

KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE MEETING  
April 26, 2017 at 9:00 a.m.  
Kalamazoo Metro Transit

Approved Minutes

**CALL TO ORDER**

The April meeting of the Kalamazoo Area Transportation Study Policy Committee was called to order at 9:00 a.m. at Kalamazoo Metro Transit by Vice-chair Nieuwenhuis.

**INTRODUCTIONS**

Introductions were made by all present.

**ROLL CALL**

Meeting attendance was recorded on the sign-in sheet.

***Members Present***

|                             |   |
|-----------------------------|---|
| David Anderson              | City of Kalamazoo                             |
| Marsha Drouin, Treasurer    | Richland Township                             |
| Rick Fowler                 | Michigan Department of Transportation Lansing |
| Michael Grabbe              | Village of Lawton                             |
| Robert Heasley              | City of Parchment                             |
| Libby Heiny-Cogswell        | Oshtemo Township                              |
| John Hinkle                 | Texas Township                                |
| Jeff Heppler                | Village of Augusta                            |
| Joanna Johnson              | Road Commission of Kalamazoo County           |
| Greg Kinney                 | Van Buren County Road Commission              |
| Michele McGowen             | KATS Citizen Advisory Committee               |
| Carl Newton                 | City of Galesburg                             |
| Larry Nielsen               | Village of Paw Paw                            |
| Ann Nieuwenhuis, Vice-chair | Central County Transportation Authority       |
| Pete Pfeiffer               | Michigan Department of Transportation TSC     |
| Ron Reid                    | Kalamazoo Township                            |
| Paul Schincariol            | Van Buren County                              |
| Randy Smith                 | Brady Township                                |
| Ronald Smith                | Village of Vicksburg                          |
| Jeff Sorensen               | Cooper Township                               |
| Linda Teeter                | Kalamazoo County Transportation Authority     |
| Greg Thomas                 | Pavilion Township                             |
| Randy L. Thompson           | Comstock Township                             |
| Don Ulsh                    | Schoolcraft Township                          |
| Kevin B Wordelman           | Kalamazoo County Board of Commissioners       |

***Members Absent***

|                      |  |
|----------------------|--|
| Brenda Deruyscher    | Village of Mattawan                                    |
| John Clement         | Van Buren Transit                                      |
| Jeremiah Cook        | Village of Richland                                    |
| Paul Dykstra, Chair  | Ross Township  |
| Keith Gunnnett       | Village of Schoolcraft                                 |
| Jason Latham         | Michigan Department of Transportation Southwest Region |
| Greg Rosine          | Western Michigan University                            |
| William Van Tassel   | Almena Township  |
| Thomas L. Swiat, Jr. | Prairie Ronde Township                                 |

Terry Urban

City of Portage

***Others Present***

Megan Arndt, Jon Gisler, Nicolette Leigh, Sean McBride, Fred Nagler, Vickie Newton, Kathy Schultz, Jon Start, Steve Stepek, Zack Thomas, Jack Urban, Monica Zehner

**CHANGES OR ADDITIONS TO THE AGENDA – NONE**

**APPROVAL OF THE AGENDA**

MOTION by Hinkle, SECOND by Smith<sup>1</sup>, **“to approve the agenda of the April 26, 2017 Policy Committee Meeting.”** MOTION APPROVED.

**CITIZENS’ COMMENTS - NONE**

**CONSENT AGENDA**

Information on items listed on the consent agenda were included in the meeting materials. Items on the Consent Agenda included:

- Acceptance of the Treasurer’s Report
- Acceptance of the Technical Committee Report (April 13, 2017)
- Acceptance of the Public Transportation Monthly Report
- Acceptance of the Regional Prosperity Initiative Report
- Acceptance of the Southcentral Michigan Planning Council Report
- Approval of the Minutes from the March 29, 2017 Meeting

MOTION by Sorensen, SECOND by Heasley, **“to accept and approve the items on the consent agenda as presented.”** MOTION APPROVED.

**FY 2017 – 2020 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS**

Proposed amendments to the FY 2017-2020 Transportation Improvement Program were included in the meeting materials. (The list of proposed amendments can be found on the last page of the meeting minutes).

