



AGENDA

FULL COMMISSION MEETING

Tuesday, April 15, 2025, 9:30 a.m.

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

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, February 25, 2025 ***
 - c. **Chairman's Report**
 - d. **Treasurer's Report***
3. **EXECUTIVE DIRECTOR'S REPORT *Accept**
K. John Egelhaaf
4. **2024 ANNUAL AUDIT *Approve**
Joseph Laudont-Lauterbach & Amen, LLP
5. **2024 SWMPC ANNUAL REPORT *Approve**
Jerrid Burdue-Sr. Development Planner
6. **2025 OVERALL WORK PROGRAM *Approve**
Director Egelhaaf
7. **PUBLIC COMMENT**
8. **PRIVILEGE OF THE FLOOR**
9. **ADJOURNMENT**

****enclosures***

Next meeting will be held June 17, 2025 at Van Buren 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, February 25, 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
Sinclair, Kim, Treasurer, Van Buren County Representative
Preston, Linda, Secretary, Cass County Representative
Catherman, Rick, Van Buren County Representative
DeLong, Don, Cass County Representative
Dodd, James, Cass County Representative
Durm-Hiatt, Marge, Berrien County Representative
Engle, Roger, Van Buren County Representative
Freehling, Teri Sue, Berrien County Commissioner
Gundersen, Kristen, Alternate Secretary, Berrien County Representative
Hanson, Sandra, Alternate Treasurer, Van Buren County Representative
Klemesrud, Kathryn, Berrien County Representative
Leary, Tina, Van Buren County Commissioner
Multhauf, Katie, Van Buren County Economic Development Ex-Officio
Pantaleo, Paul, Berrien County Representative
Patterson-Gladney, Gail, Van Buren County Commissioner
Stauffer, Dick, Berrien County Representative
Torzynski, Robert, Pokagon Band Representative
Wood, Gary, Berrien County Representative
Wuerfel, Julie, Berrien County Commissioner

MEMBERS ABSENT:

Ellspermann, Thomas, Berrien County Representative
Fette, Dan, Berrien County Representative
Kohring, Peg, Berrien County Representative
Northrop, Alan, Cass County Commissioner
Tyler, Doug, Cass County Representative

OTHERS PRESENT:

Vettraino, Maria, SWMPC Office Manager
Youngstedt, Glen, Lincoln Township Supervisor

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. Rick Catherman moved to **“ACCEPT THE CONSENT AGENDA.”** Paul Pantaleo seconded the motion, which carried unanimously.

3. NEW MEMBER INTRODUCTIONS

Chair Doroh shared the Board has four new members. The new member present, Kathryn Klemesrud introduced herself to the Board.

4. EXECUTIVE DIRECTOR’S REPORT

Director Egelhaaf explained the purpose of the report and opened the floor for questions and comments.

Dick Stauffer asked for an update on the Materials Management Plan. Egelhaaf gave an overview and purpose of the Materials Management Planning Committee. Discussion ensued regarding tipping fees and also when the counties should expect reimbursement. It was shared that EGLE will not reimburse expenses incurred before October 1st, 2024.

Marge Durm-Hiatt inquired about the AI policy. Egelhaaf share his work on creating an AI policy framework to share with other units of government.

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

5. PERFECT ATTENDANCE RECOGNITION

Chair Doroh acknowledged the Board members with perfect attendance in 2024. Those members included: Rick Catherman, James Dodd, Kurt Doroh, Teri Sue Freehling, Kristen Gundersen, Sandra Hanson, Paul Pantaleo, Gail Patterson-Gladney, Linda Preston, and Robert Torzynski.

6. PER DIEM AND PROFILE FORMS

Chair Doroh explained the per diem and profile forms and told the Board to give the completed forms to Office Manager, Maria Vettraino.

7. 2025 SWMPC BUDGET

Director Egelhaaf presented and went into detail on the 2025 SWMPC Budget. Questions and comments were then encouraged.

Kim Sinclair moved to **“APPROVE 2025 SWMPC BUDGET.”** Don DeLong seconded the motion, which carried unanimously by roll call vote.

8. NOMINATING COMMITTEE REPORT

Chair Doroh proposed the new slate of executive committee officers as follows: Chair – Kurt Doroh; Vice Chair – Jim Curran; Treasurer – Kimberly Sinclair; Alternate Treasurer – Sandra Hanson; Secretary – Linda Preston; Alternate Secretary – Kristen Gundersen.

Rick Catherman moved to **“CLOSE THE SLATE OF OFFICERS.”** Gail Patterson-Gladney seconded the motion, which carried unanimously.

9. 2025-1 SIGNATORY RESOLUTION

Julie Wuerfel moved to **“APPROVE 2025-1 SIGNATORY RESOLUTION.”** Sandra Hanson seconded the motion, which carried unanimously by roll call vote.

10. RESOLUTION 2025-2 RECOMMEND COUNTY CONTRIBUTION

Marge Durm-Hiatt moved to **“APPROVE RESOLUTION 2025-2 RECOMMEND COUNTY CONTRIBUTION.”** Rick Catherman seconded the motion, which carried unanimously by roll call vote.

11. PUBLIC COMMENT

No public comment.

12. PRIVILEGE OF THE FLOOR

Katie Multhauf shared information on Market One’s event in which 75+ businesses will be in attendance.

Kim Sinclair said the Conservation Districts are now selling tree seedlings.

Dick Stauffer and Paul Pantaleo shared their enjoyment for the details Egelhaaf presented on the budget. Linda Preston praised Egelhaaf for the Commission’s diversification on projects. Gary Wood explained how the Commission has successfully captured funding available.

13. ADJOURNMENT

Teri Sue Freehling moved to adjourn the meeting. Julie Wuerfel supported the motion.
The Chair declared the meeting adjourned at 10:51 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: February 25, 2025

Southwest Michigan Planning Commission
Balance Sheet
As of February 28, 2025

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
1010 Petty Cash	65.00
1020 Checking	423,432.03
1060 CD	85,430.24
Total Bank Accounts	<u>\$ 508,927.27</u>
Accounts Receivable	
1100 Accounts Receivable	455,894.74
1110 A/R Grants	0.00
Total Accounts Receivable	<u>\$ 455,894.74</u>
Other Current Assets	
1200 Other Receivable	290,859.00
1240 Undeposited Funds	2,455.51
1300 Prepaid Expenses	11,331.10
1499 Security Deposit - 376 W. Main	-11,220.00
Met Life Stock	0.00
Repayment	
MISC DEDUCTION	0.00
Total Repayment	<u>\$ 0.00</u>
Total Other Current Assets	<u>\$ 293,425.61</u>
Total Current Assets	<u>\$ 1,258,247.62</u>
Fixed Assets	
1350 Furniture and Equipment	32,056.00
1360 Accumulated Depreciation	-32,056.00
1400 Right of Use Asset	589,023.84
1410 Right of Use Asset - Amortization	1.40
Total Fixed Assets	<u>\$ 589,025.24</u>
Other Assets	
1250 Grants Receivable - Old	0.00
Total Other Assets	<u>\$ 0.00</u>
TOTAL ASSETS	<u>\$ 1,847,272.86</u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	-3,834.90
Total Accounts Payable	<u>-\$ 3,834.90</u>
Other Current Liabilities	

2010 Accounts Payable - Old	0.00
2250 Accrued Payroll	9,720.45
2400 Payroll Liabilities	4,365.13
2420 457b Payable	883.45
2430 Health Insurance	451.08
2438 HSA	-695.21
2440 Federal Withholding	0.00
2450 Medicare Payable	0.00
2460 FICA Payable	0.00
2480 State Withholding	714.42
2490 Michigan UIA Payable	195.77
2495 Benton Harbor withholding	172.55
457b Catch-Up	0.00
IN Income / Local Taxes	0.00
MISC	3.84
MISC DEDUCTION	31.46
Total 2400 Payroll Liabilities	\$ 6,122.49
2500 RPI	0.00
Michigan Department of Treasury Payable	0.00
Total Other Current Liabilities	\$ 15,842.94
Total Current Liabilities	\$ 12,008.04
Long-Term Liabilities	
2260 Accrue Annual Leave	43,982.95
2290 SJ Watershed Escrow	1,207.99
2300 NATS-FHWA-Escrow	2,591.54
2310 NATS-FTA-Escrow	13,901.33
2320 TCATS-Escrow	19,397.05
2340 EDA Escrow	409.09
2550 Unearned Revenue	114,062.00
2600 Lease Liability	589,023.66
Total Long-Term Liabilities	\$ 784,575.61
Total Liabilities	\$ 796,583.65
Equity	
32000 Unrestricted Net Assets	655,169.99
Net Income	395,519.22
Total Equity	\$ 1,050,689.21
TOTAL LIABILITIES AND EQUITY	\$ 1,847,272.86

Southwest Michigan Planning Commission
Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L
January - February, 2025

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
4000 Federal Grant	142,693.34	972,730.00	-830,036.66	14.67%
4005 Pass Thru	296,785.94	9,615,612.00	-9,318,826.06	3.09%
4010 State Grant	13,390.27	666,526.00	-653,135.73	2.01%
4020 County Contribution	59,112.00	59,112.00	0.00	100.00%
4030 Local Match	52,378.00	92,629.00	-40,251.00	56.55%
4040 Local Contract	78,628.17	177,003.73	-98,375.56	44.42%
4050 Other Fee Income		0.00	0.00	
4080 In-Kind		0.00	0.00	
4090 Donations		0.00	0.00	
4100 Interest Income	167.27	4,300.00	-4,132.73	3.89%
Total Income	\$ 643,154.99	\$ 11,587,912.73	-\$ 10,944,757.74	5.55%
Gross Profit	\$ 643,154.99	\$ 11,587,912.73	-\$ 10,944,757.74	5.55%
Expenses				
6000 Direct Expenses			0.00	
6200 Salaries	55,713.01	562,548.00	-506,834.99	9.90%
6220 Payroll Taxes	4,262.04	43,031.49	-38,769.45	9.90%
6230 Pension Expenses	3,927.42	41,477.54	-37,550.12	9.47%
6240 Employee Insurance	14,500.81	158,832.22	-144,331.41	9.13%
6300 Mileage & Travel	949.70	12,846.00	-11,896.30	7.39%
6310 Meals	107.71	2,255.00	-2,147.29	4.78%
6315 Lodging		8,110.00	-8,110.00	0.00%
6320 Telephone		0.00	0.00	
6330 Printing		0.00	0.00	
6340 Postage		0.00	0.00	
6410 Dues & Subscriptions	505.96	5,380.00	-4,874.04	9.40%
6420 Supplies & Materials	844.13	13,005.00	-12,160.87	6.49%
6430 Computer Services		9,659.00	-9,659.00	0.00%
6440 Advertising		0.00	0.00	
6500 Conferences & Training	60.00	9,550.00	-9,490.00	0.63%
6520 Rent & Janitorial		0.00	0.00	
6525 Lease Payments - Principal		0.00	0.00	
6530 Local Cash in-kind		0.00	0.00	
6540 Contractural Svcs-OnSite		0.00	0.00	
6550 Contractural Svcs-OffSite	99,750.87	31,675.00	68,075.87	314.92%
6610 Equipment		10,208,873.00	-10,208,873.00	0.00%
6620 Equipment Rental		0.00	0.00	
6630 Equipment Maintenance		0.00	0.00	
6710 Legal Services		0.00	0.00	
6715 Audit Services		0.00	0.00	
6720 Accounting Services		550.00	-550.00	0.00%
6730 Insurance Corporate		3,200.00	-3,200.00	0.00%
6740 Depreciation		0.00	0.00	

