

**Indianapolis Regional Transportation Council
Administrative Committee Meeting Minutes
April 26, 2019
8:30 a.m. – 11:30 a.m.
IndyGo Board Room
1501 West Washington Street, Indianapolis, IN 46222**

Committee Members Present

Mark Myers – City of Greenwood	Mike Terry – IndyGo
Dennis Buckley – City of Beech Grove	Craig Parks – Boone County
Andy Cook – City of Westfield	Melody Park – City of Indianapolis*

* = Proxy

Committee Members Absent

Tom Klein – Town of Avon	Daniel Parker – City of Indianapolis
Gary Pool – Hancock County	

Others Present

Anna Gremling – MPO	Jen Higginbotham – MPO
Sean Northup – MPO	Steve Cunningham – MPO
Taylor Firestine – MPO	James Rinehart – MPO
Danielle Gerlach – MPO	Denise Barkdull – Frost, Brown, Todd, LLC
Melissa Henderson – KSM Consulting	Lauren Stevenson – City of Indianapolis
Heather Smith – PB Engineering	Rick Cockrum – Capitol Assets

1. WELCOME & INTRODUCTIONS

Mayor Mark Myers, Chair of the Administrative Committee, called the meeting to order at 8:35 a.m. and welcomed Administrative Committee members. Introductions were made around the room.

ITEMS FOR RECOMMENDATION**2. APPROVAL OF MINUTES (SEEKING APPROVAL)**

Mike Terry moved to approve the January 25, 2019 minutes as presented.
Craig Parks seconded the motion.
The minutes of the January 25, 2019 IRTC Administrative Committee Meeting were approved.

3. 2020-2023 IRTIP ADOPTION WITH SFY 2024 RECOMMENDATIONS (RESOLUTION # 19-IMPO-006)

Steve Cunningham reviewed his memo regarding the 2020-2023 Indianapolis Regional Transportation Improvement Program with SFY 2024 Recommendations.

Cunningham explained that the new Transportation Improvement Program (TIP) adds SFY 2022 and 2023 to the active years of the TIP. This includes new INDOT projects that were not in the previous TIP, totaling some \$3 billion in projects. The draft TIP, which was opened to public review and comment April 5th, was found to be fiscally constrained.

Cunningham mentioned that the September 2018 call for projects garnered 69 project applications from 18 LPAs totaling more than \$180 million in federal funds. MPO staff recommended selection for 28 projects from 11 LPAs totaling \$55.5 million (15% overprogrammed) in federal funds for SFY 2024. He noted a revision in a couple of Carmel projects. Clay Township and the City of Carmel agreed to partner by locally funding two roundabouts initially approved for federal funding (111th St. and Westfield Blvd. and 111th St. and College Ave.). Those projects were

replaced by the larger 106th St. and Westfield Blvd. Roundabout project, also with the City of Carmel, and the next-highest scoring project in the Congestion Mitigation and Air Quality (CMAQ) program list.

Of note, the MPO plans to flex \$2 million in Highway Safety Improvement Program (HSIP) dollars to the Surface Transportation Block Grant (STBG) program, allowing funding for a City of Indianapolis Department of Public Works (DPW) bridge rehabilitation project. All CMAQ, TAP and HSIP projects were found eligible and conform to the MPO's Complete Streets Policy.

Craig Parks asked a question regarding inclusion of the CR 300 S. Bridge project in Boone County into the IRTIP. **Anna Gremling** answered to the affirmative.

Mike Terry noted that Congress is currently considering infrastructure funding and asked committee members to contact elected officials in support of funding. **Mayor Myers** reiterated the need for communication with elected officials.

Mayor Dennis Buckley moved to recommend approving Resolution # 19-IMPO-006.

Craig Parks seconded the motion.

The IRTC Administrative Committee recommended approving Resolution # 19-IMPO-006.

a) SFY 2019 Update

Cunningham reviewed the Annual Allocation Summary. Eighty-three projects worth \$62.5 million have been obligated in SFY 2019.

He noted that many projects did not meet their letting dates this year. Nevertheless, the MPO's full allocation has been obligated, though the IRTIP is about 30 percent overprogrammed heading into SFY 2020. **Cunningham** mentioned that quarterly reporting was currently underway. He also mentioned that **Kristyn Sanchez** identified an open purchase order and recovered funds that otherwise would've been lost to INDOT.

Westfield **Mayor Andy Cook** asked **Cunningham** what issues were causing delaying in project letting. **Cunningham** responded that it's usually issues of right-of-way acquisition and/or environmental. Generally, there has been a pattern with certain LPAs not meeting letting dates for projects. **Gremling** recommended including schedules within award letters to LPAs. A lengthy discussion ensued between committee members regarding project management. **Gremling** agreed to revise award letters to push LPAs to stick to a recommended schedule.

Cunningham noted that City of Indianapolis DPW submitted an amendment requesting an 86% increase in funds (\$824,000) for the W. 16th St. Little Eagle Creek Bridge project.

4. **TITLE VI (RESOLUTION # 19-IMPO-004)**

Jen Higginbotham provided a brief description of the MPO's Title VI Complaint Procedures, the federal policy for protections from discrimination. City of Indianapolis Office of Corporation Counsel (OCC) reviewed and approved. A link to a formal complaint form online was the only revision made to the policy. She noted that the resolution would be reviewed by the IRTC Policy Committee for approval at the May 22, 2019 meeting and would also need approval by the Metropolitan Development Commission (MDC).

