

**KALAMAZOO AREA TRANSPORTATION STUDY**  
Minutes of the March 25, 2020 Meeting

**CALL TO ORDER**

The March 25, 2020 Policy Committee Meeting was called to order remotely by Chair Randy Thompson at 9:02 a.m.

**INTRODUCTIONS**

Participants in the conference call stated name.

**ROLL CALL**

Remote meeting attendance was recorded on the sign-in sheet.

**MEMBERS PARTICIPATING**

Curtis Aardema	Central County Transportation Authority
Rob Britigan	City of Parchment
Carol Daly	Village of Mattawan
Marsha Drouin, Treasurer	Richland Township
Libby Heiny-Cogswell, Vice Chair	Oshtemo Township
John Hinkle	Texas Township
Lisa Imus	Village of Lawton
Joanna Johnson	Road Commission of Kalamazoo County
Carl Keller	Village of Vicksburg
Greg Kinney	Van Buren County Road Commission
Nicolette Leigh	Kalamazoo Township
Tracey Locey	Brady Township
Don Mayle	Michigan Department of Transportation, Planning
Sarah Moyer-Cale	Village of Paw Paw
Chris Praedel	City of Kalamazoo
Patricia Randall	City of Portage
Brian Sanada	Michigan Department of Transportation, TSC
Jeff Sorensen	Cooper Township
Randy Thompson, Chair	Comstock Township
Jerry VanderRoest	Charleston Township

**MEMBERS ABSENT**

Jason Gatlin	Wakeshma Township
John Gisler	Kalamazoo County
Jeff Heppler	Village of Augusta
Martin Janssen	Kalamazoo County Transportation Authority
Paul Schincariol	Van Buren County
Tom Swiat	Prairie Ronde Township
Don Ulsh	Schoolcraft Township

**OTHERS PARTICIPATING**

Paul Ecklund	Disability Network of Southwest Michigan
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Jeff Franklin  
Megan Mickelson  
Fred Nagler  
Paul Seldon  
Jonathan R. Start  
Steve Stepek  
Greg Thomas

Michigan Department of Transportation, Planning  
Kalamazoo Area Transportation Study  
Kalamazoo Area Transportation Study  
Bike Friendly Kalamazoo  
Kalamazoo Area Transportation Study  
Kalamazoo Area Transportation Study  
Pavilion Township

## **CHANGES OR ADDITIONS TO THE AGENDA AND APPROVAL OF THE AGENDA**

Stepek added six Bridge Resolutions of Support will be addressed as New Business.

MOTION by Hinkle, SECOND by Johnson, ***“to approve the agenda of the March 25, 2020 Policy Committee Meeting incorporating the change/addition.”*** MOTION APPROVED.

## **PUBLIC COMMENTS**

Paul Seldon, Chair and President of Bike Friendly Kalamazoo, a 501c3 public charity, is planning three public safety programs including a bicyclist visibility campaign, a bicycle skills instructor certification program, and a data-driven public safety service announcement program. The public safety program, based on the Grand Rapids Driving Change program, will remind motorists and bicyclists about safe practices on the road. Bike Friendly Kalamazoo will continue to work with stakeholders and experts around the state to move bike visibility and other programs ahead.

## **CONSENT AGENDA**

- ACCEPTANCE OF THE TREASURER’S REPORT
- ACCEPTANCE OF THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL REPORT
- APPROVAL OF THE MINUTES FROM THE FEBRUARY 19, 2020 MEETING
- TECHNICAL COMMITTEE REPORT

MOTION by Sorensen, SECOND by Drouin, ***“to accept and approve the items on the Consent Agenda as listed.”*** MOTION APPROVED.

## **FY 2020 – 2023 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS**

Stepek referred to the four proposed project amendments to the FY 2020 – 2023 Transportation Improvement Program enclosed in the meeting packet. The proposed amendments include the addition of railroad work in Prairie Ronde Township and location changes of signage replacement. These proposed amendments to the FY 2020 – 2023 Transportation Improvement Program were recommended for approval by the Kalamazoo Area Transportation Study Technical Committee at their March 12, 2020 meeting.

