

**Minutes**  
*Twin Cities Area Transportation Study*  
*Policy Committee Meeting*  
 April 19, 2010  
 10:30 A.M.  
 Southwest Michigan Regional Airport

<b>POLICY MEMBERS PRESENT:</b>	Ron Carter, City of Benton Harbor Izzy DiMaggio, Berrien County Road Commission Robert Judd, City of St. Joseph Ray Lenze, MDOT Planning Debra Panozzo, Berrien County Commission Bill Purvis, TCATA Roger Seely, St. Joseph Charter Township Jim Soteriou, Royalton Township Paul South, MDOT Coloma TSC Dick Stauffer, Lincoln Charter Township Bruno Trapikas, Village of Shoreham Sarah Woolcock, MDOT Coloma TSC Kevin Wordelman, Berrien County Planning Commission
<b>POLICY MEMBERS ABSENT:</b>	Aaron Anthony, City of Bridgman Mickey Bennett, Sodus Township Bill Brown, NIRPC (ex officio) John Egelhaaf, SWMPC Tim Fenderbosch, St. Joseph Charter Township Carolyn Fowler, Benton Charter Township John Gast, Lake Charter Township Jason Latham, MDOT Regional Planning Stewart McKenzie, Federal Transit Administration (ex officio) Lee Scherwitz, SW Michigan Regional Airport Representative, Cornerstone Alliance Sarah Van Buren, FHWA (ex officio)
<b>SWMPC STAFF PRESENT:</b>	Suzann Flowers Anna Rahtz
<b>OTHERS PRESENT:</b>	John Chaddock, Southwest Michigan Regional Airport Michele McGowen, Disability Network SWMi Debbie Popp, City of Benton Harbor

**1. CALL TO ORDER:**

- Chairman Judd called the meeting to order at 10:35 A.M. He asked for a moment of silence in memory of Bob Burkholz, who had been instrumental in TwinCATS since its inception.

**2. MINUTES:**

- *A motion was made by DiMaggio, seconded by South, to approve the minutes of the March 15, 2010 Policy Committee meeting. Motion approved.*

**3. STAFF REPORT:**

- None.

**4. OLD BUSINESS:**

- **Benton Harbor Local Match Update**
  - Rahtz passed out a letter that had been received from City Manager Ron Carter on March 18, 2010. She explained that since the City of Benton Harbor now has Joseph Harris in place as the Emergency Financial Manager, John Egelhaaf plans to speak with him and alert him about the local contribution

for TwinCATS.

