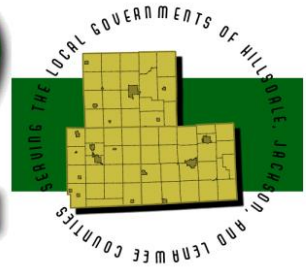


Region 2 Planning Commission



Attention New Commissioners

There will be a new Commissioner's orientation prior to the March 10, 2016 Region 2 Planning Commission meeting to review roles and responsibilities and provide general information on the Region 2 Planning Commission.

The Meeting will be held at:

**1:00 p.m.
Thursday, March 10th**

**Jackson County Tower Building
5th Floor Conference Room**

AGENDA

REGION 2 PLANNING COMMISSION

Full Commission

FOR FURTHER INFORMATION CONTACT:

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

DATE: Thursday, March 10, 2016

TIME: 2:00 P.M.

WHERE:

**Jackson Co. Tower Bldg.
120 W. Michigan Ave., 5th Fl.
Jackson, MI 49201**

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

	<u>PAGE #</u>
1. Call to Order	
2. Pledge of Allegiance	
3. Approval of the Agenda - ACTION	
4. Public Comment	
5. Approval of Minutes of the January 14, 2016 Full Commission Meeting (see enclosure) – ACTION	3
6. Approval of Action Taken at the February 11, 2016 Executive Committee Meeting (see enclosure) – ACTION	6
7. Receipt of Treasurer's Report of February 29, 2016 (see enclosure) – ACTION	9
8. Approval of March 10, 2016 Submitted Bills (see enclosure) – ACTION	13
9. Staff Progress Report for February, 2016 (see enclosure) – DISCUSSION	14
10. Approval of the R2PC FY 2015 Audit, Mr. William Tucker, Abraham & Gaffney, P.C. (see enclosure) – ACTION	21
11. Election of the 2016 Personnel & Finance Committee (see enclosure) – ACTION	32
12. R2PC New Website Orientation, Aaron Dawson – PRESENTATION	
13. Update on the 2016 Regional Prosperity Initiative (RPI) Grant – DISCUSSION	
14. Opportunity for Public Comment - Approval of Amendments to the JACTS FY 2014-2017 Transportation Improvement Program (TIP)(see enclosure) - ACTION	33
15. Results of the Grass Lake Charter Township Master Plan Survey, Grant Bauman – PRESENTATION	
16. Other Business	
17. Public Comment	
18. Adjournment	

Region 2 Planning Commission

120 West Michigan Avenue • Jackson, Michigan 49201 • ☎ (517) 788-4426 • 📠 (517) 788-4635

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

MEETING MINUTES

Region 2 Planning Commission – Full Commission

Lenawee County Library

4459 W. U.S. 223

Adrian, MI 49221

Thursday, January 14, 2016

- I. **Call to Order** – In the absence of Chair Hayes, Secretary Tillotson called the meeting to order at 2:00 PM. A quorum was present.

Attendance:

✓ Acker	Drake	Kastel	Shotwell
✓ Alexander	✓ Driskill	✓ Knoblauch	Sigers (E)
Bailey	Duckham (E)	Koch (E)	Spencer
Baker	C. Emmons	Koebbe	Spink
✓ Bales	T. Emmons	Koehn	Stack
Beach	Fessel	✓ Kubish	Stewart
✓ Beeker (E)	Fortress	Lance	Stormont
Bernath	✓ Gaede (E)	Ley	Tallis
Biel	Gallagher	✓ Mahoney	✓ Terry (E)
Blythe	✓ J. Gould	McKibbin	✓ Tillotson (E)
Boggs	✓ L. Gould (E)	Navarro	VanValkenburg
✓ Bolton	Grabert	Nolte	Votzke
Broderick	✓ Guetschow	Overeiner	Wagner
✓ Bryant (E)	Hartsel	Overton	Wardius
M. Burns	Hawkins	✓ Palmer	Webb
✓ T. Burns	Hawley	✓ Polaczyk	✓ Welsh
Burrell	Hayes (E)	Quigley (E)	✓ Wittenbach (E)
Burtch (E)	✓ Herl (E)	Reiser	✓ Wonacott (E)
Carolann	Isley	✓ Rice (E)	Wylie
Chamberlain	✓ Jancek	Richardson	Wymer
Collins	Jeffrey	Rohr (E)	Vacant - Jackson Co. (E)
Cornish	James Jenkins	Schafer	Vacant - Lenawee Co. (E)
Cousino	John Jenkins	Schlecte	
✓ Cure	Elwin Johnson (E)	Schoof	
Delezeene	Eric Johnson	Seegert	
✓ Dotterweich (E)	Jones	Sessions	

