

APPROVED



POLICY COMMITTEE MEETING

**MEETING MINUTES
25 FEBRUARY 2015– 3:00 PM
MEETING #P0215**

ATTENDANCE

- City of DeKalb (3 votes): **John Rey**; Bill Finucane, T.J. Moore
- City of Sycamore (2 votes): not present
- Town of Cortland (1 vote): not present
- DeKalb County (1 vote): not present
- IDOT District 3 (1 vote): Karen Pillion
- NIU (1 vote): Jennifer Groce
- DSATS Staff: Brian Dickson, Jessica Hyink
- FHWA (non-voting): not present
- NIU SA (non-voting): not present
- VAC (non-voting): not present
- IDOT Planning & Programming (non-voting): Tom Kelso
- IDOT Local Roads (non-voting): Deb Baxter
- Others Present: Brad Harold, DeKalb County Highway Department, Seville Spearman, Graduate Assistant, NIU Office of Community Affairs

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

CALL TO ORDER

Chair Rey called the meeting to order and established a quorum at 3:04 pm.

BUSINESS

1. Approval of Meeting Agenda

Motion #P0215-01 A motion was made by Mr. Finucane to approve the February 25th meeting agenda. Second by Ms. Pillion and approved by unanimous voice vote.

2. Approval of Previous Meeting Minutes

Motion #P0215-02 It was noted that in the December 17, 2014 meeting minutes, John Rey was referred to, in error, as Chair Rey. Gary Hansen is Chair and Ken Mundy is Vice Chair of the Policy Committee. A motion was made by Mr. Rey to approve the December 17, 2014 meeting minutes with the

change. Second by Mr. Moore and approved by unanimous voice vote. [note: at the March 25, 2015 Policy Committee meeting it was requested to correct Mayor Rey's name which was incorrectly listed as Ray]

3. Public Comment

No Comments

4. Election of Officers

Motion #P0215-03 A motion was made by Mr. Finucane to postpone the election of officers until the next meeting because of low attendance. Second by Ms. Groce and approved by unanimous voice vote.

5. FY16 Draft Budget

Mr. Dickson provided an overview of the budget of the revised FY15 budget and proposed FY16 budget. He noted that a draft budget needs to be approved so that it can be submitted to IDOT for inclusion in the FY16 State Budget. He noted that the budget assumes the same grant allocation in FY16 as in FY15 for DSATS. Mr. Dickson explained that the FY15 budget was heavily revised as it was assumed that a second full-time staff person would be in place for the entire budget year but that Ms. Hyink did not start work until February of 2015. He noted that much of the additional funds would be allocated to staff training. Mr. Dickson noted that for the first time the budgets for DSATS and Transportation will be split out in order to track the use of grant funds. Mr. Dickson noted that he is hoping to present the draft budget to the City Council in March before submitting to IDOT. Mr. Dickson noted that a final budget will be approved in June as the current budget only estimates staff payroll and Mr. Dickson shall be attending a course on Cost Allocation to reimburse the City for more of its cost to maintain DSATS. After that course, staff will review the costs allocated to the City for DSATS management and may revise some of those allocated costs. Ms. Groce asked if the member organizations have to pay the 20% local match. Mr. Dickson said that in FY14 the member organizations had to cover about \$7,000 but in FY15 100% of the local match is being funded by IDOT. Mr. Dickson noted that in FY16 it is not yet known if the State will provide any local match assistance, therefore, the budget as proposed, has the local member organizations covering the 20% local match.

Motion #P0215-04 A motion was made by Mr. Finucane to approve the DSATS FY16 Draft Budget to be submitted to IDOT. Second by Mr. Moore and approved by unanimous voice vote.

6. Bus Shelters

Mr. Dickson noted that although there's nothing official yet he is working with TAC to install twenty five new bus shelters in the area. The question was asked, how they would be maintained. Mr. Dickson said there is a contract with the Illinois Convenience & Safety Corp. (IC&SC) to provide maintenance on existing shelters as long as they are allowed to advertise in the shelters. Mr. Dickson is working with the vendor to find out if they are willing to maintain some or all of the new shelters, if they are allowed to advertise. It was noted that Gary Hansen wants to ensure that a location near the County Courthouse and the Sycamore Library are included in the list of new sites. Ms. Groce asked about adding more shelters at University Village. It was noted if a shelter is placed on a state road there is a permit process that must be gone through first. Mr. Dickson noted that locations inside the Village itself may have turning issues if the larger buses are used.

7. LRTP Updates

Mr. Dickson told of the public outreach meeting that was held on February 20th with over forty attendees signing in. There was much public input, primarily regarding bike and pedestrian concerns. All were glad to have the opportunity to voice their concerns. Mr. Dickson stated staff will be working on compiling the comments received.

8. Staff and Project Updates

Jessica Hyink started in her position of Assistant Transportation Planner on Tuesday, February 24th. Ms. Hyink told that she studied Urban Planning at the University of Illinois at Chicago. For the last five years she had been working in the College of Urban Planning and Public Affairs at the University of Illinois at Chicago. Mr. Dickson said that she will be focusing on public transit and grants, etc. hoping to broaden the DSATS scope of work with Jessica's addition.

Projects – Mr. Dickson noted that staff and Parsons Brinkerhoff are looking to have a draft Long Range Transportation Plan by May. He said another public outreach meeting should be held once there's a draft plan in place possibly hosted by Sycamore, DeKalb County or NIU.

9. Additional Business

Mr. Kelso informed committee members that MPO staffs have been invited to Springfield to attend a meeting hosted by the Secretary of Transportation regarding how the IDOT District staffs intend to use state funds for highway projects throughout the state.

Ms. Groce also noted that Greyhound is looking at reintroducing bus service to DeKalb along the Chicago to Iowa City bus route. NIU officials are currently working with them to identify a possible location for a bus stop here in DeKalb, possibly by the oasis or somewhere on the NIU campus.

ADJOURNMENT

Motion #P0215-05 A motion was made by Ms. Groce to adjourn at 3:50 p.m. Second by Mr. Moore. The motion was approved by unanimous voice vote.

Respectfully Submitted by: Brian Dickson;Brenda Hart
Date Approved: [Publish Date]