

AGENDA

REGION 2 PLANNING COMMISSION

Executive Committee

FOR FURTHER INFORMATION, CONTACT:

**Jacob Hurt, Executive Director
(517) 768-6705**

DATE: Thursday, August 11, 2022

TIME: 2:00 P.M.

WHERE:

**Hillsdale City Hall
97 N. Broad Street
Hillsdale, MI 49242**

Comments will be solicited on each item following discussion and prior to any final action.

	<u>PAGE #</u>
1. Call to Order	
2. Approval of the Agenda – ACTION	
3. Public Comment	
4. Approval of Minutes of the June 9, 2022 Executive Committee Meeting (see enclosure) – ACTION	2
5. Receipt of Treasurer's Report of July 31, 2022 (see enclosure) – ACTION	5
6. Approval of the August 11, 2022 Submitted Bills (see enclosure) – ACTION	9
7. Staff Progress Report for July 2022 (see enclosure) – DISCUSSION	10
8. Approval of Amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP) (see enclosures) – ACTION	14
<ul style="list-style-type: none">• Michigan Department of Transportation• Jackson Area Transportation Authority	
9. Other Business	
<ul style="list-style-type: none">• Notice of Approval of the Rollin Township Master Plan Update for 2022	16
10. Public Comment/Commissioner Comments	
11. Adjournment	

**** PLEASE NOTE: IN ORDER TO TAKE ACTION ON THE ITEMS NEEDING APPROVAL, A QUORUM IS NECESSARY AT EACH MEETING ****

Region 2 PLANNING COMMISSION

Serving Hillsdale, Jackson & Lenawee Counties

MINUTES

Region 2 Planning Commission – Executive Committee
Jackson County Tower Bldg. – Jackson County
120 W. Michigan Avenue
Jackson, MI 49201

Thursday, June 9, 2022

1. **Call to Order** – Treasurer Overton called the meeting to order at 2:00 p.m. A quorum was present.

Executive Committee Members:

✓ Bair	✓ Goetz	Swartzlander
Beeker	✓ Gould	✓ Tillotson
✓ Drake	Greene	Witt
Driskill	Jancek	✓ Wittenbach
Duckham	✓ Overton	
✓ Elwell	✓ Shotwell	
✓ Gaede	Sigers	

Key: ✓ = present

Other Commissioners Present: Christine Beecher, Rives Township; Scott Czasak, Village of Brooklyn; Charles Everidge, Blackman Township; Laura Schlecte, City of Jackson; Judy Southworth, Jackson County

Others Present: Alex Masten, The Enterprise Group; Bret Taylor, Jackson County Department of Transportation

Staff Present: Stephen Bezold, Brett Gatz, Jacob Hurt, Jill Liogghio, Anton Schauerte

2. **Approval of the Agenda** – A motion was made by Comm. Goetz, supported by Comm. Elwell, to approve the June 9, 2022 Executive Committee agenda as presented. The motion carried unanimously.
3. **Public Comment** – Comm. Overton announced the first opportunity for public comment. No public comments were received.
4. **Approval of Minutes of the April 14, 2022 Executive Committee Meeting** – A motion was made by Comm. Bair, supported by Comm. Tillotson, to approve the April 14, 2022 Executive Committee meeting minutes as submitted. The motion carried unanimously.

5. **Receipt of the Treasurer’s Report of May 31, 2022** – A motion was made by Comm. Bair, supported by Comm. Drake, to approve receipt of the Treasurer’s Report for May 31, 2022. The motion carried unanimously.
6. **Approval of the June 9, 2022 Submitted Bills** – A motion was made by Comm. Elwell, supported by Comm. Goetz, to approve payment of the June 9, 2022, submitted bills as presented. The motion carried unanimously.
7. **Staff Progress Report for May, 2022** – Mr. Hurt presented highlights from the staff progress report for the month of May 2022.
8. **Approval of Amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP)** – The following amendments to the JACTS FY 2020-2023 Transportation Improvement Programs (TIP) were submitted for review and approval, as outlined below, by the Jackson Area Transportation Authority (#1), the City of Jackson (#2, #3), and the Jackson County Department of Transportation (#4-8)

