



TECHNICAL ADVISORY COMMITTEE

September 23, 2009

10:00 – 11:30 a.m.

McCloskey Room (#135)

- I. Call to Order
- II. Approval of Minutes:
 - A. August 26, 2009
- III. Communications from the Chair
- IV. Reports from Officers and/or Committees
 - A. Updates on BMCMPPO funded projects
 - B. Updates on ARRA projects
- V. Reports from the MPO Staff
 - A. FY 2009 Annual Completion Report
 - B. North Campus Area Study
 - C. CY 2010 Meeting Schedule
- VI. Old Business
 - A. Quarterly Reporting
- VII. New Business
 - A. Transportation Enhancement Project
Recommendation Requested
- VIII. Communications from Committee Members (*non-agenda items*)
 - A. Topic Suggestions for future agendas
- IX. Upcoming Meetings
 - A. Policy Committee – October 9, 2009 at 1:30 p.m. (McCloskey Room)
 - B. Technical Advisory Committee – October 28, 2009 at 10:00 a.m. (McCloskey Room)
 - C. Citizens Advisory Committee – October 28, 2009 at 6:30 p.m. (McCloskey Room)

Adjournment



Technical Advisory Committee Meeting Minutes
Aug. 26, 2009 McCloskey Conference Room 135, City Hall

Technical Advisory Committee minutes are transcribed in a summarized outline manner. Audio recordings are on file with the City of Bloomington Planning Department.

Attendance

Technical Advisory Committee: Kurt Babcock (Monroe Co. GIS Coordinator), John Carter (Monroe Co. Community School Corp.), John Collisson (County Highway), Laura Haley (City ITS), Perry Maull (Campus Bus), Lew May (BT), Tom Micuda (City Planning), Doug Norton (Rural Transit), Adrian Reid (Bloomington Engineering), Andrea Roberts (Bloomington Public Works), Mike Trexler (City Controller), Jim Ude (INDOT), Dave Williams (City Parks), and Gregg Zody (Monroe Co. Planning).

Others: Jason Eakin (County Planning), Larry Jacobs (Chamber of Commerce), Morgan Hutton (Chamber of Commerce), Raymond Hess (MPO Staff), Jane Weiser (MPO Staff), and Scott Robinson (MPO Staff).

I. Call to Order—Adrian Reid called the meeting to order.

II. Approval of Minutes:

A. June 24, 2009—Perry Maull moved approval of the minutes. Andrea Roberts seconded. The minutes were approved by a unanimous voice vote.

III. Communications from the Chair--None

IV. Reports from Officers and/or Committees

A. Updates on BMCMPO funded projects

Mr. Carter reported on the Batchelor Safe Routes to School project.

Mr. Norton reported that Rural Transit has added two new routes to Ivy Tech. They now have extensive coverage to Park 48, Cook, Wal-Mart, Goodwill, etc.

Mr. Collisson said the County hopes to open the Smith Rd. and Rogers project by the end of August. Vernal Pike is moving along.

Mr. Reid said the Safe Routes to School project on S. Henderson looks like it will be done early. They have selected consultants for the 17th & Arlington and the Sare & Rogers roundabout. The one at Tapp & Rockport is being advertised.

B. Updates on ARRA projects

Mr. Hess said that he will be attending MPO Council tomorrow to report on the ARRA projects to INDOT and the other MPOs. Any last minute updates should be provided now. The Policy Committee asked for ARRA project reports at their Sept. 11 meeting.

V. Reports from the MPO Staff

A. FY2009 4th Quarter Progress Report

Mr. Hess presented the report. Mr. Micuda asked for an idea of how we are doing with money spent versus money allocated. Mr. Hess said that by the end of 2010, we should be close to having spent 75-80%.

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B. Quarterly Reporting

Mr. Hess reported. FHWA required us to include a quarterly reporting for all road projects in the MPO. This is already required by INDOT for projects outside of the MPO. The new reporting is related to federal road funds such as Surface Transportation Program Funds, Transportation Enhancement, and Safe Routes to School. He presented 2 different handouts for quarterly reporting: INDOT's form; and MACOG's form. MACOG's form is approved by INDOT. Quarterly reporting will not be required until after the first quarter ends which will be September. County Highway has found this reporting to be helpful for tracking projects. Next month, staff will come up with a draft that incorporates elements of these two documents. The adopted quarterly reporting sheet will be sent out to everyone in October. We will submit your completed reports to the State. Mr. Micuda asked if other MPO's are using INDOT's form or creating their own. Mr. Hess wasn't sure at this point.

