

***** IMPORTANT *****

A quorum is needed to approve the FY 2023 R2PC Planning Work Program and FY 2023 Regional Transportation Planning Work Program included in this agenda packet. We need at least 15 members of R2PC present at the **September 8, 2022 meeting.**

AGENDA

REGION 2 PLANNING COMMISSION

Full Commission

FOR FURTHER INFORMATION, CONTACT:

**Jacob Hurt, Executive Director
(517) 768-6705**

DATE: Thursday, September 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 September 8, 2022 Agenda – **ACTION**
3. Public Comment
4. Approval of the Full Commission Meeting Minutes for July 14, 2022 (see enclosure) – **ACTION** 3
5. Approval of Action Taken at the August 11, 2022 Executive Committee Meetings (see enclosure) – **ACTION** 6
6. Receipt of Treasurer's Report of August 31, 2022 (see enclosure) – **ACTION** 8
7. Approval of September 8, 2022 Submitted Bills (see enclosure) – **ACTION** 12
8. Staff Progress Report for August 2022 (see enclosure) – **DISCUSSION** 13
9. Approval of Travel Request to Attend the MAR Conference in Traverse City, MI, October 3-4, 2022 (see enclosure) – **ACTION** 17
10. Approval of the FY 2023 R2PC Planning Work Program (see enclosure) – **ACTION** 18
11. Approval of the FY 2023 Regional Transportation Planning Work Program (see enclosure) – **ACTION** 29
12. Other Business
 - Notice of Intent to Amend Master Plan – Rives Township (see enclosure) 52
13. Public Comment / Commissioners' Comments
14. Adjournment

Region 2 PLANNING COMMISSION

Serving Hillsdale, Jackson & Lenawee Counties

MEETING MINUTES

Region 2 Planning Commission - Full Commission
Lenawee District Library
4459 W. U.S. 223
Adrian, MI 49221

Thursday, July 14, 2022

I. Call to Order – Chair Jancek called the meeting to order at 2:07 PM. A quorum was present.

Attendance:

Acker	Dillon	Heath	Shaw
Adams	✓ Donaldson	Herlein	Shotwell (E)
✓ Bair (E)	✓ Drake (E)	Horwath	✓ Sigers (E)
Baker	Driskill (E)	✓ Jancek (E)	✓ Smith
Bales	✓ Duckham (E)	Jennings	✓ Snell
Barnhart	✓ Elwell (E)	Karnaz	✓ Southworth
Beach	✓ Everidge	Kastel	Sutherland
Beecher	✓ Gaede (E)	Keller	Swartzlander (E)
✓ Beeker (E)	Gallagher, D.	Koehn	Teriaco
Blythe	Gallagher, F.	Lammers	✓ Tillotson (E)
Boggs	Gentner	Lance	Todd
Bolton	Goetz (E)	Linnabary	Votzke
Bush	Gould, J.	Mackinder	Wagner
✓ Bussell	✓ Gould, L. (E)	Miller	Webb
Camacho	Greene (E)	Navarro	Weir
Chamberlain	Greenleaf	Nickel	Wiley
Collins	Griffin	Overton (E)	Williams
Cornish	Gross	Pixley	Wilson
Cousino	✓ Guetschow (E)	Poleski	Winter
Cure	Havican	Richardson	Witt (E)
David	Hawkins	Root	✓ Wittenbach (E)
DeBoe	Hawley	✓ Schlecte	

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

Staff Present: Stephen Bezold, Brett Gatz, Jacob Hurt, Jill Liogghio, Anton Schauerte

Others Present: Jeff Mitchell, Springport Township

- II. **Approval of the July 14, 2022 Agenda** – The motion was made by Comm. Tillotson, supported by Comm. Snell, to approve the July 14, 2022 agenda as presented. The motion carried unanimously.
- III. **Public Comment** – Chair Jancek requested public comment. No comments were received.
- IV. **Approval of the Full Commission Meeting Minutes for May 12, 2022** – The motion was made by Comm. Bair, supported by Comm. Snell, to approve the Full Commission meeting minutes of May 12, 2022 as submitted. The motion carried unanimously.
- V. **Approval of the Action Taken at the June 9, 2022 Executive Committee Meeting** – The motion was made by Comm. Bair, supported by Comm. Duckham, to approve the action taken at the June 9, 2022 Executive Committee meeting. The motion carried unanimously.
- VI. **Receipt of Treasurer’s Report of June 30, 2022** – A motion was made by Comm. Snell, and supported by Comm. Duckham, to receive the June 30, 2022 Treasurer’s Report as presented. The motion carried unanimously.
- VII. **Approval of July 14, 2022 Submitted Bills** – A motion was made by Comm. Drake, supported by Comm. Bair, to approve payment of the July 14, 2022 submitted bills. The motion carried unanimously.
- VIII. **Staff Progress Report for June 2022** – The June 2022 staff progress report was included in the agenda packet. Mr. Hurt presented highlights from the staff progress report for the month of June.
- IX. **Approval of Amendments to the JACTS FY 2020-2023 Transportation Improvement Programs (TIP)** – Mr. Schauerte requested the following changes be made to the JACTS FY 2020-2023 Transportation Improvement Program (TIP).

JATA

Fiscal Year	Project Name	Limits	Primary Work Type	Project Description	Federal Cost	State Cost	Total Project Cost
2022	JN 207691 - Section 5307 Operating	N/A	SP3000 Operating Assistance	New Apportionments	\$1,692,518	\$1,592,451	\$3,284,969

Action: Amend project

A motion was made by Comm. Snell, supported by Comm. Smith, to approve the amendments to the FY 2020-2023 Transportation Improvement Program (TIP). The motion carried unanimously.

- X. **Approval of the FY 2023-2026 Transportation Improvement Program (TIP)** – Mr. Schauerte stated that all changes to the DRAFT FY 2023-2026 TIP since it was published on 4/28/22 were outlined in the packet and presented at the June meeting.

A motion was made by Comm. Elwell, Supported by Comm. Duckham to approve the FY 2023-2026 Transportation Improvement Program (TIP). The motion carried unanimously.

XI. Other Business – No business was brought before the Commission.

XII. Public Comment / Commissioners' Comments – No comments were made.

XIII. Adjournment – There being no further business, Chair Jancek adjourned the meeting at 2:25 p.m.

Alan Beeker
Secretary

Region 2 PLANNING COMMISSION

Serving Hillsdale, Jackson & Lenawee Counties

MINUTES

Region 2 Planning Commission – Executive Committee
Hillsdale City Hall
97 N. Broad Street
Hillsdale, MI 49242

Thursday, August 11, 2022

1. **Call to Order** – Chair Jancek called the meeting to order at 2:03 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: Judy Southworth, Jackson County

Others Present: None

Staff Present: Stephen Bezold, Brett Gatz, Jacob Hurt, Anton Schauerte

2. **Approval of the Agenda** – A motion was made by Comm. Duckham, supported by Comm. Drake, to approve the August 11, 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 June 9, 2022 Executive Committee Meeting** – A motion was made by Comm. Duckham, supported by Comm. Tillotson, to approve the June 9, 2022 Executive Committee meeting minutes as submitted. The motion carried unanimously.
5. **Receipt of the Treasurer’s Report of July 31, 2022** – A motion was made by Comm. Elwell, supported by Comm. Duckham, to approve receipt of the Treasurer’s Report for July 31, 2022. The motion carried unanimously.

