

# NILES/BUCHANAN/CASS AREA TRANSPORTATION STUDY

Technical Advisory Committee

## MINUTES

February 22, 2011

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 Richard Cooper, Niles Charter Township Neil Coulston, City of Niles DPW/Airport Erin Kercheval, MDOT Coloma TSC Don Kronewitter, Milton Township Irving Frost, Howard Township Juan Ganum, City of Niles Planning Kelly Getman-Dissette, Niles Dial-A-Ride Transit John Gruchot, Berrien County Community Development Joseph Kring, Bertrand Township Ray Lenze, MDOT Planning Bill Marx, City of Buchanan Kimberly O'Haver, Buchanan Dial a Ride Jan Personette, Four Flags Area Chamber of Commerce Joe Ray, City of Niles Don Ryman, City of Buchanan
TAC Members Absent:	Pat Bellaire, Village of Edwardsburg Barbara Cook, Cass County Planning Commission Fred Featherly, MDOT-Multi-Modal Darrell Harden, MDOT Southwest Region Shelley Klug, Southwestern Michigan Economic Growth Alliance Stewart McKenzie, Federal Transit Administration (ex officio) Jessica Mitchell, MACOG (ex officio) Jennifer Osborne, MDOT Robert Rusch, MDEQ Rachael Tupica, Federal Highway Administration (ex officio)
SWMPC Staff Present:	Anna Rahtz Trevor Thomas
Others Present:	Steve Carlisle, Wightman & Associates Denelle Clark, Michigan Works Sue Kronewitter, Milton Township resident

### 1. Call to Order & Introductions

- Chairman Bellina called the meeting to order at 1:31 P.M. and led the group in introductions.
- It was noted that Don Kronewitter is the new representative for Milton Township and Don Ryman is the new representative for the City of Buchanan.

### 2. Minutes

- *Motion by Frost, seconded by Auvil, to approve the minutes of the December 21, 2010 TAC meeting. Motion approved unanimously with no corrections.*

### 3. Staff Report

- **Cass County Mobility Forum Update**
  - Rahtz announced that around 40 people from the transit and social service agencies in Cass County had been in attendance at the Cass County Mobility Forum on February 9<sup>th</sup> at the Lewis Cass ISD. The attendees worked through scenarios of how riders can arrange rides to travel to needed destinations within and outside of Cass County. The results of the forum will be used in a Transit – Human Services Coordination Plan for Cass County.
- **Berrien County Transit Consolidation Feasibility Study Selection Committee Meeting – February 28<sup>th</sup>**
  - Rahtz stated that representatives from each of the five transit areas in Berrien County have been appointed to a selection committee to hire a consultant to conduct a Transit Consolidation Feasibility Study. They are in the process of looking through the proposals and identifying criteria for selection. The next meeting is February 28<sup>th</sup> at 8:00 AM at the Southwest Michigan Regional Airport.
- **Investment Reporting Tool Training – March 1<sup>st</sup>**
  - Thomas explained that a workshop will be held on March 1<sup>st</sup> from 9:30am to 12noon at the Van Buren Conference Center to train local governments on how to fill out the online Investment Reporting Tool. It is a tool that allows the state Transportation Asset Management Council to collect data on what transportation projects are being done by local agencies. He asked for RSVPs by a week prior to the workshop.
- **Transportation and Environment presentations – March 22<sup>nd</sup>**
  - Thomas announced that speakers will be brought in to a joint TwinCATS/NATS meeting on March 22<sup>nd</sup> to discuss the intersection between transportation projects and environmental issues. He noted that this is especially important to learn about given the high incidence of flooding on many of the region's roads. The workshop will cover possible strategies and funding sources for addressing transportation needs and environmental needs together.
- **Transportation Funding 201 workshop – Postponed**
  - Rahtz stated that SWMPC staff had been hoping to hold the sequel to the funding workshop on March 28<sup>th</sup>, but it will be postponed, most likely until April, because a speaker has not yet been secured.
- **PASER Training – March 29<sup>th</sup>**
  - Thomas announced that the Transportation Asset Management Council will be holding road rating trainings for local agencies from 7:30am to 12:30pm on March 29<sup>th</sup> at the Kalamazoo County Road Commission. Attendees must register with the Center for Technology and Training at M-Tec. The training is required for anyone who plans to be reimbursed for participation in the PASER process. A pre-training webinar is required for new participants, the first of which is March 3<sup>rd</sup>.
  - Bellina inquired about the cycle for rating local roads. Rahtz explained that the funding from TAMC is available for 100% of local roads within a three-year cycle, and it can be split up or used all in one year. 2011 is the beginning of a new cycle, so everyone is eligible to rate 100% of all local roads this year. She noted that SWMPC can do the rating for the Act 51 agencies if they are interested.
- **Asset Management Conference – May 12<sup>th</sup>**
  - Rahtz stated that anyone interested in asset management of roads may want to attend the statewide Asset Management Conference at Grand Valley State University in Grand Rapids on May 12<sup>th</sup>, since it is a fairly close location this year. She explained that the conference covers statewide trends in pavement condition and general concepts of asset management.

