



# Chicago Metropolitan Agency for Planning

233 South Wacker Drive  
Suite 800, Sears Tower  
Chicago, IL 60606

312-454-0400 (voice)  
312-454-0411 (fax)  
www.cmap.illinois.gov

## COUNCIL OF MAYORS EXECUTIVE COMMITTEE

### DRAFT MEETING MINUTES November 6, 2007

**Jeffery Schielke, Chairman**  
Mayor, City of Batavia  
Kane/Kendall Council

**Arlene J. Mulder, 1<sup>st</sup> Vice Chair**  
Mayor, Village of Arlington Heights  
Northwest Council

**Dan Podgorski, 2<sup>nd</sup> Vice Chair**  
Mayor, Village of Lansing  
South Council

**George Van Dusen**  
Mayor, Village of Skokie  
North Shore Council

**Kerry Cummings**  
President, Village of Glenview  
North Shore Council

**Al Larson**  
President, Village of Schaumburg  
Northwest Council

**Jeffrey Sherwin**  
City of Northlake  
North Central Council

**Daniel Pritchett**  
President, Village of Franklin Park  
North Central Council

**Harold Wiaduck, Jr.**  
President, Village of Riverside  
Central Council

**John Lynch**  
President, Village of Western  
Springs  
Central Council

**John Piazza**  
President, Village of Lemont  
Southwest Council

**Ed Guzdzioł**  
President, Village of Worth  
Southwest Council

**Eugene Williams**  
Mayor, Village of Lynwood  
South Council

**Larry Hartwig**  
Mayor, Village of Addison  
DuPage Council

**Kenneth Johnson**  
Mayor, City of Wood Dale  
DuPage Council

**Leon Rockingham, Jr.**  
Mayor, North Chicago  
Lake Council

**Pending**  
Lake Council

**Larry Keller**  
President, Village of West Dundee  
Kane/Kendall Council

**Richard Mack**  
President, Village of Ringwood  
McHenry Council

**John Schmitt**  
President, Village of Algonquin  
McHenry Council

**Roger Claar**  
Mayor, Village of Bolingbrook  
Will Council

**Pending**  
Will Council

**1.0** Chairman Schielke called the meeting to order at 9:30 a.m. The following persons were in attendance:

#### Executive Committee and Elected Officials

Mayor Jeffery Schielke, Chairman  
Batavia, Kane  
Mayor Roger Claar  
Bolingbrook, Will  
President Kerry Cummings  
Glenview, North Shore  
President Ed Guzdzioł  
Worth, Southwest  
Mayor Larry Hartwig  
Addison, DuPage  
President Larry Keller  
West Dundee, Kane  
President Al Larson  
Schaumburg, Northwest  
President John Lynch  
Western Springs, Central  
Mayor Arlene J. Mulder, First Vice Chair  
Arlington Heights, Northwest  
Mayor Dan Podgorski, Second Vice Chair  
Lansing, South  
Mayor Leon Rockingham  
North Chicago, Lake  
Mayor Jeffrey Sherwin  
Northlake, North Central  
President Daniel Pritchett  
Franklin Park, North Central  
President Harold Wiaduck, Jr.  
Riverside, Central

## **Transportation Operators and Planning Officials**

Leonard Cannata	Liaison, North Central
Bruce Christensen	Liaison, Lake Council
Kama Dobbs	Liaison, DuPage Mayors & Managers
Bud Fleming	Liaison, South Suburban Mayors & Managers
Pat Higgins	West Central Municipal Conference
Chalen Hunter	Liaison, North Shore Council
Tam Kutzmark	Liaison, DuPage Mayors & Managers
Hugh O'Hara	Liaison, Will County Gov. League
Chad Riddle	IDOT, Local Roads
Vicky Smith	Liaison, Southwest Conference of Mayors
Mike Walczak	Liaison, Northwest Council
Tammy Wierciak	Liaison, Central Council of Mayors
Erin Willrett	Liaison, Kane/Kendall Council of Mayors

## **CMAP Staff**

Patricia Berry	Programming
Randy Blankenhorn	Executive Director
Claire Bozic	Research & Analysis
Janet Bright	Council of Mayors Liaison
Bob Dean	Planning
Don Kopec	Deputy Director for Programming
Holly Ostidick	Programming
Gordon Smith	Deputy Director for External Affairs

## **2.0 Agenda Changes and Announcements**

None

## **3.0 Approval of Minutes**

The May 21, 2007 minutes were approved on a motion by President Larson and seconded by Mayor Mulder.

