



AGENDA

FULL COMMISSION MEETING

Tuesday, February 15, 2022, 9:30 a.m.

Join In-Person:

Cass County Road Commission-Board
Room

340 North O'Keefe Street

Cassopolis, MI 49031

Join Via Zoom:

<https://us06web.zoom.us/j/81286629690?pwd=eIRITU4xTFZQMzFlcTczNVZYREdQZz09>

Meeting ID: 812 8662 9690

Passcode: 326438

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, December 21, 2021 *
- c. Chairman's Report
- d. Treasurer's Report*

3. EXECUTIVE DIRECTOR'S REPORT **Accept*

Dir. Egelhaaf

4. PERFECT ATTENDANCE RECOGNITION

Chair Freehling

5. PER DIEM AND PROFILE FORMS*

Chair Freehling

6. SWMPC BOARD MEMBERSHIP UPDATE

Dir. Egelhaaf

- a. Berrien
- b. Cass
- c. Van Buren

7. 2022 SWMPC BUDGET* *Approve*

Dir. Egelhaaf

8. TERM OF EMPLOYMENT CONTRACT - EX. DIRECTOR*

Chair Freehling

9. NOMINATING COMMITTEE REPORT

Chair Freehling

- d. Proposed Slate of Executive Committee Officers
- e. Finalize Slate of Nominees
- f. Vote

10. PLANNER PRESENTATION

Jerrid Burdue Assoc. Planner

Comprehensive Economic Development Strategy Report

11. PUBLIC COMMENT

12. PRIVILEGE OF THE FLOOR

13. ADJOURNMENT

**enclosures*

Next meeting will be held April 19, 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.

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.



Minutes

Southwest Michigan Planning Commission
FULL COMMISSION MEETING
Tuesday, December 21, 2021, 9:30 a.m.

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

MEMBERS PRESENT (in person):

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
Doroh, Kurt, Van Buren County Commissioner
Laylin, Leon, Cass County Representative
Pantaleo, Paul, Berrien County Representative
Stauffer, Dick, Berrien County Representative

MEMBERS PRESENT (via Zoom):

DeLong, Don, Cass County Representative
Fette, Dan, Berrien County Representative
Foerster, David, Van Buren County Representative
Hanson, Don, Van Buren County Commissioner
Morris, Zach, Van Buren County Economic Development Ex-Officio
Payne, Gloria, Berrien County Representative
Patterson-Gladney, Gail, Van Buren County Commissioner (Remote by medical necessity)
Torzynski, Robert, Pokagon Band Representative
Tyler, Doug, Cass County Representative

MEMBERS ABSENT:

Meeks, Donnie, Berrien County Commissioner
Hanson, Sandra, Van Buren County Representative
Janssen, Judy, Van Buren County Representative
Stover, Jim, Berrien County Representative

STAFF PRESENT:

K. John Egelhaaf, Executive Director
Marcy Hamilton, Deputy Executive Director/Senior Planner

GUESTS PRESENT:

Jay Wesley
Graham Woodhouse Award Recipients

1. CALL TO ORDER

Chair Teri Sue Freehling called the meeting to order at 9:33 a.m. and led those present in the Pledge of Allegiance. Board Secretary, Linda Preston took roll call and a quorum was present.

2. ACCEPTANCE AND/OR REVISION OF CONSENT AGENDA

Chair Freehling presented the Agenda. Kurt Doroh moved to **“ACCEPT THE CONSENT AGENDA AS PRESENTED.”** Paul Pantaleo seconded. Unanimous consent.

3. EXECUTIVE DIRECTOR’S REPORT

Director Egelhaaf invited the board members to ask for further detail on any portion of the report. Kurt Doroh asked for detail on the progress of the Palisades Economic Recovery Strategy. The work is in the data collection and analysis part of the project. In mid-January the first phase of the data analysis will be presented to the Palisades Citizen Advisory Panel (PCAP). Also, a website is being designed and a social media page developed to engage the public in the work.

Rich Remus asked for detail on the Build Back Better Regional Challenge grant application that was not awarded. Egelhaaf responded that the partners who participated in the application have agreed to prepare a strategy for subdividing the application into individual applications that can be submitted to appropriate grant programs at EDA. Those meetings will continue and the work as well.

