



## **AGENDA**

### **FULL COMMISSION MEETING**

Tuesday, February 17, 2026, 9:30 a.m.

**Michigan Works Service Center**  
499 W. Main Street  
Benton Harbor, MI 49022

- 1. CALL TO ORDER**  
Pledge Allegiance  
Roll Call  
**Chair Kurt Doroh**
- 2. ACCEPTANCE AND/OR REVISION OF CONSENT AGENDA**
  - a. Meeting Agenda \***
  - b. Minutes of Commission Meeting, December 16, 2025 \***
  - 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. 2026 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 2026-1 SIGNATORY RESOLUTION \***
- 10. RESOLUTION 2026-2 RECOMMENDED COUNTY CONTRIBUTION \***
- 11. MICHIGAN COASTAL MANAGEMENT PROGRAM**  
**Adam Arend, Kelsey Krupp-EGLE**
  - A Primer on EGLE's Coastal Resilience Program Opportunity**
  - SWMPC Coastal Resilience Work in SW MI**  
**Marcy Hamilton, Bekah Schrag**
- 12. PUBLIC COMMENT**
- 13. PRIVILEGE OF THE FLOOR**

#### **14. ADJOURNMENT**

*\*enclosures*

Next meeting will be held April 28, 2026 at **Michigan Works Service Center 499 W. Main Street, Benton Harbor, MI**

*SWMPC Mission: Our team uses its passion and expertise to connect people, assist communities, and advance cooperative solutions to regional challenges experienced by the communities that created us.*



# Minutes

Southwest Michigan Planning Commission  
FULL COMMISSION MEETING  
Tuesday, December 16, 2025, 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  
Preston, Linda, Secretary, Cass County Representative  
Catherman, Rick, Van Buren County Representative  
Cichon, Peg, Berrien County Representative  
DeLong, Don, Cass County Representative  
Dodd, James, Cass County Representative  
Durm-Hiatt, Marge, Berrien County Representative  
Ellspermann, Tom, Berrien County Representative  
Engle, Roger, Van Buren 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  
Humphrey, John, Berrien County Representative  
Klemesrud, Kathryn, Berrien County Representative  
Leary, Tina, Van Buren County Commissioner  
Multhauf, Katie, Cass & Van Buren County Economic Development Ex-Officio  
Pantaleo, Paul, Berrien County Representative  
Patterson-Gladney, Gail, Van Buren County Commissioner  
Stauffer, Dick, Berrien County Representative  
Torzynski, Robert, Pokagon Band Representative  
Tyler, Doug, Cass County Representative

## **MEMBERS ABSENT:**

Northrop, Alan, Cass County Commissioner  
Sinclair, Kim, Treasurer, Van Buren County Representative  
Wuerfel, Julie, Berrien County Commissioner

## **OTHERS PRESENT:**

Vettraino, Maria, SWMPC Office Manager  
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.

## **2. ACCEPTANCE AND/OR REVISION OF CONSENT AGENDA**

Chair Doroh presented the Consent Agenda excluding the financial reporting. Peg Cichon moved to **“ACCEPT THE CONSENT AGENDA.”** Rick Catherman seconded the motion, which carried unanimously.

## **3. GRAHAM WOODHOUSE AWARD PRESENTATION**

### ***Berrien County Broadband Project***

Executive Director, John Egelhaaf, explained the Graham Woodhouse Award, its criteria, and previous winners. The annual intergovernmental effort award was given this year to the collaborators responsible for the Berrien County Broadband Project. Egelhaaf shared the details of the project, explaining the process, funding, and roles of those involved. Chair Doroh presented the plaque awards to Ben Fineman, Berrien County, Berrien County Broadband Internet Task Force (BCBIT), DCS Technology, Merit Network, Midwest Energy & Communications (MEC), and Southwest Michigan Regional Chamber.

## **4. BUDGET REVISION**

Director Egelhaaf went over the 2025 budget revision. He shared a comparison to the approved February budget and explained the changes in revenue and expenses.

Peg Cichon moved to **“APPROVE THE 2025 BUDGET REVISION.”** Gail Patterson-Gladney seconded the motion, which carried unanimously.

Egelhaaf presented the financial report, pointing out the revised budget used.

Marge Durm-Hiatt moved to **“ACCEPT THE FINANCIAL REPORT.”** Dick Stauffer seconded the motion, which carried unanimously.

## **5. EXECUTIVE DIRECTOR’S REPORT**

Director Egelhaaf summarized the Executive Director’s report. There were no comments or questions regarding the report.

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

## **6. EXECUTIVE DIRECTOR EVALUATION: AD HOC COMMITTEE REPORT**

Vice Chair Curran shared with the Board that the Ad Hoc Committee met with Director Egelhaaf to go over his evaluation, which went very well. Egelhaaf provided Curran a draft of the 2026 budget so the committee could make an informed decision on any salary increase. Vice Chair Curran then stated the committee recommends a 4% salary increase for Director Egelhaaf

## **7. EXECUTIVE DIRECTOR ANNUAL CONTRACT RENEWAL**

Peg Cichon moved to **“ACCEPT THE EXECUTIVE DIRECTOR’S CONTRACT RENEWAL WITH 4% SALARY INCREASE.”** Don DeLong seconded the motion, which carried unanimously.

