



## TECHNICAL ADVISORY COMMITTEE

October 27, 2021

10:00 – 11:30 pm

Virtual Location via Zoom

Join Zoom Meeting

<https://bloomington.zoom.us/j/85445764626?pwd=NzVGbXUwRHVKZExVTmZzQWNhQXlaQT09>

Find your local number: <https://bloomington.zoom.us/kd4mpFGeba>

Dial by your location +1 312 626 6799 US (Chicago)

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- I. Call to Order and Introductions
- II. Approval of the Meeting Agenda\*
- III. Approval of Minutes\*
  - a. September 23, 2021
- IV. Reports from Officers and/or Committees
  - a. LPA Project Updates
- V. Reports from the MPO Staff
  - a. FY 2022 - 2026 Transportation Improvement Program (TIP)
  - b. FHWA Freight Study Kickoff Meeting
- VI. Old Business - None
- VII. New Business
  - a. BMCMPPO Public Participation Plan\*\*  
**\*Requested Action: Recommend Approval by the Policy Committee on 11-05-21**
- VIII. Communications from Committee Members (*non-agenda items*)
  - a. Topic Suggestions for Future Agendas
- IX. Upcoming Meetings
  - a. Policy Committee - November 5, 2021 at 1:30 p.m. (Virtual or Hybrid)
  - b. Technical Advisory Committee - November 17, 2021 at 10:00 a.m. (Virtual or Hybrid)
  - c. Citizens Advisory Committee - November 17, 2021 at 6:30 p.m. (Virtual or Hybrid)

Adjournment

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

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## TECHNICAL ADVISORY COMMITTEE

September 22, 2021

10:00 - 11:30 am

Virtual Location via Zoom

Join Zoom Meeting

<https://bloomington.zoom.us/j/87315374543?pwd=eEVGU0UydjNPbFE3Wk03WjdJR0dvZz09>

Find your local number: <https://bloomington.zoom.us/j/87315374543?pwd=eEVGU0UydjNPbFE3Wk03WjdJR0dvZz09>

Clicking on the link will take you to the meeting. You will automatically receive a dial-in number if you want to use your phone for audio and not your computer microphone.

Members Present: Paul Satterly, Lew May, Nate Nickel, Neil Kopper (proxy), Kevin Tolloty, Patrick Ellis, Jane Fleig, Jared Eichmiller, Scott Robinson, Steven Minor

Guests Present: John Connell (successor to Lew May as Bloomington Transit General Manager)

Staff Present: Ryan Clemens, Pat Martin

- I. Call to Order and Introductions
  - a. May called the meeting to order.
  
- II. Approval of the Meeting Agenda\*
  - a. \*Robinson motioned to accept the Technical Advisory Committee (TAC) Meeting Agenda. Fleig seconded. Motion passed unanimously by voice vote (9-0).\*
  
- III. Approval of Minutes\*
  - a. August 25, 2021
    - (1) \*Fleig motioned to approve the August TAC Minutes. Robinson seconded. Motion passed unanimously by voice vote (9-0).\*
  
- IV. Reports from Officers and/or Committees
  - a. LPA Project Updates
    - (1) Bloomington Transit
      - (a) May announced that this will be his last TAC meeting as he is retiring before the next meeting.
    - (2) Monroe County
      - (a) Satterly reported that the Curry Pike roundabout utilities relocation phase is ongoing and that construction will begin in 2022.
    - (3) City of Bloomington
      - (a) Kopper reported that no changes have occurred within the last month on City of Bloomington MPO projects.
  
- V. Reports from the MPO Staff
  - a. None.

## VI. Old Business

- a. Approved Final Draft FY 2022 - 2026 Transportation Improvement Program (TIP)
  - (1) Staff reported on the status of the 2022 – 2026 TIP. The Policy Committee voted to adopt the TIP at their last meeting earlier in the month, and that it is waiting on final approval from the Indiana Department of Transportation (INDOT) and the Federal Highway Administration (FHWA).
- b. FY 2020-2024 Transportation Improvement Program (TIP) Amendments\*
  - (1) DES# 1800086 - Added Travel Lane on SR 45 from the Bloomington Bypass to the Intersection of Pete Ellis Drive
    - (a) Staff reported that the Policy Committee voted earlier in the month to accept all of the TIP amendments approved by the TAC in August except for the “Added Travel Lane on SR 45 from the Bloomington Bypass to the Intersection of Pete Ellis Drive” project because they would like to see more information about the project. Staff went into further detail about this project and about how it relates to the “SR 45 at the Intersection of Pete Ellis Drive” project (Des# 1800199). Discussion ensued.
    - (i) \*Nickel motioned to once again recommend the approval of Des# 1800086 to the Policy Committee. Kopper seconded. Motion passed unanimously by voice vote (9-0).\*

## VII. New Business

- a. Officer Election(s)\*
  - (1) Chair
    - (a) \*Satterly nominated Fleig for Chair. No additional nominations were made. Robinson seconded. Nomination passed unanimously by voice vote (9-0).\*
  - (2) Vice Chair (If necessary at this time)
    - (a) Vote not necessary as Satterly will remain Vice Chair.

