



DSATS Active Transportation Subcommittee

Tuesday, 16 January 2018

10:30 A.M.

DeKalb County Highway Department

1826 Barber Greene Rd.

DeKalb, IL 60115

Conference Room # 815-756-6026

1. Introductions

2. Approval Of Agenda

ACTION: Approval of the January 16, 2018 Active Transportation Subcommittee (ATS) Agenda.

3. Approval Of Meeting Minutes

ACTION: Approval of the November 21, 2017 ATS Meeting Minutes.

Documents:

[DSATS_ATS1117_Meeting Minutes.pdf](#)

4. Public Comment

5. Active Transportation Subcommittee Purpose

During the February 21, 2017 ATS meeting, DSATS staff presented to the group on the primary purpose of the ATS. The primary purpose is to update the Active Transportation Plan (ATP), last updated in 2011. This is a working document with two primary goals, consisting of planning and maintaining a bicycle and pedestrian plan and coordinating the efforts of the member organizations to provide a connected network. Other purposes of the ATS include increasing public outreach/communication and identifying alternate funding opportunities.

The purpose of this agenda item is to provide a recap of the 2011 ATP goals presented to the subcommittee in February 2017 and to provide members the opportunity to provide feedback and input regarding the ATS goals, meeting schedule, and required actions.

Documents:

[DSATS002-18 \(Staff Memo - DSATS Active Transportation Subcommittee Purpose\).Pdf](#)

6. Voting Membership

At the November 21, 2017 ATS meeting, the group discussed modifying the voting membership of the ATS, including the potential reduction or consolidation of voting members in order for the subcommittee to operate

more efficiently. Action was deferred for further review. ATS members will now reopen the discussion of modifying the ATS voting membership.

ACTION: Recommend voting membership changes to the Technical Advisory Committee (TAC) Chair for action.

7. Meeting Schedule

At the November 21, 2017 ATS meeting, the group decided to defer changes to the meeting schedule until voting membership changes are established. Provided a recommendation of voting membership changes is made to the TAC Chair, the group will discuss whether or not to move the ATS meeting date and/or time and whether or not meetings should occur less frequently. If consensus is reached on the ATS meeting schedule change(s), then action will be taken. Action may also be deferred to a later date for further review and discussion.

ACTION: Approve the ATS meeting change or defer action to a later date.

8. Appointment Of Alternate Voting Members

In order to ensure quorum is met, DSATS staff is asking subcommittee members to appoint alternates to attend the meeting when they are unable to do so. In order to attend a meeting, appointed alternates need to complete Open Meetings Act (OMA) training within 90 days of attending their first DSATS ATS meeting. The OMA training may be completed online at the following link: <http://Foia.ilattorneygeneral.net/>

9. Additional Business

Subcommittee members are invited to address other items not listed on the agenda and are encouraged to propose new items for the next agenda.

10. Adjourn

If you have any questions regarding this notice, please contact:

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ACTIVE TRANSPORTATION SUBCOMMITTEE MEETING
NOVEMBER 21, 2017 – 10:30 A.M.
MEETING MINUTES
MEETING # **ATS1117**

ATTENDANCE

- City of DeKalb (1 votes): *Patrick DiDiana*
- City of Sycamore (1 votes): *Mark Bushnell*
- DeKalb County (1 vote): **Lisa Gonzalez**
- NIU (1 vote): *John Heckmann*
- NIU SA (1 vote): not present
- VAC (1 vote): not present
- DeKalb Park District (1 vote): **Amy Doll**
- Sycamore Park District (1 vote): **Dan Gibble**
- DeKalb School District (1 vote): *Jose Jaques*
- Sycamore School District (1 vote): not present
- Live Healthy DeKalb County (1 vote): not present
- DSATS Staff: Jessica Hyink
- Others Present: none

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

1. Introductions

Motion #ATS1117-01: A motion was made by Mr. Gibble to approve Mr. Bushnell to serve as acting Chair during the meeting as neither the Chair nor the Vice-Chair were present. Second by Mr. Jaques and approved by voice vote.

Acting Chair Bushnell called the meeting to order and established a quorum at 10:35 a.m. Introduction of members present was made.

