

**AGENDA**  
**Region 3**  
**Branch County Sub-Task Force**  
**December 2, 2020 - 1:00 p.m.**

- I. Call to Order
- II. Introductions
- III. Approval of November 26, 2018 local Rural Task Force minutes **(Action)**
- IV. Review of approved RTF #3 projects for 2020 - 2023
- V. Review of Bylaws **(Action)**
- VI. Election of Officers
- VII. Public Comments
- VIII. Other Business
- IX. Adjourn

# Local Rural Task Force #3 Meeting

**November 26, 2018**

**Branch County Road Department – Coldwater, Michigan**

## ***In Attendance***

Trent Arver	Branch County Road Commission
Kara Derrickson	Branch Area Transit Authority
Chuck Buckley	City of Bronson
Fred Nagler	Kalamazoo Area Transportation Study

## ***Handouts:***

Agenda

Minutes of November 23, 2015 Branch County Sub-Task Force Meeting

Call for Projects, 2020 – 2023

2017 – 2020 RTF Region 3 TIP Spreadsheets

The Branch County Local Rural Task Force Meeting was called to order at 2:03 p.m. at the Branch County Road Commission.

## ***Approval of Previous Local Rural Task Force Minutes***

There were no corrections to the minutes of the previous sub-task force meeting.

MOTION by Arver, SUPPORT by Buckley, ***“to approve the minutes of the November 23, 2015 Local Rural Task Force Meeting.”*** Motion approved.

## ***Review of Approved Projects for 2019 and 2020.***

Prior to starting the project review, Arver and Nagler summarized funding sources, structure and approval processes for the Rural Task Force program.

It was noted that Sherwood Village, which has an approved project for 2019, did not have a representative at the meeting. Arver said that they had indicated to him that they would be unable to guarantee matching funding or complete design engineering for their project in time to include it in the fiscal year 2019 program. A phone call was placed to Mark Hicks at the Village, who verified that they would like to move the project to 2020.

MOTION by Arver, SUPPORT by Buckley, ***“to move the Sherwood Village Division Road project, Job Number 89438 to 2020.”*** Motion approved.

Discussion was had regarding programming of remaining available STL target and EDD allocation for 2019 and 2020

MOTION by Arver, SUPPORT by Buckley, ***“to add a Countywide Pavement Marking project to 2019 using \$250,000 in STL and to reduce funding for the Countywide Preventative Maintenance project, Job Number 130077 to \$63,154 in STL and \$113,652 in EDD funding.”*** Motion approved.

MOTION by Arver, SUPPORT by Derrickson, ***“to add \$105,061 in STL and \$25,000 in EDD funding to the Countywide Preventative Maintenance project, Job Number 130098.”*** Motion approved

***Call for Projects for 2020 - 2023***

Projects for the 2020 to 2023 Call were discussed and proposed among the eligible agency present. Motions were made for years 2021 – 2023 as follows:

**2021**

MOTION by Arver, SUPPORT by Buckley, ***“approve a chip seal preventative maintenance project on Matteson Street from the south to the north city limits in the City of Bronson using \$24,000 in STL and \$6,000 in EDD funding.”*** Motion approved.

MOTION by Arver, SUPPORT by Derrickson, ***“to approve a Countywide Preventative Maintenance project using \$614,000 in STL and \$98,756 in EDD funding.”*** Motion approved.

**2022 and 2023**

MOTION by Arver, SUPPORT by Buckley, ***“to approve countywide preventative maintenance projects using all available estimated STL target and EDD allocation funding for fiscal years 2022 and 2023.”*** Motion approved.

***Public Comments***

There were no public comments.

***Other Business***

*No other business was brought forth for consideration.*

***Adjournment***

The meeting was adjourned at 3:02 am.

