CALL TO ORDER

The meeting was called to order at 9:00 a.m. at Metro by Treasurer Drouin.

INTRODUCTIONS

Introductions were made by all present.

Teeter addressed the members of KATS Policy Committee. She reported that on September 11, 2017, she informed the members of the Central County Transportation Authority (CCTA) and the Kalamazoo County Transportation Authority (KCTA) that she is resigning her position as chair for both authorities. In 2002, there was a KATS Policy Committee meeting regarding public transit funding. As a result, a sub-committee was formed and a recommendation was made to move the system from the City of Kalamazoo and Kalamazoo County to one authority. The first meeting was held in 2005 and Teeter has been working with KATS Policy Committee on this issue since that time. Teeter stated that it has been a privilege to work with the Committee and thanked members for the work they have done. She requested that members continue to keep consideration for public transportation in their decisions. Teeter shared that she will be moving to South Haven. Since she is no longer a resident within the Metropolitan Planning Area, she joined the members of the public.

ROLL CALL

Meeting attendance was recorded on the sign-in sheet.

Members Present

David Anderson  City of Kalamazoo
Robert Britigan  City of Parchment
Marsha Drouin, Treasurer  Richland Township
Todd Hackenberg  Village of Lawton
Rick Fowler  Michigan Department of Transportation Lansing
Libby Heiny-Cogswell  Oshtemo Township
Jeff Heppler  Village of Augusta
Martin Janssen  Central County Transportation Authority
Joanna Johnson  Road Commission of Kalamazoo County
Linda Kerr  Texas Township
Greg Kinney  Van Buren County Road Commission
Jason Latham  Michigan Department of Transportation Southwest Region
Tracey Locey  Brady Township
Michele McGowen  KATS Citizen Advisory Committee
Dexter Mitchell  Kalamazoo Township
Carl Newton  City of Galesburg
Paul Schincariol  Van Buren County Board of Commissioners
Ron Smith  Village of Vicksburg
Jeff Sorensen  Cooper Township
Linda Teeter  Kalamazoo County Transportation Authority
Randy L. Thompson  Comstock Township
Terry Urban  City of Portage
Kevin Wordelman  Kalamazoo County Board of Commissioners

Members Absent

Brenda Deruyscher  Village of Mattawan
John Clement  Van Buren Transit  
Keith Gunnett  Village of Schoolcraft  
Gary Moore  Ross Township  
Pete Pfeiffer  Michigan Department of Transportation TSC  
Larry Nielsen  Village of Paw Paw  
Greg Rosine  Western Michigan University  
Michael Scott  Village of Richland  
Thomas L. Swiat, Jr.  Prairie Ronde Township  
Greg Thomas  Pavilion Township  
William Van Tassel  Almena Township  
Don Ulsh  Schoolcraft Township  

Others Present  
John Gisler, Sean McBride, Beverly McCall, Claudette Reid, Jon Start, Lewis Whalen, Monica Zehner  

CHANGES OR ADDITIONS TO THE AGENDA  
No changes or additions to the agenda were requested.  

APPROVAL OF THE AGENDA  
MOTION by Johnson, SECOND by Sorensen, “to approve the agenda for the September 27, 2017 Policy Committee Meeting.” MOTION APPROVED.  

CITIZENS’ COMMENTS  
No citizen comments were made.  

CONSENT AGENDA  
Information on items listed on the consent agenda was included in the meeting materials. Items on the consent agenda were:  

• Acceptance of the Treasurer’s Report  
• Acceptance of the Technical Committee Reports (August 10, 2017, September 13, 2017 meetings)  
• Acceptance of the Regional Prosperity Initiative Report  
• Acceptance of the Southcentral Michigan Planning Council Report  
• Approval of the Minutes from the July 26, 2017 Meeting  

MOTION by Johnson, SECOND by Thompson, “to accept and approve the items on the consent agenda as listed.” MOTION APPROVED.  

