



AGENDA

FULL COMMISSION MEETING

Tuesday, December 16, 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, October 21, 2025 ***
 - c. Chairman's Report**
 - d. Treasurer's Report***
- 3. GRAHAM WOODHOUSE AWARD PRESENTATION**
Berrien County Broadband Internet Task Force
- 4. BUDGET REVISION**
K. John Egelhaaf
- 5. EXECUTIVE DIRECTOR'S REPORT *Accept**
Dir. Egelhaaf
- 6. EXECUTIVE DIRECTOR EVALUATION**
AD HOC COMMITTEE REPORT
Vice Chair Curran
- 7. EXECUTIVE DIRECTOR ANNUAL CONTRACT RENEWAL**
Chair Doroh
- 8. 2026 HEALTH INSURANCE WAIVER *Approve**
Dir. Egelhaaf
- 9. 2026 PROPOSED MEETING SCHEDULE**
Chair Doroh
- 10. PUBLIC COMMENT**
- 11. PRIVILEGE OF THE FLOOR**
- 12. ADJOURNMENT**

**enclosures*

Next meeting is proposed to be held February 17, 2026 at **Michigan Works! Service Center**
499 W. Main Street, Benton Harbor, MI.

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



Minutes

Southwest Michigan Planning Commission
FULL COMMISSION MEETING
Tuesday, October 21, 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
Cichon, Peg, Berrien County Representative
DeLong, Don, Cass County Representative
Dodd, James, Cass County Representative
Durm-Hiatt, Marge, Berrien County Representative
Ellspermann, Tom, Berrien County Representative
Engle, Roger, Van Buren County Representative
Fette, Dan, Berrien County Representative
Freehling, Teri Sue, Berrien County Commissioner
Hanson, Sandra, Alternate Treasurer, Van Buren County Representative
Humphrey, John, Berrien County Representative
Klemesrud, Kathryn, Berrien County Representative
Leary, Tina, Van Buren County Commissioner
Multhauf, Katie, Van Buren County Economic Development Ex-Officio
Pantaleo, Paul, Berrien County Representative
Patterson-Gladney, Gail, Van Buren County Commissioner
Stauffer, Dick, Berrien County Representative
Torzynski, Robert, Pokagon Band Representative
Tyler, Doug, Cass County Representative
Wuerfel, Julie, Berrien County Commissioner

MEMBERS ABSENT:

Gundersen, Kristen, Alternate Secretary, Berrien County Representative
Northrop, Alan, Cass County Commissioner

OTHERS PRESENT:

Vettraino, Maria, SWMPC Office Manager
Burdue, Jerriid, SWMPC Senior Development Planner

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.”** Gail Patterson-Gladney seconded the motion, which carried unanimously.

3. EXECUTIVE DIRECTOR’S REPORT

Director Egelhaaf opened the floor for any questions or comments on the Executive Director’s Report. Marge Durm-Hiatt inquired about why SWMPC is exploring other banking options. Egelhaaf explained we are looking into banking options that would offer a line of credit in the event of a prolonged government shutdown.

Gail Patterson-Gladney wondered about the SWMI Food is Heath Collaborative Kick-Off. Egelhaaf stated this collaborative wants to use food grown in our region to benefit economic development and community wellness.

Dan Fette wondered if there should be a budget revision since the EPA grant was revoked. Director Egelhaaf explained how this has been on our radar and a budget revision should be done.

Kim Sinclair moved to **“ACCEPT THE EXECUTIVE DIRECTOR’S REPORT.”** Doug Tyler seconded the motion, which carried unanimously.

4. CONTRACT INFO TRACKER

Director Egelhaaf presented the contract info tracker that shows all the current projects and how they are funded.

5. EXECUTIVE DIRECTOR EVALUATION: AD HOC COMMITTEE REPORT

Vice Chair, Jim Curran updated the Board on the Ad Hoc Committee’s report for the Executive Director Evaluation. He explained that the committee will figure out a date to meet after today’s meeting and will report at the December Board meeting.

