

**BATTLE CREEK AREA TRANSPORTATION STUDY**  
**Policy Committee**  
**Minutes of May 27, 2020 Meeting**  
**Zoom Meeting Format**

VOTING MEMBERS PARTICIPATING: Mallory Avis, Harry Burdett, Sally Shaw (for Bill Scutt),  
Don Mayle, Annjanette Kremer, and John Midgley

NON-VOTING MEMBERS PARTICIPATING: None

VOTING MEMBERS NOT PARTICIPATING: Derek King, Dave Morgan, Greg Rickmar, Tim Hill  
and Laveta Hardish

NON-VOTING MEMBERS NOT PARTICIPATING: Andy Pickard and Southcentral Michigan  
Planning Council

OTHERS PARTICIPATING: Pat Karr and Andrew Tilma

Chair Burdett called the meeting to order at 1:36 p.m. via a Zoom conference meeting due to the  
COVID-19 virus situation.

**ROLL CALL**

Burdett conducted a roll call for members and any guests, with each person identifying themselves and  
their agency. Members indicated their presence for the purpose of establishing a quorum. It was  
determined that a quorum of the voting members were participating, either on the Zoom call or via  
telephone. Burdett announced that all participants in a virtual meeting are to be aware of accepted  
behaviors.

**APPROVAL OF THE AGENDA**

**It was moved by Kremer, supported by Shaw, to approve the agenda. MOTION CARRIED  
UNANIMOUSLY to approve the agenda.**

**Res.**  
**20-12**

**PUBLIC COMMENTS**

There were no public comments.

**APPROVAL OF THE MINUTES**

**It was moved by Kremer, supported by Avis, to approve the minutes of the March 25, 2020  
meeting, as presented, subject to any additions, corrections or changes. MOTION CARRIED  
UNANIMOUSLY.**

**Res.**  
**20-13**

## COMMUNICATIONS

Karr reported the following items of communication:

- It was noted at the last Policy Committee meeting that MDOT has issued a call for local bridge project applications for 2023. Since that time, the deadline for submittal of those applications was extended until June 1, 2020.
- MDOT has also issued a call for local safety projects for 2022. These applications are due July 1<sup>st</sup>.
- BCATS received a request for a letter of support from Battle Creek Transit (BCT) for a federal application for discretionary funding under the BUILD program. BCT is seeking funding for a new facility. Since the applications for this program were due last week, this was addressed with Technical Committee and with a special notice to the Policy Committee.
- BCATS has received a positive determination from our MDOT program manager relative to the amount of federal funding needed to be programmed for the FY 2021 Unified Work Program.
- The spring statewide asset management conference was cancelled, as well as any PASER road rating training this year. BCATS did receive a refund for PASER training Tilma was scheduled to attend in March.
- The City of Springfield has brought back its staff to the City Hall building. BCATS staff is evaluating when to resume operations at City Hall. Burdett provided an update as to the status of the opening of Springfield City Hall and the health precautions being taken at that building.
- The public notice for this month's Transportation Improvement Program amendment was published in the *Battle Creek Enquirer* earlier this month.
- The project on I-194, which was delayed from last year, is has begun
- M-66 resurfacing in the Charter Township of Pennfield is also underway.
- BCATS has received information from MDOT's air quality staff person about the information needing to be included in BCATS' documents to meet the requirements for the area's status as a limited orphan area.
- Karr participated in on-line Title VI training last week.
- Chris Dopp, the City of Battle Creek's Director of Public Works and chair of the BCATS Technical Committee, has retired from the City as of May 15, 2020. Carl Fedders will be filling his spot on the BCATS Technical Committee and will take over as chair of the Committee. The Technical Committee made provision for Fedders to fill Dopp's chair position when officers were elected in December, as it was known that Dopp would be retiring in May.
- Karr reported on the Toward Zero Deaths announcement from last week. Total traffic fatalities to-date for this year are 247, down 52 from last year. Serious injuries total 1,206, which is 410 less than last year at this time. Kremer noted that even though traffic volumes have reduced, these statistics don't necessarily reflect a drop on fatalities and serious injuries that would be expected due to different behaviors that might not have been expected. Some states are even seeing increases in these statistics.

## UNFINISHED BUSINESS

There was no unfinished business.

**NEW BUSINESS****A. FY 2020-2023 Transportation Improvement Program (TIP) Amendment #6**

Tilma reviewed the list of projects proposed for this amendment. As noted under communications, a public notice was published for the amendment earlier this month. Tilma indicated that a listing of the safety projects being added with this amendment for the Calhoun County Road Department (CCRD) was also provided with the background material. There are additional CCRD safety projects that are outside of the BCATS area that will be included in the Statewide Transportation Improvement Program (STIP) rather than the BCATS TIP.

