

# NILES/BUCHANAN/CASS AREA TRANSPORTATION STUDY

Joint Technical Advisory and Policy Committee

## MINUTES

January 29, 2013

1:30 P.M.

Niles City Council Chambers

Policy Members Present:	Jason Auvil, Pokagon Band of Potawatomi Indians/BC Planning Commission Joe Bellina, Cass County Road Commission Brian Berndt, Berrien County Road Commission Dawn Bolock, Ontwa Township Pamela Boyd, MDOT Planning Richard Cooper, Niles Charter Township Andrea Dewey, Federal Highway Administration (ex-officio) Irving Frost, Howard Township Kelly Getman-Dissette, Niles Dial A Ride John Gruchot, Berrien County Community Development Joseph Kring, Bertrand Township Don Kronewitter, Milton Township John Klimek, Berrien County Commissioner Jason Latham, MDOT-SW Region Serita Ann Mason, City of Niles Jess Minks, Berrien County Road Commission Kim O’Haver, Buchanan Dial A Ride Zach Perkins, Berrien County Commissioner Jan Personette, Four Flags Area Chamber of Commerce Cliff Poehlman, Cass County Road Commission Don Ryman, City of Buchanan
Policy Members Absent:	Pat Bellaire, Village of Edwardsburg Georgia Boggs, City of Niles Barb Cook, Cass County Planning Commission John Egelhaaf, SWMPC (ex-officio) Juan Ganum, City of Niles Community Development Darrell Harden, MDOT, Southwest Region Erin Jolivette, MDOT – Coloma TSC Shelley Klug, Southwest Michigan Economic Growth Alliance Larry Larson, City of Niles Dale Lowe, Cass County Commissioner Stewart McKenzie, FTA (ex-officio) Jane Mitchell, Buchanan Township Joe Ray, City of Niles Brad Sharlow, MDOT Planning (ex-officio) Evan Smith, Niles Dial A Ride Representative, MACOG (ex-officio)
SWMPC Staff Present:	Suzann Flowers Gautam Mani
Others Present:	Sue Kronewitter, Milton Township Matt Kodis, Michigan Works Steve Carlisle-Wightman and Associates Dennis Schuh, Berrien Bus, Cass County Public Transit

Andrew Rossell-Seven Generations Architectural Engineers Lindsay Maki-CDM Smith Matt Wendling-CDM Smith
---

**1. Call to Order & Introductions**

- Cooper called the Joint NATS TAC and Policy Committee meeting to order at 1:31p.m. Ryman led the group in saying the Pledge of Allegiance. Cooper led the group in introductions.
- Pamela Boyd introduced herself and stated that as of last week Ray Lenze had retired from MDOT due to serious health concerns. She would be stepping into Ray’s place until a replacement is hired.

**2. Minutes**

Motion by Auvil with support by Frost to approve the December 18, 2012 NATS TAC Committee meeting minutes. **Motion passed.**

Motion by Poehlman with support by Personette to approve the December 18, 2012 NATS Policy Committee meeting

**Motion passed.**

**3. Public Comment (For agenda items exclusively)**

No public comments were received for the month of January.

**4. Staff Report**

- **Funding Workshop-Joint Meeting (Summer 2013)**  
Flowers stated that the Committee members had expressed interest in holding a funding workshop to review other sources of funds for projects. With the work load that MPO staff has, that workshop will be delayed until summer.
- **Lengthy meetings the next 6 months**  
Flowers stated that the next several months will have lengthy meetings due to the development of the TIP and long range transportation plan. Please be sure to review materials prior to the meeting to give comments.
- **NATS Walk and Roll**  
Mani stated that staff is putting this project more on the back burner to focus on higher priority projects. We are asking that if you want to develop a list to please contact MPO staff.
- **NATS TIP Project Selection Subcommittee meeting selection**  
Flowers stated that this item was not on the staff report but that since members were all together that a subcommittee meeting to select projects for the 2014-2017 TIP needs to be set up. Flowers stated that the MPO staff were 2 months behind and needed to move quickly on the call for projects and project selection. She continued by stating that the electronic form to submit projects should be live by February 1 and that there will be directions to accompany the submission. She encouraged all agencies that will submit projects to read through the directions first to ensure that they have all necessary information to submit prior to filling out the e-form. The members stated that February 28, 2013 after 1:30pm would be the preferred time. Flowers will follow up with a location selection and exact time as soon as possible.

