



# Southcentral Michigan Planning Council

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## Board Meeting Minutes

**MEETING DATE:** Tuesday, October 3, 2017  
**MEETING TIME:** 11:30 am  
**MEETING LOCATION:** St. Joseph County Administration Building  
125 W Main Street, Centreville, MI

### 1. Call to Order

- a. The meeting was called to order at 11:46 am.

### 2. Member Present/Introductions

- a. Baker, Bomba, Carahaly, Frisbie, Hazelbaker, Kale, McGraw, and Pangle were present.

### 3. Members Excused

- a. No members were excused.

### 4. Action: Approval of the Agenda

- a. Pangle made a motion to approve the agenda.
  - i. Hazelbaker seconded the motion.
  - ii. **The motion carried.**

### 5. \*Election of Officers\*

- a. Baker asked for volunteers for the officer positions including Chair. Baker noted that his job is increasingly demanding and would entertain a replacement for the Chair position. Carahaly stated that he was willing to take over as Chair. Baker stated that he was willing to replace Carahaly as Vice Chair. Hazelbaker noted that he was willing to remain Secretary and McGraw was willing to take on the Treasurer position.
- b. Kale made a motion to nominate the following slate of officers:
  - Chair - Carahaly
  - Vice Chair - Baker
  - Secretary - Hazelbaker
  - Treasurer – McGraw
  - i. Hazelbaker seconded the motion.
  - ii. **The motion carried.**

### 6. Action: Approval of the Minutes

- a. Baker made a motion to approve the minutes with one spelling correction.
  - i. Hazelbaker seconded the motion.
  - ii. **The motion carried.**

### 7. Citizen Comments

- a. No comments made.

### 8. Financial Report

- a. Monthly Financial Report Presented at meeting.
  - i. The board discussed the expenses to-date. Staff explained that expenditures outpaced revenues in a couple of categories due to one-time projects.
- b. FY 2018 Budget
  - i. Adams led a discussion around the budget. Adams explained that the budget anticipates a deficit due to one-time expenses. The board suggested that staff adjust the budget to reflect a transfer of reserve funds to balance the budget.

- ii. McGraw made a motion to approve the amended budget.
  - 1) Pangle seconded the motion.
  - 2) **The motion carried.**

**9. Transportation/KATS Items**

- a. Monthly Report Presented at the meeting
  - i. Fred Nagler presented the KATS monthly report. He noted that KATS staff conducted work related to the coordinated mobility plan for the prosperity region, coordinated a meeting for the regional safety plan, asset management record review, and attended the Michigan Association of Planning Conference. Adams asked Nagler about the plan for the Rural Task Force, Nagler noted that KATS plan to conduct the RTF meetings before the end of the year. The Board had a few questions about the activities and RTF process.
- b. Estimated September Amounts
  - i. Adams noted that staff submitted an estimate for expenses anticipated in September. This was an informational item.
- c. Project Authorizations for FY 2018
  - i. Adams presented project authorizations from MDOT. These authorizations allow SMPC to conduct activities on behalf of MDOT in FY 2018. Adams noted that the funding amount was the same as FY 2017 but less than what staff requested.

**10. Discussion/Action: FY 2018 Meeting Schedule**

- a. FY 2018 meeting schedule
  - i. Adams presented a proposed meeting schedule for FY 2018. The board noted a date mistake; staff will amend.
  - ii. Pangle made a motion to approve the amended budget.
    - 1) McGraw seconded the motion.
    - 2) **The motion carried.**

**11. Discussion/Action: Approval of the Amended Bylaws**

- a. Carahaly and Adams let the board through a review of the amended bylaws. The board discussed several points in the bylaws at length.
- b. McGraw made a motion to approve the amended budget.
  - i. Baker seconded the motion.
  - ii. **The motion carried.**
- c. McGraw asked staff to send a copy of the bylaws to each member County.
  - i. Baker asked staff to also send copies of the minutes to each county on a regular basis.

**12. Discussion: Update from the SMPC Sponsored Retirement Account Committee**

- a. Frisbie made a motion to enter a closed session to discuss pending litigation.
  - i. McGraw seconded the motion.
  - ii. **The motion carried.**
- b. McGraw made a motion to exit closed session.
  - i. Baker seconded the motion.
  - ii. **The motion carried.**

**13. Discussion: Regional Prosperity Initiative**

- a. Adams gave an update on activities conducted during the past month. The focus of the Southwest Michigan Prosperity Committee is to select a proposal to help further the goals and objectives of the Committee. A subcommittee also met to create a new logo and website for the Committee.
- b. Carahaly noted that the Committee's current webpage is hosted by SMPC.

**14. Staff Report/Other:**

- a. EDA

- i. Adams noted that he has not received a response from EDA. Staff will reach out to the US Representatives and Senators to discuss the application.
- b. MEDC/Albion
  - i. Adams gave an update on the proposed zoning work that SMPC will potentially conduct on behalf of MEDC. SMPC staff and Northeast Michigan Council of Governments staff will conduct the work. That would should begin in the next month or two.
- c. Sherman Township
  - i. Adams noted that he submitted a proposal for master planning services to Sherman Township.
- d. Homer Township
  - i. Adams noted that staff send the final version of the master plan to Township. Work should be completed.

**15. Board Member Comments**

- a. Carahaly noted that Kalamazoo County is ready to submit its proposed plan to affected jurisdictions.
- b. Hazelbaker noted that Branch County is keeping an eye on millage proposals because they are looking at proposing a millage for a new jail.
- c. Pangle noted that a few townships have seen increased interested in solar farms. Also, the Commission on Aging is purchasing a closed Holiday Inn and converting it to senior housing.
- d. Bomba said that Calhoun County is looking into updating a utility service master plan for the county. The County wants to help areas outside of Battle Creek, Marshall, and Albion since they do not have economic development representation.
- e. Kale said that Homer Village is looking to update its master plan and zoning code. Adams noted that he can help to a limited extent.

**16. Action: Adjournment**

- a. The meeting adjourned at 1:23 pm.