

**MICHIANA AREA COUNCIL OF GOVERNMENTS
POLICY BOARD MEETING MINUTES
January 12, 2022**

The January meeting of the Michiana Area Council of Governments' (MACOG) Policy Board was held virtually (Google Meet) and in-person, on the 4th floor of the St. Joseph County – South Bend City Building, on January 12, 2022. Members of the public were invited to attend in person or watch a live stream of the meeting on YouTube. Public comments and questions were accepted in advance of the meeting by email sent to macogdir@macog.com, in person, as well as by utilizing YouTube's live chat feature. Jeremy Stutsman, Chair of the Policy Board, called the meeting to order. It was noted there was a quorum present.

MEMBERS PRESENT: Jeremy Stutsman, Mayor, City of Goshen
Deborah Fleming, St. Joseph County Commissioner
Douglas Graham, Elkhart County Council
Cary Groninger, Kosciusko County Commissioner
Kathy Groninger, Kosciusko County Council
Phil Jenkins, Mayor, City of Nappanee
Mark Senter, Mayor, City of Plymouth
David Wood, Mayor, City of Mishawaka

**MEMBERS ATTENDING:
(Virtually)** Mandy Campbell, Marshall County Council
Dwight Fish, Elkhart Common Council
Gregg Hixenbaugh, Mishawaka Common Council
Todd Johnson, Deputy Commissioner, INDOT Fort Wayne
Rod Roberson, Mayor, City of Elkhart
Suzanne Weirick, Elkhart County Commissioner

MEMBERS ABSENT: Matt Deitchley, Deputy Commissioner, INDOT LaPorte
Lori Hamann, South Bend Common Council
James Mueller, Mayor, City of South Bend
Kevin Overmyer, Marshall County Commissioner
Mark Root, St. Joseph County Council
Joseph Thallemer, City of Warsaw

OTHERS PRESENT: Michael Trippel, Thorne Grodnik, LLP
Dan Haake, HDR Engineering
Jessica Miller, INDOT LaPorte
Erica Tait, FHWA
James Turnwald, MACOG
Zach Dripps, MACOG
Debbie Gardner, MACOG
Sofia Gladun, MACOG
David Harker, MACOG
Carla Herwarth, MACOG
Dustin New, MACOG
Allyson Ragan, MACOG
Donny Ritsema, MACOG
Leah Thill, MACOG

MINUTES OF THE DECEMBER 8, 2021 MEETING

The minutes from the December 8, 2021, meeting were distributed for review prior to the meeting. Jeremy Stutsman asked the Policy Board members if there were any additions or corrections to the minutes. There being none, he called for the Policy Board's approval.

A MOTION WAS MADE BY DAVID WOOD AND SECONDED BY
MARK SENTER TO APPROVE THE MINUTES OF DECEMBER 2021.
ALL IN FAVOR. THE MOTION CARRIED.

CHAIRMAN'S REPORT

Nominating Committee Report

James Turnwald reported the Nominating Committee, consisting of Phil Jenkins, Jeremy Stutsman, and Suzanne Weirick, met and prepared a proposed Slate of Officers to serve for calendar year (CY) 2022. The proposed officers, as recommended by the Nominating Committee were as follows;

- Chair: Suzanne Weirick, Elkhart County Commissioner
- 1st Vice-Chair: Mark Senter, Mayor, City of Plymouth
- 2nd Vice-Chair: Cary Groninger, Kosciusko County Commissioner
- Secretary: David Wood, Mayor, City of Mishawaka
- Treasurer: Mark Root, St. Joseph County Council

Jeremy Stutsman asked for additional nominations, hearing none, he called for a motion to close the nominations.

A MOTION WAS MADE BY DAVID WOOD AND SECONDED BY
CARY GRONINGER TO CLOSE THE NOMINATIONS FOR CY 2022
POLICY BOARD OFFICERS. ALL IN FAVOR. THE MOTION CARRIED.

Election of CY 2022 Policy Board Officers

Stutsman then invited any questions or comments regarding the proposed Slate of Officers. Hearing none, he called for a motion to approve the CY 2022 Slate of Officers as presented.

