



May 9, 2024 Full Commission Meeting
Agenda

Hillsdale City Hall
97 N. Broad Street
Hillsdale, MI 49242

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

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1. Call to Order	
2. Approval of the May 9, 2024 Agenda – ACTION	
3. Public Comment	
4. Approval of the Full Commission Meeting Minutes for March 14, 2024 (see enclosure) – ACTION	2
5. Approval of Action Taken at the April 11, 2024 Executive Committee Meeting (see enclosure) – ACTION	5
6. Receipt of Treasurer's Report of April 30, 2024 (see enclosure) – ACTION	10
7. Approval of May 9, 2024 Submitted Bills (see enclosure) – ACTION	14
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9. Approval of Amendments to the FY 2023-2026 Transportation Improvement Program (TIP) (see enclosures) – ACTION	19
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10. Approval of FY 2025 Regional Transportation Planning Work Program (see enclosure) – ACTION	21
11. Approval of R2PC Bylaws (see enclosure) – ACTION	48
12. Approval of Tentative R2PC Full Commission Meeting Dates for the Remainder of 2024 (see enclosure) – ACTION	62
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• Notice of Intent - Jackson County Parks (see enclosure)	63
• Notice of Intent – MDNR (see enclosure)	64
• Notice of Intent to Prepare Master Plan – Ridgeway Township (see enclosure)	67
14. Public Comment / Commissioners' Comments	
15. Adjournment	

The next Region 2 Planning Commission Full Commission meeting is scheduled for Thursday, July 11, 2024 at 2:00 p.m. at the Jackson County Tower Bldg., 120 W. Michigan Ave., 5th Floor, Jackson, MI

Region 2 PLANNING COMMISSION

Serving Hillsdale, Jackson & Lenawee Counties

MEETING MINUTES

Region 2 Planning Commission – Full Commission
Jackson County Tower Bldg.
120 W. Michigan Ave., 5th Floor
Jackson, MI 49201

Thursday, March 14, 2024

I. Call to Order – Vice-Chair Beeker called the meeting to order at 2:04 p.m. A quorum was present.

Attendance:

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

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

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

Others Present: Jon Dowling, City of Jackson; Andrea Strach, MDOT

II. Approval of the March 14, 2024 Agenda – Motion was made by Comm. Jancek, supported by Comm. Penrose, to approve the March 14, 2024 agenda. The motion carried unanimously.

- III. **Public Comment** – Vice-Chair Beeker requested public comment. There was no public comment.
- IV. **Approval of Full Commission Meeting Minutes for January 11, 2024** – Motion was made by Comm. Shotwell, supported by Comm. Jancek, to approve the Full Commission meeting minutes of January 11, 2024 as submitted. The motion carried unanimously.
- V. **Approval of Action Taken at the February 8, 2024 Executive Committee Meeting** – The motion was made by Comm. Penrose, supported by Comm. Snell, to approve the action taken at the February 8, 2024 Executive Committee meeting. The motion carried unanimously.
- VI. **Receipt of Treasurer’s Report of February 29, 2024** – A motion was made by Comm. Tillotson, supported by Comm. Duckham, to receive the February 29, 2024 Treasurer’s Report as presented. The motion carried unanimously.
- VII. **Approval of the March 14, 2024 Submitted Bills** – A motion was made by Comm. Duckham, supported by Comm. Jancek, to approve payment of the March 14, 2024 submitted bills. The motion carried unanimously.
- VIII. **Staff Progress Report for February 2024** – The February 2024 staff progress report was included in the agenda packet. Mr. Hurt presented highlights from the staff progress report for the month of February.
- IX. **Approval of Amendments to the JACTS FY 2023-2026 Transportation Improvement Program (TIP)** – The following amendments to the JACTS FY 2023-2026 TIP were submitted by the City of Jackson:

FY	JN	Project	Project Description	Funding	Action
2024	218256	Lansing Ave., Clinton Rd., Monroe St. and Backus St. Safety Improvements	Reconstruct traffic signals with new mast arm signals and other safety improvements.	Federal (HSIP) \$522,606.40 City \$130,651.60	Add
2024	218279	Lansing Ave. and Ganson St. Safety Improvements	Reconstruct traffic signals with new mast arm signals and other safety improvements	Federal (HSIP) \$529,758.40 City \$132,439.60	Add
2025	220137	Morrell St. at Brown St. and Morrell St. at Wisner St. Signal Modernization	Reconstruct traffic signals with new mast arm signals.	Federal (HSIP) \$625,699.80 City \$ 69,522.20	Add

The following amendment to the JACTS FY 2023-2026 TIP was submitted by JATA:

FY	Project Name	Limits	Primary Work Type	Project Description	Federal Cost	Federal Funding Source	State Cost	Total Project Cost
2024	E. High St.	Areawide	Capital	CRP-Van Replacement	\$191,866	FY 2022 CRP	\$47,967	\$239,833

Motion was made by Comm. Jancek, supported by Comm. Snell, to approve the TIP amendments presented by the City of Jackson and JATA. The motion carried unanimously.

- X. Discussion of Draft R2PC Bylaws Update** – Mr. Hurt reviewed the draft R2PC Bylaws. Staff will make updates and review again at the April 11, 2024 R2PC meeting.
- XI. Other Business** – None.
- XII. Public Comment / Commissioners' Comments** – None.
- XIII. Adjournment** – There being no further business, Vice-Chair Beeker adjourned the meeting at 2:29 p.m.

Alan Beeker
Vice-Chair

Region 2 PLANNING COMMISSION

Serving Hillsdale, Jackson & Lenawee Counties

MEETING MINUTES

Region 2 Planning Commission – Executive Committee
Lenawee District Library
4459 W. U.S. 223
Adrian, MI 49221

Thursday, April 11, 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, Zack Smith, Alissa Starling

Other Commissioners Present: James Minnick, Jr., Jackson County; Crystal Pfeifer, Jackson County

Others Present: Charlie Briner, JCDOT

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

III. **Public Comment** – No public comment.

IV. **Approval of the Executive Committee Meeting Minutes for February 8, 2023** – The motion was made by Comm. Snell, supported by Comm. Jancek, to approve the Executive Committee meeting minutes of February 8, 2023 as submitted. The motion carried unanimously.

- V. **Receipt of Treasurer’s Report of March 31, 2024** – A motion was made by Comm. Jancek, supported by Comm. Walz, to receive the March 31, 2024 Treasurer’s Report as presented. The motion carried unanimously.
- VI. **Approval of April 11, 2024 Submitted Bills** – A motion was made by Comm. Duckham, supported by Comm. Jancek, to approve payment of the April 11, 2024 submitted bills. The motion carried unanimously.
- VII. **Staff Progress Report for March 2024** – The March 2024 staff progress report was included in the agenda packet. Mr. Hurt presented highlights from the staff progress report for the month of March.
- VIII. **Approval of Amendments to the FY 2023-2026 Transportation Improvement Program (TIP)** – The following amendments were submitted by JCDOT:

FY	JN	Project	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 Lora Ln; South St to Twp. Line	One Course Overlay	\$709,240.50 STUL \$195,500.00 Local Total: \$904,740.50	Funding Adjustment
2024	216522	Pulaski Rd & County Farm Rd	Folks Rd to Concord Village Limits; Parma Rd to Blackman Rd	Spot Paving and Chip Seal	\$749,550.00 STL \$379,565.83 State-D \$139,100.00 Local Total: \$1,268,215.83	Adjust Project Limits, Description & Funding Adjustment
2024	219913	2024-Horizontal Curves & Mumble Strips	Various Roads County Wide	Horizontal Curves & Mumble Strips	\$565,589.31 STUL \$65,518.62 Local Total: \$631,107.93	Add Project
2024	220878	Lansing Ave RR	Lansing Ave Crossing of Jackson & Lansing Rd	Install new ties for placement of crossing surface	\$25,111 TAUL \$18,652 Local Total: \$43,763	Add Project