## **8. 2026 HEALTH INSURANCE WAIVER**

Director Egelhaaf presented the three options to consider for how SWMPC insurance costs will be shared between the staff and the organization. He explained the following options: a hard cap, an 80/20 split, or an exemption that would allow for the continuation of a 98/2 split.

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

## **9. 2026 PROPOSED MEETING SCHEDULE**

Office Manager, Maria Vettraino, presented the proposed 2026 meeting schedule and location at Michigan Works in Benton Harbor.

Gail Patterson-Gladney moved to **“APPROVE 2026 PROPOSED MEETING SCHEDULE.”** Kathryn Klemesrud seconded the motion, which carried unanimously.

## **10. PUBLIC COMMENT**

None.

## **11. PRIVILEGE OF THE FLOOR**

Teri Sue Freehling shared her appreciation for those involved with the Berrien County Broadband Project, Kurt Doroh’s service as our Chair, and Executive Director John Egelhaaf.

Chair Doroh shared his gratitude to the Board and the organization for all they do and stated it has been a privilege to serve as its Chair.

## **12. ADJOURNMENT**

Teri Sue Freehling moved to adjourn the meeting. Jim Curran supported the motion.  
The Chair declared the meeting adjourned at 10:34 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 loop at the end.

K. John Egelhaaf, AICP

Date: December 16, 2025

# Balance Sheet

## Southwest Michigan Planning Commission

### As of January 31, 2026

Distribution account	Total
<b>Assets</b>	
Current Assets	
Bank Accounts	
1010 Petty Cash	65.00
1020 Checking	315,234.89
1040 ICS	169,316.09
1060 CD	88,808.29
<b>Total for Bank Accounts</b>	<b>\$573,424.27</b>
Accounts Receivable	
1100 Accounts Receivable	99,882.92
1110 A/R Grants	0.00
<b>Total for Accounts Receivable</b>	<b>\$99,882.92</b>
Other Current Assets	
1200 Other Receivable	230,467.00
1240 Undeposited Funds	0.00
1300 Prepaid Expenses	0.00
1499 Security Deposit - 376 W. Main	0.00
Met Life Stock	0.00
Repayment	
MISC DEDUCTION	0.00
<b>Total for Repayment</b>	<b>\$0.00</b>
<b>Total for Other Current Assets</b>	<b>\$230,467.00</b>
<b>Total for Current Assets</b>	<b>\$903,774.19</b>
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	-53,992.60
<b>Total for Fixed Assets</b>	<b>\$535,031.24</b>
Other Assets	
1250 Grants Receivable - Old	0.00
<b>Total for Other Assets</b>	<b>\$0.00</b>
<b>Total for Assets</b>	<b>\$1,438,805.43</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	-3,834.90

<b>Total for Accounts Payable</b>	<b><u>-\$3,834.90</u></b>
<b>Other Current Liabilities</b>	
2010 Accounts Payable - Old	0.00
2250 Accrued Payroll	14,087.45
2400 Payroll Liabilities	4,636.96
2420 457b Payable	1,479.11
2430 Health Insurance	489.48
2438 HSA	-702.85
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
<b>Total for 2400 Payroll Liabilities</b>	<b><u>\$7,020.74</u></b>
2500 RPI	0.00
Michigan Department of Treasury Payable	0.00
<b>Total for Other Current Liabilities</b>	<b><u>\$21,108.19</u></b>
<b>Total for Current Liabilities</b>	<b><u>\$17,273.29</u></b>
<b>Long-term Liabilities</b>	
2260 Accrue Annual Leave	42,160.95
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	92,655.00
2600 Lease Liability	527,520.66
<b>Total for Long-term Liabilities</b>	<b><u>\$699,843.61</u></b>
<b>Total for Liabilities</b>	<b><u>\$717,116.90</u></b>
<b>Equity</b>	
32000 Unrestricted Net Assets	680,441.56
Net Income	41,246.97
<b>Total for Equity</b>	<b><u>\$721,688.53</u></b>
<b>Total for Liabilities and Equity</b>	<b><u>\$1,438,805.43</u></b>



