



**POLICY COMMITTEE**

February 11, 2022

1:30 – 3:00 p.m.

Virtual Location via Zoom

<https://bloomington.zoom.us/j/86476736483?pwd=dFM0MThJMEVlVnNWEs4REZ0TW9QZz09>

Meeting ID: 864 7673 6483

Passcode: 266603

Find your local number: +1 312 626 6799 US (Chicago)

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.

- I. Call to Order and Introductions
- II. Approval of the Agenda\*
- III. Election of Officers for Calendar Year 2022\*
  - a. Chair
  - b. Vice-Chair
- IV. Approval of the Minutes\*
  - a. October 8, 2021
  - b. January 14, 2022
- V. Communications from the Chair
- VI. Reports from Officers and/or Committees
  - a. Citizens Advisory Committee
  - b. Technical Advisory Committee
- VII. Reports from the MPO Staff
  - a. Metropolitan Planning Organization 101
  - b. Fiscal Year (FY) 2022 - 2026 TIP Approval Letter
- VIII. Old Business
  - a. None
- IX. New Business
  - a. BMCMPPO Public Participation Plan\*
  - b. INDOT 2022 PM1 Safety Target Declaration - Mandatory Adoption by February 28, 2022\*
  - c. FY 2020 - 2024 TIP Amendment/FY 2022 - 2026 TIP Amendment\*
    - (1) DES# 2001522 - SR46 ADA Ramps at College Mall Road

- X. Public Comment on Matters Not Included on the Agenda (*non-voting items*)  
*Limited to five minutes per speaker. The Committee may reduce time limits if numerous people wish to speak.*
  
- XI. Communications from Committee Members on Matters Not Included on the Agenda (*non-voting items*)
  - a. Communications
  - b. Topic Suggestions for Future Agendas
  
- XII. Upcoming Meetings
  - a. Citizens Advisory Committee - February 23, 2022 at 6:30 p.m. (Virtual)
  - b. Technical Advisory Committee - February 23, 2022 at 10:00 a.m. (Virtual)
  - c. Policy Committee - March 11, 2022 at 1:30 p.m. (Virtual or Hybrid)

XIII. Adjournment

*\*Action Requested / Public comment prior to vote limited to five minutes per speaker. (The Committee may reduce time limits if numerous people wish to speak).*

***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](mailto:human.rights@bloomington.in.gov).***



## POLICY COMMITTEE

### Meeting Minutes

October 8, 2021

1:30 - 3:00 p.m.

Virtual Electronic Location via Zoom

**Policy Committee Present:** Lisa Ridge, Sarah Ryterband, Steve Volan, Jason Banach, Kent McDaniel, Margaret Clements, Andrew Cibor (proxy), Pam Samples, Kate Wiltz, Chris Wahlman (proxy), Penny Githens

**Staff present:** Ryan Clemens, Pat Martin

- I. Call to Order and Introductions
  - a. Lisa Ridge called the meeting to order.
  
- II. Approval of the Agenda\*

**\*\* Sarah Ryterband motioned for approval of the agenda. Kent McDaniel seconded. Motion carried by roll call vote 10:0 - Approved.**
  
- III. Approval of the Minutes\*
  - a. September 10, 2021.

**Andrew Cibor noted a correction in that Don Griffin was not present at the last meeting. \*\*Kent McDaniel motioned for approval of the September 19, 2021 meeting minutes with the noted correction. Sarah Ryterband seconded. Motion carried by roll call vote 8:0:2 - Approved.**
  
- IV. Communications from the Chair - None.
  
- V. Reports from Officers and/or Committees
  - a. Citizens Advisory Committee
    - (1) Sarah Ryterband reported the CAC met and (1) recommended Policy Committee approval of the FY2020-2024 and FY2022-2026 Transportation Improvement Program (TIP) Amendment for an additional travel lane on SR45 from the SR45/SR46 intersection to Pete Ellis Drive.
  - b. Technical Advisory Committee
    - (1) In the absence of Lew May, Pat Martin reported that the TAC met and (1) recommended Policy Committee approval of the FY2020-2024 and FY2022-2026 TIP Amendment for an additional travel lane on SR45 from the SR45/46 intersection to Pete Ellis Drive.
  