2024	217971	Cady & Behling Rd Tree Removal	Wolf Lake Rd to Norvell Rd; 30 Miles Rd to Albion Rd	Tree Removal, Sign Replacement and Pavement marking application	\$338,635 HRRR \$38,626 Local Total: \$625,000	Add Project
2024	TBD*	SS4A	County Wide	Safe Streets for All – Comprehensive Systemic Safety Action Plan	\$500,000 SS4A \$125,000 Local Total: \$625,000	Add Project
2025	TBD*	Airport Road	County Farm Rd to Argyle St	Mill & Fill, capacity improvements and Signal Modernization	\$2,000,000 SA \$375,000 TED F \$180,000 Local Total: 2,555,000	Add Project
2025	219895	S. Jackson Road Tree Removal	Vickery Rd to Kimmel Rd	Tree Removal, Sign Replacement and Pavement marking application	\$417,350 HRRR \$46,372 Local Total: \$453,722	Add Project
2025	220178	Robinson & Spring Arbor Road Signal	Robinson Rd at Spring Arbor Rd	Upgrade Signal Heads & Equipment	\$136,291 HSIP \$15,144 Local Total: \$151,435	Add Project
2025	220179	Ackerson Lake at Hart Rd intersection Improvements	Ackerson Lake Rd at Hart Rd	Installation of guardrail, Flashing LED stop sign, sign upgrades and pavement markings	\$42,134 HSIP \$13,910 Local Total: \$56,044	Add Project
2026	220686	Albion Rd Bridge	N. Br Kalamazoo River Crossing	Replace	\$1,993,100 LBG \$104,900 Local Total: \$2,098,000	Add Project

The following amendment to the JACTS FY 2023-2026 TIP was submitted by MDOT:

FY	JN	Project Name	Project Description	Federal Budget	State Budget	Total Phase Cost
2025	217476*	M-99	Single Chip Seal with Fog Seal	\$1,718,850	\$381,150	\$2,100,000

The following TIP amendments as well as Local Bridge Bundling projects were submitted by MDOT:

FY	JN	Phase	Project Name	Limits	Project Description	State Est. Amt.	State Fund Source	Total Est. Amt.
2024	217024	PE	Hanover Rd	Hanover Rd over South Branch Kalamazoo River	Bridge Replacement	\$10,000	LBBI	\$10,000
2025	217024	CON	Hanover Rd	Hanover Rd over South Branch Kalamazoo River	Bridge Replacement	\$222,912	LBBI	\$222,912
2025	217024	CON	Hanover Rd	Hanover Rd over South Branch Kalamazoo River	Bridge Replacement	\$1,857,600	LBBI	\$1,857,600

Motion was made by Comm. Jancek, supported by Comm. Swartzlander, to approve the TIP amendments as well as the Local Bridge Bundling projects as presented. The motion carried unanimously.

- XIV. Presentation of the FY 2023 R2PC Annual Audit Report, James Latham, CPA** -- The FY 2023 R2PC Annual Audit was presented by James Latham. Motion was made by Comm. Snell, supported by Comm. Jancek to approve the audit. The motion carried unanimously.
- X. Approval of Staff Travel Request to Michigan Recycling Coalition Annual Conference** – Request was made by Zack Smith to attend the Michigan Recycling Coalition Annual Conference in Port Huron. Motion was made by Comm. Beeker, supported by Comm. Snell to approve staff travel to Port Huron, MI for the Michigan Recycling Coalition Annual Conference. The motion carried unanimously.
- XI. Approval to Retain Curated Grants for Grant Development Support** –
- XII. Discussion of Draft R2PC Bylaws Update** – Mr. Hurt reviewed the draft R2PC Bylaws. Staff will make updates and move to approve at the May 9, 2024 R2PC meeting.
- XIV. Other Business** – Notice of Public Hearing for Blackman Charter Township Planning Commission and Norvell Township. Notice of Intent (2) for the MDNR.
- X. Public Comment / Commissioners' Comments** – None.
- XI. Adjournment** – There being no further business, Chair Witt adjourned the meeting at 2:41 p.m.

Dale Witt
Chair

REGION 2 PLANNING COMMISSION
Treasurer's Report - Monthly Summary
as of April 30, 2024

Checking Account Balance ending, March 31, 2024		\$	474,208.28
Deposit Summary:			
<i>April 2024 EFT Deposits</i>		\$	6,711.25
<i>April 2024 Bank Deposits</i>			-
<i>April 2024 Adjustments</i>			(2,147.80)
Total Deposits plus Bank Balance		<u>\$</u>	<u>478,771.73</u>
Expenses:			
<i>Submitted Expenses - April 2024 **</i>	\$		(39,224.85)
<i>Interim Expenses</i>			(224.40)
<i>Payroll/Related Expenses</i>			(27,409.00)
Subtotal of Expenses	<u>\$</u>		<u>(66,858.25)</u>
Balance Checking Account ending April 30, 2024		<u>\$</u>	<u>411,913.48</u>
<i>Balance CD Investments ending April 30, 2024</i>		<u>\$</u>	<u>110,359.48</u>
Total Cash on Hand		<u>\$</u>	<u>522,272.96</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 April 30, 2024

4/30/2024	EFT Deposits:	
	Lenawee County FY24 Quarterly Dues	\$ 6,711.25
	Subtotal - EFT Deposits	\$ 6,711.25
4/30/2024	Check Deposits:	
	None	-
	Subtotal - Check Deposits	\$ -
4/30/2024	Adjustments to cash:	
	<i>Bank fees - April</i>	(136.87)
	<i>Paycor fee - April</i>	(356.50)
	<i>Credit Card Charges - Meijer - supplies</i>	(48.04)
	<i>Credit Card Charges - Abobe Creative Cloud services - subscriptions</i>	(131.72)
	<i>Credit Card Charges - USPS - postage</i>	(88.74)
	<i>Credit Card Charges - MTU-Cashiers Office - conference</i>	(30.00)
	<i>Credit Card Charges - Friendsoffice - supplies</i>	(545.86)
	<i>Credit Card Charges - Bath & Body Works - supplies</i>	(28.62)
	<i>Credit Card Charges - International Economic Development - dues</i>	(795.00)
	<i>American Express card credit</i>	13.55
	Subtotal - Adjustments to Cash	\$ (2,147.80)
	Total Net Deposits	\$ 4,563.45

**REGION 2 PLANNING COMMISSION
INTERIM BILLING and PAYROLL EXPENSES
as of April 30, 2024**

Interim Billing for April 2024

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
Allegra	R2PC Packet - April 2024	\$ 224.40	15434
Total Interim Billing for April 2024		\$ 224.40	

Payroll & Travel Related Expenses:

<i>Paid April 12, 2024</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$	13,144.99
B. Gatz	Travel Reimbursement	\$	88.71
A. Starling	Travel Reimbursement	\$	38.86
Total		\$	13,272.56

<i>Paid April 26, 2024</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$	13,780.26
B. Gatz	Travel Reimbursement	\$	45.56
J. Latham	Travel Reimbursement	\$	37.52
J. Liogghio	Travel Reimbursement	\$	45.16
A. Starling	Travel Reimbursement	\$	107.34
Z. Smith	Travel Reimbursement	\$	120.60
Total		\$	14,136.44

Total Payroll Expenses for April 2024		\$ 27,409.00
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**Region 2 Planning Commission
Outstanding Accounts Receivable
as of April 30, 2024**

Municipality/Source	Date	Inv. No.	Amount
Somerset Township - services through September 30, 2022	12/6/2022	9005	556.39
Somerset Township - services for Greater Irish Hills through September 2023	7/27/2023	9006	489.72
MDOT - Rural Task Force - services through March 2024	4/23/2024	7407	8,567.01
MDOT - Regional Transportation Planning - services through March 2024	4/23/2024	5011	1,586.63
MDOT - Asset Management - services through March 2024	4/23/2024	4013	12,366.63
MDOT - FHWA - services through March 2024	4/23/2024	5013	51,882.07

FY 2024 Balance as of April 30, 2024	\$ 75,448.45
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REGION 2 PLANNING COMMISSION
Submitted Bills
May 9, 2024

Vendor	Description	Amount Due
BC/BS	Employee Health Ins. June 2024	\$ 5,326.12
County of Jackson	Rent May 2024	\$ 3,330.92
County of Jackson	Comcast & Verizon Phone Mar.-Apr. 2024	\$ 195.20
County of Jackson	Purchase of Dell Laptops for Z. Smith/J. Latham	\$ 2,251.54
County of Jackson	Postage Mar. 2024	\$ 5.76
Greater Lenawee Chamber	Membership Renewal	\$ 300.00
JTV	Website Hosting	\$ 225.00
MissionSquare	401/RHS Employer Contribution	\$ 1,936.34
SBIS	Group Life/AD&D June 2024	\$ 134.54
Michigan Recycling Coalition	Conference (Z. Smith)	\$ 400.00
The Water Store	Supplies/New Dispenser Apr. 2024	\$ 387.70
Total Submitted Billing - May		\$ 14,493.12

Region 2 PLANNING COMMISSION

Serving Hillsdale, Jackson & Lenawee Counties

Staff Progress Report *April 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 submitted semi-annual reports on April 30.
 - EDA grant award for R2PC EDD's FY2023 Partnership Planning Grant, which will be used to continue implementation of the 2021 – 2025 CEDS.
 - Staff submitted final semi-annual reports on April 30 for the EDA FY2023 Partnership Planning Grant.
 - Staff participated in the EDA Chicago Regional Office quarterly Economic Development District (EDD) call on April 24.
- **Regional Economic Development.** Staff was involved in the following activities on behalf of the R2PC Economic Development District (EDD):
 - No activities.
- **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 April 23 to discuss outdoor recreation economic development and partnering opportunities.
- **Downtown Development Authorities (DDAs).**
 - **Leoni DDA.** Staff provided administrative support for the Leoni Downtown Development Authority meeting on April 10.

