



## **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:** January 23, 2018

**TIME:** 1:30 PM

**PLACE:** Niles District Library  
620 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 November 28, 2017 Meeting (*Enclosed*) Action**

**5. Staff Report**

- 2045 Long Range Plan – Road and Bridge Report

**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**

Status of FY 2018 Projects

- City of Niles
- City of Buchanan
- Cass County Road Commission
- MDOT

**9. Old Business**

**10. New Business**

- TIP Amendment for Niles Dial A Ride (*Enclosed*) Action
- TIP Amendment to add Indiana Michigan River Valley Trail (*Enclosed*) Action
- Adoption of Safety Targets (*Enclosed*) Action
- Unified Work Program Amendment (*Enclosed*) Action

**11. State and Federal Updates**

**12. Privilege of the Floor**

**13. Adjournment**

- The next NATS meeting is scheduled for **Tuesday, February 27, 2018 @ 1:30 pm.**

**NILES/BUCHANAN/CASS AREA TRANSPORTATION STUDY (NATS)**  
**Joint Technical Advisory Committee (TAC) & Policy Committee (POL) MINUTES**  
**November 28, 2017**

Present		Committee	
Name	Representing	TAC	Policy
Barbara Cook	Cass County Planning Commission	x	
Brian Berndt	Berrien County Road Commission	x	
Butch Payton	Bertrand Township	x	x
Craig Bradfield	Howard Township	x	x
Dawn Bolock	Ontwa Township	x	x
Don Ryman	City of Buchanan	x	x
Jason Lathum	MDOT Southwest Region	x	x
Jim Sturdevant	MDOT Bureau of Transportation Planning	x	x
Joe Bellina	Cass County Road Commission	x	
Jon Roberts	MDOT Urban Travel Analysis	x	
Kelly Getman-Dissette	Niles Dial A Ride	x	x
Kim O'Haver	Buchanan Dial A Ride	x	x
Richard Cooper	Niles Charter Township	x	x
Robert Ziliak	Cass County Board of Commissioners		x
Sandra Seanor	Cass County Road Commission		x
Serita Mason	City of Niles		
Brian Sanada	MDOT Southwest Region	x	x
Brandon Kovnat	SWMPC	Staff	
Kim Gallagher	SWMPC	Staff	
Scott Lumberg	Carberry Road	NA	
Jean Lumberg	Carberry Road	NA	
Jerry Wierenga	Carberry Road	NA	
LaVonne Wierenga	Carberry Road	NA	
Deennis McKenzie	Carberry Road	NA	
Sheila McKenzie	Carberry Road	NA	

Absent		Committee	
Name	Representing	TAC	Policy
Andrea Dewey	Federal Highway Administration*	x	x
Bob Sutton	Mason Township	x	x
Don Ryman	City of Buchanan	x	x
Eric Lester, M.D.	Berrien County Planning Commission		x
Evan Smith	Berrien County Community Development	x	
Fred Featherly	MDOT Office of Passenger Transportation*	x	
Georgia Boggs	City of Niles		x
Jan Personette	Four Flag Chamber of Commerce		

Absent		Committee	
Name	Representing	TAC	POL
Jim Curran	Berrien County Board of Commissioners		x
Joe Ray	x	x	
Jonathon Smith	MDOT coloma Buisness Office	x	x
Joseph Margol	Berrien County Road Commission		x
Malinda Cole-Crocker	Buchanan Township	x	x
Mary McAfee	City of Niles		x
Michael Majerek	Berrien County Board of Commissioners		x
Rich Low	Village of Edwardsburg	x	x
Roseann Marchetti	Cass County Board of Commissioners		x
Sanya Phillips	City of Niles	x	
Susan Flowers	Milton Township	x	x

\*Non-Voting Member

### 1. Call to Order / Introductions and Pledge of Allegiance

Technical Advisory Chair Joe Bellina called the Joint Technical Advisory and Policy Committee meeting to order at 1:30 p.m. and led those present in the Pledge of Allegiance.

### 2. Changes to the Agenda

None.

### 3. Public Comment

Residents on Carberry Road were present to voice comments about the Carberry Road project. The project is a state funded through a Transportation Economic Development (TEDF) grant, to bring Carberry Road from Yankee Street to Lake Street up to current standards based on existing truck traffic.

Scott Lumberg began the comments by saying there was confusion on Carberry Road about the scope of the project. He said there was already extreme semi-traffic and he has complained to the sheriff about speeding problems. He has spoken to road crews who were marking trees for removal. He did not understand how the stated goal to improve safety required tree removal.

He mentioned that at a Howard Township meeting about the project the majority opposed the road widening. The Road Commission claims that it will improve safety, but Scott said they are deluding themselves. He said that trucks are already exceeding the speed limit and a wider road will lead to faster driving.

