



**ACTIVE TRANSPORTATION SUBCOMMITTEE MEETING
JANUARY 16, 2018 – 10:30 A.M.
MEETING MINUTES
MEETING # **ATS0118****

ATTENDANCE

- City of DeKalb (1 votes): not present
- City of Sycamore (1 votes): *Mark Bushnell*
- DeKalb County (1 vote): **Lisa Gonzalez**
- NIU (1 vote): *John Heckman*
- NIU SA (1 vote): not present
- VAC (1 vote): **Paul LaLonde**
- DeKalb Park District (1 vote): **Amy Doll**
- Sycamore Park District (1 vote): **Daniel Gibble**
- DeKalb School District (1 vote): not present
- Sycamore School District (1 vote): not present
- Live Healthy DeKalb County (1 vote): **Joel Maurer**
- DSATS Staff: Brian Dickson, Jessica Hyink
- Others Present: Shareny Mota (Northwest Medicine)

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

1. *Introductions*

Mr. LaLonde opened the meeting at 10:31 am and asked those present to introduce themselves.

2. *Approval of Agenda*

Motion #ATS0118-01: A motion was made by Mr. Bushnell to approve the January 16, 2018 meeting agenda. Second by Ms. Gonzalez and approved by voice vote.

3. *Approval of Meeting Minutes*

Motion #ATS0118-02: A motion was made by Mr. Bushnell to approve the November 21, 2017 meeting minutes. Second by Mr. Maurer and approved by voice vote.

4. *Public Comment*

There was no public comment.

5. Active Transportation Subcommittee Purpose

Ms. Hyink said that at the last meeting, members request that we go back at take a look at the original purpose of the Active Transportation Subcommittee. Ms. Hyink said that the purpose was to update the previous DSATS Bike & Pedestrian Plan, review the status of projects suggested in the previous plan, and identify new projects moving forward.

The primary goal of the Active Transportation Plan is to update the goals identified in the previous plan. The primary goal of the previous plan was to continuously review and update the projects and goals of the plan.

Ms. Hyink said that the 3 purposes of this plan are: 1) Update of the existing Bike Pedestrian Plan and develop a connected bicycle network in the region, 2) Identify and apply for active transportation funding opportunities, and 3) Improve the cooperation and coordination of organizations who advocate and implement active transportation projects.

Mr. LaLonde asked if the goal is to update the plan, is the idea to take all the different active transportation plans developed by the various agencies and governmental bodies and to meld them together into one overall plan? Ms. Hyink said that many of the plans focus on trail development in the region, but active transportation is more than that. There are sidewalk connections and lighting issues that connect to safety.

Mr. Gibble ask what this committee's definition of transportation is, as it relates to this plan. Ms. Hyink said that this plan looks to address all aspects of active transportation, including safety issues. Mr. LaLonde asked if transportation is defined as anything that is not a vehicle. Mr. Gibble asked if there was some defining criteria of what is active transportation. Mr. LaLonde said that he sees this plan as identifying all aspects involved in developing connections between the various trails and walking paths throughout the region.

Ms. Hyink said that the Federal Highway Administration (FHWA) identifies what active transportation is. Mr. LaLonde said that we must connect the different trails in order to increase use of the entire system. Mr. LaLonde said that we must ensure that those who cannot drive have those connections. The ultimate goal is to make the DeKalb region an attractive place to live, and a better active transportation system can lead to that.

Ms. Doll said that last spring, the timeline indicated the subcommittee would work on developing goals, doing surveys, and other action items. Ms. Doll asked if that timeline had been updated yet.

6. Voting Membership

Ms. Hyink said that the timeline and goals have not been updated yet because there have been outstanding questions on how to achieve quorums for meetings and if the voting membership on the committee needs to be changed. Ms. Hyink said the committee should decide if it should meet monthly, quarterly, etc. She also said that members should identify alternates that can attend meetings in the regular member's absence.

Ms. Doll stated the purpose of this meeting is to identify who wishes to remain a member, who would be interested in non-voting membership in the subcommittee, and what frequency the meetings should be held.

Mr. LaLonde ask members to identify if they wish to remain as voting members of the committee and asked that all members identify alternatives. Mr. Bushnell said that any recommendations made by the subcommittee will also need approval by the Technical Advisory Committee (TAC) and Policy Committee (PC). Even if members are not voting members, they will still have a voice in the process. Ms. Hyink said that organizations that wish to have a voting membership should make a time commitment to attend most meetings or send alternates in their absence.

Ms. Hyink asked members to identify whether or not they wish to remain as voting members. She noted that issues arose which prevented the DeKalb and Sycamore School District members from attending this meeting. Ms. Hyink said the members are aware of the membership question and will be responding. Ms. Hyink said the NIU Student Association member cannot attend meetings on Tuesdays but is aware that they can send an alternate.

Mr. LaLonde said VAC wishes to remain involved on the committee.

Ms. Gonzalez said the County wishes to continue to be involved and would request meetings be held every other month.

Mr. Maurer said LHDC wishes to continue to be active on the committee.

Mr. Bushnell said Sycamore wishes to remain as an active member.

Ms. Doll said the DeKalb Park District wishes to remain as an active member.

Mr. Gible said the Sycamore Park District wishes to remain an active member.

Ms. Hyink requested that all members work on identifying an alternate who can attend meetings. Mr. Bushnell noted that anyone appointed as an alternate needs to take Open Meetings Act (OMA) training within 90-days. Mr. LaLonde noted that the training takes about an hour.

7. Meeting Schedule

Mr. LaLonde said that based on comments received, it sounds like members prefer to meet every other month and to keep the meeting length to about 1 ½ hours. Consensus of the members was to continue to meet on the 3rd Tuesday of every other month at 10:30 AM.

Ms. Hyink said that at the next meeting, staff will bring back a revised timeline, summary of public comments, identified goals, and existing conditions, if time allows. Ms. Bushnell said members should be provided a link to the previous plan.

Mr. Gible said that a timeline should be brought back at the next meeting for approval. Ms. Hyink said that everyone's homework assignment would be to read the current Bike Pedestrian Plan.

Motion #ATS0118-03: A motion was made by Ms. Gonzales to change the meeting to bi-monthly starting in March. Second by Mr. Gible. An amendment was made by Mr. Maurer to hold a meeting in February to discuss the plan implementation timeline. Seconded by Ms. Doll and approved by voice vote.

8. Appointment of Alternate Voting Members

Mr. LaLonde noted that alternate voting membership was previously discussed as part of other agenda items. Mr. LaLonde said all voting members should identify two alternates per organization if possible. All alternates should provide staff with an OMA Certificate within 90 days.

Ms. Hyink said that alternates do not have to be within the member's organization in order to be authorized to vote on behalf of the organization.

9. Additional Business

There was no additional business.

ADJOURNMENT

Motion #ATS0118-04: A motion was made to adjourn at 11:26 a.m. by Mr. Bushnell. Second by Mr. Doll and approved by voice vote.

Submitted By: Brian Dickson & Paul LaLonde
Date Approved: 2/20/2018