



Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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Board Meeting Minutes

MEETING DATE: Tuesday, October 2, 2018
MEETING TIME: 11:30 am
MEETING LOCATION: W.E. Upjohn Institute
300 South Westnedge Ave, Kalamazoo, MI 49007

1. Call to Order
 - a. The meeting was called to order at 12:10 pm
2. Member Present/Introductions
 - a. Members present: Carahaly, Hazelbaker, Kale, McGraw Pangle, Reynolds, and Woodin
 - b. Others present: Fred Nagler.
3. Members Excused
 - a. Bomba, Baker, Farmer, and Frisbie
4. Approval of the Agenda
 - a. **The agenda was approved by unanimous consent.**
5. **Annual Meeting Items**
 - a. Election of Officers
 - i. The board discussed possible members. The board stressed the need to broad geographic representation among the officers and to have consistent attenders nominated.
 - ii. The board decided to move forward with a slate of officers.
 - 1) Carahaly as Chair
 - 2) Hazelbaker as Vicechair
 - 3) Bomba as Secretary
 - 4) Reynolds as Treasurer
 - iii. **Pangle made a motion to approve the slate of officers.**
 - 1) Woodin seconded the motion.
 - 2) *The motion carried.*
 - b. Approval of the FY 2019 Budget
 - i. Staff prepared and presented a proposed budget for FY 2019; staff pointed out that the budget is not balanced as board prioritized spending down part of its reserves in service to the region. The board discussed the budget and made not amendments or edits.
 - ii. **Woodin made a motion to approve the FY 2019 Budget.**
 - 1) Pangle seconded the motion.
 - 2) *The motion carried.*
 - c. Approval of the FY 2019 Public Notice
 - i. Staff prepared and presented the FY 2019 Public Notice. The board discussed the meeting dates listed and contemplated moving the monthly meeting due to numerous conflicts. The board ultimately decided to leave the meeting dates as presented with the understanding that staff would examine alternative dates.
 - ii. **Reynolds made a motion to approve the FY 2019 Public Notice.**
 - 1) Hazelbaker seconded the motion.
 - 2) *The motion carried.*
6. Approval of the Minutes
 - a. **Pangle made a motion to approve the minutes.**
 - i. Reynolds seconded the motion.

ii. *The motion carried.*

7. Public Comments

a. None made.

8. Acceptance of the Financial Report

a. Staff prepared and presented the monthly financial report. The board briefly discussed.

b. Reynolds made a motion to approve the minutes.

i. McGraw seconded the motion.

ii. *The motion carried.*

9. Transportation/KATS Items

a. Fred Nagler presented the monthly report of activities conducted by KATS on behalf of SMPC.

i. The board asked a few questions and had a brief discussion on related matters.

b. Project Authorizations from MDOT for FY 2019

i. Staff noted that the project authorization for FY 2019 were signed by staff and an MDOT official. The Project Authorizations allow SMPC to conduct work related to the FY 2019 Work Program.

10. Local Government Assistance and Planning Activities

a. Assistance to Batavia Township

i. Staff noted that a proposal for planning services was sent to Batavia Township.

b. Assistance to the City of Parchment

i. Staff noted that Adams will attend a meeting of the Planning Commission to discuss the city's need to update its master plan.

c. Update on Florence Township

i. Staff gave an update on the master plan update work conducted to-date.

d. Update on Sherman Township

i. Staff gave an update on the master plan update work conducted to-date.

e. Regional Housing Plan

i. This item was tabled until November.

11. Staff Report/Other:

a. Southwest Michigan Prosperity Initiative

i. Resolution of Support for 2019 grant application.

1) Staff and Carahaly noted that the SWMPI intends to apply for additional funding for its work in 2019. The application needs a resolution of support from SMPC.

2) Woodin made a motion to approve the resolution of support for the SWMPI application for Regional Prosperity Funding.

a) Pangle seconded the motion.

b) *The motion carried.*

b. EDA Application

i. Resolution of Support for Barry County transition

1) In discussions with EDA representatives, staff was informed that SMPC needed to pass a formal resolution in support of Barry County's transition from to another planning region and Economic Development District.

ii. Pangle made a motion to approve the resolution of support Barry County's transition to another planning region and Economic Development District.

1) McGraw seconded the motion.

2) *The motion carried.*

c. SMPC Staffing Discussion

i. Carahaly led a discussion around the future of SMPC staffing. Carahaly and staff wanted to start this conversation because the contract with the Upjohn Institute expires at the end of the fiscal year. Staff and Carahaly intend to have a more in-depth conversation at future meetings.

d. SMPC Sponsored Accounts at ICMA-RC

i. Resolution to dissolve plans and close accounts held with ICMA **[Action]**

e. MAP Conference Discussion

- i. A few members made positive comments about the Michigan Association of Planning Conference.
- f. Professional Membership Update
 - i. This item was tabled.
- g. Intern
 - i. Staff noted that its preferred candidates found other positions. Staff may pursue another intern in the future.
- h. Monthly Correspondence
 - i. Included in the packet.

12. Board Member Comments

- a. None made.

13. Action: Adjournment

- a. The meeting was adjourned by motion at 1:19 pm.

DRAFT