

# Secretarial Notes

## DMATS Policy Board meeting

**Date:** Thursday, August 11, 2022  
**Time:** 12:00 p.m.  
**Place:** ECIA, 7600 Commerce Park

### DMATS Policy Board Members Present:

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> <b>Brad Cavanagh (chair)</b><br><i>Mayor, City of DBQ</i>                                  | <input checked="" type="checkbox"/> <b>Laura Roussell</b><br><i>DBQ City Council</i>                                 | <input checked="" 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 checked="" type="checkbox"/> <b>David Resnick</b><br><i>DBQ City Council</i>                                  | <input type="checkbox"/> <b>Susan Faber</b><br><i>DBQ City Council</i>   | <input checked="" type="checkbox"/> <b>John Klostermann**</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 checked="" type="checkbox"/> <b>Gus Psihoyos**</b><br><i>(proxy for DBQ City Council)</i>                     | <input 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<br/>(proxy John Richey)</i>                    | <input type="checkbox"/> <b>Melvin Degenhardt**</b><br><i>Mayor, City of East DBQ<br/>(proxy Loras Herrig)</i> | <input type="checkbox"/> <b>Vacant</b><br><i>Grant County Representative</i>   |
| <input checked="" type="checkbox"/> <b>Jay Wickham</b><br><i>Transit Rep. (RTA)<br/>(proxy Amanda Dupont)</i>       | <input checked="" type="checkbox"/> <b>Francis Schelfhout</b><br><i>Wisconsin DOT<br/>(proxy Stephen Flottmeyer)</i> | <input checked="" type="checkbox"/> <b>Doug DeLille</b><br><i>Illinois DOT<br/>(proxy Rob Bates)</i>           | <input type="checkbox"/> <b>Troy Maggied</b><br><i>SWWRPC City Council</i>   |
| <input type="checkbox"/> <b>Russ Pfab</b><br><i>Small Cities Rep.<br/>City of Peosta<br/>(Proxy Wayne Kenniker)</i> | <input checked="" type="checkbox"/> <b>Don Zillig</b><br><i>Jo Daviess County</i>                                    | <input type="checkbox"/> <b>Matt Esser**</b><br><i>Jule Transit Rep.<br/>(proxy Ryan Knuckey)</i>              | <input checked="" type="checkbox"/> <b>Ann McDonough (VC)</b><br><i>DBQ County Supervisor<br/>(proxy Harley Pothoff)</i> |
| <input checked="" type="checkbox"/> <b>Sam Shea*</b><br><i>Iowa DOT<br/>(non-voting member)</i>                     | <input checked="" type="checkbox"/> <b>Beth Bonz</b><br><i>ECIA<br/>(proxy Kelley Deutmeyer)</i>                     |  |  |

**Others Present:** Bob Schiesl, Darla Hugaboom, Jason Duba, Bill Baum, Betsy Tracy

### Staff Present

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

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

## **Call to Order**

The DMATS Policy Board meeting was called to order by DMATS Policy Board Vice-Chair Ann McDonough. Introductions were made at this time.

## **Review/Approve the Agenda for the Thursday, August 11, 2022, DMATS Policy Board meeting**

Motion by Resnick, second by Jones to approve the agenda for the Thursday, August 11, 2022, DMATS Policy Board meeting. The motion passed unanimously.

## **Review/Approve the minutes and receive and file the secretarial notes from the Thursday, July 14, 2022 meeting**

Motion by Jones, second by Wethal to approve the minutes and receive and file the secretarial notes from the Thursday, July 14, 2022, DMATS Policy Board meeting. The motion passed unanimously.

## **Review/Approve amendment to Federal Fiscal Year 2023-2026 DMATS Transportation Improvement Program (TIP)**

Motion by Roussell, second by Resnick to open the public hearing. The motion passed unanimously. The public hearing was opened at 12:06 p.m.

Ravada referred to the TIP handout stating the amendment is to the Chaplain Schmitt Island Trail Connection project for the City of Dubuque, amount adjusted from \$890,000.00 to \$615,000.00.

Motion by Resnick, second by Jones to approve the amendment to Federal Fiscal Year 2023-2026 DMATS Transportation Improvement Program (TIP). The motion passed unanimously.

## **Review/Approve Final Fiscal Year 2023 DMATS Limited English Proficiency (LEP) Plan**

Ravada stated every two years the Limited English Proficiency Plan needs to be reviewed and updated. Ravada stated this plan has been open to public comment for two months and staff did not received any changes. The final Limited English Proficiency Plan has stayed the same from previous plan, no changes were received.

Motion by Bonz, second by Resnick to approve the Final Fiscal Year 2023 DMATS Limited English Proficiency (LEP) Plan. The motion passed unanimously.

**Review/Approve Final Fiscal Year 2023 DMATS Title VI Non-Discrimination Program Plan**

Ravada referred to the Title VI Non-Discrimination Program Plan handout, stating there has been no changes from the previous plan.

Motion by Wickham, second by Wethal to close the public hearing. The motion passed unanimously. The public hearing was closed at 12:09 p.m.

Motion by Jones, second by Resnick to approve the Final Fiscal Year 2023 DMATS Title VI Non-Discrimination Program Plan. The motion passed unanimously.

**Review/Approve Scope of Services for Quiet Zone study for DMATS region**

Ravada referred to the RFP for the Quiet Zone study, stating that this study is for 14 intersections within the RPA region and will take around 3 months to complete and will cost \$30,000.00. Ravada stated the Technical Board suggested to reach out to the City of Peosta to see if they would like to be a part of the Quiet Zone study. Quiet zone study consists of planning improvements at each intersection. Ravada stated the staff will not go through the complete RFP process as the amount for the project is under \$100,000.00, therefore staff will send the proposal to three consultants and choose the best consultant out of the three.

Discussion followed.

Motion by Jones, second by Resnick to approve the Scope of Services for Quiet Zone Study for DMATS region. The motion passed unanimously.

**Review/Recommend resolution for Safe Streets and Roads for All (SS4A) planning grant**

Ravada referred to the resolution stating the MPO is the lead applicant on this project with support from cities and counties, with the partners being the IADOT, ILDOT and InTrans. Federal funding will be 80% of the proposed cost of eligible projects. Application for this grant needs to be submitted by September 15<sup>th</sup>.

Ravada informed the Board due to the competitiveness of this grant, staff thought it would be best to partner with a firm for the engineering analysis portion of the grant and staff will complete the planning portion of the grant. Ravada stated staff talked with InTrans about partnering with MPO staff for the engineering portion. Ravada informed the board this will cut out having to go through an RFP process. Ravada stated the budget for this project is \$100,000.00, which \$80,000.00 of those funds will be federal funds, \$20,000.00 will be local match.

Discussion followed.

Motion by Jones, second by Wethal to approve the resolution for Safe Streets and Roads for All (SS4A) planning grant. The motion passed unanimously.

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

No comments were made by the public.

**Other Business**

**RAISE Grant**

Ravada congratulated the City of Dubuque on receiving the RAISE planning grant for 2.3 million.

**Adjournment**

Motion by Jones, second by Resnick to adjourn the Thursday, August 11, 2022 DMATS Policy Board meeting. The motion passed unanimously. The DMATS Policy Board meeting adjourned at 12:23 p.m.

Respectfully submitted,

Chandra Ravada  
ECIA Director of Transportation and Planning