



AGENDA

FULL COMMISSION MEETING

Tuesday, August 27, 9:30 a.m.
Kinexus,
499 W. Main St., Benton Harbor

1. CALL TO ORDER

Pledge of Allegiance
Roll Call

Chair Don Hanson

2. ACCEPTANCE AND/OR REVISION OF CONSENT AGENDA

- a. Meeting Agenda*
- b. Minutes of Commission Meeting, June 18, 2019
- c. Chairman's Report
- d. Treasurer's Report*

3. MINUTES OF EXECUTIVE COMMITTEE Meeting August 9, 2019 *Approve

4. EXECUTIVE DIRECTOR'S REPORT *Accept

K. John Egelhaaf

5. FEATURED PLANNER PRESENTATION - EDA

Jerrid Burdue

- Introduction to Jerrid Burdue – Associate Planner
- CEDS Annual Report
- Annual Report
- Palisades Update

6. PUBLIC COMMENT

7. PRIVILEGE OF THE FLOOR

8. ADJOURNMENT

**enclosures*

Next meeting will be held October 15, 2019 at Van Buren ISD Conference Center

MINUTES

Southwest Michigan Planning Commission
Full Commission Meeting
Tuesday, June 18, 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
Foerster, David, Van Buren County Representative
Hanson, Sandra, Van Buren County Representative
Janssen, Judy, Van Buren County Representative
Laylin, Leon, Cass County Representative
Marchetti, Rosann, Cass County Commissioner
Meeks, Donnie, Berrien County Commissioner
Patterson-Gladney, Gail, Van Buren County Commissioner
Payne, Gloria, Berrien County Representative
Schueneman, James, Berrien County Representative
Stauffer, Dick, Berrien County Representative
Torzynski, Robert, Pokagon Band Representative
Tyler, Doug, Cass County Representative

MEMBERS ABSENT:

Fette, Dan, Berrien County Representative
Newton, Matthew, Van Buren County Representative
Pantaleo, Paul, Berrien County Representative
Stover, Jim, Berrien County Representative

STAFF PRESENT:

Marcy Hamilton, Deputy Director
Patrice Rose, Office Manager
Kim Gallagher, Senior Planner

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*

Chair Hanson presented the Agenda. Dave Foerster requested that the Treasurer's Report be removed from the Consent Agenda, as he had a question concerning it. Don DeLong moved to **"REMOVE THE TREASURER'S REPORT FROM THE CONSENT AGENDA AND ACCEPT THE AGENDA AS AMENDED."** Teri Sue Freehling seconded.

2.d. TREASURER'S REPORT

Following discussion regarding the Treasurer's Report, Dave Foerster, inquired if it was prudent to keep such a large amount of money in the checking account, Office Manager Patrice Rose stated that beginning in May, Chemical Bank had increased the interest rate on the checking account to .95%, which is currently higher than the rate on the SWMPC CD. She also reported that the interest earnings for the first month, at the new rate, was a considerable amount. Dave Foerster moved to **"ACCEPT THE TREASURER'S REPORT AS PRESENTED."** Gail Patterson-Gladney seconded, the motion carried.

3. EXECUTIVE DIRECTOR'S REPORT

Deputy Director Marcy Hamilton gave an overview of the topics contained in the Executive Director's Report, highlighting it with an ABC 57 News story on the Harbor, featuring Executive Director John Egelhaaf. Yemi Akinwale moved to **"ACCEPT THE EXECUTIVE DIRECTOR'S REPORT."** Roseann Marchetti seconded the motion, which carried.

4. PROJECT FOCUS/MPO APPROVALS

Senior Planner, Kim Gallagher presented a PowerPoint, giving an overview of the Transportation Plans and Programs.

- **FY 2020 NATS Unified Work Program**
Jim Curran moved to **"APPROVE THE NATS UNIFIED WORK PROGRAM AS PRESENTED."** Gail Patterson-Gladney seconded. A roll call vote was taken and the motion was carried.
- **FY 2020 TwinCATS Unified Work Program**
Gail Patterson-Gladney moved to **"APPROVE THE NATS UNIFIED WORK PROGRAM AS PRESENTED."** Yemi Akinwale seconded. A roll call vote was taken, the motion was approved.

