



AGENDA

FULL COMMISSION MEETING

Tuesday, April 16, 2024, 9:30 a.m.

Van Buren Conference Center
490 Paw Paw Street
Lawrence, MI 49064

1. **CALL TO ORDER**
Pledge Allegiance
Roll Call
Chair Kurt Doroh
2. **ACCEPTANCE AND/OR REVISION OF CONSENT AGENDA**
 - a. **Meeting Agenda ***
 - b. **Minutes of Commission Meeting, February 20, 2024 ***
 - c. **Chairman's Report**
 - d. **Treasurer's Report***
3. **EXECUTIVE DIRECTOR'S REPORT** **Accept* **K. John Egelhaaf**
4. **2024 OVERALL WORK PROGRAM** **Approve* **K. John Egelhaaf**
5. **PLANNER PRESENTATION**
A GIS Mapping Gallery **Jill Plescher – GIS Specialist**
6. **PUBLIC COMMENT**
7. **PRIVILEGE OF THE FLOOR**
8. **ADJOURNMENT**

****enclosures***

Next meeting will be held June 18, 2024 at Van Buren Conference Center

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, February 20, 2024 at 9:30 a.m.

Meeting Held in Person at Van Buren Conference Center

MEMBERS PRESENT:

Marchetti, Roseann, Chair, Cass County Commissioner
Doroh, Kurt, Vice Chair, Van Buren County Commissioner
Preston, Linda, Secretary, Cass County Representative
Remus, Richard, Treasurer, Berrien County Representative
Catherman, Rick, Van Buren County Representative
DeLong, Don, Cass County Representative
Dodd, James, Cass County Representative
Durm-Hiatt, Marge, Berrien County Representative
Engle, Roger, Van Buren County Representative
Freehling, Teri Sue, Berrien County Commissioner
Hanson, Sandra, Van Buren County Representative
Leary, Tina, Van Buren County Representative
Pantaleo, Paul, Berrien County Representative
Patterson-Gladney, Gail, Van Buren County Commissioner
Sinclair, Kimberly, Alternate Treasurer, Van Buren County Representative
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:

Curran, Jim, Berrien County Commissioner
Fette, Dan, Berrien County Representative
Gundersen, Kristen, Alternate Secretary, Berrien County Representative (awaiting re-appointment)

GUESTS PRESENT:

Multhauf, Katie, Market Van Buren

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 call, and a quorum was present.

2. ACCEPTANCE AND/OR REVISION OF CONSENT AGENDA

Chair Roseann Marchetti presented the Consent Agenda. James Dodd moved to **“ACCEPT THE CONSENT AGENDA.”** Gail Patterson-Gladney seconded the motion, which carried unanimously.

3. EXECUTIVE DIRECTOR’S REPORT

Director Egelhaaf gave an update on our continued search for a new audit firm to perform our 2023 audit.

Chair Roseann Marchetti complimented Associate Planner, Bekah Schrag for her work on the Materials Management Plan. Richard Remus also complimented Schrag on reaching out for input via social media regarding the redesign and reconstruction of Business Loop 94 in St. Joseph.

Remus asked for an update with the EV Readiness Plan. Director Egelhaaf stated we are looking at best practices to prepare an RFP for a consultant.

Kimberly Sinclair inquired about the status of our Negotiated Indirect Cost Rate Agreement (NICRA). Egelhaaf shared how this is our first year with a NICRA and it has been approved by the U.S. Department of Interior.

Gary Wood noticed new Board members present. Office Manager, Maria Vettraino presented Roger Engle and Kimberly Sinclair from Van Buren County, and each introduced themselves to the Board. Katie Multhauf, an Economic Development Manager with Market Van Buren, was also present and shared her interest in learning about the commission

Linda Preston moved to **“ACCEPT THE EXECUTIVE DIRECTOR’S REPORT.”** Rick Catherman seconded the motion, which carried unanimously.

4. Welch Lackey Award

The annual award for exemplary leadership was given to Van Buren County Commissioner Gail Patterson-Gladney.

5. Perfect Attendance Recognition

Chair Marchetti acknowledged the Board members with perfect attendance in 2023. Those members included: Rick Catherman, Jim Curran, Don DeLong, James Dodd, Kurt Doroh, Kristen Gundersen, Tina Leary, Paul Pantaleo, Janice Petersen, Richard Remus, Robert Torzynski, and Doug Tyler.

6. Per Diem and Profile Forms

Chair Marchetti asked everyone to complete the per diem/profile forms and return them to Office Manager, Maria Vettraino.

7. 2024 SWMPC BUDGET

Director Egelhaaf presented the 2024 SWMPC Budget.

Paul Pantaleo moved to “**APPROVE 2024 SWMPC BUDGET.**” Dick Stauffer seconded the motion, which carried unanimously.

8. NOMINATING COMMITTEE REPORT

Vice Chair Doroh proposed the new slate of executive committee officers as follows: Chair – Kurt Doroh; Vice Chair – Jim Curran; Treasurer – Kimberly Sinclair; Alternate Treasurer – Sandra Hanson; Secretary – Linda Preston; Alternate Secretary – Kristen Gundersen.

