Agenda

1. Call to Order
   Oral
   Roll Call

2. Meeting Minutes
   Minutes from December 19, 2019 Meeting (Motion Required)
   Attachment 2a

3. Guest Communications (limit 2 minutes)
   Oral

4. General Manager’s Report
   Attachment 4

5. Committee Reports
   a. Administration
      Did Not Meet
   b. Finance
      Did Not Meet
   c. Operations
      Scheduled to Meet 1/23/2020
   d. Personnel
      Did Not Meet

6. Old Business

7. New Business

8. Resolutions - Roll Call Approval Required

#2020-01-01:  A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO NEGOTIATE THE FINAL TERMS OF AN AGREEMENT WITH THE CITY OF KENT HEALTH DEPARTMENT TO LEASE THE SECOND FLOOR OF THE KENT CENTRAL GATEWAY (KCG) AT 201 EAST ERIE STREET, KENT, OHIO.

#2020-01-02:  A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO SUBMIT AN APPLICATION FOR THE AKRON METROPOLITAN AREA TRANSPORTATION STUDY (AMATS) CONNECTING COMMUNITIES PLANNING GRANT TO CONDUCT A COMPLETE STREETS ANALYSIS AND/OR TRAFFIC SAFETY STUDY ALONG THE CORRIDOR OF STATE ROUTE 59 EAST OF HORNING ROAD IN FRANKLIN TOWNSHIP.

#2020-01-03:  A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO ENTER INTO AN AGREEMENT WITH MASABI LLC FOR THE PURCHASE OF MOBILE TICKET VALIDATORS WITH EMV, WARRANTIES, AND TRAINING.
9. Executive Session (if needed) – Roll Call Approval Required

10. Adjournment

Next Regular Meeting:

February 27, 2020 @ 7 p.m.
PARTA Administration Building
2000 Summit Road
Kent, Ohio 44240
President Rick Bissler welcomed everyone to the December 19, 2019, PARTA Board of Trustees meeting and called the meeting to order at 7:01 p.m. An oral roll call followed, and a quorum was present.

Mr. Bissler said the meeting minutes from the November 21, 2019, Board meeting were distributed, and he entertained a motion to accept. Ms. Marge Bjerregaard made a motion to approve the minutes, which was seconded by Ms. Debbie Davison.

Mr. Bissler noted that there was a change in the minutes between what was sent out in the Board packet and what was handed out tonight, which is a discrepancy in Mr. Tim Lassan’s absence. Because the Attendance Policy talks about having an emergency and since he was in the hospital, it was determined that his absence was excused. It did take
a little bit of communication to get that figured out. In doing that, he was excused on the
first page of the minutes but was still listed as unexcused in the remainder of the minutes
under the votes taken for the resolutions. The updated copy distributed tonight reflects
that correction.

Ms. Claudia Amrhein said Mr. Lassan called in last week and indicated he was doing
better. Since he confirmed the date of this meeting, it was believed that he was coming
tonight.

Hearing no further discussion, Mr. Bissler said the motion to approve the minutes, as
presented, passed unanimously.

GUEST COMMUNICATIONS

Mr. Bissler said there are no guests so there is no guest communication.

GENERAL MANAGER’S REPORT

Mr. Bissler said the General Manager’s report was distributed and he asked Ms. Amrhein
if she had any highlights.

Ms. Amrhein thanked everyone for coming out tonight. She said one of the resolutions is
for the DERG grant, which is needed in order to complete an application for potential
funding to replace some buses. She noted that the foundation is complete on the vehicle
storage building out back. Delivery of the prefabricated building is expected on Monday,
with the frame install next week. All the other work will be done under roof. She asked if
there were any questions.

Hearing none, Mr. Bissler moved on to the committee reports.

ADMINISTRATION COMMITTEE REPORT

The Administration Committee did not meet.

FINANCE COMMITTEE REPORT

Mr. Bissler said the Finance Committee met this evening, and he asked Mr. Dave Gynn
to comment.

Mr. Gynn expressed his appreciation for Mr. Jeff Childers filling in as an alternate on the
Finance Committee and for Mr. Richard Brockett attending the meeting. He said some
time was spent looking at both October and November reports. Ms. Rebecca Schrader
updated some of the projections for year end. It seems to be tracking pretty much on
schedule. Some of the expenses in November were a little bit higher because there were
three (3) pay dates. The budget is 91.6% of the way through the year. Comparing that
with the percentage for both income and expenses, the budget is very close. Ms. Schrader
had good news that the $1 million grant was finally received in the beginning of December. The committee looked at the parking deck and things are moving along well there. The final payment was made by the Kent Central Gateway (KCG) for the money it borrowed from PARTA to install the parking equipment.

