



# **AGENDA**

## **FULL COMMISSION MEETING**

Tuesday, August 15, 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, June 20, 2023 \*
- c. Chairman's Report
- d. Treasurer's Report\*

**3. EXECUTIVE DIRECTOR'S REPORT \*Accept**

**K. John Egelhaaf**

**4. AD HOC COMMITTEE FOR EX. DIRECTOR EVALUATION**

**Chair Marchetti**

*Committee Assignments*

**5. PLANNER PRESENTATION**

**Bekah Schrag – Associate Planner**

*Transitioning from Solid Waste to Materials Management*

**6. PUBLIC COMMENT**

**7. PRIVILEGE OF THE FLOOR**

**8. ADJOURNMENT**

***\*enclosures***

Next meeting will be held October 17, 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, June 20, 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  
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  
Leary, Tina, Van Buren County Representative  
Pantaleo, Paul, Berrien County Representative  
Patterson-Gladney, Gail, Van Buren County Commissioner  
Snoeyink, Sarah, Ex Officio Economic Development  
Stauffer, Dick, Berrien County Representative  
Torzynski, Robert, Pokagon Band Representative  
Tyler, Doug, Cass County Representative  
Wood, Gary, Berrien County Representative  
Wuerfel, Julie, Berrien County Commissioner

## **MEMBERS ABSENT:**

Hanson, Sandra, Van Buren County Representative  
Newton, Matthew, Van Buren County Representative

### **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 Roseann Marchetti presented the Consent Agenda. Kurt Doroh moved to “**ACCEPT THE CONSENT AGENDA.**” Linda Preston seconded the motion, which carried unanimously.

### **3. EXECUTIVE DIRECTOR'S REPORT**

Director Egelhaaf presented the Executive Director's Report.

Gary Wood inquired on the Michigan Infrastructure Office (MIO) Coordination for IJIA Assistance. Director Egelhaaf explained the draft of the process of submitting ideas to the SWMPC and how those submissions would be evaluated. Richard Remus asked how much the SWMPC Board will be involved. Egelhaaf suggested a possible sub-committee of members who would be interested in reviewing the projects/ideas and putting scores to them. Sarah Snoeyink wondered if the final version of the detailed scoring matrix would be available, to which Director Egelhaaf responded yes.

Linda Preston welcomed our new members, Tina Leary and Sarah Snoeyink, and they introduced themselves to the Board.

Richard Remus inquired on housing updates. Director Egelhaaf shared information about the Michigan Statewide Housing Plan and how that process has now moved into a phase involving regional input and decision-making. Egelhaaf is involved in this regional phase.

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

### **4. 2022 SWMPC ANNUAL AUDIT**

Alex Schaeffer from Kruggel Lawton CPAs presented SWMPC's 2022 Annual Audit that was approved by the Executive Committee on June 6, 2023. Schaeffer went over the opinion statement, auditor responsibilities, financial statements, and funding trends.

### **5. 2022 SWMPC ANNUAL REPORT**

Director Egelhaaf presented the 2022 SWMPC Annual Report. Richard Remus asked about the distribution of the annual report. Egelhaaf stated it will be shared with other planning regions throughout the state, along with the availability on the SWMPC website. Other members encouraged wider distribution of the Report. Egelhaaf will pursue a broader sharing of the Report.

Kurt Doroh moved to **"APPROVE 2022 SWMPC ANNUAL REPORT."** Dick Stauffer seconded the motion, which carried unanimously.

### **6. NATS 2050 LONG RANGE PLAN**

Director Egelhaaf presented the NATS 2050 Long Range Plan, explaining the planning areas, the transportation planning process, and SWMPC's responsibilities within this plan.

### **7. RESOLUTION 2023-5**

Chair Marchetti requested a motion to approve Resolution 2023-5, NATS 2050 Long Range Plan. Gail Patterson-Gladney moved to **“APPROVE RESOLUTION 2023-5.”** James Dodd seconded the motion, which carried unanimously by roll call vote.

