

**MICHIANA AREA COUNCIL OF GOVERNMENTS  
MINUTES  
December 8, 2010**

The December meeting of the Michiana Area Council of Governments Policy Board was held on December 8, 2010 in the MACOG Conference Room on the 11<sup>th</sup> floor of the County-City Building in South Bend, Indiana. Ernest Wiggins, Chairman, called the meeting to order. It was noted there was a quorum present.

**MEMBERS PRESENT:** Ernest Wiggins, Mayor, City of Warsaw  
Frank Lucchese, Elkhart County Commissioner  
Oliver Davis, South Bend Council  
John Letherman, Elkhart County Council  
Robert Kovach, St. Joseph County Commissioner  
Allan Kauffman, Mayor, City of Goshen  
Mark Root, St. Joseph County Council

**MEMBERS ABSENT:** Mark Senter, Mayor, City of Plymouth  
Ron Troyer, Elkhart City Council  
David Wood, Mayor, City of Mishawaka  
Stephen Luecke, Mayor, City of South Bend  
Judy Stone, Marshall County Council  
Kevin Overmyer, Marshall County Commissioner  
Dick Moore, Mayor, City of Elkhart  
Ron Truex, Kosciusko County Commissioner  
Robert Sanders, Kosciusko County Council  
Larry Thompson, Mayor, City of Nappanee  
Woody Emmons, Mishawaka City Council

**OTHERS PRESENT:** George Herendeen, MACOG Attorney  
Joyce Newland, FHWA (by phone)  
James E. Weingart, IDEM  
Cathy Csatari, IDEM  
Michael Aylesworth, IDEM – Northern Regional Office  
Laurie Johnson, DLZ  
Hodge Patel, Congressman Joe Donnelly  
Denise Baron, Congressman Joe Donnelly  
Sandra Seanor, MACOG  
Jessica Mitchell, MACOG  
James Turnwald, MACOG  
Karen Hamm, MACOG  
Zach Dripps, MACOG  
Karen Mackowiak, MACOG  
Rosemary Barbara, MACOG  
Shirley Czerna, MACOG

**MINUTES OF NOVEMBER 10, 2010 MEETING**

There were no additions or corrections to the November 10, 2010 minutes.

A MOTION WAS MADE BY MARK ROOT AND  
SECONDED BY ALLAN KAUFFMAN TO APPROVE THE  
MINUTES OF NOVEMBER 10, 2010. THE MOTION CARRIED.

## **REPORTS**

**CHAIRMAN – Nominating Committee - 2011 Policy Board Officers** – A Nominating Committee was assigned to choose a slate of officers for the 2011 Policy Board. The Nominating Committee will be: Ernest Wiggins, Bob Kovach, Allan Kauffman.

**FINANCIAL** – Rosemary reported that it is necessary for MACOG to amend the depreciation practice of assigning useful life on ADA wheelchair vans from 60 months to 36 months. This change complies with FTA Circular 5010.1D, paragraph (2) (a) (11) which states life of: “at least four years or an accumulation of at least 100,000 miles.” MACOG ADA vehicles, on the whole, reach their useful life within 3 years, recording 100,000 miles plus usage. There being no question, Rosemary asked for the Policy Board’s approval of this accounting amendment.

A MOTION WAS MADE BY JOHN LETHERMAN AND  
SECONDED BY BOB KOVACH TO APPROVE TO AMEND THE  
DEPRECIATION PRACTICE OF ASSIGNING USEFUL LIFE ON  
ADA WHEELCHAIR VANS FROM 60 MONTHS TO 36 MONTHS.  
THE MOTION CARRIED.

Rosemary reviewed the November 2010 MACOG Financial Report and asked for any questions. There being none, Rosemary asked for the Policy Board’s approval of the November 2010 Financial Report.

A MOTION WAS MADE BY ALLAN KAUFFMAN AND SECONDED  
BY FRANK LUCCHESI TO APPROVE THE NOVEMBER 2010  
FINANCIAL REPORT. THE MOTION CARRIED.

**SECRETARY** – No report.

**OLD BUSINESS** – No report.

**NEW BUSINESS** – No report.

Administrative Modifications, Amendments, Major Amendments to the FY2009-2014  
Transportation Improvement Program.

