

**MINUTES**  
**NILES/BUCHANAN/CASS AREA TRANSPORTATION STUDY**  
*Policy Committee*

July 22, 2008  
Niles City Council Chambers  
3:00 P.M.

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

**1. Call to Order & Introductions**

- Chairman Fintze called the meeting to order at 3:01 P.M.

**2. Pledge of Allegiance**

**3. Minutes**

- *Motion by Harden, supported by Rodebush, to approve the minutes of the June 24, 2008 meeting. Motion approved.*

**4. Staff Report**

- **MTPA Conference** – Getman-Dissette and Musson attend the annual Michigan Transportation Planners Association conference July 16<sup>th</sup> to the 18<sup>th</sup>. The conference included sessions on airport cities (called “aerotropolis”), transit initiatives, roundabouts, emergency response to motor vehicle crashes, and using

American community survey data for transportation. Next year's conference is in Kalamazoo, and SWMPC staff will forward registration information when it becomes available.

- **Bicycle/Driver Safety Fair Booth** – SWMPC staff has developed a bicycle/driver safety table-top exhibit that will be on display at the Berrien and Cass County fairs as well as at area libraries. This is an attempt to educate the public on sharing the road. Fintze noted that space was available at Riverfest if the exhibit was available for display.
- **Traffic Count Software** – SWMPC has recently participated in traffic counting software demonstrations with two web-based companies, Miovision and Midwestern. The software will allow the traffic count data to be better organized and more accessible to local agencies and the general public. A decision to purchase a product will be made in the next couple of months.
- **PASER Rating Update** – PASER rating for Berrien and Cass Counties is complete. This year the Transportation Asset Management Council required each county to rate 50% of the federal aid eligible network. Therefore, the northern half of each county was rated this year, and the southern half will be rated next year.
- **LRP Goals and Objectives Public Meeting** - Public input regarding the LRP goals and objectives will be sought at the Niles City Council meeting on August 11 at 6:00 p.m. at the Niles City Council Chambers. Notice of the meeting will be distributed via postal mail and e-mail to relevant local units of government, human service organizations, schools, media, etc.

## 5. New Business

- **FY 2008 UWP Budget Amendments** – Due to recent changes to procedures related to the Transportation Improvement Program (TIP), more staff time has been spent processing TIP amendments and finishing the TIP document than was originally anticipated. Therefore, the Program Management, Database Management, and Short Range Planning program element budgets and associated hour estimates required adjustments to more accurately represent expenditures to date and funding necessary for the remainder for the fiscal year. *A motion was made by Rodebush, seconded by Woolcock, to approve an amendment to the FY 2008 UWP. Specifically, the changes are as follows:*
  - *The Program Management budget was changed from \$39,398 to \$36,666;*
  - *The Long Range Planning budget was changed from \$19,194 to \$18,577; and*
  - *The Short Range Planning budget was changed from \$7,072 to \$10,421.**Motion approved.*
- **Meeting Attendance Letter** – Pursuant to NATS bylaws, letters were mailed to committee members who have missed at least three consecutive meetings to remind them of their NATS membership. Response to the mailing has been positive.

## 6. Old Business

- None

## 7. Public Comment

- None

## 8. Privilege of the Floor

- Johnson mentioned that there seemed to be an issue with parked semi trucks and garbage at the East Gate Shopping Center in Niles. Myers noted that he would contact local police to look into the issue.
- Ryman noted that timed lights in Buchanan make for better driving.

## 9. Adjournment

- *A motion was made by Rodebush, supported by Woolcock, to adjourn the meeting at 3:37 pm. Motion approved.*
- The next meeting is August 26, 2008 at 3:00 P.M.

Minutes compiled by: Nickolas Musson/Kelly Getman-Dissette, Transportation Planners, 08/07/08