### 4. Project Updates

- **2009**
  - **Niles Dial-a-Ride Transit**
    - Bus shelters – finalizing order, will be installed in spring

- **2010**
  - **Berrien County Road Commission**
    - Niles-Buchanan Rd and Bell Rd – obligated; waiting for sealing in June 2011
  - **Cass County Road Commission**
    - Bell Rd – obligated; construction in spring
    - Lakeshore Dr – obligated; construction in spring
  - **Michigan Department of Transportation**
    - M-139 over St. Joseph River Bridge Replacement – held an open house on the alignment of the bridge, will be holding a design charrette in the fall
    - US-31 over Dowagiac River bridge work – beginning construction in April
  - **Niles Dial-a-Ride Transit**
    - Selected RLS for Transit Development plan, finalizing contract
- **2011**
  - **Berrien County Road Commission**
    - Dayton Rd, Pucker St, Red Bud Trail, and Orange Rd – getting ready to submit GI package
  - **Michigan Department of Transportation**
    - US-31 freeway signing upgrade – fall 2011 letting and spring 2012 construction
    - US-31 BR over Dowagiac River bridge replacement – fall 2011 letting and spring 2012 construction
  - **Cass County Road Commission**
    - Redfield St & Bertrand Rd – GI completed, construction in late May or early June
    - Redfield St (Kline to Conrad) – GI completed, construction in late May or early June
    - Pine Lake St – GI completed, construction in late May or early June
    - Beebe Rd – GI completed, construction in late May or early June

## 5. Old Business

- **Officer Elections**
  - Auvil and Ganum announced that they had decided to nominate Joe Ray for Chair and Joe Bellina for Vice-chair. Both nominees accepted the nominations.
  - *Motion by Personette, seconded by Marx, to accept the nominations. Motion approved unanimously.*

## 6. New Business

- **TIP (Transportation Improvement Program) Amendments**
  - Niles Dial-A-Ride Transit
    - Add in FY 2011, the project named Rural Operating Funds for transit operations in the Niles area. Federal cost (5311) is \$14,383 and local cost is \$3,596.
    - *Getman-Dissette noted that NDART has always received this funding but has been asked this year for the first time to put the project in the TIP.*
    - *Rahtz noted that the remaining NDART amendments are the projects for 2011 through 2014 that were listed as using federal toll credits for the 20 percent match. The projects are now using a state cash match instead. Also, the budget for some projects changed slightly, and remaining funds are being used to add new projects.*
    - Amend in FY 2011, the project named Bike Racks for the purchase of up to five bicycle racks and install kits for buses. Federal changing from \$7,800 (5307) to \$6,240 (5307), and state cost changing from \$0 to \$1,560 (CTF).
    - Amend in FY 2011, the project named Generator for the purchase and installation of a generator to power phones, radios, and fuel pump in the event of an outage. Federal cost is changing from \$5,000 (5307) to \$4,000 (5307), and state cost is changing from \$0 to \$1,000 (CTF).
    - Amend in FY 2011, the project named On Bus Camera System for the purchase and installation of digital camera system for buses. Federal cost is changing from \$57,600 (5307)