Key: ✓ = present

(E) = Executive Committee member

Staff Present: Steve Duke and Aaron Dawson

- II. **Pledge of Allegiance** – Those in attendance rose and joined in the Pledge of Allegiance.
- III. **Approval of the Agenda** – The motion was made by Comm. Dotterweich, and supported by Comm. Jancek, to approve the January 14, 2016 agenda as presented. The motion carried unanimously.
- IV. **Public Comment** – Secretary Tillotson requested public comment. No public comment was received.
- V. **Approval of Minutes of the November 12, 2015 Full Commission Meeting** – A motion was made by Comm. Herl, supported by Comm. Polaczyk, to approve the November 12, 2015 Full Commission minutes as presented. The motion carried unanimously.
- VI. **Approval of Action Taken at the December 10, 2015 Executive Committee Meeting** – A motion was made by Comm. Dotterweich, supported by Comm. Jancek, to approve the action taken at the December 10, 2015 Executive Committee meeting. The motion carried unanimously.
- VII. **Receipt of Treasurer's Report of December 31, 2015** – A motion was made by Comm. Dotterweich, and supported by Comm. Jancek, to receive the December 31, 2015 Treasurer's Report as presented. The motion carried unanimously.
- VIII. **Approval of January 14, 2016 Submitted Bills** – A motion was made by Comm. Jancek, and supported by Comm. Wonacott, to approve payment of the January 14, 2016 submitted bills. The motion carried unanimously.
- IX. **Staff Progress Report for December, 2015** – The December, 2015 staff progress report was included in the agenda packet for Commission review.
- X. **Election of the 2016 Executive Committee** – Mr. Duke reported that the R2PC Nominating Committee met on December 17th to develop the slate of nominees for the 2016 Executive Committee. Mr. Duke explained that there were two vacancies on the Executive Committee – one representative for Jackson County and another representing Lenawee County. The Nominating Committee recommended Comm. Knoblauch for the Lenawee County position and Comm. Schlecte as the Jackson County rep. Mr. Duke pointed out that Comm. Schlecte was a City of Jackson rep and the vacancy was for a Jackson County representative.

A motion was made by Comm. Alexander, supported by Comm. Rice, to nominate Comm. Polaczyk to fill the Jackson County vacancy. The motion carried unanimously.

A motion was made by Comm. Wonacott, supported by Comm. Guetschow, to approve the list of 2016 Executive Committee members as presented. The motion carried unanimously.
- XI. **Update on the Regional Prosperity Initiative Grant** – Mr. Duke distributed copies of the latest Prosperity Region 9 newsletter. He added that the Michigan DTMB has not yet approved the 2016 grant applications submitted on December 1st, but an announcement should be coming before the end of January.

XII. 2015 PASER Road Condition Ratings – Mr. Dawson distributed a handout summarizing the PASER road pavement inventory ratings completed in Hillsdale, Jackson, and Le-nawee Counties for 2014/2015.

XIII. Evaluation of the I-94 Corridor from the Indiana Stateline to US-127 South – Mr. Duke explained that included in the agenda packet was an executive summary detailing crash information along I-94 between the Indiana state line and US-127 South in Jackson County. Also included in the summary was an analysis of a 2015 multi-vehicle crash in Kalamazoo County citing driver speed and icy road conditions for the crash. The majority of the crashes along I-94 in Jackson County can be attributed to the aging infrastructure.

XIV. Purchase of New Copier/Printer/Scanner – Mr. Duke reported that the current R2PC copier/printer/scanner had reached its useful life cycle and needed to be replaced. After staff researched the machines available, Mr. Duke recommended the purchase of a Ricoh copy machine.

A motion was made by Comm. Dotterweich, supported by Comm. Polaczyk, authorizing the purchase of a new Ricoh copier/printer/scanner. The motion carried unanimously.

XV. Approval of Staff Travel to the American Planning Association's National Planning Conference – A motion was made by Comm. Dotterweich, supported by Comm. Jancek, authorizing the Executive Director to attend the American Planning Association's annual conference in Phoenix, AZ April 2 – 5, 2016. The motion carried unanimously.

XVI. Federal Project Review

- a. A motion was made by Comm. Gaede, supported by Comm. Herl, to recess the Full Commission and convene the Review Committee. The motion carried unanimously.
- b. Review and Comment on Project Notification – Mr. Duke reported that the Adrian Public Schools was submitting a grant application to improve low-income participation in Early Head Start and Head Start programs. No comments were received.
- c. The motion was made by Comm. Gaede, supported by Comm. Polaczyk, to recess the Review Committee and re-convene the Full Commission. The motion carried unanimously.

XVII. Other Business – Comm. Dotterweich requested that a Personnel & Finance Committee meeting be convened to review and discuss a proposed pay increase for Executive Director Duke.

XVIII. Public Comment – Secretary Tillotson asked for any public comment. No comments were received.

XIX. Adjournment - There being no further business, Secretary Tillotson adjourned the meeting at 2:35 PM on a motion by Comm. Jancek, supported by Comm. Dotterweich.

Ralph Tillotson
Secretary

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

MINUTES

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

Thursday, February 11, 2016

- 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	Rice
✓ Bryant	Herl	Rohr
Burtch	Johnson	✓ Sigers
✓ Dotterweich	✓ Knoblauch	✓ Terry
Duckham	Koch	✓ Tillotson
✓ Gaede	✓ Polaczyk	✓ Wittenbach
✓ Gould	✓ Quigley	✓ Wonacott

Key: ✓ = present

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

Others Present: Mary Baird

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. Tillotson, to approve the February 11, 2016 Executive Committee agenda as presented. The motion carried unanimously.
- IV. **Public Comment** – No public comments were received.

