

# Secretarial Notes

## DMATS Policy and Technical Advisory Board Joint meeting

**Date:** Thursday, March 21, 2024  
**Time:** 12:00 p.m.  
**Place:** ECIA, 7600 Commerce Park

**DMATS Policy Board Members Present:**

- |   |   |  |  |
|---|---|--|--|
| <input checked="" type="checkbox"/> <b>Brad Cavanagh (chair)</b><br><i>Mayor, City of DBQ</i>                           | <input type="checkbox"/> <b>Laura Roussell</b><br><i>DBQ City Council</i>                             | <input type="checkbox"/> <b>Danny Sprank</b><br><i>DBQ City Council</i>  | <input checked="" type="checkbox"/> <b>Katy Wethal</b><br><i>DBQ City Council</i>                                    |
| <input checked="" type="checkbox"/> <b>Ric Jones</b><br><i>DBQ City Council</i>   | <input type="checkbox"/> <b>David Resnick</b><br><i>DBQ City Council</i>                              | <input type="checkbox"/> <b>Susan Farber</b><br><i>DBQ City Council</i>  | <input type="checkbox"/> <b>Vacant</b><br><i>(proxy for DBQ City Council)</i>  |
| <input type="checkbox"/> <b>Mike Van Milligen**</b><br><i>(proxy for DBQ City Council)</i>                              | <input type="checkbox"/> <b>Gus Psihoyos**</b><br><i>(proxy for DBQ City Council)</i>                 | <input checked="" type="checkbox"/> <b>Teri Goodman**</b><br><i>(proxy for DBQ City Council)</i>               | <input type="checkbox"/> <b>Marie Ware**</b><br><i>(proxy for DBQ City Council)</i>                                  |
| <input checked="" type="checkbox"/> <b>Wally Wernimont**</b><br><i>(proxy for DBQ City Council)</i>                     | <input type="checkbox"/> <b>Jim Adams</b><br><i>Mayor, City of Asbury (proxy John Richey)</i>         | <input type="checkbox"/> <b>Melvin Degenhardt**</b><br><i>Mayor, City of East DBQ (proxy Vacant)</i>           | <input type="checkbox"/> <b>Vacant</b><br><i>Grant County Representative</i>   |
| <input checked="" type="checkbox"/> <b>Harley Pothoff</b><br><i>Transit Rep. (RTA) (proxy Stacie Scott)</i>             | <input type="checkbox"/> <b>Francis Schelfhout</b><br><i>Wisconsin DOT (proxy Stephen Flottmeyer)</i> | <input checked="" type="checkbox"/> <b>Doug DeLille**</b><br><i>Illinois DOT (proxy Rob Bates)</i>             | <input type="checkbox"/> <b>Troy Maggied</b><br><i>SWWRPC City Council</i>   |
| <input checked="" type="checkbox"/> <b>Russ Pfab**</b><br><i>Small Cities Rep. City of Peosta (Proxy Annette Ernst)</i> | <input checked="" type="checkbox"/> <b>Don Zillig</b><br><i>Jo Daviess County</i>                     | <input checked="" type="checkbox"/> <b>Robert Daughters**</b><br><i>Jule Transit Rep. (proxy Ryan Knuckey)</i> | <input checked="" type="checkbox"/> <b>Ann McDonough (VC)</b><br><i>DBQ County Supervisor (proxy Wayne Kenniker)</i> |
| <input checked="" type="checkbox"/> <b>Sam Shea*</b><br><i>Iowa DOT (non-voting member)</i>                             | <input checked="" type="checkbox"/> <b>Beth Bonz**</b><br><i>ECIA (proxy Vacant)</i>                  |  |  |

