# AGENDA REGION 2 PLANNING COMMISSION
## Executive Committee

**FOR FURTHER INFORMATION CONTACT:**

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

**DATE:** **Thursday, June 14, 2018**

**TIME:** **2:00 P.M.**

**WHERE:** **Jackson County Tower Bldg.**
**120 W. Michigan Ave.**
**Jackson, MI 49201**

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 June 14, 2018 Agenda – **ACTION** | |
| 4. | Public Comment | |
| 5. | Approval of Minutes of the April 12, 2018 Executive Committee Meeting (see enclosure) – **ACTION** | **2** |
| 6. | Receipt of Treasurer's Report of May 31, 2018 (see enclosure) – **ACTION** | **7** |
| 7. | Approval of the June 14, 2018 Submitted Bills (see enclosure) – **ACTION** | **11** |
| 8. | Staff Progress Report for May, 2018 (see enclosure) – **DISCUSSION** | **12** |
| 9. | Election to Fill Vacancy on Executive Committee (to be provided) – **ACTION** | |
| 10. | Approval of the JACTS 2045 Long Range Transportation Plan, Tanya DeOliveira, AICP (see enclosure) – **ACTION** | **19** |
| 11. | Approval of the 2018 Regional Prosperity Initiative (RPI) Administrative Contract Agreement with Public Sector Consultants (see enclosure) – **ACTION** | **20** |
| 12. | Approval of the FY 2019 R2PC Planning Work Program (PWP) and Budget (see enclosure) – **ACTION** | **21** |
| 13. | Approval of Staff Travel to Attend the 2018 Michigan Transportation Planning Association (MTPA) Annual Conference, July 24-27th, Detroit (see enclosure) – **ACTION** | **32** |
| 14. | Other Business | |
| | • Spring Arbor Township Master Plan (see enclosure) | **33** |
| | • Lenawee County Planning Commission Annual Dinner (see enclosure) | **34** |
| 15. | Public Comment/Commissioner Comments | |
| 16. | Adjournment | |

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

# M I N U T E S

Region 2 Planning Commission – Executive Committee
Lenawee County Library
4459 W. U.S. 223
Adrian, MI 49221

**Thursday, April 12, 2018**

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

Executive Committee Members:

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

**Key: ✓ = present**

Other Commissioners Present: Driskill, Grabert, Gray, Linnabary, O'Dowd, and Southworth

Others Present: Mike Davis, MDOT; Judy Formolo, Citizens to Keep Rives Rural; Vercilla Hart, Citizens to Keep Rives Rural; Jim Palmer, Raisin Charter Twp.; Christine Scott, Adrian Public Schools Head Start; Bret Taylor, JCDOT; Kyle Waller, Citizens to Keep Rives Rural; Linda Waller, Citizens to Keep Rives Rural

Staff Present: Duke

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

III. **Approval of the Agenda** – A motion was made by Comm. Jancek, supported by Comm. Duckham, to approve the April 12, 2018 Executive Committee agenda as presented. The motion carried unanimously.

IV. **Public Comment** – Chair Tillotson announced the first opportunity for public comment. Several individuals from the Rives Township area spoke in opposition to the draft master plan document, which included the rezoning of agricultural land adjacent to US-127 to industrial. Mr. Duke suggested the residents attend the Jackson County Planning Commission meeting scheduled later today to express their concerns.

No other public comments were received.

V. **Approval of Minutes of the February 8, 2018 Executive Committee Meeting** – The motion was made by Comm. Jancek, supported by Comm. Duckham, to approve the February 8, 2018 Executive Committee meeting minutes as presented. The motion carried unanimously.

VI. **Receipt of the Treasurer's Report of March 31, 2018** – The motion was made by Comm. Knoblauch, supported by Comm. Duckham, to approve receipt of the R2PC Treasurer's Report for March 31, 2018. The motion carried unanimously.

VII. **Approval of the April 12, 2018 Submitted Bills** – A motion was made by Comm. Williams, supported by Comm. Duckham, to approve payment of the April 12, 2018 submitted bills as presented. The motion carried unanimously.

VIII. **Staff Progress Report for March, 2018** – Mr. Duke reported that staff was continuing to work on the JACTS 2045 Long Range Transportation Plan, process TIP amendments, and continuing to work preparing master plan documents for several jurisdictions in the region.

IX. **Approval Authorizing the R2PC Chair and Executive Director to Sign the MDOT Memorandum of Understanding Defining the Metropolitan Transportation Planning Responsibilities for the Region 2 Planning Commission –** Mr. Duke reported that as a result of the new FAST Act federal transportation legislation, MDOT had updated the Memorandum of Understanding with the R2PC detailing planning responsibilities between MDOT and the MPO including information on addressing the required performance measures.

A motion was made by Comm. Gould, supported by Comm. Jancek, authorizing the R2PC Chair and Executive Director to sign the MDOT Memorandum of Understanding outlining the metropolitan transportation planning responsibilities for the Region 2 Planning Commission. The motion carried unanimously.

X. **Approval of EDA Partnership Planning Grant Application Resolutions** – Mr. Duke explained that the R2PC, as the designated Economic Development District for Hillsdale, Jackson, and Lenawee counties, would be submitting a Partnership Planning application to the EDA for FY 2019 funding in the amount of $35,000. The R2PC will provide the required local match of $35,000. The grant will be used to prepare the annual

update of the Comprehensive Economic Development Strategy (CEDS) document and to manage the economic development program.

The motion was made by Comm. Wonacott, supported by Comm. Jancek, authorizing the R2PC Chair to sign (1) the resolution of financial commitment providing the required $35,000 in matching funds, and (2) the resolution authorizing Principal Planner Grant Bauman to sign and submit documents to the EDA related to the Partnership Planning grant application. The motion carried unanimously.