- Panozzo asked whether a policy is going to be developed for future situations. Woolcock commented that John Egelhaaf had stated at the February meeting that a policy would be developed for the future.
- It was asked if MDOT could give guidance about what the scenarios could be. Lenze stated that Benton Harbor is different from other member agencies because it is the central city of the MPO. He added that, while it is federally required to have an MPO, it is not federally required for the MPO to collect a local contribution. Some regions are funded by the county.
- It was mentioned that it should be brought to the attention of TwinCATS members sooner when a local agency is in arrears on paying its local contribution.
- Judd, Woolcock, and South remarked that the members should be given regular updates about which agencies are sending representatives and which agencies are in arrears on their dues, so that the members can reach out to those agencies and push for better participation.
- Carter offered to elaborate on the City of Benton Harbor's situation with paying its local contribution. He stated that Joseph Harris is the Emergency Financial Manager, effective April 1, 2010. At this time Mr. Harris is not making any financial decisions other than payroll. Carter stated that he and Mr. Harris are trying to develop a clearer picture of the financial situation, and by next week they hope to have a better idea of what will be paid when. They are looking at a \$1.2 million annual deficit, and will likely take advantage of funding sources such as emergency loans and tax anticipation to infuse money into the City.
- Carter added that significant changes are being made at the City, and that some management positions may be unnecessary. He has been talking to Judd about sharing services. He is trying to break down the silos in the City government.
- **Michigan House Transportation Committee Meeting Update**
  - Rahtz asked Judd to give an update on the Michigan House Transportation Committee Meeting in Kalamazoo in March. Judd responded that he had not been able to attend.
- **Walk and Roll Subcommittee**
  - Rahtz redistributed a summary that had been passed out at the March meeting, highlighting what the Walk and Roll subcommittee has done so far.
  - Rahtz stated that at the March meeting, she had passed out a draft outreach plan. There had been discussion about how long the outreach would take and what level of public outreach was appropriate for a regional planning commission. Chris Cook had asked the full committees to think about what the Walk and Roll subcommittee should do, and vote on it at this meeting.
  - Rahtz reminded the committee that the Walk and Roll subcommittee had been formed in September 2009 because she had shown both committees a sample Complete Streets resolution from the Michigan Association of Planning (MAP). It had been agreed that the resolution had no "teeth," and so would not be an effective tool for TwinCATS. The Non-motorized Subcommittee had been established to study what had been done in the region for non-motorized transportation and to develop priorities for non-motorized for the region, with recommendations for the full TwinCATS committees of what needs to be done.
  - Rahtz showed a PowerPoint presentation, adapted from the National Complete Streets Coalition's presentation, about the need for and benefits of Complete Streets.
  - Rahtz passed out a new revised work plan for Walk and Roll that entailed a two-pronged approach: a long-range regional vision for trails and on-road non-motorized facilities, and a policy that could be attached to the TIP to ensure that non-motorized considerations were made for any project within certain parameters. She passed out a sample Complete Streets policy from the Northwest Indiana Regional Planning Commission.
  - Rahtz stated that no motion was made on the Revised Work Plan at the Technical Advisory Committee meeting. The Walk and Roll subcommittee will be meeting on April 28<sup>th</sup> and will further develop their work plan, for the TwinCATS members to reconsider at the May meeting.
  - Rahtz added that she could take any comments on the work plan, for the Walk and Roll members to consider.
  - Woolcock asked how the Walk and Roll members could interface with the SMART nine-county non-

motorized plan. Flowers responded that they could not change the way that the SMART map was formatted, since that was determined by MDOT. Rahtz added that Walk and Roll is looking at a lot more detail, such as sidewalks, that do not appear in the nine-county map. Flowers added that the final input meeting for SMART is being held in July, and that she will send out the final pdf SMART map when it is completed.

- It was suggested that staff look at the individual police reports for the crash maps that had been shown in the PowerPoint because many times they are coded wrong. Rahtz responded that that could be done.
- Lenze suggested that the Revised Work Plan be further developed to address the concerns of the TwinCATS members.
- It was asked who the representative is for Benton Township, and commented that the Township direly needs sidewalks. Rahtz responded that Ron Ferguson had previously been the representative but had appointed two new representatives, and she had never been able to get their contact information. It was suggested that she call the Treasurer Debbie Boothby. She responded that she would.

**5. NEW BUSINESS:**

• **TIP Amendments**

○ **TCATA**

- Add in FY 2011, the project named New Line Haul Route for transit operations in the Twin Cities area. Federal Cost is \$108,304 and State cost is \$108,304. Continuation of 2010 route.
- Add in FY 2011, the project named New Expanded Hours for transit operations in the Twin Cities area. Federal cost is \$86,018 and State cost is \$86,018. Continuation of 2010 expanded hours.
- Add in FY 2011, the project named Mobility Manager for transit operations in the Twin Cities area. Federal cost is \$60,000 and State cost is \$15,000. Using capital for Mobility Manager.
- *Motion by Woolcock, seconded by Panozzo, to approve the amendment to the FY 2008-2011 Transportation Improvement Program to add the above three TCATA projects. Motion approved.*

○ **MDOT**

- Add in FY 2010, the project named I-94 for early preliminary engineering, scoping in Berrien County. Federal cost is \$163,700 and State cost is \$36,300.
- *Motion by DiMaggio, seconded by South, to approve the amendment to the FY 2008-2011 Transportation Improvement Program to add the above MDOT project. Motion approved.*

- Judd asked if MDOT was any closer to finishing US 31. South and Woolcock responded no, but commented that the project has to be kept active so that the environmental impact statement does not expire. This can be done by continuing some activity on the project such as purchasing right-of-way.