**Southwest Michigan Planning Commission**  
**Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L**  
Jan-26

	Total			
	Actual	Budget	over Budget	% of Budget
<b>Income</b>				
4000 Federal Grant	34,021.73	639,036.13	-605,014.40	5.32%
4005 Pass Thru	37,913.47	1,279,781.00	-1,241,867.53	2.96%
4010 State Grant	574.06	567,297.00	-566,722.94	0.10%
4020 County Contribution	59,112.00	59,112.00	0.00	100.00%
4030 Local Match		93,963.00	-93,963.00	0.00%
4040 Local Contract	28,750.56	283,203.00	-254,452.44	10.15%
4050 Other Fee Income		1,500.00	-1,500.00	0.00%
4100 Interest Income	466.82	7,000.00	-6,533.18	6.67%
<b>Total Income</b>	<b>\$ 160,838.64</b>	<b>\$ 2,930,892.13</b>	<b>-\$ 2,770,053.49</b>	<b>5.49%</b>
<b>Gross Profit</b>	<b>\$ 160,838.64</b>	<b>\$ 2,930,892.13</b>	<b>-\$ 2,770,053.49</b>	<b>5.49%</b>
<b>Expenses</b>				
6000 Direct Expenses			0.00	
6200 Salaries	25,065.97	586,810.86	-561,744.89	4.27%
6220 Payroll Taxes	1,909.91	46,901.91	-44,992.00	4.07%
6230 Pension Expenses	1,699.93	38,142.71	-36,442.78	4.46%
6240 Employee Insurance	6,442.39	158,347.74	-151,905.35	4.07%
6300 Mileage & Travel	63.80	18,664.00	-18,600.20	0.34%
6310 Meals		3,079.00	-3,079.00	0.00%
6315 Lodging		10,835.00	-10,835.00	0.00%
6320 Telephone		0.00	0.00	
6330 Printing		1,337.00	-1,337.00	0.00%
6410 Dues & Subscriptions	756.70	4,150.00	-3,393.30	18.23%
6420 Supplies & Materials	46.71	10,412.00	-10,365.29	0.45%
6430 Computer Services	40.00	14,980.00	-14,940.00	0.27%
6500 Conferences & Training		13,150.00	-13,150.00	0.00%
6550 Contractual Svcs-OffSite	6,781.75	1,305,016.00	-1,298,234.25	0.52%
6620 Equipment Rental		225.00	-225.00	0.00%
6715 Audit Services		300.00	-300.00	0.00%
6720 Accounting Services		6,311.00	-6,311.00	0.00%
6950 General Commission Expenses		650.00	-650.00	0.00%
6960 Commissioner Mileage	3,349.08	6,850.00	-3,500.92	48.89%
6970 Commissioner Per Diem	3,853.80	8,060.00	-4,206.20	47.81%
6980 Bank Fees	30.78	1,000.00	-969.22	3.08%
6990 Pass Thru	16,487.92	270,356.16	-253,868.24	6.10%
<b>Total 6000 Direct Expenses</b>	<b>\$ 66,528.74</b>	<b>\$ 2,505,578.38</b>	<b>-\$ 2,439,049.64</b>	<b>2.66%</b>
7000 Indirect Expenses		415,747.00	-415,747.00	
7200 Salaries-Indirect	20,971.55		20,971.55	
7220 Payroll Taxes-Indirect	2,184.45		2,184.45	
7230 Pension Expenses-Indirect	7,485.23		7,485.23	
7240 Employee Insurance-Indirect	11,574.28		11,574.28	
7300 Mileage & Travel-Indirect	41.00		41.00	
7320 Telephone-Indirect	176.39		176.39	

7340 Postage-Indirect	43.64			43.64	
7410 Dues & Subscriptions-Indirect	46.38			46.38	
7420 Supplies & Materials-Indirect	646.88			646.88	
7430 Computer Services-Indirect	2,671.98			2,671.98	
7520 Rent & Janitorial-Indirect	6,070.00			6,070.00	
7640 Gas-Indirect	465.09			465.09	
7650 Power-Indirect	347.64			347.64	
7660 Water-Indirect	66.68			66.68	
7720 Accounting Services-Indirect	271.74			271.74	
Total 7000 Indirect Expenses	\$ 53,062.93	\$ 415,747.00	-\$ 362,684.07		12.76%
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	\$ 119,591.67	\$ 2,921,325.38	-\$ 2,801,733.71		4.09%
Net Operating Income	\$ 41,246.97	\$ 9,566.75	\$ 31,680.22		431.15%
Net Income	\$ 41,246.97	\$ 9,566.75	\$ 31,680.22		431.15%

