



CHAMPAIGN COUNTY BOARD HIGHWAY COMMITTEE AGENDA

County of Champaign, Urbana, Illinois
Friday, April 6, 2018 – 9:00 a.m.
Highway Building Conference Room
1605 E Main St., Urbana

Committee Members:

Lorraine Cowart – Chair
Max Mitchell – Vice-Chair
Brad Clemmons
John Clifford

Jim McGuire
Chris Stohr
Steve Summers
C. Pius Weibel

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|-------|---|-------|
| I. | Call to Order | |
| II. | Roll Call | |
| III. | Approval of Agenda/Addenda | |
| IV. | Approval of Minutes – March 9, 2018 | 1-2 |
| V. | Public Participation | |
| VI. | Communications | |
| VII. | County & Township Motor Fuel Tax Claims – March 2018 | 3 |
| VIII. | Updated Intergovernmental Agreement between Champaign County and Champaign-Urbana Mass Transit District for FY 2018-FY 2020 | 4-16 |
| IX. | Revised Bylaws of the Champaign County Rural Transit Advisory Group (RTAG) | 17-24 |
| X. | Resolution Approving the Updated Title VI for Champaign County Rural Public Transportation | 25-43 |
| XI. | Resolution Authorizing Execution and Amendment of Section 5311 Grant Agreement, Public Transportation Applicant Ordinance, and Acceptance of the Special Warranty | 44-46 |
| XII. | Petition Requesting and Resolution Approving Appropriation of Funds from the County Bridge Fund Pursuant to 605 ILCS 5/5-501, Harwood Township #18-11050-00-BR | 47-49 |
| XIII. | Petition Requesting and Resolution Approving Appropriation of Funds from the County Bridge Fund Pursuant to 605 ILCS 5/5-501, Urbana Township #18-30051-00-BR | 50-52 |
| XIV. | Resolution Appropriating County Highway Funds for the Installation of Stop Signs in Champaign County, #18-00447-00-SP | 53-54 |
| XV. | Resolution Appropriating County Highway Funds for the Improvement of County Highway 25 (Staley Road), #18-00448-00-RS | 55 |
| XVI. | Resolution for Contract Award Authority, CH 11 #17-00041-00-BR and #17-00042-00-BR | 56-60 |
| XVII. | Resolution Awarding of Contract for the Furnish of Bituminous Material from the Plant for the 2018 Maintenance of Various Road Districts in Champaign County (to be distributed at meeting) | |

Champaign County strives to provide an environment welcoming to all persons regardless of disabilities, race, gender, or religion. Please call 217-384-3776 to request special accommodations at least two business days in advance.



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- XVIII. Resolution Awarding of Contract for the Furnish and Spread on the Road of Bituminous Material for the Various County and Township Roads in Champaign County (to be distributed at meeting)
- XIX. Resolution Awarding of Contract for 2018 Pavement Striping of Various County Highways, Section #18-00000-00-GM (to be distributed at meeting)
- XX. Other Business
- XXI. Chair's Report
- XXII. Designation of Items to be Placed on the Consent Agenda
- XXIII. Adjournment

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

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MINUTES – SUBJECT TO REVIEW AND APPROVAL

DATE: Friday, March 9, 2018
TIME: 9:00 a.m.
PLACE: Highway Building Conference Room
1605 East Main, Urbana, IL

Committee Members

Present: Lorraine Cowart (Chair), Brad Clemmons, John Clifford, Max Mitchell, Chris Stohr, Steve Summers, C. Pius Weibel
Absent: Jim McGuire

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

Others Present: Pattsy Petrie (County Board Member), Tracy Wingle (Maintenance Supervisor)

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

IV. Approval of Minutes – January 12, 2018

MOTION by Mr. Weibel to approve the minutes of the January 12, 2018 meeting; seconded by Mr. Clifford. Upon vote, the **MOTION CARRIED unanimously**.

V. Public Participation

None

VI. Communications

None

VII. County & Township Motor Fuel Tax Claims – January & February 2018

MOTION by Mr. Weibel to receive and place on file the County and Township Motor Fuel Tax Claims for January & February 2018; seconded by Mr. Clifford. Upon vote, the **MOTION CARRIED unanimously**.

Mr. Blue explained the current pricing for purchasing de-icing salt.

Mr. Mitchell joined the meeting.

VIII. 2017 Final Bridge Report

Mr. Blue discussed the 2017 Final Bridge Report. He explained that each bridge resolution requires the County Engineer to certify to the County Board when the work has been satisfactorily completed.

IX. Resolution Awarding Contract for New Tandem Truck

44 Mr. Blue informed the committee that a letting was held on March 7, 2018 for a new tandem truck. A bid
45 of \$220,975.00 was received from CIT Trucks for a new 2019 Volvo truck, a bid of \$215,756.00 was
46 received from Mack of Decatur for a new Mack truck and International did not submit a bid. Mr. Wingler
47 said the truck purchase included all the equipment and an extended warranty. Mr. Blue stated he thinks
48 the residual value of the Mack truck will be higher than other trucks in the past. Mr. Blue said, looking at
49 the budget, if we can get the trucks into a 12-year rotation, we can stay within the budget we currently
50 have.

51 **MOTION** by Mr. Mitchell to approve the resolution and award the contract for the purchase of a New
52 2019 Tandem Axle Truck to Mack of Decatur; seconded by Mr. Summers. Upon vote, the **MOTION**
53 **CARRIED unanimously.**

54 **X. Colfax Township-Petition Requesting and Resolution Approving Appropriation of Funds from the**
55 **County Bridge Fund, Section #18-05048-00-BR.**

56 Mr. Blue discussed the repair of a bridge located between sections 5 & 8 in Colfax Township.

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

59 **XI. CH 19-Resolution Approving Appropriation of Funds from the County Bridge Fund, Section #18-00049-**
60 **00-BR.**

61 Mr. Blue discussed the replacement of a culvert located on County Highway 19 north of Sadorus. Mr. Blue
62 explained how the deterioration of the existing metal culvert is allowing the road to settle into the culvert.
63 A new pre-cast concrete box culvert will be installed at the location. In addition, another smaller culvert
64 will be replaced at the same time.

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

67 **XII. Tractor Purchase**

68 Mr. Blue discussed the need for a new tractor with an enclosed cab for maintenance personnel to spray
69 pesticide on weeds. There is currently a competitive bid available thru The Illinois Association of County
70 Board Members and Commissioners. The purchase price for the new 5100E John Deere tractor will be
71 \$44,974.00 which includes the trade-in of our old 2001 John Deere tractor. Mr. Blue provided a picture
72 for reference.

73 **XIII. Boiler Slag RFP**

74 Mr. Blue stated he did not have all the information to discuss the boiler slag at this meeting.

75 **XIV. Other Business**

76 **A. Semi Annual Review of Closed Session Minutes**

77 **MOTION** by Mr. Weibel to accept the recommendation of the State's Attorney from March 2, 2018
78 indicating that none of the closed session minutes are ripe for review; seconded by Mr. Mitchell. Upon
79 vote, the **MOTION CARRIED unanimously.**

80 **XV. Chair's Report**

81 None

82 **XVI. Designation of Items to be Placed on Consent Agenda**

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

84 **XVII. Adjournment**

85 There being no further business, Ms. Cowart adjourned the meeting at 9:32 am.

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

CHAMPAIGN COUNTY HIGHWAY DEPARTMENT

JEFF BLUE
COUNTY ENGINEER

1605 E. MAIN STREET

(217) 384-3800
FAX (217) 328-5148

URBANA, ILLINOIS 61802

April 6, 2018

COUNTY MOTOR FUEL TAX CLAIMS FOR MARCH

Req. No.	Payee	Description	Amount
9	IL Assn of County Engineers	IACE Spring meeting registration	100.00
10	Compass Minerals	256.68 tons deicing salt	13,804.25
11	Open Road Paving	10.90 tons Cold Mix	1,308.00
12	S Drain Engineering of IL, LLC	Foam asphalt mix eng. Design	5,500.00
13	Cummins Engineering	Eng. Fees for 16-00444-00-SP Guardrails	3,616.71
			<hr/> \$24,328.96 <hr/>

TOWNSHIP MOTOR FUEL TAX CLAIMS FOR MARCH

Req No.	Payee	Description	Amount
6	Tuscola Stone	Sadorus Twp 141.20 tons CA-15 F&D	2,012.12
			<hr/> \$2,012.12 <hr/>



TO: Champaign County Board
FROM: Rita Morocoima-Black, CCRPC/CUUATS Planning and Community Development Director
Kristen Gisondi, Champaign County Program Compliance and Oversight Monitor (PCOM)
DATE: March 19th, 2018
RE: Intergovernmental Agreement between Champaign County and Champaign Urbana
Mass Transit District for FY2018-FY2020.

REQUESTED ACTION: To approve the amended Intergovernmental Agreement between Champaign County and the Champaign Urbana Mass Transit District, revised to include updated Exhibit A (maintenance rates) and Exhibit B (office space and parking lease).

BACKGROUND: The purpose of the attached Intergovernmental Agreement is to ensure continued transportation services of the Champaign County Area Rural Transit System (C-CARTS) for the next two fiscal years.

The current Intergovernmental Agreement between Champaign County and the Champaign Urbana Mass Transit District was approved for FY2018 through FY2020 in July 2017, and the attached agreement is overall identical, except for the following changes:

- 1) Exhibit A: The FY2018 Audited Fully Allocated Cost per Hour has been changed from FY2018 to FY2019, with the fully allocated cost per hour changing from \$122.42 to \$121.97.
- 2) Exhibit B: All line items in Exhibit B have been changed from "March 1, 2017 through June 30, 2018" to "July 1, 2018 through June 30, 2019."
- 3) Exhibit B: "\$11,170 March 1, 2017 through June 30, 2018 only or \$698.13/month for office furniture (inventory attached)" has been removed since the furniture has been paid off.
- 4) The monthly rent total has changed from "March 1, 2017 through June 30, 2018 totals \$43,186.80 or \$2,699.18/month" to "July 1, 2018 through June 30, 2019 totals \$24,012.60 or \$2,001.05/month."

INTERGOVERNMENTAL AGREEMENT
BETWEEN
THE COUNTY OF CHAMPAIGN
AND
CHAMPAIGN URBANA MASS TRANSIT DISTRICT

PREAMBLE

WHEREAS, the County of Champaign (“County”) and the Champaign-Urbana Mass Transit District (“CUMTD”) support the access to, and availability of, public transportation in rural Champaign County through grant funding allocated by the Illinois Department of Transportation – Office of Intermodal Project Implementation (“IDOT-OIPI”) Non-Metro Area Transportation Operating, Operating Capital and Administrative Assistance (“Section 5311”) (49 USC § 5311), and Downstate Public Transportation Operating Assistance (“Downstate”) Grant Agreement;

WHEREAS, the County and CUMTD understand the advantages of governmental cooperation to promote improved access to and availability of public transportation;

WHEREAS, the County has certain assets which may be used by CUMTD in its provision of public transportation in the County of Champaign;

WHEREAS, the County as legal recipient for Section 5311 and Downstate Operating Assistance funds, designates oversight responsibilities of rural public transportation funding within Champaign County to its Regional Planning Commission (“RPC”), specifically the Program Compliance and Oversight Monitor (PCOM);

WHEREAS, Champaign County Area Rural Transit System (C-CARTS) is the program name under which rural public transportation is provided within Champaign County; and

WHEREAS, CUMTD and the County are empowered to enter into intergovernmental agreements pursuant to the provisions of Article VII, Section 10 of the 1970 Illinois Constitution and the Intergovernmental Cooperation Act, 5 ILCS 220/1, et. seq.

NOW, THEREFORE, in consideration of the mutual agreements contained herein, it is agreed between the County and CUMTD as follows:

- I. **Incorporation of Recitals.** The Preamble Recitals of this Intergovernmental Agreement (“Agreement”) are hereby adopted and incorporated as if fully set forth herein.
- II. **Limitations.** This Agreement shall not limit or supersede any specified Grant Agreement funding requirements executed between the County and IDOT-OIPI.
- III. **Representations and Compliance with the Intergovernmental Cooperation Act.** The County and CUMTD hereby represent on their behalf as follows:
 - A. Each is a public agency as defined in 5 ILCS 220/2 (Intergovernmental Cooperation Act).

