

AGENDA

REGION 2 PLANNING COMMISSION

Full Commission

FOR FURTHER INFORMATION, CONTACT:

**Steven Duke, Executive Director
(517) 768-6706**

DATE: Thursday, January 10, 2019

TIME: 2:00 P.M.

WHERE: Lenawee County Library
4459 W. U.S. 223
Adrian, MI 49221

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

PAGE #

1. Call to Order
2. Pledge of Allegiance
3. Approval of the January 10, 2019 Agenda – **ACTION**
4. Public Comment
5. Approval of the Full Commission / Annual Meeting Minutes for November 8, 2018 (see enclosure) – **ACTION** **2**
6. Approval of Action Taken at the December 13, 2018 Executive Committee Meeting (see enclosure) – **ACTION** **5**
7. Receipt of Treasurer's Report of December 31, 2018 (see enclosure) – **ACTION** **8**
8. Approval of January 10, 2019 Submitted Bills (see enclosure) – **ACTION** **12**
9. Staff Progress Report for December, 2018 (see enclosure) – **DISCUSSION** **13**
10. Report of the Nominating Committee / Election of the 2019 Executive Committee (see enclosure) – **ACTION** **18**
11. Approval of Amendments to the JACTS FY 2017-2020 Transportation Improvement Program (TIP) (see enclosure) – **ACTION** **20**
 - Michigan Department of Transportation
12. Approval Authorizing the R2PC Chair to Sign the Contract between the Region 2 Planning Commission and The Greenway Collaborative, Inc. to Develop a Joint City of Jackson / Jackson County Non-Motorized Plan (see enclosure) – **ACTION** **21**
13. Approval Authorizing the R2PC Chair to Sign the Regional Prosperity Initiative (RPI) Contract for the Receipt of 2019 Grant Funds (see enclosure) – **ACTION** **39**
14. Other Business **43**
 - City of Tecumseh Downtown Housing & Adaptive Reuse Plan Review Period (see enclosure)
 - Napoleon Township Master Plan Availability Notice (see enclosure)
 - Update on Andy's Place (see enclosure)
15. Public Comment / Commissioners' Comments
16. Adjournment

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

MEETING MINUTES

Region 2 Planning Commission Annual Dinner – Full Commission

Jackson Country Club
3135 Horton Road
Jackson, MI 49203

Thursday, November 8, 2018

- I. **Call to Order** – Chair Tillotson called the meeting to order at 7:32 p.m. A quorum was present.

Attendance:

Acker	Cure, C.	Jennings	Sessions
Arno	Cure, M.	Johnson	✓ Shotwell
Bailey	David	Jones	✓ Sigers (E)
Baker	✓ Drake	Kastel	Smith
Bales	Driskill	Keck	✓ Southworth
Barnhart	Duckham (E)	✓ Knoblauch (E)	Spencer
Beach	Emmons	Koehn	Spink
Beeker (E)	Gaede (E)	Kubish (E)	Stormont
Blythe	Gallagher	Lance	Swartzlander
✓ Bolton	Gould, J.	✓ Linnabary	✓ Terry (E)
Bower	Gould, L. (E)	Mahoney	✓ Tillotson (E)
Brownlow	✓ Grabert	Navarro	Votzke
Burns, M.	Greenleaf	Nolte	Wagner
Burns, S.	Griewahn	O'Dowd	Wardius
Burns, T.	✓ Guetschow	✓ Overton (E)	Webb
Burruss	Hartsel	Palmer	✓ Welsh (E)
Burtch (E)	Hawley	Platt	Williams (E)
Bush	Herl (E)	✓ Poole (E)	Wilson
Cavasin	Herlein	Rice, Jr. (E)	✓ Wittenbach (E)
Chamberlain	Isley	✓ Richardson	✓ Wonacott (E)
Collins	✓ Jancek (E)	Rohr (E)	Wonders
Cornish	Jeffrey	✓ Schlecte	Wymer
Cousino	Jenkins	Seegert	

Key: ✓ = present (E) = Executive Committee member

Staff Present: Grant Bauman, Tanya DeOliveira, Steve Duke and Jill Liogghio

Others Present: Ron Appger, City of Morenci; Mary Baird; Tom Biela, Summit Twp.; Scott Blakemore, Summit Twp.; Tim Bowman, City of Jonesville; Christine Bowman, City of Jonesville; Jerome Bussell, City of Morenci; Mark Cesarz, Summit Twp.; Laurie Cunningham, Summit Twp.; Gerald Deluca, Summit Twp.; Meghan Dobben, Summit Twp.; Bonnie Drake; Robert DuBois, Summit Twp.; Todd Emmons, Summit Twp.; Jeff Franklin, MDOT; Lindsay Franklin; Bill Gentner, Cambridge Twp.; Ken Gidner, Cambridge Twp.; Chris Hammond, Village of Parma; Joanne Havican, Village of Parma; Mike Hirst; Tony Hollow, Summit Twp.; Dave Horner, Cambridge Twp.; Shirley Jancek; Carol Knoblauch; Rod Kurowski, Cambridge Twp.; Jennifer Morris, City of Jackson; Bill Nobles, Litchfield Regional Training Center; Phil Preston, Blackman Charter Twp.; Susan Richardson; Jill Richardson; Shelly Sercombe, Blackman Charter Twp.; Jack Shelby, Summit Twp.; Sue Smith, Hillsdale Co. EDP; Mike Way, Summit Twp.; Greg Wise, Franklin Twp.; John Worden, Summit Twp.; Randy Yagiela, Hillsdale County Chamber of Commerce

- II. **Pledge of Allegiance** – Those in attendance rose and joined in the Pledge of Allegiance.
- III. **Approval of the Agenda** – The motion was made by Comm. Jancek, and supported by Comm. Grabert, to approve the November 8, 2018 agenda as presented. The motion carried unanimously.
- IV. **Public Comment** – Chair Tillotson requested public comment. No public comments were received.
- V. **Receipt of Treasurer’s Report of October 31, 2018** – A motion was made by Comm. Knoblauch, and supported by Comm. Jancek, to receive the October 31, 2018 Treasurer’s Report as presented. The motion carried unanimously.
- VI. **Approval of November 8, 2018 Submitted Bills** – A motion was made by Comm. Wonacott, and supported by Comm. Shotwell, to approve payment of the November 8, 2018 submitted bills. The motion carried unanimously.
- VII. **Staff Progress Report for October, 2018** – The October, 2018 staff progress report was included in the agenda packet for Commission review. No comments were received.
- VIII. **Election of the 2019 Nominating Committee** – Chair Tillotson explained the R2PC annually appoints the nominating committee at the November Full Commission/Annual meeting. He reported that current members of the 2018 nominating committee include Phil Duckham, Pete Jancek, Carl Rice, Jr., Doug Terry, and Ralph Tillotson.

The motion was made by Comm. Guetschow, supported by Comm. Shotwell, to replace Comm. Rice’s position on the Committee with Comm. Overton and cast a unanimous vote appointing Phil Duckham, Pete Jancek, Doug Terry, Ralph Tillotson, and Mike Overton to the R2PC 2019 Nominating Committee. The motion carried unanimously.
- IX. **Other Business** – Per the Michigan Enabling Legislation, Mr. Duke reported the following jurisdictions had notified the R2PC regarding their intent to update their master plan or were providing their completed plan for public review: Village of Parma, Raisin Charter Township, City of Jonesville, and Woodstock Township.

Mr. Duke introduced the R2PC staff members.
- X. **Public Comment** – Chair Tillotson asked for any public comment. No additional comments were received.

Comm. Bolton congratulated Executive Director Duke on his 30th work anniversary with the Region 2 Planning Commission.

XI. Adjournment - There being no further business, Chair Tillotson adjourned the meeting at 7:41 PM.

Pete Jancek
Secretary

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

MINUTES

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

Thursday, December 13, 2018

- I. **Call to Order** – Chair Tillotson called the meeting to order at 2:04 p.m. A quorum was present.

Executive Committee Members:

✓ Beeker	Knoblauch	✓ Terry
Burtch	✓ Kubish	✓ Tillotson
Duckham	✓ Overton	✓ Welsh
✓ Gaede	✓ Poole	✓ Williams
Gould	Rice, Jr.	✓ Wittenbach
Herl	Rohr	✓ Wonacott
✓ Jancek	✓ Sigers	

Key: ✓ = present

Other Commissioners Present: Drake, Jennings, Linnabary, O'Dowd, Shotwell, Southworth, and Swartzlander

Others Present: Mike Brown, JATA; Angela Kline, JCDOT; Phil Moilanen, JATA; and Kelby Wallace, MDOT-Jackson TSC

Staff Present: Duke and Bauman

- II. **Pledge of Allegiance** – Those in attendance joined in the Pledge of Allegiance.

- III. **Approval of the Agenda** – A motion was made by Comm. Jancek, supported by Comm. Sigers, to approve the December 13, 2018 Executive Committee agenda as presented. The motion carried unanimously.
- IV. **Public Comment** – Chair Tillotson announced the first opportunity for public comment. No public comments were received.
- V. **Approval of Minutes of the October 11, 2018 Executive Committee Meeting** – The motion was made by Comm. Jancek, supported by Comm. Kubish, to approve the October 11, 2018 Executive Committee meeting minutes as presented. The motion carried unanimously.
- VI. **Receipt of the Treasurer’s Report of November 30, 2018** – The motion was made by Comm. Williams, supported by Comm. Overton, to approve receipt of the R2PC Treasurer’s Report for November 30, 2018. The motion carried unanimously.
- VII. **Approval of the December 13, 2018 Submitted Bills** – A motion was made by Comm. Williams, supported by Comm. Jancek, to approve payment of the December 13, 2018 submitted bills as presented. The motion carried unanimously.
- VIII. **Staff Progress Report for November, 2018** – Mr. Duke reported that staff was continuing to work on master plan updates, recreation plans, and non-motorized activities. Staff facilitated the Lenawee County CMAQ project selection meeting for FY 2020-2023.
- IX. **Approval of Amendments to the JACTS FY 2017-2020 Transportation Improvement Program (TIP)** – The following MDOT amendments to the JACTS FY 2017-2020 TIP were presented for Committee approval:

FY	Job Number	Project Name	Limits	Project Description	Phase	Federal Cost	Fed Fund Source	State Cost	Total Phase Cost	Amendment Type
2019	127537	M-60 E	EB & WB over I-94	Bridge Replacement	Utility	\$225,000	IM	\$25,000	\$250,000	Phase Add
2020	127537	M-60 E	EB & WB over I-94	Bridge Replacement	CON	\$9,055,800	IM	\$1,006,200	\$10,062,000	Cost Change from \$14,287,073
2020	202571	M-50	M-99 & M-52 & M-124 btw M-50 & US-12	Non-freeway signing upgrade	CON	\$613,107	STG	\$0	\$613,107	Length Change from 66.128 to 48.865

The motion was made by Comm. Jancek, supported by Comm. Williams, to approve the MDOT amendments to the JACTS FY 2017-2020 TIP as presented. The motion carried unanimously.

