussed the vacancy from St. Joseph County.

**15. Action: Adjournment**

- a. The meeting adjourned at 1:25 pm.



# Southcentral Michigan Planning Council

201 West Kalamazoo Avenue, Room 101 · Kalamazoo, Michigan 49007  
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## BY-LAWS ADOPTED 12-17-12, AS AMENDED

### ARTICLE I ESTABLISHMENT

**SECTION 1:** The Southcentral Michigan Planning Commission was created under the authority of Act 281 of Michigan Public Acts of 1945, as amended. It was reorganized on October 18, 2012.

**SECTION 2:** The official title of this Council is the Southcentral Michigan Planning Council, hereinafter referred to as the Council or SMPC.

### ARTICLE II DEFINITIONS

**SECTION 1:** Definitions

- A. COUNCIL - The governing and policy body of the SMPC.
- B. FISCAL YEAR - October 1 through September 30.
- C. IN GOOD STANDING - Current fiscal year local funding contribution is paid in full. Under extenuating circumstances, a grace period for payment may be granted by resolution of the Council.
- D. MEMBER - A local unit of government within Region 3 in good standing with the Council.
- E. REGION 3 - Geographic area contained within the Region 3 boundary as defined by the counties of Barry, Branch, Calhoun, Kalamazoo, and St Joseph.
- F. REPRESENTATIVE - A person on the Council appointed by a member county.
- G. SMPC - Southcentral Michigan Planning Council.

### ARTICLE III MEMBERS

**SECTION 1:** Membership Composition

- A. The Council shall be composed of 13 members representing each of the region's counties.
- B. Representation Plan:
  - a. Each county shall have two representatives
  - b. A county shall receive an additional representative for every 100,000 residents as determined by the most recent decennial Census
  - c. The representation plan results in the following membership from 2011 through 2021:
    - i. Barry County - two Representatives
    - ii. Branch County - two Representatives

- iii. Calhoun County - three Representatives
- iv. Kalamazoo County - four Representatives
- v. St Joseph County - two Representatives

- C. Each County shall allocate half (rounding down) of its membership positions on the Council to individuals who reside outside of the Census defined Urbanized area. If no willing representatives are available, the Council is allowed to waive the rural representation requirement.
- D. Council composition must follow US-EDA guidelines. Each county will be advised on these guidelines.

**SECTION 2:** Appointment of Representatives

- A. Member Counties are responsible for appointing or removing their representatives.
- B. Member counties should appoint elected officials, whenever possible, as their representatives.

**SECTION 3:** Term of Office

- A. Representatives who are elected officials may serve for terms equal to their terms of office or three years, whichever ends earliest.
- B. Representatives-at-Large may serve three-year terms beginning at the start of each fiscal year.
- C. Any representatives may be reappointed for additional like terms by their Member County.
- D. Appointments shall be the exclusive prerogative of the appointing authority and shall not be subject to challenge by any member of the Council, or the Council. The council may formally submit a request for the removal of a representative by a member county.

**ARTICLE IV COMPENSATION**

**SECTION 1:** The SMPC shall not pay compensation to members of the SMPC for their services as members of the Council; provided that this shall not affect in any way remuneration received by any state or local official who, in addition to his/her responsibilities and duties as a state or local official, serves also as a member of the Council. All members may be reimbursed for actual expenses incurred as representatives of the Council as authorized by the Council.

**ARTICLE V PURPOSE AND FUNCTION**

**SECTION 1:** The Council is a voluntary organization of member counties organized to foster a cooperative effort in resolving problems, policies and plans that are common and regional with the greatest benefit to citizens of Region 3 while maximizing the efficient use of its resources.

**SECTION 2:** The purpose of the SMPC shall be to prepare and/or coordinate the development of plans and aid in the implementation of agreed upon plans and services within the region.

**SECTION 3:** The Council may have such additional purposes as may be provided by law and may have the following functions:

- A. To provide a mutual forum to identify, study, discuss and define regional issues and opportunities by utilizing the democratic processes and encouraging citizen participation.
- B. To assure a continuing practical vehicle to promote communication and cooperation for the exchange of information among area governmental units and agencies.