- B. The scope of this Agreement relates to the performance of governmental services, activities or undertakings, which the agencies entering into this Agreement are authorized by law to perform.
- C. The respective governing bodies of each party named here have approved and authorized this Agreement as well as performance activities set forth herein. Each party acknowledges and represents that it has the legal power, right, and authority to enter into this Agreement and to perform the duties and obligations contemplated hereby.
- D. This Agreement fully sets forth the purposes, powers, rights, objectives, and responsibilities of the contracting parties with respect to the subject matter hereof.

IV. Powers, Rights, and Responsibilities of the County.

- A. The County shall lease to CUMTD vehicles awarded to Champaign County for rural public transportation purposes, which are specified within the IDOT-OIPI Grant Agreement, pursuant to Applications made by the County under Section(s) 5310 and 5311 of the Urban Mass Transportation Act of 1964, as amended.
- B. After other transportation related assets are procured through IDOT-OIPI for Champaign County rural public transportation services, the County shall have the option to lease those items to CUMTD through a leasing agreement.

V. Powers, Rights, and Responsibilities of RPC. The RPC shall provide transportation services oversight on behalf of the County by:

- A. Facilitating the Champaign County Rural Transit Advisory Group ("RTAG"), a subcommittee of the County's Board as described in the adopted bylaws. In doing so, will ensure that the subcommittee is in compliance with the Illinois Open Meetings Act (5 ILCS 1201 et seq.);
- B. Maintaining Champaign County copies of current CUMTD service operation and vehicle maintenance policies;
- C. Collecting CUMTD transportation service reports that include all data, trip denials, public complaints, and fiscal information and periodically verifying accuracy of reports along with associated service policies and practices; and
- D. Preparing quarterly and annually transportation service reports to be presented to the RTAG and the Champaign County Board.
- E. Developing and updating a Public Transportation Service Plan.
- F. Attending local coordination meetings and statewide training sessions.
- G. Providing fiscal administration oversight on behalf of the County by:
 - i. Quarterly reviewing and approving state and federal requests for payment (from here forth referred to as "requisitions") to IDOT-OIPI;
 - ii. Reviewing and keeping files on any grant related fiscal reports and records; and
 - iii. Reviewing and approving any grant application materials prepared on behalf of Champaign County.
- H. Preparing the following sections of the Section 5311 grant application for each fiscal year:
 - i. Section I: Introduction

- ii. Section II: Section 5311 Grant Application Checklist
 - iii. Section III: Uniform Application for State Assistance
 - iv. Section IV: Description of the Project
 - v. Section V: Grantee Information and Service Operators
 - vi. Section VI: Other Transportation Services
 - vii. Section VII: Public Transit Employee Protections
 - viii. Section VIII: Local Planning Efforts
 - ix. Section XI: Forms, Certifications and Assurances
 - x. Exhibit A: Title VI Questionnaire
 - xi. Exhibit C: Standard Certifications and Assurances
 - xii. Exhibit D: Board Resolution
 - xiii. Exhibit E: Special Section 5333(B) Warranty for Application to the Small Urban and Rural Program
 - xiv. Exhibit G: Applicant's Certification of Intent
 - xv. Exhibit H: Ordinance
 - xvi. Table 1: 5311 Proposed System Service Level
 - xvii. Attachment I: Map of Service Area
 - xviii. Attachment II: Documentation of Applicant's Effort to Involve the Private Sector
 - xix. Attachment VI: Certified Copy of Public Notice for Public Hearing
 - xx. Attachment VII: Copy of Minutes of Public Hearing in Support of the Application
- I. Preparing the following sections of the Downstate Operating Assistance Program (DOAP) grant application for each fiscal year:
- i. Uniform Application for State Assistance
 - ii. Form OP-1: Cover Letter
 - iii. Form OP-2: Description of Applicant's Organization
 - iv. Form OP-3: Summary of Totals for Revenues and Expenses
 - v. Form OP-6b & OP-6c: Vehicle Use & Passengers
- J. Preparing the following reports and documents for each fiscal quarter:
- i. Disadvantaged Business Enterprise (DBE) Letter
 - ii. Charter Letter
 - iii. PCOM Quarterly Report
 - iv. Grant Funds Recovery Act (GFRA) Reports for Operating and Capital Grants
- K. Preparing the following year-end documents:
- i. National Transit Database (NTD) Report (due August 1st)

- ii. Non-DOAP Local Match Survey (due August 1st)
- L. Providing compliance and liability oversight on behalf of the County by:
- i. Participating throughout the IDOT-OIPI's program review of CUMTD;
 - ii. Maintaining vehicle titles and tracking all corresponding liability insurances purchased by CUMTD for vehicles owned by Champaign County; and
 - iii. Annually verifying compliance and vehicle maintenance practices are being followed by reviewing fiscal, service, and maintenance records. Additionally, RPC will communicate with IDOT-OIPI to ensure all compliance requirements are up to date and currently being met for any executed Grant Agreement.

For the above described oversight activities, the RPC will track oversight hours and related Champaign County administrative expenses and submit these to CUMTD on a monthly basis for inclusion in requisitions. Such expenses shall not exceed amounts provided for in the Grants for such expenses.

The RPC will retain the portion of funding submitted for oversight activities and will pass through all remaining administration as well as operating reimbursement to CUMTD within two weeks upon receipt of said grant funds.

VI. CUMTD Responsibilities.

- A. To the extent it has the legal authority; CUMTD shall provide rural public transportation in the County of Champaign, Illinois.
- B. CUMTD shall prepare on behalf of the County the following sections of the Section 5311 grant application for each fiscal year and submit application materials for RPC review and approval:
 - i. Section IX: Project Cost and Revenue Proposal
 - ii. Exhibit B: Proposed GATA and Exhibit B Budget for the fiscal year
 - iii. Exhibit I: Non-Vehicle Capital Asset Inventory
 - iv. Exhibit J: Vehicle Asset Inventory
 - v. Attachment III: Organizational Chart for the Operator
 - vi. Attachment V: Copy of Most Recent Audit & 5311 Annual Financial Report
- C. CUMTD shall prepare on behalf of the County the following sections of the DOAP grant application for each fiscal year and submit application materials for RPC review and approval:
 - i. Form 501: Operating Labor Summary
 - ii. Rural DOAP GATA Budget
- D. CUMTD shall prepare on behalf of the County the following documents and reports for each fiscal quarter and submit materials to RPC for review and approval:
 - i. Section 5311 Request for Payment
 - ii. Form OP-4: Itemization of Operating Revenues and Expenses
 - iii. DOAP Request for Payment

- iv. Public Transit Account (PTA) Reconciliation
- E. CUMTD shall prepare on behalf of the County the following year-end documents and reports for each fiscal year and submit materials to RPC for review and approval:
 - i. OP-9 Report: Labor & Operating Data (due August 1st)
 - ii. Final OP-10D (due August 1st)
 - iii. Section 5311 Audited Schedule of Revenue and Expenses (ASRE) (due December 31st)
 - iv. DOAP Audited Schedule of Revenue and Expenses (ASRE) (due December 31st)
- F. In order to operate rural public transportation services for the County of Champaign, Illinois, by entering into this Agreement, CUMTD shall be responsible for all current and future applicable state, federal, and/or funding program rules, requirements, and regulations listed below in **Section VIII. Identification of Applicable Transportation Service Regulations**, except as undertaken by the County and RPC in sections IV and V.
- G. When procuring goods and/or services with a combined value in excess of \$250,000, CUMTD shall make a genuine good faith effort to explore Disadvantaged Business Enterprises (“DBE”) contracting opportunities to the greatest extent possible. In the event combined procured goods and/or services exceed \$250,000, CUMTD shall establish a DBE plan as federally required and amend this Agreement accordingly.
- H. CUMTD, as Champaign County’s designated rural operator, shall ensure financial accountability by utilizing a third party independent auditor to conduct its annual fiscal and compliance audit. Audit schedules as required by IDOT shall support the operating and administrative costs claimed for reimbursement under the Section 5311 grant award. Audit documents will be forwarded to IDOT-OIPI upon completion according to a minimum federal contract and program requirements.
- I. It is the goal of Champaign County that all employee hiring, pay actions and advancements are made on the basis of merit.
 - i. CUMTD will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sexual orientation or disability. CUMTD in all solicitations or advertisements for employees placed by or on behalf of Champaign County; shall state that all qualified applicants will receive consideration for employment without regard for age, race, creed, color, national origin, ancestry, marital status, sexual orientation or disability.
 - ii. CUMTD will employ, promote and demote persons based on performance, qualifications and merit and will not discriminate in favor of the employment of relatives or family members. Relative or family member is defined as one of the following: spouse, parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild, or members of the same household. Should CUMTD employ, promote or demote a family member of an existing CUMTD employee, CUMTD will notify Champaign County’s PCOM before the hire or promotion.
- J. CUMTD shall operate Champaign County rural public transportation services in compliance with any Grant Applications made on behalf of the County and/or Agreements between the County and IDOT-OIPI.

- i. Between July 1st, 2017 and June 30th, 2020 Champaign County rural transportation services are subject to the requirements contained in Non-Metro Area Transportation Operating, Operating Capital and Administrative Assistance (49 USC § 5311) and Downstate Public Transportation Operating Assistance Grant Agreement;
- ii. Therefore, the following *Champaign County Rural Public Transportation Service Parameters* **hereto are set forth below** unless amended.

VII. **Champaign County Rural Public Transportation Service Parameters.**

- A. **Minimum Service Days & Hours.** Barring natural disasters, unsafe weather conditions, mutually agreed upon holidays (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day), and unforeseen reduction of available fleet size; CUMTD will operate Champaign County rural public transportation services with a minimum of five (5) vehicles Monday to Friday from 6:00 AM to 6:00 PM continuously between July 1st, 2017 and June 30th, 2020.
- B. **Service Reporting & Approval.** CUMTD shall provide RTAG quarterly and annually service reports as well as any grant applications for rural service made on behalf of the County or other agreements for rural service within Champaign County for review and approval. Quarterly, CUMTD shall provide all service data to RPC for performance evaluation. In the case of a temporary suspension of rural transportation services caused by emergency or unforeseen circumstances, RPC will be informed immediately. Except in case of an emergency or exigent circumstances, both CUMTD and RPC will agree in writing about the changes to rural transportation services before CUMTD implements such changes to the services.
- C. **Grant Funding & Local Match.**
 - i. Service contracts operating at the end of each fiscal year shall continue as a source of local match for the next fiscal year. However, to make a good faith effort to be a sustainable rural transit system with diverse local match sources and in an effort to obtain the maximum federal and state funding, RPC staff and CUMTD staff will work together to seek a diverse mix of local match funding sources. RPC staff will twice a year identify potential sources of local match revenue currently not being sought by CUMTD, and work with CUMTD to develop a strategy to access these other local funds. CUMTD will be responsible for providing all cost estimates associated with the development of any service contracts.
 - ii. CUMTD is expected to monitor the grant funding spend down on a monthly basis and to provide a quarterly status report to RTAG and RPC on how fiscal operations are progressing. If at any time the Downstate funding is unexpectedly discontinued or if the expenses of the system far outpace the availability of federal, state, and local match funding, CUMTD shall submit a 90-day notice of service reductions or termination of transportation services, in order to operate within the funding limitations as budgeted in the grant application.
- D. **Quarterly Expenditures and Requisitions.** In accordance with Grant Agreements between IDOT-OIPI and Champaign County for rural public transportation services, for each quarter CUMTD transportation expenditures shall not exceed 25% of all awarded grant funds for rural public transportation (i.e. Section 5311 and IL Downstate Operating Assistance Program). In the event unanticipated expenditures result in a quarterly requisition going over said ceiling amount, CUMTD shall notify RPC in writing, no later than two weeks after charges have been incurred, to explain the overages, how the remaining year operations will be covered, and request an

approved exception for the particular quarter. RPC shall monthly provide CUMTD a copy of all oversight administrative services performed as well as all documentation required by CUMTD Auditor. CUMTD shall quarterly prepare and submit to RPC the requisitions along with any other IDOT-OIPI and/or County required documentation. CUMTD shall ensure the eligibility of all expenditures within the prepared requisition. CUMTD shall make available to RPC staff any applicable fiscal documentation necessary to review accuracy of the requisitions to be submitted. RPC will review the submitted requisitions for accuracy and the County's Authorized representative will approve and sign said requisitions to be sent to IDOT-OIPI for payment. RPC will submit the requisitions and other documentation to IDOT-OIPI and will maintain a copy of each requisition for the County's records. Such submittal shall be made by RPC within seven (7) days after CUMTD has provided RPC with any documents requested by RPC.

