Carroll County
Administrative Transportation Committee Meeting

Date: May 14, 2019
Time: 3:00 PM
Place: Commissioners' Room, Carroll County Courthouse

I. Approval Of Minutes From Feb 12, 2019

Documents:

CC Admin 2.12.2019.pdf

II. Traffic Counts

A. FY 2019 Traffic Count Program Development

Documents:

FY 2019 Traffic Count Program.pdf

III. SURP Grant FY 2020 - Approved By INDOT

Documents:

FY 2020 SURTP Grant application-updated.pdf

IV. Quarterly Tracking/ Project Discussion

V. Other Business

A. Title VI Complaint Review Process Update
B. INDOT 18-Month Letting List
C. Hoosier Heartland/ 800 W Intersection Update
D. Other Discussion

Documents:

Title VI Complaint Process Update.pdf
VI. Adjournment
   Meeting dates for 2019:
   - August 13th, 2019
   - November 12th, 2019
CARROLL COUNTY ADMINISTRATIVE COMMITTEE
MINUTES

February 12, 2019
3:00 PM
CARROLL COUNTY COURTHOUSE EMPLOYEES LOUNGE

MEMBERS PRESENT
Shane Evans Mayor of Delphi
Josh Plue President Carroll County Council
Pete Wagoner Camden Town Council Representative
Joretta Tinsman (proxy for Joshua Ayres) Flora Town Council President

MEMBERS ABSENT
Bill Brown President Carroll County Commissioners
Marcia Blansett (proxy for Rick Powers) INDOT District Director
Carolyn Pearson Delphi City Council Representative

NON-VOTING MEMBERS

ALSO PRESENT
Sallie Fahey Executive Director, Area Plan Commission
Cat Schoenherr Area Plan Commission Staff
Tim Stroshine Area Plan Commission Staff

President Shane Evans called the meeting to order at 3:00 pm.

I. APPROVAL OF MINUTES
Pete Wagoner moved to approve the minutes from the November 13, 2018 meeting. Joretta Tinsman seconded and the motion passed by unanimous voice vote.

II. TRAFFIC COUNTS
FY 2019 Traffic Count Program Development

Tim Stroshine said there is a grant from the Indiana Department of Transportation for taking 65 traffic counts in Carroll County every year. Tim said that 24 of those traffic counts were taken in the fall of 2018 in order to count overloaded trucks. He said even though those counts were taken in the fall of calendar year 2018, that is part of fiscal year 2019 so the number of counts that can be taken this spring is reduced by the 24 previously taken traffic counts. Tim said the traffic count information that was distributed with the packet is from FY 2016. He said these counts are taken on a 3-year cycle and they are now due to be taken again in FY 2019. Tim said that Paul Couts had eliminated some of the lower volume traffic count locations.

Sallie Fahey said the 2018 fall traffic counts had been taken, twice at the same locations two weeks apart. She said week 1 was taken during the last week of September and week 2 was taken during the 2nd week in October. Sallie said these counts were taken at locations Paul Couts had chosen. Sallie said the counts that are listed are not total counts but only the number of trucks.

Tim Stroshine said the spring locations were approved by the Technical Transportation Committee at its meeting earlier this afternoon. He said there have been a couple of complete count cycles now, so he can
go back and look at the data from those counts to get a baseline. He said the data from the FY 2019 traffic counts will be compared with data from FY 2016.

Shane Evans asked if Paul Couts benefited the most from this information as the Carroll County Highway Engineer. Shane asked if the traffic counts let him know which streets need maintenance. He asked if that was how the information is used, and if there is anything Tippecanoe County does with its traffic count information that Carroll County is not doing.

Tim Stroshine said Tippecanoe County does some forecasting with its traffic count information. Tim said Doug Poad can use the information to create models for future transportation planning.

Sallie Fahey said the traffic counters can also collect speed data for the police and sheriff’s departments. Sallie said she expects Paul Couts to eliminate all traffic count locations with fewer than 100 vehicle counts. She said that other locations with higher volume counts may be added.

