



TECHNICAL ADVISORY COMMITTEE

April 25, 2018

10:00 – 11:30 am

McCloskey Room (#135)

- I. Call to Order and Introductions
 - II. Approval of Minutes*
 - a. March 28, 2018
 - III. Communications from the Chair and Vice-Chair
 - IV. Reports from Officers and/or Committees
 - a. LPA Project Updates
 - V. Reports from the MPO Staff
 - a. I-69 Update
 - b. FY 2018 – 2021 Transportation Improvement Program Administrative Amendments
 - VI. Old Business
 - a. FY 2018-2020 Transportation Improvement Program Amendments*
 - (1) Monroe County - Vernal Pike Connector 1702957
 - (2) INDOT - Bridge Deck Overlay SR 37 .05 miles S of SR 45 over abandoned RR and Clear Creek, SBL1702627
 - (3) INDOT - Bridge Deck Overlay SR 37 .05 miles S of SR 45 over abandoned RR and Clear Creek, NBL1800730
 - (4) INDOT – Concrete pavement restoration SR 37 to 0.38 mile E of I-69 (end of concrete) 1800968
 - (5) INDOT – Concrete pavement restoration SR 46 from 0.44 miles W of I-69 to I-69 1800971
 - (6) INDOT – HMA Overlay, preventative maintenance SR 446, 7.83 miles N of SR 58 (Chapel Hill road) to 0.98 miles S of SR 46 (E Moore’s Pike) 1801087
 - (7) INDOT - Bridge thin deck overlay SR 37 3.65 miles S of SR 45 over abandoned RR, NBL 1801171
 - (8) INDOT – Bridge thin deck overlay SR 37 3.65 miles S of SR 45 over abandoned RR, SBL 1801172
 - VII. New Business
 - a. Draft FY 2019 - 2020 Planning Work Program
 - b. Complete Streets Policy Advisory Group*
 - c. Operational Bylaws Discussion
 - VIII. Communications from Committee Members (*non-agenda items*)
 - a. Topic Suggestions for Future Agendas
- Upcoming Meetings
- b. Policy Committee – May 11, 2018 at 1:30 p.m. (Council Chambers)
 - c. Technical Advisory Committee – May 23, 2018 at 10:00 a.m. (McCloskey Room)
 - d. Citizens Advisory Committee – May 23, 2018 at 6:30 p.m. (McCloskey Room)

Adjournment

**Action Requested / Public comment prior to vote (limited to five minutes per speaker).*

Auxiliary aids for people with disabilities are available upon request with adequate notice. Please call [812-349-3429](tel:812-349-3429) or e-mail human.rights@bloomington.in.gov.



TECHNICAL ADVISORY COMMITTEE MINUTES

March 28, 2018 10:00 – 11:30 a.m.

McCloskey Room (#135)*

Technical Advisory Committee Minutes are transcribed in a summarized outline manner. Audio recordings of the meeting are available in the Planning & Transportation Department for reference. The MPO Technical Advisory Committee met on Wednesday, March 28, 2018 at 10:00 a.m. in the McCloskey Conference Room, #135.

Members present: Lisa Salyers, Perry Maull, Jane Fleig, Jason Eakin, Hillary Lowther, Laura Haley, Terri Porter, and Andrew Cibor

Staff present: Pat Martin, Anna Dragovich and Scott Robinson

- I. Call to order and Introductions
- II. Approval of Minutes
- III. Communications from the Chair – None.
- IV. Reports from Officers and/or Committees
- V. Reports from MPO Staff
 - a. I-69 Update
- VI. Old Business
- VII. New Business
 - a. FY 2018-2021 Transportation Improvement Program Amendments* - The staff presented a Monroe County request for the addition of the Vernal Pike connector project and number of INDOT pavement maintenance projects. A vote was deferred until the April meeting due to lack of quorum, lingering questions from committee members and the need to hold a 30 day public comment period.
 - b. Draft FY 2018 Unified Planning Work Program Amendment* - Staff presented to the committee pertinent background information regarding the surplus of planning (PL) funds. Staff then presented two Bloomington Transit planning studies that could potentially be funding. The first was a route optimization study and the second was a structural engineering assessment study for the Grimes Lane Facility.
 - c. Draft FY 2019 – 2020 Unified Planning Work Program – Staff presented information on proposed studies that could be included in the new work program and utilize the surplus funds described in the agenda item above. The first is a route optimization study for Rural Transit and the second is a planning study for Monroe County that would look at the Southwestern area of the MPO urbanized area.
- VIII. Communications from Committee Members (non-agenda items)
 - a. Topic Suggestions for Future Agendas – TAC members asked staff to put on future agendas a discussion on the Operational Bylaws and a presentation on the MTP model outputs and capabilities.

Meeting was adjourned at approximately ~11:00a.m.

LOCAL AGENCY COORDINATION MEETING



Section 5

MEETING DESCRIPTION: INDOT LOCAL AGENCY COORDINATION MEETING

MEETING DATE & TIME: April 17, 2018; (Minutes from April 3, 2018)

MEETING LOCATION: 6550 Connaught Rd Room #1, Bloomington, IN

ATTENDEES:

NAME	ORGANIZATION	PRESENT	NAME	ORGANIZATION	PRESENT
Andrew Cibor	City of Bloomington		Sandra Flum	INDOT	
Anna Dragovich	City of Bloomington		James Culbertson	INDOT	
Ben Ayers	Monroe County		Pete Jerrell	Walsh	
Lisa Ridge	Monroe County				
Paul Satterly	Monroe County				

MEETING AGENDA:

ITEM	TOPIC	OWNER	STATUS
1 – PROJECT SCHEDULE			
1.1	Overall Project Schedule Completion - August 2018	Jerrell	O
1.2	<p>Zone #1 – Fullerton Pike, Tapp Rd, 2nd St, 3rd St, Vernal Pike, Mainline Notes: Fullerton majority is completed, checking condition of the former through streets and complete sidewalk on west side Tapp deck scheduled for Friday (6th), ramp work on west side in May open by June 2nd MSE wall in SE quadrant complete and ready to backfill, then curbs/sidewalks will be about 3 weeks till traffic switch 3rd MSE walls on south side complete in 2 weeks then pave and sidewalks, about a month until traffic switch Vernal grade pedestrian path and surface as soon as it dries Mainline soundwall complete in 2-3 weeks, median paving near Tapp Thursday (5th) then switch traffic to allow drainage work, CSX traffic switch next week (9th)</p>	Jerrell	O
1.3	<p>Zone #2 – Walnut, Sample, Mainline Notes: Walnut closed until April 19th Sample deck pour week of 9th and paving by end of month Mainline median drains week of 9th then treatment/working subgrade throughout zone, shoulder widening week of 9th then more drainage work</p>	Jerrell	O
1.4	<p>Zone #3 – Chambers, Little Indian, Jordan, Liberty Church, Mainline Notes: Chambers set beams last week (3/26) Little Indian beam set next week (9th) Jordan beams set yesterday (2nd) Liberty Church earthwork prepping to pave Mainline NB south to north paving, scheduled to open June</p>	Jerrell	O

LOCAL AGENCY COORDINATION MEETING



Section 5

done
done

2 – MOT DISCUSSIONS			
2.1	Signal at 3 rd St. – INDOT will replace signal per plan and will continue to maintain as necessary. Signal has antiquated equipment that needs to be repaired weekly. Notes: not as many complaints but local traffic is diverting to other routes	Bunselmeier	O
2.2	SE Wayport Site Distance – DLZ reviewing site distance issue Notes: County has approved lowering speed limit to 30 mph from gas station to rountabout	Bunselmeier	O
2.3	SE Wayport Curb & Gutter – As-built information provided to DLZ and FDC has been created. DLZ working on re-design. Construction will be performed once new plans are approved.	Jerrell	O
2.4	Crescent Striping – Confusing to public. Issue was addressed. Notes: Temporary striping removed and overlay after the sidewalks are completed then permanent striping	Jerrell	C
2.5	Barricades at Bottom Road, final design has a utility drive. Needs redlined and deterrent for people to drive into ditch		
2.6	Road closed signage, local traffic at SR 46 and Walnut, county would like to see some barricades for soft closure at NE corner		
ITEM	TOPIC	OWNER	STATUS
3 – MISCELLANEOUS			
3.1	Transfer Agreements – Status	Flum	O
3.2	Edge of Pavement & GIS Data for City of Bloomington Notes: survey received, will be sent to Laura	Jerrell	O
3.5	Kinser Permanent Closure Signs – James asked if they could be pulled. Monroe County had no issue. INDOT will remove signs.	Jerrell	C
3.6	Wiley/Showers Cul-Da-Sac – INDOT discussed options with County to work around a major utility conflict that will affect project schedule. Notes: County does not want to lose a connecting point to Wayport. State will coordinate utility move, build Wayport as planned and install connection when clear of utility. This may occur after August 2018	Bunselmeier	C
3.7	Bridge 913 needs repairs, county is working on completing repairs while Walnut is closed. Coordination continues	Ridge/ Bunselmeier	C
3.8	County sign size review. Provide plan details to county for final review	Rhoades	O



MEMORANDUM

To: BMCMPO Policy Committee
 From: Anna Dragovich
 Date: April 9, 2018
 Re: Transportation Improvement Program Administrative Approvals

Since the last Policy Committee meeting on March 9, 2018, the City of Bloomington requested three amendments to the FY 2018-2021 Transportation Improvement Program. As detailed in the Public Participation Plan, the requests were processed as “administrative approvals”. This process allows the BMCMPO Director and Chair of the Policy Committee to approve certain amendments to the TIP after review by the membership. Any Policy Committee member may object to any of the administrative amendments. If this happens, the administrative amendment would be treated as a “minor amendment” and brought before the entire Policy Committee as an item on the next agenda. All Policy Committee members had the required three business days to object to the proposed amendments. No objections were received, leaving the amendments to be processed as requested.

1. The City of Bloomington has requested an amendment to the Tapp Road & Rockport Road Intersection project (DES# 0901730). Where construction engineering (CE) and construction (CN) funding for the project was originally programmed in the TIP for \$2,583,642 using STP funds in fiscal year 2018, the City requests that \$37,596 be removed from CE and remove \$313,806 from CN (total \$351,402 of FY18 STP). The City's CE contract on this project required less MPO funding than programmed in the TIP and construction bids came in favorably. As a result, some of the federal funds programmed for this project won't be put to use unless transferred to a project with FY18 federal funding.

The table below illustrates how the project was programmed before the changes.

Tapp Road & Rockport Road Intersection [0901730]					
Project Phase	Fiscal Year	Federal Source	Federal Funding	Local Match	Total
CE	2018	STP	\$ 352,315	\$ 88,078	\$ 440,393
CN	2018	STP	\$2,231,327	\$ 557,832	\$ 3,150,000
		-	\$ -	\$ 360,841	
Totals			\$2,583,642	\$1,006,751	\$ 3,590,393

The table below illustrates requested modifications.

Tapp Road & Rockport Road Intersection [0901730]					
Project Phase	Fiscal Year	Federal Source	Federal Funding	Local Match	Total
CE	2018	STP	\$ 314,718	\$ 78,680	\$ 393,398
CN	2018	STP	\$1,917,521	\$ 479,380	\$ 2,539,952
		-	\$ -	\$ 143,050	
Totals			\$2,232,239	\$ 701,110	\$ 2,933,349

Bloomington/Monroe County Metropolitan Planning Organization

2. The City of Bloomington has also requested an amendment to the Sare Road Multi-use Path project (DES# 1700736). Where preliminary engineering (PE) funding for the project was originally programmed in the TIP for \$166,491 using STP funds in fiscal year 2018, the City requests that \$104,000 of the Tapp Rd. & Rockport Rd. project be added to this funding line.

The table below illustrates how the project was programmed before the changes.

Sare Road Multiuse Path [1700736]					
Project Phase	Fiscal Year	Federal Source	Federal Funding	Local Match	Total
PE	2018	STP	\$ 166,491	\$ 41,622	\$ 208,113
RW	2019	-	\$ -	\$ 144,000	\$ 144,000
CE	2020	STP	\$ 174,000	\$ 43,500	\$ 217,500
CN	2020	STP	\$ 1,160,000	\$ 290,000	\$ 1,450,000
Totals			\$ 1,500,491	\$ 519,122	\$ 2,019,613

The table below illustrates requested modifications.

Sare Road Multiuse Path [1700736]					
Project Phase	Fiscal Year	Federal Source	Federal Funding	Local Match	Total
PE	2018	STP	\$ 270,491	\$ 68,831	\$ 339,322
RW	2019	-	\$ -	\$ 144,000	\$ 144,000
CE	2020	STP	\$ 174,000	\$ 43,500	\$ 217,500
CN	2020	STP	\$ 1,160,000	\$ 290,000	\$ 1,450,000
Totals			\$ 1,604,491	\$ 546,331	\$ 2,150,822

3. The City of Bloomington has also requested an amendment to the Pedestrian Safety & Accessibility at Signalized Intersection project (DES# 1600426). Where construction engineering and construction funding for the project was originally programmed in the TIP for \$502,452, they have requested a shift of \$1,000 from CE to CN and add \$247,402 of the Tapp-Rockport FY18 STP to CN. The City's CE contract on this project required less MPO funding than programmed in the TIP and construction bids came in high. Therefore, the City would like to transfer the remaining CE funds on this project and the remainder of the excess Rapp Rd. & Rockport Rd. project funds to CN funds on this project.

The table below illustrates how the project was programmed before the changes.

Pedestrian Safety & Accessibility at Signalized Intersections [1600426]					
Project Phase	Fiscal Year	Federal Source	Federal Funding	Local Match	Total
CE	2018	HSIP	\$ 70,000	\$ 7,777	\$ 77,777
CN	2018	HSIP	\$ 400,684	\$ 44,520	\$ 484,914
		STP PYB	\$ 31,768	\$ 7,942	
Totals			\$ 502,452	\$ 60,239	\$ 562,691

Bloomington/Monroe County Metropolitan Planning Organization

The table below illustrates requested modifications.

Pedestrian Safety & Accessibility at Signalized Intersections [1600426]					
Project Phase	Fiscal Year	Federal Source	Federal Funding	Local Match	Total
CE	2018	HSIP	\$ 69,000	\$ 7,839	\$ 76,839
CN	2018	HSIP	\$ 401,684	\$ 44,631	\$ 773,760
		STP	\$ 247,402	\$ 80,043	
Totals			\$ 718,086	\$ 132,513	\$ 850,599



To: BMCMPO Technical Advisory Committee & Citizens Advisory Committee

From: Anna Dragovich

Date: April 18, 2018

Re: FY 2018-2021 Transportation Improvement Program (TIP) Amendments

BACKGROUND

These amendments were presented to the TAC and CAC at their March 28 meeting. A vote was delayed due to the required 30 day public comment period not yet being complete. That comment period is currently open starting April 6 and ending on May 7.

A number of questions were raised by the committees regarding the Vernal Pike Connector project managed by Monroe County.

Why put a non-MPO project into the TIP? What is the threshold and value gained from putting a project like this in the TIP?

