

# AGENDA

# REGION 2 PLANNING COMMISSION

## Full Commission

### FOR FURTHER INFORMATION CONTACT:

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

**DATE:** Thursday, May 14, 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 March 12, 2015 Full Commission Meeting (see enclosure) – **ACTION** 2
6. Approval of Minutes of the April 9, 2015 Executive Committee Meeting (see enclosure) – **ACTION** 7
7. Receipt of Treasurer's Report of April 30, 2015 (see enclosure) – **ACTION** 10
8. Approval of May 14, 2015 Submitted Bills (see enclosure) – **ACTION** 14
9. Staff Progress Report for April, 2015 (see enclosure) – **DISCUSSION** 15
10. Nominating Committee Report – Recommendation to Fill a Vacancy on the R2PC Executive Committee (to be presented) – **ACTION**
11. Region 9 Prosperity Initiative – Approval of Public Sector Consultants, Inc. Contract Extension for FY 2015 (enclosure) -Shanna Draheim, Public Sector Consultants – **ACTION** 20
12. Approval of Amendments/Administrative Modifications to the JACTS FY 2014-2017 Transportation Improvement Program (TIP) (see enclosures) – **ACTION** 32
  - Jackson Area Transportation Authority (JATA)
  - Michigan Department of Transportation (MDOT)
13. Other Business
14. Public Comment
15. Adjournment

### **Region 2 Planning Commission**

**120 West Michigan Avenue • Jackson, Michigan 49201 • ☎ (517) 788-4426 • 📠 (517) 788-4635**

# Region 2 Planning Commission

*Serving Hillsdale, Jackson and Lenawee Counties*

## MEETING MINUTES

### Region 2 Planning Commission – Full Commission

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

**Thursday, March 12, 2015**

- I. **Call to Order** – Chair Hayes called the meeting to order at 2:10 p.m. A quorum was present. Chair Hayes asked each of the new commissioners to stand and introduce themselves.

#### Attendance:

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

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

Staff Present: Steven Duke, Grant Bauman

Others Present: Christopher Bolt, JCDOT; Brad Charkowske, JATA; Monica Day, MSUE; Jon Dowling, City of Jackson; Chris Gulock MDOT; Pete Jancek, Blackman Charter Township; Oliver Lindsay, citizen; Philip Moilanen, JATA.

**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. Shotwell, and supported by Comm. Dotterweich to approve the March 12, 2015 agenda as presented. The motion carried unanimously.

**IV. Public Comment** – Chair Hayes asked if there was any public comment.

Mr. Moilanen spoke in support of the City of Jackson proposed Transportation Improvement Program (TIP) amendment to construct a southbound left-turn lane at the Lansing Avenue/Ganson Street intersection.

No additional public comment was received.

**V. Approval of Minutes of the January 8, 2015 Full Commission Meeting** – The motion was made Comm. Dotterweich, supported by Comm. Kubish, to approve the January 8, 2015 Full Commission meeting minutes as presented. The motion carried unanimously.

**VI. Approval of Minutes of the February 12, 2015 Executive Committee Meeting** – The motion was made by Comm. Johnson, supported by Comm. Rice, to approve February 12, 2015 Executive Committee meeting minutes as presented. The motion carried unanimously

**VII. Receipt of Treasurer’s Report of February 28, 2015** – A motion was made by Comm. Dotterweich, and supported by Comm. Polaczyk, to receive the February 28, 2015 Treasurer’s Report as presented. The motion carried unanimously.

**VIII. Approval of March 12, 2015 Submitted Bills** –The motion was made by Comm. Duckham, and supported by Comm. Johnson, to approve payment of the March 12, 2015 submitted bills. The motion carried unanimously.

**IX. Staff Progress Report for February, 2015** – The February, 2015 staff progress report was included in the agenda packet for Commission review. No comments were received.

**X. Appointment of the 2015 Personnel & Finance Committee** – Mr. Duke reported that the R2PC annually appoints a Personnel & Finance Committee at the March Full Commission meeting. The Committee is comprised of a minimum of five (5) R2PC Commissioners with one of these members being the R2PC Treasurer.

A motion was made by Comm. Duckham, supported by Comm. Rice to retain the current members of the Personnel & Finance Committee (Dotterweich, Duckham, Gaede, Hayes, Mahoney, and Tillotson) for 2015. The motion carried unanimously.

**XI. Region 9 Prosperity Initiative – Five-Year Strategy** – Ms. Draheim, Public Sector Consultants, Inc. presented a PowerPoint summarizing the 5-year economic strategy developed over the past 9 months for the Region 9 Prosperity Region of Hillsdale, Jackson, Lenawee, Livingston, Monroe and Washtenaw counties. More than 75 organizations, working through functional teams, developed goals and strategies focused on talent and transportation. She also reviewed plans for the 2015 grant which include moving from a collab-

oration to a more formal Council approach; implementing high priority strategies; and convening around and accelerating high impact economic development opportunities

- XII. Approval of Memorandums of Understanding for the Working to Learn Together RPI Transportation Project** – Mr. Duke and Ms. Draheim explained that funds from the initial RPI grant budget were set aside to fund “working to learn together” sub grants. Three (3) proposals were received to complete a project for the transportation functional team. The purpose of the project is to assess if and how transportation options affect attraction and retention of the type of talent needed by healthcare, IT and manufacturing industry clusters in the region. Comm. Dotterweich asked if other proposals had been solicited to complete the project. Mr. Duke explained that the Washtenaw Area Transportation Study (WATS) had been working with these three agencies to develop a transportation project that the functional team could work together on completing and that a specific project had not been identified by the RPI management team to solicit bids on.

A motion was made by Comm. Johnson, supported by Comm. Terry, authorizing the Executive Director to sign the memorandums of understanding with Emma White Research, the Michigan Environmental Council, and the Washtenaw County Office of Community and Economic Development to complete a “working to learn together” project for the RPI Transportation Functional Team. The motion carried with one NAY vote.

- XIII. Transportation Revenue and Sales Tax May 5<sup>th</sup> Ballot Proposal** – Ms. Polly Kent, MDOT, gave a PowerPoint presentation explaining the May 5<sup>th</sup> ballot proposal raising the state sales tax from 6 cents to 7 cents. If approved by the voters, the initiative would remove the sales tax on fuel, reducing the pump price and allowing for an increase in fuel taxes dedicated to transportation purposes. Discussion followed the presentation regarding the confusing nature of the proposal and the other programs funding from the initiative would be used for including schools and revenue sharing.

- XIV. Approval of Amendments to the JACTS FY 2014-2017 Transportation Improvement Program (TIP)** – The Jackson Area Transportation Authority, City of Jackson, Jackson County Department of Transportation, and MDOT were all requesting amendments to the JACTS FY 2014-2017 Transportation Improvement Program (TIP).

