1. Introductions

2. Administrative Agenda
   2.a. Approval Of Agenda (Action)
        Approval of December 12, 2018, PC Agenda.
        Documents:
        2018 DEC PC MEETING AGENDA.PDF
   2.b. Approval Of Minutes (Action)
        Approval of the November 14, 2018, PC meeting minutes.
        Documents:
        2018-11-14 PC MEETING MINUTES (DRAFT).PDF
   2.c. Public Comment

3. Governance – IGA And Bylaws Amendments
   3.a. Update On DSATS IGA And Policy Bylaws
        Staff and members will provide an update on the status of the approval of the modified
        DSATS Bylaws and IGA.
   3.b. DSATS 2019 Calendar Of Events (Action)
        Staff is seeking approval to publish the DSATS 2019 Meeting Schedule.
        ACTION: Direct staff to publish the DSATS 2019 Event Calendar in the DeKalb News
        Chronicle.
        Documents:
        2019 DSATS CALENDAR.PDF

4. Roadway Agenda
   4.a. Approval Of SFY19-23 TIP Amendment 3 (Action)
        Staff is seeking approval of the SFY19-23 TIP Amendment 3 to add the Sycamore
        Park District (SPD) ITEP project for an additional extension to the Great Western
        Trail. As IDOT is looking to begin the second phase of preliminary engineering as
        soon as possible, it has been requested the project be added to the TIP at the
        December 2018 meeting, so PE may proceed during the winter months. A public
DSATS Policy Committee
Wednesday, 12 December 2018
3:00 PM
DeKalb County Highway Department
1826 Barber Greene Rd.
DeKalb, IL 60115
Conference Room # 815 - 756-6026

Introductions

Administrative Agenda

Approval Of Agenda (Action)
Approval of December 12, 2018, PC Agenda.

2018 DEC PC MEETING AGENDA.PDF

Approval Of Minutes (Action)
Approval of the November 14, 2018, PC meeting minutes.

2018-11-14 PC MEETING MINUTES (DRAFT).PDF

Public Comment

Governance – IGA And Bylaws Amendments
Update On DSATS IGA And Policy Bylaws
Staff and members will provide an update on the status of the approval of the modified DSATS Bylaws and IGA.

DSATS 2019 Calendar Of Events (Action)
Staff is seeking approval to publish the DSATS 2019 Meeting Schedule.

ACTION: Direct staff to publish the DSATS 2019 Event Calendar in the DeKalb News Chronicle.

2019 DSATS CALENDAR.PDF

Roadway Agenda

Approval Of SFY19-23 TIP Amendment 3 (Action)
Staff is seeking approval of the SFY19-23 TIP Amendment 3 to add the Sycamore Park District (SPD) ITEP project for an additional extension to the Great Western Trail. As IDOT is looking to begin the second phase of preliminary engineering as soon as possible, it has been requested the project be added to the TIP at the December 2018 meeting, so PE may proceed during the winter months. A public hearing on the amendment was held as part of the TAC meeting on December 5, 2018, with no comments. The public comment period will conclude at 4:00 PM, December 12, 2018.

ACTION: Approve the SFY19-23 TIP Amendment 3 contingent upon staff addressing any public comments received during the public comment period, which ends on December 12, 2018 at 4:00 PM.

TIP FY 19-23 AMENDMENT 3 - ACTIVE TRANSPORTATION (WITH ATTACHMENTS).PDF

5. Transit Agenda
   No Agenda Items

6. Active Transportation Agenda
   No Agenda Items.

7. Closing Agenda

7.a. Staff And Project Updates
    Updates from staff and local member organizations on projects.

7.b. What's New With Our State And Federal Partners
    Updates from IDOT, FHWA, and FTA Staffs on what is happening at the state and federal level.

7.c. Additional Business
    Any additional business members may have for the group.

7.d. Adjourn

If you have any questions regarding this notice, please contact:
Brian Dickson
Transportation Planner
815-748-2367
Brian.Dickson@cityofdekalb.com

Assistive and Language Services provided upon request
Recording devices may be used during meeting for minute taking purposes.


