

Niles-Buchanan-Cass Area Transportation Study Policy & Technical Advisory Committee Meeting

Phone Conference Call

Tuesday, May 26th

1:30 PM

Dial **(605) 472-5572**

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

Preparing for the call

SWMPD staff will be conducting the meeting using the following materials. The page numbers on the right side of the agenda (pg 2) 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 NATS Minutes

The meeting will be called to order at 1:30 pm

- Roll call will be taken for all NATS members in alphabetical order. Please respond with "Present"
- Other attendees will be asked to announce themselves by first and last name.

You might be 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.



**NILES BUCHANAN CASS 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: Tuesday, May 26, 2020

TIME: 1:30 PM

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 21, 2020 Meeting (*attached pg. 3-5*) pg. 8
5. SWMPC Staff Report pg. 9
6. Agency & Project Updates pg. 14
 - Public Transit pg. 15
 - Local Road Agencies pg. 17
 - MDOT pg. 22
7. New Business pg. 24
 - Transportation Improvement Program Amendment pg. 25
 - 2021 NATS Unified Work Program pg. 27
www.swmpc.org/nats_uwp.asp
8. Privilege of the Floor or Public Comment pg. 32
9. Adjournment pg. 32

NILES BUCHANAN CASS AREA TRANSPORTATION STUDY (NATS)

Joint Technical Advisory Committee (TAC) & Policy Committee Minutes

April 28, 2020, Conference Call

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								
Berrien Co. Board of Commissioners (2)	(vacant)		x												
Berrien Co. Community Dev. Dept.	Evan Smith	x		P	A		A								
Berrien Co. Planning Commission	Eric Lester, M.D.		x	P	P		A								
Berrien Co. Road Dept. (Policy)	(vacant)		x												
Berrien Co. Road Dept. (TAC)	Kevin Stack	X		P	P		A								
Bertrand Township	Butch Payton	x	x	A	A		P								
Buchanan Dial-A-Ride	Kim O'Haver	x	x	A	P		P								
Buchanan Township	Lynn Ferris	x	x	P	P		A								
Cass Co. Board of Commissioners (1)	Michael Grice		x	P	P		P								
Cass Co. Board of Commissioners (2)	Roseann Marchetti		x	P	P		P								
Cass Co. Planning Commission	(vacant)	x													
Cass Co. Road Comm. (Policy)	Sandra Seanor		x	P	P		A								
Cass Co. Road Comm. (TAC)	Joe Bellina (TAC Chair)	x		A	P		P								
City of Buchanan	Don Ryman	x	x	P	P		P								
City of Niles (1)	Georgia Boggs		x	A	P		A								
City of Niles (2)	Serita Mason		x	P	A		A								
City of Niles (3)	Jessica Nelson		x	A	A		P								
City of Niles Community Dev. Director	(vacant)	x													
City of Niles Dial-A-Ride Transit	Kelly Getman-Dissette	x	x	P	A		P								
City of Niles Public Works Dir./Airport	Joe Ray	x		P	A		A								
Howard Township	Bill Kasprzak	x	x	P	P		P								
Kinexus	(vacant)	x													
Mason Township	Doug Fetters	x	x	A	A		A								
MDOT - Bureau of Trans. Planning	Jim Sturdevant	x	x	A	P		P								
MDOT - Southwest Region	Brian Sanada	x	x	P	P		P								
MDOT - Southwest Region (Alternate)	Amy Lipset	Alt	Alt	A	A		A								
MDOT - Transportation Service Center	Jonathon Smith	x	x	P	P		P								
Milton Township	Susan Flowers	x	x	P	P		P								
Niles Charter Township	Richard Cooper (P. Ch.)	x	x	P	P		P								
Ontwa Township	Dawn Bolock	x	x	A	P		A								
Pokagon Band of Potawatomi Indians	(vacant)	x	x												
Village of Edwardsburg	Dennis Peak	x	x	A	A		A								
Federal Highway Administration	Andy Pickard	NV	NV	A	A		A								
Federal Transit Administration	Susan Weber	NV	NV	A	A		A								
EGLE - Air Quality	Breanna Bukowski	NV		A	A		A								
MDOT - Modeling	Jon Roberts	NV		A	A		A								
MDOT - Office of Passenger Trans.	(vacant)	NV													
Michiana Area Council of Governments	Caitlin Stevens	NV	NV	A	A		A								
Southwest Michigan Planning Comm.	Kim Gallagher	NV	NV	A	A		P								
Southwest Michigan Planning Comm.	Brandon Kovnat	NV	NV	P	P		P								

P. Ch.: Policy Chair; Alt: Alternate; NV: Non-voting; P: Present; A: Absent.

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

Technical Advisory Committee Chair Joe Bellina called the meeting to Order at 1:30 pm. Brandon Kovnat led roll call.

