

AGENDA

REGION 2 PLANNING COMMISSION

Executive Committee

FOR FURTHER INFORMATION, CONTACT:

Jacob Hurt, Executive Director
(517) 768-6705

DATE: Thursday, December 8, 2022

TIME: 2:00 P.M.

WHERE:

Jackson County Tower Bldg.
120 W. Michigan Ave., 5th Floor
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 Agenda – **ACTION**
3. Public Comment
4. Approval of Minutes of the October 13, 2022 Executive Committee Meeting (see enclosure) – **ACTION** 2
5. Receipt of Treasurer's Report of November 30, 2022 (see enclosure) – **ACTION** 4
6. Approval of the December 8, 2022 Submitted Bills (see enclosure) – **ACTION** 8
7. Staff Progress Report for October and November 2022 (see enclosure) – **DISCUSSION** 9
8. Approval of Amendments to the JACTS FY 2020-2023 and FY 2023-2026 Transportation Improvement Program (TIP) (see enclosures) – **ACTION** 13
 - Jackson County Department of Transportation
 - Michigan Department of Transportation
9. Election of 2023 Nominating Committee (see enclosure) – **ACTION** 16
10. Approval of 2023 Region 2 Planning Commission Meeting Schedule (see enclosure) – **ACTION** 17
11. Other Business
 - Notice of Intent to Amend Master Plan – Rives Township (see enclosure) 18
12. Public Comment/Commissioner Comments
13. Adjournment

**** PLEASE NOTE: IN ORDER TO TAKE ACTION ON THE ITEMS
NEEDING APPROVAL, A QUORUM IS NECESSARY AT EACH MEETING ****

Region 2 PLANNING COMMISSION

Serving Hillsdale, Jackson & Lenawee Counties

MINUTES

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

Thursday, October 13, 2022

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

Executive Committee Members:

✓ Bair	Goetz	✓ Swartzlander
✓ Beeker	Gould	✓ Tillotson
✓ Drake	Greene	Witt
Driskill	✓ Jancek	✓ Wittenbach
Duckham	Overton	
Elwell	Shotwell	
Gaede	Sigers	

Key: ✓ = present

Other Commissioners Present: Charles Everidge, Blackman Charter Township

Others Present: Bret Taylor, JCDOT; Daniela Khavajian, MDOT

Staff Present: Jacob Hurt, Jill Liogghio

2. **Approval of the Agenda** – A motion was made by Comm. Tillotson, supported by Comm. Bair, to approve the October 13, 2022 Executive Committee agenda as presented. The motion carried unanimously.
3. **Public Comment** – Chair Jancek announced the first opportunity for public comment. No public comments were received.
4. **Approval of Minutes of the August 11, 2022 Executive Committee Meeting** – A motion was made by Comm. Bair, supported by Comm. Drake, to approve the August 11, 2022 Executive Committee meeting minutes as submitted. The motion carried unanimously.
5. **Receipt of the Treasurer's Report of September 30, 2022** – A motion was made by Comm. Bair, supported by Comm. Swartzlander, to approve receipt of the Treasurer's Report for September 30, 2022. The motion carried unanimously.

6. **Approval of the October 13, 2022 Submitted Bills** – A motion was made by Comm. Tillotson, supported by Comm. Bair, to approve payment of the October 13, 2022, submitted bills as presented. The motion carried unanimously.
7. **Staff Progress Report for September, 2022** – Mr. Hurt presented highlights from the staff progress report for the month of September, 2022.

8. **Approval of National Functional Classification (NFC) Reclassification of Monroe Street/Monroe Pike and Blackman Road** –

The motion was made by Comm. Bair, supported by Comm. Drake, to approve the National Functional Classification Reclassification of Monroe Street/Monroe Pike and Blackman Road. The motion carried unanimously.

