

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 via **Zoom**. 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, July 8, 2021**.

WHAT: Region 2 Planning Commission Executive Committee Meeting

WHEN: Thursday, July 8, 2021 at 2:00 p.m.

Join Zoom Meeting

<https://us06web.zoom.us/j/87963136760?pwd=WVpJNFlaOG5UbEZncUdGWFdFTHVpUT09>

Meeting ID: 879 6313 6760

Passcode: 712488

One tap mobile

+13126266799,,87963136760# US (Chicago)

+16468769923,,87963136760# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 879 6313 6760

Find your local number: <https://us06web.zoom.us/j/87963136760>

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, July 8, 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 July 8, 2021 Agenda – **ACTION**
3. Public Comment
4. Approval of the Full Commission Meeting Minutes for May 13, 2021
(see enclosure) – **ACTION** 3
5. Approval of Action Taken at the June 10, 2021 Executive Committee Meeting
(see enclosure) – **ACTION** 7
6. Receipt of Treasurer's Report of June 30, 2021 (see enclosure) – **ACTION** 11
7. Approval of July 8, 2021 Submitted Bills (see enclosure) – **ACTION** 15
8. Staff Progress Report for June, 2021 (see enclosure) – **DISCUSSION** 16
9. Approval of Amendments to the JACTS FY 2020-2023 Transportation Improvement
Program (TIP) (see enclosure) – **ACTION** 21
 - Jackson County Department of Transportation
10. Approval of the R2PC FY 2022 Planning Work Program (PWP) (see enclosure) – **ACTION** 22
11. Approval of the R2PC FY 2022 Regional Transportation Planning
Work Program and Resolution (see enclosure) – **ACTION** 32
12. Other Business
 - Notice of Public Hearing for Raisin Charter Township Planning
Commission Regarding Master Plan (see enclosure) 51
 - Adoption of City of Reading Master Plan (see enclosure) 52
13. Public Comment / Commissioners' Comments
14. 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

MEETING MINUTES

Region 2 Planning Commission - Full Commission

**** ZOOM MEETING ****

Thursday, May 13, 2021

- I. **Call to Order** – In the absence of Chair Terry, Vice-Chair Jancek called the meeting to order at 2:01 PM. A quorum was present.

Attendance:

Acker	Driskill (E)	Jenkins	Shotwell
Adams	✓ Duckham (E)	Jennings	Sigers (E)
✓ Bair (E)	✓ Elwell (E)	Karnaz	✓ Snell
Baker	Frazier	Kastel	Snow
Bales	✓ Gaede (E)	Keller	✓ Southworth
Barnhart	Gallagher, D.	Koehn	Sutherland
Beach	Gallagher, F.	Kubish (E)	✓ Swartzlander (E)
Beckner	Gentner	Lammers	Teriaco
Beeker (E)	✓ Goetz	Lance	Terry (E)
Blythe	Gould, J.	Linnabary	✓ Tillotson (E)
Boggs	✓ Gould, L. (E)	Miller	Todd
Bolton	✓ Grabert (E)	Navarro	Votzke
Bush	Greene (E)	Nickel	Wagner
Camacho	Greenleaf	O'Dowd	Wardius
Chamberlain	✓ Griffin	Overton (E)	Webb
Collins	✓ Guetschow (E)	Pixley	Wiley
Cornish	Hartsel	✓ Poleski	Williams
Cousino	Hawkins	Richardson	Wilson
Cure	Hawley	Ries	Winter
David	Heath	Root	✓ Witt (E)
DeBoe	✓ Herlein	✓ Schlecte	✓ Wittenbach (E)
Dillon	Horwath	Sessions	
✓ Drake (E)	✓ Jancek (E)	Shaw	

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

Staff Present: Grant Bauman, Tanya DeOliveira, Steve Duke, Jacob Hurt, James Latham, Jill Liogghio

Others Present: Christopher Bolt, JCDOT; Chad Cumberworth, Jackson Area Transportation Authority; Mike Davis, MDOT; Jon Dowling, City of Jackson; Joanne Havican, Village of Parma; Angie Kline, JCDOT; Alex Masten, The Enterprise Group; Chelsea Poole; Bret Taylor, JCDOT

- II. **Approval of the May 13, 2021 Agenda** – The motion was made by Comm. Elwell, supported by Comm. Bair, to approve the May 13, 2021 agenda as presented. The motion carried unanimously.
- III. **Public Comment** – Vice-Chair Jancek requested public comment. No comments were received.
- IV. **Receipt of Treasurer’s Report of April 30, 2021** – A motion was made by Comm. Drake, and supported by Comm. Bair, to receive the April 30, 2021 Treasurer’s Report as presented. The motion carried unanimously.
- V. **Approval of May 13, 2021 Submitted Bills** – A motion was made by Comm. Bair, supported by Comm. Snell, to approve payment of the May 13, 2021 submitted bills. The motion carried unanimously.
- VI. **Staff Progress Report for March and April, 2021** – The R2PC staff each reported on their planning activities for the months of March and April, 2021.
- VII. **Approval of Amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP)** – The following amendments were submitted for Commission review and approval:

Mr. Dowling reported that the City of Jackson was requesting the following amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP):

FY	Job number	Limits	Length	Description	Funds & Source	Amendment Type
2022	211848	S West Ave. at W Morrell St.	0	Traffic signal replacement with black mast arm poles	\$251,934.30 - Fed (HSIP) \$37,992.70 - City	Add
2022	211849	E Ganson St. at N Elm St.	0	Traffic signal replacement with box span signal	\$170,657.10 - Fed (HSIP) \$23,961.90 - City	Add

Mr. Cumberworth reported that JATA was requesting the following amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP):

FY	Name	Limits	Primary Work Type	Description	Funds & Source
2021	5339 – Bus and Bus Facilities	County-wide	5339 – Bus and Bus Facilities	Procuring 1 35-ft transit bus	\$166,697 – Federal (5339) \$41,674 – State (CTF) \$208,371 – Total
2021	5307 – CTF Urbanized Formula	County-wide	5307 – CTF Urbanized Formula	Procuring 1 35-ft transit bus	\$282,763 – Federal (5307) \$70,691 – State (CTF) \$353,454 – Total

Ms. Kline reported that JCDOT was requesting the following amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP):

FY	Job number	Name	Limits	Description	Funds & Source	Amendment Type
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 Total	Add
2022	211851	LED Stop Signs	Various Intersections	Install radar activated LED bordered stop signs & 24" stop bars	\$78,264 HSIP \$8,696 Local \$86,960 Total	Add
2022	211852	Moscow Road Safety Improvements	Masker Road to Spring Arbor Road	Tree removal, pavement markings, signing upgrades	\$205,650 HRRR \$22,850 Local \$228,500 Total	Add
2022	211823	North Concord Road Safety Improvements	Spring Arbor Road to Hutchison Road	Tree removal, pavement markings, signing upgrades	\$89,235 HRRR \$9,915 Local \$99,105 Total	Add
2022	211853	Rives Junction Road	Springport Road to Cook Street	Tree removal, pavement markings, signing upgrades	\$136,980 HRRR \$15,220 Local \$152,200	Add
2022	211855	Springport Road at Rives Junction Road	At Intersections	Covert skewed T-intersection to a compact roundabout	\$313,613.10 HSIP \$34,845.90 Local \$348,459 Total	Add
2022	211779	Horizontal Curve Signing (northeast & western portions of county)	At Intersections	Horizontal Curve Signing	\$339,003 HSIP \$37,667 Local \$376,670 Total	Add
2022	211862	Page Avenue Road Safety Audit	S. Dettman Road to Sager Road	Road Safety Audit	\$16,000 HSIP \$4,000 Local \$20,000 Total	Add
2022	211864	Spring Arbor Road (east) Road Safety Audit	McCain Road/Warren Avenue to Brown Street	Road Safety Audit	\$16,000 HSIP \$4,000 Local \$20,000 Total	Add
2022	211867	Spring Arbor Road (west) Road Safety Audit	M-60 to McCain Road/Warren Avenue	Road Safety Audit	\$16,000 HSIP \$4,000 Local \$20,000 Total	Add
2022	206636	Preventative Maintenance	Territorial Road, from Lansing Ave to Cooper Road Territorial Road, from Cooper Road to Bunkerhill Road Clark Lake Road, from	Preventative Maintenance Overlay on All Seasons Routes	\$981,199 STP \$442,924 TEDF \$1,424,123 Total	Change limits

			0.25 miles south of Stony Lake Road to Brooklyn Road			
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Mr. Davis reported that MDOT was requesting the following amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP):

FY	Job number	Phase	Name	Limits	Length	Description	Funds & Source	Amendment Type
2022	202119	CON	I-94 BL	M-106 and I-94 BL	5.9	Non-freeway signing upgrade	\$276,000 – Fed (NHG) \$276,000 – Total	Length change from 27.4 to 5.9
2021	211152	PE	Region-wide	All trunklines in MPO	2.3	Durable pavement marking application	\$648 – Fed \$72 – State \$5,000 Total	Delete
2021	207302	PE	Region-wide	All of MPO	2.5	Special pavement markings	\$2,592 – Fed \$288 – State \$20,000 Total	Delete

A motion was made by Comm. Snell, supported by Comm. Bair, to approve the proposed City of Jackson, JATA, JCDOT, and MDOT amendments as presented. The motion carried unanimously.

VIII. R2PC FY 2020 Annual Audit Report – Mr. Latham, R2PC Accountant, reviewed the recently completed FY 2020 Annual Audit Report prepared by Smith & Klaczkiwicz, PC. Mr. Latham reported that the auditors found no significant findings or deficiencies. The motion was made by Comm. Drake, supported by Comm. Bair, to accept the R2PC FY 2020 audit and place a copy on file. The motion carried unanimously.

