

**JACKSON AREA COMPREHENSIVE TRANSPORTATION STUDY (JACTS)  
TECHNICAL ADVISORY COMMITTEE (TAC) MEETING**

*Wednesday, January 17, 2024 / 9:30 AM  
Jackson City Hall / 10<sup>th</sup> Floor / 161 W. Michigan Ave., Jackson, MI 49201*

**AGENDA**

1. Call to Order
2. Public Comment
3. Election of 2024 Officers – **ACTION**
  - Chair
  - Vice-Chair
4. Approve Minutes of the Technical Advisory Committee Meeting of December 20, 2023, and Receive the Minutes of the Policy Committee Meeting of December 21, 2023 (see enclosures) – **ACTION**
5. Agency Status Reports – **DISCUSSION**
  - City of Jackson (enclosed)
  - Jackson Area Transportation Authority (not provided)
  - Jackson County Department of Transportation (enclosed)
  - Michigan Department of Transportation (enclosed)
  - Jackson County Airport-Reynolds Field (not provided)
  - Enterprise Group (<http://www.enterprisegroup.org>)
6. Approval of revised JACTS 2024 Meeting Schedule (enclosed) – **ACTION**
7. Review Draft JACTS TAC Bylaws (enclosed) – **DISCUSSION**
8. Approval of State Safety Targets for Calendar Year 2024 (enclosed) – **ACTION**
9. Approval of the proposed 2020 Albion Adjusted Census Urban Boundary (enclosed) – **ACTION**
10. Other Business
11. Public Comment
12. Adjournment



## MINUTES

### JACTS TECHNICAL ADVISORY COMMITTEE

Jackson City Hall  
161 W. Michigan Ave. – 10th Floor  
Jackson, MI 49201

**Wednesday, December 20, 2023**

**Present:** Jim Cole, JCDOT  
Jon Dowling, City of Jackson  
Angie Kline, JCDOT  
Mark Kloha, MDOT – Lansing Office  
Patrick O'Dowd, JATA  
Jack Ripstra, Blackman Charter Township  
Andrea Strach, MDOT – University Region  
Kelby Wallace, MDOT – Jackson TSC

**Public Present:** None

**Staff Present:** Brett Gatz, Region 2 Planning Commission  
Jill Liogghio, Region 2 Planning Commission

#### ITEM 1 **CALL TO ORDER**

Chair Kline called the meeting to order at 9:33 a.m.

#### ITEM 2 **PUBLIC COMMENT**

No public comments were received.

#### ITEM 3 **APPROVE MINUTES OF THE TECHNICAL ADVISORY COMMITTEE MEETING OF NOVEMBER 15, 2023 AND RECEIVE THE POLICY COMMITTEE MINUTES OF NOVEMBER 16, 2023**

A motion was made by Mr. Ripstra, supported by Mr. Dowling, to approve the Technical Advisory Committee meeting minutes of November 15, 2023, and receive the Policy Committee meeting minutes of November 16, 2023, as presented. The motion carried unanimously.

#### ITEM 4 **AGENCY STATUS REPORTS**

Project status updates were presented by the City of Jackson, Jackson Area Transportation Authority, Jackson County Department of Transportation, Michigan Department of Transportation, Jackson County Airport, and Enterprise Group.

**ITEM 5****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 Michigan Department of Transportation:

MICHIGAN DEPARTMENT OF TRANSPORTATION PROPOSED TRANSPORTATION IMPROVEMENT AMENDMENTS														
	Fiscal Year	Job no.	Phase	County	Project Name	Limits	Distance in miles	Primary Work Type	Project Description	Federal Budget	Federal Fund Source	State Budget	Total Phase Cost	Amendment Type
1	2025	219794	PE	Jackson	I-94BL	Various Trunkline Routes in Jackson TSC Area	0.12	Road Capital Preventive Maintenance	HMA Crack Treatment and Overband Crack Fill	\$14,733	ST	\$3,267	\$18,000	ADD
2	2025	219794	CON	Jackson	I-94BL	Various Trunkline Routes in Jackson TSC Area	0.124	Road Capital Preventive Maintenance	HMA Crack Treatment and Overband Crack Fill	\$271,742	ST	\$60,258	\$332,000	ADD
3	2025	220382	PE	Jackson	M-50	Napoleon Road To Stony Lake Creek	1.07	Traffic Safety	Shoulder Widening with Full Width HMA Paving	\$27,000	HSIP	\$3,000	\$30,000	ADD
4	2025	220382	CON	Jackson	M-50	Napoleon Road To Stony Lake Creek	1.07	Traffic Safety	Shoulder Widening with Full Width HMA Paving	\$237,601	HSIP	\$26,401	\$264,000	ADD
5	2025	220419	PE	Jackson	Regionwide	US-127 from Ohio State Line to Floyd Avenue and from I-96 to Clinton CL	0	Traffic Safety	Install enhanced delineation	\$18,000	HSIP	\$2,000	\$20,000	ADD
6	2025	220419	CON	Jackson	Regionwide	US-127 from Ohio State Line to Floyd Avenue and from I-96 to Clinton CL	0	Traffic Safety	Install enhanced delineation	\$194,400	HSIP	\$21,600	\$216,000	ADD
7	2026	218723	PE	Jackson	Regionwide	Various Locations-Eaton and Lenawee Counties	0	Traffic Safety	Recessing of special markings at intersections	\$9,000	VRU	\$1,000	\$10,000	BUDGET
8	2026	220361	PE	Jackson	I-94BL	Regionwide - Livingston, Jackson, and Clinton Counties	0	Traffic Safety	Recessing of special markings at intersections	\$9,000	VRU	\$1,000	\$10,000	ADD

