

# AGENDA

# REGION 2 PLANNING COMMISSION

## Full Commission

### FOR FURTHER INFORMATION, CONTACT:

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

**DATE:** Thursday, September 14, 2023

**TIME:** 2:00 P.M.

**WHERE:**

Jackson County Tower Bldg.  
120 W. Michigan Ave., 5<sup>th</sup> 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 14, 2023 Agenda – **ACTION**
3. Public Comment
4. Approval of the Full Commission Meeting Minutes for July 13, 2023 and May 11, 2023 (see enclosures) – **ACTION** 2
5. Approval of Action Taken at the August 10, 2023 Executive Committee Meeting (see enclosure) – **ACTION** 5
6. Receipt of Treasurer's Report of August 31, 2023 (see enclosure) – **ACTION** 8
7. Approval of September 14, 2023 Submitted Bills (see enclosure) – **ACTION** 12
8. Staff Progress Report for August, 2023 (see enclosure) – **DISCUSSION** 13
9. Approval of Amendments to the FY 2023-2026 Transportation Improvement Program (TIP) (see enclosure) – **ACTION** 16
  - Michigan Department of Transportation
10. Approval of the Draft 2050 Long Range Transportation Plan. Click on the link below or visit [www.region2planning.com](http://www.region2planning.com) to view the document. – **ACTION**  
  
<http://www.region2planning.com/wp-content/uploads/2023/09/2050-LRTP-Draft-Sep-2023.pdf>
11. Approval of the FY 2024 R2PC Planning Work Program (see enclosure) – **ACTION** 19
12. Approval of the FY 2024 Regional Transportation Planning Work Program (see enclosure) – **ACTION** 30
13. Other Business
  - Executive Committee vacancy
14. Public Comment / Commissioners' Comments
15. Adjournment

### Region 2 Planning Commission

120 West Michigan Avenue • Jackson, Michigan 49201 • ☎ (517) 788-4426 • 📠 (517) 788-4635

# 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 13, 2023**

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

**Attendance:**

Adams	✓ Donaldson (E)	Kastel	Shaw
Andrews	✓ Duckham (E)	Keener	✓ Shotwell (E)
✓ Bair (E)	✓ Elwell (E)	Keller	Sigers (E)
Beach	Everidge	Koehn	✓ Smith (E)
Beecher	Gaede (E)	Lammers	Snell
✓ Beeker (E)	Gallagher	Lance	✓ Southworth (E)
Blythe	Gentner	Linnabary	Sutherland
Boggs	Gould, J.	Miller	✓ Swartzlander (E)
Bolton	Gould, L. (E)	Minnick, Jr.	Teriaco
Bush	Greene (E)	Mitchell	✓ Tillotson (E)
Bussell	Greenleaf	Montrief	Todd
Calender	Griffin	Navarro	✓ VanDoren
Camacho	Gross	Nickel	VanWinkle
Chamberlain	Havican (E)	O'Dowd	Votzke
Collins	Hawkins	✓ Overton (E)	Webb
Cornish	Hawley	✓ Penrose (E)	Weir
Cousino	Heath	Peters	Williams
Cure	Herlein	Pixley	Willis
✓ Cure	✓ Jancek (E)	Root	Wilson
David	Jennings	Saenz	✓ Witt (E)
Dillon	Johnson	✓ Schlecte (E)	

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

**Staff Present:** Jacob Hurt, Jill Liogghio

**Others Present:** Bret Taylor, JCDOT and Andrea Strach, MDOT

**II. Approval of the July 13, 2023 Agenda** – The motion was made by Comm. Bair, supported by Comm. Duckham, to approve the July 13, 2023 agenda as presented. The motion carried unanimously.

- III. **Public Comment** – Chair Jancek requested public comment. Comm. Tillotson mentioned that Comm. Gould had surgery and was doing well.
- IV. **Approval of the Full Commission Meeting Minutes for March 9, 2023 and May 11, 2023** – The motion was made by Comm. Bair, supported by Comm. VanDoren, to approve the Full Commission meeting minutes of March 9, 2023 and May 11, 2023 as submitted. The motion carried unanimously.
- V. **Approval of Action Taken at the June 8, 2023 Executive Committee Meeting** – The motion was made by Comm. Schlecte, supported by Comm. Elwell, to approve the action taken at the June 8, 2023 Executive Committee meeting. The motion carried unanimously.
- VI. **Receipt of Treasurer’s Report of June 30, 2023** – A motion was made by Comm. Shotwell, supported by Comm. Penrose, to receive the June 30, 2023 Treasurer’s Report as presented. The motion carried unanimously. Comm. Elwell inquired about a printing cost from Allegra which was the June R2PC agenda packet mailing. He also inquired about the payment to Abbott, Thomson, Mauldin, Parker, and Beer which was for a copyright consultation pertaining to a photo that is on the R2PC website.
- VII. **Approval of July 13, 2023 Submitted Bills** – A motion was made by Comm. Bair, supported by Comm. Schlecte, to approve payment of the July 13, 2023 submitted bills. The motion carried unanimously.
- VIII. **Staff Progress Report for June 2023** – The June 2023 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 2023-2026 Transportation Improvement Program (TIP)** – The following amendments to the JACTS FY 2023-2026 Transportation Improvement Program (TIP) were submitted by the Michigan Department of Transportation.

