



March 14, 2024 Full Commission Meeting
Agenda

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

For further information, please contact Jacob Hurt, Executive Director at 517.768.6705

PAGE #

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|-----|--|-----------|
| 1. | Call to Order | |
| 2. | Approval of the March 14, 2024 Agenda – ACTION | |
| 3. | Public Comment | |
| 4. | Approval of the Full Commission Meeting Minutes for January 11, 2024 (see enclosure) – ACTION | 2 |
| 5. | Approval of Action Taken at the February 8, 2024 Executive Committee Meeting (see enclosure) – ACTION | 8 |
| 6. | Receipt of Treasurer's Report of February 29, 2024 (see enclosure) – ACTION | 10 |
| 7. | Approval of March 14, 2024 Submitted Bills (see enclosure) – ACTION | 14 |
| 8. | Staff Progress Report for February, 2024 (see enclosure) – DISCUSSION | 15 |
| 9. | Approval of Amendments to the FY 2023-2026 Transportation Improvement Program (TIP) (see enclosures) – ACTION | 18 |
| | <ul style="list-style-type: none">• City of Jackson• Jackson Area Transportation Authority | |
| 10. | R2PC Draft Bylaws Update (see enclosure) – DISCUSSION | 21 |
| 11. | Other Business | |
| | <ul style="list-style-type: none">• City of Tecumseh – Public Hearing Notice for Evans St. Corridor Plan (see enclosure) | 36 |
| 12. | Public Comment / Commissioners' Comments | |
| 13. | Adjournment | |

The next Region 2 Planning Commission Executive Committee meeting is scheduled for Thursday, April 11, 2024 at 2:00 p.m. at the Lenawee District Library, 4459 W. U.S. 223, Adrian, MI

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, January 11, 2024

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

Attendance:

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

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

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

Others Present: Andrea Strach, MDOT

- II. **Approval of the January 11, 2024 Agenda** – Motion was made by Comm. Duckham, supported by Comm. Swartzlander, to approve the January 11, 2024 agenda. The motion carried unanimously.

- III. **Public Comment** – Chair Witt requested public comment. There was no public comment.
- IV. **Approval of Full Commission Meeting Minutes for November 9, 2023** – Motion was made by Comm. Duckham, supported by Comm. Swartzlander, to approve the Full Commission meeting minutes of November 9, 2023 as submitted. The motion carried unanimously.
- V. **Approval of Action Taken at the December 6, 2023 Executive Committee Meeting** – The motion was made by Comm. Sigers, supported by Comm. Bussell, to approve the action taken at the December 6, 2024 Executive Committee meeting. The motion carried unanimously.
- VI. **Receipt of Treasurer’s Report of December 31, 2023** – A motion was made by Comm. Swartzlander, supported by Comm. Duckham, to receive the December 31, 2023 Treasurer’s Report as presented. The motion carried unanimously.
- VII. **Approval of the January 11, 2024 Submitted Bills** – A motion was made by Comm. Tillotson, approved by Comm. Bussell, to approve payment of the January 11, 2024 submitted bills. The motion carried unanimously.
- VIII. **Staff Progress Report for December 2023** – The December 2023 staff progress report was included in the agenda packet. Mr. Hurt presented highlights from the staff progress report for the month of December.
- IX. **Approval of Amendments to the JACTS FY 2023-2026 Transportation Improvement Program (TIP)** – The following amendments to the JACTS FY 2023-2026 TIP were submitted by Michigan Department of Transportation:

Fiscal Year	Job no.	Phase	County	Project Name	Limits	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	Road Capital Preventive Maintenance	HMA Crack Treatment and Overband Crack Fill	\$14,733	ST	\$3,267	\$18,000	ADD
2025	219794	CON	Jackson	I-94BL	Various Trunkline Routes in Jackson TSC Area	Road Capital Preventive Maintenance	HMA Crack Treatment and Overband Crack Fill	\$271,742	ST	\$60,258	\$332,000	ADD
2025	220382	PE	Jackson	M-50	Napoleon Road To Stony Lake Creek	Traffic Safety	Shoulder Widening with Full Width HMA Paving	\$27,000	HSIP	\$3,000	\$30,000	ADD
2025	220382	CON	Jackson	M-50	Napoleon Road To Stony Lake Creek	Traffic Safety	Shoulder Widening with Full Width HMA Paving	\$237,601	HSIP	\$26,401	\$264,000	ADD

2025	220419	PE	Jackson	Region-wide	US-127 from Ohio State Line to Floyd Avenue and from I-96 to Clinton CL	Traffic Safety	Install enhanced delineation	\$18,000	HSIP	\$2,000	\$20,000	ADD
2025	220419	CON	Jackson	Region-wide	US-127 from Ohio State Line to Floyd Avenue and from I-96 to Clinton CL	Traffic Safety	Install enhanced delineation	\$194,400	HSIP	\$21,600	\$216,000	ADD
2026	218723	PE	Jackson	Region-wide	Various Locations- Eaton and Lenawee Counties	Traffic Safety	Recessing of special markings at intersections	\$9,000	VRU	\$1,000	\$10,000	BUDGET
2026	220361	PE	Jackson	I-94BL	Region-wide- Livingston, Jackson, and Clinton Counties	Traffic Safety	Recessing of special markings at intersections	\$9,000	VRU	\$1,000	\$10,000	ADD

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

- X. Approval of Proposed 2020 Adjusted Census Urban Boundary (ACUB) Maps for Adrian, Jackson, and Tecumseh** – Mr. Gatz presented the 2020 ACUB Maps and provided a brief explanation. Motion was made by Comm. Duckham, supported by Comm. Bussell, to approve the 2020 Adjusted Census Urban Boundary maps for Adrian, Jackson, and Tecumseh. The motion carried unanimously.
- XI. Meeting Format Change Analysis** – Mr. Hurt presented an analysis regarding the meeting format change that was requested at the September 2023 R2PC Full Commission meeting. Staff will present recommendations of meeting format change at the March Full Commission meeting.
- XII. Proposed Region 2 Planning Commission Training Session** – Ms. Starling presented information on a proposed training opportunity that addresses the significant impact recent Michigan legislation on renewable energy.
- XIII. Report of the Nominating Committee / Election of 2024 Executive Committee** – Mr. Hurt reported that there were 5 vacancies on the Executive Committee – 2 vacancies are at large, 1 for Lenawee County, 1 for City of Jackson, and one for Jackson County. Motion was made by Comm. Swartzlander, supported by Comm. Minnick, Jr., to accept the nominations for the

2024 Executive Committee as presented. The motion carried unanimously. The 2024 Executive Committee members are as follows:

