



AGENDA

FULL COMMISSION MEETING

Tuesday, February 25, 2025, 9:30 a.m.

Van Buren Conference Center
490 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, December 17, 2024 ***
 - c. **Chairman's Report**
 - d. **Treasurer's Report***
3. **NEW MEMBER INTRODUCTIONS**
4. **EXECUTIVE DIRECTOR'S REPORT **Accept*** **K. John Egelhaaf**
5. **PERFECT ATTENDANCE RECOGNITION*** **Chair Doroh**
6. **PER DIEM AND PROFILE FORMS *** **Chair Doroh**
7. **2025 SWMPC BUDGET **Approve*** **Dir. Egelhaaf**
8. **NOMINATING COMMITTEE REPORT** **Chair Doroh**
 - a. **Proposed Slate of Executive Committee Officers**
 - b. **Finalize Slate of Nominees**
 - c. **Vote**
9. **RESOLUTION 2025-1 SIGNATORY RESOLUTION ***
10. **RESOLUTION 2025-2 RECOMMENDED COUNTY CONTRIBUTION ***
11. **PUBLIC COMMENT**
12. **PRIVILEGE OF THE FLOOR**
13. **ADJOURNMENT**

**enclosures*

Next meeting will be held April 15, 2025 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.

The Mission of the Southwest Michigan Planning Commission is to promote a sustainable high quality of life through facilitation of sound planning and decision making.



Minutes

Southwest Michigan Planning Commission
FULL COMMISSION MEETING
Tuesday, December 17, 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
Sinclair, Kim, Treasurer, Van Buren County Representative
Preston, Linda, Secretary, Cass County Representative
Catherman, Rick, Van Buren County Representative
DeLong, Don, Cass County Representative
Dodd, James, Cass County Representative
Durm-Hiatt, Marge, Berrien 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
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

MEMBERS ABSENT:

Engle, Roger, Van Buren County Representative
Multhauf, Katie, Van Buren County Economic Development Ex-Officio
Wood, Gary, Berrien County Representative
Wuerfel, Julie, Berrien County Commissioner

OTHERS PRESENT:

Vettraino, Maria, SWMPC Office Manager
Youngstedt, Glen, Lincoln Township Supervisor
Graham Woodhouse Award Winners

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 his guest, Glen Youngstedt.

2. ACCEPTANCE AND/OR REVISION OF CONSENT AGENDA

Chair Doroh presented the Consent Agenda. Linda Preston moved to “**ACCEPT THE CONSENT AGENDA.**” Rick Catherman seconded the motion, which carried unanimously.

3. GRAHAM WOODHOUSE AWARD PRESENTATION

SMART PARK

Executive Director, John Egelhaaf, explained the Graham Woodhouse Award, its criteria, and previous winners. The annual intergovernmental effort award was given to the collaborators responsible for the SMART Park. Egelhaaf shared the details of the project, and the collaborators involved. Chair Doroh presented the plaque awards to Abonmarche, Cass County, Cassopolis Area Utilities Authority, Market One, Michigan Department of Transportation, Michigan Economic Development Corporation, Midwest Energy & Communications, Penn Township, U.S. Economic Development Administration, and Village of Cassopolis.

4. EXECUTIVE DIRECTOR’S REPORT

Egelhaaf presented the Executive Director’s report. He shared that Associate Planner, Zane Aldrich, has left the organization and his last day was December sixth. Egelhaaf also stated Blossomland can no longer process our payroll and have made a switch to using ADP.

Teri Sue Freehling asked for a report to be added to future Board packets with current projects and their budgets, and grants that are being applied for.

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

5. 2023 AUDIT - FINAL

Director Egelhaaf presented the final version of the 2023 audit.

Kim Sinclair moved to “**APPROVE 2023 AUDIT.**” Paul Pantaleo seconded the motion, which carried unanimously by roll call vote.

6. RESOLUTION 2024-6

Authorization to Submit EDA Partnership Planning Grant

Director Egelhaaf explained Resolution 2024-6 to submit the EDA Partnership Planning Grant.

Roseann Marchetti moved to **“APPROVE RESOLUTION 2024-6.”** Jim Curran seconded the motion, which carried unanimously by roll call vote.

7. 2025 HEALTH INSURANCE WAIVER

Annually the Board is asked to consider three options for how SWMPC insurance costs will be shared between staff and the organization. These options were presented by Director Egelhaaf with projected 2025 costs and changes from 2024 to 2025. The three options considered by the board were: a hard cap, an 80/20 split, or an exemption that would allow for the continuation of the previous 98/2 split.

Dan Fette moved to **“APPROVE AN EXEMPTION TO THE 80/20 OR HARD CAP COST SHARE.”** Rick Catherman seconded the motion, which carried unanimously by roll call vote.

8. 2025 PROPOSED MEETING SCHEDULE

Chair Doroh presented the 2025 meeting dates, which will continue to be held at the Van Buren ISD Conference Center in Lawrence Michigan.

Marge Durm-Hiatt moved to **“APPROVE 2025 MEETING SCHEDULE.”** Gail Patterson-Gladney seconded the motion, which carried unanimously.

9. PUBLIC COMMENT

No public comment.

10. PRIVILEGE OF THE FLOOR

Director Egelhaaf shared the list of Board members whose terms are ending this year.

Dick Stauffer complimented MDOT on improvements at Exit 23.

Gail Patterson-Gladney spoke on the re-opening of Palisades. Conversation then ensued on the effects of data centers and use of AI.

11. ADJOURNMENT

Roseann Marchetti moved to adjourn the meeting. Sandra Hanson supported the motion. The Chair declared the meeting adjourned at 10:28 am.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read "K. John Egelhaaf". The signature is fluid and cursive, with a prominent initial "K" and a long, sweeping underline.

