

North Shore Council of Mayors Technical Committee  
Wednesday, June 18, 2008  
8:30 a.m.  
Skokie Village Hall

MINUTES

**Members Present:**

Fred Schattner, Chair, Village of Skokie  
Christine VanDornick, Village of Glencoe  
Sat Nagar, City of Evanston  
Chris Tomich, Village of Northbrook  
Russ Jensen, Village of Glenview  
Ryan Gillingham, Village of Morton Grove  
Jorge Cruz, Village of Wilmette  
Erik Cook, Village of Skokie  
John Burke, City of Evanston

**Others Present:**

Bunny Anderson, Illinois Tollway  
Holly Ostdick, CMAP  
Rodney Bettenhausen, CCHD  
Kevin Stallworth, IDOT  
Chris Rose, Pace  
Andy Plummer, RTA  
Steve Mastny, IDOT-PD  
Steve Sugg, Ciorba Group  
Thomas Gill, Thomas Engineering Group, LLC  
Kevin Siksta, ESI Consultants Ltd.  
Chris Staron, Northwest Municipal Conference

**I. Call to Order**

Chair Schattner called the meeting to order at 8:37 a.m. He invited those in attendance to introduce themselves.

**II. Approval of Meeting Minutes – March 19, 2008**

Chair Schattner asked for a motion to approve the meeting minutes from March 19, 2008. On a motion from Mr. Nagar, seconded by Mr. Jensen, the minutes passed unanimously.

**III. Agency Reports**

**A. IDOT Highway Report**

Mr. Mastny distributed two handouts for IDOT projects in the North Shore. He reported that the North Shore did well in the new multi-year

program, and as a result, the handout was a couple pages longer. He informed the committee that he highlighted all the changes from last time on the handout. He stated that most of the new projects were either resurfacing or signal installation. He reported that the signal installations were based on past signal warrant studies. Mr. Mastny invited the committee to provide input regarding the signals if they had any concerns. He said other highlighted projects have updated schedules.

**B. Cook County Highway Department (CCHD)**

Mr. Bettenhausen reported that there have not been any big changes since the last North Shore Technical Committee meeting. He stated that the items in bold on his handout signified changes. He said that the CCHD is finalizing their 2008-2012 plan, and that they plan to submit the plan to IDOT on July 1.

**C. Pace**

Ms. Rose stated that Pace had no report at this time.

**D. Illinois Tollway**

Ms. Anderson reported that it is an unusual year for the Illinois Tollway because all of their facilities are under construction. She distributed construction updates for the North Tri-State (I-294/94). She reported that the construction will be complete in 2010. She told the committee that she can provide electronic version of the maps and updates if municipalities want to include them in their community newsletters. She also reported that the individuals can register to obtain construction updates at the Illinois Tollway website: [www.illinoistollway.com](http://www.illinoistollway.com).

**E. Chicago Metropolitan Agency for Planning (CMAP)**

Ms. Ostidick reported that the CMAP Programming Coordinating Committee released the draft Developments of Regional Importance (DRI) process for public review. She stated that CMAP will be reaching out to stakeholder groups for opportunities to comment. She reported that the *Go To 2040* Regional Vision was approved by the CMAP Board and MPO Policy Committee. Ms. Ostidick informed the committee about the Future Leaders in Planning (FLIP) program, which is looking for high school students that will be sophomores and juniors in the fall. She reported that the CMAP Council of Mayors Executive Committee is meeting on June 24<sup>th</sup> to discuss the suburban STP program, the new funding marks, and advanced funding. She distributed an updated expenditure report for the suburban STP program. She stated that the Executive Committee wants to spend down the regions unobligated balance to avoid rescissions at the end of SAFETEA-LU. She reported that the state appropriations need to be high enough to ensure that the subregional councils can spend down the unobligated balance.

**F. IDOT Local Roads**

Mr. Stallworth provided an update of current STP projects. He stated that the Greenwood Rd. at Glenview Rd. project has had its design approval moved back to August 15<sup>th</sup>. He reported that the Austin Ave. project was bid at the June letting. He reported that the Church St. at Crawford Ave. project has had its estimated design approval moved back to October 1<sup>st</sup>. Mr. Stallworth reported that the Golf Rd. at Skokie Blvd. will have its letting moved back.