Alan Beeker	Representing City of Hillsdale
James Shotwell	Representing Jackson County
Phil Duckham	Representing Jackson County
Mike Overton	Representing Jackson County
Margie Walz	Representing Jackson County
Ray Snell	Representing Jackson County
Jonathan Greene	Representing City of Jackson
Beth Kuiper	Representing City of Jackson
Ralph Tillotson	Representing Lenawee County
Dale Witt	Representing Lenawee County
Pete Jancek	Representing At Large
Larry Gould	Representing At Large
Matt Swartzlander	Representing At Large
Vacant	Representing At Large (Gaede)
Rick Sigers	Representing At Large
Mel Cure	Representing At Large
Joanne Havican	Representing At Large
Judy Southworth	Representing At Large
Andy Penrose	Representing At Large
Jim VanDoren	Lenawee County
Jerome Bussell	Representing At Large

Report of the Nominating Committee / Election of 2024 Officers – The 2023 R2PC Officers have all completed their 2 year terms. The Nominating Committee proposed a new slate of officers for 2024 and they are listed below. Motion was made by Comm. Sigers, supported by Comm. Duckham, to accept the nominations for the 2024 Officers as presented. The motion carried unanimously.

Chair	Dale Witt, Lenawee County
Vice-Chair	Alan Beeker, Hillsdale County
Treasurer	Michael Overton, Jackson County
Secretary	Andy Penrose, Hillsdale County

XIV. Other Business – None.

XV. Public Comment / Commissioners' Comments – None.

XVI. Adjournment – There being no further business, Vice-Chair Witt adjourned the meeting at 2:46 p.m.

Dale Witt
Chair

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

Wednesday, February 8, 2024

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

Attendance:

✓ Beeker	Greene	✓ Penrose	Swartzlander
Bussell	Havican	Shotwell	✓ Tillotson
✓ Cure	✓ Jancek	✓ Sigers	✓ VanDoren
Duckham	✓ Kuiper	✓ Snell	✓ Walz
✓ Gould	✓ Overton	✓ Southworth	✓ Witt

Key: ✓ = present

Staff Present: Brett Gatz, Jacob Hurt, Jill Liogghio, Alissa Starling

Other Commissioners Present: Bruce Grabert, Jackson County; James Minnick, Jr., Jackson County; Crystal Pfeifer, Jackson County; Edward Planeta, Jackson County

Others Present: Susan Smith, Hillsdale Economic Development

- II. Approval of the February 8, 2024 Agenda** – The motion was made by Comm. Tillotson, supported by Comm. Penrose, to approve the February 8, 2024 agenda. The motion carried unanimously.
- III. Public Comment** – No public comment.
- IV. Approval of the Executive Committee Meeting Minutes for December 6, 2023** – The motion was made by Comm. Snell, supported by Comm. Walz, to approve the Executive Committee meeting minutes of December 6, 2023 as submitted. The motion carried unanimously.

- V. **Receipt of Treasurer's Report of January 31, 2024** – A motion was made by Comm. Jancek, supported by Comm. Snell, to receive the January 31, 2024 Treasurer's Report as presented. The motion carried unanimously.
- VI. **Approval of February 8, 2024 Submitted Bills** – A motion was made by Comm. Jancek, supported by Comm. Beeker, to approve payment of the February 8, 2024 submitted bills. The motion carried unanimously.
- VII. **Resolution to Support MDOT Targets for Safety Performance** – Mr. Gatz presented a resolution to support MDOT's Safety Performance Targets for Calendar Year 2024 for approval. Motion was made by Comm. Penrose, supported by Comm. Jancek, to approve the resolution to support MDOT Targets for Safety Performance. The motion carried unanimously.
- VIII. **Hillsdale Economic Development Partnership Update Presentation by Susan Smith, Executive Director of Hillsdale EDP** – A copy of Ms. Smith's presentation will be placed on the R2PC website.
- XIV. **Other Business** – Notice of Public Hearing for Cambridge Township regarding their Master Plan.
- X. **Public Comment / Commissioners' Comments** – Comm. VanDoren mentioned that the ballot initiative for restoration of local control is underway to repeal the recently enacted renewable energy law that takes effect in November 2024. Comm. Penrose stated that Jeff Gray, City Manager for City of Jonesville, was pleased with the outcome of a recent meeting between Mr. Gray and Jacob Hurt. Comm. Jancek mentioned that the JCDOT safety grant was successful and approved for signaling at Parnall Road.
- XI. **Adjournment** – There being no further business, Chair Witt adjourned the meeting at 2:30 p.m.

Dale Witt
Chair

REGION 2 PLANNING COMMISSION
Treasurer's Report - Monthly Summary
as of February 29, 2024

Checking Account Balance ending, January 31, 2023		\$ 467,478.16
Deposit Summary:		
February 2024 EFT Deposits		\$ 1,435.17
February 2024 Bank Deposits		3,990.41
February 2024 Adjustments		(1,313.68)
Total Deposits plus Bank Balance		<u>\$ 471,590.06</u>
Expenses:		
Submitted Expenses - February 2024 **	\$ (25,066.40)	
Interim Expenses	(504.64)	
Payroll/Related Expenses	(26,342.26)	
Subtotal of Expenses	\$ (51,913.30)	\$ (51,913.30)
Balance Checking Account ending February 29, 2024		\$ 419,676.76
Balance CD Investments ending February 29, 2024		<u>\$ 110,359.48</u>
Total Cash on Hand		<u>\$ 530,036.24</u>

**Note that this amount can include cleared checks from prior months' submitted bills.

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REGION 2 PLANNING COMMISSION
Deposits and Adjustments to Cash
as of February 29, 2024

2/29/2024 **EFT Deposits:**

MDOT Asset Management - services through December 2023	\$	1,435.17
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Subtotal - EFT Deposits	\$	1,435.17
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2/29/2024 **Check Deposits:**

Clinton Township - FY24 Membership Dues		1,016.55
City of Jonesville - services through September 2023		2,498.86
Workers compensation refund		475.00

Subtotal - Check Deposits	\$	3,990.41
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2/29/2024 **Adjustments to cash:**

Bank fees - February		(139.78)
Credit Card Charges - Meijer - supplies		(9.49)
Credit Card Charges - Abohe Creative Cloud services - subscriptions		(126.42)
Credit Card Charges - USPS - postage		(61.71)
Credit Card Charges - Officemax - supplies		(196.30)
Credit Card Charges - Surveymonk		(468.00)
Credit Card Charges - Fortress Café - meals		(11.23)
Credit Card Charges - Amazon Marketplace - supplies		(96.24)
Credit Card Charges - Jackson, MI permit		(20.58)
Credit Card Charges - Angels Floral Creations - supplies		(79.50)
Credit Card Charges - State Egle Events		(20.00)
Credit Card Charges - BT WebMlive - subscription		(100.00)
American Express card credit		15.57

