



TECHNICAL ADVISORY COMMITTEE

Call to Order/Opening Business

1. Roll Call
2. Approval of Minutes for April 14, 2022
3. Public Comment

Presentation

1. Metropolitan Transportation Plan Update (Chapters 3-6) **(JEO)**

Action Items

1. Futures 2045 (Metropolitan Transportation Plan Update) **Carlton Scroggins**
 - a. Request approval to be posted for public comment
2. UPWP 2022 Amendment #1: Task and budget allocations adjusted (Attached) **Carlton Scroggins**
 - a. Request approval to be posted for public comment

Discussion/Non-Action Items

None

Quick Updates

1. TA Grants status: **Taylor Wolfe**
2. Bike Month Activities: **Taylor Wolfe**

Adjourn



CITY OF TOPEKA
METROPOLITAN TOPEKA PLANNING ORGANIZATION
Technical Advisory Committee (TAC)

M I N U T E S
APRIL 14, 2022

Voting Members present: (via video conference) Andy Fry (TMTA); Steve Baalman (KDOT); Randy Anderson (SNCO Planning); Carlton Scroggins (COT/MTPO); Matt Messina for Kristi Wilson (KDOT) (5)

Voting Members absent: Bill Fiander (COT Planning); Braxton Copley (COT PWks); Curt Niehaus (SNCO PWks) (3)

City Staff present: Taylor Ricketts (Planning), Kris Wagers (Planning)

Opening Business

Welcome – Mr. Fry noted that a quorum had not yet logged in so he invited Mr. Tobaben of JEO to give the MTP Update presentation that was scheduled.

Futures 2045 Metropolitan Transportation Plan (MTP) Update by JEO Consultants

Jim Tobaben presented information on the status of the plan. He stated that individual chapters will be released and TAC / Policy Board members will be able to comment online through a sort of “chat” scenario. This will allow everyone to see comments others have made. City staff will send out notifications via email when chapters are published for comment.

Following the presentation, there were enough logged in for a quorum so the meeting was officially called to order with 5 members present.

Public Comments – Taylor Wolfe; Kris Wagers

Approval of Minutes for January 13, 2022

Motion by Mr. Fry to approve, **second** by Carlton Scroggins. **APPROVED 5-0-0**

2021-2024 TIP Amendment #7

Mr. Scroggins introduced the amendment which consisted of 5 projects; 3 are administrative revisions and two require an amendment.

1. **C-5033-01:** Administrative Revision. Change in let date, and a 5% increase in cost estimates.
2. **KA-5483-02:** Administrative Revision. 5% increase in cost estimates. Guardrail Upgrade project for Overlay.
3. **KA-6393-01:** Amendment. 50% increase in total project cost (award higher than estimate). Mill & Overlay, US-24 from 550 ft. west of NW Rochester Rd. east to 1,130 ft. east of NW Rochester Rd. in Topeka (Revision)
4. **TE-0494-01:** Amendment. 26% increase in costs due to projects bids coming in higher than anticipated. Construct a 10-ft concrete shared use path along 10th St.

5. **TE-0505-03:** Administrative Revision. 5% increase in cost estimate. Topeka Bikeways North Topeka: Tyler St from Paramore St to Lyman Rd. & Waddell St from Tyler St. to Soldier Creek.

Mr. Fry asked about contributing factors in the large project cost increases for #3 and #4. Mr. Baalman explained that asphalt prices have gone up quickly, and another contributing factor is that local contractors are very busy; their schedules are getting full and this is reflected in their fees.

After all projects were presented and questions satisfactorily answered, Mr. Scroggins stated that the MTPO was seeking a recommendation that this amendment be approved for release for public comment.

Motion to approve for public comment made by Mr. Baalman; **Second** by Mr. Messina. **APPROVED** 5-0-0

May Meeting Date: Mr. Scroggins explained that staff recommend moving the May meeting to the first Tuesday rather than the second. This will allow for the required public comment time for the MTP Update so that Policy Board can approve at their May meeting. It was agreed that those present could attend so the meeting date was changed. Kris sent out updated Outlook invitations reflecting the date change from May 12 to May 5.

Complete Streets Training

Mr. Scroggins explained that training staff and possibly developers on the Complete Streets Guidelines is included as a recommendation in the document so that as staff changes we can be sure new people are aware of the guidelines. Mr. Messina added that requirements under CPG require the MPO to spend a minimum of 2.5 or 5% toward Complete Streets efforts. Once the plan is complete, funds can be spent on training, workshops, etc. Ms. Wolfe noted that the COT engineering department is quite short staffed. Hopefully they will be able to hire a traffic engineer and others soon so training will be needed at that point. It was noted that we could include consultants as participants in the training.

Mr. Fry asked that we be sure to put this on the agenda to look at again in 4-6 months.

Active Transportation Plan: Mr. Fry asked Mr. Messina about the status of the Active Transportation Plan. Mr. Messina explained that it is not complete yet, but when it is he will be happy to give a comprehensive introduction to both TAC and Policy Board.

