US-12 Pure Michigan Byway

Committee Meeting
Monday, March 23, 2026 / 1:00PM
Brooklyn Village Office / 121 N. Main St., Brooklyn, MI 49230

Region 2 PLANNING COMMISSION
Serving Hillsdale, Jackson & Lenawee Counties

1. Call to Order / Introductions

2. Public Comment

3. Approval of Agenda – **ACTION**

4. Approval of October 29, 2025 Meeting Minutes (see enclosure) – **ACITON**

5. Receive December 3, 2025 Draft Meeting Minutes (see enclosure) – **DISCUSSION**

6. Committee Member Updates – **DISCUSSION**

7. Review and Approve Revised Committee Bylaws (see enclosure) – **ACTION**

8. Development of New US-12 Corridor Management Plan – **DISCUSSION**

9. Draft 2026 Meeting Schedule (see enclosure) – **DISCUSSION**

10. Other Business

11. Public Comment

12. Adjournment

National Forest Scenic Byway

AMERICA'S BYWAYS®

PURE MICHIGAN BYWAY

Region 2 PLANNING COMMISSION
Serving Hillsdale, Jackson & Lenawee Counties

MINUTES

US-12 PURE MICHIGAN BYWAY COMMITTEE
Brooklyn Village Office
121 N. Main St.
Brooklyn, MI 49230

Wednesday, October 29, 2025

Members Present: Jeff Gray, City of Jonesville
Matt Swartzlander, Village of Brooklyn
Ryan Tarrant, Experience Jackson
Cindy Hubbell, Irish Hills Chamber of Commerce
Justin Gifford, Visit Lenawee
Sue Smith, Hillsdale Economic Development Partnership
Mike Trudeau, Trudeau-Associates

Others Present: Brett Gatz, Region 2 Planning Commission
Hannah Gruber, Village of Brooklyn
Jenna Salazar, Visit Lenawee
Annette Sands, Hillsdale Economic Development Partnership
Clayton Sigmann, MDOT Pure Michigan Byways Program

ITEM 1 CALL TO ORDER / INTRODUCTIONS

Mr. Gatz called the meeting to order at 10:05 a.m. Introductions were done by the committee.

ITEM 2 PUBLIC COMMENT

No public comments were received.

ITEM 3 PURE MICHIGAN BYWAYS PROGRAM INTRODUCTION

Mr. Sigmann gave a presentation about the Pure Michigan Byways Program and the purpose and roles of the committee.

ITEM 4 ESTABLISH COMMITTEE MEMBERSHIP AND ELECT CHAIR AND VICE-CHAIR

The committee voted for Mr. Trudeau to be Chair and Mr. Swartzlander to be Vice-Chair.

ITEM 5 ORGANIZE COMMITTEE BYLAWS

Mr. Gatz requested from Mr. Sigmann to receive bylaws from another byway committee to use as a template for this committee's bylaws. These will then be presented and approved at the next meeting.

ITEM 6 FUTURE MEETING DATES

It was decided for the next meeting to be held on Wednesday, December 3 at 2:00 p.m. at the Brooklyn Village Hall. Later meeting dates will be decided at that meeting.

ITEM 7 **OTHER BUSINESS**

Mr. Sigmann said he will send Mr. Gatz a copy of his presentation and information about the Pure Michigan Byways workshop that will be held on November 3. Mr. Gatz will then distribute this information to the committee.

ITEM 8 **PUBLIC COMMENT**

No public comments were received.

ITEM 9 **ADJOURNMENT**

There being no further business, Mr. Gatz adjourned the meeting at 11:25 a.m.

Brett Gatz, Recording Secretary
Region 2 Planning Commission

Region 2 PLANNING COMMISSION
Serving Hillsdale, Jackson & Lenawee Counties

DRAFT MINUTES

US-12 PURE MICHIGAN BYWAY COMMITTEE
Brooklyn Village Office
121 N. Main St.
Brooklyn, MI 49230

Wednesday, December 3, 2025

Members Present: Sally Clark, Hillsdale EDP
Jeff Gray, City of Jonesville
Cindy Hubbell, Irish Hills Chamber of Commerce
Annette Sands, Hillsdale EDP
Mike Trudeau, Trudeau-Associates (Chair)

Others Present: Brett Gatz, Region 2 Planning Commission
Clayton Sigmann, MDOT Pure Michigan Byways Program

ITEM 1 **CALL TO ORDER / INTRODUCTIONS**

There was no quorum for this meeting, so no official actions were held. Introductions were made by those present.

ITEM 2 **PUBLIC COMMENT**

No public comments were received.

ITEM 3 **APPROVAL OF AGENDA**

No action taken due to lack of quorum.

ITEM 4 **APPROVAL OF OCTOBER 29, 2025 MEETING MINUTES**

No action taken due to lack of quorum.

