

**AGENDA**  
**Columbus Area Metropolitan Planning Organization**  
**(CAMPO)**  
**Policy Board Meeting**  
**1:30 PM**  
**Monday, June 10, 2013**  
**City Hall – City Council Chamber**

ROLL CALL

**AGENDA**

- A. Minutes from the March 11, 2013 meeting**
- B. Reports from the MPO staff**
  - 1. Technical Committee Meeting
  - 2. Planning Project Report
  - 3. Construction Project Report
- C. New Business**
  - 1. Bylaws
    - a) Introduction*
    - b) Resolution 2013-4 – adopt bylaws*
    - c) Resolution 2013-5 – Amend Board membership from Pres/Chair to Appointee*
    - d) Resolution 2013-6 – Amend bylaws to include Amendment / Administrative Modification criteria and procedures.*
  - 2. TIP amendment
    - a) Resolution 2013-7 – Resolution to amend INDOT projects in TIP*
- D. Communications from Board members on matters not included in the agenda**
- E. Adjournment**

**MINUTES**  
**Columbus Area Metropolitan Planning Organization/(CAMPO)**  
**Policy Board Meeting**  
**March 11, 2013 at 2:00 PM**  
**City Council Chambers, City Hall**  
**123 Washington Street**  
**Columbus, Indiana**

**Members Present:** Kristen Brown, Zack Ellison, Roger Lang, Ryan Brand, Rick Flohr  
Alan Whitted, Jim Ude representing INDOT

**Members Absent:** Kathy Eaton-McKalip

**Staff present:** Laurence Brown, Dave Hayward, Aimee Morris

**CONSENT AGENDA**

Minutes of the December 21, 2012 meeting.

Laurence Brown stated that the minutes from this meeting were not complete and therefore could not be accepted.

New Members, Ryan Brand and Rick Flohr were welcomed  
Laurence stated that one County Council person has not been appointed yet.

Zack Ellison stated that going forward quarterly meetings will be held.  
2<sup>nd</sup> Monday of every 3<sup>rd</sup> month

Meetings are now being recorded and streamed live.

**NEW BUSINESS REQUIRING BOARD ACTION**

MPO is a federally required body to distribute federal transportation dollars for local projects and state projects in the area. Three documents which define the projects are Long Range Plan, Transportation Improvement Program (TIP) and the Statement of Work.

Resolution 2013-1

Resolution of the Columbus Area Metropolitan Planning Organization (CAMPO) Policy Board to Approve Changes to Existing Local Projects in SFY 2012-2016 Transportation Improvement Program (TIP)

600 N – Bartholomew County Project, Danny Hollander,  
Funds allotted by state, project about to let, all federal funds  
need to be included in the TIP

200S - There was discussion about in which year this project should be included. It was decided that 200S should be Year 2013 and not be changed to Year 2014, because the contract has been awarded and construction will begin very soon.

Carr Hill Road - 2014

## 6 Pedestrian Crossings Improvements -

In light of a Central Middle School student being struck by a vehicle at the CEHS/Marr Road crosswalk, Mayor Brown asked if the City had any control in how long this 6 Pedestrian Crossings Improvement project will take to implement. Dave explained that we have to go through the Federal and State aid process, which is time consuming. A field check is scheduled for this week. Dave explained that we can expedite our end of the process, and may be able to get it under contract yet this year, but not under construction this year.

Roger Lang asked why the Parkside and Central crossing being redone.

Dave explained that there were a lot of problems with that particular unit. There are now other manufacturers making better units and it is being replaced at no cost to the City by the supplier and contractor.

Mayor Brown asked if there was any way to accelerate the pedestrian crossings projects.

Dave stated that we have to stay within the federal aid process, unless we want to go outside of this and separate one of the crossings out and put local money into it at 100%.

Laurence stated that this is a HSIP, safety funding project, so it is a 90/10 split.

Bartholomew Consolidated School Corporation  
Safe Routes to School - Project numbers updated

Rocky Ford Road - Corrected cost estimate.

Taylor Road – Correct cost estimate.

Westenedge Drive – Shifted from 2015 to 2017

Bridge Inspections - Requirement for INDOT to have these in our TIP in order to be able to perform inspections.

City Signs – Replace signs to meet federal reflectivity standards.  
Project was assigned DES# 1297755

County Signs – Replace signs to meet federal reflectivity standards.  
Project was assigned DES# 1297756

Zack Ellison asked for any further questions on Resolution 2013-1.  
One amendment: 200S should be Year 2013.

Motion: Roger Lang made a motion to approve Resolution 2013-1, as amended. Mayor Brown seconded this motion and it passed unanimously.

#### Resolution 2013-2

Resolution of the Columbus Area Metropolitan Planning Organization (CAMPO) Policy Board Adopting Changes to Transit Projects in the SFY 2012-2016 Transportation Improvement Program (TIP)

- Transit Projects were assigned DES#'s.
- Line item changes to reflect an increase in costs and revenues.
- Every 2 years, plan to replace one bus in the fleet.
- Include the possible purchase of a new 35 foot bus for a new fixed route. Considering, but must be in the TIP.
- Sending out a Request for Proposal for Call-A-Bus software

Zack Ellison stated that if there are no questions, could he please have a motion.

Roger Lang asked about the cost of a larger bus. 35 foot vs. 30 foot  
Are there studies that would justify the additional costs of capital?

Laurence stated that a study is being conducted now that finishes in September. We are just reserving a spot for the bus on the TIP, in case we decide to purchase one. Money not appropriated.

Zack Ellison asked if there were any other questions.