• **Draft TIP Projects List**

- Rahtz passed out a handout showing the draft project list that had been developed at the project selection meeting on February 19, 2010. She explained that the project selection had mostly been decided in 2009 when work was begun on the FY 2010-2013 TIP. Two new projects were added to the Illustrative List of projects – John Beers Road in the Village of Stevensville and Brown School Road in the Village of Shoreham.
- Rahtz stated that the list had been approved by the TAC as presented.

**Twin Cities Area Transportation Study**

**FY 2011-2014 Transportation Improvement Program**

**Draft List of Projects**

**LOCAL ROAD PROJECTS**

2011					
Project Name	Responsible Agency	Federal Cost	Total Project Cost	Project Category	Limits
South State Street and Kingsley Avenue	City of St. Joseph	\$208,000	\$1,388,900	Reconstruction/Advance Construct	South State Street from Granada Avenue to Wallace Avenue and Kingsley Avenue from South State Street to 100' East of South State

Lincoln Avenue	BCRC/ Lincoln Twp	\$486,000		Reconstruction	John Beers Road to Maiden Lane
Territorial Avenue	City of Benton Harbor	\$280,000		Cold Mill and Resurface	4th Street to Fair Avenue
California Road	BCRC/ Lake Twp	\$73,000		Resurfacing	City of Bridgman to Red Arrow Highway
<b>Total (Estimate \$1,047,223.00)</b>		<b>\$1,047,000</b>		<b>Total remaining</b>	<b>\$223</b>

2012					
Project Name	Responsible Agency	Federal Cost	Total Project Cost	Project Category	Limits
Broadway Avenue	City of Benton Harbor	\$240,000		Mill and Resurface	Pipestone Avenue to Empire Avenue
Lake Street	City of St. Joseph	\$236,100	\$534,900	Reconstruction	Elm Street to Broad Street
Britain Avenue	BCRC/Benton Twp	\$186,000		Resurfacing/add 3' wide shoulders	City of Benton Harbor to Crystal Avenue
Highland Avenue	BCRC/Benton Twp	\$227,000		Resurfacing/add 3' wide shoulders	City of Benton Harbor to Crystal Avenue
South State Street and Kingsley Avenue	City of St. Joseph	\$191,000	\$1,388,900	Advance Construct Conversion	South State Street from Granada Avenue to Wallace Avenue and Kingsley Avenue from South State Street to 100' East of South State
<b>Total (Estimate \$1,080,734.00)</b>		<b>\$1,080,100</b>		<b>Total remaining</b>	<b>\$634</b>

2013					
Project Name	Responsible Agency	Federal Cost	Total Project Cost	Project Category	Limits
East Empire Avenue	City of Benton Harbor	\$160,000		Mill and Resurface	Riverview Drive to Colfax Avenue
South State Street and Kingsley Avenue	City of St. Joseph	\$173,000	\$1,388,900	Advance Construct Conversion	Granada Avenue to Wallace Avenue and Kingsley from South State to 100' east of South State
Hollywood Road	BCRC/St. Joseph, Royalton Twp	\$782,000		Reconstruction/Advance Construct	M-63 to 500 feet South of Glenlord Road
<b>Total (Estimate \$1,115,317.00)</b>		<b>\$1,115,000</b>		<b>Total remaining</b>	<b>\$317</b>

2014 Selected Project					
Project Name	Responsible Agency	Federal Cost	Total Project Cost	Project Category	Limits
Hollywood Road	BCRC/Royalton Twp	\$1,151,007		Restore and Rehabilitate/Advance Construct Conversion	M-63 to 500' South of Glenlord Road
<b>Total (Estimate \$1,151,007.00)</b>		<b>\$1,151,007</b>			

Illustrative List					
Project Name	Responsible Agency	Federal Cost	Total Project Cost	Project Category	Limits
John Beers Road	Village of Stevensville	\$333,056		Reconstruction	St. Joseph Ave. to DeMorrow Rd and Red Arrow Highway to I-94
Napier Avenue	City of St. Joseph	\$435,600	\$638,600	HMA Mill/Resurfacing/Storm Improvements	Niles Avenue (M63) to Langley Avenue
Brown School Road	Village of Shoreham	\$250,000		Mill and Resurface	Lakeshore Drive East to Village Limits
Botham Avenue	City of St. Joseph	\$673,500	\$1,449,100	Reconstruction	Niles Avenue (M63) to Morton Avenue
Benton Center Road	BCRC/Benton Twp	\$284,000		Resurfacing	Napier Avenue to 300 feet North of Empire Ave.