Mr. Bissler noted for new Board members that the parking equipment could have been done in two (2) phases, but it was much less expensive to do it in one (1) phase. That’s why PARTA loaned KCG the money to do it all at one time and why there was that outstanding balance, which is now paid off.

Mr. Gynn said IT was another area where it was a little bit higher because IT is being brought under one project to save money in the long run by getting equipment and software that’s specific for running PARTA’s operations. Both resolutions were also discussed, and the Finance Committee is recommending them to the Board for approval.

Mr. Bissler asked if there were any questions for Mr. Gynn. Hearing none, he moved on to Old Business.

OPERATIONS COMMITTEE REPORT

The Operations Committee did not meet.

PERSONNEL COMMITTEE REPORT

The Personnel Committee did not meet.

OLD BUSINESS

Mr. Bissler said procedures for combined committee meetings were included in the Board packet. Combined committee meetings have taken place several times in conjunction with the Finance Committee and there always seems to be confusion. The procedures were distributed last month to provide an opportunity to review them. He said his only question dealt with the section about quorum, which is 50% plus one. He asked if there were any questions or comments. Hearing none, he entertained a motion to accept the document as an operational procedure for the Board. Mr. Frank Vitale made a motion, which was seconded by Mr. Brian Gray. The motion passed.

NEW BUSINESS

Mr. Bissler then turned the meeting over to Ms. Schrader for the service awards.

Ms. Schrader noted for new Board members that traditionally service awards are given out to employees and Board members who have been with PARTA for 1, 3, 5, 10, 15, and 20 years. This year, there are two (2) Board members who will be receiving a 10-year service award: Mr. Richard Brockett and Mr. Brian Gray. At 10 years, as well as giving out a pin, a desk clock is given out, which she then presented to them.
After a round of applause, Mr. Bissler congratulated them both and thanked them for continuing to choose to serve the residents of Portage County. He then moved on to the resolutions.

**Resolutions**

Mr. Bissler said the first resolution was 2019-12-01.

**#2019-12-01:A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE AWARD OF A CONTRACT TO PETROLEUM TRADERS CORPORATION TO PROVIDE DIESEL AND GASOLINE FUEL FOR 2020 AND AUTHORIZING THE GENERAL MANAGER TO SIGN A FEDERAL EXCISE TAX EXEMPTION CERTIFICATE ON BEHALF OF PARTA. THIS IS A JOINT PURCHASING VENTURE WITH AKRON METRO RTA, WESTERN RESERVE RTA AND STARK AREA RTA, ET AL.**

Motion: Brian Gray Second: Marge Bjerregaard

Mr. Bissler said the Board previously authorized Ms. Amrhein to execute this contract on the day when all entities locked in a price for fuel. This resolution contains the prices, which are under what was budgeted. Diesel was budgeted at $2.10 per gallon and it came in at $2.02 per gallon. Gasoline also came in less than what was budgeted. That should help with the budget for next year. He asked if there were any questions or comments. Hearing nothing further, a roll call vote was taken.

**Roll Call:**

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Mr. Bissler then presented the next resolution.

**#2019-12-02:A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE FILING OF AN APPLICATION WITH THE OHIO ENVIRONMENTAL PROTECTION AGENCY (OHIO EPA) FOR THE 2019 OHIO DIESEL EMISSIONS REDUCTION GRANT PROGRAM (DERG).**

Motion: Dave Gynn Second: Mike Lewis

Mr. Bissler asked Ms. Amrhein to comment on this resolution.
Ms. Amrhein said this is called the DERG grant and PARTA is eligible to apply for it because it is in a county that is targeted to reduce emissions. PARTA applied last year for funding for three (3) buses and received funding for one (1) new clean diesel bus. This year, to be a little more competitive, rather than a 20% local match, the application included a 30% local match for four (4) buses to try to keep the fleet in a state of good repair. As buses approach the end of their useful life, funds are applied for to try to replace them. Hopefully, funds will be received for more than one. This resolution is required to accompany the application. The grant was submitted earlier in December, but the resolution can be sent after the fact if the governing authority understands that PARTA would be responsible for the local match. Additional funds continue to be sought. With state funding available through OTP2, local match can also be applied for to accompany the federal funds. She asked if there were any questions.

Mr. Vitale asked if another transit company agreed to pay 50%, would they be ahead of PARTA’s 30%.

Ms. Amrhein said there’s scoring criteria for how the money is doled out. Last year there was $8 million total for the whole state. Now there’s $7 million, so there will be far more applications than there will be funds. That would make that RTA with the 50% local match more competitive, but she hopes that they take into consideration some of the smaller urban transits like PARTA, which simply don’t have the same kind of resources.

