



TO: Kalamazoo Area Transportation Study Citizen Advisory Committee

FROM: Monica Zehner, Office Manager

DATE: August 13, 2015

SUBJECT: CITIZEN ADVISORY COMMITTEE MEETING
AUGUST 20, 2015, AT 4:00 P.M.
KALAMAZOO METRO TRANSIT
530 NORTH ROSE STREET

The Kalamazoo Area Transportation Study Citizen Advisory Committee will be meeting on August 20, 2015, at 4:00 p.m. at Kalamazoo Metro Transit, 530 North Rose Street.

The following materials are included in your meeting packet:

1. Agenda for the August 20, 2015, Meeting
2. Draft Minutes of the May 21, 2015, Citizen Advisory Committee Meeting
3. Draft Citizen Advisory Committee Bylaws
4. Comments on the Draft Citizen Advisory Committee Bylaws
5. 2045 Metropolitan Transportation Plan Updates

**KALAMAZOO AREA TRANSPORTATION STUDY (KATS)
CITIZEN ADVISORY COMMITTEE
AUGUST 20, 2015
AGENDA**

- 1) CALL TO ORDER
- 2) INTRODUCTIONS
- 3) CHANGES/ADDITIONS TO THE AGENDA
- 4) APPROVAL OF THE AGENDA (**ACTION**)
- 5) APPROVAL OF THE MINUTES FROM THE MAY 21, 2015, MEETING (ENCLOSURE) (**ACTION**)
- 6) CITIZENS' COMMENTS (*On non-agenda items only. Comments on agenda items should be made during discussion of those items.*)
- 7) OLD BUSINESS
 - a. Bylaws (Enclosures)
 - b. 2045 Metropolitan Transportation Plan Updates (Enclosure)
- 8) NEW BUSINESS
 - a. Bike Friendly Kalamazoo Commuter Bike Route Project
- 9) CITIZEN COMMENTS
- 10) MEMBER COMMENTS
- 11) ADJOURNMENT

The next regular meeting of the Kalamazoo Area Transportation Study Citizen Advisory Committee will be held on Thursday, November 19, 2015, at 4:00 p.m. at Kalamazoo Metro Transit.

**KALAMAZOO AREA TRANSPORTATION STUDY CITIZEN ADVISORY
COMMITTEE MEETING MINUTES OF May 21, 2015**

The May meeting of the Kalamazoo Area Transportation Study Citizen Advisory Committee was called to order at 4:10 p.m. at Kalamazoo Metro Transit. Meeting attendance was recorded by KATS staff.

MEMBERS PRESENT

Michele McGowen (Chair)
Richard Ives (Vice-chair)
Linda MacDonald

MEMBERS ABSENT

Deb Wild
Paul Selden
Jun-Seok Oh
Kay Chase

OTHERS PRESENT

Jon Start and Megan Arndt

CHANGES OR ADDITIONS TO THE AGENDA

To add "Public Comments (On Non-Agenda Items)."

MOTION by MacDonald, SUPPORT by Ives, ***"to approve the agenda with the addition noted."*** Motion approved.

APPROVAL OF THE March 19, 2015 MINUTES

MOTION by MacDonald. SUPPORT by Ives, ***"to approve the minutes of the March 19, 2015, Citizen Advisory Committee meeting."*** Motion approved.

NEW BUSINESS

KATS UPDATES

Start reported on the 2045 Metropolitan Transportation Plan (MTP) for the Kalamazoo Area Transportation Study.

Federal Regulations of Moving Ahead for Progress in the 21st Century (MAP 21), recommends KATS include performance measures during the planning process of the 2045 Metropolitan Transportation Plan. The 2045 project ranking process is something new to KATS and is encouraged by Federal Highway Administration; the ranking process is nebulous. If agencies propose projects and there isn't enough funding, how will the MPO choose projects? The ranking process works towards KATS vision and goals and are award points. This ranking process doesn't actually assign money to projects, it simply shows how a project meets KATS criteria.