Motion: Jim Ude made a motion to approve Resolution 2013-2. It was seconded by Mayor Brown and passed unanimously.

#### Resolution 2013-3

Resolution of the Columbus Area Metropolitan Planning Organization (CAMPO) Policy Board to Modify and Amend Existing INDOT Projects in SFY 2012-2016 Transportation Improvement Program (TIP)

I65 – A few minor changes; such as in prices or years

US31 - Correct typo

SR58 - Road project west of I65 was suspended by INDOT, but kept in TIP by MPO.

SR46 – Updating traffic hardware modernization. Suspended by INDOT, but kept in TIP by MPO.

Jim Ude stated that INDOT was currently trying to find funding to reinstate this project.

Mayor Brown asked for more information about traffic hardware modernization. Would that be considered maintenance or improvement?

Jim Ude stated it is updating the technology/equipment that runs the signal, so both.

Mayor Brown asked about better traffic flow from west of the City.

Dave Hayward stated that he had been speaking with the District Traffic Engineer and would continue to do so. It most likely will take more than signal improvements to help.

Mayor Brown asked if INDOT is doing anything at SR11 where it floods and has to be closed.

INDOT representative stated there is an improvement at Garden City area with installing a new structure.

Dave Hayward said that is a project that has been discussed for many years and INDOT even completed a couple of scoping studies, however no active projects in that area. Goals would be to raise area, so it doesn't flood and also increase capacity.

Mayor asked how we make requests to INDOT.

Jim Ude stated that a letter could be written to the District Commissioner with the requests.

Mayor expressed concern about the flooding and closures. We improve 200S to get to SR11 and bottleneck or it is closed. Who would the letters come from? MPO? Mayor's Office? Laurence was asked to compose a letter.

SR46 & SR9 – Dollar changes

SR11 – Dollar amount changes

INDOT has been waiting for us to approve Bridge Deck Overlay into our TIP, so they can move ahead.

Laurence is working on some by-laws which would allow some minor changes be made to the TIP outside the quarterly meeting. Examples: emergencies, small dollar amounts, date changes, public safety issues.

SR9 – Minor changes in dates and dollars.

SR7 – Minor changes

Zack Ellison asked a question about ultra-thin resurface paving.

Jason explained that it is a pavement preservation treatment.

Zack Ellison asked if there were any questions about Resolution 2013 -3.

Roger Lang stated that some of the small or minor cost changes are 10% and not considered minor. How are these changes scrutinized or reviewed?

Laurence Brown stated that Resolution #2 is about INDOT funds and numbers and their review process. INDOT uses asset management processes to determine their numbers. Sometimes costs change. INDOT makes careful estimates and then refines the costs. Scopes of work may change also.

Public Input:

Zack Ellison opened up the floor for comments or concerns about any of the three resolutions.

Motion: Roger Lang made a motion to approve Resolution 2013-3. Jim Ude seconded the motion and it passed unanimously.

### **Local Projects of Concern**

Maple Street – US31 earmark may have been returned; INDOT perceives non-activity.

Bridge 26 to Haw Creek Trail – Grant was suspended by INDOT; however it is an important project to the community.

Zack Ellison stated that more communication is needed on these types of projects.

Laurence Brown gave a brief update on the current Statement of Work and verified the quarterly meetings time and date.

Zack Ellison asked if anyone had anything to discuss.

Jim Ude announced Tony McClellan may be taking his place on the Board.

Laurence Brown announced that the existing Technical Committee will be meeting prior to the Policy Board Meetings. They will be reviewing and approving resolutions prior to the Policy Board.

Laurence was asked if he was going to compose a letter to INDOT about the issues discussed at this meeting. Commissioners would be happy to sign and/or support.

Motion: Mayor Brown made a motion to adjourn. The motion was seconded by Rick Flohr and the meeting was adjourned.

Allocation spent

Status

## Consultant Projects

2013	<b>Transit Route Expansion &amp; improvement Plan</b>	\$45,000	\$15,000	April Transit Survey
2013	<b>Bike / Pedestrian Plan Update</b>	\$72,000	\$20,000	May 15 Public Workshop - July 1-3 Field Study
2013	<b>State Street Corridor Project</b>	\$30,000	\$0	Planning dept paying other 1/2 of \$60,000 study

2013-2015	<b>"Complete Network" Plan</b>			RFP developing
2013	Travel Model Development	\$22,000	\$15,000	Traffic Counting
2014	Travel Model Development	\$100,000		
2014	Scenario Planning / Economic Analysis	\$35,000		
2015	Metropolitan Transportation Plan development	\$30,000		

## CAMPO Staff Projects

2013	<b>Downtown Parking Plan</b>	\$0		Handed to Redevelopment Commission
2013	<b>Columbus Transportation Safety Committee</b>	\$20,000	\$2,000	Active Transpo Group started / Campaign RFP / Bike to Work
	<b>Sunday Parkways/Ciclovia</b>	\$0		Bike-to-Work Effort
	<b>Travel Demand Management Programs</b>	\$0		Cummins Six Sigma Projects - 4 projects developing

## Transit Planning

	<b>ADA Paratransit Plan</b>	\$0		Plan approved May 28 - Implementing Incrementally
	<b>FTA grants and regulatory requirements</b>	\$0		Ongoing

