

AGENDA

REGION 2 PLANNING COMMISSION

Full Commission

FOR FURTHER INFORMATION CONTACT:

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

DATE: Thursday, July 14, 2016

TIME: 2:00 P.M.

WHERE:

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

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

	<u>PAGE #</u>
1. Call to Order	
2. Pledge of Allegiance	
3. Approval of the Agenda - ACTION	
4. Public Comment	
5. Approval of Minutes of the May 12, 2016 Full Commission Meeting (see enclosure) – ACTION	2
6. Approval of Action Taken at the June 9, 2016 Executive Committee Meeting (see enclosure) – ACTION	5
7. Receipt of Treasurer's Report of June 30, 2016 (see enclosure) – ACTION	11
8. Approval of July 14, 2016 Submitted Bills (see enclosure) – ACTION	15
9. Staff Progress Report for June, 2016 (see enclosure) – DISCUSSION	16
10. "OPPORTUNITY FOR PUBLIC COMMENT" – Approval of the JACTS FY 2017-2020 Transportation Improvement Program (TIP) (see enclosure) – ACTION	21
11. Regional Prosperity Initiative Update – Approval of Technical Assistance Grant to Kuntzsch Solutions (see enclosure) – ACTION	23
12. Approval of the Region 2 Planning Commission's FY 2017 Planning Work Program (PWP) and Budget (see enclosure) – ACTION	27
13. Summary of the 2016 Citizen Questionnaire Results, <i>Village of Blissfield Master Plan</i> , Grant Bauman - PRESENTATION	
14. Federal Project Review (16-5) – ACTION	38
a. Recess Full Commission and convene the Review Committee	
b. Review and comment on Project Notification (see enclosure)	
c. Recess the Review Committee and re-convene the Full Commission	
15. Other Business	
• City of Morenci Master Plan Update (see enclosure)	42
• City of Jackson Master Plan Update (see enclosure)	43
16. Public Comment	
17. Adjournment	

Region 2 Planning Commission

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Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

MEETING MINUTES

Region 2 Planning Commission – Full Commission

Hillsdale County Library
97 N. Broad Street
Hillsdale, MI 49242

Thursday, May 12, 2016

I. Call to Order – Chair Rice called the meeting to order at 2:00 PM. A quorum was present.

Attendance:

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

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

Staff Present: Steve Duke, Aaron Dawson, and Grant Bauman

Others Present: Duke Anderson, Hillsdale Hospital; Mary Baird; J.J. Hodshire, Hillsdale Hospital; Sue Smith, Hillsdale EDP; Mark Wiley, Hillsdale County

- 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. Tillotson, and supported by Comm. Quigley, to approve the May 12, 2016 agenda as presented. The motion carried unanimously.
- IV. **Public Comment** – Chair Rice requested public comment. No public comment was received.
- V. **Approval of Minutes of the March 10, 2016 Full Commission Meeting** – A motion was made by Comm. Dotterweich, supported by Comm. Herl, to approve the March 10, 2016 Full Commission minutes as presented. The motion carried unanimously.
- VI. **Approval of Action Taken at the April 14, 2016 Executive Committee Meeting** – A motion was made by Comm. Knoblauch, and supported by Comm. Dotterweich, to approve the action taken at the April 14, 2016 Executive Committee meeting. The motion carried unanimously.
- VII. **Receipt of Treasurer's Report of April 30, 2016** – A motion was made by Comm. Dotterweich, and supported by Comm. Tillotson, to receive the April 30, 2016 Treasurer's Report as presented. The motion carried unanimously.
- VIII. **Approval of May 12, 2016 Submitted Bills** – A motion was made by Comm. Jancek, and supported by Comm. Quigley, to approve payment of the May 12, 2016 submitted bills. The motion carried unanimously.
- IX. **Staff Progress Report for April, 2016** – Mr. Duke reported that RFPs had been prepared to solicit professional services for the 2016 RPI grant cycle; and that the R2PC, at their meeting in April, authorized staff to enter into a contract with PSC, Inc.
- X. **Review Lenawee County FY 2017-2020 Congestion Mitigation Air Quality (CMAQ) Projects** – Mr. Dawson noted that included in the agenda packet was a listing of the projects selected by the Lenawee County CMAQ Committee for fiscal years 2017-2020. This funding is provided to counties that are in non-attainment for EPA air quality standards. Currently, the only county in Region 2 that qualifies for this funding is Lenawee County.
- XI. **Review of FY 2017-2020 Small Urban Federal-Aid Projects Programmed for Adrian/Tecumseh/Clinton and Hillsdale/Jonesville Urbanized Areas** – Included in the agenda packet was the FY 2017-2020 federal-aid projects selected by the small urban areas of Adrian/Tecumseh/Clinton and Hillsdale/Jonesville. The projects were reviewed and approved for funding during meetings conducted in each county with local elected officials, city and county engineers, public works directors, and transit operators. Also included in the agenda packet were the 3-county Rural Task Force project lists approved by each county for projects located in the county but outside the urbanized boundaries.
- XII. **Solid Waste Management Plan Amendments in Jackson and Lenawee Counties** – Mr. Bauman reviewed the status of the amendment schedules for updating the Jackson and Lenawee counties solid waste management plans. State law requires each county to have a solid waste plan on file with the MDEQ. The MDEQ is requiring amendments as a result of Jackson County closing their incinerator and Lenawee County choosing to moth-

ball the Adrian landfill. Both plans are currently out for public comment and review and will be submitted to the MDEQ later this fall.

XIII. Federal Project Reviews

- a. A motion was made by Comm. Dotterweich, supported by Comm. Polaczyk, to recess the Full Commission and convene the Review Committee. The motion carried unanimously.
- b. In accordance with the Michigan Federal Project Review System, notification of the following projects was provided:
 - The Headwaters Health Foundation has applied for a Communities Facilities Direct Loan to finance the acquisition of Hillsdale Community Health Center hospital facility and certain equipment. A letter supporting the acquisition was submitted by the Economic Development Partnership of Hillsdale County and was included in the agenda packet.
 - Elm Plating is purchasing a new plating line which requires an additional 20,300 square feet of space. The added space will be gained by expanding the existing building outward into an existing parking lot. Elm Plating has applied for funding under the Business & Industry Guaranteed Loan Program.No additional comments were received.
- c. The motion was made by Comm. Dotterweich, supported by Comm. Polaczyk, to recess the Review Committee and re-convene the Full Commission. The motion carried unanimously.

XIV. Other Business – Mr. Duke explained that per the Michigan Planning Enabling Act legislation, the Village of Britton was announcing its intent to update its Master Plan and that the Village of Concord had recently completed a Five Year Parks and Recreation Plan 2016-2020 which can be viewed on the Village's website.

XV. Public Comment – Chair Rice asked for any public comment. No comments were received.

XVI. Commissioner Comments – Comm. Schlecte announced that a seminar and bike tour will be conducted on June 22nd at the Jackson County Tower Building regarding how non-motorized trail systems can lead to opportunities furthering community and economic development.

XVII. Adjournment – There being no further business, Chair Rice adjourned the meeting at 2:55 PM.

Ralph Tillotson
Secretary

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

MINUTES

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

Thursday, June 9, 2016

- I. **Call to Order** – Chair Rice called the meeting to order at 2:00 p.m. A quorum was present.

Executive Committee Members:

✓ Beeker	✓ Hayes	✓ Rice
✓ Bryant	✓ Herl	Rohr
✓ Burtch	✓ Johnson	✓ Sigers
Dotterweich	✓ Knoblauch	✓ Terry
✓ Duckham	Koch	✓ Tillotson
✓ Gaede	✓ Polaczyk	✓ Wittenbach
Gould	✓ Quigley	✓ Wonacott

Key: ✓ = present

Other Commissioners Present: Fessel, Kubish, Overeiner, Herlein, and Shotwell

Others Present: Mike Brown, JATA; Jon Dowling, City of Jackson; Joe Michalsky, JCDOT; and Chris Gulock, MDOT

Staff Present: Steven Duke, Grant Bauman, and Aaron Dawson

- II. **Pledge of Allegiance** – The Committee joined in the Pledge of Allegiance.
- III. **Approval of the Agenda** – The motion was made by Comm. Terry, supported by Comm. Duckham, to approve the June 9, 2016 Executive Committee agenda as presented. The motion carried unanimously.

