



NILES-BUCHANAN-CASS AREA TRANSPORTATION STUDY

COMBINED TECHNICAL ADVISORY and POLICY COMMITTEE MEETING

FOR FURTHER INFORMATION, CONTACT:

Brandon Kovnat, *Transportation Planner*

Kim Gallagher, *Transportation Planner*

(269)-925-1137 Ext: 1524 & 1518

DATE: February 28, 2017

TIME: 1:30 PM

PLACE: Niles City Council Chambers

1345 E Main St Niles MI, 49120

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

1. **Call to Order / Introductions and Pledge of Allegiance**
2. **Changes to the Agenda**
3. **Public Comment**
4. **Approve Minutes from the January 24, 2017 Meeting (*enclosed*) ACTION**
5. **Staff Report**
 - Overview of Crash Data within NATS
6. **Community Land Use and Zoning Member Updates**
7. **Public Transit**
 - Berrien Countywide Service Plan (*SWMPC Staff*)
 - Niles Dial a Ride (*Kelly Getman Dissette*)
 - Buchanan Dial a Ride (*Kim O'Haver*)
8. **Project Status Reports (*Enclosed*)**
 - Berrien County Road Commission
 - Cass County Road Commission
 - City of Niles
 - MDOT
9. **Old Business**
10. **New Business**
 - Amendment Requests
 - Buchanan Dial A Ride (*Enclosed*) Action
 - State and Federal Updates (*Jim Sturdevant & Jonathon Smith MDOT*)
11. **Public Comment**
12. **Privilege of the Floor**
13. **Adjournment**
 - Next NATS meeting is scheduled for: March 28, 2017 @ 1:30 pm.

NILES/BUCHANAN/CASS AREA TRANSPORTATION STUDY (NATS)
Joint Technical Advisory Committee (TAC) & Policy Committee (POL) MINUTES

January 24, 2017

| Attendance | | Committee | |
|--------------------------|---|-----------|-----|
| Name | Representing | TAC | POL |
| Michael J. Majerek | Berrien County Board of commissioners | | X |
| Evan Smith | Berrien County Community Development | X | X |
| Joseph Margol | Berrien County Road Commission | | X |
| Brian Berndt | Berrien County Road Commission | X | |
| Gordon (Butch) Payton | Bertrand Township | NA | NA |
| Steve Hicks | Bertrand Township | X | X |
| Kim O'Haver | Buchanan Dial A Ride | X | X |
| Robert Ziliak | Cass County Board of Commissioners | | X |
| Joe Bellina | Cass County Road Commission | X | |
| Sandra Seanor | Cass County Road Commission | | X |
| Barb Cook | Cass County Planning Commission | X | |
| Don Ryman | City of Buchanan | X | X |
| Joe Ray | City of Niles | X | |
| Georgia Boggs | City of Niles | | X |
| Serita Mason | City of Niles | | X |
| Jan Personette | Four Flags Chamber of Commerce | X | X |
| Craig Bradfield | Howard Township | X | X |
| Jonathan Smith | MDOT Coloma TSC | X | X |
| Denise Smith | MDOT Southwest Region | X | X |
| Jim Sturdevant | MDOT Statewide Planning | X | X |
| Jon Roberts | MDOT Urban Travel Analysis (ex officio) | NA | NA |
| Don Mayle | MDOT Urban Travel Analysis (ex officio) | X | |
| Susan Flowers | Milton Township | X | X |
| Richard Cooper | Niles Charter Township | X | X |
| Kelly Getman-Disette | Niles Dial A Ride | X | X |
| Dawn Bolock | Ontwa Township | X | X |
| Brandon Kovnat | SWMPC | Staff | |
| Kim gallagher | SWMPC | Staff | |
| Committee Members Absent | | | |
| Jim Curran | Berrien County Commissioner | | |
| Jim Curran | Berrien County Commissioner | | |
| Vickie Wagner | Berrien County Planning Commission | | |
| Vickie Wagner | Berrien County Planning Commission | | |
| Malinda Cole-Crocker | Buchanan Township | | |
| Andrea Dewey | Federal Highway Administration (ex officio) | | |
| Stewart McKenzie | Federal Transit Administration (ex officio) | | |

| Committee Members Absent | |
|--------------------------|------------------------------------|
| Melinda Michael | Four Flags Area Council on Tourism |
| Bob Sutton | Mason Township |
| Fred Featherly | MDOT-Multi-Modal |
| David Newell | Pokagon Band of Potawatomi Indians |
| Rich Low | Village of Edwardsburg |

