MICHIANA AREA COUNCIL OF GOVERNMENTS MINUTES April 14, 2016

The April meeting of the Michiana Area Council of Governments' Policy Board was held on April 14, 2016, in the MACOG Conference Room, on the 11th floor of the County-City Building in South Bend, Indiana. Joseph Thallemer, Chair of the Policy Board, called the meeting to order. It was noted there was a quorum present.

MEMBERS PRESENT: Joseph Thallemer, Mayor, City of Warsaw

(Policy Board) Jo M. Broden, South Bend Common Council

Joe Canarecci, Mishawaka City Council Dwight Fish, Elkhart City Council Phil Jenkins, Mayor, City of Nappanee

Todd Johnson, Deputy Commissioner, INDOT Fort Wayne

Mark Root, St. Joseph County Council Judy Stone, Marshall County Council Jeremy Stutsman, Mayor, City of Goshen David Wood, Mayor, City of Mishawaka

MEMBERS ABSENT: Pete Buttigieg, Mayor, City of South Bend

(**Policy Board**) Deborah Fleming, St. Joseph County Commissioner

John Letherman, Elkhart County Council

Frank Lucchese, Elkhart County Commissioner

Tim Neese, Mayor, City of Elkhart

Kevin Overmyer, Marshall County Commissioner Rick Powers, Deputy Commissioner, INDOT LaPorte

Robert Sanders, Kosciusko County Council Mark Senter, Mayor, City of Plymouth

Ron Truex, Kosciusko County Commissioner

OTHERS PRESENT: George Herendeen, MACOG Attorney

Richard Chapman, Lawson Fisher Associates Matt Deitchley, INDOT LaPorte District Ken Herceg, St. Joseph County Chamber Joyce Newland, FHWA (On the phone) Lauren Varga, Senator Donnelly's Office

Jim Weingart, IDEM
James Turnwald, MACOG
Zach Dripps, MACOG
Debbie Gardner, MACOG
Tierra Harris, MACOG
Carla Keirnan, MACOG
Donny Ritsema, MACOG
Erin Roznik, MACOG
Caitlin Stevens, MACOG

MINUTES OF MARCH 16, 2016 MEETING

There were no additions or corrections to the March 16, 2016 minutes.

A MOTION WAS MADE BY JUDY STONE AND SECONDED BY DAVID WOOD TO APPROVE THE MINUTES OF MARCH 2016. THE MOTION CARRIED.

REPORTS

CHAIRMAN

There was no report.

FINANCIAL

Debbie Gardner presented the March 2016 MACOG Financial Reports and asked for any questions. There being none, Debbie asked for the Policy Board's approval of the Financial Reports.

A MOTION WAS MADE BY PHIL JENKINS AND SECONDED BY DAVID WOOD TO APPROVE THE MARCH 2016 FINANCIAL REPORTS. THE MOTION CARRIED.

SECRETARY

There was no report.

OLD BUSINESS

There was no report.

NEW BUSINESS

Request to Add Addendum to the Agenda

James Turnwald requested an addendum be added to the Policy Board meeting agenda. He asked to add Resolution 19-16, endorsing an Economic Development Administration Application, after Resolution 18-16.

A MOTION WAS MADE BY JO M. BRODEN AND SECONDED BY JOE CANARECCI TO ADD RESOLUTION 19-16 TO THE POLICY BOARD MEETING AGENDA. THE MOTION CARRIED.

Administrative Modifications, Amendments, Major Amendments to the FY 2016-2019 Transportation Improvement Program (TIP)

Fort Wayne District

INDOT Initiated – Resolution 15-16

A. INDOT <u>Amendment</u> Exempt Project in Kosciusko County

Resolution 15-16 Add Project Phase: PE, CN

Des#: 1500182 Location: ST 1001, E Emeline St at NS RR DOT#533534P and DOT#

533533H Catherine St in Milford Railroad Protection

PE: Total: \$20,000 Federal: \$20,000 (HSIP) State: \$0 SFY: 2017 **CN:** Total: \$640,000 Federal: \$640,000 (HSIP) State: \$0 SFY: 2018