6750 Amortization Exp		0.00	0.00	
6950 General Commission Expenses	639.30	0.00	639.30	
6960 Commissioner Mileage	1,187.91	650.00	537.91	182.76%
6970 Commissioner Per Diem	1,000.00	2,550.00	-1,550.00	39.22%
6980 Bank Fees	128.50	2,560.00	-2,431.50	5.02%
6985 Contingency		1,800.00	-1,800.00	0.00%
6990 Pass Thru		500.00	-500.00	0.00%
Total 6000 Direct Expenses	\$ 183,577.36	\$ 11,119,052.25	-\$ 10,935,474.89	1.65%
7000 Indirect Expenses		468,195.18	-468,195.18	
7200 Salaries-Indirect	24,974.62		24,974.62	
7220 Payroll Taxes-Indirect	2,600.52		2,600.52	
7230 Pension Expenses-Indirect	3,449.05		3,449.05	
7240 Employee Insurance-Indirect	9,145.51		9,145.51	
7315 Lodging-Indirect	134.48		134.48	
7320 Telephone-Indirect	353.20		353.20	
7340 Postage-Indirect	250.00		250.00	
7410 Dues & Subscriptions-Indirect	14.47		14.47	
7420 Supplies & Materials-Indirect	3,177.69		3,177.69	
7430 Computer Services-Indirect	5,349.16		5,349.16	
7520 Rent & Janitorial-Indirect	12,034.80		12,034.80	
7640 Gas-Indirect	662.87		662.87	
7650 Power-Indirect	815.65		815.65	
7660 Water-Indirect	245.01		245.01	
7720 Accounting Services-Indirect	851.38		851.38	
Total 7000 Indirect Expenses	\$ 64,058.41	468,195.18	-\$ 404,136.77	13.68%
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	\$ 247,635.77	\$ 0.00	\$ 247,635.77	
Net Operating Income	\$ 395,519.22	\$ 11,119,052.25	-\$ 10,723,533.03	3.56%
Net Income	\$ 395,519.22	\$ 468,860.48	-\$ 73,341.26	84.36%

Monday, Apr 07, 2025 06:49:34 AM GMT-7 - Accrual Basis



Minutes

Southwest Michigan Planning Commission
EXECUTIVE COMMITTEE MEETING
Friday, March 28, 2025, 2:00 p.m.

Meeting held in person at SWMPC Conference Room

MEMBERS PRESENT:

Doroh, Kurt, Chair, Van Buren County Commissioner
Curran, Jim, Vice Chair, Berrien County Commissioner
Sinclair, Kim, Treasurer, Van Buren County Representative
Preston, Linda, Secretary, Cass County Representative
Gundersen, Kristen, Alternate Secretary, Berrien County Representative

MEMBERS ABSENT:

Hanson, Sandra, Alternate Treasurer, Van Buren County Representative

OTHERS PRESENT:

Marcy Hamilton, SWMPC Deputy Executive Director/Senior Planner
Jerrid Burdue, SWMPC Senior Development Planner
Scott Franko, Surf Internet

1. CALL TO ORDER

Chair Kurt Doroh called the meeting to order at 2:00 p.m. and led those present in the Pledge of Allegiance. Deputy Director, Marcy Hamilton, took roll call and a quorum was present.

2. ACCEPTANCE OF AGENDA

Chair Doroh presented the agenda. Sinclair moved to **“ACCEPT THE AGENDA.”**
Preston seconded the motion, which carried unanimously.

3. REVISIONS TO FINANCIAL POLICIES & PROCEDURES

Deputy Director Hamilton presented revisions to the Financial Policies and Procedures, explaining that the updates were necessary to meet the requirements set by the EPA. She noted that these changes would also likely support compliance with other federal grants received by the SWMPC. Sinclair inquired whether the revisions were related to changes in the administration, to which Hamilton clarified that they were not.

Sinclair moved to **“ACCEPT THE REVISIONS TO THE FINANCIAL POLICIES & PROCEDURES.”** Gundersen seconded the motion, which carried unanimously.

4. BROADBAND ISP BEAD LETTERS OF SUPPORT

Jerrid Burdue, SWMPC Senior Development Planner, provided a brief overview of the Broadband Equity, Access, and Deployment (BEAD) program, emphasizing its purpose to reach currently unserved areas. He explained that extending internet service to individual homes can cost up to \$30,000, and this grant is designed to help offset or fully cover those costs.

Chair Doroh inquired about letters of support from Internet Service Providers (ISPs) not listed on the agenda, specifically mentioning Bloomingdale Communications.

Curran responded that the Berrien County Broadband Internet Task Force follows a set of standards when considering support for ISPs operating within the county. A discussion followed regarding the possibility of providing letters of support to ISPs in Van Buren and Cass Counties. It was agreed that SWMPC should be authorized to issue letters of support upon request from qualified ISPs.

Curran moved to **"ACCEPT BROADBAND ISP BEAD LETTERS OF SUPPORT."** Preston seconded the motion. Motion carried unanimously.

Further discussion was held regarding broader authorization for future letters of support.

Sinclair moved to **“PROVIDE LETTERS OF SUPPORT TO ISPs IN CASS, VAN BUREN, AND BERRIEN COUNTIES SHOULD THE NEED ARISE FOR GRANT APPLICATIONS REGARDING INTERNET ACCESS.”** Preston seconded the motion. Motion carried unanimously.

Scott Franko, a representative of Surf Internet, provided an overview of Surf and the work they have done in the region.

5. REVISIONS TO PERSONNEL POLICIES

Deputy Director Hamilton explained the revision is needed to conform with the Earned Sick Time Act changes.

Preston moved to **“ACCEPT THE REVISIONS TO PERSONNEL POLICIES.”** Sinclair seconded the motion. Motion carried unanimously.

6. PUBLIC COMMENT

None.

7. PRIVILEGE OF THE FLOOR

None.

8. ADJOURNMENT

Sinclair moved to adjourn the meeting. Preston supported the motion. Chair Doroh declared the meeting adjourned at 2:32 p.m.

MEMORANDUM

TO: Southwest Michigan Planning Commission

FROM: K. John Egelhaaf

DATE: April 7, 2025

RE: Staff Report for the Southwest Michigan Planning Commission April 15, 2025

Office/Administrative Updates

- A. Conference/Worshop Attendance
 - a. Michigan State Police Traffic Safety Conference (March 3-5)
 - 1. Kim Gallagher Attended
 - b. SW Michigan Materials Management Feasibility Meeting (March 5)
 - 1. Bekah Schrag Attended
 - c. West Michigan Trails Summit (March 6)
 - 1. Marcy Hamilton Attended
 - d. Americorps: Building a Resilient Michigan (March 14)
 - 1. John Egelhaaf Attended
 - e. MITTEN Grant Orientation (March 20-21)
 - 1. John Egelhaaf Attended
- B. SWMPC Executive Committee
 - a. Met March 28th, 2:00-3:00
 - b. Three Items Needed Consideration of SWMPC Approval on Tight Timelines
 - 1. EPA Community Change Grant required additions to our SWMPC Financial Policies
 - 2. Change to SWMPC Personnel Policies to conform with Earned Sick Time Act of 2/21/25
 - 3. Broadband Equity Access & Deployment Program (BEAD) Grant Letter of Support
 - Internet Service Providers (ISPs) requested letters of support from SWMPC for their BEAD applications

Existing Project Developments

- A. Economic Development
 - a. Awaiting Word on Next 3-Year Partnership Planning Grant with the US Department of Commerce's Economic Development Administration (EDA)
 - i. \$210,000 request
 - ii. All EDA awards are on hold
- B. Materials Management
 - a. 2025 Work Plan Submitted to EGLE
 - i. Work Plan completion + Budget by the three counties = 2025 EGLE grant application
 - ii. Grant application submitted by due date March 31

SWMPC Staff Report – April 15, 2025

C. Transportation Planning

- a. All Transportation Projects Approved by NATS/TwinCATS Have Been Inserted Into the Master MDOT JobNet Database
- b. Begun Work on 2026 Unified Work Program
- c. Air Quality Meetings
 - i. Three projects will require air quality analysis by MDOT: changes to Red Arrow Hwy, M-139 changes, Main Street – St. Joseph reconstruction
- b. Berrien County Moving from “Moderate” Air Quality Standard to “Serious”
 - i. A product less of reduced air quality and more of the time spent as “moderate”

D. EPA Community Change Grant Award

- a. Grant Awarded 1/7/25
- b. Award Terminated 3/25/25
- c. Termination Rescinded 4/1/25
- d. SWMPC Still Unable to Access Funds Through EPA Grant Portal (EPA’s grant portal called – ASAP)

SOUTHWEST MICHIGAN PLANNING COMMISSION - Draft Open Items**Audit Team: CM, JL****December 31, 2024****Client Open Items**

1	Update pages marked 'Client to Update'
2	Indirect Cost Rate Percentage
3	Fringe Benefit Rate
4	
5	
6	
7	
8	
9	
10	
11	
12	

Lauterbach & Amen Open Items

1	Update pages marked 'L&A to Update'
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

Items Sent to Client

1	A(C)FR Draft	4/3/25
2	Client Communication	4/3/25
3	Adjusting Journal Entries	4/3/25
4	Grouping Report	4/3/25
5	MDA - Word File	N/A
6	Transmittal Letter - Prior Year	N/A
7	Statistical Section - Excel File	N/A

L&A Administrative

1	Client Letterhead	N/A
2	COA Responses Completed	N/A
3	COA Submission	N/A
4	Comptrollers	N/A
5	Dated Rep Letter Sent	
6	Report Date	
7	Reproduction	

Due Dates

Final Draft	4/18/25
PDF of Financials to Client	4/7/25
Board Meeting Date	4/15 - Draft to Meeting
Board Meeting Time	

Quality Control Reviews

RW Review Date	VM 4/1
Technical Review Date	VM 4/1
Final Technical Review Date	
Final Partner Review Date	

Notes:

SOUTHWEST MICHIGAN PLANNING COMMISSION BENTON HARBOR, MICHIGAN

ANNUAL FINANCIAL REPORT



FOR THE FISCAL YEAR ENDED
DECEMBER 31, 2024

376 West Main Street, Suite 130
Benton Harbor, MI 49022
Phone: 269.925.1137
Fax: 269.925.0288
www.swmpc.org

**SOUTHWEST MICHIGAN PLANNING COMMISSION
BENTON HARBOR, MICHIGAN**

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FINANCIAL SECTION

INDEPENDENT AUDITOR'S REPORT

This section includes the opinion of the Commission's independent auditing firm.



INDEPENDENT AUDITOR'S REPORT

DATE

Board of Directors
Southwest Michigan Planning Commission
Benton Harbor, Michigan

Opinion

We have audited the accompanying financial statements of Southwest Michigan Planning Commission (the Commission), Michigan, which comprise the statement of financial position as of December 31, 2024, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Southwest Michigan Planning Commission, as of December 31, 2024, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Commission and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commission's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements - Continued

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Commission's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commission's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commission's basic financial statements. The supplemental schedule is presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, supplemental schedule is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

LAUTERBACH & AMEN, LLP

FINANCIAL STATEMENTS

**SOUTHWEST MICHIGAN PLANNING COMMISSION
BENTON HARBOR, MICHIGAN**

**Statement of Financial Position
December 31, 2024**

ASSETS	
Current Assets	
Cash and Cash Equivalents	\$ 504,206
Due from Grantors	298,258
Prepaid Expenses	111
Total Current Assets	<u>802,575</u>
Noncurrent Assets	
Capital Assets	
Depreciable	32,056
Accumulated Depreciation	(32,056)
Right to Use Assets	589,024
Accumulated Amortization	(53,994)
Total Noncurrent Assets	<u>535,030</u>
Total Assets	<u>1,337,605</u>
LIABILITIES	
Current Liabilities	
Accounts Payable	(3,835)
Provision for Accrued Leave	42,161
Accrued Payroll Taxes	20,448
Escrow Accounts	37,507
Deferred Revenue	168,679
Leases Payable	51,833
Total Current Liabilities	<u>316,793</u>
Noncurrent Liabilities	
Leases Payable	<u>489,761</u>
Total Liabilities	<u>806,554</u>
NET ASSETS	
Without Donor Restrictions	<u><u>531,051</u></u>

The notes to the financial statements are an integral part of this statement.