A motion was made by Mr. O'Dowd, supported by Mr. Dowling, to approve the amendments to the JACTS FY 2023-2026 TIP as presented. The motion carried unanimously.

**ITEM 6****APPROVAL OF THE JACTS 2024 MEETING SCHEDULE**

Ms. Liogghio notified the committee that the location of the June 19 meeting being changed due to Jackson City Hall offices being closed for Juneteenth. Mr. Kloha said that MDOT staff would not be able to attend due to the holiday. Mr. Gatz proposed moving the meeting back a week early to be on June 12 at Jackson City Hall, to which the committee agreed. A motion was made by Mr.

Ripstra, supported by Ms. Strach, to approve the JACTS 2024 Meeting Schedule with the proposed changes.

ITEM 7            **JACTS FY 2023 LIST OF FEDERALLY OBLIGATED PROJECTS**

Mr. Gatz reported that the Region 2 Planning Commission has made the JACTS FY 2023 List of Federally Obligated Projects report available. The report was included with the meeting packet.

ITEM 8            **UPDATING JACTS TAC BYLAWS**

A discussion was held for updating the bylaws of the JACTS TAC. Mr. Gatz proposed several changes and updates to the bylaws, to which feedback was provided by other members of the committee. These revisions will be presented at the January meeting.

ITEM 9            **OTHER BUSINESS**

Mr. Gatz provided an update for the JACTS 2050 Long Range Transportation Plan. The plan was approved at the December 6, 2023 Region 2 Planning Commission Executive Committee meeting and was sent to MDOT who will then send it to FHWA. Completion of this plan will ensure the Jackson MPO funding for the next five years.

ITEM 10          **PUBLIC COMMENT**

No public comment was received.

ITEM 11          **ADJOURNMENT**

There being no further business, Chair Kline adjourned the meeting at 10:19 a.m.

Brett Gatz, Recording Secretary  
Region 2 Planning Commission



## MINUTES

### JACTS POLICY COMMITTEE

Jackson County Tower Bldg.  
120 W. Michigan Ave. – 5th Floor  
Jackson, MI 49201

**Thursday, December 21, 2023**

**Present:** Tony Bair, R2PC  
Heather Bowden, MDOT – Lansing Office  
Jon Dowling, City of Jackson  
David Herlein, Spring Arbor Township  
Pete Jancek, Blackman Charter Township  
Angela Kline, JACTS TAC  
Mike Overton, Jackson County  
James Shotwell, Jackson County Commissioners  
Andrea Strach, MDOT – University Region  
Mike Trudell, Summit Township  
Kelby Wallace, MDOT – Jackson TSC

**Public Present:** Tina Beagle

**Staff Present:** Jill Liogghio, Region 2 Planning Commission

#### ITEM 1 **CALL TO ORDER**

Chair Shotwell called the meeting to order at 8:06 a.m. A quorum was present.

#### ITEM 2 **PUBLIC COMMENT**

No public comments were received.

#### ITEM 3 **APPROVE MINUTES OF THE POLICY COMMITTEE MEETING OF NOVEMBER 16, 2023 AND RECEIVE THE TECHNICAL ADVISORY COMMITTEE MINUTES OF NOVEMBER 15, 2023**

A motion was made by Mr. Jancek, supported by Mr. Herlein, to approve the Policy Committee meeting minutes of November 16, 2023, and receive the Technical Advisory Committee meeting minutes of November 15, 2023, as presented. The motion carried unanimously.

#### ITEM 4 **AGENCY STATUS REPORTS**

Project status updates were presented by the City of Jackson, Jackson County Department of Transportation, and Michigan Department of Transportation.