2. Approval of Agenda

Motion #ATS1117-02: A motion was made by Mr. Gibble to approve the November 21st meeting agenda. Second by Ms. Doll and approved by voice vote.

3. Approval of Meeting Minutes

Motion #ATS1117-03: A motion was made by Ms. Gonzalez to approve the March 21st meeting minutes. Second by Mr. Heckmann and approved by voice vote.

4. Public Comment

There was no public comment.

5. DSATS Overview

Ms. Hyink presented on the purpose of DSATS and how DSATS fulfills its federal requirements as a Metropolitan Planning Organization (MPO). Ms. Hyink summarized the major laws establishing the current MPO system. She provided an overview of the governing structure of MPOs and who is included in the governing bodies for DSATS, including the Policy Committee and Technical Advisory Committee (TAC) membership. Ms. Hyink finished the presentation by discussing the various products DSATS completes, including the Active Transportation Plan.

6. Voting Membership

Mr. Bushnell provided an overview of the need to maintain a quorum and regular meeting schedule. He noted TAC convened the Active Transportation Subcommittee (ATS) primarily for the purpose of focusing on the Active Transportation Plan (ATP), as TAC did not believe there was sufficient time to cover the topic during a regular scheduled TAC meeting. Mr. Bushnell said TAC values the input of the various groups serving as part of the ATS but emphasized a need for sufficient attendance to meet quorum. He suggested some committee members could give up their voting rights but serve in an advisory capacity to the ATC. This would mean these advisory members would not be required to maintain quorum. As an example, Mr. Bushnell said the former DSATS member organizations serving on TAC could maintain their voting membership on TAC, while all other non-TAC members of the ATS could move to an advisory role.

Ms. Gonzalez suggested meeting every other month in order to improve attendance of existing voting membership.

Mr. Gible asked why not have the park and school districts remain as voting members as the other members are already represented on TAC. He said this would spread out the vote to allow contributions from other organizations. Ms. Gonzalez said she would find it helpful to review the objectives of the ATP before making a decision about continuing as a voting member. Mr. Bushnell emphasized a need for TAC members to remain involved with the plan. Mr. Jaques said organizations also serving on TAC and Policy already have good representation. Ms. Gonzalez noted there are different representatives from each organization on each committee, and the representatives may not always interact. Mr. Bushnell said he is not opposed to keeping voting membership the same so long as quorum is achieved.

Mr. Heckmann suggested changing the meeting frequency.

Mr. Gible said he does not have a clear sense of his role. Mr. Bushnell suggested holding a meeting in two months to decide if ATS members would like to continue in a voting capacity or advisory capacity. He said he and Ms. Hyink would prepare a brief narrative to include information about the purpose of the ATS and ATP. Members reached consensus to cancel the December meeting and to hold a meeting in January to include a narrative about the purpose of the ATS and ATP.

Motion #ATS1117-04: A motion was made by Ms. Gonzalez to postpone changing the ATS voting membership until January. Second by Ms. Doll and approved by voice vote.

7. Meeting Schedule

Members reached consensus that DSATS staff would submit a Doodle poll to determine the meeting date and time for the January meeting.

Motion #ATS1117-05: A motion was made by Mr. Bushnell to postpone changing the meeting schedule until January. Second by Mr. Gibble and approved by voice vote.

8. Active Transportation Plan Update

Ms. Hyink provided an overview of the development of a performance measures database for the ATP. She said staff have completed a comprehensive review of what data DSATS has available to complete the suggested performance measures found in the Federal Highway Administration's "Guidebook for Developing Pedestrian & Bicycle Performance Measures." Staff is now beginning to gather missing data in order to begin analysis of existing conditions.

9. Additional Business

There was no additional business.

ADJOURNMENT

Motion #ATS1117-06: A motion was made to adjourn at 11:52 a.m. by Ms. Doll. Second by Mr. Heckmann and approved by voice vote.

Submitted By: Jessica Hyink

Date Approved: [Publish Date]



DATE: 1/9/2018

TO: DSATS Active Transportation Subcommittee (ATS)

FROM: Jessica Hyink, DSATS Planner
Mark Bushnell, DSATS TAC Chair
Paul LaLonde, DSATS ATS Chair

SUBJECT: Review of DSATS Active Transportation Subcommittee Purpose.

