



AGENDA

FULL COMMISSION MEETING

Tuesday, December 15, 2020, 9:30 a.m.

Join Zoom Meeting

<https://zoom.us/j/99027265927?pwd=ZUpibTNHd081S0ZvdzZtL0NhbjFJZz09>

Meeting ID: 990 2726 5927

Passcode: 974237

Dial In Option: +1 312 626 6799

1. CALL TO ORDER

Chair Teri Sue Freehling

Pledge Allegiance
Roll Call

2. ACCEPTANCE AND/OR REVISION OF CONSENT AGENDA

- a. Meeting Agenda*
- b. Minutes of Commission Meeting, October 20, 2020*
- c. Chairman's Report
- d. Treasurer's Report*

3. EXECUTIVE DIRECTOR'S REPORT* *Accept*

Dir. Egelhaaf

4. WELCH LACKEY AWARD

Dir. Egelhaaf

5. GRAHAM WOODHOUSE AWARD

Dir. Egelhaaf

6. TITLE VI NON-DISCRIMINATION PLAN *Approve*

Dir. Egelhaaf

https://www.swmpc.org/downloads/title_vi_plan_draft_for_comment.pdf

7. PA 224 POSITION STATEMENT* *Approve*

Dir. Egelhaaf

8. 2021 INSURANCE OPTION* *Approve*

Dir. Egelhaaf

9. MERS DEFINED CONTRIBUTION ADDENDUM* *Approve*

Dir. Egelhaaf

10. 2021 PROPOSED MEETING SCHEDULE* *Approve*

Dir. Egelhaaf

11. RESOLUTION 2020-6 – PALISADES EDA APPLICATION* *Approve*

Dir. Egelhaaf

12. AD HOC COMMITTEE REPORT

Roseanne Marchetti

13. RESOLUTION 2020-7 – EXECUTIVE DIR. CONTRACT* *Approve*

Chair Freehling

14. PUBLIC COMMENT

MINUTES

Southwest Michigan Planning Commission
Full Commission Meeting
Tuesday, October 20, 2020, 9:30 a.m.

Meeting Held Remotely Via Zoom:

<https://zoom.us/j/99009466986?pwd=RG4rWWNnckRURFZ6eURhZmt2bzdUUT09>

Meeting ID: 990 0946 6986

Passcode: 313325

MEMBERS PRESENT:

Freehling, Teri Sue, Chair, Berrien County Commissioner
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
Curran, Jim, Berrien County Commissioner
DeLong, Don, Cass County Representative
Doroh, Kurt, Van Buren County Commissioner
Fette, Dan, Berrien County Representative
Foerster, David, Van Buren County Representative
Janssen, Judy, Van Buren County Representative
Laylin, Leon, Cass County Representative
Meeks, Donnie, Berrien County Commissioner
Newton, Matthew, Van Buren County Representative
Pantaleo, Paul, Berrien County Representative
Patterson-Gladney, Gail, Van Buren County Commissioner
Payne, Gloria, Berrien County Representative
Stauffer, Dick, Berrien County Representative
Stover, Jim, Berrien County Representative
Tyler, Doug, Cass County Representative

MEMBERS ABSENT:

Hanson, Don, Van Buren County Commissioner
Hanson, Sandra, Van Buren County Representative
Morris, Zach, Van Buren County Economic Development Ex-Officio
Schueneman, James, Berrien County Representative

STAFF PRESENT:

K. John Egelhaaf, Executive Director
Patrice Rose, Office Manager
Kris Martin, Associate Planner

1. CALL TO ORDER

Chair Teri Sue Freehling called the meeting to order at 9:36 a.m. and led those present in the Pledge of Allegiance. Office Manager, Patrice Rose took roll call and a quorum was present.

2. ACCEPTANCE AND/OR REVISION OF CONSENT AGENDA

Chair Freehling presented the Agenda. Yemi Akinwale moved to **“ACCEPT THE CONSENT AGENDA AS PRESENTED.”** Kurt Doroh seconded. There were no changes, a roll call vote was taken, the motion carried.

3. EXECUTIVE DIRECTOR’S REPORT

Chair Freehling presented the Director’s Report. Roseann Marchetti moved to **“ACCEPT THE EXECUTIVE DIRECTOR’S REPORT.”** Gail Patterson-Gladney supported the motion. A voice vote followed; there were no objections, the motion carried.