6. **Approval of the August 11, 2022 Submitted Bills** – A motion was made by Comm. Drake, supported by Comm. Elwell, to approve payment of the August 11, 2022, submitted bills as presented. The motion carried unanimously.
7. **Staff Progress Report for July, 2022** – Mr. Hurt presented highlights from the staff progress report for the month of July 2022.
8. **Approval of Amendments to the JACTS Fiscal Year (FY) 2020-2023 Transportation Improvement Program (TIP)** – The following amendments to the JACTS FY 2020-2023 Transportation Improvement Programs (TIP) were submitted for review and approval, as outlined below, by the Michigan Department of Transportation (#1, #2) and by the Jackson Area Transportation Authority (#3)
 1. JN 216828 - FY 2022 – Amtrak – Tie and Surface Program – \$0 Federal; \$5,880,002 State; \$5,880,002 Total - (**Add Phase*)
 2. JN 211081 - FY 2022 – WB I-94 (Race Rd. to Jackson/Washtenaw County Line) – HMA Mill and 1 Course Overlay - \$2,457,090 Federal; \$273,010 State; \$0 Local; \$2,730,100 Total - (**Funding Increase*)
 3. JN 212963 – FY 2022 – Section 5339 – Admin/Maint. Facility Improvements - \$105,350 Federal; \$26,338 State; \$0 Local; \$131,688 Total – (**Update to actual FY22 apportionments*)

Mr. Schauerte stated that in the packet, the amendment shows that a new job would be created for the recently-released Section 5339 funding by the Federal Transit Administration (FTA). Mr. Schauerte also stated that since the packet was published, R2PC staff learned that when transit apportionments are released each FY, the existing job should be updated instead of creating a new job in MDOT's project-tracking software, JobNet. As a result, it was clarified that amendment #3 above is an increase to the funding of Job Number 212963 from [\$56,000 Federal; \$14,000 State; \$0 Local; \$70,000 Total] to the funding amounts listed above.

The motion was made by Comm. Duckham, supported by Comm. Elwell, to approve the proposed amendments for the JACTS FY 2020-2023 Transportation Improvement Program (TIP) as clarified. The motion carried unanimously.

9. **Other Business** – Mr. Hurt asked if there were any particular people or agencies that should be invited to present at future meetings. Chair Jancek stated that it would be useful to hear from any local agencies. Chair Jancek also provided an overview of the timeline and project specifications of the new industrial park in Blackman Township.
10. **Public Comment / Commissioners Comments** – No public comments were received.
11. **Adjournment** – There being no further business, the meeting was adjourned by Chair. Jancek at 2:24 p.m.

Alan Beeker
Secretary

REGION 2 PLANNING COMMISSION
Treasurer's Report - Monthly Summary
as of August 31, 2022

Checking Account Balance ending July 31, 2021		\$	445,741.60
Deposit Summary:			
<i>August 2022 EFT Deposits</i>		\$	-
<i>August 2022 Bank Deposits</i>			-
<i>August 2022 Adjustments</i>			(2,606.43)
Total Deposits plus Bank Balance		<u>\$</u>	<u>443,135.17</u>
Expenses:			
<i>Submitted Expenses - August 2022 **</i>	\$		(16,553.46)
<i>Interim Expenses</i>			(5,494.42)
<i>Payroll/Related Expenses</i>			(25,641.28)
Subtotal of Expenses	<u>\$</u>		<u>(47,689.16)</u>
Balance Checking Account ending August 31, 2022		<u>\$</u>	<u>395,446.01</u>
<i>Balance CD Investments ending August 31, 2022</i>		<u>\$</u>	<u>106,259.91</u>
Total Cash on Hand		<u>\$</u>	<u>501,705.92</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, 2022

8/31/2022	EFT Deposits:	
	None	\$ -
	Subtotal - EFT Deposits	\$ -
8/31/2022	Check Deposits:	
	None	-
	Subtotal - Check Deposits	\$ -
8/31/2022	Adjustments to cash:	
	<i>Bank fees - August</i>	(154.26)
	<i>Paycor Fees - August</i>	(292.50)
	<i>Credit Card Charges - Crains Detroit Business - subscription</i>	(30.00)
	<i>Credit Card Charges - Adobe Creative Cloud- subscription</i>	(42.39)
	<i>Credit Card Charges - APA Streaming Products - subscription</i>	(546.00)
	<i>Credit Card Charges - Amazon - publications</i>	(720.76)
	<i>Credit Card Charges - Office Max - supplies</i>	(278.25)
	<i>Credit Card Charges - Meijer - supplies</i>	(180.93)
	<i>Credit Card Chages - Direct Office Supplies</i>	(308.07)
	<i>Credit Card Charges - USPS - postage</i>	(65.82)
	<i>American Express card credit</i>	12.55
	Subtotal - Adjustments to Cash	\$ (2,606.43)
	Total Net Deposits	\$ (2,606.43)

REGION 2 PLANNING COMMISSION
INTERIM BILLING and PAYROLL EXPENSES
as of August 31, 2022

Interim Billing for August, 2022

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
Allegra	R2PC August 2022 Packet	\$ 62.70	15211
Blackman-Leoni DPS	OHSP FY 22 - July 2022	\$ 3,770.32	15212
Jackson County	Postage - July 2022	\$ 17.51	15217
Jackson County Sheriff Dept.	OHSP FY 22 - July 2022	\$ 1,273.75	15220
Mlive	JACTS & Jackson Co. MP Advertising	\$ 247.56	15219
The SBAM Plan	Employee Life Insurance - Sept. 2022	\$ 122.58	15224
Total Interim Billing for August, 2022		\$ 5,494.42	

Payroll & Travel Related Expenses:

<i>Paid August 5, 2022</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 12,477.78	
S. Bezold	Travel Reimbursement	\$ 61.13	
J. Hurt	Travel Reimbursement	\$ 195.83	
A. Schauerte	Travel Reimbursement	\$ 424.16	
Total		\$ 13,158.90	
<i>Paid August 19, 2022</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 12,442.50	
S. Bezold	Travel Reimbursement	\$ 39.88	
Total		\$ 12,482.38	

Total Payroll Expenses for August, 2022		\$ 25,641.28	
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**Region 2 Planning Commission
Outstanding Accounts Receivable
as of August 31, 2022**

Municipality/Source	Date	Inv. No.	Amount
MDOT - Services through June - Regional Transportation Planning	8/24/2022	5004	412.00
MDOT - Services through June - Asset Management	8/24/2022	4007	1,847.00
MDOT - Services through June - FHWA	8/24/2022	5006	70,810.24

<i>FY 2021 Balance as of August 31, 2022</i>	\$ 73,069.24
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REGION 2 PLANNING COMMISSION
Submitted Bills
September 8, 2022

Vendor	Description	Amount Due
Auto-Owners Insurance	Business/Umbrella Policy Renewal	\$ 2,651.30
Blue Cross/Blue Shield	Employee Health Coverage (October 2022)	\$ 3,981.56
Cash	Replenish Petty Cash	\$ 58.98
City of Jackson	UWP Reimb./Traffic Counts 10/1/21 - 6/30/22	\$ 12,294.89
County of Jackson	Rent Expense for September 2022	\$ 3,265.62
County of Jackson	Phone July 2022	\$ 166.56
ICMA Retirement Trust	ICMA 401 Contribution	\$ 1,449.11
JTV	Website Hosting	\$ 225.00
The Water Store	Supplies August 2022	\$ 34.75
Vantage Point Transfer Agents	ICMA RHS Contribution	\$ 222.95
Total Submitted Billing - September, 2022		\$ 24,350.72

Region 2

PLANNING COMMISSION

Serving Hillsdale, Jackson & Lenawee Counties

Staff Progress Report *August 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.
 - EDA grant award for R2PC EDD's FY 2022 Partnership Planning Assistance, which will be used to begin implementation of the 2021 – 2025 CEDS.
 - Additional CEDS Implementation Committee meetings will be held on: 9/14 and 10/12/2022.
- **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 participated in the Promising Practices of Outdoor Recreation Economies webinar on August 3.
- **Downtown Development Authorities (DDAs).**
 - Staff attended the monthly meetings of the City of Jackson and Leoni Township.
 - Staff continued development of the Leoni DDA Downtown Master Plan focusing on implementation and incentives.

[August 2022 Staff Progress Report]

R2PC Activities

- **R2PC Website.** Staff continued updating www.region2planning.com.
- **Training.** No activities.
- **TAMC.** No meeting in August.
- **MAR.** Staff attended the Michigan Association of Regions meeting via Zoom on August 9.

