



AGENDA

FULL COMMISSION MEETING

Tuesday, April 18, 2023, 9:30 a.m.

Cass County Road Commission-Board Room

340 North O'Keefe Street

Cassopolis, MI 49031

1. CALL TO ORDER

Chair Roseann Marchetti

Pledge Allegiance
Roll Call

2. ACCEPTANCE AND/OR REVISION OF CONSENT AGENDA

- a. Meeting Agenda *
- b. Minutes of Commission Meeting, February 21, 2023 *
- c. Chairman's Report
- d. Treasurer's Report*

3. EXECUTIVE DIRECTOR'S REPORT *Accept

K. John Egelhaaf

4. 2023 OVERALL WORK PROGRAM *Approve

K. John Egelhaaf

5. 2022 AUDIT

K. John Egelhaaf

6. FACILITATED BOARD DISCUSSION

Your Big, Audacious Ideas for SW Michigan

7. PUBLIC COMMENT

8. PRIVILEGE OF THE FLOOR

9. ADJOURNMENT

**enclosures*

Next meeting will be held June 20, 2023 at the Cass County Road Commission Board Room.

SWMPC Mission: 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.



Minutes

Southwest Michigan Planning Commission
FULL COMMISSION MEETING
Tuesday, February 21, 2023, 9:30 a.m.

Meeting Held in Person at Cass County Road Commission

MEMBERS PRESENT:

Marchetti, Roseann, Chair, Cass County Commissioner
Doroh, Kurt, Vice Chair, Van Buren County Commissioner
Preston, Linda, Secretary, Cass County Representative (arrived at 9:35 am)
Gundersen, Kristen, Alternate Secretary, Berrien County Representative
Remus, Richard, Treasurer, Berrien County Representative
Petersen, Jan, Alternate Treasurer, Van Buren County Representative
Catherman, Rick, Van Buren County Representative
Curran, Jim, Berrien County Commissioner
DeLong, Don, Cass County Representative
Dodd, James, Cass County Representative
Fette, Dan, Berrien County Representative
Freehling, Teri Sue, Berrien County Commissioner
Hanson, Sandra, Van Buren County Representative
Newton, Matthew, Van Buren County Representative
Pantaleo, Paul, Berrien County Representative
Patterson-Gladney, Gail, Van Buren County Commissioner
Torzynski, Robert, Pokagon Band Representative
Tyler, Doug, Cass County Representative
Wuerfel, Julie, Berrien County Commissioner

MEMBERS ABSENT:

Stauffer, Dick, Berrien County Representative
Wood, Gary, Berrien County Representative

GUESTS PRESENT:

Durm Hiatt, Marge, Berrien County Representative (prospective replacement for Jim Stover)

1. CALL TO ORDER

Chair Roseann Marchetti called the meeting to order at 9:30 a.m. and led those present in the Pledge of Allegiance. Office Manager, Maria Vettraino took roll and a quorum was present.

2. ACCEPTANCE AND/OR REVISION OF CONSENT AGENDA

Chair Marchetti presented the Consent Agenda. Kurt Doroh moved to “**ACCEPT THE CONSENT AGENDA.**” Linda Preston seconded. A roll call vote was taken, the motion carried unanimously.

3. EXECUTIVE DIRECTOR'S REPORT

Director Egelhaaf presented the Executive Director's Report and opened the floor for questions. Paul Pantaleo asked who is taking the lead regarding Broadband. Egelhaaf responded that it seems the leadership first comes from the counties, but there is no single pivot point where all this is happening.

Gail Patterson-Gladney wanted more information on MI DNR SPARK recreation grants, specifically for Covert township. Director Egelhaaf will forward application information to Patterson-Gladney. Roseann Marchetti asked when the next round will open up for the SPARK grants. Egelhaaf responded around June 2023.

Linda Preston moved to **"ACCEPT THE EXECUTIVE DIRECTOR'S REPORT."**
Gail Patterson-Gladney seconded the motion, which carried unanimously.

4. PERFECT ATTENDANCE RECOGNITION

Chair Roseann Marchetti acknowledged Board members with perfect attendance in 2022. Those members include Rick Catherman, Jim Curran, Don DeLong, James Dodd, Kristen Gundersen, Roseann Marchetti, Paul Pantaleo, Jan Petersen, Linda Preston, Doug Tyler, Gary Wood, and Julie Wuerfel.

5. PER DIEM AND PROFILE FORMS

Director Egelhaaf asked those who have any changes in their information to fill out a new profile and per diem form.

6. 2023 SWMPC BUDGET

Director Egelhaaf presented the 2023 budget. Jim Dodd moved to **"APPROVE 2023 SWMPC BUDGET."** Don DeLong seconded the motion, which carried unanimously by roll call vote.

7. NOMINATING COMMITTEE REPORT

Chair Marchetti proposed the new slate of executive committee officers as follows: Chair – Roseann Marchetti; Vice Chair – Kurt Doroh; Treasurer – Rich Remus; Alternate Treasurer – Jan Petersen; Secretary – Linda Preston; Alternate Secretary – Kristen Gundersen. Marchetti called for any other nominations; there were none.

