



## POLICY COMMITTEE MEETING

### MEETING MINUTES 25 MARCH 2015– 3:00 PM MEETING #P0315

#### ATTENDANCE

- City of DeKalb (3 votes): **John Rey**, **Anne Marie Gaura**, *John Laskowski*
- City of Sycamore (2 votes): not present
- Town of Cortland (1 vote): not present
- DeKalb County (1 vote): *Nathan Schwartz*
- IDOT District 3 (1 vote): **Lou Paukovitz**, *Karen Pillion*
- NIU (1 vote): *Jennifer Groce*
- DSATS Staff: Brian Dickson, Jessica Hyink, Steven Spradling
- 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: Seville Spearman, Graduate Assistant, NIU Office of Community Affairs

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

#### CALL TO ORDER

Mr. Schwartz called for a temporary chair as the chair and vice-chair were not present.

**Motion #P0315-01** A motion was made by Ms. Gaura for Mr. Schwartz to act as temporary chair. Second by Mr. Laskowski and approved by unanimous voice vote.

Chair Schwartz called the meeting to order and established a quorum at 3:03 pm.

#### BUSINESS

##### 1. Approval of Meeting Agenda

**Motion #P0315-01** A motion was made by Mr. Rey to approve the March 25th meeting agenda. Second by Ms. Gaura and approved by unanimous voice vote.

##### 2. Approval of Previous Meeting Minutes

**Motion #P0315-02**

It was noted that in the February 25, 2015 meeting minutes, Mr. Rey was referred to, in error, as “Mr. Ray” on page 2. A motion was made by Mr. Rey to approve the February 25, 2015 meeting minutes with the change. Second by Ms. Groce and approved by unanimous voice vote.

**3. Public Comment**

No Comments

**4. Election of Officers**

Mr. Dickson provided an overview of the by-laws governing the election of officers. By-laws state that the election of officers should occur during the first Policy Committee meeting of the calendar year. The committee tabled the election of officers to this month due to low attendance at the February meeting. Mr. Dickson stated that anyone can serve and that there is no stipulation to the length of service. The by-laws state the committee has the choice to retain current officers or nominate new officers every year. Mr. Schwartz added that traditionally the Mayor of Sycamore and the Mayor of DeKalb have alternated in serving as Chair. Ms. Gaura inquired what the history of the election of officers was. Mr. Dickson noted that typically the Chair and Vice-Chair has alternated between the Mayors of DeKalb and Sycamore. He noted that in 2014, Mr. Hanson was nominated for the position as Mr. Rey was new to the position of Mayor.

**Motion #P0315-03**

A motion was made by Ms. Gaura to appoint Mr. Rey as Chair. Second by Mr. Laskowski and approved by unanimous voice vote. A motion was made by Ms. Gaura to appoint Mr. Mundy as Vice-Chair. Second by Ms. Groce and approved by unanimous voice vote.

**5. Approval of TADI Contract to Perform 2015 Traffic Counts**

Mr. Dickson provided an overview of the TADI contract to perform traffic counts in 2015. He noted that TAC and DSATS worked to identify traffic count locations for 2015. TADI was chosen to conduct the traffic counts in 2014 with the option to renew the contract for up to two additional years. Staff have chosen to contract with TADI again in 2015. On Monday, March 23, 2015, the DeKalb City Council approved the contract. In order to start traffic counts prior to NIU adjourning for the semester, staff is seeking final approval from the Policy Committee to approve the contract with TADI.

Ms. Groce asked how long the traffic counts would last and expressed a concern about missing peak commuter hours. Mr. Dickson said the traffic counts would be conducted over a three day period and that he would work with TADI to ensure peak commuter hours are not missed. He also said traffic turning counts at traffic signals last for twelve hours each day.

Chair Rey asked if traffic counts would include the location where buses turn at Lucinda and Carroll. Mr. Schwartz replied that the counts do not include that location but that we could take out another location and add this location in order not to increase costs. Mr. Dickson added that funding is tight and may not allow the addition of a new site to the current contract. Ms. Gaura added that the proposed site would be beneficial to count from both the perspective of the City of DeKalb perspective and NIU. Ms. Gaura added that this location can impact Lucinda and Carroll depending on what time of day it is. Mr. Dickson said he would contact TADI to get an estimate on adding this location to the 2015 traffic counts.

**Motion #P0315-04**

A motion was made by Ms. Gaura to approve the TADI contract to perform 2015 traffic counts. Second by Mr. Laskowski and approved by unanimous voice vote.