B. INDOT Amendment Exempt Project in Kosciusko County

Resolution 15-16 Add Project Phase: PE, CN

Des#: 1500183 Location: ST 1001, Main Street at NS RR DOT#533570K in Warsaw Railroad Protection

PE: Total: \$20,000 Federal: \$20,000 (HSIP) State: \$0 SFY: 2017 **CN:** Total: \$320,000 Federal: \$320,000 (HSIP) State: \$0 SFY: 2018

C. INDOT Administrative Modification Exempt Project in Kosciusko County

Resolution 15-16 Increase Federal Funds by \$16,000 Phase: PE

Des#: 1006147 Location: SR 13, Pipeliner for Kuhn Lake Drain, 6.34 Miles North of US 30

Pipe Lining SFY: 2016

Total: \$50,000 Federal: \$40,000 (ST STP) State: \$10,000

D. INDOT <u>Administrative Modification</u> Exempt Project in Kosciusko County

Resolution 15-16 Increase Federal Funds by \$16,000 Phase: PE

Des#: 1006148 Location: SR 13, Pipeliner for Drain, 13.60 Miles North of US 30

Pipe Lining SFY: 2016

Total: \$50,000 Federal: \$40,000 (ST STP) State: \$10,000

E. INDOT <u>Administrative Modification</u> Exempt Project in Kosciusko County

Resolution 15-16 Increase Federal Funds by \$16,000 Phase: PE

Des#: 1296107 Location: SR 119, Pipeliner for Yellow Creek, 3.43 Miles East of SR 19

Pipe Lining SFY: 2016

Total: \$50,000 Federal: \$40,000 (ST STP) State: \$10,000

F. INDOT Amendment Exempt Project in Elkhart County

Resolution 15-16 Add Project Phase: PE

Des#: 1383502 Location: SR 119 from SR 19 to 1.90 Miles West of SR 15 (Green Rd)

HMA Overlay, Functional SFY: 2017

Total: \$226,000 Federal: \$180,800 (ST STP) State: \$45,200

G. INDOT Amendment Exempt Project in Elkhart County

Resolution 15-16 Add Project Phase: PE

Des#: 1600214 Location: US 20 Bridge over CR 45 Eastbound Lane 0.13 Miles East of US 33

Bridge Deck Overlay SFY: 2017

Total: \$130,000 Federal: \$104,000 (NHPP) State: \$26,000

H. INDOT Amendment Exempt Project in Elkhart County

Resolution 15-16 Add Project Phase: PE

Des#: 1600215 Location: US 20 Bridge over CR 45 Westbound Lane 0.13 Miles East of US

33 Bridge Deck Overlay SFY: 2017

Total: \$110,000 Federal: \$88,000 (NHPP) State: \$22,000

I. INDOT <u>Amendment</u> Exempt Project in Elkhart County

Resolution 15-16 Add Project Phase: PE

Des#: 1600216 Location: US 20 Bridge over Elkhart River Eastbound Lane, 1.35 Miles East

of US 33 Bridge Deck Overlay SFY: 2017 Total: \$143,000 Federal: \$114,400 (NHPP) State: \$28,600

J. INDOT <u>Amendment</u> Exempt Project in Elkhart County

Resolution 15-16 Add Project Phase: PE

Des#: 1600217 Location: US 20 Bridge over Elkhart River Westbound Lane, 1.35 Miles East

of US 33 Bridge Deck Overlay SFY: 2017 Total: \$143,000 Federal: \$114,400 (NHPP) State: \$28,600

K. INDOT Amendment Exempt Project in Elkhart County

Resolution 15-16 Add Project Phase: PE
Des#: 1600209 Location: SR 15, US 6 to 7.49 Miles North of US 6
HMA Overlay, Preventative Maintenance SFY: 2017

Total: \$220,000 Federal: \$176,000 (ST STP) State: \$44,000

L. INDOT Amendment Exempt Project in Elkhart County

Resolution 15-16 Add Project Phase: PE
Des#: 1600211 Location: SR 15, 4.63 Miles North of US 30 to US 6
HMA Overlay, Preventative Maintenance SFY: 2017