C. North Campus Area Study

Mr. Hess presented an update on the study. Gorove/Slade is the consultant. They were the sub-consultant on the Campus Master Plan. The consultant has synthesized most of the data that was collected. The second round of workshops with the consultant should take place in mid- to early-September. Currently, 3 alternatives are being analyzed. One alternative is to do nothing. Another approach would be looking at 10th St. and Law/14th St as a one-way pair. The last approach is to keep 10th as two-way and to create another two-way street at Law/14th. After gathering feedback at the Sept. workshops, the consultant will finalize their work as to what the preferred alternative is. A final presentation could be as early as late October.

VI. Old Business--None**VII. New Business****A. Transportation Enhancement Review Committee**

Scott Robinson asked for nominations for up to 2 committee members to sit on our Local TE Selection Committee. This committee will review and make recommendations as to which TE applications to award funds. The recommendation will work its way back through all of the committees and finally to the PC where they will approve it. The recommendations will be forwarded to the State by Oct. 15 for their approval. We have 3 projects. Two were submitted by the City of Bloomington Public Works Department.

- 1.) University Courts historic brick streets restoration (\$130,000 in TE funds)
- 2.) Improving the center landscaping of 3 proposed City roundabouts (\$150,000)

The last application is from Monroe County for the continuation of Karst Farm Trail, Phase II (\$560,000—the entire amount of allocated funds over 2 years).

Mr. Reid requested nominations but added that he wanted to recuse himself since he wrote one of the applications. Mr. Micuda suggested that people indicate their interest. Mr. Robinson added that the MPO staff is able to nominate other people who might possess particular expertise. **Mr. Micuda nominated Dave Williams.** Mr. Williams asked for clarification about the County's 2-year allocation versus the City's 2 1-year requests. Mr. Robinson explained that since we didn't spend last year's money, we have two years of allocations to award. The estimated pots of money are \$280,000 per fiscal year. The



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selection committee cannot make partial awards. **Mr. May seconded Mr. Williams nomination. The motion passed unanimously. Mr. May nominated Mr. Micuda. Ms. Roberts seconded. The motion passed unanimously.**

VIII. Communications from Committee Members (*non-agenda items*)

A. Topic Suggestions for future agendas

IX. Upcoming Meetings

A. Policy Committee – September 11, 2009 at 1:30 p.m. (McCloskey Room)

B. Technical Advisory Committee – September 23, 2009 at 10:00 a.m. (McCloskey Room)

C. Citizens Advisory Committee – September 23, 2009 at 6:30 p.m. (McCloskey Room)

Adjournment

These minutes were _____ by the Technical Advisory Committee at their regular meeting held on September 23, 2009 (RCH 09/23/2009)

DRAFT

LOCAL PUBLIC AGENCY QUARTERLY REPORT

1. Designation number (Des. No.): _____ Kin number(s): _____

2. Project description: _____

3. Quarter: _____
 Jan-Mar (due 4/21); May-June (due 7/21); July-Sept. (due 10/21), or Oct.-Dec. (due 1/21)

4. Year: _____

5. Local public agency (LPA): _____
 A. LPA contact person: _____
 B. Telephone number of LPA contact: _____
 C. E-mail address of LPA contact: _____

6. District: Seymour
 Crawfordsville, Fort Wayne, Greenfield, LaPorte, Seymour, or Vincennes

7. Program: _____
 (STP Group 2, Group 3, Group 4, ARRA, Local Bridge, Transportation Enhancement, HSIP, National Historic Covered Bridge, Forest Highway, Cooperative Recreational Access)

8. Project cost¹

Project Cost	Previous Totals	New Totals	Approved Federal	Local Match
Preliminary Engineering	\$	\$	\$	\$
Land Acquisition	\$	\$	\$	\$
Construction	\$	\$	\$	\$
Construction Engineering	\$	\$	\$	\$
Contingency	\$	\$	\$	\$
Total	\$	\$	\$	\$

9. Schedule

	Last Report	Current
Ready for contracts ² date	_____	_____
Ready for letting date	_____	_____
Letting date	_____	_____
Construction begin date	_____	_____
Construction end date	_____	_____

10. Environmental document
 Type: _____
 Statewide CE, Federal CE, EA/FONSI, EIS/ROD
 Date Completed: _____
 Date of FONSI for an EA or date of ROD for an EIS
 Estimated date it will be complete: _____

¹ Submission of this form does not constitute a request for or approval of additional federal funds.

