TO: Technical Coordinating Committee Members
FROM: Mike Kozlosky, Senior Transportation Planner
DATE: May 9, 2008
SUBJECT: May 14th Meeting

A meeting of the Wilmington Urban Area MPO Transportation Advisory Committee will be held on Wednesday, May 14th at 10am. The meeting will be held in the 4th Floor Conference Room at 305 Chestnut Street in downtown Wilmington.

The following is the agenda for the meeting:

1) Call to Order
2) Approval of Minutes:
   a. 3/12/08
3) Public Comment
4) Old Business
5) New Business
   a. Municipal Agreement with NCDOT for the Market Street Corridor Plan
   b. Resolution requesting the General Assembly consider amending House Bill 1473 to permit a “sunset” clause and be project specific
   c. Resolution requesting NCDOT consider Safe Routes to School funding for bicycle/pedestrian improvements at Independence Boulevard/Park Avenue
6) Discussion
   a. Modification to amend the Long Range Transportation Plan to change Brentwood Drive from a local street to collector street
7) Project Updates
   a. Dow Road widening and extension
   b. Monkey Junction Collector Street Plan
   c. NCDOT Project Update
8) Announcements
   a. NC Public Transportation Meeting- June 4th-6th
   b. NC SITE Mid-year Meeting- June 11th-13th
   c. Wilmington Bike/ Pedestrian Committee Meeting- June 12th
9) Adjournment -- Next Meeting – June 11, 2008

Attachments:
- Minutes from 3/12 Meeting
- Municipal Agreement with NCDOT for the Market Street Corridor Plan
- Resolution requesting the General Assembly consider amending House Bill 1473 to permit a “sunset” clause and be project specific
- Resolution requesting NCDOT consider Safe Routes to School funding for bicycle/pedestrian improvements at Independence Boulevard/Park Avenue
- NCDOT Project Update (to be distributed at the meeting)
Members Present:
Mike Kozlosky, City of Wilmington
Stephanie Ayers, NC Ports Authority
Albert Eby, WAVE Transit
Chris O'Keefe, New Hanover County
Julie Wilsey, ILM Airport
Patrick Riddle, NCDOT
Michael Zehner, Town of Belville
Don Eggert, Cape Fear RPO
Shane York, NCDOT
Travis Barnes, City of Wilmington

Others Present:
Anthony Prinz, City of Wilmington
Joshuah Mello, City of Wilmington
Whitney Prease, ILM Airport
Sam Burgess, New Hanover County
Brian Bergeler, Greenways Inc.
Chuck Flink, Greenways Inc.

1. **Call to Order**
   Mr. Mello called the meeting to order at 10:04 am.

2. **Approval of Minutes**
   With the correction noting that Mr. Eggert was in attendance at the February meeting, the motion to approve the minutes for the February 13, 2008 meeting carried unanimously.

3. **Old Business**
   There were no items of old business.

4. **New Business**

   a. **Resolution adopting the Cape Fear Historic Byway Corridor Management Plan**
      Mr. Mello introduced Mr. Brian Bergeler and Chuck Flink, with Greenways Inc. who gave a presentation on the recommendations for the Cape Fear Historic Byway Corridor Management Plan. Following the presentation, Mr. Eggert made the motion to recommend adoption of the corridor management plan and forward to the TAC for consideration. Mr. O'Keefe seconded the motion and the motion carried unanimously.

   b. **Resolution supporting the efforts to secure byway grant funding for S. 3rd Street**
      Mr. Mello told members staff is submitting an application in the amount of $800,000 to Federal Highway Administration to make streetscape improvements to the South 3rd Street corridor. The grant is due Friday and the resolutions will go before the TAC at their next meeting. The NCDOT agreed to accept the resolutions after that meeting. Mr. O'Keefe made a motion to approve the resolution in support of efforts to secure grant funding for the S. 3rd Street streetscape improvements. Mr. Eggert seconded the motion and it passed unanimously.
c. Resolution adopting the Blue Clay Road Bicycle Corridor Plan
Mr. Flink told members this corridor plan is an effort in finding a suitable route and alignment to connect bicyclist from the downtown area to Holly Shelter Road. The goal was to come up with the most suitable alignment to build an on-road/off-road trail. The corridor will likely be part of the East Coast Greenway.

