

**BATTLE CREEK AREA TRANSPORTATION STUDY**  
**Policy Committee**  
**Minutes of October 25, 2017 Meeting**

VOTING MEMBERS PRESENT: Harry Burdett, Alissa Hubbell (for Mark Dionise), Steve Frisbie, Adam Heikkila, Angela Kline, Rick Fowler (for John Lanum), Greg Rickmar (for Deb Owens), and Barb Darlington (for Dave Morgan)

NON-VOTING MEMBERS PRESENT: None

VOTING MEMBERS ABSENT: Laveta Hardish, Tim Hill, and Rich Werner

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

OTHERS PRESENT: Jeff Franklin, Brian Sanada, Lewis Whalen, Pat Karr and Andrew Tilma

Chair Kline called the meeting to order at 1:40 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 and guests introduced themselves for the benefit of all in attendance.

**APPROVAL OF THE AGENDA**

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

Res.  
**17-35**

**PUBLIC COMMENTS**

There were no public comments.

**APPROVAL OF THE MINUTES**

**It was moved by Burdett, supported by Hubbell, to approve the minutes of the September 27, 2017 meeting, as presented, subject to any additions, corrections or changes. MOTION CARRIED UNANIMOUSLY.**

Res.  
**17-36**

**COMMUNICATIONS**

Karr reported the following items of communication:

- The Transit Master Plan project work is proceeding. For the time being, the “fire list” issue with FHWA has been addressed.

- Karr attended a meeting in Kalamazoo on September 12<sup>th</sup> regarding a final draft document produced by a MDOT consultant for the Southwest Michigan Traffic Safety Plan. This is being discussed on today's agenda.
- On October 17<sup>th</sup>, Tilma was re-appointed by the Battle Creek City Commission to serve for another year on the Local Coordinating Council (LCC) associated with Battle Creek Transit.
- The auditor was at BCATS yesterday all day. The on-site work was completed.
- The City of Battle Creek is soliciting comments on its Master Plan update. The Plan can be reviewed on the City's website
- Congratulations are extended to Greg Rickmar on marking 37 years of employment with the City of Battle Creek as of last Friday, October 20<sup>th</sup>.

### **UNFINISHED BUSINESS**

There was no unfinished business at this time.

### **NEW BUSINESS**

#### **A. Southcentral Michigan Regional Traffic Safety Plan**

Karr distributed material about the content of the Southcentral Michigan Regional Traffic Safety Plan that was presented at a meeting on October 10<sup>th</sup> in Kalamazoo by a consultant hired by MDOT. She reviewed the Executive Summary from the Plan and several graphs and charts included in the distributed material. She noted the four high priority emphasis areas identified in the Plan for the Southcentral region. MDOT plans to use the results of these safety plans statewide to award extra points in scoring for local safety funding when projects address the recommendations of the plans. Lane departure, intersection safety, pedestrian and bicycle safety and drivers age 24 and younger are identified as the top emphasis areas for the Southwest Region. Karr stated that the Plan places an emphasis on roads under the jurisdiction of local agencies and roads and intersections that are under state jurisdiction are omitted from most of the evaluation conducted in the Plan. Tilma noted a concern about the data used for determining the vehicle miles traveled, which was used to calculate the rate of fatalities and rate of serious injuries. Karr indicated that the material presented was in final draft form from the consultant and that some changes are expected before the final version of the Plan is released. There was discussion about the value of the data that will be included in the Plan and its future use. Karr noted that due to the length of time that it took to complete the Plan, the 2010-2014 timeframe of the data is already somewhat dated.

There was further general discussion about this item. This was an information item not requiring action at this time.

**B. Report from the Study Management Committee****1.) Telephone Service for BCATS' office**

Karr provided a memo to the members about this topic. She had discussed this issue with the Study Management Committee prior to the regular meeting. BCATS has historically had its phone service provided by AT&T. The circumstance that arose is that AT&T has increased the monthly rate for BCATS' phone service by 40% as of last month. This increase will result in being well over budget for this item for FY 2018 if a change is not made. In researching other carriers, the Augusta, Michigan company, CTS Telecom, Inc., has provided a competitive quote and is the current phone carrier for both the City of Springfield and the City of Battle Creek. Both these agencies have been satisfied with the service they receive from this company.

