



TO: Kalamazoo Area Transportation Study Policy Committee

FROM: Jonathan Start, Executive Director

DATE: October 24, 2013

SUBJECT: **POLICY COMMITTEE MEETING  
WEDNESDAY, OCTOBER 30, 2013 - 9:00 A.M.  
KALAMAZOO METRO TRANSIT  
530 NORTH ROSE STREET**

The Kalamazoo Area Transportation Study Policy Committee will be meeting on Wednesday, October 30 at 9:00 a.m. at Kalamazoo Metro Transit, 530 North Rose Street.

The following materials are included in your meeting packet:

1. Agenda for the October 30, 2013 meeting (reverse side)
2. Information Memorandum for October 30, 2013
3. Minutes of the September 25, 2013 meeting
4. Treasurer's Report
5. Process for Regionalizing Public Transit in Kalamazoo County

If you have any questions or additional agenda items, please let us know.

# **POLICY COMMITTEE MEETING**

## **OCTOBER 30, 2013**

### **AGENDA**

1. CALL TO ORDER
2. INTRODUCTIONS
3. ROLL CALL (Sign-in Sheet To Be Distributed)
4. MINUTES FROM THE SEPTEMBER 25, 2013 MEETING (Enclosure) (**ACTION**)
5. CHANGES OR ADDITIONS TO THE AGENDA
6. APPROVAL OF THE AGENDA (**ACTION**)
7. TREASURER'S REPORT (Enclosure) (**ACTION**)
8. TECHNICAL COMMITTEE REPORT (No Meeting on October 10 – Next Meeting: November 7)
9. CITIZENS' COMMENTS (non-agenda items only. Comments on agenda items should be made during discussion of those items)
10. PUBLIC TRANSPORTATION
  - a. Process for Regionalizing Public Transit in Kalamazoo County (Enclosure) (**ACTION**)
11. STAFFING CHANGES
  - a. Interviews for Office Manager and Part Time Planner
  - b. Recommendations (Enclosure) (**ACTION**)
12. FINANCE AND PERSONNEL COMMITTEE
  - a. Staff Evaluations and Committee Recommendation (**ACTION**)
13. PUBLIC TRANSPORTATION
  - a. Monthly Report
  - b. Updates
14. UPDATES
  - a. FY 2014 - 2017 Transportation Improvement Program
  - b. FY 2014 Unified Planning Work Program
  - c. Traffic Data Collection Services Contract
15. NEW BUSINESS
16. ADJOURNMENT

***Next Meeting: Wednesday, November 20, 2013 - 9:00 a.m.***

***Materials are available online at [www.KATSMpo.org](http://www.KATSMpo.org)***



Kalamazoo Area Transportation Study



KATSMPO

TO: Kalamazoo Area Transportation Study Policy Committee  
FROM: Jonathan R. Start, Executive Director  
DATE: October 24, 2013  
SUBJECT: Information on the Policy Committee Agenda for October 24, 2013 Meeting

Here is information on Policy Committee agenda items for your information.

### ***7. Treasurer's Report (Enclosure) (ACTION)***

The Treasurer will report to the Policy Committee on KATS financial activities for the month of September, 2013.

### ***8. Technical Committee Report***

The Technical Committee did not meet on October 10, 2013 because of a lack of action items. The next scheduled meeting date of the Technical Committee is November 7, 2013.

### ***10. Public Transportation***

#### **a. Process for Regionalizing Public Transit in Kalamazoo County (Enclosure) (ACTION)**

Since 2006, the Kalamazoo County Transportation Authority has worked to form a single public transportation provider in Kalamazoo County. Progress has been and continues to be made toward reaching this goal. Through contractual arrangements between the Kalamazoo County Transportation Authority and Kalamazoo Metro Transit, the public transportation system operates much like it will after the goal is reached. This arrangement has been effective in utilizing available resources to meet demands.

Following input to the Countywide Public Transportation System White Paper, more agencies were included in two committees to work toward achieving the goal. A process has been developed with key steps to be accomplished. A joint management agreement is being developed and vetted to allow for one manager to be responsible for the operation of Metro Transit and report to the Kalamazoo County Transportation Authority during the period prior to the consolidation of the two systems. The two executive directors are working with a consultant to develop action plans, timelines, and achievements to follow in the consolidation.