Regional Transportation Planning Hillsdale, Jackson, and Lenawee Counties

- Staff attended the monthly statewide Rural Task Force (RTF) meeting.
- Staff developed the FY 2023 Rural Transportation Planning Work Program (PWP).

Asset Management Hillsdale, Jackson, and Lenawee Counties

- Staff attended the 2022 Pavement Surface Evaluation Program (PASER) Training Class 1 – 2 from 8/23 – 8/25.
- Staff attended the TAMC Region Coordination meeting on 8/16.

Metropolitan Area Transportation Planning Jackson Area Comprehensive Transportation Study

Database Management:

- No activities.

Long-Range Planning:

- Staff began developing narrative for the 2050 Long-Range Transportation Plan (LRTP) and compiling list of stakeholders for the public participation portion of the document.

Short-Range Planning:

- Administrative modifications and amendments to the TIP were programmed into JobNet and made to the FY 2020-2023 TIP document, as necessary.
- Staff administered and attended the monthly Active Jackson Coalition (AJC) meeting.

Program Management

- Developed FY 2022 Quarter 3 progress reports

[August 2022 Staff Progress Report]

Jackson Traffic Safety Program

- Staff began work on the FY 2023 OHSP/JTSP draft grant application and submitted to OHSP.
- Staff prepared and submitted enforcement reports for the Impaired Driving, Seat Belt, and Speed Enforcement campaign.

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

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

- **Master Plan.** Worked with township officials to develop a resolution to release for public comment.

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

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

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

- **County Planning Commission (JCPC).** Hosted a public hearing regarding the adoption of the Jackson County Master Plan at the August JCPC meeting. An adoption resolution will go to the Jackson County Board of Commissioners in September.
- **Hazard Mitigation Plan.** Staff prepared an adoption resolution to be presented at the study session of the Jackson County Board of Commissioners. Following the formal resolution, the Hazard Mitigation Plan will be submitted to FEMA for formal adoption.
- **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 Master Plan Subcommittee to coordinate development of the the Community Survey questions for the Township Master Plan.

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

- **County Planning Commission (LCPC).** The August LCPC meeting did not reach a quorum so staff was unable to present reports/advisements.

Madison Charter Township. Staff provided the following service(s):

[August 2022 Staff Progress Report]

- **Zoning Ordinance.** Continued work on the Madison Charter Township Zoning Ordinance Update.

Hillsdale County

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

- **2023 – 2027 Recreation Plan.** Began development of a new recreation plan for the City of Jonesville. 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.

MEMORANDUM

TO: Region 2 Planning Commission

FROM: Jacob Hurt, Executive Director

DATE: September 1, 2022

SUBJECT: Approval of Travel to the Michigan Association of Regions (MAR) Annual Conference in Traverse City, October 3-4, 2022.

The Michigan Association of Regions (MAR) is hosting their annual conference in Traverse City on October 3-4, 2022. 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	\$ 267
Registration	\$ 0
Lodging	\$ 579
Meals	<u>\$ 100</u>
TOTAL	\$ 946

Authorization is requested to send one staff member to the conference. Costs are included in the R2PC FY 23 budget.



FY 2023
REGION 2 PLANNING COMMISSION
PLANNING WORK PROGRAM
October 1, 2022 through September 30, 2023

Adopted
September 8, 2022



FY 2023
Region 2 Planning Commission
Planning Work Program

R2PC Staff

Jacob Hurt Executive Director
Anton Schauerte Principal Planner | Transportation
Stephen Bezold Planner | Local Planning Assistance
James Latham Accountant
Jill Liogghio Administrative Assistant
Brett Gatz Planning Intern



Serving Hillsdale, Jackson & Lenawee Counties

120 W. Michigan Avenue – 9th Floor
Jackson, MI 49201

PWP Purpose

A Planning Work Program (PWP) is an essential management tool for any organization. The Region 2 Planning Commission (R2PC) annually sets forth a work program within a framework of area-wide goals and objectives addressing regional issues. By assigning staffing levels, overhead costs, and consultant needs, the Commission can determine if it is directing a sufficient effort toward planning activities to meet its objectives. The R2PC developed its Planning Work Program to improve federal, state, and local understanding of planning activities, as well as the goals, policies, plans, and the concerns of the Commission. The PWP also references Federal and State grant contracts, reduces contractual paperwork, eliminates duplication, and provides for joint funding of appropriate work activities.

The PWP provides a basis for ongoing management and its structure controls and accounts for personnel and other agency resources. The R2PC accounting system distributes labor from time sheets to work program activities and allocates costs to, and among, the various funding sources. Finally, the PWP serves to coordinate planning activities among the numerous agencies and local units of government that participate in the R2PC as dues-paying members.

PWP Organizational Overview

The R2PC Planning Work Program (PWP) reflects the planning responsibilities of the Commission. These responsibilities include area wide planning for the three-county region of Hillsdale, Jackson, and Lenawee, various small multijurisdictional areas, and local planning assistance to member units of government.

Area Wide Urban Transportation Planning

The planning activities of the Jackson Area Comprehensive Transportation Study (JACTS) are the responsibility of R2PC staff as it is the designated metropolitan planning organization (MPO) for the Jackson Urbanized Area and Jackson County. The Federal Highway Administration (FHWA) is the source of the federal funds for these activities. The Jackson County Department of Transportation (JCDOT), the City of Jackson's Neighborhood & Economic Operations Department, and the Jackson Area Transportation Authority (JATA) provide the required local cash match for transportation planning services.

Area Wide Regional Transportation Planning

The R2PC also engages in regional transportation planning outside of the Jackson Urbanized Area. The Michigan Department of Transportation (MDOT) funds these activities through its State Trunk Line Highway System (PA 51 of 1951) program.

Area Wide Economic Development

Various regional economic development activities are the responsibility of R2PC staff as an U.S. Economic Development Administration (EDA) designated Economic Development District (EDD). The EDA's annual Partnership Planning program is the ongoing source of the federal funds for these activities. The R2PC is required to provide a 50% local match for the Partnership Planning program. The EDA also awarded the R2PC a CARES (Coronavirus Aid, Relief, and Economic Security) Act grant that will conclude on 12/31/2022. There is no local match for the CARES Act grant as it covers 100% of the cost.

Area Wide Planning

In addition to its area wide urban and regional transportation planning and economic development programs, the R2PC provides various other area wide services (e.g., census/demographics, innovative planning/zoning tools, and studies/plans) for the entire Region 2 Area or multiple units of local government. Member units of local government provide the funding for these programs via a one-third allocation of their annual membership dues.

Local planning assistance

Staff provides various planning services such as, plans and studies, zoning ordinances, and rezoning analysis, to local units of government upon request. Funding is provided by local units of government through (1) two-thirds of their annual R2PC membership dues, (2) direct billing for the cost of services provided in excess of membership fees, and (3) state and federal grants received by member units of government for planning services.

Michigan Infrastructure Council

The Michigan Infrastructure Council (MIC) brings together local utility and infrastructure owners, regional representatives, finance and policy experts, and state department leaders to coordinate infrastructure-related goals and develop a long term strategy for maintaining Michigan infrastructure assets. An Asset Management Readiness Assessment Scale was prepared to help public asset owners identify, track, and maintain their assets for wastewater, storm water, and drinking water. The data will help local entities justify future infrastructure funding needs to repair and maintain these facilities.

Jackson County Traffic Safety Program

R2PC staff administers the Michigan State Police Office of Highway Safety Planning's (OHSP's) annual enforcement grant program.

Indirect Costs

Indirect costs are included in the form of a Statement of Projected Direct and Indirect Costs.

PWP Fiscal Relationship

The Planning Work Program (PWP) provides an estimate of revenues and expenditures for the activities of the R2PC. It also documents the value of the cash match contributed by other agencies. The PWP is an integral part of the audit requirements of federal funding agencies. The Region 2 Planning Commission makes arrangements for the required financial and compliance audit, and conducts the audit within prescribed audit requirements. Staff charges the annual audit to the indirect cost allocation unless otherwise directed by the cognizant agency, which is the Federal Highway Administration (FHWA).