Josh Plue asked about the impact of manure trucks on the county roads during the month of March. He asked if there was a way to use the data to speak to that.

Tim said the counters will give an overall volume of every vehicle that passes by and that information is broken down into different classifications.

Josh Plue asked if the sensors know how heavy the trucks are.

Sallie Fahey said yes, and they know how far apart the axles are which determines the vehicle type.

Tim Stroshine said that information is used as an approximation for truck counts, but it is not 100% accurate.

Josh Plue asked when the data was collected.

Tim Stroshine said the data he is presenting was collected in the fall. There will be more traffic counts taken in April and May of 2019.

Sallie Fahey said the traffic counts have to be completed by June 30, so staff tries to have them finished by the first week in June.

Tim Stroshine asked if there were issues that occur specifically in March.

Josh Plue said the confined hog operations do not empty their facilities during the winter and when the weather breaks in the spring there are issues with heavy manure spreaders coming out of the confinement operations and ruining the roads. Josh said that is the complaint he has heard but he does not know how accurate that is. He thought it might be helpful to start the traffic counts in March.

Tim Stroshine said that was good to know and asked that Josh Plue or Paul Couts contact him with more information about which locations they are interested in getting data from. Tim said staff is willing to amend their traffic count procedures as needed to help with this problem.

Shane Evans asked if the number of trucks can be compared with the number of passenger cars based on the classification of the vehicle.

Tim Stroshine said the heavier trucks will compare to 10,000 passenger cars per day crossing the traffic counters. Tim said any kind of semi-truck will compare to at least 3,000-4,000 passenger cars.

Josh Plue said the problem with the manure spreaders is time sensitive because once the trucks empty the pits at the confinement operations then they are finished, it is not a continual process. He said you need to catch that window.

Joretta Tinsman said the manure needs to be spread on the fields before the farmers start planting so there is only a short window of time to do get that done.
Sallie Fahey asked if the pits are emptied once a year or twice a year.

Josh Plue said he knows it is a big issue in the spring after a long winter and again in the fall after the crops are harvested.

Sallie Fahey thought staff may have caught a few of these manure spreaders in their fall traffic counts but she was not sure.

Josh Plue said they don’t have the issues with frost in the fall that they have in the spring.

Sallie Fahey said one thing that was observed last year was the raveling on the edges of the roads. Sallie said Brian Fahey felt that was from grain trucks sitting on the side of the road. Sallie said the grain trucks could sit in the fields rather than sitting on the sides of the roads. Sallie said at the intersection of CR 800 W and CR 600 W, or the next intersection south of that, there are guardrails at all four corners of the intersection. She thought that was because there is a deep ditch next to the road. Sallie thought that might stop trucks from parking on the sides of the roads.

Tim Stroshine said he would like some information from Josh Plue and Paul Couts about the times and locations to set up traffic counters to track down data on the manure spreaders. Tim said he can take that data and compare it to previous traffic count data to see if there is a spike in truck traffic at those times. Tim said the committee can use that data to implement policy changes to address the issue.

Sallie Fahey said that if the town of Burlington wants to participate in the traffic count program some of the lower volume traffic count locations that Delphi drops could be added to Burlington. Sallie said there would probably be some locations dropped every 3-year cycle due to low volume. She said those counts could be redistributed to other areas of need.

III. TITLE VI COMPLAINT REVIEW PROCESS

Cat Schoenherr said Title VI deals with non-discrimination in planning practices. Cat said she has been working on a Title VI plan for both Tippecanoe and Carroll counties. She said the last piece of the plan was to work out how staff handles complaints about its work. Cat said in Tippecanoe County it was decided that the Human Relations Commission will handle those types of complaints. Cat said Carroll County needs a similar plan to decide who will handle those complaints. Cat said at the Technical Transportation Committee meeting Paul Couts said he wanted to ask the commissioners if that was something they would want to take on. She said that was the last piece of the plan that needed to be worked out.

Sallie Fahey said it needs to be decided whether it should be a one-jurisdiction committee or a multi-jurisdiction committee.