IX. Other Business – Mr. Duke reported that R2PC received notification from Rollin Township that they are initiating the development of an update to their township Master Plan. Further information can be obtained by emailing the township offices at rollintownship@comcast.net.

No other business was brought before the Commission.

X. Public / Commissioners' Comments – Mr. Duke reported that the R2PC will continue virtual meetings for the immediate future. State office workers, along with R2PC employees, are expected to return to the office in-person on July 12, 2021.

No additional public or Commissioner comments were received.

XI. Adjournment – There being no further business, Vice-Chair Jancek adjourned the meeting at 2:50 PM on a motion by Comm. Shotwell, and supported by Comm. Bair.

Chris Wittenbach
Secretary

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

MINUTES

Region 2 Planning Commission – Executive Committee

**** ZOOM MEETING ****

Thursday, June 10, 2021

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

Executive Committee Members:

✓ Bair	Grabert	✓ Terry
✓ Beeker	Greene	✓ Tillotson
✓ Drake	✓ Guetschow	✓ Witt
Driskill	✓ Jancek	Wittenbach
Duckham	Kubish	
✓ Elwell	Overton	
✓ Gaede	Sigers	
Gould	✓ Swartzlander	

Key: ✓ = present

Other Commissioners Present: Goetz, Herlein, Southworth

Others Present: Chad Cumberworth, JATA; Mike Davis, MDOT; Janie Grahl, Village of Parma; Joanne Havican, Parma Township; Shane LaPorte, City of Jackson; Alex Masten, The Enterprise Group

Staff Present: Bauman, DeOliveira, Duke, Hurt, Liogghio

- II. **Approval of the Agenda** – A motion was made by Comm. Elwell, supported by Comm. Bair, to approve the June 10, 2021 Executive Committee agenda as presented. The motion carried unanimously.
- III. **Public Comment** – Chair Terry announced the first opportunity for public comment. No public comments were received.

- IV. **Receipt of the Treasurer's Report of May 31, 2021** – A motion was made by Comm. Elwell, supported by Comm. Bair, to approve receipt of the Treasurer's Report for May 31, 2021. The motion carried unanimously.
- V. **Approval of the June 10, 2021 Submitted Bills** – A motion was made by Comm. Bair, supported by Comm. Jancek, to approve payment of the June 10, 2021, submitted bills as presented. The motion carried unanimously.
- VI. **Staff Progress Report for May, 2021** – The R2PC staff each reported on their planning activities for the month of May, 2021.
- VII. **Approval of Amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP)** – The following amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP) were submitted for review and approval.

Mr. Purvis reported that JATA was requesting the following amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP):

FY	Name	Limits	Primary Work Type	Description	Funds & Source
2021	5307 – CTF Urbanized Formula	County-wide	Operating	Operating Assistance	\$1,315,859 – Federal \$1,315,859 – Local \$2,631,718 – Total
2021	5339 – CTF Bus & Bus Facilities	County-wide	5339 – CTF Bus & Bus Facilities	Renovations of the restrooms at the Administrative Facilities	\$119,425 – Federal (5307) \$29,856 – State (CTF) \$149,281 – Total
2022	5307 – Urbanized Formula	County-wide	5307 – Urbanized Formula	Operating Assistance	\$1,300,000 – Federal \$1,300,000 – Local \$2,600,000 – Total
2022	5311 – CTF Non Urban Formula	County-wide	Operating Assistance	CTF Non Urban Formula	\$57,480 – Federal \$57,480 – State (CTF) \$114,960 – Total
2022	5339 – CTF Bus & Bus Facilities	Statewide	5339 – CTF Bus & Bus Facilities	Maintenance Equipment	\$72,000 – Federal \$18,000 – State (CTF) \$90,000 – Total
2022	5339 – CTF Bus & Bus Facilities	Statewide	5339 – CTF Bus & Bus Facilities	Facility Improvements	\$56,000 – Federal \$14,000 – State (CTF) \$70,000 – Total
2022	STP	County-wide	Van Purchase & Vehicle Equipment	Van Purchase & Vehicle Equipment	\$100,000 – Federal \$25,000 – State (CTF) \$125,000 – Total
2023	5339 – CTF Bus & Bus Facilities	Statewide	5339 – CTF Bus & Bus Facilities	Facility Improvements	\$88,000 – Federal \$25,000 – State (CTF) \$110,000 – Total

2023	5339 – CTF Bus & Bus Facilities	Statewide	5339 – CTF Bus & Bus Facilities	Facility Improvements	\$48,000 – Federal \$12,000 – State (CTF) \$60,000 – Total
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Mr. Davis reported that MDOT was requesting the following amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP):

FY	Job number	Phase	Name	Limits	Length	Description	Funds & Source	Amendment Type
2021	211618	NI	Norfolk Southern Railway	Michigan Line, Albion to Jackson	20.36	Tie and Surface Program	\$4,589,354 - Fed (SOGR) \$0 - State \$4,589,354 - Total	Phase Add
2021	207299	PE	Region-wide	All of Region2 MPO	2.04	Longitudinal pavement marking application on University Region trunklines	\$2,592 - Fed (HSIP) \$288 - State \$20,000 - Total	Phase Abandon
2022	200802	CON	M-106	Parnall Rd/M-106 intersection to Portage River Bridge, west of Hawkins Rd	0	New Non-Motorized Trail (Mike Levine Lakelands Trail Extension)	\$1,800,882 - Fed (NRT, TA) \$0 - State \$2,400,856 - Total	Phase Add
2023	209381	CON	US-127 S	US-127 from I-96 to I-94	11.06	Freeway Signing Update	\$701,316 - Fed (NHG) \$0 - State \$701,316 Total	Phase Add
2023	209481	CON	US-127 S	US-127 from I-94 to M-50	6.76	Freeway Signing Update	\$993,531 - Fed (NHG) \$0 - State \$993,531 - Total	Phase Add

The motion was made by Comm. Elwell, supported by Comm. Bair, to approve the proposed Jackson Area Transportation Authority and MDOT amendments as presented. The motion carried unanimously.

- VIII. **Approval of the JACTS FY 2022 Unified Work Program** – Mr. Duke reported that staff has completed the JACTS FY 2022 Unified Work Program and budget. The primary focus areas that staff will be working on during FY 2022 include the ongoing maintenance of the FY 2020-2023 Transportation Improvement Program (TIP); the preparation of a new FY 2023-2026 TIP; initiate the process of updating the JACTS 2045 Long Range Transportation Plan to the horizon year of 2050; and the monitoring of performance measures and targets to gauge project effectiveness. Staff has programmed \$238,092 in Federal Highway Administration (FHWA) funds to complete the tasks in the UWP. The required local matching funds are provided by the City of Jackson, JCDOT, and JATA.

The motion was made by Comm. Jancek, supported by Comm. Bair, to approve the JACTS FY 2022 UWP and to authorize the Chair and Executive Director to sign the FY 2022 MDOT Project Agreement for receipt of the FHWA funds as described above. The motion carried unanimously.

- IX. **Other Business** – Mr. Duke reported that the R2PC had received notifications from Grass Lake Charter Township and Macon Township that they are both initiating the process to update their master plans.

Mr. Duke reported that MDOT employees plan to return in-person to their offices on July 12th. Therefore, in-person R2PC Full and Executive Committee meetings will also resume beginning in August, 2021.

Comm. Goetz asked Mr. Davis if MDOT could review visibility issues with the US-223/Horton Road intersection in Lenawee County.

- X. **Public Comment / Commissioners Comments** – No comments were received.
- XI. **Adjournment** – There being no further business, the meeting was adjourned by Chair Terry at 2:40 PM.

Chris Wittenbach
Secretary

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

Checking Account Balance ending May 31, 2021		\$ 496,263.60
Deposit Summary:		
June 2021 EFT Deposits		\$ 112,799.59
June 2021 Bank Deposits		5,803.00
June 2021 Adjustments		(514.06)
Total Deposits plus Bank Balance		<u>\$ 614,352.13</u>
Expenses:		
Submitted Expenses - June 2021 **	\$ (12,681.58)	
Interim Expenses	(4,046.10)	
Payroll/Related Expenses	(28,974.24)	
Subtotal of Expenses	<u>\$ (45,701.92)</u>	\$ (45,701.92)
Balance Checking Account ending June 30, 2021		\$ 568,650.21
Balance CD Investments ending June 30, 2021		<u>\$ 106,148.33</u>
Total Cash on Hand		<u>\$ 674,798.54</u>

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

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

6/30/2021	EFT Deposits:	
	MDOT - Asset Management - services through March 2021	\$ 798.00
	MDOT - Rural Task Force - services through March 2021	5,014.98
	MDOT - FHWA - services through March 2021	97,408.86
	MDOT - Regional Transportation Planning - services through March 2021	2,601.00
	Lenawee County quarterly dues	6,976.75
	Subtotal - EFT Deposits	\$ 112,799.59
6/30/2021	Check Deposits:	
	Spring Arbor Township - Planning Services	2,932.07
	Leoni Township DDA - Administrative Services	2,870.93
	Subtotal - Check Deposits	\$ 5,803.00
6/30/2021	Adjustments to cash:	
	<i>Bank fees - June</i>	\$ (142.85)
	<i>Paycor Fees - June</i>	(232.50)
	<i>Credit Card Charges - Postage - June</i>	(96.10)
	<i>Credit Card Charges - Olive Garden</i>	(42.61)
	Subtotal - Adjustments to Cash	\$ (514.06)
	Total Net Deposits	\$ 118,088.53

