



The Metropolitan Planning Organization for the Greater Kalamazoo Area

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TO: Kalamazoo Area Transportation Study Technical Committee  
FROM: Steve Stepek, AICP, Executive Director  
DATE: November 3, 2022  
SUBJECT: TECHNICAL COMMITTEE MEETING  
THURSDAY, November 10, 2022 - 9:30 A.M.  
METRO  
530 N. ROSE STREET, KALAMAZOO

The Kalamazoo Area Transportation Study Technical Committee will be meeting on Thursday, November 10, 2022 at 9:30 a.m. at Metro. The following materials are included in your meeting packet:

1. Agenda for the November 10, 2022 Meeting
2. Draft Minutes of the October 13, 2022 Meeting

Please provide a **written status report** for your agency regarding road and/or planning updates.

**Please remember that time sheets are due by the 15<sup>th</sup> of each month.**

**KALAMAZOO AREA TRANSPORTATION STUDY  
TECHNICAL COMMITTEE MEETING  
NOVEMBER 10, 2022 - 9:30 A.M.**

**AGENDA**

*Please limit public comments to 4 minutes.*

1. CALL TO ORDER
2. ROLL CALL
3. CHANGES OR ADDITIONS TO THE AGENDA
4. APPROVAL OF THE AGENDA **(ACTION)**
5. MINUTES FROM THE OCTOBER 13, 2022 MEETING **(ENCLOSURE) (ACTION)**
6. POLICY COMMITTEE REPORT
7. PUBLIC COMMENTS (Non-agenda Items)
8. CONTRIBUTED SERVICE TIMESHEET DISCUSSION
9. TRAFFIC SIGNAL COORDINATION DISCUSSION
10. CARRYOVER ALLOCATION DISCUSSION
11. PUBLIC TRANSPORTATION UPDATES
12. STATUS REPORTS
  - a. ROADS - Questions on written status reports. Verbal reports will be limited to 4 minutes per agency.
  - b. LAND USE/PLANNING AND ZONING - Questions on written status reports. Verbal reports will be limited to 4 minutes per agency.
13. NEW BUSINESS
14. PUBLIC COMMENTS
15. ADJOURNMENT

*The next meeting of the Kalamazoo Area Transportation Study Technical Committee will be held on  
Thursday, December 8, 2022 at 9:30 a.m.*

KALAMAZOO AREA TRANSPORTATION STUDY  
TECHNICAL COMMITTEE MEETING  
**DRAFT MINUTES OCTOBER 13, 2022 - 9:30 A.M.**

**CALL TO ORDER**

The October 13, 2022 Technical Committee Meeting was called to order at 9:30 a.m. at Kalamazoo Metro, by Chair Minkus.

**ROLL CALL**

Meeting attendance was recorded on the sign-in sheet. Introductions were made by all present.

**MEMBERS PRESENT**

Kerry DenBraber	Michigan Department of Transportation, Transportation Service Center
Zach DuMont	City of Kalamazoo
Josh Grab	Michigan Department of Transportation, Region
Kendra Gwin	City of Portage
Robert Henderson	Van Buren Public Transit
Jeff Heppler	Village of Augusta
Joel Hoort	Van Buren County Road Commission
Anna Horner	Oshtemo Township
Anthony Ladd	City of Kalamazoo
John Lovely	Texas Township
Jeff Mais	City of Portage
Ryan Minkus, Chair	Road Commission of Kalamazoo County
Jesse Okeley	City of Kalamazoo
Ryan Russell	Village of Schoolcraft
Kathy Schultz	Central County Transportation Authority
Paul Sotherland	KATS Citizens Advisory Committee
Nancy Stoddard	City of Parchment
Greg Vlietstra	Kalamazoo County Transportation Authority
Luke Walters	Michigan Department of Transportation, Statewide Planning
George Waring	City of Kalamazoo
Mark Worden	Road Commission of Kalamazoo County

**OTHERS PRESENT**

Sean Beckman	ROWE
Phil Doorlag	Wightman & Associates
Scott Fitzgerald	Metro
Jamie Harmon	City of Portage
Larry Hummel	Fleis & VandenBrink
Martin Janssen	Central/Kalamazoo County Transportation Authority
Megan Mickelson	Kalamazoo Area Transportation Study
Elizabeth Rumick	Kalamazoo Area Transportation Study

Steve Stepek, AICP  
Ali Townsend

Kalamazoo Area Transportation Study  
Kalamazoo Area Transportation Study

### **CHANGES OR ADDITIONS TO THE AGENDA**

There were no changes or additions to the agenda.

### **APPROVAL OF THE AGENDA**

Heppler moved, and it was duly seconded by Worden, ***“to approve the agenda of the October 13, 2022 Technical Committee Meeting.”*** MOTION CARRIED.

### **MINUTES FROM THE SEPTEMBER 8, 2022 MEETING**

Heppler moved, and it was duly seconded by Vlietstra, ***“to approve the minutes from the September 8, 2022 Technical Committee Meeting.”*** MOTION CARRIED.

### **POLICY COMMITTEE REPORT**

Stepek reported on behalf of the Policy Committee that met on September 28, 2022. Transportation Improvement Program Amendments, and internal policies were approved. Road construction was discussed, particularly how it has impacted the on-time performance of Metro bus routes. Heppler asked if problems getting materials such as concrete and steel for projects was discussed. Stepek responded agencies have pointed out that issue which has resulted in delays. Minkus added that Local Agency Planning reported expansion of the Buy-America campaign is anticipated which may further impact project delays.

### **PUBLIC COMMENTS**

No citizens comments were made.

### **FY 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS**

Stepek stated the amendments are included in the meeting packet. The short list includes Michigan Department of Transportation statewide pavement marking and a City of Kalamazoo South Westnedge Avenue roadway rehabilitation project.