Mr. Nome said not all counties are affected.

Mr. Bissler noted that at half a million dollars a bus and $7 million total, that’s 14 buses throughout the state. He asked if there was any further discussion. Hearing none, a roll call vote was taken.

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**EXECUTIVE SESSION**

Mr. Bissler said there is no need for an executive session.

**ADJOURNMENT**

Mr. Bissler wished everyone a very Merry Christmas. He asked those who were traveling in the next couple weeks to please be careful. He noted that at the AMATS meeting today, a crash report was distributed and is available online. He said it is worth reading. He then entertained a motion to adjourn.

*PARTA* Board Meeting Minutes
December 19, 2019
Mr. Mike Lewis made a motion to adjourn the meeting. Ms. Debbie Davison seconded the motion. **Motion to adjourn passed unanimously.**

The meeting adjourned at 7:19 p.m.

Respectfully submitted,

Marcia Fletcher
Executive Assistant
Committee Meetings and Resolutions. Happy New Year, and thank you for your willingness to serve on the PARTA Board of Trustees again this year. The January meeting agenda includes a resolution to authorize finalizing an agreement with the Kent City Health Department for leasing the vacant Gateway spaces; a resolution to authorize applying for an AMATS Connecting Communities planning grant; and a resolution to authorize the purchase of mobile ticket validators from Masabi LLC.

Please note that the finance committee does not meet in January. The operations committee will meet on Thursday, January 23 at 6:30 p.m. to review the resolutions.

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Leasing Gateway Second Floor Spaces to Kent Health Department. I am pleased to report that we have reached tentative agreement with the Kent City Health Department on terms for relocating their offices to the vacant second floor spaces at the Kent Central Gateway. Resolution #2020-01-01 requests authority to finalize an agreement in consultation with legal counsel and our risk pool advisors for leasing the spaces for a ten-year term.

By way of background, we have been working since late 2017 to identify a suitable tenant to lease the vacant spaces in the second floor of the Gateway. Use as conference room space available for daily rental was problematic and did not generate sufficient revenue to support the use. The city accepted proposed terms of $1,500.00 rent per month in the first year, four (4) designated visitor parking spaces, and terms for purchasing eleven parking passes for employees and fleet vehicles. At the time of this writing, we are preparing several make-ready improvement quotes for building modifications requested
by the Health Department. A summary of the requested modifications and an outline of the agreement terms is included in this packet. Upon approval of the project cost estimates, we will perform the work at the department’s expense, document the building modifications, and ensure legal counsel and risk pool advisors fully vet the final agreement.

Relocating the Kent City Health Department to the Gateway facility will generate increased, stable, and predictable revenue to support transit services and KCG operations in a manner consistent with PARTA’s mission - by enhancing access to the public health programs and services the department offers in a location where multimodal mobility opportunities converge. Our transit services run through the Gateway at regular intervals; parking is available in the deck and on-street; and the facility is fully accessible to disabled individuals as well as anyone travelling on foot or bicycle.

**Connecting Communities Planning Grant Application.** *Resolution #2020-01-02* requests authorization to apply for a Connecting Communities planning grant. Sponsored by AMATS, the $40,000 grant is designed to study potential options for improving pedestrian safety infrastructure in the region. In our local service area, the corridor of State Route 59 east of Horning Road in Franklin Township presents numerous obstacles for pedestrians walking, bicycling, and/or riding public transit to access groceries, medical facilities, retail and other basic necessities. If awarded, the study will provide the basis for planning, programming, and seek funding to support future transportation safety infrastructure improvements.

**Purchasing Mobile Ticketing Validator Systems.** As reported in the November 2019 board report, ODOT’s Office of Transit awarded NEORide $3,306,790 in Ohio Transit Preservation Program (OTP2) competitive funding to support the purchase of mobile ticket validators and wireless routers by ten (10) transit authorities. The equipment will support the EZFare mobile ticketing app launched in mid-2019 and presents a potential solution for replacing more costly electronic fareboxes in fixed route buses in the future.

PARTA’s share of the NEORide award is $190,000. *Resolution #2020-01-03* requests authorization to contract with Masabi LLC to purchase mobile ticketing validator systems for an amount not to exceed $102,000. The remaining $88,000 will support the purchase of mobile routing equipment through a separate vendor.

**Service Reports. Planning.** Fixed route service adjustments implemented in January are described in a memo from Planning Director Clayton Popik. A seasonal, supplemental route designed to alleviate congestion on the Interurban East was discontinued and several stops were added or moved to improve service and safety along S.R. 59. The changes did not trigger the requirement to hold formal public hearings, as the overall impact affects service miles by less than 25 percent.