- E. **Rolling Stock Lease Agreement.** CUMTD will lease rolling stock from Champaign County to operate the rural public transportation services in Champaign County for \$1 per year per vehicle as available. Refer to *Vehicle Lease Agreement between County of Champaign, Illinois and Champaign Urbana Mass Transit District* for additional terms and conditions.
- F. **Office and Vehicle Storage Lease Agreement.** Champaign County will lease office space and indoor/outdoor vehicle storage from CUMTD as set forth in the *Lease Agreement between County of Champaign, IL and Champaign Urbana Mass Transit District*, included in this IGA as an addendum.
- G. **Vehicle Maintenance.** CUMTD shall provide for leased vehicle preventative and comprehensive maintenance in compliance with all federal, state, and/or funding program requirements by following IDOT-OIPI compliant vehicle maintenance plan and policies. CUMTD shall track maintenance costs of vehicles used for Champaign County rural transportation services separately. Maintenance costs tracked separately for the appropriate Champaign County rural public transportation services are eligible expenditures under requisitions for Champaign County FY2018 – FY2020 Downstate Operating Assistance Program Grant Agreements and are reimbursed to CUMTD upon receipt of DOAP funds. CUMTD shall ensure compliance of vehicle maintenance as required under federal regulations and funding program requirements. CUMTD shall keep comprehensive maintenance records and have these records annually available for RPC oversight. Cost parameters for vehicle maintenance include:
- i. CUMTD will perform all preventative maintenance, mechanical repair work, body shop work, and road calls requested at the actual hourly rate needed for the work. The FY2019 hourly rate for all services is \$42.69.
 - ii. CUMTD will charge the cost of any required parts at current pricing.
 - iii. The hourly rate for service will increase to \$43.75 in FY2020. CUMTD will reconcile this rate to the audited actual rate each year, and increase or decrease the rate for the following fiscal year.
 - iv. CUMTD will fuel C-CARTS vehicles as requested. The cost per gallon will be calculated as a monthly average based on overall CUMTD fuel purchases.
 - v. CUMTD will wash, sweep, and empty the trash of each C-CARTS vehicle during the weekend. Each wash will be charged at \$3 a wash.
- H. **Vehicle Liability Insurance.** CUMTD shall maintain adequate liability insurance to operate the public services as specified by IDOT to be primary, and not excessive or contributory, and at minimum afford the following coverage levels:

Combined single limit	\$1 million
Medical Payments	\$5,000
Hired and Non-Owned	\$1 million

VIII. **Identification of All Applicable Transportation Service Regulations.** The provision of rural public transportation services within the County of Champaign, Illinois is subject to the rules and regulations found in the following documents:

- A. The United States Department of Transportation (USDOT) Federal Transit Administration (FTA) Master Agreement as published on FTA’s website and authorized by the Federal Ledger;
- B. Any Grant Agreement between IDOT-OIPI and the County executed and filed with IDOT-OIPI officers and copy retained in the County’s records; and
- C. Any Grant Application(s) made to IDOT-OIPI on behalf of the County, which includes resolutions made by the Champaign County Board: 1) Illinois Department of Transportation (“IDOT”) and FTA Assistance Programs Joint Certifications and Assurances, and 2) 5333b Special Warranty.

IX. **Terms.**

- A. The term of this Agreement shall be from July 1st, 2017 to June 30th, 2020. Upon written notice:
 - i. CUMTD may suspend or terminate all or part of this agreement when the County is, or has been, in material violation of the terms of this Agreement, or at CUMTD’s convenience,
 - ii. The County may terminate all or part of this agreement when it determines, in its sole discretion, that the purpose of the Champaign County rural public transportation services would not be adequately served by continuation of the IDOT-OIPI Grant Agreement or at the County’s convenience.
- B. Termination of any part of this Agreement will not invalidate obligations properly incurred by CUMTD prior to the date of termination; to the extent they are non-cancelable. Neither the acceptance of a remittance by the County of any or all Champaign County rural transportation services from the IDOT-OIPI Grant Agreement nor the closing out of CUMTD expenditures for Champaign County rural transportation service shall constitute a waiver of any claim which the IDOT-OIPI Grant Agreement may otherwise have arising out of this Agreement.

X. **Notices.** All notices or other communications required or permitted hereunder shall be in writing and personally delivered or registered or certified mail, postage pre-paid, return receipt requested and addressed to the parties hereto at their respective addresses set forth below. Such notice or other communications shall be deemed given upon receipt or one (1) business day after tendering to an overnight air-express service.

Notices to the County shall be sent to:

PCOM
 Champaign County Regional Planning Commission
 1776 E. Washington Street
 Urbana, IL 61802
 Fax: 217-384-3896

Notice to CUMTD shall be sent to:
Managing Director
Champaign Urbana Mass Transit District
1101 E. University Avenue
Urbana, IL 61802

- XI. **Governing Law and Venue.** This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Illinois. The parties agree that the venue for any action pertaining hereto shall be in Champaign County, Illinois.
- XII. **Entire Agreement.** This Agreement represents the entire agreement between the parties with respect to the subject matter and may not be modified except by writing.
- XIII. **Compliance with Law.** The County and CUMTD shall comply with all the applicable provisions of local, state, and federal laws relating to the performance of the terms of this Agreement.

IN WITNESS WHERE OF, the County has caused this Agreement to be executed by the Chair of the Champaign County Board and attested by the County Clerk pursuant to authority given by the Champaign County Board, and CUMTD has caused this Agreement to be executed by its Managing Director pursuant to authority given by its Board of Directors this **31st of May, 2017.**

COUNTY OF CHAMPAIGN

CHAMPAIGN URBANA MASS TRANSIT DISTRICT

By: _____
C. Pius Weibel, Chair
Champaign County Board

By: _____
Karl Gnadt, Managing Director
CUMTD

Attest:

By: _____
Gordy Hulten,
Champaign County Clerk

Exhibit A

It is recognized by the parties that the amounts set forth in this work order are premised on the current level of support by the State of Illinois as set forth in the Downstate Public Transportation Act (30 ILCS 740/1-1 et. Seq.) (“the Act”).

If at any time after the execution of this agreement by the parties, state reimbursement is reduced from its current 65% level contained in the Act, the amount contained in the work order shall be adjusted to automatically reflect the amount of any such decrease. The increase in cost to the customer shall be in the same percentage of the decrease in state support.

The following table shows examples of how customer cost will be determined for maintenance:

FY2019 Audited Fully Allocated Cost Per Hour	Level of State Reimbursement	Local Share = Cost to Customer	Hourly Rate Charged to Customer
\$121.97	65%	35%	\$42.69
\$121.97	60%	40%	\$48.79
\$121.97	55%	45%	\$54.89

Exhibit B

C-CARTS agrees to pay to CUMTD as rent for the initial term of the Agreement, by the following schedule:

\$15.00/sf July 1, 2018 through June 30, 2019 or \$1034.38/month for office space; and

\$5.00/sf July 1, 2018 through June 30, 2019 or \$666.67/month for interior parking for 8 service vehicles; and

\$3.00/sf July 1, 2018 through June 30, 2019 or \$300.00/month for exterior parking for 6 service vehicles.

Monthly rent total for July 1, 2018 through June 30, 2019 totals \$24,012.60 or \$2,001.05/month.

ALL RENT PAYMENTS SHALL BE MADE PAYABLE TO CUMTD AT:

CUMTD
1101 E. University Avenue
Urbana, Illinois 61802-2009

RESOLUTION AUTHORIZING AMENDEDMENT TO INTERGOVERNMENTAL AGREEMENT BETWEEN THE COUNTY OF CHAMPAIGN AND CHAMPAIGN URBANA MASS TRANSIT DISTRICT

WHEREAS, THE COUNTY OF CHAMPAIGN ("County") and the CHAMPAIGN URBANA MASS TRANSIT DISTRICT ("CUMTD") support the access to, and availability of, public transportation in rural Champaign County through grant funding allocated by the Illinois Department of Transportation-Office of Intermodal Project Implementation ("IDOT-OIPI") Non-Metro Area Transportation Operating, Operating Capital and Administrative Assistance (Federal Program: "Section 5311") and Downstate Public Transportation Operating Assistance (State Program: "Downstate") Grant Agreements;

WHEREAS, the County and CUMTD understand the advantages of governmental cooperation to promote improved access to and availability of public transportation;

WHEREAS, the County has certain assets which may be used by CUMTD in its provision of public transportation in the County of Champaign;

WHEREAS, the County as legal recipient for Section 5311 and Downstate Operating Assistance funds, designates oversight responsibilities of rural public transportation funding within Champaign County to its Regional Planning Commission ("RPC"); and

WHEREAS, CUMTD and the County are empowered to enter into intergovernmental agreements pursuant to the provisions of Article VII, Section 10 of the 1970 Illinois Constitution and the Intergovernmental Cooperation Act, 5 ILCS 220/1, et. seq.

WHEREAS, the County and CUMTD are currently operating under an Intergovernmental Agreement approved June 22nd, 2017;

WHEREAS, the current Intergovernmental Agreement has been revised to change the allocated cost per hour and total monthly rent agreement between the County and CUMTD for office space and vehicle storage;

NOW, THEREFORE, BE IT RESOLVED that the County Board of Champaign County authorized the County Board Chair to enter into the revised intergovernmental agreement with CUMTD.

PRESENTED, ADOPTED, APPROVED and RECORDED this 19th day of April, 2018.

COUNTY OF CHAMPAIGN

Attest:

By: _____

By: _____

C. Pius Weibel, Chair

Champaign County Board

Gordy Hulten

Champaign County Clerk



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Memo

TO: Champaign County Board
FROM: Rita Morocoima-Black, CCRPC / CUUATS Planning and Community Development Director
Kristen Gisondi, CCRPC / Champaign County (PCOM)
DATE: March 7th, 2018
RE: Revised Bylaws of the Champaign County Rural Transit Advisory Group (RTAG)

REQUESTED ACTION: Approve the attached, revised Bylaws for the Champaign County RTAG.

BACKGROUND: The current RTAG Bylaws were adopted in December 2015 when the current Bylaws updated to reflect CUMTD as the operator of the Champaign County rural transit system. CRIS previously operated the rural transit system. In the past few years, reaching quorum has been a concern for RTAG meetings, so the bylaws have been amended to allow alternates to vote and count towards quorum. The modifications are detailed below, and were approved by the RTAG on February 14, 2018. The attached bylaw draft includes the additions presented in red text.

CHANGES TO THE BYLAWS:

Number and Qualifications (Article III, Section 2): The current Bylaws state that the members of the RTAG do not appoint alternate members. This has been changed to allow RTAG members the option to appoint an alternate member for their term. Alternates can vote when the regular member is not physically present at the meeting.

Quorum (Article IV, Section 6): The current Bylaws state that a simple majority of the RTAG shall constitute a quorum for the transaction of business at any meeting of the RTAG. This has been changed to allow alternates to constitute a majority when the regular member cannot physically attend the meeting.

**BYLAWS
OF THE
CHAMPAIGN COUNTY
RURAL TRANSIT ADVISORY GROUP**

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INTRODUCTION

The County of Champaign (County) receives funding for rural public transportation service, for which Champaign Urbana Mass Transit District (CUMTD) operates. With these Bylaws, the County establishes a formal participation process that the Rural Transit Advisory Group (RTAG) is to follow.