FISCAL YEAR 2017 – 2020 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS  
A copy of the proposed amendments to the FY 2017-2020 Transportation Improvement Program and information on the listing of projects to be amended into the General Program Account (GPA) were included in the meeting materials. (Amendments and the list of GPA Project can be found on the last page of the meeting minutes).  

Start reported that with the exception of one project, the proposed amendments were Michigan Department of Transportation (MDOT) projects. Among the proposed amendments was an amendment to the General Program Account for the addition of MDOT Traffic Operations and Safety Projects. There was also a proposed amendment to change the lead agency from the City to the RCKC on the 2020 Drake Road Project from Parkview Avenue to W. Main Street.
MOTION by Johnson, SECOND by Sorensen. “to approve the proposed amendments to the FY 2017-2020 Transportation Improvement Program.” MOTION APPROVED.

DRAFT PUBLIC PARTICIPATION PLAN IN TRANSPORTATION DECISION MAKING

Start reported that the Draft Public Participation Plan in Transportation Decision Making was available at KATS website. Revisions to the Public Transportation Plan were made to address recommendations received at KATS Transportation Management Area Certification Review that KATS be more pro-active in its methods for public outreach and public involvement in the transportation planning process. The draft is available for public comment and will be brought to the Policy Committee for approval at a future date.

MICHIGAN DEPARTMENT OF TRANSPORTATION SAFETY PERFORMANCE MEASURE TARGETS

Start reported that federal law and regulations require that States and Metropolitan Planning Organizations (MPOs) establish safety performance measure targets for the federal transportation planning process. The State of Michigan has established its targets for 2018. Since the penalty for failing to meet established safety targets would be to restrict federal funding to safety programs and projects, and the federal funding Michigan receives is already used for safety programs and projects, there will be no negative impact on the state for failing to meet the established targets.

Start reported that MDOT spent time evaluating crash trends and measures which impact fatal and serious crash rates when establishing the targets. The once downward trend in fatality and serious injury crashes has leveled and since 2014 has seen an upward trend. KATS and other MPOs were involved in the process.

KATS is required under the federal law and regulations to either support the State of Michigan safety targets or establish its own specific targets within six months of the State of Michigan adopting its performance measure targets. If an MPO establishes its own targets, it must still report on how its program supports the State established targets. Start reported that KATS staff would be making a recommendation for KATS Policy Committee to adopt the State of Michigan targets. KATS will not be required to proportionally meet state targets for its planning area. The Metropolitan Transportation Plan will be amended in FY 2018 for the inclusion of performance measure targets.

Johnson inquired if Start anticipated that other MPOs in Michigan will adopt the State targets. Start reported that other than SEMCOG (the Southeast Michigan Council of Governments), MPOs within Michigan did not have the necessary resources for the level of analysis required to set individual targets. He opined that it is likely that all MPOs in Michigan, including SEMCOG, will adopt the State of Michigan targets.

Wordelman observed that, other than the serious injury rate, all targets seemed to be higher than current rates. He stated that he would have expected targets to be lower than the current rate to indicate an improvement in safety. Start reported that the trends have shown that fatalities and serious injury rates have been increasing despite ongoing efforts to improve safety. Because whether the State of Michigan will be found in compliance is based on the adopted targets, realistic targets need to be set. Wordelman inquired if there would be long-term targets where the targets will be a decline in injuries and fatalities and if it was a federal requirement to show a reduction. Start replied that targets are for 2018 and will be evaluated. He stated that one would hope crash trends would support a downward trend in targets in the future. He also reported that the Federal Highway Administration and Federal Transit Administration had indicated that a target does not have to show an improvement or reduction.

Smith expressed surprise at how large the number of fatal and serious injury pedestrian and bike accidents. He inquired if the numbers were included in the overall crash rates for fatal and serious injury

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1 The draft Public Participation Plan in Transportation Decision Making is available for public comment and can be found at https://katsmpo.files.wordpress.com/2017/08/2017-public-participation-plan-draft.pdf.
accidents. Start indicated that he believed the number of bike and pedestrian accidents were included in the overall numbers, and he will verify the data. Urban asked what the units was on the fatality rate. Start reported that it was 1 per 100 million vehicle miles traveled.