The main reason we are asking the MPO committees to vote for this project to be amended into the TIP is transparency. MPO staff feel it is important for the public and MPO committees to have knowledge of this project. Additionally, the project is using a large amount of local funds for preliminary engineering and right-of-way through the Monroe County Redevelopment Commission. And construction will include a new road connection to a major community destination over an existing railroad. These reasons and consultation with INDOT lead us to the thinking that this project is of regional significance and should be included into the MPO TIP.

Does INDOT or FHWA have any issues amending a locally funded project in to their STIP?

FHWA ultimately has no issue with including this project in to the TIP and encouraged MPO staff to coordinate with INDOT on this question. Conversations with INDOT lead us to the thinking that this project is of regional significance and should be included into the MPO TIP for transparency. INDOT has no issue including this project into their STIP.

PROJECT INFORMATION

Monroe County requests one amendment to the FY 2018-2021 TIP. The proposed Amendment includes:

Vernal Pike Connector Road – New roadway & bridge preliminary engineering, right-of-way acquisition and construction (DES#1702957)

This project will fund a new Roadway from Vernal Pike southward to the new segment of Profile Parkway/Gates Drive including a new bridge over the Indiana Rail in Monroe County. The roadway will include a sidewalk and multi-use path.

Vernal Pike Connector Road (DES#1702957)					
Project Phase	Fiscal Year	Federal Source	Federal Funding	Local Match	Total
PE	2019	N.A.	\$0	\$1,095,000	\$1,095,000
RW	2021	N.A.	\$0	\$1,045,000	\$1,045,000
Totals			\$0	\$2,140,000	\$2,140,000

The Indiana Department of Transportation requests two amendments to the FY 2018-2021 TIP. The proposed amendments include:

SR446 - 7.83 miles N of SR 58 (Chapel Hill Road) to 0.98 miles S of SR 46 (E. Moores Pike) (DES#1801087). This project will fund preliminary engineering and construction of an HMA overlay for preventative maintenance.

SR 446 - 7.83 miles N of SR 58 to 0.98 miles S of SR 46 (DES#1801087)					
Project Phase	Fiscal Year	Federal Source	Federal Funding	State Match	Total
PE	2019	STP	\$88,000	\$22,000	\$110,000
CN	2021	STP	\$2,307,354	\$576,839	\$2,884,193
Totals			\$2,395,354	\$598,839	\$2,994,193

SR37 - 3.65 miles S of SR 45 over abandoned RR SBL (DES#1801172). This project will fund preliminary engineering and construction of a bridge thin deck overlay.

SR 37 - 3.65 miles S of SR 45 over abandoned RR SBL (DES#1801172)					
Project Phase	Fiscal Year	Federal Source	Federal Funding	State Match	Total
PE	2019	NHPP	\$16,000	\$4,000	\$20,000
CN	2020	NHPP	\$158,023	\$39,506	\$197,529
Totals			\$174,023	\$43,506	\$217,529

SR37 - 3.65 miles S of SR 45 over abandoned RR NBL (DES#1801171). This project will fund preliminary engineering and construction of a bridge thin deck overlay.

SR 37 - 3.65 miles S of SR 45 over abandoned RR NBL (DES#1801171)					
Project Phase	Fiscal Year	Federal Source	Federal Funding	State Match	Total
PE	2019	NHPP	\$16,000	\$4,000	\$20,000
CN	2020	NHPP	\$158,023	\$39,506	\$197,529
Totals			\$174,023	\$43,506	\$217,529

SR37 - 4.05 miles S of SR 45 over abandoned RR and Clear Creek NBL (DES#1800730). This project will fund preliminary engineering and construction of a bridge thin deck overlay.

SR 37 - 4.05 miles S of SR 45 over abandoned RR and Clear Creek NBL (DES#1800730)					
Project Phase	Fiscal Year	Federal Source	Federal Funding	State Match	Total
PE	2019	NHPP	\$96,000	\$24,000	\$120,000
CN	2021	NHPP	\$853,388	\$21,3347	\$1,066,735
Totals			\$949,388	\$23,7347	\$1,186,735

SR37 - 4.05 miles S of SR 45 over abandoned RR and Clear Creek SBL (DES#1702627). This project will fund preliminary engineering and construction of a bridge thin deck overlay.

SR 37 - 4.05 miles S of SR 45 over abandoned RR and Clear Creek NBL (DES#1702627)					
Project Phase	Fiscal Year	Federal Source	Federal Funding	State Match	Total
PE	2019	NHPP	\$96,000	\$24,000	\$120,000
CN	2021	NHPP	\$893,648	\$223,412	\$1,117,060
Totals			\$893,744	\$247,412	\$1,237,060

SR45 - I-69 to 0.38 miles E of I-69 (End of concrete) (DES#1800968). This project will fund construction for concrete pavement restoration (CPR).

SR45 - I-69 to 0.38 miles E of I-69 (End of concrete). (DES#1800968)					
Project Phase	Fiscal Year	Federal Source	Federal Funding	State Match	Total
PE	2019	NHPP	\$8,000	\$2,000	\$10,000
CN	2021	NHPP	\$1,074,698	\$268,675	\$1,343,373
Totals			\$1,082,698	\$270,675	\$1,353,373

SR46 – 0.44 miles W of I-69 to I-69 (DES#1800971). This project will fund preliminary engineering and construction for concrete pavement restoration (CPR).

SR46 – 0.44 miles W of I-69 to I-69 (DES#1800971)					
Project Phase	Fiscal Year	Federal Source	Federal Funding	State Match	Total
PE	2019	NHPP	\$8,000	\$2,000	\$10,000
CN	2021	NHPP	\$827,347	\$206,837	\$1,034,184
Totals			\$835,347	\$208,837	\$1,044,184

Requested Action

Make a recommendation on the proposed projects to the FY2018-2021 Transportation Improvement Program for the May 11, 2018, BCMPO Policy Committee meeting.



FY 2018-2021 Transportation Improvement Program Project Request Form

Mail: Bloomington/Monroe County MPO
401 N. Morton Street, Suite 130
Bloomington, Indiana 47402
Email: martipa@bloomington.in.gov
Fax: (812) 349-3530

Section 1: Local Public Agency Information

- City of Bloomington
- Monroe County
- Town of Ellettsville
- Indiana University
- Bloomington Transit
- Rural Transit
- INDOT
- _____

Employee in Responsible Charge (ERC): Lisa Ridge
Phone: 812.349.2555
Email: ljridge@co.monroe.in.us

Section 2: Verification

I hereby certify that the information submitted as part of this form is complete and accurate. Furthermore, if applicable, I certify that the project complies with the BMCMPPO Complete Streets Policy.

Lisa Ridge

Employee in Responsible Charge (ERC)

February 26, 2018

Date

Section 3: Project Information

- A. Project Name: **Vernal Pike Connector Road**
- B. Is project already in the TIP?
 Yes No
- C. DES # (if assigned): **1702957**
- D. Project Location (detailed description of project termini): A new connector road from Vernal Pike to the new segment of Profile Parkway/Gates Drive that will include a bridge over the existing Indiana Railroad.
- E. Please identify the primary project type (select only one):
 - Bicycle & Pedestrian
 - Bridge
 - Road – Intersection

- Road – New/Expanded Roadway
- Road – Operations & Maintenance
- Road – Reconstruction/Rehabilitation/Resurfacing
- Sign
- Signal
- Transit

F. Project Support (local plans, LRTP, TDP, etc.):

G. Allied Projects: I69 Project with INDOT, Profile Parkway Extension

H. Does the Project have an Intelligent Transportation Systems (ITS) component?

- Yes No

If yes, is the project included in the MPO's ITS Architecture?

- Yes No

I. Anticipated Letting Date: FY2022

Section 4: Financial Plan

Identify all anticipated costs for all phases of the project, including any costs anticipated in years beyond the scope of this TIP. All phases must incorporate a four percent (4%) per year inflation factor per BMCMPPO policy. All CN phases must include an appropriate amount of funding for construction inspection in addition to project construction costs.

Note: Fiscal Year 2018 begins on July 1, 2017, and ends on June 30, 2018.

Phase	Funding Source	FY 2018	FY 2019	FY 2020	FY 2021	Outlying Years
PE	Local	\$	\$ 1,095,000	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
RW	Local	\$	\$	\$	\$ 1,045,000	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
CE		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
CN		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
Totals:		\$	\$1,095,000		\$1,045,000	\$

Section 5: Complete Streets Policy

A. Select one of the following:

- Compliant** - This project is subject to the Complete Streets Policy because it involves the new construction or reconstruction of local roadways that will use federal funds through the BMCMPPO for any phase of project implementation. *Additional Information items 1-8 (below) must be submitted for Compliant projects.*

- Not Applicable** - This project is not subject to the Complete Streets Policy because it is a transit project, a non-roadway project, a resurfacing activity that does not alter the current/existing geometric designs of the roadway, or is a project that uses federal funds for which the BMCMPPO does NOT have programming authority. *No Additional Information items (below) have to be provided for projects to which the Complete Streets Policy does not apply.*
- Exempt** – The LPA is requesting that this project be exempted from the Complete Streets Policy due to certain circumstances or special constraints, as detailed in Section IV of the Complete Streets Policy. Please provide a detailed explanation of why the project should be exempted. *Additional Information items 1, 4-8 (below) must be submitted for Exempt projects.*

Justification for Exemption: _____

B. Additional Information:

Attach to this application form the following information as required by the Complete Streets Policy. If any items are unknown at the time of application, the applicant may indicate that “specific information has not yet been determined.” Any required information not provided at the time of this application must be reported to the MPO as soon as it becomes available.

- 1) Detailed Scope of Work – Provide relevant details about the project that would be sufficient to use when seeking consulting services (detailed project description, vehicular elements, non-vehicular elements, new construction/reconstruction).
- 2) Performance Standards – List specific performance standards for multimodal transportation, including, but not limited to transit, pedestrian, bicycle, and automobile users, ADA and Universal Design, environmental, utilities, land use, right of way, historic preservation, maintenance of services plan, and any other pertinent design component in relation to current conditions, during implementation/construction, and upon project completion.
- 3) Measurable Outcomes – Identify measurable outcomes the project is seeking to attain (e.g. safety, congestion and/or access management, level-of-service, capacity expansion, utility services, etc.).
- 4) Project Timeline – Identify anticipated timelines for consultant selection, public participation, design, right-of-way acquisition, construction period, and completion date.
- 5) Key Milestones – identify key milestones (approvals, permits, agreements, design status, etc.).
- 6) Project Cost – Identify any anticipated cost limitations, additional funding sources, project timing, and other important cost considerations not included in the table above.
- 7) Public Participation Process – Describe the public participation process (types of outreach, number and type of meetings, etc.), and the benchmark goals for the project (participation rates, levels of outreach, levels of accountability and corresponding response methods to input received, etc.).
- 8) Stakeholder List – Identify the key parties/agencies/stakeholders/interest groups anticipated to be engaged during project development and their respective purpose for being on the list.

Not Applicable - This project is not subject to the Complete Streets Policy because it is a transit project, a non-roadway project, a resurfacing activity that does not alter the current/existing geometric designs of the roadway, or is a project that uses federal funds for which the BMCMPPO does NOT have programming authority. *No Additional Information items (below) have to be provided for projects to which the Complete Streets Policy does not apply.*

Exempt – The LPA is requesting that this project be exempted from the Complete Streets Policy due to certain circumstances or special constraints, as detailed in Section IV of the Complete Streets Policy. Please provide a detailed explanation of why the project should be exempted. *Additional Information items 1, 4-8 (below) must be submitted for Exempt projects.*

Justification for Exemption: _____

B. Additional Information:

Attach to this application form the following information as required by the Complete Streets Policy. If any items are unknown at the time of application, the applicant may indicate that “specific information has not yet been determined.” Any required information not provided at the time of this application must be reported to the MPO as soon as it becomes available.

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- 3) Measurable Outcomes – Identify measurable outcomes the project is seeking to attain (e.g. safety, congestion and/or access management, level-of-service, capacity expansion, utility services, etc.).
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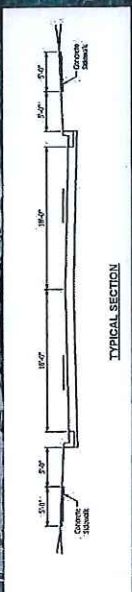
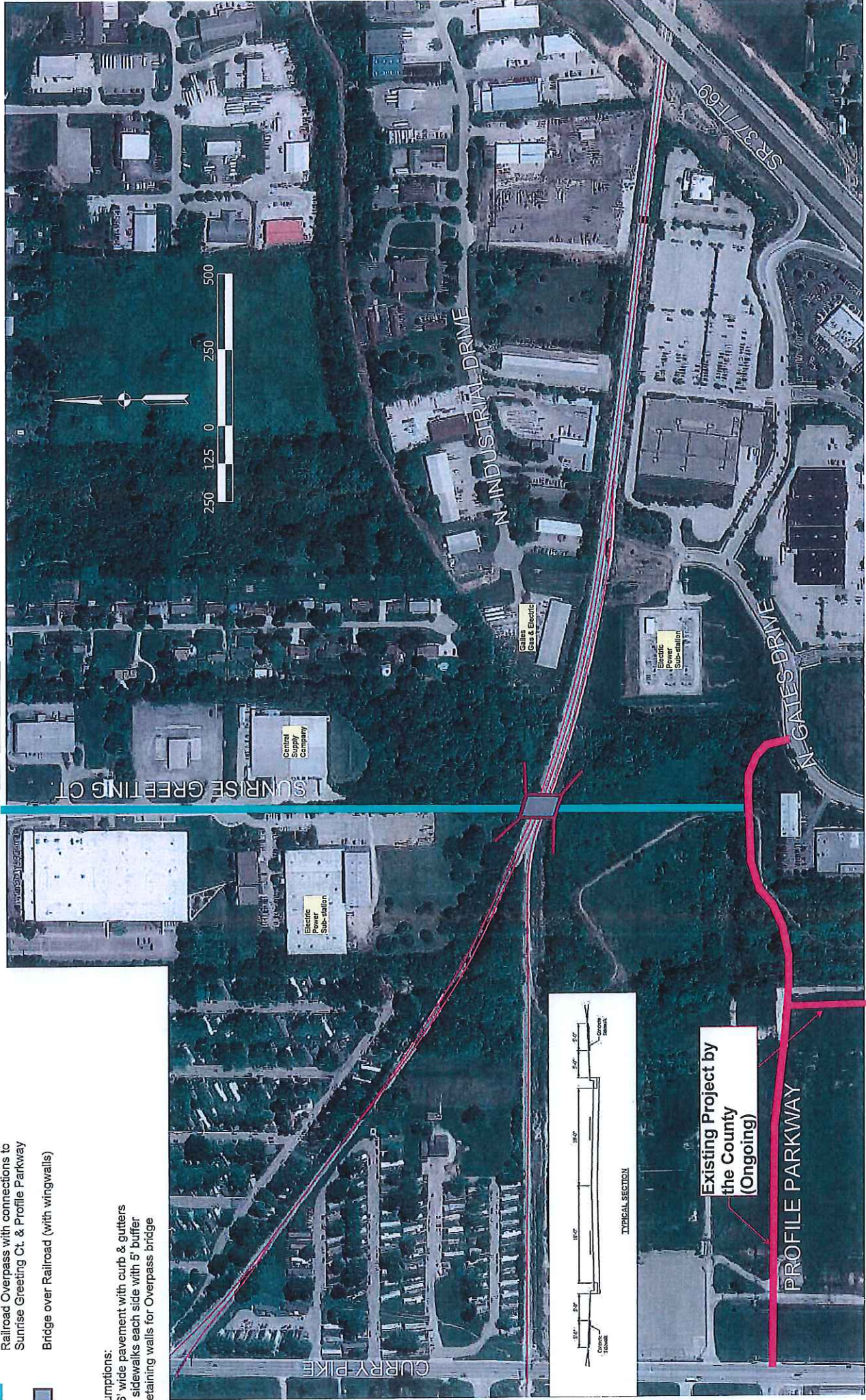
GENE

PROJECT AREA

- Vernal Pike Connector Roadway Project - Railroad Overpass with connections to Sunrise Greeting Ct. & Profile Parkway
- Bridge over Railroad (with wingwalls)

Assumptions:
 5' wide pavement with curb & gutters
 sidewalks each side with 5' buffer
 retaining walls for Overpass bridge

VERNAL PIKE




Existing Project by
 the County
 (Ongoing)

PROFILE PARKWAY

Jonathan Drive

Application Information	
Application ID: 3402	Project Type: New Project
Application Status: Draft	Status Update Date: 11/06/2017

Sponsoring Agency	
Sponsoring Agency	
Name	Monroe County
Address	100 W. Kirkwood The Courthouse, Room 322
City	Bloomington
State	In
Zip	47404

If Sponsoring Agency is not in the list, please click on the icon  to email the SPMS administrator to request a Sponsoring Agency be added.