Red Arrow Highway	BCRC/Lincoln Twp	\$284,000		Resurfacing	Village of Stevensville to I-94
Red Arrow Highway	BCRC/Lincoln Twp	\$365,000		Resurfacing	Linco Road to Village of Stevensville
Napier Avenue	BCRC/Benton Twp	\$446,000		Resurfacing	M-139 to I-94
Napier Avenue	BCRC/Benton Twp	\$284,000		Resurfacing	Broadway Avenue to M-139
Napier Avenue	BCRC/Benton, St. Joseph Twp	\$397,000		Resurfacing	St. Joseph River to Broadway Avenue
Cleveland Avenue	BCRC/St. Joseph, Lincoln Twp	\$454,000		Resurfacing	Hilltop Road to I-94
Lemon Creek Road	BCRC/Lake Twp	\$113,000		Resurfacing	Red Arrow Highway to Gast Road
Wallace Avenue	City of St. Joseph	\$478,200	\$1,109,700	Reconstruction	Lakeshore Drive (I94BL) to Lakeview avenue
Kingsley Avenue	City of St. Joseph	\$290,500	\$616,200	Reconstruction	South State Street to Niles Avenue (M63)
Water Street	City of St. Joseph	\$199,800	\$413,200	Reconstruction	Intersection with Water Front Condos to State Street
Hilltop Road	City of St. Joseph	\$266,300	\$390,300	HMA Mill and Resurfacing	Lakeshore Drive (I94BL) to CSX Rail Road Crossing
Pipestone	City of Benton Harbor	\$292,000		Mill and Resurface	50' East of Main St to Britain Avenue
Lake Street	City of Bridgman	\$743,000		Reconstruction	Church Street to Gast Road

#### MDOT PROJECTS

##### 2011

Project Name	MDOT Job Number	Responsible Agency	Federal Cost	Project Category	Limits
I-196	109087	MDOT	\$256,755	Bridge - Other	Red Arrow Highway over I-196, 1.0 mile north of I-94 in Berrien County
I-94	103293	MDOT	\$24,556	Roadside Facility	at Nickerson Avenue carpool parking lot off M-139, Benton Township, Lot number 711005

##### 2012

Project Name	MDOT Job Number	Responsible Agency	Federal Cost	Project Category	Limits
I-94	103294	MDOT	\$22,100	Roadside Facility	at Nickerson Road, M-40 at M-43, and I-94 at M-40
I-94	88086	MDOT	\$362,294	Trunkline Bridge CPM/CSM GPA	under John Beers Road

##### 2013

Project Name	MDOT Job Number	Responsible Agency	Federal Cost	Project Category	Limits
I-94 EB	79871	MDOT	\$14,805,000	Resurface	Sawyer Road to 0.5 mile north of Red Arrow Highway

##### 2013 Illustrative Project

I-94 EB	90362	MDOT	\$7,380,000	Resurface	Red Arrow Highway for 1.6 miles east.
I-94 EB	90362	MDOT	\$7,380,000	Resurface	

#### TRANSIT PROJECTS

##### 2011

Project Name	Responsible Agency	Federal Cost	Project Category	Limits
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Public Transportation	TCATA	\$704,000	Transit Operations	Twin Cities Area
Transit Vehicle Replacement	TCATA	\$153,600	Transit Capital	Twin Cities Area

2012				
Project Name	Responsible Agency	Federal Cost	Project Category	Limits
Public Transportation	TCATA	\$710,000	Transit Operations	Twin Cities Area
Transit Vehicle Replacement	TCATA	\$256,000	Transit Capital	Twin Cities Area