4. PROCUREMENT POLICY

Executive Director John Egelhaaf gave an overview of the revisions to the Procurement Policy. Discussion followed. Matthew Newton moved to **“APPROVE THE PROCUREMENT POLICY.”** Paul Pantaleo supported the motion. A roll call vote was taken and the motion carried.

5. SWMPC RESOLUTION 2020-5

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY PALISADES ECONOMIC RECOVERY STRATEGY GRANT AWARD

Director Egelhaaf gave a quick overview of the resolution presented, stating that it is required for the grant from the Michigan State Housing Development Authority. Kurt Doroh moved to **“APPROVE RESOLUTION 2020-5,”** Dick Stauffer seconded, a roll call vote followed and the resolution passed.

6. SWMPC ANNUAL AWARDS

Director Egelhaaf gave a synopsis of the Welch Lackey Award and presented Jim Curran and Teri Sue Freehling as the staff’s candidates. Several options were provided for Board members to return completed ballots to Patrice.

The Graham Woodhouse Award was reviewed, with Egelhaaf soliciting project nominations from Board members.

7. PLANNER PRESENTATION

INFRASTRUCTURE ASSET MANAGEMENT

Associate Planner Kris Martin gave a presentation on Infrastructure Asset Management, which included a PowerPoint and video. He explained the Michigan Infrastructure Council (MIC) and the Readiness Assessment Scale (The Scale). Questions and discussion followed. Kris committed to emailing documents with additional information to the Board. Also included would be instructions and internet links for more information.

8. EXECUTIVE DIRECTOR EVALUATION

AD HOC COMMITTEE REPORT

Vice Chair, Roseann Marchetti gave an update, reporting that she has received all but one evaluation, and would like to schedule a meeting. The Ad Hoc Committee agreed to meet on Monday, October 26, 2020 at 9:00 a.m. via Zoom.

9. PUBLIC COMMENT

None

10. PRIVILEGE OF THE FLOOR

11. ADJOURNMENT

The Chair declared the meeting adjourned at 10:50 a.m.

Respectfully submitted by:



K. John Egelhaaf, AICP

Date: October 20, 2020

SWMPC Mission Statement

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.

15. PRIVILEGE OF THE FLOOR

16. ADJOURNMENT

**enclosures*

Next meeting will be held February 16, 2021 at Berrien County Health Department

*The Mission of the Southwest Michigan Planning Commission is to promote
a sustainable high quality of life through facilitation of sound planning and decision making.*

Southwest Michigan Planning Commission
Balance Sheet
November 30, 2020

ASSETS

Current Assets

Checking/Savings

1010 · Petty Cash	65.00
1020 · Checking	250,952.52
1060 · CD	<u>78,112.90</u>

Total Checking/Savings 329,130.42

Accounts Receivable

1100 · Accounts Receivable	20,708.72
1110 · A/R Grants	<u>4,116.69</u>

Total Accounts Receivable 24,825.41

Other Current Assets

1499 · Security Deposit - 376 W. Main	<u>11,220.00</u>
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Total Other Current Assets 11,220.00

Total Current Assets 365,175.83

Fixed Assets

1350 · Furniture and Equipment	42,229.00
1360 · Accumulated Depreciation	<u>-35,897.00</u>

Total Fixed Assets 6,332.00

TOTAL ASSETS 371,507.83

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2400 · Payroll Liabilities

2438 · HSA	93.81
2440 · Federal Withholding	1,152.00
2450 · Medicare Payable	478.94
2460 · FICA Payable	2,047.74
2480 · State Withholding	1,182.72
2495 · Benton Harbor withholding	139.76
2400 · Payroll Liabilities - Other	<u>2,935.58</u>