K. John Egelhaaf, AICP

Date: December 17, 2024

Southwest Michigan Planning Commission

Balance Sheet

As of December 31, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
1010 Petty Cash	65.00
1020 Checking	418,711.08
1060 CD	85,430.24
Total Bank Accounts	\$ 504,206.32
Accounts Receivable	
1100 Accounts Receivable	65,335.28
1110 A/R Grants	0.00
Total Accounts Receivable	\$ 65,335.28
Other Current Assets	
1200 Other Receivable	290,859.00
1240 Undeposited Funds	2,455.51
1300 Prepaid Expenses	11,331.10
1499 Security Deposit - 376 W. Main	-11,220.00
Met Life Stock	0.00
Repayment	
MISC DEDUCTION	0.00
Total Repayment	\$ 0.00
Total Other Current Assets	\$ 293,425.61
Total Current Assets	\$ 862,967.21
Fixed Assets	
1350 Furniture and Equipment	32,056.00
1360 Accumulated Depreciation	-32,056.00
1400 Right of Use Asset	589,023.84
1410 Right of Use Asset - Amortization	1.40
Total Fixed Assets	\$ 589,025.24
Other Assets	
1250 Grants Receivable - Old	0.00
Total Other Assets	\$ 0.00
TOTAL ASSETS	\$ 1,451,992.45
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		9,720.45
2400 Payroll Liabilities		4,323.77
2420 457b Payable		883.49
2430 Health Insurance		461.79
2438 HSA		-425.79
2440 Federal Withholding		0.00
2450 Medicare Payable		0.00
2460 FICA Payable		0.00
2480 State Withholding		714.42
2490 Michigan UIA Payable		195.77
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	\$	<u>6,361.30</u>
2500 RPI		0.00
Michigan Department of Treasury Payable		0.00
Total Other Current Liabilities	\$	<u>16,081.75</u>
Total Current Liabilities	\$	<u>12,246.85</u>
Long-Term Liabilities		
2260 Accrue Annual Leave		43,982.95
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		114,062.00
2600 Lease Liability		589,023.66
Total Long-Term Liabilities	\$	<u>784,575.61</u>
Total Liabilities	\$	<u>796,822.46</u>
Equity		
32000 Unrestricted Net Assets		585,291.41
Net Income		69,878.58
Total Equity	\$	<u>655,169.99</u>
TOTAL LIABILITIES AND EQUITY	\$	<u>1,451,992.45</u>

Friday, Feb 14, 2025 07:14:48 AM GMT-8 - Accrual Basis

Southwest Michigan Planning Commission
Budget vs. Actuals FY 2024
January - December 2024

	Actual	Budget	Total over Budget	% of Budget
Income				
4000 Federal Grant	727,391.52	748,717.00	-21,325.48	97.15%
4005 Pass Thru	279,532.82	480,131.00	-200,598.18	58.22%
4010 State Grant	346,662.38	331,840.00	14,822.38	104.47%
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	205,066.64	268,297.50	-63,230.86	76.43%
4050 Other Fee Income	4,181.21		4,181.21	
4100 Interest Income	4,495.34	1,421.00	3,074.34	316.35%
Total Income	\$ 1,722,536.23	\$ 1,980,615.50	-\$ 258,079.27	86.97%
Gross Profit	\$ 1,722,536.23	\$ 1,980,615.50	-\$ 258,079.27	86.97%
Expenses				
6000 Direct Expenses			0.00	
6200 Salaries	431,934.22	483,305.25	-51,371.03	89.37%
6220 Payroll Taxes	33,042.70	36,891.90	-3,849.20	89.57%
6230 Pension Expenses	32,161.79	20,716.63	11,445.16	155.25%
6240 Employee Insurance	108,038.84	124,837.75	-16,798.91	86.54%
6300 Mileage & Travel	12,169.43	9,720.00	2,449.43	125.20%
6310 Meals	1,972.71	1,155.00	817.71	170.80%
6315 Lodging	7,146.70	4,730.00	2,416.70	151.09%
6330 Printing		120.00	-120.00	0.00%
6340 Postage		1,980.00	-1,980.00	0.00%
6410 Dues & Subscriptions	3,241.25	4,440.00	-1,198.75	73.00%
6420 Supplies & Materials	9,484.52	8,405.00	1,079.52	112.84%
6430 Computer Services	7,226.70	5,750.00	1,476.70	125.68%
6500 Conferences & Training	6,074.85	6,625.00	-550.15	91.70%
6550 Contractual Svcs-OffSite	673,407.52	834,190.00	-160,782.48	80.73%
6610 Equipment	2,402.24	5,000.00	-2,597.76	48.04%
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	478.83	1,150.00	-671.17	41.64%
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	1,742.94	1,070.00	672.94	162.89%
6990 Pass Thru	0.00		0.00	
Total 6000 Direct Expenses	\$ 1,335,176.99	\$ 1,564,136.53	-\$ 228,959.54	85.36%
7000 Indirect Expenses	0.00	385,294.91	-385,294.91	
7200 Salaries-Indirect	117,670.24		117,670.24	
7220 Payroll Taxes-Indirect	10,136.56		10,136.56	
7230 Pension Expenses-Indirect	12,989.58		12,989.58	
7240 Employee Insurance-Indirect	21,368.67		21,368.67	
7310 Meals-Indirect	377.56		377.56	
7320 Telephone-Indirect	2,119.20		2,119.20	
7340 Postage-Indirect	1,642.92		1,642.92	
7410 Dues & Subscriptions-Indirect	3,386.07		3,386.07	