1. JN 216535 - FY 2022 – Section 5307 Operating – Operating Assistance - \$1,772,342 Federal; \$1,761,793 State; \$3,534,135 Total - (**Move from FY22 to FY25*)
2. JN 207185 - FY 2023 – Wildwood Ave (West Ave to Steward) – Mill and HMA Resurface - \$190,000 Federal; \$87,000 Local; \$277,000 Total - (**Update Funding*)
3. JN TBD – FY 2023 – Wisner St. (Wildwood to Ganson) – Mill and HMA Resurface - \$72,600 Federal; \$95,400 Local; \$168,000 Total – (**Add Phase*)
4. JN 219343 – FY 2022 – McCain Dearing Roundabout – Construct Roundabout - \$312,204.60 Federal (HRRR); \$301,005.05 Federal (Rural STL); \$105,198 TEDF-D; \$0 Local; \$718,407.65 Total – (**Update funding*)
5. JN 211855 – FY 2022 – Springport Rd and Rives Junction Rd. – Construct Roundabout - \$331,613.10 Federal (HRRR); \$116,845.55 Federal (Rural STL); \$49,541.35 TEDF-D; \$0 Local; \$498,000 Total – (**Update funding*)
6. JN 211703 – FY 2022 – Horton Rd. at Springbrook Rd. – Construct Roundabout - \$283,917.60 Federal (HRRR); \$47,282.40 Federal (Rural STL); \$36,800 Local; \$368,000 Total – (**Update funding*)
7. JN 206637 – FY 2022 – Various Rds. – One Course Overlay - \$0 Federal (Rural STL); \$0 Local; \$0 Total – (**Abandon*)
8. JN 216633 – FY 2022 – Various Rds. – Pavement Markings - \$0 Federal (Rural STL); \$0 Local; \$0 Total – (**Abandon*)

The motion was made by Comm. Shotwell, supported by Comm. Schlecte, to approve the proposed amendments for the JACTS FY 2020-2023 Transportation Improvement Program (TIP) as presented. The motion carried unanimously.

9. **Opportunity for Public Comment – FY 2023-2026 Transportation Improvement Program (TIP)** – Mr. Schauerte presented a timeline of activities that have taken place in regards to the development of the DRAFT FY2023-2026 TIP. Mr. Schauerte also provided an overview of the changes that have taken place to the document and project list, in addition to an update to the consultation list, since the DRAFT FY23-26 TIP was originally published on 4/28/22. After his presentation, Mr. Schauerte indicated that the DRAFT FY23-26 TIP would go for approval at the 6/15 and 6/16 JACTS Technical Advisory Committee (TAC) and Policy Committee meetings. If approved, the document would then be presented for final approval to the R2PC Full Commission at the July 14th meeting.
10. **Other Business** – Mr. Hurt reported that, as indicated in the packet, the Summit Township Master Plan is now available for public comment. Mr. Hurt also noted that due to Jae Guetschow’s retirement from the Village of Brooklyn, there is a vacancy on the JACTS Policy Committee and a vacancy on the R2PC Executive Committee. Both vacancies are for a Jackson County representative. Mr. Hurt also alerted the Executive Committee that Mr. Schauerte would be attending the Michigan Transportation Planning Association (MTPA) Annual Conference in Flint from July 27th to July 29th. The costs associated with attendance to the conference are included in the approved budget.
- The motion was made by Comm. Elwell, supported by Comm. Drake, to appoint Comm. Bair to the JACTS Policy Committee. The motion carried unanimously.
- The motion was made by Comm. Shotwell, supported by Comm. Schlecte, to appoint Mr. Czasak to the R2PC Executive Committee. The motion carried unanimously.
11. **Public Comment / Commissioners Comments** – No public comments were received. Comm. Shotwell stated that a long-time supporter of R2PC, Jeanne Kubish, recently passed away. Ms. Kubish worked for Jackson County as the Administrative Controller and Administrative Clerk. Comm. Shotwell requested committee members acknowledge her on social media or to send a message of support to her family.
12. **Adjournment** – There being no further business, the meeting was adjourned by Comm. Overton at 2:40 p.m.

