



# Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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

## June Board Meeting Agenda

**MEETING DATE:** Tuesday, June 2, 2015  
**MEETING TIME:** 2:00 pm  
**MEETING LOCATION:** Coldwater Municipal Building – 2<sup>nd</sup> Floor Board Chambers  
One Grand Street, Coldwater, MI 49036

1. **Call to Order**
2. **Members Excused**
3. **Action: Approval of the Agenda**
4. **Action: Approval of the Minutes**
5. **Citizen Comments**
6. **Reimbursements and Invoices**
  - a. None
7. **Treasurer's Report**
  - a. Provided at meeting
  - b. New reporting format
8. **Transportation/KATS Items**
  - a. Monthly Report Presented at the meeting
9. **Discussion: Regional Prosperity Initiative**
  - a. Update on Regional Prosperity Meetings
10. **Discussion: Water Trails**
  - a. Update on Water Trails
11. **Staff Report/Other:**
  - a. Pennfield Township Recreation Plan
  - b. Village of Nashville
  - c. Homer Township
  - d. City of Kalamazoo Real Estate
12. **Board Member Comments**
13. **Action: Adjournment**

***Next Meeting: July 7th at the St. Joseph County Courthouse  
125 W Main Street, Centreville, MI 49032***



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## May Board Meeting Minutes

**MEETING DATE:** Tuesday, May 5, 2015  
**MEETING TIME:** 2:00 pm  
**MEETING LOCATION:** The Gilmore Car Museum  
6865 W Hickory Rd, Hickory Corners, MI 49060

1. **Call to Order**
2. **Members Excused:** Dunn, Reid
3. **Members Present:** Amos, Baker, Byrnes, Frantz, Geiger, Hazelbaker, Huffman, Robey, Seyburn, Shaffer, Wheat
4. **Action: Approval of the Agenda**
  - a. Shaffer made a motion to approve the agenda.
    - i. Huffman seconded the motion.
    - ii. **The motion carried.**
5. **Action: Approval of the Minutes**
  - a. Baker made a motion to approve the agenda.
    - i. Hazelbaker seconded the motion.
    - ii. **The motion carried.**
6. **Citizen Comments**
  - a. None made.
7. **Reimbursements and Invoices**
  - a. None
8. **Treasurer's Report**
  - a. Staff provided the Treasurer's Report. Staff also outlined the new format for the monthly statements. The board had a few changes they would like to see to the statement format. Staff will incorporate the desired changes for the next meeting.
  - b. Byrnes made a motion to approve the agenda.
    - i. Robey seconded the motion.
    - ii. **The motion carried.**
9. **Transportation/KATS Items**
  - a. KATS Staff gave a written and oral report of activities conducted during April. KATS Staff noted that the organization hired a new staff person to replace the previous planner.
  - b. The board had some questions about the PASER ratings.
  - c. A brief discussion about Calhoun County historic data occurred.
  - d. A question about a planning workshop was raised. Several board members helped to provide input.
10. **Discussion: Regional Prosperity Initiative**
  - a. Staff gave an update on the Regional Prosperity Initiative in Region 8. The update included details about the newly created subcommittee structure and information about their meeting.
  - b. Staff also noted that the next two meetings and recent subcommittee meeting had a focus on education. Staff also performed, in conjunction with the Southwest Michigan Planning Commission, completed an inventory and survey of educational entities in the region.
  - c. Byrnes also provided an update on Region 4.
    - i. The group is about to perform an analysis of the Muskegon's deep water port.
    - ii. The group recently launched their website.

**11. Action/Discussion: Continued Organizational Discussion**

- a. Staff led the board through information on potential services offered by SMPC. The information now includes more detail about the services offered and general cost estimate.
- b. Questions about municipal bidding processes spurred brief discussion.
- c. Members of the board thought it would make sense to upload an abbreviated version of the information to the SMPC website and create a flyer to help disseminate the information.
- d. Members of the board felt that SMPC could find a niche in recreation plans or grant writing/administration.
- e. A board member raised the point that the current staffing level might not allow SMPC to take on too many projects simultaneously.
- f. Staff also updated the board on the effort to secure assistance with marketing from WMU.

