

Transportation Authority of Calhoun County
Meeting Agenda
July 22, 2025
Marshall City Hall – Council Chambers
323 West Michigan Avenue
Marshall, Michigan 49068

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes – June 24, 2025, and Committee Work Session - July 8, 2025
- V. Public Comments on Agenda Items
- VI. Consent Agenda
- VII. Review of Finance and Budget Report – July 22, 2025
- VIII. Public Hearings and Subsequent Board Action
- IX. Unfinished Business
 - a. Appointment of Executive Director
 - b. Update on Marketing Communication
 - c. Update on Expanded BCGo Service
 - d.
- X. New Business
 - a. MDOT Signature Resolution
 - b.
- XI. Public Comments on Non-Agenda Items
- XII. Board and Executive Director Comments
 - a. Communications to the Board
 - b. Legislative/Authority Updates
 - c. BCATS Updates – Jeff Franklin
 - d. Consultant Updates – Peter Varga/Clark Harder
 - e.
- XIII. Dates of Next Meetings
 - a. Committee Meeting/Workshop – August 12, 2025
 - b. Board Meeting – August 26, 2025
- XIV. Adjournment

Transportation Authority of Calhoun County
Meeting Minutes
Marshall City Hall – Council Chambers
323 West Michigan Avenue, Marshall, MI 49068
June 24, 2025

I. Call to Order

The meeting was called to order by Chairperson Erick Stewart at 9:01 a.m.

II. Roll Call

Members present: Tom Tarkiewicz, Dr. Paul Watson, Erick Stewart, Vivian Davis, Amy Evans, Maya Williams, Jenasia Morris

Members absent: None

III. Agenda

It was motioned by Tom and supported by Vivian to approve the agenda with item XIV. Closed session, moving up to item V. and the addition of Travel Policy, item X (e) to New Business.

Motion carried.

IV. Approval of Minutes

It was motioned by Amy and supported by Maya to approve June 10, 2025, Minutes.

Motion carried.

V. Closed Session

It was moved by Tom and supported by Amy to move into closed session pursuant to Section 8(h) of the Open Meetings Act to discuss a written attorney opinion that is exempt from disclosure under state and federal law. Closed session was 9:05 to 9:56.

Motion carried unanimously by roll call vote.

VI. Public Comments on Agenda Items

None.

VII. Consent Agenda

None.

VIII. Finance and Budget Report

A report was distributed to the Board and Amy mentioned two small payments received from Battle Creek and Calhoun County. Amy and Maya have met and will continue to meet in efforts toward a smooth transition for the Board Treasurer.

It was moved by Tom and supported by Dr. Watson to accept the Finance and Budget Report.

Motion carried.

IX. Public Hearings and Subsequent Board Action

None.

X. Unfinished Business

- a) The Accounting and Finance Services Review Committee recommended the Board approve Maner Costerisan as TACC's Accounting and Finance Services provider. It was motioned by Vivian and supported by Maya to approve Maner Costerisan for Accounting and Finance Services.

Motion carried.

- b) It was moved by Dr. Watson and supported by Amy to approve the Executive Director job description provided in their packet.

Motion carried.

- c) Mallory Avis updated the Board on the progress of the marketing firm. They are working at a very fast pace. Mallory explained the vehicle branding plan and hopes to have something to present to the Board at the next Board meeting.
- d) Kristy Grestini updated the Board on BCGO in Albion. Ridership is slightly up. She identified trip requests outside of the city being more than within the city limits. The BCGO app is being updated to potentially add Marshall with Albion or possibly service for Marshall city limits as well. The Board discussed app technology, service area lines and marketing.

XI. New Business

- a) Erick presented Sub-committees to the Board that are also provided in their packet.
 - i. Executive Committee. Members: Erick Stewart, Tom Tarkiewicz, Jenasia Morris, Executive Director.
 - ii. Planning Committee. Members: Erick Stewart, Tom Tarkiewicz, Vivian Davis, Executive Director.
 - iii. Finance Committee. Members: Maya Williams, Amy Evans, Dr. Paul Watson, Executive Director, Director of Grants and Finance.

It was motioned by Dr. Watson and supported by Vivian to ratify the three Sub-committees found in their packets and presented by Erick.

Motion carried.

- b) A revised meeting schedule was provided to the Board.
 - c) A workshop/committee schedule was provided to the Board. It was discussed and decided to hold committee meetings/workshops virtually. Further discussion about committee meetings and dates showed some dates may need to be rescheduled.
- It was motioned by Amy and supported by Jenasia to approve the adoption of the revised meeting schedule and workshop/committee schedule.

Motion passed.

- d) It was motioned by Amy and supported by Maya to approve the BCATS Memorandum of Understanding provided in their packet.
- e) The Board was provided with Resolution 02-2025 to send Maya Williams, Board Treasurer to a Transit Seminar. It was moved by Tom and supported by Vivian to approve Resolution 02-2025. Maya Williams abstained from voting.

Motion carried unanimously by roll call vote.

