

# AGENDA

# REGION 2 PLANNING COMMISSION

## Full Commission

### FOR FURTHER INFORMATION, CONTACT:

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

**DATE: Thursday, September 9, 2021**

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

**WHERE:**

**Jackson County Tower Bldg.  
120 W. Michigan Ave., 5<sup>th</sup> Fl.  
Jackson, MI 49201**

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

### PAGE #

1. Call to Order
2. Approval of the September 9, 2021 Agenda – **ACTION**
3. Public Comment
4. Approval of the Full Commission Meeting Minutes for July 8, 2021 (see enclosure) – **ACTION** 2
5. Approval of Action Taken at the August 12, 2021 Executive Committee Meeting (see enclosure) – **ACTION** 5
6. Receipt of Treasurer's Report of August 31, 2021 (see enclosure) – **ACTION** 8
7. Approval of September 9, 2021 Submitted Bills (see enclosure) – **ACTION** 12
8. Staff Progress Report for August, 2021 (see enclosure) – **DISCUSSION** 13
9. Approval of Amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP) (see enclosure) – **ACTION** 18
  - Jackson County Department of Transportation
10. Approval of the 2050 JACTS Long Range Transportation Plan (LRTP) Socio-Economic Data (see enclosure) – **ACTION** 19
11. Approval of Travel Request to Attend the Michigan Association of Regions (MAR) Annual Conference, Muskegon, MI (see enclosure) – **ACTION** 21
12. Retirements – R2PC Chair and the Executive Director (see enclosure) – **ACTION** 22
  - Appointment of new R2PC Chair
  - Appointment of R2PC Executive Director / Approval of 3-year Contract
  - Approval of Part-Time Employment Agreement with Steve Duke
13. Other Business
  - REMINDER - The October 14, 2021 R2PC Executive Committee Meeting is at Lenawee Now, 5285 W. US-223, Adrian, MI 49221
  - Annual Dinner Discussion
14. Public Comment / Commissioners' Comments
15. 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, July 8, 2021**

**I. Call to Order** – Chair Terry 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)	McClary	Todd
Bolton	Grabert (E)	Miller	Votzke
Bush	Greene (E)	Navarro	Wagner
✓ Camacho	Greenleaf	Nickel	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, James Latham

Others Present: Christine Beech, Rives Township; Mike Davis, MDOT; Angie Kline, JCDOT; Katie Stewart, MDOT; Bret Taylor, JCDOT; Joan Havican, Village of Parma; Katie Stewart, MDOT

- II. **Approval of the July 8, 2021 Agenda** – The motion was made by Comm. Snell, supported by Comm. Schlecte, to approve the July 8, 2021 agenda as presented. The motion carried unanimously.
- III. **Public Comment** – Chair Terry requested public comment. No comments were received.
- IV. **Approval of the Full Commission Meeting Minutes for May 13, 2021** – The motion was made by Comm. Bair, supported by Comm. Snell, to approve the Full Commission meeting minutes of May 13, 2021 as submitted. The motion carried unanimously.
- V. **Approval of the Action Taken at the June 10, 2021 Executive Committee Meeting** – The motion was made by Comm. Bair, supported by Comm. Snell, to approve the action taken at the June 10, 2021 Executive Committee meeting. The motion carried unanimously.
- VI. **Receipt of Treasurer’s Report of June 30, 2021** – A motion was made by Comm. Snell, and supported by Comm. Camacho, to receive the June 30, 2021 Treasurer’s Report as presented. The motion carried unanimously.
- VII. **Approval of July 8, 2021 Submitted Bills** – A motion was made by Comm. Bair, supported by Comm. Snell, to approve payment of the July 8, 2021 submitted bills. The motion carried unanimously.
- VIII. **Staff Progress Report for June, 2021** – The June, 2021 staff progress report was included in the agenda packet. The R2PC staff each reported on their planning activities for the month.
- IX. **Approval of Amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP)** – The following amendment was submitted for Commission review and approval:

Ms. Kline reported that the Jackson County Department of Transportation (JCDOT) was requesting the following “regionally significant” project be included in the JACTS FY 2020-2023 Transportation Improvement Program (TIP):

FY	Name	Limits	Description	Funding	Action
2021	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 EDA \$1,279,500 Local \$7,397,500 Total	Add

The motion was made by Comm. Bair, supported by Comm. Snell, to approve the proposed JCDOT amendment as presented. The motion carried unanimously.

