

## Kalamazoo Area Transportation Study Policy Committee Meeting Minutes for March 25, 2015

### **CALL TO ORDER**

The March meeting of the Kalamazoo Area Transportation Study was called to order at 9:00 a.m. at Kalamazoo Metro Transit by Chair Anderson.

### **ROLL CALL**

Meeting attendance was recorded on the sign-in sheet.

### **MEMBERS PRESENT**

David Anderson-Chair	City of Kalamazoo
Carol Daly	Village of Mattawan
Marsha Drouin	Richland Township
Paul Dykstra	Ross Township
Michael Grabbe	Village of Lawton
Beth Griffin	Van Buren Transit
Darrell Harden	Michigan Department of Transportation Southwest
Robert Heasley	City of Parchment
Libby Heiny-Cogswell	Oshtemo Township
Jeff Heppler	Village of Augusta
Joanna Johnson	Road Commission of Kalamazoo County
Linda Kerr	Texas Township
John Lanum	Michigan Department of Transportation Lansing
Garrylee McCormick	Transit Authority Board
Michele McGowen	KATS Citizen Advisory Committee *
Carl Newton	City of Galesburg
Ann Nieuwenhuis	Comstock Township
Claudette Reid	City of Portage
Greg Rosine	Western Michigan University
Randy Smith	Brady Township
Thomas L. Swiat, Jr.	Prairie Ronde Township
Linda Teeter	Kalamazoo County Transportation Authority
Greg Thomas	Pavilion Township

### **MEMBERS ABSENT**

William Adams	Village of Vicksburg
John Gisler	Kalamazoo County Board of Commissioners
Keith Gunnett	Village of Schoolcraft
Steve Hatch	Village of Richland
Larry Nielsen	Village of Paw Paw

Ron Reid	Kalamazoo Township
Jeff Sorensen	Cooper Township
Al Svilpe	Van Buren County Road Commission
Don Ulsh-Vice Chair	Schoolcraft Township

## **OTHERS PRESENT**

Paul Selden, Zulton Cohen, Jon Start, Steve Stepek, Monica Zehner

## **CHANGES OR ADDITIONS TO THE AGENDA-NONE**

## **APPROVAL OF THE AGENDA**

MOTION by Swiat, SUPPORT by Reid, ***“to approve the agenda for the March 25, 2015 Policy Committee Meeting.”*** Motion approved.

## **CITIZEN COMMENTS**

Start introduced Zolton Cohen, President of the Kalamazoo Bicycle Club (KBC). Cohen reported that each year, the KBC recognizes an area organization or individual involved in improving the bicycling experience in the area. KATS is the recipient of Kalamazoo Bicycle Club's Friend of Bicycling Award for 2015 for formally adopting the area's first Metropolitan Planning Organization-wide Complete Streets Policy to consider the needs of all legal users, including bicyclists, in the planning process when allocating federal transportation funds. Chair Anderson accepted the Friend of Bicycling Award on KATS behalf.

## **CONSENT AGENDA**

The following items for the consent agenda were included in the meeting materials:

- Minutes from the February 25, 2015 Meeting
- Treasurer's Report
- Technical Committee Report (March 12, 2015)
- Public Transportation Monthly Report
- Southcentral Michigan Planning Council Report
- Regional Prosperity Initiative report

Zehner reported the following corrections to the minutes of the February 25, 2015 Policy Committee. Under the heading staff adjustments, there should be two motions regarding staff salary adjustments reading: *MOTION by Nielsen, SUPPORT by Nieuwenhuis, “to approve the recommended staff salary adjustments for FY 2015.”* Motion approved. *MOTION by Nieuwenhuis, SUPPORT by Heppler, “to approve the recommended Executive Director salary adjustment for FY 2015.”* Motion approved.

MOTION by Johnson, SUPPORT by Harden, ***“to approve the items on the consent agenda with the corrections noted.”*** MOTION approved.

## **CITIZENS ADVISORY COMMITTEE REPORT**

McGowen reported the Citizen Advisory Committee (CAC) had met on March 19. The CAC took action to approve CAC Bylaws and set a quarterly meeting schedule. The role of the CAC will be to provide public input to the Policy Committee. The Citizen Advisory Committee is currently comprised of seven members.

**AMENDMENTS TO THE FY 2014 – 2017 TRANSPORTATION IMPROVEMENT PROGRAM**

Copies of the proposed amendments to the FY 2014-2017 Transportation Program were included in the meeting materials.