FY	Job #	Name	Limits	Description	Funding	Total Phase Cost	Action
2024	209391	M-50	At Clark Lake Road in Napoleon Twp.	Install Center Left Turn Lane	Federal \$105,919 State \$11,769	\$117,688	Budget
2024	209391	M-50	At Clark Lake Road in Napoleon Twp.	Install Center Left Turn Lane	Federal \$734,850 State \$81,650	\$816,500	Add
2024	211675	I-94 BL E	US-127 BR/M-106 over Grand River & I-94 BL/M-50 over Grand River, 38083-B02 in the City of Jackson	Bridge Replacement, Deck Replacement, bearing replacement, full paint, substructure repairs, epoxy crack injection, concrete surface coating and approach work	Federal \$81,500 State \$16,552	\$100,000	Add

The motion was made by Comm. Schlecte, supported by Comm. Shotwell, to approve the TIP amendments presented by the Michigan Department of Transportation. The motion carried unanimously.

- X. 2050 LRTP Update** – Mr. Hurt stated that chapters 4, 5, 7, 8, and 12 of the 2050 Long Range Transportation Plan were included in the packet for review. All chapters available for review will also be placed on the R2PC website.
- XI. FY 2024 Urban Transportation Unified Work Program Update** – Mr. Hurt provided an update regarding FHWA/FTA's displeasure with the modifications to the Planning Emphasis Areas (PEAs) made by the Executive Committee at June's R2PC meeting to the FY2024 Urban Transportation Unified Work Program (UWP). Mr. Hurt informed the board that according to feedback that MDOT received from FHWA/FTA failure to address FHWA/FTA's concerns with the UWP puts the continued operation of JACTS at risk for FY2024. Comm. Elwell asked to see the chain of correspondence between FHWA/FTA and MDOT regarding the R2PC FY2024 UWP.
- XII. Other Business** – No business was brought before the Commission.
- XIII. Public Comment / Commissioners' Comments** – Comm. Cure discussed a zoning issue regarding residential non-conforming uses in the commercial zoning district of the Village of Cement City.
- XIV. Adjournment** – There being no further business, Chair Jancek adjourned the meeting at 2:32 p.m.

Alan Beeker  
Secretary

# Region 2 PLANNING COMMISSION

Serving Hillsdale, Jackson & Lenawee Counties

## MEETING MINUTES

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

**Thursday, August 10, 2023**

- I. **Call to Order** – Vice-Chair Witt called the meeting to order at 2:00 PM. A quorum was present.

Attendance:

✓ Bair	Gaede	✓ Overton	✓ Smith
✓ Beeker	Gould	✓ Penrose	Southworth
Donaldson	✓ Greene	Schlecte	✓ Swartzlander
✓ Duckham	Havican	✓ Shotwell	✓ Tillotson
✓ Elwell	Jancek	Sigers	✓ Witt

**Key: ✓ = present**

Staff Present: Brett Gatz, Jacob Hurt, Jill Liogghio, Zack Smith

Others Present: Jeff Franklin, MDOT; Andy Pickard, FHWA; Don Mayle, MDOT; David Saenz, Concord Twp.; Andrea Strach, MDOT; Angie Kline, JCDOT; Bret Taylor, JCDOT

- II. **Approval of the August 10, 2023 Agenda** – The motion was made by Comm. Smith, supported by Comm. Duckham, to approve the August 10, 2023 agenda. The motion carried unanimously.
- III. **Public Comment** – Vice-Chair Witt requested public comment. There was no public comment. Comm. Penrose clarified the correct wording of the Pledge of Allegiance. Comm. Bair stated that the flag placement was incorrect and should be to the right of the Vice-Chair instead of on the left side.
- IV. **Approval of the Executive Committee Meeting Minutes for June 8, 2023** – The motion was made by Comm. Shotwell, supported by Comm. Smith, to approve the Executive

Committee meeting minutes of June 8, 2023 as submitted. The motion carried unanimously.

- V. Receipt of Treasurer's Report of August 10, 2023** – A motion was made by Comm. Smith, and supported by Comm. Swartzlander, to receive the August 10, 2023 Treasurer's Report as presented. The motion carried unanimously.
- VI. Approval of August 10, 2023 Submitted Bills** – A motion was made by Comm. Duckham supported by Comm. Smith, to approve payment of the August 10, 2023 submitted bills. The motion carried unanimously.
- VII. Staff Progress Report for July 2023** – The July 2023 staff progress report was included in the agenda packet and highlights presented by Mr. Hurt.
- VIII. Approval of Amendments to the JACTS FY 2023-2026 Transportation Improvement Program (TIP)** – The following amendments to the JACTS FY 2023-2026 Transportation Improvement Program (TIP) were submitted by the Jackson Area Transportation Authority:

<u>Fiscal Year</u>	<u>Job No.</u>	<u>Project Name</u>	<u>Primary Work Type</u>	<u>Proj. Description</u>	<u>Federal Cost</u>	<u>Federal Funding Source</u>	<u>State Cost</u>	<u>Total Project Cost</u>
2023	216554	E. High Street	3000 Operating Assistance	FY – 2023 Operating	\$1,590,096	5307	\$1,590,096	\$3,298,665
2023	216555	E. High Street	SP 1809-Safety	FY -2023 Safety	\$17,258	5307	\$4,315	\$21,573
2023	213005	Transit Capital	SP 1203-Facility Improvements	FY – 5339 CTF Bus & Bus Facilities	\$110,675	5339	\$27,669	\$138,344

The motion was made by Comm. Duckham, supported by Comm. Smith to approve the TIP amendments presented by the Jackson Area Transportation Authority. The motion carried unanimously.

