



**April 11, 2024 Executive Committee Meeting**  
**Agenda**

Lenawee District Library  
4459 W. U.S. 223  
Adrian, MI 49221

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

	<b><u>PAGE #</u></b>
1. Call to Order	
2. Approval of the April 11, 2024 Agenda – <b>ACTION</b>	
3. Public Comment	
4. Approval of Action Taken at the February 8, 2024 Executive Committee meeting (see enclosure) – <b>ACTION</b>	<b>2</b>
5. Receipt of Treasurer's Report of March 31, 2024 (see enclosure) – <b>ACTION</b>	<b>4</b>
6. Approval of April 11, 2024 Submitted Bills (see enclosure) – <b>ACTION</b>	<b>8</b>
7. Staff Progress Report for March 2024 (see enclosure) – <b>DISCUSSION</b>	<b>9</b>
8. Approval of Amendments to the FY 2023-2026 Transportation Improvement Program (TIP) (see enclosures) – <b>ACTION</b>	<b>13</b>
<ul style="list-style-type: none"> <li>• Jackson County Department of Transportation</li> <li>• MDOT - Local Bridge Bundling Project</li> </ul>	
9. Presentation of the FY 2023 Region 2 Planning Commission Annual Audit Report, James Latham, CPA (see enclosure) – <b>ACTION</b>	<b>17</b>
10. Approval of Staff Travel to Michigan Recycling Coalition Annual Conference (see enclosure)	<b>28</b>
11. Approval to Retain Curated Grants for Grant Development Support (see enclosure)	<b>29</b>
12. R2PC Draft Bylaws Update (see enclosure) – <b>DISCUSSION</b>	<b>30</b>
13. Other Business	
<ul style="list-style-type: none"> <li>• Blackman Charter Twp. Planning Commission – Public Hearing Notice (see enclosure)</li> <li>• Norvell Township – Notice of Intent to Review Master Plan (see enclosure)</li> <li>• MDNR – Notice of Intent for Development of Lewis Emery Park (see enclosure)</li> <li>• MDNR – Notice of Intent for Land Acquisition (see enclosure)</li> </ul>	<b>45</b>
14. Public Comment / Commissioners' Comments	
15. Adjournment	

# 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 March 31, 2024**

<b>Checking Account Balance ending, February 29, 2023</b>		\$	419,676.76
Deposit Summary:			
<i>March 2024 EFT Deposits</i>		\$	58,062.63
<i>March 2024 Bank Deposits</i>			43,298.82
<i>March 2024 Adjustments</i>			(1,152.40)
Total Deposits plus Bank Balance		<u>\$</u>	<u>519,885.81</u>
Expenses:			
<i>Submitted Expenses - March 2024 **</i>	\$		(4,427.60)
<i>Interim Expenses</i>			(185.60)
<i>Payroll/Related Expenses</i>			(41,064.33)
Subtotal of Expenses	<u>\$</u>		<u>(45,677.53)</u>
<b>Balance Checking Account ending March 31, 2024</b>		<u>\$</u>	<u>474,208.28</u>
<i>Balance CD Investments ending March 31, 2024</i>		<u>\$</u>	<u>110,359.48</u>
<b>Total Cash on Hand</b>		<u>\$</u>	<u>584,567.76</u>

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

**REGION 2 PLANNING COMMISSION**  
**Deposits and Adjustments to Cash**  
**as of March 31, 2024**

3/31/2024	<b>EFT Deposits:</b>	
	MDOT Rural Task Force - services through December 2023	\$ 3,393.77
	MDOT Regional Transportation Planning - services through December 2023	1,519.32
	MDOT FHWA - services through December 2023	53,149.54
	<b>Subtotal - EFT Deposits</b>	<b>\$ 58,062.63</b>
3/31/2024	<b>Check Deposits:</b>	
	Jackson County - FY24 membership dues	43,298.82
	<b>Subtotal - Check Deposits</b>	<b>\$ 43,298.82</b>
3/31/2024	<b>Adjustments to cash:</b>	
	<i>Bank fees - March</i>	(142.49)
	<i>Paycor fee - March</i>	(356.50)
	<i>Credit Card Charges - Meijer - supplies</i>	(152.77)
	<i>Credit Card Charges - Abobe Creative Cloud services - subscriptions</i>	(68.13)
	<i>Credit Card Charges - USPS - postage</i>	(73.85)
	<i>Credit Card Charges - Postnet MI</i>	(20.01)
	<i>Credit Card Charges - Friendsoffice - supplies</i>	(251.05)
	<i>Credit Card Charges - Fortress Café - meals</i>	(10.38)
	<i>Credit Card Charges - APA Streaming Products - subscription</i>	(101.00)
	<i>American Express card credit</i>	23.78
	<b>Subtotal - Adjustments to Cash</b>	<b>\$ (1,152.40)</b>
	<b>Total Net Deposits</b>	<b>\$ 100,209.05</b>