Teri Sue Freehling moved to **"CLOSE THE SLATE OF OFFICERS AND CAST A UNANIMOUS BALLOT."** Jim Dodd seconded the motion, which carried unanimously.

8. 2023-3 SIGNATORY RESOLUTION

Chair Marchetti read the 2023-3 Signatory Resolution. Gail Patterson-Gladney moved to **"APPROVE 2023-3 SIGNATORY RESOLUTION."** Matthew Newton seconded the motion, which carried unanimously by roll call vote.

9. 2023-4 RECOMMENDED COUNTY CONTRIBUTION RESOLUTION

Chair Marchetti read the 2023-4 Recommended County Contribution Resolution. Paul Pantaleo moved to “**APPROVE RESOLUTION 2023-4 RECOMMENDED COUNTY CONTRIBUTION.**” Sandra Hanson seconded the motion, which carried unanimously by roll call vote.

10. PLANNER PRESENTATION

Director Egelhaaf presented on Broadband. He spoke on the gaps in coverage, the challenges, and what is in play right now. Marge Durm-Hiatt asked who can challenge the FCC maps. Egelhaaf said an individual can challenge, the state has submitted a bulk challenge, and counties can submit bulk challenges. Dan Fette spoke on Berrien County challenge submittals. Linda Preston asked about challenge deadlines. Egelhaaf said the challenge submittals are ongoing. He then talked about funding and what is on the horizon.

11. PUBLIC COMMENT

None


12. PRIVILEGE OF THE FLOOR

None

13. ADJOURNMENT

Gail Patterson-Gladney moved to adjourn the meeting. Kurt Doroh supported the motion. The Chair declared the meeting adjourned at 11:00 am.

Respectfully submitted by:



K. John Egelhaaf, AICP

Date: February 21, 2023

Southwest Michigan Planning Commission

Balance Sheet

As of March 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
1010 Petty Cash	65.00
1020 Checking	312,824.79
1060 CD	82,036.49
Total Bank Accounts	\$ 394,926.28
Accounts Receivable	
1100 Accounts Receivable	156,209.92
1110 A/R Grants	0.00
Total Accounts Receivable	\$ 156,209.92
Other Current Assets	
1200 Other Receivable	0.00
1240 Undeposited Funds	0.00
1300 Prepaid Expenses	12,000.10
1499 Security Deposit - 376 W. Main	11,220.00
Met Life Stock	0.00
Total Other Current Assets	\$ 23,220.10
Total Current Assets	\$ 574,356.30
Fixed Assets	
1350 Furniture and Equipment	42,229.00
1360 Accumulated Depreciation	-42,499.00
1400 Right of Use Asset	128,332.01
1410 Right of Use Asset - Amortization	-64,741.60
Total Fixed Assets	\$ 63,320.41
Other Assets	
1250 Grants Receivable - Old	0.00
Total Other Assets	\$ 0.00
TOTAL ASSETS	\$ 637,676.71
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	-10,101.56
Total Accounts Payable	-\$ 10,101.56
Other Current Liabilities	
2010 Accounts Payable - Old	0.00
2250 Accrued Payroll	7,084.45
2400 Payroll Liabilities	3,790.03
2420 457b Payable	0.05
2430 Health Insurance	410.65

2438 HSA	71.47
2440 Federal Withholding	0.00
2450 Medicare Payable	0.00
2460 FICA Payable	0.00
2480 State Withholding	1,252.11
2490 Michigan UIA Payable	1,274.40
2495 Benton Harbor withholding	172.55
457b Catch-Up	0.00
Total 2400 Payroll Liabilities	\$ 6,971.26
2500 RPI	0.00
Total Other Current Liabilities	\$ 14,055.71
Total Current Liabilities	\$ 3,954.15
Long-Term Liabilities	
2260 Accrue Annual Leave	34,033.95
2290 SJ Watershed Escrow	1,207.99
2300 NATS-FHWA-Escrow	2,591.54
2310 NATS-FTA-Escrow	13,901.33
2320 TCATS-Escrow	19,397.05
2340 EDA Escrow	409.09
2550 Unearned Revenue	0.00
2600 Lease Liability	64,762.83
Total Long-Term Liabilities	\$ 136,303.78
Total Liabilities	\$ 140,257.93
Equity	
32000 Unrestricted Net Assets	425,867.79
Net Income	71,550.99
Total Equity	\$ 497,418.78
TOTAL LIABILITIES AND EQUITY	\$ 637,676.71

Southwest Michigan Planning Commission
Budget vs. Actuals Profit & Loss
January - March 2023

