

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

MINUTES

Region 2 Planning Commission – Executive Committee
Lenawee District Library
4459 W. U.S. 223
Adrian, MI 49221

Thursday, October 10, 2019

- I. **Call to Order** – Chair Tillotson called the meeting to order at 2:04 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, Southworth, and Swartzlander

Others Present: Mike Davis, MDOT – University Region

Staff Present: Bauman

- II. **Pledge of Allegiance** – Those in attendance joined in the Pledge of Allegiance.
- III. **Approval of the Agenda** – A motion was made by Comm. Swartzlander, supported by Comm. Jancek, to approve the October 10, 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 June 12, 2019, Executive Committee Meeting** – A motion was made by Comm. Knoblauch, supported by Comm. Jancek, to approve the June 12, 2019, Executive Committee meeting minutes as presented. The motion carried unanimously.
- VI. **Receipt of the Treasurer’s Report of September 30, 2019** – A motion was made by Comm. Jancek, supported by Comm. Gaede, to approve receipt of the R2PC Treasurer’s Report for September 30, 2019. The motion carried unanimously.
- VII. **Approval of the October 10, 2019, Submitted Bills** – A motion was made by Comm. Jancek, supported by Comm. Wonacott, to approve payment of the October 10, 2019, submitted bills as presented. The motion carried unanimously.
- VIII. **Staff Progress Report for September, 2019** – Mr. Bauman highlighted staff activities for September, 2019, as follows:
- Staff received an invitation to apply for up to \$70,000 from the EDA’s Partnership Planning program that can be utilized to fund economic development activities throughout the region during the 2020 calendar year
 - Staff continued to administer the Regional Prosperity Initiative (RPI) program in the three-county region as well as the counties of Livingston, Washtenaw, and Monroe
 - Staff completed PASER data collection for all three counties and sent the information to each county and the TAMC, meeting that state requirement
 - Staff has continued to attend meetings related to the development of a trail that would run through Watkins Lake State Park, connecting the villages of Brooklyn and Manchester
 - Staff provided cost estimates to Somerset Township and the Village of Brooklyn to assist those municipalities in comprehensive amendments to their zoning regulations
 - Staff facilitated the process of updating recreation plans in Jackson County and the City of Jackson and provided data to Lenawee County (which is updating its plan in-house)
 - Staff met with the Chair of the Rollin Township Planning Commission to discuss needed updates to the municipality’s zoning ordinance
- IX. **Approval of Amendments and Administrative Modifications to the JACTS FY 2020-2023 Transportation Improvement Program (TIP)** – Mr. Mike Davis, Transportation Planner for the MDOT University Region, first presented the following proposed MDOT amendments:

Fiscal Year	Job no.	Phase	Project Name	Limits	Length	Project Description	Federal Budget	Federal Fund Source	State Budget	Total Phase Cost	Amendment Type
2021	204744	CON	Norfolk Southern Railway	Jackson Street and Mechanic Street bridges in Jackson	0.416	Reconstruction of rail-road bridges	\$7,247,408	5337	\$7,247,408	\$14,494,816	Year change from 2019 to 2021
2021	208689	CON	I-94BL	Various Trunkline Routes	0.124	HMA Crack Treatment and Over-band Crack Fill	\$230,817	ST	\$51,183	\$282,000	Phase Add
2021	129153	CON	I-94E	I-94 at Elm Road	1.499	Reconstruct interchange	\$20,219,063	IM	\$2,246,562	\$22,465,625	Phase Budget over 25%
2023	127621	CON	I-94E	Michigan Ave to M-60	7.583	Reconstruct	\$67,859,916	IM	\$7,539,991	\$75,399,907	Phase Budget over 25%

The following MDOT exempt project of significance phases were presented next, for informational purposes, by Mr. Davis:

Fiscal Year	Job no.	Phase	Project Name	Limits	Length	Project Description	Federal Budget	Federal Fund Source	State Budget	Total Phase Cost	Amendment Type
2020	208524	PE	I-94W	I-94/US-127 North/West Avenue Interchange	1.845	Freeway Interchange Reconstruction	\$0	n/a	\$175,000	\$175,000	Phase Add
2020	208524	ROW	I-94W	I-94/US-127 North/West Avenue Interchange	1.845	Freeway Interchange Reconstruction	\$0	n/a	\$150,000	\$150,000	Phase Add
2020	208524	UTL	I-94W	I-94/US-127 North/West Avenue Interchange	1.845	Freeway Interchange Reconstruction	\$0	n/a	\$75,000	\$75,000	Phase Add