XI. **Approval of Amendments to the JACTS FY 2017-2020 Transportation Improvement Program (TIP) –** The following amendments were presented by the Michigan Department of Transportation (MDOT) and the Jackson County Department of Transportation (JCDOT) to the JACTS FY 2017-2020 Transportation Improvement Program (TIP):

| FY | Project Name | Limits | Project Description | Funding |
|---|---|---|---|---|
| ADD FY 2018 JN 201961 | W. Parnall Rd | At Adrian Blissfield RR in Blackman Twp | Upgrade Flashing Signal | Fed: $4,291 |
| ADD FY 2018 JN 202006 | Rives Eaton Rd | At Adrian Blissfield RR in Blackman Twp | Upgrade Flashing Signal | Fed: $4,291 |
| ADD FY 2018 JN 202008 | E. Main St | At Adrian Blissfield RR in Blackman Twp | Upgrade Flashing Signal | Fed: $4,291 |
| ADD FY 2018 JN 202675 | Cunningham Rd | At Adrian Blissfield RR | Install new crossing surface | State: $43,597 |
| ADD FY 2018 201889 | I-94 BL | Areawide | Planning, research & design | State: $220,000 |
| ADD FY 2018 JN 20250 | Laurence Ave | At Amtrak in Blackman Twp | Install new crossing surface | State: $230,011 |
| COST/YEAR FY 2019 JN 132528 | M-124 | US-12 to M-50 | Restore & rehab – cost increase with the addition of a TAP grant plus State and Local funds to cover shoulder widening and other improvements | Fed: $2,692,950<br>State:$ 573,829<br>Local:$ 23,325 |
| ADD FY 2019 JN 200782 | Norfolk Southern RR | RR bridges at Jackson St & Mechanic St | Bridge replacement design services | State: $999,969 |

| FY | Project Name | Limits | Project Description | Funding |
|---|---|---|---|---|
| YEAR/COST Move from FY 2018 to FY 2020 JN 129896 | Marshall St | Brooklyn Village limits to Brooklyn Road | Resurface | Delete in FY 2018 - STL: $116,000 TEDF: $100,00 ADD in FY 2020 - STL: $80,141 TEDF: $135,859 |
| COST/YEAR Move from FY 2020 to FY 2018 JN 202738 | S. King/Tiffany/ Cement City Roads | Chicago Street to Brooklyn Village limits | Resurface | Delete $29,00 in Federal Funds TEDF: $176,000 Local: $44,000 |
| COST FY 2018 JN 130527 | Fourth Street | At Horton Road | Reconstruct signal with mast arms with intersection alignment at Fourth and Horton and connect PAKA Trail to Ella Sharp Museum | FEDERAL: $85,000 LOCAL: $565,000 |
| SCOPE FY 2018 | Fourth Street | Audubon to Horton | Single Course mill resurface and construct roundabout at Hickory with intersection realignment at Fourth & Horton and connect PAKA Trail to Ella Sharp Museum | FEDERAL: $782,000 LOCAL: $195,000 |

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

XII. **Federal Project Review**

a. A motion was made by Comm. Jancek, supported by Comm. Duckham, to recess the Executive Committee and convene the Review Committee. The motion carried unanimously.

b. Review and Comment on Project Notification – In accordance with the Michigan Federal Project Review System, the following projects were submitted for review and comment:

- City of Jonesville – Water system improvements
- City of Litchfield – Replace municipal swimming pool
- Adrian Public Schools – Early Head Start Childhood program
- MDNR – Installation of a fishing pier

- MDNR – Purchase two parcels of land adjacent to Watkins Lake State Park

No comments were received.

c. The motion was made by Comm. Terry, supported by Comm. Jancek, to recess the Review Committee and re-convene the Executive Committee. The motion carried unanimously.

XIII. **Regional Prosperity Initiative (RPI) 2018 Grant Award –** Mr. Duke reported that he had received notification from the Michigan Department of Technology, Management, and Budget confirming that the R2PC had been awarded $180,897 to fund 2018 RPI activities in Hillsdale, Jackson, Lenawee, Livingston, Monroe, and Washtenaw counties (RPI Region 9). The RPI Management Team is in the process of updating the Challenge Grant application to solicit projects for 2018 and should be available for distribution by the end of April.

XIV. **Other Business** – Per the requirements of the Michigan Enabling legislation, Mr. Duke informed the Committee that the Rives Township master plan was available for public review and Pulaski Township had completed their master plan update.

Mr. Duke reported that a draft of the JACTS 2045 Long Range Transportation Plan (LRTP) will be made available on the R2PC website by Friday, May 4th for public review and comment. Additional public meetings are also scheduled for later this month and early May. The 2045 LRTP will be presented for approval at the June 14th R2PC Executive Committee meeting.

Mr. Duke referred to a memorandum included in the agenda packet soliciting grant applications for the AARP Community Challenge. AARP will fund projects that can assist communities with improving transportation, public spaces, housing, and other amenities for people of all ages. Applications must be submitted by May 16th and projects need to be completed by November 5, 2018.

No other business was brought before the Committee.

XV. **Public Comment / Commissioner Comments** – Several of the Commissioners expressed their concerns regarding the legalization of marijuana and the subsequent impacts it may have on society and communities in general.

XVI. **Adjournment** – There being no further business, the meeting was adjourned by the call of Chair Tillotson at 3:05 PM.