A process for regionalizing public transit in Kalamazoo County has been developed and shared with parties including the Kalamazoo Area Transportation Study Policy Committee. A copy is enclosed for your information. This process has been endorsed most recently by the Kalamazoo City Commission on Monday October 21<sup>st</sup>. It is also being presented to the Kalamazoo County Board of Commissioners, the Kalamazoo County Transportation Authority, and the Kalamazoo Transit Authority Board for action. It is coming to KATS and other boards for their information.

The operation of a sustainable, public transportation system in Kalamazoo County has been and remains an important part of the overall transportation system in the KATS study area. The Policy Committee has consistently emphasized this position. Staff is presenting the Process for Regionalizing Public Transportation in Kalamazoo County to the Policy Committee for your information and support. Staff recommends that the Policy Committee endorse the process presented since it reflects the position that has been stated in the past and outlines steps to achieve that goal of a regionalized public transportation system.

### ***11. Staffing Changes***

#### **a. Interviews for Office Manager and Part Time Planner**

Staff posted job notices for two positions that are included in the FY 2014 Unified Planning Work Program for KATS. One position is for a full time office manager and the other is for part time associate planners. The part time planner positions are to assist in the contract work for the Southcentral Michigan Planning Council that will cover the next two years. The full time office manager is to take over responsibilities that Kathy Schultz has been doing in order to free up capacity in the planning area as we transition the modeling responsibilities to KATS from MDOT. Interviews are being held during the week of October 21<sup>st</sup> for both positions

#### **b. Recommendations (**ACTION**)**

Staff will bring recommendations to the Policy Committee at their meeting.

### ***12. Personnel and Finance Committee***

#### **a. Staff Evaluations and Recommendation (**ACTION**)**

The Finance and Personnel Committee is meeting with the Executive Director before the Policy Committee meeting, and it is expected that they will make a recommendation to the Policy Committee on any salary adjustments for staff that may be appropriate.

### ***13. Public Transportation***

#### **a. Monthly Report**

The Administrative and Transition Leadership teams for the consolidation of Public Transportation each met in the last month. Updates on the executive services contract were provided and a lot of discussion was help on the possible governance structure of the new authority board. The Process for Regionalizing Public Transit in Kalamazoo County schedule of Board action by the major players was reviewed.

b. Updates

Members of the Kalamazoo County Transportation Authority, the Kalamazoo Transit Authority boards, Van Buren County Transportation and/or their staffs will update the Policy Committee on public transportation in the KATS area.

***14. Updates***

a. FY 2014 - 2017 Transportation Improvement Program: The FY 2014 - 2017 Transportation Improvement Program has not been approved at the federal level yet. The FY 2014 - 2017 Transportation Improvement Program is extended to November 30, 2013 to give time for the approval of the new program. Amendments can be made but need to be made to both programs until the new one is approved.

b. FY 2014 Unified Planning Work Program – The FY 2014 Unified Planning Work Program has been approved by Federal Highway Administration. There were some description details on some work elements that MDOT asked KATS to revise. Those changes have been made and submitted to MDOT. None of the changes affected budget in any work element.

c. Traffic Data Collection Services Contract – The contractor continues to make progress on the 2013 counts. Almost all counts have been taken for 2013 including some additional counts requested by agencies.



## KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE MINUTES MEETING OF SEPTEMBER 25, 2013

The September meeting of the Kalamazoo Area Transportation Study Policy Committee was called to order at 9:00 a.m. at Kalamazoo Metro Transit. Meeting attendance was recorded from the sign in sheet.

### *Members Present*

Bill Adams	Village of Vicksburg
David Anderson	City of Kalamazoo <i>Chair</i>
David Cornish	Village of Lawton
Beth Griffin	Van Buren County Board of Commissioners
Rob Heasley	City of Parchment
Libby Heiny-Cogswell	Oshtemo Township
Larry Hummel	Van Buren County Road Commission
John Lanum	Michigan Department of Transportation - Lansing
Jeff Maddox	Kalamazoo County Road Commission
Garrylee McCormick	Transit Authority Board
Jack Mekemson	Kalamazoo County Transportation Authority
Carl Newton	City of Galesburg
Larry Nielsen	Village of Paw Paw
Ann Nieuwenhuis	Comstock Township
Pete Pfeiffer	Michigan Department of Transportation – Southwest Region
Claudette Reid	City of Portage
Ron Reid	Kalamazoo Township
Greg Rosine	Western Michigan University
Randy Smith	Brady Township
Jeff Sorensen	Cooper Township
Richard Spulick	Village of Mattawan
Tom Swiat, Jr.	Prairie Ronde Township
Don Ulsh	Schoolcraft Township
John Zull	Kalamazoo County Board of Commissioners

### *Members Absent*

Jeff Bither	Ross Township
Alan Bussema	Richland Township
Lou Conti	Alamo Township
Dan DeVries	Village of Schoolcraft
Linda Kerr	Texas Township
Garrylee McCormick	Transit Authority Board
Bob Prentice	Village of Richland
Don Schultz	Climax Township
Greg Thomas	Pavilion Township

### *Others Present*

Rick Fowler, Tom Hohm, Sean McBride, Fred Nagler, Bill Schomisch, Kathy Schultz, Steve Stepek, and Jon Start.

