

BATTLE CREEK AREA TRANSPORTATION STUDY
Policy Committee
Minutes of October 26, 2016 Meeting

VOTING MEMBERS PRESENT: Steve Buller, Harry Burdett, Mark Dionise, Angela Kline, John Lanum, Greg Rickmar (for Deb Owens), Tom Sprau, and Rich Werner

NON-VOTING MEMBERS PRESENT: None

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

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

OTHERS PRESENT: Pat Karr and Andrew Tilma

Chair Sprau called the meeting to order at 1:31 p.m. in the Council Room at Springfield City Hall, 601 Avenue A, Springfield, MI 49037.

ROLL CALL

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

APPROVAL OF THE AGENDA

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

Res.
16-42

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE MINUTES

It was moved by Burdett, supported by Kline, to approve the minutes of the September 28, 2016 meeting, as presented, subject to any additions, corrections or changes. MOTION CARRIED UNANIMOUSLY.

Res.
16-43

COMMUNICATIONS

Karr reported the following items of communication:

- Copies of an Office of Highway Safety Planning (OHSP) news release were provided to the members. It is an update regarding the Labor Day special enforcement efforts of law enforcement.
- Copies of the letter that Karr sent to the U.S. DOT Docket for the second comment period on the “Metropolitan Planning Organization Coordination and Planning Area Reform” Notice of Proposed Rulemaking were also provided to the members as a follow-up from the discussions held at the September Policy Committee meeting.

- Final new FY 2017-2020 Transportation Improvement Program (TIP) documents were distributed to the members in attendance. Copies of the document will be mailed to those members unable to attend the meeting.
- Karr attended a meeting on October 24th regarding the Region 3 Local Safety Study being conducted by a consultant, Hubbell Roth & Clark. The results of the study are likely to identify general emphasis areas of safety concern on local roads which will have to be evaluated further for specific treatments that could potentially impact the crash experience at any one location. The next meeting of the group for this project will be in January, at which time a draft report may be available. Karr will keep the Policy Committee updated as to the status of this study.
- BCATS has received approval from MDOT of the provisional indirect cost rate for the new work program for FY 2017. The rate can now be used to bill MDOT during the course of the year.
- Karr and Werner met with others interested in the 5303 transit study yesterday. There is continuing interest by Calhoun County officials in having a review of the potential for county transit service conducted. The City is partnering with the County to see how their 5303 master plan can provide a base for an evaluation of the whole county. This is an on-going process that has been hampered by the lack of funding to add a county component to the pending work. There was discussion by many of the Committee members about this topic.
- Karr attended a Traffic Safety Network meeting two weeks ago in Kalamazoo.
- Tilma attended a training workshop dealing with Performance Management for the performance based planning process. The training was held in Lansing at the end of September.

UNFINISHED BUSINESS

There was no unfinished business at this time.

NEW BUSINESS

A. Pass-Through Agreement for Section 5303 Funds

Karr discussed this item and indicated that a revised agreement was distributed to the members. She highlighted the changes that had been made to the first draft, at the request of the City Attorney's office. The agreement allows for BCATS to be the pass-through agency for the funds and for Battle Creek Transit to carry out the project with a consultant. The current version of the agreement is back with the City Attorney's office for review. It is hoped that the changes made to the current draft reflect the minor changes that were desired.

It was moved by Kline, supported by Lanum, to authorize Chair Sprau to sign the final Pass-Through Agreement with the City of Battle Creek regarding the 5303 grant funds provided that there are no substantive changes to the document from the version presented to the Committee today. MOTION CARRIED UNANIMOUSLY.

Res.
16-44

B. 2040 Metropolitan Transportation Plan Update

Karr provided an overview of the status of this project, which has been on-going and is reaching the final stages of completion.

Tilma commented on the development of the project list for the plan and how that process is being handled. Lanum asked if there is any detail about the potential impact of a military missile defense site. Tilma indicated that this will be discussed within the plan document. There was also discussion about the potential for development in Emmett Township in the area of M-311 (11 Mile Road) and M-96 (Michigan Avenue). A manufacturer located on F Drive recently announced a facility expansion and increase in employment at their location. This has spurred speculation about the possibility of other development occurring in area. There was additional discussion about these possibilities.

This was a discussion item not requiring action at this time.

C. Report from Study Management Committee**1. Annual Review for A. Tilma, BCATS Principal Planner**

Sprau asked Werner to report out from the Study Management Committee (SMC). Werner indicated that the SMC had met earlier today to discuss the annual performance review Karr completed for Tilma. Werner reported that, based on the positive performance review for Tilma, the SMC recommends a 2.5% salary increase, effective with Tilma's anniversary date of November 2nd. The recommendation is based on 1.5% cost of living plus 1% merit comprising the total adjustment recommended. Tilma has been with BCATS for 28 years.

It was moved by Kline, supported by Werner to accept the recommendation of the Study Management Committee and approve a 2.5% salary increase for Principal Planner Tilma, effective November 2, 2016. MOTION CARRIED UNANIMOUSLY.

**Res.
16-45**

2. Health Insurance for FY 2017

Karr updated the members as to the probable rates expected for health insurance through the City of Battle Creek group plans for the upcoming plan year (calendar year). It is anticipated that the rates will be increasing approximately 12% for the high deductible plan, which is the best cost option offered. It is anticipated that this item will be an Action item on next month's agenda.

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, November 30, 2016, 1:30 p.m. in the City of Springfield Council Chambers. Karr noted the later meeting date, after the Thanksgiving week.

B. **Committee Member Comments**

Lanum commented on the performance measures aspects of the planning process as dictated by MAP-21/FAST Act and that there will be more information coming out about this topic from MDOT.

Tilma thanked the Committee members for the positive feedback and the salary adjustment. He reminded the road agencies and transit that they have until next Wednesday, November 2nd to get information to him for any items for the upcoming TIP amendment.

Sprau thanked the members for the discussion about the issues being addressed relative to transit as this was helpful in understanding where the topic stands. He also encouraged everyone to exercise their right to vote on November 8th.

C. **Public Comments**

There were no public comments.

ADJOURNMENT

Chair Sprau adjourned the meeting at 2:11 p.m.