**5. Project Updates**

Fiscal Year	Job Number	Agency	Project Name	Update Information	Date of last update	Bid Savings

<b>2011</b>		Niles Dial A Ride	On bus camera system	The grant was just awarded in September 2011 and the projects will be completed in 2013	Feb-12	
		Niles Dial A Ride	Preventative maintenance	The grant was just awarded in September 2011 and the projects will be completed in 2013; ongoing	August 2013	
		Niles Dial A Ride	Ramp lift	The grant was just awarded in September 2011 and the projects will be completed in 2013	Apr-12	
	104152	MDOT	M-139 (Main St) over St. Joseph River bridge replacement SUB and PE phases	Design phase-public meeting will happen soon and public will be able to view design options; public comment process is underway, December 2013 letting	October 2012	
<b>2012</b>	112863	Cass County Road Commission	Bertrand Rd from Ironwood Dr. to Batchelor JN 112863 CON Phase	In design, Grade inspection is done, final plans going in; bid/letting October; Bid date was October 5, PreCon was held October 12. We are trying to construct yet this year if the weather cooperates and contractor can get mix design approval, otherwise it will be in the spring; Contract awarded, will be built in calendar year 2013.	November 2012	
		Niles Dial A Ride	Preventative maintenance	The projects have been assigned grant numbers and the projects should move forward summer 2012. There will be some project changes for the March meeting, need last approved TIP letter	June 2012	
		Niles Dial A Ride	Fuel capitalization	¾ spent	November 2012	
		Niles Dial A Ride	Free fare days-CMAQ project	Extended to summer 2013	November 2013	

		Niles Dial A Ride	Bus replacement	Working with MDOT on this project; ordered bus in December and it will be all blue	January 2013	
		Niles Dial A Ride	Parking lot	Spring of 2013	October 2012	
	115698	MDOT	Design phase: M-62 Indiana State Line-US12; cold milling, overlay, sidewalk ramp upgrades	Submitted for letting	December 2012	
	116115	MDOT	US 12 West of Mayflower Road to M-139	2013 construction-in design; Design complete let in September CON begin summer 2013	October 2012	
	115699	MDOT	US 31 From End of Freeway at Napier Avenue to I-94. – On M60 Bridge from M51-M60-crack seal	In design	October 2012	
<b>2013</b>	112094	Berrien County	Walton Road (City of Buchanan limit to Old 31)	Hot patching and single coat CON phase; Force account project-submitting	January 2013	
	112101	Berrien County	Warren Woods Rd and Red Bud Trail	Hot patching and single seal coat-CON phase; Force account ready to submit-submitting	January 2013	
	112102	Buchanan	Front St. Red Bud Trail to east city of Buchanan limit	Resurface, sidewalks, streetscaping, non-motorized path; working with consultant Wightman and Assoc to move this project along; TA grant, but need to coordinate funds—without coordination, letting could be delayed project underway- but will be separated into resurfacing and streetscaping phases.	December 2012	
		Buchanan Dial A Ride	Transit operations			
		Niles Dial a Ride	Transit maintenance equipment and parts	Copy machine		
		Niles Dial a Ride	Transit operations equipment	Replacement tired		

		Niles Dial a Ride	Transit maintenance equipment and parts	Software upgrades		
	115699	MDOT	On US 31 from end of freeway at Napier Ave to I-94	Overband crack fill-CON phase; no go		
	112103	Cass County	Redfield St.	Oak St. to Elkhart Rd-CON phase; do not have a letting or obligation schedule, we will be reviewing our Force Account limitations and funding capacity for bid projects.; Still under force account	November 2012	
	115698	MDOT	M-62 Indiana state line to US-12	Cold milling, HMA one course and sidewalk ramp upgrades		

## 6. Old Business

- **Approval of 2010 Adjusted Census Urban Boundary (ACUB) and Resolution**

Mani stated that at the December 2012 meeting the Committee had not approved the ACUB because Cass County Road Commission had to make one more review of the new boundaries. That review has taken place and Bellina was in agreement with what has been proposed. Flowers added that we needed a motion to approve the ACUB boundaries and that we would be adding Mason Township to the planning boundary and that a resolution of support needed to be authorized to have Dale Lowe, Policy Chair signs the resolution.