PWP Organizational Details

Jackson Area Comprehensive Transportation Study (JACTS)

Please refer to the JACTS FY 2023 Unified Work Program (UWP) for detail.

Area Wide Regional Transportation Planning

Please refer to the FY 2023 Regional Transportation Planning Work Program for Hillsdale, Jackson, and Lenawee counties for detail.

Area Wide Economic Development Planning

Please refer to the FY 2022 and FY 2023 (if awarded) Partnership Planning grant awards and the CARES Act award for detail.

Local Planning Assistance

The Region 2 Planning Commission provides local planning assistance services to member units of government and their boards, commissions, and agencies. The R2PC offers the following services to local municipalities and counties:

- **Plan Preparation Assistance**
 - Master plans
 - Recreation plans
 - Hazard Mitigation plans
 - Solid Waste plans
 - Other strategic plans and miscellaneous studies

- **Zoning Ordinance Assistance**
 - Development of zoning ordinances
 - Review of rezoning proposals and text amendments
 - Review of requests for conditional/special land uses, site plans, variances, and interpretations
 - Review of various airport zoning requests
 - Zoning ordinance administration assistance
 - Provision of zoning ordinance information
- **Geographic Information System (GIS) Mapping Services**
- **Review of Farmland and Open Space Agreement Applications**
- **Grant Writing and Assistance Regarding Grant Applications**

Area wide planning

Consists of various areas of activity by the Region 2 Planning Commission. The areas of assistance provided are as follows:

- **Demographics/Socioeconomic Data**

The R2PC collects, analyzes, and maintains population and socioeconomic data from the U.S. Census Bureau (e.g., decennial censuses and the American Community Survey) and other sources. R2PC staff and/or member units of local government utilize the information for various local planning-related activities and grant applications.
- **Model Zoning Ordinance**

The R2PC collects and prepares model ordinances on various zoning issues. Staff and member units of local government utilize the information for local zoning-related activities.
- **Natural Resource Information**

The R2PC collects data on natural resources within the region. Staff and member units of local government utilize the information in local planning/zoning-related activities.
- **Local Assistance Program**

The Region 2 Planning Commission promotes its programs/services and alerts member units of local government to important planning issues through its website, during meetings, and various other means.

Wages, Fringe Benefits and Indirect Costs

The above three components are an integral key in calculating the final indirect cost allocation rate.

- The wage base includes the hourly wage rate, and the cost of the following leave benefits:
 - Jury duty, when called;
 - Military leave, per State and Federal laws;
 - Holidays, eleven paid holidays per year;
 - Sick leave, accumulated at one day per month; and
 - Vacation, accumulated at one day per month (three weeks after ten years of service).

- The benefits included in the fringe benefit cost allocation are:
 - Medical Insurance (includes dental and vision);
 - Life Insurance (capped at \$50,000.00)
 - Worker's Compensation
 - Pension and Retirement Health Savings Contributions (eligible staff must match)
 - Social Security and Medicare tax (employer's liability)
 - Unemployment Insurance
 - Liability Insurance

The R2PC directly charges a program wage and fringe benefits costs whenever possible. Indirect costs are those benefiting the entire region and whose expenses are not directly related to a specific project or local unit of government. Indirect costs include, but are not limited to the following:

- **R2PC Administration**
Perform R2PC general administrative activities in support of work program responsibilities.

- **Fiscal Management**
Prepare for, assist during, and follow-up on an annual audit; continue to upgrade the accounting system; review time sheets and travel vouchers; monitor R2PC budgets; prepare monthly Treasurer's report; maintain a record of accounts and invoicing/statements to member units of government; review purchases; enter cash receipts; pay submitted bills; and maintain related activities.

- **Personnel Management**
Conduct employee evaluations, recruit staff, and other personnel matters.

- **R2PC Full Commission and Executive Committee Meetings**
Prepare for, attend, and follow-up on Region 2 Planning Commission and Executive Committee meetings.

- **Staff Meetings**
Convene staff meetings and send/respond to communications as needed to review staff activities, discuss programs, and review products and projects.
- **Travel and Training**
The R2PC charges directly any travel and training costs associated with a specific project/activity. Travel and training costs not associated with a specific project/activity are charged indirectly. Travel includes mileage reimbursements, registrations, lodging, meals, fuel, and related expenses. Training includes any conferences that may enhance the education of staff.
- **Supplies**
Staff charges supplies that cost substantial amounts of funding directly when attributable to a particular project. Most office supplies and materials are charged indirectly.
- **Contractual Services**
The R2PC employs third-party contracts for contractual services in support of projects (charged directly to projects where allowable).
- **Accounting and Auditing**
A Certified Public Accounting (CPA) firm audits the R2PC annually. Staff utilizes BS&A software to account for funds accurately. The R2PC charges accounting and audit expenses costs to the indirect cost allocation base unless otherwise directed by the FHWA.
- **Legal Services**
When staff desires legal advice, it consults a designated attorney in private practice on a fee basis, as the R2PC does not engage in a substantial amount of legal work. Staff charges the services to the program receiving the benefit, or indirectly, if the benefit does not accrue to a particular project.
- **Telephone**
Staff distributes communication charges entirely on an indirect basis.
- **Postage and shipping**
Staff charges postage and shipping expenses indirectly, except when it is possible to charge costs to a particular project.
- **Printing, Binding, and Copying**
Staff generally charges reproduction costs indirectly. Substantial costs attributed to a specific project are directly charged.
- **Insurance**
The R2PC charges insurance costs, including general insurance and bond premiums, indirectly.

- **Office Rent**
Staff charges the rent for the R2PC offices indirectly.
- **Equipment Leases**
The R2PC charges equipment leases indirectly unless they only benefit a specific project.
- **Dues, Subscriptions, and Publications**
Staff charges the costs for agency dues, professional organization memberships for employees, technical publications, newspapers, and other periodicals indirectly.
- **Depreciation Expense**
In accordance with the Governmental Accounting Standards Board (GASB), staff will expense single equipment purchases over \$5,000 in accordance with Statement 34 (GASB 34). The R2PC generally uses fund equity for purchases, depreciated on an annual declining basis, with depreciation charged indirectly.
- **Equipment**
The R2PC charges equipment expenditures for smaller items indirectly. Staff makes capital expenditures for large items independent of the operation budget, depreciated, and generally charged indirectly (see depreciation expense, above).

Indirect costs are never duplicated or included as part of direct costs since the R2PC generates them as part of its integrated budgetary/accounting system. Staff segregates indirect costs by account, accumulated in a distributed cost account and posted to projects in accordance with approved rate application procedures. The cost allocation system is included in the Statement of Total Costs and reflected in the budget summary following this Statement.

