

**NILES/BUCHANAN/CASS AREA TRANSPORTATION STUDY**  
Policy Committee

**MINUTES**

November 27, 2012

2:30 P.M.

Niles City Council Chambers

Policy Members Present:	Jason Auvil, Pokagon Band of Potawatomi Indians Georgia Boggs, City of Niles Dawn Bolock, Ontwa Township Richard Cooper, Niles Charter Township Andrea Dewey, Federal Highway Administration (ex-officio)Irving Frost, Howard Township Joseph Kring, Bertrand Township Don Kronewitter, Milton Township John LaMore, Berrien County Commissioner Ray Lenze, MDOT Planning Dale Lowe, Howard Township Serita Ann Mason, City of Niles Jane Mitchell, Buchanan Township Kim O’Haver, Buchanan Dial A Ride Jan Personette, Four Flags Area Chamber of Commerce Cliff Poehlman, Cass County Road Commission Johnie Rodebush, Cass County Commissioner Don Ryman, City of Buchanan Evan Smith, Niles Dial A Ride Rachael Tupica, Federal Highway Administration (ex-officio)
Policy Members Absent:	Pat Bellaire, Village of Edwardsburg John Egelhaaf, SWMPC (ex-officio) Kelly Getman-Dissette, Niles Dial A Ride Darrell Harden, MDOT, Southwest Region Erin Jolivette, MDOT -Coloma TSC Larry Larson, City of Niles Stewart McKenzie, FTA (ex-officio) Dennis Patterson, Howard Township Zach Perkins, Berrien County Commissioner Brad Sharlow, MDOT Planning (ex-officio) Sarah Woolcock, MDOT Coloma TSC Representative, Berrien County Planning Commission Representative, Berrien County Road Commission Representative, MACOG (ex-officio)
SWMPC Staff Present:	Suzann Flowers Gautam Mani
Others Present:	Matt Kodis, Michigan Works Sue Kronewitter, Milton Township

**1. Call to Order & Introductions**

- Lamore called the meeting to order at 2:58 p.m. Rodebush led the group in the Pledge of Allegiance.

## 2. Minutes

A motion by Rodebush with support by Cooper to approve the NATS Policy Committee Meeting Minutes for October 23, 2012. **Motion passed.**

## 3. Staff Report

### ▪ NATS TIP Application (approval in December/January)

- Need for subcommittee meeting (December 11, 12, 14)

Flowers discussed SWMPC's attempts to redesign the 2014-2017 TIP application so that it can be done online. The TIP application is also geared towards ensuring that each project meets Long Range Plan goals, and the performance measures more specifically. Lenze pointed out that the TIP for 14-17 will be fiscally constrained upon submittal. Flowers suggested the need for a subcommittee meeting in December to discuss the application and how the Call for Projects should proceed. Flowers noted that in the TAC committee meeting, Bellina recommended waiting till January for a subcommittee meeting to accommodate more members' schedules.

### ▪ Urban review meeting December 4, 2012 at 10:00a.m.

Mani stated that the NATS urban boundary review meeting would be taking place at the Niles Public Library at 10:00 AM on December 4<sup>th</sup>. This will be an opportunity to make adjustments to the Urbanized Area (UA) boundary designated by the US Census, and these areas affect funding. This will also be an opportunity to revise the MPO boundary to incorporate new jurisdictions into NATS, as required or if data suggests.

Tupica explained that re-classification of highways in the NHS system happens once a new urbanized boundary is approved. NHPP funding under MAP-21 focuses on principal arterials.

### ▪ Berrien County CMAQ meeting December 13, 2012 at 1:00p.m.

Mani stated that a call for 2014-2017 CMAQ projects has been sent out and the project selection meeting will take place December 13, 2012 at 1:00 PM for Berrien County at the Berrien County Road Commission. Mani stated that the application form has been replaced by an application Excel file, and emissions worksheets are still required. All information about applying for projects is available on the CMAQ section of the SWMPC website.

### ▪ Cass County CMAQ meeting December 6, 2012 at 1:00p.m

Mani stated that a call for 2014-2017 CMAQ projects has been sent out and the project selection meeting will take place December 6, 2012 at 1:00 PM for Cass County at the Cass County Road Commission. Mani stated that the application form has been replaced by an application Excel file, and emissions worksheets are still required. All information about applying for projects is available on the CMAQ section of the SWMPC website.

