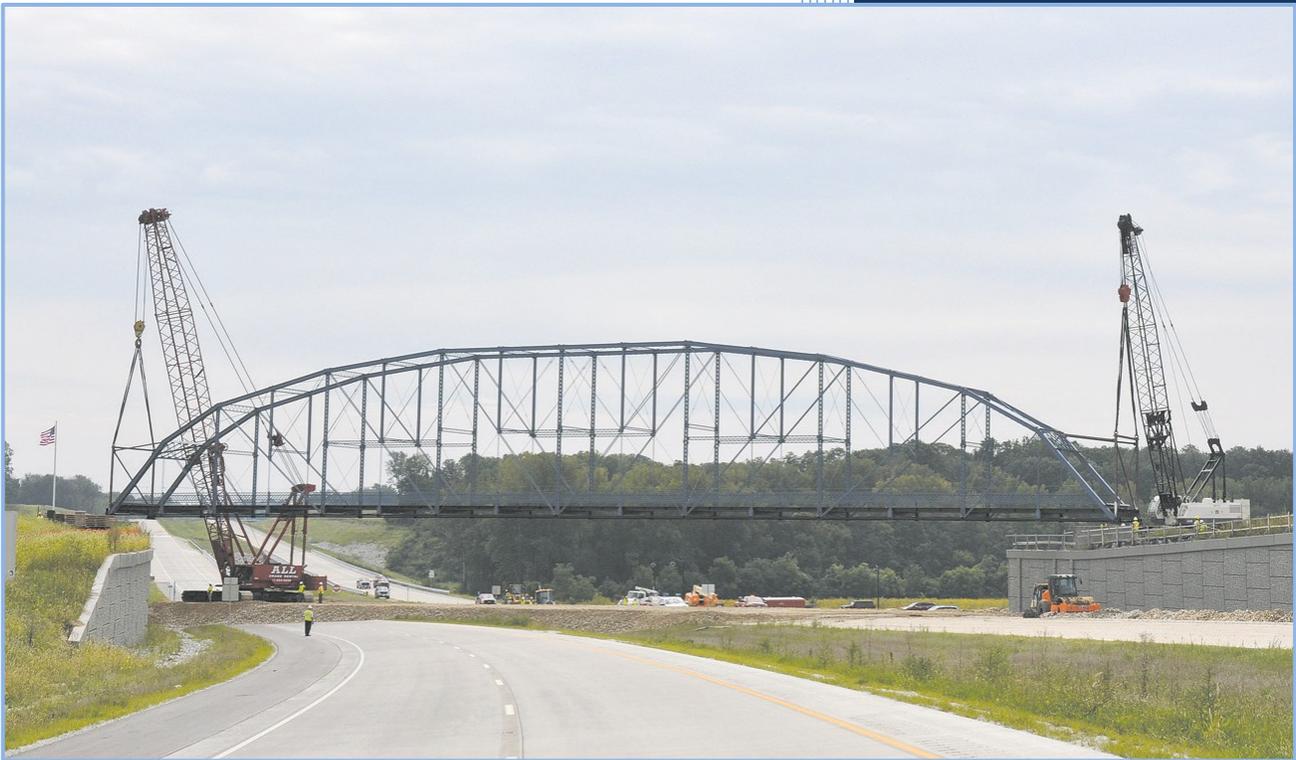


FY-2014

Annual Transportation Planning Report

For
Carroll County, Delphi, Camden, Flora and the Indiana
Department of Transportation



*Prepared by the Metropolitan Planning
Organization staff of the Area Plan
Commission of Tippecanoe County*

Prepared by the Area Plan Commission of Tippecanoe County in cooperation with Carroll County, the towns of Delphi, Camden, and Flora, the Indiana Department of Transportation, and the Federal Highway Administration.

This document has been financed in part by funds from the Federal Highway Administration. Matching funds were provided by Carroll County. The contents of this report do not necessarily reflect the official views or policies of the US Department of Transportation.

Front cover picture courtesy of Carroll County Comet newspaper.

November 10, 2014

Table of Contents

I.	Summary of Activities	5
II.	Project Tracking	5
III.	Traffic Counting	5
IV.	Functional Classification	6
V.	Additional Transportation Planning	6

Figures

1.	2011-2014 Traffic Counts	7
2.	2012-2014 Truck Traffic	9
3.	2012-2014 Mean Traffic Speeds	11
4.	2012-2014 85 th Percentile Traffic Speeds	13
5.	Proposed Functional Classification System	15

Appendices

1.	INDOT-APCTC Contract	17
2.	Administrative Transportation Committee Roster, Agenda and Minutes	29
3.	Technical Transportation Committee Roster, Agenda and Minutes	53
4.	Quarterly Project Tracking	78
5.	Traffic Count Locations and Tracking Database	81

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I. Summary of Activities

The Area Plan Commission of Tippecanoe County (APC) entered into an agreement with the Indiana Department of Transportation (INDOT) on September 12, 2013 to conduct transportation planning activities in Carroll County as part of INDOT's Small Urban and Rural Transportation Planning (SURTP) program (Appendix 1). This is the fourth year APC has conducted transportation planning activities for Carroll County, Delphi, Camden and Flora. The Technical and Administrative Committees met quarterly in August and November of 2013, and February and May of 2014 (see Appendix 2 and Appendix 3 for rosters, agendas and minutes).

The APC staff provided planning support that included: traffic counting and Level of Service analysis, data mapping, quarterly tracking of projects, Functional Classification revisions, and updating the Community Wide Comprehensive Short Term Projects List. Traffic counts were taken at 60 locations throughout the County this year, for a total of 240 locations over the last four years. The APC staff continued to work closely with the Technical and Administrative Committees to develop and execute the transportation planning activities in FY 2014.

II. Project Tracking

In cooperation with the INDOT LaPorte District, MPO staff continued to review INDOT's Local Public Agency (LPA) Quarterly Project Reports at each Technical and Administrative Committee meeting (Appendix 4). The status of each project was summarized and compared to previous quarters for schedule adherence. To ensure that the local community is aware of upcoming INDOT construction activity, the APC and INDOT staffs review the State Transportation Improvement Program annually. APC staff provided both committees with INDOT's 18 month letting list at each quarterly meeting. This review process facilitates greater cooperation among jurisdictions and timely implementation.

III. Traffic Counting

APC staff worked closely with the participating jurisdictions to develop the traffic counting plan for FY 2014. A total of 60 locations were identified and mapped, and their associated road segments and attributes entered into a geodatabase. The traffic count program is on a 3 year cycle and this 4th year of the program recounts the locations counted in the 1st year. For the first time the data begins to show trends in traffic, particularly before and after the construction of the Hoosier Heartland Highway.

In the fourth year of traffic counting over 60 traffic counts were taken at 60 locations. While some counters needed to be reset because of flooding and counter malfunctions, staff worked with the County Highway Engineer to adjust its schedules around road maintenance, paving and mowing. The counts were taken in May and June of 2014. A total of sixty (60) traffic counts were accepted after staff conducted quality assurance and control on the information and ensured that the data met the "INDOT Traffic Counting Standards for Small Urban and Rural Planning Traffic Counting Program" requirements. Counts were adjusted for seasonal variations, mapped and submitted to committee members and INDOT (Figure 1 and Appendix 5).

As part of the information collected through the traffic counting program, data was also compiled and mapped showing the amount of truck traffic (Figure 2), mean vehicle speeds (Figure 3) and the 85th percentile speeds (Figure 4). The last two data sets are useful in evaluating safety issues and establishing appropriate speed limits.

The Level of Service was calculated at all locations counted in FY 2014 using the methodology specified by INDOT. All locations scored a LOS of “A” because of low traffic volumes.

IV. Functional Classification

MAP-21 requires states and local communities to update the Functional Classification system. Building upon work started last year, staff worked with the County Highway Engineer, and the Technical and the Administrative Committees to finalize a new Functional Classification system for Carroll County. The proposed revisions were submitted to the Indiana Department of Transportation (Figure 5) and staff is waiting for approval.

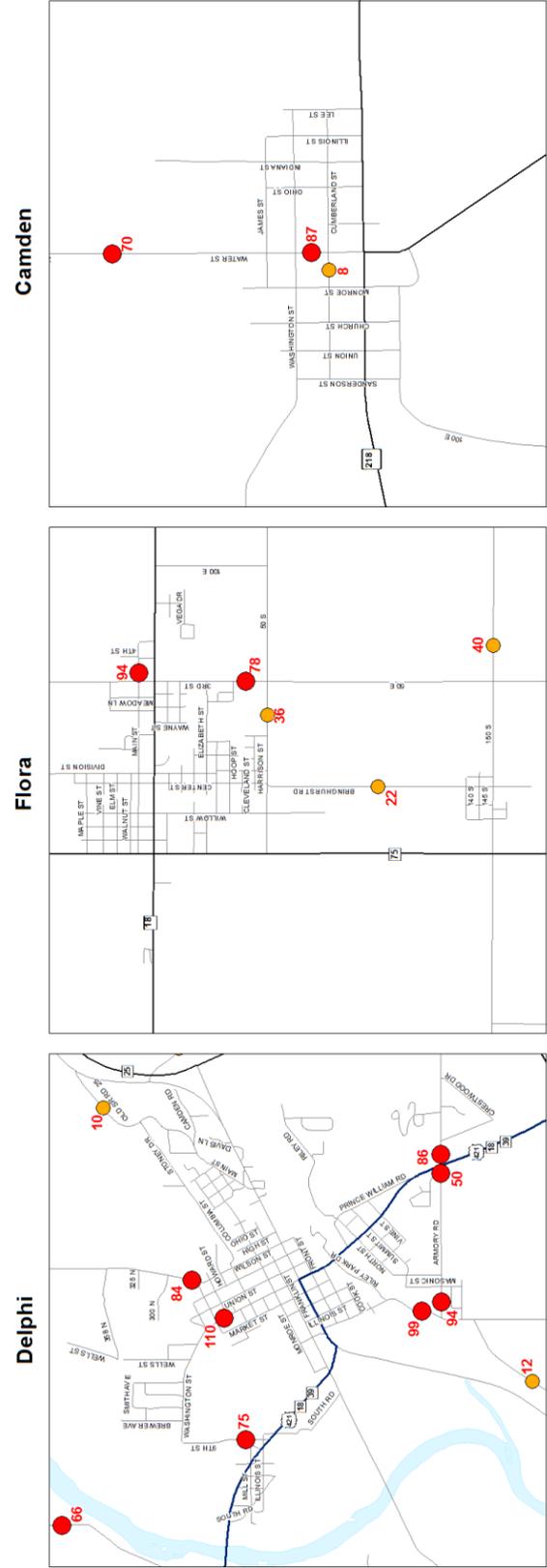
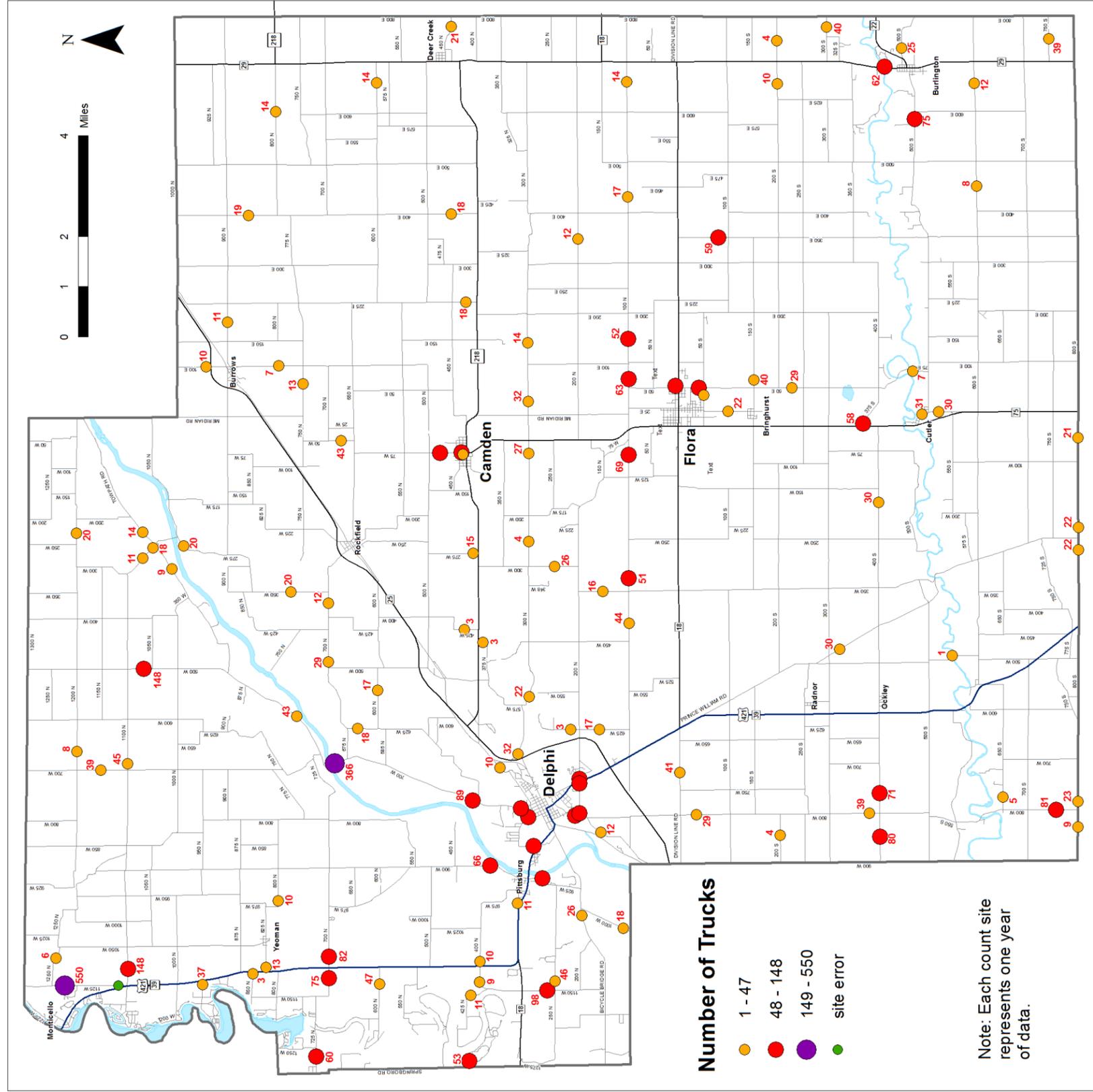
V. Additional Transportation Planning

The Staff of the APC also discussed with the committees: ADA and Title VI issues, compliance and deadlines, status of the Hoosier State AMTRAK Rail Service, and upcoming INDOT Notices of Funding Availability.

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Figure 2

2012-2014 Average Daily Truck Counts



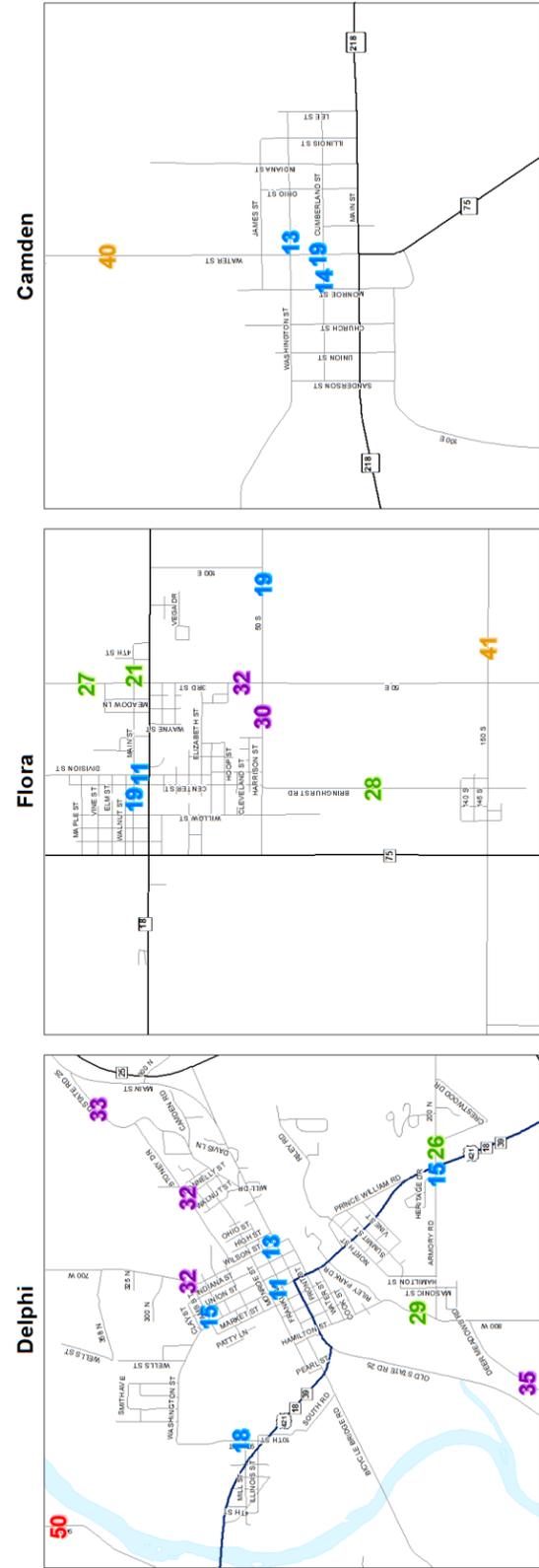
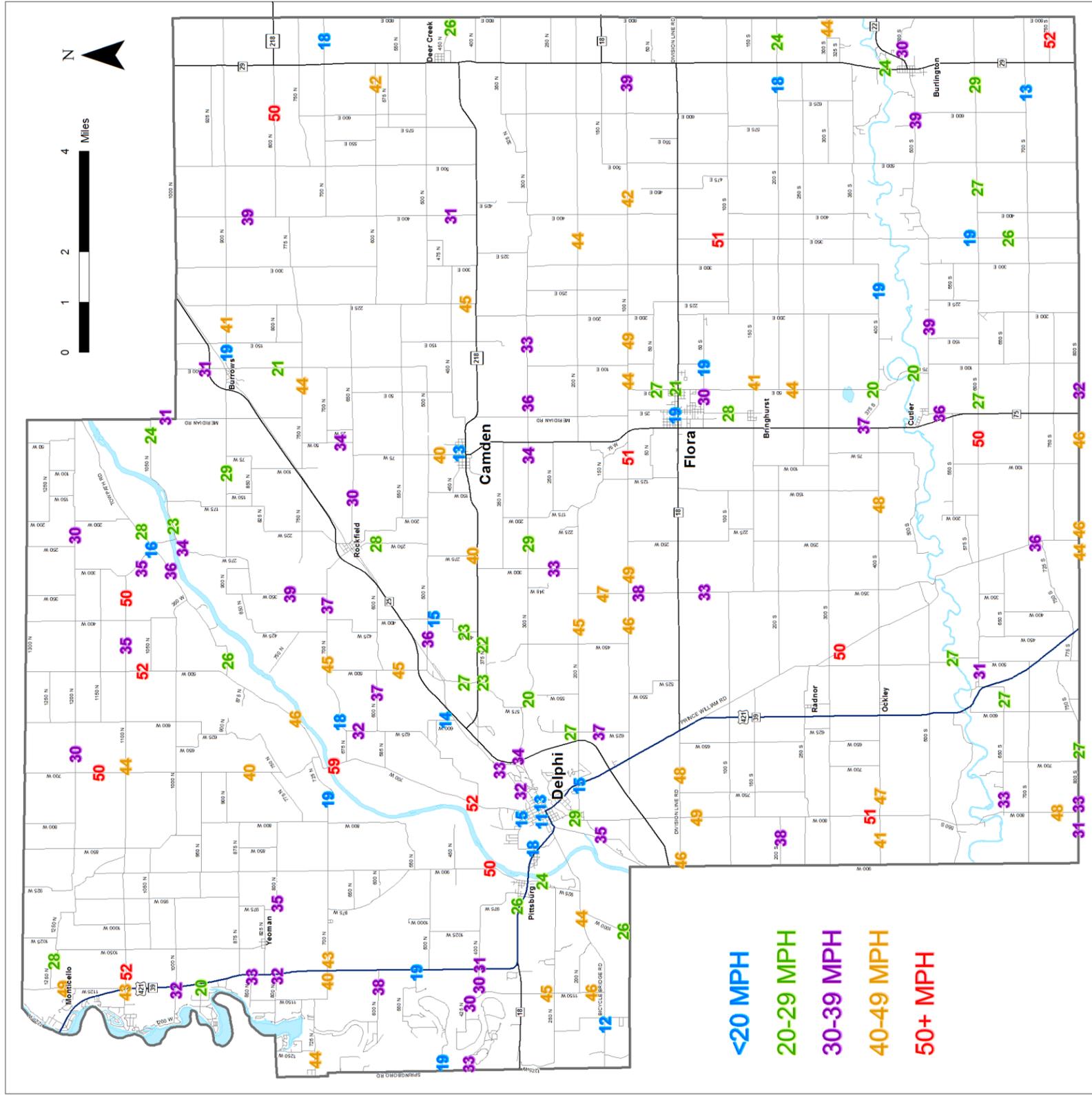
Disclaimers and copyright restrictions apply to this map and data. Complete disclaimer can be viewed at: <http://www.tippecanoe.in.gov/gis/Disclaimer.htm>
 Road segment data provided by WTH Technology, Inc.
 NOTE: Counts are factored using INDOT functional class seasonal adjustment factors.

