



Albany Area Metropolitan Planning Organization

City of Albany • City of Jefferson • City of Millersburg • City of Tangent • Linn County •
Benton County • Oregon Department of Transportation

Policy Board Meeting
Wednesday, April 23, 2025
2:30 pm to 4:30 pm

VIRTUAL MEETING:
Via Teams by Clicking [HERE](#)
Meeting ID: 266 480 562 941
Passcode: KZ2Ef3bp
Mobile One Click Number
[+1 872 242 8088](#)

Phone Conference ID: 258 380 213#

Contact: Billy McGregor, bmcgregor@ocwcog.org

AGENDA

- | | | | |
|----|------|--|----------------------------------|
| 1) | 2:30 | Call to Order, Agenda Review, and Roll Call | Chair,
Commissioner
Malone |
| 2) | 2:40 | Public Comments | Chair |
| 3) | 2:45 | Approve minutes of AAMPO Board Meeting on March 26, 2025. (Attachment A) | Chair |
| | | <i>Action: Decision on minutes</i> | |
| 4) | 2:50 | AAMPO Policy Board Vice-Chair Elections
AAMPO Policy Board members should either find a volunteer or nominate a member for the Vice-Chair position. | Chair |
| | | <i>Action: Nomination and Approval</i> | |
| 5) | 3:10 | STIP Full Amendments (Attachment B)
Full Amendments are brought to the TAC for approval before going to the Policy Board. Amendments are for projects 23003, 23020, 23033 concerning 5310 funds for Linn County. | Staff, McGregor |
| | | <i>Action: Approval</i> | |
| 6) | 3:15 | Millersburg STBG Project Changes (Attachment C)
Wording changes to the approved Millersburg Surface Transportation Block Grant project for 24-27. Budget change request needs discussion and approval. | Staff, McGregor |
| | | <i>Action: Discussion and Approval</i> | |

- 7) **3:25 Bike Count Locations** **Staff, McGregor**
AAMPO Staff will present findings from the AAMPO TAC and ask Policy Board members for input. **Members are also encouraged to directly request counts at specific locations** if the data would directly improve grant application success or is a community priority. During discussion staff will take notes via Google Earth.
Action: *Discussion and Exercise*
- 8) **3:35 Policy Board Meeting Time (Attachment D)** **Staff, McGregor**
Staff to share the results of Doodle Poll from Policy Board Members. Staff recommend the top choice from the doodle poll to change the meeting time to be 3:00pm to 5:00pm.
Action: *Discussion or Approval of new meeting time starting in July 2025*
- 9) **3:45 AAMPO FY25 In-Kind Match Update** **Staff, McGregor**
Staff update of current AAMPO Match progress. Requirement goal of \$17,027.69.
Action: *Information*
- 10) **3:50 Jurisdictional Updates/Other Business** **All**
 - Staff
 - Benton County
 - Linn County
 - Tangent
 - Albany
 - Jefferson
 - Millersburg
 - ODOT
- 11) **4:30 Adjournment** **Chair**
Next Meeting: Wednesday, May 14, 2025. This meeting will be joint with the Corvallis Area MPO. The next AAMPO Board meeting will be June 25, 2025.

AAMPO FY'25 In-Kind Match Tracker			
Group	Meetings	Time	Match
Policy Board	7/7	88	\$3,672.62
TAC	7/9	72	\$6,335.84
Loop, AAMPO Half	1	24	\$867.45
ATS Match	-	-	\$4,000
Additional Time	-	9.75	\$675.24
Totals	14/16	193.75	\$15,551.15

ATTENDANCE (FOR QUORUM PURPOSES)

Board Members	Jurisdiction	Attendance
Councilor Walt Perry	City of Jefferson	
Councilor Ray Hunt	City of Millersburg	
Councilor Carolyn McLeod	City of Albany	
Councilor Greg Jones	City of Tangent	
Commissioner Roger Nyquist	Linn County	
Commissioner Pat Malone, Chair	Benton County	
Darrin Lane	Citizen Representative	
Christine Hildebrandt	Oregon Department of Transportation	
Alternates	Jurisdiction	Attendance
VACANT	City of Jefferson	
Andrew Potts	City of Millersburg	
Councilor Michael Thomson	City of Albany	
Joe Samaniego	City of Tangent	
Daineal Malone	Linn County	
Gary Stockhoff	Benton County	
James Feldmann	Oregon Department of Transportation	

Quorum Requirement: MPO business may be conducted provided a quorum of the Policy Board is in attendance. A quorum consists of at least four members of the Policy Board or their alternates. The Policy Board members may participate telephonically or by other means of electronic communication as provided in Section 6.D (Special or Emergency Meetings).

