

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, September 21, 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 August 17, 2016**
5. **Communications received**
 - A. **Communication received from Jeff Briggs regarding the Clark Avenue Roundabout**
6. **Old Business**
 - A. Draft Letters of Support Policy
Action Requested: Discussion and adoption by Resolution RS2016-10.
Staff Report: At the August 17, 2016 Board of Directors meeting, CAMPO staff proposed an amendment to the CAMPO bylaws which would develop a policy and procedure for writing letters of support that will be fair to all CAMPO member jurisdictions and reflect the priorities of CAMPO. The Board chose to address this issue at the September 21, 2016 Board of Directors meeting.
7. **New Business**
 - A. Amendment #1 to the 2017-2021 Transportation Improvement Program
TIP #2017-01: Intersection Improvements at Liberty Road. Sponsor: MoDOT
Action Requested: Conclude Public Comment Period and Approval
Staff Report: MoDOT recently changed the scope of the Route 50/Liberty Road safety improvements to include the intersection of Lisletown Road and Route 50. Because of this change in design scope, which is 0.7 miles east of Route J at Taos, this triggers a TIP amendment, as per Appendix C of the 2017-2021 TIP. The Technical Committee has reviewed the application and is forwarding it to the Board of Directors with a recommendation to approve for incorporation into the current TIP.
 - B. Draft Capital Area Pedestrian and Bicycle Plan
Action Requested: Discussion and commence 25 day public comment period.
Staff Report: Staff has been working on the Capital Area Pedestrian and Bicycle Plan since April 2015. A draft of the Capital Area Pedestrian and Bicycle Plan is available for review on the CAMPO website at http://www.jeffersoncitymo.gov/CAMPO/DRAFT_2016_bikepedplan.pdf. The Technical Committee has reviewed the draft and is forwarding it to the Board of Directors with a recommendation to approve and incorporation of the plan into the Metropolitan Transportation Plan.
8. **Other Business**
 - A. Adopt 2017 Meeting Schedule
 - B. Fast-ACT Performance Measure Update
 - C. Status of current work tasks
9. **Next Meeting Date** – Wednesday, October 19, 2016 at 12:15 p.m. in the Boone/Bancroft Room #200
10. **Adjournment**

NOTES

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.

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, September 20, 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

MINUTES

Board of Directors CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION

August 17, 2016
12:15 p.m.

BOARD MEMBERS PRESENT

Larry Benz, P.E., Cole County
Rick Hess, Holts Summit
Jeff Hoelscher, Chairman, Cole County
Ken Hussey, Jefferson City
Janice McMillan, AICP, Jefferson City
Gerry Stegeman, Designee for Mark Mehmert, Jefferson City
Britt Smith, P.E., Designee for Matt Morasch, P.E., Jefferson City
Doug Reece, St. Martins, Small Cities Representative
David Bange, P.E., Designee for Mark Schreiber, Jefferson City
Travis Koestner, P.E., Designee for David Silvester, P.E., MoDOT
Erin Wiseman, Jefferson City

BOARD MEMBERS ABSENT

Doc Kritzer, Callaway County
Larry Henry, Vice Chairman, Jefferson City

EX-OFFICIO MEMBERS ABSENT (Non-Voting)

Bruce Hackmann, Callaway County Economic Development Representative
Michael Henderson, AICP, MoDOT
Michael Latuszek, AICP, Federal Highway Administration
Jeremiah Shuler, Federal Transit Administration

CAMPO STAFF PRESENT (Non-Voting)

Alex Rotenberry, AICP, Transportation Planner
Katrina Williams, GISP, Transportation Planner
Anne Stratman, Administrative Assistant

OTHERS PRESENT

Randy Allen, Jefferson City Chamber of Commerce
Ed Siegmund, Mid-Missouri Regional Planning Commission
Mayor Carrie Tergin, City of Jefferson

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

Chairman Hoelscher called the meeting to order at 12:15 p.m. and asked Ms. Stratman to call roll. Chairman Hoelscher asked members to introduce themselves. Chairman Hoelscher welcomed new members Mr. Rick Hess, City Administrator, City of Holts Summit and Councilwoman Erin Wiseman, City of Jefferson. A quorum was present with 11 of 13 members or their designee present.