2. **Changes to the Agenda**

None.

3. **Public Comment**

None.

4. **Approval of Minutes from the February 25, 2020 Meeting**

Correction: Bellina said that on page one of the minutes under local project updates a project was listed incorrectly as Redfield Guard Rail. The project is actually to remove trees and should be listed as Redfield Right of Way Clearing.

Motion to approve the minutes from the February 25, 2020 joint Technical Advisory Committee and Policy Committee meeting. Made by Roseann Marchetti and seconded by Bill Kasprzak. **Motion approved.**

5. **SWMPC Staff Report**

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

Gallagher gave an update about the current census response rate for NATS member communities which can be found at <https://www.censushardtocountmaps2020.us/>

6. **Agency & Project Updates**

The full agency updates are included in the meeting packet/power point (pg. 13-25)

Transit Updates

Niles Dial A Ride: Gettman-Dissette added that, due to the Governor’s recent executive order, all staff and riders are now required to wear masks. She said that buses also have barriers which serve to protect drivers.

Buchanan Dial A Ride: O’Haver said they are also requiring masks. She added that the executive order asks business to provide masks, but she is not able to acquire enough masks, so riders are required to bring their own masks. Buchanan Dial A Ride purchased steam foggers to clean busses at the end of each day. Riders are being asked to sit in the middle and back of the busses in order to maximize the distance from one another and the driver. However, drivers still need to have contact in order to assist a passenger who uses a wheelchair. Furthermore, they are not collecting fares from anyone at this time.

Local road Agencies

Kovnat said that Buchanan has submitted an application to use NATS Transportation Alternative Program (TAP) funds. This will be used for the development of a path along Schirmer Parkway to connect Buchanan to the Indian Michigan River Valley Trail. The application is in preliminary review and will be brought to NATS for a vote in May.

MDOT

Sanada said that the region’s TAP coordinator Chris Valvano, is on family leave; please contact Mike Smith, the MDOT TAP program manager instead.

Sturdevant said that the Unified Work Program (UWP) for FY 2021 will need to be approved in the next couple of months.

7. New Business

All supporting material is contained in the meeting packet/power point (pg 26-32)

Transportation Improvement Program (TIP) amendments

O’Haver said that they redefined their service delivery, which made them eligible for less rural transit funding (FTA 5311). She said that this is related to Buchan Dial A Ride’s decision to try to receive urban transit funding (5307).

Motion for the Technical Advisory Committee to recommend that the Policy Committee approve the amendments to the NATS 2020-2023 Transportation Improvement Program as contained in the meeting packet. Made by Don Ryman and seconded by Kim O’Haver. **Motion approved.**

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

FY 2020 Unified Work Program amendment

Motion for the Technical Advisory Committee to recommend that the Policy Committee approve the budget amendment to the NATS FY 2020 Unified Work Program as contained in the meeting packet. Made by Don Ryman and seconded by Bill Kazprzak. **Motion approved.**

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

8. Privilege of the Floor or Public Comment

Payton asked about the road funding implications of COVID-19. With people at home, gas sales, and thus gas tax revenue, has decreased causing a significant loss for road funding.

Sanada said that MDOT is delaying approval of the 5-year plan until a revenue estimate conference in May. Bellina said that the County Road Association (CRA) has estimated a 15% -25% reduction in funding to local road agencies. Gas tax is distributed two months after collection, which means that these effects will be felt in the current fiscal year.

Ryman asked about the projects funded through the Rebuilding Michigan Bond Program (RMBP). Sturdevant said that no changes were proposed yet.

9. Adjournment

Meeting was adjourned at 2:00 PM. The next meeting is scheduled for May 26, 2020 at 1:30 PM and is to be conducted by conference call.

