



January 9, 2025 Full Commission Meeting
Agenda

Jackson County Tower Bldg.
120 W. Michigan Ave., 17th Floor
Jackson, MI 49201

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

PAGE #

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|-----|---|-----------|
| 1. | Call to Order | |
| 2. | Approval of the January 9, 2025 Agenda – ACTION | |
| 3. | Public Comment | |
| 4. | Approval of the Full Commission Meeting Minutes for November 14, 2024 (see enclosure) – ACTION | 2 |
| 5. | Receipt of Treasurer's Report as of December 31, 2024 (see enclosures) – ACTION | 4 |
| 6. | Approval of Submitted Bills for January 9, 2025 (see enclosure) – ACTION | 8 |
| 7. | Staff Progress Reports for November and December 2024 (see enclosures) – DISCUSSION | 9 |
| 8. | MPO/JACTS Update (see enclosure) – DISCUSSION | 17 |
| 9. | Other Business | |
| | • 2025 R2PC Meeting Schedule (see enclosure) | 18 |
| 10. | Public Comment / Commissioners' Comments | |
| 11. | Adjournment | |

The next Region 2 Planning Commission Full Commission meeting is scheduled for
Thursday, March 13, 2025 at 2:00 p.m.
at the Lenawee District Library, 4459 W. U.S. 223, Adrian, MI

Region 2 PLANNING COMMISSION

Serving Hillsdale, Jackson & Lenawee Counties

MEETING MINUTES

Region 2 Planning Commission – Full Commission
Hillsdale City Hall
97 N. Broad Street
Hillsdale, MI 49242

Thursday, November 14, 2024

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

Attendance:

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

Key: ✓ = present

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

Others Present: None.

II. **Approval of the November 14, 2024 Agenda** – The motion was made by Comm. Walz, supported by Comm. C. Pfeifer, to approve the November 14, 2024 agenda as presented. The motion carried unanimously.

- III. **Public Comment** – Chair Witt requested public comment. No public was in attendance.
- IV. **Approval of Full Commission Meeting Minutes for September 12, 2024** – The motion was made by Comm. VanDoren, supported by Comm. Walz, to approve the Full Commission meeting minutes of September 12, 2024 as submitted. The motion carried unanimously.
- V. **Receipt/Approval of Treasurer’s Report of October 31, 2024** – The motion was made by Comm. Penrose, supported by Comm. C. Pfeifer, to receive the October 31, 2024 Treasurer’s Report as presented and approve payment of the November 14, 2024 submitted bills. The motion carried unanimously.
- VI. **Staff Progress Report for September and October 2024** – The September and October 2024 staff progress reports were included in the agenda packet. Mr. Hurt presented highlights from the staff progress report for the months of September and October 2024.
- VII. **MPO/JACTS Update** – The MPO/JACTS Update was provided in the packet and Mr. Gatz provided highlights from that report.
- VIII. **Resolution of Financial Commitment Regarding the R2PC’s CEDS Grant Application and Resolution Authorizing Executive Director to Sign and Submit Documents Related to the R2PC’s CEDS Grant Application** – The motion was made by Comm. Minnick, supported by Comm. Swartzlander, to approve CEDS grant financial commitment and authorization for Executive Director to sign and submit CEDS documents. The motion carried unanimously.
- IX. **Other Business** – None.
- X. **Public Comment / Commissioners’ Comments** – None.
- XI. **Adjournment** – There being no further business, Chair Witt adjourned the meeting at 2:13 p.m.

