

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

MEETING MINUTES

Region 2 Planning Commission – Full Commission

Jackson County Tower Bldg.
120 W. Michigan Ave.
Jackson, MI 49201

Thursday, March 14, 2019

- I. **Call to Order** – Chair Tillotson called the meeting to order at 2:09 p.m. A quorum was present. Mr. Duke reported that he had conducted an orientation meeting for new commissioners prior to the Full Commission meeting.

Attendance:

Acker	Cousino	Jeffrey	✓ Schlecte
Arno	Craig	Jenkins	Seegert
Bailey	Cure, C.	✓ Jennings	Sessions
✓ Bair	David	Johnson	✓ Shotwell
Baker	Drake	Jones	✓ Sigers (E)
Baker	Driskill	Karnaz	✓ Southworth
Bales	Duckham (E)	Kastel	Spencer
Barnhart	Elwell	Keck	Spink
Beach	✓ Emmons	✓ Knoblauch (E)	Stormont
Beckner	✓ Gaede (E)	Koehn	✓ Swartzlander
✓ Beeker (E)	Gallagher	✓ Kubish (E)	✓ Terry (E)
Blythe	Gould, J.	Lance	✓ Tillotson (E)
Boggs	✓ Gould, L. (E)	Linnabary	Votzke
Bolton	✓ Grabert (E)	Navarro	Wagner
Bower	Greenleaf	Nolte	Wardius
Burns	✓ Guetschow (E)	✓ O'Dowd	Webb
Burress	Hartsel	✓ Overton (E)	✓ Welsh (E)
✓ Burtch (E)	Hawley	Palmer	✓ Williams
Bush	Heath	Platt	Wilson
Cavasin	Herl (E)	✓ Poole (E)	✓ Wittenbach (E)
Chamberlain	Herlein	Richardson	✓ Wonacott (E)
Collins	Isley	✓ Ries	✓ Wymer
Cornish	✓ Jancek (E)	Rohr (E)	

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

Staff Present: Grant Bauman, Steve Duke, and LaTasha Thompson

Others Present: Corey Clevenger, JCDOT; Mike Davis, MDOT; Jon Dowling, City of Jackson; Rob Klaczekiewicz, Smith & Klaczekiewicz, P.C.; Dustin Krasny, U.S. Congressman Tim Walberg's Office; Colleen Kuehnel, MERS; and Bret Taylor, JCDOT

II. Pledge of Allegiance – Those in attendance rose and joined in the Pledge of Allegiance.

III. Approval of the Agenda – Mr. Duke requested an addition to the agenda under Other Business to approve appointing a Lenawee County representative to the Executive Committee.

The motion was made by Comm. Wymer, and supported by Comm. Kubish, to approve the March 14, 2019 agenda as amended. The motion carried unanimously.

IV. Public Comment – Chair Tillotson requested public comment. Mr. Dustin Krasny gave a brief update on U.S. Congressman Walberg's legislative activities.

No other public comments were received.

V. Approval of the Full Commission Meeting Minutes for January 10, 2019 – The motion was made by Comm. Swartzlander, supported by Comm. Wymer, to approve the Full Commission meeting minutes for January 10, 2019 as presented. The motion carried unanimously.

VI. Approval of Action Taken at the February 14, 2019 Executive Committee Meeting –

The motion was made by Comm. Jancek, supported by Comm. Knoblauch, to approve the Executive Committee meeting minutes of February 14, 2019 as presented. The motion carried unanimously.

VII. Receipt of Treasurer's Report of February 28, 2019 – A motion was made by Comm. Wymer, and supported by Comm. Wonacott, to receive the February 28, 2019 Treasurer's Report as presented. The motion carried unanimously.

VIII. Approval of March 14, 2019 Submitted Bills – Ms. Michelle McClish, Jackson County IT Director, explained the increase in annual IT maintenance fees charged to the R2PC for telephone and computer services. Mr. Duke reported the County will be invoicing the R2PC bi-annually for IT services.