A motion by Auvil with support by Getman-Dissette to recommend to the Policy Committee to approve the adjusted census urban boundary for the NATS MPO and to authorize Dale Lowe to sign the resolution. **Motion passed.**

A motion by Auvil with support by Mason to approve the adjusted census urban boundary for the NATS MPO and to authorize Dale Lowe to sign resolution. **Motion passed.**

## 7. New Business

- **Long Range Plan Section Review-Introduction**

Flowers stated that as the MPO staff draft sections of the long range plan that they will appear on the agenda for review and approval. Committee members will be able to continue to share comments until the full plan is approved around the month of May. On the agenda for January is the Introduction and Committee section. Flowers reviewed the contents of the section.

-O'Haver asked that all transit agencies need to be listed. Flowers stated that there will be a separate section that deals specifically with transit and all the agencies in the MPO.

-Getman-Dissette stated that just listing the agencies on the Committees could help to alleviate name issues. Flowers stated that will be changed.

A motion by Bellina with support by Auvil to recommend to the Policy Committee to approve the Introduction and Committees section of the Long Range Transportation Plan with the above noted

changes by Getman-Dissette and O'Haver. **Motion passed.**

A motion by Poehlman with support by Frost to approve the Introduction and Committees section of the Long Range Transportation Plan with the above noted changes by Getman-Dissette and O'Haver. **Motion passed.**

▪ **Performance measures-required public comment period**

Flowers stated that there were changes made to the performance measures within the lrp and that the goals and objectives did not change. She continued that she wanted to receive comments from Committee members on the changes.

-Dewey stated that she had series concerns regarding the number of measures for such a small study area and had very serious concerns regarding the measures regarding transit. She stated that the MPO should focus on items that they can measure and have a baseline of data for.

-Getman-Dissette also stated that she had concerns about the transit measures and that they seemed to focus on the Benton Harbor MPO instead of reviewing the real issues in the NATS study area. She continued that a separate section should be formed for performance measures and that she would be in support of only supporting the goals and objectives for the lrp.

-Bellina noted that he also had concerns regarding the MPOs ability to have an impact on the measures.

-Flowers stated that a phone conference or small working group should be formed to work through the details of the measures section to allow more review. She will follow up on this as soon as possible.

A motion by Getman-Dissette with support by Auvil to propose to the Policy Committee to approve the proposed Goals and Objectives for the long range plan and to form a separate chapter for the performance measures. **Motion approved.**

A motion by Mason with support by Personette to approve the Goals and Objectives for the long range plan and to form a separate chapter for the performance measures. **Motion approved.**

▪ **CMAQ Project Review**

Mani stated on suggestion from Ray Lenze MPO staff were encouraged to bring before the Committees the CMAQ projects approved for Berrien and Cass Counties. These projects are reviewed at each county CMAQ meeting and will be incorporated into the 2014-2017 TIP. Boyd stated that under MAP-21 we only have CMAQ funding until 2014 as the legislation ends in FY 2014, but that the call for projects goes out to 2017. Mani stated that these will all be submitted to the CMAQ project review team before they are officially incorporated into the TIP.

*The projects listed are the only projects that impact the MPO*

Cass County Projects:

- FY 2014
  - Cass county transit replacement bus-100,000
  - SWMPC Rideshare-12,000
- FY 2015
  - Cass county transit-replacement bus-56,000
  - SWMPC rideshare-12,000

- FY 2016
  - SWMPC rideshare-12,000
  - Cass county transit replacement bus-107,000
- FY 2017
  - SWMPC rideshare-12,000
  - Cass county transit replacement bus-163,000

Berrien County Projects:

- FY 2014
  - Berrien Bus-2 new buses-118,000
  - SWMPC rideshare-12,000
  - Niles Dial A Ride-transit fare subsidies-2,000
  - Buchanan Dial A Ride
- FY 2015
  - SWMPC rideshare-12,000
  - Niles Dial A Ride-transit fare subsidies-2,000 and 1 bus replacement 56,000
  - Buchanan Dial A Ride-2 new buses-112,000
- FY 2016
  - Berrien Bus-5 new buses 280,000
  - SWMPC rideshare-12,000
  - Niles Dial A Ride-Fare free days 2,000
- FY 2017
  - Berrien Bus-3 new buses-312,000
  - SWMPC rideshare-12,000
  - Niles Dial A Ride- transit fare subsidies-2,000 and 1 bus replacement 56,000

-Bellina asked if the other projects selected that are outside the MPO are part of the region and Mani stated that he was correct.

A motion by Auvil with support by Gruchot to propose to the Policy Committee to approve the 2014-2017 CMAQ projects for Berrien and Cass County to be incorporated into the 2014-2017 NATS TIP.