Subtotal - Adjustments to Cash	\$	(1,313.68)
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Total Net Deposits	\$	4,111.90
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REGION 2 PLANNING COMMISSION
INTERIM BILLING and PAYROLL EXPENSES
as of February 29, 2024

Interim Billing for February, 2024

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
Allegra	R2PC Packet - Feb. 2024	\$ 122.60	15420
Boom	CEDS	\$ 247.50	15422
SBIS	Group Life/AD&D Feb. 2024	\$ 134.54	15426
Total Interim Billing for February, 2024		\$ 504.64	

Payroll & Travel Related Expenses:

<i>Paid February 2, 2024</i>	<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 12,900.29
J. Hurt	Travel Reimbursement	\$ 107.20
Z. Smith	Travel Reimbursement	\$ 42.68
Total		\$ 13,050.17

<i>Paid February 16, 2024</i>	<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 13,121.37
B. Gatz	Travel Reimbursement	\$ 42.75
J. Liogghio	Travel Reimbursement	\$ 48.24
A. Starling	Travel Reimbursement	\$ 79.73
Total		\$ 13,292.09

Total Payroll Expenses for February, 2024		\$ 26,342.26
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**Region 2 Planning Commission
Outstanding Accounts Receivable
as of February 29, 2024**

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 September 2023	7/27/2023	9006	489.72
MDOT Rural Task Force - services through December 2023	2/16/2024	7406	3,393.77
MDOT Regional Transportation Planning - services through December 2023	2/26/2024	5010	1,519.32
MDOT FHWA - services through December 2023	2/26/2024	5012	63,590.40

FY 2023 Balance as of February 29, 2024

\$ 69,549.60

REGION 2 PLANNING COMMISSION
Submitted Bills
March 14, 2024

Vendor	Description	Amount Due
BC/BS	Employee Health Ins. April 2024	\$ 5,326.12
County of Jackson	Rent March 2024	\$ 3,330.92
County of Jackson	Comcast & Verizon Phone January 2024	\$ 163.15
County of Jackson	Postage January 2024	\$ 15.03
County of Jackson	Purchase of Docking Station/Tower	\$ 1,097.18
Jackson Co. Dept. of Transport.	JACTS UWP/Paser Training/Asset Mgmt.	\$ 18,127.32
MissionSquare	401/RHS Employer Contribution	\$ 1,924.64
SBIS	Group Life/AD&D Apr. 2024	\$ 134.54
Total Submitted Billing - March, 2024		\$ 30,118.90

Region 2 PLANNING COMMISSION

Serving Hillsdale, Jackson & Lenawee Counties

Staff Progress Report *February 2024*

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 CEDS Implementation efforts.
- **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 met economic development and outdoor recreation partners on February 20 to discuss outdoor recreation economic development and partnering opportunities.
- **Downtown Development Authorities (DDAs).**
 - Provided administrative staffing for the Leoni DDA at its meetings on February 7 and February 28.

R2PC Activities

- **R2PC Website.** Staff continued updating www.region2planning.com.
- **R2PC Bylaws.** Staff met with MDOT representatives on February 21 to discuss transitioning final MPO approvals from R2PC Full Commission to JACTS Policy Committee via R2PC's bylaws.
- **Training.** Ongoing collaboration with University of Michigan staff to finalize a training date focused on the latest updates to the State of Michigan legislation concerning solar and other renewable energy technologies.
- **MAR.** Staff participated in the February 13th Michigan Association of Regions virtual meeting.
- **MMP.** MMP process has officially begun. Staff communicated with representatives from Jackson and Hillsdale Counties about next steps. Staff attended the Virtual Michigan Materials Management Conference.
- **UGRWA.** Staff met with UGRWA consultants on February 9 to discuss developing Upper Grand River Water Trail maps and a community survey for the UGRWA.

[February 2024 Staff Progress Report]

Regional Transportation Planning Hillsdale, Jackson, and Lenawee Counties

- Staff participated in MDOT's monthly Rural Task Force virtual meeting on February 29.
- The Region 2 Rural Task Force approved two (2) project changes via email vote involving the following agencies: Jackson Area Transportation Authority and Jackson County Department of Transportation.

Asset Management Hillsdale, Jackson, and Lenawee Counties

- **TAMC.** Staff met with TAMC on February 27 to discuss future plans for asset management within the region.

Metropolitan Area Transportation Planning Jackson Area Comprehensive Transportation Study

Database Management:

- Staff collected Highway Performance Monitoring System (HPMS) data for MDOT.

Long-Range Planning:

- No activities.

Short-Range Planning:

- Staff coordinated with local agencies to process administrative changes in JobNet.
- Staff met with MDOT officials on February 7 to discuss preparation of the R2PC FY2025 Unified Work Program (UWP).

Program Management

- The JACTS TAC and Policy Committee met on February 14 and 15 to address TIP amendments.

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):

[February 2024 Staff Progress Report]

- **CIA Strategic Plan.** Staff continued development of the Brooklyn Corridor Improvement Authority Strategic Plan and provided a progress update to the CIA at its February 20 meeting.

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

- **Zoning Ordinance.** Staff continued work on the update of the Township's Zoning Ordinance, and attended the February 28th Township Planning Commission meeting to provide a first draft of the revised Township Ordinance and discussion on the addition of provisions to regulate renewable energy installations.

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

- **County Planning Commission (JCPC).** The JCPC approved rezoning of properties in Leoni Township and Blackman Township while disapproving with comments a rezoning request in Grass Lake Charter Township at the JCPCs February 8th meeting.
- **DNR Spark Grant.** The agreement between Region 2 and the DNR is now uploaded and executed in the MiGrants system.
- **Active Jackson.** Staff continued working on the relaunch of Active Jackson and gained access to the Facebook page. Staff attended webinars about trail development.

Lenawee County

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

- **County Planning Commission (LCPC).** February 15th meeting was held to hear two PA116 cases, from Medina and Riga Townships respectively, and both were unanimously approved. Discussion was held on the revival of the Annual Dinner, the Annual Report at the coming meeting in March, and future land use planning efforts.

Hillsdale County

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

- **Master Plan Update.** Staff continued working with Jonesville on the approval process of their Master Plan update to include the new recreation plan.

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

- **Recreation Mapping.** Staff completed the final draft of the updated City of Hillsdale Recreation Map to include existing and future projects within and just outside the City limits.

Greater Irish Hills

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

- **Greater Irish Hills Recreation Plan.** The Greater Irish Hills Intermunicipality Committee is awaiting final approval and adoption of the Recreation Plan from three participating communities through their respective governing bodies.