Pete Jancek
Secretary

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

| | | | | |
|---|---|---|---|---|
| **Checking Account Balance ending April 30, 2018** | | | $ | 673,518.14 |
| Deposit Summary: | | | | |
| *May 2018 EFT Deposits* | | | $ | 1,895.00 |
| *May Bank Deposits* | | | | 53,886.13 |
| *May Adjustments* | | | | (737.84) |
| Total Deposits plus Bank Balance | | | $ | 728,561.43 |
| Expenses: | | | | |
| *Submitted Expenses - May 2018*** | $ | (21,269.16) | | |
| *Interim Expenses* | | (4,226.57) | | |
| *Payroll/Related Expenses* | | (34,399.77) | | |
| **Subtotal of Expenses** | $ | (59,895.50) | $ | (59,895.50) |
| *Balance Checking Account ending May 31, 2018* | | | $ | 668,665.93 |
| *Balance CD Investments ending May 31, 2018* | | | $ | 102,409.68 |
| **Total Cash on Hand** | | | **$** | **771,075.61** |

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

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

| | | | |
|---|---|---|---|
| | **EFT Deposits:** | | |
| 5/31/2018 | OHSP Grant Q2 2018 Revenue | $ | 1,895.00 |
| | **Subtotal - EFT Deposits** | $ | 1,895.00 |
| | | | |
| 5/31/2018 | **Check Deposits:** | | |
| | Adrian Charter Township Planning Services, Invoice 3488 | $ | 443.60 |
| | Macon Township Planning Services, Invoice 3489 | | 1,161.84 |
| | Pulaski Township Planning Services, Invoice 3482 | | 2,564.97 |
| | Rives Township Planning Services, Invoice 3483 | | 3,523.42 |
| | Village of Grass Lake Planning Services, Invoice 3486 | | 1,193.22 |
| | Village of Parma Planning Services, Invoice 3484 | | 1,732.12 |
| | County of Jackson 2018 Membership Dues/Planning Services | | 43,266.96 |
| | **Subtotal - Check Deposits** | **$** | **53,886.13** |
| | | | |
| 5/31/2018 | Adjustments to cash: | | |
| | *Bank fees - May* | $ | (133.93) |
| | *Paycor Fees - May* | | (314.25) |
| | *Credit Card Charges - Postage* | | (136.58) |
| | *Credit Card Charges - Supplies* | | (117.73) |
| | *Credit Card Charges - Conference/Travel Fees* | | (35.35) |
| | **Subtotal - Adjustments to Cash** | **$** | **(737.84)** |
| | | | |
| | **Total Net Deposits for May 2018** | **$** | **55,043.29** |

**REGION 2 PLANNING COMMISSION**
**INTERIM BILLING and PAYROLL EXPENSES**
**April 30, 2018**

Interim Billing for May, 2018

| Vendor | Description | | Amount | Check # |
|---|---|---|---|---|
| Blue Cross/Blue Shield | Health Ins. For June 2018 | $ | 3,176.30 | 14346 |
| Jackson Citizen Patriot | JACTS Advertising | $ | 233.01 | 14352 |
| Monroe County ISD | RPI | $ | 817.26 | 14354 |
| | Total Interim Billing for May 31, 2018 | **$** | **4,226.57** | |

**Payroll & Travel Related Expenses:**

| | | | |
|---|---|---|---|
| *Paid May 4, 2018* | *by Direct Deposit/EFT* | | |
| Paycor | Payroll Disbursement | $ | 11,188.30 |
| G. Bauman | Travel Reimbursement | $ | 65.67 |
| T. DeOliveira | Travel Reimbursement | $ | 115.94 |
| S. Suke | Travel Reimbursement | $ | 46.22 |
| | **Total** | $ | 11,416.13 |
| *Paid May 18, 2018* | *by Direct Deposit/EFT* | | |
| Paycor | Payroll Disbursement | $ | 11,188.30 |
| G. Bauman | Travel Reimbursement | $ | 77.89 |
| T. DeOliveira | Travel Reimbursement | $ | 73.14 |
| S. Duke | Travel Reimbursement | $ | 40.55 |
| | **Total** | $ | 11,379.88 |
| *Paid May 31, 2018* | *by Direct Deposit/EFT* | | |
| Paycor | Payroll Disbursement | $ | 11,082.56 |
| G. Bauman | Travel Reimbursement | $ | 39.62 |
| T. DeOliveira | Travel Reimbursement | $ | 381.51 |
| S. Duke | Travel Reimbursement | $ | 52.65 |
| S. Richardson | Travel Reimbursement | $ | 47.42 |
| | **Total** | $ | 11,603.76 |
| | **Total Payroll Expenses for May, 2018** | **$** | **34,399.77** |

**Region 2 Planning Commission**
**Outstanding Accounts Receivable**
**5/31/18**

| Municipality/Source | Date | Inv. No. | Amount |
|---|---|---|---|
| MDOT FHWA Q1 2018 | **2/12/2018** | 3478 | 14,358.28 |
| City of Jonesville | **3/30/2018** | 3481 | 5,348.86 |
| Liberty Township | | 3485 | 167.62 |
| Leoni DDA | | 3490 | 1,051.12 |
| MDOT Rural Task Force Q2 2018 | 5/18/2018 | 3491 | 3,841.02 |
| MDOT Regional Transportation Planning Q2 2018 | | 3492 | 4,454.80 |
| MDOT Asset Management Q2 2018 | | 3493 | 4,880.09 |
| MDOT FHWA Q2 2018 | | 3494 | 88,658.00 |
| ***FY 2018 Balance as of May 31, 2018*** | | | $ 122,759.79 |

REGION 2 PLANNING COMMISSION
Submitted Bills
May 10, 2018

| Vendor | Description | Amount Due |
|---|---|---|
| **Allegra** | R2PC May Packet | **$ 216.00** |
| **Blue Cross/Blue Shield** | Office Coverage (July 2018) | **$ 3,176.30** |
| **Blue Cross/Blue Shield** | Supplement F (SD) June 2018 | **$ 148.16** |
| **Blue Cross/Blue Shield** | Prescription Coverage (SD) July 2018 | **$ 102.60** |
| **County of Jackson** | Rent for June 2018 | **$ 2,957.77** |
| **County of Jackson** | Postage / Acct. Services for Apr. 2018 | **$ 1,506.65** |
| **County of Jackson** | Phone Expense for Apr. 2018 | **$ 396.06** |
| **ICMA Retirement Trust** | ICMA 401 Contribution | **$ 2,000.07** |
| **MTPA** | Conference / S.D. & T.D. | **$ 770.00** |
| **PSC** | RPI Grant 2018 | **$ 7,631.76** |
| **Southeast Mich. Comm. Alliance** | RPI Grant 2018 | **$ 1,412.44** |
| **The Water Store** | Supplies for May 2018 | **$ 30.50** |
| **Vantage Point Transfer Agents** | ICMA RHS Contribution | **$ 217.91** |
| | Total Submitted Billing - June 14, 2018 | **$ 20,566.22** |

