



Southwest Michigan Planning Commission

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

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

FOR FURTHER INFORMATION CONTACT:

Kim Gallagher, *Transportation Planner*

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Brandon Kovnat, *Transportation Planner*

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DATE: Monday, August 19, 2019

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
 - June 17, 2019 Meeting *(Enclosed) Action*
5. Staff Report
6. Community Land Use and Zoning Member Updates
7. Airport Updates
8. Public Transit Updates
 - Introduction to the New Director of TCATA
 - Presentation on Double Map: Bus Tracking System
9. Road Project Updates
10. Old Business
11. New Business
 - 2020 Unified Work Program Amendment *(Enclosed) Action*
12. State and Federal Updates
13. Privilege of the Floor or Public Comment
14. Adjournment
 - The next TwinCATS meeting is scheduled for **September 16, 2019 @ 9:30 am.**

TWIN CITIES AREA TRANSPORTATION STUDY

TECHNICAL ADVISORY COMMITTEE AND POLICY COMMITTEE COMBINED MINUTES

June 17, 2019 9:30 AM – Kinexus, Lighthouse Room, and 499 W Main St, Benton Harbor, MI 49022

TWINCATS MEMBER ORG./POSITION	MEMBERS (2019)	TAC	POL	J	F	M	A	M	J	J	A	S	O	N	D
Benton Charter Township	Carolyn Fowler		x	P	P	P		N	P						
Benton Charter Township	Kelli Smith	x		N	N	N		N	N						
Berrien Co. Board of Commissioners	Bill Chickering		x	P	P	P		N	N						
Berrien Co. Community Dev. Dept.	Evan Smith	x		N	N	N		P	N						
Berrien Co. Planning Commission	Eric Lester, M.D.		x	P	P	N		P	N						
Berrien Co. Road Dept.	(vacant)		x	V	V	V		V	V						
Berrien Co. Road Dept.	Brian Berndt		Retired	P	P	A									
	Kevin Stack	X				P		P	P						
City of Benton Harbor	Darwin Watson		x-a	A	A	A		N	N						
City of Benton Harbor	Chris Cook (Pol. V. Ch.)	x	Alt	P	P	P		P	P						
City of Bridgman	Juan Ganum	x	x	N	P	P		N	P						
City of St. Joseph	John Hodgson		x	P	N	N		N	P						
City of St. Joseph	Tim Zebell (TAC V. Ch.)	x-a		P	P	P		A	P						
	Tom McDonald	Alt						P	N						
Cornerstone Alliance	Sue Wyman	x	x	N	N	N		N	N						
Disability Network of SW Mich.	(vacant)	x		V	V	V		V	V						
Hagar Township	(vacant)	x	x	V	V	V		V	V						
Kinexus	(vacant)	x		V	V	V		V	V						
Lake Charter Township	Gloria Payne	x	x	N	N	P		N	N						
Lincoln Charter Township	Dick Stauffer (Pol. Ch.)		x	P	P	P		P	P						
Lincoln Charter Township	Terrie Smith	x		P	N	P		P	P						
MDOT – Bureau of Trans. Planning	Jim Sturdevant	x	x	P	N	P		P	P						
MDOT – Southwest Region	Amy Lipset	x	x	P	P	A		P	A						
MDOT – Southwest Region	Brain Sanada	Alt	Alt			P			P						
MDOT – Trans. Service Center	Jonathon Smith	x	x	P	P	N		P	P						
Royalton Township	Steve Tilly	x	x	P	P	N		P	P						
Sodus Township	David Chandler	x	x	N	N	N		N	N						
Southwest Mich. Regional Airport	Vince Desjardins	x	x	N	N	P		P	N						
St. Joseph Charter Township	Denise Cook		x	P	P	P		P	P						
	Roger Seeley	x-a		A	A	A		A	P						
St. Joseph Charter Township	Ron Griffin	Alt						P	A						
	Jonathan Fisk	Alt		P	P	P			P						
Twin Cities Area Trans. Authority	(vacant)	x	x	P	P	P		V	V						
Village of Grand Beach	(vacant)	x	x	V	V	V		V	V						
Village of Shoreham	Bob Lawrence	x	x	P	P	P		P	P						
Village of Stevensville	(vacant)		x-a	V	V	V		V	V						
Village of Stevensville	Chris Cook (Pol. V. Ch.)	x	Alt	P	P	P		P	P						
Berrien Co. Coord. Trans. Coalition	(vacant)	NV	NV	V	V	V		V	V						
Federal Highway Administration	Andrea Dewey	NV	NV	N	N	N		P	N						
Federal Transit Administration	Angelica Salgado	NV	NV	N	N	N		N	N						
MDEQ - Air Quality	Breanna Bukowski	NV		N	N	N		N	N						
MDOT - Modeling	Katie Beck	NV		P	N	N		N	N						
MDOT - Passenger Division	(vacant)	NV		V	V	V		V	V						
Northwestern Ind. Reg. Plan. Comm.	Scott Weber	NV	NV	N	P	N		N	N						
Regional Interagency Consumers Cte.	(vacant)	NV	NV	V	V	V		V	V						
Southwest Michigan Planning Comm.	Kim Gallagher	NV	NV	P	P	P		N	N						
TCATA Local Advisory Committee	(vacant)		NV	V	V	V		V	V						

