

BATTLE CREEK AREA TRANSPORTATION STUDY
Policy Committee
Minutes of March 28, 2018 Meeting

VOTING MEMBERS PRESENT: Harry Burdett, Adam Heikkila, Angela Kline (for the Calhoun County Road Department), Rick Fowler (for John Lanum), Greg Rickmar, Mark Dionise, Rich Werner, and Steve Buller (for Tim Hill)

NON-VOTING MEMBERS PRESENT: None

VOTING MEMBERS ABSENT: Steve Frisbie, Dave Morgan, Laveta Hardish

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

OTHERS PRESENT: Justian Crane, Jeff Franklin, Kristine Parsons, Pat Karr and Andrew Tilma

Vice-Chair Burdett called the meeting to order at 1:32 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 were made for the benefit of all in attendance.

APPROVAL OF THE AGENDA

Burdett noted that there would be an addition to the agenda, Item 7.F. **It was moved by Fowler, supported by Kline, to approve the agenda as amended. MOTION CARRIED UNANIMOUSLY.**

Res.
18-07

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE MINUTES

It was moved by Werner, supported by Rickmar, to approve the minutes of the January 24, 2018 meeting, as presented, subject to any additions, corrections or changes. MOTION CARRIED UNANIMOUSLY.

Res.
18-08

COMMUNICATIONS

Karr reported the following items of communication:

- BCATS has received from MDOT an updated planning Memorandum of Understanding (MOU) that is to be executed between MDOT, BCATS and Battle Creek Transit/City of Battle Creek to incorporate the requirements of the federally required performance based planning. All aspects of the federally

regulated planning process are being modified to reflect the requirements for this process. It is expected that the updated MOU will be an action item on the Policy Committee's April agenda.

- BCATS has received comments from FHWA on proposed draft language BCATS staff has developed for inclusion in the current TIP to meet the performance based planning requirements. Staff is incorporating FHWA's comments into the document and plans to present this material to the BCATS Committees in April.
- The Transit Master Plan project is moving forward with public meetings and forums held earlier this month. Werner provided the members an update about this project. The consultant has developed alternate scenarios for the current BCT fixed routes and the BCT staff is currently evaluating the proposed scenarios.
- Calhoun County was successful in obtaining a local safety grant that will be discussed under the TIP item today.
- Calhoun County was also successful with a Transportation Economic Development Fund (TEDF) grant for work on F Drive N from 11 Mile Road west to the Flex N Gate facility on F Drive N.
- BCATS staff attended the Transportation Summit held by the MDOT's Marshall Transportation Service Center (TSC) on March 1st. Karr thanked Dionise for holding this informative meeting.
- BCATS staff attended the annual Unified Work Program (UWP) meeting with FHWA and MDOT staff in February to review this year's UWP and discuss plans for the FY 2019 UWP which will start as of October 1, 2018.
- Tilma attended PASER training for the Asset Management program this morning, March 28th, in Kalamazoo. Representatives of the City of Battle Creek and Calhoun County Road Department were also at the training this morning.
- Karr attended the Michigan State Police/Office of Highway Safety Planning annual Traffic Safety Summit last week in E. Lansing. There were many good workshops and general session speakers on a variety of topics.
- BCATS staff has been contacted by the Calhoun County Trail Alliance (CCTA) about providing a presentation of their plans at the April meetings of the BCATS Committees for input on their routes and future proposed projects. Staff is working to arrange this, so expect this to be an item on the April Policy Committee agenda.
- BCATS received a letter from MDOT approving the Final Acceptance Report (FAR) that BCATS submitted to the Department at the end of December for the 2017 fiscal year. Karr noted that this is separate from the audit.
- Karr attended a Risk Management seminar hosted by BCATS' liability and property insurance carrier, the Michigan Municipal Risk Management Authority (MMRMA) in early March.
- Tilma noted that BCATS has been contacted by the Kalamazoo County Parks Departments about the status of trail facility on the west side of Battle Creek as Kalamazoo County is looking to connect their trail efforts at the border with Calhoun County along M-96 (Dickman Road). Dionise indicated that the maintenance of the facility along Dickman Road is the responsibility of MDOT and that MDOT has no plans for improvement of the facility at this time.

UNFINISHED BUSINESS

There was no unfinished business at this time.

NEW BUSINESS

A. FY 2019 Unified Work Program (UWP) Preliminary Issues and Outline

Karr reviewed the summary sheet showing issues and an outline of proposed work items that was provided to the members in the advance materials. She noted changes proposed for FY 2019 as compared to the current year. A draft of the new FY 2019 UWP is expected to be presented to the Committees in April, with action on a final document scheduled for May.