Roseann Marchetti questioned the GEO software and its purpose. Egelhaaf explained that the software is a tool to model scenarios for the provision of broadband internet to specific areas. It estimates the cost based on a series of variables. Berrien County is at a stage in their exploration of countywide broadband where the software appears to be useful. They contracted with the SWMPC to reimburse for the purchase and implementation of the tool. The software developer (GEO Partners) offered to provide a license for all three counties at a cost lower than they had quoted for Berrien alone. This offer was made because we are the first licensee in Michigan. In exchange, the SWMPC will share our experience with the software to our fellow regions across the state. In the future, if Cass or Van Buren Counties want to make use of the software, the time spent responding to requests in those two counties will be separately accounted for and billed accordingly (not to Berrien County).

Teri Freehling asked for clarification on the SWMPC’s Mobility Management work mentioned in the report. Egelhaaf responded by explaining that the SWMPC is managing a process for MDOT wherein they are seeking a consultant to develop a statewide mobility management methodology and standards. The SWMPC will help build an RFP and oversee the process of processing the proposals and organize the evaluation, interview, and selection process.

Yemi Akinwale moved to **“ACCEPT THE EXECUTIVE DIRECTOR’S REPORT.”** Roseann Marchetti seconded the motion, which carried unanimously.

4. GRAHAM WOODHOUSE AWARD

The annual intergovernmental effort award was given to the collaborators responsible for the Dowagiac River Restoration and Water Trail. There were seventeen organizations among those celebrated.

5. WELCH LACKEY AWARD

The annual award for exemplary leadership was given to Cass County Commissioner Roseann Marchetti.

6. 2022 INSURANCE OPTION

Annually the board is asked to consider three options for how SWMPC insurance costs will be shared between staff and the organization. The three options were presented by Egelhaaf along with the projected 2022 costs associated with each option as well as the changes in cost from 2021 to 2022. The three options considered by the board were: a hard cap, an 80/20 split, or an exemption that would allow for the continuation of the previous 98/2 split.

Paul Pantaleo moved to “**APPROVE AN EXEMPTION TO THE 80/20 OR HARD CAP COST SHARE**” Leon Laylin seconded the motion, which carried unanimously by roll call vote.

7. 2022 PROPOSED MEETING SCHEDULE

The 2022 meeting schedule was briefly discussed. Meeting dates and location were included. Egelhaaf added that he has prepared directions to the Cass County Road Commission that will be included in future meeting packets.

Kurt Doroh moved to “**APPROVE THE PROPOSED 2022 MEETING SCHEDULE.**” Yemi Akinwale seconded the motion, which carried unanimously.

8. AD HOC COMMITTEE REPORT

Roseann Marchetti discussed the Executive Director evaluation that was managed by the committee. The committee recommended a four percent salary increase for 2022 for Egelhaaf. Several positive comments were made regarding Egelhaaf’s performance.

9. RESOLUTION 2021-3 EXECUTIVE DIRECTOR CONTRACT EXTENSION

The resolution to extend Egelhaaf’s employment contract for another year through 2022 was discussed. The recommended salary increase was included in the resolution. The board considered the term of the extension. There was general agreement to place consideration of a multi-year provision on the February SWMPC meeting agenda.

Kurt Doroh moved to “**APPROVE RESOLUTION 2021-3.**” Gail Patterson-Gladney seconded the motion, following a roll call vote the resolution was passed unanimously.

10. PLANNER PRESENTATION

Egelhaaf presented a report on the Infrastructure & Jobs Act (IIJA) & the status of the Michigan High Speed Internet Office. The presentation included the financial impact of the new infrastructure Act. Some clarity was provided on the subject of how much funding will pass through the standard distribution formulas and how much will be available based on competitive grant awards.

11. PUBLIC COMMENT

None offered.

12. PRIVILEGE OF THE FLOOR

Leon Laylin offered departing thoughts as he has elected to retire from public office and step away from his appointment to the SWMPC board. It was noted that his contributions and wisdom have been appreciated. He introduced Leon Dodd who the Cass County Commission is considering as his potential replacement.

Kurt Doroh wished everyone a Merry Christmas and a happy New Year.

Linda Preston expressed that all the applicants for the Graham Woodhouse Intergovernmental Effort Award were spectacular this year. But finally, the Dowagiac River Restoration project was particularly spectacular.

Roseann Marchetti invited the board to see the results of the wonderful downtown Cassopolis work.

13. ADJOURNMENT

Kurt Doroh moved to adjourn the meeting. Leon Laylin supported the motion. The Chair declared the meeting adjourned at 11:06 a.m.

