

**Minutes of Meeting  
SATS SPECIAL MEETING  
July 7, 2011**

**ATTENDANCE**

**Technical Committee Voting Members**

<input checked="" type="checkbox"/>	Chair Linda Tisdale	Springfield Mass Transit District
<input type="checkbox"/>	Vice-Chair Tim Sheehan	City of Springfield
<input checked="" type="checkbox"/>	Mike Williamsen	Village of Chatham
<input checked="" type="checkbox"/>	Tim Zahn*	Sangamon County
<input checked="" type="checkbox"/>	Norm Sims	Springfield-Sangamon County Regional Planning Commission
<input checked="" type="checkbox"/>	Laura Mlacnik**	Illinois Department of Transportation: Region 4, District 6

\* Represented by Brian Davis

\*\* Represented by Sal Madonia

**Technical Committee Advisors – Non-Voting**

<input checked="" type="checkbox"/>	Thomas Caldwell	IDOT: Urban Program Planning
<input checked="" type="checkbox"/>	JD Stevenson	Federal Highway Administration: Illinois Division Office
<input checked="" type="checkbox"/>	Mike Stead	Illinois Commerce Commission
<input checked="" type="checkbox"/>	Terry Fountain*	IDOT: District 6: Local Roads and Streets
<input type="checkbox"/>		IDOT: Division of Public and Intermodal Transportation
<input type="checkbox"/>	Mark Hanna	Springfield Airport Authority

\* Represented by Kim Cummins

**Others**

Neha Agarwal – Regional Planning Commission  
 Rex Bangert – Village of Leland Grove  
 David Booher – IE Consultants – Village of Sherman  
 Brian Cuffle – Village of Spaulding  
 Bill Davison – Hoelscher Engineering  
 Maribeth Eandi – Village of Rochester  
 Joe Hill – Village of Rochester  
 Kevin Kuhn – Quigg Engineering  
 Robert Mathis Sr. – Village of Curran  
 R Scott McTaggart – Village of Jerome  
 Alex Myers – Regional Planning Commission  
 Kyle Phillips – Regional Planning Commission  
 Dale Schultz – Regional Planning Commission  
 Kristin Timmons – Crawford, Murphy & Tilly  
 Linda Wheeland – Regional Planning Commission

**I. CALL TO ORDER**

Chair Linda Tisdale called the meeting of the SATS Special Meeting to order.

**II. STREET SIGN RETROREFLECTIVITY PRESENTATION**

Brian Davis was invited to this meeting specifically to talk about the County Highway Department's experience working with rural communities in a joint HSIP application for funding signs that meet the new federal retroreflectivity standards.

The first step in applying for funding is to conduct a sign inventory. Midwest GIS was awarded the contract to perform an inventory of County and Townships roadway signage. Once the inventory was complete, an application for HSIP funding was submitted and ultimately granted.

Wheeland asked if any of the incorporated areas was included. Davis stated that none of the incorporated areas were included in the County's original inventory. Davis stated that later, IDOT inquired about the municipalities outside the MPA. These rural communities were subsequently added to the County's HSIP application. An inventory of the rural communities' signage was needed. Davis provided several examples of how inventories were conducted for the rural communities. As a result, several different formats of inventories were received. Davis suggested that it would be best to create a template so that all inventories would include the same information in a common format.

Midwest GIS gathered information using hand-held GPS devices and documented MUTCD sign codes and size. They indicated if signs were made of retroreflective material or not, graded signs made of retroreflective material, and made recommendations based on condition.

Cummins stated that the HSIP grant eligible signs are only the regulatory and warning signs funded at 90% with a local 10% match. Although street name signs and other guide signs will also be required to meet the retroreflectivity requirement at a later date, they are not currently eligible under HSIP grant funding.

Davis stated that an inventory of street name signs is not required to move forward with a HSIP grant application.

Mike Williamsen stated that the Village of Chatham intends to use a hand-held GPS device to gather the inventory of signs.

Joe Hill asked about signs that were along State routes and "stop ahead" signs that intersect those routes and if they should be included in the community's inventory, since they are State owned and maintained. Cummins answered that clarification will be forthcoming.

JD Stevenson stated that PL or SPR funds may be used to purchase a software package to maintain sign inventories and manage them as part of a 'planning tool'.

Sims asked if the communities would maintain their own inventories or would it be a collective effort.

Wheeland asked if the Illinois Commerce Commission is replacing railroad signs. Mike Stead reported that the Railroads are required to replace the signs. The ICC offered to help cover the cost of materials and approximately 50% of RRs took advantage of the offer.

Brian Cuffle stated that in order to move forward, an estimate of the cost of gathering the inventory should be obtained.

Kevin Kuhn stated that a former IDOT employee performed an inventory for another county and it took approximately 2 months to record 2,700 signs.

Cummins stated that a public agency must be the lead agency for the HSIP grant application.

Wheeland asked if there had been written agreements between the County and the rural communities. Davis stated that letters of commitments were made.

Willimasen asked if Midwest GIS could be contacted to get an estimate on the cost to collect the inventory for the areas in attendance of the Special Meeting.

Davis stated that as a reference, Midwest GIS charged the County \$1000 per township for their services.

Wheeland asked the communities represented what they would like to see happen regarding gathering

inventories. R Scott McTaggart stated that the Village of Jerome has its inventory already performed. Cuffle stated that the Village of Spaulding does not have many miles of roadway, so it would be possible to gather the inventory independently. The Village of Rochester would be interested in participating in getting a collective HSIP grant together along with contracting for the inventory to be performed. The Village of Leland Grove, the Village of Spaulding and the Village of Curran would also like to participate in the two processes. The Village of Sherman would like to take part in the HSIP grant, however may option to perform its own inventory dependant on the cost of third party involvement.

Wheeland asked if more than just the sign attributes are needed. Davis stated that posts are also eligible for funding.

Tisdale asked if there was a volunteer to become the lead agency for the HSIP grant application. Cummins stated that one of the responsibilities as the lead agency is that IDOT will bill that agency for the 10% local match. That agency, in turn, will need to gather the other community's share of the matching funds. This is an issue that will be resolved after further exploration.

Planning Commission staff will contact Midwest GIS to get an approximate cost and time frame for conducting a sign inventory and will send the information out to all communities. Another special meeting will be scheduled later in July to work out the details for proceeding.

#### **ADJOURNMENT**

There being no further business, the special meeting was adjourned.

Respectfully Submitted,

Kyle Phillips  
Recording Secretary