2013				
Project Name	Responsible Agency	Federal Cost	Project Category	Limits
Public Transportation	TCATA	\$710,000	Transit Operations	Twin Cities Area
Transit Vehicle Replacement	TCATA	\$153,600	Transit Capital	Twin Cities Area

2014				
Project Name	Responsible Agency	Federal Cost	Project Category	Limits
Public Transportation	TCATA	\$710,000	Transit Operations	Twin Cities Area

- *Motion by Woolcock, seconded by Seely, to approve the draft list of projects for the FY 2011-2014 Transportation Improvement Program. Motion approved.*
- Woolcock noted that the City of Benton Harbor has a project on the TIP to resurface Territorial Avenue, which MDOT already is required to do as part of another project because it is an emergency route. It will be done this summer. Rahtz noted that Chris Cook had applied for that project, and asked Woolcock to connect with him.
- It was discussed that if that project could be removed from the TIP in 2011, then funding would open up for the first project on the Illustrative List, which is resurfacing of John Beers Road in the Village of Stevensville. It was questioned whether the engineering would be done on time to complete the project in 2011. Rahtz noted that project-readiness had been discussed at the project selection meeting when developing the Illustrative List. Several committee members offered to follow up with Derek Perry at the Village of Stevensville to find out whether the project would be ready in 2011.
- It was questioned whether the Village would be able to provide the local match funding, given their financial situation. Panozzo remarked that the Village of Stevensville had just discovered that they had unused Act 51 money from the past two years because the previous manager had not submitted the Act 51 reports and the money had been withheld. She commented that this could be used for the local match.
- South remarked to the City of Benton Harbor representatives that they would also need to ensure that the City would be able to supply the 20 percent local match for the projects that they have in the TIP for 2012 and 2013. He explained that Act 51 money could be used for that purpose.
- **Brown School Road classification**
  - Rahtz announced that because the Village of Shoreham wants to reconstruct Brown School Road and it is on the Illustrative List of projects for the TIP, the Village has requested to change the National Function Class for Brown School Road from an urban local road to an urban collector road. She passed out a resolution outlining the reasons why the Village thinks that the NFC should be changed, including that it functions as a collector for Red Arrow Highway, it serves an elementary school, and it is considered a Major Street under Act 51. The resolution will next go on to the full commission of

SWMPC, and then the application will go to the State.

- Several committee members asked Seely if St. Joseph Charter Township had any objection to the change, and he responded no.
- *Motion by Panozzo, seconded by DiMaggio, to approve the resolution supporting the change of Brown School Road from an urban local to urban collector road. Motion approved.*
- Stauffer asked what the process is for changing local roads to federal aid eligible roads, and Rahtz responded that there's an application that has to be submitted to MDOT giving reasons why the road functions as a collector, and the traffic count information. Lenze added that there will be a formal review of road classifications after the Census is done, along with the review of the urbanized area boundaries. In this review many roads will likely be reclassified.
- **Training Wheels**
  - Flowers announced that SWMPC will be hosting a training workshop put on by MDOT on May 13, 2010 from 9-2:30. The workshop, called "Training Wheels," is for engineers to learn about designing different types of on-road non-motorized facilities. The trainings were offered in Lansing, Detroit, and Grand Rapids last summer. This will be an opportunity to bring this type of workshop to Southwest Michigan and to show off the non-motorized facilities in Benton Harbor. Because there will still be construction on Main Street, the biking route will avoid Main Street and will loop through the Arts District and into Harbor Shores. Engineers and anyone else interested is encouraged to attend. It involves biking four to five miles, watching a PowerPoint presentation by John LaPlante, the author of the AASHTO Non-motorized Guide, and doing a design activity. Flowers passed out invitation cards for the meeting.

**6. PUBLIC COMMENT:**

- None

**7. PRIVILEGE OF THE FLOOR:**

- Lenze announced that the new Michigan road maps are available.

**8. ADJOURNMENT: 11:30 A.M.**

- Next meeting is May 17, 2010 at 10:30 A.M.