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**MEETING NOTICE AND AGENDA**  
**Corridor Metropolitan Planning Organization Executive Committee**  
**December 13, 2017**  
**Training Room, Cedar Rapids City Hall**  
**101 First Street SE, Cedar Rapids**

**Roll Call**

**Public Comment Period**

**Action/Discussion Items**

1. **Approve Minutes – October 11, 2017.** Attached.
2. **TPWP Amendment to add the Tower Terrace Road Corridor Management Plan Update (Bill Micheel)**
  - *Recommended Action: Recommend approval of the TPWP amendment to add the Tower Terrace Road Corridor Management Plan update to the TPWP and open the public comment period for the proposed TPWP amendment.*

**Informational Items**

3. **January Policy Board meeting (Bill Micheel)**
  - *Staff will discuss Action Items on the agenda for the January Policy Board meeting including election of officers, confirmation of TTAC members and appointment of Executive Committee and Policy Board members.*

**Reports**

**Member Updates**

**Next Executive Committee Meeting**

- January 10<sup>th</sup> at 8:30 AM, Multipurpose Room, Hiawatha City Hall



**CORRIDOR MPO EXECUTIVE COMMITTEE MEETING MINUTES**  
**Marion City Hall, 1225 6<sup>th</sup> Avenue, Marion**  
**Wednesday, October 11, 2017 at 8:30 AM**

<b>Member</b>	<b>Present</b>	<b>Not Present</b>	<b>Notes</b>
John Bender	X		
Bill Bennett	X		
Bernie Frieden		X	
Chuck Hinz	X		
Denise Hoy	X		
Brent Oleson	X		
Ralph Russell	X		
Tom Yock		X	

**MPO Staff Present:** Hilary Hershner, Brandon Whyte, Bill Micheel, Anne Kroll

John Bender called the meeting to order at 8:32 AM.

Roll Call was answered with six (6) members present and two (2) absent.

**AGENDA**

**Action/Discussion Items**

**1. Consider Executive Committee Meeting Minutes for September 13, 2017**

Ralph Russell made a motion to approve the minutes for September 13, 2017. Bill Bennett seconded the motion. The motion passed unanimously.

**2. DOT FFY2018 to FFY2021TIP Amendment Request**

Brandon Whyte stated that this is a request to amend the FFY 2018 to FFY 2021 Transportation Improvement Program (TIP) to include the Cedar Rapids Logistics Park. This is a request from the DOT and MPO funding is not being used for this project. The Executive Committee opened the public comment period at the September 13, 2017 meeting. There were no comments submitted.

Mr. Russell made a motion to close the public comment period for the proposed amendment to the FFY 2018 to 2021 TIP to include the Cedar Rapids Logistics Park. Mr. Bennett seconded the motion. The motion passed unanimously.

Informational and Report items were discussed next.

**Informational Items**

**4. Website Update**



Bill Micheel stated that the consultant has a list of users and what they are most interested in when they visit the website. Those items will be the most accessible. The new website is on schedule to be ready by the spring of 2018.

## **Reports**

Mr. Bender asked for details on the Regional Transit Authority (RTA) Advisory Group meeting being held next week. Mr. Micheel stated that the consultant is going to present information and challenges. The advisory group will have to make a decision soon on whether or not to proceed to the second of three (3) phases for the RTA Study. There are various items up for discussion.

Chuck Hinz arrived to the meeting at 8:39 a.m.

### **3. Annual Dues Discussion**

Bill Micheel stated that the Corridor MPO has a balance of \$836,459 of planning funds which includes \$471,062 unbudgeted in FY18. There is a ratio of carryover to five (5) year spending average of 195% and the DOT would like to see it at 95%. The IDOT has indicated to CMPO staff that it is highly desirable to reduce the balance to equal to or less than one (1) year's allocation (\$341,336) within two (2) years. Current dues did not cover operating costs in FY18. Since the MPO went to full-time staff, we are no longer building up unobligated local to access planning funds and drawing down unobligated local to cover operating costs and project obligations. Anything over 100% is looked on unfavorably and the carryover policy states that the CMPO will not be able to transfer new STBG funding for planning for FY 2018. IDOT must recertify every four (4) years and out quadrennial review is approaching.