- X. **Approval of the R2PC FY 2022 Planning Work Program (PWP)** – Mr. Duke reviewed the R2PC FY 2022 PWP and budget included in the agenda packet. The total budget revenues are projected to be \$852,437 for the fiscal year beginning October 1, 2021 and ending September 30, 2022. Revenue sources include MDOT, FHWA, EDA, OHSP, and membership dues. Mr. Duke reported that included in the budget is a 3 percent cost of living increase for staff.

The motion was made by Comm. Drake, supported by Comm. Bair, to approve the FY 2022 PWP and budget as presented. The motion carried unanimously.

- XI. Approval of the R2PC FY 2022 Regional Transportation Planning Work Program and Resolution** – Mr. Duke reviewed the R2PC FY 2022 Regional Transportation Work Program which lists the various activities to be completed for MDOT and Hillsdale, Jackson, and Lenawee counties. The MDOT grant for this program is funded at \$51,279 and requires no local matching funds.

The motion was made by Comm. Shotwell, supported by Comm. Bair, to approve the FY 2022 Regional Transportation Planning Work Program and authorizing the R2PC Chair and Executive Director to sign the MDOT project agreement for receipt of the funds as described above. The motion carried unanimously.

- XII. Other Business** – Mr. Duke reported that R2PC received notification from Raisin Charter Township soliciting public comments on their 2021 edition of the Raisin Township Master Plan. The plan can be viewed on the township's website.

The City of Reading, per the Michigan Planning Enabling Act, notified the R2PC that they have adopted their Master Plan on June 8, 2021.

Mr. Duke asked the Commissioners if they thought we should have our annual dinner and meeting this year in November. The dinner was canceled last year due to the pandemic. The consensus of those in attendance was to host the annual meeting this fall.

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

Mr. Duke reported that the City of Jackson has lifted their State of Emergency, therefore, all future meetings will be conducted in person beginning with the August, 2021 Executive Committee meeting.

No other business was brought before the Commission.

- XIII. Public / Commissioners' Comments** – No additional public or Commissioner comments were received.

- XIV. Adjournment** – There being no further business, Chair Terry adjourned the meeting at 2:40 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  
Hillsdale City Hall  
97 N. Broad Street  
Hillsdale, MI 49242

**Thursday, August 12, 2021**

- I. **Call to Order** – Chair Terry called the meeting to order at 2:10 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: Christine Beecher; Judy Southworth

Others Present: Chad Cumberworth, Jackson Area Transportation Authority; Sue Smith, Hillsdale EDP

Staff Present: Duke, Hurt

- II. **Pledge of Allegiance** – Those present rose for the Pledge of Allegiance.
- III. **Approval of the Agenda** – A motion was made by Comm. Tillotson, supported by Comm. Bair, to approve the August 12, 2021 Executive Committee agenda as presented. The motion carried unanimously.
- IV. **Public Comment** – Chair Terry announced the first opportunity for public comment. No public comments were received.

- V. **Approval of Minutes of the June 10, 2021 Executive Committee Meeting** – A motion was made by Comm. Jancek, supported by Comm. Bair, to approve the June 10, 2021 Executive Committee meeting minutes as submitted. The motion carried unanimously.
- VI. **Receipt of the Treasurer’s Report of July 31, 2021** – A motion was made by Comm. Bair, supported by Comm. Jancek, to approve receipt of the Treasurer’s Report for July 31, 2021. The motion carried unanimously.
- VII. **Approval of the August 12, 2021 Submitted Bills** – A motion was made by Comm. Jancek, supported by Comm. Bair, to approve payment of the August 12, 2021, submitted bills as presented. The motion carried unanimously.
- VIII. **Staff Progress Report for July, 2021** – Mr. Duke presented highlights from the staff report:
- Staff conducted the second CEDS Committee meeting
  - Staff sent out approximately 150 surveys to property owners in the Leoni Downtown Development District to gather input for the strategic plan
  - The R2PC will be hosting an informational workshop on the American Rescue Plan Act (ARPA) funding on October 13<sup>th</sup>
  - Staff conducted Rural Task Force meetings in each of the three counties to allocate HIP Covid transportation funds
  - Staff developed base-year socio-economic data for the JACTS 2050 Long Range Transportation Plan update
  - Staff preparing the FY 2022 OHSP enforcement grant
  - Staff submitted the draft Jackson County Hazard Mitigation Plan to the MSP for review and comment
  - Staff continued working on numerous master/recreation plans throughout the region
- IX. **Hillsdale Economic Development Partnership Update** – Ms. Sue Smith, CEO, updated the Committee on recent activities the Hillsdale Economic Development Partnership staff assisted with or participated in over the past several months.
- X. **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. 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	5307 – CTF Urbanized Formula	Countywide	Operating	Operating Assistance	\$1,315,859 – Federal (5307) \$1,717,224 – State (CTF) \$3,033,083 – Total
2021	5307 – CTF Urbanized Formula	Countywide	Operating	1% safety & security from Section 5307 Federal Operating	\$13,159 – Federal (5307) \$3,290 – State (CTF) \$16,449 – Total