The Area Plan Commission of Tippecanoe County
 Date: August 2014

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Figure 3

2012-2014 Mean Vehicle Speed



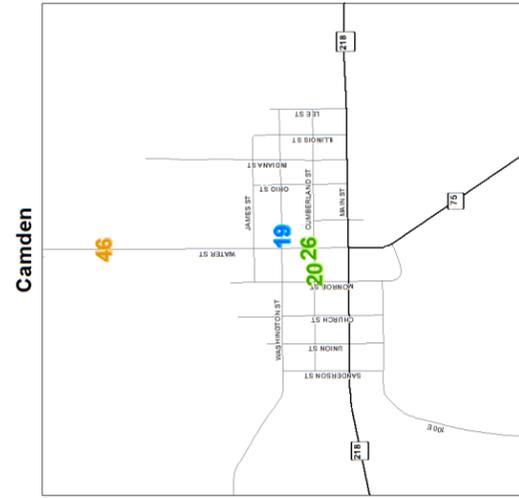
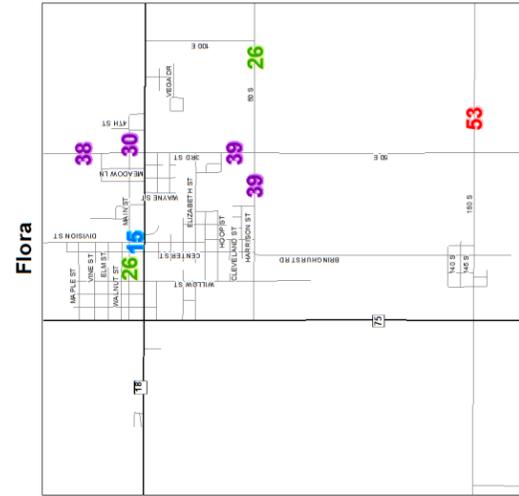
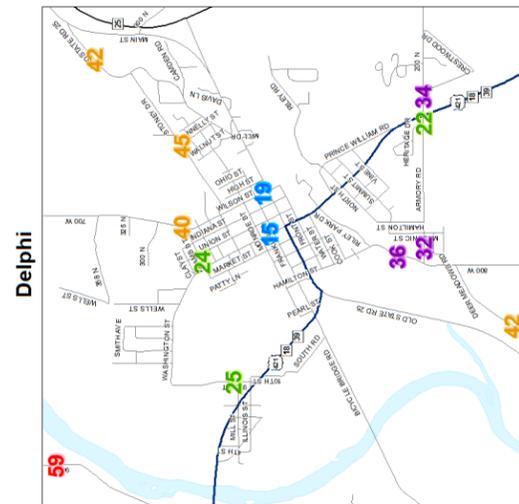
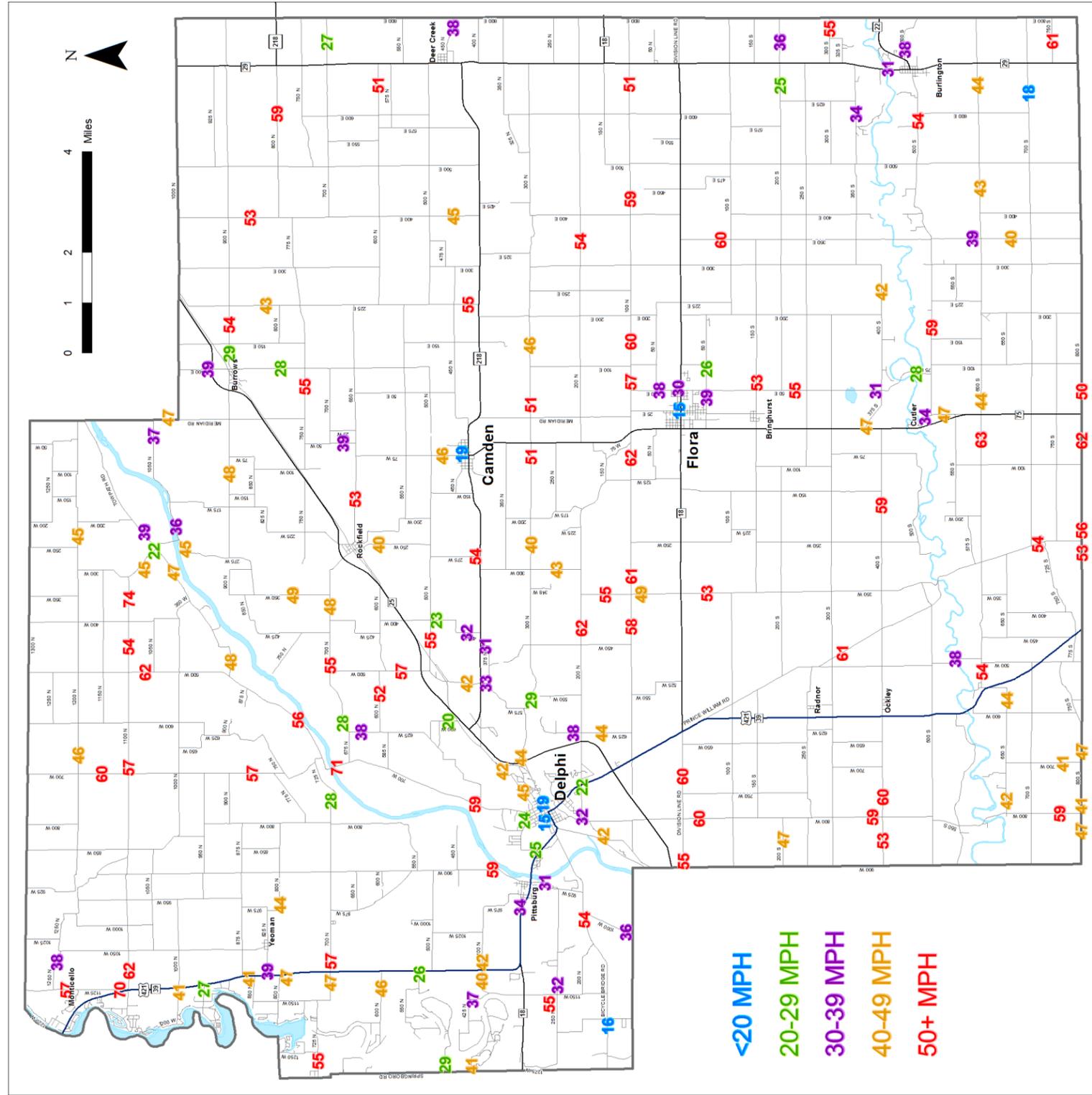
The Area Plan Commission
of Tippecanoe County
Date: August 2014

Disclaimers and copyright restrictions apply to this map and data. Complete disclaimer can be viewed at www.carrollcountypa.com. Road segment data provided by WTH Technology, Inc. NOTE: Counts are factored using INDOT functional class seasonal adjustment factors.

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Figure 4

2012-2014 85th Percentile Vehicle Speed



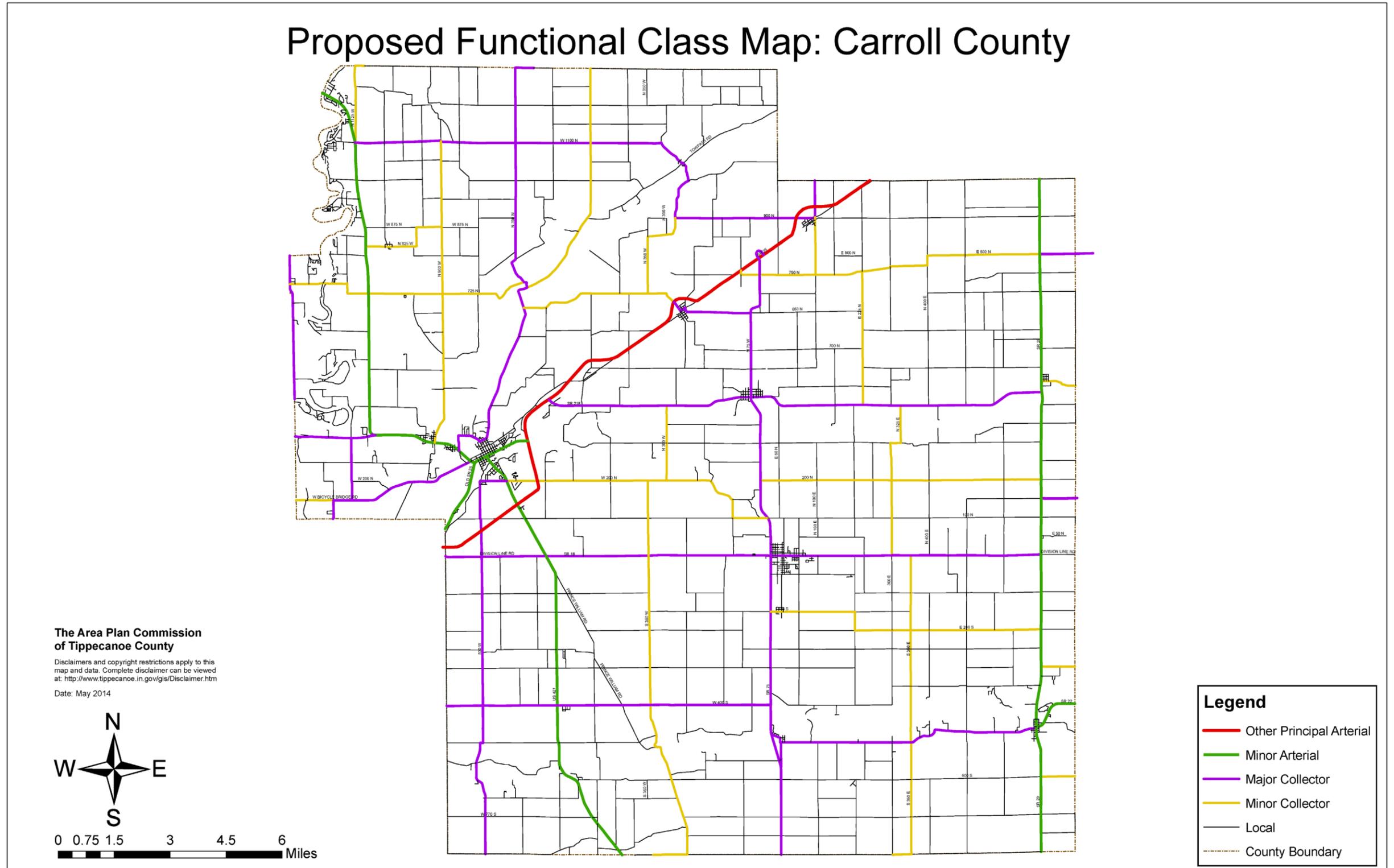
The Area Plan Commission
of Tippecanoe County
Date: August 2014

Disclaimers and copyright restrictions apply to this map. The data was collected by WTH Technology, Inc. at <http://www.tippecanoe.in.gov/gis/camden.htm>. Road segment data provided by WTH Technology, Inc. NOTE: Counts are factored using INDOT functional class seasonal adjustment factors.

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Figure 5

Proposed Functional Class Map: Carroll County



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Appendix 1, INDOT-APCTC Contract

CONTRACT

EDS #A249-13-320868

This contract is made and entered into as of the date of the Indiana Attorney General signature affixed to this Contract by and between the State of Indiana, acting by and through the **Indiana Department of Transportation** (hereinafter referred to as "INDOT") and the Area Plan Commission of Tippecanoe County, acting by and through its proper officials (hereinafter referred to as "APCTC").

WITNESSETH

Whereas, the APCTC and INDOT desire to provide planning assistance for small urban and rural areas in the State of Indiana;

Whereas, INDOT desires APCTC to provide traffic counting activities required for such planning; and

Whereas, INDOT is willing to pay APCTC for counts completed.

Therefore, in consideration of the premises and the following mutually dependent covenants, the parties agree as follows:

Section 1 Regulation

The parties shall comply with applicable provisions set forth in (1) Title 23 of the U.S. Code, (2) the regulations issued pursuant thereto, and (3) the policies and Procedures of INDOT and the Federal Highway Administration relative to the Project.

Section 2 Information and Services to be Furnished

1. APCTC will conduct 60 traffic counts on non-state jurisdictional roads including at-grade railroad crossing as part of a rural countywide traffic counting program. Traffic count data shall be classification counts based on the thirteen (13) vehicle types as defined within the Federal Highway Administration's "Traffic Monitoring Guide". The counts shall be hourly, per lane, by direction, for a minimum of forty-eight (48) hours;
2. INDOT agrees to pay APCTC eighty percent (80%) of one hundred thirty-five dollars (\$135.00) which shall be one hundred eight dollars (\$108.00) per station for properly collected and reported traffic data to be billed on a quarterly basis for counts inside APCTC's home county;
3. INDOT agrees to pay APCTC eighty percent (80%) of one hundred fifty-five dollars (\$155.00) which shall be the amount of one hundred twenty-

four dollars (\$124.00) per station for properly collected and reported traffic data to be billed on a quarterly basis for counts outside APCTC's home county;

4. APCTC will provide 25 FTE hours towards the development of a traffic count program, the coordination of this program with INDOT Central Office, Crawfordsville District Office, and local governments, creation and maintenance of the county-wide traffic count database, and other technical planning activities required for this task;
5. INDOT agrees to pay APCTC no more than eight hundred eighty-eight dollars (\$888.00) towards this traffic count program activity;
6. APCTC will provide 18 FTE hours of Level of Service (LOS) analysis on all highways counted;
7. INDOT agrees to pay APCTC no more than nine hundred eleven dollars and twenty cents (\$911.20) towards this LOS analysis;
8. APCTC will provide 210 FTE hours of technical planning to local governments upon request;
9. INDOT agrees to pay APCTC no more than nine thousand two hundred twenty dollars and eighty cents (\$9,220.80) towards this requested planning assistance;
10. APCTC agrees to provide INDOT with regional GIS files of its count program;
11. INDOT agrees to pay APCTC no more than one hundred eight dollars (\$108.00) towards this activity;
12. APCTC agrees to review ARIES data and the Functional Classification System for their region;
13. INDOT agrees to pay APCTC no more than three thousand eight hundred forty-one dollars and sixty cents (\$3,841.60) towards these activities;
14. APCTC agrees to conduct quarterly tracking reviews for local federal aid projects;
15. INDOT agrees to pay APCTC no more than two thousand eighty dollars (\$2,080.00) towards this activity;
16. Data will be provided to INDOT in an electronic format;

17. This Agreement may be declared null and void if:
 - A. Either party fails to abide by the intent of this Agreement or;
 - B. Both parties mutually agree to end this data partnering.
18. The effective dates for this Agreement will be July 1st, 2013 through June 30th, 2014;

Section 3 Notice to Proceed

The term of this Contract shall be from July 1st, 2013 until June 30th, 2014.
 INDOT will send a Notice to proceed to APCTC.

Section 4

APCTC shall receive as payment for the work performed under this Contract, the total fee not to exceed \$24,489.60.

Section 5

INDOT reserves the right to reallocate the funds set aside for the carrying out of this Contract and to use such funds elsewhere upon the failure of the APCTC to perform the acts so required by this contract. If, for any reason, INDOT is required to repay to the Federal Highway Administration the sum or sums of federal funds paid through INDOT under the terms of this Contract, then the APCTC will repay to INDOT such sum or sums upon receipt of a billing from INDOT.

Section 6

Compliance with Laws

A. The APCTC shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. The enactment of any state or federal statute or the promulgation of rules or regulations thereunder after execution of this Contract shall be reviewed by the State and the APCTC to determine whether the provisions of this Contract require formal modification.

B. The APCTC and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State as set forth in IC § 4-2-6 et seq., IC § 4-2-7, et. seq., the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004. If the APCTC is not familiar with these ethical requirements, the APCTC should refer any questions to the Indiana State Ethics Commission, or visit the Indiana State Ethics Commission website at <http://www.in.gov/ethics/>. If the APCTC or its agents violate any applicable ethical standards, the State may, in its sole discretion, terminate this Contract immediately upon notice to the APCTC. In addition, the APCTC may be subject to penalties under IC §§ 4-2-6 and 4-2-7.