<b>REGION 2 PLANNING COMMISSION</b> <b>INTERIM BILLING and PAYROLL EXPENSES</b> <b>as of March 31, 2024</b>
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Interim Billing for March, 2024

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
Allegra	R2PC Packet - March 2024	\$ 176.80	15428
Jackson Co.	Postage - February 2024	\$ 8.80	15430
<b>Total Interim Billing for March 2024</b>		<b>\$ 185.60</b>	

<b>Payroll &amp; Travel Related Expenses:</b>
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<b><i>Paid March 1, 2024</i></b>	<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 13,606.64
A. Starling	Travel Reimbursement	\$ 20.10
	<b>Total</b>	<b>\$ 13,626.74</b>

<b><i>Paid March 15, 2024</i></b>	<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 13,358.80
J. Hurt	Travel Reimbursement	\$ 119.26
A. Starling	Travel Reimbursement	\$ 36.85
	<b>Total</b>	<b>\$ 13,514.91</b>

<b><i>Paid March 29, 2024</i></b>	<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 13,769.25
J. Hurt	Travel Reimbursement	\$ 62.31
A. Starling	Travel Reimbursement	\$ 71.02
Z. Smith	Travel Reimbursement	\$ 20.10
	<b>Total</b>	<b>\$ 13,922.68</b>

<b>Total Payroll Expenses for March, 2024</b>	<b>\$ 41,064.33</b>
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**Region 2 Planning Commission  
Outstanding Accounts Receivable  
as of March 31, 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

**FY 2024 Balance as of March 31, 2024**

**\$ 1,046.11**

**REGION 2 PLANNING COMMISSION**  
**Submitted Bills**  
**April 11, 2024**

Vendor	Description	Amount Due
<b>BC/BS</b>	Employee Health Ins. May 2024	\$ 5,326.12
<b>County of Jackson</b>	Rent April 2024	\$ 3,330.92
<b>County of Jackson</b>	Verizon Phone Feb.-Mar. 2024	\$ 139.80
<b>County of Jackson</b>	Purchase of Dell Laptop for RoadSoft	\$ 1,072.52
<b>MEDA</b>	Membership Renewal	\$ 325.00
<b>MissionSquare</b>	401/RHS Employer Contribution	\$ 1,924.64
<b>Ricoh</b>	Maint. Contract	\$ 68.24
<b>SBIS</b>	Group Life/AD&D May 2024	\$ 134.54
<b>Smith &amp; Klaczkiewicz</b>	FY 2023 Audit Services	\$ 7,800.00
<b>The Water Store</b>	Supplies March 2024	68.24
<b>Total Submitted Billing - April 2024</b>		<b>\$ 20,190.02</b>



# Region 2 PLANNING COMMISSION

Serving Hillsdale, Jackson & Lenawee Counties

## Staff Progress Report *March 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 FY2024 Partnership Planning Grant, which will be used to continue implementation of the 2021 – 2025 CEDS.
    - Staff met with Lee Shirey, EDA rep on March 13.
    - FY2024 Partnership Planning Grant was awarded by EDA on March 26.
- **Regional Economic Development.** Staff was involved in the following activities on behalf of the R2PC Economic Development District (EDD):
  - Staff met with Keith Gillenwater, President and CEO of the Enterprise Group of Jackson on March 11.
- **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 March 12 to discuss outdoor recreation economic development and partnering opportunities.
- **Downtown Development Authorities (DDAs).**

#### R2PC Activities

- **R2PC Website.** Staff continued updating [www.region2planning.com](http://www.region2planning.com).
- **R2PC Bylaws.** No activities.
- **Training.** Staff attended meetings on trail building and trail funding as well as furthering education on the new solar and wind siting law.
- **MAR.** Staff participated in the March 12<sup>th</sup> Michigan Association of Regions virtual meeting.

## [March 2024 Staff Progress Report]

- **MMP.** Staff attended March 13 Regional meeting and had a meeting with Lenawee County Solid Waste Division on March 25.
- **UGRWA.** No activities.

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

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

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

- **TAMC.** No activities.

### 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.

#### **Program Management**

- The JACTS TAC and Policy Committee met on March 20 and 21 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*

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

- **Zoning Ordinance.** Staff completed work on the first draft of the revised Township Zoning Ordinance for review at the April Planning Commission meeting.