Shane Evans asked if the person or committee would handle all the county’s Title VI issues.

Cat Schoenherr said in Tippecanoe County the Human Relations Committee handles things like housing complaints and they had agreed to take on the Title VI issues as well. She said that committee is already in existence and reviewing other issues, so they are just adding the MPO Title VI issues to the list of things they work with already.

IV. HOOSIER HEARTLAND/800 W INTERSECTION UPDATE

Cat Schoenherr said there is not an update on this. She said she had hoped Jackie Hockaday or Marcia Blansett from INDOT would be at the meeting today to discuss this, but they could not make it because of the weather. Cat said she would follow up with them via email. Cat said she has heard the project will be redesigned but she has not heard any details about that.
Sallie Fahey thought INDOT should have a public meeting to discuss how the project could be redesigned. Sallie said staff would follow up on that.

V. TRANSPORTATION TASK FORCE – TRUCK ROUTE UPDATE

Sallie Fahey said at the meeting just held with the Technical Committee they discussed the lack of activity by the task force. Sallie said she and Tim Stroshine attended the first meeting and there has not been another meeting since then. Sallie said the Technical Committee thought maybe the problem had resolved itself.

Shane Evans said the problem is still there, but he said the number of complaints he has received have died down. He thought there should be discussions about how to get traffic from SR 18 to the Andersons or the Hoosier Heartland without going through downtown Delphi. He said he would like to avoid having truck traffic come through downtown Delphi. He asked if there was a way to get traffic out on Old SR 25 to connect with the Hoosier Heartland there.

Sallie Fahey and Tim Stroshine said they are willing to meet with INDOT to discuss the problem more and to see what solutions are available. She said she would follow up with the task force to see what its plans are.

VI. OTHER BUSINESS
SURP Grant FY 2020: Emphasis Areas/Needs

Cat Schoenherr said SURP stands for Small Urban and Rural Planning grant. Cat said this is money that APC staff uses to do its work in Carroll County. Cat said APC will have to reapply for the grant soon. She said they tend to use the grant for the same types of activities every year such as traffic counts and crash data. She asked the committee if there were other issues that they would like to use the grant money for.

Sallie Fahey said the APC’s work in Carroll County has mainly been data collection and analysis. She asked if they were at the point where they can translate the data into a simple long-range transportation plan. Sallie said one idea is that when the Carroll County hires a new area plan director that they would work with the new director on getting land use data. Sallie said future land uses drive transportation needs. Sallie said she would work with the new area plan director to determine what kind of land use data would be important to have for a long-range transportation plan. Sallie said they could use FY 2020 which starts July 1, 2019 as an inventory collection year. She said they could start developing inventory databases. Sallie said those would include land use data, housing data, population data, employment data. She said Tippecanoe County uses this type of data to project out 20-25 years in the future, she thought Carroll County’s growth is easier to predict so they would not need to project that far into the future.

Shane Evans said he and Josh Plue reviewed the Comprehensive Plan of Carroll County from 2008. He said it would be good to have the socio-economic data to go along with that. Shane said the Comprehensive Plan is on the Carroll County website.

Project Tracking

Cat Schoenherr said the project tracking is a quarterly responsibility but there are no federal funded projects in the area currently. Cat said there is nothing that INDOT is tracking at this time.
18-Month Letting List

Cat Schoenherr said the first 3 projects on the list will let in the next couple of months, and the next 3 projects on the list will let next year.

Joretta Tinsman said the trucks going over the speed bumps on SR 18 have left a dip in the road. She said a neighbor is complaining about the noise this causes. She said INDOT has been called about this, but she is not sure if they sent anyone to look at it.

Sallie Fahey said currently Carroll County is in INDOT’s Laporte District. She said she has been trying to get Carroll County included in the Crawfordsville District. Sallie thought that would be beneficial to Carroll County.

