



JACKSON AREA COMPREHENSIVE TRANSPORTATION STUDY (JACTS) POLICY COMMITTEE MEETING

*Thursday, March 21, 2024 / 8:00 AM
Jackson County Tower Building / 5th Floor / 120 W. Michigan Ave., Jackson, MI 49201*

AGENDA

1. Call to Order
2. Public Comment
3. Approve Minutes of the Policy Committee Meeting of February 15, 2024, and Receive the Minutes of the Technical Advisory Committee Meeting of February 14, 2024 (see enclosures) – **ACTION**
4. 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>)
5. Approval of Amendments to the JACTS FY 2023–2026 Transportation Improvement Program (TIP) (see enclosures) – **ACTION**
 - Jackson County Department of Transportation
 - Michigan Department of Transportation
 - Local Bridge Bundling Project
6. Approval of the updated JACTS Policy Committee Bylaws (see enclosure) – **ACTION**
7. Other Business
8. Public Comment
9. Adjournment

MINUTES

JACTS POLICY COMMITTEE

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

Thursday, February 15, 2023

Members Present: Heather Bowden, MDOT – Lansing Office
Michael Brown, JATA
Jonathan Greene, City of Jackson
Pete Jancek, Blackman Charter Township (Vice-Chair)
Angela Kline, JACTS TAC
Mike Trudell, Summit Township
Margie Walz, R2PC Executive Committee

Members Absent: Cameron Carr, Jackson County Airport Board
Mike Gallagher, Napoleon Township
David Herlein, Spring Arbor Township
Mike Jester, Leoni Township
Mike Overton, JCDOT
James Shotwell, Jackson County Board of Commissioners (Chair)

Others Present: Tina Beagle, Member of Public
Charlie Briner, JCDOT
Brett Gatz, Region 2 Planning Commission
Kelby Wallace, MDOT – Jackson TSC
Troy White, City of Jackson

ITEM 1 CALL TO ORDER

Vice-Chair Jancek called the meeting to order at 8:07 a.m. A quorum was present.

ITEM 2 PUBLIC COMMENT

Ms. Beagle told the committee that she was on JTV last week to promote a race being held in Jackson. She also mentioned at meeting being held at the Blackman Township office.

ITEM 3 APPROVE MINUTES OF THE POLICY COMMITTEE MEETING OF JANUARY 18, 2024 AND RECEIVE THE TECHNICAL ADVISORY COMMITTEE MINUTES OF JANUARY 17, 2024

A motion was made by Mr. Trudell, supported by Mr. Brown, to approve the Policy Committee meeting minutes of January 18, 2024, and receive the Technical Advisory Committee meeting minutes of January 17, 2024, 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, 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 City of Jackson:

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
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

The following amendments to the JACTS FY 2023-2026 Transportation Improvement Program (TIP) were submitted by the Jackson Area Transportation Authority:

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

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

**ITEM 6 APPROVAL OF THE UPDATED JACTS TAC AND POLICY COMMITTEE
BYLAWS**

Mr. Gatz presented the updated drafts of the JACTS TAC and Policy Committee bylaws. No new discussion was given by the committee. A motion was made by Mr. Greene, supported by Mr. Trudell, to approve the updated JACTS TAC and Policy Committee bylaws as presented. The motion carried unanimously.

ITEM 7

OTHER BUSINESS

- Mr. Gatz presented MDOT's FY 2023 Highway Program Accomplishments and thanked the committee for their involvement in getting MDOT projects approved. An infographic was provided in the packet.
- Mr. Jancek mentioned a tent that was set up on I-94.
- Mr. Wallace provided information on MDOT's Complete Streets survey.

ITEM 10

PUBLIC COMMENT

Ms. Beagle asked about the Active Jackson Coalition and if meetings were still happening. Mr. Gatz informed her that R2PC is reorganizing the group and is looking to relaunch it in April. She also notified MDOT about what she thinks to be trash along I-94 by the Elm Road ramp.

ITEM 11

ADJOURNMENT

There being no further business, Vice-Chair Jancek adjourned the meeting at 8:32 a.m.

