

Resolution 2014-15

A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR OF THE VILLAGE OF MINERVA PARK TO SIGN AND EXECUTE THE CENTRAL OHIO TRANSIT AUTHORITY CLEVELAND AVENUE BUS RAPID TRANSIT PROJECT MEMORANDUM OF UNDERSTANDING, AND DECLARING AN EMERGENCY

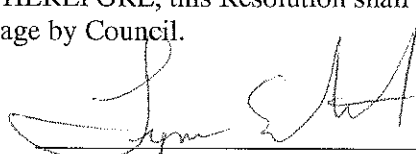
WHEREAS, the Cleveland Avenue Bus Rapid Transit ("BRT") project ("Project") is a transit service comprised of a combination of BRT service operating in mixed traffic primarily along Cleveland Avenue between downtown Columbus and SR 161, and Enhanced Bus Service continuing north to Polaris Parkway and Africa Road; and

WHEREAS, the Project runs through or adjacent to the Village of Minerva Park ("Village"), and the Franklin County Engineer's Office may act on behalf of the Village; and

WHEREAS, the intent of the Memorandum of Understanding ("MOU") is to describe the general roles and responsibilities of each entity in the implementation of the Project;

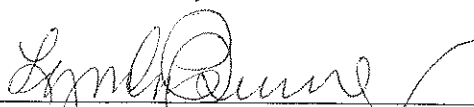
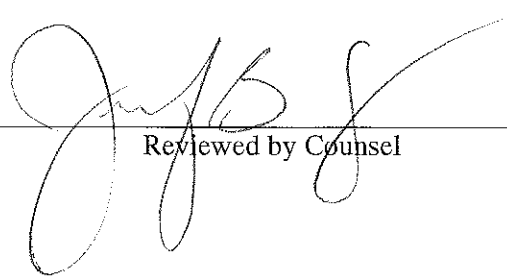
NOW, THEREFORE, be it resolved by the Council of the Village of Minerva Park, Franklin County, State of Ohio, that:

- Section 1. The Mayor of the Village is hereby authorized and directed to enter into a MOU for the Project, such MOU being in a form substantially similar to the MOU attached hereto as Exhibit A.
- Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.
- Section 3. All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent parts thereof.
- Section 5. Council declares this to be an emergency measure necessary for the health, safety and welfare of the residents of the Village, such emergency arising out of the need to express Village support for the Project in a timeline which is responsive to the needs of the Central Ohio Transit Authority's Project schedule. WHEREFORE, this Resolution shall take effect and shall be in force immediately upon passage by Council.



Lynn Eisentrout, Mayor, Village of Minerva Park

First Reading: June 9, 2014
Second Reading: July 14, 2014
Third Reading: Waived
Passed: July 14, 2014


Attest Lynda Sudderberg, Fiscal Officer,
Village of Minerva Park
Reviewed by Counsel



CLEVELAND AVENUE BUS RAPID TRANSIT (BRT) PROJECT

MEMORANDUM OF UNDERSTANDING

RECITALS/PROJECT DESCRIPTION

1. The Cleveland Avenue Bus Rapid Transit (BRT) project (Project) is a 15.6-mile high capacity transit project comprised of a combination of BRT service operating in mixed traffic primarily along Cleveland Avenue between downtown Columbus and SR-161 (10.3 miles), and Enhanced Bus Service continuing north to Polaris Parkway and Africa Road (5.3 miles). **See Exhibit I.**
2. Following a one-year Alternatives Analysis (AA) study, a Locally Preferred Alternative (LPA) for the Project was adopted in June 2012 by the Central Ohio Transit Authority (COTA) Board of Trustees and the Mid-Ohio Regional Planning Commission (MORPC) in July 2012. The Cleveland Avenue corridor BRT extending from Downtown Columbus to Polaris Parkway/Africa Road was adopted as the LPA.
3. COTA is currently conducting preliminary design, engineering and environmental clearance of the Project. The environmental review is anticipated to be completed and submitted to the Federal Transit Administration (FTA) in June 2014 and the engineering design (up to 60% design) is expected to be completed in October 2014. The Project will include unique branding elements to distinguish it from COTA's existing local transit service.
4. COTA anticipates submitting the Project to the Federal Transit Administration (FTA) in September 2014 for a funding recommendation in fiscal year 2016 under the FTA's Small Starts Program. COTA expects to continue design activities through 2015 and, following receipt of a Small Starts construction grant agreement from FTA, begin construction in 2016. The anticipated start of revenue service is September 2017. **See Exhibit II.**
5. The Project proposes a total of 63 stops as follows:
 - a. 34 BRT stations (including 2 Transit Centers/park and ride lots at Columbus Square and the Northern Lights Shopping Center)
 - b. 14 BRT branded markers at existing downtown shelters,
 - c. 13 improved shelters for the Enhanced Bus Service north of SR-161, and
 - d. 2 transit centers which will also serve as park and ride facilities.

