

TO: Kalamazoo Area Transportation Study Citizen Advisory Committee

DATE: March 12, 2015

SUBJECT: **CITIZEN ADVISORY COMMITTEE MEETING
MARCH 19, 2015 – 4:00PM
KALAMAZOO METRO TRANSIT
530 NORTH ROSE STREET**

The Kalamazoo Area Transportation Study Citizen Advisory Committee will be meeting on March 19, 2015 at 4:00p.m. at Kalamazoo Metro Transit, 530 North Rose Street.

The following materials are included in your meeting packet:

1. Agenda for the March 19, 2015 Meeting
2. Draft Minutes of the January 15, 2015 Meeting
3. Draft Citizen Advisory Committee Bylaws
4. Doodle Poll Results
5. Proposed Meeting Schedules

**KALAMAZOO AREA TRANSPORTATION STUDY (KATS)
CITIZEN ADVISORY COMMITTEE
MARCH 19, 2015
AGENDA**

1. CALL TO ORDER
2. INTRODUCTIONS
3. CHANGES/ADDITIONS TO THE AGENDA
4. APPROVAL OF JANUARY 15, 2015 MINUTES (ENCLOSURE) (ACTION)
5. CITIZENS' COMMENTS (NON-AGENDA ITEMS)
6. NEW BUSINESS
 - A. TRANSPORTATION SURVEY
 - B. KATS UPDATES
7. OLD BUSINESS
 - A. BYLAWS (ENCLOSURE) (ACTION)
 - B. MEETING SCHEDULE (ENCLOSURE) (**ACTION**)
8. MEMBER COMMENTS
9. ADJOURNMENT

**KALAMAZOO AREA TRANSPORTATION STUDY CITIZEN ADVISORY
COMMITTEE MEETING MINUTES OF JANUARY 15, 2015**

The January meeting of the Kalamazoo Area Transportation Study Citizen Advisory Committee was called to order at 4:00 p.m. at Kalamazoo Metro Transit. Meeting attendance was by KATS staff.

MEMBERS PRESENT

Kay Chase	National Association of Railroad Passengers
Michele McGowen (Chair)	Disability Network
Richard Ives (Vice-chair)	Kalamazoo Valley Community College
Linda MacDonald	ISAAC, Friends of Transit
Jun Oh	Western Michigan University
Deb Wild	KRESA

MEMBERS ABSENT

Paul Selden	Bike Friendly Kalamazoo, Kalamazoo Bike Club
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KATS STAFF PRESENT

Steve Stepek, Monica Zehner

INTRODUCTIONS

Introductions were made by all present. Stepek indicated name placards would be made for the next meeting.

CHANGES OR ADDITIONS TO THE AGENDA-NA

APPROVAL OF THE DECEMBER 16, 2014 MINUTES

Zehner noted MacDonald's name was spelled incorrectly in the December 16, 2014 minutes and the correction would be made.

MOTION by MacDonald. SUPPORT by Ives, ***“to approve the minutes of the December 16, 2014, Citizen Advisory Committee meeting with the corrections noted.”*** Motion approved.

NEW BUSINESS

KATS EDUCATION SESSION

Materials for the KATS Education Presentation to the Citizen's Advisory Committee were distributed at the meeting. Stepek presented a Power Point Presentation regarding the purpose of KATS, Transportation Funding and KATS funding.

OLD BUSINESS

REVIEW OF BYLAWS

Proposed changes to the Citizen Advisory Committee Bylaws were emailed to the Citizen Advisory Committee. Additional copies were provided at the meeting.

McGowen noted that under membership, the ability to renew would be based upon an application process in the event there was interest from other individuals in serving on the committee. Appointment as Chair or Vice-chair would be limited to two terms consisting of one year.

Chase indicated concerns with whether the number of representatives was sufficient to represent interest groups within the community. McGowen noted that not separating Citizen Advisory Committee membership from citizen's in attendance raised issues with determination of quorum, voting and setting meeting dates and times. Members concurred the section determining membership would be changed to reflect a membership of at least seven.

MEETING SCHEDULE

The proposed meeting schedule from at the December 16 meeting was included in the meeting materials. Concerns were raised regarding whether or not quarterly meetings were sufficient.

