

BATTLE CREEK AREA TRANSPORTATION STUDY
Policy Committee
Minutes of January 22, 2020 Meeting

VOTING MEMBERS PRESENT: Mallory Avis, Harry Burdett, Don Mayle, Derek King, Brandan Maurer (for Annjanette Kremer), John Midgley, Barb Darlington (for Dave Morgan), and Greg Rickmar

NON-VOTING MEMBERS PRESENT: None

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

NON-VOTING MEMBERS ABSENT: Andy Pickard and Southcentral Michigan Planning Council

OTHERS PRESENT: Pat Karr and Andrew Tilma

Chair Burdett called the meeting to order at 1:30 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). Introduction of members was completed to take roll call and for the benefit of all in attendance.

APPROVAL OF THE AGENDA

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

Res.
20-01

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE MINUTES

It was moved by Rickmar, supported by Avis, to approve the minutes of the December 18, 2019 meeting, as presented, subject to any additions, corrections or changes. MOTION CARRIED UNANIMOUSLY.

Res.
20-02

COMMUNICATIONS

Karr reported the following items of communication:

- BCATS received updated local program estimates from MDOT for the STUL and PL planning program for 2020. The STUL funding is to be discussed later on the agenda.
- Karr attended a meeting at the City of Battle Creek Public Works Department for infrastructure and utility services coordination last week.

- There will be one last phone/webinar meeting for the countywide transit study on Monday, February 10th at 9:00 am.
- BCATS staff completed the Obligated Projects Report for 2019 at the end of December. It was posted to the BCATS website and was sent out electronically to BCATS' newsletter lists. Hard copies were provided to the members at the meeting. Copies were also provided to all of the area township offices, the office of the Calhoun County Road Department, the City of Battle Creek Public Works Department and the eight City of Battle Creek Neighborhood Planning Council groups.
- BCATS staff sent out a listing of the BCATS Committee meeting dates for 2020 to known private transportation providers following the December Policy Committee action on its 2020 schedule.
- BCATS staff sent the adopted safety and transit targets and supporting information to MDOT for these items that were approved by the Policy Committee in December.
- BCATS received notice of a rescheduling of the region's infrastructure asset management summit for Friday, February 7th from 9-12 am at the Van Buren Conference Center in Lawrence, MI. The original date in November was cancelled due to bad weather. Attendance at the summit requires registration and interested persons should contact BCATS staff for more information.
- The City of Battle Creek was officially notified that a rail crossing on Main Street, north of the intersection with Dickman Road, is scheduled for upgrading in 2020. It is still undetermined if state rail program or local rail program funding will be allocated to the project.
- The City of Battle Creek has now posted signs at the entrances to the City, stating its local ordinance that prohibits the use of hand-held cell phones for any purpose while driving in the City.
- The Regional Prosperity Committee is meeting on February 6, 2020 for what may be the last meeting of this group. State funding for the initiative, begun under the previous governor's administration, has not been continued in the 2020 budget.
- The pre-Unified Work Program (UWP) meeting for this winter between BCATS, MDOT and FHWA has been set for Monday, February 24, 2020 from 1:00-3:30 pm in Lansing. The meeting will review the current year's work activities and include discussion of work for the FY 2021 UWP which will start October 1, 2020. Battle Creek Transit staff are also invited to this meeting.
- BCATS received approval from MDOT of the Final Acceptance Report that was submitted to the Department in December, 2019. The Final Acceptance Report is a year-end summary of work activities and costs for BCATS.
- BCATS has been contacted by groups from the Traverse City area about the process of implementing a metropolitan planning organization process, as Traverse City anticipates meeting the population threshold for this designation after the 2020 Census.
- Karr indicated that her ability to participate in the many meetings noted above that occur during the first two weeks of February is dependent upon which days she may have to report for jury duty. She has a service period for jury duty of the first two weeks in February.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS**A. October-December, 2019 Quarterly Financial Report**

Karr reviewed the October-December, 2019 Quarterly Financial Report for BCATS that was provided to the members in the advance materials. She noted that the revenues indicated as outstanding as of the end of December have since been received. Expenses are on track, currently at 22% of the total budget at one-quarter of the way through the year.

It was moved by Midgley supported by Rickmar, to receive and file the October-December, 2019 Quarterly Financial Report, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
20-03**

B. FY 2020-2023 Transportation Improvement Program (TIP) Amendment #4

Tilma discussed the content of the amendment, as presented in the public notice. There was only one project being amended at this time. He explained the reasons for the changes in the cost of the subject MDOT project.

It was moved by King, supported by Rickmar, to approve Amendment #4 to the FY 2020-2023 TIP, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
20-04**

C. FY 2019 Audit

Karr referenced the BCATS FY 2019 audit document which was sent out to the Policy Committee voting members prior to the meeting. She noted that this is the last year of the audit contract with this audit firm through the City of Battle Creek's contract with the firm. She highlighted some of the information in the audit report. Copies of the audit report will be provided to MDOT for MDOT Commission Audit review. The audit firm has already sent a copy of the audit report to the State of Michigan Treasurer's office, as required by law.

It was moved by Midgley, supported by King, to receive and file the BCATS FY 2019 Audit, as presented by the audit firm. MOTION CARRIED UNANIMOUSLY.

**Res.
20-05**

D. Update on FY 2020 Project Funding for FY 2020-2023 TIP

Tilma discussed a memo that he had prepared and distributed about this topic. He explained the deliberations of the Technical Committee in addressing the allocation of Highway Infrastructure Program (HIP) funding, and a small increase in STUL funding, at this time. The HIP funding can only be allocated to road projects. The memo also outlined the actions associated with, and taken, relative to the funding sources in question. Tilma further noted that none of the changes require FHWA approval as an amendment.

Karr noted that the N Drive North project is still overmatched with local funds even though some of the funding under discussion was targeted to that project.

It was moved by Rickmar, supported by Avis, to accept the funding changes to the listed projects, as recommended by the BCATS Technical Committee and administered by staff.

**Res.
20-06**

COMMENTS

A. Next Meeting

Chair Burdett announced that the next Policy Committee meeting is scheduled for Wednesday, February 26, 2020, 1:30 p.m. in the City of Springfield Council Chambers.

B. Committee Member Comments

Mayle noted that MDOT staff will be meeting with FHWA staff tomorrow to discuss issues related to listing projects in the TIP that have been brought up by the metropolitan planning organizations.

Tilma noted that the next TIP amendment opportunity will be in March and that the March amendment is already looking like it will have several projects included in it. He indicated that the deadline for submittal of changes for the next amendment will be the last week of February.

Rickmar reported that he and other City of Battle Creek staff had attended a meeting in Lansing to be informed about the switch MDOT is making in contractors for its central traffic control software. He indicated that the new type of software is impressive in its capabilities and something the City may want to consider in the future.

C. Public Comments

There were no public comments.

ADJOURNMENT

Chair Burdett adjourned the meeting at 1:52 p.m.