



June 25, 2021
9:00 am – 11:00 am

For public access
Call in: (312) 626-6799
Meeting ID: 814 9558 0596
Password: 846213609
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*Due to recent security issues, attending the meetings via video conference will be for board members only.
Board members shall receive an email with their access information or shall contact Danielle Gerlach with issues.

MEETING AGENDA

1. Welcome & Introductions	Mayor Cook, City of Westfield	2 min.
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ITEMS FOR APPROVAL

2. Minutes from May 21, 2021 Executive Committee Meeting	Mayor Cook, City of Westfield	5 min.
3. Financial Reports	Kristyn Sanchez, IMPO	5 min.
a. Income Statement		
b. Cash Flow Statement		
c. Balance Sheet		
4. Financial Resolution	Anna Gremling, IMPO	10 min.
a. Memorandum		
i. Envision Sustainability Tools, Inc.		
ii. LVR International		
iii. Frost Brown Todd LLC		
b. Resolution # 2021-EXEC-010		

STATUS REPORTS

5. Executive Director Updates	Anna Gremling, IMPO	5 min.
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OTHER BUSINESS

6. Other Items of Business	Anna Gremling, IMPO	5 min.
7. Adjournment	Mayor Cook, City of Westfield	1 min.

Indianapolis Metropolitan Planning Organization
Executive Committee Meeting Minutes
May 21, 2021
9:00 a.m.
Online / Phone

Committee Members Present

Andrew Klinger – Town of Plainfield	Inez Evans - IndyGo
Jason Taylor – City of Fishers	Dennis Buckley – City of Beech Grove
David Borden* – City of Indianapolis	

* = Proxy

Committee Members Absent

Mark Heirbrandt – Hamilton County	Eric Wathen – Hendricks County
Andy Cook – City of Westfield	Brian Jessen – Town of Brownsburg
Dan Parker – City of Indianapolis	

Others Present

Anna Gremling – Indianapolis MPO	Sean Northup – Indianapolis MPO
Nick Badman – Indianapolis MPO	Cole Jackson – Indianapolis MPO
Rose Scovel - Indianapolis MPO	Steve Cunningham – Indianapolis MPO
Annie Dixon – Indianapolis MPO	Jennifer Higginbotham – Indianapolis MPO
Shawn Babst – Town of Brownsburg	Ryan Wilhite - IndyGo
Robert Dirks - FHWA	Kristyn Sanchez – Indianapolis MPO

1. WELCOME

Andrew Klinger called the meeting to order at 9:05 a.m. and turned the meeting over to **Anna Gremling**. **Gremling** then took roll call attendance.

ITEMS FOR APPROVAL**2. MINUTES FOR MARCH 26TH, 2021 EXECUTIVE COMMITTEE MEETING**

Anna Gremling asked if there were any changes to the proposed minutes. There were none.

Member	Result	Member	Result
Indianapolis	Abstain	Plainfield	Approve
IndyGo	Approve	Beech Grove	Approve
Fishers	Approve		

Jason Taylor moved to approve the March 26th Executive Committee minutes.
Dennis Buckley seconded the motion. A roll call vote was conducted.
The March 26, 2021 Executive Committee Minutes were approved.
MOTION PASSES.

3. MONTHLY FINANCIAL REPORT

Sean Northup gave an overview of the monthly financial report and stated that all Unified Planning Work Program (UPWP) local matches have been paid for this year. **Ryan Wilhite** questioned the income statements compared to cash flows and asked if there were any surprises in the report. **Northup** stated there were no surprises but the complete response to the UPWP local match requirements was better than expected and better than previous years. **Anna Gremling** stated going forward the IMPO will ask the Executive Board to accept the financial report at each meeting. **Gremling** continued informing the board the IMPO is working through its first audit and the board will be updated throughout the process.

Member	Result	Member	Result
Indianapolis	Approve	Plainfield	Approve
IndyGo	Approve	Beech Grove	Approve
Fishers	Approve		

Inez Evans moved to accept the financial report.
David Borden seconded the motion. A roll call vote was conducted.
 The financial report was accepted.
 MOTION PASSES.