6. TITLE VI NON-DISCRIMINATION PLAN

Director Egelhaaf presented the Title VI Nondiscrimination Plan. He explained the purpose of the plan which is to ensure that SWMPC complies with the 1964 Civil Rights Act and how the plan outlines policies, procedures, and responsibilities to give everyone equal access to our programs, services, and activities.

7. RESOLUTION 2025-12 TITLE VI PLAN

Doug Tyler moved to “**APPROVE RESOLUTION 2025-12 TITLE VI PLAN.**” Gail Patterson-Gladney seconded the motion, which carried unanimously by roll call vote.

8. COASTAL SOLUTIONS COMPENDIUM

Director Egelhaaf talked about the Coastal Solutions Compendium collaborative project. He explained how the compendium is reframing the approach from Coastal Management to Coastal Resilience, aiming to help with useful information to make informed decisions. He shared the tools included, such as primary zoning tools, zoning districts, overlay zones, land divisions, non-conformity and variance standards.

9. GRAHAM WOODHOUSE INTERGOVERNMENTAL EFFORT AWARD UPDATE

Director Egelhaaf updated the Board on the single Graham Woodhouse nomination received for the BCBIT-ARPA ROBIN Berrien County Broadband Project. He reminded the Board to send their vote to Office Manager, Maria Vettraino by October 28th.

10. PLANNER PRESENTATION

Why the Comprehensive Economic Development Strategy Matters

Senior Development Planner, Jerrid Burdue presented on the Comprehensive Economic Development Strategy (CEDS), what it is and why it matters. Burdue got us on the same page with the definition of economic development as the process of creating the conditions for economic growth and improved quality of life by fostering regional collaboration, supporting job creation, diversifying local economies, and building resilient communities. He explained the CEDS is a federally recognized regional economic strategy built with public and private partners that is updated at least every five years. Burdue shared the goals from 2022 and some wins that included the MEC SMART Park, New Buffalo Municipal Marina, and Palisades Economic Recovery.

Burdue asked the Board for their input on what challenges or opportunities they see in their community in terms of economic development. Chair Doroh brought up transit and housing challenges. Doug Tyler said the US 12 Heritage Garage Sale could be an opportunity to be developed. He also brought up challenges with open pit gravel removal. Other topics discussed were infrastructure and housing development. Burdue then inquired about the Board’s thoughts on data centers. Dan Fette shared that companies are now moving towards internalizing the construction process, resulting in the requests for data center land assembly to decline. Katie Multauf with Market One spoke more on data centers saying they have not had any recent projects come through but workforce talent is needed. Kim Sinclair was interested in agricultural needs and ownership changes. Burdue stated they have

some members on the CEDS committee that are experts on agriculture that will help give us more knowledge and understanding of agricultural issues. Teri Sue Freehling shared how MI FarmLink is helping to connect farmers looking to transfer their land to other farmers to keep agricultural acres preserved and continued.

Burdue concluded that a full update for the CEDS will kick-off February of 2026.

11. PUBLIC COMMENT

None.

12. PRIVILEGE OF THE FLOOR

None.

13. ADJOURNMENT

Marge Durm-Hiatt moved to adjourn the meeting. Linda Preston supported the motion. The Chair declared the meeting adjourned at 10:42 am.

Respectfully submitted by:



K. John Egelhaaf, AICP

Date: October 21, 2025

Balance Sheet

Southwest Michigan Planning Commission

As of November 30, 2025

Distribution account	Total
Assets	
Current Assets	
Bank Accounts	
1010 Petty Cash	65.00
1020 Checking	400,928.10
1040 ICS	168,514.36
1060 CD	88,808.29
Total for Bank Accounts	\$658,315.75
Accounts Receivable	
1100 Accounts Receivable	28,853.91
1110 A/R Grants	0.00
Total for Accounts Receivable	\$28,853.91
Other Current Assets	
1200 Other Receivable	230,467.00
1240 Undeposited Funds	0.00
1300 Prepaid Expenses	0.00
1499 Security Deposit - 376 W. Main	0.00
Met Life Stock	0.00
Repayment	
MISC DEDUCTION	0.00
Total for Repayment	\$0.00
Total for Other Current Assets	\$230,467.00
Total for Current Assets	\$917,636.66
Fixed Assets	
1350 Furniture and Equipment	32,056.00
1360 Accumulated Depreciation	-32,056.00
1400 Right of Use Asset	589,023.84
1410 Right of Use Asset - Amortization	-53,992.60
Total for Fixed Assets	\$535,031.24
Other Assets	
1250 Grants Receivable - Old	0.00
Total for Other Assets	\$0.00
Total for Assets	\$1,452,667.90
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	-3,834.90

