

**BATTLE CREEK TRANSIT LOCAL COORDINATING COMMITTEE**  
**CITY COMMISSION CHAMBERS**  
**10 N DIVISION STREET, 3<sup>RD</sup> FLOOR**  
**BATTLE CREEK, MICHIGAN**  
**January 7, 2025**  
**1:30 PM**

**Committee Members Present:** Terry Youmans, Paul Ecklund, Rhonda Ostrander-Cook, Alicia Davis, and Mallory Avis

**Committee Members Absent:** Andy Tilma and Mark Woodford

**Others Present:** Jeff Franklin and Chuck Asher

**Staff Members Present:** Victoria Houser, City Clerk: Patrick Batterson, Assistant City Attorney: Donna Hutchison, Transit Grants Administrator

**Call to Order/Recognition of Quorum:** Mr. Youmans called the meeting to order at 1:30 PM, recognizing that a quorum was present.

**Approval of Agenda of the January 7, 2025 Meeting:**

A motion was made by Mr. Ecklund, supported by Ms. Davis, to approve the agenda of the January 7, 2025 meeting, with the addition of an item to New Business, regarding a member who has missed the last 3 meetings. All in favor, none opposed. Motion approved.

**Approval of Minutes of November 19, 2024 Meeting:**

A motion was made by Ms. Avis, supported by Ms. Ostrander-Cook, to approve the November 19, 2024 meeting minutes. All yes, none opposed. Motion approved.

**Communications to the Committee:** Ms. Avis announced the retirement of LCC member Andy Tilma from BCATS, noting he is therefore no longer eligible to serve on the LCC. Ms. Avis noted Jeff Franklin has applied for a position on this committee.

**Reports from Officers:** None

**General Public Comment:** None

**Old Business:**

**A. Review/Action on proposed FY 2026 Specialized Services Application/Funding Allocation**

a. Transit Application Specialized Services & 5310 apps due to MDOT February 1, 2025 in which we are requesting \$135,341.00 to be distributed as follow:

- i. Marion Birch-**\$18,725** Requesting recommendation to keep allocation percentages same as last year, \$18,725, half of ridership for 2024, based on passengers, 3,686 passenger trips
- ii. CIR- **\$55,316** Noting passenger count of 25,289, with expenses of \$329,089, CIR requested allocation remain the same or increase, but not to decrease.
- iii. CAA- **\$40,278** Requesting additional \$50K for 50K more miles, transitioning from allocation based on riders to miles. CA agreed that if no increase was possible, to ensure allocation was not decreased.
- iv. BCT- **\$21,022** Requesting same as last year, based on passengers, 4139 passenger trips for full reimbursement

A motion was made by Ms. Avis, supported by Ms. Ostrander-Cook, to submit the proposed funding request, allocating \$18,725 to Marion Birch based upon number of passengers, \$55,316 to CIR based upon number of passengers, \$40,278 to CA based upon miles traveled, and \$21,022 to Battle Creek Transit based upon number of passengers. All yes, none opposed. Motion approved.

**New Business:**

**A. Committee Member Bylaws**

Ms. Avis noted Mark Woodford has been a member for several years, however, this will be the 4<sup>th</sup> meeting he has missed. Ms. Avis noted Transit staff has been unable to make contact with him, and are unsure if he is still interested in serving on Committee, stating it was the Committee's responsibility to vote to remove or retain him.

A motion was made by Mr. Youmans, supported by Ms. Davis, to remove Mark Woodford from the committee due to lack of attendance and unresponsiveness. All approved, none opposed. Motion approved.

**B. Agency Updates**

**Battle Creek Transit:** Ms. Avis provided an update.

**Community Action:** Mr. Youmans provided an update.

**Community Inclusive Recreation:** Ms. Ostrander-Cook provided an update.

**Marian E. Burch:** Ms. Davis provided an update.

**Announcements:**

**A. Next Meeting:** June 10, 2025 at 1:30 p.m. at Battle Creek City Hall, Commission Chambers.

**B. Committee Member Comment:** Ms. Avis reminded the committee members that the LAC would be reviewing the applications at the next meeting, asking members to attend the next meeting to respond to any questions.

**Adjournment:** The meeting was adjourned at 2:00 pm.

I, Victoria L. Houser, City Clerk  
of the City of Battle Creek,  
hereby certify  
the above and foregoing is a true and accurate copy  
of the minutes recorded for the January 7, 2025 meeting  
of the Battle Creek Transit Local Coordinating Council.

*Victoria L. Houser*

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Victoria L. Houser, City Clerk

Please note there has not been a subsequent meeting of the Local Coordinating Council where the minutes could be considered or approved.

*Terry L. Youmans*

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Terry Youmans, LCC Chairperson