- VI. Reports from the MPO Staff
  - a. FY2022-2026 Transportation Improvement Program - Staff submitted the FY2022-2026 TIP approved by the Policy Committee on September 10, 2021 to the INDOT/FHWA/FTA. FHWA approved the program, FTA will approve the program by the end of October. INDOT will additionally issue a Governor's approval letter in a matter of weeks and amend the BMCMPPO FY2022-2026 TIP into the FY2022-2026 INSTIP by reference.

- b. 14<sup>th</sup> Street Extension - Staff contacted the Indiana University Architects Office at the request of the committee regarding any plans for an extension to the SR45/46 Bypass. The University has no current plans for an extension of this roadway.
- c. IU Hospital Health Opening - The new IU Health Bloomington Hospital opening remains scheduled for November/December 2021 with the primary entrance along the SR45/46 Bypass. The current IU Health Bloomington Hospital will subsequently close upon opening of the new facility. Discussion ensued.

#### VII. Old Business

- a. BMCMPPO Fiscal Years 2020-2024 Transportation Improvement Program Amendment\* DES#1800086 – Added Travel Lane on SR 45 from the SR 45/46 Bypass to Pete Ellis Drive. Ryan Clemens noted the project had a recent federal funding program assignment. Chris Wahlman noted that the project remains in the environmental stage of development. **\*\*Sarah Ryterband motioned for approval of the Amendment. Margaret Clements seconded.** Discussion ensued. **Motion carried by roll call vote 8:0:2 - Approved.** Kate Wiltz lost service prior to the vote.

#### VIII. New Business

- (1) None.

#### IX. Communications from Committee Members and the Public (non-agenda/non-voting items)

- a. Public
  - (1) Scott Faris recommended improvements along the SR45 corridor, the need for updated IU Health studies and an INDOT examination of SR46 corridor traffic.
- b. Committee Members
  - (1) Clements agreed with Faris.
  - (2) McDaniel announced the retirement of Lew May from Bloomington Transit and the selection of John Connell as the new General Manager

#### X. Upcoming Meetings

- a. Policy Committee - November 12, 2021 at 1:30 p.m. (Virtual)
- b. Technical Advisory Committee - October 27, 2021 at 10:00 a.m. (Virtual)
- c. Citizens Advisory Committee - October 27, 2021 at 6:30 p.m. (Virtual)

#### Adjournment

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

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## Meeting Transcript

A complete transcription of the BMCMPPO 10-8-2021 Policy Committee meeting is available through the following [“VIEW>”](#) permanent link:

Title: Metropolitan Planning Organization  
Policy Committee 10/8

Date: Fri, October 8,  
2021

Meeting  
Type: Monroe

[VIEW >](#)

<https://catstv.net/government.php?issearch=banner&webquery=policy+committee>



## Minutes

January 14, 2022

1:30 – 3:00 p.m.

Virtual Location via Zoom

Members Present: Nate Nickel (proxy), Steve Volan, Chris Wahlman (proxy), Sarah Ryterband, Lisa Ridge, Pamela Samples, Andrew Cibor (proxy), Kate Wiltz, Jason Banach, Doug Horn, Margaret Clements, Jillian Kinzie, Penny Githens (proxy)

Staff Present: Pat Martin, Ryan Clemens

Guests Present: John Connell

- I. Call to Order and Introductions
  - a. Ridge called the meeting to order.
  
