

### **Call to Order/Opening Business**

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- Roll Call
- Approval of Minutes for October 3, 2019
- Public Comment
- 2020 Election of Officers

### **Action Items**

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- 2019-2022 TIP Amendment #8 (Attached) Carlton
  - C-5033-01 Upgrade traffic signals with protected lefts for RR crossing and intersections with left turn bays. Located along S. Topeka Blvd. @ 57<sup>th</sup>, University, and Gary Ormsby Dr.
  - KA-5526-01 Bridge Maintenance work on Bridge #250 located at the junction of Croco Rd./I-70
  - TMTA 5339 Grant for Maintenance Equip., Operator Barriers, and Bus stops for phase 10

**Request approval to be released for public comment.**

### **Presentations**

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- None

### **Discussion/Non-Action Items**

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- Zagster Scooters/Bikes
- Healthy Lifestyles Grants BC/BS
- TAC Bylaws (Attached) Carlton

### **Quick Updates**

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- Bikeways Master Plan Update

### **Other Items/New Business**

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**ADA Notice:** For special accommodations for this event, please contact the Planning Department at 785-368-3728 at least three working days in advance.



## Call to Order/Opening Business

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- Roll Call: **Present:** Kristi Wilson, Edwin Rothrock, Carlton Scroggins, Kristi Erickson (Jason Peek)
- **Absent:** Curt Niehaus, Bill Fiander, Randy Anderson
- **Visitors:** Paul Fonudukis, Linda Ochs, Jenny Kramer
- Approval of Minutes for September 12, 2019; Kristi W. moved to accept, Edwin 2<sup>nd</sup> vote was unanimous to accept minutes.
- Public Comment, There was no comment.

## Action Items

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- 2020 UPWP Draft (Attached)

Mr. Scroggins presented the UPWP and explained that there had been discussion with KDOT for some minor corrections. He summarized the changes to the draft that had been made since the release of the draft to the TAC. Mr. Scroggins basically further defined the parameters of the categories, and explained how hours were designated to each category. The changes included reorganizing staff hours within the categories to give more time to categories that seemed to need more time attributed to them. The highlights included increasing time for TIP related work, and the activities included in the Corridor & Special Studies (Bike/Ped and Traffic modeling information gathering), and Performance Measures.

Mr. Scroggins explained that the MTPO would be revisiting the PM, and track “Safety” and the “Pavement Conditions” in-house” with possibly working with a consultant to help monitor progress towards meeting desired performance goals. Paul F. stated that the State Safety Measures were reviewed every other year, and that MPO’s had 180 days after the State’s publication of Safety measurements to review and maintain or change their “desired” performance goals.

Paul F. also suggested that it may be time to update the ITS Plan as well, maybe not a full overhaul but maybe reviewing and making sure that the current ITS Architecture is being adhered to. Mr. Scroggins agreed to check the last update year for the ITS Plan and determine if now was the time for an update.

The Transit section was also discussed, with KDOT wanting a more clear definition of the TMTA planner activities and products. Edwin agreed to make those changes and forward them to Mr. Scroggins prior to public posting of the 2020 UPWP. Mr. Scroggins also suggested that going forward TMTA submit which hours were attributed to each project as opposed to a carte-blanc salary 80/20 split. KDOT, TMTA, and MTPO decided to wait, and work together with the new TMTA CEO, to determine how this would be handle.

Mr. Scroggins asked for a motion to approve for public comment pending changes. Motion to approve made by Edwin and seconded by Kristi W. Motion passed unanimously. The UPWP will be released for public comment for a period of twenty days.



- 2019-2022 TIP Amendment #7
  - KA-4697-01 Roadway resurfacing along I-470 (Cost Decrease and Update Construction and PE dates)
  - KA-5483-01 Roadway resurfacing along K-4 Highway (New to TIP)
  - TE-0466-02: TA grant for Bikeshare expansion ph. II implementation (Project cancelled)

Mr. Scroggins presented the three TIP Amendments which were comprised in TIP Amendment #7. There were question pertaining to projects KA-4697-01 or KA-5483-01. There was a question as to the language of the TE-0466-02 being referred to as “cancelled” Kristi W. explained that this project was not canceled but rather the funding was transferred from FHWA to FTA funds because it was a more efficient method of funding given the nature of the project being divided into several small projects. Kristi W. suggested that the TE amendment be considered an administrative revision. Kristi stated that she would check and see if this project could be removed from the amendment all together.