4. EMERGENCY MEETING POLICY

Anna Gremling stated the IMPO has written an emergency meeting policy and reminded the Committee that the upcoming joint Transportation Technical and Policy Committee meeting will be held in-person at Ivy Tech. **Annie Dixon** introduced the IMPO’s Emergency Meeting Policy and stated there may be changes to the policy due to updated guidance from local, State, or Federal officials. **Dixon** continued stating the Executive Committee will approve any potential amendments to the policy. **Dixon** informed the Committee that the updated emergency procedures are in response to State legislation and Committee members will be asked to attend meetings in-person unless there is an emergency. **Dixon** stated in the near future Committee members will be asked to wear face masks, meetings will still be streamed over YouTube, and some presentations will be given virtually to reduce the number of people in meeting rooms. **Andrew Klinger** questioned how the policies will separate Covid-19 related procedures from other emergencies. **Dixon** responded language in the policy is intentionally broad so that it will cover other types of disasters. **Ryan Wilhite** questioned how the IMPO will respond to language in the State legislation that permits a certain percentage of Committee members to attend remotely. **Anna Gremling** responded they hope all Committee members will meet in-person to reduce logistical issues. **Jason Taylor** questioned if there will be amendments to the policy as Covid-19 is better managed and **Dixon** responded amendments were possible if there is updated guidance from officials in relation to Covid-19. **Klinger** stated he would like to see those amendments approximately within the next six months and **Gremling** responded stating the IMPO will work to separate covid-19 policies from emergency policies as things progress.

Member	Result	Member	Result
Indianapolis	Approve	Plainfield	Approve
IndyGo	Approve	Beech Grove	Approve
Fishers	Approve		

Jason Taylor moved to adopt the Emergency Meeting Policy
Inez Evans seconded the motion. A roll call vote was conducted.
 The Emergency Meeting Policy was adopted.
 MOTION PASSES.

5. IMPO HR MANUAL UPDATES (RES. 2021-EXEC-013)

Anna Gremling stated the IMPO Human Resources (HR) manual was last updated when the IMPO separated from the City of Indianapolis. **Gremling** continued stating since that time many changes have occurred due to the pandemic. **Gremling** stated the IMPO is proposing updates to the HR manual including updated core work hours to better accommodate school pick-up and drop-off, a remote work policy permitting employees to work up to two days per week remotely, and some small corrections or clarifications. **Jason Taylor** asked about internal staff feedback to these proposals and **Gremling** responded stating staff feedback was positive. **Taylor** asks if there will be changes to office leasing and **Gremling** responded the IMPO will stay in its current location for at least the next year and has renewed its lease through the end of 2022. **Ryan Wilhite** asked when the previous lease expired and **Gremling** responded the lease would have expired at the end of 2021. **Jason Taylor** stated they like the flexibility provided by the policy and questioned if staff had adequate supplies to work efficiently remotely. **Gremling** responded that staff was well equipped and will be using Microsoft Teams to collaborate while remote. **Gremling** stated they hope these efforts will benefit staff retention.

Member	Result	Member	Result
Indianapolis	Approve	Plainfield	Approve
IndyGo	Approve	Beech Grove	Approve
Fishers	Approve		

Jason Taylor made a motion to approve Resolution 2021-EXEC-013 concerning the Human Resources Manual **David Borden** seconded the motion. A roll call vote was conducted. Resolution 2021-EXEC-013 was approved. MOTION PASSES.

STATUS REPORTS

6. UPWP MEMBERSHIP DUES

Sean Northup stated the Unified Planning Work Program (UPWP) Federal funding requires a local match of 20% and that match requirement is distributed to IMPO member communities by population. **Northup** continued stating the local match requirement for this year is \$582,000 which is similar to most years though significantly less than 2020-21 where the match was over \$700,000. The higher cost for those years was due to data modeling funding needs. **Andrew Klinger** asks when the distribution will be based on the updated 2020 Census data and **Gremling** responds that she expects the updated Census data will be incorporated next year. **Klinger** asks if the IMPO could provide a match requirement estimate based on the 2019 Census estimates and **Gremling** responded this was possible.

7. Long-Range Transportation Plan Amendment #7

Jen Higginbotham stated Amendment #7 to the Long Range Transportation Plan (LRTP) includes one project which is an interchange modification at I-495 and I-69 but also includes the Madison County Council of Government (MCCOG) TIP adoption. **Higginbotham** asked for questions and, hearing none, stated that there could be another amendment for the August meeting.

8. Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRSSA Funding)

Anna Gremling stated the IMPO will receive approximately \$14 million in federal funds through the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRSSA). **Gremling** stated the IMPO would like to use the funds for projects already scheduled in the TIP to move those projects more quickly, provide relief for an overprogrammed fiscal year, and clean up the projects list in preparation for the upcoming call for projects under the federal exchange program. **Gremling** stated the staff will present a proposal to use these funds in this manner to the Transportation Technical and Policy Committees. **Steve Cunningham** stated the use of the funds in this manner is in line with INDOT guidance. **Jason Taylor** stated that with increased construction costs, inflation, and other factors that the funds may not enable many projects. **Andrew Klinger** agreed expressing concern that much of the funding will be

used by cost increase requests. **Ryan Wilhite** questioned if cost increase requests using these funds will go through the IMPO's regular cost increase process and questions if the intent is to move new projects or to accommodate cost increases. **Cunningham** responded stating the priority is to move new projects but increases are an option. **Kristyn Sanchez** stated cost increases are often the responsibility of that LPA and **Wilhite** agreed expressing the desire to move more projects rather than fund cost increases.

9. **Executive Director's Update**

Gremling stated the Federal Exchange Program guidebook will likely go out to the program's steering committee today. **Gremling** continued stating American Structurepoint will provide highlights at the June 2 joint Transportation Technical and Policy Committees. **Gremling** stated the LRTP performance measures will also be discussed at that meeting. **Rose Scovel** stated regional economic development initiatives continue and **Gremling** stated the Regional Economic Acceleration and Development Initiative (READI) program is moving forward. **Gremling** continued stating some counties may choose to submit READI applications as smaller subregions instead of applying as the entire central Indiana region due to the \$50 million award cap. **Scovel** stated the Indiana Economic Development Corporation is pushing back against sub-regional applications and the IMPO is willing to help in these programs wherever possible.

OTHER BUSINESS

10. **OTHER ITEMS OF BUSINESS**

No other business was discussed.

11. **ADJOURNMENT**

Anna Gremling asked for a motion to adjourn the meeting.

Andrew Klinger moved to adjourn the May 21, 2021 Executive Committee meeting.

Jason Taylor seconded the motion.

The May 21 Executive Committee meeting was adjourned

MOTION PASSES.

Indianapolis Metropolitan Planning Organization
Indy MPO (Consolidated)
Income Statement
From Jan 2021 to Jun 2021

Financial Row	Amount
Ordinary Income/Expense	
Income	
4000 - Revenue from government grants	
4010 - Federal grants	\$1,155,822.40
Total - 4000 - Revenue from government grants	\$1,155,822.40
Total - Income	\$1,155,822.40
Gross Profit	\$1,155,822.40
Expense	
7200 - Salaries & related expenses	
7210 - Regular Salaries & wages	\$324,744.00
7212 - Other Pay	\$2,565.59
7214 - Benefit leave pay	\$59,987.91
7218 - Disability insurance	\$4,576.63
7220 - PERF hybrid	\$42,859.02
7221 - My Choice	\$6,960.62
7230 - Health insurance	\$67,832.64
7234 - Life insurance	\$746.00
7242 - HSA contribution	\$16,562.50
7250 - Social security	\$23,808.88
7252 - Medicare ER	\$5,568.21
7254 - FUTA	(\$1,524.37)
7256 - SUTA	\$6,951.99
Total - 7200 - Salaries & related expenses	\$561,639.62
7500 - Contract service expenses	
7520 - Legal fees	\$40,172.48
7580 - Legal ads	\$853.32
7585 - Misc professional fees	\$300.00
Total - 7500 - Contract service expenses	\$41,325.80
8000 - Contractual consulting services	\$835,122.45
8100 - Nonpersonnel expenses	
8110 - Supplies	\$749.47
8115 - Miscellaneous Expense	\$19.99
8120 - Contractual data services	\$89,587.21
8130 - Telephone & cell phone	\$8,200.00
8170 - Printing & copying	\$615.05
Total - 8100 - Nonpersonnel expenses	\$99,171.72
8200 - Facility & equipment expenses	
8210 - Rent and other occupancy expense	\$28,654.98
8220 - Parking garage expense	\$4,250.00
8270 - Depreciation expense	\$6,427.96
Total - 8200 - Facility & equipment expenses	\$39,332.94
8300 - Travel expenses (lodging transportation and per diem)	
8310 - Mileage	\$54.05
8320 - Registration fees	\$500.00
8399 - Travel expenses - other	\$150.00
Total - 8300 - Travel expenses (lodging transportation and per diem)	\$704.05
8610 - RDA Expenses	\$2,000.00
Total - Expense	\$1,579,296.58
Net Ordinary Income	(\$423,474.18)
Other Income and Expenses	
Other Expense	
8500 - Other expenses	
8520 - Insurance - non-employee related	\$5,439.04
8530 - Membership dues - organization	\$2,600.00