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

- a. Topic Suggestions for Future Agendas
  - (1) None.
- b. Communications
  - (1) May thanked everyone for working with him during his time with Bloomington Transit and as Chair for the TAC. May introduced Connell as the next General Manager for Bloomington Transit. Congratulations to May and Welcomes to Connell ensued.

## IX. Upcoming Meetings

- a. Policy Committee - October 8, 2021 at 1:30 p.m. (Virtual or Hybrid)
- b. Technical Advisory Committee - October 27, 2021 at 10:00 a.m. (Virtual or Hybrid)
- c. Citizens Advisory Committee - October 27, 2021 at 6:30 p.m. (Virtual or Hybrid)

## Adjournment

May adjourned the meeting.

*\*Action Requested / Public comment prior to vote (limited to five minutes per speaker).  
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notice. Please call [812-349-3429](tel:812-349-3429) or e-mail [human.rights@bloomington.in.gov](mailto:human.rights@bloomington.in.gov).*

Bloomington-Monroe County Metropolitan Planning Organization

# Public Participation Plan



***Adopted***

December 13, 2002

***Amended***

June 8, 2007

March 11, 2011

November TBD, 2021



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## Introduction

Federal legislation requires the establishment of a Metropolitan Planning Organization (MPO) to conduct transportation planning in urban areas where the population exceeds 50,000 people. The basic objectives of an MPO are to encourage and promote the development of transportation systems, to 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 (BMCMPPO) 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 urbanizing 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. The MPO Policy Committee (PC) endorses decisions upon the recommendation of both the Technical Advisory Committee (TAC) and the Citizens Advisory Committee (CAC).

The Policy Committee (PC) consists of municipally and county elected officials from city, town, and county governments, membership from the Bloomington Public Transportation Corporation, Indiana University (IU), the Indiana Department of Transportation (INDOT), and the Federal Highway Administration (FHWA), and non-elected members. The Technical Advisory Committee includes state and local planners, engineers, transit operators, and other transportation-related professionals. The Citizens Advisory Committee represents a broad cross-section of citizens and community interests who reside within the boundaries of the Metropolitan Planning Area (MPA).



## Purpose

The Public Participation Plan (the Plan) for the Bloomington-Monroe County Metropolitan Planning Organization (BMCMPPO) has been developed pursuant to the final federal metropolitan regulations of the United States Department of Transportation (USDOT) as contained in the October 28, 1993 Federal Register and any subsequent changes herein mandated by federal legislation.

The Bloomington-Monroe County MPO has established a set of goals for the public participation process to guide MPO staff in developing opportunities for the involvement of public officials and citizens. These goals also assist in ensuring the public participation process meets the needs of the communities involved in the transportation planning activities for the region.

The Public Participation Plan is periodically updated and revised in order to improve continuous, comprehensive, and cooperative transportation planning (Federal 3C Process) for the BMCMPPO. Plan updates are typically in response to local needs and interests or due to new state and federal requirements.

### **Public Participation Plan Goals**

The BMCMPPO Public Participation Plan was prepared in compliance with the Federal Fixing America's Surface Transportation (FAST) Act (Pub. L. No. 114-94) and predecessor federal legislation applicable to metropolitan transportation planning. Title VI, 6001 (a).134 (i) (5), (A):

*“Each metropolitan planning organization shall provide citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, pedestrian walkways and bicycle transportation facilities, representatives of the disabled and other interested parties with a reasonable opportunity to comment on the long-range transportation plan [for the Transportation Improvement Program (TIP)]”*

The Plan is developed using the following SAFETEA-LU and BMCMPPO general goals:

- Provide adequate public notice and time for public review and comment at key decision points;
- Demonstrate explicit consideration and response to public input received;
- Seek out the needs and input of the public who typically are underserved by existing transportation systems;
- Provide periodic reviews of the public involvement process and participation plan in terms of their effectiveness;
- Coordinate to the maximum extent practical with statewide public involvement processes;

- Educate and raise awareness within the Metropolitan Planning Area (MPA) boundary about current and future transportation needs;
- Encourage broad public participation from all sectors of the community and provide the community with adequate opportunities to participate in the decision making process; and
- Foster a sense of ownership toward the transportation planning process and the resulting projects within the community.

