

BATTLE CREEK AREA TRANSPORTATION STUDY
Policy Committee
Minutes of October 28, 2020 Meeting
Zoom Meeting Format

VOTING MEMBERS PARTICIPATING: Mallory Avis, Harry Burdett, Annjanette Kremer, Derek King, Don Mayle, John Midgley, Dave Morgan, Greg Rickmar, and Bill Scutt

NON-VOTING MEMBERS PARTICIPATING: None

VOTING MEMBERS NOT PARTICIPATING: Emmett Township and Laveta Hardish

NON-VOTING MEMBERS NOT PARTICIPATING: Andy Pickard and Southcentral Michigan Planning Council

OTHERS PARTICIPATING: Pat Karr and Andrew Tilma

Chair Burdett called the meeting to order at 1:33 p.m. via a Zoom conference meeting. The meeting was held virtually due to the continuing COVID-19 virus situation.

ROLL CALL

Karr conducted a roll call of members and any guests. Members indicated their presence for the purpose of establishing a quorum. It was noted that all members are participating virtually and, per the new Open Meetings Act Amendment, each member participating virtually needed to indicate their physical location, which is to be included in the minutes.

Members participating remotely and location: Avis (City of Battle Creek MI), Burdett (City of Springfield MI), Kremer (Potterville MI), King (City of Battle Creek MI), Mayle (Fowlerville, MI), Midgley (Marshall, MI), Morgan (Charter Township of Pennfield MI), Greg Rickmar (City of Battle Creek MI), and Scutt (Charter Township of Bedford MI)

It was determined that a quorum of the voting members were participating.

APPROVAL OF THE AGENDA

It was moved by Rickmar, supported by Kremer, to approve the agenda. MOTION CARRIED UNANIMOUSLY to approve the agenda.

Res.
20-36

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE MINUTES

It was moved by Rickmar, supported by Scutt, to approve the minutes of the September 23, 2020 meeting, as presented, subject to any additions, corrections or changes. MOTION CARRIED UNANIMOUSLY.

**Res.
20-37**

COMMUNICATIONS

Karr reported the following items of communication:

- The FY 2021 UWP has been printed and Karr is working on distribution to Committee members. The document will also be posted on the BCATS website.
- BCATS staff and the audit firm staff are looking to set a date for the virtual audit in November. The audit firm is later than usual in working on the City of Battle Creek audit, so the BCATS audit has been delayed.
- BCATS staff has received the state's highway safety targets for 2021 and will need to have MPO action on the targets by February 2021.
- BCATS staff sent the project letter of support to the Calhoun County Road Department that was approved by the Policy Committee last month.
- BCATS staff sent the additional Master Agreement and Project Authorization paperwork for the carryover of FY 2020 Asset Management funds to MDOT after Policy Committee approval last month.
- TIP Amendment #8 was submitted to MDOT the day after the September Policy Committee meeting and was approved the day after that, on September 25th, by the federal funding sources.
- The new computer equipment authorized by the Policy Committee in September was ordered in early October and, as of yesterday, all of the components have now been received and it is a matter of getting all the hardware set up and all of the necessary programs onto the computer for use. Karr thanked the Committee for authorizing this equipment.
- BCATS has received health insurance information from the City of Battle Creek for calendar year 2021 and this has been shared with the Study Management Committee and is on the agenda today for the full Committee.
- BCATS staff will be working from home and not at the office location next Tuesday, election day, due to the voting location being just outside the BCATS office at the City of Springfield City Hall.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A. Report from the Study Management Committee

1. Health Insurance for FY 2021

Karr indicated that the information received from the City of Battle Creek is very positive for health insurance costs for the calendar year 2021. She asked Tilma to share on-screen the memo about this topic that was presented to the Study Management Committee yesterday. The first three months of the BCATS fiscal year are at the current rates and the last nine months will be at the new rates. The medical insurance premiums will drop .19%, which isn't a lot, but is much better than the double digit increases seen over the last couple of years. The dental and life insurance rates are unchanged. The recommendation on the memo is to continue the Simply Blue coverage for BCATS employees through the City of Battle Creek and to continue the HSA contributions the same as in FY 2020. There were no additional comments on this item from members of the Study Management Committee.

It was moved by Avis, supported by Morgan, to approve continuing the BCATS staff insurances and related items, as presented in the memo. MOTION CARRIED UNANIMOUSLY.