*Anton Schauerte
Principal Transportation Planner
Region 2 Planning Commission*

REGION 2 PLANNING COMMISSION
Treasurer's Report - Monthly Summary
as of July 31, 2022

Checking Account Balance ending June 30, 2021		\$	480,481.14
Deposit Summary:			
<i>July 2022 EFT Deposits</i>		\$	6,976.75
<i>July 2022 Bank Deposits</i>			1,786.32
<i>July 2022 Adjustments</i>			(1,110.26)
Total Deposits plus Bank Balance		\$	<u>488,133.95</u>
Expenses:			
<i>Submitted Expenses - July 2022 **</i>	\$		(14,157.16)
<i>Interim Expenses</i>			(461.99)
<i>Payroll/Related Expenses</i>			(27,773.20)
Subtotal of Expenses	\$		<u>(42,392.35)</u>
Balance Checking Account ending July 31, 2022		\$	445,741.60
<i>Balance CD Investments ending July 31, 2022</i>		\$	<u>106,259.91</u>
Total Cash on Hand		\$	<u>552,001.51</u>

**Note that this amount can include cleared checks from prior months' submitted bills.

REGION 2 PLANNING COMMISSION
Deposits and Adjustments to Cash
as of July 31, 2022

7/31/2022	EFT Deposits:	
	Lenawee County FY22 Quarterly dues	\$ 6,976.75
	Subtotal - EFT Deposits	\$ 6,976.75
7/31/2022	Check Deposits:	
	Rollin Township planning services	1,786.32
	Subtotal - Check Deposits	\$ 1,786.32
7/31/2022	Adjustments to cash:	
	<i>Bank fees - July</i>	(160.31)
	<i>Paycor Fees - July</i>	(330.00)
	<i>Credit Card Charges - Crains Detroit Business - subscription</i>	(15.00)
	<i>Credit Card Charges - Adobe Creative Cloud- subscription</i>	(42.39)
	<i>Credit Card Charges - Meijer - supplies</i>	(83.40)
	<i>Credit Card Charges - EB MI Transportation Association - training</i>	(425.00)
	<i>Credit Card Charges - USPS - postage</i>	(61.60)
	<i>American Express card credit</i>	7.44
	Subtotal - Adjustments to Cash	\$ (1,110.26)
	Total Net Deposits	\$ 7,652.81

REGION 2 PLANNING COMMISSION
INTERIM BILLING and PAYROLL EXPENSES
as of July 31, 2022

Interim Billing for July, 2022

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
Allegra	R2PC July Packet/Business Cards	\$ 232.68	15199
Jackson County	Postage - June 2022	\$ 13.68	15202
Mlive	JACTS Advertising	\$ 93.05	15204
The SBAM Plan	Employee Life Insurance	\$ 122.58	15207
Total Interim Billing for July, 2022		\$ 461.99	

Payroll & Travel Related Expenses:

<i>Paid July 8, 2022</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 14,836.69	
G. Bauman	Travel Reimbursement	\$ 30.69	
Total		\$ 14,867.38	

<i>Paid July 22, 2022</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 12,795.88	
S. Bezold	Travel Reimbursement	\$ 68.06	
J. Liogghio	Travel Reimbursement	\$ 41.88	
Total		\$ 12,905.82	

Total Payroll Expenses for July, 2022		\$ 27,773.20	
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**Region 2 Planning Commission
Outstanding Accounts Receivable
as of July 31, 2022**

