

AGENDA

REGION 2 PLANNING COMMISSION

Executive Committee

FOR FURTHER INFORMATION CONTACT:

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

DATE: Thursday, February 12, 2015

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.

PAGE

1. Call to Order
2. Pledge of Allegiance
3. Approval of the Agenda - **ACTION**
4. Public Comment
5. Approval of Minutes of the December 11, 2014 Executive Committee and January 8, 2015 Full Commission(see enclosures) – **ACTION** 2
6. Receipt of Treasurer's Report of January 31, 2015 (see enclosure) – **ACTION** 10
7. Approval of February 12, 2015 Submitted Bills (see enclosure) – **ACTION** 14
8. Staff Progress Report for January, 2015 (see enclosure) – **DISCUSSION** 19
9. Report of the Nominating Committee – Election of Officers for 2015 (see enclosure) – **ACTION** 25
10. Economic Development Administration (EDA) Update, Mr. Lee Shirey – **DISCUSSION**
11. Road Pavement Condition Ratings (to be provided) - **DISCUSSION**
12. Regional Prosperity Initiative Update - **DISCUSSION**
13. Approval of Staff Travel to the American Planning Association National Planning Conference (see enclosure) – **ACTION** 26
14. Project Notification (FPR 15-1) – **ACTION** 27
 - a. Recess Executive Committee and convene the Review Committee
 - b. Review and comment on Project Notification (see enclosure)
 - c. Recess the Review Committee and re-convene the Executive Committee
15. Other Business
16. Public Comment
17. Adjournment

Region 2 Planning Commission

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Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

MINUTES

Region 2 Planning Commission – Executive Committee

Jackson County Tower Bldg.
120 W. Michigan Avenue
Jackson, MI 49201

Thursday, December 11, 2014

- I. **Call to Order** – Chair Hayes called the meeting to order at 2:05 p.m. A quorum was present.

Executive Committee Members:

✓ Beeker	✓ Hayes	✓ Rice
✓ Burtch	✓ Johnson	✓ Sigers
✓ Dotterweich	✓ Koch	✓ Smith
✓ Duckham	✓ W. Mahoney	✓ Tillotson
✓ Gaede	✓ Morris	✓ Wittenbach
✓ Gould	✓ Quigley	✓ Wonacott

Key: ✓ = present

Other Commissioners

Present:

Bryant, Fessel, Grabert, Hawley, Herl, Overton, Polaczyk, Schlechte, Stack, and Wymer

Others Present:

Todd Brittain, Leoni Twp.; J.B. DeJeu, Village of Brooklyn; Mark Grazioli, MDOT-Jackson TSC; Chris Gulock, MDOT-University Region; Kari Martin, MDOT-University Region; Joe Michalsky, JCDOT; Rick Jack, MDOT-University Region, Jason Pittman, MDOT- Jackson TSC; Jeff Reid, MDOT-University Region; Don Wolosuk

Staff Present:

Steven Duke, Grant Bauman

- II. **Pledge of Allegiance** – The Committee joined in the Pledge of Allegiance.
- III. **Approval of the Agenda** – A motion was made by Comm. W. Mahoney, supported by Comm. Dotterweich, to approve the Executive Committee meeting agenda of December 11, 2014 as presented. The motion carried unanimously.
- IV. **Public Comment** – No public comment was received.

- V. **Approval of Minutes of the October 9, 2014 Executive Committee Meeting** – A motion was made by Comm. Dotterweich, supported by Comm. Johnson, to approve the October 9, 2014 Executive Committee meeting minutes as presented. The motion carried unanimously.
- VI. **Receipt of the Treasurer’s Report of November 30, 2014** – A motion was made by Comm. Koch, supported by Comm. W. Mahoney, to receive the November 30, 2014 Treasurer’s Report as submitted. The motion carried unanimously.
- VII. **Approval of the December 11, 2014 Submitted Bills** – A motion was made by Comm. W. Mahoney, supported by Comm. Rice, to approve payment of the December 11, 2014 submitted bills as presented. The motion carried unanimously.
- VIII. **Staff Progress Report for November, 2014** – The staff progress report was included in the agenda packet for Commission review. Mr. Duke reported that a draft of the Regional Prosperity Initiative 5-year strategic plan should be ready for Commission review at the February, 2015 meeting.
- IX. **“Opportunity for Public Comment” – Review of Proposed Amendments to the JACTS FY 2014-2017 Transportation Improvement Program (TIP)** – Mr. Duke explained that amendments to the JACTS FY 2014-2017 TIP were being proposed by the Jackson County Department of Transportation and the Michigan Department of Transportation.

The JCDOT amendments are as follows:

Fiscal Year	Project Name	Limits	Project Description	Funding Source	Cost
2015	Fifth Street	Page Avenue to Broad Street	Streetscape and pedestrian improvements	Federal (TAP): Local:	\$ 265,807 \$ 58,942
Move from 2014 to 2015	Fifth Street	Page Avenue to Broad Street	Cold-mill, resurface, pavement markings	State (Cat F): Local:	\$ 180,000 \$ 45,000

Mr. Duke reported that the JCDOT amendments had been reviewed and recommended unanimously for approval by the JACTS Technical Advisory and Policy committees at their respective meetings in November. A motion was made by Comm. Johnson, supported by Comm. W. Mahoney, to approve the JCDOT proposed amendments to the JACTS FY 2014-2017 TIP as presented. The motion carried unanimously.