Region 2 Planning Commission
Serving Hillsdale, Jackson and Lenawee Counties

# Staff Progress Report
# *May 2018*

## Area-Wide Regional Planning Activities

### Economic Development Activities

- **R2PC Economic Development District (EDD).** Staff participated in a May 10th webinar regarding the U.S. Department of Commerce's Grants Online website.
- **Downtown Development Authority (DDA).** Staff attended and chaired the monthly meetings of the City of Jackson DDA committee and provided administrative support to the Leoni DDA.

### Regional Prosperity Initiative

- **Program Administration**
  - Public Sector Consultants (PSC) updated the Greater Ann Arbor Region (GAAR) Prosperity Initiative website to include the challenge grant request for proposal (RFP) details.
  - PSC responded to questions from bidders submitted by email. PSC also planned and hosted a bidders' conference on May 17 in Ann Arbor. Two potential grant bidders attended the conference. PSC posted the questions and answers (Q&A) from the bidders' conference and emails to the website.
  - PSC developed and distributed two HTML emails to announce and promote the challenge grant. A second HTML email was developed to announce the availability of the RFP Q&A, which will be sent in early June to the region's stakeholder list.
  - PSC performed maintenance updates on the website, including posting the recording of the April 18 mobility webinar.
- **10 Cents a Meal Program Evaluation**
  - Two PSC consultants attended fifth grade lunch at Dexter and Ypsilanti schools in May, 2018 to perform in-cafeteria assessments of students' consumption of featured fruits and vegetables. Dexter served Michigan-grown potatoes, peas, apples, peaches, and sweet cherries. PSC consultants surveyed students on their consumption of peaches and potatoes. Ypsilanti served

Michigan-grown kale salad with dried cherries and provided a corresponding taste test. PSC consultants surveyed students on their consumption of both items. PSC is currently analyzing this data to share with the GAAR Prosperity Initiative and collaborators, the Michigan Department of Education and the Michigan State University Center for Regional Food Systems (CRFS). This data complements prior data collected at Dexter.

- PSC also participated in a 10 Cents a Meal call with Michigan State University CRFS farm to school staff, who are applying for an internal grant through MSU's Michigan Applied Public Policy Research. PSC and CRFS worked to align the application in ways that complement the ongoing GAAR Prosperity Initiative 10 Cents a Meal evaluation.

## R2PC Activities

- **Aerial Photography.** The Michigan Department of Technology, Management, and Budget (DTMB) would like to provide aerial photography to the counties in the region in exchange for some Geographic Information System (GIS) data. Staff began work on coordinating a meeting between the DTMB and local GIS officials.

- **Michigan Association of Regions (MAR).** Staff participated in the May 8th meeting of MAR.

- Staff completed the R2PC FY 2019 Planning Work Program and budget.

- **R2PC website.** Staff continued updating the R2PC website through WordPress.

# Regional Transportation Planning
### Hillsdale, Jackson, and Lenawee Counties

## Program Management

- Staff worked with MDOT and JCDOT to ensure e-files were correct for the rural task force because of the federal aid buyout that JCDOT has initiated.
- Staff worked with the Village of Brooklyn to determine which streets may be eligible for funding because they were concerned with their ability to complete the streets that had been programmed for funding by the Rural Task Force. It looks like the project may be delayed but since it is state D funding, it can be carried over.
- Staff has been working with Transportation Asset Management Council (TAMC) regarding the Culvert Pilot Project.
- Staff submitted the RTF Monthly Progress Report to MDOT.

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

### Program Management

- Staff attended the Jackson Area Transportation Authority's monthly Local Transit Advisory Council (LTAC) meeting.
- Staff conducted the monthly meetings of the JACTS Technical Advisory and Policy committees.
- Staff attended the monthly Michigan Transportation Planning Association meeting in Lansing.
- Staff attended the spring TAMC Conference on Asset Management in Traverse City.
- Staff submitted bi-annual Disadvantaged Business Enterprises (DBE) report to MDOT.

### 2045 Long Range Transportation Plan

- All draft chapters of the plan are complete and have been available for public comment. Staff worked to compile the entire planning document, including appendices. A final 30 day public comment period to review the complete final draft plan document ran from May 4 – June 4. The project, which began in July 2017, is nearing completion.
- Staff held 3 different public meetings to present the final plan to the public and to start the 30 day comment period in Grass Lake, Spring Arbor and the City of Jackson.
- The final, complete planning document is available for review on the project website: http://www.region2planning.com/long-range-transportation-plan/.
- The plan was approved and adopted by the JACTS Technical and Policy committees at their May meetings. Once the plan is adopted by the R2PC at their June 14th meeting, it will be forwarded to MDOT and FHWA.
- Staff has been proofreading document to ensure final report is accurate and grammatically correct.

### Technical Assistance

- Staff sent out the agenda packets and attended the monthly Walkable Community Coalition meeting.
- Staff is working with JTV to provide an online non-motorized map for facilities in the City of Jackson and Jackson County.
- Staff continues to work with the DNR and Jackson County to address the needs of the development of non-motorized trails.
- The combined City-County Non-Motorized Plan Selection Committee is in the midst of reviewing the proposals and working towards selecting a firm.
- Staff was asked to participate on the City of Jackson Roads Task Force, and is providing expertise on transportation planning issues.