- V. **Approval of Minutes of the December 10, 2015 Executive Committee Meeting** – A motion was made by Comm. Dotterweich, supported by Comm. Polaczyk, to approve the December 10, 2015 Executive Committee meeting minutes as presented. The motion carried unanimously.
- VI. **Receipt of the Treasurer's Report of January 31, 2016** – A motion was made by Comm. Dotterweich, supported by Comm. Terry, to receive the January 31, 2016 Treasurer's Report as submitted. The motion carried unanimously.
- VII. **Approval of the February 11, 2016 Submitted Bills** – A motion was made by Comm. Polaczyk, supported by Comm. Dotterweich, to approve payment of the February 11, 2016 submitted bills as presented. The motion carried unanimously.
- VIII. **Staff Progress Report for January 2016** – The staff progress report was included in the agenda packet for Committee review. Mr. Duke reported that the state awarded R2PC a Regional Prosperity Initiative (RPI) grant in the amount of \$235,000 for 2016.
- IX. **Report of the Nominating Committee – Election of R2PC Officers for 2016** – Chair Hayes reported that each February the Executive Committee elects officers (Chair, Vice-Chair, Treasurer, and Secretary) from its membership. The Nominating Committee met on February 1st 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

A motion was made by Comm. Dotterweich, supported by Comm. Polaczyk, to concur with the Nominating Committee and unanimously elect the 2016 slate of officers as presented. The motion carried unanimously.

- X. **Region 9 Prosperity Initiative – Report of 2015 Activities** – Ms. Shanna Draheim, PSC, gave a presentation summarizing the 2015 program accomplishments including an expanded management covering all 6 counties; Southeast Michigan Workforce alignment; completion of the transportation Working to Learn project; awarding of challenge grants; hosting the prosperity summit; and the submission of the 2016 grant application. A handout was distributed providing more detail on each of the programs.
- XI. **Hillsdale, Jackson, and Lenawee Counties Rural Task Force Selected Projects for FY 2017-2020** – Mr. Duke explained that MDOT sets aside a federal funding allocation each year for road and transit projects located in Hillsdale, Jackson, and Lenawee counties outside the urbanized areas of Adrian, Tecumseh, Hillsdale, and Jackson. Meetings were conducted in each of the three counties, as well as a combined 3-county meeting, to review and select projects for fiscal years 2017-2020. Included in the agenda packet was a listing of the projects submitted to MDOT for each county.
- XII. **Report of the Personnel & Finance Committee – Proposed Salary Adjustment for the Executive Director** – Comm. Dotterweich reported that the P & F Committee had

reviewed salary and fringe benefits reported for all regional planning directors in Michigan. The Committee recommended increasing Mr. Duke's vacation benefits from 4 to 5 weeks; and for this year, and each future year that an RPI grant is awarded to R2PC, a \$3,000 annual bonus.

A motion was made by Comm. Dotterweich, supported by Comm. Terry to concur with the Personnel & Finance Committee recommendation to increase Executive Director Duke's annual vacation from 4 to 5 weeks and a \$3,000 annual bonus for each year the Commission continues to receive a RPI grant. The motion carried unanimously.

- XIII. **Other Business** - Comm. Dotterweich and the Executive Committee thanked outgoing Chair Hayes for his dedication and service to R2PC for the past 2 years serving a Commission Chair.
- XIV. **Public Comment** – No public comments were received.
- XV. **Adjournment** – There being no further business, the meeting was adjourned by Chair Hayes at 2:35 PM.

Ralph Tillotson
Secretary

REGION 2 PLANNING COMMISSION
Treasurer's Report - Monthly Summary
as of February 29, 2016

Balance ending January 31, 2016	\$	544,297.20
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Deposit Summary:

<i>February 2016 EFT Deposits</i>	\$	236,541.00
<i>February Bank Deposits</i>		30,476.59
<i>February Adjustments</i>		(1,130.60)
Total Deposits plus Bank Balance	\$	810,184.19

Expenses:

<i>Submitted Expenses - February 11, 2016**</i>	\$	(71,038.72)	
<i>Interim Expenses</i>		(4,439.26)	
<i>Payroll/Related Expenses</i>		(23,700.65)	
Subtotal of Expenses	\$	(99,178.63)	\$ (99,178.63)
<i>Balance Checking Account ending February 29, 2016</i>			\$ 711,005.56
 <i>Balance CD Investments ending February 29, 2016</i>			 \$ 101,134.72
 Total Cash on Hand			 \$ 812,140.28

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

REGION 2 PLANNING COMMISSION
Deposits and Adjustments to Cash
as of February 29, 2016

EFT Deposits:	
2/29/2016 Regional Prosperity Initiative FY16 Grant Funds	\$ 235,000.00
OHSP Q1 2016 Revenue	1,541.00
Subtotal - EFT Deposits	<u>\$ 236,541.00</u>
2/29/2016 Jackson Dept of Transportation UWP Local Cash Match	\$ 20,396.50
Waterloo Township Planning Services - Invoice 3400	\$ 2,477.37
Village of Britton Planning Services - Invoice 3401	\$ 2,684.42
Parma Township Planning Services - Invoice 3403	\$ 3,052.06
Wheatland Township FY16 Membership Dues	\$ 364.77
Village of Concord FY16 Membership Dues	\$ 283.50
Grass Lake Charter Township FY16 Membership Dues	\$ 1,217.97
Subtotal - Check Deposits	<u>\$ 30,476.59</u>
2/29/2016 Adjustments to cash:	
<i>Bank fees - February</i>	\$ (59.72)
<i>Paycor Fees - February</i>	(193.80)
<i>Credit Card Charges - American Planning Assoc. Annual Fee</i>	(735.00)
<i>Credit Card Charges - Conference Fees</i>	(85.00)
<i>Credit Card Charges - Paser Training</i>	(10.00)
<i>Credit Card Charges - Supplies</i>	(47.08)
Subtotal - Adjustments to Cash	<u>\$ (1,130.60)</u>
Total Net Deposits for February 2016	<u><u>\$ 265,886.99</u></u>