## **EMERGENCY TIP AMENDMENTS**

### **FORT WAYNE DISTRICT**

#### **District Initiated – Resolution 80-10**

A. Kosciusko County Administrative Modification Exempt Project in Kosciusko Co, IN  
Resolution 80-10 Decrease Federal Funding by \$150,000 (CHPP) Phase: RW  
Des #: 0710956 **Location: Western Route – Old US 30 @ Fox Farm Road RB – Phase 1**  
**Local Road Project** SFY: 2011  
Total: \$358,580 Federal: \$0 Local: \$358,580

Kosciusko County Administrative Modification Exempt Project in Kosciusko Co, IN  
Resolution 80-10 Increase Federal Funding by \$150,000 (CHPP) Phase: RW  
Des #: 0902295 **Location: Western Route – Old US 30 from Zimmer Rd to Walnut  
Creek – Phase 4 / Road Construction** SFY: 2012  
Total: \$450,000 Federal: \$200,000 (CHPP) / \$200,000 (Grp IV) Local: \$50,000

B. Kosciusko County Administrative Modification Exempt Project in Kosciusko Co, IN  
Resolution 80-10 Decrease Federal Funding by \$120,000 (Grp IV) Phase: RW  
Des #: 0902295 **Location: Western Route – Old US 30 from Zimmer Rd to Walnut  
Creek – Phase 4 / Road Construction** SFY: 2012  
Total: \$300,000 Federal: \$200,000 (CHPP) / \$80,000 (Grp IV) Local: \$20,000

Kosciusko County Administrative Modification Exempt Project in Kosciusko Co, IN  
Resolution 80-10 Increase Federal Funding by \$120,000 (Grp IV) Phase: CN  
Des #: 0902295 **Location: Western Route – Old US 30 from Zimmer Rd to Walnut  
Creek – Phase 4 / Road Construction** SFY: 2012  
Total: \$3,907,089 Federal: \$3,125,671 (Grp IV) Local: \$781,418

Jessica Mitchell presented Emergency Resolutions 80-10 containing Fort Wayne District initiated TIP administrative modifications. Sandra Seanor explained that David Armstrong, INDOT-Fort Wayne District, recognized that it would be necessary to move earmark money into a different phase in order not to lose \$30,000 in funds. There were no questions on this resolution. Having been previously approved via email on 11/19/2010, Jessica asked for the Policy Board's approval.

A MOTION WAS MADE BY BOB KOVACH AND  
SECONDED BY JOHN LETHERMAN TO APPROVE  
RESOLUTION 80-10. THE MOTION CARRIED.

#### **Locally Initiated – Resolution 81-10**

A. Kosciusko County Amendment Exempt Project in Kosciusko County, IN  
Resolution 81-10 Add Project Phase: PE/RW  
Des #: 0810103 **Location: Western Route – Old US 30 from Walnut Creek to Fox Farm  
Rd – Phase 2 / Road Construction** SFY: 2011  
Total: \$364,719 Federal: \$ - Local: \$364,719 (PE)  
Total: \$115,000 Federal: \$ - Local: \$115,000 (RW)

Jessica Mitchell presented Emergency Resolutions 81-10 containing Fort Wayne District initiated TIP amendment. There were no questions on this resolution. Having been previously approved via email on 11/19/2010, Jessica asked for the Policy Board's approval.

A MOTION WAS MADE BY BOB KOVACH AND  
SECONDED BY ALLAN KAUFFMAN TO APPROVE  
RESOLUTION 81-10. THE MOTION CARRIED.

#### **TRANSIT**

##### **Resolution 82-10**

A. Elkhart/Goshen Initiated Amendment Exempt Project in Elkhart County, IN  
Resolution 82-10 Add Project SFY: 2011

**Location: Elkhart-Goshen Urbanized Area  
Preventive Maintenance**

Total: \$82,000    Federal: \$65,600    Local: \$16,400

Karen Hamm presented Transit Emergency Resolution 82-10. Sandi explained that 2 old buses have blown motors and another bus has a bad transmission. In review of the Preventative Maintenance Law and a discussion with the FTA, the repairs will be covered with 80%-20% funding. There were no questions on this resolution. Having been previously approved via email on 11/19/2010, Karen asked for the Policy Board's approval.

