



## MEETING NOTES

<b>PROJECT NAME</b>	MTPO Transportation Safety Plan
<b>PROJECT NUMBER</b>	City of Topeka Event No.: 1499-0 / WSP USA Project Number: 36203A
<b>DATE</b>	30 November 2017
<b>TIME</b>	10:30 am to 11:30 am
<b>VENUE</b>	Topeka City Offices – 620 SE Madison St., 1 <sup>st</sup> Floor Conf. Room (Holliday Room)
<b>SUBJECT</b>	Project “Kickoff” Meeting
<b>CLIENT</b>	Metropolitan Topeka Planning Organization (MTPO) / City of Topeka / Shawnee County, KS
<b>PRESENT</b>	David Church (WSP), 913-754-5546, <a href="mailto:david.church@wsp.com">david.church@wsp.com</a> Eric Nichol (KDOT), 785-296-1244, <a href="mailto:eric.nichol@ks.gov">eric.nichol@ks.gov</a> Adam Weigel (Topeka Metro), 785-730-8625, <a href="mailto:Aweigel@topekametro.org">Aweigel@topekametro.org</a> Jay Aber (WSP), 913-754-5563, <a href="mailto:jay.aber@wsp.com">jay.aber@wsp.com</a> Ingrid Potts (MRI Global), 816-360-5284, <a href="mailto:ipotts@mriglobal.org">ipotts@mriglobal.org</a> Jessica Hutton (MRI Global), 816-360-5482, <a href="mailto:jhutton@mriglobal.org">jhutton@mriglobal.org</a> Jason Peek (City of Topeka), 785-368-3801, <a href="mailto:jpeek@topeka.org">jpeek@topeka.org</a> Janelle Clayton (Merge Midwest Engr.), 913-486-1206, <a href="mailto:jclayton@mergemidwest.com">jclayton@mergemidwest.com</a> Terry Coder (City of Topeka), 785-368-3842, <a href="mailto:tcoder@topeka.org">tcoder@topeka.org</a> Brian Faust (City of Topeka), 785-368-3842, <a href="mailto:bfaust@topeka.org">bfaust@topeka.org</a> Carlton Scroggins (MTPO / City of Topeka), 785-368-3014, <a href="mailto:cscroggins@topeka.org">cscroggins@topeka.org</a> Taylor Ricketts (MTPO / City of Topeka), 785-368-1607, <a href="mailto:tricketts@topeka.org">tricketts@topeka.org</a> Bill Fiander (MTPO / City of Topeka), 785-368-3008, <a href="mailto:bfiander@topeka.org">bfiander@topeka.org</a> Jim Tobaben (WSP), 785-633-5607, <a href="mailto:jim.tobaben@wsp.com">jim.tobaben@wsp.com</a> Lisa Shofstall (WSP), 913-754-5569, <a href="mailto:lisa.shofstall@wsp.com">lisa.shofstall@wsp.com</a>
<b>DISTRIBUTION</b>	As above plus: Mike Spadafore (KDOT), 785-296-4907, <a href="mailto:Mike.Spadafore@ks.gov">Mike.Spadafore@ks.gov</a> Tom Vlach (Shawnee County), 785-251-6101, <a href="mailto:Tom.Vlach@snco.us">Tom.Vlach@snco.us</a> Barry Beagle (Shawnee County), 785-291-5410, <a href="mailto:Barry.Beagle@snco.us">Barry.Beagle@snco.us</a> Major Darin Scott (Topeka Police Dept.), 785-368-9211, <a href="mailto:jscott@Topeka.org">jscott@Topeka.org</a>

WSP USA  
Suite 200  
16201 West 95th Street  
Lenexa, KS 66219

Tel.: +1 913 310-9943  
Fax: +1 913 310-9144  
[wsp.com](http://wsp.com)



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4.5	<p>Task E – Develop Local Transportation Safety Plan (*MRI / WSP)</p> <ul style="list-style-type: none"> <li>— Would like to identify the economic impact of crashes to the MTPO Region (Jason Peek, City of Topeka)</li> <li>— David Church (WSP) asked if the MTPO was interested in becoming a “Vision Zero” Community <ul style="list-style-type: none"> <li>— <u>Action Item: Send “Vision Zero” information to the Stakeholder Group</u></li> <li>— <a href="https://visionzeronetwork.org/resources/vision-zero-cities/">https://visionzeronetwork.org/resources/vision-zero-cities/</a></li> </ul> </li> <li>— David Church (WSP) discussed the Seat Belts are for Everyone (S.A.F.E) Program in Kansas <ul style="list-style-type: none"> <li>— Terry Coder (City of Topeka) asked for additional information about the S.A.F.E. Program that he can share with the local school districts</li> <li>— <u>Action Item: Send S.A.F.E. Program info to the Stakeholder Group</u></li> <li>— <a href="https://www.ktsro.org/safe">https://www.ktsro.org/safe</a></li> </ul> </li> </ul>	<p><u>David Church (WSP)</u></p> <p><u>David Church (WSP)</u></p>
5.0	<p><b>PROJECT DELIVERABLES – SEE ATTACHED WORK PLAN</b></p> <p>5.1 <u>Task A Deliverables:</u> Project “kick-off” meeting minutes; monthly coordination meeting minutes (maximum of 10); monthly invoices (maximum of 10); QA/QC reviews of project deliverables</p> <p>5.2 <u>Task B Deliverables:</u> Develop crash databases (intersection / intersection related and roadway segment); Identification of target crash types (up to three); identification of risk factors for each crash type; Develop characteristics databases (roadway segments and intersections); Ranking of sites based on crash risk (roadway segments and intersections);</p> <p>5.3 <u>Task C Deliverables:</u> Develop emphasis areas and performance measures for each of the 4 E’s –Engineering, Education, Enforcement and Emergency Services; Meet with the stakeholder group; Develop an implementation plan for each emphasis area including establishing a baseline data for the performance measures.</p> <p>5.4 <u>Task D Deliverables:</u> Develop a listing of acceptable strategies (potential countermeasures) for each emphasis area; Meet with the stakeholder group; Develop a 5-year plan for strategic implementation with an estimated cost for each.</p> <p>5.5 <u>Task E Deliverables:</u> Develop a “draft” Local Transportation Safety Plan (LTSP) for review and comment by MTPO staff and members of the stakeholders group; Develop a “final” Local Transportation Safety Plan (LTSP) for use by members of the stakeholders group; Document format includes: .pdf (electronic)</p>	
6.0	<p><b>PROJECT SCHEDULE – SEE ATTACHED</b></p> <p>WSP received the NTP from the City on October 10, 2017. The consultant team will complete the following tasks as shown:</p> <ul style="list-style-type: none"> <li>• Task B Deliverables – on or before March 30, 2018</li> <li>• Task C Deliverables – on or before April 15, 2018</li> <li>• Task D Deliverables – on or before July 15, 2018</li> <li>• Task E Deliverables – “Draft” LTSP (July 30, 2018); “Final” LTSP (September 30, 2018)</li> </ul>	
7.0	<p><b>PROJECT BUDGET</b></p>	
7.1	<p>Total Budget: \$99,794.84</p>	

## NEXT MEETING

An invitation will be issued for monthly progress meetings and future stakeholder meetings (hold the date).