January 31, 2024

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

Re: FY 2024 TIP Amendment

Dear Mr. Hurt:

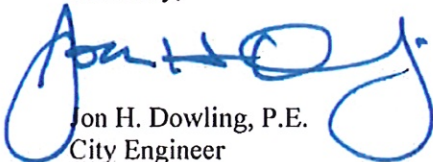
The City of Jackson is hereby requesting approval from the Region 2 Planning Commission, JACTS Technical Advisory & JACTS Policy Committees concerning the following Transportation Improvement Program (TIP) Amendments for FY 2023-2026:

FY	Job No.	Project	Project Description	Length	Funding	Action
2024	218256	Lansing Avenue, Clinton Road, Monroe Street and Backus Street Safety Improvements	Reconstruct traffic signals with new mast arm signals and other safety improvements.	0.000	Federal (HSIP) \$522,606.40 City \$130,651.60	Add
2024	218279	Lansing Avenue and Ganson Street Safety Improvements	Reconstruct traffic signals with new mast arm signals and other safety improvements.	0.000	Federal (HSIP) \$529,758.40 City \$132,439.60	Add

This is to amend the current TIP to accommodate additional federal Highway Safety Improvement Program (HSIP) Funds.

Thank you for your assistance with this request. If you have any questions or need additional information, please contact me at (517) 788-4160.

Sincerely,



Jon H. Dowling, P.E.
City Engineer

C: Jonathan Greene, City Manager
Troy R. White, P.E., Assistant City Engineer

January 31, 2024

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

Re: FY 2025 TIP Amendment

Dear Mr. Hurt:

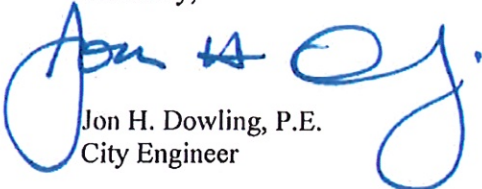
The City of Jackson is hereby requesting approval from the Region 2 Planning Commission, JACTS Technical Advisory & JACTS Policy Committees concerning the following Transportation Improvement Program (TIP) Amendments for FY 2023-2026:

FY	Job No.	Project	Project Description	Length	Funding	Action
2025	_____	Morrell Street at Brown Street, and Morrell Street at Wisner Street Signal Modernization	Reconstruct traffic signals with new mast arm signals.	0.000	Federal (HSIP) \$625,699.80 City \$69,522.20	Add

This is to amend the current TIP to accommodate additional federal Highway Safety Improvement Program (HSIP) Funds.

Thank you for your assistance with this request. If you have any questions or need additional information, please contact me at (517) 788-4160.

Sincerely,



Jon H. Dowling, P.E.
City Engineer

C: Jonathan Greene, City Manager
Troy R. White, P.E., Assistant City Engineer

To:	Jill Liogghio
From:	Patrick O'Dowd, Government and Community Relations Manager, Jackson Area Transportation Authority
Date:	1/30/24
Subject	Request to add JN 220815 to the TIP

1. The Jackson Area Transportation Authority (JATA) is requesting the Region 2 Planning Commission approve JN 220815 to be added on the 2023-2026 TIP. JATA is requesting the federal amount to be \$191,866 and the state funding for this project to be \$47,967 for a total of \$239,833. The table below shows the specific project information JATA would like added to the TIP.

Fiscal Year	Project Name	Limits	Primary Work Type	Project Description	Federal Cost	Federal Funding Source	State Cost	Total Project Cost
2024	E. High St.	Area Wide	Capital	CRP -Van Replacement	\$191,866	FY2022 CRP	\$47,967	\$239,833

MEMORANDUM

TO: Region 2 Planning Commission

FROM: Jacob Hurt, Executive Director

DATE: March 6, 2024

SUBJECT: R2PC Amended Bylaws – DRAFT VERSION

R2PC staff have prepared a DRAFT version of the R2PC organizational bylaws for your review, comment and adoption over the next few months. This is the first proposed update and amendment to the bylaws since they were amended and adopted on November 11, 1999.

Highlights of a few key changes / additions follow:

- *Article IV Membership – Section 1: Membership Structure*
 - Membership thresholds have been increased from one (1) representative per 10,000 population to one (1) representative per 20,000 population across all governmental entities, resulting in:
 - Jackson County representation decreasing from 15 representatives to 8 representatives
 - Lenawee County representation decreasing from 10 representatives to 5 representatives
 - City and Village representation shall have one (1) representative for its initial 20,000 population; and a second representative for its population between 20,000 and 60,000
 - Township representation shall have one (1) representative for its initial 20,000 population; a second representative for its population between 20,000 and 60,000; and a third representative for its population between 60,000 and 100,000
 - Proposed addition of representation of the Region's institutions of higher education and "Commission Appointments" of representatives from private sector, education, labor, chambers of commerce, and workforce development
- *Article VI Organization – Section 5: Meetings*
 - The Full Commission shall meet six (6) times per year, on a bi-monthly basis, in the months of January, March, May, July, September, and November.
 - Executive Committee meetings shall be held, *as needed*, between regular meetings of the Full Commission.
- *Article VII Standing Committees – Section 2: Executive Committee*
 - The Executive Committee shall consist of the Chair, the Vice-Chair, the Treasurer, the Secretary of the Full Commission, and the Executive Director. During intervals between Full Commission meetings, the Executive Committee shall possess, and may exercise, all the powers and functions of the Full Commission, as needed.

- *Article VIII Jackson Area Comprehensive Transportation Study (JACTS)*
 - This section is an addition to the existing bylaws and outlines the decision making authority of the JACTS Policy Committee for transportation issues affecting the Jackson MPO. The arguments for making this change include:
 - The standard across Michigan is to give the MPO Policy Committee the final decision on the MPO core documents, such as the Unified Planning Work Program (UPWP); Metropolitan Transportation Plan (MTP) (formerly referred to as the Long Range Transportation Plan, or LRTP); Transportation Improvement Program (TIP) as well as any TIP amendments. This is the case for other areas where the RPAs (Regional Planning Associations) are designated as the MPO, examples of this include:
 - Southwest Michigan Planning Commission (Benton Harbor/St. Joseph); West Michigan Shoreline Development Commission (Muskegon); and Networks Northwest (Traverse City).
 - SEMCOG and Tri-County Planning Commission (Lansing) only have a 2-committee structure, so the MPO Policy Committee is the same as the RPA committee. They also have the situation where the RPA and MPO boundaries are the same. The only 2 instances of this in the state.
 - Giving the MPO Policy Committee the final decision on TIP amendments streamlines the TIP amendment process and reduces the time for amendment approval by 4 weeks.
 - Giving the MPO Policy Committee the final decision on TIP amendments and core documents eliminates the need for the R2PC Full Commission / Executive Committee to meet every month thereby allowing R2PC to reduce its meeting frequency by transitioning to bi-monthly meetings as described previously.
 - MPO core documents only apply to the MPO metropolitan planning area (MPA) so all affected local governments and road agencies are represented on the JACTS Policy Committee.