**SOUTHWEST MICHIGAN PLANNING COMMISSION
BENTON HARBOR, MICHIGAN**

Statement of Activities

For the Fiscal Year Ended December 31, 2024

	<u>Without Donor Restrictions</u>
Support and Revenues	
Federal Grant	\$ 490,461
Pass Thru	435,516
State Grant	289,557
County Contribution	59,112
Local Match	65,789
Local Contract	258,415
Other Fee Income	4,181
Interest Income	4,499
Total Support and Revenues	<u>1,607,530</u>
Expenses	
Program Expenses	
Grants and Projects	
NATS	138,076
TCATS	363,030
MDOT	64,974
PPRWT	30,217
Ox Creek LID Phase I	219,498
Rideshare	19,419
CEDS/EDA	29,368
PEP Phase II	16,629
Asset Management	58,919
FTA Mobility Management	113,982
	<u>1,054,112</u>
Other Expenses	
Local Activities	<u>607,658</u>
Total Expenses	<u>1,661,770</u>
Change in Net Assets	(54,240)
Net Assets - Beginning	<u>585,291</u>
Net Assets - Ending	<u><u>531,051</u></u>

The notes to the financial statements are an integral part of this statement.

**SOUTHWEST MICHIGAN PLANNING COMMISSION
BENTON HARBOR, MICHIGAN**

**Statement of Functional Expenses
For the Fiscal Year Ended December 31, 2024**

See Following Page

SOUTHWEST MICHIGAN PLANNING COMMISSION
BENTON HARBOR, MICHIGAN

Statement of Functional Expenses
For the Fiscal Year Ended December 31, 2024

	NATS	TCATS	MDOT	PPRWT
Expenses				
Salaries	\$ 57,108	151,611	25,690	502
Payroll Taxes	4,350	11,598	1,965	38
Pension Expenses	4,182	11,204	1,724	33
Employee Insurance	17,088	42,839	9,659	125
Mileage and Travel	839	2,661	660	—
Meals	87	904	22	—
Lodging	—	4,300	200	—
Postage	—	—	—	—
Dues and Subscriptions	290	866	609	—
Supplies and Materials	75	1,537	84	—
Computer Services	3,073	3,108	400	2
Advertising	—	—	—	—
Conferences and Training	488	2,227	666	—
Contractual Services - Off Site	—	1,038	—	29,100
Equipment	1,176	—	—	—
Audit Services	—	—	—	—
Accounting Services	—	—	—	—
General Commission Expenses	—	—	—	—
Commissioner Mileage	—	—	—	—
Commissioner Per Diem	—	—	—	—
Bank Fees	—	—	—	—
Pass Thru	—	(468)	—	—
Indirect Cost Pool	49,320	129,605	23,295	417
Total Expenses	138,076	363,030	64,974	30,217

The notes to the financial statements are an integral part of this statement.

Grants and Projects							
OX Creek LID Phase I	Rideshare	CEDS/EDA	PEP Phase II	Asset Management	FTA Mobility Management	Local Activities	Totals
18,728	8,128	13,873	6,862	12,729	477	138,771	434,479
1,433	622	1,061	525	974	36	10,441	33,043
1,228	700	1,316	446	926	31	10,372	32,162
4,415	1,700	1,357	1,452	4,426	208	24,770	108,039
416	48	343	787	243	110	6,062	12,169
—	—	70	45	219	12	614	1,973
—	—	209	—	196	—	2,242	7,147
—	—	—	—	—	—	—	—
—	1,009	169	—	—	—	298	3,241
1,141	—	20	—	94	—	6,534	9,485
—	540	—	—	—	—	104	7,227
—	—	—	—	—	—	—	—
—	—	425	—	130	—	2,139	6,075
173,085	—	—	1,000	25,223	112,659	331,303	673,408
—	—	—	—	2,382	—	(1,156)	2,402
—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—
—	—	—	—	—	—	479	479
—	—	—	—	—	—	2,312	2,312
—	—	—	—	—	—	2,340	2,340
—	—	—	—	—	—	1,743	1,743
—	—	—	—	—	—	468	—
19,052	6,672	10,525	5,512	11,377	449	67,822	324,046
219,498	19,419	29,368	16,629	58,919	113,982	607,658	1,661,770

The notes to the financial statements are an integral part of this statement.

**SOUTHWEST MICHIGAN PLANNING COMMISSION
BENTON HARBOR, MICHIGAN**

Statements of Cash Flows

For the Fiscal Year Ended December 31, 2024

Cash Flows from Operating Activities	
Increase in Net Assets	<u>\$ (54,240)</u>
Adjustments to Reconcile Changes in Net Assets to Net Cash Provided by Operating Activities:	
Amortization Expense	53,994
(Increase) Decrease in Current Assets	27,424
Increase (Decrease) in Current Liabilities	36,292
	<u>117,710</u>
Cash Flows from Capital and Related Financing Activities	
Purchase of Capital Assets	(589,024)
Payment of Leases Payable	(47,430)
Issuance of Leases Payable	589,024
	<u>(47,430)</u>
Net Change in Cash and Cash Equivalents	16,040
Cash and Cash Equivalents	
Beginning	<u>488,166</u>
Ending	<u><u>504,206</u></u>

The notes to the financial statements are an integral part of this statement.

**SOUTHWEST MICHIGAN PLANNING COMMISSION
BENTON HARBOR, MICHIGAN**

**Notes to the Financial Statements
December 31, 2024**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Southwest Michigan Planning Commission (the Commission), one of fourteen Michigan regional planning and development agencies, serves Berrien, Cass, and Van Buren Counties. Through the Commission, local units of government coordinate their efforts to maintain and improve the physical, economic and social well being of the area. The Commission has been determined to be a not-forprofit agency for financial reporting purposes.

Commission funding is obtained from county per capita contributions and federal, state and other contracts for specified projects designed to further the Commission's goals and objectives.

ACCOUNTING METHOD

The financial statements of the Commission are prepared on the accrual basis.

FINANCIAL STATEMENT PRESENTATION

The Commission adheres to Financial Accounting Standards Board ("FASB") Accounting Standards Codification ("ASC") 958-205, which sets standards for reporting on financial statements of not-for-profit organizations. ASC 958-205 requires the classification and presentation of net assets in two categories: net assets with donor restrictions and net assets without donor restrictions. Net assets without donor restrictions are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Commission. These assets may be used at the discretion of the Commission's management and board of directors. Net assets with donor restrictions are subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Commission or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated be maintained in perpetuity.

FUNCTIONAL ALLOCATION OF EXPENSES

The costs of providing the programs have been summarized on a functional basis in the Statements of Activities. Accordingly, certain costs have been allocated among program services benefited. Significant expenses that are allocated include the following:

<u>Expense</u>	<u>Method of Allocation</u>
Salaries	Time and Effort
Fringe Benefits	Time and Effort
Indirect Cost Pool	Time and Effort

PROJECT AND SALARY EXPENSES

The costs of goods and services which are identifiable for specific projects are directly charged to those projects at the time costs are incurred. Indirect costs are allocated to projects as described in Note 4.

Salary expenses for Commission employees are direct charges to the appropriate projects, with the exception of management and administrative time, which is charged to the indirect cost pool. Fringe benefits are accumulated in cost pools and distributed to projects in proportion to their direct chargeable salaries. **For the year ended December 31, 2024, the total fringe benefit rate was 39%.**

**SOUTHWEST MICHIGAN PLANNING COMMISSION
BENTON HARBOR, MICHIGAN**

**Notes to the Financial Statements
December 31, 2024**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

CAPITAL ASSETS

Capital assets are valued at historical cost. Depreciation has been provided over the estimated useful lives using the straight-line method. When a grantor has designated funds to be used for an equipment purchase as part of a specific grant to the Commission, the equipment is immediately expensed.

LEASES

The Commission accounts for leases in accordance with ASU No. 2016-02, Leases (Topic 842). Leases are evaluated using the criteria outlined in FASB ASC 842 to determine whether they will be classified as operating leases or finance leases. Management determines if an arrangement is a lease, or contains a lease, at inception of a contract and when terms of an existing contract are changed. Management determines if an arrangement conveys the right to use an identified asset and whether the Commission obtains substantially all of the economic benefits from and has the ability to direct the use of the asset. The Commission recognizes a lease liability and right of use ("ROU") asset at the commencement date of the lease.

Beginning January 1, 2022, operating lease ROU assets and related current and long-term portions of operating lease liabilities have been presented in the Statement of Financial Position.

A lease liability is measured based on the present value of its future lease payments. Variable payments are included in the future lease payments when those variable payments depend on an index or rate and are measured using the index or rate at the commencement date. Lease payments, including variable payments made based on an index rate, are remeasured when any of the following occur: (1) the lease is modified (and the modification is not accounted for as a separate contract), (2) certain contingencies related to variable lease payments are resolved, or (3) there is a reassessment of any of the following: the lease term, purchase options, or amounts that are probable of being owed under a residual value guarantee. The discount rate is the rate implicit in the lease if it is readily determinable; otherwise, the Commission uses its incremental borrowing rate based on the information available at the commencement date of the lease. The incremental borrowing rate for a lease is the rate of interest the Commission would have to pay on a collateralized basis to borrow an amount equal to the lease payments under similar terms and in a similar economic environment and geographic location. The Commission determines its incremental borrowing rates by starting with the interest rates on recent borrowings and other observable market rates and adjusting those rates to reflect differences in the amount of collateral and the payment terms of the leases.

RIGHT OF USE ASSETS

A Right of Use ("ROU") asset is measured at the commencement date at the amount of the initially measured liability plus any lease payments made to the lessor before or after commencement date, minus any lease incentives received, plus any initial direct costs. Unless impaired, the ROU asset is subsequently measured throughout the lease term at the amount of the lease liability (that is the present value of the remaining lease payments), plus unamortized initial direct costs, plus (minus) any prepaid (accrued) lease payments, less the unamortized balance of lease incentives received. Lease cost for lease payments is recognized on a straight-line basis over the lease term. Finance lease ROU assets are amortized on a straight-line basis over the shorter of the lease term or the remaining useful life of the asset.

**SOUTHWEST MICHIGAN PLANNING COMMISSION
BENTON HARBOR, MICHIGAN**

**Notes to the Financial Statements
December 31, 2024**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

RIGHT OF USE ASSETS - Continued

The Commission has elected for all underlying classes of assets, to not recognize ROU assets and lease liabilities for short-term leases that have a lease term of 12 months or less, but greater than 1 month at lease commencement, and do not include an option to purchase the underlying asset that is reasonably certain to exercise. The Commission will recognize lease costs associated with its short-term leases on a straightline basis over the lease term.

INCOME TAX STATUS

The Commission has been determined to be a governmental unit for income tax purposes and is therefore exempt from taxation.

STATEMENT OF CASH FLOWS

For the purpose of the Statement of Cash Flows, the Commission considers all highly liquid instruments purchased with an original maturity of three months or less to be cash and cash equivalents.

DEFERRED REVENUE

The deferred revenue represents amounts received, but not yet earned, from various granting and local agencies.

ESTIMATES

The process of preparing financial statements in conformity with accounting principles generally accepted in the United States of America requires the use of management estimates and assumptions regarding certain types of assets, liabilities, revenues and expenses.

REVENUE RECOGNITION

Contributions, including promises to give, are recorded when the contribution is deemed unconditional. Contributions are reflected in the financial statements at the earlier of the transfer of the assets or at the time an unconditional promise to give is made. Contributions received are considered to be available for current use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as support that increases net assets with donor restrictions. A donor restriction expires when a stipulated time restriction ends or when a purpose restriction is accomplished. Upon expiration, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the Statements of Activities as net assets released from restrictions.