- II. Approval of the Agenda\*
  - a. Ryterband motioned to approve the agenda without Section III: “Nominations and Election of Officers for Calendar Year 2022” because of the insufficient knowledge of who is serving on the Policy Committee for Calendar Year 2022 due to upcoming committee appointments. Volan seconded. Discussion ensued. Motion passed 12-1 (Clements).
  - b. Clements subsequently motioned to move all topics from Section IX: “New Business” to Section VIII: “Old Business”. Githens seconded. Discussion ensued. Some members who were against the motion pointed out that these “New Business” topics have never specifically been on a Policy Committee agenda in the past, so it would be inappropriate to discuss them under “Old Business”. Motion failed 4-9 (Clements, Githens, Wiltz, Ridge).
  
- III. Nominations and Election of Officers for Calendar Year 2022\*
  - a. Chair
  - b. Vice-Chair

\*Section III removed from the Agenda, and to be considered at the February 11, 2022 Policy Committee meeting.\*
  
- IV. Approval of the Minutes\*
  - a. October 8, 2021
    - (1) Volan moved to postpone voting on the October 8, 2021 Minutes until the next meeting. Wiltz seconded. Discussion ensued. Motion passed 12-0-1 (Horn).
  
- V. Communications from the Chair
  - a. Ridge welcomed John Connell as the new General Manager to Bloomington Transit.

- b. Ridge discussed her desire to have a good conversation about transportation studies during this Policy Committee meeting, but mentioned that it may be more appropriate to start this discussion at the Technical Advisory Committee and Citizens Advisory Committee before it is an agenda item for the Policy Committee.

#### VI. Reports from Officers and/or Committees

- a. Citizens Advisory Committee
  - (1) Ryterband reported that the CAC is looking into updates of the BMCMPPO's Public Participation Plan and has voted to postpone action on it until the upcoming CAC meeting.
- b. Technical Advisory Committee
  - (1) Clemens, who chaired the November TAC meeting, reported that there was nothing to report due to no action items on its agenda for that month.

#### VII. Reports from the MPO Staff

- a. Calendar Year 2022 BMCMPPO Committee Meeting Schedules
  - (1) Staff reported on the 2022 BMCMPPO Committee Schedules.
- b. Metropolitan Planning Organization 101 - January 2022 Update
  - (1) Staff went over "MPO 101" with members. The "MPO 101" slideshow will be reinserted into the February 11, 2022 meeting packet for those who have further questions or are new to the Policy Committee so they can review it further. Staff mentioned that, as always, Policy Committee members may ask MPO Staff for individual meetings to further discuss "MPO 101".
- c. Bloomington Transit - Route #2 Service Change
  - (1) Staff discussed the service changes to Bloomington Transit's Route #2.
- d. Fiscal Years 2022-2026 Transportation Improvement Program (TIP) Status
  - (1) Staff reported that the BMCMPPO's FY 2022-2026 TIP has been approved by the Indiana Department of Transportation, the Federal Highway Administration, and the Federal Transit Authority, and staff presented the TIP Approval Letter. Staff discussed, however, that the BMCMPPO is still operating under its FY 2020-2024 TIP until INDOT's Statewide Transportation Improvement Program (STIP) is approved.
- e. INDOT FY 2022-2026 Statewide Transportation Improvement Program (STIP)
  - (1) Staff reported on the status of the STIP. Discussion ensued. Staff advised members that STIP development is currently undergoing public review, and if they or those they represent would like to attend a meeting and/or provide comments that they may do so through INDOT's STIP websites (<https://www.in.gov/indot/resources/state-transportation-improvement-program-stip/stip-fy-2022-to-fy-2026>; <https://www.in.gov/indot/resources/state-transportation-improvement-program-stip/stip-comment-form/>). [In addition to INDOT's 30-day public comment period, INDOT will be conducting a 15-day public comment period on their revised Draft 2022-2026 STIP starting on February 1<sup>st</sup> and ending February 16<sup>th</sup>. INDOT will also host two virtual public STIP meetings within the comment period on February 8<sup>th</sup> and 9<sup>th</sup>. Please visit the information flyer for further information on how to be involved (<https://bloomington.in.gov/sites/default/files/2022-01/INDOT%20STIP%20Flyer%20Invite%202022a.pdf>).]
- f. BMCMPPO Crash Report Updates - CY 2015-2019
  - (1) Staff presented the BMCMPPO 2015-2019 Crash Report. Discussion ensued.