6. The high frequency BRT line is anticipated to operate at 10-minute peak/15-minute off-peak frequencies for 16 hours, Monday through Friday, with 30-minute frequency between SR-161 and Polaris Parkway/Africa Road, every 30 minutes for 16 hours on Saturdays, and every 30 minutes for 14 hours on Sundays. This is summarized as follows:
 - a. Span of service: 16 hours Monday to Saturday; 14 hours on Sundays
 - b. Frequency of service: 10 minutes at peak/15 minutes off-peak (to SR-161); 30 minutes frequency all day between SR-161 and Polaris Parkway/Africa Road
7. The high frequency BRT line will overlay with the #1 Cleveland Local, which will be reduced to 30-minute frequency all day and continue to serve all stops along the existing alignment.
8. The proposed BRT alignment begins at the southern end of downtown Columbus at Mound Street and South High Street. Traveling northbound, the BRT service will operate approximately one mile on High Street through Downtown to Nationwide Boulevard. Most COTA routes, including the #1 Cleveland Avenue, operate on High Street. High Street in Downtown Columbus has dedicated bus lanes during peak periods. At Nationwide Boulevard, the BRT alignment will turn east and operate east-west between North High Street and Cleveland Avenue for a distance of 0.6 miles.

Outbound service will use Nationwide Boulevard into East Naghten Street (a one-way eastbound street), and inbound service will use East Mount Vernon Avenue (a one-way westbound street) into Nationwide Boulevard.

At Cleveland Avenue, the BRT line will turn and operate north-south for 8.7 miles to the intersection of SR-161. Some of the BRT trips will terminate at a proposed Cleveland Avenue/SR-161 area transit station/bus turnaround facility. All #1 Cleveland Local trips will terminate at the transit station/bus turnaround during the period that the BRT system is in operation. During late evening periods and other times when the BRT is not operating, #1 Cleveland trips will continue to terminate at Polaris Parkway/Africa Road intersection.

9. The project will be built primarily within the public right-of-way within Franklin and Delaware counties. The Project runs through or adjacent to the cities of Columbus and Westerville, Clinton and Blendon townships, and the Village of Minerva Park ("the Parties"). The Franklin County Engineer's Office may act on behalf of Clinton and Blendon townships and the Village of Minerva Park. Although Ohio Department of Transportation (ODOT) agrees that the City of Columbus can make decisions on Cleveland Avenue (SR 3) with regards to this Project, ODOT is still a Party to the MOU.
10. It is anticipated that right-of-way and property acquisitions may be necessary particularly at the Transit Centers/park and ride lots in the vicinity of Northern Lights and Columbus Square (see "Purpose of MOU" #6 on Page 4).

11. The BRT line connects commuters from Downtown Columbus along the corridor through Columbus, Clinton and Blendon townships, the Village of Minerva Park and Westerville. The BRT line operates in Franklin County and Delaware County. The BRT line provides access to schools and colleges, government buildings, offices, residential areas, retail development, medical facilities and hospitals, banks, restaurants, churches, hotels and employment centers.
12. There are areas along the route that are underdeveloped or in need of revitalization.
13. The MOU will establish the foundation of an inter-local Agreement between the Parties affected by the BRT.

Purpose of the MOU

The intent of the MOU is to describe the general roles and responsibilities of each entity in the implementation of the Project. This MOU is not a binding agreement between the Parties, but instead solely reflects the Parties' intentions in terms of government cooperation with respect to development of the Project at the time of execution. It is anticipated that the Parties' detailed roles and responsibilities shall be clarified and identified in a binding Inter-Local Agreement, and subsequent project specific agreements.