Johnson reported that there is a push on the statewide level to have zero fatalities. She remarked that is the goal for the RCKC and all agencies. She continued noting that there are many variables when evaluating safety and crashes. There have been improvements and initiatives to work toward that goal.

**OFFICE SPACE LEASE**

Start reported that the lease with Hinman for KATS office space in the Trestlewood complex will expire in June of 2018. Because the current office location is inadequate, KATS staff has started evaluating options before the expiration of its current lease. When KATS initially located to the current office space, KATS had 3 employees. Currently, KATS normal employment level is 5-6. Additionally, KATS offices current meeting space is in the middle of the offices, there is no dedicated storage space, and KATS does not have access to a thermostat to control the temperature.

Start reported that staff had looked both in downtown Kalamazoo and an available space at Trestlewood. He indicated that for available spaces in downtown Kalamazoo, the additional cost for parking is an issue. He continued that there is an available office space in the same building as KATS current offices. The new office will still have the meeting room located in the main hall, but the new space will have sufficient offices to allow employees to continue to work. The new space will also offer dedicated space for storage and supplies and have its own thermostat. Hinman has offered to extend our lease with the same rate per square foot for the space and construct a break room at no additional cost to KATS. Hinman has also indicated that it will arrange the suite numbers to allow KATS address to remain the same. Additional expense for the move are anticipated, but these expenses would be incurred for any relocation. He reported that staff's recommendation was to move into the available space across the hall. Start asked if there were additional factors that members would like KATS staff to consider.

Sorensen asked if Start would prefer a motion be made at this time to proceed with since the space may be filled prior to June. Start indicated that was his preference.

**MOTION by Sorensen, SECOND by Johnson, “to authorize the Executive Director to proceed with the lease modification with Hinmann.”** Discussion followed the motion.

Britigan asked about the length of the new lease. Start reported that the lease would be a 5-year lease extending KATS current per square foot rate with an annual increase. Zehner reported the annual increase was 2%. Start noted that KATS funding was sufficient to pay for the additional space.

Heiny-Cogswell asked how much additional footage the new space would entail. Start reported that it was approximately a 700 square-foot increase with KATS offices going from approximately 1,200 square-feet to approximately 1,900 square-feet. Gisler inquired as to the current cost per square-foot and the total increase to rent the space per year. Start reported that the rate was approximately $15 per square-foot. Heiny-Cogswell observed this was about $10,500. Start reported that an exact number could be provided to the Policy Committee. Gisler indicated the estimate was sufficient.

Treasurer Drouin called for a vote on the motion before the committee:

**MOTION by Sorensen, SECOND by Johnson, “to authorize the Executive Director to proceed with the lease modification with Hinmann.”** MOTION APPROVED.

**PEDESTRIAN GREENWAY TRANSIT STUDY UPDATE**

Start reported that the final draft of the KATS Pedestrian, Greenway and Transit Plan was available at the KATS Moves website at [www.katsmoves.org](http://www.katsmoves.org).
PUBLIC TRANSPORTATION UPDATES

Janssen reported on behalf of the CCTA. Metro is currently moving forward with its rebranding process. He also reported the impact of the transition and changes in service is currently being evaluated. He asked if Teeter had any additional updates. Teeter reported that the CCTA and the KCTA are both currently undergoing a transition in leadership. Rosine will be the new chair of the CCTA and KCTA beginning in October. Appointments have been made to the authorities and work continues with the Kalamazoo County Board of Commissioners on aligning board membership. The budget is anticipated to go before the KCTA and CCTA for approval in September.

