

**APPENDIX D**  
**MEETING MINUTES**



Meeting Minutes  
Leitchfield Small Urban Area Study  
Initial Project Team Meeting – December 17, 2008

A project team meeting for the Leitchfield Small Urban Area Study was held on December 17, 2008 in the conference room of the Highway District 4 Office in Elizabethtown. The meeting began at 10:00 a.m. and ended at approximately 11:30 a.m. The following people attended the meeting:

- Patty Dunaway, District 4 Chief District Engineer
- John Moore, District 4 Project Development
- Kevin Young, District 4 Planning
- James Beauchamp, District 4 Traffic
- Kevin Blain, District 4 Traffic
- Becky Judson, District 4 Public Information Officer
- Brandon Booth, Lincoln Trail Area Development District
- Thomas Witt, Central Office Division of Planning
- Boday Borres, Central Office Division of Planning

The following items were discussed:

**Existing Conditions:**

Data on adequacy ratings, traffic volumes, level of service, volume-to-service flow ratios, and crash rates for state routes within the Leitchfield-Clarkson area were presented to the project team. Personnel from the District Office agreed that this information appeared reasonable. Regarding the crash data, the following items were noted:

- The high critical rate factors on roadways approaching the Leitchfield Bypass may be due to drivers having to adjust to the new intersections created by the construction of the bypass. The District Office will provide the dates that the various sections of the Leitchfield Bypass were opened to traffic, and Central Office will review the dates of crashes at these locations to see if this appears to be the case. Several low-cost safety improvements have already been implemented at these locations.
- A number of factors could be contributing to the high crash rate for the segment of KY 259 just south of the Western Kentucky Parkway. KY 259 is reduced from five lanes to two lanes at this location, and there are several closely spaced entrances near Commerce Drive. Also, motorists unfamiliar with the area sometimes miss the turn onto the eastbound Western Kentucky Parkway ramp from southbound KY 259, which may contribute to some confusion in the area.
- Due to the location of Grayson County High School, many inexperienced drivers use US 62 west of Leitchfield, which may contribute to the high crash rate on that roadway. The planned construction of the southwest Leitchfield Bypass is expected to divert much of the traffic from this roadway. The intersection of US 62 and KY 187 was converted from a Y intersection to a T intersection in 2006.

**Area Projects:**

A list of Highway Plan projects in Grayson County was presented, along with a map of UPL projects in the Leitchfield area. Of the three Highway Plan projects in Grayson County, only Item No. 4-308.01 (design for a section of the Leitchfield Bypass) is actually in the Leitchfield area. It was noted that the portion of US 62 from KY 259 in downtown Leitchfield to near the east Leitchfield Bypass is currently being reconstructed.

Several non-highway projects which may impact traffic were also mentioned:

- A new elementary school is planned on the existing school site in Clarkson with access to KY 224 and US 62.
- A new middle school is under construction near US 62 just east of downtown Leitchfield.
- Commercial development is expected to continue on US 62 just west of the east Leitchfield Bypass near the new Wal-Mart.
- A new courthouse is under construction on Wallace Lane.

**Next Steps:**

- There will be no formal public involvement for this Small Urban Area Study, but an on-line survey may be used to solicit public input. This survey would be developed by Central Office and publicized by the District Office.
- Meetings will be held with local officials from Grayson County, Leitchfield, and Clarkson. The project team suggested initially having separate meetings with Grayson County officials, Leitchfield officials, and Clarkson officials, followed by a formal Advisory Committee meeting with officials from all three entities. A final Advisory Committee meeting would be held to present the results of the study.
- The same data that was provided at the project team meeting will also be provided at the local officials meeting, but the map showing crash data will be simplified, and the other maps will be printed on 11x17-inch paper.
- District 4 Traffic will review high-crash locations for potential safety improvements.

**Meeting Minutes  
Leitchfield Small Urban Area Study  
Leitchfield Advisory Committee Meeting – June 11, 2009**

An advisory committee meeting for the Leitchfield Small Urban Area Study was held with officials from Leitchfield on June 11, 2009 beginning at 9:00 a.m. The following people attended the meeting:

Name	Organization
William H. Thomason	City of Leitchfield
Erin Embry	City of Leitchfield
Darrell Harrell	City of Leitchfield
Keith Jones	City of Leitchfield
Gary Logsdon	Grayson County Fiscal Court
Steve Mahurin	Grayson County Road Department
Scotty Haycraft	Grayson County Road Department
Rick Clemons	Grayson County Sheriff
T. J. Dennison	Grayson County Property Valuation Office
Brandon Booth	Lincoln Trail Area Development District
Patty Dunaway	KYTC District 4
Ashley Higdon	KYTC District 4, Grayson County Maintenance
John Moore	KYTC District 4, Project Development
Kevin Young	KYTC District 4, Planning
Chuck Allen	KYTC Central Office, Design
Scott Schurman	KYTC Central Office, DEA
Jill Asher	KYTC Central Office, Planning
Thomas Witt	KYTC Central Office, Planning

