

Region Four RURAL TASK FORCE

Meeting Agenda
Tuesday December 8, 2020 1:30 PM
Virtual Meeting- Via Zoom

1. Call to Order and Roll Call
2. Changes or Additions to the Agenda
3. Approval of Minutes of the January 22, 2020 Meeting – *enclosed Action Item*
4. Fiscal Year 2021 Project Updates
5. FY 2021 Budget Shortfall Discussion
 - Capping Costs at a Percentage of the Overage – **Action Item**
 - Project Amendments– *enclosed Action Item*
6. FY 2022 and FY 2023 Potential Budget Shortfall Discussion
7. Proposed Changes to the All Season Road Network
[Current All Season Map](#)
8. Region 4 RTF Bylaws Update – *enclosed Action Item*
9. 2023-2026 Call for RTF Projects Timeline
10. Public Comment or Privilege of the Floor
11. Adjournment

Voting Members of the Region Four County Rural Task Force:

BERRIEN COUNTY

Kevin Stack – Berrien County Road Commission
Evan Smith – Berrien Bus
Bob Getz – Village of Baroda

CASS COUNTY

Joe Bellina – Cass County Road Commission
Dennis Schuh – Cass County Public Transit
Ben Anderson – Village of Cassopolis

VAN BUREN COUNTY

Barry Anttila – Van Buren County Road Commission
Tony Dacoba – Van Buren County Public Transit
Mathew Newton – Village of Decatur, *Alternate Representative*

Staff:

Brandon Kovnat, *Southwest Michigan Planning Commission*
Kim Gallagher, *Southwest Michigan Planning Commission*

Region Four RURAL TASK FORCE

January 22, 2020, 10:30 AM

Van Buren County Road Commission office 319 W James St, Lawrence, MI 49064

Meeting Minutes

Attendance	Name	Representing
Voting Members:	Ben Anderson	Village of Cassopolis
	Barry Anttila	Van Buren County Road Commission
	Joe Bellina (chair)	Cass County Road Commission
	Tony Dacoba	Van Buren Public Transit
	Regina Hoover	City of Bangor
	Kevin Stack	Berrien County Road Department
Staff:	Kim Gallagher	SWMPC
	Brandon Kovnat	SWMPC
Others Present:	Dan Faulkner	Village of Lawrence
	Josh Grab	MDOT, RTF program manager
	Anna Horner	Wightman & Associates on Behalf of the Village of Breedsville
	Aaron Neitling	Wightman & Associates
	Steve Rogusta	Village of Breedsville
	Steve Strong	Village of Bloomingdale
	Jeff Wingard	Fleis Vandenbrink, on behalf of the Village of Bloomingdale

1. Call to Order and Introductions

Joe Bellina, RTF Region Four Chair, Called the meeting to order at 10:50 AM.

2. Changes or Additions to the Agenda

Gallagher asked to add a discussion about requiring local resolutions for RTF recipients to agree to the conditions of RTF funding. This discussion will be added after the approval of the minutes.

Motion to approve the revised agenda. Made by Regina Hoover and seconded by Tony Dacoba. **Motion approved.**

3. Approval of Minutes of the December 5, 2019 Meeting

Anttila said that his name was misspelled.

Motion to approve the minutes of the December 5, 2019 Region Four RTF meeting with corrections. Made by Ben Anderson and seconded by Regina Hoover. **Motion approved.**

4. Discussion on Local Resolution's

Gallagher said that a local resolution would ensure agencies are aware of their responsibilities. Stack said that such a resolution should be submitted at the same time as the application. This would show that there was some local public participation.

It was agreed that this could begin in 2021 as a test for the next call for projects that occurs in 2022.

Bellina asked that a draft resolution be sent to the RTF members and that it be open to comment for a month.

Motion to require agencies to submit a resolution along with project applications. Made by Kevin Stack and seconded by Tony Dacoba. **Motion approved.**

5. Berrien County Amendment

Stack said that the Berrien County Road Department had worked with the townships on the design for the Red Arrow and Union Pier project. Additional streetscape elements and rising costs for road construction have increased the project cost. The project will use all of Berrien County's 2020 federal & State D allocation. The local match is also increasing (See attached project data sheet).

Motion to approve the cost change for Berrien County Road Department's Red Arrow and Union Pier project. Made by Ben Anderson and seconded by Barry Anttila. **Motion approved.**

6. Van Buren County Amendments

Anttila recapped the decisions that had occurred at the Van Buren County RTF meeting. He said that the Van Buren RTF had agreed to award the Village of Bloomingdale's application (See attached RTF project data sheet) with the condition that they fund the entire segment by 2021. The village will need to provide an assurance that they will do this by February 7, 2020.