Mr. Davis also presented the following proposed Jackson County Department of Transportation (JCDOT) amendment:

Fiscal Year	Job #	Project Name	Limits	Project Description	Funding	Action
2020		Preventative Maintenance	Various Roads	Preventative Maintenance	Change from \$460,000 STL \$110,859 STATE D to \$160,000 STL \$110,859 STATE D	Change Project Cost

Lastly, the following proposed Village of Brooklyn amendment was presented by Mr. Davis:

FY	Project	Limits	Work Type & Project Description	Funding & Source	Action
2020	Marshall St	N Main St (M-50) to Constitution Ave (west Village Limits at Jefferson Rd)	Reconstruction	STP: \$216,000 \$516,000 Local: \$54,000 \$129,000 Total: \$270,000 \$645,000	Increase STP (federal) funding & required local match

A motion was made by Comm. Jancek, supported by Comm. Welsh, to approve the proposed MDOT, JCDOT and Village of Brooklyn amendments and administrative modifications to the JACTS FY 2020-2023 TIP as presented. The motion carried unanimously.

- X. **Region 2 Planning Commission Resolution to Support the MDOT 2020 State Targets for Safety Performance Measures** – Mr. Mike Davis, Transportation Planner for the MDOT University Region, provided a brief explanation of MDOT’s 2020 State Targets for Safety Performance Measures, and presented the resolution declaring their adoption by the Jackson County MPO (Metropolitan Planning Organization). Comm. Jancek noted that by approving the resolution, the R2PC will not have to undertake the research needed to establish targets specifically for Jackson County. Comm. Driskill stated his concern that the some of the targets show an increase from the baseline conditions. Comm. Terry explained that the increase is likely due to a projected increase in the number of vehicle miles of travel for 2020. Comm. Gaede noted that the rate of serious injuries target is a reduction from the baseline data.

A motion was made by Comm. Jancek, supported by Comm. Gaede, approving the resolution supporting the MDOT 2020 State Targets for Safety Performance Measures as presented.

The motion carried unanimously.

- XI. **2020 EDA Partnership Planning Grant** – Mr. Bauman explained that staff proposes to submit an application for a Partnership Planning grant to the EDA (Economic Development Administration) for \$70,000 which will allow Mr. Duke to hire another Principal Planner who will be charged with developing a more robust economic development program. A change in EDA policy will allow the R2PC to utilize the cost of the local planning services provided to its members as the required 50% local match. Resolutions committing the local match and authorizing Mr. Bauman to sign the application documents are required as part of the application submittal.

A motion was made by Comm. Jancek, supported by Comm. Wonacott, to approve the local match commitment and signature authorization resolutions required for the \$70,000 Partnership Planning grant sought from the EDA. The motion carried unanimously.

- XII. **Property Assessment Data for Lenawee County** – Mr. Bauman summarized the survey of existing land use in Lenawee County prepared for the Region 2 Planning Commission as part of a larger economic development project, utilizing property assessment data. Agricultural uses still predominate in the County, accounting for approximately 73% of assessed acreage. Low intensity development—large lot residential (i.e., lots ≥ 2 acres)—accounts for approximately 19% of the assessed acreage. High intensity development—compact residential (i.e., lots < 2 acres), commercial, and industrial—accounts for approximately 5% of assessed acreage. Institutions (i.e., exempt properties) account for the remaining 3% of assessed acreage. It was noted that the Cities of Adrian and Tecumseh are unmapped because they maintain their own parcel information geodatabases.
- XIII. **R2PC Audit Engagement Letter** – Comm. Terry reported that Smith & Klaczkiewicz, PC, Certified Public Accountants, have been engaged to prepare the audit for the fiscal year ending September 30, 2019, and referred to the memo of understanding in the agenda packet, which outlines the extent of that audit, signed by Mr. Duke.
- XIV. **Other Business** – Mr. Bauman announced that the R2PC's 2019 Annual Dinner will be held at the Evans Street Station in Tecumseh on November 14, 2019, at 6:00 pm. Mr. Clint Brugger, Hillsdale-Lenawee Community Action Agency, will present: "Be Counted! Census 2020".
- XV. **Public Comment / Commissioner's Comments** – Comm. Jancek reminded Commissioners of the MDOT Traffic Summit to be held at the Blackman Township Hall on October 29, 2019, at 9:00 am.
- XVI. **Adjournment** – There being no further business, the meeting was adjourned at 2:45 pm by Chair Tillotson.

Pete Jancek
Secretary