

# Region 2 Planning Commission

*Serving Hillsdale, Jackson and Lenawee Counties*

## **\*\* Zoom Meeting Notice \*\***

Due to the ongoing concerns regarding the COVID-19 pandemic, the Region 2 Planning Commission (R2PC) will be holding this month's meeting, as well as the remainder of the 2021 meetings, via **Zoom** instead of teleconference meetings which we have been doing since April, 2020. You will be able to participate in the meeting using your **computer or telephone**.

Please follow the instructions below to participate in the Zoom meeting which will take place at **2:00 p.m. on Thursday, May 13, 2021.**

**WHAT:** Region 2 Planning Commission Full Commission

**WHEN:** Thursday, May 13, 2021 at 2:00 p.m.

Join Zoom Meeting

<https://zoom.us/j/99832611223?pwd=dE5lVmJURmVwVG9wQjhTL3BzWnJLZz09>

Meeting ID: 998 3261 1223

Passcode: 468227

One tap mobile

+16468769923,,99832611223# US (New York)

+13017158592,,99832611223# US (Washington DC)

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 998 3261 1223

Find your local number: <https://zoom.us/u/ab5O1YCOue>

*Please **do not** hesitate to contact Steve at (517) 768-6706 or Jill at (517) 768-6701 at any time with questions. We understand how difficult times are right now and will do our best to help make this as easy as possible.*

# AGENDA

# REGION 2 PLANNING COMMISSION

## Full Commission

### FOR FURTHER INFORMATION, CONTACT:

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

**DATE:** Thursday, May 13, 2021

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

**WHERE:**

**\*\* ZOOM MEETING \*\***  
(Please see instructions on cover of  
agenda packet)

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

**PAGE #**

1. Call to Order
2. Approval of the May 13, 2021 Agenda – **ACTION**
3. Public Comment
4. Receipt of Treasurer's Report of April 30, 2021 (see enclosure) – **ACTION** 2
5. Approval of May 13, 2021 Submitted Bills (see enclosure) – **ACTION** 6
6. Staff Progress Report for March and April, 2021 (see enclosure) – **DISCUSSION** 7
7. Approval of Amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP) (see enclosures) – **ACTION** 13
  - City of Jackson
  - Jackson Area Transportation Authority
  - Jackson County Department of Transportation
  - Michigan Department of Transportation
8. Presentation of the R2PC FY 2020 Annual Audit Report, James Latham, CPA, (see enclosure) – **PRESENTATION** 25
9. Other Business
  - Notice of Intent for Rollin Township Master Plan Update (see enclosure)
10. Public Comment / Commissioners' Comments
11. Adjournment

**Region 2 Planning Commission**

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

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

<b>Checking Account Balance ending March 31, 2021</b>		\$	<b>526,449.25</b>
Deposit Summary:			
<i>April 2021 EFT Deposits</i>		\$	17,863.75
<i>April 2021 Bank Deposits</i>			-
<i>April 2021 Adjustments</i>			(1,593.41)
Total Deposits plus Bank Balance		\$	<u>542,719.59</u>
Expenses:			
<i>Submitted Expenses - April 2021 **</i>	\$	(36,136.68)	
<i>Interim Expenses</i>		(478.08)	
<i>Payroll/Related Expenses</i>		(43,446.37)	
<b>Subtotal of Expenses</b>	\$	<u>(80,061.13)</u>	\$ (80,061.13)
<b>Balance Checking Account ending April 30, 2021</b>		\$	<b>462,658.46</b>
<i>Balance CD Investments ending April 30, 2021</i>		\$	<u>106,148.33</u>
<b>Total Cash on Hand</b>		\$	<b><u>568,806.79</u></b>