Motion to approve made by Kristi W. and 2<sup>nd</sup> by Kristi E. Motion passed unanimously.

### **Presentations**

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- None

### **Discussion/Non-Action Items**

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- TA Grants 2021 KDOT:

Mr. Scroggins stated that two projects were being submitted for 2021 TA Grants, one be a signaling modification which Kristi E. explained to the body as being an ADA modification of downtown traffic signals.

The other was the 10<sup>th</sup> St pedestrian bridge submitted in the last round of TA grants. This project now has more supporting information and the City believes that it would be a stronger submission this time around. Mr. Scroggins stated that two other projects, one concerning sidewalks and another pertaining to a “traveling trunk of Complete Street Demo” accessories were considered, what ultimately excluded as possible TA candidates.

- Cost Share projects:

Kristi E. gave an update from a conference call on possible cost share projects and described some of the possible local projects that may be eligible candidates. None have been submitted, but she stated that the call for projects would be twice a year, in March and in October.

### **Quick Updates**

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- Bikeways Master Plan Update:


Mr. Scroggins explained that the Consultants were continuing to meet with staff and interpret and organize the public comments and survey data to produce a final draft, slated for release in early 2020.

### **Other Items/New Business**

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A discussion ensued concerning Complete Streets aspects and ways to convey to the public and other City/County officials on what CS concepts are and how they should be implemented. It was suggested by Edwin that maybe we coordinate with the Complete Street Advisory Committee and share ways in which we can get CS information out to the public.

**Meeting adjourned at 3:14pm**



TRANSPORTATION  
IN MOTION

# TIP 2019-2022 AMENDMENT

## Amendment #8 2019-2022

Policy Board Date: 1/23/20

Projects Included:

- C-5033-01: Upgrade traffic signals (New to TIP) (KDOT)
- KA-5526-01: Bridge Repairs @ I-70/Croco Rd. (New to TIP) (KDOT)
- TMTA 5339 Grant: Maintenance Equip./ Operator Barriers/Bus Stops Phase 10 (New to TIP)

Total Amount  
of all projects:  
\$3,121,750

FEDERAL	STATE	LOCAL
\$1,289,400	\$1,394,740	\$437,610

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### METROPOLITAN TOPEKA PLANNING ORGANIZATION

620 SE MADISON | TOPEKA KS  
[www.topekamtpo.org](http://www.topekamtpo.org) | 785.368.3728

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Transportation  
Improvement  
Program

**TIP**

**PROJECT DATA SHEET**

**New TIP Project**

**2019-2022 TIP**

TIP #: C-5033-01

MTPO #: 1-20-02-1

Project Type:

Roadways & Bridges

Jurisdiction: (choose  
one)

KDOT

Project:

Upgrade traffic signals with protected lefts for RR Crossing  
& intersections with left turn bays

Fiscal Year(s):

2020

Location:

Topeka Blvd. at 57<sup>th</sup>, University & Gary Ormsby

Total Project Cost:

\$1,113,800

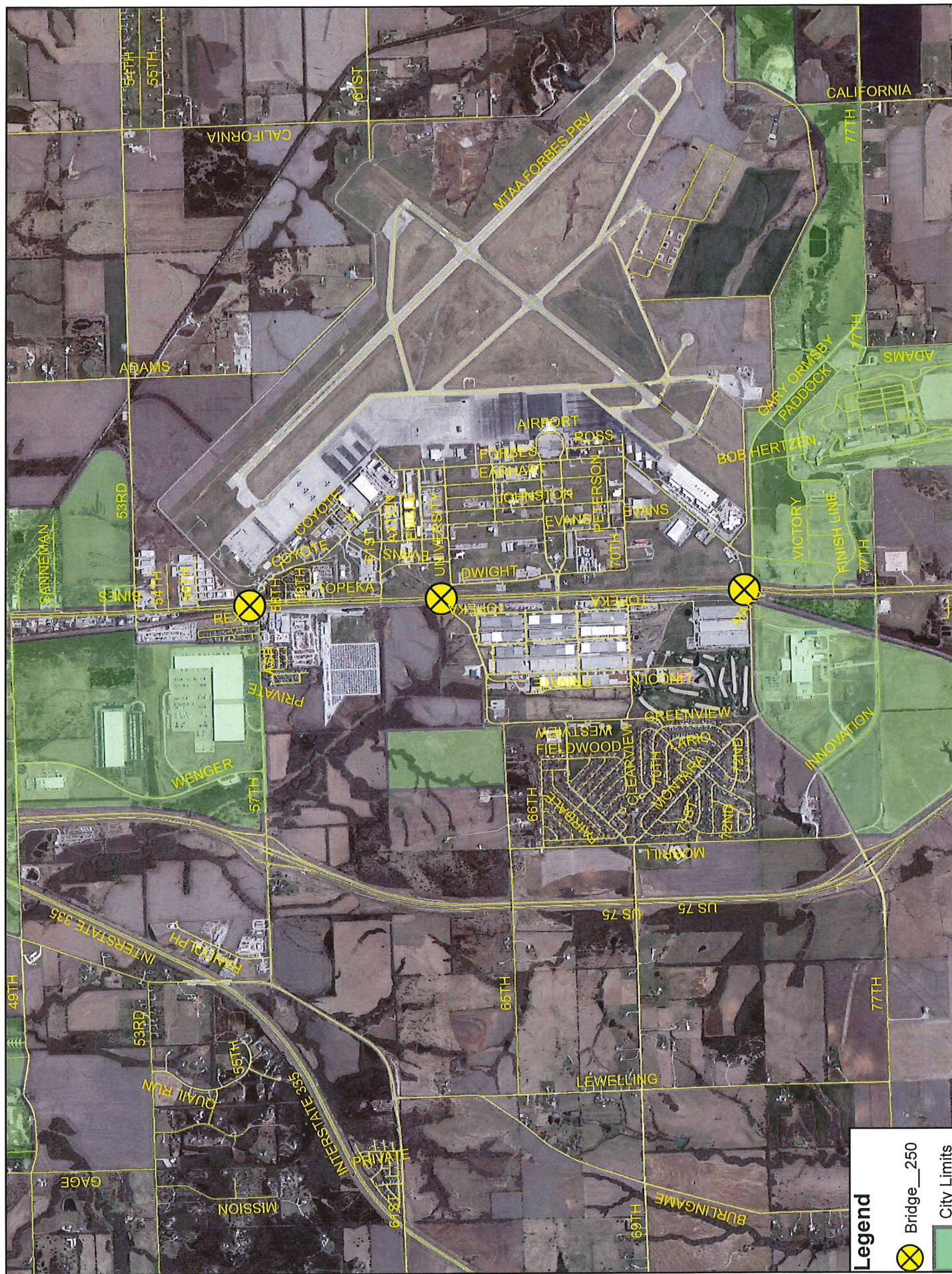
**PROJECT Description and Justification:** Program addition

**EXPENSE SUMMARY**

*Phase	Year of Obligation	Federal (\$) HSIP	State (\$)	Local (\$) County	TOTAL COST (\$)	AC?	Conver. Yr.
PE	2019	\$83,500		\$9,300	\$92,800		
Const.	2020	\$835,400		\$92,800	\$928,200		
CE	2020	\$83,500		\$9,300	\$92,800		
<b>TOTAL</b>		<b>\$1,002,400</b>		<b>\$111,400</b>	<b>\$1,113,800</b>		



