

AGENDA
Region 3
St. Joseph County Sub-Task Force
December 2, 2020 – 1:00 p.m.

- I. Call to Order
- II. Introductions
- III. Approval of November 20, 2018 local Rural Task Force minutes **(Action)**
- IV. Review of approved RTF #3 projects for 2020 - 2023
- V. Sub-Task Force Bylaws **(Action)**
- VI. Election of Officers
- VII. Public Comments
- VIII. Other Business
- IX. Adjourn

Local Rural Task Force #3 Meeting

November 20, 2018

St. Joseph County Road Commission – Centreville, Michigan

In Attendance

John Lindsey	St. Joseph County Road Commission
Garrett Myland	St. Joseph County Road Commission
Susan Vosmik	St. Joseph County Transportation Authority
Fred Nagler	Kalamazoo Area Transportation Study

Handouts:

Agenda

Minutes of November 23, 2015 St. Joseph County Sub-Task Force Meeting

Call for Projects, 2020 – 2023

2019 – 2020 RTF St. Joseph County TIP Spreadsheet

2017 – 2020 RTF #3 Summary by County Spreadsheet

The St. Joseph County Local Rural Task Force Meeting was called to order at 10:02 a.m. at the St. Joseph 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 Myland, SUPPORT by Vosmik, ***“to approve the minutes of the November 23, 2015 Local Rural Task Force Meeting.”*** Motion approved.

Review of Approved RTF Region #3 Projects for 2019 and 2020.

Nagler presented spreadsheets with currently approved projects and target balances for 2019 and 2020. It was noted that for 2019 the entire target amount of STL has been approved for programming by the full RTF but that there is currently a balance of \$167,680 in STL for St. Joseph County in 2020

Myland stated that upon recent review of road conditions, the Road Commission is proposing to change projects for 2019 and 2020. Vosmik indicated that the Transit Authority would propose adding funding to their 2020 project.

MOTION by Myland, SUPPORT by Vosmik, ***“to remove the Youngs Prairie Road project from 2019 and add a project on Heimbach Road from US 131 to M-60 using \$368,966 in EDD and \$134,134 in Local funding, and to add \$431,034 STL funding to the Countywide Preventative Maintenance project for a total of \$578,355 in STL and \$115,671 in Local costs.”*** Motion approved.

MOTION by Myland, SUPPORT by Vosmik, ***“to delete project 130103, Covered Bridge Road and project 130106, Michigan Avenue from the 2020 program.”*** Motion Carried

MOTION by Vosmik, SUPPORT by Myland, ***“to increase STL funding for 2020 project 103107, Bus Replacement to \$84,000 with \$21,000 in local costs.”*** Motion Carried

MOTION by Myland, SUPPORT by Vosmik, ***“to add a project on Sprowl/N. Burr Oak from M-86 to Hackman using \$555,000 in STL and \$138,750 in local funding.”*** Motion approved.

Myland indicated that the Road Commission will be banking their EDD allocations from 2020 – 2022 to be used in 2023.

Call for Projects for 2020 - 2023

Projects for the 2020 to 2023 Call were discussed and proposed among the Road Commission and Transit Authority for 2021 – 2023, 2020 having already been approved. It was noted that STL target amounts will likely be revised, as current figures are estimates. Motions and projects are as follows:

2021:

MOTION by Vosmik, SUPPORT by Myland, ***“to approve a Bus Replacement using \$84,000 in STL and \$21,000 in local funding.”*** Motion approved.

MOTION BY Myland, SUPPORT by Vosmik, ***“to approve a project on N. Burr Oak from Hackman to Deer Park using \$373,436 in STL and \$93,360 local funding; to approve a project on Silver Street from the County Line to Michigan Avenue using \$194,564 in STL and \$48,641 in local funding.”*** Motion approved.

2022:

MOTION by Vosmik, SUPPORT by Myland, ***“to approve a Bus Replacement using \$84,000 in STL and \$21,000 in local funding.”*** Motion approved.

MOTION by Myland, SUPPORT by Vosmik, ***“to approve a project on Hoffman Street, US 131 to Lucas using \$581,000 in STL and \$145,250 in local funding.”*** Motion approved.

2023:

MOTION by Vosmik, SUPPORT by Myland, ***“to approve a Bus Replacement using \$48,000 in STL and \$12,000 in local funding.”*** Motion approved.

MOTION by Myland, SUPPORT by Vosmik, ***“to approve a project on Youngs Prairie Road, M-60 to the Village of Constantine using \$392,072 in EDD and \$384,867 in STL funding; to approve a project on Silver Street, M-60 to Michigan Avenue using \$245,133 in STL and \$61,284 in local funding.”*** Motion approved.

Vosmik requested to list several projects as illustrative.

