

TWIN CITIES AREA TRANSPORTATION STUDY
TECHNICAL ADVISORY and POLICY COMMITTEES MEETING
Monday, April 15, 2024
9:30 am

In Person: Kinexus (Michigan Works!) **Anchor Room A**
499 W Main St, Benton Harbor, MI 49022

Web: <https://us06web.zoom.us/j/9489277047?pwd=RzkydlFacGFHNkVWeURpak1kSEcxUT09>

Audio: Call in Number: 1 (312) 626-6799
Meeting ID: 948 927 7047
Passcode: 000619

AGENDA

1. Call to Order and Roll Call
2. Changes to the Agenda
3. Public Comment
4. Approval of March 18, 2024 Meeting Minutes (*Action*)
5. SWMPC Staff Report
6. Local Road Agency Updates
7. Local Road Agency Amendment (*Action*)
8. Transit Updates
9. Transit Amendments (*Action*)
10. MDOT Project Updates
11. Privilege of the Floor or Public Comment
12. Adjournment

Note: A subcommittee meeting to discuss the 2026-2029 project selection criteria will immediately follow the TwinCATS meeting. Anyone who wants to, may stay for this discussion

Comments can be sent prior to the meeting to Brandon Kovnat at kovnatb@swmpc.org or calling (269) 925-1137 x 1524. For questions about accessibility or to request accommodations, please contact Kim Gallagher at (269) 925-1137 x 1518 or by email at gallagherk@swmpc.org

TWIN CITIES AREA TRANSPORTATION STUDY
TECHNICAL ADVISORY COMMITTEE AND POLICY COMMITTEE
Monday, March 18, 2024 Meeting Attendance

TWINCATS MEMBER	MEMBERS	TAC	POL	J	F	M	A	M	J	J	A	S	O	N	D
Benton Charter Township	Richard Royal	x	x	V		V									
Berrien Co. Board of Commissioners	Ray Bell		x	V		A									
Berrien Co. Community Dev. Dept.	Paul Gillespie	x		A		P									
Berrien Co. Planning Commission	(Vacant)		x	A											
Berrien Co. Road Dept.	(Vacant)		x	A											
Berrien Co. Road Dept.	Kevin Stack	x		P		A									
City of Benton Harbor	Ellis Mitchel		x	A		A									
City of Benton Harbor	Tim Drews	x	Alt	P		P									
City of Bridgman	Juan Ganum	Alt	x	V		A									
City of Bridgman	(Vacant)	x	Alt												
City of St. Joseph	John Hodgson		x	A		V									
City of St. Joseph	Tim Zebell (TAC V. Ch.)	x		V		P									
Cornerstone Alliance	Vacant	x	x												
Disability Network of SW Mich.	Cindy Gray	x		A		P									
Hagar Township	(Vacant)	x	x												
Lake Charter Township	(Vacant)	x	x												
Lincoln Charter Township	Dick Stauffer (Pol. Ch.)		x	P		P									
Lincoln Charter Township	Terrie Smith	x		V		P									
MDOT – Bureau of Trans. Planning	Jim Sturdevant	x	x	V		V									
MDOT – Bureau of Trans. Planning	Richard Bayus	Alt	Alt	A		A									
MDOT – Southwest Region	Josh Grab	x	x	V		P									
MDOT – Southwest Region	(Vacant)	Alt	Alt												
MDOT – Trans. Service Center	Jonathon Smith	x	x	V		V									
Royalton Township	Steve Tilly	x	x	V		A									
Sodus Township	David Chandler	x	x	A		A									
Southwest Mich. Regional Airport	Vince Desjardins	x	x	A		A									
St. Joseph Charter Township	Denise Cook		x	P		P									
St. Joseph Charter Township	Roger Seeley	x		P		P									
	Jonathan Fisk	Alt		P		V									
Twin Cities Area Trans. Authority	Rufas Adams	x	x	P		A									
Village of Grand Beach	(Vacant)	x	x												
Village of Shoreham	Mike Allard	x	x	V		V									
Village of Stevensville	Kacey Dominguez		x	V		P									
Village of Stevensville	Tim Drews	x	Alt	P		P									
Federal Highway Administration	Andrew Sibold	x	x	A		A									
Federal Transit Administration	Kathleen Russel	x	x	V		A									
MDOT - Modeling	Katie Beck	x		A		A									
MDOT - Passenger Division	Fred Featherly	x		V		V									
Northwestern Ind. Reg. Plan. Comm.	Scott Weber	x	x	P		A									
Southwest Michigan Planning Comm.	Kim Gallagher	x	x	P		P									
Southwest Michigan Planning Comm.	Brandon Kovnat			P		P									

Pol. Ch. - Policy Chair; TAC Ch. - TAC Chair; Alt – Alternate; P – Present in person; V – Participating remotely; A – Absent; A blank spot means the position is vacant.