- IV. **Public Comment** – Chair Rice asked for public comment. No public comments were received.
- V. **Approval of Minutes of the April 14, 2016 Executive Committee Meeting** – A motion was made by Comm. Hayes, supported by Comm. Duckham, to approve the April 14, 2016 Executive Committee meeting minutes as presented. The motion carried unanimously.
- VI. **Receipt of the Treasurer’s Report of May 31, 2016** – A motion was made by Comm. Johnson, supported by Comm. Herl, to receive the May 31, 2016 Treasurer’s Report as submitted. The motion carried unanimously.
- VII. **Approval of the June 9, 2016 Submitted Bills** – A motion was made by Comm. Duckham, supported by Comm. Terry, to approve payment of the June 9, 2016 submitted bills as presented. The motion carried unanimously.
- VIII. **Staff Progress Report for May, 2016** – The staff progress report was included in the agenda packet for Committee review.
- IX. **Approval of the JACTS FY 2017 Urban Transportation Unified Work Program (UWP)** – Mr. Duke reported that staff had prepared the JACTS FY 2017 UWP and budget for the fiscal year beginning October 1, 2016 and ending September 30, 2017. The document was posted on the R2PC website for review and comment.
- The motion was made by Comm. Duckham, supported Comm. Hayes, to approve the JACTS FY 2017 UWP as presented. The motion carried unanimously.
- X. **Approval of the JACTS FY 2017 Regional Transportation Planning Work Program** – Mr. Duke explained that staff has prepared the FY 2017 Regional Transportation Planning Work Program for the fiscal year beginning October 1, 2016 and ending September 30, 2017. The program provides \$45,000 to fund transportation activities, including management of the Rural Task Forces and small urban programs, in Hillsdale, Jackson, and Lenawee counties.
- The motion was made by Comm. Johnson, supported by Comm. Hayes, to approve the R2PC FY 2017 Regional Transportation Work Program and authorize the Chair and Executive director to sign the project agreement with MDOT for receipt of the funds. The motion carried unanimously.
- XI. **“Opportunity for Public Comment” – JACTS FY 2017-2020 Transportation Improvement Program (TIP)** – Mr. Duke reported that JACTS and the R2PC are seeking public comment on the proposed FY 2017-2020 Transportation Improvement Program (TIP). Enclosed in the agenda packet is a copy of the brochure that was distributed to the JACTS mailing list, general public, and consultation agencies informing them of the projects proposed to use federal funding over the 4-year time period in the Jackson Metropolitan area, as well as a link to view the complete document on the R2PC website. Mr. Duke explained that at the completion of the public comment period, approval of the document will be requested at the July JACTS and R2PC meetings.

- XII. **Approval of an Amendment to the JACTS FY 2016 Urban Transportation Unified Work Program** – Mr. Dawson explained that the R2PC had applied to MDOT, and received approval, for a FY 2016 FTA Sec. 5303 grant to complete a study analyzing transit accessibility and to review personnel and technology recommendations for the Jackson Area Transportation Authority (JATA). The grant amount is \$100,000 with the 20 percent local match provided by MDOT.

The motion was made by Comm. Hayes, supported by Comm. Gaede, approving the amendment to the JACTS FY 2016 UWP as presented. The motion carried unanimously.

- XIII. **“Opportunity for Public Comment” – Approval of Amendments to the JACTS FY 2014-2017 Transportation Improvement Program (TIP)** – Mr. Duke reported that the following amendments had been submitted for MPO approval by the Jackson County Department of Transportation (JCDOT), the Michigan Department of Transportation (MDOT), and the Jackson Area Transportation Authority (JATA):

Fiscal Year	Project Name	Limits	Project Description	Funding
2017 ADD	Non-Motorized Pathway	Rives Junction Rd between M-50 and Township line	Construct multi-use pathway	Construction Safety Funds: \$222,224 Local: \$55,556
2017 ADD	Countdown Ped Signals	Airport Rd/Springport Rd/County Farm Rd	Install countdown pedestrian signals	Construction Safety Funds: \$80,960 Local: \$20,240
2016 JN129398 ADD	US-127/US-223	3 structures in Jackson and Lenawee counties	Consultant bridge scoping	EPE FED: \$40,925 State: \$9,075
2016 JN129415 ADD	I-94	M-60 to Sargent Rd	Install freeway delineation	Construction State: \$43,651
2016 JN 129991 ADD	M-50	Pope Church Rd to Ingham/Jackson Countyline	Micro-surface, warranty	PE FED: \$12,278 State: \$2,722
2017 JN 129991 ADD	M-50	Pope Church Rd to Ingham/Jackson Countyline	Micro-surface, warranty	Construction FED: \$670,743 State: \$148,735

Fiscal Year	Project Name	Limits	Project Description	Funding
2017 JN 129162 ADD	M-106	Bunkerhill Road to 1300 feet west of Sayers Road	Single Course Mill & Resurface	Construction Federal: \$ 435,993 ST State: 96,680
2017 JN 129189 ADD	M-50/ US-127 BR	North St to Boardman Rd	Longitudinal Joint Repair	Construction Federal: \$ 282,000 ST State: 62,532
2017 JN 129151 ADD	M-50	Rives Junction to Pope Church Rd	Micro-Surface, Warranty	Construction Federal: \$ 611,148 ST State: 135,520
2017 JN 127495 ADD	I-94 BL	Cooper Street to Dwight Street	HMA Cold Milling and Single Course Overlay	Construction Federal: \$ 989,841 ST State: 219,495
2017 JN 129153 ADD	I-94	I-94 at Elm Road	Reconstruct interchange	Preliminary Engineering Federal: \$ 1,325,147 IM State: 147,238
2017 JN 129153 ADD	I-94	I-94 at Elm Road	Reconstruct interchange	Substructure Federal: \$ 452,487 IM State: 50,276
2017 JN 129213 ADD	M-99	Railroad Street to Jackson Co Line	Fiber Reinf. Bit Mem w/ Single Micro	Construction Federal: \$ 737,883 ST State: 163,624

Fiscal Year	Project Name	Limits	Project Description	Funding
2017 JN 127621 DELETE	I-94	Michigan Ave to Dearing Road	Reconstruction	Preliminary Engineering Federal: \$ 2,720,711 IM State: 302,301
2017 JN 127621 DELETE	I-94	Michigan Ave to Dearing Road	Reconstruction	Right of Way Federal: \$ 225,000 IM State: 25,000
2017 JN 120275 DELETE	M-60	Emerson Rd to Renfrew Rd	Resurfacing	Construction Federal: \$ 4,016,156 ST State: 890,571
2016 CHANGE FROM	Transit Operating Funds No JN	County-wide	Transit Operating Funds	\$1,173,798 (5307) \$1,556,883 (CTF) \$1,739,355 (TRAL)
2016 CHANGE TO	Transit Operating Funds No JN	County-wide	Transit Operating Funds	\$1,316,362 (5307) \$1,541,314 (CTF) \$1,109,409 (TRAL)
2016 CHANGE FROM	Transit Capital No JN	County-wide	Replace up to 13 full-size bus engines	\$260,000 (5339) \$65,000 (CTF)
2016 CHANGE TO	Transit Capital No JN	County-wide	Replace up to 13 full-size bus engines	\$107,772 (5339) \$26,943 (CTF)
2016 ADD	Transit Operating Funds	County-wide	Safety and Security	\$13,297 (5307) \$3,324 (TRAL)
2017 JN 119274 DELETE	JATA Transit Capital	Countywide	Purchase up to 3 van replacements vehicles	Federal: \$ 100,000 TRAL: \$ 25,000

A motion was made by Comm. Johnson, supported by Comm. Hayes, to approve the amendments as presented. The motion carried unanimously.

