



AGENDA

FULL COMMISSION MEETING

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

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

1. **CALL TO ORDER** **Chair Roseann Marchetti**
 - Pledge Allegiance
 - Roll Call
2. **ACCEPTANCE AND/OR REVISION OF CONSENT AGENDA**
 - a. **Meeting Agenda***
 - b. **Minutes of Commission Meeting, December 19, 2023***
 - c. **Chairman's Report**
 - d. **Treasurer's Report***
3. **EXECUTIVE DIRECTOR'S REPORT** **Accept* **K. John Egelhaaf**
4. **WELCH LACKEY AWARD** **Chair Marchetti**
5. **PERFECT ATTENDANCE RECOGNITION*** **Chair Marchetti**
6. **PER DIEM AND PROFILE FORMS*** **Chair Marchetti**
7. **2024 SWMPC BUDGET*** *Approve* **Director Egelhaaf**
8. **NOMINATING COMMITTEE REPORT** **Chair Marchetti**
 - a. **Proposed Slate of Executive Committee Officers**
 - b. **Finalize Slate of Nominees**
 - c. **Vote**
9. **RESOLUTION 2024-1 SIGNATORY RESOLUTION**
10. **RESOLUTION 2024-2 RECOMMENDED COUNTY CONTRIBUTION***
11. **RESOLUTION 2024-3 LEASE RENEWAL***
12. **PLANNER PRESENTATION** **Zane Aldrich-Associate Planner**
Responding to Changes at the Michigan Infrastructure Office
13. **PUBLIC COMMENT**
14. **PRIVILEGE OF THE FLOOR**
15. **ADJOURNMENT**

***Enclosures**

Next meeting will be held April 16, 2024, at the Van Buren ISD 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, December 19, 2023, 9:30 a.m.

Meeting Held in Person at Cass County Road Commission

MEMBERS PRESENT:

Doroh, Kurt, Vice Chair, Van Buren County Commissioner
Preston, Linda, Secretary, Cass County Representative
Gundersen, Kristen, Alternate Secretary, Berrien County Representative
Remus, Richard, Treasurer, Berrien County Representative
Petersen, Jan, Alternate Treasurer, Van Buren County Representative
Catherman, Rick, Van Buren County Representative
Curran, Jim, Berrien County Commissioner
DeLong, Don, Cass County Representative
Dodd, James, Cass County Representative
Durm-Hiatt, Marge, Berrien 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
Stauffer, Dick, Berrien County Representative
Torzynski, Robert, Pokagon Band Representative
Tyler, Doug, Cass County Representative
Wood, Gary, Berrien County Representative

MEMBERS ABSENT:

Marchetti, Roseann, Chair, Cass County Commissioner
Fette, Dan, Berrien County Representative
Newton, Matthew, Van Buren County Representative
Patterson-Gladney, Gail, Van Buren County Commissioner
Wuerfel, Julie, Berrien County Commissioner

GUESTS PRESENT:

Marcy Hamilton, Mike Huber, Heather Rudnik, Kim Sinclair, Dawn Marie Smith, Kevin Stack, Beat Stocker, Crystal Welsh

1. CALL TO ORDER

Vice 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

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

3. GRAHAM WOODHOUSE AWARD PRESENTATION

Director Egelhaaf explained the criteria for the Graham Woodhouse Award. The annual intergovernmental effort award was given to the collaborators responsible for the Berrien County Trails Master Plan. There were 20 identified partner organizations, 26 funders, and 32 resolutions of support from units of government. Vice Chair Doroh presented the awards to the recipients present.

4. WELCH LACKEY AWARD PRESENTATION

With the Welch Lackey recipient Gail Patterson-Gladney not present, Director Egelhaaf stated this award will be presented at the February 2024 Board meeting.

5. EXECUTIVE DIRECTOR’S REPORT

Director Egelhaaf opened the floor to questions regarding the Executive Director’s Report. Egelhaaf went over the survey results for MIO Technical Assistance and the next steps involved. Discussion ensued about project submissions and the timing of windows of opportunity. He then discussed updates with Palisades in our final stage of Action Strategy Development.

Teri Sue Freehling asked if we have received resolutions from all three counties for Materials Management. Director Egelhaaf stated we have received a resolution or minutes from each county.