Respectfully submitted by:



K. John Egelhaaf, AICP

Date: December 27, 2021

Balance Sheet

As of December 31, 2021

	Dec 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty Cash	65.00
1020 · Checking	425,403.08
1060 · CD	82,006.90
Total Checking/Savings	507,474.98
Accounts Receivable	
1100 · Accounts Receivable	2,976.36
Total Accounts Receivable	2,976.36
Other Current Assets	
1240 · Undeposited Funds	-19,272.18
1499 · Security Deposit - 376 W. Main	11,220.00
Total Other Current Assets	-8,052.18
Total Current Assets	502,399.16
Fixed Assets	
1350 · Furniture and Equipment	42,229.00
1360 · Accumulated Depreciation	-38,640.00
Total Fixed Assets	3,589.00
TOTAL ASSETS	505,988.16
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	4,625.00
Total Accounts Payable	4,625.00
Other Current Liabilities	
2400 · Payroll Liabilities	
2430 · Health Insurance	449.77
2438 · HSA	84.96
2440 · Federal Withholding	1,257.00
2450 · Medicare Payable	487.42
2460 · FICA Payable	2,084.08
2480 · State Withholding	1,812.30
2490 · Michigan UIA Payable	127.20
2495 · Benton Harbor withholding	225.68
2400 · Payroll Liabilities - Other	3,383.68
Total 2400 · Payroll Liabilities	9,912.09
Total Other Current Liabilities	9,912.09
Total Current Liabilities	14,537.09
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	84,567.51
Equity	
32000 · Unrestricted Net Assets	244,073.29
Net Income	177,347.36
Total Equity	421,420.65
TOTAL LIABILITIES & EQUITY	505,988.16



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: February 7, 2022

RE: Staff Report for the Southwest Michigan Planning Commission February 15, 2022

Project Updates

- A. Palisades Economic Recovery Initiative
 - a. Beginning of 3rd Quarter Work
 - b. Data Collection (Analysis) Nearly Finished
 - c. 1st Meeting of Palisades Community Advisory Panel Held
- B. CARES Act Regional Economic Resiliency Plan
 - a. Soon testing resiliency strategies using UofM's IMPLAN economic modeling software
 - i. The outcome from extensive data analysis & assessment
 - ii. Plus evaluation of sectors of regional economy most profoundly impacted by COVID
- C. Comprehensive Economic Development Strategy (CEDS)
 - a. New CEDS due in December 2022
 - b. Fresh Approach + Incorporation of Palisades & Regional Economic Resiliency Plan
- D. Pokagon Band Hazard Mitigation Plan
 - a. Our most geographically expansive mitigation plan
 - i. 10-County service area
- E. Jobs Act Includes Additional Transportation Funding
 - a. The distribution splits are being considered statewide
 - i. Michigan Transportation Planning Association (MTPA) engaging w/MDOT
- F. 2024-2026 Region-Wide Transportation Call for Projects
 - a. \$18.3 M in federal dollars across our three counties
 - i. Full Region-Wide Task Force Project Meeting Completed
 - ii. Projects given final consideration & approved by both MPOs
- G. 2023 Metropolitan Transportation (NATS & TwinCATS) Unified Work Program
 - a. Meeting w/State and Federal Partners 2/10/22
 - i. Evaluation of SWMPC 2021 Performance
 - ii. Work items for 2023 UWP

Memorandum

To: Southwest Michigan Planning Commission Full Board Members
From: Maria Vettraino, Administrative Assistant
Date: February 8, 2022
Re: Per Diem and Expense Reimbursement Policy

The purpose of this memo is to provide a synopsis of the Southwest Michigan Planning Commission's per diem and expense reimbursement policy for board members attending Full Board and/or Executive Committee meetings, and to establish each member's eligibility for reimbursement.

Currently the policy allows for the payment of a per diem in the amount of \$30 per Full Board or Executive Committee meeting (special committee assignments receive \$15) under the following conditions:

- Members attending meetings without any other compensation from an employer or employing institution **shall be eligible** to receive a per diem
- Members attending meetings who are required to use employee leave time to account for time spent at the meetings **shall be eligible** to receive a per diem
- Members who attend meetings during their normal working hours and are paid as part of their normal duties **shall NOT be eligible** to claim a per diem

The current policy also allows for the payment of mileage expense reimbursement at the rate of \$0.585 per mile, for the distance normally traveled from home or work place to the commission meeting location, under the following conditions:

- Members who use their own vehicle and receive no other expense reimbursement from an employer or employing institution **shall be eligible** to receive mileage reimbursement.
- Members who use a company or employer-owned vehicle or are compensated for their mileage in any other way **shall NOT be eligible** to receive mileage reimbursement.

**2022 PER DIEM AND EXPENSE VERIFICATION FORM
MUST be on file in order for funds to be disbursed.**

Please complete and return the form as soon as possible to:

vettrainom@swmpc.org

or

SWMPC, Attn: Maria Vettraino
376 W. Main St. Suite 130
Benton Harbor, MI 49022

Thank you!

5.



Southwest Michigan Planning Commission

376 East Main Street, Suite 130

Benton Harbor, MI 49022-3651

(Phone) 269-925-1137 (Fax) 269-925-0288

(Email) vettrainom@swmpc.org

2022 PER DIEM AND EXPENSE VERIFICATION FORM

Please submit the completed form **even if you are not eligible** for per diem and mileage. It is important that SWMPC have a form on file for each member. This form must be on file in order for funds to be disbursed

Payee: (Your name)

Address:

City, State, Zip:

This address may differ from the one given in the member profile

1. Please indicate by placing an **X** in the box below if you meet the prescribed eligibility requirements to receive the per diem payment of \$30 per meeting attended (\$15 sub-committee).

1. Eligible for per diem?

☐ Yes

☐ No

2. Please indicate if you are eligible for mileage by placing an **X** in the box below.

2. Eligible for mileage?

☐ Yes

☐ No

3. Eligible miles are counted from home, or place of employment, to SWMPC meeting location and return trip of equal miles. (Please provide only one-way trip mileage, we will calculate the round-trip mileage).

***ONE WAY** miles from your starting point (home or office) to:

Cass County Road Commission, 340 North O'Keefe St, Cassopolis, MI _____*

*computer automatically doubles



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

2022 Board Membership Profile

**Please complete the information on BOTH sides of this form
and return as soon as possible.**

To keep our board membership information as up-to-date as possible, we are
requesting the following information:

Name:

Address: *(Please provide the address where your SWMPC board and other related
information is to be sent)*

Home Phone:

Work Phone:

Email Address:

Cell Phone:

Occupation:

**Representative position held on the SWMPC board and if you hold elected
office in a jurisdiction:** *(i.e. Cass County Citizen Representative, Township Clerk
Boardwalk Township, Mayor of St. Charles Place, etc. and if applicable, **please designate
your alternate, if appropriate**)*

IMPORTANT INFORMATION ON BACK

U.S. Economic Development Authority Requested Information

To maintain our designation as an Economic Development District recognized by the U.S. Department of Commerce/Economic Development Administration, the SWMPC is required to annually provide documentation that the board adequately represents various interests including women and ethnic minorities.

PLEASE PROVIDE INFORMATION ABOUT ALL ITEMS APPLICABLE TO YOU

STATUS	male	female	unemployed	retired	disabled
<i>check if applicable</i>					

Please specify racial /ethnic minority, if any: _ _ _ _ _

Local Government	Elected	Appointed	Employed
<i>Examples:</i>	<i>Mayor</i>	<i>Planning</i>	<i>City Manager</i>
County, City, Township or Village			
official, board, committee			

Economic & Business	Leadership (CEO, Chair etc.)	Member
Possibilities: Business owner,		
Professional Associations,		
Chamber of Commerce, DDA,		
Labor Union, etc.		

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

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

Health Care Affiliations	Leadership Role	Member
Possibilities: Professional,		
Boards, etc.		

**SOUTHWEST MICHIGAN PLANNING COMMISSION
2022
BUDGET PROPOSAL**

2/15/2022

**Budget Revenues
Budget Expenditures
Revenues by Program Area
Cost Allocation Plan
Provisional Indirect Rate Proposal
Equipment Fund Appropriation**