1. Call to Order/ Introductions and Pledge of Allegiance

The Joint Technical Advisory Committee and Policy Committee meeting was called to order by Technical Advisory Committee Chair Joe Bellina at 1:30 PM on January 24, 2017 at the Niles City Council Chambers, 1345 E Main St, Niles, MI. The Pledge of Allegiance was recited by all present, followed by introductions.

2. Changes to the Agenda

None

3. Public Comment

None

4. Minutes

Motion to approve the November 15, 2016 Joint Technical Advisory Committee (TAC) & Policy Committee Meeting Minutes, by Brian Berndt, second by Craig Bradfield. **Motion Approved.**

5. Staff Report

Kim Gallagher gave an update on the Transportation Alternative Program known as TAP. The program is for non-motorized projects. Because NATs is a part of the South Bend Transportation Management Area, NATS gets a direct allocation of TAP funds. So far there have been no applications to use these funds. In the past TAP has been used by the Cass County Road Commission for Gumwood Road path. Phase 1 of that is one.

Joe Bellina said that Phase 2 is obligated and bid. Contractor is completing paperwork now. Construction will begin in the spring. Phase 3 will be going forward.

Kim Gallagher explained the annual obligated project report. The report is for all of the federal funds obligated in 2016. This does not include ACC amounts which get obligated in the initial year of the project. Of the STP-urban funding NATS got all of the programed projects, obligated. There was a large balance on CMAQ. Transit did have some un obligated funds but unlike road project transit can carry over funds and has several years to spend FTA funds.

Joe Bellina asked why MDOT had such a large difference between its programed amount and obligated amount. There was a large project that did not go forward. Jim Sturdevant said he would look into why that was and ask Mark Kloha, who creates the obligation reports about this.

Brandon Kovnat described a new amendment procedure for NATS. SWMPC is requesting that all amendments be submitted to SWMPC as an official letter, on agency letterhead. The letters need to include Project identification (Name, Year, Limits and MDOT job#) and what needs to be changed. The letter should include the current values and the amended values, in the form of a

change from X to Y. Agencies must also have a brief reason for the request. Letter should also have the date, contact information and signature.

Joe Bellina mentioned that the Rural Task Force (RTF) uses project data sheets to track and request amendments and asked if using data sheets for urban projects would work.

6. Community Land Use and Zoning Member Updates

Craig Bradfield said a dollar general was being built in Howard Township at Lilac & M60

Susan Flowers said that the zoning code for Milton Township had been rewritten and approved.

Dawn Bolock said that there was a zoning update for Ontwa Township scheduled for June 16.

They are working on minor updates and Language clarifications.

Richard Cooper said that Niles was working on a master plan which should be done by the end of the year.

7. Public Transit Updates

SWMPC

Kim said that the contract for the countywide service plan was signed in early December with Nelson Nygaard. The steering committee will consist of one representative from each transit agency, the no service area, employment, and finance. A large portion of the local match came from private sources. Lakeland foundation was one and their finance director will represent finance. Berrien County Manufacturers Association will represent employers. They are concerned about getting workers to their member's businesses. In the future they may form a finance committee.

Kim said she has been giving Nelson Nygaard data. They will be purchasing cell data and use the MDOT supplied employment data. In February or March there will be interviews with transit agencies & human service providers. This will be with frontline staff like drivers and those who take calls. There will be 4-5 public meetings with the first in April. The service plan will get its own website.

Niles Dial A Ride

Kelly said that there will be a Local Advisory Council (LAC) meeting next Tuesday at 10:30. She is working on the 2018 state grant, and also the 2017 federal FTA grant.

Buchanan Dial A Ride

Kim O'Haver said she just had her LAC meeting. The LAC is required and its made up of seniors, disabled, transit riders and hers has someone from the Chamber of Commerce. The Council meets twice a year. They review the accessibility update which covers the performance of the transit system.