Region 2

PLANNING COMMISSION

Serving Hillsdale, Jackson & Lenawee Counties

BYLAWS OF REGION 2 PLANNING COMMISSION

As adopted November 11, 1999 and

As amended and adopted March 14, 2024

Pursuant to the provisions of Act 281 (Regional Planning Commission Act) of the Michigan Public Acts of 1945, as amended, and Act 46 (Regional Economic Development Commission) of the Michigan Public Acts of 1966, as amended, the County Boards of Commissioners of Hillsdale, Jackson, and Lenawee Counties have established the Region 2 Planning Commission.

The Region 2 Planning Commission's primary mission is to promote and foster regional development in the three county region through cooperation amongst local governments and regional partners.

Therefore, this Commission does hereby promulgate and adopt the following by-laws for governing the Region 2 Planning Commission.

ARTICLE 1 ESTABLISHMENT

SECTION 1: This Commission was created under the authority of Act 281 of Michigan Public Acts of 1945, as amended. The Commission was formed as the Jackson Metropolitan Planning Commission in 1956 by the Townships of Blackman, Leoni, and Summit and grew to include all of Jackson County in 1965, including the City of Jackson. The current organization was formed in 1974 when local units of government within the counties of Hillsdale and Lenawee became eligible to join the Region 2 Planning Commission.

SECTION 2: The official title of this Commission is the Region 2 Planning Commission, hereinafter referred to as the "Commission."

ARTICLE II DEFINITIONS

SECTION 1: Definitions

- A. Commission – Region 2 Planning Commission as an organization.
- B. Board of Directors – Region 2 Planning Commission governing and policy board.
- C. Board Member – An individual appointed by a local unit of government, dues paying organization, or Commission appointee.
- D. Board Officer(s) – Chair, Vice-Chair, Secretary, and Treasurer of the Board of Directors.
- E. Executive Committee – Subcommittee of the Board of Directors consisting of the Chair, Vice-Chair, Secretary, Treasurer, and Executive Director.
- F. Fiscal Year – October 1 through September 30.
- G. In Good Standing – Current fiscal year local funding contribution is paid in full. Under extenuating circumstances, a grace period for payment may be granted by resolution of the Commission.

- H. Member – A local unit of government or organization within the Region in good standing with the Commission.
- I. Region – Geographic area defined by the counties of Hillsdale, Jackson, and Lenawee.
- J. R2PC – Region 2 Planning Commission.

ARTICLE III JURISDICTION

SECTION 1: Jurisdiction: The Commission's jurisdiction is to include the geographic area bounded by the counties of Hillsdale, Jackson, and Lenawee. The area of jurisdiction may include geographic areas outside of the region when the federal or state programs operated by the Commission utilize a different boundary.

ARTICLE IV MEMBERSHIP

SECTION 1: Membership Structure: The Commission shall be composed of those units of government within and including the Counties of Jackson, Lenawee, and Hillsdale which make regular annual contributions to the operating costs of the Commission, with each member providing representative Commissioners to the Board of Directors as follows.

- A. County membership: A member county shall have one (1) representative Commissioner per 20,000 population, as follows:
 - a. Jackson County – Eight (8) Commissioners
 - b. Lenawee County – Five (5) Commissioners
 - c. Hillsdale County – Two (2) Commissioners
- B. City and Village: A member city or village shall have one (1) representative for its initial 20,000 population; and a second representative for its population between 20,000 and 60,000.
- C. Township membership: A member township shall have one (1) representative for its initial 20,000 population; a second representative for its population between 20,000 and 60,000; and a third representative for its population between 60,000 and 100,000.
- D. Educational Institution: There shall be two (2) representative Commissioners representing the Region's institutions of higher education; Adrian College, Hillsdale College, Jackson College, Siena Heights University, and Spring Arbor University. Representation will be alternated on a two-year cycle to ensure each institution is regularly represented.
- E. School Districts: Shall be provided a non-voting membership.
- F. Commission Appointments: There shall be three (3) representatives from the private sector, education, labor, chamber of commerce, and workforce development.

- G. Alternate Membership: Counties, municipalities, townships, and educational institutions, may appoint alternates to their regular Commissioners. Alternates to Commission Appointments may be made by the Commission.

SECTION 2: Qualifications for Commissioners: The Commission shall be comprised of no less than fifty-one (51) percent local elected officials, however the units of government comprising the Commission recognize that the cooperative contributions of both elected officials and private citizens are essential to the successful performance of the Commission's function. The Commission will attempt to encourage active citizen participation on its membership. County representatives shall be appointed by the member County Board of Commissioners from among their own membership or citizen appointees. City, village, or township representatives shall be appointed by the governing bodies of said local units from among their own membership or citizen appointees. Educational institutions' representatives shall be appointed by their governing board. Commission at large appointments shall be recommended by the Executive Director for consideration and nomination by the Executive Committee with final appointment by the Board of Directors. Executive Committee members may also recommend at large appointments. Commission appointments at large shall be geographically distributed.

SECTION 3: Term of Office: Representative Commissioners shall serve three (3) year terms. Whenever a vacancy occurs for any reason, the resulting vacancy shall be filled in the same manner as the original appointment, for the balance of the unexpired term of such member. Further, this Commission shall have the power to determine, that Commissioners appointed at large may serve shortened or extended terms so that approximately one-third (1/3) of such terms shall expire in each year.

SECTION 4: Resignation: Commissioners may resign at any time, effective immediately or at a specified later date, by giving written notice to the Chair or Executive Director of the Commission. The acceptance of such resignation shall not be necessary to make it effective.

SECTION 5: Removal: A Commissioner may be removed at any time, with or without cause, by a two-thirds vote of all remaining Commission members. The Commission will also consider a position to be vacated if a Commissioner has three (3) unexcused absences in a calendar year. In this case, the Chair will advise the appointing body and request a new appointment.

SECTION 6: Official Commission Communication.

- A. Communication with Employees: Communication between Commissioners and Commission employees shall be made only with the knowledge of the Executive Director. Similarly, communications by employees of the Commission with Commissioners shall be made with the knowledge of the Executive Director. The Executive Director shall receive copies of all written communications.

