

AGENDA

REGION 2 PLANNING COMMISSION

Executive Committee

FOR FURTHER INFORMATION, CONTACT:

Steven Duke, Executive Director
(517) 768-6706

DATE: Thursday, October 10, 2019

TIME: 2:00 P.M.

WHERE:

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

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

PAGE

1. Call to Order
2. Pledge of Allegiance
3. Approval of the October 10, 2019 Agenda – **ACTION**
4. Public Comment
5. Approval of Minutes of the June 12, 2019 Executive Committee Meeting (see enclosure) – **ACTION** **2**
6. Receipt of Treasurer's Report of September 30, 2019 (see enclosure) – **ACTION** **6**
7. Approval of the October 10, 2019 Submitted Bills (see enclosure) – **ACTION** **10**
8. Staff Progress Report for September, 2019 (see enclosure) – **DISCUSSION** **11**
9. Approval of Amendments and Administrative Modifications to the JACTS FY 2020 - 2023 Transportation Improvement Program (see enclosures) – **ACTION**
 - Michigan Department of Transportation (MDOT) **18**
 - Jackson County Department of Transportation (JCDOT) **20**
 - Village of Brooklyn **21**
10. Approval of the Resolution Supporting the MDOT 2020 State Targets for Safety Performance Measures (see enclosure) – **ACTION** **22**
11. 2020 EDA Partnership Planning Program Grant (see enclosure) – **ACTION** **30**
12. Property Assessment Data for Lenawee County (see enclosure) – **DISCUSSION** **31**
13. R2PC Audit Engagement Letter (see enclosure) – **DISCUSSION** **38**
14. Other Business
 - R2PC Annual Dinner November 14, 2019 (see enclosure) **47**
15. Public Comment/Commissioner Comments
16. Adjournment

Region 2 Planning Commission

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

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

MINUTES

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

Thursday, June 13, 2019

- I. **Call to Order** – Chair Tillotson called the meeting to order at 2:03 p.m. A quorum was present.

Executive Committee Members:

✓ Beeker	✓ Guetschow	Sigers
✓ Burtch	✓ Jancek	✓ Terry
Driskill	✓ Knoblauch	✓ Tillotson
Duckham	Kubish	✓ Welsh
✓ Gaede	✓ Overton	✓ Wittenbach
Gould	✓ Poole	✓ Wonacott
✓ Grabert	Rohr	

Key: ✓ = present

Other Commissioners Present: Bair, Jennings, O'Dowd, Shotwell, Southworth, Swartzlander, Williams, Wymer

Others Present: Jonathan Greene, City of Jackson-Public Works

Staff Present: Bauman, DeOliveira, Duke, Thompson

- II. **Pledge of Allegiance** – Those in attendance joined in the Pledge of Allegiance.
- III. **Approval of the Agenda** – Mr. Duke requested Item 6 be deleted from the agenda. A motion was made by Comm. Jancek, supported by Comm. Welsh, to approve the amended June 13, 2019 Executive Committee agenda as presented. The motion carried unanimously.

- IV. **Public Comment** – Chair Tillotson announced the first opportunity for public comment. No public comments were received.
- V. **Approval of Minutes of the April 11, 2019 Executive Committee Meeting** – The motion was made by Comm. Knoblauch, supported by Comm. Jancek, to approve the April 11, 2019 Executive Committee meeting minutes as presented. The motion carried unanimously.
- VI. **Receipt of the Treasurer’s Report of May 31, 2019** – The motion was made by Comm. Grabert, supported by Comm. Jancek, to approve receipt of the R2PC Treasurer’s Report for May 31, 2019. The motion carried unanimously.
- VII. **Approval of the June 13, 2019 Submitted Bills** – A motion was made by Comm. Jancek, supported by Comm. Grabert, to approve payment of the June 13, 2019 submitted bills as presented. The motion carried unanimously.
- VIII. **Staff Progress Report for May, 2019** – Mr. Duke highlighted staff activities for May, 2019, as follows:
- 2019 RPI Challenge Grant applications totaling \$127,000 were reviewed, and approved for funding, by the Management Team
 - Staff met with our EDA district representative to discuss ways to improve our solicitation of projects for federal funding
 - Staff attended the spring Asset Management conference in Gaylord
 - The first round of public engagement meetings for input on the joint City of Jackson/Jackson County non-motorized plan were conducted
 - Staff completed the JACTS FY 2020-2023 Transportation Improvement Program. Several amendments to the FY 2017-2020 TIP were processed through the JACTS Committee process and forwarded to MDOT and FHWA for approval
 - Master Plan assistance – Village of Brooklyn, Jackson County, Leoni Township, Village of Parma, Napoleon Township, Spring Arbor Township, Woodstock Township, and the Village of Springport
 - Recreation Plans – Jackson County and Summit Township
- IX. **Approval of Amendments to the JACTS FY 2017-2020 Transportation Improvement Program (TIP)** – Mr. Duke presented the proposed MDOT and JATA amendments as follows:

FY	Job no.	Phase	Project Name	Limits	Length	Project Description	Budget	Federal Fund Source	Amendment Type
2019	203029 *	CON	University Region longitudinal pavement markings	Region-wide	2.553	Application of special pavement markings	\$90 – Fed \$10 - State	HSIP	Abandon Phase
2019	124951 *	PE (Design)	Regionwide	Region-wide		Install RWIS	\$245,550 – Fed \$54,450	ST	Abandon Phase

*Multi-MPO job

FY	Project Name	Limits	Work Type	Description	Cost	Fed Fund Source	State Fund Source	Total Cost
2019	Transit Capital	County wide	Transit Facility	Overhead Doors	\$12,910 – Fed \$3,277 - State	5307	CTF	\$16,137

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

- X. **State of Michigan Form 5584 – Application for Waiver and Plan Retirement Health Benefits System** – Ms. Thompson, R2PC Accountant, was introduced to present State of Michigan Form 5584 – Application for Waiver and Plan Retirement Health Benefit Systems for FY2018. Ms. Thompson communicated that the waiver application is necessary for FY2018 as R2PC was still on a ‘Pay-as-you-go’ basis for their postretirement benefits and did not fulfill the State’s requirement of 40% funding. R2PC approved in March 2019 to set up a trust by September 30, 2019 to fund postretirement benefits and therefore this should be the last time that the waiver application is completed. Ms. Thompson requested the application be approved.

The motion was made by Comm. Jancek, supported by Comm. Grabert, authorizing the R2PC Executive Director to sign the application for waiver and the retirement plan as presented. The motion carried unanimously.

- XI. **Approval of the Regional Prosperity Initiative / Greater Ann Arbor Region 2019 Challenge Grantees and Authorization for the Executive Director to Sign the Contract Agreements** – Mr. Duke reported that the RPI Management Team had received several applications for 2019 grant funding totaling more than \$243,000. Five applications, totaling \$127,000 were approved for funding including Bedford Adult Education, Charter Township of Ypsilanti, Michigan Works! Southeast, Monroe Vineyard Church, and SOS Community Services.

The motion was made by Comm. Grabert, supported by Comm. Guetschow, approving the RPI 2019 challenge grant applications as presented, and authorizing the Executive Director to sign the associated project agreements. The motion carried unanimously.

- XII. **Approval of the Metropolitan Transportation Planning Process Certification Resolution** – Mr. Duke reported that after meeting with MDOT, FHWA and FTA officials and affirming that the R2PC has continued to address and affirm all associated rules and regulations required by the urban planning process, he requested approval of the self-certification resolution stating such.

The motion was made by Comm. Jancek, supported by Comm. Wonacott, authorizing Chair Tillotson to sign the resolution recommending the Jackson Urbanized Area Transportation Planning Process receive certification by the Region 2 Planning Commission. The motion carried unanimously.

- XIII. **Approval of the JACTS FY 2020-2023 Transportation Improvement Program (TIP)** – Mr. Duke reported that staff had been working since September, 2018, preparing the JACTS FY 2020-2023 Transportation Improvement Program (TIP). At their respective meetings in May, 2019, the JACTS Technical Advisory and Policy committees reviewed the document and recommended approval by the R2PC.

A motion was made by Comm. Jancek, supported by Comm. Grabert, approving the JACTS FY 2020-2023 Transportation Improvement Program as presented. The motion carried unanimously.

- XIV. **Update – City of Jackson / Jackson County Non-Motorized Plan** – Ms. DeOliveira gave a PowerPoint presentation summarizing staff and consultant progress on the City of Jackson / Jackson County Non-Motorized Plan to date. Staff recently conducted the first round of public meetings in May with additional meetings to follow this fall. The plan is expected to be completed in early 2020.

- XV. **2010-2018 Annual Population Estimates from the U.S. Census Bureau / Short-term Rental Legislation Update** – Mr. Bauman reviewed the most recent population estimates provided by the U.S. Census Bureau for the 3-county region.

Mr. Bauman updated the Committee regarding the progress of HB 4554 ruling that short-term rentals are a commercial use of property, and not a residential use.

- XVI. **Approval of Staff Travel to the 2019 EDA Showcase in Indianapolis, July 9-10, 2019** – The motion was made by Comm. Jancek, supported by Comm. Gaede, approving staff travel and associated expenses to attend the EDA Showcase in Indianapolis July 9-10, 2019. The motion carried unanimously.

XVII. **Other Business**

- Mr. Duke explained that the Lenawee County Planning Commission annual dinner and meeting will be held June 20th at Siena Heights University.
- Per the Michigan Enabling Legislation requirements, the Village of Parma notified the R2PC that 2019 edition of the Village of Parma Master Plan was available for review and comment.

- XVIII. **Public Comment / Commissioner's Comments** – No additional comments were forthcoming.

- XIX. **Adjournment** – There being no further business, the meeting was adjourned at 2:55 pm by Chair Tillotson on a motion by Comm. Jancek, and supported by Comm. Terry.

Pete Jancek
Secretary

REGION 2 PLANNING COMMISSION
Treasurer's Report - Monthly Summary
as of September 30, 2019

Checking Account Balance ending August 31, 2019		\$ 689,919.30
Deposit Summary:		
September 2019 EFT Deposits		\$ -
September Bank Deposits		13,624.77
September Adjustments		(1,114.43)
Total Deposits plus Bank Balance		<u>\$ 702,429.64</u>
Expenses:		
Submitted Expenses - September 2019 **	\$ 40,277.24	
Interim Expenses	(16,820.54)	
Payroll/Related Expenses	(22,552.93)	
Subtotal of Expenses	<u>\$ 903.77</u>	\$ 903.77
Balance Checking Account ending September 30, 2019		\$ 703,333.41
Balance CD Investments ending September 30, 2019		<u>\$ 103,930.52</u>
Total Cash on Hand		<u>\$ 807,263.93</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 September 30, 2019

9/30/2019	EFT Deposits:	
	None	\$ -
	Subtotal - EFT Deposits	\$ -
9/30/2019	Check Deposits:	
	Leoni Township - DDA Support	2,748.09
	Village of Parma - Planning Services Sep - Dec 2018	4,664.94
	Village of Brooklyn - Planning Services Jan - Mar 2019	2,017.95
	Monroe County Community College - Overpayment/refund	4,023.55
	Village of Grass Lake - Planning Services Apr - Jun 2019	170.24
	Subtotal - Check Deposits	\$ 13,624.77
9/30/2019	Adjustments to cash:	
	<i>Bank fees - September</i>	\$ (128.76)
	<i>Paycor Fees - August</i>	\$ (223.45)
	<i>Credit Card Charges -Supplies</i>	\$ (366.16)
	<i>Credit Card Charges - Postage</i>	\$ (112.18)
	<i>Credit Card Charges - Dues and Subscriptions</i>	\$ (200.00)
	<i>Credit Card Charges - Travel/Meals</i>	\$ (83.88)
	Subtotal - Adjustments to Cash	\$ (1,114.43)
	Total Net Deposits for August 2019	\$ 12,510.34

REGION 2 PLANNING COMMISSION
INTERIM BILLING and PAYROLL EXPENSES
as of September 30, 2019

Interim Billing for September, 2019

<u>Vendor</u>	<u>Description</u>		<u>Amount</u>	<u>Check #</u>
Allegra	R2PC Packet for Sept.	\$	201.60	14621
BC/BS	New Premium for Oct. 2019 (difference)	\$	192.57	14635
Jackson County	IT Contract	\$	6,180.00	14626
MML	Annual Dues	\$	950.00	14631
PSC	RPI Grant June-Aug. 2019	\$	9,296.37	14632
Total Interim Billing for September, 2019		\$	16,820.54	

Payroll & Travel Related Expenses:

<i>Paid September 6, 2019</i>	<i>by Direct Deposit/EFT</i>		
Paycor	Payroll Disbursement	\$	10,962.74
G. Bauman	Travel Reimbursement	\$	58.47
T. DeOliveira	Travel Reimbursement	\$	269.88
S. Duke	Travel Reimbursement	\$	70.69
Total		\$	11,361.78

<i>Paid September 20, 2019</i>	<i>by Direct Deposit/EFT</i>		
Paycor	Payroll Disbursement	\$	10,962.74
G. Bauman	Travel Reimbursement	\$	52.43
T. DeOliveira	Travel Reimbursement	\$	170.06
S. Duke	Travel Reimbursement	\$	5.92
Total		\$	11,191.15

Total Payroll Expenses for September, 2019	\$ 22,552.93
---	---------------------

Region 2 Planning Commission
Outstanding Accounts Receivable
as of September 30, 2019

Municipality/Source	Date	Inv. No.	Amount
Jackson County - Planning Services for Apr-Jun 2019	8/31/2019	3540	13,125.35
Liberty Township - Planning Services for Apr-Jun 2019	8/31/2019	3542	258.41
Spring Arbor Township - Planning Services for Apr-Jun 2019	8/31/2019	3545	976.52
MDOT - Regional Transportation Planning for Apr-Jun 2019	8/31/2019	3537	4,442.00
MDOT - Asset Management Planning for Apr-Jun 2019	8/31/2019	3538	11,279.00
MDOT - FHWA Planning for Apr-Jun 2019	8/31/2019	3539	58,603.00

FY 2019 Balance as of September 30, 2019

\$ 88,684.28

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

Vendor	Description	Amount Due
Blue Cross/Blue Shield	Office Coverage (Nov. 2019)	\$ 3,541.79
Blue Cross/Blue Shield	Supplement F (Nov. 2019)	\$ 169.57
Blue Cross/Blue Shield	Prescription Coverage (Nov. 2019)	\$ 105.10
County of Jackson	Rent Expense October 2019	\$ 3,077.26
County of Jackson	Postage/Phone/Acct. Serv. August 2019	\$ 1,797.60
Hillsdale Co. Road Commission	PASER Rating	\$ 457.56
ICMA Retirement Trust	ICMA 401 Contribution	\$ 2,018.10
JTV	Website Maintenance	\$ 225.00
Ricoh	Maintenance Contract	\$ 426.02
The Water Store	Supplies September 2019	\$ 18.50
Vantage Point Transfer Agents	ICMA RHS Contribution	\$ 220.69
Total Submitted Billing - October, 2019		\$ 12,057.19

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

Staff Progress Report September, 2019

Area-Wide Regional Planning Activities

Economic Development Activities

- **Economic Development Administration (EDA).** Staff was involved in the following activities on behalf of the R2PC Economic Development District (EDD):
 - Scheduled Region 2's EDA Peer Review meeting for November 13, 2019.
 - Staff assisted EDA with a Peer Review of the CEDS program management in Muskegon region.
 - Accepted the extension of the current EDA Partnership Planning grant through the end of calendar year 2019 and received the EDA invitation to apply for a 2020 Partnership Planning grant.
 - Attended the Hillsdale County EDP's (Economic Development Partnership's) annual meeting/reception on September 18th.
 - Touched base with the Brooklyn Village Manager regarding possible EDA funding for the replacement of the Mill Street Bridge and a municipal sewer system lift station.
- **Downtown Development Authorities (DDAs).** Staff attended the monthly meetings of the City of Jackson and Leoni Township DDA committees and provided administrative support to the Leoni Township DDA.

Regional Prosperity Initiative

- **Program Administration**
 - Met with state leadership for the Asset Management Summit to confirm logistics and roles.
 - Communicated with Ypsilanti Charter Township in their conditional challenge grant award.
 - Began outreach to management team to schedule a call in October.
 - Sent Toole Design a contract to begin the micro mobility transportation study.
 - Committed to attend Asset Management Train-the-Trainer session in Lansing on October 9, 2019.
- **Communications and Engagement**
 - Spoke with GAAR leadership about the current status of this effort and potential next steps.

[September, 2019 Staff Progress Report]

- Continued outreach to stakeholders regarding the Asset Management Summit on October 16, 2019 in Ann Arbor.
- Fielded a survey for past grant recipients to help inform the GAAR management team about sustainability potential.
- Sent reminder emails to past grant recipients regarding the survey.

R2PC Activities

- **R2PC Website.** Staff continued updating www.region2planning.com through WordPress.
- **Demographics.** Expanded the historic municipal decennial census population total summaries for each county to include population estimates provided by the Michigan Department of Transportation (MDOT) and Regional Economic Models, Inc. (REMI). The data for the counties of Lenawee and Jackson were then sent to an engineering consultant conducting work in the townships of Cambridge and Leoni.

Participated in a conference call with Munetrix about the provision of ‘dashboard’ data to member communities.
- Staff attended the bi-monthly Michigan Association of Regions (MAR) meeting in Lansing.

Regional Transportation Planning Hillsdale, Jackson, and Lenawee Counties

Program Management

- Staff submitted the Rural Task Force monthly progress report to MDOT and the monthly conference call.

Asset Management

- Staff participated in the monthly Asset Management conference call with MDOT.
- Staff completed PASER Data Collection for Jackson, Lenawee, and Hillsdale counties. Staff has sent all of the data to the local counties and to TAMC to meet state requirements.
- Staff has begun working on developing the PASER 2018 – 2019 GIS maps and annual report.

Technical Assistance to MDOT

- Staff has been involved with discussion of the development of more non-motorized trails in Lenawee County with MDOT and the Michigan Department of Health and Human Services (MDHHS).
- Staff has continued to attend meetings related to the development of a trail that would run through the Watkins State Park from the Village of Manchester to the east and the Village of Brooklyn to the west with local agencies, the Department of Natural Resources, and the National Parks Service.

Metropolitan Area Transportation Planning Jackson Area Comprehensive Transportation Study

Program Management

- The monthly meetings of the JACTS Technical Advisory and Policy committees were conducted.
- Staff attended the Jackson Area Transportation Authority's monthly Local Transit Advisory Council (LTAC) meeting.
- Staff attended the monthly Michigan Transportation Planning Association meeting in Lansing. Staff continues to act in the secretarial role for the organization.
- Staff continues to work with the DNR, City of Jackson, Jackson County, local townships and villages to address requests to expand the development of non-motorized trails.
- Staff attended the monthly Active Jackson meetings. The Jackson City + County Non-Motorized plan has been a monthly agenda item/discussion topic.
- The 2019 Resolution to Support the MDOT Safety Target Performance Measures were submitted by staff to be approved through the JACTS and R2PC committees. They were approved by the JACTS committees this month, and are expected to be approved by R2PC in October.
- Staff attended a nationally-recognized training on the development and construction of mini-roundabouts put on by the Center for Technology and Training and MDOT's Local Agency program. Mini-roundabouts are being developed in some communities when there is the appropriate amount of space to address the safety and traffic issues as a way to save resources – right of way, construction materials, construction time, etc.

Technical Assistance

- **City of Jackson and Jackson County Non-Motorized Plan:**
 - The project website contains the latest project information that is available:
<https://walkbike.info/jackson/>
 - The project website will be maintained for the duration of the project, and is a great way to get updates on the latest information.
 - The 10 outreach meetings held in September to review the preliminary draft non-motorized network were a success. The consultants were pleased with the public input.
 - The consultants will be reviewing the information, and refine the preliminary draft non-motorized network recommendations that they suggested to reflect input from stakeholders and the public. The Steering Committee will meet this fall to provide final feedback on the recommended non-motorized network.
 - Staff has a bi-weekly phone call with the consultant to ensure that the project stays on track and to continue to communicate on project matters as needed.

[September, 2019 Staff Progress Report]

Transportation Improvement Program (TIP)

- Several amendments were approved by the JACTS committees to the FY 2020-2023 TIP.
- Staff attended the MDOT JobNet Policy Committee meeting.

Jackson Traffic Safety Program

- Staff entered enforcement reports into OHSP MAGIC+ system (Jackson Police Department, Blackman-Leoni Township Public Safety Department, and Jackson County Sheriff Department).
- Staff received notice that the grant for the FY 2020 OHSP Impaired Driving and Seat Belt campaign had been awarded for \$34,275 which will be divided between Jackson Police Department, Blackman-Leoni Township Public Safety Department, and the Jackson County Sheriff Department.

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

All Municipalities. Staff provided the following service(s):

- Attended the Hillsdale County EDP's (Economic Development Partnership's) annual meeting/reception on September 18th [a R2PC funded activity].

Somerset Township. Staff provided the following service(s):

- Submitted a proposal for a major update of the Somerset Township Zoning Ordinance. The proposal was accepted and work on the legislation will begin in mid-October.

Jackson County

Blackman Township. Staff provided the following service(s):

- **Zoning Ordinance.** Discussed the proposed colocation of a new antenna on an O'Leary Road cell tower (owned by the State of Michigan) with a consultant and referred her to the Zoning Administrator.

Village of Brooklyn. Staff provided the following service(s):

- **Master Plan.** The *Village of Brooklyn Master Plan* was adopted by the Planning Commission on September 25th and the Village Council will consider its adoption in early October.
- **Zoning Ordinance.** Made minor changes to a proposal for a major update to Chapter 62 (Zoning) of the *Village of Brooklyn Municipal Code* at the request of the Planning Commission.
- **Economic Development.** Touched base with the Brooklyn Village Manager regarding possible EDA

[September, 2019 Staff Progress Report]

funding for the replacement of the Mill Street Bridge and a municipal sewer system lift station [an EDA funded activity].

Columbia Township. Staff provided the following service(s):

- **Zoning Ordinance.** Directed Township officials to the County Administrator/Controller's Office to obtain the minutes of a 2008 meeting of the County Affairs Committee of the County Board during which the Committee made a recommendation regarding a Township zoning ordinance amendment.

Concord Township. Staff provided the following service(s):

- **Zoning Ordinance.** Discussed the development of a format (i.e., template) that the Township can utilize for its various ordinances, including zoning with the Supervisor and Planning Commission Chair on September 12th. Also discussed the option of an online Code of Ordinances which would be managed by a professional service.

Hanover Township. Staff provided the following service(s):

- **Zoning Ordinance.** Discussed the interpretation of lakeside setback requirements in the Township's zoning ordinance.

City of Jackson. Staff provided the following service(s):

- **Recreation Plan.** Responses to the General Public Survey for the *City of Jackson Recreation Plan* continue to be submitted. As of 4:00 pm on September 30th, there were 372 online respondents to the survey and an additional 27 paper copies were submitted.
- **Jackson City + County Nonmotorized Plan.** Continued to assist the consultants in facilitating the development of the citywide and countywide nonmotorized plan, which addresses both recreation and mobility needs. Ten outreach meetings were held in September (including the City of Jackson) to review the preliminary draft non-motorized network. The sessions were a success and the consultants were pleased with the public input [a JACTS funded activity].

County of Jackson. Staff provided the following service(s):

- **County of Jackson Semiannual Report.** Developed the semiannual report summarizing the planning activities performed on behalf of the County of Jackson for the first half of 2019 and presented that report to the Public Safety and Transportation Committee of the Jackson County Board on September 9th.
- **Jackson County Planning Commission (JCPC).** Facilitated the September 12th JCPC meeting and summarized the staff analysis and advisements concerning: (1) Accessory Dwellings in Chapter 150 (Zoning Code) of Summit Township's code of ordinances, (2) Agricultural Tourism and Agricultural Businesses in Chapter 42 (Zoning) of Leoni Township's code of ordinances, and (3) the next edition of the *Village of Brooklyn Master Plan*. Cover letters and associated documentation, including meeting minutes, were subsequently sent to the municipalities regarding the recommendations made by the JCPC.
- **Jackson County Master Plan.** Continued to make changes to the 'Community Description and Issue Identification' chapter of the *Jackson County Master Plan* (and associated mapping), based upon

[September, 2019 Staff Progress Report]

comments solicited from county officials and other stakeholders.