					2013	2014	2015	2016	Total		
1173209	Stub trail for Bridge #26 relocation and integration into People Trail system	Bridge Rehabilitation Or Repair	STP	CAMPO	RW	\$32,000	\$8,000	\$40,000		\$40,000	
					CN	\$320,000	\$80,000		\$400,000	\$400,000	
					CE	\$48,000	\$12,000		\$60,000	\$60,000	
1173674	Extension of Maple St to US 31 adjacent to Northside Middle School	Road Construction	US31 Earmark	CAMPO	PE	\$38,000	\$9,000		\$47,000	\$47,000	
					CN	\$375,000	\$94,000		\$469,000	\$469,000	
					CE	\$56,000	\$14,000		\$70,000	\$70,000	
0500868	Westenedge Drive N of US 31 and S of Rocky Ford Road	Pavement Repair Or Rehabilitation	STP	CAMPO	CN	\$1,440,000	\$360,000		\$1,800,000	\$1,800,000	
					CE	\$216,000	\$54,000		\$270,000	\$270,000	
0200811	City street 200S from SR 11 to 150W	Road Reconstruction (3R/4R Standards)	STP	CAMPO	CN	\$2,357,600	\$589,400	\$2,947,000		\$2,947,000	
					CE	\$228,000	\$57,000	\$285,000		\$285,000	
0900910	Carr Hill Road between Terrace Lake Rd & I-65	Road Reconstruction (3R/4R Standards)	STP	CAMPO	CN	\$1,600,000	\$400,000	\$2,000,000		\$2,000,000	
					CE	\$240,000	\$60,000	\$300,000		\$300,000	
0500876	Indiana Ave from State St to Marr Rd	Road Reconstruction (3R/4R Standards)	STP	CAMPO	CN	\$4,512,800	\$1,128,200		\$5,641,000	\$5,641,000	
					CE	\$560,000	\$140,000		\$700,000	\$700,000	
0500866	Rocky Ford Rd from Taylor Rd to Talley Rd	Road Reconstruction (3R/4R Standards)	STP	CAMPO	CN	\$2,880,000	\$720,000		\$3,600,000	\$3,600,000	
					CE	\$360,000	\$90,000		\$450,000	\$450,000	
0500875	Taylor Rd from 25th St to Rocky Ford Rd	Road Reconstruction (3R/4R Standards)	STP	CAMPO	CN	\$3,280,000	\$820,000		\$4,100,000	\$4,100,000	
					CE	\$492,000	\$123,000		\$615,000	\$615,000	
1173210	Marr @ CEHS, Home @CNHS (2), 27th & Cal, Lindsey & 5th, River & Royal	Traffic Signals Modernization	HSIP	CAMPO	PE	\$35,100	\$3,900	\$39,000		\$39,000	
					CN	\$351,000	\$39,000	\$390,000		\$390,000	
					CE	\$52,650	\$5,850	\$58,500		\$58,500	
TBD	Replace signs below reflectivity requirements	Sign Replacement	HSIP	CAMPO	CN	\$192,206	\$48,051			\$240,257	\$240,257
					\$5,572,000	\$6,801,000	\$6,706,000	\$4,955,257			

	Transit operating costs	FTA 5307	5307	FTA		\$3,300,000	\$3,300,000	\$1,650,000	\$1,650,000	\$1,650,000	\$1,650,000	\$6,600,000
	35ft fixed-route bus		5307	FTA		\$320,000	\$80,000	\$400,000				\$400,000
	Call-a-bus rolling stock purchase		5307	FTA		\$96,000	\$24,000	\$60,000		\$60,000		\$120,000
	Capital Software/Hardware	New Freedom FTA 5317	5317	FTA		\$48,000	\$12,000	\$60,000				\$60,000
					\$2,170,000	\$1,650,000	\$1,710,000	\$1,650,000				



# OPERATIONAL BYLAWS DRAFT 2



# Columbus Area Metropolitan Planning Organization

## Operational Bylaws

Adopted: Pending

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## **BACKGROUND**

Federal Regulations (23 CFR § 450.310) require the establishment of a Metropolitan Planning Organization (MPO) in urban areas where the population exceeds 50,000 people to conduct transportation planning. The basic objective of an MPO is to encourage and to promote the development of transportation systems, embrace multiple modes of transportation, and to minimize transportation related fuel consumption and air pollution.

The Governor of Indiana designated the Columbus Area Metropolitan Planning Organization as the MPO for the City of Columbus and Bartholomew County on February 27, 2004.

Locally, the Columbus Area Metropolitan Planning Organization (“CAMPO”) fulfills the MPO mission as an intergovernmental transportation policy group that manages the federal funding of transportation project for the Columbus Urbanized Area and Bartholomew County. The Columbus Area 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 Policy Board (“PB”) consists of elected and non-elected municipal, county and state officials. The Technical Committee (“TC”) includes federal, state and local planners, engineers, transit operators and other transportation-related professionals. The Citizens Advisory Committee (“CAC”) represents a broad cross-section of Columbus/Bartholomew County citizen and community interests. All MPO decisions are approved by the Policy Board upon the recommendation of the Technical Committee.

The public is actively encouraged to attend MPO meetings and to be involved in the transportation planning process. The Public Participation Plan for the Columbus Area MPO is available online at [http://www.campo.in.gov/public\\_participation\\_plan2.php](http://www.campo.in.gov/public_participation_plan2.php).

## **PREAMBLE**

The following constitutes the bylaws which shall serve to establish, organize, and guide the proper functioning of the Columbus Area Metropolitan Planning Organization.

This organization shall be responsible for fulfilling the requirements of the Federal-Aid Highway Act of 1962, as amended, the Urban Mass Transportation Act of 1964, as amended, and other subsequent laws setting forth requirements for transportation planning for all modes of travel.



This responsibility shall be accomplished within a cooperative framework properly related to comprehensive planning on a continual basis. This organization shall also carry out any other transportation planning and programming functions as set forth in any agreements entered into by this process and the Indiana Department of Transportation, the U.S. Department of Transportation or in such manner as events shall dictate.