**ARTICLE I
NAME AND PURPOSES**

The name of the committee is the Champaign County Rural Transit Advisory Group (RTAG). The principal purpose of the RTAG shall be to provide oversight for the provision of transportation services within Champaign County. This shall include, but is not limited to:

- A. Advise transportation providers and the Champaign County Board on transportation needs
- B. Foster coordination of transportation services within Champaign County
- C. Review transportation services provided in Champaign County
- D. Recommend transportation service improvement in Champaign County

**ARTICLE II
GOVERNING AUTHORITY**

Except as set forth in these Bylaws, the authority and ultimate responsibility for the operation of rural public transportation service shall rest with the Champaign Urbana Mass Transit District through the Champaign County Board. Nothing in these Bylaws shall be interpreted to the contrary.

**ARTICLE III
OPERATING AUTHORITY**

Section 1. POWERS AND RESPONSIBILITIES

The RTAG shall carry out the purpose as previously stated through responsibilities that shall include but are not limited to:

- 1. Provide oversight to transportation services
- 2. Participate in transportation planning processes
- 3. Encourage participation in and use of coordinated transportation services
- 4. Communicate resident concerns regarding transportation services
- 5. Disseminate information on transportation services
- 6. Attend RTAG meetings as scheduled
- 7. Develop and present an Annual Report to the County Board

Section 2. NUMBER AND QUALIFICATION

A. The RTAG desires to have seven (7) persons. Members shall be representatives of agencies serving Champaign County residents who possess the ability to participate effectively in the discharge of the RTAG responsibilities. The RTAG shall strive to have at least one (1) member who represents each of the following areas: seniors, individuals with disabilities, low income persons, medical, education, employment, and the Champaign County Board.

B. Each RTAG member may appoint an alternate who can vote at meetings when the regular member cannot physically attend.

Section 3. SELECTION AND APPOINTMENT

The members of the RTAG shall be appointed by the Champaign County Board Chair, with the advice and consent of the RTAG, in January of each year for terms ending in January of that year, except for the filling of vacancies as provided in Section 5 and 6 below.

Section 4. TERM

Each member shall hold office for a term of two (2) years with the exception of the first year, in which some of the members can serve for one (1) year. Each member, including a member appointed to fill a vacancy, shall hold office until expiration of the term for which appointed and until a successor has been appointed and qualified. Members may be re-appointed to successive terms, provided no member may serve for more than three (3) consecutive two (2) year terms without being off the RTAG at least one (1) year.

Section 5. RESIGNATION

Any member may resign at any time, either by oral tender of resignation at any meeting of the RTAG or by giving written notice thereof to the Chair of the Champaign County Board. Such resignation shall take effect at the time specified therefore and, unless otherwise specified with respect thereto, the acceptance of such resignation shall not be necessary to make it effective.

Section 6. REMOVAL

A member may be removed, with or without cause, by action of at least twelve members of the Champaign County Board at the meeting at which such action is being considered.

Section 7. VACANCIES

Any vacancy occurring on the RTAG shall be filled by the Champaign County Board Chair, with the advice and consent of the Champaign County Board. A member appointed to fill a vacancy occurring on the RTAG shall serve for the unexpired term of his or her predecessor in the office.

ARTICLE IV

MEETINGS OF THE RURAL TRANIST ADVISORY GROUP

Section 1. PLACE OF MEETING

All meetings of the RTAG shall be held at the Brookens Administrative Center or at such other place as may be designated for that purpose from time to time by the RTAG.

Section 2. ORGANIZATIONAL MEETINGS

As soon as reasonably practicable, and within thirty (30) days after the initial appointment of RTAG members, the RTAG shall meet for the purpose of organizing the RTAG, for the election of officers, and for the transaction of such other business as may come before the RTAG.

Thereafter, the RTAG shall meet quarterly to discuss RTAG regular business.

Section 3. REGULAR MEETINGS

Regular meetings of the RTAG shall be annually scheduled per the requirement of the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

Section 4. SPECIAL MEETINGS

Special meetings of the RTAG for any purpose or purposes may be called at any time by the Chair or by any three (3) members with written notice as specified by the requirements of the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

Section 5. NOTICE OF MEETINGS

Notice of all meetings of the RTAG shall comply with the requirements set forth in the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* Notice of the time and place of all meetings shall be sent to the RTAG members by first-class mail or via e-mail, addressed to each RTAG member at the address maintained by the RTAG Office, at least seven (7) days in advance of all regular meetings, and at least two (2) days in advance of all special meetings. The notice shall contain an agenda which complies with the requirements of the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

Section 6. QUORUM

A simple majority of the RTAG shall constitute a quorum for the transaction of business at any meeting of the RTAG. Alternates count towards establishing quorum when the regular member is not present.

Section 7. MINUTES

Minutes of all meetings of the RTAG shall be kept and approved by the RTAG in compliance with the requirements of the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

ARTICLE V OFFICERS

Section 1. OFFICERS

The officers of the RTAG shall be a Chair and a Vice-Chair.

Section 2. ELECTION OF OFFICERS

The officers of the RTAG shall be elected bi-annually, in December of each even-numbered year, by the RTAG at its organizational meeting for a term of two years or until he or she shall resign or shall be removed, or otherwise disqualified to serve or his or her successor shall be appointed and qualified. Officers shall be limited to three (3) consecutive two (2) year terms in the same office.

Section 3. REMOVAL OF OFFICERS

The majority of the officers of the RTAG may suggest to the Champaign County Board the removal of any officer either with or without cause at any regular or special meeting of the RTAG. A member may be removed, with or without cause, by action of at least twelve members of the Champaign County Board at the meeting at which such action is being considered.

Should a vacancy occur in any office as a result of death, resignation, removal, disqualification or any other cause, the RTAG will elect a member to the vacant office at its next meeting or as soon as practicable thereafter.

Section 4. CHAIR

The Chair shall preside at all meetings of the RTAG and report annually to the Champaign County Board on the current state of public transportation and plans for the future. The Chair shall be empowered to call special meetings of the RTAG as set forth herein, and shall discharge all other duties as may be required by these Bylaws and from time to time as may be assigned by the RTAG and the Champaign County Board.

**ARTICLE VI
INDEMNIFICATION**

The County of Champaign shall indemnify its RTAG members who are or were parties or who are threatened to be made parties to any proceeding against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding in accordance with and subject to the limitations prescribed by the Constitution of the State of Illinois of 1970, applicable State law, and the current Champaign County Indemnity Policy, as modified from time to time.

The County of Champaign shall also have the power to maintain/provide insurance on behalf of its RTAG members against any liability asserted against or incurred by them in their capacity as such RTAG member arising out of their status as such whether or not the County would have the power to indemnify against such liability.

**ARTICLE VII
AMENDMENTS AND REVIEW**

These Bylaws, or any part thereof, may be amended, modified or repealed, or new Bylaws may be adopted on advice of the RTAG by the vote or written assent of a majority of the Champaign County Board.

RESOLUTION NO. _____

RESOLUTION APPROVING THE REVISED BYLAWS OF THE CHAMPAIGN COUNTY RURAL TRANSIT ADVISORY GROUP

WHEREAS, CHAMPAIGN URBANA MASS TRANSIT DISTRICT ("CUMTD") and THE COUNTY OF CHAMPAIGN ("County") support the access to and available of public transportation in the County of Champaign; and

WHEREAS, the County and CUMTD understand the advantages of governmental cooperation to promote improved access to and availability of public transportation;

WHEREAS, the County and CUMTD desire to make provisions for transit services and allocation of funds pass through from Champaign County to CUMTD for future Illinois Department of Transportation Section 5311 and Down State Operating Assistance applications; and

WHEREAS, the County and CUMTD have formed a Rural Transit Advisory Group whose principal purpose is to provide oversight for the provision of transportation services within the County; and

WHEREAS, the Rural Transit Advisory Group has created and revised Bylaws which establish a formal participation process that the Rural Transit Advisory Group is to follow; and

WHEREAS, except as set forth in these Bylaws, the authority and ultimate responsibility for the operation or rural public transportation service shall rest with CUMTD through the Champaign County Board.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Champaign County approve the Bylaws of the Champaign County Rural Transit Advisory Group.

PRESENTED, ADOPTED, APPROVED and RECORDED this 19th day of April, 2018.

COUNTY OF CHAMPAIGN

Attest:

By: _____

By: _____

C. Pius Weibel, Chair

Gordy Hulten

Champaign County Board

Champaign County Clerk



TO: Champaign County Board
FROM: Rita Morocoima-Black, CCRPC/CUUATS Planning and Community Development Director
Kristen Gisondi, Champaign County Program Compliance and Oversight Monitor (PCOM)
DATE: March 6th, 2018
RE: Title VI for Champaign County Rural Public Transportation

REQUESTED ACTION: To approve the attached and revised Title VI for Champaign County Rural Public Transportation.

BACKGROUND: The purpose of the Title VI for Champaign County Rural Public Transportation is to ensure the County of Champaign provides public transportation in rural Champaign County without regard to race, color, sex, or national origin in accordance with the Title VI of the Civil Rights Act.

The current Title VI for Champaign County Rural Public Transportation was last updated and approved in July 2014. Below are the listed changes from the 2014 version to the 2018 update.

- 1) "Champaign County Rural Mass Transit District" is now "C-CARTS (Champaign County Area Rural Transit Service)."
- 2) "CRIS Rural Mass Transit District" is now ""C-CARTS."
- 3) CUMTD is now the operator for C-CARTS, not CRIS.
- 4) The following language was added to Title VI Complaint Procedures: "(and including "sex" under FHWA regulations)."
- 5) Citizens were notified that they can directly file complaints with the FTA.
- 6) The Champaign County ACS 5-Year Estimate Data Table was updated to reflect 2016 data.
- 7) Exhibit V was updated to include a contact person for Title VI at the Champaign County Regional Planning Commission, in addition to a phone number, address, website, and email address.
- 8) The Service Area Map and transit fares were updated.

C-CARTS (Champaign County Area Rural Transit Service)

TITLE VI PLAN

2018

I. PURPOSE

Title VI of the Civil Rights Act of 1964, as amended, applies to U.S. Department of Transportation Federal Transit Administration (FTA) sub-recipients. The purpose of Title VI is to ensure that no person in the United States shall, on the grounds of race, color, creed, or national origin (and including "sex" under FHWA regulations) be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the FTA. Later statutes extended the scope of Title VI to include prohibitions against discrimination on the basis of age, sex, and disability.

The program described herein describes Champaign County's efforts to comply with the Title VI regulations issued by the U.S. Department of Justice and the U.S. Department of Transportation. The objectives of The Champaign County Title VI program are to:

- Ensure that the level and quality of transportation service is provided equitably and without regard to race, color, national origin, income, age, sex, or disability;
- Avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- Ensure the full and fair participation of all affected populations in transportation decision making;
- Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations; and
- Ensure that persons with limited English proficiency have meaningful access to programs and activities that are administered by recipients and sub-recipients.

II. THE C-CARTS TITLE VI PROGRAM

Champaign County has established the following program to comply with the Department of Transportation (DOT) Title VI regulations.

ANNUAL SUBMISSIONS TO ILLINOIS DEPARTMENT OF TRANSPORTATION (IDOT)

Champaign County ensures compliance with the requirements of the Illinois Department of Transportation (IDOT) Title VI Program. Champaign County will submit an annual assurance to verify Title VI compliance as part of the standard assurances it submits to IDOT with grant applications. Champaign County shall also collect Title VI Assurances from sub recipients prior to passing through FTA funds. Exhibit I on the following page is Champaign County's Title VI assurance.

EXHIBIT I: CHAMPAIGN COUNTY AREA RURAL TRANSIT SYSTEM TITLE VI ASSURANCE:

TITLE VI ASSURANCE TO FEDERAL TRANSIT ADMINISTRATION

Champaign County hereby agrees that, as a condition to receiving any Federal financial assistance from the Department of Transportation it will comply with Title VI of the Civil Rights Act of 1964, and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation--Effectuation of the Title VI of the Civil Rights Act of 1964 and other pertinent directives, to the end and that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, or national origin (and including "sex" under FHWA regulations) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which Champaign County received Federal financial assistance from the Department of Transportation, including the Federal Transit Administration and, Hereby gives assurance that it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a) of the Regulations. More specifically and without limiting the above assurances, Champaign County gives the assurances as listed in the "Verification of Level and Quality of Service," with respect to the Federal Transit Administration Grant Program. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation under the Federal Transit Administration.