Total 2400 · Payroll Liabilities 8,030.55

Total Other Current Liabilities 8,030.55

Total Current Liabilities 8,030.55

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	<u>409.09</u>

Total Long Term Liabilities 70,030.42

Total Liabilities 78,060.97

Equity

32000 · Unrestricted Net Assets	240,785.22
Net Income	<u>52,661.64</u>

Total Equity 293,446.86

TOTAL LIABILITIES & EQUITY 371,507.83

Southwest Michigan Planning Commission

Profit and Loss November 30, 2020

	Jan - Nov 20	YTD Budget	Annual Budget	Under/Over Budget
Income				
4000 · Federal Grant	389,919.42	477,327.00	477,327.00	82%
4010 · State Grant	296,427.33	341,429.00	341,429.00	87%
4020 · County Contribution	54,479.34	59,925.00	59,925.00	91%
4030 · Local Match	35,393.22	75,676.00	75,676.00	47%
4040 · Local Contract	134,694.11	192,750.00	192,750.00	70%
4090 · Donations	3,299.73			
4100 · Interest Income	135.03			
Total Income	914,348.18	1,147,107.00	1,147,107.00	
Gross Profit	914,348.18	1,147,107.00	1,147,107.00	
Expense				
6000 · Direct Expenses				
6200 · Salaries	287,677.82	293,660.28	320,356.67	90%
6220 · Payroll Taxes	22,007.40	22,726.79	24,792.87	89%
6230 · Pension Expenses	18,699.13	18,750.10	20,454.65	91%
6240 · Employee Insurance	88,763.27	98,626.17	107,592.18	82%
6300 · Mileage & Travel	2,731.89	18,172.91	19,825.00	14%
6310 · Meals	140.36	618.75	675.00	21%
6315 · Lodging	303.45	4,583.34	5,000.00	6%
6320 · Telephone	0.00	0.00	0.00	
6330 · Printing	3,487.83	421.66	460.00	758%
6340 · Postage	22.50	595.84	650.00	3%
6410 · Dues & Subscriptions	1,045.10	3,492.50	3,810.00	27%
6420 · Supplies & Materials	6,188.03	5,692.50	6,210.00	100%
6430 · Computer Services	7,026.78	8,098.75	8,835.00	80%
6440 · Advertising	238.84	2,653.75	2,895.00	8%
6500 · Conferences & Training	684.34	3,359.59	3,665.00	19%
6540 · Contractural Svcs-OnSite	15,155.00	0.00	0.00	
6550 · Contractural Svcs-OffSite	112,143.54	189,401.66	206,620.00	54%
6610 · Equipment	2,504.71	2,291.66	2,500.00	100%
6710 · Legal Services	711.20	0.00	0.00	
6950 · General Commission Expenses	322.42	435.41	475.00	68%
6960 · Commissioner Mileage	1,004.53	1,150.00	2,300.00	44%
6970 · Commissioner Per Diem	1,470.00	1,450.00	2,900.00	51%
6980 · Bank Fees	52.06	73.34	80.00	65%
6985 · Contingency	-537.91			
Total 6000 · Direct Expenses	571,842.29	676,255.00	740,096.37	77%
7000 · Indirect Expenses				
7200 · Salaries-Indirect	101,382.27	111,236.13	121,348.50	84%
7220 · Payroll Taxes-Indirect	7,221.49	8,615.51	9,398.73	77%
7230 · Pension Expenses-Indirect	6,260.84	5,417.51	5,910.02	106%
7240 · Employee Insurance-Indirect	49,235.00	48,302.66	52,693.81	93%
7300 · Mileage & Travel-Indirect	100.42	149.88	163.50	61%
7310 · Meals-Indirect	0.00	217.20	236.95	0%
7320 · Telephone-Indirect	1,942.60	96.92	105.74	1837%
7330 · Printing-Indirect	0.00	1,932.87	2,108.59	0%
7340 · Postage-Indirect	495.63	42.01	45.82	1082%
7410 · Dues & Subscriptions-Indirect	2,523.90	1,200.69	1,309.85	193%
7420 · Supplies & Materials-Indirect	3,896.48	2,854.73	3,114.26	125%
7720 · Accounting Services-Indirect	4,552.65	4,583.34	5,000.00	91%
7730 · Insurance Corporate-Indirect	7,635.34	878.30	958.14	797%
7980 · Bank Fees-Indirect	17.10			
7985 · Contingency	0.00	4,667.52	5,091.84	
Total 7000 · Indirect Expenses	289,844.25	302,428.02	328,889.83	
Total Expense	861,686.54	978,683.02	1,068,986.20	
Net Income	52,661.64	168,423.98	78,120.80	



SOUTHWEST MICHIGAN PLANNING COMMISSION

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

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

MEMORANDUM

TO: Southwest Michigan Planning Commission

FROM: K. John Egelhaaf

DATE: December 4, 2020

RE: Staff Report for the Southwest Michigan Planning Commission December 15, 2020