[April 2024 Staff Progress Report]

R2PC Activities

- **R2PC Website.** Staff continued updating www.region2planning.com.
- **R2PC Bylaws.** No activities.
- **Training.** Staff attended meetings on trail building and trail funding as well as on housing and grant opportunities.
- **MAR.** Staff participated in the April 9 Michigan Association of Regions virtual meeting.
- **MMP.** No activities.
- **UGRWA.** No activities.

Regional Transportation Planning Hillsdale, Jackson, and Lenawee Counties

- Staff participated in MDOT's monthly Rural Task Force virtual meeting.
- Staff attended a meeting for the Adrian and Tecumseh Small Urban Committees on April 3.

Asset Management Hillsdale, Jackson, and Lenawee Counties

- **TAMC.** No activities.

Metropolitan Area Transportation Planning Jackson Area Comprehensive Transportation Study

Database Management:

- No activities.

Long-Range Planning:

- No activities.

Short-Range Planning:

- Staff coordinated with local agencies to process administrative changes in JobNet.
- Staff completed a draft version of the FY2025 Unified Planning Work Program.

Program Management

- The JACTS TAC and Policy Committee met on April 17 and 18 to address TIP amendments.
- Staff attended a stakeholder meeting on April 3 discussing an upcoming project for East Michigan Avenue in Jackson.

[April 2024 Staff Progress Report]

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 attended the April 17 regular Planning Commission meeting to discuss updates to the solar, wind, and telecommunications ordinance in conjunction with the overall update of the zoning ordinance. A public hearing was scheduled for May 15 for review of said ordinance and at the Township's June meeting, will review the ordinance in its entirety.

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

- **County Planning Commission (JCPC).** The JCPC approved rezoning of properties in Waterloo Township and a PA116 in Waterloo Township at the JCPC's April 11 meeting.
- **DNR Spark Grant.** Staff participated in the MAR/DNR SPARK Coordination virtual meeting on April 10.
- **Active Jackson.** Staff updated the Operating Guidelines and hosted the re-launch meeting of Active Jackson on April 30. Staff attended webinars about trail development.

Lenawee County

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

- **Master Plan.** Staff is currently incorporating feedback and updated data into the Master Plan mapping.

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

- **Master Plan.** Staff attended the March 12 Franklin Township Board meeting to provide an update on the Township's Master Plan and priorities for the accompanying survey. Staff compiled feedback and created a draft survey, which will be published along with the end-of-May tax documents to encourage resident response.
- **Zoning Text Amendments.** Staff provided feedback on zoning text amendments regarding fences and setbacks on waterfront lots. Text revisions included illustrations and a neighbor agreement for requests along property boundaries. These amendments were unanimously recommended for approval at the April LCPC meeting.

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

- **Planning Commission.** Staff provided recommendations on zoning text amendments regarding adjacent land uses and the placement of telecommunication towers. These recommendations were presented at the April Lenawee County Planning Commission meeting and were unanimously

[April 2024 Staff Progress Report]

approved.

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

- **Master Plan.** Staff has begun work on the Raisin Township Master Plan with an anticipated adoption date set for early next year. Thus far, efforts have focused on gathering existing land use and resident demographic data.

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

- **County Planning Commission (LCPC).** The LCPC April meeting heard three (3) zoning text amendments, two (2) from Rollin Township and one (1) from Franklin Township, as well as a Farmland Agreement from Riga Township. Additionally, a Master Plan from the Village of Onsted was submitted for comment.

Hillsdale County

Staff provided the following service(s):

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

- **Recreation Mapping.** Staff has been in communication with City staff regarding mapping updates and is awaiting final comments and feedback

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 two (2) participating communities through their respective governing bodies.



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

GRETCHEN WHITMER
GOVERNOR

BRAD WEIFERICH
DIRECTOR

April 8, 2024

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

Dear Director Hurt:

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

Proposed TIP Amendments:

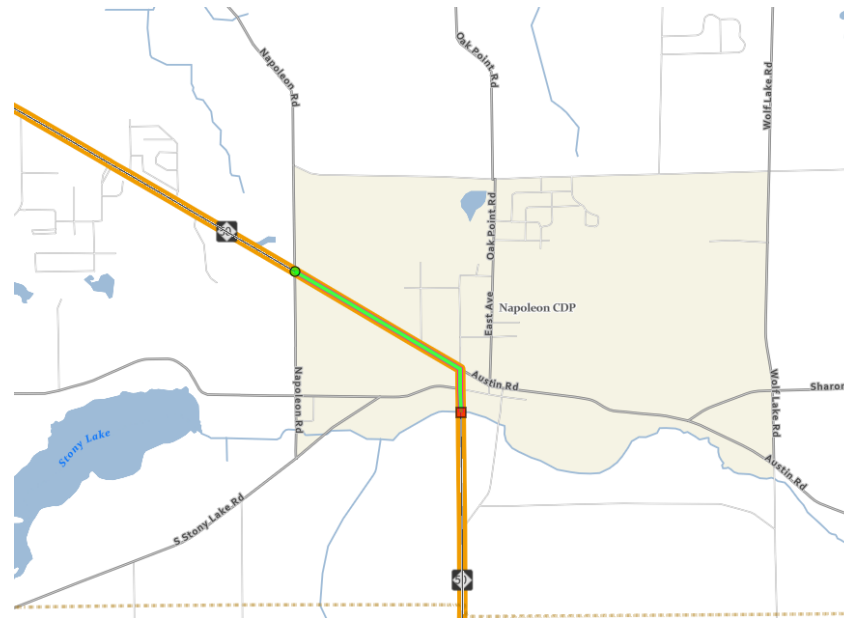
- 1) The engineering phase for the regionwide pavement marking application is requested to be deleted. The engineering phase was completed without federal funds.
- 2) The construction phase of M-50 (Napoleon Road to Stony Lake Creek Culvert) is being requested to be added to the TIP.

Please see the next pages for details.

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

Sincerely,
Andrea Strach, Transportation Planner

	Fiscal Year	Job no.	Phase	Project Name	Limits	Length	Primary Work Type	Project Description	Federal Budget	Federal Fund Source	State Budget	Local Budget	Total Phase Cost	Amendment Type
1	2024	207396*	PE	Region-wide	All trunkline routes of REGION2 MPO	2.685	Traffic Safety	Permanent pavement marking application on U221059niversity Region trunklines	\$5,184	\$576	\$0	\$5,760	\$5,184	DELETE-Project completed without the use of Federal Funds
2	2024	221059	CON	M-50	Napoleon Road to Stony Lake Creek Culvert	1.072	Road Capital Preventive Maintenance	HMA cold milling with single course HMA overlay	\$552,488	\$122,513	\$0	\$675,000	\$552,488	ADD



MEMORANDUM

TO: Region 2 Planning Commission

FROM: Brett Gatz, Planner

DATE: May 2, 2024

SUBJECT: Approval of FY 2025 Regional Transportation Planning Work Program

R2PC staff have prepared the FY 2025 Regional Transportation Planning Work Program and budget beginning October 1, 2024 and ending September 30, 2025. The primary focus areas that staff will be working on during FY 2025 include assisting MDOT with asset management and on-going work for the Rural Task Force and Small Urban Area programs.

The Michigan Department of Transportation has been authorized to offer the Region 2 Planning Commission a grant of \$31,000 in Michigan Transportation Funds (MTF) and \$22,369 in Statewide Planning and Research (SPR) grant funds covering the period of October 1, 2024 to September 30, 2025. No local funds are required.

APPROVAL is hereby requested for the proposed FY 2025 Regional Transportation Planning Work Program and authorization for the R2PC Chair and Executive Director to sign the FY 2025 MDOT project agreement for receipt of the funds as described above.