Brett Gatz, Recording Secretary
Region 2 Planning Commission

MINUTES

JACTS TECHNICAL ADVISORY COMMITTEE

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

Wednesday, February 14, 2024

Members Present: Charlie Briner, JCDOT
Robert Caldwell, JCDOT
Jim Cole, JCDOT (Alt.)
Jon Dowling, City of Jackson (Vice-Chair)
Brett Gatz, Region 2 Planning Commission
Angie Kline, JCDOT (Chair)
Mark Kloha, MDOT – Statewide Planning
Jack Ripstra, Local Government Representative
Andrea Strach, MDOT – University Region
Troy White, City of Jackson
Juan Zapata, Jackson County Airport

Members Absent: Jonathan Greene, City of Jackson
Patrick O'Dowd, JATA

Others Present: Kelby Wallace, MDOT – Jackson TSC

ITEM 1 CALL TO ORDER

Chair Kline called the meeting to order at 9:36 a.m.

ITEM 2 PUBLIC COMMENT

No public comments were received.

ITEM 3 APPROVE MINUTES OF THE TECHNICAL ADVISORY COMMITTEE MEETING OF JANUARY 17, 2024 AND RECEIVE THE POLICY COMMITTEE MINUTES OF JANUARY 18, 2024

A motion was made by Mr. Ripstra, supported by Mr. Briner, to approve the Technical Advisory Committee meeting minutes of January 17, 2024, and receive the Policy Committee meeting minutes of January 18, 2024, 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, and Jackson County Airport.

ITEM 5**APPROVAL OF AMENDMENTS TO THE JACTS FY 2023-2026
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

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2024	E. High St.	Area Wide	Capital	CRP -Van Replacement	\$191,866	FY2022 CRP	\$47,967	\$239,833

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

ITEM 6**APPROVAL OF THE UPDATED JACTS TAC BYLAWS**

Mr. Gatz presented the updated draft of the JACTS TAC bylaws. No new discussion was given by the committee. A motion was made by Mr. Ripstra, supported by Mr. Briner, to approve the updated JACTS TAC Bylaws as presented. The motion carried unanimously.

ITEM 7**OTHER BUSINESS**

- Ms. Strach presented MDOT's FY 2023 Highway Program Accomplishments and thanked the committee for their involvement in getting MDOT projects approved. An infographic was provided in the packet.
- Chair Kline announced that Mr. Briner has been promoted to Director of Engineering at JCDOT.

ITEM 8 **PUBLIC COMMENT**

No public comment was received.

ITEM 9 **ADJOURNMENT**

There being no further business, Chair Kline adjourned the meeting at 9:59 a.m.

Brett Gatz, Recording Secretary
Region 2 Planning Commission

TO: JACTS Technical Advisory and Policy Committees
DATE: March 11, 2024
FROM: Jon H. Dowling, P.E.
SUBJECT: TIP Project Status

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. **Signal installation is complete waiting on Consumers Energy to connect the wires for power.**

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, AT&T finished and the project is 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. **Project to go to City Council for assessments and contract award on March 19.**

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 to go to City Council for assessments and contract award on March 19.**

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 scheduled to be in the May 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...



Memorandum

Date: March 11, 2024

To: Mr. Brett Gatz
Region 2 Planning Commission

From: Angela N. Kline, PE, CPM
Managing Director

Charles W. Briner, PE
Director of Engineering

RE: March JACTS Update

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.

Fiscal Year 2022

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 is scheduled to be completed in early April. Signals will be shipped end of March, but may spill into April.
- County Farm Road is open to traffic.

Fiscal Year 2023

HRRR & HSIP Funding – MDOT Safety Grant Projects

JN 213879 Dearing Road and Jefferson Tree Removal

Tree removal completed on Jefferson Road and currently working in Dearing Road. Pavement markings and sign work remain.

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

Preconstruction Meeting scheduled for March 18th

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

JN 214065 Moscow Road Intersections Road Safety Audit

Horton Road RSA Findings meeting held on March 12

Moscow Road RSA draft report currently under review

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

Awarded and coordinating with contractor to schedule pre-construction meeting

Fiscal Year 2024

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. Working with Consumers on finalizing the license agreement for the proposed path. Tree removal began early March and plan to finish by the end of the month.