- XIV. **Opportunity Available to do PASER Ratings on Local Non-Federal Roads** – Mr. Duke announced that R2PC staff had recently assisted the City of Hillsdale and the Village of Parma with the completion of PASER pavement condition ratings on their local (non-federal) roadways. Both communities funded the projects with their R2PC membership dues. He further explained that R2PC has staff available to assist other jurisdictions complete similar PASER ratings for local roads if the communities wish to use their membership dues as well.

- XV. **Upcoming Hazard Mitigation Planning** – Mr. Bauman reported that he is in the process of completing grant applications to the Michigan State Police to secure funds to update the hazard mitigation plans previously completed for Jackson and Lenawee counties.
- XVI. **Other Business** – No other business was brought before the Committee.
- XVII. **Public Comment** – No public comments were received.
- XVIII. **Commissioner Comments** – No Commissioner comments were received.
- XIX. **Adjournment** – There being no further business, the meeting was adjourned by Chair Rice at 2:36 PM.

Ron Hayes
Secretary

REGION 2 PLANNING COMMISSION
Treasurer's Report - Monthly Summary
as of June 30, 2016

Bank Balance ending May 31, 2016	\$	685,298.80
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Deposit Summary:

<i>June 2016 EFT Deposits</i>	\$	53,733.15
<i>June Bank Deposits</i>		4,313.71
<i>June Adjustments</i>		(481.72)
Total Deposits plus Bank Balance	\$	<u>742,863.94</u>

Expenses:

<i>Submitted Expenses - June 9, 2016**</i>	\$	(7,115.61)	
<i>Interim Expenses</i>		(7,125.89)	
<i>Payroll/Related Expenses</i>		(30,699.55)	
Subtotal of Expenses	\$	(44,941.05)	\$ (44,941.05)
<i>Balance Checking Account ending June 30, 2016</i>			\$ 697,922.89
 <i>Balance CD Investments ending June 30, 2016</i>			 \$ 101,211.41
 Total Cash on Hand	 \$		 <u>799,134.30</u>

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

REGION 2 PLANNING COMMISSION
Deposits and Adjustments to Cash
as of June 30, 2016

EFT Deposits:		
6/30/2016	MDOT Regional Transportation Planning Q2 2016 Revenue	\$ 3,816.85
	MDOT Rural Task Force Q2 2016 Revenue	\$ 5,836.64
	MDOT Asset Management Q2 2016 Revenue	\$ 4,054.19
	MDOT FHWA Q2 2016 Revenue	\$ 40,025.47
	Subtotal - EFT Deposits	\$ 53,733.15
6/30/2016	City of Litchfield Planning Revenue - Invoice 3409	\$ 684.60
	Parma Township Planning Revenue - Invoice 3411	\$ 729.54
	Waterloo Township Planning Revenue - Invoice 3412	\$ 849.30
	Village of Britton Planning Revenue - Invoice 3414	\$ 1,360.27
	Lenawee Dinner Ticket Revenue - Various Payees	\$ 690.00
	Subtotal - Check Deposits	\$ 4,313.71
6/30/2016	Adjustments to cash:	
	<i>Bank fees - June</i>	\$ (56.94)
	<i>Paycor Fees - June</i>	\$ (303.27)
	<i>Credit Card Charges - Supplies</i>	\$ (51.51)
	<i>Credit Card Charges - Conference Fees/Travel</i>	\$ (70.00)
	Subtotal - Adjustments to Cash	\$ (481.72)
Total Net Deposits for June 2016		\$ 57,565.14

REGION 2 PLANNING COMMISSION
INTERIM BILLING and PAYROLL EXPENSES
as of June 30, 2016

Interim Billing for June, 2016

<u>Vendor</u>	<u>Description</u>		<u>Amount</u>	<u>Check #</u>
Anderson Printing	R2PC June Pkt.	\$	302.04	13912
Ricoh	Maintenance Contract	\$	544.68	13919
MLive	JACTS Advertising	\$	202.32	13917
Blackman Public Safety	FY 2016 OHSP	\$	3,542.30	13922
Jackson Police Dept.	FY 2016 OHSP	\$	807.90	13924
Jackson Co. Sheriff	FY 2016 OHSP	\$	1,726.65	13923
Total Interim Billing for June, 2016			<u><u>\$ 7,125.89</u></u>	

Payroll & Travel Related Expenses:

<i>Paid June 3, 2016</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$	10,142.67
G. Bauman	Travel Reimbursement	\$	39.26
A. Dawson	Travel Reimbursement	\$	93.20
S. Richardson	Travel Reimbursement	\$	47.84
		\$	<u>10,322.97</u>
<i>Paid June 17, 2016</i>			
Paycor	Payroll Disbursement	\$	10,184.84
<i>Paid June 30, 2016</i>			
Paycor	Payroll Disbursement	\$	10,042.88
G. Bauman	Travel Reimbursement	\$	39.26
S. Duke	Travel Reimbursement	\$	109.60
		\$	<u>10,191.74</u>
Total Payroll Expenses for June 2016			<u><u>\$ 30,699.55</u></u>

Region 2 Planning Commission
Outstanding Accounts Receivable
FY 2016

Municipality/Source	Date	Inv. No.	Amount
Grass Lake Charter Township	4/11/2016	3410	2,008.79
City of Litchfield	6/27/2016	3419	1,990.47
Wheatland Township		3420	431.63
Grass Lake Charter Township		3421	1,860.64
Parma Township		3422	1,963.85
Palmyra Township		3423	1,951.88
Village of Britton		3424	2,131.09
Lenawee County		3425	6,691.66
<i>FY 2016 Balance as of June 30, 2016</i>			<u>\$ 19,030.01</u>

REGION 2 PLANNING COMMISSION
Submitted Bills
July 14, 2016

Vendor	Description	Amount Due
Blue Cross/Blue Shield	Health Insurance for July 2016	\$ 1,770.59
County of Jackson	Phone & Postage Expense for Apr.-May 2016	\$ 445.58
County of Jackson	Rent for July 2016	\$ 2,787.18
Direct Office Buys	Supplies for July 2016	\$ 32.88
Hillsdale EDP	Wage & Benefit Survey RPI Grant FY 2016	\$ 12,600.00
ICMA Retirement Trust	ICMA 401 Contribution - June 2016	\$ 1,737.29
Jackson County	Accounting Services for April 2016	\$ 1,110.40
JTV	Website Hosting (July)	\$ 75.00
Public Sector Consultants	Consulting Services for Apr.-May 2016 RPI	\$ 9,978.17
The Water Store	Supplies June 2016	\$ 30.00
Think Jackson	Pathways As Economic Drivers Seminars	\$ 677.00
VantagePoint Transfer Agents	ICMA RHS Contribution - June 2016	\$ 177.48
Total Submitted Billing - July, 2016		<u>\$ 31,421.57</u>

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

Staff Progress Report ***June, 2016***

Area-Wide Regional Planning Activities

Economic Development

- Staff attended the monthly meetings of the City of Jackson DDA committee.
- Staff attended a seminar on “Pathways as Economic Drivers” and also participated in a bike tour of the Arts Riverwalk in the City of Jackson.

Regional Prosperity Initiative Update

Task Group 1: Program Administration and Project Management.

- PSC organized and facilitated a monthly management team meeting (conference call) in June. PSC scheduled the call, developed the agenda, drafted and provided the management team with a summary of the meeting.

In addition, PSC participated in bi-weekly check in calls with the Region 9 management team liaison (Conan Smith) to get input on the agenda for management team meetings, discuss project progress, and update him on other related regional events.

- PSC hosted a meeting with Kuntzsch Business Services and Center for Automotive Research to facilitate their conversation about a joint proposal to address policy issues surrounding the emerging autonomous vehicle industry. At the management team’s request, the two organizations are going to partner to research policy issues and facilitate a working group that will identify key policies issues and recommendations for further research or policy changes.
- PSC continued to promote the 2016 request for proposals (RFP) for the Prosperity Initiative Challenge Grant Program; sending the announcement out to the list of 200 regional stakeholders on several occasions and posting it on the Region 9 webpage.

Task Group 2: Making the Case for a Regional Council/Board

No activity was planned for June on this task group.

