

AGENDA

REGION 2 PLANNING COMMISSION

Executive Committee

FOR FURTHER INFORMATION CONTACT:

**Steven Duke, Executive Director
(517) 768-6706**

DATE: Thursday, February 11, 2016

TIME: 2:00 P.M.

**WHERE: Hillsdale City Hall
97 N. Broad St.
Hillsdale, MI 49242**

Comments will be solicited on each item following discussion and prior to any final action.

PAGE

1. Call to Order
2. Pledge of Allegiance
3. Approval of the Agenda – **ACTION**
4. Public Comment
5. Approval of Minutes of the December 10, 2015 Executive Committee Meeting
(see enclosure) – **ACTION** 2
6. Receipt of Treasurer's Report of January 31, 2016 (see enclosure) – **ACTION** 7
7. Approval of February 11, 2016 Submitted Bills (see enclosure) – **ACTION** 11
8. Staff Progress Report for January, 2016 (see enclosure) – **DISCUSSION** 12
9. Report of the Nominating Committee – Election of R2PC Officers for 2016 (see enclosure) – **ACTION** 17
10. Region 9 Prosperity Initiative – Report of 2015 Activities, Shanna Draheim, PSC – **PRESENTATION**
11. Hillsdale, Jackson, and Lenawee Counties Rural Task Force Selected Projects FY 2017-2020
(see enclosure) – **DISCUSSION** 18
12. Report of the Personnel & Finance Committee – Proposed Salary Adjustment for the Executive
Director (to be presented) – **ACTION**
13. Other Business
14. Public Comment
15. Adjournment

Region 2 Planning Commission

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Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

MINUTES

Region 2 Planning Commission – Executive Committee
Jackson County Tower Bldg.
120 W. Michigan Avenue
Jackson, MI 49201

Thursday, December 10, 2015

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

Executive Committee Members:

✓ Beeker	✓ Hayes	✓ Sigers
✓ Bryant	Herl	Terry
Burtch	✓ Johnson	Tillotson
✓ Dotterweich	✓ Koch	✓ Wittenbach
✓ Duckham	✓ Quigley	✓ Wonacott
✓ Gaede	✓ Rice	Vacant
Gould	Rohr	Vacant

Key: ✓ = present

Other Commissioners Present: Burns, Cure, Emmons, Fessel, Grabert, Guetschow, Kubish, Polaczyk, and Welsh

Others Present: Joe Michalsky, Jackson County Department of Transportation

Staff Present: Steven Duke, Executive Director

- II. **Pledge of Allegiance** – The Committee joined in the Pledge of Allegiance.
- III. **Approval of the Agenda** – The motion was made by Comm. Dotterweich, supported by Comm. Duckham, to approve the December 10, 2015 Executive Committee agenda as presented. The motion carried unanimously.

- IV. **Public Comment** – No public comments were received.
- V. **Approval of Minutes of the November 12, 2015 Full Commission Annual Meeting** – A motion was made by Comm. Dotterweich, supported by Comm. Smith, to approve the November 12, 2015 Full Commission Annual Meeting minutes as presented. The motion carried unanimously.
- VI. **Receipt of the Treasurer’s Report of November 30, 2015** – A motion was made by Comm. Johnson, supported by Comm. Dotterweich, to receive the November 30, 2015 Treasurer’s Report as submitted. The motion carried unanimously.
- VII. **Approval of the December 10, 2015 Submitted Bills** – A motion was made by Comm. Koch, supported by Comm. Duckham, to approve payment of the December 10, 2015 submitted bills as presented. The motion carried unanimously.
- VIII. **Staff Progress Report for November 2015** – The staff progress report was included in the agenda packet for Committee review.
- IX. **Approval of the 2015 Comprehensive Economic Development Strategy (CEDS) Update and Resolution** – Mr. Duke reported that staff had completed the 2015 Update to the Regional CEDS plan. Projects listed in the CEDS are eligible for federal funding through the U.S. Economic Development Administration. The projects listed as vital, or regionally significant include: the Big Mitten State Fair; LJB Regionwide Kitchen Incubator Coordination Unit; Revolving Loan and Financial Asset System Initiative; Southwest Jackson County Sewer Extension; Health Clinic in Litchfield; Center for Family Health Graduate Medical Education Expansion; Center for Family Health Dental Clinic and Administration offices; the Manor; and the Regional Museum Corridor.
- The motion was made by Comm. Johnson, supported by Comm. Gaede, approving the resolution adopting the 2015 Annual Update of the Region 2 Planning Commission’s Comprehensive Economic Development Strategy (CEDS). The motion carried unanimously.
- X. **“Opportunity for Public Comment” – Approval of Amendments to the JACTS FY 2014-2017 Transportation Improvement Program (TIP)** – The following amendments were presented for approval by the Jackson County Department of Transportation (JCDOT):
- DELETE – FY 2016: Hardcastle Road** (Horning Road to M-124): preventative maintenance. \$450,000 STL/\$150,000 Local
- ADD – FY 2016: Mt. Hope Road** (Grass Lake Village to I-94): preventative maintenance.; **Francisco Road/Clear Lake Road** (E. Michigan Avenue to I-94): preventative maintenance. \$360,000 STL/\$90,000 State TEDF-D
- SCOPE – FY 2016: Dearing Road**: extend the project limits from County Farm Road to M-60. \$353,252 STL/\$110,000 State TEDF-D

A motion was made by Comm. Dotterweich, supported by Comm. Rice, to approve the JCDOT amendments to the JACTS FY 2014-2017 TIP as presented. The motion carried unanimously.