Mr. Bergeler presented the alternative routes examined in determining the preferred alignment for the corridor. Mr. Flink said the resolution is asking for the adoption of this plan as a commitment to the fact that this project will go forward and the details of the construction will be worked out with each phase.

Ms. Ayers asked about overall cost. Mr. Bergeler said the rough-cost estimate for the whole project could be about $3.5 million.

Mr. Eggert asked if the bicycle committee looked at the plan. Mr. Mello said they were intricately involved.

Ms. Wilsey told members the only challenge with the sewer easement is that as a land owner, the airport authority was told that the sewer easement can be built on. The Airport Authority can still lease it and they can build their own parking lots on it. The fair compensation for that easement is 30% because they are saying they are not going to lock it up for anything else. When you go back and put this public bike path on that easement, some of those land owners are going to say that is not what they were told originally. That needs to be clarified with the county, and the water/sewer district because it is inconsistent with what the property owners were told.

With no other discussion, Mr. O’Keefe made the motion to support the resolution adopting the Blue Clay Road Bicycle Corridor Plan. Mr. Zehner seconded the motion and it passed unanimously.

d. Resolution amending the Citizen Advisory Committee (CAC) to include one at-large member
Mr. Kozlosky told members Mayor Montgomery from Kure Beach requested the item be placed on the agenda. The resolution is to amend the CAC membership to include one at large member, to be appointed by the TAC. Mr. Kozlosky told members he would suggest that the appointment come from the Bicycle and Pedestrian Committee because it is a recommending body to the TCC and TAC. Mr. O’Keefe made the motion to approve the amendment and that the representative be from the Bike/Ped Committee. Mr. Eggert seconded the motion and it carried in a unanimous vote.

e. Resolution amending the 2007-08 Unified Planning Work Program
Mr. Kozlosky told member staff has until March 31st to amend the Planning Work Program (PWP) for the current fiscal year. Staff is proposing to reduce expenditures in the travel time studies forecast of the data to the horizon year, forecast of future travel plans, financial planning and special studies line items. Staff recommends increasing expenditure of funds in the dwelling unit and population changes, mapping, travel model updates, bicycle and pedestrian planning, collector street planning, public involvement and management/operations line items. Staff proposes to make those modifications because of projected overruns in those line items and in order to balance the PWP. Ms. Ayers made the motion to amend the 2007-2008 Unified Planning Work Program and forward to the TAC for consideration. Mr. O’Keefe seconded the motion and it carried unanimously.
f. Adoption of the 2008-09 Unified Planning Work Program

Mr. Kozlosky told members this PWP provided for the expenditure of PL Funds in the amount of $432,000. It also proposed the expenditure of total funds for the Wilmington MPO in the amount of $541,200. Staff proposes to include funding for the Wrightsville Beach Bicycle Plan (cost sharing with the Town of Wrightsville Beach), funding for the completion of a northern New Hanover County collector street plan, and funding for the Dow Road widening and extension corridor study. The funding requests also include funding for the update of the Long Range Transportation Plan and continue performing traffic counts for the entire Wilmington MPO region. Mr. Kozlosky told members that included in the PWP are two resolutions (one to adopt the PWP, and the second is to certify that we are completing our transportation planning in a continuing, cooperative and comprehensive manner as required by federal legislation). Mr. O'Keefe made the motion to adopt the 2008-2009 Unified Planning Work Program, as well as the resolution that identifies that the Wilmington MPO is performing the transportation planning in a continuing, cooperative and comprehensive manner and the forward both resolutions to the TAC for consideration. Ms. Ayers seconded the motion and it carried in a unanimous vote.

g. Resolution encouraging the North Carolina General Assembly to amend the General Statute 20-97 to permit counties to impose a vehicle tax and encouraging the New Hanover County Board of Commissioners to impose a $5 county-wide registration fee for public transportation