The MDOT amendments, presented by Mr. Gulock, are as follows:

Fiscal Year	Project Name	Limits	Project Description	Funding Source	Cost
Move from 2017 to 2018 JN 115861	I-94	Over Con Rail and Grand River	Bridge replacement, realign and replace structure	<u>Construction</u> Federal (IM): State:	\$18,159,000 0 \$ 2,018,000
Move from		M-106 NB & SB	Bridge replacement and	<u>Construction</u>	

2016 to 2018 JN 115862	I-94	(Cooper Street OV I-94)	associated work	Federal (IM): State:	\$12,669,000 \$ 1,408,000
Move from 2016 to 2018 JN 120273	I-94	M-60 to Sargent Road	Restore and Rehabilitate	<u>Construction</u> Federal (IM): State:	\$36,948,000 \$ 4,105,000
Move from 2015 to 2016 JN 113565	I-94 BL	Brown Street to Louis Glick Highway	Reconstruct	<u>Construction</u> Federal (NH): State:	\$ 6,239,463 \$ 1,383,584
2015 JN120268	M-50	Ganson Street to North Street	Reconstruct	<u>Right-Of-Way</u> Federal (NH): State:	\$ 40,925 \$ 9,075
2016 JN120268	M-50	Ganson Street to North Street	Reconstruct	<u>Construction</u> Federal (NH): State:	\$ 1,523,167 \$ 337,758
2015	Trunkline Bridge Preservation	Region-Wide	General Program Account	Federal (ST): State:	\$ 506,210 \$ 56,245
2015	Trunkline Traffic Operations & Safety	Region-Wide	General Program Account	Federal (ST): State:	\$ 185,000 \$ 41,000
2015	Trunkline Hwy Resurface, Rehab, Reconstruct	Region-Wide	General Program Account	Federal (ST): State:	\$ 41,000 \$ 9,000
2015	Local Highway Rehabilitation & Reconstruct	Region-Wide	General Program Account	Federal (ST): Local:	\$ 280,000 \$ 70,000
2017 JN 120275	M-60	Emerson Rd to Renfrew Rd	2 Course Mill and Resurface	Federal (ST): State:	\$ 3,368,243 \$ 746,899
2017 JN 120277	M-60	Chapel Rd to Emerson Rd	Resurfacing/Widening w/CLTL	Federal (ST): State:	\$ 7,380,707 \$ 1,636,650
Move from 2014 to 2015 JN 123331	N. Mechanic Street	@ Adrian & Blissfield RR crossing	Upgrade flashers and relocate warning devices	Federal (STRP): State:	\$ 180,000 \$ 20,000
Move from 2015 to 2016 JN 110028	I-94	OV Parma Road, Gibbs Road, OV I-94, Blackman Road, OV I-94	Concrete overlays, deck patches, concrete T-beam repairs, substructure repairs	Federal (IM): State:	\$ 2,482,415 \$ 275,823

Mr. Duke explained that since the current TIP only programs projects through FY 2017, the projects proposed to be moved to FY 2018 would therefore be deleted from the FY 2014-2017 TIP. Comm. Rice discussed his concerns with moving the I-94 projects to FY 2018 relating to continuing safety issues along the corridor and Comm. Koch questioned the proposed roundabouts planned for the reconstruction of the Cooper Street/I-94 interchange.

Mr. Duke stated that both the JACTS Technical Advisory and Policy committees had reviewed and unanimously approved the amendments proposed by the Michigan Department of Transportation at their November meetings. A motion was made by Comm. Dotterweich, supported by Comm. Johnson, to approve the MDOT amendments to the JACTS FY 2014-2017 TIP as presented. The motion carried unanimously.

- X. **Update on the Lenawee County & Jackson County Solid Waste Plan Amendments** – Mr. Bauman gave a PowerPoint presentation summarizing the status of both the Jackson and Lenawee counties' proposed updates amending their solid waste plans.
- XI. **Project Notification (FPR 14-6)**
 - a. A motion was made by Comm. Koch, supported by Comm. Duckham, to recess the Executive Committee and convene the Review Committee. The motion carried unanimously.
 - b. Mr. Duke reviewed the project proposed by ProMedica Herrick Hospital to address the psychiatric mental health gap in Lenawee County. The goal of the \$600,000 project is to have psychiatric resources available with a wait time of 14 days or less. No comments were received.
 - c. A motion was made by Comm. Koch, supported by Comm. Dotterweich, to recess the Review Committee and reconvene the Executive Committee. The motion carried unanimously.
- XII. **Annual Listing of JACTS FY 2014 Obligated Projects** – Mr. Duke explained that the FHWA required all metropolitan planning organizations (MPOs) to annually make public a list of the previous fiscal year's federally funded projects. The list of projects was included in the agenda packet and reviewed by Mr. Duke.
- XIII. **Approval of the Draft R2PC Meeting Schedule for 2015** – A motion was made by Comm. W. Mahoney, supported by Comm. Dotterweich, to approve the draft 2015 R2PC meeting calendar as presented. The motion carried unanimously.
- XIV. **Other Business** – No further business was brought before the Committee.
- XV. **Public Comment** - No public comment was received.
- XVI. **Adjournment** – There being no further business, the meeting was adjourned by Chair Hayes at 2:55 PM. on a motion by Comm. Duckham, supported by Comm. Koch.

Ralph Tillotson
Secretary

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

MEETING MINUTES

Region 2 Planning Commission – Full Commission

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

Thursday, January 8, 2015

- I. **Call to Order** – In the absence of the Chair and Vice-Chair, Treasurer Duckham called the meeting to order at 2:00 p.m. A quorum was present.