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

Interim Billing for June, 2021

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
Adrian Chamber of Commerce	Membership Renewal	\$ 252.00	14949
Allegra	R2PC Packet	\$ 189.04	14950
Boom Advertising	CARES Act Website	\$ 1,200.00	14964
Jackson County	Phone/Accounting Services - May 2021	\$ 1,629.13	14954
Jackson County	Postage - May 2021	\$ 12.65	14954
Mlive	JACTS Advertising	\$ 114.00	14956
Ricoh	Maint. Contracta	\$ 471.28	14958
Tecumseh Herald	Annual Subscription	\$ 52.00	14962
The Daily Telegram	Annual Subscription / RTF Advertising	\$ 90.25	14959
The Exponent	RTF Advertising	\$ 35.75	14960
Total Interim Billing for June, 2021		\$ 4,046.10	

Payroll & Travel Related Expenses:

<i>Paid June 11, 2021</i>	<i>by Direct Deposit/EFT</i>		
Paycor	Payroll Disbursement	\$ 14,433.33	
J. Hurt	Travel Reimbursement	\$ 57.68	
	Total	\$ 14,491.01	
 <i>Paid June 25, 2021</i>	 <i>by Direct Deposit/EFT</i>		
Paycor	Payroll Disbursement	\$ 14,483.23	
	Total	\$ 14,483.23	
Total Payroll Expenses for June, 2021		\$ 28,974.24	

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

Municipality/Source	Date	Inv. No.	Amount
None			-

FY 2021 Balance as of June 30, 2021

\$ -

REGION 2 PLANNING COMMISSION
Submitted Bills
July, 2021

Vendor	Description	Amount Due
Blackman-Leoni Public Saf.	OHSP - Seatbelt Enf. May-June 2021	\$ 1,891.12
Blue Cross/Blue Shield	Employee Health Ins. (Aug. 2021)	\$ 4,938.98
Blue Cross/Blue Shield	Supplement F (Aug. 2021)	\$ 241.57
Blue Cross/Blue Shield	Prescription Coverage (Aug. 2021)	\$ 109.30
County of Jackson	Rent Expense for July 2021	\$ 3,201.58
Direct Office Buys	Office Supplies	\$ 201.69
ICMA Retirement Trust	ICMA 401 Contribution	\$ 2,478.57
Jackson County Sheriff Dept.	OHSP - Seatbelt Enf. May-June 2021	\$ 1,478.09
Jackson Police Dept.	OHSP - Seatbelt Enf. May-June 2021	\$ 1,846.68
The SBAM Plan	Group Life/AD&D	\$ 143.83
Vantage Point Transfer Agents	ICMA RHS Contribution	\$ 291.53
Total Submitted Billing - July, 2021		\$ 16,822.94

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

Staff Progress Report *June, 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.
 - Staff is working with MMTC to populate the COVID recovery website with narrative in anticipation of an August launch.
 - Staff participated in the Chicago EDA CARES Act Best Practices Sharing Forum webinar on June 18.
 - 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).
 - Staff participated in the Connecting Michigan Broadband webinar on June 1 and the USDA Rural Innovation Placemaking Challenge webinar on June 24.
 - Met with Sue Smith of the Hillsdale Economic Development Partnership on June 7 and Alex Masten of the Enterprise Group of Jackson on June 17 to gather feedback on the upcoming CEDS.
 - Staff hosted and facilitated the initial 2021 CEDS Committee meeting on June 30.
- **Downtown Development Authorities (DDAs).** Staff attended the monthly meetings of the City of Jackson and Leoni Downtown Development Authorities.
 - Staff continued narrative development for the Leoni DDA Downtown Master Plan.
 - Staff assisted the Jackson DDA with an on-site inventory of all the graffiti located within the district's boundaries. The final report, including photos, will be delivered to the City for further action.

[June, 2021 Staff Progress Report]

R2PC Activities

- **R2PC Website.** Staff continued updating www.region2planning.com.
- **Michigan Infrastructure Council.** Staff is still participating in training as a part of the Michigan Infrastructure Council Asset Management Champion program. The program's goal is to establish a network of talented individuals and organizations to help strengthen and "champion" best practice asset management across Michigan's complex infrastructure environment. The AM Champion Program is a fast-paced and interactive training curriculum that delivers a comprehensive foundation to asset management principles through facilitated discussion, peer interactions, and industry learning. The training program was completed at the end of June.
- Staff completed the R2PC FY 2022 (October 1, 2021 – September 30, 2022) Planning Work Program (PWP) and budget.

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. All three counties have met to preliminarily discuss how they might spend their COVID funding that was allocated to each county. The projects will be officially brought forward at the Full Region 2 Rural Task Force meeting.
- **Asset Management.** Staff participated in the monthly statewide conference call to discuss the FY 2022 budget and to provide an update on the PASER data collection plans for Jackson, Hillsdale, and Lenawee counties.
- **Administration.** Staff prepared the FY 2022 Regional Transportation Work Program and budget. The work program includes tasks to be undertaken in all three R2PC counties.
- Staff attended the monthly Michigan Association of Regions (MAR) meeting via Zoom.

Metropolitan Area Transportation Planning Jackson Area Comprehensive Transportation Study

Program Management

- Staff attended the monthly Michigan Transportation Planning Association meeting.
- 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.

[June, 2021 Staff Progress Report]

- **2050 LRTP.** Staff worked with The Enterprise Group and Michigan Works! Southeast to review the employment data that will be used in the 2050 Long Range Transportation Plan. Staff has also completed an internal preliminary review of the socio-economic data that will be used in the plan for future traffic modeling.
- Staff prepared for, and conducted, the June meetings of the JACTS Technical Advisory and Policy committee meetings.

Technical Assistance

- Staff continues to provide administrative services for the Active Jackson Coalition and attend the monthly meeting. Staff provided an overview of the Jackson City + County Nonmotorized Plan recommendations for Summit Township in June.
- Staff continues to provide assistance to the group discussing a trail study for the Watkins Lake State Park/Brooklyn area. The selection committee selected the consultant team of Carlisle Wortman Associates and Stantec to complete the trail feasibility study. Work on the project will commence later this summer.
- Upon the request of MDOT, staff updated the Title VI and the Limited English Language Proficiency sections of the R2PC Public Participation Plan. The plan needed to be updated to let the public know that accommodations can be made for those with limited English proficiency by contacting the staff.

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

- Mandatory Seat Belt Enforcement period running from May 17, 2021 – June 6, 2021.
- Staff assisted Blackman-Leoni Public Safety Department with issues regarding officer daily reports.

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).

Jackson County

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

- **Zoning Ordinance.** Staff recently completed an extensive update of Chapter 62 (Zoning) of

[June, 2021 Staff Progress Report]

Brooklyn's Code of Ordinances. The Village maintains its Code on Municode.com (Municode). Municode identified six incorrect references to other sections in Chapter 62. Staff identified the correct references and sent the changes to the Village Manager.

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

- **Master Plan.** Finalized the second draft of Chapter 2 (Community Description and Issue Identification) of the Master Plan. Facilitated the June 16 meeting of the Township Planning Commission Master Plan Subcommittee, concentrating on the drafting of a community survey to be included in the Master Plan. Created an online version of the survey and sent the link to the Township for posting on its website.

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

- **County Planning Commission (JCPC).** Facilitated the June 10 JCPC meeting and summarized staff advisements regarding a proposed heavy industrial (I-2) rezoning in Blackman Township, and two proposed light industrial (ML) rezonings in Leoni Township. Provided the townships with the JCPC recommendations.
- **Master Plan.** Provided a draft Future Land Use Plan Map to the JCPC for its review and comment.
- **Hazard Mitigation Plan.** Drafted the 'introduction' and 'plan maintenance and implementation' elements of the document. Compiled all of the various plan elements into a single document and distributed it to the Advisory Committee for its review and comment. Facilitated the June 23 meeting of the Advisory Committee.

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

- **Master Plan.** Made updates to the Future Land Use Plan and Zoning Plan elements contained in Chapter 3 (Community Policies and Plans) of the master plan. Compiled the various plan chapters and appendices into a single document for review. Facilitated the portion of the June 22 meeting of the Planning Commission pertaining to the master plan.

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

- **Master Plan.** Facilitated the portion of the June 15 meeting of the Planning Commission pertaining to the master plan. Made final changes to the community survey drafted for the master plan, based upon guidance received from the Planning Commission.

Lenawee County

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

- **County Planning Commission (LCPC).** Facilitated the June 17 meeting and summarized staff advisements regarding proposed text amendments regarding solar energy systems (SES) to the Palmyra Township Zoning Ordinance, a proposed general service commercial (C-2) rezoning in Raisin Township, a proposed lake residential (RL-1) and general commercial (C-2) rezoning in Cambridge Township and a PA 116 application in Macon Township. Provided the townships with the LCPC recommendations.

[June, 2021 Staff Progress Report]

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

- **Master Plan.** Created the first draft of Chapter 2 (Community Description and Issue Identification) of the Master Plan.

Greater Irish Hills

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

- **Greater Irish Hills Recreation Plan.** Began the process of identifying all of the regionally significant recreation facilities located in the Greater Irish Hills.



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: June 8, 2021

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

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

RE: June 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
2021	N/A	County Farm – Springport Corridor Improvement Project	County Farm Road, from Dearing to Shirley	County Farm rehabilitation, new construction of Technology Drive North	\$5,918,000.00 EDA \$1,479,500.00 Local \$7,397,500.00 Total	ADD



Hillsdale Post Office

FY 2022
REGION 2 PLANNING COMMISSION
PLANNING WORK PROGRAM

October 1, 2021 through September 30, 2022

Adopted
July 8, 2021

FY 2022
Region 2 Planning Commission
Planning Work Program

R2PC Staff

Steven M. Duke	Executive Director
Jacob Hurt	Deputy Director Economic Development
Grant E. Bauman	Principal Planner Local Planning Assistance
Tanya DeOliveira, AICP	Principal Planner Transportation
James Latham	Accountant
Jill Liogghio	Administrative Assistant



Jackson County Tower Building
120 W. Michigan Avenue – 9th Floor
Jackson, MI 49201

PWP Purpose

A Planning Work Program (PWP) is an essential management tool for any organization. The Region 2 Planning Commission (R2PC) annually sets forth a work program within a framework of area-wide goals and objectives addressing regional issues. By assigning staffing levels, overhead costs, and consultant needs, the Commission can determine if it is directing a sufficient effort toward planning activities to meet its objectives. The R2PC developed its Planning Work Program to improve federal, state, and local understanding of planning activities, as well as the goals, policies, plans, and the concerns of the Commission. The PWP also references Federal and State grant contracts, reduces contractual paperwork, eliminates duplication, and provides for joint funding of appropriate work activities.