Certified Employee in Responsible Charge (ERC)	
Name	Lisa Ridge
Certificate Date	03/15/2017
ERC Phone	(812) 349-2555
ERC Email	ljridge@co.monroe.in.us

Certify on letterhead that your LPA is compliant or is working toward ADA/Section 504 compliance. Upload your signed letter.

Have you completed your ADA Transition Plan?	<input checked="" type="radio"/> Yes <input type="radio"/> No
	01/01/2009

Planning Area	
Metropolitan Planning Area	
Is the project in the Metropolitan Planning Area of MPO?	Yes
Select MPA	BMCMPO
Name	Patrick Martin
MPO Email	martipa@bloomington.in.gov
Is project within Urbanized area of MPO?	Yes
Select Urban Area	Bloomington
MPO Assigned User (entered by MPO)	
MPO Decision (entered by MPO)	

Application Information	
Application ID: 3402	Project Type: New Project
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Project Information

Project Details

* Secondary Work type: Examples include, if your road project contains a bridge in the project area and funds will be requested for both types of infrastructure, please select a bridge work type as your secondary work type. Or if you are requesting federal funds for road reconstruction and are including safety components as a part of the project; please select a safety work type as your secondary work type.

* Functional Class: Click this link <http://www.in.gov/indot/2615.htm> for assistance.

* Project Location: Example, Bridge over no name creek or From Main St. to Locust Ave., or to Washington Blvd.

* City/County Priority: If you are only submitting 1 application for a new or existing project then select 1 as the Project Priority. If you plan to submit multiple applications for new or existing projects then select the appropriate priority for this application.

*AADT: Click this link <http://www.in.gov/indot/2720.htm> for assistance.

*Sub District: Click this link <http://dolmaps.indot.in.gov/apps/districtmaps/default.asp> for assistance.

*Congressional District: Click this link http://www.in.gov/legislative/house_republicans/rd/pdfs/Congressional.pdf for assistance.

Overall Improvement	Local Road Project	Work Type	New Road Construction
Primary County	Monroe	*Secondary Work Type	New Bridge Construction
INDOT District	Seymour	Road Name	Vernal Pike Connector Road
Sub-District	Bloomington Sub	US Congressional DistrictN	District 9
*Functional Class	Minor Collector	City Boundary	Bloomington
Rural/Urban Population	=> 50,000	Transportation System	On Federal Aid
Program Class	Group IV		

*Project Location: Industrial Park Drive Extension/Vernal Pike Connector Road

Project Description (Include a Scope of Work)

The project consists of reconstruction and extension of, the existing Sunrise Greetings Ct. from Vernal Pike to the south including construction of a new railroad overpass; thereby connecting Vernal Pike to the proposed Profile Parkway extension. The new extensions and connections are necessary to facilitate interconnection of roadways serving a commercial and industrial area due to the closure of two access points related to the construction of the new Interstate 69 in this area.

The proposed typical cross section of the Vernal Pike Connector Road will consist of a 36' pavement width, curb and gutters, internal storm drainage and 5' wide sidewalks on both sides with a 5' buffer from the back of curb. The new roadway will extend over 3 sets of railroad tracks on a new overpass bridge with wingwalls. The new bridge will be sized to meet all clearance requirements. The scope includes all necessary design, permitting, land acquisition and construction related costs for the development and completion of this federal aid project.

The County understands the need to develop the project to INDOT and Federal Standards for all phases to qualify for Federal Funds. If approved for Federal Funds, the County intends to hire an INDOT pre-qualified consulting engineering firm to assist with the design and development of this project and will comply with all necessary regulations. The County understands that INDOT will oversee the development of this project.

(Information was needed in the Safety segment and ADT segment before this application could be submitted. This is a new segment, so the numbers that I added were generic and has not accuracy to them.)

Latitude	End: 39 10 19	Longitude	End: 86 34 35
Length of Project (miles)	0.50	Latest AADT (Average Auto Daily Traffic) Count	0
Latest ADTT (Average Daily Truck Traffic) Count	0	Year of Latest Count	2017
*City/County Priority	1	Would the LPA be interested in INDOT managing this federal aid project?	Yes

Application Information

Application ID: 3402

Project Type: New Project

Application Status: Draft

Status Update Date: 11/06/2017

Bridge

Bridge Information

NBI Number

New Bridge Location

To be located with extension of Sunrise Greetings Ct to the south over the CSX owned, INRR operated

Name of Feature crossed by bridge

CSX owned and Indiana Railroad operated railroad tracks

Posted Weight Limit

If yes what is posted weight limit (tons)

Application Information	
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Safety Information		
Safety Information		
Posted Speed (In MPH)	<input type="text" value="30"/>	
Current Number of Lanes	<input type="text" value="2"/>	
Current Roadway Width (feet)	<input type="text" value="40.00"/>	
<i>If the last three years are not available please provide the last three years that are available</i>		
Year	# of Fatalities/Injuries	# of Property Damage
<input type="text" value="2017"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="2016"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="2015"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Scheduling and Funding						
Estimated Project Scheduling and Funding Information						
<i>Special Note: The budget and schedule provided in the application and financial commitment letter must be the schedule and budget used in the required quarterly reports. Adjustments to that information must be justified and approved by INDOT before it may be changed.</i>						
<i>Totals and Anticipated Award % Split are calculated when the application is saved.</i>						
Phase	Requesting Funds For (MM/YYYY)	Total Project Cost	Existing Federal Funds (If Applicable)	Federal Funds Being Requested for this Application	Local Funds	Anticipated Awarded % Split
Preliminary Engineering	03/2018	\$1,095,000.00	\$0.00	\$876,000.00	\$219,000.00	80.00/20.00
Right of Way	07/2019	\$1,045,000.00	\$0.00	\$836,000.00	\$209,000.00	80.00/20.00
Utility	07/2019	\$100,000.00	\$0.00	\$80,000.00	\$20,000.00	80.00/20.00
Railroad	07/2019	\$250,000.00	\$0.00	\$200,000.00	\$50,000.00	80.00/20.00
Construction	12/2021	\$7,400,000.00	\$0.00	\$5,920,000.00	\$1,480,000.00	80.00/20.00
Construction Inspection	12/2021	\$1,110,000.00	\$0.00	\$888,000.00	\$222,000.00	80.00/20.00
Total		\$11,000,000.00	\$0.00	\$8,800,000.00	\$2,200,000.00	

Application Information	
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Justification

Justification

Purpose for the project (Explain the deficiency of the pavement if this is a pavement project)

The new extensions and connections are necessary to facilitate interconnection of roadways serving a commercial and industrial area due to the closure of two access points related to the construction of the new Interstate 69 in this area. As a result of these changes, access to existing SR 37 and the future I69 will become extremely difficult for manufacturing and commercial facilities south of Vernal Pike in Monroe County.

Cook Incorporated is in the process of purchasing the former General Electric manufacturing facility. Their renovation of this property over the next few years is to bring in approximately 500+ new employees to this area. Monroe County is enthused with the new employment opportunities, however this will increase the congestion that already exists on SR 48 and the Curry Pike corridor. Adding this connector road into the road network will assist in decreasing the added congestion.

Planning Support

In 1993 this was incorporated in an economic development zone called the Westside Economic Development Area. Monroe County has worked hard to recover from an environmental disaster that developed from the 1950's to the 1970's when Westinghouse Electric Corporation manufactured PCB's in its plant in the heart of this industrial area. It is less of a coincidence and more of a demonstration of the community's fight to recover from this historically significant devastation that the Westinghouse property is now part of a TIF district overseen by the Redevelopment Commission.

Safety Considerations

Industrial, commercial, transit and passenger vehicles will all be affected by this proposed crossing. Currently, 68% of travel to and from the Whitehall Crossing Shopping Center is accessed directly from SR 37. Vehicles will be forced to a primary access point at N. Gates Drive and SR 48 or a secondary access through Johnson Drive at Curry Pike. The proposed Overpass project will allow vehicular traffic access to Vernal Pike directly thereby improving safety and reducing congestion. Specifically, analysis shows approximately 4,600 vehicles per day will be affected by the construction of the overpass.

Economic Development Impact

This area has approximately 650,000 square feet of commercial space and 71 acres of industrial facilities. Further development of 71 acres of office and retail space is expected with the completion of I69 from Indianapolis to Evansville. The brownfield site itself has been a target of a \$50 million remediation effort, has been available for redevelopment since 2012, and is certified shovel-ready, as part of the Indiana Office of Community and Rural Affairs Site Certified Program. However, without the transportation upgrades from this project, it's redevelopment potential is limited.

Other Considerations

The Monroe County Commissioners are the applicants for this project. Monroe County has appreciated and values the relationship with INDOT during the I69 construction. Monroe County has worked closely with INDOT and their Redevelopment Commission to move this important project forward to provide this important connection. Additionally, adjoining land owners have expressed a willingness to partner in support of the project.

Application Information

Application ID: 3402

Project Type: New Project

Application Status: Draft

Status Update Date: 11/06/2017

*LPA Financial Commitment Letter: Please use LPA letterhead and upload as an attachment to the application. This letter **MUST** be submitted with the application or the application will be sent back. Please include the following in the letter.*

- *Financial Plan for Local Match*
- *Estimated local contribution by phase and by year*
- *Commitment of funds availability*
- *Commitment to the project*
- *Signed by the Fiduciary body of LPA*



Application Information

Application ID: 3402
Application Status: Draft

Project Type: New Project
Status Update Date: 11/06/2017

Transportation Alternatives

Transportation Alternatives

Project Qualifying Activities

To be eligible, the project must fall under one of the following 11 categories. Check the most appropriate activity(s), complete the appropriate category application form(s), and upload the form(s) as an attachment to this application. The link to Category application forms is <http://www.in.gov/indot/2390.htm>

- Facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle lanes, trails and shared use paths, pedestrian and bicycle signals, traffic calming treatments, lighting and improvements to meet ADA requirements.
- Construction, planning, and design of infrastructure-related projects and systems to provide safe routes for non-drivers, including children, older adults and individuals with disabilities.
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists or other non-motorized transportation users.
- Construction of turnouts, overlooks and viewing areas.
- Inventory, control or removal of outdoor advertising.
- Historic preservation and rehabilitation of historic transportation facilities.
- Vegetation management practices within transportation rights-of-way to improve roadway safety, prevent or control invasive species and provide erosion control.
- Archaeological activities relating to impacts from implementation of transportation projects eligible under this title.
- Any environmental mitigation activity, including pollution prevention and abatement, mitigation for storm water management, and water pollution abatement related to highway construction or highway runoff. Also includes measures to reduce vehicle-caused wildlife mortality or to restore and maintain habitat connectivity.
- Any infrastructure projects and non-infrastructure activities eligible under the Safe Routes to School Program created under SAFETEA-LU.
- The planning, designing, or construction of boulevards and other roadways within the right-of-way of former Interstate System routes or other divided highways.

Project's Relationship to the Qualifying Activity Criteria

How does the project meet one or more of the 11 qualifying activities? Describe how at least one category best describes your project. If the project could fall under more than one activity, describe how the project relates to each applicable activity.

Project's Relationship to Transportation

Transportation alternatives are transportation related activities that strengthen the cultural, aesthetic and environmental aspects of the Nation's transportation system. Transportation alternatives activities should improve the transportation experience in and through a community. Describe how this project relates to the surface transportation system (excludes aviation).

Application Information	
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Upload Supporting Documents				
Attachments				
Document Name	Document Type	Description	Created By	Created On
Financial Commitment Letter.pdf	Financial Documents		LRIDGE01	11/20/2017
NOFA Support Letter from ERC.doc	Financial Documents		LRIDGE01	11/16/2017
Cook Group Support Letter.pdf	Financial Documents		LRIDGE01	11/16/2017
Vernal Pike Connector Estimate.pdf	Supporting Document		LRIDGE01	11/14/2017
2017 Monroe County Pavement Asset Management Plan.docx	Supporting Document		LRIDGE01	11/14/2017
Vernal Pike Connector Support Letter from BEDC.pdf	Financial Documents		LRIDGE01	11/14/2017
Ivy Tech Support Letter.pdf	Financial Documents		LRIDGE01	11/14/2017
Vernal Pike and Sunrise Greetings Court.jpg	Supporting Document		LRIDGE01	11/13/2017
Sunrise Greetings Court.jpg	Supporting Document		LRIDGE01	11/13/2017
Overpass Location.jpg	Supporting Document		LRIDGE01	11/13/2017
Gates Drive.jpg	Supporting Document		LRIDGE01	11/13/2017
Letter to Indiana Dept of Transportation from ABB.pdf	Financial Documents		LRIDGE01	11/13/2017
Vernal Pike Connector Support from Ellettsville.pdf	Financial Documents		LRIDGE01	11/13/2017
Let of Support from Heitink.jpg	Financial Documents		LRIDGE01	11/13/2017
Exhibit A- Aerial View.pdf	Supporting Document		LRIDGE01	11/13/2017
Chamber of Commerce Letter of Support.pdf	Financial Documents		LRIDGE01	11/13/2017
ADA Compliance Letter.pdf	ADA Letter		LRIDGE01	11/06/2017
Redevelopment Commission Letter to INDOT.pdf	Financial Documents		LRIDGE01	11/06/2017
Monroe County ADA Plan and Pedestrian Network.docx	Supporting Document		LRIDGE01	11/06/2017
Sidewalk Inventory for Monroe County.xls	Supporting Document		LRIDGE01	11/06/2017
ADA_Ramp_Inventory.xlsx	Supporting Document		LRIDGE01	11/06/2017



Bloomington/Monroe County Metropolitan Planning Organization
TIP Project Form (Updated 01/03/2017)

Transportation Improvement Program Project Request Form

NOTE: This form must be completed in its entirety in order for a new project to be considered for inclusion in the Transportation Improvement Program (TIP) **OR** to make changes to an existing project already programmed in the TIP. Please complete all parts, including signature verification and attach support materials before returning to BMCMPPO staff at the address listed below.

