

DRAFT MINUTES

Provo City Transportation Mobility Advisory Committee Meeting

March 21, 2024 Minutes Draft

Item 1 – Introductions

- The meeting was called to order and attendees were welcomed at 12:32 PM by Ms. Joy McMurray, TMAC Chair. Those in attendance:

Committee Members

Joy McMurray – District 2, Committee Chair
Geoff McLaughlin – Alternate, Committee Vice-Chair
Beth (Alligood) Provence – District 3
Noah Gordon – District 4
Lisa Jensen – Planning Commission Member (At Large) – Attended by Zoom
Greg McFarlane – Academia (at Large)

City Staff

Vern Keeslar – Public Works, Traffic Manager
Kaehan Shour – Public Works, Engineer
Joseph Gandy – Public Works, Management Analyst/Public Information
Judy Johnson – Public Works Engineering Office Assistant
Boden Golding – Development Services, Parking Enforcement Supervisor
Sandra Bussio – Parking Manager
Aaron Ardmore (attended by Zoom)

Item 2 – Action Item - Approval of February 15, 2024 TMAC Meeting Minutes

- Geoff McLaughlin made a motion to approve the minutes of the February 15, 2024 meeting; Joy seconded the motion, and the minutes were unanimously approved by the TMAC members.

Item 3 – TMAC Training – Kaehan Shour, Provo City Traffic Engineer

- Mr. Shour presented the required annual TMAC training, using information contained in the Provo City Code sections 2.20.010 and 14.04B *The power point used for this presentation will be attached with these minutes.* The information includes:
 - What TMAC is and what TMAC is not.
 - Powers and Duties.
 - Conflicts of Interest/Municipal Officers and Employees Ethics Acts.
 - Meetings/Parliamentary Procedure/Motions/Ex Parte Communications.
 - Government Records Access and Management Act requests (GRAMAs).
 - Fairness.
- Discussion on this information included:
 - How Committee members and meeting attendees are selected.
 - By-Laws - Mr. Keeslar will contact Development Services for information on TMAC By-Laws since TMAC was organized under that department.

Item 4 – East-West Connectivity - Vern Keeslar, Provo City Traffic Manager

- Mr. Keeslar explained that in relation to east-west connectivity, he would discuss 1) what has been completed, 2) what is currently in the City Plan, and 3) what should be considered in the future Provo City Plan. Areas were viewed on the Google Earth map as they were discussed.
 - 1) - Completed
 - The Foothill Drive connection was completed in June of 2007.
 - 1860 South was completed in July 1998.
 - Lakeview Parkway opened in October of 2016.
 - 2) - Currently under consideration
 - 200 North would go from 900 E to Independence Avenue.
 - 500 North would also be connected from Independence Avenue to 900 East. When The Colony apartment complex is redeveloped, it could facilitate an opportunity to move forward on this connection.
 - 3) - Future Considerations
 - 900 South should be considered; it's the shortest distance relating to the massive rail yard and could connect southeast Provo with the East Bay area. A franchise agreement with the railroad was discussed; negotiations would need to take place before moving forward with this connection. Grant funding and/or state funds could be available.
- More discussion was held on related topics:
 - A traffic signal has been approved at 900 South and State Street; it's currently under design.
 - The effect of I-15 on Provo transportation; Mr. Keeslar pointed out that a 500 West underpass was constructed. All agreed that the Center Street/I-15 Interchange is problematic. Other options for overpasses, underpasses and location of a future interstate interchange were discussed.
 - Possibility of a future Utah Lake crossing.
 - Other areas were discussed as they relate to challenges with connectivity and realistic solutions, including the lack of westside businesses in Provo and the Provo Towne Centre Mall.
 - The Regional Sports Park and its potential impact on future westside growth.
 - Ms. Jensen asked what effect TMAC could have on future road plans. Mr. Keeslar responded that he appreciated the positive response from this group on the 200 North and 500 North connections; he added that we need to acquire property. He suggested that recommendations from TMAC in support of these connections would be valuable.

