

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

**Date:** Thursday, June 27, 2019  
**Time:** 9:00 a.m.  
**Place:** ECIA, 7600 Commerce Park, Dubuque, Iowa 52002

**Technical Advisory Board Members Present:**

<input checked="" type="checkbox"/> Todd Kinney, (Chair)** <i>Engineer, Clinton County</i> <i>(proxy Tom Determann)</i>	<input checked="" type="checkbox"/> Anthony Bardgett <i>Engineer, Dubuque County</i> <i>(proxy Ann McDonough)</i>	<input checked="" type="checkbox"/> Anthony Bardgett <i>Delaware County Engineer</i> <i>(proxy Jeff Madlom)</i>
<input checked="" type="checkbox"/> Clark Schloz <i>Engineer, Jackson County</i> <i>(proxy Jack Willey)</i>	<input checked="" type="checkbox"/> Tim Vick, (Vice-Chair) <i>City of Manchester</i> <i>(proxy Milt Kramer)</i>	<input checked="" type="checkbox"/> Gerald Smith <i>City of Maquoketa</i> <i>(proxy Diane Frandsen)</i>
<input checked="" type="checkbox"/> Steve Lindner <i>City of DeWitt</i>	<input type="checkbox"/> Jason Craft <i>City of Clinton</i> <i>(proxy Jacob Coupee)</i>	<input type="checkbox"/> Vacant <i>Regional Transit Authority</i> <i>(RTA)</i>
<input type="checkbox"/> Dennis Hart <i>Clinton MTA</i>	<input type="checkbox"/> Randy Zobrist <i>Riverbend Transit</i>	<input type="checkbox"/> Kelley Deutmeyer <i>ECIA Executive Director</i>

**Policy Board Members Present:**

<input type="checkbox"/> Jay Wickham <i>Dubuque County</i> <i>(proxy Dave Baker)</i>	<input checked="" type="checkbox"/> Jack Willey** <i>Jackson County</i> <i>(proxy Clark Schloz)</i>	<input checked="" type="checkbox"/> Jeff Madlom <i>Delaware County</i> <i>(proxy Anthony Bardgett)</i>
<input checked="" type="checkbox"/> Tom Determann <i>Clinton County</i> <i>(proxy Todd Kinney)</i>	<input checked="" type="checkbox"/> Milt Kramer, (Vice-Chair) <i>City of Manchester</i> <i>(proxy Tim Vick)</i>	<input checked="" type="checkbox"/> Don Thiltgen, (Chair) <i>City of DeWitt</i> <i>(proxy Steve Lindner)</i>
<input checked="" type="checkbox"/> Don Schwenker** <i>City of Maquoketa</i> <i>(proxy Gerald Smith)</i> <i>(proxy Diane Frandsen)</i>	<input checked="" type="checkbox"/> Mark Vulich** <i>City of Clinton</i> <i>(proxy Jason Craft)</i> <i>(proxy Bill Schemers)</i>	<input checked="" type="checkbox"/> Dave Heiar <i>Small Cities, Jackson County</i> <i>(proxy Nic Hockenberry)</i>
<input checked="" type="checkbox"/> Mick Michel <i>Small Cities, Dubuque County</i>	<input checked="" type="checkbox"/> Linda Gaul** <i>Small Cities, Delaware County</i> <i>(proxy Donna Boss)</i>	<input checked="" type="checkbox"/> Andrew Kida <i>Small Cities, Clinton County</i>
<input checked="" type="checkbox"/> Sam Shea* <i>IA DOT</i>	<input checked="" type="checkbox"/> Shirley Helmrichs <i>Transit Representative (RTA)</i>	<input type="checkbox"/> Kelley Deutmeyer <i>ECIA Executive Director</i>

**Others Present:** Elise Bergan, City of Edgewood; Brian Wagner, City of Tipton

**Staff Present:**

<input checked="" type="checkbox"/> Chandra Ravada <i>Transportation Director</i>	<input checked="" type="checkbox"/> Sarah Berning <i>Project Services Manager</i>	<input checked="" type="checkbox"/> Dan Fox <i>Senior Planner</i>
--------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------	----------------------------------------------------------------------

A quorum was present. \*Non-Voting Advisory Member \*\*Voting Member by Proxy \*\*\* Voting by phone

## **Call to Order**

The RPA Technical Advisory Board meeting was called to order by RPA Technical Advisory Board Vice-chair, Tim Vick at 9:00 a.m.

