

# Capital Area Metropolitan Planning Organization



Room 120 320 E. McCarty, Jefferson City, MO 65101 Phone 573.634.6410 Fax 573.634.6457

## Board of Directors

Wednesday, December 14, 2016 at 12:15 p.m.

Meeting Location: Boone/Bancroft Room # 200, John G. Christy Municipal Building  
320 E. McCarty, Jefferson City, MO 65101 - Enter through Main Lobby

## Tentative Agenda

1. **Call to order, roll call, and determination of a quorum**
2. **Public comment**
3. **Adoption of the agenda as printed or amended**
4. **Approval of the minutes from the meeting of November 16, 2016**  
**Approval of the Closed Session minutes from the meeting of November 16, 2016**
5. **Communications received**
6. **New Business**
  - A. Proposed Amendment Transportation Improvement Program: Safety Improvements to US 54  
*Action Requested:* Conclude public comment period and vote on the amendment.  
*Staff Report:* As a result of the recently completed U.S. Route 54 Road Safety Audit, MoDOT is proposing two new projects: safety improvements on U.S. 54 (guard cable, signage, high friction surface treatment, and guard rails) in Callaway County and scoping for safety improvements in Cole, Miller, and Camden Counties.
  - B. UPWP Budget Update  
*Action Requested:* Review, discuss and vote on the budget adjustment request to the FY2017 UPWP.  
*Staff Report:* None of the consulting projects slated to commence in FY2016 actually started in FY2016. During the budgeting process all but \$15,000 was included in the FY2017 budget, with at least one projected anticipated have billable time in FY2016. A supplemental appropriation has been requested to address the issue regarding the City of Jefferson's budget process.
7. **Other Business**
  - A. Status of current work tasks
8. **Next Meeting Date** – Wednesday, January 18, 2017 at 12:15 p.m. in the Boone/Bancroft Room #200
9. **Adjournment**

## NOTES

Box lunches will be ordered from the Old Brick House Deli at a cost of **\$6.25 per person**. If you wish to order a box lunch, please contact Anne Stratman by 12:00 p.m. on Tuesday, December 13, 2016. Box lunches include a sandwich and chips. Mayonnaise and mustard packets are included. Sandwich options: ham on French baguette; Italian hero on French baguette; smoked turkey & bacon on whole grain wheat. Deluxe house salad: \$6.25; Cobb Salad: \$6.25

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.

Please call (573) 634-6410 with questions regarding agenda items.

## MINUTES

### Board of Directors CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION

November 16, 2016  
12:15 p.m.

#### BOARD MEMBERS PRESENT

Larry Benz, P.E., Cole County  
Tate for Rick Hess  
Gary Jungermann, Designee for Doc Kritzer  
Janice McMillan  
Mark Mehmert  
Britt Smith, Designee for Matt Morasch  
Doug Reece  
Travis Koestner, Designee for David Silvester  
Erin Wiseman

#### BOARD MEMBERS ABSENT

Larry Henry, Vice Chairman, Jefferson City  
Jeff Hoelscher, Chairman, Cole County  
Ken Hussey, Jefferson City  
Mark Schreiber, Jefferson City

#### EX-OFFICIO MEMBERS PRESENT (Non-Voting)

Enos Han, FHWA

#### GUESTS PRESENT

David Bange, Jefferson City  
Jeff Cremer  
Steve Engelbrecht, MoDOT  
J.J. Gates, Jefferson City Parks & Recreation  
Michael Henderson, MODOT  
Chris Kersten, Harvard Group

#### CAMPO STAFF PRESENT (Non-Voting)

Sonny Sanders, Senior Transportation Planner  
Alex Rotenberry, Transportation Planner  
Katrina Williams, Transportation Planner  
Diane Cary, Administrative Technician

**Presentation:** US 54 Safety Audit – Travis Koestner and Steve Engelbrecht, Missouri Department of Transportation

**1. Call to order, roll call, and determination of a quorum.**

Due to the absence of the Chairman and Vice Chairman a Temporary Chairman was needed.

Ms. McMillan moved and Ms. Wiseman seconded to appoint Mr. Benz as Temporary Chairman for. The motion passed unanimously.

Mr. Benz called the meeting to order at 12:15 p.m. and asked Ms. Cary to call roll. A quorum was present with 9 of 13 members present.