Total: \$215,000 Federal: \$172,000 (ST STP) State: \$43,000

M. INDOT <u>Amendment</u> Exempt Project in Elkhart County

Resolution 15-16 Add Project Phase: PE

Des#: 1600223 Location: SR 13 Bridge Deck Overlay, Clean and Paint Piles; Bridge over

Dry Run 1.56 Miles North of US 33

Bridge Maintenance and Repair SFY: 2017

Total: \$70,000 Federal: \$56,000 (ST STP) State: \$14,000

N. INDOT <u>Amendment</u> Exempt Project in Kosciusko County

Resolution 15-16 Add Project Phase: PE Des#: 1600207 Location: SR 13, US 30 to 9.46 Miles North of US 30

HMA Overlay, Preventative Maintenance SFY: 2017

Total: \$220,000 Federal: \$176,000 (ST STP) State: \$44,000

O. INDOT Amendment Exempt Project in Kosciusko County

Resolution 15-16 Add Project Phase: PE

Des#: 1600208 Location: SR 13 Bridge over Turkey Creek 2.0 Miles South of US 6

Bridge Deck Overlay SFY: 2017

Total: \$20,000 Federal: \$16,000 (ST STP) State: \$4,000

P. INDOT <u>Amendment</u> Exempt Project in Kosciusko County

Resolution 15-16 Add Project Phase: PE

Des#: 1600210 Location: SR 15, 1.97 miles South of US 30 to .50 Miles South of US 30

Concrete Pavement Restoration (CPR) SFY: 2017

Total: \$50,000 Federal: \$40,000 (ST STP) State: \$10,000

Q. INDOT <u>Amendment</u> Exempt Project in Kosciusko County

Resolution 15-16 Add Project Phase: PE

Des#: 1600222 Location: SR 13 Bridge over Tippecanoe River 8.02 Miles North of US 30

Bridge Deck Overlay SFY: 2017

Total: \$69,000 Federal: \$55,200 (ST STP) State: \$13,800

R. INDOT <u>Amendment</u> Exempt Project in Kosciusko County

Resolution 15-16 Add Project Phase: PE

Des#: 1600241 Location: US 30 Pipe Liner; Hickman Ditch, 0.02 Miles East of SR 15

Pipe Lining SFY: 2017

Total: \$50,000 Federal: \$40,000 (NHPP) State: \$10,000

S. INDOT <u>Administrative Modification</u> Exempt Project in Elkhart County

Resolution 15-16 Increase Federal Funding by \$21,600 Phase: PE

Des#: 1383522 Location: SR 19 Over Branch Baugo Creek, 0.22 Miles North of US 20

Bypass Pipe Lining SFY: 2017 Total: \$50,000 Federal: \$40,000 (ST STP) State: \$10,000

T. INDOT <u>Administrative Modification</u> Exempt Project in Elkhart County

Resolution 15-16 Increase Federal Funding by \$31,600 Phase: PE

Des#: 1383607 Location: SR 13 Branch of Rock Run Creek, 2.11 Miles South of SR 4

Pipe Lining SFY: 2017

Total: \$50,000 Federal: \$40,000 (ST STP) State: \$10,000

Erin Roznik presented Resolution 15-16 containing INDOT initiated amendments and administrative modifications and asked for any questions.

Dwight Fish wanted to know why funds were being increased. James explained that Resolution 15-16 included INDOT projects from the Fort Wayne District. Items S and T are for preliminary engineering (PE) so potentially this is an adjustment to a previously estimated value to now reflect the actual amount. These amounts are coming out of the State's surface transportation program.

Dwight also asked if the increased amounts were considered reasonable. Todd Johnson agreed with the information James provided and added that initially design costs are entered as a percentage of the project, and then adjusted to the actual cost based on new contracts. James indicated preliminary engineering may have been accelerated due to new State funding from the 21st Century Crossroads plan.

There being no additional questions none regarding this resolution, Erin requested the Policy Board's approval.

A MOTION WAS MADE JUDY STONE AND SECONDED BY PHIL JENKINS TO APPROVE RESOLUTION 15-16. THE MOTION CARRIED.