***Public Participation Mission Statement***

The BMCMPPO is committed to providing Monroe County, the Town of Ellettsville, and the City of Bloomington with quality transportation planning programs and services, as well as working to provide access to an efficient and safe transportation system for all citizens. Toward this goal, the BMCMPPO shall be committed to:

- Promoting the environmental justice principles in all of its programs and policies as prescribed by the governing Environmental Justice Policy Statement (This involves the development of equitable programs and policies that avoid disproportionately negative effects on minority and/or low-income populations, as well as expediting the distribution of benefits from these projects);
- Working continuously to ensure the full and fair participation of all affected communities in the transportation planning process; and
- Providing an equitable distribution of transportation infrastructure affecting public and environmental health, as well as to the development of a just public transit system.

## Public Participation Plan Policy

It is the policy of the BMCMPPO to provide access to the transportation planning process so as to allow the public opportunity to comment on transportation planning activities. By doing so, the BMCMPPO Policy Committee will have available to them public ideas, concerns, and suggestions on all transportation planning issues.

Two areas of primary interest for transportation planning issues and public involvement are the Long Range Transportation Plan (LRTP), and the Transportation Improvement Program (TIP). The MPO is responsible for adopting and maintaining these core MPO products. The LRTP is the minimum twenty-five-year long range, multi-modal transportation plan for the Bloomington Urbanized Area as required by Federal Statutes (23 USC 135, Section 450.300) for the programming of Federal funds for transportation project planning and implementation of ground transportation modes (roadway, transit, pedestrian, bicycle, and other foot/hand-propelled modes of transportation). The LRTP shall have updated as needed every five years in order to maintain a minimum twenty-five-year horizon, but may require amendment more frequently if needed. The TIP is the five-year short range capital improvement plan to implement the LRTP. Project details such as timing, costs, design, phases, and funding sources detailed within the TIP, and, thus, provide a strategic planning document to program funding for actual transportation projects.

Additional areas of interest for transportation planning issues and public involvement exist for all programs and products of the MPO. These areas may include, but are not limited to, transportation studies, transportation grant applications (e.g. Transportation Enhancement, Safe Routes to School), design feasibility studies, MPO policies and procedures (e.g. operational bylaws), and other related programs, processes, and activities as detailed within the applicable fiscal year Unified Planning Work Program (UPWP).

### ***Adoption Resolutions and Major Amendments Policy***

The BMCMPPO shall follow to the fullest extent possible the Public Participation Plan for adoption resolutions and major amendments to the LRTP and the TIP. MPO staff shall bring all such resolutions and amendments to the Citizens Advisory Committee and Technical Advisory Committee prior to adoption by the Policy Committee. The public shall have a minimum of 30 days for written comment on such resolutions and amendments before adoption by the Policy Committee.

This section applies to the following resolutions and amendments:

- Adoption of a new Transportation Improvement Program;
- Adoption of a new Long Range Transportation Plan;

- Adoption of a new, or amendment to an existing, Public Participation Plan, except that the required written public comment period shall be 30 days for such action;
- Inclusion into an adopted TIP of new capital improvement projects that meet either the criteria for capacity expansion and/or the criteria for acquisition of right-of-way;
- Removal from an adopted TIP of an existing capital improvement project;
- Amendments to an adopted TIP that change the total cost of an existing capital improvement project by 100% or more; and
- Amendments to the LRTP that modify transportation projects identified in the Plan.

***Related MPO Programs and Minor Amendments Policy***

The BMCMPPO shall follow to the fullest extent possible the Public Participation Plan for related MPO program adoption resolutions and minor amendments to the Long Range Transportation Plan and the Transportation Improvement Program. MPO staff may bring such resolutions and amendments to the Citizens Advisory Committee and Technical Advisory Committee before proposed adoption by the Policy Committee, but may only present them to the Policy Committee due to time constraints. The may also be waived for such resolutions and amendments may receive a waiver from the 30-day written public comment period.

This section applies to the following resolutions and amendments:

- Adoption of a new Unified Planning Work Program (UPWP)
- Inclusion into an adopted TIP of new capital improvement projects that do not meet either the criteria for capacity expansion and/or the criteria for acquisition of right-of-way;
- Amendments to an adopted TIP that change the total cost of an existing capital improvement project by greater than 20% but less than 100%;
- Amendments to the Long Range Transportation Plan that modify transportation policy, document text, or other material in order to be compliant with federal, state, and/or local regulations and policy; and
- Any other MPO product or program requiring Policy Committee approval.

