

BATTLE CREEK AREA TRANSPORTATION STUDY
Policy Committee
Minutes of March 22, 2023 Meeting

MEMBERS PRESENT: Voting: Mallory Avis, Jacob Schacht (for Deb Belles), Harry Burdett, Jeff Franklin, Greg Finnila (for Annjanette Kremer), Kevin Leiter, Skylar Cudney (for John Midgley) and Steve Skalski
Non-voting: None

MEMBERS ABSENT: Voting: Laveta Hardish, Joni Jones, and Derek King
Non-voting: Andrew Sibold (FHWA) and Southcentral Michigan Planning Council (SMPC)

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

All in attendance introduced themselves and their affiliations. It was determined that there was a quorum of voting members. Steve Skalski was acknowledged as a new City of Battle Creek representative.

APPROVAL OF THE AGENDA

It was moved by Leiter, supported by Franklin, to approve the agenda. MOTION CARRIED UNANIMOUSLY.

Res.
23-08

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE MINUTES

It was moved by Leiter, supported by Skalski, to approve the minutes of the January 25, 2023 meeting, as presented, subject to any additions, corrections or changes. MOTION CARRIED UNANIMOUSLY.

Res.
23-09

COMMUNICATIONS

Karr reported the following items of communication:

- BCATS staff completed the update of the System Performance Report, a federally required annual report for MPOs, in February. The Report is posted on the BCATS website. BCATS received updated BCT transit safety targets which are on today's agenda.
- The public notice for this month's TIP amendment was published in the BC Enquirer March 8th, and was posted to the BCATS website at the end of the first week of March.
- BCATS staff had the annual Pre-Work Program meeting with MDOT, FHWA, and FTA staff On March 6th to review the current Work Program and discuss the FY 2024 UWP.
- MDOT put out a call for projects for both the local safety program (FY 2025) and the local bridge program (FY 2026) with deadlines of May 1st for safety projects and April 3rd for bridge projects. No planned bridge project submittals have been reported to BCATS. Safety project submittals will be discussed with the BCATS Committees next month.
- A meeting of the local focus group for the I-194 PEL study was held in February. Josh Grab from the SW Region is the MDOT coordinator for this project being conducted by a consultant. The process is moving, but slowly.
- Amendment #3 to the current TIP (December) was approved by the federal sources.
- BCATS will be working with staff from KATS again this summer to complete the PASER rating work for the BCATS area. MDOT TSC staff will not be participating again this year.
- MDOT is funding a new round of regional transit coordination plans. There was a focus group meeting for our southcentral area on March 14th. The MDOT consultant working on the plan received a good amount of input from the virtual meeting participants.
- Adjusted Census Urban Boundary (ACUB) work with MDOT will be forthcoming. This will involve all of the local jurisdictions and BCATS. This effort is done to smooth the Census defined boundary for purposes of defining urban vs. rural roads. It does not impact funding levels which are still based on the Census defined boundaries.
- The MDOT/KATS/BCATS Memorandum of Understanding about planning for overlapping urban areas has officially been terminated now that the 2020 U.S. Census urbanized designation for the Battle Creek area no longer extends to the Village of Augusta.
- The SSL certificate for BCATS' website has been renewed. This allows BCATS' website to have the https designation of a secure site.
- Derek King was reappointed as the Calhoun County Board of Commissioners representative on the BCATS Policy Committee.
- There is currently a state program to provide funds to support development of applications by local units of government for many of the discretionary programs being overseen by the federal government. If a local applicant is successful under one of these types of programs, there may be state funding to support the project proposed in the application. There will be a meeting of regional planning agency and MPO staff to discuss this program in mid' April.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A. Amendment #4 to FY 2023-2026 Transportation Improvement Program (TIP)

Tilma reviewed the items proposed for amendment to the current TIP. As noted under Communications, the public notice was in the local paper two weeks ago. A listing of changes since the processing of Amendment #3 which are being resolved through administrative modification was included for information. Also for information, a listing of non-federally funded projects, or STIP exempt projects, was also prepared and provided for the Committee members

It was moved by Avis, supported by Skalski, to approve Amendment #4 to the FY 2023-2026 TIP, as presented. MOTION CARRIED UNANIMOUSLY.