C. The APCTC certifies by entering into this Contract that neither it nor its principal(s) is presently in arrears in payment of taxes, permit fees or other statutory, regulatory or judicially required payments to the State. The APCTC agrees that any payments currently due to the State may be withheld from payments due to the APCTC. Additionally, further work or payments may be withheld, delayed, or denied and/or this Contract suspended until the APCTC is current in its payments and has submitted proof of such payment to the State.

D. The APCTC warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by the State, and agrees that it will immediately notify the State of any such actions. During the term of such actions, the APCTC agrees that the State may delay, withhold, or deny work under any supplement, amendment, change order or other contractual device issued pursuant to this Contract.

E. If a valid dispute exists as to the APCTC's liability or guilt in any action initiated by the State or its agencies, and the State decides to delay, withhold, or deny work to the APCTC, the APCTC may request that it be allowed to continue, or receive work, without delay. The APCTC must submit, in writing, a request for review to the Indiana Department of Administration (IDOA) following the procedures for disputes outlined herein. A determination by IDOA shall be binding on the parties.

F. Any payments that the State may delay, withhold, deny, or apply under this section shall not be subject to penalty or interest under IC § 5-17-5.

G. The APCTC warrants that the APCTC and its subcontractors, if any, shall obtain and maintain all required permits, licenses, registrations, and approvals, as well as comply with all health, safety, and environmental statutes, rules, or regulations in the performance of work activities for the State. Failure to do so may be deemed a material breach of this Contract and grounds for immediate termination and denial of further work with the State.

H. The APCTC affirms that, if it is an entity described in IC Title 23, it is properly registered and owes no outstanding reports to the Indiana Secretary of State. 30 2/2006

I. As required by IC 5-22-3-7:

- (1) The CONTRACTOR and any principals of the CONTRACTOR certify that (A) the CONTRACTOR, except for de minimis and nonsystematic violations, has not violated the terms of (i) IC 24-4.7 [Telephone Solicitation Of Consumers], (ii) IC 24-5-12 [Telephone Solicitations] , or (iii) IC 24-5-14 [Regulation of Automatic Dialing Machines] in the previous three hundred sixty-five (365) days, even if IC 24-4.7 is preempted by federal law; and (B) the CONTRACTOR will not violate the terms of IC 24-4.7 for the duration of the Contract, even if IC 24-4.7 is preempted by federal law.
- (2) The CONTRACTOR and any principals of the CONTRACTOR certify that an affiliate or principal of the CONTRACTOR and any agent acting on behalf of the CONTRACTOR or on behalf of an affiliate or principal of the CONTRACTOR (A) except for de minimis and nonsystematic violations, has not violated the terms of IC 24-4.7 in the previous three hundred sixty-five (365) days, even if IC 24-4.7 is preempted by federal law; and (B) will not violate the terms of IC 24-4.7 for the duration of the Contract, even if IC 24-4.7 is preempted by federal law.

Section 7 Non-Discrimination

Pursuant to I.C. 22-9-1-10 and the Civil Rights Act of 1964, the APCTC and any Contractors, shall not discriminate against any employee or applicant for employment, to be employed in the performance of work under this Agreement, with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of race, color, religion, sex, disability, national origin, ancestry or status as a veteran. Breach of this covenant may be regarded as a material breach of this Agreement. Acceptance of this Agreement also signifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination in the provision

of services based on race, color, national origin, age, sex, disability or status as a veteran.

The APCTC understands that INDOT is a recipient of federal funds. Pursuant to that understanding, the APCTC and its Contractors, if any, agree that if the APCTC employs fifty (50) or more employees and does at least \$50,000.00 worth of business with INDOT and is not exempt, the APCTC will comply with the affirmative action reporting requirements of 41 CFR 60-1.7. The APCTC shall comply with Section 202 of executive order 11246, as amended, 41 CFR 60-250, and 41 CFR 60-741, as amended, which are incorporated herein by specific reference. Breach of this covenant may be regarded as a material breach of Agreement.

Section 8

Indemnification

The APCTC agrees to indemnify, defend, exculpate and hold harmless INDOT from any liability due to loss, damage, injuries, or other casualties of whatever kind, to the person or property of anyone on or off the right-of-way arising out of, or resulting from the work covered by this Contract or the work connected therewith, or from the installation, existence, use, maintenance, condition, repairs, alteration, or removal of any equipment or material, to the extent of negligence of the APCTC, including any claims arising out of the Workmen's Compensation Act or any other law, ordinance, order, or decree. The APCTC agrees to pay all reasonable expenses and attorney fees incurred by or imposed on INDOT in connection herewith in the event the APCTC shall default under the provisions of this Section. Notwithstanding the proceeding provisions of this Section, the obligation of the APCTC to indemnify, defend, exculpate, and hold harmless shall only arise if the APCTC also would be liable under I.C. 34-13-3. Further, the liability of the APCTC shall be limited by the provisions of I.C.34-13-3-4.

Section 9

Drug-Free Workplace Certification

The APCTC hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace, and that it will give written notice to the Indiana Department of Transportation and the Department of Administration within ten (10) days after receiving actual notice that an employee of the APCTC in the State of Indiana has been convicted of a criminal drug violation occurring in the APCTC workplace. False certification or violation of the certification may result in sanctions including, but not limited to, termination of the Contract, and/or debarment of contracting opportunities with the State of Indiana for up to three (3) years. In addition to the provisions of the above paragraphs, if the total Contract amount set forth in this contract exceeds \$25,000.00, the APCTC hereby further agrees that this Contract is expressly subject to the terms, conditions and representations of the following certification:

This certification is required by Executive Order No. 1 90-5, April 12, 1990, issued by the Governor of Indiana. Pursuant to its delegated authority, the Indiana Department of Administration is requiring the inclusion of this certification in all contracts with and grants from the State of Indiana in excess of \$25,000.00. No award of a contract shall be made, and no contract, purchase order or agreement, the total amount of which exceeds \$25,000.00, shall be valid

- unless and until this certification has been fully executed by the APCTC and made a part of the contract or agreement as part of the contract documents. The APCTC certifies and agrees that it will provide a drug-free workplace by:
- A. Publishing and providing to all of its employees a statement notifying their employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the APCTC workplace and specifying the actions that will be taken against employees for violations of such prohibition; and
 - B. Establishing a drug-free awareness program to inform their employees of
 - (1) the dangers of drug abuse in the workplace;
 - (2) the APCTC policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace.
 - C. Notifying all employees in the statement required by subparagraph, (a) above that as a condition of continued employment the employee will (1) abide by the terms of the statement; and (2) notify the APCTC of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction; Notifying in writing the INDOT within ten (10) days after receiving notice from an employee under subdivision (c)(2) above, or otherwise receiving actual notice of such conviction;
 - D. Within thirty (30) days after receiving notice under subdivision (c)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace; (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency; and
 - E. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (a) through (e) above.

Section 10 Severability
 The invalidity of any section, subsection, clause or provision of the Contract shall not affect the validity of the remaining sections, subsections, clauses or provisions of the Contract.

Section 11 Funding Cancellation Clause
 When the Director of the State Budget Agency makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of a Contract, the Contract shall be canceled. A determination by the Budget Director that funds are not appropriated or otherwise available to support continuation of performance shall be final and conclusive.

Section 12 Ethics Clause
 The APCTC and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State, as set forth in Indiana Code § 4-2-6 et seq., the regulations promulgated there under, and Executive

Order 04-08, dated April 27, 2004. If the contractor is not familiar with these ethical requirements, the APCTC should refer any questions to the Indiana State Ethics Commission, or visit the Indiana State Ethics Commission website at <<<<http://www.in.gov/ethics/>>>>.

If the APCTC or its agents violate any applicable ethical standards, the State may, in its sole discretion, terminate this contract immediately upon notice to the APCTC. In addition, the APCTC may be subject to penalties under Indiana Code § 4-2-6-12.

Section 13 Ineligible Activities

APCTC will not use state or federal funds to lobby or attempt to influence any FHWA or INDOT employee or elected official. APCTC will not use funds from this program for grant writing, grant administration, or any activity that is not related to transportation planning.

Section 14 Payment

All payments shall be made in arrears in conformance with State fiscal policies and procedures and, as required by IC 4-13-2-14.8, by electronic funds transfer to the financial institution designated by the Contractor in writing unless a specific waiver has been obtained from the Indiana Auditor of State. No payments will be made in advance of receipt of the goods or services that are the subject of this Contract except as permitted by IC 4-13-2-20.

Section 15 Employment Eligibility Verification

The Consultant affirms under the penalties of perjury that he/she/it does not knowingly employ an unauthorized alien.

The Consultant shall enroll in and verify the work eligibility status of all his/her/its newly hired employees through the E-Verify program as defined in IC 22-5-1.7-3. The Consultant is not required to participate should the E-Verify program cease to exist. Additionally, the Consultant is not required to participate if the Consultant is self-employed and does not employ any employees.

The Consultant shall not knowingly employ or contract with an unauthorized alien. The Consultant shall not retain an employee or contract with a person that the Consultant subsequently learns is an unauthorized alien.

The Consultant shall require his/her/its subconsultants, who perform work under this contract, to certify to the Consultant that the subconsultant does not knowingly employ or contract with an unauthorized alien and that the subconsultant has enrolled and is participating in the E-Verify program. The Consultant agrees to

maintain this certification throughout the duration of the term of a contract with a subconsultant.

The State may terminate for default if the Consultant fails to cure a breach of this provision no later than thirty (30) days after being notified by the State.

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Non-Collusion

The undersigned attests, subject to the penalties for perjury, that he/she is the contract party, or that he/she is the representative, agent, member, or officer of the APCTC that he/she has not, nor has any other member, employee, representative, agent, or officer of the firm, company, corporation, or partnership represented by him/her, directly or indirectly, to the best of his/her knowledge, entered into or offered to enter into any combination, collusion or agreement to receive or pay, and that he/she has not received or paid, any sum of money or other consideration of this agreement other than that which appears upon the face of the Contract.

In Witness Whereof, APCTC and the State of Indiana have, through duly authorized representatives, entered into this Contract. The parties having read and understand the forgoing terms of the Contract do by their respective signatures dated below hereby agree to the terms thereof.

The Area Plan Commission of
Tippecanoe County


Name: SALLIE DELO FAHEY

Date: 7.26.13

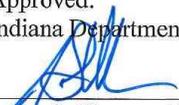
Recommended for Approval:
INDOT Contract Administration


Robert D. Cales, Director

Date: 8/20/2013

STATE OF INDIANA
Indiana Department of Transportation

Approved:
Indiana Department of Transportation


Jason S. Wasson, Deputy Commissioner
Engineering and Asset Management

Date: 8/21/2013

State Budget Agency


(FOR) Brian E. Bailey, Director

Date: 8-9-2013

Department of Administration


Jessica Robertson, Commissioner

Date: 8.30.13

Approved as to Form and Legality:

 (FOR)
Gregory F. Zoeller

Attorney General of Indiana
Date Approved: 9-12-13

Appendix 2
Administrative Transportation Committee
2014 Roster, Agenda and Minutes

CARROLL COUNTY
ADMINISTRATIVE COMMITTEE
FY 2014 ROSTER

Voting

President Carroll County Commissioners	Patrick Clawson
President Carroll County Council	Ann Brown
	James R. Hancock (proxy)
Mayor of Delphi	Randy Strasser
Delphi City Council President	Dick Traeger
Camden Town Council President	Peter Wagoner
Flora Town Council President	Joshua Ayers
	Vince Seward (1 st proxy)
	Chuck Everett (2 nd proxy)
INDOT District Director	Robert Alderman
	Marcia Blansett (proxy)
	Chris Reynolds (proxy)

Ex Officio

MPO Executive Director	Sallie Dell Fahey
FHWA – Indiana Division	Larry Heil
Carroll County EDC	Laura Walls

THE

Area Plan Commission

of TIPPECANOE COUNTY

20 NORTH 3RD STREET
LAFAYETTE, INDIANA 47901-1209

(765) 423-9242
(765) 423-9154 [FAX]

SALLIE DELL FAHEY
EXECUTIVE DIRECTOR

**CARROLL COUNTY
ADMINISTRATIVE TRANSPORTATION COMMITTEE MEETING**

DATE.....Monday, August 12, 2013

TIME.....3:00 PM

PLACE.....Employees Lounge
Carroll County Courthouse

AGENDA

- I. Approval of minutes from May 13, 2013
 - II. FY 2014 Grant Request Update
 - III. Summary of the 2013 Traffic Counting Program
 - IV. Quarterly Project Tracking Review
 - V. INDOT's 18 Month Letting List
 - VI. Other Business

**CARROLL COUNTY ADMINISTRATIVE COMMITTEE
MINUTES**

**AUGUST 12, 2013
3:00PM**

CARROLL COUNTY COURTHOUSE EMPLOYEES LOUNGE

MEMBERS PRESENT

Ann Brown	Carroll County Council Representative
Pete Wagoner	Camden Town Council Representative
Pat Clawson	President Carroll County Commissioners
Chad Everett (proxy for Vince Seward)	Flora Town Council President
Marcia Blansett	INDOT – LaPorte District

Non-Voting Members

Sallie Fahey	MPO Executive Director
--------------	------------------------

Also Present

John Thomas	Area Plan Commission Staff
Anna Burman	Area Plan Commission Staff
Doug Poad	Area Plan Commission Staff

In the absence of the President, Pat Clawson called the meeting to order at 3:00pm.

I. APPROVAL OF MINUTES

Pete Wagoner moved to approve the minutes from the May 13, 2013 meeting. Chuck Everett seconded and the motion passed by unanimous voice vote.

II. FY 2014 GRANT REQUEST UPDATE

Sallie Fahey said after the FY 2014 Grant started July 1st INDOT came back and asked us to add Level of Service Activity. INDOT would like us to perform Level of Service Analysis to the roads we are taking traffic counts on. That analysis tells us how efficiently the road is operating, how close to capacity it is, and how freely the traffic is moving. Doing the analysis requires 18 hours of staff time for a total of \$1139.00 with a local share of \$228.00. She said she has signed the contract but she does not have it back from the state.

SUMMARY OF THE 2013 TRAFFIC COUNT LOCATIONS

John Thomas referred to the map showing the sixty locations we counted last summer. We now have three years of traffic count data and a lot of information on the local highway system. A lot of information is obtained with the traffic counts and this year we gathered information on vehicle speed at the count locations for the last three years. When establishing speed limits we use the speed that 85% of the population is driving at. We were also able to map out the 85th Percentile where 85% of the drivers are traveling under the speed limit and 15% are traveling over the speed limit. This information is also helpful to law enforcement agencies.

Sallie Fahey added that in some cases you do not want to use the 85th Percentile when establishing speed limits because it is much higher than what is a safe speed.

Pat Clawson said sometimes the 85th Percentile for roads is high because enforcement is lacking. That has been an issue for him the last five years.

Sallie Fahey said we will correlate this information with the crash data.

Pat Clawson is happy to have the counts as well as the map.

III. QUARTERLY PROJECT TRACKING REVIEW

Doug Poad distributed copies of an updated quarterly report.

Historic Interurban/Deer Creek Trail

This project is scheduled for a March 2015 letting. The environmental report is due to be completed in October. He pointed out that the \$223,522 Federal funds approved for construction is more than the \$188,820 SPMS is showing. The \$376,581 in Federal funds for all three phases is more than the \$325,000 INDOT is showing. This needs to be looked into.

Downtown Streetscape, Phase I

Washington Street Gateway Trail, Phase II (Des# 1297745)

Washington Street Gateway Trail, Phase I (Des# 1297746)

Washington Street Gateway Trail, Phase II (Des# 1297747)

These are all Stellar projects and at the last meeting we noted that there was no money for three of the projects even though there were dates listed. Since receiving the reports there was a request to actually looking at the Stellar funding and compare those to the dollar amounts for each individual project. There are some project that will need more money and some that will need less. We will be making requests to change the SPMS allocations for the individual projects. For the **Washington Street Gateway Trail, Phase I (Des# 1297746)** \$437,400 has been approved for construction but \$550,758 has been allocated for that project according to INDOT's SPMS. All the projects are moving forward but there are some questions on one regarding Federal funding. We will attempt to get that straightened out.

IV. INDOT 18-MONTH LETTING LIST

Doug Poad said there are four new projects on the list with one of them being on SR 18 and three of the projects being local. The Bike/Ped Trail project from Hamilton to Washington Street was listed on a previous list but it is no longer on the list because it has been moved out to a March 2015 letting. The SR 22 project was moved up from a December 2013 letting to a November 2013 letting and the Gateway Trail Phase I project was moved up from a May 2014 letting to a February 2014 letting. The SR 75 project was awarded on May 1st.

Ann Brown joined the meeting in progress.

V. OTHER BUSINESS

FY 2012 Completion Report

John Thomas distributed copies of the FY 2012 Completion Report and said we neglected to distribute the full reports. He hopes to have the FY 2013 Completion Reports available at the November meeting.

Pat Clawson asked Ann Brown if she would like to be filled in on any of the agenda items.

Ann Brown said she would like the grant request update.

Sallie Fahey said after we submitted our grant request for FY 2014 INDOT asked us to do an analysis for each count location in FY 2014 (to be done next spring/summer 2014) to determine the level of service for that road segment. That means how efficiently the road operates and how much congestion there is on the road. We have a model to use to make those calculations. That added a little over \$1,000.00 to the grant request and \$228.00 is Carroll County's obligation.

Sallie Fahey informed Ann Brown that in her stack of information she has an updated Quarterly Tracking Report. She said the biggest thing about that is that there are a couple of places where the person reporting on the quarterly report listed an amount of Federal dollars needed for the project and it differs from the amount that is in INDOT's financial system. It appears that the four Stellar projects need some internal budgeting realignment between the projects. She thinks that might take care of the problem.

VI. ADJOURNMENT

Ann Brown moved to adjourn. Pete Wagoner seconded.

The meeting adjourned at 3:25pm.