Attendance:

Acker	✓	Dotterweich (E)	Kastel	Shotwell
✓ Alexander	✓	Driskill	Koch (E)	Sigers (E)
Bailey	✓	Duckham (E)	Koebbe	✓ Smith (E)
Baker		Ellis	✓ Kubish	Spencer
Beach		C. Emmons	Lance	Spink
✓ Beeker (E)		T. Emmons	Ley	Stack
Biel		Fessel	Lovitt	Stormont
Blythe		Fortress	W. Mahoney (E)	Tallis
Boggs	✓	Gaede (E)	McElroy	✓ Terry (E)
Boone		Gallagher	✓ Morris (E)	✓ Tillotson (E)
✓ Broderick	✓	Gould (E)	Navarro	VanValkenburg
Bryant	✓	Grabert	Nolte	Votzke
Burkett		Hartsel	Osterhout	Wagner
M. Burns		Hawkins	Overeiner	Wardius
✓ T. Burns		Hawley	Overton	Webb
Burrell		Hayes (E)	Palmer	✓ Welsh
Burtch (E)		Herl (E)	Polaczyk	✓ Wittenbach (E)
✓ Carolan		Isley	✓ Quigley (E)	✓ Wonacott (E)
Chamberlain		Jeffrey	✓ Rice (E)	Wylie
Collins		James Jenkins	✓ Richardson	Wymer
Cornish		John Jenkins	Schlecte	Zimmerman
Cousino		Elwin Johnson (E)	Seegert	Vacant (City of Adrian) (E)
Delezeene		Eric Johnson	Sessions	

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

Staff Present: Steven Duke and Grant Bauman

Others Present: Corey Clevenger, Jackson County Department of Transportation; Pete Jancek, Blackman Charter Township; Joe Michalsky, Jackson County Department of Transportation.

- 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. Smith, and supported by Comm. Dotterweich to approve the January 8, 2015 agenda as presented. The motion carried unanimously.
- IV. **Public Comment** –Treasurer Duckham asked if there was any public comment. No public comment was received.
- V. **Approval of Minutes of the November 13, 2014 Full Commission Meeting** – The motion was made Comm. Dotterweich, supported by Comm. Rice, to approve the November 13, 2014 Full Commission meeting minutes as presented. The motion carried unanimously.
- VI. **Approval of Minutes of the December 11, 2014 Executive Committee Meeting** – The motion was made by Comm. Dotterweich, supported by Comm. Quigley, to approve December 11, 2014 Executive Committee meeting minutes as presented. The motion carried unanimously
- VII. **Receipt of Treasurer's Report of December 31, 2014** – A motion was made by Comm. Dotterweich, and supported by Comm. Kubish, to receive the December 31, 2014 Treasurer's Report as presented. The motion carried unanimously.
- VIII. **Approval of January 8, 2015 Submitted Bills** –The motion was made by Comm. Dotterweich, and supported by Comm. Wonacott, to approve payment of the January 8, 2015 submitted bills. The motion carried unanimously.
- IX. **Staff Progress Report for December, 2014** – The December, 2014 staff progress report was included in the agenda packet for Commission review. No comments were received.
- X. **Report of the Nominating Committee/Election of the 2015 Executive Committee** –
Mr. Duke reported that the R2PC Nominating Committee met on December 19th to recommend a slate of candidates for the 2015 Executive Committee. The nominees are as follows:

*Alan Beeker representing City of Hillsdale
Gail W. Mahoney representing Jackson County
Phil Duckham representing Jackson County
Elwin Johnson representing Jackson County
Carl Rice, Jr. representing Jackson County
Cliff Herl representing Jackson County
Patrick Burtch representing City of Jackson
Andy Dotterweich representing City of Jackson
Jack Quigley representing Lenawee County
Ralph Tillotson representing Lenawee County
Cletus Smith representing Lenawee County
Vacant representing City of Adrian
Jack Koch representing at large
Larry Gould representing at large
Doug Terry representing at large*

Jennifer Morris representing at large
Roger Gaede representing at large
Rick Sigers representing at large
Jim Wonacott representing at large
Chris Wittenbach representing at large
Ron Hayes representing at large

A motion was made by Comm. Dotterweich, supported by Comm. Quigley to approve the 2015 Executive Committee slate of candidates as submitted. The motion carried unanimously.

- XI. Update on the Regional Prosperity Initiative** – Mr. Duke presented a brief overview of the status of the FY 2014 Regional Prosperity Initiative grant activities. He reported that the 4 working groups (Talent, Work Force, Transportation and Adult Education) had more than 70 individuals from six counties working to develop the 5-year strategy. The draft Plan should be ready for review and discussion at the February Commission meeting.
- XII. Approval of Amendments to the JACTS FY 2014-2017 Transportation Improvement Program (TIP)** - The Jackson County Department of Transportation requested several amendments to the JACTS FY 2014-2017 Transportation Improvement Program (TIP). The proposed amendments were as follows:

Fiscal Year	Project Name	Limits	Project Description	Funding Source	Cost
Move from 2014 to 2015	Moscow Road	Urbanized Boundary to South County Line	Preventive Maintenance	Federal (STL): State (D):	\$ 480,000 \$ 120,000
Move from 2014 to 2015	Lansing Avenue	Henry Road to North County Line	Preventive Maintenance	Federal (STL): State (D):	\$ 220,000 \$ 55,000
2015 Delete	Austin Road	M-50 to South Jackson Road	Preventive Maintenance	Federal (STL): State (D):	\$ 275,000 \$ 75,000
2015 Delete	Jefferson Road	US-127 to South Jackson Road	Preventive Maintenance	Federal (STL): State (D):	\$ 380,000 \$ 95,000
2015 Cost	County Farm Road	Gardner Road to Parma Road	Preventive Maintenance	Federal (STL): Local:	\$ 146,673 \$ 54,558

The motion was made by Comm. Dotterweich, supported by Comm. Tillotson, to approve the JCDOT amendments as presented. The motion carried unanimously.