# C-5033-01 Upgrade Traffic Signals on S.Topeka Blvd @ 57th,University, & Gary Ormsby





**PROJECT DATA SHEET**

**New TIP Project**      **2019-2022 TIP**  
TIP #: KA-5526-01      MTPO #: 1-20-01-3

**Project Type:**      Roadways & Bridges  
**Jurisdiction: (choose one)**      KDOT

**Project:**      Strip seal/Compression joint replacements and deck patching

**Fiscal Year(s):**      2020

**Location:**      I-70 Bridge #250 located at junction of Croco Rd./I-70

**Total Project Cost:**      \$376,900

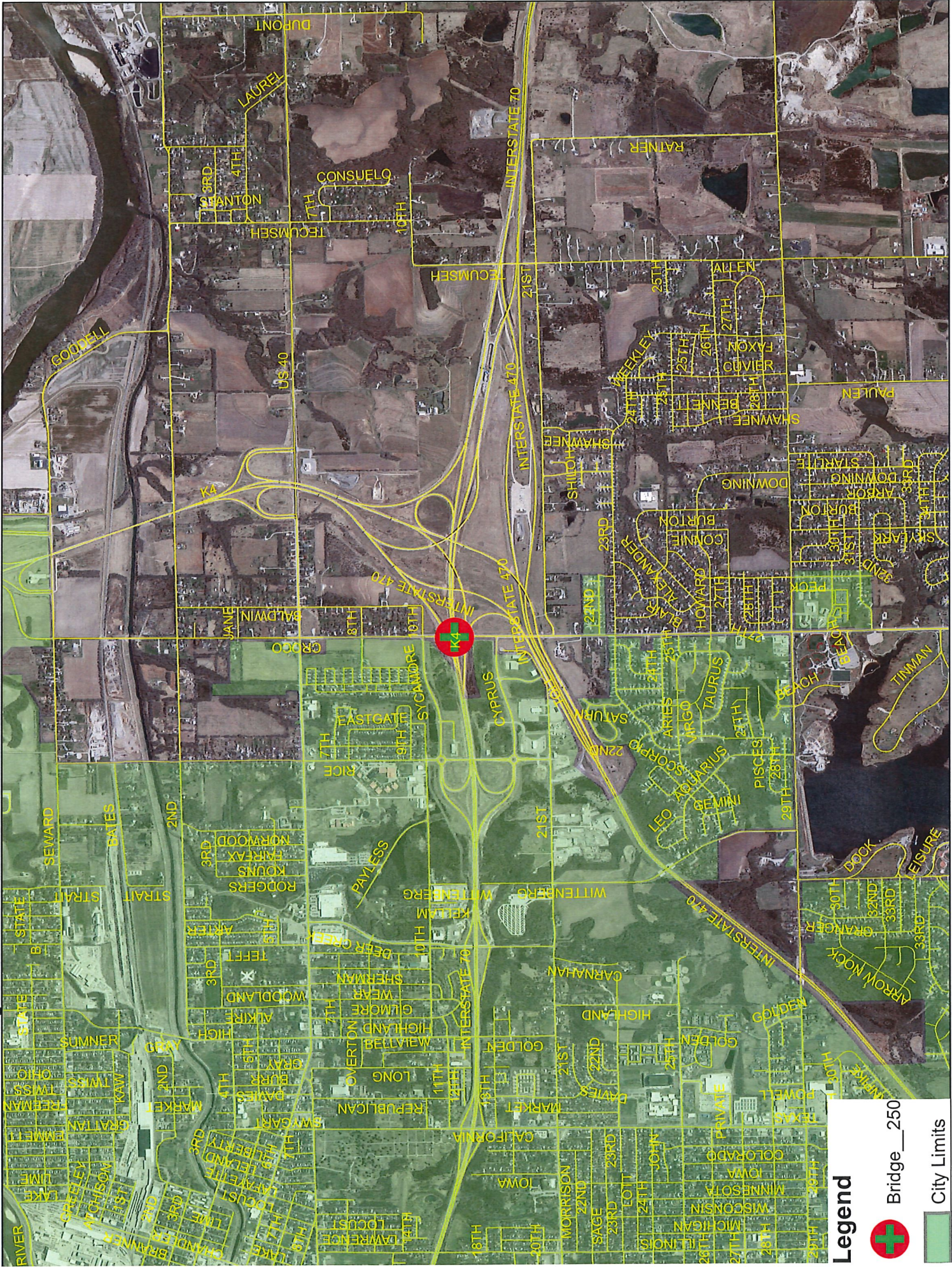
**PROJECT Description and Justification:** Program addition as requested by Debra Briant, 9/25/2019

