



# Southcentral Michigan Planning Council

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## Board Meeting Minutes

**MEETING DATE:** Tuesday, November 5, 2019  
**MEETING TIME:** 11:30 am  
**MEETING LOCATION:** St. Joseph County Administration Building  
125 W Main St, Centreville, MI 49032

1. Call to Order
  - a. The meeting was called to order at 11:42 am by Chair Carahaly.
2. Representatives Present/Introductions
  - a. Representatives present: Bomba, Carahaly, Hazelbaker, Kale, Morse, and Woodin
  - b. Others present: Lee Adams, Fred Nagler (KATS), and Steve Stepppek (KATS)
3. Representatives Excused
  - a. Frisbie and Pangle
4. Approval of the Agenda
  - a. The agenda was approved by unanimous consent.
5. Approval of the Minutes
  - a. The minutes were approved by unanimous consent.
6. Public Comments
  - a. None made.
7. Acceptance of the Financial Report
  - a. Adams presented the financial report prepared by the Upjohn Institute. The report was a preliminary end of year report. The final numbers should be available for the December meeting.
  - b. Woodin made a motion to approve the preliminary end of year financial report.
    - i. Morse seconded the motion.
    - ii. **The motion carried.**
8. Transportation/KATS Items
  - a. KATS staff gave a verbal and written report of their monthly activities conducted on behalf of SMPC.
9. Southwest Michigan Prosperity Initiative Update
  - a. Update on the Initiative
    - i. Adams and Carahaly gave a verbal report on activities conducted in October. The full Prosperity Committee did not meet in early October but the Community Development Subcommittee met to discuss the regional housing toolkit. The Committee will meet in December.
  - b. Regional Toolkit
    - i. Adams gave an update in the development of the toolkit. The work is continuing on time and should be complete by the end of January. Small sections of the toolkit may be available before in December.
10. Economic Development Administration/Comprehensive Economic Development Strategy
  - a. Discuss the long-term structure of SMPC in pursuit of District Organization Status
    - i. This item was postponed.
  - b. Update on CEDS Grant Application
    - i. Adams noted that the application to the EDA was submitted and verified as received. Adams anticipated a decision in a couple of weeks.
    - ii. Once the funding is received, work will start quickly and take approximately nine months.

## 11. Local Government Assistance and Planning Activities

- a. Update on the City of Parchment
  - i. The input-gathering phase is almost over, the writing will begin in December.
- b. Update on Sherman Township
  - i. The plan is in the approval phase.
- c. Update on Nottawa Township
  - i. Nottawa Township distributed the survey. The master plan input process will begin after the survey is processed in February.
- d. Request for assistance from Mendon Township/Village
  - i. Adams prepared a proposal for master plan and zoning ordinance updates for a joint process between the village and township and an individual process for the Township only.
- e. Request for assistance from Branch County
  - i. Adams prepared a proposal for an update to the master plan for Branch County.
- f. Request for assistance from St. Joseph County
  - i. Similarly, Adams prepared a proposal for an update to the master plan for Branch County.

## 12. Staff Report/Other:

- a. Future workshop discussion
  - i. Adams noted that he and Patrick Hudson are working to create a Land Use Education for Small Businesses workshop in early 2020. The MEDC is sponsoring the event and is really excited about the topic.
- b. Staffing addition
  - i. The Upjohn Institute is working to hire someone to help with SMPC-related work. The role is full-time and will greatly increase the capacity of SMPC.
- c. Monthly Correspondence
  - i. Included in the packet

## 13. Representative Comments

- a. Several representatives gave updates about their work. Updates included information about a new county jail in Branch County and large-scale site preparedness reports in Calhoun County.

## 14. Action: Adjournment

- a. The meeting was adjourned at 1:05 pm.

**Next Meeting:**  
*December 3 in Kalamazoo*