



# AGENDA

## FULL COMMISSION MEETING

Tuesday, December 21, 2021, 9:30 a.m.

### Join In-Person:

**SWMPC**

376 West Main Street, Suite 130

Benton Harbor, MI 49022

### Join Via Zoom:

<https://us06web.zoom.us/j/84434864205?pwd=WFlYaXF1MVh3R2xnSEtiQkg2bTltQT09>

**Meeting ID:** 844 3486 4205

**Passcode:** 595563

One tap mobile

+1312.626.6799,,84434864205#,,, \*595563# US

### 1. CALL TO ORDER

Pledge Allegiance  
Roll Call

**Chair Teri Sue Freehling**

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

- a. Meeting Agenda \*
- b. Minutes of Commission Meeting, October 19, 2021 \*
- c. Chairman's Report
- d. Treasurer's Report\*

### 3. EXECUTIVE DIRECTOR'S REPORT *\*Accept*

**Dir. Egelhaaf**

### 4. GRAHAM WOODHOUSE AWARD

**Chair Freehling**

### 5. WELCH LACKEY AWARD

**Chair Freehling**

### 6. 2022 INSURANCE OPTION\* *Approve*

**Dir. Egelhaaf**

### 7. 2021 PROPOSED MEETING SCHEDULE\* *Approve*

**Dir. Egelhaaf**

### 8. AD HOC COMMITTEE REPORT

**Vice Chair Marchetti**

### 9. RESOLUTION 2021-3 – EXECUTIVE DIR. CONTRACT\* *Approve*

**Chair Freehling**

### 10. PLANNER PRESENTATION

**Dir. Egelhaaf**

*Report on Infrastructure & Jobs Act (IIJA) & Michigan High Speed Internet Office*

### 11. PUBLIC COMMENT

### 12. PRIVILEGE OF THE FLOOR

### 13. ADJOURNMENT

*\*enclosures*

Next meeting will be held February 15, 2022 at the Cass County Road Commission

*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, October 19, 2021, 9:30 a.m.

Meeting Held in Person at Southwest Michigan Planning Commission Office and Remotely Via Zoom

## **MEMBERS PRESENT (in person):**

Marchetti, Roseann, Vice Chair, Cass County Commissioner  
Akinwale, Yemi, Treasurer, Berrien County Representative  
Preston, Linda, Secretary, Cass County Representative  
Gundersen, Kristen, Alternate Secretary, Berrien County Representative  
Remus, Richard, Alternate Treasurer, Berrien County Representative  
Doroh, Kurt, Van Buren County Commissioner  
Hanson, Don, Van Buren County Commissioner  
Hanson, Sandra, Van Buren County Representative  
Janssen, Judy, Van Buren County Representative  
Pantaleo, Paul, Berrien County Representative  
Stauffer, Dick, Berrien County Representative  
Torzynski, Robert, Pokagon Band Representative  
Tyler, Doug, Cass County Representative

## **MEMBERS PRESENT (via Zoom):**

Freehling, Teri Sue, Chair, Berrien County Commissioner (Remote by medical necessity)  
DeLong, Don, Cass County Representative  
Fette, Dan, Berrien County Representative  
Foerster, David, Van Buren County Representative  
Laylin, Leon, Cass County Representative  
Morris, Zach, Van Buren County Economic Development Ex-Officio (arrived at 10:00)  
Patterson-Gladney, Gail, Van Buren County Commissioner (Remote by medical necessity)

## **MEMBERS ABSENT:**

Curran, Jim, Berrien County Commissioner  
Meeks, Donnie, Berrien County Commissioner  
Newton, Matthew, Van Buren County Representative  
Payne, Gloria, Berrien County Representative  
Schueneman, James, Berrien County Representative  
Stover, Jim, Berrien County Representative

## **STAFF PRESENT:**

K. John Egelhaaf, Executive Director  
Marcy Hamilton, Deputy Executive Director/Senior Planner  
Maria Vettraiño, Office Manager

## **1. CALL TO ORDER**

Chair Teri Sue Freehling 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 Freehling presented the Agenda. Linda Preston moved to “**ACCEPT THE CONSENT AGENDA AS PRESENTED.**” Gail Patterson-Gladney seconded. Judy Janssen offered a correction to the August Minutes, she was placed present via Zoom instead of present in person. All agreed to the change. A roll call vote was taken, the motion carried.

## **3. EXECUTIVE DIRECTOR’S REPORT**

Director Egelhaaf introduced and welcomed Maria Vettraino as the new office manager at SWMPC and then opened the floor to any questions regarding the Executive Director’s Report.

Richard Remus was interested in the treasury report and increase in revenue. Egelhaaf responded that it is possible revenue wasn’t properly categorized and will be taking a closer look to make sure everything is allocated correctly.

