

**Meeting Minutes**  
**Marshall Small Urban Area Meeting**  
**April 13, 2021**

**Call to Order**

Meeting was called to order at 10:00 a.m. The meeting was held on Microsoft Teams in accordance with the Kalamazoo County State of Emergency allowing remote participation by parties subject to the Michigan Open Meetings Act.

**Introductions**

The following individuals were in attendance:

Marguerite Davenport, City of Marshall Public Services  
Brian Kernstock, Calhoun County Road Department  
Paul Larose, City of Marshall Dial-A-Ride  
Kristine Parsons, Calhoun County Road Department  
Mark Kloha, Michigan Department of Transportation, Small Urban Program Manager  
Fred Nagler, Kalamazoo Area Transportation Study for Southcentral Michigan Planning Commission

**Public Comments on Non-Agenda Items**

Kloha asked if the member agencies were interested in switching to even year funding from the current odd year cycle. Parsons and Davenport indicated that they were interested in switching starting with fiscal year 2024, leaving the already approved schedule through 2023 as-is

**Review of Voting Members**

Voting members were identified as Parsons for the County Road Department, LaRose for Marshall Dial A Ride and Davenport for Marshall Public Services entitled to a single vote each.

Upon establishment of voting members, MOTION, by Parsons, SUPPORT, by Davenport, ***“to approve moving the Marshall Small Urban program from odd to even year funding beginning in 2024.”*** Motion approved unanimously on a roll call vote.

**HIP/COVID Funding**

Kloha presented an overview of the recently approved Highway Infrastructure Program (HIP/COVID) funding. The Michigan Department of Transportation has allocated \$81,204 in federal HIP/COVID funding with no local match required to each Small Urban area in the state. Funds cannot be used to match other federal funding but may be applied to overmatch amounts on previously programmed and unobligated projects. Agencies have until fiscal year 2024 to obligate funding. While MDOT has encouraged obligation as early as possible, Kloha noted that with the recently approved switch to even year funding, the group may consider adding the new funding to the 2024 Marshall Small Urban project when it is chosen during the next Call for Projects. Eligibility for funding is the same as for regular STP federal funding. In addition, there are specific special eligibilities outside of typical projects. If agencies are interested in programming one of the special eligibilities, they must be approved by the Federal Highway Administration. Currently there is not much guidance available on how to program and document the special eligibilities, but agencies can contact Kloha and he will help them navigate the process.

Parsons and Davenport indicated that they have discussed splitting the funding evenly between their two agencies. LaRose confirmed that Marshall Dial-A-Ride does not plan on requesting any share of the funding. Davenport suggested that she may work with LaRose on possibly using some of the City's share for special eligibility reimbursement for Dial-A-Ride costs. All three agencies agreed to table the approval of programming the HIP/COVID funding until each has chosen specific projects or special eligibilities for its use.

#### **Discussion/Action on Projects for FY 2021 - 2023**

Parsons said that the Road Department has recently done preventive maintenance on their 2021 project road, 17 ½ Mile, and want to replace the project with another road.

MOTION by Parsons, SUPPORT, by Davenport, ***“to remove the Calhoun County Road Departments 2021 17 ½ Mile Road project and replace it with a Mill and Resurface project on Old 27 from the City Limit to Highfield Road at the same federal and local participation costs.”*** Motion approved unanimously on a roll call vote.

#### **Public Comments**

No public comments were offered

#### **Other Business**

Davenport inquired as to when decisions need to be made on 2024 project selection if it is decided to use the HIP/COVID funding then. Kloha said that the Call for Projects for the next STIP cycle is expected some time in May. Normally the call would be done at the start of the next fiscal year, but MDOT is trying to realign the Small Urban program with the rest of the States' TIP cycle.

Nagler indicated that moving the Small Urban project cycle up into this fiscal year may be problematic, as the Region 3 planning budget is already on track to be at or slightly over budget and unexpected work of that magnitude would almost certainly push it over. He suggested that the State may need to provide additional funding. Kloha said that he has heard similar comments from other agencies and will bring the issue up with Don Mayle.

#### **Adjournment**

There being no further business, the meeting was adjourned at 10:39 A.M.

Minutes prepared:  
April 13, 2021