

BATTLE CREEK AREA TRANSPORTATION STUDY
Policy Committee
Minutes of August 16, 2023 Meeting

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

Non-voting: None

MEMBERS ABSENT: Voting: 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

This item was not voted on.

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE MINUTES

It was moved by Leiter, supported by Kremer, to approve the minutes of the July 19, 2023 meeting, as presented, subject to any additions, corrections or changes. MOTION CARRIED UNANIMOUSLY.

Res.
23-39

COMMUNICATIONS

Karr reported the following items of communication:

- Chair Burdett and Karr have executed the insurance coverage with The Hartford for the new short-term disability insurance. It took effect as of August 1, 2023.
- BCATS staff attended the Michigan Transportation Planning Association conference in Ann Arbor at the end of July. The total cost of the conference for both staff members was within the \$2,800 budget set by the Policy Committee.
- BCATS has received a draft of an update to a three party (MDOT/Metropolitan Planning Organization/Transit) Memorandum of Understanding that was last updated in 2018. These agreements are being updated for all of the MPO areas in Michigan. Karr indicated that this agreement will come to the BCATS Committees sometime this fall.
- BCATS has gotten signatures on the Adjusted Census Urban Boundary form that needs to be submitted to MDOT for the boundary process carried out earlier this year and approved by the BCATS Policy Committee in July. A packet of material will be submitted to MDOT relative to this topic.
- MDOT is requesting comments on its new 5-Year Program. Kremer indicated that comments are already being provided by the public. The program can be viewed online and comments are due in a couple of weeks.
- All of the BCATS area local road projects have now been obligated and bid as of August 4, 2023. Tilma added that one of the lettings on August 4th was under budget, allowing for some funds to be provided to the S. Wattles Road project which came in over budget earlier this summer.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A. Report from Study Management Committee

1. Candidate for BCATS Executive Director position

Midgley reported for the Study Management Committee (SMC) and read through a memo from the SMC to the entire Policy Committee that indicated that the SMC has gone through a recruiting process and is recommending Jeff Franklin for the Executive Director position at a starting salary of \$88,000, the benefits and the recently updated BCATS Personnel Policies, and a start date of October 1, 2023, contingent upon a background check and drug screening test to be conducted. The October 1st start date will allow for an overlap with retiring Executive Director, Pat Karr, so that she can work with the transition of Franklin into the duties she carries out.

Franklin was excused from the meeting during the discussion of this agenda item.

There was discussion about the recruitment process.

It was moved by Midgley, supported by Skalski, to approve the hiring of Jeff Franklin for the BCATS Executive Director position with the salary and provisions outlined in the memo provided to the members. MOTION CARRIED UNANIMOUSLY.

**Res.
23-40**

Franklin was asked to rejoin the meeting and was congratulated on his hiring.

2. Request for Equipment Purchase to Support Staff

Tilma has researched this topic and a summary of the equipment request was provided to the members. A new computer and accessories are desired to be provided for Franklin upon his start at BCATS.

It was moved by Midgley, supported by Belles, to approve the equipment purchase to support staff, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
23-41**

COMMENTS

A. Next Meeting

The next Policy Committee meeting is scheduled for Wednesday, September 27, 2023, 1:30 p.m.

B. Committee Member Comments

McKinley stated that he was appreciative of the equipment purchase information in the memo.

There was some discussion amongst the members about the chip seal program on Emmett Township's recently re-paved streets.

Franklin commented positively about the 11 Mile Road/B Drive N intersection change to a 4-way stop from only a 2-way stop. He also noted that the FHWA contact for the BCATS area has changed to the newest FHWA Community Planner in the Lansing office, Jenny Staroska. Franklin thanked the Committee for their confidence in him to take on the Executive Director duties.

C. Public Comments

There were no public comments.

ADJOURNMENT

Chair Burdett adjourned the meeting at 1:54 p.m.