Respectfully Submitted,



Sallie Dell Fahey
MPO Director

SDF/lmu

AREA PLAN COMMISSION

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Sallie Dell Fahey
Executive Director

CARROLL COUNTY ADMINISTRATIVE TRANSPORTATION COMMITTEE MEETING

DATE.....Tuesday, November 12, 2013
TIME.....3:00 PM
PLACE.....Employees Lounge
Carroll County Courthouse

AGENDA

- I. Approval of minutes from Aug 12, 2013
 - II. INDOT Local Program: Notice of Funding Availability
 - III. FY 2013 Annual Completion Report
 - IV. FY 2014 Truck Volumes
 - V. Quarterly Project Tracking Review
 - VI. INDOT's 18 Month Letting List
 - VII. Other Business

**CARROLL COUNTY ADMINISTRATIVE COMMITTEE
MINUTES**

**NOVEMBER 12, 2013
3:00PM**

CARROLL COUNTY COURTHOUSE EMPLOYEES LOUNGE

MEMBERS PRESENT

Ann Brown	Carroll County Council Representative
Randy Strasser	Mayor of Delphi
Pete Wagoner	Camden Town Council Representative
Pat Clawson	President Carroll County Commissioners
Chuck Everett (proxy for Vince Seward)	Flora Town Council President

Non-Voting Members

Sallie Fahey	MPO Executive Director
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Also Present

John Thomas	Area Plan Commission Staff
Anna Burman	Area Plan Commission Staff
Tim Stroshine	Area Plan Commission Staff

President Ann Brown called the meeting to order at 3:00pm.

I. APPROVAL OF MINUTES

Pete Wagoner moved to approve the minutes from the August 12, 2013 meeting. Pat Clawson seconded and the motion passed by unanimous voice vote.

**II. INDOT LOCAL PROGRAM
Notice of Funding Availability**

John Thomas referred to the letter from INDOT that was included in the packet and said the letter states there are funds available for new bridge, road, safety, trail, safe routes to school, or any other project that is eligible under MAP 21. The funds will cover all phases of development and construction to be bid in state fiscal year 2017. The projects need to be bid out between July 1, 2016 and April 30, 2017. All projects are to be submitted to INDOT online. Many of us have already received training on the new procedure but staff and Marcia Blansett at INDOT are willing to help submit projects because the new format is not very user-friendly.

Ann Brown asked if the things she has been submitting to APC staff are now to be submitted online.

Sallie Fahey replied that new projects we are requesting money for have to be submitted online.

Pat Clawson said we will be submitting new projects when INDOT calls for them.

III. FY 2013 ANNUAL COMPLETION REPORT

John Thomas distributed copies of the FY 2013 Annual Completion Report and said this document is a summary of the work that we conducted in FY 2013. There is a series of maps that show the traffic counts and vehicle speeds throughout the county. The tabular data for traffic counts is located in the back. The report also includes all of our agendas and minutes as well as the most recent quarterly project tracking.

Ann Brown said there has been a lot of work going on.

Randy Strasser concurred. He asked if the traffic and safety issues data will help deal with the high accident locations. Delphi, within the city limits, has seven of the top ten high accident spots in Carroll County. He would like to try to create some projects to reduce the number of accidents in those spots and he asked how to go about doing that.

Sallie Fahey said in Tippecanoe County we just sit down and brainstorm about the likely cause of the crash geometrics (vegetation overgrowth, speed limit sign, driveways in bad locations, too many driveways, etc.). Once a problem is identified we look for an engineering solution.

John Thomas said in FY 2014 we will be revisiting the previous crash data because we now have two additional years of data. He agrees we should sit down to discuss the high crash locations.

IV. FY 2014 TRUCK VOLUMES

Anna Burman referred to the map that was distributed prior to the meeting and said APC staff took traffic counts in Carroll County in 2011, 2012, and 2013. From the traffic counts we can get the vehicle type and this year we included the one day average truck volume from the 2013 traffic counts in our summaries. Multi-unit trucks are trucks like semis and single-unit trucks include pick-up trucks, light trailers, etc. The green dots on the map indicate a high percentage of the total traffic on the road as multi-unit trucks. This map will show the roads that have the highest percentages of truck traffic.

Sallie Fahey explained that some of this data will be put on maps where it will be a little more self-explanatory. The more we get into the counters the more we are realizing the amount of data the counters collect. This will also help Carroll County make informed decisions about road improvements.

Anna Burman said Paul Coutts told her he is more concerned about the heavier trucks.

Ann Brown asked if the sites on the map are the only places traffic counts were taken.

Anna Burman said we have data on the vehicle types for each of the traffic counting sites. The only sites included on the map are the locations that had a significant number of trucks.

Randy Strasser feels that if you understand the population and disbursement in the county you will see that the counts follow the population disbursement.

Sallie Fahey added that typically traffic counts are taken in May and June and there are seasonal adjustment factors that Anna Burman calculated in. Statistically these counts account for grain trucks in the fall, etc.

Anna Burman said the seasonal adjustments come from INDOT and we are able to apply the adjustments by road class.

V. QUARTERLY PROJECT TRACKING REVIEW

John Thomas summarized the projects as follows:

DELPHI

Delphi Freedom Bridge

Safe Routes to School Infrastructure

These projects should be complete or nearing completion.

Randy Strasser said the **Safe Routes to School Infrastructure** project has been completed right after the quarterly report was submitted.

Historic Interurban/Deer Creek Trail

This project has some right-of-way challenges and Delphi has requested that INDOT change the scope of the project.

Randy Strasser said he is waiting on a meeting with INDOT regarding that project. A building was allowed to be constructed in the middle of a project.

Sallie Fahey asked if it can be an enforcement issue.

Randy Strasser does not think so and added that what it ended up doing is horrible.

John Thomas said it looks like the amount of funds allocated might be a little shy also.

Randy Strasser said that is correct because there was some floodway work that had to be done. INDOT threw that at them when they were in the middle of the project. He does not anticipate the letting date will need to be changed.

Downtown Streetscape, Phase I

Downtown Streetscape, Phase II

They have asked INDOT to combine these projects into one. He asked if that request was approved.

Randy Strasser replied that he has not heard back from INDOT yet but he does not think they will be combined because they are two completely different projects. He is not yet ready to move forward with both of these projects (Stellar) because there are right-of-way issues. He is waiting to hear from Bob Zier and staff to give him clearance to move forward. He explained that a lot of the highway easements are zero because of the building facades, stairwells, signage, etc. that encroach into the right-of-way. INDOT is being cautious right now.

Washington Street Gateway Trail Project, Phase I

Washington Street Gateway Trail Project, Phase II

INDOT has been asked to change the letting date for Phase II. These projects cannot be combined because the projects are on different schedules.

Randy Strasser said there are environmental issues to deal with. He added that funding the phases is coming from different areas. Phase I is ready to go should be ready to let soon. Phase II has a railroad crossing project in it and he is waiting on environmental work. He said he is waiting for right-of-way approval for all four projects and that is basically a commitment from INDOT on the existing encroachment.

VI. INDOT 18-MONTH LETTING LIST

John Thomas referred to the list that was mailed with the packet and said the SR 22 project should have been let a couple of days ago. Gateway Trail, Phase I is scheduled for a February letting. The only change is that the SR 29 Bridge Overlay Project has been added to the list and scheduled for a February 2015 letting.

Sallie Fahey said the projects on the list starting with "ST" are the Stellar projects. An "SR" designation denotes a state route and "I" projects on the list are local projects.

VII. OTHER BUSINESS

Sallie Fahey introduced Tim Stroshine, the new APC transportation staff member. She said Tim recently earned his Masters in Transportation Engineering at Purdue and is currently an engineer-in-training. She went on to say Tim will be working on all of the crash analysis, running the traffic count program, doing all the Intelligent Transportation Architecture work, and eventually freight planning for Carroll and Tippecanoe Counties. She then introduced the Carroll County Administrative Committee members to Tim.

Randy Strasser said he sent an email to John Thomas asking about when the local projects for each community that are part of the state-wide planning need to be updated.

Sallie Fahey replied that the project list was approved last June 2012 so she thinks we should update the list next fiscal year. She added that some of the decisions made at the Administrative Committee meeting may help inform some of those decisions.

John Thomas suggested putting that on the agenda for the next meeting. He asked everyone to come prepared to add or delete projects.

Sallie Fahey said we can then think about the list for a quarter and finalize the list at the May meeting. Once the list is finalized everything can be updated with the state.

John Thomas distributed copies of the previous list for reference.

Randy Strasser does not think he will have traffic counts at that time but he hopes to have some indication how the Hoosier Heartland affects the list. He thinks it will be two or three weeks before Main Street is opened up to have the actual routes that will be available.

Pete Wagoner said the Heartland connection straight north of Camden will not be open until May 2014. He thinks the traffic patterns will change when that connection is opened.

Sallie Fahey said maybe it will not be a good year to take a count at that location but she thinks it should go on the count location list for 2015.

John Thomas said we will have the 2014 count locations for the February meeting.

Sallie Fahey added that she asked Paul Coutts to determine count sites that should be on a permanent rotation and how many of the sixty counts should be left open.

Randy Strasser said he is going to meet with INDOT and Norfolk & Southern in mid-December to put together a community group on the "white crossings". He asked if APC has any traffic data for any of those crossings.

John Thomas replied that we do not have good traffic count data for those crossings. He said he spoke to Brian Pohlar with HWC Engineering once about the need for those counts but they never discussed it further.

Sallie Fahey said we can use staff time to set a few counters out at specific locations and not make those counts part of the regular traffic count program.

John Thomas thinks it will be hard to do that now.

Sallie Fahey thinks the weather is good enough right now to take some counts before the December meeting.

Randy Strasser said he can have some of the city staff take some by hand, peak hour counts before the December meeting.

Sallie Fahey said she will have John Thomas contact Brian Pohlar again.

John Thomas offered APC staff to help if needed.

Randy Strasser thinks some of the counts can be done in-house.

John Thomas said the next Carroll County Administrative Committee meeting will be Monday, February 10, 2014.

Ann Brown pointed out that that February 10th is a holiday, President's Day.

The Committee decided to hold the meeting on Tuesday, February 11, 2014 at 3:00pm.

VIII.ADJOURNMENT

Randy Strasser moved to adjourn the meeting. Pete Wagoner seconded.

The meeting adjourned at 3:30p.m.

A handwritten signature in cursive script that reads "Sallie Dell Fahey". The signature is written in black ink on a light-colored, slightly textured background.

Sallie Dell Fahey
Secretary

AREA PLAN COMMISSION

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Sallie Dell Fahey
Executive Director

CARROLL COUNTY ADMINISTRATIVE TRANSPORTATION COMMITTEE MEETING

DATE.....Monday, February 10, 2014
TIME.....3:00 PM
PLACE.....Employees Lounge
Carroll County Courthouse

AGENDA

- I. Approval of minutes from November 12, 2013
 - II. FY 2014 Traffic Count Locations
 - III. Review of Community Wide Comprehensive Short Term Project List
 - IV. Revised Functional Classification System Schedule
 - V. FY 2015 SURTP Program Grant Application
 - VI. Quarterly Project Tracking Review
 - VII. FY 2013 Truck Volumes-Revised Map
 - VIII. INDOT's 18 Month Letting List
 - IX. Other Business

CARROLL COUNTY ADMINISTRATIVE COMMITTEE

FEBRUARY 10, 2014

3:00PM

CARROLL COUNTY COURTHOUSE EMPLOYEES LOUNGE

MEMBERS PRESENT

Pat Clawson	President Carroll County Commissioners
Ann Brown	Carroll County Council Representative
Randy Strasser	Mayor of Delphi
Pete Wagoner	Camden Town Council Representative
Marcia Blansett (proxy for Robert Alderman)	INDOT District Director

MEMBERS ABSENT

Carolyn Pearson	Delphi City Council President
Vince Seward	Flora Town Council President

Ex-Officio Members Present

John Thomas (proxy for Sallie Fahey)	Area Plan Commission
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Also Present

Tim Stroshine	Area Plan Commission Staff
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I. APPROVAL OF MINUTES

Pat Clawson moved to approve the minutes from the November 12, 2013 meeting. Pete Wagoner seconded and the minutes were approved by unanimous voice vote.

II. FY 2014 TRAFFIC COUNT LOCATIONS

Tim Stroshine referred to the map showing the locations and actual counts for 2011 through 2013. We would normally retake the 2011 counts but we realize things change and that some of the count site may need to be changed. The Technical Committee requested some location changes and we will make those adjustments as well as make any future requests.

III. REVIEW OF COMMUNITY-WIDE COMPREHENSIVE SHORT TERM PROJECT LIST

John Thomas referred to the project list that was mailed in the packet and said this list was developed in June, 2012 after being discussed at several Technical and Administrative Committee meetings. This list represents the improvements, funded or unfunded, the community would like to see. The Tech Committee reviewed the list and will make recommendations for additions, deletions, or changes. He hopes to have an updated list for adoption at the May Administrative Committee meeting.

Pete Wagoner asked when APC needs the updates in order to make the changes before the May meeting.

John Thomas replied that he would like to have the updates by the middle of April.

Randy Strasser joined the meeting in progress.

IV. REVISED FUNCTIONAL CLASSIFICATION SYSTEM SCHEDULE

Tim Stroshine said INDOT has requested that we revisit the Functional Classification maps and submit any revisions for review and approval. The Technical Committee raised a couple of issues about the map and staff is going to follow up on those issues. He said these maps are updated every ten years and they correspond with the census. The maps are needed to obtain Federal funding for road projects. He referred to the FHWA Functional Classification Guidelines Summary that was distributed prior to the meeting. He said we will be editing the current, approved classification map and hope to have the new map completed by May for INDOT approval. The map then can be sent to FHWA for adoption. He went on to say the Tech Committee identified the industrial truck traffic generators like large industry on the map (Indiana Packers, Andersons, and the stone quarry).

Pat Clawson said there is a seed and grain operation on CR 300 South and he identified the location on the map.

Marcia Blansett said if circumstances change between census years you can apply for a road classification change through INDOT.

Randy Strasser asked how Main Street going east is classified because it is no longer a state road.

Tim Stroshine said that road is classified as a minor arterial on the proposed map.

John Thomas said we discussed downgrading that road because of the Hoosier Heartland. Doing that would still make the road eligible for Federal aid even though the road will not have the volume it used to.

Randy Strasser agreed with reclassifying that road as a minor arterial. He said CR 700 West going into Delphi from the north shows the route hitting Wilson Street and coming to Main Street but that is not how the ordinances for the truck route are written. CR 700 West actually comes in to Adams to Washington Street. He said he will provide APC with those ordinances. He added that there might be another change to that this year. Because of the Hoosier Heartland, some of the realignment in the downtown area had to be looked at. He then identified the truck routes and possible truck route modifications on the Delphi map.

Pat Clawson agreed and said the bridge at the old arch needs to be looked at before anything can be done. He hopes to get that done in spring.

V. FY 2015 SURPT PROGRAM GRANT APPLICATION

John Thomas said the grant application has been submitted to INDOT for approval. The application outlines the scope of work to be performed by APC in FY 2015 (starting July 1, 2014). The application is the same as last year's with a few minor changes. A copy of the application was provided in the packet and it gives an overview of the work APC will perform for Carroll County next fiscal year.

VI. QUARTERLY PROJECT TRACKING REVIEW

DELPHI

Delphi Freedom Bridge
No information provided

Safe Routes to School Infrastructure
No information provided

Historic Interurban/Deer Creek Trail

The City has determined that R/W impacts along the eastern segment of the trail are going to be too costly to resolve and asked that the trail route be rerouted to avoid these properties and are requesting INDOT to revise the project scope. Once the scope has been worked out the project schedule can be revised.

Downtown Streetscape, Phase I

No information provided

Downtown Streetscape, Phase II

No information provided

Washington Street Gateway Trail Project, Phase I

No information provided

Washington Street Gateway Trail Project, Phase II

No information provided

John Thomas said he only received a tracking report for the Historic Interurban Deer Creek Trail project.

Randy Strasser said INDOT had some glitches in their reporting program and he just received the email last Friday. He learned that you have to use Internet Explorer. If all the fields are not filled out you are not able to submit.

Marcia Blansett said she is aware of that but if a scheduled date is changing, a log note has to be put in for each date that is changing. She suggested putting in that the schedule is changing and "see above" for all the other categories. There will always be a problem if the box does not come up.

Randy Strasser said all the data is in for each project and all that needs to be filled in is the comment section before the reports will be accepted.

John Thomas asked Marcia Blansett to follow up with Randy Strasser to get the information on the Delphi projects.

Randy Strasser said that four of the Delphi projects have some large INDOT issues that FHWA and INDOT are trying to rectify before the projects can move forward.

VII. FY 2013 REVISED TRUCK VOLUME MAP

Tim Stroshine said we took the truck volume map that was presented at the last meeting showing the traffic count locations and the percentage of truck traffic at each location. The larger the circle, the higher the truck volume as well as the year the count was taken. He said that Paul Coutts asked that we expand the data to include the types of trucks that are traveling at each location. The green in the circles indicates the percentage of single-unit trucks at a location and the red indicates the percentage of multi-unit trucks at each location. At the Tech meeting today, Paul Coutts said he is more concerned with the weight of the trucks rather than if the trucks are single-unit or multi-unit. Anna Burman will look at the traffic count data again and revise the map to show the new information.

John Thomas suggested adding the number of trucks along with the percentage of trucks data because it is possible to have a large percentage of trucks on a small volume road and a low percentage of trucks on a low volume road. He went on to say a traffic counter counts puffs of air from the tube that stretches across the road and the algorithms show the type of vehicle being counted by the number of puffs of air.

VIII. INDOT 18-MONTH LETTING LIST

John Thomas referred to the list and said there are new bridge deck overlay projects listed for SR 18 and SR 75. The two SR 18 projects and the Gateway Trail Phase 2 project that were on the previous list are no longer listed. At the Tech Committee meeting earlier this afternoon, Marcia Blansett said she would check into the status of the three projects that are no longer on the letting list.

IX. OTHER BUSINESS

None

A handwritten signature in cursive script that reads "Sallie Dell Fahey". The signature is written in black ink on a light-colored background.

Sallie Dell Fahey

Secretary

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Sallie Dell Fahey
Executive Director

CARROLL COUNTY ADMINISTRATIVE TRANSPORTATION COMMITTEE MEETING

DATE.....Monday, May 12, 2014
TIME.....3:00 PM
PLACE.....Employees Lounge
Carroll County Courthouse

AGENDA

- I. Approval of minutes from November 12, and meeting summary from February 10, 2013
- II. FY 2014 Traffic Count Locations and Level of Service Calculations
- III. Review of Updated Community Wide Comprehensive Short Term Project List
- IV. Revised Functional Classification System Schedule
- V. Quarterly Project Tracking Review
- VI. ADA and Title VI Compliance
- VII. INDOT's 18 Month Letting List
- VIII. Other Business

**CARROLL COUNTY ADMINISTRATIVE COMMITTEE
MINUTES**

**MAY 12, 2014
3:00PM**

CARROLL COUNTY COURTHOUSE EMPLOYEES LOUNGE

MEMBERS PRESENT

Ann Brown	President Carroll County Council
Randy Strasser	Mayor of Delphi
Pete Wagoner	Camden Town Council Representative
Pat Clawson	President Carroll County Commissioners
Chuck Everett (proxy for Vince Seward)	Flora Town Council President
Marcia Blansett	INDOT – La Porte District

MEMBERS ABSENT

Dick Traeger	Delphi City Council President
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EX-OFFICIO MEMBERS

Sallie Fahey	MPO Executive Director
Laura Walls	Carroll County EDC

ALSO PRESENT

John Thomas	Area Plan Commission Staff
Tim Stroshine	Area Plan Commission Staff

Chair Ann Brown called the meeting to order at 3:00pm.

