



**TWIN CITIES AREA TRANSPORTATION STUDY
TECHNICAL ADVISORY and POLICY COMMITTEES COMBINED MEETING**

FOR FURTHER INFORMATION CONTACT:

Kim Gallagher, *Transportation Planner*

(269) 925-1137 x 1518

Brandon Kovnat, *Transportation Planner*

(269) 925-1137 x1524

DATE: Monday, January 8, 2017

TIME: 9:30AM

PLACE: Kinexus (Michigan Works!) **Lighthouse Room**

499 W Main St, Benton Harbor, MI 49022

AGENDA

- 1. Call to Order / Introductions**
- 2. Changes to the Agenda**
- 3. Public Comment**
- 4. Approve Minutes from the November 19, 2017 Meeting (*Enclosed*) Action**
- 5. Staff Report**
 - 2045 Long Range Plan – Road and Bridge Network Technical Memo
 - 2045 Long Range Plan – Guiding Principles
 - Napier Corridor Study
- 6. Community Land Use and Zoning Member Updates**
- 7. Public Transit**
 - SWMPC Transit Updates – Countywide Transit Study
 - Twin Cities Area Transportation Authority
- 8. Walk and Roll Committee Updates**
- 9. Airport Updates**
- 10. Agency Project Status**

Status of FY 2018 Projects

 - Berrien County Road Department
 - City of Benton Harbor
 - City of St. Joseph
 - MDOT
- 11. Old Business**
- 12. New Business**
 - Adopt Target for Safety Performance Measures (*Enclosed*) Action
 - Unified Work Program Amendment (*Enclosed*) Action
- 13. State and Federal Updates**
- 14. Privilege of the Floor**
- 15. Adjournment**
 - The next TwinCATS meeting is scheduled for **Monday, February 12, 2017 @ 9:30 am.**

TWIN CITIES AREA TRANSPORTATION STUDY
TAC and Policy Committee Combined Minutes

November 20, 2017 9:30 A.M.
 Kinexus, Lighthouse Room

| Present | | Committee Representing | |
|--------------------|--|-------------------------------|---------------|
| Name | Representing | TAC | Policy |
| Carolyn Fowler | Benton Charter Township | | x |
| Calli Berg | Benton Charter Township | x | |
| Bill Chickering | Berrien County Commissioner | | x |
| Brian Berndt | Berrien County Road Department | x | |
| Chris Cook | City of Benton Harbor | x | x** |
| Tim Zebell | City of St. Joseph | x | |
| Stacey Stephens | Cornerstone Alliance | x | x |
| Andrea Dewey | Federal Highway Administration* | x | x |
| Dick Stauffer | Lincoln Charter Township | | X |
| Terrie Smith | Lincoln Charter Township | X | |
| Jonathon Smith | MDOT Coloma Business Office | x | x |
| Jim Sturdevant | MDOT Statewide Planning | x | x |
| Katie Beck | MDOT SUTA* | x | |
| Steve | Royalton Township | | x |
| Roger Seeley | St. Joseph Charter Township | x | |
| Alex Little | TCATA | x | x |
| Brandon Kovnat | SWMPC | Staff | |
| Kim Gallagher | SWMPC | Staff | |
| Absent | | Committee Representing | |
| Name | Representing | TAC | POL |
| Evan Smith | Berrien County Community Development | x | x |
| Eric Lester | Berrien County Planning Commission | | x |
| Darwin Watson | City of Benton Harbor | | x |
| Juan Ganum | City of Bridgman | x | x |
| John Hodgson | City of St. Joseph | | x |
| Terezie Harazinova | Disability Network Southwest Michigan | x | |
| Angelica Selgado | Federal Transit Administration* | x | x |
| Gloria Payne | Lake Charter Township | x | x |
| Fred Featherly | MDOT Passenger Division | x | x |
| Jason Latham | MDOT Southwest Region | x | x |
| Jim Sturdevant | MDOT Statewide Planning | x | x |
| Scott Weber | Northwestern Indiana Regional Planning Commission* | x | x |
| David Chandler | Sodus Township | x | x |

| Absent | | Committee Representing | |
|------------------|-------------------------------------|------------------------|-----|
| Name | Representing | TAC | POL |
| Vince Desjardins | Southwest Michigan Regional Airport | x | x |
| Jonathan Fisk** | St. Joseph Charter Township | x | |
| Denise Cook | St. Joseph Charter Township | | x |
| Bob Lawrence | Village of Shoreham | x | x |