The proposed amendments, presented by the implementing agencies to the Commissioners, are as follows:

Fiscal Year	Project Name	Limits	Project Description	Funding Source	Cost
<b>ADD FY 2016</b>	JATA	Countywide	Replace 13 full-size bus engines	Federal (5339): State (CTF):	\$ 260,000 \$ 65,000
<b>DELETE FY 2016</b>	JATA	Countywide	Purchase 2 full-size buses	Federal (5339): State (CTF):	\$ 640,000 \$ 160,000
<b>DELETE FY 2016</b>	Steward St (City of Jackson)	Wildwood to Lansing Ave	Mill & overlay	Fed (STP-U): Local:	\$ 599,000 \$ 150,000
<b>ADD FY 2016</b>	Mechanic St (City of Jackson)	Morrell to Washington	Reconstruction	Fed (STP-U): Local:	\$ 599,000 \$ 362,000
<b>ADD FY 2015</b>	Ganson/Lansing Ave (City of Jackson)	Intersection	Add southbound left-turn lane and signal replacement	Fed (STP-U): Local:	\$ 228,000 \$ 67,000

<b>DELETE FY 2015</b>	O'Neil Drive (JCDOT)	Airport Rd to the dead-end	Resurface	FED (STP-U): Local:	\$ 228,000 \$ 57,000
<b>ADD FY 2015</b>	I-94 (MDOT)	I-94 EB & WB Grass Lake weigh station	Expand concrete parking pad for chase vehicles	FED (IM): State:	\$ 8,015 \$ 891
<b>ADD FY 2015</b>	I-94 (MDOT)	Jackson County	Purchase ease- ments for wetland mitigation	FED (IM): State:	\$ 470,638 \$ 104,362

Mr. Duke explained that JCDOT's FY 2015 O'Neil Drive project was not eligible for federal-aid funding because it had never been added to the Jackson Urbanized Area National Functional Classification System map and was therefore being deleted from the TIP.

Comm. Rice suggested that the Act 51 agencies have some projects designed and "on the shelf" in case funding becomes available for additional projects in the future.

Mr. Duke reported that both the JACTS Technical Advisory and Policy committees had reviewed and approved the proposed amendments at their respective meetings in February.

A motion was made by Comm. Dotterweich, supported by Comm. Johnson, to approve the proposed amendments to the JACTS FY 2014-2017 Transportation Improvement Program (TIP) as presented. The motion carried unanimously.

#### **XV. Project Notification (FPR 15-2)**

- a. A motion was made by Comm. Dotterweich, supported by Comm. Johnson to recess the Full Commission and convene the Review Committee. The motion carried unanimously.
- b. Ms. Monica Day, Michigan State University Extension Service, reviewed the grant application submitted by the Stewardship Network to fund a project that will utilize the Pay-for-Performance conservation approach. Activities include interactions with low-adopting farmers, refinement of hotspot mapping, and installation of Best Management Practices (BMPs). No comments on the project were received.
- c. A motion was made by Comm. Dotterweich, supported by Comm. Duckham, to recess the Review Committee and reconvene the Full Commission. The motion carried unanimously.

**XVI. Approval of the R2PC FY 2014 Audit** - Mr. William Tucker, Abraham & Gaffney, P.C., presented a PowerPoint summarizing the findings of the R2PC FY 2014 annual audit. A motion was made by Comm. Gould, supported by Comm. Gaede, to accept the findings of the R2PC FY 2014 audit and place the report on file. The motion carried unanimously.

**XVII. Other Business** – Mr. Duke explained that MDOT is in the process of conducting a travel survey of 21,000 households across the state. The households will be contacted by mail and asked to respond to a brief survey regarding the places they travel to for one day. The survey will continue through November, 2015.

Comm. Dotterweich suggested that the MPO closely monitor future projects to avoid programming ineligible projects in the Transportation Improvement Program (TIP).

No other business was brought before the Commission.

**XVIII. Public Comment** – No additional public comment was offered.

**XIX. Adjournment** - There being no further business, Chair Hayes adjourned the meeting at 3:45 PM.

Ralph Tillotson  
Secretary

# Region 2 Planning Commission

*Serving Hillsdale, Jackson and Lenawee Counties*

## MINUTES

Region 2 Planning Commission – Executive Committee  
Lenawee County Library  
4459 W. U.S. 223  
Adrian, MI 49201

**Thursday, April 9, 2015**

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

Executive Committee Members:

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

**Key: ✓ = present**

Other Commissioners Present: DeJeu, Fessel, Knoblauch, Kubish, Richardson, Welsh

Others Present: Chris Gulock, MDOT – University Region; Sarah Hartzler, SCMW!

Staff Present: Grant Bauman, Principal Planner and Steven Duke, Executive Director

- II. **Pledge of Allegiance** – The Committee joined in the Pledge of Allegiance.
- III. **Approval of the Agenda** – Mr. Duke requested to add an item under “Other Business” - Proposed Merit Increase and to delete Agenda Item 9. A motion was made by Comm. Smith, supported by Comm. Dotterweich, to approve the Executive Committee meeting

agenda of April 9, 2015 as amended. The motion carried unanimously.

- IV. **Public Comment** – No public comment was received.
- V. **Approval of Minutes of the March 12, 2015 Full Commission Meeting** – A motion was made by Comm. Dotterweich, supported by Comm. Rice, to approve the March 12, 2015 Full Commission meeting minutes as presented. The motion carried unanimously.
- VI. **Receipt of the Treasurer's Report of March 31, 2015** – A motion was made by Comm. Dotterweich, supported by Comm. Smith, to receive the March 31, 2015 Treasurer's Report as submitted. The motion carried unanimously.
- VII. **Approval of the April 9, 2015 Submitted Bills** – A motion was made by Comm. Smith, supported by Comm. Wonacott, to approve payment of the April 9, 2015 submitted bills as presented. The motion carried unanimously.
- VIII. **Staff Progress Report for March 2015** – The staff progress report was included in the agenda packet for Committee review.
- IX. **Approval of Amendments to the JACTS FY 2014-2017 Transportation Improvement Program (TIP)** – This item was deleted from the agenda.
- X. **Regional Prosperity Initiative Update** – Ms. Hartzler, South Central Michigan Works! explained that the four (4) workforce agencies in the Region 9 Prosperity region had been awarded a Department of Labor grant to review options for regionally aligning service delivery services. The work force agencies had hired Public Sector Consultants, Inc. and Maher & Maher to complete the study. Ms. Hartzler stated that in order to review streamlining governance functions, additional funding in the amount of \$5,500 was requested from the RPI grant. Mr. Duke stated that the request had been reviewed and approved by the R2PC Personnel & Finance Committee at a meeting held on April 7<sup>th</sup>.  
  
A motion was made by Comm. Smith, supported by Comm. Duckham, to approve the award of \$5,500 to Public Sector Consultants, Inc. in RPI grant funds as requested. The motion carried unanimously.
- XI. **MDOT University Region – Non-Motorized Transportation Plan** - Mr. Gulock, MDOT-University Region Planner, explained that only two MDOT regions – University and Grand, did not have non-motorized plans. Working with a consultant, MDOT has now completed a draft non-motorized plan for the 10-county University region. Public meetings are being conducted this week in Jackson and Lansing to solicit comments on the draft plan including maps that illustrate existing and proposed on and off-road non-motorized facilities. Comments will be accepted through the end of the month and can either be submitted on-line at <http://www.uregionnomoplan.com/#!/docs-maps/cfvq> or submitted to Mr. Duke. The final plan is expected to be completed in May.
- XII. **Three Trails – An Example of Intergovernmental Cooperation and Planning** – Mr. Bauman summarized the cooperation and collaborative efforts of the City of Jackson, Summit Township, and Jackson County regarding future non-motorized trail develop-

ment.

