



Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

Phone: (269) 385-0409 · Fax: (269) 343-3308 · Email: info@smpcregion3.org

Board Meeting Minutes

MEETING DATE: Tuesday, November 6, 2018
MEETING TIME: 11:30 am
MEETING LOCATION: Coldwater City Hall
One Grand Street, Coldwater, MI 49036

1. Call to Order
 - a. The meeting was called to order at 11:34 am.
2. Member Present/Introductions
 - a. Members present included:
 - i. Bomba
 - ii. Carahaly
 - iii. Frisbie
 - iv. Hazelbaker
 - v. Kale
 - vi. Pangle
 - vii. Reynolds
 - viii. Woodin
 - b. Others in attendance included:
 - i. Bud Norman, Branch County Administrator
 - ii. Fred Nagler, Kalamazoo Area Transpiration Study Staff liaison to SMPC
 - iii. Lee Adams, SMPC Director
3. Members Excused
 - a. Farmer, McGraw
4. Approval of the Agenda
 - a. The agenda was approved by unanimous consent
5. Approval of the Minutes
 - a. *Pangle made a motion to approve the minutes.*
 - i. Reynolds seconded the motion.
 - ii. **The motion carried.**
6. Public Comments
 - a. Bud Norman thanked the board for coming to Coldwater.
7. Acceptance of the Financial Report
 - a. The financial report was not available at the time of the meeting. Upjohn Institute staff is working to finalize the financials for Fiscal Year 2018.
8. Transportation/KATS Items
 - a. Nagler gave a verbal explanation of the written monthly report provided prior to the meeting. The Board asked several questions about the Rural Task Force and the upcoming project prioritization process.
9. Southwest Michigan Prosperity Initiative Update
 - a. Adams noted that SWMPI submitted an application for funding in 2019. The application was a cooperative effort between SMPC staff and Southwest Michigan Planning Commission staff. Adams also outlined the work plan for 2019.
10. Local Government Assistance and Planning Activities
 - a. Assistance to the City of Parchment

- i. Adams noted that he met with the Planning Commission and they want SMPC to help them with their master plan update. The PC released an RFP and did not find any firms who would help them at a cost within their budget.
- ii. *Pangle made a motion to approve the presented contract with the City of Parchment to write a master plan.*

1) Woodin seconded the motion.

2) The motion carried.

- b. Update on Florence Township
 - i. The master plan is almost complete. The PC will review a draft in the next month or two.
- c. Update on Sherman Township
 - i. The plan is about half-way complete. The plan should be complete in a few months.
- d. Regional Housing Plan
 - i. Adams gave a presentation and received feedback to two groups in St. Joseph County. Stakeholders in St. Joseph County are interested in pursuing a housing plan for the entire county. Adams will prepare a work plan and present it to them.
- e. Battle Creek Food Accelerator
 - i. Staff is helping a group in Battle Creek apply for Economic Development Administration (EDA) funds to create a food-based business incubator/accelerator.

11. Staff Report/Other:

- a. SMPC Staffing Discussion
 - i. Adams wanted the Board to have a discussion about the future of staffing for SMPC. The EDA has concerns about the staffing arrangement SMPC currently utilizes and wants to see a long-term staffing plan in place. Adams and Carahaly led a brief discussion. The board expressed a desire to continue the staffing relationship with the W.E. Upjohn Institute. Staff will explore the possibility of extending the staffing and fiduciary contract with the Upjohn Institute at the December SMPC meeting.
- b. Educational Workshop
 - i. SMPC will host a workshop on recent and proposed Marijuana legislation on November 29. A flyer was distributed to as many local stakeholders as possible. The board briefly discussed.
- c. Professional Memberships
 - i. This discussion was tabled until the next meeting.
- d. Monthly Correspondence
 - i. No discussion.

12. Board Member Comments

- a. Reynolds: mentioned grant receipts and audits performed by local units of government. He noticed that a lack of internal control was frequently cited by auditors. He felt that SMPC could offer trainings on municipal financial management.
- b. Bomba: thanked the Council for allowing her to attend the Michigan Association of Planning Annual Conference.
- c. Wooding: thanked staff for providing advice to Flowerfield Township.
- d. Pangle: thanked staff for presenting to groups in St. Joseph County.

13. Action: Adjournment

- a. Hazelbaker make the motion to adjourn at 1:13 pm.

Next Meeting: December 4 in Marshall