

NILES BUCHANAN CASS AREA TRANSPORTATION STUDY (NATS)

Joint Technical Advisory Committee (TAC) & Policy Committee Minutes

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

November 27, 2018 – DRAFT

Attendance

Present		Committee	
Name	Representing	TAC	Policy
Michael Majerek	Berrien County Board of Commissioners		X
Evan Smith	Berrien County Community Development	X	
Brian Berndt	Berrien County Road Commission	X	
Robert Ziliak	Cass County Board of Commissioners		X
Roseann Marchetti	Cass County Board of Commissioners		X
Joe Bellina	Cass County Road Commission	X	
Sandra Seanor	Cass County Road Commission		X
Georgia Boggs	City of Niles		X
Doug Fetters	Mason Township	X	X
Brian Sanada	MDOT Southwest Region	X	X
Jonathon Smith	MDOT Coloma Business Office	X	X
Richard Cooper	Niles Charter Township	X	X
Dawn Bolock	Ontwa Township	X	X
Brandon Kovnat	SWMPC	Staff	
Kim Gallagher	SWMPC	Staff	

Others present: Jerry Marchetti, Mack Green (Wightman & Associates on behalf of the city of Buchanan)

Absent		Committee	
Name	Representing	TAC	Policy
Eric Lester, M.D.	Berrien County Planning Commission		X
Butch Payton	Bertrand Township	X	X
Kim O'Haver	Buchanan Dial A Ride	X	X
Lynn Ferris	Buchanan Township	X	X
Barbara Cook	Cass County Planning Commission	X	
Don Ryman	City of Buchanan	X	X
Serita Mason	City of Niles		X
Joe Ray	City of Niles	X	
Susan Flowers	Milton Township	X	X
Andrea Dewey	Federal Highway Administration*	X	X
Craig Bradfield	Howard Township	X	X
Jim Sturdevant	MDOT Bureau of Transportation Planning	X	X
Jon Roberts	MDOT Urban Travel Analysis*	X	
Mary McAfee	City of Niles		X
Kelly Getman-Dissette	Niles Dial A Ride	X	X
Rich Low	Village of Edwardsburg	X	X

*Non-Voting Member

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

Joe Bellina, Technical Advisory chair called the meeting to order at 1:35 PM and led the group in the Pledge of Allegiance.

2. **Changes to the Agenda**

Project updates and amendments were left off of the agenda by mistake. These items will be added before new business.

3. **Public Comment**

None.

4. **Approve Minutes from the June 26, 2018 Meeting**

The minutes say there was support for a seven-member project selection subcommittee. Joe Bellina thought that it was support for up to seven members.

Motion to approve the minutes from the October 23, 2018 joint Technical Advisory Committee and Policy Committee Meeting as corrected. Made by Dawn Bolock, second by Roseann Marchetti. **Motion approved.**

5. **Staff Report**

Brandon Kovnat explained the process for adding projects to the 2020-2023 NATS Transportation Improvement Program (TIP). SWMPC manages several federal transportation funding programs including NATS. Brandon explained that the TIP is based on geography and project which use countywide funds such as CMAQ inside of the NATS planning area get included into the TIP.

NATS is allocated Surface Transportation Block Grant (STBG) funds and a small portion of Transportation Alternative Program (TAP) funds. A call for STBG projects went out on October 5th and applications are due December 3rd. The TAP call went out on November 14th and applications are due on January 8, 2019.

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

Dawn Bolock said that Ontwa had made changes to clean up their zoning code.

7. **Public Transit**

Berrien Countywide Service Plan: The Connect Berrien Plan was released. The county is forming a committee to decide the next steps. They are waiting for the new commissioners to be inaugurated to form the committee.

There is a TIP training for transit agencies occurring during this meeting, that is why neither Kelly Getman-Dissette nor Kim O'Haver could attend the NATS meeting.

Niles Dial A Ride: No update.

Buchanan Dial A Ride: The millage renewal passed.

8. Project Updates and Amendments

Berrien County Road Department Project Updates

- **North Main Street:** Project application submitted to MDOT in November Administrative Modification was made to increase the local match from \$79,732 to \$120,000. Total project cost increased by 17%, which is less than the 25% threshold for an amendment.
- **Bertrand Road:** Project application submitted to MDOT in November Administrative Modification was made to increase the local match from \$43,000 to \$53,000. Total project cost increased by 4%, which is less than the 25% threshold for an amendment.

Cass County Road Commission Project Update

- **Redfield Road:** Update will be available at the next meeting.