7420 Supplies & Materials-Indirect	7,656.67		7,656.67	
7430 Computer Services-Indirect	34,743.25		34,743.25	
7520 Rent & Janitorial-Indirect	70,780.00		70,780.00	
7610 Equipment-Indirect	6,699.94		6,699.94	
7640 Gas-Indirect	915.29		915.29	
7650 Power-Indirect	3,809.80		3,809.80	
7660 Water-Indirect	841.53		841.53	
7715 Audit Services-Indirect	6,280.00		6,280.00	
7720 Accounting Services-Indirect	8,096.38		8,096.38	
7730 Insurance Corporate-Indirect	7,967.00		7,967.00	
Total 7000 Indirect Expenses	\$ 317,480.66	\$ 385,294.91	-\$ 67,814.25	82.40%
9000 Payroll Expenses			0.00	
9020 Salaries & Wages	0.00		0.00	
9040 FICA Taxes	0.00		0.00	
9060 Medicare Taxes	0.00		0.00	
9080 Michigan UIA Taxes	0.00		0.00	
9200 Mileage, meals, and lodging	0.00		0.00	
9220 Supplies	0.00		0.00	
Total 9000 Payroll Expenses	\$ 0.00	\$ 0.00	\$ 0.00	
Total Expenses	\$ 1,652,657.65	\$ 1,949,431.44	-\$ 296,773.79	84.78%
Net Operating Income	\$ 69,878.58	\$ 31,184.06	\$ 38,694.52	224.08%
Net Income	\$ 69,878.58	\$ 31,184.06	\$ 38,694.52	224.08%

MEMORANDUM

TO: Southwest Michigan Planning Commission
FROM: K. John Egelhaaf
DATE: February 4, 2025
RE: Staff Report for the Southwest Michigan Planning Commission February 25, 2025

Office/Administrative Updates

- A. Conference/Worshop Attendance
 - a. Michigan Association of Regions Strategic Planning Workshop (January 14-15)
 - 1. John Egelhaaf Attended

- B. Jerrid Burdue – (Re)started on February 3rd
 - a. Senior Development Planner
 - b. Previously with the SWMPC through March 2023
 - 1. Began as an intern in 2016
 - 2. Hired full-time in 2019

- C. Staff Benefits Deep Dive
 - a. February 3rd Staff Meeting, a detailed discussion of our insurance coverage
 - 1. Special Guest: our insurance consultant Kurt Buursma

- D. New Heaters Installed in Some Offices
 - a. Compact, thermostat-controlled, wall-mounted
 - b. Individual control of additional heat
 - c. Just a bit more comfort for those who wanted it

SWMPC Staff Report – February 25, 2025

Existing Project Developments

- A. Economic Development
 - a. Submission of the SWMPC’s Next 3-Year Partnership Planning Grant with the US Department of Commerce’s Economic Development Administration (EDA)
 - i. \$210,000 request
 - b. Palisades Economic Recovery Strategy – Completed December 2024
 - c. SWMPC Will Begin Reconfiguring our Comprehensive Economic Development (CEDS) Committee for 2025
 - i. Jerrid Burdue will head the effort
 - d. Collaborating with Dr. Rex LaMore – Director of MSU Center for Community & Economic Development
 - i. Preparations to meet w/Sen. Peters on EDA Budget

- B. Materials Management
 - a. Assembling the 2025 Work Plan Draft
 - i. Presented Draft at the February Materials Management Planning Committee Meeting
 - ii. Work Plan completion + Budget by the three counties = 2025 EGLE grant application
 - iii. Grant applications due March 31
 - b. Beginning the Materials Management Plan Data Collection Phase

- C. Artificial Intelligence Policy
 - a. In Development of an AI Framework for SWMPC
 - i. Consulting with an Expert PhD on Process/Methodology
 - ii. Consulting w/Innovation Fellow at MSU Center for Economic Innovation
 - b. Designing a Process for AI Policy Development that Local Governments Can Also Use

- D. Transportation Planning
 - a. By Mid-March all Transportation Projects Approved by NATS/TwinCATS will be Inserted Into the Master MDOT JobNet Database
 - b. 2nd Call for Projects for Congestion Mitigation Air Quality (CMAQ) Funding is Out
 - c. Rural Transportation Fund – Project Selections Took Place in Mid-January
 - d. Mid-March Meeting with State & Federal Transportation Partners for our 2026 Unified Work Program Preparation
 - e. Travel Demand Model – Preparations Have Begun for Next Iteration
 - i. Discussions between MDOT, SWMPC, and the Michiana Area Council of Governments (MACOG)

- E. Community Planning Assistance
 - a. Sodus Township Master Plan
 - b. Arlington Township Master Plan
 - c. Michiana Village Master Plan (data collection in process, survey drafted-awaiting edits)
 - d. South Haven Master Plan Update in Final Stages-Draft Plan Delivered to S. Haven
 - e. Dowagiac Recreation Plan Completed
 - f. Van Buren County Parks Strategic Plan (SWOT analysis completed, building priority list for millage funds)

- F. Statewide Housing Regional Committee
 - a. Quarterly Meeting Held February 6th



2024 PERFECT ATTENDANCE

We wish to recognize our Board members with perfect attendance in 2024:

Rick Catherman

James Dodd

Kurt Doroh

Teri Sue Freehling

Kristen Gundersen

Sandra Hanson

Paul Pantaleo

Gail Patterson-Gladney

Linda Preston

Robert Torzynski

Memorandum

To: Southwest Michigan Planning Commission Full Board Members

From: Maria Vettraino

Date: February 25, 2025

Re: Per Diem and Expense Reimbursement Policy

The purpose of this memo is to provide a synopsis of the Southwest Michigan Planning Commission's per diem and expense reimbursement policy for board members attending Full Board and/or Executive Committee meetings, and to establish each member's eligibility for reimbursement.

