

**Meeting Minutes**  
**Albion Small Urban Area Meeting**  
**April 19, 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:

Patrick Miller, City of Albion

Kristine Parsons, Calhoun County Road Department

Mickey Bittner, Wightman & Associates

Mark Kloha, Michigan Department of Transportation, Small Urban Program Manager

Fred Nagler, Kalamazoo Area Transportation Study for Southcentral Michigan Planning Commission

Ali Townshend, Kalamazoo Area Transportation Study

**Public Comments on Non-Agenda Items**

No public comments were offered.

**Review of Voting Members**

Voting members for the meeting were identified as Parsons for the County Road Department and Patrick Miller for the City of Albion.

**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 proposed switch to even year funding, the group may consider adding the new funding to the 2024 Coldwater-Quincy 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 noted that at a previous meeting it was stated that MDOT would be issuing further guidance on the use of funding for special eligibilities. Kloha said that MDOT has not yet received additional information from the Federal Highway Administration needed for the requested guidance.

**Discussion/Action on Projects for FY 2021 - 2024**

Bittner indicated that the current number one priority project for 2023, N. Clark Street, was completed as a joint project between the City of Albion and the Calhoun County Road Department using Economic Development funding, and suggested that the City of Albion’s Haven street project be reprioritized to take its place.

MOTION by Miller, Support by Parsons, **“to move Haven Street, Main Street to the City Limit to number one priority for 2023.”** Motion was approved unanimously on a roll call vote.

Parsons said that the Road Department would like to propose a project for 2024. Nagler noted that MDOT will be issuing a Call for Projects for the cycle beginning in 2024 shortly and that action could be taken on that proposal at that time.

Parsons suggested and Miller agreed that the two agencies evenly split the \$81,204. Albion will apply their portion to the 2023 Haven Street project. Parsons said that the Road Department will wait for further guidance on special eligibilities before proposing their use. The group agreed to reconvene no later than March 14 to hear and decide on approval of a proposal from the Road Department for the use of their share of the HIP/COVID funding.

After the approved action, project prioritization for 2022 and 2023 is as follows:

**Fiscal Year 2022**

Rank	Road Name	Limits	Agency	Work Type	STP Cost	HIP/COVID
1	Haven	Monroe to City Limit	Albion	Crush & Shap	\$375,000	\$40,602
2	Various		CCRD	PM	\$375,000	
3	N. Maple	North St. to City Limit	Albion	Reconstruct	\$375,000	

**Fiscal Year 2023**

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1	Haven	Monroe to City Limit	Albion	Crush & Shap	\$375,000	\$40,602
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**Proposed Change to Even Year Project Cycle**

MOTION by Parsons, SUPPORT by Miller, **“to approve switching the Albion Small Urban program from odd year to even year award cycle.”** Motion approved unanimously on a roll call vote.

**Public Comments**

No public comments were offered

**Other Business**

Bittner inquired to whom a Form 2606 should be sent to reflect the approved project prioritization. Nagler said to submit the form to Kloha with a copy to him.

**Adjournment**

There being no further business, the meeting was adjourned at 10:39 a.m.

Minutes prepared:

April 20, 2021