

BATTLE CREEK AREA TRANSPORTATION STUDY
Policy Committee
Minutes of July 19, 2017 Meeting

VOTING MEMBERS PRESENT: Harry Burdett, Mark Dionise, Steve Frisbie, Adam Heikkila, Tim Hill, Angela Kline, Rick Fowler (for John Lanum), and Rich Werner

NON-VOTING MEMBERS PRESENT: None

VOTING MEMBERS ABSENT: Dave Morgan, Deb Owens and Laveta Hardish

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

OTHERS PRESENT: Dee Parker, Christopher Bolt, Pat Karr and Andrew Tilma

Chair Kline called the meeting to order at 1:32 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). Members introduced themselves for the benefit of all in attendance.

APPROVAL OF THE AGENDA

It was moved by Fowler, supported by Werner, to approve the agenda with changes noted by Karr to Item 7.B (adding a Unified Work Program budget adjustment as part of the action) and also deleting Item 7.C. (as no project information has been provided to BCATS for consideration).
MOTION CARRIED UNANIMOUSLY.

Res.
17-26

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE MINUTES

It was moved by Hill, supported by Burdett, to approve the minutes of the May 24, 2017 meeting, as presented, subject to any additions, corrections or changes. **MOTION CARRIED UNANIMOUSLY.**

Res.
17-27

COMMUNICATIONS

Karr reported the following items of communication:

- The City of Battle Creek received eight (8) proposals from consultants in response to the RFP for the Transit Master Plan. Interviews for the finalists are being conducted this week.

- Calhoun County has received notification that its application for funding for a rural transit study has been approved by MDOT and the County will soon be seeking a consultant for that study.
- BCATS received federal approval of the May 2017 TIP Amendment #4 as of July 14th, last Friday. The changes included in that amendment are now official.
- Safety targets required under the current federal transportation legislation have been set and announced by the Office of Highway Safety and MDOT in Michigan. Metropolitan Planning Organizations have until February, 2018 to either “support” the state targets or set their own. This is an item that will be discussed by the BCATS’ Committees later this fall.
- BCATS received a letter from Rebecca Fleury, City Manager for Battle Creek, regarding a request from Karr involving BCATS’ Continuity of Operations (COOP) Plan development. The City has agreed to allow BCATS to designate the City Public Works building as an “alternate facility” that would house BCATS staff in the event of a major disaster that would make the current BCATS offices unusable. This is one of the last components of the Plan to be finalized.
- The BCATS office will be closed next week from Tuesday through Friday due to staff attending the annual Michigan Transportation Planning Association conference.

UNFINISHED BUSINESS

There was no unfinished business at this time.

NEW BUSINESS

A. FY 2017-2020 Transportation Improvement Program (TIP) Amendment #5

Tilma reviewed some of the aspects of Amendment #4 to the TIP that was recently approved. He noted some issues with the transit CMAQ funding that were resolved. He then presented the information for Amendment #5 to the FY 2017-2020 Transportation Improvement Program (TIP) which included three items: combining like road projects in future years for the City of Battle Creek, adding Section 5339(a) Bus and Bus Facilities annual funding for Battle Creek Transit for each year of the TIP, and adding a guardrail project for the Calhoun County Road Department (CCRD) that has received safety funding. A second guardrail project that has been funded for the CCRD is only minimally in the BCATS area and has been included on a separate listing of projects that are also only partly in the BCATS area. This listing is not considered in the determination of financial constraint.

Tilma noted that a MDOT request for a project change was received after the public notice was printed and could not be included in this amendment. It can be considered in the next scheduled amendment in September, 2017.

It was moved by Fowler, supported by Dionise, to approve Amendment #5 to the FY 2017-2020 Transportation Improvement Program (TIP), as presented. MOTION CARRIED UNANIMOUSLY.

Res.
17-28

B. April - June, 2017 Quarterly Financial Report and Unified Work Program (UWP) Adjustment
Karr reviewed the quarterly financial report that was presented in the same format as prior quarterly reports. She noted that the work by the local road agencies will largely be conducted during these summer months. BCATS is in a positive cash flow position and on-budget for the fiscal year.

It was moved by Werner, supported by Dionise, to receive and file the April - June, 2017 Quarterly Financial Report, as presented. MOTION CARRIED UNANIMOUSLY.

Res.
17-29

Karr also discussed the table which was presented depicting a proposed shifting of funds amongst work items to better reflect where work has, and is, taking place this year. The changes are presented as an adjustment rather than a full UWP amendment. Fowler indicated that he is unsure if the changes can be considered an amendment and will have to check with FHWA to determine this.

It was moved by Frisbie, supported by Werner, to approve the changes reflected on the presented table for the FY 2017 Unified Work Program, either as an adjustment or as an amendment, with Karr to proceed with which ever is determined to be the course of action for the changes. MOTION CARRIED UNANIMOUSLY.

Res.
17-30

COMMENTS

A. Next Meeting

Chair Kline announced that the next Policy Committee meeting is scheduled for Wednesday, August 23, 2017, 1:30 p.m. in the City of Springfield Council Chambers. Karr noted that a lack of agenda items may result in cancellation of the August meeting. Members will be notified should that be the case.

B. Committee Member Comments

There were no Committee member comments.

C. Public Comments

Christopher Bolt noted the success of the current chip seal program by the County Road Department and the use of larger machines to perform this work that has resulted in a very good product.

ADJOURNMENT

Chair Kline adjourned the meeting at 2:05 p.m.