



September 11, 2025 Full Commission Meeting
Agenda

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

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

PAGE #

| | |
|---|-----------|
| 1. Call to Order | |
| 2. Approval of the September 11, 2025 Agenda – ACTION | |
| 3. Public Comment | |
| 4. Approval of the Full Commission Meeting Minutes for July 10, 2025 (see enclosure) – ACTION | 3 |
| 5. Receipt of Payroll Expenses and Approval of Submitted Bills for September 11, 2025 (see enclosures) -- ACTION | 5 |
| 6. Staff Progress Reports for July and August 2025 (see enclosures) – DISCUSSION | 11 |
| 7. MPO/JACTS Update (see enclosures) – DISCUSSION | 19 |
| 8. Approval of the FY 2026 Planning Work Program (see enclosure) – ACTION | 20 |
| 9. Appointment of the FY 2026 R2PC Personnel and Finance Committee (see enclosure) – ACTION | 33 |
| 10. Other Business | |
| • Notice of Intent - Update To Master Plan – Village of Grass Lake (see enclosure) | 35 |
| • Fraudulent Invoices (see enclosure) | 37 |
| 11. Public Comment / Commissioners' Comments | |
| 12. Adjournment | |

The next Region 2 Planning Commission Full Commission meeting is scheduled for:

Thursday, November 13, 2025 at 2:00 p.m.
at Hillsdale City Hall, 97 N. Broad Street, Hillsdale, MI 49242

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Region 2 PLANNING COMMISSION

Serving Hillsdale, Jackson & Lenawee Counties

MEETING MINUTES

Jackson County Tower Bldg. – Full Commission
120 W. Michigan Ave.
Jackson, MI 49201

Thursday, July 10, 2025

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

Attendance:

| | | | |
|-------------|-----------|----------------|----------------|
| Adams | Gentner | Lance | Scoville |
| Barnhart | Gosselin | Leonard | Shaw |
| Beach | Gould, J. | Lesinski | Shotwell |
| ✓ Beeker | Gould, L. | Linnabary | Sigers |
| Benson | Grabert | Marsh | ✓ Snell |
| Britten | Greene | May | ✓ Southworth |
| Burke | Griffin | ✓ Minnick, Jr. | Spink |
| Bush | Gross | Mitchell | ✓ Sutherland |
| ✓ Bussell | ✓ Havican | Montrief | ✓ Swartzlander |
| Calender | ✓ Hawkins | Murphy | Thomas |
| Cavazos | Hawley | Nickel | ✓ Tillotson |
| Clark | Heath | Norman | Todd |
| Collins | ✓ Herlein | Overton | VanCamp |
| Cornish | ✓ Jancek | ✓ Penrose | ✓ VanDoren |
| Cousino | Jennings | Peters | ✓ Walz |
| ✓ Cure | Johnson | ✓ Pfeifer, C. | Weir |
| ✓ Davis | Kastel | Pfeifer, R. | Williams |
| Dickerson | Keener | Pixley | Willis |
| ✓ Donaldson | Keller | Planeta | Wilson |
| Downing | ✓ Krasny | Root | ✓ Witt |
| Duckham | Kuiper | Saenz | Wymer |

Key: ✓ = present

Staff Present: Thomas Boss, Brett Gatz, Jacob Hurt, Jill Liogghio, Kade Peck, Grace Trosin

Others Present: Tina Beagle; Sam Fry, City of Hillsdale; Keith Gillenwater, Accelerate Jackson County; Ryan Tarrant, Jackson County Chamber of Commerce; Congressman Tim Walberg

- II. **Approval of the July 10, 2025 Agenda** – The motion was made by Comm. Penrose, supported by Comm. Jancek, to approve the July 10, 2025 agenda as presented. The motion carried unanimously.
- III. **Public Comment** – Chair Witt requested public comment. No public comment was made.
- IV. **Approval of Full Commission Meeting Minutes for May 8, 2025** – The motion was made by Comm. Jancek, supported by Comm. Swartzlander, to approve the Full Commission meeting minutes of May 8, 2025 as submitted. The motion carried unanimously.
- V. **Receipt/Approval of Treasurer’s Report of June 30, 2025** – The motion was made by Comm. Jancek, supported by Comm. Snell, to receive the June 30, 2025 Treasurer’s Report as presented and approve payment of the July 10, 2025 submitted bills. The motion carried unanimously.
- VI. **Staff Progress Report for May and June 2025** – The May and June 2025 staff progress reports were included in the agenda packet. Mr. Hurt presented highlights from the staff progress report for the months of May and June 2025.
- VII. **MPO/JACTS Update** – The MPO/JACTS Update was provided in the packet and Mr. Gatz provided highlights from that report.
- VIII. **Presentation by Keith Gillenwater, President and CEO of Accelerate Jackson County** – Mr. Gillenwater provided an update on the activities of Accelerate Jackson including an upcoming analysis of potential industrial development sites in Jackson County and a new workforce development initiative.
- IX. **Presentation by Ryan Tarrant, President and CEO of Jackson County Chamber of Commerce and Experience Jackson** – Mr. Tarrant provided an update on the activities of the Chamber of Commerce, including its just launched Drive Jackson community vision plan project, and Experience Jackson’s outdoor recreation development efforts which include the inaugural Irish Hills Gravel bike race in Brooklyn on October 18.
- X. **Other Business** – Notice of Intent for Parma Township; Notice of Intent for MDNR; Public Notice from Village of Blissfield for review of Parks and Recreation Master Plan.
- XI. **Public Comment / Commissioners’ Comments** – None.
- XII. **Adjournment** – There being no further business, Chair Witt adjourned the meeting at 2:52 p.m.