- IX. Approval of FY 2024 Urban Transportation Unified Work Program (UWP)** – The motion was made by Comm. Smith, supported by Comm. Greene to approve the FY 2024 UWP.

Discussion ensued regarding the insertion of a paragraph describing the R2PC Executive Committee action taken at its June 8, 2023 meeting regarding the FHWA/FTA Planning Emphasis Areas, “Tackling Climate Change” and “Equity and Justice 40.” Representatives of MDOT and FHWA addressed the Executive Committee describing potential outcomes should the UWP not be approved as presented.

Roll call vote was made and those in FAVOR of approving the FY 2024 UWP included Beeker, Greene, Overton, Shotwell, Smith, Swartzlander, and Witt.

Those NOT IN FAVOR of approving the FY 2024 UWP included Bair, Duckham, Elwell, Penrose, and Tillotson.

Motion carried 7 – 5.

- X. Other Business** – None.
- XI. Public Comment / Commissioners’ Comments** – No public comment.
- XII. Adjournment** – There being no further business, Vice-Chair Witt adjourned the meeting at 2:34 p.m.

Alan Beeker  
Secretary

**REGION 2 PLANNING COMMISSION**  
**Treasurer's Report - Monthly Summary**  
**as of August 31, 2023**

<b>Checking Account Balance ending, July 31, 2023</b>		<b>\$ 544,078.84</b>
Deposit Summary:		
August 2023 EFT Deposits		\$ 5,666.95
August 2023 Bank Deposits		10,000.00
August 2023 Adjustments		(1,377.82)
Total Deposits plus Bank Balance		<u>\$ 558,367.97</u>
Expenses:		
Submitted Expenses - August 2023 **	\$ (15,706.03)	
Interim Expenses	(550.10)	
Payroll/Related Expenses	(22,868.91)	
Subtotal of Expenses	\$ (39,125.04)	\$ (39,125.04)
<b>Balance Checking Account ending August 31, 2023</b>		<b>\$ 519,242.93</b>
Balance CD Investments ending August 31, 2023		<u>\$ 106,259.91</u>
<b>Total Cash on Hand</b>		<b><u>\$ 625,502.84</u></b>

\*\*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, 2023**

8/31/2023	<b>EFT Deposits:</b>	
	MDOT - Rural Task Force - services through June 2023	\$ 3,328.56
	MDOT - Regional Transportation Planning - services through June 2023	2,338.39
	<b>Subtotal - EFT Deposits</b>	<b>\$ 5,666.95</b>
8/31/2023	<b>Check Deposits:</b>	
	FY23 Jacts UWP - Jackson Public Transportation Authority	10,000.00
	<b>Subtotal - Check Deposits</b>	<b>\$ 10,000.00</b>
8/31/2023	<b>Adjustments to cash:</b>	
	<i>Bank fees - August</i>	(134.61)
	<i>Paycor fees - August</i>	(295.50)
	<i>Credit Card Charges - Dirty Bird - meals</i>	(27.73)
	<i>Credit Card Charges - OfficeMax/Depot - supplies</i>	(350.00)
	<i>Credit Card Charges - Abohe Creative Cloud services - subscription</i>	(88.28)
	<i>Credit Card Charges - Meijer - supplies</i>	(94.47)
	<i>Credit Card Charges - USPS - postage</i>	(114.85)
	<i>Credit Card Charges - Friends Office Supply - supplies</i>	(246.62)
	<i>Credit Card Charges - Amazon - supplies</i>	(51.51)
	<i>American Express card credit</i>	25.75
	<b>Subtotal - Adjustments to Cash</b>	<b>\$ (1,377.82)</b>
	<b>Total Net Deposits</b>	<b>\$ 14,289.13</b>

**REGION 2 PLANNING COMMISSION**  
**INTERIM BILLING and PAYROLL EXPENSES**  
**as of August 31, 2023**

Interim Billing for August, 2023

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
<b>Allegra</b>	R2PC Packet July 2023 (Plus Extra Copies)	\$ <b>270.60</b>	15354
<b>Jackson County</b>	Phone June 2023	\$ <b>92.96</b>	15360
<b>Jackson County</b>	Postage July 2023	\$ <b>8.88</b>	15360
<b>Ricoh</b>	Maintenance Agreement	\$ <b>62.72</b>	15366
<b>SBIS</b>	Employee Life Ins.	\$ <b>114.94</b>	15367
<b>Total Interim Billing for August, 2023</b>		<b>\$ 550.10</b>	

**Payroll & Travel Related Expenses:**

<b><i>Paid August 4, 2023</i></b>	<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 11,658.00
B. Gatz	Travel Reimbursement	\$ <b>162.24</b>
J. Hurt	Travel Reimbursement	\$ <b>141.48</b>
	<b>Total</b>	<b>\$ 11,961.72</b>

