



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 Agenda

MEETING DATE: Tuesday, May 3, 2016
MEETING TIME: 11:30 am
MEETING LOCATION: W.E. Upjohn Institute Building
300 S Westnedge, Kalamazoo, MI 49007

1. **Call to Order**
2. **Members Excused**
3. **Action: Approval of the Agenda**
4. **Action: Approval of the Minutes**
5. **Citizen Comments**
6. **Treasurer's Report**
 - a. Provided in Packet
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
10. **Staff Report/Other:**
 - a. Lockport Township Master Plan
 - b. Constantine Township Master Plan
 - c. Village of Centreville Master Plan
 - d. Fabius Township Master Plan Survey
 - e. New staff
11. **Board Member Comments**
12. **Action: Adjournment**

Next Meeting: June 7, 2016
Coldwater Administration Building
One Grand St, Coldwater, MI 49036



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Board Meeting Minutes

MEETING DATE: Monday, March 14, 2016
MEETING TIME: 11:30 am
MEETING LOCATION: St. Joseph County Administration Building
125 West Main Street, Centreville, MI 49032

1. Call to Order

- a. The meeting was called to order at 11:37 am.

2. Attendance

- a. Members Present
 - i. Keith Baker, Robin Baker, Carahaly, Hazelbaker, and McGraw
- b. Members Excused
 - i. Dunn, Reid, and Seyburn

3. Election of Chair

- a. Carahaly made a motion to elect Baker as chair.
 - i. Hazelbaker seconded the motion.
 - ii. **The motion carried.**
- b. Since K Baker was the vice-chair, his election as chair created a vacancy at vice-chair. That vacancy prompted another election.
 - i. McGraw made a motion to elect Carahaly as vice-chair.
 1. Baker seconded the motion.
 2. **The motion carried.**

4. Action: Approval of the Agenda

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

5. Action: Approval of the Minutes

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

6. Citizen Comments

- a. No comments were made.

7. Invoices

- a. None

8. Treasurer's Report

- a. Staff led the board through the monthly report. For the benefit of the new members, staff gave a background of the relationship with the Institute.
 - i. Carahaly moved to accept the report.
 1. McGraw seconded the motion.
 2. **The motion carried.**

9. Transportation/KATS Items

- a. KATS Staff was unable to attend the meeting. Staff led a general discussion around transportation services provided by SMPC and KATS.

10. Discussion: Regional Prosperity Initiative

- a. Staff gave an update on the initiative and the future plans for a large-scale project. Staff of the RPI wanted the group to focus on one core project in order to focus its financial and other resources.
- b. Staff also gave a broad overview of the initiative for the benefit of the new members.

11. Discussion/Action: The Charter Township of Kalamazoo

- a. Staff noted that Kalamazoo Township was in need of planning staff; Kalamazoo Township approached SMPC with the opportunity to supply the needed staffing. Both the Kalamazoo Township and SMPC boards expressed interest in the arrangement. Therefore, a contract was written.
 - i. The board reviewed the contract and had a few questions but ultimately felt that this type of activities are an essential role for SMPC.
- b. Carahaly moved to approve the contract.
 - i. R Baker seconded the motion.
 - ii. **The motion carried.**

12. Discussion/Action: Update from the SMPC Sponsored Retirement Account Subcommittee

- a. Staff let a discussion regarding the accounts.
- b. Staff noted the need for legal assistance. Staff contacted Clark-Hill at the recommendation of Kalamazoo County. Clark-Hill sent a letter of engagement to be signed before they can begin work on behalf of SMPC.
 - i. McGraw made a motion to sign the letter of engagement from Clark-Hill.
 - 1. Carahaly seconded the motion.
 - 2. **The motion carried.**
- c. Carahaly volunteered to serve as the chair of the Retirement Account Subcommittee. K Baker appointed Carahaly as the chair of the Retirement Account Subcommittee.

13. Staff Report/Other:

- a. Barry County Resolution
 - i. Staff prepared a resolution of appreciation for the members of the SMPC board from Barry County.
 - ii. McGraw made a motion to adopt the resolution.
 - 1. Hazelbaker seconded the motion.
 - 2. **The motion carried.**
- b. Homer Township Master Plan
 - i. Staff provided a verbal update. The project should wrap up by early summer.
- c. Fabius Township Master Plan Survey
 - i. Staff noted that SMPC is providing assistance with their survey.
- d. St. Joseph County/Constantine Planning Workshop
 - i. Staff and St. Joseph County staff are working to organize a planning workshop in St. Joseph County.