2. Public Comment

No comments were received.

3. Adoption of the agenda as printed or amended

Mr. Benz moved and Mr. Hussey seconded to adopt the agenda as printed. The motion passed unanimously.

4. Approval of the minutes from the meeting of June 15, 2016

Mr. Smith moved and Ms. Wiseman seconded to approve the minutes from the Regular Meeting of June 15, 2016 as printed. The motion passed unanimously.

5. Communications Received

- A. OneDOT pertaining to the approval of the 2017-2021 Transportation Improvement Program
- B. Notice of FY2017 Statewide Rural Transportation Alternatives Program (TAP) Call for Projects.

6. Old Business

None.

7. New Business

A. Draft Letters of Support Policy

Mr. Rotenberry explained that previously CAMPO staff has been asked to provide letters of support for projects. He stated that at times these projects fall within the CAMPO jurisdictions. Mr. Rotenberry explained that staff is proposing to amend the CAMPO Bylaws in order to develop a policy and procedure for writing letters of support that will be fair to all CAMPO member jurisdictions and reflect the priorities of the CAMPO Board of Directors. He stated that Mr. Bryan Wolford, Associate City Counselor, has reviewed and approved the proposed policy. Mr. Rotenberry explained that the Technical Committee has reviewed and forwarded the proposed amendment to the Board of Directors for their approval with a modification to include informing the Technical Committee of letters approved by the Board of Directors.

Mayor Tergin arrived at 12:25 p.m.

Ms. McMillan explained that the purpose of this policy is to clarify those projects that staff can write letters for and which projects need to come before the Board of Directors.

Mr. Hussey commented that for the sake of clarity and transparency we should wait until the next meeting to approve this proposed Bylaw amendment so that it does not look like we are making changes to our Bylaws without proper consideration.

Mr. Hess commented that since the Technical Committee recommended forwarding the proposed policy and if the Board puts this off to the next meeting you are leaving staff out there for an additional four to five weeks. He inquired of what staff can or cannot do in the interim based on the Technical Committee's recommendation.

Ms. McMillan explained that staff will follow the proposed policy. She stated that the purpose for this proposed policy is determining when staff should write letters and what project needs to be prioritized by the Board of Directors. Ms. McMillan commented that there is a need to differentiate between a support letter and an endorsement letter. She explained that projects that are competitive in nature should come before the Board of Directors.

Mr. Hess expressed his concern that continuing this matter to the September 21, 2016 meeting could create additional delays especially since the Technical Committee made the recommendation to move this forward to the Board of Directors.

Mr. Hussey commented that he would concur on regular workload activities. He explained that since we just went through a restructuring of the Memorandum of Understanding and Bylaws an additional month on a Bylaw change would be appropriate so it does not look like we are quickly changing Bylaws even with the Technical Committee's recommendation. Mr. Hussey stated that we do a pretty good job at taking action at the first meeting when it comes to specific or operational projects that have been recommended by the Technical Committee. He explained that the proposed policy is a more substantive change in the sense that it is codifying operating procedures. Mr. Hussey commented that he does not want the Board to get into a trap where there comes forth another Bylaw change in six months that is controversial. He explained that it is good practice to have a delay in case someone has an issue with whatever the change may be.

Mr. Hoelscher clarified that the Board will continue this matter to the next scheduled meeting to formally adopt it. He explained that staff will follow the proposed policy in the meantime.

Mr. Hess moved and Ms. Wiseman seconded to postpone amending Bylaw Article I, Section 6, Specific CAMPO Policies until the next regularly scheduled meeting of the Board of Directors. The motion passed unanimously.

