

Bill Albright
Transportation Manager

Troy Ebbert
Transportation Coordinator



Kingsport MTPO
201 West Market St
Kingsport, TN 37660
MTPO@KingsportTn.gov
423.224.2670

MEMORANDUM

To: Kingsport MTPO Executive Board
From: Troy Ebbert, Transportation Planning Coordinator
Date: April 7, 2014
Subject: MTPO Executive Board Meeting

Please find the agenda for the next Kingsport MTPO Executive Board meeting scheduled for **April 17, 2014 at 9:00 AM (ET) in the Bob Clear Conference Room, 1st Floor Improvement Building, 201 West Market Street, (downtown) Kingsport, Tennessee.**

In addition to the public comments, project updates and general information items

There are three actions Items:

- **Amendment to the UPWP**
- **Review of adjusted urbanized and planning boundaries.**
- **Minutes**
- **TIP Amendment , update to the Virginia TIP**

Two Discussion Items:

- **Proposed By-Law Amendment**
- **TIP project for a Bike/Ped improvements**

If you are unable to attend, you may designate a proxy in writing to represent you. A sample proxy letter is enclosed. The minutes from the last Executive Board meeting are also enclosed.



Agenda

Kingsport MTPO Executive Board
April 17, 2014 at 9:00 AM (ET)
Improvement Building – Bob Clear Conference Room
201 W. Market St, Kingsport, TN 37660

1. Executive Board Welcome

2. Approval of Minutes from December, 19 2013 Meeting:

Action Possible Action Discussion Information

3. Public Comment on Agenda Items

Action Possible Action Discussion Information

Those wishing to make a comment pertaining to any of the agenda items may do so at this time with a five-minute time limitation. Comments not pertaining to a specific agenda item will be heard during the end of the meeting in the Public Hearing section.

4. Review the current by-laws of the Executive Board and consider the replacing the Local Planning Assistance Office with the First Tennessee Development District Local Planning Office.

Action Possible Action Discussion Information

Presenter: Troy Ebbert

Item Summary: The Executive Board consists of six members that represent our planning region; unfortunately Washington County has no representation at this time. The State Local Planning Office filled this role in until the office was closed. The responsibilities of local community planning were assumed up by the First Tennessee Development District and are now under supervision of Chris Craig. If approved, staff will send the official request to the FTDD, and begin amending the bylaws for approval during the next MTPO meeting. The FTDD can also serve as a at-large for all members within the jurisdiction of the Kingsport MTPO.

Recommendation: Make an official request to Susan Reid, Executive Director of the FTDD for the Planning Director to serve as an Executive Board member.

5. UPWP Amendment

Presenter: Bill Albright

Item Summary: FY '14 -'15 Unified Planning Work Program – Funding Change (Correction)

Action Possible Action Discussion Information

Presenter: Bill Albright

Item Summary:

At a previous meeting the Executive Board approved the Tennessee (and final) version of the FY 2014-2015 Unified Planning Work Program. A Virginia version was also presented and approved by the Board earlier in the summer. Within the Tennessee version the budget figures were established for both fiscal years 2014 and 2015 and included a summary of total federal PL (“Planning”) Funds as well as a distribution of these funds by sub-task. However, an error in the documentation of the Tennessee numbers occurred when the approved UPWP was published. The original base amount allocated was \$202,306 and was listed in the UPWP budget tables. The figure did not include the carryover requested by the MTPO Staff of \$22,152. The carryover was, however, included in the actual approved contract for PL funds from TDOT, which totaled \$224,458. As a result changes and/or corrections to the UPWP budget tables are needed in order to match the contract amount. This is amendment # 1 to the UPWP and tables

Recommendation: Approve the change to the UPWP budget tables to reflect inclusion of the carryover amount and the subsequent correct total of Tennessee PL funds of \$224,458 (along with corrected matching funds).

