# **DOVER/KENT MPO COUNCIL**

# **MINUTES OF NOVEMBER 2, 2016**

**Dover/Kent MPO Council Members and /or Representatives thereof attending:**

**Robin Christiansen, Mayor, City of Dover, Vice Chair**

**Justin King, Mayor, Town of Camden for Kent County Municipalities**

**John Sisson, Executive Director, Delaware Transit Corporation**

**Terry Pepper, Dep. Dir., Safety & Homeland Security, for Governor Jack Markell, State of Delaware**

**Bruce Allen for D. Boyce, Director of Planning, Delaware Dept. of Transportation, for Secretary Jennifer Cohan**

**Members not attending:**

**Brad Eaby, for Brooks Banta, President, Kent County Levy Court, Chairman**

**Terry Garcia Crewes, Regional Administrator, Region III, Federal Transit Admin. (FTA)**

**Mary Ridgeway, Division Administrator, Federal Highway Admin. (FHWA)**

**Non-members attending:**

**John Paradee, Baird Mandalas Brockstedt**

**Rich Vetter, MPO Staff**

**Kate Layton, MPO Staff**

**James Galvin, MPO Staff**

**Matt Jordan, Dover Air Force Base, MPO TAC**

1. **Introduction of Members & Guests**
2. **Public Comments**
3. ***ACTION ITEM*: Approval of Agenda (enclosure)**
4. ***ACTION ITEM*: Approval of Minutes / September 7, 2016 (enclosure)**
5. ***ACTION ITEM*: Annual Elections**

MOTION By Mr. Pepper that the nominations for Council Chair and Vice Chair remain the same:

 Commissioner Eaby as Chair, Mayor Christiansen as Vice Chair. Seconded by Mayor King.

 Motion carried.

There were no further nominations and Commissioner Eaby and Mayor Christian remained in their respective offices.

1. ***ACTION ITEM*: MPO/WILMAPCO Memorandum of Understanding - Rich Vetter**

Mr. Vetter explained that Federal Highway Administration (FHWA) staff requested a memorandum of understanding between the D/KC MPO and WILMAPCO regarding Smyrna, which is partly in both Kent and New Castle counties. The MOU simply clarifies and documents in writing the process that has been used all along regarding projects within the boundaries of Smyrna.

MOTION By Mayor King to approve signature of the MOU. Seconded by Mr. Pepper. Motion carried.

1. ***ACTION ITEM*: MPO Title VI/Environmental Justice Policy - Jim Galvin**

Mr. Galvin noted that this policy is also required by FHWA. The policy includes both environmental justice and Title VI federal requirements and includes a complaint process. All minor changes recommended previously have been incorporated into the document and there were no comments during the public comment period.

MOTION By Mr. Pepper to approve adoption of the Policy as presented. Seconded by Mayor King.

 Motion carried.

1. **DISCUSSION ITEM: Long Range Transportation Plan Project Prioritization - Jim Galvin**

Mr. Galvin reviewed the priority process developed for prioritizing projects in the Transportation Improvement Program and the Metropolitan Transportation Plan (MTP, aka Long Range Transportation Plan). He reminded Council that while the process uses DecisionLens, it is not identical to DelDOT’s program, because the MPO developed its own criteria, and the State Strategies is ranked highest by the MPO criteria. Mr. Galvin referred to materials sent to Council, noting that the graph included illustrates how the criteria are weighted. The materials also included the list of MTP projects.

Mr. Galvin indicated certain projects that ranked high on the list. Mayor King asked what years the MTP encompasses. Mr. Galvin explained that it is 20 years out, and is updated on a regular basis. Changes in federal regulations require a priority list of projects be included in the Plan.

There was discussion concerning how the projects are solicited from Kent County, municipalities and the public. The list is included in the MTP, and DelDOT refers to the list for projects, and the projects are then prioritized using DelDOT criteria for DecisionLens. It was noted that some of the MTP projects are already in DelDOT’s FY2017-2022 Capital Transportation Program.

Mr. Paradee, representing the owners of the Dover Mall, said that his clients are working with DelDOT to move the proposed access road forward. He asked that the MPO request reconsideration and re-assessment of the criteria used by DelDOT to rank the project. Mr. Paradee felt that the safety and congestion mitigation issues are under-valued because the project is seen as economic development, not safety. He felt that it is both and believed the project was scored unfairly without input from a recently completed feasibility study that shows the project will relieve traffic congestion on the Route 13 corridor.