## **4.0 Surface Transportation Program (STP)**

4.1 Mr. Chad Riddle gave a summary of the June, August and September State and local lettings, with a total of 24 projects for \$13 million in STP funds. He estimates that the November letting will have 2 projects valued at \$3 million and the January letting is expected to have 10 projects with \$9.8 million in STP funds. Mr. Riddle stated that the Councils were doing well as far as expenditures.

4.2 Mr. George Johnson presented the STP Marks table that was developed for interim use by the Councils. He then informed the Committee that in previous years STP funds were exempt from rescissions. Currently, a Senate bill is being presented that would subject all federal funds to rescissions, which would potentially be a great loss to the Council of Mayors. The Committee then asked staff to draft a letter from members of the Committee to be signed by Mayor Schielke stating that if the Senate bill is passed it would have a significant impact on the performance and safety of the local transportation system. On a motion by Mayor Larson and second by Mayor Mulder the STP Marks table and the request for staff to draft a letter to be sent to the legislature were approved.

4.3 Patricia Berry began the active program management agenda item, saying staff hopes this item will be a discussion among the Mayors rather than a report to them. CMAP staff and the planning liaisons (PLs) have begun meeting with the Executive Committee members one on one to facilitate such a discussion and hope to meet with all of the members prior to the next Executive Committee meeting. A brief report on the meetings held to date was given. Most of the time was spent talking about the role of the Council of Mayors and the role of the PLs. An example used was the recent meeting of CMAP's Transportation Committee and how the Mayors can help move the congestion reduction efforts of the region forward. During a discussion of managed lanes, it was

stated that it is critical that the PLs work with their Mayors to be sure the concept is fully vetted. The Mayors are critical to assuring that northeastern Illinois has a well functioning multi-modal transportation system.

One of the items made clear by the Mayors is that they are inundated with paperwork on issues and receive a huge volume of information on a daily basis. The PLs are the professional planning staff to the Council of Mayors and are funded in large part by CMAP. The overwhelming message from the Mayors is that the Mayors should lead the discussion, with the full support and participation of their planning liaisons. The policy makers lead and provide the direction and the PLs provide the support. It is essential to have a continuous dialogue between the Executive Committee members and their regional councils facilitated by the PLs working with CMAP to move the regional agenda forward.

In some cases, schedules allow for a complete cycle of two way communication. An issue comes up at the CMAP Transportation Committee, then the subregional Council of Mayors discusses the issue, then the Executive Committee of the Council of Mayors discusses the issue from the perspective of all 11 subregional councils, then the Council of Mayors Executive Committee officer representing the Council of Mayors at the CMAP Committee level expresses the viewpoint of the region's municipalities. Many issues appear on the horizon too quickly to proceed through all of these deliberations. The PL is the key here....it is his or her role to assure that the viewpoint of his Council of Mayors is expressed. Often times this is possible because of previously developed policies at the subregional Councils. When something really new comes up, it is incumbent on the PL to get out there and get the input of their mayors.

Discussion then turned to the primary responsibility of the PLs: the locally programmed Surface Transportation Program. It was suggested that the PLs be at the table with the Mayors when the Executive Committee meets, so the Mayors can take full advantage of the PL's expertise.