TRIENNIAL SUBMISSIONS TO IDOT

Champaign County will report the information contained in this section to IDOT on a triennial basis with the first submission parceled as part of the plan. The following report addresses each of the eight primary Title VI considerations and the associated forms, policies, and activities of its Title VI program.

1. Title VI Complaint Procedures

In order to comply with 40 CFR Section 21.9 (b) Champaign County has developed procedures for investigating and tracking Title VI complaints. If you believe that you have been excluded from participation in, denied the benefits of or subjected to discrimination based on race, color, sex, creed, or national origin under Champaign County's rural public transportation program or related benefits, you may file a complaint with the Champaign County Regional Planning Commission (RPC). The procedures for filing a complaint will be made available to members of the general public. The following measures will be taken in dealing with Title VI Complaints:

- 1) A formal complaint must be filed within 180 days of the alleged occurrence. Complaints shall be in writing and signed by the individual or his/her representative, and will include the Complainant's name, address, and telephone number; name of alleged discriminating official, basis of complaint (race, color, national origin, sex, disability, age), and the date of alleged act(s). Reasonable measures will be undertaken to preserve any information that is confidential. A statement detailing the facts and circumstances of the alleged discrimination must accompany all complaints. Exhibit II provides Champaign County's Title VI complaint form.
- 2) In the case where a Complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to Champaign County's Title VI Coordinator. Under these circumstances, the complainant will be interviewed, and the Coordinator will assist the Complainant in converting the verbal allegation into writing.

- 3) Champaign County will investigate complaints filed against contractors, consultants, or other sub-recipients. Complaints filed directly against Champaign County shall be forwarded to the IDOT Title VI Coordinator for investigation.
- 4) When a complete complaint is received, the Title VI Coordinator will provide written acknowledgement to the Complainant within five (5) days by registered mail. At the same time, the complaint will be forwarded to the State of Illinois for investigation.
- 5) If a complaint is deemed incomplete, additional information will be requested from the Complainant within 15 business days from receipt of the original complaint. The Complainant will be provided 60 business days to submit the required information. Failure to do so may be considered good cause for a determination of no investigative merit.
- 6) A complaint may also be filed directly with the Federal Transit Administration by filing a complaint at:

Federal Transit Administration
Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Avenue, SE
Washington, DC 20590

Telephone: (202) 366-4018

<https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/file-complaint-fta>

CHAMPAIGN COUNTY AREA RURAL TRANSIT SYSTEM TITLE VI
COMPLAINT FORM

Name: _____

Address: _____

Telephone Numbers: (home) _____ (work) _____

E-Mail Address: _____

Accessible Format Requirements?

Large Print ____ Audio Tape ____ TDD ____ Other _____

The Federal Transit Administration (FTA) Office of Civil Rights is responsible for civil rights compliance and monitoring, which includes ensuring that providers of public transportation properly abide by Title VI of the Civil Rights Act of 1964, Executive Order 12898, "Federal Actions To Address Environmental Justice in Minority Populations and Low-income Populations," and the Department of Transportation's Guidance to Recipients on Special Language Services to Limited English Proficient (LEP) Beneficiaries.

In CHAMPAIGN COUNTY'S complaint investigation process, we analyze the complainant's allegations for possible Title VI and related deficiencies by the transit provider. If deficiencies are identified, they are presented to the transit provider and assistance is offered to correct the inadequacies within a predetermined timeframe. The State of Illinois may also refer the matter to the U.S. Department of Justice for enforcement.

Section II

Are you filing this complaint on your own behalf? Yes ____ No ____ (If you answered 'yes' to this question, go to section III)

If the answer was 'no' please supply the name of the person for whom you are complaining:

Please explain why you have filed for a third party.

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. Yes ____ No ____

Section III

Have you previously filed a Title VI complaint with CHAMPAIGN COUNTY or the FTA? Yes ___
No__

If yes, what was your FTA Complaint Number? _____

(Note: This information is needed for administration purposes; we will assign the same complaint number to the new complaint.)

Have you ever filed with any of the following agencies?

Transit Provider _____ IDOT _____ Department of Justice _____ Equal Employment
Opportunity Commission _____ Other _____

Have you filed a lawsuit regarding this complaint? Yes___ No___

If yes, please provide a copy of the complaint form.

(Note: The above information is helpful for administrative tracking purposes. However, if litigation is pending regarding the same issues, we will defer to the decision of the court.)

Section IV

On separate sheets, please describe your complaint. You should include specific details such as names, dates, times, route number, witnesses, and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint.

Section V

May we release a copy of your complaint to the Illinois Department of Transportation (IDOT)?
Yes___ No_____

May we release your identity to the IDOT? Yes ___ No___

(Note: We cannot accept your complaint without a signature)

Signature_____Date_____

- 7) Within 15 business days from receipt of a complete complaint, Champaign County will determine its jurisdiction in pursuing the matter and whether the complaint has sufficient merit to warrant investigation. Within five (5) days of this decision, the Complainant and Respondent will receive notification of the disposition by registered mail.
 - a. If the decision is not to investigate the complaint, the notification shall specifically state the reason for the decision.
 - b. If the decision is to be investigated, the notification shall inform the parties that their full cooperation will be required in gathering additional information and assisting the investigator.
- 8) When Champaign County does not have sufficient jurisdiction, the complaint will be referred to IDOT for further investigation.
- 9) If the complaint has investigative merit, an investigator will be assigned. A complete investigation will be conducted, and an investigative report will be submitted within 45 days from the receipt of the complaint. The report will include a narrative description of the incident, summaries of all persons interviewed, and a finding with recommendations.
- 10) A letter of finding will be issued to the Complainant and Respondent. Where appropriate, these letters will include conciliatory measures. A copy of the investigative report shall be forwarded to IDOT within 60 days from recipient of the complaint. If the investigation is delayed for any reason, the investigator will notify the appropriate authorities, and an extension will be requested.
- 11) If a Title VI is found to exist, remedial steps, as appropriate and necessary, will be taken immediately. If no violation is found, or if the Complainant is dissatisfied with Champaign County's resolution of the complaint, he/she has the right to file the complaint with the IDOT Title VI Coordinator directly.

2. Title VI Investigations, Complaint, and Lawsuit Record Keeping Procedures

In order to comply with 49 CFR Section 21.9 (b) Champaign County has prepared and maintains a list of active investigations, lawsuits, or complaints naming

Champaign County that allege discrimination on the basis of race, color, or national origin. The list includes:

- The date the investigation, lawsuit, or complaint was filed;
- A summary of the allegation;
- The status of the investigation; and
- Actions taken in response to the investigation, lawsuit, or complaint.

Champaign County has adopted Title VI record keeping procedures for complaints, lawsuits, and investigations. Exhibit III depicts this format. There are currently no active investigations, lawsuits, or complaints that allege discrimination by Champaign County on the basis of race, color, or national origin.

EXHIBIT III: TITLE VI COMPLAINT RECORD KEEPING

File Date	Summary of Allegation	Actions Taken in Response	Status of Investigation

3. Meaningful Access to LEP Persons

Title VI and its implementing regulations require that FTA sub-recipients take reasonable steps to ensure meaningful access to the benefits, services, information, and other important portions of their program and activities that have Limited English Proficient (LEP) individuals. Circular 4702.1A states that LEP persons are *“persons for whom English is not their primary language and who have a limited ability to speak, understand, read, or write English. It includes people who reported to the U.S. Census that they do not speak English well, or do not speak English at all.”*

Champaign County has assessed the four main factors involved in developing a Language Implementation Plan as described in the Federal Transit Administration guidance entitled "Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons: A Handbook for Public Transportation Providers." These steps are as follows:

- (1) Identifying the number or proportion of LEP persons eligible to be served or likely to be encountered by a program activity, or service of the recipient or grantee. Champaign County undertook an analysis of the languages spoken in its County and estimated the number of residents with Limited English Proficiency by language group.

Exhibit IV: English and Non-English Speaking Residents of Champaign County Area

Champaign County* 2012-2016 ACS 5 Year Estimates Data Table

	Number	Percentage
Total Population 5 years and Older	194,936	100%
Speak only English	163,010	83.6%
Language other than English	31,926	16.4
Speak Spanish:	8,602	4.4%
Speak English less than "Very Well"	2,881	1.5%
Speak other Indo-European languages:	7,522	3.9%
Speak English less than "Very Well"	1,951	1.0%
Speak Asian and Pacific Island languages:	14,408	7.4%
Speak English less than "Very Well"	6,976	3.6%

Total Population that does not speak English Very Well: 12,134 or 6.2%

*Champaign County data is for the entire county, since language data is not available at block group level data for rural vs. urban cannot be distinguished.

- (2) Determining the frequency with which LEP individuals come in contact with the program. Champaign County has not received a ride request from any individual who had difficulty communicating in English. Champaign County, however, is aware of individuals and agencies within the community that are able to provide translation services on an as needed basis and is committed to using these resources on a case by case basis as the need arises.

(3) Defining the nature and importance of the program, activity, or service provided by the recipient to people's lives. The system brochures clearly state that Champaign County service is open to all without discrimination based on race, creed, color, national origin, gender, sexual orientation, or disability. Champaign County recognizes and is committed to the importance of access to transportation for all community residents.

(4) Describing the resources available to the recipient and costs. Brochures and other rider literature provide this information.

Champaign County has determined that the most cost effective means of delivering competent and accurate language services is to address the need on a case-by-case basis. As such, Champaign County will have available summaries of all vital documents translated upon request to suit the needs of each individual. In addition, Champaign County will provide interpretive mechanism on its website and electronic media. Any further requirement will be discussed individually on an as requested basis.

4. Inclusive Public Participation

Champaign County's public participation strategy offers early and continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions. Engagement of the public in service planning and development is an integral part of Champaign County's planning process.

Champaign County's ongoing public participation planning works to ensure:

- Potentially affected community members will have an opportunity to participate in decisions about a proposed activity that will affect their environment and/or health and their ability to participate in life supporting activities.
- The public's contribution will influence Champaign County's decision making.
- The concerns of all person and groups participating in the process will be considered in the decision making process.
- Champaign County will seek and facilitates the involvement of those potentially impacted.

- Champaign County will use a variety of communication mechanisms to ensure that all populations, those residing in minority census tracts and those living in non-minority census tracts, persons with low income, persons with disabilities, older adults and persons with limited English proficiency have an opportunity to participation in service development and changes.

A variety of communication methods will be utilized to seek public input.

Methods include:

- Notices on buses
- Newspaper Ads
- Notices on Websites
- Public Meetings
- Distribution of notices to advocacy groups
- Availability of notices in alternate formats such as braille, audio and large print
- Social media (Facebook)

5. Beneficiary Notification Protection under Title VI

In order to comply with 49 CFR Section 21.9 (d), sub-recipients shall provide information to the public regarding their Title VI obligations and apprise members of the public of the protections against discrimination afforded to them by Title VI. Champaign County disseminates this information to the public through measures that include posting on the transit system website, and flyers placed at county offices. The notice will be translated into languages other than English consistent with LEP Guidelines. Exhibit IV is Champaign County's Title VI Protection Notice to the Public.

Champaign County hereby gives public notice of its policy to uphold and assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all related statutes. Title VI and related statutes prohibiting discrimination in Federally-assisted programs require that no person in the United States of America shall on the grounds of race, color, or national origin, sex, age, or disability be excluded from the participation in, be denied the benefits of, or be otherwise subjected to, discrimination under any program or activity receiving Federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discretionary practice regarding Champaign County programs has the right to file a formal complaint. Any such complaint must be in writing and submitted to the Champaign County Title VI Coordinator within sixty, (60) days following the date of the alleged occurrence. For more information on Champaign County's civil rights program, and the procedures to file a complaint, contact Becky Krueger at (217) 819-4026 or bkrueger@ccrpc.org. Additional information can be found at our Champaign County Regional Planning Commission website <https://ccrpc.org/documents/title-vi-complaint-procedure/> or by visiting our administrative office at:

Brookens Administrative Center
Champaign County Regional Planning Commission
1776 E Washington Street
Urbana, IL 61820

5. Additional information requests

Champaign County fully understands that IDOT may request additional information to investigate complaints of discrimination or to resolve concerns about possible noncompliance with Title VI. Champaign County will cooperate with IDOT, and all requested information would be provided in a timely manner.

