



Cleveland
Urban Area
METROPOLITAN
PLANNING
ORGANIZATION

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TECHNICAL COORDINATING COMMITTEE MINUTES

WEDNESDAY, JULY 7th, 10:00 O’CLOCK AM, 2nd FLOOR COUNCIL MEETING ROOM,
MUNICIPAL BUILDING, 190 CHURCH STREET NE, CLEVELAND, TN

1. Call to order by Chairman/Roll call of members

Present: Tommy Myers, Chairman of the TCC/Director of Public Works Dept.; Brian Beck, City Engineer/TCC Vice-Chairman; Shane Ware proxy for Sandra Knight, County Engineer; Megan Wilson, Traffic Engineer; Mike Keith, Finance Director; Greg Thomas, MPO Coordinator/ Community Development Director; Ray Evans, Executive Director of SETHRA; Janice Casteel, City Manager; Corey Divel, County Planner; Chuck Hammonds, Southeast TN Dev. District; Deborah Fleming, TDOT Planning Division; Lindsay Smart, MPO Planner; Melinda Carroll, Assistant City Manager; Britta Stein, FHWA Planning and Air Quality Specialist; Charlie O’Neill, FHWA; and Billy Walker, Director of CUATS

Chairman Tommy Myers called the meeting to order at 10:05am.

2. Approval of the June 2nd, 2010 meeting minutes

Tommy Myers introduced the item, “First on the agenda is the approval of the June 2nd meeting minutes.”

Greg Thomas made the motion to approve the meeting minutes as presented.

Ray Evans seconded the motion.

Tommy Myers called for a vote, “All those in favor of approving these minutes signify by saying “I””.

The TCC unanimously voted to approve the meeting minutes.

3. New Business

a. Transportation Project Advancement Report

Tommy Myers introduced the item, “Next on the agenda under new business is the Transportation Project Advancement Report. Lindsay, will you please discuss this item?”

Lindsay Smart said, “On page five of your packet, there is a project advancement report that Greg and I started to put together after we attended the FTA NTI programming course in Charlotte. There was discussion during that course regarding the role of MPO’s to assist in moving projects forward and tracking projects that are in the TIP and LRTP. I put together this table and sent it to Scott Medlin, TDOT Region II project manager, he helped finalize this table and made sure that it was consistent with the way that TDOT tracks their projects.

The MPO is going to work with different agencies to fill out this table and help move projects forward. If there is anything that the MPO can do to assist with any projects, please let me know. Does anyone have any questions or suggestions for the table?"

Deborah Fleming said, "I would just like to say that this is great and it sounds like the course that you went to was really beneficial. This is something that we are dealing with across the state. Lots of MPO's have projects languishing and not going anywhere and funds aren't being obligated. So, I'm very happy to see you do this."

Lindsay Smart said, "When the rescission occurred and the MPO reviewed the TIP to determine which projects had been obligated and which projects would be affected by the rescission. I realized that the MPO had not been keeping up with tracking projects and working to move them forward, which is why the rescission impacted the MPO so hard. I'm hoping that better tracking will help move projects along."

b. Release of FY2011 UPWP for public review and comment

Tommy Myers introduced the item, "Next on the agenda is the release of the FY2011 UPWP."

Lindsay Smart said, "MPO staff developed the draft FY2011 UPWP and the draft has gone through the state and federal review process, comments were received and the MPO revised the draft according to the comments. I received the final go ahead to release the draft for public and comment. At this time, the TCC can decide if they should make the recommendation to the Board to release the draft for public review and comment."

Deborah Fleming made the motion to recommend that the Executive Board release the UPWP for public review.

Chuck Hammonds seconded the motion.

Tommy Myers said, "All those in favor of the recommendation, signify by saying 'I'".

The TCC unanimously voted to recommend the release of the UPWP to the Executive Board.

4. Old Business

a. 2030 Long Range Transportation Plan amendment #2010-01

Tommy Myers introduced the item, "Under old business, we have the amendment to the 2030 LRTP."

