

**MICHIANA AREA COUNCIL OF GOVERNMENTS
MINUTES
June 8, 2016**

The June meeting of the Michiana Area Council of Governments' Policy Board was held on June 8, 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:
(Policy Board)

- Joseph Thallemer, Mayor, City of Warsaw
- Jo M. Broden, South Bend Common Council
- Dwight Fish, Elkhart City Council
- Phil Jenkins, Mayor, City of Nappanee
- Todd Johnson, Deputy Commissioner, INDOT Fort Wayne
- John Letherman, Elkhart County Council
- Frank Lucchese, Elkhart County Commissioner
- Rick Powers, Deputy Commissioner, INDOT LaPorte
- Mark Root, St. Joseph County Council
- Mark Senter, Mayor, City of Plymouth
- Jeremy Stutsman, Mayor, City of Goshen
- David Wood, Mayor, City of Mishawaka

MEMBERS ABSENT:
(Policy Board)

- Pete Buttigieg, Mayor, City of South Bend
- Joe Canarecci, Mishawaka City Council
- Deborah Fleming, St. Joseph County Commissioner
- Tim Neese, Mayor, City of Elkhart
- Kevin Overmyer, Marshall County Commissioner
- Robert Sanders, Kosciusko County Council
- Judy Stone, Marshall County Council
- Ron Truex, Kosciusko County Commissioner

OTHERS PRESENT:

- George Herendeen, MACOG Attorney
- David Armstrong, INDOT Fort Wayne
- Richard Chapman II, Lawson Fisher Associates
- Joseph Crnkovich, NICTD
- Matt Deitchley, INDOT LaPorte
- Mary Enright, INDOT Central
- Joyce Newland, FHWA
- Susan Orona, FTA
- James Turnwald, MACOG
- Jeremiah Cox, MACOG
- Zach Dripps, MACOG
- Debbie Gardner, MACOG
- John-Paul Hopman, MACOG
- Cole Jackson, MACOG
- Carla Keirnan, MACOG
- Jeremy Reiman, MACOG
- Erin Roznik, MACOG
- Caitlin Stevens, MACOG

MINUTES OF MAY 11, 2016 MEETING

There were no additions or corrections to the May 11, 2016 minutes.

A MOTION WAS MADE BY RICK POWERS AND
SECONDED BY DWIGHT FISH TO APPROVE THE
MINUTES OF MAY 2016. THE MOTION CARRIED.

REPORTS

CHAIRMAN

Chairman Thallemer noted that he was happy to represent MACOG as part of the Transportation 4 America team, at the leadership academy training in Indianapolis on May 19 and 20.

FINANCIAL

Debbie Gardner presented the May 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 DWIGHT FISH AND
SECONDED BY FRANK LUCCHESI TO APPROVE THE MAY
2016 FINANCIAL REPORTS. THE MOTION CARRIED.

James Turnwald presented the proposed Fiscal Year (FY) 2017 Budget. MACOG follows the State Fiscal Year; July 1 through June 30. James reviewed the notable changes from the FY 2016 Budget.

- There is a 33% increase in "Contractual" that will allow MACOG to work with Elkhart County to do a study on the County Road 13 area for a potential grade separation.
- "Equipment" is decreasing by 27% as fewer trolley buses will be purchased in FY 2017 as compared to FY 2016.
- The "Audit" line item is decreased by 18% because there will not be a State Board of Accounts audit of the St. Joseph River Basin Commission in FY 2017.
- "Insurance/Bonding" has been increased by 25% to accommodate for new bus shelters being installed and forecasting the general increase of organizational insurance rates.

Phil Jenkins inquired about the unencumbered balances from the close of each fiscal year. Debbie Gardner explained that depending on the type of funding, most of the balances roll over to the next fiscal year. PL (planning) funds from FHWA do not carry over and must be used within a specific fiscal year.

James indicated in the Unified Planning of Work Program (UPWP) for FY 2017 there is a section regarding open INDOT purchase orders and carry over balances.

James asked for additional questions. There being none, the Chairman asked for a motion to approve the Fiscal Year 2017 Budget as presented.