6. Adoption of the adjusted urbanized area and planning area from the 2010 census for Virginia and Tennessee.

Action Possible Action Discussion Information

Presenter: Troy Ebbert

Item Summary: The urbanized area has grown with the 2010 census numbers. Because the UZA boundary is based on census boundaries we are permitted to “smooth” or adjust the boundaries. Additionally The Metropolitan Planning Area is required to encompass the entire UZA and traffic generators

Recommendation: Approve the resolutions for both Tennessee and Virginia.

7. Virginia TIP Amendment

Action Possible Action Discussion Information

Presenter: Donnie Necessary

Item Summary: Virginia has updated several projects and groupings in their STIP and requested we adopt changes in our TIP.

Recommendation: Approve the Resolution for the TIP Amendment

8. Island Road TIP Adjustment

Action Possible Action Discussion Information

Presenter: Troy Ebbert

Item Summary: This project was previously added to the TIP. The adjustment is a result of a change in the funding source to make this project 100% federal/state funding.

Recommendation: This adjustment has already been submitted to TDOT.

9. Wilcox Drive TIP Adjustment

Action Possible Action Discussion Information

Presenter: Troy Ebbert

Item Summary: This adjustment is a result of a change in the funding source to make this project 100% federal/state. Because of the location on a state route the 20% local match for the sidewalk project will be provided by the state.

Recommendation: This adjustment has already been submitted to TDOT.

10. TIP amendment Bike Funding project

Action Possible Action Discussion Information

Presenter: Bill Albright

Item Summary: Staff is working with TDOT to establish a project page in the TIP. The project will be used to implement the recommended improvements from the Metro Area Bikeway Plan.

Recommendation: N/A

11. Staff Reports - Projects, Initiatives

Action Possible Action Discussion Information

Presenter: Staff

- State Route 93 – safety improvements
- State Route 126 – progress
- Interstate 81 / Interstate 26 Interchange improvements – study
- Closed-Loop Signal System – upgrades/expansion
- Stone Drive – Netherland Inn Road “Connector” – TPR
- Virginia – Yuma Road improvements
- Virginia – State Route 224 (Wadlow Gap Road) – funding/progress
- Transit Systems – update
- Bicycle/Pedestrian – update
- Proposed Signalization – locations/studies
- Transportation Alternatives – project updates
- Freight Committee Update

12. Schedule Next Meeting

Action Possible Action Discussion Information

Presenter: Bill Albright

Item Summary: Staff updating the UPWP at the request of TDOT, they have requested to have it approved before June.

Recommendation: To schedule a meeting in the last two weeks of May.

13. Public Comment

Action Possible Action Discussion Information

Members of the public may address the Executive Board with issues related to the region’s transportation system. There is a five-minute time limitation per individual and/or topic

14. Meeting Adjournment

Sample Proxy Letter

(Date)

I, _____, of _____

(Name)

(Agency)

Hereby designate _____ to vote as my proxy

(Name of Proxy)

during the _____ meeting of the Kingsport MPO Executive

(Meeting Date)

Board.

**KINGSPORT URBAN AREA
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
Meeting Minutes for December 19, 2013**

**Bob Clear Conference Room 9:00 A.M.
201 W. Market Street, Kingsport, TN**

Members Present:

Jimmy Adkins, John Campbell, Donny Necessary, Jack Qualls, Ambre Torbett

Absent:

Larry Frost

Staff Present:

Bill Albright, Chris Campbell, Susan Doran, Troy Ebbert, Jeff Fleming, Corey Shepherd

Visitors Present:

Chris Craig – 1st TN Development District – RPO
Calvin Clifton – Mattern and Craig
Matthew Cox - VDOT
Randy Dodson – Mattern and Craig
Greg Jones – Town of Gate City