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

- **Recreation Plan.** Staff has submitted an updated draft of the Recreation Plan for the Township, which is currently under construction. The plan is anticipated to undergo review by the Township's Recreation Committee and receive public feedback in the coming months, with the aim of adoption thereafter.
- **County of Jackson.** Staff provided the following service(s):
  - **County Planning Commission (JCPC).** The JCPC approved rezoning of properties in Leoni Township and Napoleon Township at the JCPCs March 14<sup>th</sup> meeting.
  - **DNR Spark Grant.** No activities.
  - **Active Jackson.** Staff have reviewed by-laws and set date for re-launch meeting. Staff attended webinars about trail development.

### *Lenawee County*

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

- **Master Plan.** Staff is currently working with Township staff to put the finishing touches on the Master Plan, including the Resolution for Adoption and addressing any last-minute details.

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

- **Master Plan.** Staff attended the March 12<sup>th</sup> Franklin Township Board meeting to discuss updating the Township's Master Plan.

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

- **County Planning Commission (LCPC).** The LCPC March meeting heard two PA116 cases, from Blissfield and Palmyra Townships, respectively, and staff presented the 2023 Annual Report. Additionally, Dan Swallow, City Manager from the City of Tecumseh presented information and answered questions pertaining to the City's plans for Future Land Use and the new Capital Improvement Plan.

[March 2024 Staff Progress Report]

***Hillsdale County***

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

- **Master Plan Update.** Jonesville has approved their amended master plan to include the updated recreation plan. Staff delivered final 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.



# 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  <b>Total \$904,740.50</b>	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  <b>Total \$1,268,215.83</b>	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 <b>Total \$631,107.93</b>	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 <b>Total \$43,763</b>	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 <b>Total \$377,261.00</b>	Add Project
2024	TBD*	SS4A	County Wide	Safe Streets For All – Comprehensive Systemic Safety Action Plan	\$500,000 SS4A \$125,000 Local <b>Total \$625,000</b>	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 <b>Total \$2,555,000</b>	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 <b>Total \$453,722.00</b>	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 <b>Total \$151,435.00</b>	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 <b>Total \$56,044.00</b>	Add Project
2026	TBD*	Albion Road Bridge	N. Br Kalamazoo River Crossing	Replace	\$1,993,100 LBG \$104,900 Local <b>Total \$2,098,000</b>	Add Project

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

**Local Bridge Bundling Project**

<b>FY</b>	<b>Job#</b>	<b>Phase</b>	<b>Project Name</b>	<b>Limits</b>	<b>Project Description</b>	<b>Fed Estimated Amount</b>	<b>State Estimated Amount</b>	<b>State Fund Source</b>	<b>Local Estimated Amount</b>	<b>Total Estimated Amount</b>
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





SMITH & KLACZKIEWICZ, PC  
CERTIFIED PUBLIC ACCOUNTANTS

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A VETERAN OWNED BUSINESS

**INDEPENDENT AUDITOR'S REPORT**

To the Board of Commissioners  
Region 2 Planning Commission  
Jackson, Michigan

**Report on the Audit of the Financial Statements**

***Opinions***

We have audited the accompanying financial statements of the business-type activities and the aggregate remaining fund information of the **Region 2 Planning Commission**, as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the **Region 2 Planning Commission's** basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities and the aggregate remaining fund information of the **Region 2 Planning Commission**, as of September 30, 2023, and the changes in financial position, and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the **Region 2 Planning Commission** and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the **Region 2 Planning Commission's** ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the ***Region 2 Planning Commission's*** internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the ***Region 2 Planning Commission's*** ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the required supplementary information, as identified in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during

our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the ***Region 2 Planning Commission's*** basic financial statements. The schedule of revenues, expenses and changes in fund net position are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of revenues, expenses and changes in fund net position are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Management is responsible for the other information included in the annual report. The schedule of project element expenses and changes in fund net position and schedule of final indirect cost rate but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or form any assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 15, 2024 on our consideration of the ***Region 2 Planning Commission's*** internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the ***Region 2 Planning Commission's*** internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering ***Region 2 Planning Commission's*** internal control over financial reporting and compliance.