LaPorte District

Locally Initiated – Resolution 16-16

A. Marshall Administrative Modification Exempt Project in Marshall County

Resolution 16-16 Change FY Phase: PE

Des#: 1383474 Location: Bridge No. 81 carrying Hickory Rd over Yellow River

Bridge Replacement SFY: 2016/2017

Total: \$26,645 Federal: \$21,316 (Bridge) Local: \$5,329 SFY: 2016 Total: \$23,715 Federal: \$18,972 (Bridge) Local: \$4,743 SFY: 2017

B. Marshall Administrative Modification Exempt Project in Marshall County

Resolution 16-16 Change FY Phase: CN

Des#: 1383474 Location: Bridge No. 81 carrying Hickory Rd over Yellow River Bridge Replacement SFY: 2018

Total: \$1,732,500 Federal: \$1,386,000 (Bridge) Local: \$346,500

Caitlin Stevens presented Resolution 16-16 containing locally initiated administrative modifications. She asked if there were any questions, there being none regarding this resolution, Caitlin requested the Policy Board's approval.

A MOTION WAS MADE JUDY STONE AND SECONDED BY JOE CANARECCI TO APPROVE RESOLUTION 16-16. THE MOTION CARRIED.

Locally Initiated – Resolution 17-16

A. South Bend <u>Administrative Modification</u> Exempt Project in St. Joseph County

Resolution 17-16 Increase Federal Funding & Change Funding Type Phase: PE

Des#: 1382758 Location: Boland Dr from Portage Ave to Riverside Dr

Bike/Pedestrian Facilities SFY: 2016

Total: \$11,764 Federal: \$9,411(SMFR) Local: \$2,353 SFY: 2016 Total: \$21,000 Federal: \$16,800(CMAQ) Local: \$4,200 SFY: 2016

B. South Bend <u>Administrative Modification</u> Exempt Project in St. Joseph County

Resolution 17-16 Change FY and Funding Type Phase: PE

Des#: 1401810 Location: Coal Line Trail (Phase I) from Lincolnway W to Riverside Dr

Bike/Pedestrian Facilities SFY: 2016/2017

Total: \$100,000 Federal: \$80,000 (SMFR) Local: \$20,000 SFY: 2016 Total: \$200,000 Federal: \$160,000 (CMAQ) Local: \$40,000 SFY: 2017

C. South Bend <u>Administrative Modification</u> Exempt Project in St. Joseph County

Resolution 17-16 Change FY and Funding Type Phase: PE

Des#: 1401811 Location: Coal Line Trail (Phase II) from Riverside Dr to Angela Blvd

Bike/Pedestrian Facilities SFY: 2016/2017

Total: \$50,000 Federal: \$40,000 (SMFR) Local: \$10,000 SFY: 2016
Total: \$200,000 Federal: \$160,000 (CMAQ) Local: \$40,000 SFY: 2017
Total: \$100,000 Federal: \$80,000 (CMAQ) Local: \$20,000 SFY: 2018

D. South Bend <u>Administrative Modification</u> Exempt Project in St. Joseph County

Resolution 17-16 Change FY and Funding Type Phase: PE

Des#: 1600074 Location: Corby Blvd/ Ironwood Dr/ Rockne Dr Roundabout

Intersection Improvement SFY: 2016/2017

Total: \$206,584 Federal: \$165,267 (SMFR) Local: \$41,317 SFY: 2016
Total: \$100,000 Federal: \$80,000 (Grp I STP) Local: \$20,000 SFY: 2017
Total: \$143,416 Federal: \$114,733 (Grp I STP) Local: \$28,683 SFY: 2018

E. South Bend Administrative Modification Exempt Project in St. Joseph County

Resolution 17-16 Change FY and Funding Type Phase: PE

Des#: 1600075 Location: Monroe Primary Center and Studebaker Elementary School –

SRTS Bike/Pedestrian Facilities SFY: 2016/2017

Total: \$100,000 Federal: \$80,000 (SMFR) Local: \$20,000 SFY: 2016 Total: \$225,000 Federal: \$180,000 (Grp I STP) Local: \$45,000 SFY: 2017

F. South Bend <u>Administrative Modification</u> Exempt Project in St. Joseph County

Resolution 17-16 Change FY and Funding Type Phase: PE

Des#: 1600076 Location: LaSalle Intermediate and Marquette Primary Montessori - SRTS Bike/Pedestrian Facilities SFY: 2016/2017

Total: \$100,000 Federal: \$80,000 (SMFR) Local: \$20,000 SFY: 2016
Total: \$100,000 Federal: \$80,000 (Grp I STP) Local: \$20,000 SFY: 2017
Total: \$125,000 Federal: \$100,000(Grp I STP) Local: \$25,000 SFY: 2018

Caitlin Stevens presented Resolution 17-16 containing locally initiated administrative modifications and asked for any questions.

