

**POLICY COMMITTEE MEETING****WEDNESDAY, 8 MAY 2019 – 3:00 P.M.****MEETING # PC0519****ATTENDANCE**

- Voting Membership:
 - City of DeKalb (3 votes): **Jerry Smith, Bill Nicklas, Zac Gill**
 - City of Sycamore (2 votes): **Brian Gregory, Curt Lang**
 - DeKalb County (1 vote): **Gary Hanson** (Chair)
 - Town of Cortland (1 vote): **Brandy Williams**
 - NIU (1 vote): **Jennifer Groce**
 - IDOT District 3 (1 vote): **Thomas Magolan**
- Non-Voting Attendance:
 - IDOT Planning & Programming: Doug DeLille
 - IDOT Local Roads: not present
 - FHWA: not present
 - VAC: Paul LaLonde
 - Transdev: not present
 - NIU Student Association: not present
 - DSATS staff: Brian Dickson, Nathan Schwartz
 - DeKalb Transit staff: Marcus Cox
 - Others Present: Keith Hernandez (News Chronicle)

(**BOLD** indicates voting member)

CALL TO ORDER

Chair Hanson called the meeting to order at 3:00 p.m.

1. Introductions

Mr. Dickson took roll call to establish a quorum.

2. Administration

a. Approval of Agenda

Motion #PC0519-01: Motion to approve the May 8, 2019 meeting agenda made by Mr. Smith; 2nd by Mr. Nicklas and approved by voice vote.

b. Approval of Minutes

Motion #PC0519-02: Motion to approve the March 13, 2019 meeting minutes by Mr. Gregory; 2nd by Mr. Magolan and approved by voice vote.

c. Public Comment

No Public Comment

3. Governance Agenda

a. DSATS Bylaws and IGA Discussion

Mr. Gregory provided members with an overview of the Bylaws Subcommittee meeting, which was held prior to the Policy Committee (PC) meeting.

Mr. Gregory said the Intergovernmental Agreement (IGA) is the technical document of DSATS, that addresses things such as voting structure. The Bylaws addresses the governance of DSATS and the PC. At the Bylaws meeting Mr. Hanson provided members with changes to the IGA and Bylaws since the last meeting. It was requested members review those changes and submit comments from each member organization prior to the next Bylaws Subcommittee meeting in June 2019.

Mr. Hanson said the intention was to approve the revised Bylaws and IGA by the October 2019 meeting.

Ms. Groce, representing NIU, arrived at 3:03 p.m.

4. Roadway Agenda

a. DSATS SFY20-24 TIP

Mr. Dickson provided members with an overview of the DSATS SFY20-24 Transportation Improvement Program (TIP). The TIP is the short-term listing of all federal funded transportation projects over the next 5 State Fiscal Years (July 2019 – June 2024). The TIP is updated every year and adopted in June.

Mr. Dickson said staff is requesting the TAC, Transit, and PC members review the TIP document and project listings and submit comments to staff by May 15, 2019. Staff will incorporate any suggested revisions to the document and make the DSATS SFY20-24 TIP available for public review from May 20, 2019 to June 3, 2019. A public hearing on the TIP will be held at the June 5, 2019 TAC meeting, with final approval of the document and listings at the June 12, 2019 PC meeting.

b. DSATS SFY20 UPWP

Mr. Dickson provided members with an overview of the DSATS State Fiscal Year (SFY) 2020 Unified Planning Work Program (UPWP). The UPWP is the proposed budget and identification of projects which DSATS looks to accomplish in SFY 2020 (July 2019 – June 2020). The UPWP is updated every year and adopted in June.

Mr. Dickson said staff is requesting the TAC, Transit, and PC members review the UPWP document and submit comments to staff by May 15, 2019. Staff will incorporate any revisions in the document and make the DSATS SFY20 UPWP available for public review from May 20, 2019 to June 3, 2019. A public hearing on the UPWP will be held

at the June 5, 2019 TAC meeting, with final approval of the document at the June 12, 2019 PC meeting.

c. DSATS SFY19-23 Highway TIP Revisions 6-9

Mr. Dickson provided members with an overview of TIP Revisions 6-9.

- Revision 6 changes the status of the Peace Road at IL-64 intersection safety improvement project to Advanced Construction (AC) status.
- Revision 7 changes the status of the Base Line Road at Coon Creek bridge replacement to AC status.
- Revision 8 changes the cost of the Peace Road right-turn lane installations at Freed Road and Brickville Road from \$125,000 to \$156,250. As the cost change was less than 50%, the change was processed as a staff administrative action. Mr. Schwartz said the increase comes from improving the base and seam of the roadway at these intersections to reduce future maintenance costs. Mr. Schwartz said he was recently contacted by IDOT estimators who believe the project material costs, provided by the County, were low. As a result, the County anticipates increasing the cost of this project again to bring it in line with the IDOT estimators cost. It was noted the right-turn lanes will be built for future traffic, as this lane will become part of the second lane when the road in this area is widened to four or five lanes.
- Revision 9 changes the cost of the Base Line Road bridge replacement at Coon Creek from \$450,000 to \$550,000. As the cost change was less than 50%, the change was processed as a staff administrative action. Mr. Schwartz said there was several little cost increases with various elements of the project which increased the overall cost of the project.