	Actual	Annual Budget	over Budget	% of Annual Budget
Income				
4000 Federal Grant	80,465.47	1,029,942.52	-949,477.05	7.81%
4010 State Grant	70,437.56	782,107.00	-711,669.44	9.01%
4020 County Contribution	59,112.00	59,112.00	0.00	100.00%
4030 Local Match	76,050.00	118,796.80	-42,746.80	64.02%
4040 Local Contract	77,315.63	150,683.00	-73,367.37	51.31%
4100 Interest Income	286.51	2,250.00	-1,963.49	12.73%
Total Income	\$ 363,667.17	\$ 2,142,891.32	-\$ 1,779,224.15	16.97%
Gross Profit	\$ 363,667.17	\$ 2,142,891.32	-\$ 1,779,224.15	16.97%
Expenses				
6000 Direct Expenses				
6200 Salaries	82,104.86	383,306.75	-301,201.89	21.42%
6220 Payroll Taxes	6,281.03	29,262.42	-22,981.39	21.46%
6230 Pension Expenses	2,668.34	16,375.64	-13,707.30	16.29%
6240 Employee Insurance	26,954.74	116,940.76	-89,986.02	23.05%
6300 Mileage & Travel	1,169.73	10,634.00	-9,464.27	11.00%
6310 Meals	96.82	2,406.25	-2,309.43	4.02%
6315 Lodging	216.21	5,825.00	-5,608.79	3.71%
6330 Printing		375.00	-375.00	0.00%
6340 Postage		187.50	-187.50	0.00%
6410 Dues & Subscriptions	3,569.61	3,230.00	339.61	110.51%
6420 Supplies & Materials	341.45	3,548.75	-3,207.30	9.62%
6430 Computer Services	730.00	8,592.50	-7,862.50	8.50%
6500 Conferences & Training	1,754.82	5,020.00	-3,265.18	34.96%
6550 Contractual Svcs-OffSite	64,313.58	1,136,085.00	-1,071,771.42	5.66%
6610 Equipment		2,035.00	-2,035.00	0.00%
6630 Equipment Maintenance		35.00	-35.00	0.00%
6715 Audit Services	600.00		600.00	
6720 Accounting Services		14,539.00	-14,539.00	0.00%
6950 General Commission Expenses	569.04	1,300.00	-730.96	43.77%
6960 Commissioner Mileage	1,370.13	1,700.00	-329.87	80.60%
6970 Commissioner Per Diem	1,370.00	2,700.00	-1,330.00	50.74%
6980 Bank Fees	228.74	800.00	-571.26	28.59%
Total 6000 Direct Expenses	\$ 194,339.10	\$ 1,744,898.57	-\$ 1,550,559.47	11.14%
7000 Indirect Expenses				
7200 Salaries-Indirect	35,162.79	135,433.72	-100,270.93	25.96%
7220 Payroll Taxes-Indirect	3,685.62	11,936.76	-8,251.14	30.88%
7230 Pension Expenses-Indirect	8,076.74	21,908.57	-13,831.83	36.87%
7240 Employee Insurance-Indirect	12,411.89	68,232.28	-55,820.39	18.19%

7300 Mileage & Travel-Indirect	119.21	291.07	-171.86	40.96%
7310 Meals-Indirect	163.99	351.37	-187.38	46.67%
7320 Telephone-Indirect	529.80	2,927.73	-2,397.93	18.10%
7340 Postage-Indirect	198.26	3,100.12	-2,901.86	6.40%
7410 Dues & Subscriptions-Indirect	350.00	3,643.11	-3,293.11	9.61%
7420 Supplies & Materials-Indirect	1,313.23	9,173.71	-7,860.48	14.32%
7430 Computer Services-Indirect	9,972.55	44,714.12	-34,741.57	22.30%
7520 Rent & Janitorial-Indirect	17,545.00	79,223.50	-61,678.50	22.15%
7540 Contract Srvs-OnSite-Indirect	77.38		77.38	
7550 Contract Srvs-OffSite-Indirect	982.62	4,720.20	-3,737.58	20.82%
7610 Equipment-Indirect		266.60	-266.60	0.00%
7715 Audit Services-Indirect	2,500.00	4,985.33	-2,485.33	50.15%
7720 Accounting Services-Indirect	1,934.00		1,934.00	
7730 Insurance Corporate-Indirect	2,754.00	7,066.44	-4,312.44	38.97%
7980 Bank Fees-Indirect		2.33	-2.33	0.00%
Total 7000 Indirect Expenses	\$ 97,777.08	\$ 397,976.96	-\$ 300,199.88	24.57%
9000 Payroll Expenses			0.00	
9020 Salaries & Wages	0.00		0.00	
9040 FICA Taxes	0.00		0.00	
9060 Medicare Taxes	0.00		0.00	
9080 Michigan UIA Taxes	0.00		0.00	
9200 Mileage, meals, and lodging	0.00		0.00	
Total 9000 Payroll Expenses	\$ 0.00	\$ 0.00	\$ 0.00	
Total Expenses	\$ 292,116.18	\$ 2,142,875.53	-\$ 1,850,759.35	13.63%
Net Operating Income	\$ 71,550.99	\$ 15.79	\$ 71,535.20	453141.17%
Net Income	\$ 71,550.99	\$ 15.79	\$ 71,535.20	453141.17%