#### **8. RESOLUTION 2023-6**

Director Egelhaaf went over the Cass County Air Quality Conformity Analysis. He explained the requirements and process of the analysis, and the result of conformity being met in both Cass and Berrien counties. There was discussion on the possible effects of drift from Chicago. An explanation was given that the Resolution is merely an acknowledgement that the projects within the 2050 NATS Long Range Plan will not have an adverse impact on air quality. Drift from outside the region does not play a role in that analysis.

Dick Stauffer moved to **“APPROVE RESOLUTION 2023-6.”** Richard Remus seconded the motion, which carried by roll call vote. A single dissenting vote was recorded from Paul Pantaleo.

#### **9. RESOLUTION 2023-7**

James Dodd moved to **“APPROVE RESOLUTION 2023-7.”** Kristen Gundersen seconded the motion, which carried by roll call vote. A single dissenting vote was recorded from Paul Pantaleo.

#### **10. PUBLIC COMMENT**

None

#### **11. PRIVILEGE OF THE FLOOR**

Teri Sue Freehling announced MIHI’s initial award of a ROBIN broadband grant to Midwest Energy and Communications (MEC), which will provide funds for broadband infrastructure covering unserved areas in Cass, Berrien, and Van Buren counties.

Linda Preston would like to recognize and create a resolution for past Board members, Don Hanson and Yemi Akinwale. Director Egelhaaf will create a resolution for this recognition. Chair Marchetti requested a motion to create a resolution to acknowledge Don Hanson and Yemi Akinwale. Linda Preston moved to **“CREATE A RESOLUTION TO ACKNOWLEDGE BOARD MEMBERS, DON HANSON AND YEMI AKINWALE.”** Kurt Doroh seconded the motion, which carried unanimously.

Dick Stauffer shared that the long-shuttered Schuler’s Restaurant in Lincoln Township is being demolished and will be replaced by a Drive & Shine.

Rick Catherman wondered about possible new insights on Palisades and Director Egelhaaf and Sarah Snoeyink responded with updates.

#### **12. ADJOURNMENT**

Teri Sue Freehling moved to adjourn the meeting. Gail Patterson-Gladney supported the motion. The Chair declared the meeting adjourned at 10:45 am.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read "K. John Egelhaaf". The signature is fluid and cursive, with a large initial "K" and a stylized "J" and "E".

K. John Egelhaaf, AICP

Date: June 20, 2023

# Southwest Michigan Planning Commission

## Balance Sheet

As of July 31, 2023

	Total
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1010 Petty Cash	65.00
1020 Checking	246,406.33
1060 CD	82,180.68
Total Bank Accounts	\$ 328,652.01
Accounts Receivable	
1100 Accounts Receivable	243,010.44
1110 A/R Grants	0.00
Total Accounts Receivable	\$ 243,010.44
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
Repayment	
MISC DEDUCTION	0.00
Total Repayment	\$ 0.00
Total Other Current Assets	\$ 23,220.10
Total Current Assets	\$ 594,882.55
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
<b>TOTAL ASSETS</b>	<b>\$ 658,202.96</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	-3,834.90
Total Accounts Payable	-\$ 3,834.90
Other Current Liabilities	
2010 Accounts Payable - Old	0.00
2250 Accrued Payroll	7,084.45