Paul Pantaleo wanted to know more about the Coastal Leadership Academy (Item I). Deputy Executive Director, Marcy Hamilton responded about this exciting opportunity that is funded through the Michigan Department of Environment, Great Lakes, and Energy. They have given a grant to the Michigan Association of Planning for Coastal Leadership Academies. Hamilton has been working with them to recruit communities along Lake Michigan. There will be three virtual sessions starting in January 2022. Each community participating will create a team to work through issues including coastal erosion, planning, and zoning to help the coastline be more resilient and find more natural solutions. Kurt Doroh and Gail Patterson-Gladney volunteered to be a part of this, Hamilton suggested a possible Van Buren county team.

Linda Preston asked for more detail on the Palisades Economic Recovery Initiative (Item B). Director Egelhaaf responded that the application has been accepted and the project is approved to move forward. They have been three meetings with the entire Palisades team and will meet on a monthly basis. They are currently at the analysis side of the project, with Kinexus and U of M pulling in data. Hoping to have a report with the current state of the analysis side of the project by December. At the end of the analysis stage they will invite comment from the public and connect with the Citizens Advisory Panel.

Doug Tyler asked where we are with Broadband. Director Egelhaaf said that Chair, Teri Sue Freehling has been talking to representatives from the other two counties. Freehling mentioned she has had multiple informal conversations about where they are in Berrien post survey and are currently diving into the data. Freehling offered anyone to reach out to her if they would like to have a further conversation about Broadband. Egelhaaf talked

about the surveys and mapping to find the gap areas. Gail Patterson-Gladney is interested in talking about Broadband with Chair Freehling.

Patterson-Gladney asked what the goal was for the first quarter of the Palisades project. Director Egelhaaf said the goal was to take the results and present them to PCAP (Citizens Advisory Panel). The meeting was postponed from October to January 2022. They will expand analysis through the project's second quarter and will move to the assessment phase after the meeting with PCAP.

Richard Remus inquired about Ox Creek (Item H). Deputy Executive Director, Marcy Hamilton is helping the Berrien County Drain Commissioner's Office to get a grant for rain gardens on the Meijer property that will be built next year. Hoping the rain garden will help slow rain water and improve water quality going into Ox Creek. Benton Harbor is really interested in cleaning up Ox Creek and finding better practices dealing with storm water.

Dick Stauffer mentioned he is getting many calls about Broadband and inquires about who to refer them to. Chair, Teri Sue Freehling said she will ask the administrator and follow up after the meeting. Stauffer and Freehling discussed the need for improvement of the maps.

Paul Pantaleo moved to **"ACCEPT THE EXECUTIVE DIRECTOR'S REPORT."** Roseann Marchetti seconded the motion, which carried unanimously.

#### **4. BUILD BACK BETTER REGIONAL CHALLENGE GRANT APPLICATION RESOLUTION OF SUPPORT #2021-1**

Director Egelhaaf discussed Resolution #2021-1, stating the intent is to catalyze the food sector of the economy across west Michigan. The grant application involves 15 counties within three planning regions. Egelhaaf presented the two phases of the application, by phase 2, 20-30 regions will be successful applicants. He also went over the evaluation criteria – EDA is looking for a compelling list of regional assets, industry leadership potential, sustainability, equity, feasibility, strength of the coalition, and commitment. The grant writer will be West Michigan Shoreline and Egelhaaf has been working with them and sending them information. The grant application is due at midnight today and if passed will firmly establish us as a coalition partner.

Gail Patterson-Gladney motions to read the resolution aloud, Director Egelhaaf volunteers to read the resolution. Patterson-Gladney moved to **"APPROVE RESOLUTION OF SUPPORT #2021-1."** Kurt Doroh seconded the motion. A roll call vote was taken, the resolution passed.

#### **5. EDA PARTNERSHIP PLANNING GRANT APPLICATION RESOLUTION OF SUPPORT #2021-2**

Director Egelhaaf presents Resolution #2021-2, for which the grant is due in early November. Kurt Doroh moved to **"APPROVE RESOLUTION OF SUPPORT #2021-2."** Yemi Akinwale seconded the motion. Egelhaaf read the resolution aloud. A roll call vote was taken. Resolution adopted.

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

Vice Chair, Roseann Marchetti, gave an update that she has received all of the evaluations, will discuss with Director Egelhaaf today, and plans to meet with the Ad Hoc Committee via Zoom.

## **7. SWMPC ANNUAL AWARDS**

Director Egelhaaf reviewed the Welch-Lackey Award and presented Roseann Marchetti as the staff's candidate. Several options were provided for Board members to return completed ballots to Maria Vettraino by the deadline of October 29, 2021.

Egelhaaf reviewed the Graham Woodhouse Award, including a list of previous winners. A deadline of November 5, 2021 was presented for the nomination forms, which are open to all Board members and available on the SWMPC website

## **8. PLANNER PRESENTATION – Marcy Hamilton**

Deputy Executive Director, Marcy Hamilton shared her presentation, *Trail Talk*. Hamilton dives into different types of trails, including shared use paths, paved shoulders/bike lanes, U.S bike routes, and water trails. She discusses different reasons to invest in trails, such as attracting business, increase real estate values, promote tourism, and reduce environmental impact. Hamilton shows data on Michigan traffic crashes relating to trail safety, plus on and off road trail data for Berrien, Cass, and Van Buren counties. Hamilton discusses current trail projects – currently working on going from Niles to Berrien Springs. She shares local and regional trail systems and project maps.