A motion was made by Comm. Knoblauch, supported by Comm. Wymer, to approve payment of the March 14, 2019 submitted bills as presented. The motion carried unanimously.

IX. Staff Progress Report for February, 2019 – The February, 2019 staff progress report was included in the agenda packet for Commission review. Mr. Duke reported that staff continued working on master plan and recreation plan updates; updating current and programming future FY 2020-23 TIP projects in JobNet; and conducted the City of Jackson/Jackson County non-motorized plan kick off meeting. Mr. Duke explained that Governor Whitmer's 2020 state budget does not include continued funding for the Regional Prosperity Initiative.

X. Presentation of the R2PC FY 2018 Annual Audit Report – Mr. Rob Klaczekiewicz, Smith & Klaczekiewicz, PC, reviewed the findings of the R2PC FY 2018 audit report.

The motion was made by Comm. Schlecte, supported by Comm. Wymer, to accept the findings of the R2PC FY 2018 audit report and to place a copy of the audit on file. The motion carried unanimously.

- XI. MERS Retirement Savings** – Mr. Duke introduced Ms. Thompson, R2PC Accountant, and Colleen Kuehnel – MERS Benefit Plan and Education Manager to discuss the proposal of establishing an investment fund with MERS for postretirement benefit liability. Ms. Thompson reminded the Commission of the background of Public Act 202 of 2017 and the commitment the Commission approved in the prior year to fund postretirement benefits according to the State’s requirement by 2020. The Commission is currently on a ‘pay-as-you-go’ basis for postretirement benefit obligations. The required funding amount is approximately \$25,000 for a \$58,481 long term liability and the annual cost of the investment funds will be around \$100 per year for electing the total market portfolio. After researching comparable vendors for investment funds, MERS presented the best option along with value. Ms. Kuehnel further discussed the investment plans, the Retiree Health Funding Vehicle (RHFV) and the Health Care Savings Program (HCSP) that are desired to be elected. Ms. Kuehnel answered questions from the Commission which included providing the background of the MERS organization.

The motion was made by Comm. Jancek, supported by Comm. Schlecte, approving the adoption of the MERS Retiree Health Funding Vehicle and authorizing the R2PC Chair to sign the following resolutions:

- Resolution establishing authorized signatories for MERS contracts and service credit purchases approvals
- MERS Retiree Health Funding Vehicle Uniform Resolutions
 - Complete investment fund selection
- MERS Health Care Savings Program Uniform Resolution
- MERS Health Care Savings Program Participation Agreement

The motion carried unanimously.

- XII. Appointment of the 2019 Personnel & Finance Committee** – Mr. Duke explained that per the R2PC Bylaws, the Board annually appoints the representatives to the Personnel & Finance Committee at the March Full Commission meeting. The current members of the Committee include Chair Tillotson, Treasurer Wittenbach, and Comms. Burtch, Gaede, Jancek, and Terry.

The motion was made by Comm. Wonacott, supported by Comm. Shotwell, to close nominations and cast a unanimous vote retaining the current members of the R2PC P & F Committee for 2019. The motion carried unanimously.

- XIII. Approval of Amendments to the JACTS FY 2017 – 2020 Transportation Improvement Program (TIP)** – Mr. Davis requested the following amendments to the JACTS FY 2017 – 2020 Transportation Improvement Program (TIP). The proposed MDOT amendments are as follows:

FY	Job no.	Phase	Project Name	Limits	Length	Project De- scription	Budget	Federal Fund Source	Amend- ment Type
2019	206049	PE	US-127	US-127 south of Hart Road	0.002	Installation of Virtual Weigh Station (VWS) Cameras at two locations	Fed \$8,200 State \$1,800 Total \$20,000	NH	Phase Add
2019	201002	CON	US-127	Ayres Road to Floyd Road	1.54	Road Capital Preventive Maintenance	Fed \$405,158 State \$89,843 Total \$495,000	NH	Cost Changed from \$733,159
2020	206562	CON	University Region Pavement Marking Retro Readings	All of RE- GION2 MPO	3.029	Pavement marking retroreflectivity readings on trunklines in University Re- gion	Fed \$1,944 State \$216 Total \$15,000	HSIP	Phase Add
2020	206049	CON	US-127	US127 south of Hart Road	0.002	Installation of Virtual Weigh Station (VWS) Cameras at two locations	Fed \$42,640 State \$9,360 Total \$104,000	NH	Phase Add
2020	206553	CON	University Region- wide Longline Pavement Markings	All of RE- GION2 MPO	3.282	Longitudinal marking appli- cation on trunklines in University Re- gion	Fed \$354,456 State \$39,384 Total \$2,735,0000	HSIP	Phase Add
2020	206555	CON	University Region- wide Spe- cial Pavement Markings	All of RE- GION2 MPO	2.315	Special mark- ing application on trunklines in University Region	Fed \$66,096 State \$7,344 Total \$510,000	HSIP	Phase Add
2020	206553	PE	University Region- wide Longline Pavement Markings	All of RE- GION2 MPO	3.282	Longitudinal marking appli- cation on trunklines in University Re- gion	Fed \$324 State \$36 Total \$2,500	HSIP	Phase Add
2020	206555	PE	University Region- wide Spe- cial Pavement Markings	All of RE- GION2 MPO	2.315	Special mark- ing application on trunklines in University Region	Fed \$648 State \$72 Total \$5,000	HSIP	Phase Add

Mr. Dowling reported that City of Jackson was requesting the following amendments to the JACTS FY 2017 – 2020 Transportation Improvement Program (TIP):

FY	Street	Description	Length	Funding	Action
2019	Francis St – Morrell St to Mason St	Reconstruct	0.204	Fed \$587,000 City \$146,750	Move to 2020
2020	Greenwood & Wilkins – Morrell St to Jackson St	Reconstruct	0.186	Fed \$587,000 City \$146,000	Delete
2020	Greenwood/Jackson Morrell St to Franklin St	Reconstruct	0.45	Fed \$783,234 City \$1,227,784	Add

Mr. Brown reported that JATA was requesting the following amendments to the JACTS FY 2017 – 2020, and FY 2020 – 2023 Transportation Improvement Program (TIP):

FY	Project Name	Limits	Work Type	Description	Fed Cost	Fed Fund Source	State Cost	State Fund Source	Total Cost
2019	Fencing/Gates Replacements	County	Facility Improvement	Replace fence/gates	\$120,800	5339	\$30,200	CTF	\$151,000
2020	2 Passenger Buses	County	Bus Purchase	Replace 2 passenger buses	\$740,800	5339	\$185,200	CTF	\$926,000
2020	2 Transit Van Replacement	County	Vehicle Purchase	Replace 2 Transit Vans	\$100,000	STP	\$25,000	CTF	\$125,000
2022	2 Transit Van Replacement	County	Vehicle Purchase	Replace 2 Transit Vans	\$100,000	STP	\$25,000	CTF	\$125,000

Ms. Clevenger reported that JCDOT was requesting the following amendments to the JACTS FY 2017 – 2020 Transportation Improvement Program (TIP):

FY	Job #	Project	Limits	Description	Fund	Action
2019	130207	Michigan Ave	Michigan Ave – W Parma VL to M-99	Preventative Maintenance	\$501,753 STL \$208,693 Local	Remove
2019	203005	Change from: N Elm Ave Change to: Preventative Maintenance	Pope Church Rd (Crawford Rd to M50) Town Rd (N Parma Rd to Springport Rd) Devereaux Rd (Calhoun Rd to Rogers Rd) Springport Rd (Blackman Rd to Town Rd) Rives Eaton (Perrine Rd to Baseline Rd)	Preventative Maintenance	Change from: \$455,073 STL \$113,768 Local Change to: \$4,511,413 STL \$1,503,804	Change Project, Name, Cost & Add Locations