The PWP provides a basis for ongoing management and its structure controls and accounts for personnel and other agency resources. The R2PC accounting system distributes labor from time sheets to work program activities and allocates costs to, and among, the various funding sources. Finally, the PWP serves to coordinate planning activities among the numerous agencies and local units of government that participate in the R2PC as dues-paying members.

PWP Organizational Overview

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

Area-Wide Urban Transportation Planning

The planning activities of the Jackson Area Comprehensive Transportation Study (JACTS) are the responsibility of R2PC staff as it is the designated metropolitan planning organization (MPO) for the Jackson Urbanized Area and Jackson County. The Federal Highway Administration (FHWA) is the source of the federal funds for these activities. The Jackson County Department of Transportation (JCDOT), the City of Jackson's Neighborhood & Economic Operations Department, and the Jackson Area Transportation Authority (JATA) provide the required local cash match for transportation planning services.

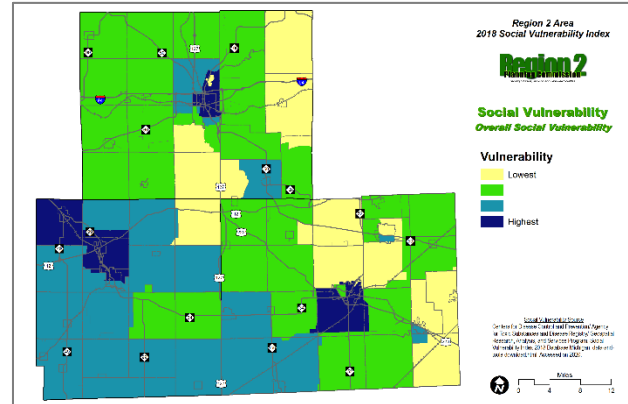
Area-Wide Regional Transportation Planning

The R2PC also engages in regional transportation planning outside of the Jackson Urbanized Area. The Michigan Department of Transportation (MDOT) funds these activities through its State Trunk Line Highway System (PA 51 of 1951) program.



Area-Wide Economic Development

Various regional economic development activities are the responsibility of R2PC staff as the U.S. Economic Development Administration (EDA) designated it as an Economic Development District (EDD). The EDA's annual Partnership Planning program is the ongoing source of the federal funds for these activities. The R2PC uses its local planning assistance program as the in-kind source for the required 50% local match. The EDA also awarded the R2PC a two-year CARES (Coronavirus Aid, Relief, and Economic Security) Act grant. There is no local match for the grant as it covers 100% of the cost.

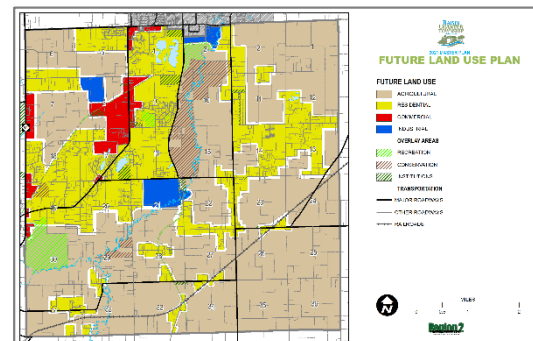


Area-Wide Planning

In addition to its area-wide urban and regional transportation planning and economic development programs, the R2PC provides various other area-wide services (e.g., census/demographics, innovative planning/zoning tools, and studies/plans) for the entire Region 2 Area or multiple units of local government. Member units of local government provide the funding for these programs via the one-third allocation of their membership dues.

Local planning assistance

Staff provides various planning services (e.g., plans/studies, zoning ordinances, and rezoning analysis) to local units of government upon request. Funding is provided by local units of government through (1) the remaining two-thirds of their R2PC membership dues, (2) direct billing for the cost of services provided in excess of membership fees, and (3) state and federal grants received by member units of government for planning services.



Michigan Infrastructure Council

The Michigan Infrastructure Council (MIC) brings together local utility and infrastructure owners, regional representatives, finance and policy experts, and state department leaders to coordinate infrastructure-related goals and develop a long-term strategy for maintaining Michigan infrastructure assets. An Asset Management Readiness Assessment Scale was prepared to help public asset owners identify, track, and maintain their assets for wastewater, storm water, and drinking water. The data will help local entities justify future infrastructure funding needs to repair and maintain these facilities.

Jackson County Traffic Safety Program

R2PC staff administers the Michigan State Police Office of Highway Safety Planning's (OHSP's) annual enforcement grant program.

Indirect Costs

Indirect costs are included in the form of a Statement of Projected Direct and Indirect Costs.

PWP Fiscal Relationship

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

PWP Organizational Details

Jackson Area Comprehensive Transportation Study (JACTS)

Please refer to the JACTS FY 2022 Unified Work Program (UWP) for detail.

Area-Wide Regional Transportation Planning

Please refer to the FY 2022 Regional Transportation Planning Work Program for Hillsdale, Jackson, and Lenawee counties for detail.

Area-Wide Economic Development Planning

Please refer to the FY 2021 Partnership Planning grant award and the CARES Act award for detail.

Local Planning Assistance

The Region 2 Planning Commission provides local planning assistance services to member units of government and their boards, commissions, and agencies. The R2PC offers the following services to local municipalities and counties:

- **Plan Preparation Assistance**
 - Master plans
 - Various strategic plans (e.g., recreation, hazard mitigation, and solid waste plans)
 - Other miscellaneous studies
- **Zoning Ordinance Assistance**
 - Development of zoning ordinances
 - Review of rezoning proposals and text amendments
 - Review of requests for conditional/special land uses, site plans, variances, and interpretations

- Review of various airport zoning requests
- Zoning ordinance administration assistance
- Provision of zoning ordinance information
- **Geographic Information System (GIS) Mapping Services**
- **Review of Farmland and Open Space Agreement Applications**
- **Grant Writing and Assistance Regarding Grant Applications**

Area-wide planning

Consists of various areas of activity by the Region 2 Planning Commission. The areas of assistance provided are as follows:

- **Demographics/Socioeconomic Data**
The R2PC collects, analyzes, and maintains population and socioeconomic data from the U.S. Census Bureau (e.g., decennial censuses and the American Community Survey) and other sources. R2PC staff and/or member units of local government utilize the information for various local planning-related activities and grant applications.
- **Model Zoning Ordinance**
The R2PC collects and prepares model ordinances on various zoning issues. Staff and member units of local government utilize the information for local zoning-related activities.
- **Natural Resource Information**
The R2PC collects data on natural resources within the region. Staff and member units of local government utilize the information in local planning/zoning-related activities.
- **Local Assistance Program**
The Region 2 Planning Commission promotes its programs/services and alerts member units of local government to important planning issues through its website, during meetings, and various other means.

Wages, Fringe Benefits and Indirect Costs

The above three components are an integral key in calculating the final indirect cost allocation rate.

- The wage base includes the hourly wage rate, and the cost of the following leave benefits:
 - Jury duty, when called;
 - Military leave, per State and Federal laws;
 - Holidays, eleven paid holidays per year;
 - Sick leave, accumulated at one day per month; and
 - Vacation, accumulated at one day per month (three weeks after ten years of service).
- The benefits included in the fringe benefit cost allocation are:
 - Medical Insurance (includes dental and vision);
 - Life Insurance (capped at \$50,000.00)
 - Worker's Compensation
 - Pension and Retirement Health Savings Contributions (eligible staff must match)

- Social Security and Medicare tax (employer's liability)
- Unemployment Insurance
- Liability Insurance

The R2PC directly charges a program wage and fringe benefits costs whenever possible. Indirect costs are those benefiting the entire region and whose expenses are not directly related to a specific project or local unit of government. Indirect costs include, but are not limited to the following:

- **R2PC Administration**
Perform R2PC general administrative activities in support of work program responsibilities.
- **Fiscal Management**
Prepare for, assist during, and follow-up on an annual audit; continue to upgrade the accounting system; review time sheets and travel vouchers; monitor R2PC budgets; prepare monthly Treasurer's report; maintain a record of accounts and invoicing/statements to member units of government; review purchases; enter cash receipts; pay submitted bills; and maintain related activities.
- **Personnel Management**
Conduct employee evaluations, recruit staff, and other personnel matters.
- **R2PC Full Commission and Executive Committee Meetings**
Prepare for, attend, and follow-up on Region 2 Planning Commission and Executive Committee meetings.
- **Staff Meetings**
Convene staff meetings and send/respond to communications as needed to review staff activities, discuss programs, and review products and projects.
- **Travel and Training**
The R2PC charges directly any travel and training costs associated with a specific project/activity. Travel and training costs not associated with a specific project/activity are charged indirectly. Travel includes mileage reimbursements, registrations, lodging, meals, fuel, and related expenses. Training includes any conferences that may enhance the education of staff.
- **Supplies**
Staff charges supplies that cost substantial amounts of funding directly when attributable to a particular project. Most office supplies and materials are charged indirectly.
- **Contractual Services**
The R2PC employs third-party contracts for contractual services in support of projects (charged directly to projects where allowable).
- **Accounting and Auditing**
A Certified Public Accounting (CPA) firm audits the R2PC annually. Staff utilizes BS&A software to account for funds accurately. The R2PC charges accounting and audit expenses costs to the indirect cost allocation base unless otherwise directed by the FHWA.