– AAMPO Policy Board Bylaws, Section 6: Meeting, Subsection E: Quorum

**ALBANY METROPOLITAN PLANNING ORGANIZATION
POLICY BOARD VIRTUAL MEETING
Wednesday, March 26, 2025
2:30 – 4:30 pm
Via Microsoft Teams Technologies**

Board Members	Jurisdiction	Attendance
Walt Perry	City of Jefferson	Yes
Councilor Ray Hunt	City of Millersburg	No
Councilor Carolyn McCleod	City of Albany	Yes
Greg Jones	City of Tangent	Yes
Commissioner Roger Nyquist	Linn County	No
Commissioner Pat Malone	Benton County	Yes
Darrin Lane	Citizen Representative	No
Christine Hildebrandt	Oregon Department of Transportation	No
Alternates	Jurisdiction	Attendance
VACANT	City of Jefferson	VACANT
Andrew Potts	City of Millersburg	Yes
Michael Thomson	City of Albany	No
Joe Samaniego	City of Tangent	No
Daineal Malone	Linn County	No
Gary Stockhoff	Benton County	Yes
James Feldmann	Oregon Department of Transportation	Yes

Guests: There were no guests present.

Staff Present: AAMPO Planner Billy McGregor, CAMPO Planner Corum Ketchum, Planning Manager Matt Lehman, and Executive Assistant Ashlyn Muzechenko

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order, Agenda Review, and Roll Call	<p>The March AAMPO Policy Board meeting was called to order at 2:35pm by The Chair, Commissioner Pat Malone.</p> <p>There were no changes to the meeting agenda.</p>	The meeting was called to order at 2:34pm by AAMPO Chair, Commissioner Pat Malone.
2. Public Comments	There were no members of the public present to provide comments.	There were no public comments.
3. Approve minutes of the AAMPO Policy Board Meeting of February 26, 2025 (Attachment A) Action: Decision on Minutes	The AAMPO Policy Board members approved of the AAMPO Policy Board minutes from February 26, 2025, by consensus with no corrections or adjustments.	The AAMPO Policy Board members approved of the AAMPO Policy Board minutes from February 26, 2025, by consensus with no corrections or adjustments.
4. MPO 101 (Attachment B) Action: Informational	<p>Staff Billy McGregor shared the MPO 101 Presentation regarding AAMPO.</p> <p>AAMPO was designated on February 06, 2013, and has an 8-member policy board.</p> <p>An MPO is an organization of local governments which supports transportation planning in urbanized areas with a population of 50,000 or more. Currently AAMPO's region is around 57,000.</p> <p>MPOs coordinate regional transportation planning and are required by the federal government when a city reaches a population of 50,000 or more. The boundary extends across the urbanized area.</p> <p>Work products are: Unified Planning Work Program (UPWP), Regional Transportation Plan (RTP), Transportation Improvement Program (TIP). Title VI Nondiscrimination Plan, Public Participation Plan (PPP).</p> <p>AAMPO has a Technical Advisory Committee (TAC) and a Policy Board. The TAC is chaired by Joe Samaniego and a Vice Chair of Chris Cerklewski. The Policy Board is chaired by Benton County Commissioner Pat Malone.</p>	

