

Minutes of Meeting
MULTI-USE TRAILS JURISDICTIONS COMMITTEE
April 20, 2016

ATTENDANCE

Committee Members

<input checked="" type="checkbox"/>	Elliott McKinley, Chair	Springfield Park District
<input checked="" type="checkbox"/>	Lori Williams	City of Springfield
<input checked="" type="checkbox"/>	Brian Wright	Sangamon County Highway Department
	Joe Hill	Village of Rochester
<input checked="" type="checkbox"/>	Andrew Werner	Illinois Department of Transportation – District 6
<input checked="" type="checkbox"/>	Pat McCarthy	Village of Chatham

Staff

Linda Wheeland – Springfield-Sangamon County Regional Planning Commission
Neha Soni – Springfield-Sangamon County Regional Planning Commission

I. CALL TO ORDER

Chairman Elliott McKinley called the meeting of the Multi-Use Trails Jurisdictions Committee to order at 10:30 AM.

II. APPROVAL OF 3/16/2016 MEETING MINUTES

Chairman Elliott McKinley asked if there were any additions or corrections to the minutes of the March 16, Multi-Use Trails Jurisdictions Committee meeting. Hearing none, the minutes were approved.

III. EMERGENCY RESPONSE SUPPORT SIGNAGE PLAN

A. Acquiring Signs

Lori informed that the City of Springfield would not be able to produce the signs this year due to a full schedule. Brian would look into the option of the county producing the signs and report back to the committee next month.

Linda asked about the cost estimate for installing the different types of signs. Lori informed that it depends on many factors like the post, sign, labor charge and the transportation cost and cannot estimate the cost at this time.

Linda asked committee members if their jurisdictions install their own signs or if the service is being hired from an outside agency. Brian informed that the posts which are already installed were part of the contract for building the Sangamon Valley Trail. Elliott McKinley informed that the Park District installed signs themselves if time permits. Pat McCarthy informed that sign installation is done through the outside contract. Lori informed that the City of Springfield has a post hole digger that could be loaned out.

Lori asked about the size of the signs. Linda mentioned that the plan does not specify the dimensions of the signs. Elliott McKinley suggested that legible print with the reflective material may help determine the size of the signs. Lori mentioned adding more steps into the making of the signs such as using different colors would increase the cost of the signs. Elliott McKinley noted that the basic design

of the signs called for white and green with reflective material. The Committee agreed on 12" x 18" size for the mileage marker signs.

Brian suggested keeping the same size for the mile markers, trail identifiers and the rest stops signs; and the street name signs would be separate. Elliott McKinley asked if there would be material to do a mock up sign. Lori will design a sample sign for the committee to review and discuss at the next meeting.

Lori asked if HSIP grant can be considered for the sign acquisition. Linda will check further details on HSIP grant application, however generally for projects to be eligible for HSIP funds a fatality must have occurred on the corridor. Lori will give a rough estimate on the sign installation cost which would be useful for a grant application.

IV. ADVERTISING/SPONSORSHIPS ON TRAILS POLICY

A. Trail Sponsorship Map & Brochure

Linda asked all committee members for their comments on the map and the brochure. Brian asked if there is any limit on the number of sponsors. Linda said the plan does not specify any limit although limits could be set by the individual jurisdictions. There will be a trail name on the top and the names of sponsors below it on the sign. Pat McCarthy suggested having an image of the sign post on the brochure. Linda will update the brochure to include a sponsor sign example. Committee members approved the map.

Lori suggested two ways of posting the sign, either with one pole or with two poles, depending on the number of sponsors. Committee members decided to have a two pole sign to accommodate multiple sponsors.

B. Trail Amenity Sponsorship Map & Brochure

Linda asked all committee members for their comments on the map that was put together by Neha, showing proposed amenities that could be sponsored. This map would be useful in showing the options for the type and locations of the amenities that could be sponsored.

Elliott McKinley suggested removing the proposed water fountain near the Centennial Park end of the Sangamon Valley Trail as the water connection will be difficult for the Park District to provide. Brian suggested removing the proposed water fountain at the Westchester / Sherwood Connector on Wabash Trail for the same reason.

Committee members would review the map further and have their feedback for the next meeting. The brochure was approved by the committee members.

C. Adopt – A – Trail Map & Brochure

Linda asked all committee members for their comments on the map and the brochure. Brian suggested including in the brochure language on informing the trail jurisdiction 48 hours prior to anyone being out for cleaning on the trail in case of a conflict with other events. Linda will make the changes to the brochure as discussed. Linda mentioned Adopt-A-Trail sign can be put up anywhere on the trail and the Committee members approved the map.

D. Business Directional Signage Brochure

Linda mentioned that there is no map as the signs can be put up anywhere. Committee members approved the brochure.

Linda would make the changes to the brochures as discussed and send to committee members for review. Neha would make changes to the amenities map.

V. **PUBLIC COMMENTS**

There were no public comments.

VI. **NEW BUSINESS**

A. Branding – Logo Discussion

Committee members discussed the three logo options prepared by Neha and selected one for further changes. Neha will make the changes to the discussed logo and will send to committee members for review and voting for the final logo option.

B. Next Meeting Date – Wednesday, May 18th at 10:30 AM

VII. **ADJOURNMENT**

There being no further business, Chairman Elliott McKinley called to adjourn at 11:30 AM.

Respectfully submitted,

Neha Soni
Recording Secretary