Start reported that there were three proposed cost amendments to the FY 2017-2020 Transportation Improvement Program:

- Decrease federal funds by \$200,000 due to bid savings on the Stadium Drive project from 9<sup>th</sup> Street to US-131
- Decrease federal funds by \$331,000, increase state funds by \$261,200 on the D Avenue Bridge project
- Addition of \$200,000 in federal funding on the N Avenue Project from Sprinkle Road to 26<sup>th</sup> Street from the bid savings on the Stadium Drive project from 9<sup>th</sup> Street to US-131

MOTION by Sorensen, SECOND by Reid **“to approve the recommended amendments to the FY 2017-2020 Transportation Improvement Program.”** MOTION APPROVED.

**2045 METROPOLITAN TRANSPORTATION PLAN AMENDMENT**

The proposed amendment to the 2045 Metropolitan Transportation Plan was included in the meeting materials.

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<sup>1</sup> Randy Smith, Brady Township

Start reported that the Transportation Management Area Certification Review resulted in a corrective action to revise the 2045 Metropolitan Transportation Plan to better integrate and address the Moving Ahead for Progress in the 21<sup>st</sup> Century Act planning factors of safety, security, freight, and economic vitality. The amendment to the 2045 Metropolitan Transportation Plan has been reviewed by the Federal Transit Administration and the Federal Highway Administration. The federal agencies have stated that the consider corrective action will be considered resolved once amendment has been adopted.

Start reported that the draft had been made available for public comment and presented to the Citizen Advisory Committee. KATS did receive comments related to the use of acronyms in the appendix. He noted that since the appendix amends the original plan, the use of acronyms was based upon the rest of the plan. KATS staff and Technical Committee recommend Policy Committee approval of the amendment to the 2045 Metropolitan Transportation Plan.

MOTION by Nielsen, SECOND by Johnson, ***“to approve the amendment to the 2045 Metropolitan Transportation Plan.”*** MOTION APPROVED.

### **ACTION ON AN MDOT INVOICE FOR REPAYMENT OF FY 2012 OVERPAYMENTS**

A copy of the invoice from the Michigan Department of Transportation (MDOT) for FY 2012 Federal Highway Administration Planning Fund overpayments was included in the meeting materials.

Start reported that the MDOT Finance is reviewing KATS project authorizations for financial closure. The invoice has been reviewed by KATS staff and KATS financial records are in agreement with the amount billed by the Michigan Department of Transportation.

Additional invoices from the Michigan Department of Transportation are anticipated to close KATS project authorizations. Drouin reported that she had been provided with a list of anticipate amounts due to MDOT.

MOTION by Sorensen, SECOND by Thompson, ***“to approve the payment of the invoice from Michigan Department of Transportation in the amount of \$23,022.92 for FY 2012 Federal Highway Administration Planning Fund overpayments.”*** MOTION APPROVED.

### **LOCAL BRIDGE PROGRAM RESOLUTIONS OF SUPPORT**

Resolutions of Support for the Road Commission of Kalamazoo County’s project applications for the Local Bridge Program were included in the meeting materials. Applications are being submitted by the Road Commission of Kalamazoo County for the following bridge projects:

- 35<sup>th</sup> Street Bridge Preventive Maintenance Project in Comstock Township
- 29<sup>th</sup> Street Bridge Preventive Maintenance Project in Brady Township
- 9<sup>th</sup> Street Bridge Preventive Maintenance Project in Oshtemo Township
- Portage Road Bridge Preventive Maintenance Project in Schoolcraft Township
- 31<sup>st</sup> Street Bridge Replacement Project in Brady Township
- C Avenue Bridge Replacement Project in Ross Township

MOTION by Sorensen, SECOND by Heiny-Cogswell, ***“to approve the Resolutions of Support for the Road Commission of Kalamazoo County’s project applications for the Local Bridge Program and to authorize Vice-chair Nieuwenhuis to sign on KATS behalf.”*** MOTION APPROVED.

### **FINANCE AND PERSONNEL COMMITTEE REPORT**

Drouin reported on behalf of the Finance and Personnel Committee. The Finance and Personnel Committee met for the evaluation of KATS Executive Director and staff and to determine recommendations for staff salary increases for FY 2018.

Drouin reported that the recommended Cost of Living (COLA) raise for the Executive Director and KATS Staff was a 2.2% raise. The Finance and Personnel Committee recommended a 2.0% one-time merit bonus payment to the Executive Director. The recommendations for merit raises for the remaining staff varied from 2-3% per the recommendation of KATS Executive Director. The recommendations would be effective October 1, 2017.