Municipality/Source	Date	Inv. No.	Amount
None			-

<i>FY 2021 Balance as of July 31, 2022</i>	\$ -
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REGION 2 PLANNING COMMISSION
Submitted Bills
August 11, 2022

Vendor	Description	Amount Due
Abbott, Thomson, Mauldin	Personnel Matters	\$ 337.50
BS&A	Annual Service for AP/GL Systems	\$ 959.00
Blue Cross/Blue Shield	Employee Health Coverage (Sept. 2022)	\$ 3,647.16
Boom Advertising	Outdoor Rec. Initiative/Tagline Development	\$ 3,390.00
City of Jackson	Parking Pass for D. Terry (Aug.-Dec. 2022)	\$ 247.50
County of Jackson	Rent Expense for August 2022	\$ 3,265.62
County of Jackson	Phone May-June 2022	\$ 127.59
ICMA Retirement Trust	ICMA 401 Contribution	\$ 1,449.11
Jackson Co. Legal News	Subscription Renewal	\$ 80.00
State of Michigan	MDOT Final Accounting	\$ 1,419.28
The SBAM Plan	Membership Renewal	\$ 129.00
Vantage Point Transfer Agents	ICMA RHS Contribution	\$ 222.95
Total Submitted Billing - August, 2022		\$ 15,274.71

Region 2

PLANNING COMMISSION

Serving Hillsdale, Jackson & Lenawee Counties

Staff Progress Report *July 2022*

Area-Wide Regional Planning Activities

Economic Development Activities

- **Economic Development Administration (EDA).** Staff was involved in the following activities on behalf of the R2PC Economic Development District (EDD):
 - Non-competitive EDD (Economic Development District) CARES (Coronavirus Aid, Relief, and Economic Security) Act supplemental grant award to address the economic consequences of the COVID-19 Pandemic. The \$351,183 award will fund the launching of an easy-to-use website that will serve as a resource for local businesses, the hiring of a disaster recovery coordinator, and the implementation of other CEDS goals.
 - Staff worked toward implementation of CEDS goals.
 - Staff worked toward final development of Region 2's COVID Recovery Website.
 - EDA grant award for R2PC EDD's FY 2022 Partnership Planning Assistance, which will be used to begin implementation of the 2021 – 2025 CEDS.
 - Additional CEDS Implementation Committee meetings will be held on: 8/17; 9/14; and 10/12/2022.
 - Staff participated in the EDA's quarterly Economic Development District conference call on July 27.
- **Outdoor Recreation as Economic Development.** Staff continued development of a strategy to leverage regional outdoor recreation assets for economic development purposes as detailed in the 2021 – 2025 CEDS.
- **Downtown Development Authorities (DDAs).**
 - Staff attended the monthly meetings of the City of Jackson and Leoni Township.
 - Staff continued development of the Leoni DDA Downtown Master Plan focusing on place-making implementation and potential development incentives.

[July 2022 Staff Progress Report]

R2PC Activities

- **R2PC Website.** Staff continued updating www.region2planning.com.
- **Training.** No activities.
- **TAMC.** Staff attended the Transportation Asset Management Council monthly meeting on July 6.
- **MAR.** Staff attended the Michigan Association of Regions meeting via Zoom on July 12.

Regional Transportation Planning Hillsdale, Jackson, and Lenawee Counties

- Staff attended the monthly statewide Rural Task Force (RTF) meeting.

Metropolitan Area Transportation Planning Jackson Area Comprehensive Transportation Study

Database Management:

- No activities.

Long-Range Planning:

- Staff submitted socio-economic (SE) data comments from local agencies to MDOT for the updating of SE forecasts as part of the Travel Demand Model (TDM).