- C. To foster, develop and review plans for growth, development and conservation of the environment in the region.
- D. To encourage and assist in the development of region wide policies and proposals for coordinating human services, land use, transportation and other related physical planning programs among area local governments.
- E. To furnish general and technical aid to member governments and groups or organizations.
- F. To review and coordinate federal, state and local programs of regional importance as defined and approved by the Council.
- G. To provide necessary assistance to local governments, agencies and individuals in securing federal and state funding programs that would have regional significance as defined by the Council.
- H. To undertake such other activities consistent with the purposes as set forth under the authority of the State of Michigan's Regional Planning Act 281 of 1945, as amended which provides for regional planning; the creation, organization, powers and duties of regional planning Councils; the provision of funds for the use of regional planning Councils; and the supervision of the activities of regional planning Councils under the provisions of this act.
- I. To consider other matters that may benefit and be of value in promoting and accomplishing the purposes of the Council.
- J. To encourage region wide cooperation to enhance economic opportunity between the public and private sectors in development, expansion, attraction, and retention of business and industry.

**SECTION 4:** The Council shall make an annual report of its activities to the member counties and the Executive Office of the Governor, and make that report available publicly.

#### **ARTICLE VI OFFICERS**

**SECTION 1:** The officers of this Council shall be:

- A. A Chairperson who shall preside at meetings and shall have special duties as prescribed by the Bylaws, and shall have the further authority to preside at any recessed meeting, or call and preside at any special meeting and who shall also chair the Executive and Personnel Committee.
- B. A Vice Chairperson who shall function in the same capacity as the Chairperson in the case of the Chairperson's absence or inability to act.
- C. A Treasurer whose duties shall be to function in the same capacity as Chairperson in case of the Chairperson's and Vice Chairperson's absence or inability to act, and such other duties as are usual to the office. The Treasurer and such other officers and staff members as are responsible for the handling of funds and shall be bonded in an amount to be determined by the Council.
- D. A Secretary whose duties shall be to function in the same capacity as Chairperson in the case of the Chairperson's, Vice Chairperson's and Treasurer's absence or inability to act, and to recommend to the Council a correct copy of minutes of any meeting at which SMPC business shall have been transacted, and such other duties as are usual to the office.

**SECTION 2:** The officers of the SMPC shall be elected each year for a one-year term by the Council from the voting members, at their Annual Meeting, or at such times as vacancies may occur.

During the election of officers at the annual meeting, the Executive Director shall assume the chair until such time as the elected person shall assume the chair having been duly elected as prescribed by these Bylaws.

#### **ARTICLE VII PERSONNEL**

**SECTION 1:** The Council may employ an Executive Director and/or such employees as it deems necessary for its work, and may hire such consultants for part-time or full-time service as may be necessary for the execution of its responsibilities.

**SECTION 2:** The Council shall prepare and adopt personnel policies and procedures which shall apply to the conduct of all personnel hired.

**SECTION 3:** The Executive Director of the Council shall keep a written record of all business transacted by the Council, serve notification to members of all meetings, keep on file all official records of the Council, certify all maps, records and reports of the Council, serve notice of all hearings and public meetings, and shall submit the Annual Report of the Council's activities to the member units of government and the Office of the Governor.

#### **ARTICLE VIII MEETINGS**

**SECTION 1:** The regular meetings of the Council shall be held as prescribed by the Council and adopted at the annual meeting as recorded and posted. Special meetings may be held as required, subject to call of the Chairperson, or in the absence of the Chairperson by the Vice Chairperson, or by no less than three (3) voting members. The necessity for a meeting may be called to the attention of the Chairperson or Vice Chairperson by the Executive Director.

The Executive Director shall attend all meetings and keep a written record of all business conducted at meetings. The Executive Director shall make a report of activities between meetings.

**SECTION 2:** A simple majority of the members shall constitute a quorum. No business shall be considered without the presence of a quorum, except to adjourn or recess. Any formal action must be by a simple majority of the Council members present with a quorum unless otherwise designated in these bylaws.