- B. **Information Requests:** Individual Commissioners or Commission Officers may request information from employees; however, requests must be made through the Executive Director unless the Executive Director directs otherwise. Requests to employees shall be in writing with copies made to the Executive Director. In the event a Commissioner requests information from an employee that results in a material amount of time, funds, or is disruptive to the judgement of the Executive Director, the request may be refused. Such refusal shall be communicated in writing to the requesting Commissioner by the Chair.

SECTION 7: Compensation: The R2PC shall not pay compensation to representative Commissioners for their services as a Commissioner.

SECTION 8: Admission to Membership: Admission of additional counties to membership in the Commission is allowable upon petition of such counties and approval of that petition by the Commission, by the County Boards of Commissioners of the existing member counties, and by Executive Order of the Governor of Michigan.

SECTION 9: Forfeiture of Membership: A member unit may forfeit its membership upon a minimum of six (6) month notice to the Commission offices of a resolution to withdraw by its governing body. Membership dues will not be returned to member units in the case of withdrawal and are payable for the entire six (6) months from the date a written resolution of withdrawal is received by the Commission. A forfeiture of membership that results in a geographic boundary change for R2PC requires a resolution of concurrence by R2PC and acceptance by the State of Michigan.

ARTICLE V PURPOSE AND FUNCTION

SECTION 1: The Region 2 Planning Commission is a regional planning organization that aims to improve the economic, environmental, and fiscal health of member organization through transportation, land use and environmental planning, economic development and efficient local staffing.

SECTION 2: The Region 2 Planning Commission may have the following additional functions:

- A. To provide a mutual forum to identify, study, discuss, and define regional issues and opportunities.
- B. To assure a continual practical vehicle to promote communication and cooperation for the exchange of information among area governmental units and agencies.
- C. To foster, develop and review plans for growth, development and conservation of the environment in the region.

- D. To encourage and assist in the development of region wide policies and proposals for coordinating economic development, land use, transportation, recreation and other physical planning programs among local area governments.
- E. To furnish general and technical aid to member governments and groups or organizations.
- F. To review and coordinate federal, state, and local programs of regional importance as defined and approved by the Commission.
- G. To provide necessary assistance to local governments, agencies, and individuals in securing federal and state funding programs that would have regional significance as defined by the Commission.
- H. To undertake such other activities consistent with the purposes as set forth under the authority of the State of Michigan's Regional Planning Act 281 of 1945, as amended which provides for regional planning; the creation, organization, powers and duties of regional planning commissions; the provision of funds for the use of regional planning commissions; and the supervision of the activities of regional planning commissions under the provisions of this act.
- I. To consider other matters that may benefit and be of value in promoting and accomplishing the purposes of the Commission.
- J. To encourage region wide cooperation to enhance economic opportunity between the public and private sectors in development, expansion, attraction, and retention of business and industry and residents.

SECTION 3: The Commission shall make an annual report of its activities to the legislative bodies of the participating local governmental units and the Executive Office of the Governor. The report shall also be made available publicly.

ARTICLE VI ORGANIZATION

SECTION 1: Quorum: The appointed Commissioners shall constitute the general and overall policy-making body of the Commission. Each Commissioner shall have one (1) vote. A quorum at any regular or special meeting shall consist of one-sixth (1/6) of the total membership of the Commission as of the date of such meeting.

SECTION 2: Officers of the Commission: The officers of the Commission shall include a Chairman, Vice-Chairman, immediate Past Chairman, Treasurer, and Secretary.

- A. Qualifications of Commission Officers: Commission Officers shall be an elected official and/or representative from a dues paying organization or governmental unit.
- B. Election of Commission Officers and Term: The Nominating Committee shall be responsible for recommending a slate of officers selected from the membership. Each officer

shall serve for a period of not more than one (1) two-year term in each position with the Chairman position rotated among the three Region 2 counties. Election of officers is held in January of even numbered years.

- C. Resignation: Commission officers may resign at any time, effective immediately or at a specified later day, by giving written notice to the Executive Committee of the Commission. The acceptance of such resignation shall not be necessary to make it effective.
- D. Removal: A Commission officer may be removed at any time, with or without cause, by a two-thirds (2/3) vote of all remaining Commission members. The Executive Committee will advise the Commission members and request a new appointment.
- E. Vacancies: Shall be filled in line with Article VI, Section 2(A) with the exception that the election of a Commission officer take place at the following Commission meeting the vacancy occurs.

SECTION 3: Duties of the Officers:

A. Chairman. The Chairman shall:

- a. Exercise the functions of the Office of the Chair of the Region 2 Planning Commission.
- b. Preside at all meetings of the Commission and Executive Committee.
- c. Perform such duties and exercise such powers as are necessary or incident to the supervision and management of the business and affairs of the Region 2 Planning Commission as directed by the organization's Commissioners.
- d. Appoint all committees, or advisory committees or councils established by the Commission unless otherwise provided by the Commission.
- e. Shall have a vote upon all business considered by the Commission and shall be, ex officio, a member of all committees except the Nominating Committee.
- f. Sign and deliver, in the name of the Commission, all deeds, mortgages, bonds, contract, or other instruments requiring a Commission officer's signature, unless otherwise directed by the Commission.
- g. Have the general powers and duties usually vested in the office of the Chair.

B. Vice-Chair. The Vice-Chairman shall:

- a. Exercise the functions of the Office of the Chair of the Region 2 Planning Commission in the absence of the Chair.
- b. Preside at all meetings of the Commission in the absence of the Chair.
- c. Perform such duties and exercise such powers as are necessary or incident to the supervision and management of the business and affairs of the Region 2 Planning Commission as directed by the organization's Commissioners, in the absence of the Chair.

- d. Sign and deliver, in the name of the Commission, all deeds, mortgages, bonds, contract, or other instruments requiring a Commission officer's signature, unless otherwise directed by the Commission, in the absence of the Chair.
- e. Have the general powers and duties usually vested in the office of the Chair, in the absence of the Chair.
- f. In the event that the office of the Chair shall become vacant by death, resignation, or otherwise the Vice-Chairman shall become Chairman for the unexpired term of the Chairman.

C. Treasurer. The Treasurer shall:

- a. Perform the usual duties of the office, and other such duties as the Commission may direct.
- b. Have charge and custody of all Commission funds and securities, and shall deposit all monies, securities and other valuable effects in the name of the Commission in such depositories as may be designated for that purpose by the Commission.
- c. Be responsible to the Commission for a record of all property acquired by the Commission and shall cause to be kept accounting record showing all financial transactions of the Commission in accordance with generally accepted governmental procedures and standards. Make a financial report at each regular meeting of the Commission, and shall permit inspection of all financial records by any Commissioner at any reasonable time.
- d. Disburse funds of the Commission in accordance with the adopted budget and as otherwise authorized by the approval of the Commission or Executive Committee, taking proper vouchers for such disbursements. In the absence of the Treasurer, withdrawal vouchers on the funds of the Commission may originate with the Secretary or the Chairman or the Vice-Chairman. All vouchers other than payroll must be countersigned by any of the above officers.