Task Group 3: Development of a Unified Regional Brand

PSC reached out to a handful of regional stakeholders to talk about the applicability of the Greater Ann Arbor Region brand. We met with Ann Arbor SPARK about the Greater Ann Arbor Region website and whether we could build on that platform for all regional prosperity initiative efforts.

[June, 2016 Staff Progress Report]

Ann Arbor SPARK agreed to connect their web designer to PSC's designer so we could begin developing a mock-up of a unified Greater Ann Arbor Region RPI website.

Task Group 4: Communications, Engagement and Outreach

PSC began developing a draft communications strategy that identified key messages, audiences and communication tools that will be used to engage with current and potential RPI partners in the region.

In addition, we developed a list of new organizations in the region that we (as coordinator) and management team members should reach out to in order to get them engaged in RPI effort. This list will be sent to management team members by July 1 for comments and additions.

Region 2 Planning Commission

- Staff prepared the June and July, 2016 R2PC agenda packets.
- Staff completed the R2PC Planning Work Program (PWP) and operating budget for FY 2017.

Regional Transportation Planning Hillsdale, Jackson, and Lenawee Counties

Assistance to Local Governments

- Staff attended a meeting with representatives from MDOT, local road agencies, and a consultant to review the schedule for developing a Local Road Safety Plan for Hillsdale, Jackson, and Lenawee counties. The plan will identify emphasis areas and develop engineering, education, enforcement, and emergency services measures to address the safety issues.
- Staff completed final edit on Regional Work Program and submitted to MDOT.

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. Staff is also assisting with the transition to the Active Living Health Action Team, part of the Health Improvement Organization of Henry Ford Allegiance Health. The development of a new non-motorized plan is now a high priority of the WCC, and they will be working with R2PC and AARP representatives to move forward. Currently, there is a proposal to obtain local match for the non-motorized plan. Staff volunteered to assist with the 2nd Annual Bike Rally.

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.

[June, 2016 Staff Progress Report]

- Staff began a Continuation of Operations Plan (COOP) for JACTS. This plan is being held until an alternate site agreement can be secured.
- Staff attended the MDOT University Region non-motorized meeting in Jackson.

Long Range Transportation Plan

- Staff attended a meeting with MDOT transportation network modelling staff to discuss the upcoming Long Range Transportation Plan update. Staff will be reviewing modelling files sent from MDOT and providing comments. Maps have been completed and sent to JCDOT and the City of Jackson for review. Staff is now working with MDOT on socio-economic data for the next phase of the model.
- Staff helped organize and attended a public meeting conducted by MDOT to present their revised 2040 State Long Range Transportation Plan.

Unified Work Program (UWP)

- The JACTS FY 2017 UWP was reviewed and approved by the JACTS committees and the R2PC. The UWP was sent to MDOT and FHWA for final approval.
- Staff submitted an amendment required for the FY 2016 UWP to pass through FTA planning funds to the Jackson Area Transportation Authority (JATA). The additional \$100,000 in 5303 transit planning funds will be used for an accessibility and organizational study.

Transportation Improvement Program (TIP)

- The draft FY 2017-2020 TIP document and project list was developed and presented to the JACTS committees and the R2PC. The draft document was made available for public comment and posted on the R2PC website. The final public comment period and approval of the FY 2017-2020 TIP will be at the July JACTS and R2PC Board meeting.
- Staff processed numerous amendments to the JACTS FY 2014-2017 TIP and forwarded the information to MDOT for approval. The FY 2014-2017 and 2017-2020 TIPs now match for 2017 as required by MDOT and FHWA.

Jackson Traffic Safety Program

- Staff updated Bylaws to reflect the County Board's leadership and submitted to County Administrator for input.
- Staff continues compiling information for the annual OHSP monitoring meeting.
- Staff gathered and submitted the May enforcement reports in 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).

[June, 2016 Staff Progress Report]

Hillsdale County

City of Litchfield

- Staff began to work on the text of the proposed master plan for the City in preparation for the monthly meeting which was cancelled due to the lack of a quorum.

Wheatland Township

- Staff continued its review of the *Wheatland Township Zoning Ordinance* and began to make the needed changes to bring it into conformance with the Michigan Zoning Enabling Act (MZEA).

Jackson County

Grass Lake Township

- Staff facilitated the June 15th meeting of the Planning Commission's Master Plan Committee during which a draft of the *Grass Lake Township Master Plan* was reviewed.
- Staff also answered various zoning questions posed by the Township's Supervisor and Zoning Administrator.

County of Jackson

- **Solid Waste Planning Committee** — Staff facilitated the June 28th public hearing for the proposed 2016 Amendment of the *Jackson County Solid Waste Management Plan*.
- **County Planning Commission (JCPC)**
 - Staff facilitated the June 9th meeting of the JCPC. Staff reports regarding proposed rezonings in Sections 20 and 35 of Napoleon Township and Section 16 of Henrietta Township were prepared for the Commission.
- **Jackson 2020**
 - **SIT Committee** — Staff represented ARC (Arts, Recreation, and Culture) at the June 13th meeting of the County's "Strategic Implementation Team".
 - **Upper Grand River Water Trail Master Plan** — Staff participated in the June 8th Focus Group.

Leoni Township

- Staff prepared some maps for use in developing the proposed canoe/kayak launch site.

Parma Township

- Staff provided a Township Official with paperwork regarding the draft Parma Township Master Plan.

Parma Village

- Staff provided a Village Official with a large-scale map of the Village's current future land use map.

[June, 2016 Staff Progress Report]

Spring Arbor Township

- Staff answered some zoning questions posed by the Township's Zoning Administrator.

Rives Township

- Staff answered the zoning questions of a Township Official and made tentative arrangements to meet with the Planning Commission regarding a master plan update.

Summit Township

- Staff met with the Township Planning Commission on June 21st to review the draft of the Summit Township Master Plan and its future land use map.
- Staff assisted a Township Official in locating online paperwork regarding the grant awarded to the Township for the Horton Road Trail.

Lenawee County

Adrian Township

- Staff made a further amendment to the Township's zoning map.

Village of Blissfield

- Staff drafted summaries of two surveys conducted as part of the development of a new edition of the *Village of Blissfield Master Plan*.

Village of Britton

- Staff provided a draft public notice for the public hearing on the new edition of the *Village of Britton Master Plan*.

Fairfield Township

- Staff explained the state-mandated approval process regarding amendments to the Zoning Ordinance.

Franklin Township

- Staff met with Township Officials regarding proposed updates to the Township's zoning map.

County of Lenawee

- **County Planning Commission (LCPC)** — Staff facilitated the June 16th meeting of the Commission. Staff prepared recommendations regarding 3 proposed text amendments to the Woodstock Township Zoning Ordinance 9 PA 116 Farmland Agreement applications for properties located in Deerfield, Adrian, and Riga Townships.

Palmyra Township

- Staff is conducting a final review of the Township's zoning ordinance.

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

MEMORANDUM

TO: Region 2 Planning Commission Members
JACTS Policy Committee Members
JACTS Technical Advisory Committee Members

FROM: Aaron Dawson, Senior Planner

SUBJECT: Approval of the FY 2017-2020 Jackson Area Comprehensive
Transportation Study Transportation Improvement Program

DATE: June 29, 2016

The Jackson Area Comprehensive Transportation Study (JACTS) is requesting that Region 2 Planning Commission, JACTS Policy Committee, and JACTS Technical Advisory Committee approve the FY 2017-2020 Transportation Improvement Program (TIP) for the Jackson metropolitan area. The TIP includes road and transit projects scheduled for programming between October 1, 2016 and September 30, 2020 submitted by the City of Jackson, Jackson County Department of Transportation, Jackson Area Transportation Authority, and the Michigan Department of Transportation. The full draft TIP document is currently posted for review at:

<http://www.region2planning.com/wp-content/uploads/2016/06/FY-17-20-TIP-Draft-Reformatted.pdf>

Staff hereby requests APPROVAL by the JACTS Committees and the Region 2 Planning Commission of the JACTS FY 2017-2020 TIP and authorization for the R2PC Chair to sign the attached resolution. Any questions or comments please call me at (517)768-6703 or contact me at adawson@co.jackson.mi.us.