6. Submission of Title VI Program

To ensure compliance with 49 CFR Section 21.9 (b), this report will serve as documentation of Champaign County Title VI compliance. Champaign County will prepare and submit updates to this Title VI program to the IDOT on a triennial basis.

7. Conducting Analysis of Construction Projects

Champaign County will integrate an environmental justice analysis into the National Environmental Policy Act (NEPA) document of construction projects. In the event that a construction project requires NEPA documentation, Champaign County will complete IDOT's standard environmental assessment (EA) and will submit the EA as part of each triennial Title VI submission.

III. SERVICE EQUITY ANALYSIS

MINORITY, LOW-INCOME, AND LIMITED ENGLISH PROFICIENCY POPULATION CONCENTRATIONS

Champaign County provides transportation services via deviated-fixed route and demand response. Rider access and travel times vary with each request. Management insures a balance of resources is available to meet specific demand in Champaign County.

Included on the following pages are a resource distribution table and demographic profile maps that illustrate minority, low income and LEP populations in relation to the Champaign County service area.

Champaign County Service Area (See Attachment 1)

Service Monitoring

Champaign County's Performance Compliance and Oversight Monitor (PCOM) will monitor service level and service quality to ensure that no person or group of persons shall be discriminated against with regard to the route, scheduling, or quality of transportation service furnished by the Champaign County system, on the basis of race, color, national origin, age, sex or disability. Frequency of service, age and quality of vehicles assigned, quality of facilities, and location of routes shall not be determined on the basis of race, color, national origin, age, sex, or disability.

CHAMPAIGN COUNTY ENVIRONMENTAL JUSTICE AND TITLE VI SUMMARY

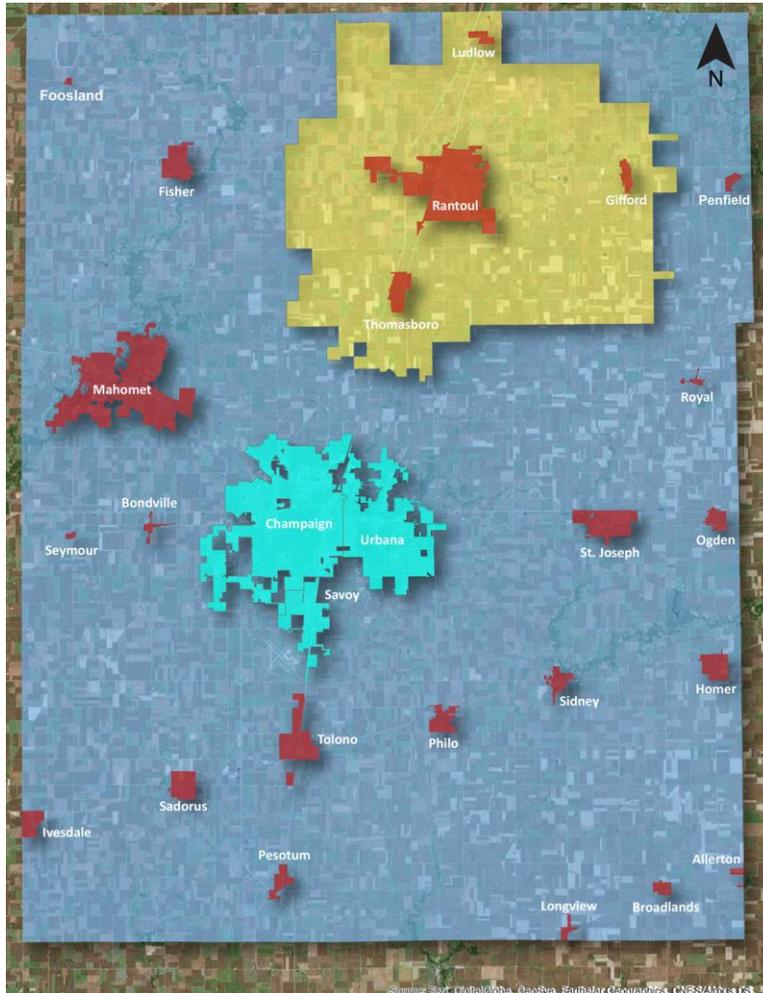
Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color, or national origin. IDOT and Champaign County advance Title VI and environmental justice by involving the public in transportation decisions. Effective public involvement programs enable transportation professionals to develop systems, services, and solutions that meet the needs of the public, including minority and low-income communities.

There are three fundamental environmental justice principals. The three principals are:

1. To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
2. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Board Approved: _____

Attachment 1: Champaign County Area Rural Transit System (C-CARTS) Service Area



Attachment II: C-CARTS Fares

Fares

Fares vary depending on age, origin, and destination. Find your origin and destination on the Service Area Map below and match it with the corresponding row in the table below. Please note that all children under 12 must be accompanied by an adult.

Origin	Destination	12 and Under	12 to 60	60 and Over
Yellow	Yellow	\$1.00	\$2.00	\$2.00
Yellow	Teal	\$1.00	\$5.00	\$2.00
Yellow	Blue	\$1.00	\$5.00	\$2.00
Blue	Teal	\$1.00	\$5.00	\$2.00
Blue	Blue	\$1.00	\$5.00	\$2.00

RESOLUTION NO. _____

RESOLUTION APPROVING THE UPDATED TITLE VI FOR CHAMPAIGN COUNTY RURAL PUBLIC
TRANSPORTATION

WHEREAS, the COUNTY OF CHAMPAIGN ("County") provides public transportation in rural Champaign County without regard to race, color, sex, and national origin in accordance with Title VI of the Civil Rights Act;

WHEREAS, the County of Champaign desires to establish a plan to ensure that riders of the Champaign County rural public transportation system are protected from civil rights violations; and

WHEREAS, any person who believes she or he has been aggravated by any unlawful discriminatory practice under Title VI may file a complaint with the county of Champaign, Illinois and provided in its Title VI Civil Rights Act Compliance Plan;

NOW, THEREFORE, BE IT RESOLVED that the County Board of Champaign County approve the Title VI for Champaign County Rural Public Transportation.

PRESENTED, ADOPTED, APPROVED and RECORDED this 19th day of April, 2018.

COUNTY OF CHAMPAIGN

Attest:

By: _____

By: _____

C. Pius Weibel, Chair

Gordy Hulten

Champaign County Board

Champaign County Clerk

**RESOLUTION AUTHORIZING EXECUTION AND AMENDMENT OF
SECTION 5311 GRANT AGREEMENT**

WHEREAS, the provision of public transit service is essential to the transportation of persons in the non-urbanized area; and

WHEREAS, 49 U.S.C. § 5311 ("Section 5311"), makes funds available to the State of Illinois to help offset certain operating deficits and administrative expenses of a system providing public transit service in non-urbanized areas; and

WHEREAS, the State of Illinois, acting by and through the Illinois Department of Transportation, is authorized by 30 ILCS 740/3-1 *et seq.* to provide the Section 5311 grant; and

WHEREAS, grants for said funds will impose certain obligations upon the recipient, including the provision by it of the local share of funds necessary to cover costs not covered by funds provided under Section 5311.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF CHAMPAIGN COUNTY:

Section 1. That an application be made to the Office of Intermodal Project Implementation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 for fiscal year 2019 for the purpose of off-setting a portion of the Public Transportation Program operating deficits of Champaign County.

Section 2. That while participating in said operating assistance program, Champaign County will provide all required local matching funds.

Section 3. That the County Administrator of the Champaign County Champaign County Board is hereby authorized and directed to execute and file on behalf of Champaign County such application.

Section 4. That the County Administrator of the Champaign County Champaign County Board is authorized to furnish such additional information as may be required by the Office of Intermodal Project Implementation and the Federal Transit Administration in connection with the aforesaid application for said grant.

Section 5. That the County Administrator of the Champaign County Champaign County Board is hereby authorized and directed to execute and file on behalf of Champaign County a Section 5311 Grant Agreement ("Agreement") with the Illinois Department of Transportation, and amend such Agreement, if necessary, in order to obtain grant assistance under the provisions of Section 5311 for fiscal year 2019.

Section 6. That the County Administrator of the Champaign County Champaign County Board is hereby authorized to provide such information and to file such documents as may be required to perform the Agreement and to receive the grant for fiscal year 2019.

PRESENTED and ADOPTED this 19th day of April 2018.

(Signature of Authorized Official)

(Attest)

County Administrator

(Title)

(Date)

Public Transportation Applicant Ordinance

ORDINANCE NUMBER: _____

AN ORDINANCE TO PROVIDE PUBLIC TRANSPORTATION
IN CHAMPAIGN COUNTY, ILLINOIS

WHEREAS, public transportation is an essential public purpose for which public funds may be expended under Article 13, Section 7 of the Illinois Constitution; and

WHEREAS, Champaign County wishes to provide public transportation for its citizens and become eligible for grants from the State of Illinois or any department or agency thereof, from any unit of local government, from the Federal government or any department or agency thereof; and

WHEREAS, Illinois Compiled Statutes 740/2-1 et seq., authorizes a county to provide for public transportation within the (county or counties) limits:

NOW, THEREFORE, BE IT ORDAINED by the County Administrator and Champaign County that:

Section 1. Champaign County shall hereby provide public transportation within the county or counties limits.

Section 2. The clerk/secretary to the governing board of Champaign County shall file a certified copy of this Ordinance, within sixty days after passage of this ordinance.

Section 3. This Ordinance shall be in full force and effect from and after its passage and approval, as required by law.

Section 4. That the County Administrator of the Champaign County Champaign County Board is hereby authorized and directed to execute and file on behalf of Champaign County a Grant Application to the Illinois Department of Transportation.

Section 5. That the County Administrator of the Champaign County Champaign County Board is hereby authorized and directed to execute and file on behalf of Champaign County all required Grant Agreements with the Illinois Department of Transportation.

PASSED by the County Administrator and the Champaign County Board on the 19th of April 2018, and deposited and filed in the office of the clerk/secretary on that date.

Elected Board Members: _____

Members Present at Vote: _____

Members Voting "Aye": _____ Members Voting "Nay": _____ Members Abstaining: _____

Signature of County Administrator

Acceptance of the Special Warranty

WHEREAS, Section 5311 of the Federal Transit Act of 1964, as amended, makes funds available to help offset certain operating deficits of a system providing public transit service in non-urbanized areas; and

WHEREAS, 49 U.S.C. § 5333(b) requires that fair and equitable arrangements must be made to protect the interests of employees affected by such assistance as a condition of receipt of funds under Section 5311; and

WHEREAS a simplified process for assuring employee protections that accommodates the needs of participants in the Section 5311 program has been agreed upon by the U.S. Department of Labor and the U.S. Department of Transportation by allowing execution of a Special Section 5333(b) Warranty for Section 5311 projects (Special Warranty), which the Secretary of Labor certified on May 31, 1979;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF CHAMPAIGN COUNTY:

Section 1. That an application be made to the Office of Intermodal Project Implementation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 of the Federal Transit Act of 1964, as amended.

Section 2. As a condition of the receipt of Section 5311 funds, Champaign County hereby agrees in writing to the terms and conditions of the Special Warranty (attached) regarding fair and equitable arrangements to protect the interests of employees affected by such assistance.

PASSED by the Champaign County Board on the 19th day of April 2018.

Signature of Authorized Official

Signature of Attest

Authorized Official's Name Typed

Attest's Name Typed

Date

Date

PETITION

Petitioner, Aaron Tuller, hereby requests an appropriation of funds from the Champaign County Bridge Fund pursuant to 605 ILCS 5/5-501. In support of this petition, Petitioner states the following:

1. Petitioner is the duly elected Highway Commissioner for the Harwood Road District, Champaign County, Illinois; and

2. There is a culvert located between Sections 8 and 17, which is in poor condition and is inadequate to serve the needs of the traveling public; and

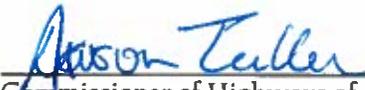
3. To ensure the adequacy of said structure for the traveling public, it is necessary that said structure be replaced; and

4. The cost of replacing the aforesaid structure is estimated to be \$22,000.00, which will be more than .02% of the value of all the taxable property in the Harwood Road District, as equalized or assessed by the Department of Revenue; and

5. The tax rate for road purposes in the Harwood Road District was in each year for the last two (2) years not less than the maximum allowable rate provided for in Section 6-501 of the Illinois Highway Code (605 ILCS 5/6-501); and

6. The Harwood Road District is prepared to pay one-half of the cost of the replacement of said structure.

Respectfully submitted,



Commissioner of Highways of
Harwood Road District,
Champaign County, Illinois

RESOLUTION NO.