Total for Accounts Payable	-\$3,834.90
Other Current Liabilities	
2010 Accounts Payable - Old	0.00
2250 Accrued Payroll	14,087.45
2400 Payroll Liabilities	4,590.20
2420 457b Payable	1,479.15
2430 Health Insurance	539.85
2438 HSA	-652.87
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 for 2400 Payroll Liabilities	\$7,074.37
2500 RPI	0.00
Michigan Department of Treasury Payable	0.00
Total for Other Current Liabilities	\$21,161.82
Total for Current Liabilities	\$17,326.92
Long-term Liabilities	
2260 Accrue Annual Leave	42,160.95
2290 SJ Watershed Escrow	1,207.99
2300 NATS-FHWA-Escrow	2,591.54
2310 NATS-FTA-Escrow	13,901.33
2320 TCATS-Escrow	19,397.05
2340 EDA Escrow	409.09
2550 Unearned Revenue	92,655.00
2600 Lease Liability	527,520.66
Total for Long-term Liabilities	\$699,843.61
Total for Liabilities	\$717,170.53
Equity	
32000 Unrestricted Net Assets	621,037.89
Net Income	114,459.48
Total for Equity	\$735,497.37
Total for Liabilities and Equity	\$1,452,667.90

Southwest Michigan Planning Commission
Budget vs. Actuals: Revised Budget 2025
January - November 2025

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
4000 Federal Grant	674,366.05	736,462.67	-62,096.62	91.57%
4005 Pass Thru	492,573.98	331,455.00	161,118.98	148.61%
4010 State Grant	110,904.65	353,230.00	-242,325.35	31.40%
4020 County Contribution	59,112.00	59,112.00	0.00	100.00%
4030 Local Match	88,016.00	112,242.00	-24,226.00	78.42%
4040 Local Contract	267,106.57	350,703.73	-83,597.16	76.16%
4050 Other Fee Income	2,587.86	1,300.00	1,287.86	199.07%
4080 In-Kind		0.00	0.00	
4090 Donations		0.00	0.00	
4100 Interest Income	7,792.92	7,275.00	517.92	107.12%
Total Income	\$ 1,702,460.03	\$ 1,951,780.40	-\$ 249,320.37	87.23%
Gross Profit	\$ 1,702,460.03	\$ 1,951,780.40	-\$ 249,320.37	87.23%
Expenses				
6000 Direct Expenses			0.00	
6200 Salaries	409,123.56	577,289.55	-168,165.99	70.87%
6220 Payroll Taxes	31,195.10	44,156.30	-12,961.20	70.65%
6230 Pension Expenses	28,422.25	40,795.30	-12,373.05	69.67%
6240 Employee Insurance	103,115.41	161,163.27	-58,047.86	63.98%
6300 Mileage & Travel	8,370.82	18,566.00	-10,195.18	45.09%
6310 Meals	846.24	3,905.00	-3,058.76	21.67%
6315 Lodging	5,131.53	8,610.00	-3,478.47	59.60%
6320 Telephone		0.00	0.00	
6330 Printing		0.00	0.00	
6340 Postage		0.00	0.00	
6410 Dues & Subscriptions	2,691.17	4,630.00	-1,938.83	58.12%
6420 Supplies & Materials	3,509.25	9,655.00	-6,145.75	36.35%
6430 Computer Services	1,506.67	7,740.00	-6,233.33	19.47%
6440 Advertising		0.00	0.00	
6500 Conferences & Training	4,179.87	10,850.00	-6,670.13	38.52%
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 Srvs-OnSite		0.00	0.00	
6550 Contractural Srvs-OffSite	215,495.20	337,570.00	-122,074.80	63.84%
6610 Equipment		0.00	0.00	
6620 Equipment Rental	121.25	0.00	121.25	
6630 Equipment Maintenance		0.00	0.00	