Mr. Vetter said that the project is #18 on the MTP list. The project is included in the draft FY2018-2023 CTP. There was discussion concerning the possibility of a public/private partnership to fund the project. Mr. Vetter noted that the MPO does not deal with funding, that is DelDOT’s role. It was suggested that the project could be brought back for consideration if a need for the access road can be shown. Mr. Paradee said that the statute requires the MPO and the Council on Transportation to recommend it before it goes to the Bond Bill because it must be a priority from the MPO first. He stated that the project needed a higher priority from the MPO and asked if it could be re-ranked. Mayor Christiansen noted that the MPO is a public body, and before the priority list and the MTP is adopted public input is solicited. Mr. Paradee said that a toll study to show the project could be funded is due to be finalized tomorrow (November 3). Mayor Christiansen asked Mr. Galvin about re-prioritizing, and Mr. Galvin responded that the MPO had ranked the project as high as it could go on safety. He suggested that the City of Dover include the project on its priority list.

1. **PRESENTATION: Long Range Transportation Plan Public Survey Summary - Kate Layton**

Ms. Layton gave a PowerPoint presentation that summarized the survey responses. She reported that the surveys were distributed on-line and physically through presentations to municipalities and Kent County and a variety of events. There were 322 responses, although only 292 were filled out completely. She said that the presentation was a synopsis of highlights, and that total responses give the MPO a variety of opinions to review and quantify. She reviewed the answers to the questions in the interviews, and noted the percentages involved in the most common answers. The most common reason for not using transit is that “it takes too long.” Some respondents said that they did not feel safe using the bus.

The majority of those responding did not support a gas tax increase, with 44.52% not in favor. Most respondents were in favor of the private sector developers paying a share of improvements costs.

The survey and response analysis will be an appendix to the MTP.

1. **COUNCIL MEMBER REPORTS**

Mayor King announced that Aldi (grocery store) will be opening in Camden. There will be a ribbon-cutting ceremony on November 17. The Germany-based franchise is known for high quality and low-prices. Mayor King also reported that there are other projects being submitted to the Planning Committee.

Mr. Pepper reported that turf is going in at the Kent County Sports Complex, and a March or April opening date is expected. Most of the work will be wrapped up by the end of 2016. There are already tournaments lined up.

He also announced that the County Recreation Center gym on New Burton Road is seeing a lot of use. The Center is behind the the Boys and Girls Club.

Mr. Allen reported that the State Long Range Transportation Plan update has begun. The consultants assisting with the update is Johnson, Mirmiran & Thompson (JMT). DelDOT is aiming for a more readable and user-friendly format. The process is expected to take about a year.

1. **TAC Report – Rich Vetter**

Mr. Vetter reported that the TAC has had good attendance and participation.

1. **PAC Report – Kate Layton**

Ms. Layton reported that the PAC held annual elections, and Mr. Michael Gumrot and Mr. Jayce Lesniewski were re-elected as Chair and Vice-Chair respectively. A new agribusiness PAC member has been appointed by Kent County. Mr. Bruce Snow is from Smyrna. He replaces Mr. Dwight Meyer, who retired at the end of his most recent term. Ms. Layton reported that DTC still has a vacant PAC seat, and Mr. John Grady, a Dover appointee, just resigned.

1. **Staff Reports –**

 **13.1 Outreach Activities – Kate Layton**

 **13.2 UPWP Progress & Financial Reports – Rich Vetter**

 **13.3 Other MPO Projects & Updates – Rich Vetter**

 **13.4 Committee and Council 2017 schedule**

Ms. Layton reported that she represents the MPO on the Restoring Central Dover Transportation Committee. RCD has applied for grants for a bicycle rack for the Dover Library, and to improve the sidewalk to ADA standards.

Mr. Vetter reported that the Regional Bicycle Plan Working Group has held four meetings and has developed a list of bicycle projects that they will be prioritizing. He expects the Plan to be complete by summer 2017. Mr. Vetter also reported that MPO staff is assisting the City of Dover with the downtown parking study.

MPO Staff presented the draft 2017 meeting schedule for the TAC, PAC and Council. Council amended the schedule due to conflicts with holidays. Dates for the July and September 2017 meetings and the January 2018 meeting were changed to one week later, the 2nd Wednesday of the month rather than the first.

MOTION By Mr. Allen to adopt the amended schedule. Seconded by Mayor King. Motion carried.

Next Meeting: January 4, 2017

MOTION By Mr. Pepper to adjourn the meeting. Seconded by Mayor King. Motion carried.