MPO Updates – US Bike Route Discussion

Cat Schoenherr said this is Doug Poad’s area of expertise but he was not able to attend the meeting today. Cat said there are two maps in the packet, one shows the designated bike route corridors and developing bike routes throughout the entire country. Cat said on the back there is a page showing how we can tie into the bike route corridors in our region. Cat said there are three approved national bike routes that go through Indiana currently, and staff is working in conjunction with Adventure Cycling Association and the Hoosier Rails to Trails on how these can be connected to urban areas in Indiana. Cat said they will ask the Tippecanoe County Policy Board to endorse this work, and the next step will be to coordinate with the Indianapolis MPO, the Northwestern Indiana MPO, and INDOT to get official designations. She said they would then have to get approval from every city and town the routes will go through.

Josh Plue said Cass County is working on a trails project that they want to connect with Carroll County. Josh said Cass County is seeking grant money to build a park in Logansport that is focused on this.

Cat Schoenherr said that Richard Vonnegut from Hoosier Rails to Trails has been talking to several different communities about the bike routes. Cat said Doug Poad may have more information about that. Cat said the designated bike routes are typically county roads. Cat said there is not much signage on the designated bike routes currently, but the routes are identified on the online bike route maps.

Shane Evans said Carroll County has two bike routes with bike signs that have been published in the Chamber of Commerce magazine. Shane said he had talked to Mayor Roswarski and Stan Lambert of WREC a couple of weeks ago to see if they would be interested in continuing the bike routes from Carroll County into Tippecanoe County with the same signage.

Sallie Fahey said she thinks there is a benefit to signage for the vehicles travelling those roads.

Tim Stroshine said that bike route signage is permitted on those roads it is just a matter of local jurisdictions paying for the signage. Tim said in Indiana there is no signage on the national bike routes that pass through the state.

Sallie Fahey said she thought the Adventure Cycling Association had to agree to the designation of the local roads as national bike routes. Sallie said we have interest from them in our proposal from our long-range plan, so she thinks there will be support for this. Sallie said we do have verbal support for the activities staff is working on.

Cat Schoenherr and Sallie Fahey said Richard Vonnegut from Hoosier Rails to Trails is a huge advocate of this and he has the name recognition to be able to get this done.
Other Discussion

The next meeting is scheduled for Tuesday, May 14, 2019

VII. ADJOURNMENT

Joretta Tinsman moved to adjourn the meeting. Josh Plue seconded.

The meeting adjourned at 3:15 p.m.

Respectfully Submitted,

Diana E. Trader
Acting Recording Secretary

Reviewed by,

Sallie Dell Fahey
Secretary
2019 Spring Traffic Counts

The Area Plan Commission
of Tippecanoe County
Date: January 2018

NOTE: Counts are factored using INCDOT
functional class weighted adjustment factors.
Small Urban and Rural Transportation Planning Program Proposal
FY 2020

Traffic Counting and Planning Support for:

Carroll County
   Delphi
   Camden
   Flora
   and
   INDOT

Submitted by:

The Area Plan Commission of Tippecanoe County

20 N. 3rd Street
Lafayette, IN
47901

March 1, 2019
Objectives

The Area Plan Commission of Tippecanoe County (APCTC), in its capacity as MPO and RTPO to Carroll County, proposes to continue the partnership with INDOT that began in FY 2007 through two components of the Small Urban and Rural Transportation Planning Assistance Program.

As part of the Core Planning Activities the MPO will provide the following.

- Traffic counts in support of the Rural Traffic Count Program for Carroll County and the towns of Delphi, Camden and Flora (collectively called Carroll County in this document).

- Traffic counter replacement program to purchase new traffic counters that are in the third year of the scheduled replacement cycle, and replenish counting supplies as needed to sustain the count program. The ongoing counter purchase schedule will replace counters originally purchased in 2013.

- LOS Analysis calculated for each road segment counted in FY 2020.

- Assistance to Carroll County as part of the Planning Support to Local Governments. This will include, but not be limited to, truck freight routing analysis, crash analysis and summary, mid-to-long range planning, project development, Red Flag Analysis, Title VI and ADA consultation and assistance, quarterly project tracking and support to its Technical and Administrative Committees. This will be the ninth year assisting Carroll County with transportation planning activities.