XIII. **Project Notification (FPR 15-3, 15-4, 15-5, 15-6)**

- a. A motion was made by Comm. Dotterweich, supported by Comm. Duckham, to recess the Executive Committee and convene the Review Committee. The motion carried unanimously.
- b. Mr. Duke reviewed the four (4) proposed trail projects proposed by the Michigan DNR, Summit Township, City of Jackson Parks & Recreation Department, and the Jackson County Parks and Recreation Department. No comments regarding the projects were received.
- c. A motion was made by Comm. Dotterweich, supported by Comm. Duckham, to recess the Review Committee and reconvene the Executive Committee. The motion carried unanimously.

XIV. **Other Business** – Mr. Duke reported that the Lenawee County Planning Commission 40<sup>th</sup> Annual Dinner is scheduled for April 16<sup>th</sup> at 6:00 PM at the Lenawee County Country Club.

Mr. Duke proposed giving Executive Secretary Jill Liogghio and Senior Planner Susan Richardson 5 percent merit increases. He explained that both were part-time employees and did not receive any benefits; and, that both were doing an excellent job. Comm. Dotterweich added that the Personnel & Finance had reviewed and recommended the proposed increases.

The motion was made by Commissioner Terry, supported by Comm. Dotterweich, to approve a one-time five (5) percent merit increase for both Ms. Liogghio and Ms. Richardson as presented. The motion carried unanimously.

No further business was brought before the Committee.

XV. **Public Comment** – No public comment was received.

XVI. **Adjournment** – A motion was made by Comm. Duckham, supported by Comm. Dotterweich, to adjourn the meeting. There being no further business, the meeting was adjourned by Chair Hayes at 3:00 PM.

Ralph Tillotson  
Secretary

**REGION 2 PLANNING COMMISSION**  
**Treasurer's Report - Monthly Summary**  
**as of April 30, 2015**

<b>Balance ending March 31, 2015</b>	\$	676,455.17
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**Deposit Summary:**

April 2015 EFT Deposits	\$	25,042.50
April Bank Deposits		-
April Adjustments		(450.81)
<b>Total Deposits plus Bank Balance</b>	<b>\$</b>	<b>701,046.86</b>

**Expenses:**

Submitted Expenses - April 9, 2015	\$	(13,467.00)	
Interim Expenses		(4,602.26)	
Payroll/Related Expenses		(16,770.12)	
<b>Subtotal of Expenses</b>	<b>\$</b>	<b>(34,839.38)</b>	<b>\$ (34,839.38)</b>
Balance Checking Account ending April 30, 2015			\$ 666,207.48
 Balance CD Investments ending April 30, 2015			 \$ 101,093.83
 <b>Total Cash on Hand</b>			 <b>\$ 767,301.31</b>

**REGION 2 PLANNING COMMISSION**  
**Deposits and Adjustments to Cash**  
**as of April 30, 2015**

<b>EFT Deposits:</b>		
4/30/2015	Lenawee Quarterly Membership Dues	\$ 6,976.75
	MDOT FTA Q1 2015 Invoice 3372	6,283.00
	MDOT FHWA Q1 2015 Invoice 3373	<u>\$ 11,782.75</u>
	<b>Subtotal EFT Deposits</b>	<u>\$ 25,042.50</u>
4/30/2015 <i>No check deposits for this month.</i>		
	<b>Subtotal - Check Deposits</b>	<u>\$ -</u>
4/30/2015 Adjustments to cash:		
	<i>Bank fees - April</i>	\$ (60.52)
	<i>Paycor Fees - April</i>	(200.54)
	<i>Credit Card Charges - Conference</i>	<u>(189.75)</u>
	<b>Subtotal - Adjustments to Cash</b>	<u>\$ (450.81)</u>
<b>Total Net Deposits for April 2015</b>		<u><u>\$ 24,591.69</u></u>

**REGION 2 PLANNING COMMISSION**  
**INTERIM BILLING and PAYROLL EXPENSES**  
**as of April 30, 2015**

**Interim Billing for April, 2015**

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
Anderson Printing	R2PC Apr. Pkt. Copy/mailling	\$ 341.18	13681
Jackson Citizen Patriot	JACTS Tech Advertising	\$ 167.54	13689
Jackson County	Acctng. Serv. Jan-Mar. 2015/Pstg.	\$ 3,110.93	13684
MTPA	Conference Registration	\$ 325.00	13690
Printer Source Plus	Supplies for April 2015	\$ 169.99	13691
Springport Twp. P.D.	JTSP FY 2015 Grant March 2015	\$ 475.37	13692
Water Store	Supplies for April 2015	\$ 12.25	13693
<b>Total Interim Billing for April 30, 2015</b>		<u><u>\$ 4,602.26</u></u>	

**Payroll & Travel Related Expenses:**

<i>Paid April 10, 2015</i>	<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 8,680.67
G. Bauman	Travel Reimbursement	\$ 46.82
S. Duke	Travel Reimbursement	\$ 42.04
S. Richardson	Travel Reimbursement	\$ 166.75
		<u>\$ 8,936.28</u>
 <i>Paid April 24, 2015</i>		
Paycor	Payroll Disbursement	\$ 7,743.26
G. Bauman	Travel Reimbursement	\$ 39.35
J. Liogghio	Travel Reimbursement	\$ 11.88
S. Duke	Travel Reimbursement	\$ 39.35
		<u>\$ 7,833.84</u>
<b>Total Payroll Expenses for April 2015</b>		<u><u>\$ 16,770.12</u></u>

**Region 2 Planning Commission  
Outstanding Accounts Receivable  
FY 2015**

Municipality	Date	Inv. No.	Amount
MDOT Asset Management	2/2/2015	3371	2,821.54

***FY 2015 Balance as of April 30, 2015***

***Total Accounts Receivable*** \$ 2,821.54

REGION 2 PLANNING COMMISSION

Submitted Bills

May 14, 2015

Vendor	Description	Amount Due
Blue Cross Blue Shield	Health Insurance for May 2015	\$ 1,427.11
Cash	Replenish Petty Cash	\$ 22.00
Columbia Central High School	After Graduation JTSP Grant	\$ 250.00
County of Jackson	Rent Expense for May 2015	\$ 2,787.18
Direct Office Buys	Supplies for April 2015	\$ 91.19
East Jackson High School	After Graduation JTSP Grant	\$ 250.00
Emma White Research, LLC	Work Performed 4/1/15 - 4/30/15	\$ 4,500.00
Fitness Council of Jackson	JTSP Grant FY 2015 for Jan.-Mar. 2015	\$ 1,340.24
Grass Lake High School	After Graduation JTSP Grant	\$ 250.00
Hanover-Horton High School	After Prom JTSP Grant	\$ 250.00
ICMA Retirement Corp.	Quarterly Fee	\$ 250.00
ICMA Retirement Trust	ICMA 401 Contribution - May 2015	\$ 1,439.29
Jackson High School	After Graduation JTSP Grant	\$ 250.00
Lenawee Country Club	LCPC Annual Dinner	\$ 1,050.02
Lumen Christi Catholic H.S.	After Graduation JTSP Grant	\$ 250.00
Michigan Municipal League	Worker's Compensation Fund Renewal	\$ 515.00
Napoleon High School	After Graduation JTSP Grant	\$ 250.00
Southeast Michigan Comm. All.	RPI Services Performed	\$ 22,783.00
Thomson Reuters	Subscription to Zoning Bulletin	\$ 348.00
Vandercook High School	After Graduation JTSP Grant	\$ 250.00
VantagePoint Transfer Agents	ICMA RHS Contribution - May 2015	\$ 131.63
Water Store	Supplies for April 2015	\$ 12.25
Total Submitted Billing - May, 2015		<u><u>\$ 38,696.91</u></u>