Res.
23-10

B. FY 2024 Unified Work Program (UWP) Preliminary Issues and Outline

Karr indicated that this initial one page review of issues with an outline for the next Unified Work Program is done every year at about this time. She is working on developing a draft of the new FY 2024 UWP for review by the BCATS Committees in April. Avis indicated that there are some issues with the presentation of the transit planning item in the UWP brought forth by MDOT that will need to be addressed in the draft for FY 2024. There are also modifications desired by MDOT that are related to the FY 2023 UWP.

This was an information item not requiring action

C. Transit Safety Performance Measures/Targets for Battle Creek Transit

Karr indicated that there is a resolution prepared for this item that was posted in the advance material. Battle Creek Transit initially addressed this performance area with the development of a transit safety plan in 2020. The resolution reflects updated targets for the safety categories first reported in the 2020 plan.

It was moved by Skalski, supported by Leiter, that the BCATS Policy Committee adopt the resolution to support Battle Creek Transit's updated Safety Performance Targets and authorize the Policy Committee Chairperson to sign the resolution. MOTION CARRIED UNANIMOUSLY.

Res.
23-11

D. Office Space Lease Agreement with City of Springfield

Support material for this item was posted yesterday. BCATS' current lease agreement with the City of Springfield expires at the end of September 2023. This agreement establishes a new 10-year agreement for office space lease by BCATS.

It was moved by Leiter, supported by Finnila, to approve the ten-year lease agreement between the City of Springfield and the Battle Creek Area Transportation Study for office space in Springfield City Hall to go into effect October 1, 2023, and to authorize BCATS Vice-Chair Midgley to sign the lease agreement on behalf of BCATS. MOTION CARRIED UNANIMOUSLY.

**Res.
23-12**

E. Study Management Committee (SMC) Report**1. Adjustment of BCATS' Salary Ranges**

The BCATS Executive Director is charged with providing a recommendation to the Study Management Committee each year about any adjustments to be considered in the salary ranges for the BCATS staff positions. Most years, no changes are recommended. The last adjustment to the salary ranges was done in 2020. In June of 2022, the statewide association of Metropolitan Planning Organizations (MPOs), known as MTPA, updated a salary survey of Michigan MPOs. The results of that survey and consideration of inflationary pressures resulted in a recommendation for some adjustments in the ranges which was presented to the Study Management Committee. Avis reported that the Study Management Committee is recommending changes to the salary levels for BCATS staff positions as outline in handout provided to the members.

It was moved by Avis, supported by Leiter, to approve the adjustments to the BCATS salary ranges as recommended by the BCATS Study Management Committee. MOTION CARRIED UNANIMOUSLY.

**Res.
23-13**

COMMENTS**A. Next Meeting**

The next Policy Committee meeting is scheduled for Wednesday, April 26, 2023, 1:30 p.m.

B. Committee Member Comments

Finnila provided an update on MDOT activities. There was a public meeting this past Monday about the I-94 construction work and bridge replacements scheduled to start this year in the Battle Creek area. Detours will be posted as necessary in conjunction with these projects. I-94BL (Columbia Avenue) from Helmer Road west to Skyline Drive is now scheduled for repaving this season as a result of cost savings from winter maintenance.

Cudney discussed the County Road Department's road project for Morgan Road this year from North Avenue to M-66. There is an upgrade of the North Avenue/Morgan Road intersection scheduled as part of the overall work in the area.

Avis gave an update about the efforts in Calhoun County to develop a countywide transit authority. The authority would be formed under PA 196. A request for proposals is seeking a consultant to lead the transition from separate transit agencies to one transit authority. Federal funding is being sought to provide for start-up capital to implement the transit authority.

C. Public Comments

There were no public comments.

ADJOURNMENT

Chair Burdett adjourned the meeting at 2:00 p.m.