**REGION 2 PLANNING COMMISSION
INTERIM BILLING and PAYROLL EXPENSES
as of February 29, 2016**

Interim Billing for February, 2016

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
Anderson Printing	February 2016 Packet Copy/Mail	\$ 347.86	13852
Hillsdale Daily News	RTF Advertising	\$ 118.80	13865
Jackson County	Rent Expense for February 2016	\$ 2,787.18	13857
Jackson County	Accounting Services for Jan. 2016	\$ 907.93	13857
MLive	JACTS & RTF Advertising	\$ 277.49	13861
Total Interim Billing for February, 2016		<u><u>\$ 4,439.26</u></u>	

Payroll & Travel Related Expenses:

<i>Paid February 12, 2016</i>	<i>by Direct Deposit/EFT</i>	
Paycor	Payroll Disbursement	\$ 10,192.82
G. Bauman	Travel Reimbursement	\$ 50.33
A. Dawson	Travel Reimbursement	\$ 51.09
S. Richardson	Travel Reimbursement	\$ 15.93
		<u><u>\$ 10,310.17</u></u>

<i>Paid February 26, 2016</i>		
Paycor	Payroll Disbursement	\$ 13,165.45
G. Bauman	Travel Reimbursement	\$ 117.78
A. Dawson	Travel Reimbursement	\$ 51.14
S. Duke	Travel Reimbursement	\$ 56.11
		<u><u>\$ 13,390.48</u></u>

Total Payroll Expenses for February 2016	<u><u>\$ 23,700.65</u></u>
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**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
Concord Township	1/29/2016	3402	516.52
Lenawee County		3404	1,469.84
MDOT Regional Transportation Planning - Q1 2016	2/8/2016	3405	5,369.87
MDOT FHWA - Q1 2016		3408	33,198.00
MDOT Rural Task Force - Q1 2016	2/29/2016	3406	3,508.67
MDOT Asset Management - Q1 2016		3407	3,200.40
<i>FY 2016 Balance as of February 29, 2016</i>			<u><u>\$ 53,284.56</u></u>

REGION 2 PLANNING COMMISSION
Submitted Bills
March 10, 2016

Vendor	Description	Amount Due
County of Jackson	Rent for March 2016	\$ 2,787.18
Direct Office Buys	Supplies for February 2016	\$ 86.96
ICMA Retirement Trust	ICMA 401 Contribution - March 2016	\$ 1,737.29
JTV	Website Hosting (March)	\$ 75.00
Jackson County	Postage/Phone expense for Dec.-Jan.	\$ 375.43
Mich. Association of Planning	Training	\$ 125.00
Michigan Transp. Plann. Assoc.	Conference	\$ 650.00
Ricoh	Purchase of Copy Machine/Scanner	\$ 5,148.00
The Exponent	Annual Subscription	\$ 40.00
The Water Store	Supplies Feb. 2016	\$ 17.75
VantagePoint Transfer Agents	ICMA RHS Contribution - March 2016	\$ 177.48
	Supplies for January 2016	
	Total Submitted Billing - March, 2016	<u>\$ 11,220.09</u>

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

Staff Progress Report February, 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 February 26th webinar hosted by the Chicago Region of the US Economic Development Administration (EDA) regarding its online grant management website.

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 contact their CACs to engage them in Prosperity Initiative process.
- A RPI Management team meeting was conducted to discuss unsolicited requests for grant funding received for projects located in Lenawee and Washtenaw counties. It was decided that a RFP would be prepared to inform area agencies and governments that approximately \$83,000 in RPI funding was available for mini-grant funding in 2016 that furthered the goals and objectives outlined in the 5-Year Economic Development Strategy.
- **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 submitted a revised spending plan and timeline for completing the proposed 2016 activities. Staff has prepared a series of RFPs to solicit coordinator/facilitator services, technical support, and challenge grants for the upcoming year.

Demographics

- Staff provided Marriage Matters Jackson with a variety of demographic information and introduced them to the U.S. Census' American Factfinder website.

Region 2 Planning Commission

- Staff prepared the February, 2016 R2PC agenda packet and conducted a meeting of the Personnel & Finance Committee.

[February, 2016 Staff Progress Report]

- Staff has completed updating the new R2PC website. Please forward any comments via the contact page on the site. There will be a presentation on the new site layout at the Region 2 Planning Commission meeting in March.

Regional Transportation Planning Hillsdale, Jackson, and Lenawee Counties

Assistance to Local Governments

- Staff updated Transportation Economic Development Map that is required for utilizing Category D funds.
- Staff is reviewing the new operating guidelines for the rural task forces.
- 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. A representative from Washtenaw County is attending a state trails meeting to assess TAP grant viability.
- 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 submitted Congestion Mitigation Air Quality program information for Lenawee County to MDOT.

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. The development of a new non-motorized plan is now a high priority of the WCC, and they will be working with R2PC and AARP representatives to move forward.

[February, 2016 Staff Progress Report]

- Staff participated in a conference call with MDOT's Passenger Division to review and discuss the next steps in completing a senior transit mobility study for each regional planning agency in 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 prepared the quarterly progress report and billing for MDOT approval.
- Staff attended the Transportation Bonanza in Lansing.
- Staff attended a meeting with MDOT transportation network modelling staff to discuss the upcoming Long Range Transportation Plan update.
- Staff began a Continuation of Operations Plan (COOP) for JACTS.