Motion to award The Van Buren County 2020 RTF funds to the Village of Bloomingdale for the W. Kalamazoo project as submitted in their application. This approval is contingent upon the Village of Bloomingdale proving an assurance, by February 7 of 2020, that the village will fund the remaining portion of W. Kalamazoo to the village's western limits and complete construction by the end of 2021. Made by Tony Dacoba and seconded by Regina Hoover. **Motion approved.**

Note: this motion is identical to the one made at the Van Buren County RTF meeting

7. Proposed Changes to the All Season Road Network

Bellina said that the Village of Marcellus had requested additions to the All Season Road network (See Marcellus All Season Map).

Motion to approve the request from the Village of Marcellus to add road to the All Season Road network. Made by Kevin Stack and seconded by Ben Anderson. **Motion approved.**

8. Public Comment or Privilege of the Floor

Grab said that the Region 4 should vote on adding additional federal funds to Cass County's Marcellus highway project. Bellina said that he thought, because the change was less than 25% of the project cost, that it did not require an RTF vote. Grab replied that the RTF must approve any allocation of federal RTF or State D funds. The Amendment versus administrative policy refers to whether the change requires public participation and federal review; it does not necessarily mean the RTF does not need to vote at all.

Motion to approve programming an additional \$6,876 of Cass County RTF 2020 federal funds toward the Cass County road Commission's Marcellus Highway project. Made by Kevin Stack and seconded by Ben Anderson. **Motion approved.**

9. Adjournment

Meeting was adjourned at 11:30 AM.

Minutes Compiled by Brandon Kovnat, SWMPC Associate Transportation Planner

RURAL TASK FORCE DATA SHEET ROAD PROJECT

(To be completed by each county or city for every project submitted to the Task Force)

ALL ITEMS MUST BE COMPLETED

PROJECT REQUEST

NEW PROJECT <input checked="" type="checkbox"/> OR PROJECT CHANGE <input type="checkbox"/>	JOB NUMBER 129859	CHANGE TYPE <input type="checkbox"/> FY <input checked="" type="checkbox"/> COST <input checked="" type="checkbox"/> SCOPE <input type="checkbox"/> DELETE <input type="checkbox"/> MOVE TO ILLUSTRATIVE
FISCAL YEAR 2020	COUNTY Van Buren	CITY / VILLAGE (If applicable) Village of Bloomingdale

ROAD PROJECT DESCRIPTION

ROAD NAME FROM NFC MAP (http://mcgi.state.mi.us/nfc) W. Kalamazoo Street	NFC FUNCTIONAL CLASSIFICATION 5 MAJOR Collector	LENGTH (Miles) 0.40
FROM Oak Street	TO 2,100 feet west	

PHYSICAL REFERENCE (PR) NUMBER: _____ BEGINNING MILE: _____ ENDING MILE: _____ OR MAP ATTACHED:

CONTRACT PROCESS: CONTRACT TYPE:

ALL SEASON ROAD STATUS
 PROPOSED ALL SEASON ALL SEASON NETWORK N/A (NO STATE "D" FUNDING ON PROJECT) <https://mdot.maps.arcgis.com/apps/webappviewer/index.html?id=ac067829f74e49eba28b33605ccd87c0>

ANTICIPATED LETTING DATE (Month/Year) GRAVEL ROAD? YES NO

MAJOR WORK TYPE:

PROJECT BUDGET CONSTRUCTION PHASE ONLY: (Not to include ROW, feasibility studies, design, or testing.)	ADDITIONAL PROJECT INFORMATION
1) STP \$ <input type="text" value="279,059.00"/>	
2) LOCAL MATCH \$ <input type="text" value="130,241.00"/>	
3a) ACC FY _____ \$ _____	
3b) ACC FY _____ \$ _____	
4) TOTAL PARTICIPATING STP BUDGET (Line 1-3) \$ <input type="text" value="409,300.00"/>	
5) STATE D AMOUNT: \$ <input type="text" value="16,800.00"/>	
6) OTHER PARTICIPATING AMOUNT: (CMAQ, BRIDGE, EARMARKS) \$ _____	
7) NON-PARTICIPATING AMOUNT: GRANTS, LOCAL UTILITIES, ETC. \$ _____	
TOTAL PROJECT COST: \$ <input type="text" value="426,100.00"/>	

By checking this box, the person completing this form certifies that the project identified in this document is eligible to be funded with federal Surface Transportation Program (STP) or state Transportation Economic Development Fund Category D funds.