- **Legal Services**

When staff desires legal advice, it consults a designated attorney in private practice on a fee basis, as the R2PC does not engage in a substantial amount of legal work. Staff charges the services to the program receiving the benefit, or indirectly, if the benefit does not accrue to a particular project.

- **Telephone**

Staff distributes communication charges entirely on an indirect basis.

- **Postage and shipping**

Staff charges postage and shipping expenses indirectly, except when it is possible to charge costs to a particular project.

- **Printing, Binding, and Copying**

Staff generally charges reproduction costs indirectly. Substantial costs attributed to a specific project are directly charged.

- **Insurance**

The R2PC charges insurance costs (including general insurance and bond premiums) indirectly.

- **Office Rent**

Staff charges the rent for the R2PC offices indirectly.

- **Equipment Leases**

The R2PC charges equipment leases indirectly unless they only benefit a specific project.

- **Dues, Subscriptions, and Publications**

Staff charges the costs for agency dues, professional organization memberships for employees, technical publications, newspapers, and other periodicals indirectly.

- **Depreciation Expense**

In accordance with the Governmental Accounting Standards Board (GASB), staff will expense single equipment purchases over \$5,000 in accordance with Statement 34 (GASB 34). The R2PC generally uses fund equity for purchases, depreciated on an annual declining basis, with depreciation charged indirectly.

- **Equipment**

The R2PC charges equipment expenditures for smaller items indirectly. Staff makes capital expenditures for large items independent of the operation budget, depreciated, and generally charged indirectly (see depreciation expense, above).

Indirect costs are never duplicated or included as part of direct costs since the R2PC generates them as part of its integrated budgetary/accounting system. Staff segregates indirect costs by account, accumulated in a distributed cost account and posted to projects in accordance with approved rate application procedures. The cost allocation system is included in the Statement of Total Costs and reflected in the budget summary following this Statement.

Statement of Total Costs

Simplified Allocation Method

Provisional Rate FY 2022

Budget Category	Total Costs	Less: Direct Unallowable Costs	Indirect Costs	Modified Total Direct Costs
Salaries	\$ 378,490	\$ 0	\$ 119,602	\$ 258,888
Fringe Benefits (36.204%)	137,030	\$ 0	\$ 43,302	\$ 93,729
Total Personnel Costs	\$ 515,520	\$ 0	\$ 162,903	\$ 352,617
Supplies	\$ 11,883	\$ 0	\$ 5,983	\$ 5,900
CPA services	\$ 5,500	\$ 0	\$ 5,500	\$ 0
Legal services	\$ 3,500	\$ 0	\$ 2,500	\$ 1,000
Computer services	\$ 2,500	\$ 0	\$ 1,000	\$ 1,500
Training	\$ 7,200	\$ 0	\$ 2,000	\$ 5,200
Contractual/consulting	\$ 185,183	\$ 128,183	\$ 57,000	\$ 128,183
Telephone	\$ 5,075	\$ 0	\$ 4,500	\$ 575
Postage/shipping	\$ 9,442	\$ 0	\$ 1,500	\$ 7,942
Travel	\$ 20,525	\$ 0	\$ 7,000	\$ 13,525
Advertising	\$ 4,620	\$ 0	\$ 2,000	\$ 2,620
Printing/copying	\$ 15,651	\$ 0	\$ 8,500	\$ 7,151
Insurance	\$ 7,000	\$ 0	\$ 7,000	\$ 0
Equipment repair and maint.	\$ 2,500	\$ 0	\$ 1,200	\$ 1,300
Rent	\$ 38,000	\$ 0	\$ 38,000	\$ 0
Dues/ subscriptions/publications	\$ 8,138	\$ 0	\$ 3,500	\$ 4,638
Software licenses/fees	\$ 6,000	\$ 0	\$ 5,000	\$ 1,000
Miscellaneous expense	\$ 4,200	\$ 0	\$ 2,500	\$ 1,700
Total Non-Personnel Costs	\$ 336,917	\$ 128,183	\$ 154,683	\$ 182,234
TOTAL	\$ 852,437	\$ 128,183	\$ 317,586	\$ 534,851

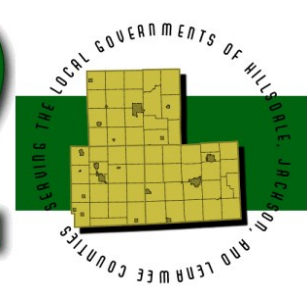
Indirect Cost Rate Calculation

Indirect Costs	\$ 317,586
Total Direct Salaries & Benefits	\$ 352,617
Indirect Rate	90.07 %

FY 2022 Budgeted Revenue and Expenditures

Revenues:	Budget FY 2022	Total Revenues	Total Expenditures
Grants:			
Federal - FHWA	\$ 238,092	\$ 238,092	\$ 238,092
EDA Grants – Partnership Planning	\$ 70,000	\$ 35,000	\$ 70,000
EDA Grants – Cares Act	\$ 131,700	\$ 131,700	\$ 131,700
Pass through funds – Office of Highway Safety Planning	\$ 38,922	\$ 38,922	\$ 38,922
Subtotal Federal Programs	\$ 478,714	\$ 443,714	\$ 478,714
MDOT – Rural Task Force	\$ 14,000	\$ 14,000	\$ 14,000
MDOT – Regional Transportation	\$ 31,000	\$ 31,000	\$ 31,000
MDOT – Asset Management	\$ 40,000	\$ 40,000	\$ 40,000
Subtotal State Programs	\$ 85,000	\$ 85,000	\$ 85,000
Local units of government – municipalities	\$ 79,605	\$ 79,605	\$ 0
Local units of government – counties	\$ 82,844	\$ 82,844	\$ 0
Local units of government – contracts – Hazard – Other	\$ 18,566	\$ 18,566	\$ 0
Area wide planning assistance/Other Agency Expenses	\$ 0	\$ 0	\$ 50,000
Local planning assistance	\$ 0	\$ 0	\$ 131,015
Subtotal R2PC Programs	\$ 181,015	\$ 181,015	\$ 181,015
Addition to Programs :			
Contracted Services -			
Local match - FHWA (JCDOT, JATA and City of Jackson)	\$ 52,708	\$ 52,708	\$ 52,708
Leoni DDA Administration Services	\$ 10,000	\$ 10,000	\$ 10,000
Leoni DDA Master Plan	\$ 45,000	\$ 45,000	\$ 45,000
Subtotal - Contracted Services	\$ 107,708	\$ 107,708	\$ 107,708
<i>Addition to (Use of) Fund Balance</i>	\$ 0	\$ 35,000	\$ 0
FY 2022 Budgeted Revenues and Expenditures	\$ 852,437	\$ 852,347	\$ 852,347

Region 2 Planning Commission



TO: Region 2 Planning Commission

FROM: Steven Duke
Executive Director

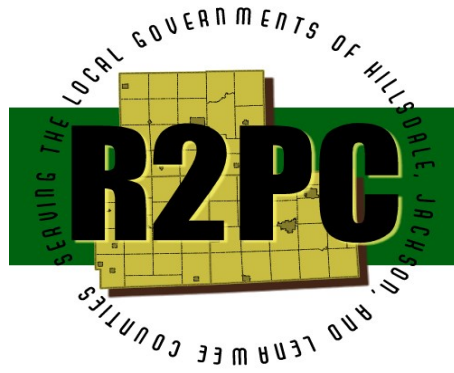
DATE: July 8, 2021

SUBJECT: Approval of the FY 2022 Regional Transportation Planning Work Program

Staff has prepared the FY 2022 Regional Transportation Planning Work Program and budget for the fiscal year beginning October 1, 2021 and ending September 30, 2022. The primary focus areas that staff will be working on during FY 2022 include assisting MDOT with the development of the FY 2023 – 2026 State Transportation Improvement Program (STIP), asset management, and on-going work for the Rural Task Force and Small Urban Area programs.

The Michigan Department of Transportation has been authorized to offer the Region 2 Planning Commission a grant of \$51,279 in Michigan Transportation Funds (MTF) covering the period of October 1, 2021 to September 30, 2022. No local funds are required.

APPROVAL is hereby requested for the proposed FY 2022 Regional Transportation Planning Work Program and authorization for the R2PC Chair and Executive Director to sign the FY 2022 MDOT project agreement for receipt of the funds as described above.



FY 2022 Regional Transportation Planning Work Program

Serving Hillsdale, Jackson, and Lenawee Counties

**Region 2 Planning Commission
120 W. Michigan Avenue – 9th Floor
Jackson, MI 49201**

October 1, 2021 through September 30, 2022

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INTRODUCTION

The Michigan Department of Transportation (MDOT) recognizes the importance of the state-local partnership in delivering a safe and efficient transportation system. The Regional Transportation Planning Program (RTPP) was created by the MDOT Bureau of Transportation Planning (BTP) in 1974 in order to contract various planning services to be performed by the State Planning and Development Regions to assist BTP and local units of government.

The RTPP requires each participating regional planning agency to have an annual work program in accordance with a three-year Master Agreement. Since 1984, the State Legislature has set a budget of \$488,800 of Act 51's Michigan Transportation Fund (MTF) for the RTPP. The scope of work identified in the annual work program includes specific activities identified to assist MDOT and local communities. Over the years, the work elements and funding levels of the basic work program have been stable, while certain elements like Byways, the Rural Task Force, and Asset Management have received supplemental funding to meet the needs of those programs. In previous years, the basic work program contained the following work elements: Administration, Technical Assistance to MDOT, Highway Performance Management System, Public Involvement and Local Technical Assistance.

