



# Southcentral Michigan Planning Council

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## Board Meeting Minutes

**MEETING DATE:** Tuesday, October 1, 2019  
**MEETING TIME:** 11:30 am  
**MEETING LOCATION:** Calhoun County Administration Building  
315 W Green St, Marshall, MI 49068

1. Call to Order
  - a. The meeting was called to order at 11:41 am.
2. Representatives Present/Introductions
  - a. Representatives present: Bomba, Carahaly, Frisbie, Hazelbaker, Kale, Morse, Pangle
  - b. Other present: Fred Nagler (KATS), Steve Stepek (KATS), Lee Adams (Staff)
3. Representatives Excused
  - a. Woodin
4. Approval of the Agenda
  - a. *Pangle made a motion to approve the agenda as presented.*
    - i. Bomba seconded the motion.
  - b. The motion carried.**
5. Annual Meeting Items
  - a. Election of Officers
    - i. *Pangle made a motion to nominate the following slate for officers:*
      - 1) *Chair: Carahaly*
      - 2) *Vicechair: Hazelbaker*
      - 3) *Treasurer: Frisbie*
      - 4) *Secretary: Bomba*
    - ii. *No other nominations were made.*
      - 1) Bomba seconded the motion.
    - iii. The motion carried.**
  - b. Approval of Annual Budget
    - i. Adams led a review of the 2020 budget. The board discussed.
    - ii. *Frisbie made a motion to approve the budget as presented.*
      - 1) Pangle seconded the motion.
    - iii. The motion carried.**
  - c. Approval of Public Notice for FY 2020 Meetings
    - i. The board discussed the proposed meeting schedule. The schedule remains the same with no meetings in January and July.
    - ii. *Pangle made a motion to approve the Public Notice as presented.*
      - 1) Bomba seconded the motion.
    - iii. The motion carried.**
6. Approval of the Minutes
  - a. No amendments to the minutes were needed.
  - b. *The minutes were approved via unanimous consent.*
7. Public Comments
  - a. None made.
8. Acceptance of the Financial Report
  - a. Review current FY 2019 Financial Report
    - i. The report was not available by the time of the meeting.

ii. *This item was postponed until the next meeting.*

9. Transportation/KATS Items

- a. Monthly report
  - i. KATS Staff gave a written and oral review of the activities for September. The board asked a few questions about the activities.
- b. KATS Invoices
  - i. KATS staff explained the invoices administratively approved by Adams. The invoice amounts are below:
  - ii. Z4 – \$3,699.28
  - iii. Z5 – \$7,692.98
  - iv. Z6 - \$1,913.04
  - v. Total: \$13,305.30

10. Southwest Michigan Prosperity Initiative Update

- a. Adams and Carahaly led a discussion on the SWMPI activities. The primary purpose of the September SWMPI meeting was to review and approve microgrant applications. The SWMPI Committee reviewed 18 applications and funded nine.
- b. Adams also noted that he gave an update on housing toolkit activities to the SWMPI Committee.
- c. The board discussed the microgrant applications and housing toolkit work.

11. Economic Development Administration/Comprehensive Economic Development Strategy

- a. Adams gave an overview of the grant application process to date. The application was submitted for preliminary review. The review revealed a small number of edits and additional documentation.
- b. Adams presented a draft resolution of support from the SMPC for the application submitted by the Upjohn Institute. The resolution also gave Adams the authority to sign the application on behalf of SMPC.

12. Local Government Assistance and Planning Activities

- a. Adams gave a verbal report of planning activities conducted between meetings.

13. Staff Report/Other:

- a. Future workshop discussion
  - i. Adams noted that Hudson and Adams are developing a program for the next educational workshop. The workshop will focus on educating small business owners and operators about building and zoning regulations.
- b. Housing Toolkit update
  - i. Adams noted that work is continuing and is still on track for the January 31 deadline. Preliminary work should be available before the end of the year.
- c. Monthly Correspondence
  - i. Correspondence was included in the packet. No discussion.

14. Representative Comments

- a. Various representative gave verbal comments.

15. Action: Adjournment

- a. The meeting was adjourned at 1:13 pm.