Currently the policy allows for the payment of a per diem in the amount of \$30 per Full Board or Executive Committee meeting (special committee assignments receive \$15) under the following conditions:

- Members attending meetings without any other compensation from an employer or employing institution **shall be eligible** to receive a per diem
- Members attending meetings who are required to use employee leave time to account for time spent at the meetings **shall be eligible** to receive a per-dem
- Members who attend meetings during their normal working hours and are paid as part of their normal duties **shall NOT be eligible** to claim a per diem

The current policy also allows for the payment of mileage expense reimbursement at the rate of \$0.70 per mile, for the distance normally traveled from home or workplace to the commission meeting location, under the following conditions:

- Members who use their own vehicle and receive no other expense reimbursement from an employer or employing institution **shall be eligible** to receive mileage reimbursement.
- Members who use a company or employer-owned vehicle or are compensated for their mileage in any other way **shall NOT be eligible** to receive mileage reimbursement.

**2025 PER DIEM AND EXPENSE VERIFICATION FORM
MUST be on file in order for funds to be disbursed.**

Please complete and return the form as soon as possible to:

vettrainom@swmpc.org

or

SWMPC, Attn: Maria Vettraino
376 W. Main St. Suite 130
Benton Harbor, MI 49022

Thank you!

Southwest Michigan Planning Commission
376 East Main Street, Suite 130
Benton Harbor, MI 49022-3651
269-925-1137
vettrainom@swmpc.org

2025 PER DIEM AND EXPENSE VERIFICATION FORM

Please submit the completed form **even if you are not eligible** for per diem and mileage.
It is important that SWMPC have a form on file for each member. This form must be on
file in order for funds to be disbursed

Payee: *(Your name)*

Address:

City, State, Zip:

This address may differ from the one given in the member profile

1. Please indicate by placing an **X** in the box below if you meet the prescribed eligibility requirements to receive the per diem payment of \$30 per meeting attended (\$15 sub-committee).

1. Eligible for per diem?

Yes No

2. Please indicate if you are eligible for mileage by placing an **X** in the box below.

2. Eligible for mileage?

Yes No

3. Eligible miles are counted from home, or place of employment, to SWMPC meeting location and return trip of equal miles. (Please provide only one-way trip mileage, we will calculate the round-trip mileage).

***ONE WAY** miles from your starting point (home or office) to:

Van Buren ISD Conference Center
490 South Paw Paw Street, Lawrence, MI _____

Southwest Michigan Planning Commission
376 West Main Street Suite 130
Benton Harbor, MI 49022-3651
269-925-1137

2025 Board Membership Profile

**Please complete the information on BOTH sides of this form
and return as soon as possible.**

To keep our board membership information as up to date as possible, we are requesting the following information:

Name:

Address: *(Please provide the address where your SWMPC board and other related information is to be sent)*

Home Phone:

Work Phone:

Email Address:

Cell Phone:

Occupation:

Representative position held on the SWMPC board and if you hold elected office in a jurisdiction: *(i.e. Cass County Citizen Representative, Township Clerk Boardwalk Township, Mayor of St. Charles Place, etc. and if applicable, please designate your alternate, if appropriate)*

U.S. Economic Development Authority Requested Information

To maintain our designation as an Economic Development District recognized by the U.S. Department of Commerce/Economic Development Administration, the SWMPC is required to annually provide documentation that the board adequately represents various interests including women and ethnic minorities.

PLEASE PROVIDE INFORMATION ABOUT ALL ITEMS APPLICABLE TO YOU

STATUS	male	female	unemployed	retired	disabled
<i>check if applicable</i>					

Please specify racial /ethnic minority, if any: _____

Local Government	Elected	Appointed	Employed
<i>Examples:</i>	<i>Mayor</i>	<i>Planning</i>	<i>City Manager</i>
County, City, Township or Village official, board, committee	_____	_____	_____

Economic & Business	Leadership (CEO, Chair etc.)	Member
Possibilities: Business owner, Professional Associations, Chamber of Commerce, DDA, Labor Union, etc.	_____	_____

Community Organizations	Leadership (Chair, Secretary, etc.)	Member
Possibilities: Neighborhood/Housing, Environmental, Historic Preservation, Recreation, Social groups, Religious Affiliations, etc.	_____	_____

Educational Affiliations	Leadership (Chair, Secretary, etc.)	Member
Possibilities: Professional, School Boards, Advisory committees, etc.	_____	_____

Health Care Affiliations	Leadership Role	Member
Possibilities: Professional, Boards, etc.	_____	_____