The following amendments were proposed by the Michigan Department of Transportation (MDOT):

Fiscal Year	Project Name	Limits	Project Description	Funding
2016 JN 128542 ADD	I-94	EB & WB I-94 from the Jackson CL to M-60	Full Depth Concrete Joint Repairs	Preliminary Engineering State: \$15,000
2016 JN 128542 ADD	I-94	EB & WB I-94 from the Jackson CL to M-60	Full Depth Concrete Joint Repairs	Construction State: \$1,485,000
2016 JN 127492 ADD	M-50	Napoleon Road to Stoney Lake Drain	HMA Cold Milling w/ Single Course Overlay	Construction Federal: \$344,034 (ST) State: 76,289
2016 JN 120268 ADD	M-50 / US-127 BR	Michigan to Wildwood & Ganson to North St.	Reconstruction	Construction Federal: \$1,905,622 (IM) State: 369,104 Local: 147,944
2016 JN 113565 COST	I-94 BL	Brown to Louis Glick	Reconstruction	Construction Federal: \$6,985,163 (NH) State: 1,339,301 Local: 544,847

The motion was made by Comm. Johnson, supported by Comm. Dotterweich, to approve the MDOT amendments to the JACTS FY 2014-2017 TIP as presented. The motion carried unanimously.

- XI. **JACTS FY 2017-2020 Transportation Improvement Program (TIP Proposed Draft Projects)** – Mr. Duke reported that the JACTS TIP Subcommittee had met on December 3rd and developed a draft list of projects for the FY 2017-2020 Transportation Improvement Program. The projects are as follows:

FY 2017

- **Kibby Road** (City limits to West Avenue) – reconstruct. \$929,000 STUL/\$232,000 Local
- **Robinson Road** (Spring Arbor Road to Kibby Road) – resurface. \$375,000 STUL/\$94,000 Local

FY 2018

- **Fourth St** (Audubon to Horton) – single course mill & resurface; construct roundabout at Hickory. \$782,000 STUL/\$195,200 Local
- **W. Michigan Avenue** (M-60 to Glasgow Road) – cold mill & resurface. \$320,000 STUL/\$80,000 Local
- **Ganson@Steward** – reconstruction of signal. \$85,000 STUL/\$21,250 Local

FY 2019

- **Laurence Ave** (RR to Wildwood Avenue) – cold mill & resurface. \$200,000 STUL/\$50,000 Local
- **Laurence Ave** (Wildwood Ave to Argyle St) – cold mill & resurface. \$400,000 STUL/\$100,000 Local
- **Francis St** (Morrell to Mason) – reconstruct. \$587,000 STUL/\$146,750 Local

FY 2020

- **Greenwood/Wilkins** (Morrell to Jackson) – reconstruct. \$587,000 STUL/\$146,000 Local
- **Springport Road** (County Farm Road to Rives Junction Road) – cold mill & resurface. \$320,000 STUL/\$80,000 Local
- **O'Neill Drive** (Airport Road to dead end) – cold mill & resurface. \$280,000 STUL/\$70,000 Local

The public comment period on the projects will begin in January, with eventual approval by the MPO in February or March, 2016.

- XII. **JACTS FY 2015 Obligated List of Projects** – Mr. Duke explained that as the MPO, R2PC is required by FHWA to annually list the federal-aid projects that were obligated in the Jackson Metropolitan Area for FY 2015. The annual list of projects was included in the agenda packet and posted on the R2PC website for public review.
- XIII. **Renewal of Employment Agreement between R2PC and the Executive Director** – A motion was made by Comm. Johnson, supported by Comm. Koch, to approve renewing Mr. Duke's Executive Director's contract as presented. The motion carried unanimously. A motion was made by Comm. Rice, supported by Mr. Johnson to include a 2% cost of living increase. Mr. Dotterweich stated that the Personnel & Finance Committee was going to be completing a salary review of planning directors statewide and therefore made a motion to table the 2% increase, supported by Comm. Gaede. The motion to table the increase passed unanimously.
- XIV. **Approval of the R2PC Meeting Calendar for 2016** – A motion was made by Comm. Johnson, supported by Comm. Wonacott, to approve the 2016 R2PC meeting calendar as presented. The motion carried unanimously.

- XV. **Other Business** – Comm. Polaczyk stated that Dani Meier did an excellent job as the speaker at this year's annual dinner.

Comm. Dotterweich wished everyone a Merry Christmas.

No further business was brought before the Committee.

- XVI. **Public Comment** – No public comments were received.

- XVII. **Adjournment** – There being no further business, the meeting was adjourned by Chair Hayes at 2:40 PM.

Ralph Tillotson
Secretary

REGION 2 PLANNING COMMISSION
Treasurer's Report - Monthly Summary
as of January 31, 2016

Balance ending December 31, 2015	\$	585,126.82
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Deposit Summary:

<i>January 2016 EFT Deposits</i>	\$	12,867.75
<i>January Bank Deposits</i>		-
<i>January Adjustments</i>		(551.77)
Total Deposits plus Bank Balance	\$	597,442.80

Expenses:

<i>Submitted Expenses - January 14, 2016**</i>	\$	(28,990.43)	
<i>Interim Expenses</i>		(3,462.76)	
<i>Payroll/Related Expenses</i>		(20,692.41)	
Subtotal of Expenses	\$	(53,145.60)	\$ (53,145.60)
<i>Balance Checking Account ending January 31, 2016</i>			\$ 544,297.20
 <i>Balance CD Investments ending January 31, 2016</i>			 \$ 101,134.72
 Total Cash on Hand			 \$ 645,431.92