Financial Row	Amount
8540 - Bank Fees	\$2,776.30
8590 - Software licenses	\$38,811.78
Total - 8500 - Other expenses	\$49,627.12
Total - Other Expense	\$49,627.12
Net Other Income	(\$49,627.12)
Net Income	(\$473,101.30)

Indianapolis Metropolitan Planning Organization
Indy MPO : MPO
Balance Sheet
End of Jun 2021

Financial Row	Amount
ASSETS	
Current Assets	
Bank	
1000 - Cash	
1010 - Checking Account	\$1,225,413.11
Total - 1000 - Cash	\$1,225,413.11
Total Bank	\$1,225,413.11
Accounts Receivable	
1100 - Accounts Receivable	
1110 - Accounts receivable/Memb member receivable	\$140,263.28
Total - 1100 - Accounts Receivable	\$140,263.28
Total Accounts Receivable	\$140,263.28
Other Current Asset	
1400 - Other assets	
1410 - Prepaid expenses	\$11,687.10
Total - 1400 - Other assets	\$11,687.10
Total Other Current Asset	\$11,687.10
Total Current Assets	\$1,377,363.49
Fixed Assets	
1600 - Fixed operating assets	
1620 - Furniture, fixtures, & equip	\$77,135.12
Total - 1600 - Fixed operating assets	\$77,135.12
1700 - Accum deprec - fixed operating assets	
1745 - Accum deprec - furn,fix,equip	(\$40,404.14)
Total - 1700 - Accum deprec - fixed operating assets	(\$40,404.14)
Total Fixed Assets	\$36,730.98
Total ASSETS	\$1,414,094.47
Liabilities & Equity	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	
2010 - Accounts payable	\$3,539.48
Total - 2000 - Accounts Payable	\$3,539.48
Total Accounts Payable	\$3,539.48
Other Current Liability	
2100 - Accrued liabilities	
2136 - Local taxes withholding	(\$15.54)
2138 - Disability insurance withholding	\$1,163.33
2141 - Health insurance withholding	\$7,728.21
2142 - Dental insurance withholding	\$817.12
2143 - Vision insurance withholding	\$53.98
2144 - Life insurance withholding	(\$79.61)
Total - 2100 - Accrued liabilities	\$9,667.49
Total Other Current Liability	\$9,667.49
Total Current Liabilities	\$13,206.97
Equity	
Retained Earnings	\$1,873,988.80
Net Income	(\$473,101.30)
Total Equity	\$1,400,887.50
Total Liabilities & Equity	\$1,414,094.47

Indianapolis Metropolitan Planning Organization

Indy MPO (Consolidated)

Cash Flow Statement

From Jan 2021 to Jun 2021

Financial Row	Amount
Operating Activities	
Net Income	(\$473,101.30)
Adjustments to Net Income	
Accounts Receivable	\$1,100,376.86
Other Current Asset	(\$7,544.39)
Accounts Payable	(\$7,870.52)
Other Current Liabilities	(\$29,150.38)
Total Adjustments to Net Income	\$1,055,811.57
Total Operating Activities	\$582,710.27
Investing Activities	
Fixed Asset	\$6,427.96
Total Investing Activities	\$6,427.96
Net Change in Cash for Period	\$589,138.23
Cash at Beginning of Period	\$636,274.88
Cash at End of Period	\$1,225,413.11



Memo

To: IMPO Executive Committee
From: Anna Gremling
Date: 6/18/2021
Re: Resolution Bundle 2021-EXE-010

Resolution Bundle 2021-EXEC-010 includes the following resolutions, which enable the Executive Director to enter into agreements with vendors for products and services as described:

- A. Envision Sustainability Tools, Inc.
 - a. To execute an agreement to provide digital engagement software, MetroQuest, that will provide the IMPO with powerful, flexible, cost effective enhancement to its public outreach and transit education
 - b. Total Cost: Not to exceed \$28,000 (\$22,400 / 80% federal funding and \$5,600.00 / 20% local)
 - c. Term: Begins upon execution of the agreement and terminates one year from the latest date of execution.