MOTION by Sorensen, SECOND by Hinkle, ***“to approve the FY 2020 – 2023 Transportation Improvement Program Amendments.”*** MOTION APPROVED.

## **RECOMMENDATION FOR NEW EXECUTIVE DIRECTOR**

Members of the Kalamazoo Area Transportation Study Finance and Personnel Committee including Sorensen, Moyer-Cale, Drouin, Anderson and Thompson held meetings. Referring to the recommendation included in the meeting materials, Sorensen reported the committee put together the draft Recommended Compensation and Benefits for New Executive Director Steven Stepek, AICP.

MOTION by Johnson, SECOND by Britigan, ***“to approve the Recommendation for New Executive Director.”*** MOTION APPROVED.

#### **MEMORANDUM OF UNDERSTANDING FOR TRANSITION OF OUTGOING EXECUTIVE DIRECTOR**

Steppek stated the Memorandum of Understanding is included in the meeting materials and was prepared following the recommendation from Kalamazoo Area Transportation Study auditors. The memorandum, from the Finance and Personnel Subcommittee, outlines the remaining Executive Director transition period and details the accrued benefit pay out to Jonathan Start on his retirement. Britigan asked what the dollar amount of the payout would be. Stepek stated the payout will depend on how much leave time Jon will take before the retirement date, but a very rough estimate may be \$30,000 to \$34,000.

MOTION by Johnson, SECOND by Sorensen, ***“to approve the Memorandum of Understanding for Transition of Outgoing Executive Director.”*** MOTION APPROVED.

#### **FY 2020 UNIFIED PLANNING WORK PROGRAM AMENDMENT**

Steppek referred to the Kalamazoo Area Transportation Study (KATS) FY 2020 Unified Planning Work Program Amendment included in the meeting materials. Around the halfway point of the fiscal year, Kalamazoo Area Transportation Study (KATS) amends its budgets to better reflect actual costs for the year. The recommended amendments do not add any additional revenue to KATS, they only redistribute costs. KATS Staff reviewed the amendment with Marsha Drouin, KATS Treasurer, on March 4, 2020. Changes are highlighted with red text and strikethroughs within the document. Key points for this amendment:

- No additional revenue, only a redistribution of funds
- Incorporates Jonathan Start’s retirement date
- Adjusts estimated Third Party In-Kind Budget
- Adjusts fringe expenses for flexibility in hiring new staff

MOTION by Sorensen, SECOND by Heiny-Cogswell, ***“to approve the FY 2020 Unified Planning Work Program Amendment.”*** MOTION APPROVED.

#### **FEDERAL CERTIFICATION REVIEW**

The Federal Highway Administration and the Federal Transit Administration jointly reviewed and evaluated the transportation planning process for the Kalamazoo Area Transportation Study in November of 2019. Presentation by Aaron Dawson from Federal Highway Administration is postponed until the next available in-person meeting. The final report is included in the packet. Kalamazoo Area Transportation Study did very well with 3 commendations, 6 recommendations, and no corrective actions.

#### **DRAFT CONSULTATION PLAN**

Steppek explained this draft plan included in meeting materials, documents Kalamazoo Area Transportation Study process for interacting with different groups during the planning process. Send questions or comments to Kalamazoo Area Transportation Study staff. The draft plan will be presented for adoption at a later meeting.

#### **PUBLIC TRANSPORTATION UPDATES**

Aardema thanked attendees for the March 10, 2020 Central County Transportation Authority (CCTA) millage approval. 70 percent voted in support. Of the precincts that voted, 69 voted in support showing strong approval. Transit is making many changes due to COVID-19. The indoor component of the downtown Transit Center has been closed for several days now to avoid public gathering. CCTA has enhanced cleaning practices including air and surface sanitation. Bus schedule changes began Monday. Metro Connect is designed for essential service connection only, advising the community to use it only when necessary. Busses are running on key routes with limited hours, similar to a Saturday schedule. Currently, busses are fare free with only the rear bus door available to limit touching of surfaces and interaction with the driver.