As part of the Planning Support to INDOT the MPO will provide the following support to Central Office.

- GIS information for traffic count locations and road segments.

- Crash data review, locational accuracy and quality control.
Core Planning Activities

511C.1 Rural Traffic Count Program

Justification and Scope

In cooperation with INDOT and Carroll County, the APCTC will continue to implement the Comprehensive Traffic Count Plan. It is anticipated that 65 locations will be counted in FY 2019. Sixty counts originated from the established three-year count cycle and five additional were requested by Carroll County for special studies in FY 2018. Those additional counts for special studies will continue in FY 2020. All traffic counts will follow the Indiana Department of Transportation Traffic Counting Standards and the Activity Guide for Rural Transportation Planning Program. Counts will be completed before the end of FY 2019 and uploaded to MS2 using INDOT procedures.

This year begins the first year of a three-year recount cycle. All previous count locations and road segments have been georeferenced. Administrative time will be required to coordinate with INDOT District and Traffic Count Coordinator, Carroll County engineer and sheriff, and the Town of Delphi, download counts, process and check quality of the data, update data tables, create maps, and distribute the information to INDOT and Carroll County.

The MPO is in the third year of a three-year traffic counter replacement cycle needed to sustain the count program. Four (4) counters will be purchased this year as partial replacement for the 12 originally purchased in 2013. Traffic counting supplies (tubes, nails, spikes, plugs, splicers and grips) will also be purchased to sustain the count program.

Maximum Allowable Costs

Collecting traffic count information outside the APCTC’s home county is reimbursed by INDOT at $155 per traffic count. The cost to conduct the traffic counting activity and administrative processing costs at an estimated 60 Full Time Equivalent (FTE) hours is shown below.

<table>
<thead>
<tr>
<th>Total Counts</th>
<th>Rate</th>
<th>Total</th>
<th>INDOT</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>65</td>
<td>$155/count (80%)</td>
<td>$10,075.00</td>
<td>$8,060.00</td>
<td>$2,015.00</td>
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Admin. Processing (60 FTE hours, 80%)

<table>
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<tr>
<th>Total</th>
<th>INDOT</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,328.14</td>
<td>$2,662.51</td>
<td>$665.63</td>
</tr>
</tbody>
</table>

The purchase of traffic counting equipment is eligible for reimbursement under INDOT’s Rural Planning Program. The estimated cost of the equipment and administration is shown below.

<table>
<thead>
<tr>
<th>Four traffic counters purchase &amp; repair Supplies</th>
<th>Total</th>
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<td>$5,600.00</td>
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<td>$600.00</td>
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**Total**

<table>
<thead>
<tr>
<th>Total</th>
<th>INDOT</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>$6,200.00</td>
<td>$4,960.00</td>
<td>$1,240.00</td>
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Admin. Processing (8 FTE hours, 80%)

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<th>Total</th>
<th>INDOT</th>
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</thead>
<tbody>
<tr>
<td>$527.55</td>
<td>$422.04</td>
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**Total for Rural Count Program**

<table>
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<tr>
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<tr>
<td>$20,130.69</td>
<td>$16,104.55</td>
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511C.2 LOS Analysis

Justification and Scope

The APCTC will perform a planning Level of Service (LOS) for each road segment being counted in FY 2018. Staff will determine LOS by applying Florida DOT’s 2012 Generalized Level of Service Volume Tables. Specifically: “Table 3. Rural Undeveloped Areas” and “Developed Areas Less than 5,000 Population.” The resulting data and its underlying assumptions will be documented, added to the geodatabase and provided to INDOT as required.

Maximum Allowable Costs

Staff time will be required to inventory the road data including: cross sections (number of lanes, any exclusive turn lanes, one-way roads, roadway medians, or passing lanes) presence of traffic signals, vehicle mix, driver behavior, and land use.