# Region 2 Planning Commission

*Serving Hillsdale, Jackson and Lenawee Counties*

## **Staff Progress Report April, 2015**

### **Area-Wide Regional Planning Activities**

#### **Economic Development**

- Staff attended the monthly meetings of the City of Jackson and Leoni Township DDA committees.
- Staff attended the Leoni Township DDA meeting to discuss the SR2S and Transportation Alternative Program (TAP) applications.
- Staff attended the Enterprise Group's Economic and Workforce Development Coordinating Committee meeting.
- Staff participated in April 29th quarterly conference call convened by the Chicago Regional Office of the Economic Development Administration.

#### **Regional Prosperity Initiative Update**

- Public Sector Consultants, Inc. (PSC, Inc.) completed the final Region 9 Prosperity Strategy report which can be located at <https://sites.google.com/a/pscinc.com/r9-prosperity-initiative/documents>. PSC has also prepared, and submitted for approval, a proposal to continue their services working on the RPI grant into FY 2015. The transportation functional team, with the assistance of their consultants, developed a questionnaire to be distributed to area employers to determine transportation problems associated with recruiting and hiring their work force. A similar survey of potential employees will be conducted to ascertain employee-related transportation issues and concerns.

#### **R2PC Website**

- Further refinement of the website is anticipated following staff review and comments prior to it going on-line.

### **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,

### **[April, 2015 Staff Progress Report]**

Jackson, and Lenawee counties. A survey form was developed and distributed to area transit agencies to gather information on their existing services provided and what additional services are their passengers requesting. All agencies responded and staff has compiled the information in a report to submit to MDOT May 8<sup>th</sup>.

- Staff has worked closely with MDOT and local agencies to determine availability of funding. MDOT has been providing conflicting numbers and it has been difficult to determine which ones are correct. There is currently one outstanding project in Lenawee County that is awaiting additional obligation authority from MDOT.
- Staff submitted the National Functional Classification (NFC) changes to MDOT. Several road agencies requested changes to the current system including upgrading classifications and deleting roads that were no longer meeting the classification guidelines.

## **Metropolitan Area Transportation Planning Jackson Area Comprehensive Transportation Study**

### **Technical Assistance**

- Staff attended and participated in the monthly meeting of the Local Transportation Advisory Council (LTAC).
- Staff assisted Leoni Township and the Jackson County Department of Transportation (JCDOT) with revisions and design modifications required by MDOT in order to finalize the Fifth Street streetscape project grant application. The project is expected to be completed this Fall.
- Staff continued to provide administrative services for the Jackson Walkable Communities Coalition (WCC) including compiling minutes, developing the agenda, etc.
- Staff attended a public meeting with MDOT to review a draft of the MDOT-University Region non-motorized plan being developed for the 10 county area.
- Staff updated RoadSoft with the latest iteration.
- Staff is working with MDOT to schedule a Transportation Asset Management Council Internet Report Tool (IRT) workshop for September in Jackson. All local agencies are required to use this reporting tool.

### **Program Management**

- Staff attended the monthly directors' meeting of the Michigan Transportation Planning Association.
- Staff conducted the monthly meetings of the JACTS Technical Advisory and Policy committees.
- 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. The amendments were compiled and forwarded to MDOT for subsequent review and approval.

### [April, 2015 Staff Progress Report]

- Staff assisted the Jackson County Department of Transportation in requesting authorization to proceed with “advance constructing” the Fifth Street streetscape project for construction in FY 2015.

#### **Long Range Transportation Plan**

- Staff attended a MDOT/FHWA workshop to review the process for developing performance based measures to determine agency effectiveness in meeting proposed targets.

#### **Unified Work Program**

- Staff completed the JACTS FY 2016 unified transportation work program and budget.

### Jackson Traffic Safety Program

- Staff prepared and distributed the agenda packet for the quarterly meeting in April, including scheduling a guest speaker.
- Staff submitted the enforcement reports in MAGIC+ to OHSP for the March/April impaired driving enforcement zones.
- Staff submitted the quarterly progress report to OHSP through MAGIC+.

### 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 requesting the service (unless alternative funding was available).

#### ***Hillsdale County***

##### **City of Jonesville**

- Staff is assisting a Committee comprised of City and Fayette Township officials appointed to prepare the second edition of the *City of Jonesville and Fayette Township Joint Recreation Plan*.
  - Staff compiled, analyzed, and prepared a summary of the 206 responses to the survey conducted for the next edition of the Joint Recreation Plan (JRP).
  - Plan appendices regarding Jonesville Area demographics and the *Headwaters Recreation Authority* were prepared.
  - The documents listed above were presented to the Committee during its April 21st meeting.

#### ***Jackson County***

##### **Concord Township**

- Staff answered questions of the Township Supervisor regarding mobile homes and other zoning issues and also met with other Township officials on April 13th to further discuss those topics.

##### **City of Jackson**

- **Historic District Commission (HDC)** — Staff assisted the Planning Director with the administra-

## [April, 2015 Staff Progress Report]

tion of the HDC, including the submission of a budget request for FY 2015-2016.

- **Zoning Ordinance** — Staff continued to assist City staff with an update to the first two articles of the *City of Jackson Zoning Ordinance*.

### County of Jackson

- **Solid Waste Planning Committee** — Staff continues to work on the proposed amendment to the *Jackson County Solid Waste Management Plan*.
- **County Planning Commission (JCPC)**
  - Staff facilitated the April 9th meeting of the Commission and prepared recommendations regarding a proposed rezoning in Leoni Township and proposed text amendments to the zoning ordinances of Blackman and Napoleon Townships.
  - The Commission approved its *2014 JCPC Annual Report* and voted to concur with the recommendations advised by staff regarding the cases listed above.
  - Staff prepared the first edition of *Planning & Zoning Notes*, a series of information memos regarding various land use issues. The first memo summarizes the process for approving a municipal master plan.
  - Staff also conducted a “Planning 101” session for a new County Planning Commissioner.
- **Jackson 2020**
  - Staff prepared and made an informational presentation regarding planning and zoning to the *Economic and Workforce Development Coordinating Council (EWDCC)*.
  - Staff helped facilitate the April 27th meeting of the *Steering Team* and participated in the April 28th meetings of the County’s *Strategic Implementation Team (SIT)* and Experience Jackson’s organizational meeting of its *Nobody Ever Tells Me Anything (NETMA) Committee*.
  - Mapping services were provided regarding several trails proposed by the *Arts, Recreation, and Culture (ARC) Strand* of Jackson 2020.

### Norvell Township

- Staff attended the April 22nd meeting of the Norvell Township Planning Commission regarding the approval process of its proposed master plan. The first edition of the JCPC’s *Planning & Zoning Notes* (see above) was also distributed to the Commission.

