

MINUTES

Southwest Michigan Planning Commission
Full Commission Meeting
Tuesday, April 17, 9:30 a.m.
Van Buren ISD Conference Center
490 South Paw Paw Street, Lawrence, MI 49064

MEMBERS PRESENT:

Hanson, Don, Chair, Van Buren County Commissioner
Remus, Richard, Alternate Treasurer, Berrien County Representative
Preston, Linda, Secretary, Cass County Representative
Curran, Jim, Berrien County Commissioner
DeLong, Don, Cass County Representative
Doroh, Kurt, Van Buren County Commissioner
Durm Hiatt, Marge, Berrien County Representative
Freehling, Teri Sue, Berrien County Commissioner
Gundersen, Kristen, Berrien County Representative
Hanson, Sandra, Van Buren County Representative
Laylin, Leon, Cass County Representative
Pantaleo, Paul, Berrien County Representative
Payne, Gloria, Past Chair, Berrien County Representative
Ryman, Don, Berrien County Representative
Schueneman, James, Berrien County Representative
Scott, Ezra, Berrien County Commissioner
Stauffer, Dick, Berrien County Representative
Ziliak, Robert, Cass County Commissioner

MEMBERS ABSENT:

Akinwale, Yemi, Treasurer, Berrien County Representative
Burr, Robert, Van Buren County Representative
Chickering, Bill, Berrien County Commissioner
Cook, Barb, Past Chair, Cass County Representative
Fette, Dan, Berrien County Representative
Foerster, David, Van Buren County Representative
Radtke, Jeff, Van Buren County Representative
Rodebush, Johnie, Cass County Representative
Ruzick, Daniel, Van Buren County Representative
Sayer, James, Cass County Citizen Representative
Stover, Jim, Berrien County Representative

STAFF PRESENT:

John Egelhaaf, Executive Director
Patrice Rose, Office Manager
Ryan Fellows, Associate Planner

OTHERS PRESENT:

Berg, Calli, Benton Charter Township

1. CALL TO ORDER

Chair Don Hanson called the meeting to order at 9:30 a.m. and led those present in the Pledge of Allegiance. Office Manager, Patrice Rose took roll and a quorum was present.

2. ACCEPTANCE AND/OR REVISION OF MEETING AGENDA

Jim Schueneman moved to “**ACCEPT THE AGENDA AS PRESENTED.**” Don DeLong seconded and the motion carried.

3. PUBLIC COMMENT

None.

4. MINUTES OF FULL COMMISSION

Leon Laylin moved that “**THE MINUTES OF THE FULL BOARD MEETING OF FEBRUARY 20, 2018 BE APPROVED.**” Robert Ziliak seconded the motion, the motion carried.

5. CHAIRMAN’S REPORT

Chair Hanson led a discussion about the Consent Agenda Policy that Director Egelhaaf proposed. It was agreed upon that the Consent Agenda be open to modification if necessary and a Roll Call Vote can be requested for anything out of the ordinary. Don Ryman moved to “**APPROVE THE CONSENT AGENDA POLICY AS PRESENTED.**” Ezra Scott seconded, a Voice Vote followed and the motion carried.

6. TREASURER’S REPORT

Alternate Treasurer Rich Remus reviewed the balance sheet with information as of March 31, 2018. Gloria Payne made the motion to “**APPROVE THE FINANCIAL STATEMENT AS PRESENTED.**” Leon Laylin seconded, the motion carried.

7. EXECUTIVE DIRECTOR’S REPORT

Teri Sue Freehling moved to “**ACCEPT THE EXECUTIVE DIRECTORS REPORT AS PRESENTED.**” Rich Remus seconded and the motion carried.

8. AUDIT REPORT

Director discussed the status of the 2016 and 2017 Audits, stating that all the RFPs for the audit are in and that Kruggel & Lawton are half the cost of the next least expensive proposal. Rich Remus voiced reservations, stating a low confidence level in K&L. Teri Freehling suggested requesting a timeline for deliverables. Director Egelhaaf and the Executive Committee will work on a timeline. Chair Hanson expressed trust in Egelhaaf to negotiate the best outcome for SWMPC. Linda Preston moved to “**ALLOW EGELHAAF TO NEGOTIATE THE TERMS OF THE 2016 AND 2017 AUDITS.**” Robert Ziliak seconded and the motion carried.

9. EMPLOYEE HANDBOOK

Director Egelhaaf highlighted the proposed Employee Handbook that Board members received, stating that he is soliciting critique from the Board in the near future, with the expectation that a Final Draft will be available for approval at the June Commission meeting. Discussion followed. Linda Preston commended Office Manager, Patrice Rose and Director Egelhaaf for the work on the handbook, stating that it is a huge undertaking.

10. STAFF PRESENTATION

Associate Planner, Ryan Fellows gave a presentation on projects that he is involved with, highlighting, Federal Broadband Initiative, Economic Development Integration/Regional Economic Diversification Summits (REDS), and Opportunity Zones.

11. PRIVILEGE OF THE FLOOR

12. ADJOURNMENT

The Chair declared the meeting adjourned at 11:10



Respectfully submitted by: _____ Date: April 17, 2018
K. John Egelhaaf, AICP