I. APPROVAL OF MINUTES

Pete Wagoner moved to approve the minutes from the February 10, 2014 meeting. Randy Strasser seconded and the motion passed by unanimous voice vote.

II. FY 2014 TRAFFIC COUNT LOCATIONS AND LEVEL OF SERVICE CALCULATIONS

Tim Stroshine said we have determined the traffic count locations for this year and they are marked on the map that was distributed with the packet. We take these counts on a 3-year cycle and usually repeat the locations but this year Paul Coutts suggested we make a few changes and additions. We plan to make local law enforcement officials aware of where the counts are being taken each week.

John Thomas distributed a handout showing how vehicles are classified. Trucks are classified single-unit or multi-unit. The handout shows the eight truck classifications. He went on to say multi-unit trucks are Class V and above on the chart.

Tim Stroshine said we get a basic volume count at each location and that tells you how many vehicles are going across a certain segment of road and we also get a classification count that estimates what kinds of vehicles are going across that same segment of road. He went on to say the counts shown are the ones we take but there are a lot of counts taken by INDOT that are not reflected on the map.

Sallie Fahey said taking the counts on a 3-year cycle will give us some trend information.

III. COMMUNITY-WIDE COMPREHENSIVE SHORT TERM PROJECT LIST

John Thomas displayed a color copy of the list that was mailed with the packet that shows the short term project list put together two years ago. He has already gotten some updates from Camden and new information on the Carroll County projects. He said we will be eliminating the project year and instead numbering the projects for each jurisdiction as they appear on the list (1,2,3,4, etc.). The Tech Committee thinks prioritizing the projects makes more sense as the years will fluctuate and voted to recommend approval of the list as amended.

Laura Walls said the Economic Development Commission of Carroll County is contemplating improvements to CR 100 North from US 421 west to the entrance of the Hoosier Heartland Industrial Park.

Pat Clawson thinks that project should be added to the list as a #1 priority for Carroll County.

John Thomas said that Paul Coutts added one project but did not add that one.

Pat Clawson said the engineering work is being done right now for that project and they will provide more information to APC when it is available.

Randy Strasser moved to approve **THE COMMUNITY-WIDE COMPREHENSIVE SHORT TERM PROJECT LIST AS AMENDED**. Chuck Everett seconded and the motion was approved by unanimous voice vote.

IV. REVISED FUNCTIONAL CLASSIFICATION SYSTEM MAP

Tim Stroshine displayed the map that was mailed in the packet and stated we have updated the map to correspond with the Census Urbanized Area Boundary. The map will help us determine which roads are eligible for the various Federal funds that are available. He pointed out the road that used to be a major collector but due to the proposed new truck route (Adams to Washington to 9th) we changed the road to a minor collector. At the Tech Committee meeting Paul Coutts asked us to remove Springboro Road because it is not part of Carroll County. Staff is meeting with INDOT on May 20th to present this map. After INDOT approves the map it will be sent to Federal Highway for approval. At some point we will also need approval from the Chief Elected Official from each jurisdiction in Carroll County. He said staff will keep everyone updated as the map goes through the approval process.

Randy Strasser asked how the road designations match up with the traffic counts.

John Thomas said there is not a 1/1 correlation because traffic counts are only one of the criteria used for functional class.

Tim Stroshine added that traffic counts are one of the most important items we use but FHWA wants us to look at them from a qualitative perspective to see how roads connect to each other. Sometimes a road may not have as much traffic as other roads in the same class but it still can be an important functional connector for how traffic gets from point A to point B.

Sallie Fahey said for the first time we were asked to look at first and last miles for freight. We tried to identify some of the freight generators and make sure there are appropriately classed roads to those areas.

Pete Wagoner asked if staff assumes the weight requirement is always there when looking at freight.

Sallie Fahey replied that staff made that a subjective call.

John Thomas said it is hard to predict where future freight terminals will be. If one develops over time we can adjust the map.

Tim Stroshine explained that we do a major update every ten years but there is a process to amend the map any time. We want to make sure we always have an accurate picture.

Sallie Fahey said if a jurisdiction gets a big company in a place where the road is not a functionally classified connector staff can make changes to the map.

John Thomas asked the Committee to adopt the map because we need that approval to take this map to INDOT and start the approval process.

Pat Clawson moved to adopt the **REVISED FUNCTIONAL CLASSIFICATION SYSTEM MAP**. Randy Strasser seconded and the motion was approved by unanimous voice vote.

Randy Strasser asked for copies of the color maps.

Tim Stroshine said he can email the colored maps because they are not yet available online.

Sallie Fahey reminded the Committee that the maps are merely drafts until we receive approval from FHWA and INDOT.

Randy Strasser said it will be nice to print out the map and use it for reference.

V. QUARTERLY PROJECT TRACKING REVIEW

John Thomas said there was a list of projects included in the packet. The function of quarterly tracking is to see the project status and take care of any problems that may be holding up a project.

DELPHI

Delphi Freedom Bridge

Randy Strasser said that project is under contract now with a late summer/fall completion date.

John Thomas said the Crawfordsville District is asking APC to update our quarterly project reports after construction. Right now INDOT is only asking for the completion percentage. He asked if LaPorte is asking for the same thing.

Marcia Blansett said LaPorte tracks change orders and percentages of completion. It is important to make sure that all invoices have been submitted for things like construction inspections.

John Thomas asked who we should ask about change orders and billing.

Randy Strasser said all change orders come through him. Change orders for projects have to be pre-approved by INDOT. Formal approval comes from the Board of Works. He has also been told that all the quarterly reports have to be done even if a project is under construction.

John Thomas asked Randy Strasser if he has had any change orders for construction yet.

Randy Strasser said there have not been any change orders for this project.

Safe Routes to School Infrastructure

Randy Strasser said that project has been completed and he believes the final billing has been submitted.

Marcia Blansett said she has received billing for construction. She asked that everyone let her know that a project has been completed when the bill for final construction inspection is submitted. When that is done she can take the project off the quarterly report list.

Historic Interurban/Deer Creek Trail

John Thomas says the dates have been changed because of the environmental and the right-of-way. He asked if the contract is ready for letting dates or if it needs to be changed.

Randy Strasser said that project should go to letting in December 2014.

John Thomas asked how much right-of-way has to be purchased.

Randy Strasser replied that the report John Thomas is looking at is an old report. He said there is an updated report available. He added that there are no right-of-way issues on this project. The major issue for this project was Flood Plain delineation.

Downtown Streetscape, Phase I

Downtown Streetscape, Phase II

John Thomas said this project is scheduled to be let in December 2014.

Randy Strasser said he just received notice two weeks ago that the environmental report is complete and approved by INDOT.

Sallie Fahey asked if the environmental for Phase I and Phase II was done together.

Randy Strasser replied that the environmental for both phases was done together.

John Thomas asked if they need to make any changes to the Federal funding amounts for either or both of the projects.

Randy Strasser answered that there were change orders for Phase II. He added that there is an update to the update.

John Thomas added that Phase III design needs to be completed.

Randy Strasser said the field check has already been scheduled.

Washington Street Gateway Trail Project, Phase I

John Thomas said this project has been let and construction is set to begin.

Randy Strasser said there are still some documents and permits that are needed before construction can begin. The contractor hopes to have everything taken care of later this week.

Washington Street Gateway Trail Project, Phase II

John Thomas said there appears to be a money issue but the environmental has been submitted.

Randy Strasser said all the documents for Streetscape I and II and Gateway Trail II were under the same environmental.

John Thomas said the Federal funds estimate for all the phases of this project is \$1,762,398 but \$960,000 is all the Federal funds that were allocated. He asked if we need to request additional Federal funds.

Randy Strasser said right now that is a moving target. The amount of Federal funds is set so there will not be any more Federal funds.

Pete Wagoner asked if there is a status update on the unfinished portions of the Hoosier Heartland. Work is being done on an overpass connection on CR 50 West.

Marcia Blansett said that is not an LPA project.

Pat Clawson said right now there are several connections that need to be worked on and he is glad to see the traffic counts in those areas are not too high.

Pete Wagoner said Jim Earl told him at the Heartland ribbon cutting last October that the contract for the bridge was scheduled for May 2014. He can see they are working on it and he knows that the bridge project is separate from the approach road project. Road work has a bearing on traffic. When they work on CR 75 and CR 650 the counts will be impacted by the connector.

John Thomas asked Marcia Blansett to find out information about the completion of the bridge approach work.

Marcia Blansett asked what bridge approaches we want completion dates for.

Pat Clawson and Pete Wagoner said they would like information on the completion of the SR 75 extension. It is referred to as the Flora/Camden connection but it is actually CR 50 West.

Marcia Blansett said she will try to get a completion date for that project.

Pete Wagoner said the last completion date he heard was May 2014 but that is obviously not the case. He is glad they are working on the bridge but nothing is being done on the connection.

Pat Clawson asked if CR 300 is officially open yet.

Randy Strasser replied that the road is not officially open yet.

Pat Clawson said CR 500 is basically railroad to railroad and the tracks need to be put down. CR 600 is full of water right now.

VI. ADA and TITLE VI COMPLIANCE

John Thomas said the jurisdictions should have received a letter from INDOT letting everyone know that INDOT is scheduling Title VI (discrimination) audits. Most jurisdictions have some type of a Title VI non-discrimination process and ADA is part of this component. Jurisdictions have to have a policy and have some type of outreach to make the public aware of the policy. He said he put together some additional documentation that gives examples of some of the things that are needed and added that staff will assist to make sure everyone is ready in case they are audited. Most jurisdictions have some type of Title VI with regard to discrimination based on race, color, national origin, age, sex, disability, income status, or limited English proficiency. We also have to make sure everyone has complaint forms, notices, and logs.

Sallie Fahey said Kathy Mylet informed the Tech Committee that she would put together the ordinances that Carroll County passed that pertain to Title VI. That will help us identify any gaps that need to be filled.

Randy Strasser said he has to have a lot of those things in order to apply for Federal grants.

John Thomas asked if each jurisdiction has an ADA plan in place. He knows Delphi has an ADA Plan.

Pat Clawson said Carroll County has an ADA plan.

Pete Wagoner thinks Camden is working on an ADA Plan.

Chuck Everett thinks Flora has an ADA Plan but he will check to be sure.

John Thomas said there has to be a designated ADA person in each jurisdiction and often the Title VI person is the same.

Randy Strasser thanks staff for the information because it will be very helpful.

Sallie Fahey said John Thomas is APC's Title VI person so he will be the contact if there are any needs, questions, or work that needs to be done.

VII. INDOT 18-MONTH LETTING LIST

John Thomas referred to the list that was included in the packet showing the seven INDOT projects in Carroll County. Marcia Blansett believes the new letting date should be July 2015 and not July 2014 for the Gateway Trail Phase II project. Nothing has changed on the other six projects on the list. The Gateway Trail Phase I project was awarded in February with a July 2014 completion date. One SR 18 project that was left off the last list was moved outside the scope of the 18-month list and the cost for the other SR 18 project came in too high so INDOT is considering other options.

VIII. OTHER BUSINESS

Randy Strasser apologized to John Thomas for not getting the quarterly report to him in a timely manner. He will make sure to forward the copies prior to the meeting.

John Thomas said the next meeting of the Administrative Committee will be Monday, August 11th.

Sallie Fahey said we have had some trouble getting quorums for the Technical and Administrative Committee meetings so we made a special appeal and got some people at the Tech meeting that we have never seen before. We found out that Steve Mullin is the new police chief and Steve gave us the name for the new Camden Town Marshal. We also adopted a motion that requires five members be present to constitute a quorum instead of the standard seven (because there are 13 on the Board). She hopes people will be coming more regularly. The Camden Street Commissioner attended for the first time and commented that "he didn't know we really want him to attend the meetings". We need to know who is replacing Chuck Everett as the Flora Street Commissioner. She does not think Paul Redmond has ever attended a meeting and added that she is not sure we need a representative from the Delphi Airport.

Pat Clawson thinks we should track meeting attendance and appointing proxies for those unable to attend regularly.

Randy Strasser does not think we need a representative from the Delphi Airport at the Tech Committee meetings.

Sallie Fahey does not think the Delphi City Council President has ever attended an Administrative Committee meeting. She then asked if the President is still Carolyn Pearson.

Randy Strasser said that just changed and the Delphi Council President is now Dick Traeger. He said his office will provide his contact information but feels the information can be sent to Dick Traeger at City Hall.

Sallie Fahey said we will need a replacement/proxy for the Flora Town Council. We now have Vince Seward listed as the council representative but she believes Josh Ayres is the President.

Chuck Everett said he will be Josh Ayres second proxy as he already will be attending the Tech meeting the same day.

Randy Strasser said he hopes we are going in the right direction for the Technical and Administrative Committee meetings.

John Thomas thinks things are going right. We are here to provide information that the jurisdictions can use to make decisions and give everyone a clear idea of what everyone else is doing.

Sallie Fahey said we will be doing our first Level of Service Analysis before the end of this fiscal year. That will tell us how efficiently the roads are being used.

John Thomas added that there will be a letter grade (A through F) for each of the traffic count locations.

Sallie Fahey said an "A" grade means a road is so uncongested it is inefficient and "F" grade means a road is gridlocked. A "C" grade is ideal because that means a road is being used to a good capacity but people aren't terribly delayed.

IX. ADJOURNMENT

Randy Strasser moved to adjourn the meeting. Ann Brown seconded.

The meeting adjourned at 3:55p.m.



Sallie Dell Fahey
Secretary

Appendix 3
Technical Transportation Committee
2014 Roster, Agendas and Minutes

CARROLL COUNTY
TECHNICAL TRANSPORTATION COMMITTEE
2014 ROSTER

Carroll County Highway Engineer	Paul Coutts
Delphi Street Commissioner	Aaron Lyons
Camden Street Commissioner	Jerry Snavely, Jr
Flora Street Commissioner	Chuck Everett
Flora Airport	Debbie Lowe
Carroll County Sheriff	Tony Burns
Delphi Police Department	Steve Mullin
Flora Police Department	Paul Redmon
Camden Town Marshall	Randy Larimore
Area Plan Commission Staff	Kathy Mylet
MPO Executive Director	Sallie Dell Fahey
INDOT District LPA Coordinator	Marcia Blansett

THE

Area Plan Commission

of TIPPECANOE COUNTY

20 NORTH 3RD STREET
LAFAYETTE, INDIANA 47901-1209

(765) 423-9242
(765) 423-9154 [FAX]

SALLIE DELL FAHEY
EXECUTIVE DIRECTOR

**CARROLL COUNTY
TECHNICAL TRANSPORTATION COMMITTEE MEETING**

DATE.....Monday, August 12, 2013

TIME.....2:00 PM

PLACE.....Employees Lounge
Carroll County Courthouse

AGENDA

- I. Approval of minutes from May 13, 2013
 - II. FY 2014 Grant Request Update
 - III. Summary of the 2013 Traffic Counting Program
 - IV. Quarterly Project Tracking Review
 - V. INDOT's 18 Month Letting List
 - VI. Other Business

**CARROLL COUNTY TECHNICAL TRANSPORTATION COMMITTEE
MEETING MINUTES**

**AUGUST 12, 2013
2:00PM**

CARROLL COUNTY COURTHOUSE EMPLOYEES LOUNGE

MEMBERS PRESENT

Paul Coutts	Carroll County Highway Engineer
Chuck Everett	Flora Street Commissioner
Debbie Lowe	Flora Airport
Sallie Fahey	MPO Executive Director
Marcia Blansett	INDOT District LPA Coordinator

MEMBERS ABSENT

Tony Burns	Carroll County Sheriff
Jerry Snavely, Jr.	Camden Street Commissioner
Brian Stirm	Delphi Airport
John Chapman	Delphi Police Department
Paul Redmon	Flora Police Department
Steve Mullin	Camden Town Marshall
Kathy Mylet	Area Plan Commission Staff
Aaron Lyons	Delphi Street Commissioner

NON-VOTING MEMBERS PRESENT

ALSO PRESENT

John Thomas	Area Plan Commission of Tippecanoe County
Doug Poad	Area Plan Commission of Tippecanoe County
Anna Burman	Area Plan Commission of Tippecanoe County

In the absence of the President, Paul Coutts called the meeting to order at 2:00p.m.

I. APPROVAL OF MINUTES

Chuck Everett moved to approve the minutes from the May 13, 2013 meeting. Debbie Lowe seconded and the motion passed by unanimous voice vote.

II. FY 2014 GRANT REQUEST UPDATE

Sallie Fahey said INDOT recently asked if we would add an activity to the FY 2014 grant to develop the level of service for each of the highway segments that we count in 2014. INDOT has given us a methodology to use for that. That added a total of \$1139.00 to the grant. INDOT's share is \$911.00 and the local match is \$228.00. That makes the total contract amount for FY 2014, which began July 1st, \$30,585.00 with the local share being \$6,095.00. She added that Carroll County will not be billed for that until calendar year 2014.

Debbie Lowe asked what "level of service" means.

Sallie Fahey replied that that means how congested the road is. Level of Service is generally counted in "A" through "F" and we are all shooting for "C" because it means that traffic is moving and the road is being used efficiently to some capacity. Level "A" means that a road was overbuilt and there are not

enough vehicles on it while a level “F” is gridlock. The level is determined through a methodology INDOT has given us.

Paul Coutts added that it is an engineering equation.

John Thomas said the levels are assigned primarily from the traffic counts we have taken and comparing them to the number of lanes, shoulder, etc.

Debbie Lowe asked who will be doing this work.

Sallie Fahey replied that APC will be doing that.

Paul Coutts thinks that for a little over \$200.00 it is well worth it. He thinks it will be interesting to see what we will find out about the various roads because some of the Carroll County roads are not much of a road.

Sallie Fahey agreed because staff has done a lot of counts on gravel roads.

Paul Coutts said a lot of the roads are narrow with no shoulders.

Debbie Lowe asked if assigning the levels will help determine the work that needs to be done on specific roads.

Sallie Fahey said this will help us determine priorities.

X. SUMMARY OF THE 2013 TRAFFIC COUNTING PROGRAM

John Thomas referred to the map showing the locations of the sixty counts we did in Carroll County last May and June along with the average number of vehicles per day. When we combined this year’s counts with the counts from the last two years we now have data from three years to work with. The counting equipment gives us average speeds from the same data set of the vehicles. Related to speed is criteria called the 85th Percentile which is typically what you are recommended to use as the speed limit. We need to revisit the roads where the 85th Percentile is too high or too low.