Contributions that are restricted by the donor are reported as an increase in net assets without donor restrictions if the restrictions are met in the annual period in which the contributions are received.

Program revenue - The Commission generates revenue from program services. The Commission recognizes revenue from these services on a ratable basis over the contract term beginning on the date service commences. The contract terms generally are on an annual basis that matches the reporting period and are billed in installments. These fees are recognized as revenue in the Statements of Activities at the start date of the program to which they pertain.

**SOUTHWEST MICHIGAN PLANNING COMMISSION
BENTON HARBOR, MICHIGAN**

**Notes to the Financial Statements
December 31, 2024**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

REVENUE RECOGNITION - Continued

All revenue is recognized at a point in time.

Receivables are stated at the amount management expects to collect from outstanding balances and are presented net of allowance for doubtful accounts. Management has determined that no allowance is necessary at December 31, 2024. Factors considered in determining collectability include past collection history, an aged analysis of receivables, economic conditions, as well as historical trends. The Commission does not charge interest on past due accounts.

NOTE 2 - EXPLANATION OF ACRONYMS

NATS	Niles Area Transportation Study
TCATS	Twin Cities Area Transportation Study
MDOT	Michigan Department of Transportation
PPRWT	Paw Paw River Water Trail
CEDA/EDA	Comprehensive Economic Development Strategy - Economic Development Administration (U.S. Department of Commerce)
PEP II	National Pollutant Discharge Elimination System: Public Education Program
RPI	Regional Prosperity Initiative
CZM	Coastal Zone Management
BRWT	Black River Water Trail
Local Planning	Local Technical Assistance, Local Recreational Planning and Local Planning Assistance

NOTE 3 - CASH AND INVESTMENTS

As of December 31, 2024, the carrying amount of the Commission's cash deposits totaled \$504,206 and the bank balances totaled \$541,689. The Commission maintains its cash balances in one financial institution. At year-end, \$206,259 of the bank balance of deposits was not covered by collateral, federal depository or equivalent insurance.

**SOUTHWEST MICHIGAN PLANNING COMMISSION
BENTON HARBOR, MICHIGAN**

**Notes to the Financial Statements
December 31, 2024**

NOTE 4 - DEFERRED REVENUES

Deferred revenues are summarized as follows as of December 31, 2024:

Decatur/Hamilton Master Plan	\$	2,446
Asset Management - Program 2023		2,324
Asset Management - Special - Chikaming		5,430
PEP Phase II		7,371
KZOO River - Parchment		1,292
Weesaw Township Master Plan		2,832
Paw Paw River Water Trail Communities		1,083
Mobility Mangement Statewide Plan		29,614
Egle CZM Resilience		2,968
Housing Diagnosis		3,341
BB Navigator		1,802
EDA - Planning		5,933
EDA - Pallsades Economic Recovery		3,248
Rideshare		9,163
Arlington Township Master Plan		2,785
Spark Grant		15,921
Miscellaneous Local		71,126
		<u>168,679</u>

NOTE 5 - AVAILABILITY AND LIQUIDITY

As of December 31, 2024, the Commission has the following:

Working Capital	\$	485,782
Average Days' Cash on Hand		111

The table below represents financial assets available for general expenditures over the next twelve months at December 31, 2024:

Cash and Investments	\$	504,206
Due from Grantors		298,258
Prepaid Expenses		<u>111</u>
Financial Assets Available to Meet General Expenses over the Next Twelve Months		<u><u>802,575</u></u>

SOUTHWEST MICHIGAN PLANNING COMMISSION
BENTON HARBOR, MICHIGAN

Notes to the Financial Statements
December 31, 2024

NOTE 6 - CAPITAL ASSETS

Capital assets are summarized as follows as of December 31, 2024:

	Estimated Asset Lives	Beginning Balances	Increases	Decreases	Ending Balances
Depreciable Assets					
Furniture and Equipment	5 Years	\$ 32,056	—	—	32,056
Less: Accumulated Depreciation		32,056	—	—	32,056
Net Depreciable Assets		—	—	—	—

The Commission did not recognize depreciation expense for the year ended December 31, 2024 as these assets are fully depreciated.

NOTE 7 - RIGHT OF USE ASSETS

Right of use assets are summarized as follows as of December 31, 2024:

	Estimated Asset Lives	Beginning Balances	Increases	Decreases	Ending Balances
Amortizable Assets					
Right of Use Assets	5 - 10 Years	\$ —	589,024	—	589,024
Less: Accumulated Amortization		—	53,994	—	53,994
Net Amortizable Assets		—	535,030	—	535,030

The Commission recognized amortization expense of \$535,030 for the year ended December 31, 2024.

NOTE 8 - LONG-TERM DEBT

Long-Term Liabilities Activity

Changes in long-term liabilities during the fiscal year were as follows:

Type of Debt	Beginning Balances	Additions	Deductions	Ending Balances	Amounts Due within One Year
Lease Payable	\$ —	589,024	47,430	541,594	51,833

**SOUTHWEST MICHIGAN PLANNING COMMISSION
BENTON HARBOR, MICHIGAN**

**Notes to the Financial Statements
December 31, 2024**

Client to Update

NOTE 8 - LONG-TERM DEBT - Continued

Leases Payable

The Commission entered into a 10 - year lease effective February 1, 2024. Monthly rent range from \$5,403 to \$5,744 with interest rate of 2.99% and will be paid in full on December 31, 2033.

NOTE 9 - INDIRECT COSTS

Indirect costs that support all on-premises projects are allocated based on the ratio of the individual project's salaries, fringe benefits and contract services on-site. Occasionally the Commission will take on projects with a maximum allowable indirect rate predetermined by contract.

The Commission's bookkeeping necessitates that projects with contractually fixed maximum allowable indirect rates must be segregated from the overall indirect rate calculation for the Commission. **The resulting indirect cost rate for the year ended December 31, 2024 was 64%.**

The following are the total indirect costs allocated to projects:

Salaries	\$	117,670
Payroll Taxes		10,137
Pension Expenses		12,990
Employee Insurance		21,369
Meals		378
Telephone		2,119
Postage		1,643
Dues and Subscriptions		3,386
Supplies and Materials		7,657
Computer Services		34,743
Rent and Janitorial		9,277
Equipment		6,700
Audit Services		6,280
Accounting Services		8,096
Insurance		7,967
Gas		915
Power		3,810
Water		842
Amortization		53,994
Interest Expense		<u>14,073</u>
		<u><u>324,046</u></u>

**SOUTHWEST MICHIGAN PLANNING COMMISSION
BENTON HARBOR, MICHIGAN**

**Notes to the Financial Statements
December 31, 2024**

NOTE 10 - FISCAL PERIODS

The grants/programs listed below are awarded on a December 31st year-end basis. Expenses and revenues relating to these grants/programs have been included in their entirety in these financial statements.

- Economic Development Administration (EDA)

The grants/programs listed below are awarded on a September 30th year-end basis.

- Twin Cities Area Transportation Study (TCATS)
- Niles Area Transportation STUDY (NATS)
- Michigan Department of Transportation Regional Transportation Planning (MDOT)
- Asset Management
- Mobility Management

The grants/programs listed below are awarded on a June 30th year-end basis.

- EDA Cares Act
- Rideshare

The EDA Palisades grant runs from June 21, 2021 – June 21, 2024.

The remaining grants/programs are entered based on a project specific contractual agreement that varies depending on the project.

Only those expenses and related revenues applicable to the activities occurring during the Commission's fiscal year ended December 31, 2024 are included in the accompanying financial statements.

NOTE 11 - DEFINED CONTRIBUTION PENSION PLAN

The Commission has established an insured, money purchase contributory pension plan which covers substantially all full-time employees. Pension expense for the year ended December 31, 2024 amounted to \$30,934.

NOTE 12 - 457 DEFERRED COMPENSATION PLAN

The 457 Deferred Compensation Plan is offered on a voluntary basis to all employees. These funds are withheld from the employee's wages or salary on a pretax basis as allowed by the Internal Revenue Service.

SUPPLEMENTAL SCHEDULE

**SOUTHWEST MICHIGAN PLANNING COMMISSION
BENTON HARBOR, MICHIGAN**

**Statement of Support and Revenues and Functional Expenses
For the Fiscal Year Ended December 31, 2024**

See Following Page

SOUTHWEST MICHIGAN PLANNING COMMISSION
BENTON HARBOR, MICHIGAN

Statement of Support and Revenues and Functional Expenses
For the Fiscal Year Ended December 31, 2024

	Designated			
	NATS	TCATS	MDOT	PPRWT
Support and Revenues				
Federal Grant	\$ 110,478	184,671	25,719	—
Pass Thru	—	—	—	—
State Grant	—	—	39,255	—
County Contribution	—	—	—	—
Local Match	8,838	56,951	—	—
Local Contract	18,782	121,408	—	30,217
Other Fee Income	—	—	—	—
Interest Income	—	—	—	—
Total Support and Revenues	138,098	363,030	64,974	30,217
Expenses				
Salaries	57,108	151,611	25,690	502
Payroll Taxes	4,350	11,598	1,965	38
Pension Expenses	4,182	11,204	1,724	33
Employee Insurance	17,088	42,839	9,659	125
Mileage and Travel	839	2,661	660	—
Meals	87	904	22	—
Lodging	—	4,300	200	—
Dues and Subscriptions	290	866	609	—
Supplies and Materials	75	1,537	84	—
Computer Services	3,073	3,108	400	2
Conferences and Training	488	2,227	666	—
Contractual Services - Off Site	—	1,038	—	29,100
Equipment	1,176	—	—	—
General Commission Expenses	—	—	—	—
Commissioner Mileage	—	—	—	—
Commissioner Per Diem	—	—	—	—
Bank Fees	—	—	—	—
Pass Thru	—	(468)	—	—
Indirect Cost Pool	49,320	129,605	23,295	417
Total Expenses	138,076	363,030	64,974	30,217

Grants and Projects

OX Creek LID Phase I	Rideshare	CEDS/EDA	PEP Phase II	Asset Management	FTA Mobility Management	Local Activities	Totals
46,412	19,419	30,305	—	—	—	73,457	490,461
173,085	—	262,431	—	—	—	—	435,516
—	—	34,366	—	58,919	113,982	43,035	289,557
—	—	—	—	—	—	59,112	59,112
—	—	—	—	—	—	—	65,789
—	—	—	16,629	—	—	71,379	258,415
—	—	—	—	—	—	4,181	4,181
—	—	—	—	—	—	4,499	4,499
219,497	19,419	327,102	16,629	58,919	113,982	255,663	1,607,530
18,728	8,128	13,873	6,862	12,729	477	138,771	434,479
1,433	622	1,061	525	974	36	10,441	33,043
1,228	700	1,316	446	926	31	10,372	32,162
4,415	1,700	1,357	1,452	4,426	208	24,770	108,039
416	48	343	787	243	110	6,062	12,169
—	—	70	45	219	12	614	1,973
—	—	209	—	196	—	2,242	7,147
—	1,009	169	—	—	—	298	3,241
1,141	—	20	—	94	—	6,534	9,485
—	540	—	—	—	—	104	7,227
—	—	425	—	130	—	2,139	6,075
173,085	—	—	1,000	25,223	112,659	331,303	673,408
—	—	—	—	2,382	—	(1,156)	2,402
—	—	—	—	—	—	479	479
—	—	—	—	—	—	2,312	2,312
—	—	—	—	—	—	2,340	2,340
—	—	—	—	—	—	1,743	1,743
—	—	—	—	—	—	468	—
19,052	6,672	10,525	5,512	11,377	449	67,822	324,046
219,498	19,419	29,368	16,629	58,919	113,982	607,658	1,661,770



SWMPC

SOUTHWEST MICHIGAN PLANNING COMMISSION

Annual Report

Photo: MEC Smart Park/Abonmarche



Proudly
Serving
Southwest
Michigan for
50 Years



Who is the Southwest Michigan Planning Commission?

