



**Champaign County Board
Highway & Transportation Committee
County of Champaign, Urbana, Illinois**

MINUTES – APPROVED SEPTEMBER 8, 2017

DATE: Friday, August 11, 2017
TIME: 9:00 a.m.
PLACE: Highway Building Conference Room
1605 East Main, Urbana, IL

Committee Members

Present: Lorraine Cowart (Chair), Brad Clemmons, Jim McGuire, Diane Michaels, Max Mitchell, Steve Summers, C. Pius Weibel

Absent: Chris Alix

County Staff: Rick Snider (County Administrator), Jeff Blue (County Engineer), Michelle Carter (Recording Secretary)

Others Present:

MINUTES

I. Call to Order

Committee Chair Cowart called the meeting to order at 9:00 a.m.

II. Roll Call

A verbal roll call was taken and a quorum was declared present.

III. Approval of Agenda/Addendum

MOTION by Ms. Michaels to approve the agenda; seconded by Mr. Summers. Upon vote, the **MOTION CARRIED unanimously**.

IV. Approval of Minutes – June 9, 2017

MOTION by Mr. Weibel to approve the minutes of the June 9, 2017 meeting; seconded by Ms. Michaels. Upon vote, the **MOTION CARRIED unanimously**.

V. Public Participation

None

VI. Communications

None

VII. County & Township Motor Fuel Tax Claims – June and July 2017

MOTION by Mr. Weibel to receive and place on file the County and Township Motor Fuel Tax Claims for June and July 2017; seconded by Mr. Mitchell. Upon vote, the **MOTION CARRIED unanimously**.

VIII. Resolution Appropriating \$350,000.00 from Highway Federal Aid Matching Funds for the Improvement of County Highway 13, Section #17-00445-00-RS.

Mr. Blue informed the committee that the project would be a hot-in-place recycling job. Also, that 80% of the cost would be paid by federal dollars. The project extends from the Homer-Sidney Road to the County line. Mr. Weibel asked where County Highway 13 leads. Mr. Clemmons answered the town of Newman. Mr. Blue said it eventually runs to Route 36.

MOTION by Mr. Weibel to approve the resolution; seconded by Mr. Mitchell. Upon vote, the **MOTION CARRIED unanimously.**

IX. Resolution Appropriating \$30,427.00 from County Motor Fuel Tax Funds for Champaign County's Share of the Champaign-Urbana Urbanized Area Transportation Study, Section #17-00000-00-ES.

Ms. Michaels said the dollar amount has stayed the same. She asked Mr. Blue if he thought the County's portion would be changing anytime soon. Mr. Blue said CUUATS receives money from the State and Federal government; he does not see there being a significant change for the County.

MOTION by Ms. Michaels to approve the resolution; seconded by Mr. Weibel. Upon vote, the **MOTION CARRIED unanimously.**

X. Resolution Rescinding Resolution #9958 Section #17-00446-00-SW.

Mr. Blue informed the committee that he was recommending Resolution #9958 be rescinded. Resolution #9958 was originally approved appropriating Motor Fuel Tax dollars for the County Wide Improvement of ADA Compliant Sidewalk Ramps. Mr. Blue explained that whenever state money is used for sidewalk improvement and the sidewalk is removed on public right-of-way, the state considers it excavation. Since the improvement is considered excavation, environmental testing must be completed, increasing the cost significantly. Mr. Blue recommends using local Highway Funds for this project. The project must be complete by July 2018. Ms. Michaels asked if this changes the funding for other projects. Mr. Blue explained that he was expecting money from a road use agreement signed with Ameren. The money will be deposited into the Highway Fund and used to fund this project. Mr. Snider asked about Hensley Township. Mr. Blue stated that Hensley Township had received their money from Ameren. Mr. Clemmons said he had also received the amount he had requested for Tolono Township. Mr. Blue said the change in funding would not affect other projects.

MOTION by Mr. Weibel to approve the resolution; seconded by Mr. Mitchell. Upon vote, the **MOTION CARRIED unanimously.**

XI. Resolution Appropriating \$400,000.00 from County Highway Funds for County Wide Improvement of ADA Compliant Sidewalk Ramps Section #17-00446-00-SW.

MOTION by Mr. McGuire to approve the resolution; seconded by Ms. Michaels. Upon vote, the **MOTION CARRIED unanimously.**

XII. 2018 Highway Department Budget

Mr. Blue discussed the proposed Highway Budget for 2018. He stated the format for this year was changed; the department heads will not be presenting their budgets to the County Board. A brief overview will be presented to the County Board. Mr. Blue wanted to provide the Highway Committee with a more in depth look at the Highway Fund Preliminary Budget. Mr. Blue stated that the County Highway Department funds are derived from five sources and the anticipated Federal allocation to Champaign County is \$837,633 for Fiscal year 2018. Mr. Blue explained the funding sources and programs available for the 28 townships in Champaign County. The committee discussed the increase in township valuations. Mr. Blue discussed the budget highlights for the Highway Fund. He said the budgeted surplus reestablishes reserve funds in 2017 that were "borrowed" for truck purchases and building repairs in 2016. He also explained the Highway Department has budgeted \$100,000 to begin funding a building maintenance fund in 2018. Each year \$100,000 will be budgeted and transferred to a "sinking fund" for building maintenance and repairs. Mr. Mitchell asked about the sale of the highway trucks. Mr. Blue said the Highway Department received \$107,000 for the four trucks. Mr. Blue discussed the fund balance goal of \$1,000,000. He also discussed the average pavement condition index of 75.3 for the 200 miles of County Roads maintained by the County Highway Department. In 2018, we will be receiving approximately \$2,000,000 in Federal Highway Safety Improvement Funds to upgrade guardrails throughout our highway system. Mr. Blue said we will be replacing guardrails at 50-60 locations. Mr. Blue said guardrails would not be replaced on bridges that are scheduled to be replaced in the next 5-10 years. The project will probably be bid in the fall of 2018 with construction in 2019. We will also be receiving \$300,000 in Federal Highway Safety Improvement Funds to place stop signs at all uncontrolled

intersections on the Township Road System. Mr. Mitchell asked about posting a warning sign for the guardrails that will not be replaced. Mr. Blue said then you are admitting liability. Mr. Blue said the old guardrails are grandfathered in. Mr. Blue said that guardrails do not make the roads better to travel on but do make them safer.