Mail: Bloomington/Monroe County MPO
401 N. Morton Street Suite 160 **-OR-** email: mpo@bloomington.in.gov
PO Box 100 fax: (812) 349-3535
Bloomington, IN 47402

1. Public Agency Information (Fill in all applicable fields):

- Monroe County City of Bloomington Town of Ellettsville xx INDOT
- Rural Transit Indiana University Bloomington Transit _____

Contact Name ([ERC](#)): Zachary Hicks Phone: 812-524-3972 _____ Fax: _____

Address: 185 Agrico Lane, Seymour, IN 47274

Email: zhicks@indot.in.gov

2. Project Information: (Fill in all applicable fields):

- Project Name: DES Number: #1702627
- Is this project already in the TIP? Yes x No
- Project Location (detailed description of project termini or attach an illustration) SR 37 - 4.05 miles S of SR 45 over Abandoned RR and Clear Creek, South Bound Lane
- Brief Project Description: Bridge Deck Overlay
- Support for the Project (e.g. Local plans, LRTP, TDP, etc.): _____
- Allied Projects (other projects related to this one): _____
- Does the project have an Intelligent Transportation Systems component? N/A _____
If so, is the project included in the [MPO's ITS architecture](#)? _____

3. Financial Plan:

Identify *ALL* anticipated project costs for all phases, including total anticipated project costs beyond the four years to be programmed in the TIP (i.e. outlying years). Please identify any illustrative phases or costs in *italics*.

Note: Fiscal Year runs from July 1 to June 30 (ie: FY 2016 starts 7/1/15 and ends 6/30/16.)

Phase	Funding Source	FY 2018	FY 2019	FY 2020	FY 2021	Outlying Years
PE	STP	\$	96000	\$	\$	\$
	State	\$	24,000	\$	\$	\$
		\$	\$	\$	\$	\$
CN	STP	\$	\$	\$893,648		\$
	ST		\$	\$223,412		\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
	Totals:		\$120,000	\$1,117,060		\$

Construction Engineering/Inspection:

- Does the project include an acceptable percentage of construction costs set aside for construction engineering or inspections? Yes No N/A

Year of Implementation Cost:

- Has a four percent (4%) inflation factor been applied to all future costs? Yes No

4. Complete Streets

New Projects – If this is a new project to be included in the TIP, then section III **MUST** be completed.

Existing Projects – If a project is already included in the current, adopted TIP (compliant or exempt) and changes have occurred or will occur to the project which would have bearing on the Complete Streets Policy information on file, then all of section III must be updated and resubmitted for consideration.

Not Applicable – If project is subject to the Complete Streets Policy, check the **Not Applicable** box and proceed to Section 5.

Complete Streets Applicability and Compliance – Check one of the following:

Not Applicable – If project is Not Applicable, please skip to Section 5. The project is not subject to the Complete Streets Policy because it is a transit project, a non-road project, a resurfacing activity that does not alter the current/existing geometric designs of the roadway, a ‘grandfathered’ local roadway project included in the TIP before the adoption of the policy, or is a project that uses federal funds which the BMCMPPO does NOT have programming authority. *No Additional Information items (below) have to be provided for projects to which the Complete Streets Policy does not apply.*

Compliant - The project will accommodate all users of the corridor. The project is new construction or reconstruction of local roadways that will use federal funds through the BMCMPPO for **any** phase of project implementation. *Additional Information items 1-8 (below) must be submitted for compliant projects.*

Exempt - The project is unable to accommodate all users of the corridor due to certain circumstances or special constraints, as detailed in Section IV of the CS Policy. *Additional Information items 1, 4-8 (below) must be submitted for exempt projects.*

Reason for exemption: _____

Additional Information – Attach to this application form the following information as required by the Complete Streets Policy. If any fields are unknown at the time of application, the applicant may indicate that “specific information has not yet been determined.”

- 1) **Detailed Scope of Work** – Provide relevant details about the project that would be sufficient to use when seeking consulting services (detailed project description, vehicular elements, non-vehicular elements, new construction/reconstruction).
- 2) **Performance Standards** – List specific performance standards for multimodal transportation, including, but not limited to transit, pedestrian, bicycle, and automobile users, ADA and Universal Design, environmental, utilities, land use, right of way, historic preservation, maintenance of services plan, and any other pertinent design component in relation to current conditions, during implementation/construction, and upon project completion.
- 3) **Measurable Outcomes** – Identify measurable outcomes the project is seeking to attain (e.g. safety, congestion and/or access management, level-of-service, capacity expansion, utility services, etc.)
- 4) **Project Timeline** – Identify anticipated timelines for consultant selection, public participation, design, right-of-way acquisition, construction period, and completion date.
- 5) **Key Milestones** – identify key milestones (approvals, permits, agreements, design status, etc.)
- 6) **Project Cost** – Identify any anticipated cost limitations, additional funding sources, project timing, and other important cost considerations not included in the table above.
- 7) **Public Participation Process** – Describe the public participation process (types of outreach, number and type of meetings, etc.), and the benchmark goals for the project (participation rates, levels of outreach, levels of accountability and corresponding response methods to input received, etc.).
- 8) **Stakeholder List** – Identify the key parties/agencies/stakeholders/interest groups anticipated to be engaged during project development and their respective purpose and roll for being on the list.

5. Verification

I hereby certify that the information submitted as part of this form is accurate. Furthermore, if applicable, I certify the project follows the Complete Streets Policy.

Signature

Date

03/08/2018_____



Bloomington/Monroe County Metropolitan Planning Organization
TIP Project Form (Updated 01/03/2017)

Transportation Improvement Program Project Request Form

NOTE: This form must be completed in its entirety in order for a new project to be considered for inclusion in the Transportation Improvement Program (TIP) **OR** to make changes to an existing project already programmed in the TIP. Please complete all parts, including signature verification and attach support materials before returning to BMCMPO staff at the address listed below.

Mail: Bloomington/Monroe County MPO
401 N. Morton Street Suite 160 **-OR-** email: mpo@bloomington.in.gov
PO Box 100 fax: (812) 349-3535
Bloomington, IN 47402

1. Public Agency Information (Fill in all applicable fields):

- Monroe County City of Bloomington Town of Ellettsville xx INDOT
- Rural Transit Indiana University Bloomington Transit _____

Contact Name ([ERC](#)): Zachary Hicks Phone: 812-524-3972 _____ Fax: _____

Address: 185 Agrico Lane, Seymour, IN 47274

Email: zhicks@indot.in.gov

2. Project Information: (Fill in all applicable fields):

- Project Name: DES Number: #1800730
- Is this project already in the TIP? Yes x No
- Project Location (detailed description of project termini or attach an illustration) SR 37 - 4.05 miles S of SR 45 over Abandoned RR, Clear Creek, North Bound Lane
- Brief Project Description: Bridge Deck Overlay
- Support for the Project (e.g. Local plans, LRTP, TDP, etc.): _____
- Allied Projects (other projects related to this one): _____
- Does the project have an Intelligent Transportation Systems component? N/A _____
If so, is the project included in the [MPO's ITS architecture](#)? _____

3. Financial Plan:

Identify *ALL* anticipated project costs for all phases, including total anticipated project costs beyond the four years to be programmed in the TIP (i.e. outlying years). Please identify any illustrative phases or costs in *italics*.

Note: Fiscal Year runs from July 1 to June 30 (ie: FY 2016 starts 7/1/15 and ends 6/30/16.)

Phase	Funding Source	FY 2018	FY 2019	FY 2020	FY 2021	Outlying Years
PE	STP	\$	96000	\$	\$	\$
	State	\$	24,000	\$	\$	\$
		\$	\$	\$	\$	\$
CN	STP	\$	\$	853,388		\$
	ST		\$	213,347		\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
	Totals:		120,000	1,066,735		\$

Construction Engineering/Inspection:

- Does the project include an acceptable percentage of construction costs set aside for construction engineering or inspections? Yes No N/A

Year of Implementation Cost:

- Has a four percent (4%) inflation factor been applied to all future costs? Yes No

4. Complete Streets

New Projects – If this is a new project to be included in the TIP, then section III **MUST** be completed.

Existing Projects – If a project is already included in the current, adopted TIP (compliant or exempt) and changes have occurred or will occur to the project which would have bearing on the Complete Streets Policy information on file, then all of section III must be updated and resubmitted for consideration.

Not Applicable – If project is subject to the Complete Streets Policy, check the **Not Applicable** box and proceed to Section 5.

Complete Streets Applicability and Compliance – Check one of the following:

Not Applicable – If project is Not Applicable, please skip to Section 5. The project is not subject to the Complete Streets Policy because it is a transit project, a non-road project, a resurfacing activity that does not alter the current/existing geometric designs of the roadway, a ‘grandfathered’ local roadway project included in the TIP before the adoption of the policy, or is a project that uses federal funds which the BMCMPPO does NOT have programming authority. *No Additional Information items (below) have to be provided for projects to which the Complete Streets Policy does not apply.*

Compliant - The project will accommodate all users of the corridor. The project is new construction or reconstruction of local roadways that will use federal funds through the BMCMPPO for **any** phase of project implementation. *Additional Information items 1-8 (below) must be submitted for compliant projects.*

Exempt - The project is unable to accommodate all users of the corridor due to certain circumstances or special constraints, as detailed in Section IV of the CS Policy. *Additional Information items 1, 4-8 (below) must be submitted for exempt projects.*

Reason for exemption: _____

Additional Information – Attach to this application form the following information as required by the Complete Streets Policy. If any fields are unknown at the time of application, the applicant may indicate that “specific information has not yet been determined.”

- 1) **Detailed Scope of Work** – Provide relevant details about the project that would be sufficient to use when seeking consulting services (detailed project description, vehicular elements, non-vehicular elements, new construction/reconstruction).
- 2) **Performance Standards** – List specific performance standards for multimodal transportation, including, but not limited to transit, pedestrian, bicycle, and automobile users, ADA and Universal Design, environmental, utilities, land use, right of way, historic preservation, maintenance of services plan, and any other pertinent design component in relation to current conditions, during implementation/construction, and upon project completion.
- 3) **Measurable Outcomes** – Identify measurable outcomes the project is seeking to attain (e.g. safety, congestion and/or access management, level-of-service, capacity expansion, utility services, etc.)
- 4) **Project Timeline** – Identify anticipated timelines for consultant selection, public participation, design, right-of-way acquisition, construction period, and completion date.
- 5) **Key Milestones** – identify key milestones (approvals, permits, agreements, design status, etc.)
- 6) **Project Cost** – Identify any anticipated cost limitations, additional funding sources, project timing, and other important cost considerations not included in the table above.
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5. Verification

I hereby certify that the information submitted as part of this form is accurate. Furthermore, if applicable, I certify the project follows the Complete Streets Policy.

Signature

Date

03/08/2018_____



Bloomington/Monroe County Metropolitan Planning Organization
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401 N. Morton Street Suite 160 **-OR-** email: mpo@bloomington.in.gov
PO Box 100 fax: (812) 349-3535
Bloomington, IN 47402

1. Public Agency Information (Fill in all applicable fields):

- Monroe County City of Bloomington Town of Ellettsville xx INDOT
- Rural Transit Indiana University Bloomington Transit _____

Contact Name ([ERC](#)) Brandi Fischvogt Phone: 812-524-3961 _____ Fax: _____

Address: 185 Agrico Lane, Seymour, IN 47274

Email: bfischvogt@indot.in.gov

2. Project Information: (Fill in all applicable fields):

- Project Name: DES Number: **#1800968**
- Is this project already in the TIP? Yes x No
- **Project Location** (detailed description of project termini or attach an illustration) **SR 37 - I-69 to 0.38 mile E of I-69 (End of concrete).**
- Brief Project Description: Concrete Pavement Restoration
- Support for the Project (e.g. Local plans, LRTP, TDP, etc.): _____
- Allied Projects (other projects related to this one): _____
- Does the project have an Intelligent Transportation Systems component? N/A _____
If so, is the project included in the [MPO's ITS architecture](#)? _____

3. Financial Plan:

Identify *ALL* anticipated project costs for all phases, including total anticipated project costs beyond the four years to be programmed in the TIP (i.e. outlying years). Please identify any illustrative phases or costs in *italics*.

Note: Fiscal Year runs from July 1 to June 30 (ie: FY 2016 starts 7/1/15 and ends 6/30/16.)

Phase	Funding Source	FY 2018	FY 2019	FY 2020	FY 2021	Outlying Years
PE	STP	\$	8,000	\$	\$	\$
	State	\$	2,,000	\$	\$	\$
		\$	\$	\$	\$	\$
CN	STP	\$	\$	\$1,074,698		\$
	ST		\$	\$268,675		\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
	Totals:		\$10,000	\$1,343,373		\$

Construction Engineering/Inspection:

- Does the project include an acceptable percentage of construction costs set aside for construction engineering or inspections? Yes No N/A

Year of Implementation Cost:

- Has a four percent (4%) inflation factor been applied to all future costs? Yes No

4. Complete Streets

New Projects – If this is a new project to be included in the TIP, then section III **MUST** be completed.

Existing Projects – If a project is already included in the current, adopted TIP (compliant or exempt) and changes have occurred or will occur to the project which would have bearing on the Complete Streets Policy information on file, then all of section III must be updated and resubmitted for consideration.

Not Applicable – If project is subject to the Complete Streets Policy, check the **Not Applicable** box and proceed to Section 5.

Complete Streets Applicability and Compliance – Check one of the following:

Not Applicable – If project is Not Applicable, please skip to Section 5. The project is not subject to the Complete Streets Policy because it is a transit project, a non-road project, a resurfacing activity that does not alter the current/existing geometric designs of the roadway, a ‘grandfathered’ local roadway project included in the TIP before the adoption of the policy, or is a project that uses federal funds which the BMCMPPO does NOT have programming authority. *No Additional Information items (below) have to be provided for projects to which the Complete Streets Policy does not apply.*

Compliant - The project will accommodate all users of the corridor. The project is new construction or reconstruction of local roadways that will use federal funds through the BMCMPPO for **any** phase of project implementation. *Additional Information items 1-8 (below) must be submitted for compliant projects.*

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Reason for exemption: _____

Additional Information – Attach to this application form the following information as required by the Complete Streets Policy. If any fields are unknown at the time of application, the applicant may indicate that “specific information has not yet been determined.”