Mr. Kozlosky told members this item was discussed at the TAC meeting in February. Members directed staff to bring a resolution forward in which we would look at suggesting the County impose a $5.00 registration fee countywide for public transportation. After evaluating the general statutes, counties do not have the authority to impose this registration fee, only municipalities have this authority. Staff has prepared a resolution to encourage the general assembly to allow counties to impose this fee and then to support the New Hanover County Board of Commissioners in imposing the $5.00 registration fee to be used for public transportation. The fee would generate about $865,000 annually and provide an independent revenue source for the Cape Fear Public Transportation Authority.

Mr. Eby told members at the last Inter-modal committee meeting of the 21st Century Transportation Committee, there was draft legislation that came out which would provide a fund for funding grant agreements for rail projects in Charlotte, the Triangle and the Triad. That legislation also includes the ability for those three communities hold a referendum to impose a ½ cent sales tax for regional public transportation. Because of opposition to the legislation, the Department of Transportation is working on a counter-proposal that will open it up to anyone in the state. One of the suggestions from NCPTA is to look at a $5.00 registration that could be imposed on either a county-wide or region-wide basis.

Ms. Wilsey told members she thinks it's ironic that a vehicle owner will pay a tax for public transportation. It is one group paying for somebody else's transportation. Mr. Eby said the theory behind imposing the registration fee is that automobiles are creating the congestion, environmental and pollution problems and those drivers should pay to solve some of the problems. Ms Avery said she doesn't think most people use public transportation in order to preserve the environment.

Mr. Eby made the motion to support the resolution and forward it to the TAC for consideration. Mr. Eggert seconded the motion. The motion carried by a 7 to 2 vote, with Ms Wilsey and Ms. Avery voting in opposition.
h. Resolution encouraging New Hanover County to hold a referendum for a ¼ cent sales tax for transportation infrastructure improvements
Mr. Kozlosky told members the TAC also directed staff to bring forward a resolution that would request New Hanover County hold a referendum for a ¼ cent sales tax for transportation infrastructure. Staff anticipates the tax will generate approximately $8.35 million annually. This method has been utilized in York County, SC since 1999. The resolution includes a guarantee from NCDOT that there will be no disadvantage to New Hanover County. The City of Wilmington has this resolution on their agenda for March 18th. This resolution includes only Independence Boulevard extension and Dow Road widening and extension and a sunset. Mr. Eby made the motion to support the resolution encouraging New Hanover County to hold a referendum for a ¼ cent sales tax for transportation infrastructure improvements. Mr. O'Keefe seconded the motion and it carried in a unanimous vote.

5. Discussion Items

a. Long Range Transportation Plan and Citizen Advisory Committee
Mr. Mello told members the committee appointments have been made except Brunswick County. Staff will be contacting Commissioner Sue for that information. Mr. Mello said they should have the first meeting of the CAC the beginning of April.

b. Regional Transportation Authority
Mr. Kozlosky told members during discussion regarding the sales tax, the TAC requested information regarding the establishment of a regional Transportation Authority. Through research, staff has found that Tucson, Arizona has a very successful regional transportation authority that has been in existence since 2004. They impose a ½ cent excess tax to implement their program. Staff will be taking the information to the TAC at their next meeting.

6. Project Updates

a. Dow Road Widening and Extension
Mr. Kozlosky told members the contract with Wilbur Smith and Associates will go to the Wilmington City Council at their March 18th meeting. Staff plans to begin the project in April.

b. Monkey Junction Collector Street Plan
Mr. Prinz told members the first public informational meeting was held on February 28th at Bellamy Elementary School. Residents attending the meeting expressed support for the goals of the plan and offered suggestions for improvement to the plan. Mr. Prinz said the next step will be to take the input received and make the necessary changes to the plan.