Thomas Witt began the meeting by presenting the initial data that had been gathered by the Transportation Cabinet for state routes within the study area, which encompasses the incorporated areas of Clarkson and Leitchfield. Attendees were given handouts showing the study area, composite adequacy rating percentiles, traffic volumes and truck percentages, levels of service (for high-speed routes), volume to service flow ratios (for low-speed routes), and current projects on the Unscheduled Projects List. The discussion was centered mainly on data for the Leitchfield portion of the study area. Patty Dunaway noted that the level of service C on the bypass seemed low.

After reviewing the initial data for the study area, members of the Advisory Committee were given the opportunity to provide input on transportation-related issues in the project area. The following items were mentioned:

- The section of US 62 between Clarkson and Leitchfield is a top priority. Funds in the amount of \$1.5 million are included for construction of this section of roadway in the *2008 Recommended Highway Plan*, but John Moore indicated that this would only cover about a tenth of the estimated cost.
- There is some confusion about which of the southbound lanes ends on KY 259 just south of the Western Kentucky Parkway. Consider adding merge arrows on the pavement and removing some of the skip line between the lanes prior to the merge.
- Improve traffic control where the bypass (KY 3155) transitions from five lanes to two lanes, possibly including merge arrows on the pavement.
- Vehicles tend to miss or overshoot the left turn from southbound KY 259 onto the Western Kentucky Parkway.
- The cross-walk on KY 54 at the Bel Cheese factory is dangerous. Employees use the cross-walk to get from the parking lot to the factory.
- Congestion at the McDonald's on KY 259 can be a problem in the morning.
- When it rains, there are frequent accidents in the westbound lanes of the Western Kentucky Parkway between mileposts 108 and 109, and the guardrail must be replaced continuously. This could be due to poor drainage.
- There are slope stability problems on US 62 near the quarry and the Grayson County maintenance barn.
- There is a blind spot on US 62 eastbound at the bypass which may be contributing to vehicles running the red light.
- Check signal timing at White Oak Street (US 62) and South Main Street (KY 259). Southbound traffic is having to stop at the signal, and there are long waits going east.
- Vehicles are running the stop signs on KY 1214 at the KY 3155 intersection. This may be due to drivers who used KY 1214 before the

bypass was constructed and are not expecting an intersection at that location.

- Vehicles turning right on red at the KY 259 northern and southern intersections with US 62, as well as at the Shain Drive intersection, are not coming to a complete stop. Consider installing warning signs.
- Add advance warning signs for the lane drop on KY 259 at the southern US 62 intersection. There were signs at this location but they were knocked down.
- Add LED “Stop Ahead” signs for the stop sign on KY 54 at the KY 79 intersection.





**Meeting Minutes  
Leitchfield Small Urban Area Study  
Clarkson Advisory Committee Meeting – June 11, 2009**

An advisory committee meeting for the Leitchfield Small Urban Area Study was held with officials from Clarkson on June 11, 2009 beginning at 1:00 p.m. The following people attended the meeting:

Name	Organization
Bonnie Henderson	Mayor, City of Clarkson
Jeff King	Police Chief, City of Clarkson
Scotty Gore	City of Clarkson
Kay Gibson	City of Clarkson
John Moore	KYTC District 4, Project Development
Kevin Young	KYTC District 4, Planning
Scott Schurman	KYTC Central Office, DEA
Jill Asher	KYTC Central Office, Planning
Thomas Witt	KYTC Central Office, Planning

Thomas Witt began the meeting by presenting the initial data that had been gathered by the Transportation Cabinet for state routes within the study area, which encompasses the incorporated areas of Clarkson and Leitchfield. Attendees were given handouts showing the study area, composite adequacy rating percentiles, traffic volumes and truck percentages, levels of service (for high-speed routes), volume to service flow ratios (for low-speed routes), and current projects on the Unscheduled Projects List. The discussion was centered mainly on data for the Clarkson portion of the study area.

After reviewing the initial data for the study area, members of the Advisory Committee were given the opportunity to provide input on transportation-related issues in the project area. The following items were mentioned:

- The section of US 62 between Clarkson and Leitchfield is a top priority. Funds in the amount of \$1.5 million are included for construction of this section of roadway in the *2008 Recommended Highway Plan*, but John Moore indicated that this would only cover about a tenth of the estimated cost. He suggested that the current funds could be used for the design

phase of the project, or to do small-scale improvements at select locations.