The members had just reviewed the funding marks table which reflects \$20 million unspent dollars from previous years. All want to be sure the funding is spent effectively and expeditiously. One of the things that has been confusing to some is that the STP funding is allocated on a federal fiscal year (Oct 1- Sept 30), and the appropriations are made available on a state fiscal year (July 1-June 30). One of the tools CMAP and the PLs are using is a report that allows us to monitor the projects in time with the funding availability. It is important that the mayors be aware of where they stand as a group in northeastern Illinois in spending all of the funds available to them. Expenditures are limited by appropriations and particularly in the last year of the federal act, we want to be sure adequate appropriations are available for the spend down of unspent balances. Another tool being considered is adding the reason behind any change in letting date for each project to the reports.

One of the handouts illustrates the borrowing and lending that occurred in the state in 2007. The mayors would like to see District 1 borrowing from other Districts to address the many pressing transportation needs in northeastern Illinois and to assure use of all of the locally programmed funds.

The PLs and CMAP staff have talked a lot about the need to take advantage of our STP funds in a timelier manner. The planning liaisons have said that the only way we can be successful in our efforts is to be sure the Mayors are fully supportive of this agenda.

Bruce Christensen, the PL for the Lake Council of Mayors and Mike Walczak, the PL for the Northwest Council of Mayors are leading the active program management efforts. Bruce is the lead for the DuPage, Kane/Kendall, Lake, McHenry, and Will Councils and Mike is the lead for the North Shore, Northwest, North Central, Central, South and Southwest Councils.

The DuPage Council is staffed by the DuPage Mayors and Managers Conference, the Kane/Kendall Council is staffed by Kane County, the Lake Council is staffed by Lake County, the McHenry Council is staffed by McHenry County and the Will Council is staffed by the Will County Municipal League.

The North Shore and Northwest Councils are staffed by the Northwest Municipal Conference, the North Central and Central Councils are staffed by the West Central Municipal Conference, the South Council is staff by the South Suburban Mayors and Managers Association, and the Southwest Council is staffed by the Southwest Conference of Mayors.

The two one-page reports at hand are intended to provide information that is useful, that is not overwhelming, and that will help the Executive Committee mayors to communicate with the rest of the mayors in their councils. Again, the Council of Mayors Executive Committee and the PLs are the critical conduit between CMAP and all of the mayors in the region.

Claire Bozic asked members to turn their attention to two one page summaries distributed with the meeting packet:

- the regional obligation snapshot for state fiscal year 2007 (July 1, 2006-June 30, 2007) and
- the draft of the state fiscal year second quarter obligation report (Oco 1, 2007-December 31, 2007).

Staff is working to provide the Executive Committee Mayors and the PLs with clear information that shows what's happening with the region's local programming. We are including all of the programs that the state considers local programs:

- STP
- High Priority Projects
- Local Bridge
- CMAQ

The state appropriation for local programs includes a separate one for CMAQ, and a combined one for STP, HPP and Bridge. We want the mayors to be able to see what is happening with these local programs throughout the year.

The first report discussed was the snapshot for 2007. The report showed that the region spent about 77 cents for every dollar of federal funding programmed in IDOT's published program.

The second report is a prototype of a quarterly report on obligations. If this type of report is useful to the Executive Committee members in getting all of the region's mayors interested and excited about looking at what is happening in the whole northeastern Illinois region, in addition to what's happening in their own Council of Mayors, CMAP will work to produce it. There is a federally required report that is done after the end of the year, but it was suggested that more timely information could be useful to the Mayors.

CMAP staff and our extended staff (the Planning Liaisons) want to hear from the Council of Mayors Executive Committee about whether these two reports are useful to you and if there are any other types of reports or pieces of information we can provide you with that would be useful to you.

Mayor Claar tied the discussion to the earlier agenda item in which the mayors agreed to send a letter about protecting STP from federal rescissions. If the mayors had spent all of their funds and had no unobligated balance, such a letter would not really be necessary. Given the urgency and magnitude of transportation needs in the region, there should be no money on the table.

