

MICHIANA AREA COUNCIL OF GOVERNMENTS
MINUTES
June 12, 2019

The June meeting of the Michiana Area Council of Governments' (MACOG) Policy Board was held on June 12, 2019, in the MACOG Conference Room, on the 11th floor of the County-City Building. Phil Jenkins, Chair of the Policy Board, called the meeting to order. It was noted there was a quorum present.

MEMBERS PRESENT:
(Policy Board) Phil Jenkins, Mayor, City of Nappanee
Jo M. Broden, South Bend Common Council
Dwight Fish, Elkhart Common Council
Cary Groninger, Kosciusko County Commissioner
Todd Johnson, Deputy Commissioner, INDOT Fort Wayne
Rick Powers, Deputy Commissioner, INDOT LaPorte
Mark Senter, Mayor, City of Plymouth
Jeremy Stutsman, Mayor, City of Goshen
Suzanne Weirick, Elkhart County Commissioner
Ernest Wiggins, Kosciusko County Council
David Wood, Mayor, City of Mishawaka

MEMBERS ABSENT:
(Policy Board) Pete Buttigieg, Mayor, City of South Bend
Deborah Fleming, St. Joseph County Commissioner
John Letherman, Elkhart County Council
Tim Neese, Mayor, City of Elkhart
Kevin Overmyer, Marshall County Commissioner
Stacy Petko Reisdorf, Mishawaka City Council
Mark Root, St. Joseph County Council
Judy Stone, Marshall County Council
Joseph Thallemer, City of Warsaw

OTHERS PRESENT: George Herendeen, MACOG Attorney
Matt Deitchley, INDOT LaPorte
Matt Maday, American Structurepoint
Jessica Miller, INDOT LaPorte
Adam Parkhouse, INDOT LaPorte
Sean Surrisi, City of Plymouth
Jim Weingart, Indiana Dept. of Environmental Management
Kelly Wenger, NICTD (South Shore Line)
James Turnwald, MACOG
Jeremiah Cox, MACOG
Ryan DeLine, MACOG
Debbie Gardner, MACOG
Carla Herwarth, MACOG
Matt Meersman, SJRBC (MACOG)
Alaina Parrish, MACOG
Donny Ritsema, MACOG
Caitlin Stevens, MACOG

MINUTES OF THE MAY 8, 2019 MEETING

The minutes from the May 8, 2019, meeting were distributed for review prior to the meeting. Phil Jenkins asked the Policy Board if there were any additions or corrections to the minutes. There being none, he asked for the Policy Board's approval.

A MOTION WAS MADE BY DWIGHT FISH AND SECONDED BY ERNEST WIGGINS TO APPROVE THE MINUTES OF MAY 2019 THE MOTION CARRIED.

CHAIRMAN'S REPORT

There was no report.

FINANCIAL REPORT

Debbie Gardner presented the MACOG Financial Report for April 2019. She reviewed the year to date expenses, the cash balance, and total disbursements.

James noted a budget adjustment may be requested at the next meeting for two line items in the Fiscal Year (FY) 2019 Budget; Maintenance/Repair is currently at 97% of the amount budgeted and Postage is at 85%.

Dwight Fish wanted to know what expenses may be added into Maintenance/Repair. James responded that work done on MACOG owned vehicles for staff and traffic count program use could bring the expense higher than anticipated.

Todd Johnson asked what was included in the Equipment/Furniture line item that would bring it to \$1.5 million. James indicated funds for the purchase of transit vehicles are included in the amount – two additional buses were purchased in fiscal year 2019, as well as additional ADA paratransit vans for the access service.

The Chair asked for any additional questions, hearing none, he requested the Policy Board's approval of the April Financial Report.

A MOTION WAS MADE BY RICK POWERS AND SECONDED BY SUZANNE WEIRICK TO APPROVE THE APRIL 2019 FINANCIAL REPORT. THE MOTION CARRIED.