*Smith + Klaczynski PC*

***Saginaw, Michigan***

March 15, 2024

# Region 2 Planning Commission

## Statement of Net Position

September 30, 2023

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### Assets

Current assets:	
Cash and cash equivalents	\$ 501,859
Due from other governments	111,600
Prepaid items	11,282
Total current assets	<u>624,741</u>
Investments	109,649
Capital assets being depreciated, net	-
Total assets	<u><u>734,390</u></u>

### Liabilities

Current liabilities:	
Accounts payable	11,230
Due to other governments	140,416
Accrued expenses	5,978
Unearned revenue	140,499
Net OPEB liability	4,800
Total current liabilities	<u>302,923</u>
Non-current liabilities:	
Accrued compensated absences	16,106
Net OPEB liability	56,941
Total non-current liabilities	<u>73,047</u>
Total liabilities	<u><u>375,970</u></u>

### Net Position

Unrestricted	<u>358,420</u>
Total net position	<u><u>\$ 358,420</u></u>

*The accompanying notes are an integral part of these financial statements.*

# Region 2 Planning Commission

## Statement of Revenues, Expenses and Changes in Fund Net Position

For the Year Ended September 30, 2023

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### Revenues

#### Grants:

Federal	\$ 347,294
State	-
Local	38,769
Membership and service fees	149,262
Other revenues	27,518
Total revenues	<u>562,843</u>

### Expenses

Salaries and wages	141,969
Employee fringe benefits	54,489
Other direct costs	148,126
Indirect costs	279,973
Total expenses	<u>624,557</u>

### **Increase (decrease) in net position**

**(61,714)**

### Net position

Beginning of year	<u>420,134</u>
<b>End of year</b>	<b><u>\$ 358,420</u></b>

*The accompanying notes are an integral part of these financial statements.*

**Region 2 Planning Commission**  
**Required Supplementary Information**  
**Retiree Healthcare System Schedule of Changes in the**  
**Planning Commission's Net OPEB Liability and Related Ratios**  
*Last 10 Fiscal Years Ended September 30*

	2023	2022	2021	2020	2019	2018	2014 to 2017*
<b>Total OPEB liability</b>							
Service cost	\$ 2,908	\$ 3,309	\$ 3,364	\$ 2,265	\$ 511	\$ 1,611	---
Interest	63	71	74	79	102	102	---
Changes of benefit terms	-	-	-	-	-	-	---
Differences between expected and actual experience	-	-	-	-	-	-	---
Changes in assumptions	-	-	-	-	-	-	---
Benefit payments	(4,800)	(4,400)	(2,400)	(2,400)	(2,400)	(2,400)	---
Other	34,828	(3,186)	10,339	11,556	(13,563)	554	---
Net change in total OPEB liability	32,999	(4,206)	11,377	11,500	(15,350)	(133)	---
Total OPEB liability - beginning	61,802	66,008	54,631	43,131	58,481	58,614	---
Total OPEB liability - ending	<u>\$ 94,801</u>	<u>\$ 61,802</u>	<u>\$ 66,008</u>	<u>\$ 54,631</u>	<u>\$ 43,131</u>	<u>\$ 58,481</u>	---
<b>Plan fiduciary net position</b>							
Contributions - employer	\$ 19,800	\$ 4,400	\$ 2,400	\$ 2,400	\$ 27,400	\$ 2,400	---
Contributions - member	-	-	-	-	-	-	---
Net investment income (loss)	3,545	(3,094)	5,397	1,819	(4)	-	---
Benefit payments, including refunds of member contributions	(4,800)	(4,400)	(2,400)	(2,400)	(2,400)	(2,400)	---
Administrative expenses	(64)	(43)	(50)	(46)	-	-	---
Other	(4,800)	(4,800)	(4,800)	-	-	-	---
Net change in fiduciary net position	13,681	(7,937)	547	1,773	24,996	-	---
Fiduciary net position - beginning	19,379	27,316	26,769	24,996	-	-	---
Fiduciary net position - ending	<u>\$ 33,060</u>	<u>\$ 19,379</u>	<u>\$ 27,316</u>	<u>\$ 26,769</u>	<u>\$ 24,996</u>	<u>\$ -</u>	---
<b>Net OPEB liability - ending</b>	<u>\$ 61,741</u>	<u>\$ 42,423</u>	<u>\$ 38,692</u>	<u>\$ 27,862</u>	<u>\$ 18,135</u>	<u>\$ 58,481</u>	---
Fiduciary net position as a percentage of the total OPEB liability	34.87%	31.36%	41.38%	49.00%	57.95%	0.00%	--
Covered-employee payroll	\$ 141,966	\$ 196,936	\$ 245,398	\$ 162,906	\$ 165,906	\$ 162,906	---
Net OPEB liability as percentage of covered-employee payroll	43.49%	21.54%	15.77%	17.10%	10.93%	35.90%	--

\* GASB Statement No. 75 was implemented as of September 30, 2018. Information before the implementation date is not available. Additional years will be presented on this schedule on a prospective basis.