Item 5 – Engineering Project Updates – Vern Keeslar, Provo City Traffic Manager

- Mr. Keeslar gave a presentation on Provo Engineering project updates:
 - 820 North from University Avenue to 700 East has recently been improved for pedestrians and bicyclists. This stretch of road has been signed as a bike-ped corridor. New signage was installed, trees were trimmed, flashing yellow lights have been placed at every crosswalk and flashing red lights are now on every stop sign.
 - 300 North and 1020 E was a three-way stop. Due to residents' complaints and land use changes, we did a study and determined that a three-way stop was no longer needed. Neighborhood outreach was done, signs and temporary flashing lights are in place and the change has been made. This is an example of responding to neighborhood outreach and implementing changes.

- Traffic and speed studies have been done on many roads, including Carterville Road, 300 West, 2050 West, Cinnamon Ridge, and 100 North between 500 West and 900 West; the findings were presented at Neighborhood District Meetings.
- The danger of crossing 900 East at 560 North was discussed. Pictures were shown as the intersection looks right now, then renderings were shown of what it could look like with modifications, including raised islands with flashing lights. The cost will be around \$80,000; it is hoped that this project can be completed before the end of the summer. Mr. Keeslar would appreciate TMAC's support on recommending this change. It may be listed as an Action Item at next month's TMAC meeting. Outreach to businesses and neighborhoods would need to take place. Pictures of this area, including current views and renderings of the project, can be accessed at the following link: [900 E Crosswalk](#)

Item 6 – This meeting was adjourned at 2:42 by Ms. McMurray, TMAC Chair

The next TMAC Meeting will be held on April 18, 2024. A full video and audio recording of the meeting can be accessed at this link: <https://www.youtube.com/watch?v=G3kFegFrB1w>

Transportation and Mobility Advisory Committee Annual Training



TMAC is:

- Created by City Code
- An Appointed Body
 - Appointed by Mayor
 - Consent by Council
- Cross-section of Community
 - 7 members
 - 2 members at large/alternate
 - One (1) member from each of the five municipal council districts
 - At least (1) member shall be a member of the planning commission.
 - At least one (1) member should be representative of college level transportation academia.
 - At least one (1) member should be representative of a business or community oriented organization.
 - A member of the Municipal Council shall be appointed to act as liaison with the TMAC, but the Municipal Council liaison shall not be considered a member of the TMAC.
 - A member of the City Engineering Division, a member of the Police Department, and other applicable City staff shall be appointed to act as liaison to the TMAC, but none of them shall be considered a member of the TMAC.

TMAC is Not

- An Elected Body
- Final Policy Maker
- Represent a Constituency



Powers and Duties

- Except as set forth in this Chapter, the TMAC shall be organized and operate as described in Section [2.20.020](#), Provo City Code, and shall meet as often as it deems necessary to carry out its duties. However, the TMAC should convene for regular meetings to be held throughout the year.
- All actions taken by the TMAC shall constitute recommendations to the Mayor, the Municipal Council, the [Planning Commission](#), and to other City commissions and boards and shall not constitute official action. The Mayor, Municipal Council, and the [Planning Commission](#) shall have the power to review, ratify, modify or disregard recommendations submitted by the TMAC.

Powers and Duties

- Recommend the adoption and alteration of all rules, regulations and ordinances which it shall deem in the public interest and for the purposes of carrying out the objects of the Provo City Code as it relates to transportation and mobility.
- Determine and establish such rules and regulations for the conduct of the Board as the members shall deem advisable; provided, however, that such rules and regulations shall not be in conflict with this Chapter or its successor, or other City, State or federal law.

Powers and Duties

- Monitor the status of and make recommendations for amendments to the City's visioning documents, the General Plan, transportation master plan, the major and local street plan, and any other document that impacts transportation and mobility within the City.

Powers and Duties

- Review regional, Citywide, and significant local transportation and mobility issues as they relate to and are affected by land use policy, balancing the interests and needs of people walking, biking, riding transit, and driving delivery trucks and automobiles.

