



AGENDA

FULL COMMISSION MEETING

Tuesday, August 20, 2024, 9:30 a.m.

Lawrence Township Hall

411 North Paw Paw Street
Lawrence, MI 49064

1. **CALL TO ORDER** **Chair Kurt Doroh**
 - Pledge Allegiance
 - Roll Call
2. **ACCEPTANCE AND/OR REVISION OF CONSENT AGENDA**
 - a. **Meeting Agenda ***
 - b. **Minutes of Commission Meeting, April 16, 2024 ***
 - c. **Chairman's Report**
 - d. **Treasurer's Report***
3. **EXECUTIVE DIRECTOR'S REPORT *Accept** **Marcy Hamilton- Deputy Director**
4. **AD HOC COMMITTEE FOR EX. DIRECTOR EVALUATION** **Chair Doroh**
 - Committee Assignment*
5. **GRAHAM WOODHOUSE INTERGOVERNMENTAL EFFORT AWARD***
 - Nomination Forms***Marcy Hamilton**
6. **PLANNER PRESENTATION** **Marcy Hamilton**
7. **PUBLIC COMMENT**
8. **PRIVILEGE OF THE FLOOR**
9. **ADJOURNMENT**

***enclosures**

Next meeting will be held October 15, 2024 at **Van Buren Conference Center 490 Paw Paw St., Lawrence, MI**

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, June 18, 2024, at 9:30 a.m.

Meeting held in person at Van Buren Conference Center

MEMBERS PRESENT:

Doroh, Kurt, Chair, Van Buren County Commissioner
Curran, Jim, Vice Chair, Berrien County Commissioner
Preston, Linda, Secretary, Cass County Representative
Sinclair, Kim, Treasurer, Van Buren 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
Gundersen, Kristen, Alternate Secretary, Berrien County Representative
Hanson, Sandra, Alternate Treasurer, Van Buren County Representative
Leary, Tina, Van Buren County Representative
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
Tyler, Doug, Cass County Representative
Wuerfel, Julie, Berrien County Commissioner

MEMBERS ABSENT:

Fette, Dan, Berrien County Representative
Marchetti, Roseann, Cass County Commissioner
Wood, Gary, Berrien County Representative

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.

2. ACCEPTANCE AND/OR REVISION OF CONSENT AGENDA

Chair Doroh presented the Consent Agenda. Teri Sue Freehling moved to **“ACCEPT THE CONSENT AGENDA.”** James Dodd seconded the motion, which carried unanimously.

3. EXECUTIVE DIRECTOR’S REPORT

Director Egelhaaf presented the Executive Director’s Report and opened the floor for questions and comments.

Doug Tyler inquired about the audit firm chosen. Director Egelhaaf shared we have moved forward with Lauterbach & Amen for our 2023 and 2024 audit.

Discussion then ensued on the EGLE Coastal Zone Management Program Grant for Coastal Resilience.

Chair Doroh encouraged the Board to look at the positions available on the Materials Management Planning Committee. It is important for the development of the Materials Management Plan over the coming years that a Planning Committee be in place that satisfies the requirements from EGLE and those established by the three counties.

Doug Tyler asked for an update on Palisades. Director Egelhaaf explained how it was originally a three-year project for an economic recovery strategy, which now has been extended for six months. This extension is to implement the plan developed and get the economic recovery specialists engaged in the implementation. Chair Doroh said licenses are getting approved to move forward and Holtec is currently hiring. Katie Multhauf shared Market One has been hired to create workshops for the hiring process.

Teri Sue Freehling inquired on updates with Amtrak Pere Marquette. Director Egelhaaf explained MIO has approved this project for technical assistance and we have submitted a grant application for federal CRISI funding.

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

4. 2023 SWMPC ANNUAL REPORT

Paul Pantaleo moved to **“APPROVE 2023 SWMPC ANNUAL REPORT.”** Marge Durm-Hiatt seconded the motion, which carried unanimously.

5. PLANNER PRESENTATION

Herding Transportation Projects

Transportation Planner, Brandon Kovnat, presented on herding transportation projects. Kovnat shared how federal funding is allocated to local road agencies and

how projects are chosen and approved. This included details on the Call for Projects timeline, project prioritization criteria, integrating strategic planning and asset management principles, programming into JobNet, creating the TIP document, tracking progress and funding, and the project amendment process.