9. **Approval of Socio-Economic Forecasts for the 2050 Long-Range Transportation Plan Transportation Demand Model** –

The motion was made by Comm. Drake, supported by Comm. Swartzlander, to approve the Socio-Economic Forecasts for the 2050 Long-Range Transportation Plan Transportation Demand Model. The motion carried unanimously.

10. **Approval of Selection of Auditor for FY 2022-2026** – Motion was made by Comm. Tillotson, supported by Comm. Everidge to approve the selection of Smith and Klaczekiewicz, P.C., to complete the Region 2 Planning Commission's Audit for FY 2022-2026. The motion carried unanimously.

11. **Other Business** – Discussed purchasing new copy machine from Ricoh.

12. **Public Comment / Commissioners Comments** – No public comments were received.

13. **Adjournment** – There being no further business, the meeting was adjourned by Chair Jancek at 2:30 p.m.

Alan Beeker
Secretary

REGION 2 PLANNING COMMISSION
Treasurer's Report - Monthly Summary
as of November 30, 2022

Checking Account Balance ending October 31, 2022		\$ 471,328.08
Deposit Summary:		
November 2022 EFT Deposits		\$ 38,466.67
November 2022 Bank Deposits		12,619.80
November 2022 Adjustments		(1,205.05)
Total Deposits plus Bank Balance		<u>\$ 521,209.50</u>
Expenses:		
Submitted Expenses - November 2022 **	\$ (18,496.84)	
Interim Expenses	-	
Payroll/Related Expenses	(19,631.29)	
Subtotal of Expenses	<u>\$ (38,128.13)</u>	<u>\$ (38,128.13)</u>
Balance Checking Account ending November 30, 2022		\$ 483,081.37
Balance CD Investments ending November 30, 2022		<u>\$ 106,259.91</u>
Total Cash on Hand		<u>\$ 589,341.28</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 November 30, 2022

11/30/2022	EFT Deposits:	
	ED CARES Grant through September 2022	38,466.67
	Subtotal - EFT Deposits	\$ 38,466.67
11/30/2022	Check Deposits:	
	FY23 Membership Dues - various entities	12,619.80
	Subtotal - Check Deposits	\$ 12,619.80
11/30/2022	Adjustments to cash:	
	Bank fees - November	(159.04)
	Paycor Fees - November	(294.00)
	Credit Card Charges - Crains Detroit Business - subscription	(15.00)
	Credit Card Charges - Adobe Creative Cloud- subscription	(42.39)
	Credit Card Charges - Chomp Burger - meals	(38.53)
	Credit Card Charges - Meijer - supplies	(158.21)
	Credit Card Charges - Junkyard Dog - meals	(29.79)
	Credit Card Charges - USPS - postage	(51.84)
	Credit Card Charges - Amazon - furniture	(86.91)
	Credit Card Charges - Amazon - furniture	(199.15)
	Credit Card Charges - MI Municipal League Classified Ad	(150.00)
	American Express card credit	19.81
	Subtotal - Adjustments to Cash	\$ (1,205.05)
	Total Net Deposits	\$ 49,881.42

REGION 2 PLANNING COMMISSION
INTERIM BILLING and PAYROLL EXPENSES
as of November 30, 2022

Interim Billing for October, 2022

Vendor

Description

Amount

Check #

No Interim Billing For Nov. 2022

Total Interim Billing for November, 2022

\$ -

Payroll & Travel Related Expenses:

Paid November 11, 2022

by Direct Deposit/EFT

Paycor

Payroll Disbursement

\$ 9,664.34

S. Bezold

Travel Reimbursement

\$ 163.25

Total

\$ 9,827.59

Paid November 25, 2022

by Direct Deposit/EFT

Paycor

Payroll Disbursement

\$ 9,660.70

S. Bezold

Travel Reimbursement

\$ 46.13

J. Hurt

Travel Reimbursement

\$ 96.87

Total

\$ 9,803.70

Total Payroll Expenses for November, 2022

\$ 19,631.29

**Region 2 Planning Commission
Outstanding Accounts Receivable
as of November 30, 2022**

Municipality/Source	Date	Inv. No.	Amount
None			-

FY 2023 Balance as of November 30, 2022

\$ -

REGION 2 PLANNING COMMISSION
Submitted Bills
December 8, 2022

Vendor	Description	Amount Due
BC/BS	Employee Health Coverage (Jan. 2023)	\$ 3,547.31
Boom Advertising	LDDA Eastgate District/Sign Concepts	\$ 350.00
Boom Advertising	CEDS Implementation	\$ 1,520.00
City of Jackson	Parking Passes for 2023	\$ 4,389.00
County of Jackson	Rent Expense for Dec. 2022	\$ 3,265.62
County of Jackson	Verizon Phone Expense (Oct. 2022)	\$ 63.79
County of Jackson	Postage Oct. 2022	\$ 95.44
Jackson Police Department	FY 2023 OHSP Impaired - Nov. 2022	\$ 1,323.54
MissionSquare	401/RHS Employer Contribution	\$ 1,294.82
The Exponent	Subscription Renewal	\$ 70.00
The SBAM Plan/SBIS	Employee Life Insurance (Jan. 2023)	\$ 95.34
Total Submitted Billing - December, 2022		\$ 16,014.86

Region 2 PLANNING COMMISSION

Serving Hillsdale, Jackson & Lenawee Counties

Staff Progress Report *October and November 2022*

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 worked toward implementation of CEDS goals.
 - Staff worked toward final development of Region 2's COVID Recovery Website.
 - Staff submitted semi-annual reports for the period 4/1/2022 – 9/30/2022 to EDA on October 26.
 - EDA grant award for R2PC EDD's FY 2022 Partnership Planning Assistance, which will be used to begin implementation of the 2021 – 2025 CEDS.
 - Final CEDS Implementation Committee meeting for FY22 Partnership Planning was held on October 26.
 - Staff submitted semi-annual reports for the period 4/1/2022 – 9/30/2022 to EDA on October 26.
 - Staff participated in EDA CRO's Economic Development District Peer Evaluation on October 18. Region 2 was evaluated by EDA and Region 3a in Indiana for renewal of our EDD, which occurs every three years.
 - Staff participated in EDA Chicago Regional Office Economic Development District Quarterly Call on October 26.
 - Staff submitted Region 2's FY2023 Partnership Planning Grant Application to EDA on November 9.

[October-November 2022 Staff Progress Report]

- Staff met with representatives of the Center for Community & Economic Development at Michigan State's EDA University Center to discuss future collaboration on October 12.
- **Outdoor Recreation as Economic Development.** Staff continued development of a strategy to leverage regional outdoor recreation assets for economic development purposes as detailed in the 2021 – 2025 CEDS.
 - Staff assisted with the Rode to Hell gravel bike race at Waterloo SRA on October 8 which served as the launch event of Region 2's outdoor recreation as economic development efforts.
 - Staff met with representatives of the Grass Lake DDA and Village Council to discuss collaboration on outdoor recreation economic development efforts on October 19.
 - Staff participated in the BEA's Outdoor Recreation Economy 2021 Data Release webinar on November 9.
 - Staff met with Fourth Economy Consulting on November 10 to discuss an Outdoor Recreation Economic Impact Analysis.
- **Downtown Development Authorities (DDAs).**
 - Staff attended the monthly meetings of the City of Jackson and Leoni Township.
 - Staff presented the final draft of the Leoni DDA Downtown Master Plan, which was approved for adoption.

R2PC Activities

- **R2PC Website.** Staff continued updating www.region2planning.com.
- **Training.** No activities.
- **TAMC.** Staff worked with Hillsdale County to collect PASER data on roads throughout the county.
- **MAR.** Staff attended the Michigan Association of Regions Annual Meeting October 3 – 5 in Traverse City. Staff Participated in the Michigan Association of Regions monthly meeting via Zoom on November 8. Region 2 will be the host of the 2023 MAR Annual Meeting, tentatively scheduled for May 9-10, 2023 in Jackson.

