



**CHAMPAIGN COUNTY BOARD
HIGHWAY COMMITTEE AGENDA**

County of Champaign, Urbana, Illinois

Friday, April 8, 2022 9:00 a.m.

Highway Building Conference Room
1605 E Main Street, Urbana, Illinois

Committee Members:

Lorraine Cowart – Chair

Diane Michaels – Vice-Chair

Samantha Carter

Jim McGuire

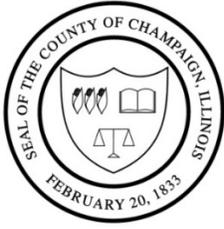
Brad Passalacqua

Jennifer Straub

Wayne Williams

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda/Addenda
- IV. Approval of Minutes – March 11, 2022 1-2
- V. Public Participation
- VI. Communications
- VII. County & Township Motor Fuel Tax Claims – March 2022 3
- VIII. Resolution Awarding of Contract for the Furnish of Bituminous Material from the Plant for 2022 Maintenance of Various Road Districts in Champaign County (updated prior to the meeting) 4
- IX. Resolution Awarding of Contract for the Furnish and Spread on the Road of Bituminous Material for 2022 Maintenance of Various Road Districts in Champaign County (updated prior to the meeting) 5
- X. Urbana Township Section #18-30057-00-BR Bid Tab (distributed at the meeting)
- XI. Petition Requesting and Resolution Approving Appropriation of Funds from County Bridge Funds, Ludlow Township, Section #22-14120-00-BR 6-8
- XII. Other Business
 - A. Semi Annual Review of Closed Session Minutes 9-11
- XIII. Chair's Report
- XIV. Designation of Items to be Placed on the Consent Agenda
- XV. Adjournment

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

7 **MINUTES – SUBJECT TO REVIEW AND APPROVAL**

8 DATE: Friday, March 11, 2022
9 TIME: 9:00 a.m.
10 PLACE: Highway Building Conference Room
11 1605 East Main Street, Urbana, Illinois
12

13 **Committee Members**

14 **Present:** Samantha Carter, Jim McGuire, Diane Michaels, Brad Passalacqua, Jennifer Straub
15 **Absent:** Lorraine Cowart, Wayne Williams
16

17 **County Staff:** Jeff Blue (County Engineer), Michelle Carter (Accountant/Office Manager)
18 Mimi Hutchinson, CCRPC/Program Compliance Oversight Monitor

19 **Others Present:** Jeff Wilson, guest
20

21 **MINUTES**

22 **I. Call to Order**

23 Committee Vice Chair Michaels called the meeting to order at 9:02 a.m.
24

25 **II. Roll Call**

26 A verbal roll call was taken, and a quorum was declared present.
27

28 **III. Approval of Agenda/Addendum**

29 **MOTION** by Mr. Passalacqua to approve the agenda; seconded by Ms. Straub.
30 Upon vote, the **MOTION CARRIED unanimously.**
31

32 **IV. Approval of Minutes – February 4, 2022**

33 **MOTION** by Mr. McGuire to approve the minutes of the February 4, 2022 meeting; seconded by
34 Ms. Straub.
35 Upon vote, the **MOTION CARRIED unanimously.**
36

37 **V. Public Participation**

38 Jeff Wilson asked about the funding allocation for the CCARTS grant application. Ms. Michaels
39 informed Mr. Wilson the information would be explained in the presentation given by Ms.
40 Hutchinson.
41

42 **VI. Communications**

43 None
44

45 **VII. County & Township Motor Fuel Tax Claims-February 2022**

46 **MOTION** by Ms. Straub to receive and place on file the County and Township Motor Fuel Tax
47 Claims for February 2022; seconded by Mr. Passalacqua.
48 Upon vote, the **MOTION CARRIED unanimously.**
49

