

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION (ESMPO)  
 POLICY BOARD MEETING  
 DAPHNE CITY HALL  
 DAPHNE, ALABAMA  
 FEBRUARY 11, 2015  
 10:00 AM

**AGENDA ACTION REPORT**

Please see a copy of the meeting transcript for the official meeting minutes.  
 The Agenda Action Report is for informational purposes only.

CALL TO ORDER/PLEDGE/INVOCATION

- Vice Chairperson Mayor Dane Haygood called the meeting to order at 10:06 AM.
- Invocation led by Commissioner Chris Elliot.
- Pledge led by Citizens Advisory Committee Vice Chairperson, Mr. Tedson Meyers

ROLL CALL

- Mr. Matthew Brown, MPO Coordinator, called the roll.
  - Members Present: Councilmember Jack Burrell, City of Fairhope; Mayor Dane Haygood, City of Daphne; Councilmember Joe Davis, City of Daphne; Mayor Mike McMillan, City of Spanish Fort; Commissioner Tucker Dorsey, Baldwin County Commission; Commissioner Chris Elliott, Baldwin County Commission; Mr. Vince Beebe (as proxy for Mr. Vince Calametti), ALDOT Southwest Region; Mr. Richard Johnson, Chairperson of the Technical Advisory Committee (TAC); Mr. Andy James, Chairperson of the Citizens Advisory Committee (CAC)
  - Members Absent: Mayor Timothy Kant, City of Fairhope; Mayor Billy Middleton, Town of Loxley; Mr. Robert Jilla, ALDOT Montgomery; and Mr. Clint Andrews, FHWA.
  - Also Present: Mr. Ben Butzbaugh, Citizens Advisory Committee (CAC); Mr. Tedson Meyers, CAC Vice Chairperson; Mr. John Sharp, Mobile Press Register; Ms. Adrienne Jones, City of Daphne; Mr. Larry Watts, Goodwyn Mills & Cawood; Mr. Cal Markert, Baldwin County; Mr. Matthew Brown, ESMPO; and Ms. Sarah Hart, ESMPO.

APPROVAL OF MINUTES

<b>MOTION BY:</b> Commissioner Chris Elliott			
<b>TO:</b> Adopt the meeting minutes from the October 22, 2014, Policy Board meeting.			
<b>SECONDED BY:</b> Councilmember Jack Burrell			
<b>DISCUSSION:</b> See Court Reporter Transcript (anticipated February 18, 2015)			
<b>Aye (In Favor):</b>	<b>Nay (Opposed):</b>	<b>Abstained:</b>	<b>Result:</b>
All In Favor	None Opposed	None abstained	Motion Carried

OLD BUSINESS

**1. Action - ITS Study (ALL)**

- Sain Associates has completed the ITS study and the Concept of Operations for the proposed Responsive/Adaptive Traffic Signal system. The study recommends that the Eastern Shore MPO install an adaptive traffic signal system on the Eastern Shore in two phases. The first phase includes installing the signal system at signals on U.S. 98, US 31, US 90, and the northern portion of SR 181. The preliminary system originally envisioned by MPO staff included only lights on US 98 and SR 181. The Sain study added the lights on US 31 and US 90 to accommodate traffic that detours on these roads when traffic backs up on I-10. The second phase, anticipated for some future date, would involve adding adaptive signals on SR 181 from County Road 32 to US 90.

<b>MOTION BY:</b> Commissioner Elliot			
<b>TO:</b> Accept the findings of the ITS Study completed by SAIN Associates			
<b>SECONDED BY:</b> Councilmember Burrell			
<b>DISCUSSION:</b> See Court Reporter Transcript (anticipated February 18, 2015)			
<b>Aye (In Favor):</b>	<b>Nay (Opposed):</b>	<b>Abstained:</b>	<b>Result:</b>
All In Favor	None Opposed	None abstained	Motion Carried

**2. Action – Adopting Final Bicycle and Pedestrian Transportation Plan (ALL)**

- The Policy Board adopted the Draft 2014 Bicycle and Pedestrian Transportation Plan on September 24, 2014. MPO staff submitted the Final version of the plan to ALDOT, and the Final plan was approved by ALDOT in December. Due to the fact that the changes were so minimal, ALDOT informed the ESMPO that no Public Outreach would be required.

<b>MOTION BY:</b> Councilmember Burrell			
<b>TO:</b> Adopt Resolution 2015-01 Adopting the Final 2014 Bicycle and Pedestrian Transportation Concept with the word “Plan” changed to “Concept.”			
<b>SECONDED BY:</b> Commissioner Tucker Dorsey			
<b>DISCUSSION:</b> See Court Reporter Transcript (anticipated February 18, 2015)			

<b>Aye (In Favor):</b>	<b>Nay (Opposed):</b>	<b>Abstained:</b>	<b>Result:</b>
<b>All In Favor</b>	<b>None Opposed</b>	<b>Vince Beebe</b>	<b>Motion Carried</b>

**3. Information – Safety Video Kiosk Pilot Project Update (All)**

- The informational video kiosk that was approved at the October meetings was placed in the Probate Office at the Fairhope Satellite Courthouse on December 16, 2014. MPO staff encouraged feedback from citizens through written surveys.