### Summit Township

- Staff met with the Township’s Zoning Administrator on April 22nd to discuss the process for the preparation of the next edition of the *Summit Township Master Plan*.

## *Lenawee County*

### Adrian Township

- Staff spoke with the Chair of the Adrian Township Planning Commission regarding the process for approving a municipal master plan and emailed the first edition of the LCPC’s *Planning & Zoning*

## [April, 2015 Staff Progress Report]

Notes (see below) for distribution to the Commission.

### Village of Britton

- Staff prepared and emailed the following elements of the proposed *Village of Britton Master Plan* to the Chair of the Planning Commission for distribution at its next meeting.
  - The *Concord Area Master Plan*, to be used as the template for the Village's Plan. The document was edited to replace all references to the Village of Concord with the Village of Britton and the removal of all references to Concord Township.
  - Final versions of the introductory chapter of the Plan and its demographic appendix were also prepared and transmitted.

### Cambridge Township

- Staff attended the April 29th meeting of the Cambridge Township Planning Commission and answered various questions regarding sign regulations in general—and as they apply specifically to the Township—as well as accessory building setback requirements.

### County of Lenawee

- **Lenawee County Planning Commission (LCPC)**
  - Staff facilitated the April 16th special meeting of the Commission—held prior to its 40th Annual LCPC Dinner—advising Commissioners on a proposed text amendment to the *Woodstock Township Zoning Ordinance* and a proposed rezoning in that municipality as well as summarizing a PA 116 Farmland and Open Space Agreement request in Ogden Township.
  - The Commission approved its *2014 LCPC Annual Report*—distributed to local officials attending the Annual Dinner—as well as the two zoning amendments (as advised by staff) and the PA 116 Agreement listed above.
  - Presentations regarding agriculture were made during the Annual Dinner—attended by 32 local officials and guests—by Ms. Amy Gillhouse, Lenawee County Conservation District; Dr. Carley Kratz, River Raisin Watershed Council; Mr. John Tuckerman, recipient of the Conservation Farm of the Year Award; and Ms. Laurie Isley, Lenawee County Farm Bureau.
  - Staff also prepared the first edition of *Planning & Zoning Notes*, a series of information memos regarding various land use issues. The first memo summarizes the process for approving a municipal master plan.
- **Lenawee County Solid Waste Planning Committee (LCSWPC)** — Staff facilitated the April 29th meeting of the Subcommittee which revised the listing of solid waste management facilities proposed for inclusion in the preferred alternative and provided input on how to “flesh out” the various components to be included in that alternative.

### Rollin Township

- Staff prepared two “close-up views” of the *Rollin Township Zoning Map* which provide a greater level of detail regarding the “Between-the-Lakes Area” of the Township.



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May 4, 2015

Steven Duke  
Executive Director  
Region 2 Planning Commission  
120 West Michigan Ave.  
Jackson, MI 49201

Dear Mr. Duke:

Public Sector Consultants (PSC) Inc. is pleased to submit our proposal to continue our services as the Prosperity Region 9 (Hillsdale, Jackson, Lenawee, Livingston, Monroe, and Washtenaw Counties) Coordinator.

Prosperity Region 9 partners made great progress last year in working together to develop a common vision for regional prosperity and evaluating opportunities for increasing collaboration on, or consolidation of services delivery within, the region. Working through transportation, industry talent council, workforce and adult education functional groups, partners developed initial goals and objectives for a five-year *Regional Economic Prosperity Strategy* and began implementing "Working to Learn Together" projects.

In year two, Prosperity Region 9 partners have developed an ambitious workplan. As your coordinator, PSC proposes to assist you in successfully moving toward a more organized, formal regional prosperity council (or other similar structure), and working with the functional teams to begin implementing some of the high-priority actions identified in the five-year *Regional Economic Prosperity Strategy*.

We look forward to continuing to partner with you and all of the Prosperity Region 9 partners on this effort. Should you have questions about the approach, please contact me at (517) 484-4954 or [sdraheim@pscinc.com](mailto:sdraheim@pscinc.com). My mailing address is on the letterhead above.

Regards,

A handwritten signature in cursive script that reads "Shanna W. Draheim".

Shanna Draheim  
Senior Consultant

# **Region 9 Prosperity Initiative:**

## *Continuation of Implementation Assistance*

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May 1, 2015

***Submitted to:***

Region 2 Planning Commission  
Jackson, Michigan

***Submitted by:***

Public Sector Consultants  
Lansing, Michigan  
[www.pscinc.com](http://www.pscinc.com)

## BACKGROUND

In 2014, Public Sector Consultants (PSC) assisted the management team of the Region 9 Prosperity Initiative (RPI) in implementing the RPI grant awarded by the state. PSC served as the Region 9 Coordinator, facilitating the management team and transportation functional team, overseeing the progress of the other RPI functional teams, providing outreach and engagement for a group of over 70 regional partners, and drafting and finalizing a five-year regional prosperity strategy on behalf of regional stakeholders.

Prosperity Region 9 partners were awarded \$228,750 for year two of the RPI, and have an ambitious workplan for using this award. PSC proposes to continue our role as coordinator, assisting regional partners in successfully moving forward with this workplan and advancing regional collaboration. Our proposed scope of work is detailed below. For ease of comparison, the task groups in our scope of work match those included in the Region 9 RPI 2015 workplan. PSC has noted those task groups where we do not propose to have a role.

## SCOPE OF WORK

The proposed efforts for the prosperity initiative's second year fall into two concurrent activity tracks, as illustrated in the exhibit below.



As part of our work coordinating the Region 9 RPI effort, PSC also has some overarching project-management and community-engagement tasks that are described as a third track of activity.

## TRACK 1: MOVING FROM COLLABORATIVE TO SUSTAINABLE REGIONAL COUNCIL

Prosperity Region 9 partners made good progress in the RPI effort's first year – identifying a regional vision and strategy and cementing a process for collaboration and coordination. In year two (and beyond), Region 9 partners will explore how to move to a more formal regional council model that will enable greater cooperation, service alignments, and resource leveraging. Key steps in this progression will be:

- Expanding participation on the RPI management team
- Making a strong case for regional organization
- Bringing together regional stakeholders at a summit to discuss governance options, regional identity, and opportunities for accelerating regionally significant economic development projects
- Moving forward on recommended governance structure, regional identity and regionally significant projects

### ***Task Group 1: Expanded Management Team***

As the RPI effort continues into year two, a key part of making the case for regional organization is expanding the size and representation of the RPI management team. This will ensure each county's representation, and allow for a broader base of expertise and organization type to be involved in helping to move the effort forward.

Management team members will develop a recommended approach for expanding the team and extend invitations to new members.

**PSC's only proposed role for this task group is to assist the management team in reviewing and deciding on the appropriate expansion, and sending updates to the broader stakeholder group. This will be done in the context of our overarching project management work.**

### ***Task Group 2: Making the case for regional organization***

The region has worked well together over the last year in defining a collaborative vision, goals, and strategies for prosperity. There is still some need, however, to discuss and agree upon the value proposition of formalizing regional collaboration and governance. In order to continue investing time and resources in this effort (now and beyond the governor's term), people need to clearly understand how a regional framework adds value to economic prosperity.