Start reported that KATS staff salaries were in the middle of the range of salaries for Metropolitan Planning Organizations of KATS size. The Finance and Personnel Committee will be establishing salary bands for staff for the development of the FY 2019 Unified Planning Work Program. Kinney asked how the COLA raise had been determined. Start reported that statistics from the Midwest Region from the Bureau of Labor had been used.

MOTION by Sorensen, SECOND by Hinkle, ***“to approve a 2.2% Cost of Living Raise for KATS staff, a 2.0% one-time merit bonus for KATS Executive Director, and the recommended individual staff merit raises.”*** MOTION APPROVED.

### **PRESENTATION FROM THE CENTRAL COUNTY TRANSPORTATION AUTHORITY ON SERVICE CHANGES IMPACT ON RIDERSHIP**

A copy of the 2016 Public Transit Annual Report was distributed at the meeting.

McBride presented an update on behalf of the Central County Transportation Authority and the Central County Transportation Authority on public transportation in Kalamazoo County. An overview was given of the service changes on the fixed route system including Sunday service, evening service and additional route frequencies which went into effect in September 2016 and the impact these changes had on ridership. McBride also reported on the changes to the Metro County Connect demand response service including extended service hours and the addition of Sunday service which went into effect on February 2016 and the impact on ridership.

Teeter gave members of the Policy Committee an overview of the transition of the fixed route public transportation system from the City of Kalamazoo to the Central County Transportation Authority. She reported that there are vacancies on the Kalamazoo County Transportation Authority Board. She noted that the original intent was to have joint membership on the Kalamazoo County Transportation Authority Board and the Central County Transportation Authority Board since action items for one authority often impact or require action by the other. There was an amendment to the Incompatible Officers Statute which allows members to serve on both authorities in Kalamazoo County. The Central County Transportation Authority will be working with the Kalamazoo County Board on appointments to the Kalamazoo County Transportation Authority Board and joint membership.

### **FISCAL YEAR 2018 UNIFIED PLANNING WORK PROGRAM**

Start reported that KATS was developing the FY 2018 Unified Planning Work Program which included KATS normal transportation planning activities as well as federal and state key planning areas of emphasis. There will be a public transportation study conducted regarding transitioning from a “demand” bus stop policy to a fixed bus stop only policy. Additional carryover funding has also been request for Remix public transportation planning platform software.

### **PEDESTRIAN, GREENWAY, AND TRANSIT STUDY UPDATE**

Steppek reported a public meeting had been held on Monday, April 24. The study has moved into how projects will be prioritized for funding. Stepek reported that the two key priorities which had been identified were accessibility to transit and safety. Reid asked how the Pedestrian, Greenway and Transit Plan would tie into KATS Non-Motorized Plan and the implementation of Map 7 for proposed Non-Motorized Routes. Stepek noted that the implementation of Map 7 utilized existing infrastructure. The Pedestrian, Greenway and Transit Plan will build on that with a focus identification of gaps in the system and how to prioritize funding for these potential projects.

### **PUBLIC TRANSPORTATION UPDATES**

No additional public transportation updates were given.

## **EXECUTIVE DIRECTOR'S REPORT**

Start reported that the Transportation Asset Management Council is working on identifying activities Metropolitan Planning Organizations undertake which support the State of Michigan Asset Management Work Program and are eligible for reimbursement. Start reported this would potentially include collection of data for local roads. Pavement and Surface Evaluation Ratings (PASER) data collection has begun in the transportation planning area for the Southcentral Michigan Planning Commission. The Road Commission of Kalamazoo County Managing Director Joanna Johnson was elected vice-president of the County Road Association of Michigan at the organization's 2017 Highway Conference on March 16. Kalamazoo Charter Township was recently recognized as a "Township of Excellence" by the Michigan Townships Association. Township officials were presented with the award at the Michigan Townships Association Educational Conference & Expo on April 11 in Lansing.

## **NEW BUSINESS-NONE**

## **CITIZEN COMMENTS-NONE**

## **MEMBER COMMENTS**

Sorensen reported that the Michigan Township Association Annual Golf outing will be held on June 30 with a 9:00 a.m. shotgun start.

Smith reported that the Village of Vicksburg is planning a "Blueway" Water trail for Sunset Lake. The launch is at Sunset Park.