**Minutes Approved:**

UPDATED 11/11/20

Fiscal Year	County	Responsible Agency	Project Name	Limits	Primary Work Type	Federal (STL) Cost	State (EDD) Cost	State (CTF) Cost	Local Cost	Total Cost	MDOT Job No.	Rural Action Date	JobNet Submission Date
2019	BRANCH	Road Commission	Preventative Maintenance	Countywide	PM	\$0	\$0			\$0	130077	12/14/2018	2/26/2019
	BRANCH	Road Commission	Pavement Marking	Countywide		\$230,000			\$52,372	\$282,372	206948	12/14/2018	8/13/2019
	BRANCH COUNTY TOTAL					\$230,000	\$0						
	BRANCH TARGT/ALLOCATION					\$313,154	\$149,795						
2019	TRADE WITH BARRY TO BE PAID BACK IN 2020					-\$1,397							
	TRADE WITH KALAMAZOO METRO TO BE PAID BACK IN 2020					-\$81,757							
	BRANCH BALANCE					\$0	\$149,795						
2020	BRANCH	Sherwood Village	Division Road	Main to W. Village Limit	Resurface	\$121,684			\$30,421	\$152,105	89438	11/7/2019	11/18/2019
	BRANCH	Road Commission	Preventative Maintenance	Countywide	PM	\$592,154	\$138,652		\$9,387	\$740,193	130098	12/14/2018	2/21/2019
	BRANCH COUNTY TOTAL					\$713,838	\$138,652						
	BRANCH TARGT/ALLOCATION					\$630,684	\$264,354 (\$114,559 New)						
2020	REPAYMENT FROM KALAMAZOO METRO FROM 2019					\$81,757							
	REPAYMENT FROM BARRY COUNTY FROM 2019					\$1,397							
	BRANCH BALANCE					\$0	\$120,827						
2021	BRANCH	City of Bronson	Matteson Street	South to North City Limits	Chip Seal	\$24,000	\$6,000			\$30,000	2070007	12/14/2018	2/26/2019
	BRANCH	Road Commission	Preventative Maintenance	Countywide	PM	\$614,000	\$98,756			\$712,756	206965	12/14/2018	2/21/2019
	BRANCH COUNTY TOTAL					\$638,000	\$104,756						
2021	BRANCH TARGT/ALLOCATION					\$627,480	\$217,093 (\$96,266 New)						
	BRANCH BALANCE					-\$10,520	\$112,337						
2022	BRANCH	Road Commission	Preventative Maintenance	Countywide	PM	\$651,000	\$104,756			\$755,756	206967	12/14/2018	2/21/2019
	BRANCH COUNTY TOTAL					\$651,000	\$104,756						
2022	BRANCH TARGT/ALLOCATION					\$651,000	\$217,093 (\$104,756 New)						
	BRANCH BALANCE					\$0	\$112,337						
2023	BRANCH	Road Commission	Preventative Maintenance	Countywide	PM	\$664,000	\$104,756			\$768,756	206971	12/14/2018	2/21/2019
	BRANCH COUNTY TOTAL					\$664,000	\$104,756						
2023	BRANCH TARGT/ALLOCATION					\$664,000	\$217,093 (\$104,756 New)						
	BRANCH BALANCE					\$0	\$112,337						

