



**TECHNICAL ADVISORY COMMITTEE
WEDNESDAY, FEBRUARY 5 – 11:00 A.M.
MEETING MINUTES**

ATTENDANCE

- Voting Membership (one vote per entity):
 - Town of Cortland: Brandy Williams
 - City of DeKalb: Zac Gill (Vice-chair)
 - City of Sycamore: Mark Bushnell (Chair)
 - DeKalb County: Derek Hiland
 - NIU: John Heckmann
 - NIU Student Association: not present
 - IDOT District 3: Ryan Lindenmier
 - VAC: Mike Neuenkirchen
 - Kishwaukee College: not present
- Non-Voting Attendance:
 - Transit Committee Chair: Mark Bushnell
 - FHWA: not present
 - IDOT Planning & Programming: Doug DeLille
 - IDOT Local Roads: not present
 - DSATS staff: Nathan Schwartz
 - Transit staff: not present
 - Taylor Municipal Airport: not present

CALL TO ORDER

Chair Bushnell called the meeting to order and established a quorum at 11:03 a.m.

1. Introductions

Introduction of members present was made.

2. Administrative Agenda

a. Approval of Agenda

Motion to approve the February 5, 2020 meeting agenda was made by Mr. Heckman; seconded by Mr. Gill; approved by voice vote.

b. Approval of Minutes

Motion to approve the December 4, 2019 meeting minutes was made by Mr. Hiland; seconded by Mr. Lindenmier; approved by voice vote.

c. Public Comments

None.

3. Governance Agenda

a. Election of Officers

Mr. Schwartz of DSATS staff stated election of officers for each calendar year is to be held during the first meeting of the year. Mr. Heckman motioned the Chair position be filled by Mr. Bushnell and the Vice-chair position be filled by Mr. Gill. Mr. Hiland seconded the motion and it was approved by voice vote.

4. Roadway Agenda

a. TIP Amendment 1 (Action)

Mr. Schwartz reported IDOT has submitted a new project to be let in April utilizing federal funding. This project includes the milling and resurfacing of Electric Park Drive from Coltonville Road to Highland Drive. Mr. Schwartz reported the new local projects proposed in December for inclusion in the Transportation Improvement Plan (TIP) will be added after IDOT releases the Multi-Year Plan. Also on the TIP Amendment are 6 changes to the Transit TIP proposed by transit staff. Those changes were reviewed and recommended by the Transit Committee. All the TIP amendments are currently in a public comment period which extends from February 4th through February 18th. A public hearing will be held by the Policy Committee during their monthly meeting on the 19th. A motion to forward the TIP Amendment with a positive recommendation to the Policy Committee was made by Mr. Neuenkirchen, seconded by Mr. Gill, and approved by voice vote.

b. TIP Modification Procedures Update

Mr. Schwartz explained why projects need to be added to the TIP and covered the process in which DSATS approves projects for the TIP. He explained the relationship between the Public Participation Plan (PPP) and the TIP. Although a streamlined TIP Modification Procedure was presented to the committee, a final version is expected to be presented later this year along with an updated PPP. The most noticeable change will include the removal of a Public Hearing requirement because there will be always be a Public Comment Period which allows for public participation over an extended period of time instead of requiring the public to attend one specific meeting. It was mentioned by Mr. DeLille of IDOT that the DSATS document is much more complicated than other MPOs. Mr. Heckmann asked how this process, and the project data associated with it, aligns with the MPO's project selection and project data associated with that process. Mr. Schwartz explained the project selection committee receives a form with a robust amount of information for each project which is typically more information than what is recorded on the TIP. It was mentioned the public is notified about the TIP changes via a public notice in the newspaper and on the DSATS website. No action was taken by the committee.

c. Annual TIP Update

Mr. Schwartz reminded each member organization the update of projects in the complete TIP and the Metropolitan Transportation Plan (MTP) occur during the spring of each year. Staff is reviewing the list of projects in its database and will provide a list of each entity's projects with any staff comments. Each entity should update the projects and add any new ones for inclusion prior to the start of the new State Fiscal Year on July 1st.

5. Active Transportation Agenda

No agenda items.

6. Closing Agenda

a. Staff and Project Updates

Mr. Schwartz reported staff continues to work on various plans, particularly the MTP. The 2019 traffic counts data is under review by staff and it is expected to have a report in the next couple of months. A traffic count discussion involved the collection of data as well as the purchase of additional equipment. Mr. Gill informed the committee the Peace Road study has been started as well as the engineering for the Peace Road Widening Phase I project.

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

Mr. DeLille reported the preliminary work plan draft by staff is due to IDOT on February 14th. The remaining documents are due by April 1st so IDOT can approve the MPO-IDOT agreement prior to July 1st which is the start of the fiscal year. A solicitation of TARP fund applications and notification of new federal allotments have recently come out. Applications for planning projects using SPR funding are due in April. DSATS plans to submit a project for collection of pavement conditions in the MPO area. For anyone interested in an informal evaluation of their pavement conditions, PASER training is available through IDOT. Mr. Schwartz has been to this training and can share information including class notes and manuals.

c. Additional Business

No additional business.

d. Adjourn

Motion to adjourn was made by Mr. Hiland; seconded by Mr. Heckmann; approved by voice vote at 11:59 a.m.

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