

BATTLE CREEK AREA TRANSPORTATION STUDY

Policy Committee

Minutes of January 22, 2025 Meeting

MEMBERS PRESENT: Voting: Mallory Avis, Richard Bayus, Barry Beamish, Harry Burdett, Tracy Myers, Dave Neubauer (for Annjanette Kremer), Kristine Parsons, and Steve Skalski
Non-voting: None

MEMBERS ABSENT: Voting: Laveta Hardish, Derek King, and Kevin Leiter
Non-voting: Jenny Staroska and Southcentral Michigan Planning Council (SMPC)

OTHERS PRESENT: Jeff Franklin

Chair Burdett called the meeting to order at 1:31 p.m. in the Council Room of the Susan L. Anderson Municipal Building (Springfield City Hall), 601 Avenue A, Springfield MI 49037.

ROLL CALL

Burdett asked all members and staff in attendance to introduce themselves. It was determined that a quorum of the voting members was present.

APPROVAL OF THE AGENDA

It was moved by Skalski, supported by Parsons, to approve the agenda. MOTION CARRIED UNANIMOUSLY.

**Res.
25-01**

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE MINUTES

It was moved by Parsons, supported by Skalski, to approve the minutes of the December 18, 2024 meeting. MOTION CARRIED UNANIMOUSLY.

**Res.
25-02**

COMMUNICATIONS

Franklin shared the following communications:

- The City of Battle Creek Commission has accepted Franklin as a member of the City of Battle Creek Transit Local Coordinating Committee (LCC). Franklin has been attending the transit LCC and LAC meetings since November, and coordinating with the planning area specialized service agencies (Community Action; Community Inclusive Recreation; Marian Burch Adult Day Care) to ensure their federal-aid projects are appropriately reflected on the BCATS Transportation Improvement Program (TIP).
- Franklin continues to work with Rehmann on the FY24 audit of BCATS financial statements. Rehmann recognized a delay with the BCATS audit as they worked to complete the City of Battle Creek audit (BCATS is a sub-agency audit of the City). Rehmann anticipates final audit documents to be sent in January.
- Franklin has completed working with MDOT-Office of Commission Audits on the closeout of past BCATS grant contracts from FY22 and FY23.
- MDOT Statewide Planning is working with BCATS to schedule the FY26 Pre-Unified Planning Work Program meeting, in anticipation of preparation of next year's BCATS Unified Planning Work Program.
- FHWA Michigan Division met with Franklin to discuss BCATS current status – successes, challenges, preferences, and what federal planning partners can do for BCATS.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A. Resolution of Support for updated STIP Air Quality Conformity Report

Franklin reviewed the draft update to the Statewide Transportation Improvement Program Air Quality Conformity Report, currently out for statewide public involvement. BCATS has been asked by MDOT to provide a resolution of support for this latest STIP Air Quality Conformity Report, as it includes the state funded Marshall Modernization projects, which partially fall within the BCATS planning area (proposed improvements at M-311 and I-94, and M-311 and M-96).

It was moved by Skalski, supported by Parsons, to approve a Resolution of Support for the updated STIP Air Quality Conformity Report, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
25-03**

B. FY2023-2026 Transportation Improvement Program (TIP) Amendment #14

Franklin discussed the proposed Amendment #14 to the BCATS' current FY2023-2026 Transportation Improvement Program (TIP).

It was moved by Avis, supported by Parsons, to approve the FY2023-2026 TIP Amendment #14, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
25-04**

C. October-December, 2024 Quarterly Financial Report

Franklin discussed the October-December 2024 Quarterly Financial Report, which was provided to members at their places. BCATS has received all local share contributions, and is at 23.6% expenditures for the quarter.

It was moved by Skalski, supported by Parsons, to receive and file the October-December 2024 Quarterly Financial Report, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
25-05**

D. Report from Study Management Committee – BCATS Personnel Policies

Avis reported that Study Management Committee met and reviewed minor changes to the BCATS Personnel Policies, to comply with the new Michigan 2025 Earned Sick Time Act (ESTA), expected to go into effect on February 21, 2025; and to identify a new BCATS Finance Director position.

It was moved by Skalski, supported by Parsons, to approve the Executive Director make the recommended modifications to the BCATS Personnel Policies, to comply with ESTA and to identify a new BCATS Finance Director position, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
25-06**

E. Report from Study Management Committee – BCATS Staff Salary Ranges

Avis reported that Study Management Committee reviewed a proposed salary range for the new BCATS Finance Director position.

It was moved by Skalski, supported by Parsons, to approve the Executive Director make the recommended modification to the BCATS Staff Salary Ranges document, listing a Finance Director position with a pay range of \$80,000 to \$113,000, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
25-07**

F. Report from Study Management Committee – BCATS Job Descriptions

Avis reported that Study Management Committee reviewed a draft BCATS Finance Director job description, which would need to be added to the BCATS Job Descriptions document.

It was moved by Skalski, supported by Parsons, to approve the Executive Director make the recommended modification to the BCATS Job Descriptions document with the reviewed BCATS Finance Director job description, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
25-08**

G. Report from Study Management Committee – BCATS Finance Director

Avis reported that Study Management Committee reviewed a position listing for the hire of BCATS Finance Director, with an initial posting availability of January 24 through February 17, 2025.

It was moved by Skalski, supported by Parsons, to approve the Executive Director post a position listing for the hire of a BCATS Finance Director, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
25-09**

COMMENTS**A. Next Meeting**

Chair Burdett announced that the next meeting of the BCATS Policy Committee is scheduled for February 26, 2025 at 1:30 p.m.

B. Committee Member Comments

Chair Burdett informed the group that BCATS Principal Planner Andy Tilma has retired effective December 31, 2024.

Neubauer reported that the Marshall TSC is receiving 2025 cost savings funding for additional chip seal projects within BCATS – Columbia Ave (M-37) from I-94 eastward to Helmer Road, and M-66 from just south of B Drive North southward to D Drive South. Neubauer also reported that another MDOT open house is in the works for later this winter/early spring for the Marshall modernization projects, including some draft design updates for the I-94/M-311 interchange, and the 11 Mile Road/M-96 intersection. Work is still expected to be performed in Marshall Township foremost, with Emmett Township work coming along at a later date. Neubauer mentioned that minor concrete repair work would also occur on I-194 between Golden and Columbia.

Parsons anticipates County board approval of the 2025 Township selected local projects at their February meeting. Parsons stated that the annual township supervisors meeting is scheduled for February 18, 2025. Winter maintenance is in full force.

Skalski reported that the salt barn project bids came in high, resulting in alternate designs being proposed for a subsequent bidding this spring. The DPW public Open House is scheduled for May 14, 2025. Equipment will be made available for the public to view and ask questions.

Avis reported that the Congressional Designated Spending funding from Senator Peters will be obligated by the City of Battle Creek for the Transportation Authority of Calhoun County (TACC), for startup capital and equipment. The next delivery of fleet vehicles will be branded Ride Calhoun, as it no longer makes sense for the brand to be oriented with City/Battle Creek Transit, with the vehicles to be eventually operated by the TACC. TACC is still on track to be the designated recipient of MDOT and FTA funds on October 1, 2025.

Bayus reported that MDOT is working through the latest USDOT/Executive Orders to determine impacts to various grant programs related to electric vehicles and diversity/equity/inclusion programs.

Franklin intends to attend the next TACC board meeting on January 28, 2025.

C. Public Comments

There were no public comments.

ADJOURNMENT

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