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<thead>
<tr>
<th>LOS Determinations (9 FTE hours, 80%)</th>
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<tbody>
<tr>
<td></td>
<td>$481.09</td>
<td>$384.87</td>
<td>$96.22</td>
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</table>

511C.3 Planning Support to Local Governments

Justification and Scope

The APCTC will continue to provide transportation planning assistance to all participating jurisdictions within Carroll County. The formal Technical and Administrative Committee structures, established in FY 2011, will continue to ensure local technical and elected official input into the planning effort. The emphasis will be on coordinating projects and providing information and analysis that support data driven safety and transportation decision making as follows.

- Truck Freight Routing Analysis
- Crash Analysis, when requested by the County (full report is done every three years)
- Assist LPAs with Title VI and ADA compliance issues.
- Revise the Comprehensive Traffic Count Plan as needed to reflect changed, emerging, and new conditions and needs.
- A comprehensive mid-to-long-range plan of needed transportation improvements.
- Assist the LPAs with project development, including Community Crossings grants and Asset Mgmt. Plans
- Red Flag Analysis on potential LPA projects.
- Create agendas, prepare presentations, attend meetings, prepare minutes and support the Technical and Administrative Committees.

At the end of the program year, a report of activities performed, copies of data collected, and any products will be submitted to INDOT.

Maximum Allowable Costs

Staff time will be required to support the committees’ activity, prepare documents for and keep records of committee work, and provide assistance when needed.
Planning Support to INDOT

511C.4 Planning Support to INDOT Central Office for Carroll County

APCTC proposes to assist INDOT Central Office with GIS information and provide a map of count stations as part of the Rural Traffic Count Program. The MPO anticipates that for the Carroll County count program, up to 25% of the count locations may need to be updated or modified slightly based on prior years counts. The MPO will georeference the new count locations and provide that data to INDOT Central Office. Reimbursed at 100% for this activity is 100%.

<table>
<thead>
<tr>
<th>GIS - Carroll Co. (10 hours, 100%)</th>
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<th>INDOT/SPR</th>
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<tr>
<td></td>
<td>$448.22</td>
<td>$358.58</td>
<td>$89.64</td>
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APCTC proposes to assist INDOT Central Office with the review of ARIES crash data. The MPO has a long history of checking and improving the accuracy of and analyzing crashes. We will download the data, make any necessary corrections to each crash location and update our inventory and analysis of crash information. At the end of the program year, a report of activities performed, copies of data collected, and any products will be submitted to INDOT.

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<th>Crash Data Review and Analysis (15 FTE hours, 80%)</th>
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Total Support to INDOT Central Office

<table>
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<tr>
<th>Total Support to INDOT Central Office</th>
<th>Total</th>
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<td>$1,233.42</td>
<td>$986.73</td>
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511C.5 Planning Support to INDOT District Office

When Carroll County or its jurisdictions have projects that are part of the LPA process, APCTC assists the INDOT District by helping support the LPA’s quarterly project tracking. This 8 FTE hours of work is reimbursable at 80%.

<table>
<thead>
<tr>
<th>Support to INDOT District Office</th>
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<td>$395.66</td>
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**Conformance to Program Requirements**

- The APCTC’s Cost Allocation Plan (CAP) is in the FY 2018-2019 Unified Planning Work Program.

- The APCTC has an existing Memorandum of Understanding with the appropriate jurisdictions to conduct the transportation planning program.

- Quarterly progress reports and billings will be submitted to INDOT as part of the MPO’s UPWP periodic PL billing. All data generated by these activities will be shared with INDOT and the respective jurisdictions.

