

BATTLE CREEK AREA TRANSPORTATION STUDY
Policy Committee
Minutes of May 24, 2023 Meeting

MEMBERS PRESENT: Voting: Mallory Avis, Deb Belles, Harry Burdett, Jeff Franklin, Joni Jones, Annjanette Kremer, Derek King, Kevin Leiter, John Midgley, and Todd Gerber (for Steve Skalski)

Non-voting: None

MEMBERS ABSENT: Voting: Laveta Hardish

Non-voting: Andrew Sibold (FHWA) and Southcentral Michigan Planning Council (SMPC)

OTHERS PRESENT: Dave Neubauer, 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

APPROVAL OF THE AGENDA

It was moved by Avis, supported by Midgley, to approve the agenda. MOTION CARRIED UNANIMOUSLY.

Res.
23-22

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE MINUTES

It was moved by Leiter, supported by Belles, to approve the minutes of the April 26, 2023 meeting, as presented, subject to any additions, corrections or changes. MOTION CARRIED UNANIMOUSLY.

Res.
23-23

COMMUNICATIONS

Karr reported the following items of communication:

- BCATS staff received the new Master Agreement for planning with MDOT. This item is on the agenda today.
- BCATS provided the Calhoun County Road Department (CCRD) with letter of support for the local safety program applications that CCRD submitted to MDOT for FY 2025 funding. The applications were submitted by the May 1st deadline.
- BCATS staff attended a meeting of the local focus group for the I-194 PEL study. The consultants reviewed the alternatives for the I-194 corridor that they had developed and tested with computer modeling. There will be a public meeting for this study effort in June.
- BCATS hosted a meeting of the parties involved with the Adjusted Census Urban Boundary (called ACUB) process this last Monday, May 22nd. The modifications to the Census defined “urbanized area” boundary were agreed upon in this process of “smoothing” the boundary. MDOT staff will make modifications and provide BCATS with a final ACUB map. It is anticipated that review and approval of the ACUB will be an agenda item for the July BCATS Committee meetings.
- BCATS staff participated in a virtual meeting with the consultant working on the Regional Transportation Coordination Plan. This is a public transit focused plan concentrating on service for seniors and those with disabilities. It is a federally required document. Battle Creek Transit has also been participating in the development of this Plan with the consultant.
- Karr took part in a meeting with City of Battle Creek, Battle Creek Unlimited, Downtown Development Authority, and MDOT staff to discuss potential projects for areas of the City of Battle Creek for installation of electric vehicle charging stations.
- The public notice for Amendment #5 to the FY 2023-2026 Transportation Improvement Program (TIP), on today’s agenda, was published in the Battle Creek Enquirer on May 8th. The notice was also posted to the BCATS website.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A. FY 2023-2026 Transportation Improvement Program (TIP) Amendment #5

Tilma reviewed the list of items being proposed for amendment this month in Amendment #5 to the current TIP. He clarified the inclusion on the list of a TIP exempt project that is provided for information for the Committee and the public. Tilma explained the work done to reflect how the Federal Transit Administration wants former projects reflected in the current TIP. A listing of all of the fully state-funded TIP exempt projects that show up in the MDOT statewide database was also provided for information.

It was moved by Kremer, supported by Avis, to approve Amendment #5 to the FY 2023-2026 Transportation Improvement Program (TIP), as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
23-24**

B. FY 2024 Unified Work Program (UWP)

Karr indicated that the final draft of the FY 2024 Unified Work Program was provided in advance for review. She noted a few items in the document of interest.

It was moved by King, supported by Avis to approve the FY 2024 Unified Work Program, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
23-25**

C. FY 2024 Local Share Resolution

Karr noted the memo which accompanied the draft resolution for this item. The federal planning funds which fund the BCATS staff office require a local match of 18.15%. Each year the local financially participating agencies are requested to provide that match, per the BCATS bylaws.

It was moved by Midgley, supported by Kremer, to approve the FY 2024 Local Resolution format for distribution to each of the financially participating agencies. MOTION CARRIED UNANIMOUSLY.

**Res.
23-26**

D. New Master Agreement between MDOT and BCATS

A memo, draft resolution, and the Master Agreement document were all posted for members to review in advance of the meeting. This is a required agreement with MDOT that is renewed every three years. The new agreement will be effective for fiscal years 2024, 2025 and 2026. There is a resolution associated with this process that identifies the assigned signatory for the Master Agreement. Karr is to be the assigned signatory this time since MDOT is requiring an electronic signature through its OneSign software and Karr already has a login for the program.