Richard Remus asks if and how we can see how much use the water trails are getting. Hamilton responded through surveys and encouraging people to report their trips on Facebook – seeing use growing.

Chair, Teri Sue Freehling discusses possible synergy between non-motorized trails and water trails since there are mutual interests. Hamilton talks about different surfaces regarding longevity and maintenance.

Hamilton ends her presentation with the handout of a new map of the trails.

## **9. PUBLIC COMMENT**

None offered.

## **10. PRIVILEGE OF THE FLOOR**

## **11. ADJOURNMENT**

The Chair declared the meeting adjourned at 11:15 a.m.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read "K. John Egelhaaf". The signature is fluid and cursive, with the first name "K. John" and last name "Egelhaaf" clearly distinguishable.

K. John Egelhaaf, AICP

Date: November 9, 2021

## Balance Sheet

As of November 30, 2021

	Nov 30, 21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1010 · Petty Cash	65.00
1020 · Checking	361,167.98
1060 · CD	82,004.18
Total Checking/Savings	443,237.16
Accounts Receivable	
1100 · Accounts Receivable	56,368.78
Total Accounts Receivable	56,368.78
Other Current Assets	
1499 · Security Deposit - 376 W. Main	11,220.00
Total Other Current Assets	11,220.00
Total Current Assets	510,825.94
Fixed Assets	
1350 · Furniture and Equipment	42,229.00
1360 · Accumulated Depreciation	-38,640.00
Total Fixed Assets	3,589.00
<b>TOTAL ASSETS</b>	<b>514,414.94</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-492.25
Total Accounts Payable	-492.25
Other Current Liabilities	
2400 · Payroll Liabilities	
2430 · Health Insurance	397.36
2438 · HSA	21.24
2480 · State Withholding	1,210.24
2490 · Michigan UIA Payable	59.78
2495 · Benton Harbor withholding	229.54
2400 · Payroll Liabilities - Other	3,343.77
Total 2400 · Payroll Liabilities	5,261.93
Total Other Current Liabilities	5,261.93
Total Current Liabilities	4,769.68
Long Term Liabilities	
2260 · Accrue Annual Leave	32,523.42
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
Total Long Term Liabilities	70,030.42
Total Liabilities	74,800.10
Equity	
32000 · Unrestricted Net Assets	244,073.29
Net Income	195,541.55
Total Equity	439,614.84
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>514,414.94</b>

Southwest Michigan Planning Commission  
Profit & Loss Budget Performance  
January 2 through November 30, 2021