## 4. Project Updates

### ▪ FY 2013 FY 2014 Funding and Projects

Flowers reported the estimated STP funds for 2013 and 2014 for the NATS area. Flowers suggested the possibility of a subcommittee or smaller working group to decide how to prioritize projects for 2013 and 2014 based on these funding levels and the current ability of local agencies to provide local match. Flowers noted that this was just one way to deal with the issue, and was the approach that TwinCATS had attempted.

### ▪ Projected project letting dates

Lenze advised that local agencies get projects obligated as quickly as possible to ensure that projects in the NATS MPO are let in the programmed fiscal year. Lenze noted that other jurisdictions were also being advised to obligate

as quickly as possible. Lenze stated that projects that are obligated now are being designated for April lets, so jurisdictions should keep that in mind for FY 2013 projects especially.

Fiscal Year	Job Number	Agency	Project Name	Update Information	Date of last update	Bid Savings
<b>2011</b>		Niles Dial A Ride	On bus camera system	The grant was just awarded in September 2011 and the projects will be completed in 2013	Feb-12	
		Niles Dial A Ride	Preventative maintenance	The grant was just awarded in September 2011 and the projects will be completed in 2013; ongoing	August 2013	
		Niles Dial A Ride	Ramp lift	The grant was just awarded in September 2011 and the projects will be completed in 2013	Apr-12	
	104152	MDOT	M-139 (Main St) over St. Joseph River bridge replacement SUB and PE phases	Design phase-public meeting will happen soon and public will be able to view design options; public comment process is underway, December 2013 letting	October 2012	
	90361	MDOT	US-12 resurfacing from M-60 to Edwardsburg	Let construction 2012; projected to be completed the end of October	October 2012	
	86785	MDOT	M-139 Over Dowagiac River, near N limit of Niles bridge replacement-	2012 Construction; on schedule for completion at the end of October	October 2012	
<b>2012</b>	112863	Cass County Road Commission	Bertrand Rd from Ironwood Dr. to Batchelor JN 112863 CON Phase	In design, Grade inspection is done, final plans going in; bid/letting October; Bid date was October 5, PreCon was held October 12. We are trying to construct yet this year if the weather cooperates and contractor can get mix design approval, otherwise it will be in the spring; Contract awarded, will be built in calendar year 2013.	November 2012	

		Niles Dial A Ride	Preventative maintenance	The projects have been assigned grant numbers and the projects should move forward summer 2012. There will be some project changes for the March meeting, need last approved TIP letter	June 2012	
		Niles Dial A Ride	Fuel capitalization	¾ spent	November 2012	
		Niles Dial A Ride	Free fare days-CMAQ project	Extended to summer 2013	November 2013	
		Niles Dial A Ride	Bus replacement	Working with MDOT on this project	October 2012	
		Niles Dial A Ride	Parking lot	Spring of 2013	October 2012	
	115698	MDOT	Design phase: M-62 Indiana State Line-US12; cold milling, overlay, sidewalk ramp upgrades	Design phase	May 2012	
	116115	MDOT	US 12 West of Mayflower Road to M-139	2013 construction-in design; Design complete let in September CON begin summer 2013	October 2012	
	115699	MDOT	US 31 From End of Freeway at Napier Avenue to I-94. – On M60 Bridge from M51-M60-crack seal	In design	October 2012	
<b>2013</b>	112094	Berrien County	Walton Road (City of Buchanan limit to Old 31)	Hot patching and single coat CON phase; Force account project	November 2012	
	112101	Berrien County	Warren Woods Rd and Red Bud Trail	Hot patching and single seal coat-CON phase; Force account	November 2012	
	112102	Buchanan	Front St. Red Bud Trail to east city of Buchanan limit	Resurface, sidewalks, streetscaping, non-motorized path; working with consultant Wightman and Assoc to move this project along; TA grant, but need to coordinate funds—without coordination, letting could be delayed	November 2012	