c. Market Street Corridor Study
Mr. Kozlosky told members NCDOT approved funding in the amount of $275,000 for the Wilmington Metropolitan Planning Organization, City of Wilmington, New Hanover County and North Carolina Department of Transportation to develop the Market Street Corridor Plan between Colonial Drive and the Pender County line. The Plan will develop and implement strategies that better integrate transportation and land use planning policies and principles. Staff is working on developing a scope for the study.

d. Safe Routes to School
Mr. Mello told members that on March 6th, the North Carolina Board of Transportation voted to award the City of Wilmington $211,800 to fund a demonstration Safe Routes to School program at Bradley Creek Elementary School on Greenville Loop Road. This application was one of 14 submitted for the demonstration program and one of six selected statewide. This demonstration
program represents the first dispersal of federal Safe Routes to School funds in North Carolina, and is intended to serve as a guide for future grant cycles.

d. **NCDOT Project Update**
   attached

7. **Announcements**
   a. Wilmington Metropolitan Bike/Ped Committee meeting - March 13th
   b. Cape Fear Historic Byway Steering Committee meeting - March 18th

8. **Adjournment**
   With no further items, the meeting was adjourned at 11:53 am.
THIS AGREEMENT, made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the Department; the City of Wilmington, hereinafter referred to as the Municipality.

WITNESSETH:

WHEREAS, the City of Wilmington serves as the host government for the Lead Planning Agency of the Wilmington Urban Area Metropolitan Planning Organization, hereinafter referred to as the MPO; and

WHEREAS, the MPO is responsible for carrying out a transportation planning process that is continuing, cooperative, and comprehensive for the purpose of providing a safe and efficient surface transportation system for the MPO's member governments, thereby fulfilling requirements of applicable state and federal law; and,

WHEREAS, the parties hereto have determined the need to conduct a transportation corridor planning study on Market Street (US 17 BUS) from Colonial Drive to the Pender County line for ways to better integrate transportation and land use planning in an effort to improve safety and mobility along the Market Street corridor; and,

WHEREAS, the Department has agreed to participate in the cost of the study and the Municipality has agreed in its role as lead planning agency for the MPO shall serve as the lead agency to coordinate and oversee the development of the plan in accordance with the provisions hereinafter set forth.
NOW, THEREFORE, the parties hereto, each in consideration of the promises and undertakings of each other as herein provided, do hereby covenant and agree, each with the other, as follows:

1. The Municipality, acting on behalf of the MPO, and/or its consultant shall perform the Corridor Study. The study will focus on ways to better integrate transportation and land use planning by analyzing and providing recommendations for access management, inter-connectivity, improved development standards, collector streets and conceptual design to help improve mobility and safety along the corridor.

2. If the Municipality, acting on behalf of the MPO, and/or its consultant causes the professional engineering services required by this Agreement to be performed by contracting with a private engineering firm and seeks reimbursement for said services under this Agreement, it is agreed as follows:

   (A) The Municipality, acting on behalf of the MPO, shall ensure that an engineering firm is obtained through an equitable selection process and that prescribed work is properly accomplished in a timely manner, at a just and reasonable cost.

   (B) The Municipality, acting on behalf of the MPO, when procuring architectural, professional and engineering services, must adhere to Title 23 of the Code of Federal Regulations (CFR), Part 172. The Municipality shall comply with the policies and standards for negotiated contracts as contained in the Federal-Aid Policy Guide, Part 172; said policies and standards being incorporated in this Agreement by reference, and currently available at http://www.fhwa.dot.gov/legsregs/directives/fapgtoc.htm.

   (C) The Municipality, acting on behalf of the MPO, shall submit all professional services contract proposals to the Department’s Transportation Planning Branch. The Department’s Transportation Planning Branch shall be responsible for the review and approval of the professional services contract prior to execution by the Municipality. In the event that the professional services contract proposal (engineering) exceeds $30,000, a pre-negotiation audit must be requested from the Department’s External Audit Branch.

   (D) The Tasks shall be performed in accordance with Departmental and Federal
policies, procedures and specifications, and shall be performed as specified in the attached Scope of Services established by the parties to this Agreement and the Department’s Transportation Planning Branch.