SUBMITTED BY (Please print) Jeffrey S. Wingard, PE	TITLE Project Engineer	DATE 01/02/20
SIGNATURE <i>Jeffrey S. Wingard, PE</i>		PHONE NUMBER (269) 385-0011

**VILLAGE OF Bloomingdale
RESOLUTION NO. 2020-2**

A RESOLUTION TO ESTABLISH A REQUEST FOR FUNDING, DESIGNATE AN AGENT, TO ATTEST TO THE EXISTENCE OF FUNDS, AND TO ATTEST TO EXECUTION OF IMPROVEMENT TO THE RECONSTRUCTING THE REMAINING SEGMENT ON KALAMAZOO STREET.

Minutes of meeting of the Village of Bloomingdale, Van Buren County, Michigan, held in the Municipal Center, 109 East Kalamazoo Street, in said Village, on January 27, 2020 at 7PM.

PRESENT: Trustees Noble, Rankin, Rude, Strong, Van Horn, & President Rock

ABSENT: Trustee Crawford

The following preamble and resolution were offered by Trustee Toni Rankin, and supported by Trustee Barbara Strong.

WHEREAS, the Region 4 Rural Task Force, a federally and state funded program administered in Michigan by the Michigan Department of Transportation (MDOT).

WHEREAS, the Village of Bloomingdale has applied for funds through the Region 4 Rural Task Force Program, from MDOT for improvements to West Kalamazoo Street in 2020.

WHEREAS, on January 22, 2020, the Region 4 Rural Task Force voted to approve the Bloomingdale application for improvements to West Kalamazoo Street which will be executed in 2020 with a condition the Village of Bloomingdale Council provide a resolution of existence of funds to complete the project & to complete the improvement to the remaining western portion of West Kalamazoo Street in 2020.

NOW, THEREFORE, BE IT RESOLVED THAT, the Village has authorized Village Clerk Stephen Strong, to act as agent on behalf of the Village to request Rural Task Force funding, to act as the applicant's agent during the project development, and to sign a project agreement upon receipt of a funding award.

BE IT FURTHER RESOLVED THAT, the Village attests to the existence of, and commits to, the funds necessary to carry out the project, including engineering for design and construction, permit fees, cost overruns, and matching funds.

BE IT FURTHER RESOLVED THAT, the Village commits to fund improvements to the remaining segment of Kalamazoo Street to the Township boundary by December 31, 2021 in order to match the road improvements planned by the Van Buren County Road Commission in 2021 to this road outside of the Village limits.

PRESENT: NONE
Yes: Trustees Noble, Rankin, Rude, Strong, Van Horn, & President Rock
NAYS: NONE
ABSENT: Trustee Crawford

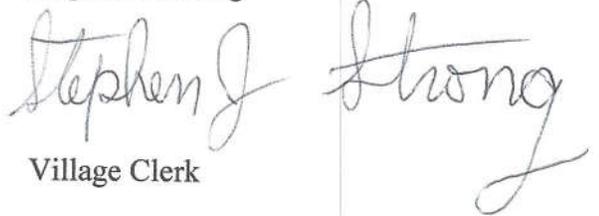
RESOLUTION DECLARED ADOPTED.

Stephen J Strong
Village Clerk

CERTIFICATION

The forgoing resolution was certified at a special meeting of the Village of Bloomingdale held on January 27, 2020.

Stephen J Strong


Village Clerk

Fiscal Year 2021 Rural Task Force Four Budget – Estimated & Actual

Federal Funding

County	Berrien	Cass	Van Buren
FY 2020 Funding	\$780,146	\$618,876	\$835,946
FY 2021 Estimated Funding	\$788,000	\$624,000	\$843,000
FY 2021 Actual Allocation	\$775,933	\$615,411	\$831,089
Drop from Estimate	-\$12,067	-\$8,589	-\$11,911

State D Funding

County	Berrien	Cass	Van Buren
2021 Estimate	\$118,260	\$82,047	\$108,764
2021 Actual Allocation	\$99,377	\$68,946	\$91,397
Carry Over from 2020	\$0	\$73,724	\$57,346
Total Available in 2021	\$99,377	\$142,670	\$148,743
Amount Programed for 2021	\$108,176	\$79,000	\$146,637
Difference	-\$8,799	\$63,670	\$2,106

