

Southwest Michigan RPI Collaborative Committee

August 2, 2018 Meeting Minutes

Committee Members Present Initially: Jill Bland, Vince Carahaly, Michael Evans (virtual attendance), Joanna Johnson, Amy Lipset, Bob Miller, Zach Miller (virtual attendance), Richard Remus, Tom Richardson, and Barbara Rose

Committee Members Absent: Jakki Bungart-Bibb, Bridgette Jones, Pat Karr, Jan Karazim, Shane Kissack, Angela Little, Deb Miller, Dan Peat, Jon Start, and Rachel Wade

Also Present: Lee Adams, K. John Egelhaaf, Kevin Ford, Mike Gurnee, Daisy Ortiz, Mark Reynolds

Call to Order

Chair Carahaly called the meeting to order at 2:30 p.m. Quorum was established.

Introduction of Members

Introductions of Committee members and guests were made.

Approval of Agenda

“Regional Housing” was added to the agenda after “Bylaws Committee Discussion,” and the agenda was approved by consensus.

Approval of Minutes – February 1, 2018, March 1, 2018, May 3, 2018

Motion by Johnson, **second** by Remus, to approve the June 7, 2018 minutes as presented. The motion **carried unanimously**.

Citizen Comments

Mike Gurnee, MDEQ, Brownfield Coordinator, updated the Southwest Michigan RPI Collaborative Committee on DEQ brownfield program grants and loans in the region, including for the Vicksburg Mill project (\$100,000 grant, \$1,250,000 loan), Allied Paper Mill (\$600,000 loan) being redeveloped into a health and human services building, and a City of Kalamazoo brownfield parking lot being redeveloped into mixed-use development. In Paw Paw, the Paw Paw Brewing Company received a loan for \$50,000 and grant for \$30,000, and the Paw Paw Dollar General (an old dry cleaning site) received a \$179,425 loan. Statewide there is \$2 million available in grants for petro sites and \$4.5 million available for loans at other sites. All funding, except for petro sites have been depleted for this fiscal year.

No further citizen comments were offered.

Southwest Michigan RPI Collaborative Committee

August 2, 2018 Meeting Minutes

Monthly Financial Report

Egelhaaf provided an overview of the RPI Region 8 financials through July 31. He noted that the report reflects that expenses to-date are on track and on budget. Remus asked if money is left for the 2017 grants. Egelhaaf stated that there is an additional draw left for the 2017 grants.

2018 Funding Award: Proposed Request for Proposals

Egelhaaf provided an overview of the creation of proposed request for proposals for 2018 funding. After some discussion, the following changes were made:

- (1) Page 1, second from last paragraph, the first sentence will strike "...single database and matching system." The RFP should allow for a strategy to link existing protocols.
- (2) Top of page 2, "Coordination" section should make sure that business links to sites like monster.com are connected.
- (3) Proposal submission on page 4 will add Adams as a second person to submit electronic proposals to.
- (4) The project selection criteria table on page 5, criteria 1, will strike "realistic" and use "achievable."
- (5) The project selection criteria table on page 5, criteria 3, will strike the last word, "hub," and add "in a sustainable manner."
- (6) The project selection criteria table on page 5, criteria 6, will add "sustainable" to the type of additional funding asked about.
- (7) RFP should note that the website needs be mobile app capable.

It is understood that if questions arise during the evaluation process there may be an opportunity for the proposer to come in to speak to the evaluators. Further, the amount of the grant will be disclosed. Also, scores will be given in numbers specified in the evaluation table to allow for efficient scoring (incremental scores between listed options will not be used).

Motion by Remus, **second** by Johnson, to approve the presented RFP with staff edits consistent with this meeting's discussion. The motion **carried unanimously**.

Committee Bylaws

Carahaly introduced the topic of amending the Committee's bylaws, noting that he would like to see the executive committee increased to five members and the importance of non-voting members, who should perhaps become voting members. Existing bylaw requirements make having a quorum difficult. Carahaly said Region 2 only requires 1/6th of its members to have a quorum. He also said he would like to see a better branding name for the Committee and procedures to remove members and have alternate members.

Egelhaaf presented the Committee with several possible bylaw amendments based on what other regional prosperity committee do. Many RPI regions are able to operate with their RPI Committee as a sub-committee of their regional planning commission. Because Region 8 occupies two planning commission regions this option is not available. Many RPI committees operate without bylaws. Egelhaaf noted that he did not find an example of a five member executive committee in the other regions so he did not include an example of a bylaw amendment for that.

Southwest Michigan RPI Collaborative Committee

August 2, 2018 Meeting Minutes

By consensus of the Committee, a Bylaws Sub-Committee of Carahaly, Wade, Johnson, and Evans will meet with Egelhaaf and Adams to formulate possible bylaw amendments to address the aforementioned and other bylaw issues and then report back to the whole Committee at their next meeting.

Regional Housing

Adams noted the importance of regional housing on regional prosperity, and said he would like to work on a proposal to study the issue using some RPI funds.

Rose asked why this issue needed priority now, compared to roads, for example.

Adams and Egelhaaf agreed that they had both heard from several economic development groups in the region that this was a growing issue that needs to be addressed. Adams said that unlike roads, which have official agencies responsible for them regionally and locally, housing does not have a regional agency responsible for the issue. This is an opportunity for the RPI to show leadership.

Remus noted the importance of including a bank/finance representative in an analysis of regional housing.

Johnson said she would like to see how this issue fits in Region 8's priorities.

By consensus of the Committee, Adams and Egelhaaf will develop a proposal on studying regional housing for the Committee to review.

Officer Elections

Motion by Johnson, **second** by Richardson, to elect Jill Bland as Secretary. The motion **carried unanimously**.

Committee Member Comments

Rose thanked Egelhaaf for clearly showing the proposed bylaw changes side-by-side with original the bylaw text.

Adjournment

There being no further items for consideration, the meeting was adjourned at 4:11 p.m.

Next Meeting: September 6, 2018 at 2:30 p.m. – Kalamazoo

Minutes respectfully submitted by: Ryan D. Fellows, Associate Planner, SWMPC