- X. **Review Alternate Design Concepts for the N. West Avenue (US-127) / I-94 Interchange** – Mr. Kelby Wallace, Manager, MDOT-Jackson TSC, gave a PowerPoint presentation illustrating four (4) newly developed design options that minimize ROW impact, improve overall safety, enhance non-motorized connections, update costs and traffic analysis. Mr. Wallace explained that new interchange engineering designs have

been installed around the state since the full clover-leaf option was chosen as the preferred alternative. The new options are less expensive, easier to construct, and have less ROW impacts. The design options will be presented to the Corridor Alignment Review Team (CART) at a meeting in January and to the public at a meeting scheduled in February.

- XI. **Review Draft JACTS FY 2020-2023 Transportation Improvement Program Urbanized Area Project List** – Mr. Duke explained the JACTS TIP Development Subcommittee, comprised of individuals representing the City of Jackson, Jackson County Department of Transportation, Jackson Area Transportation Authority, and MDOT, met and reviewed all of the projects submitted for the new FY 2020-2023 TIP. The proposed list of federally-funded projects was included in the agenda packet for Committee information and comment.
- XII. **Approval of the Contract between the Region 2 Planning Commission and The Greenway Collaborative, Inc. to Develop the Joint City of Jackson / Jackson County Non-Motorized Plan** – Mr. Duke reported that additional questions raised by The Greenways Collaborative, Inc. still needed to be addressed by MDOT prior to finalizing the contract. He anticipates the contract to be signed at the January R2PC meeting with work on the project beginning shortly thereafter.
- XIII. **JACTS FY 2018 List of Federally-Funded Obligated Projects** – Mr. Duke reported that the Federal Highway Administration (FHWA) requires all MPOs to prepare, and make public, an annual listing of the projects either constructed or obligated with federal funds during the recently completed fiscal year. The JACTS report was included in the Committee agenda packets and posted on the R2PC website.
- XIV. **Approval of the R2PC Meeting Calendar for 2019** – The motion was made by Comm. Jancek, supported by Comm. Williams, to approve the R2PC meeting calendar for 2019. The motion carried unanimously.
- XV. **Other Business** – Mr. Bauman gave a brief overview of a state senate bill to amend the Michigan Enabling Act prohibiting local governments from adopting and enforcing tree and vegetation removal ordinances.

No other business was brought before the Committee.
- XVI. **Public Comment / Commissioner Comments** – Chair Tillotson wished the Committee a Merry Christmas and a safe and happy New Year. Mr. Duke invited everyone to enjoy the holiday refreshments provided.
- XVII. **Adjournment** – There being no further business, the meeting was adjourned by Chair Tillotson at 3:07 PM.

Pete Jancek
Secretary

REGION 2 PLANNING COMMISSION
Treasurer's Report - Monthly Summary
as of December 31, 2018

Checking Account Balance ending November 30, 2018		\$	610,022.83
Deposit Summary:			
<i>December 2018 EFT Deposits</i>		\$	85,371.27
<i>December Bank Deposits</i>			-
<i>December Adjustments</i>			(1,146.62)
Total Deposits plus Bank Balance		<u>\$</u>	<u>694,247.48</u>
Expenses:			
<i>Submitted Expenses - December 2018**</i>	\$		(56,361.37)
<i>Interim Expenses</i>			(3,936.57)
<i>Payroll/Related Expenses</i>			(22,438.71)
Subtotal of Expenses	<u>\$</u>		<u>(82,736.65)</u>
Balance Checking Account ending December 31, 2018		<u>\$</u>	<u>611,510.83</u>
<i>Balance CD Investments ending December 31, 2018</i>		<u>\$</u>	<u>103,060.41</u>
Total Cash on Hand		<u>\$</u>	<u>714,571.24</u>

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

REGION 2 PLANNING COMMISSION
Deposits and Adjustments to Cash
December 31, 2018

EFT Deposits:

12/31/2018	MDOT Regional Transportation Planning Q4 2018, Invoice 3510	\$ 17,738.00
	MDOT FHWA Q4 2018 Revenue, Invoice 3512	56,590.27
	OHSP Q4 2018 Grant Invoice	11,043.00
	Subtotal - EFT Deposits	\$ 85,371.27

12/31/2018 **Check Deposits:**

There were no check deposits this month.

Subtotal - Check Deposits	\$ -
----------------------------------	-------------

12/31/2018 **Adjustments to cash:**

<i>Bank fees - December</i>	\$ (142.92)
<i>Paycor Fees - December</i>	(210.90)
<i>Credit Card Charges - Postage</i>	(90.75)
<i>Credit Card Charges - Supplies</i>	(629.65)
<i>Credit Card Charges - Travel/Meals</i>	(52.40)
<i>Credit Card Charges - Training</i>	\$ (20.00)
Subtotal - Adjustments to Cash	\$ (1,146.62)

Total Net Deposits for December 2018	\$ 84,224.65
---	---------------------

REGION 2 PLANNING COMMISSION INTERIM BILLING and PAYROLL EXPENSES December 31, 2018
--

Interim Billing for December, 2018

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
Allegra	R2PC Pkt./Envelopes	\$ 213.12	14452
Bright Solutions	Annual Fee	\$ 20.00	14457
Jackson Citizen Patriot	JACTS Advertising	\$ 267.80	14466
Jackson County	Phone Expense Nov. 2018	\$ 260.72	14461
Jackson County Chamber of Comm.	Annual Fee	\$ 250.00	14467
Printer Source Plus	Supplies Dec. 2018	\$ 169.99	14473
PSC	RPI - Nov. 2018	\$ 2,006.25	14474
Ricoh	Maintenance Contract	\$ 532.24	14475
The Exponent	RTF Advertising	\$ 123.75	14478
The Hillsdale Daily News	RTF Advertising	\$ 80.25	14479
The Water Store	Supplies Dec. 2018	\$ 12.45	14481
Total Interim Billing for December 31, 2018		\$ 3,936.57	

Payroll & Travel Related Expenses:

<i>Paid December 14, 2018</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 11,037.24	
G. Bauman	Travel Reimbursement	\$ 38.97	
T. DeOliveira	Travel Reimbursement	\$ 92.65	
S. Duke	Travel Reimbursement	\$ 15.15	
S. Richardson	Travel Reimbursement	\$ 41.42	
Total		\$ 11,225.43	

<i>Paid December 28, 2018</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 10,825.71	
G. Bauman	Travel Reimbursement	\$ 51.02	
T. DeOliveira	Travel Reimbursement	\$ 288.81	
S. Duke	Travel Reimbursement	\$ 47.74	
Total		\$ 11,213.28	

Total Payroll Expenses for December, 2018	\$ 22,438.71
--	---------------------

**Region 2 Planning Commission
Outstanding Accounts Receivable
12/31/18**

Municipality/Source	Date	Inv. No.	Amount
Village of Grass Lake	9/24/2018	3517	2,987.30
MDOT Asset Management Q4 2018	10/30/2018	3511	31,443.00
Jackson County	11/30/2018	3520	1,213.56
Liberty Township		3514	585.71
Macon Township		3519	203.44
Napoleon Township		3516	496.86
Rives Township		3515	576.85
Village of Brooklyn		3518	3,017.86
Village of Grass Lake		3517	580.50
Leoni DDA		3513	3,365.09
FY 2018 Balance as of December 31, 2018			\$ 44,470.17

REGION 2 PLANNING COMMISSION**Submitted Bills****January 10, 2019**

<u>Vendor</u>	<u>Description</u>	<u>Amount Due</u>
Blue Cross/Blue Shield	Office Coverage (Feb. 2019)	\$ 3,541.79
Blue Cross/Blue Shield	Supplement F (Feb. 2019)	\$ 148.16
Blue Cross/Blue Shield	Prescription Coverage (Feb. 2018)	\$ 89.30
County of Jackson	Acct. Serv. & Pstg. Nov. 2018	\$ 2,674.72
County of Jackson	Rent Expense Jan. 2019	\$ 3,016.92
County of Jackson	Ann. Maintenance Contract for 2018	\$ 3,350.00
Hillsdale County Road Commission	Paser Training	\$ 1,096.46
ICMA Retirement Trust	ICMA 401 Contribution	\$ 2,000.07
JTV	Quarterly Fee	\$ 225.00
MML	Payroll Audit (7/1/17-7/1/18)	\$ 31.00
Petty Cash	Replenish Petty Cash	\$ 42.82
Printer Source Plus	Supplies Dec. 2018	\$ 169.99
The Daily Telegram	TIP Public Mtg. Advertising	\$ 75.25
Vantage Point Transfer Agents	ICMA RHS Contribution	\$ 217.91
Total Submitted Billing - January 10, 2019		\$ 16,679.39

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

Staff Progress Report *December, 2018*

Area-Wide Regional Planning Activities

Economic Development Activities

- **Downtown Development Authority (DDA).** Staff attended the monthly meetings of the City of Jackson and Leoni Township DDA committees and provided administrative support to the Leoni DDA.

Regional Prosperity Initiative

■ **Program Administration**

- The management team meeting for December was cancelled.
- Public Sector Consultants (PSC) and the management team are awaiting confirmation on FY 2019 funding and will continue planning for the new year at the next management team meeting, which is scheduled for January 8, 2019.
- PSC has focused its efforts on implementation of the 10 Cents a Meal Program Evaluation.

■ **10 Cents a Meal Program Evaluation**

- In December, PSC conducted evaluation fieldwork with fifth through seventh grade students in five schools (Concord, Grass Lake, Hillsdale, Whitmore Lake, and Dexter). PSC set up displays during the students' lunch hours and collected data on student selection, consumption, and preferences for eight different Michigan-grown fruits and vegetables funded through the 10 Cents a Meal program: apples, blueberries, butternut squash, carrots, cherries, cucumbers, green peppers, and peaches. The incentive is making a direct impact on school food purchasing. One school food service director reported that, without the additional funds awarded through the program, she would not have been able to afford Michigan grown cherries that were served during our fieldwork. PSC is currently analyzing data collected during these visits.

R2PC Activities

- **R2PC Website.** Staff continued updating www.region2planning.com through WordPress.
- Staff conducted a Nominating Committee meeting to develop a proposed list of Commissioner candidates for the R2PC 2019 Executive Committee. The Full Commission will vote on the proposed Executive Committee roster at the January, 2019 meeting.