**NEWS BUSINESS**

**4. Action – Resolution Updating the MPO Visionary List (All)**

- MPO staff needs to update the Visionary List to match with proposed projects in the MPO’s Draft Long Range Transportation Plan. By placing a project on the Visionary List the Policy Board is recognizing that the specific project is needed in the Planning Area, but placing a project on the Visionary list does not guarantee that the particular project will receive any funding from the MPO.

<b>MOTION BY:</b> Commissioner Elliott			
<b>TO:</b> Adopt Resolution 2015-02 Updating the MPO Visionary List			
<b>SECONDED BY:</b> Councilmember Burrell			
<b>DISCUSSION:</b> See Court Reporter Transcript (anticipated February 18, 2015)			
<b>Aye (In Favor):</b>	<b>Nay (Opposed):</b>	<b>Abstained:</b>	<b>Result:</b>
<b>All In Favor</b>	<b>None Opposed</b>	<b>None abstained</b>	<b>Motion Carried</b>

**5. Action – Resolution Creating Temporary Program of Projects for Financially Constrained Project List (All)**

- The MPO has three years to utilize MPO project funds, via the adoption of a program of projects. These projects will become the Financially Constrained and TIP Project Lists within the Long Range Transportation Plan and Transportation Improvement Program.
- Projects that are funded at this meeting can be unfunded at the next meeting so a decision made at one meeting can be reversed, if necessary, at the next MPO meeting.

**MOTION BY:** Councilmember Burrell

**TO:** Adopt Resolution 2015-03 creating a Temporary Program of Projects for Financially Constrained Project List with only the first three adaptive signal projects.

**SECONDED BY:** Commissioner Elliott

**DISCUSSION:** See Court Reporter Transcript (anticipated February 18, 2015)

**MOTION BY:** Councilmember Joe Davis

**TO:** Amend motion to add SR 181 Interchange Modification project as fourth project on financially constrained project list.

**SECONDED BY:** Commissioner Elliott

**DISCUSSION:** See Court Reporter Transcript (anticipated February 18, 2015)

<b>Aye (In Favor):</b>	<b>Nay (Opposed):</b>	<b>Abstained:</b>	<b>Result:</b>
All In Favor	None Opposed	None abstained	Motion Carried

Vote on original motion as amended:

<b>Aye (In Favor):</b>	<b>Nay (Opposed):</b>	<b>Abstained:</b>	<b>Result:</b>
All In Favor	None Opposed	None abstained	Motion Carried

**6. Action - Resolution Appointing Members to the 2015-2016 Citizens Advisory Committee (Policy Board)**

- MPO staff have compiled all applications received by citizens interested in serving on the Eastern Shore MPO Citizens Advisory Committee. Policy Board members have nominated, or in many cases re-nominated, the following individuals to serve a two year term on the Citizens Advisory Committee with the first anticipated meeting of their term taking place in April 2015 and the final meeting of their term taking place in January 2017.

**MOTION BY:** Commissioner Elliott

**TO:** Resolution 2015-04 Appointing Members to the New 2015-2016 Citizens Advisory Committee

**SECONDED BY:** Commissioner Dorsey

<b>DISCUSSION:</b> See Court Reporter Transcript (anticipated February 18, 2015)			
<b>Aye (In Favor):</b>	<b>Nay (Opposed):</b>	<b>Abstained:</b>	<b>Result:</b>
All In Favor	None Opposed	None abstained	Motion Carried

7. Action – Resolution Amending FY 2015 Unified Planning Work Program to Allocate Funds for a Spanish Fort Causeway Master Plan and Overlay Project **(All)**

- In FY 2013 and FY 2014 the MPO operated below its allocated budget resulting in a balance of unspent federal planning funds totaling approximately \$60,898. These funds can only be carried over for three (3) years. A portion of these funds have been allocated for use on the traffic signal study. The City of Spanish Fort has requested that the balance of these funds be used to hire a consultant to prepare a Spanish Fort Causeway Master Plan and Overlay at an estimated total cost of \$45,000 with the federal portion amounting to approximately \$36,000. The MPO is required to include all programmed federal planning funds in the MPO’s Unified Planning Work Program and has therefore prepared a proposed amended FY 2015 UPWP that includes the new project.

