

NILES/BUCHANAN/CASS AREA TRANSPORTATION STUDY

Policy Committee

MINUTES

February 25 2014

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 Craig Bradfield, Howard Township Richard Cooper, Niles Charter Township Darrell Harden, MDOT, Southwest Region Erin Jolivette, MDOT – Coloma TSC John Lanum, MDOT Planning Serita Ann Mason, City of Niles Jess Minks, Berrien County Road Commission Kim O’Haver, Buchanan Dial A Ride Don Ryman, City of Buchanan Evan Smith, Niles Dial A Ride Kelly Sweeney, Milton Township Kris Welch, MDOT Planning Robert Ziliak, Cass County Commissioner
Policy Members Absent:	Pat Bellaire, Village of Edwardsburg Andrea Dewey, Federal Highway Administration (ex-officio) John Egelhaaf, SWMPC (ex-officio) Representative, Howard Township John Gruchot, Berrien County Community Development Joseph Kring, Bertrand Township Jason Latham, MDOT-SW Region Paul Lott, MDOT Planning Bill Marx, City of Buchanan Jane Mitchell, Buchanan Township Jan Personette, Four Flags Area Chamber of Commerce Cliff Poehlman, Cass County Road Commission Stewart McKenzie, FTA (ex-officio) Brad Sharlow, MDOT Planning (ex-officio) Joe Sobieralski, Southwest Michigan Economic Growth Alliance Bob Sutton, Mason Township Planning Commission Representative, MACOG (ex-officio)
SWMPC Staff Present:	Gautam Mani, Suzann Flowers, Marcy Colclough
Others Present:	Matt Kodis, Kinexus

1. Call to Order & Introductions

Meeting was called to order by Cooper at 2:33 p.m, whom led introductions. Bradfield led the group in the pledge of allegiance.

2. Minutes

A motion by Auvil with support by minks to approve the Policy Committee Meeting minutes from January 22, 2014. **Motion passed.**

3. Public Comment

No public comments were received.

4. Staff Report

- **MTPA Follow up** – Flowers stated that the Michigan Transportation Planning Association meets monthly and that local agencies that are designing roads need to make sure that they plan for incorporation of ADA guidelines. This will add cost to local projects but is required. Flowers will find all documents from MDOT LAP and put them on the website for everyone’s convenience.

- **Local legislative letter regarding R3 funds**
 Mani stated that the TwinCATS MPO committee members discussed crafting a letter to the legislative representatives from our region regarding the MPO process and how important it is that our list of prioritized projects are utilized for any further selection of projects within the NATS MPO planning area. Flowers will draft a letter and send it out in the Committee Talking Point email later in the week.

- **Marcy Colclough Planning for Water Considerations**
 Colclough a Senior Planner at the Southwest Michigan Planning Commission discussed the function and value of wetlands for the region. She discussed what a wetland was, different types of wetlands and how much wetlands we have lost in the NATS planning area. This was of particular interest to Committee members as the freeze and thaw cycle of spring will be here very soon, and with so much loss in the function of intact wetlands areas could see more flooding areas in the watersheds where significant wetlands have been lost. The connection of land use planning, zoning and wetlands are all interconnected. Colclough offered her assistance to any of the local communities if they need maps or best practices to incorporate into local community planning documents.

5. Project Updates

Fiscal Year	Job Number	Agency	Project Name	Update Information	Date of last update	Bid Savings	Potential Obligation Month
	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; presentation in January to the public regarding the project; public input meeting held in Feb...December letting	October 2013		
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	July 2013		

				meeting, need last approved TIP letter; ongoing			
		Niles Dial A Ride	Free fare days-CMAQ project	Extended to summer 2013; happening in the summer; ongoing	July 2013		
2013	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; will be submitting GI package in the next month; letting in August or Sept; update from discussion with consultant and project had GI meeting a week ago, will obligate by end of Aug; submitted for obligation; February letting-spring/summer construction	August 2013		May/June
		Buchanan Dial A Ride	Transit operations	Still operating	November 2013		
	112107	Cass County	Elkhart Road	From Redfield to May St. Partial Milling and Total Resurface; design; obligated; let November 4; May Construction	November 2013		
	118207	Berrien County	IN-MI River Valley Trail	Construction of four miles of separated 10' nonmotorized pathway and improvements to two trailheads. Part of 34 mile IN-MI river valley trail project.; combined job numbers on project and was submitted for	January 2014		