- XIII. Approval of the Resolution Adopting the Region 2 Planning Commission's Comprehensive Economic Development Strategy (CEDS) 2014 Annual Update** – Mr. Bauman briefly reviewed the updates to the R2PC 2014 Comprehensive Economic Development Strategy (CEDS) document and explained for the Commissioners the 11 projects selected to be vital or regionally significant. A motion was made by Comm. Carolan, supported by Comm. Kubish, to approve the resolution adopting the 2014 Annual Update of the Region 2 Planning Commission's Comprehensive Economic Development Strategy (CEDS) and authorizing the Chair to sign the resolution. The motion carried unanimously.
- XIV. Lenawee County Congestion Mitigation / Air Quality Projects FY 2016-2019** – Mr. Duke reported that the Lenawee County Congestion Mitigation Air Quality (CMAQ) Committee met on December 1st to solicit, review, and approve transportation-related projects for fiscal years 2016-2019. The projects must be located in Lenawee County and show

improvement to ambient air quality in order to qualify for funding. The list of projects was included in the agenda packet for Commission review and comment.

- XV. Other Business** – Mr. Duke reported that the Economic Development Administration (EDA) has invited the R2PC to submit an application for up to \$53,000 for a FY 2015 Partnership Planning Assistance grant. The grant funds, which require a 50 percent match (which can be either in-kind or cash), will be used to prepare the FY 2015 update to the CEDS document.

A motion was made by Comm. Gaede, supported by Comm. Carolan, authorizing the Executive Director to prepare and submit a FY 2015 Partnership Planning Assistance grant application to the EDA. The motion carried with one NAY vote.

No other business was brought before the Commission.

- XVI. Public Comment** – Comm. Carolan presented an overview of the various projects that were underway in the City of Hudson.

No additional public comment was offered.

- XII. Adjournment** - There being no further business, Treasurer Duckham adjourned the meeting at 2:40 PM.

Ralph Tillotson
Secretary

REGION 2 PLANNING COMMISSION
Treasurer's Report - Monthly Summary
as of January 31, 2015

Balance ending December 31, 2014	\$	442,366.31
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Deposit Summary:

<i>January 2015 EFT Deposits</i>	\$	6,976.75
<i>January Bank Deposits</i>		37,958.45
<i>January Adjustments</i>		(454.99)
Total Deposits plus Bank Balance	\$	486,846.52

Expenses:

<i>Submitted Expenses - January 8, 2015</i>	\$	(14,255.73)	
<i>Interim Expenses</i>		-	
<i>Payroll/Related Expenses</i>		(16,981.75)	
Subtotal of Expenses	\$	(31,237.48)	\$ (31,237.48)
<i>Balance Checking Account ending January 31, 2015</i>			\$ 455,609.04
 <i>Balance CD Investments ending January 31, 2015</i>			 \$ 101,073.61
 Total Cash on Hand	 \$		 556,682.65

REGION 2 PLANNING COMMISSION
Deposits and Adjustments to Cash
as of January 31, 2015

EFT Deposits:	
1/31/2015 Lenawee County FY15 Membership Dues	\$ 6,976.75
Subtotal EFT Deposits	<u>\$ 6,976.75</u>
1/31/2015 JTSP October & November 2014 Revenue	\$ 14,798.50
Columbia FY2015 Annual Dinner	25.00
Jackson County FY15 Membership Dues	21,633.48
Grass Lake Township FY2015 Membership Dues	1,217.97
Village of Concord FY2015 Membership Dues	283.50
Subtotal - Check Deposits	<u>\$ 37,958.45</u>
1/31/2015 Adjustments to cash:	
<i>Bank fees - December</i>	\$ (68.95)
<i>Paycor Fees - December</i>	(297.06)
<i>Credit Card Charges - Office Supplies</i>	<u>(88.98)</u>
Subtotal - Adjustments to Cash	<u>\$ (454.99)</u>
Total Net Deposits for January 2015	<u><u>\$ 44,480.21</u></u>

REGION 2 PLANNING COMMISSION
INTERIM BILLING and PAYROLL EXPENSES
as of January 31, 2015

Interim Billing for December, 2014

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
Hillsdale Daily News	CMAQ Advertising	\$ 153.50	13637
Total Interim Billing for January 31, 2015		<u><u>\$ 153.50</u></u>	

Payroll & Travel Related Expenses:

<i>Paid January 16, 2015</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 8,095.15	
S. Duke	Travel Reimbursement	\$ 39.33	
		<u>\$ 8,134.48</u>	

<i>Paid January 30, 2015</i>			
Paycor	Payroll Disbursement	\$ 8,551.47	
G. Bauman	Travel Reimbursement	\$ 230.94	
S. Duke	Travel Reimbursement	\$ 64.86	
		<u>\$ 8,847.27</u>	

Total Payroll Expenses for January 2015	<u><u>\$ 16,981.75</u></u>
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Region 2 Planning Commission
Outstanding Accounts Receivable
FY 2015

Municipality	Date	Inv. No.	Amount
MDOT - FHWA	11/11/2014	3360	10,313.19
Village of Cement City	1/26/2015	3366	316.02
City of Jackson		3367	9,500.00
Village of Britton		3368	727.77
MDOT Regional Transportation Planning	2/2/2015	3369	15,597.45
MDOT Rural Task Force		3370	2,982.17
MDOT Asset Management		3371	2,500.10
MDOT FTA		3372	6,283.00
MDOT FHWA		3373	21,888.00