**6. Transit Projects & Transit TIP Amendment 1**

Mr. Dickson noted that he's identifying new projects with Tom Zucker to obtain additional funding for capital projects. The TIP will have to be updated in order to include these projects so that this additional funding can be sought. Projects include diagnostics equipment, camera installation for security, vehicle replacement of vehicles at end of service life, and 25 new bus shelters, including ADA compliance measures. Staff is seeking approval to advertise for a fourteen day public comment period.

Chair Rey asked what happens to retired vehicles. Mr. Dickson said the vehicles are sometimes used as spares if another breaks down or that the City of DeKalb could sell the vehicles. If the city chooses to sell the vehicles, then the proceeds go back to DSATS. Mr. Rey suggested that perhaps NIU would be interested in the vehicles due to reported issues this past winter with Huskie buses.

Ms. Gaura asked about the differences between city and county ownership. Mr. Dickson said the city purchases vehicles directly with funds using an IDOT list; the county uses the same list for vehicle selection but has to purchase its vehicles through IDOT. Ms. Gaura asked if purchasing goes through city council. Mr. Dickson stated that vehicles go through IDOT procurement procedures, are approved by the Policy Committee, and are then approved by the city. The contract is signed by the Mayor.

Ms. Gaura asked if DSATS has a policy on the disposition of vehicles or, if there is no such policy, if we should have one. Mr. Laskowski said that either way we would want to involve Tom Zucker. Mr. Dickson said that DSATS technically does not have to seek approval to disposition a vehicle by the Policy Committee but that he has made it a policy to do so. Ms. Gaura thinks a clear delineation would be useful. Ms. Groce said she would speak with Ken Pugh about legality.

**Motion #P0315-05**

A motion was made by Mr. Schwartz to authorize staff to advertise the DSATS FY15-19 Transit TIP Amendment 1 for public comment and to conditionally authorize the DSATS TAC to approve the DSATS FY15-19 Transit TIP Amendment #1 if there are no public comments requesting corrective action. Any public comments requesting corrective action will be reviewed and addressed by TAC and then submitted to the Policy Committee for final approval. Second by Mr. Laskowski and approved by unanimous voice vote.

**7. DSATS FY15-19 Highway TIP Amendment 3**

Mr. Dickson noted the sign reflectivity project was on the TIP but was removed from the current TIP since it expired. The project is implemented now and needs to have the fiscal year changed to FY15 in order to be included on the FY15-19 TIP. Ms. Gaura asked if the project just includes signage and not striping, which was confirmed by Mr. Laskowski.

**Motion #P0315-06**

A motion was made by Mr. Paukovitz to approve the DSATS FY15-19 Highway TIP Amendment 3 as an administrative action. Second by Ms. Groce and approved by unanimous voice vote.

**8. Bus Shelters**

Mr. Dickson noted he's working with the TAC committee to inspect individual bus shelter locations with the Illinois Convenience & Safety Corps (IC&SC) and to look at expansions for advertising. IC&SC is interested in maintaining bus shelters on which it has advertising but is unlikely to be interested in maintaining shelters on which it does not have advertising.

Ms. Gaura asked who currently maintains bus shelters and what we pay them. Mr. Dickson replied that IC&SC maintains current DSATS bus shelters; nothing is paid to IC&SC, and we actually receive a 10% cut of advertising proceeds. Ms. Gaura asked if this is cost effective and wanted to know if it would be more cost effective for DSATS to contract for advertising itself. Mr. Dickson said that DSATS is unable to maintain the shelters and would have to contract out those services. Mr. Schwartz suggested DSATS bid the contract out as others may be interested. Mr. Dickson said the project must go out to bid due to the cost of the project.

Ms. Gaura asked if there is anything that should be excluded from advertising and suggested looking at what other cities do to exclude types of advertising. Mr. Dickson said that there are clauses to prohibit inappropriate advertising.

Mr. Paukovitz asked what IC&SC maintains. Mr. Dickson replied snow removal, graffiti removal, plexiglass replacement.

Mr. Schwartz asked about solar power for lights. Mr. Dickson said the contractor doesn't think we get enough solar power, especially in the winter months. Mr. Schwartz suggested the lights could be linked into the grid. He said the county is interested in maintaining the one at the courthouse and could take care of the electricity at that location.

Ms. Gaura requested the proposal be brought back to the Policy Committee with a cost analysis and map of current and proposed shelters prior to going out to bid.

Mr. Schwartz asked if there is a timeline to look at sites. Mr. Laskowski said that we are waiting on the contractor.