**Ridership. On-Time Compliance.** *ADA Complementary Paratransit Service.* ADA on-time compliance improved to 89.74% in December as compared to 85.66% in November. Of 984 trips, 101 trips were performed late with the latest trip running 60 minutes behind due to multiple factors, including the route being over-booked, unrealistic pick-up and drop-off windows, and driver error. *General Public (non-ADA) DART.* On-time performance for general public, non-ADA trips improved to 78.15% in December, as compared to 76.27% in November. *Vehicle Preventative Maintenance (PM).* On-time compliance with established PM inspection schedules was 97% in December as compared to 99% in November.

**Parking Deck.** Parking totals decreased by 3% as compared to November and by 4% as compared to December 2018. On average, 274 cars per day used the deck in December.

Thank you for your attention to these matters. If you have any questions prior to the Board meeting, please feel free to contact me by calling (330) 676-6315, or by e-mail at Amrhein.c16@partaonline.org.
Kent City Health Department

General Terms for Lease of Kent Central Gateway Second Floor

A. Lease and Parking

1. 10-year term effective date of execution.

2. $1,500.00 monthly rent for the first year, including custodial services, water, and refuse collection; monitor utility usage in first year; AV componentry remains.

3. We have proposed removing the existing video cameras from the spaces and asked the Health Department to install a separate surveillance system with the security features they determine necessary, such as a panic button tied to the Kent Police Department. If accepted, we will relocate our cameras to stairwells.

4. Purchase of eight (8) day shift and three (3) residential parking passes at bundled rate of $52 per pass, per month in the first year.

5. Signage in the deck designating four (4) 30 minute visitor spaces for Health Department customers.

6. The Health Department will purchase and install all work stations, countertops, furniture, equipment, etc.

B. Make-Ready Building Modifications

Quotes for the following make-ready building modifications are being prepared for work requested by the Health Department. Upon acceptance of the quotes by the Health Department, the modifications will be performed, the department invoiced, and the completed work will be documented in the final lease agreement.

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<tr>
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<th>Description of Work</th>
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<tr>
<td>1. Modify west door</td>
<td>Add fire-safe window</td>
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<td>2. Add utility sink</td>
<td>Plumbing, water heater, and sink installation</td>
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<tr>
<td>3. Add doorway to breakroom</td>
<td>36&quot; opening, relocate wiring, finish walls and jam</td>
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<tr>
<td>4. Add electricity to bullpen</td>
<td>Run service to support freezers and workspace lighting</td>
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<tr>
<td>5. Add phone and Internet</td>
<td>Establish separate service</td>
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01.17.2020
ORDINANCE NO. 2019 - 137

AN ORDINANCE AUTHORIZING THE CITY MANAGER, OR HIS DESIGNEE, TO ACCEPT A LEASE AGREEMENT WITH PARTA TO RELOCATE THE CITY OF KENT HEALTH DEPARTMENT AT THE PARTA CENTRAL GATEWAY; AND DECLARING AN EMERGENCY.

WHEREAS, PARTA has empty office space on the 2nd floor of the PARTA Central Gateway in downtown Kent; and

WHEREAS, the City of Kent Health Department would like to relocate and lease this space at 201 S. Erie Street, Kent, Ohio for a period of 10 years from the date of execution of the agreement; and

WHEREAS, the annual lease would be One Thousand Five Hundred Dollars and No Cents ($1,500.00/monthly) and includes janitorial services.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kent, Portage County, Ohio, at least three-fourths (3/4) of all members elected thereto concurring:

SECTION 1. That Kent City Council hereby authorizes the City Manager, or his designee, to accept the lease agreement with PARTA to relocate the City of Kent Health Department to the PARTA Central Gateway located at 201 S. Erie Street, Kent, Ohio to use and is more fully described in Exhibit "A", attached hereto and made a part thereof.

SECTION 2. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the residents of this City, for which reason and other reasons manifest to this Council this Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediately after passage.

PASSED: ________________  December 18, 2019
Date

EFFECTIVE: ________________  December 18, 2019
Date

ATTEST: ________________  Amy Wilkens
Amy Wilkens
Clerk of Council

(Stamp)

Mayor and President of Council
Health Department Lease to be attached after completion by Law Department.
APPLICATION

Due February 28, 2020

2020 Connecting Communities Planning Grant
PURPOSE

The Akron Metropolitan Area Transportation Study developed Connecting Communities - A Guide to integrating Land Use and Transportation to better understand the relationship between land use and transportation to encourage transportation projects which support vibrant, healthy and inclusive places. The purpose of the Connecting Communities Planning Grant Program is to further the principles of Connecting Communities through funding to develop transportation plans that will lead to projects eligible for AMATS funds.