- 1) **Detailed Scope of Work** – Provide relevant details about the project that would be sufficient to use when seeking consulting services (detailed project description, vehicular elements, non-vehicular elements, new construction/reconstruction).
- 2) **Performance Standards** – List specific performance standards for multimodal transportation, including, but not limited to transit, pedestrian, bicycle, and automobile users, ADA and Universal Design, environmental, utilities, land use, right of way, historic preservation, maintenance of services plan, and any other pertinent design component in relation to current conditions, during implementation/construction, and upon project completion.
- 3) **Measurable Outcomes** – Identify measurable outcomes the project is seeking to attain (e.g. safety, congestion and/or access management, level-of-service, capacity expansion, utility services, etc.)
- 4) **Project Timeline** – Identify anticipated timelines for consultant selection, public participation, design, right-of-way acquisition, construction period, and completion date.
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- 8) **Stakeholder List** – Identify the key parties/agencies/stakeholders/interest groups anticipated to be engaged during project development and their respective purpose and roll for being on the list.

5. Verification

I hereby certify that the information submitted as part of this form is accurate. Furthermore, if applicable, I certify the project follows the Complete Streets Policy.

Signature

Date

03/08/2018_____



Bloomington/Monroe County Metropolitan Planning Organization
TIP Project Form (Updated 01/03/2017)

Transportation Improvement Program Project Request Form

NOTE: This form must be completed in its entirety in order for a new project to be considered for inclusion in the Transportation Improvement Program (TIP) **OR** to make changes to an existing project already programmed in the TIP. Please complete all parts, including signature verification and attach support materials before returning to BMCMPO staff at the address listed below.

Mail: Bloomington/Monroe County MPO
401 N. Morton Street Suite 160 **-OR-** email: mpo@bloomington.in.gov
PO Box 100 fax: (812) 349-3535
Bloomington, IN 47402

1. Public Agency Information (Fill in all applicable fields):

- Monroe County City of Bloomington Town of Ellettsville xx INDOT
- Rural Transit Indiana University Bloomington Transit _____

Contact Name ([ERC](#)) Brandi Fischvogt Phone: 812-524-3961 _____ Fax: _____

Address: 185 Agrico Lane, Seymour, IN 47274

Email: bfischvogt@indot.in.gov

2. Project Information: (Fill in all applicable fields):

- Project Name: **DES Number: #1800971**
- Is this project already in the TIP? Yes x No
- **Project Location** (detailed description of project termini or attach an illustration) **SR 46 from 0.44 miles W of I-69 to I-69.**
- Brief Project Description: Concrete Pavement Restoration
- Support for the Project (e.g. Local plans, LRTP, TDP, etc.): _____
- Allied Projects (other projects related to this one): _____
- Does the project have an Intelligent Transportation Systems component? N/A _____
If so, is the project included in the [MPO's ITS architecture](#)? _____

3. Financial Plan:

Identify *ALL* anticipated project costs for all phases, including total anticipated project costs beyond the four years to be programmed in the TIP (i.e. outlying years). Please identify any illustrative phases or costs in *italics*.

Note: Fiscal Year runs from July 1 to June 30 (ie: FY 2016 starts 7/1/15 and ends 6/30/16.)

Phase	Funding Source	FY 2018	FY 2019	FY 2020	FY 2021	Outlying Years
PE	NHPP	\$	8,000	\$	\$	\$
	State	\$	2,,000	\$	\$	\$
		\$	\$	\$	\$	\$
CN	NHPP	\$	\$	\$827,347		\$
	ST		\$	\$206,837		\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
	Totals:		\$10,000	\$1,034,184		\$

Construction Engineering/Inspection:

- Does the project include an acceptable percentage of construction costs set aside for construction engineering or inspections? Yes No N/A

Year of Implementation Cost:

- Has a four percent (4%) inflation factor been applied to all future costs? Yes No

4. Complete Streets

New Projects – If this is a new project to be included in the TIP, then section III **MUST** be completed.

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Reason for exemption: _____

Additional Information – Attach to this application form the following information as required by the Complete Streets Policy. If any fields are unknown at the time of application, the applicant may indicate that “specific information has not yet been determined.”

- 1) **Detailed Scope of Work** – Provide relevant details about the project that would be sufficient to use when seeking consulting services (detailed project description, vehicular elements, non-vehicular elements, new construction/reconstruction).
- 2) **Performance Standards** – List specific performance standards for multimodal transportation, including, but not limited to transit, pedestrian, bicycle, and automobile users, ADA and Universal Design, environmental, utilities, land use, right of way, historic preservation, maintenance of services plan, and any other pertinent design component in relation to current conditions, during implementation/construction, and upon project completion.
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5. Verification

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Signature

Date

03/16/2018_____



Bloomington/Monroe County Metropolitan Planning Organization
TIP Project Form (Updated 01/03/2017)

Transportation Improvement Program Project Request Form

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Mail: Bloomington/Monroe County MPO
401 N. Morton Street Suite 160 **-OR-** email: mpo@bloomington.in.gov
PO Box 100 fax: (812) 349-3535
Bloomington, IN 47402

1. Public Agency Information (Fill in all applicable fields):

- Monroe County City of Bloomington Town of Ellettsville xx INDOT
- Rural Transit Indiana University Bloomington Transit _____

Contact Name ([ERC](#)): Natasha Elmore Phone: 812-524-3745 _____ Fax: _____

Address: 185 Agrico Lane, Seymour, IN 47274

Email: nelmore@indot.in.gov

2. Project Information: (Fill in all applicable fields):

- Project Name: DES Number: #1801087
- Is this project already in the TIP? Yes x No
- Project Location (detailed description of project termini or attach an illustration) SR 446 - 7.83 miles N of SR 58 (Chapel Hill Road) to 0.98 miles S of SR 46 (E Moores Pike).
- Brief Project Description: HMA Overlay, Preventive Maintenance
- Support for the Project (e.g. Local plans, LRTP, TDP, etc.): _____
- Allied Projects (other projects related to this one): _____
- Does the project have an Intelligent Transportation Systems component? N/A _____
If so, is the project included in the MPO's ITS architecture? _____

3. Financial Plan:

Identify *ALL* anticipated project costs for all phases, including total anticipated project costs beyond the four years to be programmed in the TIP (i.e. outlying years). Please identify any illustrative phases or costs in *italics*.

Note: Fiscal Year runs from July 1 to June 30 (ie: FY 2016 starts 7/1/15 and ends 6/30/16.)

Phase	Funding Source	FY 2018	FY 2019	FY 2020	FY 2021	Outlying Years
PE	STP	\$	88,000	\$	\$	\$
	STate	\$	22,000	\$	\$	\$
		\$	\$	\$	\$	\$
CN	STP	\$	\$		2,307,354	\$
	ST		\$		576,839	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
	Totals:		110,000		2,884,193	\$

Construction Engineering/Inspection:

- Does the project include an acceptable percentage of construction costs set aside for construction engineering or inspections? Yes No N/A

Year of Implementation Cost:

- Has a four percent (4%) inflation factor been applied to all future costs? Yes No

4. Complete Streets

New Projects – If this is a new project to be included in the TIP, then section III **MUST** be completed.

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5. Verification

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Signature

Date

03/08/2018_____



Bloomington/Monroe County Metropolitan Planning Organization
TIP Project Form (Updated 01/03/2017)

Transportation Improvement Program Project Request Form

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401 N. Morton Street Suite 160 **-OR-** email: mpo@bloomington.in.gov
PO Box 100 fax: (812) 349-3535
Bloomington, IN 47402

1. Public Agency Information (Fill in all applicable fields):

- Monroe County City of Bloomington Town of Ellettsville xx INDOT
- Rural Transit Indiana University Bloomington Transit _____

Contact Name ([ERC](#)): Zachary Hicks Phone: 812-524-3972 _____ Fax: _____

Address: 185 Agrico Lane, Seymour, IN 47274

Email: zhicks@indot.in.gov

2. Project Information: (Fill in all applicable fields):

- Project Name: DES Number: #**1801171**
- Is this project already in the TIP? Yes x No
- Project Location (detailed description of project termini or attach an illustration) **SR 37 - 3.65 miles S of SR 45 over Abandoned RR, North Bound Lane**
- Brief Project Description: **Bridge Thin Deck Overlay**
- Support for the Project (e.g. Local plans, LRTP, TDP, etc.): _____
- Allied Projects (other projects related to this one): _____
- Does the project have an Intelligent Transportation Systems component? N/A _____
If so, is the project included in the [MPO's ITS architecture](#)? _____

3. Financial Plan:

Identify *ALL* anticipated project costs for all phases, including total anticipated project costs beyond the four years to be programmed in the TIP (i.e. outlying years). Please identify any illustrative phases or costs in *italics*.

Note: Fiscal Year runs from July 1 to June 30 (ie: FY 2016 starts 7/1/15 and ends 6/30/16.)

Phase	Funding Source	FY 2018	FY 2019	FY 2020	FY 2021	Outlying Years
PE	STP	\$	16000	\$	\$	\$
	STate	\$	4,000	\$	\$	\$
		\$	\$	\$	\$	\$
CN	STP	\$	\$	\$158,023		\$
	ST		\$	\$39,506		\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
	Totals:		\$20,000	\$197,529		\$

Construction Engineering/Inspection:

- Does the project include an acceptable percentage of construction costs set aside for construction engineering or inspections? Yes No N/A

Year of Implementation Cost:

- Has a four percent (4%) inflation factor been applied to all future costs? Yes No

4. Complete Streets

New Projects – If this is a new project to be included in the TIP, then section III **MUST** be completed.

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Bloomington/Monroe County Metropolitan Planning Organization
TIP Project Form (Updated 01/03/2017)

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1. Public Agency Information (Fill in all applicable fields):

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Contact Name ([ERC](#)): Zachary Hicks Phone: 812-524-3972 _____ Fax: _____

Address: 185 Agrico Lane, Seymour, IN 47274

Email: zhicks@indot.in.gov

2. Project Information: (Fill in all applicable fields):

- Project Name: DES Number: **#1801172**
- Is this project already in the TIP? Yes x No
- **Project Location (detailed description of project termini or attach an illustration) **SR 37 - 3.65 miles S of SR 45 over Abandoned RR, South Bound Lane****
- Brief Project Description: Bridge Thin Deck Overlay
- Support for the Project (e.g. Local plans, LRTP, TDP, etc.): _____
- Allied Projects (other projects related to this one): _____
- Does the project have an Intelligent Transportation Systems component? N/A _____
If so, is the project included in the [MPO's ITS architecture](#)? _____

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5. Verification

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Signature

Date

03/08/2018_____



To: BMCMPO Technical Advisory Committee & Citizens Advisory Committee

From: Anna Dragovich

Date: April 18, 2018

Re: Complete Streets Policy Advisory Group

WHAT ARE COMPLETE STREETS?

In short, Complete Streets are streets for everyone. They are designed and operated to enable safe access for all users of all ages and abilities. Complete Streets make it easy for grandparents, school children and everyone in between to cross the street, walk to businesses and bicycle to work or school. They allow buses to run on time and make it safe for people to walk to and from bus stations.

Creating Complete Streets means transportation agencies must change their approach to community roads. By adopting a policy, communities direct their transportation planners and engineers to routinely design and operate the entire right of way to enable safe access for all users and ensure that the transportation project is suitable to the adjacent land use.

WHAT DOES A COMPLETE STREET LOOK LIKE?

There is no singular design prescription for Complete Streets; each one is unique and responds to its community context. A Complete Street may include: sidewalks, bike facilities, special bus lanes, comfortable and accessible public transportation stops, frequent and safe crossings, median islands, curb extensions, pedestrian signals, narrower travel lanes, roundabouts, and more. A Complete Street in a rural area will look different from a Complete Street in a highly urban area, but both are designed to balance safety and convenience for everyone using the road.

BMCMPO POLICY BACKGROUND

Transportation planning activities present multifaceted challenges in the decision-making process for Metropolitan Planning Organizations (MPOs) because of competing interests, priorities, and policies that arise from its broad membership. However, many believe transportation planning has failed by using automobile-centric assumptions and methodologies. Critics point to sprawl, obesity, crash related fatalities, oil dependency, and other negative results from transportation planning which has traditionally focused only on automobiles. While this belief is common among different professions, changing this transportation planning paradigm is difficult.

The BMCMPO strives to achieve transparency, innovation, and public involvement in all its activities. However, BMCMPO staff recognized that a growing frustration with transportation planning has existed with area citizens for some time. The reasons vary, but often are associated with a nontransparent decision-making process, a disconnect between the spatial context of the built environment and the transportation network, and a deficiency of transit and non-motorized modes of transportation. The BMCMPO took measures in 2002 to help ensure that adequate opportunities to participate exist for citizens. However, more work needed to be done to improve the transportation planning process.

The Bloomington/Monroe County Metropolitan Planning Organization (BMCMPPO) adopted a Complete Streets Policy on January 9, 2009. The Policy empowers and directs citizens, public officials, planners, engineers, and architects to use an interdisciplinary approach to adequately accommodate all users of a corridor into the design and construction of roadway projects. This Policy originated from a webinar presented by the American Planning Association (APA) in 2007 to the BMCMPPO membership. Members of the Citizens Advisory Committee (CAC), a subcommittee of the BMCMPPO, took great interest in the Complete Streets movement and presented the APA webinar to its membership on January 30, 2008. From here BMCMPPO staff worked closely with the CAC to develop and adopt the first Complete Streets Policy in Indiana. This grass-roots citizens' effort, together with leadership by BMCMPPO staff, has resulted in a model policy for other communities to use and demonstrates the culmination of an outstanding community initiative.

Since its adoption, this Policy has been used as an example for other communities to consider. It has been a major catalyst across the state that has encouraged other MPOs and local governments to adopt their own Complete Streets Policy. The Policy has been presented at state and regional conferences. It received an award at the 2009 Indiana MPO Conference for Outstanding MPO Planning Project. BMCMPPO staff testified on the effectiveness of the Policy before the Indiana House of Representatives Roads and Transportation Committee as it considered a Complete Streets Policy for the State (HB1182).

At its outset, the policy was a major catalyst and a shining example of good policy making. However, much has advanced in terms of forward thinking complete streets policy language and content. This has led to the desire for an evaluation of the existing policy. Additionally, the Complete Streets Policy states that: "the BMCMPPO shall, at a minimum, evaluate this policy prior to the adoption of the Long Range Transportation Plan. This evaluation shall include recommendations for amendments to the Complete Streets Policy and subsequently be considered by the Citizens Advisory Committee, Technical Advisory Committee, and Policy Committee".

WHAT WILL THE UPDATE PROCESS LOOK LIKE?

We as an MPO have a chance to once again be a model for other communities. Nearly ten years after its initial adoption, an evaluation of this policy is long overdue. Therefore, BMCMPPO staff is recommending the formation of a Complete Streets Policy Advisory Group that would be tasked with evaluating and making recommendations for amendments as well as any subsequent work required to update the policy.

I anticipate that the process will occur in two phases. The first phase will consist of the advisory group being tasked with the evaluation of the Complete Streets Policy. We will look at what is working with the policy, what isn't working and where we want to be. We will look at the content, implementation and impact of the policy in order to develop a better understanding of the merit, worth and utility of the policy. We will then look at possible courses of action as a result of those findings. All of this will then be presented to the committees of the MPO with the purpose of settling on an agreed upon course of action. The second phase will consist of carrying forward and fine tuning the agreed upon course of action.

