



**KALAMAZOO AREA TRANSPORTATION STUDY
TECHNICAL COMMITTEE MEETING
MINUTES OF JANUARY 11, 2011**

The January meeting of the Kalamazoo Area Transportation Study Technical 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

Chris Barnes (Chair), Muhammad Arif, Andrea Augustine, John Byrnes, Dennis Durham, Chris Forth, Rick Fowler, Darrell Harden, Dale Hein, Tom Hohm, Lotta Jarnefelt, Dan Lewis, Fred Nagler, Michelle O’Neill, Steve Skalski, Jodi Stefforia, and Frank Szopo.

MEMBERS ABSENT

Bill Schomisch

OTHERS PRESENT

Rachael Tupica, Kathy Schultz, Steve Stepek and Jon Start.

CHANGES/ADDITIONS TO THE AGENDA AND APPROVAL

MOTION by Harden, SUPPORT by Byrnes, *“to approve the agenda for the January 13, 2011 meeting.”* Motion approved.

MINUTES FROM THE DECEMBER 2, 2010 MEETING

MOTION by O’Neill, SUPPORT by Stefforia, *“to approve the December 2, 2010 minutes.”* Motion approved.

POLICY COMMITTEE REPORT

Jon Start reported on the December 15th Policy Committee meeting. The committee approved several amendments to the FY 2011 - 2014 Transportation Improvement Program and the 2011 meeting schedule. New officers were elected as well, with Tom Swiat, Jr. serving as Chairperson and Dennis Berkebile as Vice-Chairperson. The committee also approved the Memorandum of Understanding between KATS and the Michigan Department of Transportation and the purchase of a Smartboard.

Jon noted that the committee had extensive discussion on the freight planning efforts for KATS. It was proposed that the committee vote at their January meeting on whether federal funds should be spent on restricted streets. Currently, one project in the 2035 Transportation Plan is on a truck restricted road. Staff has asked the Federal Highway Administration for a response on the truck restriction policy.

CITIZENS' COMMENTS - None

TRANSPORTATION IMPROVEMENT PROGRAM

Jon Start noted that any amendments needing to be completed in February are past due. The Policy Committee will take action on the amendments at their February 23rd meeting.

PROJECT PRIORITIZATION PROCESS STATUS

Chris Barnes reported that a group looked at the status of the Project Prioritization Process to date and the factors drafted by the Policy Committee. Technical factors were identified, such as traffic counts and PASER ratings. Within the economic benefit category, the committee felt looking at whether the project helped a specific development, such as the River Reach development occurring in the City of Parchment. A copy of the process as it is revised will be provided to the Policy Committee for input. The project prioritization process will be used during the development of the next Transportation Improvement Program.

The next meeting of the subcommittee is scheduled for February 4 at 9:00 a.m.

UNIFIED PLANNING WORK PROGRAM

The committee discussed the continuation of the contributed services provided by the various agencies. Currently, time sheets are submitted for activities completed by the agencies. Some of the other Metropolitan Planning Organizations have dues from their local agencies to support the match needed for the planning funds instead of submitting time sheets. There are some MPOs who pay for services from the local agencies. KATS wants to discuss further with the committee how to best match the KATS program. In 2010, time sheets were not submitted in a timely manner, and there was a lack of match for the Planning funds. For FY 2011, the local agencies have signed commitments to meet the budgeted match for the FY 2011 Unified Planning Work Program. Several of the members asked whether the individuals and agencies contributing time could be increased. This and other ways to meeting the match will be examined before the development of the FY 2012 Unified Planning Work Program. Staff will provide updates on who has submitted time sheets for the year.

2035 TRANSPORTATION PLAN STATUS

A public information meeting will be held in the upcoming weeks to solicit comment on the 2035 Transportation Plan. Comments on the Transportation Plan will be reviewed and incorporated into the document. Staff is still waiting for air quality analysis findings from MDOT.