SOUTHWEST MICHIGAN PLANNING COMMISSION

376 West Main Street, Suite 130, Benton Harbor, MI 49022

Phone: 269-925-1137 • Website: www.swmpc.org

MEMORANDUM

TO: Southwest Michigan Planning Commission

FROM: K. John Egelhaaf

DATE: April 10, 2023

RE: Staff Report for the Southwest Michigan Planning Commission April 18, 2023

Office/Administrative Updates

A. Personnel Changes

- a. Kris Martin Departure (March 9th)
 - i. With the SWMPC for 11 years
 1. Intern
 2. Program Assistant
 3. Associate Planner
 - a. Instrumental in Trail Development, Broadband, Community Planning
 - ii. Has Taken Position with Battle Creek Unlimited
 1. Urban Planner
- b. Jerrid Burdue Departure (April 21st)
 - i. With the SWMPC two Summers as Intern (2016, 2017)
 1. Recommended to SWMPC by Johnie Rodebush
 - ii. Hired as Associate Planner in 2019
 - iii. Senior Planner Change in 2022
 1. Oversaw the EDA Economic Development District Work
 2. Community Planning, Housing, Data Analysis
- c. Intern for Summer
 - i. Jacklyn Alsbro – MSU Senior
 - ii. Sustainability, Environmental Studies Major

B. 2022 Audit Progress

- a. A “Deeper Dive” Than Previous Years
- b. Initially Appeared to be a Single Audit (Federal Revenue >\$750,000)
- c. As Audit Progressed, Nature of Some Revenue Reclassified
 - i. Change to <\$750,000
 - ii. No Longer a Single Audit
- d. Additional Time Required – Final Result Not Available Until May

SWMPC Staff Report – April 18, 2023

Project Updates

A. New Projects 2023

- a. Regional Economic Resiliency Plan Video
 - i. SWMPC Will Produce a Video to Introduce Potential Users to the Resiliency Plan
 - ii. Completion Target – April 28th
- b. Michigan State Housing Plan – Call to Action
 - i. SWMPC as Lead or Co-Lead of the Regional Housing Partnership?
 - 1. Facilitate Community Conversations about the Plan
 - 2. Coordinate Goals/Objectives
 - 3. Create an Action Plan
 - ii. Establish Regional Lead by “mid-2nd Quarter”
 - iii. Action Plan Submitted by “end of September”
- c. Decatur/Hamilton Township Master Plan Update Proposal
- d. Michigan Infrastructure Office (MIO) Coordination for IIJA Assistance
 - i. Federal Infrastructure Investment and Jobs Act (IIJA)
 - ii. SWMPC Will Help Cultivate Projects for IIJA Submittal
 - iii. State Match Funding for Highly Competitive Projects

D. Existing Project Developments

- a. Transportation
 - i. Rural Transportation Funding – Meetings in April in Each County
 - 1. Congestion Mitigation Air Quality (CMAQ)
 - 2. Carbon Reduction Funding (CRP)
 - 3. Transportation Alternatives Program (TAP)
 - 4. Small Urban Funding
 - 5. Project Submission Deadlines in May (generally)
- b. Recreation + Trails
 - i. Michigan Natural Resources Trust Fund Grants (MNRTF) Assistance
 - 1. Marquette Greenway Phase 2
 - 2. Elkhart Road Trail – Ontwa Township
 - 3. Paw Paw River Access Sites (two different sites)
 - ii. Senator Walberg Funding Request
 - 1. McCoy Creek Trail (Link Niles & Buchanan)
 - a. \$2 M Request Among Senator’s Top 15 Funding Submissions to Congress

2023

OVERALL WORK PROGRAM



Southwest Michigan Planning Commission

April 2023

SOUTHWEST MICHIGAN PLANNING COMMISSION

2023 OVERALL WORK PROGRAM

Introduction

The Southwest Michigan Planning Commission during 2023 will be undertaking activities under the major areas and subareas as follows:

Management and Operations--SWMPC Management and Administration, Fiscal Management, Benefits Administration

Urban Transportation Planning--Twin Cities Area Transportation Study (TwinCATS), Niles/Buchanan/Cass Area Transportation Study (NATS), National Science Foundation (NSF).

Regional Transportation Planning--MDOT Regional Planning – Rural Transportation Planning (RTF), Small Urban, Congestion Mitigation Air Quality (CMAQ), Transportation Asset Management Council (TAMC) Program, IN/MI River Valley Trail Extension, Paw Paw River Water Trail Management.

Rideshare of Southwest Michigan--Rideshare coordination services as supported by MDOT

Community and Economic Development--U.S. Economic Development Administration Economic Development District (EDD) Planning, EDA CARES Act Economic Recovery Strategy, Palisades Economic Recovery Strategy,

Environmental Planning—PEP Phase II Public Education Program, Ox Creek LID Phase I, Paw Paw River/Black River Water Trail Management, Pucker Street Dam Removal.

Local Services--Berrien Township Recreation Plan, Pokagon Band Hazard Mitigation Plan,

The following summaries are intended to be a brief outline of major goals/work activities with associated objectives or tasks. Staff is assigned activities based on skills, experience, availability, and other factors deemed in the best interest of the SWMPC.