1. Development Opportunities

Recognizing that there are pockets of development opportunities along the 15.6-mile corridor, the Cleveland Avenue BRT project proposes station locations strategically located to maximize transit usage. COTA staff will work with the Planning and Engineering staff of each Party to facilitate development in proximity of the BRT stations that is transit supportive and reflects TOD principles. The Parties will work together to incorporate these objectives in any updated plans or development policy documents addressing these areas.

2. Traffic Signal Priority/System Communication

Traffic Signal Priority (TSP) is proposed for the corridor. TSP allows a BRT vehicle to interact with traffic signals for priority travel. For example, as a BRT vehicle approaches an intersection, the light will stay green a few seconds longer, or turn from red to green a few seconds sooner if the BRT vehicle is behind schedule. Other drivers should not notice any significant difference in traffic patterns. The proposed system is automated to keep the BRT vehicles running in a timely manner. The final determination of how BRT shall be implemented in the corridor shall be based upon traffic volumes taken by COTA and consultants and agreed upon by the Parties. COTA and its consultants will work with the Parties to ensure the readiness of the traffic signal activation for the BRT system. COTA shall be responsible for all costs associated with maintenance and oversight of the BRT signal priority system. The Parties shall be responsible for the costs of maintenance and oversight of the overall traffic signal system within their

respective jurisdictions. The project proposes to include the installation of an additional traffic signal at the proposed Northern Lights Transit Center.

3. *Administration of Project Funding*

The Project's cost is estimated to be approximately \$40 million, with 80% being federally funded and the remaining 20% being funded by COTA. COTA and other agencies will work together to identify potential local funding sources. COTA will be primarily responsible for the administration of the capital and operating funds for the Project. COTA's roadway construction budget for the Project is limited to the section immediately adjacent to the station platforms along the corridor and any roadway improvements required for the proposed transit centers and park and rides. COTA and the Parties shall work together to schedule and coordinate their respective project schedules for transit, right-of-way acquisition, utility relocation, roadway construction, and/or resurfacing activities within the corridor. COTA shall contribute funds to projects in the corridor for work directly related to the Project. Subsequent agreements shall be executed to memorialize funding and responsibility. COTA's budget does not include improvements within the Cleveland Avenue corridor that are not directly related to the Project and approved by COTA.

4. *Construction Permits for BRT stations/Markers/Enhanced Bus Shelters*

COTA shall obtain all necessary permits prior to construction. COTA will work with each Party to obtain construction permits for the BRT stations, Downtown BRT markers, and shelters for Enhanced Bus Service.

5. *Right-of-Way Acquisition for the Project*

The Project includes acquisition of additional right-of-way or displacements at the Northern Lights and Columbus Square shopping center areas for park and ride and turnaround facilities. As part of this process, COTA will address the requirements for right-of-way acquisitions and prepare a Real Estate Acquisition Management Plan (RAMP), which will be approved by the FTA before any acquisition activities can begin along the corridor.

The RAMP will address the basic requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (as amended) which mandates that projects receiving federal assistance provide relocation services and payments to eligible residents and businesses. Any other mitigation strategies that may be implemented will also be included. COTA will work with the affected property owners and the Parties throughout the property acquisition process.

COTA will be responsible for preparing the RAMP and developing property acquisition plans. COTA will request assistance from the Parties in connection with the right-of-way acquisitions along the corridor as needed.

6. *Park and Ride Lots and Bus Turnaround/Layover Facilities*

Two park and ride lots are proposed for this project. Additionally, a turnaround/layover site is proposed for SR-161 and Cleveland Avenue, which is the end of the line for the BRT. COTA will work with the City of Columbus, Franklin County, and property owners to develop these properties for park and ride lots and a turnaround/layover site. COTA will be responsible for property appraisal, acquisition, design, construction, and maintenance of the park and rides.