REGION 2 PLANNING COMMISSION RESOLUTION TO ADOPT
THE FISCAL YEAR 2017-2020 TRANSPORTATION IMPROVEMENT PROGRAM

Resolution of the Region 2 Planning Commission (R2PC) to adopt the Transportation Improvement Program (TIP) for FY 2017-2020.

WHEREAS, the R2PC is the organization designated by the Governor as being responsible together with the state for carrying out the provision of 23 U.S.C 134 (Metropolitan Transportation Planning); and

WHEREAS, the R2PC is responsible for overseeing the metropolitan transportation planning process and making related decisions; and

WHEREAS, the metropolitan transportation planning process for the Jackson urbanized area has been certified according to the requirements of 23 CFR 450; and

WHEREAS, the FY 2017-2020 TIP includes a financial plan that identifies sources of anticipated revenues and relies on projected federal funding levels to estimate future funding levels and thus is financially constrained; and

WHEREAS, the FY 2017-2020 TIP includes a year-by-year list of priority projects consistent with the JACTS 2040 Long Range Transportation Plan; and

WHEREAS, an analysis of the projects/programs in the FY 2017-2020 TIP was conducted in accordance with Executive Order 12898 relating to environmental justice and determined that this TIP's projects/program did not have disproportionately high and adverse human health or environmental effects on minority or low-income populations; and

WHEREAS, the FY 2017-2020 TIP was developed with the opportunity for public input and comment;

NOW, THEREFORE, BE IT RESOLVED that the Region 2 Planning Commission adopts the FY 2017-2020 Transportation Improvement Program.

Carl Rice, Jr., Chair
Region 2 Planning Commission

Date

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

M E M O R A N D U M

TO: Region 2 Planning Commissioners

FROM: Steve Duke, Executive Director

DATE: July 6, 2016

RE: Region 9 Prosperity Initiative Request for Proposals – Technical Assistance Grants

The Region 2 Planning Commission sent out requests for proposals (RFPs) to solicit professional assistance with the Regional Prosperity technical assistance grants. The total amount of funding set aside for technical assistance grants was \$85,000. RFPs were distributed to more than 25 consulting agencies in the southeast Michigan area and were also posted on the R2PC website. The technical assistance grant categories included (1) accelerating and expanding MI Bright Future; (2) Autonomous Vehicles Working Group; and a (3) Transportation Gap Analysis.

A joint proposal was received for undertaking the autonomous vehicle project from Kuntzsch Solutions and the Center for Automotive Research. Kuntzsch will be the project manager, organize and facilitate the working group, and develop the project report based on the working group's input and research. Kuntzsch will subcontract with the Center for Automotive Research to conduct research on necessary land use and transportation planning considerations. In addition, Kuntzsch will subcontract with the Michigan Municipal League to help identify and engage appropriate municipal partners for the working group (the complete scope of work proposed by Kuntzsch is attached to this memorandum).

The Region 9 RPI Management Team, comprised of representatives from all six of the Region 9 counties, conducted a conference call in June to review and discuss the proposal. The consensus of the group was to accept the Kuntzsch proposal at a cost not to exceed \$47,000, with the project to be completed by January, 2017. The Management Team will continue to solicit proposals regarding expanding the MI Bright Future Program and undertaking a transportation gap analysis.

The RPI Management Team requests APPROVAL by the Region 2 Planning Commission of the Kuntzsch Solutions proposal as presented and authorizing the Executive Director to sign a contract for said services.

**Kuntzsch Solutions and REGION 2 PLANNING COMMISSION
REGION 9 AUTONOMOUS VEHICLES WORKING GROUP**

ATTACHMENT A: SCOPE OF WORK

SCOPE OF WORK

Kuntzsch Solutions will manage the Region 9 Autonomous Vehicles Working Group project, organize and facilitate the Working Group, and develop the project report based on Working Group input and research. We will subcontract the Center for Automotive Research (CAR) to conduct research on necessary land use and transportation planning considerations. As an integrated partner, CAR will also participate in Working Group meetings and contribute to development of the project report. In addition, Kuntzsch Solutions will subcontract the Michigan Municipal League (MML) to help identify and engage appropriate municipal participants for the Working Group. MML will also provide input on research findings and review the project report. Kuntzsch Solutions, CAR, and MML (the Project Team) will communicate throughout the project. As the project manager, Kuntzsch Solutions will facilitate communications amongst the Project Team and provide a monthly report to Region 2 of activities completed and planned throughout the project.

Working Group Coordination

Kuntzsch Solutions will convene the Working Group, consisting of government, academic, and business leaders who currently are or will play a role in policy related to autonomous vehicles. Working with Region 9 and our Project Team partners, we will identify appropriate individuals to include in the Working Group and manage all planning and logistical coordination. We will facilitate three meetings of the Working Group to identify key policy questions, determine appropriate policy implications of concern, develop recommendations for integrating potential policy options into land use and transportation plans, as well as identify how the region can act as a leading voice for policy change.

Kuntzsch Solutions will invite stakeholders from Prosperity Regions 6 and 10 to the second or third Working Group meeting to contribute to the discussion and identify collaborative action steps.

Research

Once key policy questions have been identified through the Working Group, CAR will conduct research on the land use and other policy implications of the autonomous/connected vehicle industry. Research considerations may include issues concerning safety, parking, funding, maintenance, and connections to other forms of transportation as they relate to land use, such as exurbanization. Research will include a literature review of previously completed analyses on these issues and identification of key findings and potential research gaps for further evaluation. CAR will present research findings at the second Working Group meeting and conduct additional research based on Working Group feedback to be incorporated into the project report.

Report

Once research has been conducted and results have been vetted with the Working Group, Kuntzsch Solutions, in partnership with CAR and MML, will summarize research and recommendations into a report for review by both the Working Group and the Regional Planning Commission. The report will include identification of key findings and potential research gaps for further evaluation. Recommendations will identify how regional partners can integrate potential policy implications into future land use and transportation plans, as well as key action steps Region 9 stakeholders can take with the support of Regions 6 and 10 to serve as a voice for state policy changes. Following feedback from Working Group members, we will finalize the report.

BUDGET

Kuntzsch Solutions proposes to complete the scope of work for a total cost of \$47,000. The following table provides a breakdown of the budget.

Type	Cost/Unit	Units	Total
Personnel	\$140	176	\$24,640
Supplies, Materials, & Equipment	N/A	N/A	\$712
Contractual Services			
CAR	N/A	N/A	\$20,000
MML	N/A	N/A	\$1,000
In-State Travel	\$0.54	1,200	\$648
Other Expenditures	N/A	N/A	\$0
Indirect Costs	N/A	N/A	\$0
Total			\$47,000

TIMELINE BY TASK

Task	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Project Team Coordination (KS)							
Coordinate final scope, budget, contracting							
Project Team kick off call to review timeline, roles, WG Mtg 1 plan							
Call/meeting to review preliminary research findings and WG Mtg 2 plan				21			
Call/meeting to review additional research findings and WG Mtg 3 plan						12	
Call to download on WG Mtg 3						19	
Work Group Meeting Coordination (KS)							
WG Mtg 1: Invitations, coordination, and prep							
WG Mtg 1: Two-hour facilitated discussion to explore issues, priorities for research			23				
WG Mtg 1: Post meeting download and next steps Project Team call			30				
WG Mtg 1: Follow up with participants & establish date for WG Mtg 2			30				
WG Mtg 2: Invitations, coordination, prep							
WG Mtg 2: Two-hour meeting - CAR presents research findings, KS/CAR facilitate feedback				31			
WG Mtg 2: Post meeting download and next steps Project Team call					7		
WG Mtg 2: Follow up with participants & establish date for WG Mtg 3					7		
WG Mtg 3: Invitations, coordination, and prep							
WG Mtg 3: Two-hour facilitated discussion to review additional research & gather final input						16	
Research (CAR)							
Conduct preliminary research				14			
Conduct additional research based on WG Mtg 2 feedback & provide to Project Team					21		
Report (KS/CAR with MML input)							
Draft summary report based on WGs and research							
Refine and finalize report							12
Present final report to region							18

Note: Dates included in the timeline indicate targeted completion dates.