Code	PROJECT NAME	CONTRACT START DATE	CONTRACT END DATE	CONTRACT AMOUNT	INCOME TYPE
NATS Unified Work Program - 2025/2026					
110	NATS - PROGRAM	10/1/2025	9/30/2026	\$61,314	80% Federal/20% Local
120	NATS - DATA	10/1/2025	9/30/2026	\$26,870	
130	NATS - PLANNING	10/1/2025	9/30/2026	\$67,205	
140	NATS - TIP	10/1/2025	9/30/2026	\$26,365	
145	NATS - MULTIMODAL PLANNING	10/1/2025	9/30/2026	\$19,425	
			TOTAL	\$201,179	
155	NATS - TDM MACOG	10/1/2023	9/30/2026	\$50,000 *100% contract	80% Federal/20% State
TWINCATS Unified Work Program 2026					
160	TCATS - PROGRAM	10/1/2025	9/30/2026	\$113,583	80% Federal/20% Local
170	TCATS - DATA	10/1/2025	9/30/2026	\$38,521	
180	TCATS - PLANNING	10/1/2025	9/30/2026	\$113,865	
190	TCATS - TIP	10/1/2025	9/30/2026	\$27,027	
195	TCATS - MULTIMODAL PLANNING	10/1/2025	9/30/2026	\$23,537	
			TOTAL	\$316,533	
MDOT REGION Work Program 2026					
210	MDOT - PROGRAM MGT.	10/1/2025	9/30/2026	\$7,303	100% State
230	MDOT - TA TO MEMBER	10/1/2025	9/30/2026	\$15,073	
235	MDOT - PUBLIC INVOLVEMENT MTF	10/1/2025	9/30/2026	\$1,200	
260	MDOT - TA TO MDOT	10/1/2025	9/30/2026	\$11,124	
280	MDOT - HERITAGE ROUTE	10/1/2025	9/30/2026	\$4,000	
			TOTAL	\$38,700	
240	MDOT - PUBLIC INVOLVEMENT SPR	10/1/2025	9/30/2026	\$5,000	100% Federal
250	MDOT - RURAL TASK FORCE	10/1/2025	9/30/2026	\$20,209	
290	MDOT - HERITAGE ROUTE SPR	10/1/2025	9/30/2026	\$1,500	
			TOTAL	\$26,709	
ASSET MANAGEMENT - Program 2026					
311	ASSET MGMNT - DATA FED AID	10/1/2025	9/30/2026	\$46,250	100% State
315	ASSET MGMNT - DATA NON-FED				
316	ASSET MGMNT - TRAINING				
317	ASSET MGMNT - DATA SUBMISSION				
319	ASSET MGMNT - TECH ASSISTANCE				
321	ASSET MGMNT - PLANNING				
MOBILITY MANAGEMENT					
372	MOBILITY MGMT			\$124,000	
ECONOMIC DEVELOPMENT					
335	RICH HUBS	8/22/2025	9/30/2027	\$300,000	100% State

340/350/360	EDA - PLANNING; ADMIN; INFO	1/1/2025	12/31/2027	\$350,000 (+\$17,210 annual county contribution)	Federal \$210,000/Local \$140,000
390	BE HEALTHY BERRIEN AM	11/10/2025	3/31/2026	\$25,000	
395	KEYSTONE CEDS	10/7/2025	3/31/2026	\$75,000	100% Federal
OTHER MDOT/MDOT RELATED RIDESHARE					
380	RIDESHARE BERRIEN/VAN BUREN	7/25/2025	6/30/2026	\$26,000 (Berrien \$16,000, VB \$10,000)	100% Federal
OTHER PROJECTS					
515	EGLE BH TA	8/1/2025	8/31/2027	\$243,140.93	100% State
520	PEP PHASE II	no contract, calculated annual amounts based on formula *see MH budget sp			100% Local
555	EGLE CMP	6/1/2025	9/30/2026	\$75,000	100% Federal
560	GLRI - OX CREEK	3/11/2024	12/31/2026	\$1,044,149 *MH \$9,500 SWMPC *+\$25.000 contractual 2026	100% Federal
NOAA - OX CREEK					
565	NOAA - OX CREEK - SWMPC	7/1/2023	4/30/2027	\$112,429	Federal
	NOAA - OX CREEK - GEI/CONTRACTUAL			\$436,700	
	NOAA - OX CREEK - OTHER/ CONTRACTUAL			\$450,871	
		TOTAL	\$1,000,000		
OTHER PROJECTS					
600	GOBLES REC/MASTER PLAN	6/1/2025	until completed	\$19,954	100% Local
610	VAN BUREN REC PLAN	5/8/2025	until completed	\$11,500	100% Local
626	BUCHANAN MP	1/13/2026	until completed	\$20,099	100% Local
627	BUCHANAN REC PLAN	1/13/2026	until completed	\$12,328	100% Local
633	BANGOR MASTER PLAN	6/1/2025	until completed	\$17,452, BILLED HALF UP FRONT - BILL OTHER HALF AT END	100% Local
661	VAN BUREN HAZ MIT	7/1/2023	2/1/2026	\$50,515.00	State/Local
681	MATERIALS MANAGEMENT	7/3/2023	7/3/2027	\$240,000.00	100% Local
686	MICHIANA MASTER PLAN	11/19/2024	until completed	\$16,592.82	100% Local
700	SPARK GRANT	11/6/2023		\$67,640.00	100% Federal
721	SOUTH HAVEN MASTER PLAN	2/5/2024		\$49,740.00	100% Local
865	IN-MI RIVER VALLEY TRAIL EXTENSION	3/1/2021	until completed	24000 paid up front	100% State
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	100% Local
881	PAW PAW RIVER WATER TRAIL COMMUNITIES	no contract, calculated annual amounts based on formula			100% Local

## MEMORANDUM

TO: Southwest Michigan Planning Commission

FROM: K. John Egelhaaf

DATE: February 4, 2026

RE: Staff Report for the Southwest Michigan Planning Commission February 17, 2026

### Office/Administrative Updates

#### A. Conference/Worshop Attendance

- a. Housing Affordability Workshop (Jan 22)
  1. Jerrid Burdue Attended
- b. Developing a Siting Process for Your Materials Management Plan (Jan 22)
  1. Bekah Schrag Attended