The proposed Fiscal Year 2020 Budget was presented by Debbie Gardner. She indicated the anticipated total revenue amount of \$7.1 million would largely be received from federal grant sources with additional amounts from state and local partners.

James pointed out that \$200,000 of the revenue funding was an estimated amount from the first year of the three year Brownfields grant that was recently awarded from the U.S. Environmental Protection Agency (EPA).

Suzanne Weirick asked for clarification regarding the five percent increase on the Salaries expense item. James explained the five percent includes merit raises and a salary amount for the addition of a potential St. Joseph River Basin staff person.

Suzanne expressed concern that MACOG base salaries remain competitive in the job market. James responded that the Job Descriptions document is frequently reviewed and is updated as needed to adjust base and cap salaries for each position.

Additionally, Suzanne wanted to know if the proposed budget allowed for a potential new contract for the Interurban Trolley ADA Access service vehicle scheduling software and/or hardware. James indicated the current software being used is approximately ten years' old. A Request for Proposals (RFP) has been written but the procurement has been paused pending information requested from Federal Transit Administration.

Dwight Fish asked for additional information about the SJRBC additional position. James stated the position would be as permanent as allowed by the Agreement for Services between MACOG and SJRBC and indicated that all positions at MACOG are "at will" as allowed by the State of Indiana.

James reviewed the expense portion of the proposed FY 2020 budget. Todd Johnson wanted to know what the biggest driver was in the Fringe Benefit expense calculation. James replied the largest item is health insurance; major medical cost increased 20% in calendar year 2019. Debbie Gardner responded the second largest contributing expense is PERF (Public Employees Retirement Fund).

Todd also wanted to understand why there seemed to be a \$400,000 decrease in revenue for FY 2020 as compared to FY 2019. James explained it was largely due to the FTA funding used to purchase transit buses. MACOG's annual allocation from FTA is about the same.

David Wood asked if MACOG's health insurance coverage was included with St. Joseph County's policy. James indicated MACOG holds its own policy that is reviewed annually and has thankfully been "grandfathered" in through the Affordable Care Act (Obamacare). The policy renews annually with the calendar year.

Debbie pointed out that overall, the FY 2020 budget decreased five percent from FY 2019. Hearing no additional questions or comments, she asked for the Policy Board's approval of the proposed Fiscal Year 2020 Budget.

A MOTION WAS MADE BY JO M. BRODEN AND SECONDED BY
SUZANNE WEIRICK TO APPROVE THE FY 2020 BUDGET AS
PROPOSED. THE MOTION CARRIED.

SECRETARY'S REPORT

There was no report.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Amendments to the State Fiscal Year (SFY) 2018-2021 Transportation Improvement Program (TIP)

LaPorte District

INDOT Initiated – Resolution 27-19

A. INDOT	<u>Amendment</u>	Exempt Project in St. Joseph County
Resolution 27-19	Add Project to TIP	
Des#: 1901650	SR 23 at the intersection of Douglas Rd	
	Intersection Improvement, w/ Added Turn Lanes	
Phase: CN	Total: \$110,000	Federal: \$88,000 (ST STP) State: \$22,000 SFY 2021

B. INDOT	<u>Amendment</u>	Exempt Project in Marshall County
Resolution 27-19	Add Project	
Des#: 1802051	US 31, from SR 10 to SR 110	
	New Interchange/Intersection Improvement	
Phase: PE	Total: \$3,000,000	Federal: \$2,400,000 (ST NHS) State: \$600,000 SFY 2020
Phase: RW	Total: \$500,000	Federal: \$400,000 (ST NHS) State: \$100,000 SFY 2022
Phase: CN	Total: \$30,062,670	Federal: \$24,050,136 (ST NHS) State: \$6,012,534 SFY 2023

Ryan DeLine presented Resolution 27-19 containing INDOT initiated TIP Amendments and asked if there were any questions. There being none, Ryan asked for the Policy Board’s approval of the resolution.