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

**REGION 2 PLANNING COMMISSION**  
**Deposits and Adjustments to Cash**  
**as of April 30, 2021**

4/30/2021	<b>EFT Deposits:</b>		
	OHSP - Quarter ended December 31, 2020	\$	10,887.00
	Lenawee County - Quarterly dues		6,976.75
	<b>Subtotal - EFT Deposits</b>	<b>\$</b>	<b>17,863.75</b>
4/30/2021	<b>Check Deposits:</b>		
	None		-
	<b>Subtotal - Check Deposits</b>	<b>\$</b>	<b>-</b>
4/30/2021	<b>Adjustments to cash:</b>		
	Bank fees - April	\$	(142.43)
	Paycor Fees - April		(240.98)
	Credit Card Charges - Postage - April		(150.00)
	Credit Card Charges - International Economic Development Council dues		(1,060.00)
	<b>Subtotal - Adjustments to Cash</b>	<b>\$</b>	<b>(1,593.41)</b>
	<b>Total Net Deposits</b>	<b>\$</b>	<b>16,270.34</b>

**REGION 2 PLANNING COMMISSION**  
**INTERIM BILLING and PAYROLL EXPENSES**  
**as of April 30, 2021**

Interim Billing for April, 2021

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
<b><i>Allegra</i></b>	R2PC Packet	\$ 93.00	14921
<b><i>JTV</i></b>	Website Maintenace Quarterly	\$ 225.00	14928
<b><i>Jackson County</i></b>	Postage - March 2021	\$ 16.25	14925
<b><i>The SBAM Plan</i></b>	Employee Life Insurance - May 2021	\$ 143.83	14931
<b>Total Interim Billing for April, 2021</b>		<u>\$ 478.08</u>	

**Payroll & Travel Related Expenses:**

<i>Paid April 2, 2021</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 14,433.33	
	<b>Total</b>	<u>\$ 14,433.33</u>	
<i>Paid April 16, 2021</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 14,483.23	
	<b>Total</b>	<u>\$ 14,483.23</u>	
<i>Paid April 30, 2021</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 14,483.23	
J. Hurt	Travel Reimbursement	\$ 46.58	
	<b>Total</b>	<u>\$ 14,529.81</u>	

**Total Payroll Expenses for April, 2021** \$ 43,446.37

**Region 2 Planning Commission**  
**Outstanding Accounts Receivable**  
**as of April 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
<b><i>FY 2021 Balance as of April 30, 2021</i></b>			<b>\$ 75,210.64</b>

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

Vendor	Description	Amount Due
American Planning Assoc.	APA Membership Dues (SD)	\$ 489.00
Blue Cross/Blue Shield	Employee Health Ins. (June 2021)	\$ 4,938.98
Blue Cross/Blue Shield	Supplement F (June 2021)	\$ 241.57
Blue Cross/Blue Shield	Prescription Coverage (June 2021)	\$ 109.30
Cash	Replenish Petty Cash	\$ 65.00
County of Jackson	Rent Expense for May 2021	\$ 3,138.81
County of Jackson	Phone/Accounting Services Mar. 2021	\$ 2,087.65
ICMA Retirement Trust	ICMA 401 Contribution	\$ 2,478.57
ICMA Retirement Trust	Quarterly Fee	\$ 250.00
Jackson Citizen Patriot	JACTS Advertising	\$ 183.91
The SBAM Plan	Group Life/AD&D	\$ 143.83
The Tecumseh Herald	RTF Advertising	\$ 336.19
Thomson Reuters	Annual Subscription	\$ 636.00
Vantage Point Transfer Agents	ICMA RHS Contribution	\$ 291.53
Vineyard Village	RPI Final Payment	\$ 4,927.00
<b>Total Submitted Billing - May, 2021</b>		<b>\$ 20,317.34</b>