Pol. Ch.: Policy Chair; TAC Ch.: TAC Chair; Alt: Alternate; x-a: Alternate available; NV: Non-voting; P: Present; N: Not present; A: Absent-Alternate attending; V: Vacant; O: Observer (Alternate present but not voting because regular member is also present).

1. **Call to Order / Introductions**

Policy Committee Chair Dick Stauffer called the meeting to order at 9:30 AM and led the group in introductions. SWMPC Staff present: Brandon Kovnat and John Egelhaaf.

2. **Changes to the Agenda**

Agenda approved by consensus without any changes.

3. **Public Comment**

None.

4. **Approval of Minutes**

Motion to approve the minutes from the May 20, 2019 combined Technical Advisory and Policy Committee meeting. Made by Steve Tilly, second by Jim Sturdevant. **Motion approved.**

5. **Staff Report**

None.

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

Steve Tilly mentioned several developments occurring in Royalton Township. Vail Rubber is building a new facility on Hollywood and Glenlord. An Alzheimer's care facility is being built on Hollywood and Peace. It will have 20 beds but eventually be expanded to a 40-bed facility. The Power in Motion Gym will add a third addition. A 120-unit apartment/townhouse complex is being built at M-63 and Maiden Lane. It is being built on an old golf range.

7. **Airport Updates**

None.

8. **Public Transit Updates**

None.

9. **Public Transit Amendments**

Brandon Kovnat presented the list of TCATA's 2019 capital and operating expenses from their 2019 FTA grant (see attached list of TCATA amendments). Brandon explained that several items from FTA grant had not been added to the TIP and there were also two cost increases.

Motion for the Technical Advisory Committee to recommend that the Policy Committee approve the requested 2019 project amendments from TCATA as presented. Made by Steve Tilly, Second by Jim Sturdevant. **Motion approved.**

Motion for the Policy Committee to approve the recommendation from the Technical Advisory Committee. Made by Steve Tilly, second by Denise Cook. **Motion approved.**

10. **Special Studies**

A) **Countywide Transit Study:** The county has allocated \$100,00 to implement Berrien Bus's new bus routes, which roughly follow recommendations in the ConnectBerrien Plan.

B) **Napier Corridor Study:** Kevin Stack said that construction on Napier would begin in August. The road will be restriped from 4 to 3 lanes. The bridge will remain 4 lanes and there will be 4 lanes at the intersection. An amendment will be submitted to change the 2020 resurfacing of Napier to go from Colfax to M-139. The three-lane configuration will be considered for this section as well.

11. Road Project Updates & Amendments

All of TwinCATS STBG allocation has been obligated.

Stauffer said that the Roosevelt Path, which if funded by CMAQ, is on schedule to be obligated in late summer and constructed in the winter.

12. Old Business

Election of Technical Advisory Committee Vice Chair: Due to Brian Berndt retirement the position of the Technical Advisory Committee chair is vacant. Under the bylaws the Tac vice chair assumes the role of chair. Tim Zebell the TAC vice chair accept the appointment to serve as TAC chair until elections in January 2021. Steve Tilly volunteered to serve as the TAC vice-chair.

Motion for the Technical Advisory Committee to unanimously elect Steve Tilly as vice chair. Made by Tim Zebell, Second by John Hodgson.