FY	Job #	Project	Limits	Description	Fund	Action
			Churchill Rd (Rives Eaton Rd to Baseline Rd) Mt. Hope Rd (I-94 to M106) Case Rd (Brooklyn VL to Mill Rd)		Local	
2019		Cement City Rd, Brooklyn Rd & Race Rd	Cement City (Lenawee County Line to Brooklyn VL) Brooklyn Rd (Lenawee County Line to M50) Race Rd (Ann Arbor Rd to Seymour Rd)	Preventative Maintenance	\$75,200 STL \$18,800 Local	Add
2019		Meridian Rd & Bunkerhill Rd	Meridian Rd (Bunkerhill Rd to Ingham County Line) Bunkerhill Rd (M106 to Ingham County Line)	Preventative Maintenance	\$75,200 STL \$18,800 Local	Add
2019		Onondaga Rd & Woodard Rd	Onondaga Rd (M50 to Eaton County Line) Woodard Rd (M50 to M50)	Preventative Maintenance	\$75,200 STL \$18,800 Local	Add
2019		Rives Junction Rd	Rives Junction Rd (Springport Rd to M50 & Rives Twp Line to Rives Eaton Rd)	Preventative Maintenance	\$75,200 STL \$18,800 Local	Add
2020	129619	Norvell Rd	Phal Rd to Raby Rd	Mill & Resurface	\$589,150 STL \$147,287 Local	Remove
2020	130203	O'Neil Dr	O'Neil Dr – Airport Rd to Dead End	Cold Mill & Resurface	\$280,000 STUL \$70,000 Local	Remove
2020		King	Mathews Rd to M60	Resurface	\$504,000 STUL \$196,000 Local	Add
2020		Preventative Maintenance	Various Rds	Preventative Maintenance	\$460,000 STUL \$110,859 State D	Add
2021		McCain Rd & Robinson Rd	Robinson Rd to Spring Arbor Rd Spring Arbor Rd to McCain Rd	Reconstruct	\$604,000 STUL \$151,000 Local	Add
2021		Preventative	Various Roads	Preventative	\$995,000	Add

FY	Job #	Project	Limits	Description	Fund	Action
		Maintenance		Maintenance	STL \$135,859 State D	
2022		South St	Jackson City Limits	M50	\$514,400 STUL \$128,600 Local	Add
2022		Preventative Maintenance	Various Roads	Preventative Maintenance	\$915,000 STL \$135,859 State D	Add
2023		Badgley	Horton Rd to Stonewall Rd	Reconstruct	\$553,000 STUL \$138,250 Local	Add
2023		Preventative Maintenance	Various Roads	Preventative Maintenance	\$1,015,000 STL \$135,859 State D	Add

Mr. Duke reported that the Villages of Grass Lake, Brooklyn, and Parma were requesting the following amendments to the JACTS FY 2017 – 2020 Transportation Improvement Program (TIP):

FY	Project	Limits	Work Type & Project Description	Funding & Source	Action
2019	E. Michigan Ave and N. Union St	Village Limit and E. Michigan Ave to Village Limit and Village Limit	Milling & One Course Asphalt Overlay	STP: \$280,000 State D: \$70,000	New Project

FY	Project	Limits	Work Type & Project Description	Funding & Source	Action
2020	Marshall St	Marshall St to W. Brooklyn Village Limit to Brooklyn Rd/N. Main St N Main St (M-50) to Constitution Ave (west Village Limits at Jefferson Rd)	Road Rehabilitation Reconstruction	STP: \$116,000 \$216,000 State D: \$100,000 Local: \$54,000 Total: \$270,000	-Change in work type and project description. -Increase STP (federal) funding -Remove State D funding because not an "all-season" road.

