

Transportation Authority of Calhoun County
Meeting Agenda
June 10, 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 27, 2025
- V. Public Comments on Agenda Items
- VI. Consent Agenda
- VII. Review of Finance and Budget Report for June 10, 2025
- VIII. Public Hearings and Subsequent Board Action
- IX. Unfinished Business
 - a. BCGo Albion Update
 - b. Board Accounting Service Update
 - c. TACC Executive Director position
 - d. Strategic Planning and Marketing Update
 - e.
- X. New Business
 - a. Authorize Revision of Bank Signatures
 - b. Approval Fiscal Year 2026 BCATS Local Funding Resolution
 - c.
- 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
 - e.
- XIII. Next Meeting – June 24, 2025
- XIV. Adjournment

Transportation Authority of Calhoun County
Meeting Minutes
Marshall City Hall – Council Chambers
323 West Michigan Avenue, Marshall, MI 49068
May 27, 2025

I. Call to Order

The meeting was called to order by Chairperson Erick Stewart at 9:05 a.m.

II. Roll Call

Members Present: Tom Tarkiewicz, Erick Stewart, Vivian Davis, Jenasia Morris, Amy Evans

Members Absent: Dr. Paul Watson, Maya Williams (in at 9:07a.m.)

III. Agenda

It was motioned by Tom and supported by Jenasia to approve the agenda with the movement of item d. Strategic Planning and Marketing Work Session from under X. New Business to down before item XIII. Next Meeting, with adjournment to follow.

Motion Carried.

IV. Approval of Minutes

It was motioned by Amy and supported by Vivian to approve May 13, 2025, Minutes.

Motion Carried.

V. Public Comment on Agenda Items

None.

VI. Consent Agenda

None.

VII. Finance and Budget Report

Amy updated the Board on current finance activities for May 13th and May 27th. It was pointed out that the TACC has received more revenue than anticipated.

\$4,744,194.72 received with 4.5 million anticipated. The Board discussed how to handle any other payments with the expectation of not receiving any more this year.

It was motioned by Vivian and supported by Tom to accept May 13, 2025, and May 27, 2025, Budget and Finance Reports.

Motion Carried.

VIII. Public Hearing and Subsequent Board Action

None.

IX. Unfinished Business

- a) Kristy Grestini, Battle Creek Transit Mobility Manager, updated the Board on upcoming expanded BCGO service in Albion. BCGO is currently live and booking trips to start on June 2, 2025. The BCGO vehicle will be in Albion regardless of service demands. Kristy discussed the transition from the current pilot program to TACC branding.
- b) Amy stated TACC received one response to the Accounting Services RFP, after being posted for 4 weeks. Mallory Avis will assist the Accounting Services Review Committee on how to move forward based on FTA guidelines for a single response to an RFP.

X. New Business

- a) Erick asked Maya if she is still interested in being the Board Treasurer and Maya said yes.
It was motioned by Amy and supported by Vivian to appoint Maya as the new Board Treasurer.
Motion Passed.
- b) Mallory Avis informed the Board that Miller Johnson recommends they be appointed as the Boards FOIA contact for requests. The Board discussed charges for FOIA requests.
It was motioned by Tom and supported by Maya to appoint Miller Johnson as the TACC FOIA contact for requests.
Motion Passed.
- c) Miller Johnson has suggested there be a shared executive services agreement between TACC and BCT for Mallory Avis's services as an Executive Director. Communications between the TACC and the City of Battle Creek are happening behind the scenes. TACC is not ready to directly employ staff yet, so contract agreements are the current best recommendation. The TACC is still working towards a smooth transition and will be fully prepared before making direct hires of staff.

XI. Public Comments on Non-Agenda Items

None.

XII. Board and Executive Director Comments

- a) Tom asked if there was a set date for a June work session but one has not been set. Tom gave kudos to Charles from BCT for his positive attitude while providing shuttle service for the Senior Fair.
- b) Mallory Avis updated the Board that Congressionally Directed Spending from Senator Peters has been executed. This will provide 1.5 million dollars for transition spending. BCT received the notice to execute this morning. BCT is applying for a new facility grant very soon. The City of Battle Creek has come to a tentative agreement with the ATU for a one-year extension.
- c) Jeff Franklin, BCATS Director, updated the Board on local road construction projects. Policy Committee Meeting is tomorrow. BCATS Public Participation Plan is still out for public involvement.

XIII. Next Meeting

Next meeting – June 10, 2025

XIV. Adjournment

Meeting adjourned at 12:07p.m. from Work Session.
Respectfully Submitted,

Vivian Davis, Secretary

Erick Stewart, Chair

June 10, 2025

Finance and Budget Report

05.23.25, \$2,185.00 check #1015 to Miller Johnson cleared.