**EXPENSE SUMMARY**

*Phase	Year of Obligation	Federal (\$) NHP	State (\$)	Local (\$)	TOTAL COST (\$)	AC?	Conver. Yr.
PE	2020		\$58,000		\$58,000		
Const.	2020		\$290,000		\$290,000		
CE	2020		\$29,000		\$29,000		
Const.		\$261,000	(\$261,000)		-	X	2021
CE		\$26,000	(\$26,000)		-	X	2021
<b>TOTAL</b>		<b>\$287,000</b>	<b>\$89,900</b>		<b>\$376,900</b>		



KA-5526-01: Bridge #250; I-70/Croco Rd. Junction: Bridge Maintenance and Deck Patching



Legend



Bridge 250



City Limits



# TMTA 5339 Grant Addition to 20192022 TIP

Juris:	TMTA
Location	Topeka

Year of Obligation:		2020	Project Type: Capital Expenditures
<u>Grant:</u>	<u>Source:</u>	<u>Cost:</u>	
5339	KDOT	\$1,304,840	<u>Comments:</u> Maintenance Equipment- \$320,100 / Operator Barriers - \$137,670 Bus Stops Phase 10 - \$1,173,280
	Mill Levy	\$326,210	
Total Project Cost:		\$1,631,050	

# **Bylaws for the Metropolitan Topeka Planning Organization (MTPO) Technical Advisory Committee (TAC)**

## **Section 1. Name**

The name of this organization, established by the Designation Agreement executed on March 3, 2004, between the City of Topeka, the Kansas Department of Transportation (KDOT) and the Topeka Metropolitan Transit Authority (TMTA), shall be the Metropolitan Topeka Planning Organization (MTPO) Technical Advisory Committee (TAC).

## **Section 2. Purpose**

In accordance with 23 USC 134 and 49 USC 5303-5306, the MTPO is charged with conducting regional transportation planning on a continual basis, in conjunction with other comprehensive planning efforts impacting the transportation system, most notably land use planning, and to do planning work in a cooperative manner with KDOT and TMTA as partners in the process.

The purpose of the TAC is to: provide analysis; foster discussions of transportation planning issues; guide and assist the MTPO staff with drafting MTPO documents; formulate and offer recommendations concerning transportation policies to the MTPO Policy Board; offer recommendations concerning project selections to the MTPO Policy Board; and, perform other transportation planning related duties as assigned by the MTPO Policy Board.

The TAC is to lead the technical process of transportation planning for the region, and the MTPO staff is to work toward completing work tasks directed by the TAC and approved in the Unified Planning Work Program (UPWP).

## **Section 3. Membership**

### **3.1 TAC Composition**

The membership of the TAC is as follows:

#### Voting Members

- a. Topeka Planning Director
- b. Topeka Public Works Director
- c. Shawnee County Planning Director
- d. Shawnee County Public Works Director
- e. One representative from KDOT as designated by the Director of Planning and Development
- f. The General Manager of the TMTA or designee
- g. Topeka Transportation Planner
- h. The KDOT Metro Engineer for Topeka
- i. Other individuals designated by the MTPO Policy Board

#### Ex-Officio (non-voting) Members

- a. The cities of Auburn, Rossville, Silver Lake, and Willard each may appoint one representative
- b. One representative from the FHWA as designated by the Kansas Division Administrator



- c. One representative from the FTA as designated by the Region 7 Administrator
- d. One representative from the KDOT Bureau of Local Projects as designated by the Director of Engineering and Design
- e. Other individuals selected by the voting membership of the TAC and approved by the MTPO Policy Board

Ex Officio members shall sit with the same rights and privileges as TAC voting members (request agenda items, participate in discussions, advise the TAC, receive meeting packets, etc.) except that non-voting members shall not have the right to present resolutions, motions or second same, or to vote upon any motions or resolutions of the TAC.