REQUESTED ACTION

Please make a vote on the formation of the advisory group and nominate two individuals who you think will best represent your committee. Ideal candidates will be able to commit to advisory group meetings throughout the development of the policy.

Complete Streets Policy
Adopted: January 9, 2009

I: Purpose

This Complete Streets Policy is written to empower and direct citizens, elected officials, government agencies, planners, engineers, and architects to use an interdisciplinary approach to incorporate the needs of all users into the design and construction of roadway projects funded through Bloomington and Monroe County Metropolitan Planning Organization.

The Complete Streets¹ concept is an initiative to design and build roads that adequately accommodate all users of a corridor, including pedestrians, bicyclists, users of mass transit, people with disabilities, the elderly, motorists, freight providers, emergency responders, and adjacent land users. This concept dictates that appropriate accommodation(s) be made so that all modes of transportation can function safely and independently in current and future conditions. A Complete Streets policy can be adapted to fit local community needs and used to direct future transportation planning. Such a policy should incorporate community values and qualities including environment, scenic, aesthetic, historic and natural resources, as well as safety and mobility. This approach demands careful multi-modal evaluation for all transportation corridors integrated with best management strategies for land use and transportation.

(A) Goals: The goals of this Complete Streets Policy are:

- 1) To ensure that the safety and convenience of all users of the transportation system are accommodated, including pedestrians, bicyclists, users of mass transit, people with disabilities, the elderly, motorists, freight providers, emergency responders, and adjacent land users;
- 2) To incorporate the principles in this policy into all aspects of the transportation project development process, including project identification, scoping procedures and design approvals, as well as design manuals and performance measures;
- 3) To create a comprehensive, integrated, and connected transportation network that supports compact, sustainable development;
- 4) To ensure the use of the latest and best design standards, policies and guidelines;
- 5) To recognize the need for flexibility to accommodate different types of streets and users;
- 6) To ensure that the Complete Streets design solutions fit within the context(s) of the community.

II: Policy

(A) Applicability: The Complete Streets Policy shall apply to all of the following:

- 1) New construction and reconstruction (excluding resurfacing activities that do not alter the current/existing geometric designs of a roadway) of local roadways that will use Federal funds through the BMCMPPO for **any** phase of

project implementation including planning, design, right-of-way acquisition, construction, or construction engineering.

- 2) Local roadway projects included in the TIP after the adoption of the Complete Streets Policy AND are not past the Preliminary Field Check Phase or more than 30% complete with design at the time this policy is adopted.
- 3) Local roadway projects where the BMCMPPO has the programming authority to allocate Federal funding.

(B) Requirements:

- 1) Roadway projects shall accommodate all users of the transportation system, including pedestrians, bicyclists, users of mass transit, people with disabilities, the elderly, motorists, freight providers, emergency responders, and adjacent land users.
- 2) Roadway projects shall make use of the latest and best design standards, policies, and guidelines. The Local Public Agency (LPA) shall also retain the justification and design decision authority over its projects.
- 3) Complete Streets solutions shall be developed to fit within the context(s) of the community and those solutions shall be flexible so that the needs of the corridor can be met.
- 4) Roadway projects shall utilize performance standards with measurable outcomes.
- 5) Roadway projects shall identify anticipated phases and key milestones of project development.
- 6) The LPA shall identify a public participation process including benchmark goals to attain as part of their public participation process.
- 7) The LPA shall maintain open lines of communication with key party/agency/interest groups and shall identify and maintain a key stakeholder list.

III: Process

(A) Call for Projects: The BMCMPPO shall issue an annual Call for Projects for any roadway project that seeks to use federal funding and to be programmed in the Transportation Improvement Program. The LPA shall submit a Project Description with the following information to the BMCMPPO:

- 1) a detailed project description (e.g. project scope, reconstruction/new construction, vehicular elements, non-vehicular elements);
- 2) the intent for the project to be Complete Streets Compliant or to seek a Complete Streets Exemption;
- 3) the performance standards and measurable outcomes;
- 4) project phases and key milestones ;
- 5) anticipated costs for design, rights-of-way acquisition, construction, and construction inspection;
- 6) amount of federal funding requested by phase (e.g. preliminary engineering, rights of way, construction, construction inspection);
- 7) anticipated dates for project design initiation and construction letting;

- 8) the public participation process with benchmark goals to attain;
- 9) the project stakeholder list or key party/agency/interest group identification list; and
- 10) the primary contact or project representative information.

If certain information required above is not yet known at the time of the Project Description submittal, the LPA shall provide general details on the required submittal information, but shall state, "specific information has not yet been determined". Additionally, if the roadway project is programmed into the TIP, the LPA shall update the BMCMPPO as part of its regular reporting and notify any changes to the project description.

(B) Project Review and Approval: Project Description(s) will be reviewed by the Citizens Advisory Committee and the Technical Advisory Committee prior to being submitted to the Policy Committee for their consideration to adopt into the TIP. The Policy Committee shall certify by resolution that relevant projects identified in the TIP are Complete Streets compliant unless a project receives an exemption under certain circumstances. Roadway projects listed in the TIP shall clearly be identified as Complete Streets Compliant or Complete Streets Exempt.

(C) LPA Reporting: Once a project is programmed into the adopted TIP, the Local Public Agency shall fulfill the scope of work as detailed in the approved Project Description. The LPA shall submit written status reports to the BMCMPPO to be included in the meeting packets of the Citizens Advisory Committee, Technical Advisory Committee, and Policy Committee at a minimum of two times a year. The status report shall include a summary of issues identified, significant accomplishments since the initial Project Description submittal or last status report, new details on project implementation, and the preferred design solutions as they pertain to fulfilling the project parameters detailed by the Project Description.

(D) Project Description Change: The LPA shall report to the BMCMPPO immediately if a significant change to the roadway project is warranted, especially any change that affects the project's accommodations for one of the users of the corridor. The Policy Committee will review the requested change(s) to the project and determine if the change(s) affects the intent (as detailed by the most recently approved Project Description) to be Complete Streets compliant, Complete Streets exempt, or Complete Streets noncompliant. If the changes significantly affect the intent the Policy Committee shall certify a revised Project Description and determine the roadway project's standing to be Complete Streets compliant or Complete Streets exempt. If a capital roadway project is determined to be Complete Streets noncompliant the Policy Committee shall consider removing the project from the Transportation Improvement Program until such time that the project can be brought back into compliance with the Complete Streets Policy. If the changes do not significantly affect the intent then no action by the Policy Committee is required.

IV: Exemption

(A) Complete Streets Exemption: The BMCMPPO Policy Committee shall certify through resolution that justification exists for a roadway project to be exempted from any of the following requirements listed in section **II Policy, (B) Requirements: B1 through B4**. The Policy Committee may allow such an exemption under certain circumstances, including the following:

- 1) Ordinary maintenance activities designed to keep assets in serviceable condition (e.g. mowing, cleaning, sweeping, spot repair, and regular/seasonal maintenance);
- 2) The project involves a roadway that bicyclists and pedestrians are prohibited by law from using. In such case, efforts should be made to accommodate bicyclists and pedestrians elsewhere;
- 3) There are extreme topographic or natural resource constraints;
- 4) The Long Range Transportation Plan's 20-or-more year Average Daily Traffic projection is less than 1000 vehicles per day;
- 5) When other available means or factors indicate an absence of need presently and in the 20-or-more year horizon;
- 6) A reasonable and equivalent alternative already exists for certain users or is programmed in the TIP as a separate project;
- 7) The project is not a roadway improvement project and/or the Bloomington/Monroe County Metropolitan Planning Organization has no programming authority (e.g. State, Bloomington Transit, Rural Transit, and other projects).

V: Evaluation

The BMCMPPO shall, at a minimum, evaluate this policy prior to the adoption of the Long Range Transportation Plan. This evaluation shall include recommendations for amendments to the Complete Streets Policy and subsequently be considered by the Citizens Advisory Committee, Technical Advisory Committee and Policy Committee. Recommendations for amendments shall be distributed to the Local Public Agencies prior to consideration by the BMCMPPO Committees.

¹Additional information on Complete Streets is available through the following resources:

National Complete Streets Coalition <http://www.completestreets.org/>

The American Planning Association - <http://www.planning.org/research/streets/index.htm>



ADOPTION RESOLUTION FY 2009-08

RESOLUTION ADOPTING A COMPLETE STREETS POLICY as presented to the Policy Committee of the Bloomington/Monroe County Metropolitan Planning Organization (BMCMPPO) on January 9, 2009.

WHEREAS, the Bloomington/Monroe County Metropolitan Planning Organization (BMCMPPO) is the organization designated by the Governor of Indiana as the Metropolitan Planning Organization responsible for carrying out, with the State of Indiana, the provisions of 23 U.S.C. 134, and capable of meeting the requirements thereof for the Bloomington, Indiana urbanized area; and

WHEREAS, it is the intent of the Bloomington/Monroe County Metropolitan Planning Organization to establish a Complete Streets Policy so that all roads will be designed and built to accommodate all users of a corridor including pedestrians, bicyclists, users of mass transit, people with disabilities, the elderly, motorists, freight providers, emergency responders, and adjacent land users; and

WHEREAS, the Bloomington/Monroe County Metropolitan Planning Organization has prioritized development of a truly multi-modal system in the Vision Statement of the Long Range Transportation Plan; and

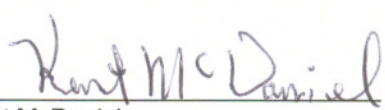
WHEREAS, the Bloomington/Monroe County Metropolitan Planning Organization's Transportation Improvement Program identifies implementation of capital improvements in the urbanized area; and

WHEREAS, the civic guidance of the Citizens Advisory Committee and the technical expertise of the Technical Advisory Committee can ensure that investment in transportation infrastructure addresses the needs of all users of a corridor.

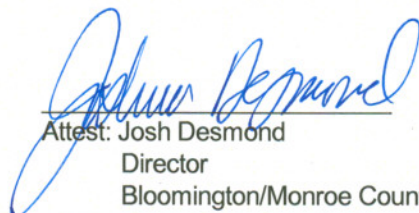
NOW, THEREFORE, BE IT RESOLVED:

- (1) That the Bloomington/Monroe County Metropolitan Planning Organization hereby adopts the Complete Streets Policy herein attached; and
- (2) That the adopted policy shall be forwarded to all relevant public officials and government agencies, and shall be available for public inspection during regular business hours at the City of Bloomington Planning Department, located in the Showers Center City Hall at 401 North Morton Street, Bloomington, Indiana.

PASSED AND ADOPTED by the Policy Committee by a vote of 8 - 4, upon this 9th day of January, 2009.



Kent McDaniel
Chair, Policy Committee
Bloomington/Monroe County MPO



Attest: Josh Desmond
Director
Bloomington/Monroe County MPO



To: BMCMPPO Technical Advisory Committee & Citizens Advisory Committee
From: Anna Dragovich
Date: April 18, 2018
Re: Operational Bylaws Discussion

BACKGROUND

Members of the Technical Advisory Committee have asked to begin a review of the Operational Bylaws. The major impetus for this review is the difficulty obtaining a quorum at most meetings of the TAC. A quorum consists of nine voting members or their proxies. This persistent struggle has begun to disrupt the regular business operations of the TAC. When a quorum is not present, the TAC is unable to take a vote on action items.

OTHER IDEAS

While the Operational Bylaws are up for discussion, MPO staff encourages committee members to address other pertinent changes at this time.

REQUESTED ACTION

Provide staff direction on any revisions pertaining to the MPO Operational Bylaws.

Bloomington/Monroe County Metropolitan Planning Organization

Operational Bylaws

Adopted:
December 9, 2005

Effective:
January 13, 2006

Amended:
February 10, 2006
March 9, 2007
March 7, 2008
January 9, 2009

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BACKGROUND

Federal legislation requires the establishment of a Metropolitan Planning Organization (MPO) in urban areas where the population exceeds 50,000 people to conduct transportation planning. The basic objective of an MPO is to encourage and to promote the development of transportation systems, embrace multiple modes of transportation, and to minimize transportation related fuel consumption and air pollution.

Indiana Governor Robert D. Orr designated the City of Bloomington Plan Commission as the MPO for the Bloomington urban area on March 4, 1982.

Locally, the Bloomington/Monroe County Metropolitan Planning Organization (MPO) fulfills the MPO mission as an intergovernmental transportation policy group that manages transportation project funding for the Bloomington/Monroe County Urbanized Area (which includes the City of Bloomington, the Town of Ellettsville, and portions of Monroe County). The Bloomington/Monroe County MPO is responsible for ensuring that the transportation planning program in the Urbanized Area incorporates consultation, cooperation, and coordination between the MPO, various civic organizations, and the public. All MPO decisions are endorsed by a Policy Committee upon the recommendation of both the Technical Advisory and the Citizens Advisory Committees.

The Policy Committee (PC) consists of municipal and county elected officials, non-elected members, membership from the Bloomington Public Transportation Corporation, Indiana University, Indiana Department of Transportation (INDOT), and the Federal Highway Administration (FHWA). The Technical Advisory Committee (TAC) includes state and local planners, engineers, transit operators and other transportation-related professionals. The Citizens Advisory Committee (CAC) represents a broad cross-section of Bloomington/Monroe County citizen and community interests.

The public is actively encouraged to attend MPO meetings and to be involved in the transportation planning process. Meeting agendas for each of the three MPO committees are published online at www.bloomington.in.gov/mpo.

PREAMBLE

The following constitutes the bylaws, procedures, and responsibilities which shall serve to establish, organize, and guide the proper functioning of the Bloomington/Monroe County Metropolitan Planning Organization.

This organization shall be responsible for fulfilling the requirements of the Federal-Aid Highway Act of 1962, as amended, the Urban Mass Transportation Act of 1964, as amended, and other subsequent laws setting forth requirements for transportation planning for all modes of travel. This responsibility shall be accomplished within a cooperative framework properly related to comprehensive planning on a continual basis. This organization shall also carry out any other transportation planning and programming functions as set forth in any agreements entered into by this process and the Indiana Department of Transportation, the U.S. Department of Transportation or in such manner as events shall dictate.

CHAPTER 1: GENERAL PROVISIONS

1.1 Organization Name

The name for the Metropolitan Planning Organization is the Bloomington/Monroe County Metropolitan Planning Organization. It may also be referred to as the Bloomington Area Transportation Study.

1.2 Organizational Structure

The Metropolitan Planning Organization structure shall consist of three committees:

1. Policy Committee (PC)
2. Technical Advisory Committee (TAC)
3. Citizens Advisory Committee (CAC)

1.3 MPO Staff Designation

- A. **Staff:** The City of Bloomington Planning Department shall be the staff for the Metropolitan Planning Organization.
- B. **Executive Secretary:** The City of Bloomington Planning Department Director or the Director's designee shall serve as the Executive Secretary on behalf of the MPO.

