

BATTLE CREEK AREA TRANSPORTATION STUDY
Policy Committee
Minutes of June 22, 2016 Meeting

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

NON-VOTING MEMBERS PRESENT: None

VOTING MEMBERS ABSENT: Steve Buller, Laveta Hardish and Rob Behnke

NON-VOTING MEMBERS ABSENT: Rachael Tupica and SMPC

OTHERS PRESENT: Pat Karr, Andrew Tilma, and David Grunwald

Chair Sprau called the meeting to order at 1:46 p.m. in the Council Room at Springfield City Hall, 601 Avenue A, Springfield, MI 49037 after a quorum was reached.

ROLL CALL

A quorum was present (see above for voting members present).

APPROVAL OF THE AGENDA

It was moved by Fowler, supported by Owens, to approve the agenda. MOTION CARRIED UNANIMOUSLY.

Res.
16-24

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE MINUTES

It was moved by Werner, supported by Burdett, to approve the minutes of the May 25, 2016 meeting, as presented, subject to any additions, corrections or changes. MOTION CARRIED UNANIMOUSLY.

Res.
16-25

COMMUNICATIONS

Karr reported the following items of communication:

- BCATS has received an award letter for the 5303 transit planning funded work item. This will be discussed later on the agenda in regard to the FY 2016 Unified Work Program amendment.
- Copies of two news releases were provided to the members from the state Office of Highway Safety Planning (OHSP). One involves the second season of the “Summer of Safety” campaign. The other news release summarizes the results of the Memorial Day “Click it or Ticket” campaign.

- BCATS has received a letter from the Contract Services Division at MDOT seeking to close out the authorizations for many contracts. Time will be needed to evaluate each of these authorizations.
- MDOT has put out two calls for safety projects under two different funding programs, the High Risk Rural Road and the general Local Safety programs. Karr has forwarded the information about these programs to the appropriate local road agencies. Both categories call for applications to be submitted in September, 2016 for FY 2018 projects.
- A response has been received from BCATS' attorney, John Macfarlane, regarding his review of the draft of the new MOU between BCATS and the City of Battle Creek/Battle Creek Transit. He had no substantive comments on the draft and recommends proceeding with the update process as outlined.
- Information for the underwriting process involved with BCATS' insurances has been submitted to IBEX/MMRMA. A new insurance year starts October 1, 2016 for BCATS.
- A revised self-certification form for inclusion in the final new Transportation Improvement Program was provided to BCATS by MDOT. Therefore, this item is on the agenda today for adoption.
- BCATS received an e-mail from the County's Planner regarding County interest in expanded transit services and the possibility of the County applying for funds to this end from the Firekeepers Revenue Sharing Board. Karr replied to the e-mail and provided information about Battle Creek Transit's plan for a Transit Master Plan study, as reported above.
- BCATS has received an approval letter from MDOT for an extension of the timeline for completion for the update to the BCATS Metropolitan Transportation Plan. The plan will now be adopted in November, 2016.
- The completed FY 2017 Unified Work Program, approved by the Policy Committee in May, has been submitted to MDOT for processing.

UNFINISHED BUSINESS

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

Tilma reviewed the draft FY 2017-2020 TIP document and indicated the changes since the discussion of the document previously. He discussed the chapter which describes the projects and provides the final listing of projects for the four years of the TIP. He noted the "Illustrative List" of projects and the role that list plays in the future administration of the TIP. Tilma also reviewed the addition of material in the environmental justice chapter, including the thematic maps. He indicated that summary tables of the information for this chapter will be added as part of the final document. The final TIP is to be submitted to MDOT by July 1, 2016.

It was moved by Werner, supported by Frisbie, to approve the FY 2017-2020 Transportation Improvement Program and Adopting Resolution, including the additional material noted by Tilma, and to authorize Sprau to sign the Resolution.

Res.
16-26

NEW BUSINESS

A. FY 2016 Unified Work Program (UWP) Amendment

Karr indicated that the impetus for this amendment is the award for the Transit Master Plan under the 5303 transit planning program. In order for the work activity to proceed, the item needs to be included in the current BCATS Unified Work Program. In addition to adding this item, the amendment will shift funds amongst work items to best reflect where BCATS staff activity has and will occur yet this year. The overall BCATS staff office does not change, the funds will only be moved amongst work items for staff.

It was moved by Fowler, supported by Burdett to approve the FY 2016 Unified Work Program Amendment, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
16-27**

B. 2040 Metropolitan Transportation Plan Update

Karr noted that extension of the deadline for the Plan update completion, as noted under “Communications.” Tilma added that the capacity deficiencies, as determined by the travel demand model, have been determined. The next steps are to determine if there are projects that can address these deficiencies over the 20 years of the Plan. Other areas being considered are needs for safety projects, pavement condition projects, non-motorized projects, and other. Karr has been working on the non-technical components of the document. Information about the Plan update will continue to come to the BCATS Committees over the next several months.

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

C. Revised Memorandum of Understanding with the City of Battle Creek/Battle Creek Transit - Update

Karr indicated that, as discussed at prior meetings, there is a need to update the memorandum of understanding between BCATS and the City of Battle Creek/Battle Creek Transit (BCT) for planning activities as a result of a “finding” during BCT’s triennial review which was conducted by the Federal Transit Administration in April of this year. At that time, the auditor indicated that due to new federal requirements of recent transportation legislation an updated agreement should be developed that spells out the responsibilities of each agency related to conducting the planning activities for the area.

Karr developed a draft new MOU and provided it to Werner. The draft was provided to the Federal Transit Administration for review and they provided a positive response. The draft has now been provided to both BCATS’ attorney and to the City attorney (for BCT). The proposed schedule is for the BCATS Policy Committee to consider the new MOU on July 20th and for the Battle Creek Commission to consider it at their meeting the day before, July 19th.

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

D. Revised Metropolitan Transportation Planning Process Certification Resolution

Karr indicated that there are some minor changes to the resolution as compared to the version acted upon last month. She noted the reference to the FAST Act and the movement of the air quality discussion to the bottom of the resolution.

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

**Res.
16-28**

E. Coordinated Mobility Plan for Prosperity Region 8

Karr distributed a portion of the final document prepared by a consultant that presented what is termed a "Coordinated Mobility Plan for Prosperity Region 8." The portion of the document provided addresses recommendations for action as far as transit in the region.

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

COMMENTS**A. Next Meeting**

Chair Sprau announced that the next Policy Committee meeting is scheduled for Wednesday, July 20, 2016, 1:30 p.m. in the City of Springfield Council Chambers. He noted that this is the 3rd and not the 4th Wednesday of July. The date is on the approved list of meeting dates adopted last December.

B. Committee Member Comments

Karr announced that there is a kick-off meeting next week for a regional Local Safety Plan effort being promoted by MDOT. The meeting is on Thursday, June 30th at 9am at Kalamazoo Metro Transit. Anyone interested in attending should see her for details.

Karr informed the members that Tilma had recently become a grandfather, as his daughter had a baby girl about a week and a half ago. Congratulations were offered by all. Owens noted that it was Frisbie's birthday today. He was extended well wishes by the members.

Dionise stated that the final jurisdictional transfers have taken place as a result of the closing of a portion of Skyline Drive which had served as the I-94 Business loop.

C. Public Comments

There were no public comments.

ADJOURNMENT

Chair Sprau adjourned the meeting at 2:20 p.m.