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

Date: Wednesday 27, 2024
Time: 9:00 a.m.
Place: ECIA, 7600 Commerce Park/Zoom

Technical Advisory Board Members Present:

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

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

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

☒ **Todd Kinney**
Engineer, Jackson County
☒ *(proxy Don Schwenker)*

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

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

☒ **Steve Lindner**
City of DeWitt

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

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

☐ **Dennis Hart**

☐ **Randy Zobrist**
Clinton MTA Riverbend Transit

☐ **Vacant**
ECIA Executive Director
☒ *(proxy Holly McPherson)*

Policy Board Members Present:

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

☒ **Don Schwenker**
Jackson County
☒ *(proxy Todd Kinney)*

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

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

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

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

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

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

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

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

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

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

☒ **Sam Shea***
IA DOT

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

☐ **Vacant**
ECIA Executive Director
☒ *(proxy Holly McPherson)*

Others Present:

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 9:01 a.m.

The RPA Policy Board meeting was called to order by RPA Policy Board Chair, Scott Maddasion at 9:01 a.m. Introductions were made at this time.

Review/Approve the Agenda for the Wednesday March 27, 2024, Technical Advisory Board and Policy Board joint meeting

Motion by Lindner, second by Koopman from the RPA Technical Advisory Board to approve the agenda for the Wednesday, March 27, 2024, RPA meeting. The motion passed unanimously.

Motion by Schwenker, second by Madlom from the RPA Policy Board to approve the agenda for the Wednesday March 27, 2024, RPA meeting. The motion passed unanimously.

Review/Approve the minutes and receive and file the secretarial notes from Thursday, January 25, 2024, RPA Policy and Technical Advisory Board joint meeting

Motion by McPherson, second by Kuhle from the RPA Technical Advisory Board to approve the minutes and receive and file the secretarial notes from Thursday, January 25, 2024, RPA Technical Advisory Board meeting. The motion passed unanimously.

Motion by Schwenker, second by Behnken from the RPA Policy Board to approve the minutes and receive and file the secretarial notes from Thursday, January 25, 2024, RPA Policy Board meeting. The motion passed unanimously.

Review/Approve Surface Transportation Block Grant Program (STBG) projects for Federal Fiscal Year 2025-2028 from RPA 8 members

Ravada referred to the handout stating all members updated staff on their projects. Ravada requested the members to check the project sheet and inform staff of any changes. Ravada requested approval of the STBG projects so staff can start programming projects in the TIP.

Motion by Vick, second by Koopman to recommend to the RPA 8 Policy Board approval of the Surface Transportation Block Grant Program (STBG) projects for Federal Fiscal Year 2025-2028 from RPA 8 members. The motion passed unanimously.

Motion by Flagel, second by Madlom to approve the Surface Transportation Block Grant Program (STBG) projects for Federal Fiscal Year 2025-2028 from RPA 8 members The motion passed unanimously.

Review/Approve the Federal Fiscal Year 2024-2028 RPA 8 Transportation Alternative Program (TAP) projects

Fox informed the Board that staff received the following three project applications;

- City of DeWitt, PSM Trail Extension, construct multi-use trail
- City of Epworth, Epworth South Gate Trail, construct multi-use trail
- City of Luxemburg, Luxemburg Ball Park Trail, walking trail

Fox stated Luxemburg was not aware they needed a design for their project from an engineer. Fox stated Luxemburg still submitted their project to meet the deadline and will now move forward with securing an engineer and submitting a new design.

Fox stated these projects have been submitted to the DOT for comments and review, although with that said the DOT has been back logged with reviewing these applications. Fox stated if the board approves these applications today, they will be approved with the stipulation that applicants address any comments/changes from the IADOT.

Discussion followed.

Motion by Koopman, second by Weber to recommend to the RPA 8 Policy Board approval of the Federal Fiscal Year (FFY) 2024-2028 RPA 8 Transportation Alternative Program (TAP) projects with conditions applicants address any IADOT comments. The motion passed unanimously.

Motion by Behnken, second by Madlom to approve the Federal Fiscal Year (FFY) 2024-2028 RPA 8 Transportation Alternative Program (TAP) projects with conditions applicants address any IADOT comments. The motion passed unanimously.

Review/Approve draft Fiscal Year (FY) 2025 RPA 8 Transportation Planning Work Program (TPWP)

Motion by Flagel, second by Gail to open the public hearing. The motion passed unanimously. The public hearing was opened at 9:19 a.m.

Ravada stated that staff did not receive many changes to the work program. Ravada stated the LRTP is in maintenance mode. Special projects that staff will be working on is the Clinton RAISE Grant Project and Safe Streets and Routes for All (SS4A). Ravada stated staff will also be applying for some federal grants. Ravada stated the board has a month to review and recommend any changes.

Motion by Lindner, second by Madlom to close the public hearing. The motion passed unanimously. The public hearing was opened at 9:22 a.m.

Motion by McPherson, second by Lindner to recommend to the RPA 8 Policy Board approval of the Draft Fiscal Year (FY) 2025 RPA 8 Transportation Planning Work Program (TPWP). The motion passed unanimously.

Motion by Flagel, second by Madlom to approve the Draft Fiscal Year (FY) 2025 RPA 8 Transportation Planning Work Program (TPWP). The motion passed unanimously.

Review/Approve the City of Epworth's request for $100,000 in Small City Surface Transportation Block Grant (STBG) funds for E. Main Street in partnership with Dubuque County

City of Epworth's clerk Janet Berger addressed the Board requesting $100,000 in STBG funds to extend Old Highway Road into the City of Epworth. The extension into the city will be eleven hundred feet within the city limits. Berger stated this assistance will be very much appreciated. Ravada stated if the Board approves these funds there will still be $51,000 in the STBG funds.

Discussion followed.

Motion by Weber, second by Vick to recommend to the RPA 8 Policy Board approval of the City of Epworth's request for $100,000 in Small City Surface Transportation Block Grant (STBG) funds for E. Main Street in partnership with Dubuque County. The motion passed unanimously.

Motion by Knapp, second by Koopman to approve the City of Epworth's request for $100,000 in Small City Surface Transportation Block Grant (STBG) funds for E. Main Street in partnership with Dubuque County. The motion passed unanimously.

Update on RCTP applications

Fox stated the application process was closed on March 14, 2024. Applications were received from all four counties. Fox stated staff are still verifying project funds requested by each county. Fox went on to stated that in two counties, Clinton and Delaware, staff received application request less than the $70,000 amount that is allocated. In Dubuque and Jackson County staff received application requests for more than the $70,000 amount that is allocated. Staff plan on moving forward with all requests and form a ranking committee to rank all the projects.

Comments from the public

No comments were made by the public.

Other Business and Announcements

Transportation Commission Meeting
Uzel informed the Board that the Transportation Commission meeting is happening in Cedar Rapids on April 9th. Uzel encouraged others to attend and speak in regard to the rail issues.

SS4A
Fox stated this has been kicked into high gear and informed board to be on the look out for information.

Adjournment

Motion by McPherson, second by Kuhle to adjourn the Wednesday, March 27, 2024, RPA Technical Advisory Board meeting. The motion passed unanimously. The meeting was adjourned at 9:36 a.m.

Motion by Behnken, second by Schwenker to adjourn the Wednesday, March 27, 2024, RPA Policy Board meeting. The motion passed unanimously. The meeting was adjourned at 9:36 a.m.

Respectfully,

Chandra Ravada
Transportation Director