

Region 2 Planning Commission



MEMORANDUM

TO: Region 2 Planning Commission

FROM: Steven Duke, Executive Director

DATE: March 31, 2021

SUBJECT: Cancellation of Executive Committee Meeting of April 8, 2021

The Region 2 Planning Commission Executive Committee meeting scheduled for Thursday, April 8, 2021, **has been canceled** due to a light agenda.

The next meeting of the Region 2 Planning Commission Full Commission will be held on May 13, 2021 at 2:00 p.m. Formal approval of the April submitted bills will be requested at this meeting. To maintain solid business dealings with our creditors, I would like to pay the submitted bills as enclosed with this mailing. Please review the bills, and if you believe any may require Commission consideration prior to payment, let me know and we will withhold those bills for action at the May meeting.

Finally, if you wish to comment on any of the attached Federal Project Reviews, please submit them to me via email at sduke@mijackson.org.

REGION 2 PLANNING COMMISSION
Treasurer's Report - Monthly Summary
as of March 30, 2021

| | | |
|--|-----------------------|-----------------------------|
| Checking Account Balance ending February 28, 2021 | | \$ 519,393.58 |
| Deposit Summary: | | |
| <i>March 2021 EFT Deposits</i> | \$ 20,906.13 | |
| <i>March 2021 Bank Deposits</i> | - | |
| <i>March 2021 Adjustments</i> | (855.93) | |
| Total Deposits plus Bank Balance | <u>\$ 539,443.78</u> | |
| Expenses: | | |
| <i>Submitted Expenses - March 2021 **</i> | \$ (18,510.07) | |
| <i>Interim Expenses</i> | (471.95) | |
| <i>Payroll/Related Expenses</i> | (28,963.14) | |
| Subtotal of Expenses | <u>\$ (47,945.16)</u> | \$ (47,945.16) |
| Balance Checking Account ending March 30, 2021 | | <u>\$ 491,498.62</u> |
| <i>Balance CD Investments ending March 30, 2021</i> | | <u>\$ 105,931.81</u> |
| Total Cash on Hand | | <u><u>\$ 597,430.43</u></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 March 30, 2021

| | | |
|-----------|--|---------------------|
| 3/30/2021 | EFT Deposits: | |
| | MDOT - Rural Task Force - Planning Services Thru December 2020 | 3,798.13 |
| | MDOT - Regional Trans - Planning Services Thru December 2020 | \$ 17,108.00 |
| | Subtotal - EFT Deposits | \$ 20,906.13 |
| 3/30/2021 | Check Deposits: | |
| | None | - |
| | Subtotal - Check Deposits | \$ - |
| 3/30/2021 | Adjustments to cash: | |
| | Bank fees - March | \$ (142.16) |
| | Paycor Fees - March | (235.50) |
| | Credit Card Charges - Postage-Feb | (150.00) |
| | Credit Card Charges - Postage-Mar | (113.00) |
| | Credit Card Charges - MI Tech | (20.00) |
| | Credit Card Charges - GoDaddy - domain registration | (52.02) |
| | Credit Card Charges - Grand River Brewery - meals | (41.19) |
| | Credit Card Charges - Bath & Body Works - supplies | (31.80) |
| | Credit Card Charges - Meijer - supplies | (70.26) |
| | Subtotal - Adjustments to Cash | \$ (855.93) |
| | Total Net Deposits | \$ 20,050.20 |

REGION 2 PLANNING COMMISSION
INTERIM BILLING and PAYROLL EXPENSES
as of March 31, 2021

Interim Billing for March, 2021

| <u>Vendor</u> | <u>Description</u> | <u>Amount</u> | <u>Check #</u> |
|--|--------------------------------------|------------------|----------------|
| <i>The Advance</i> | Annual Subscription | \$ 35.00 | 14916 |
| <i>The Daily Telegram</i> | RTF Advertising | \$ 90.25 | 14917 |
| <i>Ricoh</i> | Maintenance Contract | \$ 202.87 | 14915 |
| <i>The SBAM Plan</i> | Employee Life Insurance - April 2021 | \$ 143.83 | 14918 |
| Total Interim Billing for March, 2021 | | \$ 471.95 | |

Payroll & Travel Related Expenses:

| | | | |
|----------------------------|----------------------|------------------------------|--|
| <i>Paid March 5, 2021</i> | | <i>by Direct Deposit/EFT</i> | |
| Paycor | Payroll Disbursement | \$ 14,433.33 | |
| | Total | \$ 14,433.33 | |
| <i>Paid March 19, 2021</i> | | <i>by Direct Deposit/EFT</i> | |
| Paycor | Payroll Disbursement | \$ 14,483.23 | |
| J. Hurt | Travel Reimbursement | \$ 46.58 | |
| | Total | \$ 14,529.81 | |

| | |
|---|---------------------|
| Total Payroll Expenses for March, 2021 | \$ 28,963.14 |
|---|---------------------|