#### ITEM 5 **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:

Fiscal Year	Job no.	Phase	County	Project Name	Limits	Distance in miles	Primary Work Type	Project Description	Federal Budget	Federal Fund Source	State Budget	Total Phase Cost	Amendment Type
2025	219794	PE	Jackson	I-94BL	Various Trunkline Routes in Jackson TSC Area	0.12	Road Capital Preventive Maintenance	HMA Crack Treatment and Overband Crack Fill	\$14,733	ST	\$3,267	\$18,000	ADD
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2025	220419	PE	Jackson	Regionwide	US-127 from Ohio State Line to Floyd Avenue and from I-96 to Clinton CL	0	Traffic Safety	Install enhanced delineation	\$18,000	HSIP	\$2,000	\$20,000	ADD
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Fiscal Year	Job no.	Phase	County	Project Name	Limits	Distance in miles	Primary Work Type	Project Description	Federal Budget	Federal Fund Source	State Budget	Total Phase Cost	Amendment Type
2026	220361	PE	Jackson	I-94BL	Regionwide- Livingston, Jackson, and Clinton Counties	0	Traffic Safety	Recessing of special markings at intersections	\$9,000	VRU	\$1,000	\$10,000	ADD

A motion was made by Mr. Jancek, supported by Mr. Trudell, to approve the amendments to the JACTS FY 2023-2026 TIP as presented. The motion carried unanimously.

#### ITEM 6      **APPROVAL OF THE 2024 JACTS POLICY COMMITTEE MEETING SCHEDULE**

A motion was made by Mr. Jancek, supported by Mr. Herlein, to approve the 2024 JACTS Policy Committee meeting schedule. The motion carried unanimously.

#### ITEM 7      **JACTS FY 2023 LIST OF FEDERALLY OBLIGATED PROJECTS**

The Region 2 Planning Commission has made the JACTS FY 2023 List of Federally Obligated Projects report available. The report was included with the meeting packet.

#### ITEM 8      **UPDATING JACTS POLICY COMMITTEE BYLAWS**

A red-lined version of the Policy Committee Bylaws was requested to be included in the January 18, 2024 agenda packet.

#### ITEM 9      **OTHER BUSINESS**

The JACTS 2050 Long Range Transportation Plan was approved at the December 6, 2023 Region 2 Planning Commission Executive Committee meeting and was sent to MDOT who will then send it to FHWA. Completion of this plan will ensure the Jackson MPO funding for the next five years.

#### ITEM 10      **PUBLIC COMMENT**

Ms. Beagle mentioned April Distracted Driver Awareness 5K run/walk. She asked if there was anything in place to support this.

#### ITEM 11      **ADJOURNMENT**

There being no further business, Ms. Kline adjourned the meeting at 8:44 a.m.

Staff  
Region 2 Planning Commission



**To:** JACTS Technical Advisory and Policy Committees  
**DATE:** January 9, 2024  
**FROM:** Jon H. Dowling, P.E.  
**SUBJECT:** TIP Project Status

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## **2022**

Greenwood at High Signal - Signal replacement with new mast arm signal. HRC is the consultant on the project. J Ranck Electric is the contractor. Pole fabrication started the first week of December, after fabrication they need galvanizing and painting. Anticipating the poles will be installed in spring 2024.

West Avenue Signals at Franklin, Washington and Morrell with Ganson and Elm Signal - Reconstruct Signals on West Ave at Franklin and Morrell with Signal at Ganson and Elm. Contractor is Wright Electric Co.

- a. At West and Morrell, the relocation of AT&T aerial wires to underground is next task on critical path. AT&T has installed the underground conduit on Morrell and pulled the wires splicing needs to be completed and removal of old cables prior to finishing the signals. Speed radar detectors and signs are complete.

## **2024**

Elm Avenue: North to Floral – Pavement Replacement and sidewalk and ramp repairs. Rowe Professional Services is consulting on this project. Project is all approved for obligation and is waiting for letting.

High Street: Executive to South – Crush and shape existing HMA material and repave with two courses of HMA. Rowe Professional Services is consulting on this project. Project is all approved for obligation and is waiting for letting.

Lansing Avenue Corridor Safety Enhancements (North) – Enhance existing box span signal at Lansing-Ganson intersection, realign and reconstruct Lansing-Steward intersection, modernize signals to box span at Jackson-Ganson and Lansing-North intersections. Hubble, Roth & Clark (HRC) is consulting on this project. Project is all approved for obligation and is waiting for letting.

Lansing Avenue Corridor Safety Enhancements (South) – Modernize signals to box span at Lansing-Clinton and Lansing-Monroe intersections and install ped warning signing at Lansing-Backus and Clinton-Monroe intersections. Hubble, Roth & Clark (HRC) is consulting on this project. Project is all approved for obligation and is waiting for letting.