COTA may petition for annexation of the park and ride lot proposed for the Northern Lights Transit Center. There are three parcels affected by the proposed acquisition. Two parcels are located in unincorporated Franklin County (Clinton Township) and one parcel is located in the City of Columbus. The City of Columbus will work with COTA to determine whether annexation is required in conjunction with any BRT facilities or improvements. Northern Lights Shopping Center is a strategic location for COTA as it is the agency's busiest boarding/alighting location outside of Downtown Columbus. Routes 1, 9, 27, 35, 37, 40, 83 and 87 all serve Northern Lights.

7. *Utility Coordination*

COTA's consultants and contractors will work closely with the Parties to ensure that the electrical, lighting, and signage elements of the stations are coordinated. COTA would be responsible for the installation, operation, and maintenance of signage; construction of stations and appurtenances; provision of electrical service to stations; and installation of technological devices. The installation will be coordinated between the Parties and COTA. COTA will be responsible for coordination with the utility owners for utilities affected by the Project. The construction and documentation of the station platforms will be coordinated with the installation of conduits, communication infrastructure, foundation for canopies, and installation of signs and landscape.

8. *Dedicated Lanes During Peak Periods*

The BRT service is expected to operate in dedicated bus lanes during peak periods on High Street in Downtown Columbus for a distance of approximately one mile. This lane begins and ends at Spring Street in the north end of downtown. The proposed running way for the BRT is the curb-most travelled lane for most of the corridor, primarily on Cleveland Avenue all the way to Polaris Parkway/Africa Road. The existing roadway, except between Northern Lights and Downtown Columbus, has five lanes – two through lanes in each direction and a median or center turn lane. The segment between Northern Lights and Downtown Columbus has four lanes – two through lanes in each direction without a center lane.

There are sections along the corridor with on-street parking. Some areas are restricted during peak hours. In the Downtown area, the streets are typically two lanes with a turn lane at many intersections. Much of the on-street parking will be retained and such decisions will be coordinated with the City of Columbus and the community. Part of the branding element of the Project includes roadway distinctive features such as pavement markings or signage for BRT on the existing dedicated lanes on High Street. COTA and the City of Columbus will agree upon

branding prior to installation. The operations of the dedicated right-turn lanes will not be affected.

9. *BRT Coordinating Committees*

COTA has established four types of project coordinating groups:

A. An Advisory Group whose specific roles are:

- Advising COTA's President/CEO on policy-level issues related to the BRT project;
- Serving as a decision-making body on major design issues and scope changes;
- Providing an additional level of control to support overall BRT program implementation within project schedule and budgetary constraints; and
- Working together with COTA to facilitate solutions to potential overarching issues of project development and implementation that may impact other municipal departments, public entities, and/or private stakeholders.

B. A Technical Working Group responsible for:

- Coordinating BRT activities with the various municipal and transportation entities and COTA departments, especially COTA's Project Manager and Construction Project Manager;
- Facilitating communication leading to successful BRT implementation; and
- Providing technical support through the Project Development process.

C. Stakeholders Group whose specific roles are:

- Providing input in assisting with project design;
- Assisting COTA with input on the development and construction of the project; and
- Participating in public meetings.

D. A Focus Group whose purpose is to provide data that will assist with community outreach and branding.

These groups include representatives from the City of Columbus, the City of Westerville, Franklin County, Delaware County, Clinton Township, the Village of Minerva Park, the Mid-Ohio Regional Planning Commission (MORPC), ODOT, and community and business leaders.

10. *Public Outreach Coordination*

COTA will seek public input throughout the implementation of the Project. To this end, COTA has included in the project schedule two focus group meetings and six general/corridor-specific meetings with members of the public to obtain information on the overall project as well as the branding element.

COTA and its consultants will use their best efforts to involve representatives from the communities affected by Project implementation. COTA and its consultants will develop a schedule of public outreach efforts during the environmental phase, preliminary engineering

design, final design and construction. The Project team will meet with each community as needed to provide updates and answer questions.

[Signatures on following page]

WHEREFORE, the undersigned have executed this Memorandum of Understanding as of the ____ day of ____ 2014.