Gail Patterson-Gladney moved to “**CLOSE THE SLATE OF OFFICERS AND CAST A ROLL CALL VOTE.**” James Dodd seconded the motion, which carried unanimously.

9. RESOLUTION 2024-1 SIGNATORY RESOLUTION

Chair Marchetti read aloud 2024-1 Signatory Resolution.

Roseann Marchetti moved to “**APPROVE RESOLUTION 2024-1 SIGNATORY RESOLUTION.**” Marge Durem-Hiatt seconded the motion, which carried unanimously by roll call vote.

10. RESOLUTION 2024-2 RECOMMENDED COUNTY CONTRIBUTION

Roseann Marchetti moved to “**APPROVE RESOLUTION 2024-2.**” Rick Catherman seconded the motion, which carried unanimously by roll call vote.

11. RESOLUTION 2024-3 LEASE RENEWAL

Roseann Marchetti moved to “**APPROVE RESOLUTION 2024-3 LEASE RENEWAL.**” Gail Patterson-Gladney seconded the motion, which carried unanimously by roll call vote.

12. PLANNER PRESENTATION

Responding to Changes at the Michigan Infrastructure Office

Associate Planner, Zane Aldrich presented our response to the changes at the Michigan Infrastructure Office. He shared the initial value proposition and how the program changed. Aldrich showed our process for collecting and ranking ideas, and the results of the project submissions. All three submissions were granted, which awarded Benton Harbor technical assistance for Riverview Drive, Berrien County technical assistance for a RAISE grant application, and New Buffalo Township technical assistance for a CRISI application. Aldrich explained how we will prepare for future windows of opportunity, which included a regional survey sent out for all types of project submissions. Questions from the board provided more detail on the new process and the effects of these changes.

13. PUBLIC COMMENT

None

14. PRIVILEGE OF THE FLOOR

Roseann Marchetti thanked everyone for allowing her to serve as Board Chair for the past two years.

Richard Remus shared that today was his last meeting with the Board after seventeen years of service.

15. ADJOURNMENT

Chair Marchetti moved to adjourn the meeting. James Dodd supported the motion. The Chair declared the meeting adjourned at 10:50 am.

Respectfully submitted by:



K. John Egelhaaf, AICP

Date: February 20, 2024

Southwest Michigan Planning Commission
Balance Sheet
As of March 31, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
1010 Petty Cash	65.00
1020 Checking	360,002.33
1060 CD	82,180.68
Total Bank Accounts	\$ 442,248.01
Accounts Receivable	
1100 Accounts Receivable	75,688.52
1110 A/R Grants	0.00
Total Accounts Receivable	\$ 75,688.52
Other Current Assets	
1200 Other Receivable	0.00
1240 Undeposited Funds	2,455.51
1300 Prepaid Expenses	12,000.10
1499 Security Deposit - 376 W. Main	0.00
Met Life Stock	0.00
Repayment	
MISC DEDUCTION	0.00
Total Repayment	\$ 0.00
Total Other Current Assets	\$ 14,455.61
Total Current Assets	\$ 532,392.14
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
TOTAL ASSETS	\$ 595,712.55
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	-3,339.19
Total Accounts Payable	-\$ 3,339.19
Other Current Liabilities	

2010 Accounts Payable - Old		0.00
2250 Accrued Payroll		7,084.45
2400 Payroll Liabilities		4,084.17
2420 457b Payable		883.54
2430 Health Insurance		429.37
2438 HSA		-656.67
2440 Federal Withholding		0.00
2450 Medicare Payable		0.00
2460 FICA Payable		0.00
2480 State Withholding		1,430.54
2490 Michigan UIA Payable		1,046.40
2495 Benton Harbor withholding		172.55
457b Catch-Up		0.00
IN Income / Local Taxes		0.00
MISC		3.84
MISC DEDUCTION		31.46
Total 2400 Payroll Liabilities	\$	7,425.20
2500 RPI		0.00
Michigan Department of Treasury Payable		0.00
Total Other Current Liabilities	\$	14,509.65
Total Current Liabilities	\$	11,170.46
Long-Term Liabilities		
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
Total Long-Term Liabilities	\$	136,303.78
Total Liabilities	\$	147,474.24
Equity		
32000 Unrestricted Net Assets		431,524.41
Net Income		16,713.90
Total Equity	\$	448,238.31
TOTAL LIABILITIES AND EQUITY	\$	595,712.55

Southwest Michigan Planning Commission
Budget vs. Actuals 2024
January - March 2024