Region 2 Planning Commission
Outstanding Accounts Receivable
as of March 30, 2021

| Municipality/Source | Date | Inv. No. | Amount |
|--|------------|----------|---------------------|
| EDA - CARES Grant - Planning Services Thru September 30 | 12/31/2020 | - | 23,564.77 |
| Spring Arbor Township - Planning Services Thru September 30 | 12/31/2020 | 9005 | 4,420.13 |
| MDOT - Asset Management - Planning Services Thru December 2020 | 2/28/2021 | 1003 | 2,065.00 |
| MDOT - FHWA - Planning Services Thru December 2020 | 2/28/2021 | 1004 | 45,160.74 |
| <i>FY 2021 Balance as of March 30, 2021</i> | | | \$ 75,210.64 |

REGION 2 PLANNING COMMISSION**Submitted Bills****April, 2021**

| Vendor | Description | Amount Due |
|--|--|---------------------|
| Blue Cross/Blue Shield | Employee Health Ins. (May 2021) | \$ 4,938.98 |
| Blue Cross/Blue Shield | Supplement F (May 2021) | \$ 241.57 |
| Blue Cross/Blue Shield | Prescription Coverage (May 2021) | \$ 109.30 |
| County of Jackson | Rent Expense for April 2021 | \$ 3,138.81 |
| ICMA Retirement Trust | ICMA 401 Contribution | \$ 2,478.57 |
| Jackson Police Department | OHSP Impaired Driving (opt.) FY 2021 - Mar. 2021 | \$ 564.76 |
| Smith and Klackiewicz, PC | FY 2020 Audit | \$ 5,500.00 |
| SOS Community Services | RPI 2020 | \$ 5,143.55 |
| Vantage Point Transfer Agents | ICMA RHS Contribution | \$ 291.53 |
| Total Submitted Billing - April, 2021 | | \$ 22,407.07 |



B R i
Beckett&Raeder

*Landscape Architecture
Planning, Engineering &
Environmental Services*

March 10, 2021

Regarding: City of Reading Master Plan

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initiative

To whom it may concern:

This letter is to provide notification that the Reading City Council approved the distribution of a DRAFT Master Plan for the city of Reading on March 9, 2021. The draft is available for your review and comment pursuant to Public Act 33 of 2008, the Michigan Planning Enabling Act. It can be accessed at <http://reading.mi.us/planning-and-zoning.aspx> or by physical copy at the library or upon request at City Hall. Upon review, you may submit comments on the plan directly to the project team using the email address or phone number provided below. The 63-day review period will end on May 12, 2021.

A public hearing for the Master Plan is scheduled for 7:00 pm on Monday, June 7, 2021. All are invited to attend. Should there be any restrictions due to COVID-19, you may find out the location of the public hearing and/or how to attend virtually by visiting the link <http://reading.mi.us/public-notice.aspx>

Regards,

Michelle Bennett, AICP
Associate
734.239.6614
mbennett@bria2.com

Enclosure: List of organizations and entities receiving this notification

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

Petoskey Office
113 Howard St.
Petoskey, MI 49770

Traverse City Office
148 East Front St., Suite 207
Traverse City, MI 49684

Toledo
419.242.3428 ph

734 **663.2622** ph
734 **663.6759** fx

231.347.2523 ph
231.347.2524 fx

231.933.8400 ph
231.944.1709 fx

www.bria2.com



Notice of Intent to Prepare a Master Plan

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

- City of Jackson
- Blackman Township
- Hanover Township
- Leoni Township
- Liberty Township
- Napoleon Township
- Sandstone Township
- Spring Arbor Township
- Jackson County Planning Commission
- Region 2 Planning Commission
- AT&T
- Consumers Energy
- Comcast
- Verizon
- Jackson County Airport
- Michigan Electric Transmission Company
- Jackson County Department of Transportation
- Michigan Department of Transportation
- Jackson Area Transportation Authority
- Norfolk Southern Railway
- Panhandle Eastern Pipeline
- BP Products

Summit Township will utilize electronic mail and its website (<https://www.summittwp.com/>) for future required submittals regarding the development and approval of the next edition of the *Summit Township Master Plan*. Please notify Ms. Meghan Dobben, Township Clerk, in writing if you prefer to receive hard copies of future communications. Also, direct other questions and comments to Ms. Dobben. Her contact information is:

Ms. Meghan Dobben, Clerk
Summit Township
2121 Ferguson Road
Jackson, MI 49203
(517) 788-4113 Ext 229
clerk@summittwp.com



Notice of Availability of *Raisin Township Master Plan* for Public Comment

Raisin Charter Township, in Lenawee County, Michigan , announces the availability of the 2021 edition of the *Raisin Township Master Plan* and requests comments regarding the document 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 41 of the Michigan Planning Enabling Act (MCL 125.3841):

- Tecumseh Twp. Planning Commission
- City of Tecumseh Planning Commission
- Ridgeway Twp. Planning Commission
- Blissfield Twp. Planning Commission
- Palmyra Township Planning Commission
- Adrian Township Planning Commission
- Franklin Township Planning Commission
- Lenawee County Planning Commission
- Region 2 Planning Commission
- Consumers Energy
- Midwest Energy & Communications
- Frontier Communications
- Comcast
- D & P Communications
- Lenawee County Road Commission
- Michigan Department of Transportation

The *Raisin Township Master Plan* is available on the Township website: (<https://raisinchartertownship.com>). Please notify the Township Clerk in writing if you prefer to receive a hard copy of the document. Comments must be received by the Township Clerk by 12:00 noon on Monday, July 12th, 2021. The Township Clerk's contact information is listed below:

Ms. Christy Low, Clerk
Raisin Charter Township
5525 Occidental Highway
Tecumseh, MI 49286
(517) 423-3162x104
clerk@raisintownship.com

A public hearing on the proposed 2021 Edition of the *Raisin Township Master Plan* will be held by the Planning Commission at 6:00 pm on July 13th, 2021, in the Raisin Community Center (3266 Gady Road, Adrian, MI 49221).



Michigan Department of Natural Resources – Grants Management

NOTICE OF INTENT FOR RECREATION GRANT PROJECTS*This information is requested by authority of Part 19, Act 451 of 1994, to be considered for a MNRTF grant.*

| | | | |
|--|--|---|--|
| 1. Name of Project Blissfield Rotary Trail | | 2. Date 03/29/2021 | |
| 3a. Identity of the applicant agency, organization, or individual: Village of Blissfield | | 3b. Indicate below the representative of the applicant to contact for additional information regarding this notice: Name Darwin McClary | |
| | | Address (Street/PO Box) 130 S. Lane Street | |
| | | City, State, ZIP Code Blissfield, MI 49228 | |
| | | Telephone (517) 486-4347 | |
| 4a. Agency from which assistance will be sought: <input checked="" type="checkbox"/> Michigan Department of Natural Resources | | Name of Program: Public Law or USC#: <input checked="" type="checkbox"/> Michigan Natural Resources Trust Fund Part 19 of Act 451 of 1994 | |
| 5. Estimated Cost: FEDERAL: \$ 210,000 STATE: OTHER: \$ 70,000 TOTAL: \$ 280,000 | | 6. Estimated date by which time the applicant expects to formally file an application: 04/01/2021 | |
| 7. Geographic location of the project to be assisted: (Indicate specific location as well as city or county. Attach map if necessary). Ellis Park and Clara Bachmayer Park, Village of Blissfield, County of Lenawee, State of Michigan | | | |
| 8. Brief description of the proposed project. This will help the clearinghouse identify agencies of state or local government having plans, programs, or projects that might be affected by the proposed project: | | | |
| 8a. Type of project: Development of paved trails within Ellis Park and Clara Bachmayer Park | | | |
| 8b. Purpose: To provide opportunities for walking, hiking, biking, running, and other nonmotorized recreational opportunities as well as improved access to the natural resources of the parks, including the River Raisin | | | |
| 8c. General size or scale: Approximately 6,000 linear feet of 10-foot wide pave trails | | | |
| 8d. Beneficiaries (persons or institutions benefited): Persons of all ages, handicapped individuals | | | |
| 8e. Indicate the relationship of this project to plans, programs, and other activities of your agency and other agencies (attach separate sheet if necessary): This project addresses the long range goals of the Village of Blissfield five-year parks and recreation master plan by providing diverse active recreational facilities, and, more specifically, Goal #1 in the Parks and Recreation Action Plan of completing Phase 1 of the pedestrian/non-motorized trails in Ellis Park and Clara Bachmayer Park | | | |



NOTICE OF INTENT FOR RECREATION GRANT PROJECTS

This information is requested by authority of Part 19, Act 451 of 1994, to be considered for a MNRTF grant.