<b><i>Paid August 18, 2023</i></b>	<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 10,770.03
B. Gatz	Travel Reimbursement	\$ 41.79
J. Liogghio	Travel Reimbursement	\$ 48.21
Z. Smith	Travel Reimbursement	\$ 47.16
	<b>Total</b>	<b>\$ 10,907.19</b>

<b>Total Payroll Expenses for August, 2023</b>	<b>\$ 22,868.91</b>
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**Region 2 Planning Commission  
Outstanding Accounts Receivable  
as of August 31, 2023**

Municipality/Source	Date	Inv. No.	Amount
Somerset Township - services through September 30, 2022	12/6/2022	9005	556.39
Somerset Township - services for Greater Irish Hills through June 2023	7/27/2023	9006	1,210.19
MDOT - FHWA - services through June 2023	7/27/2023	-	28,381.86
City of Jonesville - services through June 2023	7/27/2023	3523	2,498.86
Hanover Township - services through June 2023	7/27/2023	4506	1,971.82
Village of Brooklyn - services through June 2023	7/27/2023	7802	4,836.15
Cambridge Township - services through June 2023	7/27/2023	3604	6,469.60
Leoni DDA Administrative - services through June 2023	7/27/2023	7808	7,150.00
Leoni DDA Strategic Plan - services through June 2023	7/27/2023	7808	3,758.22

**FY 2023 Balance as of August 31, 2023**

**\$ 56,833.09**

**REGION 2 PLANNING COMMISSION**  
**Submitted Bills**  
**September 14, 2023**

Vendor	Description	Amount Due
Boom	CEDS / URL Renewals	\$ 1,494.00
City of Jackson	Traffic Counts - 10/1/22-06/30/23	\$ 10,494.10
County of Jackson	Rent September 2023	\$ 3,330.92
Greater Lenawee Chamber	Membership Renewal	\$ 300.00
JATA	FY 2023 UWP	\$ 10,000.58
MissionSquare	401/RHS Employer Contribution	\$ 1,569.90
SBAM	Membership Renewal	\$ 129.00
<b>Total Submitted Billing - September, 2023</b>		<b>\$ 27,318.50</b>

# Region 2

## PLANNING COMMISSION

Serving Hillsdale, Jackson & Lenawee Counties

### Staff Progress Report *August 2023*

#### 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):
  - EDA grant award for R2PC EDD's FY2023 Partnership Planning Grant, which will be used to continue implementation of the 2021 – 2025 CEDS.
    - Staff continued content development for upcoming CEDS Implementation Committee meetings.
    - Staff submitted GRPA 916 and 918 reports to EDA for the FY2023 Partnership Planning and CARES Act grants on August 8.
- **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 a conference call with Brad Garmon, Director of Michigan's Office of Outdoor Recreation Industry; MEDC officials; and representatives of Invest UP (Marquette) and Networks Northwest (Traverse City) to discuss outdoor recreation asset mapping on August 3<sup>rd</sup>, 17<sup>th</sup>, and 31<sup>st</sup>.
  - Staff met with economic development and outdoor recreation partners on August 24 to discuss outdoor recreation economic development opportunities.
- **Downtown Development Authorities (DDAs).**
  - Provided administrative staffing for the Leoni DDA at its meeting on August 2.

##### R2PC Activities

- **R2PC Website.** Staff continued updating [www.region2planning.com](http://www.region2planning.com).
- **Training.** Staff attended the Michigan Economic Developers Association (MEDA) annual conference August 13 – 16 in Marquette.

### [August 2023 Staff Progress Report]

- **MAR.** Staff participated in the monthly Michigan Association of Regions virtual meeting on August 8.

#### Regional Transportation Planning Hillsdale, Jackson, and Lenawee Counties

- Staff participated in MDOT's monthly Rural Task Force virtual meeting on August 29.

#### Asset Management Hillsdale, Jackson, and Lenawee Counties

- **TAMC.** Staff attended the Transportation Asset Management Council full council meeting on August 2 in Lansing.
- **PASER.** Staff participated in virtual PASER rating training August 29 – 31.

#### Metropolitan Area Transportation Planning Jackson Area Comprehensive Transportation Study

#### Database Management:

- No activities.

#### Long-Range Planning:

- Staff continued work on the 2050 JACTS Long Range Transportation Plan.
- Staff hosted a LRTP Steering Committee meeting on August 23 to discuss development of the 2050 LRTP.

#### Short-Range Planning:

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

#### Program Management

- The JACTS TAC and Policy Committee met on August 16 and 17 to address TIP amendments.

#### Jackson Traffic Safety Program

- Staff processed enforcement reports from Jackson County Sheriff Department and Blackman-Leoni Public Safety Department for the Impaired Driving/Seat Belt/Speed Enforcement Period that took place the month of July.
- Staff spoke with Blackman-Leoni Public Safety regarding information on continuing the OHSP grant for FY 2024.

## [August 2023 Staff Progress Report]

### 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***

**Village of Brooklyn.** Staff provided the following service(s):

- **CIA Strategic Plan.** Staff continued development of the Brooklyn Corridor Improvement Authority Strategic Plan and published an online survey for the project August 1.