		Buchanan Dial A Ride	Transit operations			
		Niles Dial a Ride	Transit maintenance equipment and parts	Copy machine		
		Niles Dial a Ride	Transit operations equipment	Replacement tired		
		Niles Dial a Ride	Transit maintenance equipment and parts	Software upgrades		
	115699	MDOT	On US 31 from end of freeway at Napier Ave to I-94	Overband crack fill- CON phase; no go		
	112103	Cass County	Redfield St.	Oak St. to Elkhart Rd- CON phase; do not have a letting or obligation schedule, we will be reviewing our Force Account limitations and funding capacity for bid projects.; Still under force account	November 2012	
	115698	MDOT	M-62 Indiana state line to US-12	Cold milling, HMA one course and sidewalk ramp upgrades		

Lenze noted that on the Front Street project, SWMPC will need to coordinate with Wegman and Associates and the City to ensure that streetscaping element of the project meets the FY 2013 LAP schedule.

## 5. Old Business

### ▪ Long Range Plan Goals

Mani stated that he had received several comments regarding the most recent version of the long range plan goals. Mani reiterated concerns expressed in TAC that the current long range plan goals did not translate well to the proposed version of the Transit TIP Application. Concerns also centered around the possibility that the LRP goals focus too much on increasing capacity and reaching more people when the focus should be on maintenance of the existing system under limited funding.

Tupica stated that if projects in TIP do not advance one of the performance measures, they will be questioned. Tupica also said that FHWA's focus under MAP-21 is the system that moves the most people: the NHS. While goals should certainly take into account transit, a greater focus on highways and the road system in the LRP and the TIP is warranted.

Flowers stated that while goals and performance measures were still a work in progress, we would have another opportunity, and requirement, to amend them once national standards are established. As it is, the goals are currently based on MAP-21 planning factors

A motion by Rodebush with support by Personette to approve the draft of the Long Range Plan goals. **Motion passed.**

- **Agenda Modification**

Flowers suggested some concern regarding public involvement in meetings and potential for moving public comment towards the beginning of the agenda. Flowers reiterated Kodis' comment in the TAC meeting: that the public comment period should be left at the end to allow for maximum public feedback regarding items discussed during the body of the meeting. Personette said she was fine with moving public comment to the beginning, while Cooper proposed having public comment at both beginning and end of the meeting. John Lamore proposed enforcement of a 2 minute time limit, after which a member of the public could still continue to speak if they asked for more time.

A motion by Mitchell with support by Frost to modify the NATS agenda to allow for a public comment period at both the beginning and end. **Motion passed.**

- **Officer nominations**

Rodebush nominated Lowe as Chair of the NATS Policy Committee for a two-year term. Lowe accepted the nomination.

A motion by Rodebush with support by Smith to confirm Lowe as Policy Committee Chair. **Motion passed.**

Mitchell nominated Cooper as Vice-Chair of the NATS Policy Committee for a two-year term. Cooper accepted.

A motion by Mitchell with support by Personette to confirm Cooper as Policy Committee Vice-Chair. **Motion passed.**

## 6. New Business

- TIP Amendments
  - CMAQ Projects

The policy committee accepted the recommendation of TAC to postpone approval and submission of the CMAQ projects until the next TIP submission in January/February. No motion required

- Transportation Alternatives Funding and Process

Flowers reiterated that NATS has extra funds as the Michigan portion of the South Bend TMA. Lenze suggested that for the future, locals apply for TA projects using the MDOT application process, which will greatly save SWMPC staff time. Lenze gave Matt Wiitala's name as our primary contact.

- **Legislative Updates-Federal and State**

O'Haver stated that the State Senate had passed the legislation enabling the creation of a Regional Transit Authority for Detroit.

## 7. Public Comment

None.

## 8. Privilege of the Floor

Boggs inquired about possible further study on the 11<sup>th</sup> Street Corridor. Mason stated that traffic counts did not warrant further study.

Tupica introduced Dewey, who will be our new FHWA Representative. Dewey comes with a great deal of experience at Grand Valley Metro Council, where she assisted in the development of the Long Range Plan.

**9. Adjournment: 3:45 p.m.**

A motion by Rodebush with support by Frost to adjourn the NATS Policy Committee meeting. **Motion passed.**

- The next meeting is **December 18, 2012 at 2:30 P.M.**

*Minutes compiled by: Suzann Flowers and Gautam Mani, Transportation Planners, 2012*