

BATTLE CREEK AREA TRANSPORTATION STUDY
Policy Committee
Minutes of July 19, 2023 Meeting

MEMBERS PRESENT: Voting: Mallory Avis, Jacob Schacht (for Deb Belles), Harry Burdett, Jeff Franklin, Dennis McKinley (for Joni Jones), Annjanette Kremer, Kevin Leiter, Brian Kernstock (for John Midgley), and Steve Skalski

Non-voting: None

MEMBERS ABSENT: Voting: Derek King and Laveta Hardish

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

OTHERS PRESENT: 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 Kremer, to approve the agenda. MOTION CARRIED UNANIMOUSLY.

Res.
23-32

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE MINUTES

It was moved by Kremer, supported by Leiter, to approve the minutes of the May 24, 2023 meeting, as presented, subject to any additions, corrections or changes. MOTION CARRIED UNANIMOUSLY.

Res.
23-33

COMMUNICATIONS

Karr reported the following items of communication:

- BCATS staff executed the new Master Agreement for planning with MDOT after Policy Committee approval in May.
- BCATS staff provided the local share resolution materials to the local financially participating units of government at the end of May.
- BCATS staff attended a public meeting for the I-194 PEL study which was held in June. About 25 persons attended in addition to MDOT and consultant staff. The consultant is now working to connect more directly with the neighborhoods in the immediate area of I-194.
- The May Amendment #5 to the current 2023-2026 Transportation Improvement Program (TIP) has been approved.
- BCATS staff submitted the FY 2024 Unified Work Program (UWP) to MDOT at the end of May.
- MDOT held a safety target coordination meeting with the state's metropolitan planning organizations (MPOs) on June 15th. The official state safety targets for the next calendar year (2024) are due to be set by the end of August. Safety targets are developed annually.
- BCATS staff attended a meeting set up by City of Battle Creek and Battle Creek Unlimited staff to discuss electric vehicle charging opportunities within the City of Battle Creek into the future.
- BCATS has received its renewal information for the property and liability insurance coverage under the Michigan Municipal Risk Management Authority (MMRMA) for the upcoming BCATS fiscal year. The premium is only going up \$19. BCATS has also been informed of the distributions that MMRMA is providing back to members. The amount back to BCATS is \$874, which is 37% of the next year's premium.
- BCATS staff will be out of the office from July 25-July 28 for the Michigan Transportation Planning Association annual conference, being held in Ann Arbor this year.
- It was noted that the small bus rodeo competition is upcoming and Karr asked if any Battle Creek Transit drivers would be participating. Avis replied that a team of three will be participating the first week of August.

UNFINISHED BUSINESS

A. Update of BCATS' Personnel Policies

On behalf of the Study Management Committee (SMC), Avis reported that the SMC has been meeting to work on the sick leave section of the BCATS Personnel Policies that was a point of discussion at the May Policy Committee meeting. The SMC recommends changing the policies to have what is termed "short-term disability (8 days or more) covered by an insurance policy that BCATS will purchase. This will eliminate the self-insured aspect of a longer-term illness, accident, or disability that BCATS currently has in its policies. Avis outlined the provisions of the potential insurance policy. She also reviewed the accompanying changes recommended to the number of "sick days" for employees and the tiered vacation schedule. These are the changes that are included

in the recommendation from the original draft of the updated Personnel Policies which was provided in May. It is expected that the insurance and these changes would be put into effect as of August 1, 2023.

It was moved by Avis, supported by Skalski, to approve the update of the BCATS Personnel Policies including the changes decided upon for the “Leaves of Absence” section of the Policies, to be effective August 1, 2023, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
23-34**

NEW BUSINESS

A. April-June 2023 Quarterly Financial Report

Karr reviewed the April-June 2023 Quarterly Financial Report as provided to the members in advance of the meeting. Expenses are on target for the most part and revenues have been timely. The City’s Public Works Department started traffic count work in May, so the May and June costs are reflected in this report. No billings have been received from the County yet for traffic count work. Karr asked if there were any questions about the report.

It was moved by Skalski, supported by Avis, to receive and file the April-June 2023 Quarterly Financial Report, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
23-35**

B. 2020 U.S. Census - Adjusted Census Urban Boundary (ACUB) Establishment

Tilma discussed the memo that he had prepared for this agenda item. A large map of the proposed ACUB was also displayed at the meeting. Tilma showed on the map the changes being made to the ACUB as part of this process. There are minimal changes recommended from the last ACUB development after the 2010 Census. The ACUB defines the line, or point, at which roadways are classified as either urban or rural. Tilma indicated that the BCATS Technical Committee recommends approval of the new ACUB. There is also a Statement of Agreement to be signed by the local agencies indicating acceptance of the boundary.