**It was moved by Midgley, supported by Avis, to approve Amendment #6 to the FY 2020-2023 Transportation Improvement Program, as presented. MOTION CARRIED UNANIMOUSLY.**

**Res.  
20-14**

**B. BCATS January - March 2020 Quarterly Financial Report**

Karr noted the highlights of the January - March 2020 financial report that was provided in the advance materials. She noted the positive closing balance at the end of the quarter.

**It was moved by Midgley, supported by Kremer, to receive and file the quarterly financial report, as presented. MOTION APPROVED UNANIMOUSLY.**

**Res.  
20-15**

**C. FY 2021-2023 Master Agreement Between MDOT and BCATS**

Karr referenced the memo prepared for this agenda item which was provided, along with the Master Agreement document and associated Resolution requiring Policy Committee adoption, all of which were provided to the members in advance of the meeting. She indicated that this document is re-executed with MDOT every three years, with the next update anticipated at about this time in 2023.

**It was moved by Mayle, supported by Avis, to approve adopting the Resolution for the Master Agreement which includes executing the FY 2021-2023 Master Agreement between MDOT and BCATS. MOTION CARRIED UNANIMOUSLY.**

**Res.  
20-16**

**D. Letters of Support for Local Safety Project Applications**

Karr reviewed the memo outlining the local safety project applications anticipated to be submitted to MDOT by the Calhoun County Road Department. The deadline for these applications is July 1, 2020. She noted that the City of Battle Creek is not submitting any local safety applications this year. Many of the County's applications are for tree removal along various county roads in the BCATS area.

**It was moved by Kremer, supported by Shaw, to authorize letters of support for the local safety project applications outlined in the provided list. MOTION CARRIED UNANIMOUSLY.**

**Res.  
20-17**

**E. Letters of Support for Local Bridge Project Applications**

Karr reviewed the memo outlining the local bridge project applications that the City of Battle Creek and the Calhoun County Road Department are anticipating submitting to MDOT by the June 1<sup>st</sup> deadline. Kremer noted that the description for the Wattles Road bridge needs to be clarified as it is not over I-94. Midgley confirmed that the bridge is adjacent to I-94. Karr indicated that she would confirm the correct language to be included in the letter of support before sending the letter to the County Road Department.

**It was moved by Kremer, supported by Avis, to authorize letters of support for the local bridge project applications outlined in the provided memo. MOTION CARRIED UNANIMOUSLY.**

**Res.  
20-18**

**F. FY 2021 Unified Work Program (UWP)**

Karr referenced the final draft of the new UWP that was included in the advance material. She reported that the budget figures were adjusted slightly from a previous draft as the cost for the audit will be a little less than was originally anticipated that it could be based on the final audit firm selection. BCATS is required to submit the FY 2021 UWP to MDOT by June 1, 2020.

**It was moved by Midgley, supported by Kremer to approve the FY 2021 Unified Work Program, as presented. MOTION CARRIED UNANIMOUSLY.**

**Res.  
20-19**

**G. FY 2021 Local Share Resolution**

Karr indicated that this item derives from the approval of the new FY 2021 Unified Work Program and the necessity of local share funds to match the federal planning funds identified in the new program. A sample resolution was provided to the Committee members in the advance material that is to be sent to each of the three financially contributing local agencies for FY 2021 local share funds. The final resolution provided to each agency is specific to that agency and the requested local share for that agency.

**It was moved by Avis, supported by Kremer, to approve recommending and providing the local share resolution material to the three financially contributing agencies in support of the FY 2021 Unified Work Program. MOTION CARRIED UNANIMOUSLY.**

**Res.  
20-20**

## COMMENTS

### A. Next Meeting

Chair Burdett announced that the next Policy Committee meeting is scheduled for Wednesday, June 24, 2020, 1:30 p.m. The format for the June meeting is yet to be determined. Karr noted that although a June meeting is many times cancelled, there will be a June meeting this year to address the Battle Creek Transit Safety Plan that is due to the Federal Transit Administration by July 20th. The transit safety plan is to be reviewed by the metropolitan planning organization before submittal by the transit agency to the Federal Transit Administration.

### B. Committee Member Comments

Kremer and Mayle commented on the staff situation and mandated furloughs for MDOT employees that is in place until the end of July. There are two furlough days within each 2-week pay period. MDOT staff can not work over 32 hours during these weeks, so Kremer noted that it may take longer for MDOT staff to respond to any requests.

Midgley reported on the status of Calhoun County Road Department employees as the pandemic situation continues. The road works, mechanics and supervisors are back to work. The Charter Township of Emmett road project made possible by the millage has begun. The CCRD offices are still closed to the public.

### C. Public Comments

There were no public comments.

## ADJOURNMENT

Chair Burdett adjourned the meeting at 2:09 p.m.