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

6. 2020 ADJUSTED CENSUS URBAN BOUNDARIES (ACUB)

Niles Buchanan Cass Area Transportation Study (NATS)

Twin Cities Area Transportation Study (TCATS)

Director Egelhaaf gave an overview of adjusted census, in which all urban areas within the state are reviewed and adjusted to smooth the urban/rural boundaries for transportation planning purposes. He explained the process of the review, the purpose, and the results and how that impacts MPO planning areas.

Dick Stauffer moved to **“APPROVE NATS 2020 ADJUSTED CENSUS URBAN BOUNDARIES.”** Gary Wood seconded the motion, which carried unanimously.

Dick Stauffer moved to **“APPROVE TCATS 2020 ADJUSTED CENSUS URBAN BOUNDARIES.”** Gary Wood seconded the motion, which carried unanimously.

7. COOPERATIVE ACCORD FOR LAND USE AND TRANSPORTATION PLANNING

Between the Northwestern Indiana Regional Planning Commission (NIRPC) & SWMPC

Director Egelhaaf explained the re-confirmation of the Cooperative Accord with NIRPC, which explains our cooperation when we address urban areas.

Gary Wood moved to “**APPROVE COOPERATIVE ACCORD FOR LAND USE AND TRANSPORTATION PLANNING.**” Paul Pantaleo seconded the motion, which carried unanimously.

8. 2024 HEALTH INSURANCE WAIVER CONSIDERATION

2011 Publicly Funded Health Insurance Contribution Act

Annually the Board is asked to consider three options for how SWMPC insurance costs will be shared between staff and the organization. The three options were presented by Director Egelhaaf with projected 2024 costs and changes from 2023 to 2024 (9.07% increase). 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.

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

9. EXECUTIVE DIRECTOR’S EVALUATION

Salary Consideration (Moved from October SWMPC Meeting)

Vice Chair Doroh discussed the process for the Executive Director Evaluation. The committee recommended a 5% salary increase for 2024.

10. RESOLUTION 2023-14 EXECUTIVE DIRECTOR CONTRACT

Dick Stauffer moved to “**APPROVE RESOLUTION 2023-14 EXECUTIVE DIRECTOR’S CONTRACT WITH 5% INCREASE.**” Linda Preston seconded the motion, which carried unanimously.

11. LEASE DISCUSSION

Director Egelhaaf shared that our office lease is coming to an end. Egelhaaf worked with a realtor to look at other options available and concluded that re-signing with our current landlord is the best option.

12. 2024 PROPOSED MEETING SCHEDULE

Vice Chair Doroh presented the 2024 meeting schedule which will be held at the Van Buren ISD Conference Center in Lawrence Michigan.

Jan Petersen moved to “**APPROVE 2024 PROPOSED MEETING SCHEDULE.**” James Dodd seconded the motion, which carried unanimously.

13. PUBLIC COMMENT

Kim Sinclair, with the Van Buren Conservation District, introduced herself to the Board. Sinclair shared that she will be joining the Board next year, replacing Jan Petersen.

14. PRIVILEGE OF THE FLOOR

Vice Chair Doroh asked Jim Curran and Tina Leary to sit on the Nominating Committee to select proposed slate of Executive Committee Officers.

15. ADJOURNMENT

James Dodd moved to adjourn the meeting. Sandra Hanson supported the motion. The Vice Chair declared the meeting adjourned at 10:45 am.

Respectfully submitted by:



K. John Egelhaaf, AICP

Date: December 19, 2023

Southwest Michigan Planning Commission

Balance Sheet

As of December 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
1010 Petty Cash	65.00
1020 Checking	405,920.16
1060 CD	82,180.68
Total Bank Accounts	\$ 488,165.84
Accounts Receivable	
1100 Accounts Receivable	21,146.35
1110 A/R Grants	0.00
Total Accounts Receivable	\$ 21,146.35
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	11,220.00
Met Life Stock	0.00
Repayment	
MISC DEDUCTION	0.00
Total Repayment	\$ 0.00
Total Other Current Assets	\$ 25,675.61
Total Current Assets	\$ 534,987.80
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	\$ 598,308.21
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	12,800.65
Total Accounts Payable	\$ 12,800.65
Other Current Liabilities	

2010 Accounts Payable - Old		0.00
2250 Accrued Payroll		7,084.45
2400 Payroll Liabilities		4,013.07
2420 457b Payable		883.54
2430 Health Insurance		444.25
2438 HSA		-647.77
2440 Federal Withholding		0.00
2450 Medicare Payable		0.00
2460 FICA Payable		4,271.75
2480 State Withholding		1,287.83
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	\$	10,594.92
2500 RPI		0.00
Michigan Department of Treasury Payable		0.00
Total Other Current Liabilities	\$	17,679.37
Total Current Liabilities	\$	30,480.02
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	\$	166,783.80
Equity		
32000 Unrestricted Net Assets		372,398.90
Net Income		59,125.51
Total Equity	\$	431,524.41
TOTAL LIABILITIES AND EQUITY	\$	598,308.21

Southwest Michigan Planning Commission
Budget vs. Actuals: FY_2023 - FY23 P&L
 January - December 2023

	Actual	Budget	Total over Budget	% of Budget
Income				
4000 Federal Grant	540,498.64			
4005 Federal Pass Thru	268,337.72			
(Federal Total)	808,836.36	1,029,942.52	-221,106.16	78.53%
4010 State Grant	486,343.60	782,107.00	-295,763.40	62.18%
4020 County Contribution	59,112.00	59,112.00	0.00	100.00%
4030 Local Match	52,436.16	118,796.80	-66,360.64	44.14%
4040 Local Contract	252,491.99	150,683.00	101,808.99	167.57%
4050 Other Fee Income	2,647.00		2,647.00	
4100 Interest Income	1,421.64	2,250.00	-828.36	63.18%
Total Income	\$ 1,663,288.75	\$ 2,142,891.32	-\$ 479,602.57	77.62%
Gross Profit	\$ 1,663,288.75	\$ 2,142,891.32	-\$ 479,602.57	77.62%
Expenses				
6000 Direct Expenses				
6200 Salaries	383,371.54	383,306.75	64.79	100.02%
6220 Payroll Taxes	29,327.93	29,262.42	65.51	100.22%
6230 Pension Expenses	16,405.52	16,375.64	29.88	100.18%
6240 Employee Insurance	108,405.31	116,940.76	-8,535.45	92.70%
6300 Mileage & Travel	8,139.69	10,634.00	-2,494.31	76.54%
6310 Meals	964.71	2,406.25	-1,441.54	40.09%
6315 Lodging	4,908.34	5,825.00	-916.66	84.26%
6330 Printing		375.00	-375.00	0.00%
6340 Postage	112.38	187.50	-75.12	59.94%
6410 Dues & Subscriptions	7,388.27	3,230.00	4,158.27	228.74%
6420 Supplies & Materials	8,124.93	3,548.75	4,576.18	228.95%
6430 Computer Services	5,569.18	8,592.50	-3,023.32	64.81%
6440 Advertising	50.00		50.00	
6500 Conferences & Training	5,603.82	5,020.00	583.82	111.63%
6550 Contractual Svcs-OffSite	696,059.84	1,136,085.00	-440,025.16	61.27%
6610 Equipment		2,035.00	-2,035.00	0.00%
6630 Equipment Maintenance		35.00	-35.00	0.00%
6715 Audit Services	600.00		600.00	
6720 Accounting Services	7,200.00	14,539.00	-7,339.00	49.52%
6950 General Commission Expenses	1,141.42	1,300.00	-158.58	87.80%
6960 Commissioner Mileage	2,849.38	1,700.00	1,149.38	167.61%
6970 Commissioner Per Diem	2,830.00	2,700.00	130.00	104.81%
6980 Bank Fees	1,059.24	800.00	259.24	132.41%
6990 Pass Thru	10,116.65		10,116.65	

Total 6000 Direct Expenses	\$	1,300,228.15	\$	1,744,898.57	-\$	444,670.42	74.52%
7000 Indirect Expenses							
7200 Salaries-Indirect		108,770.22		135,433.72		-26,663.50	80.31%
7220 Payroll Taxes-Indirect		9,071.42		11,936.76		-2,865.34	76.00%
7230 Pension Expenses-Indirect		14,527.76		21,908.57		-7,380.81	66.31%
7240 Employee Insurance-Indirect		34,767.98		68,232.28		-33,464.30	50.96%
7300 Mileage & Travel-Indirect		119.21		291.07		-171.86	40.96%
7310 Meals-Indirect		163.99		351.37		-187.38	46.67%
7320 Telephone-Indirect		2,119.20		2,927.73		-808.53	72.38%
7340 Postage-Indirect		895.67		3,100.12		-2,204.45	28.89%
7410 Dues & Subscriptions-Indirect		692.10		3,643.11		-2,951.01	19.00%
7420 Supplies & Materials-Indirect		7,291.08		9,173.71		-1,882.63	79.48%
7430 Computer Services-Indirect		37,791.45		44,714.12		-6,922.67	84.52%
7440 Advertising-Indirect		75.00				75.00	
7520 Rent & Janitorial-Indirect		70,335.00		79,223.50		-8,888.50	88.78%
7540 Contract Srvs-OnSite-Indirect		77.38				77.38	
7550 Contract Srvs-OffSite-Indirect		982.62		4,720.20		-3,737.58	20.82%
7610 Equipment-Indirect		720.79		266.60		454.19	270.36%
7715 Audit Services-Indirect		2,500.00		4,985.33		-2,485.33	50.15%
7720 Accounting Services-Indirect		7,480.72				7,480.72	
7730 Insurance Corporate-Indirect		5,553.50		7,066.44		-1,512.94	78.59%
7980 Bank Fees-Indirect				2.33		-2.33	0.00%
Total 7000 Indirect Expenses	\$	303,935.09	\$	397,976.96	-\$	94,041.87	76.37%
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	
Total 9000 Payroll Expenses	\$	0.00	\$	0.00	\$	0.00	
Total Expenses	\$	1,604,163.24	\$	2,142,875.53	-\$	538,712.29	74.86%
Net Operating Income	\$	59,125.51	\$	15.79	\$	59,109.72	374449.08%
Net Income	\$	59,125.51	\$	15.79	\$	59,109.72	374449.08%

Tuesday, Feb 06, 2024 12:17:43 PM GMT-8 - Accrual Basis



SOUTHWEST MICHIGAN PLANNING COMMISSION

376 West Main Street, Suite 130, Benton Harbor, MI 49022

Phone: 269-925-1137 • Website: www.swmpc.org

MEMORANDUM

TO: Southwest Michigan Planning Commission

FROM: K. John Egelhaaf

DATE: February 8, 2024

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

Office/Administrative Updates

- A. Conference/Worshop Attendance
 - a. Electric Vehicle Technical Conference (January 17-18)
 - i. Bekah Schrag & Kim Gallagher Attended
 - b. Mobility Managers Statewide Meeting (January 16)
 - i. Kim Gallagher Attended
 - c. M-63/BL-94 Reconstruction Meeting (January 29)
 - i. John Egelhaaf Attended
 - d. Livable Cities Webinar
 - i. Bekah Schrag Attended
- B. New 10-Year Lease Signed
 - a. Will stay at 376 W. Main, Suite 130, Benton Harbor
 - b. Rent will increase in 2-year steps
 - i. 1st & 2nd is same as 2023 rent
 - ii. Each step is an annual increase of \$402
 - iii. Total increase from year 1-10 = \$1,607 (2.4% in total)
- C. Negotiated Indirect Cost Agreement
 - a. New Direction for SWMPC Management of Indirect Expense
 - b. Indirect Rate Based on Prior Year Audit + Same Year P&L
 - c. US Dept. of Interior Approval

Project Updates

- A. Existing Project Developments
 - a. Materials Management
 - i. Three Counties have agreed to collaborate on a Materials Management Plan (MMP)
 - ii. Building the Foundation for SWMPC as Designated Planning Agency (DPA)
 - 1. Internally (at SWMPC) developing a work plan
 - iii. SWMPC helped author notification for each county to send to abutting counties (about the intent to develop the MMP as a 3-county region)
 - iv. Developing guidelines for the 3-county Materials Management Planning Committee (MMPC)
 - 1. State has specific membership requirements
 - 2. Counties must agree on a process for how appointments are considered & finalized

SWMPC Staff Report – February 20, 2024

A. Existing Project Developments (continued)

b. South Haven City – Master Plan Update (New Project)

- i. Facilitation of a resiliency component for existing plan

c. Regional Electric Vehicle Readiness Plan

- i. RFP Draft Preparation for Consultant Search
 1. Pulling best national examples
- ii. Meetings w/Experts
 1. AEP
 2. Southeast Michigan Council of Governments (SEMCOG)
 - a. Prepared statewide online tool for EV siting

d. Michigan Infrastructure Office (MIO) Project/Idea Technical Assistance

- i. All Applications Submitted in Collaboration w/SWMPC Approved for T/A
 1. Expanded Trail System
 2. Passenger Rail-Connection of Pere Marquette & Wolverine @ New Buffalo
 3. Cost Benefit Analysis for Relocation of Riverview Drive at Twin Cities Harbor

e. Marquette Greenway

- i. Federal RAISE Grant
 1. SWMPC will get Phase II funds to begin construction (Mid-March 2024?)
 2. Greenway will then be a 3-state non-motorized path

f. Van Buren County Hazard Mitigation Plan

- i. Overcame a Challenging Partnership w/MI State Police & FEMA
 1. Grant would not acknowledge SWMPC indirect expense as reimbursable
 2. Not revealed until SWMPC invoiced MSP
 3. Project frozen by SWMPC (restarted after VB County filled the indirect expense reimbursement gap)
 4. VB County stepped up to fund all SWMPC indirect expense

SOUTHWEST MICHIGAN PLANNING COMMISSION

2023 PERFECT ATTENDANCE

We wish to recognize our Board members with perfect attendance in 2023:

Rick Catherman

Jim Curran

Don DeLong

James Dodd

Kurt Doroh

Kristen Gundersen

Tina Leary

Paul Pantaleo

Janice Petersen

Richard Remus

Robert Torzynski

Doug Tyler

Memorandum

To: Southwest Michigan Planning Commission Full Board Members
From: Maria Vettrains, Administrative Assistant
Date: February 20, 2024
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 diem
- 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 \$0.67 per mile, for the distance normally traveled from home or work place 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.

**2024 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 Vettrains
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
 (Phone) 269-925-1137 (Fax) 269-925-0288
 (Email) vettrainom@swmpc.org

2024 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

2024 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)*

IMPORTANT INFORMATION ON BACK

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.	_____	_____
	_____	_____
	_____	_____

SOUTHWEST MICHIGAN PLANNING COMMISSION
2024
BUDGET PROPOSAL

2/20/2024

Budget Revenues
Budget Expenditures
Revenues by Program Area
Cost Allocation Plan
Provisional Indirect Rate Proposal
Equipment Fund Appropriation



**2024
REVENUES**

<i>PROJECT</i>	2024 <i>February</i>	Prior-Rev. <i>CHANGE</i>	2023 <i>February</i>
COMMISSIONER SUPPORT	18,478	0	18,478
INTEREST REVENUE (PROJ.)	1,421	(829)	2,250
ASSET MANAGEMENT	41,000	(27,000)	68,000
BERRIEN TOWNSHIP REC PLAN & MASTER PLAN	15,582	9,612	5,970
BLACK RIVER WATER TRAIL MGMT	6,000	5,600	400
BROADBAND NAVIGATOR	44,926	(15,074)	60,000
DECATUR/HAMILTON JOINT MASTER PLAN	10,609	10,609	0
ECONOMIC DEV. ADM./DISTRICT PLANNING	47,325	(47,444)	94,769
ECONOMIC DEV. PALISADES	511,676	(55,697)	567,373
EGL E COASTAL ZONE MGMT RESILIENCE	43,956	43,956	0
EGL E HIGH WATER	0	0	0
GREAT LAKES RESTORATION INITIATIVE OX CRK	0	0	0
HOUSING DIAGNOSIS SLC	7,102	7,102	0
IN-MI RIVER VALLEY TRAIL EXTENSION	24,000	2,000	22,000
K'ZOO RIVER PARCHMENT	36,041	28,783	7,258
LOCAL SERVICES	23,424	0	23,424
MDOT REGIONAL TRANSPORTATION	59,418	0	59,418
MISCELLANEOUS MAPPING	500	500	0
MIO TECHNICAL ASSISTANCE	10,000	(150,000)	160,000
MOBILITY MANAGEMENT	130,673	(302,734)	433,407
NILES AREA TRANSPORTATION STUDY	194,729	42,393	152,336
NOAA OX CREEK GREEN INFRASTRUCTURE	155,958	155,958	0
PAW PAW RIVER WATER TRAIL COMMUNITIES	42,800	9,800	33,000
PEP PHASE II	23,000	5,000	18,000
POKAGON HAZARD MITIGATION	0	(3,380)	3,380
RIDESHARE	35,231	(769)	36,000
SOUTH HAVEN MASTER PLAN REVISION	49,740	49,740	0
SPARK RECREATION GRANT ASSISTANCE	37,202	37,202	0
ST JOE TOWNSHIP MASTER PLAN	0	(10,200)	10,200
TWIN CITIES AREA TRANSPORTATION STUDY	307,186	40,196	266,990
VAN BUREN COUNTY HAZARD MITIGATION PLN	38,115	38,115	0
WEESAW TOWNSHIP MASTER PLAN	2,110	2,110	0
DONATIONS	0	0	0
TOTAL	1,918,202	(124,451)	2,042,653

2024 BUDGET EXPENDITURES

		2024	
	INDIRECT	DIRECT	TOTAL
			DOUBLE CHECK
<i>PERSONNEL</i>			
SALARY			\$536,668
BENEFITS			\$209,695
SUB-TOTAL			\$746,363
UNALLOCATED FUNDS			\$746,363
			\$206,919
 TOTAL PERSONNEL			 \$953,282
 <i>OPERATING</i>			
Checking Acct. Fees	\$0		\$0
6300 - Mileage & Travel	\$0	\$9,485	\$9,485
6310 - Meals	\$0	\$1,155	\$1,155
6315 - Lodging	\$0	\$4,730	\$4,730
6320 - Telephone	\$0	\$0	\$0
6330 - Printing	\$0	\$120	\$120
6340 - Postage	\$0	\$1,980	\$1,980
6410 - Dues, Subs, Pubs	\$0	\$4,440	\$4,440
6420 - Supplies & Materials	\$0	\$8,405	\$8,405
6430 - Computer Services	\$0	\$5,750	\$5,750
6440 - Advertising	\$0	\$0	\$0
6500 - Conferences & Training	\$0	\$6,625	\$6,625
6520 - Rent, Janitorial & Recyc	\$0	\$0	\$0
6530 - Local Cash In-Kind	\$0	\$0	\$0
6540 - Contractual On Site	\$0	\$0	\$0
6550 - Contractual Off-Site	\$0	\$834,190	\$834,190
6610 - Equipment	\$0	\$5,000	\$5,000
6620 - Equipment Rental	\$0	\$0	\$0
6630 - Equipment Maintenance	\$0	\$0	\$0
6710 - Legal Services	\$0	\$0	\$0
6715 - Audit Services	\$0	\$1,700	\$1,700
6720 - Accounting Services	\$0	\$6,600	\$6,600
6730 - Insurance (cont, lia, bond)	\$0	\$0	\$0
6740 - Depreciation	\$67,320	\$0	\$67,320
6950 - General Commission Exp	\$0	\$1,150	\$1,150
6960 - Commissioner Mileage	\$0	\$2,400	\$2,400
6970 - Commissioner Per Diem	\$0	\$2,800	\$2,800
6980 - Bank Fees	\$0	\$1,070	\$1,070
6990 - Pass Through	0	0	\$0
 <i>TOTAL OPERATING</i>	 \$67,320	 \$897,600	 \$964,920
DOUBLE CHECK	\$296,752	\$897,600	\$964,920
<i>OPERATING + PERSONNEL</i>			\$1,918,202
<i>REVENUE</i>			\$1,918,202
TOTAL BUDGET			\$1,918,202