Connecting Communities Planning Grant applications should further the following Connecting Communities principles:

- Increase alternative transportation options to connect people and places
- Promote Complete Street principles to create vibrant and safe places for all users
- Leverage transportation projects to develop places which support alternative transportation and complete streets through land use and design

The full Connecting Communities - A Guide to Integrating Land Use and Transportation document is available on the AMATS website, as well as, past recipients’ reports at amatsplanning.org/planning/initiatives/connecting-communities/.

Previously, AMATS funded two $50,000 transportation plans through the planning grant program for the first three rounds, and funded $115,200 for the most recent round, leveraging an additional $74,800 in matching funds. While there is still a need to fund these larger studies, it has also become apparent that there is a need to fund studies of smaller areas with specific infrastructure problems. Targeted projects focus on a specific issue with the goal of finding an implementable solution. While more comprehensive transportation plans are sometimes necessary, targeted plans more often give results in a timely and cost-effective manner.

With $80,000 available, AMATS hopes to fund two $40,000 projects through the Connecting Communities Planning Grant Program. Local communities, as well as, Regional Transit Authorities and county park districts within the AMATS area are eligible to apply. Applications may have more than one sponsor. Applications for no more than two grants may be submitted per sponsor. A selection committee, the Connecting Communities Planning Grant Task Force, will be charged with reviewing sponsors’ applications and making recommendations to the Policy Committee. Grant awards will be determined by the Policy Committee on May 14, 2020. For more information or questions contact Heather Davis Reidl at hreidl@akronohio.gov or 330-375-2436 ext. 4434.

Please provide an electronic copy and a hard copy of the application by 4:30 p.m. on Friday, February 28, 2020 to:

hreidl@akronohio.gov

Akron Metropolitan Area Transportation Study, RE: Planning Grant, 161 S. High St., Suite 201 Akron, OH 44308
CONNECTING COMMUNITIES PRINCIPLES

ALTERNATIVE TRANSPORTATION
Alternative transportation refers to any type of non-motorized transportation. Connecting Communities - A Guide to Integrating Land Use and Transportation focuses on pedestrian, bicycle and public transportation alternatives which improve safety, enhance mobility and encourage transportation choices.

Pedestrian infrastructure promotes livable communities by increasing pedestrian safety, providing an alternative to driving, and encouraging community interaction and exercise. Pedestrian areas should be targeted where the land use is most conducive, such as higher density, mixed-use areas. Investments in pedestrian infrastructure include sidewalks, crosswalks, curb ramps, signs, street lighting, and benches.

Bicycling facilities play an important role in the transportation system. They provide recreational opportunities and an alternative to automobile transportation. Bike facilities, including trails, bike lanes, wide shoulders, bike racks, pavement markings, and signs, provide a safe environment for people to bike and encourage biking for commuting, enjoyment, and exercise.

Public transportation is a critical part of the transportation system. It provides access to employment, schools, shopping, and residential neighborhoods. It also provides alternate modes of transportation and helps reduce congestion and pollution. Increasing transit usage and transit as a viable option is an important element of creating a balanced transportation network.

COMPLETE STREETS
Complete streets are designed and operated to ensure safe access for all users including pedestrians, bicyclists, transit riders, and motorists of all ages and abilities. Complete streets utilize the road and right-of-way to create a safe and comfortable environment for all, encouraging walking and bicycling for commuting and recreation. Complete streets look different depending on the area and type of street. A complete street in an urban area may have sidewalks and bike lanes, while a rural complete street may have wide shoulders and share-the-road signs. Elements of a complete street will vary depending on the neighborhood type and area, but may include sidewalks, bike lanes or wide shoulders, median islands, crosswalks, bus lanes and bicycle and pedestrian signals.

LAND USE AND DESIGN
The purpose of Connecting Communities was to better understand the relationship between land use and transportation to encourage transportation projects which support vibrant, healthy and inclusive places. Places where people of all ages, abilities and income have viable transportation choices to get to schools, jobs, shopping and recreation. Land use patterns, urban design and density are a vital aspect in effective alternative transportation and complete streets projects. While they vary on the community context, common elements include buildings up to the street, mixed-use development, walkable neighborhoods, public spaces and placemaking.