#### B. SWMPC 2025 Audit

- a. Initial Audit Preparations Meeting January 8
- b. All SWMPC Documents/Materials Transmitted to Auditors
- c. Field Work (Auditor's On-Site Visit) March 10-11
- d. On Target For April Completion & Presentation to the SWMPC Board

#### C. SWMPC Website Reconstruction

- a. SWMPC's Website Host – LIAA is Removing Hosting & Support from its Business
- b. Our 3 Websites Will Be Reconstructed in a Different, Modern Architecture (WordPress)
  1. SWMPC.org
  2. US12HeritageTrail.com
  3. MyWayThere.org
- c. We Are Partnering with the Digital Innovation Collaborative Exchange (DICE)

#### D. Did We Get a New Coffee Machine for Christmas?

- a. Yes, We DID!
- b. Come to the SWMPC Office to Have Some (Not All) of Your Coffee Wishes Granted
- c. Our Ninja Will...
  1. Froth your cream
  2. Answer your one-cup only wish if you insert a pod
  3. Make you a full pot with its handy, side-mounted water pitcher and the filter attachment
  4. Answer your wish for tea or hot chocolate by giving you boiling hot water that doesn't route through the coffee side of the operation

## **SWMPC Staff Report – February 17, 2026**

### **Project Developments**

#### **A. New Projects**

- a. City of Buchanan Master Plan
- b. City of Buchanan Recreation Plan
- c. MI Environment Great Lakes & Energy (EGLE) Water Resources Division
  - 1. Project to advance and build capacity within coastal communities for coastal resilience through habitat restoration and conservation.
- d. Be Healthy Berrien Asset Mapping

#### **B. Projects Recently Completed**

- a. Van Buren County Recreation Plan
- b. Black River Water Trail Maintenance
  - 1. We are handing trail maintenance over to the South Haven Chamber of Commerce

#### **C. Final Phases of Community Planning For...**

- a. Van Buren County Hazard Mitigation Plan
- b. Village of Michiana Master Plan
  - 1. In process of adoption
- c. Arlington Township Master Plan
  - 1. In process of adoption
- d. South Haven Master Plan
  - 1. In process of adoption

# Memorandum

**To:** Southwest Michigan Planning Commission Full Board Members

**From:** Maria Vettraino

**Date:** February 17, 2026

**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 72.5 cents 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.

## **2026 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](mailto: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](mailto:vettrainom@swmpc.org)

---

---

## 2026 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)

\_\_\_\_\_ miles to Michigan Works  
499 W Main St, Benton Harbor, MI 49022



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

## 2026 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
<b>Possibilities:</b> Business owner,		
Professional Associations,		
Chamber of Commerce, DDA,		
Labor Union, etc.		

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

Educational Affiliations	Leadership (Chair, Secretary, etc.)	Member
<b>Possibilities:</b> Professional,		
School Boards,		
Advisory committees, etc.		

Health Care Affiliations	Leadership Role	Member
<b>Possibilities:</b> Professional,		
Boards, etc.		

**SOUTHWEST MICHIGAN PLANNING COMMISSION**  
**2026**  
**BUDGET PROPOSAL**

**2/17/2026**

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



**SOUTHWEST MICHIGAN PLANNING COMMISSION**

## 2026 REVENUES

<i>PROJECT</i>	<b>2026</b> <i>February</i>	<b>Prior-Rev.</b> <i>CHANGE</i>	<b>2025</b> <i>December</i>
COMMISSIONER SUPPORT	14,000	(6,778)	20,778
LOCAL SERVICES	27,902	4,478	23,424
INTEREST REVENUE (PROJ.)	7,000	(275)	7,275
ASSET MANAGEMENT	46,250	0	46,250
BANGOR MASTER PLAN	8,736	36	8,700
BUCHANAN MASTER PLAN	20,099	20,099	0
BUCHANAN RECREATION PLAN	12,328	12,328	0
ECONOMIC DEV. ADM./DISTRICT PLANNING	117,210	30,000	87,210
EGL E BENTON HARBOR TECH ASST	120,961	45,961	75,000
EGL E COASTAL MANAGMENT PLANNING	70,234	70,234	0
GOBLES RECREATION & MASTER PLN	14,364	8,864	5,500
GREAT LAKES RESTORATION INITIATIVE OX	1,014,029	962,577	51,452
MATERIALS MANAGEMENT	90,173	(59,827)	150,000
MDOT REGIONAL TRANSPORTATION	65,409	3,336	62,073
MIO TECHNICAL ASSISTANCE	10,000	0	10,000
MOBILITY MANAGEMENT LOCAL	124,000	124,000	0
NARC/KEYSTONE	66,495	66,495	0
NILES AREA TRANSPORTATION STUDY	238,373	(9,742)	248,115
NOAA OX CREEK GREEN INFRASTRUCTURE	300,075	(58,899)	358,974
PAW PAW RIVER WATER TRAIL COMMUNITIES	29,300	(2,000)	31,300
PEP PHASE II	23,000	0	23,000
RICH HUBS	140,000	(10,000)	150,000
RIDESHARE	26,000	3,944	22,056
SOUTH HAVEN MASTER PLAN	8,645	(8,402)	17,047
SPARK RECREATION GRANT ASSISTANCE	2,591	(7,907)	10,498
TWIN CITIES AREA TRANSPORTATION STUDY	316,533	(93,775)	410,308
VAN BUREN COUNTY HAZARD MITIGATION PLN	16,484	(2,461)	18,945
VAN BUREN COUNTY RECREATION PLAN	4,701	(3,799)	8,500
DONATIONS	0	0	0
<b>TOTAL</b>	<b>2,934,892</b>	1,088,487	1,846,405

