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## MEMORANDUM

To: Kingsport MTPO Executive Board  
CC: Subscribed Interested Parties  
From: Troy Ebbert  
Date: May 28, 2015  
Subject: MTPO Executive Board Meeting

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Please find the agenda for the next Kingsport MTPO Executive Board meeting scheduled for **Friday, June 4, 2015 at 10:00 AM (ET) in the Bob Clear Conference Room, 1st Floor Improvement Building, 201 West Market Street, (downtown) Kingsport, Tennessee.**

In addition to the public comments, project updates and general information items

There are three actions Items:

- Minutes
- Approval of Virginia Portion of the UPWP
- TIP amendment including for Main Street

If you are unable to attend, you may designate a proxy in writing to represent you. A sample proxy letter is enclosed. The minutes from the last Executive Board meeting are also enclosed.



## Agenda

Kingsport MTPO Executive Board  
June 4, 2015 at 10:00 AM (ET)

Improvement Building – Bob Clear Conference Room  
201 W. Market St, Kingsport, TN 37660

1. Executive Board Welcome

2. Approval of Minutes from April 10, 2015 Meeting:

- Action    Possible Action    Discussion    Information

3. Public Comment on Agenda Items

- Action    Possible Action    Discussion    Information

Those wishing to make a comment pertaining to any of the agenda items may do so at this time with a five-minute time limitation. Comments not pertaining to a specific agenda item will be heard during the end of the meeting in the Public Hearing section.

4. Adoption of the Virginia Portion of the Work Program

- Action    Possible Action    Discussion    Information

Presenter: Bill Albright

**Item Summary:** A review of the work program, (UPWP) will be presented for adoption for the Virginia section of the MTPO area. The Commonwealth of Virginia and State of Tennessee have different fiscal year adoption requirements, thus the Kingsport MTPO will adopt as two separate documents.

5. Staff Reports - Projects, Initiatives

- Action    Possible Action    Discussion    Information

Presenter: Staff

- Wadlow Gap Safety Improvements
- Green Belt Updates
- Enhancement Grant
- 2040 LRTP update

## 6. Meeting Schedule

Action     Possible Action     Discussion     Information

Presenter: Troy Ebbert

**Item Summary:** The **Executive Board** meeting will be **August 11, 2015**. The meeting will focus on the Tennessee UPWP adoption.

## 7. Public Comment

Action     Possible Action     Discussion     Information

Members of the public may address the Executive Board with issues related to the region's transportation system. There is a five-minute time limitation per individual and/or topic

## 8. Meeting Adjournment

Sample Proxy Letter

\_\_\_\_\_  
(Date)

I, \_\_\_\_\_, of \_\_\_\_\_  
(Name) (Agency)

Hereby designate \_\_\_\_\_ to vote as my proxy  
(Name of Proxy)

during the \_\_\_\_\_ meeting of the Kingsport MPO Executive  
(Meeting Date)

Board.

**KINGSPORT URBAN AREA  
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION  
Meeting Minutes for April 10, 2015**

**Bob Clear Conference Room            10:00 A.M.**  
**201 W. Market Street, Kingsport, TN**

**Members Present:**

Jimmy Adkins, Jeff Fleming, Larry Frost, Ronda Sawyer (Chris Craig's Proxy), Ambre Torbett,  
Nick Weander

**Absent:**

Chris Craig, Donny Necessary

**Staff Present:**

Bill Albright, Susan Doran, Troy Ebbert, Ryan McReynolds, Michael Thompson

**Visitors Present:**

Calvin Clifton – Mattern and Craig  
Randy Dodson – Mattern and Craig  
Jeff Jackson – City of Mt. Carmel  
Brian Johnson – Qk4

**Recorder:** Susan Doran

- I.     **Call to Order:** Jeff Fleming called the meeting to order.
  
- II.    **Approval of Minutes:** The minutes of the February 10, 2015 meeting were reviewed. No corrections and/or additions were suggested. A motion was made by Ambre Torbett to approve the minutes and was seconded by Jimmy Adkins. The motion carried unanimously.
  
- III.   **Public Comment:** Jeff Fleming opened the floor for public comments. No comments.
  
- IV.    **New Business:**
  - A.    Election of Vice-Chair. Presented by Troy Ebbert. It was recommended by the Board to re-appoint Jimmy Adkins as the Vice-Chair. A motion was made by Ambre Torbett to re-appoint Jimmy Adkins as Vice-Chair and was seconded by Nick Weander. The motion carried unanimously.
  