A MOTION WAS MADE BY MARK SENTER AND
SECONDED BY PHIL JENKINS TO APPROVE THE
FY 2017 BUDGET. THE MOTION CARRIED.

SECRETARY

There was no report.

OLD BUSINESS

The Executive Director commented that last month, the organization changed the way Administrative Modifications will be processed. James stated there were no Administrative Modifications to report at this time but suggested that next month; the list of modifications be presented during the Secretary's Report.

NEW BUSINESS

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

Fort Wayne District

INDOT Initiated – Resolution 25-16

A. INDOT Amendment Exempt Projects in Elkhart County and Kosciusko County
Resolution 25-16 Add Grouped Projects Phase: PE, RW, CN
Bridge, Culvert and Small Structure Preservation SFY: 2017/2018/2019
Total: \$0 Federal: \$0 State: \$0

B. INDOT Amendment Exempt Projects in Elkhart County and Kosciusko County
Resolution 25-16 Add Grouped Projects Phase: PE, RW, CN
Signing, Marking, Striping and Rumble Strips SFY: 2017/2018/2019
Total: \$0 Federal: \$0 State: \$0

C. INDOT Amendment Exempt Projects in Elkhart County and Kosciusko County
Resolution 25-16 Add Grouped Projects Phase: PE, RW, CN
Traffic Signal System and Lighting Improvements SFY: 2017/2018/2019
Total: \$0 Federal: \$0 State: \$0

D. INDOT Amendment Exempt Projects in Elkhart County and Kosciusko County
Resolution 25-16 Add Grouped Projects Phase: PE, RW, CN
Median Guardrail/Cable Projects with no Change to Access SFY: 2017/2018/2019
Total: \$0 Federal: \$0 State: \$0

E. INDOT Amendment Exempt Projects in Elkhart County and Kosciusko County
Resolution 25-16 Add Grouped Projects Phase: PE, RW, CN
Rail Crossing Protection SFY: 2017/2018/2019
Total: \$0 Federal: \$0 State: \$0

Erin Roznik presented Resolution 25-16 containing INDOT initiated amendments and asked for any questions. There being no questions regarding this resolution, Erin requested the Policy Board's approval.

A MOTION WAS MADE BY JOHN LETHERMAN
AND SECONDED BY FRANK LUCHESE TO APPROVE
RESOLUTION 25-16. THE MOTION CARRIED.

LaPorte District

INDOT Initiated – Resolution 26-16

A. INDOT Amendment

Resolution 26-16 Add Grouped Projects Phase: PE, RW, CN
Bridge, Culvert and Small Structure Preservation SFY: 2017/2018/2019
Total: \$0 Federal: \$0 State: \$0

B. INDOT Amendment Exempt Projects in St. Joseph County and Marshall County

Resolution 26-16 Add Grouped Projects Phase: PE, RW, CN
Signing, Marking, Striping and Rumble Strips SFY: 2017/2018/2019
Total: \$0 Federal: \$0 State: \$0

C. INDOT Amendment

Resolution 26-16 Add Grouped Projects Phase: PE, RW, CN
Traffic Signal System and Lighting Improvements SFY: 2017/2018/2019
Total: \$0 Federal: \$0 State: \$0

D. INDOT Amendment

Resolution 26-16 Add Grouped Projects Phase: PE, RW, CN
Median Guardrail/Cable Projects with no Change to Access SFY: 2017/2018/2019
Total: \$0 Federal: \$0 State: \$0

E. INDOT Amendment

Resolution 26-16 Add Grouped Projects Phase: PE, RW, CN
Rail Crossing Protection SFY: 2017/2018/2019
Total: \$0 Federal: \$0 State: \$0

F. INDOT Amendment Exempt Project in Marshall County

Resolution 26-16 Add Project Phase: PE, CN
Des#: 1500681 **Location: US 31, From SR 110 to SR 10**
HMA Overlay, Preventive Maintenance SFY: 2017 & 2018
PE: Total: \$15,000 Federal: \$12,000 State: \$3,000 SFY:2017
CN: Total: \$3,776,000 Federal: \$3,020,800 State: \$755,200 SFY:2018