**SECTION 3:** The Chairperson in cooperation with the Executive Director/staff shall notify the Council members of the date and location of each meeting no less than ten (10) days prior to the date set for the meeting.

**SECTION 4:** Regular Meeting shall be held on a monthly basis.

**SECTION 5:** In accordance with the Open Meetings Act, Public Act 267 of 1976, as amended, and other applicable statutes, members of the public are encouraged to attend all open public meetings and to address the public body at that meeting.

**SECTION 6:** All regular meetings are open to the public and meeting notices are available through each member county's office. Special meetings may be public or closed in accordance with the Open Meetings Act, Public Act 267 of 1976, as amended. At any closed meeting, the Council may designate or invite any member of its technical staff or county/city official(s) to be present if it so desires.

**SECTION 7:** The Annual Meeting shall be the first meeting of the fiscal year.

**SECTION 8:** The Council may, by majority vote at a public meeting, designate a different day for any regular monthly meeting as specified in SECTION 1 above.

**SECTION 9:** Council members present at a regular meeting or a duly called special meeting may adjourn such meeting in the event a quorum is not present. Future meeting notification shall be as specified in ARTICLE VII, SECTION 3 of these Bylaws.

**SECTION 10:** All regular and special meetings of the Council and its Committees shall be conducted in accordance with procedures as set forth in the Mariam-Webster New Roberts Rules of Order.

#### **ARTICLE IX FINANCIAL CONSIDERATIONS**

**SECTION 1:** To achieve the goals and objectives of the SMPC and to meet concomitant financial needs, federal and state grant programs may be utilized to their fullest extent possible. For administrative responsibilities and to meet grant program fund matching requirements, it is necessary that the Council membership provide certain amounts of money as local funding contributions.

**SECTION 2:** Upon adoption of the annual budget, the Council shall fix membership assessments for all governmental members of the Council in amounts sufficient to provide all the local contribution effort required to support the budget. Each county is responsible for the proportion of the budget equal to its proportional representation on the board. Membership assessments are due quarterly; advanced notice is given at least one month prior to the deadline.

Any member government which does not pay its assessed local funding contribution within ninety (90) days of invoicing shall be considered delinquent and shall be ineligible to vote at Council meetings.

**SECTION 3:** If dissolved, any and all assets of SMPC are distributed in accordance with the proportion of dues paid. If a member county voluntarily forfeits its membership, a refund of cash dues paid for the current fiscal year is distributed on a prorated basis. No more than half of the dues paid shall be refunded. No refunds are given on in-kind contributions.

#### **ARTICLE X ADOPTION OF PLANS**

**SECTION 1:** For the adoption of Master Plans, or any substantial amendment thereof, or precise plans as designated in the Regional Planning Council Act, Act 281 of Michigan Public Acts of 1945, as amended, an affirmative vote of a majority of the full membership of the Council shall be required. The resolution for adoption shall be made in writing and attached to the plan and related maps with any descriptive information, approvals, signatures, and in accordance with appropriate laws and regulations. Before adopting a Master Plan or substantial amendment thereof, the Council shall hold at least one public hearing thereon, notice of the time and place of which shall be given on the SMPC website and at the administrative offices of SMPC and each member county no less than ten (10) days before such hearing.

#### **ARTICLE XI COMMITTEES AND COUNCILS**

**SECTION 1:** Committees, as deemed necessary by the Council, shall be appointed by the Council Chairperson who shall also select the committee chairpersons from the membership of the Council.

**SECTION 2:** The SMPC shall approve policies for any and all advisory committees, subcommittees, and councils.

#### **ARTICLE XII AMENDMENTS**

**SECTION 1:** The Bylaws may be amended by a majority vote of the full membership of the Council at the annual meeting or any regular meeting. Any proposed amendment to the Bylaws shall be submitted to the membership at least ten (10) days prior to such meeting.

#### **ARTICLE XIII STATUTE**

**SECTION 1:** Act 281 of Michigan Public Acts of 1945, as amended, is incorporated in and is hereby a part of these Bylaws.