## CHAPTER 1: GENERAL PROVISIONS

### 1.1 Organization Name

The name for the Metropolitan Planning Organization is the Columbus Area Metropolitan Planning Organization. It may also be referred to as CAMPO.

### 1.2 Organizational Structure

The Metropolitan Planning Organization structure shall consist of the Policy Board (PB), which is the decision-making body of CAMPO, and two advisory committees:

1. Technical Committee (TC)
2. Citizens Advisory Committee (CAC)

### 1.3 MPO Staff Designation

A. **Staff:** The Staff is responsible for implementing the recommendations of the Technical Committee and decisions of the Policy Board.

### 1.4 Policies

- A. **Applicability:** All transportation policies shall apply to all committees and participants of the Columbus Area Metropolitan Planning Organization.
- B. **Committee Review:** The Technical Committee shall be afforded sufficient time to comment on drafts prior to action by the CAMPO Policy Board.
- C. **Adoption:** Reports, programs, and plans become official documents following adoption by resolution by the CAMPO Policy Board.
- D. **Multimodal Consideration:** All MPO committees shall proceed with their respective responsibilities and duties with proper consideration, at all times, for all modes of transportation and associated facilities.
- E. **Coordination:** All studies undertaken by the MPO shall be coordinated with individual modal planning programs and with comprehensive planning efforts in the urban area.

- F. **Efficient Development:** Transportation planning activities shall be used to promote efficient urban development. Reasonable forecasts of land use and socioeconomic conditions shall be made to guide these activities.
- G. **Open Meetings:** All meetings of the Policy Board, the Technical Committee, and the Citizens Advisory Committee, shall be open to the public.
- H. **Publications:** All published data and/or reports shall be available to the public and stakeholder agencies.

## 1.5 Procedures

- A. **Rules of Order:** The rules of order herein contained shall govern deliberations and meetings of all MPO Committees. Any point of order applicable to the deliberations of the Committees, and not contained herein, shall be governed by Robert's Rules of Order.
- B. **Voting:** Unless otherwise specified in these Bylaws, all MPO Committee votes shall be by voice vote; however, upon the request of at least one (1) voting member, a roll call vote shall be taken. Unless specified otherwise in these Bylaws, all motions before MPO Committees shall be decided by a majority vote of those present. In the event of a tie vote, the motion before the Committee shall fail.
- C. **Scheduling:** All MPO Committee meetings shall be scheduled by the MPO Staff.
- D. **Meeting Notice:** At least forty-eight (48) hours notice shall be provided for all MPO Committee meetings.
  - 1. Notice shall be provided as described in the Public Participation Plan.
  - 2. Notice may also be delivered electronically to media outlets and members of the public that have filed a formal request for notice of MPO Committee meetings.
  - 3. The agenda and other materials provided to the TC and PB shall be available on the CAMPO website ([www.CAMPO.in.gov](http://www.CAMPO.in.gov)) and made available by hardcopy or other media upon request.
- E. **Meeting Cancellation:** At the discretion of the Chair of the Committee, a regularly scheduled MPO Committee meeting can be canceled. Notification of the cancellation shall be made at least two (2) days prior to the date of the scheduled meeting.

## 1.6 Amendment of Bylaws

- A. **Process:** Amendments to the MPO Bylaws shall be made according to the following process:
  - 1. Committee Review: Proposed bylaws amendments shall be placed on the agendas of the next available TC meeting. The Policy Board shall not take action on proposed amendments before the TC has the opportunity to review and comment on such proposals.
  - 2. Notice: MPO Staff shall include the proposed bylaws amendment, specifying the exact form of the amendment, in the provided and available packet.
  - 3. Policy Board Action: After receiving input from the TC, the Policy Board may vote on the proposed bylaws amendment. Amendments shall become effective upon a positive vote of a majority of the entire voting membership of the Policy Board.
- B. **Staff Role:** The MPO staff shall be responsible for drafting proposed amendments for consideration by the Policy Board.

## CHAPTER 2: POLICY BOARD

### 2.1 Purpose

The purpose of the Metropolitan Planning Organization Policy Board shall be to serve the Columbus Metropolitan Planning Area as the official decision making body for transportation planning matters.

### 2.2 Responsibilities

The responsibilities of the Policy Board shall be as follows:

- A. To give overall guidance for the transportation planning process;
- B. To have overall responsibility for review and approval of all plans and programs which are developed by the transportation planning process;
- C. To organize membership of the Technical Committee;
- D. To encourage membership and participation in the Citizens Advisory Committee;
- E. To take official action on committee recommendations and other matters pertaining to furthering the transportation planning process;
- F. To adopt transportation goals and objectives to guide the transportation planning process;
- G. To adopt the annual Statement of Work (SOW), the Transportation Improvement Program (TIP), the Metropolitan Transportation Plan (MTP), and other plans and reports;

- H. To submit plans and recommendations to participating agencies and obtain resolutions for adoption from governing agencies;
- I. To establish a transportation study area boundary;
- J. To change the designated membership as deemed necessary; and
- K. To ensure that citizen participation is achieved in the transportation planning process.