This task's purposes are to look at how formalizing regional collaboration would (or would not) help the region advance its vision and five-year prosperity strategy; consider other regions' examples of successful regional collaboration structures/frameworks to see what models might be applicable in Region 9; and broaden the engagement in regional collaboration to more area organizations, particularly businesses and local decision-making bodies.

**Task 2.1:** Review and evaluate the benefits of formal regional collaboration and governance structures, and identify potentially applicable models for Region 9. The Region 9 RPI coordinator, Public Sector Consultants (PSC), will review literature regarding the benefits and challenges of formal regionalism frameworks. This includes the stated goals and purposes of the governor's prosperity initiative, the previous work done on regionalism in Michigan, and ways in which regional frameworks/structures have been applied in other parts of the state and country. Based on the review and discussions with the management team, PSC will focus on three or four regional efforts and conduct a deeper analysis of:

- The collaborations' history and purpose
- Why (or why not) they have been successful

- The nature of each regional organization/structure (e.g., new or existing organization managing the effort; nonprofit, public or private; governance structure, and rules)
- Who makes up the key constituent groups, and what leadership models are in use
- How the organizations/structures market and promote their regions

In addition to secondary research, PSC will also conduct interviews with leaders from the selected regions as part of our review. This will help get us first-hand accounts of how those efforts have worked and lessons learned that might be helpful for Region 9 to consider in determining its approach.

PSC will draft a report that summarizes the value proposition for a formal regional structure, presents the applicable best practices or models, and identifies any significant gaps in the constituencies/types of stakeholders that need to be engaged in the Regional Prosperity Initiative.

**Task 2.2:** Meet with local decision-makers and business groups to share findings and get input on key Region 9 issues and opportunities. PSC, in partnership with members of the management team, will meet with each of the six county commissions in Region 9. We will also meet with business groups (such as the chambers of commerce, industry associations) and some of the larger anchor businesses in the region. The goals of these meetings are to share the five-year prosperity strategy and findings of the study on regional organizations; get input on key challenges and opportunities they see with formalizing regional collaboration; and solicit ideas for broadening engagement among stakeholders in the region.

#### *Timeline:*

March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
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#### *Deliverables:*

- A study summarizing whether there is a case for a formal regional organization; best practices for regional collaborative models; critical issues and opportunities to consider for Region 9; and additional constituencies that need to be engaged.

### ***Task Group 3: Region 9 Prosperity Summit***

Regional partners will convene a one-day summit to learn about options for regional public-private collaboration frameworks to advance economic prosperity and develop an action plan for establishing a regional council. While one of the first steps for this task group will be developing a framework and agenda for the event, potential elements of the summit are described below.

- Presentation on regional assets and progress to date
- Keynote speakers from other notable regional planning areas (such as the Allegheny Conference on Community Development) to talk about the benefits, models, and key features of successful regional collaboration. In other words, what are some of the ingredients for success and how can they be applied in Region 9?
- Breakout sessions:
  - Determining the best structure for regional coordination/governance. Facilitating discussion around the outcome partners want in creating a regional council/structure (If we are successful, what does that mean we will have achieved), the key features and roles of a council, and organizational structure (How would it function? Who should lead?).
  - Discussing regional identity. Facilitating a discussion of how the region wants to brand itself (besides Prosperity Region 9). The economic development partners have been using the Greater Ann Arbor region for their attraction and recruitment efforts. Does this resonate, or are there other names/identity that the region would like to consider?

- Identifying regionally significant, high-impact economic development opportunities that regional partners could tackle using a multidiscipline approach. Participants could work in breakouts to identify economic game-changing projects in the region (such as specific development projects or new regional policies) that should be a focus for the newly evolving Region 9 council (or other recommended structure).
- Closing session. The closing would reiterate themes of the day and outline any “asks” that Summit organizers and the Leadership Team have of participants (What do we want them to commit to in their jobs and communities?).

**Task 3.1:** Select a date for the Summit. PSC will work with the management team to select a date for the Summit at its April meeting

**Task 3.2:** Convene a planning committee. PSC will draft a request to participate and work with the management team to ask for volunteers among partner organizations. The goal will be to get one person from each county and a mix of disciplines to participate on the planning committee.

**Task 3.3:** Develop the framework/approach for the event and create an agenda. PSC will work with the planning committee to develop a framework and agenda for the event, including key outcomes to achieve, messaging, style of presentations, and types of speakers.

**Task 3.4:** Logistics. PSC will complete all of the logistical arrangements for the event, including facilities, registration, marketing/promotion, and recruiting speakers. All of the costs for the Summit event are included in the budget, but PSC anticipates charging participants a modest attendance fee. This will help offset some of the costs, elevates the importance of the event, and helps cement commitment among regional partners to participate.

**Task 3.5:** Summary. PSC will summarize the outcomes and highlights of the event.

#### *Timeline:*

March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
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#### *Deliverables:*

- Facilitation of two (2) planning committee meetings
- Framework and agenda for the Summit
- Organization and facilitation of Summit
- Summary of Summit outcomes

### ***Task Group 4: Moving Forward on Recommended Approaches***

**Task 4.1:** Recommended approach for a regional council. PSC will draft an outline of the potential approaches for a regional structure based on the study’s findings, the discussions with local decision makers and new constituencies (Task Group 1), and the brainstorming ideas developed during the regional summit. PSC’s outline will include likely actions, approvals, and resources that would be required with each approach. PSC will work with the expanded management team (with additional volunteers/participants if needed) to discuss and refine the final recommended approach and action plan, and provide the summary of recommendations/actions to the broader Region 9 stakeholder community for review and input.

PSC will also support management team in presenting to local decision-making bodies, by drafting a one-to two-page executive summary of the plan, creating a brief presentation that management team members and other partners can use to present to their respective decision-making bodies, and developing a template

resolution of support (or similar tool) that can be provided to stakeholder organizations to endorse. PSC anticipates that presentations to decision-making groups (such as county commissions) will be done by the respective management team member and/or regional partner participant. We believe this approach will help garner greater buy-in among regional partners and decision-makers. PSC's budget includes time for staff to attend some of these meetings as a resource if needed

**Task Group 4.2:** Identify next steps and provide support for implementing recommended regional identity and regionally significant project opportunities. In addition to the regional council/governance recommendations, stakeholders at the regional summit will analyze recommendations regarding regional identity and branding for stronger, more integrated collaboration on regionally significant economic development opportunities. The management team will consider these recommendations and develop action plans to move forward with them.

The management team may choose to provide resources to support these action plans, such as marketing work, convening and facilitating economic project opportunity sub-committees, or conducting further research if needed.

*Timeline:*

March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
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*Deliverables*

- Two or three management team meetings to develop an action plan and a draft and final action plan
- Executive summary, PowerPoint presentation, and draft resolution for use in presenting to local decision-making bodies
- Summary of next steps/actions on recommendations for regional identity and regionally significant economic development projects

## TRACK 2: EXPANDING AND BUILDING ON THE SUCCESS OF FUNCTIONAL TEAMS

In year one, the region made significant progress in expanding collaboration by working through the functional teams. These teams identified goals and strategies for workforce, talent development, adult education, and transportation, and continue to be engaged in discussions for moving forward on implementing recommended strategies.

The functional teams will likely evolve over the course of year two, perhaps getting folded into the newly developing council or other governance structure that is identified in Tasks 1, 2 and 3. However, it is important to continue the momentum and relationship building that these teams are accomplishing as the discussion and recommendations regarding the larger regional council progress.