We are one of fourteen state recognized regional planning governmental non-profit organizations in Michigan. The organization was enabled by state legislation (the Regional Planning Act, 1945 PA 281) and formally created in 1973 by the three counties it serves, Berrien, Cass, and Van Buren. SWMPC is a regional planning resource staffed with professional regional planners and is designed to be responsive to the planning needs of our region.

SWMPC is the USDOT and MDOT recognized Metropolitan Planning Organization for the Twin Cities Area (Benton Harbor-St. Joseph) and the Niles-Buchanan-Cass County Area Transportation Studies, as well as the rural and small urban transportation Regional Planning Agency for Berrien, Cass, and Van Buren Counties. SWMPC is the state designated area-wide water quality management planning agency under the Clean Water Act, and the SWMPC leads and participates in watershed management planning. SWMPC is also the U.S. Economic Development Administration designated Economic Development District for those same three counties.

Our 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.



Letter from Our Executive Director

As we reflect on the past year, I am proud to share the accomplishments of the Southwest Michigan Planning Commission (SWMPC). For over 50 years, our mission has been to foster collaboration, innovation, and sustainable growth across Berrien, Cass, and Van Buren counties. In 2024, we continued this tradition, addressing regional challenges and advancing initiatives that strengthen our communities.

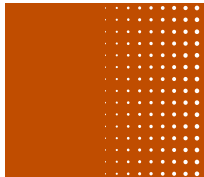
This year, we were honored to present the 2024 Graham Woodhouse Intergovernmental Effort Award to the Southwest Michigan Advanced Research & Technology (SMART) Park. This project exemplifies the power of regional collaboration, bringing together public and private partners to create a forward-thinking industrial hub in Cassopolis. By prioritizing broadband access, green stormwater infrastructure, and renewable energy, SMART Park is setting a new standard for economic development.

Beyond this achievement, our work spanned critical areas such as broadband expansion, transportation planning, environmental stewardship, and economic development. We successfully guided communities through new waste management regulations, supported infrastructure improvements, and developed strategies for long-term regional resilience.

As we look to the future, SWMPC remains committed to innovative solutions that empower our communities. Thank you to our partners, local leaders, and residents who make this work possible. Together, we will continue to build a stronger, more connected Southwest Michigan.



K. John Egelhaaf, AICP
Executive Director, Southwest Michigan Planning Commission



50 Years of Regional Impact

The Southwest Michigan Planning Commission (SWMPC) was established in 1973 and first staffed in 1974, serving Berrien, Cass, and Van Buren Counties. For 50 years, SWMPC has been a leader in regional planning, supporting infrastructure development, environmental stewardship, economic growth, and transportation planning. Initially focused on policy planning to help communities secure federal funding, it diversified to satisfy needs in water quality management, transportation planning, and economic development by the late 1970s.

Despite shifts in federal funding in the 1980s, SWMPC remained a key resource, providing grant writing, project management, and technical assistance. The 1990s saw the rise of digital tools, and SWMPC integrated Geographic Information Systems (GIS) and became a Census Information Center, enhancing data-driven decision-making. In the 2000s, it broadened its programs to include transit planning, land use management, and community development. In 2024, SWMPC celebrated 50 years with a new logo and website, reflecting its commitment to innovation and accessibility.

Looking ahead, SWMPC remains dedicated to regional collaboration, sustainable development, and forward-thinking solutions. By addressing community resilience, infrastructure modernization, and economic opportunity, it aims to empower communities and build a thriving future for Southwest Michigan.

1974
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2024

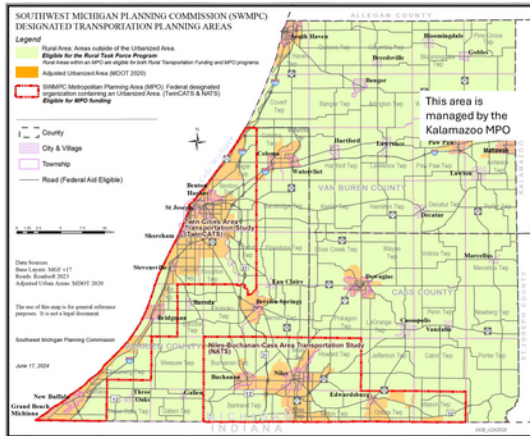


Transportation Planning

In FY 2024, the Southwest Michigan Planning Commission (SWMPC) played a vital role in securing and coordinating **over \$15 million in transportation funding across Berrien, Cass, and Van Buren counties**. By working closely with local, state, and federal partners, SWMPC helped ensure that critical infrastructure projects received the necessary support to move forward. From road preservation and transit access to non-motorized transportation improvements, these investments strengthen regional connectivity, enhance safety, and promote economic growth. SWMPC serves as a bridge between local communities and funding opportunities, assisting with project planning, federal and state compliance, and collaboration between stakeholders.

Metropolitan Planning Organizations (MPOs) – NATS & TwinCATS

Transportation planning for urban areas in Southwest Michigan is directed through two Metropolitan Planning Organizations (MPOs), embedded within the SWMPC, led by local elected and appointed officials, with SWMPC staff providing organizational support. The Michigan portions of the South Bend and Elkhart urban areas are covered through the Niles-Buchanan-Cass Area Transportation Study (NATS), while the Benton Harbor-St. Joseph urban area and the Michigan portions of the Michigan City urban area are covered through the Twin Cities Area Transportation Study (TwinCATS). Working with these two MPOs, SWMPC manages Transportation Improvement Programs (TIPs) that allocate federal funding for local transportation projects, ensuring the projects align with local priorities and long-term regional mobility goals.



MPO Highlights

- Adjusted urban area boundary post-2020 Census, expanding TwinCATS to include Chikaming Township, New Buffalo Township, and the City of New Buffalo
- Led 2026–2029 TIP call for projects, creating a selection process using performance measures and local priorities
- Managed applications, reviewed proposals, and facilitated project selection and federal fund allocation

In FY 2024, SWMPC coordinated **\$4.28 million** in funding for road projects in the NATS and TwinCATS areas:

NATS

\$571,413 in **federal funding**
\$1,342,890 in **local contributions**

TwinCATS

\$1,290,542 in **federal funding**
\$1,078,662 in **local contributions**

Small Urban Program

More than **\$600,000** in combined grant and local funding supported a Small Urban Program road improvement project in Berrien Springs in 2024. The project improved roadway conditions and traffic flow in this small but growing community that serves as a vital link between rural and urban areas.

Rural Task Force (RTF) Region 4

RTF funding focuses on preserving roads, expanding all-season routes, and improving transit access in rural areas. In FY 2024, SWMPC worked with local partners to coordinate \$4.9 million in investments, including:

- \$2.7 million in **federal funds**
- \$419,447 in **state funds**
- \$1.8 million in **local contributions**

Power in Partnership

County Road 388 serves as a vital corridor connecting the Kalamazoo area to South Haven, frequently traversed by residents, visitors, and freight related to the region’s agricultural economy. Recognizing its importance, the Villages of Bloomingdale and Gobles, in partnership with the County of Van Buren and the City of South Haven, have embarked on a multi-year collaborative project to enhance this essential route. Planned improvements include trenching, widening, crushing, shaping, drainage upgrades, and repaving to ensure a safer and more efficient travel experience for all.

Transportation Alternatives Program (TAP)

TAP funding supports non-motorized transportation infrastructure, making communities safer and more accessible for pedestrians and cyclists. In FY 2024, SWMPC helped facilitate **\$3.36 million** in TAP funding, including:

\$2.39 million in **federal funding**
\$970,199 in **local contributions**

These investments expanded sidewalk networks, multi-use trails, and bike lanes, improving connectivity and encouraging active transportation.

Congestion Mitigation and Air Quality (CMAQ) Program

SWMPC assisted in securing **\$1.88 million** in CMAQ funding for projects aimed at reducing traffic congestion and improving air quality. These funds supported:

- Traffic signal optimization to reduce vehicle idling
- Fleet upgrades for cleaner transportation
- Non-motorized improvements to promote alternative transportation options

Asset Management & Local Training

SWMPC advanced its asset management work by collecting PASER data on 805 miles of federal-aid roads in the northern portions of Cass, Van Buren, and Berrien Counties, in partnership with local road departments. With additional TAMC funding, we also supported local jurisdictions in rating 578.51 miles of non-federal aid roads—the most local data collected in a single year to date. To build local capacity, SWMPC helped certify new raters, distributed asset management binders, and provided guidance on reporting. Roadsoft data was also updated to ensure accurate township and county assignments, meeting MDOT’s MIRE reporting requirements. These efforts help communities make smarter, data-driven infrastructure decisions.

Federal Aid Eligible Data Collection

County	Miles Rated
Cass	182
Van Buren	240
Berrien	383



Materials Management Planning

In 2024, SWMPC played a crucial role in helping Berrien, Cass, and Van Buren Counties navigate Michigan's updated Part 115 Solid Waste Statute by contributing to the development of a regional Materials Management Work Program. By ensuring compliance with statutory requirements and facilitating collaboration, SWMPC strengthened regional waste management efforts.

To support this initiative, SWMPC provided guidance on the updated statute, emphasizing the benefits of a multi-county approach. We assisted in drafting and approving an interlocal agreement that established the Materials Management Planning Committee (MMPC) appointment process, the Designated Planning Agency (DPA) payment structure, and plan approval procedures. Additionally, we facilitated outreach to adjacent counties to explore collaborative opportunities and coordinated the timely filing of each county's Notice of Intent to the Department of Environment, Great Lakes, and Energy (EGLE) in July 2024.

A key achievement was the creation of an online MMPC application process, allowing for an efficient review of candidates and appointment recommendations. In November, SWMPC drafted MMPC bylaws, which were formally approved during the committee's first meeting. We continue to administer the MMPC by scheduling meetings, preparing agendas, and issuing public notices.

Throughout this process, SWMPC worked closely with county staff and administrators to ensure the County Boards of Commissioners could successfully appoint MMPC members. By fostering strong regional partnerships and streamlining waste management planning, we are helping Southwest Michigan build a more sustainable future.

SUSTAINABLE MATERIALS MANAGEMENT



Public Education Plan

In 2024, the Public Education Plan (PEP) made significant strides in raising awareness about water quality, pollution prevention, and green infrastructure.

Key accomplishments include:

- Presented at five City, Village, and Township Board meetings, integrating water quality and pollution prevention strategies into local master plans.
- Engaged the public at three events in Berrien and Cass Counties, educating attendees on wetlands and watersheds.
- Displayed educational materials and a tabletop sign at 10 locations across both counties, increasing visibility and outreach.
- Partnered with the Berrien County Drain Office to feature the Blue Costume in the Blossomtime Parade, serving as a fun and memorable reminder to keep our waters clean.
- Conducted a public survey with 98 respondents to assess knowledge and perceptions of water quality, watersheds, and their impact on local waterways.

Collaboration

The PEP is a collaborative effort among MS4 communities in Berrien and Cass Counties, working in partnership with SWMPC. Together, they develop, update, and implement the PEP to promote watershed education. The goal is to encourage residents to actively reduce pollutants in stormwater, fostering a cleaner and healthier environment for all.



Broadband Planning

In 2024, the Southwest Michigan Planning Commission (SWMPC) played a key role in expanding broadband access across Berrien, Cass, and Van Buren counties, ensuring unserved and underserved communities gained reliable high-speed internet. These efforts aimed to bridge the digital divide, boost economic opportunities, and improve quality of life.

In Berrien County, the Berrien County Broadband Internet Task Force (BCBIT) secured nearly **\$26 million** through the ROBIN grant program to expand rural broadband. Comcast also expanded its fiber network in Bainbridge Township, bringing gigabit-speed internet to previously unserved households and businesses.

In Van Buren County, over **\$4.1 million** in county funds, along with **\$1.4 million** from 13 townships, is supporting broadband expansion to 3,734 unserved locations. Construction is underway and expected to continue through 2026.