Sallie Fahey said that applies to the 85th Percentile of 71mph on the road that goes straight through the county.

Paul Coutts said the factory workers use that road and he is not about to put a 70 mph speed limit on that road. He was shocked at some of the speeds on some of the local county roads.

John Thomas said this additional information will be very helpful.

Paul Coutts said CR 100 North, west of 75, and over to CR 350 West, where we got the 64mph and 61mph percentile amazes him because that road is in really bad shape. He drives that road at around 45 mph and he still bounces around quite a bit. He thinks there is also a problem on Carrollton Road.

Debbie Lowe recalls complaining about that road.

Sallie Fahey said we definitely want to share this information with the law enforcement offices.

John Thomas said we got sixty good counts providing good data this year.

Debbie Lowe asked what Paul Coutts was telling the Commissioners about the 85th Percentile.

Paul Coutts said he informed the Commissioners that when you look at setting a speed limit you typically run your traffic counts and check the speeds. The 85th Percentile is where you would normally set the

speed limit. We are seeing that in these cases it is an enforcement problem because people are going way too fast for the roads.

Debbie Lowe asked if there is a percentage of vehicles needed to comprise that information.

Paul Coutts said the data says that 15% of the people drive 71 mph or more. We are not sure how many people drive 55 mph or less.

John Thomas said it is interesting to see what the average speed is versus the percentile.

Sallie Fahey said a 50 percentile does not indicate that 50% of the people drive the speed limit because it really says that half drive faster and half drive slower than the speed limit.

John Thomas agrees that this is not the median. You expect the percentile to be lower than the median. If the 85th Percentile is 71 it means that 15% of the drivers are going faster than 71 mph.

Debbie Lowe asked how the data helps law enforcement.

Sallie Fahey said we can correlate this data with crashes.

Debbie Lowe thinks this data is meaningful.

Sallie Fahey said this data is used to set speed limits on roads and to enforce speed limits once they are set.

Paul Coutts said we are fairly comfortable that the hoses and counters are working right to give us good data.

Anna Burman said she downloaded all the information and worked it. If there are issues with some of the sites we would prioritize them and go out and take an additional count. We did not submit the data as verifiable until we were satisfied that all the equipment was working properly.

Chuck Everett asked if we know what time of day the counts were taken.

John Thomas said that information is in the data we collected. We can even determine the time of day people speed on a road.

Paul Coutts said the data on CR 100 North has to correlate with shift times at the hog plant. He thanked staff for doing such a good job. The data collected was an eye-opener for him.

XI. QUARTERLY PROJECT TRACKING REVIEW

Doug Poad referred to the updated project sheet that was distributed prior to the meeting that has a few minor changes from the project sheet that was mailed with the packet. He went on to say the quarterly report summarizes the status of each project.

Historic Interurban/Deer Creek Trail

The environmental report is underway and October 2013 is the target date for completion with a March 2015 letting. Comparing that to the previous quarter the project appears to be on track and the project has not slipped. The quarterly report says the amount of Federal funds available for construction is \$223,533 but looking at SPMS there is \$188,820 available so there is a discrepancy. He is not sure if the project needs additional funds.

Sallie Fahey said the quarterly report says there is \$376,581 in Federal funds for all phases and that number does not match either of the other two numbers.

Marcia Blansett said the \$376,581 is for all PE and R/W. The other two figures are just for construction.

Doug Poad said the bottom number is still \$325,000 so there is a discrepancy.

Marcia Blansett said INDOT met with the consultant for that project last week and said she has updated quarterly reports with dates for all the Stellar projects. She will make sure everyone gets copies of them.

Downtown Streetscape, Phase I

Downtown Streetscape, Phase II

Washington Gateway Trail, Phase II (Des # 1297747)

There are no construction dollars listed for these three projects because there were requests to revisit the Stellar projects to see if some of the funds could be redistributed or moved around. The estimated cost for the **Downtown Streetscape, Phase 1** was \$2,640,000 but the approved SPMS allocation is \$2,998,348. There might be additional Federal funding there that can be used for other projects.

Sallie Fahey pointed out that we did not get updated numbers in these quarterly reports that were submitted.

Marcia Blansett said she does not have those numbers either. The consultants are going to meet with the mayor and put together a letter stating what funding is needed for each project and where the funding needs to be moved. Once she receives that information she will forward it to INDOT in Indianapolis for approval.

Debbie Lowe asked if Delphi asked for a reallocation.

Doug Poad thinks these projects are using Transportation Enhancement money. Delphi was given a set amount of money and when they looked at these four projects individually they allocated what they thought they would need for each project. In the engineering phase they could actually determine how much money was needed for each phase of each project. The estimates needed to be revisited because some of the projects did not need as much money as they originally thought. All they are doing is rebalancing the whole pot of money within the four projects.

John Thomas said he noticed that the **Downtown Streetscape** projects have a letting date of December 2014. He asked if that creates a problem when we need to obligate the TE funds by the end of July in 2014.

Marcia Blansett replied that that is the case unless we are using Transportation Alternative funds. She is not sure if those funds need to be obligated by the end of FY 2014 but she will look into it. Most of the Stellar projects are in 2014 or 2015 and no one has notified her that that cannot be done.

Sallie Fahey said we did not know if Stellar projects had different standards and dates for the use of the money. She explained that MPOs in Indiana do not have it in writing from INDOT but there is every reason to believe that INDOT will require that all the money left from SAFETEA-LU and MAP-21 will have to be used before the MAP-21 transportation bill expires September 30, 2014. That means that the money has to be obligated and that happens about six weeks before letting. When money is obligated it transfers from Federal to state coffers. Because of that we are being hyper-vigilant that no project loses its money because it was not obligated in time.

Marcia Blansett said as long as the projects do not move out past December 2014 they will meet that obligation because the funds would be obligated back in October or November.

Sallie Fahey said there is a concern because the amount of Federal appropriation in SPMS and the Federal funds for all the phases is not enough to cover the cost of the **Washington Gateway Trail, Phase II (Des# 1297746)**.

XII. INDOT 18-MONTH LETTING LIST

Doug Poad referred to the list that was mailed with the packet and said there are new projects on the list. Some of the new projects on the list were discussed during the quarterly report. The letting date for the SR 22 project has moved up to November 2013 and the letting date for the Gateway Trail Phase I project has been moved from May 2014 to February 2014. The Bike/Ped Trail from Hamilton to Washington was on the list but it is not listed anymore. The SR 75 project was let in May.

Paul Coutts said that project has been completed and it is open.

Marcia Blansett said the letting date for the Bike/Ped project was pushed to March 2015 and that is why it is no longer on the list.

XIII. OTHER BUSINESS

FY 2012 Annual Completion Report

John Thomas distributed copies of the Completion Report from July 2011 through June 2012. Now that the minutes from the May Tech meeting were approved today staff can finish the 2013 Completion Report so it can be handed out at the next quarterly meeting.

Joint Meeting

Sallie Fahey said that between the two meetings today Arvid Olson, a volunteer at Greater Lafayette Commerce, will talk to the Administrative and Technical Committees about a summit Greater Lafayette Commerce is holding about the Hoosier State Amtrak Rail Service.

Paul Coutts asked if the Committees needs to take any final action.

Sallie Fahey said no action is needed unless the Committees decide that it is important and want to do anything. She said that maybe the Carroll County Commissioners and Council will decide they might want to do something but that is up to them individually.

XIV. ADJOURNMENT

Chuck Everett moved to adjourn the meeting. Debbie Lowe seconded.

The meeting adjourned at 2:35p.m.



Sallie Dell Fahey
Secretary

AREA PLAN COMMISSION

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Sallie Dell Fahey
Executive Director

CARROLL COUNTY TECHNICAL TRANSPORTATION COMMITTEE MEETING

DATE.....Tuesday, November 12, 2013
TIME.....2:00 PM
PLACE.....Employees Lounge
Carroll County Courthouse

AGENDA

- I. Approval of minutes from Aug 12, 2013
 - II. INDOT Local Program: Notice of Funding Availability
 - III. FY 2013 Annual Completion Report
 - IV. FY 2014 Truck Volumes
 - V. Quarterly Project Tracking Review
 - VI. INDOT's 18 Month Letting List
 - VII. Other Business

**CARROLL COUNTY TECHNICAL TRANSPORTATION COMMITTEE
MEETING MINUTES
NOVEMBER 12, 2013
2:00PM
CARROLL COUNTY COURTHOUSE EMPLOYEES LOUNGE**

MEMBERS PRESENT

Paul Coutts	Carroll County Highway Engineer
Chuck Everett	Flora Street Commissioner
Debbie Lowe	Flora Airport
Kathy Mylet	Area Plan Commission Staff
Sallie Fahey	MPO Executive Director
John Chapman	Delphi Police Department

MEMBERS ABSENT

Tony Burns	Carroll County Sheriff
Jerry Snavelly, Jr.	Camden Street Commissioner
Brian Stirm	Delphi Airport
Paul Redmon	Flora Police Department
Steve Mullin	Camden Town Marshall
Aaron Lyons	Delphi Street Commissioner
Marcia Blansett	INDOT District LPA Coordinator
Debbie Lowe	Flora Airport

NON-VOTING MEMBERS PRESENT

ALSO PRESENT

John Thomas	Area Plan Commission of Tippecanoe County
Tim Stroshine	Area Plan Commission of Tippecanoe County
Anna Burman	Area Plan Commission of Tippecanoe County

Paul Coutts called the meeting to order at 2:00p.m.

I. APPROVAL OF MINUTES

Chuck Everett moved to approve the minutes from the August 12, 2013 meeting. Sallie Fahey seconded and the motion passed by unanimous voice vote.

Sallie Fahey introduced the new dedicated APC transportation planner Tim Stroshine. She said Tim just finished his Masters in Transportation Engineering at Purdue and added that he is an engineer-in-training. He will be working on crash data, traffic counts, Intelligent Transportation Architecture updates. He will also be the lead person in freight planning.

Sallie Fahey then introduced the Committee Members present to Tim.

**II. INDOT LOCAL PROGRAM
Notice of Funding Availability**

John Thomas referred to the letter from INDOT that was included in the packet that states there are funds available for new bridge, road, safety, trail, safe routes to school, and any other project that is eligible under MAP 21. The funds will cover all phases of development and construction to be bid in state fiscal year 2017. The projects need to be bid out between July 1, 2016 and April 30, 2017. He said Marcia Blansett or APC staff will be glad to help if anyone encounters any problems.

Paul Coutts said Marcia Blansett is always very helpful because he has trouble with the electronic entry.

John Thomas agrees that the electronic entry is a real challenge.

Paul Coutts thinks it is difficult because sometimes there is a call for certain projects only. He would prefer to see calls for all projects. The December 13th deadline is also a problem for him because that does not give him much time. He asked if a confirmation will be sent once all the information is entered and the application has been completed.

John Thomas said INDOT will send a confirmation email.

Kathy Mylet asked if these things are always done 3 years out.

John Thomas explained that the 3-year-out-date is for construction. INDOT requires all the planning to be completed earlier than that.

III. FY 2013 ANNUAL COMPLETION REPORT

John Thomas referred to the red, white, and blue report that was distributed prior to the meeting and said it is a summary of the activities that we did in FY 2013 for Carroll County. All the data is graphically and tabularly summarized and the meeting minutes are also included. This document provides all the information on the work done by APC in FY 2013 for Carroll County.

Paul Coutts said he likes the size of the maps because he can actually read the numbers. He added that it is nice to have all the information in one place. He asked if we have done anything to adopt/include the Functional Classification Map.

Sallie Fahey replied that INDOT is not quite ready for us to do that and added that staff has not started on Tippecanoe County's map yet. She thinks that needs to be done in February 2014. She added that staff will work with INDOT to make sure Carroll County is not adopting a map that has changed.

John Thomas said the next quarterly Tech meeting will be on February 10th and adopting the Functional Classification Maps will be on that agenda. He said he will contact Paul Coutts soon about traffic count locations for next summer.

Paul Coutts asked if he could still make minor map changes before the February meeting.

John Thomas said making minor changes will not be a problem.

Paul Counts thanked APC for the Completion Report. He thinks it looks nice and has a lot of valuable information.

Kathy Mylet knows Tony Burns has used the traffic count and accident report information.

IV. FY 20114 TRUCK VOLUMES

Anna Burman referred to the map that was distributed prior to the meeting and said the small green dots are multi-unit trucks (classes 8-13). All others are single-unit trucks (classes 4-7). She explained why and what had to be done to normalize the data. We only took the highest class with the multi-unit trucks.

Sallie Fahey explained that multi-unit trucks are semis and single-unit trucks are everything from pick-ups to box trucks. The percentages on the map represent the total volume of traffic from the map count.

Anna Burman added that the percentages represent a portion of the entire traffic on the road. A 7.5% on the map means that 7.5% of the average daily traffic at that location is from that unit of truck. She explained the map legend that shows the percentages of truck volumes. The map data is based on the 2013 average traffic count data APC staff collected.

Sallie Fahey suggested we add the years of traffic count data that was used in the map title.

Chuck Everett asked if the information is based on seasonal counts.

Anna Burman said annual average traffic data was used and the data is standardized based on seasonal factors from INDOT.

Sallie Fahey said there is no harvesting going on when we take counts in June so the seasonal adjustments account for that.

Paul Coutts asked Anna Burman to point out a county road that has a high volume of semis on it.

Anna Burman said the roads with green dots have a lot of semis.

Sallie Fahey added that roads with a green dot with a yellow ring around have a lot of single-use and multi-use trucks on the road.

Anna Burman said the hot spots for truck traffic are CR 600 North, CR 100 North, and CR 350 West.

Paul Coutts said CR 100 North always has a lot of trucks on it.

John Chapman cannot imagine a lot of semis on CR 350 West south of SR 18.

Chuck Everett thinks there may be a lot of truck traffic going to the elevators.

John Thomas asked if Carroll County is more concerned with the truck volumes or truck volumes by class. He wonders if the information would be more useful if we do not break the truck volumes down by class.

Paul Coutts said he is more interested in which roads the heavier trucks are using because of the safety element of the road. He is not as interested in the weight of the trucks. He thinks roads with high truck volumes need to be as wide as we can make them and eliminate hazards. There are trucks everywhere at harvest time and those trucks will follow the grain market route.

Sallie Fahey thinks it would be worthwhile to do a map that correlates truck volume and crashes to see if there is any correlation.

Anna Burman is not sure there is a way to get weight data from the counters we have. She will check on that.

Paul Coutts said some of the information will change with the new SR 25.

Sallie Fahey thinks it might be interesting to compare three years of truck volume data from before the Hoosier Heartland was completely open and 3 years of truck volume data after the Heartland opened to see what has changed.

Sallie Fahey thinks staff will make a few refinements to the map so the average truck volumes are clear for each year as well as for the three years.

V. QUARTERLY PROJECT TRACKING REVIEW

John Thomas referred to the summary that was mailed with the packet.

DELPHI

Delphi Freedom Bridge

Safe Routes to School Infrastructure

Both of these projects are under construction and both have missed the target completion dates.

Historic Interurban/Deer Creek Trail

This projects has some significant right-of-way issues and INDOT has been asked to rescope the project to avoid some of the right-of-way impacts. There might be some cost issues as well.

Downtown Streetscape, Phase I
Downtown Streetscape, Phase II

The projects will be combined and they should appear as one project in the next quarterly report. Both of these projects are Stellar projects.

Sallie Fahey asked if we are sure these projects will be combined because there are two separate des #s.

John Thomas replied that we can have multiple des #s for one project.

Paul Coutts asked if the comments come from the consultant or from the city.

John Thomas said the consultant typically inserts the comments and the ERC signs off on it.

Washington Street Gateway Trail Project, Phase I

This project appears ready for contract in November as scheduled and is on track for a February 2014 letting.

Washington Street Gateway Trail Project, Phase II

There are changes that need to be made to this project by INDOT. He thinks there might also be a financial shortfall. John Thomas said he will check with Marcia Blansett to see if INDOT has approved the letting date change as well as the funding increase.

Sallie Fahey asked if APC staff decided that rearranging all of the money in the Stellar projects might take care of the funding problem for this project.

John Thomas said the two Downtown Streetscape projects are being combined but he does not see where that is being done for the Washington Street Gateway projects. The Washington Street projects are not as far along so maybe the two projects can be combined also.

John Chapman asked if the Washington Street Gateway project goes down from the stoplight all the way to the Marathon station.

John Thomas was not sure of the specific scope of those projects but said he will check on that.

Sallie Fahey added that APC staff has not been privy to the actual plans.

John Chapman said he asked because there is a serious parking issue up at the Marathon station. People just pull off the highway and run in the station to get things to drink, etc. The problem has been ongoing for many years. If the Washington Street project is going that far he hopes to spend the extra money to put a sidewalk or barrier in at the Marathon Station. He is afraid more people will get hurt there.

Kathy Mylett agreed and said a lot of people pull out from Summit Street onto Washington Street.

John Thomas said if adding a sidewalk or barrier is not in the project scope now it is probably too late if we want to keep the same schedule.

Sallie Fahey asked if Carroll County has a mechanism for closing driveways.

Paul Coutts said part of the problem is that a lot of that is controlled by INDOT because SR 421 comes through there. He knows it is a problem because right now it is one continuous driveway.

John Chapman said he was told by INDOT that Carroll County could put a small, raised walkway in the middle but the gas station wants another entrance near Summit Street if that is done. He is not comfortable with doing that and wonders if there are some standards out there that we can look at.

John Tomas said he will look into that and bring some aerals to the next meeting.

Kathy Mylet asked if there are ever any traffic problems in the alley.

John Chapman said there was a lady that drove all the way down the alley to the school to try to get turned around.

VI. INDOT 18-MONTH LETTING LIST

John Thomas said the only new project on the list is the Bridge Overlay Project over Little Rock Creek and that project is scheduled for a February 4, 2015 letting. There are no other changes, deletions, or additions to the list since the last meeting.

Paul Coutts said it appears a lot of the projects on the list are INDOT projects.

Sallie Fahey said many of the INDOT projects are the Stellar projects.

Kathy Mylet asked what IR 1006 project is.

John Thomas replied that that is the local Historic Bridge over the Deer Creek Trail project that had some right-of-way issues. He is not sure if that project will still meet the March 2014 letting date.

Chuck Everett asked if they are going through town with the SR 18 Bridge Overlay Project.

Paul Coutts is not sure where that project ends. He pointed out that it says from SR 75 to SR 29 so it appears it will go through town but he is not sure.

John Thomas said anytime he has seen that it means all the way and not discontinuous.

Kathy Mylet asked what 2.08 miles east of SR 75 means for the bridge repair project.

Paul Coutts said that is for the little hill before you get to the bridge.

Sallie Fahey said it is a location and not a length.

VII. OTHER BUSINESS

John Thomas said the next meeting will be Monday, February 10, 2014 at 2:00pm.