ITEM 5 **COMMITTEE MEMBER UPDATES**

Those present gave updates on what their agency has been doing in the US-12 area.

ITEM 6 **REVIEW AND APPROVE DRAFT COMMITTEE BYLAWS**

No action taken due to lack of quorum. A discussion was held on changes to be made to the draft bylaws. It was suggested that the quorum number be lowered and that members be allowed to join the meetings virtually and still vote. Mr. Gatz said he will make those changes and present them at the next meeting.

ITEM 6 **FUTURE MEETING DATES**

A discussion was held on future meeting dates. It was suggested that the meeting locations be moved around to different locations and that some meetings should be held virtually.

ITEM 7 **OTHER BUSINESS**

Membership for the committee was discussed. Committee members said they will reach out to local governments to see who would be interested in being part of this committee.

ITEM 8 **PUBLIC COMMENT**

No public comments were received.

ITEM 9 **ADJOURNMENT**

No action taken due to lack of quorum.

Brett Gatz, Recording Secretary
Region 2 Planning Commission

US-12 PURE MICHIGAN BYWAY COMMITTEE BYLAWS

(Revised March 2026)

ARTICLE I. PURPOSE AND RESPONSIBILITY

Section 1. **Purpose.** The purpose of the US-12 Pure Michigan Byway Committee is to provide leadership, promote the byway's vision, and to maintain a successful byway designation.

Section 2. **Responsibility.** The primary function of the US-12 Pure Michigan Byway Committee shall be to:

- Serve as the applicant for a proposed corridor designation and is responsible for preparing and/or acquiring all required documentation.
- Analyze the corridor, including land use, transportation issues, community goals, lighting and more to implement the byway's vision.
- Manage meetings, intergovernmental relations, and serve as the primary point of contact for the public.

ARTICLE II. MEMBERSHIP

By the nature of its duties, the US-12 Pure Michigan Byway Committee is intended to have a flexible size, giving it the ability to enlist a wide range of technical expertise.

Section 1. **Voting Members.** Voting membership is comprised of local governments, governmental organizations, and businesses located on and around the portion of US-12 within Hillsdale and Lenawee Counties. Members may be representative of an agency or business outside of these counties as agreed upon by the committee. Each agency or business is allowed one voting member. Each voting member shall have one vote.

Section 2. **Alternate Representatives.** Each member of the Byway Committee may designate, by name and in writing, one alternate representative. A listing of alternate representatives will be maintained and kept current. Alternates of voting members will be eligible to vote only in the absence of that member; however, alternates are encouraged to attend all meetings.

Section 3. **Other Members**. Other members may be admitted to the Byway Committee upon approval of the majority of the members present at any meeting where such membership is proposed. Addition of a voting member must follow procedures required by bylaw amendments.

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Section 4. **Loss of Membership**. Members who miss three (3) consecutive meetings without notice will be removed from the committee upon decision of the secretary. Removed members may join the committee again upon request.

ARTICLE III. OFFICERS

Section 1. **Officers**. Officers of the US-12 Pure Michigan Byway Committee shall consist of a Chairperson and a Vice-Chairperson.

Section 2. **Duties of the Chairperson**. The Chairperson will preside over all meetings of the Committee, appoint such committees as shall be deemed necessary, and appoint standing committees with the approval of the voting membership, and perform such duties as may be delegated by the membership. The Chairperson shall have the full right to propose motions and vote on all motions and resolutions. The Chairperson shall be an ex-officio member on all committees, if not otherwise assigned as a member of a subcommittee.

Section 3. **Duties of the Vice-Chairperson**. The Vice-Chairperson shall preside and exercise all of the duties of the Chairperson in their absence. Should neither the Chairperson nor the Vice-Chairperson be present at the meeting, the Recording Secretary (as defined in Article IV, Section 1) shall perform the duties of the Chair. If the Recording Secretary so chooses, a temporary Chairperson shall be elected by a majority of the members present.

Section 4. **Election of Officers**. These positions shall be filled at the discretion of the Committee membership, by a majority vote. The officers shall serve two (2) year terms. Elections will be held in even numbered years.

Section 5. **Vacancy of Office**. If a vacancy occurs in any office during the year, the membership may fill the vacancy at any regular meeting by a simple majority vote of those present.

ARTICLE IV. RECORDING SECETARY

Section 1. The Recording Secretary of the Byway Committee shall keep a record of all transactions, resolutions, and findings and shall distribute notifications and agendas of meetings to committee members at least five (5) working days prior to their occurrence. Minutes of the Byway Committee shall be distributed, by the Recording Secretary, to all Byway Committee members. The Recording Secretary shall be a member of the Region 2 Planning Commission (R2PC) staff.

The Recording Secretary shall perform the duties of the Chair in the absence of both the Chairperson and Vice-Chairperson (as defined in Article III, Section 3).