FY	Agency	Project Name	Project Description	Federal Cost \$1000s	Federal Fund Source	Local Cost \$1000s	Total Phase Cost \$1000s	MDOT Job No.	MPO Action Date
2015	Portage	S Westnedge Ave	Hot Mix Asphalt milling and resurfacing with sidewalk ADA compliance as required. Traffic signal equipment replacement and upgrading. Intersection Hot Mix Asphalt milling and resurfacing at W Milham Ave. Replacement of water main.	1,381	NH	350	1,731	121017	3/25/15
<b>Limits:</b> Mall Dr to Dawnlee Ave; <b>Length:</b> 0.66; <b>Primary Work Type:</b> Resurface ; <b>Phase:</b> CON; <b>Amendment Type:</b> Cost; <b>Comments:</b> City of Portage; \$523,189 NHPP; \$336,811 STU; Change Federal Fund Source from NHS (Administrative Adjustment) 1/22/14; \$521,350 Additional federal STU funding added with deletion of Osterhout JN 120468, Total project cost to \$2,900,000, 3/25/15;									
2015	Portage	Osterhout Ave	Paint pile bents, cast H-piles with concrete filler wall					120468	3/25/15
<b>Limits:</b> Shaver Road to Westnedge Avenue; <b>Length:</b> 1.53; <b>Primary Work Type:</b> Reconstruct; <b>Phase:</b> CON; <b>Amendment Type:</b> Delete; <b>Comments:</b> City of Portage; Addition of STP funding from \$428,000 to \$521,350, local funds increased from \$118,720 to \$140,886, 9-24-14; Deletion of Project 3/25/2015;									

Start reported the City of Portage Westnedge Avenue Project came in over-estimate. In order to complete this project, they asked that the \$521,000 in federal funding for their Osterhout Project in 2015 be removed and added to the \$860,000 federal funds programmed for Westnedge.

Start reported that it is not automatic to reprogram funds from one project of an agency/jurisdiction to another project by the same agency/jurisdiction. The Westnedge Avenue Project is the number one project currently in the Transportation Improvement Program. Start reported that in order to meet the deadline for bid acceptance, the proposed amendments had not been presented to the Technical Committee for a recommendation. Technical Committee members were emailed and asked to provide comment. No adverse comments were received.

C. Reid reported that the City of Portage Osterhout project would be completed without utilizing KATS funding and that the city had sufficient local match for the Westnedge Avenue project.

MOTION by Nieuwenhuis, SUPPORT by Heasley, **“to approve the recommended amendments to the FY 2014-2017 Transportation Improvement Program.”** Motion approved.

## **AUTHORIZATION TO REFUND AN MDOT OVERPAYMENT TO KATS**

Copies of the invoice from the Michigan Department of Transportation (MDOT) were included in the meeting materials.

Start reported that KATS had received an overpayment from MDOT for the Stadium Drive and W. Michigan Avenue Corridor Study. KATS Staff and MDOT Finance worked together to reconcile financial records and have an invoice sent to KATS. The invoice totaled \$28,501.02. This amount exceeds the authorization of the Executive Director and requires the approval of the KATS Policy Committee to authorize payment.

MOTION by Newton, SUPPORT by SWIAT, ***“to authorize the payment of the invoice from the Michigan Department of Transportation for the amount of \$28, 501.02.”*** Motion approved.

## **KATS EMPLOYEE BENEFITS PACKAGE**

Copies of the draft of the Fringe Benefit Summary were included in the meeting materials.

Start reported the Policy Committee has been engaged in ongoing review and revision of KATS staff benefits. These changes initially focused on those necessary for the separation of KATS from the road commission. Subsequent changes included longevity pay and the tuition reimbursement policy. Start requested that the document be approved so staff could have a single record of approved fringe benefits.

Start reported that all of the changes within the draft document have been approved with the exception of the recommendation of the Finance and Personnel Subcommittee to remove Emergency Leave to attend services in the event of the death of an immediate family member and allow the use of Sick Leave for this purpose. He asked the Policy Committee approve the document with an effective date of June 1, 2015 to allow the reimbursement of the Associate Planner for Winter 2015 tuition which was approved at the February 25, 2015 Policy Committee meeting.

Smith requested Start verify that all other changes had been previously approved. Start verified noting that the version of the summary which tracked changes contained the date of Policy Committee action.

Johnson noted that the word “full-time” had been crossed out of the section under “Fringe Benefit Summary” and inquired if benefits were also applicable to part-time employees. Start noted that part-time employees received Vacation Leave and Sick Leave. Whether a benefit is available to a full-time or part-time employee is now addressed within each benefit section.

Nieuwenhuis noted that the Finance and Personnel Subcommittee would be continuing to move ahead with work on the KATS Personnel Policy.

MOTION by Nieuwenhuis, SUPPORT by Rosine, ***“to approve the KATS Fringe Benefit Summary and set an effective date for June 1, 2015.”*** Motion approved.

## **NATIONAL FUNCTIONAL CLASSIFICATION REVIEW STATUS**

Copies of the draft Proposed Changes to the National Functional Classification (NCF) System were included in the meeting materials.

Stepek reported that changes to the NFC would be presented to the Policy Committee in May for approval to meet the deadline of the Federal Highway Administration for approval of changes in classification for Principal Arterials on the National Highway System. Proposed changes include the reclassification of Douglas Avenue at M-43 to Business 131 from Principal Arterial to Minor Arterial and the proposed reclassification of Portage Road from Southtown to Michigan from Principal Arterial to Major Collector. Chair Anderson inquired to the implications of the reclassification. Stepek reported that there are guidelines for the classification of roads. On a principal arterial, Design Guidelines are enforced. Stepek noted that recommended NFC Revisions were developed by local technical staff.