Jean Lumberg followed saying there is contradicting info. She is interested in the grant. She asked why is the project necessary, since she is not convinced that it is really about safety. She said that Carberry is a residential urban road, and she asked why they choose Carberry for commercial traffic.

Scott Lumberg asked if it was related to another project or development.

Joe Bellina said that the County held a public meeting in May or April where there was not opposition. He said the project was to bring the road up to standard based on the current traffic.

Barb Cook added that the Carberry project connects Business M-60 & Lake Street. The alternative for commercial traffic would be 17<sup>th</sup> Street, which would go by a school.

Scott Lumberg then said he felt the loss of trees would lower property values. He said that 100-year-old trees would be lost forever. He asked if there an Environmental Impact Statement or Environmental Assessment conducted.

Joe Bellina said that this was not required for this project

Scott Lumberg ended by saying he would continue to explore the environmental impact and attempt to stop the project.

4. **Approve Minutes from October 24, 2017 Combined TAC and Policy meeting**  
**Motion** to approve the September 26, 2017 Joint Technical Advisory Committee (TAC) & Policy Committee Meeting Minutes, by Serita Mason, second by Craig Bradfield. **Motion Approved.**

5. **Staff Report**

- 2045 Long Range Plan: Demographics & Employment**

Kim Gallagher presented a technical memo about the area's population and employment characteristics.

Bob Ziliak thought that the population projections were too low.

Sandra Seanor said that the projections take into account smaller households as well as an aging population.

6. **Community Land Use and Zoning Member Updates**

None

7. **Public Transit Update**

**Berrien Countywide Service Plan:** Kim Gallagher said they held a steering committee meeting where they discussed the role of transit.

**Niles Dial-A-Ride:** Kelly Getman-Dissette said that for the winter they would have info about potential weather closings, which they would post on local community sources.

Serita Mason asked if they could add closing to the city's text service.

**Buchanan Dial-A-Ride:** Kim O'Haver reported that they were doing another 'Stuff a bus' event. She added that the Buchanan Dial-A-Ride and Berrien Bus already share management & facilities. They have done this for 10 years and it saves a lot of money.

## 8. Project Status Reports

**City of Buchanan, River Road:** No Update

**City of Niles, 17<sup>th</sup> Street:** A resolution for local match was submitted to SWMPC

**Cass County Road Commission:**

- **US-12 Edwardsburg Path:** No Update
- **Mason Street:** Resolution for local match was submitted to SWMPC
- **Carberry Road:** Because this is an TEDF project it does not go through the same process as federal ATP grants. The project will be let locally and does not require MDOT approvals

**MDOT:**

- **US-12 Resurface:** Plan review meeting to be held November 2, 2017
- **US-31 over US-12:** PE was obligated in October but no work has been performed yet

## 9. Old Business

None

## 10. New Business

The meeting schedule for 2018 was presented: January 23, February 27, March 27, April 24, May 22, June 26, July 24, August 28, September 25, October 23, November 27, December 18.

**Motion** to approve the 2018 meeting schedule for the combined Technical Advisory Committee and Policy Committee meetings made by Jim Sturdevant, Second by Kelly Getman-Dissette. **Motion Approved.**

There was discussion about canceling the December meeting to allow for a holiday break. There was no pressing business that could not wait until the January meeting.

**Motion** to cancel the December combined Technical Advisory Committee and Policy Committee meeting made by Sandra Seanor, Second by Serita Mason. **Motion Approved.**

## 11. State & federal Updates

Jon Roberts gave an update on the progress of the NATS travel demand model. RGS was the consultant hired by MACOG to do a model for the entire South Bend Urbanized area including all of MACOG's and NATS' planning areas. The results of the base year model will be presented in February. He mentioned that any potential capacity increasing projects could be tested with the model. In March or April, the future year model would be presented both with and without the potential capacity projects.

## **12. Privilege of the Floor**

Don Ryman asked about high-speed rail, saying he support it and want to know what is happening in this area.

## **13. Adjournment**

Meeting Adjourned at 2:50 PM

The next NATS meeting is scheduled for **Tuesday, January 23, 2017 @ 1:30 pm.**

*Minutes Compiled by Brandon Kovnat, SWMPC Associate Planner*



## CITY OF NILES

### *Dial-A-Ride Transportation*

January 16, 2018

Brandon Kovnat  
Southwest Michigan Planning Commission  
376 West Main Street, Suite 130  
Benton Harbor, MI 49022

Dear Brandon:

I am writing to request an amendment to add two transit capital projects to fiscal year 2019 of the NATS Transportation Improvement Program (TIP) for Niles Dial-A-Ride Transportation (DART), as follows:

Fiscal Year	Project Name	Description	Federal Cost	Federal Source	State Cost	State Source	Local Cost	Local Source	Total
2019	Mobile Data System	Purchase tablets and related accessories and update dispatch software for an on-board mobile data system	\$9,600	5339	\$2,400	CTF			\$12,000
2019	Electronic Door Locks	Purchase and install electronic door locks at the front entrance to the DART facility	\$7,040	5339	\$1,760	CTF			\$8,800

Niles DART plans to apply for the federal and state funding for these projects, but cannot do so until the projects have been included in the NATS TIP. Please contact me with any questions or concerns.

