

Twin Cities Area Transportation Study Policy & Technical Advisory Committee Meeting

Phone Conference Call

Monday, May 18, 2020

9:30 am

Dial **(605) 472-5572**

Access Code: **895451 # (Do not forget # after number)**

Preparing for the call

SWMPC staff will be conducting the meeting using the following power point starting on page 8. The page numbers on the right side of the agenda are the pages in the power point each item is on. Supplemental material can be found in the meeting packet before the power point begins. This includes the following:

- Meeting Agenda
- April 2020 TwinCATS Meeting Minutes

Due to its large size the 2021 Unified Work Program is not within the packet. Please find the UWP at https://www.swmpc.org/tcats_uwp.asp

The meeting will be called to order at 9:30 am

- Roll call will be taken for all TwinCATS members in alphabetical order. Please respond with "Present"
- Members of public will be asked to announce themselves by first and last name.

You might asked to take your phone off speaker if other members in the meeting are having a hard time hearing you or put the phone closer to your face.

TIPS for having a better experience on a conference call:

- Everyone on the call should **use the mute feature on phone** if they are not speaking.
***5 to mute and * 6 to unmute.**
- **SPEAK LOUD & SPEAK INTO THE PHONE** when talking so that everyone can hear.
- If your phone is not muted, it will disrupt the meeting with background noise.
- If you do not think people can hear you after you have said, something be sure to check if your mute button is turned off. *6
- **If you have a question please announce yourself by name and announce the person, you are directing your question to.** *"This is Karen Simpson, I would like to direct my question to Bart Jones and ask about..."* Bart Jones unmutes his phone and responds to question.
- **If you make a motion please state your name before you make the motion.** *"This is Ted King, I will make the motion to approve the"*
- **Members of the public are welcome to speak during Public Comment period** at the beginning and the end of the meeting. Please announce yourself by first and last name before you comment.

Note: This meeting will be recorded for meeting minute purposes. Recording will be archived for no longer than 60 days from date of meeting.



**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 x 1524

DATE: Monday, May 18, 2020

TIME: 9:30AM

PLACE: Conference Call

AGENDA

Call In Number: (605) 472-5572

Access Code: 895451

1. Call to Order and Roll Call pg. 7
2. Changes to the Agenda pg. 7
3. Public Comment pg. 7
4. Approve Minutes from April 20, 2020 Meeting (*attached pg. 3-5*) pg. 8
5. SWMPC Staff Report pg. 9
6. Agency & Project Updates pg. 11
 - Public Transit pg. 12
 - Local Road Agencies pg. 13
 - State & Federal updates pg. 15
7. New Business pg. 16
 - FY 2021 Unified Work Program pg. 17
https://www.swmpc.org/tcats_uwp.asp
8. Privilege of the Floor or Public Comment pg. 22
9. Adjournment pg. 22