<p>5. Salem Ave Task 500 Draft Scope of Work</p> <p>Action: Approval</p>	<p>McGregor shared a draft scope of work with a request for technical assistance and direction from members with engineering and project planning experience.</p> <p>The AAMPO Policy Board members in attendance approved the Salem Ave Task 500 Scope of Work by consensus.</p>	<p>The AAMPO Policy Board members in attendance approved the Salem Ave Task 500 Scope of Work by consensus.</p>
<p>6. STIP Full Amendments (Attachment D)</p> <p>Action: Discussion and Decision</p>	<p>McGregor shared the STIP Full Amendment pending approval from the AAMPO Policy Board. This Full Amendment is a pre-approval amendment.</p> <p>The AAMPO Policy Board members in attendance pre-approved the STIP Full Amendment by consensus.</p>	<p>The AAMPO Policy Board members in attendance pre-approved the STIP Full Amendment by consensus.</p>
<p>7. Public Participation Plan, Public Review (Attachment E)</p> <p>Action: Review and Pre-Approval</p>	<p>McGregor shared the draft Public Participation Plan (PPP) which is currently out for public review. The current public comment period runs through the 28th of March.</p> <p>The only current edit is to add Carolyn McLeod as the Albany Representative on the membership list page.</p> <p>The AAMPO Policy Board members in attendance approved the PPP pending any public comments by consensus.</p>	<p>The AAMPO Policy Board members in attendance approved of the PPP pending any public comments by consensus.</p>
<p>8. FY26 Unified Planning Work Program Review (Attachment F)</p> <p>Action: Approval</p>	<p>McGregor shared additional details regarding the FY26 Unified Planning Work Program which covers the MPO project planning tasks and budget for the fiscal year.</p> <p>Task 100 – MPO Operations - \$115,000 Task 200 – Long Range Transportation Planning - \$52,500 Task 300 – Inter-Regional Transportation Planning Support - \$75,000 Task 400 – Transportation Programming - \$10,000 Task 500 – Special Projects Fund - \$90,239</p>	<p>The AAMPO Policy Board members in attendance approved the FY26 UPWP by consensus.</p>

SECTION IV: BUDGET SUMMARY

The following budget tables detail the planned activities for State Fiscal Year 2024-2025. In addition, a breakdown of expenses and funding sources is provided.

SFY26 Budget by Subtask

Task	SFY26 Amount	SFY25 Amount	Dollar Change	Percent Change
TASK 100: Program Management	\$115,000	\$105,386	\$9,614	8%
110: MPO Operation	\$60,000			
120: MPO Administration	\$40,000			
130: Annual Document Review	\$10,000			
140: MPO Education and Training	\$5,000			
TASK 200: Long Range Transportation Planning	\$52,500	\$67,160	(\$14,660)	-28%
210: Technical Assistance to Communities	\$25,000			
220: AAMPO RTP Performance Monitoring	\$13,000			
230: Regional Count Project Scoping	\$7,500			
240: Safety and Active Transportation Planning Support	\$7,000			
TASK 300: Inter-Regional Transportation Planning	\$75,000	\$75,000	\$0	0%
310: CAMPO Collaboration	\$25,000			
320: Local Transit Planning Support	\$25,000			
330: Linn-Benton Loop Support	\$15,000			
340: Travel Model Coordination	\$10,000			
TASK 400: Transportation Programming	\$10,000	\$20,080	(\$10,080)	-101%
410: MTIP Amendments	\$10,000			
TASK 500: Special Projects	\$90,239	\$6,083	\$84,156	93%
510: Special Project Pool	\$239			
520: Special Project Carryover	\$90,000			
TOTAL	\$342,739.16	\$273,709	\$69,031	20%

Note: \$252,739.16 is the SFY26 funding amount provided by ODOT on November 14, 2024.

The AAMPO Policy Board members in attendance approved the FY26 UPWP by consensus.

9. Policy Board Meeting Time

Action: Discussion

McGregor shared member feedback that our meeting time is slightly too early in the day for most members to attend.

Commissioner Malone recommended staff sending a doodle poll to select a different time of day for members to attend.

Carolyn McLeod shared the current meeting time works best for her availability and if it goes much later into the evening, she wouldn't be able to

