

**BATTLE CREEK AREA TRANSPORTATION STUDY**  
**Policy Committee**  
**Minutes of October 27, 2021 Meeting**  
**Zoom Meeting Format**

VOTING MEMBERS PARTICIPATING: Mallory Avis, Deb Belles, Harry Burdett, Derek King, Annjanette Kremer, Kevin Leiter, Jeff Franklin, John Midgley, Greg Rickmar and Erica Miller (for Bill Scutt)

NON-VOTING MEMBERS PARTICIPATING: None

VOTING MEMBERS NOT PARTICIPATING: 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 1:32 p.m. via a Zoom conference meeting. The meeting was held virtually due to the continuing COVID-19 pandemic issues with in-person meetings.

**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 Open Meetings Act Amendment, each member participating virtually indicated their physical location, which is included in the minutes below.

Members participating remotely and location: Avis (City of Battle Creek, MI), Belles (Emmett Charter Township, MI), Burdett (City of Springfield, MI), King (City of Battle Creek, MI), Kremer (Marshall Township, MI), Leiter (Pennfield Charter Township, MI), Franklin (New Haven Township, MI), Midgley (Marshall Township, MI), Rickmar (City of Battle Creek, MI) and Miller (Bedford Charter Township, MI).

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

**APPROVAL OF THE AGENDA**

**It was moved by Midgley, supported by Avis, to approve the agenda. MOTION CARRIED UNANIMOUSLY to approve the agenda.**

**Res.**  
**21-35**

**PUBLIC COMMENTS**

There were no public comments.

## APPROVAL OF THE MINUTES

**It was moved by Leiter, supported by Kremer, to approve the minutes of the September 22, 2021 meeting, as presented, subject to any additions, corrections or changes. MOTION CARRIED UNANIMOUSLY.**

**Res.  
21-36**

## COMMUNICATIONS

Karr reported the following items of communication:

- The September TIP amendment that was approved by the Policy Committee in September was submitted to MDOT and was approved federally on October 1, 2021.
- BCATS held a meeting of the TIP subcommittee yesterday morning to develop a preliminary list of project for the new FY 2023-2026 TIP. Development of the new TIP will take place over the next several months.
- BCATS received a request from Battle Creek Transit for a letter of support for an upcoming discretionary application for federal grant funding. This item is on the agenda today.
- Since it does not appear that there are any TIP items requiring amendment in November, there will be no amendment on that November agenda. The next scheduled amendment opportunity for the TIP is in January 2022.
- BCATS received notice of a project close-out for the FY 2020 Consolidated Planning Grant with MDOT. An additional audit was not deemed necessary, but a financial review will take place.
- The audit for BCATS' FY 2021 program will be conducted by Rehmann Robson via a virtual format on November 9, 2021.
- Karr is participating in the Transportation Asset Management Council's virtual fall conference which is being held today (9-12) and tomorrow (9-12). Participating in these conferences is a provision of the work program for the Asset Management program.
- Chair Burdett has reported that he has heard from the County that the emergency authorization by the County Board which allows governmental units to still meet remotely will most likely not be extended beyond the end of December when it is scheduled to expire. Without that provision the BCATS Committees will have to determine how they want to conduct in-person meetings starting in January.
- BCATS' new fiscal year started on October 1<sup>st</sup>. The federal government has still not passed a long-term transportation bill and is operating on short-term extensions.

## UNFINISHED BUSINESS

There was no unfinished business.

## NEW BUSINESS

### A. Request for Letter of Support from Battle Creek Transit

Karr noted that the request letter and a sample letter of support from BCATS were provided to the members in advance of the meeting. Avis commented on the plans for the grant submittal for this discretionary pool of funding which is seeking funds to build a new transit facility.

**It was moved by Leiter, supported by King, to authorize a letter of support to Battle Creek Transit from BCATS for this grant opportunity. MOTION CARRIED UNANIMOUSLY.**

**Res.  
21-37**

### B. Update on 2045 Metropolitan Transportation Plan (MTP)

Karr indicated that draft chapters for the updated long range plan have been provided to the members over the last several months and that two additional chapters were posted this month for Committee member comment. She stated that the 2040 MTP expires this month and that BCATS will be processing a reaffirmation of that current Plan until the new 2045 Plan is adopted. Karr has been working with Jeff Franklin at MDOT to facilitate an extension of the current Plan with the federal officials. A reaffirmation resolution for the 2040 MTP will be on the Policy Committee agenda in November.

This was an information item not requiring action at this time.

### C. Report from the Study Management Committee (SMC)

#### 1. Health Insurance for FY 2022

Avis reported out from the SMC that the committee recommends continuation of the current insurances for 2022, including medical insurance with the BCBS plan continuing the 80%/20% premium split, and the same contribution to the employees' HSA plans as was done for 2021.

**It was moved by Midgley, supported by Miller, to approve the recommendation from the Study Management Committee regarding staff insurances and HSA contributions, as presented. MOTION CARRIED UNANIMOUSLY.**

**Res.  
21-38**

#### 2. Annual Review for A. Tilma, BCATS Principal Transportation Planner

Avis reported out from the SMC that it is recommended that Tilma be given a 2.5% pay increase, recognizing that the budget doesn't allow for full consideration of the increase in cost-of-living over the last twelve months.

**It was moved by Midgley, supported by Rickmar, to approve a 2.5% salary increase for Tilma, as recommended by the Study Management Committee. MOTION CARRIED UNANIMOUSLY.**

**Res.  
21-39**

Karr noted that the salary increase would be effective on Tilma's anniversary date of November 2nd.

### **COMMENTS**

#### **A. Next Meeting**

The next Policy Committee meeting is scheduled for Wednesday, November 17, 2021, 1:30 p.m - a week early on the schedule due to the Thanksgiving holiday.

#### **B. Committee Member Comments**

Avis thanked the Committee for its support with the letter for its application.

Belles indicated that the local road program for this year is down to a few punch list items.

Burdett stated that new Public Works building addition in Springfield is almost completed.

Kremer noted that MDOT's projects are also almost done for the season. Karr asked about work on M-96 near Firekeepers Casino. Midgley indicated that the County is working on a Dura Patch job under their maintenance contract with MDOT.

Midgley also reported that the County is setting up a 6-person night shift for winter maintenance this year. MDOT is facilitating the addition of this crew.

#### **C. Public Comments**

Tilma thanked the Committee members for their consideration relative to his salary increase.

There were no public comments.

### **ADJOURNMENT**

Chair Burdett adjourned the meeting at 1:50 p.m.