

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

Date: Tuesday November 18, 2025
Time: 1:00 p.m.
Place: Zoom

Technical Advisory Board Members Present:

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

☒ **Jayden Scheckel**
Engineer, Jackson County
☒ (proxy Don Schwenker)

☒ **Steve Lindner**
City of DeWitt

☒ **Dennis Hart**

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

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

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

☐ **Sherli Childers**
Clinton MTA Riverbend Transit

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

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

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

☒ **Mae Hingtgen**
ECIA Executive Director
☐ (proxy Holly McPherson)

Policy Board Members Present:

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

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

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

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

☒ **Hector Torres-Cacho***
IA DOT

☒ **Don Schwenker**
Jackson County
☒ (proxy Jayden Scheckel)

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

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

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

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

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

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

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

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

☒ **Mae Hingtgen**
ECIA Executive Director
☐ (proxy Holly McPherson)

Others Present: Mick Michel

Staff Present:

☒ Chandra Ravada
Transportation Director

☐ Sarah Berning
Project Services Manager

☒ Dan Fox
Senior Planner

☒ Jack Studier
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 1:04 p.m.

The RPA Policy Board meeting was called to order by RPA Policy Board Member, Nin Flagel at 1:04 p.m. Introductions were made at this time.

Review/Approve the Agenda for the Tuesday, November 18, 2025 Technical Advisory Board and Policy Board joint meeting

Motion by Koopman, second by Weber from the RPA Technical Advisory Board to approve the agenda for Tuesday, November 18, 2025, RPA meeting. The motion passed unanimously.

Motion by Schwenker, second by Boss from the RPA Policy Board to approve the agenda for Tuesday, November 18, 2025, RPA meeting. The motion passed unanimously.

Review/Approve the minutes and receive and file the amended secretarial notes from Tuesday October 21, 2025 RPA Technical Advisory Board and Policy Board joint meeting

Motion by Lindner, second by Koopman from the RPA Technical Advisory Board to approve the minutes and receive and file the amended secretarial notes from Tuesday October 21, 2025 RPA Technical Advisory Board meeting. The motion passed unanimously.

Motion by George, second by Hasenmiller from the RPA Policy Board to approve the minutes and receive and file the amended secretarial notes from Tuesday October 21, 2025 RPA Policy Board meeting. The motion passed unanimously.

Review/Approve Small City Representative for RPA 8 from Dubuque County

Ravada stated the small city representatives were nominated by the mayors of each county and Dubuque County mayors have appointed Jessica Kennidy, the city clerk from Epworth.

Motion by Koopman, second by Weber to recommend to the RPA 8 Policy Board approval of the Small City representative for the RPA 8 from Dubuque County. The motion passed unanimously.

Motion by Boss, second by Kida to approve the Small City representatives for the RPA 8 from Dubuque County. The motion passed unanimously.

Review/Approve adaptation of Safe Routes and Streets for ALL (SS4A) Plan

Fox stated SS4A Plan is being wrapped up. Fox gave some project overviews, recap, and highlights. The SS4A Plan is a comprehensive safety action plan to reduce fatalities and serious injuries for all. The study spanned a 58-city study area and identified key safety concerns and problem locations and also gave effective countermeasure recommendations. Fox stated the project kicked off in the fall of 2023 and staff worked on collecting data, holding workshops and community engagement and goal setting meetings. Also conducted network screenings and site evaluations. Fox stated the next steps are to finalize and adopt the plan, project development and implementation funding applications.

Discussion followed.

Motion by Lindner, second by Koopman to recommend approval to the RPA 8 Policy Board the adaptation of Safe Routes and Streets for ALL (SS4A) Plan. The motion passed unanimously.

Motion by Boss, second by Hassenmiller to approve the adaptation of Safe Routes and Streets for ALL (SS4A) Plan. The motion passed unanimously.

Review/Approve to move forward with contract negotiations for the Intersection Improvement Studies

Ravada reminded the Board that in September the RFP was approved and a selection committee was formed to review RFP's. The committee was made up of Ravada, Koopman, Lindner, Vick and Kinney. Ravada stated they received 6 proposals, which all scored well. The top 3 choices in order of preference are as follows: 1-Kirkham Michael; 2-Origin Design; 3-MSA Professional Services, INC. Ravada stated after extensive review of the proposals, presentations, and interviews, the committee recommends that RPA negotiate a professional engineering services agreement with Kirkham Michael for the City of DeWitt and the City of Manchester Improvement Study.

Discussion followed.

Motion by Weber, second by Scheckel to recommend approval to the RPA 8 Policy Board to move forward with contract negotiations for the Intersection Improvement Studies. The motion passed unanimously.

Motion by Boss, second by Behnken to approve moving forward with contract negotiations for the Intersection Improvement Studies. The motion passed unanimously.

Topics to discuss with Stu Anderson from the Iowa Department of Transportation at the transportation annual meeting

The recommendations from the Board members on topics for Stu Anderson to discuss were:

- Potential for road use tax funding increase
- Update on DOGE recommendations and any impacts on transportation

Ravada stated if members have any other topics they would like to hear Anderson address please email topics.

Comments from the public

No comments at this time.

Other Business and Announcements

Ravada stated today's meeting is Weber's last meeting. Ravada thanked Russell Weber for his time, service, and contributions to the RPA board.

Adjournment

Motion by Weber, second by Koopman to adjourn the Tuesday November 18, 2025, RPA Technical Advisory Board meeting. The motion passed unanimously. The meeting adjourned at 1:43 p.m.

Motion by Kida, second by Behnken to adjourn the Tuesday November 18, 2025, RPA Policy Board meeting. The motion passed unanimously. The meeting adjourned at 1:43 p.m.

Respectfully,

Chandra Ravada
Transportation Director