### **FY 2016 CONTRIBUTED SERVICES AGREEMENTS**

Start thanked all agencies who had returned their FY 2016 Contributed Service Agreements. Agreements are used to provide match to pay for KATS operations. To date, 17 of 32 agreements have been received for the Federal Highway Administration Planning Funds and 2 out of 3 agreements for the Federal Transit Administration Funds. Nieuwenhuis and Griffin requested staff send a reminder to agencies who had not yet returned their agreements.

### **PUBLIC TRANSPORTATION UPDATES**

A copy of the Resolution of Support for a Transportation Millage Request for 2015 and a Policy Statement regarding the Central County Transportation Authority (CCTA) Fixed-Route Bus Service to Areas Outside the Authority Boundaries from the CCTA were distributed at the meeting.

Teeter, Chair of the Kalamazoo County Transportation Authority, gave an update on Mekemson. Teeter reported the CCTA Policy Statement regarding Fixed Route Bus Service to Areas Outside the Authority Boundaries had been approved on December 19, 2014. The Policy would not go into effect until the approval a millage to fund fixed bus route service.

The CCTA also approved a Resolution of Support for a Transportation Millage Request for 2015 with a vote of 10-0. The Resolution was approved by the CCTA last Thursday. The millage amount will be 0.75 mills and cover a five year period. The millage will be used to fund the current level of urban fixed-route bus service, and is anticipated to fund additional levels of service including Sunday services, extend night services, and some increased route frequencies. The proposed millage will be on the August 4 ballot. A Resolution of Support will be on the agenda of the City of Kalamazoo Transit Authority Board (TAB) meeting to be held on Friday. The Resolution of Support will then be considered by the City of Kalamazoo Commissioners.

Nieuwenhuis thanked Rosine, McCormick, and Teeter for their work and efforts. She recognized the efforts of McBride and employees of Kalamazoo Metro Transit. She noted it was important for people to travel via bus to see the users of this service and recognize its importance. She indicated a willingness to work with anyone who had not used public transit. She also noted the Disability Network had an employee to provide ride training. McCormick also thanked McBride for his leadership.

### **NEW BUSINESS**

Start reported that KATS has posted a job opening for a part-time associate planner. Jodi Stefforia will be leaving KATS for employment with Comstock Township.

Copies of the 2045 Metropolitan Transportation Plan Transportation Survey Summary were distributed at the meeting. Stepek reported KATS had received hundreds of comments as part of the survey. A document containing all individual comments is posted at KATS website. Stepek noted the results would be used to develop the Goals and Objectives for the 2045 Metropolitan Transportation Plan. Polly Kent from the Michigan Department of Transportation will be presenting at the April Policy Committee Meeting on Proposal 1. Joanna Johnson of the Road Commission of Kalamazoo County will also present on Proposal 1 from a local agency perspective.

Lanum reported that the Michigan Department of Transportation had met with KATS Staff regarding the development of the FY 2016 Unified Planning Work Program and the identification of key work efforts for KATS for the fiscal year. Items discussed included the completion of the Long Range Plan, the potential impacts of the revocation of air standards, the emphasis areas for FHWA, and the incorporation of performance measures.

#### **CITIZEN COMMENTS-NONE**

#### **MEMBER COMMENTS**

Johnson shared that the Road Commission is rebranding as the Road Commission of Kalamazoo County (RCKC). The legal name will remain the Board of County Road Commissioners of the County of Kalamazoo. The rebranding will differentiate the Road Commission of Kalamazoo County from the other KCRCs such as Kalkaska County Road Commission and the Kent County Road Commission. Rebranding will include a new logo. The Board of County Road Commissioners of the County of Kalamazoo approved a Resolution of Support for Proposal 1 on March 10. Johnson thanked KATS staff for meeting with employees of the Road Commission of Kalamazoo County for training related to contributed services. Stepek noted that anyone interested in training could contact KATS staff.

C. Reid thanked members for moving quickly on the Westnedge Avenue Project. She noted the Osterhout project would be completed locally. The Listening Post will meet on Friday at the Road Commission of Kalamazoo County.

Harden reported that Phase 2 of Stadium Drive would begin on Monday.

Lanum reported that 62% of Obligation has been used. He urged members to submit projects.

Anderson reported the City of Kalamazoo City Commission met with the Michigan Municipal League regarding Proposal 1. The Commission passed a Resolution of Support for the proposal.

#### **ADJOURNMENT**

There being no other business, Chair Anderson adjourned the meeting at 9:46 am. The next meeting of the Kalamazoo Area Transportation Study will be held on April 29, 2015, at 9:00 a.m. at Kalamazoo Metro Transit.