The members of the Citizen Advisory Committee noted that according to the results of the first doodle poll, the committee had chosen Thursday of the month as the best day of the week for meeting. McGowen requested that since the original poll contained alternate days, staff issue a new poll regarding the best Thursday of the month and the best time of the day for the meetings.

The next meeting of the Citizen Advisory Committee was set for March 19, 2015 at 4:00PM.

MEMBER COMMENTS-NA

ADJOURNMENT

There being no other business, Chair McGowen adjourned the meeting at 5:02 p.m.

BYLAWS OF THE KALAMAZOO AREA TRANSPORTATION STUDY CITIZENS ADVISORY COMMITTEE

Mission Statement

The Citizens Advisory Committee (CAC) of the Kalamazoo Area Transportation Study (KATS) provides citizens and organizations within ~~Kalamazoo County~~ ***the KATS Metropolitan Area Boundary*** the opportunity to explore and discuss transportation issues and to provide input to KATS related to the development of the ~~20-year~~ ***Metropolitan*** Transportation Plan, the Transportation Improvement Program, and other transportation projects and services.

ARTICLE I. PURPOSE

- 1.1 The purpose of the Citizens Advisory Committee (hereby referred to as "CAC) of the Kalamazoo Area Transportation Study (hereby referred to as "KATS") is to:
 - a. enhance public awareness of KATS and promote public input from stakeholders concerning area transportation planning for ~~Kalamazoo County~~ ***within the Metropolitan Area Boundary (MAB)***;
 - b. solicit and provide input on transportation plans, programs, and other issues being considered by the KATS Policy Committee and the KATS Technical Committee; and
 - c. identify transportation challenges from the perspective of the general public and ~~propose solutions~~ ***offer recommendations*** to the KATS Policy Committee and to the KATS Technical Committee.

ARTICLE II. MEMBERSHIP

- 2.1 The widest public involvement is desired. Participation shall be open to representation from citizen-based organizations, special interest groups, at large citizens, and other stakeholders associated with transportation ~~in Kalamazoo County~~ ***within the Metropolitan Area Boundary (MAB)***. ***The committee shall consist of at least seven (7) members.***
- 2.2 ***The CAC shall accept and appoint members on a biennial basis, or when needed to maintain full membership.***
- 2.3 ***Members shall be appointed for a two year term, with the ability to ~~renew~~ reapply for an additional two year term. ~~After two terms, the member may reapply for appointment.~~***

ARTICLE III. OFFICERS

- 3.1 CAC members shall designate a Chair to serve a one-year term, ***with the ability to be reappointed renew for an additional one-year term.*** The Chair shall preside over full CAC meetings, shall designate leaders and members of standing committees, shall transmit or designate communications between the CAC and the KATS Policy Committee. The CAC Chair or his/her designee shall serve on the KATS Policy and Technical Committees as a non-voting liaison to promote communication between the groups.
- 3.2 CAC members shall designate a Vice-Chair to serve a one-year term, ***with the ability to renew be reappointed for an additional one-year term.*** The Vice-Chair shall fulfill the duties of the Chair in the absence of the Chair.
- 3.3 ~~CAC members shall designate a Secretary to attend all full CAC meetings and keep a public record of the actions of each meeting.~~ KATS staff will ***act as the CAC Secretary and*** provide required meeting notices and maintain a list of members and other interested persons.
- 3.4 Vacancies in offices shall be filled by the CAC for the remainder of the unexpired term.
- 3.5 The officers shall be designated annually at the first meeting of the members to be held after December 1.
- ~~3.6 Vacancies in offices shall be filled by the CAC for the remainder of the unexpired term.~~

ARTICLE IV. SUBCOMMITTEES

- 4.1 The CAC may form both standing and temporary subcommittees. Subcommittees shall serve until dissolved by the CAC.
- 4.2 The Subcommittee members and Subcommittee chair shall be appointed by the CAC Chair.
- 4.3 The subcommittee may elect to solicit specific expertise from a non-CAC member.
- 4.4 The Subcommittee chair shall submit written reports of the subcommittee meetings to the CAC.