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

REGION 2 PLANNING COMMISSION
Deposits and Adjustments to Cash
as of January 31, 2016

EFT Deposits:	
1/31/2016 Lenawee FY16 Quarterly Membership Dues Payment	\$ 6,976.75
MDOT FTA Q4 2015 Revenue	<u>5,891.00</u>
Subtotal - EFT Deposits	\$ 12,867.75
1/31/2016 <i>No check deposits for the month.</i>	<u>\$ -</u>
Subtotal - Check Deposits	\$ -
1/31/2016 Adjustments to cash:	
<i>Bank fees - January</i>	\$ (63.93)
<i>Paycor Fees - January</i>	(203.78)
<i>Credit Card Charges - Supplies</i>	<u>(284.06)</u>
Subtotal - Adjustments to Cash	\$ (551.77)
Total Net Deposits for January 2016	<u><u>\$ 12,315.98</u></u>

**REGION 2 PLANNING COMMISSION
INTERIM BILLING and PAYROLL EXPENSES
as of January 31, 2016**

Interim Billing for January, 2016

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
Anderson Printing	January 2016 Packet Copy/Mail	\$ 425.50	13827
BC/BS	February 2016 Health Insurance	\$ 1,170.59	13829
Daily Telegram	Lenawee County RTF Advertising	\$ 65.25	13843
ICMA	Quarterly Fee	\$ 250.00	13834
Jackson County	Phone Expense December 2015	\$ 265.28	13831
Jackson County	Arc GIS 2015 Desktop Maintenance	\$ 540.00	13831
Jackson Co. Dept. of Transportation	Traffic Counts 2015	\$ 23,441.60	13837
MLive	RTF & JACTS Public Notice Advertising	\$ 239.23	13836
State of Michigan/MDOT	Refund for overpayment	\$ 464.66	13842
Water Store	Supplies Dec.-Jan. 2016	\$ 42.25	13847
Total Interim Billing for January 31, 2016		\$ 26,904.36	

Payroll & Travel Related Expenses:

Paid January 15, 2016

by Direct Deposit/EFT

Paycor	Payroll Disbursement	\$ 10,203.36
G. Bauman	Travel Reimbursement	\$ 24.73
A. Dawson	Travel Reimbursement	\$ 19.44
S. Richardson	Travel Reimbursement	\$ 50.71
		\$ 10,298.24

Paid January 29, 2016

Paycor	Payroll Disbursement	\$ 10,141.49
G. Bauman	Travel Reimbursement	\$ 141.16
S. Duke	Travel Reimbursement	\$ 111.52
		\$ 10,394.17

Total Payroll Expenses for January 2016

\$ 20,692.41

**Region 2 Planning Commission
Outstanding Accounts Receivable
FY 2016**

Municipality/Source	Date	Inv. No.	Amount
MDOT FHWA - Final FY15	11/16/2015	3394	6,021.26
Waterloo Township	1/29/2016	3400	2,477.37
Village of Britton		3401	2,684.42
Concord Township		3402	516.52
Parma Township		3403	3,052.06
Lenawee County		3404	1,469.84
<i>FY 2016 Balance as of January 31, 2016</i>			<u>\$ 16,221.47</u>

REGION 2 PLANNING COMMISSION
Submitted Bills
February 11, 2016

Vendor	Description	Amount Due
American Planning Association	Memberships for Dawson/Bauman	\$ 528.00
Ann Arbor SPARK	RPI Grant FY 2016	\$ 11,250.00
Blue Cross Blue Shield	Health Insurance for March 2015	\$ 1,770.59
Cash	Replenish Petty Cash	\$ 69.65
Center for Technology & Train.	PASER Training	\$ 10.00
Direct Office Buys	Supplies for January 2016	\$ 72.95
Hillsdale Daily News	Annual Subscription	\$ 322.92
Hillsdale Econ. Dev. Partnership	RPI Grant FY 2016/Wage & Benefits Survey	\$ 1,400.00
ICMA Retirement Trust	ICMA 401 Contribution - February 2016	\$ 1,737.29
JTV	Website Hosting (Feb.)	\$ 75.00
Jackson County	Postage expense for December 2015	\$ 76.80
Public Sector Consultants	RPI Consulting Services for 11/2015 & 1/2016	\$ 15,900.00
The Daily Telegram	Lenawee Co. CMAQ Advertising	\$ 65.25
The Tecumseh Herald	CMAQ/RTF Advertising	\$ 183.98
VantagePoint Transfer Agents	ICMA RHS Contribution - February 2016	\$ 177.48
Water Store	Supplies for January 2016	\$ 17.75
Total Submitted Billing - February, 2016		<u>\$ 33,657.66</u>

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

Staff Progress Report *January, 2016*

Area-Wide Regional Planning Activities

Economic Development

- Staff attended the monthly meetings of the City of Jackson and Leoni Township DDA committees.
- Staff participated in the January 14th webinar hosted by the US Economic Development Administration (EDA) regarding its online grant management website.
- Staff participated in the quarterly conference call of the US EDA Economic Development Districts (EDDs) in the Chicago Region.