### ***MINUTES OF AUGUST 28, 2013 MEETING***

MOTION by Spulick, SUPPORT by Heasley, *“to approve the minutes of the August 28, 2013 Policy Committee meeting.”* Motion approved.

### ***CHANGES OR ADDITIONS TO THE AGENDA***

Jon Start asked for discussion under Other New Business about opening an additional bank account for overpayments from the Michigan Department of Transportation.

### ***APPROVAL OF THE AGENDA***

MOTION by Sorensen, SUPPORT by R. Reid, *“to approve the agenda for the September 25, 2013 Policy Committee meeting with the change noted.”* Motion approved.

### ***TREASURER’S REPORT***

A copy of the August Treasurer’s Report was provided to the committee for review. The beginning balance on August 1 was \$157,982.30 and ending balance as of August 30 was \$121,755.24.

MOTION by R. Reid, SUPPORT by Nieuwenhuis, *“to approve the August, 2013 Treasurer’s Reports as presented.”* Motion approved.

### ***TECHNICAL COMMITTEE REPORT***

Jon Start reported that the Technical Committee met on September 12 and took action to support the Transportation Alternatives Program application for Drake Road and the two FY 2015 Local Safety Program applications. He noted that there was discussion about the possible additional funding for the FY 2014 Transportation Improvement Program. MDOT is now reporting that there will not be additional funding as anticipated for FY 2014.

Their next meeting is October 10 at 9:00 a.m.

***CITIZENS’ COMMENTS*** - None

### ***TRANSPORTATION ALTERNATIVES PROGRAM***

Several applications were submitted for the FY 2014 Transportation Alternatives Program funding. They included applications from the cities of Kalamazoo and Portage, the Village of Mattawan and the Kalamazoo County Road Commission. A subcommittee reviewed the applications and recommended the Drake Road project which adds non-motorized facilities along Drake between West Main and Ravine and coordinates with the sidewalk being installed on the east side of Drake between West Main and Grand Prairie. Road construction is also planned during FY 2014 along this section of Drake Road. Agencies who were not selected for funding were encouraged to apply for FY 2015 – 2017 funding, with the applications due November 1.

MOTION by Nielsen, SUPPORT by R. Reid, *“to approve of the Transportation Alternative Program Application for funding for the Kalamazoo County Road Commission’s Drake Road Project.”* Motion approved.

### ***FY 2015 MDOT SAFETY PROJECT APPLICATIONS***

Two FY 2015 Local Safety Program project applications were received. The Kalamazoo County Road Commission and City of Kalamazoo are applying for funding to chip seal East Main and restripe to provide for a center turn lane and one lane in each direction. Traffic signals at East Main and Michigan, East Main at Humphrey, and East Main at Nazareth will also be upgraded with some limited intersection reconfiguration at East Main and Michigan to address a combination of left turn, pedestrian, and other crashes.

The Road Commission is also applying for funding to add a left turn lane at the intersection of 8<sup>th</sup> Street and U Avenue along with radius improvements and minor sight distance improvement to address left turn and angle crashes.

Jon Start noted that the Technical Committee acted to support the applications for funding. If the projects are funded with FY 2015 funds, they will likely be constructed in FY 2016. The two applications were the only ones received by the local agencies.

MOTION by R. Reid, SUPPORT Heasley, *“to support the Kalamazoo County Road Commission and City of Kalamazoo FY 2015 Local Safety Program applications.”* Motion approved.

