



## POLICY COMMITTEE MEETING

### MEETING MINUTES 13 DECEMBER 2018 – 3:00 P.M. MEETING #PC1217

#### ATTENDANCE

- City of DeKalb (3 votes): **Jerry Smith, Bill Finucane, Anne Marie Gaura**
- City of Sycamore (2 votes): not present
- Town of Cortland (1 vote): not present
- DeKalb County (1 vote): not present
- IDOT District 3 (1 vote): Tom Magolan, Ryan Lindenmier
- NIU (1 vote): Jennifer Groce
- DSATS Staff: Tim Holdeman, Brian Dickson, Jessica Hyink
- FHWA (non-voting): not present
- NIU SA (non-voting): not present
- VAC (non-voting): Paul LaLonde
- IDOT Planning & Programming (non-voting): Doug DeLille
- IDOT Local Roads (non-voting): not present
- Others Present: Brad Hunold (DeKalb County Highway Department)

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

#### CALL TO ORDER

Vice-Chair Finucane called the meeting to order and established a quorum at 3:05 p.m.

#### BUSINESS

##### 1. Approval of Meeting Agenda

**Motion #P1217-01** A motion was made by Mr. Smith to approve the December 13, 2017 meeting agenda. Second by Ms. Groce, and approved by voice vote.

##### 2. Approval of Previous Meeting Minutes

**Motion #P1217-02** A motion was made by Ms. Gaura to approve the November 8, 2017 meeting minutes. Second by Ms. Groce, and approved by voice vote.

##### 3. Public Comment

There were no comments.

#### **4. Approval of DSATS SFY18-22 Highway TIP Amendment 2 (Action)**

Mr. Dickson said DeKalb County received HSIP funding for two projects. The first project is an extension of the five-lane crossing on Peace Road at IL-64 and the addition of lighting. The second project is shoulder widening on Plank Road from Lindgren Road to Lukens Road and intersection lighting improvements. As these are new projects, a TIP amendment approval is required. The fourteen day public comment period has ended and a public hearing was held at the December TAC meeting. No public comments were received.

**Motion #P1217-03** A motion was made by Mr. Smith to approve the DSATS Highway TIP Amendment 2. Second by Ms. Groce, and approved by voice vote.

#### **5. DSATS SFY18-22 Highway TIP Revision 4**

Mr. Dickson said DeKalb County submitted a cost increase for the Barber Greene widening project scheduled for SFY18. As the cost increase is less than 50% of the total project cost, staff approved the project and is providing notification to TAC and PC.

Mr. Finucane asked about the impact of the project. Ms. Gaura said the impact is significant as the turn lane into the nearby gas station is confusing and this project will help to decrease confusion at this site. Ms. Gaura noted the extension of the sidewalk will take people to Sycamore Road as well.

#### **6. Approval of Video Collection Units for Traffic Counts Bid or Direct Purchase (Action)**

Mr. Dickson said staff developed a bid request for the purchase of video traffic counters. This work has been contracted out in the past, but engineers on TAC reached consensus to bring this work in house. TAC has determined DSATS staff and member organization staff will set up the equipment, and staff will complete the analysis. Mr. Dickson said TAC approved the bid proposal at the December TAC meeting, but Mr. Schwartz from the County notified DSATS staff that he would like additional time to review the bid proposal.

Mr. Finucane asked why additional time is needed to review the bid proposal. Mr. Dickson said Mr. Schwartz thinks the bid scope of work is too generic.

Mr. DeLille said the bid document does not have a clear distinction between the City and DSATS. He recommended clarifying that the MPO is the purchaser and not the City.

Ms. Gaura recommended staff develop an administrative policy on the use of the video counter equipment when not needed for DSATS business. Mr. Finucane said DSATS staff should consider the impact of increased use for non-DSATS business.

Policy members reached consensus to defer this item for approval in order to accommodate Mr. Schwartz request for additional review and comment on the bid document.

**Motion #P1217-04** A motion was made by Ms. Gaura to defer action for further review of the bid document by TAC members. Second by Ms. Groce, and approved by voice vote.

#### **7. Functional Classification Changes to NHS (Action)**

Mr. Dickson said IDOT is proposing changes to the functional classification of some roads in the National Highway System (NHS) in the DeKalb region. Mr. Lindenmier said of the seven proposed roadway changes, six of these roads are state routes. The one local route change is an extension of the NHS to include the ramps on Peace Road to I-88.

Ms. Gaura asked what the implications are of these changes. Mr. Lindenmier said NHS roads are eligible for NHPP grant funding and higher standards are required of these roads.