[December, 2018 Staff Progress Report]

Regional Transportation Planning Hillsdale, Jackson, and Lenawee Counties

Program Management

- Staff submitted the Rural Task Force monthly progress report to MDOT.
- Staff facilitated the Jackson, Hillsdale and Lenawee County rural task force meetings. Federally-funded projects were solicited, reviewed, and selected for FY 2020-2023. All of the projects programmed in each county will be approved at the 3-County Full Region 2 Rural Task Force meeting in January, 2019.
- Staff set the 3-County Full Region 2 Rural Task Force program public meeting to discuss the FY 2019 projects and the development of the FY 2020-2023 local state transportation improvement program (STIP) projects. The meeting will be on Wednesday, January 9, 2019 at the Lenawee County Road Commission office.
- Staff participated in an Asset Management Coordinator's conference call and training workshop to assist local agencies to develop the newly-required Transportation Asset Management Plan for Act 51 (gas tax) recipients in Hillsdale, Jackson, and Lenawee, Hillsdale, and Jackson counties.
- Staff facilitated the Hillsdale/Jonesville and the Adrian/Tecumseh/Clinton Small Urban Program project selection meetings for FY 2020-2023. Staff is working with local officials to program the projects by the February, 2019 MDOT deadline.
- Staff is working with MDOT to ensure that FY 2019 and FY 2020-2023 CMAQ project programming paperwork is completed to enter the jobs into JobNet to be programmed.

Metropolitan Area Transportation Planning Jackson Area Comprehensive Transportation Study

Program Management

- Staff attended the Jackson Area Transportation Authority's monthly Local Transit Advisory Council (LTAC) meeting.
- The monthly meetings of the JACTS Technical Advisory and Policy committees were conducted.
- Staff attended the monthly Michigan Transportation Planning Association meeting in Lansing. Staff continues to act in the secretarial role for the organization.
- Staff presented the JACTS FY 2018 Obligated Projects Report at the JACTS December meetings.

[December, 2018 Staff Progress Report]

Technical Assistance

- Staff facilitated the consultant selection process for the joint City of Jackson / Jackson County Non-Motorized Plan. Staff is working with MDOT to ensure that the contract between the R2PC and “The Greenways Collaborative, Inc.” meets all necessary requirements and guidelines. Once the contract is approved by both parties, work on the project will begin (January, 2019).
- Staff continues to work with the MDNR and Jackson County to address requests to expand the development of non-motorized trails.
- Staff is working with local communities to review the Huron Waterloo Pathway Trail Study.
- Staff participated in the monthly Active Jackson committee.
- Staff attended a meeting organized by Senator Shirkey to review MDOT conceptual designs for the reconstruction of the West Avenue (US-127) / I-94 interchange.
- Staff continued to assist Leoni Township with the development of a new website.

Transportation Improvement Program (TIP)

- Several amendments were approved by the JACTS committees and R2PC to the JACTS FY 2017-2020 TIP. Subsequently, they were submitted to MDOT and FHWA for review and approval.
- Staff continues to work with MDOT to ensure the FY 2017-2020 TIP projects are up to date in JobNet.
- Staff is working with MDOT, City of Jackson, JCDOT, and JATA to finalize a draft of the projects proposed for inclusion in the JACTS FY 2020-2023 TIP currently under development.

Jackson Traffic Safety Program

- Staff met with law enforcement agencies to review upcoming FY 2019 OHSP impaired driving and seat belt enforcement.
- Staff continued to train the new project manager on the OHSP MAGIC+ system.
- Staff entered strategic plans from three agencies into OHSP MAGIC+ system (Jackson Police Department, Blackman Township Public Safety Department, and Jackson County Sheriff Department) and also began processing enforcement reports from those three agencies.
- Jackson County provided additional funding to reimburse local agencies for activities completed under their approved grant applications for 2018. A continuing decline in traffic citation revenue has led to the suspension of the JTSP for 2019, with plans to restart the program in 2020.

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

[December, 2018 Staff Progress Report]

service (unless alternative funding was available).

Hillsdale County

Somerset Township

- **Master Plan.** Staff met with the Zoning Administrator on December 13th to discuss the maps the Planning Commission proposes to include in the new edition of the master plan.

Jackson County

Blackman Township

- Staff met with the new Zoning Administrator on December 3rd to discuss the planning and zoning services provided by the R2PC to the Township as well as how to submit proposed zoning ordinance amendments to the Jackson County Planning Commission for its review and recommendation.

County of Jackson

- **Jackson County Planning Commission (JCPC).** Staff facilitated the December 13th meeting of the JCPC and summarized staff analysis and advisements concerning: (1) rezonings proposed in Leoni and Parma Townships; (2) proposed text amendments to the zoning ordinance of Parma Township regarding the establishment of a 'commercial medical marihuana overlay district' and changes to 'large gatherings' regulations; (3) the Henrietta Township Master Plan; and (4) a farmland and open space preservation application in Columbia Township. Cover letters and associated documentation were sent to Columbia, Henrietta, Leoni, and Parma Townships regarding the recommendations made by the JCPC.
- **Jackson County Master Plan.** Staff began work on the next edition of the Jackson County Master Plan. An appendix containing demographic estimates for the County was prepared and submitted to the JCPC for its review.
- **Jackson County Recreation Plan.** Staff met with staff from Jackson County Parks on December 19th to discuss the creation of a standalone recreation plan for the County.
- **Miscellaneous Mapping.** Staff prepared maps showing the 60+ year-old population in Jackson County, by municipality and census tract, at the request of the Department on Aging.

Leoni Township

- **Master Plan.** Staff attended the December 19th meeting of the Planning Commission to discuss proposed drafts of Appendix A (Demographics) and Chapter 1 (Introduction) of the Master Plan currently under development. A base map and community facilities map were also provided to the Commission.

Liberty Township

- **Master Plan.** Staff provided the Township with templates for the resolutions and notices regarding the adoption process for the Liberty Township Master Plan.

Village of Parma

- **Master Plan.** Staff attended the December 4th meeting of the Planning Commission to discuss the

[December, 2018 Staff Progress Report]

Master Plan. Appendix C, which contains the results of the Fall 2018 Community Survey, was reviewed by the Commission, as well as proposed revisions to Chapter 2 (Community Description and Issue Identification). All of the maps were compiled into Appendix B (Mapping) and provided to the Commission. The goals and objectives included in the current master plan were also provided to Commissioners in preparation for their January 2nd meeting.

Spring Arbor Township

- **Master Plan.** Staff met with the Zoning Administrator on December 5th to discuss the new edition of the Township's master plan. Staff subsequently prepared an appendix containing demographic estimates for the Township. New mapping for the Township was also commenced.

Summit Township

- **Recreation Plan.** Staff attended the December 17th meeting of the Recreation Committee during which a public hearing on the Summit Township Recreation Plan was held.

Lenawee County

County of Lenawee

- **Lenawee County Planning Commission (LCPC).** Staff facilitated the December 20th meeting of the LCPC, summarizing staff analysis and advisements concerning proposed text amendments to the zoning ordinance of Cambridge Township regarding 'solar farm facilities' and 'the temporary occupancy of mobile homes, motor homes, and travel trailers during the period of construction of new permanent dwellings'. A cover letter and associated documentation was sent to Cambridge Township regarding the recommendations made by the LCPC.

Region 2 Planning Commission



MEMORANDUM

TO: Region 2 Planning Commission

FROM: Steven M. Duke, Executive Director

DATE: January 2, 2019

SUBJECT: Nominating Committee Report

The R2PC Nominating Committee met at 12:00 PM on Thursday, December 27, 2018 at Artesian Wells in Cement City. Members of the Nominating Committee for 2019 include Phil Duckham, Pete Jancek, Mike Overton, Doug Terry, and Ralph Tillotson.

Attached, please find a list of Commissioners presented in accordance with Section VI of the R2PC Bylaws as nominees for the Executive Committee for the year 2019.

The slate of Executive Committee members is recommended with all members present voting aye on motion by Commissioner Jancek, supported by Commissioner Terry. The motion carried (Comrs. Duckham and Overton were absent). Nominations for the Executive Committee will also be taken from the floor at the January 10, 2019 R2PC meeting.

Comm. Duckham requested that he be replaced on the 2019 Nominating Committee due to other commitments. A motion was by Comm. Jancek, supported by Comm. Tillotson, nominating Comm. Beeker (City of Hillsdale) to replace Comm. Duckham on the 2019 R2PC Nominating Committee. The motion carried.

NOMINATING COMMITTEE REPORT

2019 Executive Committee Membership

<u>Alan Beeker</u>	representing City of Hillsdale
<u>Bruce Grabert</u>	representing Jackson County
<u>Phil Duckham</u>	representing Jackson County
<u>Chelsea Poole</u>	representing Jackson County
<u>Mike Overton</u>	representing Jackson County
<u>Jae Guetschow</u>	representing Jackson County
<u>Patrick Burtch</u>	representing City of Jackson
<u>Jeanne Kubish</u>	representing City of Jackson
<u>TO BE FILLED IN FEB</u>	representing Lenawee County
<u>Ralph Tillotson</u>	representing Lenawee County
<u>Robert Knoblauch</u>	representing Lenawee County
<u>David Rohr</u>	representing City of Adrian
<u>Robert Welsh</u>	representing at large
<u>Larry Gould</u>	representing at large
<u>Cliff Herl</u>	representing at large
<u>Doug Terry</u>	representing at large
<u>Roger Gaede</u>	representing at large
<u>Rick Sigers</u>	representing at large
<u>Jim Wonacott</u>	representing at large
<u>Chris Wittenbach</u>	representing at large
<u>Pete Jancek</u>	representing at large

December 6th, 2018

Mr. Steve Duke,
 Executive Director
 Region 2 Planning Commission
 Jackson County Tower Building
 120 W. Michigan Avenue, 9th Floor
 Jackson, Michigan 49201

Dear Mr. Duke:

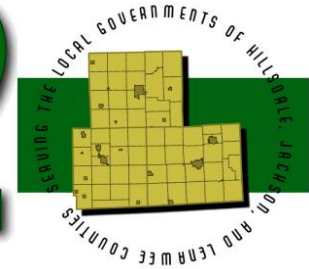
This letter is sent by the Michigan Department of Transportation (MDOT) to inform the Jackson Area Comprehensive Transportation Study committees of three TIP amendments to the FY 2017-2020 Transportation Improvement Plan (TIP).