PETITION REQUESTING AND RESOLUTION APPROVING
APPROPRIATION OF FUNDS FROM THE COUNTY BRIDGE FUND
PURSUANT TO 605 ILCS 5/5-501

WHEREAS, the County Board finds that based on the representations in the attached Petition, it required pursuant to 605 ILCS 5/5-501 to provide the requested aid.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County as follows:

1. The County Board hereby appropriates from the County Bridge Fund a sufficient sum to meet one-half the cost of replacing the structure.
2. The County Board hereby directs the County Engineer to cause plans and specifications to be prepared for said improvements.
3. The County Board hereby orders that said improvement be made under the general supervision of the County Engineer, by receiving quotes for the improvements.
4. The County Board hereby directs the County Engineer to certify to the County Board when the work has been satisfactorily completed to meet his or her approval. Such certificate shall include an itemized account of the cost of all items of work incurred in the completion of said improvements, and shall show the division of cost between the County and the Harwood Road District.
5. The County Board further directs the County Engineer to file said certificate with the clerk of the Harwood Road District.
6. This Resolution shall become effective upon its adoption.

PRESENTED, ADOPTED, APPROVED and RECORDED this 19th day of April, 2018.

C. Pius Weibel, Chair
County Board
Champaign County, Illinois

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

Harwood Twsp, Sec. 18-11050-00-BR



Prop. 12' x 4' Conc Box Culv.



Champaign County GIS Consortium

1,000 Feet
This map app member user to be used as from the use

LOCATION MAP

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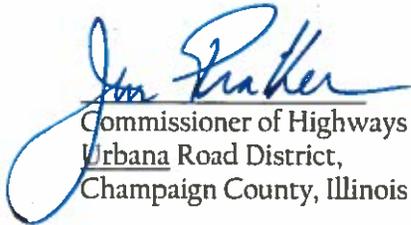
PETITION REQUESTING AND RESOLUTION APPROVING APPROPRIATION OF
FUNDS FROM THE COUNTY BRIDGE FUND
PURSUANT TO 605 ILCS 5/5-501

PETITION

Petitioner, Jim Prather, hereby requests an appropriation of funds from the Champaign County Bridge Fund pursuant to 605 ILCS 5/5-501. In support of this petition, Petitioner states the following:

1. Petitioner is the duly elected Highway Commissioner for the Urbana Road District, Champaign County, Illinois; and
2. There is a Bridge located on Perkins Road between Sections 3 and 10 in Urbana Township, over the Saline Branch Drainage Ditch, which is in need of repair; and
3. To ensure the adequacy of said structure for the traveling public, it is necessary that said bridge be repaired; and
4. The cost of repair for the aforesaid structure is estimated to be \$25,000.00 which will be more than .02% of the value of all the taxable property in the Urbana Road District, as equalized or assessed by the Department of Revenue; and
5. The tax rate for road purposes in the Urbana Road District was in each year for the last two (2) years not less than the maximum allowable rate provided for in Section 6-501 of the Illinois Highway Code (605 ILCS 5/6-501); and
6. The Urbana Road District is prepared to pay one-half of the cost of the repair of said structure.

Respectfully submitted,


Commissioner of Highways of
Urbana Road District,
Champaign County, Illinois

RESOLUTION NO.

WHEREAS, the County Board finds that based on the representations in the foregoing Petition, it is required pursuant to 605 ILCS 5/5-501 to provide the requested aid.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County as follows:

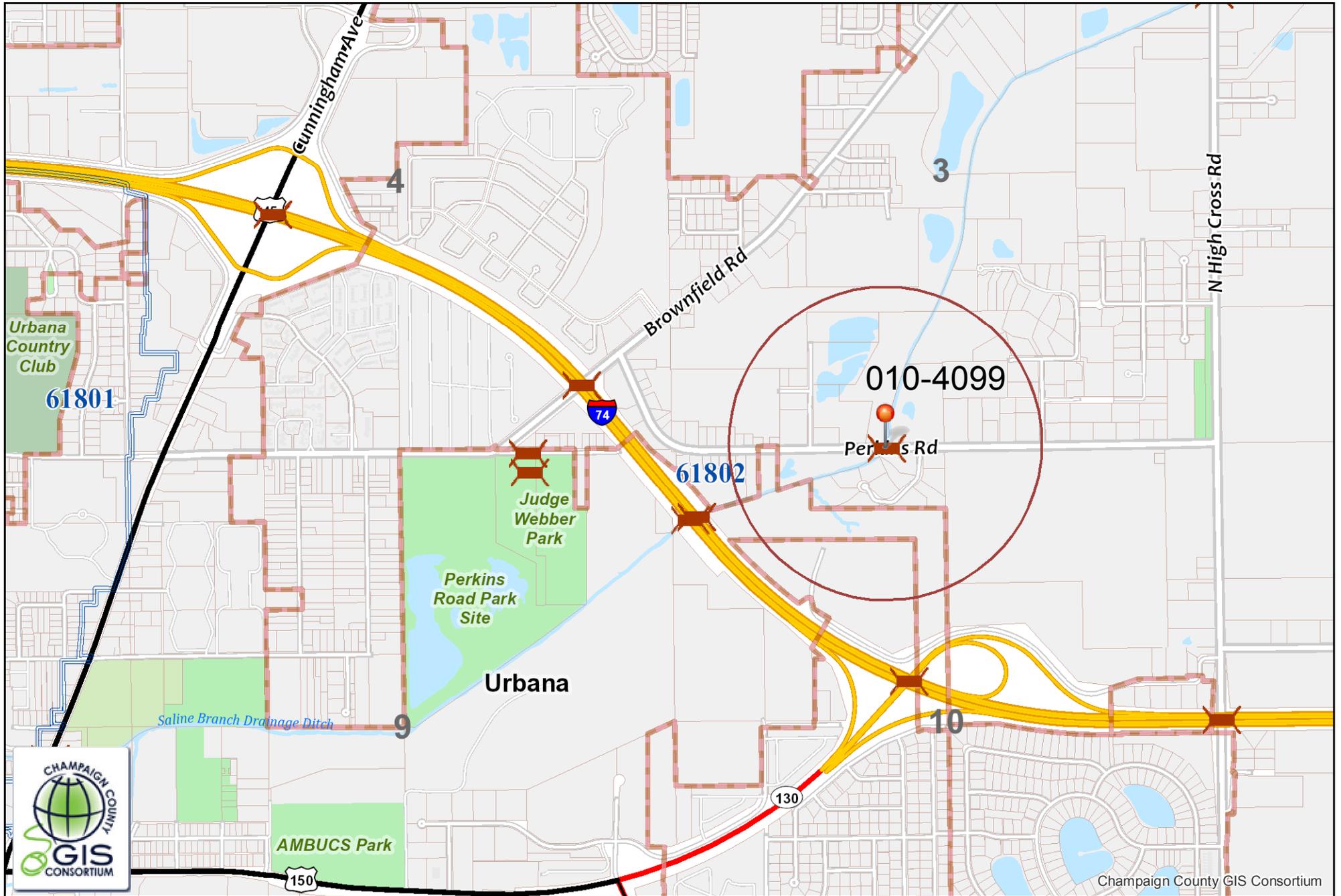
1. The County Board hereby appropriates from the County Bridge Fund a sufficient sum to meet one-half the cost of repair of the aforesaid structure.
2. The County Board hereby directs the County Engineer to cause plans and specifications to be prepared for said improvement.
3. The County Board hereby orders that said improvement be made under the general supervision of the County Engineer, by receiving quotes for the improvements.
4. The County Board hereby directs the County Engineer to certify to the County Board when the work has been satisfactorily completed to meet his approval. Such certificate shall include an itemized account of the cost of all items of work incurred in the completion of said improvement, and shall show the division of cost between the County and the Urbana Road District.
5. The County Board further directs the County Engineer to file said certificate with the clerk of the Urbana Road District.
6. This Resolution shall become effective upon its adoption.

PRESENTED, ADOPTED, APPROVED and RECORDED this 19th day of April, 2018.

C. Pius Weibel, Chair
County Board of the County of
Champaign, Illinois

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

Structure 010-4099



875
Feet

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Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

June 15, 2017

RECEIVED

JUN 19 2017

Mr. Jeff Blue
Champaign County Engineer
1605 East Main Street
Urbana, IL 61802

Dear Mr. Blue,

The Illinois Department of Transportation is pleased to inform you that your project has been selected for local Highway Safety Improvement Program (HSIP) funding. The project includes the installation of stops signs at rural, unsignalized intersections throughout Champaign County and will be identified by the Department as HSIP # 201711006. Congratulations on your successful application.

The federal HSIP commitment for this project will not exceed \$302,400. The deadline for this award to be federally authorized is July 1, 2019 or funds will be rescinded. Also, All HSIP grant recipients must be registered with the State of Illinois in order to comply with the Grant Accountability and Transparency Act (GATA) 30 ILCS 708.

Please contact Mr. Brian Trygg, District 5 Local Roads Engineer by telephone at (217) 466-7252 to discuss program requirements and preparation of any agreements and / or contracts. Projects located within a Metropolitan Planning Organization (MPO) planning boundary are required to be listed in the local MPO's Transportation Improvement Program (TIP). Questions regarding the HSIP may be directed to Mr. Thomas Winkelmann in the Central Bureau of Local Roads and Streets by telephone at (217) 782-0675.

Sincerely,

A handwritten signature in black ink, appearing to read 'Maureen E. Kastl'.

Maureen E. Kastl, P.E.
Engineer of Local Roads and Streets

cc: Alan Ho, FHWA – Illinois Division
Paul Lorton, IDOT – Bureau of Safety Programs and Engineering
Brian Trygg, IDOT – District 5 Local Roads Engineer
File

RESOLUTION NO. _____

RESOLUTION APPROPRIATING \$336,000.00 FROM
THE COUNTY HIGHWAY FUND
FOR THE INSTALLATION OF STOP SIGNS
IN CHAMPAIGN COUNTY
SECTION #18-00447-00-SP

WHEREAS, Champaign County has been awarded Highway Safety Improvement Program (HSIP) funding for the installation of stop signs county wide; and

WHEREAS, Champaign County will sign a Joint Agreement with the Illinois Department of Transportation for funding of this project; and

WHEREAS, Said Joint Agreement will include a provision where the Local Public Agency provides all of the initial funding, with ninety percent (90%) reimbursement from the Highway Safety Improvement Program; and

WHEREAS, the estimated total cost for the project is Three Hundred Thirty-Six Thousand Dollars (\$336,000.00).

NOW, THEREFORE BE IT REOLVED, that there is hereby appropriated the sum of Three Hundred Thirty-Six Thousand Dollars (\$336,000.00) from the County Highway Fund for the cost of the improvement.

PRESENTED, ADOPTED, APPROVED and RECORDED this 19th day of April A.D., 2018

C. Pius Weibel, Chair
County Board of the County of
Champaign, Illinois

ATTEST: _____
Gordy Hulten, County Clerk and
Ex-Officio Clerk of the County Board

Prepared by: Jeff Blue
County Engineer

RESOLUTION NO. _____

RESOLUTION APPROPRIATING \$900,000.00 FROM
THE COUNTY HIGHWAY FUND
FOR THE IMPROVEMENT OF COUNTY HIGHWAY 25
SECTION #18-00448-00-RS

BE IT RESOLVED, By the County Board of Champaign County, Illinois, that County Highway 25 (Staley Road) beginning at Monticello Road and extending northerly to Curtis Road, a distance of approximately 2.8 miles, in Champaign County is in need of improvement; and

BE IT FURTHER RESOLVED, That the type of improvement shall consist of hot in-place recycling with an asphalt overlay and aggregate shoulders and shall be designated as Section #18-00448-00-RS ; and

BE IT FURTHER RESOLVED, That the improvement shall be by contract; and

BE IT FURTHER RESOLVED, That there is hereby appropriated the sum of Nine Hundred Thousand Dollars (\$900,000.00) from The County Highway Fund for the costs of the improvement.