## 2026 BUDGET EXPENDITURES

			2026	
	INDIRECT	DIRECT	TOTAL	DOUBLE CHECK
<i>PERSONNEL</i>				
SALARY			\$598,486	
BENEFITS			\$255,358	
SUB-TOTAL			\$853,843	\$853,843
UNALLOCATED FUNDS			<b>\$381,133</b>	
<b>TOTAL PERSONNEL</b>			<b>\$1,234,976</b>	
<i>OPERATING</i>				
Checking Acct. Fees	\$0		\$0	\$0
6300 - Mileage & Travel	\$0	\$18,664	\$18,664	\$18,664
6310 - Meals	\$0	\$3,079	\$3,079	\$3,079
6315 - Lodging	\$0	\$10,835	\$10,835	\$10,835
6320 - Telephone	\$0	\$0	\$0	\$0
6330 - Printing	\$0	\$1,337	\$1,337	\$1,337
6340 - Postage	\$0	\$0	\$0	\$0
6410 - Dues, Subs, Pubs	\$0	\$4,150	\$4,150	\$4,150
6420 - Supplies & Materials	\$0	\$10,412	\$10,412	\$10,412
6430 - Computer Services	\$0	\$14,980	\$14,980	\$14,980
6440 - Advertising	\$0	\$0	\$0	\$0
6500 - Conferences & Training	\$0	\$13,150	\$13,150	\$13,150
6520 - Rent, Janitorial & Recyc	\$0	\$0	\$0	\$0
6530 - Local Cash In-Kind	\$0	\$0	\$0	\$0
6540 - Contractual On Site	\$0	\$0	\$0	\$0
6550 - Contractual Off-Site	\$0	\$1,305,016	\$1,305,016	\$1,305,016
6610 - Equipment	\$0	\$0	\$0	\$0
6620 - Equipment Rental	\$0	\$225	\$225	\$225
6630 - Equipment Maintenance	\$0	\$0	\$0	\$0
6710 - Legal Services	\$0	\$0	\$0	\$0
6715 - Audit Services	\$0	\$300	\$300	\$300
6720 - Accounting Services	\$0	\$6,311	\$6,311	\$6,311
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	\$6,850	\$6,850	\$6,850
6970 - Commissioner Per Diem	\$0	\$8,060	\$8,060	\$8,060
6980 - Bank Fees	\$0	\$1,000	\$1,000	\$1,000
6990 - Pass Through	0	0	\$0	\$270,356
Indirect Cost Pool	294,897		\$294,897	
<b>TOTAL OPERATING</b>	<b>\$294,897</b>	<b>\$1,405,019</b>	<b>\$1,699,916</b>	<b>\$0</b>
DOUBLE CHECK	\$415,748	\$1,675,375	\$1,699,916	
<b>OPERATING + PERSONNEL</b>			<b>\$2,934,892</b>	
<b>REVENUE</b>			<b>\$2,934,892</b>	