Dale Witt
Chair

** If there are errors in these minutes, please contact Jill at 517.768.6701 or jliogghio@mijackson.org.*

REGION 2 PLANNING COMMISSION
Treasurer's Report - Monthly Summary
as of August 31, 2025

| | | |
|--|----------------|-----------------------------|
| Checking Account Balance ending, July 31, 2025 | | \$ 310,073.52 |
| Deposit Summary: | | |
| August 2025 EFT Deposits | | \$ 94,124.02 |
| August 2025 Bank Deposits | | 29,800.02 |
| August 2025 Adjustments | | (2,690.98) |
| Total Deposits plus Bank Balance | | <u><u>\$ 431,306.58</u></u> |
| Expenses: | | |
| Submitted Expenses - August 2025 ** | \$ (45,612.73) | |
| Interim Expenses | - | |
| Payroll/Related Expenses | (46,631.94) | |
| Subtotal of Expenses | \$ (92,244.67) | \$ (92,244.67) |
| Balance Checking Account ending August 31, 2025 | | \$ 339,061.91 |
| Balance CD Investments ending August 31, 2025 | | <u>\$ 114,507.06</u> |
| Total Cash on Hand | | <u><u>\$ 453,568.97</u></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 August 31, 2025

| | | |
|-----------|--|----------------------|
| 8/31/2025 | EFT Deposits: | |
| | MDOT FHWA - services through June 2025 | 65,384.38 |
| | MDOT - Asset Management - services through June 2025 | 2,146.52 |
| | MDOT - Regional Transportation Services - services through June 2025 | 3,832.67 |
| | MDOT - Rural Task Force - services through June 2025 | 5,260.45 |
| | EDA - Partnership Grant | 17,500.00 |
| | Subtotal - EFT Deposits | \$ 94,124.02 |
| 8/31/2025 | Check Deposits: | |
| | Franklin Township - services through June 2025 | 13,561.75 |
| | Grass Lake Charter Township - services through June 2025 | 4,367.14 |
| | Raisin Charter Township - services through June 2025 | 3,900.25 |
| | Village of Grass Lake - services through June 2025 | 7,970.88 |
| | Subtotal - Check Deposits | \$ 29,800.02 |
| 8/31/2025 | Adjustments to cash: | |
| | <i>Bank fees - August</i> | (144.22) |
| | <i>Paycor fee - August</i> | (393.76) |
| | <i>Credit Card Charges:</i> | |
| | <i>Adobe Creative Cloud Services - subscriptions</i> | (338.69) |
| | <i>Mountain Biz Works - OEC conference</i> | (449.00) |
| | <i>Harrahs Hotels Cherokee NC - travel</i> | (154.99) |
| | <i>Amazon - supplies</i> | (43.65) |
| | <i>Congress For the New Urbanism - subscriptions</i> | (125.00) |
| | <i>Courtyard By Marriott Holland MI - travel</i> | (995.67) |
| | <i>Google Peacock - subscriptions</i> | (79.99) |
| | <i>American Express card credit</i> | 33.99 |
| | Subtotal - Adjustments to Cash | \$ (2,690.98) |
| | Total Net Deposits | \$ 121,233.06 |

REGION 2 PLANNING COMMISSION
INTERIM BILLING and PAYROLL EXPENSES
as of August 31, 2025

Interim Billing for August 2025

| <u>Vendor</u> | <u>Description</u> | <u>Amount</u> | <u>Check #</u> |
|---------------|--------------------|---------------|----------------|
| - | - | - | - |

Total Interim Billing for August 2025

\$ -

Payroll & Travel Related Expenses:

Paid August 1, 2025

by Direct Deposit/EFT

| | | | |
|---------|----------------------|---------------------|--|
| Paycor | Payroll Disbursement | \$ 15,752.16 | |
| B. Gatz | Travel Reimbursement | \$ 241.88 | |
| | Total | \$ 15,994.04 | |

Paid August 15, 2025

by Direct Deposit/EFT

| | | | |
|---------|----------------------|---------------------|--|
| Paycor | Payroll Disbursement | \$ 14,644.00 | |
| B. Gatz | Travel Reimbursement | \$ 51.80 | |
| J. Hurt | Travel Reimbursement | \$ 123.20 | |
| K. Peck | Travel Reimbursement | \$ 68.57 | |
| | Total | \$ 14,887.57 | |