FY	Job no.	Project Name	Limits	Project Description	Phase	Length	Federal Budget	Federal Fund Source	State Budget	Total Phase Cost	Amendment Type
2019	127537	M-60 E	EB and WB over I-94	Bridge Replacement	Utility	1.564	\$225,000	IM	\$25,000	\$250,000	Phase Add
2020	127537	M-60 E	EB and WB over I-94	Bridge Replacement	CON	1.564	\$9,055,800	IM	\$1,006,200	\$10,062,000	Cost Change From \$14,287,073
2020	202571	M-50	M-99 and M-52 & M-124 btwn M-50 and US-12	Non-freeway signing upgrade	CON	48.865	\$613,107	STG	\$0	\$613,107	Length Change From 66.128 To 48.865

Thank you for your attention to this request. If you have any questions or need additional information, please contact me at 517-750-0405

Sincerely,
 Mike Davis, Transportation Planner
 Jeff Franklin, Transportation Planner

Region 2 Planning Commission



MEMORANDUM

TO: Region 2 Planning Commission

FROM: Mr. Steven M. Duke, Executive Director

RE: Approval of the Contract Between R2PC and The Greenway Collaborative, Inc. to Prepare a Joint City of Jackson / Jackson County Non-Motorized Plan

DATE: January 2, 2019

R2PC staff prepared and distributed a Request for Proposals (RFP) to solicit bids for the preparation of a joint City of Jackson / Jackson County Non-Motorized Plan. A Project Selection Committee comprised of representatives from the City of Jackson, JCDOT, Jackson County, Technical Advisory/Policy Committee, and the R2PC met to review the two (2) proposals submitted and selected The Greenway Collaborative, Inc. to complete the plan. Funding for the project was provided by the Federal Highway Administration (FHWA), City of Jackson, and Jackson County. The estimated cost of the plan will be approximately \$99,965 and is expected to be completed in about one year.

Staff is requesting APPROVAL authorizing the Chair of the Region 2 Planning Commission to sign the contract between the R2PC and The Greenway Collaborative, Inc. allocating up to an amount not to exceed \$99,965 for the completion of the joint City of Jackson / Jackson County Non-Motorized Plan.

Region 2 Planning Commission

Third Party Contract

This AGREEMENT is entered into this tenth day of January, 2019 by and between the Region 2 Planning Commission (hereinafter referred to as "R2PC" and/or "Agency"), located at 120 W. Michigan Avenue, Floor 9, Jackson, MI 49201, and The Greenway Collaborative, Inc. (hereinafter referred to as "Consultant"), located at 102 Nickels Arcade, Ann Arbor, MI 48104.

WITNESSETH:

R2PC has entered into an agreement dated May 30, 2017, Contract No. 2018-0007 (hereinafter referred to as "Master Agreement"), with the Michigan Department of Transportation (MDOT).

In consideration of the covenants, recitals, promises, representations and agreements herein set forth, the Agency and the Consultant do hereby expressly agree as follows:

ARTICLE I SCOPE OF WORK

It is mutually understood and agreed that:

The Consultant shall perform in accordance with this contract, and shall furnish all materials, performance of work, and services required to perform and complete in a sound, economical and efficient manner, and in accordance with provisions hereof and all applicable laws, all the work required for the following project:

Combined City of Jackson and Jackson County Non-Motorized Plan

The tasks and associated deliverables described in the Scope of Work are a minimum. Proposers are encouraged to include additional tasks and deliverables as appropriate. It is expected that the project shall be completed within 12 months of the contract.

Task 1: Project Management

Task 1.1: A kick-off meeting will be conducted to review the project goals, scope of work, methodology, and project schedule. The consultant will be responsible for bi-weekly conference calls to discuss project progress and monthly billing and progress reports submitted to R2PC.

Task 2: Stakeholder Involvement

Task 2.1: Outreach, engagement, and active participation will be employed throughout the planning process. The consultants will develop an engagement process and approach to ensure that the plan is developed with public support by outreaching to urban, suburban, and rural communities across the county. Contact with all 19 townships and the City of Jackson must be attempted during the project. At least five public meetings should be held to ensure public input from diverse geographic locations across the county, as well as stakeholder interviews, is considered as appropriate. The planning process will include an emphasis on outreach to and input from underserved populations, people of color, diverse age groups, and those who do not engage regularly in non-motorized transportation. Before the plan's completion, presentations to the Jackson County Board of Commissioners and the City of Jackson City Council may also be requested.

Task 2.2: The consultant will also develop content for a project website over the duration of the project. The R2PC will be responsible for hosting and uploading materials to the project website.

Task 2.3: R2PC will assemble the Project Steering Committee. The consultants will work with the Project Steering Committee throughout the development of the plan. The role of the Project Steering Committee will be to help develop the project vision and goals, solicit ideas, and to vet recommendations. The consultants will present findings and recommendations to the Project Steering Committee during regularly scheduled meetings. Presentations will include visuals and summary of the final report. R2PC will work with the consultants to schedule, coordinate, and publicize any meetings. The consultants will be responsible for documenting the public participation process over the duration of the project.

Task 3: Existing Conditions, Data Collection and Review

Task 3.1: This task will provide the baseline information, analysis and data to inform the development of the plan. The status of the existing bicycle, walking, and public transportation infrastructure and usage will be documented. Review recent regional studies, plans, and maps.

Task 3.2: Create an inventory of existing network, services, and programs, including existing sidewalks, bicycle infrastructure, trails, and existing transit stop locations. Create an inventory of population, demographics, employment centers, parks destinations, needs, etc. Prepare maps identifying these networks, communities, and locations to help establish critical areas to consider in developing the non-motorized network.

Task 3.3: Review the City of Jackson and Jackson County's departmental operations and processes of planning and engineering to identify opportunities for improvement in supporting the development and use of non-motorized facilities.

Deliverable: Technical Memorandum 1 that summarizes the assembled data and includes a narrative that describes the methodology and findings with appropriate graphics.

Task 4: Peer Review

Conduct a brief peer review of other non-motorized plans from around the Midwest to identify case studies and best practices that will be useful in developing the plan and recommendations for the plan.

Task 5: Review proposed non-motorized network alternatives.

Based on the input, research, analysis and results in tasks 1, 2, 3, and 4, identify gaps and opportunities within the existing network. Develop route options that will be presented for review and comment by stakeholders. Based on feedback, develop a recommended non-motorized network.

Deliverables: Technical Memorandum 2 that includes the peer review of other non-motorized plans along with the following:

- Identifying appropriate corridors across the plan area that would be low-stress routes for people of all ages and abilities.
- Identifying on- and off-road facilities and routes.

- Maps of existing and future non-motorized facilities, including one at the county level, city level, and any other areas to scale, as appropriate.
- Show connections to and overlaps with the existing transportation system.
- Clear identification of recommended route locations and ownership for the City of Jackson and Jackson County.
- Other information as appropriate.

Task 6: Create a draft of an implementable combined City and County Non-Motorized Plan.

Produce a draft plan that includes identified gaps and opportunities within the existing City of Jackson and Jackson County network, services, and programs. Show final draft recommendations for the local non-motorized network routes/facilities, program strategies, and service initiatives. Develop a recommended, prioritized list of cost-effective strategies for phased implementation.

Establish evaluation metrics for the plan based on the plan goals. Prepare performance measures and criteria to support and evaluate the implementation of the plan and its goals. These should be consistent with the Complete Streets Policy, as well as align with any recommendations found in review of other plans and studies in regards to safety improvements, crash and fatality reduction, impacts and benefits for traditionally disadvantaged communities, and increased usage of active transportation modes.

Deliverables: Prepare a draft of the overall plan, including:

- Results from Task 1- 5
- Prioritized corridors and projects
- Recommendations for policies, programs and future amendments to the plan and network map.
- City and county budgets, staffing and funding strategies for each appropriate recommendation.
- List of potential funding sources with detailed descriptions.
- Clear identification of recommendations for the City of Jackson and Jackson County.

Task 7: Final Plan and Executive Summary

The consultant will deliver a final report that incorporates everything learned in previous tasks.

Deliverables:

- Electronic copy of the draft report in Word and PDF presented for comment.
- All GIS final files developed and/or updated during the project.
- Final report in PDF format.
- Up to 2 renderings and/or illustrative drawings (1 for the City of Jackson & 1 for Jackson County) of a specified location and/or corridor.
- 10 final copies printed report in color.

**ARTICLE II
COMPONENT PARTS OF THIS CONTRACT**

This contract consists of this agreement and the following component parts, which are incorporated by reference and made part of this contract even if not attached hereto:

- Any written amendments dated subsequent to this Agreement
- R2PC's Request for Proposals dated September 26, 2018
- CONSULTANT Proposal dated October 16, 2018, including
 - Exhibit A Scope of Work
 - Exhibit B Professional Fees
 - Exhibit C Project Schedule
- CONSULTANT Compensation and Payment Plan (Exhibit D)

**ARTICLE III
TIME**

Upon execution by the Parties, this Agreement shall have the effective date this tenth day of January, 2019. This Agreement shall remain in force until all obligations related to the Services have been fulfilled (as outlined in Exhibit D), or by the Tenth of January, 2021, unless this Agreement is sooner terminated as agreed upon by both parties in writing.

- The Agency cannot submit billings for reimbursement prior to completion and approval of each stage or other completion milestone of the project as specified and agreed upon in contractor's proposal.
- Each billing is subject to approval by Agency personnel to ensure that all specified work has been completed in accordance with the terms of the Agreement.
- CONSULTANT shall be paid for the performance of the Services outlined in the Scope of Work.
- Accordance with Exhibit D ("Compensation and Payment"), incorporated herein by reference.

**ARTICLE IV
PRICE**

It is mutually understood and agreed that the Agency will make progress payments to the Consultant upon completion of work as specified by the milestone method of payment as outlined in CONSULTANT Compensation and Payment Plan (Exhibit D). Milestone: Compensation for the services will be on a milestone basis in the amount of \$99,965, payable on completion of defined milestones, as set forth in Exhibit D.

The Consultant agrees that the costs reported to the Agency for this Contract will represent only those items which are properly chargeable in accordance with this Contract. The Consultant also certifies that it has read the Contract terms and has made itself aware of the applicable laws, regulations, and terms of this Contract that apply to the reporting of costs incurred under the terms of this Contract.

**ARTICLE V
INDEMNIFICATION**

(a) The Consultant shall, to the extent permitted by law, protect, indemnify and save the Agency, and all of their officers, employees and agents, including consultants, harmless from and against:

(1) Any and all liabilities, damages, claims, demands, liens, encumbrances, judgments, awards, losses, costs, expenses, and suits or actions or proceedings, including reasonable expenses, costs and attorneys' fees incurred by Region 2 Planning Commission and its officers, employees and agents, including consultants, in the defense, settlement or satisfaction thereof, for any injury, death, loss or damage to persons or property of any kind whatsoever, including environmental damage, degradation and response, and cleanup costs, arising out of, or resulting from, the negligent acts, errors or omissions of CONSULTANT, including negligent acts, errors or omissions of its officers, employees, servants, agents, sub-contractors and suppliers; and

(2) From any and all claims for labor, materials, supplies, or service provided to CONSULTANT in connection with performance of this Agreement.

(b) The obligations of CONSULTANT under this paragraph shall not extend to circumstances where the injury, or death, or damages is caused solely by the negligent acts, errors or omissions of the Agency, its officers, employees, agents or consultants.

