



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: June 25, 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 May 28, 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 Agency Updates**
9. **Old Business**
10. **New Business**
 - NATS 2045 Long Range Transportation Plan **Action**
Available at: <https://www.swmpc.org/nats2045lrp.asp>
 - 2020-2023 Transportation Improvement program **Action**
Available at: <https://www.swmpc.org/natstip.asp>
 - NATS 2019 UWP Budget Revision (*Enclosed*) **Action**
 - Cancellation of the July NATS meeting **Action**
11. **State and Federal Updates**
12. **Public Comment or Privilege of the Floor**
13. **Adjournment**
 - The next NATS meeting is scheduled for Tuesday, July 23, 2019 @ 1:30 pm.
or August 27, 2019 @ 1:30 pm – If July is canceled.

NILES BUCHANAN CASS AREA TRANSPORTATION STUDY (NATS)

Joint Technical Advisory Committee (TAC) & Policy Committee Minutes – **May 28, 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							
Berrien Co. Board of Commissioners (2)	(vacant)		x	V	V	V									
Berrien Co. Community Dev. Dept.	Evan Smith	x		P	P	P		P							
Berrien Co. Planning Commission	Eric Lester, M.D.		x	N	N	N		P							
Berrien Co. Road Dept. (Policy)	(vacant)		x	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							
Bertrand Township	Butch Payton	x	x	P	P	P		P							
Buchanan Dial-A-Ride	Kim O'Haver	x	x	P	P	P		N							
Buchanan Township	Lynn Ferris	x	x	N	N	P		P							
Cass Co. Board of Commissioners (1)	Michael Grice		x	P	N	N		P							
Cass Co. Board of Commissioners (2)	Roseann Marchetti		x	P	P	N		P							
Cass Co. Planning Commission	Barbara Cook	x		N	N	N		V							
Cass Co. Road Comm. (Policy)	Sandra Seanor		x	N	P	P		P							
Cass Co. Road Comm. (TAC)	Joe Bellina (TAC Chair)	x		P	P	P		P							
City of Buchanan	Don Ryman	x	x	P	N	N		P							
City of Niles (1)	Georgia Boggs		x	N	P	N		N							
City of Niles (2)	Serita Mason		x	N	P	P		N							
City of Niles (3)	(vacant)		x	V	V	V		N							
City of Niles Community Dev. Director	Sanya Vitale	x		N	N	N		N							
City of Niles Dial-A-Ride Transit	Kelly Getman-Dissette	x	x	P	P	N		P							
City of Niles Public Works Dir./Airport	Joe Ray	x		P	P	N		P							
Four Flags Area CoC (TAC & Policy)	(vacant)	x	x	V	V	V		V							
Four Flags Area CoC (Policy)	(vacant)		x	V	V	V		V							
Howard Township (TAC & Policy)	Bill Kasprzak	x	x	P	P	P		P							
Howard Township (Policy)	(vacant)		x	V	V	V		V							
Kinexus	(vacant)	x		V	V	V		V							
Mason Township	Doug Fetters	x	x	P	P	P		N							
MDOT - Bureau of Trans. Planning	Jim Sturdevant	x	x	P	P	P		P							
MDOT - Southwest Region	Brian Sanada	x	x	P	A	P		P							
MDOT - Southwest Region (Alternate)	Amy Lipset	Alt	Alt	N	P	N		N							
MDOT - Transportation Service Center	Jonathon Smith	x	x	P	N	P		N							
Milton Township	Susan Flowers	x	x	P	N	P		P							
Niles Charter Township	Richard Cooper (P. Ch.)	x	x	P	P	P		P							
Ontwa Township	Dawn Bolock	x	x	P	P	P		P							
Pokagon Band of Potawatomi Indians	(vacant)	x	x	V	V	V		V							
SW Mich. Economic Growth Alliance	(vacant)	x		V	V	V		V							
Village of Edwardsburg	Dennis Peak	x	x	A	P	P		P							
Federal Highway Administration	Andrea Dewey	NV	NV	N	P	N		P							
Federal Transit Administration	Susan Weber	NV	NV	N	N	N		N							
MDEQ - Air Quality	Breanna Bukowski	NV		N	N	N		N							
MDOT - Modeling	Jon Roberts	NV		P	P	N		N							
MDOT - Office of Passenger Trans.	(vacant)	NV		V	N	V		N							
Michiana Area Council of Governments	(vacant)	NV	NV	V	V	V		V							
Southwest Michigan Planning Comm.	Kim Gallagher	NV	NV	N	N	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**

Joe Bellina, Technical Advisory chair called the meeting to order at 1:30 PM, and led the group in the Pledge of Allegiance. SWMPC staff present: Brandon Kovnat and Kim Gallagher. Others present: Jerry Marchetti

2. **Changes to the Agenda**

None.

3. **Public Comment**

None.