- Staff participated in the monthly MDOT Rural Task Force phone call.
- The National Highway Traffic Safety Association (NHTSA) has selected Jackson to be part of a national pilot program to address bicycle and pedestrian safety. This project is a data-driven, stakeholder-informed process to identify key pedestrian and bicyclist safety problems and develop a plan to address them. Staff will be working with local and state agencies and members of the public on this project over the summer.
- Staff attended the MDOT I-94 Corridor Alignment Review Team (CART) meeting to discuss construction plans and timeline for the Cooper Street, M-60, Elm Road interchanges and the Lansing Avenue bridge. Design review will begin later this summer on the West Avenue interchange.

### Transportation Improvement Program (TIP)

- Several amendments and administrative modifications approved by the JACTS committees and R2PC to the JACTS FY 2017-2020 TIP were submitted to MDOT and FHWA for review and approval.
- Staff continued attending MDOT-sponsored workshops on the development of performance measures and targets to achieve in preparing future FHWA-required work activities.
- Staff worked with MDOT to ensure the FY 2017-2020 TIP projects are up to date in JobNet.
- Staff received notification from MDOT to proceed with the JCDOT TIP amendments utilizing federal buyout funds purchased from other state road commissions with Act 51 funds.
- Staff is working with MDOT to make sure that the Performance Measure requirements for the TIP are correct and included in the update due May 2018.
- Staff reviewed the TIP e-file and in JobNet to ensure that each version of the TIP had the same information. This is necessary, as by the end of the summer, MDOT is looking for the MPO's to move to using JobNet to record changes to the TIP. This has been a directive by MDOT.

### JACTS Unified Work Program

- Staff completed the JACTS FY 2019 unified transportation work program and budget. The UWP was approved by JACTS and the R2PC and forwarded to MDOT.

## Jackson Traffic Safety Program

- Staff updated the annual work program.
- Staff sent out notices to the commissioners with terms expiring and notified the county commission so that the positions could be advertised.
- Staff attended the Capital Area Safety Committee. A distracted driving victim gave testimony since the last enforcement period was emphasizing distracted driving.

## Local Planning Assistance

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

## *Hillsdale County*

### City of Jonesville

- **Framing Jonesville's Future.** Staff participated in the May 8th meeting of Downtown Development Authority (DDA), Local Development Finance Authority (LDFA), and other City officials to finalize Jonesville's Economic Development Strategy. The Strategy will be included in the City of Jonesville's new master plan.
- **City of Jonesville Master Plan.** Staff spoke with the City Manager to discuss the June 13th Planning Commission meeting. Staff will develop a chapter summarizing the public involvement efforts of the City regarding the master plan. Staff will also begin preliminary work on plan implementation for discussion at that meeting, using the summarized public involvement input.

## *Jackson County*

### Blackman Township

- Staff finished updating Appendix A (Community Profile) for the *Blackman Township Charter Township Master Plan*, including: population, housing, natural features, current land use, transportation and circulation, and community facilities. Staff attended the May 15th meeting of the Blackman Township Planning Commission to review the update.

### Village of Grass Lake

- Staff has been working on potential zoning ordinance amendments which would allow 'bank, loan, and financial offices' and 'drive-through service accessory to a bank, loan, or financial office' as conditional uses in the Village's Union Street Gateway District (i.e., the corner of Michigan Avenue and Union Street (Mt. Hope Road)). After meeting with Village officials on May 23rd staff finalized the amendments, making the proposed changes to Article 4 (Zoning Districts) of the *Village of Grass Lake Zoning Ordinance*. Those changes were then sent to the Zoning Administrator with an accompanying memo. Various issues with the formatting of the document were also addressed.

### County of Jackson

- **County Planning Commission.** The May 10th meeting of the Jackson County Planning Commission (JCPC) was cancelled due to a lack of agenda items.
- **Upper Grand River Water Trail.** Staff participated in the May 2nd meeting of the Upper Grand River Watershed Council.

### Liberty Township

- Staff conducted an exhaustive search of R2PC records regarding the zoning of a property in Liberty

Township, at the request of the Township's attorney.

### Napoleon Township

- Staff completed the tallying of the results of the community survey conducted for the update of the *Napoleon Township Master Plan*. Those results were then summarized in a master plan appendix as well as in the main document.

### Rives Township

- Staff responded to a Freedom of Information Act (FOIA) request from Citizens to Keep Rives Rural regarding the draft *Rives Township Master Plan*.

### Spring Arbor Township

- Staff corresponded with the Township Supervisor regarding conducting surveys for updates to the Township's recreation plan and master plan, utilizing Survey Monkey.

### Summit Township

- Staff completed the tallying of the results of the community survey conducted for the update of the *Summit Township Recreation Plan*. Those results were then summarized in a plan appendix.
- Staff adapted Spring Arbor Township Zoning Ordinance amendments regarding solar energy facilities for amendment to the Summit Township Code of Ordinances.

### Waterloo Township

- Staff provided a Township official with the R2PC's model ordinance regarding solar energy facilities. The proposed amendments, as adapted/modified for Spring Arbor Township, were also provided.

## *Lenawee County*

### Adrian Township

- Staff was contacted by a consultant on the proposed Lenawee County ProMedica Hospital proposed in Adrian Township. The consultant was refining a traffic impact study for the proposed hospital and requested population projections for Lenawee County (as directed by MDOT). Staff provided the population projections through 2045 prepared by MDOT for its statewide transportation model.

### County of Lenawee

- **County Planning Commission.** Staff facilitated the May 17th meeting of the Lenawee County Planning Commission (LCPC). Unfortunately, there was no quorum, so no official business was conducted. However, those Commissioners in attendance reviewed the cases before the LCPC and provided unofficial advisements. Staff prepared the draft notes for that meeting and sent out letters regarding the advisements made by the LCPC. The cases reviewed by the LCPC included: (1) a proposed text amendment regarding solar energy facilities in Woodstock Township; (2) a proposed PA 116 application Raisin Township; (3) a proposed PA 116 application in Franklin Township; and (4) a proposed PA 116 application in Riga Township.