Mr. Duke reported that MDOT was requesting the following amendment to the JACTS FY 2020-2023 Transportation Improvement Program (TIP):

FY	Job number	Phase	Name	Limits	Length	Description	Funds & Source	Amendment Type
2021	209494	ROW	TSC Wide	Various Locations – Jackson TSC	0	Modernizing signalized intersection to current standards	\$35,000 – Federal (STG) \$0 – State \$35,000 - Total	Budget over 25%
2021	212899	CON	I-94	I-94 from Jackson/Calhoun County Line east to M-60 in Jackson County	12.405	Tree removal and ROW fencing removal / installation	\$1,129,825 – Federal (IM) \$125,536 – State \$1,255,361 – Total	Add

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

- XI. **Other Business** – Mr. Duke stated that the R2PC annual dinner and meeting will be held November 4<sup>th</sup> at the Jackson County Country Club. Invitations will be included in the September agenda packet.

Included in the agenda packet was a meeting calendar for the remainder of 2021. The meetings will be conducted in person.

- XII. **Public Comment / Commissioners Comments** – Chair Terry announced that he will be retiring as the manager of the City of Litchfield at the end of September; therefore, Vice-Chair Jancek will assume Chair responsibilities until elections are held in February, 2022.

Chair Terry reported that Executive Director Duke plans to retire in the near the future. Discussions are underway by the Personnel & Finance Committee to find a new Executive Director.

- XIII. **Adjournment** – There being no further business, the meeting was adjourned by Chair Terry at 3:01 p.m.

Chris Wittenbach  
Secretary

**REGION 2 PLANNING COMMISSION**  
**Treasurer's Report - Monthly Summary**  
**as of August 31, 2021**

<b>Checking Account Balance ending July 31, 2021</b>		\$ 546,577.88
Deposit Summary:		
August 2021 EFT Deposits		\$ -
August 2021 Bank Deposits		5,872.46
August 2021 Adjustments		(830.05)
Total Deposits plus Bank Balance		<u>\$ 551,620.29</u>
Expenses:		
Submitted Expenses - August 2021 **	\$ (16,438.60)	
Interim Expenses	(2,647.63)	
Payroll/Related Expenses	(29,337.07)	
Subtotal of Expenses	<u>\$ (48,423.30)</u>	\$ (48,423.30)
<b>Balance Checking Account ending August 31, 2021</b>		<u>\$ 503,196.99</u>
Balance CD Investments ending August 31, 2021		<u>\$ 106,148.33</u>
<b>Total Cash on Hand</b>		<u><u>\$ 609,345.32</u></u>

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



**REGION 2 PLANNING COMMISSION**  
**Deposits and Adjustments to Cash**  
**as of August 31, 2021**

8/31/2021	<b>EFT Deposits:</b>	
	None	\$ -
	<b>Subtotal - EFT Deposits</b>	<b>\$ -</b>
8/31/2021	<b>Check Deposits:</b>	
	Grass Lake Charter Township - Planning Services Through June	2,114.42
	Hanover Township - Planning Services Through June	2,989.44
	Village of Brooklyn - Planning Services Through June	768.60
	<b>Subtotal - Check Deposits</b>	<b>\$ 5,872.46</b>
8/31/2021	<b>Adjustments to cash:</b>	
	Bank fees - August	\$ (143.52)
	Paycor Fees - August	(232.50)
	Credit Card Charges - Postage - August	(169.60)
	Credit Card Charges - Supplies - Office Max	(74.35)
	Credit Card Charges - Meals - Artesian Wells LLC	(142.48)
	Credit Card Charges - Meals - The Dirty Bird	(31.60)
	Credit Card Charges - Software - DataMgmt Time Clock	(36.00)
	<b>Subtotal - Adjustments to Cash</b>	<b>\$ (830.05)</b>
	<b>Total Net Deposits</b>	<b>\$ 5,042.41</b>

<p align="center"><b>REGION 2 PLANNING COMMISSION</b>  <b>INTERIM BILLING and PAYROLL EXPENSES</b>  <b>as of August 31, 2021</b></p>
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Interim Billing for August, 2021