Others Present : Alan Smaka Whightman & Associates; Adrian Stroupe, MDOT ; Zane Aldrich, SWMPC

TWIN CITIES AREA TRANSPORTATION STUDY
TECHNICAL ADVISORY COMMITTEE AND POLICY COMMITTEE
Monday, March 18, 2024 Meeting Minutes

1. **Call to Order and Roll Call**

Policy Committee Chair, Dick Stauffer, called the meeting to order at 9:32 am and Kim Gallagher conducted roll call. Adrian Stroupe introduced himself as a new MDOT Southwest Region planner working with Josh Grab.

2. **Changes to the Agenda**

None.

3. **Public Comment**

None.

4. **Approval of The November 20, 2023 Meeting Minutes**

Motion to approve the minutes from the January 26th, 2024, TwinCATS combined Policy and Technical Advisory Committee meeting. Made by Roger Seeley and seconded by Denise Cook. **Motion approved.**

5. **SWMPC Staff Report**

Kim Gallagher reminded the committees about the 2026-2029 Transportation Improvement Program (TIP) development timeline, with a focus on the project selection criteria and application process.

Gallagher gave a presentation on the FHWA's Safe System Approach. This is a newer approach to traffic safety that focuses on reducing fatalities and serious injuries by considering a more comprehensive set of factors such as human error, road design, vehicle safety features, and post-crash care.

Gallagher announced the agencies selected to be reimbursed for collecting PASER data on their local (non-federal aid eligible) roads. The Transportation Asset Management Council allocated additional funding to SWMPC to allow all agencies which applied for local road ratings to receive funding.

Zane Aldrich presented on a Road Usage Charge (RUC) study, along with other potential road funding mechanisms being considered by MDOT and the Michigan state legislature.

Gallagher mentioned that staff is currently working on a bylaw update for TwinCATS. A draft of the update will be presented in April for comment, and the Policy Committee will vote on it in May.

6. **Local Road Agency Updates**

Tim Drews gave a brief update on Colfax Ave. reconstruction project and the Empire Ave. signal project in the City of Benton Harbor's 2024 projects, stating that obligation was expected shortly for both.

7. **Transit Updates and Amendments**

Paul Gillespie stated that preparation is underway for TCATA's triennial review.

8. **MDOT Project Updates**

(see meeting packet page 16 for more details)

Gallagher gave additional updates on the I-94 construction project.

9. **MDOT Project Amendments**

(Details for the MDOT project amendments can be found in the meeting packet page 21)

Motion for the Technical Advisory Committee to recommend that the policy Committee approve the MDOT project amendments to the TwinCATS 2023-2026 Transportation Improvement Program as contained I the meeting packet. Made by Roger Seeley and seconded by Denise Cook. **Motion approved.**

Motion for the Policy Committee to approve the recommendation from the Technical Advisory Committee. Made by Cindy Gray and seconded by Josh Grab. **Motion approved.**

Privilege of the Floor or Public Comment

Paul Gillespie inquired about the new urban boundaries. Gallagher explained that Michiana, Grand Beach, and New Buffalo, along with the southern portion of Chikaming Township (Union Pier), are part of the Michigan City urban area. On the other hand, the northern portion of Chikaming Township (Sawyer) is now included in the Benton Harbor-St. Joseph Urban area, which TCATA receives funding to serve.

Gillespie expressed concern that these newly designated urban areas, despite having high ridership, cannot be served by Berrien Bus as it operates as a rural transit agency. Gallagher highlighted that approximately 22% of Berrien County now falls within an urban area without transit service.

10. **Adjournment**

The meeting was adjourned at 10:18 AM. The next TwinCATS meeting is scheduled for Monday, April 15, 2024 at 9:30 AM.

Minutes Compiled by Zane Aldrich, SWMPC Associate Planner

**TWIN CITIES AREA TRANSPORTATION STUDY
POLICY COMMITTEE BYLAWS
ADOPTED JANUARY 23, 2017
Proposed Changes April 8th 2024 – Marked in Red**

ARTICLE I: COMMITTEE NAME AND PURPOSE

SECTION 1.1: NAME

The name of this committee shall be the Twin Cities Area Transportation Study (TwinCATS) Policy Committee, hereinafter referred to as the Policy Committee.