For FY 2022, the Regional Planning Agency work program continues to have a budget of \$488,800 for the basic work elements. The supplemental funding for Rural Task Force and Small Urban programs is increased to \$332,400 due to the additional work items that are associated with the 2023-2026 Statewide Transportation Improvement Plan (STIP) development. State funding for the Asset Management Program will be released once approved, after July 7, 2021. The BTP may also allocate additional state funding to provide annual transportation technical assistance for non-metropolitan areas of the state. In FY 2022, each regional planning agency, with the exception of the Southeast Michigan Council of Governments, may receive supplemental funding, as needed and if available, from the FY 2022 SPR program to assist MDOT and the Regional Planning Agencies in:

- Improving public involvement and the consultation process in non-metropolitan areas of the state.
- Providing interagency coordination and public involvement for air quality conformity in non-attainment or maintenance areas for ozone and particulate matter 2.5. (For regional planning agencies with non-attainment or maintenance areas or areas required to do conformity within RPA boundaries).
- Preparing Access Management Plans and Ordinances.
- Non-Motorized Planning and Mapping.
- Byway Corridor Management Plans.
- Data Collection to meet federal reporting requirements.

I. Program Management – 3101

Objectives:

- Prepare and adopt annual work program.
- Prepare monthly or quarterly invoices and progress reports.
- Ensure expenditures are well documented and cost effective.
- Prepare a Final Acceptance Report (FAR) on the status of work activities and products within 90 days from the end of the fiscal year.
- Assist the auditors in carrying out general and specific audits of programs annually. Send such audit reports to the program coordinator.

Products:

1. The following will be submitted to the Program Coordinator by the Agency for reimbursement of costs incurred in conjunction with the work activities identified in the work program:
 - a. Progress reports that summarize accomplishments and attendance at applicable meetings for each work item.
 - b. Invoices for payment, submitted quarterly or monthly, in accordance with MDOT Contracting and Invoicing Standard Operating Procedures.
 - c. Receipts of travel expenses and equipment purchased greater than \$2,500; i.e. traffic counters, computer hardware and software, etc.
 - d. Itemization of program expenses in terms of work items, including salaries, fringe benefits, indirect costs and other direct costs.
 - e. Tabulation of progress by work item, indicating the amount and percent billed for the current billing period and to date.
2. The FAR on the status of activities and products in the work program will be submitted to the Program Coordinator within ninety (90) days following the contractual period in the work program, as specified within the Master Agreement. The FAR is a performance evaluation, not a financial audit and must contain the following information for each work item:
 - a. Products completed
 - b. Products not completed and reason for lack of completion.
 - c. The amount of funds budgeted and expended.
 - d. Work items that are to be continued next year.

Budget: \$ 4,000 (MTF)

II. Technical Assistance to MDOT – 3102

Objectives:

- Assist in various tasks identified by the State Long Range Transportation Plan (SLRTP) and the Statewide Transportation Improvement Program (STIP).
- Provide support for specific department issues and/or requests for information on transit, special projects, and/or program development issues.

Activities:

1. Assist in conducting transportation-related workshops and meetings, including but not limited to workshops and seminars for access management, State and National Byways, functional classification, the Adjusted Census Urban Boundary (ACUB), the Highway Performance Monitoring System (HPMS), the Model Inventory of Roadway Elements (MIRE), Fundamental Data Elements (FDE), and the Non Trunk line Federal Aid Program (NTFA) updates, non-motorized transportation, safety and non-metropolitan-area elected officials. Activities may include locating adequate facilities, registering participants, scheduling speakers, and other meeting management related activities.
2. Provide staffing and technical planning assistance in the area of transportation.
3. Conduct transportation studies as needed.
4. Assist in identifying transportation interest, programs and projects as appropriate for the STIP and the Statewide Long Range Transportation Plan.
 - a. Participate in the development and implementation of the SLRTP, providing input and review of documents and initiatives performed as part of the SLRTP development.
 - b. Assist in the scheduling and notifying of SLRTP related activities, including but not limited to public meetings within the region.
5. As appropriate, assist the MDOT Office of Passenger Transportation in cooperation with local transit providers.
6. Statewide Travel Demand Model:
 - a. Review and provide feedback on REMI socio-economic forecasting outputs and assist in reviewing and allocating data to statewide traffic zones.
 - b. Verify statewide model network inventories.
 - c. Provide traffic counts, as available, for model updates not covered in acquiring traffic counts for the non-trunkline federal aid program.
7. Data for meeting Federal Reporting Requirements:

- a. Highway Performance Monitoring System (HPMS). Collect and submit data items for HPMS in conjunction with MDOT's HPMS coordinator. Staff will review and update the HPMS database sample segments using MDOT-supplied spreadsheets that contain only the data items needing to be updated for each sample in the format provided.
- b. Traffic Data Collection for Federal Reporting. Provide support to MDOT in the a-cross agency coordination effort (NTFA) to gather and report traffic data on the non-MDOT road network (federal aid and non-federal aid) to meet federal reporting requirements of HPMS, MAP 21, and the FAST Act.
- c. Model Inventory of Roadway Element (MIRE) Fundamental Data Elements (FDE). Provide support to MDOT in the a-cross agency coordination effort to gather and report traffic and safety on the non-MDOT road network (federal aid and non-federal aid) to meet federal reporting requirements of the safety Transportation Performance measures in MAP 21 and the FAST Act. As data collection elements are known, some MIRE FDE data collection may begin at the RPA's discretion.

The first set of MDOT MIRE FDE data and tools should be available in Roadsoft in the April 2022 release. Agencies should receive MIRE data in Roadsoft in V22 and may export changes to MDOT for V22 and beyond. The five (5) data items that RPA staff will be requested to review will be: Surface type, number of through lanes, access control, median type, and junction traffic control. RPA and MDOT staff will begin the process of meeting to discuss and plan for annual maintenance and validating (5) going forward. The end goal will be to draft a plan to fill 100% of the (5) MIRE data items and submit to MDOT by August of 2025.

Support is defined as (but not limited to):

Outreach

Piloting

Training and education

Data coordination with local agencies

Data compilation

Data load, transfer, and/or reporting

Conduit between local agencies and MDOT/FHWA

Budget: \$ 9,000 (MTF)

III. Technical Assistance to Member Agencies – 3103

Objectives:

- Provide services to local transportation agencies to improve existing and new multi-modal transportation systems, and identify actions to improve the area's transportation system.

Activities:

1. Assist local units of government in obtaining grant funds to improve existing and new multi-modal transportation systems, and identify actions to improve the area's transportation system.
2. Assist local agencies seeking to improve and expand public transportation and promote improved transportation systems for all modes.
3. Coordinate planning to promote safety, livable communities, and environmental sustainability.
4. Work with local agencies to assess impacts of transportation on projected land uses in the region.
5. Review and/or develop proficiency in traffic crash data.
6. Prepare and report to regional boards and local agencies on the status of transportation planning work program activities and tasks.

Products:

Provide Program Coordinator with a copy of any reports produced as a result of these activities.

Budget: \$9,000 (MTF)

IV. Management of Rural Task Force and Small Urban Programs – 3094

Objective:

- To assist MDOT in the administration and coordination of the Rural Task Force (RTF) and Small Urban programs.

Activities:

1. Regional Planning Agency staff shall communicate all MDOT correspondence to their respective RTF members.
2. Schedule, set-up room, provide materials, take meeting minutes, collect a list of meeting attendees and facilitate the logistics of the RTF project selection meetings and small urban program meetings. This duty can be coordinated with the Chairperson of the committees based on preference of the individual RTF or small urban committee.
3. Ensure project selection for the 2023-2026 STIP cycle for RTF and small Urban programs. This requires RTF local committee meetings which are required for a STIP Development year.
4. The Regional Planning Agency and RTF Chairperson shall ensure a cooperative, coordinated and comprehensive planning process is followed at the regional level. This process shall be consistent with approved federal planning regulations and provide for the consideration and implementation of projects that address all modes of transportation.

5. Ensure that the fiscal constraint sheets used in the meetings are properly managed with updated allocation balances provided by the MDOT RTF coordinator as well as the decisions made by the RTF committees.
6. Ensure the required public involvement and consultation process is followed by providing citizens, affected public agencies, tribal governments, private transportation providers, and other interested parties with sufficient notice and opportunity to comment on proposed transportation projects, plans and programs.
7. Program eligible projects in JobNet as approved by the RTF committees. Ensure that 1799 and 1797 data sheets received from the local agencies match what was approved by the RTF committees as reflected in the fiscal constraint sheet and attach those data sheets to the appropriate project in JobNet. This includes the programming of selected projects for the new STIP cycle 2023-2026.
8. Submit proof of public involvement, meeting minutes, all Season Road changes, and the fiscal constraint sheet as part of monthly activity report utilizing the most current 1618 form to the MDOT RTF Coordinator. In months where no meeting is held or action taken by the committees, the form should still be submitted with the “No Project Change or Meeting” box checked and submitted to the MDOT RTF Coordinator.
9. Attend monthly RTF virtual meetings and educational webinars or watch the posted recordings if unavailable for the meeting times.

Budget: \$13,279 (SPR)

V. Public Involvement and Consultation Process for Non-Metropolitan Areas – 3095

Objectives:

- To provide for non-metropolitan local official participation in the development of the State Long-Range Transportation Plan (LRTP) and the STIP.
- Provide opportunities for the public to review and comment in the development of the LRTP and the STIP.
- To manage consultation with local elected officials, local officials with responsibility for transportation, public agencies, general public, tribal governments, businesses, and organizations in accordance with the Statewide Planning Process Public Participation Plan.

Activities:

1. Work with MDOT on public involvement issues, including organizing meetings, focus groups, and advisory committees.
2. Conduct local program meetings and ongoing communication and technical assistance in non-metropolitan areas to provide information on various state and federal programs.