Short-Range Planning:

- The DRAFT FY 2023-2026 Transportation Improvement Program (TIP) was approved by the R2PC Board and the Michigan Dept. of Transportation. The document will be sent to the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) for review in mid- August.
- Administrative modifications and amendments to the TIP were programmed into JobNet and made to the FY 2020-2023 TIP document, as necessary.
- Staff administered and attended the monthly Active Jackson Coalition (AJC) meeting.

Program Management

- Staff prepared for and conducted the July meeting of the JACTS Technical Advisory and Policy Committees.
- Staff attended the annual Michigan Transportation Planning Association (MTPA) conference. Anton Schauerte was appointed to a 2-year term as the MTPA Secretary.
- Staff attended the 2027 Michigan Avenue Local Agency Kick-Off Meeting

[July 2022 Staff Progress Report]

Jackson Traffic Safety Program

- Staff received notification of pre-approval for the FY 2023 OHSP/JTSP grant award for up to \$63,571. The enforcement periods throughout FY 2023 would include distracted driving, impaired driving, seat belt, and speed enforcement. As of July 31, 2022, only Blackman-Leoni Public Safety Department has expressed an interest in participating. Staff is awaiting Jackson Police Department and JCSD responses.

Local Planning Assistance

The requests of member units of government within Hillsdale, Jackson, and Lenawee Counties are listed below. These activities were prepared at cost to the individual units of government requesting the service (unless alternative funding was available).

Jackson County

Grass Lake Township. Staff provided the following service(s):

- **Master Plan.** Updated the Community Facilities map to properly locate the Township Hall and the Apple Creek Campground.

Rives Township. Staff provided the following service(s):

- **Master Plan Amendment.** Answered a question from the Planning Commission Secretary regarding the approval process for master plan amendments.

County of Jackson. Staff provided the following service(s):

- **County Planning Commission (JCPC).** Posted an advertisement in the Jackson Citizen Patriot for a public hearing regarding the adoption of the Jackson County Master Plan
- **Hazard Mitigation Plan.** Received a letter from the Federal Emergency Management Agency (FEMA) stating that the draft *Jackson County Hazard Mitigation Plan* was reviewed and meets the required criteria for a multi-jurisdictional hazard mitigation plan. Staff presented a report recommending adoption of the plan at the July 12 study session of the Jackson County Board of Commissioners.
- **Active Jackson Coalition.** Staff attended Active Jackson Coalition monthly meetings and provided administrative assistance.

Lenawee County

Cambridge Township. Staff provided the following service(s):

- **Master Plan.** Met with Township Officials to coordinate continued development of the Cambridge Township Master Plan.

City of Hudson. Staff provided the following service(s):

- **Master Plan.** Continued discussions on the City of Hudson Master Plan Minor Update.

[July 2022 Staff Progress Report]

County of Lenawee. Staff provided the following service(s):

- **County Planning Commission (LCPC).** Facilitated the July 21 LCPC meeting and presented staff reports/advisements regarding a proposed rezoning in Rollin Township, two proposed zoning ordinance text amendments in Riga Township and Seneca Township, and three PA 116 applications for farms in Seneca Township, Blissfield Township, and Fairfield Township. Letters were sent to the Townships advising them of the LCPC recommendations and meeting minutes were prepared and posted to the LCPC webpages on the R2PC website.

Madison Charter Township. Staff provided the following service(s):

- **Zoning Ordinance.** Continued work on the Madison Charter Township Zoning Ordinance Update.

Greater Irish Hills

Greater Irish Hills Intermunicipality Committee. Staff provided the following service(s):

- **Greater Irish Hills Recreation Plan.** Reviewed existing progress on the *Greater Irish Hills Recreation Plan* and provided Committee members with a status update. Will collect input regarding the Goals and Objectives to continue development.



