

AGENDA
Region 3
Calhoun County Sub-Task Force
December 7, 2020 - 10:00 a.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. Sub-Task Force Bylaws **(Action)**
- VI. Election of Officers
- VII. Public Comments
- VIII. Other Business
- IX. Adjourn

BYLAWS

Calhoun County Rural Sub-Task Force

ARTICLE I-NAME

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

ARTICLE II-PURPOSE

The purpose of the Calhoun 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/Departments, 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.

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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 Calhoun County Rural Sub-Task Force shall consist of one representative each from the Calhoun County Road Department, 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 Calhoun 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 Calhoun 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 Calhoun 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.

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ARTICLE VII-AMEND ARTICLES

The Calhoun 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