				obligation; continuing to receive donations; matching funds are coming in; construction meeting in January, signs up in April to tell people about construction			
2014	112104	Berrien County RC	Third St., Portage Rd	Plans developed; in process; will be obligated once TIP changed and approved; waiting to obligate when TIP amendment is process	February 2014		
	104152	MDOT	CON phase Bridge replacement	Let in December, Construct in 2014; not constructing in 2014, will be constructed in 2015	November 2013		
	112105	Niles	17 th Street	GI submitted, January letting; project over bid by 16K; April 7 construction	February 2014		
	118114	Niles DAR	Free fare days				
		Niles DAR	Maintenance software				
		Niles DAR	Preventative maintenance				
		Niles DAR	Replacement computers				
		Niles DAR	Replacement bus				
		Niles DAR	Operating assistance				
		Cass County RC	Bertrand Rd (Batchelor road to Gumwood) - Resurface	Plans in development; will be a force account project may have 6% savings	January 2014		
		Cass County RC	Redfield (Fir to Kline) -Resurface	Plans in development; GI submitted	January 2014		
		Cass County RC	Gumwood Road TAP project				

6. Old Business

- TIP supplemental questions

Flowers stated that after the Committee discussions and discussions with MPO staff, the CMAQ questions will be incorporated into the TIP application instead of a separate application.

- **Administrative Modifications vs. Amendments Policy**

Flowers stated that many changes had been made to the policy and that the only area that needed to be addressed was the funding category. The only additional change to the policy made was under the corrections category, it was asked that we include project descriptions in the explanation. In addition, MPO staff needs to make sure that all reference to TwinCATS is removed.

A motion by Auvil with support by Harden to approve the NATS TIP Amendments and Administrative Modifications Policy. Motion passed.

- **Walk and Roll**

- **Survey**

- Flowers noted that the NATS Walk and Roll survey is ready for folks to fill out. This is a way to understand where citizens in the NATS planning area would like to have non-motorized facilities.

- **Community stakeholder meetings**

- Flowers stated that this was the final time to ask communities to have an opportunity to meet with MPO staff and map where they would like to see non-motorized facilities. MPO staff will move forward with having community input meetings in the spring, map those and bring them back to the MPO.

- **Seasonal traffic count locations**

Mani asked people to start thinking about where they would like traffic counts located in their communities. He also asked that if people have roads where they see seasonal traffic variations to let MPO staff know, these are roadways that we want to start monitoring.

Mani also noted that local communities can be reimbursed from the Transportation Asset Management Council every three years to get their roads rated.

7. New Business

- **TIP Amendments**

Two amendments are being proposed to be changed in the 2014-2017 TIP:

- City of Niles-Adding FY 2018 to illustrative list in the amount of 13, 520 for the 17th Street Project.
 - Amending FY 2015 Buchanan Dial a Ride operating expenses from estimates to actual projected amounts.

A motion by Mason with support by Bradfield to approve the TIP amendments as presented. Motion passed.

- **Legislative Updates-Federal and State**

- **Federal**

- At the TwinCATS meeting on Monday, Andrea Dewey from FHWA discussed the Performance Measures framework that will be coming out possibly at the end of March or the beginning of April.

- **State**

- The state Senate just passed a \$100 million dollar spending bill from the Roads Risk and Reserve Funds pot of funds to go to all Act 51 agencies to help cover the costs of winter maintenance. There is no information on what the House may do at this point. Flowers asked Cass County where they were in their winter maintenance dollars and Bellina noted that they are more than \$500,000 over spent, Berndt noted a similar issue in Berrien County where they are already \$1 million over spent on this winter.

8. Public Comment

No public comments were received.

9. Privilege of the Floor

Flowers stated that the next joint MPO meeting will be held April 30, 2014 from 1-5 in Berrien Springs. Jolivette noted that Sarah Woolcock has officially retired from MDOT and circulated a card.

10. Adjournment at 3:30 p.m.

A motion by Harden with support by Auvil to adjourn the meeting.

- The next meeting is March 25, 2014 at 1:00p.m. at the Fire Station, and the next joint MPO committee meeting will be April 30, 2014 from 1-5 in Berrien Springs

Minutes compiled by: Suzann Flowers and Gautam Mani, Transportation Planners, 2014