2026 BUDGET  
REVENUES BY PROGRAM AREA  
MATCHING FUNDS

PROGRAM AREA NAME	FEDERAL	PASS	STATE	TOTAL STATE/	CONTRACTS OTHER LOCAL	COUNTY	COUNTY	LOCAL	INTEREST	TOTAL MATCHING	TOTAL CONTRACTS &OTHER LOCAL	TOTAL	CONTRACTS/OTHER LOCAL &
	FUNDS	THRU	FUNDS	FEDERAL FUNDS	FUNDS/FEES	DUES	OTHER	MATCH		FUNDS	& MATCHING FUNDS	FUNDS	MATCHING FUND SOURCES
PLANNING AND INFORMATION PROGRAMS													
COMMISSIONER SUPPORT						14,000		0		14,000	14,000	14,000	
LOCAL SERVICES			0	0		27,902				27,902	27,902	27,902	
INTREST	0			0				0	7,000	7,000	7,000	7,000	
ASSET MANAGEMENT	0		46,250	46,250				0		0	0	46,250	
BANGOR MASTER PLAN	0				8,736					0	8736	8,736	
BUCHANAN MASTER PLAN	0				20,099					0	20,099	20,099	
BUCHANAN RECREATION PLAN	0			0	12,328					0	12,328	12,328	
EDA DISTRICT PLANNING	100,000			100,000		17,210		0		17,210	17,210	117,210	
EGLE BENTON HARBOR T/A	0	0	120,961	120,961							0	120,961	
EGLE COASTAL MGMT PLANNING			70,234	70,234							0	70,234	
GOBLES REC & MASTER PLAN				0	14,364						14,364	14,364	
GLRI OX CREEK	4,604	1,009,425		1,014,029							0	1,014,029	
MATERIALS MGMT			90,173	90,173							0	90,173	
MDOT REGIONAL TRANSPORT	25,209	38,700	0	63,909	1,500						1,500	65,409	
MIO TECHNICAL ASSISTANCE			10,000	10,000							0	10,000	
MOBILITY MANAGEMENT	0		124,000	124,000							0	124,000	
NARC/KEYSTONE				0	66,495						66,495	66,495	
NILES AREA TRANS STUDY	194,421		7,439	201,860				36,513		36,513	36,513	238,373	
NOAA OX CREEK	29,719	270,356		300,075	0			0		0	0	300,075	
PAW PAW RIVER WATER TRAIL				0	29,300					0	29,300	29,300	
PEP PHASE II					23,000					0	23,000	23,000	
RICH HUBS			140,000	140,000							0	140,000	
RIDESHARE	26,000			26,000							0	26,000	
SOUTH HAVEN MASTER PLAN				0	8,645					0	8,645	8,645	
SPARK REC GRANT ASSISTANCE			2,591	2,591						0	0	2,591	
TWIN CITIES AREA TRANS STUDY	259,083			259,083				57,450		57,450	57,450	316,533	
VAN BUREN CO HAZARD MIT			11,122	11,122	0			5,362		5,362	5,362	16,484	
VAN BUREN CO REC PLAN			0	0	4,701					0	4,701	4,701	
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	639,036	1,318,481	622,770	2,580,287	189,168	59,112	0	99,325	7,000	165,437	354,605	2,934,892	
UNALLOCATED									7,000	7,000	7,000	7,000	
TOTAL BUDGET	639,036	1,318,481	622,770	2,580,287	189,168	59,112		99,325	7,000	165,437	354,605	2,934,892	

## **COST ALLOCATION PLAN – 2026**

### **LEAVE AND FRINGE BENEFIT RATES**

#### **RELEASED TIME BENEFITS**

ANNUAL LEAVE	\$55,910	
HOLIDAY PAY	25,847	\$81,757

### **ADDED COST (FRINGE) BENEFITS**

FICA	\$45,784	
GROUP INSURANCE COVERAGES	159,242	
WORKERS COMP	1,929	
UCI	9,501	
PENSION CONTRIB/ADMIN	38,902	255,358

**TOTAL BENEFITS** **\$337,115**

ANNUAL BUDGETED SALARY \$598,486

LESS RELEASED TIME BEN. 81,757

**TOTAL CHARGEABLE SALARY** **\$516,729**

LEAVE RATE: \$81,757 / 516,729 = **15.82%**

FRINGE BENEFIT RATE: \$255,358 / 598,486 = **42.67%**

**SOUTHWEST MICHIGAN PLANNING COMMISSION**  
**INDIRECT COST RATE**  
**CALENDAR YEAR 2026**

		INDIRECT	DIRECT	TOTAL	REVENUE
<b>PERSONNEL</b>					
CHARGEABLE SALARY		105,146	450,704	555,850	
LEAVE	15.82%	16,636	47,326	63,962	
SUB-TOTAL					
BENEFITS	42.67%	54,496	200,862	255,358	
SUB-TOTAL		176,279	698,891	853,843	
OTHER PERSONNEL		0	0	0	
TOTAL		176,279	698,891	853,843	
<b>OPERATING</b>					
TRAVEL, MEALS, LODGING		0	32,578	32,578	
RENT		0	0	0	
TELEPHONE		0	0	0	
CONTENTS, LIABILITY INS.		0	0	0	
POSTAGE		0	0	0	
PRINTING		0	1,337	1,337	
DUES, SUBS, PUBS		0	4,150	4,150	
SUPPLIES		0	10,412	10,412	
EQUIPMENT RENTAL		0	225	225	
EQUIPMENT DEPRECIATION		0	0	0	
EQUIPMENT MAINTENANCE		0	0	0	
LEGAL SERVICES		0	0	0	
ADVERTISING		0	0	0	
COMPUTER SERVICES		0	14,980	14,980	
CONFERENCES		0	13,150	13,150	
COMMISSION EXPENSE		0	650	650	
CONTRACTUAL PERSONNEL (OFF-PREMISES)		0	1,305,016	1,305,016	
CONTRACTED PERSONNEL (ON PREMISES)		0	0	0	
PER DIEM		0	8,060	8,060	
COMM MILES		0	6,850	6,850	
DIRECT EQUIPMENT		0	0	0	
AUDIT SERVICES		0	300	300	
PASS-THRU		0	270,356	270,356	
BANK FEES		0	1,000	1,000	
CPA SERVICES		0	6,311	6,311	
INDIRECT COST POOL		415,748			
 TOTAL		415,748	1,675,375	2,091,123	
 TOTAL BUDGET		415,748	2,374,266	2,790,014	2,934,892

TOTAL AGENCY INDIRECT COST RATE = **53.54%**

\*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 2026-1 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:

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: Jim Curran

Vice-Chairman: Tom Langley

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 2027.