### ***FY 2014 UNIFIED PLANNING WORK PROGRAM AMENDMENT***

A number of changes were presented to the Policy Committee for approval. The changes to the FY 2014 Unified Planning Work Program included:

- Identification of additional funds for work to be done as part of the Southcentral Michigan Planning Council contract. These funds including State Planning and Research (SPR) and Michigan Transportation Fund (MTF) dollars that will be used to complete several projects as needed by MDOT and Region 3.
- Inclusion of the Traffic Count Contract with Traffic Tech Services, LLC for FY 2014. The cities of Kalamazoo and Portage, along with the Kalamazoo County Road Commission, will be using the consultant to collect traffic count data. The payments for the traffic counts can be used as third party in-kind contributions for the KATS program. More agencies may also participate in this contract.
- Work on the 2040 Transportation Plan and the hiring of a consultant to develop the transportation model. This work will be needed to complete the 2040 Transportation Plan. MDOT requested that the hiring of a consultant be spelled out in the FY 2014 program clearly.
- Inclusion of the US-131/US-131 Business Route review efforts to be undertaken by Oshtemo Township and Kalamazoo Township.
- Adding the ADA Bus Stop Study for Kalamazoo Metro Transit. \$70,000 in FTA Section 5303 funds were not spent in FY 2013 so KATS is required to identify the funds in FY 2014. Bill Schomisch has updated staff on the project and will be delaying the start of the project until the work program amendment is approved.

MOTION by Swiat, SUPPORT by Heasley, *“to approve of the amendments to the FY 2014 Unified Planning Work Program.”* Motion approved.



### ***MICHIGAN REGIONAL REINVENTION PROGRAM***

Jon Start reported that the directors of the Battle Creek Area Transportation Study and KATS, along with representatives from the Southwest Michigan Planning Commission and the Southcentral Michigan Planning Council, met recently to discuss the Michigan Regional Reinvention Program. Applications for funding for the program are due November 1. After the meeting, it was decided that the agencies should look at asking their boards to support the cooperative efforts into making one application for the new seven county area.

Jon Start presented a resolution of support for the Regional Prosperity Initiative. He noted that the group would be meeting on October 1 at 10:00 a.m. to discuss the application and who would be applicant for the funding. He noted that the group would be applying for Tier 1 funding which would include developing a plan to align the various agencies.

MOTION by Sorensen, SUPPORT by Maddox, ***“to authorize the Chairperson signature on the Resolution of Support for the Regional Prosperity Initiative.”*** Motion approved.

### ***PUBLIC TRANSPORTATION***

Jon Start noted that there have been several meeting related to the consolidation of the transit systems. He commented that the attorneys for the City of Kalamazoo and Kalamazoo County are working on the details of the incompatible office issue with Sean McBride being the director of two transit systems.

Ridership for both Kalamazoo Metro Transit and Metro County Connect systems is up for the month of August.

Jack Mekemson reported that the KCTA adopted the budget for FY 2014. He also reported that a pilot bus program that is servicing Pavilion Estates is being conducted in order to determine possible changing in bus routing.

### ***UPDATES***

Jon Start noted that the traffic count program with the consultant has been going well and data is being collected.

### ***OTHER NEW BUSINESS***

Jon Start asked the Policy Committee to give him authorization to open an additional account at Fifth Third Bank. The account would be used for additional payments for planning invoices that have been made by MDOT to KATS over the past year. Based on a review by the KATS accountant, he is recommending that the overpayments be placed in a separate bank account with notation that these are overpayments.

MOTION by Sorensen, SUPPORT by Heasley, ***“to authorize the Executive Director to open an additional bank account at Fifth Third Bank for the overpayment of funds to the Kalamazoo Area Transportation Study.”*** Motion approved.

Dave Anderson noted that the Kalamazoo City Manager candidates will be interviewed and at public information meetings on Thursday and Friday. Four candidates are being considered.

Jason Lanum from MDOT reported that the FY 2014 – 2017 Transportation Improvement Program has not been approved by the Federal Highway Administration. Currently, the approval date is mid-November. He also noted that the June submission of the FY 2014 Unified Planning Work Program was approved.

***ADJOURNMENT***

There being no further business, Chairperson Anderson adjourned the meeting at 9:41 a.m. The next meeting of the Policy Committee will be held October 30 at 9:00 a.m.

## **KALAMAZOO AREA TRANSPORTATION STUDY**

### **TREASURERS REPORT**

Policy Committee Meeting October 30th 2013

Beginning Balance as of September 1 <sup>st</sup> 2013	\$121,755.24
There were 15 checks cashed totaling	\$(13,318.64)
There were 6 withdraws/debits totaling	\$(16,018.10)
There was 2 deposit(s) / credits	\$103,012.65
Ending Balance as of September 30 <sup>th</sup> , 2013	\$195,431.15

If there is any questions regarding any of the checks or withdraws, please feel free to contact me at your convenience, and I will be happy to review the 5/3 checking statement with you.

Respectfully submitted,

Jeffrey R. Sorensen  
Treasurer, Kalamazoo Area Transportation Study