Midwest Energy & Communications (MEC) is extending high-speed fiber to nearly 7,000 addresses, supported by a **\$25.3 million** ROBIN grant and **\$15.8 million** from MEC. This investment is significantly improving access to education, telehealth, and economic opportunities in rural areas in southwest Michigan.

By securing funding, fostering partnerships, and guiding broadband expansion, SWMPC continues to strengthen digital infrastructure, ensuring Southwest Michigan communities remain connected and competitive.



Economic Development Palisades

In August 2024, we finalized the Palisades Economic Recovery Strategy in collaboration with our regional partners, including Kinexus Group, and the Economic Growth Institute at the University of Michigan. This strategy was developed in response to the closure of the Palisades Nuclear Power Plant (PNPP), which significantly impacted the economic stability of Van Buren, Berrien, and Cass Counties.

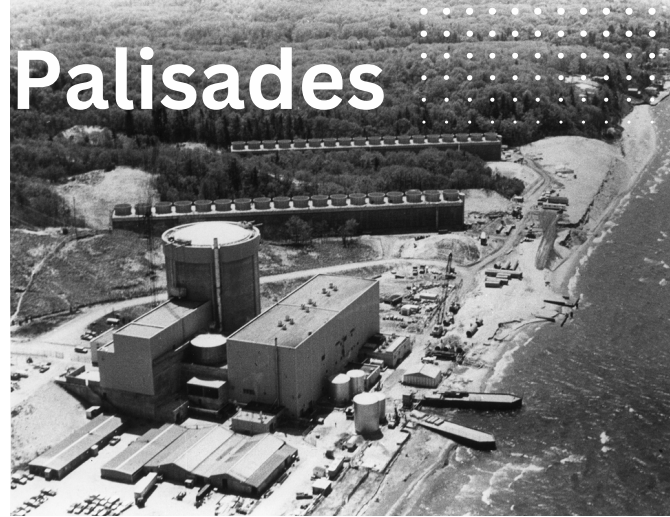
While the Palisades Nuclear Power Plant appears poised to reopen, further economic diversification remains essential, and this strategy offers a clear roadmap to guide the region toward long-term resilience and growth.

The strategy identifies **six key priorities for economic recovery**:

- **Multifaceted Economic Development**
- **Workforce and Talent Development**
- **Regional Marketing**
- **Housing**
- **Local Asset Development**
- **Infrastructure Improvement**

Key findings highlighted the need for economic diversification, workforce training alignment with employer needs, strategic marketing to attract investment, and targeted infrastructure investments. The action plan outlines specific steps to support business growth, workforce development, and housing expansion, while ensuring sustainability and long-term regional resilience.

Looking ahead, our next steps include securing funding for identified projects, implementing targeted workforce training initiatives, and advancing regional marketing efforts to attract new investment and retain talent. Continued collaboration among local governments, businesses, and community stakeholders will be essential in driving economic recovery and sustainable growth.



Economic Development - Partnership Planning

The Southwest Michigan Planning Commission (SWMPC) continues to foster economic growth across Berrien, Cass, and Van Buren counties as the U.S. Economic Development Administration’s (EDA) designated Economic Development District (EDD) for the region. By leading strategic planning efforts, securing funding, and strengthening partnerships, SWMPC plays a key role in building long-term economic resilience.

As an EDD, SWMPC connects local communities with federal funding and resources, ensuring regional initiatives align with the Comprehensive Economic Development Strategy (CEDS). This approach supports investments in infrastructure, workforce development, and business expansion.

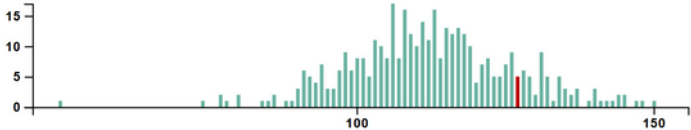
Collaboration remains central to these efforts. SWMPC works closely with Market One, Cornerstone Alliance, the Southwest Michigan Regional Chamber, and local municipalities to identify funding opportunities, assist with grant applications, and guide economic planning. By maintaining and updating the CEDS, SWMPC helps communities secure EDA funding, enabling critical projects that drive job creation and regional prosperity.

Through strategic partnerships and targeted economic development initiatives, SWMPC continues to strengthen Southwest Michigan’s economic foundation, ensuring communities remain competitive and resilient.

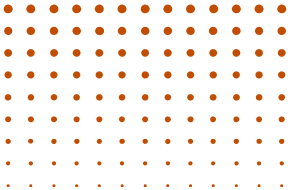
Employment and Productivity Index 127.1 (rank: 59)

Key Takeaways

- Industry performance in Southwest Michigan Planning Commission indicate a **high** level of positive outcomes from existing economic activity.
- The top measures for this Index are:
 1. Change in Share of High-Tech Industry Employment (rank 12)
 2. Patent Diversity (rank 158)



STATSAMERICA Innovation Intelligence



Local Government Services

SWMPC supported local governments through strategic planning efforts to enhance recreation, sustainability, and resilience while ensuring eligibility for state and federal funding. In the Village of Decatur, and Decatur and Hamilton Townships, we facilitated the development of a Joint Master and Recreation Plans, guiding land use, economic development, and park improvements through intergovernmental collaboration. Similarly, we assisted Berrien Township in expanding recreational opportunities through a dedicated Recreation Plan and partnered with Weesaw Township to develop a Master Plan that balances development with environmental stewardship. In Dowagiac, we led the creation of a Recreation Plan, helping to secure future funding for parks and trails. Public input played a key role, with over 250 survey responses and a public open house helping shape the plan's goals and priorities.

Beyond recreation, SWMPC advanced coastal resilience efforts to help communities address fluctuating lake levels. In Benton Harbor, we developed a green stormwater infrastructure framework to reduce flooding, provided grant writing support, and trained local leaders. In South Haven, we assisted with a Master Plan Update, incorporating a Coastal Resilience chapter and gathering community input on climate adaptation, housing, and zoning. Additionally, in Bridgman, we supported the Shoreline Resiliency Committee, an apolitical advisory group established by the City Council to monitor Great Lakes water level fluctuations and shoreline dynamics. This initiative helps local governments implement informed planning and zoning practices to ensure a resilient coastline and long-term community well-being.



Photo: City of Dowagiac

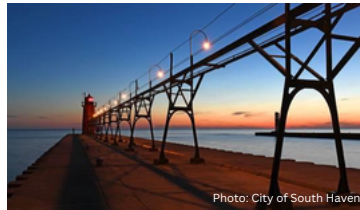


Photo: City of South Haven



Image: PLY+ Architecture

Graham Woodhouse Award

The Southwest Michigan Planning Commission (SWMPC) awarded the 2024 Graham Woodhouse Intergovernmental Effort Award to the Southwest Michigan Advanced Research & Technology (SMART) Park at its December 17, 2024, Board meeting. This annual award recognizes projects demonstrating strong collaboration among governments, non-profits, and private entities to solve regional challenges efficiently. Eleven partners, including four funders, were honored for their dedication and resourcefulness.

Located in Cassopolis, Michigan, SMART Park is a modern industrial hub spanning 179 acres with ten development sites, 37 acres of commercial space, and 14 acres of shared green space. It features cutting-edge broadband, green stormwater infrastructure, and nine acres of solar power, alongside multi-modal transportation options for enhanced connectivity.

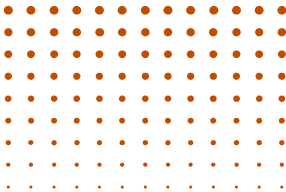
The park aims to diversify the local economy, promote sustainable design, and leverage Midwest Energy and Communication's technology while preserving community character. Its success relied on collaboration between Penn Township and the Village of Cassopolis, which established uniform development conditions through a PA 425 land-use transfer agreement to address jurisdictional challenges.



Project Partners

Abonmarche, Cass County, Cassopolis Area Utilities Authority, Representative Fred Upton, Market One, Michigan Department of Transportation, Michigan Economic Development Corporation, Midwest Energy & Communications, Penn Township, U.S. Economic Development Administration, and Village of Cassopolis.

2024 SWMPC Board



Berrien County

County Commissioners
Jim Curran
Teri Sue Freehling
Julie Wuerfel

Representatives
Marge Durm-Hiatt
Dan Fette
Kristen Gundersen
Paul Pantaleo
Dick Stauffer
Gary Wood

Cass County

County Commissioner
Roseann Marchetti

Representatives
Don DeLong
James Dodd
Linda Preston
Doug Tyler

Van Buren County

County Commissioners
Kurt Doroh
Tina Leary
Gail Patterson-Gladney

Representatives
Rick Catherman
Roger Engle
Sandra Hanson
Kimberly Sinclair

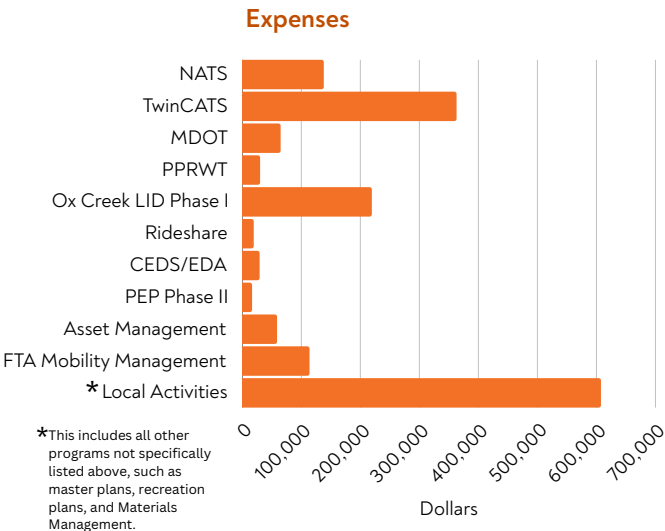
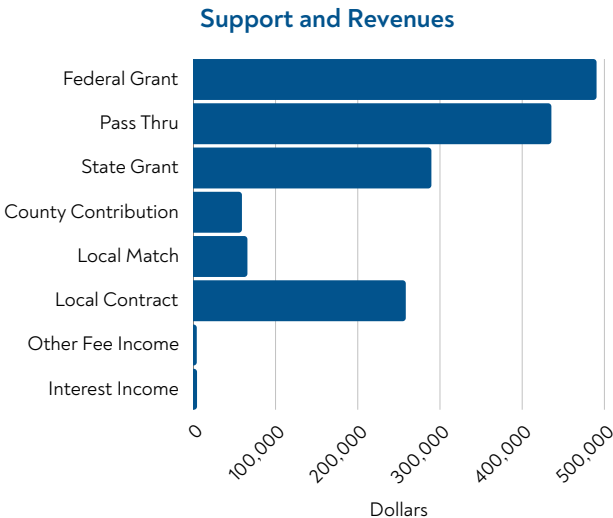
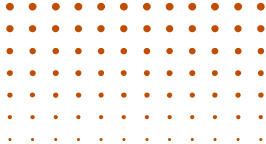
Pokagon Band of Potawatomi

Robert Torzynski

Economic Development Non-Voting Ex-Officio

Katie Multhauf

2024 Annual Audit



In 2024, the Southwest Michigan Planning Commission achieved a major administrative milestone by securing its first Negotiated Indirect Cost Rate Agreement (NICRA) with the federal government. This agreement allows SWMPC to more accurately recover indirect costs associated with managing federal and state grants, ensuring greater financial transparency and sustainability. With a NICRA in place, SWMPC is better positioned to pursue new funding opportunities, streamline project administration, and support long-term organizational growth. This step reflects a continued commitment to operational excellence and fiscal responsibility.