## EXECUTIVE DIRECTOR'S REPORT

Steppek reported everything was included in the meeting packet. Some items were bumped up to this meeting in case the April meeting is cancelled. Chair Thompson gave Start an opportunity to speak. Start thanked the committee for help and support over the years, commending the group and knowing it will continue well with Steve as Executive Director.

## NEW BUSINESS

### LOCAL BRIDGE PROGRAM RESOLUTIONS OF SUPPORT

Steppek explained Kalamazoo Area Transportation Study received six local bridge resolutions of support that are due for their application to the local Bridge Council. The resolutions are included in the meeting addendum for review. Road Commission of Kalamazoo County has five bridges, one replacement and four preventative maintenance. The last resolution is a replacement bridge for the Village of Augusta. Although the resolutions did not make it to the Technical Committee, Kalamazoo Area Transportation Study recommends approval.

MOTION by Sorensen, SECOND by VanderRoest, ***“to approve the six Local Bridge Resolutions of Support.”*** MOTION APPROVED.

Johnson added Road Commission of Kalamazoo County supports the effort of getting bridge money to the Kalamazoo Area Transportation Study area and their board will be approving the Village of Augusta Bridge Resolution at the next meeting.

## PUBLIC COMMENTS

Paul Selden of Bike Friendly Kalamazoo announced Kalamazoo Area Bike Week is scheduled for May 9, 2020 through May 16, 2020. It remains to be seen what public events will be held this year. Some or all of the previously scheduled events may be held virtually. To participate in part of our public service announcement campaign, agencies can make safety literature available in offices that may be open to the public during Bike Week -- thinking optimistically -- or whenever they may be open to the public later in the year. To make bike safety literature available, email [president@bikefriendlykalamazoo.org](mailto:president@bikefriendlykalamazoo.org). Kalamazoo Area Transportation Staff may be assisting. Again, thank you for everything you and your teams are doing to help keep the public as safe as possible during these challenging times!

## MEMBER COMMENTS

Randall reported City of Portage is working through resident calls over issues such as tree removal, funeral arrangements and clarification of the Governor Executive Orders amid the Coronavirus.

Leigh of Kalamazoo Township thanked voters for passing the Central County Transportation Authority millage and commends Executive Director Sean McBride for working to keep buses going during this crisis since most riders don't have other means of transportation available.

Heiny-Cogswell reported Oshtemo Township contractor K and R Construction pulled off after Monday. Phase One of the Sewer Project which involves extensive local road reconstruction is moving forward. Oshtemo is looking to obtain a Series B Bond for over one million dollars and will get a 1.375% interest rate if close in the second quarter. For the Fruit Belt Non-Motorized Trail, the Township is applying to the Department of Natural Resources for an acquisition grant to acquire land from AT&T for a two mile stretch from 11<sup>th</sup> Street west to 4<sup>th</sup> Street.

Johnson thanks and appreciates everyone's efforts. Road Commission of Kalamazoo County is not shut down, facilities are closed but all employees are working remotely. Use the service request system to help ensure infrastructure is safe. The Road Commission is working to clarify the Executive Order position as it relates to construction projects and will continue to communicate with news releases. Some contractors have shut down after Monday, some have not. The Michigan Fund Revenue will be significantly impacted by Coronavirus events. Email Johnson the Public Works contact for your village as there is an up-do-date list of all contacts being created.

Heiny-Cogswell asked both the Road Commission of Kalamazoo County and Michigan Department of Transportation if it was possible to communicate what infrastructure and construction can and cannot be done in light of the Executive Orders. Johnson stated the Road Commission will share information, but it is currently inconsistent and has different interpretations. Sanada reported Michigan Department of Transportation projects are moving forward as planned with no current delays, as of now.

#### **ADJOURNMENT**

There being no other business, Chair Randy Thompson adjourned the March 25, 2020 Policy Committee Meeting at 9:46 a.m.

**Next Meeting: Wednesday, April 22, 2020 - 9:00 a.m. at Cooper Township Hall**

**1590 D Ave W, Kalamazoo**