	Jan 2 - Nov 30, 21	YTD Budget	Annual Budget	% of Annual Budget
Income				
4000 • Federal Grant	547,784.02	646,494.02	705,266.20	78%
4010 • State Grant	108,309.88	19,586.97	21,367.60	507%
4020 • County Contribution	59,925.00	59,925.01	59,925.01	100%
4030 • Local Match	57,940.70	70,955.45	77,405.95	75%
4040 • Local Contract	108,645.80	200,910.32	219,174.89	50%
4050 • Other Fee Income	0.00	0.00	0.00	
4080 • In-Kind	0.00	0.00	0.00	
4090 • Donations	1,146.00	0.00	0.00	
4100 • Interest Income	1,531.90			
4900 • Gain/Loss on Sales of Assets	0.00			
Total Income	885,283.30	997,871.77	1,083,139.65	82%
Cost of Goods Sold				
50000 • Cost of Goods Sold	0.00			
Total COGS	0.00			
Gross Profit	885,283.30	997,871.77	1,083,139.65	82%
Expense				
6000 • Direct Expenses				
6200 • Salaries	291,400.65	374,081.77	408,089.20	71%
6220 • Payroll Taxes	22,293.65	28,617.25	31,218.82	71%
6230 • Pension Expenses	10,869.47	24,315.31	26,525.80	41%
6240 • Employee Insurance	96,583.03	112,224.53	122,426.76	79%
6300 • Mileage & Travel	1,581.94	18,243.35	19,901.84	8%
6310 • Meals	119.95	2,507.09	2,735.00	4%
6315 • Lodging	194.34	5,041.67	5,500.00	4%
6320 • Telephone	0.00	0.00	0.00	
6330 • Printing	0.00	2,750.00	3,000.00	0%
6340 • Postage	13.85	110.00	120.00	12%
6410 • Dues & Subscriptions	4,114.11	1,283.33	1,400.00	294%
6420 • Supplies & Materials	2,403.17	15,892.86	17,337.66	14%
6430 • Computer Services	20,576.25	9,250.62	10,091.59	204%
6440 • Advertising	0.00	252.08	275.00	0%
6500 • Conferences & Training	125.00	1,672.92	1,825.00	7%
6520 • Rent & Janitorial	0.00	0.00	0.00	
6530 • Local Cash in-kind	0.00	0.00	0.00	
6540 • Contractural Srvs-OnSite	15,134.00	31,166.67	34,000.00	45%
6550 • Contractural Srvs-OffSite	180,579.97	169,904.17	185,350.00	97%
6610 • Equipment	3,239.09	476.67	520.00	623%
6620 • Equipment Rental	0.00	0.00	0.00	
6630 • Equipment Maintenance	0.00	0.00	0.00	
6710 • Legal Services	0.00	0.00	0.00	
6715 • Audit Services	8,800.00	6,783.33	7,400.00	119%
6720 • Accounting Services	0.00	4,308.33	4,700.00	0%
6730 • Insurance Corporate	0.00	5,105.83	5,570.00	0%
6740 • Depreciation	0.00	0.00	0.00	
6950 • General Commission Expenses	153.49	1,375.00	1,500.00	10%
6960 • Commissioner Mileage	90.00	916.67	1,000.00	9%
6970 • Commissioner Per Diem	1,570.00	2,795.83	3,050.00	51%
6980 • Bank Fees	164.60	50.42	55.00	299%
6985 • Contingency	-3,868.27	0.00	0.00	
6990 • Pass Thru	0.00	0.00	0.00	
6000 • Direct Expenses - Other	0.00			
Total 6000 • Direct Expenses	656,138.29	819,125.70	893,591.67	73%
7000 • Indirect Expenses				
7200 • Salaries-Indirect	111,357.48	144,800.14	157,963.79	70%
7220 • Payroll Taxes-Indirect	9,155.18	11,077.21	12,084.23	76%
7230 • Pension Expenses-Indirect	7,375.62	9,412.01	10,267.65	72%
7240 • Employee Insurance-Indirect	34,654.21	43,440.05	47,389.14	73%
7300 • Mileage & Travel-Indirect	33.78	117.72	128.42	26%
7310 • Meals-Indirect	0.00	0.00	0.00	
7315 • Lodging-Indirect	0.00	0.00	0.00	
7320 • Telephone-Indirect	1,766.00	2,483.47	2,709.24	65%
7330 • Printing-Indirect	0.00	0.00	0.00	
7340 • Postage-Indirect	995.63	789.45	861.22	116%
7410 • Dues & Subscriptions-Indirect	1,011.10	1,457.50	1,590.00	64%
7420 • Supplies & Materials-Indirect	4,614.83	4,827.35	5,266.20	88%
7430 • Computer Services-Indirect	25,690.49	32,805.34	35,787.64	72%
7440 • Advertising-Indirect	0.00	0.00	0.00	
7500 • Conferences & Training-Indirect	0.00	0.00	0.00	
7520 • Rent & Janitorial-Indirect	58,250.00	74,665.17	81,452.92	72%
7530 • Local Cash in-kind-Indirect	0.00	0.00	0.00	
7540 • Contract Srvs-OnSite-Indirect	0.71	0.00	0.00	
7550 • Contract Srvs-OffSite-Indirect	14.29	0.00	0.00	
7610 • Equipment-Indirect	0.00	254.49	277.63	0%



Southwest Michigan Planning Commission  
Profit & Loss Budget Performance  
January 2 through November 30, 2021

	Jan 2 - Nov 30, 21	YTD Budget	Annual Budget	% of Annual Budget
7620 • Equipment Rental-Indirect	0.00	421.95	460.31	0%
7630 • Equipment Maintenance-Indirect	0.00	666.24	726.81	0%
7710 • Legal Services-Indirect	0.00	0.00	0.00	
7715 • Audit Services-Indirect	0.00	0.00	0.00	
7720 • Accounting Services-Indirect	2,931.30	5,447.67	5,942.91	49%
7730 • Insurance Corporate-Indirect	3,169.50	6,523.68	7,116.74	45%
7740 • Depreciation-Indirect	0.00	0.00	0.00	
7950 • General Commission Exp-Indirect	0.00	0.00	0.00	
7960 • Commissioner Mileage-Indirect	0.00	0.00	0.00	
7970 • Commissioner Per Diem-Indirect	0.00	0.00	0.00	
7980 • Bank Fees-Indirect	87.01	19.99	21.80	399%
7985 • Contingency	3,867.41	6,035.39	6,584.06	59%
7990 • Pass Thru-Indirect	0.00			
7000 • Indirect Expenses - Other	0.00			
Total 7000 • Indirect Expenses	264,974.54	345,244.82	376,630.71	70%
9000 • Payroll Expenses				
9010 • Contract Service	0.00			
9020 • Salaries & Wages	-2,129.50			
9040 • FICA Taxes	-162.90			
9060 • Medicare Taxes	0.00			
9080 • Michigan UIA Taxes	0.00			
9200 • Mileage, meals, and lodging	0.00			
9220 • Supplies	-5.94			
9240 • Accrued Leave Adjustment	0.00			
9000 • Payroll Expenses - Other	0.00			
Total 9000 • Payroll Expenses	-2,298.34			
99900 • Indirect Costs	0.00			
9999 • RPI Deferred Income	0.00			
Total Expense	918,814.49	1,164,370.52	1,270,222.38	72%
Net Income	-33,531.19	-166,498.75	-187,082.73	18%