Regional Transportation Planning Hillsdale, Jackson, and Lenawee Counties

- Staff completed the processing of two RTF "Minor Actions" requested by local agencies via e-mail vote.

[October-November 2022 Staff Progress Report]

Asset Management Hillsdale, Jackson, and Lenawee Counties

- Staff conducted PASER ratings with JCDOT and HCRC.

Metropolitan Area Transportation Planning Jackson Area Comprehensive Transportation Study

Database Management:

- No activities.

Long-Range Planning:

- JACTS TAC and Policy Committee approved the Socio-Economic Forecasts for the years 2025, 2030, 2040, and 2050 as part of the 2050 LRTP.

Short-Range Planning:

- Staff coordinated with local agencies to process administrative changes in JobNet.

Program Management

- Developed FY 2022 Quarter 4 progress reports.
- Staff attended Michigan Association of Rail Passengers (MARP) webinar regarding track improvements in southwest Michigan impacting routes between Chicago and Detroit.
- Staff completed and submitted the USDOT's Equity and Meaningful Public Involvement Survey.
- Staff assisted in the administering of the JACTS TAC and Policy Committee meetings.

Jackson Traffic Safety Program

- Staff continued working on the FY 2023 OHSP/JTSP grant application.
- Staff prepared to receive Impaired Driving enforcement reports from all 3 departments for the FY 2023 OHSP 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).

Jackson County

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

[October-November 2022 Staff Progress Report]

- **Zoning Ordinance.** Discussed and shared previous zoning ordinances with township officials.

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

- **County Planning Commission (JCPC).** The October JCPC meeting did not reach a quorum so staff was unable to present reports/advisements. The November JCPC meeting was canceled due to staff illness so staff was unable to present reports/advisements.
- **Hazard Mitigation Plan.** Collected adoption resolutions from some participating municipalities.
- **Active Jackson Coalition.** Staff attended Active Jackson Coalition monthly meetings and provided administrative assistance.

Lenawee County

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

- **Master Plan.** Met with Township Planning Commission to discuss and approve the Community Survey questions for the Township Master Plan. Answered questions related to their Home Occupations ordinance. Developed and published the Community Survey on Survey Monkey.

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

- **County Planning Commission (LCPC).** Facilitated the October and November LCPC meeting. In October, staff made recommendations on zoning ordinance text amendments in Hudson Township and Blissfield Township (2) and PA 116 applications in Palmyra Township (4). In November, staff made recommendations on zoning ordinance text amendments in Madison Charter Township (1). Letters announcing the LCPC recommendations were also sent to the townships.

Hillsdale County

City of Jonesville. Staff provided the following service(s):

- **2023 – 2027 Recreation Plan.** Continued development of recreation plan for the City of Jonesville. Hosted a public input session at Wright Street Park in October to gather community feedback on potential park improvements. Collected survey responses related to pedestrian and cycling behavior. Attended Jonesville Planning Commission meeting to present plan options and receive input.

Greater Irish Hills

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

- **Greater Irish Hills Recreation Plan.** Reviewed existing progress on the *Greater Irish Hills Recreation Plan* and provided Committee members with a status update. Will collect input regarding the Goals and Objectives to continue development.



Jackson County Department of Transportation

Angela N. Kline, PE
Managing Director / Director of Engineering & Technical Services

Keeping Our Community Safely in Motion...



