

# TWIN CITIES AREA TRANSPORTATION STUDY

Policy Committee

## Minutes

November 18, 2013

10:30 A.M.

Southwest Michigan Regional Airport

|                                |   |
|--------------------------------|---|
| <b>POLICY MEMBERS PRESENT:</b> | Mickey Bennett, Sodus Township<br>Carolyn Fowler, Benton Charter Township<br>Tim Fenderbosch, St. Joseph Charter Township<br>Ron Griffin, St. Joseph Charter Township<br>Jae Guetschow, Village of Stevensville<br>William Hodge, Berrien County Planning Commission<br>Joanne Johnson, Disability Network Southwest Michigan<br>Erin Jolivette, MDOT Coloma TSC<br>Robert Judd, City of St. Joseph<br>John Lanum, MDOT Statewide Planning<br>Tim Lynch, Berrien County Road Commission<br>Debra Panozzo, Berrien County Commission<br>Bill Purvis, TCATA<br>Lee Scherwitz, SW Michigan Regional Airport<br>Dick Stauffer, Lincoln Charter Township<br>Kris Welch, MDOT-Statewide Planning  |
| <b>POLICY MEMBERS ABSENT:</b>  | Aaron Anthony, City of Bridgman<br>Thomas Baldwin, Benton Charter Township<br>Bill Brown, Northwest Indiana Regional Planning Commission (ex officio)<br>Andrea Dewey, Federal Highway Administration (ex officio)<br>John Egelhaaf, SWMPC<br>John Gast, Lake Charter Township<br>John Gruchot/Catherine Montoya, Berrien County Planning Department<br>Darrell Harden, MDOT Southwest Region<br>Nora Jefferson, Benton Charter Township<br>Jason Latham, MDOT Regional Planning<br>Stewart McKenzie, Federal Transit Administration (ex officio)<br>John Olson, Village of Shoreham<br>Roger Seely, St. Joseph Charter Township<br>Brad Sharlow, MDOT (ex officio)<br>Terrie Smith, Lincoln Charter Township<br>Jim Soteriou, Royalton Township<br>Darwin Watson, City of Benton Harbor<br>Sarah Woolcock, MDOT Coloma TSC<br>Representative, Cornerstone Alliance |
| <b>SWMPC STAFF PRESENT:</b>    | Suzann Flowers<br>Gautam Mani   |
| <b>OTHERS PRESENT</b>          | Matt Kodis, Kinexus<br>Lynette Lucker, Sustainable Business Forum (MGSSBF)  |

### 1. CALL TO ORDER:

Scherwitz called the meeting to order at 11:08 a.m. and led the group in introductions.

## 2. MINUTES:

- A motion was made by Panozzo with support by Stauffer to approve the minutes of the October 21 Policy meeting. **Motion passed.**

## 3. PUBLIC COMMENT:

Kodis pointed committee members to Kinexus' new cost of living index, which uses six factors to figure out the true cost of living in a particular area. The cost of living takes into account housing costs, transportation costs, utilities, groceries, healthcare, and miscellaneous goods and services. The index can be found at <[http://www.kinexus.org/resources-data/labor-market-data/Documents/COLI\\_1013.pdf](http://www.kinexus.org/resources-data/labor-market-data/Documents/COLI_1013.pdf). >

## 4. STAFF REPORT:

### ▪ **CMAQ Call for Projects 2015-2019**

Mani said that a new Call for Projects for Congestion Mitigation and Air Quality (CMAQ) had been issued by MDOT for 2015-2019. In Berrien County, funds would have to be programmed for 2018-2019, so Mani encouraged committee members to develop projects. Mani said that the funding targets were still \$578,210 for 2018 and 2019, and that a project selection meeting would be held in January in conjunction with the rural task force (RTF). Details will be forthcoming.

### ▪ **MPO Handbook- Section 2**

Flowers urged committee members to pick up section 2 of the committee member handbook on the back tables and to insert it into the binders. This section covers expectations of committee members in terms of attendance and participation.