8. Agency Project Status Reports

Kim explained why we have project updates.

A lot of the jargon used like obligation and letting can be confusing to new members and there will be new member handbooks. Obligation is committing funds from the state's pot of money.

The state will program above the amount they receive, and can run out of obligation authority.

Therefore, it's important to get projects obligated on time, or NATS will lose that money. So far 74% of FY 2017 funds have been obligated.

Brian Berndt gave updates on BCRC projects:

Dayton, Orange, Third, Fulkerson & Ontario was obligated last week. Re bud trail & Niles Buchanan Road was also Obligated

Joe Belliana said the next step for Redfied Rd was the Grade Inspection package to be sent to MDOT on January 31st

Jonathan Smith said that M-139 was scheduled for a April Letting. There was a question about why the original plan was for march. Jon said there were real estate issues that made letting by March impossible.

Joe Ray said that the it y of Niles Sycamore St project was Obligated and scheduled for February letting.

9. Old Business

Don Ryman asked for clarification on whether packets could still be sent via mail. The bylaws do state that meeting material can be either mailed or emailed.
There was no other discussion.

Motion to adopt the updated NATS Technical Advisory Committee Bylaws by Brian Berndt, second by Jan Personette. **Motion Approved**

Motion to adopt the updated NATS Policy Committee Bylaws by Robert Ziliak second by Serita Mason. **Motion Approved**

10. New Business

Officer Elections:

Joe Bellina opened up nomination for TAC Chair & Vice Chair.

Nomination of Joe Bellina for TAC Chair by Joe Ray, second by Kim O'Haver.

Nomination of Joe Ray for TAC Vice Chair by Joe Bellina, second by Jan Personette.

Seeing no opposition Joe Belliana was unanimously elected chair of the TAC committee and Joe Ray was unanimously elected vice chair.

Richard Cooper opened nominations for Policy Chair and Vice Chair.

Nomination of Richard Cooper for Policy Chair by Serita Mason, second by Kim O'Haver.

Nomination of Sertia Mason for Policy vice chair by Kim O'Haver, second by Jim Sturdevant.

Seeing no opposition Richard Cooper was unanimously elected chair of the policy committee and Serita Mason was unanimously elected vice chair.

The base year socioeconomic data for the Travel Demand Data was presented and there was no discussion on the population or employment data

Joe Bellina ask for a TAC motion to approve the socioeconomic data.

Motion to recommend the base year socioeconomic data be approved as presented by Craig

Butterfield, second by Jan Personette. Motion Approved.

Richard Cooper Asked for the Policy Committee to act on the TAC's recommendation. Motion to approve the base year socioeconomic data as presented by Serita mason, second by Craig Bradfield. Motion Approved.

Susan Flowers asked how she can submit a project to be tested in the model. Don Mayle explained that all potential projects to be tested should be presented at a NATS meetings and approved by the committees. then after projects are tested and data is analyzed the committees will approve the final project list to be included in the long range plan. He said that this is only for capacity increasing projects not any type of maintenance. Susan asked what constitutes capacity, specifically she wanted to test an intersection improvement. Don said that the model is not a simulation but a big picture. It does not take into account light signal delays; thus it can't test intersection improvements.

Kim read a letter for an amendment to the 2017 Unified Work Plan. The amendment is being requested because there is now a contract between SWMPC and MACOG, for MACOG to develop a Travel Demand Model that includes all of the South Bend urbanized area. the amendment adds \$50,000 to the budget which will be passed through to MACOG for the modeling work.

Motion to amend the UWP as indicated in the amendment letter, by Sandra Seanor, second by Susan Flowers. Motion Approved.

State and Federal Updates

Jim Sturdevant said that the FHWA had hired a new planner, Aaron Dawson. Aaron comes from Region 2 planning commission which is the Jackson MPO. Andrea Dewey is still on extended medical leave.

Jim updated on Job net which is an online program which replaces three other MDOT systems. Job net will be used to enter in projects, receive job numbers and to track the financial status of a project. Job net is expected to make making amendments to project simpler and approval quicker.