- **Resolution 2019-2--2045 NATS Long Range Plan**
 Jim Curran pointed out an error in the Resolution, paragraph 8, “NOW THEREFORE...Twin Cities Area Transportation Study Long Range Plan”, should be NATS Long Range Plan. Jim Curran made the motion to “**APPROVE RESOLUTION 2019-2, 2045 NATS LONG RANGE PLAN, AMENDED AS STATED.**” Jim Schueneman supported. A roll call vote was taken, and the motion carried.
- **Resolution 2019-3--FY 2020-2023 TwinCATS Transportation Improvement Program**
 Teri Sue Freehling moved to “**APPROVE RESOLUTION 2019-3, 2020-2023 TWINCATS TRANSPORTATION IMPROVEMENT PROGRAM AS PRESENTED.**” Gail Patterson-Gladney seconded. A roll call vote followed and the resolution was approved.
- **Resolution 2019-4--Planning Process Self-Certification**
 Dick Stauffer made a motion to “**APPROVE RESOLUTION 2019-4 PLANNING PROCESS SELF-CERTIFICATION.**” Gail Patterson-Gladney supported. A roll call vote was taken, and the resolution was approved.
- **Resolution 2019-5--FY 2020-2023 NATS Transportation Improvement Program**
 Teri Sue Freehling moved to “**APPROVE RESOLUTION 2019-5, 2020-2023 NATS TRANSPORTATION IMPROVEMENT PROGRAM AS PRESENTED.**” Rich Remus seconded. A roll call vote followed and the resolution was approved.
- **Resolution 2019-6--Planning Process Self-Certification**
 Dick Stauffer made a motion to “**APPROVE RESOLUTION 2019-6 PLANNING PROCESS SELF-CERTIFICATION.**” Gail Patterson-Gladney supported. A roll call vote was taken, and the resolution was approved.
- **Resolution 2019-7--Cass County Transportation Air Quality Conformity Analysis**
 Rich moved to “**APPROVE RESOLUTION 2019-7, CASS COUNTY TRANSPORTATION AIR QUALITY COMFORMITY ANALYSIS AS PRESENTED**”, Yemi Akinwale supported. A roll call vote followed and the motion carried.

5. PUBLIC COMMENT

None


6. PRIVILEGE OF THE FLOOR

Rich Remus gave an RPI update, also stating that RPI will most likely not be funded in 2020.

Teri Sue Freehling took the opportunity to express her thanks and appreciation to the SWMPC Board and Staff for their support and continued prayers during the challenging time since the unexpected loss of her husband.

7. ADJOURNMENT

The Chair declared the meeting adjourned at 11:04 a.m.



Respectfully submitted by:

K. John Egelhaaf, AICP

Date: August 16, 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.