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
4000 Federal Grant	102,297.31	630,949.00	-528,651.69	16.21%
4005 Pass Thru	100,826.91	597,899.00	-497,072.09	16.86%
4010 State Grant	53,509.13	331,840.00	-278,330.87	16.12%
4020 County Contribution	59,112.00	59,112.00	0.00	100.00%
4030 Local Match	91,094.32	91,097.00	-2.68	100.00%
4040 Local Contract	40,631.80	205,884.00	-165,252.20	19.74%
4050 Other Fee Income	1,517.79		1,517.79	
4100 Interest Income	263.41	1,421.00	-1,157.59	18.54%
Total Income	\$ 449,252.67	\$ 1,918,202.00	-\$ 1,468,949.33	23.42%
Gross Profit	\$ 449,252.67	\$ 1,918,202.00	-\$ 1,468,949.33	23.42%
Expenses				
6000 Direct Expenses				
6200 Salaries	94,491.80	454,919.25	-360,427.45	20.77%
6220 Payroll Taxes	7,228.62	34,725.13	-27,496.51	20.82%
6230 Pension Expenses	7,052.77	19,499.88	-12,447.11	36.17%
6240 Employee Insurance	23,464.61	117,505.64	-94,041.03	19.97%
6300 Mllege & Travel	1,597.55	9,485.00	-7,887.45	16.84%
6310 Meals	46.87	1,155.00	-1,108.13	4.06%
6315 Lodging	395.01	4,730.00	-4,334.99	8.35%
6330 Printing		120.00	-120.00	0.00%
6340 Postage		1,980.00	-1,980.00	0.00%
6410 Dues & Subscriptions	706.99	4,440.00	-3,733.01	15.92%
6420 Supplies & Materials	5,571.94	8,405.00	-2,833.06	66.29%
6430 Computer Services	350.00	5,750.00	-5,400.00	6.09%
6500 Conferences & Training	3,075.25	6,625.00	-3,549.75	46.42%
6550 Contractural Svcs-OffSite	199,732.53	834,190.00	-634,457.47	23.94%
6610 Equipment		5,000.00	-5,000.00	0.00%
6715 Audit Services		2,250.00	-2,250.00	0.00%
6720 Accounting Services		6,600.00	-6,600.00	0.00%
6950 General Commission Expenses	391.32	1,150.00	-758.68	34.03%
6960 Commissioner Mllege	1,248.56	2,400.00	-1,151.44	52.02%
6970 Commissioner Per Diem	1,310.00	2,800.00	-1,490.00	46.79%
6980 Bank Fees	466.50	1,070.00	-603.50	43.60%
Total 6000 Direct Expenses	\$ 347,130.32	\$ 1,524,799.90	-\$ 1,177,669.58	22.77%
7000 Indirect Expenses				
		362,217.13	-276808.68	23.58%
7200 Salaries-Indirect	28,875.36		28,875.36	
7220 Payroll Taxes-Indirect	2,975.05		2,975.05	
7230 Pension Expenses-Indirect	4,959.71		4,959.71	
7240 Employee Insurance-Indirect	8,055.69		8,055.69	
7310 Meals-Indirect	150.60		150.60	
7320 Telephone-Indirect	529.80		529.80	
7340 Postage-Indirect	698.26		698.26	
7410 Dues & Subscriptions-Indirect	1,022.99		1,022.99	
7420 Supplies & Materials-Indirect	2,816.98		2,816.98	

7430 Computer Services-Indirect	10,509.09			10,509.09	
7520 Rent & Janitorial-Indirect	17,545.00			17,545.00	
7640 Gas-Indirect	318.64			318.64	
7650 Power-Indirect	469.08			469.08	
7660 Water-Indirect	156.00			156.00	
7720 Accounting Services-Indirect	3,781.20			3,781.20	
7730 Insurance Corporate-Indirect	2,545.00			2,545.00	
Total 7000 Indirect Expenses	\$ 85,408.45	\$ 362,217.13	-\$	276,808.68	23.58%
9000 Payroll Expenses				0.00	
9020 Salaries & Wages				0.00	
9040 FICA Taxes				0.00	
9080 Michigan UIA Taxes				0.00	
9200 Mileage, meals, and lodging				0.00	
Total 9000 Payroll Expenses	\$ 0.00	\$ 0.00	\$	0.00	
Total Expenses	\$ 432,538.77	\$ 1,887,017.03	-\$	1,454,478.26	22.92%
Net Operating Income	\$ 16,713.90	\$ 31,184.97	-\$	14,471.07	53.60%
Net Income	\$ 16,713.90	\$ 31,184.97	-\$	14,471.07	53.60%

MEMORANDUM

TO: Southwest Michigan Planning Commission
FROM: K. John Egelhaaf
DATE: March 15, 2024
RE: Staff Report for the Southwest Michigan Planning Commission April 16, 2024

Office/Administrative Updates

A. Conference/Worshop Attendance

- a. Cass County Conservation Forum (February 27)
 - i. Bekah Schrag & Kim Gallagher Attended
- b. Capitol Day MEDA (March 5)
 - i. Zane Aldrich Attended
- c. American Planning Association Annual National Conference (April 13-15)
 - i. John Egelhaaf Attended
- d. PASER Training (March 6-7)
 - i. Brandon Kovnat & Zane Aldrich Attended
- e. Greater Niles Chamber of Commerce Event (March 6)
 - i. Zane Aldrich Attended
- f. Michigan Traffic Safety Summit
 - i. Kim Gallager Attended (awarded scholarship to attend)
- g. Michigan Transportation Bonanza
 - i. Brandon Kovnat Attended
- h. Office of Passenger Transportation Training
 - i. Brandon Kovnat & Kim Gallagher Attended