Mr. Micheel stated that the current CMPO per capita rate is \$0.45 and the mean per capita rate for IA MPOs is \$0.70. The mean number of full-time staff for planning areas with a population between 100,000 to 200,000 is 4.3. Our MPO has two (2) full-time staff and two (2) part-time staff. Mr. Micheel gave the following options to consider:

- 1) Increase dues based on a per capita basis:
  - Hire a new Regional Planner (Entry Level) to assist with in-house projects
  - Complete a number of regional planning studies w/ consultants at no cost to jurisdictions (i.e. Tower Terrace Road)
  - Complete regional planning studies with consultants through grant program to members (20% local match covered by member)
- 2) Increase dues based on a per capita basis:
  - Hire a new MPO Manager to assist with in-house projects
  - Complete a number of regional planning studies with consultants at no cost to jurisdictions (i.e. Tower Terrace Road)
  - Complete regional planning studies with consultants through grant program to members (20% local match covered by member)
- 3) Increase dues based on a per capita basis
  - Complete a number of regional planning studies with consultants at no cost to jurisdictions (i.e. Tower Terrace Road)



- Complete regional planning studies w/ consultants through grant program to members (20% local match covered by member)

Staff recommends option 1 because it would create an additional \$30,000 to leverage additional \$150,000 planning funds, allow for more timely completion of travel demand model and reduction of planning funds balance in two (2) year period in combination with grant program, and allow for cost of living increases and professional development with an annual consideration of one (1) to two (2) percent increase.

Mr. Russell stated that there does not seem to be enough management work for a full-time MPO manager and asked if it were possible to hire a full-time manager and expect them to spend half of their time doing the work of a planner. Mr. Micheel stated that people at the manager level have been a manager before or want to be a director and tend to have been out of the individual contribution mode. You may not see the same level of production as you would at an entry level. You would also be paying someone more to the same amount of work.

Mr. Hinz asked how long it has been since the dues were raised. Mr. Whyte stated that they were raised in FFY16. Mr. Micheel noted that was the first time in ten (10) years that the dues were raised. Mr. Hinz stated that an advantage to all three (3) options is that they would develop an access and use more planning dollars and that is really important. Mr. Micheel stated that is correct and is the primary goal.

Mr. Bender stated that it would be beneficial for the jurisdictions to get guidelines that show what the funding can be used for. Tower Terrace Road and Edgewood Road has studies that were done that are now almost ten (10) years old. Those planning funds would be perfect to update those studies.

Mr. Bennett stated that hiring a full-time planner is good because there will be a lot of work coming up that will fill their time. Mr. Whyte stated that is true because there is a list of things that staff could be doing that they currently do not do.

Mr. Russell asked what percentage the dues will go up with option 1. Mr. Micheel stated that it is about forty (40) percent. Mr. Russell stated that he will get questions about why it is so high. Cedar Rapids was opposed to the increase last time; however, Mr. Russell believes it is time for another increase, but is forty (40) percent appropriate. Mr. Hinz stated that part of the argument for increasing is that it is not just trying to keep up with cost but it allows the MPO to do things that are not being done now by getting an entry level Planner and having a part-time MPO Manager. It is good use of those dollars.

The Committee requested that the PowerPoint slides be sent via email so that they can be shared with their jurisdictions. Mr. Micheel offered to visit with any of the jurisdictions if they have questions.



### **Member Updates**

Denise Hoy stated that the Ely Trail Extension ribbon cutting is taking place on October 14, 2017 at 10 a.m. behind Ely City Hall.

Mr. Bennett made a motion to adjourn the meeting. Mr. Hinz seconded the motion. The motion passed unanimously and the meeting adjourned at 9:17 AM.

Respectfully Submitted,

Anne Kroll, Administrative Assistant II

DRAFT



## **Agenda Item 2. Consideration of a Recommendation for an Amendment to the Transportation Planning Work Program (TPWP) to include the Tower Terrace Road Corridor Management Plan Update and Open a Public Comment Period to Amend the TPWP.**

### **Background:**

In order to move forward with the update to the Tower Terrace Road Corridor Management Plan, the current Transportation Planning and Work Program (TPWP) must be amended to include the cost of the selected consultant.

The FY2018 Corridor TPWP approved in May of 2017 currently lists the Tower Terrace Road Corridor Management Plan Update as a Specific Major Planning Priority for FY18. As a result, this proposed TPWP Amendment amends the FY18 TPWP Budget to include the up to \$50,000 approved by the Policy Board on October 19<sup>th</sup>, 2017 to hire a consultant to assist staff in the update to the plan.

In addition, staff recommends that the Executive Committee open the public comment period for the proposed TPWP amendment. The Policy Board will consider closure of the public comment period during their January 2018 meeting.

**Budget Impact:** LRTP  TIP  TPWP  None

\$50,000 (\$40,000 Federal/\$10,000 Local) would be added to the TPWP to complete this the update to the plan. Eighty percent of this would be federal funding and twenty percent would be coming from existing local dues.

**Committee Action:** TTAC  Executive Committee  None

**Time Sensitivity:** Consideration of the TPWP amendment and opening of the public comment period are desired at this time, as this allows the update to the Tower Terrace Road Corridor Management Plan to begin in January of 2018.

**Recommended Action:** Recommend approval of the proposed TPWP amendment to include the update to the Tower Terrace Road Corridor Management Plan in an amount of up to \$50,000 and open a public comment period to amend the TPWP.