Secretarial Notes
Regional Planning Affiliation (RPA)
Technical Advisory and Policy Board Joint Meeting

Date: Thursday, May 25, 2023
Time: 9:00 a.m.
Place: ECIA, 7600 Commerce Park/Zoom

Technical Advisory Board Members Present:

☒ **Todd Kinney, (Chair)**
Engineer, Clinton County
☐ *(proxy Erin George)*

☒ **Russell Weber**
Engineer, Dubuque County
☒ *(proxy Harley Pothoff)*

☒ **Rafe Koopman**
Delaware County Engineer
☒ *(proxy Jeff Madlom)*

☒ **Todd Kinney**
Engineer, Jackson County
☒ *(proxy Don Schwenker)*

☒ **Tim Vick, (Vice-Chair)**
City of Manchester
☒ *(proxy Connie Behnken)*

☒ **Josh Boldt**
City of Maquoketa
☐ *(proxy Diane Frandsen)*

☒ **Steve Lindner**
City of DeWitt

☒ **Jason Craft**
City of Clinton
☐ *(proxy Matt Brooke)*

☒ **Gail Kuhle**
Regional Transit Authority
☐ *(proxy Stacie Scott)*

☒ **Dennis Hart**

☐ **Randy Zobrist**
Clinton MTA Riverbend Transit

☒ **Kelley Deutmeyer**
ECIA Executive Director
☐ *(proxy Holly McPherson)*

Policy Board Members Present:

☒ **Wayne Kenniker**
Dubuque County
☒ *(proxy Harley Pothoff)*

☒ **Don Schwenker**
Jackson County
☒ *(proxy Todd Kinney)*

☒ **Jeff Madlom** (vice-chair)
Delaware County
☒ *(proxy Rafe Koopman)*

☐ **Erin George**
Clinton County
☒ *(proxy Todd Kinney)*

☐ **Connie Behnken**
City of Manchester
☒ *(proxy Tim Vick)*

☒ **Steve Hasenmiller**
City of DeWitt
☒ *(proxy Steve Lindner)*

☐ **Tom Messerli**
City of Maquoketa
☒ *(proxy Josh Boldt)*

☒ **Scott Maddasion (Chair)**
City of Clinton
☒ *(proxy Jason Craft)*
☐ *(proxy Matt Brooke)*

☒ **Kelley Brown**
Small Cities, Jackson County
☐ *(proxy vacant)*

☒ **MaryAnn Knapp**
Small Cities, Dubuque County
☐ *(proxy Andy Katrichis)*

☐ **Linda Gaul**
Small Cities, Delaware County
☐ *(proxy Donna Boss)*

☒ **Andrew Kida**
Small Cities, Clinton County

☒ **Sam Shea***
IA DOT

☒ **Nin Flagel**
Transit Representative (RTA)

☒ **Kelley Deutmeyer**
ECIA Executive Director
☐ *(proxy Holly McPherson)*

Others Present: Mick Michel**,** Lisa Kotter, Matt Allender, Laura Carstens, Carla Prochaska

Staff Present:

☒ Chandra Ravada
Transportation Director

☒ Sarah Berning
Project Services Manager

☒ Dan Fox
Senior Planner

A quorum was present. *Non-Voting Advisory Member

Call to Order

The RPA Technical Advisory Board meeting was called to order by RPA Technical Advisory Board Chair, Todd Kinney at 9:01 a.m.

The RPA Policy Board meeting was called to order by RPA Policy Board Chair, Scott Maddasion at 9:01 a.m. Introductions were made at this time.

Review/Approve the Agenda for the Thursday, May 25, 2023, Technical Advisory Board and Policy Board joint meeting

Motion by Lindner, second by Vick from the RPA Technical Advisory Board to approve the agenda for the Thursday, May 25, 2023, RPA meeting. The motion passed unanimously.

Motion by Schwenker, second by Madlom from the RPA Policy Board to approve the agenda for the Thursday, May 25, 2023, RPA meeting. The motion passed unanimously.

Review/Approve the minutes and receive and file the secretarial notes from Thursday March 23, 2023, RPA Policy and Technical Advisory Board joint meeting

Motion by Lindner, second by Koopman from the RPA Technical Advisory Board to approve the minutes and receive and file the secretarial notes from Thursday March 23, 2023, RPA Technical Advisory Board meeting. The motion passed unanimously.

Motion by Behnken, second by Knapp from the RPA Policy Board to approve the minutes and receive and file the secretarial notes from Thursday March 23, 2023, RPA Policy Board meeting. The motion passed unanimously.

Review/Approve City of Cascade's request for $120,000 in Small City Surface Transportation Block Grant (STBG) funds for IA 136 improvements with IADOT

Ravada referred the board to the enclosures and introduced Lisa Kotter from the City of Cascade.

Kotter addressed the board informing them of the project. Kotter stated the project is a complete reconstruction project of the south part of Highway 136 in Cascade. The cost is approximately $2M, of which $800K the City of Cascade is responsible. Kotter stated the letting will be in January and the project will begin in the spring. Kotter asked for consideration from the RPA boards for this project.

Ravada stated the small city account has a balance of $127K.

Discussion followed.

Kinney asked about the application process the RPA has set in place and asked why we have gotten away from this process.

Ravada stated that recently projects have been so few and far between, so staff are looking to revamp that process at a later date.

Discussion followed.

Motion by Lindner, second by Boldt to recommend to the RPA 8 Policy Board approval of the City of Cascade's request for $120,000 in Small City Surface Transportation Block Grant (STBG) funds for IA 136 improvements with IADOT. The motion passed unanimously.