50 **VIII. Presentation and Approval of FY 23 Grant Applications**

51 Ms. Hutchinson provided information and explained that for Champaign County to continue to
52 receive rural public transportation funding, Champaign County is required to submit grant
53 applications annually for FTA Section 5311 (Rural Public Transportation) and Illinois Downstate
54 Operating Assistance Program (DOAP). The grants are awarded based on the Illinois
55 Department of Transportation’s fiscal year (July 1, 2022-June 30, 2023). The total federal and
56 state request for FY 23 is \$908,261. Ms. Hutchinson also discussed Section 5311 CARES Act
57 Grant for Fiscal Year 2023. The C-CARTS administration intend to use the CRSSA/ARP funding to
58 install 10 bus shelters at the most used C-CARTS fixed-route stops in Rantoul, Illinois as well as
59 wireless capabilities for existing on-board camera systems, and vehicle lift repair with panel
60 replacement. The FY 23 CARES Application is for \$193,500.

61
62 Ms. Carter joined the meeting at 9:17 AM.

63
64 **MOTION** by Mr. McGuire to approve the FY 23 C-CARTS 5311 Grant Application, the FY 23 C-
65 CARTS DOAP Grant Application and the FY 23 C-CARTS DOAP/CRSSA/ARP Grant Application;
66 seconded by Ms. Carter.

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

68
69 **IX. Resolution for Contract Award Authority, Urbana Township Section #18-30057-00-BR**

70 Mr. Blue requested contract award authority for the bridge replacement on High Cross Road.
71 Mr. Blue said the bridge letting is scheduled for early April and he wants to award the project as
72 soon as possible so the contractor can order the materials.

73 **MOTION** by Ms. Carter to approve the resolution; seconded by Mr. Passalacqua.

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

75
76 **X. Final Bridge Report FY 2021**

77 Mr. Blue stated only 1 bridge is listed on the Final Bridge Report for FY 2021 since several of the
78 ongoing projects final pay estimates are not complete.

79 **MOTION** by Mr. McGuire to accept the bridge report; seconded by Ms. Straub.

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

81
82 **XI. Other Business**

83 Mr. Blue informed the committee a new Surveyor and MFT Accountant have been hired by the
84 Highway Department.

85
86 **XII. Chair’s Report**

87 None

88
89 **XIII. Designation of Items to be Placed on the Consent Agenda**

90 Ms. Michaels stated that items VIII and IX be placed on the consent agenda.

91 **XIV. Adjournment**

92 There being no further business, Ms. Michaels adjourned the meeting at 9:26 AM.

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

CHAMPAIGN COUNTY HIGHWAY DEPARTMENT

JEFF BLUE
COUNTY ENGINEER

1605 E. MAIN STREET

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

URBANA, ILLINOIS 61802

COUNTY MOTOR FUEL TAX CLAIMS FOR MARCH

Check No.	Payee	Description	Amount
1396	Ameren Illinois	Light Installation	\$4,850.00
2002	Warning Lights of Southern IL	Custom Sign & Barricade Sheeting	\$999.90
2030	Jeff Blue	Travel Reimbursement	\$1,571.29
2325	Tyrolt Inc (DUNN Co)	2.60 tons Cold Patch	\$338.00
2386	Lehigh Hanson	87.33 Tons CA 06	\$1,008.66
2635	IL Assoc of County Engineers	Registration-May Meeting	\$200.00
2653	Lehigh Hanson	87.99 Tons CA 06	\$1,016.29

TOWNSHIP MOTOR FUEL TAX CLAIMS MARCH

Check No.	Payee	Description	Amount
1626	Tuscola Stone	Sadorus Twp, 149.51 Tons CA 16	\$2,242.65
1979	Tuscola Stone	Sadorus Twp, 1807.19 Tons CA 16	\$27,107.85
1979	Tuscola Stone	Hensley Twp, 469.88 Tons CA 15	\$9,891.00
2477	Tuscola Stone	Condit Twp, 1886.48 Tons CA 15	\$42,257.17
2477	Tuscola Stone	Crittenden Twp, 595.49 Tons CA 06	\$9,111.10
2663	TJ Miller	Sadorus Twp, Haul 2001.80 Tons	\$12,009.60

