

Indianapolis Regional Transportation Council  
**Administrative Committee Meeting Minutes**  
**May 22, 2020**  
 9:00 a.m. – 11:00 a.m.  
 IndyGo Board Room  
 1501 West Washington Street, Indianapolis, IN 46222

**Committee Members Present**

Dennis Buckley – City of Beech Grove	Andy Cook – City of Westfield
Dan Parker – City of Indianapolis	Andrew Klinger – Town of Plainfield
Inez Evans – IndyGo	Eric Wathen – Hendricks County
Jason Taylor – City of Fishers	Tom Klein – Town of Avon

\* = Proxy

**Committee Members Absent**

Mark Heirbrandt – Hamilton County	
-----------------------------------	--

\* = Proxy

**Others Present**

Anna Gremling – MPO	Sean Northup – MPO
Nick Badman – MPO	Steve Cunningham – MPO
Jen Higginbotham - MPO	Danielle Gerlach - MPO
Denise Barkdull – Frost Brown Todd	Mark Myers – City of Greenwood
Robert Dirks – FHWA	

**1. WELCOME & INTRODUCTIONS**

**Andy Cook** called the Administrative Committee meeting to order at 9:07 a.m. and welcomed the members. He then turned the meeting over to **Anna Gremling**, who conducted roll call.

**ITEMS FOR APPROVAL**

**2. APPROVAL OF MINUTES (SEEKING APPROVAL)**

**Anna Gremling** asked if any members had corrections for the January 24<sup>th</sup> Administrative Committee Draft Minutes. **Tom Klein** said the date on the document was incorrect, saying the year was 2018 instead of 2020.

Member	Result	Member	Result
IndyGo	Approve	Beech Grove	Approve
Westfield	Approve	Plainfield	Approve
Avon	Approve	Fishers	Approve
Indianapolis	Approve	Hendricks County	-

**Dennis Buckley** moved to approve the January 24<sup>th</sup>, 2020 minutes as amended.  
**Andrew Klinger** seconded the motion.  
 The minutes of the the January 24<sup>th</sup>, 2020 IRTC Administrative Committee Meeting were approved. MOTION PASSES.

3. INDOT FEDERAL EXCHANGE

**Anna Gremling** said the current Federal Exchange Agreement with INDOT is not in its final form, but she is requesting authorization from the IRTC to enter into an agreement with INDOT when the final form is agreed upon in the next 30 days. As of now, the agreement allows a 90-10 funding split for the MPO's entire federal allocation for three years, with some allocation flexibility until the swap is in full effect. The MPO is still waiting on clarification on a few items; if there is new stimulus funding, the MPO wants those funds to be exempt from the split and the MPO has requested some changes to the boilerplate contract language.

**Robert Dirks** said there is a redistribution every August that provides additional funding to each state and that the MPO may want to address that in the agreement. **Steve Cunningham** said that language is not currently in the agreement, instead it points to the sharing agreement INDOT has with all MPOs in the state, but staff will look into that. **Jason Taylor** asked if there is a new transportation bill or some kind of funding supplement, would that funding be subject to the proposed agreement. **Gremling** said that the supplemental funding would not be subject to the split under the MPO's proposed changes. **Cunningham** said there is language in the agreement that recognizes the MPO could get a new transportation bill that could change funding types or create new funding categories, and that those funds be included in the swap so as to not lose out on potential funding if a new bill is enacted. **Dirks** asked **Cunningham** if there was any language covering earmarks. He responded that earmarks were not addressed, but if a source of funding outside of the agreement was created, the MPO asked that it be exempt from the split.

Member	Result	Member	Result
IndyGo	Approve	Beech Grove	Approve
Westfield	Approve	Plainfield	Approve
Avon	Approve	Fishers	Approve
Indianapolis	Approve	Hendricks County	Approve

**Dan Parker** moved to recommend approval to authorize the director of the MPO to enter into a funding split with INDOT.  
**Eric Wathen** seconded the motion.  
The IRTC Administrative Committee recommended approval to authorize the director of the MPO to enter into a funding split with INDOT. MOTION PASSES.

