

**BATTLE CREEK AREA TRANSPORTATION STUDY**  
**Policy Committee**  
**Minutes of May 25, 2016 Meeting**

VOTING MEMBERS PRESENT: Steve Buller, Harry Burdett, Mark Dionise, Angela Kline, Rick Fowler  
(for John Lanum), Tom Sprau, and Rich Werner

NON-VOTING MEMBERS PRESENT: None

VOTING MEMBERS ABSENT: Steve Frisbie, Deb Owens, Laveta Hardish and Rob Behnke

NON-VOTING MEMBERS ABSENT: Rachael Tupica and SMPC

OTHERS PRESENT: Andrew Tilma

Chair Sprau called the meeting to order at 1:37 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).

**APPROVAL OF THE AGENDA**

Sprau explained a change to agenda item 7.C. (FY 2017-2020 TIP), from an “Action” item to “Information/Discussion.” **It was moved by Buller, supported by Kline, to approve the revised agenda. MOTION CARRIED UNANIMOUSLY.**

**Res.**  
**16-17**

**PUBLIC COMMENTS**

There were no public comments.

**APPROVAL OF THE MINUTES**

**It was moved by Fowler, supported by Burdett, to approve the minutes of the April 27, 2016 meeting, as presented, subject to any additions, corrections or changes. MOTION CARRIED UNANIMOUSLY.**

**Res.**  
**16-18**

**COMMUNICATIONS**

Tilma reported the following items of communication:

- Members were reminded that relative to the call for projects to utilize unobligated transit 5303 funds, Werner had provided BCATS with a summary of a transit study Battle Creek Transit (BCT) would like to carry out with the transit funds identified the special call from MDOT for transit planning studies. In April, the BCATS Policy Committee approved the submittal of a grant request from BCT for such

a study. In response to a question from Tilma, Fowler indicated that BCT's request has been approved for funding. Therefore, the \$150,000 study work item should be amended into BCATS' FY 2016 Unified Work Program in June. Tilma asked Burdett to comment on a countywide transit effort, led by Calhoun County, that Burdett and other local elected officials in Calhoun County are involved in. Burdett explained the ongoing activity and status of their efforts.

- A news release from the state Office of Highway Safety Planning (OHSP) regarding increasing traffic fatalities in Michigan indicated the total traffic fatalities in Michigan in 2015 increased 10% over the total for 2014. Sectors seeing over a 20% increase in deaths were those that are alcohol-involved, bicyclists, teen drivers, and motorcycle riders.
- In addition to Danielle Coles of FHWA taking a new position with the FHWA in Florida, starting at the end of this month, Rachael Tupica of the Lansing FHWA Division office has accepted a promotion within FHWA and will be moving to the Oregon office next month.
- BCATS Executive Director Karr attended an early May workshop in Lansing on setting safety performance targets for states and MPOs. Attendees included MPOs, MDOT, OHSP, FHWA and consultants facilitating the workshop. Michigan has good quality crash data to address the performance based planning process as defined for the "safety" sector.
- BCATS officially requested an extension of the completion date for the 2040 Metropolitan Transportation Plan until November, 2016. The request was sent on April 22, 2016. Tilma asked Fowler for an update on this request from BCATS. Fowler indicated that he is still waiting for a response from MDOT management.
- FHWA comments on BCATS' draft 2017 Unified Work Program (UWP) were received in a May 18, 2016 e-mail from Rachael Tupica. This will be discussed later on the agenda under discussion and requested approval of the FY 2017 Unified Work Program, which is due to MDOT June 1, 2016.
- Tilma noted Karr's absence from the meeting due to the passing of her mother in Connecticut on May 22<sup>nd</sup>. She will be back in the office on Friday, May 27<sup>th</sup>, after meeting her first grandchild, a boy, born May 19<sup>th</sup>.

## **UNFINISHED BUSINESS**

There was no unfinished business at this time.

## **NEW BUSINESS**

### **A. FY 2017 Unified Work Program (UWP) Final**

Tilma briefly reviewed the draft document which was provided to the members initially at the April Policy Committee meeting. He noted the only change from the April document involves work item 2.0428, with the extension of work to complete the 2040 Metropolitan Transportation Plan into November, 2016, two months into FY 2017. That change was provided to the members in advance of the meeting. The FHWA comments from the May 18<sup>th</sup> e-mail referenced under "Communications" were discussed. Tilma noted the comments mainly suggest the addition of language related to the FHWA's FY 2017 Planning Emphasis Areas, including: Performance-Based

Planning and Programming (PBPP), Ladders of Opportunity, Regional Models of Cooperation, and Freight. In response to a question from Dionise, Tilma explained the underlying principles of PBPP. In response to a question from Fowler, Tilma expressed that from his reading of the FHWA comments, that the UWP could still be approved today and submitted to MDOT by the June 1<sup>st</sup> deadline, with the expectation of minor changes and added narrative to address the FHWA suggestions as best as possible at this point. If more substantive revisions are deemed necessary, the FY 2017 UWP can be amended later this year.