- **Jackson County Recreation Plan.** Met with Jackson County Parks officials on September 11th to discuss the creation of a full draft of the next edition of the *Jackson County Recreation Plan*. Drafts of the chapters and appendices that will comprise the new edition were subsequently submitted to Jackson County Parks for a meeting in early October.
- **Jackson City + County Nonmotorized Plan.** Continued to assist the consultants in facilitating the development of the citywide and countywide nonmotorized plan, which addresses both recreation and mobility needs. Ten outreach meetings were held in September throughout Jackson County to review the preliminary draft non-motorized network. The sessions were a success and the consultants were pleased with the public input [a JACTS funded activity].
- **Falling Waters Trail Extension.** Participated in a September 11th meeting with county and local officials in the Counties of Calhoun and Jackson to discuss the extension of the Falling Waters Trail from the Village of Concord westward to the Calhoun County border [a JACTS funded activity].
- **Watkins Lake State Park Trail.** Participated in a September 30th meeting with federal, state, county, and municipal officials regarding a proposed trail between the villages of Brooklyn and Manchester, via Watkins Lake State Park [a JACTS funded activity].
- **Upper Grand River Water Alliance (UGRWA).** Participated in the September 4th meetings of the UGRWA's MS4 Communities and Water Trail Committees.

Leoni Township. Staff provided the following service(s):

- **Master Plan.** Analyzed the data gathered from the community survey conducted for the next edition of the *Leoni Township Master Plan* and began to draft the plan appendix which will summarize the results.

Lenawee County

All Municipalities. Staff provided the following service(s):

- Further analyzed the property assessment data for parcels in the county [an EDA funded activity].

Franklin Township. Staff provided the following service(s):

- **Zoning Ordinance.** Discussed the various proposed text amendments to the Franklin Township Zoning Ordinance reviewed by the Lenawee County Planning Commission with the Township Attorney and provided concerns about the proposed sign standards in light of the U.S. Supreme Court decision regarding *Reed et al. v. Town of Gilbert, Arizona et al.* which mandates content neutral regulations.

County of Lenawee. Staff provided the following service(s):

- **Lenawee County Planning Commission (LCPC).** Facilitated the September 19th meeting of the LCPC and summarized the staff analysis and advisements concerning: (1) a wide variety of proposed text amendments throughout the *Palmyra Township Zoning Ordinance*; (2) the proposed rezoning to 'Local Commercial (C-1)' of an approximately 9-acre portion of a property along M-52 in Fairfield Township; (3) proposed text amendments throughout the *Franklin Township Zoning Ordinance*

[September, 2019 Staff Progress Report]

regarding accessory building heights in residential districts, self-service storage facilities, and sign regulations and (3) fourteen applications for farmland and open space agreements in the townships of Rome (4), Blissfield, Cambridge (6), Deerfield, and Ridgeway (2). Cover letters and associated documentation were subsequently sent to the townships regarding the recommendations made by the LCPC.

- **Recreation Plan.** Provided suggested changes to the *Lenawee County Recreation Plan* regarding the age of residents countywide, as well as the Clinton-Tecumseh-Adrian Urbanizing Corridor, the Irish Hills-Devils Lake Recreational Area, and Rural Lenawee County.

Ridgeway Township. Staff provided the following service(s):

- **Zoning Ordinance.** Directed a consultant to the Township Clerk regarding a cell tower proposal and scanned and provided the consultant with the text and map comprising the most recent edition of the *Ridgeway Township Zoning Ordinance* on file with Region 2.

Rollin Township. Staff provided the following service(s):

- **Zoning Ordinance.** Discussed the creation of a new edition of the *Rollin Township Zoning Ordinance* with the Planning Commission Chair on September 23rd.

Woodstock Township. Staff provided the following service(s):

- Provided the Township with the existing land use data gathered for the Region in August at the local level, per the request of the Township Clerk.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

PAUL C. AJEGBA
DIRECTOR

September 9, 2019

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

Dear Mr. Duke:

This letter is sent by the Michigan Department of Transportation (MDOT) to inform the Jackson Area Comprehensive Transportation Study committees of several TIP amendments to the FY 2020-2023 Transportation Improvement Plan (TIP).

Fiscal Year	Job no.	Phase	Project Name	Limits	Length	Project Description	Federal Budget	Federal Fund Source	State Budget	Total Phase Cost	Amendment Type
2021	204744	CON	Norfolk Southern Railway	Jackson Street and Mechanic Street bridges in Jackson	0.416	Reconstruction of railroad bridges	\$7,247,408	5337	\$7,247,408	\$14,494,816	Year change from 2019 to 2021
2021	208689	CON	I-94BL	Various Trunkline Routes	0.124	HMA Crack Treatment and Overband Crack Fill	\$230,817	ST	\$51,183	\$282,000	Phase Add
2021	129153	CON	I-94E	I-94 at Elm Road	1.499	Reconstruct interchange	\$20,219,063	IM	\$2,246,562	\$22,465,625	Phase Budget over 25%
2023	127621	CON	I-94E	Michigan Ave to M-60	7.583	Reconstruct	\$67,859,916	IM	\$7,539,991	\$75,399,907	Phase Budget over 25%

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

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



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

GRETCHEN WHITMER
GOVERNOR

PAUL C. AJEGBA
DIRECTOR

September 16, 2019

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

Dear Mr. Duke:

This letter is sent by the Michigan Department of Transportation (MDOT) to inform the Jackson Area Comprehensive Transportation Study committees of a FY 2020-2023 TIP exempt project of significance to the MPO region for informational purposes.

Fiscal Year	Job no.	Phase	Project Name	Limits	Length	Project Description	Federal Budget	Federal Fund Source	State Budget	Total Phase Cost	Amendment Type
2020	208524	PE	I-94W	I-94/US-127 North/West Avenue Interchange	1.845	Freeway Interchange Reconstruction	\$0	n/a	\$175,000	\$175,000	Phase Add
2020	208524	ROW	I-94W	I-94/US-127 North/West Avenue Interchange	1.845	Freeway Interchange Reconstruction	\$0	n/a	\$150,000	\$150,000	Phase Add
2020	208524	UTL	I-94W	I-94/US-127 North/West Avenue Interchange	1.845	Freeway Interchange Reconstruction	\$0	n/a	\$75,000	\$75,000	Phase Add

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

Sincerely,
Mike Davis, Transportation Planner



Jackson County

Department of Transportation



Christopher J. Bolt, MPA, PE
Managing Director

Angela N. Kline, PE
Director of Engineering
Deputy Managing Director

Robert D. Griffis
Director of Operations
Deputy Managing Director

Keeping Our Community Safely in Motion...

June 10, 2019

Mr. Steven Duke, Executive Director
Region 2 Planning Commission
120 W. Michigan Ave – 9th Floor
Jackson MI 49201

Dear Mr. Duke:

Jackson Department of Transportation is requesting approval from the Region 2 Planning Commission, JACTS Technical Advisory, and JACTS Policy Committees concerning the following Transportation Improvement Program (TIP) Amendment for FY2019- 2023:

Fiscal Year	Job #	Project Name	Limits	Project Description	Funding	Action
2020		Preventative Maintenance	Various Roads	Preventative Maintenance	Change from \$460,000 STL \$110,859 STATE D to \$160,000 STL \$110,859 STATE D	CHANGE PROJECT COST

Sincerely,

Angela N. Kline, P.E.
Director of Engineering
Deputy Managing Director

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

September 3, 2019

Steve Duke, Executive Director
Region 2 Planning Commission
120 W Michigan Avenue
Jackson, MI 49201

Re: FY2020 TIP Amendment for the Village of Brooklyn

Dear Mr. Duke,

The Village of Brooklyn is requesting approval from the Region 2 Planning Commission, JACTS Technical Advisory, and JACTS Policy Committees concerning the following Transportation Improvement Program (TIP) Amendment for FY 2020:

FY	Project	Limits	Work Type & Project Description	Funding & Source	Action
2020	Marshall St	N Main St (M-50) to Constitution Ave (west Village Limits at Jefferson Rd)	Reconstruction	STP: \$216,000 \$516,000 Local: \$54,000 \$129,000 Total: \$270,000 \$645,000	-Increase STP (federal) funding & required local match

Upon reviewing the Programming Applications for the project, MDOT requires that the change shown be made to align the TIP with the work included in the plan for the project. The changes are:

1. Change in funding:
 - a. Increase in STP (federal) funding, and
 - b. Increase in local match funding

Thank you for your assistance with this request.
Sincerely,

Ms. Tanya DeOliveira, AICP
Principal Transportation Planner

Region 2 Planning Commission



Jackson Area Comprehensive Transportation Study

To: JACTS Technical, JACTS Policy and Region 2 Planning Commission committee members

From: Tanya DeOliveira, Principal Transportation Planner

Date: September 10, 2019

Subject: Briefing on Michigan Department of Transportation State Targets for Safety Performance Measures – Resolution Adoption

The Federal Highway Administration (FHWA) is requiring that States, MPOs, and operators of public transportation establish targets in specific national performance areas. MPOs may support the state targets for one or more individual performance measures and/or establish specific numeric targets for the other performance measures. MPOs will not be penalized if MDOT does not meet any of their performance measure targets.

MDOT has been working with MPOs across the state to share information as the targets and timelines are developed. The 2020 safety performance measures are due to MDOT by February 27, 2020. Upon review of the materials from FHWA and MDOT, the **Region 2 Planning Commission staff recommends** that the Region 2 Planning Commission, acting as the MPO, agrees to **support MDOT's Safety Performance Measure Targets for Calendar Year 2020** by passing the attached resolution.

MDOT has provided the following information regarding the Safety Performance Measure:
To meet the safety goal of reducing fatalities and serious injuries on the state trunkline system, MDOT's Safety Program's focus is to select cost-effective safety improvements, as identified in Michigan's Strategic Highway Safety Plan (SHSP), and to address trunkline locations with correctable fatality and serious injury crashes. All proposed safety funded improvements must be supported by the MDOT Region's Toward Zero Deaths (TZD) Implementation Plan to mitigate crashes within the region. Priority is given to the projects within each Region that align with SHSP focus area improvements that have the lowest cost/benefit analysis or are a proven low-cost safety improvement to address the correctable crash pattern. On the local road system, MDOT administers federal safety funds for safety improvements supported by a Local Road Safety Plan or addressed by means of a low-cost safety project. High Risk Rural Roads is one program used to address rural roadways where fatalities and serious injuries exceed the statewide average for that class of roadway.



Region 2 Planning Commission Resolution to Support Michigan Department of Transportation State Targets for Safety Performance Measures

WHEREAS, the Region 2 Planning Commission has been designated by the Governor of the State of Michigan as the Metropolitan Planning Organization responsible for the comprehensive, continuing, and cooperative transportation planning process for Jackson County; and

WHEREAS, the Highway Safety Improvement Program final rule (23 CRF Part 490) requires States to set targets for five safety performance measures by August 31, 2019; and

WHEREAS, the Michigan Department of Transportation (MDOT) has established targets for five performance measures based on five year rolling averages for:

1. Number of Fatalities,
2. Rate of Fatalities per 100 million Vehicle Miles Traveled (VMT),
3. Number of Serious Injuries,
4. Rate of Serious Injuries per 100 million VMT, and
5. Number of Non-Motorized Fatalities and Non-Motorized Serious Injuries; and

WHEREAS, the MDOT coordinated the establishment of safety target with the 14 Metropolitan Planning Organizations (MPOs) in Michigan through the monthly Target Coordination Meetings and through discussions at various meetings of the Michigan Transportation Planning Association, and

WHEREAS, the MDOT has officially adopted the state safety targets in the Highway Improvement Program annual report dated August 31, 2019, and

WHEREAS, the Region 2 Planning Commission may, within 180 days of the State establishing and reporting its safety targets, establish safety targets by agreeing to plan and program projects so that they contribute toward the accomplishment of the state safety targets, or committing to a quantifiable target for each safety performance measure for their own metropolitan planning area,

NOW THEREFORE BE IT RESOLVED that the Region 2 Planning Commission has agreed to support the MDOT's state safety targets for calendar year 2020, and

Region 2 Planning Commission



BE IT FURTHER RESOLVED, that the Region 2 Planning Commission will plan and program projects that contribute to the accomplishment of state safety targets.

Michigan State Safety Targets for Calendar Year 2020

Safety Performance Measure	Baseline Condition (2014 – 2018)	Calendar Year 2020 State Safety Target
Fatalities	987.4	999.4
Fatality Rate	0.99	0.97
Serious Injuries	5,415.6	5,520.4
Serious Injury Rate	5.41	5.34
Non-motorized Fatalities & Serious Injuries	742.4	735.8

PASSED, ADOPTED, and APPROVED this tenth day of October 2019.