6. PUBLIC COMMENT

None

7. PRIVILEGE OF THE FLOOR

Chair Doroh reminded the Board our next meeting will be held at Lawrence Township Hall.

Teri Sue Freehling wants communities to be aware the transportation Call for Projects is happening now for 2026-2029. Brandon Kovnat encouraged people to reach out to their county's Road Department.

Dick Stauffer commented on the new sound walls at exit 23 and how they seem to be effective.

8. ADJOURNMENT

Teri Sue Freehling 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: June 18, 2024

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

	Total
ASSETS	
Current Assets	
Bank Accounts	
1010 Petty Cash	65.00
1020 Checking	301,494.92
1060 CD	85,430.24
Total Bank Accounts	\$ 386,990.16
Accounts Receivable	
1100 Accounts Receivable	361,709.02
1110 A/R Grants	0.00
Total Accounts Receivable	\$ 361,709.02
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	\$ 763,154.79
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	\$ 826,475.20
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	-3,834.90
Total Accounts Payable	-\$ 3,834.90
Other Current Liabilities	

2010 Accounts Payable - Old	0.00
2250 Accrued Payroll	7,084.45
2400 Payroll Liabilities	4,194.42
2420 457b Payable	883.54
2430 Health Insurance	453.35
2438 HSA	-728.77
2440 Federal Withholding	0.00
2450 Medicare Payable	0.00
2460 FICA Payable	0.00
2480 State Withholding	1,429.69
2490 Michigan UIA Payable	134.40
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	\$ 6,574.48
2500 RPI	0.00
Michigan Department of Treasury Payable	0.00
Total Other Current Liabilities	\$ 13,658.93
Total Current Liabilities	\$ 9,824.03
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	\$ 146,127.81
Equity	
32000 Unrestricted Net Assets	431,524.41
Net Income	248,822.98
Total Equity	\$ 680,347.39
TOTAL LIABILITIES AND EQUITY	\$ 826,475.20

Southwest Michigan Planning Commission
Budget vs. Actuals: Budget_FY24_P&L
 January - July 2024

	Actual	Budget	Total over Budget	% of Budget
Income				
4000 Federal Grant	473,206.06	748,717.00	-275,510.94	63.20%
4005 Pass Thru	279,532.82	480,131.00	-200,598.18	58.22%
4010 State Grant	273,164.56	331,840.00	-58,675.44	82.32%
4020 County Contribution	59,112.00	59,112.00	0.00	100.00%
4030 Local Match	96,094.32	91,097.00	4,997.32	105.49%
4040 Local Contract	134,471.93	268,297.50	-133,825.57	50.12%
4050 Other Fee Income	3,583.79		3,583.79	
4100 Interest Income	3,890.42	1,421.00	2,469.42	273.78%
Total Income	\$ 1,323,055.90	\$ 1,980,615.50	-\$ 657,559.60	66.80%
Gross Profit	\$ 1,323,055.90	\$ 1,980,615.50	-\$ 657,559.60	66.80%
Expenses				
6000 Direct Expenses				
6200 Salaries	244,905.10	483,305.25	-238,400.15	50.67%
6220 Payroll Taxes	18,735.21	36,891.90	-18,156.69	50.78%
6230 Pension Expenses	18,286.05	20,716.63	-2,430.58	88.27%
6240 Employee Insurance	60,774.56	124,837.75	-64,063.19	48.68%
6300 Mileage & Travel	6,048.21	9,720.00	-3,671.79	62.22%
6310 Meals	778.41	1,155.00	-376.59	67.39%
6315 Lodging	2,829.62	4,730.00	-1,900.38	59.82%
6330 Printing		120.00	-120.00	0.00%
6340 Postage		1,980.00	-1,980.00	0.00%
6410 Dues & Subscriptions	1,771.11	4,440.00	-2,668.89	39.89%
6420 Supplies & Materials	7,708.06	8,405.00	-696.94	91.71%
6430 Computer Services	2,095.00	5,750.00	-3,655.00	36.43%
6500 Conferences & Training	4,459.25	6,625.00	-2,165.75	67.31%
6550 Contractural Svcs-OffSite	517,139.58	834,190.00	-317,050.42	61.99%
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 Mileage	2,311.75	2,400.00	-88.25	96.32%
6970 Commissioner Per Diem	2,340.00	2,800.00	-460.00	83.57%
6980 Bank Fees	1,078.94	1,070.00	8.94	100.84%
6990 Pass Thru				
Total 6000 Direct Expenses	\$ 891,652.17	\$ 1,564,136.53	-\$ 672,484.36	57.01%
7000 Indirect Expenses				
7200 Salaries-Indirect	64,427.01		64,427.01	
7220 Payroll Taxes-Indirect	5,471.59		5,471.59	
7230 Pension Expenses-Indirect	3,000.35		3,000.35	
7240 Employee Insurance-Indirect	18,071.18		18,071.18	
7310 Meals-Indirect	150.60		150.60	
7320 Telephone-Indirect	1,236.20		1,236.20	
7340 Postage-Indirect	1,246.40		1,246.40	
7410 Dues & Subscriptions-Indirect	2,414.07		2,414.07	

