

MINUTES

Southwest Michigan Planning Commission
Full Commission Meeting
Tuesday, February 21, 9:30 a.m.
Kinexus, Anchor Rooms A & B
499 W. Main Street, Benton Harbor, MI 49022

MEMBERS PRESENT:

Cook, Barb, Chair, Cass County Representative
Hanson, Don, Vice Chair, Van Buren County Commissioner
Akinwale, Yemi, Treasurer, Berrien County Representative
Remus, Richard, Alternate Treasurer, Berrien County Representative
Preston, Linda, Secretary, Cass County Representative
Curran, Jim, Berrien County Commissioner
Fette, Dan, 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
Pheifer, Jim for Stauffer, Dick, Berrien County Representative
Radtke, Jeff, Van Buren County Representative
Ryman, Don, Berrien County Representative
Scott, Ezra, Berrien County Commissioner
Stover, Jim, Berrien County Representative
Ziliak, Robert, Cass County Commissioner

MEMBERS ABSENT:

Burr, Robert, Van Buren County Representative
Chickering, Bill, Berrien County Commissioner
Delong, Don, Cass County Representative
Doroh, Kurt, Van Buren County Commissioner
Durm Hiatt, Marge, Berrien County Representative
Foerster, David, Van Buren County Representative
Rodebush, Johnie, Cass County Representative
Ruzick, Daniel, Van Buren County Representative
Sayer, James, Cass County Citizen Representative
Schueneman, James, Berrien County Representative

STAFF PRESENT:

John Egelhaaf, Executive Director
Patrice Rose, Office Manager
Marcy Hamilton, Senior Planner

OTHERS PRESENT:

Berg, Calli, Benton Charter Township

1. CALL TO ORDER

Chair Barb Cook called the meeting to order at 9:32 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

Don Hanson moved to "**ACCEPT THE AGENDA AS PRESENTED**" Jeff Radtke seconded and the motion carried.

3. PUBLIC COMMENT

None.

4. MINUTES OF FULL COMMISSION

Yemi Akinwale moved that "**THE MINUTES OF THE FULL BOARD MEETING OF OCTOBER 17, 2017 BE APPROVED.**" Jim Stover seconded the motion, the motion carried.

5. EXECUTIVE COMMITTEE REPORT

Linda Preston moved that "**THE MINUTES OF THE EXECUTIVE COMMITTEE MEETING of NOVEMBER 29, 2017 BE APPROVED.**" Don Hanson seconded the motion, the motion carried.

6. CHAIRMAN'S REPORT

Chair Cook reported from the Nominating Committee, listing the slate of officers to be; Don Hansen, Chair; Teri Freehling, Vice Chair; Yemi Akinwale, Treasurer; Linda Preston Secretary; Rich Remus, Alternate Treasurer and Kristen Gundersen agreed to serve as Alternate Secretary. Cook asked if there were any nominations from the floor, there were none. Jim Stover moved to "**APPROVE THE ELECTION OF OFFICERS**", Don Hanson seconded, a roll call vote was taken and the motion carried.

Cook presented a Signatory Resolution, designating signatory responsibilities according to the SWMPC operational policies and procedures. Robert Ziliak "**APPROVE THE SIGNATORY RESOLUTION**", Leon Laylin seconded, the motion carried.

7. TREASURER'S REPORT

Treasurer Yemi Akinwale reviewed the balance sheet with information as of December 31, 2017. Leon Laylin made the motion to "**APPROVE THE FINANCIAL STATEMENT AS PRESENTED.**" Rich Remus seconded, the motion carried.

8. EXECUTIVE DIRECTOR'S REPORT

Director Egelhaaf led discussion regarding the possibility of moving to a Consent Agenda in the future. Discussion followed, Don Hansen had questions about pulling items from the Consent Agenda, to be further discussed. Linda Preston agreed and pointed out that it

needs to be done ahead of time or at the meeting prior to the approval of the Consent Agenda, flagging any irregular items or particular things of note on the agenda. Egelhaaf sees a need to create a policy for what is and is not included on the consent agenda. Barb Cook would like a roll call vote. Egelhaaf states that he will build a policy to vote on at the next meeting. It was agreed upon to have a motion at the April meeting.

Director Egelhaaf gave an update on the Connect Berrien Study, the Countywide Plan to consolidate the 4 existing transportation providers in the county. He states the next step is to look at how service provision would possibly change, what would be the most effective use of assets and how does the system might fit together. Discussion also led to TCATA and the City of Benton Harbor and their unwillingness to consolidate into a single system. Don Ryman states that he believes the original 2014 study to be flawed, that it isn't working, and makes no sense. Egelhaaf states that the systems are in a slow failure and that we are looking at reviving them while providing a better experience for riders.

Jim Stover moved to **“ACCEPT THE EXECUTIVE DIRECTORS REPORT AS PRESENTED.”** Jeff Radtke seconded and the motion carried.

9. BOARD MEMBER PROFILE AND PER DIEM FORMS

Director Egelhaaf spoke briefly about the importance of the Profile forms, and the impact that having up-to-date information has on meeting the EDA requirements.

10. 2018 BUDGET

Director Egelhaaf presented the budget, providing three options for employee insurance co-pay. The impact of the insurance waiver was discussed. Don Hanson said the he feels Egelhaaf is doing a great job and he doesn't want to tell him how to run the business side, that is why he is here. Jim Curran stated that the budget with the 2% insurance waiver is acceptable. Dan Fette moved to pass the budget and the 2% insurance waiver. Yemi Akinwale supported. A roll call vote was taken and the motion passed.

11. AUDIT REPORT

Egelhaaf gave an update, stating that the finalized audit will be ready for the April meeting. He also said that last year's audit bids for the were visited and SWMPC choose to stay with Kruggel & Lawton. At the request of the Executive Committee staff are sending an RFP to a Grand Rapids firm and along with the bids from last year, the Executive Committee will make a decision on the audit firm.

12. EMPLOYEE HANDBOOK

Discussion and approval of the revised Employee Handbook has been deferred until the April meeting.

13. FINANCIAL POLICIES AND PROCEDURES

Discussion and approval of the undated Financial Policy and Procedures has been deferred until the April meeting.

14. PAW PAW RIVER TRAIL

Marcy Hamilton gave a PowerPoint presentation on the progress made on the Paw Paw River Water Trail and the things that will be happening in the coming year.

15. PRIVILEGE OF THE FLOOR

16. ADJOURNMENT

The Chair declared the meeting adjourned at 11:40.



Respectfully submitted by: _____ Date: February 20, 2018

K. John Egelhaaf, AICP

SWMPC Mission Statement

Our team uses its passion and expertise to connect people, assist communities and advance cooperative solutions to regional challenges experienced by the communities that created us.