

# NILES/BUCHANAN/CASS AREA TRANSPORTATION STUDY

Policy Committee

## MINUTES

March 31, 2009

Niles City Council Chambers

3:00 P.M.

Policy Members Present:	Paul Boggs, Milton Township Georgia Boggs, Niles City Council Chuck Collins, Berrien County Road Commission Richard Cooper, Niles Township Dick Fintze, Four Flags Chamber Irving Frost, Howard Township Darrell Harden, MDOT, Southwest Region John LaMore, Berrien County Commissioner Ray Lenze, MDOT Planning Jane Mitchell, Buchanan Township John Pleveich, Niles Dial-A-Ride Cliff Poehlman, Cass County Road Commission Johnie Rodebush, Cass County Commissioner Don Ryman, Berrien County Commissioner Art Reed, Berrien County Planning Commission Paul South, MDOT Coloma TSC
Policy Members Absent:	John Brielmaier, Ontwa Township Supervisor Robert Benjamin, Milton Township Supervisor Fred Featherly, MDOT UPTRAN Debbie Johnson, Cass County Commissioner Jim Kidwell, Niles Charter Township Sarah Koepke, Federal Highway Administration Mary Beth McAdams, MACOG (ex-officio) Stewart McKenzie, Federal Transit Administration (ex officio) Jessica Mitchell, MACOG (ex-officio) Meg Mullendore, City of Buchanan Sarah Woolcock, MDOT Coloma TSC
SWMPC Staff Present:	Nickolas Musson
Others Present:	

### 1. Call to Order & Introductions

- Chairman Rodebush called the meeting to order at 3:02 P.M.

### 2. Minutes

- *Motion by Poehlman, supported by South, to approve the minutes of the February 24, 2009 TAC meeting. Motion approved.*

### 3. Staff Report

- **Asset Management for Elected Officials Workshop**

Musson announced that SWMPC hosted an Asset Management for Elected Officials workshop on Monday, March 30, 2009 at 1:00 to 4:00pm in Berrien Springs, Michigan at the Berrien RESA Administration Center. We had a disappointing turnout, with 11 know shows. The power point and handouts from the workshop will be on the SWMPC website for anyone who is interested.

- **Facilitator Workshop**

Musson attended a facilitator workshop in Hastings Michigan. The workshop provided technical techniques and tricks to become a better facilitator. Musson intends to incorporate what he learned at the workshop into the committee meetings to make them more interesting and exciting.

#### **4. Old Business**

- **Membership Outreach**

Musson explained that he sent out letters to those agencies that don't have representation on the NATS committee asking if them to appoint someone. A letter was sent out to Bertrand, and Ontwa Townships requesting appointments. A follow up phone call took place two weeks after the letter was sent. Both Bertrand and Ontwa explained that they are in the process of appointing representatives.

#### **5. New Business**

**TIP amendments** – The following TIP amendments were discussed:

- Adding in FY 2009, project name building rehab to design/engineering for facility renovation for a federal cost of \$43,424 and a total cost of \$43,424 (5307).

*A motion was made by Ryman, supported by Frost to amend the FY 2008-2011 TIP to add the building rehab to design/engineering for facility renovation for a federal cost of \$43,424.*

*Motion Approved*

Niles Dial-A-Ride requested the following administrative amendments to the NATS FY 2008-11 Transportation Improvement Program:

- Delete in FY 2008, project name bus shelters to purchase 2 satellite, passenger bus shelters for a total federal cost of \$11,424 (5307) and state \$2,856 (CTF) for a total cost of \$14,280.
- Delete in FY 2008, project name building rehab to rehab existing break room and bathroom facilities for a federal cost of \$32,000 (5307) and state cost of \$8,000 (CTF) for a total cost of \$40,000.
- Delete in FY 2008, project name service vehicle to purchase a service vehicle for a federal cost of \$12,000 (5307) and a state cost of \$3,000 (CTF) for a total cost of \$15,000.
- Delete in FY 2008, project name maintenance rehab to rehab the lighting/heating/painting for a federal and total cost of \$15,200 (5307).
- Delete in FY 2008, project name facility equipment to purchase new fence for a federal and total cost of \$20,000 (5307).
- Delete in FY 2009, project name replacement computer to purchase replacement computer hardware for a federal and total cost of \$3,680 (5307).
- Delete in FY 2009, project name facility equipment to purchase security system camera for a federal and total cost of \$12,800 (5307).
- Delete in FY 2009, project name facility equipment to purchase security alarm system for a federal and total cost of \$10,400 (5307).
- Delete in FY 2009, project name facility equipment to purchase cameras for fence area for a federal and total cost of \$2,400 (5307).

