

**BATTLE CREEK AREA TRANSPORTATION STUDY**  
**Policy Committee**  
**Minutes of September 28, 2016 Meeting**

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

NON-VOTING MEMBERS PRESENT: None

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

NON-VOTING MEMBERS ABSENT: Andy Pickard (FHWA) and SMPC

OTHERS PRESENT: Christopher Bolt, Cameron Minney, Pat Karr and Andrew Tilma

Chair Sprau called the meeting to order at 1:38 p.m. in the Council Room at Springfield City Hall, 601 Avenue A, Springfield, MI 49037 upon the establishment of a quorum.

**ROLL CALL**

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

**APPROVAL OF THE AGENDA**

**It was moved by Owens, supported by Werner, to approve the agenda as presented. MOTION CARRIED UNANIMOUSLY.**

**Res.**  
**16-38**

**PUBLIC COMMENTS**

There were no public comments.

**APPROVAL OF THE MINUTES**

**It was moved by Kline, supported by Owens, to approve the minutes of the August 24, 2016 meeting, as presented, subject to any additions, corrections or changes. MOTION CARRIED UNANIMOUSLY.**

**Res.**  
**16-39**

**COMMUNICATIONS**

Karr reported the following items of communication:

- The final FY 2017 Unified Work Program documents were distributed to the members in attendance.
- The FY 2017-2020 State Transportation Improvement Program (STIP) has purportedly been approved by the Federal funding sources. Copies of BCATS' TIP, which is a part of the STIP, will be made available to the members once the official approval is received. Lanum noted that the Michigan Department of Environmental Quality (DEQ) has provided approval of the STIP. He provided a copy of the DEQ approval letter to Karr for BCATS' records.

- The support letter for the City of Battle Creek's application for FY 2018 Local Safety Project funds through MDOT was provided to the City to be submitted with the application materials.
- At the end of August, BCATS received a distribution from its liability and property insurance provider. The distribution was \$412, about 19% of the year's insurance premium. Karr noted that the decision to join the member run MMRMA has been a positive one for BCATS.
- Karr noted the supplemental Notice of Proposed Rulemaking regarding the Metropolitan Planning Organization (MPO) Coordination and Planning Area Reform topic. This will be discussed in depth later on the agenda.
- A list of grant application opportunities that BCATS received was provided to the members. The grants are for projects such as "farm to school" agriculture projects, other school related grants from numerous sources, as well as technical assistance to communities from "Smart Growth America". Karr encouraged the members to pass this information along to those in their communities who would be interested in these topics.
- BCATS has received material from other metropolitan planning organizations about implementing the transit studies funded by MDOT. Karr will be meeting with the City's transit officials next week on this topic.
- Since September 30, 2016 is the end of the FY 2016 BCATS' fiscal year, it is anticipated that by the end of October a date for the auditor's work to start will be set.
- Tilma will be attending a training workshop session tomorrow and Friday in Lansing, sponsored by MDOT, dealing with Performance Management for the performance based planning process that is being implemented at the federal level.

## **UNFINISHED BUSINESS**

There was no unfinished business at this time.

## **NEW BUSINESS**

### **A. Appointment of Legal Counsel for FY 2017-2020**

Karr reviewed the memo provided relative to this item. She noted that the current relationship with attorney Macfarlane has worked well and his fees are very reasonable. Sprau noted that the municipal clients of the firm are afforded a favorable fee schedule. Frisbie asked if there is a need to investigate other potential providers. It was noted that the work for BCATS represents a relatively very small expense, generally in the \$600-\$800 a year range.

**It was moved by Werner, supported by Burdett, to approve re-appointment of John Macfarlane as BCATS' legal counsel for the time period of FY 2017-2020, as presented. MOTION CARRIED UNANIMOUSLY.**

**Res.  
16-40**

**B. U.S. DOT Extension of Comment Period for Notice of Proposed Rulemaking (NPRM) about “Metropolitan Planning Organization (MPO) Coordination and Planning Area Reform”**

Karr reviewed the new added NPRM on this topic, which was published on September 23, 2016. That NPRM allows for another 30-day comment period to address a finite list of topics identified in the NPRM. She indicated that she will be putting together comments to address the specific issues asked for and that she will plan to submit the comments by the deadline (which is before the next BCATS Policy Committee meeting). Therefore, she asked the Committee to provide her with authorization to prepare and submit comments to the current NPRM. She noted that she will make the final comments available to the Policy Committee members in advance of submitting them so that they can provide her with their feedback. Werner asked if there is any idea of the costs involved with meeting the requirements of the proposed NPRM. Karr indicated that each of the “options” allowed will require an entirely different process to implement, along with different cost implications. It is very difficult to determine costs at this point. Frisbie asked about having discussions with Kalamazoo about this potential change. Karr stated that she has spoken with the Kalamazoo MPO and there has been discussion about the option of preparing joint planning documents. However, there are a myriad of issues with any of the allowed options. Additional general discussion on the topic of the NPRM followed.

**It was moved by Burdett, supported by Kline, to authorize Karr to prepare and submit comments on the subjects called for in the NPRM of September 23, 2016 to the U.S. DOT Docket by Monday, October 24th. MOTION CARRIED UNANIMOUSLY.**

**Res.  
16-41**

**C. Transportation Improvement Program (TIP) Amendment Schedule for 2017**

Tilma distributed the TIP Amendment Schedule for the new fiscal year and discussed the various deadlines displayed on the schedule. The schedule sets up an every-other-month amendment schedule. The most important date on the schedule for the implementing agencies, the date by which BCATS must have information for each amendment, is noted on the schedule. The schedule allows for a 20-day public notice in advance of Policy Committee action for each amendment process. The next amendment opportunity will be in November, 2016. It will be the first amendment to the new FY 2017-2020 TIP.

This was an information/discussion item not requiring action at this time.

**D. BCATS 2040 Metropolitan Transportation Plan (MTP) - Update on Progress**

Karr updated the members as to the progress being made on the minor update to the BCATS long range transportation plan. She noted the material which was provided in advance of the meeting, as well as some additional material provided at the meeting. The update is on schedule to be considered for approval by the Policy Committee at the end of November.

Tilma discussed the non-motorized components of the area's governmental units' plans and programs. These are resources available to BCATS in evaluating these types of projects for inclusion in the plan update. There was general discussion about the plan update components.

This was an information/discussion item not requiring action at this time.

### **COMMENTS**

**A. Next Meeting**

Chair Sprau announced that the next Policy Committee meeting is scheduled for Wednesday, October 26, 2016, 1:30 p.m. in the City of Springfield Council Chambers.

**B. Committee Member Comments**

Lanum asked if BCATS has received the project authorization form for the federal funds for the new fiscal year. Karr responded that the form has not been received. Lanum also noted the need to submit the year-end statements of pending billings to finance, called EAP forms. Karr stated that the forms for the BCATS program were faxed to the MDOT finance department the previous week.

**C. Public Comments**

Christopher Bolt, Managing Director for the Calhoun and Jackson County Road Departments, reported that the Calhoun County Road Department is investigating the potential for bonding to implement road improvements through its county primary road plan.

### **ADJOURNMENT**

Chair Sprau adjourned the meeting at 2:21 p.m.