- Connecting Communities - A Guide to Integrating Land Use and Transportation
ELIGIBILITY

Eligible
To be eligible for a Connecting Communities Planning Grant, a project must:

- Be intended for transportation planning
- Be site specific
- Result in transportation and land use improvements that are consistent with the Connecting Communities Initiative

Ineligible Activities

- Preliminary Engineering
- Final Design
- Preparation of environmental documentation
- Right-of-way acquisition
- Preparation of bid documents
- Construction

AMATS Connecting Communities Planning Grant 2011, 2012, 2013 and 2016 grant recipients can be viewed here: http://amatsplanning.org/planning/initiatives/connecting-communities/

PROCESS

Once the planning grants have been awarded, AMATS staff will meet with the community for a kick-off meeting and to prepare a Request for Proposals to hire a consultant. Once the consultant is chosen, AMATS will work with the consultant to write a contract to perform the requested work. While the contract is going through the various channels before being executed, AMATS staff will continue to work with the recipient to better identify the existing conditions and the desired outcomes of the study. Once the contract is signed by all parties, the consultant will then take the lead with the study, determining a schedule and pace to complete the project while working as a team with both the community and the AMATS staff.
PARTA MEMO

To: Claudia Amrhein, General Manager

From: Clayton A. Popik, Director of Planning

CC: Kelly Jurisch, Brian Trautman, Denise Baba, Carlell Howard

Date: January 6, 2020

RE: January 2020 Fixed Route Service Changes – Revision for removal of the 60 route (Black Squirrel) and bid process (item 2a)

In addition to the service updates outlined below and in the memo dated November 5, 2019, there will be one additional change to service. This is the ending of the Black Squirrel (60) route. This is a support route run to increase frequency along the stretch of SR59 between Kent State University and the Pebblebrook Apartments. Designed to alleviate congestion on the Interurban East (35) route, this route provided seasonal support when KSU was in full spring and fall session after the construction of two large student housing properties – Campus Point and Pebblebrook. Ending this route does not reduce the service in this area so much as to require a public hearing per our policy. The service miles were reduced by only 13.6%. There will still be service to this area by way of the 35 route with a thirty (30) minute headway. This was a request of the Operations Department and evaluated by Planning to determine the feasibility of ending this route. The one consequence to monitor will be the burden on the 35 route during busy times of the day – one known time being around 8:00am as the bus is inbound to Kent. A previous alteration of this route was completed to ensure it was on the road during this time. Work will be completed immediately to ensure this route does not show up during any trip planning and or stop inquiries through the SpotPARTA application.

Below is a summary of changes for the January 2020 sign-up. There will be no changes made to the service other than adding stops to the Interurban West (30) and Interurban East (35) and the completion of the shelters per our agreement with the City of Kent. There will be no need for a Public Hearing. This sign-up will also be used as an opportunity to clean up data issues we discovered during the current sign-up, which will in turn make our exports to Streets, Google, and our various trip planners run more smoothly.

1. Added stops as requested by either passengers and/or drivers with the distance between stops evaluated to ensure we maintain industry standards. These stops were located on Silver Meadows Blvd. between Anita Dr. and Fairchild Ave. and SR59 at the future Haven of Portage site. Stops were moved at E. Main/Wilson (Circle K) to E. Main/Linden (Taco Bell) to move the stop away from the crosswalk. This will force passengers to cross behind the bus and eliminate any confusion of a pedestrian thinking we are allowing them to cross when we are stopping to
see if they need to board. With the completion of the Kentway bus shelter, we were able to move that stop so the bus has more room to board and alight passengers without blocking traffic at the intersection.

2. Due to the KSU routes we put on and off the road during summer and other breaks, Google does not post our data until all service is on the road or removes our data when service comes off the road. This causes our trip planners within SpotPARTA, as well as Google's trip planner, to fail. Planning will move to four "sign-ups" throughout the year where data can be pushed out based on what service will be on or off the road. This will ensure the GTFS feed, which powers the various trip planners and the SpotPARTA application, can work correctly and accurately. The drivers will still bid on their routes twice a year, but the July bid will become an August bid.
   a. A fifth sign-up period will be added to allow for the drivers to continue bidding in January and July keeping the bids six (6) months apart.
KENT CENTRAL GATEWAY
PARKING SUMMARY
December 2019

6 Month Lookback

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<th>Monthly</th>
<th>Transient</th>
<th>Illegal</th>
<th>Total</th>
<th>Cars/Day</th>
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TOTAL CARS PER MONTH

Annual Comparison

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<td>116,337</td>
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<td>-1.7%</td>
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Annual Revenue By Source

Rate Types Collected

- Transient
- Monthly
- Hotel
- Other

- $1.00
- $2.00
- $3.00
- $4.00
- $5.00
- $6 - $9
- $10 - $15
- $15 - $25
- $25 - $50
- $50 - $100
- $100 - $150
- $150 - $200
- $200 - $250
- $250 - $500
- $500 - $1000
- $1000 - $2500
- >$2500
RESOLUTION #2020-01-01

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO NEGOTIATE THE FINAL TERMS OF AN AGREEMENT WITH THE CITY OF KENT HEALTH DEPARTMENT TO LEASE THE SECOND FLOOR OF THE KENT CENTRAL GATEWAY (KCG) AT 201 EAST ERIE STREET, KENT, OHIO.

