

**BATTLE CREEK AREA TRANSPORTATION STUDY**  
**Policy Committee**  
**Minutes of April 25, 2018 Meeting**

VOTING MEMBERS PRESENT: Terry Blaniar (for Harry Burdett), Rick Fowler (for John Lanum), Steve Frisbie, Alissa Hubbell (for MDOT Marshall TSC), Donna Hutchison (for Rich Werner), Kristine Parsons and Greg Rickmar

NON-VOTING MEMBERS PRESENT: None

VOTING MEMBERS ABSENT: Laveta Hardish, Adam Heikkila, Tim Hill, and Dave Morgan

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

OTHERS PRESENT: Scott Cubberly, Jeff Franklin, Bill Greer, Corey Hackworth, Nancy Macfarlane, Pat Karr and Andrew Tilma

Acting Chair Blaniar called the meeting to order at 1:34 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 of members and guests were made for the benefit of all in attendance.

**APPROVAL OF THE AGENDA**

**It was moved by Hubbell, supported by Fowler, to approve the agenda.** Karr noted that it is requested that Item 7.H be tabled until next month's meeting since none of the existing Policy Committee officers are in attendance at today's meeting. **Hubbell and Fowler accepted the change to the agenda. MOTION CARRIED UNANIMOUSLY.**

Res.  
**18-14**

**PUBLIC COMMENTS**

There were no public comments.

**APPROVAL OF THE MINUTES**

**It was moved by Rickmar, supported by Hubbell, to approve the minutes of the March 28, 2018 meeting, as presented, subject to any additions, corrections or changes. MOTION CARRIED UNANIMOUSLY.**

Res.  
**18-15**

## COMMUNICATIONS

Karr reported the following items of communication:

- The transit Master Plan project is moving forward and another round of public meetings and forums will be held in May. The dates for those meetings have not yet been announced.
- Two Calhoun County road projects that have been let have come in under budget as compared to the amounts listed in the current TIP. Staff will be working with the local agencies to hopefully commit the remaining funds to another effort yet this year. Any changes will hopefully be reflected in the May TIP amendment. Frisbie asked for clarification of the bid savings and Parsons gave details about the bids that were received.
- Michigan's "Adopt-a-Highway" program first litter pick-up started April 14<sup>th</sup> and runs through May 6<sup>th</sup>. Karr reminded everyone to be observant of the volunteers keeping our highways clean and the need for their safety in this endeavor.
- Karr thanked the Calhoun County Trail Alliance for attending the BCATS Technical Committee and today's Policy Committee meetings to present on the trail topic.
- BCATS has received two comments relative to the narrative TIP amendment on the agenda today. Karr acknowledged the comments.
- Tilma has been working to ensure that the Marshall CMAQ vehicle project is moving ahead, even though the project is outside of the BCATS' portion of Calhoun County and is not included in the TIP.

## UNFINISHED BUSINESS

There was no unfinished business at this time.

## NEW BUSINESS

### **A. Presentation by Calhoun County Trail Alliance on Focus Areas for Non-Motorized Facilities in Calhoun County**

Bill Greer, President of the Calhoun County Trail Alliance, indicated that the Calhoun County Trail Alliance is a non-profit organization helping Calhoun County build a trail across the county, east to west. He provided an overview of the Alliance's activities and its current efforts to connect Calhoun County's trails to the Falling Waters Trail in Concord, Michigan. Parts of the Calhoun County trail are included in several other larger trail efforts including the Lake to Lake Trail, Iron Belle Trail and North Country Trail. Next, Nancy Macfarlane, a consultant to the CCTA, distributed brochures for the Great Lake to Lake Trail. She noted consistent levels of usage for the existing Calhoun County trail.