ARTICLE VI MISCELLANEOUS

This contract shall in all respects be governed by, and construed in accordance with, the laws of the State of Michigan.

The CONSULTANT and SUBCONSULTANT shall be governed by all applicable terms and conditions of the Master Agreement, including any amendments to the Master Agreement. In the event of a conflict between the terms and conditions of this agreement and those of the Master Agreement, the terms and conditions of the Master Agreement shall prevail.

In witness whereof the parties hereto have caused this agreement to be executed on the day and year first above written, in several original counterparts, each of which shall be deemed to constitute an original having identical legal effect.

ARTICLE VII RESPONSIBILITIES

(a) CONSULTANT'S RESPONSIBILITIES

(1) CONSULTANT shall perform the Services in accordance with the degree of professional skill, quality and care ordinarily exercised by members of the same profession currently practicing in the same location under comparable circumstances and as expeditiously as is consistent with professional skill and the orderly progress of the Project. The full extent of CONSULTANT's responsibility with respect to the Services shall be to perform in accordance with the above standards and to remedy any material deficiencies or defects in the Deliverables at CONSULTANT's own expense, provided that CONSULTANT is notified by the Agency, in writing, of any such deficiency or defect within a reasonable period after discovery thereof, but in no event later than 90 days after CONSULTANT completion or termination of the Services. CONSULTANT MAKES NO OTHER REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY, INFORMATIONALCONTENT OR OTHERWISE.

(2) CONSULTANT will endeavor in good faith, as needed, to obtain from the appropriate authorities their interpretation of applicable codes and standards and will apply its professional judgment in interpreting then codes and standards as they apply to the Project at the time of performance of the Services. Notwithstanding the above, the Parties agree that, as the Project progresses, such codes or standards may change or the applicability of such codes or standards may vary from CONSULTANT's original interpretation through no fault of CONSULTANT and that additional costs necessary to conform to such changes or interpretations during or after execution of the Services will be subject to an equitable adjustment in the Compensation and Project Schedule.

(3) CONSULTANT shall be responsible for its performance and that of CONSULTANT's lower-tier subcontractors and vendors. However, CONSULTANT shall not be responsible for health or safety programs or precautions related to the Agency's activities or operations or those of the Agency's other contractors and consultants or their respective subcontractors and vendors ("Contractors"). CONSULTANT shall have no responsibility for (i) construction means, methods, techniques, sequences or procedures; (ii) for the direction of Contractors' personnel; (iii) selection of construction equipment; (iv) coordination of Contractors' work; (v) for placing into operation any plant or equipment; or (vi) for Contractors' failure to perform the work in accordance with any applicable construction contract. CONSULTANT shall not be responsible for the Agency's pre-existing site conditions or the aggravation of those preexisting site conditions to the extent not caused by the negligence or willful misconduct of CONSULTANT. CONSULTANT shall not be responsible for inspecting, observing, reporting or correcting health or safety conditions or deficiencies of The Agency, Contractors or others at the project site ("Project Site") other than CONSULTANT's employees, subconsultants and vendors. So as not to discourage CONSULTANT from voluntarily addressing health or safety issues while at the Project Site, in the event CONSULTANT does identify such issues by making observations, reports, suggestions or otherwise, CONSULTANT shall have no authority to direct the actions of others not under CONSULTANT's responsibility and control and shall have no liability, responsibility, or affirmative duty arising on account of CONSULTANT's actions or forbearance.

(4) Notwithstanding anything contained in this Agreement, CONSULTANT shall have no responsibility for the discovery, presence, handling, removal, transportation, storage or disposal of, or exposure of persons to hazardous materials in any form related to the Project.

(5) The contracting CONSULTANT shall make payments to any subcontracting CONSULTANT within 10 days of receipt of payment.

(6) Records, including executed subcontracts, are to be maintained for (3) years from the date of final payment to the CONTRACTING CONSULTANT and all other pending matters are closed. The Department or its representative may inspect, copy, scan, or audit the Records at any reasonable time after giving reasonable notice.

(7) The CONTRACTING CONSULTANT certifies that it agrees to use the E-Verify system to verify that all persons it hires during the subcontract term are legally present and authorized to work in the United States.

(8) The contractor's signature on this Agreement constitutes the subcontractor's certification of 'status' under penalty of perjury under the laws of the United States with respect to 49 CFR Part 29, as amended and as relocated to 2 CFR Part 1200, pursuant

to Executive Order 12549. The certification included as a part of this Agreement as Attachment B is Appendix B of 49 CFR Part 29.

(b) THE AGENCY'S RESPONSIBILITIES

- (1) The Agency shall provide in writing any specific Agency requirements or criteria for the Project.
- (2) The Agency shall furnish to CONSULTANT all information and technical data in the Agency's possession or control reasonably required for the proper performance of the Services. CONSULTANT shall be entitled to reasonably rely without independent verification upon the information and data provided by the Agency or obtained from generally accepted sources within the industry, except to the extent such verification by CONSULTANT is expressly required as a defined part of the Services.
- (3) The Agency shall arrange for access and make all provisions necessary for CONSULTANT to enter upon public and/or private property as required for CONSULTANT to properly perform the Services. The Agency shall disclose to CONSULTANT any known or suspected hazards at the Project Site which may pose a threat to human health, property or the environment.
- (4) If any document or inquiry requires the Agency to approve, comment, or to provide any decision or direction with regard to the Services, such approval, comment, decision or direction shall be provided within a reasonable time within the context of the Project Schedule, or if not identified in the Project Schedule, within a reasonable time to facilitate the timely performance of the Services.
- (5) Records, including executed subcontracts, are to be maintained for (3) years from the date of final payment to the CONTRACTING CONSULTANT and all other pending matters are closed. The Department or its representative may inspect, copy, scan, or audit the Records at any reasonable time after giving reasonable notice.

**ARTICLE VIII
DISPUTES RESOLUTION**

Either Party may initiate a dispute resolution by providing written notice to the other Party setting forth the subject of the claim, dispute or controversy ("Claim") and the requested relief. The recipient of such notice shall respond within 5 business days with a written statement of its position and a recommended solution to the Claim.

If the Parties cannot resolve the dispute through negotiation, either Party may refer the Claim to a panel ("Panel") consisting of a designated senior representative from each Party ("Representative"), who shall have the authority to resolve such Claim. The Representatives shall not have been directly involved in the Services and shall negotiate in good faith. No written or verbal representation made by either Party in the course of any Panel proceeding or other settlement negotiations shall be deemed to be a party admission. If the representatives are unable to resolve the dispute within 3 weeks, either Party may pursue its respective legal and equitable remedies.

**ARTICLE IX
CONFIDENTIALITY**

CONSULTANT shall treat as confidential information and data delivered to it by the Agency or developed in the performance of the Services that are specified in writing by the Agency to be

confidential (“Confidential Information”). Confidential Information shall not be reproduced, transmitted, disclosed or used by CONSULTANT without the consent of the Agency, except in the proper performance of the Services, for a period of 5 years following completion or termination of this Agreement.

Notwithstanding the above, these restrictions shall not apply to Confidential Information which (i) is already known to CONSULTANT at the time of its disclosure; (ii) becomes publicly known through no wrongful act or omission of CONSULTANT; (iii) is communicated to a third party with the express written consent of the Agency and not subject to restrictions on further use or disclosure; (iv) is independently developed by CONSULTANT; or, (v) to the extent such Confidential Information is required by Law to be disclosed to any governmental agency or authority; provided that before making such disclosure, CONSULTANT shall promptly provide the Agency with written notice of such requirement and a reasonable opportunity for the Agency to object to the disclosure or to take action that the Agency deems appropriate to maintain the confidentiality of the Confidential Information.

Upon termination of this Agreement or upon the Agency’s written request, CONSULTANT shall return the Confidential Information to the Agency or destroy the Confidential Information in CONSULTANT’s possession or control. Notwithstanding the above, CONSULTANT shall be entitled to retain a copy of such Confidential Information relating to the Services or this Agreement for its archives, subject to CONSULTANT’s continued compliance with this Article 9.

**ARTICLE X
DATA RIGHTS**

All Deliverables set forth in **Exhibit A, the Request for Proposal**, shall become the property of the Agency upon proper payment for the Services. CONSULTANT shall bear no liability or responsibility for Deliverables that have been modified post-delivery or used for a purpose other than that for which it was prepared under this Agreement.

Notwithstanding the paragraph above, CONSULTANT’s proprietary information, including without limitation, work papers, drawings, specifications, processes, procedures, software, interim or draft documents, methodologies, know-how, software and other instruments of service belonging to or licensed by CONSULTANT and used to develop the Work Product (“CONSULTANT Data”), shall remain the sole property of CONSULTANT. To the extent the Deliverables contain or require the use of CONSULTANT Data, CONSULTANT hereby grants to the Agency, upon proper payment for the Services, a non-exclusive, non-transferable and royalty-free license to use such CONSULTANT Data solely for the purposes for which the Deliverables were developed.

Nothing in this Article shall be construed to prohibit CONSULTANT from using skills, knowledge or experience gained by CONSULTANT in the performance of the Services for other purposes, provided that does not use the Agency’s Confidential Information.

Agency: **Region 2 Planning Commission**

Consultant: **The Greenway Collaborative, Inc.**

By: Ralph Tillotson

By: Norman Cox, PLA, ASLA

Title: Region 2 Planning Commission Chair

Title: President

Attest: _____

Attest: _____

Region 2 Planning Commission

Third Party Contract

Exhibit A – Scope of Work

Phase 1 – Project Start-up

The purpose of this phase is to make sure the project gets off on the right foot and the key stakeholders are engaged.

1a. Project Start-up Meeting

- Meeting with the project manager and other key stakeholders
- Refinement of the Steering Committee composition
- Define roles, communication protocols, and refine the project schedule
- Set-up bi-weekly web meetings to track project progress

1b. Kick-off Walking Meeting with Steering Committee

- Begin the kick-off with a walking (or bicycling) meeting to start the conversation by exploring issues and discussing opportunities
- Identify project goals and refine the public engagement plan

1c. Setup Project Website

- Set up WalkBike.Info/Jackson which will serve as the information clearinghouse for the project
- Make the website a fully responsive site with automated Spanish translation
- Populate the site with basic project information

Phase 2 – Inventory and Analysis

The purpose of this phase is to gather an in-depth understanding of the existing conditions in the County and how people are currently getting around the county. The findings in this phase are critical to developing a realistic plan.