Project Updates

- A. SWMPC Community Planning Projects Currently in Process (not a complete list)
 - a. Van Buren County Recreation Plan
 - b. Cass County Recreation Plan
 - c. Berrien Township Recreation Plan
 - d. Galien Master Plan
 - e. Berrien Township Master Plan
 - f. City of Buchanan Master Plan
 - g. US DOC Economic Development Administration CARES Act Economic Recovery Strategy for SW MI
 - i. Includes Broadband Data Collection for Berrien & Cass
 - ii. Organizational Orbits App. (See below for more detail)
 - iii. COVID 19 Economic Impact Data Collection
- B. Niles St. Joseph River Pucker Street Dam Removal
 - a. Seven-Year Collaboration w/City of Niles
 - b. Like to See SWMPC in the Media? Here You Go!
 - i. <https://mmeanet.org/currents/>
- C. Organizational Orbits Computer Application
 - a. Creation of App to Facilitate Regional Collaboration
 - i. Accelerate a Uniform Understanding of Collaborator Focus Areas & Goals
 - ii. Accomplished via a Refined System of Data Collection & Visualization
 - b. Project Slated to Start in December (anticipate start week of 12/7)
- D. SW MI Regional Food Branding Project
 - a. Three Finalist Consultants
 - b. In Last Phase of Interviews (week of 12/7)
 - c. Project Right on Schedule

SWMPC Staff Report – December 15, 2020

E. Berrien Housing Diagnosis Project

a. Moving Out of Data Collection Phase

- i. Data to be Housed in a “Story Map” ContextUsed previously on another project seen here:

<https://swmpc.maps.arcgis.com/apps/MapJournal/index.html?appid=b8f9de7875aa4daabbed51142e0357b1>

b. Problem Identification Phase is Next

F. Transportation Rural Task Force

a. SWMPC Assisting Rural Communities in Application Process for Rural Transportation Funding

b. SWMPC Helping Communities with State-Level Changes to RTF Program

G. Seven County Non-Motorized Map & Plan

a. Completed & Back from Printer

b. Soon to be Distributed

- i. Currently Stored at MDOT SW Regional Office in K’Zoo

H. 2020 COVID 19 SWMPC Holiday Staff Party?

a. Holiday Hike!

i. Outdoor Fun

ii. Beauty + Social Distancing

b. Location Yet to be Determined

Annual SWMPC Health Insurance Waiver – 2020

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 2020 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 – 2020
2021 Waiver Options Cost Comparison

Below are the three options available for 2021 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 2020)

Annual Costs

Premiums SWMPC =	\$99,055.42
Employee Share Premiums =	\$2,021.54
Health Savings Account SWMPC =	\$29,302.00
HSA Employee Share =	\$598.00

TOTAL SWMPC COSTS = \$128,357.42

TOTAL EMPLOYEE COSTS = \$2,619.54

OPTION #2

80/20 Option

Annual Costs

Premiums SWMPC =	\$80,861.57
Premiums Employee Share =	\$20,215.39
Health Savings Account SWMPC =	\$23,920.00
HSA Employee Share =	\$5,890.00

TOTAL SWMPC COSTS = \$104,781.57

TOTAL EMPLOYEE COSTS = \$29,810

OPTION #3

Hard Cap Option

Annual Costs

Premiums SWMPC =	\$91,500.00
Premiums Employee Share =	\$9,576.96
Health Savings Account SWMPC =	\$0.00
HSA Employee Share =	\$29,900.00

TOTAL SWMPC COSTS = \$91,500.00

TOTAL EMPLOYEE COSTS = \$39,476.96

Annual SWMPC Health Insurance Waiver – 2020
2021 Health Insurance Coverage Cost Comparison

Coverage from 2020 “Priority Health/Health Savings Account POS - High Deductible Plan”

Deductibles (annual)

Single = \$2,300

Family = \$4,600

Premiums (monthly)

Single = \$1,985.75

Family = \$6,096.95

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

Deductibles

Single = \$2,300

Family = \$4,600

Premiums

Single = \$2,054.82

Family = \$6,368.26

SUMMARY: Cost change (premiums) for 2021 of 4.21% from previous year (2020).