**It was moved by Fowler, supported by Burdett to approve the FY 2017 Unified Work Program, as presented, with additional narrative to be added, as discussed. MOTION CARRIED UNANIMOUSLY.**

**Res.  
16-19**

**B. FY 2014-2017 Transportation Improvement Program (TIP) Amendment #12**

Tilma discussed the projects to be amended in Amendment #12 to the FY 2014-2017 TIP. He also pointed out the projects on the TIP listing that have had administrative changes since the last TIP amendment. Both the amended and administratively changed projects are submitted to FHWA/FTA. Fowler questioned why two identically described large bus replacements in 2017 had different total costs, one at \$375,000 and the other at \$425,000. After some discussion, it was determined that an additional \$50,000 be added to the City's listed share for the 2017 CMAQ-funded bus to match up the total costs for the identical projects.

**It was moved by Kline, supported by Dionise, to approve Amendment #12 to the FY 2014-2017 Transportation Improvement Program, as presented, and with the modified cost for the 2017 CMAQ bus as discussed. MOTION CARRIED UNANIMOUSLY.**

**Res.  
16-20**

**C. FY 2017-2020 Transportation Improvement Program (TIP) and Adopting Resolution**

Tilma explained that the incomplete status of important portions of the TIP document, including narrative and summary tables describing the Project List, and the Environmental Justice analysis, prompted the decision to defer Policy Committee review and approval of the new TIP to next month. The current draft Project List is complete and posted on BCATS' website homepage for public review. It is likely that another public notice will be published to announce availability of the complete document and provide an opportunity to comment before the Policy Committee action on June 22<sup>nd</sup>. The MPO-approved FY 2017-2020 TIP is due to MDOT by July 1<sup>st</sup>.

This item was presented at this time for information and discussion, with no action required.

**D. Metropolitan Transportation Planning Process Certification Resolution**

Tilma indicated that this is a standard resolution required by federal regulations that states BCATS certified itself to be in compliance with the list of programs/regulations in the resolution. It is required that this resolution be included in each new TIP that is developed, currently every three years. The language for this resolution is the same as the one passed for inclusion in the 2014-2017 TIP in 2013. While the new TIP is not being approved today, it is desired for this resolution to be adopted and so as to be ready to be incorporated into the TIP document.

**It was moved by Kline, supported by Werner, to adopt the Metropolitan Transportation Planning Process Certification Resolution, as presented. MOTION CARRIED UNANIMOUSLY.**

**Res.  
16-21**

**E. FY 2017 Local Share Resolution**

Tilma informed members that the annual adoption of the UWP allows for the amount of local share for the next fiscal year to be determined and requested from the local funding agencies (City of Battle Creek, City of Springfield and Calhoun County/Calhoun County Road Department). The next step in the process is to request that the local agencies approve resolutions authorizing their participation in providing their portion of that local share. The Policy Committee members were provided with a local share resolution template and table to review in advance of the meeting.

**It was moved by Kline, supported by Fowler to approve the FY 2017 Local Share Resolution template and table to be sent to the financially participating local units for their separate action. MOTION CARRIED UNANIMOUSLY.**

**Res.  
16-22**

**F. Extension of Audit Services under City of Battle Creek Contract**

Tilma highlighted the information in the memo provided to the members in advance of the meeting. He noted that it is a minimal increase in the fee to extend the current contract (\$100 over the current rate) and that the amount will remain the same for the duration of the four year extension.

**It was moved by Buller, supported by Kline to approve agreeing to the four year extension of the current audit services contract with Rehmann Robson, at \$3,100 per year, through the master audit services contract of the City of Battle Creek, as presented. MOTION CARRIED UNANIMOUSLY.**

**Res.  
16-23**

## COMMENTS

### A. **Next Meeting**

Chair Sprau announced that the next Policy Committee meeting is scheduled for Wednesday, June 22, 2016, 1:30 p.m. in the City of Springfield Council Chambers.

### B. **Committee Member Comments**

Buller commented on his frequent observations of drivers exiting the casino's main driveway onto northwest-bound M-96 (Michigan Avenue), usually ignoring the stop sign, and asked Dionise if MDOT had received any calls and/or was aware of this situation. Dionise replied that MDOT had not gotten any such calls to his knowledge, but would have his traffic engineer get out to observe the location, review crash history along Michigan Avenue in front of the casino, and consider any remedial action.

Tilma emphasized the importance of the June meeting, with action to be scheduled to approve both the new FY 2017-2020 TIP and the amendment to the current FY 2016 Unified Work Program to add Battle Creek Transit's Transit Master Plan work item and funding.

### C. **Public Comments**

There were no public comments.

## ADJOURNMENT

Chair Sprau adjourned the meeting at 2:12 p.m.