  - B.    TIP Amendment # 6 / STIP Amendment # 102. Presented by Troy Ebbert. Project Number 1482015, TIP No. TN-6, SR-93, various spot improvements from I-81 to SR-347 in Sullivan and Washington Counties. Amendment # 6 is the request of Dwight Armstrong, TDOT Project Manager for the Spot Safety Improvements along SR 93. The request breaks TN-6 into three individual projects. In order to complete this request, a TIP amendment must be approved. A motion was made by Ambre Torbett to approve TIP Amendment # 6 and was seconded by Jimmy Adkins. The motion carried unanimously.]
  
  - C.    TIP Amendment # 7 / STIP Amendment # 103. Presented by Troy Ebbert. Project Number 1482016, SR-93, improve vertical and horizontal alignment, sight distance and safety, from south of Horse Creek to north of Derby Drive, Sullivan County. FY 2015 STP funding for PE-D and ROW have been provided. Amendment # 7 is the request of Dwight Armstrong, TDOT Project Manager for the Spot Safety Improvements along SR 93. The request

breaks TN-6 into three individual projects. In order to complete this request, a TIP amendment must be approved. A motion was made by Nick Weander to approve TIP Amendment # 7 and was seconded by Ambre Torbett. The motion carried unanimously.

- D. TIP Amendment # 8 / STIP Amendment # 104. Presented by Troy Ebbert. Project Number 1490130, SR-93, flatten the existing horizontal curves and improve intersection sight distance, from north of Davis Road to north of Fire Hall Road, Washington County. FY 2015 STP funding for PE-D and ROW have been provided. Amendment # 8 is the request of Dwight Armstrong, TDOT Project Manager for the Spot Safety Improvements along SR 93. The request breaks TN-6 into three individual projects. In order to complete this request, a TIP amendment must be approved. A motion was made by Jimmy Adkins to approve TIP Amendment # 8 and was seconded by Nick Weander. The motion carried unanimously.
- E. TIP Amendment # 9 / STIP Amendment # 105. Presented by Troy Ebbert. Project Number 1490135, SR-93, improve existing vertical alignment, sight distance and safety from Morgan Lane to south of Baileyton Road in Sullivan County and Washington County. FY 2015 STP funding for PE-D and ROW have been provided. Amendment # 9 is the request of Dwight Armstrong, TDOT Project Manager for the Spot Safety Improvements along SR 93. The request breaks TN-6 into three individual projects. In order to complete this request, a TIP amendment must be approved. A motion was made by Jimmy Adkins to approve TIP Amendment # 9 and was seconded by Larry Frost. The motion carried unanimously.
- F. TIP Amendment # 10 / Ridgefields Connector. Presented by Troy Ebbert. TIP # L-STP-3, Project # 11549.00. The request is to move design ROW and Construction phases out to future years if the riverfront area develops. The alternative would be to remove the project from the TIP and cancel the contract, in which the City of Kingsport would not be reimbursed for the \$10,000 utilized for the NEPA phase. A motion was made by Nick Weander to approve TIP Amendment # 10 and was seconded by Ambre Torbett. The motion carried unanimously.
- G. TIP Amendment # 11 / Rock Springs Road SR 347. Presented by Troy Ebbert. The request comes from the Kingsport BMA to assist TDOT with the rebuild of Rock Springs Road SR 347. TDOT has agreed to rebuild approximately the first mile of Rock Springs Road beginning at I-26 if the city does a cost share on the project for the ROW and Design phase. A motion was made by Nick Weander to approve TIP Amendment # 11 and was seconded by Ambre Torbett. The motion carried unanimously.
- H. Meeting Schedule. Presented by Troy Ebbert. The next Technical Coordinating Committee meeting is scheduled for May 12, 2015. The next Executive Board meeting is scheduled for June 4, 2015.

**V. STAFF REPORTS:**

Staff provided updates for various projects.

- VI. PUBLIC HEARING:** Jeff Fleming invited those attending to make comments or ask questions about any and all agenda items, transportation planning issues, activities, and/or projects that pertain to the Kingsport Area Metropolitan Transportation Planning Organization. Calvin Clifton, Mattern & Craig, thanked the City for the Rock Springs Road Improvements.

- VII. ADJOURNMENT:** There being no other business a motion was made by Jimmy Adkins to adjourn the meeting and was seconded by Ambre Torbett.

These minutes were approved upon a voice vote of the Kingsport Metropolitan Transportation Planning Organization during a regular meeting on \_\_\_\_\_ and are hereby certified.

\_\_\_\_\_  
Tilden "Jeff" Fleming, MTPO Executive Board Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Troy J. Ebbert, MTPO Executive Board Secretary

\_\_\_\_\_  
Date