MLK Equality Trail, Prospect to MLK Jr Drive - Reconstruct trail with 12' wide concrete pavement. Hubble, Roth & Clark (HRC) is consulting on this project. Project is all approved for obligation and is waiting for letting.

## **2025**

Lansing Avenue: Steward to Clinton – Reconstruct roadway with reduction from four lanes to three and realignment of Lansing-Clinton intersection. Hubble, Roth & Clark (HRC) is consulting on this project. The project is currently in design.

Martin Luther King Jr. Dr.: South St to Morrell – Reconstruct roadway with reduction from three lanes to two lanes with parking on both sides and multi-use path on west side. Hubble, Roth & Clark (HRC) is consulting on this project. The project is currently in design.

MLK Equality Trail, MLK Jr Drive to Merriman with Connector to Elmdale Trail – Reconstruct trail with 12' wide concrete pavement and construct connector to Ella Sharp Park Elmdale Trail. Hubble, Roth & Clark (HRC) is consulting on this project. The project is currently in design.

High St, Losey Ave and Morrell St bridges over the Grand River – Capital Preventive Maintenance work on the three bridges. Great Lakes Engineering is consulting on this project. The project is currently in design.



# Jackson County Department of Transportation

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

*Keeping Our Community Safely in Motion...*



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## Memorandum

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**Date:** January 9, 2024

**To:** Mr. Brett Gatz  
Region 2 Planning Commission

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

**CC:** Charles W. Briner, PE  
Senior Civil Engineer

**RE:** January JACTS Update

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We would like to provide the following update regarding our projects that are on the Transportation Improvement Program (TIP) for FY 2022, 2023, and 2024.

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## Fiscal Year 2022

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### U.S. Economic Development Administration (EDA) Grant Project

#### County Farm/Springport Corridor Improvements and Jackson Technology Park North Construction

- Project is currently 90% completed. Sidewalk will be completed in the spring once Comcast removes fiber. Signals planned to commence beginning of February.
- County Farm Road is open to traffic.

### HRRR & HSIP Funding – MDOT Safety Grant Projects

#### JN 211779 Countywide Horizontal Curve Signing (West and Northeast) – CONSTRUCTION

#### JN 211851 Countywide LED Stop Signs

All horizontal curve signs installed and waiting for LED signs to arrive with an anticipated completion end of January.

#### JN 213875 N. Stony Lake Road, Seymour Road, and Race Road Tree Removal

All paint and sign work completed. Additional tree work on Race road scheduled for early January.

**JN 214462 Countywide Horizontal Curve Signing (Southeast)**

**JN 214463 Countywide LED Stop Signs**

**JN 214464 Countywide High Friction Surface Treatment and LED Stop Signs**

Horizontal Curve Signing 100% Complete

High friction course completed at all four intersections.

Waiting for LED signs to arrive with an anticipated completion end of January.

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**Fiscal Year 2023**

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**HRRR & HSIP Funding – MDOT Safety Grant Projects**

**JN 213879 Dearing Road and Jefferson Tree Removal**

Construction planned to start Mid-February

**JN 219215 130 Miles of Center Line & edge line pavement markings**

Project was in the November letting and scheduled to begin Spring/Summer of 2024

**JN 213984 Springport Road and Minard Road Compact Roundabout**

Project was in the January letting and came in 16.17% over the engineers estimate

**JN 214064 Horton Road (Ferguson Road to Weatherwax Drive) Road Safety Audit**

**JN 214065 Moscow Road Intersections Road Safety Audit**

OHM has been awarded the Horton Road RSA with a Kickoff meeting scheduled for early-January

AECOM has been awarded Moscow Road RSA with a final report due in mid-January

**MDOT Local Bridge Program**

**JN 209883 S. Jackson Bridge Replacement**

Road is open to traffic. Remaining HMA will be paved in the Spring of 2024 .

**STUL (Urban) Federal Aid Projects**

**JN 214664 and 216635 Signal Modernization Project at Multiple Intersections**

*Intersections Include:*

*Lansing Avenue and Parnall Road*

*Badgley Road and Horton Road*

*McCain Road and Robinson Road*

Project was in the January letting and came in -4.96% under the engineers estimate

**STL (Rural) Federal Aid Project**

**2023 PM Project – Sharon Valley Road from Austin Road to Washtenaw County Line**

All work is completed and now open to traffic

## Fiscal Year 2024

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### **HRRR & HSIP Funding – MDOT Safety Grant Projects**

#### **JN 211703 Compact Roundabout at Horton Road and Springbrook Road**

The Michigan State Historic Office found that the project would have an adverse effect on the archeological sites that were found. JCDOT is currently working with the Michigan SHPO and MDOT to mitigate the adverse effects of the site so that the project can be constructed.