Memorandum

Date: November 15, 2022

To: Ms. Jill Liogghio
Region 2 Planning Commission

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

RE: November JACTS TIP Amendments

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) Amendments for FY 2020-2023 and FY 2023-2026:

Fiscal Year	Job #	Project Name	Limits	Project Description	Funding	Action
2022	214064	Horton Road RSA	Horton Road from Ferguson Road to Weatherwax Drive	Road Safety Audit	\$16,000 HSIP \$4,000 Local \$20,000 Total	Move to FY 2023
2022	214065	Moscow Road Intersections RSA	Four Intersections on Moscow Road	Road Safety Audit	\$16,000 HSIP \$4,000 Local \$20,000 Total	Move to FY 2023
2022	211703	Springbrook and Horton Safety Project	Intersection	Construct Compact Roundabout	\$265,918 HSIP \$29,547 Local \$295,465 Total	Move to FY2023

Fiscal Year	Job #	Project Name	Limits	Project Description	Funding	Action
2022	209883	South Jackson Road Bridge Replacement	South Jackson Road Bridge	Bridge Replacement	\$1,189,191 STL \$222,973 State \$74,324 Local \$1,486,489 Total	Change Project Cost and Move to FY2023
2022	211779	Horizontal Curve Signing – PE Phase	Various	Horizontal Curve Measurement and Sign Locations	\$114,345 HSIP PE \$12,705 Local PE \$127,050 Total PE	Move to FY2023
2022	210635	Mike Levine Lakelands Trail	Parnall Road from Cooper to Lansing Avenue; Lansing Avenue from Monroe Street to Parnall Road	Construct Nonmotorized Trail	\$1,884,711 Federal \$1,400,000 Local \$3,284,711 Total	Move to FY2024



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

PAUL C. AJEGBA
DIRECTOR

November 14th 2022

Jacob Hurt,
Executive Director
Region 2 Planning Commission
120 W. Michigan Avenue, 9th Floor
Jackson, Michigan 49201

Dear Mr. Hurt:

This letter is sent by the Michigan Department of Transportation (MDOT) to inform the Jackson Area Comprehensive Transportation Study committees of several TIP amendments to the FY 2023-2026 Transportation Improvement Plan (TIP).

<u>Fiscal Year</u>	<u>Job no.</u>	<u>Phase</u>	<u>Project Name</u>	<u>Limits</u>	<u>Length</u>	<u>Project Description</u>	<u>Federal Budget</u>	<u>State Budget</u>	<u>Federal Fund Source</u>	<u>Total Phase Cost</u>	<u>Amendment Type</u>
2023	209072	CON	M-106	M-106 & M-52	21.2	Non-Freeway Sign Upgrade	\$518,650	\$0	STG	\$518,650	Phase Add
2024	217024	CON	Hanover Rd	Hanover Road over South Branch Kalamazoo River		Bridge Bundling; Bridge Replacement	\$1,659,566	\$	IM	\$1,659,566	Phase Add

Thank you for your attention to this request. If you have any questions or need additional information, please contact me at 517-257-9248

Sincerely, Mike Davis Jr, Transportation Planner

TO: Region 2 Planning Commission

FROM: Jacob Hurt, Executive Director

DATE: November 30, 2022

SUBJECT: Appointment of 2023 R2PC Nominating Committee

The Region 2 Planning Commission annually elects an Executive Committee and officers. The R2PC bylaws call for the election of a Nominating Committee to facilitate this process. The Nominating Committee is typically elected annually at the November R2PC Full Commission meeting and is comprised of five (5) R2PC Commissioners. The Committee has the responsibility of recommending a slate of twenty-one (21) candidates for the Region 2 Planning Commission's Executive Committee. The slate is placed in nomination at the January, 2023 meeting for consideration for election. In addition, the Nominating Committee meets following the establishment of the Executive Committee to prepare a recommendation on nominations for the R2PC Officers including the Chair, Vice-Chair, Treasurer, and Secretary.

The election of the 2023 Nominating Committee will take place at the December 8, 2022 Executive Committee meeting. The members of the 2022 Nominating Committee included: **Alan Beeker** and **Jason Smith** from Hillsdale County; **Pete Jancek** and **Mike Overton** from Jackson County; and **Ralph Tillotson** representing Lenawee County.