# Region 2 Planning Commission

*Serving Hillsdale, Jackson and Lenawee Counties*

## **Staff Progress Report March & April, 2021**

### 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):
  - Non-competitive EDD (Economic Development District) CARES (Coronavirus Aid, Relief, and Economic Security) Act supplemental grant award to address the economic consequences of the COVID-19 Pandemic. The \$351,183 award will fund the launching of an easy-to-use website that will serve as a resource for local businesses, the hiring of a disaster recovery coordinator, and the implementation of other CEDS goals.
    - Conducted project status meetings with Hillsdale Economic Development Partnership; Lenawee Now and the Enterprise Group of Jackson March 10 -16.
    - Met with representatives of JTV to discuss project website hosting opportunities on March 10.
    - Conducted a project steering committee meeting via Zoom on March 17 to provide a project update and determine project next steps with MMTC.
    - Talked with project manager at MMTC on March 25 and viewed initial rough framework of project website on March 25. Conducted a status update and website review with MMTC on April 16.
    - Solicited a quote for the design of a project logo for the website on March 26. Engaged design firm to develop logo on April 2 and conducted a status update with firm on April 13.
    - Submitted semiannual progress report and financial statement for the period October 1, 2020 – March 31, 2021 for the CARES Act Grant (COVID Recovery) to EDA Chicago Regional Office on April 28.
  - EDA grant award for R2PC EDD's FY 2021 Partnership Planning Assistance, which will be used to write the 2021-2025 edition of the Region 2 Economic Development District Comprehensive Economic Development Strategy (CEDS).
    - Met with Hillsdale Economic Development Partnership on March 10 to discuss CEDS project timeline and gain input on prospective focus areas.
    - Met with Lenawee Now on March 12 to discuss CEDS project timeline and gain input on prospective focus areas.



### [March and April, 2021 Staff Progress Report]

- Met with the Enterprise Group of Jackson on March 16 to discuss CEDS project timeline and gain input on prospective focus areas.
  - Participated in the EDA's Chicago Regional Office (CRO) Quarterly Call for Economic Development Districts on April 28.
  - Submitted semiannual progress report and financial statement for the period January 1, 2021 – March 31, 2021 for the Partnership Planning Grant (CEDS) to EDA Chicago Regional Office on April 28.
  - Participated in an EDA Chicago Regional Office grant application training webinar on April 30.
- **Downtown Development Authorities (DDAs).** Staff attended the monthly meetings of the City of Jackson and Leoni Downtown Development Authorities.
- Developed and began distribution of an online resident and business/property owner survey for the Downtown Master Plan for the Leoni Township Downtown Development Authority.
  - Began board of directors and key stakeholder interviews on March 16 for the Leoni DDA Downtown Master Plan.

### R2PC Activities

- **R2PC Website.** Staff continued updating [www.region2planning.com](http://www.region2planning.com).

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

### Program Management

- **Rural Task Force.** Staff submitted the Rural Task Force monthly progress report to MDOT and participated in the monthly conference call. An overview of the COVID Relief funds that have been distributed to the RTF program was provided. There will be a round of Spring RTF meetings to decide how the funds for each county will be distributed.
- **Small Urban.** The Adrian/Tecumseh/Clinton Small Urban Task Force met to review projects and review the COVID Relief Fund Program with MDOT. The nonmotorized project they selected was deemed ineligible by the Federal Highways Administration because it was not going to be let by MDOT, so the Task Force will meet again in May to select a project that meets program criteria. A meeting for the Hillsdale/Jonesville Small Urban Task Force will be scheduled this spring to discuss and decide the use of the COVID Relief Funds allocation.

## Metropolitan Area Transportation Planning Jackson Area Comprehensive Transportation Study

### Program Management

- Staff attended the monthly Michigan Transportation Planning Association meeting.

### **[March and April, 2021 Staff Progress Report]**

- Staff completed the MDOT quarterly invoices and project narratives for asset management, rural task force planning, regional planning, and JACTS activities.
- Staff attended the Local Transportation Advisory Council (LTAC) meeting.
- Staff is working with local agencies to make plans for the PASER 2021 program.
- Staff talked with the Washtenaw Area Transportation Study (WATS) staff to discuss regional transportation issues.

#### **Technical Assistance**

- Staff is reviewing various state and federal nonmotorized planning, design, and construction guides, reports, and manuals during the JACTS meeting each month. In April the Small Town and Rural Design Guide by the Federal Highways Administration was reviewed (<https://ruraldesignguide.com/>.) Since the Jackson City + County Nonmotorized Plan has been adopted by the City, County and a number of townships and villages, reviewing a new guide each month provides an educational opportunity on current best practices as the communities begin to consider how to implement plan recommendations.
- Staff is working with the Village of Brooklyn to explore reclassifying a village-owned road within the National Functional Classification program due to an increase in traffic.
- Staff continues to provide administrative services for the Active Jackson Coalition. Staff attended the monthly meeting. As requested, staff is providing a 6-month long series on reviewing the recommendations of various communities in the Jackson City + County Nonmotorized Plan. Plan recommendations for communities of Spring Arbor, Concord, and Parma were reviewed and discussed in March and Blackman Township in April.
- Staff continues to provide assistance to the group discussing a trail study for the Watkins Lake State Park/Brooklyn area. The Irish Hills Legacy Foundation is taking the lead on the project, and staff will continue to support the project as it moves along.