5. Transit Agenda

A handout summarizing several transit initiatives was distributed to members. Mr. Cox provided members with an overview of the initiatives identified in the handout.

- Garbage cans are now installed in all bus shelters.
- Schedules will be added to all shelters.
- The DeKalb City Council will be approving an agreement with Google to incorporate DeKalb public transit into the Google Maps app.
- The SFY20 Transit Downstate Operating Assistance Program (DOAP) grant is nearing approval and grant funds are anticipated to be available by July 2019.
- DeKalb transit staff currently has available a 13-question transit survey of Cortland residents.
- Staff has received proposals for a Transit Planning Consultant and the selection of a consultant is expected this week.
- A Transit Facility Engineering RFQ is anticipated to be sent out next week.
- Mr. Cox provided members with transit statistics for the first three months of 2019.

Questions about the maintenance of the bus shelters was brought up. Mr. Cox said staff was looking to enter into an agreement with Illinois Convenience & Safety Corporation (IC&SC) to do maintenance on the new shelters, as they do on the existing shelters in exchange for the right to advertise in the shelters. Mr. Lang said policies should be in place to ensure shelter advertisements are not used to promote causes. Mr. Gregory requested transit staff allow other member organizations the option to provide maintenance on shelters located within their own jurisdictions if they wish not to have advertisements in shelters located within their jurisdiction.

6. Active Transportation Agenda

Mr. Dickson provided an overview of the recently completed Active Transportation Plan. Staff will be holding a number of open houses on the plan to gather additional public input. Open houses will be held prior to the Cortland Town Board Meeting on May 13, at the Ride of Silence registration on May 15, prior to the DeKalb Park District Board Meeting on May 16, during the Urban Challenge registration on May 18, and prior to the Sycamore Park District Board Meeting on May 28.

Staff will also make the Active Transportation Plan (ATP) available for public review from May 20, 2019 to June 3, 2019. A public hearing on the ATP will be held at the June 5, 2019 TAC meeting, with final approval of the document at the June 12, 2019 PC meeting.

Mr. DeLille said that staff needs to ensure projects identified in the ATP are included in the Metropolitan Transportation Plan.

7. Closing Agenda

a. Staff and Project Updates

Census:

- NIU has contacted DSATS staff about the timeline for submitting census tract and block-group boundary changes to the US Census. Staff will be contacting census officials to identify exactly when the changes must be submitted. In the meantime, staff will be contacting member organizations in the next week or two to identify if any member organizations wish to request changes to any of the boundaries.

DeKalb County Projects:

- DeKalb County has taken bids through IDOT on the Peace Road / IL-64 intersection safety project, Plank Road safety project, and the Base Line Road bridge replacement at Coon Creek. These projects are moving forward.
- The Barber Greene safety shoulder and right-turn lane project will begin construction in the next few weeks.
- Bids will be taken on the Peace Road right-turn lane installation at Freed Road and Brickville Road in June 2019 with work being completed in mid-fall.

Sycamore-DeKalb County Project:

- A rejuvenator project will be done on Peace Road between IL-64 and Main Street in the next few weeks. This project will cover the surface with a material to extend the life of the existing pavement.

City of DeKalb:

- The City will be opening bids on two local road projects this Friday.
- An RFP for a Peace Road Corridor Study between the Union Pacific overpass to Gurler Road is anticipated to be issued soon.
- The bridge replacement project on North First Street over the Kishwaukee River is expected to be bid in the next few months.

b. What's new with our State and Federal Partners

IDOT District 3:

- Omer Osman is still Acting IDOT Secretary.
- IDOT staff is still waiting on the release of the Multi-Year Plan.

Office of Planning and Programming:

- The State Planning Research Grant proposals have been received and are currently under review.
- The next round of ITEP grant applications is expected to be opened for application in October 2019. Preliminary Engineering, Phase I, is not eligible for funding for this grant and must be completed prior to the submittal of any grant application.
- IDOT plans to alternate the release of the ITEP and SRTS grant applications every other year.
- There will be an MPO Freight Workshop held on July 30.

c. Additional Business

No additional business.

d. Adjourn

Motion #PC0519-03: Motion to adjourn at 4:02 p.m. made by Ms. Groce; 2nd by Mr. Magolan and approved by voice vote.

Submitted By: Brian Dickson

Adopted: 6/12/2019