**UPDATED 11/11/20**

Fiscal Year	County	Responsible Agency	Project Name	Limits	Primary Work Type	Federal (STL) Cost	State (EDD) Cost	State (CTF) Cost	Local Cost	Total Cost	MDOT Job No.	Rural Action Date	JobNet Submission Date
2019	CALHOUN	Road Department	Michigan Avenue	22 1/2 Mile to 24 1/2 Mile		\$548,113	\$132,042		\$4,986	\$685,141	130078	11/1/2018	N/A
	CALHOUN	Road Department	Partello Road	19 Mile to 500' SW of 20 Mile		\$549,720			\$137,430	\$687,150	205424	2/21/2019	3/6/2019
CALHOUN COUNTY TOTAL						\$1,097,833	\$132,042						
2019	CALHOUN TARGET/ALLOCATION					\$1,097,833	\$142,392						
	CALHOUN BALANCE					\$0	\$10,350						
2020	CALHOUN	Village of Tekonsha	Main Street	South to North Village Limits	Microsurface	\$65,795			\$16,449	\$82,244	207027	11/7/2019	
	CALHOUN	Road Commission	Union City Road	7 1/2 Mile to M-60	PM	\$755,120	\$132,042		\$56,738	\$943,900	206748	8/15/2019	8/19/2019
	CALHOUN	Road Commission	Bellevue Road	13 Mile to City Limit	Resurface	\$755,933			\$188,983	\$944,916	208938	11/7/2019	11/12/2019
CALHOUN COUNTY TOTAL						\$1,576,848	\$132,042						
2020	CALHOUN TARGET/ALLOCATION					\$820,915	\$154,747 (\$144,397 New)						
	CCRD PURCHASE STL FROM BARRY COUNTY - INCLUDES ADDITIONAL \$7,330 FROM UPDATED ALLOCATION					\$755,933							
	CALHOUN BALANCE					\$0	\$22,854						
2021	CALHOUN	Village of Tekonsha	Railroad/Elm/Clinton		Recon	\$140,000			\$35,000	\$175,000	209349	12/14/2018	
	CALHOUN	Road Commission	Partello Road	20 Mile to 21 Mile	Resurf	\$690,000				\$690,000	206684	12/14/2018	2/19/2019
CALHOUN COUNTY TOTAL						\$830,000	\$0						
2021	CALHOUN TARGET/ALLOCATION					\$816,692	\$144,193 (\$12,1340 New)						
	CALHOUN BALANCE					-\$13,308	\$144,193						
2022	CALHOUN	Village of Tekonsha	Railroad/Elm/Clinton		Recon	\$140,000			\$35,000	\$175,000	209351	12/14/2018	
	CALHOUN	Road Commission	28 Mile Road	Lake Access to 21 Mile	Resurf	\$707,000	\$264,084			\$971,084	206765	12/14/2018	2/14/2019
CALHOUN COUNTY TOTAL						\$847,000	\$264,084						
2022	CALHOUN TARGET/ALLOCATION					\$847,000	\$276,235 (\$132,042 New)						
	CALHOUN BALANCE					\$0	\$12,151						
2023	CALHOUN	Village of Tekonsha	Railroad/Elm/Clinton		Recon	\$140,000			\$35,000	\$175,000	209352	12/14/2018	
	CALHOUN	Road Commission	Union City Road	P Drive to Burlington Twp Limit	Resurf	\$724,000	\$132,042			\$856,042	206766	2/14/2018	2/19/2019
CALHOUN COUNTY TOTAL						\$864,000	\$132,042						
2023	CALHOUN TARGET/ALLOCATION					\$864,000	\$144,193 (\$132,042 New)						
	CALHOUN BALANCE					\$0	\$12,151						