Regional Prosperity Initiative Update

- **Communications/Engagement.** PSC reached out to the community action agencies (CACs) representing the 6 counties in Region 9 to provide them with information on the R9 prosperity initiative and encourage their participation in R9 activities. The state's request for proposals specifically suggested that regions reach out to their CACs to engage them in Prosperity Initiative activities. PSC conducted a conference call with the R9 CACs in January.
- **Prosperity Summit Follow Up.** PSC prepared a summary of Prosperity Summit highlights and break out room discussions. The summary was shared with the management team in mid-January and a final version will be made available to stakeholders region-wide in February.
- **Regional Council Models.** Based on the feedback received at the November Summit, PSC continued our research on models of successful regional collaborative structures/organizations. We conducted a literature review on the East Bay Economic Development Alliance (in northern California), and reached out to the Alliance Director to get additional input on their efforts.
- **2016 Grant Application.** Staff received a letter from the Michigan Department of Technology, Management, & Budget notifying R2PC that their Region 9 Prosperity grant application for 2016 had been funded at \$235,000. Since all regions took a cut in the amount of funding they requested, prior to receiving the grant award staff will need to submit a revised spending plan and timeline for completing the proposed 2016 activities. Staff will now prepare a RFP to solicit coordinator/facilitator services for the upcoming grant year.

[January, 2016 Staff Progress Report]

Region 2 Planning Commission

- Staff prepared the January, 2016 R2PC agenda packet and conducted a meeting of the Nominating Committee.
- Staff has completed updating the new R2PC website. Please forward any comments via the contact page on the site.

Regional Transportation Planning Hillsdale, Jackson, and Lenawee Counties

Assistance to Local Governments

- Staff scheduled, publicized, and attended all three county local rural task force meetings, including compiling minutes and scheduling and advertising the full regional task force meeting. The RTF meetings have been completed and all rural projects have been submitted to MDOT via E-File for scheduling.
- Staff attended training for Asset Management Strategies, Roadsoft Software, and various webinars for regional transportation issues.
- Staff completed a purpose and need study to determine if Transportation Alternatives Program (TAP) grant funding for a non-motorized trail from Grass Lake Township to Chelsea is available. Funding availability is still being determined. Jackson and Washtenaw County Road Commissions are willing to administer the project. An engineer's estimate has been prepared and staff will meet to discuss financials with Grass Lake Township.
- Staff attended a Lenawee Now meeting regarding a rail extension project. This project will be partially funded by a TIGER Grant, which is currently being applied for. R2PC will monitor the progress of the application.
- Staff completed the 2014-2015 Asset Management Report and presented the results at the R2PC Full Commission Meeting. This information will now be sent to all member jurisdictions for their review.
- Staff scheduled the Congestion Management and Air Quality project selection meeting for Lenawee County on January 28, 2016.

Metropolitan Area Transportation Planning Jackson Area Comprehensive Transportation Study

Technical Assistance

- Staff continued to provide administrative services for the Jackson Walkable Communities Coalition (WCC) including compiling minutes, developing the agenda, etc. Staff is also assisting with the transition to the Active Living Health Action Team, part of the Health Improvement Organization of Allegiance Health.

[January, 2016 Staff Progress Report]

- Staff participated in a conference call with MDOT's Passenger Division to review and discuss the next steps in completing senior transit mobility studies throughout the state.

Program Management

- Staff attended the monthly directors' meeting of the Michigan Transportation Planning Association.
- Staff conducted the monthly meetings of the JACTS Technical Advisory and Policy committees.
- Staff attended the quarterly meeting of the GIS Policy Board.
- Staff prepared the quarterly progress report and billing for MDOT approval.
- Staff attended the Transportation Bonanza in Lansing.

Transportation Improvement Program (TIP)

- A draft FY 2017-2020 project list was developed and presented to the JACTS committees and the R2PC. An updated project list was presented at the January meetings.
- Staff attended a MDOT training workshop regarding the implementation of a new electronic version for inputting TIP projects (E-STIP). Test projects have been submitted to ensure that the system is working as intended, and draft FY 2017-2020 projects will be sent soon.
- Staff processed numerous amendments to the JACTS FY 2014-2017 TIP and forwarded the information to MDOT for approval.

Jackson Traffic Safety Program

- Staff updated and submitted enforcement reports to the Office of Highway Safety Planning, including submitting billings.
- Staff prepared documentation for the January 11, 2016 Affairs & Agencies meeting to request the continuation of JTSP funding from the county's general fund. The packet included the projected revenues and expenditures for 2016 and 2017, a JTSP Commission fact sheet, and the mission and goals along with a list of possible JTSP commission members. The Jackson County Board of Commissioners supported the reorganization of the JTSP committee structure and the continued funding of the program at a reduced budget.

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 requesting the service (unless alternative funding was available).

Hillsdale County

City of Litchfield

- **Zoning Map** — Staff made a couple of amendments to the City's zoning map at the request of the municipality.

[January, 2016 Staff Progress Report]

Jackson County

Grass Lake Township

- **Grass Lake Area Recreation Plan** — Staff assisted Township officials in the submission of the 2016-2020 edition of the *Grass Lake Area Recreation Plan* and associated documentation to the Michigan Department of Natural Resources (DNR).
- **Grass Lake Township Master Plan** — Staff continued to work on the text and maps associated with Chapter 2 —Community Description and Issue Identification— of the new edition of the *Grass Lake Township Master Plan*. Staff also began the compilation of the community survey conducted for the plan.

City of Jackson

- Staff met with the City's Neighborhood and Economic Opportunities (NEO) Director on January 25th to speak about the administration of the Historic District Commission (HDC). Staff also met with City Administration on January 25th regarding the development of design guidelines for the Downtown.