**Independent Auditor's Report on Internal Control Over Financial Reporting  
and on Compliance and Other Matters Based on an Audit of Financial Statements  
Performed in Accordance with *Government Auditing Standards***

To the Board of Commissioners  
Region 2 Planning Commission  
Jackson, Michigan

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities and the aggregate remaining fund information of the **Region 2 Planning Commission**, as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the **Region 2 Planning Commission's** basic financial statements and have issued our report thereon dated March 15, 2024.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered **Region 2 Planning Commission's** internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the **Region 2 Planning Commission's** internal control. Accordingly, we do not express an opinion on the effectiveness of the **Region 2 Planning Commission's** internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. **Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.** However, material weaknesses may exist that have not been identified.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether *Region 2 Planning Commission's* financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. **The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.**

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Planning Commission's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Planning Commission's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Smith + Klaczynski PC*

*Saginaw, Michigan*

March 15, 2024





SMITH & KLACZKIEWICZ, PC  
CERTIFIED PUBLIC ACCOUNTANTS

THOMAS J. SMITH, CPA  
(989)751-1167

ROBERT R. KLACZKIEWICZ, CPA  
(989)751-3064

A VETERAN OWNED BUSINESS

March 15, 2024

To the Board of Commissioners  
Region 2 Planning Commission  
Jackson, Michigan

We have audited the financial statements of the business-type activities and the aggregate remaining fund information of the **Region 2 Planning Commission** for the year ended September 30, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated October 16, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the **Region 2 Planning Commission** are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2023. **We noted no transactions entered into by the Region 2 Planning Commission during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.**

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the **Region 2 Planning Commission's** financial statements were:

Management's estimate of the useful lives of depreciable assets is based on the length of time it is believed that those assets will provide some economic benefit in the future. We evaluated the key factors and assumptions used to develop the useful lives of those assets in determining that they are reasonable in relation to the financial statements taken as a whole.

Management's estimate of the accrued compensated absences is based on current vested hours in employee banks, current hourly rates and policies regarding payment of accrued compensated absences upon separation from employment. We evaluated the key factors and assumptions used to develop the estimate in determining that they are reasonable in relation to the financial statements taken as a whole.

The assumptions used in the actuarial valuations of the Organization's other postemployment benefit plans are based on historical trends and industry standards. We evaluated the key assumptions used to prepare the valuations in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated March 15, 2024.

#### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the **Region 2 Planning Commission's** financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the **Region 2 Planning Commission's** auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

#### Other Matters

We applied certain limited procedures to the management's discussion and analysis and retiree healthcare system schedule of changes in the Planning Commission's net OPEB liability and related ratios, schedule of employer's net OPEB liability, retiree healthcare system schedule of Planning Commission contributions and schedule of investment returns which are required

supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were not engaged to report on other supplementary information as listed in the table of contents, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Restrictions on Use

This information is intended solely for information and use of Board of Commissioners and management of **Region 2 Planning Commission** and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*Smith + Klawnschewitz PC*

**Saginaw, Michigan**

# MEMORANDUM

TO: Region 2 Planning Commission  
FROM: Jacob Hurt, Executive Director  
DATE: April 11, 2024  
SUBJECT: Approval for Zack Smith to attend the Michigan Recycling Coalition Annual Conference

The Michigan Recycling Coalition (MRC) Annual Conference offers an opportunity for staff to enhance their understanding of the latest solutions, best practices, and regulatory requirements pertinent to Materials Management Plans (MMPs). The MRC Conference also provides a platform for staff to gain practical knowledge that will directly contribute to the effectiveness of our MMPs as we assist both Jackson and Hillsdale counties with the planning process. The conference is being held April 30 – May 2, 2024 in Port Huron.

The estimated costs for attendance are as follows:

Travel	\$ 200
Registration	\$ 400
Lodging	\$ 130
Meals	<u>\$ 20</u>
<b>TOTAL</b>	<b>\$ 750</b>

Authorization is requested to send Zack Smith to the conference. Costs are included in the R2PC FY 24 budget.

## MEMORANDUM

TO: Region 2 Planning Commission

FROM: Jacob Hurt, Executive Director

DATE: April 11, 2024

SUBJECT: Approval to Retain Curated Grants for Grant Development Support

Approval is requested to bring a contract grant development specialist on board to assist the organization and our members in securing funding to achieve both organizational and member objectives. Doing so will augment the skills of our current staff and allow R2PC to provide another service to our members while positioning Region 2 to secure needed resources to realize the region's potential through grants and fund development.