The CCTA received funds to conduct some preliminary engineering for locating the trail extension across the rest of Calhoun County. Macfarlane discussed the six focus area maps developed as part of that effort that had been provided to the members. She stressed that these are preliminary and not final alignments. The potential trail routes in the BCATS area extend from the County Bridge Park (where the current trail ends) to F Drive North, north along 11 Mile Road and then east along Michigan Avenue to the boundary of the BCATS area at 12 Mile Road and beyond to the City of Marshall.

Additional segments connect Marshall to Albion, Albion to Homer and Homer to Concord. She noted projects taking place in Homer and Albion for specific smaller segments. The CCTA is seeking input and comment from all interested parties at this time.

There was discussion about the proposed routes and about maintenance agreements for trails. Hubbell noted that for any trails located within MDOT right-of-way, the maintenance agreement needs to be with an Act 51 eligible agency. Frisbie asked about the option of using active railroad right-of-way to make some of these connections. Greer indicated that there has not been a positive response from railroads to even cross the rails with a non-motorized facility, let alone run a parallel facility in their right-of-way. Parsons asked about the CCTA plans as they relate to the section along F Drive N that the CCRD is currently finalizing design plans for. It was determined that the CCTA will provide CCRD with their vision for the non-motorized facility along that roadway in the immediate future. Macfarlane spoke to the connection of the Calhoun County trail to the Battle Creek linear park in the area of Emmett Street and Raymond Road.

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

**B. Quarterly Financial Report January - March, 2018**

Karr reviewed the January - March, 2018 Quarterly Financial report for BCATS. She indicated that an extra page has been added for the Transit Master Plan project since there has been activity on this item in the quarter by the consultant and the funds are being administered from MDOT through BCATS to the City of Battle Creek for this project.

**It was moved by Rickmar, supported by Frisbie, to receive and file the BCATS Quarterly Financial Report for January - March, 2018. MOTION CARRIED UNANIMOUSLY.**

**Res.  
18-16**

**C. FY 2019 Unified Work Program (UWP) Draft**

Karr discussed the draft of the FY 2019 Unified Work Program that was made available to the members in advance of the meeting. She noted that the document contains narrative about the expected work activities for the BCATS program next fiscal year, along with proposed budget information. She noted that the budget for the local agencies conducting traffic count work has been increased from \$10,000 to \$11,000 annually. Karr stated that any comments about the draft should be addressed to her. The final FY 2019 UWP will be an action item on the May agenda for the BCATS Committees.

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

**D. New Memorandum of Understanding (MOU) between MDOT, BCATS and BCT**

Karr indicated that the federal rulemaking regarding performance measures has required that an updated MOU be executed between MDOT, BCATS and Battle Creek Transit. The biggest change in the document is the addition of a section specifically addressing performance-based planning. Karr noted other portions of the document. MDOT is the final signatory to the document and will date the front page at the time of the Department representative's signature.

**It was moved by Rickmar, supported by Fowler, to approve the updated Memorandum of Understanding (MOU) between MDOT, BCATS and Battle Creek Transit and to authorize Policy Committee Vice-Chair Burdett and BCATS Executive Director Karr to sign the MOU on behalf of BCATS. MOTION CARRIED UNANIMOUSLY.**

**Res.  
18-17**

**E. Resolution for Transit Targets**

Karr discussed the proposed resolution that is associated with this topic. Battle Creek Transit has provided BCATS with its "State of Good Repair" targets for 2018. BCATS has the option of "supporting" the BCT targets or establishing targets separately for BCATS. At this time, staff recommends "supporting" the BCT targets as reflected in the draft resolution provided to the members in their advance material. BCT will be completing a Transit Asset Management (TAM) Plan by October 1, 2018 and then establishing updated "State of Good Repair" targets for 2019.

