



NILES-BUCHANAN-CASS AREA TRANSPORTATION STUDY

COMBINED TECHNICAL ADVISORY and POLICY COMMITTEE MEETING

FOR FURTHER INFORMATION, CONTACT:

Brandon Kovnat, *Transportation Planner*

Kim Gallagher, *Transportation Planner*

(269) 925-1137 Ext: 1524 & 1518

DATE: August 27, 2019

TIME: 1:30 PM

PLACE: Niles District Library
620 E Main St, Niles, MI 49120

AGENDA Comments will be solicited on each item following discussion and prior to any final action.

1. **Call to Order / Introductions and Pledge of Allegiance**
2. **Changes to the Agenda**
3. **Public Comment**
4. **Approve Minutes from the June 25, 2019 Meeting** (*Enclosed*) **Action**
5. **Staff Report**
6. **Community Land Use and Zoning Member Updates**
7. **Public Transit**
 - Niles Dial a Ride (*Kelly Getman Dissette*)
 - Buchanan Dial a Ride (*Kim O'Haver*)
8. **Road Project Updates**
9. **Old Business**
10. **New Business**
 - 2020 Unified Work Program Amendment (*Enclosed*) **Action**
11. **State and Federal Updates**
12. **Privilege of the Floor or Public Comment**
13. **Adjournment**
 - The next NATS meeting is scheduled for **Tuesday, September 24, 2019 @ 1:30 pm.**

NILES BUCHANAN CASS AREA TRANSPORTATION STUDY (NATS)

Joint Technical Advisory Committee (TAC) & Policy Committee Minutes – June 25, 2019 (DRAFT)

Niles District Library, Community Room, 620 E Main St, Niles, MI 49120

NATS MEMBER ORG./POSITION	MEMBERS (2019)	TAC	POL	J	F	M	A	M	J	J	A	S	O	N	D
Berrien Co. Board of Commissioners (1)	Michael Majerek		x	P	P	P		P	P						
Berrien Co. Board of Commissioners (2)	(vacant)		x	V	V	V		V	V						
Berrien Co. Community Dev. Dept.	Evan Smith	x		P	P	P		P	P						
Berrien Co. Planning Commission	Eric Lester, M.D.		x	N	N	N		P	P						
Berrien Co. Road Dept. (Policy)	(vacant)		x	V	V	V		V	V						
Berrien Co. Road Dept. (TAC)	Brian Berndt	Retired		P	P	A									
Berrien Co. Road Dept. (TAC)	Kevin Stack	X			O	P		P	P						
Bertrand Township	Butch Payton	x	x	P	P	P		P	P						
Buchanan Dial-A-Ride	Kim O'Haver	x	x	P	P	P		N	P						
Buchanan Township	Lynn Ferris	x	x	N	N	P		P	P						
Cass Co. Board of Commissioners (1)	Michael Grice		x	P	N	N		P	P						
Cass Co. Board of Commissioners (2)	Roseann Marchetti		x	P	P	N		P	P						
Cass Co. Planning Commission	Barbara Cook	x		N	N	N		V	V						
Cass Co. Road Comm. (Policy)	Sandra Seanor		x	N	P	P		P	P						
Cass Co. Road Comm. (TAC)	Joe Bellina (TAC Chair)	x		P	P	P		P	N						
City of Buchanan	Don Ryman	x	x	P	N	N		P	N						
City of Niles (1)	Georgia Boggs		x	N	P	N		N	P						
City of Niles (2)	Serita Mason		x	N	P	P		N	P						
City of Niles (3)	(vacant)		x	V	V	V		V	V						
City of Niles Community Dev. Director	Sanya Vitale	x		N	N	N		N	N						
City of Niles Dial-A-Ride Transit	Kelly Getman-Dissette	x	x	P	P	N		P	P						
City of Niles Public Works Dir./Airport	Joe Ray	x		P	P	N		P	N						
Four Flags Area CoC (TAC & Policy)	(vacant)	x	x	V	V	V		V	V						
Four Flags Area CoC (Policy)	(vacant)		x	V	V	V		V	V						
Howard Township (TAC & Policy)	Bill Kasprzak	x	x	P	P	P		P	P						
Howard Township (Policy)	(vacant)		x	V	V	V		V	V						
Kinexus	(vacant)	x		V	V	V		V	V						
Mason Township	Doug Fetters	x	x	P	P	P		N	N						
MDOT - Bureau of Trans. Planning	Jim Sturdevant	x	x	P	P	P		P	N						
MDOT - Southwest Region	Brian Sanada	x	x	P	A	P		P	P						
MDOT - Southwest Region (Alternate)	Amy Lipset	Alt	Alt	N	P	N		N	N						
MDOT - Transportation Service Center	Jonathon Smith	x	x	P	N	P		N	P						
Milton Township	Susan Flowers	x	x	P	N	P		P	P						
Niles Charter Township	Richard Cooper (P. Ch.)	x	x	P	P	P		P	P						
Ontwa Township	Dawn Bolock	x	x	P	P	P		P	P						
Pokagon Band of Potawatomi Indians	(vacant)	x	x	V	V	V		V	V						
SW Mich. Economic Growth Alliance	(vacant)	x		V	V	V		V	V						
Village of Edwardsburg	Dennis Peak	x	x	A	P	P		P	N						
Federal Highway Administration	Andrea Dewey	NV	NV	N	P	N		P	N						
Federal Transit Administration	Susan Weber	NV	NV	N	N	N		N	N						
MDEQ - Air Quality	Breanna Bukowski	NV		N	N	N		N	N						
MDOT - Modeling	Jon Roberts	NV		P	P	N		N	N						
MDOT - Office of Passenger Trans.	(vacant)	NV		V	N	V		N	V						
Michiana Area Council of Governments	(vacant)	NV	NV	V	V	V		V	V						
Southwest Michigan Planning Comm.	Kim Gallagher	NV	NV	N	N	P		P	P						