By:

Ralph Tillotson, Chairperson
Region 2 Planning Commission

Steven M. Duke, Executive Director
Region 2 Planning Commission

Assessing Safety Performance

Highway Safety Improvement Program

2020 Targets

Target Summary

Measure (5-year rolling average)	Baseline Condition (2014-2018)	2020 Targets (2016-2020)
Number of Fatalities	987.4	999.4
Rate of Fatalities per 100 million VMT	0.99	0.97
Number of Serious Injuries	5,415.6	5,520.4
Rate of Serious Injuries per 100 million VMT	5.41	5.34
Number of Non-motorized (Pedestrian and Bicycle) Fatalities and Serious Injuries	742.4	735.8

Vehicle Miles Traveled (VMT)

Performance Measure Description

Five performance measures were established for the purpose of carrying out the Highway Safety Improvement Program (HSIP), as noted in the Target Summary, and are based on a 5-year rolling average. The measures will be used to assess traffic fatalities and serious injuries on all public roads regardless of jurisdiction. The intent is to improve national safety data by providing greater consistency in reporting, improve transparency through use of a public reporting system, and enable targets and progress to be aggregated at the national level. The regulation will provide the Federal Highway Administration (FHWA) and the National Highway Traffic Safety Administration (NHTSA) the ability to better communicate a national safety performance story.

Establishing targets is a coordinated effort between the Michigan Department of Transportation (MDOT), the Michigan State Police Office of Highway Safety Planning (MSP-OHSP), and the Michigan Metropolitan Planning Organizations (MPOs). Targets for three of the five measures must be reported to both FHWA and NHTSA, by MDOT and MSP-OHSP respectively, and must be identical. The three measures are: The number of fatalities, rate of fatalities per 100 million Vehicle Miles Traveled (VMT), and number of serious injuries.

MSP-OHSP annually reports the baseline and targets for the subsequent year to NHTSA by July 1 in the Highway Safety Program, thus significant effort must be made to reconcile crash data by May 1 to meet the deadline. The program focuses on reducing fatalities, injuries, and economic losses result from vehicle crashes through behavioral traffic safety programs. MDOT reports the baseline condition and targets to FHWA by August 31, 2019, as part of the HSIP report, and the MPOs have an additional 180 days to report their respective targets to MDOT. The HSIP focuses on reducing fatalities and injuries on all public roads through infrastructure programs and projects to improve safety.

Assessing Safety Performance

Highway Safety Improvement Program

2020 Targets

Methodology

Existing Trend

The Code of Federal Regulations, Title 23, Chapter I, Subchapter E, Part 490, Subpart B §490.207 prescribes the calculation methodology for each of the five performance measures, summarized as follows: Each performance measure is based on a five-year rolling average. The calculation is the sum of the most recent five consecutive years ending in the year for which the targets are established, dividing by five, and rounding to the tenth decimal place for each measure. The data is obtained from either the Fatalities Analysis Reporting System (FARS) or the State of Michigan Crash Database. For each rate measure, first calculate the number of fatalities or serious injuries per 100 million VMT for the most recent five consecutive years, divide by five, and round to the tenth decimal place.

External/Exogenous Factors and Risk Assessment

The respective parties agreed to utilize a fatality prediction model developed and maintained by the University of Michigan Transportation Research Institute (UMTRI). The UMTRI model relies on results of a recently completed research report titled Identification of Factors Contributing to the Decline of Traffic Fatalities in the United States, which was completed as part of the National Cooperative Highway Research Program project 17-67 ([presentation](#)). The model, predicting the change in counts of fatalities, relies on the correlation between traffic crashes, vehicle miles traveled (VMT), and risk. UMTRI identified four factors that can influence the outcome: the economy, safety and capital expenditures, vehicle safety, and safety regulations. Within the model, economic factors such as the Gross Domestic Product (GDP) per capita, median annual income, the unemployment rate among 16 to 24-year old's, and alcohol consumption had the greatest impact at approximately 85 percent.

Target Overview

To determine a forecasted value for the five-year rolling average for the first four measures listed above, the decision was made to use the model created by UMTRI like that used for establishing CY 2019 targets in 2018. The change model created by UMTRI predicts 966 fatalities in CY 2019, and 962 in 2020. While serious injuries have fluctuated over the past three years, the linear relationship of the ratio of serious injuries and fatalities (A/K) is still evident. However, this trend suggests greater reduction in serious injuries. Therefore, a quadratic trend is being used that projects a flattening pattern. The model predicts 5,181 serious injuries in CY 2018, and 5,117 in 2019.

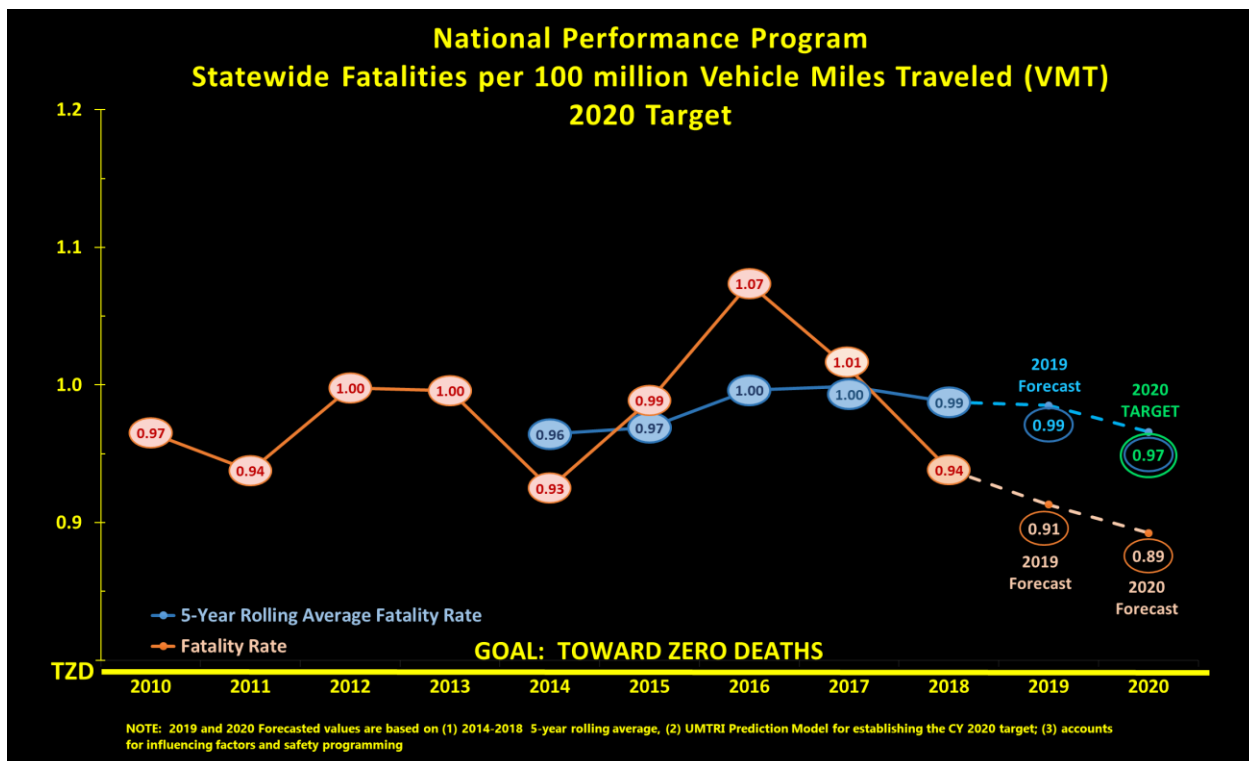
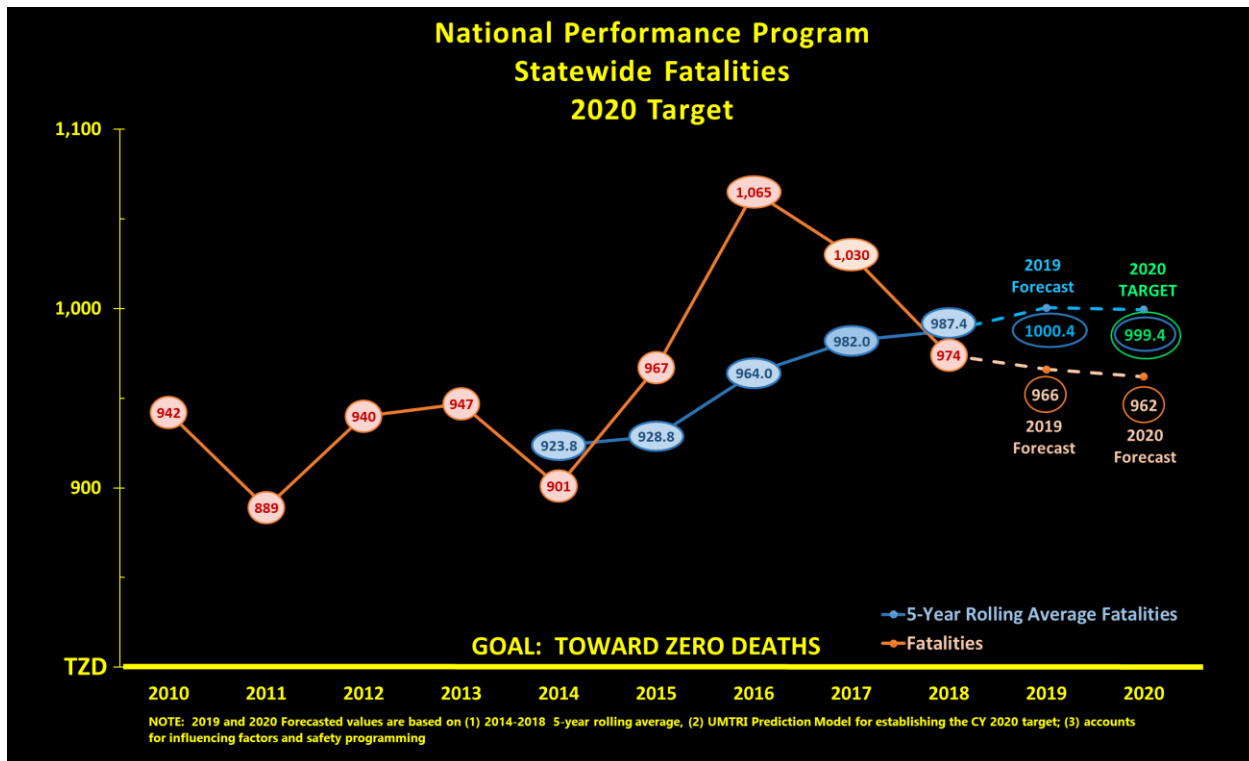
VMT values have been predicted for CYs 2018, 2019 and 2020. Using the fatal and serious injury values, along with the respective predicted VMT, the forecasted fatality rates are 0.91 for CY 2019, and 0.89 for CY 2020, and annual serious injury rates of 4.90 for CY 2019, and 4.75 for CY 2020. Results from the UMTRI model (the fatality and serious injury relationship) were also used to generate non-motorized forecasted annual values of 710 for CY 2019, and 699 for CY 2020.

The above annual forecasted values for CY 2019 and CY 2020 along with the actual values from CY 2016 to 2018 to determine the 2020 Targets (five-year rolling average) are shown in the table. In addition, actual values dating back to CY 2010 are included as part of the determination of the 2018 baseline condition.