1.4 Policies

- A. **Applicability:** All transportation policies shall apply to all committees and participants of the Bloomington/Monroe County Metropolitan Planning Organization.
- B. **Committee Review:** The Citizens Advisory Committee and the Technical Advisory Committee shall be afforded sufficient time to comment on drafts prior to action by the Metropolitan Planning Organization Policy Committee.
- C. **Adoption:** Reports, programs, and plans become official process documents following adoption by resolution of the Metropolitan Planning Organization Policy Committee.
- D. **Multimodal Consideration:** All MPO committees shall proceed with their respective responsibilities and duties with proper consideration at all times, for all modes of transportation and associated facilities.
- E. **Coordination:** All studies undertaken by the MPO shall be coordinated with individual modal planning programs and with comprehensive planning efforts in the urban area.
- F. **Efficient Development:** Transportation planning activities shall be used to promote efficient urban development. Reasonable forecasts of land use and socioeconomic conditions shall be made to guide these activities.

- G. **Open Meetings:** All meetings of the Policy Committee, the Technical Advisory Committee, and the Citizens Advisory Committee, shall be open to the public.
- H. **Publications:** All published data and/or reports shall be made available to the public and stakeholder agencies.

1.5 Procedures

- A. **Rules of Order:** The rules of order herein contained shall govern deliberations and meetings of all MPO Committees. Any point of order applicable to the deliberations of the Committees and not contained herein shall be governed by Roberts Rules of Order.
- B. **Voting:** All MPO Committee votes shall be by voice vote; however, upon the request of at least one (1) voting member, a roll call vote shall be taken. Unless specified otherwise in these Bylaws, all motions before MPO Committees shall be decided by a majority vote. In the event of a tie vote, the motion before the Committee shall fail.
- C. **Scheduling:** All MPO Committee meetings shall be scheduled by the MPO Staff.
- D. **Meeting Notice:** At least five (5) days notice shall be provided for all MPO Committee meetings.
 - 1. Agenda: A proposed agenda shall be provided to ensure adequate preparation. Such agenda shall include the date, time and location of the Committee meeting.
 - 2. Delivery: The notice, agenda, minutes, and other Committee meeting materials may be delivered electronically.
- E. **Meeting Cancellation:** At the discretion of the City of Bloomington Planning Department Director and the approval of the Chair of the Committee, a regularly scheduled MPO Committee meeting can be canceled. Notification of the cancellation shall be made at least three (3) days prior to the date of the scheduled meeting.
- F. **Committee Chair Participation:** During an MPO Committee meeting, the Chair of the Committee may make motions and debate policy items, and shall not be deprived of any rights and privileges of a member by reason of acting as the presiding officer.

1.6 Amendment of Bylaws

- A. **Process:** Amendments to the MPO Bylaws shall be made according to the following process:
 - 1. Committee Review: Proposed bylaws amendments shall be placed on the agendas of the next available Technical Advisory Committee and Citizens Advisory Committee meetings. The Policy Committee shall not take action on proposed amendments before the TAC and CAC have the opportunity to review and comment on such proposals.
 - 2. Notice: MPO Staff shall include the proposed bylaws amendment, specifying the exact form of the amendment, in the public notice for any MPO Committee meeting at which the proposal will be reviewed.

3. Policy Committee Action: After receiving input from the TAC and CAC, the Policy Committee may vote on the proposed bylaws amendment. Amendments shall become effective upon a positive vote of 2/3 of the voting members of the Policy Committee.
- B. **Staff Role:** The MPO staff shall be responsible for drafting proposed amendments for consideration by the Policy Committee.

CHAPTER 2: POLICY COMMITTEE

2.1 Purpose

The purpose of the Metropolitan Planning Organization Policy Committee shall be to serve the Bloomington/Monroe County metropolitan area as the official decision making body for transportation planning matters.

2.2 Responsibilities

The responsibilities of the Policy Committee shall be as follows:

- A. To give overall guidance for the transportation planning process;
- B. To have overall responsibility for review and approval of all plans and programs which are developed by the transportation planning process;
- C. To organize membership of the Technical Advisory Committee;
- D. To encourage membership and participation in the Citizens Advisory Committee;
- E. To take official action on committee recommendations and other matters pertaining to furthering the transportation planning process;
- F. To adopt transportation goals and objectives to guide the transportation planning process;
- G. To adopt the annual Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the Long-Range Transportation Plan, and other plans and reports;
- H. To submit plans and recommendations to participating agencies and obtain resolutions for adoption from governing agencies;
- I. To establish a transportation study area boundary;
- J. To change the designated membership as deemed necessary; and
- K. To ensure that citizen participation is achieved in the transportation planning process.

2.3 Membership

- A. **Members:** The membership of the Policy Committee shall be as follows:
 1. Mayor, City of Bloomington
 2. President, Monroe County Commissioners
 3. President, Monroe County Council
 4. President, City of Bloomington Common Council
 5. President, Monroe County Plan Commission
 6. President, City of Bloomington Plan Commission
 7. President, Ellettsville Town Council
 8. Chair, Board of Directors, Bloomington Public Transportation Corporation
 9. Vice President & Chief Administrative Officer, Indiana University
 10. Director, City of Bloomington Public Works Department

11. Director, Monroe County Highway Department
 12. Chair, MPO Citizens Advisory Committee
 13. Director, INDOT Seymour District
 14. FHWA, Indiana Division (Non-Voting)
 15. FTA, Region V (Non-Voting)
- B. **Alternate Representation:** If the designated Policy Committee representative for a board, commission, institution, or other organization is unable to serve on the Policy Committee, an alternate representative may be appointed by the same board, commission, institution, or organization to serve the term of the regular designee. In such cases, the regular designee shall not be required to submit a proxy statement for each meeting that the alternate representative attends.
- C. **Terms:** The voting members of the Policy Committee shall serve terms on the Committee that coincide with the terms of their respective offices.
- D. **Proxy:** Each voting member of the Policy Committee may name a proxy in writing for a particular meeting or vote.
1. Representation: The proxy shall be from the same agency, jurisdiction, or organization which the member represents.
 2. Powers: The proxy's powers shall be delineated in the written notice.
 3. Notification: The member shall be responsible for notifying the proxy of meetings.
 4. Committee Chair Proxy: If the Chair of the Policy Committee is absent, then the Vice-Chair shall conduct the meeting.
- E. **Additional Appointments:** Additional appointments to, or changes in the composition of, the Policy Committee shall require an amendment to these Bylaws as outlined in Section 1.6. Any Policy Committee membership changes shall be made in consultation with the Indiana Department of Transportation, the Federal Highway Administration and the Federal Transit Administration.

2.4 Officers

- A. **Officers:** The Policy Committee shall elect the following officers:
1. Chair
 2. Vice-Chair
- B. **Eligibility:** Officers of the Policy Committee shall be chosen from the voting members of the Policy Committee.
- C. **Elections:** Election of officers shall occur in January of each year. Elections for all officers shall be by majority vote.
- D. **Duties:** The duties of the elected officers of the Policy Committee shall be as follows:

1. Chair
 - a. Preside over the meetings of the Policy Committee.
2. Vice-Chair
 - a. In the absence of the Policy Committee Chair, to preside over the meetings of the Policy Committee.

2.5 Meeting Procedure

- A. **Quorum:** A quorum shall consist of seven (7) voting members of the Policy Committee or their proxies.
 1. Committee Action: No action shall be taken by the Policy Committee without a quorum.
 2. Rescheduling: If a quorum is not present, those present may tentatively reschedule the meeting to another day when a quorum can be obtained.
- B. **Schedule:** Meetings of the Policy Committee shall be open to the public and be held on a bimonthly basis or as needed for special business.
- C. **Special Votes:** The Chair of the Policy Committee may request a mail, fax, or e-mail vote on issues already presented at previous meetings.
 1. Limitations: This practice will be used only if Federal and/or State imposed deadlines are an issue or if the vote is necessitated due to the urgency of a local, State, or Federal project.
 2. Committee Report: A mail, fax, or e-mail vote will be presented at the next scheduled Policy Committee meeting as part of the previous meeting minutes.

2.6 Order of Business

The business of the Policy Committee shall be taken up for consideration and disposition in the following order, unless order is suspended by unanimous consent:

1. Call to order by the Chair
2. Approval of minutes of the previous meeting
3. Communications from the Chair
4. Reports from officers and/or committees
5. Reports from the MPO staff
6. Old Business
Public comment prior to vote (limited to five minutes per speaker)
7. New Business
Public comment prior to vote (limited to five minutes per speaker)
8. Communications from Committee members on matters not included in the agenda
9. Adjournment

CHAPTER 3: TECHNICAL ADVISORY COMMITTEE

3.1 Purpose

The purpose of the Technical Advisory Committee is to provide the MPO Policy Committee with technical support concerning the development of annual documents and the implementation of specific projects contained therein.

3.2 Responsibilities

The responsibilities of the Technical Advisory Committee shall be:

- A. To recommend technical methods, procedures, and standards to the Policy Committee to further the transportation planning process;
- B. To help coordinate work of operating departments and agencies participating in the transportation planning process;
- C. To discuss and recommend alternative transportation plans and programs to the Policy Committee, and
- D. To comment and make recommendations on draft reports of the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the Long-Range Transportation Plan, and other plans and reports.

3.3 Membership

- A. **Members:** The membership of the Technical Advisory Committee shall be as follows:
 1. City Engineer, City of Bloomington
 2. Deputy Director Public Works, City of Bloomington
 3. Controller, City of Bloomington
 4. Planning Director, City of Bloomington
 5. Director of Operations & Development, City of Bloomington Parks and Recreation
 6. Assistant Utilities Director, City of Bloomington
 7. GIS Coordinator, City of Bloomington
 8. Streets Superintendent, City of Bloomington
 9. Assistant Director, Monroe County Highway Department
 10. Director, Monroe County Planning Department
 11. Auditor, Monroe County
 12. Parks & Recreation Administrator, Monroe County
 13. GIS Coordinator, Monroe County
 14. Director of Planning Services, Town of Ellettsville
 15. Town Engineer, Town of Ellettsville
 16. Executive Director of Transportation, Indiana University
 17. General Manager, Bloomington Transit

18. Manager, Rural Transit
 19. Director, Monroe County Airport
 20. Transportation Director, Monroe County Community School Corporation
 21. Transportation Director, Richland-Bean Blossom Community School Corporation
 22. Vice-Chair, Citizens Advisory Committee
 23. INDOT Planning/Programming Representative
 24. INDOT Public Transportation Representative
 25. INDOT Seymour District Office, Planning and Programming Director
 26. FHWA, Indiana Division (Non-Voting)
 27. FTA, Region V (Non-Voting)
- B. **Alternate Representation:** If the designated Technical Advisory Committee representative for a department, board, commission, institution, or other organization is unable to serve on the Technical Advisory Committee, an alternate representative may be appointed by the same department, board, commission, institution, or organization to serve the term of the regular designee. In such cases, the regular designee shall not be required to submit a proxy statement for each meeting that the alternate representative attends.
- C. **Terms:** The voting members of the Technical Advisory Committee shall serve terms on the Committee that coincide with the terms of their respective offices.
- D. **Proxy:** Each voting member of the Technical Advisory Committee may name a proxy in writing for a particular meeting or vote.
1. **Representation:** The proxy shall be from the same agency, jurisdiction, or organization which the member represents.
 2. **Powers:** The proxy's powers shall be delineated in the written notice.
 3. **Notification:** The member shall be responsible for notifying the proxy of meetings.
 4. **Committee Chair Proxy:** If the Chair of the Technical Advisory Committee is absent and designates a proxy, then the Vice-Chair shall conduct the meeting.
- E. **Additional Appointments:** Additional appointments to, or changes in the composition of, the Technical Advisory Committee shall require an amendment to these Bylaws as outlined in Section 1.6. Any Technical Advisory Committee membership changes shall be made in consultation with the Indiana Department of Transportation, the Federal Highway Administration and the Federal Transit Administration.

3.4 Officers

- A. **Officers:** The Technical Advisory Committee shall elect the following officers:
 - 1. Chair
 - 2. Vice-Chair
- B. **Eligibility:** Officers of the Technical Advisory Committee shall be chosen from the voting members of the Technical Advisory Committee.
- C. **Elections:** Election of officers shall occur in January of each year. Elections for all officers shall be by majority vote.
- D. **Duties:** The duties of the elected officers of the Technical Advisory Committee shall be as follows:
 - 1. Chair
 - a. Preside over the meetings of the Technical Advisory Committee.
 - 2. Vice-Chair
 - a. In the absence of the Technical Advisory Committee Chair, to preside over the meetings of the Technical Advisory Committee.

3.5 Meeting Procedure

- A. **Quorum:** A quorum shall consist of nine (9) voting members of the Technical Advisory Committee, or their proxies.
 - 1. Committee Action: No action shall be taken by the Technical Advisory Committee without a quorum.
 - 2. Rescheduling: If a quorum is not present, those present may tentatively reschedule the meeting to another day when a quorum can be obtained.
- B. **Schedule:** Meetings of the Technical Advisory Committee shall be open to the public and be held on a monthly basis or as needed for special business.
- C. **Special Votes:** The Chair of the Technical Advisory Committee may request a mail, fax, or e-mail vote on issues already presented at previous meetings.
 - 1. Limitations: This practice will be used only if Federal and/or State imposed deadlines are an issue or if the vote is necessitated due to the urgency of a local, State, or Federal project.
 - 2. Committee Report: A mail, fax, or e-mail vote will be presented at the next scheduled Technical Advisory Committee meeting as part of the previous meeting minutes.

3.6 Order of Business

The business of the Technical Advisory Committee shall be taken up for consideration and disposition in the following order, unless order is suspended by unanimous consent:

- 1. Call to order by the Chair
- 2. Approval of minutes of the previous meeting

3. Communications from the Chair
4. Reports from officers and/or committees
5. Reports from the MPO staff
6. Old Business
Public comment prior to vote (limited to five minutes per speaker)
7. New Business
Public comment prior to vote (limited to five minutes per speaker)
8. Communications from Committee members on matters not included in the agenda
9. Adjournment

CHAPTER 4: CITIZENS ADVISORY COMMITTEE

4.1 Purpose

The purpose of the Citizens Advisory Committee (CAC) is to serve as the formal means through which active citizen participation provides the Policy Committee with public input on official decision making for transportation planning matters.

4.2 Responsibilities

The responsibilities of the Citizens Advisory Committee shall be:

- A. To foster and develop citizen awareness and understanding regarding transportation policy and planning;
- B. To promote necessary interaction between citizens and the Policy Committee, the Technical Advisory Committee, and the Metropolitan Planning Organization staff; and
- C. To keep the Policy Committee, the Technical Advisory Committee, and the Metropolitan Planning Organization staff apprised of current and emerging citizen concerns in relation to transportation issues within the urban area.