| | | |
|--|---|----------------------|
| 1. Name of Project Little Wolf Lake County Park Expansion | | 2. Date 3/19/2021 |
| 3a. Identity of the applicant agency, organization, or individual: Jackson County Parks | 3b. Indicate below the representative of the applicant to contact for additional information regarding this notice: Name Kyle Lewis | |
| | Address (Street/PO Box) 128 W. Ganson St. | |
| | City, State, ZIP Code Jackson, MI 49201 | |
| | Telephone 517-769-2919 | |
| 4a. Agency from which assistance will be sought: <input checked="" type="checkbox"/> Michigan Department of Natural Resources | Name of Program: Public Law or USC#: <input checked="" type="checkbox"/> Michigan Natural Resources Trust Fund Part 19 of Act 451 of 1994 | |
| 5. Estimated Cost: FEDERAL: _____ STATE: 176,200 _____ OTHER: 58,800 _____ TOTAL: 235,000 | 6. Estimated date by which time the applicant expects to formally file an application: March 30, 2021 | |
| 7. Geographic location of the project to be assisted: (indicate specific location as well as city or county. Attach map if necessary). Little Wolf Lake County Park 4925 Wolf Lake Road Grass Lake, MI 49240 | | |
| 8. Brief description of the proposed project. This will help the clearinghouse identify agencies of state or local government having plans, programs, or projects that might be affected by the proposed project: | | |
| 8a. Type of project: Acquisition of a parcel of land adjacent to the north lakeside of Little Wolf Lake County Park. | | |
| 8b. Purpose: Acquisition grant for the expansion of Little Wolf Lake County Park. The County Parks seeks to acquire a parcel north of the current swimming area. The home/property owner directly to the north side of the park on the lake side is interested in selling the property to Jackson County for park expansion. The current lake-front footage is approximately 100 feet, and this addition would add approximately 50 feet. | | |
| 8c. General size or scale: The parcel that we are proposing to acquire is 1/4 acre. The budget for the project is \$235,000. | | |
| 8d. Beneficiaries (persons or institutions benefited): Park users, all residents of Jackson County and beyond | | |
| 8e. Indicate the relationship of this project to plans, programs, and other activities of your agency and other agencies (attach separate sheet if necessary): This project relates to the goals in our 5-year Parks and Recreation Master plan, and this site and project is also identified in the Upper Grand River Water Trail development plan. | | |



NOTICE OF INTENT FOR RECREATION GRANT PROJECTS

This information is requested by authority of Part 19, Act 451 of 1994, to be considered for a MNRTF grant.

| | | |
|---|--|---|
| 1. Name of Project Sparks Foundation County Park Pickleball Courts Development | | 2. Date 3/25/2021 |
| 3a. Identity of the applicant agency, organization, or individual: Jackson County Parks | | 3b. Indicate below the representative of the applicant to contact for additional information regarding this notice: Name Kyle Lewis |
| | | Address (Street/PO Box) 128 W. Ganson St. |
| | | City, State, ZIP Code Jackson, MI 49201 |
| | | Telephone 517-769-2919 |
| 4a. Agency from which assistance will be sought: <input checked="" type="checkbox"/> Michigan Department of Natural Resources | | Name of Program: Public Law or USC#: <input checked="" type="checkbox"/> Michigan Natural Resources Trust Fund Part 19 of Act 451 of 1994 |
| 5. Estimated Cost: FEDERAL: _____ STATE: 300,000 OTHER: 156,600 TOTAL: 456,600 | | 6. Estimated date by which time the applicant expects to formally file an application: March 30, 2021 |
| 7. Geographic location of the project to be assisted: (indicate specific location as well as city or county. Attach map if necessary). Sparks Foundation County Park (Cascades Park) 1401 S. Brown St. Jackson, MI 49203 | | |
| 8. Brief description of the proposed project. This will help the clearinghouse identify agencies of state or local government having plans, programs, or projects that might be affected by the proposed project: | | |
| 8a. Type of project: Development of an 8-court pickleball court complex at the former tennis courts in Sparks Foundation County Park (Cascades Park). | | |
| 8b. Purpose: To provide pickleball courts to residents of Jackson County, and beyond. Existing facilities are past their useful life and beyond repair. The local group of pickleball players has outgrown existing facilities. | | |
| 8c. General size or scale: 8 pickleball courts | | |
| 8d. Beneficiaries (persons or institutions benefited): Park users, all residents of Jackson County and beyond | | |
| 8e. Indicate the relationship of this project to plans, programs, and other activities of your agency and other agencies (attach separate sheet if necessary): This project relates to the goals in our 5-year Parks and Recreation Master plan, and this site and project is also identified in Summit Township's 5-Year Recreation Plan. | | |