

**BATTLE CREEK AREA TRANSPORTATION STUDY**  
**Policy Committee**  
**Minutes of September 27, 2017 Meeting**

VOTING MEMBERS PRESENT: Harry Burdett, Mark Dionise, Angela Kline, Rick Fowler (for John Lanum), Greg Rickmar (for Deb Owens), and Rich Werner

NON-VOTING MEMBERS PRESENT: None

VOTING MEMBERS ABSENT: Steve Frisbie, Laveta Hardish, Adam Heikkila, Tim Hill, Dave Morgan

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

OTHERS PRESENT: Pat Karr and Andrew Tilma

Chair Kline called the meeting to order at 1:38 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 as presented. MOTION CARRIED UNANIMOUSLY.**

Res.  
**17-31**

**PUBLIC COMMENTS**

There were no public comments.

**APPROVAL OF THE MINUTES**

**It was moved by Werner, supported by Burdett, to approve the minutes of the July 19, 2017 meeting, as presented, subject to any additions, corrections or changes. MOTION CARRIED UNANIMOUSLY.**

Res.  
**17-32**

**COMMUNICATIONS**

Karr reported the following items of communication:

- A consultant has been selected and a contract has been awarded for the Transit Master Plan project. The firm conducting the work is Foursquare Integrated Transportation Planning (Foursquare ITP) out of Rockville, Maryland. Work commenced yesterday with BCT, with a completion deadline of July 31, 2018. However, an issue has arisen in that the grant was awarded last year at this time and there

have been no billings to it yet due to the how the consultant contract, awarded in August, was set up. BCATS is working with FHWA on this matter.

- The FY 2018 Unified Work Program for BCATS was approved by federal funding sources. Copies of the document have been distributed today and it has been posted to the BCATS' website.
- BCATS received federal approval of the July 2017 TIP Amendment #5 as of August 23<sup>rd</sup>. The changes included in that amendment are official as of that date.
- Karr attended a meeting in Kalamazoo on September 12<sup>th</sup> regarding the final document produced by a consultant as the "Coordinated Mobility Plan" for Prosperity Region 8. There was discussion about which recommendations in the Plan are practical and which are not. A summary of the Plan recommendations will be provided to the consultant working on BCT's Master Plan. This group of transportation providers has agreed to hold quarterly meetings to work on collaboration and coordination and to learn best practices for providing transit services.
- Tilma and staff from the local agencies and MDOT have completed the field work for asset management road rating. The work was conducted at the end of August and into September.
- Tilma attended a HPMS training session in Lansing on September 11<sup>th</sup>.
- In early August, Karr attended a presentation by Scott Cubberly, who is associated with the BC Vision effort. The report presented provided information about addressing the transportation issues related to the goals of BC Vision for the betterment of the Battle Creek community.
- BCATS' fiscal year ends at the end of this week. In October, Karr will be setting up the timeline for the audit of the FY 2017 fiscal year.
- BCATS has received a rebate again this year on its MMRMA insurance policy. The rebate amount this year totaled \$442 or 21.2% of the premium. This is an excellent program providing real value to BCATS.
- There is a meeting coming up on October 10<sup>th</sup> in Kalamazoo to review the final Regional Traffic Safety study completed by a consultant for MDOT. Karr will report back on the outcome of this meeting. She also noted that MDOT has submitted its "targets" for safety to the federal government under the performance based planning requirements. Now the MPOs have until February, 2018 to declare either their own targets or support for the state's targets. This will be discussed in more detail later this fall.
- The Regional Prosperity Committee has decided to fund a project related to the education sector this year and has issued a request for proposals for this type of effort. Specifics can be found on-line through the Southcentral Michigan Planning Council (SMPC) website.
- This is U.S. Rail Safety Week. It was reported that education efforts were highlighted earlier today at the Battle Creek Intermodal Station through the Operation Lifesaver group.

### **UNFINISHED BUSINESS**

There was no unfinished business at this time.

## NEW BUSINESS

### A. FY 2017-2020 Transportation Improvement Program (TIP) Amendment #6

Tilma reviewed the proposed changes for this amendment. Material for this item was provided in advance of the meeting to the members. Tilma made additional copies of the material available at the meeting. The proposed amendment includes changes to local and state projects. Tilma discussed the city projects offered for amendment. Dionise provided specific information about the MDOT proposed changes, indicating that the cost change for the M-66 (Capital Avenue, NE) project is due in large part to more extensive work needed on the relatively tight curved portion of the route in the area south of Emmett Street. Another factor is that the work associated with sidewalk ramps is also extensive along the project route. There was discussion about potentially changing the roadway from a 4-lane to a 3-lane uniform cross-section. Making this change would allow for bike lanes along this stretch of M-66. The impact on transit service along the corridor was addressed as well.

Dionise also noted that the 2021 bridge railing work is being moved forward. Until work can be done on the bridge railings of the M-66 bridges over I-94, special steel barrier rail will be placed to keep motorists away from the sections of the railing with the most deterioration. Loose concrete has been removed from the bridge rails to reduce the possibility of any debris impacting traffic.

**It was moved by Werner, supported by Fowler, to approve Amendment #6 to the FY 2017-2020 Transportation Improvement Program (TIP), as presented. MOTION CARRIED UNANIMOUSLY.**

**Res.  
17-33**

### B. BCATS Continuity of Operations (COOP) Plan

Karr reviewed the draft Continuity of Operations (COOP) Plan which was provided to the members in the advance materials. She indicated that this is a strongly recommended process from the federal Department of Homeland Security for all government units. The Plan makes provision for BCATS having to relocate its office in case of a disaster which makes the current office and meeting location unusable. The draft document was provided to the members in advance of the meeting. Rickmar noted a correction needing to be made in the address of the City of Battle Creek's Public Works building which is referenced in the Plan. Karr noted that this change will be made to the final version of the document.

**It was moved by Burdett, supported by Fowler, to approve the newly developed BCATS Continuity of Operations (COOP) Plan, as presented. MOTION CARRIED UNANIMOUSLY.**

**Res.  
17-34**

**C. Transportation Improvement Program (TIP) Amendment Schedule for 2018**

Tilma presented the TIP amendment schedule for the 2018 fiscal year. The proposed months for considering amendments are November, 2017 and January, March, May, July, and September, 2018. Since the Technical Committee meeting earlier this month, BCATS has received the 2018 amendment schedule developed by MDOT. He noted that he is still checking that schedule against the one he has developed for BCATS. Tilma pointed out the dates for the state and local agencies to have material to BCATS, the dates of Policy Committee action, and the submittal and approval dates expected after Policy Committee action for each amendment opportunity. This schedule will be posted on the BCATS' website.

This was an information item, not requiring action.

**COMMENTS**

**A. Next Meeting**

Chair Kline announced that the next Policy Committee meeting is scheduled for Wednesday, October 25, 2017, 1:30 p.m. in the City of Springfield Council Chambers.

**B. Committee Member Comments**

There were no Committee member comments.

**C. Public Comments**

There were no public comments.

**ADJOURNMENT**

Chair Kline adjourned the meeting at 2:18 p.m.