***Administrative Approval Policy***

Certain resolutions and amendments shall only require administrative approval by the MPO Staff and the MPO Policy Committee Chairperson once a Final Notice Period of three business days has transpired without any objection from any Policy Committee member (see Other Approvals for Final Notice Period). Such resolutions and amendments shall have exemption from review by the Citizens Advisory Committee and Technical Advisory Committee prior to their administrative approval. Such resolutions and amendments may receive a waiver from the 30-day written public comment period. All MPO Committees shall receive a report of all such resolutions and amendments approved under these administrative procedures at their next regularly scheduled meetings.

This section applies to the following resolutions and amendments:

- Modifications to the text or graphics in an adopted TIP that do not affect project costs, scopes, or schedules;
- Amendments to an adopted TIP that change the proposed year for a phase of an existing capital improvement project;
- Amendments to an adopted TIP that change the total cost of an existing capital improvement project by 20% or less;
- Inclusion into an adopted TIP of new capital improvement projects that are labeled as “illustrative” because they have not received formal approval for their expected funding source and have time-sensitive or emergency-related circumstances associated with the amendment;
- Changing “illustrative” projects to funded projects with the receipt of additional funds and the Policy Committee has previously reviewed and acted on the project. Examples include projects funded through the Transportation Alternatives Program (TAP), the Highway Safety Improvement Program (HSIP), the Safe Routes to School (SRTS), and transit capital improvement projects into new capital improvement projects provided that the formal funding awards has subsequently been received. All new “illustrative” projects that seek formal funding must obtain a TIP amendment using the procedures provided under the Major Amendments Policy.

### ***Other Approvals***

Three other approval types provided for the MPO include:

- Change Orders: The MPO Staff may approve Change Orders to projects in an adopted TIP subject to the procedures of the BMCMPPO Change Order Policy;
- Special Votes: The Policy Committee may conduct special votes using mail, fax, e-mail or virtual public meetings in the event of a time-sensitive business item, subject to the procedures of the BMCMPPO Operational Bylaws; and
- Final Notice Period: Staff shall issue a “Final Notice Period” by email to all Policy Committee members for eligible administrative approval requests. The message shall contain “Final Notice Period” in the subject line, details on the nature of the request, the response requested (objection only), the deadline to respond, and detail the minor amendment process actions if any objection is received by BMCMPPO staff. The Policy Committee will have three business days for response from the time the Final Notice Period issuance. The MPO Staff and the MPO Policy Committee Chairperson may approve a request once the Final Notice Period is expired and there are no objections. If any member of the Policy Committee objects, then the amendment will receive consideration at the next Policy Committee meeting and follow the Minor Amendments Policy process.

Such approvals are not be subject to public comment period requirements, but the MPO Staff shall report the approvals to all MPO Committees at their next regularly scheduled meeting.

**General Provisions**

When required under these procedures, the written public comment period for resolutions and amendments shall begin on the first date of the legal public notice published in the local newspaper(s), provided no substantive changes have occurred to the advertised resolutions and amendments by the time the Policy Committee takes formal action. If substantive changes occur, then the MPO Staff shall provide an additional 30-day written public comment. The MPO Staff may use additional public notification methods to supplement the required legal notice.

At minimum, the public shall always have the opportunity for comment on any MPO topic, agenda item, or other relevant transportation issue. This may occur during any MPO Committee meeting as governed by the Operational Bylaws of the BMCMPPO. The public, MPO staff, MPO Committees, and related BMCMPPO partner agencies shall mutually respect all comments conveyed and shall always conduct themselves in a professional manner. The MPO Staff will make all information related to any MPO activity accessible to anyone and available upon request.

**Environmental Justice Policy**

Under the 1993 Federal Transit Act, metropolitan planning processes must be in compliance with Title VI of the 1964 Civil Rights Act. The 1994 Presidential Executive Order (12898) directed every federal agency to make environmental justice a part of its mission by identifying and addressing the effects of all policies, programs, and projects on low income and/or minority populations. This Order provides further clarification of Title VI. The USDOT (United States Department of Transportation) Final Order on environmental justice specifically requires that "procedures shall be established, or expanded as necessary, to provide meaningful opportunities for public involvement by members of minorities and low-income populations during the planning and development of programs, policies, and activities."

The fundamental principles of environmental justice are:

- To avoid, minimize, or remedy disproportionately high and adverse human health and environmental (including social and economic) effects of policies, programs, and projects on all living and non-living things, regardless of perceived or real economic, social, or ecological status;
- To ensure the full and fair participation of all affected communities in the transportation decision making process; and
- To prevent the denial of, reduction in, or significant delays in, the receipt of project benefits by all populations regardless of perceived or real economic, social, or ecological status.

