



Metropolitan Planning Organization of Johnson County

MEETING NOTICE

MPOJC Rural Policy Board

Wednesday, January 29, 2020 – 6:00 PM

City of Iowa City – Council Chambers

410 E. Washington Street, Iowa City, IA

AGENDA

1. Call to Order the Rural Policy Board Meeting
 - a. Introduce Board members and recognize alternates
 - b. Consider approval of meeting minutes
2. Public discussion of any item not on the agenda*
3. Administration
 - a. Consider approval of the Rural Policy Board section of the FY21 MPOJC Budget and Two-Year Financial Forecast
 - b. Consider approval of the FY21 Johnson County assessment schedule for the East Central Iowa Council of Governments
4. Availability of East Central Iowa Council of Governments assistance
5. Discuss MPOJC Orientation opportunity for Board Members
6. Discuss potential MPOJC Work Program projects for FY21
7. Discuss and consider appointing a representative to a MPOJC Bylaws review committee
8. Update on small community traffic engineering assistance
9. Update on the CRANDIC Passenger Rail & Rail-to-Trail Studies
10. Consider election of calendar year 2020 Rural Policy Board Officers
11. Other Business
12. Adjournment

**Public input is permitted on any agenda item. Please indicate to the Chair if you wish to comment on an agenda item.*

To request any disability-related accommodations or language interpretation, please contact MPOJC staff at 356-5230 or Kent-Ralston@iowa-city.org 48 hours prior to the meeting.

DRAFT

MINUTES

MPOJC RURAL POLICY BOARD

WEDNESDAY, FEBRUARY 6, 2019 - 6:00 PM

CITY OF IOWA CITY, COUNCIL CHAMBERS, 410 E WASHINGTON ST, IOWA CITY

MEMBERS PRESENT:

| | |
|-----------------|------------------------------------|
| Hills: | Tim Kemp |
| Johnson County: | Pat Heiden, Lisa Green-Douglass |
| Lone Tree: | Jon Green |
| Oxford: | Tim Hennes |

OTHERS PRESENT:

Tracy Achenbach (ECICOG)

STAFF PRESENT:

Kent Ralston, Emily Bothell, Brad Neumann,
Frank Waisath, Ian Klopfenstein

1. CALL TO ORDER

a. Introduce Board members and recognize alternates

Kemp called the meeting to order at 6:06 p.m.

b. Consider approval of meeting minutes

Hennes moved to approve the meeting minutes from January 31, 2018; the motion was seconded by Green-Douglass. **The motion carried unanimously.**

2. PUBLIC DISCUSSION

No discussion.

3. ADMINISTRATION

a. Consider approval of the Rural Policy Board section of the FY20 MPOJC Budget and Two-Year Financial Forecast

Ralston reviewed the MPOs budget assessments and how funding is used for transportation studies in the rural communities. Ralston also discussed how the MPO assists rural communities regarding land annexations and its effect on rural fire departments.

Motion to approve the budget was made by Green-Douglass. Seconded by Hennes. **Motion carried unanimously.**

b. Consider approval of the FY20 Johnson County assessment schedule for the East Central Iowa Council of Governments

Ralston discussed how the MPO collects ECICOG dues from member entities in Johnson County. The funding is based on a per capita formula. The annual increase of 2% is a standard procedure implemented by ECICOG. This increase was planned to be voted on

at an ECICOG meeting prior to this meeting but was postponed due to the extreme cold. Ralston indicated there were no anticipated problems with the proposed 2% increase.

Green-Douglass moved to approve budget. Seconded by Hennes. **Motion approved unanimously.**

4. AVAILABILITY OF EAST CENTRAL IOWA COUNCIL OF GOVERNMENTS ASSISTANCE

No discussion.

5. DISCUSS MPOJC ORIENTATION OPPORTUNITY FOR BOARD MEMBERS

No discussion.

6. DISCUSS POTENTIAL MPOJC WORK PROGRAM PROJECTS FOR FY20

No discussion.

7. UPDATE ON SMALL COMMUNITY TRAFFIC ENGINEERING ASSISTANCE

No discussion.

8. UPDATE ON THE CRANDIC PASSENGER RAIL & RAIL-TO-TRAIL STUDIES

No discussion.

9. CONSIDER ELECTION OF CALENDAR YEAR 2019 RURAL POLICY BOARD OFFICERS

Hennes moved to nominate Tim Kemp for another term as Chair and Chris Taylor from Swisher as Vice Chair. Seconded by Green-Douglass. **Motion passed unanimously.**

10. OTHER BUSINESS

None.

11. ADJOURNMENT

Motion to adjourn made by Kemp. Seconded by Hennes. **The motion was approved unanimously.** Meeting adjourned at 6:15 PM.



Date: January 22, 2020

To: Rural Policy Board

From: Kent Ralston, ^{for} Executive Director

Re: Agenda Item #3(a): Consider approval of the Rural Policy Board section of the FY21 MPOJC Budget and Two-Year Financial Forecast

The FY21 MPOJC Budget and Financial Forecast is attached. The focus of MPOJC continues to be fulfilling state and federal requirements necessary for MPOJC urban communities to be able to receive formula and discretionary state and federal funds, and producing traffic and transportation studies, large and small, for Johnson County communities.

For rural entities (areas outside of the metropolitan area), MPOJC's focus is to provide traffic count, traffic speed and study information, traffic signal studies, traffic sign evaluations, sidewalk and trail planning, general mapping services, and other transportation evaluations. We are also able to assist with grant application preparation for your communities, and review of development proposals at your request.

An ongoing item we conduct on your behalf is annexation notifications to all fire departments in the County, through the fire department mutual aid structure. MPOJC is notified of all proposed and completed annexations, and we in turn provide the notification and maps to your fire departments. This has resulted in more accurate information when emergency responders are responding to calls in recently annexed areas.