McGowen inquired how KATS came up with the points for projects. Start reported that the Federal Highway Administration suggested KATS look at other MPO's that already have a prioritization process and KATS tailored those processes to meet KATS vision and goals.

MacDonald inquired as to if KATS as an MPO will be evaluated on how well projects are selected. Start noted that KATS will be evaluated.

MacDonald inquired on how the numeric ranking will be incorporated in to the 2045 Metropolitan Transportation Plan. Start reported that when KATS shows that the plan is fiscally constrained, it shows that we don't need additional funding. Ranking allows KATS to show that additional funding is needed for projects that were not awarded based on the ranking and prioritization process.

OLD BUSINESS

REVIEW OF BYLAWS

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

McGowen stated that KATS Policy Committee has not yet approved the Citizen Advisory Committee Bylaws. Main concerns from the Policy Committee were about the membership of the Citizen Advisory Committee; are those serving on the Citizens Advisory Committee representing themselves or the organization they are affiliated with? Another concern was the criteria for those who wish to serve on the Citizens Advisory Committee. Finally, there was a suggestion to put a cap on the membership. Start agreed that there should be a cap on membership and the bylaws should reflect the criteria for citizens who wish to be a member of the Citizen Advisory Committee. The bylaws should also reflect what the Citizens Advisory Committee will be comprised of (in terms of citizen representation) and what the Citizens Advisory Committee will be responsible for.

Membership should include a minimum of 5 members and up to a maximum of 9 members.

There should be membership applications for interested citizens of the community. The application will state that the Citizens Advisory Committee wants a membership consisting of a broad range of transportation interests. Applications will be reviewed and selected by the members of the KATS Policy Committee.

It should be clearly stated that members of the Citizens Advisory Committee are representing themselves as interested citizens of the community in relation to transportation issues.

McGowen stated the bylaws should not include agenda items. The agenda will include relevant items as the Citizen Advisory Committee sees fit.

MacDonald suggested that quorum be constituted as a simple majority of members; allowing flexibility in the event there are several members absent.

MOTION by MacDonald, SUPPORT by Ives, ***“to change the requirement of ‘at least 7’ to ‘at least 5 with a maximum of 9’ under Section 2.1.”***

MOTION by MacDonald, SUPPORT by Ives, ***“to remove the list of meeting agenda items under Section 5.2.”***

It should be noted that the Bylaws have to allow one month for public comment following proposed changes to the document before it could be adopted by the Citizen Advisory Committee. Policy Committee adoption would then be at the August meeting.

ADJOURNMENT

There being no other business, Chair McGowen adjourned the meeting at 5:15 p.m.

The next meeting of the Citizen Advisory Committee is August 20, 2015, at 4:00 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~~ ***Membership*** 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)***.
- 2.2 ~~The committee shall consist of at least seven (7)~~ ***five (5) members with a maximum of nine (9) members.***
- 2.3 ~~The CAC~~ ***KATS Policy Committee shall accept applications and appoint members to the CAC on a biennial basis, or when needed to maintain full membership.***
- 2.4 ~~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***

Draft- 1/13/15; Draft 3/12/2015; Draft 6-8-2015; Approved by KATS Citizen Advisory Committee on (Date); Approved by KATS Policy Committee on (Date)

~~Strikethrough- Deletions~~

Bold Italic- New additions

~~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.***

~~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~~

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~~Strikethrough-~~ Deletions **Bold Italic-** New additions

- e) ~~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~~
- 5.2 ~~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.~~
- 5.3 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**.
- 5.4 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.**
- 5.5 Robert's Rules of Order shall govern the conduct of all meetings.
- 5.6 ~~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. Hardcopies 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 meetings. 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~~

Date of adoption by the KATS Policy Committee: ~~February 23, 2005~~

CAC Draft Bylaws

Comments received at the July Policy Committee Meeting

Teeter (Kalamazoo County Transportation Authority) inquired as to why under Article II. Membership 2.2 the number of members had been reduced to a minimum of five (5) from seven (7). Start reported that the range had been set because of concerns with the status of the Citizen Advisory Committee if a current member decided to no longer serve. It was noted that the committee did allow up to nine (9) members under the new draft.