**Summit Township.** Staff provided the following service(s):

- **Recreation Plan.** Staff continued development of the 2024 – 2028 version of the Township’s recreation plan and presented an update at the August 21 Summit Township Recreation Planning Committee meeting.

**Hanover Township.** Staff provided the following service(s):

- **Zoning Ordinance.** Staff continued work on the update of the Township’s Zoning Ordinance.

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

- **County Planning Commission (JCPC).** The JCPC approved a rezoning request from Leoni Township and disapproved a rezoning request from Summit Township at its August 8 meeting.

#### ***Lenawee County***

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

- **County Planning Commission (LCPC).** Did not meet due to a lack of agenda items.

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

- **2023 – 2027 Master Plan.** Staff presented a draft version of the Cambridge Township Master Plan to the Cambridge Township Planning Commission at its August 30 meeting.

#### ***Hillsdale County***

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

- **2023 – 2027 Recreation Plan.** Staff presented a draft version of the Jonesville 2023 – 2027 Recreation Plan to the Jonesville Planning Commission at its August 9 meeting.

#### ***Greater Irish Hills***

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

- **Greater Irish Hills Recreation Plan.** Staff presented a draft version of the *Greater Irish Hills Recreation Plan* to the Greater Irish Hills Intermunicipality Committee at its August 9 meeting.



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
LANSING

BRAD WEIFERICH  
DIRECTOR

August 7, 2023

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

Dear Director Hurt:

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

Proposed TIP Amendments:

- 1) The I-94BL (Louis Glick, Michigan to Cooper & Cooper, Washington to Michigan) project which includes concrete pavement and joint is being requested to be added to the TIP.
- 2) The budget for the engineering and construction phases for the FY 2024 permanent pavement marking application for the University Region trunklines is being revised.
- 3) The budget for the FY 2024 pavement marking retro-reflectivity readings on University Region trunklines project is being revised.
- 4) The engineering and construction phases for the FY 2024 special pavement marking application on trunklines in University Region is being deleted from the TIP due to budget constraints.

Please see the next pages for details.

Thank you for your attention to this request. If you have any questions or need additional information, please contact me at (947) 233-8562.

Sincerely,  
Andrea Strach, Transportation Planner



MICHIGAN DEPARTMENT OF TRANSPORTATION PROPOSED TRANSPORTATION IMPROVEMENT AMENDMENT (JULY 2023)															
	Fiscal Year	Job no.	Phase	County	Project Name	Limits	Length	Primary Work Type	Project Description	Federal Budget	Federal Fund Source	State Budget	Local Budget	Total Phase Cost	Amendment Type
1	2024	219197	CON	Jackson	I-94BL	Louis Glick, Michigan to Cooper & Cooper, Washington to Michigan	0.965	Road Capital Preventive Maintenance	Concrete Pavement Repairs and Joint Repairs	\$116,227	ST	\$25,773	\$0	\$142,000	Add
2	2024	207396	PE	Jackson, Ingham, Lenawee, Washtenaw	Regionwide	All trunkline routes of REGION2 MPO	2.685	Traffic Safety	Permanent pavement marking application on University Region trunklines	\$5,184	HSIP	\$576	\$0	\$40,000	Budget
3	2024	207396	CON	Jackson, Ingham, Lenawee, Washtenaw	Regionwide	All trunkline routes of REGION2 MPO	2.685	Traffic Safety	Permanent pavement marking application on University Region trunklines	\$671,328	HSIP	\$74,592	\$0	\$5,180,000	Budget

	Fiscal Year	Job no.	Phase	County	Project Name	Limits	Length	Primary Work Type	Project Description	Federal Budget	Federal Fund Source	State Budget	Local Budget	Total Phase Cost	Amendment Type
4	2024	207406	CON	Jackson, Ingham, Lenawee, Washtenaw	Regionwide	All trunkline routes of REGION2 MPO	1.855	Traffic Safety	Pavement marking retro-reflectivity readings on University Region trunklines	\$2,592	HSIP	\$288	\$0	\$20,000	Budget
5	2024	207397	PE	Jackson, Ingham, Lenawee, Washtenaw	Regionwide	All trunkline routes of REGION2 MPO	2.199	Traffic Safety	Special pavement marking application on trunklines in University Region	\$2,592	HSIP	\$288	\$0	\$20,000	Delete
6	2024	207397	CON	Jackson, Ingham, Lenawee, Washtenaw	Regionwide	All trunkline routes of REGION2 MPO	2.199	Traffic Safety	Special pavement marking application on trunklines in University Region	\$73,872	HSIP	\$8,208	\$0	\$570,000	Delete



**FY 2024**  
**REGION 2 PLANNING COMMISSION**  
**PLANNING WORK PROGRAM**  
October 1, 2023 through September 30, 2024

Presented for Approval  
September 14, 2023

**Region 2**  
**PLANNING COMMISSION**  
Serving Hillsdale, Jackson & Lenawee Counties

**FY 2024**  
**Region 2 Planning Commission**  
**Planning Work Program**

**R2PC Staff**

Jacob Hurt .....	Executive Director
Zack Smith .....	Planner   Local Planning Assistance
Brett Gatz .....	Planner   Transportation
James Latham .....	Accountant
Jill Liogghio .....	Administrative Assistant



Serving Hillsdale, Jackson & Lenawee Counties

120 W. Michigan Avenue – 9<sup>th</sup> 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.

## **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.

## **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 2024 Unified Work Program (UWP) for detail.

#### **Area Wide Regional Transportation Planning**

Please refer to the FY 2024 Regional Transportation Planning Work Program for Hillsdale, Jackson, and Lenawee counties for detail.