I. Summary

During the February 21, 2017 ATS meeting, DSATS staff presented to the group on the primary purpose of the ATS. The primary purpose is to update the Active Transportation Plan (ATP), last updated in 2011. This is a working document with two primary goals, consisting of planning and maintaining a bicycle and pedestrian plan and coordinating the efforts of the member organizations to provide a connected network. Other purposes of the ATS include increasing public outreach/communication and identifying alternate funding opportunities.

The purpose of this agenda item is to provide a recap of the 2011 ATP goals presented to the subcommittee in February 2017 and to provide members the opportunity to provide feedback and input regarding the ATS goals, meeting schedule, and required actions.

II. Background

The three major goals of the ATS are outlined below. Each is accompanied by a brief description, supporting documentation (if applicable), and a recommended course of action.

ATS Goal #1

The primary goal of the ATS is to update the 2011 plan. This plan will be used by all DSATS members as a resource to coordinate the planning, design, and funding of pedestrian and bicycle facilities. The subcommittee should meet on a regular basis to update the plan and complete the goals of the 2011 ATP. After completion of the ATP update, the subcommittee can determine the frequency of the ATS meetings.

The following information is the purpose statement and goals from the 2011 Bicycle and Pedestrian Plan. This plan can be found online here:

<http://www.dsats.org/DocumentCenter/View/1995>

Purpose Statement:

The purpose of the 2011 Bicycle & Pedestrian Plan is to enable safe and efficient bicycle and pedestrian travel within the DSATS planning area. This Plan replaces the DSATS 2006 Bikeways Plan in an effort to maintain the Plan and meet the requirements of SAFETEA-LU.

ATP GOAL 1: Plan and maintain the DSATS Bicycle and Pedestrian Plan.

Objectives:

1. *Maintain the DSATS Bicycle and Pedestrian Plan, which provides recommendations for facilities, policies, and programs to be implemented in the next 10+ years.*
 - a. *Update the Plan every 5 years or as necessary to maintain eligibility for State and federal funding.*
 - b. *Review projects that have been completed in the Plan on an annual basis.*
 - c. *Develop the Plan as a resource and coordinating document for DSATS communities.*
2. *Develop a prioritized list of improvements in the DSATS Bicycle and Pedestrian Plan.*
 - a. *Identify high, moderate, and long-term priority projects.*
 - b. *Recommend policies and programs that may be adopted by DSATS communities.*

ATP GOAL 2: Develop a connected bicycle network that will meet the transportation and recreational needs of the area's citizens.

Objectives:

1. *Build upon the existing bikeway and pedestrian facilities.*
 - a. *Inventory the existing system and update GIS mapping.*
 - b. *Produce bicycling and recreation maps for each community.*
 - c. *Identify locations for improved bicycle or pedestrian facilities that will:*

- i. Close gaps between existing facilities.*
 - ii. Facilitate travel between residential neighborhoods and major employment, recreation, and shopping centers, such as downtown areas and the NIU campus.*
 - iii. Connect neighboring communities.*
- 2. Work with DSATS communities to improve maintenance of existing bikeways and roadway shoulders.*
- 3. Encourage DSATS communities to identify and include Plan improvements in their Capital Improvement Plans.*
- 4. Identify financial resources needed to implement the actions identified in the Plan.*

ATS Goal #2

While the identification of funding opportunities and financial resources is listed within the goals of the 2011 Plan, the ATS provides an additional means for members to share and learn about funding opportunities. Member organizations can receive and share information for programs that they may not normally be aware of, such as the Illinois Transportation Enhancement Program and Safe Routes to School Program.

This item does not require regularly scheduled meetings. However, each member shall designate a specific point of contact within their organization.

ATS Goal #3

The last item is to provide general communication between member organizations. This coordination provides multiple benefits, such as the ability to coordinate construction projects, work collaboratively to strengthen grant applications, and minimize duplicative efforts.

As with ATS Goal #2, this does not require regularly scheduled meetings. Each member shall designate a specific point of contact within their organization to share and coordinate information.