Funding sources are indicated and acronyms are defined as follows:

CMAQ	Congestion Mitigation and Air Quality
BHB	Be Healthy Berrien
EDA	U.S. Economic Development Administration
EPA	Environmental Protection Agency
FAST Act	Fixing America's Surface Transportation Act
FHWA	U.S. Federal Highway Administration
FTA	U.S. Federal Transit Administration
MAR	Michigan Association of Regions
MDEQ	Michigan Department of Environmental Quality
MDOT	Michigan Department of Transportation
MEDC	Michigan Economic Development Corporation
MGSSLC	Michigan's Great Southwest Strategic Leadership Council

The overall work program document is a companion to the SWMPC 2022 Budget and Cost Allocation Plan as the performance of work tasks by the staff is dependent upon related funding allocations.

It should be noted that programs or activities may be added, deleted or amended during the year along with their associated budgets. More in-depth work programs for major program areas are available upon request.

Management and Operations

The management and operations of the SWMPC are under the direction of the Executive Director, with the assistance of the SWMPC Officers and Administration Committee, and Business Manager.

Funding Sources: Indirect Cost Allocation, County Contributions

I. SWMPC Administration and Management

A. Plan and conduct required and special meetings of the SWMPC

1. Six regular board meetings
2. Other Executive Committee meetings as necessary
3. Seek out areas of need in the region that are within the scope of the SWMPC

B. Communicate activities of the SWMPC

1. Publish the 2022 Annual Report, distribute to county boards, townships, and others
2. Publish four newsletters (*The Quarterly*)
3. Attend meetings and events to raise the community awareness of the SWMPC both within and outside the region.
4. Update and maintain an agency-wide computerized mailing database
5. Maintain a current website, updated regularly, reflecting existing project status
6. Complete the redesign and reconstruction of the SWMPC website

C. Maintain State-level relationships and secure information relating to State and Federal legislation/issues/potential funding sources

1. Attend monthly Michigan Association of Regions (MAR) meetings when possible and attend the MAR Annual Conference
2. Visit or contact legislative or departmental offices as appropriate
3. Review National Association of Regional Councils (NARC) and Association of Metropolitan Planning Organizations (AMPO) materials
4. Secure and review information relative to grant and new program opportunities that are appropriate for southwest Michigan.
5. Meet at least bi-annually with the Quad State Directors (Indiana, Illinois, Wisconsin).
6. Attend monthly meetings of the Michigan Transportation Planning Association (MTPA)

D. Maintain an efficient, effective staff

1. Hire, orient, and maintain an adequate staffing level
2. Manage the clerical support function of the agency
3. Hold weekly staff meetings, as well as special internal staff meetings
4. Oversee purchase of equipment, supplies, and materials
5. Evaluate staff
6. Maintain personnel records
7. Maintain current, effective computer software and hardware

II. Financial Management

A. Operate and maintain the financial management systems of the SWMPC

1. Complete monthly accounting activities
2. Generate and monitor reports
3. Review and approve time sheets and vouchers
4. Complete 26 payrolls and 26 payable cycles

B. Secure and complete the annual audit for the SWMPC

C. Monitor the 2023 budget and make necessary amendments

D. Secure county contributions

E. Secure and monitor grant contracts

F. Develop the preliminary 2024 budget and cost allocation plan package

G. Update and maintain complete inventories of equipment

III. Benefits Administration

A. Complete year-end reporting for pension plan; assist in payouts

B. Review travel reimbursement requests

C. Maintain Commission attendance records and monitor per diem requests

IV. Office Space

A. Maintain and organize an efficient records system, maintain historical documents.

Urban Transportation Planning Programs

The SWMPC is the designated Metropolitan Planning Organization (MPO) for two urban area transportation planning programs: 1) Twin Cities Area Transportation Study for the urbanized area consisting of the Cities of Benton Harbor, St. Joseph, and Bridgeman, the Villages of Shoreham and Stevensville, Grand Beach, and Michiana and the Townships of Benton Charter, Hagar, Lake Charter, Lincoln Charter, Royalton, St. Joseph Charter, and Sodus; also referred to as TwinCATS. 2) Niles/Buchanan/Cass Area Transportation Study, or NATS, whose participating jurisdictions include the Cities of Niles and Buchanan, the Village of Edwardsburg, the townships of Bertrand, Buchanan, Howard, Mason, Milton, Niles Charter, Ontwa, and the Pokagon Band of Potawatomi Indians.

Funding Sources: *Federal Highway Administration, Federal Transit Administration, Michigan Department of Transportation, local match from participating jurisdictions*

Twin Cities Area Transportation Study (TwinCATS)

I. Program Management and Development

A. Publish the *2022 Annual Report*

B. Develop the *FY2024 Unified Work Program* (UWP)

C. General administration of program, progress reports, and financial management

D. Communicate with partners, promote public participation, and report regularly to the SWMPC

- E. Attend Michigan Transportation Planners Association (MTPA) meetings and annual conference.
- F. Participate in staff development training and educational opportunities.
- G. Actively implement public involvement activities through community meetings, distribution of committee and planning information to radio, television, and newspapers.
- H. Maintain the Transportation Participation Plan as required by the FAST Act and including community outreach to address air quality conformity, Title VI, and Environmental Justice requirements.
- I. Address FAST Act requirements for consultation and environmental mitigation.
- J. Use appropriate visualization techniques to describe plans and perform other public participation activities as required by FAST Act.
- K. Maintain website for transportation information dissemination, assist in the redesign of the new SWMPC website. Implement new website to replace previous version.