Jo Broden asked for additional information regarding the relinquishment agreement between INDOT and the City of South Bend. James explained that the State relinquished a portion (under one mile) of old 31 to the City. As a part of the agreement, INDOT was to provide supplemental matching resources, typically State Federal funds and Toll Road credits, totaling approximately \$568,000 to the City. These funds need to be obligated by June 30, 2016, so the projects in Resolution 17-16 were accelerated and moved forward as they were already planned in the TIP, formerly using urbanized area funds.

There being no addition questions regarding this resolution, Caitlin requested the Policy Board's approval.

A MOTION WAS MADE PHIL JENKINS AND SECONDED BY TODD JOHNSON TO APPROVE RESOLUTION 17-16. THE MOTION CARRIED.

INDOT Initiated – Resolution 18-16

A. INDOT Amendment Exempt Project in St. Joseph County

Resolution 18-16 Add Project Phase: PE/CN

Des#: 1600521 Location: IR 1001, Pear Road at NICTD DOT#870399B and NS RR DOT #

522571L west of South Bend Railroad Protection SFY: 2017

PE: Total: \$20,000 Federal: \$20,000 (HSIP) State: \$0 SFY: 2017 CN: Total: \$400,000 Federal: \$400,000 (HSIP) State: \$0 SFY: 2017

Caitlin Stevens presented Resolution 18-16 containing an INDOT initiated amendment. She asked if there were any questions, there being none regarding this resolution, Caitlin requested the Policy Board's approval.

A MOTION WAS MADE BY JOE CANARECCI AND SECONDED BY TODD JOHNSON TO APPROVE RESOLUTION 18-16. THE MOTION CARRIED.

Resolution 19-16 – Endorsing an Economic Development Administration (EDA) application

James Turnwald presented Resolution 19-16 endorsing an EDA application for a planning grant up to \$53,628 in federal funds. The Michiana Area Council of Governments Regional Economic Development District (MREDD) was designated an Economic Development District for Elkhart, Kosciusko, Marshall, and St. Joseph Counties by the U.S. Economic Development Administration on August 6th, 2011.

By endorsing Resolution 19-16 the Policy Board authorizes:

- a) The MACOG to apply for and administer this EDA award
- b) The MACOG Executive Director to sign related documents on behalf of the organization
- c) The MACOG to commit up to \$53,628 in local matching funds

James explained the scope of work covered by the EDA funding allows MACOG staff to do economic development planning, to produce the Comprehensive Economic Development Plan, it allows MACOG to assist local governments in applying for economic development based grants, it provides staff the ability to work with the Northern Indiana Regional Development Authority and Michiana Partnership as well as provide technical assistance on economic development. It is a scope of work for the organization.

Joseph Thallemer asked if there were additional questions. There being none, he asked for the Policy Board's approval.

A MOTION WAS MADE BY JO M. BRODEN AND SECONDED BY JOE CANARECCI TO APPROVE RESOLUTION 19-16. THE MOTION CARRIED.

Presentation

Asset Management Process

Zach Dripps indicated currently there is an emphasis by the State for communities to have completed Asset Management Plans, particularly in regard to pavement and bridge conditions. MACOG is available to assist with the development of these plans.

Zach explained MACOG can help communities with pavement data collection using the PASER (Pavement Surface Evaluation and Rating) rating system. The information can then be mapped in GIS (Geographic Information System) and a five year; prioritized, financial plan can be developed.

Approved Asset Management Plans are necessary to apply for funding through many State programs.