FY 2015 Balance as of January 31, 2015

Total Accounts Receivable \$ 70,107.70

REGION 2 PLANNING COMMISSION
Submitted Bills
February 12, 2015

Vendor	Description	Amount Due
American Planning Association	APA/AICP Membership for G. Bauman	\$ 440.00
AMS Developers	Website Hosting Nov.-Dec. 2014	\$ 250.00
Blue Cross Blue Shield	Health Insurance for February 2015	\$ 1,427.11
Corp. for a Skilled Workforce	Services for Nov.-Dec. 2014	\$ 10,000.00
County of Jackson	Rent Expense for February 2015	\$ 2,787.18
Direct Office Buys	Supplies for January 2015	\$ 266.57
Fitness Council of Jackson	JTSP Grant FY 2015 Oct.-Dec. 2014	\$ 1,153.88
Hasselbring-Clark	Annual Maintenance Contract	\$ 1,015.00
ICMA Retirement Corporation	Quarterly Fee	\$ 250.00
ICMA Retirement Trust	ICMA 401 Contribution - Feb. 2015	\$ 1,439.29
Jackson Citizen Patriot/Mlive	CMAQ & Joint Rec. Plan Advertising	\$ 367.09
Jackson County	Accounting Services for Dec. 2014	\$ 1,745.52
Jackson County	Phone/Postage for December 2014	\$ 267.39
Jackson County Sheriff Dept.	JTSP Grant FY2015 E-Ticketing Oct.-Dec. 2014	\$ 5,733.25
Printer Source Plus	Supplies January 2015	\$ 149.99
Public Sector Consultants, Inc.	Consulting Services RPI Grant - Dec. 2014	\$ 11,600.00
The Daily Telegram	RTF Advertising - January 2015	\$ 65.25
The Exponent	RTF Advertising - January 2015	\$ 57.60
The Tecumseh Herald	RTF Advertising - January 2015	\$ 100.35
The Walton Agency	Liability Insurance Policy Renewal for 2015	\$ 2,559.00
The Water Store	Supplies for January 2015	\$ 6.75
United Health Care Insurance	Annual retirement Health Care for Pat Crane	\$ 2,580.00
VantagePoint Transfer Agents	ICMA RHS Contribution - Feb. 2015	\$ 131.63
Total Submitted Billing - February 2015		<u>\$ 44,392.85</u>

JTSP PROGRESS REPORTS

It is important that monthly progress reports accompany every billing that you submit for JTSP funds. Included with the progress reports, please attach any press releases or copies of other articles involving your project.

We would like to have these reports available for the committee members at each meeting.

1. Please list briefly project activities during the month of October 1, 2014 – December 31, 2015.

The electronic ticketing platform has is nearly fully implemented with a few agencies still working out some technical issues. The software is a safe and efficient way for citations to be issued to motorists by Jackson County law enforcement. The electronic citations have reduced error rates as it pertains to handwriting and misspelling.

The processes have reduced man hours by diminishing filing and transporting of citations to the Traffic Division.

Date: 1/15/2015

Project Director/Coordinator: Wayne S. Bisard

JTSP PROGRESS REPORTS

It is important that monthly progress reports accompany every billing that you submit for JTSP funds. Included with the progress reports, please attach any press releases or copies of other articles involving your project.

We would like to have these reports available for the committee members at each meeting.

1. 1. Please list briefly project activities during **October 2014**.

Adults completing bike class: 0

Youth completing bike class: 0

Open Shop bike education sessions: 13

Bikes repaired: 10

Bikes donated to ABU: 9

Bikes redistributed into community: 4

SR2S meetings: 0

SR2S events: 1

Walkable Community Coalition meetings: 1

2. Please list any donations to your program this month.

9 bikes were donated by residents, \$50.00 was donated directly to the ABU

3. Any additional relevant information:

Armory Bike Union was open for the first time at ART 634 2nd Sunday event. This exposed ABU to new members of the community. A date for children's bike class with Big Brothers Big Sisters was set this month for April 2015. An email was sent to area school officials in advocacy of Walk to School Day. Alexandra joined the Walkable Communities Coalition executive committee. An official letter was sent to city manager with WCC's official recommendations of bike racks for new city park.

Date: November 4, 2014

Project Director/Coordinator: Alexandra Cash

JTSP PROGRESS REPORTS

It is important that monthly progress reports accompany every billing that you submit for JTSP funds. Included with the progress reports, please attach any press releases or copies of other articles involving your project.

We would like to have these reports available for the committee members at each meeting.

1. 1. Please list briefly project activities during November 2014.

Adults completing bike class: 0

Youth completing bike class: 0

Open Shop bike education sessions: 6

Bikes repaired: 5

Bikes donated to ABU: 4

Bikes redistributed into community: 0

SR2S meetings: 0

SR2S events: 0

Walkable Community Coalition meetings: 1

2. Please list any donations to your program this month.

4 bikes donated by residents. \$150 in bike sales as donation.

3. Any additional relevant information:

Armory Bike Union was open for the first half of the month. Childrens bike were diligently repaired to prepare to donate to the Priceless Gift Store in December. ABU was open for ART 634's Second Sunday for the second month. ABU volunteers participated in Glow Run, riding bikes for the event. Alexandra attended Walkable Communities Coalition meeting this month, discussing 2015 as the year of the bike and winter snow removal.

Date: December 5, 2014

Project Director/Coordinator: Alexandra Cash

JTSP PROGRESS REPORTS

It is important that monthly progress reports accompany every billing that you submit for JTSP funds. Included with the progress reports, please attach any press releases or copies of other articles involving your project.

We would like to have these reports available for the committee members at each meeting.

1. 1. Please list briefly project activities during **December 2014**.

Adults completing bike class: 0
Youth completing bike class: 0
Open Shop bike education sessions: 0
Bikes repaired: 0
Bikes donated to ABU: 3
Bikes redistributed into community: 61
SR2S meetings: 0
SR2S events: 0
Walkable Community Coalition meetings: 1

2. Please list any donations to your program this month.
3 bicycles donated by residents and \$40 in cash donations.

3. Any additional relevant information:
Armory Bike Union closed November 15th. 60 childrens-teen bicycles were donated to the Priceless Gift Store by ABU for Christmas gifts. Despite ABU being closed Alexandra was contacted by Community Action Agency to get a bicycle for a veteran. He was given a bicycle and helmet for a nominal fee. Alexandra attended the Walkable Community Coalition and spoke at more length about winter snow removal. She contacted Mlive and other area newspapers for the possibility of a story to run about snow removal. Worked on digital postcard that could be sent highlighting the importance of clear sidewalks.

