



# Southcentral Michigan Planning Council

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## Board Meeting Minutes

**MEETING DATE:** Tuesday, February 5, 2019  
**MEETING TIME:** 11:30 am  
**MEETING LOCATION:** History Room (3rd floor) – St. Joseph County Courthouse  
125 W Main Street  
Centreville, MI 49032

1. Call to Order
  - a. The meeting was called to order at 11:40 am by Chair Carahaly.
2. Member Present/Introductions
  - a. Members present: Bomba, Carahaly, Frisbie, Hazelbaker, Kale, Morse, Pangle, Reynolds, and Woodin
  - b. Others Present: John Lindsay (St. Joseph County Road Commission), Jon Start (Kalamazoo Area Transportation Study), Fred Nagler (Kalamazoo Area Transportation Study)
  - c. Staff Present: Lee Adams
3. Members Excused
  - a. All current members were present.
4. Approval of the Agenda and Minutes
  - a. After review of the agenda and minutes, *Pangle made a motion to approve both the agenda and minutes as presented.*
    - i. Frisbie seconded the motion.
    - ii. **The motion carried.**
5. Public Comments
  - a. No comments were made.
6. Acceptance of the Financial Report
  - a. Adams led a review of the monthly financial report. The board had minimum questions.
  - b. The board discussed the role of the SMPC Board Treasurer since Upjohn Institute Staff manage the finances and compile the reports. The Board felt that the Treasurer should review the report and discuss bring and questions or concerns to staff before the meeting.
7. Transportation/KATS Items
  - a. Monthly report
    - i. Nagler gave a written and verbal report of KATS activities conducted in January (written report attached to these minutes). KATS staff and the Board discussed the Rural Task Force process and the stage at which the process was at the time of the meeting – the regional meeting was postponed due to weather.
  - b. Agreement extension through 2020
    - i. MDOT recommended, and staff concurred with, approving a one-year extension of the SMPC-KATS Agreement. A one-year extension would align the three-year MDOT project authorization end date and the agreement end date (9/30/2020). Staff will recommend entering into a three-year agreement with a transportation contract in early 2020. A brief discussed ensued.
    - ii. *Kale made a motion to approve the agreement between SMPC and KATS as presented.*
      - 1) Frisbie seconded the motion.
      - 2) **The motion carried.**
8. Southwest Michigan Prosperity Initiative Update

- a. Update on Grant Application
  - i. Adams noted that the SWMPI received funding for 2019. It received 97% of its requested amount, totaling around \$310,000. Adams also noted that part of award was dedicated to asset management. Adams discussed the asset management workplan outlined in the grant application.
- b. 2019 Work Plan and Subcommittee Meetings
  - i. Adams and Carahaly led a discussion around the workplan and meeting schedule of the SWMPI. Much of the SWMPI work is slated to occur in subcommittees. Subcommittees are seen as much more nimble and informal allowing those who attend to explore topics more efficiently. SWMPI created four subcommittees: Community Development, Economic Development, Infrastructure, and Education/Workforce Development. Each of these subcommittees will select an area of focus for 2019 and develop their own workplan. Each of the subcommittees were allocated funding to hold the meeting and implement their workplan.
- c. Regional Housing Plan
  - i. Adams noted that the Community Development Subcommittee chose housing as their area of focus for 2019. They chose the following three objectives to keep in mind when creating a workplan:
    - 1) *Facilitate a region-wide Target Market Analysis to gain better data to support 'missing middle' housing development*
    - 2) *Support education of developers and financiers regarding housing and demographic trends and community objectives*
    - 3) *Support education of community leaders regarding redevelopment programs, land use and zoning techniques, and enforcement options to maintain housing stock*

#### 9. Staffing Plan

- a. Adams presented the current agreement with the Upjohn Institute for staffing with a few changes. The board discussed how it would like to move forward. It decided that appointing a committee to review the agreement and make changes was the best option. A Contract Review Committee comprised of Carahaly, Morse, and Reynolds was created. The Committee will present an amended agreement to the board in March.

#### 10. Local Government Assistance and Planning Activities

- a. Update on the City of Parchment
  - i. Adams noted that the City decided to release a survey before starting the work on the master plan. Staff crafted the survey. The City will send a copy to all residents. Staff created an online survey option as well.
- b. Update on Florence Township
  - i. The master plan was completed and a digital copy was given to the Township. They are currently working through the comment period.
- c. Update on Sherman Township
  - i. The master plan update has a few more months of work as staff and the Township work through the last few chapters.
- d. Contract with Kalamazoo Township for Planning Services
  - i. Staff supplied Kalamazoo Township with the approved contract. Kalamazoo Township approved the agreement and will send a signed copy back to staff.

#### 11. Staff Report/Other:

- a. FOIA Request from Duke Dobbs
  - i. Adams noted that staff received a FOIA request from Duke Dobbs. Adams and Carahaly led a brief discussion about the request and the responses crafted by staff. Adams noted that all responses complied with the SMPC FOIA Policy and applicable state statutes.
- b. Michigan Association of Regions Annual Meeting Expenses
  - i. Adams and Carahaly requested an allocation from the SMPC Board for expenses related to attending the Michigan Association of Regions Annual Meeting. The meeting takes place over two days in Sault Ste. Marie. The board was in favor of allocating the funds but wanted them limited

to lodging and meals during, immediately before, and immediately after the meeting as well as mileage.

- ii. Reynolds made a motion to allocate \$2,000 for expenses related to Adams and Carahaly attending the Michigan Association of Regions Annual Meeting.
- c. Educational Workshop
  - i. Adams noted that many local units of government are interested in wind and solar energy. The board felt that wind and solar energy generation related to land use planning was the best topic. Staff will make arrangements for the spring education session.
  - ii. Several members had suggestions for locations around the region.
- d. Monthly Correspondence
  - i. Staff noted that correspondence was contained in the packet.

12. Board Member Comments

- a. Reynolds shared his fiduciary management research with the group.

13. Action: Adjournment

- a. The meeting adjourned at 1:13 pm.

**Next Meeting:** *March 5 in Kalamazoo*

DRAFT