



**TECHNICAL ADVISORY COMMITTEE MEETING  
3 JANUARY 2017 – 10:00 A.M.  
MEETING # T0117**

**ATTENDANCE**

- City of DeKalb (1 votes): **John Laskowski**
- City of Sycamore (1 votes): not present
- DeKalb County (1 vote): **Nathan Schwartz**
- Town of Cortland (1 vote): not present
- IDOT District 3 (1 vote): **Tom Magolan**, *Ryan Lindenmier*
- NIU (1 vote): **John Heckmann**
- NIU SA (1 vote): not present
- VAC (1 vote): *Paul LaLonde*
- Kishwaukee College (1 vote): not present
- FHWA (non-voting): not present
- IDOT Planning & Programming (non-voting): Doug DeLille
- IDOT Local Roads: not present
- DSATS staff: Brian Dickson, Jessica Hyink
- Others Present: Steve Frerichs (Chastain & Assoc.)

(BOLD indicates main voting member. Italics indicates proxy voting member.)

**CALL TO ORDER**

Chair Schwartz called the meeting to order and established a quorum at 10:06 a.m. Introduction of members present was made.

**1. *Introductions***

**2. *Approval of Agenda***

**Motion #T0117-01:** Motion to approve the January 3, 2017 meeting agenda made by Mr. Laskowski; second by Mr. Magolan; approved by voice vote.

**3. *Approval of Minutes***

**Motion #T0117-02:** Motion to approve the December 6, 2016 meeting minutes was made by Mr. Heckmann; second by Mr. LaLonde; approved by voice vote.

**4. *Public Comment***

None.

## 5. Election of Officers

Chair Schwartz asked members to open nominations of officers.

**Motion #T0117-03:** Motion made to open nominations by Mr. Laskowski; 2nd: Mr. Heckmann; approved by voice vote.

**Motion #T0117-04:** Motion made to nominate Mark Bushnell as Chair and to nominate Nathan Schwartz as Vice Chair by Mr. LaLonde; 2nd: Mr. Heckmann; approved by voice vote.

**Motion #T0117-05:** Motion made to close nominations by Mr. Heckmann; 2nd: Mr. Laskowski; approved by voice vote.

**Motion #T0117-06:** Motion made to close nominations by Mr. Laskowski; 2<sup>nd</sup> Mr. LaLonde; approved by voice vote.

## 6. TAC Meeting Dates

Mr. Schwartz said Mr. Hanson requested Policy change its meeting date due to a conflict with the County Board meeting. Policy has moved its meeting to the second Wednesday of the month at 3:00 p.m. Ms. Hyink noted this change has caused some TAC meetings to occur the day before Policy meeting dates. Mr. Laskowski asked if TAC members preferred to keep the same date, move the meeting date, or just move the meeting dates that fall the day before Policy. Mr. Schwartz said he prefers a set meeting date and recommended TAC move the meeting date to the first Wednesday of the month.

**Motion #T0117-07:** Motion made to move the TAC meeting date to the first Wednesday of the month at 10:00 a.m. by Mr. Heckmann; 2<sup>nd</sup> Mr. Laskowski; approved by voice vote.

## 7. Traffic Counts RFP

Mr. Schwartz summarized TAC's considerations whether to buy traffic count equipment or contract out this service. Due to timing, DSATS staff have recommended to contract out the service. Mr. Laskowski provided an overview of the RFP and noted locations are flexible and members will have additional time to review and decide on final locations prior to contract negotiations.

**Motion #T0117-08:** Motion made to approve the DSATS 2017 Traffic Counts RFP by Mr. Heckmann; 2<sup>nd</sup> Mr. Magolan; approved by voice vote.

## 8. Active Transportation Subcommittee

Ms. Hyink identified active transportation projects to be completed in the coming year. These projects include the update of the Bicycle and Pedestrian Plan, procurement of additional bicycle and pedestrian counters, and applications to grant programs like Safe Routes to School. Ms. Hyink recommended members reconvene the DSATS Active Transportation Subcommittee to assist with these projects. Mr. Schwartz said he approved of the subcommittee. TAC members reached consensus that Ms. Hyink should reach out to the park districts, school

districts, and local advocacy groups in addition to DSATS members for participation on the subcommittee.

**Motion #T0117-09:** Motion made to authorize the reconvening of the DSATS Active Transportation Subcommittee by Mr. LaLonde; 2<sup>nd</sup> Mr. Laskowski; approved by voice vote.

### **9. Staff and Project Updates**

Mr. Laskowski said plans for the bus shelters sites have been received from Missman Inc. and are in review. He reminded reviewers to provide comments within two weeks.

Mr. Laskowski said the RFP/Bid process is the next DSATS policy to be reviewed. Staff will also create a flow chart for the review of this policy.

Mr. Laskowski said the bylaws were discussed at the last Policy meeting. Policy members reached consensus on the County assuming Cortland's vote. All member organizations will have to be present when this item is voted upon after DSATS staff conduct a thorough review and update of the bylaws. Policy will be asked if they would like to reconvene the Bylaws Subcommittee.

### **10. What's new with our State and Federal Partners**

Mr. Lindenmier provided an overview of the status of IDOT District 3 projects within the DSATS region. The IL23 and IL 64 ADA improvements project is still expecting seeding and other minor restoration items to be completed in the spring. Design plans are progressing for the project on IL 23 starting a half mile south of IL 64 to 4<sup>th</sup> Street in DeKalb. FY18-23 MYP cycle FY targets are anticipated to be received in early to mid-January 2017.

Mr. DeLille said the GATA system still is not ready for use. IDOT is updating its Intelligent Transportation Systems architecture and will be holding a workshop.

### **11. Additional Business**

No additional business.

### **ADJOURNMENT**

**Motion #T0117-10:** Motion to adjourn at 11:01 a.m. was made by Mr. LaLonde; second by Mr. Heckmann; approved by voice vote.

Submitted By: Brian Dickson, Jessica Hyink  
Date Approved: 2/7/2017