3. Document the RTF's public involvement and consultation processes.
4. Partner with educating and training local officials with regard to state and federally funded programs, policies, applications, and other key information.
5. Respond to requests from the public and private sector in providing information on state and federal transportation programs, projects, and funding. Stay informed on local issues.
6. Participate in statewide conferences, meetings, seminars, forums, and training sessions on state and federal programs available to local communities.
7. Assist MDOT in keeping elected public officials, the general public, local planning agencies, and Tribal Governments informed early of the list of projects in the Five-Year Program and of the investment strategies, funding assumptions, economic benefits, and impacts on the various modes.
8. Assist in the creation and maintenance of an email subscription list for managing the electronic distribution of information to local elected officials.

Budget: \$3,500 (Some items may be funded through the RTF program)

VI. Air Quality Conformity Planning – 3096

*(**For Ozone and PM 2.5 Non-Attainment Areas/ Lenawee County)*

Objectives:

- Comply with the federal and state transportation air quality regulations, specifically related to transportation conformity for non-attainment or maintenance areas for ozone and particular matter 2.5.
- Provide coordination and support of the transportation conformity interagency work group (IAWG).
- Provide communication of air quality conformity analysis results or reports to all interested individuals and organizations.
- Provide inputs into the air quality conformity process and facilitate input from others.

Activities:

1. Attend training to become familiar with the conformity regulations, and related air quality issues.
2. Participate in and/or conduct transportation conformity IAWG.
3. Participate in discussions to evaluate attainment strategies pertaining to transportation air quality for individual areas or as part of the statewide transportation planning process.
4. Communicate air quality conformity analysis results and initiatives to all interested individuals and organizations.

*** Only for Regional Planning Agencies with ozone or particulate matter 2.5 non-attainment or maintenance areas or areas required to do conformity within RPA boundaries.**

Budget: \$3,500 (MTF)

VII. Access Management – 3107

Objective:

To develop and/or conduct access management training for local client communities. Assist MDOT selected consultants in preparing access management plans and ordinances along state road corridors.

Activities:

1. Educate local public officials, property owners and citizens what access management is and how it can benefit their community.
2. Identify local roadway corridors of significance for the development of access management plans and prepare a formal justification to MDOT for funding such plans. A corridor of significance is defined as a principal and or minor arterial that significantly impacts the state trunk line system.
3. Assist MDOT/consultant to ensure successful adoption of plans and ordinances. Assist road agencies, client communities and property owners, as required, when road and utility projects provide plan implementation opportunities. Provide follow-up consultation to communities with existing access management plans and ordinances.

Products:

Educational materials provided by MDOT unless specified otherwise. Provide support to consultants conducting training, preparing corridor access management plans and ordinances along state road corridors.

Upon Billing Submittal:

Costs incurred will be reimbursed upon review and approval of documentation submitted to the MDOT Program Manager and/or the appropriate MDOT representative.

Budget: \$ 500 (MTF)

VIII. Asset Management – 3111

The resources allocated to the Metropolitan/Regional Planning Organization (MPO/RPO) from the Transportation Asset Management Council (TAMC) annual budget shall be utilized to assist in the completion of the TAMC Work Program. All work shall be consistent with the policies and priorities established by the TAMC. All invoices submitted for reimbursement of Asset Management activities shall utilize Michigan Department of Transportation (MDOT) standard invoice forms and include the required information for processing. The MPO/RPO shall

complete the required products and perform tasks according to the timeframes and directives established within TAMC's data collection policies, which are located on the TAMC website (<http://tamc.mcgi.state.mi.us/TAMC/#/aboutus>). The MPO/RPO will emphasize these tasks to support the top 125 Public Act 51 agencies (agencies that certify under Public Act 51 a minimum of 100 centerline miles of road) within the planning area when resources are limited. The activities eligible for TAMC reimbursement include the following:

Tasks:

1. Training Activities
 - a. Attend at training seminar(s) on the use of the Pavement Surface Evaluation and Rating (PASER) system and Inventory-based Rating System for unpaved roadways.
 - b. Represent MPO/RPO at TAMC-sponsored conferences and seminars, including attending either Spring or Fall TAMC Conference.
 - c. Attend TAMC-sponsored Investment Reporting Tool (IRT) training seminars
 - d. Attend TAMC-sponsored Asset Management Plan Development training seminars.
2. Data Collection Participation and Coordination
 - a. Federal Aid System
 - i. Organize schedules with Public Act 51 agencies within MPO/RPO's boundary or participating in Federal Aid data collection efforts; ensure all participants of data collection have access to State of Michigan travel reimbursement rates.
 - ii. Coordinate, participate, and facilitate road surface data collection on approximately one-half of the Federal Aid System in accordance with the TAMC Policy for the Collection of Roadway Condition Data on Federal Aid Eligible Roads and Streets.
 - iii. Collect unpaved roadway condition data on approximately half of any unpaved Federal Aid eligible roadways using the Inventory-based Rating System developed by the Michigan Technological University's Center for Technology and Training.
 - b. Non-Federal Aid System
 - i. The RPO/MPO may allocate reimbursements for Non-Federal Aid data collection to Public Act 51 agencies according to the resources available to them in the manner that best reflects the priorities of their area and supports the TAMC work.
 - ii. Coordinate Non-Federal Aid data collection cycles with Public Act 51 agencies with an emphasis on the top 125 agencies.
 - iii. Ensure that all participants of data collection understand procedures for data sharing with TAMC as well as TAMC policy and procedures for collecting Non-Federal Aid data.
 - iv. Participate and perform data collection with Public Act 51 agencies on an as-needed basis for the data collection of Non-Federal Aid roads when requested.
 - c. Equipment
 - i. Ensure rating teams have the necessary tools to complete the federal aid data collection activity by maintaining a laptop compatible with the Laptop

- Data Collector and Roadsoft programs, a functioning Global Positioning System (GPS) unit, and other required hardware in good working order.
 - ii. Communicate any equipment needs and purchases with the TAMC Coordinator; laptops are eligible for replacement on a three-year cycle.
- d. Data Submission
 - i. Develop and maintain technical capability to manage regional Roadsoft databases and the Laptop Data Collector program; maintain a regional Roadsoft database that is accurate and consistent with local agency data sets.
 - ii. Coordinate Quality Assurance/Quality Control activities and data submission tasks according to protocols established in TAMC Data Collection Policies for Federal Aid and Non-Federal Aid Roads.
 - iii. Monitor and report status of data collection efforts to TAMC Asset Management Coordinator through monthly coordinator calls and/or monthly or quarterly program updates that are mailed with invoices.
 - iv. Provide links on agency websites and reports to the TAMC website, interactive maps and dashboards for the dissemination of roadway data.
- e. Asset Management Planning
 - i. Participate and attend TAMC-sponsored training and workshops in order to provide technical support for Asset Management Plan development activities.
 - ii. Provide an annual reporting of the status of Public Act 51 agency Asset Management Plans and keep abreast of the status of these plans for updates and revision.
 - iii. Provide technical assistance and training funds to Public Act 51 agencies during the development of local Asset Management Plans using TAMC templates when applicable; coordinate these tasks with an emphasis on the Top 125 agencies.
- f. Technical Assistance
 - i. Provide technical assistance to local agencies in using the TAMC reporting tools for planned and completed infrastructure investments or any other TAMC Work Program Activity.
 - ii. Integrate PASER ratings and asset management into project selection criteria:
 - 1. Analyze data and develop road preservation scenarios.
 - 2. Analyze performance of implemented projects.
- g. Culvert Mapping Pilot
 - i. Provide administrative and technical assistance to Public Act 51 agencies and MDOT for reimbursement of TAMC funds for participation in the 2018 TAMC Culvert Mapping Pilot project.
 - ii. Utilize TAMC reporting forms to communicate progress and expenditures of Public Act 51 agencies to assist TAMC in the Culvert Mapping Pilot Report.

Required Products

1. PASER data for Federal Aid System submitted to TAMC via the IRT.
2. PASER data for Non-Federal Aid System submitted to TAMC via the IRT.

3. Quarterly or monthly activities reports submitted with invoices to TAMC Coordinator.
4. Create an Annual Report of Asset Management program activities as well as a summary of annual PASER condition data by local agency, functional classification, and Public Act 51 Legal System; provide links to Regional Annual Report on agency website and submit copies to TAMC Coordinator by April 1 of each year.
5. Prepare a draft status report of Public Act 51 agency Asset Management activities and plans within MPO/RPO boundary by September 30 of each year.

The Michigan Transportation Asset Management Council approved this language on June 6, 2018.

Budget: \$40,000 (MTF)

IX. Pure Michigan Byway Program – 3098

Objective:

- Implement the Pure Michigan Byway Program for MDOT. Manage or assist in the management of designated state byways and/or National Scenic Byways within the regions' geographical boundaries.

Activities:

1. Prepare and or assist a consultant in the development of corridor management plans.
2. Provide guidance to local "grassroots" organizations seeking to nominate a state highway as a Pure Michigan Byway or a National Scenic Byway.
3. Serve as a Liaison between MDOT and the local Byway Committee on issues relating to future transportation system improvements, or local land use and zoning changes proposed for and adjacent to the Byway.
4. Provide opportunities for public involvement activities related to the Byway.
5. Ensure the Byway corridor management plan is up-to-date.
6. Conduct studies of the convenience of the Byway transportation and visitor-oriented facilities.
7. Attend conferences, workshops and seminars.

Products:

1. Designation of Pure Michigan Byways and National Byways in accordance with P.A. 69 of 1993 and Title 23 U. S. Code.
2. Corridor Management Plans.
3. Meeting management and facilitation of Byway Committee meetings. Serve as a Liaison between the byway committee and MDOT.

4. Marketing brochures, pamphlets, web site and other promotional/educational material to constituents.
5. Provide MDOT with digital and hard copies of updated and/or new corridor management plans.

Upon billing submittal:

- See MDOT Standard Operating Procedures for invoicing

Budget: \$500 (MTF for administrative duties) (SPR for CMP update/development and promotional activities)

X. Non-Motorized Mapping and Investment Plan – 3109

Objective:

- Facilitate the process of completing regional non-motorized planning efforts for the State of Michigan by region.