Mr. Smith asked whether or not it is good to be downgraded. Mr. Magolan said if the route is a state route, then it is a state issue and does not matter. He noted NHS came into law during the Clinton administration in order to serve significant sites and ensure roadways can serve military vehicles.

Ms. Gaura asked what this change would mean for the downgrade of Route 23 in DeKalb. Mr. Magolan said the state would not be able to use NHPP funding to complete work on this segment of road, but other funding are available.

Mr. Dickson said TAC did not have any comments on the proposed changes, and staff is seeking approval to notify IDOT that there are no comments on the proposed functional classification changes. Mr. Magolan added that confirmation is needed from the MPO.

Ms. Gaura asked if the City of DeKalb can provide comments. Mr. Magolan said the City can submit comments, but comments should be summarized from the MPO. Ms. Gaura said she would like to have further discussions with Mr. Holdeman and the City Engineer.

Ms. Gaura asked if the state ever considers making traffic calming modifications to roadways and suggested traffic calming on Route 23 from Taylor to Fairview. Mr. Finucane noted his concern about the downgrade of this section of roadway. Mr. Magolan said this roadway would remain eligible for other funding but would only be ineligible for NHPP funding.

Consensus was reached to contact member organizations not present to confirm whether or not they would like to provide comment. No action was taken.

## **8. Bus Shelter Update**

Mr. Holdeman provided an overview of the bus shelter project. Negotiations with Stadium View Apartments are ongoing, and they requested a fee to cover their lawyer expenses. The DeKalb County Health Department has approved its shelter location. Target has asked for additional information. Kishwaukee hospital has requested a design change to fit better with its aesthetic.

## **9. DSATS 2018 Meeting Dates**

Ms. Hyink outlined the public notice for the DSATS 2018 meetings. Mr. Finucane said Policy will continue to meet the second Wednesday of the month. Mr. Dickson said the item is for informational purposes only, and the notice will be published in the Daily Chronicle in the next few weeks.

Ms. Gaura questioned whether the Transit Subcommittee should be included as part of the schedule. Mr. Holdeman said this subcommittee will be used to establish a governance structure, Transit Development Plan implementation strategy, and intergovernmental agreement as soon as a transit manager is hired. Ms. Groce said the work of the Transit Subcommittee is of interest to the public. Ms. Hyink said DSATS is required to publish a public notice of all scheduled public meetings at the start of each year. Ms. Gaura said the schedule table should distinguish the Transit Subcommittee is ad-hoc and not a permanent DSATS committee. Mr. Smith said ad-hoc could be placed after the label for Transit Subcommittee in the table.

## 10. Staff and Project Updates

Mr. Dickson said staff have been conducting in house maintenance. He noted the transit facility grant awardees have yet to be announced.

## 11. What's New with Our Federal and State Partners

Mr. Lindenmier said roadway work is shut down for winter. He said ITEP projects are being reviewed, TARP project award announcements were made the week of December 4<sup>th</sup>, and the Safe Routes to School (SRTS) program is still anticipated for funding. He said FHWA continues to be concerned about the QBS process in Illinois. Each local agency using federal funds for engineering needs must have their own QBS process in writing, even if the process matches the direction outlined in Chapter 5 of the BLRS Manual. He announced projects proposed for a local letting with either state or federal funds must use the new GATA agreement and the Bureau of Local Roads has released revised forms.

Mr. Finucane asked if SRTS funding should be considered for a project at Huntley. Ms. Hyink said that it could be. She said she has been working with representatives from the DeKalb School District and DeKalb Park District. These representatives have identified missing sidewalk access at Brooks Elementary as a high priority for SRTS funding.

Mr. Holdeman said the City pulled its application for ITEP due to feasibility issues this year.

Mr. DeLille said IDOT is still considering the impacts of rescission cuts. He said the State Freight Plan is available and noted that he would share a link to the plan with Brian to share with DSATS members.

## 12. Additional Business

Mr. LaLonde announced operational changes at VAC. He said VAC will be upgrading its phone system and has added two new vehicles in Kankakee County, and six new vehicles in DeKalb. Most of these vehicles replace other vehicles which have become inoperable.

Mr. Finucane asked about the status of the transit positions. Mr. Holdeman said the job descriptions are being reviewed by the Human Resources Department.

Mr. Magolan said once a year DSATS members are asked to submit a letter regarding membership to DSATS staff. Mr. Dickson said this is correct and asked all member organizations to send a letter listing all active and alternate representatives for each DSATS committee.

## ADJOURNMENT

**Motion #P1217-05** A motion was made by Ms. Groce to adjourn at 4:07 p.m. Second by Ms. Gaura, and approved by voice vote.

Respectfully Submitted by: Brian Dickson, Jessica Hyink  
Date Approved: