



AGENDA

FULL COMMISSION MEETING

Tuesday, February 21, 2022, 9:30 a.m.

Cass County Road Commission-Board Room
340 North O'Keefe Street
Cassopolis, MI 49031

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 20, 2022 *
- c. Minutes of Executive Committee Meeting, January 18, 2023 *
- d. Chairman's Report
- e. Treasurer's Report*

3. EXECUTIVE DIRECTOR'S REPORT *Accept

K. John Egelhaaf

4. PERFECT ATTENDANCE RECOGNITION *

Chair Marchetti

5. PER DIEM AND PROFILE FORMS

Chair Marchetti

6. 2023 SWMPC BUDGET* Approve

Dir. Egelhaaf

7. NOMINATING COMMITTEE REPORT

Chair Marchetti

- a. Proposed Slate of Executive Committee Officers
- b. Finalize Slate of Nominees
- c. Vote

8. RESOLUTION 2023-3 SIGNATORY RESOLUTION *

9. RESOLUTION 2023-4 RECOMMENDED COUNTY CONTRIBUTION *

10. PLANNER PRESENTATION

Dir. Egelhaaf

Broadband Internet – Developments, Opportunities, Challenges

11. PUBLIC COMMENT

12. PRIVILEGE OF THE FLOOR

13. ADJOURNMENT

**enclosures*

Next meeting will be held April 18, 2023 at the Cass County Road Commission Board Room.

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 20, 2022, 9:30 a.m.

Meeting Held in Person at Cass County Road Commission

MEMBERS PRESENT (in person):

Marchetti, Roseann, Chair, Cass County Commissioner
Doroh, Kurt, Vice Chair, Van Buren County Commissioner
Preston, Linda, Secretary, Cass County Representative (arrived at 9:35 am)
Gundersen, Kristen, Alternate Secretary, Berrien County Representative
Remus, Richard, Alternate Treasurer, Berrien County Representative
Catherman, Rick, Van Buren County Representative
Curran, Jim, Berrien County Commissioner
DeLong, Don, Cass County Representative
Dodd, James, Cass County Representative
Freehling, Teri Sue, Berrien County Commissioner
Hanson, Don, Van Buren County Commissioner
Hanson, Sandra, Van Buren County Representative
Pantaleo, Paul, Berrien County Representative
Patterson-Gladney, Gail, Van Buren County Commissioner
Petersen, Jan, Van Buren County Representative
Stauffer, Dick, Berrien County Representative
Tyler, Doug, Cass County Representative
Wood, Gary, Berrien County Representative
Wuerfel, Julie, Berrien County Representative

MEMBERS ABSENT:

Akinwale, Yemi, Treasurer, Berrien County Representative
Fette, Dan, Berrien County Representative
Newton, Matthew, Van Buren County Representative
Slack, Ashley, Berrien County Representative
Torzynski, Robert, Pokagon Band Representative

GUESTS PRESENT:

Durm Hiatt, Marge, Berrien County Representative (prospective replacement for Jim Stover)
Graham Woodhouse Award Recipients

1. CALL TO ORDER

Chair Roseann Marchetti called the meeting to order at 9:33 a.m. and led those present in the Pledge of Allegiance. Maria Vettraino took roll call, and a quorum was present.

2. ACCEPTANCE AND/OR REVISION OF CONSENT AGENDA

Chair Marchetti presented the Consent Agenda. Teri Sue Freehling moved to **“ACCEPT THE CONSENT AGENDA WITH THE GRAHAM WOODHOUSE AWARD PRESENTATION BEFORE THE EXECUTIVE DIRECTOR’S REPORT.”** Paul Pantaleo seconded. Unanimous consent.

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 Imagine Cass-Embrace the Vision, Cassopolis Transformation Project. There were 21 identified partners and 25 funders involved. Plaques were made for 8 of the partners. Egelhaaf presented a slide show with photos of the project and summarized what the project involved. Chair Marchetti presented the plaques to the recipients present.

4. EXECUTIVE DIRECTOR’S REPORT

Director Egelhaaf spoke on the MI DNR SPARK Recreation Grant Program. He also shared that Holtec’s application to keep Palisades open was not approved.

Rich Remus asked for more elaboration on mobility management. Egelhaaf spoke on the initiative to seek funding and how mobility managers can potentially be incorporated into regional planning organizations statewide.

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

5. COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY FOR SOUTHWEST MICHIGAN

Senior Planner, Jerrid Burdue, gave a presentation on the CEDS 2022. He went through the goals for the next 5 years. Some of the highlights he shared included a condensed, visually pleasing report, a StoryMap online tool, increased public engagement, and identification of performance metrics that will be monitored over time.

Linda Preston moved to **“APPROVE COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY FOR SOUTHWEST MICHIGAN.”** Gail Patterson Gladney seconded the motion, which carried unanimously.

6. ECONOMIC RECOVERY AND RESILIENCY PLAN FOR SOUTHWEST MICHIGAN

Jerrid Burdue presented the Economic Recovery and Resiliency Plan. He explained that the funding to execute the Plan was awarded by the US Economic Development Administration as part of the CARES ACT funding with a \$400,000 grant. This Plan looks

at what happened during the pandemic and how we can create a more resilient regional economy. Burdue discussed the vulnerabilities exposed during the pandemic and suggested ways to help move the region toward the overall goal. He showed a few vulnerabilities; some examples included childcare, supply chain, and transportation. An organizational orbits computer application tool was built and funded through this grant. The app was briefly described. Burdue then opened the floor for questions regarding the Comprehensive Economic Development Strategy and Economic Recovery and Resiliency Plan.

Rich Remus asked about the strategy to create childcare jobs. Jerrid Burdue shared that a team of experts will come together to work toward the goal of increased childcare. Roseann Marchetti shared that Cass County received a grant to study childcare and a survey will be sent out. Marchetti believes schools and businesses should be involved with the solution. She praised Burdue on his hard work on these plans.

Rick Catherman inquired about the availability of citizen survey data. Burdue said he would be willing to share the survey data.

Teri Sue Freehling thanked Burdue for his work on these plans and asked when the work began for the Economic Recovery and Resiliency Plan. Burdue responded that it was June of 2020.

Director Egelhaaf explained in depth the difference between the CEDS and Economic Recovery and Resiliency Plan. Burdue finished with a comment on the infographics in the reports and how the StoryMap allows you to drill down further into different areas of data that are of particular interest.

Gail Patterson-Gladney moved to **“APPROVE ECONOMIC RECOVERY AND RESILIENCY PLAN FOR SOUTHWEST MICHIGAN.”** Sandra Hanson seconded the motion, which carried unanimously.

7. 2023 INSURANCE OPTION

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 Egelhaaf along with the projected 2023 costs associated with each option as well as the changes in cost from 2022 to 2023 (12.14% 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.

Kurt Doroh moved to **“APPROVE AN EXEMPTION TO THE 80/20 OR HARD CAP COST SHARE.”** Linda Preston seconded the motion, which carried unanimously by roll call vote.

8. EXECUTIVE DIRECTOR EVALUATION AD HOC COMMITTEE REPORT

Kurt Doroh discussed the Executive Director evaluation that was managed by the committee. The committee recommended a 2% salary increase for 2023 for Egelhaaf. A discussion ensued about this percentage. Many Board members expressed their

disappointment and believe Egelhaaf should receive a larger increase, especially with the increase in cost of living and Egelhaaf's exceptional leadership. Dick Stauffer and Gail Patterson-Gladney felt strongly for a larger increase. There were several positive comments on Egelhaaf's performance. Doroh shared that he would like to meet with Egelhaaf to go over employee salary and benefits, and the possibility to come back to the Board with any changes. The board ultimately agreed on a three-percent increase in salary for 2023.

9. RESOLUTION 2022-2 EXECUTIVE DIRECTOR CONTRACT

The resolution to extend Director Egelhaaf's employment contract for another year through 2023 was discussed. The board considered the term of the extension. Teri Sue Freehling and Director Egelhaaf explained the contract renewal process. Doroh moved to raise the original recommendation of 2% to a 3% salary increase.

Kurt Doroh moved to "**APPROVE RESOLUTION 2022-2 EXECUTIVE DIRECTOR CONTRACT WITH 3% INCREASE.**" Marge Durm Hiatt seconded the motion, which carried by roll call vote with three members voting no (Gail Patterson-Gladney, Jan Petersen, and Dick Stauffer).

10. 2023 PROPOSED MEETING SCHEDULE

Director Egelhaaf presented the 2023 meeting schedule with the continuation of location at the Cass County Road Commission.

Rick Catherman moved to "**APPROVE 2023 PROPOSED MEETING SCHEDULE.**" Linda Preston seconded the motion, which carried unanimously.

11. PUBLIC COMMENT

Tyler Augst, from MSU Extension, shared his involvement with land use issues and that webinar trainings are available.

12. PRIVILEGE OF THE FLOOR

Kurt Doroh made everyone aware that today's meeting was Don Hanson's last. The Board expressed their gratitude and appreciation for Don Hanson's involvement and commented on how instrumental he was in this organization.

Director Egelhaaf explained why the TwinCATS Long Range Plan is not ready to approve and the possibility of an Administration Committee meeting in January 2023.

13. ADJOURNMENT

Jan Petersen moved to adjourn the meeting. Gary Wood supported the motion. The Chair declared the meeting adjourned at 11.25 am.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read 'K. John Egelhaaf', written in a cursive style.

K. John Egelhaaf, AICP

Date: December 20, 2022



Minutes

Southwest Michigan Planning Commission
EXECUTIVE COMMITTEE MEETING
Wednesday, January 8, 9:30 a.m.

Meeting Held in Person at Dowagiac Public Library

MEMBERS PRESENT (in person):

Marchetti, Roseann, Chair, Cass County Commissioner
Doroh, Kurt, Vice Chair, Van Buren County Commissioner
Gundersen, Kristen, Alternate Secretary, Berrien County Representative
Remus, Richard, Alternate Treasurer, Berrien County Representative

MEMBERS ABSENT:

Akinwale, Yemi, Treasurer, Berrien County Representative
Preston, Linda, Secretary, Cass County Representative

ALSO PRESENT:

Gallagher, Kim, Senior Planner SWMPC

1. CALL TO ORDER

Chair Roseann Marchetti called the meeting to order at 9:30 a.m. and Maria Vettraino took roll call, and a quorum was present.

2. ACCEPTANCE AND/OR REVISION OF CONSENT AGENDA

Chair Marchetti presented the Consent Agenda. Kurt Doroh moved to **“ACCEPT THE CONSENT AGENDA.”** Rich Remus seconded. Unanimous consent.

3. RESOLUTION 2023-1 TWINCATS LONG RANGE PLAN

Senior Planner, Kim Gallagher presented the Twin City Area Transportation Study. She highlighted key documents SWMPC is in charge of reviewing and approving (Unified Work Program, Transportation Improvement Program, Public Participation Plan, and Long Range Transportation Plan). A TwinCATS Long Range Plan was last approved in 2018. Gallagher showed the schedule up to when the SWMPC Board votes on the plan. She presented the two public comments that were received. One comment was from the Southwest Michigan Sustainable Business Forum in which they appreciated the plan but thought it did not capture the magnitude of how electric vehicles will impact the transportation system.

Rich Remus asked about the process of projecting out to 2050. Gallagher explained that they look at trends and data to forecast the vision for the future. Also, the plan is updated or revisited every five-years in order to reduce the issues of a long planning horizon.

Remus inquired about any conversation surrounding home charging stations within the Plan. Gallagher responded that no such coverage was included in the Plan. Gallagher talked about Michigan's EV implementation plan and how it is still in the works. A discussion ensued on electric vehicles and charging stations.

The second comment came from Andrews University. They appreciated the implementation of non-motorized connections, but encouraged the SWMPC to look at more initiatives in Berrien Springs. Gallagher said they will be informed that Berrien Springs is not within the TwinCATS MPO boundaries.

Kurt Doroh moved to **"APPROVE RESOLUTION 2023-1 TWINCATS LONG RANGE PLAN."** Rich Remus seconded the motion. A roll call vote was taken, which carried unanimously.

4. RESOLUTION 2023-2 BERRIEN COUNTY AIR CONFORMITY ANALYSIS

Director Egelhaaf presented the Berrien County Air Conformity Analysis and how it is required to move forward alongside the Long Range Plan. Gallagher explained the process of review.

Kurt Doroh moved to **"APPROVE RESOLUTION 2023-2 BERRIEN COUNTY AIR CONFORMITY ANALYSIS."** Kristen Gunderson seconded the motion. A roll call vote was taken, which carried unanimously.

5. 2023 OFFICERS NOMINATING COMMITTEE

Director Egelhaaf reminded the committee about the officers' nominating committee that needs to be assembled at least two weeks prior to the February Board meeting. Chair Marchetti will appoint this committee. Egelhaaf shared that our current Treasurer, Yemi Akinwale, is retiring from the Board. Marchetti asked Kurt Doroh if he would serve on the committee and he responded yes. Remus asked how long officer terms are, in which Egelhaaf responded for one year with the exception of the chair whose term is two-years. Marchetti inquired about board appointments and term dates.

6. 2022 SWMPC AUDIT – SINGLE AUDIT

Director Egelhaaf explained the possibility of a single audit this year, which will depend on SWMPC's amount of Federal funds received in 2022.

7. ADJOURNMENT

Rich Remus moved to adjourn the meeting. Kurt Doroh supported the motion. The Chair declared the meeting adjourned at 10:16 am.

Respectfully submitted by:



K. John Egelhaaf, AICP

Date: January 8, 2023

Southwest Michigan Planning Commission

Balance Sheet

As of December 31, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
1010 Petty Cash	65.00
1020 Checking	427,207.47
1060 CD	82,026.15
Total Bank Accounts	\$ 509,298.62
Accounts Receivable	
1100 Accounts Receivable	8,890.37
1110 A/R Grants	0.00
Total Accounts Receivable	\$ 8,890.37
Other Current Assets	
1200 Other Receivable	0.00
1240 Undeposited Funds	0.00
1300 Prepaid Expenses	12,000.10
1499 Security Deposit - 376 W. Main	11,220.00
Met Life Stock	0.00
Total Other Current Assets	\$ 23,220.10
Total Current Assets	\$ 541,409.09
Fixed Assets	
1350 Furniture and Equipment	42,229.00
1360 Accumulated Depreciation	-42,499.00
Total Fixed Assets	-\$ 270.00
Other Assets	
1250 Grants Receivable - Old	0.00
Total Other Assets	\$ 0.00
TOTAL ASSETS	\$ 541,139.09
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	51,321.32
Total Accounts Payable	\$ 51,321.32
Other Current Liabilities	
2010 Accounts Payable - Old	0.00
2250 Accrued Payroll	7,084.45
2400 Payroll Liabilities	3,713.59
2420 457b Payable	0.00
2430 Health Insurance	268.90
2438 HSA	83.93
2440 Federal Withholding	0.00

2450 Medicare Payable	0.00
2460 FICA Payable	0.00
2480 State Withholding	1,234.79
2490 Michigan UIA Payable	134.40
2495 Benton Harbor withholding	239.81
457b Catch-Up	0.00
Total 2400 Payroll Liabilities	\$ 5,675.42
2500 RPI	0.00
Total Other Current Liabilities	\$ 12,759.87
Total Current Liabilities	\$ 64,081.19
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
Total Long-Term Liabilities	\$ 71,540.95
Total Liabilities	\$ 135,622.14
Equity	
32000 Unrestricted Net Assets	395,206.60
Net Income	10,310.35
Total Equity	\$ 405,516.95
TOTAL LIABILITIES AND EQUITY	\$ 541,139.09

Monday, Feb 13, 2023 11:39:28 AM GMT-8 - Accrual Basis

Southwest Michigan Planning Commission
Budget vs. Actuals: FY_2022 - FY22 P&L
January - December 2022

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
4000 Federal Grant	962,963.78	895,512.02	67,451.76	107.53%
4010 State Grant	101,132.57	121,700.00	-20,567.43	83.10%
4020 County Contribution	52,839.84	59,926.00	-7,086.16	88.18%
4030 Local Match	64,398.00	210,106.98	-145,708.98	30.65%
4040 Local Contract	72,602.19	103,527.00	-30,924.81	70.13%
4050 Other Fee Income	983.42		983.42	
4100 Interest Income	2,489.41	1,200.00	1,289.41	207.45%
Total Income	\$ 1,257,409.21	\$ 1,391,972.00	-\$ 134,562.79	90.33%
Gross Profit	\$ 1,257,409.21	\$ 1,391,972.00	-\$ 134,562.79	
Expenses				
6000 Direct Expenses				
6200 Salaries	385,743.51	391,999.99	-6,256.48	98.40%
6220 Payroll Taxes	29,444.77	29,792.04	-347.27	98.83%
6230 Pension Expenses	16,534.70	17,128.40	-593.70	96.53%
6240 Employee Insurance	117,459.09	121,713.90	-4,254.81	96.50%
6300 Mileage & Travel	8,237.60	8,515.00	-277.40	96.74%
6310 Meals	771.08	2,090.00	-1,318.92	36.89%
6315 Lodging	3,721.46	875.00	2,846.46	425.31%
6330 Printing		465.00	-465.00	0.00%
6340 Postage		130.00	-130.00	0.00%
6410 Dues & Subscriptions	4,340.74	7,675.00	-3,334.26	56.56%
6420 Supplies & Materials	1,651.20	5,406.00	-3,754.80	30.54%
6430 Computer Services	7,680.67	15,952.00	-8,271.33	48.15%
6440 Advertising		760.00	-760.00	0.00%
6500 Conferences & Training	6,273.16	810.00	5,463.16	774.46%
6540 Contractual Svcs-OnSite	2,800.00	36,500.00	-33,700.00	7.67%
6550 Contractual Svcs-OffSite	335,779.71	377,264.00	-41,484.29	89.00%
6610 Equipment	763.15	7,200.00	-6,436.85	10.60%
6620 Equipment Rental	733.42		733.42	
6630 Equipment Maintenance		35.00	-35.00	0.00%
6715 Audit Services	6,250.00		6,250.00	
6720 Accounting Services		9,000.00	-9,000.00	0.00%
6730 Insurance Corporate		1,600.00	-1,600.00	0.00%
6740 Depreciation	3,859.00		3,859.00	
6950 General Commission Expenses	1,293.43	350.00	943.43	369.55%
6960 Commissioner Mileage	1,659.14	1,700.00	-40.86	97.60%
6970 Commissioner Per Diem	2,670.00	2,000.00	670.00	133.50%
6980 Bank Fees	802.75	225.00	577.75	356.78%
Total 6000 Direct Expenses	\$ 938,468.58	\$ 1,039,186.33	-\$ 100,717.75	
7000 Indirect Expenses				

7200 Salaries-Indirect	96,088.93	151,892.08	-55,803.15	63.26%
7220 Payroll Taxes-Indirect	8,485.29	12,354.72	-3,869.43	68.68%
7230 Pension Expenses-Indirect	15,785.82	9,718.63	6,067.19	162.43%
7240 Employee Insurance-Indirect	36,916.71	45,360.08	-8,443.37	81.39%
7300 Mileage & Travel-Indirect	214.12	77.20	136.92	277.36%
7310 Meals-Indirect	259.29		259.29	
7320 Telephone-Indirect	2,118.60	2,747.12	-628.52	77.12%
7330 Printing-Indirect	0.00	11.99	-11.99	0.00%
7340 Postage-Indirect	2,264.77	1,363.02	901.75	166.16%
7410 Dues & Subscriptions-Indirect	2,668.41	1,373.75	1,294.66	194.24%
7420 Supplies & Materials-Indirect	6,671.84	6,088.41	583.43	109.58%
7430 Computer Services-Indirect	36,452.06	37,567.02	-1,114.96	97.03%
7440 Advertising-Indirect		54.49	-54.49	0.00%
7500 Conferences & Training-Indirect		32.90	-32.90	0.00%
7520 Rent & Janitorial-Indirect	70,135.00	80,794.21	-10,659.21	86.81%
7540 Contract Srvs-OnSite-Indirect	519.22		519.22	
7550 Contract Srvs-OffSite-Indirect	12,130.78		12,130.78	
7610 Equipment-Indirect	1,862.98	547.71	1,315.27	340.14%
7620 Equipment Rental-Indirect		118.73	-118.73	0.00%
7630 Equipment Maintenance-Indirect		94.27	-94.27	0.00%
7715 Audit Services-Indirect	3,050.00		3,050.00	
7720 Accounting Services-Indirect	3,619.08	5,053.01	-1,433.93	71.62%
7730 Insurance Corporate-Indirect	5,152.00	3,445.53	1,706.47	149.53%
7980 Bank Fees-Indirect		90.15	-90.15	0.00%
7990 Pass Thru-Indirect		0.10	-0.10	0.00%
Total 7000 Indirect Expenses	\$ 304,394.90	\$ 358,785.12	-\$ 54,390.22	
9000 Payroll Expenses			0.00	
9020 Salaries & Wages	547.11		547.11	
9040 FICA Taxes	41.50		41.50	
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	
9240 Accrued Leave Adjustment	4,206.50		4,206.50	
9250 Accrued Payroll Adjustment	-559.73		-559.73	
Total 9000 Payroll Expenses	\$ 4,235.38	\$ 0.00	\$ 4,235.38	
Total Expenses	\$ 1,247,098.86	\$ 1,397,971.45	-\$ 150,872.59	
Net Operating Income	\$ 10,310.35	-\$ 5,999.45	\$ 16,309.80	
Net Income	\$ 10,310.35	-\$ 5,999.45	\$ 16,309.80	

Monday, Feb 13, 2023 01:09:05 PM GMT-8 - Accrual Basis

Southwest Michigan Planning Commission
Balance Sheet
As of January 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
1010 Petty Cash	65.00
1020 Checking	358,083.67
1060 CD	82,033.01
Total Bank Accounts	\$ 440,181.68
Accounts Receivable	
1100 Accounts Receivable	174,430.52
1110 A/R Grants	0.00
Total Accounts Receivable	\$ 174,430.52
Other Current Assets	
1200 Other Receivable	0.00
1240 Undeposited Funds	0.00
1300 Prepaid Expenses	12,000.10
1499 Security Deposit - 376 W. Main	11,220.00
Met Life Stock	0.00
Total Other Current Assets	\$ 23,220.10
Total Current Assets	\$ 637,832.30
Fixed Assets	
1350 Furniture and Equipment	42,229.00
1360 Accumulated Depreciation	-42,499.00
Total Fixed Assets	-\$ 270.00
Other Assets	
1250 Grants Receivable - Old	0.00
Total Other Assets	\$ 0.00
TOTAL ASSETS	\$ 637,562.30
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	51,321.32
Total Accounts Payable	\$ 51,321.32
Other Current Liabilities	
2010 Accounts Payable - Old	0.00
2250 Accrued Payroll	7,084.45
2400 Payroll Liabilities	3,739.07
2420 457b Payable	0.02
2430 Health Insurance	245.84
2438 HSA	-29.89
2440 Federal Withholding	0.00
2450 Medicare Payable	0.00
2460 FICA Payable	4,289.09
2480 State Withholding	1,369.24
2490 Michigan UIA Payable	716.19
2495 Benton Harbor withholding	239.81
457b Catch-Up	0.00
Total 2400 Payroll Liabilities	\$ 10,569.37
2500 RPI	0.00
Total Other Current Liabilities	\$ 17,653.82
Total Current Liabilities	\$ 68,975.14
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
Total Long-Term Liabilities	\$ 71,540.95
Total Liabilities	\$ 140,516.09
Equity	
32000 Unrestricted Net Assets	405,516.95
Net Income	91,529.26
Total Equity	\$ 497,046.21
TOTAL LIABILITIES AND EQUITY	\$ 637,562.30

Southwest Michigan Planning Commission

Profit and Loss

January 2023

	Total
Income	
4000 Federal Grant	87,423.38
4010 State Grant	58,975.71
4040 Local Contract	35,005.08
4100 Interest Income	112.59
Total Income	\$ 181,516.76
Gross Profit	\$ 181,516.76
Expenses	
6000 Direct Expenses	
6200 Salaries	24,232.21
6220 Payroll Taxes	1,853.77
6230 Pension Expenses	787.53
6240 Employee Insurance	11,873.80
6300 Mileage & Travel	481.48
6315 Lodging	216.21
6410 Dues & Subscriptions	3,154.15
6420 Supplies & Materials	108.80
6500 Conferences & Training	1,344.82
6950 General Commission Expenses	3,270.30
6980 Bank Fees	76.25
Total 6000 Direct Expenses	\$ 47,399.32
7000 Indirect Expenses	
7200 Salaries-Indirect	14,965.15
7220 Payroll Taxes-Indirect	1,679.53
7230 Pension Expenses-Indirect	4,861.91
7240 Employee Insurance-Indirect	7,488.55
7310 Meals-Indirect	106.87
7320 Telephone-Indirect	176.60
7410 Dues & Subscriptions-Indirect	300.00
7420 Supplies & Materials-Indirect	487.22
7430 Computer Services-Indirect	2,727.85
7520 Rent & Janitorial-Indirect	5,885.00
7540 Contract Srvs-OnSite-Indirect	77.38
7550 Contract Srvs-OffSite-Indirect	982.62
7720 Accounting Services-Indirect	352.00
7730 Insurance Corporate-Indirect	2,497.50
Total 7000 Indirect Expenses	\$ 42,588.18
9000 Payroll Expenses	
9020 Salaries & Wages	0.00
9040 FICA Taxes	0.00
9060 Medicare Taxes	0.00

9080 Michigan UIA Taxes		0.00
9200 Mileage, meals, and lodging		0.00
Total 9000 Payroll Expenses	\$	0.00
Total Expenses	\$	89,987.50
Net Operating Income	\$	91,529.26
Net Income	\$	91,529.26

Monday, Feb 13, 2023 12:13:24 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 13, 2023

RE: Staff Report for the Southwest Michigan Planning Commission February 21, 2023

Office/Administrative Updates

A. Bookkeeping Changes

- a. Consultation – What Can We Do Better?
 - i. West Michigan Shoreline Regional Development Commission
 - ii. Yeo & Yeo Accountants (Kalamazoo)
- b. New Approach to Indirect Expense
 - i. Likely to Implement in 2023
 - ii. “Negotiated Indirect Cost Rate Agreement” NICRA
 - iii. Flat Indirect Rate Established and Maintained Throughout the FY

Project Updates

B. New Projects 2023

- a. Technical Assistance to Michigan Infrastructure Office (MIO)
 - i. Cultivate Infrastructure Projects for Federal Funding
 1. Ultimately Develop Two Projects
 - ii. \$160,000 in TA, Almost \$1M in State Match
- b. MI DNR SPARK Recreation Grants – SWMPC Technical Assistance
 - i. Help With:
 1. Project Development
 2. Post Grant Award – Request for Proposal Process, Grant Management/Reporting
- c. Chikaming Township Local Road Asset Management Planning
- d. Broadband Navigator
 - i. Assist Communities/Counties to Respond to Grant Opportunities
 - ii. MEDC Funds - \$60,000

C. News on Existing Projects

- a. MI DNR SPARK Grant Awards
 - i. \$3,283,000 Awarded in SW Michigan
 1. Van Buren – Covert Park Beach & Campground North Boardwalk (Covert Tw)
 2. Cass – Stone Lake Waterfront Improvements (Cassopolis)
 3. Berrien – Silver Beach Playground Enhancement, Hall Park Restoration Phase I (Benton Harbor)

SWMPC Staff Report – February 21, 2023

- b. Indiana/Michigan River Valley Trail
 - i. \$912,000 Inserted into Federal Budget (thanks to Congressman Upton)
 - ii. Trail Extension Phase I
 - b. Ox Creek Clean Up & Redevelopment
 - i. \$3 M Inserted into Federal Budget (thanks to Congressman Upton)
 - c. NATS & TwinCATS MPO Funding
 - i. Negotiations Between MDOT, Michigan Transportation Planning Association
 - 1. Happen Every Decade – Following New Census Data
 - ii. Both Will Receive More Planning Funding by Formula Starting 2024
- D. MI 30-Year Infrastructure Strategy
- a. SWMPC Has Been Involved in its Development.
 - b. SWMPC is Helping to Facilitate an April Workshop to Share the Results
 - i. April 21, 1:00-4:00 Regional Workshop
 - ii. Van Buren Conference Center – Lawrence, MI

SOUTHWEST MICHIGAN PLANNING COMMISSION

2022 PERFECT ATTENDANCE

We wish to recognize our Board members with perfect attendance in 2022:

Rick Catherman

Jim Curran

Don DeLong

James Dodd

Kristen Gunderson

Roseann Marchetti

Paul Pantaleo

Janice Petersen

Linda Preston

Doug Tyler

Gary Wood

Julie Weuerfel

**SOUTHWEST MICHIGAN PLANNING COMMISSION
2023
BUDGET PROPOSAL**

2/21/2023

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



2023 REVENUES

<i>PROJECT</i>	2023 <i>February</i>	Prior-Rev. <i>CHANGE</i>	2022 <i>April</i>
COMMISSIONER SUPPORT	18,478	(814)	19,292
INTEREST REVENUE (PROJ.)	2,250	1,050	1,200
ASSET MANAGEMENT	68,000	0	68,000
BE HEALTHY BERRIEN FOOD BRANDING	0	0	0
BERRIEN BROADBAND GEO/GRANTWRITING	50,000	50,000	0
BERRIEN TOWNSHIP REC PLAN & MASTER PLAN	5,970	(30)	6,000
BLACK RIVER WATER TRAIL MGMT	400	(5,600)	6,000
BROADBAND NAVIGATOR	60,000	60,000	0
CHIKAMING ASSET MANAGEMENT PLAN	14,000	14,000	0
ECONOMIC DEV. ADM./DISTRICT PLANNING	94,769	7,559	87,210
ECONOMIC DEV. CARES ACT	0	(200,104)	200,104
ECONOMIC DEV. PALISADES	567,373	275,959	291,414
IN-MI RIVER VALLEY TRAIL EXTENSION	22,000	7,000	15,000
K'ZOO RIVER PARCHMENT	7,258	(3,812)	11,070
LOCAL SPECIAL PROJECTS	23,424	0	23,424
MDOT REGIONAL TRANSPORTATION	59,418	(561)	59,979
MISCELLANEOUS MAPPING	0	(4,500)	4,500
MIO TECHNICAL ASSISTANCE	160,000	160,000	0
MOBILITY MANAGEMENT	433,407	358,407	75,000
NILES AREA TRANSPORTATION STUDY	152,336	24,160	128,176
OX CREEK	0	(14,000)	14,000
PAW PAW RIVER WATER TRAIL COMMUNITIES	33,000	(1,000)	34,000
PEP PHASE II	18,000	0	18,000
POKAGON HAZARD MITIGATION	3,380	(34,620)	38,000
PUCKER STREET DAM	500	(3,500)	4,000
RIDESHARE	36,000	0	36,000
ST JOE TOWNSHIP MASTER PLAN	10,200	10,200	
THREE OAKS ASSET MANAGEMENT	3,055	(1,902)	4,957
TWIN CITIES AREA TRANSPORTATION STUDY	266,990	40,344	226,646
U OF MICHIGAN NSF	27,762	7,762	20,000
WEESAW TOWNSHIP MASTER PLAN	4,920	4,920	0
DONATIONS	0	0	0
TOTAL	2,142,890	746,379	1,396,511

2023 BUDGET EXPENDITURES

			2023		2022 (Apr)
	INDIRECT	DIRECT	TOTAL	DOUBLE CHECK	Appov. TOTAL
<i>PERSONNEL</i>					
SALARY			\$520,566		\$485,145
BENEFITS			\$234,099		\$227,902
SUB-TOTAL			\$754,665	\$754,665	\$713,046
UNALLOCATED FUNDS			\$37,001		\$90,939
TOTAL PERSONNEL			\$791,667		\$803,985
<i>OPERATING</i>					
Checking Acct. Fees	\$0		\$0	\$0	\$0
6300 - Mileage & Travel	\$291	\$10,634	\$10,925	\$10,925	\$8,419
6310 - Meals	\$125	\$2,406	\$2,531	\$2,531	\$2,090
6315 - Lodging	\$226	\$5,825	\$6,051	\$6,051	\$875
6320 - Telephone	\$2,927	\$0	\$2,927	\$2,927	\$2,850
6330 - Printing	\$0	\$375	\$375	\$375	\$477
6340 - Postage	\$3,100	\$187	\$3,287	\$3,287	\$1,549
6410 - Dues, Subs, Pubs	\$3,643	\$3,230	\$6,873	\$6,873	\$9,098
6420 - Supplies & Materials	\$9,173	\$3,548	\$12,721	\$12,721	\$11,278
6430 - Computer Services	\$44,714	\$8,592	\$53,306	\$53,306	\$55,045
6440 - Advertising	\$0	\$0	\$0	\$0	\$814
6500 - Conferences & Training	\$0	\$6,300	\$6,300	\$6,300	\$843
6520 - Rent, Janitorial & Recyc	\$67,320	\$0	\$67,320	\$67,320	\$83,886
6530 - Local Cash In-Kind	\$0	\$0	\$0	\$0	\$0
6540 - Contractual On Site	\$0	\$0	\$0	\$0	\$36,500
6550 - Contractual Off-Site	\$4,720	\$1,136,085	\$1,140,805	\$1,140,805	\$347,014
6610 - Equipment	\$1,900	\$2,035	\$3,935	\$3,935	\$7,773
6620 - Equipment Rental	\$0	\$740	\$740	\$740	\$119
6630 - Equipment Maintenance	\$0	\$35	\$35	\$35	\$129
6710 - Legal Services	\$0	\$0	\$0	\$0	\$0
6715 - Audit Services	\$0	\$14,539	\$14,539	\$14,539	\$0
6720 - Accounting Services	\$4,985	\$0	\$4,985	\$4,985	\$14,199
6730 - Insurance (cont, lia, bond)	\$7,066	\$0	\$7,066	\$7,066	\$5,199
6740 - Depreciation	\$0	\$0	\$0	\$0	\$0
6950 - General Commission Exp	\$0	\$1,300	\$1,300	\$1,300	\$350
6960 - Commissioner Mileage	\$0	\$1,700	\$1,700	\$1,700	\$1,700
6970 - Commissioner Per Diem	\$0	\$2,700	\$2,700	\$2,700	\$2,000
6980 - Bank Fees	\$2	\$800	\$802	\$802	319.35
6990 - Pass Through	0	0	\$0	\$0	\$0
TOTAL OPERATING	\$150,192	\$1,201,031	\$1,351,223	\$1,351,223	\$592,526
DOUBLE CHECK	\$150,192	\$1,201,031	\$1,351,223		\$592,526
OPERATING + PERSONNEL			\$2,142,890		\$1,396,511
REVENUE			\$2,142,890		\$1,396,511
TOTAL BUDGET			\$2,142,890		\$1,396,511

2023 BUDGET
REVENUES BY PROGRAM AREA
MATCHING FUNDS

PROGRAM AREA NAME	FEDERAL		STATE	CONTRACTS		CONTRACTS			CONTRACTS			TOTAL CONTRACTS	
	FUNDS	FUNDS	FUNDS	TOTAL STATE/	OTHER LOCAL	COUNTY	COUNTY	LOCAL	INTEREST	FUNDS	& OTHER LOCAL	FUNDS	TOTAL
PLANNING AND INFORMATION PROGRAMS													
ASSET MANAGEMENT	0	68,000	68,000					0		0	0	0	68,000
BERRIEN BROADBAND GEO/GRNT	0			50,000						0	50,000	50,000	50,000
BERRIEN TWSP RP-MP	0			5,970						0	5,970	5,970	5,970
BLACK RIVER WATER TRL MGMT	0			400						0	400	400	400
BROADBAND NAVIGATOR	0	60,000		0						0	0	0	0
CHIKAMING AM PLAN				14,000									14,000
COMMISSIONER SUPPORT					18,478			0		18,478	18,478	18,478	18,478
EDA DISTRICT PLANNING	77,559		77,559		17,210			0		17,210	17,210	17,210	94,769
EDA PALISADES	524,684		524,684	42,689							42,689	42,689	567,373
IN-MI RIV VAL TRL EXTEN				22,000							22,000	22,000	22,000
K'ZOO RIVER PARCHMENT				7,258							7,258	7,258	7,258
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	59,418
MIO TECHNICAL ASSISTANCE		160,000	160,000										160,000
MISCELLANEOUS MAPPING				0							0	0	0
MOBILITY MGMT	0	433,407	0	0				0		0	0	0	433,407
NATS	124,687	0	124,687					27,649		27,649	27,649	27,649	152,336
PAW PAW RIV WTR TRAIL			0	33,000							33,000	33,000	33,000
PEP PHASE II				18,000							18,000	18,000	18,000
POKAGON HAZ MITIGATION	0		0	3,380						0	3,380	3,380	3,380
PUCKER STREET DAM				500							500	500	500
RIDESHARE		36,000	36,000	0						0	0	0	36,000
ST JOE TWP MASTER PLAN		0	0	10,200						0	10,200	10,200	10,200
THREE OAKS ASSET MGMT				3,055							3,055	3,055	3,055
TWINCATS	218,531	0	218,531	0				48,459		48,459	48,459	48,459	266,990
U OF M NSF	0	0	0	27,762						0	27,762	27,762	27,762
WEESAW TWP MASTER PLAN		0	0	4,920						0	4,920	4,920	4,920
INTREST	0		0					0	2,250	2,250	2,250	2,250	2,250
LOCAL SERVICES													
BOARD SUPPORT/CPA SERV			0		0					0	0	0	0
LOCAL SERVICES			0		0					0	0	0	0
INTEREST REVENUE									0	0	0	0	0
DONATIONS													
				0							0	0	0
TOTAL FUNDS	966,179	796,107	1,762,286	243,134	59,112	0	76,108	2,250	2,250	137,470	380,604	2,142,890	2,142,890
UNALLOCATED								2,250	2,250	2,250	2,250	2,250	2,250
TOTAL BUDGET	966,179	796,107	1,762,286	243,134	59,112		76,108	2,250	2,250	137,470	380,604	2,142,890	2,142,890
DBL CKS			1,268,879							137,470	366,604	2,082,890	2,082,890
										137,470	380,604	2,142,890	2,142,890

COST ALLOCATION PLAN – 2023

LEAVE AND FRINGE BENEFIT RATES

RELEASED TIME BENEFITS

ANNUAL LEAVE	\$42,194	
HOLIDAY PAY	24,870	\$67,064

ADDED COST (FRINGE) BENEFITS

FICA	\$39,823	
GROUP INSURANCE COVERAGES	162,675	
WORKERS COMP	1,718	
UCI	81	
PENSION CONTRIB/ADMIN	33,122	237,419

TOTAL BENEFITS **\$304,484**

ANNUAL BUDGETED SALARY \$509,566

LESS RELEASED TIME BEN. 67,064

TOTAL CHARGEABLE SALARY **\$442,502**

LEAVE RATE: \$67,064 / 442,502 = **15.16%**

FRINGE BENEFIT RATE: \$237,419 / 509,566 = **46.59%**

**SOUTHWEST MICHIGAN PLANNING COMMISSION
PROVISIONAL INDIRECT COST RATE PROPOSAL*
CALENDAR YEAR 2023**

		INDIRECT	DIRECT	TOTAL	REVENUE
PERSONNEL					
CHARGEABLE SALARY		137,211	303,324	440,535	
LEAVE	15.16%	20,795	45,971	66,766	
SUB-TOTAL		158,006	349,295	507,301	
BENEFITS	46.59%	73,619	162,745	236,364	
SUB-TOTAL		231,625	512,040	743,665	
OTHER PERSONNEL		0	11,000	11,000	
TOTAL		231,625	523,040	754,665	
OPERATING					
TRAVEL, MEALS, LODGING		642	18,865	19,507	
RENT		67,320	0	67,320	
TELEPHONE		2,927	0	2,927	
CONTENTS, LIABILITY INS.		7,066	0	7,066	
POSTAGE		3,100	187	3,287	
PRINTING		0	375	375	
DUES, SUBS, PUBS		3,643	3,230	6,873	
SUPPLIES		9,173	3,548	12,721	
EQUIPMENT RENTAL		0	740	740	
EQUIPMENT DEPRECIATION		0	0	0	
EQUIPMENT MAINTENANCE		0	35	35	
LEGAL SERVICES		0	0	0	
ADVERTISING		0	0	0	
COMPUTER SERVICES		44,714	8,592	53,306	
CONFERENCES		0	6,300	6,300	
COMMISSION EXPENSE		0	1,300	1,300	
CONTRACTUAL PERSONNEL (OFF-PREMISES)		4,720	1,136,085	1,140,805	
CONTRACTED PERSONNEL (ON PREMISES)		0	0	0	
PER DIEM		0	2,700	2,700	
COMM MILES		0	1,700	1,700	
DIRECT EQUIPMENT		1,900	2,035	3,935	
AUDIT SERVICES		0	14,539	14,539	
PASS-THRU		0	0	0	
BANK FEES		2	800	802	
CPA SERVICES		4,985	0	4,985	
 TOTAL		 150,192	 1,201,031	 1,351,223	
 TOTAL BUDGET		 381,817	 1,724,071	 2,105,889	 2,142,890
 TOTAL AGENCY INDIRECT COST RATE =					
		73.00%			

2023
EQUIPMENT FUND
BUDGET APPROPRIATION/AUTHORIZATION

Equipment Purchases:

Source:

Annual Depreciation Expense	\$0
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Direct Equipment	\$2,035
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TOTAL	\$2,035
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Approved:

SOUTHWEST MICHIGAN PLANNING COMMISSION

Roseann Marchetti, Chair

Date



RESOLUTION 2023-3 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:	Richard Remus
Alternate Treasurer:	Janice Petersen
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:	Roseann Marchetti
Vice-Chairman:	Kurt Doroh
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 2024.

RESOLVED ON THIS TWENTYFIRST DAY OF FEBRUARY 2023

Roseann Marchetti, Chair

Date

Linda Preston, Secretary

Date



RESOLUTION 2023-4 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 2023.

BE IT FURTHER RESOLVED that these designations shall remain in effect until the annual meeting to be held in 2024.

RESOLVED ON THIS TWENTYFIRST DAY OF FEBRUARY 2023

Roseann Marchetti, Chair

Date

Linda Preston, Secretary

Date