### **Task Group 5: Create a Region 9 Talent District Career Council (TDCC)**

In alignment with the policy guidance issued January 14, 2015, by the Michigan Workforce Development Agency, the workforce development boards in the region will create a Region 9 TDCC. RPI partners will work with the workforce development boards to integrate the existing RPI Talent Council (and its related subgroups) into the new TDCC in order to reduce duplicative efforts and ensure broad engagement of regional talent-related partners. The Talent Council/Talent District Career Council will also participate as relevant in the evolving regional council (or other) structure.

**PSC's only proposed role for this task group is to ensure that meetings and information from this process are made available on the Region 9 RPI website, and to send any updates provided by this group to the broader RPI partner list.**

***Task Group 6: Develop and Begin Implementing a Detailed Action Plan for the Regional Adult Education Strategies Included in the Region 9 Prosperity Strategy***

The adult education team will continue to meet at least bimonthly to identify specific action steps and resources needed to implement the identified goals and strategies for restructuring the adult education system. The strategy will be implemented initially through Washtenaw Intermediate School District's procurement of adult education providers using funds from Section 107 of the School Aid Act. The work will also include aligning the adult education strategy with the consolidations undertaken among Workforce Development Boards, and will be done with oversight from the new regional Talent District Career Council. The adult education team will also participate as relevant in the evolving regional council (or other) structure.

**PSC's only proposed role for this task group is to ensure that meetings and information from this process are made available on the Region 9 RPI website, and to send any updates provided by this group to the broader RPI partner list.**

***Task Group 7: Continue to Evaluate and Implement Options for Alignment of Service Delivery and Governance Among Michigan Works! Agencies in Region 9***

The workforce development team (which includes Michigan Works! directors, board chairs, board vice chairs, and county executives) has been meeting over the last six months to discuss options for regionally aligning service delivery and potentially streamlining governance functions. With funding assistance from a Department of Labor grant and RPI resource support, this group will develop and begin implementing an action plan for service alignment.

**Task 7.1:** Kick-off and develop framework for regional workforce planning and alignment. Maher and Maher, Inc. and PSC are helping the workforce development team create and implement a regional workforce planning framework. PSC (with Maher and Maher) has met with the Michigan Works! directors twice to identify key elements of the framework, priority areas of opportunity for service alignment (based on strengths, weaknesses, opportunities, and threats), and ways the workforce system in region 9 will support and/or lead efforts to achieve goals and objectives identified in the Region 9 Five Year Prosperity Strategy. Based on the discussions, the team drafted a framing vision for the workforce system in Region 9.

An outline of the framework is complete and the team will work to create the information and strategies needed to complete the framework.

**Task 7.2:** Evaluation of service delivery alignment options. PSC will collect information from the Michigan Works! directors on existing programs, workflow, and budget. PSC will review and provide a summary of the four systems, evaluate and summarize examples of service alignment from other regions, and meet with the workforce directors to discuss and prioritize areas of potential alignment and collaboration.

**Task 7.3:** Facilitate three meetings with the workforce governance team to identify and decide on appropriate regional governance structure. PSC will organize all three meetings and provide written summaries for the team documenting decisions made and next steps. PSC will also provide a modest amount of data gathering and information organizing to help the team make quicker progress between meetings.

**Task 7.4:** Summarize recommended workforce alignment strategies and structure. PSC will work with Michigan Works! directors to summarize the recommended approach for workforce system alignment.

**Task 7.5:** Engage local decision-makers. As the governance and service alignment teams complete their recommended approaches for service and governance alignment, the members of both teams will meet with each of the six county board of commissioners to discuss the recommended priority areas (e.g., options, benefits), and get input on any remaining issues that may need to be addressed before local elected bodies can formally support workforce system alignment recommendations.

PSC will develop a brief power point presentation for the team members to use in presenting to the County Boards.

The workforce development team will also participate as relevant in the evolving regional council (or other) structure.

*Timeline:*

March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
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*Deliverables\*:*

- Framework for regional workforce planning (provided by Maher and Maher under separate contract)
- Three meetings with Michigan Works! directors
- One meeting with the full workforce team (directors, workforce development board chairs and members)
- Summary of examples from other states/regions
- Draft summary of recommended strategies for workforce service and governance alignment
- Final summary of recommended strategies for workforce service and governance alignment

\*A majority of these deliverables are being funded under a separate subcontract with Maher and Maher, the Department of Labor contractor for this project. That subcontract includes three meetings, draft summary, and final summary of recommended strategies related to service alignment only. The federal contract for this portion of the work only covers 80 percent of PSC costs, and PSC (as part of our RPI contract) is proposing an additional \$6,000 to cover the full costs of this work.

***Task Group 8: Implement and Evaluate the Results of the Transportation Functional Team's Working to Learn Project***

**Task 8.1:** Working to Learn Project. PSC will help oversee the project team conducting the year 1 Working to Learn project (to be completed by May 2015). PSC will facilitate one meeting with the transportation functional team to discuss findings of the Year 1 project, and options for funding the second phase which will map the region's existing transportation system against identified workforce transportation needs. In addition, PSC will share information and updates on the project with the transportation team, the TDCC, and the Greater Ann Arbor Economic Development Partnership, and the larger RPI partners, and will help develop a proposal for funding the second phase.

**Task 8.2:** Evaluate options for increasing collaboration and coordination of transportation planning and services in Regions 9 and 10. PSC will meet with the transportation team to discuss how the goals and strategies identified in the Region 9 prosperity strategy might be better achieved through increasing

collaboration, service and planning coordination, or even consolidation of some functions between the regions. PSC will convene a joint transportation meeting between Regions 9 and 10 to discuss opportunities and identify both short- and long-term ways to better coordinate transportation planning.

The transportation team will also participate as relevant in the evolving regional council (or other) structure.

*Timeline:*

March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
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*Deliverables:*

- Four meetings with the transportation functional team (including at least one joint meeting with Region 10), including agendas and meeting summaries
- Draft proposal for Phase II of Working to Learn project funding

***Task Group 9: Continue to Market and Promote the Region to Businesses through the Greater Ann Arbor Economic Development Partnership***

For several years, the Greater Ann Arbor Economic Development Partnership has been promoting the region as a whole to site selectors and businesses. The group shares resources and contracting support (for marketing services), and divides up attendance at national and global meetings and promotion events so that the region gets more coverage than any one county could provide. In 2015, this group will continue to meet monthly and collaborate to market the region as a whole, and will participate as relevant in the evolving regional council (or other) structure.

**PSC's only proposed role for this task group is to ensure that meetings and information from this process are made available on the Region 9 RPI website, and to send any updates provided by this group to the broader RPI partner list.**

**Task Group 10: Challenge Grant Program**

The leadership team will establish a challenge grant program to support the functional teams' implementation of some of the most strongly supported and timely strategies included in the five-year strategy. The challenge grant program will continue the Working to Learn Together approach used in the first year of the grant, and will require functional teams to propose key projects that advance the strategy's goals.