	attend. Another suggestion from Commissioner Malone was to hold all the action items in the first part of the meeting and the informational towards the end.																																	
10. AAMPO FY25 In-Kind Match Update Action: Informational	McGregor provided an update to the AAMPO FY25 In Kind Match Tracker: <table><tr><th colspan="4">AAMPO FY'25 In-Kind Match Tracker</th></tr><tr><th>Group</th><th>Meetings</th><th>Time</th><th>Match</th></tr><tr><td>Policy Board</td><td>6/6</td><td>76</td><td>\$3,338.66</td></tr><tr><td>TAC</td><td>6/8</td><td>62</td><td>\$5,535.84</td></tr><tr><td>Loop, AAMPO Half</td><td>1</td><td>24</td><td>\$867.45</td></tr><tr><td>ATS Match</td><td>-</td><td>-</td><td>\$4,000</td></tr><tr><td>Additional Time</td><td>-</td><td>9.75</td><td>\$675.24</td></tr><tr><td>Totals</td><td>12/14</td><td>171.75</td><td>\$14,417.19</td></tr></table>	AAMPO FY'25 In-Kind Match Tracker				Group	Meetings	Time	Match	Policy Board	6/6	76	\$3,338.66	TAC	6/8	62	\$5,535.84	Loop, AAMPO Half	1	24	\$867.45	ATS Match	-	-	\$4,000	Additional Time	-	9.75	\$675.24	Totals	12/14	171.75	\$14,417.19	
AAMPO FY'25 In-Kind Match Tracker																																		
Group	Meetings	Time	Match																															
Policy Board	6/6	76	\$3,338.66																															
TAC	6/8	62	\$5,535.84																															
Loop, AAMPO Half	1	24	\$867.45																															
ATS Match	-	-	\$4,000																															
Additional Time	-	9.75	\$675.24																															
Totals	12/14	171.75	\$14,417.19																															
11. Jurisdictional Updates/Other Business	AAMPO Staff Updates: McGregor shared the MPO staff are working on being aware of dispersing of COVID funds. Jefferson and Tangent are the two sets of funds that have yet to be dispersed. Jurisdictional Updates: Albany – Councilor McLeod shared she had received feedback on extending the bike path from Corvallis to Albany. Another member of the public was interested in increasing traffic flow on the bridge as well. Benton County – Gary Stockhoff shared Laurel Beyer attended a TSAP meeting and the county is working to do that in conjunction with the City of Corvallis doing theirs. The goal of the TSAP is to analyze problematic areas on corridors or intersections that have safety issues. Then the group will prioritize and look for funding sources to improve those areas, however the first step is collecting the data and meeting with the public. Chair Commissioner Malone shared the Benton County Courthouse has started construction as well.																																	

	<p>Jefferson – Walt Perry had to leave the meeting early so there were no updates able to be provided from Jefferson.</p> <p>Linn County – There were no members from Linn County present to provide updates.</p> <p>Millersburg – Andrew Potts shared the city is working to update their TSP.</p> <p>Tangent – No further updates from Tangent.</p> <p>ODOT – James Feldmann shared the Oregon bike and ped committee met today to discuss the selected path projects for the Oregon community path's program. The results should be posted by the end of day today.</p>	
12. Adjournment	The next AAMPO Policy Board Meeting is scheduled for Wednesday, April 23, 2025.	The meeting was adjourned at 3:50pm by the Chair, Commissioner Pat Malone.

MEMORANDUM

Albany Area Metropolitan Planning Organization

City of Albany • City of Jefferson • City of Millersburg • City of Tangent • Linn County •
Benton County • Oregon Department of Transportation



Date: April 23, 2025
To: AAMPO Policy Board
From: Billy McGregor, AAMPO Staff
Re: Statewide Transportation Improvement Program (STIP) Revisions

Action Requested

Decision regarding Full Amendments to projects 23003, 23020, and 23033.

Overview

The purpose of this memorandum is to provide an update on recent revisions to the Statewide Transportation Improvement Program (STIP) relevant to the Albany Area Metropolitan Planning Organization (AAMPO). A summary table of recent revisions can be found on the following page.

Background on the STIP and MTIP

The STIP is the Oregon Department of Transportation's capital improvement plan for state and federally-funded transportation projects. The current STIP (FY2024-2027) went into effect October 1, 2023 and expires September 30, 2027. AAMPO acts as the regional coordinator to the STIP helping ensure that revisions and other adjustments are processed appropriately. AAMPO also maintains a Metropolitan Transportation Improvement Program (MTIP) which is consistent with the STIP.

Revision Types

There are three types of STIP and MTIP revisions processed by AAMPO, listed below. Additional details on STIP and MTIP amendments can be found in the AAMPO MTIP policy [HERE](#).

- **Full Amendments:** Require the greatest level of scrutiny and are brought to the Policy Board for discussion and approval. The TAC makes a recommendation to the Policy Board regarding approval of the amendment and also determines what level public outreach is necessary. At a minimum, the item will be reviewed by the TAC and placed on the next Policy Board agenda, which comes with notification requirements. Additional items for consideration include provision of a public comment period (two weeks), holding a public meeting, and any other actions deemed advisable by the TAC.
- **Administrative Amendment:** Require less scrutiny and are usually familiar to local staff members. For administrative amendments AAMPO staff has the authority to approve the amendment. Amendments are brought to the TAC for review and discussion. The Policy Board is notified of Administrative Amendments at their next regularly scheduled meeting.

