



POLICY COMMITTEE MEETING

MEETING MINUTES
15 APRIL 2015– 3:00 PM
MEETING #P0415

ATTENDANCE

- City of DeKalb (3 votes): **John Rey**, **Anne Marie Gaura**, *John Laskowski*
- City of Sycamore (2 votes): **Brian Gregory**
- Town of Cortland (1 vote): *Noah Carmichael*
- DeKalb County (1 vote): *Gary Hanson*, *Nathan Schwartz*
- IDOT District 3 (1 vote): *Karen Pillion*
- NIU (1 vote): not present
- 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): not present
- IDOT Local Roads (non-voting): Deb Baxter
- Others Present: Nick Borowitz, Project Research

(**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 3:00 PM.

BUSINESS

1. Approval of Meeting Agenda

Motion #P0415-01 A motion was made by Mr. Gregory to approve the April 15th meeting agenda. Second by Ms. Gaura and approved by unanimous voice vote.

2. Approval of Previous Meeting Minutes

Motion #P0415-02 As no corrections were requested, a motion was made by Ms. Gaura to approve the March 25, 2015 meeting minutes. Second by Mr. Hanson and approved by unanimous voice vote.

3. Public Comment

No Comments.

4. Approval of IDOT Capital Program Grant

Mr. Dickson provided an overview of the 2012 IDOT grant application for a new transit facility. Due to a study conducted in 2010, it was confirmed VAC is operating beyond its current facility's capacity. Thus the City of DeKalb applied for and was awarded a \$3 million grant for a new transit facility. DeKalb County applied for and was awarded a \$550,000 grant for the same facility. These two grants alone are not enough to fund the construction of the facility, so DSATS staff have been looking for additional funding, e.g. Transportation Investment Generating Economic Recovery (TIGER) grant. Because the Governor of Illinois is reviewing and eliminating unused awards, now is the time to submit an application to obtain allocation of the awarded funds to the city and county. DSATS could risk losing these funds if we do not apply for them now. Once approved by the Policy Committee (PC), DSATS staff will seek approval by the DeKalb City Council at their April 27 meeting and at DeKalb County Executive Meeting in May.

Mr. Gregory added the Technical Advisory Committee (TAC) unanimously supported the submission of the application at its recent meeting.

Mr. Hanson asked how the city and county grants would be used. Mr. Dickson replied for site design, grading, utilities, and general site prep.

Ms. Gaura asked what the total cost of the transit facility project is. Mr. Dickson replied around \$16 million. Ms. Gaura asked where the additional funding would be obtained. Mr. Dickson said that DSATS staff are preparing a TIGER grant application. Although there is lots of competition for TIGER grants, DSATS staff are seeking advice from DOT and using comments from the last application to improve our chances of getting awarded a TIGER grant this time.

Ms. Gaura asked what process would be used to find an architect and engineer. Mr. Laskowski replied that we would submit a RFP and preliminary RFQ.

Ms. Gaura asked what would happen to the old site and who owns it. Mr. Hanson replied that the county owns it, and it may go to the Meals on Wheels program at VAC or some other program.

Ms. Gaura stated she is in the process of creating a purchasing manual which may be useful for this group.

Mr. Hanson asked if the city and county awards will help or hurt the TIGER grant application. Mr. Dickson said having the funds would demonstrate that we're using the funds on the project. Mr. Schwartz added DOT favors groundbreaking projects over projects that have not started.

Ms. Gaura asked where TIGER grants come from and who authorizes them. Mr. Dickson replied the funding for the TIGER grants is provided in the current US Transportation Bill (MAP-21) and has been authorized annually through the Secretary of Transportation. He added that the \$3 million could act as a local match for the TIGER grant award.

Ms. Gaura asked if we can lobby. Mr. Dickson said DSATS cannot lobby and that no federal funds may be used for lobbying services but member organization can use their own local funds

to lobby. Ms. Gaura stated this would be a great collaborative effort by member organizations to lobby for grants. She asked if anyone has ever lobbied before. Chair Rey said the city has lobbied in the past. Mr. Dickson said the city has not lobbied for TIGER grants.

Motion #P0415-03 A motion was made by Mr. Carmichael to approve the IDOT Capital Program Grant Applications for a new transit facility for the City of DeKalb and DeKalb County with a recommendation to forward to the City of DeKalb Council and the DeKalb County Board. Second by Mr. Gregory and approved by unanimous voice vote.