### **2.3 Powers of the Board**

The powers of the Policy Board shall be as follows:

- A. Enter into contracts with the Indiana Department of Highways, Indiana Department of Transportation, Federal Highway Administration, or any other state, federal, or local agency as are necessary and convenient to accomplish the duties and purposes of the Board as set out herein;
- B. Receive appropriated funds from any source including Federal, State, and local governments; subject to the review and approval by the City Council and/or County Commissioners;
- C. Expend those funds (2.3(B)) in accordance with an approved budget including payroll, contractual services, supplies, subscriptions, dues, bonds, insurance, audit, loans, property, and other appropriate charges;
- D. Establish an office, appoint an MPO Director, and employ or obtain such other staff or consultants as it deems necessary under such terms as are necessary and convenient to the exercise of this power;
- E. Discuss any questions or any matter within the scope of its stated purpose and make recommendations for action to the governmental units involved in order to coordinate, to the fullest extent possible, local programs and to minimize duplications or unnecessarily inconsistent expenditures of funds by the respective governmental units.

### **2.4 Personnel Administration**

Pursuant to the power of the Policy Board to appoint an MPO Director and employ or obtain such other staff and consultants as it deems necessary (2.3(D)), the Board may, by resolution, provide:

- A. That the personnel policies of either the city or the county will be applicable to the MPO Director and other MPO employees, or the Board may adopt its own personnel policy to govern its MPO Director and other MPO employees;
- B. That the MPO Director shall be appointed by the Policy Board, and subsequently removed, only upon recommendation of the Mayor and resolution of the Board.



- C. That the Board may, by resolution, make such other administrative provisions as are necessary and convenient to facilitate the accomplishment of the duties and responsibilities of the Board as set out herein.

## 2.5 Membership

- A. **Members:** The membership of the Policy Board shall be as follows:
  - 1. City of Columbus Mayor,
  - 2. Bartholomew County Commissioners President,
  - 3. Bartholomew County Council President,
  - 4. Columbus City Council President,
  - 5. Bartholomew County Plan Commission President,
  - 6. Columbus Plan Commission President,
  - 7. INDOT Seymour District, Deputy Commissioner.
  - 8. Federal Transit Administration Division Administrator (non-voting)
  - 9. Federal Highway Administration Division Administrator (non-voting)
  
- B. **Alternate Representation:** If the designated Policy Board representative is unable to serve on the Policy Board, an alternate representative may be appointed by and from the same board, commission, institution, or organization to serve the term of the regular designee. The alternative representative's contact information and length of substitution shall be provided to CAMPO staff.
  
- C. **Terms:** The voting members of the Policy Board shall serve terms on the Board that coincide with the terms of their respective offices.
  
- D. **Proxy:** Each voting member of the Policy Board may appoint a proxy for a particular meeting.
  - 1. Representation: The proxy shall be from the same agency, jurisdiction, board, commission, institution or organization which the member represents.
  - 2. Powers: The proxy's powers shall be the same as the member, with the exception noted in 2.5 D4.
  - 3. Notification: The member shall be responsible for notifying the proxy of meetings.
  - 4. Committee Chair Proxy: If the Chair of the Policy Board is absent or a proxy is appointed, then the Vice-Chair, if present, shall conduct the meeting.
  
- E. **Additional Appointments:** Additional appointments to, or changes in the composition of, the Policy Board shall require an amendment to these Bylaws as outlined in Section 1.6. Any Policy Board membership changes shall be made in

consultation with the Indiana Department of Transportation, the Federal Highway Administration and the Federal Transit Administration.

## 2.6 Officers

- A. **Officers:** The Policy Board shall elect the following officers:
  - 1. Chair
  - 2. Vice-Chair
  
- B. **Eligibility:** Officers of the Policy Board shall be chosen from the voting members of the Policy Board.
  
- C. **Elections:** Election of officers shall occur in the first meeting of each year. This can be delayed or waived by vote.
  
- D. **Duties:** The duties of the elected officers of the Policy Board shall be as follows:
  - 1. Chair
    - a. Preside over the meetings of the Policy Board.
  - 2. Vice-Chair
    - a. In the absence of the Policy Board Chair, to preside over the meetings of the Policy Board.

## 2.7 Meeting Procedure

- A. **Quorum:** A quorum shall consist of four (4) voting members of the Policy Board or their proxies.
  - 1. Board Action: No action shall be taken by the Policy Board without a quorum.
  - 2. Rescheduling: If a quorum is not present, those present may tentatively reschedule the meeting to another day when a quorum can be obtained.
  
- B. **Schedule:** Meetings of the Policy Board shall be open to the public and be held on a quarterly basis or as needed for special business.
  
- C. **Alternative Voting Methods:** The Chair of the Policy Board may request a mail, fax, or e-mail vote on issues already presented at previous meetings.
  - 1. Board Report: A mail, fax, or e-mail vote will be presented at the next scheduled Policy Board meeting as part of the previous meeting minutes.
  - 2. Electronic Voting: Voting by E-Mail or fax is permissible, even if not requested by the Chair or involving a previously presented issue, to make adjustments to the Transportation Improvement Program (“TIP”) so that the city’s TIP remains in compliance with INDOT standards and regulations.

## 2.8 Order of Business

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

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

## CHAPTER 3: TECHNICAL COMMITTEE

### 3.1 Purpose

The purpose of the Technical Committee (“TC”) is to provide the CAMPO Policy Board with technical support concerning the development of annual documents and the implementation of specific projects contained therein.