ARTICLE V. SUBCOMMITTEES/ADVISORY COMMITTEES/TASK FORCES

Section 1. **Establishing Subcommittees/Advisory Committees/Task Forces**. The Byway Committee may establish such subcommittees, advisory committees, and/or task forces as it deems necessary and appropriate. This includes any standing subcommittees already in existence and any other special subcommittees established to address specific functional areas or individual issues as deemed appropriate.

ARTICLE VI. MEETINGS AND AGENDAS

Section 1. **Regular Meetings**. Byway Committee meetings shall take place at a time and location established by the Committee.

Section 2. **Special Meetings**. Special meetings may be called by the Chairperson, by a majority vote of the membership, or upon written request to the Chairperson by three (3) or more representatives of voting members of the Byway Committee.

Section 3. **Changes in Meetings**. In the event that a regular meeting falls on a holiday, or needs to be changed due to other circumstances, a substitute meeting date may be set for the Byway Committee. A cancellation or change in the date of a scheduled meeting shall be communicated to the members as promptly as possible.

Section 4. **Open Meetings**. At least one (1) Byway Committee meeting each year shall be open to the public and shall be held in conformance with Act 267 of the Public Acts of Michigan of 1976, as amended, known as the "Open Meetings Act".

Section 5. **Virtual Meetings**. Byway Committee meetings may be held virtually upon decision of the committee. Byway Committee members may attend each meeting virtually and still vote with the exception of Open Meetings (as defined in Article VI, Section 4.)

Section 6. **Notices of Meetings**. Notices of all regular meetings, including agenda, will be mailed, or communicated via electronic or another medium, to members no later than five (5) days prior to the meeting. Notices of special meetings may be communicated to the representatives by electronic media or telephone. Notices of special meetings may be communicated to the representatives within a

shorter time frame than five (5) days, but in no event shall such notice be provided less than 18 hours before a special meeting.

Section 7. **Agenda**. An agenda shall be provided to Committee members as provided for in Section 5. above. The Chairperson has the responsibility to determine the draft agenda. Responsibility for determining and setting the agenda may be delegated by the Chairperson to the R2PC agency staff.

Section 8. **Order of Business**. The order of business for regular Byway Committee meetings shall be as follows:

1. Call to Order
2. Introductions (if necessary)
3. Public Comment
4. Election of Officers (if applicable)
5. Approval of the Agenda
6. Approval of the Minutes
7. Status Updates for Committee Members
8. Old Business
9. New Business
10. Other Business
11. Public Comment
12. Adjournment

ARTICLE VII. RULES.

Section 1. **General**. Except where specific rules and procedures are set forth herein, Robert's Rules of Order shall govern all meetings.

Section 2. **Quorum**. A quorum shall be required before any formal action can be taken on agenda items. The presence of one-third (1/3) of the voting members shall constitute a quorum for the purpose of conducting business. If a quorum is present at any time during the meeting, a quorum shall be considered to exist throughout the meeting.

Section 3. **Actions by the Byway Committee**. Except where otherwise specifically stated, formal adoption of a motion, resolution, or other action shall be with the assent of a simple majority of those present at the meeting, with at least a quorum of the voting membership present at such meeting. Any item not included on the agenda as provided in advance requires a two-thirds (2/3) majority of those present at the meeting.

Section 4. **Advisory Actions**. The Byway Committee may be polled by telephone, electronically, or other means on advisory matters. If such a poll is taken, a record of the results shall be presented at the next scheduled meeting.

ARTICLE VIII. AMENDMENTS

Section 1. **Procedure of Amendment**. These bylaws may be altered, amended, added to, or replaced at any regular or special meeting of the Byway Committee through the approval of a majority of those present at any meeting of the Committee. A copy of the proposed changes shall be filed with the Secretary at least ten (10) days prior to the meeting where such action is proposed to be taken. The Secretary shall provide a copy of the proposed changes to each member of the Byway Committee, so that they will have them at least five (5) days prior to the meeting. Amendments to the bylaws require Byway Committee approval.

Section 2. **Continuation and/or Conflict**. These bylaws will remain in full force and effect until such time as amendments are made and approved, or until such time as the bylaws are found to be in conflict with the laws or regulations of the State of Michigan or the United States of America.

These bylaws were adopted by the US-12 Pure Michigan Byway Committee on _____.

Region 2 PLANNING COMMISSION
Serving Hillsdale, Jackson & Lenawee Counties

US-12 Pure Michigan Byway Committee DRAFT 2026 Meeting Schedule

This is a proposed future meeting schedule. This is just a draft and will be discussed during the meeting. This would have the committee meeting every month with the meeting alternating between in-person and virtual. The in-person meeting locations can vary each month.

March 23, 2026 – Brooklyn Village Hall

April – Virtual

May – In person

June – Virtual

July – In person

August – Virtual

September – In person

October – Virtual

November – In person

December – Virtual

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