A MOTION WAS MADE BY DAVID WOOD AND SECONDED BY RICK POWERS TO APPROVE RESOLUTION 27-19. THE MOTION CARRIED.

LaPorte and Fort Wayne Districts

INDOT Initiated – Resolution 28-19

A. INDOT	<u>Amendment</u>	Exempt Project in Elkhart and Kosciusko Counties
Resolution 28-19	Add Group Projects	
Des#: NA	Statewide and Non-Construction Activities	
Phase: PE, RW, CN	Total: \$0	Federal: \$0 State: \$0 SFY 2019-2024

Ryan DeLine presented Resolution 28-19 containing an INDOT initiated TIP Amendment that will allow for a new grouped project category. He then asked if there were any questions. Hearing none, Ryan asked for the Policy Board’s approval of the resolution.

A MOTION WAS MADE BY DAVID WOOD AND SECONDED BY DWIGHT FISH TO APPROVE RESOLUTION 28-19. THE MOTION CARRIED.

Transit

Resolution 29-19 – Bus / Rail Apportionment

FY 2019 Bus / Rail Apportionment – FTA Section 5307 Funding

Total Apportionment – \$4,187,461

NICTD Rail – \$1,298,113 Transpo – \$2,638,100 Niles DART – \$251,248

Resolution 30-19 – Rail Apportionment

FY 2019 Rail Apportionment – FTA Section 5337 Funding

Total Apportionment – \$3,077,281

NICTD Rail – \$3,077,281

Resolution 31-19 – Bus Apportionment

FY 2019 Bus Apportionment – FTA Section 5339 Funding

Total Apportionment -- \$ 327,638

Transpo – \$309,638 Niles DART – \$18,000

Jeremiah Cox presented Resolutions 29-19, 30-19, and 31-19 containing Transit initiated TIP Amendments.

Resolution 29-19 is for the distribution of Federal Transit Administration (FTA) Section 5307 funding apportionment for the South Bend Urbanized Area. NICTD, Transpo, and Niles DART mutually agreed to the distribution as presented. 5307 funds may be used for transit capital and operating assistance, as well as related planning.

Resolution 30-19 addresses the distribution of FTA Section 5337 funding. The 5337 (State of Good Repair) apportionment for the South Bend Urbanized Area is provided for fixed rail capital projects. NICTD is the only fixed rail provider.

Resolution 31-19 contains the apportionment of FTA Section 5339 funds (Bus and Bus Facilities) to fixed route bus operators for transit capital projects in the South Bend Urbanized Area.

There being no questions, Jeremiah asked the Policy Board for approval of Resolutions 29-19, 30-19, and 31-19.

A MOTION WAS MADE BY MARK SENTER AND SECONDED BY DAVID WOOD TO APPROVE RESOLUTIONS 29-19, 30-19, AND 31-19. THE MOTION CARRIED.

Other Actions

Resolution 32-19

Endorsement of the Agreement for the Provision of General Services between MACOG and the St. Joseph River Basin Commission (SJRBC)

Resolution 32-19 was presented by James Turnwald. The resolution requests the Policy Board's endorsement of the Agreement for the Provision of General Services between MACOG and the St. Joseph River Basin Commission (SJRBC). The Agreement has been previously approved by the SJRBC.

James highlighted the updates and revisions from previous agreements and asked if there were any questions. Rick Powers asked for clarification on how the SJRBC was reflected in the MACOG budget. James responded that SJRBC revenue and expense amounts are budget neutral.

A MOTION WAS MADE BY SUZANNE WEIRICK AND SECONDED BY DAVID WOOD TO APPROVE RESOLUTION 32-19. THE MOTION CARRIED.

Staff Update

Indiana Volkswagen Grant Deadline

The Indiana Volkswagen Grant Deadline is June 17. Leah Thill indicated the MACOG region will be submitting applications for 40 to 45 vehicles. There will be future opportunities to apply for vehicle replacement funding. Grant applications are expected to be available for electric charging stations funds in the coming summer months.