### 3.2 Responsibilities

The responsibilities of the Technical Committee shall be:

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

### 3.3 Membership

- A. **Members:** The membership of the Technical Committee shall be as follows:
  1. Bartholomew County Engineer

2. Columbus City Engineer
3. Columbus Chief of Police
4. Columbus/Bartholomew Planning Director
5. Columbus Municipal Airport Director
6. Columbus Transit Coordinator
7. Columbus City Utilities Director
8. Columbus/Bartholomew GIS Coordinator
9. Columbus Parks & Recreation Director
10. Bartholomew Consolidated School Corporation Transportation Director
11. INDOT Office of Asset Planning and Management Representative
12. INDOT Office of Transit Representative
13. INDOT Seymour District Representative
14. Edinburgh Town Manager
15. Freight Carrier Representative
16. Federal Highway Administration Planning Specialist (non-voting)

- B. **Alternate Representation:** If the designated Technical Committee representative for a department, board, commission, institution, or other organization is unable to serve on the Technical Committee, an alternate representative may be appointed by and from the same department, board, commission, institution, or organization to serve the term of the regular designee. The alternative representative's contact information and length of substitution shall be provided to CAMPO staff.
- C. **Terms:** The members of the Technical Committee shall serve terms on the Committee that coincide with the terms of their respective offices.
- D. **Proxy:** Each voting member of the Technical Committee may name a proxy for a particular meeting.
1. Representation: The proxy shall be from the same agency, jurisdiction, or organization which the member represents.
  2. Powers: The proxy's powers shall be the same as the member, with the exception noted in 23.E4.
  3. Notification: The member shall be responsible for notifying the proxy of meetings.
  4. Committee Chair Proxy: If the Chair of the Technical Committee is absent and designates a proxy, then the Vice-Chair, if present, shall conduct the meeting.
- E. **Additional Appointments:** Additional appointments to, or changes in the composition of, the Technical Committee shall require an amendment to these

Bylaws as outlined in Section 1.6. Any Technical Committee membership changes shall be made in consultation with the Indiana Department of Transportation, the Federal Highway Administration and the Federal Transit Administration.

### 3.4 Officers

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

### 3.5 Meeting Procedure

- A. **Quorum:** A quorum shall consist of six (6) voting members of the Technical Committee, or their proxies. Members are considered present if attending by phone or other methods of equal or superior quality.
  - 1. Committee Action: No action shall be taken by the Technical Committee without a quorum.
  - 2. Rescheduling: If a quorum is not present, those present may tentatively reschedule the meeting to another day when a quorum can be obtained.
- B. **Schedule:** Meetings of the Technical Committee shall be open to the public and be held on a quarterly basis or as needed for special business.
- C. **Alternative Voting Methods:** The Chair of the Technical Committee may request a mail, fax, or e-mail vote on issues already presented at previous meetings.
  - 1. Committee Report: A mail, fax, or e-mail vote will be presented at the next scheduled Technical Advisory Committee meeting as part of the previous meeting minutes.

2. Electronic Voting: Voting by E-Mail or fax is permissible, even if not requested by the Chair or involving a previously presented issue, to make adjustments to the Transportation Improvement Program (“TIP”) so that the city’s TIP remains in compliance with INDOT standards and regulations.

### 3.6 Order of Business

The business of the Technical Committee shall be the same as the Policy Board meetings described in section 2.8, unless order is suspended by unanimous consent.

## CHAPTER 4: CITIZENS ADVISORY COMMITTEE

### 4.1 Purpose

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

### 4.2 Responsibilities

The responsibilities of the Citizens Advisory Committee shall be:

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

### 4.3 Membership

- A. **Members:** The membership of the Citizens Advisory Committee shall be comprised of citizens of the City of Columbus and Bartholomew County. Key stakeholder groups, agencies and organizations from each community should also be represented.
- B. **Eligibility:** All citizens and organization representatives that attend Citizens Advisory Committee meetings shall be considered Committee Members.
- C. **Registration:** Anyone wishing to become a member of the Committee shall register using a form provided by the MPO Staff. Such registration shall include contact information (mailing address, phone number, email address, etc.) as well as indicate whether the member has been designated as an official representative of a community organization or agency.

- D. **Voting Privileges:** Citizens Advisory Committee members shall attend two (2) consecutive Committee meetings before they are eligible to vote on Committee business. Members may vote on Committee business as of the third meeting they attend.
- E. **Revocation of Voting Privileges:** Citizens Advisory Committee members who miss three consecutive meetings lose their voting privileges. A Committee member whose voting privileges have been revoked shall be eligible to vote as of the second consecutive meeting they attend.

#### 4.4 Officers

- A. **Officers:** The Citizens Advisory Committee shall elect the following officers:
  1. Chair
  2. Vice-Chair
- B. **Eligibility:** Officers of the Citizens Advisory Committee shall be chosen from the voting members of the Citizens Advisory Committee.
- D. **Elections:** Election of officers shall occur in first meeting of each year. Officers shall be elected by a secret ballot of the voting members of the Committee. This can be delayed or waived by vote.
- E. **Duties:** The duties of the elected officers of the Citizens Advisory Committee shall be as follows:
  1. Chair
    - a. Preside over the meetings of the Citizens Advisory Committee.
    - b. Set the Agenda for Citizens Advisory Committee meetings, in consultation with the Vice-Chair and the MPO Staff.
    - c. Attend meetings of the Policy Board.
  2. Vice-Chair
    - a. In the absence of the Committee Chair, to preside over the meetings of the Citizens Advisory Committee.
    - b. Set the Agenda for Citizens Advisory Committee meetings, in consultation with the Chair and the MPO Staff.
    - c. Attend meetings of the Technical Committee.

#### 4.5 Meeting Procedure

- A. **Quorum:** A quorum shall consist of four (4) voting-eligible Committee members.

1. **Committee Action:** No action shall be taken by the Citizens Advisory Committee without a quorum.
2. **Rescheduling:** If a quorum is not present, those present may tentatively reschedule the meeting to another day or they may (and should) continue the meeting. Minutes will be kept and the meeting will be considered official, but no formal votes will be considered valid as representative of the Committee.