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
Allegra	R2PC Packet - July 2021	\$ 143.08	14975
Hillsdale County Road Commission	Rental of Community Center	\$ 250.00	14981
Jackson County	Postage - July 2021	\$ 76.19	14980
Jackson County	Accounting Services/Phone	\$ 1,904.22	14980
Legal News	Subscription Renewal	\$ 80.00	14986
Mlive	Advertising	\$ 194.14	14984
<b>Total Interim Billing for August, 2021</b>		<b>\$ 2,647.63</b>	

**Payroll & Travel Related Expenses:**

<i>Paid August 6, 2021</i>	<i>by Direct Deposit/EFT</i>		
Paycor	Payroll Disbursement	\$ 14,433.33	
G. Bauman	Travel Reimbursement	\$ 54.66	
J. Hurt	Travel Reimbursement	\$ 66.08	
J. Liogghio	Supplies	\$ 44.46	
	<b>Total</b>	<b>\$ 14,598.53</b>	

<i>Paid August 20, 2021</i>	<i>by Direct Deposit/EFT</i>		
Paycor	Payroll Disbursement	\$ 14,483.23	
T. DeOliveira	Travel Reimbursement	\$ 31.31	
J. Hurt	Travel Reimbursement	\$ 224.00	
	<b>Total</b>	<b>\$ 14,738.54</b>	

<b>Total Payroll Expenses for August, 2021</b>	<b>\$ 29,337.07</b>
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**Region 2 Planning Commission**  
**Outstanding Accounts Receivable**  
**as of August 31, 2021**

Municipality/Source	Date	Inv. No.	Amount
Raisin Township - planning services through June	7/14/2021	3502	4,113.74
Somerset Township - planning services through June	7/14/2021	8004	1,804.35
MDOT - Rural Task Force - planning services through June	8/27/2021	2006	4,005.35
MDOT - Asset Management - planning services through June	8/27/2021	2004	1,300.00
MDOT - FHWA - planning services through June	8/27/2021	2005	52,893.93
MSP - Jackson County - Hazard Mitigation Grant through June	8/27/2021	2012	18,885.90

***FY 2021 Balance as of August 31, 2021***

**\$ 83,003.27**

**REGION 2 PLANNING COMMISSION**  
**Submitted Bills**  
**September 9, 2021**

Vendor	Description	Amount Due
Blue Cross/Blue Shield	Employee Health Ins. (Oct. 2021)	\$ 4,938.98
Blue Cross/Blue Shield	Supplement F (Oct. 2021)	\$ 241.57
Blue Cross/Blue Shield	Prescription Coverage (Oct. 2021)	\$ 109.30
City of Jackson	Traffic Counts 10/1/20-6/30/21/UWP Reimb.	\$ 15,602.03
County of Jackson	Rent Expense for September 2021	\$ 3,201.58
ICMA Retirement Trust	ICMA 401 Contribution	\$ 2,478.57
Jackson Area Transp. Auth.	JACTS UWP FY 2021	\$ 12,001.72
The SBAM Plan	Group Life/AD&D (Oct. 2021)	\$ 139.02
Vantage Point Transfer Agents	ICMA RHS Contribution	\$ 291.53
<b>Total Submitted Billing - September, 2021</b>		<b>\$ 39,004.30</b>

# Region 2 Planning Commission

*Serving Hillsdale, Jackson and Lenawee Counties*

## Staff Progress Report *August, 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 provided additional COVID recovery information and resources to MMTC to populate the COVID recovery website throughout August.
    - Staff submitted the required semi-annual ED-916 GRPA reports to EDA for the CARES Act grant on August 20.
  - 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 EDA's American Recovery Plan Act (ARPA) webinar focused on Travel and Tourism, which includes outdoor recreation, on August 3.
    - Staff facilitated the third 2021 CEDS Committee meeting on August 4 at the Lenawee Community Foundation.
    - Staff submitted the required semi-annual ED-916 GRPA reports to EDA for the FY 2021 Partnership Planning grant on August 20.
- **Downtown Development Authorities (DDAs).** Staff attended the monthly meetings of the City of Jackson.
  - Staff began analyzing the Leoni DDA Master Plan survey results and 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.

## [August, 2021 Staff Progress Report]

### R2PC Activities

- **R2PC Website.** Staff continued updating [www.region2planning.com](http://www.region2planning.com).
- **ARPA Workshop.** The R2PC will be hosting a virtual informational workshop on Wednesday, October 13<sup>th</sup> (9 AM to Noon), sponsored by Michigan State University, regarding local government American Rescue Plan funding. The focus of the meeting will be to provide assistance in understanding the guidance, best practices, documentation of funds, and understanding federal procurement guidelines.
- The Personnel and Finance Committee met regarding the September 30<sup>th</sup> retirement of Steve Duke, Executive Director, and Chair Doug Terry, Manager – City of Litchfield. An interview was conducted with a potential candidate for the Executive Director’s position.
- Staff attended a City of Jackson Brownfield Redevelopment Committee meeting and the newly organized downtown retailers “Vagrant, Panhandlers, Loiters” committee meeting.
- Tanya DeOliveira, Principal Transportation Planner, resigned her position at R2PC effective August 31, 2021.

