

**BATTLE CREEK AREA TRANSPORTATION STUDY**  
**Policy Committee**  
**Minutes of January 23, 2019 Meeting**

VOTING MEMBERS PRESENT: Harry Burdett, Derek King, Amy Lipset (for Annjanette Kremer), Dave Morgan, Eric Mullen, Skylar Cudney (for Kristine Parsons), Greg Rickmar, and Rich Werner

NON-VOTING MEMBERS PRESENT: None

VOTING MEMBERS ABSENT: Laveta Hardish, Tim Hill, and Rande Johnson

NON-VOTING MEMBERS ABSENT: Andrea Dewey (FHWA) and SMPC

OTHERS PRESENT: Corey Hackworth, Pat Karr, and Andrew Tilma

Chair Burdett called the meeting to order at 1:33 p.m. in the Council Room of the Susan L. Anderson Municipal Building (Springfield City Hall), 601 Avenue A, Springfield, MI 49037.

**ROLL CALL**

A quorum was present (see above for voting members present). Introductions of members was completed for the benefit of all in attendance.

**APPROVAL OF THE AGENDA**

**It was moved by Rickmar, supported by Werner, to approve the agenda. MOTION CARRIED UNANIMOUSLY.**

**Res.**  
**19-01**

**PUBLIC COMMENTS**

There were no public comments.

**APPROVAL OF THE MINUTES**

**It was moved by Rickmar, supported by Werner, to approve the minutes of the December 19, 2018 meeting, as presented, subject to any additions, corrections or changes.** Karr indicated that there are two minor corrections to the minutes on page 3. These will be corrected before the final minutes are posted to the website. **MOTION CARRIED UNANIMOUSLY.**

**Res.**  
**19-02**

## COMMUNICATIONS

Karr reported the following items of communication:

- The Final Acceptance Report for FY 2018 for BCATS was submitted to MDOT before the deadline at the end of December, 2018.
- BCATS will be receiving air quality conformity information from MDOT shortly that will require BCATS Committee action in February. BCATS will be publishing a public notice about the conformity data, at the request of MDOT, prior to the Committee action at the end of February.
- An updated Policy Committee representative and alternate list is distributed today. This will change again as Eric Mullen has been promoted to Section Manager at MDOT and Rich Werner at BCT is retiring in March.
- The members were provided an information sheet about the MDOT Transportation Alternatives Program (TAP). A submittal schedule for this program was distributed to Technical Committee members earlier this month and the local agencies were encouraged to consider applying for TAP grants. These grants are competitive statewide and provide funding for project types such as those listed on the information sheet distributed. Karr encouraged the Policy Committee members to contact their local engineers responsible for project development if they have ideas for projects which may be eligible for this funding category.
- A date has been set for BCATS' annual pre-Unified Work Program (UWP) meeting. The meeting will be February 28<sup>th</sup> in Lansing. This meeting with MDOT and FHWA staff, along with BCATS staff and BCT staff, is to review the current 2019 UWP and to set plans for the development of the next UWP for 2020.
- There is an update regarding the activities of the Regional Prosperity Committee for southwest Michigan. The Committee applied to the state for funding again for calendar year 2019. A total of \$306,810 was awarded from DTMB. The funding includes work on asset management data collection for the RPI area. Karr participates on this Committee. The RPI was developed under Governor Snyder and it is unknown if funding for this activity across the state will continue under Governor Whitmer.
- Also distributed was a public information newsletter about the development of the new FY 2020-2023 Transportation Improvement Program (TIP). This was to be discussed further later on the agenda.

## UNFINISHED BUSINESS

There was no unfinished business.

## NEW BUSINESS

### A. October - December 2018 Quarterly Financial Report

Karr reviewed the October - December 2018 quarterly financial report which was included in the advance material. She noted that the budget is on target for the staff office with 22% of the budget expended through the first three months. The large amount shown under the "Other Agencies" is the reimbursement to the City of Battle Creek for the final billing on the Transit Master Plan grant. These funds were basically just "passed through" BCATS for this project that was managed by the City.

**It was moved by Werner, supported by Rickmar, to “receive and file” the October - December 2018 Quarterly Financial Report for BCATS, as presented. MOTION CARRIED UNANIMOUSLY.**

**Res.  
19-03**

**B. FY 2017 - 2020 Transportation Improvement Program (TIP) Amendment #B14/J5**

Tilma reviewed the project changes proposed for this amendment to the current TIP. This included the list as printed in the public notice and the information on a table that he distributed. He also noted items listed on the table that are not included in the formal amendment, but are informational for the Committee. Tilma stated that the BCATS Technical Committee and staff recommend approval of this amendment.

**It was moved by Rickmar, supported by Werner, to approve Amendment #B14/J5 to the BCATS FY 2017-2020 Transportation Improvement Program, as presented. MOTION CARRIED UNANIMOUSLY.**

**Res.  
19-04**

**C. FY 2018 BCATS Audit**

Karr indicated that the final audit report was received from the auditor and copies were provided to the members in advance of the meeting. She reviewed the various sections of the document with the Committee.

**It was moved by Rickmar, supported by Werner, to “receive and file” the FY 2018 BCATS Audit, as prepared by the audit firm of Rehmann Robson and to authorize its submittal to MDOT for grant close-outs. MOTION CARRIED UNANIMOUSLY.**

**Res.  
19-05**

**D. Development of the FY 2020-2023 Transportation Improvement Program (TIP)**

Tilma reported on the development of the new FY 2020-2023 TIP. The project list is being finalized.

Karr discussed the newsletter that was referenced under “Communications.” The newsletter announcing the development of the FY 2020-2023 TIP has been completed and is being distributed yet this week. She noted that this newsletter goes out to other agencies as well under the “consultation” requirement that BCATS has regarding the development of its plans and programs. Depending upon any feedback received as a result of the newsletter, a list of projects for the time period of the new TIP will be presented for Committee action in February. Projects need to be input to the JobNet database by March 1, 2019.

This was an information item not requiring action at this time.

## **COMMENTS**

### **A. Next Meeting**

Chair Burdett announced that the next Policy Committee meeting is scheduled for Wednesday, February 27, 2019, 1:30 p.m. in the City of Springfield Council Chambers.

### **B. Committee Member Comments**

Morgan commented that the N Drive North project in 2020 is needed and he was glad to see that on the list.

Karr welcomed King as the new representative of the Calhoun County Board of Commissioners on the BCATS Policy Committee.

### **C. Public Comments**

There were no public comments.

## **ADJOURNMENT**

Chair Burdett adjourned the meeting at 2:08 p.m.