Statement of Total Costs
Simplified Allocation Method
 Provisional Rate FY 2023

Budget Category	Total Costs	Less: Direct Unallowable Costs	Indirect Costs	Modified Total Direct Costs
Salaries	\$ 329,674	\$ 0	\$ 114,873	\$ 214,801
Fringe Benefits (36.2619%)	119,545	\$ 0	\$ 41,655	\$ 77,890
Total Personnel Costs	\$ 449,219	\$ 0	\$ 156,529	\$ 292,691
Supplies	\$ 11,500	\$ 0	\$ 6,000	\$ 5,500
CPA services	\$ 5,500	\$ 0	\$ 5,500	\$ 0
Legal services	\$ 3,500	\$ 0	\$ 2,500	\$ 1,000
Computer services	\$ 2,500	\$ 0	\$ 1,000	\$ 1,500
Training	\$ 7,500	\$ 0	\$ 2,000	\$ 5,500
Contractual/consulting	\$ 196,575	\$ 141,553	\$ 50,022	\$141,553
Telephone	\$ 4,500	\$ 0	\$ 4,500	\$ 0
Postage/shipping	\$ 8,080	\$ 0	\$ 1,500	\$ 6,580
Travel	\$ 18,275	\$ 0	\$ 7,000	\$ 11,275
Advertising	\$ 7,000	\$ 0	\$ 2,000	\$ 5,000
Printing/copying	\$ 15,451	\$ 0	\$ 8,500	\$ 6,951
Insurance	\$ 7,000	\$ 0	\$ 7,000	\$ 0
Equipment repair and maint.	\$ 2,000	\$ 0	\$ 1,200	\$ 800
Rent	\$ 38,000	\$ 0	\$ 38,000	\$ 0
Dues/ subscriptions/publications	\$ 7,500	\$ 0	\$ 3,500	\$ 4,000
Software licenses/fees	\$ 6,000	\$ 0	\$ 5,000	\$ 1,000
Miscellaneous expense	\$ 2,500	\$ 0	\$ 2,500	\$ 0
Total Non-Personnel Costs	\$ 343,381	\$ 141,553	\$ 152,722	\$ 190,659
TOTAL	\$ 792,600	\$ 141,553	\$ 309,251	\$ 483,350

Indirect Cost Rate Calculation

Indirect Costs	\$ 309,251
Total Direct Salaries & Benefits	\$ 292,691
Indirect Rate	105.66 %

FY 2023 Budgeted Revenue and Expenditures

Revenues:	Budget FY 2023	Total Revenues	Total Expenditures
Grants:			
Federal - FHWA	\$ 273,263	\$ 273,263	\$ 273,263
EDA Grants – Partnership Planning	\$ 70,000	\$ 35,000	\$ 70,000
EDA Grants – Cares Act	\$ 50,000	\$ 50,000	\$ 50,000
Pass through funds – Office of Highway Safety Planning	\$ 63,571	\$ 63,571	\$ 63,571
Subtotal Federal Programs	\$ 456,834	\$ 421,834	\$ 456,834
MDOT – Rural Task Force	\$ 16,215	\$ 16,215	\$ 16,215
MDOT – Regional Transportation	\$ 31,000	\$ 31,000	\$ 31,000
MDOT – Asset Management	\$ 40,000	\$ 40,000	\$ 40,000
Subtotal State Programs	\$ 87,215	\$ 87,215	\$ 87,215
Local units of government – municipalities	\$ 130,506	\$ 130,506	\$ 0
Local units of government – counties	\$ 47,450	\$ 47,450	\$ 0
Local units of government – contracts – Hazard – Other	\$ 0	\$ 0	\$ 0
Area wide planning assistance/Other Agency Expenses	\$ 0	\$ 0	\$ 50,000
Local planning assistance	\$ 0	\$ 0	\$ 127,956
Subtotal R2PC Programs	\$ 177,956	\$ 177,956	\$ 177,956
Addition to Programs :			
Contracted Services -			
Local match - FHWA (JCDOT, JATA and City of Jackson)	\$ 60,595	\$ 60,595	\$ 60,595
Leoni DDA Administration Services	\$ 10,000	\$ 10,000	\$ 10,000
Subtotal - Contracted Services	\$ 70,595	\$ 70,595	\$ 70,595
Addition to (Use of) Fund Balance	\$ 0	\$ 35,000	\$ 0
FY 2023 Budgeted Revenues and Expenditures	\$ 792,600	\$ 792,600	\$ 792,600

FY 2023 Regional Transportation Planning Work Program



October 1, 2022 – September 30, 2023

Region 2 Planning Commission
120 W. Michigan Ave., 9th Floor
Jackson, MI 49201

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INTRODUCTION

The Michigan Department of Transportation (MDOT) recognizes the importance of the state-local partnership in delivering a safe and efficient transportation system. The Regional Transportation Planning Program (RTPP) was created by the MDOT Bureau of Transportation Planning (BTP) in 1974 in order to contract various planning services to be performed by the State Planning and Development Regions to assist BTP and local units of government.

The RTPP requires each participating regional planning agency to have an annual work program in accordance with a three-year Master Agreement. Since 1984, the State Legislature has set a budget of \$488,800 of Act 51's Michigan Trunk line Fund (MTF) for the RTPP. The scope of work identified in the annual work program includes specific activities identified to assist MDOT and local communities. Over the years, work elements and funding levels of the basic work program tasks have remained stable while certain elements like Byways, the Rural Task Force and Asset Management have received supplemental funding to meet the needs of those programs. In previous years the basic work program contained the following work elements: Administration, Technical Assistance to MDOT, Highway Performance Management System, Public Involvement, and Local Technical Assistance.

For FY 2023, the Regional Planning Agency work program continues to have a budget of \$488,800 for the basic work elements. The supplemental funding for Rural Task Force and Small Urban programs is \$318,550. This is lower than FY 22 because that was the 2023-2026 Statewide Transportation Improvement Plan (STIP) development year and there was more work put on the regions to hold additional meetings and program 4 years of projects. State funding for the Asset Management Program will be released once approved, after June 2022. The BTP may also allocate additional state funding to provide annual transportation technical assistance in non-metropolitan areas of the state. In FY 2023, each regional planning agency, with the exception of the Southeast Michigan Council of Governments (SEMCOG), may receive supplemental funding, as needed and if available from the FY 2023 State Planning and Research (SPR) program to assist MDOT and the regional planning agencies in:

- Improving public involvement and the consultation process in non-metropolitan areas of the state.
- Providing interagency coordination and public involvement for air quality conformity in non-attainment or maintenance areas for ozone and particulate matter 2.5 (For regional planning agencies with non-attainment or maintenance areas or areas required to do conformity within RPA boundaries).
- Preparing access management plans and ordinances
- Non-motorized planning and mapping
- Byway Corridor Management Plans
- Data Collection to meet federal reporting requirements

I. Program Management

Objectives

- Prepare and adopt annual work program.
- Prepare monthly or quarterly invoices and progress reports.
- Ensure expenditures are well documented and cost-effective.
- Prepare a Final Acceptance Report (FAR) on the status of the work activities and products within 90 days from the end of the fiscal year.
- Assist the auditors in carrying out general and specific audits of programs annually. Send such audit reports to the program coordinator.

Products

1. The following will be submitted to the program coordinator by the agency for reimbursement of costs incurred in conjunction with the work activities identified in the work program.
 - A. Progress reports that summarize accomplishments and attendance at applicable meetings for each work item.
 - B. Invoices for payment, submitted quarterly or monthly, in accordance with MDOT Contracting and Invoicing Standard Operating Procedures.
 - C. Receipts of travel expenses and equipment purchases greater than \$2,500; i.e., traffic counters, computer hardware and software, etc.
 - D. Itemization of program expenses in terms of work items, including salaries, fringe benefits, indirect costs, and other direct costs.
 - E. Tabulation of progress by work item, indicating the amount and percent billed the current billing period and to date.

2. The FAR on the status of activities and products in the work program will be submitted to the program coordinator within 90 days following the contractual period in the work program, as specified within the Master Agreement. The FAR is a performance evaluation, not a financial audit, and must contain the following information for each work item:
 - A. Products completed.
 - B. Products not completed and reason for lack of completion.
 - C. The amount of funds budgeted and expended.
 - D. Work items that are to be continued next year.

Budget: \$4,000 (MTF)

II. Technical Assistance to MDOT

Objectives

- Assist in various tasks to update the State Long-Range Transportation Plan (SLRTP) and the State Transportation Improvement Program (STIP).
- Provide support for specific department issues and/or requests for information on transit, special projects and/or program development issues.

