

Transportation Authority of Calhoun County
Meeting Minutes
June 4, 2024
Marshall City Council Chambers
Marshall, MI 49068

I. Call to Order

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

II. Roll Call

Members Present: Vivian Davis, Erick Stewart, Tom Tarkiewicz, Linda Morrison, Amy Evans, Jenasia Morris, Paul Watson,

Staff Present: Mallory Avis, Kristy Grestini, Matthew McKee

Guest: Fred Featherly

III. Approval of Agenda – June 4, 2024

It was moved by Paul and supported by Tom to approve the agenda as presented. Motion carried.

IV. Approval of Minutes – May 24, 2024

It was moved by Paul and supported by Amy to accept the May 24 minutes as presented. Motion carried.

V. Public Comments – Limited to 3 minutes

No public comments were made.

VI. Unfinished Business

a. Update on collaboration with Battle Creek City Leadership

A letter from Chairperson Stewart was written to Mayor Mark Behnke to update him on the progress of TACC and the upcoming actions to be taken in the establishments of the organizational structure. Marketing, establishing bylaws, conflict of interest guidelines, and financial disbursement decisions to be made. Progressive relationships and getting feedback of what transportation needs are best for our community are major focus areas of the board.

b. Review of By-Laws for TACC

Tom gave a review of proposed by-laws. A compilation of language established by other successful countywide transportation units was used to formulate organizational guidelines. Specific attention was given regarding conflict of interest, depository designations, recordings of actions taken by TACC, timelines for calendar postings, and financial and organizational structure of TACC. The chairperson and treasurer of TACC will have exclusive responsibilities to sign and disburse funds.

Motion: It was moved by Tom and supported by Paul to adopt the TACC By-Laws as

presented. Motion carried.

c. Marketing and RFQ Follow-up

The TACC Marketing Review Committee narrowed the application pool to two candidates. BluFish Consulting, LLC, Marshall, Michigan was recommended to provide digital and traditional marketing/advertising services. A meeting will be held Thursday, June 6, 2024, to discuss strategies from a local and regional understanding.

Motion: It was moved by Amy and supported by Tom for the City of Battle Creek to award the purchase order on behalf of TACC to BluFish Consulting Agency, LLC, Marshall, Michigan. Motion carried.

d. Discussion on TACC Insurance

The TACC Board discussed the need to research insurance options for board coverage. An update will be given at the next meeting.

VII. New Business

a. Budget and Finance Update

A written report was submitted by Linda Morrison regarding the financial organizational structure of TACC. Highlights included research on establishing an EIN, banking account options, point of contacts, and proof articles of incorporation. Recommendations from the treasurer will be presented at the next meeting.

and b. A revised meeting schedule was discussed to consider availability holidays.

Motion: It was moved by Tom and supported Paul to cancel the June 11, 2024, meeting.

Motion carried.

VIII. City and County Report

- a. The adoption of the consultant's contract is required to be adopted by the Battle Creek City Commission. It is expected to be on the June 25th agenda.
- b. LAC is planning a meeting on June 25. The discussion will include bylaws approval and the need for transportation for committee members.

IX. Announcements

- a. Amy is not planning to run for reelection to her council seat in Springfield but wishes to remain the Springfield representative on the TACC Board.

- b. The Calhoun County Senior Expo is said to be successful. Thank you to participants, sponsors, attendees. The TACC board needs to be more aggressive in marketing to Calhoun County Seniors. The Food Summit, Health Care, and transportation are connected. Rod Auton will be the contact person in working on community education with the senior population. The implementation for educational strategies will be begin after the approval of the Battle Creek budget.
- c. Education presentations to programs and organizations will include Rotary, Marshall Exchange Club, and other community organizations.
- d. Absentee Ballots – will be distributed beginning September 11. This is a barometer of the timing of presentations.
- e. Candidates, including state legislators and county commissioners will be invited to a TACC meeting to update them on the transportation initiative.

X. Public Comments – Limited to 3 minutes

- a. Fred shared information regarding a study of transportation needs between communities to determine the needs in each individual community.
Regional coverage countywide will help identify:
 - o Fragmented areas
 - o Businesses in need of transportation
 - o Affordability of accommodations
- b. It was noted that the Urban Land Institute conducted an assessment

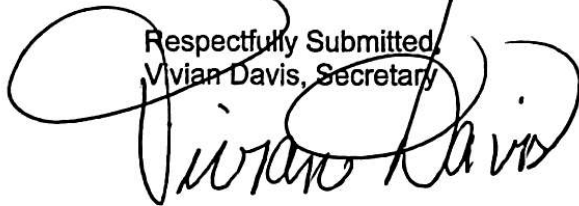
and

transportation was a top need in Calhoun County.

XI. The meeting was adjourned at 10:30

XII. The next meeting will be held June 25, 2024
9:00 a.m., Marshall City Hall Chambers

Respectfully Submitted,
Vivian Davis, Secretary



June 17, 2024