



TECHNICAL ADVISORY COMMITTEE MEETING

MEETING MINUTES
14 APRIL 2015– 10:00 A.M.
MEETING # T0415

ATTENDANCE

- City of DeKalb (1 votes): not present
- City of Sycamore (1 votes): **Brian Gregory**
- Town of Cortland (1 vote): **Noah Carmichael**
- DeKalb County (1 vote): **Nathan Schwartz**
- IDOT District 3 (1 vote): **Lou Paukovitz**, *Karen Pillion*
- NIU (1 vote): **Ken Pugh**
- VAC (1 vote): **Tom Zucker**
- Kishwaukee College (1 vote): not present
- DSATS Staff: Brian Dickson, Jessica Hyink, Steven Spradling
- Taylor Municipal Airport (non-voting): Tom Cleveland
- FHWA (non-voting): John Donovan
- NIU SA (non-voting): not present
- IDOT Planning & Programming (non-voting): Tom Kelso
- IDOT Local Roads (non-voting): not present
- Others Present: Jared Heyn (City of DeKalb), Lauren Stott (City of DeKalb), Tom Magolan (IDOT District 3), Donna Moulton (DeKalb County- PCOM)

(**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 10:00 am.

Introduction of members present was made.

Motion #T0415-01: A motion was made by Mr. Zucker to approve the April 2015 meeting agenda. Seconded by Mr. Miller and approved unanimously by voice vote.

Motion #T0415-02: A motion was made by Mr. Paukovits [**Previously identified as Ms. Pillion**] to approve the March 10, 2015 meeting minutes with no requested revisions. Seconded by Mr. Carmichael and approved unanimously by voice vote.

1. Public Comment

None -

2. Approval of IDOT Capital Program Grant

Mr. Dickson provided an overview of the capital program grant for a new transit facility. This grant is a part of the Downstate Operating Assistance Program (DOAP). In 2012 DSATS submitted and was awarded \$3 million to the City of DeKalb and \$550,000 to DeKalb County for the new facility. DSATS needs to submit an application that details how the funds will be used before the funds will be approved for appropriations to the city and county. Due to the new governor reallocating funds, DSATS has been told to submit an application for the allocation of funds immediately.

In order to proceed, TAC and the Policy Committee need to approve the application so that DSATS can hold a public hearing. The public hearing will be scheduled for the city and county at the DeKalb City Council meeting on April 27th; the city will also be asked to approve the resolution at this meeting; the county will be asked to approve the resolution in May.

Mr. Gregory asked if there is a timeline for when funds have to be used. Mr. Zucker said no, but that we need an obligation in order not to lose funds; once the funds are allocated, then the clock starts ticking.

Mr. Zucker said that projects that have already started as seen as favorable and that he was told that we should move forward even though we don't have all the funds for the project. Mr. Dickson said that with the approximate \$4 million that the environmental assessments and engineering could be completed first.

Mr. Gregory asked if we needed a match in order to get the funding. Mr. Zucker said yes and that it appears as though we have sufficient matching funds. He also said that the improvements to Barbara Green will help the facility and can be used as a match. Mr. Zucker said the goal is to use state and local funds to build the facility.

Motion #T0415-03: Mr. Miller motioned to approve the IDOT Capital Program Grant Application with a recommendation to forward to the DSATS Policy Committee, the City of DeKalb Council, and the DeKalb County Board. Seconded by Mr. Gregory and approved unanimously by voice vote.

3. Approval to purchase services from Civic Plus for development of new DSATS website

Mr. Dickson provided an overview DSATS options to update its website. The City of DeKalb website has contracted with Civic Plus to host its new website. In order to maintain the DSATS website, we will have to either contract out for our website or go along with the city. If we go along with the city, then we will have city logos and branding; we need a contract to have our own branding.

Lauren Stott provided an overview of the city site and the options DSATS has through Civic Plus. DSATS can 1. go along with the city update, which will cost nothing to DSATS 2. purchase a department header package to provide a slightly different look and feel from the city, allowing DSATS the option to buy a domain and send people directly to our site, at a cost of \$3500 for the creation and \$600 for maintenance 3. purchase a subsite package to provide a completely different look and feel from the city with the more options for control and flexibility of the site, including a unique domain, at a cost of \$8000 for creation and \$1500 for maintenance 4. coordinate separate website from the city, requiring a bid, at a cost likely greater than \$8000. Ms. Stott said the site will be implemented June 8th and that DSATS would have a new site by then if we do nothing.

Mr. Miller questioned if the website is worth the expense. Mr. Donovan commented that the current website is lacking and asked if there will be control for timely updates. He stated that maneuvering about the current website is difficult.

Mr. Schwartz asked how DSATS is being updated now and wanted to know how we could add a page to the website if we wanted to in future. Mr. Dickson replied that he is updating the website now through HTML. He said Civic Plus has its own interface, agenda plug in, and calendar of events to provide updates. Ms. Stott added that Civic Plus has an interface that allows anyone to make updates.

Mr. Miller asked Ms. Stott if we could switch to the department head option later. Ms. Stott said yes and that internal staff will be able to see the site on May 6th and that they could bring it before TAC too. Mr. Miller suggested that it would be best to look at the new format before upgrading and spending money.

Mr. Schwartz asked if prices would be held until city upgrade. Ms. Stott said she thought so but would check with Civic Plus. Mr. Dickson suggested that we might not have our current domain name with the switch.