Specific to transportation planning, applying these environmental justice principles involves:

- Maintaining equity in programs and policies by balancing the benefits and negative results of transportation projects in all communities;
- Closely examining the scope of proposed transportation programs and projects; and
- Keeping programs flexible, and seeking the input of affected communities in developing project options.

By applying the following guidelines, the BMCMPPO further complies with Title VI, EO 12898 and the Department of Transportation (DOT) Order to Address Environmental Justice in Minority and Low Income Populations. These criteria provide guidance for the BMCMPPO transportation planning activities and a common understanding of the concept of environmental justice.

### Six Environmental Justice Principles for Transportation Planning

1. *Making Environmental Justice a Priority* - The BMCMPPO is committed to following the spirit, as well as the letter of the Order (DOT Order to Address Environmental Justice in Minority Populations and Low Income Populations), throughout all of its projects and activities. The MPO will require that all BMCMPPO transportation planning partners (i.e. INDOT, Bloomington Transit, Indiana University Campus Bus, etc.) do so as well.
2. *Increasing Meaningful Public Participation* - The BMCMPPO will continuously work to develop public participation that will:
  - Be thorough and fully inclusive, involving all relevant stakeholders and communities. The MPO seeks to involve the broadest cross-section of the community in the transportation planning process, based on geographic distribution, sex, race, socioeconomic status, and interests (environmental, neighborhood, etc.);
  - Adapt and tailor programs to specific populations and situations, taking in to account a wide range of differences;
  - Reach out to communities that have not traditionally been involved in transportation planning, particularly low income and minority communities;
  - Provide opportunities to members of affected communities to influence project decisions by proactively soliciting their input;
  - Have opportunities for public input throughout the project development process (from project selection, design, and implementation); and
  - Develop and maintain a Public Involvement Process that is transparent and open in its methods.
3. *Maintaining Project Flexibility* - In implementing environmental justice practices, the BMCMPPO will tailor its methods to reflect the unique issues and populations affected by each policy, program, or project. The MPO will work with members of affected communities and all stakeholders to

- encourage input and develop project options that meet transportation goals as well as community needs.
4. *Promoting Project Equity* - In developing programs and policies, the BMCMPPO will work continuously to balance the benefits and negative results of transportation projects in all communities. Programs will not result in disproportionate negative impacts solely on low-income or minority communities.
  5. *Utilizing Rigorous Demographic Analysis* - In order to address potential environmental justice issues, low income and/or minority populations will receive identification through demographic (U.S. Bureau of the Census) data and then mapped. To identify and map potential low-income and/or minority populations, the BMCMPPO will:
    - Present quantitative data wherever possible;
    - Use community profile information (as defined in the National Environmental Policy Act of 1969-NEPA) whenever possible;
    - Provide thorough documentation of information sources; and
    - Use flexible methods of gathering information designed to address specific population(s).
  6. *Developing Effective Conflict Resolution Methods* - If conflicting interests and issues arise during a project, an appropriate resolution process will follow a process respectful to the desires and wishes of stakeholders and communities, and a process that is flexible in nature designed to address the specific needs of affected communities.



# Public Participation Plan

## ***Public Education***

Successful and meaningful public participation must ensure a public education effort where the issues and complexities of transportation planning involve simple exploitations and open discussion. Public education will take place using the MPO website, public workshops, and various media outlets. By increasing publicity and awareness for the MPO and its activities, more citizens will become educated about transportation issues.

## ***Visualization***

The MPO shall employ visualization techniques to depict a metropolitan Long Range Transportation Plan, a Transportation Improvement Program, and other significant MPO related projects to improve comprehension of these often complex transportation related projects and further promote successful and meaningful public participation. Techniques may include, but are not limited to, one or more of the following:

- 3D Renderings
- 2D Overlays
- Maps
- GIS
- Engineering Designs

## ***Website***

The MPO staff will develop and maintain a home page for the MPO on the World Wide Web. This home page may consist of historical information regarding transportation planning in the city and county, published documents, draft documents for review, reports, and links to related internet sites, as well as MPO staff member contact information.

At a minimum, the content of this page will include the following:

- The current Bloomington-Monroe County Metropolitan Transportation Plan (MTP);
- The current Bloomington-Monroe County Transportation Improvement Plan (TIP);
- The current Bloomington-Monroe County Unified Planning Work Program (UPWP);
- The Policy Committee (PC), Technical Advisory Committee (TAC), and Citizens Advisory Committee (CAC) meeting schedules;
- The agendas for upcoming Policy Committee (PC), Technical Advisory Committee (TAC), and Citizens Advisory Committee (CAC) meetings; and
- Archives of minutes from previous Policy Committee (PC), Technical Advisory Committee (TAC), and Citizens Advisory Committee (CAC) meetings.