	Current Plan	Renewal Plan
Benefit details	PriorityHSA POS 2300 100%	PriorityHSA POS 2300 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	\$2,300 / \$4,600 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	\$4,600 / \$9,200 embedded
Preventive health services	Covered in full	Covered in full
Prescription	\$5 / \$20 / \$60 / \$80 / 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	Covered in full after deductible
Adult Vision Exam	N/A	N/A
Totals	with taxes and fees	with taxes and fees
Monthly premium	\$8,082.70	\$8,423.08
Annual total premium	\$96,992.40	\$101,076.96
Percent difference		4.21 %

Defined Contribution Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Contribution (DC) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name SW Mich Comm

Municipality number 111101

This is an amendment of the existing MERS Defined Contribution Agreement.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 111101106170

Division name 106170

Note: This division should reflect how you currently define employees who are eligible to participate, for example, All full-time Employees, New hires after 1/1/2019, etc.

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. If an employee classification is **included** in the plan, then employees that meet this definition are required to participate in the plan and earn time toward vesting. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS, such as "Clerical staff working more than 160 hours in a month," "Elected Officials" or "Admin working >32 hours per week," etc.:

Employees working 31 plus hours per week

Employee classification contains **public safety employees:** ☐ Yes ☒ No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: SW Mich Comm

DIV: 111101106170

If you elect to include a special classification (chart below), then the employee will be required to participate in the employer and employee contributions adopted in your plan. An excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than _____ per _____.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Probationary Periods (select one):

- ☒ Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported and service toward vesting will begin when probationary period has ended.

The probationary period will be 6 month(s).

Comments:

New employees shall be enrolled in the retirement program beginning the first pay period of the month following completion of six months of full-time employment.

- ☐ Contributions will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: SW Mich Comm

DIV: 111101106170

IV. Provisions

1. Leaves of Absence

Regardless of whether an employee is earning a wage while on the following types of leave:

- Third-party wages are not used in determining contributions for periods of leave.
- Vesting under elapsed time continues to accrue even if wages are not earned and contributions are zero.

Note: Employers who determine vesting based on an “hours-reported” method, should report actual worked hours for the month where there was a leave.

Types of leave include:

- Short Term and Long Term Disability
- Workers Compensation
- Unpaid Family Medical Leave Act (FMLA)

Leaves of absence due to military service are governed by the federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: SW Mich Comm

DIV: 111101106170

2. Definition of Compensation

The Definition of Compensation is used to determine participant and employer contributions. Wages are strongly recommended to be reported with regular wage/contribution reports to MERS. Contributions cannot exceed IRS limitations.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input checked="" type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: SW Mich Comm

DIV: 111101106170

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

☒ **CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Salary or hourly wage X hours | <input type="checkbox"/> On-call pay |
| <input type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) | <input type="checkbox"/> Other: _____ |

Other Wages apply: YES ☐ NO ☐

- | | |
|--|--|
| <input type="checkbox"/> Shift differentials | <input type="checkbox"/> Severance issued over time (weekly/bi-weekly) |
| <input type="checkbox"/> Overtime | <input type="checkbox"/> Other: _____ |

Lump Sum Payments apply: YES ☐ NO ☐

- | | |
|---|--|
| <input type="checkbox"/> PTO cash-out | <input type="checkbox"/> Educational degrees |
| <input type="checkbox"/> Longevity | <input type="checkbox"/> Moving expenses |
| <input type="checkbox"/> Bonuses | <input type="checkbox"/> Sick payouts |
| <input type="checkbox"/> Merit pay | <input type="checkbox"/> Severance (if issued as lump sum) |
| <input type="checkbox"/> Job certifications | <input type="checkbox"/> Other: _____ |

Taxable Payments apply: YES ☐ NO ☐

- | | |
|---|--|
| <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) | <input type="checkbox"/> Car allowance |
| <input type="checkbox"/> Prizes, gift cards | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Personal use of a company car | |

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☐

- | | |
|---|---|
| <input type="checkbox"/> Gun, tools, equipment, uniform | <input type="checkbox"/> Mileage reimbursement |
| <input type="checkbox"/> Phone | <input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement) |
| <input type="checkbox"/> Fitness | <input type="checkbox"/> Other: _____ |

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☐ NO ☐

- | | |
|--|--|
| <input type="checkbox"/> 457 employee and employer contributions | <input type="checkbox"/> IRA contributions |
| <input type="checkbox"/> 125 cafeteria plan, FSAs and HSAs | <input type="checkbox"/> Other: _____ |