Jim gave an update on the Federal MPO coordination rule. The rule is meant to apply to urbanized areas which have more than one MPO within their boundaries. In this situation MPOS can either alter their planning boundaries, merge, create unified planning documents – Long Range Plan, TIP, and UWP, or they can ask for an exception.

The rule will not take effect until 2 years after the next urbanized area designation. This will be 2024, with the urbanized area designation to be done by 2022, 2 years after the 2020 census.

Jim also talked about Performance Measures. Performance measures are federal measurements and targets. Currently they include safety measures of:

Fatalities, Injuries and non-motorized fatalities and injuries.

MDOT will set targets for each of these and then the MPOs will need to either adopt the state targets or set their own.

Kim said that SWMPC was gathering baseline data for these measures and could present next month.

MDOT is still developing targets

State of good repair for transit performance measures were also released.

Kim said she was planning on creating a series of technical memos for the performance measure. These would end up as part of the long range plan but would break down the plan so there wasn't so much information to read at once.

12. Privilege of the Floor

Mike Mejerek introduced himself as the new Berrien County Commissioner taking over from Klimick

Georgia Boggs asked Jonathan Smith about the intersection of Gumwood & US12. She said it was very unsafe.

Craig Bradfield asked about a camera at US 12 and Anderson. Jonathan Smith said it was a road weather station which collects pavement temperature. It also has a camera used to identify current road conditions. This is fed into MDSS software. Helps for road salting and maintenance. There were several requests to share this data with local agencies. Jonathan will ask about this.

13. Adjournment of the Meeting

Meeting was adjourned at 2:45 PM. The next meeting is February 28, 2017, at 1:30 PM.

Minutes compiled by: Brandon Kovnat, Southwest Michigan Planning Commission

February 22, 2017

Mr. James Sturdevant
Statewide Planning Division
Michigan Department of Transportation
State Transportation Building
425 W. Ottawa St.
P.O. Box 30050
Lansing, MI 48909

**Amendment to the Niles Buchanan Cass Area Transportation Study 2017 Unified Work
Program (UWP)**

Dear Mr. Sturdevant:

This letter shall serve as an official request for the processing of an amendment to the Niles Buchanan Cass Area Transportation Study (NATS) 2017 Unified Work Program (UWP) as follows:

Adjust item 4 (page #8)

FROM: NATS is striving to increase collaboration between members on transportation projects. ~~In~~**addition**, SWMPC also serves as the staff for the Benton Harbor-St. Joseph area MPO and are planners for the rural areas of Berrien, Cass and Van Buren Cass counties. SWMPC works with NATS members to integrate planning throughout this entire region. NATS as part of the South Bend urbanized area collaborates with the neighboring MPO, the Michiana Council of Governments (MACOG). A joint travel demand model is currently in the works. In addition to regional collaboration, SWMPC works closely with Michigan Department of transportation (MDOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA), to ensure all planning is done in accordance with state and federal guidelines.

TO: NATS is striving to increase collaboration between members on transportation projects. In addition SWMPC also serves as the staff for the Benton Harbor-St. Joseph area MPO and are planners for the rural areas of Berrien, Cass and Van Buren Cass counties. SWMPC works with NATS members to integrate planning throughout this entire region. NATS is part of the South Bend urbanized area and accordingly collaborates with the neighboring MPO, the Michiana Council of Governments (MACOG). **A joint travel demand model will be a new development to contribute to the next long-range plan and subsequent data analysis. This will include adding network and traffic analysis zones, the inclusion of MI Travel Counts household survey data for the NATS area, model calibration, and validation using AirSage data.** In addition to regional collaboration, SWMPC works closely with Michigan Department of transportation (MDOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA), to ensure all planning is done in accordance with state and federal guidelines.

Adjust item 1.7 (page #14)

FROM: SWMPC will continue to work with MDOT and MACOG to improve the NATS model. A key objective of this task will be to have a model that accurately reflects travel patterns in the region.

TO: SWMPC and MDOT will assist in formally combining the South Bend Urbanized Area travel demand model used by MACOG with the travel demand model data for NATS into a single travel demand model. The expanded model will more accurately reflect travel patterns in the entire region.