ARTICLE V. MEETINGS

- 5.1 All meetings shall be open to the general public and shall allow for a public comment period. Citizen comments made at full CAC meetings will be included in the official record. ***The Chair reserves the right to limit public comment to four (4) minutes per person.***
- 5.2 ***CAC meetings shall follow the guidelines set forth in the KATS Public Participation Plan.***

At a minimum, the CAC meeting agendas shall include:

- a) Call to order
- b) Introductions
- c) Changes/additions to the agenda
- d) Approval of the minutes of the previous meeting
- e) New business
- f) Old business
- g) Informational items
- h) Public comment (*on non-agenda items*)
- I) Adjournment

5.3 ~~The CAC shall strive to develop consensus decisions following open discussions. The Chair will transmit the CAC's recommendations, including dissenting opinions, to the KATS Policy Committee and KATS Technical Committee.~~

5.4 In order to insure that a certain level of understanding of the issues is available to those ~~citizens~~ ***members*** voting, ~~citizens or other~~ members who have attended three of the last ~~five~~ ***four*** regular meetings of the CAC shall have voting privileges. Attendance records shall be kept to determine voting privileges. A simple majority of those attending and eligible to vote would constitute a ~~majority~~ ***quorum***.

5.5 Meetings of the CAC shall be held at least ~~monthly through October 2005 and at least quarterly thereafter.~~ ***Additional meetings may be called at request of the Chair or KATS staff.***

5.6 Robert's Rules of Order shall govern the conduct of all meetings.

~~5.7 Notice of meetings shall be transmitted electronically or in writing to all members not less than five (5) working days before the date of the meeting. Such notice must include time, place, purpose, and proposed agenda of the meeting. Agenda and meeting records will be posted on the KATS website and in the KATS office at 3801 East Kilgore Road in Kalamazoo. Such notice may be made through a newsletter transmitted electronically or mailed to all members. Hardecopies of meeting notices shall also be distributed to local government offices for posting.~~

ARTICLE VI. AMENDMENTS

6.1 Any member may propose amendments to these bylaws. The proposed change shall be filed with ~~the Secretary~~ ***KATS Staff***.

6.2 The CAC shall review the proposed changes within the next two meeting. The proposed change shall be sent to all members for consideration by the next meeting, as part of the notice required in ~~Section 6.8~~ ***the KATS Public Participation Plan***.

6.3 The KATS Policy Committee shall approve the Bylaws of the CAC and any changes ***made to the CAC bylaws***.

Date of adoption by the Citizens Advisory Committee: ~~October 28, 2004~~

Draft- 1/13/15; Draft 3/12/2015

~~Strikethrough~~- Deletions

Bold Italic- New additions

Date of adoption by the KATS Policy Committee:

~~February 23, 2005~~

CAC Best Times

Where: Metro Transit (<http://maps.google.com/maps?q=Metro%20Transit%20530%20North%20Rose%20Street%2C%20Kalamazoo%2C%20MI%2049007%2C%20United%20States>)

Pick the best day/time that works best.

Most popular option: Third Thursday of the Month-4 p.m.

	First Thursday of the Month-4 p.m.	First Thursday of the Month-5 p.m.	Third Thursday of the Month-4 p.m.	Fourth Thursday of the Month-5 p.m.
7 participants				
Deb Wild	✓		✓	
jun Oh			✓	✓
Kay Chase	✓		✓	
Linda Cook MacDon	✓	✓	✓	✓
Paul Selden	✓		✓	✓
Michele McGowen	✓		✓	✓
Rick Ives			✓	✓
Yes	5	1	7	5
If need be	0	0	0	0
No	2	6	0	2

1 Comment

Thursday night is my night to play Trivia so 5 pm meetings do not work for me
 1/19/15 3:34 PM | Deb Wild |

**KALAMAZOO AREA TRANSPORTATION STUDY (KATS)
CITIZEN ADVISORY COMMITTEE
ALL MEETINGS 4:00 PM, KALAMAZOO METRO TRANSIT**

PROPOSED SCHEDULE A (EVERY OTHER MONTH)

MAY 21, 2015

JULY 23, 2015

SEPTEMBER 17, 2015

NOVEMBER 19, 2015

PROPOSED SCHEDULE B (QUARTERLY)

JUNE 18, 2015

SEPTEMBER 17, 2015

DECEMBER 17, 2015