<b>MOTION BY:</b> Commissioner Dorsey			
<b>TO:</b> Adopt Resolution 2015-05 Amending the FY 2015 Unified Planning Work Program for the Eastern Shore Urbanized Area			
<b>SECONDED BY:</b> Commissioner Elliott			
<b>DISCUSSION:</b> See Court Reporter Transcript (anticipated February 18, 2015)			
<b>Aye (In Favor):</b>	<b>Nay (Opposed):</b>	<b>Abstained:</b>	<b>Result:</b>
All In Favor	None Opposed	None abstained	Motion Carried

8. Action – Resolution Authorizing the Use of MPO Funds to Hire a Consultant for Spanish Fort Causeway Master Plan and Overlay Project **(All)**

- The City of Spanish Fort has requested that the balance of FY13 and FY14 Planning Funds be used to hire a consultant to prepare a Spanish Fort Causeway Master Plan and Overlay at an estimated total cost of \$45,000 with the federal portion amounting to approximately \$36,000. The Alabama Department of Transportation and the Federal Highway Administration have approved the use of remaining FY13 and FY14 Planning Funds for the project.

**MOTION BY:** Councilmember Burrell

**TO: Adopt** Resolution 2015-06 Authorizing the Use of MPO Funds to Hire a Consultant For Spanish Fort Causeway Master Plan and Overlay Project

**SECONDED BY:** Commissioner Elliott

**DISCUSSION:** See Court Reporter Transcript (anticipated February 18, 2015)

<b>Aye (In Favor):</b>	<b>Nay (Opposed):</b>	<b>Abstained:</b>	<b>Result:</b>
<b>All In Favor</b>	<b>None Opposed</b>	<b>None abstained</b>	<b>Motion Carried</b>

**9. Informational – MPO Coordinator’s Report (All)**

- Revised Information Regarding Timeline to Spend MPO Project Funds
  - MPO Staff has been informing the Policy Board that MPO project funds must be spent within four years of allocation (three years plus the year allocated). MPO staff was recently informed by ALDOT that this information is incorrect and that the MPO has only three years to spend the funds (two years plus the year allocated)
- FY15 Continuity of Operations Plan (COOP)
  - MPO staff has updated its FY15 Continuity of Operations Plan, which describes how MPO staff, property, and information will be protected in case of an emergency.
- Report on the Attorney General’s Opinion
  - The office of the Attorney General provided its opinion that the MPO had requested regarding the use of sidewalks by cyclists.
- Third Quarter and Year End Financial Statement
  - MPO staff has prepared financial reports for the Third and Fourth Quarters of fiscal year 2014, as well as a year-end financial statement. The MPO came in under budget for the fiscal year 2014.
- Long Range Transportation Plan Update
  - The Eastern Shore MPO Long Range Transportation Plan has been submitted to ALDOT for several reviews and has now been published for Public Comment. The document will be available for comment through March 7, 2015.
- Spanish Fort Transit Park-and-Ride Discussion
  - The MPO is currently working with BRATS to examine a possible park and ride facility in the Spanish Fort Town Center. The hope is that we can setup the

transaction so that the property owner is donating 20% of the market value and the local match for the property.

- Letter from Spanish Fort Middle School Regarding Sidewalk on Jimmy Faulkner Boulevard
  - Spanish Fort Middle School has submitted a letter to the MPO regarding a sidewalk on Jimmy Faulkner Boulevard. As of now there is no sponsor identified, but could potentially be a good project with the growth expected in that area over the next few years.
- Letters of Appreciation for Advisory Committee Members
  - In the past, MPO staff have gone to the Policy Board for approval authorizing the Chairman to sign letters of appreciation to resigning Advisory Committee members. Unless there is an objection, the MPO plans to present communication of this nature to the Chairman in the future without bringing it before the Policy Board.
- Work Sessions for Policy Board
  - MPO staff indicated that some questions had been raised about the possibility of holding a Policy Board work session prior to the regular meeting. MPO staff is investigating this possibility and will provide a plan to the Policy Board.

#### NEXT MPO MEETINGS (All)

- **Policy Board:** Wednesday, April 22, 2015; 10:00 AM; Council Chambers; Daphne City Hall
- **TAC Meeting:** Wednesday, April 15, 2015; 10:00 AM; Spanish Fort; TBA
- **CAC Meeting:** Tuesday, April 14, 2015; 1:00 PM; Fairhope Civic Center
- **BPAC Meeting:** Tuesday, April 14, 2015; 9:00 AM; Fairhope Civic Center

#### PUBLIC FORUM (All)

- **Members of the Public:** See Court Reporter Transcript (anticipated February 18, 2015)
- **Members of the Press:** See Court Reporter Transcript (anticipated February 18, 2015)
- **Policy Board Members:** See Court Reporter Transcript (anticipated February 18, 2015)

#### ADJOURNMENT (All)

**MOTION BY:** Commissioner Elliott

**TO:** adjourn the meeting

**SECONDED BY:** Councilmember Burrell

<b>Aye (In Favor):</b>	<b>Nay (Opposed):</b>	<b>Abstained:</b>	<b>Result:</b>
<b>All In Favor</b>	<b>None Opposed</b>	<b>None abstained</b>	<b>Motion Carried</b>