Code	PROJECT NAME	CONTRACT START DATE	CONTRACT END DATE	CONTRACT AMOUNT	2025 REMAINING BUDGET	INCOME TYPE	INVOICE	INVOICE PORTAL/CONTACT	PAYMENT	CONTRACT ID NUMBER	BILL TO/CLIENT	SWMPC STAFF
NATS Unified Work Program - 2024/5												
110	NATS - PROGRAM	10/1/2024	9/30/2025	\$60,021	\$47,813	80% Federal/20% Local	Quarterly	ProjectWise	ACH	2024_0010_Z4	MDOT/NATS members	KG/BK
120	NATS - DATA	10/1/2024	9/30/2025	\$28,568	\$22,004							
130	NATS - PLANNING	10/1/2024	9/30/2025	\$57,104	\$49,476							
140	NATS - TIP	10/1/2024	9/30/2025	\$35,001	\$23,566							
145	NATS - MULTIMODAL PLANNING	10/1/2024	9/30/2025	\$17,421	\$15,678							
			TOTAL	\$198,115	\$158,536							
155	NATS - TDM MACOG		9/30/2025	\$50,000 *100% contract	\$50,000	80% Federal/20% State	Quarterly	ProjectWise	ACH	2024_0010_z6	MDOT	KG
					contractual in and out							
TWINCATS Unified Work Program - 2025												
160	TCATS - PROGRAM	10/1/2024	9/30/2025	\$107,725	\$94,383	80% Federal/20% Local	Quarterly	ProjectWise	ACH	2024_0010_Z5	MDOT/TCATS members	KG/BK
170	TCATS - DATA	10/1/2024	9/30/2025	\$44,521	\$24,386							
180	TCATS - PLANNING	10/1/2024	9/30/2025	\$90,865	\$71,069							
190	TCATS - TIP	10/1/2024	9/30/2025	\$48,836	\$39,271							
195	TCATS - MULTIMODAL PLANNING	10/1/2024	9/30/2025	\$20,296	\$13,048							
			TOTAL	\$312,243	\$242,158							
215	TCATS - EV READINESS PLAN	10/1/2023	9/30/2025	\$10,000 *100% contract	\$98,065	80% Federal/20% Local	Quarterly	ProjectWise	ACH	2024_0010_Z3	MDOT/TCATS members	
					contractual in and out							
MDOT REGION Work Program - 2025												
210	MDOT - PROGRAM MGT.	10/1/2024	9/30/2025	\$7,303	\$5,895	100% State	Quarterly	ProjectWise	ACH	2024_0021_Z5	MDOT	KG/BK
230	MDOT - TA TO MEMBER	10/1/2024	9/30/2025	\$15,073	\$12,751							
235	MDOT - PUBLIC INVOLVEMENT MTF	10/1/2024	9/30/2025	\$1,200	\$1,200							
260	MDOT - TA TO MDOT	10/1/2024	9/30/2025	\$11,124	\$4,541							
280	MDOT - HERITAGE ROUTE	10/1/2024	9/30/2025	\$4,000	\$2,690							
			TOTAL	\$38,700	\$27,077							
240	MDOT - PUBLIC INVOLVEMENT SPR	10/1/2024	9/30/2025	\$4,000	\$3,266	100% Federal	Quarterly	ProjectWise	ACH	2024_0021_Z6	MDOT	KG/BK
250	MDOT - RURAL TASK FORCE	10/1/2024	9/30/2025	\$19,373	\$7,592							
			TOTAL	\$23,373	\$10,858							
ASSET MANAGEMENT - Program 2025												
311	ASSET MGMNT - DATA FED AID	10/1/2024	9/30/2025	\$14,346	\$44,483	100% State	Quarterly	ProjectWise	ACH	2024_0021_Z4	MDOT	BK/KG
315	ASSET MGMNT - DATA NON-FED			\$13,565								
316	ASSET MGMNT - TRAINING			\$7,177								
317	ASSET MGMNT - DATA SUBMISSION			\$940								
319	ASSET MGMNT - TECH ASSISTANCE			\$2,822								
321	ASSET MGMNT - PLANNING			\$7,400								
ECONOMIC DEVELOPMENT												
340/350/360	EDA - PLANNING; ADMIN; INFO	1/1/2025	12/31/2027	210000 (+\$17,210 annual county contribution)		50% Federal/50% Local	Quarterly	Grants Online/Edge	ASAP/ACH	ED 19CH13020003	EDA	KJE
OTHER MDOT/MDOT RELATED												
RIDESHARE												
380	RIDESHARE BERRIEN/VAN BUREN	8/27/2024	6/30/2025	\$26,000 (Berrien \$16,000, VB \$10,000)	\$22,096	100% Federal	Quarterly	ProjectWise	ACH	2024-0774	MDOT	KM
OTHER PROJECTS												
500	EPA CCG	1/1/2025	12/31/2027	\$20,000,000.00								
520	PEP PHASE II	no contract, calculated annual amounts based on formula *see MH budget spreadsheet			\$23,000.00	100% Local	Annually	Mail/Email	Check	N/A	Various municipalities	MH
545	EGLE HIGH WATER	*MH - no funding for SWMPC			\$0.00							MH
560	GLRI - OX CREEK	3/11/2024	12/31/2025	\$1,044,149 *MH \$9,500 SWMPC	\$7,253	100% Federal	Quarterly	eRa	ASAP/ACH	GL24-SWMPC-01	EGLE	MH
NOAA - OX CREEK												
565	NOAA - OX CREEK - SWMPC	7/1/2023	4/30/2027	\$159,629	\$13,034	Federal	Quarterly	Grants Online/eRA	ASAP/ACH	Grant # NA23NMF4630100	NOAA	MH
	NOAA - OX CREEK - GEI/CONTRACTUAL			\$397,000								
	NOAA - OX CREEK - OTHER/ CONTRACTUAL			\$443,371								
				TOTAL	\$1,000,000							
OTHER PROJECTS												
590	KZOO RIVER - PARCHMENT	11/1/2021	until completed	\$52,280	\$22,598	100% Local	Quarterly/As needed	Email	Check	N/A	City of Parchment	MH
610	VAN BUREN REC PLAN			\$2,000 currently, may increase	\$2,000	100% Local	Quarterly/As Needed	Email	Check			MH
620	BERRIEN TWP MASTER PLAN	4/29/2020	Until completed	\$16,982	\$5,591	100% Local	Quarterly/As needed	Email Berrien Twp	Check	N/A	Berrien Township	MH
621	BERRIEN TWP REC PLAN	same as above				100% Local	Quarterly/As needed				Berrien Township	MH
635	DECATUR HAMILTON REC PLAN	6/13/2024	until completed	\$6,057	\$1,892	100% Local	Quarterly/As Needed		Check	N/A	Decatur Township, Village of Decatur, Hamilton?	MH
645	DOWAGIAC REC PLAN	7/1/2024	until completed	\$14,985	\$11,970	100% Local	Quarterly/As Needed	Email Amanda Sleigh	Check	N/A	City of Dowagiac	MH