FY 2025 Regional Transportation Planning Work Program

Region 2 **PLANNING COMMISSION**

Serving Hillsdale, Jackson & Lenawee Counties

October 1, 2024 – September 30, 2025

Region 2 Planning Commission
120 W. Michigan Ave., 9th Floor
Jackson, MI 49201

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INTRODUCTION

The Michigan Department of Transportation (MDOT) recognizes the importance of the state-local partnership in delivering a safe and efficient transportation system. The Regional Transportation Planning Program (RTPP) was created by the MDOT Bureau of Transportation Planning (BTP) in 1974 to contract various planning services to be performed by the State Planning and Development Regions, also known as Regional Planning Agencies (RPAs), to assist BTP and local units of government. Each RPA could potentially have up to four project authorizations as a result of what is approved under this work program.

The RTPP requires each participating regional planning agency (except Southeast Michigan Council of Governments) have an annual work program in accordance with a three-year Master Agreement. Since 1984, the State Legislature has set a line-item budget of \$488,800 of Act 51's Michigan Trunk line Fund (MTF) for the RTPP. Identified transportation planning services funding with MTF includes the following work elements to assist MDOT and local communities: Program Management, Technical Assistance to MDOT, Technical Assistance to Member Agencies, Public Involvement and Consultation Process for Non-Metropolitan Areas, Access Management, specific eligible activities with the Pure Michigan Byway Program, Non-motorized Mapping and Investment Plan, Rural Safety Planning, and Asset Management. Each regional planning agency may divide and prioritize their allocation of these work elements based on the transportation needs of their region.

Rural Task Force and Small Urban Program assistance and Air Quality Conformity Planning are administered under a separate project authorization and funded with Statewide Planning and Research (SPR) grant funding. The funding requested for this assistance and planning is \$382,260 and has increased from last year due to the new FY26-29 State Transportation Improvement Program (STIP) that will need to be developed and coordinated. As above, each regional planning agency may divide and prioritize their allocation of these work elements based on the transportation needs of their region.

Planning grant activities for the Byways Program are funded with SPR and administered under a separate project authorization. A more detailed Byways Work Plan and Budget will be required if an RPA budgets for byways administrative activities under the transportation planning services project authorization and/or applies for planning grant implementation activities under this planning grant activity SPR authorization. The byways work plans and budgets are submitted to the Byways Program Manager for review and SPR requests will be ranked and prioritized if funding availability exceeds requests.

The last activity, Asset Management, is administered by the Asset Management Section of MDOT under a separate project authorization.

Transportation Planning Services (MTF) Work Elements I - VIII

I. Program Management

Objectives

- Prepare and adopt annual work program.
- Prepare monthly or quarterly invoices and progress reports.
- Ensure expenditures are well documented and cost-effective.
- Prepare a Final Acceptance Report (FAR) on the status of the work activities and products within 90 days from the end of the fiscal year.
- Assist the auditors in carrying out general and specific audits of programs annually. Send such audit reports to the program coordinator.

Products

1. The following will be submitted to the program manager by the agency for reimbursement of costs incurred in conjunction with the work activities identified in the work program.
 - A. Progress reports that summarize accomplishments and attendance at applicable meetings for each work item.
 - B. Invoices for payment, submitted quarterly or monthly, in accordance with MDOT Contracting and Invoicing Standard Operating Procedures.
 - C. Receipts of travel expenses and equipment purchases greater than \$2,500; i.e., traffic counters, computer hardware and software, etc.
 - D. Itemization of program expenses in terms of work items, including salaries, fringe benefits, indirect costs, and other direct costs.
 - E. Tabulation of progress by work item, indicating the amount and percent billed the current billing period and year to date.

2. The FAR on the status of activities and products in the work program will be submitted to the program coordinator within 90 days following the contractual period in the work program, as specified within the Master Agreement. The FAR is a performance evaluation, not a financial audit, and must contain the following information for each work item:

- A. Products completed.
- B. Products not completed and reason for lack of completion.
- C. The amount of funds budgeted and expended.
- D. Work items that are to be continued next year.

Budget: \$4,000 (MTF)

DRAFT

II. Technical Assistance to MDOT

Objectives

- Assist in various tasks to update the State Long-Range Transportation Plan (SLRTP) and the State Transportation Improvement Program (STIP).
- Provide support for specific department issues and/or requests for information on transit, special projects and/or program development issues.

Activities

1. Assist in conducting transportation-related workshops and meetings, including but not limited to workshops and seminars for access management, State and National Byways, functional classification, the Adjusted Census Urban Boundary (ACUB), the Highway Performance Monitoring System (HPMS), the Model Inventory of Roadway Elements (MIRE), Fundamental Data Elements (FDE), and the Non Trunk line Federal Aid Program (NTFA) updates, non-motorized transportation, safety and non-metropolitan-area elected officials. Activities may include locating adequate facilities, registering participants, scheduling speakers, and other meeting management related activities.
2. Provide staffing and technical planning assistance in the area of transportation.
3. Conduct transportation studies as needed.
4. Assist in identifying transportation interest, programs and projects as appropriate for the STIP and the SLRTP.
 - A. Participate in the development and implementation of the SLRTP, providing input and review of documents and initiatives performed as part of the SLRTP development.
 - B. Assist in the scheduling and notifying of SLRTP related activities, including but not limited to public meetings within the region.
5. As appropriate, assist the MDOT Office of Passenger Transportation and local transit providers. Ensure that email distribution lists are updated with OPT and transit agency staff changes.
6. Statewide Travel Demand Model:
 - A. Review and provide feedback on REMI socio-economic forecasting outputs and assist in reviewing and allocating data to statewide traffic zones.
 - B. Verify statewide model network inventories.
 - C. Provide traffic counts, as available, for model update not covered in acquiring traffic counts for the non-trunkline federal aid program.

7. Data for meeting Federal Reporting Requirements:

A. Highway Performance Monitoring System (HPMS)

Collect and submit data items for HPMS in conjunction with MDOT's HPMS coordinator. Staff will review and update the HPMS database sample segments using MDOT-supplied spreadsheets that contain only the data items needing to be updated for each sample in the format provided.

B. Traffic Data Collection for Federal Reporting & 2026 MIRE FDE Requirement

Provide support to MDOT in the cross-agency coordination effort (NTFA) to gather and report traffic data on the non-MDOT road network (federal aid and non-federal aid) to meet federal reporting requirements of HPMS, MAP 21, and the BIL as well as the 2026 MIRE FDE Requirement of count-based AADTs on all public roads.

C. 2020 Census Statewide Review – NFC Review

After the U.S. Census Bureau approves the 2020 ACUB boundaries, MDOT staff will prepare informational materials for distribution pertaining to the 2020 Statewide NFC Review. MDOT will ask RPA staff to assist in meeting coordination with transportation stakeholders. These meetings will consist of jurisdictional agencies and other transportation stakeholders proposing and reviewing National Functional Classification (NFC) revisions to the Act 51 certified public roads within their planning boundary. MDOT staff may request materials such as traffic counts, worksheets, maps, local letters of concurrence, signed resolutions, and Act 51 certifications to process the proposed NFC revisions. The proposed revisions will be reviewed by MDOT staff. If MDOT is in concurrence, the proposals would then be submitted to FHWA for final review.

D. Model Inventory of Roadway Element (MIRE) Fundamental Data Elements (FDE)

Model Inventory Roadway Elements (MIRE) Fundamental Data Elements (FDE) is a federal reporting requirement for safety roadway data under federal statute § 924.17. RPA and local agency participation in the MIRE data collection process is considered part of the requirements in fulfilling the Data Collection responsibilities to MDOT.

RPA's are asked to coordinate with their local agencies and MDOT staff to perform annual maintenance and validating (6) data items. The six (6) data items that local agencies and RPA staff will be requested to review will be: Surface type, number of through lanes, access control, median type, facility type, and traffic control.

The review of these data items will be done within Roadsoft. Deliverables to MDOT will be exported from Roadsoft. RPAs and Local Agencies that require additional training with Roadsoft MIRE tools can follow this hyperlink: [MIRE Roadsoft Training Recording](#) or contact MDOT at MDOT-MIRE-FDE@michigan.gov. Further information regarding statewide MIRE data collection can be found using the following hyperlinks:

- Roadsoft Roundup: [Model Inventory of Roadway Elements Fundamental Data Elements | Roadsoft](#)

- [MDOT MIRE FDE Experience Builder](#)

Support is defined as (but not limited to):

- Outreach
- Piloting
- Training and Education
- Data coordination with local agencies
- Data compilation
- Data load, transfer, and/or reporting
- Conduit between local agencies and MDOT/FHWA

Budget: \$8,000 (MTF)

DRAFT

III. Technical Assistance to Member Agencies

Objective

- Provide services to local transportation agencies to improve existing and new multi-modal transportation systems, and identify actions to improve the area’s transportation system.