## VIII. Old Business

- a. None

## IX. New Business

- a. Transportation Planning (<https://www.ite.org/technical-resources/topics/transportation-planning/>)
- b. Transportation Engineering (<https://www.ite.org/>)
- c. Traffic Engineering (<https://www.ite.org/technical-resources/topics/traffic-engineering/>)

Staff presented the broad and comprehensive topic of traffic studies, as desired by some Policy Committee members at a previous meeting, including transportation planning, transportation engineering, and traffic engineering. Discussion ensued. Based on the discussion and recommendations of some Policy Committee Members, MPO staff will send another letter in the following week to INDOT Planning and Engineering staff at the INDOT Central Office and work with the INDOT staff at the Seymour District Office as INDOT decides how best to go about addressing the concerns of some BMCMPPO Policy Committee Members about a potential need for a traffic study along SR 45 from SR 45/46 to N Smith Rd as well as along SR 46 from SR 46/S College Mall Rd to SR 446. Staff mentioned earlier that this topic will also be on the upcoming agendas for the TAC and CAC meetings for their review as recommended previously in this meeting. MPO staff will report back to the Policy Committee once a response about a potential study from INDOT has been received. Some Policy Committee Members said that they would reach out to MPO staff after this meeting if anything more is desired, including further inquiries to INDOT about this topic. Ryterband informed the Policy Committee that if a resolution is indeed desired that one must first come before the TAC and CAC before it can be brought to the Policy Committee.

Banach and Wahlman left the meeting during this discussion (~3:20 pm).

- X. Public Comment on Matters Not Included on the Agenda (*non-voting items*)  
*Limited to five minutes per speaker. The Committee may reduce time limits if numerous people wish to speak.*

Scott Faris made a public comment urging that an action be taken from this meeting referencing the discussion from "New Business".

- XI. Communications from Committee Members on Matters Not Included on the Agenda (*non-voting items*)
  - a. Communications
    - (1) None
  - b. Topic Suggestions for Future Agendas
    - (1) None

Note: The topic of traffic studies, including any relevant documents, will be brought back to the Policy Committee once the TAC and CAC has gone over any documents brought to and reviewed by the MPO staff after Policy Committee members work with MPO staff on this topic as suggested by some Policy Committee members during "New Business" of this meeting.



XII. Upcoming Meetings

- a. Citizens Advisory Committee - January 26, 2022 at 6:30 p.m. (Virtual)
- b. Technical Advisory Committee - January 26, 2022 at 10:00 a.m. (Virtual)
- c. Policy Committee - February 11, 2022 at 1:30 p.m. (Virtual)

XIII. Adjournment

- a. Ryterband motioned to adjourn the meeting. Ridge seconded.

*\*Action Requested / Public comment prior to vote limited to five minutes per speaker. (The Committee may reduce time limits if numerous people wish to speak).*

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### Meeting Transcripts

A complete transcription of the BMCMPPO 1-14-2022 Policy Committee meeting is available through the following "[VIEW>](#)" permanent link:

Title: MPO Policy Committee 1/14	Date: Fri, January 14, 2022	Meeting Type: City	<a href="#">VIEW &gt;</a>
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<https://catstv.net/government.php?issearch=banner&webquery=policy+committee>

A complete transcription of the BMCMPPO 10-8-2021 Policy Committee meeting is available through the following "[VIEW>](#)" permanent link:

Title: Metropolitan Planning Organization Policy Committee 10/8	Date: Fri, October 8, 2021	Meeting Type: Monroe	<a href="#">VIEW &gt;</a>
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<https://catstv.net/government.php?issearch=banner&webquery=policy+committee>