TWIN CITIES AREA TRANSPORTATION STUDY

TECHNICAL ADVISORY COMMITTEE AND POLICY COMMITTEE COMBINED MINUTES

April 20, 2020 Conference Call

TWINCATS MEMBER	MEMBERS (2019)	TAC	POL	J	F	M	A	M	J	J	A	S	O	N	D
Benton Charter Township	Richard Royal				P		A								
Berrien Co. Board of	Bill Chickering		x	P	A		A								
Berrien Co. Community Dev. Dept.	Evan Smith	x		A	P		A								
Berrien Co. Planning Commission	Eric Lester, M.D.		x	P	P		A								
Berrien Co. Road Dept.	(vacant)		x												
Berrien Co. Road Dept.	Kevin Stack	x		P	A		A								
City of Benton Harbor	Ellis Mitchel		x	A	A		A								
City of Benton Harbor	Chris Cook (Pol. V. Ch.)	x	Alt	P	A		P								
City of Bridgman	Juan Ganum	Alt	x	A	A		A								
City of Bridgman	Tim Kading	x	Alt	P	P		A								
City of St. Joseph	John Hodgson		x	P	P		A								
City of St. Joseph	Tim Zebell (TAC V. Ch.)	x		P	A		A								
	Tom McDonald	Alt		A	A		A								
Cornerstone Alliance	Sue Wyman	x	x	A	A		A								
Disability Network of SW Mich.	Cindy gray	x			P		P								
Hagar Township	(vacant)	x	x												
Kinexus	(vacant)	x													
Lake Charter Township	Gloria Payne	x	x	A			A								
Lincoln Charter Township	Dick Stauffer (Pol. Ch.)		x	P	P		P								
Lincoln Charter Township	Terrie Smith	x		P	P		P								
MDOT – Bureau of Trans. Planning	Jim Sturdevant	x	x	A	A		P								
MDOT – Southwest Region	Amy Lipset	x	x	P	P		P								
MDOT – Southwest Region	Brian Sanada	Alt	Alt	A	A		P								
MDOT – Trans. Service Center	Jonathon Smith	x	x	P	P		P								
Royalton Township	Steve Tilly	x	x	P	P		A								
Sodus Township	David Chandler	x	x	A	A		A								
Southwest Mich. Regional Airport	Vince Desjardins	x	x	A	P		A								
St. Joseph Charter Township	Denise Cook		x	P	A		P								
St. Joseph Charter Township	Roger Seeley	x		A	P		A								
	Ron Griffin	Alt		A	A		A								
	Jonathan Fisk	Alt		P	P		P								
Twin Cities Area Trans. Authority	Paul Gillespie	x	x	P	P		A								
Village of Grand Beach	(vacant)	x	x				A								
Village of Shoreham	Stephanie Clarke	x	x	P	P		P								
Village of Stevensville	(vacant)		x				A								
Village of Stevensville	Chris Cook (Pol. V. Ch.)	x	Alt	P	P		P								
Federal Highway Administration	Andy Pickard	x	x	A	A		A								
Federal Transit Administration	Angelica Salgado	x	x	A	A		A								
EGLE - Air Quality	Breanna Bukowski	x		A	A		A								
MDOT - Modeling	Katie Beck	x		A	A		A								
MDOT - Passenger Division	Fred Featherly	x		A	A		A								
Northwestern Ind. Reg. Plan.	Scott Weber	x	x	P	P		A								
Southwest Michigan Planning	Kim Gallagher	x	x	P	P		P								
Southwest Michigan Planning	Brandon Kovnat			p	A		P								

Pol. Ch.- Policy Chair; TAC Ch. - TAC Chair; Alt – Alternate; P - Present; A- Absent; A blank spot means the position is
Others Present: Cathy Yates, Benton Charter Township. Anita Boughner, MDOT Statewide Planning.

1. **Call to Order and Roll Call**

Policy Committee Chair, Dick Stauffer, Called the meeting to order at 9:30 am. Kim Gallagher took roll call.

2. **Changes to the Agenda**

None.

3. **Public Comment**

None.

4. **Approve Minutes from February 10, 2020 Meeting**

The minutes from the February meeting has a spelling typo in Item 7 on who made the motion to approve the MDOT amendments.

Motion to approve the minutes from the January 13, 2020 combined Technical Advisory and Policy Committee meeting. Made by Dick Stauffer and seconded by Terrie Smith. **Motion approved.**

5. **SWMPC Staff Report**

Gallagher reminded the committees about the MDOT 2022 call for safety projects. Gallagher said that Kovnat was available to do safety analysis for any agency by request.

Gallagher gave an update about the current census response rate for TwinCATS member communities which can be found at <https://www.censushardtcountmaps2020.us/>

6. **Agency & Project Updates**

Agency updates are included in the meeting packet/power point

Twin Cities Area Transportation Authority (TCATA): Gallagher highlighted that TCATA was going to receive \$2.3 million from the CARES Act. This funding is 100% federal and requires no local match.

Local Road Agencies: Chris Cook raised the issue that if projects are delayed now, this might lead to contractor capacity issues once work begins, and that every project that was planned for this summer may not be able to be completed

MDOT: Sanada commented on the work delays thorough April 20. He said that contractors are ready to work, but they are waiting to secure Personal Protective Equipment (PPE) before they begin work.

Smith said that the I-94BL repaving was to begin on April 20, which was the tentative date.

Boughner said that due to less driving there was a drop in revenue from the gas tax. She said that MDOT is not changing any projects at this time. They are, however, prioritizing the projects funded with the Rebuilding Michigan Bond program in case changes need to be made later.

7. **New Business**

Amendments to the Transportation Improvement Program (TIP): Kovnat briefly described the proposed amendments to the TIP, which are fully described in the meeting packet/power point.

Chris Cook asked why the Roosevelt Road Path project was not obligated in 2019 as planned. Stauffer answered that the bridge over Hickory Creek needed a redesign due to feedback from the Department of Environment, Great Lakes, and Energy (EGLE). By the time the redesign was complete, the state had already spent all of its 2019 road funding (known as obligation authority).

Kovnat added that in 2019, obligation authority ran out earlier than usual. Many projects throughout the state that required EGLE or State Historic Preservation Office (SHPO) clearance were not obligated that year.