County of Jackson

- **Solid Waste Planning Committee** — The Committee met on January 12th and 26th to review the draft 2016 Amendment of the *Jackson County Solid Waste Management Plan*. A final draft was completed by staff in preparation for the required 90-day public comment period.
- **County Planning Commission (JCPC)**
 - Staff facilitated the January 14th meeting of the JCPC. A staff report regarding a single PA 116 application was prepared for the Commissioners.
 - Staff prepared a memo addressed to various environmental groups in Jackson County requesting nominations to fill the environmental representative position on the JCPC.
- **Bi-Annual Report** — Staff presented the R2PC's bi-annual report for the second half of 2015 to the Agencies and Affairs Committee of the Jackson County Board of Commissioners during its January 11th meeting.
- **Jackson 2020**
 - **SIT Committee** — Staff represented ARC (Arts, Recreation, and Culture) at the joint January 11th meeting of the County's "Strategic Implementation Team" and the Jackson 2020 Steering Committee.
 - **Upper Grand River Water Trail** — Staff attended the January 6th meeting of the Upper Grand River Watershed Alliance to further discuss R2PC participation in the development of a master plan for the proposed Grand River Water Trail in Jackson County.
 - **Lakelands Trail** — Staff attended the January 15th meeting regarding the Lakelands Trail extension into Jackson County. The main topic of the meeting was the location of the trail from the state prison property in Blackman Township to the northern end of the City of Jackson's River Arts Walk (part of the Dr. Martin Luther King Equity Trail).

[January, 2016 Staff Progress Report]

Leoni Township

- Staff facilitated the January 28th public hearing regarding the 2016-2020 edition of the *Leoni Township Recreation Plan*. Staff also assisted in the preparation of the documentation which must accompany the submission of the plan to the Michigan Department of Natural Resources (DNR).

Norvell Township

- Staff met with the Township Supervisor on January 27th to discuss the creation of a future land use (FLU) map of the Township's draft master plan.

Parma Township

- Staff attended the January 6th meeting of the Parma Township Planning Commission and facilitated the Commission's initial discussion regarding the formulation of goals and objectives for the *Parma Township Master Plan*.

Waterloo Township

- Staff facilitated the January 19th public hearing regarding the 2016-2020 edition of the *Waterloo Township Recreation Plan*. Staff also assisted Township officials in the preparation of the paperwork which must accompany the submission of the plan to the Michigan Department of Natural Resources (DNR).

Lenawee County

County of Lenawee

- **County Planning Commission (LCPC)** — Staff facilitated the January 21st meeting of the Commission. Staff prepared recommendations regarding a set of township zoning ordinance text amendments.
- **County Solid Waste Planning Committee (LCSWPC)** — Staff facilitated the January 13th meeting of the Committee which reviewed the proposed draft amendment of the *Lenawee County Solid Waste Master Plan*.
- **Airport Zoning Board of Appeals** — Staff arranged for the annual meeting of Lenawee County's Airport Zoning Board of Appeals scheduled for February 23, 2016.

Macon Township

- Staff attended a meeting of the Macon Township Planning Commission and advised Commissioners on land divisions which are anticipated in the Township.

Rollin Township

- Staff prepared a template for the creation of an updated/corrected zoning map for the Township.

Region 2 Planning Commission



TO: Region 2 Planning Commission

FROM: Steven Duke, Executive Director

DATE: February 4, 2016

SUBJECT: Election of 2016 R2PC Officers

Section VII of the R2PC Bylaws specifies that the officers of the Commission, which shall include a Chair, Vice-Chair, Treasurer, and Secretary; shall be elected by the Executive Committee from its membership. Officers shall serve for a period of not more than two years. Officer positions are also to be rotated among Committee members representing Hillsdale, Jackson, and Lenawee counties.

The current officers, who have all served two years in their present positions are: Chair – Ron Hayes (Hillsdale County); Vice-Chair – Jack Koch (Jackson County); Treasurer – Phil Duckham (Jackson County); and Secretary – Ralph Tillotson (Lenawee County).

Officers are recommended by the Nominating Committee. The Nominating Committee met on Monday, February 1, 2016 and unanimously endorsed the following slate of Officers for 2016:

Chair – Carl Rice, Jr., Jackson County
Vice-Chair – Ralph Tillotson, Lenawee County
Treasurer – Doug Terry, City of Litchfield, Hillsdale County
Secretary – Ron Hayes, City of Jonesville, Hillsdale County

In addition, nominations may be taken from the floor.