The proposed budget reflects an overall increase of approximately 6.5% from FY20. A majority of the budget increase is due to increases in staff wages and benefits. Please be prepared to consider approval of the Rural Policy Board section of the FY21 MPOJC Budget and Financial Forecast.

I will be at your January 29th meeting to answer any questions you may have.



FY21 Budget and Financial Forecast

Adopted January, 29 2020 by the:
MPOJC Urbanized Area Policy Board
MPOJC Rural Policy Board



Date: January 29, 2020

To: MPOJC Urbanized Area Policy Board
MPOJC Rural Policy Board

From: Kent Ralston, Executive Director

Re: FY21 MPOJC Budget and Financial Forecast

The Metropolitan Planning Organization of Johnson County (MPOJC) is the designated planning organization for Johnson County, Iowa. Assistance is provided to member agencies in the program areas of transportation planning, administration, and small communities planning assistance by virtue of a 28E agreement. The MPOJC Urbanized Area and Rural Policy Boards have authority over the policies and work programs of the organization. The MPOJC website (www.mpojc.org) provides general information about the organization, published technical reports, agendas, and meeting minutes of all public meetings.

MPOJC is organized administratively under the City of Iowa City and staff members are subject to all rights and benefits afforded to City of Iowa City employees. Non-administrative staff are organized under the American Federation of State, County, and Municipal Employees (AFSCME). MPOJC staff also serve as staff in the City of Iowa City Neighborhood and Development Services Department. Because MPOJC is organized as a division of the City of Iowa City, MPOJC follows City of Iowa City administrative and personnel policies. This overall structure allows for cost-effective sharing of expenditures and services.

The focus of MPOJC remains to fulfill federal and state requirements necessary for receiving both formula and discretionary state and federal funds and producing locally-generated transportation studies for member agencies. These studies are intended to result in better information on which to base local policy and project programming decisions.

The proposed FY21 MPOJC Budget and Financial Forecast reflects the program of services, policies, and staffing approved by the Board. The overall FY21 MPOJC budget reflects an approximate 6.5% increase from the FY20 budget and is primarily due to annual increases in staff salaries & benefits. The remaining budget is largely the same as previous years with respect to technical and professional services, travel and education, and software. As in previous years, the Iowa Department of Transportation (Iowa DOT) is scheduled to contribute a large portion of the overall MPO budget in FY21 – the anticipated Iowa DOT contribution is \$230,000. MPOJC normally carries reserve funds to buffer against unexpected budget increases, or potential loss of funding. This continues to be important due to ongoing uncertainty of federal funding.



MPOJC continues to employ 2-3 planning interns funded by the University of Iowa. The University of Iowa's \$23,817 assessment will be used to fund intern expenses throughout the year. If this amount is not fully expended during the year, the balance is available for other MPOJC expenses at the end of the year.

As in the last budget, the FY21 budget is explicit in showing the amount of additional assessments specific to Iowa City due to staff time devoted solely to Iowa City specific duties. These duties include traffic engineering services, administration of the traffic calming program, participation in planning committees, review of rezoning and subdivision applications, and other special projects.

The budget also reflects capital expenses for the replacement of traffic counters, traffic counting software, and GIS software to maintain our mapping and visualization abilities. The traffic counters are used for the traffic analysis data collection program and are subjected to extreme conditions. It is important that there be a regular program of replacement for this equipment. For our traffic forecasting capabilities, we are proposing to continue to upgrade our travel demand model software to be consistent with the Iowa DOT state-wide travel demand model.

Following is a summary of the proposed Budget and Financial Forecast and FY21 assessments.

MPOJC Budget FY21 – FY23

| Expenditures | FY20 Budgeted | FY21 Proposed | FY22 Forecast ¹ | FY23 Forecast ¹ |
|---|------------------|------------------|-------------------------------|-------------------------------|
| Salaries and Benefits | \$593,909 | \$640,337 | \$659,547 | \$679,334 |
| Technical and Professional Services & Maintenance, Travel and Education | \$64,461 | \$70,658 | \$72,778 | \$74,961 |
| Operating Costs; including office supplies, traffic counting and mapping equipment/software | \$17,050 | \$9,677 | \$9,967 | \$10,266 |
| Subtotal | \$675,420 | \$720,672 | \$742,292 | \$764,561 |
| University of Iowa Student Interns ² | \$23,817 | \$23,817 | \$23,817 | \$23,817 |
| TOTAL | \$699,237 | \$744,489 | \$766,109 | \$788,378 |

MPOJC is designated by the Governor of the State of Iowa as the Metropolitan Planning Organization (MPO) for the Iowa City Urbanized Area. The MPOJC Transportation Planning Division must fulfill the state and federal requirements of the 3-C transportation planning process. This process is required of all urbanized areas to maintain eligibility for grant programs and transportation operations funds of the United States Department of Transportation and the Iowa Department of Transportation.

The Administration Division consists of a half-time Executive Director, and a .2 FTE Administrative Secretary. The Administration Division provides oversight and support to the staff of MPOJC. The Executive Director supervises all MPOJC personnel. The Executive Director coordinates the budget process and the preparation of division work programs.

As MPOJC staff also serve the City of Iowa City Neighborhood and Development Services Department, this budget reflects Iowa City specific funding for 0.5 FTE Administration and 1.0 FTE Transportation Planning specifically for Iowa City duties.