Curated Grants will provide grant development support to seek out grant opportunities that reflect the needs and growth trajectory of the Region 2 Planning Commission and its members by:

- Identifying grant opportunities
- Setting up grant platforms
- Reviewing proposals and applications
- Guiding, informing, and validating grant requests
- Recommending grants
- Grant writing and budgeting review and other support

Services are billed at \$55 / hour with a monthly not to exceed fee of \$1,500. Authorization is requested to retain Curated Grants for an initial three month period with subsequent three month renewals at Executive Director's discretion. Costs are included in the R2PC FY 24 budget.

## MEMORANDUM

TO: Region 2 Planning Commission

FROM: Jacob Hurt, Executive Director

DATE: April 11, 2024

SUBJECT: R2PC Amended DRAFT Bylaws: *Questions from and since March 14 Full Commission Meeting*

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.

The following questions and comments were raised at the March 14 R2PC meeting:

1. Add “as adopted July 9, 1998 and amended...” to the Cover page. May 9, 2024 date was also added.
2. Article IV Section 1B – City and Village – add “up to its initial 20,000 population” (pg. 4). Also added same phrasing to Section 1C – Township membership. (pg. 4)
3. Changed Article IV Section 1D – Educational Institution (pg. 4) and Section 1F – Commission Appointments (pg. 5) to read “At its discretion the R2PC Board of Commissioners shall appoint...” Question was also raised about dropping Educational Institution representatives from two to one.
4. Who are “at-large” members? Answer is found in Article IV Section 2 (pg. 5) – which states “Commission shall be comprised of no less than fifty-one (51) percent local elected officials...” therefore the Commissioners who are not elected officials are considered “at-large Commissioners.” This same language is in the current R2PC bylaws.
5. Clarified Article VI Section 1 – Quorum (pg. 7) – to read “A quorum at any regular or special meeting shall consist of one-sixth (1/6) of the total Commissioners as of the date of such meeting.”
6. Changed Article VI Section 2B (pg. 8) to codify “at least one officer from each county.”
7. Added meeting location rotation to Article VI Section 5 (pg. 10) – to read “Full Commission meetings shall be rotated among the three R2PC counties so that two Full Commission meetings per year are held in each location.”
8. Clarified Article VI Section 7 – Amendments (pg. 11) – which reads “These by-laws may be amended, revised, repealed, or expanded by a two-thirds (2/3) majority of the Commissioners present and voting at any regular or special meeting.”

9. Added Secretary as a “signatory” to Article IX Section 4 (pg. 14).
10. Article VI Section 5 – Authority to Borrow Funds (pg. 14) – the question has been raised about including this power in the bylaws?
11. Changed “Section X Statute” to read Article X Statute (pg.14).

# **Region 2** **PLANNING COMMISSION**

Serving Hillsdale, Jackson & Lenawee Counties

## **BYLAWS OF** **REGION 2 PLANNING COMMISSION**

*As adopted July 9, 1998 and November 11, 1999 and*

*As amended and adopted May 9, 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 Commissioners – Region 2 Planning Commission governing and policy board.
- C. Board of Commissioners 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 Commissioners.
- E. Executive Committee – Subcommittee of the Board of Commissioners 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 Commissioners 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 up to its initial 20,000 population; and a second representative for its population between 20,001 and 60,000.
- C. Township membership: A member township shall have one (1) representative up to its initial 20,000 population; a second representative for its population between 20,001 and 60,000; and a third representative for its population between 60,001 and 100,000.
- D. Educational Institution: At its discretion the R2PC Board of Commissioners shall appoint 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: At its discretion the R2PC Board of Commissioners shall appoint 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 R2PC Board of Commissioners. 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 organizations 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 Commissioners 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, with at least one officer from each county. 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 Commission meeting following the occurrence of the vacancy.

**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. Full Commission meetings shall be rotated among the three R2PC counties so that two Full Commission meetings per year are held in each location. 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 meet-



ings, 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 Commissioners 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, Treasurer, and Secretary 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.

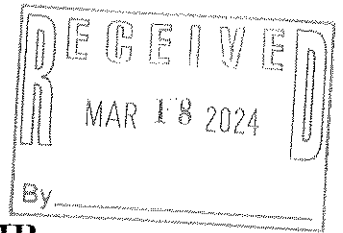
**SECTION 6: Deposits:** All funds of the Commission shall be deposited to the credit of the Commission in such banks, trust companies, or other depositories.