**Financial Summary**

<table>
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<th>Core Planning Activities</th>
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<tr>
<td>511C.1 Rural Traffic Count Program:</td>
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<td>Purchase Counters</td>
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<td>511C.4 Plng Support to INDOT CO- Carroll Co.:</td>
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<td><strong>Subtotal</strong></td>
<td>$1,233.42</td>
<td>$986.74</td>
<td>$157.04</td>
<td>$89.64</td>
</tr>
<tr>
<td>511C.5 Planning Support to INDOT District Office</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quarterly Project Tracking</td>
<td>395.66</td>
<td>$316.53</td>
<td>$79.13</td>
<td></td>
</tr>
<tr>
<td><strong>INDOT Support Subtotal</strong></td>
<td>$1,629.08</td>
<td>$1,303.27</td>
<td>$236.17</td>
<td>$89.64</td>
</tr>
<tr>
<td><strong>Contract Total</strong></td>
<td>$36,519.30</td>
<td>$29,215.44</td>
<td>$7,214.22</td>
<td>$89.64</td>
</tr>
</tbody>
</table>
PART C - COMPLAINT PROCEDURE

Any person who believes that he or she, on the basis of race, color, or national origin, disability, sex, sexual orientation, gender identity, religion, age, low income status or limited English proficiency, has been excluded from or denied participation in, been denied the benefits of, or otherwise been subjected to discrimination in or under any program or activity receiving federal funding assistance in violation of Title VI of the Civil Rights Act of 1964, as amended and its related statutes, regulations and directives, may submit a complaint. Carroll County assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

Complaint forms may be found on the County website. Individuals are not required to use the complaint form and may submit a complaint in any format that includes the name, address and telephone number of the individual complaining and brief description of the alleged discriminatory conduct including the date of harm. An individual submitting a complaint alleging discrimination may include relevant evidence, including the names of witnesses and supporting documentation. A complaint must be signed by the complainant.

Complaint forms must be submitted within one hundred eighty (180) days of the date of the alleged discrimination. Complaint form should be directed to:

Vicky Snipes
Title VI Coordinator
101 W. Main Street
Delphi, IN 46923
Telephone: (765) 564-3172

Within sixty days of the receipt of the complaint, the Title VI Coordinator will conduct an investigation of the allegation based on the information provided and issue a written report of its findings to the complainant. The Title VI Coordinator will try to obtain an informal voluntary resolution to all complaints at the lowest level possible.

Any person aggrieved by the findings of the Title VI Coordinator may, within fifteen (15) days of the receipt of the response of the Title VI Coordinator, file an appeal to the Carroll County Board of Commissioners at the Carroll County Auditor’s Office. Within 15 calendar days after receipt of the appeal of the Title VI Coordinator’s report, a member of the Board of Commissioners will meet with the complainant to discuss the complaint and the possible resolution. Within 15 calendar days of the meeting, the commissioner will respond in writing and will explain his or her position and offer a final resolution of the complaint.

These procedures do not deny the right of any individual to file a formal complaint with any government agency or affect an individual’s right to seek private counsel for any complaint alleging discrimination.

Complaints may also be filed with the following governmental agencies:
Indiana Department of Transportation
Economic Opportunity Division
100 N. Senate Ave, Room N750
Indianapolis, IN 46204 Phone: (317) 233-6511
Fax: (317) 233-0891

Indianapolis District IBEOC Office
101 West Ohio Street, Ste 1900
Indianapolis, IN 46224 Phone: (800) 66-4000
Fax: (317) 226-7953 TTY: 1 (800) 669-6820

Indiana Civil Rights Commission
100 N. Senate Ave, Room N103
Indianapolis, IN 46204
Phone: (317) 232-2600
Fax: (317) 232-6560
Hearing Impaired: 1 (800) 743-3336
CARROLL COUNTY
TITLE VI CIVIL RIGHTS COMPLAINT FORM

Section I
Name: ____________________________________________
Address: __________________________________________
Telephone Numbers:
Home: ____________ Work: ____________ Cell: ____________

E-Mail address: ____________________________________________

Section II
Are you filing this complaint on your own behalf? Yes ____________ No ____________
(If you answered "yes" to this question, go to Section III)
If not, please supply the name and relationship of the person for whom you are complaining:
Name: __________________________ Relationship: __________________________
Please explain why you have filed for a third party: ____________________________________________

__________________________________________________________

Please confirm you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. Yes ____________ No ____________

Section III
What is the basis for your complaint?
Race ____ Color ____ National Origin ____ Sex ____
Age ____ Disability ____ Religion ____ Low Income Status ____
Limited English Proficiency ____ Sexual Orientation ____ Gender Identity ____
Have you filed this complaint with any other agency? Yes __________ No __________

If yes, please state the name of the other agency: ______________________________________

Have you filed a lawsuit regarding this complaint? Yes __________ No __________

(If litigation is pending regarding the same issues or a complaint has been filed with another agency, we may defer to the decisions of the Court or other agency)

Section IV

Complaint is against: ________________________________________________________________

Contact Person: __________________________ Title: __________________________

Telephone Number: __________________________

Date of alleged discrimination: ______________________________________________________

Please attach sheet to describe your complaint.