### **Transportation Alternatives Program (TAP) Grant – Shared-use Pathway Project**

#### **JN 210635 Mike Levine Lakelands Trail Extension**

Alternate trail route along Lansing Ave and Parnall Road are has been redesigned by Mannik & Smith Group. Draft plans are currently under review.

### **STUL (Urban) Federal Aid Projects**

#### **JN 216519 Napoleon Rd; Reynolds Rd; Blackman Rd; Hoyer Rd Overlay**

Preparing bid package and scheduling GI Meeting.

### **HRRR & HSIP Funding – MDOT Safety Grant Projects**

#### **JN 217971 Michigan Ave; Seymour Rd; Wolf Lake Rd; Fay Lake Rd Tree Removal**

Preparing bid package and scheduling GI Meeting.

#### **JN 217971 W. Michigan Ave and McCain Rd Tree Removal**

Preparing bid package and scheduling GI Meeting

#### **JN 217935 Signal Backplates**

Currently in design and Preparing bid package.

#### **JN 218025 Norvell Rd, Springport Rd and Moscow Rd**

Currently in design and Preparing bid package.

#### **JN 219913 Horizontal Curve Signage and Mumble Strips**

Project consists of horizontal signs for 127 curves located in Henrietta, Rives, Tompkins and Waterloo townships. Project also includes centerline mumble strips for County Farm Rd, South St, and W. Michigan Ave. Currently in design and Preparing bid package.

#### **JN 218038 Napoleon and Western Schools Road Safety Audit**

AECOM has been awarded Moscow Road RSA with a final report due in mid-January







GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
JACKSON TRANSPORTATION SERVICE CENTER

BRADLEY C. WIEFERICH, P.E.  
DIRECTOR

January 5, 2024

**Construction:**

**I-94 at Elm Road, Lansing Ave. and West Ave. (US-127) reconstruction, also includes resurfacing on US-127 (I-94 to Parnall)** – Clean up, signing, turf establishment and other various items of work remain.

**I-94 from M-60 to Calhoun County line – Reconstruction from M-60 to Michigan Ave, major rehabilitation from Michigan Ave to Calhoun County line – (2022-2025 construction).** I-94 traffic is in its normal configuration. Miscellaneous drainage work will occur away from the roadway near Parma Road.

**Cooper Street (M-106) signing upgrade from near Michigan Ave to the Jackson/Ingham County line** – Construction to occur from October 2023 until March 2024.

**Cooper (M-50/US-127BR) over abandoned RR, north of High and south of Morrell** – Preventative maintenance bridge repairs. 2024 construction.

**Traffic signal modernization on Cooper Street and MLK (Washington, Glick, Ganson, Leroy, Parnall, South, Morrell, & High. MLK at Ganson.)** – Work began near January 4<sup>th</sup>.

**Martin Luther King Jr. Drive (Old M-106) from Louis Glick to Cooper** – Preventative maintenance resurfacing and sidewalk ramps. 2024 construction.

**M-50 from East of Clinton Way to M-99** – Preventative maintenance chip seal with fog seal. 2024 construction.

**US-127 Freeway Signing Upgrade (Floyd Ave to I-94)** – Work underway and will continue into 2024.

**Cooper Street (M-106) bridge replacement in downtown Jackson south of train station and Louis Glick (I-94BL) deck replacement near Mechanic Street** – 2024/2025 Construction.

**Design:**

**US-127 northbound ramp to Westbound I-94** – Safety project. High friction surface treatment. 2025 Construction.

**US-127 Freeway Signing Upgrade (Parnall to Ingham County Line and M-50 to I-94)** – 2025 Construction.

**US-127 at Jefferson Road** – Bridge repairs. 2025 Construction.

**US-127 (Henry to near Ingham Co Line)** – Maintenance resurfacing and bridge repairs at Huntoon Creek, Berry Road, Grand River and Territorial Road bridges. 2025 construction.

**M-106 over Portage River** – Bridge repairs. 2025 construction.



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
JACKSON TRANSPORTATION SERVICE CENTER

BRADLEY C. WIEFERICH, P.E.  
DIRECTOR

**Cooper Street (M-106) from Michigan Ave to North Street** – Preventative maintenance resurfacing and sidewalk ramps. 2026 construction.