650	SODUS TWP MASTER PLAN	3/9/2024	until completed	\$20,218	\$7,146	100% Local	Quarterly/As Needed	Email David Chandler	Check	N/A	Sodus Twp	MH
661	VAN BUREN HAZ MIT	7/1/2023	2/1/2026	\$50,515.00	\$18,945.17	State/Local	Quarterly/As Needed	See email in file	Check	N/A	FEMA? & Van Buren Co.	MH
681	MATERIALS MANAGEMENT	7/3/2024	7/3/2027	\$240,000.00	\$240,000.00	100% Local?		Email 3 counties	Check		Berrien, Cass, VB Counties	BS
686	MICHIANA MASTER PLAN	11/19/2024	until completed	\$16,592.82	\$13,596.20	100% Local	Quarterly/As Needed	michianaclerk@michianavillage.org	Check	N/A	Village of Michiana	MH
690	ARLINGTON TWP MASTER PLAN	3/1/2024	until completed	14195.75, paid up front	\$0.00	100% Local	Quarterly/As Needed	Email Doug DeLeo?	Check	N/A	Arlington Twp	MH
700	SPARK GRANT	11/6/2023		\$67,640.00	\$10,498.34 estimate	100% Federal				N/A	DNR	
721	SOUTH HAVEN MASTER PLAN	2/5/2024		\$49,740.00	\$17,047.53	100% Local	Quarterly/As Needed	Email Griffin Graham ggraham@south-haven.com	Check	N/A	South Haven	MH
865	IN-MI RIVER VALLEY TRAIL EXTENSION	3/1/2021	until completed	24000 paid up front	\$0	100% State	No more billing			N/A	Berrien Health Dept	KM/MH
871	BLACK RIVER WATER TRAIL MAINTENANCE	3/16/2021	3/16/2031	up to \$5,500 - \$7,000/year *all contract except for about \$200-\$400	\$6,700.00 estimate	100% Local	As needed	Email Jen Sistrunk	Check	N/A	Van Buren County Con and Visitors Bureau	MH
881	PAW PAW RIVER WATER TRAIL COMMUNITIES			no contract, calculated annual amounts based on formula	\$31,300.00	100% Local	Annually (as needed)			N/A	Various municipalities	MH
1010	Broadband Equity Compass	4/12/2024	Until completed	Hourly (not to exceed \$7,500 per quarter)	\$30,000	100% Local	Quarterly/As needed	Pierrette Renee Dagg, prdt@merit.edu	Check	N/A	Merit Network, Inc	KJE
1025	BB MITTEN	3/00/25	12/00/27	\$321,078	\$321,078	100% State	Quarterly				MIHI/LEO	KJE
1100	MIOTA	1/1/2023	12/31/2025	\$10,000/year	\$10,000.00	100% State	Quarterly	Email Tim Fischer	Check	N/A	MIO	KJE

**SOUTHWEST MICHIGAN PLANNING COMMISSION
2025
BUDGET PROPOSAL**

2/18/2025

**Budget Revenues
Budget Expenditures
Revenues by Program Area
Cost Allocation Plan
Indirect Rate**



SOUTHWEST MICHIGAN PLANNING COMMISSION

**2025
REVENUES**

<i>PROJECT</i>	2025 <i>February</i>	Prior-Rev. <i>CHANGE</i>	2024 <i>February</i>
COMMISSIONER SUPPORT	18,478	0	18,478
INTEREST REVENUE (PROJ.)	4,200	2,779	1,421
ASSET MANAGEMENT	46,250	5,250	41,000
BERRIEN TOWNSHIP REC PLAN & MASTER PLAN	5,591	(9,991)	15,582
BLACK RIVER WATER TRAIL MGMT	6,700	700	6,000
BROADBAND EQUITY COMPASS	30,000	30,000	0
DECATUR/HAMILTON JOINT REC PLAN	1,892	(8,717)	10,609
ECONOMIC DEV. ADM./DISTRICT PLANNING	87,210	39,885	47,325
EPA COMMUNITY CHANGE	9,851,676	9,851,676	0
DOWAGIAC REC PLAN	11,970	11,970	0
SODUS TWP MASTER PLAN	7,146	7,146	0
BROADBAND MITTEN	321,078	321,078	0
ARLINGTON TWP MP	0	0	0
MICHIANA MASTER PLAN	13,596	13,596	0
K'ZOO RIVER PARCHMENT	22,598	(13,443)	36,041
LOCAL SERVICES	23,424	0	23,424
MDOT REGIONAL TRANSPORTATION	62,073	2,655	59,418
MISCELLANEOUS MAPPING	0	(500)	500
MIO TECHNICAL ASSISTANCE	10,000	0	10,000
MATERIALS MANAGEMENT	240,000	240,000	0
NILES AREA TRANSPORTATION STUDY	248,115	53,386	194,729
NOAA OX CREEK GREEN INFRASTRUCTURE	260,686	104,728	155,958
PAW PAW RIVER WATER TRAIL COMMUNITIES	31,300	(11,500)	42,800
PEP PHASE II	23,000	0	23,000
RIDESHARE	22,056	(13,175)	35,231
SOUTH HAVEN MASTER PLAN REVISION	17,047	(32,693)	49,740
SPARK RECREATION GRANT ASSISTANCE	10,498	(26,704)	37,202
TWIN CITIES AREA TRANSPORTATION STUDY	410,308	103,122	307,186
VAN BUREN COUNTY HAZARD MITIGATION PLN	18,945	(19,170)	38,115
DONATIONS	0	0	0
TOTAL	11,805,837	10,652,078	1,153,759