### ***Committee Meetings***

The MPO committees (Policy Committee, Technical Advisory Committee, and Citizens Advisory Committee) have regularly scheduled meetings that are open to the public. The MPO Staff will annually develop a schedule of meeting dates for each committee, consisting of monthly meeting times, dates, and places. The meeting schedule and agendas are available from the MPO website (<https://bloomington.in.gov/mpo>) or by request. The public is actively encouraged to attend MPO committee meetings and to be involved in the transportation planning process. Please refer to the BMCMPPO website, the BMCMPPO Operational Bylaws, or contact the BMCMPPO at (812) 349-3423 for information on these committees.

### ***Public Meetings and Workshops***

The MPO Staff will regularly conduct multiple workshops and/or public information meetings timed to coincide with important milestones in the development of the regular update of the Long Range Transportation Plan. The MPO Staff will try to hold these meetings at various locations throughout the urbanized area. The purpose of these workshops will support development and public review of the Long Range Transportation Plan. The MPO Staff will additionally conduct interagency coordination workshops timed to coincide with the preparation for annual development of the Transportation Improvement Program. This coordination will provide the technical support needed in the preparation of the TIP for public comment and review through the committee meeting process.

### ***Media Participation and Public Notification***

The MPO staff will provide the major newspapers in the Bloomington urbanized area (the Bloomington Herald-Times and the Indiana Daily Student) with timely notice regarding the adoption of the LRTP and TIP. The MPO Staff may issue press releases about other related MPO activities in conjunction with the City of Bloomington on a case by case basis. All press releases will include information on the meeting date(s) and time(s) for the MPO committees, announcements for public meetings/workshops to discuss the MPO's transportation planning documents and other pertinent information.

The MPO staff may announce committee and public meeting/workshop information in the following media outlets:

- The Bloomington Herald-Times (in the On the Agenda section);
- The Indiana Daily Student;
- Radio Public Service Announcements (as needed) on B97, WHFB, WFIU or other similar outlets;
- Television Public Service Announcement (as needed) on B-CATS;
- On the MPO website - <http://bloomington.in.gov/mpo>;
- At the Monroe County Public Library (Bloomington and Ellettsville); and
- At the Showers Center City Hall.

Please note that press releases do not guarantee that any of the media agencies listed will actually publish or announce the press release unless the MPO pays for advertising. Typically, the MPO does not have funding available to pay for advertising and relies on these media outlets to make these announcements in a timely manner. Some instances may warrant the need to pay for advertising for public notification.

### ***Individuals with Disabilities***

All of the meeting rooms at Bloomington's City Hall are accessible by Americans with Disabilities Act (ADA) standards.

Upon request, any MPO document will become available in alternative formats to individuals with disabilities. Please contact the City of Bloomington Legal Department at (812) 349-3426 or the City of Bloomington Community and Family Resources Department at (812) 349-3430 for information on sign language interpreters or Braille translations.

Individuals with disabilities who need accommodations to participate in committee meetings or public hearings, should contact the City of Bloomington Facilities Manager at (812) 349-3410.

### ***Getting in Touch - Comments***

Public comment can be submitted in several ways:

- By attending meetings and workshops;
- By visiting the City of Bloomington Planning and Transportation Department located at 401 North Morton Street; Suite 130; Showers Center City Hall;
- By phone (812) 349-3423;
- By fax (812) 349-3535;
- By US Postal Service: Attention: MPO; Showers Center City Hall; 401 N Morton St.; Bloomington, IN 47402; and/or
- By email: [mpo@bloomington.in.gov](mailto:mpo@bloomington.in.gov)

## **Measuring Public Outreach**

In order to evaluate the quality of input and participation generated through the public participation technique(s) used, the BMCMPPO has developed a set of performance objectives: accessibility, diversity, outreach, and impact.

### ***Accessibility***

- The MPO will hold public workshops and/or meetings in all areas/communities affected by a proposed project.
- All meeting locations will have accessibility by mass transit.
- All meetings must be accessible under the requirements of the Americans with Disabilities Act (ADA).

### **Diversity**

- The demographic composition of the Citizens Advisory Committee (age, ethnicity, geographic location, disability, and socio-economic level) should roughly mirror the demographics of the Bloomington urbanized area.
- The participation of low income and minority populations at MPO meetings will receive encouragement to the maximum extent possible.

### **Outreach**

- The MPO Staff and MPO Committee Members are encouraged to participate in potential outreach activities (e.g. other committees, workshops, and meetings) to increase public awareness of the MPO.
- The MPO should issue press releases of all of its activities.
- When appropriate, the MPO will participate in radio and/or TV spots to extend public outreach.