Dale Witt
Chair

REGION 2 PLANNING COMMISSION
Treasurer's Report - Monthly Summary
as of December 31, 2024

Checking Account Balance ending, November 30, 2024		\$	386,477.00
Deposit Summary:			
<i>December 2024 EFT Deposits</i>		\$	28,129.45
<i>December 2024 Bank Deposits</i>			6,110.84
<i>December 2024 Adjustments</i>			(1,121.24)
Total Deposits plus Bank Balance		\$	419,596.05
Expenses:			
<i>Submitted Expenses - December 2024 **</i>	\$	(52,814.07)	
<i>Interim Expenses</i>		(4,686.18)	
<i>Payroll/Related Expenses</i>		(25,611.88)	
Subtotal of Expenses	\$	(83,112.13)	\$ (83,112.13)
Balance Checking Account ending December 31, 2024		\$	336,483.92
<i>Balance CD Investments ending December 31, 2024</i>		\$	114,507.06
Total Cash on Hand		\$	450,990.98

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

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

12/31/2024	EFT Deposits:	
	MDOT - Regional Transportation Planning - services through September 2024	\$ 203.63
	MDOT - Asset Management - services through September 2024	25,125.68
	MDOT - Rural Task Force - services through September 2024	2,800.14
	Subtotal - EFT Deposits	\$ 28,129.45
12/31/2024	Check Deposits:	
	FY25 Membership Dues	6,110.84
	Subtotal - Check Deposits	\$ 6,110.84
12/31/2024	Adjustments to cash:	
	Bank fees - December	(141.42)
	Paycor fee - December	(374.38)
	Credit Card Charges - Abobe Creative Cloud services - subscriptions	(197.75)
	Credit Card Charges - USPS - postage	(96.52)
	Credit Card Charges - Chase Sports Bar - meals	(74.35)
	Credit Card Charges - Jackson Coffee Company - meals	(8.14)
	Credit Card Charges - Artesion Wells LLC - meals	(85.98)
	Credit Card Charges - Target - supplies	(69.65)
	Credit Card Charges - Menards - supplies	(189.37)
	Credit Card Charges - Meijer - supplies	(19.07)
	Credit Card Charges - Kohl's - refund - supplies	127.21
	American Express card credit	8.18
	Subtotal - Adjustments to Cash	\$ (1,121.24)
	Total Net Deposits	\$ 33,119.05

REGION 2 PLANNING COMMISSION
INTERIM BILLING and PAYROLL EXPENSES
as of December 31, 2024

Interim Billing for December 2024

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
Jackson Co. Dept. of Transport.	PASER Training/Asset Mgmt. Mileage	\$ 4,686.18	15535
Total Interim Billing for December 2024		\$ 4,686.18	

Payroll & Travel Related Expenses:

<i>Paid December 6, 2024</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 15,223.27	
B. Gatz	Travel Reimbursement	\$ 69.00	
J. Hurt	Travel Reimbursement	\$ 71.02	
Total		\$ 15,363.29	

<i>Paid December 20, 2024</i>		<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 10,236.21	
B. Gatz	Travel Reimbursement	\$ 12.38	
Total		\$ 10,248.59	

Total Payroll Expenses for December 2024		\$ 25,611.88	
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**Region 2 Planning Commission
Outstanding Accounts Receivable
as of December 31, 2024**

Municipality/Source	Date	Inv. No.	Amount
Somerset Township - services through September 30, 2022	12/6/2022	9005	556.39
Somerset Township - services for Greater Irish Hills through September 2023	7/27/2023	9006	489.72
Village of Brooklyn CIA - services through September 2024	4/30/2024	7804	11,091.48
Hanover Township - services through September 2024	4/30/2024	4505	14,504.79

FY 2024 Balance as of December 31, 2024

\$ 26,642.38

REGION 2 PLANNING COMMISSION
Submitted Bills
January 9, 2025

Vendor	Description	Amount Due
BC/BS	Employee Health Ins. February 2025	\$ 3,740.56
County of Jackson	Postage November 2024	\$ 70.93
County of Jackson	Rent January 2025	\$ 3,397.54
County of Jackson	Comcast Phone Expense for Nov. 2024	\$ 121.01
County of Jackson	Reimb. IT - Laptops (2)/Docking Stations (2)	\$ 2,762.24
Rails-To-Trails	Annual Membership	\$ 22.00
Ricoh	Supplies December 2024	\$ 41.00
Total Submitted Billing - January 2025		\$ 10,155.28