- to \$46,080 (5307), and state cost is changing from \$0 to \$11,520 (CTF).
- Amend in FY 2011, the project named Preventative Maintenance. Federal cost is changing from \$217,200 (5307) to \$173,760 (5307), and state cost is changing from \$0 to \$43,440 (CTF).
  - Amend in FY 2011, the project named Ramp Lift for purchase and installation of ramp lift in maintenance bay. Federal cost is changing from \$24,000 (5307) to \$19,200 (5307), and state cost is changing from \$0 to \$4,800 (CTF).
  - Amend in FY 2011, the project named Replacement Tires for the purchase of replacement tires and the disposal of old tires. Federal cost is changing from \$4,320 (5307) to \$3,456 (5307), and state cost is changing from \$0 to \$864 (CTF).
  - Amend in FY 2012, the project named Garage Maintenance to hire third party contractor to repaint DART garages and high traffic areas within the office. Federal cost is changing from \$14,400 (5307) to \$12,000 (5307), and state cost is changing from \$0 to \$3,000 (CTF).
  - Amend in FY 2012, the project named Preventative Maintenance. Federal cost is changing from \$228,000 (5307) to \$160,000 (5307), and state cost is changing from \$0 to \$40,000 (CTF).
  - Add in FY 2012, the project named Scheduling Software for the purchase and installation of scheduling/dispatch software and any necessary computer hardware or software upgrades. Federal cost is \$36,000 (5307), and state cost is \$9,000.
  - Add in FY 2012, the project named Garage Equipment for purchase and installation of tools and maintenance equipment. Federal cost is \$10,000 (5307), and state cost is \$2,500 (CTF).
  - Amend in FY 2013, the project named Copy Machine for the purchase of a replacement color copy/fax/scanner machine. Federal cost is changing from \$14,000 (5307) to \$12,000 (5307), and state cost is changing from \$0 to \$3,000 (CTF).
  - Amend in FY 2013, the project named Preventative Maintenance. Federal cost is changing from \$228,000 (5307) to \$160,000 (5307), and state cost is changing from \$0 to \$40,000 (CTF).
  - Amend in FY 2013, the project named Replacement Tires for the purchase of replacement tires and the disposal of old tires. Federal cost is being changed from \$4,800 (5307) to \$3,600 (5307), and state cost is being changed from \$0 to \$900 (CTF).
  - Add in FY 2013, the project named Software Upgrades for the purchase of scheduling/maintenance software upgrades. Federal cost is \$2,000 (5307), and state cost is \$500 (CTF).
  - Amend in FY 2014, the project named Maintenance Software for the purchase of maintenance equipment software upgrades. Federal cost is changing from \$1,800 (5307) to \$3,200 (5307), and state cost is changing from \$0 to \$1,800 (CTF).
  - Amend in FY 2014, the project named Parking Lot to fill cracks, reseal, and restripe parking lot and driveway. Federal cost is changing from \$6,000 (5307) to \$6,400 (5307), and state cost is changing from \$1,500 (CTF) to \$1,600 (CTF).
  - Amend in FY 2014, the project named Preventative Maintenance. Federal cost is changing from \$234,000 (5307) to \$164,000 (5307), and state cost is changing from \$0 to \$41,000 (CTF).
  - Amend in FY 2014, the project named Replacement Computers for the purchase and installation of up to 2 replacement office computers, associated software, and monitors. Federal cost is changing from \$7,200 (5307) to \$6,000 (5307), and state cost is changing from \$0 to \$1,500 (CTF).
  - Amend in FY 2014, the project named Trolley Façade to refinish trolley wood façade. Federal cost is changing from \$7,200 (5307) to \$5,000 (5307), and state cost is changing from \$0 to \$1,250 (CTF).
  - *Motion by Ray, seconded by Auvil, to recommend that the Policy Committee approve the above amendments of NDART projects in the FY 2011-2014 Transportation Improvement Program. Motion approved unanimously.*

- CMAQ (Congestion Mitigation and Air Quality Improvement Program)
  - Add in FY 2011, the Southwest Michigan Planning Commission project named Rideshare to operate the standard Rideshare program in Cass County. Federal cost is \$12,000.
  - *Motion by Bellina, seconded by Auvil, to recommend that the Policy Committee approve the above project addition to the FY 2011-2014 Transportation Improvement Program. Motion approved unanimously.*

## **7. Public Comment**

- Sue Kronewitter inquired as to what the Rideshare program is, and Rahtz responded that it is a website on which commuters can register to be matched up with a carpool buddy based on their origin and destination.
- Bellina noted that the Rideshare program is important for Cass County because of the lack of fixed bus routes.

## **8. Privilege of the Floor**

- Kercheval noted that Paul South will be deployed to Afghanistan in the next few months, and so Pete Pfeiffer, the manager of the Kalamazoo TSC will be taking over Paul's duties for 18 months. She added that Sarah Woolcock will be acting as both delivery engineer and development engineer, and so Erin and the other engineer Kyle will be taking on some of her duties.
- Bellina asked whether the schedule for the US-12 project between Edwardsburg and Niles is changing. Kercheval responded that as far as she knows it is still on the same schedule, but she will check on it.
- Bellina added that the Cass County Road Commission's four force account projects for fiscal year 2011 came in under budget. He stated that the Cass County Road Commission and the Berrien County Road Commission are developing project proposals to use that remaining funding. The TIP amendments will be reviewed at the April meeting.

## **9. Adjournment: 1:52 P.M.**

- The next meeting is **March 22, 2011 at 1:30 P.M. at Andrews University.**

Minutes compiled by: Anna Rahtz and Trevor Thomas, Transportation Planners, 2/23/11