## 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. Funds for the upcoming FY 2023 – 2026 STIP cycle are not yet available.
- **Asset Management.** Staff participated in the monthly statewide conference call. Staff shared that the Jackson County Department of Transportation was in the midst of their data collection. The Hillsdale County Road Commission and the Lenawee County Road Commission were both waiting until September/October to collect PASER data. The City of Jackson hired a consultant to do their inventory and will have the work completed by the end of September.
- **CMAQ.** The Lenawee County CMAQ Committee was informed they are eligible for program funding during the FY2023 – 2026 call for projects. The committee will meet later this fall at a public meeting to decide what projects will be funded.
- **Small Urban Program.** Staff notified members of the Adrian/Tecumseh/Clinton and the Hillsdale/Jonesville small urban program that the FY 2023 – 2026 call for projects and public meetings for the new STIP will be happening this fall.
- Staff attended a workshop and site visit to review possible trail connections between the west end of the Falling Waters Trail in Concord in Jackson County and either Homer or Albion in Calhoun County. Staff is working with state agencies and community officials to identify a feasible route to connect the counties together by a non-motorized trail.
- Staff attended the monthly Michigan Association of Regions (MAR) meeting via Zoom.

## [August, 2021 Staff Progress Report]

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

#### Program Management

- Staff attended the monthly Michigan Transportation Planning Association meeting.
- Staff attended the Local Transportation Advisory Council (LTAC) meeting.
- **2050 LRTP.** Staff prepared a memo for the JACTS Technical Advisory and the JACTS Policy Committee requesting the formal approval of the 2018 total employment, 2018 total population, and 2017 total household data that will be used in the JACTS 2050 Long Range Transportation Plan Travel Demand Model. This information is used as data inputs to predict future deficiencies along major traffic corridors within the transportation system in Jackson County. Both committees unanimously approved the data. The next step is formal approval of the data in September by the Region 2 Planning Commission.
- Staff prepared for, and conducted, the August meetings of the JACTS Technical Advisory and Policy Committees.

#### Technical Assistance

- Staff continues to provide administrative services for the Active Jackson Coalition and attends the monthly meeting.
- Staff continues to provide assistance to the group discussing a trail for the Watkins Lake State Park/Brooklyn area. The Steering Committee has begun meeting to begin work on the project.

#### 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 continued work on the FY 2022 OHSP Traffic Safety grant.

### 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).

## **[August, 2021 Staff Progress Report]**

### ***Jackson County***

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

- **Master Plan.** Compiled the results of the community survey conducted as part of the Master Plan update and sent them to the Zoning Administrator for review.

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

- **County Planning Commission (JCPC).** Cancelled the August 12 JCPC meeting due to a lack of agenda items.
- **Master Plan.** Updated the draft Future Land Use Plan, including an optional agricultural preservation area category.
- **Hazard Mitigation Plan.** Made a minor revision to the Hazard Mitigation Plan based upon an observation made by a reviewer of the document.

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

- **Master Plan.** Met with the Planning Commission on August 18 to discuss proposed chapters/appendices of the Master Plan.
- **Recreation Plan.** Compiled the results of the recreation survey conducted as part of the Recreation Plan update. Met with the Recreation Committee on August 25 to discuss the survey results and to begin the process of updating the goals and action plan components of the Recreation Plan.

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

- **Zoning Ordinance.** Updated the Zoning Ordinance to include all of the amendments made to the legislation since the last time the Ordinance revised.
- **Master Plan.** Began the process of compiling American Community Survey (ACS) data in order to update the demographic information to be included in the next edition of the Master Plan.

### ***Lenawee County***

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

- **Zoning Ordinance.** Answered various questions of the Township Clerk regarding the administration of the Zoning Ordinance.

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

- **County Planning Commission (LCPC).** Facilitated the August 19 meeting and summarized staff advisements regarding 2 sets of proposed text amendments to the Madison Township Zoning Ordinance; proposed rezonings in the Townships of Rollin, Woodstock, and Raisin; 3 PA 116 agreements in Franklin Township; and 6 PA 116 agreements in Seneca Township.

