

**Transportation Authority of Calhoun County  
Meeting Minutes  
Marshall City Hall – Council Chambers  
323 West Michigan Avenue, Marshall, MI 49068  
January 28, 2025**

- I. Call to Order**  
The meeting was called to order by Chairperson Erick Stewart at 9:06 a.m.
- II. Roll Call**  
Members Present: Erick Stewart, Amy Evans, Vivian Davis, Tom Tarkiewicz, Dr. Paul Watson (in at 9:07a.m.)  
Members Absent: Jenasia Morris
- III. Agenda**  
It was motioned by Amy and supported by Vivian to approve the agenda.  
Motion Carried.
- IV. Approval of Minutes**  
It was motioned by Vivian and supported by Amy to approve January 14, 2025, minutes.  
Motion Carried.
- V. Public Comment on Agenda Items**  
Jeff Franklin Executive Director of BCATS (Battle Creek Area Transportation Study) introduced himself to the Board and gave an overview of BCATS and how MPO's (Metropolitan Planning Organization) operate.
- VI. Consent Agenda**  
None.
- VII. Finance and Budget Report**  
Amy updated the Board on tax payments and schedule.
  - \$76,303.94 was received in December.
  - \$1,959,080.76 was received in January with one payment currently pending.
  - A total of \$2,035,384.70 has been received to date.
  - All payments should be distributed to tax assessing units by April 1, 2025.
- VIII. Public Hearings and Subsequent Board Action**  
None.
- IX. Unfinished Business**

- a) The Board discussed the drafting of policies and procedures. Purchasing policy details and thresholds were discussed.  
It was motioned by Tom and supported by Dr. Watson to adopt the Purchasing Policy discussed.  
Motion Carried.
- b) The Board discussed a draft procurement/purchasing manual, and the Board Consultant made a recommendation to accept the draft manual discussed and adopt a revised version at a future date.  
It was motioned by Dr. Watson and supported by Vivian to accept the draft procurement/purchasing manual.  
Motion Carried.
- c) No updates on Procurement Sub Committee selection.
- d) Amy updated mail and email addresses to FOIA documents.  
It was motioned by Amy and supported by Tom to approve amended FOIA documents.  
Motion Carried.
- e) Erick made recommendations for the County representative Board member replacement.
- f) Staff updated the Board on the TACC Planning Committee. The Committee has been waiting for policies to be put in place to start regular meetings. Erick recommended a name change to the Municipality Planning Committee.
- g) Erick recommended rotating board members as TACC representatives on BCATS. TACC representation and the future of BCATS was discussed with Jeff Franklin. It was motioned by Tom and supported by Vivian, the Board Chair with alternates from the Board represent the TACC for BCATS.  
Motion Carried.

#### **X. New Business**

- a) It was motioned by Vivian and supported by Tom to give Amy the authority to sign for the TACC's Mailbox License Agreement with BCU. Erick abstained from voting.  
Motion Carried.
- b) It was motioned by Dr. Watson and supported by Tom to adopt the general liability insurance policy.  
Motion Carried.

#### **XI. Public Comments and Non-Agenda Items**

- Jeff Franklin spoke about the importance of BCATS. He explained how funds are distributed and the benefits of being a member of an MPO.
- The Board and staff discussed differences between urban and rural funding.

#### **XII. Board and Staff Comments**

- a) No communications to the Board were discussed.
- b) Tom raised his concern with Peter (TACC Consultant) about adopting policies, procedures needed and a timeline to get them implemented.

- c) Staff provided a Legislative update and updated the Board on current grant statuses and the impacts to transit. No major impacts to the TACC are expected.

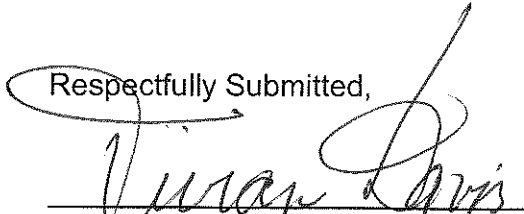
**XIII. Next Meeting**


Next Meeting – February 11, 2025

**XIV. Adjournment**

Meeting adjourned at 10:29am

Respectfully Submitted,

  
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Vivian Davis, Secretary

  
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Erick Stewart, Chair