2022
REVENUES

<i>SOURCE</i>	2022 <i>February</i>	Prior-Rev. <i>CHANGE</i>	2021 <i>1/2/20-12/30/20</i>
COMMISSIONER SUPPORT	19,292	(4,248)	23,540
INTEREST REVENUE (PROJ.)	2,400	2,400	0
ASSET MANAGEMENT	68,000	2,948	65,052
BE HEALTHY BERRIEN FOOD BRANDING	0	(65,000)	65,000
BERRIEN HOUSING DIAGNOSIS	0	(13,242)	13,242
BERRIEN TOWNSHIP REC PLAN & MASTER PLAN	7,372	(5,828)	13,200
BLACK RIVER WATER TRAIL MGMT	6,000	6,000	0
CASS COUNTY RECREATION PLAN	0	(4,000)	4,000
ECONOMIC DEV. ADM./DISTRICT PLANNING	87,210	(14,279)	101,489
ECONOMIC DEV. CARES ACT	200,104	(39,348)	239,452
ECONOMIC DEV. PALISADES	291,414	291,414	0
GALIEN TOWNSHIP MASTER PLAN	5,248	1,109	4,139
INFRASTRUCTURE ASSET MANAGEMENT	0	0	0
IN-MI RIVER VALLEY TRAIL EXTENSION	22,137	2,137	20,000
K'ZOO RIVER PARCHMENT	11,070	11,070	0
LOCAL SPECIAL PROJECTS	23,424	4,249	19,175
MDOT REGIONAL TRANSPORTATION	59,979	2,279	57,700
MISCELLANEOUS MAPPING	4,500	3,300	1,200
MOBILITY MANAGEMENT	75,000	0	75,000
NILES AREA TRANSPORTATION STUDY	128,176	(20,390)	148,566
OX CREEK	8,000	0	8,000
PAW PAW WATERSHED PLAN	0	(19,200)	19,200
PAW PAW RIVER WATER TRAIL COMMUNITIES	29,000	(3,650)	32,650
PEP PHASE II	9,000	(8,743)	17,743
PINE MILL CREEK	0	0	0
POKAGON HAZARD MITIGATION	39,582	39,582	0
PUCKER STREET DAM	12,000	(6,000)	18,000
REGIONAL PROSPERITY INITIATIVE	0	0	0
RIDESHARE	36,000	0	36,000
THREE OAKS ASSET MANAGEMENT	4,957	4,957	0
TWIN CITIES AREA TRANSPORTATION STUDY	226,646	(38,728)	265,374
U OF MICHIGAN NSF	20,000	0	20,000
 DONATIONS	 0		 0
 TOTAL	 1,396,511	 128,789	 1,267,722

2022 BUDGET REVENUES BY PROGRAM AREA MATCHING FUNDS												
PROGRAM AREA NAME	FEDERAL	STATE	TOTAL STATE/	CONTRACTS OTHER LOCAL	COUNTY	COUNTY	LOCAL	TOTAL MATCHING		TOTAL CONTRACTS &OTHER LOCAL	TOTAL	CONTRACTS/OTHER LOCAL &
	FUNDS	FUNDS	FEDERAL FUNDS	FUNDS/FEES	DUES	OTHER	MATCH	INTEREST	FUNDS	& MATCHING FUNDS	FUNDS	MATCHING FUND SOURCES
PLANNING AND INFORMATION PROGRAMS												
ASSET MANAGEMENT	0	68,000	68,000				0		0	0	68,000	
BHB FOOD BRANDING	0		0				0		0	0	0	
BERRIEN HOUSING DIAGNOSIS	0			0					0	0	0	
BERRIEN TWSP RP-MP	0			7,372					0	7372	7,372	
BLACK RIVER WATER TRL MGMT	0			6,000					0	6,000	6,000	
CASS RECREATION PLAN	0	0	0	0	0		0		0	0	0	
COMMISSIONER SUPPORT					19,292		0		19,292	19,292	19,292	
EDA DISTRICT PLANNING	70,000		70,000		17,210		0		17,210	17,210	87,210	
EDA CARES ACT	200,104		200,104	0					0	0	200,104	
EDA PALISADES	145,707		145,707	145,707						145,707	291,414	
GALIEN TOWNSHIP MSTR PLN	0		0	5,248					0	5,248	5,248	
INFRA ASSET MANAGEMENT	0	0	0	0					0	0	0	
IN-MI RIV VAL TRL EXTEN				22,137						22,137	22,137	
K'ZOO RIVER PARCHMENT				11,070						11,070	11,070	
LOCAL SERVICES		0	0		23,424				23,424	23,424	23,424	
MDOT REGIONAL TRANSP	38,700	21,279	59,979	0						0	59,979	
MISCELLANEOUS MAPPING				4,500						4,500	4,500	
MOBILITY MGMT	60,000		60,000	15,000			0		0	15,000	75,000	
NATS	104,912	0	104,912				23,264		23,264	23,264	128,176	
OX CREEK	8,000	0	8,000	0					0	0	8,000	
PAW PAW RIV WTSHD PLAN	0		0	0					0	0	0	
PAW PAW RIV WTR TRAIL			0	29,000						29,000	29,000	
PEP PHASE II				9,000						9,000	9,000	
PINE MILL CREEK	0		0	0						0	0	
POKAGON HAZ MITIGATION	39,582		39,582						0	0	39,582	
PUCKER STREET DAM				12,000						12,000	12,000	
RPI		0	0						0	0	0	
RIDESHARE		36,000	36,000	0					0	0	36,000	
THREE OAKS ASSET MGMT				4,957						4,957	4,957	
TWINCATS	185,510	0	185,510	0			41,136		41,136	41,136	226,646	
U OF M NSF	0	0	0	20,000					0	20,000	20,000	
INTREST	0		0				0	1,200	1,200	1,200	1,200	
LOCAL SERVICES												
BOARD SUPPORT/CPA SERV			0		0				0	0	0	
LOCAL SERVICES			0		0				0	0	0	
INTEREST REVENUE								0	0	0	0	
DONATIONS				0						0	0	
TOTAL FUNDS	852,515	125,279	977,794	291,991	59,926	0	64,400	1,200	125,526	417,517	1,395,311	
UNALLOCATED								1,200	1,200	1,200	1,200	
TOTAL BUDGET	852,515	125,279	977,794	291,991	59,926		64,400	1,200	125,526	417,517	1,395,311	

