



MEETING NOTICE

There will be a **West Michigan Regional Rural Transportation Task Force (Region 14)**
meeting held on:

DATE: **Friday, April 21, 2023**

TIME: **10:00 a.m.**

PLACE: **WMSRDC Offices (3rd Floor)**
 Terrace Plaza Building
 316 Morris Avenue
 Muskegon, MI, 49443

If you are unable to attend, please call Joel Fitzpatrick 231.722.7878 x160

316 Morris Avenue - Suite 340 - Muskegon, MI 49440
Telephone: 231/722-7878 ext. 160
www.wmsrdc.org

WEST MICHIGAN SHORELINE
REGIONAL DEVELOPMENT COMMISSION

West Michigan Regional Rural Transportation Task Force (Region 14)

AGENDA

April 21, 2022

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. REVIEW OF MINUTES - (December 6, 2022)
- V. FY2023 – 2026 PROJECT AMENDMENTS (**ACTION ITEM**)
- VI. UPDATE FROM MDOT
- VII. RURAL TRANSPORTATION ROUNDTABLE
- VIII. NEW BUSINESS
- IX. UNFINISHED BUSINESS
- X. PUBLIC COMMENT
- XI. ADJOURNMENT

WMSRDC
WEST MICHIGAN SHORELINE
REGIONAL DEVELOPMENT COMMISSION

ATTACHMENT I

To: Rural Transportation Task Force Members
From: Joel Fitzpatrick, Program Manager, WMSRDC
RE: Review and approval of Task Force minutes

Commission staff is requesting review and approval of the attached minutes from the December 6, 2022 meeting.

REGIONAL RURAL TRANSPORTATION TASK FORCE 14 MEETING

WMSRDC Conference Room
316 Morris Ave, Suite 340
Muskegon, MI 49440

MEETING MINUTES

December 6, 2022

I. CALL TO ORDER

Chairperson Timmer called the meeting to order at 10:00 a.m.

II. ATTENDANCE

A. Members Present

Mark Timmer, Oceana County Road Commission (Chairperson)
Derek Wawsczyk, Newaygo County Road Commission (Vice Chairperson)
Brad Hinken, Newaygo County Commission on Aging
Mary Samuels, Mason County Road Commission
Jim Koens, MATS
Stephanie Moore, Oceana County Council on Aging
LeRoy Williams, Lake County Road Commission
Theresa Lamb, Village of Baldwin
Chris Brown, Village of Pentwater
Paul Keson, Ludington Area Mass Transit
Paul Bouman, Muskegon County Road Commission
Geoff Nelson, Village of Ravenna
Howard Perry, Yates Township Dial a Ride

B. Members Not Present

Jimmy Newkirk, City of Scottville
Tyler Kent, MDOT Grand Region

C. Others Present

Don Mayle, MDOT
Bill VanDyke, Lake County Road Commission
Mike Jarvis, MDOT-OPT
Eric Nelson, Mason County Road Commission

D. Staff Present

Brian Mulnix, WMSRDC
Robert Johnson, WMSRDC

III. **PUBLIC COMMENT** – No member of the public spoke.

IV. **REVIEW OF MINUTES** – It was noted that the limits of the Custer Road All Season route were not in the minutes. A motion was made and supported to approve the revised minutes. Motion approved. **m/s Bouman/Wawsczyk**

V. **FY2023-FY2026 PROJECT AMENDMENTS**

Lake County

FY2023

- Potentially move existing M-63 project from 2024 to 2023, dependent on Village of Baldwin. Funding amounts \$803,191 Federal, \$98,000 State D, \$102,798 local.

Mason County

FY2023

- MCRC – Delete Hawley Rd.
- MCRC –Iris Rd., Crush and Shape and Asphalt resurfacing, new amounts funding \$709,542 Federal, \$216, 704 Local match, \$926,426 Total. *(Federal amount will be sold)*

Muskegon County

FY2023

- MCRC, Ravenna Road, \$868,000 Federal, \$269,225 State D, \$89,064 COVID, Total \$1,226,289.

Newaygo County

FY2023

- NCRC – Chip seal various county routes. Existing funding \$927,242 STP, \$231,811 Local match, \$1,159,053 Total. New amounts funding \$1,193,631 STP, \$298,408 Local match, \$1,492,039 Total. *(Federal amount will be sold)*

Oceana County

FY2023

- OCRC - \$87,000 Federal add to existing FY2023 project. 126th from Monroe to Madison, new funding amounts, 217,482 Federal, 140,820 Local match, \$183,535 State D, \$541,837 total.