Activities

1. Assist local units of government in obtaining grant funds to improve existing and new multi-modal transportation systems and identify actions to improve the area’s transportation system.
2. Assist local agencies seeking to improve and expand the public transportation and to promote improved transportation systems for all modes.
3. Coordinate planning to promote safety, livable communities and environmental sustainability.
4. Work with local agencies to assess impacts of transportation of projected land uses in the region.
5. Review and/or develop proficiency in traffic crash data.
6. Prepare and report to regional boards and local agencies on the status of transportation planning work program activities and tasks.

Products

- Provide program manager with a copy of any reports produced as a result of these activities listed above.

Budget: \$9,000 (MTF)

IV. Public Involvement and Consultation Process for Non-Metropolitan Areas

Objectives

- To provide for non-metropolitan local official participation in the development of the State Long-Range Transportation Plan (LRTP) and the STIP.
- To provide opportunities for the public to review and comment in the development of the LRTP and STIP.
- To manage consultation with local elected officials, local officials with responsibility for transportation, public agencies, general public, tribal governments, businesses, and organizations in accordance with the statewide planning process public participation plan.

Activities

1. Work with MDOT on public involvement issues, including organizing meetings, focus groups and advisory committees.
2. Conduct local program meetings and ongoing communication and technical assistance in non-metropolitan areas to provide information on various state and federal programs.
3. Document the RTF's public involvement and consultation processes.
4. Partner with educating and training local officials with regard to state and federal-funded programs, policy applications and other key information.
5. Respond to requests from both the public and private sectors to provide information on state and federal transportation programs, projects, and funding, and to stay informed on local issues.
6. Participate in statewide conferences, meetings, seminars, forums and training sessions on state and federal programs available to local communities.
7. Assist MDOT in keeping elected public officials, general public, local planning agencies, and tribal governments informed early of the list of projects in the Five-Year Program and of the investment strategies, funding assumptions, economic benefits, and impacts on the various modes.
8. Assist in the creation and maintenance of an e-mail subscription list for managing the electronic distribution of information to local elected officials.

Budget: \$3,500 (MTF)

V. Access Management

Objective

- To develop and/or conduct access management training for local client communities. Assist MDOT selected consultants in preparing access management plans and ordinances along state roadway corridors.

Activities

1. Educate local public officials, property owners and citizens what access management is and how it can benefit their community.
2. Identify local roadway corridors of significance for the development of access management plans and prepare a formal justification to MDOT for funding such plans. A corridor of significance is defined as a principal and/or minor arterial that significantly impacts the state trunk line system.
3. Assist MDOT/consultant to ensure successful adoption of plans and ordinances. Assist road agencies, client communities and property owners, as required, when road and utility projects provide plan implementation opportunities. Provide follow-up consultation to communities with existing access management plans and ordinances.

Products

1. Educational materials provided by MDOT unless specified otherwise. Provide support to consultants conducting training, preparing corridor access management plans and ordinances along state roadway corridors.

Budget: _____ \$500 _____ (MTF)

VI. Pure Michigan Byway Program – Administrative Only

Objective

- Implement the Pure Michigan Byway Program for MDOT. Manage or assist in the management of designated state byways and/or National Scenic Byways within your region's geographical boundaries.

MTF Eligible Activities

1. Provide guidance to local grassroots organizations seeking to nominate a state highway as a Pure Michigan Byway or National Scenic Byway.
2. Serve as a liaison between MDOT and the local byway committee on issues relating to future transportation system improvements, or local land use and zoning changes proposed for and adjacent to the byway.
3. Provide opportunities for public involvement activities related to the byway.
4. Ensure the byway corridor management plan is up to date.
5. Conduct studies of the convenience of the byway transportation and visitor-oriented facilities.
6. Attend byways related conferences, workshops, and seminars (this is also an SPR eligible activity).
7. Assist in the management and facilitation of byways meetings.
8. Maintenance of existing byways websites.
9. Review and submit the Byway(s) Work Plan and Budget to MDOT by July 1, 2025 as completed by the byways committee.
10. Review and submit the Byway(s) Evaluation Report for the previous fiscal year by the end of December 2024.

MTF Eligible Products

1. Designation of Pure Michigan Byways and National Scenic Byways in accordance with P.A. 69 of 1993, as amended, and Title 23 U. S. Code.
2. Serve as Liaison between the byway committee and MDOT.
3. Provide MDOT digital and hard copies of updated and/or new corridor management plans.

Budget: _____ \$500 _____ (MTF)

VII. Non-motorized Mapping and Investment Plan

Objective

- Facilitate the process of completing non-motorized planning efforts for the State of Michigan by region.

Activities

1. Collect information to match the data fields in MDOT's Transportation Intermodal Management System (IMS).
2. Develop and implement aspects of a non-motorized investment plan to identify needed projects and project elements, prioritizing those projects, and determining the optimum funding arrangements for the projects within each region.
3. Promote the consideration of bicycle and pedestrian facilities in the overall transportation planning activities.
4. Coordinate with stakeholders and public input.

Products

1. Non-motorized master plans by region, including up-to-date non-motorized maps.
2. The end map product will be a ready-to-print region-wide bike map and database with the support data to go into the TMS for future planning and maps. Provide MDOT with a copy of any reports (excluding grant applications) as a result of this activity, or a copy of cover letters for products submitted to others.
3. Print a six-to-seven-year supply of region road and trail guides (bike maps) for MDOT distribution, plus stakeholders within the region.
4. The development of a comprehensive plan and the identification of priority projects within the area will help guide MDOT's investment in the region's non-motorized transportation system.

Upon billing submittal:

- Progress reports that summarize accomplishments for each work item.
- Original invoice, consecutively numbered, stating period covered, dollar amount, and work performed.
- Itemizing of program expenses in terms of work items and cost groups, including charges to direct salaries, fringe benefits, indirect costs, and other direct costs.

Budget: \$2,500 (MTF)

VIII. Rural Safety Planning

Objectives

- Assist in conducting rural safety planning forums to increase or create awareness for safety, and encourage formation of cross-discipline safety partnerships at the local level and assist MDOT in the process of preparing rural safety plans.
- Determine areas of safety risks (i.e., behavioral, structural) and schedule workshops to educate constituents in mitigating these risks, if appropriate.

Activities

1. Conduct rural safety forums on a biannual basis. These forums will include emergency enforcement, education and engineering staff, as well as other interested parties. Schedule specific safety workshops in other years, if appropriate.
2. Update and maintain a list of safety advocates, including mailing labels.
3. Foster and maintain partnerships to promote safety as an integral part of the planning and project development process.
4. Maintain updated mailing lists identifying safety groups and individuals.
5. Assist MDOT in the process of preparing of rural safety plans.

Budget: \$3,000 (MTF)

RTF/Small Urban Program Assistance and Air Quality (SPR) Work Elements I - III

I. Management of the Rural Task Force and Small Urban Program

Objective

- To assist MDOT in administering the Rural Task Force (RTF) and Small Urban program for MDOT.

Activities

1. Regional Planning Agency staff shall communicate all MDOT correspondence to their respective RTF members and Small Urban members.
2. Schedule, room setup (in-person or virtual), provide materials, take meeting minutes, collect a list of meeting attendees, and facilitate the logistics of the RTF project selection meetings and small urban program meetings. This duty can be coordinated with the Chairperson of the committees based on preference of the individual RTF or small urban committee.
3. Ensure project selection for the FY2026-2029 STIP cycle for RTF and Small Urban programs. This requires RTF local committee meetings which are required for a STIP Development year.
4. The Regional Planning Agency and RTF Chairperson shall ensure a cooperative, coordinated, and comprehensive planning process is followed at the regional level. This process shall be consistent with approved federal planning regulations and provide for the consideration and implementation of projects that address all modes of transportation.
5. Ensure that the fiscal constraint sheets used in the meetings are properly managed with updated allocation balances provided by the MDOT RTF program manager as well as the decisions made by the RTF committees.
6. Review and monitor the Local Agency Balance Report (LABR) and update the fiscal constraint sheet with current project obligations on a monthly basis.
7. Ensure the required public involvement and consultation process is followed by providing citizens, affected public agencies, tribal governments, private transportation providers, and other interested parties with sufficient notice and opportunity to comment on proposed transportation projects, plans and programs.
8. Program eligible projects in JobNet as approved by the RTF committees. Ensure that 1799 and 1797 data sheets received from the local agencies match what was approved by the RTF committees as reflected in the fiscal constraint sheet and attach those data sheets to the appropriate project in JobNet. This includes the programming of selected projects for the new STIP cycle FY2026-2029. For the Small Urban Program, the RPA will submit 2606 or 2638

forms to the Small Urban Program Manager. The Small Urban Program Manager is responsible for programming the selected projects in JobNet.