#### **Transportation Improvement Program (TIP)**

- Amendments were incorporated into FY 2020-2023 TIP, and posted to the Region 2 Planning Commission website.
- Staff monitored and updated JobNet as necessary.

### **Jackson Traffic Safety Program**

- Staff processed the Quarterly Financial Report and submitted OHSP.
- Per OHSP requirements, staff worked on setting up files for FY 2021 that include officer daily reports for each enforcement period, report instructions, and financial information which is required to be maintained for 3 years.

## [March and April, 2021 Staff Progress Report]

### 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***

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

- **Zoning Ordinance.** Discussed public hearing noticing requirements with the Township Zoning Administrator. Met with the Planning Commission Chair on April 16 to discuss and make further changes to the Zoning Ordinance, an ongoing project.

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

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

- **Zoning Code.** Answered a question of the Village Manager regarding the use of the new Zoning Ordinance recently adopted by the Village Council.

**Grass Lake Charter Township.** Staff provided the following service(s):

- **Zoning Ordinance.** Facilitated the March 30 kick-off meeting of the Township Planning Commission Master Plan Subcommittee, concentrating on the development/approval process for the next edition of the Master Plan as well as its format and contents. Then prepared many of the maps to be included in the document and the first draft of Chapter 2 (Community Description and Issue Identification) of the document.

**Greater Irish Intermunicipality Committee.** Staff provided the following service(s):

- **Greater Irish Hills Recreation Plan.** Attended the March 19 meeting of the Irish Hills Intermunicipality Committee and answered questions regarding the proposed development of a multi-jurisdictional Recreation Plan (covering 10 townships and 4 villages in 3 counties).

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

- **Master Plan.** Hand-entered the results of over 50 paper surveys into the Survey Monkey database. Analyzed the results of the 103 survey responses and documented them in detail in Appendix B (2021 Hanover Township Community Survey) of the Master Plan; the results were also summarized in Chapter 2 (Community Description and Issue Identification) of the document.

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

- **County Planning Commission (JCPC).** Presented the JCPC 2020 Annual Report to the Public Safety and Transportation Committee of the Jackson County Board of Commissioners on March 8. Cancelled the March 11 meeting of the JCPC due to a lack of agenda items. Facilitated the April 8 meeting and summarized staff advisements regarding various text amendments to the Rives Township Zoning Ordinance, a proposed rezoning in Napoleon Township, and two proposed rezonings in Grass Lake Township. Provided the townships with the JCPC recommendations.

## **[March and April, 2021 Staff Progress Report]**

Prepared the first draft of the Agricultural Preservation Area map for consideration by the JCPC.

- **Jackson County Hazard Mitigation Plan.** Staff facilitated the March 23 meeting of the Steering Committee charged with the development of the next edition of the Hazard Mitigation Plan. Received feedback regarding the inventory of hazards known to impact Jackson County and the implementation table for proposed mitigation strategies.
- **Upper Grand River Watershed Alliance (UGRWA).** Participated in the March 3 meetings of the UGRWA's MS4 Stormwater Committee and Trail Planning Committee.

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

- **Master Plan.** Attended the March 3 Planning Commission meeting during which work on the next edition of the Master Plan resumed. Prepared a document, which illustrates the proposed changes between the current and proposed editions of the Master Plan. Attended the April 7 meeting of the Planning Commission and was available to answer questions.
- **Recreation Plan.** Facilitated the March 23 subcommittee meeting of the Recreation Committee to discuss the update of the Recreation Plan, including the drafting of a new survey.

**Napoleon Township.** Staff provided the following service(s):

- **Zoning Ordinance.** Transmitted the 2002 edition of the Zoning Ordinance to a citizen.

**Pulaski Township.** Staff provided the following service(s):

- **Zoning Ordinance.** Answered Planning Commission questions regarding commercial recreational marihuana.