**9. LRTP Update**

Mr. Dickson provided an update on the first round of LRTP public comments. Over forty people attended, and DSATS staff are still in the process of summarizing and responding to comments. Public comments can be reviewed in the meeting packet. Mr. Dickson noted that he intends to hold another public meeting May once a final draft of the LRTP is completed. He requested another community/organization volunteer to host the second meeting, as DeKalb held the first one. Holding the meeting in another community will broaden outreach for those unable to come to DeKalb. Mr. Schwartz suggested the county or Sycamore may be interested. Ms. Groce said there may be a concern with parking and the timeline conflicting with NIU graduation ceremonies but that she would look at availability.

Mr. Laskowski suggested that DSATS staff and committee members should identify themselves by wearing name tags or matching shirts.

## 10. ComEd Grant

Ms. Hyink provided an overview of the grant application submitted to the ComEd Green Region Program in mid-March. The grant awards amounts up to \$10,000 and may be used to pay for up to 50% of eligible activities. The grantee must have a source of funds (or have submitted an application for funds) to match the ComEd Green Region Program grant, and those matching funds must be in cash, not in-kind services. Sycamore, DeKalb County, and Active Transportation (through donations) committed to matching funds should the grant be awarded.

The proposed use of the grant is for a trail on Prairie Drive connecting the trail along Peace Road with the Peace Road Trail. Mr. Laskowski added that this location was identified at the LRTP public outreach meeting as a high priority area for the location of a bike path. Mr. Dickson confirmed that DSATS is working with Active Transportation on this project.

## 11. Public Outreach Enhancements

Ms. Hyink provided an overview on the projects DSATS staff are working on to enhance public outreach efforts. She indicated that there have been several new regulations to the public participation. Although the public participation plan is not due to be updated until FY18, we may want to consider revising this plan now to meet the new regulations.

Ms. Hyink shared that she has created a new Facebook page and has linked this social media account with the DSATS Twitter account. Ms. Gaura suggested opening a DSATS Instagram account, and Ms. Hyink said that she planned to open an Instagram account next so that DSATS can provide visual updates on the progress of projects. Ms. Gaura said DSATS should speak with Lauren about the social media policy she is developing.

Ms. Hyink also shared that she is reviving the monthly DSATS newsletter and that the first publication would be out in early April. Features of the newsletter include transportation news from the FTA and IDOT, DSATS news, a calendar of events, and an editorial feature.

As the city prepares to update its website, DSATS is also taking this opportunity to distinguish itself from the city in a similar way as the airport. DSATS staff have been talking with the city's website developer and are considering different website packages. Ms. Gaura added that the new website launch for the city would occur on June 11<sup>th</sup>, and this update will provide DSATS more control with updating its site. Ms. Hyink said the DSATS website update is an opportunity to redesign the DSATS logo and branding. She said it is particularly important to update the logo as it does not currently fit well with social media.

## 12. FHWA DSATS Review Draft Report

Last November FHWA reviewed DSATS work. Mr. Dickson noted that DSATS has received the report on FHWA's findings from the review. DSATS was dinged on its website, public outreach, and lack of newsletter. The FHWA asked DSATS to go beyond the LRTP. Mr. Dickson said he would be going through the report and addressing each issue noted by FHWA. Mr. Dickson also noted that he will be attending a meeting with IDOT on its indirect cost allocation plan. He plans to come back with a report on how to better reimburse the City of DeKalb in a future meeting.

## 13. What's New with IDOT

Mr. Paukovitz said that District 3 is planning to install rumble strips outside of the DSATS area on IL 23 from US 30 southerly approx. 4.5 miles to Chicago Road and on US 30 from IL 23 easterly approx. 5 miles to Somonauk Road. He noted that the rumble strips account for the needs of cyclists.

#### **14. Staff and Project Updates**

Mr. Dickson noted that the city has a \$3 million IDOT appropriations grant for a transit facility and the county has a \$500,000 appropriations grant for the same facility. The governor is currently looking to use appropriations funds that have not been allocated to fund other projects and programs. DSATS will meet with Tom Zucker to come up with a plan. In order to submit the grant application in a timely manner, DSATS is requesting the Policy Committee moves its April meeting to the 15<sup>th</sup>.

Ms. Gaura said she received a comment from a council member regarding the LRTP. The council member is concerned about the sidewalks for Little John School. Ms. Gaura would like to know if this project could pertain to the Safe Routes to School Program.

Ms. Gaura asked how state budget cuts might affect DSATS. Mr. Kelso said he does not believe it should affect normal operating funds but that it will affect funds that have not been used.

#### **15. Additional Business**

No additional business.

#### **ADJOURNMENT**

***Motion #P0315-07*** A motion was made by Mr. Schwartz to adjourn at 4:07 p.m. Second by Mr. Laskowski. The motion was approved by unanimous voice vote.

Respectfully Submitted by: Brian Dickson; Jessica Hyink  
Date Approved: [Publish Date]