SECTION 1.2: PURPOSE

The purpose of the Policy Committee shall be to provide policy level guidance, direction and necessary approvals to all aspects of the continuing, comprehensive and cooperative transportation planning process carried out by the lead planning organization responsible for coordinating the transportation planning process in the Benton Harbor-St. Joseph Urban Area as it relates to TwinCATS. Deliberations, findings and approvals of the Policy Committee shall be made after due consideration of the recommendations of the TwinCATS Technical Advisory Committee.

The Policy Committee shall constitute the forum for cooperative transportation decision making by elected or appointed officials of the general purpose governments and agencies organized to develop area wide transportation plans and programs. The Policy Committee shall:

- Approve policy for a continuing, cooperative and comprehensive transportation planning process.
- Review and adopt the Long Range Plan (LRP) and update as necessary.
- Act on recommendations of the Technical Advisory Committee.
- Review and adopt the Transportation Improvement Program (TIP) and review the allocation of federal eligible projects within each year of the TIP.
- Ensure the LRP and TIP conform to the to the Michigan Transportation Conformity Air Quality State Implementation Plan (SIP), as required by Regulation 23 CFR 450.312(d) and as determined in accordance with the U.S. EPA conformity regulation (40 CFR Part 51).
- Review and approve a Unified Planning Work Program each year that details work activities and proposed budget.
- Adopt and implement a Public Participation Process that outlines the promotion and utilization of public involvement and is described in the Participation Plan.
- Ensure the efficient and effective use of Federal Highway Administration (FHWA) Metropolitan Planning (PL) and Federal Transit Administration (FTA) Section 5303 funds.
- Annually certify that the Transportation Planning Process is meeting the requirements of 23 Code of Federal Regulations 450.334(a).

ARTICLE II: MEMBERSHIP AND OFFICERS

SECTION 2.1: MEMBERSHIP

Policy Committee voting membership shall consist of one duly appointed representative from each of the following jurisdictions:

- City of Benton Harbor
- City of Bridgman
- ~~City of New Buffalo~~
- City of St. Joseph
- Village of Grand Beach
- Village of Michiana
- Village of Shoreham
- Village of Stevensville
- Benton Charter Township
- ~~Chikaming Township~~
- Hagar Township
- Lake Township
- Lincoln Charter Township
- ~~New Buffalo Township~~
- Royalton Township
- St. Joseph Charter Township
- Sodus Township
- Berrien County Board of Commissioners
- Berrien County Planning Commission
- Berrien County Road Commission
- Southwest Michigan Regional Airport Board
- Twin Cities Area Transportation Authority (TCATA)
- Michigan Department of Transportation, Bureau of Transportation Planning
- Michigan Department of Transportation, Southwest Region
- Michigan Department of Transportation, Transportation Service Center
- Cornerstone Alliance

Policy Committee non-voting members shall include a representative from the following:

- ~~Berrien County Coordinated Transportation Coalition~~
- Federal Highway Administration, Michigan Division
- Federal Transit Administration
- Northern Indiana Regional Planning Commission
- ~~Regional Interagency Consumers Committee~~
- Southwest Michigan Planning Commission
- ~~TCATA Local Advisory Committee~~

SECTION 2.2: ALTERNATE REPRESENTATIVES

The legislative or policy-level body of each governmental unit and agency identified in Section 2.1 may appoint an alternate representative for its respective Policy Committee member. The alternate representative may vote in the absence of the duly appointed Policy Committee member at the Policy Committee meeting. In no case shall more than one vote for each governmental unit or agency be cast on any given item of business.

SECTION 2.3: APPOINTMENT OF REPRESENTATIVES

Policy Committee member jurisdictions can appoint a new representative to the Policy Committee at any time. To appoint new members, a manager, supervisor, or local governing board chair must send a formal letter or email to the MPO staff specifying the change.

SECTION 2.4: ATTENDANCE

SWMPC staff shall produce an annual attendance report showing attendance of representatives and alternates from each member jurisdiction. This report will be available via the SWMPC website, and it will be provided to the governing body of each member jurisdiction. If a representative or his/her alternate from a member jurisdiction fails to attend three (3) consecutive meetings, SWMPC staff shall notify the governing body of that member jurisdiction and request appropriate action to ensure its representation.