2022 BUDGET EXPENDITURES

			2022		2021
	INDIRECT	DIRECT	TOTAL	DOUBLE CHECK	Appov. TOTAL
<i>PERSONNEL</i>					
SALARY			\$485,145		\$466,870
BENEFITS			\$227,902		\$205,431
SUB-TOTAL			\$713,046	\$713,046	\$672,300
UNALLOCATED FUNDS			\$90,939		\$147,856
TOTAL PERSONNEL			\$803,985		\$820,157
<i>OPERATING</i>					
Checking Acct. Fees	\$0		\$0	\$0	\$0
6300 - Mileage & Travel	\$79	\$8,340	\$8,419	\$8,419	\$20,030
6310 - Meals	\$0	\$2,090	\$2,090	\$2,090	\$2,735
6315 - Lodging	\$0	\$875	\$875	\$875	\$5,500
6320 - Telephone	\$2,850	\$0	\$2,850	\$2,850	\$2,709
6330 - Printing	\$12	\$465	\$477	\$477	\$3,000
6340 - Postage	\$1,419	\$130	\$1,549	\$1,549	\$981
6410 - Dues, Subs, Pubs	\$1,423	\$7,675	\$9,098	\$9,098	\$2,954
6420 - Supplies & Materials	\$6,327	\$4,951	\$11,278	\$11,278	\$22,604
6430 - Computer Services	\$39,093	\$15,952	\$55,045	\$55,045	\$45,879
6440 - Advertising	\$54	\$760	\$814	\$814	\$275
6500 - Conferences & Training	\$33	\$810	\$843	\$843	\$1,825
6520 - Rent, Janitorial & Recyc	\$83,886	\$0	\$83,886	\$83,886	\$81,453
6530 - Local Cash In-Kind	\$0	\$0	\$0	\$0	\$0
6540 - Contractual On Site	\$0	\$36,500	\$36,500	\$36,500	\$34,000
6550 - Contractual Off-Site	\$0	\$347,014	\$347,014	\$347,014	\$185,350
6610 - Equipment	\$573	\$7,200	\$7,773	\$7,773	\$748
6620 - Equipment Rental	\$119	\$0	\$119	\$119	\$460
6630 - Equipment Maintenance	\$94	\$35	\$129	\$129	\$727
6710 - Legal Services	\$0	\$0	\$0	\$0	\$0
6715 - Audit Services	\$0	\$0	\$0	\$0	\$7,400
6720 - Accounting Services	\$5,199	\$9,000	\$14,199	\$14,199	\$10,643
6730 - Insurance (cont, lia, bond)	\$3,599	\$1,600	\$5,199	\$5,199	\$12,687
6740 - Depreciation	\$0	\$0	\$0	\$0	\$0
6950 - General Commission Exp	\$0	\$350	\$350	\$350	\$1,500
6960 - Commissioner Mileage	\$0	\$1,700	\$1,700	\$1,700	\$1,000
6970 - Commissioner Per Diem	\$0	\$2,000	\$2,000	\$2,000	\$3,050
6980 - Bank Fees	\$94	\$225	\$319	\$319	55
6990 - Pass Through	94.35	94.35			
TOTAL OPERATING	\$144,854	\$447,672	\$592,526	\$592,526	\$447,565
DOUBLE CHECK	\$144,854	\$447,672	\$592,526		\$447,565
OPERATING + PERSONNEL			\$1,396,511		\$1,267,722
REVENUE			\$1,396,511		\$1,267,722