A motion was made and supported to approve the proposed amendments to the FY2023-FY2026 projects. Motion approved. **m/s Brown/Samuels**

VI. **MDOT UPDATE** - Mr. Don Mayle noted that the Fed Aid buyout for FY2024 opens on December 13. He also noted that Brian Stark would be taking over for Josh Grab as the RTF coordinator.

VII. **NEW BUSINESS** – No new business was discussed

VIII. **UNFINISHED BUSINESS** – No unfinished business was discussed.

- IX. **PUBLIC COMMENT** – An opportunity was provided to allow members of the public to comment. No members of the public spoke.
- X. **ADJOURNMENT** - Meeting was adjourned by Chairperson Timmer at 11:14 a.m.

ATTACHMENT II

To: Rural Transportation Task Force Members
From: Joel Fitzpatrick, Program Manager - WMSRDC
RE: FY 2023-FY2026 Project Amendments

Staff is recommending the approval of the following project changes.

**Muskegon County
FY2026**

- MCRC, DELETE Bailey Road project, ADD Ravenna Road from M-46 south to the Village of Ravenna (Mortimer St). Funding remains the same.

**Newaygo County
FY2023**

- Newaygo County Commission on Aging, NEW PROJECT Van purchase \$73,120 STP, \$18,280 State match, \$91,400 Total.
- Newaygo County Commission on Aging, NEW PROJECT, Computer equipment \$64,000 STP, \$16,000 State match, \$80,000 Total.
- Newaygo County Road Commission, Bridge Old M-20 bridge over Robinson Creek, COST CHANGE, decrease local match, new funding amounts \$468,719 State D, local match \$131,281.

RURAL TASK FORCE DATA SHEET TRANSIT JOB

INSTRUCTIONS: Submit completed form to the Rural Task Force and
a copy to your OPT Project Manager for each job.

ALL ITEMS MUST BE COMPLETED

NEW JOB ☒ OR JOB CHANGE ☐		JOB NUMBER	CHANGE TYPE ☐ FY ☐ COST ☐ SCOPE ☐ MULTIPLE WORK DESCRIPTION ☐ DELETE ☐ MOVE TO ILLUSTRATIVE	
FISCAL YEAR 2023	COUNTY Newaygo	TRANSIT AGENCY - LEGAL NAME Newaygo County Commission on Aging		
AGENCY ADDRESS 93 S. Gibbs Street		CITY White Cloud	ZIP CODE 49349	

REMINDERS FOR RPA JOB PROGRAMMING

JOB TYPE MULTIMODAL	MODE TRANSIT	JOB PHASE NON-INFRASTRUCTURE (NI)
TEMPLATE TRANSIT - STIP - RURAL - FLEX	TEMPLATE BOUNDARY Lake, Mason, Muskegon, Newaygo, Oceana [14]	
MAJOR ROUTE REPORT TRANSIT CAPITAL	PHASE FINANCIAL SYSTEM STL	LOCATION REPORT AREA WIDE

Scheduled obligation date is the last day in September of the fiscal year. Scheduled end date is obligation date plus three years.
Choose Transit Capital GPA.

SCOPE CODE (FILL OUT ONE FORM PER SCOPE CODE) 6410 - 5310 Projects	TRANSIT FLEX CATEGORY ☒ 5310 ☐ 5311	MDOT OBLIGATION YES
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JOB COST

1) STP	\$	73,120
2) STATE CTF	\$	18,280
3) LOCAL FUNDING (Part of 20% match)	\$	
SUBTOTAL	\$	91,400
4) OTHER LOCAL FUNDING (Not part of 20% match)	\$	
TOTAL JOB COST:	\$	91,400

JOB DESCRIPTION (REPORT)
Van Purchase

DETAILED JOB DESCRIPTION

(If multiple types of items are being purchased/replaced,
select Multiple Work Descriptions from the drop-down box
and specify the work descriptions with job description below.)

Purchase one 13 passenger, wheel chair accessible, van. The transit van we be added to the COA fleet, increasing the COA's spare vehicle ratio to 15%. This van will be used to offer specialized service transportation to seniors and persons with disabilities.