WHEREAS, the Portage Area Regional Transportation Authority (PARTA) constructed the Kent Central Gateway Multimodal Facility at 201 East Erie Street, Kent, Ohio (KCG); and

WHEREAS, KCG includes a 10-bay transit hub, indoor passenger waiting room and amenities, a three-level, 348-space public parking deck, and finished spaces on the second floor originally utilized as conference rooms available for daily rental by external entities; and

WHEREAS, PARTA suspended renting the conference room spaces in 2018 to identify a long-term use for the second floor that will generate increased, stable, and predictable revenue to support transit services and KCG operations; and

WHEREAS, the City of Kent desires to establish a 10-year lease agreement for the Health Department to relocate its offices to the second floor of the KCG facility; and

WHEREAS, the Kent City Council Finance Committee approved the proposed terms on December 4, 2019, and Kent City Council accepted the proposed terms on December 18, 2019, which includes rent of $1,500.00 per month in the first year, four (4) designated visitor parking spaces, and terms for purchasing parking passes for employees and fleet vehicles; and

WHEREAS, consistent with PARTA’s mission, this lease agreement will enhance access to the Kent’s Health Department and the public health programs and services it offers to residents of Kent and Portage County, and will generate increased, stable, and predictable revenue to support transit services and KCG operations; and

WHEREAS, consistent with FTA regulations, this lease agreement will not disrupt PARTA’s public transportation services, will not interfere with the intended purpose of the multimodal facility, and will ensure that PARTA, as lessor, shall maintain satisfactory continuing control of the property during the term of use by the Kent Health Department; and

WHEREAS, PARTA deems it necessary and proper for the General Manager, or her designee, to work with legal counsel and risk pool advisors to negotiate the final terms of an agreement with the City of Kent Health Department to lease the second floor of KCG.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (PARTA) Board of Trustees that:
The General Manager, or her designee, is hereby authorized to work with legal counsel and risk pool advisors to negotiate the final terms of a lease agreement with the City of Kent Health Department to lease the second floor of the Kent Central Gateway for a 10-year period from the date of execution of the agreement.

CERTIFICATION:
The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (PARTA), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held on January 23, 2020.

____________________________
Date

____________________________
Rick Bissler, President
Board of Trustees

____________________________
Attested
RESOLUTION #2020-01-02

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO SUBMIT AN APPLICATION FOR THE AKRON METROPOLITAN AREA TRANSPORTATION STUDY (AMATS) CONNECTING COMMUNITIES PLANNING GRANT TO CONDUCT A COMPLETE STREETS ANALYSIS AND/OR TRAFFIC SAFETY STUDY ALONG THE CORRIDOR OF STATE ROUTE 59 EAST OF HORNING ROAD IN FRANKLIN TOWNSHIP.

WHEREAS, Akron Metropolitan Area Transportation Study (AMATS) is the Metropolitan Planning Organization (MPO) for the Akron Urbanized Area, which includes Portage County, Ohio; and

WHEREAS, AMATS currently is offering two (2) $40,000 Connecting Communities planning grants to identify solutions to land use and transportation infrastructure problems that will improve safety, enhance mobility and encourage alternative transportation choices, such as walking, bicycling, and public transit; and

WHEREAS, PARTA is eligible to apply for a Connecting Communities planning grant and seeks to study complete streets principles and options for improving pedestrian safety infrastructure along the corridor of State Route 59 east of Horning Road in Franklin Township, which spans approximately one (1) mile; and

WHEREAS, if awarded, the planning study will evaluate potential infrastructure improvements, including, but not limited to, pavement markings, signs, sidewalks, crosswalks, curb ramps, benches, and street lighting; and may include working in conjunction with Franklin Township, the city of Kent, Portage County, and/or Ohio Department of Transportation to plan, program, and seek funding to implement future infrastructure improvements to enhance pedestrian safety; and

WHEREAS, the Connecting Communities planning grant application deadline is February 28, 2020, and requires a resolution from the governing board of the sponsor.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (PARTA) Board of Trustees that:

The General Manager, or her designee, is hereby authorized to apply for a $40,000 AMATS Connecting Communities planning grant to conduct a complete streets analysis and/or traffic study along the corridor of State Route 59 east of Horning Road in Franklin Township.

