



# Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

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## Board Meeting Minutes

**MEETING DATE:** Tuesday, August 6, 2019  
**MEETING TIME:** 11:30 am  
**MEETING LOCATION:** W.E. Upjohn Institute  
300 South Westnedge Ave, Kalamazoo, MI 49007

1. Call to Order
  - a. The meeting was called to order at 11:40 am.
2. Representatives Present/Introductions
  - a. Members Present: Carahaly, Frisbie, Hazelbaker, Kale, Morse, Pangle, and Woodin
  - b. Other Present: Lee Adams (Staff), Michael Horrigan (Upjohn Institute President) and Fred Nagler (KATS)
3. Representatives Excused **[Action]**
  - a. *Pangle made a motion to excuse Bomba and Reynolds.*
    - i. Hazelbaker seconded the motion
    - ii. **The motion carried.**
4. Approval of the Agenda **[Action]**
  - a. *The agenda was approve by unanimous consent.*
5. Approval of the Minutes **[Action]**
  - a. *Pangle made a motion to approve the minutes.*
    - i. Hazelbaker seconded the motion
    - ii. **The motion carried.**
6. Public Comments
  - a. Mr. Horrigan gave a brief overview of his background and vision for the Institute upon request.
7. Acceptance of the Financial Report **[Action]**
  - a. Adams led a brief discussion around the quarterly financial statement for SMPC.
8. Transportation/KATS Items
  - a. Monthly report
    - i. Fred Nagler (KATS) briefly described the activities conducted by KATS in June and July. The board asked a few questions.
  - b. KATS Invoices
    - i. Adams noted that staff received and administratively approved three invoices from KATS totally \$12,305.30. The invoices were included in the packet. The invoices contained typos – staff will follow-up with KATS staff.
9. Southwest Michigan Prosperity Initiative Update
  - a. Adams and Carahaly led a discussion of the activities of the SWMPI in June and July.
    - i. Carahaly noted that SWMPI is offering microgrants for projects that coincide with the region's prosperity plan. Adams distributed the application requirements and will do so again after the meeting.
    - ii. Adams led a discussion around the housing toolkit development activities conducted by SMPC/Upjohn staff funded by SWMPI. Adams met with leaders in Kalamazoo and St. Joseph Counties to discuss the possibility of creating housing plan for each county. St. Joseph County is eager to get started. They convened an initial meeting of local stakeholders to start the planning

conversation. Adams noted that many communities are looking for guidance and assistance with housing planning, including areas outside the prosperity region.

10. Economic Development Administration/Comprehensive Economic Development Strategy

- a. Adams let the board know that the EDA has asked that SMPC submit its application at the beginning of FY 2020 rather than the end of 2019. Adams will work with the EDA rep to finalize the application before the beginning of FY 2020.

11. Local Government Assistance and Planning Activities

- a. Update on the City of Parchment
  - i. Adams gave an update on the project. The planning commission is in the midst of the strategic planning work. The PC was really happy the progress so far.
- b. Update on Sherman Township
  - i. The Planning Commission asked for a few revisions and additions to the draft of the master plan. Staff will address their desires and resubmit a final draft for their September meeting.
- c. Proposal to Nottawa Township
  - i. Adams submitted a proposal to Nottawa Township that was accepted. Work will begin soon.
- d. Request for assistance from Mendon Township/Village
  - i. Adams is in the process of crafting a proposal for the development of a joint master plan and zoning code for Mendon Township and Village. The board had a couple of questions about this process. Staff noted that it would be more complicated than any of the other planning projects conducted so far.
- e. Request for assistance from Schoolcraft Township
  - i. Staff provided assistance with a parking zoning question from the Township.

12. Staff Report/Other:

- a. Future workshop discussion
  - i. MEDC grant funds – the MEDC asked SMPC to provide educational workshops using grant funds provided in 2018.
    - 1) Staff is planning four workshops over the next 12 months as requested by the MEDC.
    - 2) Staff asked for feedback on the workshop topics.
      - a) The board favored the following topics: economic development, transportation, workforce development, housing, and FOIA
- b. Legislative Outreach Update
  - i. Adams and Carahaly gave an update on the conversation they have had with local and state legislators. Both want to continue to establish a relationship with legislators to inform them of the great work conducted by SMPC.
- c. Housing Toolkit update
  - i. Discussed in SWMPI section.
- d. Monthly Correspondence
  - i. Found in packet.

13. Representative Comments

- a. Hazelbaker noted that Branch County is building a new jail. The board had a few questions.
- b. Morse mentioned Kalamazoo County's construction project in Downtown Kalamazoo. It is building a modern courthouse and administrative building.
- c. Kale noted that Homer is going through the RRC program and recently completed its Recreation and Master plans.

14. Action: Adjournment

- a. Kale made a motion to adjourn at 1:15 pm.

**Next Meeting:** September 3 in Coldwater