

BATTLE CREEK AREA TRANSPORTATION STUDY
Policy Committee
Minutes of July 15, 2020 Meeting
Zoom Meeting Format

VOTING MEMBERS PARTICIPATING: Mallory Avis, Harry Burdett, Derek King, Don Mayle, Dave Morgan, Annjanette Kremer, John Midgley and Bill Scutt

NON-VOTING MEMBERS PARTICIPATING: None

VOTING MEMBERS NOT PARTICIPATING: Tim Hill, Laveta Hardish and Greg Rickmar

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

OTHERS PARTICIPATING: Jeff Franklin, Pat Karr and Andrew Tilma

Chair Burdett called the meeting to order at 1:33 p.m. via a Zoom conference meeting due to the COVID-19 virus situation.

ROLL CALL

Burdett conducted a roll call of 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. 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 Midgley, to approve the agenda. MOTION CARRIED UNANIMOUSLY to approve the agenda.

Res.
20-21

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE MINUTES

It was moved by Morgan, supported by Avis, to approve the minutes of the May 27, 2020 meeting, as presented, subject to any additions, corrections or changes. MOTION CARRIED UNANIMOUSLY.

Res.
20-22

COMMUNICATIONS

Karr reported the following items of communication:

- All of the authorized letters of support were provided to the local agencies for the local agency bridge and safety project applications. As far as the BCATS staff knows, all of the project applications have been submitted by the local agencies. BCATS staff received an e-mail today indicating the closing of the local safety project call by MDOT and asking the local agencies to confirm their project information as submitted. Karr forwarded this e-mail to the Calhoun County Road Department for their information.
- The Master Agreement with MDOT has been executed by MDOT and a copy was returned to BCATS last week.
- The FY 2021 Unified Work Program was sent to MDOT for processing, then following some comments from two departments at MDOT, minor changes were made to the wording of two work items to satisfy the requests of those departments.
- The requests for local share contributions were sent to the three participating local units for action. BCATS has confirmation of action by the City of Battle Creek and the City of Springfield on the resolutions.
- The City of Battle Creek approved a new audit contract with Rehmann Robson for the next five years. This is the same audit firm that the City and BCATS have been using. The costs to BCATS under the new contract will go up initially from \$3,100 per year to \$3,500 per year and will increase \$100 per year over the life of the contract. This new cost was included in the budget for FY 2021 that was approved by the Policy Committee last month.
- The public notice for this month's TIP amendment was published in the Battle Creek Enquirer earlier this month.
- Last month the Battle Creek City Commission approved the Transit Safety Plan for Battle Creek Transit which is on the Policy Committee agenda today for action.
- The quarterly financial report is delayed due to the early date of the Policy Committee meeting this month and the late payroll in June/July that will be allocated back to June, thereby delaying when the June revenue and expense reports can be made available to BCATS for preparing the quarterly financial report. Karr noted that this report will be provided to the Committee at a future meeting.
- An e-mail was received from the Transportation Asset Management Council indicating that a priority is for federal-aid road rating this year if that can be safety accomplished. It is also recommended that non-federal-aid road rating take place as well.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A. **FY 2020-2023 Transportation Improvement Program (TIP) Amendment #7**

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. Kremer noted that the addition of item #5, the widening of Helmer Road, is the result of a statewide competitive process for funding. Midgley commented on the Road Department's disappointment with the process for the bridge bundling projects that identified the 12 Mile Road bridge project that was added to the TIP a few months ago, but which is now being abandoned. The Calhoun County Road Department was not provided with an indication of the level of design needed for the project to be included in this new bridge funding process.

It was moved by Kremer, supported by Avis, to approve Amendment #7 to the FY 2020-2023 Transportation Improvement Program, as presented. MOTION CARRIED UNANIMOUSLY.

Res.
20-23

B. **Battle Creek Transit Public Transportation Agency Safety Plan**

Karr noted receipt of the Public Transportation Agency Safety Plan (PTASP) from Battle Creek Transit. The Battle Creek City Commission approved the Plan in June. The safety targets within the Plan are the subject of BCATS action at today's meeting. Karr noted that the MPO approach to this Plan and the safety targets is to address the targets in a similar way as the transit State of Good Repair targets previously. The requested action is for the Policy Committee to approve the resolution regarding transit safety targets and to authorize Burdett to sign the resolution on behalf of BCATS. Karr indicated that any specific questions about the Plan or targets can be asked of Avis.

It was moved by Scutt, supported by Kremer, to adopt the resolution to support the Public Transportation Agency Safety Plan's transit safety targets, including authorizing Chair Burdett to sign the resolution on behalf of the Policy Committee. MOTION APPROVED UNANIMOUSLY.

Res.
20-24

C. **COVID-19 and Personnel Update**

Karr provided the Committee with an update as to the status of BCATS staff and work being done to re-establish staff at the BCATS office in Springfield City Hall. She noted the efforts being taken to meet the requirements for reopening the staff office.

Karr also asked for a one-time allowance for sick-leave to be carried over beyond her anniversary date, but only until the end of the fiscal year, due to issues with being able to utilize this leave over the last several months, as medical and dental appointments have been postponed due to the pandemic. The current personnel policies do not allow for carryover of sick leave from year to year. King asked about the uses of sick leave. Kremer asked if it has been investigated as to carrying over of vacation and sick leave by BCATS staff.

It was moved by Scutt, supported by Kremer, to approve the carryover of sick leave time for Karr until the end of the current fiscal year. MOTION CARRIED UNANIMOUSLY.

**Res.
20-25**

Burdett noted that leave time and carry-over of same can be addressed at a future meeting of the Study Management Committee.

COMMENTS

A. Next Meeting

Chair Burdett announced that the next Policy Committee meeting is scheduled for Wednesday, August 26, 2020, 1:30 p.m. Karr noted that the August meeting will still be a Zoom format if a meeting will need to be held.

B. Committee Member Comments

Mayle reported that the last currently scheduled layoff days for MDOT staff are coming up. It is unknown if further layoff days will be ordered for state employees. He also noted that it is not anticipated that statewide planning's employees will be back in the office until the new calendar year. He asked that virtual participation be provided for state employees if in-person meetings are reinstated for public meetings.

Morgan asked Kremer if there can be consideration of extending the green time for Pennfield Road traffic at the intersection of M-66 and Pennfield Road. Kremer indicated that she will investigate if this intersection is to be evaluated for a signal timing study to address the school traffic issue.

Kremer indicated that the COVID facility plans are being worked on by MDOT as well, but there are no plans for MDOT Transportation Service Center staff to return to the office. However, the MDOT employees are out inspecting projects and continue to work from home.

Midgely added that the Calhoun County Road Department will have all employees back from furlough and other work modifications by July 27th, although employees will not be in the office.

C. Public Comments

There were no public comments.

ADJOURNMENT

Chair Burdett adjourned the meeting at 2:07 p.m.