Region 2

PLANNING COMMISSION

Serving Hillsdale, Jackson & Lenawee Counties

Staff Progress Report

November 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 continued work on CEDS implementation.
 - Staff submitted R2PC's FY2025 Partnership Planning Grant request to EDA on November 20, which will be used to continue implementation of the 2021 – 2025 CEDS.
- **Regional Economic Development.** Staff was involved in the following activities on behalf of the R2PC Economic Development District (EDD):
 - Staff met with representatives of the Greenway Collaborative to discuss partnering opportunities with Tri-County Regional Planning Commission for a regional trail study on November 8.
- **Southern Michigan Outdoors Initiative.** Staff continued development of the Southern Michigan Outdoors strategy to leverage regional outdoor recreation assets for economic development purposes as detailed in the 2021 – 2025 CEDS.
 - Staff met with representatives from Experience Jackson and the National Park Service to discuss soft surface trail development opportunities on November 13.
- **Downtown Development Authorities (DDAs).**
 - **Leoni DDA.** No activities.

[November 2024 Staff Progress Report]

R2PC Activities

- **R2PC Website.** Staff continued updating www.region2planning.com.
- **Training.** No activities.
- **MAR.** Staff participated in the Michigan Association of Regions monthly virtual meeting on November 12.
- **DNR Spark Grant.** No activities.
- **UGRWA.** No activities.
- **Active Jackson.** Staff participated in MDOT's University Region Active Transportation Plan Update meeting on November 19.

Regional Transportation Planning Hillsdale, Jackson, and Lenawee Counties

- Staff participated in MDOT's monthly Rural Task Force virtual meeting.
- A Full Region 2 Rural Task Force meeting was held on November 19.
- Staff attended the MDOT Traffic Summit for Lenawee County on November 6.

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 worked on development of the FY 2026-2029 Transportation Improvement Program (TIP).

Program Management

- The JACTS TAC and Policy Committee met on November 13 and 21 to address TIP amendments.

[November 2024 Staff Progress Report]

Local Planning Assistance

The requests from member units of government within Hillsdale, Jackson, and Lenawee Counties are listed below. These activities were conducted at cost to the individual government units requesting the service, unless alternative funding was available.

Jackson County

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

- **County Planning Commission (JCPC).** The November 14 Jackson County Planning Commission meeting was cancelled due to a lack of a quorum.
- **Recreation Plan.** Staff attended the Jackson County Parks Board meeting on November 6.

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

- **Master Plan.** Staff published the survey for the Township's Master Plan Update.

Grass Lake Charter Township & the Village of Grass Lake. *Staff provided the following service(s):*

- **Area Recreation Plan.** Staff met with the Grass Lake Area Recreation Plan Committee on November 20 to discuss the plan adoption process and next steps.

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

- **Zoning Ordinance.** No activity.

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

- **Master Plan.** Staff continued work on the Napoleon Township Master Plan update.

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

- **Zoning Ordinance.** No activity.

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

- **Recreation Plan.** Staff is awaiting the final draft review from the Spring Arbor Recreation Committee.

Village of Grass Lake. *Staff provided the following service(s):*

- **Economic Development Strategic Plan.** Staff continued work on the Village's economic development strategic plan.

Lenawee County.

Village of Clinton. *Staff provided the following service(s):*

- **Master Plan.** No activity.

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

- **Master Plan.** Staff continued work of the Township's Master Plan.

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

[November 2024 Staff Progress Report]

- **Recreation Plan.** Staff met with the Raisin Township Recreation Committee on November 19 to review progress and discuss draft plan.

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

- **County Planning Commission (LCPC).** The LCPC held its regular meeting on November 21, reviewing a PA 116 Farmland Agreement for Blissfield Township.
- **Land Use Plan Update Proposal:** Staff is collaborating with the LCPC on a proposal to update the County's Land Use Plan, last revised in 2002.
- **Materials Management Plan (MMP) Committee.** No activity.