- A pedestrian was recently hit by a car at the intersection of US 62 and Patterson Street. The cross-walk needs to be re-striped at this intersection, and consideration should be given to installing a traffic signal. The district office can check to see if a signal is warranted at this location.
- Sight distance to the west is limited at the eastbound off-ramp from the Western Kentucky Parkway onto KY 224 making it difficult to turn left at that location.
- Drainage is an issue along KY 224 (Millerstown Street). Culverts get clogged up which causes flooding at the intersection with US 62.
- Consider lowering the speed limit on KY 2191 (North Patterson Street) to 20 or 25 miles per hour. The district office can conduct a speed study at this location to see if a lower speed limit is warranted.
- There is a problem with a clogged culvert at 709 West Main Street (US 62), across from Heartland Electric.
- There is a large drop-off into the ditch next to KY 88 and the alley behind the car wash.
- There is a small sign at Clarkson Community Church on KY 88 that is obstructing sight distance for vehicles turning from the alley behind the car wash.
- A junction box on a utility pole at the intersection of KY 88 and US 62 is obstructing sight distance. The district office has contacted the utility company about this issue and will check to see if they have responded. Also at this location, the close proximity of the US 62 L&L entrance to the KY 88 intersection causes traffic conflicts. Consider installing a caution light or signal at this intersection.
- A new elementary school is scheduled to open in August 2010. It will be at the same location as the existing school (between KY 224 and US 62 on the east side of Clarkson), but will have its main entrance on KY 224 instead of US 62. Buses will continue to access the school via the US 62

entrance. Currently, there is a problem with school traffic backing up onto US 62. When the new school is completed, a turn lane and sidewalks along KY 224 would be helpful. A cross-walk is also needed at KY 224 and 1<sup>st</sup> Street to improve access to the school, and possibly on US 62 at 1<sup>st</sup> Street where there is currently a crossing guard.

- The vertical curve on US 62 at Lees Lane, just east of the Clarkson Church of Christ causes sight distance issues.



Meeting Minutes  
Leitchfield Small Urban Area Study  
Second Project Team Meeting – December 7, 2009

A project team meeting for the Leitchfield Small Urban Area Study was held on December 7, 2009 in the conference room of the Highway District 4 Office in Elizabethtown. The meeting began at 1:30 p.m. and ended at approximately 3:00 p.m. The following people attended the meeting:

Patty Dunaway	District 4 Chief District Engineer
John Moore	District 4 Project Development
Kevin Young	District 4 Planning
Kevin Blain	District 4 Traffic
Michael Malham	Lincoln Trial Area Development District
Jill Asher	Division of Planning
Thomas Witt	Division of Planning

Thomas Witt began the meeting by providing an update on the schedule of the Small Urban Area Study, noting that problem locations had been identified through a review of available data and meetings with local officials and stakeholders, and that the study was expected to be completed by early 2010. Handouts containing information on potential problem locations that had been identified during previous phases of the study were distributed to the project team members. The project team discussed the issues at each of these locations and made the following decisions on how to proceed:

Location	Issue	Decision
US 62 at Lees Lane	A vertical curve just east of the Clarkson Church of Christ may be causing sight distance issues.	The district office will check sight distance from Lees Lane and the Clarkson Church of Christ entrances and address as appropriate. No reconstruction is recommended.
US 62 and Patterson Street in Clarkson	Local officials stated that a pedestrian was recently hit by a car at this intersection and that the cross-walk needs to be re-stripped and a signal possibly added.	The district office would like to remove this cross-walk and has determined that a signal wouldn't be warranted at this location.

Western Kentucky Parkway at KY 224 in Clarkson	Sight distance to the northwest is limited by guardrail at the Eastbound off-ramp, making it difficult to turn left at that location.	Consider moving the guardrail and re-striping the ramp to encourage traffic to stay on the right side of the ramp where there is more sight distance.
North Patterson Street (KY 2191) in Clarkson	Local officials requested that the Highway Department consider lowering the speed limit to 20 MPH or 25 MPH.	A speed study performed by the District Office did not justify lowering the speed limit. The speed limit will remain as posted.
709 West Main Street (US 62) in Clarkson	The culvert under US 62 at this location becomes clogged due to runoff from a large gravel parking lot at Midway Propane.	Maintenance will keep an eye on this location to make sure water doesn't overflow the roadway. Clarkson officials should discuss the erosion issue with the property owner.
KY 88 at US 62 in Clarkson	There is a large drop-off into a ditch at the alley behind the car-wash.	The alley is a city street, so the city would be responsible for extending the culvert.
	Local officials are concerned that a small sign at Clarkson Community Church obstructs sight distance for vehicles turning from the alley behind the car-wash.	The city would have to address this issue since it is not on state right-of-way. The sign does not appear to be causing significant sight distance issues.
	A junction box on a utility pole obstructs sight distance for vehicles turning from KY 88 onto US 62.	The district office checked with the utility company and found that it would be very expensive to move the junction box. Two signs just west of the junction box also reduce sight distance. The district office will consider removing the redundant US 62 sign and moving the KY 88 sign to a point west of the L&L entrance.
	The close proximity of the US 62 L&L entrance to the KY 88 intersection may cause traffic conflicts with vehicles turning from KY 88.	This location doesn't appear to have a high number of crashes, so the district office does not wish to pursue closing the entrance.

