



City of Bisbee
Comprehensive Transportation Plan



Meeting Notes

Meeting Date/Time: 2010-09-01 / 10:00 am – 12:00 noon

Project: City of Bisbee Comprehensive Transportation Plan
ADOT Task Assignment MPD 34-10

Attendees: Mark Hoffman, ADOT MPD Tom Klimek, City of Bisbee
Karen Lamberton, Cochise County Sharon Mitchell, SEAGO
Tom Engel, ADOT Safford District Melissa Reuter, ADOT Env (via phone)
C.T. Revere, ADOT CCP Evelyn Urrea, Kaneen
Dee Crumbacher, ADOT Traffic Dale Miller, WSA

Location: Cochise County Complex, Building F, 1415 Melody Lane, Bisbee, AZ 85603
Human Resources Training Room

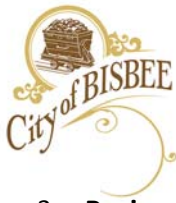
Subject: **Initial Technical Advisory Committee and Study Kickoff Meeting**
Review & Discuss Technical Memorandum #1 – Study Work Plan

1. Introductions

- a. The meeting was opened by Mark Hoffman, ADOT MPD.
- b. Each person attending the meeting did a self introduction.

2. PARA Program Overview and Study Purpose and Need – Mark Hoffman provided a brief overview of the PARA Program and the Study Purpose and Need.

- a. Local Perspectives (Tom Klimek)
 - i. Tom Klimek talked about the transportation system in Bisbee including SR 80 and SR 92, the state highways running through the community, and the major streets such as Tombstone Canyon, Bisbee Road, Arizona Street, School Terrace Road, and the Naco Highway.
 - ii. He identified the various items of infrastructure to be considered: streets, retaining walls, stairs, parking, bridges, sidewalks, and handrails.
 - iii. In addition, he pointed out other ancillary issues such as identification of public rights of way, ADA compliance, sight distance, need for signage and wayfinding, and the need for bicycle facilities.
 - iv. Tom Klimek also pointed out that he was concerned with the \$200,000 budget for the project and knew that it was a tight budget for the amount of work he described. Some discussion took place and it was pointed out that some of the study findings may include recommendations for further more detailed studies such as detailed bridge assessments and developing a themed approach to handrail replacements.
- b. Role of the Technical Advisory Committee – Mark Hoffman noted to the TAC members that they were selected to serve on the TAC to provide technical expertise and the importance of providing a timely review of study documents to assist with keeping the study process on schedule.



City of Bisbee Comprehensive Transportation Plan



3. **Review of Draft Study Work Plan** – Dale Miller provided a summary overview of the project work plan. Printed copies of the draft *Technical Memorandum #1, Study Work Plan*, were distributed to the attendees. A final version of the Study Work Plan will be provided within the next week or two once all comments and input have been received and compiled.
 - a. Study Objectives – Dale Miller reviewed the five goals and objectives for the study set forth in the *Study Work Plan* with the TAC members.
 - b. Study Area – The study area boundary was discussed. It was agreed that the study area boundary as presented and contained in the *Study Work Plan* is correctly shown and generally includes the City of Bisbee and adjacent areas of Cochise County of importance to the community’s transportation system.
 - c. Study Schedule – Dale Miller reviewed the study schedule that had been revised to show the study work effort on a weekly basis. Dale gave a brief overview of the schedule and explained the color coding: Red = Work Effort; Yellow = Meeting(s); and Brown = Document Submittal. It was also mentioned that while specific dates are shown for future meetings, the meeting dates are subject to change as needed during the course of the study. The schedule was acceptable to the members of the TAC.
 - d. Study Tasks – Dale Miller reviewed the various study tasks, generally the work effort that each task involved, and the work product that would be the result of each task. The general process was reviewed as well; that is submittal of a draft document for review and comment, followed by a TAC meeting to discuss the draft document, and then finalizing the paper to address the comments received including any from the public if the task included a public meeting. The task overview included:
 - i. Task 1 – Refine the Work Plan – Technical Memorandum #1
 - ii. Task 2 – Evaluate Current Conditions – Working Paper #1
 - iii. Task 3 – Evaluate Future Conditions and Deficiencies – Working Paper #2
 - iv. Task 4 – Public Open House Meeting – Public Involvement Summary Report #1
 - v. Task 5 – Evaluation Criteria & Improvement Plan – Working Paper #3
 - vi. Task 6 – Public Open House Meeting – Public Involvement Summary Report #2
 - vii. Task 7 & 8 – Final Report and Executive Summary
 - e. Study Team Familiarization - Dale Miller reviewed the WSA study team and each person’s role on the project. Dale informed the TAC that, besides himself, the other two major contributors will be Randy Overmyer for planning issues and Miguel Aceves for engineering issues. The others on the team support Dale, Randy and Miguel and provide niche specialty services (e.g. structural engineering, traffic forecasting, bike and pedestrian planning, and signage and wayfinding planning).
4. **Review of Draft Public Involvement Plan** – Evelyn Urrea gave an overview of the draft Public Involvement Plan and generally described the public outreach process, the public open house meetings, and the summary reports that would document the input received regarding the transportation study.