#### **Area Wide Economic Development Planning**

Please refer to the FY 2023 and FY 2024 (if awarded) Partnership Planning grant awards 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 census 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 2024**

Budget Category	Total Costs	Less: Direct Unallowable Costs	Indirect Costs	Modified Total Direct Costs
Salaries	\$ 273,959	\$ 0	\$ 108,503	\$ 165,455
Fringe Benefits (41.7230%)	114,303	\$ 0	\$ 45,271	\$ 69,032
<b>Total Personnel Costs</b>	<b>\$ 388,261</b>	<b>\$ 0</b>	<b>\$ 153,774</b>	<b>\$ 234,487</b>
Supplies	\$ 10,500	\$ 0	\$ 5,000	\$ 5,500
CPA services	\$ 7,600	\$ 0	\$ 7,600	\$ 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	\$ 107,980	\$ 77,980	\$ 30,000	\$ 77,980
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	\$ 6,500	\$ 0	\$ 1,500	\$ 5,000
Printing/copying	\$ 18,951	\$ 0	\$ 12,000	\$ 6,951
Insurance	\$ 6,000	\$ 0	\$ 6,000	\$ 0
Equipment repair and maint.	\$ 2,000	\$ 0	\$ 1,200	\$ 800
Rent	\$ 39,188	\$ 0	\$ 39,188	\$ 0
Dues/ subscriptions/publications	\$ 9,200	\$ 0	\$ 5,200	\$ 4,000
Software licenses/fees	\$ 6,000	\$ 0	\$ 5,000	\$ 1,000
Miscellaneous expense	\$ 2,500	\$ 0	\$ 2,500	\$ 0
<b>Total Non-Personnel Costs</b>	<b>\$ 260,774</b>	<b>\$ 77,980</b>	<b>\$ 133,688</b>	<b>\$ 127,086</b>
<b>TOTAL</b>	<b>\$ 649,035</b>	<b>\$ 77,980</b>	<b>\$ 287,462</b>	<b>\$ 361,573</b>

**Indirect Cost Rate Calculation**

Indirect Costs	\$ 287,462
Total Direct Salaries & Benefits	\$ 234,487
<b>Indirect Rate</b>	<b>122.59 %</b>

## FY 2024 Budgeted Revenue and Expenditures

Revenues:	Budget FY 2024	Total Revenues	Total Expenditures
Grants:			
Federal - FHWA	\$ 297,684	\$ 297,684	\$ 297,684
EDA Grants – Partnership Planning	\$ 70,000	\$ 35,000	\$ 70,000
<b>Subtotal Federal Programs</b>	<b>\$ 367,684</b>	<b>\$ 332,684</b>	<b>\$ 367,684</b>
MDOT – Rural Task Force	\$ 16,715	\$ 16,715	\$ 16,715
MDOT – Regional Transportation	\$ 31,000	\$ 31,000	\$ 31,000
MDOT – Asset Management	\$ 40,000	\$ 40,000	\$ 40,000
<b>Subtotal State Programs</b>	<b>\$ 87,715</b>	<b>\$ 87,715</b>	<b>\$ 87,715</b>
Local units of government – municipalities	\$ 100,000	\$ 100,000	\$ 0
Local units of government – counties	\$ 46,762	\$ 46,762	\$ 0
Local units of government – contracts – Hazard – Other	\$ 0	\$ 0	\$ 0
Area wide planning assistance/Other Agency Expenses	\$ 0	\$ 35,000	\$ 25,000
Local planning assistance	\$ 0	\$ 0	\$ 93,970
<b>Subtotal R2PC Programs</b>	<b>\$ 146,762</b>	<b>\$ 181,762</b>	<b>\$ 118,970</b>
Addition to Programs :			
Contracted Services -			
Local match - FHWA (JCDOT, JATA and City of Jackson)	\$ 64,666	\$ 64,666	\$ 64,666
Leoni DDA Administration Services	\$ 10,000	\$ 10,000	\$ 10,000
<b>Subtotal - Contracted Services</b>	<b>\$ 74,666</b>	<b>\$ 74,666</b>	<b>\$ 74,666</b>
<i>Addition to (Use of) Fund Balance</i>	<i>(\$ 27,792)</i>	<i>(\$ 27,792)</i>	<i>\$ 0</i>
<b>FY 2024 Budgeted Revenues and Expenditures</b>	<b>\$ 649,035</b>	<b>\$ 649,035</b>	<b>\$ 649,035</b>

## MEMORANDUM

TO: Region 2 Planning Commission

FROM: Jacob Hurt, Executive Director

DATE: September 1, 2023

SUBJECT: Approval of FY2024 Regional Transportation Planning Work Program

R2PC staff have prepared the FY2024 Regional Transportation Planning Work Program and budget beginning October 1, 2023 and ending September 30, 2024. The primary focus areas that staff will be working on during FY2024 include assisting MDOT with asset management and on-going work for the Rural Task Force and Small Urban Area programs.