**It was moved by Rickmar, supported by Hubbell, to adopt the Resolution to support Battle Creek Transit's "State of Good Repair" Targets for 2018, as presented, and to authorize Vice-Chair Burdett to sign the resolution so it can be submitted to MDOT. MOTION CARRIED UNANIMOUSLY.**

**Res.  
18-18**

**F. Amendment to FY 2017-2020 Transportation Improvement Program (TIP) for Performance Measures Chapter**

Karr reviewed the modified Section 3 - Performance Measures chapter of the FY 2017-2020 TIP page by page. The new chapter is recommended for approval by the Policy Committee. The document was provided to the members in their advance material. The chapter is being updated to comply with the performance-based planning requirements of the most recent federal transportation regulations. MPO planning documents need to be compliant with the regulations by May 27, 2018 in order for any amendments to those documents to be approved. Since the TIP has a regular amendment cycle it is very important to have that document deemed compliant by the May deadline.

**It was moved by Frisbie, supported by Parsons, to approve the narrative amendment to the FY 2017-2020 TIP to replace Section 3 in the document with the new, revised chapter, as presented. MOTION CARRIED UNANIMOUSLY.**

**Res.  
18-19**

**G. Asset Management Collection of Local Road System Data**

Karr presented the memo she had prepared about this subject. She noted the change from the state Asset Management Council starting in FY 2018 allowing the MPOs to reimburse local agencies for PASER data collection on local roads, if the MPO's asset management authorization amount allows. Previously, local data collection reimbursement was determined by the Council and only allowed for a limited number of agencies to qualify for reimbursement each year. Karr noted that BCATS had requested proposals from the local agencies to carry out this work and has reviewed the submittals. Based on other expenses BCATS expects within this work activity, an amount of \$4,500 for each of the agencies submitting proposals (CCRD and City of Battle Creek) would be available for this activity. The funding for this work is 100% from MDOT with no local share required. If approved, this change to the budget for these agencies will be reflected in a FY 2018 UWP amendment in May.

Parsons stated that the CCRD had included indirect/overhead in its proposal and has learned that this component is not eligible to be included in their request. She stated that she would re-figure the costs and provide an updated proposal to BCATS staff.

**It was moved by Frisbie, supported by Hubbell to authorize Karr to extend an offer of \$4,500 each to the Calhoun County Road Department and the City of Battle Creek for conducting PASER data collection on their local roads in the BCATS area in FY 2018.**

**Res.  
18-20**

**H. Replacement Chairperson for BCATS' Policy Committee**

(This item was tabled from the agenda at the beginning of the meeting under the approval of the agenda - there was some general discussion about the proper protocol for handling this item, which will be investigated before the next meeting.)

**COMMENTS**

**A. Next Meeting**

Acting Chair Blaniar announced that the next Policy Committee meeting is scheduled for Wednesday, May 23, 2018, 1:30 p.m. in the City of Springfield Council Chambers.

**B. Committee Member Comments**

Hubbell introduced a new staff member at the MDOT Marshall Transportation Service Center (TSC), Corey Hackworth, Cost and Scheduling Engineer, who attended the BCATS meeting with her. She also indicated that Jim Hartman is the new Traffic Safety Operations staff member. In addition, Angie Kremer is returning to the area from MDOT in Lansing and will be the new Manager for the Marshall TSC. Kremer will be the TSC representative on the BCATS Policy Committee replacing Mark Dionise who retired in March.

Hubbell also reported on projects being added to MDOT's schedule for 2018 based on new funds being made available for preventative maintenance.

Fowler announced that he is retiring at the end of May and that this may, or may not, be his last time at the Policy Committee. He introduced Jeff Franklin, who may be assuming his duties as MDOT Project Manager for the BCATS MPO.

Frisbie spoke to the maintenance issues yet with trail development in Calhoun County. There is an obligation for an endowment for trail maintenance that still needs to be met.

Blaniar announced that Springfield has selected a new City Manager, Kevin Catlin from South Dakota, who is expected to start in Springfield on May 16<sup>th</sup> as long as his contract is approved by the Springfield City Council next week.

**C. Public Comments**

There were no public comments.

**ADJOURNMENT**

Acting Chair Blaniar adjourned the meeting at 2:33 p.m.