Activities:

1. Collect information to match the data fields in MDOT's Transportation Intermodal Management System (IMS).
2. Develop and implement aspects of a non-motorized investment plan to identify needed projects and project elements, prioritizing those projects, and determining the optimum funding arrangements for the projects within each region.
3. Promote the consideration of bicycle and pedestrian facilities in the overall transportation planning activities.
4. Coordinate with stakeholders and seek public input.
5. Provide planning and related services to the Active Jackson.
6. Work closely with MDOT and local communities in implementing the recommendations of the Jackson City + County Nonmotorized Plan.

Products:

1. Non-motorized master plans by region including up-to-date non-motorized maps.
2. The end map product will be a ready-to-print region wide bike map and data base with the support data to go into the TMS for future planning and maps. Provide MDOT with a copy of any reports (excluding grant applications) as a result of this activity, or a copy of cover letters for products submitted to others.
3. Print a 6 to 7 year supply of Region Road and Trail Guides (bike maps) for MDOT distribution, plus stakeholders within the region.

4. The development of a comprehensive plan and the identification of priority projects within the area will help guide MDOT's investment in the region's non-motorized transportation system.

Upon Billing Submittal:

- Progress Reports that summarize accomplishments for each work item.
- Original Invoice, consecutively numbered, stating period covered, dollar amount and work performed.
- Itemizing of program expenses in terms of work items and cost groups, including charges to direct salaries, fringe benefits, indirect costs, and other direct costs.

Budget: \$5,000 (MTF)

XI. Rural Safety Planning – 3110

Objectives:

- Assist in conducting rural safety planning forums to increase or create awareness for safety, and encourage formation of cross-discipline safety partnerships at the local level and assist MDOT in the process of preparing rural safety plans.
- Determine areas of safety risks (i.e., behavioral, structural) and schedule workshops to educate constituents in mitigating these risks, if appropriate.

Activities:

1. Conduct Rural Safety Forums on a biannual basis. These forums will include emergency, enforcement, education, and engineering staff as well as other interested parties. Schedule specific safety workshops in outer years if appropriate.
2. Update and maintain a list of safety advocates, including mailing labels.
3. Continue partnerships to promote safety as an integral part of the planning and project development process.
4. Maintain updated mailing lists identifying safety groups and individuals.
5. Assist MDOT in the process of preparing Rural Safety Plans.
6. Provide administrative services to the Jackson Traffic Safety Commission and the Office of Highway Safety Planning.

Budget: \$ 3,000 (MTF)

TABLE 1
FISCAL YEAR 2022 BUDGET
REGIONAL TRANSPORTATION WORK PROGRAM
October 1, 2021 - September 30, 2022

WORK ELEMENT	PROJECT	SALARY	FRINGE BENEFIT	INDIRECT	OTHER	MTF FUNDS	SPR FUNDS	TOTAL FUNDS
3101	Program Management	\$ 1,799	\$ 414	\$ 1,495	\$ 292	\$ 4,000	\$ -	\$ 4,000
3102	Technical Assistance to MDOT	\$ 4,366	\$ 982	\$ 3,552	\$ 100	\$ 9,000	\$ -	\$ 9,000
3103	Technical Assistance to Member Agencies	\$ 4,047	\$ 931	\$ 3,365	\$ 657	\$ 9,000	\$ -	\$ 9,000
3094	Management of Rural Task Force Process	\$ 2,560	\$ 1,072	\$ 2,808	\$ 560	\$ -	\$ 13,279	\$ 13,279
3095	Public Involvement and Consultation Process for Non-Metropolitan Areas	\$ 1,558	\$ 590	\$ 1,352	\$ -	\$ -	\$ 3,500	\$ 3,500
3096	Air Quality Conformity Planning	\$ 1,570	\$ 330	\$ 1,375	\$ 225	\$ -	\$ 3,500	\$ 3,500
3107	Access Management	\$ 224	\$ 52	\$ 187	\$ 37	\$ 500	\$ -	\$ 500
3098	Pure Michigan Byway Program	\$ 225	\$ 53	\$ 191	\$ 31	\$ 500	\$ -	\$ 500
3109	Non-Motorized Mapping and Investment Plan	\$ 2,269	\$ 522	\$ 1,886	\$ 323	\$ 5,000	\$ -	\$ 5,000
3110	Rural Safety Planning	\$ 1,320	\$ 310	\$ 1,122	\$ 219	\$ 3,000	\$ -	\$ 3,000
3111	Asset Management *	\$ 19,050	\$ 4,477	\$ 16,187	\$ 286	\$ 40,000	\$ -	\$ 40,000
TOTALS						\$31,000	\$20,279	\$ 51,279

* Because this activity is funded through the Asset Management Council and does not make use of MDOT Act 253 funds, it is not included in the TOTALS column. In addition, \$20,000 in Asset Management funds are included in the JACTS UWP for data collection.

TABLE 2
Direct and Indirect Costs FY 2022
Region 2 Planning Commission

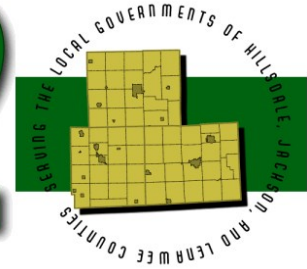
	COSTS			
	Total	Less: Direct Unallowable	Indirect	Modified Total Direct
Total Salaries	\$ 378,490		\$ 119,602	\$ 258,888
Total Fringe Benefits (36.204%)	\$ 137,030		\$ 43,302	\$ 93,729
Total Personnel Costs	\$ 515,520		\$ 162,903	\$ 352,617
Supplies	\$ 11,883	-	\$ 5,983	\$ 5,900
CPA Services	\$ 5,500	-	\$ 5,500	-
Legal Services	\$ 3,500	-	\$ 2,500	\$ 1,000
Computer Services	\$ 2,500	-	\$ 1,000	\$ 1,500
Training	\$ 7,200	-	\$ 2,000	\$ 5,020
Contractual/Consulting	\$ 185,183	\$ 128,183	\$ 57,000	\$ 128,183
Telephone	\$ 5,075	-	\$ 4,500	\$ 575
Postage/Shipping	\$ 9,442	-	\$ 1,500	\$ 7,942
Travel	\$ 20,525	-	\$ 7,000	\$ 13,525
Advertising	\$ 4,620	-	\$ 2,000	\$ 2,620
Printing/Copying	\$ 15,651	-	\$ 8,500	\$ 7,151
Insurance	\$ 7,000	-	\$ 7,000	-
Equipment Repair & Maintenance	\$ 2,500	-	\$ 1,200	\$ 1,300
Rent	\$ 38,000		\$ 38,000	-
Dues/Subscriptions/Publications	\$ 8,138		\$ 3,500	\$ 4,638
Software Licenses/Fees	\$ 6,000	-	\$ 5,000	\$ 1,000
Miscellaneous Expense	\$ 4,200	-	\$ 2,500	\$ 1,700
Total Non-Personnel Costs	\$ 336,917	\$ 128,183	\$ 154,683	\$ 182,234
Total	\$ 852,437	\$ 128,183	\$ 317,586	\$ 534,851

Rate Calculation

Indirect Cost Rate Calculation

Total Indirect Costs	\$317,586
Total Direct Salaries & Benefits	\$352,617
Indirect Rate	90.07%

Region 2 Planning Commission



RESOLUTION OF THE REGION 2 PLANNING COMMISSION

FY 2022 REGIONAL TRANSPORTATION PLANNING GRANT PROGRAM

WHEREAS, the Region 2 Planning Commission has engaged in the Regional Transportation Planning Grant Program in prior years, and;

WHEREAS, the Michigan Department of Transportation has been authorized to offer the Region 2 Planning Commission a grant of \$51,279 in Michigan Transportation Funds (MTF) and covering the period of October 1, 2021 to September 30, 2022, and;

WHEREAS, the Region 2 Planning Commission has prepared a program of work based upon its FY 2022 Regional Transportation Planning Work Program;

NOW, THEREFORE, BE IT RESOLVED, that the Region 2 Planning Commission hereby accepts the grant offer, and;

BE IT FURTHER RESOLVED, that the Region 2 Planning Commission hereby authorizes its Chairperson and Executive Director to execute a project agreement for the FY 2022 Regional Transportation Planning Grant Program.

PASSED, ADOPTED, and APPROVED this eighth day of July, 2021.

By:

Doug Terry, Chair
Region 2 Planning Commission

Steven M. Duke, Executive Director
Region 2 Planning Commission



NOTICE OF PUBLIC HEARING
RAISIN CHARTER TOWNSHIP PLANNING COMMISSION

The Raisin Charter Township Planning Commission will be holding a Public Hearing on July 13, 2020 at 6:30 P.M. for the purpose of public comment on the 2021 edition of the Raisin Township Master Plan. The Raisin Township Master Plan is available on the Township website. (<https://raisinchartertownship.com>).

Anyone wishing to make comment may do so by attending the meeting at the Raisin Community Center located at 3266 Gady Rd., Adrian, MI 49221. Comments may also be sent by letter to the Raisin Charter Township Planning Commission, 5525 Occidental Hwy., Tecumseh, MI 49286. Telephone: 517-423-3162

Dale Witt, Treasurer
Raisin Charter Township
1T



June 17, 2021

Regarding: City of Reading Master Plan

To whom it may concern:

This letter is to provide notification that the Reading City Council adopted the Master Plan on June 8, 2021, Pursuant to Public Act 33 of 2008, the Michigan Planning Enabling Act.

It can be accessed online at <http://reading.mi.us/planning-and-zoning.aspx> and a hard copy will be available at City Hall by the end of June.



initiative

Regards,

Michelle Bennett, AICP
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