SECTION 2.5: OFFICERS

From among its voting membership, the Policy Committee shall elect a Chair and a Vice-Chair who shall be elected bi-annually at the first Policy Committee meeting of odd numbered calendar years. Said officers shall serve until the next election of officers. In the event that the Chair vacates the position before the two-year term has expired, the Vice Chair shall serve as Chair for the remainder of the term. In the event that the Vice Chair position is vacated prior to expiration of the term, the office shall be filled by a simple majority vote of the voting members at the next Policy Committee meeting following the office being vacated.

SECTION 2.6: DUTIES OF THE CHAIR AND VICE-CHAIR

The Chair shall preside over all Policy Committee meetings and shall assure that the transaction of business is carried out in an orderly and efficient manner, in accordance with these bylaws. The Chair, with approval of the Policy Committee, may appoint special subcommittees as necessary and shall serve as an ex-officio member of any such subcommittee.

The Chair shall advise the full Policy Committee and SWMPC staff on any stated conflicts of interest by committee members, pursuant to Section 4.2 of the Bylaws.

In the event of absence or incapacity of the Chair, the Vice-Chair shall carry out the duties and responsibilities of presiding over the Policy Committee meeting. If both the Chair and Vice-Chair are incapacitated or absent, the Policy Committee shall appoint a temporary acting chair to carry out the responsibilities and activities of the Policy Committee.

SECTION 2.7: STAFF

The staff of the Southwest Michigan Planning Commission (SWMPC), the Metropolitan Planning Organization for TwinCATS, shall act as staff and Recording Secretary and shall publish and maintain the official record of the proceedings and actions of the Policy Committee.

ARTICLE III: RULES OF PROCEDURE

SECTION 3.1: REGULAR MEETINGS

Regular meetings of the Policy Committee shall be held at a place and on a date and time selected by the Policy Committee in conformance with Section 3.3 during their first meeting of the calendar year, for a twelve-month period. After such meeting schedule is set the SWMPC staff will distribute it to Policy Committee members and make it available to the public, including posting it on the SWMPC website.

SECTION 3.2: NOTICES OF MEETINGS

Notices of all regular meetings including the agenda and minutes of the previous meeting shall be emailed or mailed by SWMPC staff to the members of the Committee no later than the timeline specified in the currently adopted *TwinCATS Public Participation Plan*.

SECTION 3.3 OPEN MEETINGS ACT

All meetings shall be held at convenient and accessible locations and times in accordance with federal requirements. The meeting locations will also be at sites which comply with the Americans with Disabilities Act (ADA) and are accessible via public transit. All meetings will be held in accordance with the Act 267 of the Public Acts of Michigan of 1976 known as the “Open Meeting Act”.

SECTION 3.4: SPECIAL MEETINGS

Special meetings may be called by either the SWMPC staff, the Chair, or by a majority vote of the Policy Committee during a meeting. Notices for such meeting shall conform to the requirements found in Section 3.2.

SECTION 3.5: QUORUM

For purposes of conducting official Policy Committee business, the voting members present for a duly called meeting shall constitute a quorum.

SECTION 3.6: VOTING

Business items brought before the Policy Committee for official action shall be voted on for approval and a simple majority of those present and qualified to vote shall constitute the official action of the Policy Committee regarding the matter, except as provided in Section 4.2.

SECTION 3.7: PARLIAMENTARY PROCEDURE

At the Chair’s discretion, an informal, practical parliamentary procedure may be followed, provided however that in cases where it is so warranted, the most recent edition of Robert’s Rules of Order is utilized.

SECTION 3.8: SUBCOMMITTEES

The Policy Committee may establish such subcommittees as it deems necessary and appropriate. Subcommittees shall be established by the approval of the voting membership. Minutes shall be created for such subcommittees in a manner prescribed by the Michigan Open Meetings Act and then drafts of such minutes, and then approved versions, shall be distributed to the Policy Committee.

SECTION 3.9: CANCELLATION AND RESCHEDULING

A meeting of the Policy Committee may be cancelled by either SWMPC staff, the Chair, or by a majority vote of the Policy Committee during a meeting. Cancelled meetings may be rescheduled following the requirements found in Section 3.4, and notice given following the requirements found in Section 3.2.

ARTICLE IV: GENERAL PROVISIONS

SECTION 4.1: ADMISSION OF ADDITIONAL OR NEW AGENCIES AND ORGANIZATIONS

The Policy Committee may, upon request, admit additional agencies, organizations or entities to membership on the Policy Committee. Said agencies, organizations or entities may be admitted as either voting or non-voting members, as deemed appropriate by the Policy Committee. Said admission shall require amendment to these bylaws.