Teeter also expressed concerns with Article V. Meetings under 5.1. ***“The chair reserves the right to limit public comment to four (4) minutes per person.”*** She opined this was a procedural matter and might be misinterpreted. Urban (City of Portage) noted that the Chair should be allowed to have some discretion in time allotted to a speaker. However, he concurred with Teeter that it should not be included in the Bylaws. Nielsen (Village of Paw Paw) also supported the opinion.

Monica Zehner

From: Joanna Johnson <JJohnson@kalamazoocountyroads.com>
Sent: Wednesday, July 29, 2015 2:34 PM
To: Monica Zehner
Cc: Steve Stepek; jrstart@katsmpo.org; danieljmoyle@aol.com; David Anderson
Subject: Citizen Advisory Committee Draft Bylaws Feedback

Monica, as requested here is my feedback for the Citizen Advisory Committee DRAFT bylaws, please share accordingly:

Mission Statement: any citizen, any organization?

Article 1, c: “recommendations” should be changed to provide citizen input; which is consistent with mission statement and public participation process and reason for the committee establishment. Also, can we add something positive as item c reads “challenges” - opportunities?

Article 2, 2.1: stakeholders needs to be defined and what is meant by associated with transportation – any citizen is associated with transportation. I also think a policy committee member should be a member.

This should be considered for the make-up of the members with representation from these specific categories for a balanced citizen representation

....From the KATS 2035 Plan:

The regulations identify “citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, agencies or entities responsible for safety/security operations, providers of non-emergency transportation services receiving financial assistance from a source other than Title 49, U.S.C. Chapter 53, and other interested parties” for inclusion in the input process for transportation decision making. KATS is open to and encourages input from any individual, group, organization, agency, business, municipality, or service provider.

Article 2, 2.2: pick a number 5 or 9 members. Otherwise, this is a moving target for voting privileges, quorum, representation, stakeholders, etc. When will we decide if there are 5 members or 9 members? What number triggers when to fill a vacancy?

Article 2, 2.3/2.4: members appointed or re-appointed annually. Applications should include specific organization/advocacy as may be applicable.

Article 3, 3.4: contradicts 2.3, therefore vacancies also approved by the policy committee.

Article 4: similar language to KATS bylaws should be considered and standing committees subject to approval.

Article 5, 5.2/5.3: “recommendations” should be changed to input. Rather than a simple majority as a quorum of *those attending* the meeting and eligible to vote; similar to KATS bylaws – a simple majority of the voting members (as defined by voting privileges) shall constitute a quorum.

Thank you for the consideration - Joanna

**Joanna I. Johnson, Managing Director
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2045 Metropolitan Transportation Plan Updates

A call for projects for the 2045 Metropolitan Transportation Plan was been issued. Local jurisdictions and agencies were asked to fill out an application for all planned, anticipated, or illustrative transportation projects within the KATS Planning Area.

Applications were to be completed for:

1. Projects included in a current five year capital improvement program (CIP) regardless of funding sources.
2. Projects that will make a **network change**, whether planned or illustrative. Some examples of projects that would make a network change: Road diets, expansion, new facility, corridor level ITS.

The deadline to submit project applications is Friday, August 14.

Once project applications have been received, scenarios will be built in the Travel Demand Model. These scenarios will show the potential impacts on the transportation system. Projects will be prioritized for inclusion in the Metropolitan Transportation Plan Fiscally Constrained Project List and the Metropolitan Transportation Plan Illustrative Project list. The draft project listings are targeted for completion in October.

KATS continues work on the draft Non-Motorized Plan. Currently, KATS is still waiting for the City of Kalamazoo Non-motorized Plan to complete the draft.