

**Transportation Authority of Calhoun County**  
**Meeting Agenda**  
**May 27, 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 – May 13, 2025
- V. Public Comments on Agenda Items
- VI. Consent Agenda
- VII. Review of Finance and Budget Report for May 13 and May 27, 2025
- VIII. Public Hearings and Subsequent Board Action
- IX. Unfinished Business
  - a. Albion BCGo Expansion Update
  - b. Board Accounting Service Update
  - c.
- X. New Business
  - a. Nominations and Election of Board Treasurer
  - b. TACC Policy Development
  - c. TACC Executive Director position
  - d. Strategic Planning and Marketing Work Session
  - e.
- 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.
- XIII. Next Meeting – June 10, 2025
- XIV. Adjournment

**Transportation Authority of Calhoun County**  
**Meeting Minutes**  
**Marshall City Hall – Council Chambers**  
**323 West Michigan Avenue, Marshall, MI 49068**  
**May 13, 2025**

**I. Call to Order**

The meeting was called to order by Chairperson Erick Stewart at 10:00 a.m.

**II. Roll Call**

Members Present: Dr. Paul Watson, Maya Williams, Tom Tarkiewicz, Erick Stewart, Vivian Davis

Members Absent: Jenasia Morris, Amy Evans

**III. Agenda**

It was motioned by Vivian and supported by Tom to approve the agenda with an addition to item XII, New Business.

Motion Carried.

**IV. Approval of Minutes**

It was motioned by Dr. Watson and supported by Maya to approve April 22, 2025, Minutes.

Motion Carried.

**V. Public Comment on Agenda Items**

None.

**VI. Closed Session**

**VII. Closed Session**

It was motioned by Tom and supported by Dr. Watson to move into Closed Session to discuss collective bargaining (Pursuant to Sections 8(c), to discuss strategy related to collective bargaining that is exempt from discussion disclosure under section 13(1)(g) of the Freedom of Information Act) and to discuss attorney written opinion (pursuant to 8(h), to discuss an attorney written opinion that is exempt from discussion disclosure under section 13(1)(g) of the Freedom of Information Act)

Motion Carried unanimously by roll call vote

**VIII. Consent Agenda**

None.

**IX. Finance and Budget Report**

Written Budget Reports were distributed to the Board. Accepting the report was tabled until the Acting Treasurer returns.

**X. Public Hearing and Subsequent Board Action**

None.

## **XI. Unfinished Business**

- a) Mallory Avis, Battle Creek Transit Director, updated the Board on upcoming expanded BCGO service in Albion. She is hoping that availability to book rides will be available about two weeks before the start date of June 2<sup>nd</sup>. Vivian inquired about how scheduling works for BCGO and Kristy Grestini, Battle Creek Transit Mobility Manager, explained how scheduling is currently handled and is willing to offer in person assistance for Albion residents.
- b) Mallory Avis informed the Board of no Accounting Contract Proposals being submitted as of noon last Friday. The RFP has been extended for an additional two weeks with hopes of at least two proposal submissions.

## **XII. New Business**

- a) Peter Varga, consultant to the TACC Board, spoke about Board work and Management work. Discussions with FTA have been positive and there is confidence in this Authority with Mallory Avis as the face of the organization. Peter advised the Board to begin reviewing their values and vision. The importance of utilizing BCT's grant opportunities to help the transition was emphasized. Peter recommended hiring Mallory Avis as the TACC's Executive Director and to begin determining Board work versus Management work. Peter emphasized the importance of the Board's responsibility in guiding the success of the TACC. Clark Harder, consultant to the TACC Board, suggested scheduling an additional meeting to prepare strategy and marketing.
- b) Tom coordinated a work session for the Board immediately following the next Board meeting at Marshall City Hall.

## **XIII. Public Comments on Non-Agenda Items**

None.

## **XIV. Board and Executive Director Comments**

- a) Communication to the Board
  - I. The Marshall Rotary has invited the Board to give an update on TACC at 12p.m. at the Franke Center on June 10<sup>th</sup>.
  - II. Marshall Manufacturing Association invited the Board to provide an update on July 17<sup>th</sup> at 12p.m.
  - III. Erick and Maya will be discussing TACC with City Magazine on May 19<sup>th</sup> at 11:30a.m.
  - IV. Kellogg Arena will be hosting the Senior Expo on May 22<sup>nd</sup> 9a.m. to 1p.m.
- b) No Legislative Updates.
- c) Jeff Franklin, BCATS Director, updated the Board on local road construction projects. BCATS Public Participation Plan is still out for public involvement with an expected approval date of May 28<sup>th</sup>. Fiscal Year 26 Work Program is out for public comment with expected approval of May 28<sup>th</sup>. Transportation Improvement Program is out for public comment with expected approval of May 28<sup>th</sup>.

## **XV. Next Meeting**

Next meeting - May 27<sup>th</sup>, 2025

## **XVI. Adjournment**

Meeting adjourned at 11:51a.m.  
Respectfully Submitted,

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Vivian Davis, Secretary

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Erick Stewart, Chair

**May 13, 2025**

**Finance and Budget Report**

04.24.25, TACC's Accounting and Finance Services RFP #03-2025 was posted on [ridecalhoun.org](http://ridecalhoun.org) and [MPTA's website, Jobs and RFPs page](#). Responses are due by Friday, May 9, 2025 at 5:00pm.

04.25.25, TACC received **\$2,559.08** from Battle Creek for delinquent personal property taxes.

04.30.25, TACC received **\$15,806.26** in April interest earnings from SMB&T.

05.06.25, TACC's Accounting and Finance Services RFP #03-2025 Addendum #1 was posted on [ridecalhoun.org](http://ridecalhoun.org).