Paid August 29, 2025

by Direct Deposit/EFT

| | | | |
|--------|----------------------|---------------------|--|
| Paycor | Payroll Disbursement | \$ 15,750.33 | |
| | Total | \$ 15,750.33 | |

Total Payroll Expenses for August 2025

\$ 46,631.94

**Region 2 Planning Commission
Outstanding Accounts Receivable
as of August 31, 2025**

| Municipality/Source | Date | Inv. No. | Amount |
|--|-----------|----------|-----------|
| Napoleon Township - services through June 2025 | 7/21/2025 | 3538 | 10,091.14 |

FY 2025 Balance as of August 31, 2025

\$ 10,091.14

REGION 2 PLANNING COMMISSION
Submitted Bills
September 11, 2025

| Vendor | Description | Amount Due |
|---|--------------------------------------|---------------------|
| BC/BS | Employee Health. Ins. October 2025 | \$ 4,806.26 |
| County of Jackson | Rent September 2025 | \$ 3,465.49 |
| County of Jackson | Comcast & Verizon - July-August 2025 | \$ 162.49 |
| County of Jackson | Postage August 2025 | \$ 10.95 |
| MissionSquare | Plan #109005/#803067 | \$ 2,019.60 |
| SBIS | Group Life & AD&D - October 2025 | \$ 134.54 |
| The Water Store | Supplies August 2025 | \$14.45 |
| Total Submitted Billing - September 2025 | | \$ 10,613.78 |

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Serving Hillsdale, Jackson & Lenawee Counties

Staff Progress Report

July 2025

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 FY2025 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 undertook field survey work for the Rural Prosperity grant on July 17.
 - Staff met with a representative of the Office of Rural Prosperity to provide a grant status update on July 22.
- **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 of Daylight Brand to discuss partnering opportunities for the Southern Michigan Outdoors initiative on July 3.

R2PC Activities

- **R2PC Website.** Staff continued updating www.region2planning.com.
- **Training.** No activities.
- **MAR.** Staff participated in the monthly Michigan Association of Regions virtual meeting on July 8.
- **DNR Spark Grant.** No activities.
- **UGRWA.** Staff attended the UGRWA meeting on July 9.
- **GREAT.** No activities.

[July 2025 Staff Progress Report]

- **Upper Grand River Water Trail Committee.** No activities.
- **Active Jackson.** Staff hosted and facilitated the July 16th Active Jackson meeting.

Regional Transportation Planning Hillsdale, Jackson, and Lenawee Counties

- Staff participated in MDOT's monthly Rural Task Force virtual meeting on July 22.

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.

Program Management

- The JACTS TAC and Policy Committees met on July 9 and 17.
- Staff attended the 2025 Michigan Transportation Planning Association Conference from July 22-25 in Holland, MI.

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):*

[July 2025 Staff Progress Report]

- **County Planning Commission (JCPC).** The Jackson County Planning Commission met on July 8th and approved rezoning petitions from Norvell Township and Columbia Township.
- **Materials Management Plan (MMP) Committee.** Staff attended and provided administrative support for the Jackson County MMP committee. The MMP Committee met on July 9.

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

- **Master Plan.** No activity.

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

- **Master Plan.** Staff provided the final version of the Napoleon Township Master Plan update to Township officials.

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

- **Zoning Ordinance.** Staff attended the July 28 Planning Commission meeting to provide an update on the zoning ordinance update.

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

- **Economic Development Strategic Plan.** No activity.

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

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

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 on the Township's Master Plan.

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

- **Master Plan.** No activity.

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

- **County Planning Commission (LCPC).** The Lenawee County Planning Commission met on July 17th but took no official action because quorum was not met.
- **Materials Management Plan (MMP) Committee.** The Lenawee County MMP Committee did not meet.

Hillsdale County

Staff provided the following service(s):

- **Materials Management Plan (MMP) Committee.** No activity.

[July 2025 Staff Progress Report]

Greater Irish Hills

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

- **Greater Irish Hills Recreation Plan.** Staff provided the committee with information on the adoption process for the Greater Irish Hills Recreation Plan.



Serving Hillsdale, Jackson & Lenawee Counties

Staff Progress Report

August 2025

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 FY2025 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 met with a representative of Make My Move to discuss talent attraction opportunities on August 12.
 - Staff met with representatives of Hillsdale Renaissance and toured their redevelopment projects in downtown Hillsdale on August 27.
- **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 a representative of the National Park Service to discuss the Southern Michigan Outdoors initiative on August 12.

R2PC Activities

- **R2PC Website.** Staff continued updating www.region2planning.com.
- **Training.** No activities.
- **MAR.** Staff attended the Michigan Association of Regions annual meeting in Flint on August 14 & 15.
- **DNR Spark Grant.** No activities.

[August 2025 Staff Progress Report]

- **UGRWA.** No activities.
- **GREAT.** No activities.
- **Upper Grand River Water Trail Committee.** No activities.
- **Active Jackson.** Staff participated in the MDOT University Region Active Transportation meeting on August 13 and hosted and facilitated the August 20 Active Jackson meeting.