1. Call to Order

Meeting called to order by Brian Berndt at 9:30 AM

2. Changes to the Agenda

Brandon Kovnat asked to add a brief discussion about the bylaws

3. Public Comment

None

4. Approve Minutes from the March 20, 2017 Meeting

Motion to approve the minutes from the September 20, 2017 meeting by Dick Stauffer, second Steve Tilly. **Motion Approved**

5. Staff Report

Kim Gallagher presented a technical memo on demographics and employment data.

Napier Avenue Corridor Study: Kim Gallagher said that the grant was on hold due to a bureaucratic turmoil. SWMPC is working with FHWA to address the issue.

Andrea Dewy explained that once obligate a project has 12month to submit billing, but so far no dollar were expended. SWMPC should have billed for the exiting work even though it was not yet performed by the consultant. FHWA communicated with MDTO finance about the issue, but it didn't filter down to SWMPC. Several projects statewide have the same issue.

6. Community Land Use and Zoning Member Updates

None

7. Public Transit

Countywide Transit Study: Kim Gallagher said that there was a steering committee meeting last Monday where they discussed consolidation. Even if there is no consolidation the countywide plan will provide scenarios. They also discussed transit's role; can transit be a '1st' car get people to forgo car ownership or is transit really for those with no car.

TCATA: Alex Little said he would reach out to the other urbanized communities to explore expanding the TCATA service area. He said it would take money in the form of a local match from any community which wanted service. He also said he would be adding project to the TIP shortly

Alex added that University of Michigan's SMART group had given transponders to Benton Harbor residents to track travel patterns. They are also using a survey and a smarty phone app.

8. Walk and Roll

Chris Cook gave an update on the Walk and Roll Committee meeting held on November 7.

He said that at the next Walk and roll meeting they would explore existing conditions and gap analysis. He said this process could take a couple of meetings. The result would be prioritization and project for the long range plan and assist with the next Call for Projects for the TIP.

9. Airport Updates

None

10. Agency Project Status

- Berrien County Road Department:
 - Nickerson Avenue: Plans have been submitted, estimated obligation in November
 - Shawnee Road: Grade inspection package to be submitted in December
- City of Benton Harbor: Pipestone signal had been obligated. Letting was initially expected in early November but has been pushed back to January by MDOT.
- City of St. Joseph: Wallace Avenue has had its Grade Inspection (GI). All plan have been submitted.
- MDOT:
 - I-196 Overlay: Base plan meeting occurred November 15th
 - M-63 Bridge Replacement: Bridge plans will be ready for plan review shortly.
 - Napier Avenue Carpool Lot: Project has been suspended and is proposed for 2022

Brandon Kovnat said that MDOT would need to request an amendment to remove the Napier Avenue Carpool Lot from the 2017-2020 TIP.

11. Old Business

None

12. New Business

Approval of future year socioeconomic data:

Katie Beck presented the 2045 projected population and employment data. She explained that the data was from REMI. They use the ACS as a basis, which takes roughly a 2% sample of the

population. The data is not considered an official census count. The purpose of the employment and housing data was to be the basis of trips. Where are people coming from and going to? She asked that the committee approve whether the data was reasonable.