P. Ch.: Policy Chair; Alt: Alternate; NV: Non-voting; P: Present; N: Not present; A: Absent-Alternate attending; V: Vacant; O: Observer.

1. **Call to Order / Introductions and Pledge of Allegiance**

Policy Committee chair Richard Cooper called the meeting to order at 1:30 PM, and led the group in introductions and the Pledge of Allegiance. SWMPC staff present: Kim Gallagher and Kris Martin. Others present: Dan Carrick staff member of Michigan State Senator Kim LaSata.

2. **Changes to the Agenda**

Kim Gallagher requested to add a revision to the Niles Dial A Ride three party memorandum of understanding (MOU) and add a Technical Advisory Committee vote to recommend/deny the Cass Air Quality Conformity Analysis Document.

3. **Public Comment**

None.

4. **Approve Minutes**

Motion to approve the minutes from the May 28, 2019 joint Technical Advisory Committee and Policy Committee meeting. Made by Serita Mason, second by Bill Kasprzak. **Motion approved.**

5. **Staff Report**

Kris Martin announced that the Southwest Michigan Planning Commission has just finished hosting the final Non-Motorized Summit in Kalamazoo on Monday evening (June 24th). These summits were funded by MDOT and are part of a larger effort to update the Southwest Michigan Non-Motorized Plan and Bicycling Guide for seven counties (Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, and Van Buren). Martin spoke about the Berrien County Non-Motorized Summit that took place in February at Andrews University in Berrien Springs. He also spoke about the Cass County Non-Motorized Summit that took place in June at Southwestern Michigan College in Dowagiac.

Martin presented on the Indiana-Michigan River Valley Trail, a 34-mile trail connecting Niles, MI to Mishawaka, IN. Work is occurring on the two final segments the trail. There is a collaboration between Be Healthy Berrien, Berrien County Health Department, and SWMPC, to extend the Indiana-Michigan River Valley Trail 9-miles from its end-point in the City of Niles to the Village of Berrien Springs.

Kim Gallagher announced that PASER Ratings are being conducted on the southern portion of each county, which includes the entire NATS area. The data will be available by September.

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

None.

7. **Public Transit Updates**

Niles Dial A Ride: Kelly Getman-Dissette said that they received a new bus, which is being customized for their use, and it should be on the road in a few weeks.

Buchanan Dial A Ride: None.

8. **Road Project Updates and Amendments**

Kim Gallagher announced that all projects using NATS local allocation of 2019 Surface Transportation Funds have been obligated.

9. **Old Business**

None.

10. **New Business**

NATS Long Range Transportation Plan: Kim Gallagher gave a brief overview of the Long Range Plan and the process of creating and approving it. Gallagher explained that SWMPC staff in partnership with NATS members are responsible for developing and maintaining four key products in the metropolitan planning process, which include the Long Range Plan (LRP), Unified Work Program (UWP), Transportation Improvement Program (TIP), and Public Participation Plan. Under the FAST act, the Long Range Plan must be updated every four years in order for MPO transportation agencies to be eligible to capture federal transportation funds.

Motion for the Technical Advisory Committee to recommend that the Policy Committee approve NATS 2045 Long Rang Transportation Plan. Made by Kevin Stack, second by Evan Smith. **Motion approved.**

Motion for the Technical Advisory Committee to recommend that the Policy Committee approve Cass County Air Quality Conformity Analysis. Made by Kevin Stack, second by Evan Smith. **Motion approved.**

Motion for the Policy Committee to approve the Technical Advisory Committee's recommendation for approve Cass County Air Quality Conformity Analysis. Made by Sandra Seanor, second by Bill Kasprzak. **Motion approved.**

2020-2023 Transportation Improvement Program: Gallagher gave an overview of the 2020-2023 transportation Improvement program (TIP) document. All projects contained within the plan were previously presented and approved by the NATS Committees.