2a. Pedestrian and Bicycle Crash Assessment

- Analysis of pedestrian and bicycle crashes that looks beyond the obvious to identify the underlying causes of the crashes and crash patterns
- An analysis of the economic and comprehensive costs of pedestrian and bicycle crashes as well as benchmark information on crash rates

2b. Land Use and Travel Patterns Assessment

- Inventory and analysis of key destinations, population densities, and existing and proposed land uses that help identify relative demand for pedestrian, bicycle, and transit connections
- Evaluation of community demographics to identify populations most likely to rely on public transportation, walking, and bicycling as their primary modes of travel
- Analysis of existing travel patterns using community input and resources like Strava's global heat map to understand where people currently walk and bike

2c. Pedestrian Access and Mobility

- Evaluation of the completeness and general quality of service of the sidewalk network and identification of critical sidewalk gaps on the primary road system
- Evaluation of the appropriateness of the existing crosswalks that identifies critical deficiencies
- Analysis of road mid-block crossing difficulty that considers roadway characteristics and distance between crosswalks to help understand where crosswalks are needed and identify appropriate solutions

2d. Bicycle Access and Mobility

- Evaluation of road characteristics such as width, number of lanes, posted speed, average daily traffic, passer rating, etc. that help us understand what bikeways are feasible in the near-term and what would yield a high-level of service in the long-term
- Evaluation of the completeness of the bicycle network from various user perspectives (for example: a casual recreational bicyclist vs. a seasoned bike commuter)
- Evaluation of the bicycle support system that looks at issues such as bicycle parking and wayfinding

2e. Access to Transit and Quality of Service

- An inventory and general evaluation of the quality of service of transit that looks at the on-demand service, fixed transit routes, headway times, hours of service, transit stop locations and the transit stop facilities and condition

2f. Policy, Program, and Metric Evaluation

- An inventory of the City's and County's existing policies, promotion, and evaluation efforts that impact transportation
- Assessment of how existing policies stack-up against best practices

2g. Peer Review

- Review of other non-motorized plans, policies, programs, and evaluation metrics of peer communities

2h. Site Investigations

- Verify as needed information gathered via remote sensing
- Walk and bike key areas to observe first hand conditions and use

2i. Inventory and Analysis Summary Report

- Compile the information gathered in the Inventory and Analysis phase into a summary report that will be incorporated into the final master plan and add the information to the website

2j. Steering Committee Meeting

- Meet with the Steering Committee to review and refine the findings of Phase 2 and discuss outreach efforts for the next phase

Phase 3 – Public Engagement – Hopes, Concerns & Direction

The purpose of this task is to tap into the wealth of knowledge that residents and local businesses have regarding issues to be addressed and gather ideas for improvements. For this to be a true City and County Plan, the project team will meet with ten communities as well as offer web-based input to offer to reach a wide cross section of the county.

3a. On-line Issues and Opportunities Map

- Using contact lists and social media accounts of the organizations represented by the Steering Committee members, share information on the project and promote upcoming opportunities for public input
- Prepare matching paper and web-based surveys that gather input on what types of trips people would like to make and what specific issues are currently inhibiting those trips
- Develop a crowdsourcing web-based input map to gather information on specific places of concern and opportunities

3b. Issues and Opportunities Road Show

- A series of ten workshops will be held over the course of one week - see the project schedule for a preliminary list of meeting locations
- The workshops will begin with a walking tour to explore first hand issues and opportunities with the participants
- Back in-doors, the workshop will continue with a presentation to review key findings of the inventory and analysis and gather input from the participants via the survey
- Then the participants will break into small groups for a workshop to identify key issue areas, potential solutions, and identify community priorities

3c. Public Engagement Summary Report

- Compile the information gathered in the Public Engagement – Hopes, Concerns & Direction phase into a summary report that will be incorporated into the final master plan and add the information to the website

3d. Steering Committee Meeting

- Meet with the Steering Committee to review the findings of Phase 3 and discuss the direction of the preliminary plans

Phase 4 –Preliminary Plans

Preliminary recommendations will be prepared, guided by the Inventory & Analysis from Phase 2 and the Vision, Goals & Objectives that encapsulates the public input from Phase 3.

4a. Proposed Near-term Enhancement to Pedestrian, Bicycle and Transit Networks

- Proposed roadway conversions, mid-block crossing improvement, critical sidewalk gaps, intersection improvements, transit enhancements, multi-modal hubs (transit, AV, ride-share, bike-share, etc.), and pathway linkages that may be done relatively economically and generally within the existing roadway, public ROW and public properties.

4b. Proposed Long-term Vision for Pedestrian, Bicycle and Transit Networks

- Proposed roadway configuration for when a roadway is reconstructed, these would generally be constricted to existing ROW but may identify areas where additional ROW would be both desirable and feasible to create a higher level of service network

4c. Policy, Program, and Evaluation Recommendations

- Recommend priority public policies based on best practices that the City and County should incorporate in the near term
- Recommended promotional programs and partnerships to encourage safe and active transportation
- Recommended evaluation approaches to track progress and guide future improvements

4d. Preliminary Plan Summary Report

- Compile the information gathered in the Preliminary Plans phase into a summary report that will be incorporated into the final master plan and add the information to the website

4e. Steering Committee Meeting

- Meet with the Steering Committee to review and the findings of Phase 4 and discuss outreach efforts for the next phase

Phase 5 – Public Engagement – Preliminary Plan Feedback

The purpose of this phase is to circle back with the groups that were met with during Phase 3 – Public Engagement – Hopes, Concerns & Direction, and gather their thoughts on the preliminary plans that were developed based on that initial input.

5a. Online Preliminary Plan Feedback Map

- Crowdsourcing web-based input map to gather information on the proposed networks

5c. Preliminary Plan Road Show

- A series of ten workshops will be held over the course of one week - see the project schedule for preliminary list of meeting locations
- The community open houses will begin with a presentation that summarizes the entire plan and focuses on the specific recommendations for the area where the meeting is being held
- After the presentation, the participants will break into small groups for a workshop to refine the preliminary plans and prioritize improvements

5d. Public Engagement Summary Report

- Compile the information gathered in the Public Engagement – Preliminary Plan Feedback phase into a summary report that will be incorporated into the final master plan and add the information to the website

5e. Steering Committee Meeting

- Meet with the Steering Committee to review and refine the findings of Phase 5 and discuss the direction of the implementation strategy

Phase 6 – Plan Refinement and Implementation Strategy

The purpose of this phase is to develop an action plan for implementation.

6a. Plan Refinement

- Based on the feedback received in Phase 5, refine the Preliminary plan recommendations

6b. Implementation Plan

- Identify priority policies, projects, programs and evaluation metrics

- Outline an achievable near-term network and improvements that should be the focus of efforts over the next five to ten years
- For the near-term network, prepare master plan level budgets, implementation strategies, and funding recommendations that chart the course towards completion

6c. Summary Presentation and Large Format Illustration

- Prepare a brief presentation and large format plan overview that can be used with various community groups to further explain and promote the plan

6d. Steering Committee Meeting

- Meet with the Steering Committee to review and refine the products of Phase 6 and map out the final steps to completing the project

Phase 7 – Finalize Plan and Adoption Process

The purpose of this step is to help guide the project through the adoption process.

7a. Draft Plan, Presentation and Large Format Illustration

- Based on input received during the previous phase, refine the documents and create a copy ready final draft plan, executive summary presentation, and large format plan

7b. City Council and County Board Presentations

- Present the final draft to the City Council and County Board and take input from the council, board, and general public
- Make amendments as necessary

7b. Steering Committee Meeting

- Present the final draft to the Steering Committee and identify any edits to be made prior to acceptance

7c. Final Plan and Source Materials

- PDF version of the final plan
- 10 printed and bound copies of the final plan
- All original source files used in the creation of the plan (MS Word, MS PowerPoint, Adobe InDesign, SketchUp, ArcGIS Pro, etc.)

Exhibit B – Professional Fees

The project will be completed for a lump sum cost of \$99,965. Below is summary on how the costs were developed and approximation of the labor for each of the identified tasks.

	Principal	Senior Planner	Total
Hourly Rate	\$ 120	\$ 85	
1. Project Start-Up			
a. Project Start-up Meeting	8	6	14
b. Kick-off Walking Meeting with Advisory Committee	8	12	20
c. Setup Project Website	2	16	18
Phase 1 Hours Subtotal	18	34	52
Phase 1 Fee Subtotal	\$ 2,160	\$ 2,890	\$ 5,050
2. Inventory and Analysis			
a. Pedestrian and Bicycle Crash Assessment	4	8	12
b. Land Use and Travel Pattern Assessment	8	20	28
c. Pedestrian Access and Mobility	4	30	34
d. Bicycle Access and Mobility	4	30	34
e. Access to Transit and Quality of Service	6	16	22
f. Policy, Program and Metric Evaluation	16	4	20
g. Peer Review	4	8	12
h. Site Investigations	16	16	32
i. Inventory and Analysis Summary Report	8	8	16
j. Steering Committee Meeting	8	12	20
Phase 2 Hours Subtotal	78	152	230
Phase 2 Fee Subtotal	\$ 9,360	\$ 12,920	\$ 22,280
3. Public Engagement - Hopes, Concerns & Direction			
a. On-line Issues and Opportunities Map	5	10	15
b. Issues & Opportunities Road Show	40	30	70
c. Public Engagement Summary Report	4	8	12
d. Steering Committee Meeting	8	12	20
Phase 3 Hours Subtotal	57	60	117
Phase 3 Fee Subtotal	\$ 6,840	\$ 5,100	\$ 11,940
4. Preliminary System Plans			
a. Proposed Near-term Enhancements	30	40	70
b. Proposed Long-term Vision	20	30	50
c. Policy, Program and Evaluation Recommendations	20	4	24
d. Preliminary Plans Summary Report	10	10	20
e. Steering Committee Meeting	8	12	20
Phase 4 Hours Subtotal	88	96	184
Phase 4 Fee Subtotal	\$ 10,560	\$ 8,160	\$ 18,720
5. Public Engagement - Preliminary Plan Feedback			
a. On-line Preliminary Plan Feedback Map	5	10	15
b. Preliminary Plan Road Show	40	30	70
c. Public Engagement Summary Report	8	8	16
d. Steering Committee Meeting	8	12	20
Phase 6 Hours Subtotal	61	60	121
Phase 6 Fee Subtotal	\$ 7,320	\$ 5,100	\$ 12,420
6. Plan Refinement and Implementation Strategy			
a. Plan Refinement	16	30	46
b. Implementation Plan	20	40	60
c. Summary Presentation & Large Format Illustration	4	16	20
d. Steering Committee Meeting	8	12	20
Phase 7 Hours Subtotal	48	98	146
Phase 7 Fee Subtotal	\$ 5,760	\$ 8,330	\$ 14,090
7. Finalize Plan and Adoption Process			
a. Draft Plan, Presentation & Large Format Illustration	20	30	50
b. City Council and County Board Presentations	8	3	11
c. Steering Committee Meeting	8	12	20
d. Final Plan and Source Materials	8	16	24
Phase 8 Hours Subtotal	44	61	105
Phase 8 Fee Subtotal	\$ 5,280	\$ 5,185	\$ 10,465
Labor Subtotals			
	394	561	955
Fee Subtotals			
	\$ 47,280	\$ 47,685	\$ 94,965
Estimated Direct Expenses			
Travel Expenses (Per Trip)	30	\$ 50	\$ 1,500
Report Printing	10	\$ 50	\$ 500
Crowdsourcing Webmap and Hosting	1	\$ 3,000	\$ 3,000
			\$ 5,000
Grand Total			\$ 99,965

Additional Services

Should during the course of the project, the Client desire miscellaneous ancillary services beyond those outlined within the Scope of Work, the work and associated fees will be agreed to in writing in advance of the work being completed and either billed hourly or on an agreed to fixed fee. Below are examples of the costs of selected services.

