



**KALAMAZOO AREA TRANSPORTATION STUDY
POLICY COMMITTEE MEETING
MINUTES OF FEBRUARY 25, 2009**

The February meeting of the Kalamazoo Area Transportation Study Policy Committee was called to order at 9:00 a.m. at the Kalamazoo County Road Commission lower level conference room. Meeting attendance was recorded from the sign-in sheet.

MEMBERS PRESENT

Dennis Berkebile (Chair), Dave Anderson, Jeff Bither, Rick Fowler, Carol Fricke, Karen Hayward, Dave Healy, Rob Heasley, Libby Heiny-Cogswell, Tim Hudson, Lee Philport, Claudette Reid, Ron Reid, Greg Rosine, Phyllis Simmons, Jeff Sorensen, Tom Swiat, Jr., Linda Teeter, Don Ulsh, Jack Urban, and Bobbi Welke.

MEMBERS ABSENT

Allan Bussema, Bob Vlietstra, and Loren Warfield.

OTHERS PRESENT

Dennis Durham, Fred Gardner, Darrell Harden, Dale Hein, Tom Hohm, Jack Mekemson, Jodi Stefforia, Frank Szopo, Bob Woods, Kathy Schultz and Jon Start.

MINUTES OF THE JANUARY 21, 2009 MEETING

A correction was needed under the Adjournment section to identify Vice-Chair Bither closing the meeting at 10:09. The minutes identified the wrong Chair and time ending for the meeting.

Motion by the Policy Committee, “*to approve the Policy Committee minutes of January 21, 2009 as corrected.*” Motion approved.

TECHNICAL COMMITTEE REPORT

Jon Start reported on the February 12, 2009 meeting. The Technical Committee discussed the Stimulus projects proposed for funding and referred approval to the TIP Subcommittee. The TIP Subcommittee would meet prior to the Policy Committee and take their recommendation to the Policy Committee for approval. Reports were heard on the FY 2010 - 2013 Transportation Improvement Program development, the 2035 Transportation Plan development, and public transportation. Their next meeting is scheduled for March 12 at 9:00 a.m.

CITIZENS' COMMENTS - None

CHANGES OR ADDITIONS TO THE AGENDA

Chairperson Berkebile requested that Item 10 and Item 8 being switched on the agenda to present the audit report first then discussion on the Transportation Plan and TIP.

KALAMAZOO AREA TRANSPORTATION STUDY FY 2008 AUDIT

Fred Gardner, from Gardner, Provenzano, Schauman, and Thomas, presented the findings from the FY 2008 audit. Copies of the Management Letter and a letter identifying any material weaknesses and deficiencies were given to the Policy Committee members for their review. Key points from his presentation included:

- The primary purpose of the audit is to express an opinion of the KATS financials for FY 2008. The report provides an unqualified opinion. The report is in accordance with U.S. generally accepted accounting standards, the government audit standards, and the Department of Treasury.
- Several tests were done on the KATS financials, including compliance with laws, regulations, contracts and grants. Internal control over financial reporting was reviewed as well. Several audit adjustments were needed ranging from \$0 - \$29,984. No disagreements with management were made and no problems were experienced during the audit of the materials.
- At the end of 2008, the total Net Assets for KATS was \$143,686, up from \$126,283 from 2007. Total Liabilities and Net Assets at the end of 2008 were \$215,247.
- The Change in Net Assets at the end of FY 2008 was \$17,403. This included the release of \$15,000 in a local advance that was to KATS from the Kalamazoo County Road Commission.

Mr. Gardner recommended that KATS look at how the year end books are developed and whether that is a function that continues to be done internally by KATS staff or by an accounting firm. Accounting costs are reimbursable with federal funds but audit costs are not. Once the books have been adjusted at the end of year, they would be handed over to an auditing firm for the audit function. There was discussion about how often the books would need to be adjusted during the year. It was recommended that the Executive Director examine the process for accounting and come back with a recommendation at the March, 2009 meeting. Mr. Start noted that KATS will need to go out for auditing services this year since the contract with Mr. Gardner's firm has ended.

Motion by the Policy Committee, "*to accept the FY 2008 Financial Statements for the Kalamazoo Area Transportation Study.*" Motion approved.

TRANSPORTATION IMPROVEMENT PROGRAM

A list of proposed Stimulus projects was sent to the Policy Committee members prior to the meeting. The list identified the projects recommended by the KATS TIP Subcommittee for approval. It was noted that the Kalamazoo County Road Commission projects would not be approved into the TIP since there continues to be discussion with the Road Commission staff about the project costs for the three projects identified. Chairperson Berkebile noted that the Road Commission Board was meeting Monday, March 2 to discuss their projects to be included for funding.