¹Forecasts assume a 3% increase

²Student interns are funded entirely by the University of Iowa

Summary of FY21 Assessments

Urban Communities

| | |
|--------------------|------------------|
| Iowa City | \$124,291 |
| Johnson County | \$39,264 |
| Coralville | \$34,629 |
| North Liberty | \$33,515 |
| Tiffin | \$3,566 |
| University Heights | \$1,925 |
| SubTotal | \$237,190 |

Rural Communities

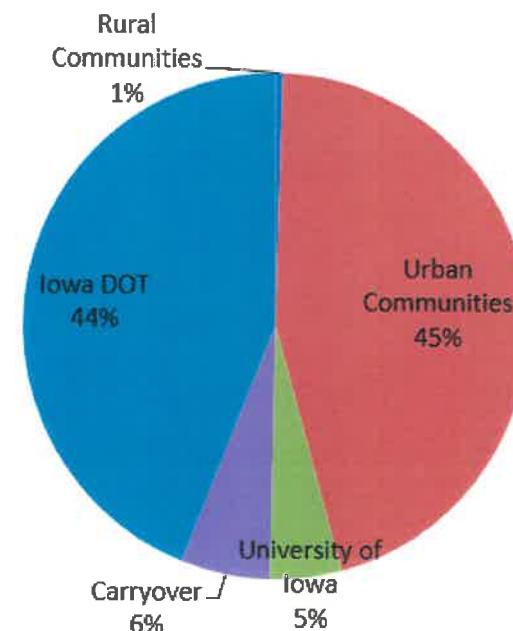
| | |
|-----------------|----------------|
| Solon | \$774 |
| Lone Tree | \$494 |
| Swisher | \$334 |
| Oxford | \$307 |
| Hills | \$267 |
| Shueyville | \$219 |
| SubTotal | \$2,396 |

Other Sources

| | |
|--------------------|------------------|
| Iowa DOT | \$230,000 |
| Carryover | \$30,000 |
| University of Iowa | \$23,817 |
| SubTotal | \$283,817 |

| | |
|--------------|------------------|
| Total | \$523,403 |
|--------------|------------------|

Percentage of MPO Budget by Source



Note: Figures do not include specific funding for Iowa City Neighborhood & Development Services, equivalent to 0.5 Administration Budget (\$81,836) and 1.0 FTE Transportation Planning (\$139,250).

MPOJC Assessment Explanation



| Urban Entity | Population | Population % Urban Board | Total Assessment ⁴ | % of Total MPO Budget | % of Total Assessments ⁴ |
|---------------------------|----------------|--|----------------------------------|--------------------------|--|
| Iowa City | 67,862 | 52.40% | \$124,291 | 23.7% | 51.9% |
| Johnson County | 21,438 | 16.55% | \$39,264 | 7.5% | 16.4% |
| Coralville | 18,907 | 14.60% | \$34,629 | 6.6% | 14.5% |
| North Liberty | 18,299 | 14.13% | \$33,515 | 6.4% | 14.0% |
| Tiffin | 1,947 | 1.50% | \$3,566 | 0.7% | 1.5% |
| U-Heights | 1,051 | 0.81% | \$1,925 | 0.4% | 0.8% |
| Subtotal | 129,504 | 100.0% | \$237,190 | 45.3% | 99.0% |
| Rural Entity ¹ | Population | Population % Rural Board | Total Assessment ⁴ | % of Total MPO Budget | % of Total Assessments ⁴ |
| Solon | 2,037 | 32.32% | \$774 | 0.1% | 0.3% |
| Lone Tree | 1,300 | 20.63% | \$494 | 0.1% | 0.2% |
| Swisher | 879 | 13.95% | \$334 | 0.1% | 0.1% |
| Oxford | 807 | 12.80% | \$307 | 0.1% | 0.1% |
| Hills | 703 | 11.15% | \$267 | 0.1% | 0.1% |
| Shueyville | 577 | 9.15% | \$219 | 0.0% | 0.1% |
| Subtotal | 6,303 | 100.0% | \$2,396 | 0.5% | 1.0% |
| Total | 135,807 | 100.0% | \$239,586 | 45.8% | 100.0% |
| Other Funding Sources | | | | | |
| Iowa DOT | | | \$230,000 | 43.9% | |
| Carryover | | | \$30,000 | 5.7% | |
| University of Iowa | | | \$23,817 | 4.6% | |
| | | MPO Total | \$523,403 | 100.00% | |
| | | 50% Admin for Iowa City NDS ² | \$81,836 | | |
| | | 1.0 FTE for Iowa City NDS ² | \$139,250 | | |
| | | Total Budget³ | \$744,489 | | |

1. Assessment for Rural entities is 1% of the overall MPO assessment. Rural Board communities utilize MPO planning services but are not eligible for MPO grant funds.

2. 0.5 FTE of Administration Division and 1.0 FTE of Transportation Planning Division are for Iowa City related functions and are not reflected in assessments to other communities.

3. This budget does not include East Central Iowa Council of Governments (ECICOG) assessments.

4. Assessment figures may not reflect exact population percentages shown due to rounding.



Metropolitan Planning Organization of Johnson County

Date: January 22, 2020
To: Rural Policy Board
From: Kent Ralston, ^{KR} Executive Director
Re: Agenda Item #3(b): Consider approval of the FY21 Johnson County assessment schedule for the East Central Iowa Council of Governments

East Central Iowa Council of Governments (ECICOG) is the Regional Planning Association for east-central Iowa including Benton, Cedar, Iowa, Johnson, Jones, Linn, Tama and Washington Counties. ECICOG provides planning and grant administrative services in the areas of community and economic development, transportation, housing, and solid waste management.

MPOJC collects ECICOG dues for Johnson County entities and forwards the funds to ECICOG. ECICOG assessments are calculated on a per-capita basis for the counties ECICOG serves, and we in turn calculate a per-capita assessment for each governmental entity within Johnson County. For FY21, ECICOG has proposed a 2% increase for the counties they serve. This is reflected in the attached assessment schedule.