B. New Website Went LIVE!

- i. Friday, March 1
- ii. Soft Launch – Some Adjustments Remain

C. Annual Audit – Continued to Struggle to Find New CPA Firm

Project Updates

A. Existing Project Developments

a. Materials Management

- i. Bi-Weekly, Three County Pre-Planning Committee Meetings
- ii. Building a Regional Work Plan & Interlocal Agreement
- iii. Details of a Regional Planning Committee
 1. Committee selection process under consideration
- iv. While SWMPC Assists, No Funding Projected for SWMPC Until Q2 '25
 1. Michigan Association of Regions (MAR) is attempting to raise awareness
 2. Appropriation possible through designation of a portion of statewide tipping fee revenues

b. New Master Plan Contracts

- i. Sodus Township
- ii. Arlington Township

SWMPC Staff Report – April 16, 2024

A. Existing Project Developments (continued)

- c. Michigan's Statewide Housing Plan/Regional Housing Partnership
 - i. \$8.16M Housing Funding Available to SW Region (7-County Prosperity Region)
 - 1. MSHDA grant guidance provided week of March 18th
 - 2. Funding application window opened April 1st
 - 3. No deadline for application but decision periods happen in phases (decision period #1 after April 15th, #2 after May 1st)
 - 4. SWMPC has reached out to Berrien, Cass, Van Buren County Administrators plus numerous housing groups to coordinate a response
 - 5. Best opportunity on such short notice = providing additional funding to organizations involved in housing rehabilitation

- d. SWMPC Public Participation Plan
 - i. Revised Annually, But this Year We're Taking a Very Detailed Look
 - 1. Example: Social Media Engagement. We Must Engage, but How Much is Too Much?

- e. Marquette Greenway
 - i. Groundbreaking for Michigan Construction Phase I
 - 1. Took Place April 3rd
 - 2. 58-Mile Trail
 - 3. Connect New Buffalo to Chicago (3 states, 5 counties, one national park, one state park)
 - 4. Culmination of 9 Years of Coordination, Planning, Fundraising, etc.

- f. Local Road Asset Management (Additional Funding Beyond Annual SWMPC Funds)
 - i. Cass County PASER Data Collection in 2024
 - 1. \$23,500 Additional Funds
 - 2. SWMPC Will Help Facilitate Training, Data Submission, & Grant Management
 - ii. Berrien County Road Department PASER Data Collection in 2024
 - 1. \$4,560 Additional Funds

- g. Three Michigan Department of Natural Resources Trust Fund Grants, Written & Submitted April 1
 - i. Ontwa Township – Elkhart Road Trail
 - ii. New Buffalo Township – Marquette Greenway Phase 2
 - iii. Niles City – Resurface Indiana/Michigan River Valley Trail & Rebuild Pavillion

- h. Assisted Cassopolis & Berrien County w/Securing MDOT Transportation Assistance Program Funding for Trail Projects

2024

OVERALL WORK PROGRAM



Southwest Michigan Planning Commission

April 2024

SOUTHWEST MICHIGAN PLANNING COMMISSION

2024 OVERALL WORK PROGRAM

Introduction

The Southwest Michigan Planning Commission during 2024 will be undertaking activities under the major areas and subareas as follows:

Management and Operations--SWMPC Management and Administration, Fiscal Management, Benefits Administration

Urban Transportation Planning--Twin Cities Area Transportation Study (TwinCATS), Niles/Buchanan/Cass Area Transportation Study (NATS), National Science Foundation (NSF).

Regional Transportation Planning--MDOT Regional Planning – Rural Transportation Planning (RTF), Small Urban, Congestion Mitigation Air Quality (CMAQ), Transportation Asset Management Council (TAMC) Program, Black River Water Trail Management, Paw Paw River Water Trail Management.

Rideshare of Southwest Michigan--Rideshare coordination services as supported by MDOT

Community and Economic Development--U.S. Economic Development Administration Economic Development District (EDD) Planning, Palisades Economic Recovery Strategy, Michigan Infrastructure Office (MIO) Technical Assistance,

Environmental Planning—PEP Phase II Public Education Program, Ox Creek LID Phase I, Van Buren County Hazard Mitigation Planning, Materials Management Regional Planning, South Haven Resiliency Planning, MI Department of Environment, Great Lakes, and Energy (EGLE) Ox Creek, Kalamazoo River Parchment.

Local Services-- SPARK Recreation Planning Grant Assistance, Master Planning (Berrien Twp, Weesaw Twp, Decatur/Hamilton Twps, Sodus Twp, Arlington Twp), Pokagon Band Hazard Mitigation Plan.

The following summaries are intended to be a brief outline of major goals/work activities with associated objectives or tasks. Staff is assigned activities based on skills, experience, availability, and other factors deemed in the best interest of the SWMPC.

