

**MINUTES  
OF THE  
CITIZENS' ADVISORY COMMITTEE  
Thursday, December 15, 2016 7:30 a.m.  
1<sup>st</sup> Floor Community Room  
City/School Administration Center  
Rapid City, South Dakota**

**MEMBERS PRESENT:** John Boylan, Bob Burns, Matt Fitting, Dave Kallemeyn, Kathy McDaniel, Tom Raymond and Wes Rick

**MEMBERS ABSENT:** Adeline Kalmbach, Matt Kammerer, Mike Pendo and Chad Ratigan

**STAFF PRESENT:** Kelly Brennan, Kip Harrington, Patsy Horton and Katie Parker – Rapid City Community Planning and Development Services

**OTHERS PRESENT:** Brad Remmich – South Dakota Department of Transportation

Fitting called the meeting to order at 7:31 a.m.

**General Public Comment**

There was no general comment.

**APPROVAL OF MINUTES OF OCTOBER 13, 2016 MEETING**

**Kallemeyn moved, Rick seconded and motion carried unanimously to approve the minutes from the October 13, 2016 meeting.**

Raymond entered the meeting.

**16TP024 – Recommend approving the 2017 Unified Planning Work Program – Final.**

Horton explained that this program identifies the annual activities, planning studies and products to be developed, initiated and completed by the Metropolitan Planning Organization for 2017. Horton further stated that the proposed funding amounts for City of Rapid City, City of Box Elder and Pennington County for the North Elk Vale Corridor Study, which was directed by the Executive Policy Committee at its August 18, 2016 meeting, are based on a proportional share of each jurisdiction's linear footage for North Elk Vale Road from I-90 north to the Pennington/Meade County line.

**Rick moved, Raymond seconded and motion carried unanimously to recommend approving the 2017 Unified Planning Work Program – Final.**

**16TP025 – Recommend approving the Agreement between the City of Rapid City and the SDDOT for accomplishing the Rapid City Area Transportation Planning Process in the Amount of \$582,035.** Horton detailed to the committee that the City of Rapid City is the designated fiscal agent for transportation planning. Horton noted that this agreement provided funds to conduct activities identified in the 2017 Unified Planning Work Program, and authorizes the reimbursement of funds to the City of Rapid City for work identified in the 2017 Unified Planning Work Program through the Transportation Planning Budget and eligible activities performed by Planning, Public Works and Community Resources staff.

**McDaniel moved, Kallemeyn seconded and motion carried unanimously to recommend approving the Agreement between the City of Rapid City and the SDDOT for accomplishing the Rapid City Area Transportation Planning Process in the Amount of \$582,035.**

Fitting entered the meeting.

Horton introduced Brennan to the committee.

**16TP031 – Recommend approving the Citizens Advisory Committee Bylaw Revision.** Harrington informed the committee that staff is currently in the process of amending Rapid City Area Metropolitan Planning Organization’s Operations Plan to update language that references Fixing America’s Surface Transportation Act (FAST Act), the new highway bill adopted on December 4, 2015. As part of the Operations Plan changes, staff is also proposing revisions to the Citizens Advisory Committee Bylaws. Harrington went on to explain that these changes ensure that the process used by Meade County to appoint committee representation is accurately reflected, and that any member of the public participating in a committee meeting that is not a “voting member” is considered a “non-voting member.”

In response to a comment made by McDaniel, Horton stated that pending approval by the Executive Policy Committee, the bylaws would be changed to read that the basic requirement for members would be to live or work within the MPO Boundary.

Boylan inquired about the term for the appointment made by the Meade County Commission, with Horton confirming that the appointment made by the Meade County Commission is for two years and an appointment to the committee by MPO Staff is for three years.

**Burns moved, Boylan seconded and motion carried unanimously to recommend approving the Citizens Advisory Committee Bylaw Revision with a change to section 3 stating members can live or work within the MPO Boundary.**

**16TP032 – Recommend approving the Technical Coordinating Committee Bylaw Revision.** Harrington disclosed that staff is currently in the process of amending Rapid City Area Metropolitan Planning Organization’s Operations Plan to update language that references Fixing America’s Surface Transportation Act (FAST Act), the new highway bill adopted on December 4, 2015. As part of the Operations Plan changes, staff is also proposing revision to the Technical Coordinating Committee Bylaws. Harrington pointed out that these changes ensure that the membership includes an additional staff member from the Rapid City Long Range Planning Division, and removes the Finance Officer for the City of Summerset, to ensure consistency with other smaller community representation. It also adds representation from the Air Transportation, Trucking Industry, and Rail Industry. All of the new members are considered voting members.