4. The Department shall participate in the actual costs of the study in an amount not to exceed $275,000. The Municipality, acting on behalf of the MPO, may invoice the Department quarterly based on the actual cost of the study by submitting an itemized invoice along with proper supporting documentation, in duplicate, to the Department’s Transportation Planning Branch. The designated representative of the Transportation Planning Branch and the Department’s Financial Management Division may make reimbursement to the Municipality based upon review and approval of said invoice. Unless this agreement is amended by the above parties, the cost of the study will not exceed $275,000.

   (A) If the work is performed by Municipal force account, said invoices shall show an itemization of labor, labor additives, equipment, materials and other qualifying costs accompanied by supporting documentation, such as copies of time records for labor and equipment, material inventory records and/or vendor invoices or other suitable documentation. Reimbursement for rates of equipment owned by the Municipality cannot exceed the Department’s rates in effect for the time period in which the work is performed. If the work is performed by a contractor, said invoices shall show the contract cost accompanied by copies of the contractor’s invoice, cancelled checks to verify payments to contractor, and a sales tax statement from the contractor stating the amount of sales tax paid on materials furnished.

   (B) In accordance with OMB Circular A-133, “Audits of States, Local Governments and Non-Profit Organizations” (www.whitehouse.gov/wh/eop/omb), dated June 27, 2003 and the Federal Single Audit Act Amendments of 1996, the Municipality shall arrange for an independent financial and compliance audit of its fiscal operations. The Municipality, acting on behalf of the MPO, shall furnish the Department with a copy of the independent audit report within thirty (30) days of completion of the report, but not later than nine (9) months after the Municipality’s fiscal year ends.

   (C) The Municipality, acting on behalf of the MPO, shall maintain all books,
documents, papers, accounting records, and such other evidence as may be appropriate to substantiate costs incurred under this Agreement. Further, the Municipality shall make such materials available at its office at all reasonable times during the contract period, and for five (5) years from the date of final payment under this Agreement, for inspection and audit by the Department's Fiscal Section.

(D) The Municipality, acting on behalf of the MPO, agrees that it shall bear all costs for which it is unable to substantiate actual costs.

(E) Failure on the part of the Municipality, acting on behalf of the MPO, to comply with any of these provisions will be grounds for the Department to terminate participation in the costs of the project.

(F) All invoices associated with the Project must be submitted within one year of the completion of the Project to be eligible for reimbursement by the Department.

5. Any contract entered into with another party to perform work associated with the requirements of this agreement shall contain appropriate provisions regarding the utilization of Minority Businesses, Women Businesses, or Small Professional Services Firms (SPSF) as required by GS 136-28.4 and the North Carolina Administrative Code. The Department will provide the appropriate provisions to be contained in those contracts. Those provisions are available on the Department’s website at: https://apps.dot.state.nc.us/quickfind/forms/Default.aspx.

(A) No advertisement shall be made nor any contract be entered into for services to be performed as part of this agreement without prior written approval of the advertisement or contents of the contract by the Department.

(B) Failure to comply with these requirements will result in funding being withheld until such time as these requirements are met.

6. It is the policy of the Department not to enter into any agreement with another party that has been debarred by any government agency (Federal or State). The Municipality certifies, by signature of this agreement, that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Department or Agency and that it will not enter into agreements with
any entity that is debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction.

7. All terms and conditions of this Agreement are dependent upon, and, subject to the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.

8. To the extent authorized by state and federal tort claims statutes, each party shall be responsible for its respective actions under the terms of this Agreement and shall save harmless the other party from any claims arising as a result of such actions.

IT IS UNDERSTOOD AND AGREED that the approval of the Project by the Department is subject to the conditions of this Agreement, and that no expenditures of funds on the part of the Department will be made until the terms of this Agreement have been complied with on the part of the Municipality.
IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department, Municipality by authority duly given.

