



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

MINUTES –APPROVED FEBRUARY 7, 2025

DATE: Friday, November 8, 2024
TIME: 9:00 a.m.
PLACE: Lorraine Cowart Conference Room
1605 East Main Street, Urbana, Illinois

Committee Members

Present: Samantha Carter, Lorraine Cowart, Diane Michaels, Brett Peugh, Tom “Ed” Sexton,
Jennifer Straub, Leah Taylor

Absent:

County Staff: Jeff Blue (County Engineer), Jenni Marner (Assistant County Engineer), Ryan Mumm (Assistant County Engineer), Michelle Carter (Office Manager/Accountant), Rita Morocoima-Black (CCRPC/CUUATS Planning and Community Development Director), Emma Woods (Human Service Transportation Coordinator, RPC)

Others Present: Matea Adams

MINUTES

I. Call to Order

Committee Chair Cowart called the meeting to order at 9:05 a.m.

II. Roll Call

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

III. Approval of Agenda/Addendum

MOTION by Taylor to approve the agenda and the addendum; seconded by Michaels.

Upon vote, the **MOTION CARRIED unanimously.**

IV. Approval of Minutes – October 11, 2024

MOTION by Sexton to approve the minutes of the October 11, 2024, meeting; seconded by Carter.

Upon vote, the **MOTION CARRIED unanimously.**

V. Public Participation

None

VI. Communications

Diane Michaels thanked the Highway Department and her colleagues on the Highway Committee.

Jennifer Straub joined the meeting at 9:08 AM.

VII. County & Township Motor Fuel Tax Claims October 2024

MOTION by Carter to receive and place on file the County and Township Motor Fuel Tax Claims for October 2024; seconded by Michaels.

Upon vote, the **MOTION CARRIED unanimously.**

VIII. Review and Approval of the C-CARTS Annual Service Report for Fiscal Year 2024

Emma Woods, Human Service Transportation Coordinator, presented information outlining the background of C-CARTS, current C-CARTS projects, and the obstacles C-CARTS has faced in fiscal year 2024. She discussed the break down of grant funding and the need for additional contracts to secure additional state funding. The Champaign County Area Rural Transit System (C-CARTS) Annual Service Report is presented to the Champaign County Board per the adopted RTAG bylaws.

MOTION by Carter to Approve the C-CARTS Annual Service Report for Fiscal Year 2024; seconded by Sexton.

Upon vote, the **MOTION CARRIED unanimously.**

IX. Estimate of Maintenance Costs Fiscal Year 2025

Blue discussed the County's estimated Motor Fuel Tax maintenance costs for fiscal year 2025. Most of the estimated maintenance cost is for materials to maintain the roads. The estimated maintenance cost for fiscal year 2025 is \$950,500.00.

X. Resolution for Maintenance Under the Illinois Highway Code, Section #25-00000-00-GM

Blue recommended approval of the IDOT standard resolution allocating Motor Fuel Tax Funds for the fiscal year 2025 maintenance.

MOTION by Carter to approve the resolution; seconded by Michaels.

Upon vote, the **MOTION CARRIED unanimously.**

XI. Resolution Appropriating Funds for the Payment of the County Engineer's Salary, Section #25-00000-00-CS

XII. Resolution Granting Authority for the County Clerk to Certify and Submit a Resolution Appropriating Funds for the Payment of the County Engineer's Salary on Behalf of Champaign County

Blue stated that an annual resolution must be approved every year appropriating Motor Fuel Tax Funds for the County Engineer's Salary. Since the IDOT standard resolution does not have a place for the signature of the County Executive or the County Chair, a county resolution is also needed giving the County Clerk the authority to certify and submit a resolution appropriating funds for the payment of the County Engineer's salary on behalf of Champaign County.

Omnibus MOTION by Sexton to approve agenda items XI and XII; seconded by Carter.

Upon vote, the **MOTION CARRIED unanimously.**

XIII. Resolution for Contract Award Authority, Township Aggregate

Blue informed the committee that sealed bids, for aggregate, will be received on December 10, 2024, for several townships in Champaign County. He asked for award authority to award the aggregate bids to the lowest responsible bidders.

MOTION by Michaels to approve the resolution; seconded by Carter.

Upon vote, the **MOTION CARRIED unanimously.**

XIV. Other Business

A. Semi Annual Review of Closed Session Minutes

Motion by Michaels, pursuant to the statutory requirement to conduct a semi-annual review of all closed meeting minutes, I move to follow the State's Attorney's recommendation for all closed session minutes to remain closed; seconded by Taylor.

XV. Chair's Report

None

XVI. Designation of Items to be Placed on the Consent Agenda

Cowart stated that items X-XIII be placed on the consent agenda.

XVII. Adjournment

There being no further business, Chair Cowart adjourned the meeting at 9:44 AM.

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