9. RPA will submit the 2606 or 2638 forms that reflect the Small Urban committee prioritized projects to the Small Urban Program Manager. The Small Urban Program Manager is responsible for programming the selected projects in JobNet.
10. Submit proof of public involvement, meeting minutes, all season road changes, and the fiscal constraint sheet as part of monthly activity report utilizing the most current 1618 form to the MDOT RTF Manager. In months where there is no meetings or action taken by the committees the form should still be submitted with the “No Project Change or Meeting” box checked and submitted to the MDOT RTF Program Manager.
11. Attend monthly RTF virtual meetings and educational webinars virtually or in person or watch the posted recordings if unavailable for the meeting times.

Budget: _____ \$16,215 _____ (SPR)

DRAFT

II. RTF/Small Urban Public Involvement and Consultation Process

Objectives

- To provide for non-metropolitan local official participation in the development of the SLRTP and the STIP.
- To provide opportunities for the public to review and comment in the development of the SLRTP and STIP.
- To manage consultation with local elected officials, local officials with responsibility for transportation, public agencies, general public, tribal governments, businesses, and organizations in accordance with the RTF and Small Urban's public participation process.

Activities

1. Document the RTF's public involvement and consultation processes.
2. Participate in statewide RTF and Small Urban related conferences, meetings, seminars, forums, and training sessions on state and federal programs available to local communities.
3. Assist in the creation and maintenance of an email subscription list for managing the electronic distribution of information to local elected officials.

Budget: _____ \$2,654 _____ (SPR)

III. Air Quality Conformity Planning*

Objectives

- To comply with federal and state transportation air quality regulations, specifically related to transportation conformity for non-attainment or maintenance areas or areas required to do conformity for ozone and particulate matter 2.5.
- To provide coordination and support of the Michigan Transportation Conformity Interagency Work Group (MITC-IAWG).
- To provide communication of air quality conformity analysis results or reports to all interested individuals and organizations.
- To provide inputs into the air quality conformity process and facilitate input from others.

Activities

1. Attend training to become familiar with the conformity regulations, and related air quality issues.
2. Participate in and or conduct meetings of the MITC-IAWG.
3. Participate in discussions to evaluate attainment strategies pertaining to transportation air quality for individual areas or as part of the statewide transportation planning process.
4. Communicate air quality conformity analysis results and initiatives to all interested individuals and organizations.

*** Only for Regional Planning Agencies with ozone or particulate matter 2.5 non-attainment or maintenance areas or areas required to do conformity within RPA boundaries.**

Budget: \$3,500 (SPR)

Pure Michigan Byway Program (SPR) – Planning Grant Activity

Objective

- Implement the Pure Michigan Byway Program for MDOT. Manage or assist in the management of designated state byways and/or National Scenic Byways within the region’s geographical boundaries.

SPR Eligible Activities

1. Conduct studies of the convenience of the byway transportation and visitor-oriented facilities.
2. Attend byways related conferences, workshops, and seminars.
3. Marketing/promotional/educational brochure and pamphlet creation, printing, and distribution that advance the safe use and enjoyment of the byway.
4. Website creation or grand scale updates (does not include maintenance costs).
5. Prepare and/or assist a consultant in the development or update of corridor management plans (CMP).

Budget: \$0 (SPR)

ASSET MANAGEMENT - MTF

The Transportation Asset Management Council (TAMC) approved this policy on March 6, 2024 as it relates to reimbursement of TAMC activities by the RPO/MPO to local agencies.

The resources allocated to the Metropolitan/Regional Planning Organization (MPO/RPO) from the Transportation Asset Management Council (TAMC) annual budget shall be utilized to assist in the completion of the TAMC Work Program. [All work shall be consistent with the policies and priorities established by the TAMC.](#) All invoices submitted for reimbursement of Asset Management activities shall utilize Michigan Department of Transportation (MDOT) standard invoice forms and include the required information for processing. The MPO/RPO shall complete the required products and perform tasks according to the timeframes and directives established within TAMC’s data collection policies, which are located on the TAMC website (<http://www.michigan.gov/tamc>). The MPO/RPO will emphasize these tasks to support the largest PA 51 agencies (agencies that certify under Public Act (PA) 51 a minimum of 100 centerline miles of road) within the planning area when resources are limited. Reimbursement for data collection is provided from the fiscal year of which data was collected only. The fiscal year starts on October 1 and ends on September 30. The following are procedures and requirements in support of the TAMC:

Tasks

I. Training Activities:

- A. Attendance at TAMC sponsored training seminar(s) is a reimbursable expense for MPO/RPO and PA 51 agencies including:
 - Pavement Surface Evaluation and Rating (PASER)
 - Inventory-based Rating System for unpaved roadways and Culvert Asset Management.
 - Investment Reporting Tool (IRT)
 - Asset Management Plan Development
 - TAMC Conferences

II. Inventory and Condition Data Collection Participation and Coordination

A. Federal Aid (FA) System:

1. FA data collection is a reimbursable expense for MPO/RPO and PA 51 agencies.
2. Organize schedules with PA 51 agencies within MPO/RPO’s boundary for participating in FA data collection efforts; ensure all participants of data collection have access to State of Michigan travel reimbursement rates.
3. Coordinate, participate and facilitate road surface data collection of the FA, per Act 51 agency, in accordance with the [TAMC Policy for the Collection of Roadway Condition Data](#).
4. The RPO/MPO will reimburse local agencies for FA data collection to PA 51 agencies.
5. Collect unpaved roadway condition data on approximately half of any unpaved FA eligible roadways using the Inventory Based Rating (IBR) System developed

by the Michigan Technological University's (MTU) Center for Technology and Training (CTT).

6. Consider FA and Non-federal Aid (NFA) data collection on approximately half of the road network together for efficiency in data collection. A best practice is to also collect data on both networks at the same time, reducing travel time and optimizing data collection.

B. Non-Federal Aid (NFA) System:

1. NFA data collection is a reimbursable expense for MPO/RPO and PA 51 agencies.
2. It is required that the RPO/MPO make a formal call for interest for NFA data collection reimbursements to their respective PA 51 agencies annually, and that requests by PA 51 agencies are submitted to their respective RPO/MPO by October 1 each year to assist in the coordination of data collection priorities of the following data collection season. The RPO/MPO will notify the PA 51 agencies of funding available and allocate reimbursements for NFA data collection to PA 51 agencies according to the resources and funding available in the manner that best reflects the priorities of their area and supports the TAMC work.
3. Coordinate NFA data collection cycles with PA 51 agencies with an emphasis on the top 123 agencies.
4. Collect unpaved NFA roadway condition data using the Inventory Based Rating (IBR) System developed by the MTU CTT.
5. Ensure all participants of data collection understand procedures for data sharing with TAMC as well as [TAMC Policy for the Collection of Roadway Condition Data](#).
6. Consider FA and NFA data collection on approximately half of the region road network together for efficiency in data collection. A best practice is to also collect data on both networks at the same time, reducing travel time and optimizing data collection.

C. Culvert Inventory and Condition Data Collection

1. Culvert inventory and condition data collection is a reimbursable expense for MPO/RPO and PA 51 agencies.
2. It is required that the RPO/MPO make a formal call for interest for culvert inventory and data collection reimbursements to their respective PA 51 agencies annually, and that requests by PA 51 agencies are submitted to their respective RPO/MPO by October 1 each year to assist in the coordination of data collection priorities of the following data collection season. The RPO/MPO will notify the PA 51 agencies of funding available and allocate reimbursements for culvert inventory and data collection to PA 51 agencies according to the resources and funding available in the manner that best reflects the priorities of their area and supports the TAMC work.
3. Coordinate culvert inventory and condition data collection cycles with PA 51 agencies with an emphasis on the top 123 agencies.
4. Ensure all participants of data collection understand procedures for data sharing with TAMC as well as [TAMC Policy for Collection of Culvert Inventory and Data Condition](#).

III. Equipment

- a. Ensure rating teams have the necessary tools to complete the FA data collection activity by maintaining a laptop compatible with the Laptop Data Collector and Roadsoft programs, a functioning Global Positioning System (GPS) unit, and other required hardware in good working order. For system requirements please visit [System Requirements | Roadsoft](#)
- b. Communicate any equipment needs and purchases with the MDOT Asset Management Section Manager; laptops are eligible for replacement on a three-year cycle only. Requests and invoices should include the year of the last purchase.
- c. Coordinate with your MDOT Transportation Service Center (TSC) Regional Pavement Engineer to secure an MDOT vehicle and/or request MDOT staff participation in the collection of FA road data.
- d. Ensure the vehicle includes reflective markings and flashing beacon. It is recommended that all rating crew members wear reflective safety vests.