Motion for the Technical Advisory Committee to recommend that the Policy Committee approve 2020-2023 Transportation Improvement Program. Made by Bill Kasprzak, second by Kevin Stack. **Motion approved.**

2019 UWP Budget Revision: Gallagher explained that SWMPC had to rearrange the funding in budget categories but that the total budget was not being changed.

Motion for the Technical Advisory Committee to recommend that the Policy Committee approve NATS 2019 UWP Budget Revision. Made by Dawn Bolock, second by Kelly Getman-Dissette. **Motion approved.**

Niles Dial A Ride Three party MOU: Gallagher explained that the MOU is an agreement between MDOT, NATS, and Niles Dial A Ride to cooperate on planning for performance measures and reporting requirements. As the agency who oversees Niles, Dai a Ride, The MOU was just approved by the City of Niles and now needs NATS approval.

Motion for the Technical Advisory Committee to recommend that the Policy Committee approve Exhibit A in the Metropolitan Planning Responsibilities for the Niles Area Transportation Study MOU. Made by Kevin Stack, second by Kelly Getman-Dissette. **Motion approved.**

Due The July NATS meeting will be canceled.

11. State and Federal Updates

Brain Sanada announced that the Friends of Berrien County Trails group that met for the first time last week. If individuals are interested in being involved, please reach out to Susan Cooper who is with the Strategic Leadership Council.

12. Public Comment

None.

13. Privilege of the Floor

Eric Lester spoke about the need to go in more depth and detail about terms and plans to help educate the committees on transportation topics.

Kim Gallagher talked about inviting speakers to address topics at upcoming committee meetings. The next one could focus on public transit.

Kevin Stack spoke about the current state of bridge funding and the status of the bridges in Berrien County. Stack highlighted the two bridge projects on Walton Road in Buchanan crossing the St. Joseph River and the bridge on Napier Ave in St. Joseph crossing the St. Joseph River.

Brain Sanada spoke about the new MDOT website that has all of the Michigan bridges available to view the status and condition of them. That can be view on the website at: www.michigan.gov/bridges

14. Adjournment

Motion for the Policy Committee to approve all of the Technical Advisory Committee's recommendations made at this meeting. Made by Serita Mason, second by Bill Kasprzak. **Motion approved unanimously.**

Meeting was adjourned at 2:45 PM. The next NATS meeting is scheduled for **Tuesday, August 25, 2019 at 1:30 PM.**

Minutes compiled by Kris Martin, Associate Planner, SWMPC.

MEMORANDUM

DATE: August 20, 2019

TO: NATS 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 NATS UWP:

The NAT 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 NATS UWP Amendment 1:

NATS 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 is funded by one or more of the following funding sources.

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

NATS 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 ten participating member jurisdictions on a proportionate fair share basis using the population from the 2010 U.S. Bureau of Census population figures. The NATS 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 NATS.

**FHWA & FTA
Federal and Local Budget**

	Federal (81.85%)	Match (18.15%)	Total
CPG Grant	\$103,352	\$22,918	\$126,270
CPG Grant Special Projects	\$25,000	\$ 5,544	\$30,544
Total	\$103,352 \$128,352	\$ 22,918 \$28,462	\$126,270 \$156,814

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

FY 2019 Local Match Calculation

Jurisdiction	Population (2010)	Percentage of Total Population	Share of CPG Local Match	Revised Local Match
Bertrand Township	2,657	4.73%	\$1,084	\$1,346
Buchanan Township	3,523	6.27%	\$1,437	\$1,785
Howard Township	6,207	11.05%	\$2,532	\$3,145
Mason Township	2,945	5.24%	\$1,201	\$1,492
Milton Township	3,878	6.90%	\$1,582	\$1,965
Niles Charter Township	14,164	25.21%	\$5,778	\$7,176
Ontwa Township	5,290	9.42%	\$2,158	\$2,680
City of Buchanan	4,456	7.93%	\$1,818	\$2,258
City of Niles	11,599	20.65%	\$4,732	\$5,877
Village of Edwardsburg	1,259	2.24%	\$514	\$638
Pokagon Band	199	0.35%	\$81	\$101
Total	56,177	100%	\$22,918	\$28,462

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 NATS 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 NATS 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.

CPG Budget by Work Element

Work Element	Amount
1.0 Program Administration	\$35,355
2.0 Data Collection, Analysis and Reporting	\$32,830
3.0 Transportation Planning	\$30,305
4.0 Transportation Improvement Program (TIP)	\$27,780
5.0 Special Projects	\$30,544
Total	\$126,270 \$156,814

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-fresh 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 and Cass 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 NATS Long Range Plan, the *Indiana Michigan Non-Motorized Trail 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, local road agencies, and the Michigan Department of Transportation. 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.