



# 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, March 5, 2019  
**MEETING TIME:** 11:30 am  
**MEETING LOCATION:** Seminar Room (Lower Level) – W.E. Upjohn Institute  
300 South Westnedge Ave  
Kalamazoo, MI 49007

1. Call to Order
  - a. The meeting was called to order at 11:35 am.
2. Representatives Present/Introductions
  - a. Bomba, Carahaly, Kale, Pangle, Reynolds, and Woodin were present for the meeting.
3. Representatives Excused
  - a. Frisbie, Hazelbaker, and Morse were excused.
4. Approval of the Agenda
  - a. Staff asked for two additions to the agenda: discussion of the 2018 annual report and discussion of the 2019 work plan. Both items were requested to be placed under item 13.
  - b. *Reynolds made a motion to approve the agenda with the additions requested by staff.*
    - i. Pangle seconded the motion.
    - ii. **The motion carried.**
5. Approval of the Minutes
  - a. The minutes were approved by unanimous consent.
6. Public Comments
  - a. No comments were made.
7. Acceptance of the Financial Report
  - a. Review FY 2018 year end and authorize fund transfer
    - i. Adams led discussion of the FY 2018 year end report. The board briefly discussed the details. The board discussed ownership of financial accounts and the fiduciary relationship established with the Upjohn Institute. The year-end settlement process was explained by Adams – the Upjohn Institute does not transfer money to/from SMPC funds until the end of when all costs and revenues have been accounted. This saves on time and effort as compared to transferring funds as soon as they come in or are distributed.
    - ii. *Woodin made a motion to accept the FY 2018 year-end financial report.*
      - 1) Pangle seconded the motion.
      - 2) **The motion carried.**
    - iii. *Reynolds made a motion to approve the transfer of funds totaling \$2,128.13 from SMPC funds to Upjohn Institute accounts.*
      - 1) Pangle seconded the motion.
      - 2) **The motion carried.**
  - b. Review current FY 2019 Financial Report
    - i. Adams led the review of the current month's financial report. A very brief discussion ensued. The board decided in their discussions that quarterly reports are more appropriate going forward.
    - ii. *Reynolds made a motion to accept the monthly financial report.*
      - 1) Pangle seconded the motion.

**2) The motion carried.**

- iii. *Kale made a motion to direct staff to supply quarterly financial reports instead of month monthly financial reports.*

1) Pangle seconded the motion.

**2) The motion carried.**

8. Transportation/KATS Items

- a. Monthly report

9. Southwest Michigan Prosperity Initiative Update

- a. Adams, Carahaly, and Reynolds led a discussion on the activities of the SWMPI subcommittees over the previous month. The board discussed the activities and goals of each of the three subcommittees. The bulk of the discussion centered on the Infrastructure and Community Development Subcommittees. The Infrastructure Subcommittee is focused on integrated asset management while the Community Development Subcommittee is focused on housing.

10. Discuss Educational Opportunities for Fiduciary Management of Local Units

- a. This item was postponed until the next SMPC Board meeting.

11. Staffing Plan

- a. Review agreement for long-term staffing agreement with the W.E. Upjohn Institute
- i. The board reviewed and discussed the amended agreement between SMPC and the Upjohn Institute for continued staffing and fiduciary services. Carahaly pointed out the deviations from the previous agreement; he also stated that the new agreement better outlines the roles and responsibilities of each party. Members of the Board thanked all who worked on the document.
- ii. *Kale made a motion to approve the staffing agreement and authorize Carahaly to sign to sign the agreement.*
- 1) Woodin seconded the motion.
- 2) The motion carried.**

12. Local Government Assistance and Planning Activities

- a. Update on the City of Parchment
- i. Adams noted that staff is currently helping the City of Parchment conduct a community-wide survey.
- b. Update on Sherman Township
- i. Staff gave an update on the master planning progress. The work is winding down and should be complete in a few months.
- c. Contract with Kalamazoo Township for Planning Services
- i. Adams gave an update on the contract. All sides signed the contract and it is now in place.

13. Staff Report/Other:

- a. Monthly Correspondence
- i. Adams noted that a portion of the monthly communication was too large to include in the packet so he created links.
- b. 2018 Annual Report of Activities
- i. Adams led the review and discussion of the SMPC 2018 Annual Report of Activities. He noted that the bylaws require the Executive Director to write an annual report. The board appreciated the overview and liked to see all that was accomplished in 2018.
- c. 2019 Work Plan
- i. As requested, Adams prepared and presented an activity work plan for 2019. The board reviewed and expressed appreciation for the plan.

14. Representative Comments

- a. Reynolds mentioned some recent news about fiduciary management and wanted highlight the importance of the topic.
- b. Bomba mentioned that Calhoun County is working on their county-wide recreation plan. While undertaking the planning process, the county realized that is understaffed in the parks and recreation

department and is taking a deeper look at their needs. They are examining all funding possibility to fully staff and improve county parks; the county is looking into the possibility of a recreation millage.

- c. Bomba also gave an update on Calhoun County's county-wide transportation planning process.

15. Action: Adjournment

**Next Meeting:** *April 9 in Coldwater*

DRAFT