### **3.2 Member Termination**

A person's membership on the TAC shall be terminated upon the member leaving his or her position named for membership on the TAC. The "position" however will remain a viable one on the TAC and will be filled by the appointed replacement of the exiting member or as otherwise agreed upon by the TAC membership.

### **3.3 Alternates**

Each TAC member will provide the names of their alternates to the Chair and Secretary. The alternate must be a member of the same body that the TAC member represents. The alternate for voting members will retain the voting privilege.

The alternate does not assume the power of position for the person they are representing (e.g., if the Chair sends an alternate to a meeting then that alternate does not act as Chair).

## **Section 4. Officers**

The officers of the TAC shall be a Chair, Vice-Chair and Secretary.

### **4.1 Election of Chair and Vice-Chair**

The Chair and Vice-Chair shall be elected by the TAC voting membership at a regular meeting during the fourth quarter of each year. Terms for Chair and Vice-Chair shall begin January 1<sup>st</sup>. Their term of office shall be one (1) year. The Chair and Vice-Chair positions are to be filled by voting members of the TAC.

The Chair and Vice-Chair cannot represent the same government.

The same government cannot hold the Chair in consecutive years.

After these Bylaws are approved by the MTPO Policy Board, the first elected TAC Chair and Vice-Chair shall be elected for a term that runs through December 31, 2005.

In the absence of the Chair and Vice-Chair, the TAC Secretary shall call for the election of a temporary Chair. This temporary Chair shall run the meeting until either the elected Chair or Vice-Chair arrives. Upon the arrival of the Chair, or Vice Chair, the temporary Chair shall relinquish the Chair duties upon conclusion of the business item immediately before the TAC.

### **4.2 Chair**

The Chair shall preside at TAC meetings, approve TAC meeting agendas, schedule TAC

meetings, appoint sub-committees, and recommend work assignments of TAC members, and present draft documents to the MTPO Policy Board for approval.

#### **4.3 Vice-Chair**

The Vice-Chair shall serve as Chair in the absence of the Chair.

#### **4.4 Secretary**

The MTPO Policy Board Secretary (which according to the MTPO Designation Agreement is the Topeka Planning Director) shall either serve as the TAC Secretary or appoint a MTPO staff member to that position.

### **Section 5. Quorum**

A quorum of the TAC shall consist of a majority of the voting members (initially 4 of 6). The TAC shall conduct no official business in the absence of a quorum. A quorum is not lost when a member or members abstain from voting.

Should a quorum not be obtained within fifteen (15) minutes after the time appointed for the TAC meeting, the TAC has the following two options:

1. The Chair may adjourn the meeting. In that event, those members present may, by unanimous agreement, select another hour and/or day to meet.
2. Those members present may, by unanimous agreement, select to continue the meeting as an information meeting to discuss items on the agenda, but no official actions will be taken.

### **Section 6. Meetings**

#### **6.1 Regular Meetings**

The TAC shall meet in regular meetings not less than four (4) times per year. The TAC shall meet monthly on a date approved by a majority of the TAC voting members. Changes to this date must be approved by a majority of the TAC voting members. The location for regular meetings shall be as agreed to by a majority of the voting members.

Regular TAC meetings must be held at least ten (10) calendar days before the MTPO Policy Board meets in order to provide ample time to have the Policy Board consider items from the latest TAC meeting. The Chair shall request that the TAC Secretary give members notice of regular meetings not less than seven (7) calendar days prior to the meeting.

#### **6.2 Special Meetings**

Either the TAC Chair or a majority of the voting members may call Special TAC meetings. The TAC Chair shall give members notice of special meetings not less than seven (7) calendar days prior to the meeting. In the event that the caller of the special meeting wishes to cancel or change the meeting time, notice of such cancellation or change shall be made as soon as practical.