Powers and Duties

- Provide recommendations to the Mayor, Municipal Council, Planning Commission, and other City commissions and boards regarding the priority, funding, and design of capital improvement projects that relate to transportation and mobility.

Powers and Duties

- Serve as a coordination body and resource for organizations interested in transportation and mobility issues affecting the City.
- Promote public education of transportation and mobility issues affecting the City and its residents.

CONFLICTS OF INTEREST

TMAC members are subject to the
Municipal Officers' and Employees'
Ethics Act.



CONFLICTS OF INTEREST

PROHIBITED ACTIONS

- Can't disclose confidential information acquired by reason of official position or use that information to secure special privileges.
- Can't use or attempt to use official position to secure special privileges.
- Can't knowingly take, seek or solicit any gift or loan if it tends to influence the discharge of official duties.

CONFLICTS OF INTEREST

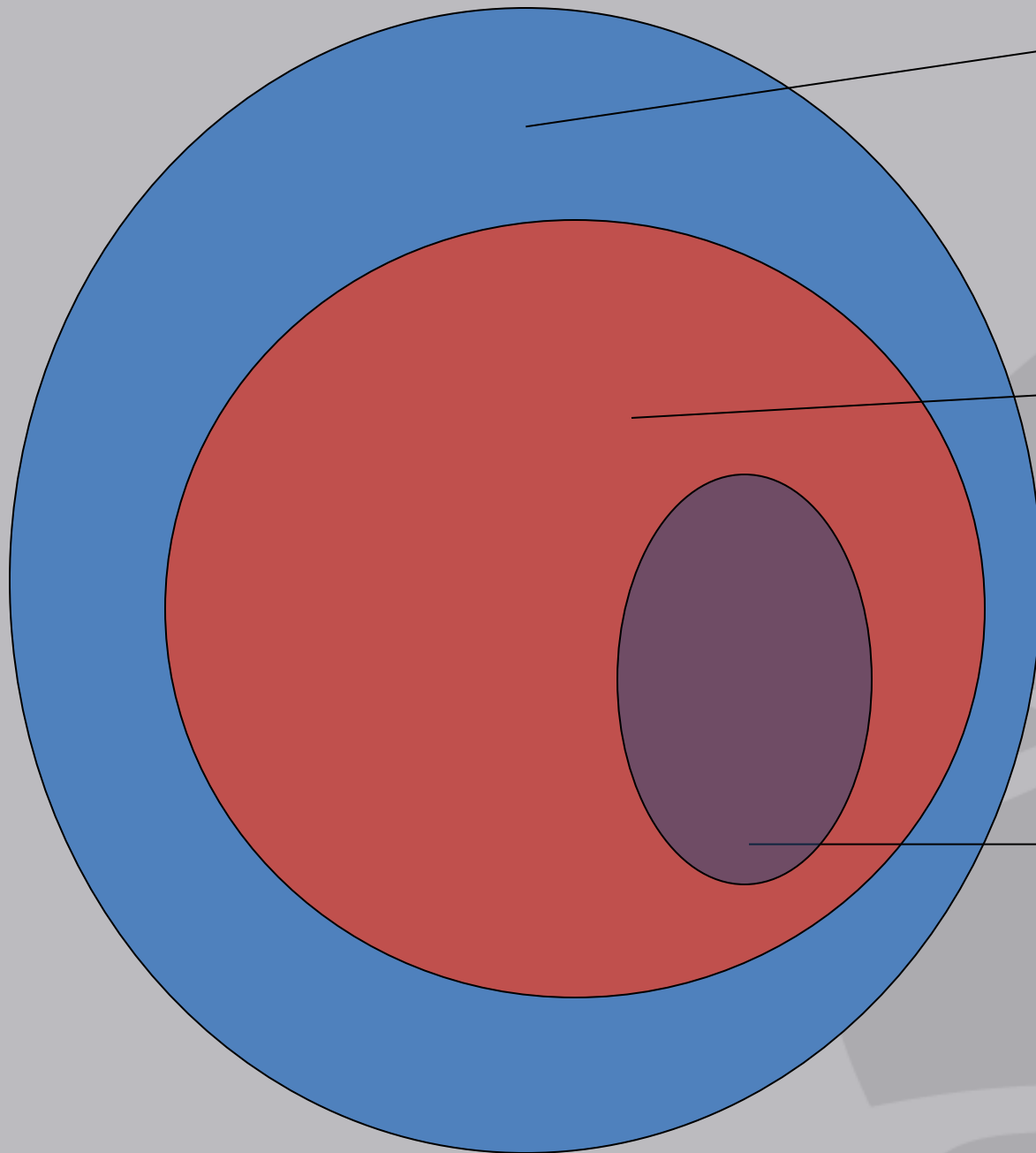
EXCEPTIONS:

- An occasional non-pecuniary gift having a value of less than \$50.
- An award publicly presented.
- Any bona fide loan made in the ordinary course of business.
- Political campaign contributions actually used in a political campaign.

CONFLICTS OF INTEREST

CONFLICTS REQUIRING DISCLOSURE

- Where the conflict is not prohibited, you must disclose the conflict.



All Possible
Conflicts

Disclosure Required

Prohibited Conflicts

CONFLICTS OF INTEREST

CONFLICTS REQUIRING DISCLOSURE

- Any personal benefit, special privilege or compensation received for assisting any person or business in transactions involving Provo City.
- Being an officer, director agent, employee or owner of a substantial interest (at least 10%) of a business entity regulated by Provo City.

CONFLICTS OF INTEREST

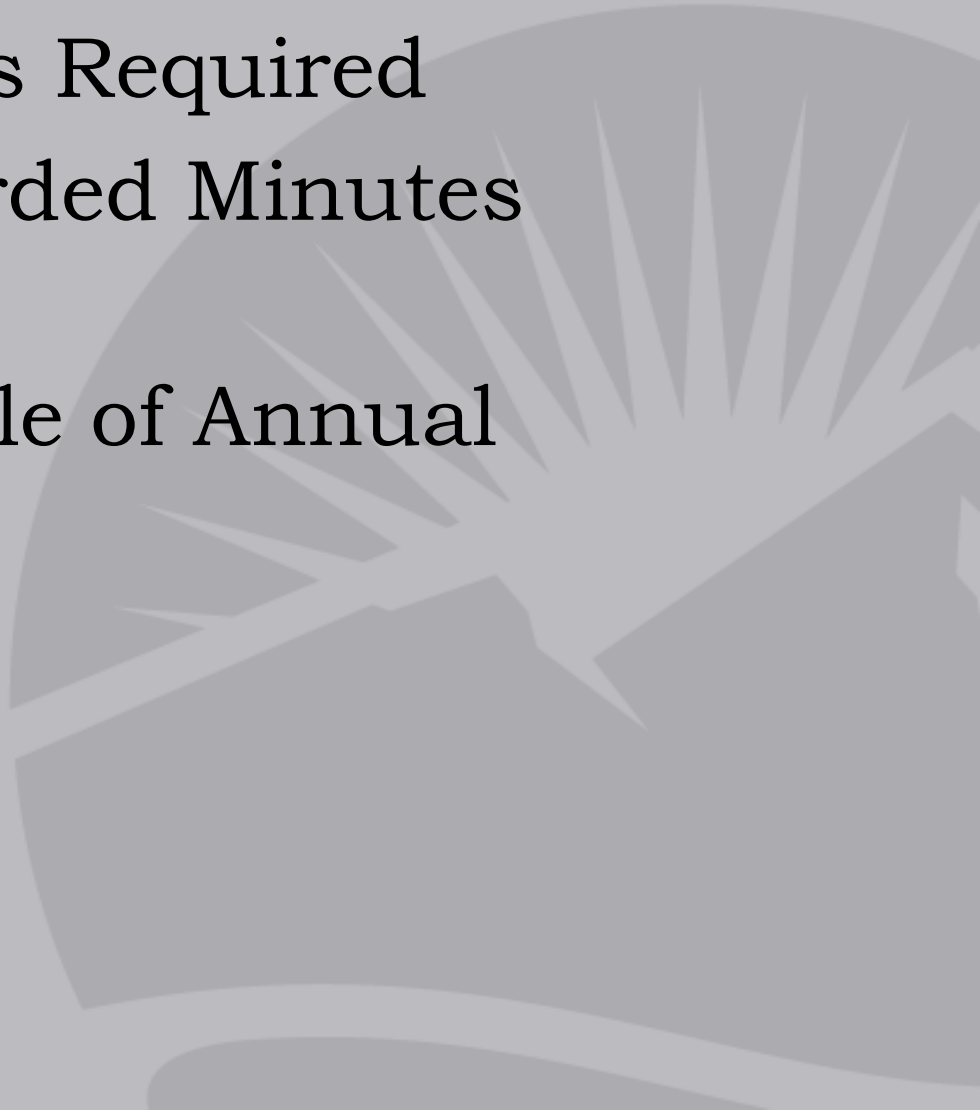
CONFLICTS REQUIRING DISCLOSURE

- Being an officer, director, agent, employee or owner of a substantial interest (at least 10%) of a business doing business with Provo City.
- Having a personal interest or investment, which creates a conflict between public duties and that personal interest.

Open Meetings

- Applies to TMAC
 - Meeting means the convening of a public body with a quorum present including a workshop or an executive session whether the meeting is held in person or by means of electronic communication for the purpose of discussing, receiving comments from the public about or acting upon a matter of which the public body has jurisdiction or advisory power.

Open Meetings

- Annual Training is Required
 - Written and Recorded Minutes Required
 - Must post schedule of Annual Meetings
 - Proper Notice
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Open Meetings

- TMAC meetings are open to public but **Not** a public hearing
- Public comment is not required

GRAMA

- Government Records Access and Management Act
 - Records
 - Documents
 - Email
 - Voice mail
 - TMAC
 - Individual Members of TMAC
- 

EX PARTE COMMUNICATIONS

- Public discussions should happen in public.