Motion #T0415-04: A motion was made by Mr. Miller to table the item until the committee could view the City of DeKalb's new site and review traffic to current site. Seconded by Mr. Carmichael and approved unanimously by voice vote.

After the motion was carried, Mr. Donovan noted that he would recommend not considering current website traffic.

Mr. Kelso asked if DSATS has the money for it. Mr. Dickson said that he should have it for this year. He was anticipating funding the website project in the next fiscal year, but may have enough cost savings in this year to fund it.

Mr. Schwartz asked if DSATS pays anything for the city to host the current site. Ms. Stott said that the city is currently absorbing the cost of the site.

Mr. Gregory said that DSATS should keep paying the ten dollars to reserve our domain name in case we want our own site.

4. New DSATS Logos and Color Schemes

Ms. Hyink recommended to hold off on proceeding with a logo and branding update until the type of website update was chosen. If DSATS chooses to use the default website design chosen by the City of DeKalb, then DSATS should use that color scheme to ensure consistent branding across logos and the website. If DSATS chooses to purchase a subsite or department header page, then there will be greater flexibility with color branding. Ms. Stott said she would follow up with Civic Plus on branding options created by them.

5. Bus Shelter Update

Mr. Dickson said he would be going out the following day to look at proposed bus shelter locations. He added that Anne Marie Gaura would like to look at how the City of DeKalb sites are managed and consider whether the city would like to do its own advertising instead of contracting it out. Down state operating expense requirements do allow this, but there is no guarantee that there will be sufficient ad revenue to cover the cost of maintenance. The city would have to cover the cost of maintenance in all communities according to down state operating expense requirements. Mr. Schwartz asked if an intergovernmental agreement (IGA) is required. Mr. Dickson replied that would have to be done through VAC as there is could be a problem with distributing DOAP funds through DSATS. Mr. Gregory suggested that the City of DeKalb could distribute the funds through an IGA.

Mr. Dickson commented that there are some existing bus shelters that are owned by IC&SC, who currently maintains DSATS shelters. Mr. Schwartz asked Mr. Dickson to find out from IC&SC how many windows they replace a year. Mr. Zucker reminded that IC&SC also provides other services like cleaning and snow removal. Mr. Dickson said that occasionally complaints are received about bus shelters but that IC&SC has been very responsive. Mr. Kelso asked how often IC&SC comes through to maintain the shelters. Mr. Dickson replied monthly plus the times they respond to complaints.

6. Responses to 2040 LRTP Public Comments

Ms. Hyink provided a summary of the types of public comments received from the LRTP public meeting. Over forty comments related to bicycle/pedestrian trails, with the majority focused on new trails and improved connectivity among existing trails. Twenty comments related to bus shelters, with the majority focused on University Village and Annie Glidden Road. Several commented that University Village is being renovated and that NIU is involved in the project. Mr. Dickson commented that DSATS is only looking at adding bus shelters on Annie Glidden Road along University Village as the turning radius inside the development is insufficient.

Mr. Dickson and Ms. Hyink requested that TAC members submit any ideas they had for how to respond to the public comments received from the LRTP public meeting no later than the end of April.

7. Approval of DSATS FY16-20 TIP

Mr. Dickson provided an overview of the FY16-20 TIP. He said every year engineers look at the five year agenda items. Mr. Dickson asked for approval of the listing so he could send it out for public review and then request approval at the next DSATS TAC and Policy meetings. Mr. Paukovitz said he had reservations from the state perspective and said that projects cannot be presented until the state officially releases its programs. He also said that the state should release it soon. Mr. Kelso suggested that Mr. Dickson could put the listing out and then revise it later. Mr. Kelso also suggested that the listing did not need to be put to public comment. Mr. Dickson said he had requested this change but that the Policy Committee voted it down. Mr. Donovan reminded that if the TIP goes out without the state release, then the TIP will have to be revised and go out for public comment again according to DSATS policy.

Mr. Schwartz asked if it would be a problem if TIP approval is pushed off for another month. Mr. Dickson said no but that approval is needed by June 30th.

Motion #T0415-05: A motion was made by Mr. Gregory to table the item until state approves. Seconded by Mr. Zucker and approved unanimously by voice vote.

8. Approval of DSATS FY16 UPWP

Mr. Dickson said that DSATS has to submit the UPWP to IDOT. Due to payroll revisions, Mr. Dickson and Ms. Hyink received salary increases. Mr. Gregory asked if Mr. Dickson wanted to negotiate a higher salary if he would have to come back to policy. Mr. Dickson said yes. Mr. Schwartz agreed with Mr. Donovan that this is not a Technical Advisory Committee issue and that this is an issue for policy.

Motion #T0415-06: A motion was made by Mr. Zucker to approve the DSATS FY16 UPWP as presented. Seconded by Mr. Miller and approved unanimously by voice vote.

9. What's New with IDOT

Mr. Kelso said he had nothing new to report.

Mr. Paukovitz said that he would forward the state program to DSATS as soon as he has it.

8. Staff and Project Updates

Ms. Zucker said that TransVAC buses assisted at tornado sites by transporting people to collect their possessions, providing warming shelters to first responders, and shuttling volunteers. The bus will also serve as a location to provide tetanus shots. TransVAC is providing priority rides to anyone who received property damage due to the tornado.

9. Additional Business

No additional business

ADJOURNMENT

Motion #T0415-07: A motion was made by Mr. Zucker to adjourn at 11:31 a.m. Seconded by Mr. Miller and approved unanimously by voice vote.

Respectfully submitted by: Jessica Hyink
Date Officially Approved: 5/11/2015