STUL (Urban) Federal Aid Projects

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

GI Meeting held March 12, plan to address comments and submit by the end of the month

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

Napoleon and Western School RSA draft report currently under review



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
JACKSON TRANSPORTATION SERVICE CENTER

BRADLEY C. WIEFERICH, P.E.
DIRECTOR

March 8, 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). Traffic has been shifted on WB I-94 and temporary concrete barrier is being moved to allow EB I-94 to also be shifted. Lane closures will be occurring from weekly from Monday morning until Friday morning. Ramp closures on EB I-94 will be occurring at Michigan Ave and Parma Road in late March.

Cooper Street (M-106) signing upgrade from near Michigan Ave to the Jackson/Ingham County line – This project is substantially complete.

Cooper (M-50/US-127BR) over abandoned RR, north of High and south of Morrell – Preventative maintenance bridge repairs. Work is scheduled to begin in early June and will detour one direction of Cooper Street using Morrell, Elm and High Streets.

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

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.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
JACKSON TRANSPORTATION SERVICE CENTER

BRADLEY C. WIEFERICH, P.E.
DIRECTOR

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

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. Stakeholder meeting on April 3rd at 9am in the JTSC.



Jackson County Department of Transportation

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

Keeping Our Community Safely in Motion...



Memorandum

Date: February 22, 2024

To: Ms. Jill Liogghio
Region 2 Planning Commission

From: Angela N. Kline, PE, CPM
Managing Director

Charlie Briner, PE
Director of Engineering

RE: March 2024 JACTS TIP Amendments

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

Fiscal Year	Job #	Project Name	Limits	Project Description	Funding	Action
2024	216519	Napoleon Rd; Reynolds Rd; Blackman Rd; Hoyer Rd	Broad St to Lee Rd; Kibby Rd to McCain Rd; W. Michigan Ave to Leora Ln; <i>South St to Township Line</i>	One Course Overlay	\$709,240.50 STUL \$195,500.00 Local Total \$904,740.50	Funding Adjustment
2024	216522	Pulaski Rd & County Farm Rd	Folks Rd to Concord Village Limits; Parma Rd to Blackman Rd	Spot Paving and Chip Seal	\$749,550.00 STL \$379,565.83 State-D \$139,100.00 Local Total \$1,268,215.83	Adjust Project Limits, Description & Funding Adjustment

Fiscal Year	Job #	Project Name	Limits	Project Description	Funding	Action
2024	219913	2024 - Horizontal Curves & Mumble Strips	Various Roads County Wide	Horizontal Curves & Mumble Strips	\$565,589.31 STUL \$65,518.62 Local Total \$631,107.93	Add Project
2024	220878	Lansing Ave RR	Lansing Avenue Crossing of Jackson & Lansing Railroad	Install new ties for placement of crossing surface	\$25,111 TAUL \$18,652 Local Total \$43,763	Add Project
2024	217971	Cady and Behling Road Tree Removal	Wolf Lake Road to Norvell Road; 30 Miles Road to Albion Road	Tree Removal, Sign Replacement and Pavement marking application	\$338,635.00 HRRR \$38,626.00 Local Total \$377,261.00	Add Project
2024	TBD*	SS4A	County Wide	Safe Streets For All – Comprehensive Systemic Safety Action Plan	\$500,000 SS4A \$125,000 Local Total \$625,000	Add Project
2025	TBD*	Airport Road	County Farm Road to Argyle Street	Mill & Fill, capacity improvements and Signal Modernization	\$2,000,000 SA \$375,000 TED F \$180,000 Local Total \$2,555,000	Add Project

