



# Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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

## Board Meeting Minutes

**MEETING DATE:** Tuesday, December 4, 2018  
**MEETING TIME:** 11:30 am  
**MEETING LOCATION:** Lower Level Conference Room  
Calhoun County Administration Building  
315 West Green Street, Marshall, MI 49068

1. Call to Order
  - a. The meeting was called to order at 11:37 am.
2. Member Present/Introductions
  - a. Member present included:
    - i. Bomba
    - ii. Carahaly
    - iii. Farmer
    - iv. Frisbie
    - v. Hazelbaker
    - vi. Kale
    - vii. Reynolds
  - b. Others present:
    - i. Steve Stepek – KATS
    - ii. Fred Nagler – KATS
    - iii. Lee Adams - Staff
3. Members Excused
  - a. Frisbie made a motion to excuse Pangle and Woodin.
    - i. Reynolds seconded the motion.
    - ii. **The motion carried.**
  - b. McGraw as absent.
4. Approval of the Agenda
  - a. **The agenda was approved as presented by unanimous consent.**
5. Approval of the Minutes
  - a. **The minutes were approved as presented by unanimous consent.**
6. Public Comments
  - a. None made.
7. Acceptance of the Financial Report
  - a. Adams noted that the financial report did not reflect the end of FY 2018. Those numbers were not available as audited number from KATS were not available before the meeting. The financial report consisted of the first month of FY 2019.
  - b. Frisbie made a motion to accept the financial report.
    - i. Bomba seconded the motion.
    - ii. **The motion carried.**
8. Transportation/KATS Items
  - a. KATS staff gave an update on the Rural Task Force and Small Urban programs. KATS has worked with each of the counties in the region (includes Barry) to prioritize transportation projects. KATS staff is now organizing and planning for a region-wide Rural Task Force meeting.

- b. KATS staff also notified board of an opportunity to learn about the functions, duties, and organizational structure of KATS. Flyers with information about the learning sessions and open house were distributed.

9. Southwest Michigan Prosperity Initiative Update

- a. Adams outlined the 2019 Work Plan. The Committee plans to break the work into four areas of focus: economic development, workforce development and education, community development, and infrastructure. The economic development work will center on support the organizations in the region and utilizing the existing regional partnership organized by Southwest Michigan First. Workforce development and education will focus on internships and apprenticeships. Community development could take a number of routes but will most likely settle on housing. Infrastructure will focus on expanding and integrating asset management programs in the region (water and sewer in addition to roads).
- b. Adams and Carahaly led a discussion about the unknown nature of state funding. The budget passed earlier in the year contained an error which drastically reduced the amount allocated for the Regional Prosperity Initiative. A fix was promised many months ago and has yet to materialize. The group will look to develop a contingency plan in the event the funding is not restored to intended levels.

10. Staffing Plan

- a. Adams and Carahaly led a discussion around the long-term staffing needs of the region. The discussion was initiated because the Economic Development Administration wanted SMPC to have long-term plan in place when reviewing the SMPC application for District Organization status. Carahaly, Reynolds, and Adams will review the existing staffing agreement between SMPC and the Upjohn Institute and make edits to better reflect the desires of the EDA.

11. Local Government Assistance and Planning Activities

- a. Update on the City of Parchment
  - i. The contract for master planning services is in place and work will begin shortly.
- b. Update on Florence Township
  - i. The plan is almost complete. The Planning Commission should take action on the plan in the next couple of months.
- c. Update on Sherman Township
  - i. Adams is continuing to draft chapters for the master plan. The plan is slightly behind schedule but will wrap up in about six months.
- d. Contract with Kalamazoo Township for Planning Services
  - i. The contract is set to expire at the end of the year. The board all agreed that this is a valuable service that SMPC should provide as long as SMPC is not competing with for-profit firms.
    - 1) Frisbie made a motion to approve a contract with similar language to the contract in place with an increase in billable rate subject to approval from the Officers of SMPC.
      - a) The motion was seconded by Reynolds.
      - b) The motion carried.**
- e. Regional Housing Plan
  - i. Adams noted that he is still trying to gather data for the plan. He requested Multiple Listings Service data from the Greater Kalamazoo Association of Realtors. Adams ask if anyone of the board had relationships with their local realtors.
  - ii. Adams also mentioned a grant opportunity for a modular home demonstration project. The board discussed the details.

12. Staff Report/Other:

- a. Educational Workshop
  - i. The board discussed the marijuana workshop held by SMPC the previous week. The workshop was very well-attended and well-received. The board discussed at length.
- b. Professional Memberships
  - i. This item was tabled.
- c. Monthly Correspondence
  - i. This item was informational only.

13. Board Member Comments

- a. Frisbie mentioned that the Community Action Agency of South Central Michigan will take on Kalamazoo County. It is looking for representatives from Kalamazoo County to serve on its board.
- b. Kale had a question about how to find demographic data to understand if Homer qualifies for certain funding opportunities.
- c. Hazelbaker noted that Branch County is about build a new jail. He also mentioned that one of the County Commissioners had a medical emergency and leave the County with only four Commissioners.
- d. Bomba highlighted some the recent upgrades to the Calhoun County facilities.
- e. Reynolds presented some research he conducted into the financial health of the local units of government in the region. He noted that many units of government (close to one third) had material findings in their most recent audit. He wanted to bring this to the attention of the board so that we might be able to offer a workshop or guidance to those units of government who may need some education. The board discussed at great length.
- f. Farmer announced that this meeting would be her last. She has too many conflicts to attend the meetings consistently, so she decided to resign.

14. Action: Adjournment

- a. Kale made a motion to adjourn at 1:24.

**Next Meeting:** *February 5 in Centreville*