4. BYLAWS

**Anna Gremling** asked that **Denise Barkdull** go over any changes that were made since last week. **Barkdull** said there was discussion about whether a chair has to be an elected official and any issues that would be created with a non-elected official proxy in terms of allowable duties. Provisions on jurisdiction classification will remain as they exist now. The current intention is that the MPO will evaluate any changes in its election process between June 1, 2020 and January 2021. She also said they are considering having Executive Committee elections line up with municipal and county election cycles to ensure that the entire committee isn't lost at the same time. **Gremling** then asked the members to volunteer for the one and two year slots in the Executive Committee. Because Indianapolis is guaranteed a seat, **Dan Parker** would remain indefinitely. The two year seats will be filled by **Andy Cook, Andrew Klinger, Jason Taylor,** and **Eric Wathen**. The one year seats will be filled by **Tom Klein, Dennis Buckley, Inez Evans,** and **Mark Heirbrandt**. **Gremling** asked if there were any other questions regarding bylaw items. There were none.

Member	Result
IndyGo	Approve
Westfield	Approve
Avon	Approve
Indianapolis	Approve

Member	Result
Beech Grove	Approve
Plainfield	Approve
Fishers	Approve
Hendricks County	Approve

**Tom Klein** moved to recommend approval of new Bylaws.  
**Mayor Dennis Buckley** seconded the motion.  
The IRTC Administrative Committee recommended approval of new Bylaws. MOTION PASSES.

5. **HUMAN RESOURCES MANUAL**

**Anna Gremling** said MPO leadership tried to at least maintain or improve benefits for staff with the goal of recruiting and retaining high-quality staff. She also announced that the City of Indianapolis is not allowing benefit leave to roll over into the new organization and requires the MPO to pay out the remaining leave balances to staff. Frost Brown Todd has been negotiating with the City on the MPO's behalf as their legal counsel. The MPO is considering front loading the benefit leave staff would accrue from June 2020 to December 31, 2020, and going back to monthly accrual in January 2021.

Member	Result
IndyGo	Approve
Westfield	Approve
Avon	Approve
Indianapolis	Approve

Member	Result
Beech Grove	Approve
Plainfield	Approve
Fishers	Approve
Hendricks County	Approve

**Tom Klein** moved to recommend approval of the HR Policy Manual.  
**Inez Evans** seconded the motion.  
The IRTC Administrative Committee recommended approval of the HR Policy Manual.

6. **BUNDLE #1 (NEW ORGANIZATION CURRENT MEMBERS, APPROVAL OF EXECUTIVE DIRECTOR, EXECUTIVE COMMITTEE AND OFFICERS)**

**Anna Gremling** said this bundle would turn the Administrative Committee into the Executive Committee and carry over existing membership to the new organization. New bylaws will be included in this bundle as well.

Member	Result
--------	--------

Member	Result
--------	--------

IndyGo	Approve
Westfield	Approve
Avon	Approve
Indianapolis	Approve

Beech Grove	Approve
Plainfield	Approve
Fishers	Approve
Hendricks County	Approve

**Dennis Buckley** moved to recommend approval of Resolution Bundle #1.  
**Inez Evans** seconded the motion.  
The IRTC Administrative Committee moved to recommend approval of Resolution Bundle #1.

7. **BUNDLE #2 (INDOT GRANT AGREEMENT, FINANCIAL COMMITMENTS, 2020 MPO BUDGET)**

**Sean Northup** said this bundle includes the grant agreement with INDOT, bringing financial commitments to the new organization (includes moving existing contracts from Indianapolis to the new organization), and approval of a 2020 MPO budget. The grant agreement has been split into two parts, with 75% of the grant agreement disbursed for June 1<sup>st</sup> to December 31<sup>st</sup>. There will be some changes after reconciliation with the City of Indianapolis, so the numbers will be amended after that. The packet includes data contracts, open contracts, and the 2020 budget. **Northup** said budget sections for Economic Development, Housing, and Water will be added in the future. **Anna Gremling** said the MPO is presenting this for full transparency as they move forward from the City of Indianapolis to the new organization.

Member	Result
IndyGo	Approve
Westfield	Approve
Avon	Approve
Indianapolis	Approve

Member	Result
Beech Grove	Approve
Plainfield	Approve
Fishers	Approve
Hendricks County	Approve

**Dennis Buckley** moved to recommend approval of Resolution Bundle #2.  
**Jason Taylor** seconded the motion.  
The IRTC Administrative Committee moved to recommend approval of Resolution Bundle #2.