**Task 10.1:** Develop the criteria and request for proposals (RFP) for challenge grants. PSC will develop draft criteria and a request for proposals (RFP) for challenge grants and solicit input and edits from the management team. Based on the feedback, PSC will draft a final RFP that includes evaluation criteria. Potential eligibility and review criteria include:

- Projects with a regional impact
- Provision of at least a 50 percent match of RPI grant funds in order to leverage the available dollars and broaden the financial commitment of RPI partners
- Support from existing RPI functional team

**Task 10.2:** Evaluate and award challenge grants. PSC will collect and provide the management team with copies of the submitted challenge grant proposals. PSC will work with the management team to review and rank the proposals, and select projects to fund. PSC will prepare draft memoranda of understanding (MOUs) for each of the selected awardees and the Region 2 Planning Commission (RPI fiduciary).

*Timeline:*

March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
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*Deliverables:*

- Draft eligibility and review criteria
- Draft and final RFP
- Draft MOUs with grantees

## PROJECT MANAGEMENT AND COMMUNICATION

### ***Task Group 11: Ongoing Project Coordination***

In our role coordinating the Region 9 RPI effort, PSC will continue to meet regularly with the management team, provide monthly updates on RPI progress, and participate in biweekly check-in calls with one member of the management team (during year 1 of the grant, this has been Conan Smith). PSC proposes meeting with the management team monthly (as well as any additional meetings noted in the task groups above), alternating between in-person and conference-call meetings. In-person management team meetings are denoted in the months with darker gray in the timeline below, and conference-call meetings are denoted in lighter gray.

*Timeline:*

March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
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*Deliverables:*

- Agendas and facilitation of six (6) in-person management team meetings and four (4) conference call management team meetings
- 25 check-in phone calls with management team liaison (approximately 30 minutes)
- Monthly one-page RPI updates

### ***Task Group 12: Ongoing RPI Community Engagement and Outreach***

PSC will continue regular communication with the full list of R9 stakeholders via several means, including:

- Updating the R9 website at least twice per month to include relevant resources, news, and meeting announcements
- Sending monthly updates in the form of an e-mail newsletter
- Sending meeting announcements

In addition, PSC will work with the management team to refine Region 9 branding materials and messages, and create additional outreach materials to reflect some of the recommended branding/identify actions that come out of the summit (such as an updated website, logo, and connections to other R9 online resources).

*Timeline:*

March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
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## Proposed Budget

To complete the work described above, PSC proposes a net RPI budget allocation of \$95,602. The total budget, including summit fee revenue and our existing contract (\$16,660) with Maher and Maher for Task Group 7, totals \$125,702 (13% of which is designated for summit facility, food, and entertainment). A detailed breakdown of the budget by task group is presented below.

Task Group	Budget
<b>Activity Track: Moving from Collaborative to Sustainable Regional Council</b>	<b>\$ 60,605</b>
Task Group 1: Expanded management team	N/A
Task Group 2: Making the case for regional organization	\$12,250
Task Group 3: Region 9 Prosperity Summit	40,530
Task Group 4: Moving forward on recommended approaches	7,825
<b>Activity Track: Expanding and Building on the Success of the Functional Teams</b>	<b>\$40,912</b>
Task Group 5: Create a Region 9 Talent District Career Council (TDCC)	N/A
Task Group 6: Develop and implement adult education action plan	N/A
Task Group 7: Evaluate options for workforce system alignment	\$28,682
Task Group 8: Transportation working to learn and increased collaboration	10,925
Task Group 9: Market and promote greater Ann Arbor region	N/A
Task Group 10: Challenge grant program	1,305
<b>Activity Track: Project Management and Communications</b>	<b>\$24,185</b>
Task Group 11: Ongoing project management	\$14,025
Task Group 12: Ongoing RPI communication and community engagement	10,160
<b>Subtotal Costs</b>	<b>119,122</b>
<b>Revenue</b>	
Maher and Maher contract for Task Group 7	-16,600
Summit registration fees	-13,500
<b>Total PSC RPI Budget</b>	<b>\$95,602</b>



March 1, 2015

Steven Duke  
Executive Director  
Region 2 Planning Commission  
120 West Michigan Avenue  
Jackson, MI 49201

Dear Mr. Duke:

FY2015 5339 money has been released by the FTA. MDOT has asked us to update our capital spending plan to reflect the projects we will be using these funds for. The projects identified are different than are identified in the current TIP.

Therefore, The Jackson Area Transportation Authority requests that the FY2015 5339 funding be amended into the JACTS 2014 through 2017 TIP as follows: delete "replace full size bus" and add "2 Large Bus Engines, Computer Software upgrades, Photocopier and Parking Lot Lighting". The amount of expenditure is expected to be reduced from the current TIP requested amount of \$400,000 to \$141,626 of which \$113,301 would be Federal 5339 funds and the remaining \$28,325 in state match.

If you have any questions you may contact me at 517-780-3790.

Sincerely,

Bradley Charkowske  
Executive Director



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
LANSING

KIRK T. STEUDLE  
DIRECTOR

April 14, 2015

Mr. Steve Duke, Executive Director  
Region 2 Planning Commission  
Jackson County Tower Building  
120 W. Michigan Avenue, 9<sup>th</sup> 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 four amendments to the FY 2014-2017 Transportation Improvement Plan (TIP).

The MDOT TIP amendments are detailed below.

Fiscal Year	Project Name	Limits	Project Description	Funding
Add FY 2015 JN 115861	I-94	Over the Conrail RR and the Grand River	Replace structure and realign it to the south, to accommodate the I-94 corridor study.	Utility Federal: \$ 675,000 (IM) State: 75,000
Move from 2015 to 2016 JN 120275	M-60	Emerson Rd to Renfrew Rd	Resurface	Right of Way Federal: \$ 24,555 (ST) State: 5,445
Move from 2015 to 2016 JN 120277	M-60	Chapel Rd to Emerson Rd	Resurfacing/Widening w/CLTL	Right of Way Federal: \$ 204,625 (ST) State: 45,375
Move from 2015 to 2016 JN 120277	M-60	Chapel Rd to Emerson Rd	Resurfacing/Widening w/CLTL	Preliminary Engineering Federal: \$ 788,806 (ST) State: 174,915

Thank you for your attention to this request. If you have any questions or need additional information, please contact me at 517-335-2641

Sincerely,

Rick Fowler, Transportation Planner

RECEIVED

MAY 04 2015

Per \_\_\_\_\_

**PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN** that the Norvell Township Planning Commission will hold a Public Hearing to recommend for adoption the Master Plan for the Township. The time and place for this Hearing will be:

**Wednesday, May 20, 2015 at 6:00 P.M.  
at the Norvell Township Hall  
106 E. Commercial Street  
Norvell, MI 49263**

**PLEASE TAKE FURTHER NOTICE** Norvell Township is in the process of updating its Master Plan ("the Plan") in accordance with provisions of the Michigan Planning Enabling Act, Act 33 of 2008, as amended. Accordingly, this public hearing will provide the opportunity for all interested parties to comment, either in person or in writing on the contents of the Plan. A draft of the Plan is available in our office for inspection prior to and during the hearing. Norvell Township will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed material being considered at the hearing, to individuals at the hearing upon (4) days notice to the Township Clerk. Individuals with disabilities requiring auxiliary aids or services should contact the township at the address or telephone number listed below.

**Anne M. Hagadorn, Clerk  
Norvell Township  
106 E. Commercial St.  
P.O. Box 188  
Norvell, MI 49263  
517-536-4370 Ext. 224**