The RPA Policy Board meeting was called to order by RPA Policy Board Chair, Don Thiltgen at 9:00 a.m. Introductions were made at this time.

## **Review/Approve the Agenda for the Thursday, June 27, 2019 Technical Advisory Board and Policy Board joint meeting**

Motion by Schloz, second by Bardgett from the RPA Technical Advisory Board to approve the agenda for the Thursday, June 27, 2019 RPA meeting. The motion passed unanimously.

Motion by Kramer, second by Boss from the RPA Policy Board to approve the agenda for the Thursday, June 27, 2019 RPA meeting. The motion passed unanimously.

## **Review/Approve the minutes and receive and file the secretarial notes from Thursday May 23, 2019 RPA Technical Advisory Board and Policy Board meeting**

Motion by Lindner, second by Schloz from the RPA Technical Advisory Board to approve the minutes and receive and file the secretarial notes from the Thursday May 23, 2019 RPA Technical Advisory Board meeting. The motion passed unanimously.

Motion by Kida, second by Madlom from the RPA Policy Board to approve the minutes and receive and file the secretarial notes from the Thursday May 23, 2019 RPA Policy Board meeting. The motion passed unanimously.

## **Review/Approve Final to FFY 2020-2023 RPA 8 Transportation Improvement Program (TIP)**

Motion by Kramer, second by Heiar to open the public hearing. The motion passed unanimously. The public hearing was opened at 9:03 a.m.

Ravada referred to the TIP handout confirming all projects and changes have been added to the TIP, including all STBG and swap fund projects. Ravada stated the RPA is within the budget with a positive amount of 3 million dollars, for future years. Ravada requested an approval for the TIP to be sent to the IADOT.

Motion by Heiar, second by Boss to close the public hearing. The motion passed unanimously. The public hearing was closed at 9:05 a.m.

Motion by Schloz, second by Bardgett to recommend to the RPA Policy Board approval of the Final to FFY 2020-2023 RPA 8 Transportation Improvement Program (TIP). The motion passed unanimously.

Motion by Kida, second by Heiar to approve the Final to FFY 2020-2023 RPA 8 Transportation Improvement Program (TIP). The motion passed unanimously.

**Review/Approve City of Sabula request for \$30,000 in Small City Surface Transportation Block Grant (STBG) funds for US 52 improvements with IADOT**

Ravada started by apologizing to the Board stating this project is coming before them due to a mistake Ravada made with the amount of funding the City of Sabula requested. Due to this mistake the IADOT informed Ravada this project was closed and therefore the sub-committee to review small city grants did not review the City of Sabula's grant. Ravada requested the Board not to penalize Sabula for the mistake made by staff.

Heiar asked if the funding was available for the City of Sabula's project.

Ravada stated currently within small city funds there is a balance of \$6,000. Ravada is requesting \$24,000 from 2024 funds to be utilized on this project.

Smith asked if this will reduce funds for small city's next year.

Ravada stated pending on Board's approval amount for small city funds, which in the past has been \$75,000. Funding the City of Sabula's project could reduce small city funding next year by \$5,000.

Discussion followed.

Motion by Smith, second by Lindner to recommend to the RPA Policy Board approval of the City of Sabula request for \$30,000 in Small City Surface Transportation Block Grant (STBG) funds for US 52 improvements with IADOT. The motion passed unanimously.

Motion by Michel, second by Kida to approve the City of Sabula request for \$30,000 in Small City Surface Transportation Block Grant (STBG) funds for US 52 improvements with IADOT. The motion passed unanimously.

**Comments from the public**

There was no public present or written comments received.

## **Other Business and Announcements**

Ravada stated at the last Board meeting it was requested to have electronic media available. Therefore, moving forward, there will be electronic media available to Board members to utilize.

## **Adjournment**

Motion by Schloz, second by Bardgett to adjourn the Thursday, June 27, 2019 RPA Technical Advisory Board meeting. The motion passed unanimously. The meeting adjourned at 9:13 a.m.

Motion by Heiar, second by Boss to adjourn the Thursday, June 27, 2019 RPA Policy Board meeting. The motion passed unanimously. The meeting adjourned at 9:13 a.m.

Respectfully,

Chandra Ravada  
Transportation Director