UPDATED 11/11/20

Fiscal Year	County	Responsible Agency	Project Name	Limits	Primary Work Type	Federal (STL) Cost	State (EDD) Cost	State (CTF) Cost	Local Cost	Total Cost	MDOT Job No.	Rural Action Date	JobNet Submission Date
2019	KALAMAZOO	Transit	Bus Replacement			\$191,106		\$47,777		\$238,883	130079	12/14/2018	12/4/2017
	KALAMAZOO	Road Commission	D Avenue	Rolling Meadow to Douglas		\$427,691			\$122,524	\$550,215	120426	12/14/2018	12/4/2018
	KALAMAZOO	Transit	Van Purchase			\$81,757		\$20,439		\$102,196	130102	12/14/2018	12/17/2018
2019	KALAMAZOO COUNTY TOTAL					\$700,554	\$0						
	KALAMAZOO TARGET/ALLOCATION					\$618,797	\$268,340						
	KALAMAZOO METRO TRADE WITH BARRY COUNT TO BE PAID BACK IN 2020					\$81,757							
	KALAMAZOO BALANCE					\$0	\$268,340						
2020	KALAMAZOO	Transit	Van Purchase	MOVED TO 2019		\$0		\$0		\$0	130102	12/14/2018	12/17/2018
	KALAMAZOO	Road Commission	U Avenue			\$549,243			\$1,150,757	\$1,700,000	130143	12/14/2018	12/4/2018
	KALAMAZOO	Transit	Van Purchase			\$7,319				\$7,319	0	11/7/2019	
2020	KALAMAZOO COUNTY TOTAL					\$556,562	\$0						
	KALAMAZOO TARGET/ALLOCATION					\$638,319	\$471,117	(\$86,025 New; Includes \$116,751 Transfer from Barry)					
	KALAMAZOO METRO REPAYMENT TO BRANCH FROM 2019					-\$81,757							
	KALAMAZOO BALANCE					\$0	\$474,244						
2021	KALAMAZOO	Road Commission	R Avenue	36th St. to E County Line	Resurf	\$541,000	\$426,318		\$122,033	\$1,089,351	205408	11/7/2019	12/2/2019
	KALAMAZOO	Transit	Purchase up to 3 Vans			\$103,000		\$25,750		\$128,750	205409	12/14/2018	12/17/2018
2021	KALAMAZOO COUNTY TOTAL					\$644,000	\$426,318						
	KALAMAZOO TARGET/ALLOCATION					\$634,888	\$645,137	(\$78,989 New, Includes \$98,605 Transfer from Barry County)					
	KALAMAZOO BALANCE					-\$9,112	\$218,819						
2022	KALAMAZOO	Road Commission	S Avenue	29th to 34th		\$552,000			\$488,000	\$1,040,000	205411	12/14/2018	12/17/2018
	KALAMAZOO	Transit	Purchase up to 3 Vans			\$105,000		\$26,250		\$131,250	205412	12/14/2018	12/17/2018
2022	KALAMAZOO COUNTY TOTAL					\$657,000	\$0						
	KALAMAZOO TARGET/ALLOCATION					\$657,000	\$297,808	(\$78,989 New)					
	KALAMAZOO BALANCE					\$0	\$297,808						
2023	KALAMAZOO	Road Commission	36th Street	T Ave to PQ Ave		\$525,000	\$157,978			\$682,978	205414	12/14/2018	12/17/2018
	KALAMAZOO	Transit	Purchase up to 2 Buses			\$145,000		\$36,250		\$181,250	205416	12/14/2018	12/17/2018
2023	KALAMAZOO COUNTY TOTAL					\$670,000	\$157,978						
	KALAMAZOO TARGET/ALLOCATION					\$670,000	\$376,797	(\$78,989 New)					
KALAMAZOO BALANCE					\$0	\$218,819							

# BYLAWS

## *Branch County Rural Sub-Task Force*

### **ARTICLE I-NAME**

The name of the organization shall be Branch County Rural Sub-Task Force.

### **ARTICLE II-PURPOSE**

The purpose of the Branch County Rural Sub-Task Force is to prioritize projects proposed by eligible agencies to be considered for approval for transportation funding under the Rural Task Force program. The Rural Task Force program provides federal and state dollars by region to rural counties with populations under 400,000. Eligible agencies are County Road Commissions, Cities and Villages with populations under 5,000 and Rural Transit Agencies.

The money is provided within two funding sources:

1. Federal Surface Transportation Program - Rural (STL) for improving the federal aid road system and rural transit; and
2. State TEDF Category D (EDD) for building and maintaining the all-season road network

Sub-Task Force prioritization is done at public meetings as part of a continuing, cooperative and comprehensive (3-C) multimodal transportation planning process. Final project selection is done at public meetings of the Rural Task Force #3, which is comprised of equal representation from Sub-Task Forces of the five counties that make up Planning Region 3; Barry, Branch, Calhoun, Kalamazoo, and St. Joseph.

### **ARTICLE III-RULES**

The following shall constitute the rules for project inclusion in the Sub-Task Force prioritization process:

#### **I. Project Location**

- a. Projects shall be located on roads that have been functionally classified as major collectors or higher, according to the National Functional Classification System approved by the Federal Highway Administration or;
- b. A Federal Transit Administration recognized rural transit provider within the Region.
- c. Money can be spent on rural minor collectors at the Michigan Department of Transportation's discretion.