D. Secretary. The Secretary shall:

- a. Perform the usual duties of the office, and such other duties as the Commission may direct.
- b. Attend all meetings of the Commission and Executive Committee, and record the minutes of the meetings and have custody of the official minute books of the Commission.
- c. Have charge of all correspondence and notices pertaining to the meetings and official actions of the Commission and Executive Committee.

SECTION 4: Executive Director: The Commission may employ and Executive Director, who shall hold the office at the will and pleasure of the Commission. The Executive Director shall be the chief administrative officer of the Commission, and direct all work programming, staff, and consultants, prepare budgets and financial statements, and generally direct and conduct

the day-to-day business and otherwise represent the Commission. The Executive Director shall have general supervision of the operating staff of the Commission, and may employ or discharge any employee, except as otherwise provided by the Commission. The Executive Director shall have such other powers and duties as may be delegated by the Commission, including:

- A. The Executive Director shall submit a report of staff activities at all regular meetings of the Commission, and shall submit a report on accomplished, current, and proposed programs at least once (1) each year.
- B. The Executive Director shall be an ex officio member of the Commission, Executive Committee, and all advisory and subcommittees concerned with any element of the work program.
- C. The Executive Director shall submit to the Commission in writing the purpose of, and estimated cost, for all in-state and out-of-state travel, anticipated to cost in excess of \$750. Such travel shall not be undertaken at the expense of the Commission except upon prior authorization by the Commission or its Executive Committee. However, any travel that is necessary in order to undertake an approved project of the Commission that cannot be authorized due to a lack of advance notice, can be taken at the discretion of the Executive Director and approval of at least one (1) officer of the Commission and reported at the following Commission meeting.
- D. Except as stated above, the Executive Director may make commitments or purchases in amounts not exceeding \$5,000.00 without prior authorization by the Commission; provided that the amount does not exceed the funds remaining in the approved budget allocation for that type of expenditure.
- E. The Executive Director shall certify to the Treasurer all payrolls and rates of pay and all invoices for property or services.
- F. With the approval of the Commission the Executive Director may delegate to any of his/her subordinates certain of the special duties and powers assigned to him/her.
- G. The Executive Director shall have such management and administrative employees as deemed necessary and shall determine the hiring process, duties, and responsibilities of such employees.

SECTION 5: Meetings: The Full Commission shall meet six (6) times per year, on a bi-monthly basis, in the months of January, March, May, July, September, and November for the transaction of such business as may be brought before the Commission. The regular meeting schedule of the Region 2 Planning Commission shall be established in September before the start of each fiscal year. All Full Commission meetings, and notices of such meetings, shall comply with the Michigan Legislature Section 16.263, Open Meetings Act, Act 267 of 1976.

- A. Executive Committee Meetings shall be held, as needed, between regular meetings of the Full Commission to exercise all powers of the Commission, subject to the Full Commission's review and approval, and provided such actions are not inconsistent with general policy of the Commission. A majority of the Executive Committee in office at the

time shall be necessary to constitute a quorum and, in every case, an affirmative vote of a majority of the members of the committee present at a meeting shall be necessary for the taking of any action. The Executive Committee shall also meet at the call of its Chair or any other two (2) members of the committee.

- B. Special Meetings of the Commission may be called at any time by direction of the Executive Committee, the Chairman, or upon written request to the Chairman by ten (10) or more Commission members. Notice of special meetings shall specify the business to be transacted and no other business shall be considered.
- C. Notice. Due and proper notice of regular or special meetings shall be considered to have been given if such notice is placed in the mail at least five (5) days prior to such meeting. Any Commissioner, however, shall have been deemed to waive such notice by his attendance at any such meeting.

SECTION 6: Rules of Order: The Region 2 Planning Commission shall conduct its business in accordance with the most recent Robert's Rules of Order.

SECTION 7: Amendments: These by-laws may be amended, revised, repealed, or expanded by a two-thirds (2/3) majority of the Commission present and voting at any regular or special meeting.

SECTION 8: Repeal of Conflicting Rules: These by-laws adopted; supersede all other rules of operating previously adopted by the Full Commission. Any rules inconsistent with these by-laws are hereby repealed.

ARTICLE VII STANDING COMMITTEES

SECTION 1: All standing committees shall consist of a minimum of five (5) members appointed, with the exception of the Executive Committee, from the membership of the Commission. Committees may elect a chairperson, as needed.

SECTION 2: Executive Committee: The Executive Committee shall consist of the Chair, the Vice-Chair, the Treasurer, the Secretary of the Full Commission, and Executive Director. During intervals between Full Commission meetings, the Executive Committee shall possess, and may exercise, all the powers and functions of the Full Commission, as needed. A majority of the Executive Committee in office at the time shall be necessary to constitute a quorum and, in every case, an affirmative vote of a majority of the members of the committee present at a meeting shall be necessary for the taking of any action. The Executive Committee shall also meet at the call of its Chair or any other two (2) members of the committee.

SECTION 3: Personnel and Finance Committee: A Personnel and Finance Committee shall be appointed annually at the September meeting of the Commission in advance of each fiscal year by the Chairman. One of the Commissioners appointed shall be the Treasurer.

- A. The purpose of the committee is to review personnel and financial concerns of the Commission and provide recommendations to the Executive Director, the Executive Committee, and/or the Commission. Meetings shall be held at the request of the Executive Director or at the call of one the Committee members.

SECTION 4: Nominating Committee: A Nominating Committee shall be elected at the November Commission meeting in every other odd numbered year, beginning in 2025, or as needed to recommend a replacement for any vacant office position. The Nominating Committee shall be responsible for recommending a slate of officers selected from the membership of the Full Commission. Election of officers will take place at the January Full Commission meeting, in every other even numbered year, beginning in 2026.

ARTICLE VIII JACKSON AREA COMPREHENSIVE TRANSPORTATION STUDY (JACTS)

SECTION 1: Purpose: The Jackson Area Comprehensive Transportation Study (JACTS) Metropolitan Planning Organization (MPO) is the designated MPO for the Jackson Urbanized Area. The study area is defined by the adopted Metropolitan Area Boundary, or MAB, which encompasses all of Jackson County. The Jackson MPO, or JACTS, is staffed and assisted in its work by the Region 2 Planning Commission. The JACTS Policy Committee provides coordinated leadership and direction for the development and conduct of the continuing, cooperative and comprehensive transportation planning process in the Jackson Urbanized Area, in accordance with the provisions of Title 23 United States Code, Section 134. The membership of the JACTS Policy Committee shall consist of a duly appointed representative from each local unit of government comprising the Jackson Urbanized Area as defined by the United States Census Bureau 2020 U.S. Census and one representative from the Michigan Department of Transportation.

