

NILES/BUCHANAN/CASS AREA TRANSPORTATION STUDY
Policy Committee

MINUTES

December 18, 2012

2:30 P.M.

Niles City Council Chambers

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

1. Call to Order & Introductions

- Lamore called the meeting to order at 2:31 p.m. Lowe led the group in the Pledge of Allegiance.

2. Minutes

Frost said that one correction in the "Attendees" section was needed to separate two names that had appeared on a single line.

A motion by Rodebush with support by Frost to approve the NATS Policy Committee Meeting Minutes for November 27, 2012, as corrected. **Motion passed.**

3. Public Comment

None.

4. Staff Report

- **Committee Representatives**

Mani reminded jurisdictions that when they want to appoint new committee members, they need to let Flowers and himself know well ahead of the first meeting that the new members will be attending. This way, new committee members can be brought up to speed and the committee can ensure that the correct members have voting privileges. SWMPC had received several comments from committee members expressing confusion as to who was eligible to vote and who was not.

- **National Highway System Roadway Review (Coming Soon)**

Mani said that reclassification of roadways would happen after our Adjusted Census Urban Boundary (ACUB) was approved by MDOT and FHWA, so now would be the time for committee members to start thinking about roads that they know will require reclassification.

- **CMAQ Meetings**

Mani stated that CMAQ project selection meetings for 2014-2017 had taken place in Cass County on December 6th and Berrien County on December 10th. Mani stated that Berrien County would not require a follow-up meeting, while Cass would likely require a short follow-up. Mani stated that those jurisdictions who have projects they know are programmed for those years should fill out CMAQ applications, available on SWMPC's website at <http://www.swmpc.org/cmaq.asp>. Mani will be submitting a countywide file (for each County) to MDOT on or before February 11, 2013.

- **Pre-Engineering Meetings with MPO Communities for FY 2014-2017**

Mani said that as part of SWMPC's efforts to ensure that project development moves according to schedule, and that proposed projects get obligated in their designated fiscal year, SWMPC wishes to hold pre-engineering meetings with MPO communities to see how far along these projects are in their municipal planning process. Mani said that SWMPC wants to ensure that projects entering the TIP are consistent with MPO long range plan goals and are likely to be ready for letting in a particular year. Committee members should expect a request for these meetings in the near future.

5. Project Updates

Fiscal Year	Job Number	Agency	Project Name	Update Information	Date of last update	Bid Savings
2011		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; COMPLETED	December 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; COMPLETED	December 2012	
2012	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	Submitted for letting	December 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	
2013	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 ready to submit	December 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 project underway- but will be separated into resurfacing and streetscaping phases.	December 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		

5. Old Business

▪ TIP Application

Mani stated that SWMPC had been working to shorten the TIP application, so that it would be easier to fill out online. Mani noted that to some extent it is still a work in progress with the web developer.

A motion by Cooper with support by Rodebush to approve the TIP application for submittal to a web developer. **Motion passed.**

▪ Walk and Roll

Mani stated that since SWMPC staff would be heavily focused on the Long Range Plan, it would be up to committee members to initiate individual jurisdictional meetings on Walk and Roll. Rodebush asked whether TAC had any suggestions for how to proceed, and Mani suggested we would need to consult with the Walk and Roll subcommittee before bringing it before either of the two full committees.

6. New Business

▪ Adjusted Census Urban Boundary (ACUB) and Planning Boundary

Mani thanked the committee members for their participation in the urban boundary review meeting earlier in the month. Mani presented the digitized map, and stated that since Bellina was not present, we could not verify whether the two segments of M-62 and Sherman Road in Ontwa Township were to be included in the urban area or not. Lenze advised waiting one more month, but no later, to approve the ACUB, and getting in touch with Bellina beforehand.

▪ TIP Amendments

Mani read off TIP amendments proposed by MDOT to the committee members. They were:

*The addition of the M-51 realignment project from outside the TIP (JN 108186)

*A modification to the scope of JN 115699

*The addition of the bridge replacement project (JN 104152)

*A GPA Regionwide (addition +cost) Amendment

Lenze explained the GPA update. Mani noted that the committee would also be voting to recommend approval of the Niles Dial-a-Ride Fare Free Days amendments from November, since the committee tabled approval last month.

A motion by Rodebush with support by Poehlman to recommend that the policy committee approve December TIP Amendments. **Motion passed.**

▪ **Legislative Updates-Federal and State**

Mani stated that SWMPC would be keeping an eye on any possible impacts that the fiscal cliff and Right to Work legislation would have on transportation funding.

▪ **Joint Meeting in January to discuss Transportation Alternatives**

Mani stated that Matt Wiitala from MDOT would like to come to explain the Transportation Alternatives funding process, since many locals had questions. Mani proposed a joint meeting so that all questions could be answered in one go. Cooper had alerted Mani that most of the committee would likely be gone at the Michigan Township Association Annual Conference on January 22nd, so an alternate date might be suitable. LaMore suggested an alternate date January 16th.

A motion by Cooper with support by Lamore to approve a joint meeting, with an attempt to move the date of the meeting so that it does not conflict with the MTA conference. **Motion passed.**

Mani agreed that he would look into the alternate date of Wednesday January 16 for a joint meeting, and seek majority approval of the full committee if that date emerges as a possibility.

7. Public Comment

None

8. Privilege of the Floor

Cooper noted that the first public comment session on the agenda should be reserved exclusively for items on the agenda. Mani reminded the group members to sign the cards for Johnie Rodebush and John LaMore, as this would be their last meeting as chair and vice chair of the policy committee. Each member at the table shared their memories of Johnie and John as institutions in county government, and they each thanked the two outgoing chairs on a personal level. LaMore and Rodebush thanked the committee members and shared their pleasure at having served.

LaMore adjourned the meeting at **3:20 PM.**

- The next meeting is **January 22, 2012 at 2:30 P.M.**

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