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. Almost all draft FY 2017-2020 projects have been entered for Jackson County, and staff is working with MDOT to fix a technical problem in entering the last projects.
- Staff processed numerous amendments to the JACTS FY 2014-2017 TIP and forwarded the information to MDOT for approval.
- Staff began reviewing the FY 2014-2017 TIP full document, and noting areas for improvement or changes to be implemented in the new cycle.

Jackson Traffic Safety Program

- Staff submitted February enforcement reports to the Office of Highway Safety Planning, including first quarter billings.
- Staff updated strategic plans for all agencies to ensure all monies are expended.
- Staff participated in a webinar with the Office of Highway Safety Planning on using social media to advertise patrols.
- Staff scheduled, attended and compiled minutes for the quarterly JTSP meeting.
- Staff is reviewing financial information and budget to ensure approved projects can be funded.
- Staff notified all Jackson County High Schools that "after" prom/graduation funding has been suspended until revenues increase.

[February, 2016 Staff Progress Report]

- Staff had several conversations with Jackson Police Department and Office of Highway Safety Planning regarding JPD's decision not to do any seat belt zones. They were informed that the money could not be used for impaired patrols.

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

- Staff drafted the introductory chapter of its Master Plan. Base, hydrology, topography, and transportation mapping were also drafted for the document as well as an analysis of the City's transportation network.

Somerset Township

- Staff provided the Zoning Administrator with a copy of Township's current Future Land Use Map and explained to her that Hillsdale County GIS is maintaining the Township's Zoning Map.

Jackson County

Concord Township

- Staff provided the Township Administration with 2nd issue of *Planning and Zoning Notes* (please see below) at the request of a Township Planning Commissioner.

Grass Lake Township

- Staff compiled and analyzed the 490 responses to the community survey conducted for the Master Plan and facilitated a February 17th meeting of the Master Plan Committee during which the survey and other plan elements were discussed.

City of Jackson

- Staff provided the Parks Director with the amounts of Michigan Natural Resources Trust Fund grants funding awarded to the City by the Department of Natural Resources (DNR) in 2014 and 2015.

County of Jackson

- **Solid Waste Planning Committee** — The 90-day public comment period for the *Jackson County Solid Waste Management Plan* began on February 29th and will continue through May 30th. A public notice regarding the comment period was published in the *Jackson Citizen Patriot* on February 28th; it was also posted on Jackson County's website (www.co.jackson.mi.us), mailed to all municipal governments in Jackson County as well as the surrounding counties, and emailed to the Department of Environmental Quality (DEQ). The June 7th public hearing regarding the document was also established.

[February, 2016 Staff Progress Report]

■ County Planning Commission (JCPC)

- Staff facilitated the February 11th meeting of the JCPC. Staff reports regarding proposed text amendments and a proposed rezoning were prepared for the Commissioners.
- Staff prepared the 2nd issue of *Planning and Zoning Notes*—a resource for municipalities developed jointly by the JCPC and the Lenawee County Planning Commission—which addresses the Michigan Zoning Enabling Act (MZEA) requirements regarding the holding of public hearings prior to considering various zoning requests and their public notice.
- Staff provided the Chair of the Liberty Township Planning Commission with information regarding the required review and recommendation of proposed township zoning amendments by the JCPC prior to any final action taken by a township board
- Staff updated the suite of webpages for the Jackson County Planning Commission.

■ Jackson 2020

- **SIT Committee** — Staff represented ARC (Arts, Recreation, and Culture) at the February 8th meeting of the County’s “Strategic Implementation Team”.
- **Upper Grand River Water Trail Master Plan**— Staff worked with the planner from the Land Information Access Association (LIAA)—the primary contractor for the master plan—to identify the responsibilities of the R2PC regarding the project.
- **Active Living Health Action Team** — Staff met with the Allegiance Health HIO and the Walkable Communities Taskforce on February 16th to discuss how ARC (Arts, Recreation, and Culture) can cooperate with the HIO and Taskforce regarding trail development in Jackson County.
- **County Parks** — Staff provided the County Parks Department with various maps regarding the trails which will connect Ella Sharp Park and Sparks Foundation County Park to the MLK Equity/Falling Waters Trail Corridor.

Leoni Township

- Staff submitted the 2016-2020 edition of the *Leoni Township Recreation Plan* and associated documentation to the Department of Natural Resources (DNR) on February 12th.

Liberty Township

- Staff attended the February 25th meeting of the Liberty Township Planning Commission and spoke about the master planning services the R2PC could provide to the Township. Staff also provided Commissioners with the 1st issue of *Planning and Zoning Notes* which addresses the state-mandated approval process for master plans.

Norvell Township

- Staff created the 2nd draft of the Future Land Use Plan map of the Township’s master plan based upon input received by the Norvell Township Planning Commission.

[February, 2016 Staff Progress Report]

Rives Township

- Staff drafted a paragraph regarding the purpose and benefits of zoning for use by the Township in its effort to educate its citizenry about the Rives Township Zoning Ordinance.

Waterloo Township

- Staff submitted the 2016-2020 edition of the *Leoni Township Recreation Plan* and associated documentation to the Department of Natural Resources (DNR) on February 16th.

Lenawee County

Village of Britton

- Staff prepared the 1st draft of the Future Land Use Plan map for the Village's master plan. Staff facilitated a discussion regarding that map at the Planning Commission's February 22nd meeting. The 2nd draft of the map, based upon that discussion, was sent to the Commission's Chair.