Recorder: Susan Doran

- I. **Call to Order:** John Campbell called the meeting to order.
- II. **Approval of Minutes:** The minutes of the August 15, 2013 meeting were reviewed. No corrections and/or additions were suggested. A motion was made by Jimmy Adkins to approve the minutes and was seconded by Jack Qualls. The motion carried unanimously.
- III. **Public Comment:** John Campbell opened the floor for public comments. No comments.
- IV. **New Business:**
 - A. Review and Approve the Kingsport MTPO 2014-2017 Transportation Improvement Program. Presented by Bill Albright. The FY 2014-2017 Transportation Improvement Program (TIP) was presented for approval. The FY 2014-2017 TIP has been issued to State and Federal agencies for their review and following adjustments and additions generated from comments and recommendations, the final version is ready for adoption. The TIP includes MTPO-based projects, TDOT based-projects, and VDOT based-projects that already have a variety of scope and funding sources. It is also fiscally constrained, meaning total amount of dollars programmed for all projects do not exceed the available funding. A motion was made by Jack Qualls to approve the Kingsport MTPO 2014-2017 Transportation Improvement Program (TIP) and was seconded by Ambre Torbett. The motion carried unanimously.
 - B. Memorandum of Agreement – For Amendments and Adjustments to the FY 2014-2017 Transportation Improvement Program (TIP). Presented by Bill Albright. Adjustments and amendments will be made to the current TIP projects occasionally. These may include, but are not limited to, shifting of funds from one project to another or from one phase to another, change in scope, change in phasing for specific fiscal years, adding entirely new projects or

deleting existing ones. The authorization for MTPO staff to make and/or present these changes to Tennessee projects in the TIP is established initially through a Memorandum of Agreement (MOA) between TDOT and the Kingsport MTPO. An adjustment does not require Executive Board action but an amendment does. Approval of the MOA by the Executive Board is necessary in order for any of these changes to be made. A motion was made by Ambre Torbett to approve the Memorandum of Agreement for Amendments and Adjustments to the FY 2014-2017 Transportation Improvement Program (TIP) and was seconded by Donny Necessary. The motion carried unanimously.

- C. Authorization for New TIP Project – Signalization of Intersection of State Route 126 at Island Road. Presented by Bill Albright. Commercial development is increasing in the area around the intersection of State Route 126 and Island Road. With this increased development comes increased traffic. A traffic impact study has been completed for this new development and a signal, along with left turn lanes and other geometric improvements, have been recommended for the intersection. The study has been reviewed by TDOT's Region I Offices, who have subsequently affirmed the recommendation for a signal at this location. As part of their contribution to the project the shopping center and land developer has offered to pay 50% of the cost of the signal and any other associated costs. The City of Kingsport has requested the MTPO provide the other 50% through the use of local STP dollars available from the current balance of funds. The cost estimate, which is for design/engineering and construction, is \$360,000 (right-of-way will not be needed). The City is asking for \$165,000 in local STP dollars (matched by \$15,000 of TDOT funds) and the developer will provide the remaining \$180,000. A motion was made by Ambre Torbett to approve the request from the City of Kingsport for local STP funding to cover a portion of the expenses for development of a new traffic signal and accompanying geometric improvements at the intersection of State Route 126 with Island Road and was seconded by Donny Necessary. The motion carried unanimously.
- D. FY 14-15 Unified Planning Work Program – Funding Change (Correction). Presented by Bill Albright. At the last meeting the Executive Board approved the FY 2014-2015 Unified Planning Work Program. Within the Tennessee version the budget figures were established for both fiscal year 2014 and 2015 and included a summary of total Federal Planning funds as well as a distribution of these funds by sub-task. However, an error in the documentation of the Tennessee numbers occurred when the approved UPWP was published. The original base amount allocated was \$202,306 and was listed in the UPWP budget tables. The figure did not include the carryover requested by the MTPO Staff of \$22,152. The carryover was included in the actual approved contract for planning funds from TDOT, which totaled \$224,458. As a result, changes and/or corrections to the UPWP budget tables are needed in order to match the contract amount. It was determined by the Executive Board that a motion was not needed for this change since the final version of the UPWP had previously been approved and this was only a funding change to the approved version.
- E. Annual Prioritization of Projects (Tennessee / TDOT). Presented by Bill Albright. Annually, the Tennessee Department of Transportation requests the MTPO's across the state to submit a list of prioritized projects for their area that are approved by the Executive Board. A list was developed and approved last year by the Kingsport MTPO Executive Board. Typically, these projects are long-range in nature and take several years to develop. As a result, the priority list does not change much from year to year. The list presented this year for Executive Board approval is basically the same as last year. It was noted by staff to remove the cost estimate for Project #7. A motion was made by Donny Necessary to approve the Annual Prioritization of Projects list and was seconded by Jimmy Adkins. The motion carried unanimously.