<b>2400 Payroll Liabilities</b>		3,886.17
2420 457b Payable		119.33
2430 Health Insurance		455.90
2438 HSA		23.88
2440 Federal Withholding		0.00
2450 Medicare Payable		0.00
2460 FICA Payable		4,449.34
2480 State Withholding		1,220.18
2490 Michigan UIA Payable		262.86
2495 Benton Harbor withholding		172.55
457b Catch-Up		0.00
IN Income / Local Taxes		0.00
MISC		3.84
MISC DEDUCTION		2.16
<b>Total 2400 Payroll Liabilities</b>	<b>\$</b>	<b>10,596.21</b>
2500 RPI		0.00
Michigan Department of Treasury Payable		0.00
<b>Total Other Current Liabilities</b>	<b>\$</b>	<b>17,680.66</b>
<b>Total Current Liabilities</b>	<b>\$</b>	<b>13,845.76</b>
<b>Long-Term Liabilities</b>		
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
<b>Total Long-Term Liabilities</b>	<b>\$</b>	<b>136,303.78</b>
<b>Total Liabilities</b>	<b>\$</b>	<b>150,149.54</b>
<b>Equity</b>		
32000 Unrestricted Net Assets		372,398.90
Net Income		135,654.52
<b>Total Equity</b>	<b>\$</b>	<b>508,053.42</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$</b>	<b>658,202.96</b>

Friday, Aug 04, 2023 08:18:50 AM GMT-7 - Accrual Basis

**Southwest Michigan Planning Commission**  
**Budget vs. Actuals: FY\_2023 - FY23 P&L**  
January - July, 2023

	Total			
	Actual	Budget	over Budget	% of Budget
<b>Income</b>				
4000 Federal Grant	319,982.26	1,029,942.52	-709,960.26	31.07%
4010 State Grant	286,134.01	782,107.00	-495,972.99	36.59%
4020 County Contribution	59,112.00	59,112.00	0.00	100.00%
4030 Local Match	52,436.16	118,796.80	-66,360.64	44.14%
4040 Local Contract	84,789.61	150,683.00	-65,893.39	56.27%
4050 Other Fee Income	150,747.63		150,747.63	
4100 Interest Income	842.85	2,250.00	-1,407.15	37.46%
<b>Total Income</b>	<b>\$ 954,044.52</b>	<b>\$ 2,142,891.32</b>	<b>-\$ 1,188,846.80</b>	<b>44.52%</b>
<b>Gross Profit</b>	<b>\$ 954,044.52</b>	<b>\$ 2,142,891.32</b>	<b>-\$ 1,188,846.80</b>	<b>44.52%</b>
<b>Expenses</b>				
<b>6000 Direct Expenses</b>				
6200 Salaries	208,070.38	383,306.75	-175,236.37	54.28%
6220 Payroll Taxes	15,917.41	29,262.42	-13,345.01	54.40%
6230 Pension Expenses	7,892.40	16,375.64	-8,483.24	48.20%
6240 Employee Insurance	63,075.20	116,940.76	-53,865.56	53.94%
6300 Mileage & Travel	3,730.02	10,634.00	-6,903.98	35.08%
6310 Meals	415.79	2,406.25	-1,990.46	17.28%
6315 Lodging	1,475.31	5,825.00	-4,349.69	25.33%
6330 Printing		375.00	-375.00	0.00%
6340 Postage	112.38	187.50	-75.12	59.94%
6410 Dues & Subscriptions	4,041.86	3,230.00	811.86	125.13%
6420 Supplies & Materials	2,553.65	3,548.75	-995.10	71.96%
6430 Computer Services	730.00	8,592.50	-7,862.50	8.50%
6440 Advertising	50.00		50.00	
6500 Conferences & Training	4,114.82	5,020.00	-905.18	81.97%
6550 Contractural Svcs-OffSite	284,266.61	1,136,085.00	-851,818.39	25.02%
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	7,200.00	14,539.00	-7,339.00	49.52%
6950 General Commission Expenses	651.67	1,300.00	-648.33	50.13%
6960 Commissioner Mileage	2,849.38	1,700.00	1,149.38	167.61%
6970 Commissioner Per Diem	2,830.00	2,700.00	130.00	104.81%
6980 Bank Fees	554.99	800.00	-245.01	69.37%
6990 Pass Thru	10,116.65		10,116.65	
<b>Total 6000 Direct Expenses</b>	<b>\$ 621,248.52</b>	<b>\$ 1,744,898.57</b>	<b>-\$ 1,123,650.05</b>	<b>35.60%</b>
<b>7000 Indirect Expenses</b>				
7200 Salaries-Indirect	67,820.53	135,433.72	-67,613.19	50.08%
7220 Payroll Taxes-Indirect	6,094.57	11,936.76	-5,842.19	51.06%
7230 Pension Expenses-Indirect	12,107.87	21,908.57	-9,800.70	55.27%