Minutes compiled by Brandon Kovnat, SWMPC Associate Transportation planner

Niles-Buchanan-Cass Area Transportation Study Combined TAC & Policy Meeting

May 26, 2020

Call In Number: (605) 472-5572

Access Code: 895451

WELCOME

- **Call to Order**

- **Roll Call**

Please wait until your name is called and respond with present

- **Changes to the Agenda**

- **Public Comment**

MEETING MINUTES

Approval of Minutes April 28, 2020 Combined Meeting

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

TAC & Policy
Combined



COVID-19 Impact & Recovery Planning

- SWMPC GIS staff can integrate all types of relevant data that can aid in visualizing, understanding, and response planning for decision makers.
- SWMPC has prepared dashboards ([per county; Berrien, Cass and Van Buren](#)) to assist in supplying you with a snapshot of where we stand in the challenges to rebuild the future of the region.

In our role as a Regional Data Center, SWMPC can gather, analyze, and describe data such as those featured below. In addition, we can produce this analysis - or a customized report that you require - for any jurisdiction in our service area.

Contact: Jill Plescher at plescherj@swmpc.org



CORONAVIRUS (COVID-19) IMPACT PLANNING REPORT

Berrien County, MI

155,495

Population

2.41

Avg Size Household

63,174

Households

42.8

Median Age

\$50,301

Median Household Income

\$180,491

Median Home Value

126

Housing Affordability

87%

Internet at Home



POPULATION AND BUSINESSES



154,974

Daytime Population



6,167

Total Businesses



71,283

Total Employees

POVERTY



9,676

Households Below the Poverty Level



9,280

Households Receiving Food Stamps/SNAP

AT RISK POPULATION



18,674

Households With Disability



31,560

Population 65+

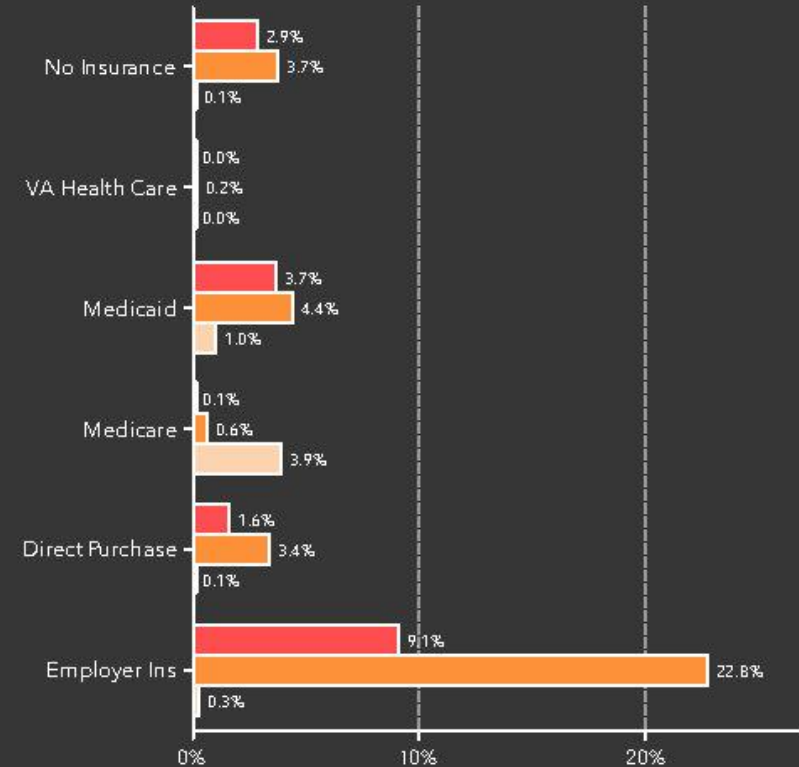


5,251

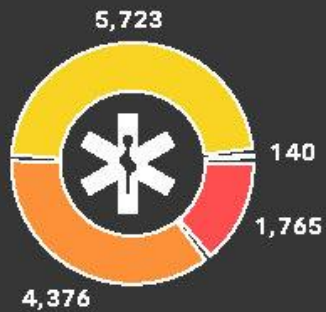
Households Without Vehicle

HEALTH INSURANCE COVERAGE (ACS)

Pop 19-34 Pop 35-64 Pop 65+



POPULATION NO HEALTH INSURANCE (ACS)



0-18 19-34 35-64 Age 65+



Source: Esri forecasts for 2019, U.S. Census Bureau, 2014-2019 American Community Survey (ACS) Data, Businesscounters from Infogroup