**Kuntzsch Solutions and REGION 2 PLANNING COMMISSION
REGION 9 AUTONOMOUS VEHICLES WORKING GROUP**

ATTACHMENT B: INVOICING

Client shall pay Kuntzsch Solutions a \$47,000.00 FLAT FEE TO INCLUDE all travel and logistical expenses incurred on behalf of Client in the execution of services.

INVOICING

\$23,500 TO BE INVOICED UPON EXECUTION

\$18,800 TO BE INVOICED SEPTEMBER 30, 2016

\$4,700 TO BE INVOICED UPON COMPLETION (ESTIMATED JANUARY 31, 2017)

All notices pertaining to invoicing should be sent to:

REGION 2 PLANNING COMMISSION MR. STEVEN DUKE EXECUTIVE DIRECTOR JACKSON COUNTY TOWER BUILDING, 9 TH FLOOR, 120 WEST MICHIGAN AVENUE JACKSON, MI 49201 PHONE: (517) 788-4426 EMAIL: SDUKE@CO.JACKSON.MI.US	KUNTZSCH SOLUTIONS DAVID KUNTZSCH VICE PRESIDENT & CFO 300 N. BRIDGE ST. GRAND LEDGE, MI 48837 PHONE: (517) 925-8649 EMAIL: DAVID@KUNTZSCHSOLUTIONS.COM
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Or such other address as either party may hereafter designate in writing by notice to the other party. Each such notice or other communication shall be deemed given, delivered, and received on its actual receipt.



Hillsdale County



Jackson County

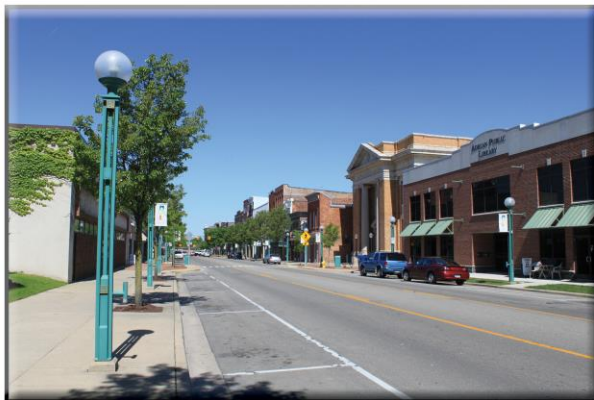
Region 2

Planning Commission



FY 2017 Planning Work Program

October 1, 2016
through
September 30, 2017



Lenawee County



FY 2017
Region 2 Planning Commission
Planning Work Program

R2PC Staff

Steven M. Duke..... Executive Director
Grant E. Bauman, AICP..... Principal Planner
Susan Richardson Senior Planner
Aaron M. Dawson Senior Planner
LaTasha Thompson Accountant
Jill M. Liogghio..... Administrative Assistant



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

July 2016

Region 2 Planning Commission Planning Work Program

Purpose

A planning work program (PWP) is an essential management tool for any organization. The Region 2 Planning Commission (R2PC) annually sets forth a work program within a framework of area-wide goals and objectives addressing regional issues. When staffing levels, overhead costs, and consultant needs are assigned, they can be evaluated to determine whether a sufficient effort is being directed toward planning activities to meet the objectives of the Commission. The R2PC planning work program is developed to improve federal, state, and local understanding of planning activities, as well as the goals, policies, plans, and the concerns of the Commission. The planning work program is referenced in Federal and State grant contracts. The work program also reduces contractual paperwork, eliminates duplication, and provides for joint funding of appropriate work activities.

The planning work program provides a basis for ongoing management as well. The work program is structured to control and account for personnel and other agency resources. The R2PC accounting system distributes labor from time sheets to work program activities and distributes costs to/among funding sources.

Finally, the planning work program serves to coordinate planning activities among the various agencies and local units of government which participate in the R2PC. For example, substantial support for planning in the urban area transportation planning program is provided by the City of Jackson Neighborhood & Economic Operations Department, the Jackson County Department of Transportation, and the Jackson Area Transportation Authority. The planning work program documents this contribution.

Organizational Overview of the Planning Work Program (PWP)

The R2PC Planning Work Program reflects the planning responsibilities of the Commission. These responsibilities include area-wide planning for the three-county area of Hillsdale, Jackson, and Lenawee and various small multi-jurisdiction areas as well as local planning assistance to member units of government.

Area-wide urban transportation planning includes planning activities for the Jackson Area Comprehensive Transportation Study (JACTS). These planning activities are the responsibility of the R2PC in its designation as the metropolitan planning organization (MPO) for the Jackson urbanized area. Funds for these activities are provided through the Federal Highway Administration's Section 112 Program and the Federal Transit Administration's Section 5303 Program. A cash match is provided by the City of Jackson Neighborhood & Economic Operations Department, the Jackson County Department of Transportation (JC DOT), and the Jackson Area Transportation Authority (JATA) for transportation planning services.

Region 2 Planning Commission Planning Work Program

Area-wide regional transportation planning includes regional transportation planning activities outside of the Jackson urbanized area. These activities are funded through the Michigan Department of Transportation's Act 51 regional transportation planning program.

Area-wide planning represents work program activities for the entire region as well as multiple units of local government. This includes all of the regional planning activities of the R2PC with the exception of transportation planning. Funding for these programs is provided by member units of local government via the one-third allocation of their membership dues. For example, a Comprehensive Economic Development Strategy (CEDS) was completed and is updated annually for the entire Region 2 planning area. The project was funded through a grant from the United States Economic Development Administration (EDA) with the local match provided by the R2PC fund balance. A similar level of cooperation is needed now that the R2PC has been designated as an Economic Development District (EDD) by the EDA.

Local planning assistance includes planning services provided to local units of government upon request. Funding is provided from local units of government through: (1) the remaining two-thirds of their R2PC membership dues, (2) direct billing for the cost of services provided in excess of membership fees, and (3) state and federal grants received by member units of government for planning services.

Jackson Traffic Safety Program (JTSP) activities cover the administration of the program. These activities are funded locally through revenues generated by the Jackson County District Court System (ticket surcharge revenue).

The **Regional Prosperity Initiative (RPI)** grant funds, first awarded in FY 2014 through the Michigan Department of Technology, Management, and Budget, are used to investigate and implement opportunities for the coordination of services in the areas of economic development, adult and higher education, transportation, and workforce development within Prosperity region 9 (Hillsdale, Jackson, Lenawee, Livingston, Monroe and Washtenaw counties). This grant program is expected to continue into FY 2017 and beyond.

Indirect costs include the agency budget in the form of a Statement of Projected Direct and Indirect Costs.

Planning work program fiscal relationship

The planning work program provides an estimate of revenues and expenditures for the activities of the R2PC. It also documents the value of the cash match contributed by other agencies. The work program is an integral part of the audit requirements of federal funding agencies. The Region 2 Planning Commission makes arrangements for the required financial and compliance audit, and the audit is conducted within prescribed audit requirements. For FY 2017, the annual audit is charged to the indirect cost allocation, unless otherwise directed by the cognizant agency, which is the Federal Highway Administration (FHWA).

Organizational details of the planning work program

Jackson Area Comprehensive Transportation Study (JACTS) – Please refer to the JACTS Unified Work Program (UWP).

Area-wide Regional Transportation Planning – Please refer to the Regional Transportation Planning Work Program.