L.S.
ATTEST: CITY OF WILMINGTON

BY: ________________________  BY: ________________________________
TITLE: ______________________  TITLE: __________________________________
DATE: ______________________  DATE: ________________________________
(SEAL) Federal Tax Identification Number

City of Wilmington

Remittance Address:
City of Wilmington
P. O. Box 1810
Wilmington, NC 28402-1810

DEPARTMENT OF TRANSPORTATION

BY: ________________________________
STATE HIGHWAY ADMINISTRATOR
DATE: ________________________________

PRESENTED TO THE BOARD OF TRANSPORTATION ITEM O: _March 6, 2008_

Approved by City Council of the City of Wilmington as attested to by the signature of ________________________________, Clerk of the City Council on ____________

Date:
WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization serves as the lead transportation planning agency for the Wilmington urban area; and

WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization is tasked with performing transportation planning activities for the City of Wilmington, Town of Carolina Beach, Town of Kure Beach, Town of Wrightsville Beach, Town of Belville, Town of Leland, Town of Navassa, New Hanover County, Brunswick County, Pender County, Cape Fear Public Transportation Authority and the North Carolina Board of Transportation in a continuing, cooperative and comprehensive manner; and

WHEREAS, the North Carolina Department of Transportation is experiencing a financial shortfall that could potentially delay projects currently programmed as funded and unfunded in the State Transportation Improvement Program; and

WHEREAS, in order to construct transportation projects of local and regional significance, alternative funding sources are needed to provide funding for these transportation improvements; and

WHEREAS, based on the new state budget, counties have the authority, with voter approval, to raise the local sales tax by a quarter cent or impose a land transfer tax; and

WHEREAS, however based on House Bill 1473 counties do not have the authority through the referendum to include language that would permit the tax to “sunset” these proposed taxes or be project specific; and

NOW THEREFORE, the Wilmington Urban Area Metropolitan Planning Organization Transportation Advisory Committee hereby requests the North Carolina General Assembly to amend House Bill 1473 to sunset and be project specific or draft new legislation that permits counties to generate this local revenue and also sunset and be project specific.

ADOPTED at a meeting of the Wilmington Urban Area Metropolitan Planning Organization Transportation Advisory Committee on May 28, 2008.

_________________________________
Lanny Wilson, Chair
Transportation Advisory Committee

_________________________________
Mike Kozlosky, Secretary
WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization provides multi-modal transportation planning services for the City of Wilmington, Town of Carolina Beach, Town of Kure Beach, Town of Wrightsville Beach, Town of Belville, Town of Leland, Town of Navassa, New Hanover County, Brunswick County, Pender County, Cape Fear Public Transportation Authority and the North Carolina Board of Transportation; and

WHEREAS, NCDOT Bicycle Route #1 (River to the Sea Bikeway) is promoted and marketed as a continuous bicycling trail from the shore of the Cape Fear River to Wrightsville Beach; and

WHEREAS, this bikeway is the WMPO-recommended route for the East Coast Greenway - NC Coastal Corridor; and,

WHEREAS, this bikeway provides an important alternative to bicycling and walking along Oleander Drive and Wrightsville Avenue; and

WHEREAS, the crossing at Independence Boulevard has been continually identified as an unsafe location by local bicyclists and area pedestrians; and

WHEREAS, this unsafe crossing is a barrier to the use of the River to the Sea Bikeway by both bicyclists and pedestrians; and

WHEREAS, the crossing is also a barrier for citizens in the Forest Hills neighborhood that wish to utilize Empie Park; and

WHEREAS, the North Carolina Department of Transportation Division 3 budgets $200,000 per year for bicycle and pedestrian safety improvements under the Safe Routes to School program.

NOW, THEREFORE, BE IT RESOLVED the Wilmington Metropolitan Planning Organization requests NCDOT consider the use of Safe Routes to School funding to make bicycle and pedestrian safety improvements to the existing River to the Bikeway crossing at Independence Boulevard and Park Avenue.

ADOPTED at a regular meeting of the Wilmington Urban Area Metropolitan Planning Organization Transportation Advisory Committee on May 28, 2008.

Lanny Wilson, Chair
Transportation Advisory Committee

Mike Kozlosky, Secretary