Note: Medicaid values for population 65+ is defined as Medicaid plus Medicare. For other age groups is Medicaid only. Source 2014-2019 American Community Survey (ACS) Data



CORONAVIRUS (COVID-19) IMPACT PLANNING REPORT

Cass County, MI

52,073

Population

2.50

Avg Size Household

20,614

Households

44.6

Median Age

\$48,160

Median Household Income

\$178,651

Median Home Value

124

Housing Affordability

86%

Internet at Home



POPULATION AND BUSINESSES



41,793

Daytime Population



1,342

Total Businesses



13,580

Total Employees

POVERTY



2,357

Households Below the Poverty Level



2,406

Households Receiving Food Stamps/SNAP

AT RISK POPULATION



7,131

Households With Disability



10,760

Population 65+

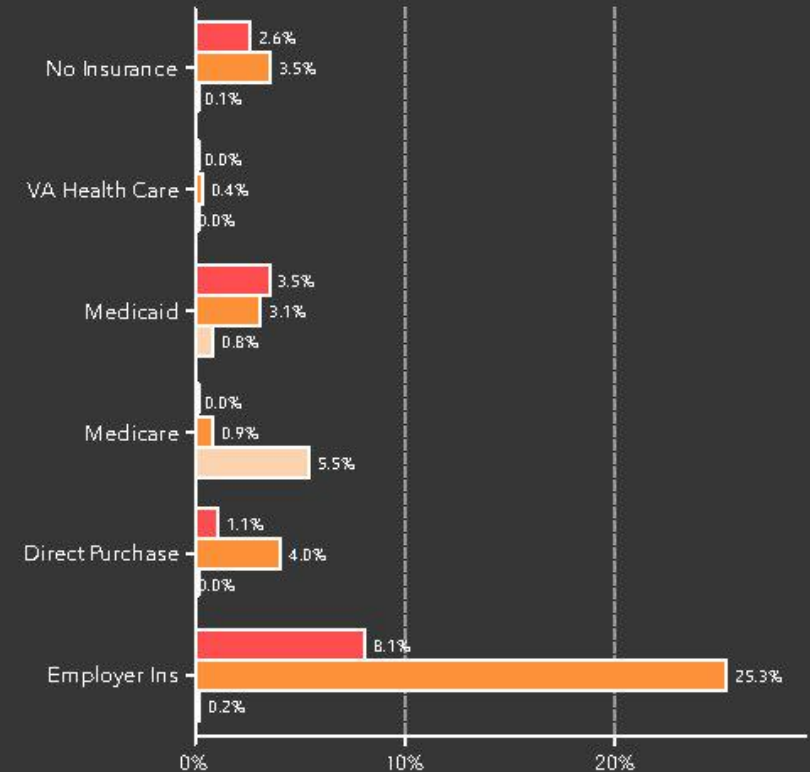


927

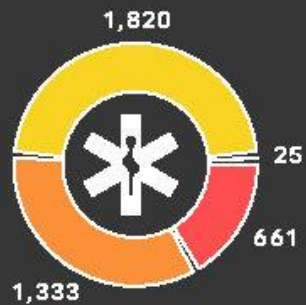
Households Without Vehicle

HEALTH INSURANCE COVERAGE (ACS)

Pop 19-34 Pop 35-64 Pop 65+



POPULATION NO HEALTH INSURANCE (ACS)