Motion by the Technical Advisory Committee to recommend Policy committee approve that the socioeconomic data presented represents a reasonable prediction for population and employment in the year 2045, made by Tim Zebell, second by Chris Cook. **Motion Approved**

Motion by the Policy Committee to approve that the socioeconomic data presented represents a reasonable prediction for population and employment in the year 2045, made by Steve Tilly, second by Alex Little. **Motion Approved**

Amendments by MDOT:

Jonathon Smith presented the following list of projects to be added to the TIP:

| Fiscal Year | Project Name | Project Limits | Primary Work Type | Phase | Federal Cost & Source | State Cost & Source | MDOT Job Number |
|-------------|--------------|---|-------------------|-------|-----------------------|---------------------|-----------------|
| 2019 | M-139 | Hinchman Rd. to north of the St. Joseph River | Road CPM | CON | \$ 1,795,617 NH | \$398,172 | 200631 |
| 2019 | EB I-94 | St. Joseph River to Britain Avenue. | Road R&R | PE-S | | \$1,158,518 | 131843 |
| 2019 | EB I-94 | St. Joseph River to Britain Avenue. | Road R&R | PE | | \$3,150,000 | 131843 |
| 2020 | M-139 | M-139 at Buckhorn Creek | Road R&R | PE | | \$227,883 | 200684 |
| 2020 | M-139 | M-139 at Buckhorn Creek | Road R&R | ROW | | \$5,554 | 200684 |
| 2020 | EB I-94 | I-94 L (Exit 23) to the St. Joseph River | Road R&R | PE-S | | \$1,810,000 | 132824 |
| 2020 | EB I-94 | I-94 L (Exit 23) to the St. Joseph River | Road R&R | PE | | \$4,000,000 | 132824 |

He said that the work on M-139 was being done in conjunction with the addition of passing flares funded by CMAQ. The other project on M-139 at Buckthorn Creek includes replacing the culvert. This project was added because the culvert has been shrinking. The I-94 E from BL-94 to the St. Joseph River is the engineering phases on the bridge scoping project. The project was not approved for construction in 2023, but will be resubmitted during the next project submittal for approval in 2024.

Alex Little asked if MDOT could do anything about M-139 from Nickerson to Napier. He said that the poor condition of the road was causing a maintenance issue for busses.

Andrea Dewey mentioned that the FHWA had specific performance measures for maintenance on the Interstate. The FAST act reduced the funding sources and added penalties for disinvestment in the interstate.

Jonathon Smith said this shifted money from surface streets to the interstate.

Motion by the Technical Advisory committee to recommend that the Policy Committee approve adding the projects presented by MDOT to the 2017-2020 Transportation Improvement Program, made by Roger Seely Second by Tim Zebell. **Motion Approved.**

Motion by the Policy Committee to approve adding the projects presented by MDOT to the 2017-2020 Transportation Improvement Program, made by Chris Cook Second by Roger Seeley. **Motion Approved.**

Amendments for TCATA:

Alex Little presented three amendments requests for TCATA as follows:

Amendment #1

Add to FY 2018 the purchase of one Lift Van (Bus Rolling Stock)

In the amount of:

| | |
|--------------|----------|
| Federal 5307 | \$60,000 |
| State CTF | \$15,000 |
| Total Cost | \$75,000 |

Carryover grant from 2014: M-90-X683. Awarded grant federal share \$60,000

Amendment #2

Add to the FY 2017 Operating Expenses:

| | Original | | Amendment |
|--------------|-----------|---|-----------|
| Federal 5307 | \$777,380 | → | \$893,341 |

State CTF and Local amount remains unchanged

Additional \$115,961 added from a carryover grant from FY 2014: M-90-X683

Amendment#3

In FY 2017 TCATA has a four bus purchase currently programed in the TIP using 5339, 5307, and CMAQ funds. TCATA is requesting to change the 5339 portion to 5307. This then becomes:

Current:

| Source | Amount | State CTF Match |
|--------|-----------|-----------------|
| 5307 | \$27,145 | \$6,787 |
| 5339 | \$16,449 | \$4,111 |
| CMAQ | \$230,000 | \$57,500 |

Modification:

| | | |
|------|-----------|----------|
| 5307 | \$43,549 | \$10,898 |
| CMAQ | \$230,000 | \$57,500 |

Alex explained that these changes were being requested because TCATA finally had access to a grant from FY 2014. When the FTA switched from systems from TEAM to TRANS, they were unable to make any changes to access the grant.