Date: January 10, 2015

Project Director/Coordinator: Alexandra Cash

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

Staff Progress Report *January, 2015*

Area-Wide Regional Planning Activities

Economic Development

- Staff attended the monthly meetings of the City of Jackson's DDA and promotions committees.
- Staff submitted the 2014 Update of the Comprehensive Economic Development Strategy (CEDS) to the U.S. Economic Development Administration (EDA) and received confirmation that they received all of the needed documentation. The [CEDS Document](#) has been published on the Economic Development webpage of the R2PC website.
- Staff also worked on an Economic Development Administration (EDA) planning grant application for the preparation of a new CEDS document for 2015 as well as other area-wide economic development activities.

Regional Prosperity Initiative Update

Some of the key efforts and milestones achieved this month include:

- **Communications/Engagement.** PSC has continued to maintain and update the Regional Prosperity Initiative website for Region 9 (<https://sites.google.com/a/pscinc.com/r9-prosperity-initiative/>) with current meeting notices, meeting summaries and other relevant documents.
- **Regional Prosperity Strategy.** PSC (Project Coordinator) drafted a second complete version of the Region 9 prosperity strategy based on the recommended goals, objectives and strategies provided by the functional teams and after some initial feedback from the management team in December. The second draft included background data on the region, a draft vision statement and an integrated set of recommended goals and strategies in two categories: developing a talent pipeline to meet industry needs and advancing a high-quality and diverse regional transportation system.

The management team reviewed V2 of the strategy at its January 23rd meeting and provided additional edits and recommended information to include. Using that input, PSC has developed a final draft of the strategy, which included infographics, pictures, and quotes from regional participants. That draft will be sent to stakeholders for review in the next week.

- **Management and Functional Teams.** During the month of January, the RPI Management Team, Talent Council, and industry subgroups of the Talent Council all met to finalize goals and objectives, and discuss next steps for year 2 of the prosperity initiative (pending award of funding). At both the management team and Talent Council meetings, participants discussed options for taking the final

[January, 2015 Staff Progress Report]

Prosperity Strategy “on the road” to different parts of the region (e.g., meeting with County Commissioners) in late winter/early spring. This would be part of the year 2 grant effort.

- **Workforce Team:** The four Workforce Development Boards (WDB), with assistance from the State, were selected to receive a federal grant from the Department of Labor (DOL) to continue their work in regional workforce planning. The federal grant provides technical assistance from DOL’s contractor, Maher and Maher, who will develop a framework for regional workforce planning and service delivery. Public Sector Consultants will work with the group to carry out regional planning activities identified in the framework. The group will develop a final report summarizing decisions made regarding a regionally aligned workforce system, and recommending next steps for proceeding with implementation (or addressing any outstanding issues).
- **Year 2 Grant Application:** Region 2 Planning Commission has not received any additional information or questions regarding its Year 2 grant application. The state previously indicated that awards would be made by the end of January, 2015.

R2PC Website

- JTV developed a new website for R2PC. Further refinement of the website is anticipated following staff review and comments.

Regional Transportation Planning Hillsdale, Jackson, and Lenawee Counties

Assistance to Local Governments

- The Michigan Department of Transportation is partnering with R2PC to begin work on the issue of regional transit mobility. The purpose of the study is to identify the most significant gaps in regional mobility, especially for the aging population, and eliminate those gaps in order to achieve better coordination between transit agencies for more efficient and effective transfers from one transit service to a service in a neighboring county. The study will include all transit operators in Hillsdale, Jackson, and Lenawee counties. A draft report will be prepared and submitted to MDOT by the end of April, 2015.
- Staff continues to update rural balances as numbers received from MDOT for the rural set-aside program have been inconsistent.
- Staff conducted the Jackson and Lenawee County Rural Task Force meetings to solicit and review federal/state funded rural transportation projects through FY 2018.
- Staff submitted Lenawee County Congestion Mitigation and Air Quality meeting information and provided emissions worksheets for agencies receiving funding.
- Staff has completed R2PC’s review of Highway Performance Monitoring System data and has requested additional information from the local agencies.
- Staff met with Jackson County to review the national functional classification system of federally-designated roadways. The city and county are working on the update that is due to MDOT in April.

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Metropolitan Area Transportation Planning Jackson Area Comprehensive Transportation Study

Technical Assistance

- Staff continued to provide administrative services for the Jackson Walkable Communities Coalition (WCC) including compiling minutes, developing the agenda, etc. An Executive Committee was created and the operating guidelines were updated.
- Staff attended and participated in the quarterly meeting of the Local Transportation Advisory Council (LTAC).
- Staff completed the FY 2013-2014 Asset Management Report based on PASER ratings gathered in September/October 2014. The roads in the R2PC planning area continue to deteriorate.

Long Range Transportation Plan

Program Management

- Staff attended the monthly directors' meeting of the Michigan Transportation Planning Association.
- Staff submitted the bi-annual Disadvantage Business Enterprises (DBE) report to MDOT.

Transportation Improvement Program (TIP)

- Staff processed several amendments to the JACTS FY 2014-2017 Transportation Improvement Program. Once approved by the R2PC, the amendments were forwarded to MDOT for subsequent review and approval.
- Staff had meetings with MDOT representatives to discuss project development and implementation timeline for future improvements planned for the I-94 corridor. The I-94 Context Sensitive Solutions (CSS) study group will conduct their first public meeting in February, 2015. The purpose of the study is to develop design and aesthetic improvements during the reconstruction of the 9 mile corridor.

Jackson Traffic Safety Program

- Staff developed the FY 2015 "After" Prom and "After" Graduation application and instructions. The information was e-mailed to all high schools in Jackson County and included on the R2PC website.
- The quarterly JTSP meeting was held in January and staff developed and distributed the agenda packet, added the information to the R2PC website, compiled minutes, and assisted in conducting the meeting.