Southwest Michigan Planning Commission
Balance Sheet
July 2019

ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty Cash	65.00
1020 · Checking	530,376.88
1060 · CD	72,032.14
Total Checking/Savings	<u>602,474.02</u>
Accounts Receivable	
1100 · Accounts Receivable	26,192.68
1110 · A/R Grants	4,116.69
Total Accounts Receivable	<u>30,309.37</u>
Other Current Assets	
1240 · Undeposited Funds	16,560.92
1499 · Security Deposit - 376 W. Main	11,220.00
Total Other Current Assets	<u>27,780.92</u>
Total Current Assets	660,564.31
Fixed Assets	
1350 · Furniture and Equipment	42,229.00
1360 · Accumulated Depreciation	-31,357.00
Total Fixed Assets	<u>10,872.00</u>
TOTAL ASSETS	<u>671,436.31</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	9,657.46
Total Accounts Payable	<u>9,657.46</u>
Other Current Liabilities	
2400 · Payroll Liabilities	
2430 · Health Insurance	246.03
2438 · HSA	62.50
2440 · Federal Withholding	1,283.00
2450 · Medicare Payable	491.56
2460 · FICA Payable	2,101.78
2480 · State Withholding	1,769.39
2490 · Michigan UIA Payable	34.18
2495 · Benton Harbor withholding	196.77
2400 · Payroll Liabilities - Other	2,514.48
Total 2400 · Payroll Liabilities	<u>8,699.69</u>
2500 · RPI	229,061.25
Total Other Current Liabilities	<u>237,760.94</u>
Total Current Liabilities	247,418.40
Long Term Liabilities	
2260 · Accrue Annual Leave	33,280.91
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	260,859.17
Total Long Term Liabilities	<u>331,647.08</u>
Total Liabilities	579,065.48
Equity	
32000 · Unrestricted Net Assets	221,114.45
Net Income	-128,743.62
Total Equity	<u>92,370.83</u>
TOTAL LIABILITIES & EQUITY	<u>671,436.31</u>