**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.

## ARTICLE X STATUTE

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



**BLACKMAN CHARTER TOWNSHIP**

1990 W. Parnall Road • Jackson, Michigan 49201-8612 • Phone (517) 788-4345 • Fax (517) 788-4689

**NOTICE**  
**PLANNING COMMISSION MEETING**  
**BLACKMAN CHARTER TOWNSHIP**

Notice is hereby given that the Blackman Charter Township Planning Commission, located at 1990 West Parnall Road, will hold a Public Meeting on

**April 2<sup>nd</sup>, 2024, at 6:00 p.m. to consider the following:**

**CASE#1573**  
**CONDITIONAL USE**

New Cell Tower.

Located: 3600 Wayland Dr. Jackson MI, 49202

Parcel# 000-08-30-226-005-02

Zoned: C-3 Highway Commercial

Requested by: Tony Phillips

At which time any person interested in the Township, or their duly appointed representative will be heard. Requested by: **BLACKMAN TOWNSHIP**

BLACKMAN CHARTER TOWNSHIP  
PLANNING COMMISSION

David K Elwell, Clerk

# THE TOWNSHIP OF NORVELL

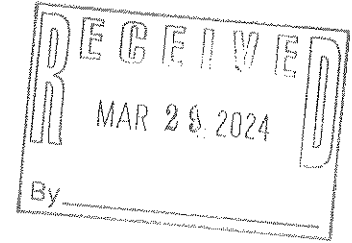
106 East Commercial, P.O. Box 188

Norvell, Michigan 49263

(517) 536-4370

FAX (517) 536-0110

Norvelltpw-mi.gov



**TO:** Contiguous Municipal Legislative Bodies, County Planning, and Public Utilities

**FROM:** Norvell Township Planning Commission

**DATE:** March 19, 2024

**RE:** Notice of Intent to Review the Master Plan

In accordance with the Michigan Planning Enabling Act (PA 33 of 2008, as amended), Norvell Township has reviewed and updated the existing Master Land Use Plan and requests your cooperation and comment on the Plan.

Please be aware the plan will be available for viewing on the Township website and can be accessed via the provided link in this message: [morvelltpw-mi.gov](http://morvelltpw-mi.gov). At this time the Master Plan update is ready for your review, and we will provide a second notice and directions on where to send comments and time limits for doing so.

We thank you for your consideration in this matter. If you have any questions or comments on the Norvell Township Master Plan update process at this time, please contact the Township offices at the address, phone number, e-mail, or FAX number listed in the letterhead.

Master Plan Update  
Norvell Township  
Brooklyn, MI 49230



## NOTICE OF INTENT FOR RECREATION GRANT PROJECTS

*This information is requested by authority of Part 703, Act 451 of 1994, as amended, to be considered for a LWCF grant.*

Name of Project Development of Lewis Emery Park		Date 03/27/2024	County Hillsdale
Identity of the applicant agency, organization, or individual: Hillsdale County			
Indicate below the representative of the applicant to contact for additional information regarding this Notice:			
Name Bruce Caswell		Telephone Number (including area code) 517-523-3067	E-mail Address bcaswell@frontier.com
Address (Street/PO Box), City, State, ZIP Code 8940 E. Bacon Rd, Hillsdale, MI, 49242			
Agency from which will be sought: <input checked="" type="checkbox"/> Michigan Department of Natural Resources		Name of Program <input type="checkbox"/> Land and Water Conservation Fund <input checked="" type="checkbox"/> Natural Resources Trust Fund	
Estimated Federal Cost \$	Estimated State Cost \$ 255,500	Estimated Other Cost \$ 89,800	Total Cost \$ 345,300
Estimated date by which time the applicant expects to formally file an application April 1, 2024			
Geographic location of the project to be assisted (indicate specific location as well as city or county. Attach map if necessary) Hillsdale County's Lewis Emery Park located at 2121 State Road, Hillsdale MI, 49242.			
Brief description of the proposed project. This will help the clearinghouse identify agencies of state or local government having plans, programs, or projects that might be affected by the proposed project: Development of Lewis Emery Park to remove wooden docks and replace them with aluminum docks and accessible walkways. Also, the waterfall will be rebuilt with a 6 foot walkway over the top making the trail accessible. This trail connects to the Baw Beese Trail, part of the North Country Trail.			
Type of project Development		General size of scale project Trail is 1/2 mile long and connects with the sidewalk into Hillsdale City.	
Purpose of project To make fishing and hiking accessible to all.			
Beneficiaries (persons or institutions benefited) All visitors to the park and hikers along the North Country Trail.			
Indicate the relationship of this project to plans, programs, and other activities of your agency and other agencies (attach separate sheet if necessary): Continuing to improve the park and make it accessible to all is our long range goal.			