Local Planning Assistance

The requests of member units of government within Hillsdale, Jackson, and Lenawee Counties are listed

[January, 2015 Staff Progress Report]

below. These activities were prepared at cost to the individual units requesting the service (unless alternative funding was available).

Hillsdale County

Jefferson Township

- Staff met with Township officials on 1/12/15 to discuss the submission of a grant to the Hillsdale Community Foundation to fund the purchase of a tire “derimmer” machine which will facilitate the recycling of tires which would otherwise be disposed of in a landfill.

City of Jonesville & Fayette Township

- Staff met with Advisory Committee appointed to oversee the development of the 2015-2019 edition of the *City of Jonesville and Fayette Township Joint Recreation Plan* on 1/20/15. The Committee reviewed and approved the proposal for the project. The next meeting of the Committee is scheduled for 2/17/15.

Somerset Township

- Staff provided guidance on a proposed conditional use permit (CUP) for a park on Lake LeAnn to the Township’s Zoning Administrator, including a phone consultation on 1/29/15.
- Staff also converted the Township’s Future Land Use Map from a Computer Aided Design (CAD) file to a Geographic Information System (GIS) shape file and provided the Zoning Administrator with a static digital image of the map for display of the Township’s website. The Administrator will pick-up hard copies of the Map for display in her office in early February.

Jackson County

Grass Lake Township

- Staff participated in a meeting of the 1/22/15 “5 Healthy Trails” meeting on behalf of Grass Lake Township and provided those in attendance with an update of the trails proposed within the Grass Lake Area and extending into Washtenaw County.

City of Jackson

- **Historic Preservation** — Staff was involved in the following activities:
 - **Administration** — Staff met with the City’s historic preservation intern to review the results of the survey of structures within the Under the Oaks Historic District on 1/15/15.
 - **Administration** — Staff received guidance from the State Historic Preservation Office (SHPO) regarding proposed changes to properties which are eligible for nomination to the National Register of Historic Places located at 401 S. Mechanic Street and 140 W. Michigan Avenue on behalf of the City’s Chief Building Inspector.
- **City/County Joint Recreation Plan** — Staff made presentations and received comments on the draft of the 2015-2019 edition of the *City of Jackson and Jackson County Joint Recreation Plan* during the 1/7/15 public hearing before the Joint Advisory Committee, the Jackson County Board of Com-

[January, 2015 Staff Progress Report]

missioner's 1/9/15 study session, and the 1/15/15 special meeting of the City's Parks and Recreation Commission. The City and County decided to delay the adoption of the Plan by their legislative bodies until February so that staff has time to make suggested changes to the documents made during those meetings.

- **Zoning Regulations** — Staff worked with the Planning Director and other City Officials to finalize sign regulations proposed for inclusion in the Zoning Ordinance during meetings with those Officials on 1/8/15, and 1/15/15. Staff worked with the Planning Director on 1/22/15 and 1/29/15 to formulate a process for, and begin work on, proposed amendments to Articles I and II of the Ordinance.

County of Jackson

- **Solid Waste Planning Committee** — Staff compiled proposed changes to the solid waste facility siting constraints criteria (text and mapping), based upon the meetings of the Site Selection Subcommittee in December. Staff also met with a Committee Member and Chair to discuss her concerns regarding the siting criteria.
- **County Planning Commission (JCPC)** — Staff facilitated the 1/8/15 meeting of the JCPC. The agenda included recommendations regarding: a proposed rezoning in Blackman Township and proposed text amendments to the Spring Arbor Township Zoning Ordinance.
- **Jackson 2020** — Staff participated in the 1/6/15 meeting of the County's Strategic Implementation Team (SIT).
- **City/County Joint Recreation Plan** — Please see the entry under the City of Jackson.
- **Biannual Report** — Staff presented the R2PC's Biannual Report to the County Board's County Agencies and Affairs Committee on 1/12/15.

Summit Township

- Staff attended a meeting called by Summit Township on 1/14/15 to discuss the development of a joint or coordinated Michigan Natural Resources Trust Fund (MNRTF) grant application(s) for the construction of a non-motorized trail along Horton Road and within the City of Jackson's Ella Sharp park. The proposed trail would create a loop by connecting with the Inter-City/Falling Waters Trail Corridor via the Weatherwax Trail in the Township and New Leaf Park in the City.

Lenawee County

Village of Britton

- Staff attended the Village's 1/26/15 Planning Commission meeting to present and review requested changes to the demographic data presented during the December meeting of the Commission.

County of Lenawee

- **Lenawee County Planning Commission (LCPC)** — Staff facilitated the 1/16/15 meeting of the LCPC. The agenda included recommendations regarding: a proposed rezoning in Blackman Township and proposed text amendments to the Spring Arbor Township Zoning Ordinance.
- **Lenawee County Solid Waste Planning Committee (LCSWPC)** — Staff facilitated the 1/14/15

[January, 2015 Staff Progress Report]

meeting of the Alternatives Subcommittee and the 1/27/14 meeting of the Full Committee. The subject of those meetings was the redevelopment of the preferred alternative to be included in the proposed amendment to the Lenawee County Solid Waste Management Plan.

- **Lenawee County Recreation Plan** — Staff attended the 1/26/15 meeting of the Parks and Recreation Commission, making a few remarks and answering questions regarding the draft 2015-2019 edition of the *Lenawee County Parks and Recreation Plan*.

Region 2 Planning Commission



MEMORANDUM

TO: Region 2 Planning Commission

FROM: Steven Duke, Executive Director

DATE: February 3, 2015

SUBJECT: Election of 2015 R2PC Officers

Section VII of the R2PC Bylaws specifies that the officers of the Commission; which shall include a chair, vice-chair, immediate past chair, treasurer, and secretary; shall be elected by the Executive Committee (with the exception of past chairman) from its members. Officers shall serve for a period of not more than two years. Officer positions are also to be rotated among counties.