Assessing Safety Performance

Highway Safety Improvement Program

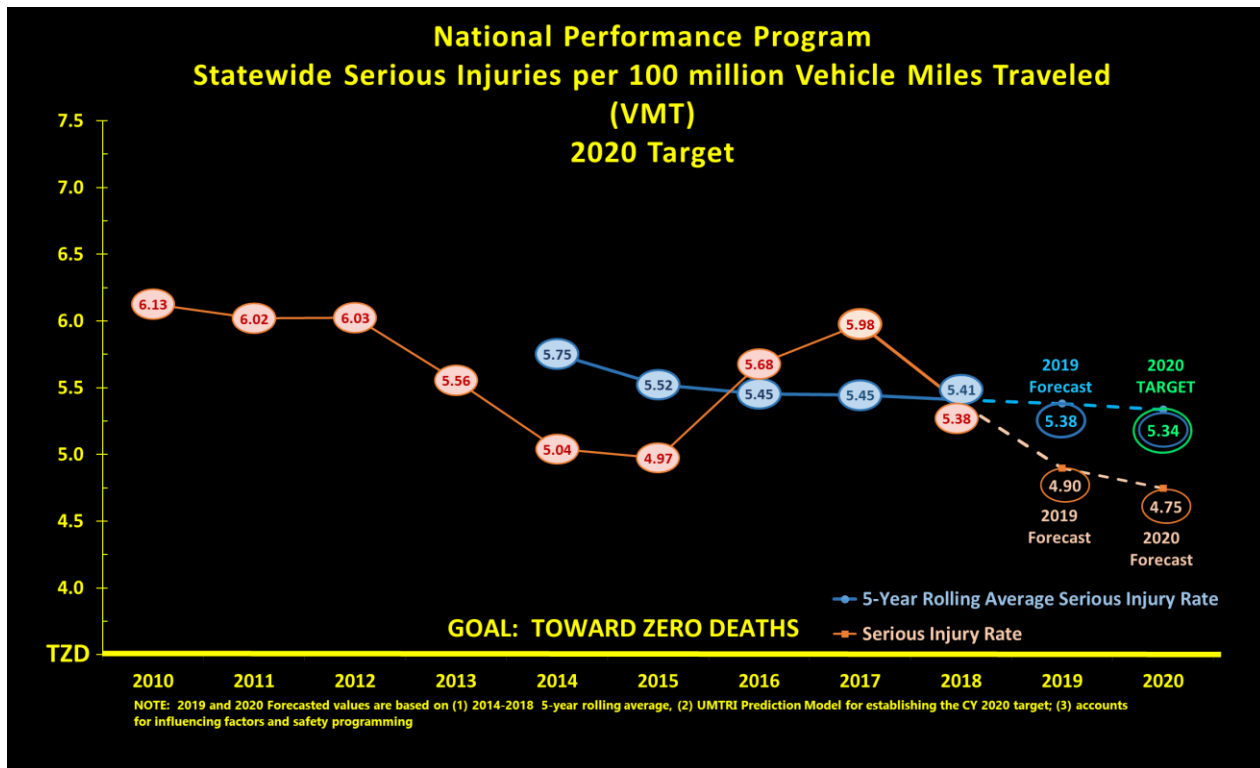
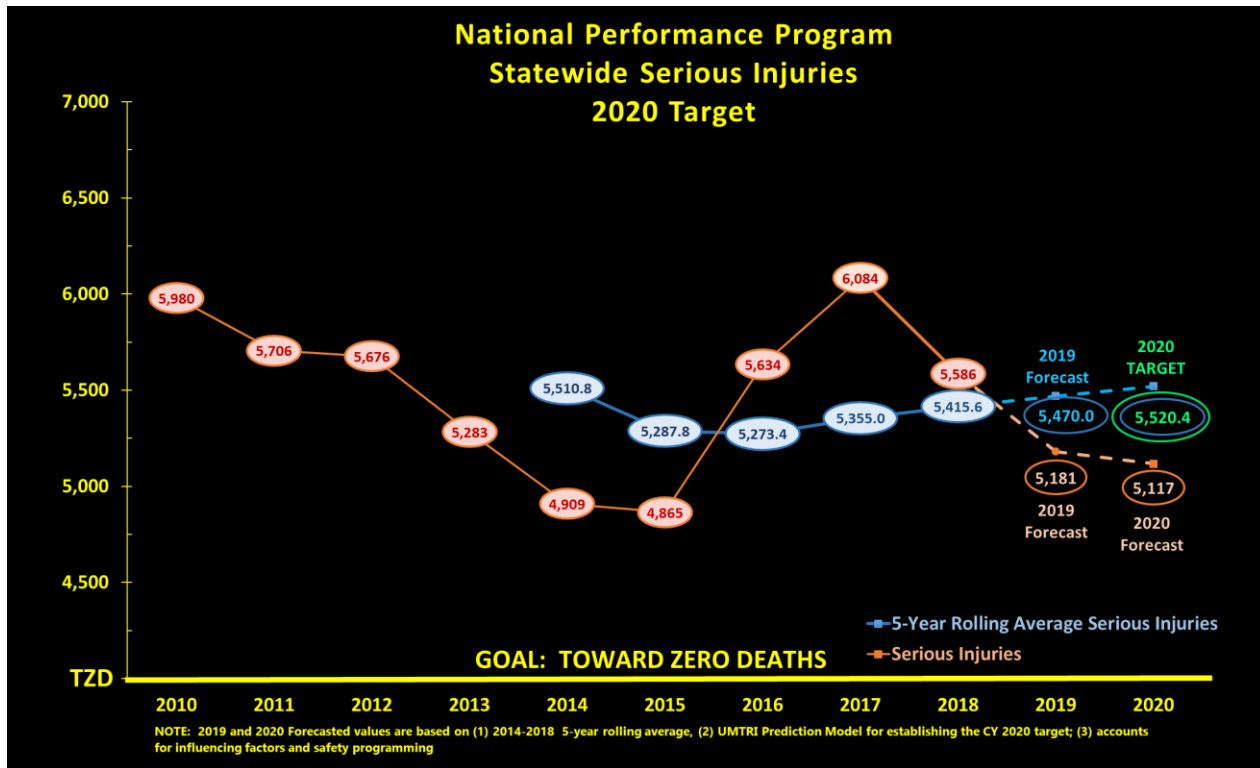
2020 Targets



Assessing Safety Performance

Highway Safety Improvement Program

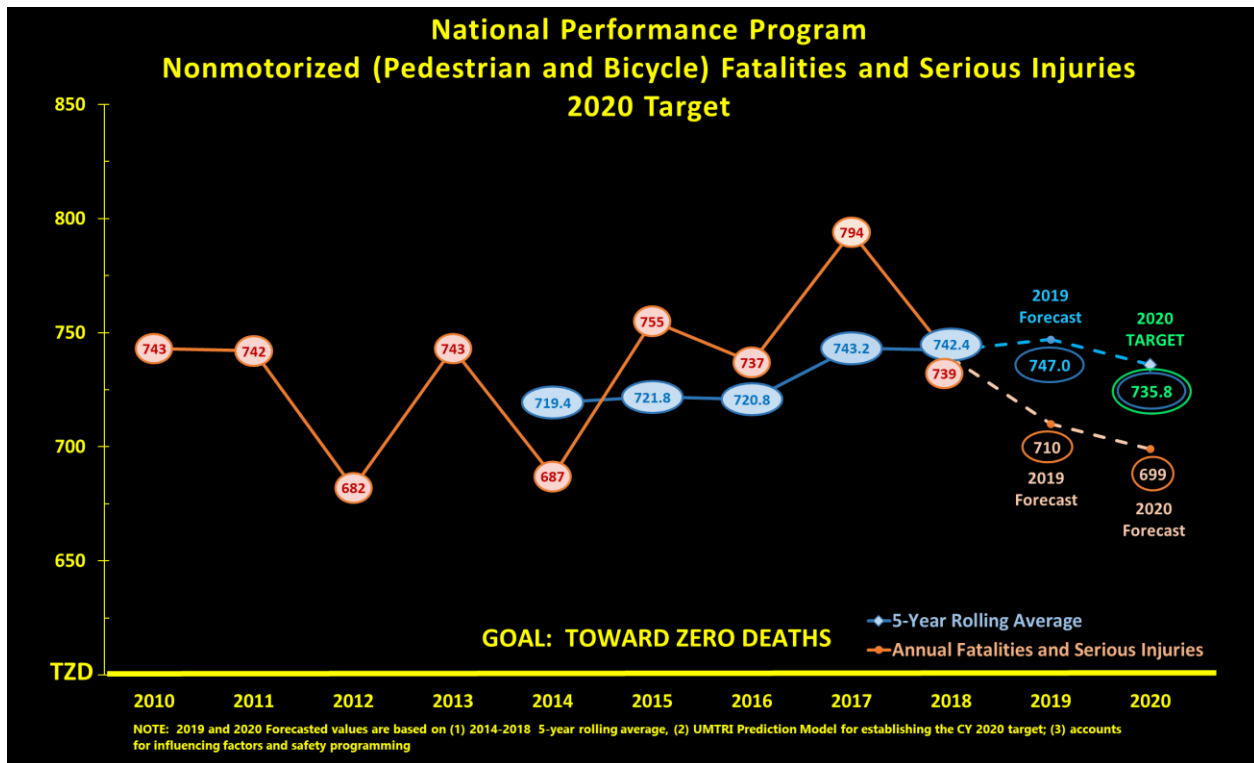
2020 Targets



Assessing Safety Performance

Highway Safety Improvement Program

2020 Targets



*Vehicle Miles Traveled (VMT) are shown in 100 million miles traveled. Calendar year 2018 to 2020 values were

State Safety Target Data – Calendar Year 2020 Targets in Red											
Year	Fatality	Serious Injuries	5yr Moving Average		VMT*	Fatality Rate	Serious Injury Rate	5yr Moving Average		Bike Ped Fatality/ Serious Injuries	Bike Ped Fatality/ Serious Injuries 5yr MA
			Fatality	Serious Injuries				Fatality Rate	Serious Injury Rate		
2010	942	5,980			976	0.97	6.13			743	
2011	889	5,706			948	0.94	6.02			742	
2012	940	5,676			942	1.00	6.03			682	
2013	947	5,283			951	1.00	5.56			743	
2014	901	4,909	923.8	5,510.8	974	0.93	5.04	0.96	5.75	687	719.4
2015	967	4,865	928.8	5,287.8	978	0.99	4.97	0.97	5.52	755	721.8
2016	1,065	5,634	964.0	5,273.4	992	1.07	5.68	1.00	5.45	737	720.6
2017	1,030	6,084	982.0	5,355.0	1018	1.01	5.98	1.00	5.45	794	743.2
2018	974	5,586	987.4	5,415.6	1038	0.94	5.38	0.99	5.41	739	742.4
2019	966	5,181	1,000.4	5,470.0	1058	0.91	4.90	0.99	5.38	710	747.0
2020	962	5,117	999.4	5,520.4	1078	0.89	4.75	0.97	5.34	699	735.8

estimated were made by determining the percent change in VMT for prior years of actual data and estimating future years by applying the percent change. Bolded values are forecasted, not actual.

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

To: Region 2 Planning Commissioners
From: Grant E. Bauman
Principal Planner
Date: October 1, 2019
Subject: **EDA Partnership Planning Program Grant**

The U.S. Economic Development Administration (EDA) has invited the Region 2 Planning Commission (R2PC) Economic Development District (EDD) to apply for a grant through its Partnership Planning Program that can be utilized to fund economic development activities throughout the region during the 2020 calendar year. The R2PC can apply for up to \$70,000 in grant funds provided that it is matched 100% with local funds. Staff is still determining the correct amount to apply for given and increased level of activity and the potential to apply in-kind costs as part of the local match. Accordingly, a resolution with the requested amount and any pertinent associated documentation will be provided at the meeting for consideration by the Executive Committee.

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

To: Region 2 Planning Commissioners and County and Municipal Officials in Lenawee County
From: Grant E. Bauman
Principal Planner
Date: October 1, 2019
Subject: **Property Assessment Data for Lenawee County**

Staff provided information on existing land use across the Region 2 Area for the August 2019 R2PC meeting in furtherance of the 2017-2021 edition of the *Region 2 Planning Commission Comprehensive Economic Development Strategy* (see the inset).

It was explained that a first step in identifying cultural and recreational resources is to map existing land use patterns utilizing property assessment categories (i.e., use types). Most cultural and recreational resources have an exempt status, making them easier to identify. It was further noted that the property assessment data can also be utilized by counties and municipalities as they create economical and up-to-date existing land use maps for inclusion in master plans. This memo provides more detailed information on the land use pattern found in Lenawee County during the summer of 2019 (the location of this month's meeting).

Before describing the land use pattern found in Lenawee County during the summer of 2019, it is important to recognize some limitations to the data:

- Some portions of the County are unmapped. For example, the cities of Adrian and Tecumseh maintain their own property GIS databases, making that information unavailable.

Goal #2 of the *Comprehensive Economic Development Strategy* (CEDS) is:

- ***Provide opportunities to support globally competitive business environment strategies***

Strategy C, designed to accomplish the goal, is:

- ***Identify and map unique cultural and Regional recreational resources which add to quality of life and placemaking, thereby aiding economic development, including, but not limited to, arts and cultural institutions, agriculture, parks, trails, and other recreation facilities, and natural resources***

And Action #3, designed to fulfill the strategy, is:

- ***The mapping of cultural and recreational resources***

ble for this analysis. Nor are lakes or some properties utilized for roads, railroads, cemeteries, and parks included in the analysis. It is important to note, however, that taken together, the two cities, lakes, and other unmapped properties account for less than 3% of the assessed acreage in Lenawee County.

- Some of the acreage contained in the commercial assessment category would normally be included other land use categories. For example, the Michigan International Speedway (MIS), golf courses, and other recreational businesses are most often included in an institutional land use category and apartment complexes would be included a residential land use category.
- At least some of the properties utilized for roads, railroads, cemeteries, and parks are not included in the institutional land use category due to local assessment practices.
- A small number of assessed acres are not associated with a traditional land use category. It is important to note that taken together, however, those properties only account for 0.04% of the assessed acreage.
- Finally, residential, commercial, and industrial land uses are often described by their character and/or density (e.g., single-family vs multiple-family residential, local/general vs highway service commercial, light vs heavy industrial, etc.). That is not possible using assessment data.