Southwest Michigan Planning Commission
Profit Loss
May 2019

	<u>Jan - Jul 19</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>Under Over Budget</u>	<u>% of Budget</u>
Income					
4000 · Federal Grant	116,216.12	210,993.58	421,987.16	94,777.46	28%
4010 · State Grant	362,252.75	295,843.85	591,687.70	-66,408.90	61%
4020 · County Contribution	54,629.38	29,962.50	59,925.00	-24,666.88	91%
4030 · Local Match	41,988.43	37,700.50	75,401.00	-4,287.93	56%
4040 · Local Contract	104,889.09	96,198.34	164,911.43	-8,690.75	64%
4050 · Other Fee Income	883.04			-883.04	
4090 · Donations	0.00			0.00	
4100 · Interest Income	1,684.77			-1,684.77	
Total Income	<u>682,543.58</u>	<u>670,698.77</u>	<u>1,313,912.29</u>	<u>-11,844.81</u>	
Gross Profit	682,543.58	670,698.77	1,313,912.29	-11,844.81	
Expense					
6000 · Direct Expenses					
6200 · Salaries	178,667.53	179,886.78	308,377.35	1,219.25	58%
6220 · Payroll Taxes	13,668.06	15,010.78	25,732.76	1,342.72	53%
6230 · Pension Expenses	11,613.56	11,790.54	20,212.36	176.98	57%
6240 · Employee Insurance	57,773.07	73,132.10	125,369.32	15,359.03	46%
6300 · Mileage & Travel	9,950.30	6,865.86	11,770.04	-3,084.44	85%
6310 · Meals	824.38	872.08	1,495.00	47.70	55%
6315 · Lodging	2,180.26	1,925.00	3,300.00	-255.26	66%
6330 · Printing	0.00	2,517.09	4,315.01	2,517.09	0%
6340 · Postage	51.73	437.50	750.00	385.77	7%
6410 · Dues & Subscriptions	1,380.00	586.25	1,005.00	-793.75	137%
6420 · Supplies & Materials	4,289.20	3,237.51	5,550.01	-1,051.69	77%
6430 · Computer Services	533.89	1,837.50	3,150.00	1,303.61	17%
6440 · Advertising	4,068.53	3,829.58	6,565.00	-238.95	62%
6500 · Conferences & Training	1,185.00	1,645.00	2,820.00	460.00	42%
6550 · Contractual Svcs-OffSite	92,745.39	242,328.34	415,420.01	149,582.95	22%
6610 · Equipment	608.80	1,855.00	3,180.00	1,246.20	19%
6630 · Equipment Maintenance	0.00	320.83	550.00	320.83	0%
6715 · Audit Services	4,900.00	4,083.33	7,000.00	-816.67	70%
6720 · Accounting Services	0.00	393.75	675.00	393.75	0%
6950 · General Commission Expenses	0.00	408.33	700.00	408.33	0%
6960 · Commissioner Mileage	1,280.64	1,750.00	3,000.00	469.36	43%
6970 · Commissioner Per Diem	1,380.00	1,750.00	3,000.00	370.00	46%
6980 · Bank Fees	78.98	29.17	50.00	-49.81	158%
6000 · Direct Expenses - Other	69.72				
Total 6000 · Direct Expenses	<u>387,249.04</u>	<u>556,492.32</u>	<u>953,986.86</u>	<u>169,313.00</u>	
7000 · Indirect Expenses					
7200 · Salaries-Indirect	68,473.27	82,029.13	140,621.36	13,555.86	49%
7220 · Payroll Taxes-Indirect	5,525.56	5,274.06	9,041.24	-251.50	61%
7230 · Pension Expenses-Indirect	3,642.79	4,142.62	7,101.64	499.83	51%
7240 · Employee Insurance-Indirect	39,281.28	25,695.06	44,048.68	-13,586.22	89%
7300 · Mileage & Travel-Indirect	125.65	138.03	236.62	12.38	53%
7310 · Meals-Indirect	0.00	183.59	314.72	183.59	0%
7315 · Lodging-Indirect	0.00	0.10	0.17	0.10	0%
7320 · Telephone-Indirect	1,187.55	2,272.94	3,896.47	1,085.39	30%
7330 · Printing-Indirect	0.00	240.04	411.51	240.04	0%
7340 · Postage-Indirect	272.26	382.98	656.55	110.72	41%
7410 · Dues & Subscriptions-Indirect	961.10	2,559.68	4,388.02	1,598.58	22%
7420 · Supplies & Materials-Indirect	3,314.67	3,955.75	6,781.28	641.08	49%
7430 · Computer Services-Indirect	14,563.28	21,806.54	37,382.64	7,243.26	39%
7440 · Advertising-Indirect	0.00	10.51	18.01	10.51	0%
7500 · Conferences & Training-Indirect	0.00	6.35	10.88	6.35	0%
7520 · Rent & Janitorial-Indirect	46,452.50	39,270.00	67,320.00	-7,182.50	69%
7610 · Equipment-Indirect	0.00	8,110.28	13,903.34	8,110.28	0%
7620 · Equipment Rental-Indirect	345.21	307.36	526.91	-37.85	66%
7630 · Equipment Maintenance-Indirect	0.00	18.18	31.16	18.18	0%
7715 · Audit Services-Indirect	2,050.00	9,999.84	17,142.58	7,949.84	12%
7720 · Accounting Services-Indirect	3,196.00	2,008.33	3,442.86	-1,187.67	93%
7730 · Insurance Corporate-Indirect	5,585.79	1,231.85	2,111.74	-4,353.94	265%
7950 · General Commission Exp-Indirect	0.00	266.66	457.13	266.66	0%
7980 · Bank Fees-Indirect	0.00	46.51	79.73	46.51	0%
Total 7000 · Indirect Expenses	<u>194,976.91</u>	<u>209,956.39</u>	<u>359,925.24</u>	<u>14,979.48</u>	
9999 · RPI Deferred Income	229,061.25				
Total Expense	<u>811,287.20</u>	<u>766,448.71</u>	<u>1,313,912.10</u>	<u>184,292.48</u>	
Net Income	<u>-128,743.62</u>	<u>-95,749.94</u>	<u>0.19</u>	<u>-196,137.29</u>	



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: August 27, 2019

RE: Staff Report for the Southwest Michigan Planning Commission August 27, 2019

Office Updates

A. General

- a. Marcy Hamilton
 - i. Niles City – Pucker Street Dam Presentation – Niles
 - ii. Marquette Greenway meeting
- b. Brandon Kovnat
 - i. Air Quality Training - Lansing
- c. John Egelhaaf
 - i. Harwood Institute meeting w/United Way – Berrien RESA
 - ii. Edwardsburg Visioning meeting
 - iii. EDA University Center Showcase Presenter – Indianapolis
 - iv. Model Inventory of Roadway Elements (MIRE) Fundamental Data Elements (FDE) Committee meeting – Lansing
 - v. Cybersecurity meeting
 - vi. Nuclear Regulatory Admin webinar – Nuclear Plant Closure
- d. Kris Martin
 - i. WSBT TV interview – US 12 Garage Sale
- e. Kim Gallagher
 - i. Michigan Transportation Planning Association (MTPA) Financial Working Group
 - ii. MTPA Annual Meeting – Lansing
 - iii. Michigan Public Transportation Association (MPTA) Annual Meeting