Rural Task Force Balance Sheet

HILLSDALE	Work Description	STP	STATE-D	LOCAL	TOTAL
'15 UNSPENT APPROP	-	\$0	\$7,179	-	-
'16 TARGET	-	\$593,645	\$123,769	-	-
'16 BEG BAL	-	\$593,645	\$130,948	-	-
Transit (JN 127204)	Office Furniture and Fixtures	\$10,000	\$0	\$2,500	\$12,500
Carpenter Rd (Territorial Rd-Camden Rd)	Chip Seal	\$75,200	\$0	\$18,800	\$94,000
Litchfield Rd (City Limits-County Line)	HMA Overlay	\$358,045	\$0	\$89,511	\$447,556
Long Lake Rd (Reading Rd-Bankers Rd)	Chip Seal	\$75,200	\$0	\$18,800	\$94,000
Reading Rd (Reading VL-Hillsdale Rd)	Chip Seal	\$0	\$75,200	\$18,800	\$94,000
Sterling Rd (US12-Knowles Rd)	Chip Seal	\$75,200	\$0	\$18,800	\$94,000
		\$0	\$0	\$0	\$0
'16 END BAL	-	\$0	\$55,748	-	-
'17 TARGET	-	\$534,280	\$123,769	-	-
'17 BEG BAL	-	\$534,280	\$179,517	-	-
Transit (JN 127211)	Equipment	\$10,000	\$0	\$2,500	\$12,500
Montgomery Rd (M49-Gilmore Rd)	HMA Overlay	\$223,480	\$0	\$129,069	\$352,549
Long Lake Rd (Montgomery Rd-Reading Rd)	Chip Seal	\$75,200	\$0	\$18,800	\$94,000
Pittsford Rd (Squawfield Rd-M34)	Chip Seal	\$75,200	\$0	\$18,800	\$94,000
S Hillsdale Rd (Montgomery Rd-Reading Rd)	Chip Seal	\$75,200	\$0	\$18,800	\$94,000
N Adams Rd (N Adams VL-Jerome Rd)	Chip Seal	\$75,200	\$0	\$18,800	\$94,000
'17 END BAL	-	\$0	\$179,517	-	-
'18 TARGET	-	\$534,280	\$123,769	-	-
'18 BEG BAL	-	\$534,280	\$303,286	-	-
Transit	Equipment	\$10,000	\$0	\$2,500	\$12,500
Territorial Rd (East and West of Carpenter Rd)	Local Bridge	\$0	\$303,286	\$16,714	\$320,000
Montgomery Rd (Gilmore Rd-Cambria Rd)	HMA Overlay	\$223,480	\$0	\$55,870	\$279,350
Various Roads	Chip Seal	\$300,800	\$0	\$75,200	\$376,000
'18 END BAL	-	\$0	\$0	-	-
'19 TARGET	-	\$534,280	\$123,769	-	-
'19 BEG BAL	-	\$534,280	\$123,769	-	-
Transit	Equipment	\$10,000	\$0	\$2,500	\$12,500
Montgomery Rd (Cambria Rd-S Hillsdale Rd)	HMA Overlay	\$223,480	\$0	\$55,870	\$279,350
Various Roads	Chip Seal	\$300,800	\$0	\$75,200	\$376,000
'19 END BAL	-	\$0	\$123,769	-	-
'20 TARGET		\$534,280	\$123,769		
'20 BEG BAL		\$534,280	\$247,538		
Transit	Equipment	\$10,000	\$0	\$2,500	\$12,500
Camden Rd (Waldron Rd-US127)	HMA Overlay	\$373,880	\$0	\$126,500	\$500,380
Camden Rd (Pioneer Rd [M99]-Tripp Rd)	HMA Overlay	\$0	\$247,538	\$53,965	\$301,503
Various Roads	Chip Seal	\$150,400	\$0	\$37,600	\$188,000
'20 END BAL		\$0	\$0		
ILLUSTRATIVE PROJECTS					
Montgomery Rd (over St. Joe)	Replace bridge	\$640,000	\$0	\$160,000	\$800,000
S Hillsdale Rd (State Line-Reading)	Reconstruction	\$2,400,000	\$0	\$600,000	\$3,000,000

Rural Task Force Balance Sheet

JACKSON	Work Description	STP	STATE-D	LOCAL	TOTAL
'15 UNSPENT APPROP	-	\$0	\$152,105	-	-
'16 TARGET	-	\$797,503	\$147,397	-	-
'16 BEG BAL	-	\$797,503	\$299,502	-	-
Mt. Hope (VGL-I94) and	Preventive Maint.	\$364,251	\$90,000	\$0	\$454,251
Francisco/Clearlake (E Michigan-I94)	Preventive Maint.	\$0	\$0	\$0	\$0
S Dearing Rd (Co Farm-M60) (JN 127216)	Resurface	\$353,252	\$110,000	\$0	\$463,252
N Main St, Concord (M60-NVL) (JN 127209)	Resurface	\$80,000	\$45,000	\$54,558	\$179,558
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
'16 END BAL	-	\$0	\$54,502	-	-
'17 TARGET	-	\$717,753	\$147,397	-	-
'17 BEG BAL	-	\$717,753	\$201,899	-	-
W. Michigan Ave (W Parma Vlg-Glasgow Rd) (JN12	Preventive Maint.	\$517,753	\$138,000	\$0	\$655,753
Berry Rd (Rives Eaton R-Lansing Rd) (JN 127207)	Preventive Maint.	\$120,000	\$30,000	\$0	\$150,000
Rives Eaton Rd (Perine Rd-Berry Rd) (JN 127207)	(combine w/Berry)	\$0	\$0	\$0	\$0
E Michigan (under NS RR Bridge) (JN 127208)	Resurface	\$80,000	\$20,000	\$0	\$100,000
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
'18 TARGET	-	\$717,753	\$147,397	-	-
'18 BEG BAL	-	\$717,753	\$161,296	-	-
Norvell (E Michigan Ave-Phal Rd), Phase I	Cold Mill Resurf	\$501,723	\$0	\$125,430	\$627,153
Transit	2 Small Buses	\$100,000	\$0	\$25,000	\$125,000
Marshall St (VL-Brooklyn Rd)	Resurface	\$116,000	\$100,000	\$54,000	\$270,000
		\$0	\$0	\$0	\$0
'18 END BAL	-	\$30	\$61,296	-	-
'19 TARGET	-	\$717,753	\$147,397	-	-
'19 BEG BAL	-	\$717,753	\$208,693	-	-
W Main (M99-Mechanic, Springport)	Resurface	\$216,000	\$0	\$54,000	\$270,000
W Michigan (W Parma Rd-M99)	Preventive Maint.	\$501,753	\$208,693	\$0	\$710,446
		\$0	\$0	\$0	\$0
'19 END BAL	-	\$0	\$0	-	-
'20 TARGET		\$717,753	\$147,397		
'20 BEG BAL		\$717,753	\$147,397		
Transit	2 Small Buses	\$100,000	\$0	\$25,000	\$125,000
S King/Tiffany/Cement City (Brooklyn) (Chicago-VL)	Reconstruct	\$28,603	\$147,397	\$44,000	\$220,000
Norvell (Phal Rd-Raby Rd), Phase II	Mill & Resurface	\$589,150	\$0	\$147,287	\$736,437
		\$0	\$0	\$0	\$0
'20 END BAL		\$0	\$0		
ILLUSTRATIVE PROJECTS					
Hatch Rd/Crouch Rd/Wetherby Rd	Reconstruction	\$320,000	\$80,000	\$0	\$400,000
Faye Lake Rd (Austin-Horning)	Reconstruction	\$200,000	\$0	\$50,000	\$250,000
Behling Rd (M60-County Line)	Reconstruction	\$260,000	\$65,000	\$0	\$325,000
Cement City (Turk-Brooklyn VL)	Reconstruction	\$120,000	\$30,000	\$0	\$150,000
Transit (2 Mini-Vans) (FY 2019)		\$100,000	\$0	\$25,000	\$125,000