PRESENTED, ADOPTED, APPROVED and RECORDED this 19th day of April A.D., 2018

C. Pius Weibel, Chair
County Board of the County of
Champaign, Illinois

ATTEST: _____
Gordy Hulten, County Clerk and
Ex-Officio Clerk of the County Board

Prepared by: Jeff Blue
County Engineer

RESOLUTION NO. 9984

RESOLUTION APPROPRIATING \$700,000 FROM
COUNTY BRIDGE FUNDS
FOR THE REPLACEMENT OF
STRUCTURE #010-4123
ON COUNTY HIGHWAY #11
SECTION #17-00041-00-BR

WHEREAS, Structure #010-4123 on County Highway 11 located between Sections 27 & 34 in Rantoul Township is in need of replacement; and

WHEREAS, To insure the safety of the traveling public, it is necessary that said bridge be replaced; and

WHEREAS, The Highway and Transportation Committee recommends that funds be appropriated from the County Bridge Fund for replacement of this structure; and

WHEREAS, The County Board of Champaign County concurs in the action recommended by the Committee.

NOW, THEREFORE, BE IT RESOLVED, That there is hereby appropriated the sum of Seven Hundred Thousand Dollars (\$700,000.00) from County Bridge Funds for this bridge replacement.

PRESENTED, ADOPTED, APPROVED and RECORDED this 22nd day of June A.D., 2017.



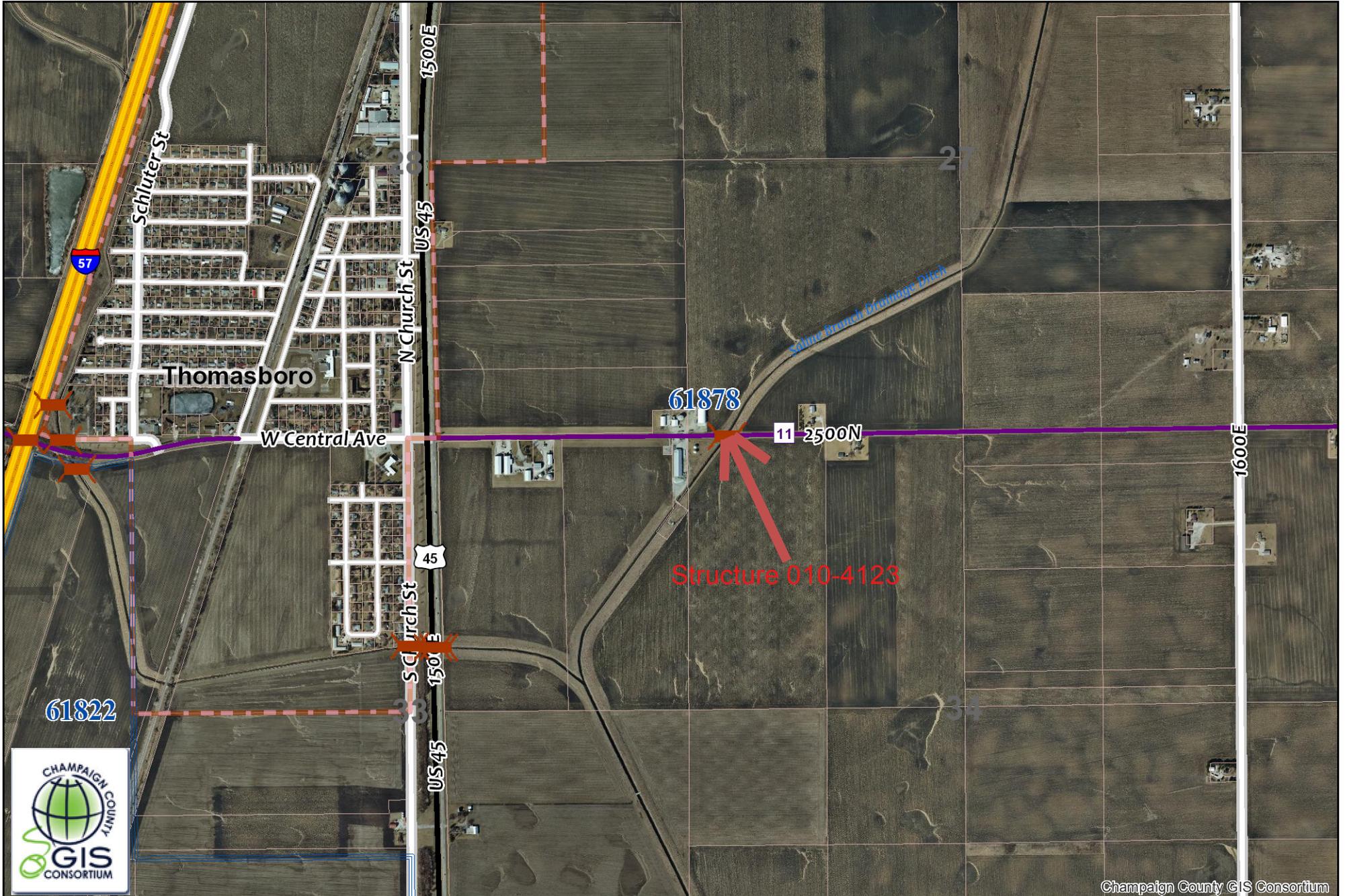
C. Pius Weibel, Chair
County Board of the County of
Champaign, Illinois

ATTEST:


Gordy Hulten, County Clerk and
Ex-Officio Clerk of the County Board

Prepared by: Jeff Blue
County Engineer

Structure 010-4123



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RESOLUTION NO. 9985

RESOLUTION APPROPRIATING \$700,000 FROM
COUNTY BRIDGE FUNDS
FOR THE REPLACEMENT OF
STRUCTURE #010-4124
ON COUNTY HIGHWAY #11
SECTION #17-00042-00-BR

WHEREAS, Structure #010-4124 on County Highway 11 located between Sections 25 & 36 in Rantoul Township is in need of replacement; and

WHEREAS, To insure the safety of the traveling public, it is necessary that said bridge be replaced; and

WHEREAS, The Highway and Transportation Committee recommends that funds be appropriated from the County Bridge Fund for replacement of this structure; and

WHEREAS, The County Board of Champaign County concurs in the action recommended by the Committee.

NOW, THEREFORE, BE IT RESOLVED, That there is hereby appropriated the sum of Seven Hundred Thousand Dollars (\$700,000.00) from County Bridge Funds for this bridge replacement.

PRESENTED, ADOPTED, APPROVED and RECORDED this 22nd day of June A.D., 2017.



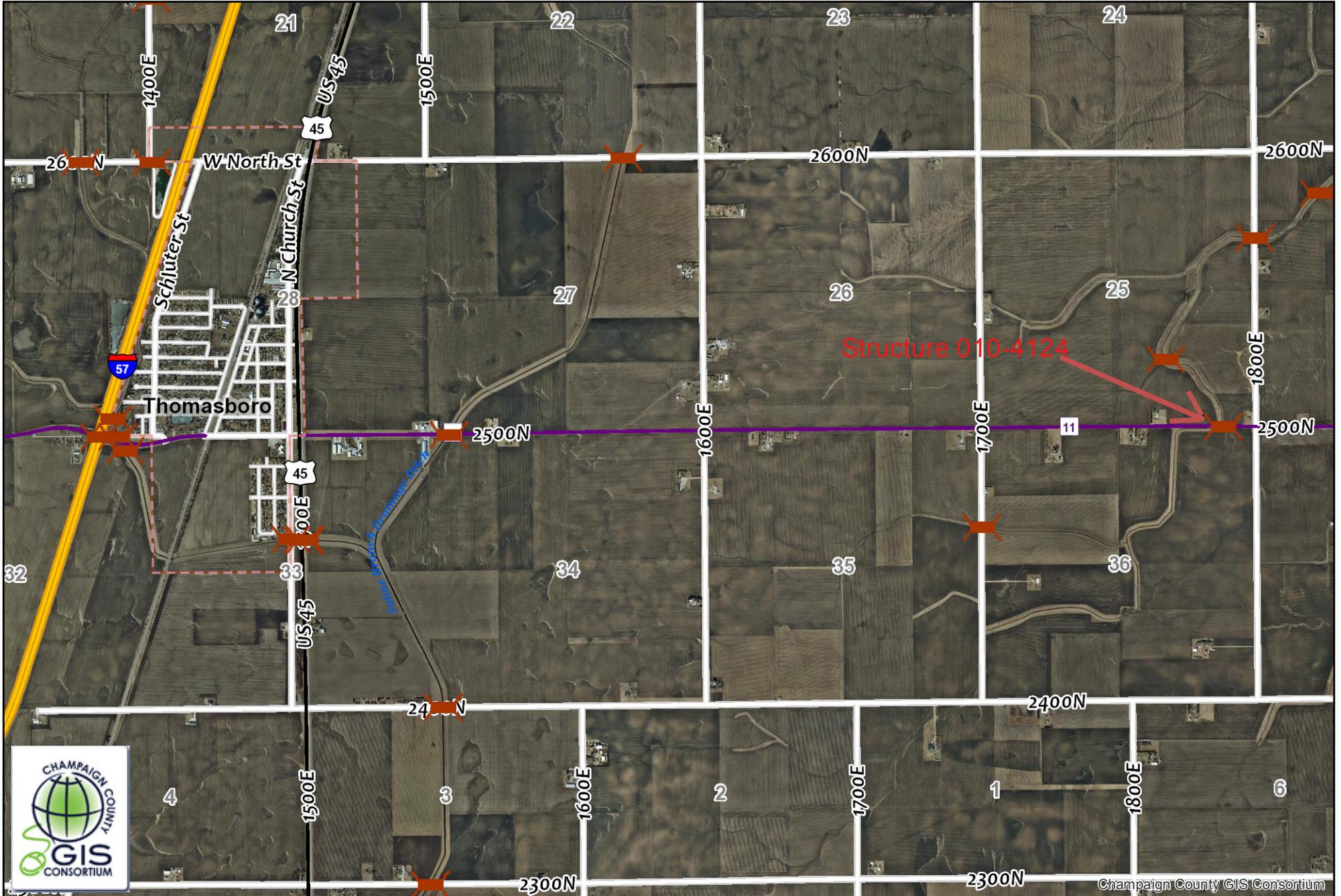
C. Pius Weibel, Chair
County Board of the County of
Champaign, Illinois

ATTEST: 

Gordy Hulten, County Clerk and
Ex-Officio Clerk of the County Board

Prepared by: Jeff Blue
County Engineer

Structure 010-4124



1,750
Feet

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Champaign County GIS Consortium



RESOLUTION NO. _____

RESOLUTION FOR CONTRACT AWARD AUTHORITY
Section #17-00041-00-BR
And
Section #17-00042-00-BR

WHEREAS, Resolutions number #9984 and #9985, adopted on June 22, 2017 appropriated funding for both of the above mentioned projects; and

WHEREAS, these projects will be bid as one contract due to their proximity to one another; and

WHEREAS, the timeliness of the contract award for these structures is critical due to the availability and price volatility of American made structure steel.

NOW THEREFORE BE IT RERSOLVED, that the Champaign County Board agrees to allow Jeff Blue, P.E., Champaign County Engineer, to accept the low bid for construction on behalf of Champaign County if the low bid is within 10% of the engineer's estimate.

BE IT FURHER RESOLVED, that the County Engineer will report the results of the bid to the next regularly scheduled Highway Committee meeting after the bid opening.

PRESENTED, ADOPTED, APPROVED, and RECORDED this 19TH day of APRIL A.D., 2018.

C. Pius Wiebel, Chair
County Board of the County of
Champaign, Illinois

ATTEST: _____
Gordy Hulten, County Clerk and
Ex-Officio Clerk of the County Board

Prepared by: Jeff Blue
County Engineer