Bike Parking Improvement Project Update

MACOG was awarded a small Environmental Action Grant from NIPSCO to purchase approximately 100 bike racks for LPAs to install throughout the region. An inventory of existing bike racks and parking will be conducted. Locations where bikes are parked improperly will also be identified. An invitation to nomination priority locations for the new bike racks will be made in August.

Leah Thill indicated a bike amenities app will also be available soon to assist rides in location bike parking, available restrooms, and bike fix-it stations.

Solarize Northern Indiana Update

The 2019 Solarize Northern Indiana initiative kicks off the week of June 17. Workshops will take place at Norte Dame, in Culver, Elkhart, Goshen, Plymouth, and South Bend over the next few months. Work also continues on the SolSmart initiative to improve processing and train inspectors.

Brownfields Grant Update

MACOG and the Regional Brownfields Coalition was awarded a \$600,000 Assessment grant from the U.S. EPA. The three year grant period begins on October 1, 2019. The funds can be used for brownfield assessments and cleanup planning but cannot be used for cleanup activities. James Turnwald thanked Leah Thill for her work writing and preparing the grant application to the EPA.

U.S. Census Bureau 2020 Census New Construction Program

James shared that the US Census Bureau has a program that allows for new construction addresses to be added so they can be included in the 2020 Census. Information about the program was provided to the TTAC members and will be provided to Area Plan Commissions.

Interurban Trolley Summer Travel Pass

MACOG is partnering with Transpo to provide free bus transportation to all students in grades K-12 from June 1 through August 31. Students presenting a valid school ID when boarding Interurban Trolley or Transpo buses will receive a free ride. Students without a school or student ID card may contact MACOG or Transpo and get a Summer Travel Pass.

MACOG Public Engagement Plan (PEP)

As an MPO, MACOG is required to have a PEP, which explains MACOG's planning processes and describes opportunities for the public to be involved. A draft of the Plan will be available for review and comment from June 18 through August 2 (45 days) and will be presented for endorsement to the TTAC and Policy Board in August.

2019 Community Crossings Call for Projects #2

Round 2 of the 2019 Community Crossings Grant Call for Projects will open on July 1 and close on August 2. INDOT will provide training for Local Public Agencies on June 25, at the Fort Wayne District and on June 26, at the LaPorte District.

Regional Complete Streets Policy Update

The draft of Regional Complete Streets Policy has been completed and will be provided to the members of the Policy Board and TTAC prior to the Livable Communities Workshop on July 10 when the plan will be presented for approval and adoption.

Michiana on the Move 2045 Transportation Plan

MACOG continues to work on the Michiana on the Move 2045 Transportation Plan. The Plan is essentially a blueprint of the transportation investments that are foreseen over the next 25 years. Stakeholders meetings were held in May to finalize which projects should be included. A draft Plan will be available for public comment by the end of the summer.

Quarterly Tracking and Review (QTR) Meeting

Due to the July 4 holiday, QTR will be held at the end of the month. The Fort Wayne District projects will be discussed on June 26. A meeting to discuss LaPorte District projects will be held on June 27 – both meetings will take place in the MACOG conference room.

Livable Communities Workshop

The annual Livable Communities Workshop will be hosted on July 10 in Culver beginning at 10:00 AM. This will be a joint Transportation Technical Advisory Committee (TTAC) and Policy Board meeting. (There will not be a TTAC meeting on July 3) The Workshop will follow and lunch will be provided.

PRIVILEGE OF THE FLOOR

There were no comments.

PUBLIC COMMENT

There were no comments.

ADJOURNMENT

There being no further comments or business, Phil Jenkins called for a motion to adjourn to the Policy Board meeting.

A MOTION WAS MADE BY DAVID WOOD AND SECONDED BY
RICK POWERS TO ADJOURN THE POLICY BOARD MEETING.
THE MOTION CARRIED.

James Turnwald, Executive Director

Phil Jenkins, Policy Board Chair