Activities

1. Assist in conducting transportation-related workshops and meetings, including but not limited to workshops and seminars for access management, State and National Byways, functional classification, the Adjusted Census Urban Boundary (ACUB), the Highway Performance Monitoring System (HPMS), the Model Inventory of Roadway Elements (MIRE), Fundamental Data Elements (FDE), and the Non Trunk line Federal Aid Program (NTFA) updates, non-motorized transportation, safety and non-metropolitan-area elected officials. Activities may include locating adequate facilities, registering participants, scheduling speakers, and other meeting management related activities.
2. Provide staffing and technical planning assistance in the area of transportation.
3. Conduct transportation studies as needed.
4. Assist in identifying transportation interest, programs and projects as appropriate for the STIP and the SLRTP.
 - A. Participate in the development and implementation of the SLRTP, providing input and review of documents and initiatives performed as part of the SLRTP development.
 - B. Assist in the scheduling and notifying of SLRTP related activities, including but not limited to public meetings within the region.
5. As appropriate, assist the MDOT Office of Passenger Transportation and local transit providers.
6. Statewide Travel Demand Model:
 - A. Review and provide feedback on REMI socio-economic forecasting outputs and assist in reviewing and allocating data to statewide traffic zones.
 - B. Verify statewide model network inventories.
 - C. Provide traffic counts, as available, for model update not covered in acquiring traffic counts for the non-trunkline federal aid program.

7. Data for meeting Federal Reporting Requirements:

A. Highway Performance Monitoring System (HPMS)

Collect and submit data items for HPMS in conjunction with MDOT's HPMS coordinator. Staff will review and update the HPMS database sample segments using MDOT-supplied file that contain only the data items needing to be updated for each sample in the format provided. Staff will attend HPMS Training as needed.

B. Traffic Data Collection for Federal Reporting

Provide support to MDOT in the a-cross agency coordination effort (NTFA) to gather and report traffic data on the non-MDOT road network (federal aid and non-federal aid) to meet federal reporting requirements of HPMS, MAP 21, and the FAST Act.

C. 2020 Census Statewide Review – Urban Boundary Review

The U.S. Census Bureau expects to release the 2020 Urban Area's data in late FY22 / early FY23. Several months after this data is released, MDOT staff will meet with each RPA and MPO in the state. These meetings will consist of member agencies reviewing the urban area boundaries created by the U.S. Census Bureau. The boundaries will be smoothed and adjusted to identify urban roads for transportation planning purposes. The proposed adjustments to the U.S. Census Urban Areas will then be submitted to FHWA for approval. The final result will be an Adjusted Census Urbanized Boundary or "ACUB."

D. Model Inventory of Roadway Element (MIRE) Fundamental Data Elements (FDE)

Provide support to MDOT in the across agency coordination effort to gather and report traffic and safety on the non-MDOT road network (federal aid and non-federal aid). As data collection elements are known, some MIRE FDE data collection may begin at the RPA's discretion. MIRE Data Collection is a federal performance measure requirement under "23 CFR § 924.17 - MIRE fundamental data elements." MIRE data collection and review is a part of fulfilling the Data Collection responsibilities to MDOT.

The first set of MDOT MIRE FDE data and tools became available in Roadsoft in the April 2022 release. Agencies received MIRE data in Roadsoft in V22 and may export changes to MDOT for V22 and beyond. The five (5) data items that RPA staff will be requested to review will be: Surface type, number of through lanes, access control, median type, and junction traffic control. RPA and MDOT staff will begin the process of meeting to discuss and plan for annual maintenance and validating (5) going forward. The end goal will be to draft a plan to fill 100% of the (5) MIRE data items and submit to MDOT by August of 2025.

Support is defined as (but not limited to):

- Outreach

- Piloting
- Training and Education
- Data coordination with local agencies
- Data compilation
- Data load, transfer, and/or reporting
- Conduit between local agencies and MDOT/FHWA

Budget: \$8,000 (MTF)

III. Technical Assistance to Member Agencies

Objective

- Provide services to local transportation agencies to improve existing and new multi-modal transportation systems, and identify actions to improve the area's transportation system.

Activities

1. Assist local units of government in obtaining grant funds to improve existing and new multi-modal transportation systems and identify actions to improve the area's transportation system.
2. Assist local agencies seeking to improve and expand the public transportation and to promote improved transportation systems for all modes.
3. Coordinate planning to promote safety, livable communities and environmental sustainability.
4. Work with local agencies to assess impacts of transportation of projected land uses in the region.
5. Review and/or develop proficiency in traffic crash data.
6. Prepare and report to regional boards and local agencies on the status of transportation planning work program activities and tasks.

Products

- Provide program coordinator with a copy of any reports produced as a result of these activities.

Budget: _____ \$9,000 _____ (MTF)

IV. Management of the Rural Task Force and Small Urban Program

Objective

- To assist MDOT in administering the Rural Task Force (RTF) and Small Urban program for MDOT.

Activities

1. Regional Planning Agency staff shall communicate all MDOT correspondence to their respective RTF members and Small Urban members.
2. Schedule, set-up room, provide materials, take meeting minutes, collect a list of meeting attendees and facilitate the logistics of the RTF project selection meetings and small urban program meetings. This duty can be coordinated with the Chairperson of the committees based on preference of the individual RTF or small urban committee.
3. The Regional Planning Agency and RTF Chairperson shall ensure a cooperative, coordinated and comprehensive planning process is followed at the regional level. This process shall be consistent with approved federal planning regulations and provide for the consideration and implementation of projects that address all modes of transportation.
4. Ensure that the fiscal constraint sheets used in the meetings are properly managed with updated allocation balances provided by the MDOT RTF coordinator as well as the decisions made by the RTF committees.
5. Ensure the required public involvement and consultation process is followed by providing citizens, affected public agencies, tribal governments, private transportation providers, and other interested parties with sufficient notice and opportunity to comment on proposed transportation projects, plans and programs.
6. Program eligible projects in JobNet as approved by the RTF committees. Ensure that 1799 and 1797 data sheets received from the local agencies match what was approved by the RTF committees as reflected in the fiscal constraint sheet and attach those data sheets to the appropriate project in JobNet. This includes the programming of selected projects for the new STIP cycle 2023-2026. For the Small Urban Program, the RPA will submit 2606 or 2638 forms to the Small Urban Program Coordinator. The Small Urban Program Coordinator is responsible for programming JNs in JobNet.

7. Submit proof of public involvement, meeting minutes, all Season Road changes, and the fiscal constraint sheet as part of monthly activity report utilizing the most current 1618 form to the MDOT RTF Coordinator. In months where there is no meetings or action taken by the committees the form should still be submitted with the “No Project Change or Meeting” box checked and submitted to the MDOT RTF Coordinator.
8. Attend monthly RTF virtual meetings and educational webinars or watch the posted recordings if unavailable for the meeting times.

Budget: _____ \$16,215 _____ (SPR)

VI. Air Quality Conformity Planning*

Objectives

- To comply with federal and state transportation air quality regulations, specifically related to transportation conformity for non-attainment or maintenance areas or areas required to do conformity for ozone and particulate matter 2.5.
- To provide coordination and support of the transportation conformity interagency work group (IAWG).
- To provide communication of air quality conformity analysis results or reports to all interested individuals and organizations.
- To provide inputs into the air quality conformity process and facilitate input from others.

Activities

1. Attend training to become familiar with the conformity regulations, and related air quality issues.
2. Participate in and or conduct transportation conformity IAWG.
3. Participate in discussions to evaluate attainment strategies pertaining to transportation air quality for individual areas or as part of the statewide transportation planning process.
4. Communicate air quality conformity analysis results and initiatives to all interested individuals and organizations.

*** Only for Regional Planning Agencies with ozone or particulate matter 2.5 non-attainment or maintenance areas or areas required to do conformity within RPA boundaries.**

Budget: \$3,500 (MTF)

VII. Access Management

Objective

- To develop and/or conduct access management training for local client communities. Assist MDOT selected consultants in preparing access management plans and ordinances along state roadway corridors.

Activities

1. Educate local public officials, property owners and citizens what access management is and how it can benefit their community.
2. Identify local roadway corridors of significance for the development of access management plans and prepare a formal justification to MDOT for funding such plans. A corridor of significance is defined as a principal and or minor arterial that significantly impacts the state trunk line system.
3. Assist MDOT/consultant to ensure successful adoption of plans and ordinances. Assist road agencies, client communities and property owners, as required, when road and utility projects provide plan implementation opportunities. Provide follow-up consultation to communities with existing access management plans and ordinances.