**M-99 in the Village of Springport** – Road rehabilitation and drainage improvements. 2026 construction.

**I-94 BL/E. Michigan Ave (Dwight to US-127)** – Reconstruction. 2028 construction.

## **JACTS TECHNICAL ADVISORY COMMITTEE 2024 MEETING SCHEDULE**

JACTS Technical Advisory Committee meetings are held at 9:30 a.m. at Jackson City Hall, 161 W. Michigan Avenue, 10<sup>th</sup> Floor, Jackson, Michigan (Wednesday prior to Policy Committee every month):

**January 17, 2024**  
**February 14, 2024**  
**March 20, 2024**  
**April 17, 2024**  
**May 15, 2024**  
**June 13, 2024\*\***  
**July 17, 2024**  
**August 1, 2024**  
**September 18, 2024**  
**October 16, 2024**  
**November 20, 2024**  
**December 18, 2024**

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## **JACTS POLICY COMMITTEE 2024 MEETING SCHEDULE**

JACTS Policy Committee meetings are held at 8:00 a.m. at the Jackson County Tower Bldg., 120 W. Michigan Avenue, 5<sup>th</sup> Floor, Jackson, Michigan:

**January 18, 2024**  
**February 15, 2024**  
**March 21, 2024**  
**April 18, 2024**  
**May 16, 2024**  
**June 20, 2024**  
**July 18, 2024**  
**August 15, 2024**  
**September 19, 2024**  
**October 17, 2024**  
**November 21, 2024**  
**December 19, 2024**

**\*\* Due to Jackson City Hall offices being closed on June 19, this meeting will be held on the Thursday prior to the June Policy Committee meeting.**

120 West Michigan Avenue • 9<sup>th</sup> Floor • Jackson, MI 49201

Phone: (517) 788-4426 • Fax: (517) 788-4635



**JACKSON AREA COMPREHENSIVE TRANSPORTATION STUDY (JACTS)**  
**TECHNICAL ADVISORY COMMITTEE BYLAWS**  
(Revised January 2024)

**ARTICLE I. PURPOSE AND RESPONSIBILITY**

The purpose of the Jackson Area Comprehensive Transportation Study (JACTS) Technical Advisory Committee is to provide advice, recommendations, and assistance to the JACTS Policy Committee, concerning the technical aspects of the development and conduct of the continuing, cooperative, and comprehensive transportation planning process in accordance with, and to implement the provisions of, the applicable sections of the Federal Highway Act of 1962 and the Urban Mass Transportation Act of 1964, as amended, and their successors.

The primary function of the JACTS Technical Advisory Committee shall be to:

1. Provide a forum for staff level coordination for transportation planning matters in the Jackson urban area;
2. Provide technical assistance, advice, and recommendations to the JACTS Policy Committee;
3. Develop and update comprehensive transportation plans and programs;
4. Review and comment on transportation plans and programs which have significant social, economic, or environmental impacts;
5. Review and comment on the transportation impact of land use plans and programs and other related factors;
6. Conduct required public hearings and provide for public involvement in the formulation of transportation plans.

**ARTICLE II. MEMBERSHIP**

By the nature of its duties, the JACTS Technical Advisory Committee is intended to have a flexible size, giving it the ability to enlist a wide range of technical expertise.

**Section 1. Voting Members.** Voting membership is authorized as follows:

1. Three (3) staff representatives from the Jackson County ~~Road Commission~~ **Department of Transportation**;
2. Three (3) staff representatives from the City of Jackson;
3. One (1) staff representative from the Region 2 Planning Commission;
4. One (1) staff representative from the Michigan Department of Transportation – Lansing **Office**;

5. One (1) staff representative from the Michigan Department of Transportation – University Region;
6. One (1) staff representative from the Michigan Department of Transportation – Jackson Transportation Service Center;
7. One (1) staff representative from the Jackson Area Transportation Authority;
8. One (1) staff representative from Jackson County Airport – Reynolds Field;
9. One (1) staff representative from Active Jackson or the environmental health section of the Jackson County Health Department or the Jackson Fitness Council;
10. One (1) technical staff member representing all of the legally constituted governmental units in the Jackson urban area not mentioned above; and
11. One (1) staff representative from the Enterprise Group.

Each voting member shall have one vote.

**Section 2. Non-Voting Members.** Non-voting members of the Technical Advisory Committee shall be as follows: Federal Highway Administration – Michigan Division staff member assigned to JACTS.

**Section 3. Alternate Representatives.** Each member of the Technical Advisory Committee may designate, by name and in writing, one alternate representative. A listing of alternate representatives will be maintained and kept current. Alternates of voting members will be eligible to vote only in the absence of that member; however, alternates are encouraged to attend all meetings.

**Section 4. Other Members.** Other members may be admitted to the Technical Advisory Committee upon approval of the majority of the members present at any meeting where such membership is proposed. Addition of a non-voting member shall not be considered to constitute a change in the bylaws. Addition of a voting member must follow procedures required by bylaw amendments.

