

MINUTES

Southwest Michigan Planning Commission
Full Commission Meeting
Tuesday, April 16, 2019 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
Freehling, Teri Sue, Vice Chair, Berrien County Commissioner
Akinwale, Yemi, Treasurer, Berrien County Representative
Preston, Linda, Secretary, Cass County Representative
Gundersen, Kristen, Alternate Secretary, Berrien County Representative
Remus, Richard, Alternate Treasurer, Berrien County Representative
Curran, Jim, Berrien County Commissioner
DeLong, Don, Cass County Representative
Doroh, Kurt, Van Buren County Commissioner
Hanson, Sandra, Van Buren County Representative
Janssen, Judy, Van Buren County Commissioner
Laylin, Leon, Cass County Representative
Newton, Matthew, Van Buren County Representative
Marchetti, Rosann, Cass County Commissioner
Meeks, Donnie, Berrien County Commissioner
Pantaleo, Paul, Berrien County Representative
Patterson-Gladney, Gail, Van Buren County Commissioner
Stover, Jim, Berrien County Representative
Torzynski, Robert, Pokagon Band Representative
Tyler, Doug, Cass County Representative

MEMBERS ABSENT:

Fette, Dan, Berrien County Representative
Foerster, David, Van Buren County Representative
Payne, Gloria, Berrien County Representative
Schueneman, James, Berrien County Representative
Stauffer, Dick, Berrien County Representative

STAFF PRESENT:

John Egelhaaf, Executive Director
Patrice Rose, Office Manager

OTHERS PRESENT:

Alex Schaeffer, Kruggel & Lawton, CPA
Leon Laylin, Cass County

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 call and a quorum was present.

2. ACCEPTANCE AND/OR REVISION OF CONSENT AGENDA

- a. Meeting Agenda*
- b. Minutes of Commission Meeting, *
- c. Chairman's Report
- d. Treasurer's Report*
- e. Executive Director's Report*

ACCEPTANCE AND/OR REVISION OF MEETING AGENDA

Chair Hanson presented the Agenda. Rosann Marchetti moved to **“REMOVE THE EXECUTIVE DIRECTOR'S REPORT FROM THE CONSENT AGENDA AND ACCEPT THE AGENDA AS AMENDED.”** Rich Remus seconded.

2.e. EXECUTIVE DIRECTOR'S REPORT

Director Egelhaaf discussed items from the report, touching on staff presentations that are currently taking place in the community. Also mentioned was the Twin Cities Harbor and the collaboration with the Office of the Great Lakes, DNR and MI Sea Grant, to build a vision for the Harbor.

Egelhaaf also addressed a handout summarizing the SWMPC Bookkeeping/Accounting Process. Jim Curran requested a change to policy that would require the Administration Committee to meet and approve payment of bills. Louis Csokasy voiced support for such a policy. Vice Chair Freehling pointed out that with the new Bylaws, there is no longer an Administration Committee and that we now have an Executive Committee that meets on an “as needed” basis. Freehling expressed satisfaction with the current policy, which is approval of bills and signing of checks by Director Egelhaaf, and final approval and signing of checks by Treasurer Akinwale. All checks require two signatures.

3. AUDIT REPORT

Alex Schaeffer presented the 2018 Audit Report, highlighting the significant findings. He also stated that no deficiencies in internal control were identified, noting some of the material weaknesses that appeared on the audit in the past no longer exist. He also suggested raising the capitalization amount to \$2,500, as \$500 is quite low. Yemi Akinwale moved to **“APPROVE THE AUDIT REPORT”**, Linda Preston seconded, a roll call vote was taken and the motion carried.

Don Delong made a motion to **“INCREASE THE CAPITALIZATION AMOUNT FROM \$500 TO \$2,500, AS SUGGESTED BY ALEX SCHAEFFER, CPA”**, Gail Patterson-Gladney supported, a roll call vote followed and the motion carried.

4. PROJECT FOCUS: ASSET MANAGEMENT IN SW MICHIGAN

Director Egelhaaf shared a PowerPoint presentation on Asset Management focusing on PASER Data and RPI among other topics. Jim Curran asked for an overview on how PASER Data benefited the communities. Discussion followed.

5. OVERALL WORK PROGRAM

Director Egelhaaf presented the 2019 OVERALL WORK PROGRAM, and answered questions. Teri Sue Freehling requested some background on how project selection takes place. Egelhaaf gave an overview of the process, pointing out that many projects are annual repeating scenarios and grant or contract driven. Rich Remus compared the Work Program to a budget, offering that it is fluid and can be adjusted as necessary. Linda Preston moved to “**ACCEPT THE 2019 OVERALL WORK PROGRAM.**” Rosann Marchetti seconded. A roll call vote followed, the motion carried.

6. PUBLIC COMMENT


Jim Curran suggested that the Executive Director’s Report be permanently removed from the Consent Agenda to stand alone in the future. Brief discussion followed, as it appeared to be favored, Chair Hanson called for a voice vote, response was all Ayes, 0 Nays.

7. PRIVILEGE OF THE FLOOR

8. ADJOURNMENT

The Chair declared the meeting adjourned at 11:13 a.m.

Respectfully submitted by:



K. John Egelhaaf, AICP

Date: April 17, 2019

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.