SECTION 4.2: CONFLICTS OF INTEREST

Members shall make any foreseeable conflicts of interest known to the Chair as soon as they are aware of such conflicts. Any voting committee member with a conflict of interest shall recuse his- or herself from voting on any matters where such a conflict exists. The Chair shall be responsible for notifying all committee members when a conflict of interest exists.

SECTION 4.3: AMENDMENT OF THE BYLAWS

Any voting member of the Policy Committee may submit a proposed amendment to these bylaws. Prior to any action by the Policy Committee, the proposed amendment and an explanatory written statement must be sent to each member, both voting and non-voting, at least 30 calendar days before the Policy Committee may consider action on the proposed amendment. An affirmative vote of two-thirds of those present and eligible to vote shall be required for approval of any bylaw amendment.

ARTICLE IV: EFFECTIVE DATE OF BYLAWS

These bylaws shall become effective upon approval by the TwinCATS Policy Committee. The approval date of these bylaws shall be the date of the approval action. Each Policy Committee member shall be given a copy of the approved bylaws.

Approved: January 23, 2017

TwinCATS Policy Committee Chair

DRAFT

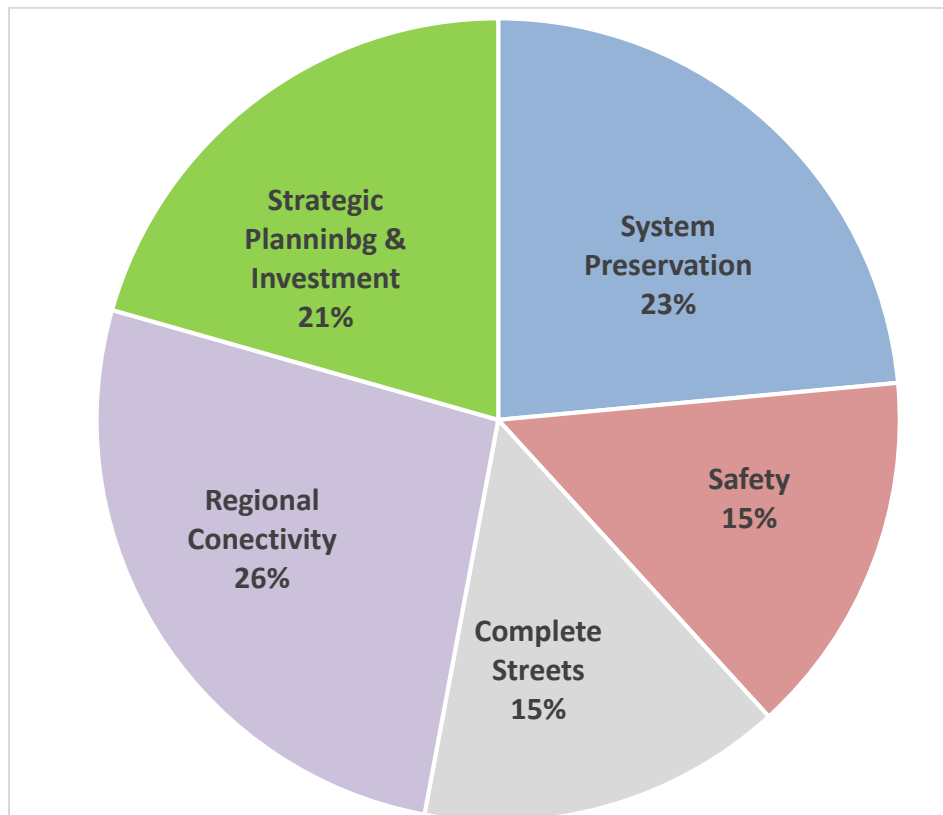
TwinCATS Road Project Prioritization System for the 2023-2026 Transportation Improvement Program.

Approved July 19, 2021

The following pages present a methodology to score projects submitted for consideration for TwinCATS' allocation of Surface Transportation Program (STP) dollars for the 2023-2026 Transportation Improvement Program (TIP).

This project prioritization system serves as a guiding document in project selection, but project selection will be made only after debate in an open and public process. A project selection subcommittee will recommend projects to the Technical Advisory Committee, who will then recommend projects to the TwinCATS Policy Committee. During the initial project selection process. The public will have an opportunity to inform project selection at each stage of the process. The ultimate authority for project selection still lies with the TwinCATS Policy Committee.

Each of these scoring categories corresponds to the relevant section on the TIP Application.