  Preparations for the Annual Dinner on June 21st continue. The event will take place at the Lenawee Country Club. Steve May, River Raisin Watershed, will be the main speaker. Dan Swallow, Tecumseh City Manager, will also speak about 'missing middle' housing in his community.

- **Legislative Dinner.** Staff attended the Lenawee County Legislative Dinner held at the County's Human Services Building on May 30th.

## Madison Township

- Staff advised the Zoning Administrator regarding the property setback requirements included in the Madison Township Zoning Ordinance.

## Woodstock Township

- Staff met with Township officials on May 29th to discuss proposed *Woodstock Township Zoning Ordinance* amendments regarding solar energy facilities. The officials wanted clarification on the comments made by R2PC staff and the LCPC regarding the proposed amendments.

Region 2 Planning Commission

# MEMORANDUM

**To:** Region 2 Planning Commission

**From:** Tanya DeOliveira, Project Manager

**Date:** June 5, 2018

**Subject:** **2045 Long Range Transportation Plan – Approval & Adoption Requested**

Staff has completed work on the 2045 Long Range Transportation Plan for the Jackson Area Comprehensive Study. Since beginning work in the summer of 2017, staff has worked closely with the Michigan Department of Transportation (MDOT) and the Federal Highway Administration (FHWA) to ensure that the plan meets state and federal requirements. Staff has also presented several opportunities for members of the public and local agencies to engage with the plan at monthly public meetings and online through the project website. Feedback on the planning process and document has been positive and supportive over the course of the project.

To ensure that the Jackson MPO remains eligible for federal aid funding, **staff is asking for the plan's formal approval and adoption by the Region 2 Planning Commission at the June 14, 2018 meeting.**

The plan is available: http://www.region2planning.com/long-range-transportation-plan/
The final version of the plan will be available starting June 11, 2018.

Please contact me with any questions or comments at tdeoliveira@co.jackson.mi.us or 517.768.6703/517.745.9041.

PUBLIC SECTOR CONSULTANTS

# LETTER OF AGREEMENT

I agree that Region 2 Planning Commission will pay up to $60,000.00 for Regional Prosperity Initiative coordination and communication and engagement activities; this amount shall be payable as billed on a monthly basis. Note that up to $40,000 will be allocated for RPI coordination and management and that $20,000 will be allocated for communication and engagement activities. The term of this contract extends from April 1 ,2018 through March 31, 2019. The project will begin upon receipt of this signed agreement. This price shall remain in effect for 30 days.

This agreement may be amended only by written permission from both parties and becomes effective upon their authorized signatures.

Region 2 Planning Commission owns the final product and supportive work, but Region 2 Planning Commission may not release to the public excerpted or modified portions of the final product without the approval of PSC. When PSC assures interviewees of confidentiality and/or anonymity, PSC will not attribute comments, opinions, or perceptions to specific individuals.

Services and/or products not included in this agreement shall be provided by Public Sector Consultants to Region 2 Planning Commission on a time-and-materials basis at rates mutually agreed on.

Please sign and return one copy to Public Sector Consultants, 230 N. Washington Square, Suite 300, Lansing, MI 48933. Please retain one copy for your files.

| For Region 2 Planning Commission | For Public Sector Consultants |
|---|---|
| _____ | _____ |
| Name | Rachel Kuntzsch<br>Senior Vice President |
| _____ | _____ |
| Title | Date |
| _____ | |
| Date | |

Region 2 Planning Commission

*Serving Hillsdale, Jackson and Lenawee Counties*

# FY 2019 PLANNING WORK PROGRAM

October 1, 2018 through September 30, 2019

June, 2018

# FY 2019
# Region 2 Planning Commission
# Planning Work Program

## R2PC Staff

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

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

## 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 PWP provides a basis for ongoing management as well and 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 allocates costs to, and among, the various funding sources.

Finally, the PWP serves to coordinate planning activities among the numerous agencies and local units of government which participate in the R2PC. For example, substantial support for planning in the urban area transportation planning work 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 local 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 / Jackson County. Federal funds for these activities are provided through the Federal Highway Administration (FHWA). The required local cash match is provided by the City of Jackson Neighborhood & Economic Operations Department, the Jackson County Department of Transportation (JCDOT), and the Jackson Area Transportation Authority (JATA) for transportation planning services.

***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 economic development planning*** includes regional economic development planning activities in the three-county Region 2 Area which is a federally recognized Economic Development District (EDD). Funds for these activities are provided through the U.S. Economic Development Administration's (EDA's) Partnership Planning Program. A cash match is provided by the Region 2 Planning Commission.

***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, the local match for area-wide economic development planning activities is provided by the R2PC fund balance.

***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 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). The grant program provides for the coordination of services in the areas of economic development, adult and higher education, transportation, and workforce development.

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

## Planning Work Program Fiscal Relationship

The PWP 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 2019, 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.

***Area-wide Economic Development Planning –*** The R2PC is recognized by the U.S. Economic Development Administration (EDA) as an Economic Development District (EDD). The main responsibility of the R2PC as an EDD is to facilitate the development of a five-year Comprehensive Economic Development Strategy (CEDS) document for the three-county area, which is then updated annually. The CEDS document is comprised of four main elements: a summary background of the economic situation and analysis of strengths, weaknesses, opportunities, and threats; a strategic direction and action plan; and a framework for evaluating the implementation of the document.

***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, and 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;
- ***Geographic Information System (GIS) mapping services;***
- ***Review of farmland and open space agreements;***

- ***Capital improvement programming assistance; and***
- ***Grant writing and assistance of 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:

- ***Demographics and economic data –*** The R2PC collects, analyzes, and maintains population and economic data from the US Census 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. 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 through its website, during meetings, and through various other means.

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

- The staff of the R2PC administers the Jackson County Traffic Safety Program for the Jackson Traffic Safety Commission as well as Michigan's Office of Highway Safety Planning's (OHSP) enforcement grant 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.
- Acts as the policy body for the implementation of the program and serves as the coordinating agency for local, state, and federal traffic safety grant programs.