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

- **Master Plan.** Facilitated the Master Plan portion of the August 11 meeting of the Planning Commission. Continued to develop the Community Survey with the Planning Commission.



### **[August, 2021 Staff Progress Report]**

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

- **Master Plan.** Finalized the adopted version of the Master Plan and sent it to the Township for distribution. Also posted the information on the R2PC website.

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

- **Zoning Ordinance.** Answered a question posed by a Township Official regarding the zoning ordinance.

### ***Greater Irish Hills***

**Greater Irish Hills Inter-Municipality Committee.** Staff provided the following service(s):

- **Greater Irish Hills Recreation Plan.** Continued the process of identifying all of the regionally and locally significant recreation facilities located in the Greater Irish Hills Region.



# 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:** August 10, 2021

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

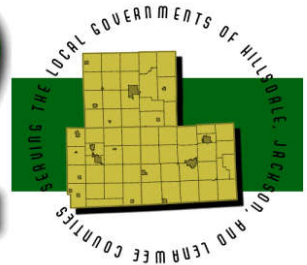
**From:** Angela N. Kline, PE  
Director of Engineering/ Deputy Managing Director

**RE:** August 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	N/A	HIP COVID Relief (Urban)	N/A	Debt Service Repayment	\$347,885.00 STUL \$0.00 Local \$347,885.00 Total	ADD
2022	N/A	HIP COVID Relief (Rural)	N/A	Debt Service Repayment	\$357,866.00 RTF \$0.00 Local \$357,866.00 Total	ADD

# Region 2 Planning Commission



**TO:** Region 2 Planning Commission Members

**FROM:** Tanya DeOliveira, Transportation Planner

**DATE:** August 30, 2021

**SUBJECT:** Approval of the 2017 Total Employment Data, 2018 Total Population and 2018 Total Household Data used in the Travel Demand Model for the JACTS 2050 Long Range Transportation Plan

In preparation for the upcoming 2050 Long Range Transportation Plan, the total employment, total population, and total household data used in the Travel Demand Model must be reviewed for accuracy. The data are used to predict future deficiencies along major traffic corridors within the transportation system in Jackson County.

Staff completed an internal review of the total population and the total household information in June. Township, Village, and City officials were given an opportunity to review and provide feedback on the data in July. The Enterprise Group also reviewed the total employment data in July, and provided minor updates.

**Staff is seeking formal approval of the information that will be used in the Travel Demand Model for the JACTS 2050 Long Range Transportation Plan. The socio-economic data has been reviewed and approved by the JACTS Technical Advisory and Policy committees at their respective meetings in August. The data to be approved is in the table on the next page. Please contact Tanya DeOliveira at 517.768.6703 or [tdeoliveira@mijackson.org](mailto:tdeoliveira@mijackson.org) with any questions or comments.**

**2017 Total Employment Data, 2018 Total Population and 2018 Total Household Data  
used in the Travel Demand Model  
for the JACTS 2050 Long Range Transportation Plan**

	<u>For Approval</u>		<u>For Approval</u>		<u>For Approval</u>	
<b>Jurisdiction</b>	<b>2010 Total Population</b>	<b>2018 Total Population</b>	<b>2010 Total Households</b>	<b>2018 Total Households</b>	<b>2010 Total Employment</b>	<b>2017 Total Employment</b>
City of Jackson	33,528	32,542	13,273	12,870	28,098	28,419
Village of Brooklyn	1,206	1,266	577	563	1,205	1,344
Village of Concord	1,050	1,033	412	400	535	548
Village of Grass Lake	1,173	1,185	462	488	419	362
Village of Hanover	441	453	164	168	177	153
Village of Parma	769	769	287	293	179	173
Village of Springport	800	804	293	314	367	328
Blackman Township	24,012	23,586	7,585	8,122	16,591	17,376
Columbia Township	6,214	6,173	2,556	2,466	1,449	1,484
Concord Township	1,673	1,530	623	565	255	358
Grass Lake Township	4,511	4,566	1,683	1,777	1,163	1,407
Hanover Township	3,254	3,344	1,254	1,287	623	562
Henrietta Township	4,705	4,754	1,851	1,846	479	528
Leoni Township	13,808	13,725	5,488	5,836	4,741	5,099
Liberty Township	2,961	2,979	1,168	1,209	406	435
Napoleon Township	6,776	6,739	2,667	2,797	1,612	1,240
Norvell Township	2,963	2,940	1,209	1,260	149	251
Parma Township	2,504	2,500	916	958	238	425
Pulaski Township	2,075	2,127	761	787	117	157
Rives Township	4,683	4,644	1,731	1,680	413	491
Sandstone Township	3,437	3,440	1,259	1,274	1,323	1,713
Spring Arbor Township	8,267	8,180	2,734	2,686	1,848	2,061
Springport Township	1,359	1,366	512	548	83	130
Summit Township	22,558	22,844	9,188	9,270	7,912	8,632
Tompkins Township	2,671	2,720	1,023	1,134	136	226
Waterloo Township	2,856	2,949	1,097	1,164	394	428
<b>Total</b>	<b>160,254</b>	<b>159,158</b>	<b>60,773</b>	<b>61,762</b>	<b>70,912</b>	<b>74,330</b>