# **“MPO 101”**

## **The Purpose & Function of a Metropolitan Planning Organization (MPO)**



# MPO 101 Overview

## Some Key Concepts

- MPOs – What, Why, Who?
- Functions & Products
- Structure
- Best Practices
- Challenges
- Resources
- Discussion

# MPO 101 Overview

## Key Concepts

- Fiscal Constraint
- Public & Stakeholder Involvement
- Collaboration
- Multimodalism/Intermodalism
- Transportation – Land Use Connection
- Transportation- Economic Vitality Connection
- Safety & Security
- System Management & Operations (M&O)

# MPOs - **What**, Why, Who?

## What is an MPO?

- A transportation policy-making and planning body with representatives of local, state & federal government, transportation authorities, multi-disciplinary experts, and citizens
- Federal requirement in urbanized areas of 50,000+
- Ensures federal investment spending on transportation activities occurs through a comprehensive, cooperative and continuing (“3-C”) process
- Variety of organizational arrangements – “hosted” by another agency; stand-alone; existing agency designated as an MPO by Governor

# MPOs - What, **Why**, Who?

## Why an MPO?

- Transportation investment means allocating scarce transportation funding resources appropriately.
- Planning must reflect the region's shared vision for its future.
- Requires a comprehensive examination of the region's future and investment alternatives.
- MPO **facilitates collaboration** of governments, interested parties and residents.



# MPOs - What, Why, **Who?**

## Who is the MPO?

- Elected Officials
- State Agencies
- Municipalities, Counties, Regional Agencies
- Transit Operators
- Public Representatives
- Federal Agencies
- Private Sector Representatives
- ADA Accessibility
- Other Interest Groups



# MPO – Functions, Process, Products

## MPO Core Functions

- Establish a fair & impartial setting
- Evaluate transportation operational and capital investment alternatives
- Maintain a Long Range Transportation Plan (LRTP)
- Develop a Transportation Improvement Program (TIP)
- Involve the public residents and key affected sub-groups (Public Participation Plan)



# MPO – Functions, Process, Products

## The MPO Process

- Regional Vision & Goals
- Alternate Improvement Strategies – Operations & Capital
- Strategies Evaluation & Prioritization of Strategies
- Development of a long-range Metropolitan Transportation Plan
- Development of short-range Transportation Improvement Program
- Project Development and supportive project advancement monitoring
- System Operation

# MPO – Functions, Process, Products

## MPO Products (All Performance Monitoring)

- *Unified Planning Work Program (UPWP)*
  - 1-2 Year Time Horizon
  - Includes Required Planning Studies, Tasks, Budget
  - Update Requirements = Annual
- *Transportation Improvement Program (TIP)*
  - 4-5 Year Time Horizon
  - Includes Fiscally Constrained Transportation Investment Projects
  - Local Project Federal Funding Sources: STPBG (80/20); TAP (80/20); HSIP (90/10)
  - Update Requirements = Every 1-2 years
- *Long - Range Transportation Plan (LRTP)*
  - 20-Year Minimum Time Horizon
  - Includes Future Goals, Strategies, Performance Measures & Projects
  - Update Requirements = Every 5 years

# MPO – Functions, Process, Products

## *Unified Planning Work Program (UPWP)*

- Reflects required federal planning emphasis areas & local transportation planning priorities
- Identifies studies & performance tasks by MPO and/or member agencies with MPO funds
- Covers at least one year
- Often includes a “preamble” element explaining a purpose and need
- Identifies funding sources for each planning study task
- Forms the basis for planning (PL) funding & FTA 5303 (planning) transferability
- Identifies Responsible Agencies for each study/task
- Establishes End Product delivery schedules

