

## **MINUTES**

Southwest Michigan Planning Commission  
Full Commission Meeting  
Tuesday, June 19, 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  
Chickering, Bill, Berrien County Commissioner  
Cook, Barb, Past Chair, 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  
Fette, Dan, Berrien County Representative  
Foerster, David, Van Buren County Representative  
Hanson, Sandra, Van Buren County Representative  
Laylin, Leon, Cass County Representative  
Pantaleo, Paul, Berrien County Representative  
Radtke, Jeff, Van Buren County Representative  
Ryman, Don, Berrien County Representative  
Scott, Ezra, Berrien County Commissioner  
Stauffer, Dick, Berrien County Representative  
Stover, Jim, Berrien County Representative

### **MEMBERS ABSENT:**

Burr, Robert, Van Buren County Representative  
Payne, Gloria, Berrien County Representative  
Rodebush, Johnie, Cass County Representative  
Ruzick, Daniel, Van Buren County Representative  
Sayer, James, Cass County Citizen Representative  
Schueneman, James, Berrien County Representative  
Ziliak, Robert, Cass County Commissioner

### **STAFF PRESENT:**

John Egelhaaf, Executive Director  
Patrice Rose, Office Manager

## **OTHERS PRESENT:**

Dave Schaffer and Alex Schaeffer, Kruggel & Lawton, CPA  
Kevin Haight, Two Rivers Coalition

### **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.

### **ACCEPTANCE AND/OR REVISION OF MEETING AGENDA**

Director John Egelhaaf presented the Agenda, stating that two items needed to be added, he suggested adding 7.a. NATS Unified Work Plan and & B. TwinCATS Unified Workplan for approval. Ezra Scott moved to **“AMEND THE AGENDA TO INCLUDE 7.a. AND 7.b.”** Marge Durm-Hiatt seconded and the motion carried. Rich Remus moved that **“THE DIRECTORS REPORT BE REMOVED FROM THE CONSENT AGENDA”**, Dave Foerster seconded and the motion carried. Jim Stover moved that **“THE AGENDA BE ACCEPTED WITH REVISIONS”**, Yemi Akinwale supported, the motion carried.

Director Egelhaaf gave an overview of the Directors Report.

### **2. PUBLIC COMMENT**

None.

### **3. AUDIT REPORT**

Dave Schaffer from Kruggel & Lawton introduced Alex Schaeffer, who then gave a brief overview of the Draft Audit Reports, followed by questions. The Audit Report will be finalized by month end. Paul Pantaleo made a **“MOTION TO ALLOW THE EXECUTIVE COMMITTEE TO APPROVE THE FINAL AUDIT REPORT**, Leon Laylin seconded. The motion carried.

### **4. REVISED BUDGET**

Director Egelhaaf explained that a new project necessitated the revision to the budget. Some discussion followed. Linda Preston moved to **“APPROVE THE REVISED BUDGET AS PRESENTED.”** Yemi Akinwale seconded the motion, which carried.

### **5. EMPLOYEE HANDBOOK**

Teri Sue Freehling made a motion to approve the SWMPC Employee Handbook, if the verbiage is consistent with the newly approved Bylaws. Marge Durm-Hiatt seconded. The motion carried.

### **6. FINANCIAL POLICIES AND PROCEDURES**

After some discussion, it was decided that the changes to the Financial and Procedures should be looked over by Kruggel and Lawton before approving. Director Egelhaaf, will have that done before the next meeting. Action was deferred until then.

**7. EDA RESOLUTION**

Director Egelhaaf gave a synopsis of the Resolution requested by EDA for the “Corridors for Development Study”. Jim Stover moved to “**APPROVE THE EDA RESOLUTION, CORRIDORS FOR DEVELOPMENT STUDY**”. A roll call vote was taken, and the Resolution passed.

**7.a. NATS UNIFIED WORK PROGRAM**

Jeff Radtke moved to “**APPROVE THE NATS UNIFIED WORK PROGRAM FOR 2019.**” Marge Durm-Hiatt seconded the motion. The motion carried.

**7.b. TwinCATS UNIFIED WORK PROGRAM**

Jeff Radtke moved to “**APPROVE THE NATS UNIFIED WORK PROGRAM FOR 2019.**” Yemi Akinwale seconded the motion. The motion carried.

**8. CLEARINGHOUSE REVIEW**

Jeff Radtke moved to “**CLEAR THE PROJECTS AS PRESENTED.**” Marge Durm-Hiatt seconded the motion. The motion carried.

**9. TWO RIVERS COALITION**

Kevin Haight of the Two Rivers Coalition gave a presentation on the Paw Paw and Black Rivers, highlighting the work that has been don on the 66 miles of water trail.

**10. PRIVILEGE OF THE FLOOR**

**11. ADJOURNMENT**

The Chair declared the meeting adjourned at 11:20



Respectfully submitted by:

K. John Egelhaaf, AICP

Date: June 19, 2018