Section V

Please sign here: __________________________ Date: __________________________

(Note: We cannot accept your complaint without a signature)

Please mail or deliver the completed form to:
Carroll County Auditor’s Office
Title VI Coordinator
101 W. Main Street
Delphi, IN 46923
## 18 Month Letting List - May 6, 2019

**(INDOT update: April 15, 2019)**

<table>
<thead>
<tr>
<th>Letting Date</th>
<th>Road</th>
<th>Location</th>
<th>Type of Work</th>
<th>Des &amp; Contract Number</th>
<th>Previous Letting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/6/2019</td>
<td>SR 22</td>
<td>0.997 mi E of SR 29</td>
<td>Small Structure Replacement</td>
<td>1400015 B-36918</td>
<td></td>
</tr>
<tr>
<td>C 5/9/2019</td>
<td>SR 25</td>
<td>NB at Deer Creek, 01.96 N of US 421</td>
<td>Bridge Thin Deck Overlay</td>
<td>17011111 B-40315</td>
<td>3/6/2019</td>
</tr>
<tr>
<td>S 3/4/2020</td>
<td>US 421</td>
<td>Over Sugar Creek, 2.67 mi S of SR 18</td>
<td>Bridge Deck Overlay</td>
<td>1701164 38757</td>
<td></td>
</tr>
<tr>
<td>S 3/4/2020</td>
<td>US 421</td>
<td>From SR 18 W Jct to 1.79 mi E of SR 18 W Jct (Bridge over Wabash River)</td>
<td>HMA Overlay Minor Structural</td>
<td>1600507 38757</td>
<td></td>
</tr>
<tr>
<td>C 5/7/2020</td>
<td>SR 218</td>
<td>At Paint Creek, 0.62 mi E of SR 75</td>
<td>Arch Reconstruction Or Repair</td>
<td>1701151 38755</td>
<td>2/5/2020</td>
</tr>
<tr>
<td>N 7/8/2020</td>
<td>US 421</td>
<td>At Lake Freeman, 1.50mi S of US 24</td>
<td>Bridge Thin Deck Overlay</td>
<td>1800813 41198</td>
<td></td>
</tr>
<tr>
<td>N 7/8/2020</td>
<td>US 421</td>
<td>At Wabash River, 1.19mi N of Old SR 25</td>
<td>Bridge Thin Deck Overlay</td>
<td>1800794 41198</td>
<td></td>
</tr>
<tr>
<td>N 7/8/2020</td>
<td>SR 75</td>
<td>SR 75 at Wildcat Creek, 4.51mi S SR 18</td>
<td>Bridge Replacement, Other Construction</td>
<td>1601029 39757</td>
<td></td>
</tr>
</tbody>
</table>

*Same, New, Change, Not Listed*

### Bid Letting Results

<table>
<thead>
<tr>
<th>Letting Date</th>
<th>Road</th>
<th>Location</th>
<th>Type of Work</th>
<th>Des &amp; Contract Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/6/2019</td>
<td>SR 22</td>
<td>0.997 mi E of SR 29</td>
<td>Small Structure Replacement</td>
<td>1400015 B-36918</td>
</tr>
</tbody>
</table>

*Project Awarded to Milestone Contractors LP for $1,497,700.00*

*Engineer's Estimate: $1,644,898.00*

*Two bids submitted*

*Estimated completion date: October 31, 2019*

*Note: This project was combined with another project in Howard County (des #1298146)*