Recognizing the caveats listed above, the land use pattern found in Lenawee County during the summer of 2019 can be described as follows:

- Agriculture comprised approximately 73% of assessed acreage (see Figures 2 and 4).
Farmland is found in every mapped municipality, including cities and villages as well as townships.
- Approximately 25% of the assessed acreage can be described as developed intensively (see Figures 2 and 3):
 - Residential uses were attributed to approximately 22% of assessed acreage (see Figures 2 and 5).

Residential uses (i.e., dwellings) are found in every mapped community but tend to predominate in the Clinton-Tecumseh-Adrian Urbanizing Corridor and the Irish Hills-Devils Lake Recreational Area as well as the various cities and villages (see Figures 1, 2, and 5).

- Commercial uses comprised to approximately 2% of the assessed acreage (see Figures 2 and 6).

Land Use	
Agricultural	
Agricultural	73%
Intensive Development	
Residential	22%
Commercial	2%
Industrial	1%
Institutional (Exempt)	
Institutional (Exempt)	3%
Other	
Other	0%
	100%

Commercial uses (i.e., stores, restaurants, offices, etc.) are found in every mapped community but tend to predominate in the Clinton-Tecumseh-Adrian Urbanizing Corridor and the Irish Hills-Devils Lake Recreational Area as well as the various cities and villages (see Figures 1, 2, and 6).

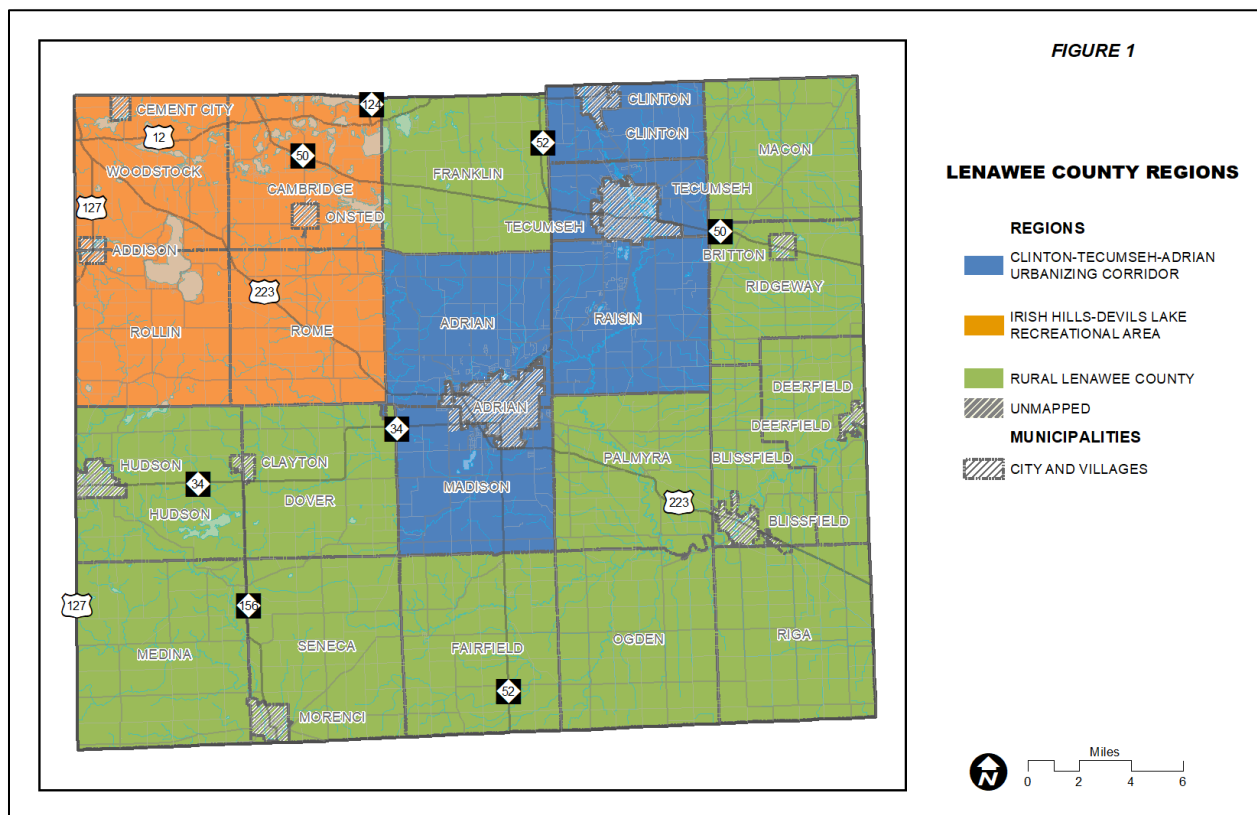
- Industrial uses were attributed to approximately 1% of the assessed acreage (see Figures 2 and 7).

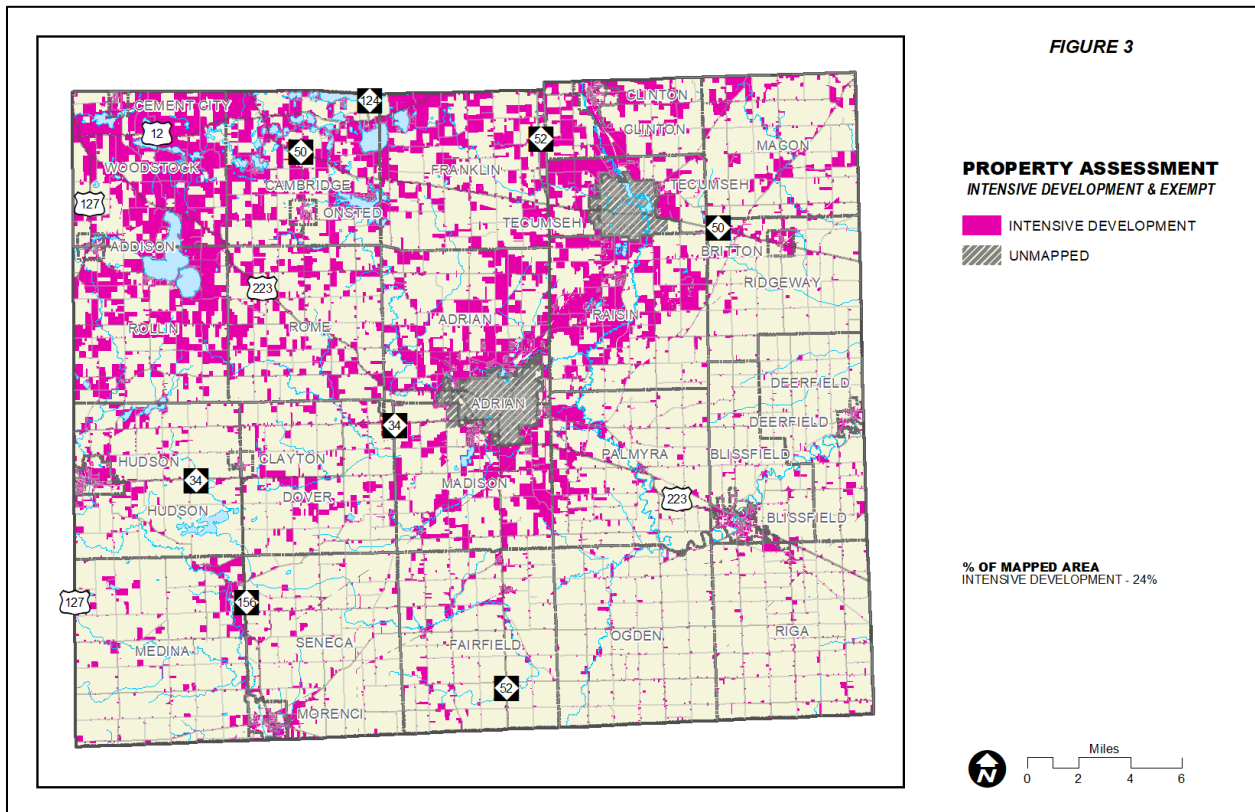
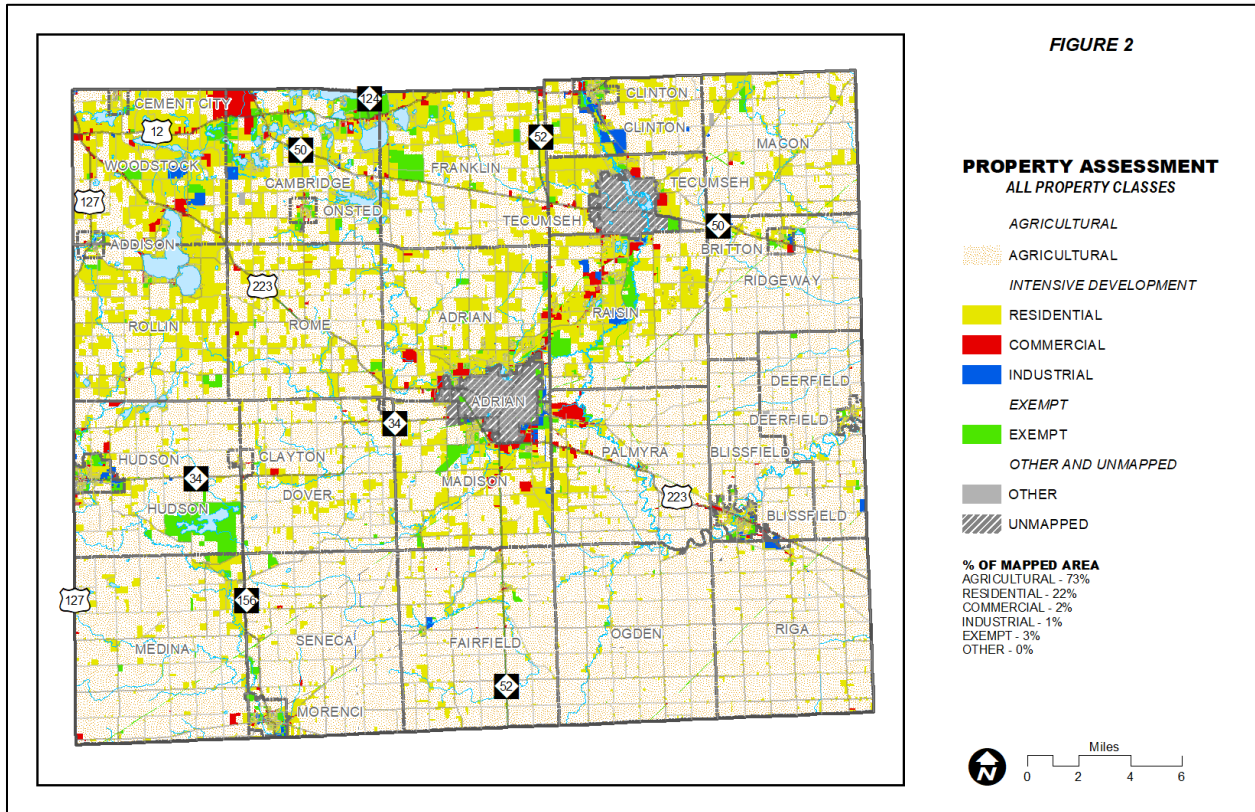
Industrial uses are found in every mapped city and village as well as many of the townships but tend to predominate in the Clinton-Tecumseh-Adrian Urbanizing Corridor and the Irish Hills-Devils Lake Recreational Area as well as the various cities and villages, (see Figures 1, 2, and 7).