**It was moved by Heikkila, supported by Hubbell, to approve purchasing phone service for the BCATS office from CTS Telecom, Inc. for a three year time period at the rates quoted. MOTION CARRIED UNANIMOUSLY.**

**Res.  
17-37**

**2.) Health Insurance for FY 2018**

Karr distributed a memo to the members about this topic. She had discussed this issue with the Study Management Committee prior to the regular meeting. Karr reviewed the content of the memo as to the health insurance plans to be offered through the City of Battle Creek for 2018. BCATS staff's health insurance benefits are provided through the City's group plans. She reviewed what she offered as a good option for the coming year that would put BCATS' staff on par with other local agency staff in paying 20% of the health insurance premium. This option would include having an increase made in the HSA contribution made by BCATS for the staff. By choosing the option to have staff pay the 20% of the premium, it eliminates having to address "cap" requirements of PA 152 of 2011 (limits on amounts spent by local governmental agencies for employee health care) as the cap only applies to agencies not adopting the 80/20 split. The option presented saves BCATS \$2,300 per year over continuing the current format and it should allow the expenditures for this line item to remain within the budget approved in May, 2017 for FY 2018.

**It was moved by Frisbie, supported by Burdett, to approve staff participation in the Simply Blue BCBS Health insurance plan offered by the City of Battle Creek for calendar year 2018, with an 80/20 (BCATS/staff) premium split relative to cost. As part of this package, BCATS will contribute \$4,000 to the HSA of each employee at the beginning of the 2018 calendar year (the contribution will be made in conjunction with the first pay of the new calendar year). MOTION CARRIED UNANIMOUSLY.**

**Res.  
17-38**

**3.) Annual Review for A. Tilma, BCATS Principal Transportation Planner**

Burdett presented the report from the Study Management Committee regarding Tilma's annual review. He indicated that the Committee reviewed the performance review provided by Karr, as well as the most recent Consumer Price Index information. Based on the above, it is recommended by the Study Management Committee that Tilma receive a 2.5% increase in salary effective on his anniversary date of November 2nd.

**Burdett put the recommendation in a motion, supported by Fowler, to approve the salary adjustment for A. Tilma, BCATS Principal Transportation Planner, of 2.5% recommended by the Study Management Committee, effective November 2, 2017. MOTION CARRIED UNANIMOUSLY.**

**Res.  
17-39**

Tilma thanked the Committee members for their action in regard to his compensation.

**COMMENTS****A. Next Meeting**

Chair Kline announced that the next Policy Committee meeting is scheduled for Wednesday, November 15, 2017, 1:30 p.m. in the City of Springfield Council Chambers. The earlier date is due to the Thanksgiving holiday. However several members noted that the 15<sup>th</sup> is the start of firearms deer hunting season. Karr asked those who would be out deer hunting to please plan to send an alternate to the meeting.

**B. Committee Member Comments**

Tilma reported two issues with projects in the BCATS area to be funded with CMAQ. One is a City project (propane retro-fit vehicles) that was held up at MDOT in a group of other projects, and not funded in FY 2017. The second is the Calhoun County Road Department project for a replacement vehicle in 2018 that faces an issue at the federal level as no "Buy America" waivers are being processed by the Federal Highway Administration for the foreseeable future. BCATS staff were notified of this development today. Tilma and Kline discussed this situation further. Tilma will research the issue and it will be brought back to the Committees as soon as possible.

Kline indicated that the Verona Road/Wattles Road intersection CMAQ project is very close to completion (supposed to be open today) and that the work on the Custer Drive project is done. In response to Frisbie bringing up East Avenue and the East Avenue/Morgan Road intersection, Kline indicated that the County will investigate enhanced treatments related to improving traffic and safety in that area as the County develops the planned project for East Avenue in 2018.

Hubbell stated that queries about MDOT projects can be addressed by using the MI Drive app which displays MDOT projects in progress, even small ones like the skip paving being done today on M-66/Capital Avenue NE. Kline stated that the County is planning to develop a similar capability and indicated that it would be nice if all the projects, regardless of agency, could be combined in one place.

Heikkila thanked the County for the signs installed on Waubascon Road and Uldriks Road in the Charter Township of Bedford.

**C. Public Comments**

There were no public comments.

**ADJOURNMENT**

Chair Kline adjourned the meeting at 2:50 p.m.