A MOTION WAS MADE BY DEBORAH FLEMING AND SECONDED BY
PHIL JENKINS TO APPROVE THE SLATE OF OFFICERS AS PRESENTED.
ALL IN FAVOR. THE MOTION CARRIED.

FINANCIAL REPORT

Debbie Gardner presented the MACOG Financial Reports for the month of November, 2021. She reviewed the fiscal year-to-date total expenses and the cash balance at the end on the month. Gardner pointed out the significant increase in the cash balance due to the exchange of transit funds with the Greater Lafayette Public Transportation Corporation (GLPTC) approved by the Policy Board in July 2021; MACOG received \$1,000,000 in local funds. She also noted the total disbursements for the month. Gardner asked for any questions. Hearing none, she requested the Policy Board's approval of the Financial Reports.

A MOTION WAS MADE BY PHIL JENKINS AND SECONDED BY
CARY GRONINGER TO APPROVE THE NOVEMBER 2021 FINANCIAL
REPORTS. ALL IN FAVOR. THE MOTION CARRIED.

SECRETARY'S REPORT

Cary Groninger reported staff had made a few Administrative Modifications to the TIP during the month of December. A spreadsheet listing the information was provided in the meeting materials; the information is also available on the MACOG website.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Request to Add Addendum

James Turnwald requested additional items of business be added to the agenda for the Policy Board's consideration. Hearing no questions, the Chair called for a motion to add the Addendum to the meeting agenda.

A MOTION WAS MADE BY DEBORAH FLEMING AND SECONDED
BY MARK SENTER TO APPROVE ADDING THE ADDENDUM. ALL
IN FAVOR. THE MOTION CARRIED.

Amendments to the Fiscal Year (SFY) 2020-2024 and SFY 2022-2026 Transportation Improvement Program (TIP)

Transportation Resolution 01-22

INDOT Initiated

B. INDOT	<u>Amendment</u>	Exempt Project in Kosciusko County
Resolution 01-22	Add Project to TIP	
Des#: 2001533	East of CR 400 W to South of CR 200 S - High Friction Surface Treatment Other Type Project (Miscellaneous)	
Phase: CN	Total: \$537,055	Federal: \$429,644
		Local: \$107,411
		SFY 2023
Estimated Cost to Complete = \$637,055		

C. INDOT	<u>Amendment</u>	Exempt Project in Elkhart County
Resolution 01-22	Add Project to TIP	
Des#: 1902014	Various Locations within the Fort Wayne District, New or Slotted Left Turn Auxiliary Lanes, Accel & Decel or Turn Lanes	
Phase: PE	Total: \$237,700	Federal: \$190,160
		Local: \$47,540
		SFY 2022
Phase: CN	Total: \$1,696,608	Federal: \$1,357,286
		Local: \$339,322
		SFY 2024
Estimated Cost to Complete = \$1,934,308		

Locally Initiated

D. City of Mishawaka	<u>Amendment</u>	Exempt Project in St. Joseph County
Resolution 01-22	Add Project to TIP	

Des#: 1801241 **Twelfth St from Dodge Ave to Campbell, Phase III
Road Reconstruction**
Phase: RW Total: \$2,000,000 Federal: \$0 Local: \$2,000,000 SFY 2022
Estimated Cost to Complete = \$10,080,000

E. City of Mishawaka Amendment Exempt Project in St. Joseph County
Resolution 01-22 Add Project to TIP
Des#: 1900449 **Mishawaka River Walk Cedar St Bridge
Bridge Widening**
Phase: RW Total: \$1,000 Federal: \$0 Local: \$1,000 SFY 2022
Estimated Cost to Complete = \$5,994,680

Allyson Ragan presented Resolution 01-22 and asked for any questions, hearing none, she requested the Policy Board's endorsement of the Resolution.

MARK SENTER MOVED TO APPROVE RESOLUTION 01-22.
PHIL JENKINS SECONDED. ALL IN FAVOR. THE MOTION CARRIED.