Fiscal Year	Job #	Project Name	Limits	Project Description	Funding	Action
2025	219895	S. Jackson Road Tree Removal	Vickery Road to Kimmel Road	Tree Removal, Sign Replacement and Pavement marking application	\$417,350.00 HRRR \$46,372.00 Local Total \$453,722.00	Add Project
2025	220178	Robinson & Spring Arbor Road Signal	Robinson Road at Spring Arbor Road	Upgrade Signal Heads & Equipment	\$136,291.00 HSIP \$15,144.00 Local Total \$151,435.00	Add Project
2025	220179	Ackerson Lake at Hart Road intersection improvements	Ackerson Lake Road at Hart Road	Installation of guardrail, Flashing LED stop sign, sign upgrades and pavement markings	\$42,134.00 HSIP \$13,910.00 Local Total \$56,044.00	Add Project
2026	TBD*	Albion Road Bridge	N. Br Kalamazoo River Crossing	Replace	\$1,993,100 LBG \$104,900 Local Total \$2,098,000	Add Project

*Job number will be available once job is programmed by MDOT.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

BRAD WEIFERICH
DIRECTOR

March 8, 2024

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

Dear Director Hurt:

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

Proposed TIP Amendments:

- 1) The construction phase of the M-99 (M-99, west of Gibbs to M-50 and M-50, Hopcraft to M-99, M-99, west of Gibbs Road to M-50 and M-50, Hopcraft to M-99) has increased in construction length and budget for the capital preventative maintenance project.

Please see the next pages for details.

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

Sincerely,
Andrea Strach, Transportation Planner

MICHIGAN DEPARTMENT OF TRANSPORTATION PROPOSED TRANSPORTATION IMPROVEMENT AMENDMENT (MARCH 2024)															
	Fiscal Year	Job no.	Phase	County	Project Name	Limits	Length	Primary Work Type	Project Description	Federal Budget	Federal Fund Source	State Budget	Local Budget	Total Phase Cost	Amendment Type
1	2025	217476*	CON	Jackson	M-99	M-99, west of Gibbs to M-50 and M-50, Hopcraft to M-99, M-99, west of Gibbs Road to M-50 and M-50, Hopcraft to M-99	4.42 13.47	Road Capital Preventative Maintenance	Single Chip Seal with Fog Seal	\$510,244 \$1,718,850	ST	\$127,561 \$381,150	\$0	\$637,805 \$2,100,000	Budget, Scope (Construction Length)



Local Bridge Bundling Project

FY	Job#	Phase	Project Name	Limits	Project Description	Fed Estimated Amount	State Estimated Amount	State Fund Source	Local Estimated Amount	Total Estimated Amount
2024	217024	PE	Hanover Rd	Hanover Road over South Branch Kalamazoo River	Bridge Replacement	\$0	\$10,000	LBBI	\$0	\$10,000
2025	217024	CON	Hanover Rd	Hanover Road over South Branch Kalamazoo River	Bridge Replacement	\$0	\$222,912	LBBI	\$0	\$222,912
2025	217024	CON	Hanover Rd	Hanover Road over South Branch Kalamazoo River	Bridge Replacement	\$0	\$1,857,600	LBBI	\$0	\$1,857,600

**JACKSON AREA COMPREHENSIVE TRANSPORTATION STUDY
POLICY COMMITTEE BYLAWS**
(Revised February 2024)

ARTICLE I. NAME OF ORGANIZATION

The name of the organization shall be the Jackson Area Comprehensive Transportation Study (JACTS) Policy Committee, an Inter-Municipality Committee established under Act 200 of 1957 of the Public Acts of Michigan, and shall be hereinafter referred to as the "Policy Committee".

ARTICLE II. PURPOSE AND RESPONSIBILITY

Section 1. Purpose. The Policy Committee is established to provide coordinated leadership and direction for the development and conduct of the continuing, cooperative, and comprehensive (3-C) transportation planning process in accordance with and to implement the provisions of the applicable sections of the Federal Highway Act of 1962, the Urban Mass Transportation Act of 1964, and successive legislation and regulations to these Acts. The Policy Committee shall constitute a forum of cooperative transportation decision making by principal elected officials of general purpose local governments organized to develop area-wide multi-modal transportation plans and programs. **The study area is defined by the adopted Metropolitan Area Boundary, or MAB, which encompasses all of Jackson County. The Policy Committee will be assisted in its work by the Technical Advisory Committee (TAC) and Region 2 Planning Commission staff.**