**DMATS Technical Advisory Board Members Present:**

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> <b>Wally Wernimont**</b><br><i>City of Dubuque (proxy Jason Duba)</i>             | <input checked="" type="checkbox"/> <b>Beth Bonz</b><br><i>City of Asbury</i>   | <input type="checkbox"/> <b>Vacant</b><br><i>City of East Dubuque</i>                       | <input checked="" type="checkbox"/> <b>Ed Raber</b><br><i>Dubuque County</i>               |
| <input checked="" type="checkbox"/> <b>Gus Psihoyos (chair)**</b><br><i>Engineer, City of DBQ (proxy Bob Schiesl)</i> | <input checked="" type="checkbox"/> <b>Russell Weber</b><br><i>Engineer, DBQ County (proxy Wyatt Anderson)</i>        | <input type="checkbox"/> <b>Steve Keeffer</b><br><i>Engineer, Jo Daviess County, IL</i>     | <input type="checkbox"/> <b>Dave Lambert</b><br><i>Engineer, Grant County, WI</i>          |
| <input checked="" type="checkbox"/> <b>Ryan Knuckey</b><br><i>Jule Transit (proxy Jodi Johnson)</i>                   | <input checked="" type="checkbox"/> <b>Stacie Scott</b><br><i>Regional Transit Authority (RTA) (proxy Gail Kuhle)</i> | <input type="checkbox"/> <b>Troy Maggied</b><br><i>SWWPRC</i>                               | <input checked="" type="checkbox"/> <b>Vacant**</b><br><i>ECIA (proxy Holly McPherson)</i> |
| <input checked="" type="checkbox"/> <b>Vacant**</b><br><i>Illinois DOT (proxy Rob Bates) (proxy Doug DeLille)</i>     | <input type="checkbox"/> <b>Stephen Flottmeyer**</b><br><i>Wisconsin DOT (proxy Francis Schelfhout)</i>               | <input checked="" type="checkbox"/> <b>Sam Shea*</b><br><i>Iowa DOT (non-voting member)</i> |  |

**Others Present:** Paul Uzel, Kim Reem, Dan Nguyen

**Staff Present**

- |  |   |  |   |
|--|---|--|---|
| <input checked="" type="checkbox"/> <b>Chandra Ravada</b><br><i>*Non-Voting Member</i> | <input checked="" type="checkbox"/> <b>Dan Fox</b><br><i>**Voting member by Proxy</i> | <input checked="" type="checkbox"/> <b>Sarah Berning</b> | <input checked="" type="checkbox"/> <b>Jack Studier</b><br><i>*** Attendance by phone</i> |
|--|---|--|---|

**A quorum was present for DMATS Policy and Technical Advisory Board**

## **Call to Order**

The DMATS Technical Advisory Board meeting was called to order by DMATS Technical Advisory Board Vice-Chair, Russell Weber.

The DMATS Policy Board meeting was called to order by DMATS Policy Board Chair Brad Cavanagh. Introductions were made at this time.

## **Review/Approve the Agenda for the Thursday, March 21, 2024, DMATS Joint Technical Advisory and Policy Board meeting**

Motion by Bonz, second by Wernimont to approve the amended agenda for the Thursday, March 21, 2024, DMATS Technical Advisory Board meeting. The motion passed unanimously.

Motion by Jones, second by McDonough to approve the amended agenda for the Thursday, March 21, 2024, DMATS Policy Board meeting. The motion passed unanimously.

## **Review/Approve the minutes and receive and file the secretarial notes from the Thursday, February 8, 2024, meeting**

Motion by Bonz, second by Wernimont to approve the minutes and receive and file the secretarial notes from the Thursday, February 8, 2024, DMATS Technical Advisory Board meeting. The motion passed unanimously.

Motion by Jones, second by Pothoff to approve the minutes and receive and file the secretarial notes from the Thursday, February 8, 2024, DMATS Policy Board meeting. The motion passed unanimously.

## **Review/Approve Draft Fiscal Year 2025 DMATS Transportation Planning Work Program (TPWP)**

Ravada stated there will be changes to the write-up of the airport due to staff addressing air services at the airport. Ravada informed the board that the work staff will be focusing on is the short and long range transportation plans, and STREETS project. Ravada stated the Board has a month to review and recommend any changes.

Discussion followed.

Motion by Bonz, second by Raber to recommend approval to the DMATS Policy Board the draft Fiscal Year 2025 DMATS Transportation Planning Work Program (TPWP). The motion passed unanimously.

Motion by Jones, second by Wethal to approve the draft Fiscal Year 2025 DMATS Transportation Planning Work Program (TPWP). The motion passed unanimously.

**Review/Approve opening STBG applications for DMATS Federal Fiscal Year 2025-2028 Transportation Improvement Program (TIP)**

Ravada requested the Board to approve the opening of the STBG application process for FFY 2025-2028, so the staff can start receiving applications.

Motion by McPherson, second by Wernimont to recommend approval to the DMATS Policy Board to open STBG applications for DMATS Federal Fiscal Year 2025-2028 Transportation Improvement Program (TIP). The motion passed unanimously.