8. **BUNDLE #3 (HR BENEFITS MOU, INPRS, ISA INTERLOCAL AGREEMENT, LEASE MEMORANDUM OF UNDERSTANDING)**

**Anna Gremling** said this bundle includes approval of INPRS retirement plans and approval to enter into an interlocal agreement with ISA, the IT provider for the City of Indianapolis. Item D (office lease agreement) was not included in the bundle and may not be in the June 1 bundle. It will most likely be on the July agenda for the Executive Committee. The bundle also includes an MOU to acquire human resources benefits through the City of Indianapolis.

Member	Result
--------	--------

Member	Result
--------	--------

IndyGo	Approve
Westfield	Approve
Avon	Approve
Indianapolis	Approve

Beech Grove	Approve
Plainfield	Approve
Fishers	Approve
Hendricks County	Approve

**Inez Evans** moved to recommend approval of Resolution Bundle #3.  
**Andy Cook** seconded the motion.  
The IRTC Administrative Committee moved to recommend approval of Resolution Bundle #3.

9. AMENDMENTS

**Anna Gremling** said the contracts presented in the packet require time-only extensions, not increases in fund allocations. The contracts were expected to be completed by June 30, 2020 but for one reason or another were unable to be completed. She would like to have all contracts expire at the end of the year so that the MPO can more easily manage contract closures.

Member	Result
IndyGo	Approve
Westfield	Approve
Avon	Approve
Indianapolis	Approve

Member	Result
Beech Grove	Approve
Plainfield	Approve
Fishers	Approve
Hendricks County	Approve

**Jason Taylor** moved to recommend approval of contract amendments as presented.  
**Tom Klein** seconded the motion.  
The IRTC Administrative Committee moved to recommend approval of the contract amendments as presented.

10. NEW CONTRACTS

**Anna Gremling** said the final item for approval is the authorization of new contracts. The packet did not include the contract for Envision Sustainability Tools, which provides the MetroQuest survey tool that the MPO uses for public engagement, but the contract item was walked on during this meeting. **Gremling** said the tool is available for use by all LPAs, and the MPO can provide some training on how to use MetroQuest and highlighted some of its benefits. Other contracts include Gregory and Appel (human resources), Resource System Group (freight model), and Corradino Group (2019 ARIES crash data cleanup).

Member	Result
IndyGo	Approve
Westfield	Approve
Avon	Approve
Indianapolis	Approve

Member	Result
Beech Grove	Approve
Plainfield	Approve
Fishers	Approve
Hendricks County	Approve

**Dennis Buckley** moved to recommend approval of new contracts.  
**Inez Evans** seconded the motion.  
The IRTC Administrative Committee moved to recommend approval of new contracts.

**OTHER BUSINESS**

**11. OTHER ITEMS OF BUSINESS**

**Anna Gremling** said that because the Executive Committee will be the operating committee for the new organization, they will be meeting monthly. Those meetings will be added to the calendar. She also said that if LPAs have any amendments they need to submit to the LRTP, they must make sure to submit those by July 31<sup>st</sup>. She also thanked **Dan Parker** for the assistance he has provided the MPO as they separate from the City of Indianapolis. **Sean Northup** said the MPO does not know exactly what the agendas will look like every month, but the reason for monthly meetings will be contract approval.

**Tom Klein** asked if there will be an event to recognize the split from the City of Indianapolis. **Gremling** said the MPO is constrained by the COVID crisis, but they are hoping to do something for staff in the near future. **Klein** proposed that the IRTC do something to recognize staff and the City of Indianapolis for all of their work and help assisting in the separation. **Dan Parker** thanked **Mark Myers** for his help with the County Line grant agreement and **Inez Evans** for working with the City of Indianapolis to realign IndyGo’s transit lines as the City temporarily shuts down some roads to traffic.

**12. ADJOURNMENT**

**Dennis Buckley** moved to adjourn the meeting.  
**Andrew Klinger** seconded the motion.  
The Administrative Committee voted in favor of adjournment at 10:12 a.m.