



**KALAMAZOO AREA TRANSPORTATION STUDY  
POLICY COMMITTEE  
MEETING OF OCTOBER 28, 2009**

The October 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.

***MEMBERS PRESENT***

Dennis Berkebile, (Chair), Dave Anderson, Jeff Bither, Dan DeVries, Carol Fricke, Karen Hayward, Dave Healy, Rob Heasley, Libby Heiny-Cogswell, Tim Hudson, Jack Mekemson, Lee Philport, Claudette Reid, Ron Reid, Susan Richardson, Greg Rosine, Jeff Sorensen, Tom Swiat, Jr., Jon Sytsma, Don Ulsh, and Bob Vlietstra.

***MEMBERS ABSENT***

Allan Bussema, Phyllis Simmons, and Jack Urban.

***OTHERS PRESENT***

John Byrnes, Dale Hein, Michele McGowen, Jennifer Parsons, Bill Schomisch, Frank Szopo, Kathy Schultz, Jon Start, and Steve Stepek.

***MINUTES OF THE SEPTEMBER 30, 2009 MEETING***

A correction was noted on Page 5 under Public Transportation Update. Jack Mekemson made the KCTA report, not Jack Urban as noted in the minutes.

Motion by the Policy Committee, “*to approve the minutes from the September 30, 2009 meeting as corrected.*” Motion approved.

***TECHNICAL COMMITTEE REPORT***

Jon Start reported on the October 8<sup>th</sup> Technical Committee meeting. The committee approved amendments to the FY 2008 - 2011 Transportation Improvement Program and discussed the addition of a non-motorized facility on the 8<sup>th</sup> Street at Texas Drive project. They also approved two amendments to the FY 2010 Unified Work Program and heard updates on the local construction projects and planning activities.

***CITIZENS' COMMENTS*** - None

**PUBLIC HEARING ON ARRA AMENDMENT**

Motion by the Policy Committee, “*to open the Public Hearing on the American Reinvestment and Recovery Act (ARRA) amendment.*” Motion approved.

Jon Start explained that due to lower than expected bid prices for the American Reinvestment and Recovery Act (ARRA) projects, more projects were able to be funded with the money for Kalamazoo County. Since the City of Kalamazoo had saving from their projects, they were proposing a mill and resurface project on West Michigan Avenue from Sprague to the field house drive on Western Michigan University’s campus. The project would be constructed in 2010. The project was not a part of the Tier 1 or Tier 2 project lists and this was the reason for the public hearing on the project. Frank Szopo noted that the City of Kalamazoo will be looking at adding a separate non-motorized path on the project to connect to the existing path at West Michigan and Stadium Drive.

By adding the project to the already funded ARRA projects, all of the \$4,917,028 in ARRA money for Kalamazoo County will be obligated to projects.

No citizen comments were made.

No comments were made by the Policy Committee.

Motion by the Policy Committee, “*to close the public hearing.*” Motion approved.

**TRANSPORTATION IMPROVEMENT PROGRAM**

Two amendments were presented to the Policy Committee for approval. They included the addition of the following project to the TIP:

Fiscal Year	Responsible Agency	Project Name	Limits	Federal Cost (\$1000s)	Federal Fund Source	Local Cost (\$1000s)	Local Fund Source	Total Cost (\$1000s)	MDOT Job No.
2010	Kalamazoo	West Michigan Avenue	Sprague to West Line of Section 21	129	ARUL			129	108729

The project will use the remaining ARRA funds for Kalamazoo County.

The Eliza Street project was reduced by \$23,660 based on the bid prices.

Fiscal Year	Responsible Agency	Project Name	Limits	Federal Cost (\$1000s)	Federal Fund Source	Local Cost (\$1000s)	Local Fund Source	Total Cost (\$1000s)	MDOT Job No.
2009	Village of Schoolcraft	Eliza Street	West Village limits to 14th Street	222	ARUL			222	105996

Motion by the Policy Committee, ***“to amend the FY 2008 - 2011 Transportation Improvement Program to include the West Michigan Avenue project and to reduce the funding for the Eliza Street project.”***  
Motion approved.

The Kalamazoo County Road Commission recently met with the Michigan Department of Transportation to discuss the 8<sup>th</sup> Street at Texas Drive ARRA project. Based on the initial estimates, the project will not use all of the ARRA funds allocated to the project unless there is an addition of non-motorized to the project. Currently, a non-motorized path is along the south side of Texas Drive and will be interrupted due to the realignment of Texas Drive at 8<sup>th</sup> Street. Dave Healy explained that by allowing the non-motorized construction under the ARRA funds, it will fill in the disrupted portion of the path. The township and the Road Commission needed to come to KATS to ask for authorization to construct non-motorized facilities as part of the project since it was not part of the original project description. The length will be approximately 200-250 feet. Any overruns will be the responsibility of the township.

Motion by the Policy Committee, ***“to allow construction of a non-motorized path as a part of the 8<sup>th</sup> Street at Texas Drive American Reinvestment and Recovery Act (ARRA) project.”*** Motion approved.

Frank Szopo asked whether the TIP should include non-motorized construction as part of the West Michigan Avenue project. The description did not include non-motorized construction as approved by the Policy Committee. There is currently an off-road pathway north of the project and with the road construction, the City of Kalamazoo plans to connect a path to the existing facility. It will be done with the current allocation of ARRA funds.

Motion by the Policy Committee, ***“to approve the addition of a non-motorized path along West Michigan Avenue being funded with American Reinvestment and Recovery Act (ARRA) funds.”***  
Motion approved.

