

**KALAMAZOO AREA TRANSPORTATION STUDY (KATS)
CITIZEN ADVISORY COMMITTEE**

**MAY 21, 2021 – 10:00 A.M.
VIRTUAL**

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 FEBRUARY 19, 2021 MEETING **(ENCLOSURE)**
(ACTION)
- 6) PUBLIC COMMENTS *(On non-agenda items only. Comments on agenda items should be made during discussion of those items.)*
- 7) COMMITTEE MEMBER RECOMMENDATIONS
- 8) PRIORITIZATION PROCESS DISCUSSION **(ENCLOSURE)**
- 9) PUBLIC COMMENTS
- 10) MEMBER COMMENTS
- 11) ADJOURNMENT

Next meeting TBD.

KATS CITIZENS' ADVISORY COMMITTEE

FRIDAY, FEBRUARY 19, 2021 DRAFT MINUTES

MEMBERS PRESENT

Paul Sotherland
Max Hornick
Linda MacDonald
Brendan Molony
Kathy Schultz
Ali Townsend
Megan Mickelson

APPROVAL OF THE FEBRUARY, 19 AGENDA

MOTION by Sotherland, SECOND by Molony; "to approve the February 19, 2021 agenda as presented." MOTION APPROVED.

APPROVAL OF THE MINUTES

MOTION by MacDonald, SECOND by Sotherland; "to approve the December 11, 2019 minutes as presented." MOTION APPROVED.

PUBLIC COMMENTS

Hornick brought up the issue of not having a streamlined process for citizens to report problems with pedestrian infrastructure. For example, the crosswalk sign at Mosel and Riverview is malfunctioning, when trying to report this issue, there was no clear answer on who to contact. There should be a better way to report malfunctions. Mickelson suggested putting a contact sheet or map on KATS website to help direct constituents on who to contact to report issues.

COMMITTEE MEMBER RECOMMENDATIONS

Mickelson mentioned the need to recruit new citizens to become members of the advisory committee since there have been members who have recently left. Sotherland pointed out there are at least three bike advocates currently on the committee. It would be good to have members who have a passion for transit and motorized transportation to give the committee a diverse representation. Mickelson agreed, mentioning that there used to be a better mix of interests in the beginning. KATS staff will be requesting committee member recommendations from KATS Technical and Policy committees.

2050 METROPOLITAN TRANSPORTATION PLAN UPDATE

The 2050 Metropolitan Transportation Plan received an extension due to COVID-19 prohibiting public input meetings. Adoption is now set for November 2021. As part of the plan, a subcommittee has been meeting regularly to update the Non-Motorized Element. Sotherland noted that Marc Irwin and himself serve on the subcommittee and the document is making good progress. There will be updated maps soon as well as an updated version of the draft document.

Molony asked about the prioritization of sidewalks in the plan as well as the maintenance of infrastructure. Horncik agreed stating that there are major access issues, for those with disabilities. Mickelson followed up that comment by suggesting to add verbiage in the document about the importance of accessible infrastructure all year long. MacDonald noted that the clearing of sidewalks is left to the individuals who own the property and that there needs to be a broader conversation on how the sidewalk gets cleared if the property owner is unable to do so. Hornick brought up the issue of rentals, where it is the landlords' responsibility to clear the sidewalk.

SUBSTANTIVE ACTION DISCUSSION

Sotherland circulated an article to the committee prior to the meeting and discussed in further detail how the KATS CAC and KATS staff can work together to bring more action to ideas for the region.

MacDonald suggested more outreach through the members of CAC to share with others about how KATS operates. A one hour meeting perhaps to give people an understanding on how transportation planning and funding works. Molony gave the idea to join other meetings that are being held in the area. Sotherland agreed and expanded the idea further by stating that CAC members could use the public comment period or as an agenda item, take a few minutes to reach out and provide a uniform message on KATS. MacDonald suggested highlighting projects that were funded by KATS. Attending two meetings in six months could be an initial goal. Sotherland mentioned KATS staff should let Technical and Policy Committee members know what CAC is planning to do to eliminate surprise at meetings. Mickelson offered to make a list of local agency meetings that CAC members could attend.

Hornick suggested as a substantive action for KATS staff could be to post on the website a map for contact information as a better process for citizens to report issues.