A member of the ECICOG staff plans to attend our January 29th meeting to discuss their services and answer any questions you may have. Please be prepared to consider approval of the FY21 ECICOG assessment schedule. With approval, I will forward the assessment schedule to your staff for their records.



East Central Iowa Council of Governments FY21 Assessment Schedule For MPOJC Entities

Adopted January 29, 2020 by the:
MPOJC Urbanized Area Policy Board
MPOJC Rural Policy Board



Date: January 29, 2020

To: MPOJC Urbanized Area Policy Board
MPOJC Rural Policy Board

From: Kent Ralston, Executive Director

Re: FY21 ECICOG Assessment Schedule

The East Central Iowa Council of Governments (ECICOG) is the Regional Planning Association for east-central Iowa, including Benton, Cedar, Iowa, Johnson, Jones, Linn, Tama and Washington Counties. ECICOG conducts planning and grant administration services in the areas of community and economic development, housing, transportation, and solid waste management. ECICOG is governed by a policy board including elected officials and citizen representatives.

In 2010, the Metropolitan Planning Organization of Johnson County (MPOJC) Urbanized Area Policy Board directed that the schedule of ECICOG assessments be considered separately from the annual MPOJC budget. ECICOG assesses counties on a per capita basis. In Johnson County, governmental entities are in turn assessed on a per-capita basis within Johnson County. ECICOG has proposed a 2% rate increase for all the counties it serves for FY21. This assessment schedule reflects 2010 Census figures for each community except for North Liberty which has an updated certified census as of 2016.

East Central Iowa Council of Governments FY21 – FY23

| Expenditures | <u>FY20 Actual</u> | <u>FY21 Proposed</u> | <u>FY22¹ Forecast</u> | <u>FY23¹ Forecast</u> |
|---------------------|------------------------|--------------------------|--------------------------------------|--------------------------------------|
| Payment to ECICOG | <u>\$63,977</u> | <u>\$65,256</u> | <u>\$66,561</u> | <u>\$67,892</u> |

| Assessments | | General Assessment | | Small Communities Planning Assistance | | Total FY20 ECICOG Assessment | |
|------------------------|-------------------|--------------------|-------------------------------|---------------------------------------|-------------------------------|------------------------------|-------------------------------|
| <u>Community</u> | <u>Population</u> | <u>%</u> | <u>Assessment²</u> | <u>%</u> | <u>Assessment²</u> | <u>%</u> | <u>Assessment²</u> |
| Iowa City | 67,862 | 49.97% | \$26,936 | -- | -- | 41.28% | \$26,936 |
| Johnson County (rural) | 21,438 | 15.79% | \$8,509 | -- | -- | 13.04% | \$8,509 |
| Coralville | 18,907 | 13.92% | \$7,504 | 41.59% | \$4,722 | 18.74% | \$12,226 |
| North Liberty | 18,299 | 13.47% | \$7,263 | 40.26% | \$4,570 | 18.13% | \$11,833 |
| Solon | 2,037 | 1.50% | \$809 | 4.48% | \$509 | 2.02% | \$1,317 |
| Tiffin | 1,947 | 1.43% | \$773 | 4.28% | \$486 | 1.93% | \$1,259 |
| Lone Tree | 1,300 | 0.96% | \$516 | 2.86% | \$325 | 1.29% | \$841 |
| University Heights | 1,051 | 0.77% | \$417 | -- | -- | 0.64% | \$417 |
| Swisher | 879 | 0.65% | \$349 | 1.93% | \$220 | 0.87% | \$568 |
| Oxford | 807 | 0.59% | \$320 | 1.78% | \$202 | 0.80% | \$522 |
| Hillis | 703 | 0.52% | \$279 | 1.55% | \$176 | 0.70% | \$455 |
| Shueyville | 577 | 0.42% | \$229 | 1.27% | \$144 | 0.57% | \$373 |
| | <u>135,807</u> | <u>100.0%</u> | <u>\$53,904</u> | <u>100.0%</u> | <u>\$11,352</u> | <u>100.0%</u> | <u>\$65,256</u> |

ECICOG is a multi-county regional planning agency which includes Johnson County. It is Region 10 in the state's system of regional planning agencies. Planning assistance is available through ECICOG to the small communities in Johnson County. All municipalities in Johnson County pay a population-based general assessment for the overall support of ECICOG. An additional planning assistance assessment is made to those communities which use ECICOG's planning services.

¹Assumes a 2% increase

²Assessment figures may not equal exact percentages shown due to rounding



Date: January 22, 2020

To: Rural Policy Board

From: ^{GR} Kent Ralston, Executive Director

Re: Agenda Item #4: Availability of East Central Iowa Council of Governments Assistance

The East Central Iowa Council of Governments (ECICOG) is an intergovernmental council established by the Iowa Code. Governed by a Board of Directors comprised of elected officials and private citizens, ECICOG was created to promote regional cooperation and to provide planning services to local governments in Benton, Cedar, Iowa, Johnson, Jones, Linn, Tama and Washington Counties. A portion of ECICOG services are supported by a per capita assessment.

This memo describes some of the services provided by ECICOG. A member of the ECICOG staff will be at our January 29th meeting to answer any questions you may have.

Transportation: ECICOG transit coordinates transit services in Benton, Iowa, Jones and Washington Counties and the rural areas of Linn and Johnson Counties. ECICOG also administers federal transportation funds. These funds are available to assist in funding qualifying road, bridge, trail and transit projects or for transportation planning activities.

Housing and Community Development: ECICOG offers technical assistance to local governments on land use planning, zoning and subdivision regulation, and local government financing. ECICOG also assists cities in updating their code of ordinances as required by state regulations. ECICOG has had success in securing and administering state and federal funds for local infrastructure improvement and community facility projects. ECICOG is also available to assist with the application for, and administration of Community Development Block Grant (CDBG) funds.

