

NILES/BUCHANAN/CASS AREA TRANSPORTATION STUDY
Policy Committee

MINUTES

Tuesday, September 27, 2011

3:00 P.M.

Niles City Council Chambers

Policy Members Present:	<p>Chuck Collins, Berrien County Road Commission Irving Frost, Howard Township Don Kronewitter, Milton Township John LaMore, Berrien County Commissioner Ray Lenze, MDOT Planning Dale Lowe, Cass County Commissioner Zach Perkins, Berrien County Commissioner Cliff Poehlman, Cass County Road Commission Johnie Rodebush, Cass County Commissioner Don Ryman, City of Buchanan Brad Sharlow, MDOT Planning (ex-officio) Tracy Vines, Berrien County Planning Commission</p>
Policy Members Absent:	<p>Jason Auvil, Pokagon Band of Potawatomi Indians Georgia Boggs, City of Niles Betty Arndt, City of Niles Pat Bellaire, Village of Edwardsburg Richard Cooper, Niles Charter Township John Egelhaaf, SWMPC (ex-officio) Darrell Harden, MDOT, Southwest Region Erin Kercheval, MDOT – Coloma TSC Joseph Kring, Bertrand Township Jane Mitchell, Buchanan Township Stewart McKenzie, FTA (ex-officio) Jan Personette, Four Flags Area Chamber of Commerce Rachael Tupica, Federal Highway Administration (ex-officio) Representative, MACOG (ex-officio) Representative, Buchanan Dial-a-Ride Representative, Ontwa Township</p>
SWMPC Staff Present:	<p>Suzann Flowers Trevor Thomas</p>
Others Present:	<p>None</p>

1. Call to Order & Introductions

- LaMore called the meeting to order at 3:00p.m. Collins led the group in saying the Pledge of Allegiance.

2. Minutes

A motion was made by Rodebush with support from Frost to approve the August 23, 2011 Policy Committee Meeting minutes. Motion passed.

3. Staff Report

▪ **Meeting checklist**

Flowers stated that on suggestion from Lenze from the August 2011 meeting that a way to help

people remember all necessary meeting materials would be to create a checklist. Flowers has created this list and will keep it on the website indefinitely.

- **Paperless by January 1, 2012**

In an effort to cut down on the amount of paper printed for each meeting, Flowers stated that the staff will be going paperless for meeting materials starting January 1, 2012. To ensure that visitors still have an opportunity to see meeting materials, Flowers and Thomas will display all meeting materials on the projector screen in the Council Chambers. Juan Ganum from the City of Niles will get Flowers information on how to access the Internet, including passwords if necessary. The Committee Members agreed that agendas and meeting minutes should still be provided at all meetings. Long documents can be provided in small quantities when appropriate.

- **Long Range Plan goal development workshop**

- TwinCATS-October 12, 2011 at Michigan Works from 5-6:30pm
- NATS-October 19, 2011 at Niles District Library from 6-7:30pm

Flowers handed out an item for that compared the 2035 and 2030 Long Range Plan goals, objectives, and strategies. Flowers stated that staff were at the beginning phases of the LRP goal development process, and that two public input meetings will be held for the new LRP. She also stated that another change with this update will be the combination of the TwinCATS and NATS plan documents. If anyone was interested in being on a subcommittee for the LRP they needed to contact Thomas or Flowers.

- **Title 6 Non-Discrimination Plan**

Flowers stated that the SWMPC's Title 6 plan is ready for review by all members and that SWMPC and all agencies that receive all agencies that receive federal money are required to have a Title 6 plan. Staff will be looking for a motion at September's meeting for passage of this plan. SWMPC's administrative committee and full Board will also be voting on the plan.

- **TwinCATS Walk and Roll Plan**

Thomas briefly discussed the status of the TwinCATS Walk and Roll Plan. He stated that if the NATS Committees were interested in pursuing a similar effort that a framework is now in place to do so.

- **Reducing the Impacts of Road Stream Crossings and Dams in the St. Joe River Watershed-October 14**

Flowers discussed a workshop event that will be happening in Elkhart, IN on October 14, 2011. The price is \$25/person and will last all day. Registration is limited so please register early for this event. Handouts were made available for meeting attendees.

4. Old Business

None

5. New Business

- **TIP Amendments**

There were no TIP Amendments for the month of September 2011. There were a few administrative modifications that staff were able to complete.

▪ **Travel Demand Model data**

Brad Sharlow discussed the new employment information that was presented to the members and Thomas provided each community with a table and map to verify their employment numbers in each Transportation Analysis Zone or TAZ. Sharlow stated that those TAZ areas that showed a 25% difference were flagged with bold type. Thomas stated that we will be looking to approve this information at the October 2011 meeting. Therefore, it is especially important that we get this data correct for the modeling process that Sharlow will be doing for the TwinCATS and NATS region.

- LaMore asked how the consolidation of the TwinCATS and NATS LRP will affect the modeling process. Sharlow discussed that the modeling will be done at the same time for the two regions and will not have an effect on the NATS area specifically. Sharlow also shared his email address with the group, Sharlowb@michigan.gov if they had additional questions or items to discuss with him.
- Several Transportation Analysis Zones (TAZ) were brought up for Sharlow to take a closer look at: 463 in Niles Charter Township, 532-regarding United Fixtures on South 3rd St. closed in 2010, 489-United Fixtures additional property, and 493.

6. Public Comment

None

7. Privilege of the Floor

LaMore discussed an observation that he made regarding the Middle School near Fulkerson Park. There are sidewalks that abruptly stop ½ block from Fulkerson Road and near a school in the same neighborhood. It would be very easy to fix these gaps in the sidewalk network to make sure that children have a safe place to walk.

8. Adjournment: 3:50p.m.

- *Motion by Ryman seconded by Collins, to adjourn the meeting. Motion approved unanimously.*

The next meeting is **October 25, 2011 at 1:30 P.M.**

Minutes compiled by: Suzann Flowers and Trevor Thomas, Transportation Planners, 10/2011