PUBLIC COMMENTS

Schultz gave a report on Metro services. Currently, Metro runs fixed route transit six days a week and not operating on Sundays due to COVID-19. Monday through Saturday, busses run from 6 a.m. to 10 p.m. with Metro Connect operating from 10 p.m. to 2 a.m. as well as Sundays. Metro is still not charging fares, perhaps April 1st the fees will resume. All busses are at limited capacity. The November ballot will have a question for metro connect millage. Metro is continuing to make bus stop and sign improvements.

Sotherland inquired about the responsible party for clearing snow from the bus stops. Schultz replied that all 78 shelters are cleared of snow as part of a contract. That contract is for clearing snow within 48 hours that clears a 5-to-10-foot radius. Otherwise, property owners are contacted to clear the sidewalks that have a bus stop pad.

Sotherland suggested that KATS staff should highlight those citizens or agencies that are doing good around the region at Policy Committee meetings in order to encourage others to make a difference.

ADJOURNMENT

There being no other business, the KATS CAC meeting was adjourned at 10:45 a.m.

Application & Instructions for Transportation Improvement Program Projects

Approved 9/26/2018
Draft 4/13/2021



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Application & Instructions for Transportation Improvement Program Projects

Introduction

The purpose of this document is to provide a guide concerning the Kalamazoo Area Transportation Study's (KATS) Prioritization Process. This process is used to prioritize and award Federal Surface Transportation funding for projects that further the established goals of the KATS.

Goals and Objectives

Since the Transportation Improvement Program (TIP) is the short range planning element of the Metropolitan Transportation Plan, each TIP project must comply with the goals and objectives listed in the Metropolitan Transportation Plan (MTP). In addition to the goals and objectives in the MTP, the KATS has adopted goals to help facilitate the prioritization of funds in the TIP and guide the process. These goals include:

1. Foster coordination and participation within the region, the KATS will attempt to fund at least one project per Act51 Agency every two TIP cycles.
2. Develop every project in coordination with adopted Transportation Performance Measures.
3. Affirm adopted projects reflect the goals of the MTP.
4. Encourage local agencies to coordinate with each other in preventative maintenance projects for funding.
5. Coordinate various funding sources for projects such as Transportation Alternatives Program (TAP), National Highway Performance Program (NHPP), Congestion Mitigation and Air Quality (CMAQ).
6. Include an out year call for projects during each TIP development for a two year overlap of projects.
7. Promote cost effectiveness of project and Transportation Asset Management Council (TAMC) goal of applying the right fix at the right time.

Eligible Projects

To be eligible to apply for and receive Surface Transportation Program (STP) funding, or to receive any additional funding received through inclusion in the Kalamazoo Area Transportation Study's Transportation Improvement Program (TIP), a project must be:

1. Proposed by an agency eligible to receive transportation funding through the State of Michigan.
2. Within the KATS Study Area Boundary.
3. Proposed by an active member of the Policy and/or Technical Committees.
4. Proposed by an agency that is satisfactorily contributing to the Transportation Planning Process of the KATS through the means prescribed by the Policy Committee.

Guidance for Applicants

Review and Prioritization of Concept Statements

This Prioritization Process is the adopted procedure to be followed in prioritizing and selecting projects for Federal Surface Transportation (STP) funding, NHPP, CMAQ, and TAP. When applicable, additional [CMAQ](#) and [TAP](#) forms for a project will also need to be completed and sent with TIP application or completed through the Michigan Grant System (MGS). All Project Concept Statements submitted to the KATS for funding will be reviewed using the following procedures:

1. Local agencies submit projects from their Capital Improvement Program (CIP) using the KATS TIP Application along with supporting documentation for CMAQ or TAP.
2. KATS staff will review project submissions using the identified Prioritization Process. Each project will receive a score.
3. KATS staff and the Prioritization Subcommittee will develop a preliminary list of all projects based on the score of the Prioritization Process Factors. Projects will be competing against one another based on the funds available.
4. The prioritized list will be ~~adjusted~~ **adjusted** to remain fiscally constrained and to meet the goals set forth in the Prioritization Process.
5. The recommended project list will be reviewed at the Technical Committee level. Technical Committee will then make a recommendation to the Policy Committee for approval.

