**Southcentral Michigan Planning Council**

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**Board Meeting Minutes**

**MEETING DATE:** Tuesday, September 5, 2017

**MEETING TIME:** 11:30 am

**MEETING LOCATION:** Coldwater City Hall

 1 Grand St, Coldwater, MI

1. **Call to Order**
	1. The meeting was called to order at 11:41 am
2. **Member Present/Introductions**
	1. Baker, Bomba, Carahaly, Frisbie, Hazelbaker, Kale, and Pangle were present.
3. **Members Excused**
	1. Carahaly made a motion to excuse McGraw.
		1. Pangle seconded the motion.
		2. *The motion carried.*
4. **Action:** Approval of the Agenda
	1. Adams requested an addition to the agenda: Liability insurance as item 13d.
	2. Pangle made a motion to approve the amended agenda.
		1. Frisbie seconded the motion.
		2. *The motion carried.*
5. **Action**: Approval of the Minutes
	1. Carahaly suggested one typographic edit to the minutes.
	2. Pangle made a motion to approve the amended minutes.
		1. Hazelbaker seconded the motion.
		2. *The motion carried.*
6. **Citizen Comments**
	1. Bud Norman of Branch County asked why the council chose to delay an application to US EPA for region-wide brownfield grants. Staff replied that an application lacked interest from the other counties in the region. All the counties were supportive but recently received US EPA funding so not too motivated.
7. **Financial Report**
	1. Staff outlined the financial report for the month. Adams noted the overruns in the 34050 General SMPC account were mostly attributed to legal fees and staff time devoted to legal matters.
		1. The board had questions about the cost overruns and how the funding would be transferred between SMPC funds.
8. **Transportation/KATS Items**
	1. KATS staff gave a verbal and written presented at the meeting.
		1. The activities were mostly concentrated in the asset management categories.
		2. Other actives were focused on the regional mobility plan and rollout.
			1. The board had a few questions about the Governor’s Regional Mobility Plan the work that SMPC/KATS conducted.
	2. KATS Invoices for July
		1. Z10 – $1,953.50
		2. Z11 – $3,931.63
		3. Z12 – $5,324.25
		4. **Total: $11,209.38**
			1. Staff noted that the invoices were presented in the new format that MDOT required with all of the supporting documentation following it.
			2. Hazelbaker made a motion to approve the invoices totaling $11,209.38.
				1. Carahaly seconded the motion.
				2. *The motion carried.*
9. **Discussion/Action:** Partnership with the W.E. Upjohn Institute
	1. Staff noted that the agreement between SMPC and the W.E. Upjohn Institute expires at the end of September. Staff created an agreement extension with minor changes to the original contract. The extension was signed by the Upjohn Institute prior to the meeting.
	2. The board had a few questions related to the term of the agreement.
	3. Carahaly made a motion to approve the agreement extension.
		1. Pangle seconded the motion.
		2. *The motion carried.*
10. **Discussion/Action:** Review of By-Laws
	1. Staff led a review of proposed amendments to the SMPC Bylaws.
	2. Carahaly and former board member Ault, worked with staff to make proposed amendments to the bylaws in March. Carahaly, Ault, and staff presented the amendments in May. The bylaws presented are a result of the feedback garnered in May.
	3. The board discussed many of the specific edits to the bylaws.
11. **Discussion:** Update from the SMPC Sponsored Retirement Account Committee
	1. A motion to enter into closed session to discuss legal strategy was made by Frisbie.
		1. Carahaly seconded the motion.
		2. *The motion carried.*
	2. A motion to exit closed session was made by Frisbie.
		1. Hazelbaker seconded the motion.
		2. *The motion carried.*
	3. Kale made a motion to authorize staff to incur an additional $25,000 of legal expenses related to the investigation into the retirement accounts.
		1. Carahaly seconded the motion.
		2. *The motion carried.*
12. **Discussion:** Regional Prosperity Initiative
	1. Staff let the board know that the Southwest Michigan Prosperity Committee will vote to release an RFP for education type project from local groups in the region at their next meeting. More information will be on the RPI website. Groups who are interested will have about a month to submit a proposal.
13. **Staff Report/Other:**
	1. EDA
		1. Staff stated that the application to EDA was submitted. Staff has not received a reply and will continue to contact EDA until a reply is received.
	2. MEDC
		1. Staff outlined the MEDC’s Redevelopment Ready program and SMPC’s potential roll in furthering that program in our region.
		2. The board reviewed the contract in detail and discussed several points.
		3. Frisbie mad a motion to authorized the Director to sign the contract with the MEDC as presented.
			1. Carahaly seconded the motion.
			2. *The motion carried.*
	3. Albion
		1. Staff outlined its work with Albion. It is in the process creating an economic development plan and is looking to completely rewrite its zoning code. Staff wasn’t too comfortable taking on a project that large so it contacted another region who may have staff to assist SMPC staff with this project.
	4. Liability Insurance
		1. Staff outlined the history of the liability insurance and the cost increases over the years; there was no increase this year. The insurance is as minimal as possible since SMPC does not own any assets or employ any staff-all assets and staff belong to SMPC’s contractors.
		2. Frisbie mad a motion to authorized the Chair to sign the Liability Insurance proposal as presented while declining the cyber security and terrorism coverage.
			1. Carahaly seconded the motion.
			2. *The motion carried.*
14. **Board Member Comments**
	1. The Calhoun County board voted to move forward with a county-wide transportation study. The County received a grant from MDOT to fund the majority of the study.
	2. The board discussed the opening of Clemens Food Group in Coldwater.
15. **Action:** Adjournment
	1. The meeting was adjourned at 1:38pm

***Next Meeting****: October 3 in Centreville*