Hillsdale County

Staff provided the following service(s):

- **General Inquiries.** No activities.

Greater Irish Hills

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

- **Greater Irish Hills Recreation Plan.** No activity.



Serving Hillsdale, Jackson & Lenawee Counties

Staff Progress Report

December 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 continued work on CEDS implementation.
- **Regional Economic Development.** Staff was involved in the following activities on behalf of the R2PC Economic Development District (EDD):
 - Staff submitted a Rural Readiness Grant for a gravel cycling initiative in Hillsdale and Lenawee Counties to the Michigan Office of Rural Prosperity on December 9.
 - Staff attended the Experience Jackson board of directors meeting on December 19 to discuss the Southern Michigan Outdoors initiative.
- **Southern Michigan Outdoors Initiative.** Staff continued development of the Southern Michigan Outdoors strategy to leverage regional outdoor recreation assets for economic development purposes as detailed in the 2021 – 2025 CEDS.
 - Staff met with representative from Experience Jackson and Visit Lenawee to discuss outdoor recreation partnering opportunities on December 3.
 - Staff met with representatives from Experience Jackson, the Jackson Chamber, the Enterprise Group of Jackson, and the National Park Service to discuss Southern Michigan Outdoors initiative economic development opportunities on December 3 and December 18.
 - Staff participated in a meeting with representatives of Experience Jackson and Rock Solid Trail Contracting on December 13 to discuss trail development opportunities at Ella Sharp Park and along the Falling Waters Trail in Jackson.

[December 2024 Staff Progress Report]

- Staff met with Brad Garmon, Director of the Michigan Office of Outdoor Recreation Industry, on December 17.
- Staff had a virtual meeting with representatives of Ride with GPS to discuss the Southern Michigan Outdoor gravel cycling initiative on December 23.

■ **Downtown Development Authorities (DDAs).**

- **Leoni DDA.** No activities.

R2PC Activities

- **R2PC Website.** Staff continued updating www.region2planning.com.
- **Training.** No activities.
- **MAR.** Staff participated in the Michigan Association of Regions monthly virtual meeting on December 10 and the MAR Executive Committee meeting on December 17.
- **DNR Spark Grant.** No activities.
- **UGRWA.** No activities.
- **Upper Grand River Water Trail Committee.** Staff attended the kickoff meeting of the Upper Grand River Water Trail Committee on December 16.
- **Active Jackson.** No activities.

Regional Transportation Planning Hillsdale, Jackson, and Lenawee Counties

- Staff participated in MDOT's monthly Rural Task Force virtual meeting.

Asset Management Hillsdale, Jackson, and Lenawee Counties

- **TAMC.** Staff submitted PASER data for the three counties to TAMC.

Metropolitan Area Transportation Planning Jackson Area Comprehensive Transportation Study

Database Management:

- No activities.

Long-Range Planning:

- No activities.

[December 2024 Staff Progress Report]

Short-Range Planning:

- Staff coordinated with local agencies to process administrative changes in JobNet.
- Staff worked on development of the FY 2026-2029 Transportation Improvement Program (TIP).

Program Management

- The JACTS TAC and Policy Committee met on December 11 and 19 to address TIP amendments.

Local Planning Assistance

The requests from member units of government within Hillsdale, Jackson, and Lenawee Counties are listed below. These activities were conducted at cost to the individual government units requesting the service, unless alternative funding was available.

Jackson County

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

- **County Planning Commission (JCPC).** The Jackson County Planning Commission met on December 12 and approved a rezoning petition from Blackman Charter Township.
- **Recreation Plan.** Staff met with the Jackson County Parks director on December 19 to discuss final edits to the recreation plan.

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

- **Master Plan.** Staff is awaiting survey results for the Township's Master Plan Update.

Grass Lake Charter Township & the Village of Grass Lake. *Staff provided the following service(s):*

- **Area Recreation Plan.** The Grass Lake Area Recreation Plan is in the 30-day public comment period.