ATTENDANCE REVIEW

KATS staff provided the committee a chart of attendance for 2010. According to the bylaws, an individual who fails to attend 75% of the meetings loses voting privileges. In order to get voting rights back, they must attend 3 meetings in a row. The members who would be impacted include Dale Hein, Lotta Jarnefelt, and Steve Skalski. Staff did not contact the individuals who missed 3 meetings in row. Questions of how many voting members are on the Technical Committee were raised since staffs have been reduced at a number of the jurisdictions. Other questions that should be addressed in looking at attendance include:

- Should consultants be allowed to be appointed to the Technical Committee for a jurisdiction?
- How many votes would a shared position with two agencies get?
- If meetings are cancelled, what is the impact to meeting the 75% of meetings requirement?
- Who can be appointed as an alternate?

The committee determined that the Technical Committee Bylaws need to be reviewed and changes potentially made. The committee thought the 3 missed meetings should apply to calendar year, not fiscal year.

Frank Szopo asked whether in the instance of Steve Skalski that his voting membership be suspended since he missed three meetings in 2010 but has attended the last three meetings of the committee. Based on the Bylaws, he would not have voting rights. He noted that Steve Skalski was unable to attend in the summer due to his job responsibilities during paving.

MOTION by Szopo, SUPPORT by Nagler, ***“to not make Steve Skalski a non-voting member of the Technical Committee due to his attendance at the last three Technical Committee meetings.”***

The committee considered the motion and determined that it would be in violation of Robert’s Rules of Order, and the motion was withdrawn.

A Bylaws Subcommittee will be called and revisions to the bylaws will be presented at the February meeting.

PUBLIC TRANSPORTATION UPDATE

Dale Hein reported that the merger with Metro Transit and Kalamazoo County Transportation Authority (KCTA) is continuing.

STATUS REPORTS

Kalamazoo County Road Commission: A bid letting is scheduled for February 4th for the Sprinkle Road project from S Avenue to Zylman. Final plans have been submitted for the 12th Street project with an April/May bid planned. Segment 3 of the Kalamazoo River Valley Trailway has been submitted to MDOT and permits are being obtained. Segment 4 of the trail is being planned for 2012 construction. The right-of-way for the 12th Street/Milham/Texas roundabout is being obtained. The Road Commission will be lead on the project.

City of Kalamazoo: The 2011 projects are currently under design.

City of Portage: Grade inspection has been scheduled for Portage Road, Oakland Drive, and Westnedge Avenue. A signal will be installed on Westnedge near Portage Central High School.

MDOT: The state is looking a mobility along the entire I-94 corridor in regards to incident management and maintaining traffic. Real time speeds along I-94 are being obtained. The plan will allow MDOT to stage the timing for construction projects in order to reduce delays. A public meeting on the construction on M-89 in Plainwell will be held January 13. MDOT hired a new utility permit contact person at the Transportation Service Center office. Permits can now be obtained on-line.

City of Kalamazoo Planning: A new bike parking ordinance was recently passed. The Community Planning Department has moved to the Stockbridge offices of the City of Kalamazoo. Demolition work will be starting on the former state hospital's Blakeslee property west of Douglas Avenue.

Oshtemo Township: A presentation on the West Main Street project will be held January 13.

Kalamazoo County Planning: A part-time GIS coordinator was hired to help with GIS work in the office. Parcels for the remainder of the county are being put on the GIS map. Lotta Jarnefelt hoped to have the parcels finished in January/February. A meeting on the Allied paper site will be held January 13 at 6:30 p.m. at the Kalamazoo Public Library.

A training session on Complete Streets will be held January 28 in Lansing. Steve Skalski, Kathy Schultz, Andrea Augustine, Fred Nagler, Chris Forth, and Darrell Harden plan to attend.

AGENCY TIME SHEETS

Kathy Schultz reminded the committee that time sheets are due by the 15th of the month. Any questions regarding activities are to be directed to KATS staff.

OTHER NEW BUSINESS

Rachael Tupica noted that the current transportation legislation is in effect until March 4th. Under the CMAQ program, projects are eligible for 100% funding. She commented that communities may have their federal funding impacted should earmarks be allowed in the 2012 appropriations package.

ADJOURNMENT

There being no further business, Chairperson Barnes adjourned the meeting at 10:49 a.m.