XII. Public Comments on Non-Agenda Items

None.

XIII. Board and Executive Director Comments

- a) Tom asked about the agenda for July 8th. Mallory Avis said she will get with Tom after the meeting. Maya mentioned the CPAN meeting at the Kool Center on 6/26.
- b) Jeff Franklin, BCATS Executive Director, thanked the Board for adopting the MOU and recapped progress between TACC and BCATS. Local Share Resolution for BCATS has been approved for Battle Creek and Springfield with the county voting this Thursday.
- c) Peter Varga gave suggestions to the Board for the July 8th workshop.

XIV. Next Meeting

Next meeting – July 22nd, 2025

XV. Adjournment

Meeting adjourned at 10:40 a.m.

Respectfully Submitted,

Vivian Davis, Secretary

Erick Stewart, Chair

Transportation Authority of Calhoun County
Workshop Meeting Minutes
Marshall City Hall – Council Chambers
323 West Michigan Avenue, Marshall, MI 49068
July 8, 2025

I. Call to Order

The meeting was called to order by Chairperson Erick Stewart at 9:07 a.m.

II. Roll Call

Members present: Tom Tarkiewicz, Dr. Paul Watson, Erick Stewart, Vivian Davis, Amy Evans, Maya Williams, Jenasia Morris

Members absent: None

III. Agenda

It was motioned by Dr. Watson and supported by Vivian to approve the agenda.

Motion carried.

IV. Discussion of Fares and Services

Mallory Avis, BCT Director, presented information on the community's current fare structures, service boundaries and regulations governing fares and fare structures.

The Board had robust conversation with staff, consultants and the public about each community and the impacts of fare, fare structures and service area boundaries.

V. Next Meeting

Next meeting – July 22, 2025

VI. Adjournment

Meeting adjourned at 11:35 a.m.

Respectfully Submitted,

Vivian Davis, Secretary

Erick Stewart, Chair

July 22, 2025
Finance and Budget Report

06.10.25, Board approved Maya's access to TACC's bank account. Amy's access will continue until August 1, to ensure a smooth transition. (forgot to include this in the 06.24.25 report)

06.20.25, TACC received Miller Johnson Invoice #1991723 for \$24,514 and Invoice #1991724 for \$23,173.75, both dated 06.20.25.

06.24.25, Board approved Maner Costerisan as TACC's Accounting and Finance Services vendor.

06.30.25, TACC received **\$489.94** from the City of Marshall for delinquent personal property tax collections.

06.30.25, TACC received **\$17,297.11** in June interest earnings from SMB&T.

07.01.25, Paid Miller Johnson \$47,687.75 for Invoices #1991723 and #1991724 with check #1018.

07.03.25, TACC received **\$80.22** from Calhoun County for SEQ 90-25 Uncapping of a residential parcel in Albion.

07.03.25, TACC received **\$1,244.78** from the City of Battle Creek for Delinquent personal property tax May 2025.

07.08.25, TACC's Accounting Services Review Committee and Maner Costerisan's team had a Discovery/Kick-off meeting

07.08.25, Paid Michigan Transportation Connection Invoice \$2025-04 for \$13,817.22 with check #1019.

07.08.25, \$47,687.75 check #1018 to Miller Johnson cleared.

07.09.25, TACC received Miller Johnson Invoice #1996216 for \$7,284.75 dated 07.09.25.

07.09.25, \$13,817.22 check #1019 to Michigan Transportation Connection cleared.

07.17.25, Paid Miller Johnson Invoice #1996212 for \$7,284.75 with check #1020.

07.17.25, TACC account balance is **\$4,944,158.16**.

Respectfully,

Amy Evans and Maya Williams

TACC Accounts Receivable and Payable to date (01.01.24 - 07.17.25)