² Ready for Contracts date is 13 weeks before bids are opened.

11. Land acquisition Last Report
No. Secured
Total No. No. Secured Current
Parcels No. Secured No. Secured
 Estimated date when all parcels will be secured: _____

12. Permits	<u>Required (Y/N)</u>	<u>Date Applied</u>	<u>Date Received</u>	<u>Date Expires</u>
401	_____	_____	_____	_____
404	_____	_____	_____	_____
DNR	_____	_____	_____	_____
Rule 5	_____	_____	_____	_____
FAA	_____	_____	_____	_____
Other ³	_____	_____	_____	_____

All permits were secured as of: _____
 Estimated date when all permits will be received: _____

13. Status of coordination with utilities/relocation of utilities
 Date completed: _____
 Estimated date when complete: _____
 Have you included all reimbursable utility costs as part of construction? _____

14. Status of railroad coordination
 Date completed: _____
 Estimated date when complete: _____

15. Comments (Explain changes in cost or schedule; list progress since the last report):

16. Project Manager: _____
Name Firm

Phone E-Mail

17. Signed by LPA: _____
Name Title Date

18. Complete Streets:
 Have there been any changes to the project which would affect its compliance with BMCMPO Complete Streets Policy (yes, no, NA)? _____
 Please identify any issues related to Complete Streets: _____

 Please identify any new details on project implementation related to Complete Streets: _____

 Please identify the preferred design solutions to fulfill the project parameters of the Complete Streets Policy: _____

³ Please specify the type of other permit.

19. Milestones: Enter dates on lines provided using MM/YYYY format for ALL achieved milestones.

STEP ONE Consultant Selection & Contract Processing.....(30-90 days)

- _____ Programmed in TIP/STIP
- _____ Early Coordination Meeting with District
- _____ Master Contract Initiated
- _____ LPA completes Consultant Selection Process/Selects Consultant
- _____ LPA and Consultant sign contract

STEP TWO Data Collection.....(30-60 days)

- _____ LPA/Consultant Scope Meeting with District
- _____ Review Production Requirements and Schedule
- _____ Discuss Environmental Requirements
- _____ Field Survey Data Collection
- _____ Early Coordination

STEP THREE Preliminary Environmental.....(30-60 days)

- _____ Grade Review
- _____ Prepare Draft Environmental Documents
- _____ Submit Preliminary Field Check Plans
- _____ Completed coordination with utilities/relocation of utilities
- _____ Completed railroad coordination

STEP FOUR Stage 1 Design.....(90-120 days)

- _____ Conduct Field Check
- _____ Submit Hearing Plans – Update Cost Estimates

STEP FIVE Stage 2 Design.....(90-160 days)

- _____ Advertise and Hold Hearing
- _____ Revise per public comments
- _____ Submit Environmental for approval

STEP SIX Environmental Approval.....(15-30 days)

- _____ Submit Final Design Summary Report/Request Design Approval
- _____ Environmental Approved: Environmental Document Type: _____

STEP SEVEN Right-of-Way Plans.....(15-30 days)

- _____ Notice to Proceed with RW Acquisition
- _____ Submit RW Coordination Meeting with District
- _____ Start RW services

STEP EIGHT Land Acquisition.....(10-20 months)

- _____ Initiate Permit Process
- _____ Start RW Acquisition
- _____ Completed acquisition of parcels

STEP NINE Stage 3 Design.....(30-90 days)

- _____ Start consultant Selection for CE (if not already complete)
- _____ Start RW Acquisition

STEP TEN Final Plan Package.....(60-90 days)

- _____ Submit Final check Plans
- _____ Submit Final Tracings Update SPMS and schedule dates
- _____ Ready for Contracts List

STEP ELEVEN Contracts Bid Letting.....(90 days)

- _____ LPA Agreements completed
- _____ Bids are Let
- _____ Contracts are Awarded

Send (by e-mail or mail) to the appropriate INDOT District Local Programs Coordinator and to the Bloomington/Monroe County Metropolitan Planning Organization