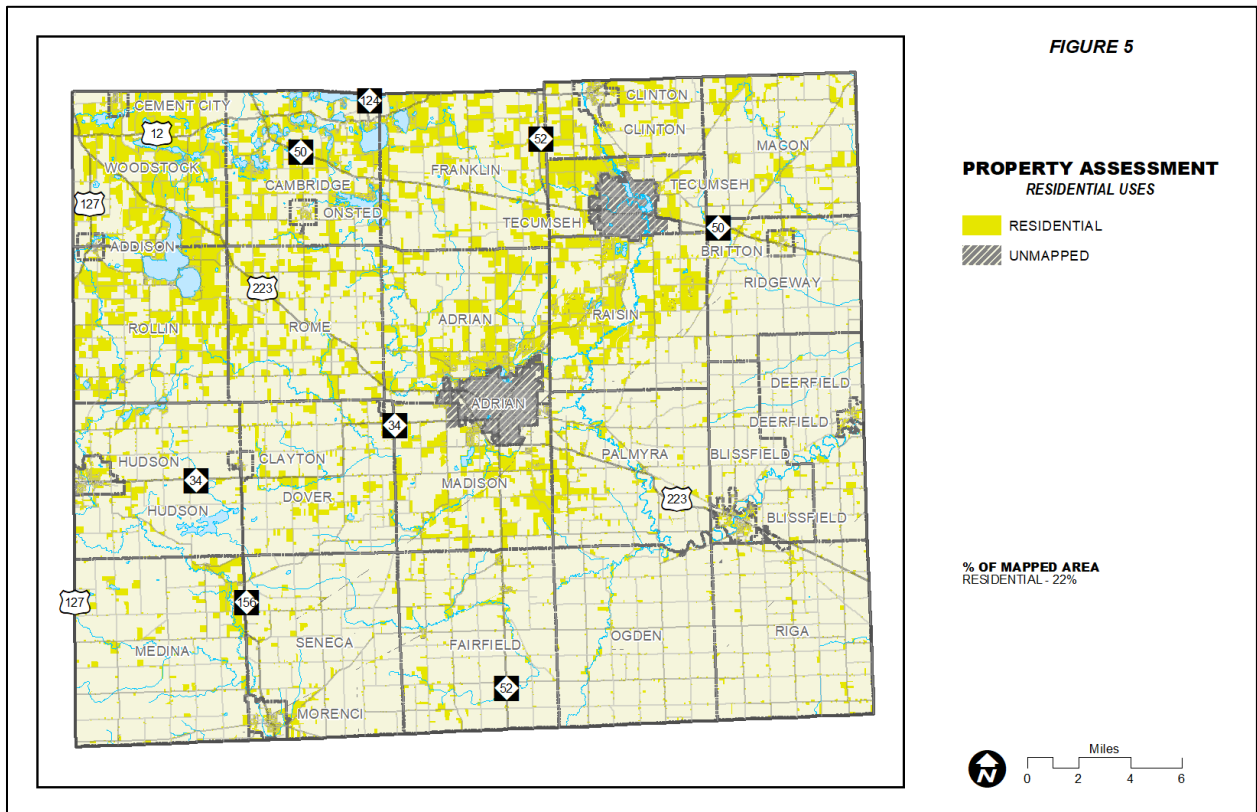
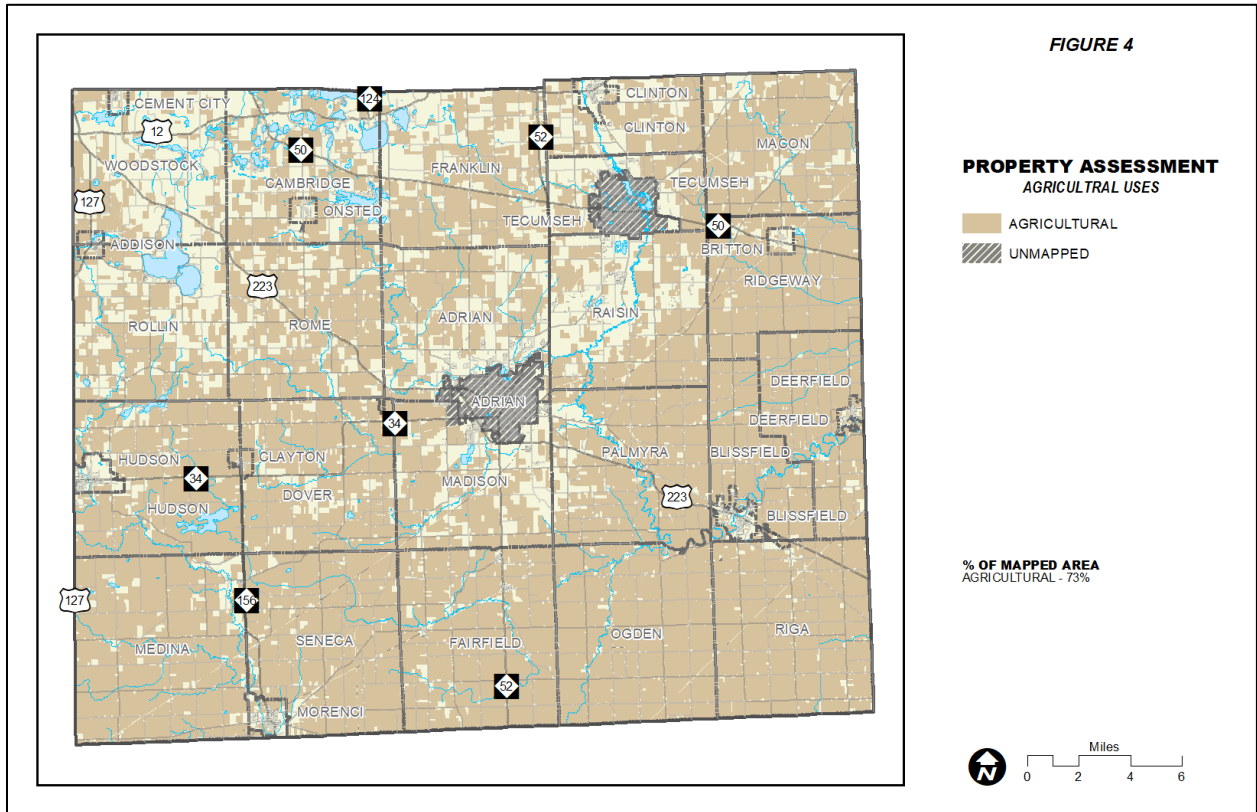
- Approximately 3% of the assessed acreage could be attributed to various types of non-commercial institutional uses (see Figures 2 and 8).

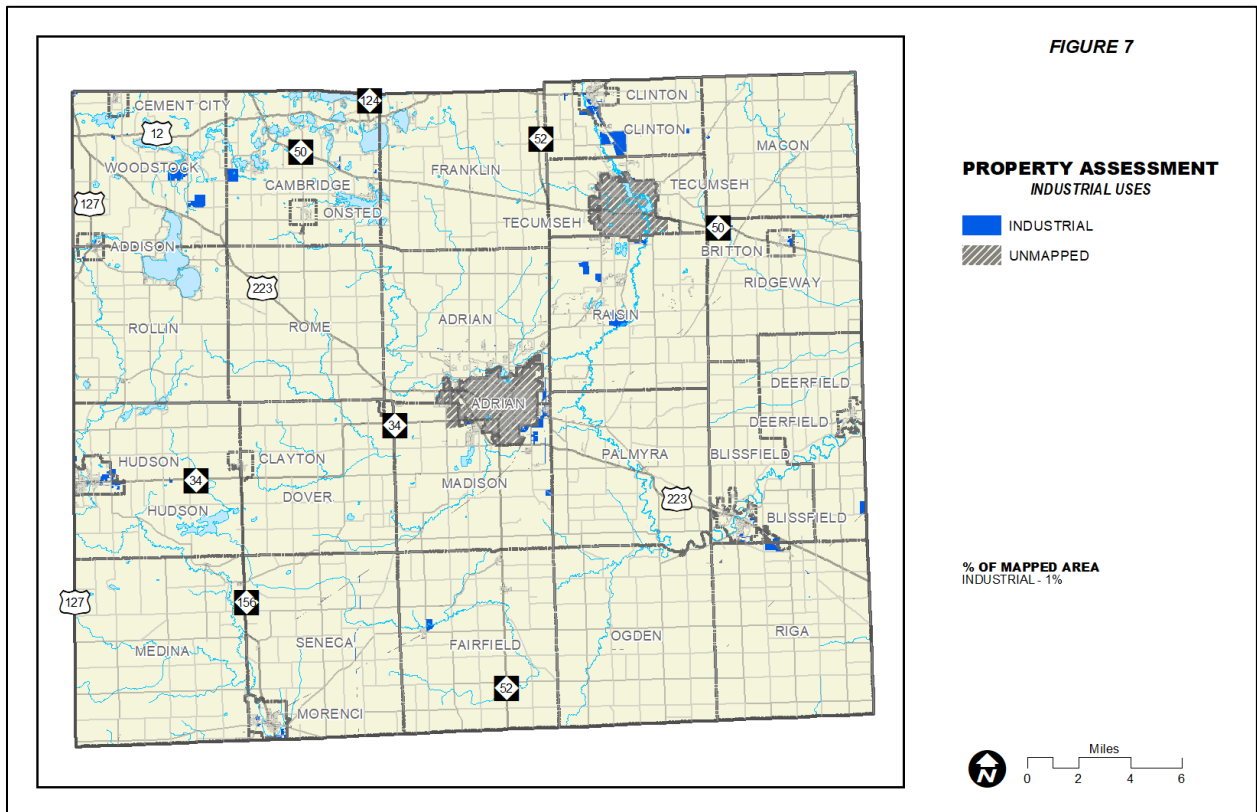
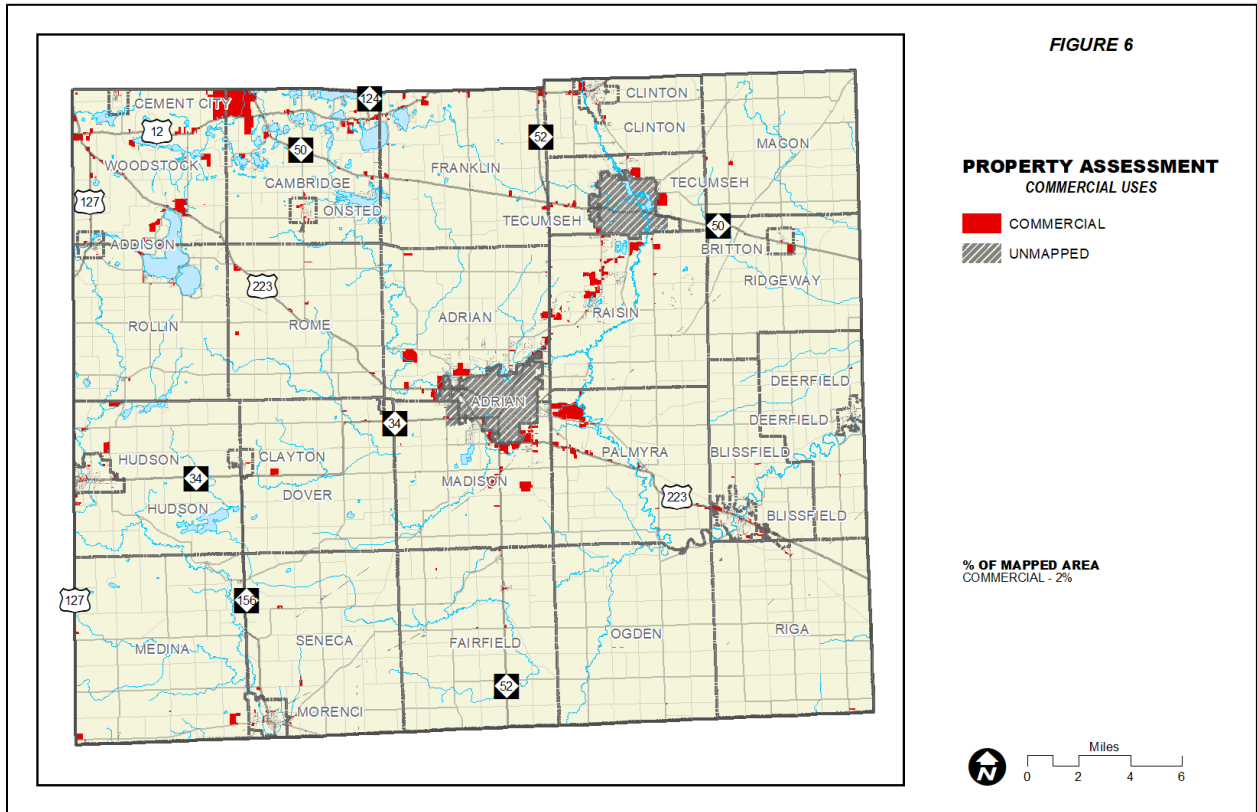
Institutional uses (e.g., state game areas, college and university facilities, etc.) are found in every mapped community but tend to predominate in the Clinton-Tecumseh-Adrian Urbanizing Corridor and the Irish Hills-Devils Lake Recreational Area as well as the various cities and villages and in the vicinity of Lake Hudson (see Figures 1, 2, and 8).