B. Missouri Moves Cost Share Program Project Application Feedback

Ms. Williams explained that the CAMPO region submitted two projects: (1) Veterans Walk to Riverfront Park with a cost of approximately \$3.2 million with a 70.1 percent funded local match; and (2) Sidewalks on the north side of Missouri Boulevard with a cost of \$337,000 with a 50 percent funded local match.

Mayor Tergin commented that she would prefer to see the projects for the Mid Missouri area given a chance. She requested that rather than prioritize the proposed projects at this level allow the process to move forward as it would on the merit that the other projects were submitted. Mayor Tergin stated that we do not want to hurt the chance of having the benefit of two projects being selected. She explained that we would like to see both projects move forward to give both an equal chance of being evaluated.

Mr. Bange briefly explained the Missouri Boulevard sidewalk project.

Mr. Koestner explained the selection process. He stated that 16 projects were submitted from the Central District.

CAMPO Board of Directors did not prioritize the proposed projects.

C. Administrative Modification to the 2017-2021 Transportation Improvement Program (TIP)

1. TIP Project No. 2017-02: US 50 Pavement Improvements (Sponsor: MoDOT)

Mr. Rotenberry explained that after this was brought before the Technical Committee at their August 4, 2016 meeting, MoDOT changed the scope of the project thereby needing a TIP Amendment rather than an Administrative Modification. He stated that a TIP Amendment will be submitted in the near future. Mr. Rotenberry explained that this is for informational purposes only and no action is necessary at this time.

8. Other Business

A. Status of current work tasks

Chairman Hoelscher referred Board members to the memo in the meeting packet.

Ms. Williams gave an update on the Draft Capital Area Pedestrian and Bicycle Plan.

9. Next Meeting Date – Wednesday, September 21, 2016 at 12:15 p.m. in the Boone/Bancroft Room #200

10. Adjournment

Mr. Hussey moved and Mr. Benz seconded to adjourn the meeting at 12:48 p.m.

Respectfully Submitted,

Anne Stratman, Administrative Assistant

Stratman, Anne

From: Jeff Briggs <jeffbriggs63@gmail.com>
Sent: Tuesday, August 30, 2016 3:22 PM
To: Campo
Cc: Garrett Depue; Sally S. Oxenhandler
Subject: Clark Avenue overpass traffic study, roundabouts

Good afternoon,

MoDOT suggested I contact CAMPO to request consideration for improvements to the Clark Avenue overpass at Rt. 50 in Jeff City. Work is just getting underway to upgrade that bridge, and I'd hoped that access improvements (ideally roundabouts) could have been included, but they tell me there's no money for that at the moment.

So I'm asking for your consideration and help moving these improvements forward. On either side of that bridge, there are numerous access points that are outdated and dangerous. Roundabouts are the ideal solution that would greatly improve both capacity and safety. Please take a look for yourself at the location and traffic data, and I'm sure you'll agree.

Soon we'll have a nice new bridge, but terrible access to it. I'd appreciate your consideration in getting this relatively low-dollar improvement included in your future plans. If I can help in any way, please let me know.

Jeff Briggs
709 Hobbs Terrace
Jefferson City

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For more information please visit <http://www.symanteccloud.com>



Federal Transit Administration
901 Locust Street, Room 404
Kansas City, MO 64106
816-329-3920
816-329-3921 (fax)

Federal Highway Administration
3220 W. Edgewood
Jefferson City, MO 65109
573-636-7104
573-636-9283 (fax)

U.S. Department of Transportation

August 26, 2016

Mr. Patrick K. McKenna
Director
Missouri Department of Transportation
PO Box 270
Jefferson City, Missouri 65102

RE: ONE DOT Approval of CAMPO FY2017 UPWP

Dear Mr. McKenna:

ONE DOT hereby approves the Capital Area Metropolitan Planning Organization (CAMPO) FY2017 Unified Planning Work Program (UPWP), as requested by Missouri Department of Transportation (MoDOT) correspondence of August 26, 2016. This approval is based on a description of work found to adequately support FHWA and FTA-funded technical studies and grant activities.