Regional Transportation Planning Hillsdale, Jackson, and Lenawee Counties

- Staff participated in MDOT's monthly Rural Task Force virtual meeting on August 26.
- The Region 2 Rural Task Force met virtually to discuss bid-savings on August 12.

Asset Management Hillsdale, Jackson, and Lenawee Counties

- **TAMC.** No activities.
- **Training:** Staff completed Michigan Tech University's PASER rating training and received certification.

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.

Program Management

- The JACTS TAC and Policy Committees did not meet in August due to a lack of agenda items.
- Staff met with MDOT to discuss NFC revisions.

[August 2025 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 Jackson County Planning Commission met on August 14 and approved a text amendment from Leoni Township.
- **Materials Management Plan (MMP) Committee.** Staff attended and provided administrative support for the Jackson County MMP committee. The MMP Committee met on August 13.

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

- **Master Plan.** No activity.

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

- **Master Plan.** Project has been completed.

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

- **Zoning Ordinance.** Staff attended the August 25 Planning Commission meeting to provide an update on the zoning ordinance update.

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

- **Economic Development Strategic Plan.** Project has been completed.

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

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

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 on the Township's Master Plan.

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

- **Master Plan.** No activity.

[August 2025 Staff Progress Report]

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

- **County Planning Commission (LCPC).** The Lenawee County Planning Commission met on August 21 and approved a PA 116 from Deerfield Township and one from Dover Township.
- **Materials Management Plan (MMP) Committee.** The Lenawee County MMP Committee did not meet.

Hillsdale County

Staff provided the following service(s):

- **Materials Management Plan (MMP) Committee.** No activity.

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 August 13 to discuss the adoption process for the Greater Irish Hills Recreation Plan.

Region 2

PLANNING COMMISSION

Serving Hillsdale, Jackson & Lenawee Counties

Transportation Report *July and August 2025*

Jackson Area Comprehensive Transportation Study FY 2023-2026 TIP Amendments

July 2025:

| FY | Job #/ Phase | Agency | Project Name | Work Type | Federal Amount | State Amount | Local Amount | Total Amount | Amendment Type |
|------|-----------------|--------|-----------------|---|-------------------|-----------------|-----------------|-----------------|---|
| 2025 | 224822 CON | MDOT | M-50 | Road Capital Preventative Maintenance | \$1,042,769 | \$231,231 | \$0 | \$1,274,000 | Phase Budget equal or over 24%, Scope Construction Length Change |

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FY 2026
REGION 2 PLANNING COMMISSION
PLANNING WORK PROGRAM
October 1, 2025 through September 30, 2026

Presented for Approval
September 11, 2025

Region 2
PLANNING COMMISSION
Serving Hillsdale, Jackson & Lenawee Counties

FY 2026
Region 2 Planning Commission
Planning Work Program

R2PC Staff

| | |
|---------------------|-------------------------------------|
| Jacob Hurt | Executive Director |
| Brett Gatz | Planner Transportation |
| Kade Peck | Planner Local Planning Assistance |
| Thomas Boss | Planner Local Planning Assistance |
| James Latham | Accountant |
| Jill Liogghio | Administrative Assistant |



Serving Hillsdale, Jackson & Lenawee Counties

120 W. Michigan Avenue – 9th Floor
Jackson, MI 49201

PWP Purpose

A Planning Work Program (PWP) is an essential management tool for any organization. The Region 2 Planning Commission (R2PC) annually sets forth a work program within a framework of area-wide goals and objectives addressing regional issues. By assigning staffing levels, overhead costs, and consultant needs, the Commission can determine if it is directing a sufficient effort toward planning activities to meet its objectives. The R2PC developed its Planning Work Program to improve federal, state, and local understanding of planning activities, as well as the goals, policies, plans, and the concerns of the Commission. The PWP also references Federal and State grant contracts, reduces contractual paperwork, eliminates duplication, and provides for joint funding of appropriate work activities.

The PWP provides a basis for ongoing management and its structure controls and accounts for personnel and other agency resources. The R2PC accounting system distributes labor from time sheets to work program activities and allocates costs to, and among, the various funding sources. Finally, the PWP serves to coordinate planning activities among the numerous agencies and local units of government that participate in the R2PC as dues-paying members.

PWP Organizational Overview

The R2PC Planning Work Program (PWP) reflects the planning responsibilities of the Commission. These responsibilities include area wide planning for the three-county region of Hillsdale, Jackson, and Lenawee, various small multijurisdictional areas, and local planning assistance to member units of government.

Area Wide Urban Transportation Planning

The planning activities of the Jackson Area Comprehensive Transportation Study (JACTS) are the responsibility of R2PC staff as it is the designated metropolitan planning organization (MPO) for the Jackson Urbanized Area and Jackson County. The Federal Highway Administration (FHWA) is the source of the federal funds for these activities. The Jackson County Department of Transportation (JCDOT), the City of Jackson's Neighborhood & Economic Operations Department, and the Jackson Area Transportation Authority (JATA) provide the required local cash match for transportation planning services.