Accounts Receivable

Date	Source	Amount	
01.10.25	City of Springfield	\$ 84,628.81	taxes
01.10.25	City of Marshall	\$ 229,429.62	taxes
01.15.25	City of Albion	\$ 56,873.67	taxes
01.17.25	City of Battle Creek/CCLBA	\$ 436.44	taxes
01.21.25	City of Battle Creek	\$ 1,483,507.30	taxes
01.27.25	City of Marshall	\$ 104,204.92	taxes
01.30.25	City of Springfield	\$ 16,036.68	taxes
01.31.25	SMB&T	\$ 3,930.91	interest
02.03.25	City of Battle Creek	\$ 251,987.71	taxes
02.07.25	City of Marshall	\$ 1,104.53	taxes
02.07.25	City of Albion	\$ 107,404.70	taxes
02.14.25	City of Springfield	\$ 30,714.89	taxes
02.18.25	City of Battle Creek/CCLBA	\$ 219.02	taxes
02.18.25	City of Battle Creek	\$ 452,646.75	taxes
02.28.25	City of Springfield	\$ 55,373.79	taxes
02.28.25	City of Marshall	\$ 229,059.50	taxes
02.28.25	SMB&T	\$ 9,072.47	interest
03.11.25	City of Marshall	\$ 17,370.46	taxes
03.14.25	City of Springfield	\$ 21,059.92	taxes
03.17.25	City of Battle Creek	\$ 864,267.28	taxes
03.17.25	City of Battle Creek/CCLBA	\$ 578.25	taxes
03.17.25	City of Albion	\$ 79,649.10	taxes
03.21.25	City of Battle Creek	\$ 114,621.63	taxes
03.27.25	City of Springfield	\$ 378.98	interest earned
03.28.25	City of Battle Creek	\$ 38,170.49	taxes
03.31.25	SMB&T	\$ 14,095.50	interest
04.10.25	City of Springfield	\$ 1,640.79	delinquent taxes
04.25.25	City of Battle Creek	\$ 2,559.08	delinquent taxes
04.30.25	SMB&T	\$ 15,806.26	interest
05.21.25	Calhoun County	\$ 424,345.45	delinquent taxes
05.31.25	SMB&T	\$ 16,889.97	interest
06.06.25	City of Battle Creek	\$ 2,951.79	delinquent taxes
06.18.25	Calhoun County	\$ 70.27	Denial Vet Exempt
06.30.25	City of Marshall	\$ 489.94	delinquent taxes
06.30.25	SMB&T	\$ 17,297.11	interest
07.03.25	Calhoun County	\$ 80.22	Uncapped Taxes
07.03.25	City of Battle Creek	\$ 1,244.78	delinquent taxes
		\$ 4,750,198.98	2025 Received to date

Accounts Payable

Date	Source	Amount	Check #
01.08.25	BluFish	\$ 24,500.00	1006 marketing
01.21.25	Cincinnati Insurance Co / Worgess	\$ 908.00	1007 D&O insurance
01.24.25	Michigan Transportation Connection	\$ 4,429.50	1008 consultants
02.17.25	Battle Creek Unlimited	\$ 275.00	1009 mailbox rental
02.18.25	Cincinnati Insurance Co / Worgess	\$ 818.75	online GL insurance
02.24.25	Michigan Transportation Connection	\$ 3,615.00	1010 consultants
03.05.25	MEADA (Choose Marshall Chamber)	\$ 275.00	1011 membership
03.05.25	Greater Albion Chamber of Commerce	\$ 250.00	1012 membership
03.10.25	Battle Creek Area Chamber of Commerce	\$ 399.00	1013 membership
04.08.25	Miller Johnson	\$ 4,076.25	1014 Legal fees
05.19.25	Miller Johnson	\$ 2,185.00	1015 Legal fees
05.20.25	Miller Johnson	\$ 6,220.90	1016 Legal fees
06.04.25	Calhoun County Treasurer	\$ 1,481.20	1017 Taxable Value decrease
07.01.25	Miller Johnson	\$ 47,687.75	1018 Legal fees
07.08.25	Michigan Transportation Connection	\$ 13,817.22	1019 consultants
07.17.25	Miller Johnson	\$ 7,284.75	1020 Legal fees
		\$ 118,223.32	2025 Paid to date

Income info:

SMB&T	\$ 81,376.13	Total Interest paid to date
City of Albion	\$ 243,927.47	Taxes paid to date
City of Battle Creek	\$ 3,213,190.52	Taxes paid to date
City of Marshall	\$ 633,901.49	Taxes paid to date
City of Springfield	\$ 233,516.30	Taxes paid to date
Calhoun County	\$ 423,014.74	Taxes paid to date
	\$ 4,747,550.52	Total Taxes paid to date
	\$ 4,572,015.00	Anticipated taxes per Budget (Avg gap)
	\$ (175,535.52)	Remainder of anticipated taxes

\$	330,687.85	2024 Total Received
\$	25,790.10	2024 Total Paid
\$	304,897.75	SMB&T Account Balance 12.31.24
\$	4,750,198.98	2025 Received as of 07.17.25
\$	118,223.32	2025 Paid as of 07.17.25
\$	4,936,873.41	Available Balance
\$	7,284.75	Uncashed Checks
\$	4,944,158.16	SMB&T Account Balance 07.17.25

**TRANSPORTATION AUTHORITY OF CALHOUN COUNTY
BOARD OF DIRECTORS**

Resolution 03-2025

At the regular Board of Directors meeting of the Transportation Authority of Calhoun County (TACC), held in the Chambers of Marshall City Hall, located at 323 West Michigan Avenue, Marshall, Michigan 49068, on Tuesday, July 22, 2025, with Chair Erick Stewart presiding, the following action was taken:

Whereas, the Transportation Authority of Calhoun County has the authority to contract with the Michigan Department of Transportation for state and/or federal funds for passenger transportation related services; and,

Now, Therefore, be it resolved that the Executive Director, Mallory Avis of the Transportation Authority of Calhoun County be authorized and directed to execute said agreements for and on behalf of the Transportation Authority of Calhoun County.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Transportation Authority of Calhoun County certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Transportation Authority of Calhoun County held on July 22, 2025.

Signature

Printed Name

Title

Date