It was moved by Kremer, supported by Avis, to approve the resolution and the Master Agreement execution, which includes assigning Executive Director Karr as the signatory for BCATS on the Agreement. MOTION CARRIED UNANIMOUSLY.

**Res.
23-27**

E. Update of BCATS Job Descriptions

Karr noted that she and the Study Management Committee (SMC) have been working on updating several administrative aspects of the BCATS program. Update of the job descriptions is one of those areas. This provides a good basis for the staff transition occurring over the next year and beyond.

It was moved by Avis, supported by Jones, to approve the BCATS updated job descriptions, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
23-28**

F. Update of BCATS Personnel Policies

Karr indicated that this is another area of administration that is being addressed by the SMC. A draft of revisions to the long-standing BCATS Personnel Policies has been completed and has been provided for Committee comment. The draft was included in the advance material for the members. This is an item that is important to have current with new staff joining BCATS. There was discussion about the draft policies, including the provisions for long-term sick leave.

Pending further review of the policies, and investigation of ways to address the cost of the long-term sick leave benefit, it was moved by King, and supported by Belles, to table this item until the next Policy Committee meeting. MOTION CARRIED UNANIMOUSLY.

**Res.
23-29**

G. Approval of Position Posting and Recruitment Schedule for BCATS Executive Director Position

Karr stated that material for this item was also provided in advance to the members. The SMC and Karr have been working to develop a time line and appropriate posting information to move the process forward for recruiting an Executive Director to replace Karr.

It was moved by Midgley, supported by Avis, to approve the recruitment schedule and posting information for the Executive Director position at BCATS, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
23-30**

H. Revised FY 2023 UWP Adjustment

Karr reviewed the revised adjustment to the current FY 2023 Unified Work Program which changes the movement of funds slightly differently than the version presented at the April 26, 2023 Policy Committee meeting. As with the prior version of an adjustment, there is no change in the total budget and no change to the budget for the local agencies which participate in the program.

It was moved by King, supported by Belles, to approve the updated adjustment to the FY 2023 UWP, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
23-31**

COMMENTS

A. Next Meeting

The next Policy Committee meeting is scheduled for Wednesday, June 28, 2023, 1:30 p.m.

B. Committee Member Comments

Kremer provided updates regarding MDOT projects occurring in the greater Battle Creek and Marshall Township area. The I-94 temporary bridges are almost ready to support the bridge replacement work at multiple locations on I-94 in the BCATS area. She provided some dates when the local roads under I-94 will be closed. The Capital Avenue bridge over I-94 replacement project is scheduled to start after July 4th. MDOT's call for projects is going on for FY 2029 work. The Marshall Transportation Service Center (TSC) is not expected to have much, if any, budget for work that year. The TSC will be submitting again a safety project for a roundabout at M-96/Columbia Avenue at Main Street/Beadle Lake Road in response to the number of crashes occurring at that intersection.

Midgley indicated that the Calhoun County Road Department is continuing to work on pothole patching across Calhoun County. The Department is still short-staffed with a lack of CDL certified drivers.

Jones announced that Bedford Charter Township has just established a Roads Advisory Committee to work to protect the investment in local roads that has been made by the Township as a result of the per parcel fee that was assessed.

Belles reported that Emmett Charter Township's road consultant has prepared a maintenance plan for its local roads that were all recently improved as a result of the millage passed in the Township. There will be chip seal with fog treatments on roads to extend the life of the pavement. She also remarked on the situation with roadside trees overhanging portions of N. Wattles Road.

Gerber stated that the City of Battle Creek road workers are filling potholes, dealing with tree issues and have developed a detour route for local transit service due to the Capital Avenue bridge closure later this summer.

Avis said that the county transit authority issue was taken off of the Calhoun County Board of Commissioners agenda earlier this month rather than have the issue caught up in other issues confronting the local units of government at present. This is a pause in the process for the establishment of countywide transit in Calhoun County.

King also noted the roadside tree issue brought up by Belles.

C. Public Comments

There were no public comments.

ADJOURNMENT

Chair Burdett adjourned the meeting at 2:46 p.m.