IV. Data Submission

- a. Develop and maintain technical capability to manage regional Roadsoft databases and the Laptop Data Collector program; maintain a regional Roadsoft database that is accurate and consistent with local agency data sets.
- b. Coordinate Quality Assurance/Quality Control activities and data submission tasks according to protocols established in TAMC Data Collection Policies for Federal Aid and NFA Roads.
- c. Monitor and report status of data collection efforts to TAMC Coordinator through coordinator calls and/or program updates that are mailed with invoices.
- d. Provide links on agency websites and reports to the TAMC website, interactive maps, and dashboards for the dissemination of roadway data.

V. Technical Assistance

- a. Provide technical assistance to PA 51 agencies in using the TAMC reporting tools for planned and completed infrastructure investments or any other TAMC Work Program Activity.
- b. Provide assistance to PA 51 agencies in the development of their Asset Management Plans.
- c. Integrate PASER ratings and asset management into project prioritization criteria:
 - i. Analyze data and develop road preservation scenarios with an emphasis on a mix of fixes vs. worst first.

Invoicing

TAMC will require RPO/MPO to clarify and document invoices by each of the TAMC tasks listed below. The MDOT invoice form includes directions on how to fill out the invoice and what specific information is required on the invoice for it to be processed. The outline below includes the general activities that fit within each work task. Invoices which are insufficient will be returned to the RPO/MPO for correction prior to payment authorization. Invoices shall be submitted by the end of the MDOT fiscal year.

I. Training Activities: Please identify the training session(s) attended during the reporting period. Include travel/wages to and from sessions.

II. Data Collection

- A) **Data collected on FA Roads:** Attach daily work logs, include any applicable travel/wages, and include geographic area covered in the collection. Ensure data submitted to the TAMC.

- B) **Data collected on NFA Roads:** Attach daily work logs, include total miles rated at applicable rate as well as geographic area covered in the collection. Ensure data submitted to the TAMC.

- C) **Data Collection for Culverts:** Attach daily work logs, include total number of culverts inventoried and rated at applicable rate as well as geographic area covered in the collection. Ensure data submitted to the TAMC.

IV. Equipment & Vehicle Rental: Provide a list of equipment purchased and date of last purchase. Provide date of MDOT vehicle(s) rented and the reason for the rental.

V. Data Submission Activities: Include a detailed summary of activities related to managing regional Roadsoft databases and the Laptop Data Collector program, QA/QC of data from collection efforts, and activities related to submitting data files to TAMC via the Investment Reporting Tool application. Ensure all data collected with or without for the TAMC is submitted to the TAMC in a timely manner.

VI. Technical Assistance: Include a detailed summary of activities related to assistance provided to PA 51 agencies in using the TAMC reporting tools for planned and completed infrastructure investments or any other TAMC Work Program Activity.

Budget: \$40,000 (MTF)

Table 1 – FY 2025 Budget									
Region 2 Planning Commission									
Regional Transportation Planning Work Program									
October 1, 2024 – September 30, 2025									
Work Element	Project	Salary	Fringe Benefit	Indirect	Other	TOTAL MTF FUNDS		TOTAL SPR FUNDS	
						Transportation Planning Services	Asset Management	RTF/Small Urban	Byways Planning Grant
Transportation Planning Services (MTF)									
I	Program Management	\$ 1,724	\$ 719	\$ 1,412	\$ 145	\$ 4,000			
II	Technical Assistance to MDOT	\$ 3,449	\$ 1,439	\$ 2,815	\$ 297	\$ 8,000			
III	Technical Assistance to Member Agencies	\$ 3,880	\$ 1,619	\$ 3,167	\$ 334	\$ 9,000			
IV	Public Involvement and Consultation Process for Non-Metropolitan Areas	\$ 1,509	\$ 630	\$ 1,232	\$ 129	\$ 3,500			
V	Access Management	\$ 215	\$ 90	\$ 176	\$ 19	\$ 500			
VI	Pure Michigan Byway Program – Admin	\$ 215	\$ 90	\$ 176	\$ 19	\$ 500			
VII	Non-Motorized Mapping and Investment Plan	\$ 1,077	\$ 449	\$ 879	\$ 95	\$ 2,500			
VIII	Rural Safety Planning	\$ 1,292	\$ 539	\$ 1,055	\$ 114	\$ 3,000			
RTF/Small Urban Program Assistance (SPR)									
I	Management of Rural Task Force & Small Urban Program	\$ 6,991	\$ 2,917	\$ 5,706	\$ 601			\$ 16,215	
II	RTF/Small Urban Public Involvement and Consultation Process for Non-Metropolitan Areas	\$ 1,143	\$ 477	\$ 933	\$ 101			\$ 2,654	
III	Air Quality Conformity Planning	\$ 1,509	\$ 630	\$ 1,232	\$ 129			\$ 3,500	
Byways Program – Planning Grant Activities (SPR)									
I	Planning Grant Activity								\$ 0
II	Planning Grant Activity								\$ 0
III	Planning Grant Activity								\$ 0
Asset Management (MTF)									
I	Asset Management					\$ 40,000			
TOTALS						\$ 31,000	\$ 40,000	\$ 22,369	\$ 0

Table 2: Direct and Indirect Costs for FY 2025
Region 2 Planning Commission
Statement of Total Costs
Simplified Allocation Method
Provisional Rate FY 2025

Budget Category	Total Costs	Less Direct	Indirect	Modified Total
		Unallowable Costs	Costs	Direct Costs
Salaries	\$ 333,664		\$ 116,838	\$ 216,826
Fringe Benefits (41.72%)	\$ 136,161		\$ 47,680	\$ 88,481
Total Personnel Costs	\$ 469,825		\$ 164,518	\$ 305,307

Supplies	\$ 11,000		\$ 6,500	\$ 4,500
CPA Services	\$ 7,800		\$ 7,800	
Legal Services	\$ 3,500		\$ 2,500	\$ 1,000
Computer Services	\$ 2,500		\$ 1,000	\$ 1,500
Training	\$ 7,500		\$ 2,000	\$ 5,500
Contractual/Consulting	\$ 126,480	\$ 96,480	\$ 30,000	\$ 96,480
Telephone	\$ 4,500		\$ 4,500	
Postage/Shipping	\$ 8,080		\$ 1,500	\$ 6,580
Travel	\$ 17,775		\$ 9,500	\$ 8,275
Advertising	\$ 3,000		\$ 1,500	\$ 1,500
Printing/Copying	\$ 13,050		\$ 10,000	\$ 3,050
Insurance	\$ 6,000		\$ 6,000	
Equipment repair and maintenance	\$ 2,000		\$ 1,200	\$ 800
Rent	\$ 39,975		\$ 39,975	\$ 14,000
Dues/Subscriptions/Publications	\$ 19,200		\$ 5,200	
Postemployment Benefit Expense	\$ 29,000		\$ 29,000	
Software licenses/fees	\$ 6,000		\$ 5,000	\$ 1,000
Miscellaneous Expense	\$ 2,515		\$ 2,515	
Total Non-Personnel Costs	\$ 309,875	\$ 96,480	\$ 165,690	\$ 144,185

TOTAL	\$ 779,700	\$ 96,480	\$ 330,208	\$ 449,492
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Rate Calculation	
Indirect Cost Rate Calculation	
Indirect Costs	\$ 330,208
Total Direct Salaries & Benefits	\$ 305,307
Indirect Rate	108.16%



**RESOLUTION OF THE
REGION 2 PLANNING COMMISSION**

FY 2025 REGIONAL TRANSPORTATION PLANNING GRANT PROGRAM

WHEREAS, the Region 2 Planning Commission has engaged in the Regional Transportation Planning Grant Program in prior years, and;

WHEREAS, the Michigan Department of Transportation has been authorized to offer the Region 2 Planning Commission a grant of \$31,000 in Michigan Transportation Funds (MTF) and \$22,369 in Statewide Planning and Research (SPR) grant funds covering the period of October 1, 2024 to September 30, 2025, and;

WHEREAS, the Region 2 Planning Commission has prepared a program of work based upon its FY 2025 Regional Transportation Planning Work Program;

NOW, THEREFORE, BE IT RESOLVED, that the Region 2 Planning Commission hereby accepts the grant offer, and;

BE IT FURTHER RESOLVED, that the Region 2 Planning Commission hereby authorizes its Chairperson and Executive Director to execute a project agreement for the FY 2025 Regional Transportation Planning Grant Program.