Transit Resolution 04-22

A. MACOG Amendment Exempt Project in Elkhart County
Resolution 04-22 Add Project to TIP
Des#: MAC-22-017 **Transit Purchase Vehicles**
Total: \$860,000 Federal: \$688,000 (FTA 5307) Local: \$172,000 SFY 2022

B. MACOG Amendment Exempt Project in Elkhart County
Resolution 04-22 Add Project to TIP
Des#: MAC-22-018 **Transit Operating (ADA Paratransit)**
Total: \$520,468 Federal: \$416,374 (FTA 5307) Local: \$104,094 SFY 2022

C. MACOG Amendment Exempt Project in Elkhart County
Resolution 04-22 Add Project to TIP
Des#: MAC-22-019 **Transit Misc Equipment**
Total: \$250,001 Federal: \$200,001 (FTA 5307) Local: \$50,000 SFY 2022

D. MACOG Amendment Exempt Project in Elkhart County
Resolution 04-22 Add Project to TIP
Des#: MAC-22-020 **Transit Operating (Capital Cost of Contracting)**
Total: \$1,195,138 Federal: \$956,110 (FTA 5307) Local: \$239,028 SFY 2022

Allyson Ragan presented Resolution 04-22 and asked for any questions, hearing none, she requested the Policy Board's endorsement of the Resolution.

PHIL JENKINS MOVED TO APPROVE RESOLUTION 04-22.
DAVID WOOD SECONDED. ALL IN FAVOR. THE MOTION CARRIED.

Unified Planning Work Program (UPWP) Resolution 05-22

A. MACOG Amendment South Bend Urbanized Area
Resolution 05-22 Add Project to TIP

Des#: 2001101	Regional Freight Plan UPWP		
Total: \$125,000	Federal: \$100,000 (STBG)	Local: \$25,000	SFY 2022
B. MACOG Resolution 05-22 Des#: 2001101	<u>Amendment</u> Add Project to TIP Potato Creek Trail – PEL Study UPWP	South Bend Urbanized Area	
Total: \$75,000	Federal: \$60,000 (STBG)	Local: \$15,000	SFY 2022
C. MACOG Resolution 05-22 Des#: 2001101	<u>Amendment</u> Add Project to TIP CR52/CR101 near Nappanee – PEL Study UPWP	Elkhart/Goshen Urbanized Area	
Total: \$75,000	Federal: \$60,000 (STBG)	Local: \$15,000	SFY 2022

Allyson Ragan also presented Resolution 05-22. Hearing no questions, she requested the Policy Board's endorsement of the Resolution.

DEBORAH FLEMING MOVED TO APPROVE RESOLUTION 05-22.
CARY GRONINGER SECONDED. ALL IN FAVOR. THE MOTION CARRIED.

Other Actions

Resolution 02-22

A Resolution Endorsing a Partnership Planning Assistance Grant Application to the Economic Development Administration (EDA)

Donny Ritsema presented Resolution 02-22. He explained that MACOG serves as the Regional Economic Development District (EDD), as authorized by the U.S. Economic Development Administration (EDA) in 2011.

Ritsema continued that as an EDD, each federal fiscal year (April 1 to March 31), MACOG receives an invitation letter from the EDA Partnership Planning Office to apply for the Partnership Planning Assistance grant. He stated that with this grant award, MACOG is able to provide technical planning services to the region's local communities to develop long-range plans and technical studies, develop grant applications, as well as be a conduit to help LPAs apply for federal assistance to advance economic development and infrastructure projects.

Ritsema stated a requirement for the \$70,000 Partnership Planning grant is to provide a signed resolution from the EDD's governing board delegating authority to the Authorized Organizational Representative (AOR); MACOG. Resolution 02-22 authorizes:

- MACOG to apply for and administer the EDA grant award,
- The MACOG Executive Director as the official AOR to sign all required documentation on behalf of the organization, and,
- MACOG is committed to provide \$70,000 local match.

Donny Ritsema asked if there were any questions, hearing none, he asked for the Policy Board's approval.

DAVID WOOD MOVED TO APPROVE RESOLUTION 02-22. PHIL JENKINS SECONDED. ALL IN FAVOR. THE MOTION CARRIED.

Resolution 03-22

A Resolution endorsing the updated MACOG Procurement Manual

James Turnwald presented Resolution 03-22. Turnwald stated the existing Procurement Manual was approved in 2010; although it has served the organization well, it is rather dated. He explained that during MACOG's recent Federal Transit Administration (FTA) Triennial Review there were a couple of deficiencies related to the written document; however, there were no deficiencies with any of the procurements or processes, only with the written manual not reflecting the most current required language.