Anna Burman said she will email Paul Coutts the counts locations for the past two years so he can choose the locations for the 2014 counts.

Paul Coutts said email will be fine.

VIII. ADJOURNMENT

Kathy Mylet moved to adjourn the meeting. Chuck Everett seconded.

The meeting adjourned at 2:35p.m.



Sallie Dell Fahey
Secretary

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Sallie Dell Fahey
Executive Director

CARROLL COUNTY TECHNICAL TRANSPORTATION COMMITTEE MEETING

DATE.....Monday, February 10, 2014
TIME.....2:00 PM
PLACE.....Employees Lounge
Carroll County Courthouse

AGENDA

- I. Approval of minutes from November 12, 2013
 - II. FY 2014 Traffic Count Locations
 - III. Review of Community Wide Comprehensive Short Term Project List
 - IV. Revised Functional Classification System Schedule
 - V. FY 2015 SURTP Program Grant Application
 - VI. Quarterly Project Tracking Review
 - VII. FY 2013 Truck Volumes-Revised Map
 - VIII. INDOT's 18 Month Letting List
 - IX. Other Business

**CARROLL COUNTY TECHNICAL TRANSPORTATION COMMITTEE
MEETING MINUTES**

**FEBRUARY 10, 2014
2:00PM**

CARROLL COUNTY COURTHOUSE EMPLOYEES LOUNGE

MEMBERS PRESENT

Paul Coutts	Carroll County Highway Engineer
Chuck Everett	Flora Street Commissioner
Debbie Lowe (proxy for Steve Ashby)	Flora Airport
Kathy Mylet	Carroll County Area Plan Commission Staff
Marcia Blansett	INDOT District LPA Coordinator
John Thomas (proxy for Sallie Fahey)	MPO Executive Director

MEMBERS ABSENT

Aaron Lyons	Delphi Street Commissioner
Jerry Snavelly, Jr.	Camden Street Commissioner
Brian Stirn	Delphi Airport
Tony Burns	Carroll County Sheriff
John Chapman	Delphi Police Department
Paul Redmon	Flora Police Department
Steve Mullin	Camden Town Marshall

ALSO PRESENT

Tim Stroshine	Area Plan Commission of Tippecanoe County
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The February 10, 2014 Carroll County Technical Transportation Committee regularly scheduled meeting was not held due to the lack of a quorum.

The agenda was presented and discussed by those in attendance.

I. APPROVAL OF MINUTES

The minutes from the November 12, 2013 meeting will be approved at the May 12, 2014 regularly scheduled meeting.

II. FY 2014 TRAFFIC COUNT LOCATIONS

Tim Stroshine referred to the map Paul Coutts distributed prior to the meeting that shows the locations where traffic counts were taken in 2011 through 2013. Counts are typically taken on a 3-year cycle so in 2014 we will be taking counts at the same locations as the counts taken in 2011. He said staff will be happy to add or subtract locations and asked that any changes be forwarded to Anna Burman.

Paul Coutts said he will take a look at the locations and forward any requests to APC staff.

Kathy Mylet said at the last meeting CR 600 North was listed as a truck traffic hot-spot. She asked if that is because of the Hoosier Heartland.

Tim Stroshine said he is not sure and all he has right now is the raw numbers. He said we can look at that when we discuss the truck maps later in the meeting.

Paul Coutts said Commissioner Brown wants to make sure that we move the counts on CR 600 South from west of SR 75 to the indicated locations east of SR 75. He would also like counts taken on CR 1125 West

and CR 100 East as indicated on the map. He would like to eliminate the two indicated count locations on the Flora map inset.

III. REVIEW OF COMMUNITY-WIDE COMPREHENSIVE SHORT TERM PROJECT LIST

John Thomas referred to last year's list that was mailed with the packet and said we need to review the list and make any additions, deletions, or corrections to make the list current. He asked the Committee to send him requested changes so we can have the updated list for the May meeting.

Debbie Lowe asked when the list was approved.

John Thomas said after the list was discussed at a couple of Tech meetings this list was approved by the Administrative Committee at the June 11, 2012 meeting.

Paul Coutts said the improvements listed for CR 75 in Camden need to be changed because they are actually on Water Street.

Debbie Lowe said Division Line Road is mislabeled on the map.

Paul Coutts asked if we will be asking for Federal aid for all the projects or if this is just a general list.

John Thomas replied that we hope to get Federal aid for some of the projects and other projects are identified needs/requests for future planning.

IV. REVISED FUNCTIONAL CLASSIFICATION SYSTEM SCHEDULE

Tim Stroshine referred to the map that was mailed with the packet and the FHWA Functional Classification Guideline Summary that was distributed prior to the meeting and said the guidelines are difficult to follow because it is hard to make some of the distinctions. After the 2010 Census we were tasked with updating the functional classification of the various roads in Carroll County for funding purposes. He said we will be editing the current, approved classification map and hope to have the new map completed by May for INDOT approval. The map then can be sent to FHWA for adoption. He went on to say it is important to locate the truck traffic generators like large industry. Right now the Committee needs to identify any industrial locations, grain elevators, quarries, etc.

The Committee indicated those locations on the large map. The identified locations will be indicated on the updated maps.

Kathy Mylet said the map legend talks about primary arterials and asked why the principal arterials are not listed on the map or in the legend.

Tim Stroshine replied that on the map legend other principal arterials are mislabeled as primary arterials. All the classifications will be listed and denoted on the new map.

Paul Coutts added that this map represents the changes that were made by this Committee last year. He said John Thomas told him that only the major collectors and above are eligible for Federal funding. He asked if the map denotes the major collectors in Carroll County because he is not sure about CR 100 East going north out of Burrows. He suggested we get a traffic count on that road and he suggested that one of the city counts be eliminated so that can be done.

Kathy Mylett pointed out that there is a Hoosier Heartland intersection at that location and that might be the reason for the designation.

John Thomas said INDOT may have information about that road in Cass County, north of Carroll County. He will check on that and make sure that that road is correctly identified. He then asked Paul Coutts to look at the map to see if there are any other roads that should be listed as primary arterials. He went on to say that

although traffic counts are used to determine a road's classification the counts are not the primary determinant. Road functions and the network are also considered when classifying a road.

Paul Coutts thinks we should look at the CR 75 West connection up to CR 50 West to the new Hoosier Heartland. He is anxious to see how the traffic counts go on that section of road.

John Thomas suggested adding that road segment to the projects list.

Paul Coutts suggested waiting to do that until the traffic counts are in but will add it to his list of projects to be considered.

V. FY 2015 SURPT PROGRAM GRANT APPLICATION

John Thomas said the grant application has been submitted to INDOT for approval. The application outlines the scope of work to be performed in FY 2015 (starting July 1, 2014). The application is the same as last year's with a few minor changes. A copy of the application was provided in the packet and it gives an overview of the work APC will perform for Carroll County next fiscal year.

Paul Coutts said he is the Carroll County ADA Coordinator so he is glad to see APC will be providing ADA assistance.

VI. QUARTERLY PROJECT TRACKING REVIEW

John Thomas said he only received one report. He asked Marcia Blansett if the INDOT La Porte District Office is concerned about reviewing projects quarterly.

Marcia Blansett said she normally does not sit down and discuss the projects with the jurisdictions quarterly. She will talk to Delphi when she receives the reports. She added that NIRPC has quarterly tracking twice a year while MACOG has quarterly meetings every quarter. Sometimes she meets with the LPAs face to face and sometimes it is by teleconference. She has not met with any of the LPAs this quarter because she has been busy with other things and was unable to get out.

DELPHI

Delphi Freedom Bridge

No information provided

Safe Routes to School Infrastructure

No information provided

Historic Interurban/Deer Creek Trail

No representative from Delphi was present so this project was not discussed.

Downtown Streetscape, Phase I

No information provided

Downtown Streetscape, Phase II

No information provided

Washington Street Gateway Trail Project, Phase I

No information provided

Washington Street Gateway Trail Project, Phase II

No information provided

XV. FY 2013 REVISED TRUCK VOLUME MAP

Tim Stroshine displayed the revised version of the map that was presented at the last meeting and said large dots represent high truck traffic and the smaller dots represent lower truck traffic. The map also denotes the

year the count was taken. He then referred to the second map where the dots are turned into pie-shaped graphs with the green portion showing single-unit trucks and the other colors representing different classes of multi-unit trucks.

Paul Coutts said knowing the number of axles is important because the weight of a truck is important.

Kathy Mylet said Sallie Fahey told her a single-unit is a single-unit truck up to a box truck. All other trucks are multi-unit trucks.

John Thomas thinks multi-unit trucks are trucks that have two parts to them. He will check with Anna Burman to see how she compiled the data and to make sure she gets the information the Committee needs.

Tim Stroshine explained that the single-unit/multi-unit truck map only shows roads that have greater than 4% truck traffic. He went on to say the traffic counters we use read the patterns of air pulses and those air pulses infer the type of vehicle making those patterns. He added that there are extenuating circumstances so there can be errors in the data collected.

VII. INDOT 18-MONTH LETTING LIST

John Thomas referred to the list and said there are new bridge deck overlay projects listed for SR 18 and SR 75. The two SR 18 projects and the Gateway Trail Phase 2 project that were on the previous list are no longer listed.

Marcia Blansett said she will check to see why the three not-listed projects are not on the list any longer. The SR 18 projects are INDOT projects.

VIII. OTHER BUSINESS

None

Notes prepared by Linda Underwood (Recording Secretary) and reviewed by Sallie Fahey (MPO Executive Director).



Sallie Dell Fahey
Secretary

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Sallie Dell Fahey
Executive Director

CARROLL COUNTY TECHNICAL TRANSPORTATION COMMITTEE MEETING

DATE.....Monday, May 12, 2014
TIME.....2:00 PM
PLACE.....Employees Lounge
Carroll County Courthouse

AGENDA

- I. Approval of minutes from November 12, 2013, and meeting summary from February 10, 2013
 - II. FY 2014 Traffic Count Locations and Level of Service Calculations
 - III. Review of Updated Community Wide Comprehensive Short Term Project List
 - IV. Revised Functional Classification System Schedule
 - V. Quarterly Project Tracking Review
 - VI. ADA and Title VI Compliance
 - VII. INDOT's 18 Month Letting List
 - VIII. Other Business

**CARROLL COUNTY TECHNICAL TRANSPORTATION COMMITTEE
MEETING MINUTES**

MAY 12, 2014

2:00PM

CARROLL COUNTY COURTHOUSE EMPLOYEES LOUNGE

MEMBERS PRESENT

Paul Coutts	Carroll County Highway Engineer
Aaron Lyons	Delphi Street Commissioner
Jerry Snavely, Jr.	Camden Street Commissioner
Chuck Everett	Flora Street Commissioner
Debbie Lowe	Flora Airport
Steve Mullin	Delphi Police Department
Kathy Mylet	Carroll County Area Plan Commission Staff
Marcia Blansett	INDOT District LPA Coordinator
Sallie Fahey	MPO Executive Director

MEMBERS ABSENT

Brian Stirn	Delphi Airport
Tony Burns	Carroll County Sheriff
Paul Redmon	Flora Police Department
Randy Larimore	Camden Town Marshall

ALSO PRESENT

Tim Stroshine	Area Plan Commission of Tippecanoe County
John Thomas	Area Plan Commission of Tippecanoe County

Chair Aaron Lyons called the meeting to order.

I. APPROVAL OF MINUTES

Chuck Everett moved to approve the minutes from the November 12, 2013 meeting. Paul Coutts seconded and the motion passed by unanimous voice vote.

CHAIR

Sallie Fahey said that since there is a quorum present at today's meeting she said Aaron Lyons would like to be relieved of his duties as chair of this Committee. She said it is appropriate to appoint a new chair.

Aaron Lyons moved to **Appoint Paul Coutts as the Chair of the Carroll County Technical Transportation Committee.** Chuck Everett seconded and the motion was approved by a unanimous voice vote.

QUORUM

Sallie Fahey said we have had a problem getting quorums for this Committee in the past but Jerry Snavely from Camden knows we want him here so she thinks he will be attending in the future. Steve Mullins is no longer the Camden Town Marshal because he is now the Delphi Police Chief. The new Camden Town Marshall is Randy Larimore. She pointed out that this Committee has 13 members and she thinks it might be worth voting to allow 5 or 6 members to constitute a quorum instead of 7 because a lower number might help a bit.

Paul Coutts moved to allow **Five (5) Members to Constitute a Quorum for the Carroll County Technical Transportation Committee.** Debbie Lowe seconded and the motion was approved by unanimous voice vote.

Sallie Fahey then introduced John Thomas, APC Assistant Director for Transportation Planning, and Tim Stroshine, APC Transportation Planner and Engineer-in-Training. To bring all new members up to date, she explained that Tim Stroshine will be working with Paul Coutts on the traffic count program, crash data analyses, as well as other work.

Paul Coutts asked why the Committee approved the minutes from the November 2013 meeting instead of the minutes from the February meeting.

Sallie Fahey said the Committee approved the minutes from the November meeting and what was distributed for the February meeting are not really minutes but rather notes of the meeting because we did not have a quorum.

Kathy Mylet joined the meeting in progress.

Debbie Lowe said she is not the proxy for Steve Ashby. She said she wrote a letter to that effect and posted it to APC.

II. FY 2014 TRAFFIC COUNT LOCATIONS AND LEVEL OF SERVICE CALCULATIONS

Tim Stroshine distributed new copies of the proposed traffic count locations with the Delphi, Flora, and Camden count locations highlighted as insets. He said since this group met last he and Paul Coutts have been working on putting together the traffic count program for this year. Typically we would take the counts on a 3-year cycle to see how patterns are changing. Because of the construction of the Hoosier Heartland, Paul Coutts suggested changing a few of the locations. We plan to take 60 counts this year and Brian Fahey has already started taking some of the counts.

John Thomas said we are concerned with some of the truck traffic in town and throughout the county. He distributed a handout showing how we classify trucks and how we make the distinction between multi-unit trucks and single-unit trucks. Anything rated less than a Class 5 is considered a single-unit truck (lighter weight and smaller).

Tim Stroshine said we get the truck classifications from the traffic counts we take. The volume count tells us the raw number of vehicles on a road and the classification counts give us an estimate of whether there are more passenger cars, trucks, or other vehicles on a road.

Kathy Mylet asked if the 2014 counts will be compared to previous year's counts.

Tim Stroshine said that is correct and the map that was presented today was created for 2011 through 2013 and those are all three years of the count cycle. He added that not all locations we count have enough truck traffic to qualify for the map.

Kathy Mylet asked if every location on the map was counted every year.

Sallie Fahey said these counts are 2011 through 2014 but mostly 2011 locations, with a few changes, are being counted this year.

Kathy Mylet said the 2011 counts were taken prior to the opening of the Hoosier Heartland.

John Thomas said we can make a comparison from prior to the Heartland opening to after the opening.

Kathy Mylet thinks that it will be interesting comparing that data.

Sallie Fahey said once she gets a better sense of where the counts will be taken each week she will try to notify the law enforcement offices. The first week the counts will be taken in the northwest quadrant and that is where we had the most trouble in previous years.

Kathy Mylet asked if we are able to get the actual counts.

Tim Stroshine said the map might be hard to read but the average daily traffic (ADT) are highlighted in red for each location. He added that APC does not count every road and some of the counts are provided by the state. We can somewhat integrate the counts that are taken by INDOT if anyone would like that information.

Kathy Mylet said she was not aware that INDOT does traffic counts.

Sallie Fahey explained that the state has its own traffic count program.

Kathy Mylet asked if the state takes traffic counts annually.

Tim Stroshine said INDOT counts on a rotating basis like we do.

Sallie Fahey said to get the kind of counts we are looking for, the counters have to be out for at least 48 hours so we can get enough data to be able to convert the data to ADT numbers. She added that typically the counters are put out on Monday and collected on Friday because it is convenient to do it that way. The count data is converted to a daily vehicle count.

Tim Stroshine said with the 48 hour counts we are able to get two morning peak counts as well as two evening peak counts. There is a factor to seasonally adjust the counts to take into account the time of the year the count was taken.

Sallie Fahey said the season adjustments we see are for school buses, farming equipment in spring and fall, and perhaps lake traffic in the summer

III. REVIEW OF COMMUNITY-WIDE COMPREHENSIVE SHORT TERM PROJECT LIST

John Thomas referred to the list that was included in the packet and said the table on the first page lists the projects by jurisdiction. The list was compiled a couple of years ago to try to create a community-wide list of projects with the goal of seeing what each jurisdiction would like to accomplish. We have not revisited the list in a while and this Committee needs to create and adopt a new list moving forward. Camden has requested some changes and those have been incorporated into the list. He then asked Paul Coutts if he had any better dates for the Carroll County projects or if we should just convert those projects to priorities.

Paul Coutts said those projects are not his or the county's. Dan McCain sent him a list of projects and he merely forwarded Dan's list to APC to be added to the list for Carroll County.

Kathy Mylet said she thought Deer Creek Township and not the county was going to do the hybrid project.

Debbie Lowe said that is correct and added that the list John Thomas provided lets the jurisdictions know what the other jurisdictions are doing so hopefully some projects can be coordinated.

Sallie Fahey said the list includes all projects in Carroll County no matter who is doing the project. The list is not necessarily projects that Carroll County is doing. She suggested added a column showing who is taking ownership of the project.

John Thomas said it is clear who is taking ownership of the projects in the towns but that is not the case out in the county.

Kathy Mylet thinks Deer Creek Township acquired the bridge and that there is a grant proposal that will be written to fund that project with Federal and some local money.

Debbie Lowe said everything Kathy Mylet said is correct and they agree to use township money for that project. She believes the rest of the funds will come through DNR.

Sallie Fahey pointed out that DNR does not get any Federal highway funds.

Paul Coutts agreed with Sallie Fahey.

Debbie Lowe said she will check her notes to make sure her information is correct.

Aaron Lyons thinks the last project was built with Federal highway funds.

Debbie Lowe said she and Dan McCain had a conversation about using Federal funds for this project. She said she would check on that and let everyone know.

John Thomas said he can keep the list the same and instead of having a year of implementation listed he will just indicate that the projects are “priorities”.

Sallie Fahey told Paul Coutts he could add projects to the list if he is seeking Federal funds for those projects.

Paul Coutts said the Carroll County project list is complete.

Debbie Lowe thought the Delphi Railroad Crossing had been taken off the list.

Sallie Fahey said staff asked for a project update and did not receive any so we went with the previous list.

Paul Coutts moved to recommend adoption of the **AMENDED COMMUNITY-WIDE SHORT TERM PROJECT LIST** to the Administrative Committee. Kathy Mylet seconded and the motion was approved by unanimous voice vote.