# MPO – Functions, Process, Products

## *Long-Range Metropolitan Transportation Plan (MTP)*

- Statement of regional transportation system performance-based investment priorities & plans
- Minimum 20-year time horizon
- Focused on systems level & intermodal/multimodal in nature
- Clear link with regional land use, development, housing, and employment goals/plans
- Emphasizes safe, efficient & efficient use of the existing transportation system
- Consistent with Statewide Transportation Plan
- Conforms with State Implementation Plan (SIP in non-attainment areas only) for Air Quality
- Fiscally-constrained prioritized listing of projects



# “Typical” MPO Structure

## MPO Policy Committee

- Locally Elected and Appointed Officials
- Modal Representatives
- State Agency Officials
- Interest Group Representatives
- Tribal Governments

# “Typical” MPO Structure

## Technical Advisory Committee

- An advisory body to the MPO Policy Committee for technical transportation issues
- Oversees MPO staff technical work and develops recommendations on projects and programs for Policy Committee consideration
- Meets on a regular schedule
- Usually comprised of staff-level technical officials of local, state & federal agencies, Citizens’ Advisory Committee, MPO professional staff

# “Typical” MPO Structure

## Citizens’ Advisory Committee

- Often acts in an advisory capacity to the MPO on public participation strategies and offers “real world” feedback on issues of jurisdictional concern
- Meets regularly to review and develop plans, and also assists in organizing and managing public meetings and comments; “free flowing” discussions
- Comprised of members of the public
  - Often appointed by localities & MPO Policy Committee
  - May include representatives of community, neighborhood, environmental & other interested organizations

# MPO Operating Procedures

## MPO Operations

- Decision-making processes
- Effective & ongoing public involvement

## Decision-Making

- MPO process is designed as “bottom-up” from stakeholders
- Leadership is also critical to progress
- Policy Committee must clearly delineate roles & responsibilities of committees & staff (through adoption/maintenance of Operational Bylaws)



# MPO Operating Procedures

## Effective Public Involvement

- *Public Participation Plan (PPP)*
  - Required document
  - Must clearly lay out process, strategy and responsibilities for ensuring continuous public input and education opportunities
  - Public involvement methods stressed in current “FAST Act” federal transportation funding bill
- Innovation in public involvement can enhance the process and make it more cost-effective

# MPO Operating Procedures

## Effective Public Involvement Examples

- Newsletters/media releases
- Electronic communications
- Public Access TV
- Community meetings
- Interactive workshops/open houses
- Resident surveys
- Interactive & social media websites
- Videos/Animation
- Telephone “hotlines”
- Speakers & Speakers’ kits
- Local liaisons
- Other efforts to reach the “under-involved”

# MPO Operating Procedures

## MPO Best Practices

- Considerable innovation across MPOs in many different topics
- Small MPOs are sometimes among the leaders being more agile and closer to stakeholders
- Worth considering best practices for lessons learned and local applicability

# MPO Operating Procedures

## Themes of MPO Best Practices

- Creativity & innovation in public & stakeholder involvement
- Focus on consensus-building for priorities & actions
- “Push the envelope” - use planning tools & process to effectively address hot topics the in region (e.g., visualization)
- Aggressively monitor & report on regional transportation system performance measures
- Develop plans, projects and work programs within a strategic framework
- Strong leadership & involvement is most important determinant of MPO “success”

# MPO Operating Procedures

## MPO Challenges

- “Meeting fatigue” – MPO participants, citizens, professional staff
- Coordination among different players in MPO process (and knowing who they are!)
- Staying on top of emerging issues and requirements – federal, state, local levels
- Balancing management of in-house work and consultant tasks
- Achieving organizational goals with limited resources

# MPO 101 - Resources

## Additional MPO Informational Resources

- Transportation Planning Capacity Building Program - <https://www.planning.dot.gov/default.aspx>
- Association of Metropolitan Planning Organizations (AMPO) <https://ampo.org/>
- TRB Committee on Metropolitan Policy, Planning and Processes <https://www.nationalacademies.org/trb/transportation-research-board>
- USDOT Bipartisan Infrastructure Law (BIL) Summary highlights <https://www.fhwa.dot.gov/bipartisan-infrastructure-law/> and <https://www.transit.dot.gov/BIL>