US 62 and KY 224 near new elementary school in Clarkson	A new school is scheduled to open in August 2010 at the site of the old school, but with its main entrance on KY 224 instead of US 62. Buses will continue to use the US 62 entrance. Local officials indicated a need for a turn lane and sidewalks along KY 224, as well as cross-walks at 1st Street and KY 224, and possibly at 1st Street and US 62, when the new school is completed.	Turn lanes are normally included as part of the school construction, but were not in this case. The district office will re-examine the need for turn lanes when the school is built. Safe Routes to School (SRTS) grants may be available for sidewalk construction. The district office will examine the need for cross-walks, but is concerned about the safety of cross-walks at uncontrolled intersections
	There are drainage problems along KY 224, particularly near the US 62 intersection.	Maintenance will make sure the culverts and drainage pipes are kept clear in this area.
US 62 between Leitchfield and Clarkson	Reconstruction of this section of roadway is a top priority for both Leitchfield and Clarkson. A planning study was completed in 2008 which recommended reconstruction with a three-lane cross-section at an estimated cost of \$16.3 million.	\$1.5 million has been included in the Six-Year Plan for construction. The district office has requested to use these funds for design, and will pursue additional funding for future phases.
KY 259 south of the Western Kentucky Parkway	There has been confusion about which of the southbound lanes ends.	The district office has already added merge signs and pavement merge arrows, and will check to make sure the skip line doesn't extend too far into the merge.
KY 259 at the Western Kentucky Parkway	Vehicles tend to miss or overshoot the left turn from southbound KY 259 onto the eastbound Parkway on-ramp.	The district office replaced the left-turn arrows and added thermoplastic striping to better delineate the traveled way on the ramp.
Western Kentucky Parkway from MP 108 to MP 109	Local officials report that frequent crashes occur in the westbound lanes when it rains. This location was not identified as a high-crash spot, and no drainage problems were noted during a field visit.	The district office will monitor the situation and will check with maintenance to see if there are any pavement issues that could be addressed.

KY 3155 at the transition from five lanes to two lanes	Local officials requested traffic control improvements at this location.	The district office has replaced a merge sign and added pavement merge arrows.
KY 1214 at KY 3155	Local officials report that vehicles are running the stop signs on KY 1214. This location was identified as a high-crash location with mostly angle crashes.	The district office installed LED warning signs at least a year ago, and has also added rumble strips and "stop ahead" pavement markings. Central Office will check the crash data to see if crashes have declined recently.
US 62 near the Ready Mix Plant	There are slope stability problems on US 62 near the quarry and the Grayson County maintenance barn.	A project exists on the UPL to rebuild this section of US 62. In the meantime, maintenance will continue to monitor the situation.
KY 54 at KY 79	Local officials requested LED "Stop Ahead" signs on the KY 79 approach to this intersection.	This location was not identified as a high-crash location, and existing traffic control includes stop signs, flashing beacons, and "Stop Ahead" warning signs. No additional traffic control devices are recommended at this location.
KY 54 at Bel Cheese factory	Local officials stated that the cross-walk at this location is dangerous.	The district office replaced the 8-inch beacons with 12-inch beacons and will consider installing a more visible type of cross-walk marking.
KY 259 at US 62 (White Oak Street)	Overhead signs for the northbound lane drop were knocked down.	The district office has added a left-turn arrow and will replace the overhead lane-use signs.
KY 259 at US 62 north intersection (Mill Street), US 62 south intersection (White Oak Street), and Shain Drive	Local officials report that vehicles are turning right on red at these intersections without coming to a complete stop.	Increased enforcement is recommended at these locations. In addition, the district office will replace the Stop sign at the Mulberry Street approach to the US 62 North intersection with a "Stop Here on Red" sign to reflect the new signalization of this approach, and will revise the stop bar at Shain Drive to be compatible with the increased curb radius at this location.
McDonald's on KY 259	Local officials complain of congestion at this location in the morning.	No action is recommended.



US 62 at KY 3155	Local officials indicate that there is a blind spot which may contribute to red-light running.	The district office will add reflective backplates to the signal heads on the KY 3155 southbound approach to improve their visibility.
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No new construction projects were identified that would require prioritization, and therefore no additional public involvement was anticipated for the Leitchfield Small Urban Area Study.