6710 Legal Services		0.00	0.00	
6715 Audit Services		1,000.00	-1,000.00	0.00%
6720 Accounting Services		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	650.00	-10.70	98.35%
6960 Commissioner Mileage	4,778.21	2,550.00	2,228.21	187.38%
6970 Commissioner Per Diem	5,295.00	2,560.00	2,735.00	206.84%
6980 Bank Fees	605.30	1,800.00	-1,194.70	33.63%
6985 Contingency		0.00	0.00	
6990 Pass Thru	455,328.57	221,527.00	233,801.57	205.54%
Total 6000 Direct Expenses	\$ 1,280,354.70	\$ 1,458,217.42	-\$ 177,862.72	87.80%
7000 Indirect Expenses		440,119.26	-440,119.26	
7200 Salaries-Indirect	114,308.07		114,308.07	
7220 Payroll Taxes-Indirect	9,561.90		9,561.90	
7230 Pension Expenses-Indirect	11,925.83		11,925.83	
7240 Employee Insurance-Indirect	25,703.16		25,703.16	
7310 Meals-Indirect	200.16		200.16	
7315 Lodging-Indirect	640.58		640.58	
7320 Telephone-Indirect	2,391.75		2,391.75	
7340 Postage-Indirect	1,438.25		1,438.25	
7410 Dues & Subscriptions-Indirect	4,991.57		4,991.57	
7420 Supplies & Materials-Indirect	12,340.26		12,340.26	
7430 Computer Services-Indirect	30,756.70		30,756.70	
7520 Rent & Janitorial-Indirect	65,509.80		65,509.80	
7610 Equipment-Indirect	5,376.76		5,376.76	
7640 Gas-Indirect	1,448.29		1,448.29	
7650 Power-Indirect	4,548.56		4,548.56	
7660 Water-Indirect	1,033.33		1,033.33	
7715 Audit Services-Indirect	6,500.00		6,500.00	
7720 Accounting Services-Indirect	5,817.88		5,817.88	
7730 Insurance Corporate-Indirect	3,153.00		3,153.00	
Total 7000 Indirect Expenses	\$ 307,645.85	\$ 440,119.26	-\$ 132,473.41	69.90%
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	\$ 1,588,000.55	\$ 1,898,336.68	-\$ 310,336.13	83.65%
Net Operating Income	\$ 114,459.48	\$ 53,443.72	\$ 61,015.76	214.17%
Net Income	\$ 114,459.48	\$ 53,443.72	\$ 61,015.76	214.17%

SOUTHWEST MICHIGAN PLANNING COMMISSION
2025
BUDGET REVISION

12/16/2025

Revision Summary
Budget Revenues
Budget Expenditures



SOUTHWEST MICHIGAN PLANNING COMMISSION

Summary of 2025 Budget Revision

Revenue	February Budget	November Revision	Change (+/-)	Reason for Change
Federal	1,161,142	736,463	-424,679	Broadband MITTEN Claw Back
State	676,526	353,230	-323,296	
Pass-Thru	9,615,612	331,455	-9,284,157	EPA Comm. Change Claw Back
County Contribution	59,112	59,112	0	
Local Contract	177,003	350,703	173,700	
Local Interest Earned	4,200	7,275	3,075	
In-Kind Local Match	0	0	0	
CDBG Adm Fees	0	0	0	
County Other	0	1,300	1,300	
Local Match	112,242	112,242	0	
Donations	0	0	0	
Total	11,805,837	1,951,780	-9,854,057	

Expenses

Personnel

(Salaries and Fringe)	801,196	801,196	0
Unallocated Funds	397,081	220,874	-176,207

Operating

Contractual	10,240,548	337,570	-9,902,978
Contracted Personnel	0	0	0

Total	11,438,825	1,359,640	-10,079,185
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2025 REVENUES