Local planning assistance – The Region 2 Planning Commission provides local planning assistance services to member units of government and their boards, commissions, and agencies. Listed below are services offered by the R2PC for the local municipalities:

- **Plan preparation assistance:**
 - Preparation of master plans (i.e., land use, master, or comprehensive),
 - Preparation of various strategic plans (e.g., parks and recreation, hazard mitigation, solid waste plans, etc.), and
 - Preparation of other miscellaneous studies;
- **Zoning ordinance assistance:**
 - Development of zoning ordinances,
 - Review of rezoning proposals and text amendments,
 - Review of requests for conditional/special uses, site plans, variances, and interpretations,
 - Review of various airport zoning requests,
 - Zoning ordinance administration assistance, and
 - Provision of zoning ordinance information;
- **Sign ordinance assistance:**
 - Development of sign ordinances,
 - Review of sign variance and interpretation requests,
 - Sign ordinance administration assistance, and
 - Provision of sign ordinance information;
- **Geographic Information System (GIS) mapping services;**
- **Provision of subdivision information;**
- **Review of farmland and open space agreements;**
- **Review of street vacation proposals;**

Region 2 Planning Commission Planning Work Program

- **Capital improvement programming assistance; and**
- **Grant writing and assistance with grant applications.**

Area-wide planning – consists of various areas of activity by the Region 2 Planning Commission. The areas of assistance provided are as follows:

- **Economic Development** includes planning activities for the Economic Development District established by the U.S. Economic Development Administration for the counties of Hillsdale, Jackson, and Lenawee. The EDD designation provides eligibility for additional economic development funding in the Region 2 Area. EDD activities include the update of the Comprehensive Economic Development Strategy (CEDS) document for the District. The CEDS document contains an analysis of the local economies of the three-county area; the formulation of economic development goals; and the cultivation of an economic development program that includes the systematic efforts to reduce unemployment and increase revenues.
- **Demographics and economic data** – The R2PC collects, analyzes, and maintains population and economic data from the US Census Bureau and other sources. The information is used in local planning-related activities.
- **Federal project review** – The R2PC reviews certain federal grant applications for compliance with local plans. Member units of government are provided the opportunity to comment on applications for funds through the federal project review system.
- **Model zoning ordinance** – The R2PC collects and prepares model ordinance language on various zoning issues. The information is used in local planning and zoning-related activities.
- **Natural resource information** – The R2PC collects data on natural resources within the region. The information is used in local planning-related activities.
- **Local assistance program** – The Region 2 Planning Commission promotes its programs and services and alerts local governments to important planning issues during meetings as well as through its website and various other means.

Jackson County Traffic Safety Program – The Region 2 Planning Commission has responsibilities in the following areas:

- The staff of the R2PC staff administers the Jackson County Traffic Safety Program for the Jackson Traffic Safety Commission as well as the Office of Highway Safety Planning's program funds.
- Provides funding to support the program activities through a portion of court costs on all paid traffic citations issued for misdemeanors and civil infractions in Jackson County.
- Act as the policy body for the implementation of the program and serves as the coordination agency for local, state, and federal traffic safety grant programs.

Region 2 Planning Commission Planning Work Program

The Region 2 Planning Commission serves as the county-designated fiscal agency for these pass-through funds. Activities include requesting project proposals, selecting the proposals to be funded, awarding grants for approved projects, and monitoring the programs. An agreement between the R2PC and the County of Jackson is in place to govern the program and its administration.

Regional Prosperity Initiative – The grant for Prosperity Region 9 provides a variety of civic and governmental agencies the opportunity to collaborate and build relationships among geographies that have not worked extensively previously; to establish a prosperity vision and 5-year strategy for how regional partners can work together to enhance economic prosperity in Region 9 (Hillsdale, Jackson, Lenawee, Livingston, Monroe, and Washtenaw counties); and finally, to work directly together on key projects that increase and enhance interagency cooperation. A consultant was hired to assist with facilitating and managing the grant implementation process. The Region 2 Planning Commission serves as the fiscal and administrative agency for these funds, of which a majority are passed through to agencies participating in the 5-year economic strategy development.

Wages, Fringe Benefits and Indirect Costs

The above three components are an integral key in calculating the final indirect cost allocation rate. The wage base includes the hourly wage rate, and the cost of the following leave benefits:

- Jury duty, when called;
- Military leave, per State and Federal laws;
- Holidays, eleven paid holidays per year;
- Sick leave, accumulated at one day per month; and
- Vacation, accumulated at one day per month (three weeks after ten years of service).

The fringe benefits included in the fringe benefit cost allocation are:

- Medical Insurance (includes dental and vision);
- Life Insurance (capped at \$50,000.00)
- Worker's Compensation
- Pension and Retirement Health Savings Contributions (eligible staff must match)
- Social Security and Medicare tax (employer's liability)
- Unemployment Insurance
- Liability insurance

The wage and fringe benefits cost should be directly charged to a program whenever possible. Indirect costs are costs which benefit the entire Region 2 Planning Commission, and the ex-

Region 2 Planning Commission Planning Work Program

penses are not directly related to a specific planning project or local unit of government. Indirect costs include, but are not limited to:

- **R2PC administration** – Perform the general administrative activities of the R2PC in support of work program responsibilities.
- **Fiscal management** – Prepare for, assist during, and follow-up on an annual audit; continue to upgrade the accounting system; review time sheets and travel vouchers; monitor R2PC budgets; prepare monthly Treasurer's report; maintain a record of accounts and invoicing/statements to member units of government; review purchases; enter cash receipts; pay submitted bills; and maintain related activities.
- **Personnel management** – Conduct employee evaluations, recruit candidates to fill vacant positions, and other personnel matters.
- **R2PC Full Commission and Executive Committee meetings** – Prepare for, attend, and follow-up on Region 2 Planning Commission and Executive Committee meetings.
- **Staff meetings** – Convene staff meetings and send/respond to communications as needed to review staff activities, discuss programs, and review products and projects.
- **Travel and training** – Travel and training costs associated with a specific project/activity are charged directly. Travel and training costs not associated with a specific project/activity are charged indirectly. Travel includes mileage reimbursements, registrations, lodging, meals, fuel, and related expenses. Training includes any conferences which may enhance the education of R2PC staff.
- **Supplies** – Office supplies and materials are generally charged indirectly. Supplies which cost substantial amounts of funding are charged directly when attributable to a particular project.
- **Contractual services** – Contractual services in support of projects are provided under third-party contracts (charged directly to projects where allowable).
- **Accounting and auditing** – The R2PC is audited annually by a Certified Public Accounting (CPA) firm. BS&A software is utilized to accurately account for funds. Accounting and audit expenses costs are charged to the indirect cost allocation base, unless otherwise directed by the FHWA.
- **Legal services** – A designated attorney in private practice is consulted on a fee basis when legal advice is desired, as the R2PC does not engage in a substantial amount of legal work. Services are charged to the program activity receiving the benefit, or indirectly if the benefit does not accrue to a particular project.
- **Telephone** – Communication charges are distributed entirely on an indirect basis.
- **Postage and shipping** – Postage and shipping charges are charged indirectly, except when it is possible to charge the cost to a particular project.

Region 2 Planning Commission Planning Work Program

- **Printing, binding, and copying** – Reproduction costs are generally charged indirectly. Substantial costs attributed to a specific project are directly charged.
- **Insurance** – Insurance (including general insurance and bond premiums) are charged indirectly.
- **Office rent** – The rent for the R2PC offices is charged indirectly.
- **Equipment leases** – Equipment leases are charged indirectly unless they only benefit a specific project.
- **Dues, subscriptions, and publications** – The costs for agency dues, professional organization memberships for employees, technical publications, newspapers, and other periodicals are charged indirectly.
- **Depreciation expense** – Single equipment purchases over \$5,000 will be expensed in accordance with Governmental Accounting Standards Statement 34 (GASB 34). Purchases are generally made from fund equity, depreciated on an annual declining basis, with depreciation charged indirectly.
- **Equipment** – Equipment expenditures for smaller items are charged indirectly. Capital expenditures for large items are made independent of the operation budget, depreciated, and generally charged indirectly (see depreciation expense, above).

Since indirect costs are generated as part of the integrated budgetary/accounting system, they are never duplicated or included as part of direct costs. Where costs are distributed indirectly, the indirect cost is segregated by account, accumulated in a distributed cost account, and posted to projects in accordance with approved indirect cost rate application procedures. The cost allocation system is included in the Statement of Total Costs and is reflected in the budget summary following this Statement.