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF NATURAL RESOURCES  
LANSING



M. SCOTT BOWEN  
DIRECTOR

March 29, 2024

Planning Region 1  
Southeast Michigan Council of Governments  
Submitted by email: [inforcenter@semcog.org](mailto:inforcenter@semcog.org)

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

Planning Region 5  
GLS Region V Planning and Development Commission  
1101 Beach St., Room 223  
Flint, MI 48502-1470

Planning Region 7  
East Michigan Council of Governments  
3144 Davenport Ave., Suite 200  
Saginaw, MI 48602-3494

To whom it may concern:

The Department of Natural Resources (DNR) is applying for funding consideration under the Michigan Natural Resources Trust Fund (MNRTF) program for 2024. As part of the MNRTF application process, we are submitting this Notice of Intent.

Please feel free to contact me with any questions or comments related to this project. I can be reached via email, phone, or in writing at DNR Wildlife Division, 4166 Legacy Parkway, Lansing, MI 48911.

Thank you for your consideration. Please contact me if you need additional information.

Sincerely,

Valerie Frawley  
Public Land Matters Biologist  
Wildlife Division  
517-420-3916  
[frawleyv@michigan.gov](mailto:frawleyv@michigan.gov)

enclosures





## NOTICE OF INTENT FOR RECREATION GRANT PROJECTS

*This information is requested by authority of Part 703, Act 451 of 1994, as amended, to be considered for a LWCF grant.*

Name of Project TF24-0117 - Southeastern Michigan Sprint Land Consolidation		Date 3-29-24	County TBD in SE MI
Identify the applicant agency, organization, or individual: Michigan Department of Natural Resources Wildlife Division 515 W. Allegan Street Lansing MI 48909-7944			
Indicate below the representative of the applicant to contact for additional information regarding this Notice:			
Name Valerie Frawley		Telephone Number (including area code) 517-420-3916	E-mail Address frawleyv@michigan.gov
Address (Street/PO Box), City, State, ZIP Code DNR Lansing Customer Service Center, 4166 Legacy Parkway, Lansing, MI 48911			
Agency from which will be sought: <input checked="" type="checkbox"/> Michigan Department of Natural Resources		Name of Program <input type="checkbox"/> Land and Water Conservation Fund <input type="checkbox"/> Natural Resources Trust Fund	
Estimated Federal Cost \$	Estimated State Cost \$ 2,000,000	Estimated Other Cost \$	Total Cost \$ 2,000,000
Estimated date by which time the applicant expects to formally file an application April 1, 2024			
Geographic location of the project to be assisted (indicate specific location as well as city or county. Attach map if necessary) Specific properties have not yet been identified, but they will be within existing DNR Project Boundaries (www.michigan.gov/dnr/managing-resources/public-land/boundaries) within the Southeastern Lower Peninsula Region (includes the following counties: Bay, Saginaw, Tuscola, Huron, Sanilac, Genesee, Lapeer, St. Clair, Livingston, Oakland, Macomb, Jackson, Washtenaw, Wayne, Hillsdale, Lenawee, and Monroe).			
Brief description of the proposed project. This will help the clearinghouse identify agencies of state or local government having plans, programs, or projects that might be affected by the proposed project: Lands acquired under this grant provide wildlife habitat and recreational opportunities such as hunting, trapping, bird watching, and wildlife viewing. The properties will also help consolidate public ownership, and preserve the natural landscape in an area close to large population centers.			
Type of project Land acquisition	General size of scale project TBD		
Purpose of project The intent is to acquire land within existing DNR Project Boundaries from willing sellers in the Southeastern Lower Peninsula Region. The properties will provide wildlife habitat and recreational opportunities such as hunting, trapping, bird watching, and wildlife viewing. The properties will also help consolidate public ownership, and preserve the natural landscape in an area close to large population centers. The potential acquisition properties will be adjacent to existing DNR-managed lands.			
Beneficiaries (persons or institutions benefited) This acquisition will benefit the public by providing visitors and residents with additional public access to Michigan's great natural resources and by preserving existing green space for current and future generations to enjoy.			
Indicate the relationship of this project to plans, programs, and other activities of your agency and other agencies (attach separate sheet if necessary): The parcels contribute to the State Game Area Blue Ribbon Advisory Group recommendations and to the DNR Managed Public Land Strategy to increase the land available for public recreation in southern Michigan.			