# Region 2 Planning Commission



## MEMORANDUM

TO: Region 2 Planning Commission

FROM: Steven Duke, Executive Director

DATE: September 1, 2021

SUBJECT: Approval of Travel to the Michigan Association of Regions (MAR) Annual Conference in Muskegon, September 28-30, 2021.

The Michigan Association of Regions (MAR) is hosting their annual conference in Muskegon on September 28-30, 2021. The conference offers the latest tools and techniques in the planning field and the opportunity to learn about planning in other regions of Michigan. Conference topics cover a complete range of regional and local planning issues.

The estimated costs for attendance are as follows:

Travel	\$ 80
Registration	\$ 0
Lodging	\$ 775
Meals	<u>\$ 100</u>
<b>TOTAL</b>	<b>\$ 955</b>

Authorization is requested to send to two (2) staff members to the conference. Costs are included in the R2PC FY 21 budget.

# Region 2 Planning Commission



TO: Region 2 Planning Commission

FROM: Chair Doug Terry  
R2PC Personnel & Finance Committee

DATE: September 1, 2021

RE: Approval of the Employment the Contract with Mr. Jacob Hurt, Deputy Director,  
as the New R2PC Executive Director Effective October 1, 2021

The Personnel & Finance (P & F) Committee conducted an interview on August 12, 2021 with Mr. Jacob Hurt, Deputy Director/Economic Development Planner, for the position of Executive Director left vacant by the upcoming retirement of Steve Duke. The consensus of the P & F Committee was to offer the Executive Director's position to Mr. Hurt and instructed Mr. Duke to contact Mr. Kevin Thomson, R2PC Attorney, to prepare a contract defining employment responsibilities, benefits, and proposed salary.

Mr. Hurt has reviewed the attached 3-year employment contract and has agreed to the terms and conditions set forth.

As the Chair of the Personnel & Finance Committee and Chair of the Region 2 Planning Commission, I am requesting authorization approving the aforementioned employment contract offering the position of R2PC Executive Director to Mr. Jacob Hurt beginning October 1, 2021.

## **EMPLOYMENT AGREEMENT**

**THIS EMPLOYMENT AGREEMENT**, hereafter “Agreement”, is made and entered into this 9th day of September, 2021, by and between the **Board of Directors of Region 2 Planning Commission**, 120 West Michigan Avenue, Jackson, MI 49201, hereinafter referred to as the “Board” and **Jacob Hurt** of 163 W. Pearl Street, Apt. 204, Jackson, MI 49201, hereinafter referred to as “Executive Director”.

### **RECITALS:**

**WHEREAS**, Jacob Hurt has been appointed the Executive Director of Region 2 Planning Commission.

**WHEREAS**, the parties to this Agreement desire to reduce to writing the terms and conditions of Executive Director’s employment with Region 2 Planning Commission.

### **NOW, THEREFORE, IT IS AGREED AS FOLLOWS:**

**1. Employment.** The Board does hereby employ Jacob Hurt as Executive Director of Region 2 Planning Commission under the terms provided hereunder. Executive Director shall put forth his best efforts to execute his duties as Executive Director to the satisfaction of the Board including, but not limited to the following duties:

- A. Preparation and administration of an annual work program and budget for the agency;
- B. Administration of Region 2 Planning Commission policies;
- C. Supervision of a staff of professional planners and support staff;
- D. Coordination of Region 2 Planning Commission planning programs;
- E. Representation of the Region 2 Planning Commission before federal and state agencies, local units of government, local governmental agencies, citizens, and citizens groups;
- F. Reporting to the Region 2 Planning Commission;
- G. Oversight and involvement to Region 2 Planning Commission planning programs in transportation, land use, economic development, traffic safety, park and recreation, community services and facilities, and local planning assistance; and
- H. Other duties and responsibilities assigned by the Region 2 Planning Commission, and those required as the chief executive officer of an independent agency.

Together with such other and additional duties as the Board may assign from time to time.