Cambridge Township

- Staff consulted with the Township's attorney to redraft zoning ordinance amendments regarding adult and child foster care, child, family and group day care homes, and child care centers. This consultation resulted from the recommendation of the Lenawee County Planning Commission (LCPC) to disapprove the amendments proposed by the Cambridge Township Planning Commission.

County of Lenawee

■ **County Planning Commission (LCPC) —**

- Staff facilitated the February 18th meeting of the Commission. Staff prepared recommendations regarding a set of township zoning ordinance text amendments and several PA 116 Farmland Agreement applications.
- Staff prepared the 2nd issue of *Planning and Zoning Notes*—a resource for municipalities developed jointly by the LCPC and the Jackson County Planning Commission—which addresses the Michigan Zoning Enabling Act (MZEa) requirements regarding the holding of public hearings prior to considering various zoning requests and their public notice.
- Staff developed a webpage for the Lenawee County Planning Commission which will be hosted on the R2PC website and linked to Lenawee County's website.

- **County Solid Waste Planning Committee (LCSWPC) —** Staff facilitated the February 10th meeting of the LCSWPC Subcommittee which developed the proposed draft amendment of the *Lenawee County Solid Waste Master Plan* and the February 17th meeting of the full Committee. The LCSWPC approved the release of the document for public comment. The 90-day public comment period for the *Lenawee County Solid Waste Management Plan* will begin on March 14th and will continue through June 14th. A public notice regarding the comment period will be published in the *Daily Telegram* on March 13th; it will also be posted on Lenawee County's website (<https://mi-lenaweecounty.civicplus.com>), mailed to all municipal governments in Lenawee County as well as the surrounding counties (and Clinton County), and emailed to the Department of Environmental Quality (DEQ). The June 15th public hearing regarding the document was

[February, 2016 Staff Progress Report]

also established.

- **Airport Zoning Board of Appeals** — The annual meeting of Lenawee County's Airport Zoning Board of Appeals held on February 23rd was cancelled due to the lack of a quorum. Staff will schedule another meeting.

Palmyra Township

- Staff began to craft amendments to the Palmyra Township Zoning Ordinance which will bring it into compliance with the Michigan Zoning Enabling Act (MZEa).

Region 2 Planning Commission
Year Ended September 30, 2015

Audit Presentation
March 10, 2016

Presented by:
William I. Tucker IV, CPA
Principal



ABRAHAM & GAFFNEY, P.C.

Certified Public Accountants



SETTING THE STANDARD FOR QUALITY
GOVERNMENTAL AUDITS

Principals

Dale J. Abraham, CPA
Steven R. Kirinovic, CPA
Aaron M. Stevens, CPA
Eric J. Glashouwer, CPA
Alan D. Panter, CPA
William I. Tucker IV, CPA



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INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
Region 2 Planning Commission
Jackson, Michigan

Report on the Financial Statements

We have audited the accompanying financial statements of the Region 2 Planning Commission (the Commission) as of and for the year ended September 30, 2015, and the related notes to the financial statements which collectively comprise the Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Region 2 Planning Commission as of September 30, 2015, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

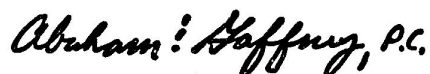
Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, as identified in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Region 2 Planning Commission's financial statements as a whole. The other supplementary information, as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 3, 2016, on our consideration of the Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control over financial reporting and compliance.



ABRAHAM & GAFFNEY, P.C.
Certified Public Accountants

February 3, 2016

Region 2 Planning Commission
STATEMENT OF NET POSITION
September 30, 2015

Assets:

Current Assets:

Cash and cash equivalents	\$ 635,332
Accounts receivable	145,696
Pre-Paid expenses	<u>7,071</u>
Total assets	<u>\$ 788,099</u>

Liabilities:

Current Liabilities:

Accounts payable	\$ 14,338
Due to other governments	267,252
Unearned revenue	171,243
Accrued wages and compensated absences	23,307
Other post employment benefits	<u>2,400</u>
Total current liabilities	<u>\$ 478,540</u>

Non-current liabilities:

Other post employment benefits	<u>\$ 29,029</u>
Total liabilities	<u>\$ 507,569</u>

Net Position:

Unrestricted	<u>\$ 280,530</u>
Total net position	<u><u>\$ 280,530</u></u>

Region 2 Planning Commission

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

Year Ended September 30, 2015

Revenues:

Grants:	
Federal	\$ 210,294
State	267,619
Local	126,277
Membership and service fees	167,601
Other revenues	2,312
Total revenues	<u>\$ 774,103</u>

Expenses:

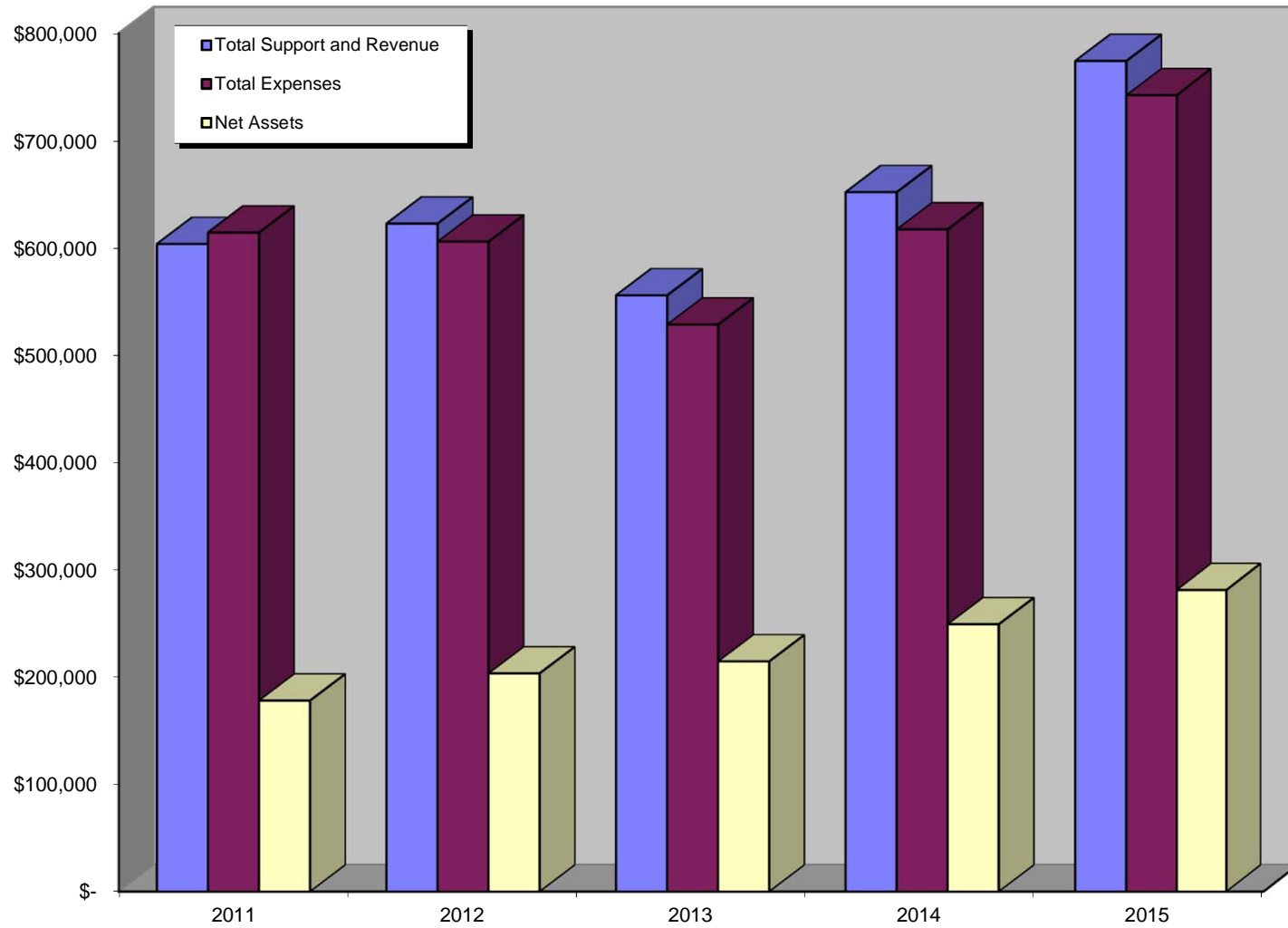
Salaries and wages	\$ 155,718
Employee benefits	43,860
Other direct costs	389,553
Indirect costs	153,099
Total expenses	<u>\$ 742,230</u>

Increase in Net Position 31,873

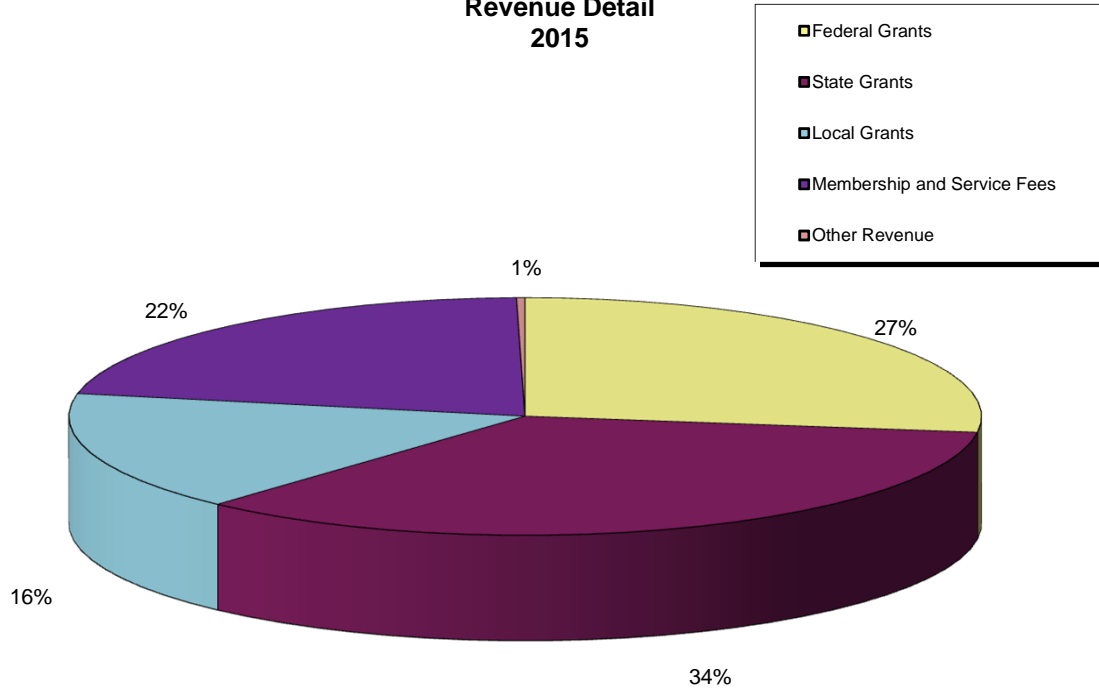
Net Position - Beginning of Year 248,657

