

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

Policy Committee

**MINUTES**

July 23, 2013

2:30 P.M.

Niles City Council Chambers

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

**1. Call to Order & Introductions**

- Lowe called the meeting to order at 2:40p.m. Lowe led the group in the Pledge of Allegiance and introductions.

## 2. Minutes

A motion by Cooper with support by Minks to approve the Policy Committee Meeting minutes from June 25, 2013, Dewey mentioned the at the MDEQ Representative listed on the minutes has retired and should be corrected.

**Motion passed.**

## 3. Public Comment

There were no public comments this month.

## 4. Staff Report

### ▪ MTPA Conference

Flowers noted that she and Mani attended the annual MTPA conference in Muskegon last week and that there were great sessions regarding freight, local agency programs, and many others. Muskegon is a great area and Flowers encouraged everyone to attend the area and see what it has to offer.

### ▪ Traffic Counts Program

Mani noted that there is still time to request a traffic count for this season.

### ▪ Joint MPO Meeting September 30, 2013 at Berrien RESA from 1-4:00pm

Flowers stated that the joint MPO meeting will take place on September 30, 2013 from 1-4:30p.m. At the Berrien RESA or ISD in Berrien Springs. The order of the meeting will be for normal business to be conducted first and then for the programming and presenters to happen. RSVP is requested to ensure that the room is set up to accommodate all of the attendees.

### ▪ Berrien County CMAQ meeting August 8, 2013 at 10:00 a.m.

Mani noted that another CMAQ meeting will be held to program FY 2014-2017, there are significant funds left on the table and Mani encouraged communities in Berrien County to submit requests. Many questions were asked about eligibility and Mani noted traffic signal optimization. There were also questions about non-motorized projects and the need to demonstrate air quality benefits from these projects.

## 5. Project Updates

Fiscal Year	Job Number	Agency	Project Name	Update Information	Date of last update	Bid Savings	Potential Obligation Month
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; going out for bid; July 8 contract-installed in August	July 2013		
		Niles Dial A Ride	Preventative maintenance	The grant was just awarded in September 2011 and the projects will be completed in 2013; ongoing	July 2013		

	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...	March 2013		
<b>2012</b>		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; ongoing	July 2013		
		Niles Dial A Ride	Free fare days-CMAQ project	Extended to summer 2013; happening in the summer; ongoing	July 2013		
		Niles Dial A Ride	Parking lot	Spring of 2013; done in the summer of 2013; getting quotes	July 2013		
	116115	MDOT	US 12 West of Mayflower Road to M-139	2013 construction-in design; Design complete let in September CON begin summer 2013; construction has started ending July 19; in Construction	May 2013		
<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; submitted GI package; plans submitted; have a contract; Starting in July	May 2013		May
	112101	Berrien County	Warren Woods Rd and Red Bud Trail	Hot patching and single seal coat-CON phase; Force account; submitted GI package; plans submitted; have a contract; Starting in July	May 2013		May

	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	July 2013		May/June
		Buchanan Dial A Ride	Transit operations	Still operating	March 2013		
		Niles Dial a Ride	Transit maintenance equipment and parts	Copy machine; not allowed to enter grant yet; Getting ready to submit grant; using FY 2009 funds	July 2013		
		Niles Dial a Ride	Transit operations equipment	Replacement tires; not allowed to enter grant yet; Getting ready to submit grant; using FY 2009 funds	July 2013		
		Niles Dial a Ride	Transit maintenance equipment and parts	Software upgrades; not allowed to enter grant yet; Getting ready to submit grant; using FY 2009 funds	July 2013		
	115699	MDOT	On US 31 from end of freeway at Napier Ave to I-94 CON phase	Overband crack fill-CON phase; construction from May 27-August there are several location; Construction has started			

	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; submitted to GI and only need 32,798.60 of federal funds; force account in June/July; Start late June-contracts done, start in July	June 2013	17,601.40	May
	112107	Cass County	Elkhart Road	From Redfield to May St. Partial Milling and Total Resurface; design	July 2013		
	108186	MDOT	Near Pucker St. M-51 widening for 4 ft alignment away from Dowagiac River (CON phase)	CON this year July let CON in August; letting in 2 weeks construction will begin August and be done in August; let in July CON August and completed in August	May 2013		
	119285	Berrien County	IN-MI River Valley Trail (TAP Funds)	Construction of four miles of separated 10' nonmotorized pathway and improvements to two trailheads. Part of 34 mile IN-MI river valley trail project; obligated in August	July 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.			

## 6. Old Business

- **Transportation Alternatives Subcommittee Report**

Flowers provided an update regarding the subcommittee and what was discussed.

## 7. New Business

- **FY 2014 UWP**

Flowers explained that this is the final version of the UWP and that the sections that were amended were the Indirect Cost Rate, the Certificate of Indirect Cost Rate, and that the MOU with the City of Niles will be finalized after the Niles City Council reviews it at their August meeting.

A motion by Poehlman with support from Minks to approve the FY 2014 UWP. **Motion passed.**

▪ **Meeting Dates for FY 2014**

Flowers noted that we needed to set the dates for the next fiscal years worth of meetings. The proposed dates are: Oct 22, Nov 26, Dec 17, Jan 28, Feb 25, March 25, April 22, May 27, June 24, July 22, Aug 26, Sept 23. Everyone agreed that the time and meeting location should also stay the same.

A motion by Minks with support from Cooper to approve the FY 2014 meeting dates. **Motion passed.**

▪ **TIP Amendments**

Flowers showed the TIP amendments on the screen and reviewed them as follows:

FY 2013:

- Amending FY 2012 to FY 2013 project MDOT JN 115699 various projects in Berrien and Cass Counties.
- Adding comments to Niles Dial A Ride projects Copy Machine, Replacement Tires, and Software Upgrades to use FY 2009 grant funds.
- Amending Niles Dial A Ride operating assistance funds federal cost change from 85K to 125K and decreasing local costs from 167K to 26K, and changing total phase and total project cost from 426K to 325K.

A motion by Harden with support from Minks to approve the 2011-2014 TIP Amendments as presented. **Motion passed.**

▪ **Legislative Updates-Federal and State**

- **Federal-FHWA** provided no updates.
- **State-State** representatives are currently on summer break.

**8. Public Comment**

Matt Kodis from Kinexus told the group that data from the labor market regarding commuter information and cost of living index are now available on their website.

Bill Meeks introduced himself to the group as the new MDOT Coloma TSC manager.

**9. Privilege of the Floor**

Cooper stated that a temporary project is bringing in about 400-600 workers in the area for the next 4-6 months.

Harden stated that Erin Jolivette welcomed a baby boy into the world.

Paul Lott introduced himself as the new TAC representative from MDOT Statewide Planning and also that John Lanum will be the Policy rep. Kris Welch will be assisting Paul on the review of the MPO planning documents.

**10. Adjournment at 3:08 p.m.**

A motion by Ziliak with support by Mason to adjourn the meeting.

- The next meeting August 20, 2013 at 2:30p.m.

*Minutes compiled by: Suzann Flowers and Gautam Mani, Transportation Planners, 2013*