Timeline

Projects to be considered for FY ~~2020-2023~~ **2026** funding need to be received by the KATS no later than ~~November 25, 2018~~ **July 30, 2021 at 5:00 pm.**

Transportation Improvement Program – 9 Month Process					
TIP Development Starts	Call for Projects	Project Prioritization	TIP Sub-Committee Review	Reorder of Prioritization based on Meeting Goals	Funded Proposed List goes to Adoption
October 2018 May 2021	October to November 2018 June to July 2021	December 2018 August 2021	January 2019 September 2021	February 2019 October 2021	May to June 2019 November to December 2021
Public Involvement Period					

Application Instructions

The Project Concept Statement is to be filled out by the local agency for each project per fiscal year. Applications should be filled out thoroughly and include any supplemental information required. It is recommended that agencies submit enough projects so that a comprehensive recommended project list may be developed.

NOTE: If there is more than one phase for the project (Preliminary Engineering, Construction), a separate sheet will need to be filled out with cost for each phase shown under Project Cost Estimate. If more than one Federal, State, or Local Cost are used during that phase, provide the breakdown in the Other Project Information section of the application.

Definitions

Prioritization Process

ADT (Average Daily Traffic):

- Count must be within 3 years of project.
- Count totals/divisions may need ~~revision~~revision.

Existing Condition:

- PASER for Roads, data is already collected and maintained by KATS ~~staff~~staff.
- If a roadway has more than one rating for the length of the project, the worst condition will be used.
- Preventive maintenance (PM) addresses pavement problems of roads before the structural integrity of the pavement has been severely impacted. PM is a planned set of cost-effective treatments applied to an existing roadway that slows further deterioration and that maintains or improves the functional condition of the system without significantly increasing the structural capacity. The purpose of PM fixes is to protect the pavement structure, slow the rate of deterioration, and/or correct pavement surface deficiencies. To promote proper asset management principles, points are given based on the number of PM fixes over the lifetime of the roadway.

Local Planning and Economic Development:

- Project conforms with either local land use plan, corridor plan, Complete Streets plan, water and sewer master plan, or other locally supported planning document.

Environmental Justice:

- Project is located within, or directly adjacent to, an Environmental Justice area defined in the KATS Metropolitan Transportation Plan

Safety:

- Projects will be measured as a rate per Million Vehicle Miles Traveled (MVMT) for road segments and Million Entering Vehicles (MEV) for intersection projects.
- Regional Safety Plan:
https://katsmpo.files.wordpress.com/2012/03/20171013_sc_rtsp_final.pdf

National Functional Classification:

- The most recently adopted and approved National Functional Classification (NFC) for the roadway.

Operational Improvements

- A capital improvement for installation of traffic surveillance and control equipment; computerized signal systems; motorist information systems; integrated traffic control systems; incident management programs; transportation demand management facilities; strategies, and programs; and such other capital improvements to public roads as the Secretary may designate, by regulation. By definition, an operational improvement still does not include restoration or rehabilitating improvements; construction of additional lanes, interchanges, and grade separations; or construction of a new facility on a new location.

Prioritization Process Factors

Factor	Measure	Points Available
ADT (Average Daily Traffic)	ADT / 1000, rounded	Up to 15
Freight	Percent of commercial traffic, rounded to the nearest whole number	Up to 5
Condition- PASER (Pavement Surface Evaluation & Rating)	PASER 1-2 10 points 3-4 20 points 5-6 15 points 7-10 0 points Preventative Maintenance Project	Up to 20 +5
<u>Preventive Maintenance</u>	<u>Number of Preventive Maintenance Fixes</u>	<u>Years</u>
	1	1-5 2.5
	2	6-10 5
	3	11-15 7.5
	4	16+ 10
Local Planning and Economic Development	Identified in Local Planning Efforts: 5 points will be assigned for a plan that the project supports <u>supports.</u>	5
Environmental Justice	Project located in identified EJ area	10
Safety	3 or more crashes per MVMT/ MEV- 5 Points Less than 3 crashes per MVMT/ MEV- 3 Points Project corrects the above identified safety issues and has a correctable MVMT/MEV crash rate of 3 or higher	Up to 5 5
	Project (or corridor) identified in Regional Safety Plan	5
National Functional Classification	Interstate/Other Highway 10 Other Principal Arterial 8 Minor Arterial 6 Major Collector 4 Minor Collector 2	10
Operational Improvements		5

~~Project Uses Multiple Federal Funding Sources~~ 5

Project Located on Line Haul Transit Route 5

Total: 100