05.27.25, TACC Board appointed Maya Williams as Treasurer. Maya and Amy will work together on the transition over the coming weeks.

05.28.25, \$6,220.90 check #1016 to Miller Johnson cleared.

05.30.25, TACC received Calhoun County Invoice #143-25 for \$1,481.20 dated 04.14.25 and postmarked 05.05.25.

05.31.25, TACC received **\$16,889.97** in May interest earnings from SMB&T.

06.02.25 and 06.04.25, Below are Amy's questions and answers from Hailey Young, Fiscal Specialist, Calhoun County Treasurer's Office regarding Invoice #143-25:

Q: What is the Invoice for and where is the parcel located?

A: This is an invoice/bill from a taxable value decrease. The Michigan Tax Tribunal lowered the taxable value on this parcel's property. They originally paid too much for their taxes and we now need to collect that difference back from the Transportation Authority as well as other entities that were overpaid originally. The address to this parcel is 275 Cliff Street, Battle Creek, MI 49014. I believe it is Post Foods.

Q: The county's Invoice is dated April 14, 2025. On May 21, 2025, TACC received a payment from Calhoun County for "2024 Tax Year 2025 Settlement Delq. Real Property". Based on the dates, it seems repayment of the overage was requested before we received payment from the County. Or did the tax payment come to TACC from the City of Battle Creek, and now the County is collecting the overage on their behalf?

A: The payment TACC received from us for "2024 Tax year 2025 Settlement Delq. Real Property" is from taxes that townships, cities and or villages were unable to collect for the 2024 tax year. In March of every year any taxes that these entities are unable to collect for the previous year come to the County. We pay out the millages to whom they should be and then collect from the taxpayer. The invoice TACC received was dated before the settlement happened, but TACC should have originally gotten this money at some point in time from the local unit (City of Battle Creek) when they did their pay outs to TACC. The county is now collecting this on their behalf. We now have that tax year here at the County and any changes with that tax year for any township, city, or village will come through the County. As time goes on TACC will receive both payments as well as bills/invoices from the County for different types of tax changes that are done.

06.04.25, Paid Calhoun County invoice \$1,481.20 with check # 1017.

06.04.25, TACC account balance is **\$4,985,010.22**.

Respectfully, Amy Evans and Maya Williams

TACC Accounts Receivable and Payable to date (01.01.24 - 06.04.25)

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
		\$ 330,687.85	2024 Total Received
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
		\$ 4,728,064.87	2025 Received to date

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
		\$ 25,790.10	2024 Total Paid
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
		\$ 49,433.60	2025 Paid to date

Income info:

SMB&T	\$ 64,079.02	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
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
\$ 4,728,064.87	2025 Received as of 06.04.25
\$ 49,433.60	2025 Paid as of 06.04.25
\$ 4,983,529.02	Available Balance
\$ 1,481.20	Uncashed Checks
\$ 4,985,010.22	SMB&T Account Balance 06.04.25

FISCAL YEAR 2026 BCATS LOCAL FUNDING RESOLUTION

WHEREAS, the urban transportation planning regulations, implementing sections of the Infrastructure Investment and Jobs Act (IIJA)/Bipartisan Infrastructure Law (BIL) federal legislation, require that each urbanized area, as a condition of receipt of Federal capital or operating assistance, have a continuing, cooperative, and comprehensive urban transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and

WHEREAS, in the Battle Creek urbanized area, the continuing, cooperative, and comprehensive transportation planning process is being conducted by the Battle Creek Area Transportation Study (BCATS) Policy Committee, a forum for cooperative transportation decision-making by principal elected officials of local government, developed under federal guidelines for purposes of urban transportation planning conduct; and

WHEREAS, the Battle Creek Area Transportation Study annually develops a Unified Work Program identifying activities and costs necessary for the conduct of the urban transportation planning process; and

WHEREAS, transportation planning funds, indirectly available from the U.S. Department of Transportation, are utilized to carry out the activities defined in the Unified Work Program; and

WHEREAS, these funds, available under the federal legislation as a Consolidated Planning Grant from the Federal Highway Administration (which includes funds flexed from the Federal Transit Administration to FHWA) require a local match of 18.15%, and

WHEREAS, the Policy Committee of the Battle Creek Area Transportation Study has recommended that the local match required to assure the timely conduct of the Study be determined and provided for in the following manner:

1. The reimbursement schedule to be used for participating agencies (those doing BCATS work will be paid 100% of their total charge). BCATS staff office costs will be reimbursed 100%.
2. The formula for computing the local funds will be based on the urbanized area population for FHWA funding (applied to road agencies) and minimum required local match for FTA funding (applied to the TACC only). The local agencies will contribute the local share for their own activities within the BCATS program as noted on the attached table (see 3. below).
3. Distribution for local match funding is shown on the attached table, which is the same as Schedule D in the FY 2026 Unified Work Program.