7420 Supplies & Materials-Indirect	5,184.67			5,184.67	
7430 Computer Services-Indirect	22,344.04			22,344.04	
7520 Rent & Janitorial-Indirect	41,320.00			41,320.00	
7640 Gas-Indirect	599.11			599.11	
7650 Power-Indirect	1,817.14			1,817.14	
7660 Water-Indirect	427.49			427.49	
7715 Audit Services-Indirect	4,280.00			4,280.00	
7720 Accounting Services-Indirect	5,644.40			5,644.40	
7730 Insurance Corporate-Indirect	4,946.50			4,946.50	
Total 7000 Indirect Expenses	\$ 182,580.75	\$ 385,294.91	-\$	202,714.16	47.39%
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	\$ 1,074,232.92	\$ 1,949,431.44	-\$	875,198.52	55.10%
Net Operating Income	\$ 248,822.98	\$ 31,184.06	\$	217,638.92	797.92%
Net Income	\$ 248,822.98	\$ 31,184.06	\$	217,638.92	797.92%

Thursday, Aug 08, 2024 08:45:24 AM GMT-7 - Accrual Basis

MEMORANDUM

TO: Southwest Michigan Planning Commission

FROM: K. John Egelhaaf

DATE: August 1, 2024

RE: Staff Report for the Southwest Michigan Planning Commission August 20, 2024

Office/Administrative Updates

- A. Conference/Worshop Attendance
 - a. MDNR Trust Fund (June 12)
 - 1. Marcy Hamilton Presenter
 - b. Sustainable Square Mile & Benton Harbor Coastal Resilience Meeting (June 10)
 - 1. Marcy Hamilton Attended
 - c. US EPA Clean Heavy-Duty Vehicles Grant Program Webinar (June 16)
 - 1. Kim Gallagher Attended
 - 2. Bekah Schrag Attended
 - d. MI High Speed Internet MITTEN Grant Webinar (June 21)
 - 1. Zane Aldrich Attended
 - e. MI Transportation Asset Management Council Regional Updates (July 23)
 - 1. John Egelhaaf Attended
 - f. Website Site Editor Training (July 30)
 - 1. Zane Aldrich Attended
 - g. Ox Creek Summit (July 31)
 - 1. Marcy Hamilton Presenter,
 - 2. Bekah Schrag Attended
 - h. Broadband Community of Practice Meeting (August 1)
 - 1. John Egelhaaf Attended
 - i. Michigan Transportation Planning Association Annual Conference (July 30-Aug 2)
 - 1. Kim Gallagher Moderator
 - 2. Brandon Kovnat Attended
 - j. Non-Motorized Transportation Conference (August 12-14)
 - 1. Kim Gallagher Attended
 - 2. Marcy Hamilton Attended
 - k. Integrated Infrastructure Conference (August 13, 14)
 - 1. Brandon Kovnat Attended

SWMPC Staff Report – August 20, 2024

Office/Administrative Updates (cont.)