2024 Annual Audit

Assets

Current Assets:

Cash and Cash Equivalents	\$504,206
Due from Grantors	\$298,258
Prepaid Expenses	\$111
Total Current Assets:	\$802,575

Non-Current Assets:

Capital Assets	
Depreciable	\$32,056
Accumulated Depreciation	(\$32,056)
Right to Use Assets	\$589,024
Accumulated Amortization	(\$53,994)
Total Non-Current Assets:	\$535,030

Total Assets: \$1,337,605

Liabilities

Current Liabilities:

Accounts Payable	(\$3,835)
Provision for Accrued Leave	\$42,161
Accrued Payroll Taxes	\$20,448
Escrow Accounts	\$37,507
Deferred Revenue	\$168,679
Leases Payable	\$51,833

Total Current Liabilities: \$316,793

Non-Current Liabilities:

Leases Payable	\$489,761
Total Non-Current Liabilities:	\$489,761

Total Liabilities: \$806,554

Net Assets

Net Assets - Beginning	\$585,291
Net Assets - Ending	\$531,051

Net Assets: \$531,051

SWMPC Staff

K. John Egelhaaf, AICP
Executive Director

Marcy Hamilton
Deputy Director/Senior Planner

Kim Gallagher
Senior Planner

Jerrid Burdue
Senior Development Planner

Brandon Kovnat, AICP
Transportation Planner

Jill Plescher
Geographic Information Systems
Specialist

Bekah Schrag
Associate Planner

Maria Vettraino
Office Manager

Planning Great Communities Together

Annual Report

2024



SWMPC
SOUTHWEST MICHIGAN PLANNING COMMISSION

2025
OVERALL WORK PROGRAM



Southwest Michigan Planning Commission

April 2025

SOUTHWEST MICHIGAN PLANNING COMMISSION

2025 OVERALL WORK PROGRAM

Introduction

The Southwest Michigan Planning Commission during 2025 will be undertaking activities under the major areas and subareas as follows:

Management and Operations--SWMPC Management and Administration, Fiscal Management, Benefits Administration

Urban Transportation Planning--Twin Cities Area Transportation Study (TwinCATS), Niles/Buchanan/Cass Area Transportation Study (NATS), National Science Foundation (NSF).

Regional Transportation Planning--MDOT Regional Planning – Rural Transportation Planning (RTF), Small Urban, Congestion Mitigation Air Quality (CMAQ), Transportation Asset Management Council (TAMC) Program, Black River Water Trail Management, Paw Paw River Water Trail Management.

Rideshare of Southwest Michigan--Rideshare coordination services as supported by MDOT

Community and Economic Development--U.S. Economic Development Administration Economic Development District (EDD) Planning, Palisades Economic Recovery Strategy, Michigan Infrastructure Office (MIO) Technical Assistance,

Environmental Planning—PEP Phase II Public Education Program, Ox Creek LID Phase I, Van Buren County Hazard Mitigation Planning, Materials Management Regional Planning, South Haven Resiliency Planning, MI Department of Environment, Great Lakes, and Energy (EGLE) Ox Creek, Kalamazoo River Parchment.

Local Services-- SPARK Recreation Planning Grant Assistance, Master Planning (Berrien Twp, Weesaw Twp, Decatur/Hamilton Twps, Sodus Twp, Arlington Twp), Pokagon Band Hazard Mitigation Plan.

The following summaries are intended to be a brief outline of major goals/work activities with associated objectives or tasks. Staff is assigned activities based on skills, experience, availability, and other factors deemed in the best interest of the SWMPC.

Funding sources are indicated and acronyms are defined as follows:

CMAQ	Congestion Mitigation and Air Quality
EDA	U.S. Economic Development Administration
EPA	Environmental Protection Agency
BIL	Bipartisan Infrastructure Law
FHWA	U.S. Federal Highway Administration
FTA	U.S. Federal Transit Administration
MAR	Michigan Association of Regions
EGLE	Michigan Department of Environment Great Lakes and Energy

MDOT	Michigan Department of Transportation
MEDC	Michigan Economic Development Corporation
MGSSLC	Michigan's Great Southwest Strategic Leadership Council
MIHI	Michigan High-Speed Internet Office
HBC	Healthy Berrien Consortium

The overall work program document is a companion to the SWMPC 2025 Budget as the performance of work tasks by the staff is dependent upon related funding allocations.

It should be noted that programs or activities may be added, deleted or amended during the year along with their associated budgets. More in-depth work programs for major program areas are available upon request.

Management and Operations

The management and operations of the SWMPC are under the direction of the Executive Director, with the assistance of the SWMPC Officers, and Office Manager.

Funding Sources: Indirect Cost Allocation, County Contributions

I. SWMPC Administration and Management

A. Plan and conduct required and special meetings of the SWMPC

1. Six regular board meetings
2. Other Executive Committee meetings as necessary
3. Seek out areas of need in the region that are within the scope of the SWMPC

B. Communicate activities of the SWMPC

1. Publish the 2024 Annual Report, distribute to county boards, townships, and others
2. Attend meetings and events to raise the community awareness of the SWMPC both within and outside the region.
3. Update and maintain an agency-wide computerized mailing database
4. Maintain a current website, updated regularly, reflecting existing project status

C. Maintain State-level relationships and secure information relating to State and Federal legislation/issues/potential funding sources

1. Attend monthly Michigan Association of Regions (MAR) meetings when possible and attend the MAR Annual Conference
2. Visit or contact legislative or departmental offices as appropriate
3. Review National Association of Regional Councils (NARC) and Association of Metropolitan Planning Organizations (AMPO) materials
4. Secure and review information relative to grant and new program opportunities that are appropriate for southwest Michigan.
5. Meet at least bi-annually with the Quad State Directors (Indiana, Illinois, Wisconsin).
6. Attend monthly meetings of the Michigan Transportation Planning Association (MTPA)

D. Maintain an efficient, effective staff

1. Hire, orient, and maintain an adequate staffing level
2. Manage the clerical support function of the agency
3. Hold weekly staff meetings, as well as special internal staff meetings
4. Oversee purchase of equipment, supplies, and materials
5. Evaluate staff
6. Maintain personnel records
7. Maintain current, effective computer software and hardware

II. Financial Management

A. Operate and maintain the financial management systems of the SWMPC

1. Complete monthly accounting activities
2. Generate and monitor reports
3. Review and approve time sheets and vouchers
4. Complete 26 payrolls and 26 payable cycles

B. Secure and complete the annual audit for the SWMPC

C. Monitor the 2025 budget and make necessary amendments

D. Secure county contributions

E. Secure and monitor grant contracts

F. Develop the preliminary 2026 budget and cost allocation plan package

G. Update and maintain complete inventories of equipment

III. Benefits Administration

A. Complete year-end reporting for pension plan; assist in payouts

B. Review travel reimbursement requests

C. Maintain Commission attendance records and monitor per diem requests

IV. Office Space

A. Maintain and organize an efficient records system, maintain historical documents.

Urban Transportation Planning Programs

The SWMPC is the designated Metropolitan Planning Organization (MPO) for two urban area transportation planning programs: 1) Twin Cities Area Transportation Study for the urbanized area consisting of the Cities of Benton Harbor, St. Joseph, and Bridgeman, the Villages of Shoreham and Stevensville, Grand Beach, and Michiana and the Townships of Benton Charter, Hagar, Lake Charter, Lincoln Charter, Royalton, St. Joseph Charter, and Sodus; also referred to as TwinCATS. 2) Niles/Buchanan/Cass Area Transportation Study, or NATS, whose participating jurisdictions include the Cities of Niles and Buchanan, the Village of Edwardsburg, the townships of Bertrand, Buchanan, Howard, Mason, Milton, Niles Charter, Ontwa, and the Pokagon Band of Potawatomi Indians.

Funding Sources: *Federal Highway Administration, Federal Transit Administration, Michigan Department of Transportation, local match from participating jurisdictions*

Twin Cities Area Transportation Study (TwinCATS)

I. Program Management and Development

A. Publish the 2024 *Annual Report*

B. Develop the *FY2026 Unified Work Program* (UWP)

C. General administration of program, progress reports, and financial management

D. Communicate with partners, promote public participation, and report regularly to the SWMPC

- E. Attend Michigan Transportation Planners Association (MTPA) meetings and annual conference.
- F. Participate in staff development training and educational opportunities.
- G. Actively implement public involvement activities through community meetings, distribution of committee and planning information to radio, social media, television, and newspapers.
- H. Maintain the Transportation Public Participation Plan as required by the BIL and including community outreach to address air quality conformity, Title VI requirements.
- I. Address BIL requirements for consultation and environmental mitigation.
- J. Use appropriate visualization techniques to describe plans and perform other public participation activities as required by BIL.
- K. Maintain the SWMPC website for transportation information dissemination.

II. Database Management

- A. Continue coordination w/MDOT to maintain a database resource of regional contacts and addresses
- B. Update and maintain information for input into the travel demand model for TwinCATS with current socio-economic, and land use data for the region.
- C. Obtain and analyze other data to facilitate planning studies that meet the needs of the SWMPC and TwinCATS
- D. Continue to ensure that the principles of Title VI for including minority and low-income communities are incorporated in all public outreach efforts.
- E. Monitor and update functional road classifications.

- F. Collaborate with local entities in meeting the goals of the Asset Management Council established under P.A. 499. The regional transportation planning work program identifies inputs for building a statewide database of local road ratings using the PASER system. The data collection and fieldwork are covered under a separate contract between the Asset Management Council and SWMPC. SWMPC will display the results of the local PASER ratings on its website. Asset Management is based on managing our transportation infrastructure by focusing on performance/function, rather than ownership.
1. Staff will attend training and participate in the rating of the federal aid eligible roads in the Benton Harbor/St. Joseph Urbanized Area, as well as other parts of the three-county area, as needed. Results will be provided to local entities for their use.
 2. SWMPC will display the results of the local PASER ratings on its website.
- G. Continue to receive and analyze transit data from the Twin Cities Area Transportation Authority and to work with them to facilitate cooperative arrangements with local entities and organizations for improving equitable and effective access to public transportation.
- H. Provide MPO review and comments on travel demand model forecasts, land use proposals and grant applications.
- I. Identify opportunities to initiate safety data information collection, to conduct and/or coordinate outreach activities among interested parties. Expand efforts to establish safety as a priority element in the transportation planning process.
- J. Analyze and upgrade computing capabilities and training in support of transportation planning process.
- K. Upload critical management documents (Transportation Improvement Program (TIP), 2024 Annual Report, and Unified Work Program (UWP)) to SWMPC website.

- L. Upload regional data to the SWMPC website.
- M. Review and update federal aid urban boundary, national functional classifications, and federal aid system as appropriate.

III. Short Range Planning

- A. Monitor the financial constraint document for FY 2023-2026 TIP.
- B. Complete consultation, environmental mitigation, and other participant activities including visualization to define TIP as required by the BIL.
- C. Monitor the status of FY2025 TIP projects as they affect the FY2023-2026 Transportation Improvement Program.
- D. Monitor local initiatives and legislative actions that have possible impacts on non-automobile-oriented means of transportation, such as, pedestrian, rail, air, and bicycle trails.
- E. Coordinate regional transportation strategies with community transportation needs, land development and land use changes and assist in the development of local plans, strategies, and actions to integrate regional goals and local goals.
- F. Provide data, technical assistance and planning services to local initiatives for incorporating non-motorized system(s) into the transportation system.

- G. Continue to coordinate, monitor, and follow up on transportation issues with transportation studies such as corridor studies, local traffic impact studies, and/or site plan review.

V. Other Planning

- A. Assist local communities in researching grant opportunities for funding transportation-related projects.
- B. Develop Safety Conscious Planning Activities for the urban area.
- C. Assist local partners in planning short-term activities that have potential impact on the transportation system.
- D. Provide staff assistance in identifying transportation/land use issues in the urban area.
- E. Respond to requests regarding ride sharing, as resources permit, as well as disseminate existing and available materials to those expressing interest.
- F. Provide input and planning for non-motorized activities, multi-modal initiatives, and educational opportunities regarding transportation planning.
- G. Provide assistance to public transit to improve efficiency.
- H. Work in partnership and coordinate with other stakeholders and community groups as part of its community Safe Routes to School team.