2025 BUDGET EXPENDITURES

			2025	
	INDIRECT	DIRECT	TOTAL	DOUBLE CHECK
<i>PERSONNEL</i>				
SALARY			\$575,469	
BENEFITS			\$225,727	
SUB-TOTAL			\$801,196	\$801,196
UNALLOCATED FUNDS			\$397,081	
 TOTAL PERSONNEL			 \$1,198,277	
 <i>OPERATING</i>				
Checking Acct. Fees	\$0		\$0	\$0
6300 - Mileage & Travel	\$0	\$12,846	\$12,846	\$12,846
6310 - Meals	\$0	\$2,255	\$2,255	\$2,255
6315 - Lodging	\$0	\$8,110	\$8,110	\$8,110
6320 - Telephone	\$0	\$0	\$0	\$0
6330 - Printing	\$0	\$0	\$0	\$0
6340 - Postage	\$0	\$0	\$0	\$0
6410 - Dues, Subs, Pubs	\$0	\$5,380	\$5,380	\$5,380
6420 - Supplies & Materials	\$0	\$13,005	\$13,005	\$13,005
6430 - Computer Services	\$0	\$9,659	\$9,659	\$9,659
6440 - Advertising	\$0	\$0	\$0	\$0
6500 - Conferences & Training	\$0	\$9,550	\$9,550	\$9,550
6520 - Rent, Janitorial & Recyc	\$0	\$0	\$0	\$0
6530 - Local Cash In-Kind	\$0	\$0	\$0	\$0
6540 - Contractual On Site	\$0	\$31,675	\$31,675	\$31,675
6550 - Contractual Off-Site	\$0	\$10,208,873	\$10,208,873	\$10,208,873
6610 - Equipment	\$0	\$0	\$0	\$0
6620 - Equipment Rental	\$0	\$0	\$0	\$0
6630 - Equipment Maintenance	\$0	\$0	\$0	\$0
6710 - Legal Services	\$0	\$0	\$0	\$0
6715 - Audit Services	\$0	\$550	\$550	\$550
6720 - Accounting Services	\$0	\$3,200	\$3,200	\$3,200
6730 - Insurance (cont, lia, bond)	\$0	\$0	\$0	\$0
6740 - Depreciation	\$0	\$0	\$0	\$0
6950 - General Commission Exp	\$0	\$650	\$650	\$650
6960 - Commissioner Mileage	\$0	\$2,550	\$2,550	\$2,550
6970 - Commissioner Per Diem	\$0	\$2,560	\$2,560	\$2,560
6980 - Bank Fees	\$0	\$1,800	\$1,800	\$1,800
6990 - Pass Through	0	0	\$0	\$500
Indirect Cost Pool	294,897		\$294,897	
 <i>TOTAL OPERATING</i>	 \$294,897	 \$10,312,663	 \$10,607,560	 \$0
DOUBLE CHECK	\$468,195	\$10,313,163	\$10,607,560	
<i>OPERATING + PERSONNEL</i>			\$11,805,837	
<i>REVENUE</i>			\$11,805,837	

**2025 BUDGET
REVENUES BY PROGRAM AREA
MATCHING FUNDS**

PROGRAM AREA NAME	CONTRACTS									TOTAL CONTRACTS			
	FEDERAL FUNDS	PASS THRU	STATE FUNDS	TOTAL STATE/ FEDERAL FUNDS	OTHER LOCAL FUNDS/FEES	COUNTY DUES	COUNTY OTHER	LOCAL MATCH	INTEREST	TOTAL MATCHING FUNDS	& OTHER LOCAL & MATCHING FUNDS	TOTAL FUNDS	CONTRACTS/OTHER LOCAL & MATCHING FUND SOURCES
PLANNING AND INFORMATION PROGRAMS													
ASSET MANAGEMENT	0		46,250	46,250				0		0	0	46,250	
BERRIEN TWSP RP-MP	0				5,591					0	5,591	5,591	
BLACK RIVER WATER TRL MGMT	0				6,700					0	6,700	6,700	
BROADBAND EQUITY COMPASS	0			0	30,000					0	30,000	30,000	
DECATUR/HAMILTON REC PLAN					1,892							1,892	
COMMISSIONER SUPPORT						18,478		0		18,478	18,478	18,478	
EDA DISTRICT PLANNING	70,000			70,000		17,210		0		17,210	17,210	87,210	
EPA COMMUNITY CHANGE	236,064	9,615,612	0	9,851,676							0	9,851,676	
DOWAGIAC REC PLAN			0	0	11,970						11,970	11,970	
SODUS TWP MASTER PLAN				0	7,146						7,146	7,146	
BROADBAND MITTEN			321,078	321,078							0	321,078	
ARLINGTON TWP MASTER PLAN				0	0						0	0	
MICHIANA MASTER PLAN			0	0	13,596						13,596	13,596	
K'ZOO RIVER PARCHMENT				0	22,598						22,598	22,598	
LOCAL SERVICES			0	0		23,424				23,424	23,424	23,424	
MDOT REGIONAL TRANSP	23,373		38,700	62,073							0	62,073	
MISCELLANEOUS MAPPING				0	0							0	
MIO TECHNICAL ASSISTANCE			10,000	10,000	0						0	10,000	
MATERIALS MANAGEMENT			240,000	240,000	0			0		0	0	240,000	
NATS	202,158		10,000	212,158				35,957		35,957	35,957	248,115	
NOAA OX CRK GRN INFRA	260,686	0		260,686						0	0	260,686	
PAW PAW RIV WTR TRAIL				0	31,300						31,300	31,300	
PEP PHASE II					23,000						23,000	23,000	
RIDESHARE	22,056			22,056	0					0	0	22,056	
SOUTH HAVEN MP			0	0	17,047					0	17,047	17,047	
SPARK RECREATION GRNT ASST			10,498	10,498							0	10,498	
TWINCATS	334,023		0	334,023	0			76,285		76,285	76,285	410,308	
VAN BUREN HAZ MIT	12,782		0	12,782	6,163					0	6,163	18,945	
INTREST	0			0				0	4,200	4,200	4,200	4,200	
LOCAL SERVICES													
BOARD SUPPORT/CPA SERV				0		0				0	0	0	
LOCAL SERVICES				0		0				0	0	0	
INTEREST REVENUE									0	0	0	0	
DONATIONS					0						0	0	
TOTAL FUNDS	1,161,142	9,615,612	676,526	11,453,280	177,003	59,112	0	112,242	4,200	175,554	352,557	11,805,837	
UNALLOCATED									4,200	4,200	4,200	4,200	
TOTAL BUDGET	1,161,142	9,615,612	676,526	11,453,280	177,003	59,112		112,242	4,200	175,554	352,557	11,805,837	