II. Database Management

- A. Continue coordination w/MDOT to maintain a database resource of regional contacts and addresses
- B. Update and maintain information for input into the travel demand model for TwinCATS with current traffic counts, socio-economic, and land use data for the region.
- C. Obtain and analyze other data to facilitate planning studies that meet the needs of the SWMPC and TwinCATS
- D. Continue to ensure that the principles of Environmental Justice for including minority and low-income communities are incorporated in all public outreach efforts.
- E. Monitor and update functional road classifications.

- F. Collaborate with local entities in meeting the goals of the Asset Management Council established under P.A. 499. The regional transportation planning work program identifies inputs for building a statewide database of local road ratings using the PASER system. The data collection and fieldwork are covered under a separate contract between the Asset Management Council and SWMPC. SWMPC will display the results of the local PASER ratings on its website. Asset Management is based on managing our transportation infrastructure by focusing on performance/function, rather than ownership.
1. Staff will attend training and participate in the rating of the federal aid eligible roads in the Benton Harbor/St. Joseph Urbanized Area, as well as other parts of the three-county area, as needed. Results will be provided to local entities for their use.
 2. SWMPC will display the results of the local PASER ratings on its website.
- G. Continue to receive and analyze transit data from the Twin Cities Area Transportation Authority and to work with them to facilitate cooperative arrangements with local entities and organizations for improving equitable and effective access to public transportation.
- H. Provide MPO review and comments on travel demand model forecasts, land use proposals and grant applications.
- I. Identify opportunities to initiate safety data information collection, to conduct and/or coordinate outreach activities among interested parties. Expand efforts to establish safety as a priority element in the transportation planning process.
- J. Analyze and upgrade computing capabilities and training in support of transportation planning process.
- K. Upload critical management documents (Transportation Improvement Program (TIP), 2022 Annual Report, and Unified Work Program (UWP)) to SWMPC website.

- L. Upload regional data to the SWMPC website.
- M. Review and update federal aid urban boundary, national functional classifications, and federal aid system as appropriate.

III. Short Range Planning

- A. Monitor the financial constraint document for FY2020-2023 and 2023-2026 TIPs.
- B. Complete consultation, environmental mitigation, and other participant activities including visualization to define TIP as required by the FAST Act.
- C. Monitor the status of FY2023 TIP projects as they affect the FY2020-2023 Transportation Improvement Program.
- D. Monitor local initiatives and legislative actions that have possible impacts on non-automobile-oriented means of transportation, such as, rail, air and bicycle trails.
- E. Coordinate regional transportation strategies with community transportation needs, development and land uses and assist in the development of local plans, strategies and actions to integrate regional goals and local goals.
- F. Provide data, technical assistance and planning services to local initiatives for incorporating non-motorized system(s) into the transportation system.

- G. Continue to coordinate, monitor, and follow up on transportation issues with transportation studies such as corridor studies, local traffic impact studies, and/or site plan review.

V. Other Planning

- A. Assist local communities in researching grant opportunities for funding transportation-related projects.
- B. Develop Safety Conscious Planning Activities for the urban area.
- C. Assist local partners in planning short-term activities that have potential impact on the transportation system.
- D. Provide staff assistance in identifying transportation/land use issues in the urban area.
- E. Respond to requests regarding ride sharing, as resources permit, as well as disseminate existing and available materials to those expressing interest.
- F. Provide input and planning for non-motorized activities, multi-modal initiatives, and educational opportunities regarding transportation planning.
- G. Provide assistance to public transit to improve efficiency.
- H. Work in partnership and coordinate with other stakeholders and community groups as part of its community Safe Routes to School team.

Niles Area Transportation Study (NATS)

I. Program Management and Development

- A. Publish the 2022 *Annual Report*
- B. Develop the *FY2024 Unified Work Program* (UWP)
- C. General administration of program, progress reports, and financial management
- D. Communicate with partners, promote public participation, and report regularly to the SWMPC
- E. Attend Michigan Transportation Planners Association (MTPA) meetings and annual conference.
- F. Participate in staff development training and educational opportunities.
- G. Actively implement public involvement activities through community meetings, distribution of committee and planning information to radio, television and newspapers.
- H. Update the Transportation Participation Plan as required by the FAST Act, including community outreach to address air quality conformity, Title VI, and Environmental Justice requirements.
- I. Address FAST Act requirements for consultation and environmental mitigation.
- J. Use appropriate visualization techniques to describe plans and perform other public participation activities as required by FAST Act.
- K. Maintain website for transportation information dissemination, assist in the redesign of the new SWMPC website.

II. Database Management

- A. Continue coordination w/MDOT to maintain a database resource of regional contacts and addresses
- B. Update and maintain information for input into the travel demand model when needed for NATS with current traffic counts, socio-economic, and land use data for the region.

