



Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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

Board Meeting Minutes

MEETING DATE: Monday, March 14, 2016
MEETING TIME: 11:30 am
MEETING LOCATION: St. Joseph County Administration Building
125 West Main Street, Centreville, MI 49032

1. Call to Order

- a. The meeting was called to order at 11:37 am.

2. Attendance

- a. Members Present
 - i. Keith Baker, Robin Baker, Carahaly, Hazelbaker, and McGraw
- b. Members Excused
 - i. Dunn, Reid, and Seyburn

3. Election of Chair

- a. Carahaly made a motion to elect Baker as chair.
 - i. Hazelbaker seconded the motion.
 - ii. **The motion carried.**
- b. Since K Baker was the vice-chair, his election as chair created a vacancy at vice-chair. That vacancy prompted another election.
 - i. McGraw made a motion to elect Carahaly as vice-chair.
 1. Baker seconded the motion.
 2. **The motion carried.**

4. Action: Approval of the Agenda

- a. R Baker made a motion to approve the agenda as presented.
 - i. Carahaly seconded the motion.
 - ii. **The motion carried.**

5. Action: Approval of the Minutes

- a. Hazelbaker made a motion to approve the agenda as amended.
 - i. R Baker seconded the motion.
 - ii. **The motion carried.**

6. Citizen Comments

- a. No comments were made.

7. Invoices

- a. None

8. Treasurer's Report

- a. Staff led the board through the monthly report. For the benefit of the new members, staff gave a background of the relationship with the Institute.
 - i. Carahaly moved to accept the report.
 1. McGraw seconded the motion.
 2. **The motion carried.**

9. Transportation/KATS Items

- a. KATS Staff was unable to attend the meeting. Staff led a general discussion around transportation services provided by SMPC and KATS.

10. Discussion: Regional Prosperity Initiative

- a. Staff gave an update on the initiative and the future plans for a large-scale project. Staff of the RPI wanted the group to focus on one core project in order to focus its financial and other resources.
- b. Staff also gave a broad overview of the initiative for the benefit of the new members.

11. Discussion/Action: The Charter Township of Kalamazoo

- a. Staff noted that Kalamazoo Township was in need of planning staff; Kalamazoo Township approached SMPC with the opportunity to supply the needed staffing. Both the Kalamazoo Township and SMPC boards expressed interest in the arrangement. Therefore, a contract was written.
 - i. The board reviewed the contract and had a few questions but ultimately felt that this type of activities are an essential role for SMPC.
- b. Carahaly moved to approve the contract.
 - i. R Baker seconded the motion.
 - ii. **The motion carried.**

12. Discussion/Action: Update from the SMPC Sponsored Retirement Account Subcommittee

- a. Staff let a discussion regarding the accounts.
- b. Staff noted the need for legal assistance. Staff contacted Clark-Hill at the recommendation of Kalamazoo County. Clark-Hill sent a letter of engagement to be signed before they can begin work on behalf of SMPC.
 - i. McGraw made a motion to sign the letter of engagement from Clark-Hill.
 - 1. Carahaly seconded the motion.
 - 2. **The motion carried.**
- c. Carahaly volunteered to serve as the chair of the Retirement Account Subcommittee. K Baker appointed Carahaly as the chair of the Retirement Account Subcommittee.

13. Staff Report/Other:

- a. Barry County Resolution
 - i. Staff prepared a resolution of appreciation for the members of the SMPC board from Barry County.
 - ii. McGraw made a motion to adopt the resolution.
 - 1. Hazelbaker seconded the motion.
 - 2. **The motion carried.**
- b. Homer Township Master Plan
 - i. Staff provided a verbal update. The project should wrap up by early summer.
- c. Fabius Township Master Plan Survey
 - i. Staff noted that SMPC is providing assistance with their survey.
- d. St. Joseph County/Constantine Planning Workshop
 - i. Staff and St. Joseph County staff are working to organize a planning workshop in St. Joseph County.

14. Board Member Comments

- a. **None made.**

15. Action: Adjournment

- a. Hazelbaker made a motion to adjourn at 1:07 pm.
 - i. R Baker seconded the motion.
 - ii. **The motion carried.**

Next Meeting: May 3, 2016
W.E. Upjohn Institute
300 South Westnedge Ave, Kalamazoo, MI 49007