Funding sources are indicated and acronyms are defined as follows:

CMAQ	Congestion Mitigation and Air Quality
EDA	U.S. Economic Development Administration
EPA	Environmental Protection Agency
BIL	Bipartisan Infrastructure Law
FHWA	U.S. Federal Highway Administration
FTA	U.S. Federal Transit Administration
MAR	Michigan Association of Regions
EGLE	Michigan Department of Environment Great Lakes and Energy

MDOT	Michigan Department of Transportation
MEDC	Michigan Economic Development Corporation
MGSSLC	Michigan's Great Southwest Strategic Leadership Council
HBC	Healthy Berrien Consortium

The overall work program document is a companion to the SWMPC 2024 Budget as the performance of work tasks by the staff is dependent upon related funding allocations.

It should be noted that programs or activities may be added, deleted or amended during the year along with their associated budgets. More in-depth work programs for major program areas are available upon request.

Management and Operations

The management and operations of the SWMPC are under the direction of the Executive Director, with the assistance of the SWMPC Officers, and Office Manager.

Funding Sources: Indirect Cost Allocation, County Contributions

I. SWMPC Administration and Management

A. Plan and conduct required and special meetings of the SWMPC

1. Six regular board meetings
2. Other Executive Committee meetings as necessary
3. Seek out areas of need in the region that are within the scope of the SWMPC

B. Communicate activities of the SWMPC

1. Publish the 2023 Annual Report, distribute to county boards, townships, and others
2. Attend meetings and events to raise the community awareness of the SWMPC both within and outside the region.
3. Update and maintain an agency-wide computerized mailing database
4. Maintain a current website, updated regularly, reflecting existing project status

C. Maintain State-level relationships and secure information relating to State and Federal legislation/issues/potential funding sources

1. Attend monthly Michigan Association of Regions (MAR) meetings when possible and attend the MAR Annual Conference
2. Visit or contact legislative or departmental offices as appropriate
3. Review National Association of Regional Councils (NARC) and Association of Metropolitan Planning Organizations (AMPO) materials
4. Secure and review information relative to grant and new program opportunities that are appropriate for southwest Michigan.
5. Meet at least bi-annually with the Quad State Directors (Indiana, Illinois, Wisconsin).
6. Attend monthly meetings of the Michigan Transportation Planning Association (MTPA)

D. Maintain an efficient, effective staff

1. Hire, orient, and maintain an adequate staffing level
2. Manage the clerical support function of the agency
3. Hold weekly staff meetings, as well as special internal staff meetings
4. Oversee purchase of equipment, supplies, and materials
5. Evaluate staff
6. Maintain personnel records
7. Maintain current, effective computer software and hardware

II. Financial Management

A. Operate and maintain the financial management systems of the SWMPC

1. Complete monthly accounting activities
2. Generate and monitor reports
3. Review and approve time sheets and vouchers
4. Complete 26 payrolls and 26 payable cycles

B. Secure and complete the annual audit for the SWMPC

C. Monitor the 2024 budget and make necessary amendments

D. Secure county contributions

E. Secure and monitor grant contracts

F. Develop the preliminary 2025 budget and cost allocation plan package

- G. Update and maintain complete inventories of equipment
- III. Benefits Administration
 - A. Complete year-end reporting for pension plan; assist in payouts
 - B. Review travel reimbursement requests
 - C. Maintain Commission attendance records and monitor per diem requests
- IV. Office Space
 - A. Maintain and organize an efficient records system, maintain historical documents.

Urban Transportation Planning Programs

The SWMPC is the designated Metropolitan Planning Organization (MPO) for two urban area transportation planning programs: 1) Twin Cities Area Transportation Study for the urbanized area consisting of the Cities of Benton Harbor, St. Joseph, and Bridgeman, the Villages of Shoreham and Stevensville, Grand Beach, and Michiana and the Townships of Benton Charter, Hagar, Lake Charter, Lincoln Charter, Royalton, St. Joseph Charter, and Sodus; also referred to as TwinCATS. 2) Niles/Buchanan/Cass Area Transportation Study, or NATS, whose participating jurisdictions include the Cities of Niles and Buchanan, the Village of Edwardsburg, the townships of Bertrand, Buchanan, Howard, Mason, Milton, Niles Charter, Ontwa, and the Pokagon Band of Potawatomi Indians.

***Funding Sources:** Federal Highway Administration, Federal Transit Administration, Michigan Department of Transportation, local match from participating jurisdictions*

Twin Cities Area Transportation Study (TwinCATS)

- I. Program Management and Development
 - A. Publish the *2023 Annual Report*
 - B. Develop the *FY2025 Unified Work Program (UWP)*
 - C. General administration of program, progress reports, and financial management
 - D. Communicate with partners, promote public participation, and report regularly to the SWMPC

- E. Attend Michigan Transportation Planners Association (MTPA) meetings and annual conference.
- F. Participate in staff development training and educational opportunities.
- G. Actively implement public involvement activities through community meetings, distribution of committee and planning information to radio, social media, television, and newspapers.
- H. Maintain the Transportation Public Participation Plan as required by the BIL and including community outreach to address air quality conformity, Title VI, and Environmental Justice requirements.
- I. Address BIL requirements for consultation and environmental mitigation.
- J. Use appropriate visualization techniques to describe plans and perform other public participation activities as required by BIL.
- K. Maintain the new SWMPC website for transportation information dissemination.