<i>PROJECT</i>	2025 <i>November</i>	Prior-Rev. <i>CHANGE</i>	2025 <i>February</i>
COMMISSIONER SUPPORT	20,778	2,300	18,478
INTEREST REVENUE (PROJ.)	7,275	3,075	4,200
ASSET MANAGEMENT	46,250	0	46,250
BERRIEN TOWNSHIP REC PLAN & MASTER PLAN	5,591	0	5,591
BLACK RIVER WATER TRAIL MGMT	6,700	0	6,700
BROADBAND EQUITY COMPASS	30,000	0	30,000
DECATUR/HAMILTON JOINT REC PLAN	1,892	0	1,892
ECONOMIC DEV. ADM./DISTRICT PLANNING	87,210	0	87,210
EPA COMMUNITY CHANGE	0	(9,851,676)	9,851,676
EGLA BENTON HARBOR TA	75,000	75,000	0
GLRI OX CREEK	51,452	51,452	0
DOWAGIAC REC PLAN	11,970	0	11,970
SODUS TWP MASTER PLAN	7,146	0	7,146
BROADBAND MITTEN	5,882	(315,196)	321,078
RICH HUBS	150,000	150,000	0
ARLINGTON TWP MP	0	0	0
MICHIANA MASTER PLAN	13,596	0	13,596
K'ZOO RIVER PARCHMENT	22,598	0	22,598
GOBLES MASTER PLAN/RECREATION PLAN	5,500	5,500	0
BANGOR MASTER PLAN	8,700	8,700	0
VAN BUREN RECREATION PLAN	8,500	8,500	0
LOCAL SERVICES	23,424	0	23,424
MDOT REGIONAL TRANSPORTATION	62,073	0	62,073
MISCELLANEOUS MAPPING	0	0	0
MIO TECHNICAL ASSISTANCE	10,000	0	10,000
MATERIALS MANAGEMENT	150,000	(90,000)	240,000
NILES AREA TRANSPORTATION STUDY	248,115	0	248,115
NOAA OX CREEK GREEN INFRASTRUCTURE	358,974	98,288	260,686
PAW PAW RIVER WATER TRAIL COMMUNITIES	31,300	0	31,300
PEP PHASE II	23,000	0	23,000
RIDESHARE	22,056	0	22,056
SOUTH HAVEN MASTER PLAN REVISION	17,047	0	17,047
SPARK RECREATION GRANT ASSISTANCE	10,498	0	10,498
TWIN CITIES AREA TRANSPORTATION STUDY	410,308	0	410,308
VAN BUREN COUNTY HAZARD MITIGATION PLN	18,945	0	18,945
DONATIONS	0	0	0
TOTAL	1,951,780	(9,854,057)	11,805,837