Proposed Project Changes to Balance the Budget

Berrien County

Responsible Agency	Berrien County Road Department		
Project Name	Red Arrow Highway		
Limits	3000 Feet Northeast of Harbert Rd. to 2000 Feet Southwest of Harbert Rd.		
	Currently Programed	Proposed	Difference
Federal	\$788,000 (78.8%)	\$775,933 (77.6%)	-\$12,067
State D	\$108,176 (10.8%)	\$99,377 (9.9%)	-\$8,799
Local Match	\$103,824 (10.4%)	\$124,690 (12.5%)	+\$20,865
Total Cost	\$1,000,000	\$1,000,000	

Van Buren County

Responsible Agency	Van Buren County Road Commission		
Project Name	County Road 388		
Limits	CR 384 to Bloomingdale Village limits		
	Currently Programed	Proposed	Difference
Federal	\$714,000 (60.0%)	\$702,089 (59.0%)	-\$11,911
State D	\$0	\$0	\$0
Local Match	\$476,000 (40.0%)	\$487,911(41.0%)	+\$11,911
	\$1,190,000	\$1,190,000	

Note: The City of Bangor's 2021 project on East Arlington Avenue has already been obligated; therefore, the programed funding can no longer be changed.

Cass County Amendment Request

The Cass County Road Commission has requested the following:

1. Cancel 2021 programed project on Decatur Road
2. Add a new project on Mason Street for 2021
3. Adjust the federal cost for 2021 project on Marcellus Highway.

See the following pages for project data sheets for each project change requested.

RURAL TASK FORCE DATA SHEET ROAD JOB

(To be completed by each county or city for every job submitted to the Task Force)

ALL ITEMS MUST BE COMPLETED

JOB REQUEST

NEW JOB <input checked="" type="checkbox"/> OR JOB CHANGE <input type="checkbox"/>	JOB NUMBER	CHANGE TYPE <input type="checkbox"/> FY <input type="checkbox"/> COST <input type="checkbox"/> SCOPE <input type="checkbox"/> DELETE <input type="checkbox"/> MOVE TO ILLUSTRATIVE
FISCAL YEAR 2021	COUNTY Cass	CITY / VILLAGE (If applicable)

ROAD JOB DESCRIPTION

ROAD NAME FROM NFC MAP (http://mcgi.state.mi.us/nfc) Mason Street	NFC FUNCTIONAL CLASSIFICATION 6 MINOR Collector	LENGTH (Miles) 1.27
FROM Kessington Road	TO 1.27 Miles E of Kessington Road	
PHYSICAL REFERENCE (PR) NUMBER: 596005 BEGINNING MILE: 5.151 ENDING MILE: 6.424 OR MAP ATTACHED: <input type="checkbox"/>		

CONTRACT PROCESS: MDOT Let

CONTRACT TYPE: Design-Bid-Build

ALL SEASON ROAD STATUS

PROPOSED ALL SEASON
 ALL SEASON NETWORK
 N/A (NO STATE "D" FUNDING ON JOB)
 <https://mdot.maps.arcgis.com/apps/webappviewer/index.html?id=ac067829f74e49eba28b33605ccd87c0>

ANTICIPATED LETTING DATE (Month/Year) 06/2021	ELEMENTS NEEDING COMMITTEE APPROVAL <input type="checkbox"/> GRAVEL ROAD <input type="checkbox"/> SIDEWALK <input checked="" type="checkbox"/> N/A
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MAJOR WORK TYPE: Crush & Shape & Asphalt Resurfacing (GPA)

JOB BUDGET CONSTRUCTION PHASE ONLY: (Not to include ROW, feasibility studies, design, or testing.)

ADDITIONAL JOB INFORMATION

1) STP	\$	338,204.00	
2) STP CE (RTF 1 ONLY)	\$		
3) LOCAL MATCH	\$	84,551.00	
4) ACC FY	\$		
5) TOTAL PARTICIPATING STP BUDGET (Line 1-4)	\$	422,755.00	
6) TEDF "D" AMOUNT:	\$		
7) OTHER PARTICIPATING AMOUNT: (CMAQ, BRIDGE, EARMARKS)	\$		
8) NON-LAP PARTICIPATING			
a) CE	\$	7,500.00	
b) PE	\$	5,000.00	
c) Other	\$		
9) NON-PARTICIPATING AMOUNT: GRANTS, LOCAL UTILITIES, ETC.	\$		
TOTAL JOB COST:	\$	422,755.00	
JOB COST INCLUDING NON-LAP:	\$	435,255.00	

Crush and Shape with 4" HMA

By checking this box, the person completing this form certifies that the job identified in this document is eligible to be funded with federal Surface Transportation Program (STP) or state Transportation Economic Development Fund Category D funds.