Chris Cook noted that the amendments do not match what was sent out.

Kim Gallagher explained that many changes occurred since then.

Andrea Dewey asked whether it was possible to amend FY 2017 funds since the FY had ended.

Brandon Kovnat explained that TCATA had already spent the funds in FY 2017 and was asking for reimbursement. They were told that to be reimbursed the amount requested had to be the same as what was approved in the TIP. Therefore, they are retroactively asking for the TIP to be amended to match the amount they received.

Motion by the Technical Advisory committee to recommend that the Policy Committee approve the amendments as presented by TCATA, made by Tim Zebell Second by Steve Tilly. **Motion Approved.**

Motion by the Policy Committee to approve the amendments as presented by TCATA, made by Steve Tilly, second by Alex Little. **Motion Approved.**

2018 Meeting Schedule:

The Meeting schedule for January 2018, thru December 2018 was presented (see attached)

Brandon Kovnat said that January's meeting was the second Monday due to Martin Luther King Jr. Day and February's meeting was the second due to President's day. All other meetings were scheduled for the third Monday of the month.

Motion to approve the Technical advisory committee's 2018 meeting schedule, made by Steve Tilly, second by Roger Seeley. Motion Approved.

Motion to approve the Policy advisory committee's 2018 meeting schedule, made by Steve Tilly, second by Roger Seeley. Motion Approved

Brandon Kovnat mentioned that due to the change in name of the Berrien County road commission to the Berrien County Road Department the bylaws would need to be updated. He mentioned that the Road Commission had a membership on the policy committee but the road commission had been dissolved. He also said that the village of Michiana was not officially in the Bylaws, but Grand Beach was. Brandon said that changes to the bylaws require a lengthy process and a vote couldn't occur at the same meeting the change was initially presented. It was agreed to postpone discussion of bylaws.

13. State and Federal Updates

Jim Sturdevant said that the statewide planning division had a new supervisor. They were currently discussing reassignments. Jim also mentioned that there were changes to the rural task force (RTF) program there used to be only a single person managing the program for the entire state. Don Mayle is in charge of the program but he is assisted by Jim and Tom Doyle

Andrea Dewy said that the MPO needed to approve performance target for safety soon. She said that the schedule of when the FHWA would release Performance measures was available and that once FHWA released a Performance measure, MDOT had to select statewide target and then the MPO had to select targets.

14. Privilege of the Floor

Dick Stauffer said that Lincoln Township wanted to thank MDOT for the bridgework on I-94 at exit 23

Kim Gallagher brought up cancellation of the December TwinCATS Meeting. No new business has to be addressed in December. She said that typically December meetings are cancelled to allow for time off around holidays.

There was a consensus to cancel the December TwinCATS Meeting

15. Adjournment

Meeting was adjourned at 11:20 AM

Minutes Compiled by Brandon Kovnat, Associate Planner SWMPC

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

WHEREAS, the Twin Cities Area Transportation Study (TwinCATS) 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:

Cities

Benton Harbor
St. Joseph
Bridgman

Villages

Shoreham
Stevensville

Townships

Benton Charter
Hager
Lake
Lincoln
Royalton
Sodus

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 TwinCATS 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 8th Day of January 2018, the TwinCATS MPO Policy Committee has agreed to support the MDOT's state safety targets for calendar year 2018, and

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

Richard Stauffer, Lincoln Charter Township
TwinCATS 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 |

Brandon Kovnat

From: Sturdevant, James (MDOT) <SturdevantJ@michigan.gov>
Sent: Thursday, December 28, 2017 1:13 PM
To: Brandon Kovnat; Kim Gallagher
Cc: Lanum, John (MDOT)
Subject: RE: Work Program Amendments

Brandon:

The amendment for the TwinCATS UWP is necessary to delete the SPR funds for FY18 because they were included in error when the UWP was approved. Further review of FY18 SPR projects did not include a project for that funding.