Adjust Funding Sources section (page #10)

To reflect that the SWMPC has received \$50,000 in State Planning Program (SPR) funding the Federal and Local Budget table (page 10) and the Budget by Work Element table (page 10) should be changed to the following:

Local Budget

| | Federal Share | State Share | Local Match | Total |
|--------------|------------------|-------------|-----------------|------------------|
| CPG | \$115,295 | | \$25,566 | \$140,861 |
| SPR | \$50,000 | | | \$50,000 |
| Total | \$165,295 | | \$25,566 | \$190,861 |

Budget by Work Element

| Work Element | FHWA/FTA (CPG) and Local Match Funds |
|-----------------------------|---|
| Program Management | \$59,584 |
| Database Management | \$21,129 |
| Long Range Planning | \$80,285 |
| Short Range Planning | \$19,298 |
| Other Planning | \$10,565 |
| Total | \$190,861 |

Please find attached supporting documentation in the form of amended and corresponding original pages of the NATS FY 2017 UWP.

Sincerely,

Richard Cooper
NATS Policy Chair

January 10, 2017 Brian Berndt



Southwest Michigan Planning Commission

376 West Main Street, Suite 130 • Benton Harbor, MI 49022-3651

Project Update Sheet

| | |
|-----------------------|---|
| Project Name: | Red Bud Trail and Niles Buchanan Road |
| Fiscal Year of award: | 2017 |
| Responsible Agency: | Berrien County Road Commission |
| MDOT Job Number: | 120684 |
| Project Limits: | Red Bud Trail: City of Buchanan to US 12 AND Niles Buchanan Road: Niles to Buchanan |
| Project Length: | 4.0 miles |
| Location: | Buchanan township & Bertrand Township |
| Work Type: | Resurface |
| Phase: | CON |

Project Description: Hot mix asphalt and seal coat

| | | |
|---------|-----------------|--------------------------|
| | Amount | Source |
| Federal | \$69,210 | STP Urban (over 200,000) |
| State | \$0 | - |
| Local | \$24,742 | Berrien County |
| Total | \$93,952 | |

| Activity | Estimated Date | Actual Date |
|--|----------------|---------------|
| Resolution of Support for Local Match Submitted to SMWPC | | |
| Project Application Submitted to MOT | | 12/08/16 |
| Grade Inspection Package Submitted to MDOT | | 12/08/16 |
| Grade Inspection Meeting Scheduled | | |
| Final Plan and Estimate to MDOT | | |
| Project Obligated | | 01/19/2017 |
| Project Letting | | Force Account |
| Construction Start | 05/2017 | 05/2017 |
| Project Completion | 09/01/17 | |

Project is: ☒ On Schedule ☐ Behind Schedule; Explain:

| |
|----------------------|
| |
|----------------------|

Date: Click or tap to enter a date.

Name: _____



Southwest Michigan Planning Commission

376 West Main Street, Suite 130 • Benton Harbor, MI 49022-3651

Project Update Sheet

| | |
|-----------------------|---------------|
| Project Name: | Sycamore St. |
| Fiscal Year of award: | 2017 |
| Responsible Agency: | City of Niles |
| MDOT Job Number: | 120692 |
| Project Limits: | 13th to 17th |
| Project Length: | 0.83 miles |
| Location: | City of Niles |
| Work Type: | Resurface |
| Phase: | CON |

Project Description: Mill existing pavement 1.5 deep Repave with 165/SYD HMA 5E1
Construct ADA sidewalk ramps

| | Amount | Source |
|---------|------------------|--------------------------|
| Federal | \$100,100 | STP Urban (over 200,000) |
| State | \$0 | - |
| Local | \$35,785 | City of Niles |
| Total | \$135,885 | |

| Activity | Estimated Date | Actual Date |
|--|----------------|-------------|
| Resolution of Support for Local Match Submitted to SMWPC | | |
| Project Application Submitted to MOT | | |
| Grade Inspection Package Submitted to MDOT | | |
| Grade Inspection Meeting Scheduled | XX | XX |
| Final Plan and Estimate to MDOT | XX | XX |
| Project Obligated | XX | XX |
| Project Letting | 02/03/2017 | 02/03/2017 |
| Construction Start | June 19, 2017 | |
| Project Completion | July 21, 2017 | |