One of the issues identified is that sometimes there may be right-of-way or local match issues that prevent a project from going forward, but the project is still programmed in the current year. The mayors need mechanisms in place to assure their program is 100% expended. Mayor Schielke said there have been problems where municipalities apply to their Council of Mayors for funding, are successful and their project is programmed, and then they cannot get the local match in place. Sometimes the matching funds have been programmed, then the municipality gets hit by some kind of catastrophe, like a flood, and the money has to be diverted away from the STP project.

Mayor Larson suggested there must be a tracking mechanism to be sure projects are proceeding on time, and that there should be some kind of cut off date so that if the project is not going to be ready than that money is released for another project. It doesn't make sense to let that money sit on the table. There are all kinds of worthy projects out there and there is no reason for our region to leave money unspent.

Mayor Hartwig asked about the current mechanisms in place. Each of the eleven councils has their own mechanisms. Tam Kutzmark reported that in the DuPage Council, the project must go to letting within five years. The Council allows a 30% buffer and if the project cost increases beyond 30%, the community can pick up the difference themselves, or they can re-submit the project.

Mayor Larson asked about the causes for the unobligated balances. Mike Walczak said that in the Northwest Council, their biggest challenge is right-of-way. They run into escalating costs, owners that do not want to sell, and environmental clean up issues.

Mayor Sherwin said the monitoring of the program should be occurring at the local council level and the councils should have enough in the hopper so that if something falls out, there is a project to replace it. In the North Central Council, STP funds are not used for right of way. On the issue of match, Northlake has taken out lines of credit to assure the local match so that they would not have to pass up the opportunity to get a project 80% federally funded. In some Councils, right of way acquisition is occurring at the same time as a municipality is going through the application process for STP funding. To kick out a project just because it is one easement short might not be the best course of action.

IDOT knows how long the federal process takes, including phase 1, phase 2, right of way and construction. They use the milestone sheet in their semi-annual meetings with the PL and CMAP staff. That's why IDOT updates your programs at least twice a year to reflect their program. So if a project is falling behind in one Council due to right of way, another Council may be able to use advance funding to move another project up. A new project can't be brought in at the last minute because of authorization and other requirements. It is important for the Planning Liaisons to get accurate cost and progress information from their municipalities and their consultants. If a project is scheduled for the June letting, but won't be ready til January, they need to be honest about it. A lot of people won't acknowledge til after the deadlines that their project will not make it.

Mayor Podgorski said there are two keys here, one is active program management, where the PLs are routinely asking the municipalities and/or their consultants about the milestones, The other key is what Mayor Sherwin said, that you have to have enough projects lined up for the next fiscal year and the one after that so that if a particular project is not ready to go, you can quickly move something up. That is done regularly in the South Council and the region may just need to tighten things up. Maybe there should be more frequent contact with those municipalities that have a project coming up. Everything that's needed to keep the project moving should be identified, and if the engineers say that something is not moving, that's a signal that at the next Council meeting you need to look at moving something else up. The key is to have other projects ready.

Mr. Christensen said that these issues first arose several years ago, with the threat of losing the unobligated balances, and each Council needs to look at how it does business. The Lake County Council of Mayors meets once a year and puts together a list of projects. The Council has no money available next year, but will have \$25 million worth of approved projects so if there are funds available, they can proceed.

Mayor Guzdziol said at a recent meeting of the Southwest Conference of Mayors, they explored issues like right of way, funding and folks waiting in the weeds to jump on any unobligated funding, and one of the issues was review of plans. The mayors have the money and they are ready to go, but due to a lack in review of plans, their projects get pushed into the next fiscal year. IDOT staffing to assure that the review of plans is an important. It's a hard thing to say, but the Mayor has heard from other mayors, that plans are sent downstate and are not reviewed in time. These comments have come from competent engineering firms that have been around for a long time and get a lot accomplished. The Mayor has heard from three or four large engineering firms and they all say the same thing. Mr. Riddle said that if phase 1 starts today, you're looking at a letting in three years. The

PLs and the engineering firms all know the lead time required. There can be issues with the local agreement or funding, but plan review is not an issue.

