

**BATTLE CREEK AREA TRANSPORTATION STUDY**  
**Policy Committee**  
**Minutes of February 22, 2017 Meeting**

VOTING MEMBERS PRESENT: Harry Burdett, Mark Dionise, Steve Frisbie, Adam Heikkila, Tim Hill, Angela Kline, John Lanum, Dave Morgan, Deb Owens, and Rich Werner

NON-VOTING MEMBERS PRESENT: None

VOTING MEMBERS ABSENT: Laveta Hardish

NON-VOTING MEMBERS ABSENT: Andy Pickard (FHWA) and SMPC

OTHERS PRESENT: Pat Karr and Andrew Tilma

Chair Kline called the meeting to order at 1:32 p.m. in the Council Room at Springfield City Hall, 601 Avenue A, Springfield, MI 49037.

**ROLL CALL**

A quorum was present (see above for voting members present) and introductions were conducted for the benefit of all in attendance.

**APPROVAL OF THE AGENDA**

**It was moved by Owens, supported by Burdett, to approve the agenda. MOTION CARRIED UNANIMOUSLY.**

**Res.**  
**17-07**

**PUBLIC COMMENTS**

There were no public comments.

**APPROVAL OF THE MINUTES**

**It was moved by Burdett, supported by Owens, to approve the minutes of the January 25, 2017 meeting, as presented, subject to any additions, corrections or changes. MOTION CARRIED UNANIMOUSLY.**

**Res.**  
**17-08**

**COMMUNICATIONS**

Karr reported the following items of communication:

- The completed BCATS' 2040 Metropolitan Transportation Plan final document has been submitted to MDOT. The Plan is available on the BCATS website for viewing.
- BCATS has received correspondence from MDOT Contract Services about the close-out of FY 2014 and FY 2015 FHWA planning grants. A balance is owed to MDOT and BCATS will be receiving an invoice for this amount.

- BCATS has received notice that the City of Battle Creek has received funding to improve a portion of Lafayette Street in 2018. This project will be added to the FY 2017-2020 TIP with through the scheduled March TIP amendment process.
- BCATS staff met with Battle Creek Transit staff regarding transit performance measures. The BCATS' Committees have discussed the FHWA performance measure requirements, but there are requirements through the Federal Transit Administration (FTA) as well.
- Karr has been working with a statewide group to work on safety performance measures and targets. The state's targets are due in August 2017, with the metropolitan planning organization (MPO) targets due 180 days after that time.
- The state of Michigan has released an update of its Strategic Highway Safety Plan for 2017-2018 in advance of the upcoming Traffic Safety Summit hosted by the Michigan State Police's Office of Highway Safety Planning.
- Karr spoke at the Minges Brook/Riverside Neighborhood Planning Council (NPC) meeting on January 25th about BCATS and its activities. The group was very interested and one individual requested a copy of the new Metropolitan Transportation Plan, which was provided to that individual.
- Karr noted an updated version of the "Guide to Citizen Involvement with BCATS" that was distributed to the members. She added that she provided copies of this brochure to those at the NPC meeting also. If any Policy Committee members would like additional copies to have at their offices, please let staff know. The brochure is also available to be viewed on the BCATS website.
- At the statewide meeting of the MPOs yesterday (February 21<sup>st</sup>) a change in the threshold percent used to trigger an amendment to the TIP due to a cost change was approved by that group. A pilot change for a year to a standard of 25%, either increase or decrease in the total project cost will apply to all agencies in Michigan. This level will be evaluated in one year to see how it may, or may not, have helped the process of completing TIP amendments. This will apply to highway and transit projects. BCATS currently already uses 25% for highway projects, but will be lowering the transit percent from 30% to 25% for the pilot period.
- MDOT has released a "call" for local bridge projects for the year 2020. Applications are due to MDOT by May 1, 2017. Karr indicated that members should contact the appropriate road agency regarding interest in bridge improvements in their locality.
- Karr is attending a training session on February 23<sup>rd</sup> for the revised billing process to MDOT, including the automated "ProjectWise" submission system.
- An additional handout to the members is a time-line for MDOT's update of its 5-Year Plan, a listing of projects MDOT plans to complete over the next five year period. The new project period includes 2018-2022.
- An updated membership listing for the Policy Committee was also distributed for the benefit of the members.
- Karr's annual review is coming up the end of March. Material will be distributed to the members early on in March for that activity. Responses are returned to the chair for consideration by the Study Management Committee.
- BCATS has received notice that there will be a "distribution" or rebate on the property and liability insurance again this year. This is good news, as prior year amounts have ranged from 19% to 36% of the premium amounts.

