



## Special Joint TOC & TAC

**Date:** Wednesday, December 7, 2022  
**Time:** 11:00am  
**Location:** DeKalb County Highway Department  
 1826 Barber Greene Road, DeKalb, IL 60115

**Attendance:**

**TOC Voting Members**

City of DeKalb: Mike Neuenkirchen, Zac Gill  
 City of Sycamore: Matt Anderson  
 DeKalb County: Liam Sullivan (Vice-Chair),  
 Derek Hiland  
 NIU: John Heckmann  
 NIU Student Assoc.: Not Present  
 Kishwaukee College: Michelle Rothmeyer

**TOC Non-Voting Attendance**

Town of Cortland: Brandy Williams  
 VAC: Tracy Smith, Rob Mitchell  
 IDOT OP&P: Doug DeLille, Brandon Geber  
 DeKalb Transit: Mike Neuenkirchen  
 DSATS Staff: Nathan Schwartz  
 FHWA: John Donovan

**TAC Voting Members**

City of DeKalb: Zac Gill (Vice-Chair),  
 Mike Neuenkirchen  
 City of Sycamore: Matt Anderson  
 Town of Cortland: Brandy Williams  
 DeKalb County: Derek Hiland, Liam Sullivan  
 NIU: John Heckmann  
 IDOT District 3: Nicholas Spence,  
 Ryan Lindenmier

**TAC Non-Voting Attendance**

DeKalb Transit: Mike Neuenkirchen  
 VAC: Tracy Smith, Rob Mitchell  
 IDOT OP&P: Doug DeLille, Brandon Geber  
 DSATS Staff: Nathan Schwartz  
 IDOT D3: Nicholas Spence,  
 Ryan Lindenmier  
 FHWA: John Donovan

**Meeting Minutes**

**Call to Order:** TOC Vice-Chair Sullivan and TAC Vice-Chair Gill called the meetings to order at 11:07 am.

**1. Roll Call**

A quorum was established for the TOC and TAC.

**2. Approval of Agenda (Action)**

Motion to approve the December 7, 2022 TOC meeting agenda made by Mr. Heckmann; seconded by Ms. Rothmeyer; Motion approved unanimously. Motion to approve the December 7, 2022 TAC meeting agenda made by Ms. Williams; seconded by Mr. Hiland; Motion approved unanimously.

**3. Approval of Minutes (Action)**

Motion to approve the May 4, 2022 TOC meeting minutes made by Mr. Heckmann; seconded by Mr. Neuenkirchen; Motion approved unanimously.

Motion to approve the November 2, 2022 TAC meeting minutes made by Mr. Hiland; seconded by Ms. Williams; Motion approved unanimously.

**4. Public Comments**

No public comments.

**5. New Business**

**a. 2023 TOC Meeting Schedule (Action)**

Mr. Schwartz explained the committees need to annually recommend a meeting schedule for the following year to the Policy Committee. Possible dates for monthly meetings were reviewed. Motion to forward the 2023 TOC meeting schedule to the Policy Committee for approval made by Mr. Anderson and seconded by Mr. Heckmann. Mr. Schwartz mentioned there was previous discussion of changing the TOC meeting time to coincide with the TAC meeting time. This was because most of the time the meetings are held as joint meetings because of overlapping agenda items. Furthermore, many times the monthly meetings are canceled due to the lack of actionable items. Ms. Rothmeyer verified the Committee was approving monthly meetings even though many would probably be canceled as they approached. Mr. Neuenkirchen stated he often has an IDOT transit conference call at 9:00 am. He supports a 11:00 am meeting time. TAC Vice-Chair Gill stated his committee would be glad to share the meeting time with TOC. Mr. Neuenkirchen made a motion to amend the original motion for the TOC monthly meeting time to change to 11:00 am but the dates remain the same. Michelle Rothmeyer seconded the motion. The motion to amend the original motion was approved unanimously. The amended original motion also was approved unanimously.

**b. Election of Officers (Action)**

Each year, committee officers are selected for the following year. It is preferred for the elections to occur prior to the first meeting of the new year. Even though Chair Bushnell was not present for the meeting, he previously stated he would be willing to be Chair for one more year.

TOC Vice-Chair Sullivan asked for nominations for TOC officers. Hearing no nominations, Vice-Chair Sullivan nominated Mr. Bushnell for Chair and Mr. Gill for Vice-Chair. Mr. Williams seconded the motion. Mr. Gill accepted the nomination. The nominations passed unanimously.