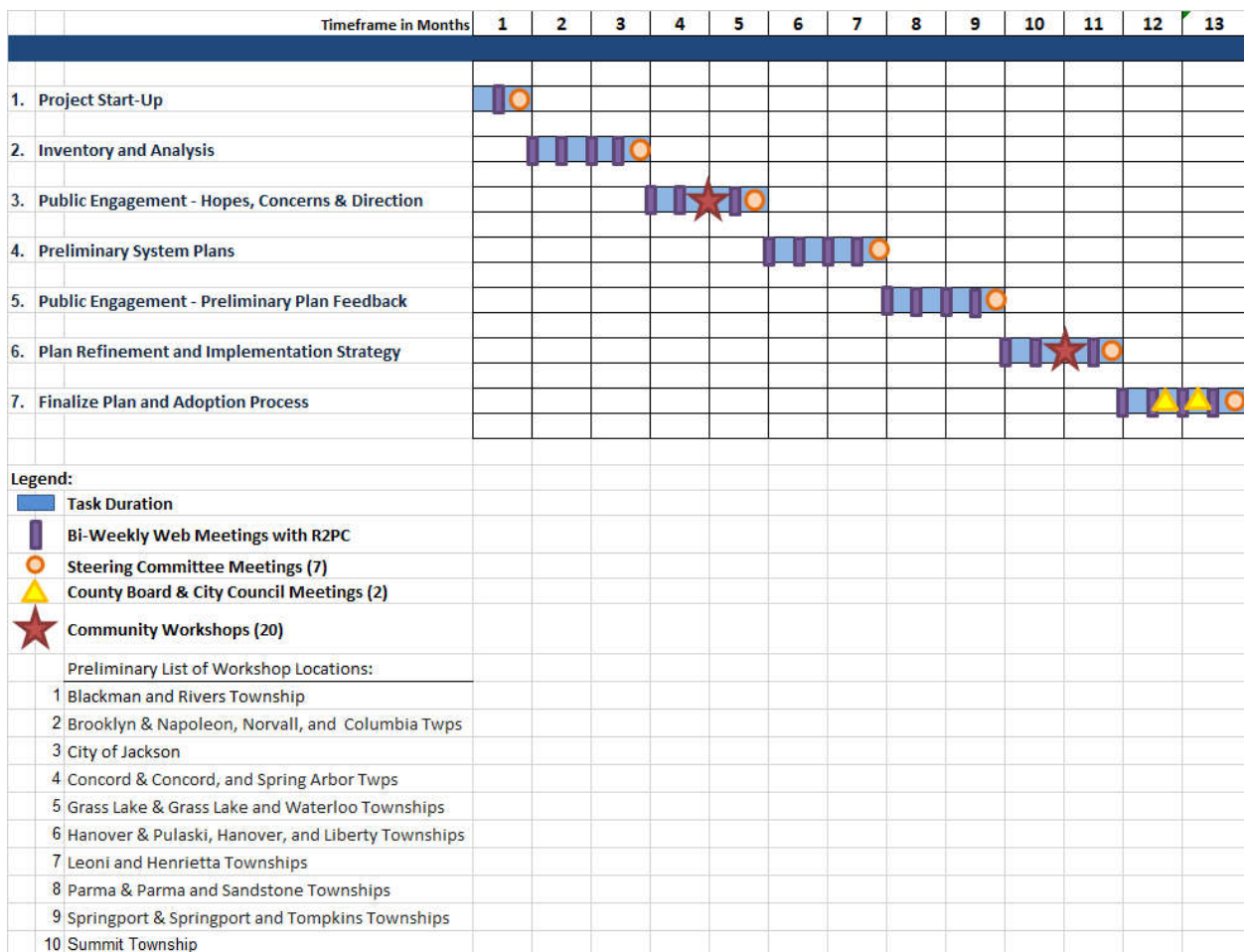
Meetings

In-person meetings beyond those included in the scope of work that require travel, \$500. This cost does not include preparation of meeting materials.

Renderings and Illustrative Drawings

Additional renderings / illustrative drawings beyond the two included in the scope of work, \$1,000 to \$2,000 for each area depending on the complexity of the subject.

Exhibit C – Project Schedule



CONSULTANT Compensation and Payment Plan (Exhibit D)

Milestone: Compensation for the services will be on a milestone basis in the amount of \$99,965 payable on completion of defined milestones.

Project compensation will be based on the following project milestones to determine percentage of project completion.

Milestones	Task		Project Completion
Milestone 1	Project Start-Up	(5% of total)	5%
Milestone 2	Inventory and Analysis	(23% of total)	29%
Milestone 3	Public Engagement - Hope, Concerns & Dir.	(13% of total)	41%
Milestone 4	Preliminary System Plans	(20% of total)	61%
Milestone 5	Public Engagement – Prelim. Plan Feedback	(13% of total)	74%
Milestone 6	Plan Refinement & Implementation Strategy	(15% of total)	89%
Milestone 7	Finalize Plan and Adoption Process	(11% of total)	100%



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET
LANSING

DAVID L. DEVRIES
DIRECTOR

December 26, 2018

Steven Duke
Executive Director, Region 2 Planning Commission
Jackson County Tower Building, 120 W. Michigan Ave.
Jackson, MI 49201

Dear Steven,

Thank you for applying for Regional Prosperity Initiative funding for 2019 and for your continued commitment to regional collaboration.

Your fiscal year 2019 application was for a Regional Prosperity Tier 1 grant and the one-time integrated asset management grant. Based on a review of your application, Region 2 Planning Commission continues to illustrate success within the region. The fiscal year 2019 total appropriation for the Regional Prosperity Initiative is \$3.9 million to be spread among applicants. The amount of requested dollars slightly outpaced the available expenditure, and no application will be granted at its full requested amount. As such, your grant request has been approved for \$306,810.

I acknowledge that this approved amount is a reduction from your requested grant. Please notify me if you intend to accept this grant at this reduced amount and submit a revised spending plan and timeline to reflect this award. In addition, please sign and return the enclosed agreement, to be submitted with your revised spending plan, directly to me. When your revised timeline, spending plan, and contract are submitted, DTMB will process the grant payment to your organization.

Please contact me at vaughns4@michigan.gov or 517-241-8378 if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Shawn Vaughn".

Shawn Vaughn
Assistant Deputy Director
Department of Technology, Management and Budget

Enclosures:

- (1) Michigan Infrastructure Council welcome letter
- (2) 2019 agreement



STATE OF MICHIGAN
DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET
LANSING

RICK SNYDER
GOVERNOR

DAVID L. DEVRIES
DIRECTOR

Regional Prosperity Initiative Contract Agreement

This Contract Agreement (“this agreement”) is made effective on _____ BETWEEN THE State of Michigan, 320 S. Walnut St, Lansing, MI 48933 and Region 2 Planning Commission, Jackson County Tower Building, 120 W. Michigan Ave., Jackson, MI 49201.

In the Agreement, the party who is granting the funds will be referred to as DTMB and the party who is receiving the funds will be referred to as grant recipient. The parties agree as follows:

1. GRANT OF FUNDS: DTMB is vested with the authority and responsibility to disburse the Regional Prosperity Initiative grant funds according to legislative boilerplate. Funds are to be awarded in accordance with boilerplate and distributed to eligible grant recipients in a timely manner.
2. GRANT EXPENDITURES: Grant recipients shall make expenditures in accordance with the applications submitted to DTMB and approved by the Regional Prosperity Initiative program. Expenditures should be transparent and accounted for after the grant term. Funds are not intended for use to supplant traditional funding sources for organizational capacity or staffing.
3. MODIFICATIONS: Unless the prior written approval of DTMB is obtained, the grant recipient may not modify or change the proposal, timeline or budget.
4. METRICS and DELIVERABLES: The grant recipient is responsible for the metrics and deliverables proposed in their approved application and required in the legislative boilerplate pertinent to this program.
5. INTEGRATED ASSET MANAGEMENT FUNDS: Recipients of the \$70,000 one-time grant award for integrated asset management shall work with the Michigan Infrastructure Council to coordinate two regional Communication and Collaboration summits. In addition to the submitted scope of work, recipients shall host and pay for expenses associated with the two summits.

Please sign and return one copy of this agreement to our office and retain one copy for your files.

Grant Recipient Signature

Shawn Vaughn
Assistant Deputy
Director Department of Technology, Management and Budget



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

5641 (11-18) RICK SNYDER
GOVERNOR

NICK A. KHOURI
STATE TREASURER

December 26, 2018

Dear Steven,

On behalf of the Michigan Infrastructure Council (MIC) and its sub-councils the Water Asset Management Council (WAMC) and the Transportation Asset Management Council (TAMC), we offer our congratulations on your Regional Prosperity Initiative (RPI) \$70,000 grant award to advance integrated asset management across your region. We understand that lifecycle infrastructure management is a significant undertaking and applaud your desire to contribute to this important endeavor. We wanted to take this opportunity to briefly introduce you to the MIC and highlight a few of our initiatives as we begin working together.

Created through Public Act 323 of 2018, the MIC is charged with bringing together public and private utility and infrastructure owners, regional representatives, finance and policy experts and state department leaders to develop a 30-year management plan for Michigan's infrastructure assets. In partnership with our diverse stakeholders, the MIC is building a *collaborative, coordinated, and consistent* strategy that includes:

- Representing all stakeholders who use and manage Michigan's infrastructure
- Removing barriers that hinder efficient and effective infrastructure asset management
- Aligning standards and resources across all infrastructure assets – transportation, water, utilities, and communications

To ensure open lines of communication, alignment of resources, and coordinated work efforts, the MIC has prioritized stakeholder engagement. While we welcome dialog throughout the year, we will also be requesting your assistance in organizing two Communication and Coordination summits in your region. Please see the attached document for further details.

As a key stakeholder, we value your contribution to this important endeavor. Please expect further communications once the Regional Prosperity Initiative awards are finalized. We look forward to working with you and taking the first steps toward Michigan's statewide, integrated asset management objectives.