Lanum noted that there is upcoming a meeting for the current and new work program coming up between MDOT, FHWA and BCATS on March 15, 2017. Karr indicated that this will be discussed under item 7.B. on the agenda.

### UNFINISHED BUSINESS

There was no unfinished business at this time.

### NEW BUSINESS

#### A. **FY 2016 Audit**

Karr reviewed the BCATS audit document for FY 2016 which was mailed to members in advance of the meeting. The “Net position” amount is where the funds will be taken from to pay back MDOT, as noted under the item in “Communications” that Karr discussed. She also noted the prior year “due from” and “due to” amounts later in the audit document and indicated that the recent correspondence from MDOT Contract Services will resolve the FY 2014 and FY 2015 FHWA balances owed. The 2016 Audit also reflects the combining of the FHWA and FTA planning funds into one consolidated planning grant.

**It was moved by Werner, supported by Dionise, to approve and file the FY 2016 Audit, as presented. MOTION CARRIED UNANIMOUSLY.**

**Res.**  
**17-09**

#### B. **Initial Issues and Outline for FY 2018 Unified Work Program**

Karr reviewed the “Issues and Outline” page for the upcoming FY 2018 Unified Work Program (UWP) that had been made available to the members in advance of the meeting. There was discussion about the various items on the issues list as an overview of the potential for the upcoming year. Karr again noted the upcoming Unified Work Program review meeting that will be conducted in March. Following that meeting, a draft of the FY 2018 UWP will start to be developed. The draft is scheduled to be presented to the BCATS Committees in April, with final approval in May. MDOT requires the new UWP documents to be submitted by June 1<sup>st</sup> each year.

Tilma added that the traffic count program will be an emphasis for next year as well as anticipated requests for BCATS being involved in preparations for the 2020 Census. Dionise indicated that a charrette is planned in Marshall to look at a connection for non-motorized facilities in the Marshall area.

Morgan asked about how to pursue issues related to traffic congestion at an intersection along Capital Avenue NE and the additional issue of setting of speed limits. Members offered clarification about how intersection traffic controls and speed limit setting are established. Karr

indicated that she would provide information to Morgan about the setting of speed limits, which has particular requirements based on state law. The intersection issue would be pursued with MDOT since the intersection is on the state trunkline. The state's signal unit would be looking to see if "warrants" are met for the intersection to warrant a signal. Other options offered were to create, through the signal timing of nearby existing signals, a gap for traffic to exit the side street without the installation of a signal. The signals along Capital are included in a larger signal review project planned by MDOT in 2018/2019.

Frisbie thanked Tilma for his assistance with Helmer/Columbia intersection issue. MDOT has not made any modification of this location after the rerouting of the Business Loop. It is desired that MDOT continue to monitor this location for the need for protected left-turn movements. Tilma noted that the Helmer/Columbia intersection is also included in the larger traffic signal project noted in the prior discussion. Tilma indicated that the safety planning activities for BCATS in 2018 are expected to include a more detailed review of the area's intersections.

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

## COMMENTS

### A. Next Meeting

Chair Kline announced that the next Policy Committee meeting is scheduled for Wednesday, March 29, 2017, 1:30 p.m. in the City of Springfield Council Chambers. This is the fifth Wednesday of the month. She noted that the Study Management Committee will also meet that day at 1:00 pm.

### B. Committee Member Comments

It was asked whether Pennfield would need to do a formal request to MDOT for review of the intersection along Capital Avenue NE. Dionise stated that he would have the traffic engineer from his office do an initial review and if there is a likelihood of the intersection being further investigated by the MDOT Lansing staff, a formal request would be indicated. Kline indicated that she would see what the County's data shows regarding the speed limit issue along Pennfield Road.

Karr offered that if any members did not need to retain their copies of the audit that she would add them to BCATS' stack of extra copies. Karr also indicated that the BCATS meeting in March is the 5<sup>th</sup> Wednesday since the Michigan State Policy/Office of Highway Safety Planning's Traffic Safety Summit is occurring the week before. She promoted attending that 2 ½ day conference.

Frisbie indicated that the Calhoun County Board of Commissioners approved the submittal by the County of the grant application for 2018 rural transit planning funds for a transit study for Calhoun County. The applications were due in mid' February. Burdett indicated that it appears the County will be successful in seeking the matching funds necessary for that grant, if awarded.

**C. Public Comments**

There were no public comments.

**ADJOURNMENT**

Chair Kline adjourned the meeting at 2:17 p.m.