PASSED, ADOPTED, and APPROVED this ninth day of May, 2024.

By: _____
Dale Witt, Chair
Region 2 Planning Commission

Jacob Hurt, Executive Director
Region 2 Planning Commission

MEMORANDUM

TO: Region 2 Planning Commission

FROM: Jacob Hurt, Executive Director

DATE: May 9, 2024

SUBJECT: R2PC Amended DRAFT Bylaws: *Actions resulting from April 11 Executive Committee 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 revisions were taken based on comments and actions from the April 11 R2PC meeting:

1. REMOVED Article IV Section 1D – Educational Institution (pg. 4) and Section 1F – Commission Appointments (pg. 5).
2. REMOVED Article IX Section 5 – Authority to Borrow Funds (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. School Districts: Shall be provided a non-voting membership.
- E. 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.

- F. 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 an 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 meetings, and notices of such meetings, shall comply with the Michigan Legislature Section 16.263, Open Meetings Act, Act 267 of 1976.

- A. Executive Committee Meetings shall be held, as needed, between regular meetings of the Full Commission to exercise all powers of the Commission, subject to the Full Com-

mission'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 most current United States Census Bureau Decennial 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 Metropolitan Transportation Plan (MTP) 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, MTP, 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: Deposits: All funds of the Commission shall be deposited to the credit of the Commission in such banks, trust companies, or other depositories.

SECTION 6: 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.



*** Revised ***

**Region 2 Planning Commission
Meeting Schedule
for the Remainder of 2024**

<u>Date</u>	<u>Location</u>
July 11, 2024 at 2:00 p.m.	Jackson County Tower Bldg. 120 W. Michigan Ave., 5 th Floor Jackson, MI
September 12, 2024 at 2:00 p.m.	Lenawee District Library 4459 W. U.S. 223 Adrian, MI
November 14, 2024 at 2:00 p.m.	Hillsdale City Hall 97 N. Broad Street Hillsdale, MI

Contact Jill at 517.768.6701 with any questions



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.

1. Name of Project:	2. Date:	3. County:					
4a. Identity of the applicant agency, organization, or individual: _____ _____ _____	4b. Indicate below the representative of the applicant to contact for additional information regarding this Notice: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Name</td></tr> <tr><td style="padding: 2px;">Address (Street / PO Box)</td></tr> <tr><td style="padding: 2px;">City, State, ZIP</td></tr> <tr> <td style="padding: 2px;">Area Code and Telephone No.</td> <td style="padding: 2px;">E-mail Address</td> </tr> </table>		Name	Address (Street / PO Box)	City, State, ZIP	Area Code and Telephone No.	E-mail Address
Name							
Address (Street / PO Box)							
City, State, ZIP							
Area Code and Telephone No.	E-mail Address						
5a. Agency from which assistance will be sought: <input type="checkbox"/> Michigan Department of Natural Resources	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px;">Name of Program:</td> <td style="width: 40%; padding: 2px;">Public Law or USC#:</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Land and Water Conservation Fund</td> <td style="padding: 2px;">Part 703 of Act 451 of 1994</td> </tr> </table>		Name of Program:	Public Law or USC#:	<input type="checkbox"/> Land and Water Conservation Fund	Part 703 of Act 451 of 1994	
Name of Program:	Public Law or USC#:						
<input type="checkbox"/> Land and Water Conservation Fund	Part 703 of Act 451 of 1994						
6. Estimated Cost: FEDERAL: \$ _____ STATE: \$ _____ OTHER: \$ _____ TOTAL: \$ _____	7. Estimated date by which time the applicant expects to formally file an application: _____ 8. Geographic location of the project to be assisted: (indicate specific location as well as city or county. Attach map if necessary). _____						
9. 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: 9a. Type of project: _____							
9b. Purpose: _____							
9c. General size or scale: _____							
9d. Beneficiaries (persons or institutions benefited): _____							
9e. Indicate the relationship of this project to plans, programs, and other activities of your agency and other agencies (attach separate sheet if necessary): _____							



STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING

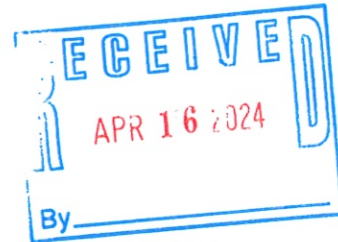


GRETCHEN WHITMER
GOVERNOR

M. SCOTT BOWEN
DIRECTOR

March 27, 2024

Region 2 Planning Commission
Jackson County Tower Building, 9th Floor
120 W. Michigan Avenue
Jackson, Michigan 49201



Dear Sir or Madam:

Enclosed is a *Notice of Intent for Recreation Grant Project* regarding the Department of Natural Resources' (DNR) application to the Michigan Natural Resources Trust Fund for 2024.

The DNR proposes to utilize grant funding for to purchase a 160-acre parcel located in Waterloo Township immediately adjacent to Waterloo Recreation area for the purposes of providing additional public recreation access, protection of wetlands and streams, and to improve management efficiency of the park.

Please refer to the enclosed map. If you have any further questions regarding this application or need additional information, please do not hesitate to contact me.

Thank you.

Sincerely,

Matt Lincoln
Grants Coordinator
Parks and Recreation
517-881-3492

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 Waterloo Recreation Area Expansion		Date 04-01-2024	County Jackson
Identity of the applicant agency, organization, or individual: Department of Natural Resources Parks and Recreation Division			
Indicate below the representative of the applicant to contact for additional information regarding this Notice:			
Name Matt Lincoln		Telephone Number (including area code) 517-881-3492	E-mail Address lincolnm@michigan.gov
Address (Street/PO Box), City, State, ZIP Code 525 W. Allegan Street, Lansing, MI 48906			
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 \$ 1000000	Estimated Other Cost \$	Total Cost \$ 1000000
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) Waterloo Township, Jackson County, Michigan			
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: This proposed project is a land acquisition for 160 acres located adjacent to Waterloo Recreation Area.			
Type of project Development		General size of scale project 160 acres	
Purpose of project To provide additional public recreation access and to protect natural resources from development			
Beneficiaries (persons or institutions benefited) State of Michigan			
Indicate the relationship of this project to plans, programs, and other activities of your agency and other agencies (attach separate sheet if necessary): This project is consistent with the goals and objectives found in the 2023-2027 State Comprehensive Outdoor Recreation Plan, the 2023-2027 DNR Parks and Recreation Division Strategic Plan and the 2021-2027 MDNR Public Land Strategy.			



WATERLOO WILDLIFE UNIT OF WATERLOO STATE RECREATION AREA

WATERLOO WILDLIFE UNIT OF WATERLOO STATE RECREATION AREA

ROGERS RICHARD K & NANCY W

Waterloo Village

COLLINS RONALD J & DIANE

GASSELL WILLIAM W/IV & LAURA ETAL

GATTELL MICHAEL W & GOURTNEY L

SHEPHERD KENNETH J & JOYCE A

BRAUN BARRY J & CATHERINE L

HARR SEYMOUR FARM LLC

JACKSON COMMUNITY COLLEGE

Property Location

TENGMAN GARY R & LINDA DORR TRUST

ELLFLEET 8 LLC

Trist Rd

Clear Lake Rd

WATERLOO STATE REC AREA

34°

10 mph

1,000' 42.34751, -84.20016

Tools





RIDGEWAY TOWNSHIP

NOTICE OF INTENT TO PREPARE MASTER PLAN

Pursuant to the requirements of the Michigan Planning Enabling Act (PA 33 of 2008), as amended), this notification is to inform you of Ridgeway Township's intent to create a Township Master Plan. As required, a copy of the draft will be provided to you for your review and comment in advance of the townships public hearing. If you would like to receive any future notices regarding the Townships Master Plan electronically, please e-mail your request along with your email address to Deb Marks, Ridgeway Planning Commission Secretary @ marksdeb1952@yahoo.com. In the meantime, please feel to contact the Ridgeway Township Planning Commission if you have any questions or comments. We look forward to your cooperation.

Ridgeway Township Planning Commission
P.O. Box 456
Britton, MI 49229
517-403-5605

Deborah A Marks
Planning Commission Secretary

Cc: via First Class mail to: Blissfield Township Planning Commission

Deerfield Township Planning Commission

Dundee Township Planning Commission

Macon Township Planning Commission

Raisin Township Planning Commission

Tecumseh Township Planning Commission

Village of Britton Planning Commission

Region 2 Planning Commission

Lenawee County Board of Commissioners

Lenawee County Road Commission

MDOT

Public Utility Companies, Railroad Company, Public Transportation Agency operating within the Township