Lindsay Smart said, "MPO staff originally presented this amendment at the 6/2/10 meeting. This amendment was released for the 30-day public review and comment period. This amendment adds a new project, project #80, to the existing long range plan. The project is the intersection improvements for the Georgetown Road and 25th Street Intersection. If the TCC approves of this amendment, we can recommend the amendment to the Executive Board for adoption."

Janice Casteel made the motion to recommend the adoption of the amendment to the Executive Board.

Corey Divel seconded the motion.

A question was asked regarding the timing of this new project. Tommy Myers said, "This project will be done when the red lights for the exit ramps of exit 25 are being installed to coordinate the construction and the lane shifts."

Megan Wilson said, "I have preliminary plans on the drafting table right now and they will go out to TDOT for review next week."

Tommy Myers said, "All those in favor of the recommendation, signify by saying 'I'".

The TCC unanimously voted to recommend the amendment for adoption to the Executive Board.

b. FY2008-FY2011 Transportation Improvement Program amendment #2010-12

Tommy Myers introduced the item, "Next we have the FY2008-FY2011 Transportation Improvement Program amendment #2010-12."

Lindsay Smart said, "On June 7th this draft amendment was released for the 21-day public review and comment period. No comments were received. This amendment adds the Georgetown Road and 25th Street Intersection Improvement project to the current TIP. Are there any questions about this amendment?"

Janice Casteel made the motion to recommend the adoption of the TIP amendment to the Executive Board.

Megan Wilson seconded the motion.

Tommy Myers said, "All those in favor, signify by saying 'I'".

The TCC unanimously voted to recommend the TIP amendment for adoption to the Executive Board.

c. FY2010 Unified Planning Work Program amendment #2010-02

Tommy Myers introduced the item, "Next we have the FY2010 UPWP amendment #2010-02."

Lindsay Smart said, "The TCC reviewed this draft amendment to the UPWP at the June 2nd meeting and it was released for public review and comment on June 7th. The amendment will re-allocate FTA-5303 transit planning funds from the transit planning work task in the UPWP to the long range planning work task. SETHRA indicated that they would not be using the planning funds by September 30th and offered the funds to the MPO to use for transit planning. The re-allocated funds will be used to develop the Transit Systems plan element of the 2035 LRTP. The amendment does not change the scope of the 2035 LRTP, it just adds more funding to the project. This amendment was out for public review and comment and no comments were received.

Deborah Fleming made the motion to recommend the Executive Board adopt the UPWP amendment.

Brian Beck seconded the motion.

Tommy Myers said, "All those in favor, signify by saying 'I'".

The TCC unanimously voted to recommend the UPWP amendment for adoption to the Executive Board.

5. Update on 2035 Long Range Transportation Plan development process

Tommy Myers introduced the item, "Next on the agenda is the update on the 2035 LRTP project."

Lindsay Smart said, "Every Friday morning the MPO has a LRTP coordination call with Parsons Brinckerhoff and last week we received an updated status report. I didn't receive it in time to include it in your meeting packets, but I will send it out to the TCC. We are still on schedule for the draft LRTP to be submitted to TDOT in December of 2010. Additionally, there will be a schedule of upcoming public meetings that will be developed during the coordination call this Friday. I will distribute the dates of the public meetings to the TCC once the meeting times and locations have been finalized. Any questions on the plan?"

Janice Casteel asked if Tommy Myers had been involved in the development of the plan and had been working with the consultant on the projects for the plan.

Lindsay Smart said "As of right now, the MPO has been working directly with the consultant but Tommy Myers is more than welcome to join in on the weekly coordination calls."

6. Update on FY2011-FY2014 Transportation Improvement Program development and adoption schedule

Tommy Myers said, "Update on the FY2011-FY2014 Transportation Improvement Program development and adoption schedule."

Lindsay Smart said, "MPO staff submitted the draft TIP to TDOT in late May for the first round of reviews. The TDOT Long Range Planning division collected all of the comments from the different departments of TDOT and sent them to the MPO. I revised the draft TIP based on the comments that we received. I sent it back to TDOT for their final review and once it has received final approval, the TIP will be forwarded on to FHWA and FTA for their review. I included an adoption schedule for the TIP at the back of the meeting packet for your information, I think it is page 82."