Johnson, reported that the Transportation Asset Management Council Spring Conference will be held May 25 in Mount Pleasant. The RCKC will host "Increasing Road Safety: Traffic Safety Training for Local Officials" on May 10. Johnson noted that construction season had begun and encouraged members to sign-up for RCKC Connect to receive notifications from the Road Commission. The chip seal route is available on the Road Commission of Kalamazoo website. Joint meetings are scheduled with Kalamazoo County Townships.

## **ADJOURNMENT**

MOTION by Hinkle, SECOND by Smith, **"to adjourn the April meeting of KAT Policy Committee."**  
MOTION APPROVED.

There being no other business, the meeting adjourned by Vice-chair Nieuwenhuis at 9:17. The next meeting of the Kalamazoo Area Transportation Study Policy Committee will be held on Wednesday, May 31, 2017 at 9:00 a.m. at Kalamazoo Metro Transit.

| Kalamazoo Area Transportation Study FY 2017 - 2020 Transportation Improvement Program |           |                     |              |                                |        |                               |   |       |                   |                        |                     |                      |                   |                      |                   |                            |              |              |                       |                 |             |   |                              |
|---|-----------|---------------------|--------------|--------------------------------|--------|-------------------------------|---|-------|-------------------|------------------------|---------------------|----------------------|-------------------|----------------------|-------------------|----------------------------|--------------|--------------|-----------------------|-----------------|-------------|---|------------------------------|
| 10/1/2016 (04/26/17)  |           |                     |              |                                |        |                               |   |       |                   |                        |                     |                      |                   |                      |                   |                            |              |              |                       |                 |             |   |                              |
| Required Fields   |           |                     |              |                                |        |                               |   |       |                   |                        |                     |                      |                   |                      |                   |                            |              |              |                       |                 |             |   |                              |
| Fiscal Year   | County    | Respon-sible Agency | Project Name | Limits                         | Length | Primary Work Type             | Project Description   | Phase | Advance Construct | Federal Cost (\$1000s) | Federal Fund Source | State Cost (\$1000s) | State Fund Source | Local Cost (\$1000s) | Local Fund Source | Total Phase Cost (\$1000s) | MDOT Job No. | Local ID No. | MPO/Rural Action Date | Amend-ment Type | Air Quality | Comments  | Total Project Cost (\$1000s) |
| 2017  | Kalamazoo | RCKC                | Stadium Dr   | 9th St to US-131               | 1.24   | Resurface                     | Mill and resurface with 3" Hot Mix Asphalt overlay. There are several sections in the outside lane that are severely deteriorated and will require a full depth reconstruction. | CON   |                   | 800                    | STU                 |                      |                   | 200                  | CNTY              | 1,000                      | 121414       |              | 04/26/17              | Cost            | E           | Road Commission of Kalamazoo County; Removal of \$200,000 STU due to bid savings, savings re-allocated to N Avenue Project, 4/26/17;  | 1,000                        |
| 2017  | Kalamazoo | RCKC                | D Ave Bridge | D Avenue over Gull Lake Outlet |        | Bridge restore & rehabilitate | Preventative Maintenance  | CON   |                   |                        |                     | 262                  | M                 | 14                   | CNTY              | 276                        | 126664       |              | 4/26/17               | Cost            | E           | Addition of Project 1/21/15, Structure #4644; Change in cost from \$220,800 federal to \$331,200, \$41,400 state funds to \$62,100, \$13,800 local funds to \$20,700, 1/25/17; Removal of \$331,000 of federal funds, increase of state funds \$261,200, 4/26/17; | 276                          |
| 2017  | Kalamazoo | RCKC                | N Ave        | Sprinkle Rd to 26th St         | 1.00   | Resurface                     | Mill and resurface with 4" Hot Mix Asphalt overlay. Roadsides improved to provide recoverable slopes.   | CON   |                   | 460                    | STU                 |                      |                   | 336                  | CNTY              | 796                        | 121415       |              | 04/26/17              | Cost            | E           | Kalamazoo County Road Commission, Reduction in ST funds from \$423,709 to \$260,004 to match FAST Act allocation, Job number correction from 160603 to 121415, 5/25/26; Addition of \$200,000 STU from bid savings; 4/26/17                                       | 796                          |

FY 2017-2020 Transportation Improvement Program amendments for the April 26, 2017 Policy Committee Meeting minutes.