**IV. RTA Technical Assistance and Funding Programs**

Mr. Plummer drew the committee's attention to attachment B, which outlined the RTA funding programs. He reported that Skokie has used RTAP funds in the past, and that RTA is revamping its assistance programs. He stated that the RTAP is a pretty open program and that there will be funding set aside specifically for municipalities. He reported that there will be a call for projects on June 24<sup>th</sup> and that a workshop will follow the call for projects. He stated that the RTA website will have information and applications for the programs on June 24<sup>th</sup>. He reported that there are four programs: two for planning and two for capital/operating. He reported that there is a community planning program (RTAP) and only municipalities are eligible for it. He said the other planning program is a subregional planning program for service boards and counties. Mr. Plummer reported that one of the capital/operating programs is the JARC/NF program, which is an existing program. He stated that this is a federal program that aims to extend service to populations that are not served, such as the elderly and people with disabilities. He reported that the other capital program is called ICE, which is new and looks for innovative transit projects and solutions. He told the committee that the programs are being revamped due to the new transit legislation. He stated that Jay Ciavarella could answer further questions about the programs: 312.913.3252 or [ciavarellaj@rtachicago.org](mailto:ciavarellaj@rtachicago.org). Mr. Plummer said that more information will be available after the call for projects. Mr. Staron said he would forward links and information once the new websites were published. Mr. Plummer said he would make sure to forward information to Mr. Staron to distribute to the committee. Chair Schattner stated that Skokie was able to use the RTAP study to secure a further grant for a new CTA station. Mr. Plummer noted that this happens frequently with RTAP.

**V. Overview of Suburban STP Program**

Mr. Staron gave a PowerPoint presentation regarding the STP program and its impact on the North Shore Program. He said the presentation is meant to serve as refresher for how the STP program works and to look at the broader suburban STP program and how it relates to the North Shore's advanced funding prospects. He reported that there are 11 subregional councils: 6 in suburban Cook and 5 in the Collar Counties. He stated that each council is responsible for programming an annual STP allocation, which is based on population. He stated that a new funding split has been improved between Chicago and the suburbs, which ultimately means more funding for the suburban councils. He reminded the

committee that in the North Shore Council projects are ranked according to the methodology and that Phase II Engineering, ROW, Construction Engineering, and Construction are all eligible for funding. He stated that a project/phase is in the program when it is in a fiscal year, and a project/phase on MYB is not considered in the program. He said that projects with phases in a fiscal and MYB have traditionally been given first priority when funding becomes available. He reminded the committee that the decision to bring a project into the program ultimately lies with them, and that there is not currently any available funding.

Mr. Staron presented tables that showed the historic distribution of funds. He reported that the North Shore has spent more than their allotment and currently has the largest negative balance. He reported that other councils have not spent all of their funds, which is why the North Shore Council has been able to successfully advance fund. He stated that the North Shore allotment has shrunk over time as their proportion of the population in the Chicago region shrinks. He reported that the FFY 08 allotment still keeps the North Shore with a negative balance. Mr. Staron reported that there are 1.5 years left in SAFETEA-LU and the region has roughly \$88 million in that timeframe (as of April 11). He said this is subject to change because of the new city/suburban split. He then explained that the North Shore has over \$8 million programmed in that timeframe, which would increase the negative balance. He reported that they have not achieved the projects that they thought they were going to in FFY 08. Consequently, the funding status of the North Shore will improve going into FFY 09. He stated that the CMAP Council of Mayors Executive Committee wants to spend down the unobligated balance and that advanced funding is a realistic option currently for moving projects forward. He stated that other councils are also advanced funding projects. Mr. Staron went over the North Shore's advanced funding for FFY 08. He said that only two projects have received advanced funding and that a number of the projects were not going to move forward this year. He reported that Greenwood/Glenview should be moving forward with Phase II Engineering and ROW acquisition this year in addition to the projects that have already received advanced funding. Mr. Staron estimated that the Council will spend less than \$1 million this year. He concluded by reported that the advanced funding outlook is good as long as there is an unobligated balance. He said that he has a number of questions about the STP program after FFY 10. He said that possible rescissions and the new federal legislation make it hard to know where the program will be entering FFY 10.

**VI. North Shore Council of Mayors FFY 08-13 Surface Transportation Program**

**A.** Mr. Staron presented the current North Shore FFY 08-13 STP program. He reported that nothing has changed since the last meeting. He reiterated that there will be projects that move into FFY 09 from 08. He said that he added a new totals column to better display how much the Council is programmed to spend each year.

- B.** Mr. Staron turned the committee's attention to Attachment E. He said that this attachment shows the potential project movements. He reported that the Golf/Skokie project will not be let in FFY 08 and must move back into FFY 09. He said the ENGII and ROW for the Old Orchard/Skokie project is being moved back because Skokie wants it to follow after the Golf/Skokie project. He said that Church/Crawford ROW will move into FFY 09 and he stated that with the new design approval estimate, ENGII will likely have to move back as well. He stated that construction on Greenwood/Glenview is going to move back to FFY 10 because of ROW and because of Glenview's request. He stated that construction for the Chestnut/Waukegan project is going to move to FFY 11 because of Glenview's request. He said that the Sheridan Road project is currently programmed for ENGII in FFY 12; however it needs to be removed or altered because Evanston is planning on doing Phase I and II together. Mr. Nagar stated that Evanston only wants to do Phase I and II together for the southern portion and the STP money should be for the northern portion. Mr. Staron said that the current scope of the project in the TIP is for the southern portion. He said that he would discuss with Mr. Nagar and work on changing the scope. Mr. Schattner said that the members should provide updated schedules to Mr. Staron so that we can approve any project movements at the September meeting. Mr. Nagar asked when the next advanced funding request would be executed. Mr. Staron said that this would be discussed in Agenda Item VIII, but he stated that September was the likely time for technical committee to approve an Advanced Funding Requests for FFY 09.