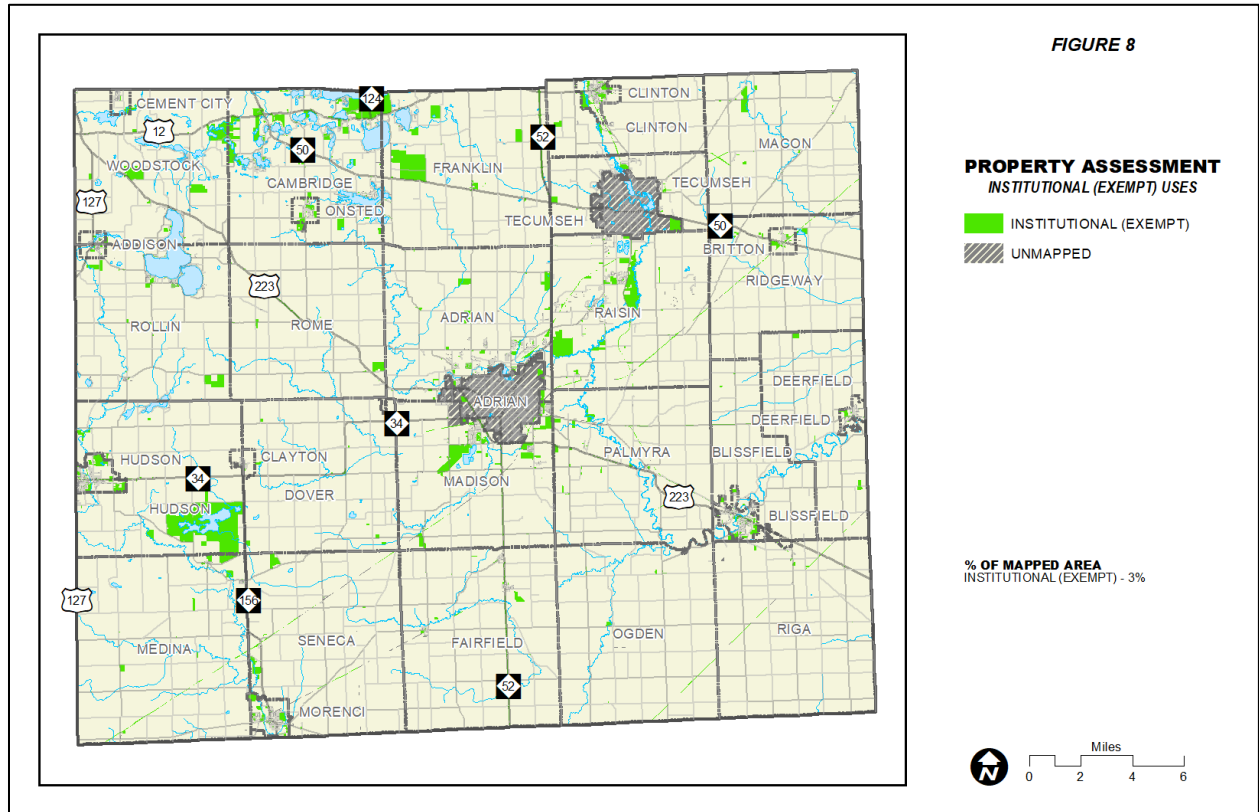
- Other uses accounted for essentially 0% of the assessed acreage (see Figure 2).













SMITH & KLACZKIEWICZ, PC
CERTIFIED PUBLIC ACCOUNTANTS

THOMAS J. SMITH, CPA
(989)751-1167

ROBERT R. KLACZKIEWICZ, CPA
(989)751-3064

A VETERAN OWNED BUSINESS

September 20, 2019

Steven Duke
Executive Director
120 West Michigan Ave.
Jackson, MI 49201

Mr. Duke,

Attached is the engagement letter for the audit of the Region 2 Planning Commission for the year ended September 30, 2019. Please read and sign the engagement letter and send one signed copy back to me either by mail, fax or email.

The engagement letter contains information regarding the auditor's responsibilities under Generally Accepted Auditing Standards (GAAS) and the planned scope and timing of the audit, which is required to be communicated to those charged with governance. Would you please share a copy of the engagement letter with the Board of Commissioners and encourage them to contact me with any questions or concerns they may have regarding the audit; including any information that could lead to indications of increased risk of fraud within the Planning Commission.

Sincerely,

Robert Klaczekiewicz, CPA
Smith & Klaczekiewicz, PC



SMITH & KLACZKIEWICZ, PC
CERTIFIED PUBLIC ACCOUNTANTS

THOMAS J. SMITH, CPA
(989) 751-1167

ROBERT R. KLACZKIEWICZ, CPA
(989) 751-3064

A VETERAN OWNED BUSINESS

September 20, 2019

To Board of Commissioners and Management
Region 2 Planning Commission

We are pleased to confirm our understanding of the services we are to provide the **Region 2 Planning Commission** for the year ended September 30, 2019.

We will audit the financial statements of the business-type activities and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the **Region 2 Planning Commission** as of and for the year ended September 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the **Region 2 Planning Commission's** basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the **Region 2 Planning Commission's** RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of Changes in Net OPEB Liability and Related Ratios
3. Schedule of Employer's Net OPEB Liability
4. Schedule of Employer Contributions
5. Schedule of Investment Returns - OPEB

We have also been engaged to report on supplementary information other than RSI that accompanies the **Region 2 Planning Commission's** financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Schedule of Revenues, Expenses and Changes in Net Position
2. Schedule of Project Element Expenses – Budget and Actual
3. Schedule of Final Indirect Cost Rate

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the **Region 2 Planning Commission** and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the **Region 2 Planning Commission's** financial statements. Our report will be addressed to the Board of Commissioners of the **Region 2 Planning Commission**. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur and come to our attention related to the condition of the Planning Commission's records, the availability of sufficient appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting or misappropriation of assets, or we become aware that information provided by the Planning Commission is incorrect, incomplete or otherwise unsatisfactory, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the **Region 2 Planning Commission** is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

The concept of materiality is inherent in the work of an independent auditor. An independent auditor places greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than with those items of lesser importance or those in which the possibility of material error is remote. For this purpose, materiality has been defined as "the magnitude of an omission or misstatement of accounting and financial reporting information that, in light of surrounding circumstances, makes it probable that the judgement of a

reasonable person relying on the information would have been changed or influenced by the omission or misstatement.”

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from Management about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

We have advised the Planning Commission of the limitations of our audit regarding the detection of fraud and the possible effect on the financial statements (including misappropriation of cash or other assets). We can, as a separate engagement, perform extended procedures specifically designed to potentially detect defalcations. Management acknowledges that the Planning Commission has not engaged us to do so and does not wish to do so at this time.

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with the preparation of the Planning Commission’s financial statements and related notes. Management will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and that management has reviewed and approved the financial statements and related notes prior to their issuance and has accepted responsibility for them. Management agrees to

assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge and/or experience to oversee any nonaudit services we provide; evaluate the adequacy and results of these or other nonattest services provided by our Firm; and understand and accept responsibility for the results of such services.

We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the Planning Commission and its environment, including internal control over financial reporting, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*. These matters refer to significant matters related to the financial statement audit that are, in our professional judgement, relevant to the responsibilities of those charged with governance in overseeing the Planning Commission's financial reporting process. When applicable, we are responsible for communicating certain matters required by laws or regulations, or by additional requirements that may be applicable to this engagement. Auditing standards generally accepted in the United States of America do not require the independent auditor to design or perform procedures for the purpose of identifying other matters to communicate with those charged with governance. Management is responsible for assessing the implications of and correcting any internal control-related matters brought to the Planning Commission's attention by us.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the **Region 2 Planning Commission's** compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the **Region 2 Planning Commission** in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is solely and completely responsible for designing, implementing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. Management is also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also solely and completely responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Management is also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Management's responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

We understand that management will provide us with such information required for our audit, including a reasonably adjusted trial balance and that management is responsible for the accuracy and completeness of that information. Assistance provided by our Firm in the preparation of a reasonably adjusted trial balance is considered an additional billable service.

We will advise management (and the Board of Commissioners, as necessary) about appropriate accounting principles and their application and may assist in the preparation of the Planning Commission's financial statements, but the responsibility for the financial statements remains with management with oversight by those charged with governance. As part of our engagement, we may propose standard, adjusting or correcting journal entries to the Planning Commission's financial statements. Management is responsible for reviewing the journal entries, understanding the nature of any proposed journal entries and the impact they have on the financial statements, and the implications of such entries on the Planning Commission's internal control financial reporting. Further, the Planning Commission is responsible for designating a qualified management-level individual to be responsible and accountable for overseeing these services.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Management's responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, Management is responsible for identifying and ensuring that the Planning Commission complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. Management agrees to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. Management also agrees to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Management's responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. Management is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Management agrees to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. Management will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that management has reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, management agrees to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

During the course of our engagement, we will request information and explanations from management regarding the Planning Commission's operations, internal control over financial reporting, various matters concerning fraud risk, future plans, specific transaction and accounting systems and procedures. At the conclusion of our engagement, we will require, a precondition to the issuance of our report, that management provide certain representations in a written management representation letter.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Board of Commissioners; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of **Smith & Klaczekiewicz, PC** and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of **Smith & Klaczekiewicz, PC** personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately December 4, 2019 and to issue our reports no later than March 31, 2020. Robert Klaczekiewicz, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$5,100 for the financial statement audit, \$500 for an on-site board presentation, if requested and \$400 for assistance with the OPEB valuation. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Our audit engagement and responsibility as auditors ends on delivery of our audit report. Any follow-up services that might be required will be part of a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter or that service.

Because there are inherent difficulties in recalling or preserving information as the period after an engagement increases, the Planning Commission agrees that, notwithstanding the statute of limitations of any particular State or U.S. Territory, any claim based on the audit engagement must be filed with 12 months after performance of our services, unless management has previously provided us with a written notice of a specific defect in our services that forms the basis of the claim.

We acknowledge the Planning Commission's right to terminate our services at any time, and the Planning Commission acknowledges our right to withdraw at any time, including, but not limited to, for example, instances where, in our judgment (a) the conditions in the first paragraph of the Audit Objectives section of this letter exist, (b) our independence has been impaired, (c) we can no longer rely on the integrity of management, (d) management (or the Audit Committee, if applicable) fails to

reasonably support our efforts to perform the engagement in accordance with what we believe is necessary to comply with professional standards, or a lack of professionalism exhibited by management demonstrates a lack of respect for our personnel such as that evidenced in inappropriate or threatening language / emails, subject in either case to our right to payment of charges incurred to the date of termination or resignation.

In the event that we determine to resign, and the Planning Commission seeks damages allegedly resulting from such resignation, our maximum liability to the Planning Commission in the event we are held liable because of such resignation shall be limited to the fees actually paid to us for current year audit work performed up to the date of resignation.

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules of Professional Accounting and Related Services Disputes before resorting to binding arbitration or litigation. Costs of any mediation proceeding shall be shared equally by all parties.

We appreciate the opportunity to be of service to the *Region 2 Planning Commission* and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign a copy and return it to us.

Very truly yours,

Smith + Klaugheirig PC

Saginaw, Michigan

RESPONSE:

This letter correctly sets forth the understanding of the *Region 2 Planning Commission*.



Signature

Executive Director

Title

Make your
reservations
today!

Cost:

\$35 per person

(Dinner Menu on Back)

**Make checks
payable to:**

R2PC
120 W. Michigan Ave.
Jackson, MI 49201

Contact :
Jill Liogghio

Phone
(517) 768-6701

Fax
(517) 788-4635

Email
jliogghio@mijackson.org

Region 2

Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

2019 Annual Dinner

Thursday, November 14, 2019 @ 6:00 p.m.

* * *

Evans Street Station

110 S. Evans Street
Tecumseh, Michigan 49286

(Use rear entrance)

Featured Speaker:

Clint Brugger, Manager

***Hillsdale-Lenawee Community Action
Agency***

***"Be Counted! Census
2020"***

Name	Title	Representing	Meal Choice

Reservations must be received by Thursday, November 7, 2019

Dinner Menu Choices

Hors d'oeuvres:

Assorted cheeses, meats, and crackers

~~~~~

## First Course:

### Honey Balsamic Local Greens

Golden baby heirloom tomatoes, feta, roasted peanuts, crisp parsnip, red onion

## Entrées (choose one):

### Bacon Wrapped Chicken Breast

Creamy house-made spaetzle, haricots verts, natural reduction, and crispy parsnips

### Grilled Flank Steak

Whipped potatoes, haricots verts, natural reduction

### House-Made Fettuccine Reggiano

Forest mushrooms with lemon thyme, local kale, and roasted garlic cream

## Dessert:

Pumpkin Pound Cake with fresh fruit