IV. FUNCTIONAL CLASSIFICATION SYSTEM SCHEDULE

Tim Stroshine referred to the proposed map that was mailed in the packet and said the functional classification assigned to a road determines if any Federal funds are available for that road. The new proposed truck route has been added to the map to better reflect the new truck pattern. Staff will meet with INDOT on May 20th to review the proposed map. If the map is approved it will become the official map.

Sallie Fahey said after INDOT is satisfied with the map it still has to go to FHWA – Indiana Division for approval. The map also has to be signed by the Chief Elected Officials of each jurisdiction but she is not sure if that has to be done before or after FHWA approval.

John Thomas said at the last meeting there was an issue raised about the inter-county connection between Cass County and Carroll County. The road in question is a major collector in Cass County so when we meet with INDOT we will ask them about that road to see if that should be a major or minor collector.

Kathy Mylet asked if that road is part of the Hoosier Heartland because it connects and goes on up to Ft. Wayne.

Sallie Fahey said John Thomas is talking about the north-south connector.

Paul Coutts said we are talking about CR 100 East.

Chuck Everett asked if the new Delphi truck route is on the map.

Tim Stroshine pointed out that that route was added to the map after Delphi Mayor Randy Strasser pointed it out at the last Administrative Committee meeting.

Paul Coutts pointed out where Springboro Road is colored and said that road is not in Carroll County. Carroll County is responsible for east and south of the county lines.

John Thomas said that road will be removed from the map.

Chuck Everett moved to recommend **ADOPTION OF THE AMENDED PROPOSED FUNCTIONAL CLASSIFICATION SYSTEM SCHEDULE** to the Administrative Committee. Paul Coutts seconded and the motion was approved by unanimous voice vote.

V. QUARTERLY PROJECT TRACKING REVIEW

John Thomas referred to the list that was included with the packet that list all the projects in Carroll County and their status.

DELPHI

Delphi Freedom Bridge

Paul Coutts said that project has not been completed but when he drove by they were assembling the bridge. He believes they are getting close.

Safe Routes to School Infrastructure

Aaron Lyons thinks that project has been completed and believes Randy Strasser will have information on that project.

Historic Interurban/Deer Creek Trail

Downtown Streetscape, Phase I

Downtown Streetscape, Phase II

Washington Street Gateway Trail Project, Phase I

Washington Street Gateway Trail Project, Phase II

Randy Strasser will have information on these projects.

VI. ADA and TITLE VI COMPLIANCE

John Thomas referred to the letter from INDOT outlining the ADA and Title VI requirements that we included in the packet and said staff should be able to help everyone with compliance. INDOT wants to do Title VI audits this year so we need to make sure all the jurisdictions have Title VI plans in place. He asked if Carroll County has a Title VI person.

Paul Coutts said he asked the Carroll County Auditor (Elaine) to be the jurisdiction's Title VI officer because Sallie Fahey's letter states that the Title VI officer for each LPA must coordinate with the ERC to complete the annual pre-award certification and assurance. He is the ERC for Carroll County so he cannot be the Title VI officer.

John Thomas asked who the county's ADA coordinator is.

Paul Coutts said he is also the ADA coordinator for Carroll County. He doubts the county has something like this. It was talked about several years ago but he does not think anything was done.

John Tomas said our goal is to make sure Carroll County has what it needs before INDOT comes out and does any audits.

Kathy Mylet asked why Human Resources would not take on the Title VI and ADA work.

Sallie Fahey said in some communities the HR department takes on those tasks.

John Thomas said he has found that most of the LPAs have some type of general non-discrimination policies and we just need to tighten up those policies to make sure that the policies do what they need to do.

Paul Coutts said the Carroll County Commissioners passed some ordinances with regard to ADA and he knows some of the specific language is in the ordinances. He said he needs to talk to the Commissioners to find out if the new County Coordinator will assume some of these responsibilities.

Kathy Mylet said she has a list of all the ordinances and she will mail the list to John Thomas.

John Thomas said he will then talk to the town representatives on the Administrative Committee about having an ADA policy and do some outreach for Title VI proficiency.

VII. INDOT 18-MONTH LETTING LIST

John Thomas referred to the list that was mailed with the packet and said it shows the status of INDOT's Carroll County projects that are scheduled for the next 18 months. He said the summary at the bottom of the page show that Phase 1 of the Gateway Trail project was let in February. The only change to the list is that Phase 2 of the Gateway Trail project has been moved up from a November letting date to a July letting date.

Marcia Blansett thinks the Gateway Trail, Phase 2 may be scheduled for a July 2015 letting date. She said she will check on that.

Chuck Everett asked what is going to be done with SR 18 because several of those projects were dropped from the list. That road was scheduled to be repaved from SR 75 to SR 29.

Paul Coutts said he does not know what they are going to do and added that that road is horrible.

John Thomas thinks the SR 18 projects may have been pushed even further into the future.

Chuck Everett thinks the bridge is going to look good when it is built but the road on either side will be terrible.

Paul Coutts said SR 18 needs repaving badly because trucks have to get through there.

Marcia Blansett asked Paul Coutts to send her an email with the question about SR 18.

VIII. OTHER BUSINESS

Chuck Everett said this will be his last meeting as he is retiring. He said a replacement will be named.

John Thomas said the next meeting will be Monday, August 11, 2014.

IX. ADJOURNMENT

Chuck Everett moved to adjourn. Kathy Mylet seconded.

The meeting adjourned at 2:45p.m.



Sallie Dell Fahey
Secretary

Appendix 4, Quarterly Project Tracking

Carroll County Quarterly Progress Review of Local Highway Projects, FY-2014

Project	July 2013	October 2013	January 2014	April 2014
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City of Delphi

Delphi Freedom Bridge, Des #0902237

Project was awarded to Rieth Riley Construction for \$2,004,831.00

Estimated Construction Cost w/ CE: \$2,247,795.00

Awarded Federal Funds CN (SPMS): \$1,455,864

Contractor has complete most of the decorative elements at the east node (lighting, walls, signage, etc.). Bridge structure has been delivered to the site. Onsite reassembly of the structure is nearly complete with painting ongoing. Setting of the structure delayed by FHWA and INDOT while concerns with the structure itself are being addressed.

Safe Routes to School - Infrastructure, Des #1006367

Project was awarded to Loco Incorporated for \$174,431.54

Estimated Construction Cost w/ CE: \$196,681.00

Awarded Federal Funds CN (SPMS): \$191,000

NOTE: One purchase order is still open according to INDOT's SPMS.

Historic Interurban/Deer Creek Trail, Des #1005745

Consultant: HWC Engineering

Envier. Report Complete	October 2013	October 2013	April 2012	November 2014
	September 2014	September 2014	September 2014	
R/W Purchase Complete				May 2015
Ready for Contract	December 2014	December 2014	December 2014	December 2014
Letting	March 2015	March 2015	May 2015	September 2015
Construction Cost Estimate w/ CE	\$279,441	\$279,441	\$254,441	\$246,225
Fed Funds for CE/CN (Q Rpt)	\$223,553	\$223,553	\$203,553	\$188,820
Estimated Total Project Cost	\$470,726	\$470,726	\$445,726	\$451,101
Federal Funds for All Phases (Q Rpt.)	\$376,581	\$376,581	\$356,581	\$325,000
CN Fed. Approved Allocation (SPMS)	\$188,820	\$188,820	\$188,820	\$188,820
Total Fed. Approved Allocation (SPMS)				

Recent Comment:

The Consultant plans to obtain the additional survey data for the realigned segment of the trail, starting July 16th. Also plan to update the CE document and get this project back on track.

Downtown Streetscape Project - Phase I, Des #1297740 (Stellar Community Project)*Consultant: HWC Engineering*

Envir. Report Complete	March 2014	March 2014	No	March 2014
R/W Purchase Complete	July 2014	---	Information	September 2013
Ready for Contract	October 2014	October 2014	Provided	October 2014
Letting	December 2014	December 2014		December 2014
Construction Cost Estimate w/ CE	---	\$2,013,172		\$1,973,572
Fed Funds for CE/CN (Q Rpt)	---	\$1,610,547		\$1,610,537
Estimated Total Project Cost	---	\$2,389,065		\$2,389,065
Federal Funds for All Phases (Q Rpt.)	---	\$1,911,252		\$1,911,252
CN Fed. Approved Allocation (SPMS)	\$2,998,348	\$2,998,348		\$1,610,538
Total Fed. Approved Allocation (SPMS)				

Recent Comment:

The CE2 document has received final approval. NTP and PO's have been received for all Supplemental Contract Amendments. ROW encroachment documentation has been submitted to the LaPorte district for preliminary review and pavement design is currently under way. Project costs have been updated in this report to reflect the total amount of requested change.

Downtown Streetscape Project - Phase II, Des #1297745 (Stellar Community Project)*Consultant: HWC Engineering*

Envir. Report Complete	March 2014	March 2014	No	March 2014
R/W Purchase Complete	---	---	Information	---
Ready for Contract	October 2014	October 2014	Provided	October 2014
Letting	December 2014	December 2014		December 2014
Construction Cost Estimate w/ CE	---	\$2,015,117		\$2,010,117
Fed Funds for CE/CN (Q Rpt)	---	\$1,612,093		\$1,612,094
Estimated Total Project Cost	---	\$2,309,935		\$2,309,935
Federal Funds for All Phases (Q Rpt.)	---	\$1,847,948		\$1,847,948

Downtown Streetscape Project - Phase II, Des #1297745 (Continued)

CN Fed. Approved Allocation (SPMS)	\$861,652	\$861,652		\$1,612,094
Total Fed. Approved Allocation (SPMS)				

Recent Comment:

The CE2 document has received final approval. NTP and PO's have been received for all Supplemental Contract Amendments. ROW encroachment documentation has been submitted to the LaPorte district for preliminary review and pavement design is currently under way. Project costs have been updated in this report to reflect the total amount of requested change.

Washington Street Gateway Trail Project - Phase I, Des #1297746 (Stellar Community Project)*Consultant: HWC Engineering*

Envir. Report Complete	June 2013	June 2013	No	June 2013
R/W Purchase Complete	---	---	Information	October 2013
Ready for Contract	November 2013	November 2013	Provided	November 2014
Letting	February 2014	February 2014		February 2014

Construction Cost Estimate w/ CE	\$546,750	\$450,000	\$468,813
Fed Funds for CE/CN (Q Rpt)	\$437,400	\$360,000	\$385,000
Estimated Total Project Cost	\$658,302	\$566,752	\$585,565
Federal Funds for All Phases (Q Rpt.)	\$526,642	\$453,401	\$478,402
CN Fed. Approved Allocation (SPMS)	\$550,758	\$550,758	\$385,000
Total Fed. Approved Allocation (SPMS)			

Recent Comment:

Construction started in May. We expect the project to be complete in September.

Washington Street Gateway Trail Project - Phase II, Des #1297747 (Stellar Community Project)

Consultant: HWC Engineering

Envir. Report Complete	March 2014	March 2014	No	April 2014
R/W Purchase Complete	---	---	Information	August 2013
Ready for Contract	April 2015	March 2015	Provided	March 2015
Letting	July 2015	July 2015		July 2015
Construction Cost Estimate w/ CE	---	\$2,081,940		\$2,046,941
Fed Funds for CE/CN (Q Rpt)	---	\$1,665,552		\$1,640,549
Estimated Total Project Cost	---	\$2,234,251		\$2,234,251
Federal Funds for All Phases (Q Rpt.)	---	\$1,787,400		\$1,762,398
CN Fed. Approved Allocation (SPMS)	\$842,860	\$842,860		\$1,632,550
Total Fed. Approved Allocation (SPMS)				

Recent Comment:

The CE2 document has received final approval. NTP and PO's have been received for all supplemental contract agreements. ROW encroachment documents have been submitted to LaPorte district for preliminary review and pavement design is currently under way. Project costs have been updated in this report to reflect the total amount of requested change.

Carroll County

No projects at this time.

Notes:

- "Ready for Contracts" date is 13 weeks before bids are opened.
- Information in this summary is from INDOT Quarterly Reports prepared by the city engineers, the County Highway Director and FA3's.
- TBD = To Be Determined
- NI = No Information
- NOA = Notice of Authorization

Report Updated: August 4, 2014

Appendix 5

2014 Traffic Count Locations and Tracking Database

Road Name	Count Location	Functional Class	Adj. ADT	Count Start Date	Level of Service	Status
E 600 S	Between SR 29 and 600 E	Local	78	5/19/14	A	Class. & Vol.
E 500 S	Between 575 E and 600 E	Local	674	5/19/14	A	Class. & Vol.
E 500 S	Between 150 E and 208 E	Local	539	5/19/14	A	Class. & Vol.
E 800 N	Between 500 E and SR 29	Minor Coll	112	5/13/14	A	Class. & Vol.
W 900 N	Between 75 W and 150 W	Major Coll	95	5/13/14	A	Class. & Vol.
E 200 N	Between 300 E and 400 E	Minor Coll	100	5/19/14	A	Class. & Vol.
W 200 N	Between 350 W and 450 W	Minor Coll	627	5/26/14	A	Class. & Vol.
W 200 N	Between US 421 and Crestwood Dr	Minor Coll	1547	6/2/14	A	Class. & Vol.
W 1100 N	Between 1050 W and 1125 W	Major Coll	884	5/5/14	A	Class. & Vol.
N 900 W	Between 320 N and 450 N	Minor Coll	780	6/2/14	A	Class. & Vol.
N 900 W	Between 950 N and 1050 N	Minor Coll	363	5/5/14	A	Class. & Vol.
S 800 W	Between 100 S and Division Line Rd	Minor Coll	477	5/26/14	A	Class. & Vol.
S 800 W	Between 700 S and 800 S	Minor Coll	492	6/9/14	A	Class. & Vol.
N 800 W	Between Armory Rd and Riley Park Dr	Local	1587	6/2/14	A	Class. & Vol.
N 1125 W	Between 1200 N and 1250 N	Minor Coll	952	6/24/14	A	Class. & Vol.
N 300 W	Between 200 N and 300 N	Minor Coll	397	5/26/14	A	Class. & Vol.
TOWPATH RD	Between 725 N and 875 N	Local	392	5/5/14	A	Class. & Vol.
MERIDIAN RD	Between 500 S and 550 S	Local	387	5/19/14	A	Class. & Vol.
N 500 W	Between 1050 N and 1100 N	Local	383	5/5/14	A	Class. & Vol.
N 700 W	Between 400 N and 585 N	Minor Coll	932	5/5/14	A	Class. & Vol.
N 700 W	Between 300 N and Adams St	Minor Coll	1155	6/2/14	A	Class. & Vol.
N 700 W	Between 775 N and 900 N	Minor Coll	249	6/2/14	A	Class. & Vol.
N 700 W	Between Tow Path and 675 N	Minor Coll	775	5/5/14	A	Class. & Vol.
N 75 W	Between 500 N and James St	Minor Coll	528	5/13/14	A	Class. & Vol.
N 100 E	Between SR 25 and 1000 N	Minor Coll	166	5/13/14	A	Class. & Vol.
N 225 E	Between 800 N and 900 N	Minor Coll	20	5/13/14	A	Class. & Vol.
N 225 E	Between SR 218 and 450 N	Minor Coll	123	5/13/14	A	Class. & Vol.
N 400 E	Between 400 N and 500 N	Minor Coll	103	5/13/14	A	Class. & Vol.
W 700 N	Between 350 W and 425 W	Minor Coll	209	5/5/14	A	Class. & Vol.
W 700 N	Between 925 N and US 421	Minor Coll	305	5/5/14	A	Class. & Vol.
W 700 N	Between 725 N and 800 W	Minor Coll	190	5/5/14	A	Vol. Only
W 650 N	Between 75 W and East Rockfield Rd	Minor Coll	308	5/13/14	A	Class. & Vol.
N 50 E	Between 50 S and Harmon St	Local	831	6/9/14	A	Class. & Vol.
N 50 E	Between 50 N and Julius Dr	Local	716	6/9/14	A	Class. & Vol.
MAIN ST	Between 3rd St and 4th St	Local	761	6/9/14	A	Class. & Vol.
S 350 E	Between 600 S and 700 S	Minor Coll	24	5/19/14	A	Class. & Vol.
S 350 E	Between 100 S and SR 18	Minor Coll	485	5/19/14	A	Class. & Vol.
WASHINGTON ST	Between Franklin St and Monroe St	Local	2816	6/2/14	A	Vol. Only
WASHINGTON ST	Between Harrison St and Adams St	Local	1796	6/9/14	A	Class. & Vol.

Road Name	Count Location	Functional Class	Adj. ADT	Count Start Date	Level of Service	Status
BRINGHURST RD	Between 50 S and 140 S	Local	402	5/26/14	A	Class. & Vol.
DIVISION ST	Between Main St and SR 18	Minor Coll	609	6/9/14	A	Class. & Vol.
E 50 S	Between 50 E and Lincoln St	Local	539	6/9/14	A	Class. & Vol.
ADAMS ST	Between Union St and Washington St	Local	1250	6/2/14	A	Vol. Only
W 400 S	Between 150 W and 250 W	Local	332	5/19/14	A	Class. & Vol.
W 400 S	Between 700 W and 800 W	Minor Coll	489	5/26/14	A	Class. & Vol.
W 400 S	Between 800 W and 900 W	Minor Coll	660	5/26/14	A	Class. & Vol.
E 350 S	Between 575 E and 625 E	Local	450	5/19/14	A	Class. & Vol.
W 100 N	Between 75 W and 125 W	Minor Coll	467	5/19/14	A	Class. & Vol.
W 100 N	Between 350 W and 450 W	Local	567	5/26/14	A	Class. & Vol.
W 485 S	Between Meridian Rd and 480 S	Local	308	5/26/14	A	Class. & Vol.
PRINCE WIL. RD	Between 300 S and 400 S	Local	176	5/26/14	A	Class. & Vol.
PRINCE WIL. RD	Between 700 S and 725 S	Minor Coll	287	5/19/14	A	Class. & Vol.
BICYCLE BR RD	Between 1000 W and 1050 W	Minor Coll	527	5/26/14	A	Class. & Vol.
ARMORY RD	Between 800 W and Masonic St	Local	1181	6/2/14	A	Class. & Vol.
ARMORY RD	Between Heritage Dr and US 421	Local	1904	6/2/14	A	Class. & Vol.
9TH ST	Between Mill St and Washington St	Local	914	6/2/14	A	Class. & Vol.
W 700 N	Between 1150 W and US 421	Minor Coll	367	5/5/14	A	Class. & Vol.
N 1150 W	Between SR 18 and 250 N	Local	1436	5/26/14	A	Class. & Vol.
S 350 W	Between 100 S and SR 18	Minor Coll	236	5/26/14	A	Class. & Vol.
E 600 S	Between SR 75 and 100 E	Minor Coll	95	5/19/14	A	Class. & Vol.