2024 BUDGET
REVENUES BY PROGRAM AREA
MATCHING FUNDS

PROGRAM AREA NAME	FEDERAL FUNDS	PASS THRU FUNDS	STATE FUNDS	TOTAL STATE/FEDERAL FUNDS	CONTRACTS			COUNTY			LOCAL			TOTAL MATCHING FUNDS	TOTAL CONTRACTS & OTHER LOCAL FUNDS & MATCHING FUNDS		TOTAL FUNDS	
					OTHER LOCAL FUNDS/FEES	OTHER LOCAL	OTHER	DUES	COUNTY OTHER	MATCH	INTEREST	FUNDS	FUNDS		FUNDS			
PLANNING AND INFORMATION PROGRAMS																		
ASSET MANAGEMENT	0		41,000	41,000								0			0	0	41,000	
BERRIEN TWSP RP-MP	0			15,582											15,582		15,582	
BLACK RIVER WATER TRL MGMT	0			6,000											6,000		6,000	
BROADBAND NAVIGATOR	44,926			44,926											0	0	44,926	
DECATUR/HAMILTON MP				10,609													10,609	
COMMISSIONER SUPPORT					18,478									18,478		18,478	18,478	
EDA DISTRICT PLANNING	30,115			30,115	17,210								17,210		17,210		47,325	
EDA PALISADES	25,236	480,131	6,309	511,676											0	0	511,676	
EGLÉ COASTAL ZONE MGMT RES			43,956	43,956											0	0	43,956	
EGLÉ HIGH WATER															0	0	0	
GRT LKS REST INIATV OX CRK															0	0	0	
HOUSING DIAGNOSIS					7,102									7,102		7,102	7,102	
IN-MI RIV VAL TRL EXTEN			24,000	24,000											0	0	24,000	
KZOO RIVER PARCHEMENT				36,041												36,041	36,041	
LOCAL SERVICES			0	0	23,424								23,424		23,424	23,424	23,424	
MDOT REGIONAL TRANSP	20,718		38,700	59,418											0	0	59,418	
MIO TECHNICAL ASSISTANCE			10,000	10,000													10,000	
MISCELLANEOUS MAPPING					500										500		500	
MOBILITY MGMT			130,673	130,673											0	0	130,673	
NATS	159,386			159,386							35,343		35,343		35,343		194,729	
NOAA OX CRK GRN INFRA	155,958	0		155,958											0	0	155,958	
PAW PAW RIV WTR TRAIL				42,800												42,800	42,800	
PEP PHASE II				23,000												23,000	23,000	
RIDESHARE	35,231			35,231											0	0	35,231	
SOUTH HAVEN MP			0	0	49,740										49,740		49,740	
SPARK RECREATION GRNT ASST			37,202	37,202											0	0	37,202	
TWINGCATS	251,432			251,432							55,754		55,754		55,754		307,186	
VAN BUREN HAZ MIT	25,715		0	25,715	12,400										0	12,400	38,115	
WEESAW TWP MASTER PLAN			0	0	2,110										0	2,110	2,110	
INTREST	0			0									1,421		1,421		1,421	
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	
TOTAL FUNDS	748,717	480,131	331,840	1,560,688	205,884	59,112			91,097	1,421	151,630		357,514		1,918,202		1,918,202	
UNALLOCATED											1,421				1,421		1,421	
TOTAL BUDGET	748,717	480,131	331,840	1,560,688	205,884	59,112			91,097	1,421	151,630		357,514		1,918,202		1,918,202	
DBL CKS				1,560,688							151,630		346,905		357,514		1,918,202	

COST ALLOCATION PLAN – 2024

LEAVE AND FRINGE BENEFIT RATES

RELEASED TIME BENEFITS			CHECK
ANNUAL LEAVE	\$40,454		TOTAL
HOLIDAY PAY	23,507	\$63,962	63,962

ADDED COST (FRINGE) BENEFITS

FICA	\$41,055		
GROUP INSURANCE COVERAGES	134,612		
WORKERS COMP	1,771		
UCI	122		
PENSION CONTRIB/ADMIN	34,883	212,443	
TOTAL BENEFITS			\$276,404
ANNUAL BUDGETED SALARY	\$536,668		
LESS RELEASED TIME BEN.	63,962		
TOTAL CHARGEABLE SALARY			\$472,706