#### **II. Compliance**

- a. Projects shall be in compliance with all Federal and/or State standards unless waived by the agency having authority to do so.

#### **III. Funding Sources/Matching/Requirements**

- a. **STL .**
  - i. Construction Costs and contingencies for highway projects are eligible for STL funding. Right-of-way (ROW), construction engineering (CE), and preliminary engineering (PE) costs are a local responsibility, unless they are waived by the Rural Task Force #3.
  - ii. Transit capital projects are also eligible for STL funds.
  - iii. STL funding requires at least a 20% non-federal match. This could be State TEDF Category D, State Comprehensive Transportation Fund, other state funding or local match.

## **BRANCH COUNTY RURAL SUB-TASK FORCE BYLAWS**

### **b. EDD**

- i. Roads must be classified as county rural primary or city/village major.
- ii. Roads also must be designated as all-season “D” routes or the proposed EDD funding must be used to upgrade the route to an all-season road connected at both termini to an existing all-season network.
- iii. TEDF-Category D projects must be funded with at least 20 percent of the cost coming from a non-TEDF source (i.e., STP-Rural, local, etc.) This stipulation may be waived by the Michigan Department of Transportation Office of Economic Development if the county or city can prove economic hardship.
- iv. Transit capital projects are not eligible for EDD funding.

### **ARTICLE IV-MEMBERSHIP**

The membership of the Branch County Rural Sub-Task Force shall consist of one representative each from the Branch County Road Commission, Rural Transit providers, Cities and Villages with populations under 5,000.

Each member may have an alternate approved by the Sub-Task Force who shall have voting privileges in the absence of the member. The alternate is welcome to attend all meetings and enter into the discussions, but has no vote except in the absence of the member. Proxy votes will not be allowed.

### **ARTICLE V-MEETINGS**

All meetings will adhere to the Michigan Open Meetings Act and to a Public Participation Plan.

#### **I. Regular meetings**

- a. Regular meetings of the Branch County Rural Sub-Task Force shall be held annually at a time and place to be determined by the chair. The annual regular meeting may be cancelled upon approval of all members in writing or by email.
- b. Other meetings may be held at the call of the chair or upon request of any member to consider new business or changes to previously approved project prioritization.

#### **II. Public Participation and Meeting Notice**

- a. Notice of all regular meetings shall be given to each member by e-mail at least seven (7) days prior to the meeting date. Notice of special meetings may be given by telephone or by e-mail, which must state purpose of the meeting.
- b. Transportation needs of Indian Tribal Government having jurisdiction over lands within Branch County are to be considered during the process.
- c. Public involvement in the project prioritization process is to be encouraged and included.

#### **III. Quorum**

- a. A simple majority of the members of the Sub-Task Force shall constitute a quorum. Alternate members present in the absence of regular members shall be counted in determining a quorum.

#### **IV. Minutes**

- a. Minutes shall be taken and provided to each member and the public by the Regional Planning Agency representative.

### **ARTICLE VI-OFFICERS**

The officers of the Branch County Rural Sub-Task Force shall be a chairperson to direct meetings and act as the Sub-Task Force representative to the Rural Task Force #3, and vice-chairperson to assume duties of the chair as needed. The officers shall serve two (2) year terms. Elections are to be held at a Regular Meeting on odd numbered years or as necessary to fill vacancies. The chairperson shall have the right to appoint committees.



## **BRANCH COUNTY RURAL SUB-TASK FORCE BYLAWS**

### **ARTICLE VII-AMEND ARTICLES**

The Branch County Rural Sub-Task Force shall have power to make, alter, amend or repeal the Articles by a majority of the total membership voting in the affirmative at any regular or special meeting. A written notice of intention to make changes, including proposed changes, shall be presented to the membership prior to the meeting.

Adopted \_\_\_\_\_, 2020