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

- **Zoning Ordinance.** No activity.

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

- **Master Plan.** Staff continued work on the Napoleon Township Master Plan update.

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

- **Zoning Ordinance.** Staff met with the Plan Commission chair to discuss the zoning ordinance update on December 12.

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

- **Recreation Plan.** Staff is awaiting the final draft review from the Spring Arbor Recreation Committee.

Village of Grass Lake. *Staff provided the following service(s):*

- **Economic Development Strategic Plan.** Staff continued work on the Village's economic development strategic plan.

[December 2024 Staff Progress Report]

Lenawee County.

Village of Clinton. *Staff provided the following service(s):*

- **Master Plan.** No activity.

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

- **Master Plan.** Staff analyzed the survey results for the Township's Master Plan.

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

- **Recreation Plan.** The Raisin Township Recreation Plan is in the 30-day public comment period.

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

- **County Planning Commission (LCPC).** The LCPC held its regular meeting on December 19, and approved a zoning text amendment from Cambridge Township, approved three zoning text amendments from Palmyra Township and approved a PA 116 Farmland Agreement from Franklin Township.
- **Materials Management Plan (MMP) Committee.** No activity.

Hillsdale County

Staff provided the following service(s):

- **General Inquiries.** No activities.

Greater Irish Hills

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

- **Greater Irish Hills Recreation Plan.** Staff attended the Greater Irish Hills Intermunicipality Committee meeting on December 11 to discuss the final steps of the Greater Irish Hills Recreation Plan.

Region 2 PLANNING COMMISSION

Serving Hillsdale, Jackson & Lenawee Counties

Transportation Report *November and December 2024*

Jackson Area Comprehensive Transportation Study FY 2023-2026 TIP Amendments

November 2024:

- Jackson County Department of Transportation
 - Funding adjustment for a Road Rehabilitation project on Airport Rd for FY25, estimated at \$2,555,000.
- Michigan Department of Transportation
 - Length adjustment for a Road Capital Preventative Maintenance project on US-127 for FY26, estimated at \$8,000,000.
 - Addition of the PE, PES, and CON phases for a Bridge CPM project on I-94 E for FY26, estimated at \$2,359,057.

December 2024:

- Michigan Department of Transportation
 - Addition of the PE and CON phases for a Road Capital Preventative Maintenance project on I-94 BL for FY26, estimated at \$350,000.
 - Addition of a Roadside Facilities project on I-94 for FY25, estimated at \$8,406.
 - Addition of a Roadside Facilities project on I-94 for FY26, estimated at \$42,964.

Region 2 Rural Task Force FY 2023-2026 Project Changes

November 2024:

- Jackson County Department of Transportation
 - Funding adjustment for a Repaving project on Moscow Rd for FY25, estimated at \$1,831,852.
- Village of Brooklyn
 - Funding adjustment for a Bridge project on Mill St for FY25, estimated at \$1,219,000.



Region 2 Planning Commission Meeting Schedule for 2025

<u>Date</u>	<u>Location</u>
January 9, 2025 at 2:00 p.m.	Jackson County Tower Bldg. 120 W. Michigan Ave., 17 th Floor Jackson, MI
March 13, 2025 at 2:00 p.m.	Lenawee District Library 4459 W. U.S. 223 Adrian, MI
May 8, 2025 at 2:00 p.m.	Hillsdale City Hall 97 N. Broad Street Hillsdale, MI
July 10, 2025 at 2:00 p.m.	Jackson County Tower Bldg. 120 W. Michigan Ave., 17 th Floor Jackson, MI
September 11, 2025 at 2:00 p.m.	Lenawee District Library 4459 W. U.S. 223 Adrian, MI
November 13, 2025 at 2:00 p.m.	Hillsdale City Hall 97 N. Broad Street Hillsdale, MI

Contact Jill at 517.768.6701 with any questions