Area Wide Regional Transportation Planning

The R2PC also engages in regional transportation planning outside of the Jackson Urbanized Area. The Michigan Department of Transportation (MDOT) funds these activities through its State Trunk Line Highway System (PA 51 of 1951) program.

Area Wide Economic Development

Various regional economic development activities are the responsibility of R2PC staff as an U.S. Economic Development Administration (EDA) designated Economic Development District (EDD). The EDA's annual Partnership Planning program is the ongoing source of the federal funds for these activities. The R2PC is required to provide a 50% local match for the Partnership Planning program.

Area Wide Planning

In addition to its area wide urban and regional transportation planning and economic development programs, the R2PC provides various other area wide services (e.g., census/demographics, innovative planning/zoning tools, and studies/plans) for the entire Region 2 area or multiple units of local government. Member units of local government provide the funding for these programs via a one-third allocation of their annual membership dues.

Local Planning Assistance

Staff provides various planning services such as, plans and studies, zoning ordinances, and rezoning analysis, to local units of government upon request. Funding is provided by local units of government through (1) two-thirds of their annual R2PC membership dues, (2) direct billing for the cost of services provided in excess of membership fees, and (3) state and federal grants received by member units of government for planning services.

Michigan Infrastructure Council

The Michigan Infrastructure Council (MIC) brings together local utility and infrastructure owners, regional representatives, finance and policy experts, and state department leaders to coordinate infrastructure-related goals and develop a long-term strategy for maintaining Michigan infrastructure assets. An Asset Management Readiness Assessment Scale was prepared to help public asset owners identify, track, and maintain their assets for wastewater, storm water, and drinking water. The data will help local entities justify future infrastructure funding needs to repair and maintain these facilities.

Indirect Costs

Indirect costs are included in the form of a Statement of Projected Direct and Indirect Costs.

PWP Fiscal Relationship

The Planning Work Program (PWP) provides an estimate of revenues and expenditures for the activities of the R2PC. It also documents the value of the cash match contributed by other agencies. The PWP is an integral part of the audit requirements of federal funding agencies. The Region 2 Planning Commission makes arrangements for the required financial and compliance audit, and conducts the audit within prescribed audit requirements. Staff charges the annual audit to the indirect cost allocation unless otherwise directed by the cognizant agency, which is the Federal Highway Administration (FHWA).

PWP Organizational Details

Jackson Area Comprehensive Transportation Study (JACTS)

Please refer to the JACTS FY 2026 Unified Work Program (UWP) for detail.

Area Wide Regional Transportation Planning

Please refer to the FY 2026 Regional Transportation Planning Work Program for Hillsdale, Jackson, and Lenawee counties for detail.

Area Wide Economic Development Planning

Please refer to the FY 2025 and FY 2026 (if awarded) Partnership Planning grant awards for detail.

Local Planning Assistance

The Region 2 Planning Commission provides local planning assistance services to member units of government and their boards, commissions, and agencies. The R2PC offers the following services to local municipalities and counties:

- **Plan Preparation Assistance**
 - Master plans
 - Recreation plans
 - Hazard Mitigation plans
 - Materials Management plans
 - Other strategic plans and miscellaneous studies

- **Zoning Ordinance Assistance**
 - Development of zoning ordinances
 - Review of rezoning proposals and text amendments
 - Review of requests for conditional/special land uses, site plans, variances, and interpretations
 - Review of various airport zoning requests
 - Zoning ordinance administration assistance
 - Provision of zoning ordinance information
- **Geographic Information System (GIS) Mapping Services**
- **Review of Farmland and Open Space Agreement Applications**
- **Grant Writing and Assistance Regarding Grant Applications**

Area wide planning

Consists of various areas of activity by the Region 2 Planning Commission. The areas of assistance provided are as follows:

- **Demographics/Socioeconomic Data**

The R2PC collects, analyzes, and maintains population and socioeconomic data from the U.S. Census Bureau (e.g., decennial census and the American Community Survey) and other sources. R2PC staff and/or member units of local government utilize the information for various local planning-related activities and grant applications.
- **Model Zoning Ordinance**

The R2PC collects and prepares model ordinances on various zoning issues. Staff and member units of local government utilize the information for local zoning-related activities.
- **Natural Resource Information**

The R2PC collects data on natural resources within the region. Staff and member units of local government utilize the information in local planning/zoning-related activities.
- **Local Assistance Program**

The Region 2 Planning Commission promotes its programs/services and alerts member units of local government to important planning issues through its website, during meetings, and various other means.

Wages, Fringe Benefits and Indirect Costs

The above three components are an integral key in calculating the final indirect cost allocation rate.