Motion by Jones, second by Wethal to approve opening the STBG applications for DMATS Federal Fiscal Year 2025-2028 Transportation Improvement Program (TIP). The motion passed unanimously.

**Review/Approve Transportation Alternative Program (TAP) projects for DMATS Federal Fiscal Year 2025-2028**

Fox informed the Board that staff received the following three project applications;

- City of Asbury, Asbury West Trail Extension; construct multi-use trail, on-street bike route, and sidewalk
- City of Dubuque, Bee Branch Trail Phase 2 Downtown bike lane; construct multi-use trail, widen existing sidewalk to a multi-use trail, on-street bike lanes
- Dubuque County Conservation Board, Heritage Trail Hard Surfacing; hard surfaces a section of the Heritage Trail

Fox stated these projects have been submitted to the DOT for comments and review, although with that said the DOT has been back logged with reviewing these applications. Fox stated if the board approves these applications today, they will be approved with the stipulation that applicants address any comments/changes from the IADOT.

Discussion followed.

Motion by Raber, second by McPherson to recommend approval to the DMATS Policy Board to approve Transportation Alternative Program (TAP) projects for DMATS Federal Fiscal Year 2025-2028 with conditions applications address any IADOT comments. The motion passed unanimously.

Motion by Jones, second by McDonough to approve Transportation Alternative Program (TAP) projects for DMATS Federal Fiscal Year 2025-2028 with conditions applications address any IADOT comments. The motion passed unanimously.

**Review/Approve amendment to DMATS Federal Fiscal Year 2024-2027 Transportation Improvement Program (TIP), to adopt JULE Transit Asset Management (TAM) plan**

Motion by McDonough, second by Pothoff to open the public hearing. The motion passed unanimously. The public hearing opened at 12:19 p.m.

Ravada stated the amendment to the TIP is to add the Jules Transit Asset Management (TAM) plan into the TIP.

Motion by Pothoff, second by Wethal to close the public hearing. The motion passed unanimously. The public hearing closed at 12:21 p.m.

Motion by Bonz second by McPherson to recommend approval to the DMATS Policy Board to approve the amendment to DMATS Federal Fiscal Year 2024-2027 Transportation Improvement Program (TIP), to adopt JULE Transit Asset Management (TAM) plan. The motion passed unanimously.

Motion by Jones, second by McDonough to approve the amendment to DMATS Federal Fiscal Year 2024-2027 Transportation Improvement Program (TIP), to adopt JULE Transit Asset Management (TAM) plan. The motion passed unanimously.

**Review/Approve resolution for adopting Jule Transit Public Transportation Agency Safety Plan**

Fox stated the resolution is to adopt the Jule Transit Public Transportation Agency Safety Plan performance measures and targets.

Motion by Raber, second by Bonz to recommend approval to the DMATS Policy Board to approve the resolution for adopting Jule Transit Public Transportation Agency Safety Plan. The motion passed unanimously.

Motion by Jones, second by McDonough to approve the resolution for adopting Jule Transit Public Transportation Agency Safety Plan. The motion passed unanimously.

**Review/Discuss Safe Streets and Routes for All (SS4A) data collection process**

Fox stated staff are in full swing working with INTRANS collecting crash data within the region. Fox stated staff are having interviews with city officials within the region and going through the crash data with them and getting their input and information on things they are seeing that the crash data is not picking up. Staff have also sent out surveys to receive more information from people in the region.

Discussion followed.

**Comments from public on an item that did not appear on the agenda**

**Transportation Commission Meeting**

Uzel informed the Board that the Transportation Commission meeting is happening in Cedar Rapids on April 9<sup>th</sup>. Uzel encouraged others to attend and speak in regard to the rail issues.

**Other Business**

**Smart Grant**

Ravada stated DMATS along with the City of Dubuque received two million dollars for the next phase of the SMART grant project. This phase will be kicking off soon once the contract is approved.

**Adjournment**

Motion by Raber, second by Bonz to adjourn the Thursday, March 21, 2024, DMATS Technical Advisory Board meeting. The motion passed unanimously. The DMATS Technical Advisory Board meeting adjourned at 12:44 p.m.

Motion by Jones, second by Pothoff to adjourn the Thursday, March 21, 2024, DMATS Policy Board meeting. The motion passed unanimously. The DMATS Policy Board meeting adjourned at 12:44 p.m.

Respectfully submitted,

Chandra Ravada  
ECIA Director of Transportation and Planning