Solid Waste Management & Environmental Services: ECICOG is responsible for preparation of the Regional Comprehensive Solid Waste Management Plan which includes Benton, Jones, Iowa and Tama Counties, and facilitates cooperation among the landfill facilities in the region including the Cedar Rapids/Linn County Solid Waste Agency and the City of Iowa City. More recently, ECICOG has taken an active role in other environmental issues including assisting with the formation of, and coordinating planning for, water management authorities. ECICOG recently assisted with the formation of the Clear Creek Watershed Coalition and secured a \$100,000 grant to fund the coalition's planning process.

Revolving Loan Fund: A Revolving Loan Fund (RLF) is a loan pool established by the East Central Iowa Council of Governments to assist new and existing businesses within the ECICOG region to develop and expand. Funds are used in conjunction with local lenders to serve as gap financing for proposals, in which the lender serves as the primary source of funding. As loans are repaid into the pool, the fund revolves back out to other candidates for the program.

Visit <http://www.ecicog.org/> for more information on these and other services provided by ECICOG. Information on ECICOG services are also attached.



EAST CENTRAL IOWA
COUNCIL OF GOVERNMENTS
YOUR REGIONAL PLANNING AGENCY

ecicog.org 319-365-9941

700 16th St. NE, Suite 301 Cedar Rapids, IA 52402



The East Central Iowa Council of Governments helps build vibrant, forward-thinking communities and a collaborative and resilient region.

What We Do:



plan for
the future



leverage state &
federal resources



share technical
skills



promote regional
collaboration

Our Services:



Planning & Technical
Assistance



Facilitation



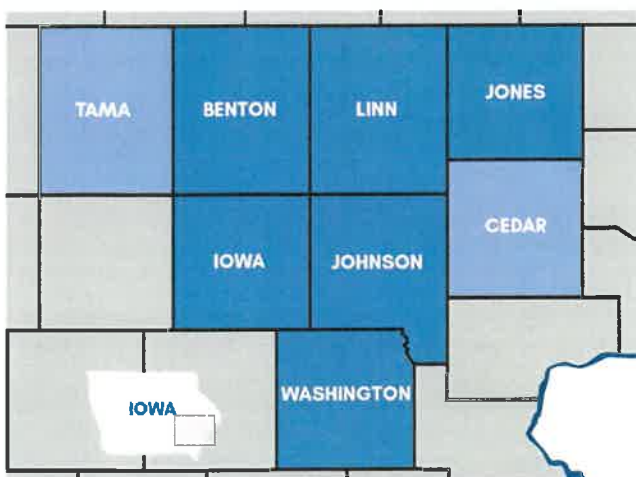
Data Analysis
& Mapping



Grant Writing &
Administration

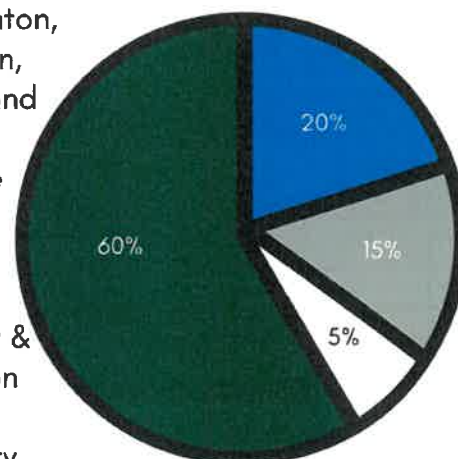


Project Funding
& Management



We serve Benton, Iowa, Johnson, Jones, Linn, and Washington Counties. We assist with solid waste services in Tama County & transportation services in Cedar County.

Funding Breakdown



- Planning Services
- Grant Administration
- County Assessment
- Solid Waste Assessment



Program Areas

Community Development



Land Use & Zoning
Downtown Revitalization
Community Development Grants
EDA & USDA Grants



We're always grateful for the training and support we receive from ECICOG!

-Tawnia Kakacek, Swisher

Environmental Services



Solid Waste Management
Waste Diversion
Watershed Planning & Technical Assistance
Hazard Mitigation Planning



The resilience planning makes us feel so much safer and more prepared.

-Local Farmer, Vinton

Housing



Grant-Funded Housing Rehabilitation
Affordable Housing Trust Funds
Housing Assistance & Inspections
Nuisance Enforcement



We couldn't have done this without the support of the Housing Fund.

-Cedar Valley Habitat for Humanity

Transportation



Rural Dial-A-Ride
380Express
Carpool & VanPool
Trail, Road, and Pavement Project Funding



I'm so grateful for this service! I couldn't be happier with my quick, safe commute.

-Kristina, 380Express rider

Business Loans



Gap Funding for New and Expanding Businesses



It's a privilege to be able to pursue this business, and the loan helped so much!

-Blanche Vega, Pinoy Cafe



ecicog.org 319-365-9941
700 16th St. NE, Suite 301 Cedar Rapids, IA 52402



Metropolitan Planning Organization of Johnson County

Date: January 22, 2020
To: Rural Policy Board
From: Kent Ralston; Executive Director
Re: Agenda Item #5: Discuss MPOJC Orientation opportunity for Board members

For new Board members, or current Board members who desire a refresher, I'm available to provide a short orientation explaining the designation and role of the MPO, services provided by the MPO, and the structure of the MPO.

Please be prepared to indicate if you are interested and I will identify possible dates that will work for a group orientation. I will be available at your January 29th meeting to answer any questions you have.



