

BATTLE CREEK AREA TRANSPORTATION STUDY
Policy Committee
Minutes of January 27, 2021 Meeting
Zoom Meeting Format

VOTING MEMBERS PARTICIPATING: Mallory Avis, Deb Belles, Harry Burdett, Derek King,

Annjanette Kremer, Kevin Leiter, Don Mayle, John Midgley, Greg Rickmar, and Bill Scutt

NON-VOTING MEMBERS PARTICIPATING: None

VOTING MEMBERS NOT PARTICIPATING: Laveta Hardish

NON-VOTING MEMBERS NOT PARTICIPATING: Andy Pickard and Southcentral Michigan
Planning Council

OTHERS PARTICIPATING: Pat Karr and Andrew Tilma

Chair Burdett called the meeting to order at 1:30 p.m. via a Zoom conference meeting. The meeting was held virtually due to the continuing COVID-19 pandemic.

ROLL CALL

Karr conducted a roll call of members and any guests. Members indicated their presence for the purpose of establishing a quorum. It was noted that all members are participating virtually and, per the Open Meetings Act Amendment, each member participating virtually indicates their physical location, which is to be included in the minutes.

Members participating remotely and location: Avis (City of Battle Creek, MI), Belles (Emmett Charter Township, MI), Burdett (City of Springfield, MI), King (City of Battle Creek, MI), Kremer (Pottersville, MI), Leiter (Pennfield Charter Township, MI), Mayle (Conway Township, MI), Midgley (Summit Township, MI), Rickmar (City of Battle Creek, MI), and Scutt (Bedford Charter Township, MI)

It was determined that a quorum of the voting members were participating.

APPROVAL OF THE AGENDA

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

Res.
21-01

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE MINUTES

It was moved by Midgley, supported by Scutt, to approve the minutes of the December 16, 2020 meeting, as presented, subject to any additions, corrections or changes. MOTION CARRIED UNANIMOUSLY.

**Res.
21-02**

COMMUNICATIONS

Karr reported the following items of communication:

- The final FY 2020 audit was received from the audit firm and action on the document is on the agenda for today.
- A public notice for Transportation Improvement Program (TIP) Amendment #10 was published earlier this month.
- BCATS has received a letter from MDOT approving the Final Acceptance Report for FY 2020 that was sent to the Department in December. This is a federally required summary of work activity and financial information that is completed each year by BCATS.
- The Obligated Projects Report, also a federal requirement for the MPOs, was completed for the BCATS area for FY 2020 and posted to the BCATS' website at the end of December. The Report was also e-mailed to BCATS' extensive mailing list. A limited number of hard copies were printed and some of those were distributed to the local units of government for public availability when their offices are open again. All of the Policy Committee members should have received the report via e-mail.
- A date has been set with MDOT and the federal funding agencies for the annual Pre-Unified Work Program meeting for BCATS for the FY 2022 Unified Work Program. The meeting will be virtual on March 8, 2020. A draft of the next year's program is expected to be provided to the BCATS Committees in April.
- A virtual meeting about the upcoming major I-94 projects in the BCATS area was held this morning.
- It is with great sadness that Karr noted the passing of Jim Demarest, former Emmett Township Supervisor at the end of December. Jim served on the Policy Committee for 16 years, his four terms as supervisor. The last eleven years that he was involved with BCATS Jim was Chair of the Policy Committee. It is hard to believe that he left public office and BCATS 12 years ago. He was a steadfast supporter of BCATS and the MPO process, and a special person. He will truly be missed.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS**A. FY 2020-2023 Transportation Improvement Program (TIP) Amendment #10**

Tilma reviewed the projects submitted for this month's amendment and also noted several technical corrections efforts that have also taken place for projects. He cited that correction to the funding split percentage for the transit project in the amendment and the source of the non-federal share.

It was moved by Rickmar, supported by Kremer, to approve Amendment #10 to the FY 2020-2023 Transportation Improvement Program, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
21-03**

B. Future Socio-Economic Data for Travel Demand Model

Tilma indicated that this information was presented to the Technical Committee for its review. The data will be utilized with the travel demand model run by MDOT to project where there may be traffic congestion in the future and where future transportation projects should be planned. He noted that the table presented is a compilation of data from the traffic analysis zone level that is presented by unit of government.

It was moved by Scutt, supported by King, to approve the future socio-economic data for use with the travel demand model at MDOT to support the update of BCATS' Metropolitan Transportation Plan, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
21-04**

C. FY 2020 Audit

Karr asked if any of the members had questions about the audit document that was mailed to them earlier this month. She indicated that the format is the same as recent audits conducted by the same firm. There were no questions.

It was moved by Midgley, supported by Scutt, to receive and file the FY 2020 Audit and to authorize BCATS staff to submit the audit to MDOT. MOTION CARRIED UNANIMOUSLY.

**Res.
21-05**

D. October - December 2020 Quarterly Financial Report

Karr reviewed the October - December 2020 Quarterly Financial Report that was provided to the members in the advance material. She indicated that the total expenses are at 20% for the year at the quarter mark reached for this fiscal year.

It was moved by Leiter, supported by Kremer to receive and file the BCATS October - December 2020 Quarterly Financial Report. MOTION CARRIED UNANIMOUSLY.

**Res.
21-06**

E. Performance Measures - National Highway System Bridge Condition/4-Year Adjusted Targets

Karr discussed the mid-term adjustment of the state's bridge condition projects and the requirements for the metropolitan planning agencies to address this adjustment. A resolution for this topic and the background newsletter prepared by MDOT were provided to Committee members in advance of the meeting.

It was moved by Rickmar, supported by Leiter, to approve the resolution for BCATS to support the MDOT NHS Bridge Condition 4-Year Adjusted Targets, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
21-07**

F. BCATS Participation Plan Update

Karr discussed the draft Participation Plan update that was provided to the members in advance. The public notice for this update was published in early December 2020 to meet the 45-day requirement for such a notice. Since the time of the public notice, the draft Plan update has been posted on the BCATS' website, along with a newsletter outlining the update process for the Plan. One comment was received about the Plan update from BCATS' MDOT program manager, who pointed out a typographical error.

It was moved by Rickmar, supported by Avis, to approve the update of the BCATS Participation Plan, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
21-08**

COMMENTS

A. Next Meeting

Chair Burdett announced that the next Policy Committee meeting is scheduled for Wednesday, February 24, 2021, 1:30 p.m.

B. Committee Member Comments

Belles informed the group that the Girl Scouts are planning a tree planting in Emmett Township to honor Jim Demarest. Several other Policy Committees members commented on the passing of the former supervisor and expressed their fond memories of him.

King indicated that he had participated in the business group meeting for the I-94 projects which was also held this morning.

Mayle reported that MDOT has posted for the Section Manager position in the statewide planning section and expect to have the position filled soon. He also stated that some new transportation funding is coming to the state in the form of COVID funds and Highway Improvement Program (HIP) funds. Any allocation to the local areas will be announced soon.

Kremer commented on the morning meetings related to the I-94 work that is just beginning with ideas for the design/build project. The biggest part of the agenda for those meetings was discussion of the I-94/Capital Avenue interchange.

C. Public Comments

There were no public comments.

ADJOURNMENT

Chair Burdett adjourned the meeting at 2:02 p.m.