05.07.25, TACC account balance is **\$ 4,552,180.70**.

Respectfully,

Amy Evans

**TACC Accounts Receivable and Payable to date (01.01.24 - 05.07.25)**

**Accounts Receivable**

Date	Source	Amount	
07.11.24	Linda Morrison	\$ 100.00	donation
07.31.24	SMB&T	\$ 0.23	interest
08.09.24	City of Marshall	\$ 25,000.00	participation
08.17.24	City of Albion	\$ 12,500.00	participation
08.20.24	Calhoun County	\$ 50,000.00	participation
08.20.24	City of Springfield	\$ 12,500.00	participation
08.23.24	City of Battle Creek	\$ 150,000.00	participation
08.31.24	SMB&T	\$ 410.74	interest
09.30.24	SMB&T	\$ 1,053.87	interest
10.31.24	SMB&T	\$ 959.49	interest
11.30.24	SMB&T	\$ 862.73	interest
12.19.24	City of Springfield	\$ 24,061.42	taxes
12.20.24	City of Marshall	\$ 52,242.52	taxes
12.31.24	SMB&T	\$ 996.85	interest
		<b>\$ 330,687.85</b>	<b>2024 Total Received</b>
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
		<b>\$ 4,286,829.45</b>	<b>2025 Received to date</b>

**Accounts Payable**

Date	Source	Amount	Check #
07.31.24	Harland Clarke	\$ 37.60	TACC checks
09.18.24	Michigan Transportation Connection	\$1,202.50	1002 consultants
09.18.24	BluFish	\$ 12,250.00	1003 marketing
09.24.24	Greater Albion Chamber of Commerce	\$ 50.00	1004 TACC promotion
11.04.24	BluFish	\$ 12,250.00	1005 marketing
		<b>\$ 25,790.10</b>	<b>2024 Total Paid</b>
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
		<b>\$ 35,470.25</b>	
<b>Contract info:</b>			
	BluFish	\$ 49,000.00	Contract
	BluFish	\$ 49,000.00	Payments
		\$ -	Contract balance - 100% paid
	Michigan Transportation Connection	\$ 201,000.00	Contract
	Michigan Transportation Connection	\$9,247.00	Payments to date - 4.6%
		\$ 191,753.00	Contract balance - 95.4%
	Miller Johnson	\$ 4,076.25	Payment
<b>Income info:</b>			
	SMB&T	\$ 47,189.05	Total Interest paid to date
	City of Albion	\$ 243,927.47	Taxes paid to date
	City of Battle Creek	\$ 3,208,993.95	Taxes paid to date
	City of Marshall	\$ 633,411.55	Taxes paid to date
	City of Springfield	\$ 233,516.30	Taxes paid to date
		\$ 4,319,849.27	Total Taxes paid to date ~ 94%
		\$ 4,572,015.00	Anticipated taxes per Budget (Avg gap)
		\$ 252,165.73	Remainder of anticipated taxes ~ 6%
		<b>\$ 330,687.85</b>	<b>2024 Total Received</b>
		<b>\$ 25,790.10</b>	<b>2024 Total Paid</b>
		<b>\$ 304,897.75</b>	<b>SMB&amp;T Account Balance 12.31.24</b>
		<b>\$ 4,286,829.45</b>	<b>2025 Received as of 05.07.25</b>
		<b>\$ 39,546.50</b>	<b>2025 Paid as of 05.07.25</b>
		<b>\$ 4,552,180.70</b>	<b>SMB&amp;T Account Balance 05.07.25</b>

**May 27, 2025**  
**Finance and Budget Report**

04.24.25, TACC's Accounting and Finance Services RFP #03-2025 was posted on [ridecalhoun.org](http://ridecalhoun.org) and [MPTA's website, Jobs and RFPs page](#). Responses due by Friday, May 9, 2025 at 5:00pm.

05.06.25, Accounting and Finance Services RFP Addendum #1 posted on [ridecalhoun.org](http://ridecalhoun.org) based on questions received regarding the RFP.

05.09.25, No Accounting and Finance Services proposals received. Deadline extended to Friday, May 23, 2025 at 5:00pm.

05.14.25, Received Miller Johnson Invoice #1987084, dated 05.14.25 for \$2,185.00.

05.19.25, Paid Miller Johnson Invoice \$2,185.00 with check #1015.

05.20.25, Received Miller Johnson Invoice #1987083, dated 05.20.25 for \$6,220.90. Paid with check #1016.

05.21.25, TACC received **\$424,345.45** from Calhoun County for "2024 Tax Year 2025 Settlement Delq. Real Property."

05.21.25, TACC account balance is **\$4,976,526.15**.

Respectfully,

Amy Evans

**TACC Accounts Receivable and Payable to date (01.01.24 - 05.21.25)**

**Accounts Receivable**

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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
		<b>\$ 4,711,174.90</b>	<b>2025 Received to date</b>

**Accounts Payable**

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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
		<b>\$ 47,952.40</b>	<b>2025 Paid to date</b>

**Income info:**

SMB&T	\$ 47,189.05	Total Interest paid to date
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City of Marshall	\$ 633,411.55	Taxes paid to date
City of Springfield	\$ 233,516.30	Taxes paid to date
Calhoun County	\$ 424,345.45	Taxes paid to date
	\$ 4,744,194.72	Total Taxes paid to date
	\$ 4,572,015.00	Anticipated taxes per Budget (Avg gap)
	\$ (172,179.72)	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
\$	4,711,174.90	2025 Received as of 05.21.25
\$	47,952.40	2025 Paid as of 05.21.25
\$	4,968,120.25	Available balance
\$	8,405.90	Uncashed checks
\$	4,976,526.15	SMB&T Account Balance 05.21.25