WHEREAS, it has been determined that the total local share requirements for the operation of the Battle Creek Area Transportation Study's work program for fiscal year 2026 will be \$62,154;

NOW, THEREFORE BE IT RESOLVED,

the Transportation Authority of Calhoun County agrees to participate in the funding of the local share costs of the Battle Creek Area Transportation Study's work program for fiscal year 2026 (October 1, 2025 - September 30, 2026) by providing the required local match for only the Federal Transit Administration planning funds provided for BCATS' staff costs;

BE IT FURTHER RESOLVED,

the total local contribution for the Transportation Authority of Calhoun County for FY 2026 will be \$10,543;

BE IT FURTHER RESOLVED,

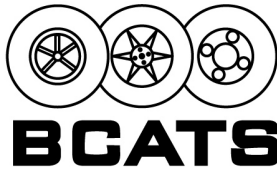
the Transportation Authority of Calhoun County agrees to submit to the Battle Creek Area Transportation Study office (601 Avenue A, Springfield, MI 49037 RE: Fund No. 230.594.2321) payment of local match share no later than January 1, 2026; or the Transportation Authority of Calhoun County shall have the option of making the payment in two (2) equal installments by January 1, 2026 and April 1, 2026, respectively, if arranged in advance;

BE IT FURTHER RESOLVED,

the Transportation Authority of Calhoun County agrees this resolution becomes effective at such time as all other local Study participants providing financial support pass resolutions of financial commitment in the proportion and manner described in this resolution.

APPROVED:

Date



BATTLE CREEK AREA TRANSPORTATION STUDY

601 Avenue A □ Springfield, MI 49037 □ 269-963-1158 □ bcats@bcatsmpo.org

June 2, 2025

Mr. Erick Stewart, Board Chair
Transportation Authority of Calhoun County
315 W. Green Street
Marshall, MI 49068

Dear Mr. Stewart:

RE: BCATS FY 2026 Local Funding Resolution

Enclosed is a sample resolution for local funding of the Battle Creek Area Transportation Study (BCATS) for FY 2026 (October 1, 2025-September 30, 2026). This distribution of local share costs was recommended by the BCATS Policy Committee at its May 28, 2025 meeting and is provided for action by the Transportation Authority of Calhoun County. The 2026 local share total for the Transportation Authority of Calhoun County (TACC) is \$10,543.

Local funding for BCATS is used to support the BCATS work program by matching available Federal transportation planning funds. The existence of BCATS makes it possible for local units of government to receive surface transportation, surface transportation flex, transit, rail, Congestion Mitigation Air Quality (CMAQ), and Carbon Reduction Program funds from the U.S. Department of Transportation.

The requested local funds are consistent with a budget approved by the BCATS Policy Committee on May 28, 2025 for the 2026 fiscal year in the new FY 2026 Unified Work Program (UWP). The funding table included with this letter and resolution details the local share funding distribution for FY 2026.

Please schedule this resolution for action by the Transportation Authority of Calhoun County Board as soon as possible. If you need any further information or have questions about this request, please feel free to contact me. BCATS appreciates the new coordination efforts between the TACC and BCATS, and looks forward to continuing mutual support of each agency's mission and programs.

Sincerely,

Jeff Franklin
Executive Director

cc: Maya Williams, Transportation Authority of Calhoun County
Mallory Avis, Transportation Authority of Calhoun County

SCHEDULE D
BATTLE CREEK AREA TRANSPORTATION STUDY

LOCAL SHARE FUNDING TABLE
FY 2026

UNIT	Federally Required Cash Contribution	Total Cash Contribution
City of Battle Creek (55.98%* of \$47,545 for cash, plus \$2,033 for CBC Public Works activity)	26,616.00 2,033.00	28,649.00
Calhoun County/Calhoun County Road Department (38.40%* of \$47,545 for cash, plus \$2,033 for CCRD specific activity)	18,257.00 2,033.00	20,290.00
City of Springfield (5.62%* of \$47,545 for cash)	2,672.00	2,672.00
Transportation Authority of Calhoun County (TACC) (18.15% of \$58,088** for cash)	10,543.00	10,543.00
TOTAL	62,154	62,154

NOTES:

1. *Shares based on U.S. Census 2020 population figures, and road agency shares based on FHWA designated funding towards the BCATS Consolidated Planning Grant
2. **Minimum local match required for FTA Section 5303 designated funding towards the BCATS Consolidated Planning Grant