MOTION by Vosmik, SUPPORT by Myland, ***“to add the purchase of a hydraulic lift system using \$28,000 in STL and the purchase of a computerized dispatch program for \$137,768 as separate projects for an illustrative list.”*** Motion approved.

After discussion, Nagler agreed to investigate the possibility of the Transit Authority using CMAQ funding for some of their projects.

Public Comments

There were no public comments.

Other Business

Nagler indicated that he will be issuing a poll soon for dates to hold the next meeting of the full Rural Task Force #3 to approve projects selected at the local county meetings. Polls will also be released for dates to hold Small Urban task force meetings in response to the recently released call for projects.

Adjournment

The meeting was adjourned at 10:56 a.m.

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
	ST. JOSEPH	Road Commission	Preventative Maintenance	Countywide		\$578,355			\$144,589	\$722,944	206626	12/14/2018	2/11/2019
	ST. JOSEPH	Road Commission	Heimbach	US 131 to M-60			\$368,966		\$134,134	\$503,100	205742	12/14/2018	12/19/2018
2019	ST. JOSEPH	Transit	Bus Replacement			\$48,000		\$12,000		\$60,000	130019	1/12/2016	N/A
	ST. JOSEPH COUNTY TOTAL					\$626,355	\$338,201	Actual Obligation					
2019	ST. JOSEPH TARGET/ALLOCATION					\$626,355	\$382,825						
	ST. JOSEPH BALANCE					\$0	\$44,624						
2020	ST. JOSEPH	Transit	Bus Replacement			\$84,000		\$21,000		\$105,000	205768	12/14/2018	12/19/2018
	ST. JOSEPH	Sauger Lake/Nottwaw	Schimmel to M86			\$560,849			\$139,213	\$700,062	205767	11/7/2019	11/11/2019
	ST. JOSEPH COUNTY TOTAL					\$644,849	\$0						
2020	ST. JOSEPH TARGET/ALLOCATION					\$644,849	\$151,814	(\$107,190 New)					
	ST. JOSEPH BALANCE					\$0	\$141,177						
2021	ST. JOSEPH	Transit	Bus Replacement			\$84,000		\$21,000		\$105,000	205775	12/14/2018	12/19/2018
	ST. JOSEPH	Road Commission	N. Burr Oak	Hackman to Deer Park		\$373,436			\$93,360	\$466,796	205777	12/14/2018	12/19/2018
	ST. JOSEPH	Road Commission	Silver Street	Michigan Avenue to County Line		\$194,564			\$48,641	\$243,205	205782	12/14/2018	12/19/2018
	ST. JOSEPH COUNTY TOTAL					\$652,000	\$0						
2021	ST. JOSEPH TARGET/ALLOCATION					\$641,468	\$231,251	(\$90,073 New)					
	ST. JOSEPH BALANCE					-\$10,532	\$231,251						
2022	ST. JOSEPH	Transit	Bus Replacement			\$84,000		\$21,000		\$105,000	205791	12/14/2018	12/20/2018
	ST. JOSEPH	Hoffman Street	US 131 to Lucas			\$581,000			\$145,250	\$726,250	205789	12/14/2018	12/20/2018
	ST. JOSEPH COUNTY TOTAL					\$665,000	\$0						
2022	ST. JOSEPH TARGET/ALLOCATION					\$665,000	\$329,269	(\$98,018 New)					
	ST. JOSEPH BALANCE					\$0	\$329,269						
2023	ST. JOSEPH	Transit	Bus Replacement			\$48,000		\$12,000		\$60,000	205802	12/14/2018	12/20/2018
	ST. JOSEPH	Youngs Prairie Rd	M-60 to Village of Constantine			\$384,867	\$392,072			\$776,939	205793	12/14/2018	12/20/2018
	ST. JOSEPH	Silver Street	M-60 to Michigan Avenue			\$245,133			\$61,284	\$306,417	205801	12/14/2018	12/20/2018
	ST. JOSEPH COUNTY TOTAL					\$678,000	\$392,072						
2023	ST. JOSEPH TARGET/ALLOCATION					\$678,000	\$427,287	(\$98,018 New)					
	ST. JOSEPH BALANCE					\$0	\$35,215						

BYLAWS

St. Joseph County Rural Sub-Task Force

ARTICLE I-NAME

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

ARTICLE II-PURPOSE

The purpose of the St. Joseph 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.

ST. JOSEPH 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 St. Joseph County Rural Sub-Task Force shall consist of one representative each from the St. Joseph 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 St. Joseph 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 St. Joseph 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 St. Joseph 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.

ST. JOSEPH COUNTY RURAL SUB-TASK FORCE BYLAWS

ARTICLE VII-AMEND ARTICLES

The St. Joseph 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