COST ALLOCATION PLAN – 2025

LEAVE AND FRINGE BENEFIT RATES

RELEASED TIME BENEFITS

ANNUAL LEAVE	\$42,776	
HOLIDAY PAY	24,853	\$67,629

ADDED COST (FRINGE) BENEFITS

FICA	\$44,023	
GROUP INSURANCE COVERAGES	142,315	
WORKERS COMP	1,862	
UCI	122	
PENSION CONTRIB/ADMIN	37,405	225,727

TOTAL BENEFITS **\$293,356**

ANNUAL BUDGETED SALARY \$575,469

LESS RELEASED TIME BEN. 67,629

TOTAL CHARGEABLE SALARY **\$507,840**

LEAVE RATE: \$67,629 / 507,840 = **13.32%**

FRINGE BENEFIT RATE: \$225,727 / 575,469 = **39.22%**

**SOUTHWEST MICHIGAN PLANNING COMMISSION
INDIRECT COST RATE
CALENDAR YEAR 2025**

		INDIRECT	DIRECT	TOTAL	REVENUE
PERSONNEL					
CHARGEABLE SALARY		105,146	450,704	555,850	
LEAVE	13.32%	14,002	49,959	63,962	
SUB-TOTAL					
BENEFITS	39.22%	54,496	171,231	225,727	
SUB-TOTAL		173,645	671,894	801,196	
OTHER PERSONNEL		0	0	0	
TOTAL		173,645	671,894	801,196	
OPERATING					
TRAVEL, MEALS, LODGING		0	23,211	23,211	
RENT		0	0	0	
TELEPHONE		0	0	0	
CONTENTS, LIABILITY INS.		0	0	0	
POSTAGE		0	0	0	
PRINTING		0	0	0	
DUES, SUBS, PUBS		0	5,380	5,380	
SUPPLIES		0	13,005	13,005	
EQUIPMENT RENTAL		0	0	0	
EQUIPMENT DEPRECIATION		0	0	0	
EQUIPMENT MAINTENANCE		0	0	0	
LEGAL SERVICES		0	0	0	
ADVERTISING		0	0	0	
COMPUTER SERVICES		0	9,659	9,659	
CONFERENCES		0	9,550	9,550	
COMMISSION EXPENSE		0	650	650	
CONTRACTUAL PERSONNEL (OFF-PREMISES)		0	10,208,873	10,208,873	
CONTRACTED PERSONNEL (ON PREMISES)		0	31,675	31,675	
PER DIEM		0	2,560	2,560	
COMM MILES		0	2,550	2,550	
DIRECT EQUIPMENT		0	0	0	
AUDIT SERVICES		0	550	550	
PASS-THRU		0	500	500	
BANK FEES		0	1,800	1,800	
CPA SERVICES		0	3,200	3,200	
INDIRECT COST POOL		468,195			
TOTAL		468,195	10,313,163	10,781,358	
TOTAL BUDGET		468,195	10,985,057	11,453,252	11,805,837

TOTAL AGENCY INDIRECT COST RATE = **59.02%**

*DEVELOPED IN ACCORDANCE WITH THE STANDARDS IN OMB CIRCULAR A-87
AND IN ACCORDANCE WITH THE SWMPC'S NEGOTIATED INDIRECT COST RATE W/US DEPT. OF INTERIOR



RESOLUTION 2025-1 SIGNATORY RESOLUTION

WHEREAS, the Southwest Michigan Planning Commission must designate signatory responsibilities according to its operational policies and procedures:

NOW THEREFORE BE IT RESOLVED that the SWMPC designates SWMPC members and staff as signatories as follows:

SWMPC Expense Vouchers, Checking Accounts, Savings Accounts, and Certificates of Deposit

(Two of three signatures)

Treasurer:	Kim Sinclair
Alternate Treasurer:	Sandra Hanson
Executive Director	K. John Egelhaaf

SWMPC Contracts, Grants, etc.

(Executive Director, or in the event of a two-signature requirement, the Executive Director and one of either the Chair or Vice Chair.)

Chairman:	Kurt Doroh
Vice-Chairman:	Jim Curran
Executive Director	K. John Egelhaaf

BE IT FURTHER RESOLVED that these designations shall remain in effect until the annual reorganization meeting to be held in 2026.

RESOLVED ON THIS TWENTY FIFTH DAY OF FEBRUARY 2025

Kurt Doroh, Chair Date

Linda Preston, Secretary Date



RESOLUTION 2025-2 ANNUAL MEMBER CONTRIBUTION

WHEREAS, the Southwest Michigan Planning Commission (SWMPC) shall seek an annual contribution from participating members; and

WHEREAS, the SWMPC shall calculate the member contribution based upon a formula using a per capita amount and a uniform current national or state population count, and

WHEREAS, the per capita rate shall be adopted by the SWMPC at its annual meeting

NOW THEREFORE BE IT RESOLVED that the SWMPC adopts \$0.21 as the per capita rate for member contributions for the fiscal year 2025.

BE IT FURTHER RESOLVED that these designations shall remain in effect until the annual meeting to be held in 2026.

RESOLVED ON THIS TWENTY FIFTH DAY OF FEBRUARY 2025

Kurt Doroh, Chair

Date

Linda Preston, Secretary

Date