A MOTION WAS MADE BY JOHN LETHERMAN  
AND SECONDED BY MARK ROOT TO APPROVE  
RESOLUTION 82-10. THE MOTION CARRIED.

**REGULAR TIP AMENDMENTS**

**FT. WAYNE DISTRICT**

**Locally Initiated – Resolution 83-10**

A. City of Goshen    Administrative Modification    Non-Exempt Project in Elkhart County, IN  
Resolution 83-10    Decrease Federal Funding by \$102,000 (Grp II STP)    Phase: CN  
Des #: 1005734    **Location: South Link Road (Waterford Mills Pkwy) from SR 15 to  
Regent St / New Road Construction    SFY: 2013**  
Total: \$7,331,281    Federal: \$5,865,025    Local: \$1,466,256

City of Goshen    Administrative Modification    Exempt Project in Elkhart County, IN  
Resolution 83-10    Increase Federal Funding by \$102,000 (Grp II STP)    Phase: CN  
Des #: 9981510    **Location: Millrace Powerhouse Preservation of Mill along Elkhart River  
Enhancement    SFY: 2011**  
Total: \$908,750    Federal: \$625,000 (TE) / \$102,000 (Grp II STP)    Local: \$181,750

B. City of Elkhart    Administrative Modification    Non-Exempt Project in Elkhart County, IN  
Resolution 83-10    Increase Federal Funding by \$660,253 (TCSP)    Phase: RW  
Des #: 0600463    **Location: Prairie St and NS RR Grade Separation  
Grade Separation    SFY: 2016**  
Total: \$5,855,820    Federal: \$660,253    Local: \$5,195,567

Jessica Mitchell presented Resolution 83-10 containing Fort Wayne District initiated TIP administrative modifications. There were no questions on this resolution. There being no questions on this resolution, Jessica requested the Policy Board's approval.

A MOTION WAS MADE BY ALLAN KAUFFMAN  
AND SECONDED BY BOB KOVACH TO APPROVE  
RESOLUTION 83-10. THE MOTION CARRIED.

**LAPORTE DISTRICT**

**District Initiated – Resolution 84-10**

A. INDOT    Administrative Modification    Exempt Project in St. Joseph County, IN  
Resolution 84-10    Change Fiscal Year    Phase: CN  
Des #: 0400810    **Location: US 6 - 0.6 mi E of SR 23  
Pipe Lining – District Small Structure Project    SFY: 2011**

Total: \$102,200 Federal: \$81,760 (ST STP) State: \$20,440

B. St. Joseph County Administrative Modification Exempt Project in St. Joseph County, IN  
Resolution 84-10 Increase Federal Fund by \$146,000 (SRTS) Phase: CN  
Des #: 0902236 **Location: Granger Paths Project**  
**Bike/Pedestrian Facilities – Other Project Type** SFY: 2011  
Total: \$627,000 Federal: \$146,000 (SRTS) \$384,800 (MACOG TE) Local: \$96,200

C. Culver Amendment Exempt Project in Marshall County, IN  
Resolution 84-10 Add Project Phase: CN  
Des #: 1006376 **Location: Culver Community Schools SRTS Infrastructure**  
**Bike/Pedestrian Facilities – Other Project Type** SFY: 2011  
Total: \$250,000 Federal: \$250,000 (SRTS) Local: \$0.00

D. Bourbon Amendment Exempt Project in Marshall County, IN  
Resolution 84-10 Add Project Phase: CN  
Des #: 1006370 **Location: Triton Schools SRTS Non-Infrastructure**  
**Bike/Pedestrian Facilities – Other Project Type** SFY: 2011  
Total: \$45,000 Federal: \$45,000 (SRTS) Local: \$0.00

E. Mishawaka Amendment Exempt Project in St. Joseph County, IN  
Resolution 84-10 Add Project Phase: CN  
Des #: 1006374 **Location: Emmons Grade School SRTS Infrastructure**  
**Bike/Pedestrian Facilities – Other Project Type** SFY: 2011  
Total: \$250,000 Federal: \$250,000 (SRTS) Local: \$0.00

James Turnwald presented Resolution 84-10 containing LaPorte District initiated TIP administrative modifications and amendments. There being no questions on this resolution, James requested the Policy Board's approval.

