



# Southcentral Michigan Planning Council

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## Board Meeting Minutes

**MEETING DATE:** Thursday, August 23, 2018

**MEETING TIME:** 11:30 am

**MEETING LOCATION:** History Room - 3rd floor of the St Joseph County Courthouse  
125 W Main Street, Centreville, MI 49032

1. Call to Order
  - a. The meeting was called to order by Chair Carahaly at 11:33 am.
2. Member Present/Introductions
  - a. Members present:
    - i. Bomba
    - ii. Carahaly
    - iii. Farmer
    - iv. Frisbie
    - v. Hazelbaker
    - vi. Kale
    - vii. Pangle
    - viii. Reynolds
  - b. Also present:
    - i. Jon Start, KATS
    - ii. Fred Negler, KATS
    - iii. Terry Martin, Carrier and Gable
3. Members Excused
  - a. *Pangle made a motion to excuse Baker, McGraw, and Woodin.*
    - i. Reynolds seconded the motion.
    - ii. **The motion carried.**
4. Approval of the Agenda
  - a. *Pangle made a motion to approve the agenda.*
    - i. Reynolds seconded the motion.
    - ii. **The motion carried.**
5. Approval of the Minutes
  - a. *Pangle made a motion to approve the minutes.*
    - i. Hazelbaker seconded the motion.
    - ii. **The motion carried.**
6. Citizen Comments
  - a. Terry Martin from Carrier and Gable introduced himself and explained a little about his company and why he was interested in attending the meeting.
7. Acceptance of the Financial Report
  - a. Adams gave a verbal explanation of the Financial Report. The board discussed the report.
  - b. *Frisbie made a motion to accept the financial report.*
    - i. Reynolds seconded the motion.
    - ii. **The motion carried.**
8. Transportation/KATS Items
  - a. Monthly report

- i. Start and Nagler gave a verbal explanation of their monthly financial report. The board had a few questions centered in the Rural Task Force and the Culvert Mapping Project.
  - b. Approval of the FY 2019 Transportation Work Program
    - i. The board reviewed and discussed the draft of the FY 2019 Transportation Work Program presented at the meeting. Start led the explanation of the draft.
  - c. *Bomba made a motion to approve the FY 2019 Transportation Work Program.*
    - i. Frisbie seconded the motion.
      - ii. **The motion carried.**
  - d. MDOT 2045 State Long Range Transportation Plan
    - i. Carahaly led a discussion on the state's 2045 State Long Range Transportation Plan. Carahaly noted that he and Reynolds were likely going to represent SMPC in this process and that they might incur expenses relative to that work. Any other Board members who were willing to participate were encouraged to do so.

#### 9. SMPC Strategic Plan

- a. Adams presented a written strategic plan based on the strategic planning meeting held on June 29. The board review the written plan and discussed. The board felt that the written plan encapsulated the discussion well.
- b. *Pangle made a motion to approve the SMPC Strategic Plan.*
  - i. Farmer seconded the motion.
    - ii. **The motion carried.**

#### 10. Regional Housing Plan

- a. This item was tabled until the next meeting.

#### 11. Professional Memberships and Conference Attendance

- a. Discuss applicable professional membership opportunities
  - i. Adams led the discussion on membership opportunities available to the SMPC board members and staff. The Board reviewed the options but wanted more time to decide.
  - ii. Farmer noted that the small fee and potential benefit of an American Planning Association membership for Adams is worth pursuing.
    - 1) *Farmer made a motion to approve expenses related to membership in the American Planning Association for Lee Adams.*
      - a) *Reynolds seconded the motion.*
        - b) **The motion carried.**
- b. Discuss the merits of conference attendance and take action on funding attendance costs
  - i. Carahaly suggested that the Board send members to the Michigan Association of Planning's Annual Conference. The Board discussed the conference and potential attendees. Members expressed a desire to fund attendance costs for those who wish to attend. Members will seek reimbursement for expenses incurred.
  - ii. *Frisbie made a motion to approve expenses related to Michigan Association of Planning conference attendance for four Board members.*
    - 1) *Farmer seconded the motion.*
      - 2) **The motion carried.**

#### 12. Local Government and Planning Services

- a. Florence Township Contract for Planning Services
  - i. Adams informed the Board that Florence Township (St. Joseph County) has requested assistance with the update of their master plan. Staff has already met with the Township Planning Commission. Staff presented the Township with a contract. The Township has approved the contracted and the Supervisor has signed.
  - ii. The Board expressed support and appreciation for this type of work.
  - iii. *Frisbie made a motion to approve the contract for planning services with Florence Township as presented.*
    - 1) *Pangle seconded the motion.*
      - 2) **The motion carried.**
- b. Update on Sherman Township master plan update

- i. Adams gave a brief verbal report on the activities performed for the Sherman Township (St. Joseph County) master plan update.
- c. Assistance to Nottawa Township
  - i. Staff was contacted by the Zoning Administrator of Nottawa Township regarding assistance with their master plan update and zoning ordinance update. Adams informed the Township that SMPC cannot compete with for-profit firms and that they should release an RFP for planning services; Adams supplied the township with an RFP template.

13. Staff Report/Other:

- a. Southwest Michigan Prosperity Initiative
  - i. Adams and Carahaly gave a verbal report on the initiative. The group is looking for proposals for a unified internship/apprenticeship coordination effort for the Southwest Michigan region.
- b. MEDC Contract Extension
  - i. Adams noted that the work with the MEDC's Redevelopment Ready Communities program was extended for one year. Adams signed the contract extension.
- c. Liability Insurance
  - i. Adams gave an update on the insurance application. The Michigan Townships Participating Plan once again offered SMPC a plan and required a signature to move forward with coverage.
  - ii. Carahaly will sign as the plan was approved by the SMPC Board previously.
- d. EDA Application
  - i. Adams gave an update in the EDA application. Adams noted that he had not been notified that EDA has received the application. Adams as contacted the EDA several times following the application.
- e. Intern
  - i. Adams noted that several candidates applied for an internship position with the Upjohn Institute focusing on SMPC related activities.
- f. Monthly Correspondence
  - i. Included in the packet.

14. Board Member Comments

- a. None made.

15. Action: Adjournment

- a. *Hazelbaker made a motion to adjourn.*

**Next Meeting:** October 2 in Kalamazoo