Mr. Higgins said this is not rocket science. It takes better management by the Council and the PL. He said the Central is the smallest council and has not had an unobligated balance in twenty years. The PLs have to get back to the municipalities and make sure all of the issues are taken care of.

Mayor Hartwig said he'd like to know where the problem is. If the PL determines that there is a problem, who do they communicate with and how is the Mayor kept in the loop. We seem to be talking in circles here. We have to have a good method for communicating so the mayors can make decisions and get things done.

Mr. Riddle said this communication occurs at the various Councils and Transportation Committees. For example, if a Mayor has a project targeting the May letting and Chad's status sheet now indicates June, there will be a note explaining: it may state that the plans were not submitted by November 2, and so the letting date has moved. That's something IDOT is communicating to the engineer and to the point person at the local agency. The communication may not be directly to the Mayor, but hopefully the engineering department or whoever the point person is is communicating with the Mayor.

The PLs are tracking fiscal constraint and IDOT is tracking target design approval which sets the parameters for the target letting. Hopefully, the target letting is attainable within the Council's fiscal constraint, and if not, they can apply for advanced funding. Mayor Hartwig asked if this was a problem throughout the region, or just for some of the Councils. Mr. Riddle said there are a few projects with challenges, but there are extenuating circumstances.

Mayor Lynch noted that the discussion started with the question about whether or not the Mayors were receiving enough and the right kind of information. He asked whether all of the Councils use the same methods for tracking. He agreed with Mr. Higgins, that the Central Council has not had an unobligated balance for years and has been able to take advantage of advanced funding from time to time. Looking at the marks table, it's clear that there are unobligated balances, but there could be a hundred reasons for it and maybe standard reporting could help. Maybe a high-level report showing where and what funding is available and what projects are in the hopper would be useful. If everyone had standard and consistent information, all could be working with the same tools.

Mr. Christensen pointed out that there are a lot of differences among the Councils. The PLs that are employed by the counties (Lake, McHenry, and Kane) have more capacity to call the consultants and get them to toe the line than some of the other PLs. For some of the PLs, it might help to have a Mayor make the phone call.

Mayor Schielke agreed, noting that in Cook County there are several councils of government and in DuPage there is one. He said that several years ago there were some questions raised about PLs doing things other than transportation and we got that stopped. CMAP makes the funds available to the PLs to be the coordinators of these projects, but each Council operates uniquely. Mayor Claar agreed and said it behooves the Executive Committee mayors to take an active role with their Councils. The mayors are inundated with information and the PLs and CMAP staff should deliver a report that goes right to the bottom line. The PL may need to go through the CoG director, who may then have to go through the public works director, and it can get difficult because of the personalities and the politics and the reality of life, but somehow we need to as individuals be more on top of this because we should not be leaving this kind of money on the table. He agreed that this is not rocket science, but also pointed out that all of the mayors need to be sure they're on top of this program.

Mr. Riddle said the PLs do a great job and are required to update their milestone sheets twice a year with IDOT. Mayor Lynch asked if twice a year is adequate, or should it be done on a quarterly basis. Mr. Riddle said that beyond the twice a year milestone updates, there is a lot of ongoing communication between his engineers and the consultants and the locals. If there is a change to a project, it should be communicated when it happens.

Mr. Blankenhorn said this is not new and it is a problem. A few years ago IDOT was talking about taking away the local balances, and there was a lot of serious discussion among the Councils. It is disturbing to hear Chad saying things like “my engineer is talking to the consultant”....where is the PL in this? Mr. Riddle said the PL is cc'd on all correspondence. Mr. Blankenhorn emphasized that the PL should be in the conversation...that is their job. The PL is there to make sure these projects are moving and informing you, the mayors, that's what we have the PL program to do.