SUBMITTED BY (Please print) Joe Bellina	TITLE Chief Engineer	DATE 12/01/20
SIGNATURE Joseph J. Bellina PE	Joe Bellina Dec 1 2020 12:47 PM	PHONE NUMBER (269) 445-8611

RURAL TASK FORCE DATA SHEET ROAD JOB

(To be completed by each county or city for every job submitted to the Task Force)

ALL ITEMS MUST BE COMPLETED

JOB REQUEST

NEW JOB <input type="checkbox"/> OR JOB CHANGE <input checked="" type="checkbox"/>	JOB NUMBER 207172	CHANGE TYPE <input type="checkbox"/> FY <input checked="" type="checkbox"/> COST <input type="checkbox"/> SCOPE <input type="checkbox"/> DELETE <input type="checkbox"/> MOVE TO ILLUSTRATIVE
FISCAL YEAR 2021 <input type="button" value="v"/>	COUNTY Cass	CITY / VILLAGE (If applicable)

ROAD JOB DESCRIPTION

ROAD NAME FROM NFC MAP (http://mcgi.state.mi.us/nfc) Marcellus Highway	NFC FUNCTIONAL CLASSIFICATION 5 MAJOR Collector <input type="button" value="v"/>	LENGTH (Miles) 1.3
FROM Goodenough Road	TO Hataway Road	
PHYSICAL REFERENCE (PR) NUMBER: 597307 BEGINNING MILE: .1 ENDING MILE: 1.4 OR MAP ATTACHED: <input type="checkbox"/>		
CONTRACT PROCESS: MDOT Let <input type="button" value="v"/>		CONTRACT TYPE: Design-Bid-Build <input type="button" value="v"/>
ALL SEASON ROAD STATUS <input type="checkbox"/> PROPOSED ALL SEASON <input checked="" type="checkbox"/> ALL SEASON NETWORK <input type="checkbox"/> N/A (NO STATE "D" FUNDING ON JOB) https://mdot.maps.arcgis.com/apps/webappviewer/index.html?id=ac067829f74e49eba28b33605ccd87c0		
ANTICIPATED LETTING DATE (Month/Year) 04/2021	ELEMENTS NEEDING COMMITTEE APPROVAL <input type="checkbox"/> GRAVEL ROAD <input type="checkbox"/> SIDEWALK <input checked="" type="checkbox"/> N/A	
MAJOR WORK TYPE: One Course Asphalt Overlay (GPA) <input type="button" value="v"/>		

JOB BUDGET CONSTRUCTION PHASE ONLY: (Not to include ROW, feasibility studies, design, or testing.)

ADDITIONAL JOB INFORMATION

1)	STP	\$	202,208.00
2)	STP CE (RTF 1 ONLY)	\$	
3)	LOCAL MATCH	\$	0.00
4)	ACC FY	\$	
5)	TOTAL PARTICIPATING STP BUDGET (Line 1-4)	\$	202,208.00
6)	TEDF "D" AMOUNT:	\$	50,553.00
7)	OTHER PARTICIPATING AMOUNT: (CMAQ, BRIDGE, EARMARKS)	\$	
8)	NON-LAP PARTICIPATING		
	a) CE	\$	7,500.00
	b) PE	\$	5,000.00
	c) Other	\$	
9)	NON-PARTICIPATING AMOUNT: GRANTS, LOCAL UTILITIES, ETC.	\$	
TOTAL JOB COST:		\$	252,761.00
JOB COST INCLUDING NON-LAP:		\$	265,261.00

Mill and one course non-structural overlay of existing lane surface and shoulders, and pavement markings.

By checking this box, the person completing this form certifies that the job identified in this document is eligible to be funded with federal Surface Transportation Program (STP) or state Transportation Economic Development Fund Category D funds.

SUBMITTED BY (Please print) Joe Bellina	TITLE Chief Engineer	DATE 12/01/20
SIGNATURE Joseph J. Bellina PE	Joe Bellina Dec 1 2020 12:46 PM	PHONE NUMBER (269) 445-8611