II. Database Management

- A. Continue coordination w/MDOT to maintain a database resource of regional contacts and addresses
- B. Update and maintain information for input into the travel demand model for TwinCATS with current socio-economic, and land use data for the region.
- C. Obtain and analyze other data to facilitate planning studies that meet the needs of the SWMPC and TwinCATS
- D. Continue to ensure that the principles of Environmental Justice for including minority and low-income communities are incorporated in all public outreach efforts.
- E. Monitor and update functional road classifications.

- F. Collaborate with local entities in meeting the goals of the Asset Management Council established under P.A. 499. The regional transportation planning work program identifies inputs for building a statewide database of local road ratings using the PASER system. The data collection and fieldwork are covered under a separate contract between the Asset Management Council and SWMPC. SWMPC will display the results of the local PASER ratings on its website. Asset Management is based on managing our transportation infrastructure by focusing on performance/function, rather than ownership.
 - 1. Staff will attend training and participate in the rating of the federal aid eligible roads in the Benton Harbor/St. Joseph Urbanized Area, as well as other parts of the three-county area, as needed. Results will be provided to local entities for their use.
 - 2. SWMPC will display the results of the local PASER ratings on its website.
- G. Continue to receive and analyze transit data from the Twin Cities Area Transportation Authority and to work with them to facilitate cooperative arrangements with local entities and organizations for improving equitable and effective access to public transportation.
- H. Provide MPO review and comments on travel demand model forecasts, land use proposals and grant applications.
- I. Identify opportunities to initiate safety data information collection, to conduct and/or coordinate outreach activities among interested parties. Expand efforts to establish safety as a priority element in the transportation planning process.
- J. Analyze and upgrade computing capabilities and training in support of transportation planning process.
- K. Upload critical management documents (Transportation Improvement Program (TIP), 2023 Annual Report, and Unified Work Program (UWP)) to SWMPC website.

- L. Upload regional data to the SWMPC website.
- M. Review and update federal aid urban boundary, national functional classifications, and federal aid system as appropriate.

III. Short Range Planning

- A. Monitor the financial constraint document for FY 2023-2026 TIP.
- B. Complete consultation, environmental mitigation, and other participant activities including visualization to define TIP as required by the BIL.
- C. Monitor the status of FY2024 TIP projects as they affect the FY2023-2026 Transportation Improvement Program.
- D. Monitor local initiatives and legislative actions that have possible impacts on non-automobile-oriented means of transportation, such as, pedestrian, rail, air, and bicycle trails.
- E. Coordinate regional transportation strategies with community transportation needs, development and land uses and assist in the development of local plans, strategies, and actions to integrate regional goals and local goals.
- F. Provide data, technical assistance and planning services to local initiatives for incorporating non-motorized system(s) into the transportation system.

G. Continue to coordinate, monitor, and follow up on transportation issues with transportation studies such as corridor studies, local traffic impact studies, and/or site plan review.

V. Other Planning

A. Assist local communities in researching grant opportunities for funding transportation-related projects.

B. Develop Safety Conscious Planning Activities for the urban area.

C. Assist local partners in planning short-term activities that have potential impact on the transportation system.

D. Provide staff assistance in identifying transportation/land use issues in the urban area.

E. Respond to requests regarding ride sharing, as resources permit, as well as disseminate existing and available materials to those expressing interest.

F. Provide input and planning for non-motorized activities, multi-modal initiatives, and educational opportunities regarding transportation planning.

G. Provide assistance to public transit to improve efficiency.

H. Work in partnership and coordinate with other stakeholders and community groups as part of its community Safe Routes to School team.

Niles Area Transportation Study (NATS)

- I. Program Management and Development
 - A. Publish the *2023 Annual Report*
 - B. Develop the *FY2025 Unified Work Program (UWP)*
 - C. General administration of program, progress reports, and financial management
 - D. Communicate with partners, promote public participation, and report regularly to the SWMPC.
 - E. Attend Michigan Transportation Planners Association (MTPA) meetings and annual conference.
 - F. Participate in staff development training and educational opportunities.
 - G. Actively implement public involvement activities through community meetings, distribution of committee and planning information to radio, television, social media, and newspapers.
 - H. Update the Transportation Participation Plan as required by the BIL, including community outreach to address air quality conformity, Title VI, and Environmental Justice requirements.
 - I. Address BIL requirements for consultation and environmental mitigation.
 - J. Use appropriate visualization techniques to describe plans and perform other public participation activities as required by BIL.
 - K. Maintain the new SWMPC website for transportation information dissemination.
- II. Database Management
 - A. Continue coordination w/MDOT to maintain a database resource of regional contacts and addresses
 - B. Update and maintain information for input into the travel demand model when needed for NATS with socio-economic, and land use data for the region.