Section 2. Responsibility. The Policy Committee shall: ~~develop transportation plans and programs for the Jackson urban area by coordinating local, county, regional, and state plans and programs. The study area is defined by the adopted Metropolitan Area Boundary, or MAB, which encompasses all of Jackson County. The Policy Committee will be assisted in its work by the Technical Advisory Committee and Region 2 Planning Commission staff.~~

- **Approve policy for a 3-C transportation planning process for the Jackson MPO by coordinating local, county, regional, and state plans and programs.**
- **Review and adopt the MPO Long Range Transportation Plan (LRTP) and update as necessary.**
- **Review and adopt the MPO Transportation Improvement Program (TIP) and review the allocation of federal eligible projects within each year of the TIP.**
- **Review and approve the MPO unified Planning Work Program that details work activities and proposed budget.**

- Adopt and implement a Public Participation Process that outlines the promotion and utilization of public involvement and is described in the Participation Plan.
- Act on recommendations of the JACTS TAC.
- Ensure the efficient and effective Use of Federal Highway Administration (FHWA) Metropolitan Planning (PL) and Federal Transit Administration (FTA) Section 5303 funds.
- Annually certify that the Transportation Planning Process is meeting the requirements of 23 Code of Federal Regulations 450.

ARTICLE III. MEMBERSHIP

Section 1. General. The membership of the Policy Committee shall consist of a duly appointed representative from each local unit of government comprising the Jackson Urbanized Area as defined by the 2020 U.S. Census (this would include cities and townships) and one (1) representative from the Michigan Department of Transportation.

Section 2. New Members. New members and non-voting members may be added to the Policy Committee upon approval of the majority of the representatives present at any meeting where such membership is proposed. The addition of a voting member to the Policy Committee constitutes a change in the bylaws and the appropriate procedure must be followed.

Section 3. Voting Members. The Policy Committee will consist of agencies within the Jackson Urbanized Area. Voting members shall consist of one (1) representative (unless otherwise noted) from the following units/agencies:

1. Jackson County Department of Transportation;
2. City of Jackson (2 representatives);
3. Region 2 Planning Commission Executive Committee (appointed by the Executive Committee; must be a resident of Jackson County);
4. Michigan Department of Transportation – Statewide Planning;
5. Jackson Area Transportation Authority;
6. Jackson County Airport – Reynolds Field;
7. Jackson County Board of Commissioners;
8. Blackman Charter Township;
9. Leoni Township;
10. Napoleon Township;
11. Sandstone Charter Township;
12. Spring Arbor Township;
13. Summit Township; and
14. JACTS Technical Advisory Committee (Chair or Vice-Chair).

Section 4. Non-Voting Members. Non-voting members of the Policy Committee shall be as follows:

1. The staff representative from the Federal Highway Administration – Michigan Division who is assigned to JACTS.
2. The staff representative from the Federal Transit Administration who is assigned to JACTS.

Section 5. Alternate Representatives. Each member of the Policy 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 and stay up-to-date on Committee business.

ARTICLE IV. OFFICERS

Section 1. General. The Policy Committee shall have two officers consisting 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, 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 and exercise all of the duties of the Chairperson in their absence. Should neither the Chairperson nor the Vice-Chairperson be present at a meeting, the Recording Secretary (as defined in Article V) 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 a successor is elected.

ARTICLE V. RECORDING SECRETARY

The Recording Secretary of the Policy 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 Policy Committee shall be distributed, by the Recording Secretary, to all Policy 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 IV, Section 3).

ARTICLE VI. SUBCOMMITTEES/ADVISORY COMMITTEES/TASK FORCES

Section 1. Establishing Subcommittees/Advisory Committees/Task Forces. The Policy 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 VII. MEETINGS AND AGENDAS

Section 1. Regular Meetings. The schedule of regular meetings of the Policy 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 Policy 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 Policy 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 Policy 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 Policy 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 Policy 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 VIII. 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. 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 Policy 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 Policy Committee may be polled by telephone, electronic, 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 IX. AMENDMENT

Section 1. Procedure of Amendment. These bylaws may be altered, amended, added to, or replaced at any regular or special meeting of the Policy Committee by a majority vote of the voting membership. 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 the Policy Committee so that they will have them at least five (5) days prior to the meeting.

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 Policy Committee on 2/15/2024.