**DSATS Policy Committee**
**Wednesday, 12 December 2018**
**3:00 P.M.**

DeKalb County Highway Department
1826 Barber Greene Rd.
DeKalb, IL 60115
Conference Room # 815 - 756-6026

**Agenda**

1. Introductions
2. Administrative Agenda
   a. Approval of Agenda (Action)
   b. Approval of Minutes (Action)
   c. Public Comment
3. Governance – IGA and Bylaws Amendments
   a. Update on DSATS IGA and Policy Bylaws
   b. DSATS 2019 Calendar of Events (Action)
4. Roadway Agenda
   a. Approval of SFY19-23 TIP Amendment 3 (Action)
5. Transit Agenda (no agenda items)
6. Active Transportation Agenda (no agenda items)
7. Closing Agenda
   a. Staff and Project Updates
   b. What’s new with our State and Federal Partners
   c. Additional Business
   d. Adjourn

If you have any questions regarding this notice, please contact:
Brian Dickson
Transportation Planner
(815) 748-2367
brian.dickson@cityofdekalb.com

Assistive and Language services will be provided upon request.
Recording devices may be used during meeting for minute taking purposes
POLICY COMMITTEE MEETING

MEETING MINUTES
14 NOVEMBER 2018 – 3:00 P.M.
MEETING #PC1118

ATTENDANCE

- City of DeKalb (3 votes): Bill Finucane (Vice Chair), Tim Holdeman
- City of Sycamore (2 votes): Brian Gregory, Curt Lang
- Town of Cortland (1 vote): not present
- DeKalb County (1 vote): Gary Hanson (Chair)
- IDOT District 3 (1 vote): Tom Magolan, Ryan Lindenmier
- NIU (1 vote): Jennifer Groce
- DSATS Staff: Brian Dickson
- FHWA (non-voting): not present
- NIU SA (non-voting): not present
- VAC (non-voting): not present
- IDOT Planning & Programming (non-voting): Doug DeLille
- IDOT Local Roads (non-voting): not present
- Transit Staff: Marcus Cox, Sabrina Kuykendall Kvasnicka
- Others Present:

(BOLD indicates main voting member. Italics indicates proxy-voting member.)

CALL TO ORDER

Chair Hanson called the meeting to order and established a quorum at 3:01 p.m.

BUSINESS

1. Introductions

Introductions were made.

2. Administrative Agenda

   a. Approval of Agenda

   *Motion #P1118-01* A motion was made by Mr. Gregory to approve the November 14, 2018 meeting agenda. Second by Ms. Groce and approved by voice vote.

   b. Approval of Minutes
Motion #P1118-02  A motion was made by Mr. Gregory to approve the September 12, 2018 meeting minutes. Second by Mr. Lang and approved by voice vote.

c. Public Comment

There was no public comment.

3. Governance- IGA and Bylaws Amendments

a. Approval of Revised DSATS IGA and Policy Bylaws

Mr. Gregory gave an overview of the DSATS Bylaws meeting, held prior to the PC meeting. He stated that this IGA only changes the fiscal agent for DSATS from the City of DeKalb to DeKalb County. He stated, there is still additional work to be done including a comprehensive review of the existing IGA and Bylaws, of which, most of the work has been completed. There still needs to be a final review by all member organization attorneys. City of DeKalb and DeKalb County will work with one another on the details of transferring DSATS from the City to the County. The recommendation is for members to perform a comprehensive review and then meet again in January of 2019.

Mr. Gregory stated that the timeline for this would likely take a few months to complete. Ms. Groce said that this upcoming Summer 2019 would be the completion date goal.

Motion #P1118-03  A motion to recommend this item to all member's bodies was made by Mr. Lang. Second by Mr. Holdeman. Let the record show each member voted the following:

Chair Hanson voted yes. Mr. Gregory voted yes. Mr. Lang voted yes. Mr. Finucane voted yes. Mr. Cox voted yes. Mr. Holdeman voted yes. Ms. Groce voted yes. And Mr. Magolan voted yes.