Mayor Dennis Buckley moved to recommend approving Resolution # 19-IMPO-004.

Mike Terry seconded the motion.

The IRTC Administrative Committee recommended approving Resolution # 19-IMPO-004.

5. **IRTC MEMBERSHIP DUES (RESOLUTION # 19-IMPO-007)**

Sean Northup discussed LPA membership dues for 2019. Federal planning dollars increased by about \$100,000. He noted \$50,000 allocated for a government relations contract with Capitol Assets, LLC and \$6,000 for a Transportation for America membership—all 100% locally-funded due to restrictions in federal program spending. Also, consistent

with Resolution 2018-IMPO-013, as approved by the IRTC, federal STBG funds appropriated for 2020 were flexed as part of the MPO's Data Analytics and Modeling Plan. For SFY 2019, \$771,000 was invoiced to member LPAs (this is a 33% increase across the board for all members, based on population).

Mayor Dennis Buckley moved to recommend approving Resolution # 19-IMPO-007.
Mayor Andy Cook seconded the motion.
 The IRTC Administrative Committee recommended approving Resolution # 19-IMPO-007.

STATUS REPORTS

6. TRANSITION

a) Legal Structure Update

Gremling introduced **Denise Barkdull** of Frost, Brown, Todd, LCC to present on available legal structure options under the independent MPO phase of Strategic Plan implementation.

Barkdull provided a summary of the legal governing structures considered, most notably Regional Planning Commissions (RPCs) and Regional Development Authorities (RDAs), as currently permitted under Indiana State Statute.

Lengthy discussion ensued among board members on the differing requirements of membership and structure between an RPC and RDA designation. An RPC board makeup is highly technical and larger than the current board status, but has been successful in 15 other regions of the state. RDAs are much more limited in board makeup and scope (namely, economic development). **Rick Cockrum** of Capitol Assets, LLC, mentioned that the Indiana General Assembly has assigned a summer legislative study committee to review reworking the state's RDA legislation. Northwest Indiana Regional Planning Commission (NIRPC), with its own enabling legislation, was seen as a suitable hybrid between the RDA and RPC designations.

Much discussion was had among members on timeline and the schedule on selecting a governing structure before the MPO's original June 1, 2020 deadline for re-designation as an organization independent from the City of Indianapolis. **Gremling** mentioned that an interim designation as an RPC or RDA will need to be established before the June 1, 2020 deadline while state enabling legislation is considered in the 2020 General Assembly. This will not impact the agency's evaluation of space needs and/or relocation from the City-County Building.

Craig Parks requested an illustration of how the MPO would align within each of the governing structures.

b) Finance

Gremling introduced **Melissa Henderson** of KSM Consulting to present on progress regarding finance topics. An Accounting Manual is under development as a resource for various financial procedures. **Henderson** distributed balance sheet templates to those in attendance and described how these could be used in financial reporting to the IRTC Administrative Committee. Beech Grove **Mayor Dennis Buckley** asked if the MPO would be involved with the State Board of Accounts. **Gremling** answered no, but the agency would be subject to oversight for auditing purposes. Additionally, payroll and accounting software demos will be reviewed by MPO staff. **Gremling** distributed a bar chart depicting the organization's cash flow since 2010 to identify minimum cash flows needed for balance. **Mike Terry** mentioned that federal government shutdowns should be considered in planning.

c) HR Benefits and Policies

Gremling mentioned that Gregory and Appel are in the early stages of engagement with the MPO to review a total benefits package and define human resources policies for the agency.

d) Retirement

Gremling noted that no movement has been made on retirement benefits.

e) IT Services

Gremling informed members that the MPO is looking to stay engaged with the City of Indianapolis Information Services Agency (ISA) for information technology hosting and assistance.

f) Office Space

Gremling noted that no movement has been made on identifying office space and likely won't be executed until after June 1, 2020.

7. EXECUTIVE DIRECTOR UPDATE

g) Comprehensive Economic Development Strategy Update

Taylor Firestine provided a presentation on the process of adopting a Comprehensive Economic Development Strategy (CEDS) as part of the Economic Development Administration (EDA)'s requirements for designating an Economic Development District (EDD)—something the MPO will be taking on as part of its expanded role as a regional convener. The presentation included information on the federal funding programs currently restricted to Central Indiana and highlighted economic development projects and programs supplemented by EDA grants administered to peer regions.

h) Administrative Committee Elections – J. Hill Vacancy

Gremling reminded committee members that the vacancy left by **Jeff Hill** of Fishers will be filled by special election at the May 22nd IRTC Policy Committee meeting.

i) INDOT Request

At the suggestion of Administrative Committee members in attendance, **Gremling** agreed to invite INDOT Commissioner **Joe McGuinness** to upcoming meetings to address ongoing issues with the MPO's annual allocation flexibility and PL distribution formula—the latter currently diverts \$749,000 annually from the MPO to the benefits of other Indiana metropolitan planning organizations.

j) Regional Performance Measures Update

Postponed due to time.

k) Safety Data Demo

Postponed due to time.

l) Ford Smart Cities Challenge

Postponed due to time.

OTHER BUSINESS8. OTHER ITEMS OF BUSINESS

None.

9. ADJOURNMENT

Mayor Dennis Buckley moved to adjourn the meeting.

Craig Parks seconded the motion.

The Administrative Committee voted in favor of adjournment at 11:15 a.m.