Panozzo said that the document currently states nothing about responsibility of committee members to report back to their home jurisdictions. Flowers and Mani said that this would be added. Hodge asked about possible penalties for poor attendance. Mani stated that those who do not attend are penalized during project selection because committee members who do attend and participate are the ones who get projects. Hodge said that it ought to be an understood responsibility that communities send someone to the meeting in order to retain membership benefits.

### ▪ **Housing and Transportation Cost Index**

Flowers noted that the US Department of Housing and Urban Development (HUD) had developed a tool that tracked housing and transportation costs for block groups throughout the United States. Flowers noted that many different indicators, including transportation costs, greenhouse gas emissions, and commute modes could be tracked using this tool. In addition, the comparative mapping feature allows individuals to compare different areas at once to potentially assess which of the two has a lower transportation + housing cost. Flowers said that this could be a useful tool for communities to assess how competitive they are in attracting businesses and residents.

Mani said that the tool is important because while a community may be providing affordable housing (usually less than or equal to 30% of family income), transportation costs may be high as these areas could be automobile-dependent.

The tool can be found at: <http://htaindex.cnt.org/map/>

## 5. COMMITTEE REPORTS

- **Walk and Roll**

Mani noted that the Walk and Roll committee did not meet on this day, but will be planning for a meeting December 16<sup>th</sup> at 8 AM in the Airport boardroom. Mani said that staff needed more time to examine the TIP for compatibility with the Complete Streets Policy.

- **Regional Inclusive Community Coalition (RICC)**

None.

- **Berrien County Coordinated Transportation Coalition (BCCTC)**

Panozzo reported that the study by KFH consultants has been extended until March, and a funding extension has been secured until that time.

- **Twin Cities Area Transportation Authority (TCATA)**

Purvis said that the Local Advisory Committee had met on Friday to share ridership numbers, which are still going up. Johnson said that the timings and frequency on the Blue Route had changed as of this morning. This will lead to reduced service but hopefully better on time performance.

## 6. PROJECT UPDATES

| Fiscal Year | Job Number | Agency                                    | Project Name | Update Information  | Date of last update | Cost Changes | Projected Letting and obligation date |
|-------------|------------|---|--------------|---|---------------------|--------------|---------------------------------------|
|             | NA         | Twin Cities Area Transportation Authority | Bus shelters | March 2013, still in limbo—bus shelters will be outside Michigan Works and Chemical Bank; May 2013- Proposal for city-operated cameras in shelters still needs to go before TCATA board, locations at Main at 12 <sup>th</sup> St and Triangle Park; <b>July 2013:</b> Under Construction, done by the end of September; <b>October 2013:</b> Pads poured, should be in place shortly | October 2013        |              | x                                     |

|      |        |   |  |  |               |  |   |
|------|--------|---|--|--|---------------|--|---|
| 2012 |        |   |  |  |               |  |   |
|      | 113585 | MDOT                                      | I-94 Red Arrow Highway to Livingston Rd                      | PE Phase-design; no change   | December 2012 |  | x |
|      | 103293 | MDOT                                      | I-94 at Nickerson Ave in Benton Township (roadside facility) | Scheduled for October letting; returned to region for funding to move forward; no change; March 2013 Moving Forward for January 2013 letting<br><b>July 2013: On hold</b>  | July 2013     |  | x |
|      | 110779 | MDOT                                      | I-94 EB and WB over Hickory Creek (bridge)                   | design phase; <b>July 2012:</b> Meeting in Kalamazoo (July) to discuss project design; the bridge was made longer to accommodate a walking path, April 2013 let, and bridge will be replaced in 2014; no change; March 2013: Air Quality Plans 99% complete; submitted for letting; <b>June 2013:</b> Design phase completed. <b>October 2013:</b> Will be constructed in 2014 | October 2013  |  | x |
|      |        | Twin Cities Area Transportation Authority | New expanded hours   | <b>July 2012:</b> Continued through 2013 (2014 funding seems less certain); <b>September 2012:</b> Continued Service; 11/2012 after 2013 the state will match buses but nothing else; December 2012-already been awarded; November 2013: not funded  | November 2013 |  | x |
|      |        | Twin Cities Area Transportation Authority | New line haul route  | <b>July 2012:</b> Continued through 2013 (2014 funding seems less certain); ; 11/2012 after 2013 the state will match buses but nothing else <b>July 2013:</b> JARC funding cut in half, project will proceed.   | July 2013     |  | x |