4. Roadway Agenda

a. Approval of Proposed STU 2020-2024 Projects and Corresponding SFY19-23 TIP Amendment 2

Mr. Dickson gave an overview of the proposed STU 2020-2024 projects and corresponding SF19-23 TIP Amendments. Mr. Dickson explained that the TAC Committee and the Project Selection Committee have reviewed and approved the proposed projects for STU funding in the SFY 2020-2024 DSATS TIP. Mr. Dickson provided an overview of the projects to be funded, which was included in the PC meeting packet. Mr. Schwartz noted that some of the projects were merged into one larger project as a cost savings measure.

The upgrade of coordinated traffic signals has been on STU for a number of years and the City still looks to proceed with this project. Mr. Finucane asked why Peace Road from Fairview Dr. to Lincoln Highway was being repaved in one project and then widened in a future project. Mr. Holdeman said the widening project would not reconstruct the existing portion of Peace Road. It would only add additional lanes, with a very thin overlay on the existing roadway to increase weight capacity on the roadway.

Motion #P1118-04  A motion was made by Mr. Gregory to approve the list of projects to be submitted to IDOT this upcoming December and to amend the TIP with the corresponding changes. Mr. Finucane provided a second and approval by voice.
b. DSATS SFY19-23 TIP Revision 4

Mr. Dickson said the intersection improvement project at Annie Glidden Road and Fairview Drive had been moved from advanced construction to active status. This change was done as a staff action and staff is informing PC members of the action taken. Mr. Holdeman said the majority of the project should be completed by mid-December.

5. Transit Agenda

a. Bus Shelter Update

Chair Hanson showed photos of the some of the poured concrete pads, very happy with the progress.

Mr. Cox gave an overview of the status of the bus shelter project. A total of 8 concrete pads have been poured. The earliest the project would be completed would be February, but it is more likely to estimate March due to the weather conditions.

6. Active Transportation Agenda

No items on the agenda.

7. Closing Agenda

a. Staff and Project Updates

Mr. Dickson’s updated consisted of:

- DSATS STU: Staff has been working on updating the DSATS TIP database and TIP maps as part of the SFY 2020-2024 STU projects revision.
- DSATS Active Transportation: The DSATS Active Transportation Subcommittee and staff are currently updating the bike and pedestrian trails and path maps for both existing infrastructure and proposed new infrastructure.
- DSATS Traffic Counters: DSATS and member organization staff have been placing video traffic counters at locations throughout the DSATS region. Initial sites will be completed this week, with the next few weeks after Thanksgiving being used to revideo locations with Miovision (the makers of the video counters) have identified as needing new video to improve accuracy. This will be completed in early December and staff will be working in house to develop a traffic report.
- IDOT Fall Planning Conference: Staff attended the IDOT Fall Planning Conference in Peoria. Mr. Schwartz was one of the presenters on a discussion on maintain roadways.
- Illinois Intelligent Transportation Systems (ITS) Meeting: Mr. Dickson attended a state meeting in Springfield on the effort to update the state ITS Architecture Plan. IDOT is presently updating the Illinois Statewide Architecture and Strategic Plan and looking at regional ITS architectures throughout the State. This project is coordination with IDOT’s District offices, Metropolitan Planning Organizations (MPOs) and Regional Planning Commissions (RPCs). The project will assess the current use of ITS in Illinois and recommend approaches to enhance the integration and deployment of ITS for future generations. Please view the ongoing effort to update the intelligent Transportation Systems (ITS) Architecture Strategic Plan here: https://ilitsupdate.net/
- Illinois State Freight Advisory Council: Mr. Dickson attended a meeting of the Illinois State Freight Advisory Council (ISFAC) at CMAP in Chicago. ISFAC meets on a quarterly basis to provide updates on freight planning initiatives throughout Illinois. More information on OSFAC initiatives can be found at:
Mr. Finucane provided an update about a local service club which secured a $12,500.00 grant for a bike path along Fairview Dr.