- The wage base includes the hourly wage rate, and the cost of the following leave benefits:

- Jury duty, when called;
 - Military leave, per State and Federal laws;
 - Holidays, eleven paid holidays per year;
 - Sick leave, accumulated at one day per month; and
 - Vacation, accumulated at one day per month (three weeks after ten years of service).
- The benefits included in the fringe benefit cost allocation are:
 - Medical Insurance (includes dental and vision)
 - Life Insurance (capped at \$50,000.00)
 - Worker's Compensation
 - Pension and Retirement Health Savings Contributions (eligible staff must match)
 - Social Security and Medicare tax (employer's liability)
 - Unemployment Insurance
 - Liability Insurance

The R2PC directly charges a program wage and fringe benefits costs whenever possible. Indirect costs are those benefiting the entire region and whose expenses are not directly related to a specific project or local unit of government. Indirect costs include, but are not limited to the following:

- **R2PC Administration**
Perform R2PC general administrative activities in support of work program responsibilities.
- **Fiscal Management**
Prepare for, assist during, and follow-up on an annual audit; continue to upgrade the accounting system; review time sheets and travel vouchers; monitor R2PC budgets; prepare monthly Treasurer's report; maintain a record of accounts and invoicing/statements to member units of government; review purchases; enter cash receipts; pay submitted bills; and maintain related activities.
- **Personnel Management**
Conduct employee evaluations, recruit staff, and other personnel matters.
- **R2PC Full Commission and Executive Committee Meetings**
Prepare for, attend, and follow-up on Region 2 Planning Commission and Executive Committee meetings.
- **Staff Meetings**
Convene staff meetings and send/respond to communications as needed to review staff activities, discuss programs, and review products and projects.
- **Travel and Training**
The R2PC charges directly any travel and training costs associated with a specific project/activity. Travel and training costs not associated with a specific project/activity are charged indirectly. Travel includes mileage

reimbursements, registrations, lodging, meals, fuel, and related expenses. Training includes any conferences that may enhance the education of staff.

- **Supplies**

Staff charges supplies that cost substantial amounts of funding directly when attributable to a particular project. Most office supplies and materials are charged indirectly.

- **Contractual Services**

The R2PC employs third-party contracts for contractual services in support of projects (charged directly to projects where allowable).

- **Accounting and Auditing**

A Certified Public Accounting (CPA) firm audits the R2PC annually. Staff utilizes BS&A software to account for funds accurately. The R2PC charges accounting and audit expenses costs to the indirect cost allocation base unless otherwise directed by the FHWA.

- **Legal Services**

When staff desires legal advice, it consults a designated attorney in private practice on a fee basis, as the R2PC does not engage in a substantial amount of legal work. Staff charges the services to the program receiving the benefit, or indirectly, if the benefit does not accrue to a particular project.

- **Telephone**

Staff distributes communication charges entirely on an indirect basis.

- **Postage and shipping**

Staff charges postage and shipping expenses indirectly, except when it is possible to charge costs to a particular project.

- **Printing, Binding, and Copying**

Staff generally charges reproduction costs indirectly. Substantial costs attributed to a specific project are directly charged.

- **Insurance**

The R2PC charges insurance costs, including general insurance and bond premiums, indirectly.

- **Office Rent**

Staff charges the rent for the R2PC offices indirectly.

- **Equipment Leases**

The R2PC charges equipment leases indirectly unless they only benefit a specific project.

- **Dues, Subscriptions, and Publications**

Staff charges the costs for agency dues, professional organization memberships for employees, technical publications, newspapers, and other periodicals indirectly.

- **Depreciation Expense**

In accordance with the Governmental Accounting Standards Board (GASB), staff will expense single equipment purchases over \$5,000 in accordance with Statement 34 (GASB 34). The R2PC generally uses fund equity for purchases, depreciated on an annual declining basis, with depreciation charged indirectly.

- **Equipment**

The R2PC charges equipment expenditures for smaller items indirectly. Staff makes capital expenditures for large items independent of the operation budget, depreciated, and generally charged indirectly (see depreciation expense, above).

Indirect costs are never duplicated or included as part of direct costs since the R2PC generates them as part of its integrated budgetary/accounting system. Staff segregates indirect costs by account, accumulated in a distributed cost account and posted to projects in accordance with approved rate application procedures. The cost allocation system is included in the Statement of Total Costs and reflected in the budget summary following this Statement.