- Due Process (protects the integrity of the Process).
- Relieves undue pressure on TMAC members.



Parliamentary Procedure

- Consider one thing at a time
- Ensure justice, courtesy, and equal treatment to all members
- Serve the will of the majority
- Preserve the right of the minority to be heard

Meetings

- Meeting does not start until a quorum present
- Chair runs the Meeting
- City loosely follows Kaehan's Rules of Order
 - TMAC may adopt reasonable rules
 - Can change rules/ procedure on majority vote

Meetings

- Chair calls meeting to order
 - Time
 - Date
 - Members present
- Reads the first agenda Item into the record
- Clarify the action to be taken
- TMAC members declare any conflicts

Meetings

- Staff presentation
 - Other presentations as appropriate
 - May allow public comment (not required)
- Close presentations/ public comment
- TMAC Discussion
 - Ask clarifying questions of Staff or others
- Asks for a Motion

Main Motion

- Main Motion
 - “I move that we recommend to. . . . that. . . .”
- Requires a second
 - If no second, the motion dies
- Chair restates the motion
 - “It has been moved and seconded that we recommend to. . . . that. . . .”

Main Motion

- Chair opens debate
 - Motion Maker goes first and last
 - Discussion should be orderly and fair
 - Each member is invited to speak
 - General rule is that each member may speak twice but not until everyone who wishes has spoken
- Chair calls the question
 - Vote on the Main Motion

Secondary Motions

- Help dispose of the Main Motion
 - Amendment/ Substitute Motion
 - Refer back to Staff/ Continue
 - Limit debate
- Can be made during debate on Main Motion
- Deal with them in order

Secondary Motion

- Main Motion
 - recommend approval of the Plan
- Primary Amendment
 - I move to amend the motion by adding inserting the words “a qualified” before approval
- Motion to Continue
 - I move that we continue this item to our next regularly scheduled meeting

Fairness

- Would a disinterested person, observing the process, believe that people were treated fairly and according to law?