Project Updates

- A. Seven County Non-Motorized Transportation Plan
 - a. Plan Production Phase
- B. SWMPC Website Revamp
 - a. 2020 Project
 - b. Additional Funding (\$55,000) Secured from MDOT – FY 2020

SWMPC Staff Report – August 27, 2019

Project Updates

- C. Economic Development District Planning Activities**
 - a. Annual Comprehensive Economic Development Strategy (CEDS) Update
 - b. Palisades Nuclear Plant Closure – Economic Adjustment Strategy Planning
 - i. Opportunities for funding have renewed
 - ii. Meetings with critical EDA executives & closure consultants
 - iii. More activity to follow...

- D. Water Trail Planning**
 - a. Invitation to Submit “Love Your Community” grant through Berrien Community Foundation (\$50,000)
 - b. Water Trail Plans for all Paddling Waterways in Berrien County
 - i. Open the door for formal State Water Trail designation

- E. Regional Prosperity Initiative – 2019 Grant Distribution**
 - a. Orchestration of 2019 Grant Distribution that Further Prosperity Goals
 - b. Submissions due August 16th
 - c. Decisions September 5th

EXECUTIVE COMMITTEE

9:00 a.m., Friday, August 9, 2019

SWMPC Conference Room

376 West Main St., Suite 130

Benton Harbor, Michigan

MEMBERS PRESENT:

Don Hanson, Chair, Van Buren County Commissioner
Linda Preston, Secretary, Cass County Townships Representative
Yemi Akinwale, Treasurer, Berrien County Representative
Richard Remus, Alternate Treasurer, Berrien County Representative
Kristen Gundersen, Alternate Secretary, Berrien County Representative

MEMBERS ABSENT:

Teri Sue Freehling, Vice Chair, Berrien County Commissioner

STAFF PRESENT:

K. John Egelhaaf, Executive Director
Patrice Rose, Office Manager

1. CALL TO ORDER

Chair Don Hanson called the meeting to order at 9:05 a.m. and led the Committee members in the Pledge of Allegiance. Office Manager, Patrice Rose, took roll call.

2. ACCEPTANCE AND/OR REVISION OF MEETING AGENDA

Rich Remus moved to "**ACCEPT THE AGENDA AS PRESENTED.**" Yemi Akinwale seconded and the motion carried.

3. CONSIDERATION OF GRANT APPLICATION

• Berrien Community Foundation/Upton Foundation–Love Your Community Grant

Executive Director, John Egelhaaf presented an overview of the grant opportunity and application details, describing what SWMPC is and highlighting three recent projects: Paw Paw River Water Trail, Lake Michigan Tributaries, and the Napier Corridor Study. Egelhaaf went on to explain that SWMPC is requesting \$50,000 for the **Paddle Berrien County Initiative**, for the development of water trail plans for all of Berrien County's waterways (Galien River, St. Joseph River, Paw Paw River, Ox Creek, Hickory Creek, Dowagiac River and Lake Michigan coastline). Questions and discussion followed. Linda Preston expressed that it is a wonderful opportunity, and "**MOVED TO APPROVE THE GRANT APPLICATION TO THE BERRIEN COMMUNITY FOUNDATION**". Kristen Gunderson seconded, and the motion carried.

4. PUBLIC COMMENT


None

5. PRIVILEGE OF THE FLOOR.

6. ADJOURNMENT

The Chair declared the meeting adjourned at 9:53 a.m.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read 'K. John Egelhaaf', written in a cursive style.

K. John Egelhaaf, AICP

Date: August 9, 2019