MDOT Project Updates

Brandon said that he will only be asking for updates for construction phases. He will not present on updates for preliminary design. MDOT currently has two projects designated for construction in 2019:

- **US 12 Bridge over St. Joseph River preventive maintenance:** Design is in progress
- **M-51 resurfacing:** a consultant was chosen for engineering design and a kick off meeting was held on November 20. The project was authorized at the end of FY 2018 and the consultant only has 3 months for design.

Georgia Boggs asked about sidewalks along M-51 saying that many people walk around the Walmart, which is a very dangerous area for pedestrians (the northern limits of the M 51 repaving end in this location). Brian Sanada said that the current project does not include sidewalk additions. He said the best way to get these added in the future was to work with Niles Township. The Township would need to authorize sidewalks since it would be their responsibility for maintenance. Brian talked with the township supervisor and planners. He said that they has an overlay district for M-51 on the Township website that showed a requirement to include sidewalks, but he was informed that it is not in effect. Richard Cooper explained that the overlay district ordinance had conflicts with the rest of the zoning code and thus had to be removed. There is no plan to amend the overlay district ordinance at this time.

MDOT TIP Amendments: MDOT presented ten project to add to the TIP. Five are safety jobs including marking sign replacements and signals. Another four jobs are preventive maintenance. These nine jobs cover multiple locations throughout Southwest Michigan. The other project is to add a right turn lane on M-62 at May St.

Motion for the Technical Advisory Committee to recommend that the Policy Committee approve the amendments presented by MDOT and as outlined in the MDOT October 29, 2018 NATS TIP change request letter. Made by Evan Smith, second by Jonathon Smith. **Motion approved.**

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

9. **Old Business**

None.

10. **New Business**

Cancellation of the December 18, 2018 NATS meeting: Brandon said that there was no pressing business for December. He explained that he wanted to officially cancel the December meeting so that it would be clearer that the Project Selection Subcommittee would be the only group that needed to meet in December.

Motion to cancel the NATS meeting scheduled for December 18, 2018. Made by Dawn Bolock, second by Roseann Marchetti. **Motion approved.**

2020-2023 TIP Project Selection Subcommittee: The project subcommittee meeting will be held on Tuesday December 18, 2018 at 1:30 PM in lieu of the regularly scheduled NATS meeting. It should last approximately two hours.

The following members volunteered to serve on the subcommittee:

1. Joe Ray, City of Niles (indicated his interest before this meeting)
2. Brian Berndt, Berrien County Road Department
3. Joe Bellina, Cass County Road Commission
4. Kelly Getman-Dissette, Niles Dial A Ride
5. Doug Fetters, Mason Township
6. Dawn Bolock, Ontwa Township
7. Richard Cooper, Niles Township

Motion for the Technical Advisory Committee to appoint all seven volunteers to the Project Selection Subcommittee. Made by Dawn Bolock, second by Joe Bellina. **Motion Approved**

Note: A Policy Committee vote is not required since the selection of the subcommittee is considered to be TAC business only.

CMAQ committee appointment: Brandon Kovnat explained that SWMPC was forming dedicated committees to select CMAQ projects. In the past CMAQ, selection did not have an officially approved committee. Decisions were made by the Rural Task Force with consensus of whomever attended the CMAQ meeting. A more transparent and formalized process is being implemented for the 2021-2023 CMAQ project selection.

A proposed membership composition for the Berrien County CMAQ committee was presented which include one representative from a city from the Berrien County portion of NATS.

Motion for the Technical Advisory Committee to nominate Joe Ray to serve on the Berrien County CMAQ Committee. Made by Joe Bellina, second by Dawn Bolock. **Motion approved.**

Motion for the Policy Committee to approve the Technical Advisory Committee's recommendation. Made by Dawn Bolock, Second by Roseann Marchetti. **Motion approved.**

Kim said there was a proposal to appoint an Act 51 street agency local unit of government from the Cass County portion of NATS to serve on the Cass County CMAQ Committee, in addition to one Act 51 street agency local unit of government (i.e., village/city) from the non-NATS portion of rural Cass County, therefore ensuring representation from cities/villages from both urban/MPO and rural areas of Cass County. There was a discussion on whether the village representative on the Cass County CMAQ could represent all villages in Cass County. No action was taken on a NATS representative for the Cass County CMAQ Project Selection Committee.

11. State and Federal Updates

None.

12. Privilege of the Floor

None.

13. Adjournment

Meeting was adjourned at 2:40 PM. The next NATS meeting is scheduled for **Tuesday, January 22, 2019 at 1:30 pm.**

Minutes compiled by Brandon Kovnat, SWMPC Associate Planner