Sincerely,

Jessica Moy, Executive Director

Communication and Coordination Summits

The Michigan Infrastructure Council (MIC) has prioritized stakeholder engagement to ensure open lines of communication, alignment of resources, and coordinated work efforts. As a requirement of the RPI Asset Management funding, MIC is requesting regional assistance in the coordination and hosting of two, one-day summits.

These summits will provide opportunity for education and information exchange benefiting regional and local government officials, public and private asset owners and operators, and other regional stakeholder groups. While the specific topics and participants may vary in accordance with regional interests, the general themes and activities of each summit are listed below.

- **Late Winter/Early Spring 2019: Communication and Coordination Summit I**
 - Introductions and Information Exchange
 - Asset Management Fundamentals
 - Current Asset Management Maturity and Data Inventory Assessment
 - Discussion and Guidelines for Coordinated Data/Project Inventory

- **Late Summer/Early Fall 2019: Communication and Coordination Summit II**
 - Feedback and Follow-up Information Exchange
 - Results and Findings of the Asset Management Maturity and Data Inventory Assessment
 - Interactive Data/Project Coordination Session
 - Successes, Challenges, and Next Steps

The Michigan Infrastructure Council looks forward to working with each region to schedule and coordinate the Communication and Coordination summits. MIC staff will be available to assist regions once the Regional Prosperity Initiative contracts are signed and awards are finalized.

For additional information:

Jessica Moy, Executive Director
Email: MoyJ1@michigan.gov
Phone: 517-241-1186



November 20, 2018

DEC - 7 2018

REGION 2 PLANNING COMMISSION
GRANT BAUMAN, AICP, PRINCIPAL PLANNER
JACKSON COUNTY TOWER BUILDING – 9TH FLOOR
120 WEST MICHIGAN AVENUE
JACKSON, MICHIGAN 49201

Subject: 63-day Review Period for the Downtown Housing and Adaptive Reuse Plan

Dear Mr. Bauman,

Please be advised that the City of Tecumseh has developed a Downtown Housing and Adaptive Reuse Plan in order to address “missing middle” and apartment housing types in and around downtown Tecumseh, consistent with the provisions of the Michigan Planning Enabling Act, Public Act 33 of 2008, as amended.

The City of Tecumseh has been working with the City’s planning consultant, McKenna & Associates, to prepare the Downtown Housing and Adaptive Reuse Plan. The distribution of the proposed master plan for a 63-day public review period was approved by Tecumseh City Council at its regular meeting on November 19, 2018. Following the 63-day public review period, the City will hold a public hearing to gather public comment prior to Plan adoption.

Your comments and questions can be sent via email to braymond@tecumseh.mi.us or mailed to:

City of Tecumseh
Attention:
Bradley A. Raymond
Building Services Director
309 E. Chicago Blvd.
Tecumseh, MI. 49286

A copy of the draft plan has been uploaded to the City’s website (www.mytecumseh.org) for your review and comment. If you would prefer to receive the Downtown Housing and Adaptive Reuse Plan in paper form, please return one signed copy of this letter for the City’s files as authorization.

We thank you in advance for your assistance with the City of Tecumseh’s Downtown Housing and Adaptive Reuse Plan.

Sincerely,


Bradley A. Raymond
Building Services Director
Tecumseh, Michigan

I/WE PREFER INFORMATION IN PAPER FORM ONLY

_____ Signature	_____ Date
_____ Date	_____ Name and Title



DOWNTOWN FUTURE LAND USE PLAN

The Future Land Use Designations for the downtown core and edge areas have included mostly In Town Residential with a small area east of downtown designated for townhome/ attached single family uses and a few non-residential designations. Based on the nationwide demand for “missing middle” housing types and the multitude of unique development opportunity near downtown Tecumseh, we have developed a new Future Land Use Designation that will support infill residential development and adaptive reuse of existing buildings and sites. A new zoning district will be created to support this land use.

PURPOSE OF THE FUTURE LAND USE REVISION

The Future Land Use Designation revision sets forth recommendations for continued use, new development, and reuse of underutilized buildings for residential uses in the downtown area. The Future Land Use Map is a link between what exists and what City leaders and residents would like to have developed.

NEW DISTRICT DESIGNATION: DOWNTOWN RESIDENTIAL

The Downtown Residential category incorporates the section of previously existing Townhouse/Attached Single Family district east of downtown and expands around the Downtown District outline including specifically identified sites for adaptive reuse and development. These sites have been selected based on their redevelopment potential and proximity to the downtown area, and therefore have been included in the new designation district.

This new Land Use Designation can address a gap in housing types that have been provided in this area. While In Town Residential can include two family uses where appropriate, it predominantly facilitates the preservation of older and historic single family detached homes around the Downtown District area. The preservation of residential character will remain a priority within the Downtown Residential district, and will be enforced with a new Zoning District and design standards to allow for moderate density of living at the same scale that the neighborhood has historically possessed. The flexible housing types that are encouraged include but are not limited to duplexes, fourplexes, multiplexes, carriage houses, townhouses, bungalow courts, courtyard apartments, and live/work spaces.

The housing types in the Downtown Residential district will be of a similar scale to the existing buildings, while offering a variety of options for living style including attached single family, detached single family, and multi-unit dwellings that appear to be single family by observation. The proximity to downtown offers a walkable context that is desirable for residents, and will support the infill of a moderately higher density of residential development.

Encouraged compatible uses in the Downtown Residential area:

- Markets and specialty grocers
- Public parks, public art and gathering spaces
- Indoor and outdoor performance spaces
- Small-scale recreation and community-based education facilities (less than 10,000 sq. ft.)
- Live-work housing, accessory professional office and maker spaces
- Short-term rentals and bed and breakfasts
- Independent living facilities
- Banquet, party, and meetings rental spaces

NAPOLEON TOWNSHIP

6755 Brooklyn Road
P. O. Box 385
Napoleon, Michigan 49261
Telephone: (517) 536-8694
FAX (517) 536-0112

DEC 17 2018

*John Hummer, Clerk
Anita Graham, Treasurer*

Dan Wymer, Supervisor

*Julie Wilson, Trustee
Lori Bacon, Trustee*

**Notice of Availability of the *Napoleon Township*
Master Plan for Public Comment**

Napoleon Township, in Jackson County, Michigan, announces the availability of the 2019 edition of the *Napoleon Township Master Plan* and request comments regarding the document from the recipients of this notice. The following local governments, commissions/committees, and utility and transportation agencies/companies are receiving this notice of intent as required by Section 41 of the Michigan Planning Enabling Act (MCL 125.3841):

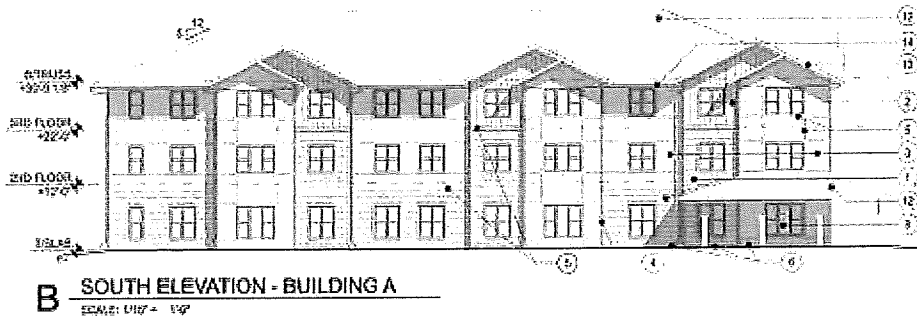
- Columbia Township
- Grass Lake Charter Township
- Leoni Township
- Liberty Township
- Norvell Township
- Summit Township
- Jackson County Planning Commission
- Region 2 Planning Commission
- Consumers Energy
- Comcast
- AT&T
- Jackson County Dept. of Transportation
- Michigan Department of Transportation
- Norfolk Southern Railroad
- Leoni Sewer Authority
- Corrigan Oil Company
- BP Products
- Panhandle Eastern Pipeline
- West Bay Exploration Company

The *Napoleon Township Master Plan* is available on the Township website (www.napoleontownship.us). Please notify the Township Clerk in writing if you prefer to receive a hard copy of the document. Comments must be received by the Township Clerk by 5:00 pm on February 15, 2019. The Township Clerk's contact information is listed below:

John Hummer, Clerk
Napoleon Township
6755 Brooklyn Road
P.O. Box 385
Napoleon, MI 49261
517-536-8694 ext. 205
clerk@napoleontownship.us

Proposed long-term opioid rehab apartments earn \$1.2 million grant

Updated Dec 14;
Posted Dec 16



Renderings for the Andy's Place recovery housing project on the site of the old Odd Fellows and Rebekah home, 2388 W. Michigan Ave. (J. Scott Park | MLive.com) J. Scott Park



<https://www.mlive.com/news/jackson/2018/12/proposed-long-term-opioid-rehab-apartme...> 12/19/2018

By **Taylor DesOrmeau | tdesorme@mlive.com, tdesorme@mlive.com**

BLACKMAN TWP., MI – Funding is in place for a \$10 million Jackson County apartment space to help opioid addicts.

Andy's Place Apartments, 2388 W. Michigan Ave., received a \$1.2 million grant this week from the Michigan State Housing Development Authority.

With this funding, founder Mike Hirst said construction should begin in the spring, and the complex should open in spring 2020. The remaining funds for the project are coming from a variety of private sources.

"I'm as excited as I can possibly be," Hirst said. "This project is really the first of its kind in the nation to really address the long-term health care that's needed for complete recovery."

55,000-square-foot apartment space announced for long-term opioid rehabilitation

Plans show a 42,000-square-foot space and 39 single units and a separate 13,000-square-foot space for families with 11 two-bedroom units. New plans include a greenhouse and music space for residents.

1 

Research shows opioid addicts need about two years for their brains to heal, Hirst said. While short-term rehab stints are important, Hirst said the high relapse rate is because treatment is too short.



Mike Hirst talks about the Andy's Place recovery housing project on the site of the old Odd Fellows and Rebekah home, 2388 W. Michigan Ave., on Monday, April 30, 2018.

J. Scott Park | jjpark4@mlive.com

Drug courts will refer potential residents to the complex, Hirst said. The facility will have security and drug testing – but a failed drug test won't lead to an eviction, he said.



"To me, when somebody relapses, that just tells me we need to work for that person a little more," Hirst said.

The name “Andy’s Place” is twofold. Hirst’s son Andrew died of a heroin overdose in 2010, leading Hirst to form the nonprofit Andy’s Angels to help addicts. The son of the property owners Gary and Laura Weinhardt was also named Andy and also died from an opioid overdose.

Andy’s Place will include space for recovery groups and for the Community Action Agency to find jobs for residents. They can attend sessions on life skills, like money management.

“We can get people off the drugs, but if we don’t give them some of these other skills, they fall right back into it,” Hirst said.