A MOTION WAS MADE BY BOB KOVACH AND  
SECONDED BY ALLAN KAUFFMAN TO APPROVE  
RESOLUTION 84-10. THE MOTION CARRIED.

**District Initiated – Resolution 86-10**

A. INDOT Administrative Modification Exempt Project in St. Joseph County, IN  
Resolution 86-10 Change Fiscal Year Phase: CN  
Des #:0101435 **Location: SR 23 Over N Tributary to Robbins Ditch, 1.49 miles S of US 6**  
**Replacement – District Small Structure Project** SFY: 2013  
Total: \$430,000 Federal: \$344,000 (ST STP) State: \$86,000

B. INDOT Amendment Exempt Project in St. Joseph County, IN  
Resolution 86-10 Add Project Phase: PE  
Des #:0101435 **Location: SR 23 Over N Tributary to Robbins Ditch, 1.49 miles S of US 6**  
**Replacement – District Small Structure Project** SFY: 2011  
Total: \$60,000 Federal: \$48,000 (ST STP) State: \$12,000

James Turnwald presented Resolution 86-10 containing LaPorte District initiated TIP administrative modification and amendment. There being no questions on this resolution, James requested the Policy Board's approval.

A MOTION WAS MADE BY MARK ROOT AND  
SECONDED BY FRANK LUCCHESE TO APPROVE  
RESOLUTION 86-10. THE MOTION CARRIED.

**Resolution 85-10**

A. Affirming that the 2035 Transportation Plan Update, the 2011 to 2014 Transportation Improvement Plan and the Air Quality Conformity Analysis are in concurrence.

Sandra Seanor explained that the Federal Highway Administration requested, from MACOG, a formal resolution indicating that the 2035 Transportation Plan Update, the 2011 to 2014 Transportation Improvement Plan, and the Air Quality Conformity Analysis are in concurrence.

A MOTION WAS MADE BY FRANK LUCCHESE AND  
SECONDED BY OLIVER DAVIS TO APPROVE  
RESOLUTION 85-10. THE MOTION CARRIED.

**Contract Renewal**

Contract for MACOG Attorney (George Herendeen)

Sandra Seanor said that the current contract with George Herendeen, MACOG Attorney, was for a monthly fee of \$1,000.00. The new contract will be for a monthly fee of \$1,100.00 per month and the term is for one year instead of two. Sandra said that George takes care of a number of things for MACOG and is very knowledgeable on the issues that MACOG deals with. Sandi asked for the Policy Board's approval of George Herendeen's contract.

A MOTION WAS MADE BY BOB KOVACH AND  
SECONDED BY FRANK LUCCHESE TO APPROVE THE  
NEW CONTRACT FOR GEORGE HERENDEEN, MACOG  
ATTORNEY. THE MOTION CARRIED.

**PRESENTATION**

**CLEAN Cities – Cathy Csatari, IDEM**

Cathy Csatari and James Weingart, IDEM - Office of Pollution Prevention and Technical Assistance, were present at the MACOG Policy Board meeting to discuss the Indiana CLEAN Community Challenge Program. CLEAN, which stands for the Comprehensive Local Environmental Action Network, was developed by IDEM in 2004 to help municipalities develop tools to help them understand and identify how their municipal operations impact the environment. The goal of the CLEAN program is to challenge Hoosier cities, towns, and counties to make Indiana a cleaner, healthier place to live.

The program guides communities through the process of evaluating the environmental impacts of their operations, establishment of goals for improving, and the implementation of actions to reach the goals. It offers numerous benefits including cleaner environment, safer workplace, improved employee involvement, more consistent and efficient operations and better public image. IDEM works closely with communities to guide them through the process of reaching their own goals, offering public recognition and financial incentives along the way.

The CLEAN program is designed to be flexible. Local governments implement an environmental management system, called a Quality of Life Plan (QLP), and choose the activities that fit their community goals. The CLEAN Community Challenge program manager will assist local governments in the planning, development, and implementation of a comprehensive Quality of Life Plan.