## **SOUTHWEST MICHIGAN PLANNING COMMISSION**

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

Phone: 269-925-1137 • Website: [www.swmpc.org](http://www.swmpc.org)

### **MEMORANDUM**

TO: Southwest Michigan Planning Commission

FROM: K. John Egelhaaf

DATE: December 21, 2021

RE: Staff Report for the Southwest Michigan Planning Commission December 13, 2021

#### **General Office Updates**

##### **Process of the Reconsideration of our SWMPC Bookkeeping Methodology**

- First Deep Dive Meeting – December 9<sup>th</sup>
- Yeo & Yeo Accounting Firm (Kalamazoo)
- Very Positive Experience

##### **Staff Holiday Celebration**

- Taco Lunch + Bocce Ball
- Wednesday, December 15<sup>th</sup>

#### **Project Updates**

##### **A. Palisades Economic Recovery Initiative**

- a. Nearing Completion of 2<sup>nd</sup> Quarter Work
- b. Heavy on the Data Collection (Analysis)
- c. Next Phase is Assessment of Analysis Data

##### **B. Build Back Better Regional Challenge – Grant Application**

- a. 21<sup>st</sup> Century Vision for Agriculture in West Michigan
- b. West MI Application Not Awarded (notice on 12/13/21)
  - i. Partners will restructure our application toward other funding opportunities

##### **C. GEO Broadband Crowdsourcing Software**

- a. Three County Resource for Broadband Build-Out Costs
- b. Training Underway to Build Staff Expertise

##### **D. Three Oaks Local Road & Sidewalk Asset Management Plan**

- a. Built Current Conditions Data for All Three Oaks Roads
- b. Scenarios Developed to Optimize the Mix of Available Fixes for Roads
- c. Draft Report Produced for Local Review
- d. Built Sidewalk Condition Rating System & Mobile App.
- e. Working in Concert with High School Student Intern to Collect Sidewalk Condition Data

## **SWMPC Staff Report – December 21, 2021**

- E. SWMPC Participation in Statewide (public transit) Mobility Management Development
  - a. Performance Metrics & Human Service Coordination Plans
    - i. SWMPC partnered with MDOT
      - i. SWMPC will administer \$300,000 (MDOT funds) to assist statewide planning effort
      - ii. Two results of the planning process:
        - 1. Mobility management performance metrics
        - 2. Human service transportation coordination plans (one in each of 14 state planning regions)
      - iii. SWMPC will orchestrate the statewide RFP to find a consultant to lead the planning process
- F. 2024-2026 Region-Wide Transportation Call for Projects
  - a. \$18.3 M in federal dollars across our three counties
    - i. 9 project selection meetings held to date
      - 1. MPO study areas (NATS, TCATS)
      - 2. 3 Rural areas (Berrien, Cass, Van Buren Counties)
      - 3. 4 Small urban areas (Dowagiac, Berrien Springs, Coloma/Watervliet/Hartford, South Haven)
      - 4. Congestion Mitigation Air Quality (CMAQ) funding meetings (Berrien, Cass, Van Buren Counties)
    - ii. GIS Mapping completed for all proposed projects
    - iii. Projects will be formally considered & approved by both MPOs & Rural Task Force
      - 1. Approvals in January
- G. 2023-2026 Transportation Improvement Program (TIP)
  - a. TIPs for both MPOs (NATS & TCATS) will be prepared and submitted for SWMPC Board approval in June 2022
- H. McCoy Creek Non-Motorized Trail Extension
  - a. SWMPC is coordinating with project partners
  - b. SWMPC is working to secure grant funding for trail extension
- I. Promotion of [www.Mywaythere.org](http://www.Mywaythere.org) website
  - a. A compendium of all regional transportation options
  - b. Build a trip, find the choices available
- J. EDA Funding Opportunities
  - a. Good Jobs Challenge (jobs training)
  - b. Indigenous Communities (native American funding)
  - c. Travel/Tourism/Outdoor Recreation
  - d. Economic Adjustment Assistance (plant closures)
    - i. Coal Communities
  - e. Statewide Planning, Research & Networks

## **MICHIGAN PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT**

In 2011 the Michigan Legislature passed the Publicly Funded Health Insurance employer's expenditures for employee medical benefit plans while also providing for exemptions to the limits. A 2/3 majority vote of the SWMPC board is required to pass an exemption to the Act. Additionally, if exemptions are to be applied they must be passed annually.

For the previous budgets beginning in 2012, the SWMPC board passed exemptions to the Act along with the submission of its annual budget.

Two options are provided within the Act:

### **Hard Cap:**

- \$5,500 times the number of employees with single coverage, plus
- \$11,000 times the number of employees with two person coverage, plus
- \$15,000 times the number of employees with family coverage.

### **The 80/20 Plan:**

The SWMPC could elect not to pay more than 80% of the total annual cost of the medical benefit plans it offers, without regard to how much that means per employee with single, double, or family coverage.