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|------|--------|---|---|--|---------------|--|---|
|      |        | Twin Cities Area Transportation Authority | Transit vehicle replacement (3 total)   | ; 11/2012 after 2013 the state will match buses but nothing else   | November 2012 |  | x |
| 2013 | 89085  | Benton Harbor                             | Klock Rd (from North Shore to Paw Paw)- | 1/2013- continues to be in limbo due to negotiations with Harbor Shores; no plans yet; 5/2013- Needs to use up EDA funds this year, ultimately Harbor Shores' choice as to whether project moves forward. July 2013: Lawsuit between Harbor Shores and New Products- 1 year left to use funds. <b>August 2013-</b> lawsuit ongoing- probably means that project will not go through. <b>November 2013-</b> no change   | November 2013 |  |   |
|      | 112091 | Berrien County                            | Hollywood Road                          | 1/2013: Pre-engineering complete- need 1.3 million. Depending on availability of STP funds, project will get funding in 2013 and 2014. 2/2013- Project will be a go in 2014, pending project selection process, and will be using STP funds in that year; GI package being submitted by May 1; May: GI package ready to submit <b>June 2013:</b> GI meeting has taken place, GI package will be submitted, and there may be possible bid savings. <b>July 2013:</b> Waiting on MDOT approval of administrative modification. <b>October 2013:</b> December 6 letting | October 2013  |  |   |

|  |        |                |   |   |               |  |  |
|--|--------|----------------|---|---|---------------|--|--|
|  | 115751 | MDOT           | I-94 WB (from I-196 for 0.4 miles to start of 2008 concrete pavement)     | 2 course HMA over scratch course on existing concrete-PE phase, no change   | December 2012 |  |  |
|  | 113585 | MDOT           | I-94 WB (On I-94 from Red Arrow Highway for 3.0 miles to Livingston Road) | Mill existing and place 2 HMA overlay-ROW phase; no change  | December 2012 |  |  |
|  | 110779 | MDOT           | I-94 EW and WB over Hickory Creek   | Bridge Replacement-CON phase-AC project; 11/2012 starting in 2013 bridge replacement will be in 2014; no change; CON August –end of September crossover and temporary widening<br>June 2013: Construction will begin in July, end in October—2 lanes will be closed.<br>August 2013 Construction beginning today. | August 2013   |  |  |
|  | 119786 | MDOT           | M-63over St. Joseph River in St. Joseph                                   | Bridge Repair   |               |  |  |
|  |        | Berrien County | Napier and Union  | Traffic Signal; <b>July 2013:</b> GI comments, August 23 <sup>rd</sup> deadline for ROW.<br><b>October 2013:</b> November 1 letting;<br><b>November 2013:</b> pre-construction meeting next week  | November 2013 |  |  |
|  |        | TCATA          | Replacement 3 buses CMAQ project  | 2013 applications are due to the state in December; <b>July 2013:</b> Waiting for contract approval   | July 2013     |  |  |
|  |        | TCATA          | Expanded hours-JARC grant   |   |               |  |  |
|  |        | TCATA          | Mobility manager grant  | 11/2012 Purvis stated that this will be available for 2013 but not sure if funding will be there for 2012; SWMPC handling this  | December 2012 |  |  |
|  |        | TCATA          | New line haul to Stevensville   | Project is continuing; hoping   | January 2013  |  |  |