13. New Business

- A) **2020-2023 Transportation Improvement Program:** Kovnat gave a brief presentation on the 2020-2023 Transportation Improvement Program (TIP). He explained the purpose of the TIP and gave an overview of the projects listed in it.

Motion for the Technical Advisory Committee to recommend that the TwinCATS Policy Committee approve the 2020-2023 Transportation Improvement Program subject to minor changes based on MDOT review. Made by Jim Sturdevant, second by Terrie Smith. Motion Approved.

Motion for the Policy Committee to approve the recommendation from the Technical Advisory Committee. Made by Steve Tilly, second by Chris Cook. **Motion approved.**

- B) **2019 UWP Budget Revision:** John Egelhaaf present a revision to the 2019 Budget for TwinCATS staff contained in the 2019 Unified Work Program (See attached).

Motion for the Technical Advisory Committee to recommend that the TwinCATS Policy Committee approve the TwinCATS 2019 budget revision in the Unified Work Program. Made by Jim Sturdevant, second by Chris Cook. **Motion approved.**

Motion for the Policy Committee to approve the recommendation from the Technical Advisory Committee. Made by John Hodgson, second by Steve Tilly. **Motion approved.**

14. State and Federal Updates

Brain Sanada said that South West Michigan Planning Commission was creating a seven county on-motorized plan for MDOT. HE said that SWMPC was currently conducting a series of meeting county meetings. Egelhaaf added that he Berrien County meeting was the first one back in February and had over 100 attendees.

15. Privilege of the Floor or Public Comment

None.

16. Adjournment

Meeting adjourned at 10:23 AM. The next TwinCATS meeting is scheduled for July 15, 2019, at 9:30 AM.

Minutes compiled by Brandon Kovnat, SWMPC Associate Planner. Revised minutes will be sent prior to the August meeting.

MEMORANDUM

DATE: August 12, 2019

TO: TwinCATS Combined Technical and Policy Committees

FROM: Kim Gallagher and Brandon Kovnat, SWMPC Staff

RE: Proposed Fiscal Year (FY) 2020 Unified Work Program (UWP) Amendment One

Changes to the 2020 TwinCATS UWP:

The TwinCATS MPO has been awarded \$30,000 in additional federal planning funds for the following two special projects:

(1) Website Redesign and Replacement

The purpose of the Website Design and Replacement Project is to update the SWMPC's website with a new design and website content information architecture that is designed and organized in a manner that:

- Allows viewers with limited computer experience to easily find and access information;
- Supports easy navigation to key information;
- Complies with ADA Web Accessibility Standards

The last major redesign of the agency's website took place in 2007. Over the last 12 years, much has changed in the architecture of Content Management Systems (CMS), as well as the level of expectations of end users, who include members of the public, committee members, elected officials and partner organizations. The current website houses approximately 345 published pages and 5200 supporting assets (Documents, images, video, links, etc.). Transportation program information is housed on 187 of the 345 published pages.

(2) Multi-Modal Project Assistance

The purpose of this project is to provide assistance to local agencies and units of government in completing planning studies and implementing projects and programs, which relate to transportation, particularly multi-modal and transit issues in Berrien County.

ATTACHMENTS

The highlighted elements in the attached documents listed below reflect components of the UWP that are affected by the proposed FY 2020 TwinCATS UWP Amendment 1:

TwinCATS Federal and Local Budget: Revised federal and local budget.

Local Match Calculation: Revised local match calculations 2020.

Funding Categories: Addition of Special Projects category within Budget by Work Element

Special Projects: Description of additional projects that will be taken on by the SWMPC staff.

REQUESTED MOTION

MPO staff requests that the MPO vote to endorse Draft Amendment One, as proposed by staff.

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 twenty percent match is required that is provided by MDOT. At the writing of this document, no SPR funds have yet been budgeted for TwinCATS.