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 October 1, 2023 to September 30, 2024. No local funds are required.

**APPROVAL** is hereby requested for the proposed FY2024 Regional Transportation Planning Work Program and authorization for the R2PC Chair and Executive Director to sign the FY2024 MDOT project agreement for receipt of the funds as described above.

# **FY 2024 Regional Transportation Planning Work Program**



**October 1, 2023 – September 30, 2024**

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

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## Table of Contents

Introduction .....	5
I. Program Management.....	7
II. Technical Assistance to MDOT .....	9
III. Technical Assistance to Member Agencies .....	13
IV. Management of the Rural Task Force and Small Urban Programs .....	15
V. Public Involvement and Consultation Process for Non-Metropolitan Areas .....	17
VI. Air Quality Conformity Planning .....	19
VII. Access Management.....	21
VIII. Pure Michigan Byway Program .....	23
IX. Non-Motorized Mapping and Investment Plan .....	25
X. Rural Safety Planning.....	27
XI. Asset Management.....	29
 Table 1 – FY 2024 Budget .....	 33
Table 2 - Direct and Indirect Costs for FY 2024.....	35
 Resolution of Authorization for the FY 2024 Regional Transportation Planning Work Program.....	 37

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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 2024, 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. State funding for the Asset Management Program will be released once approved, after May 2023. The BTP may also allocate additional state funding to provide annual transportation technical assistance in non-metropolitan areas of the state. In FY 2024, 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 2024 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
- Bicycle and pedestrian non-motorized planning and mapping
- Byway Corridor Management Plans and promotional activities
- Data Collection to meet federal reporting requirements

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# 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 manager 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 year 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 spreadsheets that contain only the data items needing to be updated for each sample in the format provided.

### B. Traffic Data Collection for Federal Reporting

Provide support to MDOT in the 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 BIL.

### C. 2020 Census Statewide Review – Urban Boundary Review

After the U.S. Census Bureau releases the 2020 Urban Area data, MDOT staff will prepare informational materials and meet with each Urban Area 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)

Model Inventory Roadway Elements (MIRE) Fundamental Data Elements (FDE) is a federal reporting requirement for safety roadway data under federal statute § 924.17. RPA and local agency participation in the MIRE data collection process is considered part of the requirements in fulfilling the Data Collection responsibilities to MDOT.

RPA's are asked to coordinate with their local agencies and MDOT staff to perform annual maintenance and validating (6) data items. The six (6) data items that local agencies and RPA staff will be requested to review will be: Surface type, number of through lanes, access control, median type, facility type, and traffic control.

The review of these data items will be done within Roadsoft. Deliverables to MDOT will be exported from Roadsoft. RPAs and Local Agencies that require additional training with Roadsoft MIRE tools can follow this hyperlink: MIRE Roadsoft Training Recording or contact MDOT at [MDOT-MIRE-FDE@michigan.gov](mailto:MDOT-MIRE-FDE@michigan.gov). Further information regarding statewide MIRE data collection can be found using this hyperlink: [Model Inventory of Roadway Elements Fundamental Data Elements | Roadsoft](#)

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)

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### **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 manager with a copy of any reports produced as a result of these activities listed above.

**Budget:**     \$9,000    (MTF)

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## **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, room setup (in-person or virtual), 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 program manager 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 Manager. The Small Urban Program Manager is responsible for programming the selected projects 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 Manager. 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 Manager.

8. Attend monthly RTF virtual meetings and educational webinars virtually or in person or watch the posted recordings if unavailable for the meeting times.

**Budget:** \_\_\_\_\_ \$16,215 \_\_\_\_\_ (SPR)

## **V. Public Involvement and Consultation Process for Non-Metropolitan Areas**

### **Objectives**

- To provide for non-metropolitan local official participation in the development of the State Long-Range Transportation Plan (LRTP) and the STIP.
- To provide opportunities for the public to review and comment in the development of the LRTP and STIP.
- To manage consultation with local elected officials, local officials with responsibility for transportation, public agencies, general public, tribal governments, businesses, and organizations in accordance with the statewide planning process public participation plan.

### **Activities**

1. Work with MDOT on public involvement issues, including organizing meetings, focus groups and advisory committees.
2. Conduct local program meetings and ongoing communication and technical assistance in non-metropolitan areas to provide information on various state and federal programs.
3. Document the RTF's public involvement and consultation processes.
4. Partner with educating and training local officials with regard to state and federal-funded programs, policy applications and other key information.
5. Respond to requests from both the public and private sectors to provide information on state and federal transportation programs, projects, and funding, and to stay informed on local issues.
6. Participate in statewide conferences, meetings, seminars, forums and training sessions on state and federal programs available to local communities.
7. Assist MDOT in keeping elected public officials, general public, local planning agencies, and tribal governments informed early of the list of projects in the Five-Year Program and of the investment strategies, funding assumptions, economic benefits, and impacts on the various modes.
8. Assist in the creation and maintenance of an e-mail subscription list for managing the electronic distribution of information to local elected officials.