The program is completely voluntary and there is not fee to participate. The Indiana CLEAN Community designation lasts for three years. However, there is no long term commitment. Communities may opt out of the program at any time. For more information contact Cathy Csatarie at [ccsatarie@idem.IN.gov](mailto:ccsatarie@idem.IN.gov) or James Weingart at [jweingar@idem.IN.gov](mailto:jweingar@idem.IN.gov).

Bob Kovach asked for a list of accomplishments from participating cities in the program. Cathy Csatarie said some accomplishments have been looking at alternative fuel, recycling, decreased electrical consumption, tree plantings to restore natural areas, and decreased amount of invasive species. Oliver Davis asked if information could be obtained on each specific community and their accomplishments. Cathy directed the Policy Board members to the Clean Communities website at [www.cleancommunities.IN.gov](http://www.cleancommunities.IN.gov). Each Community participating in the program has their Quality of Life Plan displayed.

Allan Kauffman asked if there is recognition for past efforts for being a green community. Cathy said the continuous environmental improvement of a community is a big part of the program. The participating communities that have been clean and are coming up on their 3 years are going to have to look at new projects to work on since their priorities have changed. We thank you for the things that have been accomplished in the past, but we want communities to move forward.

## **STAFF UPDATE**

### **Road Safety Audit (RSA)**

Sandra explained that the Road Safety Audit (RSA) is a formal safety performance examination of an existing or future road or intersection. The RSA team reports on potential road safety issues and identifies opportunity for improvement. MACOG is developing a data base to collect various intersection and road data in order to help in project selection and road safety analysis. MACOG will be sending out teams to collect this data over the winter months.

### **Signage Requirements Update**

There has been a great deal of discussion as to the dates, times and the funding involved to get signage up to Federal Highway Administration (FHWA) standards. Currently, the MUTCD requires by January 2012 all agencies will have to establish a sign maintenance program that can regularly address the new minimum sign retroreflectivity requirements. By January 2015 all agencies must comply with new retroreflectivity requirements for regulatory, warning, and ground mounted guide signs. Finally, by January 2018 all agencies must comply with the new retroreflectivity requirements for overhead guide sign and all street name signs.

A public comment period is available through January 14, 2011 on the new regulatory traffic control device technology as it relates to sign inventory and a development of a management plan for signage. The website will be made available to anyone interested in making a comment.

### **Transportation Improvement Program Profiles**

Zach Dripps reported that he has been working on TIP profile summary sheets for each of the projects to help people better understand what the projects are in the TIP as well as where they are located. The information will be posted on the website for the general public to view and will be updated on a quarterly basis. Sandi stated the process has two benefits. First, it is good public information, and second, MACOG will be able to use it for its Annual List of Obligated Projects. Zach distributed an example of a project that would be posted on the website.

### **CMAQ Eligibility Call**

Congestion Mitigation Air Quality (CMAQ) project information and applications are due to MACOG by December 13<sup>th</sup>. Please contact Jessica Mitchell if you need assistance.

### **TE Call**

Sandi reported that INDOT has given MACOG a list of potential dates for Transportation Enhancement Projects. For Rural funds it is a competitive process with the Districts and for the Urban funds there is a sub allocated amount of money. Project Applications are due to MACOG no later than January 24, 2011.

### **OCRA-Certified Grant Managers**

Sandra Seanor announced that MACOG has 3 certified OCRA grant managers on staff, which includes James Turnwald, Zach Dripps, and Erin Turinetti. Grant writing services are now available to all of the jurisdictions. In addition, MACOG and OCRA have been partnering with INDOT on various projects. David Terrell, OCRA Executive Director, will be present at the next Policy Board meeting to discuss the OCRA mission and how the community could benefit from their service.

### **PRIVILEGE OF THE FLOOR**

There were no comments.

### **PUBLIC COMMENT**

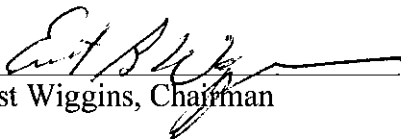
There were no comments.

### **ADJOURNMENT**

There being no further business, the following action was taken:

A MOTION WAS MADE BY OLIVER DAVIS AND  
SECONDED BY BOB KOVACH TO ADJOURN THE  
MEETING. THE MOTION CARRIED.

  
Sandra Seanor, Executive Director

  
Ernest Wiggins, Chairman