2025 BUDGET EXPENDITURES

			2025	
	INDIRECT	DIRECT	TOTAL	DOUBLE CHECK
<i>PERSONNEL</i>				
SALARY			\$575,469	
BENEFITS			\$225,727	
SUB-TOTAL			\$801,196	\$801,196
UNALLOCATED FUNDS			\$220,874	
TOTAL PERSONNEL			\$1,022,070	
<i>OPERATING</i>				
Checking Acct. Fees	\$0		\$0	\$0
6300 - Mileage & Travel	\$0	\$18,566	\$18,566	\$18,566
6310 - Meals	\$0	\$3,905	\$3,905	\$3,905
6315 - Lodging	\$0	\$8,610	\$8,610	\$8,610
6320 - Telephone	\$0	\$0	\$0	\$0
6330 - Printing	\$0	\$0	\$0	\$0
6340 - Postage	\$0	\$0	\$0	\$0
6410 - Dues, Subs, Pubs	\$0	\$4,630	\$4,630	\$4,630
6420 - Supplies & Materials	\$0	\$9,655	\$9,655	\$9,655
6430 - Computer Services	\$0	\$7,740	\$7,740	\$7,740
6440 - Advertising	\$0	\$0	\$0	\$0
6500 - Conferences & Training	\$0	\$10,850	\$10,850	\$10,850
6520 - Rent, Janitorial & Recyc	\$0	\$0	\$0	\$0
6530 - Local Cash In-Kind	\$0	\$0	\$0	\$0
6540 - Contractual On Site	\$0	\$0	\$0	\$0
6550 - Contractual Off-Site	\$0	\$337,570	\$337,570	\$337,570
6610 - Equipment	\$0	\$0	\$0	\$0
6620 - Equipment Rental	\$0	\$0	\$0	\$0
6630 - Equipment Maintenance	\$0	\$0	\$0	\$0
6710 - Legal Services	\$0	\$0	\$0	\$0
6715 - Audit Services	\$0	\$1,000	\$1,000	\$1,000
6720 - Accounting Services	\$0	\$3,200	\$3,200	\$3,200
6730 - Insurance (cont, lia, bond)	\$0	\$0	\$0	\$0
6740 - Depreciation	\$0	\$0	\$0	\$0
6950 - General Commission Exp	\$0	\$650	\$650	\$650
6960 - Commissioner Mileage	\$0	\$2,550	\$2,550	\$2,550
6970 - Commissioner Per Diem	\$0	\$2,560	\$2,560	\$2,560
6980 - Bank Fees	\$0	\$1,800	\$1,800	\$1,800
6990 - Pass Through	0	221,527	\$221,527	\$221,527
Indirect Cost Pool	294,897		\$294,897	
TOTAL OPERATING	\$294,897	\$634,813	\$929,710	\$0
DOUBLE CHECK	\$468,195	\$634,813	\$929,710	
OPERATING + PERSONNEL			\$1,951,780	
REVENUE			\$1,951,780	

MEMORANDUM

TO: Southwest Michigan Planning Commission

FROM: K. John Egelhaaf

DATE: December 7, 2025

RE: Staff Report for the Southwest Michigan Planning Commission December 16, 2025

Office/Administrative Updates

A. Conference/Worshop Attendance

- a. Michigan Association of Planning Annual Conference (Oct 22-24)
 1. John Egelhaaf Panel Presenter
- b. Schools, Health & Libraries Broadband Coalition (SHLB) (Oct 28-30)
 1. John Egelhaaf Panel Presenter
- c. Wealth Creation Learning Cohort (Sept 2)
 1. Jerrid Burdue Attended
- d. Michigan Economic Development Association Conference (Oct 29-30)
 1. Jerrid Burdue Attended
- e. Pure Michigan Byways Workshop (Nov 2-4)
 1. Kim Gallagher Attended
- f. Michigan Sustainability Conference (Nov 6-7)
 1. Bekah Schrag Attended
- g. West Michigan Trails Summit (Nov 13)
 1. Marcy Hamilton Attended
- h. Community Leadership Academy (Nov 12)
 1. John Egelhaaf Speaker
- i. Housing Funding & Regional Asset Mapping (Sept 24, Oct 8)
 1. Jerrid Burdue Attended
- j. Policy Adaptability in Public Gov & Nonprofit Orgs (Dec 2)
 1. John Egelhaaf Panel Speaker
- k. Transit Priority: Improving Public Transit Through Collaboration (Dec 3)
 1. Kim Gallagher Attended
- l. Nature-Based Solutions for Coastal Hazards (Dec 10)
 1. Marcy Hamilton Attended

B. Marcy Hamilton Appointed to the Michigan Water Asset Management Council

- a. She Will Be Sole Representative to the WAMC from the Michigan Association of Regions

C. SWMPC Fall Party (Oct 31)

- a. Lunch & Games at the North Pier Brewery

D. SWMPC Holiday Party (Dec 19)

- a. Meal & Fun @ Intalia Restaurant

SWMPC Staff Report – December 16, 2025

Project Developments

- A. Travel Demand Modeling Collaboration w/Michiana Area Council of Governments
 - a. Joint Effort to Build & Share Travel Demand Model Between MDOT, MACOG, & SWMPC
 - 1. \$37,194 Project Authorization
 - 2. 100% State Funding
- B. Heritage Route Planning
 - a. Renewed Emphasis from MDOT for Heritage Route Planning
 - 1. \$5,500 MDOT Funding
 - 2. SWMPC & Other Regions in Discussion w/MDOT on Scope of Work
- C. Final Phases of Community Planning For...
 - a. City of South Haven (Master Plan Update)
 - b. Arlington Township (Master Plan)
 - c. Village of Michiana (Master Plan)