**Summit Township.** Staff provided the following service(s):

- **Master Plan.** Attended the March 16 joint meeting of the Planning Commission, Zoning Board of Appeals, and Recreation Committee and discussed the development/approval process for the next edition of the Master Plan as well as its format and contents. Facilitated the April 20 Planning Commission discussion regarding the drafts of Chapter 2 (Community Description and Issue Identification) and Appendix C (Mapping), as well as a community survey.

## ***Lenawee County***

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

- **Zoning Ordinance.** Updated the Franklin Township Zoning Ordinance to include recent amendments made to the document.

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

- **County Planning Commission (LCPC).** Cancelled the March 18 and April 15 meetings of the LCPC due to a lack of agenda items.

**Macon Township.** Staff provided the following service(s):

- **Master Plan.** Attended the March 16 meeting of the Planning Commission and discussed the

### **[March and April, 2021 Staff Progress Report]**

development/approval process for the next edition of the Master Plan as well as its format and contents. Also reviewed a draft of Appendix A (Demographics) of document.

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

- **Master Plan.** Met with the Planning Commission Chair on March 18 to discuss the creation of the next edition of the Township's Master Plan.

March 23, 2021

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

Re: FY 2022 TIP Amendment

Dear Mr. Duke:

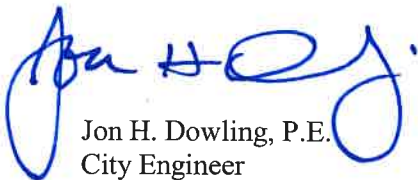
The City of Jackson is hereby requesting approval from the Region 2 Planning Commission, JACTS Technical Advisory & JACTS Policy Committees concerning the following Transportation Improvement Program (TIP) Amendments for FY 2020-2023:

FY	Job No.	Project	Project Description	Length	Funding	Action
2022	211848	S. West Ave. at W. Morrell St.	Traffic signal replacement with black mast arm poles	0.000	Federal (HSIP) \$251,934.30 City \$37,992.70	Add
2022	211849	E. Ganson St. at N. Elm St.	Traffic signal replacement with box span signal	0.000	Federal (HSIP) \$170,657.10 City \$23,961.90	Add

This is to amend the current TIP to accommodate the awarded safety funds.

Thank you for your assistance with this request. If you have any questions or need additional information, please contact me at (517) 788-4160.

Sincerely,



Jon H. Dowling, P.E.  
City Engineer

C: Jonathan Greene, City Manager  
Troy R. White, P.E., Assistant City Engineer

<b>To:</b>	Steve Duke
<b>From:</b>	Chad Cumberworth, Jackson Area Transportation Authority Government and Community Relations Manager
<b>Date:</b>	March 11, 2020
<b>Subject</b>	Request for Amendment to 2020-2023 Transportation Improvement Program (TIP)

1. The Jackson Area Transportation Authority is requesting the Region 2 Planning Commission to approve an amendment to add a project to the current TIP. This project is for FY2021 Section 5339 –Bus and Bus Facilities. The project is being funded with both federal and state dollars which is being reallocated from Section 5339 FY13-15 funds. The federal funds being apportioned to JATA for this project are \$166,697. The project is tied to request #2 intended to procure one 35-foot transit bus. The state match for this project is \$41,674 for a funding total of \$208,371. The table below shows the specific project information JATA would like added to the TIP.

#### Section 5339 – Bus and Bus Facilities

Fiscal Year	Project Name	Limits	Primary Work Type	Project Description	Federal Cost	Federal Funding Source	State Cost	State Funding Source	Total Project Cost
2021	5339 - Bus and Bus Facilities	County Wide	5339 –Bus and Bus Facilities	Procuring one 35-foot transit bus	\$166,697	5339	\$41,674	CTF	\$208,371

2. The Jackson Area Transportation Authority is requesting the Region 2 Planning Commission to approve an amendment to add a project to the current TIP. This project is for FY2021 Section 5307 CTF Urbanized Formula. The project is being funded with both federal and state dollars. The federal funds being apportioned to JATA for this project are \$282,763 and are deobligated operating funds. The project is intended to procure one 35-foot transit bus, which relates back to request #1 in this request. The state match for this project is \$70,691 for a funding total of \$353,454. The table below shows the specific project information JATA would like added to the TIP.