CERTIFICATION:
The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (PARTA), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held on January 23, 2020.

______________________________
Date

______________________________
Rick Bissler, President
Board of Trustees

______________________________
Attested
RESOLUTION #2020-01-03

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO ENTER INTO AN AGREEMENT WITH MASABI LLC FOR THE PURCHASE OF MOBILE TICKET VALIDATORS WITH EMV, WARRANTIES, AND TRAINING.

WHEREAS, PARTA applied for and was awarded $190,000 to purchase validators and routers; and

WHEREAS, PARTA would like to enter into an agreement with Masabi LLC in a joint procurement through NEORide with 10 other transit agencies for the purchase of 38 Mobile Ticket Validators with EMV, to also include warranties for years two (2) and three (3), and training; and

WHEREAS, the total project cost for the 38 Mobile Ticket Validators with EMV, warranties for years two (2) and three (3), and training is not to exceed $102,000; and

WHEREAS, the purchase of the routers will be procured separately for an amount not to exceed $88,000.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (PARTA) Board of Trustees that:

The General Manager, or her designee, is hereby authorized to enter into an agreement with Masabi LLC to purchase 38 Mobile Ticket Validators with EMV, warranties for years two (2) and three (3), and training for a total project cost not to exceed $102,000, in a joint procurement through NEORide with 10 other transit agencies.

CERTIFICATION:
The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (PARTA), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held on January 23, 2020.

Date

______________________________
Rick Bissler, President
Board of Trustees

______________________________
Attested
IN BRIEF

PARTA buses to cease service at 6 p.m. today

The Portage Area Regional Transportation Authority will cease bus service at 6 p.m. Christmas Eve and New Year’s Eve.

Most buses will begin their last run of the evening just after 5 p.m. on Christmas Eve and New Year’s Eve. PARTA buses will not be in operation on Christmas Day or New Year’s Day. Normal operation will resume following the holidays on Thursday and Jan. 2. Anyone with questions about the holiday bus schedule should contact PARTA by phone at 330-678-7745 or visit www.parotaonline.org.
New owner, new plans for apartment at old BW3 site
By BOB GAETJENS

The six-story apartment building proposed for Franklin Avenue in Kent at the former BW3 site is in the midst of a reboot.

Tim Dean, director of operations for Clairmont Development of Ohio, said changes are in store for the building after the company purchased College Town Kent from Fairmount Properties, which had owned several buildings in downtown Kent in addition to the former BW3 site.

"We looked at everything and said, 'Let's take a fresh look,'" said Dean. "Our vision for the building is a little bit different from what Fairmount proposed initially and got approved."

Dean said the building would still be six stories tall, but would be aimed less at Kent State University students and more at young professionals or empty nesters.

"After our analysis, we feel that we're going to put more one- and two-bedroom apartments there," he explained. "We feel it's going to be a mixture of students and young professionals."

He said the plan currently is for 46 units, down from the 64 originally proposed, which he said later had been reduced to 58.

"The units will be a little larger," said Dean. "At the Avant 220, we have units that are 400 square feet that are perfect for students. We aren't going to have any of those in here."

Although estimates are evolving, he said the building would likely cost $6.5 million to $7 million.

"I think we want to break ground in May and have the project completed by May 2021," he added.

Parking, a bone of contention when the building was before the city in October 2018, would be accommodated through the use of 30 existing parking spots controlled by College Town Kent behind the old Huntington Bank building, and the remainder of residents would likely use the PARTA parking deck like some those at Landmark and Avant 220, according to Dean.

"At the Landmark and Avant, it's part of their rent," he said. "We have a bulk rate because we have so many spots reserved at the PARTA parking deck."

At this point, he said it's not been determined whether parking

See Page A3 | Plans
Clairmont Development has plans to change the proposed six-story apartment building which would be located at the former BW3’s on Franklin Avenue. New plans will likely have to go before the planning commission for review.

Plans

From Page A1

would be included in the rent because it’s still relatively early in Clairmont’s planning process.

Kent Community Development Director Bridget Susel said Clairmont Development will likely have to bring the plan before the planning commission again.

“They are actually going to be changing the exterior, as well,” she said, adding a new architect is working on the project.

Dean said LDA Architects of Cleveland, a “prominent apartment architect” is now working on the project.

“They’ve actually got several going on in downtown [Cleveland] right now,” he added. “Since we own the Ametek and Davey Tree building, our goal is to have something that is similar but unique.”

Interior amenities are not finalized because “we are starting over,” according to Dean, but some features may include a common fitness area, community kitchen and coffee area, and meeting and study rooms.

“Because we’re starting over, we’re going to try to offer as many amenities as we can for that clientele,” said Dean.