2. **Term.** This Agreement shall be for Three (3) years which shall commence on the 1<sup>st</sup> day of October 1, 2021. This Agreement shall be renewable for successive Three (3) year terms unless either party notifies the other at least 180 days prior to the termination of any term that the Agreement shall not be renewed.

3. **Compensation.** Executive Director initial annual compensation shall be One Hundred Thousand and no/100ths (\$100,000.00) Dollars to be increased to One Hundred Two Thousand Five Hundred and 00/100 (\$102,500.00) Dollars after six (6) months contingent upon a satisfactory review by the Board of Directors of Region 2 Planning Commission to be thereafter increased to One Hundred Five Thousand and 00/100 (\$105,000.00) after twelve (12) months contingent upon a second satisfactory review by the Board of Directors of Region 2 Planning Commission payable during the term of this Agreement in bi-monthly installments.

4. **Benefits.** In addition to the salary compensation indicated immediately above, the Executive Director shall also be entitled to those benefits as outlined in the Personnel Policy/Handbook of Region 2 Planning Commission.

5. **Pension.** The Board shall contribute to Executive Director's pension in an amount equal to seven and one-half (7.5) percent of Executive Director's annual salary to the International City Manager's Association pension account. Further, the Executive Director shall contribute a matching seven and one-half (7.5) percent of Executive Director's annual salary into said pension account.

6. **Automobile Reimbursement.** The Executive Director shall receive a mileage reimbursement for use of Executive Director's personal vehicle for official business compensable at the standard governmental mileage reimbursement rate established annually by the Internal Revenue Service.

7. **Vacation.** Executive Director shall be entitled to four (4) weeks paid vacation annually.

8. **Educational / Professional Conferences.** Executive Director shall be entitled to attend and the Board shall pay reasonable expenses for conferences deemed to be in the best interest of Region 2 Planning Commission. Executive Director must obtain attendance approval of the Board prior to the schedule of any educational / professional conference.

9. **Evaluation.** The Board shall evaluate Executive Director's performance and provide a performance evaluation to Executive Director on an annual basis. The initial evaluation shall be within the first six months of employment; the second one during the second year of employment. Thereafter, evaluations shall be provided annually.

10. **Termination for Cause.** Executive Director may be terminated by the Board for "good cause" or for the breach of any fiduciary or fidelity obligation to Region 2 at any time during the term of this Agreement if, in the reasonable opinion of Board, Executive Director commits any act of dishonesty, fraud, misrepresentation or other act of moral turpitude, is grossly negligent in the execution of his duties, commits misconduct, fails to obey the requirements of the Board, commits any act of insubordination, intentionally disregards rules or policies set forth by the Board or otherwise acts in a manner which undermines the direction of the Board, is accused or convicted of a crime, or otherwise acts negatively upon the integrity of the position.



In the event of dismissal for cause under this paragraph, Executive Director's sole and exclusive remedy, and the sole obligation of the Board to Executive Director, shall be the payment to Executive Director of six (6) months salary together with any accrued vacation.

**11. Notice.** Any notice required or permitted to be given under this Agreement shall be sufficient in writing and sent via regular mail addressed as follows:

If to the Board :

\_\_\_\_\_  
Chair  
Region 2 Planning Commission  
120 West Michigan Avenue  
Jackson, MI 49201

\_\_\_\_\_  
Chair - Personnel & Finance Committee  
Region 2 Planning Commission  
120 West Michigan Avenue  
Jackson, MI 49201

If to Executive Director:      Jacob Hurt  
   163 W. Pearl Street, Apt. 204  
   Jackson, MI 49201

**12. Waiver of Breach.** Waiver of either party of a breach of any provision of this Agreement shall not operate nor be construed as a waiver of any subsequent breach.

**13. Amendment.** No modification, amendment, addition to or termination of this Agreement shall be valid or enforceable unless reduced to writing and signed by all parties to this Agreement.

**14. Governing Law.** This Agreement shall be governed by the laws of the State of Michigan and shall be performable in the County of Jackson.

**15. Assignment.** This being a personal service contract, Executive Director may not assign or otherwise convey his duties under this Agreement.

**IN WITNESS WHEREOF,** the parties hereto have executed this Agreement on the date indicated above.

Witnessed by:

\_\_\_\_\_

\_\_\_\_\_  
Jacob Hurt

**REGION 2 PLANNING COMMISSION**

\_\_\_\_\_

By: \_\_\_\_\_

Its:      Chair

\_\_\_\_\_

By: \_\_\_\_\_

Its:      Chair - Personnel & Finance Committee