**Rick moved, Kallemeyn seconded and motion carried unanimously to recommend approving the Technical Coordinating Committee Bylaw Revision.**

**16TP026 – Recommend approving the Operations Plan – Final.** Harrington detailed to the committee that the Rapid City Area Metropolitan Planning Organization has revised its Operations Plan to include updates to the current transportation funding bill and requirements to the Fixing America’s Surface Transportation Act (FAST Act), adding the City of Piedmont as a participant in the Metropolitan Planning Process, updated department names and personnel titles, updated funding program names, and updated Citizens’ Advisory Committee and Technical Coordinating Committee Bylaws. Discussion ensued.

**Rick moved, Burns seconded and motion carried unanimously to recommend approving the Operations Plan – Final.**

**16TP027 – Recommend approving the Participation Plan – Final.** Harrington explained to the committee that the Participation Plan defines the process to be followed in developing transportation planning documents for the region and how it identifies the actions to be carried out to ensure opportunities exist for the public to be involved in transportation planning activities and establishes policies to follow as required in the current federal transportation act, the Fixing America's Surface Transportation Act (FAST Act).

Harrington also stated that specific process information has been added on how the Metropolitan Planning Organization will consult with government and environmental agencies to insure the agencies' views are included in the Metropolitan Planning Organization's transportation planning process.

**Burns moved, Rick seconded and motion carried unanimously to recommend approving the Participation Plan – Final.**

**16TP034 – Recommend approving the 2017-2020 Transportation Improvement Program Amendment 17-001.** Harrington briefed the committee on this amendment that removes a project programmed in 2019 to construct median crossovers on Interstate 90 and locations along Interstate 90 to a maintenance project programmed for 2017, modify turning lanes at the Interstate 90 Exit 67 location in 2017, add a 2017 project to perform a high friction surface treatment on state highways in the region to improve safety, remove a project programmed in 2018 to perform intersection improvements in the region and defers a 2016 project to perform slide repair on Radar Hill Road to 2017.

**Kallemeyn moved, Rick seconded and motion carried unanimously to recommend approving the 2017-2020 Transportation Improvement Program Amendment 17-001.**

**16TP036 – Recommend approving the Rapid City Area MPO Conflict of Interest Policy.** Horton advised the committee on the policy that ensures adherence to SDCL 1-56-10 and SDCL 3-23 by all Rapid City Area Metropolitan Planning Organization committee members. Discussion ensued.

**McDaniel moved, Rick seconded and motion carried unanimously to recommend approving the Rapid City Area MPO Conflict of Interest Policy.**

**16TP037 – Recommend approving the 2016 Annual Listing of Obligated Projects.** Harrington informed the committee that each year, the Rapid City Area Metropolitan Planning Organization is required to develop the Annual Listing of Obligated Transportation Projects identifying the status of the transportation projects shown in the Transportation Improvement Program for fiscal year 2016.

**Rick moved, Kallemeyn seconded and motion carried unanimously to recommend approving the 2016 Annual Listing of Obligated Projects.**

**16TP040 – Acknowledge the 2017 Transportation Product Due Dates.** Horton explained to the committee that this document serves as a guideline for workflow during 2017.

**Raymond moved, Rick seconded and motion carried unanimously to recommend acknowledging the 2017 Transportation Product Due Dates.**

**Election Officers**

Burns opened the nominations for Chair and Vice Chair.

**Rick moved, McDaniel seconded and motion carried unanimously to elect Fitting as Chair.**

**Kallemeyn moved, McDaniel seconded and motion carried unanimously to elect Rick as Vice Chair.**

**Other Business****Update on Construction Projects**

Remmich provided information on the current construction projects within the Rapid City Area Metropolitan Planning Organization area. Discussion ensued.

In response to a concern regarding the timing of the traffic light on Fifth Street between Meade Street and Flormann Street from Kallemeyn, Remmich stated that he would bring the concern to the Technical Coordinating Committee.

Horton stated to the committee that the conflict of interest disclosure would appear at the top of all agendas going forward. Discussion ensued.

**Update on Planning Projects**

Harrington provided information on the current planning projects within the Rapid City Area Metropolitan Planning Organization area. Discussion ensued.

Horton advised the committee of the Citizens Advisory Committee interest form for those interested becoming members of the committee. Discussion ensued.

There being no further business the meeting adjourned at 8:13 a.m.