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

Mr. Dickson provided an overview of the city's new website and provider. This provider has options that would allow DSATS to develop a unique identity, similar to the airport. TAC members want to wait to see the city website redesign before taking action. Mr. Carmichael added everyone at TAC agreed the website needs an overhaul but are not convinced it is worth spending additional funds on a unique DSATS website with its own identify outside of the City of DeKalb.

Motion #P0415-04 A motion was made by Ms. Gaura to table the item until the city website can be viewed by the TAC and Policy Committee. Second by Ms. Pillion and approved by unanimous voice vote.

6. Responses to 2040 LRTP Public Comments

Ms. Hyink summarized the types of public comments received from the LRTP public meeting held in February. 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 added that Policy Committee members should submit their responses to public comments by the end of the month.

Mr. Hanson asked if the new bus shelters address the comments from University Village. Mr. Dickson replied they do on Annie Glidden Road, but buses cannot turn in University Village due to insufficient room. Mr. Hanson asked if buses come down the other side of University Village on Russell Road. Mr. Dickson said they have other buses.

Ms. Gaura said she has heard a lot from residents about bus shelters. Chair Rey asked Ms. Gaura to provide these comments and responses to DSATS.

7. Approval of DSATS FY16-20 TIP

Mr. Dickson provided an overview of the Transportation Improvement Program (TIP), stating that it looks at projects to perform over the next five years and requires approval by June 30th. TAC tabled approval for public comment until May, in hopes IDOT will have further information on state projects. Ms. Pillion said IDOT is concerned about DSATS finalizing its plans before the state has finalized its plan. Mr. Dickson said he is concerned about having enough time to notify residents the required fourteen days prior to the public hearing. Ms. Pillion said the state has operated this way every year and that the state may be even better than in previous years.

Motion #P0415-05 A motion was made by Mr. Gregory to table action on approval for public comment until the May meeting. Second by Mr. Hanson and approved by unanimous voice vote.

8. Approval of DSATS FY16 UPWP

Mr. Dickson said IDOT requested the FY16 Unified Planning Work Program (UPWP), which includes a budget and completed projects. Approval is needed to submit the UPWP to IDOT in order to obtain approval for FY16 contracts and get paid.

Ms. Gaura thought she saw something for Genoa but did not see it in the planning area. Ms. Baxter said they are their own area. Mr. Dickson said they are on the list for informational purposes only. Ms. Baxter asked who gives Mr. Dickson updates on these projects. Mr. Dickson said he gets them from the county and the state. Ms. Baxter said this information may not be up to date. Mr. Schwartz suggested Mr. Dickson could contact his local rep to get this information. Ms. Pillion suggested accuracy may still erode if he is not getting regular updates. Ms. Baxter said it could be problematic if anyone relies on this information and it is not accurate. Mr. Dickson said he can make a note this information is only updated on a yearly basis and to contact the county and state for the current status of projects. Ms. Pillion added direct contracts are starting now on the UPWP.

Mr. Gregory asked if Mr. Dickson is anticipating receiving the transit facility grants. Mr. Dickson said he budgeted for those funds in FY16.

Motion #P0415-06 A motion was made by Ms. Gaura to approve the DSATS FY16 UPWP. Second by Mr. Laskowski and approved by unanimous voice vote.

9. What's New with IDOT

IDOT staff had no updates.

10. Staff and Project Updates

Mr. Schwartz provided an update on the Keslinger Road bridge project, saying this has been a hot topic as the schedule has been pushed back due to issues with concrete pouring.

Mr. Hanson said he is confused about the status of the bus shelter project. Mr. Dickson said he is still reviewing the locations and looking into maintenance issues. He will have a full update in May. Mr. Laskowski said the sites need to be reviewed for ADA. Mr. Hanson asked if this includes concrete. Mr. Laskowski said it did last time and there was only one bid, so he's looking at separating the concrete from the bus shelter bid. Mr. Hanson agreed this seems like a job for two contractors.

11. Additional Business

Mr. Laskowski said Ms. Hyink has taken over the DSATS newsletter and that she will interview the policy committee to understand the concerns of the policy committee members. A different DSATS member organization or affiliate will be featured in the newsletter each month.

ADJOURNMENT

Motion #P0415-07 A motion was made by Ms. Gaura to adjourn at 3:44 PM. Second by Mr. Gregory. The motion was approved by unanimous voice vote.

Respectfully Submitted by: Brian Dickson; Jessica Hyink
Date Approved: 5/27/2015