



Citizens Advisory Committee Meeting Minutes
September 28, 2011 McCloskey Conference Room 135, City Hall

*Citizens Advisory Committee (CAC) Minutes are transcribed in a summarized outline manner.
Audio recordings of the meeting are available in the Planning Department for reference.*

Attendance

Citizens Advisory Committee (Voting Members): Paul Ash (McDoel NA), Jack Baker (McDoel NA), Vice-Chair Laurel Cornell (Citizen), Elizabeth Cox-Ash (McDoel NA), Joanne Henriot (Bryan Park NA), Larry Jacobs (Chamber of Commerce), Ted Miller (citizen), Bill Milroy (Old Northeast NA), and David Walter (6th and Ritter NA).

Others in Attendance (including Non-Voting CAC Members): David Sabbagh (Citizen), Mary Boutain (Area 10 Agency on Aging), Steven Walls (INDOT), Scott Robinson (BMCMPPO Staff), and Raymond Hess (BMCMPPO Staff).

- I. Call to Order and Introductions (~6:35 PM)**
- II. Approval of Minutes** – Mr. Jacobs motioned to approve the August 24, 2011 minutes. Ms. Cox-Ash seconded and the motion passed unanimously.
- III. Communications from the Chair** – There were no communications.
- IV. Reports from Officers and/or Committees** – There were no reports.
- V. Reports from MPO Staff**
 - A. Roundabout Presentation** – Mr. Robinson explained the CAC requested to have a general presentation about roundabouts at the last meeting. He showed a video from the Federal Highway Administration about roundabouts. The membership indicated the video was informative. Some issues the CAC requested staff to research further are: how roundabouts can accommodate those with visual impairments; how pedestrians negotiate roundabouts; and what factors determine the size of roundabouts. Staff will try to find additional information on these subjects and report back to the CAC.
- VI. Old Business**
 - A. Public Comment Discussion** – Mr. Hess indicated some CAC members have raised concern about how public comment is handled at the meetings. Staff would like direction from the CAC on how public comment should be handled. Ms. Cox-Ash indicated she would prefer a more formal approach to deal with public comment so that a meeting can't be 'hijacked.' Mr. Jacobs suggested that an item be placed at the end of the agenda which would allow the public to make general comments. Mr. Hess stated there is a public comment period before the CAC takes action on an agenda item, as prescribed in the operational bylaws. Mr. Robinson reminded the CAC of the established process for CAC members to bring up and discuss items: 1) "Topic Suggestions for future agendas" is on every agenda and Committee members can bring up discussion items during the meeting; 2) Staff meets with the Chair and Vice-Chair two weeks before the CAC meeting to set the draft agenda - CAC members can always contact staff or the Chair/Vice-Chair with topic suggestions before the agenda is drafted; 3) Staff sends out the draft agenda to all CAC

members 2 weeks before the meeting - this allows CAC members to review the draft agenda and submit materials for inclusion before the packet is distributed (one week prior to the meeting).

B. Transportation Improvement Program Discussion

a. Information needed to make decisions about projects

Mr. Hess stated BMCMPPO staff would like suggestions from the CAC on information they would like to have related to project development. An unproductive cycle has played out on several projects recently in which projects are programmed in the TIP and then there is a push to either delay the projects or remove them before they go to construction. He reviewed the process currently used to gather information about projects and relay that information back to the Committees. He went over the TIP project submittal form and the information gathered for new projects added to the TIP. He also went over the information gathered as part of the quarterly project tracking and how that is synthesized into the reports that are distributed back to the Committees. Mr. Hess said there may be opportunities to improve the information gathered as part of the TIP project submittal form or the quarterly project tracking and that staff is open to suggestions on improvements. The CAC appreciated the review of how projects are submitted for consideration and how updates are provided. Ms. Cornell asked CAC members to provide any suggestions to staff.

b. Project Prioritization and Scoring System (not discussed)

c. Relation to other locally adopted documents (not discussed)

VII. New Business

VIII. Communications from Committee Members – It was suggested that agenda items VI.B.b. Project Prioritization and c. Relation to other locally adopted documents be carried forward to the October meeting since they were not discussed.

IX. Upcoming Meetings

- A. Technical Advisory Committee – October 26, 2011 at 10:00am (McCloskey Room)
- B. Citizens Advisory Committee– October 26, 2011 at 6:30pm (McCloskey Room)
- C. Policy Committee – November 4, 2011 at 1:30pm (Council Chambers)

Adjournment (~7:55 PM)

*These minutes were accepted by the CAC at their regular meeting held on October 26, 2011.
(RH: 10/26/2011)*