Sincerely,

A handwritten signature in blue ink, reading "Kelly A. Getman-Dissette".

Kelly A. Getman-Dissette  
General Manager

Member Michigan Municipal League

623 North 2<sup>nd</sup> Street

Niles, Michigan 49120

Phone 269.684.5150

[nilesmi.org](http://nilesmi.org)

Fax 269.684.5154

## Grant Summary

Date: 10/23/2015

Page: 1 of 3

**Grant Type:** Transportation Alternatives Program

**Grant Number:** 2015085

Section	Applicant	Description (rpt)	Current Grant Amount	Total Match	Grant Percentage	Status	Grant Year
01	Berrien County Road Commission	Indiana Michigan River Valley Trail Phase II	\$501,299.00	\$311,600.00	61.67%	Proposed	2017
<b>Total:</b>			<b>\$501,299.00</b>	<b>\$311,600.00</b>	<b>61.67%</b>		

**Section Grant Section Description**

01 2017 CONDITIONAL COMMITMENT:  
The Berrien County Road Commission, in partnership with Niles Charter Township, will construct 1.2 miles of shared-use pathway from just north of US-12, through the Brandywine Creek Nature Park to 3rd Street. Crossing 3rd Street, the pathway will continue along the west side of 3rd Street until reaching an existing city of Niles trail at Fort Street. This project is Phase II of the Indiana Michigan River Valley Trail, the first interstate trail system between Indiana and Michigan. This project will complete the Michigan portion of a 34-mile trail system that will connect Mishawaka, Indiana with Niles. The project will also include the construction of a 14-foot wide shared-use bridge over the Brandywine Creek and improvements to enhance user safety at roadway crossings. The total cost of this project is \$812,899 with \$501,299 in federal TAP funds, \$176,600 from the Michigan Natural Resources Trust Fund and \$135,000 from Niles Charter Township.



# **Resolution to Support Michigan Department of Transportation State Targets for Safety Performance Measures**

WHEREAS, the Niles Buchanan Cass Area Transportation Study (NATS) has been designated by the Governor of the State of Michigan as the Metropolitan Planning Organization (MPO) responsible for the comprehensive, continuing, and cooperative transportation planning process for the jurisdictions of:

City of Buchanan, City of Niles, Village of Edwardsburg, Bertrand Township, Buchanan Township, Howard Township, Mason township, Milton township, Niles Charter Township, and Ontwa Township.

WHEREAS, the Highway Safety Improvement Program final rule (23 CRF Part 490) requires States to set targets for five safety performance measures by August 31, 2017; and

WHEREAS, the Michigan Department of Transportation (MDOT) has established targets for five performance measures based on five year rolling averages for:

1. Number of Fatalities,
2. Rate of Fatalities per 100 million Vehicle Miles Traveled (VMT),
3. Number of Serious Injuries,
4. Rate of Serious Injuries per 100 million VMT, and
5. Number of Non-Motorized Fatalities and Non-Motorized Serious Injuries; and

WHEREAS, the MDOT coordinated the establishment of safety target with the 14 Metropolitan Planning Organizations (MPOs) in Michigan through the monthly Target Coordination Meetings and through discussions at various meetings of the Michigan Transportation Planning Association, and

WHEREAS, the MDOT has officially adopted the state safety targets in the Highway Improvement Program annual report dated August 31, 2017, and

WHEREAS, the NATS MPO may, within 180 days of the State establishing and reporting its safety targets, establish safety targets by agreeing to plan and program projects so that they contribute toward the accomplishment of the state safety targets, or committing to a quantifiable target for each safety performance measure for their own metropolitan planning area,

NOW THEREFORE LET IT BE RESOLVED THAT, on this 8<sup>th</sup> Day of January 2018, the NATS MPO Policy Committee has agreed to support the MDOT's state safety targets for calendar year 2018, and

BE IT FURTHER RESOLVED, that the NATS MPO will plan and program projects that contribute to the accomplishment of the state safety targets.

