

**ADA Community Advisory Working Group  
August 13, 2013  
Meeting Minutes**

**I. Welcome**

Latosha Higgins called the meeting to order at 5:30 p.m. at the West Lafayette City Council Building located at 609 W. Navajo Street, City Council Chambers, West Lafayette, Indiana 47906.

**Members Present:**

Jan Myers, Mary Schaffer, Lenard Miller, Barbara Salisbury (via phone), Lori Rushin and Sheri Caveda

**Members Absent:**

Courtney Clark, Jim Allbaugh and Matthew Norris

**Also in attendance:**

Heather Kennedy, John Wright, Alan Plunkett and Latosha Higgins of the Indiana Department of Transportation (INDOT) and Kenneth Woodruff and Eryn Fletcher of the Federal Highway Administration (FHWA).

Ms. Higgins reviewed the agenda with the Working Group members. Then, the Working Group members introduced themselves. She also explained the responsibilities of the Working Group members and gave a brief overview of the Americans with Disabilities Act (ADA) and Section 504 of the Vocation Rehabilitation Act (504).

## **II. Adoption of Minutes**

The Working Group adopted the minutes of the April 10, 2013 meeting held in Evansville with the following corrections.

Page 18, Replaced “Mr. Norris stated that Indianapolis is number one for complete streets. There are 112 complete street programs in Indiana,” with “Mr. Norris stated that in a recent Smart Growth Report, the City of Indianapolis is number one and 112 cities have complete street programs.

Sheri Caveda corrected the date of the meetings to read April 10, 2013.

## **III. Overview INDOT’s Responsibilities versus Local Public Agencies**

Ms. Higgins gave an overview of INDOT’s and the Local Public Agencies’ (LPA) responsibilities on maintaining the public rights of way. Ms. Higgins explained that INDOT is responsible for design, construction and maintenance of transportation facilities and the LPAs are responsible for the facilities within their jurisdiction.

Alan Plunkett, the Crawfordsville District Deputy Commissioner, spoke briefly about INDOT’s responsibilities as well as highlighted some of the Crawfordsville initiatives.

#### **IV. Overview of INDOT Inventory Process and Data Collection**

Ms. Higgins gave an update on INDOT's inventory process and data collection efforts. Ms. Higgins explained that everything within INDOT's jurisdiction is being evaluated. She further discussed that the inventory is focusing on resurfacing and curb ramps.

Ms. Higgins explained that after reviewing the data previously collected and discussed at past meetings, INDOT learned that the collectors did not collect all the data requested and INDOT would be re-evaluating the facilities.

Ms. Higgins also discussed an upcoming joint technical assistance memo regarding curb ramps that will distinguish between alterations and maintenance, thereby the requirement for INDOT to bring the curb ramp into compliance.

Ms. Higgins further discussed the new design standards and materials list update that should be in affect on September 1, 2014. She further discussed that INDOT is currently using the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right of Way (PROWAG) for its inventory. INDOT is trying to be proactive.

The Working Group members questioned when the evaluations would be complete. Ms. Higgins indicated there is not a set

deadline; however, she is discussing the deadlines with the districts and INDOT is hoping to complete the evaluations with all deliberate speed.

The Working Group members asked if the LPA's have a deadline. Ms. Higgins gave an update that of the 566 cities and towns, only 215 responded to INDOT's self-evaluation survey.

## **V. Overview of INDOT Asset Management and ADA Compliance**

Ms. Higgins gave an update on asset management and ADA compliance. Currently, INDOT has a Title VI/ADA liaison in every department and district. The liaisons purpose is to see the overall problems so INDOT can properly address the needs. She discussed the four (4) areas where INDOT made changes to its overall asset management process to address ADA needs in the early stages of project development:

1. The Asset Management Division's Transportation Planners' responsibilities changed to take the lead in ensuring ADA transition needs are incorporated into the scope of the project.
2. The Asset Management Division now has engineers on staff to assist with developing a cost estimate for identified ADA requirements for qualifying projects.

3. The Asset Management Division developed an Annual Program Development Process. This process is a comprehensive set of procedures for project development and is on target to be finalized by the end of October 2013.
4. The Asset Management Division is developing planning packets that will be utilized to assess identified needs early in the process.

## **VI. Status of Local Public Agency ADA Compliance Efforts**

This agenda item was discussed in conjunction with agenda item IV above.

## **VII. Draft INDOT Proposed Accessible Pedestrian Signal Policy**

Ms. Higgins discussed what an Accessible Pedestrian Signal (APS) is and introduced John Wright, Director of Design with INDOT to explain INDOT's proposed APS policy.

Mr. Wright discussed the APS engineering study and the parameters of which INDOT would conduct a study. He further explained that the criteria came from PROWAG.

Ms. Higgins asked each Working Group member for comments on the draft proposed policy. Each Working Group Member gave comments on the APS policy.

Ms. Higgins advised that INDOT would consider the Working Group members' comments.

### **VIII. Revised Meeting Schedule 2013-2014**

The Working Group members discussed the proposed schedule for the remainder of 2013 and 2014. A Working Group member suggested holding a meeting in Valparaiso, Indiana. The Working Group members discussed the larger public open meetings versus smaller district "mini" meetings.

The Working Group members also agreed that they wanted to have at least the last 30 minutes of their agenda open for public comment.

Ms. Higgins asked the members of the public if they had any comments. Two members of the public spoke and raised questions about INDOT's efforts to encourage public participation and the maintenance of sidewalks within a municipality.

Working Group member Jan Myers resigned from the Committee.

The meeting adjourned at 8:00 p.m.