**Res.
20-38**

2. BCATS Salary Range Review

Karr stated that this is an activity that usually takes place in March each year, but was delayed when the March Study Management Committee was not held this year, as the COVID-19 situation was just getting started. Each year Karr provides the Study Management Committee with a recommendation about any adjustments that may be needed to the salary ranges for the positions at BCATS. The last adjustment was made in 2017. In 2018 and 2019 the recommendation was for no changes to the ranges. However, the Michigan Transportation Planning Association completed a salary survey that was made available in January 2020 that provides updated information for a review of BCATS' ranges. Based on that information, Karr provided the Study Management Committee with a recommendation for changes to the BCATS ranges. Tilma shared that memo with the Committee on-screen. The average increase in the ranges is about \$5,000, both at the bottom and at the top of the ranges. Karr stressed that these increases do not change an individual employee's salary. An individual's compensation is addressed through the annual review process. There were no additional comments on this item from members of the Study Management Committee.

It was moved by Rickmar, supported by Scutt, to adjust the BCATS salary ranges as outlined on the table provided to the Study Management Committee. MOTION CARRIED UNANIMOUSLY.

**Res.
20-39**

Annual Review for A. Tilma, BCATS Principal Planner

Karr indicated that Tilma's anniversary date is November 2nd and that he has now been with BCATS for 32 years. Karr provided Tilma's annual evaluation to the Study Management Committee yesterday for review, along with data about the current Consumer Price Index which indicates the inflation rate over the last 12 months. Burdett indicated that the current CPI is 1.4% over the last year. Avis presented the results of the Study Management Committee discussion about Tilma's review and indicated that the recommendation is for a 2% salary increase at this time.

It was moved by Midgley, supported by Scutt, to approve a 2% salary increase for Tilma in conjunction with his annual review. MOTION CARRIED UNANIMOUSLY.

**Res.
20-40**

3. Belated Annual Review for P. Karr, BCATS Executive Director

Karr indicated that her annual review was originally scheduled to be completed in March 2020. The review packets that had been mailed in back in March remained unopened and were provided to the Study Management Committee yesterday for their consideration.

Burdett, on behalf of the Study Management Committee, addressed Karr's review and indicated that the reviews had all been positive. Avis stated that the Study Management Committee is also recommending a 2% salary increase for Karr.

It was moved by Midgley, supported by Kremer, to approve a 2% salary increase for Karr in conjunction with her annual review. MOTION CARRIED UNANIMOUSLY.

**Res.
20-41**

B. Open Meetings Act Amendment for Michigan

Karr noted that a summary about this Amendment was provided in the advance material. She indicated that the provisions of the Amendment took effect as of October 16, 2020. Therefore, the change at the beginning of the Policy Committee meeting today, with members indicating their virtual attendance and physical location, is a new requirement for a virtual meeting. Karr indicated that BCATS is already meeting other requirements in the Amendment, including providing a means for the public to participate in the meetings, and providing an agenda on the website in advance of the meeting. After January 1, 2021, virtual attendance can only be valid under the 3 conditions set out in the Amendment. One of those conditions is if a statewide or local state of emergency or state of disaster is declared by the governor or a local official or local governing body. So after January 1st, BCATS will have to see how this is addressed by the state or Calhoun County relative to continuing to meet virtually. Staff will keep the Committee members informed on this topic.

This was a discussion item, not requiring action.

COMMENTS

A. Next Meeting

Chair Burdett announced that the next Policy Committee meeting is scheduled for Wednesday, November 18, 2020, 1:30 p.m. This is per the adopted schedule that has this meeting one week early due to the Thanksgiving holiday.

B. Committee Member Comments

Several members thanked Tilma and Karr for their service to BCATS and continued good work.

Kremer provided an update about MDOT activity. She reported that some projects statewide have had to be reduced or delayed due to lower than expected state revenues for transportation projects. However, none of the impacted MDOT non-freeway resurfacing projects are located in Calhoun County or the BCATS area at this time. Kremer also indicated that the work on I-69 in Eaton and Calhoun counties is all preliminary this year (mostly in Eaton County) and that the project is expected to continue over the next three construction seasons. The project covers 23 miles and is expected to cost about \$250 million. One lane in each direction will be maintained over the life of the project.

Tilma and Karr thanked the Committee members for their support. Karr recognized that there are Committee members up for election next week and acknowledged that some will not, and others may not, be continuing with the Policy Committee. Non-returning members will be missed.

C. Public Comments

There were no public comments.

ADJOURNMENT

Chair Burdett adjourned the meeting at 1:59 p.m.