---

Richard Cooper  
NATS Policy Chair

---

Date

### Michigan State Safety Targets for Calendar Year 2018

Safety Performance Measure	Baseline Through Calendar Year 2016	Calendar Year 2018 State Safety Target
Fatalities	963.0	1,003.2
Fatality Rate	1.00	1.02
Serious Injuries	5,273.4	5,136.4
Serious Injury Rate	5.47	5.23
Nonmotorized Fatalities & Serious Injuries	721.8	743.6

## FUNDING SOURCES

All work, including MPO staff time and consultant studies, listed in the UWP is funded by one or more of the following funding sources.

### Federal Highway Administration Funding PL-112 and Federal Transit Administration Funding 5303

NATS receives federal funding from the Federal Highway Administration (FHWA) and from the Federal Transit Administration (FTA) for transportation planning. Legislation requires a local match for these federal funds. Prior to FY 2016, a separate match calculation was required for each funding source. Since FY 2017, MDOT has grouped the two funding sources together into a single Consolidated Planning Grant (CPG). The consequence of the CPG is that a single funding stream and a single match calculation are in place.

### Local Jurisdiction Funding

All federal grant funds require at least an 18.15 percent non-federal match. The MPO requests funding from the fourteen participating member jurisdictions on a proportionate fair share basis using the population from the 2010 Bureau of Census population figures. The NATS Technical Committee and Policy Committee are responsible for approving the budget.

### FHWA State Planning and Research (SPR) Grant Funds.

SPR funds are federal dollars from the State Planning and Research Program administered by the Michigan Department of Transportation. Some SPR funds are allocated to the MPO to help with planning studies. A 20 percent match is required that is provided by MDOT.

**FHWA & FTA  
Federal and Local Budget**

	Federal	Match	Total
CPG Grant	\$117,601	\$26,077	\$143,678
SPR Funds	<del>\$37,919</del> \$9,733	<del>\$9,479</del> \$2,433*	<del>\$47,398</del> \$12,166
Total	<del>\$155,520</del> \$127,334	<del>\$35,556</del> \$28,510	<del>\$191,076</del> \$155,844

\*SPR Match Provided by MDOT

A breakdown of the local match requirements by jurisdiction is shown on the following page.

### FY 2018 Local Match Calculation

<b>Jurisdiction</b>	<b>Population (2010)</b>	<b>Percentage of Total Population</b>	<b>Share of CPG Local Match</b>
Bernard Township	2,657	4.7%	\$1,233
Buchanan Township	3,523	6.3%	\$1,635
Howard Township	6,207	11.0%	\$2,881
Mason Township	2,945	5.2%	\$1,367
Milton Township	3,878	6.9%	\$1,800
Niles Charter Township	14,164	25.2%	\$6,575
Ontwa Township	5,290	9.4%	\$2,456
City of Buchanan	4,456	7.9%	\$2,068
City of Niles	11,599	20.6%	\$5,384
Village of Edwardsburg	1,259	2.2%	\$584
Pokagon Band	199	0.4%	\$92
<b>Total</b>	<b>56,177</b>	<b>100%</b>	<b>\$26,077</b>

*Source: Population based on 2010 Census*

## Funding Categories

To track MPO progress and spending, the FY 2018 budget and work items in this UWP are divided into the following four categories:

1. **Program Administration:** Covers all of the administration and other supporting tasks that are required to ensure efficient operation of the NATS MPO.
2. **Transportation Planning:** Includes technical assistance to members, public outreach, the administration of special plans, and updating the Long Range Plan.
3. **Data Collection, Analysis, and Reporting:** The gathering of transportation related data including the traffic count program. It also includes most mapping and GIS related tasks as well as any work related to the analysis, display, or reporting of data.
4. **Transportation Improvement Program (TIP):** The TIP is a listing of all federal or state funded transportation projects in the NATS planning area. The TIP work category covers project selection, TIP development, monitoring project status, and processing amendments.

**Budget by Work Element**

Work Element	Amount	
1.0 Program Administration	\$59,040	\$44,395
2.0 Transportation Planning	\$78,363	\$58,924
3.0 Data Collection, Analysis and Reporting	\$35,782	\$39,072
4.0 Transportation Improvement Program (TIP)	\$17,891	\$13,453
<b>Total</b>	<b>\$191,076</b>	<b>\$155,844</b>

*\*The totals shown here are actual totals, rounded to the nearest dollar. Thus, they may appear inconsistent throughout the document, by an amount no more than \$1.00.*

The following section describes each work category in further detail, with subcategories for each major work element. It provides an objective for each subcategory and the major procedures and tasks that will be carried out. It also gives a list of outcomes with a timeline that can be used as a basis for tracking staff work and budget. The timeline will either specify the quarter in which the outcome will be complete, the frequency of the task, or list the outcome to be done on an as needed basis. As needed means that at this time we cannot predict exactly when or how frequently we might undertake these tasks.