# MPO 101 - Resources

## Additional Public Informational Resources Report a Concern, Make a Request, Find an Answer

- INDOT4U: Use the Customer Service Portal at <https://indottsc.service-now.com/csm>
  - Call Toll-Free at **(855)-463-6848**
  - Email [INDOT@INDOT.in.gov](mailto:INDOT@INDOT.in.gov)
  - Mail letters to INDOT Customer Service at 100 North Senate Avenue, Indianapolis, IN 46204
- Monroe County: Call **(812) 349-2555**, Fax (812) 349-2959, Email [ljridge@monroe.co.in.us](mailto:ljridge@monroe.co.in.us)
- Town of Ellettsville: Call **(812) 876-3860**, Email [utilities@Ellettsville.in.us](mailto:utilities@Ellettsville.in.us)
- Bloomington Transit: Call **(877) 336-7433**
- Rural Transit: Call **(812) 876-1079**
- City of Bloomington: Call **(812) 349-3400**, Customer Service Portal: <https://bloomington.in.gov/ureport/>



# MPO 101 - Questions

- Questions?
- Suggestions?





# INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue  
Room N758-Executive Office  
Indianapolis, Indiana 46204

PHONE: (866) 849-1368

**Eric Holcomb, Governor**  
**Joe McGuinness, Commissioner**

January 11, 2022

Mr. Patrick Martin, Senior Transportation Planner  
Bloomington-Monroe County Metropolitan Planning Organization  
401 North Morton Street, Suite 130  
Bloomington, IN 47402

## **Transportation Improvement Program (TIP) Approval**

Dear Mr. Martin:

The Indiana Department of Transportation (INDOT) has completed its review of the FY 2022-2026 Transportation Improvement Program for the Bloomington-Monroe County Metropolitan Planning Organization (BMCMPPO). State and locally initiated transportation projects were reviewed for accuracy and compliance under the Fixing America's Surface Transportation (FAST Act).

It is my pleasure to inform you that on behalf of Governor Eric Holcomb, I approve your FY 2022-2026 Transportation Improvement Program. This document will serve as support for the local and INDOT projects in your area that fall within the FY 2022-2026 timeline and will be included by reference in the FY 2022-2026 Indiana Statewide Improvement Program (STIP). However, projects not shown by reference will be amended into the STIP upon request.

If you should have any questions, please feel free to contact Roy Nunnally at 317-234-1692.

Sincerely,

Joe McGuinness, Commissioner  
Indiana Department of Transportation

JM/EN

cc: Jeffrey Brooks  
Louis Feagans  
Roy Nunnally  
Michelle Allen  
Erica Tait  
Steven Minor  
Michael McNeil  
Rebecca Parker  
Karlei Metcalf  
File

Bloomington-Monroe County Metropolitan Planning Organization

# Public Participation Plan



***Adopted***

December 13, 2002

***Amended***

June 8, 2007

March 11, 2011

February (TBD), 2022



Table of Contents

Introduction.....2

Purpose.....3

    Public Participation Plan Goals.....3

    Public Participation Mission Statement.....4

Public Participation Plan Policy .....5

    Adoption Resolutions and Major Amendments Policy .....5

    Related MPO Programs and Minor Amendments Policy .....6

    Administrative Approval Policy.....6

    Other Approvals .....7

    General Provisions .....8

    Environmental Justice Policy.....8

Public Participation Plan.....11

    Public Education ..... 11

    Visualization ..... 11

    Website ..... 11

    Committee Meetings ..... 12

    Public Meetings and Workshops.....12

    Media Participation and Public Notification.....12

    Individuals with Disabilities ..... 13

    Getting in Touch - Comments.....13

Measuring Public Outreach ..... 13

    Accessibility..... 13

    Diversity..... 14

    Outreach..... 14

    Impact ..... 14

Appendix A.....15

    Core Transportation Planning Documents..... 15

Appendix B.....17

    BMCMPPO Resolution 22-01 – Electronic Meetings Policy..... 17

## 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 FAST Act 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 engage the public to encourage comments on transportation planning activities. By doing so, the BMCMPPO Policy Committee will have available to them public ideas, concerns, and suggestions on all MPO 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 involves 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

### *BMCMPPO 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 BMCMPPO, 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 BMCMPPO 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., BMCMPPO Committee meetings may be conducted electronically.
2. **Section II.** The BMCMPPO 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.