Staff Update

Active Transportation Plan

MACOG is in the planning process for a regional Active Transportation Plan. This plan will identify opportunities to enhance active transportation within the Michiana area and connect bicycle and pedestrian facilities throughout the region. The public engagement process began on March 3. If you are interested in participating in the planning process you may contact Zach Dripps at zdripps@macog.com or Caitlin Stevens at cstevens@macog.com. A survey and interactive map are available at www.macog.com/activetransportation through April. A draft plan will be completed in May; the plan will be out for public comment in June; and the final plan will be presented to the Policy Board in July.

INDOT Call for Projects (Rural)

INDOT is accepting funding applications for all categories of new local projects. Projects may not be in the urbanized areas. Project information and applications are due to MACOG by May 2nd. Applications must be electronically submitted to INDOT by May 16th through ITAP.

USDOT South Bend Bicycle and Pedestrian Assessment

FHWA will be working with the City of South Bend and MACOG to conduct a bicycle and pedestrian assessment in South Bend on April 14th. The assessment will focus on five preselected areas of the City. Numerous local, State, and Federal partners will be participating.

Partners for Clean Air Award Luncheon

The Partners for Clean Air Award Luncheon will be held on April 26th from 11:00 AM to 1:00 PM at the Matterhorn Conference Center in Elkhart. The luncheon provides an opportunity to learn about air quality initiatives. Speakers at the event will include participants from the Indiana Department of Environmental Management Office of Air Quality, the University of Notre Dame, and South Shore Clean Cities.

MACOG Regional Economic Development District (MREDD) Meeting

The MACOG Regional Economic Development District (MREDD) meeting will be held on May 11th at Christos Banquet Center in Plymouth and will follow the MACOG Policy Board meeting. Local economic development organizations will provide updates. The keynote speaker will be Jeff Hodgson from Elevate Ventures.

St. Joseph River Basin Commission (SJRBC) Symposium

The SJRBC will be holding the 15th annual Symposium on Friday, May 20th at Fernwood Botanical Garden and Nature Preserve in Niles. The event will run from 8:00 AM to 1:00 PM(EST). Presentations will be offered by: Carol Line, Fernwood Botanical Garden and Nature Preserve, Chad Watts, Conservation Technology Information Center, and an Ignite Presentation featuring six water resource professional in the St. Joseph River basin watershed.

TIP Administrative Modification vs. Amendment Process

James Turnwald opened a conversation with the Policy Board about potentially changing the way Administrative Modifications are processed by the organization. He explained that an Administrative Modification is a change or revision to an item that already exists in the Transportation Improvement Program (TIP). Changes made are typically small dollar amounts, the fiscal year, or technical corrections on small errors.

Currently, Administrative Modifications are handled the same way as amendments. (Amendments are larger, significant items like adding projects to the TIP) They are on the same development process. When a modification request is received it goes to the TTAC for approval and then to the Policy Board. This can be a 60 day processing period because after it is approved for the TIP, it then has to be approved into the STIP (State Transportation Improvement Program).

James expressed that being more timely and responsive is critical to keeping projects on schedule. It also helps in the ability to spend all of the available funding within the required time. Many other Policy Boards provide staff the ability to make certain administrative modifications and then provide a listing to the Board for review and discussion. This would allow the Board to spend meeting time on Amendments for new items, adding or deleting projects, and making significant changes in the scope of a project because with Administrative Modifications, the projects are already approved and into the TIP. This is a common practice in the industry and within the State.

After considerable discussion, concerns and considerations expressed by members of the Policy Board, it was determined that at the May meeting, James will present a listing of the items and threshold amounts that would need Policy Board approval verses being handled by staff with the Policy Board receiving a monthly listing of items processed. He will provide statistical data, propose guidelines, and a staff process for managing Administrative Modifications.

PRIVILEGE OF THE FLOOR

Dwight Fish extended an invitation to Elkhart's Arbor Day celebration on April 30th at the Environmental Center, 1717 East Lusher Avenue.

Joseph Thallemer thanked MACOG for their participation and help on the US 30 limited access project. A coalition has been incorporated and they will begin work on the project.

PUBLIC COMMENT

There were no comments.

ADJOURNMENT

There being no further business, the following action was taken:

A MOTION WAS MADE BY JUDY STONE AND SECONDED BY MARK ROOT TO ADJOURN THE MEETING. THE MOTION CARRIED.

James Turnwald, Executive Director

oseph Thallemer, Chair