Deborah Fleming said, "The comment period for TDOT comments on the TIP ended on June 28th."

Lindsay Smart asked, "Are there any questions on the development of the TIP or the adoption schedule?"

There were no questions.

7. Revised MPO website information

Tommy Myers said, "Next on the agenda is the revised MPO website."

Lindsay Smart introduced Kris Miller, of Cleveland Utilities and manager of the Information Technology department for the City of Cleveland. Lindsay Said, "I approached Kris and asked if he would work with me to revise and update the MPO website to be more engaging and more reader-friendly for the public. Kris managed to take some rather dry MPO information and plans, and make it all seem much more interesting, and much easier to understand."

Lindsay Smart gave a presentation on the new MPO website.

At the end of the presentation, Lindsay Smart asked, "Do any TCC members have any recommendations for the website? Is there anything that isn't included that should be included?"

No TCC members recommended any additional information be included on the new site.

8. Next Meeting Date: 10am – Wednesday, August 4, 2010

Tommy Myers said, "I would like to remind everyone of the next meeting, it will be on Wednesday, August 4th at 10am."

9. Public Comments

Tommy Myers asked if there were any public comments. There were none.

10. MPO Coordinator Comments

Tommy Myers asked if Greg Thomas had any comments.

Greg Thomas said, "I would just like to mention a related project, the BCC 2035 Strategic Plan. Our next two meetings for that plan have been scheduled. The plan forum will be August 19th in the evening, most likely at the Cleveland State Community College, and the next morning, Friday morning, will be the meeting for the task force. These will be pretty eventful meetings because the consultant will be presenting the different scenarios with the costs and other impacts associated with each scenario. This will be a big step in the development process of the Strategic Plan."

11. Comments by Federal and State agencies

Ray Evans said, "The bid opening for the Depot project will be on July 27th at 3pm in the City Council Chambers. We have received the notice to proceed for everything but the actual Depot building. We look forward to receiving the approval of the final design for the building from TDOT soon."

Tommy Myers asked if Deborah Fleming had any comments. Deborah said she didn't have anything at this time.

Greg Thomas said, "I just want to add something about this new website. I know it's something that the MPO has to do, but to make the information available to the public in a better, more usable format is really great and I really appreciate all of the work that Lindsay has put into the project. The website will be a great tool as the MPO moves forward and thanks for working to incorporate the new logo and I think the new layout is really easy to use. So, thank you Lindsay."

Lindsay Smart said, "Thank you very much for that comment, I must thank Kris Miller for working with me on this project. He put in a lot of time to get the site just how I wanted it and I think he did a great job."

The meeting adjourned at 10:40am.



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EXECUTIVE BOARD MINUTES

WEDNESDAY, JULY 7th, 11:00 O’CLOCK AM, 2nd FLOOR COUNCIL MEETING ROOM,
MUNICIPAL BUILDING, 190 CHURCH STREET NE, CLEVELAND, TN

The meeting was called to order by Vice-Mayor, Avery Johnson at 11:00am

1. Roll Call: Vice-Mayor Avery Johnson called the roll.

Deborah Fleming, (Governor Bredesen’s Representative)
 Janice Casteel proxy for Tom Rowland, (City of Cleveland Mayor)
 Avery Johnson, (Vice-Mayor City of Cleveland)
 Ray Evans, (SETHRA) Director of SETHRA
 D. Gary Davis, (Bradley County Mayor)

OTHERS PRESENT: Greg Thomas, MPO Coordinator; Janice Casteel, City Manager;
Melinda Carroll, Assistant City Manager; Lindsay Smart, MPO Planner; Britta Stein, FHWA;
Charlie O’Neill, FHWA

2. Approval of the June 2nd, 2010 meeting minutes

Avery Johnson introduced the item, “The first on the agenda is the approval of the June 2nd meeting minutes.”

Ray Evans made the motion to approve the meeting minutes as presented.

Deborah Fleming 2nd the motion.