F. Annual List of Obligated Projects. Presented by Bill Albright. The MTPO is required to publish and make available an annual list of Obligated Projects that are found within the Tennessee portion of the MTPO area. Obligated projects are those that have been approved by TDOT and the Federal Highway Administration or the Federal Transit Administration, are under contract for development, and have had funds released for project implementation and expenditure. A motion was made by Ambre Torbett to approve the Annual List of Obligated Projects and was seconded by Jack Qualls. The motion carried unanimously.

V. **STAFF REPORTS:**

TDOT Multi-Modal Access Fund Grant – This grant application includes transit, bicycles, pedestrians and how it would be linked in with neighborhoods, etc. Total grant application is 30 pages. Two locations being submitted for this grant are Market Street and Commerce Street and New Street and Commerce Street. If you would like to see the grant application in more detail please contact MTPO staff. The deadline to submit this grant application is Friday, December 20th. The grant application is being submitted today.

Transit – Chris Campbell provided updates for Transit. Please see Attachment 1 of meeting minutes.

SR224 – Work on SR224 continues. The curb widening advertisement went out for bid last month. Street safety improvements along SR224 will go to construction in the spring.

Proposed Signalization – The signal location will be at the off ramp at Airport Parkway and SR75 and it has been bid. An install date is expected this winter.

Closed-Loop Signal System – The Closed-Loop Signal software has been advertised. This software will upgrade the city-wide signal software.

SR126 Signal at Carolina Pottery – Final utility plans will be submitted soon.

TDOT Updates – Steve Allen, Project Planning, is now reporting to Paul Degges. Traffic Data, HPMS and RPO's are now reporting to Long Range Planning.

Safety Audits and Corridor Safety Studies – Requested a safety audit study to TDOT for portions of Bloomingdale to Stone Drive. MTPO received a request from the Mount Carmel Mayor for a safety audit study on Hammond Avenue.

VI. **PUBLIC HEARING:** John Campbell invited those attending to make comments or ask questions about any and all agenda items, transportation planning issues, activities, and/or projects that pertain to the Kingsport Area Metropolitan Transportation Planning Organization.

VII. **ADJOURNMENT:** There being no other business the meeting was adjourned.

KATS updates:

- Ridership: Record year overall +7% increase,
Fixed route \approx 150,000 paratransit \approx 12,000
total 162,000

- DAR-05; started in Oct w/ marketing kickoff in Nov
new service

- Transit Center Feasibility study:

- Reduced fares: added veterans discount for bus;
reduced zone charges for ADA zone 2+3 was \$6+8
now \$4+5; DAR 05 \$3, 4, +5

- Installed new shelter @ downtown Food City;

- Future Allocations: TDOT looking to change allocation formula
over the next few yrs, potential 50% reduction over the
next 6 yrs; working w/ tri-cities + TPTA to alter
formula; change would require locals + increase local match
operations going up incrementally, capital needs are:

FY 15 (3) buses / FY 16 (3) buses (3) vans (1) staff vehicle /
FY 17 (3) vans / FY 18 (4) buses (3) vans / FY 19 (3) buses (1) ^{staff} vehicle
FY 20 (1) bus - Total: 6 years = 14 buses / 11 vans / 2 ^{staff} vehicles

- City Manager Retirement:

Sample Proxy Letter

(Date)

I, _____, of _____
(Name) (Agency)

Hereby designate _____ to vote as my proxy
(Name of Proxy)

during the _____ meeting of the Kingsport MPO Executive
(Meeting Date)

Board.