Mr. Cox’s update included a meeting with 5 representatives from businesses in Park 88. Staff gave these representatives a high-level view of potential service to Park 88. Staff requested more information from the representatives. DeKalb City Council approved Transdev as the Fixed Route Contractor beginning January 1, 2019.

Members complimented Mr. Cox on the discussion with Park 88. Chair Hanson questioned the different shift time issues. Mr. Cox explained the solution to this.

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

Mr. Magolan mentioned that Mr. Lindenmier also attended the Fall Planning Conference. He also provided local updates.

Economic Development Program- OP&P began accepting applications for EDP projects on October 1, 2018. Applications are accepted year-round. Todd Smith is managing the program and can be contacted for additional details at Todd.A.Smith@illinois.gov or by phone at (217) 785-8643. Information can also be found on the GATA site.

Local Illinois Special Bridge Program (formerly the Major Bridge Program)- The application deadline for FY 2024 Local ISBP projects is closed, and submitted applications are currently under review. Announcement of the selected projects will occur with the release of the IDOT proposed FY 2020-2025 Highway Improvement Program in the spring of 2019.

Local Highway Safety Improvement Program- The deadline to federally authorize FY 17/18 HSIP Awards is January 1, 2019 or funds will be rescinded. If a FY 17/18 project is not expected to be federally authorized by this deadline. A time extension request should be submitted to the District Local Roads Engineer, copying BVLRS. Local HSIP Time Extension Request Guidelines were distributed to the District Local Roads Engineers in July, but we can re-send these if requested.

Needy Township- The subcommittee has submitted proposed changes to the Director of OP&P. Distribution will likely be later this fall.

Other Local Benefits- High Growth and County Consolidated will be disbursed very soon if not already.

Truck Access Route Program TARP- Program funded at $7M level for FY 19. The application deadline was November 5, 2018.

Mr. DeLille discussed the Safe Routes to Schools program. Monday is the deadline. Management Performance Measures are out, and agencies have until February to adopt those or create their own.

Mr. Lang attended an IML meeting which discussed ride sharing topics. He shared some of the information he received and stated that the committee should keep Uber and Lyft options in mind.
Mr. Cox discussed micro transit and how Uber and Lyft are more of a complement to the transit system rather than a competitor.

c. Additional Business

No additional business.

d. Adjourn

Motion #P1118-05 A motion was made by Ms. Groce to adjourn at 3:54 p.m. Second by Mr. Holdeman and approved by voice vote.

Respectfully Submitted by: Sabrina Kuykendall Kvasnicka and Brian Dickson
Date Approved:
The DeKalb Sycamore Area Transportation Study (DSATS) is the Metropolitan Planning Organization (MPO) tasked with administering federal and state funding for highway and public transit projects for the City of DeKalb, City of Sycamore, Town of Cortland, and portions of DeKalb County. DSATS is overseen by the Technical Advisory Committee (TAC), the Transit Subcommittee, and Policy Committee (PC). TAC and Transit are the main advisory bodies, and the PC takes final action on all MPO business.

DSATS has three subcommittees. The Active Transportation Subcommittee reviews non-motorized transportation. The Project Selection Committee reviews federally funded projects. The Bylaws Subcommittee revises DSATS bylaws and agreements.

If you plan to attend any of these meetings, please check the website at www.DSATS.org to ensure the meeting has not been canceled or moved.

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Meeting Location:
DeKalb County Highway Department
1826 Barber Greene Rd
DeKalb, IL 60115

Please visit us online at: www.DSATS.org
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<th align="left">Sponsor Name:</th>
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**2019-H-03**

**DATE Modified on TIP:** 12/13/2018

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This project is the 3rd of 4 segments cooperatively with DCFPD&SPD to follow the DeKalb County Greenways & Trail Plan to extend the GWT into & across Sycamore. This project includes Phase 2 Engineering, Construction Engineering & Construction of a.795 mile (4,200lf) asphalt trail. It will be 10' wide with a 2' wide clear zone on each side & meet ADA standards. Bridges, appropriate pavement marking, traffic controls, directional signs & landscaping are included.