The Region 2 Planning Commission serves as the county-designated fiscal agency for these pass-through funds. Activities include requesting project proposals, selected 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 assists with facilitating and managing the grant implementation process. The Region 2 Planning Commission serves as the fiscal and administration agency for these funds, of which a majority is passed through to agencies participating in the 5-year economic strategy implementation.

### *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 those which benefit the entire Region 2 Planning Commission, and the expenses 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; re-

view 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.
- ***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**
**Statement of Total Costs**
**Simplified Allocation Method**
***Provisional Rate FY 2019***

| Budget Category | Total Costs | Less: Direct Unallowable Costs | Indirect Costs | Modified Total Direct Costs |
|---|---|---|---|---|
| Salaries | $ 277,520 | $ - | $ 82,822 | $ 194,698 |
| Fringe Benefits (37.07%) | 102,864 | $ - | 30,699 | 72,165 |
| **Total Personnel Costs** | $ 380,384 | $ - | $ 113,520 | $ 266,863 |
| Supplies | $ 11,300 | - | $ 6,000 | $ 5,300 |
| CPA services | 6,500 | - | $ 6,500 | - |
| Legal services | 3,500 | - | $ 2,500 | 1,000 |
| Computer services | 3,000 | - | $ 1,000 | 2,000 |
| Training | 9,000 | - | $ 2,000 | 7,000 |
| Contractual/consulting | 427,832 | $ 397,832 | $ 30,000 | - |
| Telephone | 5,075 | - | $ 4,500 | 575 |
| Postage/shipping | 10,042 | - | $ 1,500 | 8,542 |
| Travel | 22,520 | - | $ 6,000 | 16,520 |
| Advertising | 3,803 | - | $ 1,000 | 2,803 |
| Printing/copying | 15,451 | - | $ 8,500 | 6,951 |
| Insurance | 7,000 | - | $ 7,000 | - |
| Equipment repair and maintenance | 2,736 | - | $ 1,000 | 1,736 |
| Rent | 37,000 | - | $ 37,000 | - |
| Dues/ subscriptions/publications | 8,138 | - | $ 3,500 | 4,638 |
| Software licenses/fees | 5,000 | - | $ 4,000 | 1,000 |
| Postretirement Expense | - | | $ - | - |
| Miscellaneous expense | 3,088 | - | $ 1,100 | 1,988 |
| **Total Non-Personnel Costs** | $ 580,984 | $ 397,832 | $ 123,100 | $ 60,053 |
| **TOTAL** | $ 961,368 | $ 397,832 | $ 236,620 | $ 326,916 |

Rate Calculation

Indirect Cost Rate Calculation

| | |
|---|---|
| Indirect Costs | $ 236,620 |
| Total Direct Salaries & Benefits | $ 266,863 |
| Indirect Rate | 88.67% |

**Region 2 Planning Commission**

**FY 2019 Budgeted Revenue and Expenditures**

**May 2018**

| **Revenues:** | **Budget FY 2019** | **Total Revenues** | **Total Expenditures** |
|---|---|---|---|
| Grants: | | | |
| Federal - FHWA | $ 268,565 | $ 268,565 | $ 268,565 |
| CEDS EDA Grant | 70,000 | 35,000 | 70,000 |
| Pass through funds - Office of Highway Safety Planning | 44,000 | 44,000 | 44,000 |
| Subtotal Federal Programs | $ 382,565 | 347,565 | 382,565 |
| Regional Prosperity Grant Administration | 10,000 | 10,000 | 10,000 |
| Pass through funds - Regional Prosperity Grant | 170,897 | 170,897 | 170,897 |
| MDOT - Rural Task Force | $ 14,000 | $ 14,000 | $ 14,000 |
| MDOT - Regional Transportation | 31,000 | 31,000 | 31,000 |
| MDOT - Asset Management | 42,000 | 42,000 | 42,000 |
| Subtotal State Programs | $ 267,897 | $ 267,897 | $ 267,897 |
| 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/Other Agency Expenses | - | - | $ 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) | $ 59,554 | $ 59,554 | $ 59,554 |
| JTSP Administration | - | - | - |
| Pass through funds - Jackson Co. Traffic Safety Program | 51,121 | 51,121 | 51,121 |
| Subtotal - Contracted Services | $ 110,675 | $ 110,675 | $ 110,675 |
| *Addition to (Use of) Fund Balance* | $ - | $ 35,000 | $ - |
| **FY 2019 Budgeted Revenues and Expenditures** | $ 961,368 | $ 961,368 | $ 961,368 |

# Region 2 Planning Commission

## MEMORANDUM

TO: Region 2 Planning Commission

FROM: Steven Duke, Executive Director

DATE: May 30, 2018

SUBJECT: Approval of Travel to the Michigan Transportation Planning Association's 2018 Annual Conference in Detroit, July 24-27, 2018.

The Michigan Transportation Planning Association (MTPA) is hosting their annual conference in Detroit on July 24-27th. The conference offers the latest tools and techniques to address MPO requirements set forth by MDOT, the Federal Highway Administration, and the Federal Transit Administration. Workshop topics cover a complete range of regional and local transportation planning activities that are addressed in the JACTS transportation work program.

The total estimated costs for attendance are as follows:

| | |
|---|---|
| Travel | $ 170 |
| Registration | $ 770 |
| Lodging | $ 958 |
| Meals | $ 100 |
| **TOTAL** | **$1,998** |

Authorization is requested to send the Executive Director and Principal Transportation Planner. Costs are included in the JACTS Urban Work Program (UWP) FY18 budget.

