



Southcentral Michigan Planning Council

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October Board Meeting Minutes

MEETING DATE: Tuesday, October 7, 2014
MEETING TIME: 2:00 pm
MEETING LOCATION: Coldwater Municipal Building
1 Grand Street, Coldwater, MI 49036

1. Call to Order

- a. The meeting was called to order at 2:00 pm.

2. Members Excused

- a. Conti, Dunn, Miller, Reffitt, and Shaffer were not present.
- b. Hazelbaker made a motion to excuse those not present.
 - i. Frantz seconded. **Motion carried.**

3. Action: Approval of the Agenda

- a. Adams supplied a couple of resolutions that will be acted on under "other".
- b. Huffman made a motion to approve the Agenda as amended.
 - i. Baker seconded. **Motion carried.**

4. Action: Approval of the Minutes

- a. Reid made a motion to approve the September Meeting Minutes.
 - i. Wheat seconded. **Motion carried.**

5. Annual Meeting Items

a. Election of Officers

- i. Reid made a motion to nominate Geiger as Chair, Baker as Vice-Chair, Reid as Treasurer, and Hazelbaker as Secretary.
 1. Wheat seconded.
 2. Frantz asked for an update on the transition of Barry County before taking the vote.
 3. Geiger pointed out that a change in leadership is not an incitement on the previous leadership, but rather changes in leadership are healthy.
 4. Reid pointed out that two officer are now from Branch County. Reid amended his motion to appoint Frantz as Vice-Chair.
 5. **Motion carried.**

b. FY 2015 Meeting Schedule

- i. After a brief discussion, the board chose to continue to meet on a monthly basis.
- ii. Huffman made a motion to approve the public notice of Fiscal Year 2015 meeting schedule as presented.
 1. Frantz seconded. **Motion carried.**
- iii. Staff will distribute the public notice.

6. Citizen Comments

- a. None made.

7. Reimbursements and Invoices

- a. Lee Adams Reimbursement Request - \$400.64
 - i. Reid made a motion to approve the reimbursement request from Lee Adams.
 1. Baker seconded. **Motion carried.**
- b. Kalamazoo County Staffing Time - \$2,461.75
 - i. Reid made a motion to approve the invoice from Kalamazoo County.

1. Wheat seconded. **Motion carried.**

8. Treasurer's Report

- a. Treasurer Reid provided a report at the meeting.
- b. Baker made a motion to accept the report.
 - i. Byrnes seconded. **Motion carried.**

9. Transportation/KATS Items

- a. KATS staff provided a report at the meeting
- b. **Action:** Reimbursement Request - \$951.99; \$1,022.29; = **\$1,974.28**
 - i. Reid made a motion to approve the reimbursement request from KATZ subject to receipt of funds from MDOT.
 1. Frantz seconded. **Motion carried.**

10. Discussion/Action: Strategic Calendar Items

- a. Update on the partnership with the Upjohn Institute and account transfer
 - i. Reid and staff led a brief discussion about the transition of funds to the Upjohn Institute. Reid and staff met with financial staff at the Upjohn Institute; in the meeting Reid was assured that the SMPC funds would be placed in an interest bearing account.

11. Discussion: Regional Prosperity Initiative

- a. Update on Regional Prosperity Meetings
 - i. Staff gave an update on the Region 8 Prosperity Initiative. A five-year prosperity plan, regional dashboard, and website were produced.
 - ii. Staff also outlined the expectations for the second year of the RPI. Staff anticipated that our region would request a smaller amount of funding for FY 2015 since only a portion of the grant was expended in FY 2014.
 - iii. Byrnes and Geiger shared some of their experience with Region 4.
- b. Letter of support for FY 2015 Grant
 - i. Staff asked the board to authorize the chair to submit a letter of support for the FY 2015 RPI grant application. The application will be submitted before SMPC will meet again, so authorization needs to be given at this meeting.
 1. Reid made a motion to authorize the chair to sign a letter of support.
 - a. Frantz seconded. **Motion carried.**

12. Discussion/Action: Planning Services

- a. Work Conducted for St. Joseph County
 - i. Staff performed zoning and ordinance review and send an invoice for the work.
- b. Agreement with KATS
 - i. Staff noted that the agreement to provide planning service in excess of what staff is able to provide had lapsed on September 30th. Staff provided an extension document. The Extension is for one year.
 1. Baker made a motion to approve the contract extension.
 - a. Huffman seconded. **Motion carried.**
- c. Agreement with Homer Township
 - i. Staff requested approval of changes to the contract to with Homer Township to update their master plan.
 - ii. Reid noted that the address listed for SMPC needs to be updated. Staff will incorporate the changes before sending to the chair for an authorized signature.
 - iii. Reid made a motion to approve the contract with Homer Township for planning service.
 1. Frantz seconded. **Motion carried.**
- d. Agreement with the Kalamazoo County Brownfield Redevelopment Authority
 - i. Staff outlined the request from the Kalamazoo County Brownfield Redevelopment Authority (KCBRA) to provide staffing services. Staff noted that Adams had served in this role previously.
 - ii. The KCBRA approved the contract contingent upon review by legal counsel.
 - iii. Geiger pointed out that the address and new chairperson needs to be corrected.

- e. Byrnes made a motion to approve the contract with the Kalamazoo County Brownfield Redevelopment Authority for planning service subject to minor edits from the Kalamazoo County Corporate Counsel.
 - i. Frantz seconded. **Motion carried.**

13. Action/Discussion: CEDS

- a. Action supporting CEDS work
 - i. Staff gave a brief update on the CEDS. The CEDS received no comments. The EDA is currently reviewing the document. The EDA requested that the SMPC board approve the CEDS and commit to annual updates of the document.
 - ii. Byrnes praised staff for their work compiling data and interaction with local officials while completing the CEDS. Other discussion ensued about the CEDS document and projects listed.
 - iii. Staff prepared a resolution that meets the EDA's requirement.
 - iv. Frantz made a motion to approve Resolution 15-1, a resolution to approve the Comprehensive Economic Development Strategy and commit to annual updates.
 - 1. Byrnes seconded. **Motion carried.**

14. Staff Report/Other:

- a. Letter of Support for Artserve
 - i. This item was tabled until the November meeting.
- b. Resolution 15-2
 - i. Staff presented the resolution to Authorize the Chair to enter into contract to provide professional services to local units of government and other organizations.
 - ii. Reid made a motion to approve Resolution 15-2.
 - 1. Baker seconded. **Motion carried.**
- c. Resolution 15-3
 - i. Staff requested authorization to apply for grants through this resolution. This resolution does not authorize staff to accept a grant, only apply.
 - ii. Hazelbaker made a motion to approve Resolution 15-2.
 - 1. Huffman seconded. **Motion carried.**

15. Board Member Comments

- a. Baker noted that Coldwater was about to start an update to their master plan.
- b. Reid noted that Kalamazoo Township just approved their five-year update.

16. Action: Adjournment

- a. The meeting was adjourned at 3:26.

***Next Meeting: November 4th at the St. Joseph County Administration Building
125 W. Main St. Centreville, MI 49032***