### **ARTICLE III. OFFICERS**

**Section 1. Officers.** Officers of the JACTS Technical Advisory Committee shall consist of a Chairperson and a Vice-Chairperson.

**Section 2. Duties of the Chairperson.** The Chairperson will preside over all meetings of the Committee, appoint such committees as shall be deemed necessary, and appoint standing committees with the approval of the voting membership, and perform such duties as may be delegated by the membership. The Chairperson shall have the full right to propose motions and vote on all motions and resolutions. The Chairperson shall be an ex-

officio member on all committees, if not otherwise assigned as a member of a subcommittee.

**Section 3. Duties of the Vice-Chairperson.** The Vice-Chairperson shall preside at ~~meetings in the absence of the Chairperson and perform such other duties as may be delegated by the Chairperson or the membership~~ and exercise all of the duties of the Chairperson in their absence. Should neither the Chairperson nor the Vice-Chairperson be present at the meeting, the Recording Secretary (as defined in Article IV) shall perform the duties of the Chair. If the Recording Secretary so chooses, a temporary Chairperson shall be elected by a majority of the members present.

**Section 4. Election of Officers.** These positions shall be filled at the discretion of the Committee membership, by a majority vote, at the first meeting of the calendar year.

**Section 5. Vacancy of Office.** If a vacancy occurs in any office during the year, the membership may fill the vacancy at any regular meeting by a simple majority vote of those present.

**Section 6. Terms of Office.** The terms of office shall be for one calendar year or until the successor is elected.

#### **ARTICLE IV. RECORDING SECRETARY**

The Recording Secretary of the Technical Advisory Committee shall keep a record of all transactions, resolutions, and findings and shall distribute notifications and agendas of meetings to committee members at least five (5) working days prior to their occurrence. Minutes of the Technical Advisory Committee shall be distributed, by the Recording Secretary, to all Technical Advisory Committee members. The Recording Secretary shall be a member of the JACTS staff. ~~The Recording Secretary shall perform the duties of the Chair in the absence of both the Chairperson and Vice-Chairperson (as defined in Article III, Section 3).~~

#### **ARTICLE V. SUBCOMMITTEES/ADVISORY COMMITTEES/TASK FORCES**

##### **Establishing Subcommittees/Advisory Committees/Task Forces.**

The Technical Advisory Committee may establish such subcommittees, advisory committees, and/or task forces as it deems necessary and appropriate. This includes any standing subcommittees already in existence and any other special subcommittees established to address specific functional areas or individual issues as deemed appropriate.

## **ARTICLE VI. MEETINGS AND AGENDAS**

- Section 1. Regular Meetings.** The schedule of regular meetings of the Technical Advisory Committee for each calendar year shall be established at the final meeting of the previous calendar year. These meetings shall take place at a time and location established by the Technical Advisory Committee.
- Section 2. Special Meetings.** Special meetings may be called by the Chairperson, by a majority vote of the membership, or upon written request to the Chairperson by three (3) or more representatives of voting members of the Technical Advisory Committee.
- Section 3. Changes in Meetings.** In the event that a regular meeting falls on a holiday, or needs to be changed due to other circumstances, a substitute meeting date may be set for the Technical Advisory Committee. A cancellation or change in the date of a scheduled meeting shall be communicated to the members as promptly as possible.
- Section 4. Open Meetings.** All Technical Advisory Committee meetings shall be open to the public and shall be held in conformance with Act 267 of the Public Acts of Michigan of 1976, as amended, known as the "Open Meetings Act".
- Section 5. Notices of Meetings.** Notices of all regular meetings, including agenda, will be mailed, or communicated via electronic or another medium, to members no later than five (5) days prior to the meeting. Notices of special meetings may be communicated to the representatives by electronic media or telephone. Notices of special meetings may be communicated to the representatives within a shorter time frame than five (5) days, but in no event shall such notice be provided less than 18 hours before a special meeting.
- Section 6. Agenda.** An agenda shall be provided to Committee members as provided for in Section 5. above. The Chairperson has the responsibility to determine the draft agenda. Responsibility for determining and setting the agenda may be delegated by the Chairperson to the JACTS agency staff.
- Section 7. Order of Business.** The order of business for regular Technical Advisory Committee meetings shall be as follows:
1. Call to Order
  2. Introductions (if necessary)



3. Public Comment
4. Election of Officers (if applicable)
5. Approval of the Minutes
6. Status Updates of Individual Agencies
7. Old Business
8. New Business
9. Other Business
10. Public Comment
11. Adjournment

## **ARTICLE VII. RULES.**

**Section 1. General.** Except where specific rules and procedures are set forth herein, Robert's Rules of Order shall govern all meetings.