OPT PROJECT MANAGER NAME
Natasha Gauna

SUBMITTED BY (Please print) Brad Hinken	TITLE Director	DATE 03/28/23
SIGNATURE Brad Hinken		PHONE NUMBER (231) 689-7363

Digitally signed by Brad Hinken
Date: 2023.04.12 11:13:58 -04'00'

RURAL TASK FORCE DATA SHEET TRANSIT JOB

INSTRUCTIONS: Submit completed form to the Rural Task Force and
a copy to your OPT Project Manager for each job.

ALL ITEMS MUST BE COMPLETED

NEW JOB ☒ OR JOB CHANGE ☐		JOB NUMBER	CHANGE TYPE ☐ FY ☐ COST ☐ SCOPE ☐ MULTIPLE WORK DESCRIPTION ☐ DELETE ☐ MOVE TO ILLUSTRATIVE	
FISCAL YEAR 2023	COUNTY Newaygo	TRANSIT AGENCY - LEGAL NAME Newaygo County Commission on Aging		
AGENCY ADDRESS 93 S. Gibbs Street		CITY White Cloud	ZIP CODE 49349	

REMINDERS FOR RPA JOB PROGRAMMING

JOB TYPE MULTIMODAL	MODE TRANSIT	JOB PHASE NON-INFRASTRUCTURE (NI)
TEMPLATE TRANSIT - STIP - RURAL - FLEX	TEMPLATE BOUNDARY Lake, Mason, Muskegon, Newaygo, Oceana [14]	
MAJOR ROUTE REPORT TRANSIT CAPITAL	PHASE FINANCIAL SYSTEM STL	LOCATION REPORT AREA WIDE

Scheduled obligation date is the last day in September of the fiscal year. Scheduled end date is obligation date plus three years.
Choose Transit Capital GPA.

SCOPE CODE (FILL OUT ONE FORM PER SCOPE CODE) 6410 - 5310 Projects	TRANSIT FLEX CATEGORY ☒ 5310 ☐ 5311	MDOT OBLIGATION YES
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JOB COST

1) STP	\$	64,000
2) STATE CTF	\$	16,000
3) LOCAL FUNDING (Part of 20% match)	\$	
SUBTOTAL	\$	80,000
4) OTHER LOCAL FUNDING (Not part of 20% match)	\$	
TOTAL JOB COST:	\$	80,000

JOB DESCRIPTION (REPORT)

Computer / Computer Equipment

DETAILED JOB DESCRIPTION

(If multiple types of items are being purchased/replaced,
select Multiple Work Descriptions from the drop-down box
and specify the work descriptions with job description below.)

Purchase of Computer Aided Dispatching and Scheduling (CADS) Software Solution.

The Newaygo County Commission on Aging is striving to increase the efficiency of its transit resources and make the resources available to a larger number of older adults and persons with disabilities. CADS will provide a solution to decrease call volume, help dispatchers efficiently route and schedule calls, allow customers to self-serve, and provide vehicle location services. We are looking to leverage new technologies to help create effective schedules and increase communication effectiveness, all while reducing human error.

OPT PROJECT MANAGER NAME
Natasha Gauna

SUBMITTED BY (Please print) Brad Hinken	TITLE Director	DATE 04/12/23
SIGNATURE Brad Hinken		PHONE NUMBER (231) 689-7363
Digitally signed by Brad Hinken Date: 2023.04.12 11:03:54 -04'00'		

RURAL TASK FORCE DATA SHEET ROAD JOB

(To be completed by each county or city for every job submitted to the Task Force)

ALL ITEMS MUST BE COMPLETED

JOB REQUEST

NEW JOB ☐ OR JOB CHANGE ☒	JOB NUMBER 214369	CHANGE TYPE ☐ FY ☐ COST ☐ SCOPE ☒ DELETE ☐ MOVE TO ILLUSTRATIVE
FISCAL YEAR 2026	COUNTY Muskegon	CITY / VILLAGE (If applicable)

ROAD JOB DESCRIPTION

ROAD NAME FROM NFC MAP (http://mcgi.state.mi.us/nfc) Bailey Road	NFC FUNCTIONAL CLASSIFICATION 5 MAJOR Collector	LENGTH (Miles) 2.4
FROM Ravenna Road	TO Fuller Rd	
PHYSICAL REFERENCE (PR) NUMBER: 862101 BEGINNING MILE: 3.019 ENDING MILE: 5.485 OR MAP ATTACHED: ☐		
CONTRACT PROCESS: MDOT Let		CONTRACT TYPE: Design-Bid-Build
ALL SEASON ROAD STATUS ☐ PROPOSED ALL SEASON ☒ ALL SEASON NETWORK ☐ N/A (NO STATE "D" FUNDING ON JOB) https://mdot.maps.arcgis.com/apps/webappviewer/index.html?id=ac067829f74e49eba28b33605ccd87c0		
ANTICIPATED LETTING DATE (Month/Year) February 2026	ELEMENTS NEEDING COMMITTEE APPROVAL ☐ GRAVEL ROAD ☐ SIDEWALK ☒ N/A	
MAJOR WORK TYPE: Crush & Shape & Asphalt Resurfacing (GPA)		

JOB BUDGET CONSTRUCTION PHASE ONLY: (Not to include ROW, feasibility studies, design, or testing.)