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☐

- | | |
|--|--|
| <input type="checkbox"/> Health plan, dental, vision benefits | <input type="checkbox"/> Group term or whole life insurance < \$50,000 |
| <input type="checkbox"/> Workers compensation premiums | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Short- or Long-term disability premiums | |

Mandatory Contributions apply: YES ☐ NO ☐

Taxable Fringe Benefits apply: YES ☐ NO ☐

- | | |
|---|---|
| <input type="checkbox"/> Clothing reimbursement | <input type="checkbox"/> Group term life insurance > \$50,000 |
| <input type="checkbox"/> Stipends for health insurance opt out payments | <input type="checkbox"/> Other: _____ |

Other Benefits / Lump Sum Payments apply: YES ☐ NO ☐

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Workers compensation settlement payments | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: SW Mich Comm

DIV: 111101106170

3. Forfeiture

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by Southwest Michigan Planning Commission

at a Board Meeting which took place on: 12/15/2020
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

☐ I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@mersofmich.com

SOUTHWEST MICHIGAN PLANNING COMMISSION
2021

PROPOSED
MEETING SCHEDULE

COMMISSION MEETINGS

MONTH	DAY	TIME	Location
FEBRUARY	16	9:30 a.m.	Berrien County Health Department
APRIL	20	9:30 a.m.	Berrien County Health Department
JUNE	15	9:30 a.m.	Berrien County Health Department
AUGUST	24	9:30 a.m.	Berrien County Health Department
OCTOBER	19	9:30 a.m.	Berrien County Health Department
DECEMBER	21	9:30 a.m.	Berrien County Health Department



RESOLUTION 2020-6

WHEREAS, the Southwest Michigan Planning Commission (SWMPC) is the state recognized regional planning organization for the three southwest Michigan counties of Berrien, Cass, and Van Buren;

WHEREAS, the Southwest Michigan Planning Commission (SWMPC), is an Economic Development District partner to the U.S. Department of Commerce Economic Development Administration (EDA) and has been since 1976;

WHEREAS, the SWMPC, as part of its EDA work is the author of the Comprehensive Economic Development Strategy (CEDS) for southwest Michigan;

WHEREAS, the SWMPC has established partnerships with the Kinexus Group and the University of Michigan Economic Growth Institute to collaborate on an Economic Recovery Strategy to respond to the impending 2022 decommissioning of the Palisades Nuclear Power Plant;

WHEREAS, the current 2018-2022 CEDS specifies numerous goals met by the Economic Recovery Strategy;

WHEREAS, the SWMPC has translated its Economic Recovery Strategy into a grant application to the EDA for \$969,261.60 constituting 80 percent of the total project cost;

WHEREAS, the SWMPC has translated its Economic Recovery Strategy into a matching grant application and subsequent award of \$140,000 from the Consumers Energy Foundation;

WHEREAS, the SWMPC has translated its Economic Recovery Strategy into a matching grant application and subsequent award of \$53,000 from the Michigan Department of Treasury;

WHEREAS, the SWMPC has translated its Economic Recovery Strategy into a matching grant application and subsequent award of \$50,000 from the Michigan State Housing Development Authority;

WHEREAS, the Executive Director of the SWMPC has been authorized to sign and execute grant documents for the SWMPC;

THEREFORE BE IT RESOLVED by the Southwest Michigan Planning Commission that it supports the submission of a United States Department of Commerce Economic Development Administration grant application to fund the Palisades Economic Recovery Strategy project in the amount of \$969,261.60.

RESOLVED ON THIS FIFTEENTH DAY OF DECEMBER, 2020.

Teri Sue Feehling, Chair SWMPC



RESOLUTION 2020-7

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

WHEREAS, pursuant to policy, an annual performance evaluation was conducted in 2020; and

WHEREAS, it is the desire of this Board to amend the current employment agreement with Executive Director Egelhaaf to provide for a three percent pay increase effective January 1, 2021; 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, 2021.

NOW, THEREFORE, BE IT HEREBY RESOLVED that effective January 1, 2021, the annualized compensation paid to Executive Director Egelhaaf will be \$86,660 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, 2021.

RESOLVED ON THIS FIFTEENTH DAY OF DECEMBER 2020.

Teri Sue Freehling, Chair