\_\_\_\_\_  
Lisa J. Ridge  
BMCMPPO Policy Committee Chair



\_\_\_\_\_  
Attest: Patrick Martin  
BMCMPPO Senior Transportation Planner



# INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue  
Room N758xxx  
Indianapolis, Indiana 46204

PHONE: (317) 232-5137

**Eric Holcomb, Governor**  
**Joe McGuinness, Commissioner**

November 17, 2021

TO: MPO Directors

Subject: INDOT 2022 PM1 Safety Target Declaration

The purpose of this notification is to inform you that The Indian Department of Transportation (INDOT) has completed the annual process to establish jointly with the Indiana Criminal Justice Institute (CJI) and the MPO Council, the PM1 Safety Performance Targets for the Year 2022. The Indiana Statewide Targets that were established are 5-year averages as follows:

Number of Fatalities = 876.0

Rate of Fatalities = 1.076

Number of Suspected Serious Injuries = 2998.2

Rate of Suspected = 3.675

Number of Non-Motorized Fatalities and Serious Injuries = 344.5

By February 28 – MPOs shall provide documentation to INDOT Office of Traffic Safety, that either supports the Statewide PM1 Traffic Safety Performance Targets as established by INDOT for the subject calendar year or provide an alternate set of safety performance targets.

In the case that an MPO chooses to adopt the statewide safety performance targets as established by the INDOT/CJI procedures, the expected documentation is a resolution by that MPO's Executive Committee.

In the Case that an MPO chooses to adopt an alternate set of safety Performance Targets, the expected documentation is a description of the procedure used to set the targets and a resolution by the MPO's Executive Committee adopting the alternative targets.

Mike Holowaty, Manager of Traffic Safety  
INDOT Traffic Engineering  
Indiana Department of Transportation  
Room N642, 100 N. Senate Avenue,  
Indianapolis, IN 46204

Cc: FHWA -Rick Drumm, FHWA Safety Engineer  
Todd Shields, INDOT Statewide Asset Management Engineer  
Roy Nunnally, INDOT Director Technical Planning and Programming  
Jay Mitchell, INDOT Transportation Planning Supervisor





## FY 2022 - 2026 Transportation Improvement Program Project Request Form

**Mail:** Bloomington - Monroe County MPO  
401 N Morton Street, Suite 130  
Bloomington, Indiana 47402  
**Email:** [clemensr@bloomington.in.gov](mailto:clemensr@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):** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

### 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.

Karlei Metcalf  
Employee in Responsible Charge (ERC)

11/24/2021  
Date

### Section 3: Project Information

- A. Project Name: ADA Sidewalk Ramp Construction at the Intersection of SR 46 (3<sup>rd</sup> St) and College Mall Road
- B. Is project already in the TIP?  
 Yes     No
- C. DES # (if assigned): 2001522
- D. Project Location (detailed description of project termini): SR 46 at the intersection of SR 46 (3<sup>rd</sup> St) at College Mall Road

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.): N/A

G. Allied Projects: N/A

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: 3/9/2022

### 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 2022 begins on July 1, 2021 and ends on June 30, 2022.*

Phase	Funding Source	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Outlying Years
PE		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
RW		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
CE		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
CN	NHPP	\$ 321,149.00	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
<b>Totals:</b>		\$ 321,149.00	\$	\$	\$	\$	\$

## 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.