LEAVE RATE:	\$63,962	/	472,706	=	13.53%
FRINGE BENEFIT RATE:	\$212,443	/	536,668	=	39.59%

**SOUTHWEST MICHIGAN PLANNING COMMISSION
PROVISIONAL INDIRECT COST RATE PROPOSAL*
CALENDAR YEAR 2024**

		INDIRECT	DIRECT	TOTAL	REVENUE
PERSONNEL					
CHARGEABLE SALARY		57,044	413,928	470,973	
LEAVE	13.53%	7,719	56,009	63,727	
SUB-TOTAL		64,763	469,937	534,700	
BENEFITS	39.59%	25,637	186,027	211,664	
SUB-TOTAL		90,400	655,963	746,363	
OTHER PERSONNEL		0	0	0	
TOTAL		90,400	655,963	746,363	
OPERATING					
TRAVEL, MEALS, LODGING		0	15,370	15,370	
RENT		0	0	0	
TELEPHONE		0	0	0	
CONTENTS, LIABILITY INS.		0	0	0	
POSTAGE		0	1,980	1,980	
PRINTING		0	120	120	
DUES, SUBS, PUBS		0	4,440	4,440	
SUPPLIES		0	8,405	8,405	
EQUIPMENT RENTAL		0	0	0	
EQUIPMENT DEPRECIATION		67,320	0	67,320	
EQUIPMENT MAINTENANCE		0	0	0	
LEGAL SERVICES		0	0	0	
ADVERTISING		0	0	0	
COMPUTER SERVICES		0	5,750	5,750	
CONFERENCES		0	6,625	6,625	
COMMISSION EXPENSE		0	1,150	1,150	
CONTRACTUAL PERSONNEL (OFF-PREMISES)		0	834,190	834,190	
CONTRACTED PERSONNEL (ON PREMISES)		0	0	0	
PER DIEM		0	2,800	2,800	
COMM MILES		0	2,400	2,400	
DIRECT EQUIPMENT		0	5,000	5,000	
AUDIT SERVICES		0	1,700	1,700	
PASS-THRU		0	0	0	
BANK FEES		0	1,070	1,070	
CPA SERVICES		0	6,600	6,600	
TOTAL		296,752	897,600	1,194,352	
TOTAL BUDGET		387,152	1,553,563	1,940,715	1,918,202

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 INDIRECT COST ALLOCATION PLAN

2024
EQUIPMENT FUND
BUDGET APPROPRIATION/AUTHORIZATION

Equipment Purchases:

Source:

Annual Depreciation Expense	\$67,320
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Direct Equipment	\$5,000
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TOTAL	\$72,320
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Approved:

SOUTHWEST MICHIGAN PLANNING COMMISSION

Kurt Doroh, Chair

Date



RESOLUTION 2024-2 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 2024.

BE IT FURTHER RESOLVED that these designations shall remain in effect until the annual meeting to be held in 2025.

RESOLVED ON THIS TWENTIETH DAY OF FEBRUARY 2024

Kurt Doroh, Chair

Date

Linda Preston, Secretary

Date



RESOLUTION 2024-3 LEASE RENEWAL

The undersigned, being the duly elected Secretary of the Southwest Michigan Planning Commission ("SWMPC"), hereby certifies that the following are true, full and correct resolutions adopted by the Executive Committee of the SWMPC, and that said resolutions have not been amended or revoked as of the date hereof.

RESOLVED, that SWMPC is hereby authorized to execute, deliver and fully perform that certain document entitled Office Lease ("Lease") by and between SWMPC and Blue Star 2, LLC, a Michigan limited liability company, for the lease of space at 376 West Main Street, Suite 130, Benton Harbor, Michigan 49022.

RESOLVED FURTHER that SWMPC is hereby authorized and directed to make, execute and deliver any and all consents, certificates, documents, instruments, amendments, confirmations, guarantees, papers or writings as may be required in connection with or in furtherance of the Lease (collectively with the Lease, the "Documents") or any transactions described therein, and to do any and all other acts necessary or desirable to effectuate the foregoing resolution.

RESOLVED FURTHER that the Executive Director of SWMPC, who is K. John Egelhaaf, or his successor, is solely authorized to execute and deliver the Documents on behalf of SWMPC, together with any other documents and/or instruments evidencing or ancillary to the Documents, and in such forms and on such terms as the Executive Director shall approve, the execution thereof to be conclusive evidence of such approval and to execute and deliver on behalf of SWMPC all other documents necessary to effectuate said transaction in conformance with these resolutions..

RESOLVED ON THIS TWENTIETH DAY OF FEBRUARY 2024

Kurt Doroh, Chair

Date

Linda Preston, Secretary

Date