Chris Cook said that he is still having issues with getting SHPO clearance and that this is holding up several projects.

Sturdevant said that SHPO has been having staffing shortages, which is now amplified by COVID-19.

Clarke said that the additional carpool lot location was discussed at a previous TwinCATS meeting [*a budget increase for this project was voted on in October 2019, but the additional location was not included in that vote. This amendment would add the additional carpool lot and another budget change*].

Motion for the Technical Advisory Committee to recommend that the Policy Committee approve the amendments to the TwinCATS 2020-2023 Transportation Improvement Program as contained in the meeting packet. Made by Terrie Smith and seconded by Chris Cook. **Motion approved.**

Motion for the Policy committee to approve the recommendation from the Technical Advisory Committee. Made by Denise Cook and seconded by Jim Sturdevant. **Motion approved.**

Twin CATS 2020 Unified Work Program (UWP) Budget Amendment: Gallagher briefly described the budget revision to the TwinCATS 2020 UWP.

Motion for the Technical Advisory Committee to recommend that the Policy Committee approve the budget revision for the fiscal year 2020 Unified Work Program as contained in the meeting packet. Made by Jim Sturdevant and seconded by Chris Cook. **Motion approved.**

Motion for the Policy committee to approve the recommendation from the Technical Advisory Committee. Made by Denise Cook and seconded by Jim Sturdevant. **Motion approved.**

8. Privilege of the Floor or Public Comment

Fisk asked why a two month delay in the letting of US-31 would lead to a full year delay in the open to traffic date.

Lipset answered that the US-31 project is a design-build, which requires more complexity. MDOT wanted to allow contractors more time to refine their proposals. She said that this would mean major work could not begin this summer. However, the inability to complete tree cutting this past winter is not causing any additional delay. Lipset also said that the new proposed "open to traffic" date may not be the actual date that the project is complete, but was chosen to give the contractors more leeway. She said that there is other work on I-94 scheduled for 2023, which would potentially mean that multiple major construction projects would be undertaken along I-94 at the same time.

9. Adjournment

The meeting was adjourned at 10:22 AM. The next meeting is scheduled for May 18, 2020 at 9:30 AM to be conducted by conference call.

Minutes compiled by Brandon Kovnat, SWMPC Associate Transportation planner

Twin Cities Area Transportation Study Combined TAC & Policy Meeting

May 18, 2020

Call In Number: (605) 472-5572

Access Code: 895451

WELCOME

- **Call to Order**
- **Roll Call**
- **Changes to the Agenda**
- **Public Comment**

MEETING MINUTES

Approval of Minutes April 20, 2020 Combined Meeting

Policy Chair will call for a motion to approve minutes. Any member may support followed by any member adding second.

