

# Region 2 Planning Commission

*Serving Hillsdale, Jackson and Lenawee Counties*

## MINUTES

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

**Thursday, June 13, 2019**

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

Executive Committee Members:

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

**Key: ✓ = present**

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

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

Staff Present: Bauman, DeOliveira, Duke, Thompson

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

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

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

\*Multi-MPO job

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

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

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

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

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

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

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

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

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

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

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

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

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

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

XVII. **Other Business**

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

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

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

Pete Jancek  
Secretary