B. **Schedule:** Meetings of the Citizens Advisory Committee shall be open to the public and be held on a quarterly basis or as needed for special business.

C. **Alternative Voting Methods:** The Chair of the Citizens Advisory Committee may request a mail, fax, or e-mail vote on issues already presented at previous meetings.

1. **Committee Report:** A mail, fax, or e-mail vote will be presented at the next scheduled Citizens Advisory Committee meeting as part of the previous meeting minutes.
2. **Electronic Voting:** Voting by E-Mail or fax is permissible, even if not requested by the Chair or involving a previously presented issue, to make adjustments to the Transportation Improvement Program (“TIP”) so that the city’s TIP remains in compliance with INDOT standards and regulations.

D. **Agenda Items:** Members of the CAC may suggest agenda items at least seven (7) days prior to the next scheduled meeting.

#### 4.6 Order of Business

The business of the Citizens Advisory Committee shall be taken up for consideration and disposition in the order described in section 2.8, unless order is suspended by unanimous consent.

## **RESOLUTION 2013 - 4**

### **RESOLUTION ADOPTING THE COLUMBUS AREA METROPOLITAN PLANNING ORGANIZATION OPERATIONAL BYLAWS**

**WHEREAS**, the Columbus Area Metropolitan Planning Organization (CAMPO) is the designated Metropolitan Planning Organization the City of Columbus and Bartholomew County; and

**WHEREAS**, the MPO is responsible for ensuring that the Columbus, Indiana, Metropolitan Planning Area's transportation planning program is continuing, comprehensive, and coordinated between the MPO and other public and citizen organizations throughout the planning process, as outlined in the metropolitan planning rule jointly issued in the Federal Register by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA); and

**WHEREAS**, the operations of the CAMPO Policy Board, Technical Committee and Citizens Advisory Committee must be guided by an adopted set of Bylaws; and

**WHEREAS**, the Bylaws have been reviewed and recommended for approval by the Technical Committee;

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

- (1) That the Columbus Area Metropolitan Planning Organization Operational Bylaws are hereby adopted; and,
- (2) That the adopted Operational Bylaws shall be forwarded to all relevant public officials and government agencies, including appropriate officials at the Indiana Department of Transportation and the Federal Highway Administration, and shall be available for public inspection during regular business hours at the City of Columbus Planning Department, located in the City Hall at 123 Washington Street, Columbus, Indiana 47201.

Adopted this 10<sup>th</sup> day of June 2013

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Roger Lang, Acting Chair

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Laurence Brown, MPO Director



## Memorandum

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**To: CAMPO Policy Board**

**From: Laurence Brown**

**Date: June 4, 2013**

**Subject: Policy Board Member Terms**

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CAMPO generally has only four Policy Board meetings each year, while the Presidents of the Councils and Commissions which serve on the Policy Board only have 1-year terms, so they are often replaced after just four meetings. In order for people to get up to speed to the point where they can understand how MPOs work and can meaningfully contribute to the goals and mission of CAMPO, longer terms would be helpful.

With this in mind, the CAMPO staff is offering a suggestion that we simply make the Policy Board positions listed as “member” of these same government bodies, rather than “President”. These members can then be appointed and reappointed annually such that their membership continues.

Below is recommended language in the bylaws that would change. Yellow highlight indicates new language. Resolution 2013-5 references this change.

### 2.5 Membership

A. **Members:** The membership of the Policy Board shall be as follows:

1. City of Columbus Mayor,
2. Bartholomew County Commissioners ~~President~~ member,
3. Bartholomew County Council ~~President~~ member,
4. Columbus City Council ~~President~~ member,
5. Bartholomew County Plan Commission ~~President~~ member,
6. Columbus Plan Commission ~~President~~ member,
7. INDOT Seymour District, Deputy Commissioner.

B. **Alternate Representation:** If the designated Policy Board representative is unable to serve on the Policy Board, an alternate representative may be appointed by and from the same board, commission, institution, or organization to serve the term of the regular designee. ~~In such cases, the regular designee shall not be required to submit a proxy statement.~~ If an appointment has not been made, the President of the board, commission, institution, or organization shall be the PB representative until one is designated.



## **RESOLUTION 2013 - 5**

### **RESOLUTION AMEND THE COLUMBUS AREA METROPOLITAN PLANNING ORGANIZATION OPERATIONAL BYLAWS**

**WHEREAS**, the Columbus Area Metropolitan Planning Organization (CAMPO) is the designated Metropolitan Planning Organization the City of Columbus and Bartholomew County; and

**WHEREAS**, CAMPO Policy Board has only 4 meetings per year, and Council and Commission Presidents usually only have 1-year terms, and there is an interest to give CAMPO Policy Board members term lengths that extent multiple years to fully engage them in the process; and

**WHEREAS**, the operations of the CAMPO Policy Board, Technical Committee and Citizens Advisory Committee must be guided by a set of Bylaws; and

**WHEREAS**, this amendment to the Bylaws have been reviewed and recommended for approval by the Technical Committee.

**NOW, THEREFORE, BE IT RESOLVED** that the Columbus Area Metropolitan Planning Organization Operational Bylaws are hereby amended;

Adopted this 10<sup>th</sup> day of June 2013

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Roger Lang, Acting Chair

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Laurence Brown, MPO Director



## Memorandum

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**To: CAMPO Policy Board**

**From: Laurence Brown**

**Date: June 6, 2013**

**Subject: Amendment / Administrative Modification Criteria**

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CAMPO has been hampered by a lack of flexibility in processing changes to our documents. The Transportation Improvement Program (TIP), is a document that must include projects, the correct phase (preliminary engineering (PE), right-of-way (RW), construction (CN)), year, funding source, cost, etc. before the project can move forward. Often these corrections are small, and sometimes the project has an urgency due to safety, road condition, timeliness, or fiscal prudence.