7240 Employee Insurance-Indirect	24,713.32	68,232.28	-43,518.96	36.22%
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	1,236.20	2,927.73	-1,691.53	42.22%
7340 Postage-Indirect	499.15	3,100.12	-2,600.97	16.10%
7410 Dues & Subscriptions-Indirect	692.10	3,643.11	-2,951.01	19.00%
7420 Supplies & Materials-Indirect	3,895.63	9,173.71	-5,278.08	42.47%
7430 Computer Services-Indirect	24,454.20	44,714.12	-20,259.92	54.69%
7440 Advertising-Indirect	75.00		75.00	
7520 Rent & Janitorial-Indirect	41,025.00	79,223.50	-38,198.50	51.78%
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	254.39	266.60	-12.21	95.42%
7715 Audit Services-Indirect	2,500.00	4,985.33	-2,485.33	50.15%
7720 Accounting Services-Indirect	5,133.32		5,133.32	
7730 Insurance Corporate-Indirect	5,297.00	7,066.44	-1,769.44	74.96%
7980 Bank Fees-Indirect		2.33	-2.33	0.00%
<b>Total 7000 Indirect Expenses</b>	<b>\$ 197,141.48</b>	<b>\$ 397,976.96</b>	<b>-\$ 200,835.48</b>	<b>49.54%</b>
<b>9000 Payroll Expenses</b>			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	
<b>Total 9000 Payroll Expenses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
<b>Total Expenses</b>	<b>\$ 818,390.00</b>	<b>\$ 2,142,875.53</b>	<b>-\$ 1,324,485.53</b>	<b>38.19%</b>
<b>Net Operating Income</b>	<b>\$ 135,654.52</b>	<b>\$ 15.79</b>	<b>\$ 135,638.73</b>	
<b>Net Income</b>	<b>\$ 135,654.52</b>	<b>\$ 15.79</b>	<b>\$ 135,638.73</b>	

Friday, Aug 04, 2023 08:30:40 AM GMT-7 - Accrual Basis



## SOUTHWEST MICHIGAN PLANNING COMMISSION

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

Phone: 269-925-1137 • Website: [www.swmpc.org](http://www.swmpc.org)

### MEMORANDUM

TO: Southwest Michigan Planning Commission

FROM: K. John Egelhaaf

DATE: August 7, 2023

RE: Staff Report for the Southwest Michigan Planning Commission August 15, 2023

#### Office/Administrative Updates

##### A. Conference Attendance

- a. Michigan Transportation Planning Association (July 24-26)
  - i. Kim Gallagher & Brandon Kovnat Attended
- b. EGLE Environmental Justice Conference – Detroit (June 21-22)
  - i. Marcy Hamilton Presentation – Member of a Roundtable
- c. Rural Leadership Summit (July 20)
  - i. Zane Aldrich Attended

##### B. New SWMPC Board Members

- a. Marge Durm-Hiatt - Berrien County Appointee
  - i. Niles Township Supervisor
  - ii. Replacing Jim Stover

##### C. Meetings w/Representative Joey Andrews

- a. Egelhaaf Met to Discuss Major Regional Issues/Opportunities (Meeting One)
- b. Focus on the Unique Skills & Orientation of the SWMPC as a Problem-Solving Tool (Meeting Two)

#### Project Updates

##### A. Existing Project Developments

- a. Transportation Asset Management
  - i. 2023 Federal Aid Road Condition Assessment (701 Total Miles Given PASER Ratings)
    1. Cass County – June 26-29
      - a. 186 total miles
    2. Berrien County – July 10-13
      - a. 337 total miles
    3. Van Buren County – July 17-20
      - a. 178 total miles
  - ii. Chikaming Township Local Road Asset Management Plan
    1. Kick-Off & 1<sup>st</sup> Subcommittee Meetings Attended