**2. Public Comment**

No comments were received.

**3. Adoption of the agenda as printed or amended**

Mr. Smith moved and Ms. Wiseman seconded to adopt the agenda.

Mr. Sanders noted that the Election of Officers was placed on the agenda in error. This had been voted on at the last meeting.

Mr. Smith moved and Ms. McMillan seconded to adopt the amended agenda by removing Election of Officers. Motion passed unanimously.

**4. Approval of the minutes from the meeting of October 19, 2016**

Mr. Smith moved and Mr. Reece seconded to approve the minutes from the Regular Meeting of October 19, 2016 as printed. The motion passed unanimously.

**5. Communications received.**

There were no communications received.

**6. New Business**

*A. Proposed Amendment to the 2017-2021 Transportation Improvement Program: Extension of Mission Drive; filed by The Harvard Group, LLC (Chris Kersten, representative).*

Mr. Sanders introduced the project and gave an overview of the process leading up to the application for TIP amendment. He stated that the project is a request for a 1400 foot proposed extension of Mission Drive. Mr. Sanders explained that CAMPO staff, city staff, MoDOT, and FHWA have discussed the project and believe that the project does not meet requirements of fiscal constraint as stated in US DOT guidance. He stated that the Technical Committee did not approve the TIP amendment at the November 3, 2016 meeting and that CAMPO does not have a policy of how to address TIP amendment applications that have not been approved by the Technical Committee. He stated that staff will work on developing a policy to address this in the future.

Mr. Kersten stated that he believes the project does meet guidance for fiscal constraint and that the section of proposed roadway should be eligible to be put into the TIP and classified as a collector. He stated that a letter from Hawthorne Bank was given to the Technical Committee and that the Technical Committee did not accept it as illustrating fiscal constraint. Mr. Kersten asked the Board of Directors what a letter would need to include to be accepted as such.

Mr. Smith asked if CAMPO staff had received any other correspondence to support fiscal constraint. Mr. Sanders stated that staff had not received any additional correspondence.

Mr. Kersten asked the Board of Directors what would be needed to show fiscal constraint.

Mr. Sanders stated that a letter of intent would be necessary to strengthen the application.

Mr. Henderson stated that projects in the TIP must have committed funding to be included in the STIP and subsequently given a classification.

Mr. Kersten asked if a letter from the bank stating that they have funds to cover the project would be sufficient.

Mr. Benz stated that there needed to be clear language stating that the project would be funded.

Mr. Henderson explained the project must go through the TIP and STIP process before a request for classification could be submitted by CAMPO.

Mr. Kersten asked if classification is possible before being placed in TIP.

Mr. Sanders stated that the most recent Federal Functional Classification guidelines state that planned roads have to be in TIP or STIP before classification.

Mr. Kersten asked if funding were in place could it be funded.

Mr. Henderson stated that if funding was 100% committed then, yes it could move forward.

Mr. Smith and Mr. Henderson commented that the current letter from Hawthorne Bank does not have language that states this clearly. Some board members audibly stated their agreement with this assertion.

Mr. Kersten reiterated that the funding source is in place.

Mr. Benz stated that a previous project, St. Mary's, included a letter of credit confirming funding and that something similar may be necessary for this project to move forward.

Mr. Smith moved and Ms. McMillan seconded a motion to approve the amendment. The motion failed.

*B. Proposed Amendment to the Transportation Improvement Program: Community Park Greenway Trailhead.*

Mr. Gates gave an overview of the project, which includes construction of a new greenway trailhead and splash park on the East Branch of Jefferson City's greenway system. The project was awarded a Recreational Trails Grant which will provide 62% of the funding.

Mr. Benz opened the public hearing at 12:50 p.m. With no comments received, Mr. Benz closed the public hearing at 12:51 p.m.

Ms. McMillan moved and Mr. Mehmert seconded to approve the TIP Amendment. The motion passed unanimously.

*C. Visioning and Travel Demand Model draft scope of services and Selection Committee.*

Mr. Sanders gave an overview of the travel demand modeling draft scope of services and visioning for the update of the Metropolitan Transportation Plan (MTP). Both items are in the approved Unified Planning Work Program. He stated that staff recommends seeking one consultant contract, based on the draft scope of services. The selection committee will consist of the following:

- Mark Mehmert, JEFFTRAN
- Eric Barron, City of Jefferson
- Larry Benz, Cole County
- Mark Tate, Holts Summit
- David Bange, City of Jefferson
- Doug Reece, St. Martins
- MoDOT Representative (to be decided)
- Sonny Sanders, CAMPO

Ms. McMillan moved and Mr. Reece seconded to approve the draft Scope of Services and Selection Committee. The motion passed unanimously.