Metropolitan Planning Organization of Johnson County

Date: January 22, 2020

To: Rural Policy Board

From: ¹⁴⁸ Kent Ralston, Executive Director

Re: Agenda Item #6: Discuss potential MPOJC Work Program projects for FY21

Each year, we put together a work program to schedule our traffic counts, data collection, and other work products. Typical types of work for rural communities include traffic speed and volume counts, traffic control (Stop sign, Yield sign, and warning sign) evaluations, review of proposed development projects, mapping assistance, and grant application assistance.

Examples of recent work include a speed study for the City of Hills, a traffic signal study in Solon, and traffic counts for various communities.

Please be prepared to discuss any projects you have in mind for FY21 for which we can assist. If you have a general project in mind, but don't have the details available, staff is available to discuss potential projects and details at a later date.

I will be at your January 29th meeting to discuss this item and answer any questions you may have.



Metropolitan Planning Organization of Johnson County

Date: January 22, 2020
To: Rural Policy Board
From: Kent Ralston; Executive Director
Re: Agenda Item #7: Discuss and consider appointing a representative to a MPOJC Bylaws review committee

Per the adopted MPOJC Bylaws, the bylaws are to be reviewed every five years (at a minimum) by a committee of five representatives which shall receive recommendations for amendments from both the MPOJC Urban and Rural Policy Boards. At least one of the five representatives must be from the Rural Policy Board. Amendments to the bylaws must be approved by a 2/3 majority vote by the Urban Policy Board and by simple majority vote by the Rural Policy Board.

Staff has received a request to specifically review the bylaws stipulating how appointments are made to the East Central Iowa Council of Governments (ECICOG) Board of Directors. The intent of the request was to investigate whether current term limits are long enough for appointees to be effective, and to review whether the current appointment structure provides the best possible representation for Johnson County as a whole.

Since the bylaws were last reviewed in 2016, I think it would be most useful to review the bylaws in their entirety while also discussing ECICOG representation. Please be prepared to discuss this item and appoint one representative to a bylaws review committee. The adopted MPOJC Bylaws are attached for your reference.

I will be available at your January 29th meeting to answer any questions you may have.

BYLAWS

of the Metropolitan Planning Organization of Johnson County, Iowa

Adopted February 1, 2011

Adopted July 13, 2016

ARTICLE I Organization

Section 1. Definition:

The name of this organization shall be the Metropolitan Planning Organization of Johnson County ('MPO'). The MPO shall operate in compliance with and according to the requirements of Title 23 of the United States Code and subsequent acts.

The MPO shall consist of two Boards, the Urbanized Area Policy Board and the Rural Policy Board, and any advisory committees established by either Board. Member entities are those general purpose local governments located within Johnson County, Iowa, which participate in the MPO according to the terms of these Bylaws and the University of Iowa.

Section 2. Purview:

The Urbanized Area Policy Board's focus is the transportation planning boundary established in the Long Range Transportation Plan most recently adopted by the Urbanized Area Policy Board; the Rural Policy Board's focus is that portion of Johnson County, Iowa, outside the urbanized area.

Section 3. Staff Support:

MPO staff are responsible for preparing meeting minutes, meeting information materials, required documents, studies, applications, correspondence, presentations and other activities at the direction of the Boards, and to fulfill state and federal requirements for metropolitan planning organizations.

ARTICLE II Urbanized Area Policy Board

Section 1. Definition:

The Urbanized Area Policy Board shall consist of all contiguous municipalities in and contiguous to the U.S. Census-defined Iowa City Urbanized Area which qualify and are approved to be part of the MPO according to Title 23 of the United States Code and subsequent acts and rules. It shall also consist of representatives of Johnson County and the University of Iowa.

Section 4. Membership:

- A. Voting membership in the MPO shall be open to all general purpose local governments within Johnson County which qualify and are approved to be part of the MPO according to Title 23 of the United States Code and subsequent acts and rules and to the University of Iowa.
- B. Associate non-voting membership on the Urbanized Area Policy Board shall be open to public and private entities within Johnson County, subject to Urbanized Area Policy Board approval by supermajority (2/3) vote of quorum.
- C. Prior to becoming a member entity, any governmental entity wishing to become a member shall first agree to comply with these Bylaws and commit the necessary financial resources according to the terms of Article IX herein.

Section 5. Officers/Duties:

- A. The Board shall, after the adoption of these Bylaws and thereafter at the first meeting of the calendar year, elect one of its members as chairperson who shall serve for one (1) year or until a successor is elected. The Board shall, after the adoption of these Bylaws and thereafter at the first meeting of the calendar year, also elect one of its members as a vice-chairperson who shall serve for one (1) year. No individual shall be chairperson or vice-chairperson for more than two (2) consecutive terms. Recommendations for officers shall be prepared by a nominating committee comprised of no less than three Board representatives appointed by the Board chairperson and ratified by the Board. The chairperson and vice-chairperson shall be elected by a simple majority of the full Board.
- B. The chairperson of the Board shall preside at all meetings of the Board. In the absence of the chairperson, the vice-chairperson shall assume all duties of the chair. Unless otherwise authorized by the Board, the chairperson or Director of the MPO staff shall sign all contracts.

Section 6. Meetings:

The Board shall meet at the call of the chairperson at such time and place as determined by the Board or the chairperson. At least ten days notice shall be given announcing the date, time and place of each meeting, and all meetings shall be conducted in accordance with the Open Meetings Law. There will be no less than five meetings per year. Meeting sites will be hosted by the member entities represented on the Board.

Section 7. Quorum - Voting Requirements:

- A. A quorum shall consist of a majority of the total representatives of the Board. If there is a majority of the representatives of the Board present at the meeting, the meeting may proceed and the Board may transact all business before the Board and take such action as is required by a simple majority of the representatives present.