14. Board Member Comments

- a. **None made.**

15. Action: Adjournment

- a. Hazelbaker made a motion to adjourn at 1:07 pm.
 - i. R Baker seconded the motion.
 - ii. **The motion carried.**

Next Meeting: May 3, 2016
W.E. Upjohn Institute
300 South Westnedge Ave, Kalamazoo, MI 49007

Current Month: March 2016

W.E. Upjohn Institute for Employment Research

Projects 34050, 34051, 34052, 34053
 SouthCentral Michigan Planning Council
 FY16 10/1/15 - 9/30/16
 Project Director: Dr. Randall Eberts (Lee Adams)

	34050 Fiscal YTD 2016	34050 SMPC General Budget	34051 Fiscal YTD 2016	34051 SMPC RPI Budget	34052 Fiscal YTD 2016	34052 SMPC Plan Budget	34053 Fiscal YTD 2016	34053 SMPC Transp Budget	Total FY 2016 To Date	Total SMPC Budget
Wages	4,814.95		7,221.23		6,109.25		1,257.79		19,403.22	
Fringe	1,917.83		2,908.01		2,543.02		505.26		7,874.12	
	-		-		-		-		-	
Wages & Fringe	6,732.78	25,000.00	10,129.24	25,000.00	8,652.27	10,000.00	1,763.05	3,500.00	27,277.34	63,500.00
<i>Incumbrances</i>									-	
?									-	
?									-	
Training	-	1,250.00	-	-	-	-	-	-	-	1,250.00
MI Assoc of Region Dues	960.00	960.00	-	-	-	-	-	-	960.00	960.00
Computer Charges	-	-	-	-	-	-	-	-	-	-
SMPC Liability Insurance	-	2,100.00	-	-	-	-	-	-	-	2,100.00
Consulting - KATS	-	-	-	-	2,708.63	5,000.00	17,656.22	101,000.00	20,364.85	106,000.00
Consulting - Legal Fees	1,000.00	-	-	-	-	-	-	-	1,000.00	-
Copies/Duplicating	2.24	25.00	-	100.00	-	100.00	-	25.00	2.24	250.00
Postage	5.72	15.00	1.20	-	1.20	-	-	-	8.12	15.00
Supplies - Office	-	100.00	-	-	-	-	-	-	-	100.00
Telephone	6.84	25.00	8.60	50.00	3.14	50.00	0.10	25.00	18.68	150.00
Software - License/Supplie	-	250.00	-	-	-	-	-	-	-	250.00
Web Site Hosting	-	-	-	-	-	-	-	-	-	-
Travel Reimbursement	-	-	-	-	-	-	-	-	-	-
Travel	549.59	1,500.00	171.62	750.00	551.70	250.00	25.65	200.00	1,298.56	2,700.00
Other Expense	2,524.39	6,225.00	181.42	900.00	3,264.67	5,400.00	17,681.97	101,250.00	23,652.45	113,775.00
Total Expense	9,257.17	31,225.00	10,310.66	25,900.00	11,916.94	15,400.00	19,445.02	104,750.00	50,929.79	177,275.00
Billings 34050 or 34051	16,500.00		15,091.98						31,591.98	-
Homer 24020 34052	-		-				-		-	-
Penn 24021 34052	-		-		6,000.00		-		6,000.00	-
St Joe 24022 34052	-		-		160.00		-		160.00	-
Trans Z6 34053	-		-		-		7,152.76		7,152.76	-
Trans Z7 34053	-		-		-		2,193.60		2,193.60	-
Trans Z8 34053	-		-		-		8,309.86		8,309.86	-
Trans Other 34053	-		-		-		-		-	-
Total Billings	16,500.00	16,500.00	15,091.98	35,900.00	6,160.00	20,000.00	17,656.22	106,000.00	55,408.20	178,400.00
Expense	9,257.17	31,225.00	10,310.66	25,900.00	11,916.94	15,400.00	19,445.02	104,750.00	50,929.79	177,275.00
Net Income(Expense)	7,242.83	(14,725.00)	4,781.32	10,000.00	(5,756.94)	4,600.00	(1,788.80)	1,250.00	4,478.41	1,125.00
Billings	16,500.00	16,500.00	15,091.98	35,900.00	6,160.00	20,000.00	17,656.22	106,000.00	55,408.20	178,400.00
Receivables	9,000.00	16,500.00	-	35,900.00	160.00	20,000.00	17,656.22	106,000.00	26,816.22	178,400.00
Acct.Rec.Balance	7,500.00	-	15,091.98	-	6,000.00	-	-	-	28,591.98	-

	Staff Hours	Staff Hours	Staff Hours	Staff Hours	Total Staff Hours Fiscal YTD
Lee Adams	141.00	204.00	161.00	38.50	544.50
Bommersbach	-	-	7.50	-	7.50
	-	-	-	-	-
Total Hours	141.00	204.00	168.50	38.50	552.00