*D. Prioritize CAMPO area Transportation Alternative Program (TAP) Grant Applications*

Erin Wiseman and Travis Koestner left at 12:58 p.m.

Mr. Reece, Mr. Tate, Mr. Bange gave presentations on each of their jurisdictions' TAP applications. Each member of the Board of Directors ranked the projects and the rankings were tallied by staff. Mr. Smith moved and Ms. McMillan seconded to prioritize and rank the applications as follows:

1. City of Jefferson - Missouri Boulevard Sidewalks, Waverly Street to Beck Street
2. City of St. Martins - St. Martins Business 50 West Complete Streets and Safety Enhancements - Phase 1.
3. Holts Summit - South Summit School Sidewalk Project
4. City of Jefferson - Miller Street Bikeway Connecting the Wears Creek and East Branch Greenways

7. **Other Business**

A. Status of current work tasks. Mr. Sanders gave an overview of the following current work tasks:

- Executed agreements for the Consolidated Planning Grant and Surface Transportation Program funding supporting FY 2017 activities have been received.
- Work continues on updating the current land use to support the Metropolitan Transportation Plan development and travel demand modeling.
- Work on the Title VI Program document, due February 2017, has commenced.
- Evaluation of Effectiveness of the CAMPO Public Involvement Process has commenced.

8. **GO INTO CLOSED SESSION**

Mr. Smith moved and Ms. McMillan seconded to go into closed session. Motion passed. The following members were in attendance: Benz, Tate, Jungermann, McMillan, Mehmert, Smith, Reece. Absent members were: Koestner, Wiseman.

9. **Reconvene in Open Session**

The following members were in attendance: Benz, Tate, Jungermann, McMillan, Mehmert, Smith, Reece.

10. **Next Meeting Date** – Wednesday, December 14, 2016 at 12:15 p.m. in the Boone/Bancroft Room #200

11. **Adjournment**

The meeting adjourned at 1:26 p.m.

Respectfully Submitted,

Katrina Williams, Transportation Planner

**Capital Area Metropolitan Planning Organization**

**2017 – 2021 New Project Application**

Project Name: US 54 Safety Improvements in Callaway County

Primary Project Sponsoring Organization: MoDOT Central District

Project Contact: David Silvester, District Engineer

Sponsor Project Number: 5P3119

Type of Project (check all that apply):

- |  |   |   |                                       |
|--|---|---|---------------------------------------|
| <input type="checkbox"/> Airport/Aviation  | <input type="checkbox"/> Bicycle/Pedestrian | <input checked="" type="checkbox"/> Bridge    | <input type="checkbox"/> Intersection |
| <input type="checkbox"/> Plans/Studies     | <input type="checkbox"/> Roadway Expansion  | <input type="checkbox"/> Roadway Preservation | <input type="checkbox"/> Railway      |
| <input checked="" type="checkbox"/> Safety | <input type="checkbox"/> Transit            | <input type="checkbox"/> Other: (Optional)    |                                       |

Project Description: Bridge and safety improvements along US 54 in Callaway County.

Project Location: West of Rte. W to I-70 at Kingdom City.

Project History: (Optional)

Project Timeline, Cost and Funding Sources:

| Project Phase               | Funding Source | Funding Agency | Agency Funding Category | Prior Years | CAMPO Fiscal Years |      |      |      |                     | Funding Source Totals |
|-----------------------------|----------------|----------------|-------------------------|-------------|--------------------|------|------|------|---------------------|-----------------------|
|                             |                |                |                         |             | 2017               | 2018 | 2019 | 2020 | 2021                |                       |
| PE                          | Federal        |                | NHPP                    | \$20,000    | \$1,062,400        |      |      |      |                     | \$1,062,400           |
| PE                          | State          |                | TCOS                    |             | \$265,600          |      |      |      |                     | \$265,600             |
| CON                         | Federal        |                | NHPP                    |             | \$7,687,200        |      |      |      |                     | \$7,687,200           |
| CON                         | State          |                | TCOS                    |             | \$1,921,800        |      |      |      |                     | \$1,921,800           |
| -                           | -              |                |                         |             |                    |      |      |      |                     |                       |
| -                           | -              |                |                         |             |                    |      |      |      |                     |                       |
| -                           | -              |                |                         |             |                    |      |      |      |                     |                       |
| -                           | -              |                |                         |             |                    |      |      |      |                     |                       |
| -                           | -              |                |                         |             |                    |      |      |      |                     |                       |
| -                           | -              |                |                         |             |                    |      |      |      |                     |                       |
| -                           | -              |                |                         |             |                    |      |      |      |                     |                       |
| -                           | -              |                |                         |             |                    |      |      |      |                     |                       |
| <b>Yearly Totals</b>        |                |                |                         | \$20,000    | \$10,937,000       |      |      |      |                     |                       |
| <b>Total Project Cost =</b> |                |                |                         |             |                    |      |      |      | <b>\$10,957,000</b> |                       |

Source of operating / maintenance funding for 10 years after project is completed: MoDOT

Additional Comments: \$1.195M funds are coming from statewide project OX3018.

**Capital Area Metropolitan Planning Organization**

**2017 – 2021 New Project Application**

Project Name: Scoping for Safety Improvements along US 54 in Cole, Miller, and Camden counties.

Primary Project Sponsoring Organization: MoDOT Central District

Project Contact: David Silvester, District Engineer

Sponsor Project Number: SP3222

Type of Project (check all that apply):

- |  |   |   |                                       |
|--|---|---|---------------------------------------|
| <input type="checkbox"/> Airport/Aviation  | <input type="checkbox"/> Bicycle/Pedestrian | <input type="checkbox"/> Bridge               | <input type="checkbox"/> Intersection |
| <input type="checkbox"/> Plans/Studies     | <input type="checkbox"/> Roadway Expansion  | <input type="checkbox"/> Roadway Preservation | <input type="checkbox"/> Railway      |
| <input checked="" type="checkbox"/> Safety | <input type="checkbox"/> Transit            | <input type="checkbox"/> Other: _____         |                                       |

Project Description: Safety improvements along US 54 in Cole, Miller, and Camden counties.

Project Location: West of Stadium Boulevard in Jefferson City to Cecil Street in Camdenton.

Project History: \_\_\_\_\_

Project Timeline, Cost and Funding Sources:

| Project Phase        | Funding Source | Funding Agency | Agency Funding Category | Prior Years | CAMPO Fiscal Years |           |      |      |                             | Funding Source Totals |
|----------------------|----------------|----------------|-------------------------|-------------|--------------------|-----------|------|------|-----------------------------|-----------------------|
|                      |                |                |                         |             | 2017               | 2018      | 2019 | 2020 | 2021                        |                       |
| PE                   | Federal        |                | Safety                  | 0           | \$45,000           |           |      |      |                             | \$45,000              |
| PE                   | State          |                | TCOS                    |             | \$5,000            |           |      |      |                             | \$5,000               |
| PE                   | Federal        |                | Safety                  |             |                    | \$202,500 |      |      |                             | \$202,500             |
| PE                   | State          |                | TCOS                    |             |                    | \$22,500  |      |      |                             | \$22,500              |
| -                    | -              |                |                         |             |                    |           |      |      |                             |                       |
| -                    | -              |                |                         |             |                    |           |      |      |                             |                       |
| -                    | -              |                |                         |             |                    |           |      |      |                             |                       |
| -                    | -              |                |                         |             |                    |           |      |      |                             |                       |
| -                    | -              |                |                         |             |                    |           |      |      |                             |                       |
| -                    | -              |                |                         |             |                    |           |      |      |                             |                       |
| -                    | -              |                |                         |             |                    |           |      |      |                             |                       |
| -                    | -              |                |                         |             |                    |           |      |      |                             |                       |
| <b>Yearly Totals</b> |                |                |                         |             | \$50,000           | \$225,000 |      |      |                             |                       |
|                      |                |                |                         |             |                    |           |      |      | <b>Total Project Cost =</b> | \$275,000             |

Source of operating / maintenance funding for 10 years after project is completed: MoDOT

Additional Comments: Anticipated future cost is between \$5 to \$10 million.