Next, Mr. McGuire asked about the full time employee count increasing from 20 to 21 for FY 2017 and 2018. Mr. Blue explained that the Highway Department has 21 full time employees approved by the County Board. The Highway Department had an opening when John Marker retired. The Highway Department hired an engineer from IDOT who worked for the County for a couple of years. The position has been vacant for a few years. Mr. Blue stated he does not want to go out and hire just anyone for the position. Mr. Blue informed the committee he has someone he is interested in hiring for the position. He provided background information and details why he thinks the candidate would add value to the department. Mr. Blue said the job was posted and he will interview qualified candidates for the position. Mr. Blue discussed the benefits of having another full time engineer who will be able to do the design work that the County currently pays an outside consultant; hiring another Professional Engineer will benefit the department when other engineers in the department retire. In addition, the candidate will become certified to perform bridge inspections. Mr. Mitchell asked where the additional dollars normally spent on outside consulting would go. Mr. Blue said the additional funds would go towards construction and the new Engineer's salary. Mr. Mitchell asked if the County has an incentive program for additional certification. Mr. Blue said the County pays for the education/certification but the salary is not increased. Mr. Snider stated that the County does not have the funds to offer incentives. He said he would like to see a technical ladder for some of the departments where the compensation is out of sync with the market. Mr. Snider said he strongly supports Mr. Blue's decision for hiring an Engineer. He said Mr. Blue has identified a gap in our competencies. Mr. Snider also discussed the County budget deficit and his appreciation of the Highway Department stepping up to help the General Fund Budget. Mr. Clemmons asked how many projects are currently farmed out to an outside Engineering Firm. Mr. Blue answered all of the designs. The Highway Department will still have to hire outside engineering for structures. The new candidate will not be a Structural Engineer.

Then, Mr. Blue discussed the performance indicators. He said the one he likes to look at is the Pavement Condition Index. In FY 2018, the index is going up. This is due to the roadwork currently being done on CH 23. Mr. Blue then began to review the actual budget numbers. He discussed state reimbursement for a roadway realignment in Raymond Township. He said we would also receive some revenue from the townships for the stop sign installation. The miscellaneous revenue is the anticipated money from Ameren. The regular full time salary line includes the salary for the new Engineer. Mr. Blue discussed the remainder of the expense lines. He mentioned the purchase of a new vehicle for the Engineering department, a new loader, and the replacement of the 2006 Peterbuilt truck in FY 2018. Mr. Blue concluded the Highway Fund budget with the annual transfer line of \$100,000 for the Building Maintenance Fund. Next, Mr. Blue reviewed the County Bridge Fund, which is used for bridge construction in the County and match funding through the Township Bridge Program. Mr. Blue said that five bridges are budgeted for FY 2018. The funds from the County Bridge are generally spent on engineering services and reconstruction of bridges and culverts. Then Mr. Blue discussed the Motor Fuel Tax Budget for FY 2018. He said the budget includes \$400,000 to match the Highway Safety Improvement Grant to upgrade the guardrails. He also explained how Federal funds and TARP funds would be used on CH 16. County Highway 13 from the Homer Sidney Road to the South County Line will be reconstructed utilizing \$1,400,000 in federal funds matched by \$350,000 from our Federal Aid Matching Fund. The expense line for road improvements in the MFT budget is strictly for the guardrails. The Highway Fund bills the MFT Fund for equipment used. The Federal Aid Matching Fund road improvement expense will be used on CH 13 (Broadlands Road) for FY 18. Mr. Blue said he appreciates that in the 12 years he has been with the County, the Highway Department has always received their portion of the increase in assessed evaluation.

XIII. Other Business

Mr. Blue discussed an issue with the renaming of Lincoln Avenue. The new portion must be named Lincoln Avenue and the small portions will be renamed. Mr. Blue also discussed the dates for the upcoming October meeting. The October meeting date will be discussed at the September meeting. Mr. Summers asked about the appropriate channel to follow up on a question about liability insurance with CUMTD. Mr. Blue stated he should contact RPC. Mr. Mitchell asked about the Commercial Transportation Route presentation. Mr. Blue said he would ask Rita Morocoima-Black from RPC to present at the September meeting. Ms. Michaels informed Mr. Blue that she has received several calls regarding the condition of the road in Thomasboro. Mr. Blue questioned which road they were referring too. He stated that the County did not do any work on the overpass. The overpass belongs to the state. Ms. Michaels said she would drive by the location. Mr. McGuire asked about a stop sign at the intersection of Cottonwood and Anthony. Mr. Blue said he would have to contact Jim Prather, Urbana Township Road Commissioner.

XIV. Chair's Report

None

XV. Designation of Items to be Placed on Consent Agenda

Ms. Cowart stated that items VIII, IX, X, and XI are to be placed on the consent agenda.

XVI. Adjournment

There being no further business, Ms. Cowart adjourned the meeting at 10:12 am.

***Please note the minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*