

BATTLE CREEK AREA TRANSPORTATION STUDY
Policy Committee
Minutes of September 27, 2023 Meeting

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

Non-voting: None

MEMBERS ABSENT: Voting: Laveta Hardish

Non-voting: Jenny Staroska (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 Midgley, supported by Kremer, to approve the agenda. MOTION CARRIED UNANIMOUSLY.

Res.
23-42

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE MINUTES

It was moved by Midgley, supported by Skalski, to approve the minutes of the August 16, 2023 meeting, as presented, subject to any additions, corrections or changes. MOTION CARRIED UNANIMOUSLY.

Res.
23-43

COMMUNICATIONS

Karr reported the following items of communication:

- The computer equipment authorized for purchase in August has been ordered and received. This equipment will be utilized by Franklin starting in October. The purchase came in under budget.
- Karr attended the statewide Asset Management conference in Grand Rapids yesterday. All costs for the conference are covered under the Asset Management grant.
- BCATS has received the fully executed Project Authorizations from MDOT for both of the FY 2024 grants, the Consolidated Planning Grant and the Asset Management Grant.
- The Adjusted Census Urban Boundary from the 2020 U.S. Census process has been submitted to MDOT.
- FY 2024 Unified Work Program was federally approved in late August and goes into effect on October 1st. Copies of the new UWP are provided to the members today.
- All of the paperwork has been completed for Jeff Franklin to start next Tuesday at BCATS.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A. FY 2023-2026 Transportation Improvement Program (TIP) Amendment #6

Tilma reviewed the list of projects included in this Amendment #6 to the current FY 2023-2026 Transportation Improvement Program. The public notice for the amendment was published in the *Battle Creek Enquirer* on September 7, 2023. Most of items in the amendment are MDOT projects. Tilma noted that the change to the Calhoun County Road Department project is due to a reduction in the estimated federal funding to be received for the BCATS area in 2025. Other FY 2024-2026 projects also had cost reductions, but the amounts were below the amendment threshold.

It was moved by King, supported by Leiter, to approve Amendment #6 to the FY 2023-2026 Transportation Improvement Program, as presented. MOTION CARRIED UNANIMOUSLY.

Res.
23-44

B. Annual Update Regarding BCATS' Continuity of Operations Plan (COOP)

Karr discussed the changes to this document for this year's update, including adding Jeff Franklin as the Executive Director contact as of January 1, 2024. Kremer and Burdett offered changes to be made to the agency contact information in the document.

It was moved by Kremer, supported by Skalski, to approve the 2023 update to the Continuity of Operations Plan (COOP), as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
23-45**

C. Report from BCATS Study Management Committee

Due to the changes that were made within the BCATS Personnel Policies to align all employees' reviews and leave allocations to October 1st each year, Tilma's annual review has been moved up a month.

Skalski reported from the Study Management Committee that based on the performance evaluation done for Andrew Tilma, that it is recommended that Tilma be given a 2.5% salary increase effective October 1, 2023.

It was moved by King, supported by Midgley, to provide a 2.5% salary increase to Andrew Tilma, BCATS Principal Transportation Planner, effective October 1, 2023. MOTION CARRIED UNANIMOUSLY.

**Res.
23-46**

COMMENTS

A. Next Meeting

The next Policy Committee meeting is scheduled for Wednesday, October 25, 2023, 1:30 p.m.

B. Committee Member Comments

Kremer reported on some MDOT projects that are underway. The Capital Avenue bridge will be reopened to traffic on Saturday, September 30th. She also discussed future program reductions expected for MDOT for the next 5-year program. Some safety issues on trunkline sections were also noted. Hutchison asked about a schedule for resuming bus service on Capital Avenue SW.

Midgley indicated that the Calhoun County Road Department is completing some paving work and storm cleanup. Staffing is almost at full strength.

Jones thanked the County for pursuing the safety grant for tree removal on Uldriks Road.

Skalski indicated that work on the roundabout at Hill Brady Road and Skyline drive is progressing. Beckley Road is expected to be completed in November.

Leiter noted that the water main work on Capital Avenue NE has been completed, along with the Morgan Road work in Pennfield Township.

Tilma thanked the Committee for their consideration relative to his salary adjustment. Karr thanked Joni Jones for her participation on the Policy Committee, as this was her last meeting with the group.

C. Public Comments

There were no public comments.

ADJOURNMENT

Chair Burdett adjourned the meeting at 1:56 p.m.