



Minutes

Southwest Michigan Planning Commission
FULL COMMISSION MEETING
Tuesday, October 15, 2024, at 9:30 a.m.

Meeting held in person at Van Buren ISD Conference Center

MEMBERS PRESENT:

Doroh, Kurt, Chair, Van Buren County Commissioner
Curran, Jim, Vice Chair, Berrien County Commissioner
Preston, Linda, Secretary, Cass County Representative
Catherman, Rick, Van Buren County Representative
Dodd, James, Cass County Representative
Engle, Roger, Van Buren County Representative
Fette, Dan, Berrien County Representative
Freehling, Teri Sue, Berrien County Commissioner
Gundersen, Kristen, Alternate Secretary, Berrien County Representative
Hanson, Sandra, Alternate Treasurer, Van Buren County Representative
Leary, Tina, Van Buren County Representative
Marchetti, Roseann, Cass County Commissioner
Multhauf, Katie, Van Buren County Economic Development Ex-Officio
Pantaleo, Paul, Berrien County Representative
Patterson-Gladney, Gail, Van Buren County Commissioner
Stauffer, Dick, Berrien County Representative
Torzynski, Robert, Pokagon Band Representative
Wood, Gary, Berrien County Representative
Wuerfel, Julie, Berrien County Commissioner

MEMBERS ABSENT:

Sinclair, Kim, Treasurer, Van Buren County Representative
DeLong, Don, Cass County Representative
Durm-Hiatt, Marge, Berrien County Representative
Tyler, Doug, Cass County Representative

OTHERS PRESENT:

Vettraino, Maria, SWMPC Office Manager
Bansen, Ralph, Lincoln Township Manager

1. CALL TO ORDER

Chair Kurt Doroh 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 call, and a quorum

was present. Dick Stauffer introduced Ralph Bansen, the new manager of Lincoln Township.

2. ACCEPTANCE AND/OR REVISION OF CONSENT AGENDA

Chair Doroh presented the Consent Agenda with a revision to move agenda item #8 2023 Audit Draft to agenda item #3. Gail Patterson-Gladney moved to **“ACCEPT THE CONSENT AGENDA WITH REVISION.”** Roseann Marchetti seconded the motion, which carried unanimously.

3. 2023 AUDIT DRAFT

Joe Laudont with Lauterbach & Amen went over the draft of our 2024 audit via Zoom, including financial statements, auditor notes, and required communications. The floor was then opened for questions.

Director Egelhaaf pointed out an error in Note 13 in which “plus interest at 3%” should be removed, as that is a fee only applied to late lease payments. Gary Wood asked for more information on their recommendation of collateralization of deposits. Laudont explained the meaning of collateralization and suggested we speak with our bank to discuss options.

Egelhaaf asked the Board if they would like to approve the 2024 audit now or wait for the finalized version. Roseann Marchetti suggests the Board wait, Gail Patterson-Gladney and others agreed. Chair Doroh stated we will wait to approve the final report.

4. EXECUTIVE DIRECTOR’S REPORT

Egelhaaf presented the Executive Director’s report and opened the floor to questions. There were no questions.

Rick Catherman moved to **“ACCEPT THE EXECUTIVE DIRECTOR’S REPORT.”** Gail Patterson-Gladney seconded the motion, which carried unanimously.

5. AD HOC COMMITTEE REPORT OF EXECUTIVE DIRECTOR EVALUATION

Jim Curran, the Chair of the AD HOC Committee, shared how the committee met this morning to review the completed Executive Director evaluations and speak with Director Egelhaaf. The committee recommends the Board approve Egelhaaf’s contract renewal with a 4% increase in salary for 2025.

Dan Fette suggested the Board look at the length of the contract renewal and would be in favor of a multi-year contract with built in pay increases in the future. Chair Doroh agreed that the Board should discuss that option next year.

6. CONSIDERATION OF EXECUTIVE DIRECTOR ANNUAL CONTRACT RENEWAL

Jim Curran moved to **“ACCEPT THE EXECUTIVE DIRECTOR’S CONTRACT WITH 4% SALARY INCREASE.”** Dick Stauffer seconded the motion, which carried unanimously.

7. RESOLUTION 2024-4 RENEWAL OF EXECUTIVE DIRECTOR CONTRACT

Linda Preston moved to **“APPROVE RESOLUTION 2024-4 RENEWAL OF EXECUTIVE DIRECTOR CONTRACT WITH 4% SALARY INCREASE.”** James Dodd seconded the motion, which carried unanimously by roll call vote.

8. GRAHAM WOODHOUSE INTERGOVERNMENTAL EFFORT AWARD UPDATE

Director Egelhaaf explained the score sheets for the Graham Woodhouse Award and where we are in the process. He stated that voting is due on October 25th and score sheets should be submitted to Office Manager, Maria Vettraino.

9. RESOLUTION 2024-5 MDOT CONSULTANT DIGITAL SIGNATURE VERIFICATION

Chair Doroh presented the resolution and invited the Board to approve.

Rick Catherman moved to **“APPROVE RESOLUTION 2024-5 MDOT CONSULTANT DIGITAL SIGNATURE VERIFICATION.”** Gail Patterson-Gladney seconded the motion, which carried unanimously by roll call vote.

10. PLANNER PRESENTATION

STATUS REPORT – MATERIALS MANAGEMENT AND EV READINESS PLAN

Associate Planner, Bekah Schrag, presented on the Materials Management and EV Readiness Plan project status. Schrag began with a status report on the EV Readiness Plan, including why it is in motion now, what it is, and the timeline for the plan. Discussion ensued on how long it takes to charge an EV vehicle. Julie Wuerfel asked how survey recipients were chosen and if rental companies were considered. Schrag shared who received the survey and agreed rental companies was a good suggestion. Teri Sue-Freehling inquired about a tool kit for emergency procedures in the plan. Schrag responded that the consultant is aware this is needed. Schrag finished her presentation on the EV Readiness Plan project with the preliminary responses of the survey.

Schrag then presented on Materials Management, a plan to focus on recycling and divert from landfills. She shared the status of committee formation and funding.

11. PUBLIC COMMENT

No public comment.

12. PRIVILEGE OF THE FLOOR

Dick Stauffer shared that the Berrien County Road Department application was approved for a non-motorized path project in the amount of \$4 million dollars. This is a 25-year project.

Gary Wood updated the Board on Marquette Greenway, including the finalization of paving from New Buffalo to Grand Beach. The project is now in Phase II in which funding will be received to continue the trail to the Indiana - Michigan border.

13. ADJOURNMENT

James Dodd moved to adjourn the meeting. Linda Preston supported the motion. The Chair declared the meeting adjourned at 10:54 am.

Respectfully submitted by:



K. John Egelhaaf, AICP

Date: October 15, 2024