- C. Obtain and analyze other data to facilitate planning studies that meet the needs of the SWMPC and NATS
- D. Continue to ensure that the principles of Environmental Justice for including minority and low-income communities are incorporated in all public outreach efforts.
- E. Monitor and update functional road classifications.
- F. Collaborate with local entities in meeting the goals of the Asset Management Council established under P.A. 499. The regional transportation planning work program identifies inputs for building a statewide database of local road rating using the PASER system. The data collection and fieldwork are covered under a separate contract between the Asset Management Council and SWMPC. SWMPC will display the results of the local PASER ratings on its website. Asset Management is an emerging concept in transportation planning. It is based on managing our transportation infrastructure by focusing on performance/function, rather than ownership.
 - 1. Staff will attend training and participate in the rating of the federal aid eligible roads in the Niles/Buchanan Urbanized Area, as well as other parts of the three-county area, as needed. Results will be provided to local entities for their use.
 - 2. SWMPC will display the results of the local PASER ratings on its website.
- G. Continue to receive and analyze transit data from the NATS area transit providers and to work with them to facilitate cooperative arrangements with local entities and organizations for improving equitable and effective access to public transportation.
- H. Provide MPO review and comments on travel demand model forecasts, land use proposals and grant applications.

- I. Identify opportunities to initiate safety data information collection, to conduct and/or coordinate outreach activities among interested parties. Expand efforts to establish safety as a priority element in the transportation planning process. Continue NATS participation in and support of the Southwest Michigan Traffic Safety Committee.
 - J. Analyze and upgrade computing capabilities and training in support of transportation planning process.
 - K. Upload critical management documents (Transportation Improvement Program (TIP), 2023 Annual Report, and Unified Work Program (UWP)) to SWMPC website.
 - L. Upload regional data to the SWMPC website.
 - M. Review and update federal aid urban boundary, national functional classifications, and federal aid system as appropriate.
- III. Short Range Planning
- A. Monitor the financial constraint document for FY2023-2026 TIP.
 - B. Complete consultation, environmental mitigation, and other participant activities including visualization to define TIP as required by the BIL.
 - C. Monitor the status of FY2024 TIP projects as they affect the FY2023-2026 TIP.

- D. Monitor local initiatives and legislative actions that have possible impacts on non-automobile oriented means of transportation, such as, pedestrian, rail, air and bicycle trails.
 - E. Coordinate regional transportation strategies with community transportation needs, development and land uses and assist in the development of local plans, strategies and actions to integrate regional goals and local goals.
 - F. To provide data, technical assistance and planning services to local initiatives for incorporating non-motorized system(s) into the transportation system.
 - G. Continue to coordinate, monitor, and follow up on transportation issues with transportation studies such as corridor studies, local traffic impact studies, and/or site plan review.
- V. Other Planning
- A. Assist local communities in researching grant opportunities for funding transportation-related projects.
 - B. Develop Safety Conscious Planning Activities for the urban area.
 - C. Assist local partners in planning short-term activities that have potential impact on the transportation system.
 - D. Provide staff assistance in identifying transportation/land use issues in the urban area.
 - E. Provide input and planning to non-motorized activities, multi-modal initiatives and educational opportunities regarding transportation planning.
 - F. Provide assistance to public transit to improve efficiency.
 - G. Work in partnership and coordinate with other stakeholders and community groups as part of its community Safe Routes to School team.

Regional Transportation Program

The Regional Transportation Program serves local units of government and the Michigan Department of Transportation by providing a variety of transportation-related information and analysis needed for decision-making in areas that lie outside of the NATS and TwinCATS metropolitan areas.

Funding Source: Michigan Department of Transportation

- I. Program Management
 - A. Develop 2025 *Work Program*
 - B. Complete the 2023 *Final Acceptance Report* (FAR)
 - C. Perform general administrative tasks, including progress reporting and billings, as well as communications with the SWMPC, transportation providers, officials, and the public.
- II. Technical Assistance to MDOT
 - A. Assist MDOT in projects, program/project development issues, or other initiatives
- III. Management of the Rural Task Force Process
 - A. Assist MDOT in management of RTF meetings
- IV. Traffic Counting
 - A. Research options to replace SWMPC's previous approach to traffic counting.
- V. Public Involvement and Consultation Process
 - A. Manage consultation with local elected officials, public agencies, general public, Pokagon Band of Potawatomi Indians, and businesses in accordance with the Statewide Planning Process Public Participation Plan.
- VI. Technical Assistance to Member Agencies
 - A. Provide services to improve existing and new multi-modal systems and to identify actions to improve the region's transportation system.

Asset Management Program

The asset management program is a joint effort by the State Transportation Asset Management Council (TAMC) and the MPOs across the state to systematically assess the condition and certain other characteristics of trunk lines throughout the region.