It was moved by Skalski, supported by Kernstock, to approve the 2020 Adjusted Census Urban Boundary (ACUB), as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
23-36**

C. FY 2023-2026 Transportation Improvement Program (TIP) Funding Update

Tilma provided a packet of material for the members on this topic in the advance materials for the meeting. He noted that all of the FY 2023 local projects have been obligated with the final two projects scheduled for letting on August 4th. He reviewed the situation that occurred with the

CCRD's S. Wattles Road project being able to take advantage of last minute funding changes due to federal legislation in early June.

The pages showing FY 2020-2026 projects indicate that funding estimates for BCATS have been reduced slightly due to changes resulting from the 2020 Census as well as a penalty from the federal government applied to Michigan as a result of sentencing rates for repeat DUI offenders. Funding must be reallocated to safety programs as a result of the penalty in FY 2024 and FY 2025.

The BCATS TIP Subcommittee met yesterday to adjust the local project cost estimates based on these new funding estimates. This will put the BCATS TIP program in financial constraint.

This was an information/discussion item not requiring action.

D. Workers' Compensation Insurance Change

A memo relative to this issue was provided to the members in advance. Karr reviewed the memo and explained the situation that led to this change in coverage resulting in a policy being obtained for BCATS from a private carrier.

It was moved by Skalski, supported by Leiter, to concur with the action taken to establish workers' compensation insurance for BCATS staff with the Accident Fund. MOTION CARRIED UNANIMOUSLY.

**Res.
23-37**

E. Short-Term Disability Insurance for BCATS Staff

Avis stated that based on the discussion from Item 6.A. above, it was determined that the addition of this type of insurance coverage is desired by the BCATS Policy Committee and should have separate action. The insurance is to be provided by The Hartford per the quote that is valid until August 1, 2023. The insurance should start August 1, 2023 and involves a monthly premium to be paid by BCATS. A policy that covers twelve weeks involves a monthly premium of \$43.67 to cover both BCATS' employees.

It was moved by Skalski, supported by Leiter, to approve establishing a short-term disability insurance program for BCATS staff with The Hartford insurance company, effective August 1, 2023 . MOTION CARRIED UNANIMOUSLY.

**Res.
23-38**

COMMENTS

A. Next Meeting

The next Policy Committee meeting is scheduled for Wednesday, August 23, 2023, 1:30 p.m.

B. Committee Member Comments

Kremer acknowledged that the Capital Avenue bridge demolition was a unique demolition and was successfully carried out. The new bridge is now under construction. There is a requirement for completion of the bridge within 75 days. Kremer stated that there were some initial pedestrian issues of people trying to cross I-94 on foot. Additional no pedestrian signs have been put into place and information about the detour bus service is prominent in the area.

Kernstock reported that Raymond Road is still closed, but is nearing completion. The Morgan Road project is just getting started with signal work at North Avenue. Once started, it should only take a few weeks to complete the road work portion of the project.

McKinley said that Bedford Township is considering the countywide transit authority issue at this time.

Skalski stated that the Union Street bridge is close to completion. The Helmer Road water main project is ongoing. Beckley Road will be closed for awhile longer with that portion of the water main project.

Avis indicated that last week the Battle Creek City Commission supported the creation of a countywide transit authority. It is anticipated that the Calhoun County Board of Commissioners will officially establish the Transportation Authority of Calhoun County on August 3rd. After that, the local units of government have 30 days to opt out of the Authority if they choose. The creation of the Authority does not change anything when it is established. A millage vote within the participating governmental units would still need to be successful in order to levy a millage to support the Authority.

Battle Creek Transit has service on detour routes for persons needing to get from north of I-94 to south of I-94 during the Capital Avenue bridge construction. There is also a circulator bus originating at the Lakeview Square Mall on the south side of the Capital Avenue area.

Leiter reported that Pennfield is going to have a water main project on Capital Avenue NE shortly, with an anticipated six to eight week construction period.

Karr thanked the Study Management Committee members for their service with all of the matters that they have been asked to address so far this year.

C. Public Comments

There were no public comments.

ADJOURNMENT

Chair Burdett adjourned the meeting at 2:19 p.m.