#### **6.3 Meeting Locations**



All TAC meetings will be held at accessible locations.

#### **6.4 Voting Requirements**

Each TAC voting member shall have one vote. In the absence of a regular TAC voting member, the designated alternate shall have the voting power. Members or their alternates must be physically present at the meeting to vote unless the Chair allows a phone/computer connection to stand in place of their physical attendance. Proxy voting is not allowed at TAC meetings.

#### **6.5 Agendas**

##### Regular TAC Meetings

There shall be an official agenda for every regular meeting of the TAC, which shall determine the order of business conducted at the meeting. The MTPO staff shall draft a meeting agenda. The draft agenda will be presented to the Chair for review, possible revision and approval. Upon TAC Chair approval the agenda will be distributed to TAC members. Meeting agendas sent to TAC members will be accompanied by appropriate materials (e.g., staff reports, draft documents, etc.). Regular meeting agendas shall be distributed to TAC members at least seven (7) calendar days in advance of the meeting. Upon delivery of the agenda to TAC members the agenda shall be available for public inspection at the MTPO office and posted on the web site as soon as possible.

##### Special Meetings

Special TAC Meeting agendas are restricted to the business designated in the call for the meeting.

#### **6.6 Record of Proceedings**

All actions of the TAC shall be by approval of draft resolutions, draft documents, or motions. Since the TAC is an advisory committee of the MTPO Policy Board, which is the MPO for the Topeka Area, actions by the TAC to approve items will constitute official technical committee recommendations to the MPO. The TAC is charged with providing the best possible professional recommendations on MPO matters to the MTPO Policy Board. All approvals of items by the TAC shall be noted by the TAC Secretary and placed in the meeting minutes kept in the MTPO files.

At all TAC meetings the Secretary shall record a roll of members present, take brief summary notes of the proceedings, and create a record of votes taken to approve items. After the TAC meetings the Secretary shall draft meeting minutes. Once drafted by the Secretary the draft minutes shall be reviewed by the Chair and placed on the agenda for approval at an upcoming meeting. Minutes shall be reviewed by all TAC members and approved by a 2/3 vote of the voting members. Once approved the minutes are to be distributed to TAC members and posted on the MTPO's web site by the Secretary.

The Secretary will prepare TAC approved items for submission to the MTPO Policy Board and deliver those items to the TAC Chair for presentation to the MTPO Policy Board.

#### **6.7 Parliamentary Authority**

The TAC shall establish parliamentary rules for the conduct of TAC meetings by a two-

thirds vote of the voting members.

#### **6.8 Open Meetings**

All meetings of the TAC shall be open to the public.

#### **6.9 Conflict of Interest**

No member of the TAC shall participate in, discuss or vote on a matter in which he or she has a substantial interest as defined by K.S.A. 74-4301 et seq. Should any member have such a substantial interest on a matter coming before the TAC, the Chair shall declare an abstention for each affected member for that item on the agenda.

### **Section 7. Staff Support**

As described in the Designation Agreement the Topeka Planning Department shall provide staff to the MTPO for the completion of work task as outlined in the annual Unified Planning Work Program (UPWP). MTPO staff will also work with the TAC members to complete the work tasks described in the UPWP.

### **Section 8. Amendments to the TAC Bylaws**

These bylaws may be amended by a two-thirds vote of the TAC voting membership at any regular meeting, provided that the members have been notified in writing of the proposed change at least seven (7) calendar days in advance and the proposed amendment has been placed on the agenda. The TAC Chair shall propose amendments to these bylaws whenever changes are made to the MTPO Designation Agreement that make a Bylaws change necessary to avoid conflicts and/or confusion between the TAC Bylaws and MTPO Designation Agreement. All amendments to these Bylaws shall be recorded by date and incorporated into the official master copy of these Bylaws filed at the MTPO office. Copies of new revised Bylaws shall be delivered to TAC members (both voting and non-voting) at the next regular TAC meeting following the approval of amendments.