Turnwald reviewed and outlined the contents of the document, noting each of the items where a deficiency was corrected. He also discussed the updates to procurement methods to reflect increased thresholds allowable by state and federal regulations, as well as the various additional allowable methods of procurement.

James Turnwald asked for the Policy Board's approval of the updated Procurement Manual. In addition, the ability for non-substantive changes to be made as needed. He stated, as outlined in the manual, any substantive changes would need Policy Board approval.

Turnwald then asked for any questions. Phil Jenkins thanked the Executive Director for putting the new document together stressing its importance to FTA.

A MOTION WAS MADE BY PHIL JENKINS AND SECONDED BY CARY GRONINGER TO APPROVE THE UPDATED PROCUREMENT MANUAL BASED ON COMMENTS FROM THE EXECUTIVE DIRECTOR. ALL IN FAVOR. THE MOTION CARRIED.

Presentation

Regional Freight Mobility Plan – HDR Engineering, Inc.

Dan Haake, with HDR Engineering, gave an update on the development of the MACOG Regional Freight Mobility Plan. For more information, the presentation may be viewed on YouTube (<https://youtu.be/daTBL2e5vKs>) beginning at 28:55 minutes.

Staff Updates

New MACOG Staff

Sofia Gladun, Community Development Planner

Sofia Gladun joined the MACOG staff in June 2021 as a Planning Intern and has recently accepted the position of Community Development Planner. She is a recent graduate of IUSB where she studied Political Science and History.

Dustin New, Active Transportation Planner

Dustin New joined the MACOG team in December of 2020 as the Active Transportation Planner. New is very active in the cycling community and will work to help improve active transportation throughout the region.

Grants and Funding

Community Crossings Matching Grant (CCMG)

Allyson Ragan stated the current opportunity to apply for CCMG funding opened on January 3, and closes on January 28, 2022. Ragan noted the grant is available for the construction phase of road and bridge projects, as well as ADA specific curb and sidewalk work. Please let her know if you would like any assistance.

Indiana State Department of Health (IDOH) Planning Grant for Bicycle and Pedestrian Master Plans

Dustin New reported the IDOH Division of Nutrition and Physical Activity (DNPA) is providing funding to communities to assist in the preparation of community-wide Bicycle and Pedestrian Master Plans to facilitate more active living and higher rates of physical activity in Indiana. Communities with a population of 10,000 or less will not be required to provide matching funds for this grant. Applications are due by January 20, 2022.

INDOT Rural Call for Projects Presentations

Allyson Ragan informed the members that all seven communities that applied during INDOT's most recent Rural Call for Projects were accepted for further consideration. She stated that each of the communities will need to provide a short presentation to INDOT. LaPorte District communities will present on January 18 and communities in the Fort Wayne District will present on February 1.

Plans and Programs

CONNECT Regional Transit Plan Update

James Turnwald reminded the Policy Board about "CONNECT", the regional transit plan. He noted the planning process will begin launching to the public in January. The planning process is focused on the Interurban Trolley and Transpo fixed-route bus systems; how they work and where there are opportunities to for improvement.

PRIVILEGE OF THE FLOOR

Douglas Graham wanted to know if the Interurban Trolley would be able to provide service to the Bureau of Motor Vehicles (BMV) branch that is relocating from downtown Elkhart to Northview Drive. James Turnwald responded that the Blue Line of the Interurban Trolley service already runs within walking distance of the Northview location. He stated MACOG will monitor the ridership and determine if the route needs to be modified so it is closer to the BMV.

PUBLIC COMMENT


There were no public comments.

ADJOURNMENT

Jeremy Stutsman thanked the members of the Policy Board and the staff for their support and for allowing him to serve on the Executive Committee over the past four years.

There being no further comments or items of business, the Chair called for a motion to adjourn the Policy Board meeting.

A MOTION WAS MADE BY MARK SENTER AND SECONDED BY
DEBORAH FLEMING TO ADJOURN THE POLICY BOARD MEETING.
ALL IN FAVOR. THE MOTION CARRIED.


James Turnwald, Executive Director
Suzanne Weirick, Policy Board Chair

F:\ABC\MACOG\MEETINGS\SFY 2022\Policy Board\Minutes\R01minutes.docx