Section 2. Powers and Duties:

The Rural Policy Board shall have powers and duties pertaining to issues affecting rural areas in Johnson County and small communities outside of the urbanized area. These powers and duties shall include the preparation and adoption of policies and procedures for the conduct of its business, to prepare and adopt goals and objectives related to transportation planning and other topics as determined by the Board.

Section 3. Officers:

The chairperson shall be elected at the first meeting of the new calendar year. The chairperson shall be nominated by members of the Rural Policy Board and elected by a majority vote of members present and voting. The chairperson shall serve for a period of one full calendar year. The vice-chairperson shall be nominated by members of the Rural Policy Board and elected by majority vote of the members present and voting. The vice-chairperson shall serve for a period of one full calendar year. The Rural Policy Board shall fill vacancies among its officers for the remainder of an unexpired term. A member of the staff shall serve as secretary and keep minutes.

Section 4. Number of Meetings:

There will be an annual meeting during the first month of the calendar year; additional meetings may be held as needed determined either by the chairperson or three members of the Board.

Section 5. Quorum:

A quorum shall consist of a majority of the total representatives of the Board. If a quorum is established, the meeting may proceed and the Board may transact all business before the Board and take such action as is required by a simple majority vote.

Section 6. Representation:

- A. Each Johnson County municipality not on the Urbanized Policy Board will have one representative.
- B. Johnson County will have two representatives on this Board.

**ARTICLE IV
Legal Authority**

Section 1. Powers:

The MPO shall have all the powers for joint or cooperative action by public agencies now and hereafter provided by Chapter 28E of the Code of Iowa.

Section 2. Powers of Member Entities:

Nothing in this agreement shall be construed to remove or limit the powers of the member entities.

ARTICLE VII
Amendment of Bylaws

The Bylaws may be amended at any time. At a minimum, they shall be reviewed every five years by a subcommittee of five representatives, which shall receive recommendations for amendments from each Board. At least one of the members on this subcommittee shall be from the Rural Policy Board. The subcommittee may be established by an affirmative vote of each Board. Changes to the Bylaws shall be provided to each voting representative 30 days prior to the meeting at which the proposed amendments will be considered. The Urbanized Area Policy Board shall approve any and all Bylaw amendments by a super majority (2/3) vote. The Rural Policy Board shall approve any and all Bylaw amendments by a simple majority vote.

ARTICLE VIII
Collection of dues to the East Central Iowa Council of Governments (ECICOG)

Section 1. Role of the MPO:

The MPO shall collect ECICOG dues on behalf of Johnson County entities, and forward said dues to ECICOG.

Section 2. Basis of ECICOG Assessment:

The ECICOG dues assessed to each Johnson County local government shall be the per capita share of the total ECICOG assessment, with Johnson County government funding the per capita share for the unincorporated population.

Section 3. Accounting of ECICOG Dues:

The ECICOG dues and billing shall be considered and accounted for separately from the MPO budget.

ARTICLE IX
Financial Support

Section 1. Preparation of Budget Materials:

Staff shall prepare the budget materials, which shall include the MPO Budget for both the urbanized area and the rural area, ECICOG Dues Budget, and two year funding forecast annually no later than January 31st.

Section 2. Adoption of Budget Materials:

The Urbanized Area Policy Board shall consider approval of the JCCOG Budget and Financial Forecast, and the ECICOG Assessment Budget, by January 31st of each year. The Rural Policy Board shall consider approval of the rural area assessments in the JCCOG Budget and Financial Forecast, and the rural community assessments of the ECICOG Assessment Budget, by January 31st of each year.

ARTICLE XI
Lawsuits

All expenses incurred by MPO for attorney fees and other costs caused by and related to any lawsuit brought forth by a member entity against the MPO shall be the responsibility of the plaintiff when 1) the suit is terminated by the plaintiff or 2) the ruling is in favor of the MPO. It shall be the obligation of the member entity to pay and save MPO harmless from such expenses.

ARTICLE XII
Termination of Membership or Dissolution of the MPO

Section 1.

Member entities may terminate their membership by filing written notice with the MPO no later than March 15th of any year, to take effect on July 1 of the following calendar year (15 months advance notice).

Section 2.

Member entities filing notice to terminate membership shall remain obligated for budgeted financial support through the full term of their membership.

Section 3.

In the event that the MPO is dissolved, the assets and liabilities, if any, of the MPO shall be distributed to or liquidated by the member entities in proportion to their respective assessments for the two-year period preceding dissolution.



Metropolitan Planning Organization of Johnson County

Date: January 17, 2020

To: Rural Policy Board

From: Brad Neumann, Associate Transportation Planner

Re: Agenda item #8: Update on small community traffic engineering assistance

Each year, MPOJC conducts several traffic engineering studies for smaller communities in Johnson County. The services include capacity studies, speed studies, traffic signal evaluations, traffic sign and pavement marking evaluations, pedestrian crossing studies, and average daily traffic (ADT) counts. There are no additional charges for these studies. Projects in 2019 included:

LONE TREE

- W. Commercial Street (at DeVoe Street) - ADT
- Hwy 22/North Perkins Street intersection
- DeVoe Street (north city limits) - ADT
- DeVoe Street (south city limits) - ADT
- Pioneer Road (west city limits) - ADT
- Pioneer Road (east city limits) - ADT

SOLON

- 5th Street (Racine Avenue-Iowa Street) - ADT, school zone signage
- 5th Street (Eastwood Street-Iowa Street) - ADT, left turn lane analysis for new elementary school
- Stinocher Street (City Shop) - ADT

SWISHER

- 3rd Street/Swisher View Drive intersection - all-way stop analysis
- 3rd Street/Central Avenue - all-way stop analysis
- 2nd Street/Summit Avenue intersection