- C. Obtain and analyze other data to facilitate planning studies that meet the needs of the SWMPC and NATS
- D. Continue to ensure that the principles of Environmental Justice for including minority and low-income communities are incorporated in all public outreach efforts.
- E. Monitor and update functional road classifications.
- F. Collaborate with local entities in meeting the goals of the Asset Management Council established under P.A. 499. The regional transportation planning work program identifies inputs for building a statewide database of local road rating using the PASER system. The data collection and fieldwork are covered under a separate contract between the Asset Management Council and SWMPC. SWMPC will display the results of the local PASER ratings on its website. Asset Management is an emerging concept in transportation planning. It is based on managing our transportation infrastructure by focusing on performance/function, rather than ownership.
 - 1. Staff will attend training and participate in the rating of the federal aid eligible roads in the Niles/Buchanan Urbanized Area, as well as other parts of the three-county area, as needed. Results will be provided to local entities for their use.
 - 2. SWMPC will display the results of the local PASER ratings on its website.
- G. Continue to receive and analyze transit data from the NATS area transit providers and to work with them to facilitate cooperative arrangements with local entities and organizations for improving equitable and effective access to public transportation.
- H. Provide MPO review and comments on travel demand model forecasts, land use proposals and grant applications.

- I. Identify opportunities to initiate safety data information collection, to conduct and/or coordinate outreach activities among interested parties. Expand efforts to establish safety as a priority element in the transportation planning process. Continue NATS participation in and support of the Southwest Michigan Traffic Safety Committee.
 - J. Analyze and upgrade computing capabilities and training in support of transportation planning process.
 - K. Upload critical management documents (Transportation Improvement Program (TIP), 2022 Annual Report, and Unified Work Program (UWP)) to SWMPC website.
 - L. Upload regional data to the SWMPC website.
 - M. Review and update federal aid urban boundary, national functional classifications, and federal aid system as appropriate.
- III. Long Range Plan
- A. Develop and complete the 2050 Long Range Plan
- IV. Short Range Planning
- A. Monitor the financial constraint document for FY2020-2023 and 2023-2026 TIPs.
 - B. Complete consultation, environmental mitigation, and other participant activities including visualization to define TIP as required by the FAST Act.
 - C. Monitor the status of FY2023 TIP projects as they affect the FY2020-2023 TIP.

- D. Monitor local initiatives and legislative actions that have possible impacts on non-automobile oriented means of transportation, such as, rail, air and bicycle trails.
 - E. Coordinate regional transportation strategies with community transportation needs, development and land uses and assist in the development of local plans, strategies and actions to integrate regional goals and local goals.
 - F. To provide data, technical assistance and planning services to local initiatives for incorporating non-motorized system(s) into the transportation system.
 - G. Continue to coordinate, monitor, and follow up on transportation issues with transportation studies such as corridor studies, local traffic impact studies, and/or site plan review.
- V. Other Planning
- A. Assist local communities in researching grant opportunities for funding transportation-related projects.
 - B. Develop Safety Conscious Planning Activities for the urban area.
 - C. Assist local partners in planning short-term activities that have potential impact on the transportation system.
 - D. Provide staff assistance in identifying transportation/land use issues in the urban area.
 - E. Provide input and planning to non-motorized activities, multi-modal initiatives and educational opportunities regarding transportation planning.
 - F. Provide assistance to public transit to improve efficiency.
 - G. Work in partnership and coordinate with other stakeholders and community groups as part of its community Safe Routes to School team.

Regional Transportation Program

The Regional Transportation Program serves local units of government and the Michigan Department of Transportation by providing a variety of transportation-related information and analysis needed for decision-making in areas that lie outside of the NATS and TwinCATS metropolitan areas.

Funding Source: *Michigan Department of Transportation*

- I. Program Management
 - A. Develop 2024 *Work Program*
 - B. Complete the 2022 *Final Acceptance Report* (FAR)
 - C. Perform general administrative tasks, including progress reporting and billings, as well as communications with the SWMPC, transportation providers, officials, and the public.
- II. Technical Assistance to MDOT
 - A. Assist in providing public review and comment on the Statewide Long Range Plan (SLRP) and Statewide Transportation Improvement Program (STIP)
 - B. Assist MDOT in projects, program/project development issues, or other initiatives
- III. Management of the Rural Task Force Process
 - A. Assist MDOT in management of RTF meetings
- IV. Traffic Counting
 - A. Research options to replace SWMPC's previous approach to traffic counting.

V. Public Involvement and Consultation Process

- A. Provide for the participation of local officials in the development of the State Long-Range Transportation Plan (LRTP) and the State Transportation Improvement Plan (STIP).
- B. Provide opportunities for the public to review and comment on the development of the LRTP and the STIP.
- C. Manage consultation with local elected officials, public agencies, general public, Pokagon Band of Potawatomi Indians, and businesses in accordance with the Statewide Planning Process Public Participation Plan.

VI. Technical Assistance to Member Agencies

- A. Provide services to improve existing and new multi-modal systems and to identify actions to improve the region's transportation system.