Motion by Knapp, second by Schwenker to approve the City of Cascade's request for $120,000 in Small City Surface Transportation Block Grant (STBG) funds for IA 136 improvements with IADOT. The motion passed unanimously.

Review/Approve City of Grand Mound's request for a scope change to extend East Street's improvements from the Union Pacific RR south to the intersection with Sunnyside Street without additional STBG funds

Ravada stated the City of Grand Mound received $250K from the RPA, although their amount for the project came in lower than what the city requested. The City of Grand Mound is requesting to expand the scope of the project so they can utilize the remaining funds on the project, instead of returning the fund back to the RPA. Ravada stated this type of change has been approved in the past.

Allendar informed the board the scope change will help the City of Grand Mound with phase II of the project, which would typically take the city 5-10 years before having enough local funds to move forward with phase II. Allendar stated phase II is updates for pavement and overlay improvements, ADA and utilities adjustments, no sewer and water.

Discussion followed.

Motion by Weber, second by Koopman to recommend to the RPA 8 Policy Board approval of the City of Grand Mound's request for a scope change to extend East Street's improvements from the Union Pacific RR south to the intersection with Sunnyside Street without additional STBG funds. The motion passed unanimously.

Motion by Flagel, second by Kenniker to approve the City of Grand Mound's request for a scope change to extend East Street's improvements from the Union Pacific RR south to the intersection with Sunnyside Street without additional STBG funds. The motion passed unanimously.

Review/Approve Final Fiscal Year (FY) 2024 RPA 8 Transportation Planning Work Program (TPWP)

Motion by Schwenker, second by Madlom to open the public hearing. The motion passed unanimously. The public hearing was opened at 9:23 a.m.

Ravada referred to the TPWP handout stating the IADOT requested to add the Safe Streets and Roads for All (SS4A) project to the TPWP. No other changes were made. Ravada requested approval from the Board so the TPWP can be submitted to the IA DOT.

Motion by Koopman, second by Boldt to recommend to the RPA 8 Policy Board approval of the Final Fiscal Year (FY) 2024 RPA 8 Transportation Planning Work Program (TPWP). The motion passed unanimously.

Motion by Hasenmiller second by Schwenker to approve the Final Fiscal Year (FY) 2024 RPA 8 Transportation Planning Work Program (TPWP). The motion passed unanimously.

Review/Approve amendments to Federal Fiscal Year (FFY) 2023-2026 RPA 8 Transportation Improvement Program (TIP)

Ravada referred to the TIP handout stating the amendments to the TIP is a change in the description of;

- In the City of Clinton, trail on 13th Street from Pershing Blvd 1.7 miles to N 14th Street, then south 930LF on N 14th Street, grade and pave.

Motion by Weber, second by Lindner to recommend to the RPA 8 Policy Board approval of the amendments to FFY 2023-2026 RPA 8 Transportation Improvement Program (TIP). The motion passed unanimously.

Motion by Madlom, second by Kenniker to approve the amendments to FFY 2023-2026 RPA 8 Transportation Improvement Program (TIP). The motion passed unanimously.

Review/Approve draft Federal Fiscal Year (FFY) 2024-2027 RPA 8 Transportation Improvement Program (TIP)

Ravada reviewed the projects of each city and county. Ravada requested the Board to review to make sure all their projects are listed in the TIP. Ravada stated the board has 30 days to review and inform staff of any changes that need to be made to the TIP.

Motion by Behnken, second by Kenniker to close the public hearing. The motion passed unanimously. The public hearing was opened at 9:31 a.m.

Motion by Boldt, second by Weber to recommend to the RPA 8 Policy Board approval of the draft FFY 2024-2027 RPA 8 Transportation Improvement Program (TIP). The motion passed unanimously.

Motion by Flagel, second by Brown to approve the draft to FFY 2024-2027 RPA 8 Transportation Improvement Program (TIP). The motion passed unanimously.

Discussion on Urban Area Boundary Adjustment

Shea stated every 10 years the federal government does a census and following that census each states local officials or designee is responsible to update the Urban Area boundaries to meet Federal-Aid highway program requirements consistent with State and local planning. Shea suggested the RPA forms a small committee, possibly the tech committee to discuss the current boundaries and look at adjusting them, if necessary. Shea stated this needs to be completed by September.

Update on Bike and Pedestrian Plan

Fox presented the bike and pedestrian plan to the board. Fox stated the purpose is to develop a plan to expand and improve the bicycle and pedestrian network as part of the regional transportation system. During this update staff reviewed related plans and federal policies, reviewed existing conditions, facilities, common challenges, lack of safety options and crash potentials at sites. Staff also gathered stakeholder and community feedback, developed a future network plan and implemented the plan. Fox also introduced an interactive project map that the community and view to see existing and future bike and ped facilities.

Comments from the public

No comments were made by the public.

Other Business and Announcements

Intern
Ravada introduced Carla Prochaska the transportation departments summer intern. Ravada informed the board that she will be working on the SS4A grant, setting up meetings and collecting data from the communities, so expect emails and phone calls from Carla.

Adjournment

Motion by Koopman, second by Weber to adjourn the Thursday, May 25, 2023, RPA Technical Advisory Board meeting. The motion passed unanimously. The meeting was adjourned at 9:54 a.m.

Motion by Schwenker second by Knapp to adjourn the Thursday, May 25, 2023, RPA Policy Board meeting. The motion passed unanimously. The meeting was adjourned at 9:54 a.m.

Respectfully,

Chandra Ravada
Transportation Director