Active program management is about how CMAP staff, IDOT staff and the PLs are going to work together to move projects forward. They should be on top of what's going on and telling you where we're behind and what we're going to do about it. We should be spending 105% of the funds available to us, not 73% That's what we are trying to do with this effort. We have been talking about it and talking about it for years.

Mayor Cummings suggested that while the PLs do not have to all operate the same, if the PL's reporting tools were consistent it could help. So, perhaps we could have reports that are useful to us all. Tracking what's happening and why projects are not moving forward may be helpful. A systematic way to gather that information will help with our effort to spend the unobligated balances.

Mayor Sherwin said that one problem with advanced funding is that you have to pay it back eventually. Maybe if a Council is not able to spend their funds within five years, it should be taken away forever. This could spur some of the Councils to move a little quicker to spend their money. When you advance fund, you could go way in the whole and not be able to get any projects for a number of years. So, maybe we should consider a cap: if you don't spend your money within five years, it's gone.

Mayor Hartwig asked about the obligation ceiling. Mr. Kopec explained obligation ceiling as the cap that Congress puts on the funds that are authorized. We have no control over that. The unobligated balance is the money we haven't spent. The advanced funding helps us out....without it we would have much higher unobligated balances. Mr. Christensen said we might have to change some rules: we've had rules in the past about how much a Council could advance fund, we need to make sure that we are not leaving money on the table at the end of the federal act (September 30, 2009).

Originally we were going to talk about advance funding rules at this meeting, but many of the PLs felt that the Mayors needed to have a better understanding prior to those discussions. Mayor Schielke asked about next steps. Mr. Kopec said CMAP staff and the PLs would continue their discussions on active program management, and get the word out that there is funding available. Perhaps at the next meeting we could discuss changes in procedures for advance funding. It is important that the Executive Committee members have this discussion with their subregional councils so we can come up with new or revised tools and procedures to be sure all of the funds are expended. Mayor Cummings asked that key communicators at the municipalities be involved in the discussions. Mayor Schielke concluded the item, saying that all are in agreement that with the tremendous transportation needs in the region, we do not want the STP funds to be left sitting on the table to be rescinded.

4.4 Mayor Schielke said several attempts had been made to schedule a meeting to discuss the City/Suburban STP distributions. Chairman Schielke said he was looking for a shift from the 50/50 split to a higher amount for the suburban area due to tremendous amount of growth in those areas. He said a meeting is tentatively scheduled for January 10 after the Policy Committee meeting.

## **5.0 Regional Comprehensive Plan**

Mr. Bob Dean gave an update on the status of the Plan development process. Mr. Dean stated that the major element of the Regional Comprehensive Plan is the development of a regional vision. He then described the latest version of the vision statements that were developed based on the results of the September 12 visioning event.

## **6.0 Chicago Metropolitan Agency for Planning Update**

Mr. Gordon Smith thanked the Committee for their help in getting legislation passed that would aid the planning activities for the region. Mr. Smith then asked for support from the Committee to assist in activities that will be held throughout the region to develop the Comprehensive Plan.

## **7.0 Unified Work Program (UWP)**

Mr. Matt Maloney informed the Committee that monitoring procedures had been developed for UWP projects where a quarterly report would be required. He stated there would be a "Call for Projects" for the FY09 cycle starting December 1.

## **8.0 Announcements**

The Congestion Mitigation and Air Quality (CMAQ) Program will have a Call for Projects in late December, with submittals due in January. CMAP will host the Innovation and Integration Summit on December 11 at the University of Illinois at Chicago.

## **9.0 Other Business**

Mayor Hartwig invited the Committee to a Water Supply endeavor on December 14 in Woodridge. The Mayors were also asked to attend a Mayors Caucus meeting on November 30 where the speaker would be Representative Cross but the location is to be confirmed.

## **10.0 Public Comments**

There were none.

## **11.0 Next Meeting**

The next meeting is "On Call"

## **12.0 Adjourn**

The meeting adjourned at 11:25 a.m.