|      |        |                     |  |  |               |  |  |
|------|--------|---------------------|--|--|---------------|--|--|
|      |        |                     |  | to get state funds in 2014   |               |  |  |
|      |        | TCATA               | Bus operations                             | Not submit yet   |               |  |  |
|      | 116924 | SWMPC               | Berrien County-Rideshare                   | In progress  |               |  |  |
| 2014 | 112087 | Benton Harbor       | Broadway Avenue Resurfacing                | Final plans ready; still need the city's commitment.<br><b>November 2013:</b> Resolution approved. | November 2013 |  |  |
|      | 121011 | Benton Harbor       | Pipestone at Empire Traffic Signal Upgrade | <b>November 2013:</b> Resolution approved  | November 2013 |  |  |
|      |        | Berrien County      | Date Road Bridge Replacement               | GI plans have been submitted   | October 2013  |  |  |
|      | 121002 | Berrien County      | Roosevelt Road Non-Motorized Extension     | Plans will be ready over next few months   | October 2013  |  |  |
|      |        | Berrien County      | Brown School Road Resurfacing              | Plans in Progress  | November 2013 |  |  |
|      |        | Village of Shoreham | Brown School Road Resurfacing              | Construct in June of 2014  | October 2013  |  |  |

## 7. OLD BUSINESS:

### ▪ **Bylaw Review**

Flowers noted that over the next several months, the MPO committee would be undertaking a comprehensive review of the bylaws. Flowers suggested the possibility, as other MPOs have done, of a rotating chairpersonship between each of the MPO member communities. This way, communities would each feel like they had a greater stake in the MPO.

Flowers also asked committee members to reconsider the membership structure; specifically, which entities had a vote and whether organizations with a stake in transportation, economic development, education, and the environment did not have adequate representation in the MPO. Mani requested that if committee members thought of groups or individuals who would bring value to the MPO, they should contact SWMPC staff.

Lanum suggested that the Bylaw Review document also include information about the purpose of the MPO and its purview, so that decisions about adding non-voting or voting members could be based on how they would better contribute to the MPO's mission.

## 8. NEW BUSINESS

### ▪ **Climate Change- New Mapping tool and public health and water discussion**

Scherwitz said that the document was critically important for scenario planning, and he has used data from the document in developing his required what-if scenarios for long range planning at the airport.

Mani said that as requested by members of the committee, staff would be bringing forward one identified issue area regarding climate change each month for discussion. This month's item is Public Health and Water, the highest priority action area identified by the public.

Mani said that at the TAC meeting, he had asked engineers in the room what sort of challenges they were running into with managing water quality and runoff during project design and construction. Zebell pointed to Municipal Separate Storm Sewer Systems (MS4) requirements, which constitute an unfunded state mandate and additional expenses. Panozzo raised the issue of drainage on Hollywood Road. Berndt said that the drain commissioner did not allow an added footprint on the project, so a detention pond was not added. Typically, during capacity expansion projects or addition of sidewalks or bicycle lanes to existing infrastructure, detention ponds might be needed, which add significant expenses.

Fenderbosch noted that several segments of roadway have drainage issues. Hollywood Road between M-63 and Glenlord Road, for example, has a major drop off that poses drainage problems. Fenderbosch said that the public did not necessarily understand that municipalities could not simply repave or reconstruct roads without taking on the added expenditure of improving the drainage. Improvements in drainage cost more than municipalities can currently provide.

Fenderbosch and Hodge noted that in many cases, businesses that were tax-exempt had demands for infrastructure, but were unwilling to contribute anything towards the cost. Hodge cited the example of building new surface parking lots without any drainage system due to the lack of funds. Hodge also added that drain commissioners have a great deal of authority in determining where development occurs by withholding or issuing permits for drainage work.

Mani directed committee members' attention to possible project evaluation criteria related to climate adaptation. While very few MPOs had formally adopted climate-related adaptation criteria into project planning, there were a few in coastal areas that had. Mani in particular emphasized greater scrutiny over transportation projects in floodplains. Mani suggested that the MPO should use transportation dollars to encourage sound development, and development that does not further compromise flood barriers. This was just a suggestion, but federal guidance on floodplain development and transportation was likely coming in the years ahead. The MPO would be revisiting these criteria in the coming months.