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, 2026, 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 \$_____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 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 October, 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: _____

Kurt Doroh, Chair

Annual SWMPC Health Insurance Waiver – 2025 (for FY 2026)

Waiver Background

MICHIGAN PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT

In 2011 the Michigan Legislature passed the Publicly Funded Health Insurance Contribution Act that considers an employers expenditures for employee medical benefit **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.

Two options are provided within the Act:

Hard Cap (a 2.9% increase from 2025):

- \$7,942.09 times the number of employees with single coverage, plus
- \$16,609.38 times the number of employees with two-person coverage, plus
- \$21,660.30 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 2026 Budget

The anticipation for the 2026 budget will be based on the previous SWMPC standard of a Two-percent employee premium co-pay for health insurance (health, HSA, dental, vision, disability, life) unless the SWMPC Board determines differently.

Annual SWMPC Health Insurance Waiver – 2026
2025 Health Insurance Coverage Cost Comparison

Coverage from 2025 “2350 Priority Health/Health Savings Account POS - High Deductible Plan”

Deductibles (annual)

Single = \$2,500

Family = \$5,000

Premiums (monthly)

Singles & Families Combined = \$8,569.93

Renewal with “G251 Priority Health/Health Savings Account POS - High Deductible Plan”

Deductibles (annual)

Single = \$2,500

Family = \$5,000

Premiums (monthly)

Singles & Families Combined = \$9,587.21

SUMMARY: Cost change (premiums) for same coverage to continue into 2025 has risen 11.87% from previous year (2025). (In 2025, premiums rose 11.5% from 2024.)

Annual SWMPC Health Insurance Waiver – 2026
2026 Waiver Options Cost Comparison

Below are the three options available for 2026 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 \$7,942.09 for singles, \$16,609.38 for employee + 1, \$21,660.30 for families.

OPTION #1 Existing Cost Share Option

(Carry Over Same Cost Share from 2025)

Annual Costs

Premiums SWMPC = \$112,745.59

(\$115,046.52) – (2%) = \$112,745.59

Employee Share Premiums = \$2,300.93

Health Savings Account SWMPC = \$25,000

HSA Employee Share = \$500.00

TOTAL SWMPC COSTS = \$137,846.52

TOTAL EMPLOYEE COSTS = \$2,800.93

OPTION #2

80/20 Option

Annual Costs

Premiums SWMPC = \$92,037.22

Premiums Employee Share = \$23,009.31

Health Savings Account SWMPC = \$20,000.00

HSA Employee Share = \$5,000.00

TOTAL SWMPC COSTS = \$112,037.22 (down 18.72% from Option 1)

TOTAL EMPLOYEE COSTS = \$28,009.31 (Up 10X from Option 1)

OPTION #3

Hard Cap Option

Annual Costs

Premiums SWMPC = \$98,931.08

Premiums Employee Share = \$16,115.44

Health Savings Account SWMPC = \$0.00

HSA Employee Share = \$25,500.00

TOTAL SWMPC COSTS = \$98,931.08 (Down 14% from Option 1)

TOTAL EMPLOYEE COSTS = \$41,615.44 (Up 14.86X from Option 1)

SOUTHWEST MICHIGAN PLANNING COMMISSION

2026

PROPOSED

MEETING SCHEDULE

COMMISSION MEETINGS

MONTH	DAY	TIME	Location
FEBRUARY	17	9:30 a.m.	Michigan Works! 499 W Main St, Benton Harbor, MI 49022
APRIL	28	9:30 a.m.	Michigan Works!
JUNE	16	9:30 a.m.	Michigan Works!
AUGUST	18	9:30 a.m.	Michigan Works!
OCTOBER	20	9:30 a.m.	Michigan Works!
DECEMBER	15	9:30 a.m.	Michigan Works!