**VII. Village of Morton Grove – Austin Ave. LAPP (#02-01-0117) Cost Increase Request**

Mr. Staron introduced the cost increase request informing the committee that Morton Grove was asking for an increase of \$37,354. He said that the project was let last Friday and that this was one of the projects that received advanced funding. Mr. Gillingham said that bid came in above the programmed amount but below the engineering estimate. Mr. Staron said that the request does not have a large effect on the North Shore program because there is already a large negative balance.

*Chair Schattner asked for a motion to approve Morton Grove's Cost Increase. Mr. Nagar moved for approval. Mr. Jensen seconded the motion, which passed unanimously.*

**VIII. Advanced Funding Status**

Mr. Staron stated that some of the previous agenda items had touched on advanced funding. He reiterated that the committee should plan on bringing advanced funding requests for the FFY 09 program to the September meeting. He briefly went over the status of the FFY 08 requests and noted that many of the projects were not going to be accomplished. He stated that the Golf/Skokie project still needs to work out ROW before it can be let. He said that

Church/Crawford project had its design approval moved back, which means that it will not be requesting advanced funding early in the FFY. Mr. Staron asked Mr. Stallworth why the estimated design approval for the Willow Road project was moved into FFY 10. Mr. Stallworth says that he does not know, but stated that they have not submitted anything on the project. Mr. Staron said the Lake St. project is likely the earliest project to go forward in FFY 09. Mr. Nagar said that they are looking at a November letting. Mr. Staron and Mr. Nagar agreed that approval at the September meeting would not delay the project. Mr. Staron said that the Sheridan Road signal interconnect project was scheduled to have Phase I completed along with the rest of Sheridan Road in May 09. Mr. Staron asked Mr. Jensen how Glenview was planning to proceed regarding ROW for Greenwood/Glenview. He said that they would probably go together. Mr. Staron expressed concern because ROW is programmed in two different fiscal years. He asked when the ROW agreement would be executed, and Mr. Jensen stated that he assumed it would be done with the Phase II agreement, which is estimated for September. Mr. Staron said this presented a problem because funding has to be in place before FHWA will approve the ROW agreement. He stated that the committee has voted via fax before, and this may be a situation that warrants a fax vote. Mr. Jensen said that he would discuss the issue further with Mr. Staron. Mr. Staron stated that the Chestnut/Waukegan project is not supposed to receive design approval until March 09, which leaves plenty of time for an advanced funding request.

Mr. Staron pointed out attachment G, which reaffirms Glenview's advanced funding request and updates the project calendar.

#### **IX. North Shore Council Methodology**

Mr. Staron reported that attachment H highlights some compliance issues with the North Shore Methodology that have arisen. He stated that as he has become more familiar with the North Shore program and noticed places where there are inconsistencies with rules outlined in the methodology. He stated that ROW is supposed to be started eighteen months in advance of construction. He stated that the federal process slows down ROW acquisition and that the council wants to avoid unrealistic schedules that create project delays and take up space in the program. He said that the Golf/Skokie project is an example of a project that is experiencing a delay because ROW was scheduled too close to construction. Mr. Staron said the Golf/Skokie, Greenwood/Glenview, and Church/Crawford projects all have ROW acquisition scheduled to close to construction. He said that the potential project movements outlined earlier address two out of the three. He reported that since 1991, the council has only funded ROW acquisition once, and that the committee probably was not familiar in dealing with the schedule. Mr. Staron recommended addressing the problems with the schedule along with the other project movements for the September meeting. Chair Schattner stated that the ROW process for Golf/Skokie has taken more time than expected because land donations actually took more time.

Mr. Staron reported that project implementation is the second area of concern. He stated that the methodology requires that any project that is moving back more than two years requires the approval of the technical committee. He stated that chronically delayed projects take up room in the program. He said that he understands from examining past minutes that projects get shifted around because of local priorities and fiscal constraint. He stated that the committee needs to do a better job tracking project delays. Chair Schattner said that many of the projects that have moved back frequently are Skokie projects. He stated that the IDOT process is plagued with delays. Ms. Ostdick reported that the new TIP interface will be able to track the progress of projects and the fulfillment of various approvals. She stated that CMAP hopes this will prevent projects from inaction and highlight reasons for delays. Mr. Staron said that the technical committee can also do a better job of tracking the delays to understand delays and attempt to exert pressure when possible. He said that the North Shore's funding situation allows them the luxury of fixing these problems without losing out on funding. Mr. Staron said that he wants to make sure the program complies with the methodology. He suggested that the committee plan on approving the program at the September meeting with justifications for delays. The committee expressed general agreement with this suggestion.

**X. Other Business**

There was no other business.

**XI. 2008 Meeting Dates**

Chair Schattner informed the committee that the next committee meeting is scheduled for September 17, 2008.

**XII. Adjournment**

*Ms. VanDornick moved to adjourn. Mr. Nagar seconded the motion, which passed unanimously at 9:45 a.m.*