Region 2 Planning Commission Planning Work Program

REGION 2 PLANNING COMMISSION				
Statement of Total Costs				
Simplified Allocation Method				
Provisional Rate FY 2017				
Budget Category	Total Costs	Less: Direct Unallowable Costs	Indirect Costs	Modified Total Direct Costs
Salaries	\$ 245,023	\$ -	\$ 61,668	\$ 183,353
Fringe Benefits (29.79%)	72,992	-	18,371	54,621
Total Personnel Costs	\$ 318,014	\$ -	\$ 80,039	\$ 237,974
Supplies	\$ 8,700	-	\$ 6,500	\$ 2,200
CPA services	6,500	-	\$ -	6,500
Legal services	1,000	-	\$ 1,000	-
Computer services	3,000	-	\$ 500	2,500
Training	16,000	-	\$ 2,500	13,500
Contractual/consulting	421,560	386,560	\$ 35,000	-
Telephone	2,500	-	\$ 2,500	-
Postage/shipping	5,106	-	\$ 1,500	3,606
Travel	18,200	-	\$ 5,500	12,700
Advertising	5,806	-	\$ 2,000	3,806
Printing/copying	10,514	-	\$ 6,000	4,514
Insurance	7,000	-	\$ 7,000	-
Equipment repair and maintenance	5,500	-	\$ 3,000	2,500
Rent	37,000	-	\$ 37,000	-
Dues/ subscriptions/publications	8,200	-	\$ 2,500	5,700
Software licenses/fees	2,000	-	\$ 2,000	-
Postretirement Expense	8,000	-	\$ 8,000	-
Miscellaneous expense	7,325	-	\$ 1,500	5,825
Total Non-Personnel Costs	\$ 573,911	\$ 386,560	\$ 124,000	\$ 63,351
TOTAL	\$ 891,925	\$ 386,560	\$ 204,039	\$ 301,325

Rate Calculation

Indirect Cost Rate Calculation

Indirect Costs	\$ 204,039
Total Direct Salaries & Benefits	\$ 237,974
Indirect Rate	85.74%

Region 2 Planning Commission Planning Work Program

Region 2 Planning Commission FY 2017 Budgeted Revenue and Expenditures

Revenues:	Budget FY 2017	Total Revenues	Total Expenditures
Grants:			
Federal - FHWA	\$ 228,160	\$ 228,160	\$ 228,160
Subtotal Federal Programs	\$ 228,160	228,160	228,160
MDOT - Rural Task Force	\$ 14,000	\$ 14,000	\$ 14,000
MDOT - Regional Transportation	31,000	31,000	31,000
MDOT - Asset Management	37,940	37,940	37,940
Subtotal State Programs	\$ 82,940	\$ 82,940	\$ 82,940
Local units of government - municipalities	\$ 79,605	\$ 79,605	
Local units of government - counties	82,844	82,844	
Local units of government - contracts	12,566	12,566	
Additional R2PC Local Service Revenue	25,216	25,216	
Area wide planning assistance	-	-	\$ 50,000
Local planning assistance	-	-	150,231
Subtotal R2PC Programs	\$ 200,231	200,231	200,231
Addition to Programs :			
Contracted Services -			
Local match -FHWA (JCDOT, JTA and City of Jackson)	\$ 50,594	\$ 50,594	\$ 50,594
JTSP Administration	8,879	8,879	8,879
Regional Prosperity Grant Administration	25,000	25,000	25,000
Pass through funds - Jackson Co. Traffic Safety Program	51,121	51,121	51,121
Pass through funds - Regional Prosperity Grant	200,000	200,000	200,000
Pass through funds - Office of Highway Safety Planning	45,000	45,000	45,000
Subtotal - Contracted Services	\$ 380,594	\$ 380,594	\$ 380,594
FY 2017 Budgeted Revenues and Expenditures	\$ 891,925	\$ 891,925	\$ 891,925
FY 2017 Revenues over/(under) expenditures			
Addition to (Use of) Fund Balance	\$ -	\$ -	\$ -

Region 2 Planning Commission



FEDERAL/STATE PROJECT REVIEW NOTICE

DATE: June 20, 2016

TO: Local Units of Government in Hillsdale and Jackson County

FROM: Region 2 Planning Commission, Regional Clearinghouse

In accordance with the Michigan Federal Project Review System, notification of the following project (FPR 16-5) is provided for your review:

The Community Action Agency is submitting a grant application for additional funding for Head Start and Early Head Start programs in Hillsdale and Jackson County.

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: Ms. Toby Berry, CEO, Community Action Agency, 1214 Greenwood Avenue, Jackson, MI 49203; (517)784-4800.

cc: Steven Duke

Enclosure

RECEIVED

JUN 15 2016

Per _____

OMB Number: 4040-0004

Expiration Date: 8/31/2016

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☐ New
☐ Continuation
☒ Revision

* If Revision, select appropriate letter(s):

Increase Award

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

05CH10092

5a. Federal Entity Identifier:

N/A

5b. Federal Award Identifier:

05CH10092

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

COMMUNITY ACTION AGENCY

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

381803599

* c. Organizational DUNS:

120359559

d. Address:

* Street1:

1214 Greenwood Ave

Street2:

* City:

Jackson

County/Parish:

Jackson County

* State:

MI: Michigan

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

49203-3037

e. Organizational Unit:

Department Name:

HHS: Office of Head Start

Division Name:

HHS: Office of Head Start

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

Prefix:

Ms.

* First Name:

Toby

Middle Name:

* Last Name:

Berry

Suffix:

Title:

Chief Executive Officer

Organizational Affiliation:

Community Action Agency

* Telephone Number:

(517) 784-5184

Fax Number:

(517) 784-9492

* Email:

tberry@caa1h.org

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

ACF-Head Start

11. Catalog of Federal Domestic Assistance Number:

93.600

CFDA Title:

Head Start

* 12. Funding Opportunity Number:

eGrants-N/A

* Title:

N/A

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

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

Jackson & Hillsdale Counties, MI

* 15. Descriptive Title of Applicant's Project:

Head Start and Early Head Start COLA

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

MI-007

b. Program/Project

MI-007

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

17. Proposed Project:

* a. Start Date:

07/01/2016

* b. End Date:

06/30/2017

18. Estimated Funding (\$):

* a. Federal

137,654

* b. Applicant

34,414

* c. State

* d. Local

* e. Other

0

* f. Program Income

* g. TOTAL

172,068

* 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

06/10/2016



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 in attachment.)



Yes



No

If "Yes", provide explanation and attach

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:

Mr.

* First Name:

Andy

Middle Name:

* Last Name:

Welden

Suffix:

* Title:

Board Chair

* Telephone Number:

(517) 784-4800 x265

Fax Number:

* Email:

phart@caajlh.org

* Signature of Authorized Representative:

Andy Welden

* Date Signed:

5-26-16



City Hall
118 Orchard Street
Morenci, MI 49256
(517) 458-6828

RECEIVED

JUN 23 2016

Per _____

June 16, 2016

To Whom It May Concern:

All requirements of the Michigan Planning Enabling Act (Public Act 33 of 2008) have been met in the preparation of the draft Master Plan for the City of Morenci. If you have any questions regarding the draft Master Plan, please contact either myself or City Administrator / Clerk Michael Sessions.

Please find an enclosed list of interested parties that the draft Master Plan has been mailed to.

Sincerely,

Sean Seger
Secretary
Morenci Planning Commission

RECEIVED

JUL 05 2016

Per _____

B R (i)

Beckett&Raeder

Landscape Architecture
Planning, Engineering &
Environmental Services

June 28, 2016

Regarding: City of Jackson Master Plan

(i)

initiative

To whom it may concern:

This letter is to provide notification to your office that the City of Jackson has adopted a new Master Plan pursuant to Public Act 33 of 2008, the Michigan Planning Enabling Act. It is available at www.jacksonmasterplan.org.

Regards,



Leah DuMouchel
Associate, Planner

Beckett & Raeder, Inc.
535 West William, Suite 101
Ann Arbor, MI 48103

734 663.2622 ph
734 663.6759 fx

www.bria2.com

Petoskey Office
616 Petoskey St., Suite 100
Petoskey, MI 49770

231.347.2523 ph
231.347.2524 fx

Traverse City Office
921 West 11th St., Suite 2E
Traverse City, MI 49684

231.933.8400 ph
231.944.1709 fx

Toledo
419.242.3428 ph