CITY OF COLUMBUS

By: _____
Title:

CITY OF WESTERVILLE

By: _____
Title:

FRANKLIN COUNTY

By: _____
Title: Franklin County Engineer

CENTRAL OHIO TRANSIT AUTHORITY

By: _____
Title:

CLINTON TOWNSHIP

By: _____
Title:

VILLAGE OF MINERVA PARK

By: _____
Title:

OHIO DEPARTMENT OF TRANSPORTATION

By: _____
Title:

BLENDON TOWNSHIP

By: _____
Title:

EXHIBIT I: CORRIDOR MAP

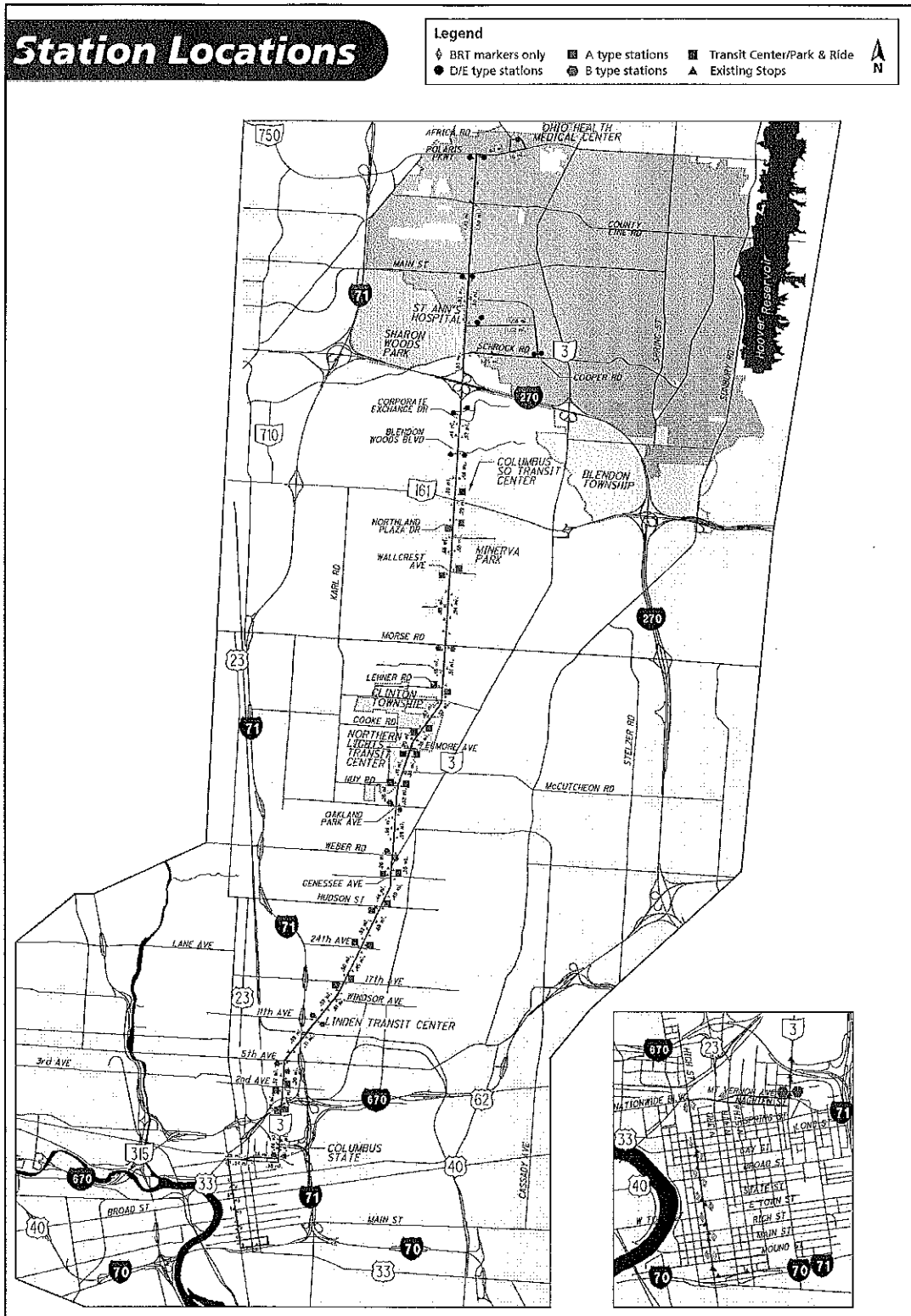


EXHIBIT II: PROJECT "SNAPSHOT" SCHEDULE