SECTION 2: Duties: The JACTS Policy Committee shall constitute the forum for cooperative transportation decision making by elected officials of the general purpose governments organized to develop area wide transportation plans and programs within the Jackson MPO boundary. The JACTS Policy Committee shall:

- A. Approve policy for a continuing, cooperative and comprehensive transportation planning process.
- B. Review and adopt the MPO Long Range Transportation Plan (LRTP) and update as necessary.
- C. Review and adopt the MPO Transportation Improvement Program (TIP) and review the allocation of federal eligible projects within each year of the TIP.

- D. Approve MPO Transportation Improvement Program (TIP) amendments as requested by participating agencies and forward approval submittals to Michigan Department of Transportation.
- E. Ensure the MPO, LRTP, and TIP conform to the Michigan Transportation Conformity Air Quality State Improvement Plan (SIP), pursuant to Title 23 Code of Federal Regulations, Section 450 as determined in accordance with the U.S. Environmental Protection Agency conformity regulation (Title 40 code of Federal Regulations part 51).
- F. Review and approve the MPO unified Planning Work Program that details work activities and proposed budget.
- G. Adopt and implement a Public Participation Process that outlines the promotion and utilization of public involvement and is described in the Participation Plan.
- H. Act on recommendations of the JACTS Technical Committee.
- I. Ensure the efficient and effective use of Federal Highway Administration (FHWA) Metropolitan Planning (PL) and Federal Transit Administration (FTA) Section 5303 funds.
- J. Annually certify that the Transportation Planning Process is meeting the requirements of 23 Code of Federal Regulations 450.

SECTION 3: Reporting: Region 2 Planning Commission staff, acting as staff for JACTS, will provide a report of JACTS activities and approvals to the R2PC Full Commission at each Commission meeting.

ARTICLE IX FINANCIAL AFFAIRS

SECTION 1: Dues: The Commission shall set annual membership dues to be paid by each member, on a per capita basis utilizing the most recent Census data. Dues shall be required of counties, cities, villages, townships, educational institutions, and school districts as a condition of membership.

SECTION 2: Contracts and Grants: The Board of Directors may authorize the Executive Director by an annual resolution to enter into any contract or execute and deliver any instrument in the name and on behalf of the Commission, and any such authority may be general or confined to specific instances pertaining to the annual work plan and budget.

SECTION 3: Records and Audits: An annual audit shall be conducted each fiscal year by a third-party certified public accounting firm and made available to members within 120 days of the end of the year being audited.

SECTION 4: Signatories: The Chair, Vice-Chair, and Treasurer are authorized to sign checks drawn on the Commission's accounts in payment for authorized expenditures or necessary withdrawal of savings. It shall be Commission policy to require two (2) signatures on all manual checks.

SECTION 5: Authority to Borrow Funds: The Commission shall have the authority to borrow funds/establish a line of credit for the purpose of meeting immediate cash-flow needs. The Commission shall specify the maximum limit for such borrowing. A Commission officer may authorize the transfer of such funds.

SECTION 6: Deposits: All funds of the Commission shall be deposited to the credit of the Commission in such banks, trust companies, or other depositories.

SECTION 7: Documents Kept at Registered Office: The Commission shall cause to keep at the registered office of the Region 2 Planning Commission originals, or copies, of:

- A. Records of all proceedings of the Full Commission and all committees having any authority of the Full Commission, including minutes of meetings,
- B. Records of all votes and actions of the Full Commission,
- C. Accounting records, including financial statements of the Region 2 Planning Commission,
- D. Bylaws of the Region 2 Planning Commission, and any other applicable organizational documents, all amendments and restatements thereof.

SECTION X STATUTE

Section 1: Act 281 of Michigan Public Acts of 1945, as amended, is incorporated in and hereby a part of these Bylaws.



February 19, 2024

Re: Evans St Corridor Plan

City of Tecumseh, MI 49286

A hard copy of the Evans St Corridor Plan was mailed to you in December 2023. The city is approaching the end of the 63-day public review period. At this time, another public hearing will take place. That hearing is scheduled for March 12, 2024, at 7:00 pm in the City of Tecumseh Council Chambers. Attached is that public notice. Please let me know if you would like another hard copy of the Evans St Corridor Plan mailed to you. Thank you.

Sonya Grubb,

Building Services Clerk

sgrubb@tecumsehmi.gov

517.424.6547

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**NOTICE OF PUBLIC HEARING
FOR EVANS STREET CORRIDOR PLAN**

City of Tecumseh
309 E Chicago Blvd
Tecumseh, MI 49286
517.424.6548

Please take note that at the regular meeting of the City of Tecumseh Planning Commission on Tuesday, March 12, 2024, beginning at 7:00 pm in the Council Chambers at Tecumseh City Hall, 309 E. Chicago Blvd, Tecumseh, MI, a public hearing will be held on the proposed **EVANS STREET CORRIDOR PLAN**, a proposed amendment to the City of Tecumseh's Master Plan.

MICHIGAN PLANNING ENABLING ACT, ACT 33 OF 2008

- Before approving a proposed master plan, a planning commission shall hold not less than 1 public hearing on the proposed master plan. The hearing shall be held after the expiration of the deadline for comment. Comments on the proposed master plan may be submitted to the planning commission within 63 days after the proposed master plan was prepared. The date for the 63-day expiration was February 18, 2024.
- The approval of the proposed master plan shall be by resolution of the planning commission carried by the affirmative votes of not less than 2/3 of the members.
- Approval of the proposed master plan by the planning commission is the final step for adoption of the master plan, unless the legislative body by resolution has asserted the right to approve or reject the master plan.

Michigan Compiled Laws Section 125.3843

All interested persons are invited to attend. Any written comments can be mailed or delivered in person to the Building Services Department, City of Tecumseh, 309 E Chicago Blvd., PO Box 396, Tecumseh, MI 49286. Additional information can be obtained by calling the Building Services Department at 517.424.6547 or 517.424.6548.

City of Tecumseh
Planning Commission

The City of Tecumseh does not discriminate based on disability in the admission or access to treatment or employment in its programs or activities. Edward A. Engle has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act and the rights of individuals with disabilities requiring auxiliary aids or services should contact the City of Tecumseh, 309 E Chicago Blvd., Tecumseh, MI 49286 – 517.424.6548 at least three days before the meeting.

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