EXECUTIVE DIRECTOR’S REPORT

Start reported that Mara Gericke has left her position with KATS. An intern position will be posted in the fall. An administration meeting for the Downtown Kalamazoo Planning and Environmental Linkages (PEL) Study was held last week. High level alternatives have been developed and were discussed at the meeting. Latham reported that the next step would be to hold a meeting for the Technical group for input on the high-level alternatives. Following incorporation of recommendations from the Technical group, a public meeting will be held for additional input. The high-level alternatives will then be evaluated for feasible alternatives. Feasible alternatives will then go through a similar input and development process used for the high-level alternatives.

Start reported that KATS staff as part of its contract work for the Southcentral Planning Council had coordinated a meeting between public transportation providers for the 5 counties located in the SMPC region and those in the Southwest Michigan Planning Commission Boundaries. It was a productive process where the level of services available was discussed as well as improvements to be made. The agencies plan to continue to meet quarterly.

NEW BUSINESS

There was no new business presented.

CITIZEN COMMENTS

No citizens comments were made.

MEMBER COMMENTS

Members of the KATS Policy Committee thanked Teeter for her work for KATS and in improving public transportation noting that the vision of one authority began in 2002 and that she an example of what could be accomplished through focused dedication.

Latham reported that MDOT is beginning the process to amend the State of Michigan Long Range Transportation Plan. A Request for Proposals is anticipated to be issued in November or December to assist with the process. The high-level alternatives for the PEL have been developed. One of the alternatives will evaluate the impact of two-way traffic routes in downtown Kalamazoo. These high-level alternatives will be used to develop practical alternatives after the public involvement process for feedback is complete.

Heiny–Cogswell reported that Oshtemo Township is working on its budget and Capital Improvement Program.

Wodelman reported that Kalamazoo County Board of Commissioners is expected to adopt its budget on October 3. Counsel for Kalamazoo County, Tom Canny, took a position in the Circuit Court as the Administrator. The county will be evaluating how to best fill the position.
Kinney reported that Van Buren County Road Commission has a new chip seal process. Feedback has been good from the Townships.

Anderson reported that the City will not be moving forward at this time to implement ordinances due to the legalization of medical marijuana. Anderson stated that the city believed it was best to hold off on the issue to prevent any needed amendments until the regulations by the Department of Licensing and Regulatory Affairs (LARA) go into effect on December 15. He opined that perhaps the issue could be addressed collaboratively to prevent inconsistent policies particularly since it is an issue where one municipality’s policy will have an impact on bordering municipalities. He noted that collaborative discussion on issues such as the impact on driving safety would be beneficial. There is an MLive article on economic development and streets in Downtown Kalamazoo. One-way streets went into effect in 1964. Discussion has been ongoing to convert the roads back to two-way since 1977. The one-way streets are seen as a barrier to businesses and travel for those unfamiliar with the city. Latham noted that there has been a shift in thinking toward streets being designed for more than just cars.

Johnson reported that the Road Commission of Kalamazoo County Chip Seal Program and Fog Seal Program are complete. The RCKC is wrapping up the Kalamazoo Township Local Road Plan. It marks the completion of a three-year program. There are three bridge projects currently underway in the county. One remaining project will be completed on U Avenue which will involve chip seal with a hot mix asphalt overlay.

Texas Township is currently working on its Capital Improvement Program and extension of its non-motorized facilities. Texas Township has also adopted a resolution to not opt-in and authorize facilities under the Medical Marihuana Facilities Licensing Act.

Newton reported that M-96 in Galesburg is complete.

Heppler reported that the Village of Augusta continues working on its Infrastructure Improvement Plan. This plan will involve not only roads but gas and sewer lines to best coordinate projects and prevent tearing up of recently completed road improvements. A project is planned to convert the Washington Street Bridge from one lane to two lanes.

**ADJOURNMENT**

There being no other business, Treasurer Drouin adjourned the meeting at 9:56 a.m.

**Next Meeting: Wednesday, October 25, 2017 - 9:00 a.m.**