System Preservation (8 points possible total)

PASER Rating (5 points possible)

5 points if the most recent PASER rating is 2-3 and the project was applied for previously when the PASER was 4 or higher

3 points if the most recent PASER is 2-3 and this is the first application for this project.

3 point is the most recent PASER is 4

1 point if the most recent PASER is 5-6

0 Point if the most recent PASER is 7-10

Project Category per MDOT's "Guidelines for Geometrics on Local Agency Project" (3 points possible)

3 points if the project follows the MDOT 4R guidelines

2 points if the project follows the MDOT 3R guidelines

1 point if the project follows the MDOT Preventative Maintenance guidelines

Safety (5 points total possible)

Safety Countermeasures (3 points possible)

1 point per traffic safety countermeasure included in the project, up to 3 points maximum

Addressing High Crash Location (2 points possible)

2 point if the project address crashes on a road segment that is 20% higher than the MPO median

1 point if the project address crashes on a road segment that is within 20% of the MPO median

0 points if all road segments in the project are below 20% of the PO medium

Complete Streets (5 points possible total)

Pedestrian and Cycling Facilities (3 Points)

1 point if the road currently has facilities to accommodate pedestrians or cyclists and the project will not improve conditions further

2 points if the road currently has facilities to accommodate pedestrians or cyclists and the project will add additional facilities

3 points if the project add pedestrian or bicycle facilities where none existed previously

Improving Non-motorized Connectivity (2 points)

Any added pedestrian or bicycle facilities connect to existing bicycle and pedestrian facilities or those that can reasonably expect to be completed during 2023-2026, thus improving regional connectivity.

Regional Connectivity (9 Points total possible)

Traffic Volume (5 points possible)

5 points if ADT is more than 10,000 vehicles per day

4 points if ADT is between 5,000 and 9,999 vehicles per day

3 points if ADT is between 2,000 and 4,999 vehicles per day

Functional Classification (3 points possible)

3 points if project is located on a Principal Arterial

2 points if project is located on a Minor Arterial

1 point if project is located on a Major Collector

Fixed Route Transit (1 point possible)

1 point if a fixed route transit uses the road.

Strategic Planning & Investment (7 points possible)

Asset Management (3 points possible)

Using the Asset Management Readiness Scale:

1 point if the projects is listed in an asset management plan for roads/stormwater

1 point if there is an asset management plan covering other utilities along the limits of the project

1 point if staff at the agency have asset management training

Local Planning Document (1 point possible)

1 point if the project is identified in another local planning document other than an asset management plant such as a master plan or a parks and recreation plan.

Project Continuity (1 points possible)

1 point if the project continues resurfacing, reconstruction or Preventative Maintenance on a segment of roadway adjacent to a segment with a PASER of 7 or higher.

Additional local match (2 points possible)

1 point if the agency contributes 24-40% of the estimated construction costs

2 points if the agency contributes 40%+ of the estimated construction costs

Coordination with sewer and water projects (No Points)

If there are known water or sewer issues, the project **must** coordinate utility and road fixes.

Cross Jurisdictional Coordination (No Points)

The project crosses jurisdictional boundaries (i.e. city to township) and it is arranged in such a way to be bid as a single project.

Project Readiness (No Points)

If the project requires relocation of utilities, purchase of ROW, environmental sensitivity or railroad crossing permits, these items must be addressed in the application and indicated on the project schedule.

TwinCATS 2023-2026 TIP Amendments

New Project Requests

Cleveland Avenue	
Fiscal Year	2025 with an ACC in 2026
Responsible Agency	City of St. Joseph
Road	Cleveland Avenue
Project Limits	Hilltop Rd. to Lakeshore Dr.
Length	0.55 Miles
Primary Work Type	Resurfacing
Work Description	Cold mill and resurfacing. Replace sidewalk ramps and install detectable warning panels as needed to meet ADA standards. Replace a section of storm sewer near Dunham Ave.

Budget	
Source	Amount
Federal TwinCATS STBG 2025	\$238,542
Federal TwinCATS STBG 2026	\$280,000
Total Federal Funds	\$518,542
Participating Local Match	\$128,958
Total Participating Estimate	\$647,500
Non-Participating Estimate	\$300,100
Total Cost with Non-participating	\$947,600

Transit Van Replacement	
Fiscal Year	2024
Responsible Agency	TCATA
Project	Replace a van which has met its useful life with a more efficient 2024 van to reduce carbon emissions

Budget	
Source	Amount
Statewide Carbon Reduction Program	\$130,007
CTF Match	\$32,502
Total Estimate	\$162,508