**Comments:**
Addition of project to TIP.

**Amendment Type:** Amendment

**Justification:** As this is a new project it must be added to the TIP.

**Summary for Sponsor Agency = Sycamore Park District (1 detail record)**

<table>
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<th>Sum: Total Project Cost</th>
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**Grand Total: Project Cost**

| $2,123,730 |
APPLICATION
~
ILLINOIS DEPARTMENT OF TRANSPORTATION:
ILLINOIS TRANSPORTATION ENHANCEMENT PROGRAM
~
ITEP#342015

SYCAMORE PARK DISTRICT

Great Western Trail Extension:
Sycamore Forest Preserve
to
Old Mill Park—Segment 1

Abandoned Railbed in Sycamore Forest Preserve
General Project Information

Submittal Date: 11/29/2017

ITEP# 342015

GATA Registration Number: 686242

Project Sponsor: Sycamore Park District

Project Title: Great Western Trail Extension: Sycamore Forest Preserve to Old Mill Park - Segment 1

IDOT District Number(s): 3

Metropolitan Planning Organization (MPO): DeKalb Area Transportation Study

Mayoral Council(s): N/A

Located In: Sycamore

County(ies): DeKalb

Transportation Management Area: None

Congressional District(s): 14-Randy Hultgren

Representative: 70-Robert W. Pritchard

Senate: 35-Dave Syverson
Sponsor Information

Agency Type: Local Government
Sponsor: Park District
Project Sponsor: Sycamore Park District

Contact Person Details

Position Title: Executive Director
Salutation: Mr.
First Name: Daniel
M.I. C
Address: 940 East State Street
City: Sycamore
Phone Number: (815) 895-3365
Fax: (815) 895-3503
Ext:
Co-Sponsor(s):
Last Name: Gibble
Zip: 60178
Email Address: danielg@sycamoreparkdistrict.com

Mayor/Village President Details

Position Title: Executive Director
Salutation: Mr.
First Name: Daniel
M.I. C
Address: 940 East State Street
City: Sycamore
Phone Number: (815) 895-3365
Fax: (815) 895-3503
Ext:
Last Name: Gibble
Zip: 60178
Email Address: danielg@sycamoreparkdistrict.com
Project Category

Pedestrian/Bicycle Facilities
- Facilitates transportation from one destination to another
- Included in a local, regional or statewide plan

Project Costs

Cost Estimates Prepared By: John Mayer
Phone No: (630) 393-3060
Agency/Firm: Engineering Resources Associates, Inc. (ERA)

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</table>

Do you qualify for credits under the Local Agency Federal Flexible Match Program? (Refer to Section C and Appendix 6 of the Guidelines Manual.)

☐ Yes  ☐ No

Anticipated Eligible Amount:

If you have or will be applying for funding through other programs or state agencies for the proposed enhancement project or for the sponsor match, please provide the following information: the agency, type of program and amount of funds.
Project Description

Provide a brief description of the project:
This project is the 3rd of 4 segments (one complete & 1 in IDOT letting process for 2018) cooperatively with DCFPD & SPD to follow the DeKalb County Greenways & Trail Plan to extend the GWT into & across Sycamore. This project includes Phase 2 Engineering, Construction Engineering & Construction of a .795 mile (4,200 ft) asphalt trail. It will be 10' wide with a 2' wide clear zone on each side & meet ADA standards. Bridges, appropriate pavement marking, traffic controls, directional signs & landscaping are included.