The amendment for the NATS UWP is necessary to adjust the SPR funding for the MAGOG/NATS Travel Demand Model work. The proportion of the Travel Demand Model work carried over from FY17 to FY18 is less than originally anticipated.

I hope this explanation is sufficient for including these amendments on the respective Policy Committee's agendas for January.

If you require additional information please feel free to call or email.

Sincerely,

Jim Sturdevant, AICP
Program Manager
Bureau of Transportation Planning
Statewide Planning Section
Michigan Department of Transportation

425 West Ottawa Street
PO Box 30050
Lansing, MI 48909
(517) 335-2603 office
(517) 256-7297 cell
(517) 373-9255 fax
sturdevantj@michigan.gov

From: Sturdevant, James (MDOT)
Sent: Thursday, December 28, 2017 9:58 AM
To: Brandon Kovnat <kovnatb@swmpc.org>; 'Kim Gallagher' <gallagherk@swmpc.org>
Subject: Work Program Amendments

Hi Brandon and Kim:

Attached are work copies of your FY18 work programs for both Benton Harbor and Niles.

They are both in need of amending due to previous errors in SPR funding for Benton Harbor and changes in SPR funding for Niles.

I have made edits that I **suggest**: items to be deleted are marked as ~~striketrough~~ and items to be added are underlined. On all cases, I highlighted all changes
For TwinCATS changes are on pages 8 10.
For Niles please look at pages 5, 7, and 27.

Please call or email if you have any questions.

Jim Sturdevant, AICP
Program Manager
Bureau of Transportation Planning
Statewide Planning Section
Michigan Department of Transportation

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FUNDING SOURCES

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

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

TwinCATS 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 TwinCATS 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 Funds | \$182,843 | \$40,546 | \$223,389 |
| SPR Funds | \$28,186 | \$7,046 | \$35,232 |
| Total | \$211,029 <u>\$182,843</u> | \$47,592 <u>\$40,546</u> | \$258,621 <u>\$223,389</u> |

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

FY 2018 Local Match Calculation

| Jurisdiction | Population | Percentage of Total Population (2010) | Share of CPG Local Match |
|------------------------------------|-------------------|--|---------------------------------|
| Benton Charter Township | 14,749 | 19.94% | \$8,086 |
| Hagar Township | 3,671 | 4.96% | \$2,013 |
| Lake Charter Township | 2,972 | 4.02% | \$1,629 |
| Lincoln Charter Township | 13,549 | 18.32% | \$7,428 |
| Royalton Township | 4,766 | 6.44% | \$2,613 |
| St. Joseph Charter Township | 9,166 | 12.39% | \$5,025 |
| Sodus Township | 1,932 | 2.61% | \$1,059 |
| Village of Shoreham | 862 | 1.17% | \$473 |
| Village of Stevensville | 1,142 | 1.54% | \$626 |
| Village of Grand Beach | 272 | 0.37% | \$149 |
| Village of Michiana | 182 | 0.25% | \$100 |
| City of Benton Harbor | 10,038 | 13.57% | \$5,503 |
| City of Bridgman | 2,291 | 3.10% | \$1,256 |
| City of St. Joseph | 8,365 | 11.31% | \$4,586 |
| Total | 73,957 | 100.00% | \$40,546 |

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 TwinCATS 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 TwinCATS 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 | \$85,345 | \$73,642 |
| 2.0 Transportation Planning | \$95,690 | \$82,801 |
| 3.0 Data Collection, Analysis and Reporting | \$51,724 | \$44,631 |
| 4.0 Transportation Improvement Program (TIP) | \$25,862 | \$22,315 |
| Total | \$258,621 | \$223,389 |

**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.