#### Section 5307 – CTF Urbanized Formula

Fiscal Year	Project Name	Limits	Primary Work Type	Project Description	Federal Cost	Federal Funding Source	State Cost	State Funding Source	Total Project Cost
2021	5307 – CTF Urbanized Formula	County Wide	5307 – CTF Urbanized Formula	Procuring one 35-foot transit bus	\$282,763	5307	\$70,691	CTF	\$353,454



# Jackson County Department of Transportation

Christopher J. Bolt, MPA, PE, ICMA-CM  
Assistant County Administrator & Managing Director

Angela N. Kline, PE  
Deputy Managing Director / Director of Engineering & Technical Services

*Keeping Our Community Safely in Motion...*



## Memorandum

**Date:** April 5, 2021

**To:** Mr. Steven Duke  
Executive Director  
Region 2 Planning Commission

**From:** Angela N. Kline, PE  
Director of Engineering/ Deputy Managing Director

**RE:** April JACTS TIP Amendment

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 FY2020- 2023:

Fiscal Year	Job #	Project Name	Limits	Project Description	Funding	Action
2022	211703	Horton Road at Springbrook Road	At Intersection	Covert skewed T-intersection to a compact roundabout	\$265,917.60 HSIP \$29,546.40 Local \$295,464.00 Total	ADD
2022	211851	LED Stop Signs	Various Intersections	Install radar activated LED bordered stop signs and 24" stop bars	\$78,264 HSIP \$8,696.00 Local \$86,960 Total	ADD



Fiscal Year	Job #	Project Name	Limits	Project Description	Funding	Action
211852	2022	Moscow Road Safety Improvements	Masker Road to Spring Arbor Road	Tree Removal, pavement markings, signing upgrades	\$205,650.00 HRRR \$22,850.00 Local \$228,500.00 Total	ADD
211823	2022	North Concord Road Safety Improvements	Spring Arbor Road to Hutchison Road	Tree Removal, pavement markings, signing upgrades	\$89,235.00 HRRR \$9,915.00 Local \$99,150.00 Total	ADD
211853	2022	Rives Junction Road	Springport Road to Cook Street	Tree Removal, pavement markings, signing upgrades	\$136,980.00 HRRR \$15,220.00 Local \$152,200.00	ADD
211855	2022	Springport Road at Rives Junction Road	At Intersection	Convert skewed T-intersection to a compact roundabout	\$313,613.10 HSIP \$34,845.90 Local \$348,459.00 Total	ADD
211779	2022	Horizontal Curve Signing (northeast and western portions of county)	Various Locations	Horizontal Curve Signing	\$339,003.00 HSIP \$37,667.00 Local \$376,670.00 Total	ADD

Fiscal Year	Job #	Project Name	Limits	Project Description	Funding	Action
211862	2022	Page Avenue Road Safety Audit	S. Dettman Road to Sager Road	Road Safety Audit	\$16,000.00 HSIP \$4,000.00 Local \$20,000.00 Total	ADD
211864	2022	Spring Arbor Road (east) Road Safety Audit	McCain Road/Warren Avenue to Brown Street	Road Safety Audit	\$16,000.00 HSIP \$4,000.00 Local \$20,000.00 Total	ADD
211867	2022	Spring Arbor Road (west) Road Safety Audit	M-60 to McCain Road/Warren Avenue	Road Safety Audit	\$16,000.00 HSIP \$4,000.00 Local \$20,000.00 Total	ADD
206636	2021	Preventive Maintenance	Territorial Road, from Lansing Ave to Cooper Road  Territorial Road, from Cooper Road to Bunkerhill Road  Clark Lake Road, from 0.25 miles south of Stony Lake Road to Brooklyn Road	Preventive Maintenance Overlay on All Season Routes	\$981,199.00 STP \$442,924 TEDF \$1,424,123.00 Total	CHANGE PROJECT LIMITS



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
LANSING

PAUL C. AJEGBA  
DIRECTOR

March 9<sup>th</sup>, 2021

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).