Niles Area Transportation Study (NATS)

I. Program Management and Development

- A. Publish the 2024 *Annual Report*
- B. Develop the *FY2026 Unified Work Program (UWP)*
- C. General administration of program, progress reports, and financial management
- D. Communicate with partners, promote public participation, and report regularly to the SWMPC.
- E. Attend Michigan Transportation Planners Association (MTPA) meetings and annual conference.
- F. Participate in staff development training and educational opportunities.
- G. Actively implement public involvement activities through community meetings, distribution of committee and planning information to radio, television, social media, and newspapers.
- H. Update the Transportation Participation Plan as required by the BIL, including community outreach to address air quality conformity, Title VI requirements.
- I. Address BIL requirements for consultation and environmental mitigation.
- J. Use appropriate visualization techniques to describe plans and perform other public participation activities as required by BIL.
- K. Maintain the SWMPC website for transportation information dissemination.

II. Database Management

- A. Continue coordination w/MDOT to maintain a database resource of regional contacts and addresses
- B. Update and maintain information for input into the travel demand model when needed for NATS with socio-economic, and land use data for the region.

- C. Obtain and analyze other data to facilitate planning studies that meet the needs of the SWMPC and NATS
- D. Continue to ensure that the principles of Title VI for including minority and low-income communities are incorporated in all public outreach efforts.
- E. Monitor and update functional road classifications.
- F. Collaborate with local entities in meeting the goals of the Asset Management Council established under P.A. 499. The regional transportation planning work program identifies inputs for building a statewide database of local road rating using the PASER system. The data collection and fieldwork are covered under a separate contract between the Asset Management Council and SWMPC. SWMPC will display the results of the local PASER ratings on its website. Asset Management is an emerging concept in transportation planning. It is based on managing our transportation infrastructure by focusing on performance/function, rather than ownership.
 - 1. Staff will attend training and participate in the rating of the federal aid eligible roads in the Niles/Buchanan Urbanized Area, as well as other parts of the three-county area, as needed. Results will be provided to local entities for their use.
 - 2. SWMPC will display the results of the local PASER ratings on its website.
- G. Continue to receive and analyze transit data from the NATS area transit providers and to work with them to facilitate cooperative arrangements with local entities and organizations for improving equitable and effective access to public transportation.
- H. Provide MPO review and comments on travel demand model forecasts, land use proposals and grant applications.

- I. Identify opportunities to initiate safety data information collection, to conduct and/or coordinate outreach activities among interested parties. Expand efforts to establish safety as a priority element in the transportation planning process. Continue NATS participation in and support of the Southwest Michigan Traffic Safety Committee.
 - J. Analyze and upgrade computing capabilities and training in support of transportation planning process.
 - K. Upload critical management documents (Transportation Improvement Program (TIP), 2024 Annual Report, and Unified Work Program (UWP)) to SWMPC website.
 - L. Upload regional data to the SWMPC website.
 - M. Review and update federal aid urban boundary, national functional classifications, and federal aid system as appropriate.
- III. Short Range Planning
- A. Monitor the financial constraint document for FY2023-2026 TIP.
 - B. Complete consultation, environmental mitigation, and other participant activities including visualization to define TIP as required by the BIL.
 - C. Monitor the status of FY2025 TIP projects as they affect the FY2023-2026 TIP.

- D. Monitor local initiatives and legislative actions that have possible impacts on non-automobile oriented means of transportation, such as, pedestrian, rail, air and bicycle trails.
 - E. Coordinate regional transportation strategies with community transportation needs, land development and land use changes and assist in the development of local plans, strategies, and actions to integrate regional goals and local goals.
 - F. To provide data, technical assistance and planning services to local initiatives for incorporating non-motorized system(s) into the transportation system.
 - G. Continue to coordinate, monitor, and follow up on transportation issues with transportation studies such as corridor studies, local traffic impact studies, and/or site plan review.
- V. Other Planning
- A. Assist local communities in researching grant opportunities for funding transportation-related projects.
 - B. Develop Safety Conscious Planning Activities for the urban area.
 - C. Assist local partners in planning short-term activities that have potential impact on the transportation system.
 - D. Provide staff assistance in identifying transportation/land use issues in the urban area.
 - E. Provide input and planning to non-motorized activities, multi-modal initiatives and educational opportunities regarding transportation planning.
 - F. Provide assistance to public transit to improve efficiency.
 - G. Work in partnership and coordinate with other stakeholders and community groups as part of its community Safe Routes to School team.

Regional Transportation Program

The Regional Transportation Program serves local units of government and the Michigan Department of Transportation by providing a variety of transportation-related information and analysis needed for decision-making in areas that lie outside of the NATS and TwinCATS metropolitan areas.

Funding Source: Michigan Department of Transportation

- I. Program Management
 - A. Develop 2026 *Work Program*
 - B. Complete the 2024 *Final Acceptance Report* (FAR)
 - C. Perform general administrative tasks, including progress reporting and billings, as well as communications with the SWMPC, transportation providers, officials, and the public.
- II. Technical Assistance to MDOT
 - A. Assist MDOT in projects, program/project development issues, or other initiatives
- III. Management of the Rural Task Force Process
 - A. Assist MDOT in management of RTF meetings
- IV. Traffic Counting
 - A. Research options to replace SWMPC's previous approach to traffic counting.
- V. Public Involvement and Consultation Process
 - A. Manage consultation with local elected officials, public agencies, general public, Pokagon Band of Potawatomi Indians, and businesses in accordance with the Statewide Planning Process Public Participation Plan.
- VI. Technical Assistance to Member Agencies
 - A. Provide services to improve existing and new multi-modal systems and to identify actions to improve the region's transportation system.

Asset Management Program

The asset management program is a joint effort by the State Transportation Asset Management Council (TAMC) and the MPOs across the state to systematically assess the condition and certain other characteristics of trunk lines throughout the region.

Funding Source: Michigan Department of Transportation

- I. Program Initiation
 - A. Secure project authorization for 2026
 - B. Monitor statewide implementation issues
 - A. Facilitate discussions with local road agencies on implementation
 - B. Attend statewide training sessions to further refine expertise on equipment and software
- II. Data Collection
 - A. Check for proper laptop and software operation
 - B. Determine schedule for 2025 data collection
 - C. Conduct road pavement condition assessment
- III. Reporting
 - A. Sort, check, and aggregate data
 - B. Submit reports for use by the Asset Management Council

Rideshare Program

The Rideshare Program is a service that matches commuters for carpooling and vanpooling based on their home and work/school locations. The program targets individuals, schools, businesses, and organizations. All services are offered free of charge.

Funding Sources: FHWA Congestion Mitigation and Air Quality (CMAQ) Funds

- I. Program Administration
 - A. Prepare CMAQ Application for 2026
 - B. Perform general administrative tasks, including quarterly reports, billings, and financial management; and attend statewide Rideshare meetings and workshops
- II. Database Management
 - A. Maintain rideshare database by entering new applicant information
 - B. Conduct quarterly updates and purges
- III. Program Marketing
 - A. Employer Promotions
 - 1. Contact and work with area employers, colleges, and other centers for regional commuting
 - B. General Awareness
 - 1. Update, expand and maintain web page

Community and Economic Development

The Community and Economic Development Program has the fundamental purpose to support local units of government and economic development organizations in their work to improve the business climate and quality of life of southwestern Michigan. The principal of the Comprehensive Economic Development Strategy is to: 1) conduct a regional planning process that analyzes area needs and identifies strategies to achieve economic development goals; 2) provide technical assistance in grant writing and administration; and, 3) offer services in information and research.

Funding Sources: *U.S. Economic Development Administration, county dues, local contracts, and fees*

I. Economic Development District (EDD) Administration

- A. Complete financial and progress reports including the 2025 Annual Report under the terms of the EDA planning grant
 - 1. Carry out operations policies and procedures
 - 2. Maintain and develop the print, digital, and on-line data collection and reports
 - 3. Issue annual service delivery report (GPRA)

II. Information Center

- A. Prepare, publish, and promote data products in response to client needs
 - 1. Continue revising Census data as received
 - 2. Develop other products as time permits and demand warrants, including GIS mapping products.
 - 3. Continue information distribution via the SWMPC website
 - a. Include sections to assist communities with issuing RFP, RFQ
 - b. Include information to assist communities in realizing their planning goals
 - 4. Communicate availability of new data
- B. Assist regional partners by researching other potential grant funding sources for important projects of regional impact.

III. Planning and Projects

- A. Build membership of CEDS committee for 2025 that complies with EDA guidance.
- B. Hold CEDS committee meetings and communications to monitor the regional progress against CEDS benchmarks.
- C. Assist regional partners in project development for potential EDA investment.

IV. Other Related Efforts

- A. Identify gaps in broadband internet coverage and develop strategies to close the gaps.
- B. Serve on the board of directors and advance efforts of Michigan's Great Southwest Sustainable Business Forum.
- C. Serve on the Consultative Panel for the Michigan State University Center for Regional Economic Innovation.

Materials Management

The SWMPC has been selected by the three counties to be their Designated Planning Agency (DPA) for the creation of a regional five-year Materials Management Plan.

Funding Sources: *Michigan Department of Environment, Great Lakes, and Energy (EGLE), county contracts.*

I. Administration of the Materials Management Planning Committee

- A. Reoccurring meetings (approximately monthly)
 - Prepare agendas and meeting materials, distribute meeting materials, facilitate meetings
- B. Generate meeting minutes
- C. Administer per-diem reimbursements to MMPC members

II. Develop the Five-Year Regional Materials Management Plan

III. Attend related meetings and conferences

Broadband – Michigan's Inclusive Training, Technology, and Equity Network (MITTEN)

The SWMPC has been awarded a three-year MITTEN grant to facilitate the improved broadband

access to certain population groups that have historically struggled to connect. The resources to improve connection include education, cyber security, and device access.

Funding Sources: *Michigan High Speed Internet Office (MIHI).*

I. Mapping and Inventorying Broadband Resources/Assets

II. Building Local Decision-Making Cohorts

- A. Identify needs
- B. Allocate resources
- C. Measure impact

III. Scale Up Existing Broadband Resources

Watershed Planning and Implementation

The SWMPC is conducting watershed related planning and implementation efforts.

Funding Sources: *Michigan Department of Environment, Great Lakes, and Energy (EGLE), Environmental Protection Agency, National Oceanic and Atmospheric Administration (NOAA) various grants and local contracts*

I. Stormwater Phase II

- A. Update the Public Education Plan
- B. Implement the current Public Education Plan

II. Special Projects

- A. Facilitate the restoration of Ox Creek and the construction of a pedestrian trail
- B. Administer the funding and maintenance of the Paw Paw River Water Trail
- C. Administer the funding and maintenance of the Black River Water Trail
- D. Engage in the work of the EPA Community Change Grant

Local Technical Assistance

The SWMPC provides assistance to local units of government and organizations under contract on a cost-recovery basis.

Funding Sources: Fees, county contributions, and applicable grant funds when available

- I. Local Assistance Program Development
 - A. Attend meetings and participate as resources permit in groups that address planning and development related issues; e.g., MAR, Kinexus.
- II. Master, Land Use, Recreation and Other Local Planning
 - A. Parchment Urban Wildlife Corridor Project
 - B. Dowagiac Recreation Plan
 - C. Van Buren County Hazard Mitigation Plan
 - D. Michiana Master Plan
 - E. Decatur/Hamilton Townships Joint Master Plan
 - F. Sodus Township Master Plan
 - G. South Haven Master Plan
 - H. DNR SPARK Grant Local Facilitation
- III. Special Projects
 - A. Provide technical assistance to governments, organizations, or individuals as appropriate
 - B. Monitor legislation of interest to SWMPC and local units of government
 - C. Michigan Infrastructure Office Technical Assistance