The CAMPO Board of Directors approved this document May 18, 2016. The CAMPO FY2017 UPWP period is November 1, 2016 – October 31, 2017.

If you have questions or require additional information please contact Mr. Mike Latuszek of FHWA at (573) 638-2619, or Mr. Jeremiah Shuler of FTA at (816) 329-3940.

Mokhtee Ahmad
Regional Administrator
Federal Transit Administration

Sincerely,

For: Kevin Ward, P.E.
Division Administrator
Federal Highway Administration

Cc: Janice McMillan – CAMPO
Sonny Sanders – CAMPO
Alex Rotenberry – CAMPO

Katrina Williams – CAMPO
Steve Engelbrecht – MoDOT
Dion Knipp – MoDOT

Proposed Amendment to CAMPO Bylaws
Amends Article I by adding a new Section 6, Specific CAMPO Policies

Article I

Section 6. Specific CAMPO Policies

Section 6.1 Project Support Letters and Resolutions

This policy is intended to address the request for letters of support for transportation related projects for grant applications or other funding requests. Some letters may have a direct impact on awarding the grant and others merely a formality. This policy also addresses the process to be followed when CAMPO is asked to rank projects or participate in the determination of successful grant applications.

A. Project Verification Letter

Requests for letters that verify a transportation project is represented in a CAMPO planning document or will contribute to the achievement of a documented strategy or goal, may be fulfilled by the Executive Director, or his or her designee.

B. Non-Competitive Funding Letter

Requests for a letter of support for non-competitive funding opportunities for transportation projects that are documented in CAMPO planning documents, may be executed by the Executive Director, or his or her designee.

C. Competitive Funding Resolution

Upon learning of a competitive grant opportunity, CAMPO staff will notify member jurisdictions of the grant opportunity. Requests for letters of support for competitive funding opportunities, or which will involve CAMPO in the project prioritization or selection process, shall be forwarded to the Technical Committee (time permitting) and the Board of Directors for consideration at a regular or special meeting, with notice as specified by the Bylaws. The Board's support or prioritization shall be documented by Resolution. The Executive Director, or his or her designee, shall provide the adopted Resolution to the applicant, the funding agency, and others upon request.

D. Letter Pertaining to or Supporting Projects Not Identified in CAMPO Planning Documents

Requests for letters of support for projects not identified in CAMPO planning documents will be forwarded to the Technical Committee (time permitting) for determination of a recommendation to the Board of Directors. Upon passage of a supporting resolution by the Board of Directors, the Executive Director will draft the letter of support documenting the Board of Directors actions. The resolution will be referenced and attached to the letter of support.

E. Copies shall be provided to the Technical Committee and Board of Directors, for informational purposes.

Agenda Item 6A.1

RESOLUTION

RS2016-10

A RESOLUTION AMENDING THE CAMPO BYLAWS BY ADOPTING A LETTER OF SUPPORT AND LETTER OF RECOMMENDATION POLICY

WHEREAS, the Board of Directors of the Capital Area Metropolitan Planning Organization (CAMPO) is the Executive Body of the metropolitan planning organization designated by the Governor of the State of Missouri for the Jefferson City Urbanized Area, and responsible for carrying out the provisions of Section 134 Title 23 U.S. Code and Section 5303 Title 49 U.S. Code; and

WHEREAS, periodically, CAMPO is requested to write a letter of support for transportation related projects for grant applications or other funding requests. Some letters may have a direct impact on awarding the grant and others merely a formality. CAMPO may be asked to rank projects or participate in the determination of successful grant applications; and

WHEREAS, Staff wishes to represent the priorities of the CAMPO Board of Directors in the development of support letters and the ranking and selection of transportation grant awardees; and

WHEREAS, Staff wishes to Amend Article I by adding Section 6, Specific CAMPO Policies, to the CAMPO Bylaws in order to develop a policy for writing letters of support that will be fair to all CAMPO member jurisdictions and reflect the priorities of CAMPO; and

WHEREAS, the Technical Committee has endorsed the Bylaw Amendment and recommends approval by the Executive Committee.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Capital Area Metropolitan Planning Organization hereby approves and adopts the Letter of Support and Letter of Recommendation Policy Bylaw Amendment.