Schultz moved, and it was duly seconded by Heppler, ***“to approve the FY 2023-2026 Transportation Improvement Program Amendments.”*** MOTION CARRIED.

### **2023 SAFETY PERFORMANCE MEASURES**

Stepek stated the annual safety performance newsletter provided by the Michigan Department of Transportation along with the statewide performance measures are included in packet. In the past, Kalamazoo Area Transportation Study (KATS) has chosen to adopt the statewide performance measures. These must be adopted every calendar year. There are minor changes from last year. KATS staff recommends continuing the process of adoption of the statewide measures. Not included in the packet, but passed around, are the trends and safety data for our local Metropolitan Planning Organization region.

Heppler moved, and it was duly seconded by Horner, ***“to approve the 2023 Safety Performance Measures and for the Chair to sign the Resolution on behalf of the Committee.”*** MOTION CARRIED.

### **2023 TECHNICAL COMMITTEE MEETING SCHEDULE**

Stepek stated the proposed calendar year 2023 meeting schedule is enclosed in the meeting materials. It follows the traditional schedule of meeting the second Thursday of each month with a

start time of 9:30 a.m. Schultz began the discussion that meetings will be cancelled if the agenda will be light or there are no action items. Volunteers are welcome to suggest or make meeting presentations on topics the entire group can benefit from. Stepek reminded attendees that the 2023 meeting location may be changed due to the scheduled Ransom Street construction project.

Gwin moved, and it was duly seconded by Stoddard, ***“to approve the 2023 Technical Committee Meeting Schedule.”*** MOTION CARRIED.

## **FY 2023 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT SCHEDULE**

Stepek stated the proposed calendar year 2023 Transportation Improvement Program (TIP) Amendment schedule is enclosed in the meeting materials. It continues the same every other month schedule that has been used in the past. This serves as a reminder to submit your TIP Amendments to Kalamazoo Area Transportation Study.

## **PUBLIC TRANSPORTATION UPDATES**

Schultz announced Metro's Comprehensive Operations Analysis (COA) is winding down. Attendees are welcome to attend the COA presentation with the consultant scheduled for the December 12, 2022 11:30 a.m. Central County Transportation Authority/Kalamazoo County Transportation Authority Board meeting. Two public meetings will be held that same week along with additional stakeholder meetings. Impactful but positive changes are anticipated for bus routes and service areas. Metro plans to gradually phase-in any changes in an effort to strive for a smooth transition. Pass along any opportunities for Metro to discuss changes with the community to Schultz. Metro will be participating in the City of Portage Senior Center public open house on November 3, 2022. 2023 construction projects that will impact bus routes are being discussed. Schultz introduced Scott Fitzgerald as the new Metro Transit Planner and a point of contact for projects and any questions. On behalf of the committee, Minkus welcomed Fitzgerald.

## **STATUS REPORTS**

### **ROADS-**

Stoddard reported the City of Parchment is working with Traffic Engineer Brian Burlingham on trend studies to improve concerns caused by truck traffic and to improve stop sign placement at intersections.

Heppler stated planning of the Village of Augusta 2024 water and bridge projects has begun. In partnership with the Road Commission of Kalamazoo County, 2023 chip seal projects are being planned. As a member of the Opioid Board, Heppler announced that Metro may be contacted to determine how to assist people with transportation to rehabilitation and treatment facilities.

Ladd announced all City of Kalamazoo projects are wrapping up for the year. The city is making preparations to collect leaves and plow snow. Planning for next year projects has begun.

Harmon reported the City of Portage received grade inspection packages. All 2023 federally funded projects have been submitted and are awaiting final bid letting. The Portage Road and Romence Road 2024 projects were recently awarded engineering contracts. Planning for the local streets program for 2023 is underway.

Gladding, Michigan Department of Transportation Transportation Planner, re-introduced himself and his role of providing assistance for any travel demand model issues or questions.

Minkus reported the Road Commission of Kalamazoo County (RCKC) projects in the October bid letting, 12<sup>th</sup> Street and 24<sup>th</sup> Street, are 9.4 percent (\$161,000) and 7.6 percent (\$178,000) over budget, respectively. There are projects upcoming in the December and January lettings. Work continues on the 2023 RCKC budget whose fiscal year aligns with the calendar year. Updated 2022 Kalamazoo County road maps were available at the meeting. Additional maps are also available.

DenBraber provided an update on the Michigan Department of Transportation I-94 Portage Road project. Work has begun on westbound I-94. Opening of the westbound ramp at Sprinkle Road has been delayed until at least October 28, 2022 due to material shortages.

#### **LAND USE/PLANNING AND ZONING-**

Walters announced that today is likely his last meeting as a representative for the Michigan Department of Transportation. Heather Boden was hired as the Kalamazoo Area Transportation Study (KATS) Program Manager effective October 31, 2022. Walters expressed pleasure serving as Interim KATS Program Manager, on the committee, and partaking in coordination and cooperation of the group. On behalf of the committee, Minkus thanked Walters for his participation.

Lovely stated the Texas Township Downtown Development Authority (DDA) met and discussed potential benefits of Metro services in the area.

#### **NEW BUSINESS**

Steppek added Kalamazoo Area Transportation Study (KATS) closed the time sheet cutoff on September 30, 2022, the end of KATS fiscal year. The required match was met. Continue to send in time sheets which will go toward the next fiscal year. Harmon announced the local chapter of the American Public Works Association project of the year applications are out and due in early November. Contact Harmon for more information.

#### **PUBLIC COMMENTS**

No citizens comments were made.

#### **ADJOURNMENT**

The meeting adjourned at 9:57 a.m.

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