### ***UNIFIED WORK PROGRAM***

The Technical Committee recently approved the amending of the Unified Planning Work Program (UWP) for FY 2010 to include:

- Addition of funds for the Comprehensive Operations Analysis. The addition of \$45,000 in FTA Section 8 is needed in FY 2010 because when the 2010 budget was developed in July, Metro Transit anticipated that the study would have been started and partially funded in FY 2009. The study was started in FY 2010 so the budget needs to be adjusted. The funds programmed for this study in 2009 were not spent or lost. The match will be coming from Metro Transit.
- Addition of the Oshtemo Township Circulation Study for \$20,000. Oshtemo Township will be looking at the intersection area of Stadium Drive and 9th Street and Parkview and the traffic circulation for their downtown area. This study will be funded with Section 112 funds and the match will be coming from Oshtemo Township staff contributions of time.

Both projects are being funded with resources available to KATS through FHWA and FTA. Staff will be discussing the Circulation Study with MDOT to make sure contributions of time are allowable to match a contract with a consultant.

Motion by the Policy Committee, ***“to approve the amendments to the FY 2010 Unified Work Program.”***  
Motion approved.

**ACCOUNTING SERVICES CONTRACT**

A total of nineteen Request for Proposals (RFP) for Accounting Services were mailed recently. Two proposals were received.

	<i>Gardner Provenzano</i>	<i>Abraham &amp; Gaffney</i>
2009	\$4,800	\$5,400
2010	\$5,450	\$11,700
2011	\$5,610	\$12,000
2012	\$5,775	\$12,300

Based on the review of the proposals, Jon Start recommended that the Policy Committee sign a contract with Gardner, Provenzano, Schauman and Thomas, P.C. They were previously the auditor for KATS. The contract will be for four years with the above breakdown of costs.

Motion by the Policy Committee, *“to approve a contract for Accounting Services with Gardner, Provenzano, Schauman and Thomas, P.C. for fiscal years 2009 through 2012.”* Motion approved.

**AUDIT CONTRACT**

Nineteen Request for Proposals were mailed to prospective auditing firms. Three proposals were received:

	<i>Gardner, Provenzano</i>	<i>Abraham &amp; Gaffney</i>	<i>Yeo &amp; Yeo</i>
2009	\$4,750	\$6,600	\$7,800
2010	\$ 4,900	\$ 6,800	\$ 8,100
2011	\$ 5,040	\$ 7,000	\$ 8,400
2012	\$ 5,200	\$ 7,200	\$ 8,700

In speaking with Fred Gardner, they preferred to work on the accounting services. Jon Start recommended that the Policy Committee contract with Abraham and Gaffney for the audit services. The firm has experience working with governmental offices, and more specifically, transit systems.

Motion by the Policy Committee, *“to approve a contract for Auditing Services with Abraham and Gaffney for fiscal years 2009 through 2012.”* Motion approved.

**WEB BASED TRAFFIC INFORMATION SOFTWARE**

The Policy Committee members were presented with a summary of the web based traffic information software analysis done by KATS staff. The software will allow the local agencies to collect and submit traffic counts to KATS through a web based software. This will allow the public to see traffic counts for Kalamazoo County.

Research was done on other vendors that could complete the needs of collecting the traffic counts and Midwest Software Solutions is the only vendor that was found at this time that could take the raw count data and process it seamlessly. The contract start-up cost would be \$18,000 including an annual \$3,000 maintenance fee. The cost for the software was programmed in the FY 2010 budget. The annual fee would be paid for by KATS. The local agencies will work with staff to gather the traffic count information. The counts are vital to the traffic model for the long range transportation plan and other planning activities. Currently, an Excel spreadsheet is used to maintain the counts. Once the system is up and running, the local agencies will have access to traffic counts taken on a more timely basis. Staff will also be working with Kalamazoo County Planning to get a connection or layer to the County GIS system information. In Michigan, three agencies similar to KATS use Midwest Software Solutions.

Motion by the Policy Committee, ***“to contract with Midwest Software Solutions for the web based traffic information software.”*** Motion approved.

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

A copy of the Public Transit Human Services Coordinated Plan was presented to the Policy Committee for their endorsement. The plan has been a two-year effort by various partners, including Metro Transit, the Kalamazoo County Transportation Authority (KCTA), KATS, and other human service organizations. The plan outlines improvements for the future to the public transit system in Kalamazoo County. It also allows for application for Job Access Reverse Commute funds and New Freedom funding. The plan will be reviewed twice annually to determine whether the plan is being implemented and to look at new issues. The plan, once approved, will be submitted to MDOT.

Motion by the Policy Committee, ***“to endorse the Public Transit Human Services Coordinated Plan.”*** Motion approved.

Carol Fricke reported that the Transit Authority Board will be holding public hearings on fare increases at the Kalamazoo City Hall and Portage City Hall the next two nights. At the next Transit Authority Board meeting, they will make a recommendation to the City Commission for a fare increase on the line haul system from \$1.35 to \$1.50 per ride. Changes will also be made on other fares for Metro Van and Care-A-Van.

Bill Schomisch reported that the Comprehensive Operations Analysis is ongoing with data collection being completed by the consultant. They are now working on gathering public input from stakeholders.

Metro County Connect starts November 2 under Apple Bus Company. Bill reported that the company hired about 90% of the former contractor’s employees.

### ***OTHER NEW BUSINESS***

Libby Heiny-Cogswell mentioned a webinar that she would like to invite people to attend. The topic is Practical Transportation Design and Solutions. KATS staff will look at hosting it at the Road Commission in the upcoming weeks and let others know of the time for the webinar.

Dennis Berkebile noted that the Nominating Committee will be presenting their recommendations at the November Policy Committee meeting. He also reminded the committee that evaluation forms for Jon Start could still be turned in.

***ADJOURNMENT***

There being no further business, Chairperson Berkebile adjourned the meeting at 10:05 a.m.