Adopted this 21st day of September, 2016.

Jeff Hoelscher, Chairman

Attest: _____
Anne Stratman, Administrative Assistant

Agenda Item 6A.2

Capital Area Metropolitan Planning Organization

2017 – 2021 New Project Application

Project Name: Rte. 50 / Liberty Road safety improvements.

Primary Project Sponsoring Organization: MoDOT

Project Contact: David Silvester

Sponsor Project Number: 5P3056

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: <small>Other: (check box, for use only if other type of project)</small> | |

Project Description: **Intersection improvements at Liberty Road in Jefferson City. Includes intersection improvements at Lisletown Road 0.7 mile east of Rte. J at Taos.**

Project Location: Rte. 50 / Liberty Road intersection at Jefferson City and Rte. 50 Lisletown Road intersection at Taos.

Project History: Project is in 2017-2021 STIP

Project Timeline, Cost and Funding Sources: Award Date Winter 2017

Project Phase	Funding Source	Funding Agency	Agency Funding Category	CAMPO Fiscal Years					Funding Source Totals	
				Prior Years	2017	2018	2019	2020		2021
PE	State	MoDOT	SAFETY	2	6					8
PE	Federal	FHWA	SAFETY	18	57					75
CON	State	MoDOT	SAFETY		44					44
CON	Federal	FHWA	SAFEYT		394					394
-	-									
-	-									
-	-									
-	-									
-	-									
-	-									
-	-									
Yearly Totals				20	501					
Total Project Cost =									521	

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

Additional Comments: **Amending this project to include improvements at Lisletown Road at Taos.**

Capital Area Metropolitan Planning Organization

Board of Directors 2017 Meeting Schedule

Following is a list of meetings scheduled for the CAMPO Board of Directors through December 31, 2017.

The Board meets the third Wednesday of the month at 12:15 p.m. in the Boone/Bancroft Room (Rm. #200), John G. Christy Municipal Building, 320 E. McCarty. (This is a change from previous years when the Board met on the fourth Wednesday of the month).

CAMPO members and the public will be notified if changes occur.

January 18, 2017
February 15, 2017
March 15, 2017
April 19, 2017
May 17, 2017
June 21, 2017
July 19, 2017
August 16, 2017
September 20, 2017
October 18, 2017
November 15, 2017
December 20, 2017

Agenda Item 8A

Capital Area Metropolitan Planning Organization



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

Memorandum

TO: CAMPO Technical Committee
FROM: Sonny Sanders, Senior Transportation Planner
DATE: September 14, 2016
SUBJECT: Status of Current Work Tasks

Major active work tasks to be discussed at the September 21, 2016 Board of Directors Meeting include:

- Travel Demand Model and List of Recommended Improvements RFQ, along with the Visioning/Goals consultant assistance RFQ. The LPA procurement process has been placed on hold until the funding agreement is in place. Staff has begun work on the updating the current land use model to support these projects.
- CAMPO has received both the PL funds and STP funds agreements for FY 2017 from MoDOT and the execution process has commenced.
- JEFFTRAN System-Wide Assessment. We are working with the preferred consultant to develop a well-defined project scope, budget and timeline.
- Staff assisted City of Jefferson Public Works with a Bicycle/Motors guide on the use of bicycle lanes.

If you have any questions prior to the meeting on these or other issues, please feel free to contact Sonny Sanders at 573-634-6439 or ssanders@jeffcitymo.org.

Agenda Item 8C