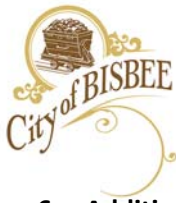


City of Bisbee Comprehensive Transportation Plan



- a. Stakeholder Interviews – Dale Miller reported that he would like to conduct stakeholder interviews with interested parties such as representatives of the City’s Streets and Infrastructure Committee, school district, public safety, economic development entities, etc. Dale Miller will work with Tom Klimek to compile a list of stakeholder parties and to schedule the interviews. Tentatively, the interviews are slated for the October 18-20, 2010, time frame.
5. **Data Collection** – Dale Miller stated that Task 2, Current Conditions, included the need to collect and compile as much information as available on the City’s transportation system and infrastructure. He asked the members of the TAC to assist by providing any and all background information and data that they may possess that could be useful for the study.
- a. Document & Data Collection Needs – A listing of documents and data that is anticipated to be needed was distributed during the meeting and the listing was briefly discussed. Dale Miller reported that the WSA team would be attempting to collect all this information over the next 30 to 60 days and would need the assistance of all agencies in providing the needed background information for the study. A few items were identified that should be added to the listing including bridge inspection reports and information from ADOT, Bisbee’s excerpt from the County’s BRIC Tiger Grant Application document, and possibly a map from the County or the mine owner showing the property in and around Bisbee owned by the mine as these land holdings affect the future land use and traffic volumes for Bisbee. Tom Klimek provided the contact information for Freeport-McMoRan, the mine owner:

Ernie Wright, Right of Way Agent, 520-432-6210
 - b. Traffic Counts - Dale Miller handed out a draft traffic count map showing the number and locations of traffic counts that would be acquired for the study. The traffic count locations shown on the maps provided were the locations needed to update the County’s travel demand model to forecast traffic in the Bisbee area and validate the submodel. WSA will be arranging for a firm to conduct the actual traffic counts in the study area and provide the data to WSA for use in the study. Tom Klimek mentioned that some street construction would occur in October. It was discussed that it would be advisable to complete the traffic counts in September 2010 if possible. The TAC members discussed the traffic counts and it was agreed that adding a few additional counts would be beneficial. Those locations are:
 - i. On Cole Avenue east of Bisbee Road
 - ii. On Cochise Row north of Center Avenue
 - iii. On Hereford Road west of the Naco Highway
 - iv. On Barnett Road south of Hereford Road
 - v. On Willson Road south of SR 92
 - vi. On Melody Lane east of SR 92
 - c. Field Inspection of Streets, Stairs & Walls – Dale Miller mentioned that a team of Miguel Aceves (Roadway/Traffic Engineer), Jamie Williams (Structural Engineer), and himself would conduct a field inspection of the various public streets, staircases, retaining walls and sidewalks/paths. It was anticipated that this inspection could take a week to complete. Tom Klimek committed that several members of the City’s Streets and Infrastructure Committee, Tito Ross and Larry Phillips, were interested and willing to participate in this field work. Dale Miller mentioned that this field inspection could possibly be scheduled concurrently with the stakeholder interviews.



City of Bisbee Comprehensive Transportation Plan



6. Additional Outcomes

- a. Functional Classification – Dale Miller explained that one of the desired outcomes would be to identify additional streets that may warrant functional classification to make them eligible for potential federal funding assistance.
- b. Transportation Infrastructure Standards & Guidelines – Dale Miller stated that as part of the study, WSA would work with City staff to develop and recommend street standards and guidelines the City can use for future projects.

7. Open Discussion

- a. TAC membership – Mark Hoffman indicated that a new TAC member listing had been developed and that he would provide this to Dale Miller to include in the final version of *Tech Memo #1 – Study Work Plan*.
 - b. Signage and Wayfinding – It was discussed that Bisbee can be a confusing City for visitors to find their way around and the benefit that a good signage and wayfinding program may have for the community. Visitors often report confusion and difficulty in knowing the routes to take to get to their desired destinations. Traffic coming into Bisbee on SR 80 for example sometimes have difficulty knowing where to turn off to get to Old Bisbee and oftentimes end up in the Lavender Pit area.
 - c. Signage on ADOT Highways - Dee Crumbacher stated that any signage proposed within ADOT highway right of way would need to comply with the MUTCD and ADOT's manual on approved signs
 - d. Historic Facilities – Some conversation took place on the historic nature of some of the buildings and infrastructure in the community. Melissa Reuter offered to provide the information she has on historic facilities in Bisbee. It was also mentioned that the study team would need to coordinate with SHPO as needed during the course of the study.
 - e. Stakeholders – Tom Klimek mentioned that representatives from the Chamber and Rotary Club would be good people to interview to gain additional insight on the needs and perspective of the community.
 - f. Neighborhoods – Tom Klimek provided an overview of the various neighborhoods that make up the City of Bisbee: Historic Old Bisbee, Warren (primarily residential), and San Jose (Bisbee's commerce center), to name the major areas.
8. **Next Steps** – Dale Miller advised the TAC members that the study team would be diligently pursuing the collection and compilation of all background information needed for the study as the initial task for the overall work effort.
- a. Complete Data Collection – This task to included data and document needs, traffic counts, stakeholder interviews, and the field inspection.
 - b. Compile Draft Version of Working Paper #1 – Current Conditions – Once the data collection has been accomplished, the study team would then diligently work on compiling all the information, inventorying existing infrastructure, and commencing writing of Working Paper #1.



City of Bisbee
Comprehensive Transportation Plan



9. **Wrap-Up** – Mark Hoffman closed the initial TAC and study kickoff meeting by thanking everyone for attending and participating.
 - a. TAC Meeting #2 to Review & Discuss Working Paper #1 – It was agreed the next TAC meeting would be held on Thursday, January 6, 2011 as shown on the study schedule.

Meeting notes prepared by: Dale E. Miller, Wilbur Smith Associates