Project Relationship to Surface Transportation:
Connecting DeKalb/Kane/DuPage counties & numerous communities, the Great Western Trail enhances non-motorized transportation alternatives. DeKalb County Greenways & Trails Plan has called for extending the GWT into & thru Sycamore, connecting to Peace Road, and its associated trail to DeKalb and connects parks, schools, businesses, downtown Sycamore and in-town residents to surrounding town & counties. DSATS (DeKalb Sycamore Area Transportation Study) has received details regarding this project.

Project Location:
1 mile east of downtown Sycamore, this segment runs from the east end of the newly opened Sycamore Forest Preserve westward along former RR ROW in the preserve for the majority of the project, but it will also traverse small segments of land owned by two private parties and terminate at Pleasant Street on IDOT land on the west. The property needed for this trail will be secured prior to or during Phase 2 Engineering. ITEP funds WILL NOT be used for purchase of land.

Project Limits:
Sycamore Park District (SPD) and the DeKalb County Forest Preserve District (DCFPD) have an Intergovernmental Agreement that defines the limit of this project. DCFPD has extended the GWT into their new preserve where a parking lot terminus exists. Meanwhile, SPD is building a segment to the west using ITEP funds. This ITEP application is for "Segment 1"—one of two segments that will fill the gap between these two. (See Project Location Maps Attachment.)

Project Length:
0.795 miles (4,200 ft)

Project Scope Of Work:
Funded by Sycamore Park District, Phase 1 Engineering is nearly complete and our PDR submitted to IDOT’s Ottawa Office (Sequence #21062, Section No. 17-P4006-00-BT). The scope of work for this application includes Phase 2 Engineering, Construction Engineering, and Construction of an off-road, 10-foot wide asphalt trail with 2' wide clear zones on either side. It is a 4,200 linear foot/0 .795 mile-long trail with three (3) bridges, pavement marking, traffic controls, signs & landscaping (corridor clearing and restoration). Segment 1 begins at the Sycamore Forest Preserve on the east where a parking lot exists at a point where DCFPD has recently extended & expanded the GWT eastward from its former termini. From there, it travels westward roughly 0.50 miles on abandoned rail bed now owned by DCFPD where it then spans the Kishwaukee River with a large bridge. From there, small pieces of land acquired from two private parties (see land acquisition info provided elsewhere in the application which is guided by two meetings with IDOT Personnel) and a land swap with IDOT (see communication with IDOT provided in application) complete the total 0.795 mile extent of this project. The small stretch west of the major bridge will have two smaller bridges over creeks that feed the Kishwaukee River. The west termini is at the IDOT location on Pleasant Street. Segment 2—subject of a future ITEP application—would then close the gap between a previously approved ITEP Trail Grant project that is set to be bid in Spring/Summer 2018 and the segment we are applying for in this grant cycle.

Anticipated Benefits:
DeKalb County Forest Preserve District & Sycamore Park District have long sought ways to safely connect people from the old termini of the GWT in rural Sycamore into town & eventually connect to DeKalb. Safety is enhanced by keeping people off of State Routes 23 and 64, connecting two neighborhoods to schools, parks and businesses while allowing DeKalb County residents to go to St. Charles, Virgil, and other points east. Runners, walkers, bikers seek longer stretches to use for exercise, to visit other places, and to travel. This extension will enhance connectivity and non-motorized transportation for area residents who now have to drive to the old trailhead with limited parking. Many people, in town, will be able to more
easily get to workplaces along or near the trail. This project is supported by the DeKalb
Greenways and Trails Plan, and a quality Intergovernmental Agreement, assuring this great
transportation resource will be cared for & used for many years to come.

Describe how the project will improve safety for transportation facility
users:
The trail segment provides an alternate route for traveling from Sycamore Forest Preserve to
Old Mill Park. The trail is off-road minimizing conflict with motorized vehicles. Tip-down bollards
are used to restrict vehicles on the trail yet allow emergency access. The trail is designed to
ADA standards. This segment allows GWT users to travel into Sycamore & downtown without
having to ride on Rts. 23 & 64 & connects 2 neighborhoods to Sycamore Middle School via off-
road trails.