Statement of Total Costs

Simplified Allocation Method

Provisional Rate FY 2026

| Budget Category | Total Costs | Less: Direct Unallowable Costs | Indirect Costs | Modified Total Direct Costs |
|----------------------------------|------------------|-----------------------------------|-------------------|--------------------------------|
| Salaries | \$346,898 | - | \$118,536 | \$ 228,362 |
| Fringe Benefits (36.1514%) | \$126,101 | - | \$ 43,090 | \$ 83,011 |
| Total Personnel Costs | \$472,999 | - | \$161,626 | \$ 311,373 |
| Supplies | \$ 7,000 | - | \$ 2,500 | \$ 4,500 |
| CPA services | \$ 7,900 | - | \$ 7,900 | - |
| Legal services | \$ 2,000 | - | \$ 1,500 | \$ 500 |
| Computer services | \$ 2,500 | - | \$ 1,000 | \$ 1,500 |
| Training | \$ 7,500 | - | \$ 2,000 | \$ 5,500 |
| Contractual/consulting | \$ 89,505 | \$68,505 | \$ 21,000 | \$ 68,505 |
| Telephone | \$ 3,000 | - | \$ 3,000 | - |
| Postage/shipping | \$ 2,000 | - | \$ 1,500 | \$ 500 |
| Travel | \$ 6,200 | - | \$ 1,500 | \$ 4,700 |
| Advertising | \$ 1,000 | - | \$ 500 | \$ 500 |
| Printing/copying | \$ 8,000 | - | \$ 7,100 | \$ 900 |
| Insurance | \$ 5,000 | - | \$ 5,000 | - |
| Equipment repair and maint. | \$ 2,000 | - | \$ 1,200 | \$ 800 |
| Rent | \$ 40,770 | - | \$ 40,770 | - |
| Dues/ subscriptions/publications | \$ 11,000 | - | \$ 6,000 | \$ 5,000 |
| Post-employment benefit expense | \$ 30,000 | - | \$ 30,000 | - |
| Software licenses/fees | \$ 3,000 | - | \$ 2,000 | \$ 1,000 |
| Miscellaneous expense | \$ 2,876 | - | \$ 2,876 | - |
| Total Non-Personnel Costs | \$231,251 | \$68,505 | \$137,346 | \$ 93,905 |
| TOTAL | \$704,250 | \$ 68,505 | \$298,972 | \$405,278 |

Indirect Cost Rate Calculation

| | |
|----------------------------------|---------------|
| Indirect Costs | \$298,972 |
| Total Direct Salaries & Benefits | \$311,373 |
| Indirect Rate | 96.02% |

FY 2026 Budgeted Revenue and Expenditures

| Revenues: | Budget FY 2026 | Total Revenues | Total Expenditures |
|--|-------------------|-------------------|-----------------------|
| Grants: | | | |
| Federal - FHWA | \$305,427 | \$305,427 | \$305,427 |
| EDA Grants – Partnership Planning | \$ 70,000 | \$ 35,000 | \$ 70,000 |
| Subtotal Federal Programs | \$375,427 | \$340,427 | \$375,427 |
| MDOT – Rural Task Force | \$ 22,369 | \$ 22,369 | \$ 22,369 |
| MDOT – Regional Transportation | \$ 31,000 | \$ 31,000 | \$ 31,000 |
| MDOT – Asset Management | \$ 50,650 | \$ 50,650 | \$ 50,650 |
| Subtotal State Programs | \$104,019 | \$104,019 | \$104,019 |
| Local units of government – municipalities | \$110,000 | \$110,000 | - |
| Local units of government – counties | \$ 46,762 | \$ 46,762 | - |
| Area wide planning assistance/Other Agency Expenses | - | \$ 35,000 | \$ 35,000 |
| Local planning assistance | - | - | \$ 121,762 |
| Subtotal R2PC Programs | \$156,762 | \$191,762 | \$156,762 |
| Addition to Programs : | | | |
| Contracted Services - | | | |
| Local match - FHWA (JCDOT, JATA and City of Jackson) | \$ 67,728 | \$ 67,728 | \$ 67,728 |
| Other non-member services | \$ 314 | \$ 314 | \$ 314 |
| Subtotal - Contracted Services | \$ 68,042 | \$ 68,042 | \$ 68,042 |
| <i>Addition to Fund Balance</i> | - | - | - |
| FY 2026 Budgeted Revenues and Expenditures | \$704,250 | \$704,250 | \$704,250 |

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MEMORANDUM

TO: Region 2 Planning Commission

FROM: Jacob Hurt, Executive Director

DATE: September 3, 2025

SUBJECT: Appointment of the FY 2026 R2PC Personnel and Finance Committee

Per the R2PC Bylaws, the Chair of the Region 2 Planning Commission annually appoints a Personnel and Finance Committee at the September Full Commission meeting. The purpose of the Committee is to review personnel and financial concerns of the Commission and provide recommendations to the Executive Director and the Full Commission.

The Committee is comprised of a minimum of five R2PC Commissioners and the Chair of the Commission. One of these members must be the Treasurer. The Committee has no regular meeting schedule. Meetings are held at the request of the Executive Director or at the call of one of the Committee members. The Committee is typically convened for the purpose of reviewing personnel and/or financial matters. On these occasions, the Committee is briefed by the Executive Director who may ask for a recommendation from the Committee. The Committee also meets on occasions when the Commission is considering a large capital purchase, or in the event a grievance is filed resulting from disciplinary action.

Members of the FY 2025 Personnel and Finance Committee include Chair, Dale Witt; Treasurer, Mike Overton; Bruce Grabert, Pete Jancek, and Ralph Tillotson.

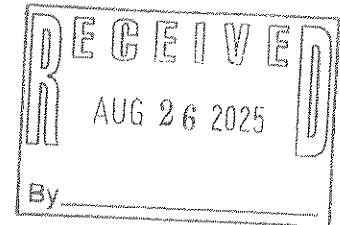
Nominations for the appointments will be taken from the floor.