- B. Annual Audit w/Lauterbach & Amen
 - a. On-Site Meetings Complete
 - 1. SWMPC has shared all financial documentation
 - b. Final Details Being Addressed
 - c. Extremely Positive Experience w/New Firm
 - 1. Highly organized and professional

Existing Project Developments

- A. Palisades Economic Recovery Strategy
 - a. 6-Month Extension Granted by EDA
 - i. Project will be concluded by December 21, 2024
 - b. Strategy Completed – by UofM Economic Growth Institute
 - c. Implementation of Action Strategy Begins
 - i. By New Growth Group – Economic Recovery Specialists
- B. Broadband Internet
 - a. Michigan’s Inclusive Training, Technology, and Equity Network (MITTEN) Grant
 - i. Grant Application Submitted 7.24.24
 - ii. \$857,909 Application
 - iii. SWMPC Applied to be the Regional Resource Hub (along with Southcentral Michigan Planning Council) for the seven-county SW MI Prosperity Region
 - iv. Four-year grant
 - v. Notice of award – August 9, 2024
- C. Materials Management
 - a. Three-County Notice of Intent to Build a Joint Materials Management Plan Submitted
 - b. Process of Selecting Members of the Materials Management Planning Committee Has Begun
 - c. SWMPC Has Been Designated as the “Designated Planning Agency” to Construct the Materials Management Plan for the Region
- D. Electric Vehicle Readiness Plan for SW Michigan
 - a. Request For Proposals Process Complete
 - i. Consultant identified
 - ii. Contract pending
- E. Amtrak CRISI Grant Application for New Buffalo Linkage w/Pere Marquette & Wolverine/Blue Water
 - a. Application Decision Due Late October or Late November
- F. Call for Transportation Projects
 - a. To Be Considered for Insertion into 2026-2029 Transportation Improvement Program
 - b. Separate Call for...
 - i. Urban Areas (St. Joseph/Benton Harbor Metro Area, Niles/Buchanan Metro Area)
 - ii. Small Urban Areas
 - iii. Rural Areas
- G. Ox Creek Restoration and Path Construction
 - a. Held Summit Meeting for Public Input
- H. Master & Recreation Planning Projects
 - a. South Haven, Arlington Township, Decatur Township, City of Dowagiac, Sodus Township

Graham Woodhouse Intergovernmental Effort Award

SWMPC Internal Process

August 20	Initial Distribution of Nomination Forms to SWMPC Board
September 20	Voting Rubric Completed
October 1	Project Submissions Due
October 4	Project Summaries Completed
October 8	Invitation to Submit Votes to SWMPC Board
October 25	Voting Due (additional week beyond SWMPC board meeting for absentee voting)
November 1	Final Award Determination
November 8	Notify Award Winner(s)
November 27	Establish Exactly Who Gets Awards/Plaques
November 27	Awards Ordered
October 1	Meeting Invitations Sent to Awardees
October 15	SWMPC Meeting

GRAHAM WOODHOUSE INTERGOVERNMENTAL EFFORT AWARD
PROJECT NOMINATION FORM

2024

NAME AND LOCATION OF PROJECT:

UNITS OF GOVERNMENT AND/OR AGENCIES INVOLVED:

DATES OF OPERATION AND COMPLETION:

GEOGRAPHIC AREA BENEFITED:

CONTACT PERSON:

TITLE:

ADDRESS:

TELEPHONE NUMBERS:

DESCRIPTION OF PROGRAM/PROJECT:

GOALS AND OBJECTIVES OF PROGRAM:

DISTINCTIVE FEATURES:

TARGET GROUPS/BENEFICIARIES:

MAJOR OBSTACLES AND PROBLEMS OVERCOME:

GRAHAM WOODHOUSE INTERGOVERNMENTAL EFFORT AWARD
PROJECT NOMINATION FORM

HISTORY OF RELATIONSHIPS BETWEEN PARTIES INVOLVED:

HOW DID THE LOCAL GOVERNMENTAL UNITS WORK TOGETHER TO ACCOMPLISH OBJECTIVES?

FUNDING SOURCES	AMOUNT
1.	\$
2.	\$
3.	\$
4.	\$
TOTAL:	\$

ESTIMATED COST SAVINGS:

NOMINATED BY:

TITLE:

ADDRESS:

PHONE:

SIGNATURE:

SUBMISSION DEADLINE: Tuesday, October 1, 2024

Please mail, fax, or email completed form and any other project information to:

Southwest Michigan Planning Commission
376 West Main Street, Suite 130
Benton Harbor, MI 49022
Email: vettrainom@swmpc.org
Phone: 269-925-1137 x 1520
Fax: 269-925-0288