The current officers who have served one year in their present positions are: Chair – Ron Hayes (Hillsdale County); Vice-Chair – Jack Koch (Jackson County); Treasurer – Phil Duckham (Jackson County); and Secretary – Ralph Tillotson (Lenawee County).

Officers are recommended by the Nominating Committee. The Nominating Committee met on Friday, December 19, 2014 and recommended the re-election of the current slate of officers for the completion of a second year of service to the Commission.

In addition, nominations may be taken from the floor.

Region 2 Planning Commission



MEMORANDUM

TO: Region 2 Planning Commission

FROM: Steven M. Duke, Executive Director

DATE: February 9, 2015

SUBJECT: Approval of travel to the American Planning Association National Planning Conference in Seattle. April 18 – 21, 2015.

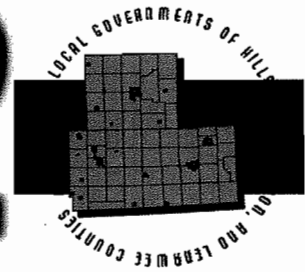
The American Planning Association (APA) will hold its annual conference in Seattle in April, 2015. The conference offers the latest tools and techniques in the planning field and the opportunity to learn about planning in other parts of the country. Workshop topics cover a complete range of regional and local planning and transportation issues.

Authorization is requested for the executive director to attend the conference. Costs are included in the FY 2015 Urban transportation Program budget. R2PC Bylaws require Commission approval for out-of-state travel.

The estimated costs for attendance are as follows:

Airfare/Taxi	\$ 400
Registration	\$ 730
Lodging	\$ 908
Meals	<u>\$ 250</u>
TOTAL	\$2,288

Region 2 Planning Commission



FEDERAL/STATE PROJECT REVIEW NOTICE

DATE: February 5, 2015

TO: Local Units of Government in Hillsdale, Jackson and Lenawee County

FROM: Region 2 Planning Commission, Regional Clearinghouse

In accordance with the Michigan Federal Project Review System, notification of the following project (FPR 15-1) is provided for your review:

The Region 2 Planning Commission, a three-county planning agency, serving Hillsdale, Jackson and Lenawee County has requested a planning grant through the U.S. Economic Development Administration. The planning grant will be used for the preparation of an update to the Comprehensive Economic Development Strategy (CEDS) for the three-county area. The CEDS includes an analysis of local economies, identification of economic development goals for the region, determination of project opportunities and the formulation and implementation of an economic development program which includes systematic efforts to reduce unemployment and increase incomes. The project will be completed with the assistance of a Strategy Committee appointed by the Region 2 Planning Commission. In addition, assistance in the preparation of the CEDS will be provided by the economic development organization in each of the three counties.

You may wish to comment on the potential impact the project may have on your jurisdiction, or on the degree of the project's compatibility with adopted plans. Comments will be forwarded to the State Clearinghouse or appropriate Federal agency if received within 30 days of the date of this notice. Information on this application may be obtained from: Steven Duke, Executive Director, Region 2 Planning Commission, 120 W. Michigan Avenue, Jackson, MI 49201; (517)768-6706.

cc: Steven Duke

Enclosure

Grant Application Package

Opportunity Title:	Planning Program and Local Technical Assistance Program
Offering Agency:	Economic Development Administration
CFDA Number:	
CFDA Description:	
Opportunity Number:	EDAPLANNING2012
Competition ID:	PL-TA
Opportunity Open Date:	
Opportunity Close Date:	08/03/2015
Agency Contact:	David Ives david.raymond.ives@eda.gov

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name: Region 2 Planning Commission EDA Short-term Planning Assistance Grant

Select Forms to Complete

Mandatory

[Application for Federal Assistance \(SF-424\)](#)

[Economic Development Administration Application for Investment Assistance](#)

[CD511 Form](#)

[Budget Information for Non-Construction Programs \(SF-424A\)](#)

[Assurances for Non-Construction Programs \(SF-424B\)](#)

Optional

☐ [Attachments](#)

Instructions

[Show Instructions >>](#)

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

Application for Federal Assistance SF-424

Version 02

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify)

* 3. Date Received:

Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

* 5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

Region 2 Planning Commission

* b. Employer/Taxpayer Identification Number (EIN/TIN):

386032874

* c. Organizational DUNS:

085464311

d. Address:

* Street1:

120 W. Michigan Avenue - 9th Floor

Street2:

* City:

Jackson

County:

* State:

MI: Michigan

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

49201-1338

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

* First Name:

Steven

Middle Name:

McCoy

* Last Name:

Duke

Suffix:

Title:

Executive Director

Organizational Affiliation:

Region 2 Planning Commission

* Telephone Number:

(517) 768-6706

Fax Number:

(517) 788-4635

* Email:

sduke@co.jackson.mi.us

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

E: Regional Organization

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

*** 10. Name of Federal Agency:**

Economic Development Administration

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

*** 12. Funding Opportunity Number:**

EDAPLANNING2012

*** Title:**

Planning Program and Local Technical Assistance Program

13. Competition Identification Number:

PL-TA

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Hillsdale, Jackson, and Lenawee counties in south central Lower Michigan.

*** 15. Descriptive Title of Applicant's Project:**

Preparation of a Comprehensive Economic Development Strategy (CEDS) 5-year update for Hillsdale, Jackson, and Lenawee counties in southern Lower Michigan.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="53,000.00"/>
* b. Applicant	<input type="text" value="53,000.00"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="106,000.00"/>

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- ☒ a. This application was made available to the State under the Executive Order 12372 Process for review on
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

☐ Yes ☒ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102