COST ALLOCATION PLAN – 2022

LEAVE AND FRINGE BENEFIT RATES

RELEASED TIME BENEFITS

ANNUAL LEAVE	\$38,487	
HOLIDAY PAY	21,721	\$60,208

ADDED COST (FRINGE) BENEFITS

FICA	\$37,114	
GROUP INSURANCE COVERAGES	162,274	
WORKERS COMP	1,601	
UCI	81	
PENSION CONTRIB/ADMIN	30,144	231,213

TOTAL BENEFITS **\$291,421**

ANNUAL BUDGETED SALARY \$463,747

LESS RELEASED TIME BEN. 60,208

TOTAL CHARGEABLE SALARY **\$403,539**

LEAVE RATE: \$60,208 / 403,539 = **14.92%**

FRINGE BENEFIT RATE: \$231,213 / 463,747 = **49.86%**

**SOUTHWEST MICHIGAN PLANNING COMMISSION
PROVISIONAL INDIRECT COST RATE PROPOSAL*
CALENDAR YEAR 2022**

		INDIRECT	DIRECT	TOTAL	REVENUE
PERSONNEL					
CHARGEABLE SALARY		109,223	292,393	401,616	
LEAVE	14.92%	16,296	43,625	59,921	
SUB-TOTAL		125,519	336,018	461,537	
BENEFITS	49.86%	62,581	167,531	230,112	
SUB-TOTAL		188,100	503,549	691,649	
OTHER PERSONNEL		0	21,398	21,398	
TOTAL		188,100	524,946	713,046	
OPERATING					
TRAVEL, MEALS, LODGING		79	11,305	11,384	
RENT		83,886	0	83,886	
TELEPHONE		2,850	0	2,850	
CONTENTS, LIABILITY INS.		3,599	1,600	5,199	
POSTAGE		1,419	130	1,549	
PRINTING		12	465	477	
DUES, SUBS, PUBS		1,423	7,675	9,098	
SUPPLIES		6,327	4,951	11,278	
EQUIPMENT RENTAL		119	0	119	
EQUIPMENT DEPRECIATION		0	0	0	
EQUIPMENT MAINTENANCE		94	35	129	
LEGAL SERVICES		0	0	0	
ADVERTISING		54	760	814	
COMPUTER SERVICES		39,093	15,952	55,045	
CONFERENCES		33	810	843	
COMMISSION EXPENSE		0	350	350	
CONTRACTUAL PERSONNEL (OFF-PREMISES)		0	347,014	347,014	
CONTRACTED PERSONNEL (ON PREMISES)		0	36,500	36,500	
PER DIEM		0	2,000	2,000	
COMM MILES		0	0	0	
DIRECT EQUIPMENT		3,599	1,600	5,199	
AUDIT SERVICES		0	0	0	
CONTINGENCY		0	0	0	
PASS-THRU		0	0	0	
BANK FEES		94	225	319	
CPA SERVICES		5,199	9,000	14,199	
TOTAL		147,879	440,372	588,251	
TOTAL BUDGET		335,979	965,318	1,301,297	1,396,511

TOTAL AGENCY INDIRECT COST RATE = **64.00%**

*DEVELOPED IN ACCORDANCE WITH THE STANDARDS IN OMB CIRCULAR A-87
AND IN ACCORDANCE WITH THE SWMPC'S INDIRECT COST ALLOCATION PLAN

2022
EQUIPMENT FUND
BUDGET APPROPRIATION/AUTHORIZATION

Equipment Purchases:

Source:

Annual Depreciation Expense	\$0
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Direct Equipment	\$7,200
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TOTAL	\$7,200
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Approved:

SOUTHWEST MICHIGAN PLANNING COMMISSION

Teri Freehling, Chairman

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, Suite 130 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 **January 1, 2022 through December 31, 2022**, 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 \$90,126 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 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