### **Impact**

- All written comments received as part of a written public comment period will undergo review and communicated by the MPO Staff to transportation decision makers.
- All written comments received as part of a formal written public comment period will receive acknowledgement by the MPO Staff so that citizens are confident that their comments received consideration in MPO decision making process.

## Appendix A

### ***Core Transportation Planning Documents***

The FAST Act continues the requirements of the development of a Long Range Transportation Plan (LRTP) and a Transportation Improvement Plan (TIP) by each MPO. The Act further requires the incorporation of these documents into a statewide plan and program of projects. The annual Unified Planning Work Program (UPWP) outlines and documents the MPO planning process.

#### Long Range Transportation Plan (LRTP)

The BMCMPPO Long Range Transportation Plan, also known as the Metropolitan Transportation Plan (MTP), is a comprehensive multimodal transportation plan for the Bloomington-Monroe County Metropolitan Planning Area. Transportation projects (including but not limited to major roadways, transit, and other multimodal facilities) proposed by the plan provide a guideline of future transportation investments over a long-term planning horizon. The plan undergoes reviews and updates every three to five years to confirm its consistency with current and forecasted transportation and land use trend, and to maintain a minimum 20 year forecast horizon stipulated under current federal-aid requirements. The transportation plan reflects environmental and intermodal considerations and provides a financially constrained vision of future transportation investments.

#### Transportation Improvement Plan (TIP)

The TIP is a short term document covering three to five fiscal years with annual updates or as needed. The TIP includes a list of priority projects for implementation in each of the identified program years. The TIP serves as a strategic management tool to accomplish the goals of the MTP. The TIP projects must therefore have consistency with the MTP. The TIP lists all roadway, transit, and intermodal projects planned to receive federal, state, and local funding. The TIP organizes projects by the local public agency implementing the project and the year the scheduled project action. The TIP must additionally achieve annual fiscal constraint and include only those projects with identified funding sources. The MPO develops the TIP financial plan in cooperation with local and state transportation agencies as well as transit operators. The TIP becomes part of the Statewide Transportation Improvement Program (STIP) after adoption by the Policy Committee. Adoption of the TIP by the Policy Committee is a reaffirmation of the MTP. If at the time of adoption the TIP does not agree with the MTP, amendment of the MTP will become necessary for the adoption of the proposed TIP to achieve concurrence.

#### Unified Planning Work Program (UPWP)

The UPWP guides the MPO and summarizes transportation planning activities for the various agencies and interests in the Bloomington urbanized area. It shows the agency responsible for specific planning studies, a work completion schedule, allocated resources, and what final end product. The UPWP also serves as a program budget and includes anticipated financial resources and

expenditure information for individual fiscal years. The UPWP receives annual updates, subject to review and approvals by state and federal funding agencies.

## Appendix B

### *BMCMPO Resolution 22-01 – Electronic Meetings Policy*

#### **ADOPTION RESOLUTION FY 2022-01**

**A RESOLUTION ESTABLISHING THE POLICY BY WHICH MEMBERS OF THE TECHNICAL ADVISORY COMMITTEE, CITIZENS ADVISORY COMMITTEE, AND POLICY COMMITTEE OF THE BMCMPO, ASSOCIATED STAFF, AND MEMBERS OF THE PUBLIC MAY PARTICIPATE IN MEETINGS BY ELECTRONIC MEANS OF COMMUNICATION** as presented to the Policy Committee of the Bloomington-Monroe County Metropolitan Planning Organization on April 9, 2021.

**WHEREAS**, the Indiana General Assembly adopted HEA 1437 in the 2021 Regular Session, which amended Indiana Code (IC) 5-14-1.5-1 et seq. (Act) by amending IC 5-14-1.5-3.5 to prescribe new requirements by which members of the governing body of a public agency of a political subdivision may participate in a meeting by an electronic means of communication; and

**WHEREAS**, a member of the governing body may participate by any means of communication that: allows all participating members of the governing body to simultaneously communicate with each other; and except for a meeting that is an executive session, allows the public to simultaneously attend and observe the meeting; and

**WHEREAS**, the Act requires the governing body to adopt a written policy establishing the procedures that apply to a member's participation in a meeting by an electronic means of communication and allows the governing body to adopt procedures that are more restrictive than the procedures established by IC 5-14-1.5-3.5; and

**WHEREAS**, the Committees of the Bloomington-Monroe County Metropolitan Planning Organization are governing bodies of the BMCMPO and wish to adopt such a policy;

