



**KALAMAZOO AREA TRANSPORTATION STUDY  
POLICY COMMITTEE  
MEETING OF JULY 27, 2011**

The July 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 on the sign-in sheet and introductions were made.

***MEMBERS PRESENT***

Tom Swiat, Jr. (Chair), Dave Anderson, Jeff Bither, Dave Healy, Rob Heasley, Libby Heiny-Cogswell, Rick Fowler, Tim Hudson, Jeff Maddox, Jack Mekemson, Michelle O’Neill, Claudette Reid, Ron Reid, Karen Siegart, Phyllis Simmons, Randy Smith, Jeff Sorensen, Don Ulsh, and Bob Vlietstra.

***MEMBERS ABSENT***

Allan Bussema, Dan DeVries, Carol Fricke, Greg Rosine, and Jack Urban.

***OTHERS PRESENT***

John Byrnes, Darrell Harden, Ed Hellwege, Fred Nagler, Bill Schomisch, Kathy Schultz, and Jon Start.

***MINUTES OF THE JUNE 29, 2011 MEETING***

MOTION by R. Reid, SUPPORT by Mekemson, “*to approve the minutes from the June 29, 2011 meeting.*” Motion approved.

***APPROVAL OF THE AGENDA***

MOTION by Sorensen, SUPPORT by C. Reid, “*to approve the agenda for the July 27, 2011 meeting.*” Motion approved.

***TECHNICAL COMMITTEE REPORT***

The Technical Committee did not meet in July. Their next meeting is scheduled for August 11 at 9:00 a.m.

***CITIZENS COMMENTS*** - None

**UNIFIED PLANNING WORK PROGRAM**

The following budget amounts were presented to the Policy Committee for pre-approval for FY 2012:

Office Space .....	\$3,620
Equipment .....	\$3,500
Accounting Services .....	\$5,775
Legal Services .....	\$1,000
Legal Notices .....	\$500
Audit Costs* .....	\$7,000
Postage .....	\$1,800
Copy Cost .....	\$800
Printing .....	\$800
Supplies .....	\$2,000
Telephone .....	\$850
Equipment Maintenance and Repair .....	\$500
Insurances (Equipment) .....	\$2,000
Computer Software .....	\$2,000
Memberships .....	\$200
Subscriptions .....	\$500
Professional Development and Travel .....	\$10,000
Website .....	\$2,000
Annual Salaries .....	\$207,027
Health Insurance .....	\$53,354
Dental Insurance .....	\$3,173
Life Insurance .....	\$2,691
Workers Compensation .....	\$2,070
Social Security .....	\$12,836
Medicare .....	\$3,002
Retirement .....	\$16,769
Annual Leave .....	\$16,977
Sick Leave .....	\$13,110
Emergency Leave .....	\$793
Holiday Leave .....	\$7,932

\*Reimbursed back to KATS from City of Kalamazoo, City of Portage, Kalamazoo County Road Commission, and Kalamazoo Metro Transit.

Jon Start noted that the fringe rate for FY 2011 was 66.4% and the FY 2012 rate is proposed at 64.10%. The actual rate will be figured after the audit at the end of the fiscal year.

David Anderson asked whether KATS would fall under the 80/20 split for health insurance currently being discussed by the State of Michigan legislators. Jon Start stated that KATS would fall under the legislation and that the Finance and Personnel Committee would need to look at the details for the health insurance for KATS staff if changes are made.

It was noted that Annual Leave is considered vacation leave, with all leaves earned on a schedule of hours per pay period depending on years of service. KATS does not have short term disability so staff is able to accumulate sick leave time. Only 30 days of annual leave are allowed to be accumulated.

Staff will be making changes in the line items for the FY 2012 financials to better match up with line items presented for preapproval.

MOTION by Hudson, SUPPORT by Sorensen, “*to pre-approve the FY 2012 Unified Planning Work Program expenses.*” Motion approved.

### ***SAFETY PROJECT SUPPORT***

The Kalamazoo County Road Commission will be submitting an application to the Michigan Department of Transportation as a candidate for the local safety program. This project is at the intersection of 9<sup>th</sup> Street and N Avenue and would include modernization of the intersection with state-of-the-art traffic signal technology and provide left turn phases. Signal timings would be done as well to coordinate with other signals along 9<sup>th</sup> Street. A total of \$225,000 in Local Safety Program funding is being requested.

Libby Heiny-Cogswell thanked the Kalamazoo County Road Commission for their work on this intersection.

MOTION by Healy, SUPPORT by Heasley, “*to support the Kalamazoo County Road Commission Local Safety Project application to the Michigan Department of Transportation.*” Motion approved.

### ***US-131/US-131BR STATUS***

Jon Start reported that the Michigan Department of Transportation has obligated \$64,000 in High Priority funds for the study of the US-131/US-131 Business Route interchange. Ron Reid is working with KATS staff and the City of Parchment on the Request for Proposals for the study.

### ***PUBLIC TRANSPORTATION UPDATE***

Jack Mekemson reported that the Kalamazoo County Transportation Authority (KCTA) was pleased with the recent signing of a bill that allow for two millage rates within Kalamazoo County. The authority continues to work towards the consolidation of Metro Transit and KCTA into one authority. He also noted that the authority has hired a search firm to look for a new director to oversee the authority.

Bill Schomisch reported that the ridership for June was down from last year. Overall for 2011, ridership is up 3.5%.

### ***FINANCE AND PERSONNEL COMMITTEE***

The Finance and Personnel Committee was re-established to evaluate the Executive Director for FY 2012. Libby Heiny-Cogswell, Jeff Maddox, Dave Anderson, and Don Ulsh will serve on the committee.

### ***KATS FINANCIALS***

No questions or comments were noted on the KATS financials through June 30, 2011.

***OTHER NEW BUSINESS***

Jon Start asked that the September 28<sup>th</sup> Policy Committee meeting be moved forward one week to September 21.

MOTION by Sorensen, SUPPORT by Ulsh, "***to move the September Policy Committee meeting to September 21, 2011.***" Motion approved.

***ADJOURNMENT***

There being no further business, Chairperson Swiat adjourned the meeting at 9:27 a.m.