

NILES/BUCHANAN/CASS AREA TRANSPORTATION STUDY

Technical Advisory Committee

MINUTES

January 22, 2014

1:30 P.M.

Niles City Council Chambers

TAC Members Present:	Jason Auvil, Pokagon Band of Potawatomi Indians Joe Bellina, Cass County Road Commission Brian Berndt, Berrien County Road Commission Barbara Cook, Cass County Planning Commission Richard Cooper, Niles Charter Township Juan Ganum, City of Niles Community Development Kelly Getman-Dissette, Niles Dial-A-Ride Transit John Gruchot, Berrien County Community Development John Klimek, Berrien County Commissioner Joseph Kring, Bertrand Township Paul Lott, MDOT Planning Kim O’Haver, Buchanan Dial A Ride Joe Ray, City of Niles Don Ryman, City of Buchanan Bob Sutton, Mason Township Planning Commission
TAC Members Absent:	Pat Bellaire, Village of Edwardsburg Andrea Dewey, Federal Highway Administration (ex officio) Fred Featherly, MDOT-Multi-Modal Representative, Howard Township Darrell Harden, MDOT Southwest Region Erin Jolivette, MDOT Coloma TSC Jason Latham, MDOT Southwest Region (Alternate) John Lanum, MDOT Planning Bill Marx, City of Buchanan Stewart McKenzie, Federal Transit Administration (ex officio) John Monaghan, Village of Edwardsburg (Alternate) Jan Personette, Four Flags Area Chamber of Commerce Brad Sharlow, MDOT Planning (ex officio) Joe Sobieralski, Southwestern Michigan Economic Growth Alliance Kelly Sweeney, Milton Township Kris Welch, MDOT Planning Sarah Woolcock, MDOT Coloma TSC Representative, MDEQ Representative, MACOG (ex officio)
SWMPC Staff Present:	Gautam Mani, Suzann Flowers
Others Present:	James Turnwald, MACOG Zach Dripps, MACOG

1. Call to Order & Introductions

Meeting was called to order by Bellina at 1:32 p.m. Bellina led the group in introductions.

2. Minutes

A motion by Auvil with support by O’Haver to approve the TAC Committee Meeting minutes from December 17, 2013. **Motion passed.**

3. Public Comment

No public comments were received.

4. Staff Report

- **LRP and TIP Document copies** – Flowers noted that there are extra copies of the LRP and the TIP on the meeting handouts table and that members and the public are welcome to take them.
- **SWMPC Office Move** - Flowers also noted that SWMPC offices were moving and that there will be email and phone interruptions during the move which will take place the week of January 27, 2014.
- **MTPA Follow up** – Flowers stated that the Michigan Transportation Planning Association meets monthly and that she and Mani are on the conference planning committee for the MTPA annual conference. Other items that were discussed were the Roads and Risk Reserve Fund (R3) projects, which will be discussed later in the meeting.
- **CMAQ Meeting for Berrien County January 23 at 2pm** – Flowers also reminded members that the Congestion Mitigation and Air Quality Meeting for Berrien County will be on the 23 of January at 2pm at the Berrien County Road Commission offices. Mani added that there is approximately 70,000 dollars worth of CMAQ funds in FY 2015 that need to be reallocated.

5. Project Updates

Joe Ray discussed the issue that the 17th Street project came in over bid and that extra federal dollars are being sought. One strategy that was discussed is to have the City pay for the costs now and list a project to use advance construct conversion funds in the illustrative list or in FY 2017 of the 80% of 16,900 of additional project expenses. Due to the current TIP policy, this will need to come back to the full Committees for review at the February meeting.

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 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		
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 obligation; continuing to receive donations; matching funds are coming in; construction meeting in January, signs up in April to tell people	January 2014		

				about construction			
2014	112104	Berrien County RC	Third St., Portage Rd	Plans developed; in process; will be obligated once TIP changed and approved	January 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	January 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		

6. Old Business

- **CMAQ MPO supplemental questions**

Mani explained the intent and purpose of the CMAQ MPO supplemental questions was intended to get communities within the MPO to be more mindful about the projects that they are selecting and how they will not only impact air quality but will meet the goals of the long range transportation plans. There was discussion about what is appropriate and what was not. There will be a modification of some of the questions to be more inclusive of transit type projects being proposed for CMAQ funding that MPO staff will work with the transit agencies to fully flush these out. No action was taken on the questions until the revisions are made.