- Delete in FY 2009, project name facility equipment to purchase storage cabinets for a federal and total cost of \$2,000 (5307).
- Delete in FY 2011, project name computer replacement for a federal and total cost of \$1,840 (5307).
- Amended in FY 2008, project name computer server, the year, project name, project description, and federal (5307) cost. The fiscal year was changed from 2008 to 2009 and the project name was changed from computer server to computer purchase. The project description was changed from purchase computer server to purchase replacement office computer. The federal cost was changed from \$4,800 to \$7,000 (5307) for a total cost of \$7,000.
- Amended in FY 2008, the year was changed from 2008 to 2009 for project name bus shelters for a federal and total cost of \$10,880 (5307).
- Amended in FY 2008, the year was changed from 2008 to 2009 for project name maintenance equipment for total cost of \$16,000 (5307).
- Amended in FY 2008, the year was changed from 2008 to 2009 for project name bus replacement for a total cost of \$50,400 (5307) and state cost of \$12,600 (CTF).
- Amended in FY 2008, the year was changed from 2008 to 2009 for project name bus replacement for a total cost of \$48,000 (5307) and state cost of \$12,600 (CTF).
- Amended in FY 2009, project name bus washing equipment to purchase and replace bus washing equipment federal cost was reduced from \$20,000 to \$4,000.
- Amended in FY 2011, project name preventive maintenance federal cost from \$132,000 to \$133,840 (5307).
- Combining in FY 2009, FY 08 maintenance rehab lighting/heating/painting for a federal cost of \$15,200 and FY 08 facility equipment to purchase new fence for a federal cost of \$20,000. Also combined was FY 08 service vehicle purchase federal cost \$12,000. The final combined project reads maintenance rehab to make facility improvements, such as lighting, heating, painting, and fence repair for a federal cost of \$47,200 (5307) and a total cost of \$47,200.
- Combining in FY 2009, three FY 09 projects including the facility equipment to purchase security system camera for federal cost of \$12,800, security alarm system for federal cost of \$10,400 and cameras for fence for a federal cost \$2,400. The FY 09 facility equipment storage cabinets for federal cost of \$2,000 was deleted and added to create the final combined project that reads facility equipment to purchase security alarm system and cameras for DART facility for a federal cost of \$27,600 (5307) and a total cost of \$27,600.
- Combining in FY 2009, \$16,000 federal dollars were taken from FY 09 bus washing equipment and the federal dollars of \$3,680 was taken from the deleted FY 09 computer purchase. The combined federal funding of \$19,680 was added to create the facility equipment project to make office improvements such as repair/replacement of furnace, air conditioning, electric, ceiling and floors, restroom rehab and etc. for a federal cost of \$19,680 (5307) and state cost of \$5,420 (CTF) and a total cost of \$25,100.

- **LRP**

Musson handed out updated financial analysis, environmental mitigation, and consultation sections based on federal highways recommendations to the committee and asked for additional comments from the committee and the public. Musson explained the comments he received from the TAC committee including comments from Harden, Getman-Dissette, and Coulston that he will look over and incorporate into the

plan. Also the removal of US-31 from the environmental mitigation section and the deletion of the alternative fuels section. Musson didn't receive any additional comments from the Policy committee.

*A motion was made by Collins, supported by Poehlman to approve the NATS long range plan based on the comments made by the TAC committee. Motion Approved*

#### **6. Public Comment**

- Rodebush announced that Lawless Park needs volunteers to hide Easter eggs for the kids.
- Fintze announced that Riverfront Park will have Easter egg hunt for the kids' noon on Sunday.

#### **7. Privilege of the Floor**

- Musson handed out workshop handouts for getting your message out to the committee.

#### **8. Adjournment**

- The meeting was adjourned at 3:41 pm. The next meeting is April 28, 2009 at 3:00 P.M.

Minutes compiled by: Nickolas Musson, Transportation Planner, 4/03/09