Nominations will be taken from the floor to fill the five (5) positions on the 2023 Nominating Committee. All Commissioners on the Full Commission roster are eligible for appointment.

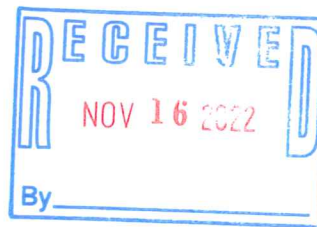
REGION 2 PLANNING COMMISSION MEETING SCHEDULE FOR 2023

In accordance with Public Act No. 167 of 1976, meetings of the Region 2 Planning Commission for 2023 will be as follows:

<u>DATE</u>	<u>EXECUTIVE COMMITTEE</u>	<u>FULL COMMISSION</u>
January 12, 2023		2:00 p.m. Lenawee District Library
February 9, 2023	2:00 p.m. Hillsdale City Hall	
March 9, 2023		2:00 p.m. Jackson County Tower Building
April 13, 2023	2:00 p.m. Lenawee District Library	
May 11, 2023		2:00 p.m. Hillsdale City Hall
June 8, 2023	2:00 p.m. Jackson County Tower Building	
July 13, 2023		2:00 p.m. Lenawee District Library
August 10, 2023	2:00 p.m. Hillsdale City Hall	
September 14, 2023		2:00 p.m. Jackson County Tower Building
October 12, 2023	2:00 p.m. Lenawee District Library	
November 9, 2023		2:00 p.m. Hillsdale City Hall
December 14, 2023	2:00 p.m. Jackson County Tower Building	

Note: The Jackson County Tower Building is located at 120 W. Michigan Avenue, Jackson.
The Lenawee District Library is located at 4459 W. U.S. 223, Adrian.
Hillsdale City Hall is located at 97 N. Broad St., Hillsdale.

REV: 09/26/2022



Notice of Intent to Amend Master Plan

To:

- Henrietta Township Planning Commission
- Blackman Township Planning Commission
- Sandstone Township Planning Commission
- Tompkins Township Planning Commission
- Onondaga Township Planning Commission
- Leslie Township Planning Commission
- Bunkerhill Township Planning Commission
- Jackson County Planning Commission
- Ingham County Planning Commission
- Region 2 Planning Commission
- Jackson County Department of Transportation
- Michigan Department of Transportation
- Consumers Energy
- Enbridge Energy Partners
- AT & T Corporate Office & Headquarters
- Jackson Lansing Railroad
- Comcast Cable
- Frontier Communications Corp.

From James Lindstrom Chairperson
Rives Township Planning Commission

Date: Nov 11, 2022

Please take notice that the Rives Township Planning Commission is considering an amendment to the Rives Township Master Plan.

In accordance with Section 39 of the Michigan Planning Enabling Act, PA 33 of 2008, MCL 125.3839, this notice is given to inform you and other neighboring local governments, planning entities, and any public utility and railroad companies in Rives Township, of the intent to prepare an amendment to the existing Master Plan of Rives Township.

The Rives Township Planning Commission revisions are complete and have been approved for distribution by the Rives Township Board.

Proposed Amendment to Rives Township Master Plan

It is the intent of the Planning Commission to amend Chapter 3 – Page 3-2, of the Master Plan by adding a new subsection 4 to the statement of objectives for Agricultural Land Uses as follows:

4. It is recognized by this plan that the preservation of agricultural land uses may include the development of certain renewable energy systems subject to special land use and site plan approvals.

Any comments to the proposed amendment may be sent in digital format via email to clerk@rivestwp.org or by mail to the Rives Township Planning Commission, 348 E. Main St., Rives Junction, MI 49277

Pursuant to MCL 125.3841(2)(f), public utility and railroad companies in the Township, and any government entity that registers a name and address with the Township for receipt of updates related to the Master Plan, shall reimburse the Township for copying and postage costs incurred for hard copy deliveries of the updates.