Rural Task Force Balance Sheet

LENAWEE	Work Description	STP	STATE-D	LOCAL	TOTAL
'15 UNSPENT APPROP		- \$ -	\$152,772	-	-
'16 TARGET		- \$781,003	\$153,019	-	-
'16 BEG BAL		- \$781,003	\$305,791	-	-
Holloway Road (Palmer-Bucholtz Hwy) (JN 127217)	Reconstruct	\$772,003	\$305,791	\$112,206	\$1,190,000
Transit (JN 119277)	Tires	\$9,000	\$0	\$2,000	\$11,000
		\$0	\$0	\$0	\$0
'16 END BAL		- \$0	\$0	-	-
'17 TARGET		- \$702,902	\$153,019	-	-
'17 BEG BAL		- \$702,902	\$153,019	-	-
Transit (JN 127211)	Tires & Repeater System	\$14,250	\$0	\$3,560	\$17,810
Holloway (Ridge Hwy-Palmer Hwy) (JN 127218)	Reconstruct	\$688,652	\$153,019	\$138,329	\$980,000
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
'17 END BAL		- \$0	\$0	-	-
'18 TARGET		- \$702,902	\$153,019	-	-
'18 BEG BAL		- \$702,902	\$153,019	-	-
Transit	Tires	\$10,000	\$0	\$2,500	\$12,500
Weston Rd (City of Morenci-M52)	1.5" Overlay	\$692,902	\$153,019	\$334,079	\$1,180,000
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
'18 END BAL		- \$0	\$0	-	-
'19 TARGET		- \$702,902	\$153,019	-	-
'19 BEG BAL		- \$702,902	\$153,019	-	-
Transit	Tires	\$10,000	\$0	\$2,500	\$12,500
Ridge Hwy (M50-County Line)	1.5" Overlay	\$692,902	\$153,019	\$54,079	\$900,000
		\$0	\$0	\$0	\$0
'19 END BAL		- \$0	\$0	-	-
'20 TARGET		\$702,902	\$153,019		
'20 BEG BAL		\$702,902	\$153,019		
Transit	Tires	\$10,000	\$0	\$2,500	\$12,500
Slee Rd (US223-Onsted VL)	1.5" Overlay	\$372,902	\$73,019	\$22,500	\$468,421
Round Lake Rd (US223-US12)	1.5" Overlay	\$320,000	\$80,000	\$0	\$400,000
		\$0	\$0	\$0	\$0
'20 END BAL		\$0	\$0		
ILLUSTRATIVE PROJECTS					
Transit	Replacement Buses & Tires	\$108,650	\$0	\$22,160	\$130,810
Beamer Rd (Crockett-Blissfield)	1.5"/Overlay	\$305,000	\$80,000	-	\$385,000
Forrister Rd (Hillsdale Co-Rollin Hwy)	1.5"/Overlay	\$190,000	\$50,000	\$0	\$240,000
Holloway Rd (Rogers Hwy-Ridge Hwy)	1.5" Overlay	\$110,000	\$30,000	\$0	\$140,000
Ridge Hwy (Holloway Rd-M50)	1.5" Overlay	\$480,000	\$120,000	\$0	\$600,000
Onsted Hwy (US223-Onsted)	1.5"/Overlay	\$380,000	\$95,000	\$0	\$475,000
Morenci Rd (US127-Morenci)	1.5"/Overlay	\$650,000	\$165,000	\$0	\$815,000
Morenci Rd (Morenci-Ohio State Line)	1.5"/Overlay	\$145,000	\$30,000	\$0	\$175,000
Weston Rd (Pence Hwy-Crockett Hwy)	Reconstruction	\$900,000	\$300,000	\$0	\$1,200,000
Weston Rd (Crockett Hwy-Thompson Hwy)	Reconstruction	\$900,000	\$300,000	\$0	\$1,200,000
Weston Rd (Thompson Hwy-Riga Hwy)	Reconstruct/Overlay	\$1,500,000	\$300,000	\$0	\$1,800,000
Weston Rd (Riga Hwy-Rodesiler Hwy)	Reconstruction	\$900,000	\$300,000	\$0	\$1,200,000
Rodesiler Hwy (Weston-US223)	Reconstruction	\$1,000,000	\$330,000	\$0	\$1,330,000
N & S Main (Britton) (VL-VL)	Reconstruction	\$640,000	\$160,000	\$0	\$800,000



RECEIVED

JAN 25 2016

FOR _____

135 E. Maumee St. Adrian, Michigan 49221

January 21, 2016

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

To Whom It May Concern,

In November, 2015, a draft copy of the 2015 Addendum to the City of Adrian Comprehensive Plan was distributed for comments. Enclosed please find the final version of the 2015 Addendum, approved for distribution by the Adrian City Commission.