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

B. FY 2017-2020 Transportation Improvement Program (TIP) Amendment #9

Tilma reviewed the components of the proposed Amendment #9 to the current TIP, as outlined on the distributed table. He indicated that the public notice had been run in the Battle Creek Enquirer earlier in March. He also indicated several items have been added to, or changed in, the TIP by Administrative Action.

This is the regularly scheduled amendment per BCATS' TIP calendar. Tilma also noted the Calhoun County safety project listed in a separate table that only has some of the work within the BCATS area.

A couple of minor typographical changes were noted by the members that will be changed by staff before submitting the amendment to MDOT.

It was moved by Buller, supported by Kline, to approve Amendment #9 to the 2017-2020 Transportation Improvement Program, with the minor changes noted. MOTION CARRIED UNANIMOUSLY.

**Res.
18-09**

C. PASER Ratings - Through 2017 for BCATS-area Federal-Aid Roadways

Tilma distributed a summary of PASER data he has prepared using statewide and BCATS specific information. The charts indicated the deteriorating condition of Federal-Aid roadways in Calhoun County as a whole and within the BCATS area as well. Tilma indicated that additional summary material will be developed utilizing the 2017 data collected on these roads in the BCATS area as part of an Asset Management Annual Report being prepared for the Asset Management Council.

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

D. Annual Michigan Transportation Planning Association (MTPA) Conference

Karr discussed the memo regarding this topic that was provided in advance of the meeting. The annual MTPA conference is being hosted by the Southeast Michigan Council of Governments (SEMCOG) in Detroit this year. The conference hotel is located in downtown Detroit. Karr noted the increased cost of accommodations and potentially the registration fee as well this year, due to the location as compared to last year's conference in Grand Rapids.

It was moved by Werner, supported by Heikkila, to approve BCATS staff attendance at the MTPA Annual Conference in July, 2018 with conference and travel expenditures not to exceed \$2,500. MOTION CARRIED UNANIMOUSLY.

**Res.
18-10**

E. Report from the Study Management Committee**1. BCATS' Salary Range Schedule Annual Report**

Werner reported from the Study Management Committee that Karr had provided a memo on the topic of potential review of the BCATS' salary range schedule. The salary schedule was reviewed and updated in March 2017 by the Policy Committee. Since that recent review, there has not been any new information to warrant changes to the salary structure at this time. Therefore, it is recommended that the salary range schedule remain the same for the next year, with review again in March of 2019.

It was moved by Werner, supported by Kline, to accept the recommendation of the Study Management Committee in regard to maintaining the BCATS salary schedule at the current levels, as recommended by the Executive Director, for the next year with a review of the schedule again at this time next year. MOTION CARRIED UNANIMOUSLY.

**Res.
18-11**

2. Annual Review for P. Karr, Executive Director

Werner reported from the Study Management Committee (SMC) that the SMC had completed its consideration of Karr's annual review. He stated that the SMC is recommending a 2½% salary increase for Karr based on the favorable review of her performance. He commended Karr for her hard work on behalf of BCATS and indicated that she meets all the expectations of the Study Management Committee.

It was moved by Werner, supported by Fowler to approve the Study Management Committee recommendation for a salary increase for Karr of 2½% (effective March 25, 2018).

**Res.
18-12**

F. Resolutions of Appreciation for Angela Kline and Mark Dionise

Karr read into the record two Resolutions of Appreciation for departing Policy Committee members Angela Kline and Mark Dionise. Kline has served BCATS on both the Policy and Technical Committees for five and one-half years and ten years, respectively, as a representative of the Calhoun County Road Commission/Road Department. Dionise has represented the MDOT Marshall Transportation Service Center (TSC) on the BCATS Policy Committee for eight and one-half years. Both are departing for other opportunities. Karr expressed thanks from BCATS to both individuals for their years of service to the metropolitan transportation planning process.

It was moved by Buller, supported by Werner, to adopt the Resolutions of Appreciation for the two departing Policy Committee members, as read into the record by Karr. MOTION CARRIED UNANIMOUSLY.

**Res.
18-13**

COMMENTS**A. Next Meeting**

Vice-Chair Burdett announced that the next Policy Committee meeting is scheduled for Wednesday, April 25, 2018, 1:30 p.m. in the City of Springfield Council Chambers.

B. Committee Member Comments

There were no Committee member comments.

C. Public Comments

There were no public comments.

ADJOURNMENT

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