The remaining 20% of the cost is to be recovered through payments by the employees.

### **The SWMPC 2021 Budget**

The 2022 budget is prepared based on the previous SWMPC standard of a two percent employee premium co-pay for health insurance (health, HSA, dental, vision, disability, life)

## Annual SWMPC Health Insurance Waiver – 2021 (for FY 2022)

### Waiver Background

#### **MICHIGAN PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT**

In 2011 the Michigan Legislature passed the Publicly Funded Health Insurance employer's expenditures for employee medical benefit plans **while also providing for exemptions to the limits. A 2/3 majority vote of the SWMPC board is required to pass an exemption to the Act. Additionally, if exemptions are to be applied they must be passed annually.**

**For the previous budgets beginning in 2012, the SWMPC board passed exemptions to the Act along with the submission of its annual budget.**

Two options are provided within the Act:

#### **Hard Cap:**

- \$5,500 times the number of employees with single coverage, plus
- \$11,000 times the number of employees with two person coverage, plus
- \$15,000 times the number of employees with family coverage.

#### **The 80/20 Plan:**

The SWMPC could elect not to pay more than 80% of the total annual cost of the medical benefit plans it offers, without regard to how much that means per employee with single, double, or family coverage.

The remaining 20% of the cost is to be recovered through payments by the employees.

#### **The SWMPC 2020 Budget**

The 2022 budget is prepared based on the previous SWMPC standard of a two percent employee premium co-pay for health insurance (health, HSA, dental, vision, disability, life)

Annual SWMPC Health Insurance Waiver – 2022  
2022 Health Insurance Coverage Cost Comparison

Coverage from 2021 “2300 Priority Health/Health Savings Account POS - High Deductible Plan”

Deductibles (annual)

Single = \$2,300

Family = \$4,600

Premiums (monthly)

Single = \$2,054.82 (includes Patrice-not reflected in 2022 totals)

Family = \$6,596.18

**Renewal** with Same “2350 Priority Health/Health Savings Account POS - High Deductible Plan”

Deductibles (annual)

Single = \$2,350

Family = \$4,700

Premiums (monthly)

Single = \$1,670.62 (addition of Maria in 2022-not reflected in 2021 totals)

Family = \$6,117.20 (addition of Eleanor(baby Martin), subtraction of Kurt(son of John))

**SUMMARY: Cost change (premiums) for same coverage in 2022 has technically risen 10.28% from previous year (2021). However, our changes in staff and families would effectively reduce our overall insurance premium cost by 10%.**

Annual SWMPC Health Insurance Waiver – 2022  
2022 Waiver Options Cost Comparison

Below are the three options available for 2022 SWMPC Health Care Insurance Coverage.

Option #1: Exemption from 80/20 & Hard Cap (this is the option that the SWMPC has selected since 2012)

Option #2: 80/20 Cost Split – 80% borne by SWMPC, 20% borne by SWMPC staff.

Option #3: Hard Cap – SWMPC pays a maximum of \$5,500 for singles, \$15,000 for families.

**OPTION #1**

**Existing Cost Share Option (Carry Over Same Cost Share from 2021)**

Annual Costs

Premiums SWMPC =	\$92,320.78
(\$93,453.84 + 751.04 tax&fees=\$94,204.88)	
Employee Share Premiums =	\$1,884.10
Health Savings Account SWMPC =	\$29,939.00
HSA Employee Share =	\$611.00

TOTAL SWMPC COSTS = \$122,259.78

TOTAL EMPLOYEE COSTS = \$2,495.10

**OPTION #2**

**80/20 Option**

Annual Costs

Premiums SWMPC =	\$75,363.90
Premiums Employee Share =	\$18,840.98
Health Savings Account SWMPC =	\$24,440.00
HSA Employee Share =	\$6,110.00