Net Position - End of Year \$ 280,530

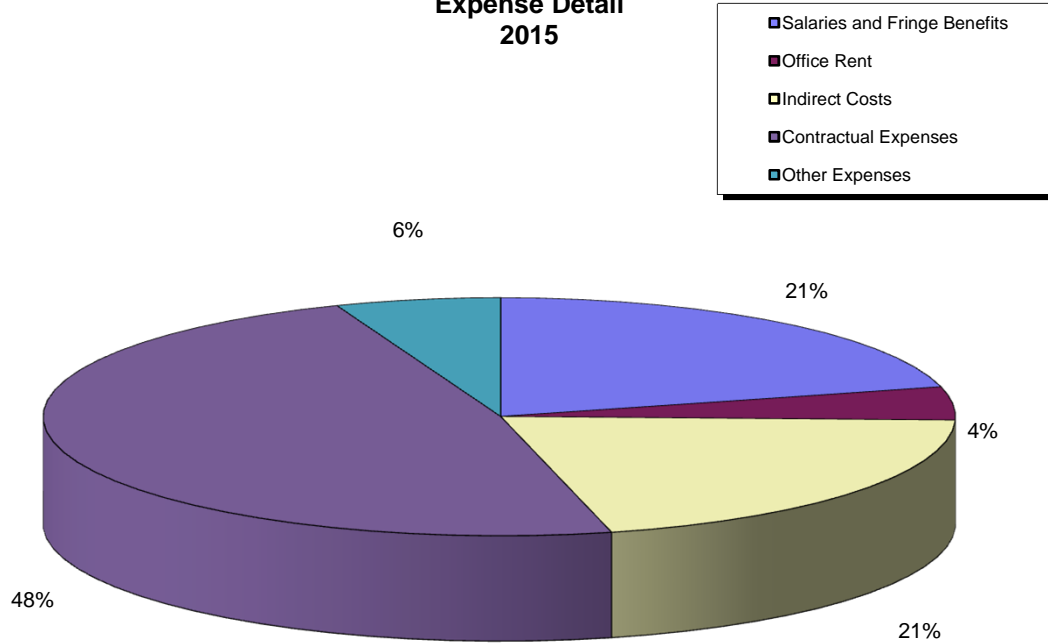
Region 2 Planning Commission
Total Support and Revenue, Expenses, and Net Assets



**Region 2 Planning Commission
Revenue Detail
2015**



**Region 2 Planning commission
Expense Detail
2015**



Principals

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Commissioners
Region 2 Planning Commission
Jackson, Michigan

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Region 2 Planning Commission (the Commission), as of and for the year ended September 30, 2015, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated February 3, 2016.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Region 2 Planning Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Region 2 Planning Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of Region 2 Planning Commission's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

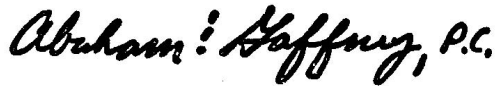
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Abraham & Gaffney, P.C." in a cursive, stylized font.

ABRAHAM & GAFFNEY, P.C.
Certified Public Accountants

February 3, 2016

Questions?

Thank you for your time.

William I. Tucker IV, CPA
Principal
Abraham & Gaffney, P.C.
3511 Coolidge Road, Suite 100
East Lansing, MI 48823
517-351-6836
btucker@agpccpa.com



Region 2 Planning Commission



MEMORANDUM

TO: Region 2 Planning Commission

FROM: Steven M. Duke, Executive Director

SUBJECT: Appointment of the 2016 R2PC Personnel & Finance Committee

DATE: March 2, 2016

Per the R2PC Bylaws, the Chair of the Region 2 Planning Commission annually appoints a Personnel and Finance Committee at the March 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, the R2PC Executive Committee, and/or the Full Commission.

The Committee is comprised of a minimum of five R2PC Commissioners and the Chair of the Commission (*Commissioner Rice*). One of these members must be the Treasurer (*Commissioner Terry*). 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 2015 Personnel and Finance Committee included: Andy Dotterweich, Phil Duckham (Treasurer), Roger Gaede, Ron Hayes (Chair), Gail W. Mahoney, and Ralph Tillotson.

Nominations for the appointments will be taken from the floor.



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

KIRK T. STEUDLE
DIRECTOR

February 9, 2016

Mr. Steve Duke, Executive Director
Region 2 Planning Commission
Jackson County Tower Building
120 W. Michigan Avenue, 9th Floor
Jackson, Michigan 49201

Dear Mr. Duke:

This letter is sent by the Michigan Department of Transportation (MDOT) to inform the Jackson Area Comprehensive Transportation Study committees of two amendments to the FY 2014-2017 Transportation Improvement Plan (TIP).

The MDOT TIP amendments are as follows: JN129398, add Project Scoping. JN 129415 install freeway delineation.

Fiscal Year	Project Name	Limits	Project Description	Funding
2016 JN 129398	US-127 / US 223	3 structures in Jackson and Lenawee counties	Consultant Bridge Scoping	Early Preliminary Engineering Federal: \$ 40,925 State: 9,075
2016 JN 129415	I-94	M-60 to Sargent Road	Install freeway delineation	Construction State: \$43,651

Thank you for your attention to this request. If you have any questions or need additional information, please contact me at 517-335-2641

Sincerely,

Rick Fowler, Transportation Planner