Funding Source: Michigan Department of Transportation

- I. Program Initiation
 - A. Secure project authorization for 2025
 - B. Monitor statewide implementation issues
 - A. Facilitate discussions with local road agencies on implementation
 - B. Attend statewide training sessions to further refine expertise on equipment and software
- II. Data Collection
 - A. Check for proper laptop and software operation
 - B. Determine schedule for 2024 data collection
 - C. Conduct road pavement condition assessment
- III. Reporting
 - A. Sort, check, and aggregate data
 - B. Submit reports for use by the Asset Management Council

Rideshare Program

The Rideshare Program is a service that matches commuters for carpooling and vanpooling based on their home and work/school locations. The program targets individuals, schools, businesses, and organizations. All services are offered free of charge.

Funding Sources: FHWA Congestion Mitigation and Air Quality (CMAQ) Funds

- I. Program Administration
 - A. Prepare CMAQ Application for 2025
 - B. Perform general administrative tasks, including quarterly reports, billings, and financial management; and attend statewide Rideshare meetings and workshops
- II. Database Management
 - A. Maintain rideshare database by entering new applicant information
 - B. Conduct quarterly updates and purges
- III. Program Marketing
 - A. Employer Promotions
 1. Contact and work with area employers, colleges, and other centers for regional commuting
 - B. General Awareness
 1. Update, expand and maintain web page

Community and Economic Development

The Community and Economic Development Program has the fundamental purpose to support local units of government and economic development organizations in their work to improve the business climate and quality of life of southwestern Michigan. The principal of the Comprehensive Economic Development Strategy is to: 1) conduct a regional planning process that analyzes area needs and identifies strategies to achieve economic development goals; 2) provide technical assistance in grant writing and administration; and, 3) offer services in information and research.

Funding Sources: U.S. Economic Development Administration, county dues, local contracts, and fees

- I. Economic Development District (EDD) Administration
 - A. Complete financial and progress reports including the 2024 Annual Report under the terms of the EDA planning grant
 - 1. Carry out operations policies and procedures
 - 2. Maintain and develop the print, digital, and on-line data collection and reports
 - 3. Issue annual service delivery report (GPRA)
 - B. Prepare and Submit Application for 2025-2027 Partnership Planning Grant
- II. Information Center
 - A. Prepare, publish, and promote data products in response to client needs
 - 1. Continue revising Census data as received
 - 2. Develop other products as time permits and demand warrants, including GIS mapping products.
 - 3. Continue information distribution via the SWMPC website
 - a. Include sections to assist communities with issuing RFP, RFQ
 - b. Include information to assist communities in realizing their planning goals
 - 4. Communicate availability of new data
 - B. Assist regional partners by researching other potential grant funding sources for important projects of regional impact.

III. Planning and Projects

- A. Build membership of CEDS committee for 2024 that complies with EDA guidance.
- B. Hold CEDS committee meetings and communications to monitor the regional progress against CEDS benchmarks.
- C. Assist regional partners in project development for potential EDA investment.
- D. Execute the Palisades Economic Recovery Strategy for southwest Michigan.

IV. Other Related Efforts

- A. Identify gaps in broadband internet coverage and develop strategies to close the gaps.
- B. Serve on the board of directors and advance efforts of Michigan's Great Southwest Sustainable Business Forum.
- C. Serve on the Consultative Panel for the Michigan State University Center for Regional Economic Innovation.

Watershed Planning and Implementation

The SWMPC is conducting watershed related planning and implementation efforts.

Funding Sources: Michigan Department of Environment, Great Lakes, and Energy (EGLE), Environmental Protection Agency, National Oceanic and Atmospheric Administration (NOAA) various grants and local contracts

I. Stormwater Phase II

- A. Update the Public Education Plan
- B. Implement the current Public Education Plan

II. Special Projects

- A. Facilitate the restoration of Ox Creek and the construction of a pedestrian trail
- B. Administer the funding and maintenance of the Paw Paw River Water Trail
- C. Administer the funding and maintenance of the Black River Water Trail

Local Technical Assistance

The SWMPC provides assistance to local units of government and organizations under contract on a cost-recovery basis.

Funding Sources: Fees, county contributions, and applicable grant funds when available

- I. Local Assistance Program Development
 - A. Attend meetings and participate as resources permit in groups that address planning and development related issues; e.g., MAR, Kinexus.
- II. Master, Land Use, Recreation and Other Local Planning
 - A. Parchment Urban Wildlife Corridor Project
 - B. Berrien Township Master Plan
 - C. Van Buren County Hazard Mitigation Plan
 - D. Weesaw Township Master Plan
 - E. Decatur/Hamilton Townships Joint Master Plan
 - F. Berrien Township Recreation Plan
 - G. DNR SPARK Grant Local Facilitation
- III. Special Projects
 - A. Provide technical assistance to governments, organizations, or individuals as appropriate
 - B. Monitor legislation of interest to SWMPC and local units of government
 - C. Regional Broadband Navigator Services
 - D. Michigan Infrastructure Office Technical Assistance
 - E. EGLE Materials Management Regional Planning Assistance