Each community in Johnson County will soon receive a letter requesting traffic engineering studies for 2020. If anyone has questions or requests please contact me by phone at 356-5235 or by email at brad-neumann@iowa-city.org.

cc: Kent Ralston



Metropolitan Planning Organization of Johnson County

Date: January 22, 2020

To: Rural Policy Board

From: Brad Neumann, ^{*BW*} Associate Transportation Planner

Re: Agenda Item #9: Update on CRANDIC Passenger Rail and Rails-to-Trails Studies

Phase I - Iowa City to Cedar Rapids Passenger Rail Conceptual Feasibility Study:

This 2015 study was commissioned by MPOJC, the Iowa Department of Transportation (Iowa DOT), and the CRANDIC Railroad (completed by HDR Inc.). The study explored the conceptual feasibility of a passenger rail service operating in the existing 20.5 mile CRANDIC Corridor between Gilbert Street in Iowa City and the Eastern Iowa Airport in Cedar Rapids. The study identified potential types and modes of passenger rail service for the Corridor and identified general capital and operating maintenance costs, service frequencies, service capabilities, environmental regulations, and funding options. Capital costs for this service ranged from \$250 million to \$500 million for the commuter rail service option. Most of this estimated cost was attributed to the rail portion north of North Liberty due to the distance and dealing with rail congestion near Cedar Rapids.

Phase I identified the Iowa City to North Liberty segment as feasible and further study was warranted. Stakeholders agreed to focus a Phase II feasibility study on rail service between Iowa City and North Liberty only.

Phase II - Iowa City to North Liberty Passenger Rail Conceptual Feasibility Study:

Phase II was completed in 2016. This phase explored the feasibility of passenger rail service between Gilbert Street in Iowa City and Forevergreen Road in North Liberty, a distance of 7.1 miles. The Study provided stakeholders with a conceptual assessment of existing corridor conditions, conceptual passenger rail equipment and service plan, probable conceptual capital and operations and maintenance costs, and potential alternatives that could reduce the capital cost to implement the service. The capital cost identified in Phase II was approximately \$40 million.

Again, stakeholders agreed to continue study on the Iowa City to North Liberty segment and focus a Phase III study on ridership, revenue forecasts, financial strategies, project funding, benefits to the community, and conceptual station design.

Iowa DOT's study on impacts of Alternative Modes on Interstate 380:

After it was announced by the Iowa DOT, the MPOJC Policy Board elected to wait for ridership estimates produced in the Iowa DOT's 2017 study that examined the long-term potential for commuter rail and/or automated bus transit as a component of an enhanced multimodal transportation network in the Iowa City-Cedar Rapids Corridor. The study was developed concurrently with the broader Iowa DOT Interstate 380 Corridor Planning and Environmental Linkage (PEL) Study that evaluated safety, capacity, and infrastructure deficiencies on the principal roadway between the two cities and made recommendations for improvements to increase regional mobility in the near-term horizon. The study also explored alternative

transportation use of the parallel CRANDIC Corridor right-of-way to supplement capacity on I-380 during a longer-term horizon.

Iowa DOT provided favorable ridership estimates for passenger rail service between Iowa City and North Liberty and recommended further study of this segment.

Phase III - Iowa City to North Liberty Passenger Rail Conceptual Feasibility Study:

After reviewing the results of the Phase II Passenger Rail Study, several MPOJC entities chose to move forward with a Phase III study. The intent of the Phase III study is to focus on ridership, revenue forecasts, financial strategies, benefits to the community, and conceptual station design. Funding for this study comes from the City of Iowa City, the City of Coralville, Johnson County, the University of Iowa, CRANDIC Railroad, and the Iowa Department of Transportation (DOT).

After working with the Iowa DOT, CRANDIC Railroad, and HDR Consulting to resolve differences with the Federal Transit Administration (FTA) regarding the proposed ridership model and methodology to be used in the Iowa City-North Liberty Commuter Rail Study, the study is now close to conclusion.

HDR Consulting, in conjunction with the ETC Institute, has concluded an on-board bus survey to collect data on bus routes serving the University of Iowa campus. The purpose of this survey was to obtain origin-destination (OD) and other travel information for university students riding transit to and from campus. HDR will incorporate the data into the STOPS application model to update the ridership forecasts and develop fare revenue estimates.

The feasibility study should be wrapped up late January. A stakeholder presentation will be scheduled for February.

Rails-to-Trails Study:

In early 2018, several MPOJC entities directed MPO staff to work with HDR Consulting in developing a scope and a cost estimate for a rails-to-trails study in the CRANDIC corridor between Iowa City and the University of Iowa's Research Park (Oakdale). Iowa City, Coralville, Johnson County, and the University of Iowa are provided funding for this study.

The intent of this study was to provide an additional option that could be used to preserve the existing CRANDIC rail corridor for future use if passenger rail service is not implemented. Our intent was to provide the Board with both the passenger rail study and the rails-to-trails study at the same time, however issues with the passenger rail study will not allow this to happen. The MPO has provided the Iowa City-Oakdale CRANDIC Corridor Right-of-Way Rails-to-Trails Conversion Study final report to each of the entities that took part in the study.

The study provided valuable information about the federal regulations and process of railroad abandonment, railbanking, permissible uses, as well as a description of potential liability issues that railroads typically consider when converting from rail usage. An estimate of probable conceptual costs was also developed for the trail infrastructure for this segment of the CRANDIC corridor. The cost estimate includes removal of the existing rail infrastructure, bridge and culvert improvements, roadway crossings, trail construction, and professional services. The cost estimate for the 6.1-mile corridor ranged from \$574,000 to \$903,000 per mile depending on the trail surface type (\$3.5 million to \$5.5 million total).

I will be at the January 29th meeting to discuss this item.