ADDITIONAL JOB INFORMATION

1) STP	\$	799,000.00
2) STP CE (RTF 1 ONLY)	\$	
3) LOCAL MATCH	\$	11,307.00
4) ACC FY	\$	
5) TOTAL PARTICIPATING STP BUDGET (Line 1-4)	\$	810,307.00
6) TEDF "D" AMOUNT:	\$	189,693.00
7) OTHER PARTICIPATING AMOUNT: (CMAQ, BRIDGE, EARMARKS)	\$	
8) NON-LAP PARTICIPATING		
a) CE	\$	25,000.00
b) PE	\$	50,000.00
c) Other	\$	
9) NON-PARTICIPATING AMOUNT: GRANTS, LOCAL UTILITIES, ETC.	\$	
TOTAL JOB COST: \$		1,000,000.00
JOB COST INCLUDING NON-LAP: \$		1,075,000.00

Rev1:
changed STP from \$599,316 to \$799,000
Extended project limit to Fuller Road

Rev2: Abandon job and re-assign funds to project on
Ravenna Road, Mortimer to Apple.

☒ By checking this box, the person completing this form certifies that the job identified in this document is eligible to be funded with federal Surface Transportation Program (STP) or state Transportation Economic Development Fund Category D funds.

SUBMITTED BY (Please print) Paul Bouman, P.E.	TITLE County Highway Engineer	DATE 04/20/23
SIGNATURE <i>Paul Bouman</i>	Paul Bouman Apr 20 2023 4:34 PM	PHONE NUMBER (231) 788-7240

RURAL TASK FORCE DATA SHEET ROAD JOB

(To be completed by each county or city for every job submitted to the Task Force)

ALL ITEMS MUST BE COMPLETED

JOB REQUEST

NEW JOB ☒ OR JOB CHANGE ☐	JOB NUMBER	CHANGE TYPE ☐ FY ☐ COST ☐ SCOPE ☐ DELETE ☐ MOVE TO ILLUSTRATIVE
FISCAL YEAR 2026	COUNTY Muskegon	CITY / VILLAGE (If applicable)

ROAD JOB DESCRIPTION

ROAD NAME FROM NFC MAP (http://mcgi.state.mi.us/nfc) Ravenna Road	NFC FUNCTIONAL CLASSIFICATION 5 MAJOR Collector	LENGTH (Miles) 2.56
FROM Mortimer St	TO Apple Ave	
PHYSICAL REFERENCE (PR) NUMBER: 861604 BEGINNING MILE: 1.21 ENDING MILE: 3.77 OR MAP ATTACHED: ☐		
CONTRACT PROCESS: MDOT Let		CONTRACT TYPE: Design-Bid-Build
ALL SEASON ROAD STATUS ☐ PROPOSED ALL SEASON ☒ ALL SEASON NETWORK ☐ N/A (NO STATE "D" FUNDING ON JOB) https://mdot.maps.arcgis.com/apps/webappviewer/index.html?id=ac067829f74e49eba28b33605ccd87c0		
ANTICIPATED LETTING DATE (Month/Year) JANUARY 2026	ELEMENTS NEEDING COMMITTEE APPROVAL ☐ GRAVEL ROAD ☐ SIDEWALK ☒ N/A	
MAJOR WORK TYPE: Crush & Shape & Asphalt Resurfacing (GPA)		