<u>Fiscal Year</u>	<u>Job no.</u>	<u>Phase</u>	<u>Project Name</u>	<u>Limits</u>	<u>Length</u>	<u>Project Description</u>	<u>Federal Budget</u>	<u>State Budget</u>	<u>Federal Fund Source</u>	<u>Total Phase Cost</u>	<u>Amendment Type</u>
2021	211152	PE	Regionwide	All trunkline routes in REGION2 MPO boundary	2.276	FY 2021 Durable Pavement Marking Application in Region 2 boundary	\$648	\$72	HSIP	\$5,000	Phase Abandoned
2021	207302	PE	Regionwide	All of REGION2 MPO	2.511	Special pavement marking application on trunklines in University Region	\$2,592	\$288	HSIP	\$20,000	Phase Abandoned

Thank you for your attention to this request. If you have any questions or need additional information, please contact me at 517-257-9248

Sincerely, Mike Davis Jr, Transportation Planner

Name  
Page 1  
Date

April 6<sup>th</sup>, 2021

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).

<u>Fiscal Year</u>	<u>Job no.</u>	<u>Phase</u>	<u>Project Name</u>	<u>Limits</u>	<u>Length</u>	<u>Project Description</u>	<u>Federal Budget</u>	<u>State Budget</u>	<u>Federal Fund Source</u>	<u>Total Phase Cost</u>	<u>Amendment Type</u>
2022	202119	CON	I-94 BL	M-106 and I-94 BL	5.9	Non-freeway signing upgrade	\$276,000	\$0	NHG	\$276,000	Project length changed from 27.4 to 5.90

Thank you for your attention to this request. If you have any questions or need additional information, please contact me at 517-257-9248

Sincerely, Mike Davis Jr, Transportation Planner



SMITH & KLACZKIEWICZ, PC  
CERTIFIED PUBLIC ACCOUNTANTS

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

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

A VETERAN OWNED BUSINESS

### **Independent Auditor's Report**

To the Board of Commissioners  
Region 2 Planning Commission  
Jackson, Michigan

#### **Report on the Financial Statements**

We have audited the accompanying financial statements of the business-type activities and the aggregate remaining fund information of the *Region 2 Planning Commission*, as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Planning Commission's basic financial statements as listed in the table of contents.

#### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. 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 believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the aggregate remaining fund information of the *Region 2 Planning Commission*, as of September 30, 2020, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (pages 3-6) and schedules related to the OPEB plan (pages 23-26) be presented to supplement the 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. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about 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 do 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.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the **Region 2 Planning Commission's** basic financial statements. The schedule of revenues, expenses and changes in fund net position is presented for purposes of additional analysis and is not a required part of the basic financial statements. The schedule of revenues, expenses and changes in fund net position is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of revenues, expenses and changes in fund net position is fairly stated in all material respects in relation to the basic financial statements as a whole.

The schedule of project element expenses and changes in fund net position and schedule of final indirect cost rate have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated March 23, 2021, on our consideration of the **Region 2 Planning Commission's** internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the **Region 2 Planning Commission's** internal control over financial reporting and compliance.

*Smith + Klayman PC*

Saginaw, Michigan  
March 23, 2021

# Region 2 Planning Commission

## Statement of Net Position

September 30, 2020

### Assets

Current assets:	
Cash and cash equivalents	\$ 460,330
Due from other governments	251,821
Prepaid items	13,110
Total current assets	<u>725,261</u>
Investments	105,932
Capital assets being depreciated, net	-
Total assets	<u>831,193</u>

### Liabilities

Current liabilities:	
Accounts payable	33,847
Due to other governments	111,633
Accrued expenses	19,716
Unearned revenue	198,768
Total current liabilities	<u>363,964</u>
Non-current liabilities:	
Accrued compensated absences	17,911
Net OPEB obligation	27,862
Total non-current liabilities	<u>45,773</u>
Total liabilities	<u>409,737</u>

### Net Position

Unrestricted	421,456
Total net position	<u>\$ 421,456</u>

*The accompanying notes are an integral part of these financial statements.*

## Region 2 Planning Commission

### Statement of Revenues, Expenses and Changes in Fund Net Position

*For the Year Ended September 30, 2020*

#### Revenues

##### Grants:

Federal	\$ 390,471
State	161,541
Local	88,868
Membership and service fees	149,105
Other revenues	7,893
Total revenues	<u>797,878</u>