On behalf of the City of Adrian City Commission & Planning Commission and as required by the Michigan Planning Enabling Act, Act 33 of 2008, please find enclosed a copy of the 2015 Addendum, an amendment to the City of Adrian 2006 Comprehensive Plan. Pursuant to the requirements of this legislation, we are requesting your review and comment on the proposed amendments prior to its public hearing and adoption. For reference, the Comprehensive Plan adopted in 2006 is available for your review on the City's website at www.ci.adrian.mi.us.

As required by Section 125.3839, Sec. 39, copies of the draft amendment have been distributed to the following:

- Adrian Charter Township Planning Commission
- Madison Charter Township Planning Commission
- Region 2 Planning Commission
- Lenawee County Planning Commission
- Verizon
- Consumers Energy
- Citizens Gas Fuel Company
- Adrian Blissfield Railroad
- Norfolk & Southern Railroad

Please submit comments to **City of Adrian Planning Commission; 135 E. Maumee Street; Adrian, Michigan 49221** no later than 63 days after the date of this notice. Thank you in advance for your cooperation and timely response in reviewing this draft amendment. Comments offered during the review process will be taken into account in adjusting and refining the 2015 Addendum, an amendment to the City of Adrian 2006 Comprehensive Plan.

If you should have questions, please contact me at 517-264-4861.

Sincerely,

David Rohr
Planning & Zoning Administrator

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

January 27, 2016

Region 2 Planning Commission
c/o Mr. Steven Duke
120 W. Michigan Avenue
Jackson, MI 49201

Transmitted via email to sduke@co.jackson.mi.us

Subject: ***Leoni Township Recreation Plan, 2016-2020 edition***

Dear Region 2 Planning Commissioners:

Leoni Township recently drafted the 2016-2020 edition of the *Leoni Township Recreation Plan*. Local units of government must have recreation plans approved by the Michigan Department of Natural Resources in order to maintain eligibility for federal and state funding for recreation projects. Local units must also provide copies of the document to the County of Jackson and the Region 2 Planning Commission. The current draft of the 2016-2020 edition of the *Leoni Township Recreation Plan* accompanies this cover letter.

Please contact me at (517) 768-6711 if you prefer a paper copy of the document or if you have any questions.

Sincerely,



Grant E. Bauman, AICP
Principal Planner
Region 2 Planning Commission

cc: Ms. Michelle Manke, Clerk, Leoni Township (mmanke@leonitownship.com)



VILLAGE OF MANCHESTER

912 CITY ROAD P.O. Box 485
MANCHESTER, MI 48158
(734) 428-7877 FAX: (734) 428-1877
WWW.VIL-MANCHESTER.ORG

RECEIVED

JAN 25 2016

Per _____

MEMORANDUM

TO: Contiguous Municipal Legislative Body, County Planning and/or Board of Commissioners, Regional Planning, and Public Utilities

FROM: Manchester Community Joint Planning Commission

DATE: January 15, 2016

RE: NOTICE OF INTENT TO PREPARE A JOINT MASTER PLAN

In accordance with the Michigan Planning Enabling Act, Public Act 33 of 2008, as amended (MCL 125.3839), the Manchester Community Joint Planning Commission (MCJPC) is starting the process for a new Joint Master Plan and requests your cooperation in its review.

The MCJPC was established in 2015 as enabled by the Joint Municipal Planning Act, Public Act 226 of 2003 (MCL 125.131), and is comprised of appointed citizens from the Village of Manchester and Manchester Township. The ultimate goal of the MCJPC, as established within the joint planning agreement, is to create a Joint Master Plan for the Village of Manchester and Manchester Township.

Please be aware that in the near future you will be receiving a draft of the new Joint Master Plan for comment. At the time the draft Joint Master Plan is ready for review, we will provide a second notice and directions on where to send comments and the time limits for doing so.

Thank you for your consideration in this matter. If you have any questions or comments on the Manchester Community Joint Master Plan process, contact the Village of Manchester at the address listed below.

Joint Master Plan
Village of Manchester
912 City Road
P.O. Box 485
Manchester, MI 48158

Respectfully,

Julie Schaible
Julie Schaible

Clerk, Village of Manchester

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

January 19, 2016

Jackson County Planning Commission
c/o Mr. Grant Bauman
120 W. Michigan Avenue
Jackson, MI 49201

Transmitted via email to gbauman@co.jackson.mi.us

Subject: ***Waterloo Township Recreation Plan, 2016-2020 edition***

Dear Jackson County Planning Commissioners:

Waterloo Township recently drafted the 2016-2020 edition of the *Waterloo Township Recreation Plan*. Local units of government must have recreation plans approved by the Michigan Department of Natural Resources in order to maintain eligibility for federal and state funding for recreation projects. Local units must also provide copies of the document to the County of Jackson and the Region 2 Planning Commission. The current draft of the 2016-2020 edition of the *Waterloo Township Recreation Plan* can be downloaded from the library page on the Region 2 Planning Commission website (www.region2planning.com). The following link also provides direct access to the document:

[http://www.region2planning.com/wp-content/uploads/
2016/01/draft2016WaterlooTwpRP_posted_full.pdf](http://www.region2planning.com/wp-content/uploads/2016/01/draft2016WaterlooTwpRP_posted_full.pdf)

Please contact me at (517) 768-6711 if you prefer a paper copy of the document or if you have any questions.

Sincerely,



Grant E. Bauman, AICP
Principal Planner
Region 2 Planning Commission

cc: Ms. Arlene Walz, Treasurer, Waterloo Township (awalz@waterlootwpmi.com)