Avery Johnson called for a vote, “All those in favor of approving these minutes signify by saying “I””.

The Executive Board unanimously answered, “I”.

Avery Johnson said, “Any opposed, signify by saying “I””.

There was no response.

Avery Johnson said, “Hearing none, the motion carries.”

3. New Business

a. Transportation Project Advancement Report

Avery Johnson introduced the item, “New Business, Transportation Project Advancement Report.”

Greg Thomas said, “On page five of your packet, there is a project advancement report that Lindsay has worked with Scott Medlin to put together. This tracking report is consistent with the way that TDOT tracks their projects. The MPO can use the tracking sheet to coordinate with public works and TDOT to move TIP projects forward.”

Deborah Fleming said, "I would just like to say that I think this will be a very useful tool for the MPO. Project implementation and tracking is a problem for all MPO's across the state and it's good to see Cleveland implementing this tool."

b. Release of FY2011 UPWP for public review and comment

Avery Johnson introduced the item, "Item B on the agenda is the release of the FY2011 UPWP."

Greg Thomas said, "MPO staff developed the draft FY2011 UPWP and recently received approval to release the draft for public and comment. This morning the TCC recommended the adoption of this amendment."

Deborah Fleming made the motion to release the UPWP for public review.

Gary Davis seconded the motion.

Avery Johnson said, "All those in favor signify by saying 'I'".

The Executive Board unanimously answered, "I".

Avery Johnson said, "Any opposed, signify by saying 'I'".

There was no response.

Avery Johnson said, "Hearing none, the motion carries."

4. Old Business

a. 2030 Long Range Transportation Plan amendment #2010-01

Avery Johnson introduced the item, "Under old business, item A is the 2030 Long Range Transportation Plan amendment #2010-01."

Greg Thomas said, "This amendment was released for the 30-day public review and comment period on June 2nd. This amendment adds a new project, project #80, to the existing long range plan. The project is the intersection improvements for the Georgetown Road and 25th Street Intersection. It comes before the Board with a recommendation of adoption from the TCC."

Janice Casteel made the motion to adopt the amendment.

Deborah Fleming seconded the motion.

Avery Johnson said, "All those in favor signify by saying 'I'".

The Executive Board unanimously answered, "I".

Avery Johnson said, "Any opposed, signify by saying 'I'".

There was no response.

Avery Johnson said, "Hearing none, the motion carries."

b. FY2008-FY2011 Transportation Improvement Program amendment #2010-12

Avery Johnson introduced the item, "Item B is the FY2008-FY2011 Transportation Improvement Program amendment #2010-12."

Greg Thomas said, "This amendment was released for the 21-day public review and comment period on June 7th. This amendment adds a new project, the intersection improvements for the Georgetown Road and 25th Street Intersection to the existing TIP. It comes before the Board with a recommendation of adoption from the TCC."

Janice Casteel made the motion to adopt the TIP amendment.

Ray Evans seconded the motion.

Avery Johnson said, "All those in favor signify by saying "I"".

The Executive Board unanimously answered, "I".

Avery Johnson said, "Any opposed, signify by saying "I"".

There was no response.

Avery Johnson said, "Hearing none, the motion carries."

c. FY2010 Unified Planning Work Program amendment #2010-02

Avery Johnson introduced the item, "Next is the FY2010 Unified Planning Work Program amendment #2010-02."

Greg Thomas said, "The TCC has recommended the adoption of this amendment to the Board. MPO staff presented the amendment at the June 2nd meeting and it was released for public review and comment on June 7th. The amendment will re-allocate FTA-5303 transit planning funds from the transit planning work task in the UPWP to the long range planning work task. This amendment was out for public review and comment and no comments were received.

Gary Davis made the motion to recommend that the Executive Board adopt the UPWP amendment.

Deborah Fleming seconded the motion.

Avery Johnson said, "All those in favor signify by saying "I"".

The Executive Board unanimously answered, "I".

Avery Johnson said, "Any opposed, signify by saying "I"".

There was no response.

Avery Johnson said, "Hearing none, the motion carries."