**Budget:**      \$3,500      (MTF) (SPR) (Some items may be funded through the RTF Program)

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## 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 Michigan Transportation Conformity Interagency Work Group (MITC-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 meetings of the MITC-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)

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## 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)

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## 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 or update 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. Attend MDOT Byways Workshop scheduled for the fall of 2023 in Gaylord.

### 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 six-to-seven-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)

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## **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. Foster and maintain 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)

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## **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 ([michigan.gov/mic/tamc](http://michigan.gov/mic/tamc)). 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

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

## 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)

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Table 1 - FY 2024 Budget									
Region 2 Planning Commission									
Regional Transportation Planning Work Program									
October 1, 2023 - September 30, 2024									

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	\$ 6,991	\$ 2,917	\$ 5,706	\$ 601	\$ 16,215	\$ -	\$ 16,215	\$ 16,215
309.95	Public Involvement and Consultation Process for Non-Metropolitan Areas	\$ 1,509	\$ 630	\$ 1,232	\$ 129	\$ 3,500	\$ -	\$ 3,500	\$ 3,500
309.96	Air Quality Conformity Planning	\$ 1,509	\$ 630	\$ 1,232	\$ 129	\$ 3,500	\$ 3,500	\$ -	\$ 3,500
309.98	Pure Michigan Byways	\$ 215	\$ 90	\$ 176	\$ 19	\$ 500	\$ 500	\$ -	\$ 500
310.01	Program Management	\$ 1,724	\$ 719	\$ 1,412	\$ 145	\$ 4,000	\$ 4,000	\$ -	\$ 4,000
310.02	Technical Assistance to MDOT	\$ 3,449	\$ 1,439	\$ 2,815	\$ 297	\$ 8,000	\$ 8,000	\$ -	\$ 8,000
310.03	Technical Assistance to Member Agencies	\$ 3,880	\$ 1,619	\$ 3,167	\$ 334	\$ 9,000	\$ 9,000	\$ -	\$ 9,000
310.07	Access Management	\$ 215	\$ 90	\$ 176	\$ 19	\$ 500	\$ 500	\$ -	\$ 500
310.09	Non-Motorized Mapping and Investment Plan	\$ 1,077	\$ 449	\$ 879	\$ 95	\$ 2,500	\$ 2,500	\$ -	\$ 2,500
310.10	Rural Safety Planning	\$ 1,292	\$ 539	\$ 1,055	\$ 114	\$ 3,000	\$ 3,000	\$ -	\$ 3,000
311.01	Asset Management *	\$ 17,246	\$ 7,195	\$ 14,078	\$ 1,481	\$ 40,000	\$ 40,000	\$ -	\$ 40,000
TOTALS		\$ 21,861	\$ 9,122	\$ 17,850	\$ 1,882	\$ 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 2024				
REGION 2 PLANNING COMMISSION				
Statement of Total Costs				
Simplified Allocation Method				
Provisional Rate FY 2024				

Budget Category	Total Costs	Less: Direct	Indirect	Modified Total
		Unallowable Costs	Costs	Direct Costs
Salaries	\$ 273,959	\$ -	\$ 108,503	\$ 165,455
Fringe Benefits (41.72%)	114,303	-	45,271	69,032
<b>Total Personnel Costs</b>	<b>\$ 388,261</b>	<b>\$ -</b>	<b>\$ 153,774</b>	<b>\$ 234,487</b>

Supplies	\$ 10,500	-	\$ 5,000	\$ 5,500
CPA services	7,600	-	7,600	-
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	107,980	77,980	30,000	77,980
Telephone	4,500	-	4,500	-
Postage/shipping	8,080	-	1,500	6,580
Travel	18,275	-	7,000	11,275
Advertising	6,500	-	1,500	5,000
Printing/copying	18,951	-	12,000	6,951
Insurance	6,000	-	6,000	-
Equipment repair and maintenance	2,000	-	1,200	800
Rent	39,188	-	39,188	-
Dues/ subscriptions/publications	9,200	-	5,200	4,000
Software licenses/fees	6,000	-	5,000	1,000
Miscellaneous expense	2,500	-	2,500	-
<b>Total Non-Personnel Costs</b>	<b>\$ 260,774</b>	<b>\$ 77,980</b>	<b>\$ 133,688</b>	<b>\$ 127,086</b>

<b>TOTAL</b>	<b>\$ 649,035</b>	<b>\$ 77,980</b>	<b>\$ 287,462</b>	<b>\$ 361,573</b>
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Rate Calculation	
Indirect Cost Rate Calculation	
Indirect Costs	\$ 287,462
Total Direct Salaries & Benefits	\$ 234,487
Indirect Rate	122.59%

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## **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, 2023 to September 30, 2024, and;

**WHEREAS**, the Region 2 Planning Commission has prepared a program of work based upon its FY 2024 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 2024 Regional Transportation Planning Grant Program.

**PASSED, ADOPTED, and APPROVED** this fourteenth day of September, 2023.

By:

\_\_\_\_\_  
Pete Jancek, Chair  
Region 2 Planning Commission

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Jacob Hurt, Executive Director  
Region 2 Planning Commission