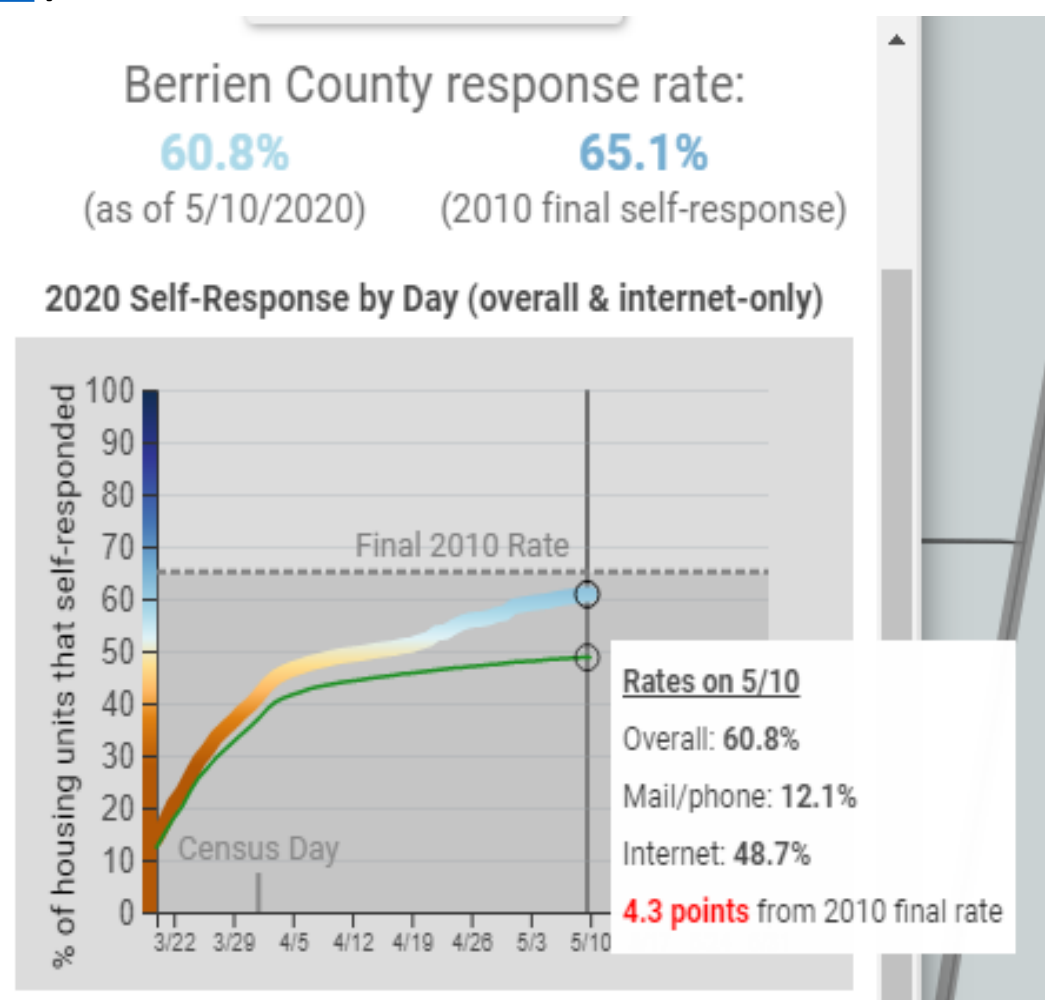
TAC & Policy
Combined



Census Update

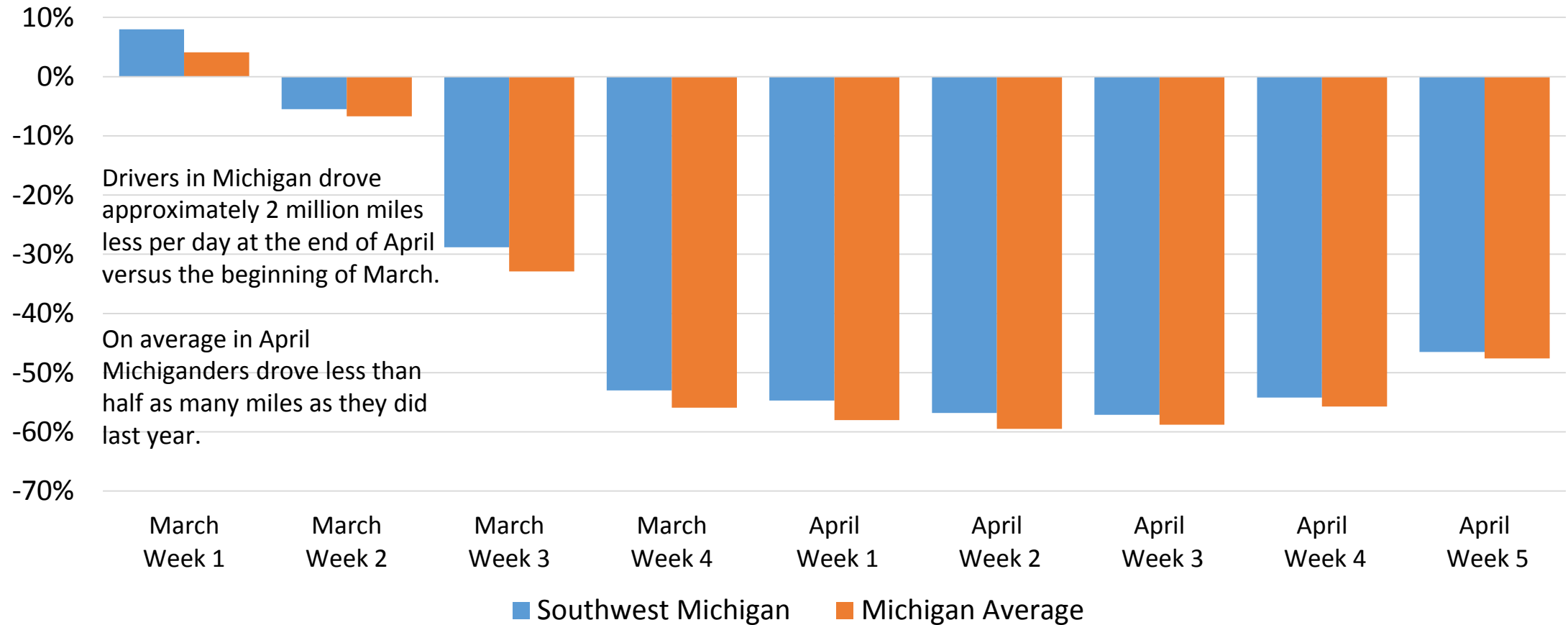
TwinCATS Area (www.censushardtocountmaps2020.us)