Project is: ☒ On Schedule ☐ Behind Schedule; Explain:

Low Bid was \$138,957.41

4 Bids Received



Southwest Michigan Planning Commission

376 West Main Street, Suite 130 • Benton Harbor, MI 49022-3651

Project Update Sheet

| | |
|-----------------------|--|
| Project Name: | Various (M-60) |
| Fiscal Year of award: | 2017 |
| Responsible Agency: | MDOT |
| MDOT Job Number: | 128736 |
| Project Limits: | M-60, W. of End Divided; UAL Niles to S. of SVL Cassopolis |
| Project Length: | - |
| Location: | - |
| Work Type: | Overband Crack Fill |
| Phase: | CON |

Project Description: Overband Crack Fill

| | Amount | Source |
|---------|------------------|---------------------|
| Federal | \$ 53,196 | STP State |
| State | \$11,796 | Michigan Betterment |
| Total | \$ 64,992 | |

| Activity | Estimated Date | Actual Date |
|--|----------------|-------------|
| Resolution of Support for Local Match Submitted to SMWPC | | |
| Project Application Submitted to MOT | | |
| Grade Inspection Package Submitted to MDOT | | |
| Grade Inspection Meeting Scheduled | | |
| Final Plan and Estimate to MDOT | | |
| Project Obligated | | |
| Project Letting | 02/03/17 | |
| Construction Start | 05/17/17 | |
| Project Completion | 06/30/17 | |

Project is: ☒ On Schedule ☐ Behind Schedule; Explain:

Project has been turned in for the February letting. Bids came in 11.2% under Engineers Estimate.



Southwest Michigan Planning Commission

376 West Main Street, Suite 130 • Benton Harbor, MI 49022-3651

Project Update Sheet

| | |
|-----------------------|--|
| Project Name: | M-139 |
| Fiscal Year of award: | 2017 |
| Responsible Agency: | MDOT |
| MDOT Job Number: | 127563 |
| Project Limits: | Turn at Front St. to Marmont St. (s. of NCL Niles) |
| Project Length: | 1.13 miles |
| Location: | City of Niles |
| Work Type: | Resurface |
| Phase: | CON |

Project Description: Cold Milling and HMA One Course Overlay

| | Amount | Source |
|---------|-----------------|---------------------|
| Federal | \$80,525 | STP State |
| State | \$17,856 | Michigan Betterment |
| Total | \$98,381 | |

| Activity | Estimated Date | Actual Date |
|--|----------------|-------------|
| Resolution of Support for Local Match Submitted to SMWPC | | |
| Project Application Submitted to MOT | | |
| Grade Inspection Package Submitted to MDOT | | |
| Grade Inspection Meeting Scheduled | | |
| Final Plan and Estimate to MDOT | | |
| Project Obligated | | |
| Project Letting | 04/07/2017 | |
| Construction Start | 06/15/2017 | |
| Project Completion | 08/15/2017 | |

Project is: ☒ On Schedule ☐ Behind Schedule; Explain:

Plans were turned in on 02/16/2017 for April Letting.



January 25, 2017

Southwest Michigan Planning Commission
Attn: Niles Area Transportation Study
Technical Advisory Committee
376 West Main Street, Suite 130
Benton Harbor, Michigan 49022

Members of the Planning Commission:

In conjunction with the FY 2018 funding application process for Buchanan Dial-A-Ride, the City is requesting the following addition to the TIP:

- | | |
|--|------------------|
| • Federal Section 5311 operating assistance; | \$ 27,718 |
| • State formula operating assistance; | \$ 78,256 |
| • Rural Transit Assistance Program (RTAP) funding; | \$ 3,397 |
| • Local millage, farebox, and other revenues; | <u>\$ 98,315</u> |

| | |
|---------------------|-----------|
| Total Project Cost: | \$207,686 |
|---------------------|-----------|

Thank you for your assistance with this request. If you have questions, please contact Kimberly O'Haver at (269)-983-8990 or via email at tmikim@parrett.net.

Sincerely,

A handwritten signature in blue ink that reads "William Marx".

William Marx
City Manager