STIP Revisions

Row	Revision Type	Project Key Number/s & Name/s	Project Description	Revision Information
1	Full Amendment 24-27-2502	23003 Enhanced Mobility E&D (5310) - Linn County FY25	Urbanized area public transit capital funding to improve transit services to the special needs, seniors, and other transit-dependent populations.	Cancel project, duplicate of K23722. Approved March 2025 OTC.
2	Full Amendment 24-27-2512	23020 Enhanced Mobility E&D (5310) - Linn County FY26	Urbanized area public transit capital funding to improve transit services to the special needs, seniors, and other transit-dependent populations.	Cancel project, duplicate of K23785. Approved March 2025 OTC.
3	Full Amendment 24-27-2516	23033 Enhanced Mobility E&D (5310) - Linn County FY27	Urbanized area public transit capital funding to improve transit services to the special needs, seniors, and other transit-dependent populations.	Cancel project, duplicate of K23796. Approved March 2025 OTC.

MEMORANDUM

Albany Area Metropolitan Planning Organization

City of Albany • City of Jefferson • City of Millersburg • City of Tangent • Linn County •
Benton County • Oregon Department of Transportation



Date: April 23, 2025
To: AAMPO Policy Board
From: Billy McGregor, AAMPO Staff
Re: Millersburg STBG Project Change Consideration

Action Requested

Discussion and potential decision regarding change in funding to Millersburg STBG Scoping Project: TSP Update.

Overview

Millersburg had been previously approved for \$35,000 for the purpose of updating their local Transportation System Plan (TSP). The decision of the TAC and Policy Board in 2023 were to approve scoping studies. Millersburg staff has determined that additional funding, \$90,000, is needed in order to do the update.

Locality	Project Type	Project Name	Project Dollar Request	Total Est Project Cost
City of Millersburg	Scoping	Millersburg TSP Update	\$35,000	\$ 40,000
City of Millersburg	Scoping	Millersburg TSP Update		

Background on the STBG and STIP

The Albany Area MPO solicits projects for Surface Transportation Block Grant Funding (STBG) every three years. This process is known as the Metropolitan Transportation Improvement Program (MTIP) and aligns with the State Transportation Improvement Program (STIP), which are both federally required documents that catalog all federal transportation spending in the respective region (AAMPO region and State of Oregon, respectively). AAMPO receives between \$750,000 and \$1,000,0000 annually to spend on transportation projects of regional significance.

Note, during previous AAMPO STBG/SHF/STIP cycles one to two years which overlap between cycles were over budgeted leading to a recognized short fall for the 24-27 cycle. This shortfall does not affect the AAMPO STBG Reserve (\$1,050,329.53) which was set aside for scoping studies.

Currently Approved Scoping Studies for 24-27

Locality	Project Type	Project Name	Project Dollar Request	Total Est Project Cost
City of Millersburg	Scoping	Millersburg TSP Update	\$35,000	\$ 40,000
City of Albany	Scoping	Pacific Blvd/Queen Ave Scoping Study	\$98,703	\$ 110,000

MEMORANDUM

Albany Area Metropolitan Planning Organization

City of Albany • City of Jefferson • City of Millersburg • City of Tangent • Linn County •
Benton County • Oregon Department of Transportation




















Date: April 23, 2025
To: AAMPO Policy Board
From: Billy McGregor, AAMPO Staff
Re: AAMPO Policy Board Meeting Time, Doodle Poll

Action Requested

Review of poll information and decision on AAMPO Policy Board meeting time for FY2026.

Doodle Poll Results

	 APR 23 WED 2:30 PM - 4:30 PM 2 h  6	 APR 23 WED 3:00 PM - 5:00 PM 2 h  8	 APR 23 WED 3:30 PM - 5:30 PM 2 h  3	 APR 23 WED 4:00 PM - 6:00 PM 2 h  3
Participants				
 Ashlyn Muzechenko Edit Pro You	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Daineal Malone ⋮	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Walter Perry ⋮	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Christine Dawn Hildebrant ⋮	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Carolyn McLeod ⋮	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 GARY STOCKHOFF ⋮	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Gregory Jones ⋮	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Andrew Potts ⋮	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 James Feldmann ⋮	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>