With nothing more on the agenda, meeting adjourned at 2:53PM

Amendment #1

Policy Board Date: 5/26/22

Amendment Summary:

- 1) **Update CPG Allocations:** Change CPG allocation estimates based on actual 2021 year end balances.
- 2) **Add Blue Cross Blue Shield (BCBS) Grant Coordinator as a Consultant:** This position serves as consultant for CPG purposes and thus should have been documented as such. The Activities that staff participates in for this grant are the hours allocated in “Corridor and Special Studies, sec. 5-5”. The hours for the BCBS Grant Coordinator were also adjusted based on the fact that there was less money allocated as “rollover” from 2021 because a fifth billing was made in 2021 to accommodate making a payment to the BCBS Coordinator.
- 3) **MTP Update (Futures 2045) Consultant Costs Adjusted:** The estimated amount allocated for this consultant was adjusted based on the amount actually dispersed in 2021. The new amount displays the amount actually remaining on the contract.
- 4) **Bikeways Master Plan Phase V Consultant:** The amount of \$40,000 previous recorded for this consultant was in error. \$40,000 was intended to be the CPG portion, not the entire cost. Therefore the “total” amount was corrected to \$50,000.
- 5) **Other Staff Activity Category Adjustments:** Minor adjustments were made to other categories to more accurately reflect actual time being spent in particular categories, a process that is performed throughout the year based on changing project status.

All adjustments accounted for an overall increase of 8% to the 2022 estimated CPG Budget and an overall increase of 4% to the Total program expenditures. (Approved and Amended budget sheets are attached).

2022 UPWP Itemized Budget	UPWP#	Total MPO (CPG Eligible) Activities	Other (CPG Competitive Funds)
Program Support & Administration	1		
1.1 General Admin.		\$44,424	
1.2 Committee Support		\$22,760	
1.3 UPWP & Budget		\$19,492	
1.4 Training		\$3,607	
Direct Non-staff Charges			
TransCad Software License		\$1,200	
REMI Software License		\$8,000	
ArcMap Software License		\$1,689	
Tech. Support Group		\$6,491	
I.T. Fees		\$10,317	
Office Supplies/Printing/Advertising		\$1,820	
Staff Conference Costs /Travel		\$4,500	
MTP	2	\$28,596	
TIP	3	\$17,986	
Public Participation Plan/Title V	4	\$4,643	
Corridor and Special Studies	5		
5.1 Bikeways Activities		\$27,960	
5.2 Pedestrian Planning Activities		\$17,014	
5.3 General Studies		\$26,636	
5.4 Performance Measures		\$4,652	
5-5 BCBS Grant Planner Activities		\$7,194	
Regional ITS Architecture	6	\$2,130	
Transit Planning Activities	7	\$64,873	
Consultant Contracts			
MTP Update Consultant		\$137,434	
BCBS Grant Coordinator		\$12,625	
Bikeways Master Plan Phase V Consultant		\$50,000	
Total Costs of 2022 Program		\$526,043	

CPG & Matching Share	
Federal Funds Being Used (80%)	\$420,834
Topeka Cash (Local Match)	\$92,414
TMTA Cash (Local Match)	\$12,794
Total Expenditures	\$526,043

Estimate of available CPG funds for 2022

2022 CPG Allocation	\$302,000
2021 Supplement*	\$154,174
Total 2022 CPG:	\$456,174
2022 CPG funds programmed	\$420,834

2022 Unencumbered CPG funds **\$35,340**

*Estimated

2022 UPWP Itemized Budget		UPWP#	Total MPO (CPG Eligible) Activities	Other (CPG Competitive Funds)
Program Support & Administration				
1.1 General Admin.	1	\$42,601		
1.2 Committee Support		\$17,983		
1.3 UPWP & Budget		\$15,195		
1.4 Training		\$5,986		
Direct Non-staff Charges				
TransCad Software License		\$1,200		
REMI Software License		\$8,000		
ArcMap Software License		\$1,689		
Tech. Support Group		\$6,491		
I.T. Fees		\$10,317		
Office Supplies/Printing/Advertising		\$1,820		
Staff Conference Costs /Travel		\$4,500		
MTP				
	2	\$32,999		
TIP				
	3	\$21,353		
	4	\$6,964		
Public Participation Plan				
Corridor and Special Studies				
5.1 Bikeways Activities		\$29,744		
5.2 Pedestrian Planning Activities		\$20,851		
5.3 General Studies		\$26,636		
5.4 Performance Measures		\$4,652		
5.5 BCBS Grant Planner Activities		\$18,750		
Regional ITS Architecture				
	6	\$2,130		
Transit Planning Activities				
	7	\$64,873		
Consultant Contracts				
MTP Update Consultant		\$119,492		
Bikeways Master Plan Phase V Consultant		\$40,000		
Total Costs of 2022 Program		\$504,226		

CPG & Matching Share	
Federal Funds Being Used (80%)	\$403,381
Topeka Cash (Local Match)	\$88,051
TMTA Cash (Local Match)	\$12,794
Total Expenditures	\$504,226

Estimate of available CPG funds for 2022

2022 CPG Allocation	\$300,000
2021 Supplement	\$124,000
Total 2022 CPG:	\$424,000
2022 CPG funds programmed	\$403,381
2022 Unencumbered CPG funds	\$20,619