- **TIP Amendments**

Mani noted that this month's TIP amendments comprised the 2011-2014 TIP and the proposed 2014-2017 TIP which should be approved later this month. The amendments were:

- Deleting one MDOT 2014 project
- Amending one MDOT 2015 project.
- Amending one TCATA 2014 Project
- Adding five TCATA 2014 projects that were previously programmed as 2013.
- Adding one St. Joseph local bridge project.

A motion by Stauffer with support by Lynch to approve the November 2013 TIP amendments.  
**Motion passed.**

- **UWP Rewrite**

Flowers noted that SWMPC was required to make changes to its Unified Planning Work Program (UWP), which is an annual document outlining the work that the agency does. These changes are minor, and involve staff listing specific products that will come out of the work. No



funding is being added or moved, and therefore the edits do not have to go out for public comment.

- **TIP Amendment and Administrative Modification Policy**

Flowers said that staff needed a clear guidance document concerning when they could make administrative modifications and when the changes needed to go before the full committee as amendments. Flowers asked committee members to pay special attention to criteria regarding funding percentages that could be changed. Lott advised that criteria for amendments and administrative modifications should not just be based on percentages, but on actual dollar amounts as well.

- **Public Participation Plan Review**

Flowers said that the MPO is required to review its public participation plan each year. It is an opportunity to make sure that outreach is being done to all groups and to update on new outreach efforts and successes. Flowers directed committee members to the goals matrix, identifying high, medium, and low priority areas for the MPO.

- **Targeted Transportation Plan Ideas**

Flowers said that SWMPC staff welcomed ideas for transportation topics on which committee members wanted to learn more. These topics could potentially form the basis for speakers at the next joint MPO meeting in April or sooner. Mani said that the idea of Title VI requirements, which concern non-discrimination, had already been offered.

- **Implementing the LRP and TIP**

Flowers asked committee members for suggestions regarding a process for how best to implement the Long Range Plan and Transportation Improvement Program, once approved. Flowers proposed the idea of a standing Implementation Subcommittee. One idea suggested was that when staff at SWMPC were working on implementation of different sections of the plan, they invite a few of the most appropriate committee members to a working session at the office. Scherwitz said that this approach had worked for him at the airport.

- **CMAQ Supplemental TIP Questionnaire**

Mani said that for the next call for projects for CMAQ (2015-2019), SWMPC staff are proposing a list of supplementary questions for those projects that are within the MPO. Mani said that this set of supplemental questions would accomplish two goals: ensure that CMAQ projects are compatible with MPO Long Range Plan goals, and helps streamline the application process by ensuring that committee members do not have to fill out two separate whole applications to get their projects in the TIP.

- **Legislative Updates-Federal and State**

- **Federal** – None.

- **State** – Lanum said that MDOT Director Kirk Steudle’s presentation to the Michigan House Transportation Committee has been transmitted to a few other MPOs throughout the state. It makes the case for greater transportation funding to maintain the system at current levels. Lanum said he would forward on that presentation to SWMPC staff for distribution.

## **8. PRIVILEGE OF THE FLOOR:**

Flowers suggested that meeting times may need to be moved, as one hour was no longer enough time for substantive MPO meetings. One suggestion would be to have weightier TAC agenda items towards the end so that Policy Committee members could also absorb the information. Another proposed solution would be to move the TAC meeting forward to 9:00 AM to allow enough time and create a few minutes break between meetings. Flowers requested that committee members come up with ideas in advance of next month's MPO meetings.

Mani also directed committee members to a new atlas website that looks at vulnerability in a broad economic, demographic and social context, along with climate impacts. This website can be found at: <http://graham.umich.edu/glaac/great-lakes-atlas>

## **9. ADJOURNMENT at 12:12 p.m.**

- Next meeting is **December 16, 2013 at 10:30 a.m.**

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

DRAFT