TOTAL SWMPC COSTS = \$99,803.90

TOTAL EMPLOYEE COSTS = \$27,950.98

### **OPTION #3**

#### **Hard Cap Option**

##### Annual Costs

Premiums SWMPC = \$91,500.00

Premiums Employee Share = \$2,704.88

Health Savings Account SWMPC = \$0.00

HSA Employee Share = \$30,550.00

TOTAL SWMPC COSTS = \$91,500.00

TOTAL EMPLOYEE COSTS = \$33,254.88



## Plan comparison

	Current Plan	Renewal Plan
Benefit details	PriorityHSA POS 2300 100%	PriorityHSA POS 2350 100%
Renew this plan		<input type="checkbox"/>
Plan type	HSA	HSA
Product	POS	POS
Coinsurance	0 %	0 %
Coinsurance Maximum	N/A / N/A	N/A / N/A
Deductible individual/family	\$2,300 / \$4,600 aggregate	\$2,350 / \$4,700 aggregate
Office visits PCP/SPEC/UC	Covered in full after deductible / Covered in full after deductible / Covered in full after deductible	Covered in full after deductible / Covered in full after deductible / Covered in full after deductible
Out-of-pocket limit	\$4,600 / \$9,200 embedded	\$4,700 / \$9,400 embedded
Preventive health services	Covered in full	Covered in full
Prescription	\$5 / \$30 / \$70 / \$90 / 20% / 20% after deductible	\$5 / \$30 / \$70 / \$90 / 20% / 20% after deductible
Outpatient services	Covered in full after deductible	Covered in full after deductible
Inpatient hospital services	Covered in full after deductible	Covered in full after deductible
Emergency room	Covered in full after deductible	Covered in full after deductible
Lab services	Covered in full after deductible	Covered in full after deductible
Maternity/postnatal	Covered in full	Covered in full
Virtual care	Covered in full after deductible	\$10 copay after deductible
Adult Vision Exam	N/A	N/A
<b>Totals</b>	<b>with taxes and fees</b>	<b>with taxes and fees</b>
Monthly premium	\$7,757.21	\$8,554.67
Annual total premium	\$93,086.52	\$102,656.04
Percent difference		10.28 %

**SOUTHWEST MICHIGAN PLANNING COMMISSION**

**2022**

**PROPOSED**

**MEETING SCHEDULE**

***COMMISSION MEETINGS***

<b>MONTH</b>	<b>DAY</b>	<b>TIME</b>	<b>Location</b>
FEBRUARY	15	9:30 a.m.	Cass County Road Commission
APRIL	19	9:30 a.m.	Cass County Road Commission
JUNE	21	9:30 a.m.	Cass County Road Commission
AUGUST	16	9:30 a.m.	Cass County Road Commission
OCTOBER	18	9:30 a.m.	Cass County Road Commission
DECEMBER	20	9:30 a.m.	Cass County Road Commission



## **RESOLUTION 2021-3**

WHEREAS, John Egelhaaf was appointed Executive Director on June 2, 2003; and

WHEREAS, pursuant to policy, an annual performance evaluation was conducted in 2021; and

WHEREAS, it is the desire of this Board to amend the current employment agreement with Executive Director Egelhaaf to provide for a four percent pay increase effective January 1, 2022; and

WHEREAS, it is also the desire of this Board to extend the current employment agreement with Executive Director Egelhaaf by one additional year, thus making the new expiration date December 31, 2022.

NOW, THEREFORE, BE IT HEREBY RESOLVED that effective January 1, 2022, the annualized compensation paid to Executive Director Egelhaaf will be \$90,126 and the employment agreement between Executive Director Egelhaaf and the Southwest Michigan Planning Commission is amended to reflect the new expiration date of December 31, 2022.

RESOLVED ON THIS TWENTY-FIRST DAY OF DECEMBER 2021.

---

Teri Sue Freehling, Chair

Date

---

Linda Preston, Secretary

Date

## **SOUTHWEST MICHIGAN PLANNING COMMISSION**

### **EMPLOYMENT AGREEMENT**

This Employment Agreement ("Agreement") is made and entered into by and between the Southwest Michigan Planning Commission (SWMPC), 376 W. Main Street, Benton Harbor, Michigan 49022, a Regional Planning Commission formed under Michigan Public Act 281 of 1945, and K. John Egelhaaf (hereinafter "DIRECTOR"). SWMPC and the DIRECTOR jointly desire that the DIRECTOR function as the Executive Director for SWMPC. Therefore, in consideration of the terms and conditions of this Agreement, the parties agree as follows:

1. **Term of Agreement:** The initial term of this Agreement shall be from this Agreement's effective date of June 2, 2003 through December 31, 2021, unless terminated earlier as hereinafter provided. This Agreement shall thereafter be automatically renewed for regular periods of one year (12 months), provided neither party submits a notice of termination.
2. **Description of Duties:** The DIRECTOR agrees to perform the duties of Executive Director of SWMPC in accordance with the Job Description for the position as may be amended from time to time by a majority vote of the SWMPC. The current Executive Director Job Description is attached and incorporated herein as Attachment A. SWMPC will provide the DIRECTOR with office space, technical assistance, facilities, equipment and services suitable to carry out the duties of Executive Director as outlined in Attachment A.
3. **Compensation and Benefits:** SWMPC shall pay the DIRECTOR an annualized salary of \$86,660 per year. This compensation shall be paid in accordance with the regular payroll procedures of SWMPC. In addition, SWMPC will provide the DIRECTOR with those benefits afforded all full-time employees of the SWMPC as provided in the SWMPC Personnel Policies.

SWMPC shall reimburse the DIRECTOR for up to \$\_\_\_\_\_ for moving expenses incurred in the relocation of his family residence to southwestern Michigan.

SWMPC shall reimburse the DIRECTOR for reasonable and necessary business expenses of the Executive Director position that are submitted at month-end and approved by the Treasurer or Alternate Treasurer. SWMPC shall include such reimbursement in the payroll following month-end.

SWMPC shall review the performance and compensation for the DIRECTOR annually at the October SWMPC meeting of the year ("Review"). The Review shall be submitted for approval by the full board in December, and will be effective January 1 of the following year. As part of the Review process, the DIRECTOR shall provide a summary of accomplishments, as well as the following year's preliminary budget information showing availability of resources.