- B. LVR International
 - a. To execute an agreement to provide the IndyGo Comprehensive Operations Analysis Public Involvement Plan
 - b. Total Cost: Not to exceed \$75,000 (\$60,000 /80% federal funding and \$15,000/ 20% local match by IndyGo)
 - c. Term: December 31, 2022

- C. Frost Brown Todd, LLC
 - a. To execute Amendment 3 to provide continued legal assistance with attendance at board meetings, legal reviews and like matters
 - b. Cost: \$50,000.00 (\$40,000.00 / 80% federal funding and \$10,000.00 / 20% local match) for a total not to exceed \$179,500.
 - c. Term: December 31, 2021

If you have additional questions, please feel free to call me at 317.327-5136.

**A RESOLUTION OF THE EXECUTIVE COMMITTEE OF
THE INDIANAPOLIS METROPOLITAN PLANNING ORGANIZATION
APPROVING CERTAIN ACTIONS**

Resolution Number 2021-EXEC-010

WHEREAS, the Indianapolis Metropolitan Planning Organization (the “IMPO”) is charged with the responsibility of providing for the continuing, cooperative and comprehensive transportation planning process for the Indianapolis Metropolitan Planning Area (“Planning Area”); and

WHEREAS, the IMPO Executive Committee (“Executive Committee”), a committee of the IMPO, is the overseeing body for the IMPO, other than for transportation-related funding activities of the IMPO under applicable U.S. Department of Transportation regulations; and

WHEREAS, it is the desire of the Executive Committee to authorize and approve certain actions as further set forth in this Resolution.

NOW, THEREFORE, BE IT RESOLVED, by the Executive Committee of the IMPO as follows:

SECTION 1: That the Executive Director is approved and authorized to negotiate and enter into the contracts and agreements listed in Exhibit A attached hereto and incorporated by reference.

SECTION 2: That any prior action taken by the Executive Director or any staff necessary in connection with the item or items approved herein is hereby ratified and adopted as actions on behalf of the IMPO.

SECTION 3: That any officer, including but not limited to the Executive Director of the IMPO, and each of them, is authorized and empowered to take any and all action necessary and to execute all agreements, instruments and other documents, in such form and as each of such officer(s) considers necessary or desirable to effectuate the foregoing resolutions and to carry out the purposes thereof; the taking of any such action and execution of any such agreement, instrument or document to be conclusive evidence of the due authorization thereof by the Executive Committee of the IMPO.

SECTION 4: This Resolution shall be effective immediately upon its passage.

* * * * *

PASSED by the Executive Committee of the Indianapolis Metropolitan Planning Organization by a vote of ____ ayes and ____ nays this ____ day of _____, 2021.

Mayor Andrew Cook
Chair, Indianapolis MPO Executive Committee

Anna M. Gremling, Executive Director
Indianapolis Metropolitan Planning Organization

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EXHIBIT A

CONTRACTS AND AGREEMENTS

ENVISION SUSTAINABILITY TOOLS, INC.

To negotiate and execute an agreement with Envision Sustainability Tools, Inc. to provide digital engagement software, MetroQuest, that will provide the IMPO with powerful, flexible, cost effective enhancement to its public outreach and includes transit education utilizing 80% federal funds provided by the IMPO (\$22,400.00) and 20% local match (\$5,600.00) provided by the IMPO membership dues for a total amount not to exceed \$28,000.00. The term of the contract will begin upon execution of the contract and extend one year from the latest date of execution.

LVR INTERNATIONAL

To negotiate and execute an agreement with LVR International, to provide the IndyGo Comprehensive Operations Analysis Public Involvement Plan utilizing 80% federal funds provided by the IMPO (\$60,000.00) and 20% local match funds provided by IndyGo (\$15,000.00) for a total amount not to exceed \$75,000.00. The term extends to December 31, 2022.

FROST BROWN TODD LLC

To negotiate and execute Amendment 3 with Frost Brown Todd LLC, to provide continued legal assistance with attendance at board meetings, legal reviews and like matters utilizing 80% federal funds provided by the IMPO (\$40,000.00) and 20% local match funds provided by IMPO membership dues (\$10,000.00) not to exceed \$50,000.00, for a total not to exceed \$179,500.00. All other provisions of the agreement remain unchanged.