The I-94 project was a part of the proposed list and was also a part of the Governor's announcement on Friday, February 20 in Kalamazoo. The recommendation was to approve the City of Kalamazoo, City of Portage, and Village of Schoolcraft projects as listed below:

| Agency | Project/Location | From | To | Description | Funding Requested |
|---------------------|--------------------|------------------------|-------------------------------|--|-------------------|
| City of Kalamazoo | Cork Street | Burdick Street | Lovers Lane | Mill and resurface | \$260,000 |
| City of Kalamazoo | Burdick Street | Cork Street | Crescent Drive | Mill and resurface | \$210,000 |
| City of Kalamazoo | Cork Street | Westnedge Avenue | Burdick Street | Mill and resurface | \$270,676 |
| City of Kalamazoo | Lovers Lane | Kilgore Road | 150 feet south of Cork Street | Mill and resurface | \$270,000 |
| City of Kalamazoo | Reed Street | Burdick Street | Portage Street | Mill and resurface | \$220,000 |
| City of Kalamazoo | Edwards Street | South Street | Kalamazoo Avenue | Mill and resurface; Convert to two-way | \$335,000 |
| City of Portage | Kilgore Road | South Westnedge Avenue | Norfolk Railroad | Reconstruction | \$665,676 |
| City of Portage | East Centre Avenue | Portage Road | South Westnedge Avenue | Reconstruction | \$900,000 |
| Schoolcraft Village | Eliza Street | West Village Limits | 14th Street | Resurface; Safety and guardrail improvements | \$220,000 |

KATS has been notified that \$4,917,000 in American Reinvestment and Recovery Act (ARRA) funds will be coming to Kalamazoo County for projects.

A public hearing was on the agenda for the meeting but the public hearing notice was not printed in the Kalamazoo Gazette as identified in the KATS Participation Plan. Staff spoke with Jim Cramer from the Federal Highway Administration who said that there didn't need to be a hearing since the only change was in build dates for two projects being moved from 2018 to 2012. After some discussion with MDOT staff present, it was determined that since the I-94 project is a critical project to the area, a public hearing should be held to be sure that all information is accurate prior to construction. A public hearing will be held Monday, March 9 at 4:00 p.m. at the Kalamazoo County Road Commission. A notice will be placed in the Kalamazoo Gazette on Sunday, March 1. Notices will also be sent to the jurisdictions and posted on-line at the KATS website.

It was noted that action on the Road Commission projects as well as the I-94 project and the addition of the projects into the FY 2008 - 2011 Transportation Improvement Program may take place at the meeting on March 9. The Road Commission representatives did not indicate whether a decision would be finalized by that date. If not, only the I-94 project would be amended into the TIP.

Bobbi Welke presented a picture of the proposed I-94 project at South Westnedge. The project will be part of the legislature's approval in March with MDOT expected to obligate 50% of the funding in the next 120 days. I-94 at South Westnedge Avenue is one of 5 top priority projects nationwide from a list of 50 submitted to Washington D.C. In total, 4 bridges will be replaced, along with the intersection of Westnedge being developed into a single point interchange. Eight sound walls will also be constructed. The construction cost is \$61 million, with approximately \$7 million in construction engineering. A Request for Proposals (RFP) for a consultant for the I-94 project has been advertised. MDOT will be working with the contractor to make the disruption on I-94 and Westnedge as minimal as possible. Work will start this fall, with major construction occurring during 2010 and 2011. Ms. Welke anticipated a ground breaking in June.

Motion by the Policy Committee, ***“to set a public hearing for Monday, March 9 at 4:00 p.m. at the Kalamazoo County Road Commission to amend the 2030 Transportation Plan and to hold a special meeting of the Kalamazoo Area Transportation Study Policy Committee.”*** Motion approved.

Motion by the Policy Committee, ***“to approve the amending of the City of Kalamazoo, City of Portage, and Village of Schoolcraft projects as presented into the FY 2008 - 2011 Transportation Improvement Program.”*** Motion approved.

The amendments will be submitted to MDOT as soon as possible and after the March 9th meeting, any additional amendments will also be submitted to MDOT for inclusion in the TIP. This will allow the cities and the village to move forward on their project submission to MDOT.

PUBLIC TRANSPORTATION

Linda Teeter reported that the Kalamazoo County Transportation Authority (KCTA) approved a May 5th millage request of .4 mills over 4 years for the entire county. The new rate, if passed, will take effect July 1. A city millage will be place on the November 2009 ballot for .6 mils over 3 years. This would be on the December tax bills. Right now, the fund balance is being used to operate Metro Transit, Care-A-Van and Metro Van. There may be a fare increase proposal too in the future. Jack Urban noted that the County Board will take up a resolution on the millage request on March 17.

2035 TRANSPORTATION PLAN

Work is continuing on the 2035 Transportation Plan. Staff plans to have it completed by September, 2010.

OTHER NEW BUSINESS

Dennis Durham from the City of Parchment informed the committee that he had a presentation board of the River Reach project being proposed within the City of Parchment. He welcomed comments and questions about the development.

Libby Heiny-Cogswell read a letter from Oshtemo Township requesting that 10th Street from M-43 to H Avenue be turned into a local street and that the National Functional Classification road milage be given to the City of Parchment for their new roadway as part of the River Reach project.

ADJOURNMENT

There being no further business, Chairperson Berkebile adjourned the meeting at 10:33 a.m.