MAY 2 3 2018

**PO Box 250**
**Spring Arbor, MI 49283**

# Notice of Intent to Prepare a Master Plan

Spring Arbor Township, in Jackson County, Michigan, announces its intent to prepare a new edition of the *Spring Arbor Township Master Plan* and requests the cooperation of, and comments from, the recipients of this notice. The following local governments, commissions/committees, and utility and transportation agencies/companies are receiving this notice of intent as required by Section 39 of the Michigan Planning Enabling Act (MCL 125.3839):

- Blackman Charter Township
- Concord Township
- Hanover Township
- Liberty Township
- Parma Township
- Pulaski Township
- Sandstone Charter Township
- Summit Township
- Jackson Community Planning Commission
- Region 2 Planning Commission
- Consumers Energy
- Comcast
- AT&T
- Jackson County Dept. of Transportation
- Michigan Department of Transportation

Spring Arbor Township will utilize electronic mail and its website for future required submittals regarding the development and approval of the new edition of the *Spring Arbor Township Master Plan*. Please notify Ms. Jan Gardner in writing if you prefer to receive hard copies of future communications. Other questions and comments should also be directed to Ms. Gardner. Her contact information is listed below:

Ms. Jan Gardner
Zoning Administrator
Spring Arbor Township
P.O. Box 250
Spring Arbor, MI 49283
(517) 750-2800 ext. 230
jan@springarbor.org

Make your reservations today!

***Cost:***
**$30 per person buffet dinner**

***Make checks payable to:***

**Region 2 Planning Commission**
**120 W. Michigan Ave.**
**Jackson, MI 49201**

***Contact :***
**Jill Liogghio**

***Phone***
**(517) 768-6701**

***Fax***
**(517) 788-4635**

***Email***
**jliogghi@co.jackson.mi.us**

# 43rd Annual Dinner

## Lenawee County Planning Commission

Thursday, June 21, 2018

6:00 pm at the

***Lenawee Country Club***

4110 Country Club Road

Adrian, Michigan 49221

***Featured Speaker***

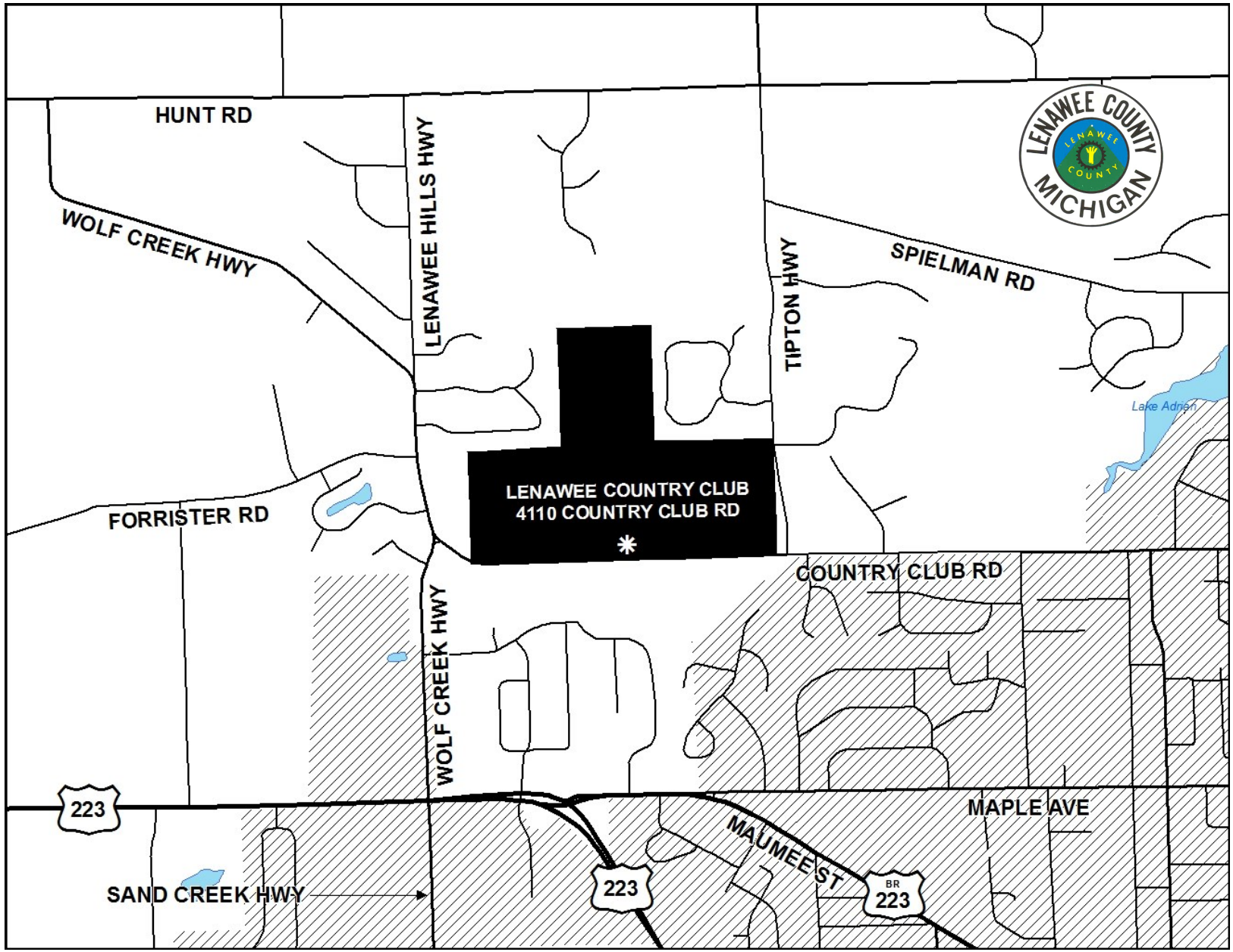
Stephen May

River Raisin Watershed Council Executive Director

*Farming Conservation and Lake Erie and Local Watershed Council Goals and Programs*

| Name | Title | Representing |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

*Reservations must be received by 12:00 noon on Monday, June 18, 2018*




*Location map of the Lenawee County Club and Surrounding Area*