**12. Discussion/Action: Water Trails**

- a. Staff felt that the creation of a water trail through SMPC could help the organization gain notoriety.
- b. Staff led the board through the materials provided in the packet related to water trails.
- c. The board discussed the water trail idea.
  - i. Funding came up in the discussion and staff noted that this project should be funding neutral.
- d. The board was generally supportive and thought the project would be a great benefit to the region. It also connects a number of the communities in the region.

**13. Discussion: Gilmore Car Museum Wastewater Project**

- a. Byrnes outlined the water treatment needs of the Museum.
  - i. The board provided some feedback and brainstormed some ways to help move the project forward.

**14. Action/Discussion: By-Law Review**

- a. Staff led a continuation of the by-law discussion from April. Staff outlined the suggested alterations to the by-laws.
- b. The board noted a couple of typographical and grammatical changes needed.
- c. Baker made a motion to approve the by-laws as amended.
  - i. Frantz seconded the motion.
  - ii. **A roll call vote was taken and the motion carried.**

**15. Staff Report/Other:**

- a. Staff gave an update on the planning services rendered to St. Joseph County. The board had a question about the type of services rendered; staff mentioned that they rendered ordinance review to the planning commission. A brief discussion ensued.

**16. Board Member Comments**

- a. Some board members thanked the Gilmore Car Museum for hosting the meeting.

**17. Action: Adjournment**

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

## FY 2015 SMPC Budget Statement

4-29-15 - Through March 2015

Expenditures	YTD	Budget Remain	Revenue	YTD	Budget Remain
Salary & Benefits (85%)	\$ 67,150	\$ 24,102	\$ 43,048	\$ -	\$ -
Phone, Printing, Etc	\$ -	\$ 111	\$ (111)	\$ -	\$ -
Travel	\$ 4,000	\$ 1,230	\$ 2,770	\$ -	\$ -
Training	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -
<i>Personnel Total</i>	<i>\$ 73,150</i>	<i>\$ 25,443</i>	<i>\$ 47,707</i>	<i>\$ -</i>	<i>\$ -</i>
Dues and Subscriptions	\$ 2,500	\$ -	\$ 2,500	\$ 16,500	\$ 19,500
Transportation Contractual	\$ 101,000	\$ 23,094	\$ 77,906	\$ 106,000	\$ 23,094
EDA (CEDs)	\$ 30,000	\$ -	\$ 30,000	\$ 40,000	\$ -
Regional Prosperity	\$ -	\$ 8,774	\$ (8,774)	\$ 30,000	\$ 3,807
Technical Assistance	\$ -	\$ -	\$ -	\$ 5,000	\$ 480
KCBRA/Kal County	\$ -	\$ 6,276	\$ (6,276)	\$ 10,000	\$ 6,276
Other Grant Programs	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Program Total</i>	<i>\$ 133,500</i>	<i>\$ 38,145</i>	<i>\$ 95,355</i>	<i>\$ 207,500</i>	<i>\$ 53,157</i>
<b>Overall Totals</b>	<b>\$ 206,650</b>	<b>\$ 63,587</b>	<b>\$ 143,063</b>	<b>\$ 207,500</b>	<b>\$ 53,157</b>

**2014 Fund Balance**                    \$    63,000  
**Carryover Forward**                 \$    63,850

	County Dues	Received	Budget Remaning
Barry	\$ -	\$ 3,000	
Branch	\$ 3,000	\$ 3,000	
Calhoun	\$ 4,500	\$ 4,500	
Kalamazoo	\$ 6,000	\$ 6,000	
St Joseph	\$ 3,000	\$ 3,000	
<b>Total</b>	<b>\$ 16,500</b>	<b>\$ 19,500</b>	<b>\$ (3,000)</b>

FTEs    Total  
 Director                                     \$    79,000

Category	Tasks
General	Administration: SMPC Correspondence, meeting attendance and prep
Dues and Subscriptions	MAR
Transportation Contractual	Website, meeting time, trails
Economic Development/EDA	CEDS Updates, Planning
Regional Prosperity	Meeting attendance, communication, required work
Technical Assistance	Contract management, work performed, Economic Development plans
KCBRA/Kal County	Technical assistance/staffing - *Needs further development