- **Bylaw working group for TAC**

Flowers noted that personal invitations were sent out to some members to be a part of the working group to draft new bylaws for TAC. She will follow up with those members that were interested.

- **State of the Region Report**

Mani loaded up the report from the SWMPC website to show the location of the project and reviewed several chapters highlighting information that could be utilized by communities for grant applications, community planning documents and general information that can be useful in making decisions. He stated that if you would like a hard copy to contact him. He warned people to not print the document as it was 250 pages with large amounts of color and graphics, those with dial up Internet connection can also receive a copy of the plan. If there are specific sections that you would like we could also print those limited pages and drop them in the mail to you.

- **Administrative Modifications vs. Amendments Policy**

This item has been on the agenda for several months, but at the December meeting attendance was small so no discussion took place. Flowers noted that the purpose of the policy is to allow staff to make small changes without full Committee approval and to also make it clear to members when Committee members and federal agencies must review. Modifications were suggested that staff need to do before the next meeting. Bellina noted that this item needs to be completed and that Committee members need to come prepared to discuss this item in detail. Specific changes will be made to the scope and funding categories. Sutton motioned that the item be tabled as the time was getting late, Gruchot supported. Motion passed.

- **Walk and Roll**

- **Survey**

Flowers noted that the Walk and Roll efforts for NATS are underway and that a survey has been developed to aid in the local discussion with community leaders and members of the public on where they want to see these investments.

- **Community stakeholder meetings**

Flowers stated that invitations to hold community stakeholder meetings went out to all NATS members and that if members do not want to hold meetings then they will not be held. The next step will be to hold community meetings in the spring.

7. New Business

- **Seasonal traffic count locations**

Flowers noted that it is never too early to think about your local traffic counts that you would like in your community and that this is a free service that SWMPC provides to all communities in the region. In addition, she stated that we would like to know about the roads in your communities that have seasonal fluctuations. James Turnwald and Zach Dripps from the Michiana Area Council of Governments were in attendance and noted their work in northern Indiana and that would include traffic counts near the state line along with updating their travel demand model and long range transportation plan.

- **TIP Amendments**

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

- Amending Berrien County Road Commission FY 2014 JN 112104 Third Street and removing Red Bud Trail segment, length will be 4.14 miles with no changes in federal or local dollars.
- Adding FY 2014 Cass County Road Commission project Gumwood Multi-Use Path, Phase 1; length .2 miles from Indiana state line north 0.25 miles, located .50 miles south of Redfield Street; federal cost of 43K of TAP funds; 10K local for total phase and project cost of 53K.

Motion by Ray with support from Sutton to recommend to Policy to include the changes as proposed to the 2014-2017 NATS TIP. Motion passed.

- **Dale Lowe and Irving Frost**

Flowers noted that over the holiday season that Dale Lowe had passed away. Dale was a very dedicated public servant to NATS and to Cass County and he will be missed dearly. In addition, Irving Frost resigned from

Howard Township. In honor of their dedication, Flowers would like to honor them both with a plaque. Photographs will be taken and mailed to Mary Lowe and to Irving Frost.

▪ **Legislative Updates-Federal and State**

○ **Federal** – no federal representatives were present.

○ **State**

- Roads and Risk Reserve Fund – Lott noted that the funds were from set asides from the state legislature in the amount of \$150 million; 50% went to trunkline projects and 50% went to local projects. It is unclear on projects were selected. Project will be treated as grants and that agencies must have the projects closed out by December 31, 2015. He will share more information as it becomes. No projects were selected in Cass County. Three projects were selected in Berrien County, 2 local and 1 trunkline.

8. Public Comment

No public comments were received.

9. Privilege of the Floor

Flowers stated that the first draft of the transportation newsletter is now available and that we will be mailing and emailing the newsletter out after the agency move.

10. Adjournment at 3:00p.m.

A motion by Sutton with support by Gruchot to adjourn the meeting.

- The next meeting is February 25, 2014 at 1:00p.m. at the Fire Station.

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