Products

1. Educational materials provided by MDOT unless specified otherwise. Provide support to consultants conducting training, preparing corridor access management plans and ordinances along state roadway corridors.
2. Upon billing submittal:
Costs incurred will be reimbursed upon review and approval of documentation submitted to the MDOT Program Manager and/or the appropriate MDOT representative.

Budget: _____ \$500 (MTF)

VIII. Pure Michigan Byway Program

Objective

- Implement the Pure Michigan Byway Program for MDOT. Manage or assist in the management of designated state byways and/or National Scenic Byways within your region's geographical boundaries.

Activities

1. Prepare and or assist a consultant in the development of corridor management plans (CMP).
2. Provide guidance to local “grassroots” organizations seeking to nominate a state highway as a Pure Michigan Byway or National Scenic Byway.
3. Serve as a Liaison between MDOT and the local Byway Committee on issues relating to future transportation system improvements, or local land use and zoning changes proposed for and adjacent to the Byway.
4. Provide opportunities for public involvement activities related to the Byway.
5. Ensure the Byway corridor management plan is up to date.
6. Conduct studies of the convenience of the Byway transportation and visitor-oriented facilities.
7. Attend conferences, workshops and seminars.

Products

1. Designation of Pure Michigan Byways and National Scenic Byways in accordance with P.A. 69 of 1993, as amended, and Title 23 U. S. Code.
2. Corridor management plans.
3. Meeting management and facilitation of Byway Committee meetings. Serve as a Liaison between the byway committee and MDOT.
4. Marketing brochures, pamphlets, web site and other promotional/educational material to constituents
5. Provide MDOT digital and hard copies of updated and/or new corridor management plans.

Upon billing submittal:

See MDOT Standard Operating Procedures for invoicing

Budget: \$500 (MTF for administrative duties) (SPR for CMP update/development and promotional activities)

IX. Non-motorized Mapping and Investment Plan

Objective

- Facilitate the process of completing non-motorized planning efforts for the State of Michigan by region.

Activities

1. Collect information to match the data fields in MDOT's Transportation Intermodal Management System (IMS).
2. Develop and implement aspects of a non-motorized investment plan to identify needed projects and project elements, prioritizing those projects, and determining the optimum funding arrangements for the projects within each region.
3. Promote the consideration of bicycle and pedestrian facilities in the overall transportation planning activities.
4. Coordinate with stakeholders and public input.

Products

1. Non-motorized master plans by region, including up-to-date non-motorized maps.
2. The end map product will be a ready-to-print region-wide bike map and database with the support data to go into the TMS for future planning and maps. Provide MDOT with a copy of any reports (excluding grant applications) as a result of this activity, or a copy of cover letters for products submitted to others.
3. Print a 6 to 7 year supply of Region Road and Trail Guides (bike maps) for MDOT distribution, plus stakeholders within the region.
4. The development of a comprehensive plan and the identification of priority projects within the area will help guide MDOT's investment in the region's non-motorized transportation system.

Upon billing submittal:

- Progress reports that summarize accomplishments for each work item.
- Original invoice, consecutively numbered, stating period covered, dollar amount, and work performed.
- Itemizing of program expenses in terms of work items and cost groups, including charges to direct salaries, fringe benefits, indirect costs, and other direct costs.

Budget: \$2,500 (MTF)

X. Rural Safety Planning

Objectives

- Assist in conducting rural safety planning forums to increase or create awareness for safety, and encourage formation of cross-discipline safety partnerships at the local level and assist MDOT in the process of preparing rural safety plans.
- Determine areas of safety risks (i.e., behavioral, structural) and schedule workshops to educate constituents in mitigating these risks, if appropriate.

Activities

1. Conduct rural safety forums on a biannual basis. These forums will include emergency enforcement, education and engineering staff, as well as other interested parties. Schedule specific safety workshops in other years, if appropriate.
2. Update and maintain a list of safety advocates, including mailing labels.
3. Partnerships to promote safety as an integral part of the planning and project development process.
4. Maintain updated mailing lists identifying safety groups and individuals.
5. Assist MDOT in the process of preparing of rural safety plans.

Budget: \$3,000 (MTF)

XI. ASSET MANAGEMENT

The resources allocated to the Metropolitan/Regional Planning Organization (MPO/RPO) from the Transportation Asset Management Council (TAMC) annual budget shall be utilized to assist in the completion of the TAMC Work Program. All work shall be consistent with the policies and priorities established by the TAMC. All invoices submitted for reimbursement of Asset Management activities shall utilize Michigan Department of Transportation (MDOT) standard invoice forms and include the required information for processing. The MPO/RPO shall complete the required products and perform tasks according to the timeframes and directives established within TAMC's data collection policies, which are located on the TAMC website (<http://tamc.mcgi.state.mi.us/TAMC/#!/aboutus>). The MPO/RPO will emphasize these tasks to support the top 125 Public Act 51 agencies (agencies that certify under Public Act 51 a minimum of 100 centerline miles of road) within the planning area when resources are limited. The activities eligible for TAMC reimbursement include the following:

Activities

1. Training Activities

- A. Attendance at training seminar(s) on the use of Pavement Surface Evaluation and Rating (PASER) and Inventory-based Rating System for unpaved roadways.
- B. Represent MPO/RPO at TAMC-sponsored conferences and seminars, including attending either the Spring or Fall TAMC Conference.
- C. Attend TAMC-sponsored Investment Reporting Tool (IRT) training seminars.
- D. Attend TAMC-sponsored Asset Management Plan Development training seminars.

2. Data Collection Participation and Coordination

- A. Federal Aid System:
 - a. Organize schedules with Public Act 51 agencies within MPO/RPO's boundary for participating in Federal Aid data collection efforts; ensure all participants of data collection have access to State of Michigan travel reimbursement rates.
 - b. Coordinate, participate and facilitate road surface data collection on approximately one-half of the Federal Aid System in accordance with the TAMC Policy for the Collection of Roadway Condition Data on Federal Aid Eligible Roads and Streets.
 - c. Collect unpaved roadway condition data on approximately half of any unpaved Federal Aid eligible roadways using the Inventory-based Rating System developed by the Michigan Technological University's Center for Technology and Training.

B. Non-Federal Aid System:

- a. The RPO/MPO may allocate reimbursements for Non-Federal Aid data collection to Public Act 51 agencies according to the resources available to them in the manner that best reflects the priorities of their area and supports the TAMC work.
- b. Coordinate Non-Federal Aid data collection cycles with Public Act 51 agencies with an emphasis on the top 125 agencies.
- c. Ensure all participants of data collection understand procedures for data sharing with TAMC as well as TAMC policy and procedures for collecting Non-Federal Aid data.
- d. Participate and perform data collection with Public Act 51 agencies on an as-needed basis for the data collection of Non-Federal Aid roads when requested.

3. Equipment

- A. Ensure rating teams have the necessary tools to complete the federal aid data collection activity by maintaining a laptop compatible with the Laptop Data Collector and Roadsoft programs, a functioning Global Positioning System (GPS) unit, and other required hardware in good working order.
- B. Communicate any equipment needs and purchases with the TAMC Coordinator; laptops are eligible for replacement on a three-year cycle.

4. Data Submission

- A. Develop and maintain technical capability to manage regional Roadsoft databases and the Laptop Data Collector program; maintain a regional Roadsoft database that is accurate and consistent with local agency data sets.
- B. Coordinate Quality Assurance/Quality Control activities and data submission tasks according to protocols established in TAMC Data Collection Policies for Federal Aid and Non-Federal Aid Roads.
- C. Monitor and report status of data collection efforts to TAMC Asset Management Coordinator through monthly coordinator calls and/or monthly or quarterly program updates that are mailed with invoices.
- D. Provide links on agency websites and reports to the TAMC website, interactive maps and dashboards for the dissemination of roadway data.

5. Asset Management Planning

- A. Participate and attend TAMC-sponsored training and workshops in order to provide technical support for Asset Management Plan development activities.