5. Update on 2035 Long Range Transportation Plan development process

Avery Johnson introduced the item, "Update on the 2035 Long Range Transportation Plan development process."

Lindsay Smart said, "Every Friday morning the MPO has a LRTP coordination call with Parsons Brinckerhoff and last week we received an updated status report. I didn't receive it in time to include it in your meeting packets, but I will send it out to the Board. We are still on schedule for the draft LRTP to be submitted to TDOT in December of 2010. Additionally, there will be a schedule of upcoming public meetings that will be developed during the coordination call this Friday. I will distribute the dates of the public meetings to the Board once the meeting times and locations have been finalized. Any questions on the plan?"

There were no questions on the update of the plan.

Avery Johnson said, "Thank you, Lindsay."

6. Update on FY2011-FY2014 Transportation Improvement Program development and adoption schedule

Avery Johnson said, "Update on the FY2011-FY2014 Transportation Improvement Program development and adoption schedule."

Lindsay Smart said, "MPO staff submitted the draft TIP to TDOT in late May for the first round of reviews. The TDOT Long Range Planning division collected all of the comments from the different departments of TDOT and sent them to the MPO. I revised the draft TIP based on the comments that we received. I sent it back to TDOT for their final review and once it has received final approval, the TIP will be forwarded on to FHWA and FTA for their review. I included an adoption schedule for the TIP at the back of the meeting packet for your information, I think it is page 82."

Lindsay Smart asked, "Are there any questions on the development of the TIP or the adoption schedule?"

There were no questions.

7. Update on the FY2011 Unified Planning Work Program

Avery Johnson said, "Item 7 is an update on the FY2011 Unified Planning Work Program."

Lindsay Smart said, "The update is that the FY2011 UPWP is scheduled to be adopted on August 4, 2010."

8. Next Meeting Date: 11am – Wednesday, August 4, 2010

Avery Johnson said, "Our next meeting is Wednesday, August 4th at 11am."

9. Public Comments

Avery Johnson asked if there were any public comments. There were none.

10. MPO Coordinator Comments

Avery Johnson asked if Greg Thomas had any comments.

Greg Thomas said, "I would just like to mention a related project is the BCC 2035 Strategic Plan. Our next two meetings for that plan have been scheduled. The plan forum will be August 19th in the evening, most likely at the Cleveland State Community College, and the next morning, Friday morning will be the meeting for the task force. These will be pretty eventful meeting because the consultant will be presenting the different scenarios and costs and other impacts associated with each scenario. This will be a big step in the development process of the Strategic Plan."

Greg Thomas continued, "Lindsay Smart gave a presentation of the new MPO website at the TCC meeting and received a very positive response from the TCC. If the Board doesn't mind, she will give a quick presentation of the website to the Board."

Janice Casteel said, "Go right ahead, I'm sure the Board would like to see it."

Lindsay Smart introduced Kris Miller, of Cleveland Utilities and manager of the Information Technology department for the City of Cleveland. Lindsay said, "Kris Miller and I worked together to revise and update the MPO website to be more engaging and more reader-friendly for the public. Kris did a great job making the information and plans much more interesting, and much easier to understand."

Lindsay Smart gave a presentation on the new MPO website.

At the end of the presentation, Lindsay Smart asked, "Do any Board members have any recommendations for the website? Is there anything that isn't included that should be included?"

No Board members recommended any additional information be included on the new site.

Janice Casteel said, "The new MPO website is great and you can tell that you worked hard on it. I also appreciate the meeting packets that you put together. I like that the page numbers are included, and that each item is easy to find."

Lindsay Smart said, "Thank you! I used Adobe to automatically insert page numbers in the footer of a pdf document and that was much easier and more efficient way to number the packets than numbering each individual page."

11. Comments by Federal and State agencies

Ray Evans said, "The bid opening for the Depot project will be on July 27th at 3pm in the City Council Chambers. We have received the notice to proceed for everything but the actual Depot building. We look forward to receiving the approval of the final design for the building from TDOT soon."

Avery Johnson said, "If there are no other comments, this meeting is adjourned."

The meeting adjourned at 11:30am.