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Village of Grass Lake
119 N. Lake Street, P.O. Box 737
Grass Lake, Michigan 49240
Phone: 517-522-4550 Fax: 517-522-8120



August 20, 2025



Jackson County Planning Commission
120 W. Michigan Avenue, 9th Floor
Jackson, MI 49201

Dear Sirs and Madams:

This letter is to notify you that the Village of Grass Lake, Jackson County, Michigan, has adopted a Housing Action Plan, which is an update to the Village of Grass Lake Master Plan. In compliance with the requirements of Michigan Public Act 33 of 2008, we are also notifying you that a digital copy of the Housing Action Plan, adopted July 10, 2025, can be downloaded from the Village's website at: www.villageofgrasslake.com/zoning

If you have any questions, please contact me at (517) 522-4550 ext. 1 or j.keener@villageofgrasslake.com.

Sincerely yours,

Jennifer Keener, Village Clerk

On Behalf of the Village of Grass Lake Planning Commission

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email

----- Forwarded message -----

From: **Summit Township Planning Commission** <planning.summittownship@usa.com>

Date: Mon, Aug 18, 2025 at 3:25 AM

Subject: 433 E South Street-Rezoning

To: <Kyle@bartsasphalt.com>

Summit Township Planning Commission
2121 Ferguson Rd, Jackson, MI 49203

Dear Mr Bartholomew,

I hope this email finds you well.

This email serves as an official reminder regarding the outstanding **Application Review & Approval Fee** associated with **Rezoning Application for 17.75 acres** on the property located at **433 E South Street**.

To proceed with the final approval process, we kindly request that you **settle the attached invoice** for the **Application Review & Approval fee** at your earliest convenience. Timely payment of this fee is crucial to ensuring the smooth progression of your permit application through all required review and approval stages, including necessary compliance evaluations.

Importance of the Application Review & Approval Fee:

Your fee payment directly supports a number of critical functions within the commission and benefits the state by ensuring an efficient and thorough review process. Specifically, the fee contributes to:

- **Comprehensive Application Review:**
 - Enables our team to conduct an in-depth evaluation of your proposed project to verify compliance with local zoning, land use, and building regulations.
- **Approval Processing:**
 - Funds the administrative tasks required to verify documentation, coordinate internal reviews, and prepare your application for presentation to the Planning Commission.
- **Regulatory Compliance Evaluation:**
 - Ensures that your project meets all applicable statutory and regulatory requirements, safeguarding public safety and maintaining planning integrity.
- **Expert Reviews:**
 - Supports consultations with planning professionals, legal advisors, and technical experts who rigorously assess the feasibility and impact of your proposal.
- **Contract Staff Payments:**
 - Provides compensation for contracted personnel and consultants who assist in the detailed review and processing of your application.
- **Support for State and Local Planning Initiatives:**
 - Contributes to broader efforts to maintain effective land use policies and promote sustainable development practices across the state, ensuring that projects like yours align with our long-term economic and community development goals.

Next Steps:

1. **Reply to this email** to request the invoice wire instructions.

2. **Settle the issued wire instructions** in full to enable the approval process.
3. **Return a signed copy** of the payment confirmation to this email for verification and inclusion into the commission agenda.

Should you have any questions or need further assistance regarding the payment process, do please reply this email. We appreciate your prompt attention to this matter and we look forward to assisting you further.

Thank you for your prompt attention to this matter.

Best regards,

Allan Hooper
Administrator

Summit Township Planning Commission
2121 Ferguson Rd, Jackson, MI 49203

email attachment



INVOICE

FROM:

Planning Commission

Summit Township

2121 Ferguson Rd, Jackson, MI 49203

To:

Kyle Bartholomew

PO Box 15, Middleville, MI 49333

Due Date: Upon Receipt

Payment Method: WIRE TRANSFER ONLY

Total Amount Due: \$8,903.00

ITEMIZED BREAKDOWN OF APPLICATION APPROVAL FEE

| Description | Amount (USD) |
|--|---------------------|
| Application Processing Fee | \$1,250.00 |
| Legal Notice Preparation | \$675.00 |
| Public Notification Costs | \$890.00 |
| Planning Staff Review and Zoning | \$1,250.00 |
| Technical Consultant Review | \$1,100.00 |
| Legal Counsel Review | \$700.00 |
| Administrative and Records Management | \$388.00 |
| GIS Mapping, Parcel Data Verification | \$1,650.00 |
| Commission Review Coordination | \$500.00 |
| Compliance Assurance & State Statutory | \$500.00 |
| Total Due: | \$8,903.00 |

Payment Instructions

Reply to this email to request secure wire transfer instructions.
Initiate payment using the wire details provided in the reply.
Email a signed copy of this invoice along with the wire transfer receipt for confirmation and scheduling in the Planning Commission agenda.

Confirmation of Remittance

Please complete this section and return with your payment confirmation:

Signature: _____

Date of Wire Payment: _____

Important Notice

Prompt payment of this invoice is essential for continued processing and approval of your application, including technical review and inclusion in the Planning Commission's agenda. All correspondence must be conducted via email to ensure auditability and proper documentation.

For questions or to request secure payment details, please reply directly to this message.

Thank you for your cooperation.

Planning Commission

Summit Township

2121 Ferguson Rd, Jackson, MI 49203