**NOW, THEREFORE, BE IT RESOLVED:**

1. **Section I.** The Bloomington-Monroe County Metropolitan Planning Organization's Rules and Procedures are modified in accordance with Indiana Code sections 5-14-1.5-1 and 5-14-1.5-3.5, et seq., BMCMPO Committee meetings may be conducted electronically.
2. **Section II.** The BMCMPO Policy Committee hereby adopt the following **Electronic Meeting Policy** on the participation of a member of the Committees, city staff, and members of the public in a meeting of the

Policy Committee, Technical Advisory Committee, and Citizens Advisory Committee by an electronic means of communication:

The provisions of the Act, including definitions, apply to this resolution. This resolution shall be known as the “Electronic Meetings Policy” and applies to the BMCMPPO and any of its committees, including the Policy Committee, the Technical Advisory Committee, and the Citizens Advisory Committee.

Subject to Sections III and V, any member may participate in a meeting by any electronic means of communication that simultaneously communicate with each other and other than a meeting that is an executive session, allows and the public to simultaneously attend and observe the meeting.

A member who participates by an electronic means of communication shall be considered present for purposes of establishing a quorum and may participate in final action only if the member can be seen and heard. All votes taken during a meeting at which at least one (1) member participates by an electronic means of communication must be taken by roll call vote.

3. **Section III.** At least fifty percent (50%) of the members must be physically present at a meeting at which a member will participate by means of electronic communication.

Not more than fifty percent (50%) of the members may participate by an electronic means of communication at that same meeting.

A member may not attend more than a fifty percent (50%) of the meetings in a calendar year by an electronic means of communication unless the member’s electronic participation is due to military service, illness or other medical condition, death of a relative, or an emergency involving actual or threatened injury to persons or property.

A member may attend two (2) consecutive meetings (a set of meetings) by electronic communication. A member must attend in person at least one (1) meeting between sets of meetings that the member attends by electronic communication, unless the member’s absence is due to military service, illness or other medical condition, death of a relative; or an emergency involving actual or threatened injury to persons or property.

A member who plans to attend a meeting by any electronic means of communication shall notify the presiding officer and relevant staff within three (3) days before the meeting so that arrangements may be made for the member’s participation by electronic communication and so that notices may be prepared.



4. **Section IV.** The memoranda and any minutes prepared for a meeting at which any member participates by electronic means of communication must (1) identify each member who was physically present at the meeting, (2) participated in the meeting by electronic means of communication, (3) was absent; (4) identify the electronic means of communication by which members participated in the meeting; (5) members participated in the meeting; and (6) members of the public attended and observed the meeting, if the meeting was not an executive session.
  
5. **Section V.** In the event the governor declares a disaster emergency under IC 10-14-3-12 or the executive (as defined in IC 36-1-2-5) of a political subdivision declares a local disaster emergency under IC 10-14-3-29, the BMCMPPO Committees may meet by any means of electronic communication if the following requirements of IC 5-14-1.5-3.7 are satisfied:
  - At least a quorum of the members of the Committee participate in the meeting by means of electronic communication or in person.
  - The public is able to simultaneously attend and observe the meeting; however, this subdivision does not apply to a meeting held in executive session.
  - The memoranda and any minutes prepared for a meeting held under this section must state the name of each member of the Committee who participated in the meeting by using electronic means of communications, was absent, and identify the electronic means of communication by which members of the Committee participated in the meeting members of the public attended and observed the meeting if the meeting was not an executive session, and all votes taken during a meeting under this section must be taken by a roll call vote.
  
6. **Section VI.** At any meeting of the Committees where any member participates by an electronic means of communication, members of the public shall be able to attend and observe the meeting via electronic means. Subject to the Committees' rules for making public comment, members of the public may also participate in the meeting via electronic means.

7. **Section VII.** At any meeting of the Committees where any member participates by an electronic means of communication, staff members may also participate in the meeting via electronic means, provided there is no actual need for a staff member to be physically present at a particular meeting. Such need shall be determined in the sole discretion of the presiding officer.
  
8. **Section VIII.** If any section, sentence, or provision of this resolution, or the application thereof to any person or circumstances shall be declared invalid, such invalidity shall not affect any of the other sections, sentences, provisions, or applications of this resolution which can be given effect without the invalid provision or application, and to this end the provisions of this resolution are declared to be severable.
  
9. **Section IX.** This resolution shall be in full force and effect from and after its passage by the BMCMPPO Policy Committee.

PASSED AND ADOPTED by the BMCMPPO Policy Committee upon this 9<sup>th</sup> day of July, 2021.



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Lisa J. Ridge  
BMCMPPO Policy Committee Chair



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Attest: Patrick Martin  
BMCMPPO Senior Transportation Planner