4.3 Membership

- A. **Members:** The membership of the Citizens Advisory Committee shall be comprised of citizens of the City of Bloomington, Monroe County and the Town of Ellettsville. Key stakeholder groups, agencies and organizations from each community should also be represented. The following groups, as well as others that may not be listed, are strongly encouraged to send a representative to participate in the Citizens Advisory Committee.
 - 1. Bloomington Traffic Commission
 - 2. Monroe County Traffic Commission
 - 3. Indiana University Student Association
 - 4. Bloomington Commission on Sustainability
 - 5. Bloomington Bicycle and Pedestrian Safety Commission
 - 6. Greater Bloomington Chamber of Commerce
 - 7. Ellettsville Chamber of Commerce
 - 8. Bloomington Environmental Commission
 - 9. League of Women Voters
 - 10. Bloomington Historic Preservation Commission
 - 11. Bloomington Council of Neighborhood Associations
 - 12. Bloomington Bicycle Club
 - 13. Bloomington Board of Realtors
 - 14. Bloomington Council for Community Accessibility

15. Downtown Bloomington, Inc.
 16. Area 10 Agency on Aging
 17. Bloomington Urban Enterprise Association
 18. Monroe County Soil & Water Conservation District
 19. INDOT, Seymour District (Non-voting)
 20. FHWA, Indiana Division (Non-Voting)
- B. **Eligibility:** All citizens and organization representatives that attend Citizens Advisory Committee meetings shall be considered Committee Members.
- C. **Registration:** Anyone wishing to become a member of the Committee shall register using a form provided by the MPO Staff. Such registration shall include contact information (mailing address, phone number, email address, etc.) as well as indicate whether the member has been designated as an official representative of a community organization or agency.
- D. **Voting Privileges:** Citizens Advisory Committee members shall attend three (3) consecutive Committee meetings before they are eligible to vote on Committee business. Members may vote on Committee business as of the third consecutive meeting they attend.
- E. **Revocation of Voting Privileges:** Citizens Advisory Committee members who miss three consecutive meetings may have their voting privileges revoked with concurrence from the Chair and Vice-Chair. Exceptions may be made if the Committee member can demonstrate extenuating circumstances. A Committee member whose voting privileges have been revoked shall be required to follow the process outlined in 4.3(D) to regain voting status.

4.4 Officers

- A. **Officers:** The Citizens Advisory Committee shall elect the following officers:
1. Chair
 2. Vice-Chair
- B. **Eligibility:** Officers of the Citizens Advisory Committee shall be chosen from the voting members of the Citizens Advisory Committee.
- C. **Elections:** Election of officers shall occur in January of each year. Officers shall be elected by a secret ballot of the voting members of the Committee. Elections for all officers shall be by majority vote.
- D. **Duties:** The duties of the elected officers of the Citizens Advisory Committee shall be as follows:
1. Chair
 - a. Preside over the meetings of the Citizens Advisory Committee.

- b. Set the Agenda for Citizens Advisory Committee meetings, in consultation with the Vice-Chair and the MPO Staff.
 - c. Attend meetings of the Policy Committee as a voting member.
2. Vice-Chair
- a. In the absence of the Committee Chair, to preside over the meetings of the Citizens Advisory Committee.
 - b. Set the Agenda for Citizens Advisory Committee meetings, in consultation with the Chair and the MPO Staff.
 - c. Attend meetings of the Technical Advisory Committee as a voting member.

4.5 Meeting Procedure

- A. **Quorum:** A quorum shall consist of a simple majority of Citizens Advisory Committee members eligible to vote. At an absolute minimum, quorum shall consist of four (4) voting-eligible Committee members.
1. Committee Action: No action shall be taken by the Citizens Advisory Committee without a quorum.
 2. Rescheduling: If a quorum is not present, those present may tentatively reschedule the meeting to another day when a quorum can be obtained. The members present may also conduct the meeting as an informational session, but shall not take any official action on business items.
- B. **Schedule:** Meetings of the Citizens Advisory Committee shall be open to the public and be held on a monthly basis or as needed for special business.
- C. **Special Votes:** The Chair of the Citizens Advisory Committee may request a mail, fax, or e-mail vote on issues already presented at previous meetings.
1. **Limitations:** This practice will be used only if Federal and/or State imposed deadlines are an issue or if the vote is necessitated due to the urgency of a local, State, or Federal project.
 2. **Committee Report:** A mail, fax, or e-mail vote will be presented at the next scheduled Citizens Advisory Committee meeting as part of the previous meeting minutes.
- D. **Agenda Items:** Members of the CAC may suggest agenda items at least seven (7) days prior to the next scheduled meeting.

4.6 Order of Business

The business of the Citizens Advisory Committee shall be taken up for consideration and disposition in the following order, unless order is suspended by unanimous consent.

1. Call to order by the Chair
2. Approval of minutes of the previous meeting
3. Communications from the Chair
4. Reports from officers and/or committees
5. Reports from the MPO staff

6. Old Business
Public comment prior to vote (limited at the discretion of the Chair)
7. New Business
Public comment prior to vote (limited at the discretion of the Chair)
8. Communications from Committee members on matters not included in the agenda
9. Adjournment

ADOPTION RESOLUTION

RESOLUTION ADOPTING THE *BLOOMINGTON/MONROE COUNTY METROPOLITAN PLANNING ORGANIZATION OPERATIONAL BYLAWS*, as presented to the Policy Committee and Technical Advisory Committee of the Bloomington/Monroe County Metropolitan Planning Organization on December 9, 2005.

WHEREAS, the Bloomington/Monroe County Metropolitan Planning Organization (MPO) is the duly designated MPO for the Bloomington, Indiana, urbanized area; and

WHEREAS, the MPO is responsible for ensuring that the Bloomington, Indiana, urbanized area's transportation planning program is continuing, comprehensive, and coordinated between the MPO and other public and citizen organizations throughout the planning process, as outlined in the metropolitan planning rule jointly issued in the Federal Register by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) on October 28, 1993; and

WHEREAS, the operations of the MPO Policy, Technical Advisory and Citizens Advisory Committees must be guided by an adopted set of Bylaws; and

WHEREAS, the work conducted to develop the Operational Bylaws was performed under Element 101.01 of the Fiscal Year 2006 Unified Planning Work Program (UPWP) for the MPO.

NOW, THEREFORE, BE IT RESOLVED:

- (1) That the *Bloomington/Monroe County Metropolitan Planning Organization Operational Bylaws* are hereby adopted; and,
- (2) That the adopted Operational Bylaws shall be forwarded to all relevant public officials and government agencies, including appropriate officials at the Indiana Department of Transportation and the Federal Highway Administration, and shall be available for public inspection during regular business hours at the City of Bloomington Planning Department, located in the Showers Center City Hall at 401 North Morton Street, Bloomington, Indiana.

PASSED AND ADOPTED by the Policy Committee by a vote of 9 - 1 , upon this 9th day of December 2005.

Signed
Kent McDaniel
Chair, Policy Committee
Bloomington Area MPO

Signed
Attest: Joshua Desmond
Assistant Director
City of Bloomington Planning Department



Bloomington/Monroe County Metropolitan Planning Organization

ADOPTION RESOLUTION

RESOLUTION ADOPTING AN AMENDMENT OF THE *BLOOMINGTON/MONROE COUNTY METROPOLITAN PLANNING ORGANIZATION OPERATIONAL BYLAWS*, as presented to the Policy Committee and Technical Advisory Committee of the Bloomington/Monroe County Metropolitan Planning Organization on February 10, 2006.

WHEREAS, the Bloomington/Monroe County Metropolitan Planning Organization (MPO) is the duly designated MPO for the Bloomington, Indiana, urbanized area; and

WHEREAS, the MPO is responsible for ensuring that the Bloomington, Indiana, urbanized area's transportation planning program is continuing, comprehensive, and coordinated between the MPO and other public and citizen organizations throughout the planning process, as outlined in the metropolitan planning rule jointly issued in the Federal Register by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) on October 28, 1993; and

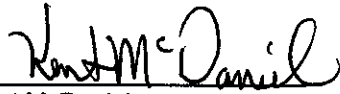
WHEREAS, the operations of the MPO Policy, Technical Advisory and Citizens Advisory Committees are guided by an adopted set of Bylaws; and

WHEREAS, the work conducted to develop the Amendment to the Operational Bylaws was performed under Element 101.01 of the Fiscal Year 2006 Unified Planning Work Program (UPWP) for the MPO.

NOW, THEREFORE, BE IT RESOLVED:

- (1) That the amended *Bloomington/Monroe County Metropolitan Planning Organization Operational Bylaws* are hereby adopted; and,
- (2) That the adopted amendment of the Operational Bylaws shall be forwarded to all relevant public officials and government agencies, including appropriate officials at the Indiana Department of Transportation and the Federal Highway Administration, and shall be available for public inspection during regular business hours at the City of Bloomington Planning Department, located in the Showers Center City Hall at 401 North Morton Street, Bloomington, Indiana.

PASSED AND ADOPTED by the Policy Committee by a vote of 10 - 0, upon this 10th day of February 2006


Kent McDaniel
Chair, Policy Committee
Bloomington Area MPO


Attest: Joshua Desmond
Assistant Director
City of Bloomington Planning Department

ADOPTION RESOLUTION 2007-06

RESOLUTION AMENDING THE BLOOMINGTON/MONROE COUNTY METROPOLITAN PLANING ORGANIZATION OPERATIONAL BYLAWS, as presented to the Policy Committee and Technical Advisory Committee of the Bloomington/Monroe County Metropolitan Planning Organization (MPO) on March 9, 2007.

WHEREAS, the Bloomington/Monroe County Metropolitan Planning Organization is the duly designated MPO for the Bloomington, Indiana urbanized area; and

WHEREAS, the MPO is responsible for ensuring that the Bloomington, Indiana urbanized area's transportation planning program is continuing, comprehensive, and coordinated between the MPO and other public and citizen organizations throughout the planning process, as outlined in the metropolitan planning rule jointly issued in the Federal Register by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) on October 28, 1993; and

WHEREAS, there currently are no procedures for the Policy Committee to take a special vote on local projects; and

WHEREAS, the Technical Advisory Committee has had difficulty establishing quorum at its regularly scheduled meetings due to the high number of voting members required.

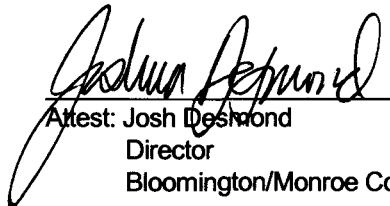
NOW, THEREFORE, BE IT RESOLVED:

- (1) That the Bloomington/Monroe County Metropolitan Planning Organization Operational Bylaws are hereby amended by motion of the Policy Committee to:
 - Allow the Policy Committee to use special voting procedures for local projects; and
 - Fix the quorum for the Technical Advisory Committee at nine (9) voting members.
- (2) That the adopted document shall be forwarded to all relevant public officials and government agencies, and shall be available for public inspection during regular business hours at the City of Bloomington Planning Department, located in the Showers Center City Hall at 401 North Morton Street, Bloomington, Indiana.

PASSED AND ADOPTED by the Policy Committee by a vote of 10 - 0, upon this 9th day of March, 2007.



Kent McDaniel
Chair, Policy Committee
Bloomington/Monroe County MPO



Attest: Josh Desmond
Director
Bloomington/Monroe County MPO



ADOPTION RESOLUTION FY 2008-11

RESOLUTION ADOPTING AN AMENDMENT TO THE OPERATIONAL BYLAWS OF THE BLOOMINGTON/MONROE COUNTY METROPOLITAN PLANNING ORGANIZATION TO CHANGE CITY REPRESENTATION ON THE TECHNICAL ADVISORY COMMITTEE as presented to the Policy Committee of the Bloomington/Monroe County Metropolitan Planning Organization (MPO) on March 7, 2008.

WHEREAS, the Bloomington/Monroe County Metropolitan Planning Organization (MPO) is the organization designated by the Governor of Indiana as the Metropolitan Planning Organization responsible for carrying out, with the State of Indiana, the provisions of 23 U.S.C. 134, and capable of meeting the requirements thereof for the Bloomington, Indiana urbanized area; and

WHEREAS, the City of Bloomington has requested that the Operational Bylaws be amended to reflect the Engineering Department's current division of labor and responsibilities; and

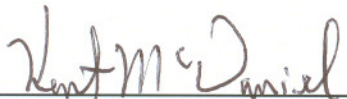
WHEREAS, the Technical Advisory Committee recommended approval of this amendment to the Bylaws at their meeting on February 22, 2008 as did the Citizens Advisory Committee at their meeting on February 27, 2008.

NOW, THEREFORE, BE IT RESOLVED:

- (1) That the Bloomington/Monroe County Metropolitan Planning Organization hereby amends its Operational Bylaws in the following manner:
 - Remove "Manager of Engineering Services, City of Bloomington" from the membership of the Technical Advisory Committee
 - Add "City Engineer, City of Bloomington" to the membership of the Technical Advisory Committee

- (2) That the adopted document shall be forwarded to all relevant public officials and government agencies, and shall be available for public inspection during regular business hours at the City of Bloomington Planning Department, located in the Showers Center City Hall at 401 North Morton Street, Bloomington, Indiana.

PASSED AND ADOPTED by the Policy Committee by a vote of 9 - 0, upon this 7th day of March, 2008.



Kent McDaniel
Chair, Policy Committee
Bloomington/Monroe County MPO



Attest: Josh Deemond
Director
Bloomington/Monroe County MPO

ADOPTION RESOLUTION FY 2009-06

RESOLUTION ADOPTING AN AMENDMENT TO THE OPERATIONAL BYLAWS as presented to the Policy Committee of the Bloomington/Monroe County Metropolitan Planning Organization (BMCMPPO) on January 9, 2009.

WHEREAS, the Bloomington/Monroe County Metropolitan Planning Organization is the organization designated by the Governor of Indiana as the Metropolitan Planning Organization responsible for carrying out, with the State of Indiana, the provisions of 23 U.S.C. 134, and capable of meeting the requirements thereof for the Bloomington, Indiana urbanized area; and

WHEREAS, the BMCMPPO must ensure that the Operational Bylaws accurately reflect how business is conducted, which includes Committee meeting schedules; and

WHEREAS, the Operational Bylaws would benefit from language which allows special voting procedures, clarifies procedures for the Citizens Advisory Committee, identifies that meetings are open to the public, and corrects minor scrivener's errors; and

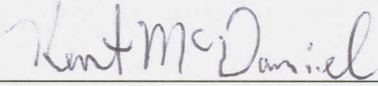
WHEREAS, the Technical Advisory Committee recommended adoption of the aforementioned Operational Bylaws amendment at their meeting on October 24, 2008 as did the Citizens Advisory Committee on October 22, 2008.

NOW, THEREFORE, BE IT RESOLVED:

- (1) That the Bloomington/Monroe County Metropolitan Planning Organization hereby adopts the following changes to its Operational Bylaws:
 - Indication that all Committee meetings are open to the public;
 - Separation of Policy Committee and Technical Advisory Committee meetings;
 - Provision of special voting procedures for the Technical Advisory Committee and Citizens Advisory Committee;
 - Clarification of Citizen Advisory Committee member voting eligibility;
 - Modification of the deadline for Citizen Advisory Committee agenda suggestions;
 - Corrections and updates to scrivener's errors and outdated text.

- (2) That the adopted document shall be forwarded to all relevant public officials and government agencies, and shall be available for public inspection during regular business hours at the City of Bloomington Planning Department, located in the Showers Center City Hall at 401 North Morton Street, Bloomington, Indiana.

PASSED AND ADOPTED by the Policy Committee by a vote of 12-0, upon this 9th day of January, 2009.



Kent McDaniel
Chair, Policy Committee
Bloomington/Monroe County MPO



Attest: Josh Desmond
Director
Bloomington/Monroe County MPO