**Motion approved.**

A motion by Auvil with support by Mason to approve the 2014-2017 CMAQ projects for Berrien and Cass County to be incorporated into the 2014-2017 NATS TIP. **Motion approved.**

▪ **TIP Amendments**

- Niles Dial A Ride projects added:
  - FY 2013 Operating Assistance for public transit operations Federal 65K, State 174K, Local 167K for total phase and project cost of 406k.
  - FY 2014 Operating Assistance for public transit operations Federal 65K, State 174K, Local 167K for total project cost of 406k.
- Berrien Bus added:
  - FY 2013 Rural operating funds in NATS MPO which is 13.3%. Federal 21K, State 21K total project cost of 42K.

Niles Dial A Ride Amending:

- FY 2013 Preventative Maintenance cost now Federal 100K, State 25K total project cost of 125K.
- FY 2013 Copy machine cost now Federal 9K, State 2K, for total project cost of

11K.

- FY 2013 Software upgrades, change in project name, project description and primary work type. No change in costs.
- FY 2014 Preventative Maintenance change in cost now Federal 100K, State 16K, Local 9k total project cost if now 125K.
- FY 2014 Replacement computers change in state cost to 1K, Local cost 1K for total project cost to 8K.
- FY 2014 Replacement bus change in state cost to 10K, Local cost to 6K. No change in total project cost.

A motion by Auvil with support by Kring to propose to the Policy Committee to approve the NATS TIP projects as presented and amend them into the 2011-2014 NATS TIP. **Motion approved.**

A motion by Poehlman with support by Frost to approve the NATS TIP projects as presented and amend them into the 2011-2014 NATS TIP. **Motion approved.**

▪ **MDOT presentation about TA application process**

Matt Wiitala from the MDOT Transportation Alternatives Program came and spoke to the Committee members regarding their allocation of TA funds. He reviewed the program elements, project eligibility, submission information, frequently asked questions, and an overall of the program. He stated some potential options for how NATS could use their allocation:

1. He stated that the MPO could turn the money back to the state for administration
2. We could fund a project already approved by MDOT, which would be the IN-MI River Valley Trail
3. Flowers noted that Lenze had suggested that we could loan to another MPO and then receive that allocation back from that specific agency in FY 2014.

-Bellina noted that he was not in support of turning the money back to the state and that he had not problem in supporting the trail project with the funding. Wiitala noted that he did not bring it up so that it would get funded.

▪ **FY 2013 Transportation Alternative Funds**

Motion by Bellina with support by Personette to recommend to the Policy Committee to allocate the NATS MPO transportation alternative funds to the Indiana-Michigan River Valley Trail project for FY 2013. **Motion passed.**

Motion by Mason with support by Poehlman to allocate the NATS MPO transportation alternative funds to the Indiana-Michigan River Valley Trail project for FY 2013. **Motion passed.**

▪ **Legislative Updates**

○ **Federal**

Boyd stated that Secretary of Transportation Ray LaHood will be leaving the Obama administration once a replacement has been confirmed.

○ **State**

Boyd also stated that in the Governor's state of the state address he listed some possible funding sources for transportation funding such as registration fee increases and a dedication of \$0.01 of the sales tax. She continued that the State Transportation Commission approved MDOT's 2013-2017 State Transportation Improvement Program so that MDOT projects can

get programmed into the MPOs new TIP. She added that Representative Al Pscholka was on the House Transportation Appropriations Subcommittee.

#### **8. Public Comment**

No comments were received the month of January.

#### **9. Privilege of the Floor**

-Mason asked who she should contact regarding snow removal near schools.

-Latham stated that there will be a public meeting to discuss the bridge design and aesthetics on Main Street in Niles. The meeting will be from 5-7pm.

-Minks stated that he noticed that the Safe Routes to School funding is for children but does not pay for snow removal equipment. He stated that resources need to be used wisely.

-Cooper stated that at the Michigan Township Association conference that a big topic was on roads and funding.

-Ryman added that he thought a good step that the Governor addressed the funding shortfall in Michigan for transportation.

#### **10. Adjournment: 3:28p.m.**

Motion by Minks with support by Bellina to adjourn the NATS Joint Technical Advisory and Policy Committee meeting. **Motion passed.**

- The next meeting is **February 26, 2013 at 1:30 P.M for TAC and 2:30 P.M. for policy.**

*Minutes compiled by: Suzann Flowers and Gautam Mani, Transportation Planners, 2013*