- B. Provide an annual reporting of the status of Public Act 51 agency Asset Management Plans and keep abreast of the status of these plans for updates and revision.
- C. Provide technical assistance and training funds to Public Act 51 agencies during the development of local Asset Management Plans using TAMC templates when applicable; coordinate these tasks with an emphasis on the Top 125 agencies.

6. Technical Assistance

- A. Provide technical assistance to local agencies in using the TAMC reporting tools for planned and completed infrastructure investments or any other TAMC Work Program Activity.
- B. Integrate PASER ratings and asset management into project selection criteria:
 - a. Analyze data and develop road preservation scenarios.
 - b. Analyze performance of implemented projects.

7. Culvert Mapping Pilot

- A. Provide administrative and technical assistance to Public Act 51 agencies and MDOT for reimbursement of TAMC funds for participation in the 2018 TAMC Culvert Mapping Pilot project.
- B. Utilize TAMC reporting forms to communicate progress and expenditures of Public Act 51 agencies to assist TAMC in the Culvert Mapping Pilot Report.

Products

- 1. PASER data for Federal Aid System submitted to TAMC via the IRT.
- 2. PASER data for Non-Federal Aid System submitted to TAMC via the IRT.
- 3. Quarterly or monthly activities reports submitted with invoices to TAMC Coordinator.
 - A. Create an Annual Report of Asset Management program activities as well as a summary of annual PASER condition data by local agency, functional classification, and Public Act 51 Legal System; provide links to the Regional Annual Report on agency website and submit copies to TAMC Coordinator by April 1 of each year.
 - B. Prepare a draft status report of Public Act 51 agency Asset Management activities and plans within MPO/RPO boundary by September 30 of each year.

The Michigan Transportation Asset Management Council approved this language on June 6, 2018.

Budget: \$40,000 (MTF)

Table 1 - FY 2023 Budget
Region 2 Planning Commission
Regional Transportation Planning Work Program
October 1, 2022 - September 30, 2023

Work Element	Project	ANTICIPATED EXPENSES					REVENUES		
		Salary	Fringe Benefit	Indirect Costs	Other	Total	MTF Funds	SPR Funds	Total
309.94	Management of Rural Task Force & Small Urban Program	\$ 6,658	\$ 2,557	\$ 6,512	\$ 488	\$ 16,215	\$ -	\$ 16,215	\$ 16,215
309.95	Public Involvement and Consultation Process for Non-Metropolitan Areas	\$ 1,437	\$ 552	\$ 1,405	\$ 106	\$ 3,500	\$ -	\$ 3,500	\$ 3,500
309.96	Air Quality Conformity Planning	\$ 1,437	\$ 552	\$ 1,405	\$ 106	\$ 3,500	\$ 3,500	\$ -	\$ 3,500
309.98	Pure Michigan Byways	\$ 205	\$ 78	\$ 200	\$ 17	\$ 500	\$ 500	\$ -	\$ 500
310.01	Program Management	\$ 1,642	\$ 630	\$ 1,606	\$ 122	\$ 4,000	\$ 4,000	\$ -	\$ 4,000
310.02	Technical Assistance to MDOT	\$ 3,285	\$ 1,261	\$ 3,213	\$ 241	\$ 8,000	\$ 8,000	\$ -	\$ 8,000
310.03	Technical Assistance to Member Agencies	\$ 3,695	\$ 1,419	\$ 3,614	\$ 272	\$ 9,000	\$ 9,000	\$ -	\$ 9,000
310.07	Access Management	\$ 205	\$ 78	\$ 200	\$ 17	\$ 500	\$ 500	\$ -	\$ 500
310.09	Non-Motorized Mapping and Investment Plan	\$ 1,026	\$ 394	\$ 1,004	\$ 76	\$ 2,500	\$ 2,500	\$ -	\$ 2,500
310.10	Rural Safety Planning	\$ 1,231	\$ 473	\$ 1,204	\$ 92	\$ 3,000	\$ 3,000	\$ -	\$ 3,000
311.01	Asset Management *	\$ 16,425	\$ 6,308	\$ 16,065	\$ 1,202	\$ 40,000	\$ 40,000	\$ -	\$ 40,000
TOTALS		\$ 20,821	\$ 7,994	\$ 20,363	\$ 1,537	\$ 50,715	\$ 31,000	\$ 19,715	\$ 50,715

*Asset Management	*Asset Management is funded through the Transportation Asset Management Council (TAMC) and does not use MDOT Act 253 funds. As a result, it is not included in the "Totals" row.
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Table 2: Direct and Indirect Costs for FY 2023
REGION 2 PLANNING COMMISSION
Statement of Total Costs
Simplified Allocation Method
Provisional Rate FY 2023

Budget Category	Total Costs	Less: Direct Unallowable Costs	Indirect Costs	Modified Total Direct Costs
Salaries	\$ 329,674	\$ -	\$ 114,873	\$ 214,801
Fringe Benefits (36.2619%)	119,545	-	41,655	77,890
Total Personnel Costs	\$ 449,219	\$ -	\$ 156,529	\$ 292,691

Supplies	\$ 11,500	-	\$ 6,000	\$ 5,500
CPA services	5,500	-	5,500	-
Legal services	3,500	-	2,500	1,000
Computer services	2,500	-	1,000	1,500
Training	7,500	-	2,000	5,500
Contractual/consulting	196,575	141,553	55,022	141,553
Telephone	4,500	-	4,500	-
Postage/shipping	8,080	-	1,500	6,580
Travel	18,275	-	7,000	11,275
Advertising	7,000	-	2,000	5,000
Printing/copying	15,451	-	8,500	6,951
Insurance	7,000	-	7,000	-
Equipment repair and maintenance	2,000	-	1,200	800
Rent	38,000	-	38,000	-
Dues/ subscriptions/publications	7,500	-	3,500	4,000
Software licenses/fees	6,000	-	5,000	1,000
Miscellaneous expense	2,500	-	2,500	-
Total Non-Personnel Costs	\$ 343,381	\$ 141,553	\$ 152,722	\$ 190,659

TOTAL	\$ 792,600	\$ 141,553	\$ 309,251	\$ 483,350
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Rate Calculation	
Indirect Cost Rate Calculation	
Indirect Costs	\$ 309,251
Total Direct Salaries & Benefits	\$ 292,691
Indirect Rate	105.66%



**RESOLUTION OF THE
REGION 2 PLANNING COMMISSION**

FY 2023 REGIONAL TRANSPORTATION PLANNING GRANT PROGRAM

WHEREAS, the Region 2 Planning Commission has engaged in the Regional Transportation Planning Grant Program in prior years, and;

WHEREAS, the Michigan Department of Transportation has been authorized to offer the Region 2 Planning Commission a grant of \$50,715 in Michigan Transportation Funds (MTF) covering the period of October 1, 2022 to September 30, 2023, and;

WHEREAS, the Region 2 Planning Commission has prepared a program of work based upon its FY 2023 Regional Transportation Planning Work Program;

NOW, THEREFORE, BE IT RESOLVED, that the Region 2 Planning Commission hereby accepts the grant offer, and;

BE IT FURTHER RESOLVED, that the Region 2 Planning Commission hereby authorizes its Chairperson and Executive Director to execute a project agreement for the FY 2023 Regional Transportation Planning Grant Program.

PASSED, ADOPTED, and APPROVED this ninth day of September, 2022.

By: _____
Pete Jancek, Chair
Region 2 Planning Commission

Jacob Hurt, Executive Director
Region 2 Planning Commission



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 Dwight Carmer, Vice Chair
Rives Township Planning Commission

Date: August 25, 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 will send you a copy of the proposed revisions when a draft is completed and the draft has been approved for distribution by the Rives Township Board.

If you would like to receive the draft copy of the amendment via email transmission, please provide an email address where the draft amendment may be sent. Once the draft amendment is approved for distribution by the Board, it will also be posted in the Township website at <http://www.rivestownshipmi.com/>

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.