**FHWA & FTA
Federal and Local Budget**

	Federal	Match	Total
CPG Funds	\$182,918	\$40,562	\$223,480
CPG Funds Special Projects	\$30,000	\$6,652	\$36,652
Total	<u>\$182,918</u> <u>\$212,918</u>	<u>\$40,562</u> <u>\$47,214</u>	<u>\$223,480</u> <u>\$260,132</u>

FY 2020 Local Match Calculation

Jurisdiction	Population	Percentage of Total Population (2010)	Local Match	Revised Local Match
Benton Charter Township	14,749	19.94%	\$8,567	\$9,416
Hagar Township	3,671	4.96%	\$2,013	\$2,344
Lake Charter Township	2,972	4.02%	\$1,726	\$1,897
Lincoln Charter Township	13,549	18.32%	\$7,870	\$8,650
Royalton Township	4,766	6.44%	\$2,768	\$3,043
St. Joseph Charter Township	9,166	12.39%	\$5,324	\$5,852
Sodus Township	1,932	2.61%	\$1,122	\$1,233
Village of Shoreham	862	1.17%	\$501	\$550
Village of Stevensville	1,142	1.54%	\$663	\$729
Village of Grand Beach	272	0.37%	\$149	\$174
Village of Michiana	182	0.25%	\$100	\$116
City of Benton Harbor	10,038	13.57%	\$5,831	\$6,408
City of Bridgman	2,291	3.10%	\$1,331	\$1,463
City of St. Joseph	8,365	11.31%	\$4,859	\$5,340
Total	73,957	100.00%	\$40,562	\$47,214

Source: Population based on 2010 Census

Funding Categories

To track MPO progress and spending, the FY 2020 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. **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.
3. **Transportation Planning:** Includes technical assistance to members, public outreach, the administration of special plans, and updating the Long Range Plan.
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.
5. **Special Projects:** This task involves transportation and transportation related topics that support the development and maintenance of the planning process. Activities might include consultant contracting, research and data analysis, public outreach, and implementation assistance.

Budget by Work Element

Work Element	Approved Amount	Revised Amount
1.0 Program Administration	\$62,574	
2.0 Data Collection, Analysis and Reporting	\$58,105	
3.0 Transportation Planning	\$53,635	
4.0 Transportation Improvement Program (TIP)	\$49,166	
5.0 Special Projects		\$36,652
Total	\$223,480	\$260,132

**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.*

5 SPECIAL PROJECTS

5.1 Digital Outreach – Website Redesign and Replacement

Objective: Redesign and replace SWMPC's website with intuitive and familiar navigation mechanisms and prominently feature high-priority or targeted content for various website users.

Technical Background: The current website houses approximately 345 published pages and 5200 supporting assets (Documents, images, video, links, etc.). Transportation program information is housed on 187 of the 345 published pages.

Additionally, the SWMPC utilizes a number of third-party applications/services to provide added functionality via the website. These systems include but are not limited to:

- Survey Monkey / Select Survey
- ESRI web map gallery for online mapping
- Facebook, YouTube for social media
- Google for site search
- Google for site analytics

Work Tasks: Design an architecture that supports easy navigation of the site. Produce an ADA compliant responsive web design that is viewable/navigable on multiple resolutions and platforms (including smart phones and tablets), and web browsers. Design and develop intuitive and familiar navigation mechanisms and prominently feature high-priority or targeted content for the various website user audiences. Utilize a feature rich content management system with enhanced integration with interactive applications such as social media. Utilize a content management solution that can be maintained by both experienced web development staff as well as new users. A framework will be developed that allows for regular site re-refresh cycles to maintain user interest and excitement. An enhanced Content Management System will have built-in functionality (Calendar, Forms, Survey, Subscription, Interactive maps). The site will provide a portal for citizens and customers to interact with the staff.

5.2 Multi-Modal Project Assistance

Objective: Provide assistance to local agencies and units of government in completing planning studies and implementing projects and programs which relate to transportation, particularly multi-modal and transit issues in Berrien County.

Work Tasks: The SWMPC will produce individual documentation of staff work with the local communities and the public on each of the implementation efforts. The documents will clearly reflect our engagement with community leaders and the public to identify and coordinate opportunities to implement the SWMPC Long Range Plan, the *Napier Avenue Corridor Plan*, the *Connect Berrien* public transportation plan, and the *Twin Cities Harbor Study*. Where appropriate, we will document through timelines and benchmarking, the progress made on each individual project. Also critical to the implementation work will be the coordination of discussions with local communities and Michigan's Great Southwest Strategic Leadership Council. SWMPC will meet with local communities as needed to coordinate local plans and policies related to both land use and transportation. Of special consideration throughout all implementation is considerations for people with disabilities, rural and paratransit service, toward a goal of equity.