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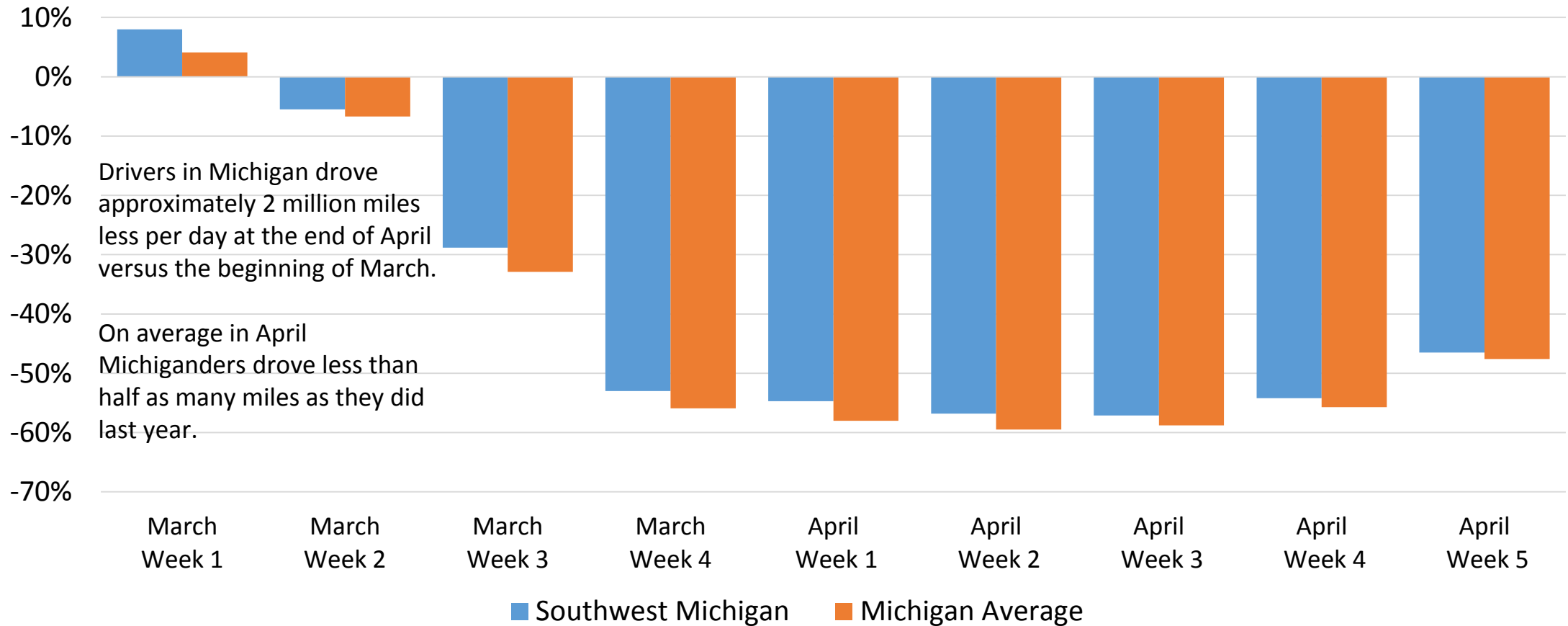


Source: [Eco forecasts for 2019](#), U.S. Census Bureau, [2014-2019 American Community Survey \(ACS\) Data](#), [Businesses.com](#), [Data from InfoGroup](#)

Note: Medicaid values for population 65+ is defined as Medicaid plus Medicare. For other age groups it is Medicaid only. Source: 2014-2019 American Community Survey (ACS) Data

COVID -19 Impact

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

Census Update for the NATS Area

(www.censushardtocountmaps2020.us)

Jurisdiction	Internet	Mail & Phone	Response Rate (5/18/2020)	2010 Rate for Comparison
City of Buchanan	56.6%	12.2%	68.8%	71.8%
City of Niles	52.9%	10.3%	63.2%	70.2%
Bertrand Township	62.8%	11.3%	74.1%	78.2%
Buchanan Township	53.3%	10.0%	63.3%	70.0%
Howard Township	57.9%	13.6%	71.5%	75.7%
Mason Township	56.0%	11.5%	67.5%	71.6%
Milton township	63.7%	9.5%	73.2%	70.9%
Niles charter Township	60.5%	11.1%	71.6%	73.6%
Ontwa Township & The Village of Edwardsburg	56.0%	9.6%	65.6%	72.4%
Michigan average	52.3%	13.9%	66.2%	67.7%
US average	48.1%	11.5%	59.6%	66.5%

This is for self reporting – In person census outreach is not included.

Agency & Project Updates

Niles Dial A Ride

Kelly Getman-Dissette



Buchanan Dial A Ride



Local Road Agency Updates

City of Buchanan

City of Niles

Village of Edwardsburg

Berrien County Road Department

Cass County Road Commission

2020 NATS Obligation Report - STBG Funding

Agency	Project	Limits	Programed	Obligated
Cass CRC	Lake St Resurface	Airport Road to Huntly	\$226,849	\$227,013
Cass CRC	Mason Street resurface - Repayment	Cassopolis Road to Calvin Center Road	\$28,018	\$28,081
Berrien CRD	3rd St Resurface	US-12 to Fulkerson Road	\$283,393	\$280,173
Niles Dile A Ride	Truck Replacement	NA	\$40,741	\$40,741
Total			\$579,000	\$576,007

STBG Urban 91.0% obligated statewide

Note: Rural 92.5% obligated statewide

CRC = County Road Commission; CRD = County Road Department

2021-2023 Transportation Alternative Program



City of Buchanan has submitted an application for a path that will eventually connect the McCoy Creek Trail to the Indiana Michigan River Valley Trail.