Jurisdiction	Response Rate (5/10/2020)
City of Benton Harbor	48.7%
City of Bridgman	63.0%
City of St. Joseph	63.6%
Benton Charter Township	58.3%
Hagar Township	47.4%
Lake Charter Township	64.6%
Lincoln Charter Township & Village of Stevensville	75.7%
Royalton Township	74.6%
Sodus Township	65.9%
St. Joseph Charter Township & Village of Shoreham	78.9%



This is for self reporting – Now includes paper/mail & phone responses

Weekly Change In 2020 Traffic Volumes Versus 2019 Traffic Volumes



In March, the Senate Fiscal Agency noted a 22.6% decline in the gas tax and a 21.6% decline in diesel taxes from March 2019 - mlive

Agency & Project Updates

PUBLIC TRANSIT

Twin Cities Area Transportation Authority



Local Road Agency Updates

Berrien County Road Department

City of Benton Harbor

City of Bridgman

City of St. Joseph

Village of Shoreham

Village of Stevensville

Project Updates

Project Name	Agency	Status
Napier Avenue	Berrien County Road Department	Construction this spring & Summer
Roosevelt Path – CMAQ & TAP	Lincoln Township	Obligated! \$273,853 CMAQ \$474,500 TAP
Marquette Woods	Berrien County Road Department	Needs SHPO Clearance
Empire Avenue	Benton Harbor	Needs SHPO Clearance

State and Federal Updates



New Business

Unified Work Plan

Twin Cities Area Transportation Study

DRAFT FOR PUBLIC
COMMENT



Prepared By:

Southwest Michigan Planning
Commission

In Cooperation With:

Twin Cities Area Transportation Study
Technical Advisory & Policy
Committees

FISCAL YEAR 2021

October 1, 2020-September 30, 2021



FY 2021 Unified Work Program

October 1, 2020 – September 30, 2021

- The Unified Work Program is a annually approved document describing the work tasks for the TwinCATS staff in FY 2021
- Budget for planning activities
- Reflects the required work activities the MPO must undertake under federal regulations as well as local priorities for the TwinCATS Area.

FY 2020 Unified Work Program

Work Elements

Program Administration: Covers all of the administration and other supporting tasks that are required to ensure efficient operation of the TwinCATS MPO.

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.

Transportation Planning: Includes technical assistance to members, public outreach, the administration of special plans, and updating the Long Range Plan.

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.

FY 2020 Unified Work Program

Work Element	Amount
1.0 Program Administration	\$68,500
2.0 Data Collection, Analysis and Reporting	\$51,200
3.0 Transportation Planning	\$69,500
4.0 Transportation Improvement Program (TIP)	\$40,225
Total	\$229,425

*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.



FY 2021 Unified Work Program

Technical Advisory Committee votes to (recommend/deny) that:

The TwinCATS Policy Committee approve
The TwinCATS FY 2021 Unified Work Program
and submit the UWP to the SWMPC board
with any minor changes requested by MDOT

Policy Committee votes to (approve/deny) the recommendation from TAC.

FY 2021 Unified Work Program Resolution

WHEREAS, the Southwest Michigan Planning Commission (SWMPC) is the designated Metropolitan Planning Organization (MPO) for the Twin Cities Area Transportation Study (TwinCATS) according to the provisions of 23 U.S.C. 134, as amended; and

WHEREAS, the SWMPC has designated the Twin Cities Area Transportation Study (TwinCATS) Policy Committee responsible for the development of a Unified Planning Work Program (UWP) for the designated MPO planning area; and

WHEREAS, the Fiscal Year 2021 Unified Planning Work Program has been developed pursuant to 23 U.S.C. 134, as amended, and Section 8(f) of the Federal Transit Act;

NOW, THEREFORE, BE IT RESOLVED, that the Twin Cities Area Transportation Study Policy Committee approves the Twin Cities Area Transportation Study Unified Planning Work Program for Fiscal Year 2021

TAC Votes to (Recommend/Deny)
POL Votes to (Approve/Deny)



Privilege of the Floor / Public Comment

If anyone joined the meeting after rollcall of members please
announce yourself now.

Next meeting is:

June 15, 2020, 9:30 AM

Third Monday of the month

(Conference Call)