JOB BUDGET CONSTRUCTION PHASE ONLY: (Not to include ROW, feasibility studies, design, or testing.)	ADDITIONAL JOB INFORMATION
1) STP \$ 799,000.00	Re-assign funds from Bailey Road, JN 214369 to proposed project on Ravenna Road. Reason: MCRC has determined to continue preventive maintenance work on Bailey Road and prioritizes a more substantial repair on Ravenna Road.
2) STP CE (RTF 1 ONLY) \$	
3) LOCAL MATCH \$ 11,307.00	
4) ACC FY \$	
5) TOTAL PARTICIPATING STP BUDGET (Line 1-4) \$ 810,307.00	
6) TEDF "D" AMOUNT: \$ 189,693.00	
7) OTHER PARTICIPATING AMOUNT: (CMAQ, BRIDGE, EARMARKS) \$	
8) NON-LAP PARTICIPATING	
a) CE \$ 25,000.00	
b) PE \$ 50,000.00	
c) Other \$	
9) NON-PARTICIPATING AMOUNT: GRANTS, LOCAL UTILITIES, ETC. \$	
TOTAL JOB COST: \$ 1,000,000.00	
JOB COST INCLUDING NON-LAP: \$ 1,075,000.00	

☒ By checking this box, the person completing this form certifies that the job identified in this document is eligible to be funded with federal Surface Transportation Program (STP) or state Transportation Economic Development Fund Category D funds.

SUBMITTED BY (Please print) Paul Bouman, P.E.	TITLE Engineer	DATE 04/20/23
SIGNATURE <i>Paul Bouman</i>	Paul Bouman Apr 20 2023 4:34 PM	PHONE NUMBER (231) 788-7240

RURAL TASK FORCE DATA SHEET ROAD JOB

(To be completed by each county or city for every job submitted to the Task Force)

ALL ITEMS MUST BE COMPLETED

JOB REQUEST

NEW JOB ☐ OR JOB CHANGE ☒	JOB NUMBER 214779	CHANGE TYPE ☒ FY ☒ COST ☐ SCOPE ☐ DELETE ☐ MOVE TO ILLUSTRATIVE
FISCAL YEAR 2023	COUNTY Newaygo	CITY / VILLAGE (If applicable)

ROAD JOB DESCRIPTION

ROAD NAME FROM NFC MAP (http://mcgl.state.mi.us/nfc) Old M-20 (Echo Drive)	NFC FUNCTIONAL CLASSIFICATION 5 MAJOR Collector	LENGTH (Miles) 0.15
FROM Bridge (culvert) over Robinson Creek	TO	
PHYSICAL REFERENCE (PR) NUMBER:	BEGINNING MILE:	ENDING MILE: OR MAP ATTACHED: ☒
CONTRACT PROCESS: By Others		CONTRACT TYPE: Design-Bid-Build
ALL SEASON ROAD STATUS ☐ PROPOSED ALL SEASON ☒ ALL SEASON NETWORK ☐ N/A (NO STATE "D" FUNDING ON JOB)		https://mdot.maps.arcgis.com/apps/webappviewer/index.html?id=ac067829f74e49eba28b33605ccd87c0
ANTICIPATED LETTING DATE (Month/Year) Direct Grant - January 2023	ELEMENTS NEEDING COMMITTEE APPROVAL ☐ GRAVEL ROAD ☐ SIDEWALK ☒ N/A	
MAJOR WORK TYPE: Culvert Replacement - Road		

JOB BUDGET CONSTRUCTION PHASE ONLY: (Not to include ROW, feasibility studies, design, or testing.)	ADDITIONAL JOB INFORMATION
1) STP \$ _____	
2) STP CE (RTF 1 ONLY) \$ _____	
3) LOCAL MATCH \$ _____ 131,281.00	
4) ACC FY \$ _____	
5) TOTAL PARTICIPATING STP BUDGET (Line 1-4) \$ _____ 131,281.00	
6) TEDF "D" AMOUNT: \$ _____ 468,719.00	
7) OTHER PARTICIPATING AMOUNT: (CMAQ, BRIDGE, EARMARKS) \$ _____	
8) NON-LAP PARTICIPATING	
a) CE \$ _____	
b) PE \$ _____	
c) Other \$ _____	
9) NON-PARTICIPATING AMOUNT: GRANTS, LOCAL UTILITIES, ETC. \$ _____	
TOTAL JOB COST: \$ _____ 600,000.00	
JOB COST INCLUDING NON-LAP: \$ _____ 600,000.00	

☐ By checking this box, the person completing this form certifies that the job identified in this document is eligible to be funded with federal Surface Transportation Program (STP) or state Transportation Economic Development Fund Category D funds.

SUBMITTED BY (Please print) Wayne Harrall	TITLE Acting Engineer	DATE 09/19/22
SIGNATURE <i>Wayne A Harrall</i>	Wayne A. Harrall Sep 19 2022 11:50 AM	PHONE NUMBER (616) 262-0668