## **SWMPC Staff Report – August 15, 2023**

- b. Michigan State Housing Plan – Regional Housing Partnership
  - i. 7-County Regional Leadership Meetings (2 – June 29, August 4)
  - i. Subcommittee Meetings
    - 1. Housing Stock, Ecosystem, Equity & Racial Justice, Homelessness, Older Adult Housing, Communication & Education
  - ii. Results of the Regional Work to be Shared w/MSHDA by August 31<sup>st</sup>
- c. Eat Well, Be Well
  - i. Collaboration with Van Buren Cass District Health Department
  - ii. Effort to Broaden & Improve Access to Healthy Food
- d. Broadband Digital Opportunities Compass
  - i. Pilot Collaboration w/Merit
  - ii. Build a Regional Strategy to Help Everyone Who Wants High-Speed Internet, to Have it.
  - iii. The Compass is a Measurement Framework to Guide the Work
    - 1. Partnership of Researchers from: Merit, Quello Center @ MSU, National Digital Inclusion Alliance, Digital Equity Research Center, Pew Research Center, Benton Institute for Broadband & Society.
  - iv. SWMPC is One of Three Selected to Pilot the Compass
- e. EGLE Materials Management Planning
  - i. New State Effort to Transition Into More Comprehensive Approach to Minimizing Waste that Enters Landfills
    - 1. Incentivize creation of county and/or regional Materials Management Plans
    - 2. Then support the implementation of those plans
- f. NOAA Regional Resiliency Challenge (Potential Project w/EGLE Running Point)
  - i. SWMPC Invited to Join Proposed Statewide Collaboration w/EGLE & 9 Other Coastal Regional Planning Organizations
  - ii. Apply to NOAA as a State Consortium Dedicated to Develop Interconnected Regional Plans to Mitigate Climate Challenges
    - 1. \$2 million over two years (2024-2025)
    - 2. \$100,000 per region, per year to support SWMPC staff
- g. “Coordinated Transportation Plans”
  - i. SWMPC is Assisting MDOT
    - 1. Third-party consultant is developing plans for all counties across the state

## **SWMPC Staff Report – August 15, 2023**

- h. Transportation Funding
  - i. 2020 US Census Has Impacts on Transportation Funding Distribution
  - ii. Updated Funding Estimates
    - 1. Recalculated for each of the transportation programs SWMPC manages
    - 2. Revised estimates impact approved projects from 2024-2026
  - iii. SWMPC Will Send Communication & Hold Meetings to Discuss Funding Changes
- i. 2020 Census
  - i. SWMPC to Host Meetings for Census Designated “Urbanized” Areas
    - 1. Urbanized = populations over 5,000
    - 2. Meetings during August-September
  - ii. Jill Plescher (GIS Specialist) Creating Maps for Each Urbanized Area
    - 1. Twin Cities Area Transportation Study (TwinCATS), Niles Buchanan Cass Area Transportation Study (NATS), Buchanan, Berrien Springs, Coloma, Watervliet, Dowagiac, South Haven
  - iii. Invitation to Review & Adjust Census Urban Areas
    - 1. Opportunity to “smooth” urban boundaries
    - 2. Goal: prevent a road from switching back/forth between rural & urban federal funding sources (when maintenance funding is involved)
- i. SWMPC Hosting Transportation Funding Expert
  - i. William Hamilton-Michigan House Fiscal Agency, Fiscal Analyst for Transportation Budget
  - ii. September Date (yet to be scheduled, to be confirmed mid-August)
  - iii. Overview to Discuss Transportation Funding
    - 1. Including: Federal & State funding for roads, public transit, other transportation modes
  - iv. Intended Audience: City, Village, County Elected Officials, Engineers, Planning Departments, Public Transit Board Members, Transportation Consultants
    - 1. Statewide survey to understand gaps in service
    - 2. Goals and strategies template for the individual countywide plans