Without spelled out criteria and procedures, CAMPO has generally made these changes once a quarter in formal CAMPO Policy Board meetings by way of Amendments and Resolutions. However, regulations allow some more efficient methods if these methods are well documented.

The following sections are recommended to add to the bylaws such that small changes (Administrative Modifications) can be made as well as criteria for Emergency Amendments.

### **5.0 Amendments & Administrative Modifications**

FHWA defines changes to the TIP, MTP or SOW as Amendments or Administrative Modifications (23 CFR 450.104). Administrative Modifications are minor changes that do not require public review and comment. Amendments are major changes and do require public review and comment opportunity. Changes that are defined as amendments are:

- A new project or project phase
- The deletion of a project
- Major change in design concept or scope (project termini or # of thru lanes)
- Major change in project cost
- Major change in project date
- Major change in funding source

All other changes would be considered an Administrative Modification

- Minor change in project cost
- Minor change in project date
- Minor change in funding source



## 5.1 Thresholds for Amendments & Administrative Modifications

The following are CAMPO's criteria Amendments; changes that do not meeting these criteria are considered Administrative Modifications.

- A. Major change in project cost:** A change 20% in the total listed cost of but not less than: \$100,000 for a local project, and \$500,000 for an INDOT project.
- B. Major change in project date:** A change of more than 1 year.
- C. Major change in funding source:** When the change increases the local match (due to a change in match percentage) by more than: \$50,000 for local projects, and \$250,000 for INDOT projects.

## 5.2 Administrative Modification Procedures

In the case of minor changes as defined in section 5.1, the following procedures shall be followed:

- A. Notice of Administrative Modifications:** MPO staff shall put the particular Administrative Modification in a memo describing the specific modification sufficiently and the reason for it.
- B. Notification Process:** This document will be sent to Policy Board members for information only. Changes to the appropriate document will be made by staff. These memos and corresponding document changes will be provided to the public at the next Policy Board meeting.

## 5.3 Emergency Amendments

In some cases, a project is not in the TIP, or is not in the TIP correctly and the correction meets the Amendment criteria in section 5.1, thus, the project cannot move forward without an Amendment to the TIP.

- A. Conditions for an Emergency Amendment:** an Emergency Amendment will be processed under certain conditions when (1) the public is harmed by delaying the project because of safety, fiscal prudence, road condition, or other public disbenefits, and (2) a Policy Board meeting is not soon, or cannot be immediately organized.
- B. Procedure:** A memo of describing the project and reasons for its urgency and corresponding Resolution will be distributed to the CAMPO Policy Board members via email. Member must respond with a vote. No response is considered an abstain. The Amendment must pass by majority of the membership and the Resolution signed before it can be implemented into the TIP. These memos and corresponding document changes will be provided to the public at the next Policy Board meeting.



## **RESOLUTION 2013 - 6**

### **RESOLUTION TO AMEND THE COLUMBUS AREA METROPOLITAN PLANNING ORGANIZATION OPERATIONAL BYLAWS TO INCLUDE CRITERIA FOR AMENDMENTS, ADMINISTRATIVE MODIFICATIONS AND EMERGENCY AMENDMENTS**

**WHEREAS**, the Columbus Area Metropolitan Planning Organization (CAMPO) is the designated Metropolitan Planning Organization the City of Columbus and Bartholomew County; and

**WHEREAS**, CAMPO would like to formally define criteria for Amendments and Administrative Modifications, as well as create a procedure for Emergency Amendments.

**WHEREAS**, the operations of the CAMPO Policy Board, Technical Committee and Citizens Advisory Committee must be guided by a set of Bylaws; and

**WHEREAS**, this amendment to the Bylaws have been reviewed and recommended for approval by the Technical Committee.

**NOW, THEREFORE, BE IT RESOLVED** that the Columbus Area Metropolitan Planning Organization Operational Bylaws are hereby amended;

Adopted this 10<sup>th</sup> day of June 2013

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Roger Lang, Acting Chair

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Laurence Brown, MPO Director

**RESOLUTION 2013 – 7**

**RESOLUTION TO AMEND NEW INDOT PROJECTS INTO THE SFY 2012-2016  
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

**WHEREAS**, the Columbus Area Metropolitan Planning Organization (CAMPO) is the designated Metropolitan Planning Organization the City of Columbus and Bartholomew County; and

**WHEREAS**, development of the annual TIP, listing all federally funded and regionally significant transportation projects is a requirement of the U.S. Department of Transportation; and

**WHEREAS**, INDOT has specific maintenance and improvement projects on their state-owned facilities which are in the CAMPO planning area (Bartholomew County) and thus must be in the TIP if federal funds are to be expended on these projects, and

**WHEREAS**, the TIP is developed by the staff of CAMPO for the Policy Board;

**NOW THEREFORE BE IT RESOLVED** by the CAMPO Policy Board that the following projects be amended into the Transportation Improvement Program (TIP) for SFY 2012-2016:

Route	DES	Work Type	Location	Fund	Phase	Year	Cost	Reason
SR 11	1298115	Bridge Deck Overlay	3.17 miles S of SR 46 over Denios Creek	STP	PE	2013	\$3,000	new phase
					CN	2014	\$47,000	

Adopted this 10<sup>th</sup> day of June 2013

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Roger Lang, Acting Chair

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Laurence Brown, CAMPO Director