4. **Approve Minutes**

Motion to approve the minutes from the March 18, 2019 joint Technical Advisory Committee and Policy Committee meeting. Made by Roseann Marchetti, second by Sandra Seanor. **Motion approved.**

5. **Staff Report**

Brandon Kovnat announced the 2021 Highway Safety Improvement Program (HSIP), which is a statewide competitive award to address road safety issues. Joe Bellina said he would apply and that Cass County Road Commission has had a safety project every few years.

Kim Gallagher announced that the Southwest Michigan Planning Commission (SWMPC) is co-hosting a Cass County Non-Motorized Summit from **7 p.m. – 9 p.m. on Wednesday, June 5th, 2019** with the Cass County Parks Department. It will take place in the conference room of the Fred L. Mathews Library on the campus of Southwestern Michigan College located at 58900 Cherry Grove Rd, Dowagiac, MI

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

None.

7. **Public Transit Updates**

Niles Dial A Ride: Kelly Getman-Dissette said that they had a bus ordered, which will be delivered soon.

Buchanan Dial A Ride: None.

8. **Road Project Updates and Amendments**

Berrien County Road Department:

- **Bertrand Road:** Project Obligated
- **North Main Street:** Project Obligated

Cass County Road Commission

- Redfield Road, Conrad to M-62: behind by one month because of an MDOT delay and should be let in July.

Andrea Dewey commented that the delay to Redfield may be due to MDOT running out of Obligation Authority. This would be the earliest in the year that MDOT has ever run out of obligation authority.

Amendment for Redfield, Gumwood to Fir: Cass County Road Commission requested an amendment to increase the cost of the local share from \$28,800 to \$83,851 to cover the increase in cost of the project. Kovnat explained that this project is using Rural Task force funds – not NATS MPO funds.

	Original	Revised
Federal Cost (RTF)	\$115,200	\$115,200
Local Cost	\$28,800	\$83,851
Total Cost	\$144,00	\$199,051

Motion for the Technical Advisory Committee to recommend that the Policy Committee approve the cost change for the 2019 Redfield Road from Gumwood to Fir project. Made by Bill Kasprzak, second by Joe Ray. **Motion approved.**

Motion for the Policy Committee to approve the Technical Advisory Committee’s recommendation. Made by Sandra Seanor, second by Roseann Marchetti. **Motion approved.**

9. **Old Business**

None.

10. **New Business**

Approval of FY 2020 Projects: Kovnat explained that before the FY 2020-2023 projects could be approved FY 2020 in the 2017-2020 TIP had to match the FY 2020 in the 2023 TIP.

Motion for the Technical Advisory Committee to recommend that the Policy Committee approve FY 2020 road projects. Made by Jim Sturdevant, second by Kelly Getman-Dissette. **Motion approved.**

Motion for the Policy Committee to approve the Technical Advisory Committee’s recommendation. Made by Sandra Seanor, second by Roseann Marchetti. **Motion approved.**

Kovnat presented the 2020 Transit projects. Getman-Dissette said that the 5307 capital projects should be preventative maintenance not “Maintenance Equipment”

Motion for the Technical Advisory Committee to recommend that the Policy Committee approve the FY 2020 transit projects. Made by Jim Sturdevant, second by Susan Flowers. **Motion approved.**

Motion for the Policy Committee to approve the Technical Advisory Committee’s recommendation. Made by Bill Kasprzak, second by Roseann Marchetti. **Motion approved.**

Fiscal Year 2020 Unified Work Program: Kim Gallagher presented the FY 2020 Unified Work Program (UWP). She explained the general work categories and budget for FY 2020.

Motion for the Technical Advisory Committee to recommend that the Policy Committee approve the FY 2020 UWP. Made by Kelly Gettman-Dissette, second by Kevin Stack. **Motion approved.**

Motion for the Policy Committee to approve the Technical Advisory Committee’s recommendation. Made by Sandra Seanor, second by Bill Kasprzak. **Motion approved.**

11. **State and Federal Updates**

Jim Sturdevant said he was reviewing the draft of the NAYS 2045 Long Range Plan, which would be released shortly and voted on at the June NATS meeting.

Brain Sanada announced that the next **Southwest Region Pedestrian & Bicycle Committee Meeting** will be held on **Thursday, June 13, 2019 @1:30-3:30PM** at the MDOT SW Region Office.

12. **Public Comment**

None.

13. **Privilege of the Floor**

Joe Bellina requested that cost changes which did not change any federal funds be approved through an email vote. Gallagher said that staff would look into this and see if and how this could be accomplished.

14. **Adjournment**

Meeting was adjourned at 2:11 PM. The next NATS meeting is scheduled for **Tuesday, June 25, 2019 at 1:30 PM.**

Minutes compiled by Brandon Kovnat, Associate Planner, SWMPC.

NATS Proposed June 2019 Budget Revision

Work Element	2019 UWP Budget	Proposed 2019 UWP Amendment
1.0 Program Administration	\$31,506	\$45,251.09
2.0 Data Collection, Analysis and Reporting	\$31,504	\$20,732.67
3.0 Transportation Planning	\$18,903	\$27,788.32
4.0 Transportation Improvement Program (TIP)	\$44,109	\$32,249.92
Total	\$126,022	\$126,022