G. INDOT Amendment Exempt Project in Marshall County

Resolution 26-16 Add Project Phase: PE, CE, CN
Des#: 1400118 **Location: US 6, From US 31 to W. Jct of SR 106**
HMA Overlay, Preventive Maintenance SFY: 2017 & 2019

PE:	Total: \$245,000	Federal: \$196,000	State: \$49,000	SFY:2017
CE:	Total: \$200,000	Federal: \$160,000	State: \$40,000	SFY:2019
CN:	Total: \$2,779,653	Federal: \$2,223,722	State: \$555,931	SFY:2019

H. INDOT Amendment Exempt Project in Marshall County

Resolution 26-16 Add Project Phase: PE, CE, CN
 Des#: 1593253 **Location: SR 106, From US 6 (W Jct) to US 6 (E Jct)**
HMA Overlay, Preventive Maintenance SFY: 2017 & 2019

PE:	Total: \$128,800	Federal: \$103,040	State: \$25,760	SFY:2017
CE:	Total: \$128,800	Federal: \$103,040	State: \$25,760	SFY:2019
CN:	Total: \$1,416,090	Federal: \$1,132,872	State: \$283,218	SFY:2019

I. INDOT Amendment Exempt Project in St. Joseph County

Resolution 26-16 Add Project Phase: PE, CE, CN
 Des#: 1593264 **Location: SR4, From 0.34 mi E of SR 23 to US 31**
HMA Overlay, Preventive Maintenance SFY: 2017 & 2019

PE:	Total: \$192,500	Federal: \$154,000	State: \$38,500	SFY:2017
CE:	Total: \$192,500	Federal: \$154,000	State: \$38,500	SFY:2019
CN:	Total: \$1,925,000	Federal: \$1,540,000	State: \$385,000	SFY:2019

J. INDOT Amendment Exempt Project in St. Joseph County

Resolution 26-16 Add Project Phase: PE, CE, CN
 Des#: 1600030 **Location: US 20, From US 31 to St. Joseph /Elkhart Co. Line**
Concrete Pavement Restoration SFY: 2017 & 2019

PE:	Total: \$478,240	Federal: \$382,592	State: \$38,500	SFY:2017
CE:	Total: \$478,240	Federal: \$382,592	State: \$95,648	SFY:2019
CN:	Total: \$4,782,400	Federal: \$3,825,920	State: \$956,480	SFY:2019

Caitlin Stevens presented Resolution 26-16 containing INDOT initiated amendments. She asked if there were any questions. The Chairman noted a correction on item “B”. The location originally read Elkhart County and Kosciusko County. It was corrected to read St. Joseph County and Marshall County.

David Wood asked if item “J” would be a restoration or resurfacing project. Matt Deitchley stated he believes it is resurfacing. James indicated he would provide David with additional information regarding the scope of work.

John Letherman commented about the extremely poor condition of the pavement on US 31 between SR10 and 110, and asked about intentions for repair. Matt indicated INDOT will be doing preventative maintenance work to improve the condition of the road.

Mark Senter remarked about the undesirable condition of the railroad tracks, north of Argos, where there is a warning sign for a bump. Matt stated INDOT posted the “bump” warning sign to assist drivers and that the tracks are the railroads responsibility to repair. INDOT has contacted the railroad several times regarding this issue.

There being no additional comments or questions regarding this resolution, the Chairman requested the Policy Board’s approval with the corrections in item “B”.

A MOTION WAS MADE BY MARK SENTER AND
SECONDED BY DWIGHT FISH TO APPROVE
RESOLUTION 26-16. THE MOTION CARRIED.

Other Actions

Resolution 27-16 – Endorsement of the Fiscal Year 2017-2018 Unified Planning of Work Program (UPWP).

The FY 2017-2018 UPWP was provided to the members of the Policy Board. James explained the UPWP outlines the scope of work that MACOG plans to do over the next two years. Although it is a two year document, the UPWP is updated and presented for endorsement each year. He indicated there is one notable addition to the Work Plan for 2017. MACOG will be doing a planning study in cooperation with Elkhart County on County Road 13. The study is to determine the feasibility of a grade separation.

