



# Active Jackson

---

Staffed by the Region 2 Planning Commission (R2PC)  
120 W. Michigan Avenue • Jackson, MI 49201  
Phone (517) 788-4426

---

## MEETING NOTICE

FOR FURTHER INFORMATION CONTACT:  
Zack Smith  
R2PC Planner  
(517) 788-4426  
[zsmith@mijackson.org](mailto:zsmith@mijackson.org)

DATE: April 30, 2024  
TIME: 12:00 p.m.  
PLACE: 17<sup>th</sup> Floor  
Jackson County Tower Building  
120 W. Michigan Avenue  
Jackson, Michigan 49201

---

## MEETING AGENDA

- I. Introductions
- II. Active Jackson Update
  - a. Review of Active Jackson Coalition and Fitness Council of Jackson
- III. Election of Officers
- IV. Adoption of Mission Statement
- V. Adoption of Operating Guidelines
- VI. Goals of Active Jackson
- VII. Meeting Schedule
- VIII. Next Steps
- IX. Other Business

## **Proposed Mission Statement Ideas**

- A) To make Jackson County more walkable, bike-able, and accessible for all
  - OR -
- B) To enable a more active lifestyle for all members of the Jackson County community

## **Proposed Goals and Objectives**

1. Establish Active Jackson as an engaged entity on behalf of the citizens of Jackson County
  - a. Create and share marketing and branded materials in person and online
  - b. Create an online presence through a website and social media
2. Creation of a Jackson County Trail Map and Wayfinding Tools
  - a. Create an interactive map of the trails, and proposed trails, in Jackson County for online use to be hosted on the website and pinned on the social channels
  - b. Create a printable version of the trails for distribution
  - c. Engage with necessary stakeholders to create consistent and plentiful signage and wayfinding markers
  - d. Create a unified design for use across all materials
3. Lobby for Trails and Multi-Modal Transportation Options
  - a. Identify appropriate boards, meetings, and other opportunities to engage with decision makers
  - b. Encourage citizens to attend and voice their positions
4. Bike and Pedestrian Counts for MDOT
  - a. Work with MDOT to provide their requested data
5. County Trail Authority
  - a. Work towards the creation of a Jackson County Trail Authority with the charge to oversee the construction and maintenance of the county trail system.
6. Increase Bike Parking and Bike Share Program
  - a. Expand bike parking outside of downtown Jackson to make sure convenient bike parking is available at all shopping, civic buildings, public parks, and new developments.
  - b. Add Bike Share Locations

**ACTIVE JACKSON**  
**OPERATING GUIDELINES**

**I. NAME AND MISSION**

Section 1.1 **Name of Organization.** The name of this group is the Active Jackson, formerly known as the Active Jackson Coalition, herein after referred to as AJ.

Section 1.2 **Purpose and Mission.** AJ is an advisory body organized by agreement among the interested agencies and citizens promoting non-motorized transportation opportunities and enhanced active living. The mission of Active Jackson is: **TBD.**

Section 1.3 **Designation and Duties.** Active Jackson has been adopted by the Region 2 Planning Commission as an advisory body. Decisions made by Active Jackson are advisory to the membership and to the Jackson County community.

The duties of the AJC are determined by consensus of the membership to support the mission and purpose of the organization to promote and enable non-motorized transportation and enhance healthy living.

**II. MEMBERSHIP**

Section 2.1 **Membership Composition.** Membership in the AJC is by voluntary recognition of shared goals and the power of collaborative action. It is anticipated that the following will participate/provide representatives as members of the AJC:

Armory Bike Union II  
Blackman Township  
Cascades Cycling Club  
Citizen-At-Large (at least but not limited to 2)  
City of Jackson, Parks and Recreation Department  
disAbility Connections  
5 Healthy Towns  
Grass Lake Road Runners  
Jackson County Parks Department  
Michigan Department of Transportation – University Division  
On Two Wheels

Region 2 Planning Commission  
Summit Township  
Jackson YMCA

#### Additional Members

Henry Ford Health  
Irish Hills Chamber of Commerce  
Jackson County ISD  
Jackson District Library  
Jackson Area Transportation Authority  
Leoni Township  
ORS Series  
Upper Grand River Watershed Alliance  
WellWise

E-Mail Notification: MLive  
Brooklyn Exponent  
JTV

Additional organizations or individuals may apply for voting membership to Active Jackson. Written application for membership is submitted to the AJ Executive Committee, which makes a recommendation to the full membership. Any community member is invited to attend and participate. Voting is reserved for members.