This project will utilize the 2021-2023 TAP funding allocated to the NATS planning area.

Construction cost / Engineers estimate:	\$265,000
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Federal TAP:	\$123,660
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Local Match:	\$141,340
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Does not include engineering costs (\$42,000)

Buchanan Project Overview



The 0.5 miles of trail along Shirmer Parkway is the first step in a larger plan to connect McCoy Creek Trail and the Indiana Michgian River Valley Trail (IN-MI RVT)

- McCoy Creek is 5 miles
- The IN-MI RVT is 17 miles

Combined this will be a make a large interconnected system that connects Buchanan by trail to Niles, South Bend, and eventually Berrien Springs, along with numerous amenities along the trials.

Current phase will connect downtown Buchanan to riverside parks and Fernwood Botanical Garden.

Buchanan Proposed TAP Project Time Line

April 2020

Application was submitted to MDOT TAP program for preliminary review.

June 2020

Application will be revised based on suggestions from MDOT

August or December 2020

Revised application will be reviewed by statewide TAP Application Review Committee

January or February 2021

Project is submitted to NATS for approval

State and Federal Updates



MDOT Temporary Layoffs

MDOT employees, including Bureau of Transportation and MDOT Region Planning Staff, will serve these temporary layoff days according to the following schedule:

Friday, May 22nd

Tuesday, May 26th (observance of Memorial Day is Monday, May 25th)

Friday, June 5th

Monday, June 8th

Friday, June 19th

Monday, June 22nd

Thursday, July 2nd (observance of Independence Day is Friday, July 3rd)

Monday, July 6th

Friday, July 17th

Monday, July 20th

New Business

M-62 & May Street Right Turn Lane Construction Cost Decrease

MDOT – 2020 Project

	Current	Proposed
Federal	\$406,800	\$252,000
State	\$45,200	\$28,000
Total	\$452,000	\$280,000





TIP Amendment Motion

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

The NATS Policy Committee approve
the amendment to the NATS
2020-2023 Transportation Improvement Program

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

FY 2021 Unified Work Program

October 1, 2020 – September 30, 2021

UNIFIED WORK PLAN



DRAFT FOR PUBLIC COMMENT

PREPARED BY:
SOUTHWEST MICHIGAN
PLANNING COMMISSION

IN COOPERATION WITH:
Niles Buchanan Cass Area
Transportation Study
Technical Advisory &
Policy Committees

**Niles Buchanan Cass Area
Transportation Study**

FISCAL YEAR 2021
October 1, 2020 – September 2021

- The Unified Work Program is a annually approved document describing the work tasks for the NATS 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 NATS Area.

FY 2021 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 NATS 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 NATS planning area. The TIP work category covers project selection, TIP development, monitoring project status, and processing amendments.

FY 2021 Unified Work Program

Work Element	Amount
1.0 Program Administration	\$35,357
2.0 Data Collection, Analysis and Reporting	\$32,830
3.0 Transportation Planning	\$33,891
4.0 Transportation Improvement Program (TIP)	\$27,780
Total	\$129,858

*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 Resolution

WHEREAS, the Southwest Michigan Planning Commission (SWMPC) is the designated Metropolitan Planning Organization (MPO) for Michigan portions of the South Bend and Elkhart urban areas according to the provisions of 23 U.S.C. 134, as amended; and

WHEREAS, the SWMPC has designated the Niles-Buchanan-Cass Area Transportation Study(NATS) Policy Committee responsible for the approval 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 NATS Policy Committee approves the Niles-Buchanan-Cass Area Transportation Study Unified Planning Work Program for Fiscal Year 2021.



FY 2021 Unified Work Program

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

The NATS Policy Committee approve the resolution supporting the NATS FY 2021 Unified Work Program and submit the UWP to the SWMPC board with any minor changes requested by MDOT or FHWA

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

Privilege of the Floor / Public Comment

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

Next meeting is:

June 23, 2020, 1:30 PM

Fourth Tuesday of the month

(Conference Call)