James asked if there were any questions regarding the FY 2017-2018 UPWP. There being none, Chairman Thallemer asked for the Policy Board's endorsement.

A MOTION WAS MADE BY JEREMY STUTSMAN
AND SECONDED BY FRANK LUCCHESI TO
ENDORSE THE FY 2017-2018 UNIFIED PLANNING
OF WORK PROGRAM. THE MOTION CARRIED.

Presentation

FHWA / FTA Planning Certification Review Preliminary Results

Every four years, MACOG has a certification review of its transportation planning process performed by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). James explained it is a formal compliance review to ensure MACOG is meeting federal regulations. He introduced Joyce Newland, from FHWA, and Susan Orona, from FTA.

Joyce shared that a portion of this Certification Review was to follow up on the recommendations made at the last certification review in 2012. She praised MACOG for successfully addressing each recommendation.

Susan commended the MACOG staff for their cooperation and teamwork internally, as well as in their coordination with INDOT, area MPOs, and other regional entities. She indicated it was evident in the work that is being done.

Joyce reviewed the Planning Emphasis Areas (PEAs) and spoke well of MACOG's inclusion of them in the Work Plan. She also shared information on FHWA's Performance Measures and congratulated MACOG for their work on the Active Transportation Plan.

Joyce indicated that FHWA and FTA believe MACOG's planning documents are in order. Public comments on the Planning Process will be received by Joyce and Susan through July 8, 2016.

Staff Update

New Transit Planner, Jeremiah Cox

Jeremiah introduced himself as the new Transit Planner with MACOG. He recently graduated from Hunter College, the City University of New York, with a Master's of Urban Planning Degree.

Active Transportation Plan

MACOG is nearing the end of the planning process for a regional Active Transportation Plan. Zach indicated that staff has met with nearly all of the communities in the MACOG region and discussed the proposed projects. The information has been presented to the Steering Committee where an implementation strategy and various other recommendations were discussed. The Plan will soon be out for public comment. It will be available for review on-line at:

<http://macog.com/activetransportation/>, at various public library locations, and an Open House will be held in each of the MACOG counties. The final Plan will be presented to the Policy Board for approval in July.

CMAQ Call for Eligibility – Due to MACOG June 20

LPAs in Elkhart and St. Joseph Counties are invited to submit Congestion Mitigation and Air Quality (CMAQ) project information to MACOG by June 20, 2016, for eligibility determination. Eligible projects may apply for CMAQ funds when the next Call for Projects is released.

Quarterly Tracking and Review Meeting – June 29

Due to the July 4th holiday, Independence Day, the Quarterly Tracking and Review meeting will be held one week early, on June 29th. Forms are due to MACOG by June 15th.

Title VI Training – June 30

FHWA will host a Title VI workshop at the Goshen Chamber of Commerce on June 30th, from 9:30 AM to 3:00 PM. LPAs who receive federal-aid must be compliant with Title VI.

Livable Communities Workshop, Combined TTAC and Policy Board Meeting, July 13th

The Livable Communities Workshop is a joint TTAC and Policy Board meeting and is scheduled for July 13, 2016. The Workshop will be held at Grace College in the Town of Winona Lake and will focus on Safe Routes to School and Play. There is no charge to participate in this event and lunch will be provided.

Section 5307 Federal Transit Administration (FTA) Funding Split

Section 5307 annually provides operating funds for NICTD, Transpo and Niles Dial-a-Ride. The parties are nearing a final agreement on the funding split. Due to timing issues with grant applications and the date of the next Policy Board meeting, James indicated the Board may need to take emergency action to process the final agreement.

PRIVILEGE OF THE FLOOR

Mark Senter shared that the alleged Plymouth Greenway's Trail incident actually took place in the Town of Bourbon. He advised the importance of future investigation on events that affect community safety and confidence.


PUBLIC COMMENT

There were no comments.


ADJOURNMENT

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

A MOTION WAS MADE BY JEREMY STUTSMAN
AND SECONDED BY JOHN LETHERMAN TO
ADJOURN THE MEETING. THE MOTION CARRIED.



James Turnwald, Executive Director



Joseph Thallemer, Chair