Asset Management Program

The asset management program is a joint effort by the State Transportation Asset Management Council (TAMC) and the MPOs across the state to systematically assess the condition and certain other characteristics of trunk lines throughout the region.

Funding Source: Michigan Department of Transportation

I. Program Initiation

- A. Secure project authorization for 2024
- B. Monitor statewide implementation issues
- A. Facilitate discussions with local road agencies on implementation
- B. Attend statewide training sessions to further refine expertise on equipment and software

II. Data Collection

- A. Check for proper laptop and software operation
- B. Determine schedule for 2023 data collection
- C. Conduct road pavement condition assessment

III. Reporting

- A. Sort, check, and aggregate data
- B. Submit reports for use by the Asset Management Council

Rideshare Program

The Rideshare Program is a service that matches commuters for carpooling and vanpooling based on their home and work/school locations. The program targets individuals, schools, businesses, and organizations. All services are offered free of charge.

Funding Sources: FHWA Congestion Mitigation and Air Quality (CMAQ) Funds

- I. Program Administration
 - A. Prepare CMAQ Application for 2024
 - B. Perform general administrative tasks, including quarterly reports, billings, and financial management; and attend statewide Rideshare meetings and workshops
- II. Database Management
 - A. Maintain rideshare database by entering new applicant information
 - B. Conduct quarterly updates and purges
- III. Program Marketing
 - A. Employer Promotions
 - 1. Contact and work with area employers, colleges, and other centers for regional commuting
 - B. General Awareness
 - 1. Update, expand and maintain web page

Community and Economic Development

The Community and Economic Development Program has the fundamental purpose to support local units of government and economic development organizations in their work to improve the business climate and quality of life of southwestern Michigan. The principal of the Comprehensive Economic Development Strategy is to: 1) conduct a regional planning process that analyzes area needs and identifies strategies to achieve economic development goals; 2) provide technical assistance in grant writing and administration; and, 3) offer services in information and research.

Funding Sources: *U.S. Economic Development Administration, county dues, local contracts, and fees*

I. Economic Development District (EDD) Administration

- A. Complete financial and progress reports including the 2023 Annual Report under the terms of the EDA planning grant
 - 1. Carry out operations policies and procedures
 - 2. Maintain and develop the print, digital, and on-line data collection and reports
 - 3. Issue annual service delivery report (GPRA)

II. Information Center

- A. Prepare, publish, and promote data products in response to client needs
 - 1. Continue revising Census data as received
 - 2. Develop other products as time permits and demand warrants, including GIS mapping products.
 - 3. Continue information distribution via the SWMPC website
 - a. Include sections to assist communities with issuing RFP, RFQ
 - b. Include information to assist communities in realizing their planning goals
 - 4. Communicate availability of new data
- B. Assist regional partners by researching other potential grant funding sources for important projects of regional impact.

III. Planning and Projects

- A. Build membership of CEDS committee for 2023 that complies with EDA guidance.

- B. Hold CEDS committee meetings and communications to monitor the regional progress against CEDS benchmarks.
- C. Assist regional partners in project development for potential EDA investment.
- D. Execute CARES Act Regional Economic Recovery Strategy for southwest Michigan.
- E. Execute the Palisades Economic Recovery Strategy for southwest Michigan.

IV. Other Related Efforts

- A. Identify gaps in broadband internet coverage and develop strategies to close the gaps.
- B. Serve on the board of directors and advance efforts of Michigan's Great Southwest Sustainable Business Forum.
- C. Serve on the Consultative Panel for the Michigan State University Center for Regional Economic Innovation.

Watershed Planning and Implementation

The SWMPC is conducting watershed related planning and implementation efforts.

Funding Sources: Michigan Department of Environmental Quality (MDEQ), Environmental Protection Agency, various grants and local contracts

I. Stormwater Phase II

- A. Update the Public Education Plan
- B. Implement the current Public Education Plan

II. Special Projects

- A. Assist City of Niles with implementing the Pucker Street Dam Removal Project
- B. Administer the funding and maintenance of the Paw Paw River Water Trail
- C. Administer the funding and maintenance of the Black River Water Trail

Local Technical Assistance

The SWMPC provides assistance to local units of government and organizations under contract on a cost-recovery basis.

Funding Sources: *Fees, county contributions, and applicable grant funds when available*

- I. Local Assistance Program Development
 - A. Attend meetings and participate as resources permit in groups that address planning and development related issues; e.g., MAR, Kinexus.
- II. Master, Land Use, Recreation and Other Local Planning
 - A. Berrien Township Recreation Plan
 - B. St. Joseph Township Master Plan
 - C. Pokagon Band Hazard Mitigation Plan
 - D. Weesaw Township Master Plan
 - E. Indiana/Michigan Trail Extension Facilitation
- III. Special Projects
 - A. Provide technical assistance to governments, organizations, or individuals as appropriate
 - B. Monitor legislation of interest to SWMPC and local units of government
 - C. Regional Broadband Navigator Services
 - D. Michigan Infrastructure Office Technical Assistance