Section 2.2 **Responsibilities of Membership.** The membership provides overall direction in identifying and prioritizing local planning and coordination issues. Membership responsibilities include:

- Meeting on a regular basis;
- Assuring input and participation of transportation activities in Jackson County;
- Seeking opportunities for input to the transportation planning process;
- Promoting non-motorized education and opportunities;
- Active participation on Ad-Hoc Committees;
- Coordinating involvement of their agency/organization with goals of AJ; and
- Following through in a timely manner on commitments to AJ
- And any other related matters.

Section 2.3 **Attendance.** Members or appointed representatives of member organizations are expected to attend monthly meetings or to delegate an alternate with the authority to act on the member's behalf.

Section 2.4 **Member Terms of Service.** There is no limit to the term of service for members.

### III. PROCEDURES

Section 3.1 **Meeting Days and Times.** TBD

Section 3.2 **Quorum.** One-Third of active members.

Section 3.3 **Officers.** Officers of Active Jackson are the Chair and Vice-Chair. Administrative support will be provided by the Region 2 Planning Commission.

Section 3.4 **Election of Officers and Term of Service.** The officers shall be elected by a majority vote of the AJ members present at the September meeting. Those elected shall serve a two-year term beginning the month after their election and may be re-elected at the discretion of AJ.

Section 3.5 **Duties of the Chair.** The chair shall:

- Preside at all monthly meetings;
- Serve as Chair of the Executive Committee;
- Represent AJ at selected local meetings;
- Call special meetings as necessary;
- Recruit and appoint Executive Committee members; and
- Appoint Chairs for Ad-Hoc Committees.

Section 3.6 **Duties of the Vice-Chair.** The vice-chair shall:

- Preside over all AJ meetings in the absence of the Chair;
- Fulfill the duties of the Chair in the event of temporary incapacity;
- Serve out the term of the Chair in the event the (s)he is unwilling or unable to complete the term; and
- Participate on the Executive Committee.

Section 3.7 **Voting.**

- a. All issues which require a vote will be listed on the agenda and distributed to members prior to the meeting. The members may, by a majority vote, decide to take action on an item not previously listed on the agenda.
- b. Only AJ members may vote.
- c. Votes of AJ must be by a majority of those members in attendance.
- d. AJ members shall disclose any conflict of interest.

Section 3.8 **Agenda.** Agendas will be set up according to the following template:

1. Welcome and Introductions
2. Approval of Agenda
3. Approval of Minutes
4. Business Items
5. Standing Updates
6. Upcoming Opportunities
7. Updates and Announcements
8. Recap and Next Meeting Planning

Section 3.9 **Public Comment.** Individuals who are not AJ members or designated alternates may speak to AJ in accordance with the following procedures:

- (a) Any person wishing to address AJ shall be recognized by the Chair.
- (b) Persons may address AJ on matters or issues that are relevant and germane to AJ business.
- (c) The Chair shall control the amount of time each person is allowed to speak. Individuals will be permitted 3 minutes each, and organizations or groups will be permitted 6 minutes each. Time to speak may be extended at the discretion of the Chair.

#### IV. WCC COMMITTEES

Section 4.1 **Executive Committee.** The Executive Committee shall be composed of the AJ Chair, Vice-Chair, administrative support, and additional members as appointed by the chair. The outgoing Chair shall serve as an additional member for one year following the completion of their term.

Section 4.2 **Ad-Hoc Committees.** Ad-Hoc Committees are formed by AJ and are issue specific. Ad-Hoc Committees are charged with reviewing concerns and reporting findings as identified by AJ. Ad-Hoc Committees will be given a specific mission and time frame for completion.

#### V. AMENDING THE OPERATING GUIDELINES

This document may be amended at any time by a two-thirds vote of Active Jackson voting members present, provided the proposed changes have been circulated in writing to the membership at least one (1) week prior to the meeting at which the vote will be taken.

*WCTF Operating Guidelines 09/10/2013*  
*Amended: 9/13/2016*  
*Active Jackson Coalition Amended 10/8/2019*  
*Active Jackson Amended 4/26/2024*