**Section 2. Quorum.** A quorum shall be required before any formal action can be taken on agenda items. ~~A simple majority of the voting membership (as defined in Article II, Section 1)~~ **The presence of one-third (1/3) of the fifteen (15) voting members shall constitute a quorum for the purpose of conducting business. If a quorum is present at any time during the meeting, a quorum shall be considered to exist throughout the meeting.**

**Section 3. Actions by the Technical Advisory Committee.** Except where otherwise specifically stated, formal adoption of a motion, resolution, or other action shall be with the assent of a simple majority of those present at the meeting, with at least a quorum of the voting membership present at such meeting. Any item not included on the agenda as provided in advance requires a two-thirds (2/3) majority of those present at the meeting.

**Section 4. Advisory Actions.** The Technical Advisory Committee may be polled by telephone, electronically, or other means on advisory matters. If such a poll is taken, a record of the results shall be presented at the next scheduled meeting.

## **ARTICLE VIII. AMENDMENTS**

**Section 1. Procedure of Amendment.** These bylaws may be altered, amended, added to, or replaced at any regular or special meeting of the Technical Advisory Committee through the approval of a majority of those present at any meeting of the Committee. A copy of the proposed changes shall be filed with the Secretary at least ten (10) days prior to the meeting where such action is proposed to be taken. The Secretary shall provide a copy of the proposed changes to each member of both the Technical Advisory and

Policy Committees, so that they will have them at least five (5) days prior to the meeting. Amendments to the Technical Advisory Committee bylaws require Policy Committee approval.

**Section 2. Continuation and/or Conflict.** These bylaws will remain in full force and effect until such time as amendments are made and approved, or until such time as the bylaws are found to be in conflict with the laws or regulations of the State of Michigan or the United States of America.

Approved by action of the JACTS Technical Advisory Committee on \_\_\_\_\_  
Approved by action of the JACTS Policy Committee on \_\_\_\_\_



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
LANSING

BRADLEY C. WIEFERICH, P.E.  
DIRECTOR

October 17, 2023

Dear Metropolitan Planning Organization Director:

The Michigan Department of Transportation (MDOT) is pleased to provide you with the state targets for the federally required safety performance measures for calendar year 2024. MDOT appreciates the efforts your Metropolitan Planning Organization (MPO) has made to participate in the coordination process for the safety performance measure.

**State Safety Targets for Calendar Year 2024:**

<b>Safety Performance Measure (5 year rolling average)</b>	<b>Baseline Condition (2018-2022)</b>	<b>2024 Targets (2020-2024)</b>
Fatalities	1,061.6	1,109.2
Fatality Rate Per 100 million Vehicle Miles Traveled (VMT)	1.099	1.152
Serious Injuries	5,681.8	5,785.0
Serious Injury Rate per 100 million VMT	5.863	5.999
Nonmotorized Fatalities and Serious Injuries (Pedestrian and Bicycle)	734.0	710.8

Federal Law and regulations require that MPOs establish targets not later than 180 days after the State Department of Transportation establishes and reports state safety targets in the State Highway Safety Improvement Program (HSIP) annual report. MDOT submitted Michigan's HSIP annual report on August 31, 2023. MPOs are now required to decide on their MPO safety targets for calendar year 2024 no later than February 27, 2024.

MPOs may support all the state safety targets, establish their own specific numeric targets for all the performance measures, or may support the state safety target for one or more individual performance measures and establish specific numeric targets for the other performance measures. Enclosed is a report documenting the background and analysis for the development of the safety targets.

Metropolitan Planning Organization Director  
Page 2  
October 17, 2023

Thank you for your participation in the performance measure coordination process.

If you have questions, please contact either me, or John Lanum, Supervisor, Statewide Planning Section, at 517-243-3554 or [LanumJ@michigan.gov](mailto:LanumJ@michigan.gov).

Sincerely,

A handwritten signature in dark ink, appearing to read "Don Mayle", is positioned above the printed name.

Don Mayle, Manager  
Statewide Planning Section

Enclosure

cc: J. Lanum, MDOT  
A. Pickard, FHWA  
D. Parker, MDOT  
E. Kind, MDOT  
M. Bott, MDOT  
K. Travelbee, MDOT  
T. White, MDOT  
M. Toth, MDOT  
C. Newell, MDOT



# Albion 2020 Proposed ACUB

2020 Census Urban Area (CUA)

City or Village with CUA Overlap

2020 Census Blocks

Township

City or Village

Lakes and Streams

ACUB (Proposed)

Road

Railroad

N

00.51 Miles

MDOT

Michigan Department of Transportation

All data used in this map can be obtained from the State of Michigan GIS Open Data website or at Census.gov