RESOLVED ON THIS EIGHTEENTH DAY OF FEBRUARY 2026

---

Jim Curran, Chair

Date

---

Linda Preston, Secretary

Date



## **RESOLUTION 2026-2 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 2026.

**BE IT FURTHER RESOLVED** that these designations shall remain in effect until the annual meeting to be held in 2027.

RESOLVED ON THIS SEVENTEENTH DAY OF FEBRUARY 2026

---

Jim Curran, Chair

Date

---

Linda Preston, Secretary

Date

# Michigan Coastal Management Program

## Bipartisan Infrastructure Law Initiative



### Introduction:

Michigan's approximate 400 coastal communities bear a disproportionate burden of weather and coastal impacts being on the front line of facing the "perfect storm" from our seasonal fluctuating Great Lakes water levels, intense storm events and urban heat. Limited local budgets, competing interests, staff capacity and technical expertise make adapting to resiliency challenging in Michigan. It is the vision of the Department of Environment, Great Lakes, and Energy, Water Resources Division (WRD) to create a network of coastal communities that have sustainable practices, thriving economies, and resilient plans and policies that are adaptive solutions for hazard resilience in coastal communities in the state of Michigan.

The WRD will partner with six (6) regional planning commissions for strategic alignment between the Michigan Coastal Management Program (MCMP) and the regional planning commissions to establish a Regional Resilient Project Team (Project Team). This partnership will advance and build capacity within coastal communities for developing projects that prioritize coastal resilience through habitat restoration and conservation. The intent is to build resilience for coastal hazard risk reduction at the regional level while empowering individual communities to proactively address the diverse and unique coastal challenges specific to their community.

The Project Team will increase knowledge of the site-specific coastal hazards through training and technical assistance, followed by customized community engagements to identify priority areas for the development of conceptual plans for best practices to mitigate hazards, targeted habitat restoration and land conservation, and then identification of funding streams for the projects. It is anticipated that the projects identified will prepare communities for habitat protection and restoration competitions and other federal and state funding opportunities to advance habitat restoration and conservation projects.

### Program Initiative:

The Project Team will work collaboratively to increase the knowledge of coastal risks through technical trainings at coastal communities, conduct community engagements with coastal decision-makers to identify site specific risks and strategies such as nature-based solutions, habitat restoration, and land conservation for mitigating the risks, and develop conceptual plans that meet regulatory considerations, and identification of federal and state funding sources to implement habitat restoration and land conservation projects.

The WRD will provide partner funding to support capacity, specifically with service communities within the Southwest Michigan Planning Commission, East Michigan Council of Governments, Northeast Michigan Council of Governments, Eastern Upper Peninsula Regional Planning and Development Commission, Western Upper Peninsula Planning and Development Regional Commission, and the West Michigan Shoreline Regional Development Commission.

Additionally, the WRD will partner with Drummond Carpenter, PLLC, and the Great Lakes and St. Lawrence Cities Initiative to extend capacity for providing technical expertise on best practices and engineering skills/experience in drafting conceptual plans.

**Timeline:** October 1, 2025, through September 30, 2026.

## Tasks and Schedule:

Tasks	Q1 Oct–Dec 2025	Q2 Jan–March 2026	Q3 April–June 2026	Q4 July–Sept 2026
1. Participate in the Project Team activities such as meetings, trainings, community engagements, etc.	X	X	X	X
2. The Project Team will engage with communities to increase understanding and knowledge of site-specific coastal risks and inspire interest in taking actions. <ul style="list-style-type: none"> <li>a. Engage with coastal communities to identify coastal issues.</li> <li>b. Conduct coastal leadership academy nature-based solutions workshops within each planning region.</li> <li>c. Identify and evaluate coastal risks specific to each community.</li> <li>d. Assist to identify solutions such as nature-based solutions, habitat restoration, and/or land conservation to mitigate coastal risks.</li> </ul>	X	X	X	X
3. The Project Team will identify priority sites and work with respective contractors in the development of conceptual plans.	X	X	X	X
4. Identify potential funding sources for community specific plans.	X	X	X	X

To learn more about the MCMP, visit our Webpage at: [Michigan.gov/CoastalManagement](https://Michigan.gov/CoastalManagement).

To request this material in an alternate format, contact [EGLE-Accessibility@Michigan.gov](mailto:EGLE-Accessibility@Michigan.gov) or 800-662-9278. EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations. Questions or concerns should be directed to the Nondiscrimination Compliance Coordinator at [EGLE-NondiscriminationCC@Michigan.gov](mailto:EGLE-NondiscriminationCC@Michigan.gov) or 517-249-0906.

This form and its contents are subject to the Freedom of Information Act and may be released to the public.