4. **Professional Development:** Professional development is understood to benefit both SWMPC and the DIRECTOR. SWMPC agrees that the DIRECTOR shall participate in job-related development opportunities in Michigan and nearby Midwestern locations. Meetings, seminars, and conferences outside the Midwest, and/or that involve expenses of more than \$500, shall require

prior approval from the Chairman and Treasurer of SWMPC. In addition, the DIRECTOR shall provide a report to the SWMPC board regarding any seminars or conferences attended which are paid for by SWMPC.

5. Outside Activities: It is anticipated and agreed that the duties of the DIRECTOR will normally require substantially all of the DIRECTOR'S professional energy and attention. The DIRECTOR shall not pursue outside activities for compensation that may conflict or interfere with the performance of duties hereunder. Any actual or contemplated outside compensation shall be reported to the SWMPC board for their interpretation of conflict of interest and ultimate approval.
6. Termination: This agreement may be terminated as follows:
  - a. By mutual agreement of the parties, and under terms mutually agreed upon;
  - b. By the DIRECTOR giving thirty (30) days written notice to the SWMPC board, with compensation and benefits ceasing the last day worked;
  - c. By SWMPC at the will of the SWMPC for any reason, with or without cause, and at any time, provided the SWMPC gives DIRECTOR 60 days written notice and continues compensation through the date of termination. In the event of egregious or willful misconduct by DIRECTOR, SWMPC retains the right to terminate this Agreement without notice, subject to the binding arbitration provision set forth in Paragraph 9.
  - d. By SWMPC if the DIRECTOR is unable to perform his duties and responsibilities because of sickness, accident, injury, mental incapacity, or health for greater than three (3) consecutive months.
  - e. By death of the DIRECTOR.
  - f. By dissolution of the SWMPC, coupled with the discontinuation of its functions.
7. Assignment: This Agreement is personal to the DIRECTOR and cannot be assigned to any other person. Further, this Agreement is binding upon successors and assigns of SWMPC.
8. Other Provisions:
  - a. Governing Law: This Agreement is made and entered into in the State of Michigan, and the laws of the State of Michigan shall cover its validity and interpretation and the performance by the parties hereto and their respective duties and obligations.
  - b. Notice: Any notice to SWMPC under this Agreement shall be furnished in writing by the DIRECTOR to the Chairman of SWMPC at his/her address on file with the SWMPC office. Any notice to the DIRECTOR under this Agreement shall be furnished in writing by SWMPC to the DIRECTOR at his current home address on file with the SWMPC office. All such notices must be sent by certified mail with return receipt requested, or delivered in person by messenger.

- IN WITNESS WHEREOF, the undersigned execute this Agreement on the dates indicated below.

\_\_\_\_\_ Date: \_\_\_\_\_

Teri Sue Freehling, Chair

## **JOB DESCRIPTION**

**Title:** Executive Director

**Status:** Exempt

**General Summary:** Under the direction of the SWMPC Board, implements and administers the policies and procedures established by the SWMPC in accordance with the state and federal legislative requirements. Responsible for management, administration, and professional work in the development, coordination, and execution of programs and projects, as well as supervision of personnel and administration of finances for various federal, state and local programs.

### **Responsibilities:**

1. Administers board directives and manages the daily operations of the SWMPC.
2. Directs the recruitment, selection, evaluation, and removal of SWMPC employees; and directly or through subordinates, supervises staff, assigns work activities, and manages salary adjustments.
3. Prepares all budgets for Board approval and monitors final budget to assure it is within fiscal limits.
4. Manages the development, administration, and technical research necessary to carry out programs.
5. Submits reports and recommendations to the Commission, other officials and the general public for review, comment, and/or approval.
6. Provides technical assistance to municipalities and the general public.
7. Meets with individuals and private and public organizations, and makes presentations as necessary.
8. Consults with various local, state or federal officials on program or project matters.
9. Organizes and maintains personnel and financial records of the SWMPC.
10. Oversees matters of employee administration relating to fringe benefits.
11. Directs the purchase of office equipment and systems including computers and software, computer peripherals, office furniture, copiers, and postage equipment.
12. Cultivates an understanding of issues on a regional, statewide, multi-state, and federal level that may impact the SWMPC.
13. Maintains his/her own professional qualifications through continuing education.
14. Cultivates new projects in response to observed needs throughout the southwest Michigan region.
15. Responds to the requests and needs voiced by the Commission.
16. Seeks to balance the need for high quality office resources with the lowest possible overhead

costs to maintain a suitably low indirect rate.

The above statements are intended to describe the general nature and level of work being performed by the person assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**Employment Qualifications:** Possession of a bachelor's degree in planning, landscape architecture, public administration, or a related field, plus seven or more years of agency or management experience (a master's degree may substitute for two years experience), with demonstrated knowledge of the principles, practices, and procedures of planning and agency management. Other combinations of education and experience, which could provide the necessary knowledge, skills and abilities to perform the job, should be considered.

**Necessary Special Requirements:** Possession of a valid Vehicle Operator's License.

7/2/07