TAC Vice-Chair Gill asked for nominations for TAC officers. Ms. Williams nominated Mr. Bushnell for Chair and Mr. Gill for Vice-Chair. Hearing no other nominations, Mr. Gill called for a vote and the nominations passed unanimously.

**c. Proposed SFY 2024-2028 Surface Transportation Program Projects (Action)**

Mr. Schwartz explained each year the MPO needs to update their list of proposed STU-funded projects. These projects are applied to the DSATS TIP and the IDOT STIP. The Project Selection Subcommittee recently met and recommended changes, updates, and additions to the project list and schedule. Mr. Schwartz went through the list of changes. The Town of Cortland's multi-use trail was noted as scoring poorly only because a trail project doesn't qualify for some of the scoring categories that a roadway project would. Mr. Heckmann motioned to forward the projects to the Policy Committee on behalf of TOC; seconded by Mr. Anderson; Motion approved unanimously. Ms. Williams motioned to forward the projects to the Policy Committee on behalf of TAC; seconded by Mr. Hiland; Motion approved unanimously. Mr. Heckmann stated he appreciates the trail project being prioritized even though it had a low score according to the scoring matrix.

**6. Urban and Rural Transit Updates**

Mr. Smith reported Mr. Rob Mitchell is taking over VAC operations for rural transit services in DeKalb County. He also reported transit operations are currently about the same as last month. VAC is running at capacity but still meeting ridership needs. Hardly any riders are turned away. The expenses to repair older vehicles are very high and unfortunately replacement of those vehicles are not expected until 2024. There have been no complaints from Kishwaukee College concerning ridership to/from the school which is assumed to mean things are going well.

Mr. Neuenkirchen reported the urban transit service is projected to provide 680,000 rides for the year but may reach 700,000. This is up significantly from 2020 but less than the approximate 1 million rides from 5 years ago. The ridership is primarily NIU students. Similar to the rural service provider, aging vehicles is an issue. One issue contributing to the challenges are the GATA requirements which prolong purchases. The urban service is meeting ridership needs and hardly turning away any riders. The City Council recently approved the location of the new transit facility on Dresser Road. The architectural / engineering contract for design will be going to City Council soon. Construction is hoped for 2025.

**7. Other Business**

**a. Staff and Project Updates**

Mr. Schwartz reported the pavement condition study is complete and the data has been provided to the local agencies.

Vice-Chair Gill reported the City of DeKalb's Gurler Road / Route 23 traffic signals are complete and running smoothly. The Peace Road / Fairview Drive intersection project will start in the spring.

Ms. Williams reported the Town's Somonauk Road project has been submitted to IDOT for review.

**b. What's New with our State and Federal Partners**

Mr. DeLille stated he has a meeting in the afternoon regarding data needs for the MPOs across the state. The MPOs have a meeting next week to determine uses for

unspent PL funds. PL funds are the federal funds used for staff activities and contracts to produce planning documents. He also stated DSATS should be working on its Metropolitan Transportation Plan (MTP) despite census data not being fully released until possibly next year. DSATS is behind in their invoicing to IDOT. The FY2022 invoices need to be submitted by December 31. An invoice for FY2023 has not been received yet with the 2<sup>nd</sup> quarter ending December 31.

Mr. Geber stated he is glad to see the faces he previously worked with while at the MPO. He has taken a new position leading the MPOs for the State. We can expect to see him from time to time during our meetings.

Mr. Donovan reported no new updates from FHWA and wanted to congratulate Mr. Geber on his new position with the State.

**c. Additional Business**

Mr. Schwartz reported staff received multiple updates for the Active Transportation Plan's annual update. They will likely be incorporated into the plan in January.

Vice-Chair Gill asked for an update about filling the staff vacancy. Mr. Schwartz reported there is an applicant to be interviewed. DSATS is also going to reach out to NIU to hire a student for part-time work.

**8. Adjourn**

A motion to adjourn the TOC was made by Mr. Neuenkirchen; seconded by Mr. Heckmann; Motion approved unanimously. A motion to adjourn the TAC was made by Mr. Hiland; seconded by Ms. Williams; Motion approved unanimously.

Meetings adjourned at 11:40 am.

Note: These minutes are not official until approved by the Transit Operations Committee and Transportation Advisory Committee at a subsequent meeting.