FY	Project	Limits	Work Type & Project Description	Funding & Source	Action
2020	N. Union St and S. Union St	North Parma Village Limits to South Parma Village Limits	Milling and One Course Asphalt Overlay	STP: \$200,000 State D: \$25,000 Local: \$25,000 Total: \$250,000	New Project

Mr. Duke requested separate motions be made approving the transit projects and the road projects.

A motion was made by Comm. Jancek, supported by Comm. Grabert, approving the Jackson Area Transportation Authority amendments as presented. The motion carried unanimously.

The motion was made by Comm. Jancek, supported by Comm. Shotwell, to approve the MDOT, JCDOT, City of Jackson, Villages of Brooklyn, Grass Lake, and Parma amendments as presented. The motion carried unanimously.

XIV. Draft FY 2020-2023 Proposed Federally-Funded Transportation Projects – Mr. Duke explained that included in the agenda packet were the draft project lists of the federally-funded transit and road projects selected by the rural task forces in Hillsdale, Jackson, and Lenawee counties; the Jackson County Metropolitan Planning Organization (MPO); Lenawee County Congestion Management Air Quality (CMAQ); and the small urban areas of Adrian/Clinton/Tecumseh and Hillsdale/Jonesville. The projects will be programmed in JobNet for subsequent approval by MDOT, FHWA, and FTA.

XV. Other Business

- Proposed Changes to the Michigan Zoning Enabling Act Legislation – Mr. Bauman alerted Commissioners to various amendments to the Michigan Zoning Enabling Act (MZEA) that will impact local zoning decisions taking effect in March: small wireless communications facilities, commemorative signs, and treating adult foster care residents for mental health services as a residential use of property. Mr. Bauman then spoke about proposed MZEA amendments regarding short-term housing (House Bill No. 4046) and state licensed residential facilities (House Bill No. 4095) introduced to the Committee on Local Government and Municipal Finance in January. Comms. Burtch and Jancek were concerned that the proposed amendments could impact the ability of local governments to enact certain zoning protections, thereby affecting local residents.

A motion was made by Comm. Burtch, supported by Comm. Jennings, requesting a resolution against those amendments be prepared for consideration by the Commission during the April 11, 2019, meeting. The motion carried unanimously.

Mr. Bauman also alerted Commissioners about a request for proposals regarding the Michigan Department of Environmental Quality's Recycling Infrastructure Grant Program.

- MDOT Fast Facts 2019 – Mr. Davis briefly reviewed MDOT’s “Fast Facts 2019” informational brochure that was included in the agenda packet.
- Per requirements of the Michigan Enabling Act legislation, Rives Township notified the R2PC that updates to the 2019 draft Master Plan were available for review on the township’s website.
- Mr. Duke reported that Public Sector Consultants, Inc. had conducted a survey of area students participating in the 10 Cents a Meal program to determine if the locally-grown fruits, vegetables, and legumes were being consumed. The survey results are detailed in the report included in the agenda packet.
- Notices of Intent for Recreation Grants – Mr. Duke reviewed the two (2) Notices of Intent submitted by the Jackson County Parks Department:
 - Application for \$300,000 in MDNR funds to improve access at Little Wolf Lake County Park with the addition of an ADA-compliant kayak/canoe launch.
 - Application for \$112,300 in MDNR funds to provide the addition of an ADA-compliant kayak/canoe launch at Vandercook Lake County Park.
- A motion was made by Comm. Knoblauch, supported by Comm. Wittenbach, nominating Comm. Driskill to fill the Lenawee County vacancy on the R2PC Executive Committee. The motion carried unanimously.

XVI. Public Comment / Commissioners’ Comments – Chair Tillotson asked for any public comment. No additional comments were received.

XVII. Adjournment – There being no further business, Chair Tillotson adjourned the meeting at 3:30 p.m.

Pete Jancek
Secretary