#### Expenses

Salaries and wages	206,088
Employee fringe benefits	84,260
Other direct costs	269,667
Indirect costs	224,734
Total expenses	<u>784,749</u>

<b>Increase (decrease) in net position</b>	13,129
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#### Net position

Beginning of year	<u>408,327</u>
<b>End of year</b>	<u><u>\$ 421,456</u></u>

*The accompanying notes are an integral part of these financial statements.*



**Region 2 Planning Commission**  
**Required Supplementary Information**  
**Retiree Healthcare System Schedule of Changes in the**  
**Planning Commission's Net OPEB Liability and Related Ratios**  
*Last 10 Fiscal Years Ended September 30*

	2020	2019	2018	2011 to 2017*
<b>Total OPEB liability</b>				
Service cost	\$ 2,265	\$ 511	\$ 1,611	---
Interest	79	102	102	---
Changes of benefit terms	-	-	-	---
Differences between expected and actual experience	-	-	-	---
Changes in assumptions	-	-	-	---
Benefit payments	(2,400)	(2,400)	(2,400)	---
Other	11,556	(13,563)	554	---
Net change in total OPEB liability	11,500	(15,350)	(133)	---
Total OPEB liability - beginning	43,131	58,481	58,614	---
Total OPEB liability - ending	<u>\$ 54,631</u>	<u>\$ 43,131</u>	<u>\$ 58,481</u>	<u>---</u>
<b>Plan fiduciary net position</b>				
Contributions - employer	\$ 2,400	\$ 27,400	\$ 2,400	---
Contributions - member	-	-	-	---
Net investment income (loss)	1,819	(4)	-	---
Benefit payments, including refunds of member contributions	(2,400)	(2,400)	(2,400)	---
Administrative expenses	(46)	-	-	---
Other	-	-	-	---
Net change in fiduciary net position	1,773	24,996	-	---
Fiduciary net position - beginning	24,996	-	-	---
Fiduciary net position - ending	<u>\$ 26,769</u>	<u>\$ 24,996</u>	<u>\$ -</u>	<u>---</u>
<b>Net OPEB liability - ending</b>	<u>\$ 27,862</u>	<u>\$ 18,135</u>	<u>\$ 58,481</u>	<u>---</u>
Fiduciary net position as a percentage of the total OPEB liability	49.00%	57.95%	0.00%	---
Covered-employee payroll	\$ 162,906	\$ 165,906	\$ 162,906	---
Net OPEB liability as percentage of covered-employee payroll	17.10%	10.93%	35.90%	---

\* GASB Statement No. 75 was implemented as of September 30, 2018. Information before the implementation date is not available. Additional years will be presented on this schedule on a prospective basis.



**ROLLIN TOWNSHIP**  
 730 Manitou Rd. P.O. Box 296  
 Manitou Beach, MI 49253  
 (517) 547-7786



To: Lenawee County & Hillsdale County Municipal contiguous local governments  
 Lenawee County Planning Commission  
 Region 2 Planning Commission  
 Lenawee County Road Commission  
 Public utility Companies operating in Rollin Township

FROM: Rollin Township Planning Commission

DATE: March 31, 2021

**RE: NOTICE OF INTENT TO UPDATE THE ROLLIN TOWNSHIP MASTER PLAN**

In accordance with the Michigan Planning Enabling Act (PA 33 of 2008 as amended), the purpose of this correspondence is to announce Rollin Township intent to prepare a new edition of the Rollin Township Master Plan. Rollin Township Planning Commission requests the cooperation of, and comments from the recipients of this notice.

The Rollin Township Planning Commission may elect to utilize electronic mail and/or its website for future submittals regarding the updated edition of the Rollin Township Master Plan required under Section 41 or Section 43 of the Michigan Planning Enabling Act. Please request, in writing or email, to the following address if you prefer to receive hard copies of future communications. Also, questions and comments may be directed to Denice Combs, Rollin Township Clerk, her address and email is:

Rollin Township  
 Attn: Denice Combs  
 730 Manitou Road, PO Box 296  
 Manitou Beach, MI 49253

Email: rollintownship@comcast.net

We appreciate your comments and consideration in this matter. We look forward to your input throughout this process.

Denice Combs,  
 Rollin Township Clerk