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
 LANSING

GRETCHEN WHITMER
 GOVERNOR

PAUL C. AJEGBA
 DIRECTOR

July 11th 2022

Jacob Hurt,
 Executive Director
 Region 2 Planning Commission
 120 W. Michigan Avenue, 9th Floor
 Jackson, Michigan 49201

Dear Mr. Hurt:

This letter is sent by the Michigan Department of Transportation (MDOT) to inform the Jackson Area Comprehensive Transportation Study committees of several TIP amendments to the FY 2020-2023 Transportation Improvement Plan (TIP).

<u>Fiscal Year</u>	<u>Job no.</u>	<u>Phase</u>	<u>Project Name</u>	<u>Limits</u>	<u>Length</u>	<u>Project Description</u>	<u>Federal Budget</u>	<u>State Budget</u>	<u>Federal Fund Source</u>	<u>Total Phase Cost</u>	<u>Amendment Type</u>
2022	216828	NI	Amtrak (MDOT)	Michigan Line	21.57	Tie and Surface Program	\$0	\$5,880,002	SOCR	\$5,880,002	Phase Add; Required by Fed grant
2022	211081	CON	I-94 W	WB I-94 from 4600ft east of Race Road to the Jackson/Washtenaw County Line	5.8	HMA Mill & 1 Course Overlay on Lanes and Median Shoulder & Chip/Fog on Out Shld	\$2,457,090 \$1,653,558	\$273,010 \$183,729	IM	\$2,730,100 \$1,837,286	Budget Change over 25%

Thank you for your attention to this request. If you have any questions or need additional information, please contact me at 517-257-9248

Sincerely, Mike Davis Jr, Transportation Planner

Meeting:	July JACTS TAC/Policy Meeting
Agenda Item:	TIP Amendments

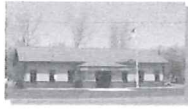
Agency:	Jackson Area Transportation Authority
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JOB NUMBER	JOB / AMENDMENT INFORMATION	JOB PHASE(S)		BEFORE / AFTER	FY	FUNDING					
		SP/SCOPE CODE	NAME			FEDERAL	STATE	LOCAL	Total		
N/A	Location:	Areawide		SP1203	Admin/Maint. Facility Improvements	BEFORE:	2022	\$ -	\$ -	\$ -	\$ -
	Description:	FY 22 - 5339 Bus & Bus Facilities				AFTER:	2022	\$ 105,350	\$ 26,338	\$ -	\$ 131,688
	Additional Information:	FTA published new FY22 apportionments for 5339 - Bus & Bus Facilities. Project add to reflect FY22 Apportionment Amount									
	*Action Requested:	Add Project									

Signature 

Date **June 30, 2022**

*NC = No Change



ROLLIN TOWNSHIP

730 Manitou Rd. PO Box 296
Manitou Beach, MI 49253
(517) 547-7786



Notice of Approval of the Rollin Township Master Plan Update for 2022

Rollin Township, in Lenawee County, Michigan, announces the final update of the Rollin Township Master plan, which was effective March 13, 2022. This notice is being forwarded to the following local governments, commissions/committees and utility and transportation companies as required by Section 41 of the Michigan Planning Enabling Act (MCL 125.3841):

- Lenawee County Planning Commission
- Hillsdale County Planning Commission
- Lenawee County & Hillsdale Municipal contiguous local governments
- The Village of Addison
- Rollin, Woodstock, Addison Fire Department
- Region 2
- Lenawee County Drain Commission
- Lenawee County Health Department
- Lenawee County Road Commission
- Consumers Energy
- Midwest Energy & Communications
- Frontier Communications
- AT&T
- Comcast
- Verizon
- Michigan Department of Transportation

The Rollin Township Master Plan is available on the Township website (<https://rollintownship.org>) under the section Forms and Documents – Planning and Zoning. Please notify the Township Clerk in writing if you prefer to receive a hard copy of the document.

The Township Clerk’s contact information is listed below:

Denice Combs, Clerk
Rollin Township
730 Manitou Road
P.O. Box 296
Manitou Beach, Michigan 49253
(517) 547-7786 ext 120
rollintownship@comcast.net