



**POLICY COMMITTEE MEETING
WEDNESDAY, FEBRUARY 19 – 3:00 P.M.
MEETING MINUTES**

ATTENDANCE

- Voting Membership:
 - Town of Cortland (1 vote): not present
 - City of DeKalb (3 votes): Bill Finucane (Vice-chair), Jerry Smith, Zac Gill, Bill Nicklas
 - City of Sycamore (2 votes): Brian Gregory, Curt Lang
 - DeKalb County (1 vote): Gary Hanson (Chair)
 - Town of Cortland (1 vote): Not Present
 - NIU (1 vote): Jennifer Groce
 - IDOT District 3 (1 vote): Not present
- Non-Voting Attendance:
 - FHWA: not present
 - IDOT Planning & Programming: Doug DeLille
 - IDOT Local Roads: not present
 - DSATS staff: Nathan Schwartz
 - DeKalb Transit staff: Marcus Cox

CALL TO ORDER

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

1. Introductions

Mr. Schwartz took roll call to establish a quorum.

2. Administrative Agenda

a. Approval of Agenda

Motion to approve the February 19, 2020 meeting agenda was made by Mr. Finucane, seconded by Mr. Gregory, and approved by voice vote.

b. Approval of Minutes

Motion to approve the December 4, 2019 meeting minutes was made by Mr. Gregory, seconded by Mr. Gill, and approved by voice vote.

c. Public Comments

None.

3. Transit Agenda

a. TIP Amendment 1

The Transit TIP Amendment is combined with the Roadway TIP Amendment and was covered under Item 4a.

4. Roadway Agenda

a. TIP Amendment 1 (Action)

Mr. Schwartz explained projects to be placed on the federally funded project list (Transportation Improvement Program, or TIP) need to go through a process which includes an opportunity for the public to provide input. The current TIP Amendment includes one new project on the Roadway TIP and 6 changes to existing projects on the Transit TIP. A public comment period ended the previous day with no comments received. A public hearing is scheduled to be held during this meeting. Prior to the public hearing, Mr. Schwartz provided background on the Roadway project and Mr. Cox explained the Transit projects. A question was asked regarding old projects being included on current TIPs. It was explained old projects can “fall off” the TIP if they are from a previous fiscal year. The committee was informed there will be another TIP Amendment in the coming months with new projects including NIU’s use of their remaining federal funds from a previous project. Mr. Hanson opened the public hearing for comments on TIP Amendment 1. Hearing no comments, Mr. Hanson closed the public hearing. Mr. Gregory made a motion to approve TIP Amendment 1, seconded by Mr. Finucane, and approved by voice vote.

b. TIP Modification Procedures Update

Mr. Schwartz explained staff is currently reviewing and updating the current procedures for changes to the TIP. The current document is 7 pages long and it has been streamlined down to 3 pages. One of the two notable changes includes the financial threshold for modifying existing projects. Currently, project changes less than \$3 million may be processed as an administrative change and not go through the full amendment process which includes public input. Staff is recommending that threshold be reduced to a more realistic amount for the size of our MPO. The other notable change is the elimination of a public hearing during the Policy Committee meeting. Mr. Schwartz explained there are legal requirements for public input but no specific mention of public hearings are found in state or federal law. The public comment period, which varies from 14 days to 45 days depending on the document being changed, allows the public to comment any time of day on any day of the week from anywhere in the world. A public hearing requires the public to attend a specific meeting at a specific location at a specific time on a specific day. The public hearing requirements may be viewed as quite restrictive compared to the public comment period. To staff’s knowledge, no comments have been received during a public hearing since the MPO’s creation nearly 20 years ago. The few public comments received have been during the public comment period. Changes to the TIP Modification Procedures will be formally proposed later this year in conjunction with changes to the Public Participation Plan. Mr. Finucane mentioned every DSATS meeting has an opportunity for the public to comment during a Public Comment agenda item. Being an informational item, no action was taken.

5. Governance Agenda

a. Bylaws Subcommittee Update (Action)

Mr. Gregory updated the committee on the Subcommittee’s meeting held just prior to this Policy Committee meeting. The Subcommittee’s recommended changes to the Bylaws and IGA have been reviewed during the process by the respective attorneys for member organizations. The Policy Committee’s action is the next step and should be to forward the documents to each member organization to take positive action by the end of March and implement the changes on May 1, 2020. The majority of the changes included streamlining the previous document. Also, the original document had the Bylaws and IGA merged together. Separating the two documents allows changes to be made to a single document in a much simpler procedure. It was mentioned there are no

changes to the voting structure. Staff reported the Town of Cortland was unable to attend today's meeting but indicated they approve of the changes. A motion was made by Mr. Finucane to approve the documents to be sent to the member entities, seconded by Mr. Gregory, and approved by voice vote.

b. Election of Officers (Action)

Per the Bylaws, the election of officers takes place during the first meeting of each calendar year. Mr. Hanson opened the floor for nominations. Mr. Hanson was nominated for Chair and Mr. Finucane was nominated for Vice-chair. Motion to approve the nominations was made by Mr. Lang and seconded by Mr. Smith. Mr. Hanson closed the nominations and they were approved by voice vote.

6. Closing Agenda

a. Staff and Project Updates

Mr. Schwartz updated the committee on the hiring of a new staff member. Mr. Schwartz also updated the committee on plan updates including the 2019 Traffic Counts and the 2020 Metropolitan Transportation Plan. Further, the FY2021 budget template and programmatic risk assessment was just submitted to IDOT for their review.

b. What's New with Our State and Federal Partners

Mr. DeLille reported the Statewide Planning & Research (SPR) grant is on schedule for this spring. The MPO is planning to submit an application for a pavement condition study covering any of the member organizations interested.

c. Additional Business

It was asked if there are projects being accelerated because of the additional gas tax revenue covered by the lock box amendment. Mr. Schwartz reported on behalf of IDOT Local Roads and stated it appears there are several projects previously in outlying years that are now scheduled for this or next year. He also reported the various townships across DeKalb County and the County Highway Department are programming additional projects this and next year due to the motor fuel tax increase.

Mr. Gregory commented the spirit of cooperation between all the entities is quite noticeable which helps to make things run smoothly. He has heard consistently good comments about the transit bus system.

d. Adjourn

Motion to adjourn was made by Ms. Groce, seconded by Mr. Smith, and approved by voice vote at 3:41 p.m.

Note: These minutes are not official until approved by the PC at a subsequent meeting.