RESOLUTION NO. ____

RESOLUTION AWARDING OF CONTRACT
FOR THE FURNISH
OF BITUMINOUS MATERIAL FROM THE PLANT FOR
2022 MAINTENANCE OF VARIOUS ROAD DISTRICTS
IN CHAMPAIGN COUNTY

WHEREAS, The following low bid was received at a Public Letting held on April 5, 2022 in Urbana, Illinois, for FOB, furnished from the plant, of Bituminous Materials for the 2022 Maintenance of Various Road Districts in Champaign County;

XXXXXXXXXXXXXXXXXX; and

WHEREAS, The County Engineer recommends to the County Board that the above bid be awarded; and

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

NOW, THEREFORE, BE IT RESOLVED, The County Board of Champaign County does hereby award the above listed bid to Emulsicoat, Inc.

PRESENTED, ADOPTED, APPROVED and RECORDED this 21st day of April A.D., 2022.

Kyle Patterson, Chair
Champaign County Board

Approved: _____
Darlene A. Kloeppel, County Executive

Date: _____

Recorded
& Attest: _____
Aaron Ammons, County Clerk
and ex-Officio Clerk of the
Champaign County Board

Date: _____

RESOLUTION NO. ____

RESOLUTION AWARDING OF CONTRACT
FOR THE FURNISH AND SPREAD ON THE ROAD
OF BITUMINOUS MATERIAL FOR
2022 MAINTENANCE OF VARIOUS ROAD DISTRICTS
IN CHAMPAIGN COUNTY

WHEREAS, The following low bid was received at a Public Letting held on April 5, 2022 in Urbana, Illinois, for Furnish and Spread on the roads of Bituminous Materials for the 2022 Maintenance of Various Road Districts in Champaign County;

XXXXXXXXXXXXXXXXXX; and

WHEREAS, The County Engineer recommends to the County Board that the above bid be awarded; and

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

NOW, THEREFORE, BE IT RESOLVED, The County Board of Champaign County does hereby award the above listed bid to Illiana Construction Company.

PRESENTED, ADOPTED, APPROVED and RECORDED this 21st day of April A.D., 2022.

Kyle Patterson, Chair
Champaign County Board

Approved: _____
Darlene A. Kloeppel, County Executive

Date: _____

Recorded
& Attest: _____
Aaron Ammons, County Clerk
and ex-Officio Clerk of the
Champaign County Board

Date: _____

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

PETITION

Petitioner, Kenny During, 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 Ludlow Road District, Champaign County, Illinois; and
2. There is a Bridge located on County Road 3200N between Sections 24 and 25 in Ludlow Township, over the Upper Salt Creek, which is in poor condition; and
3. To ensure the adequacy of said structure for the traveling public, it is necessary that said bridge deck be replaced; and
4. The cost to replace the aforesaid bridge deck is estimated to be \$250,000 which will be more than .02% of the value of all the taxable property in the Ludlow Road District, as equalized or assessed by the Department of Revenue; and
5. The tax rate for road purposes in the Ludlow 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 Ludlow Road District is prepared to pay 50% of the local cost for construction and 50% of the engineering costs associated with the replacement of said structure.

Respectfully submitted,

Kenny During

Commissioner of Highways of
Ludlow 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 50% of the cost of contracted engineering and 50% of the local cost of construction to replace 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 bids 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 Ludlow Road District.

5. The County Board further directs the County Engineer to file said certificate with the clerk of the Ludlow Road District.

6. This Resolution shall become effective upon its adoption.

PRESENTED, ADOPTED, APPROVED and RECORDED this 21st day of April, A.D., 2022.

Kyle Patterson, Chair
Champaign County Board

Approved:

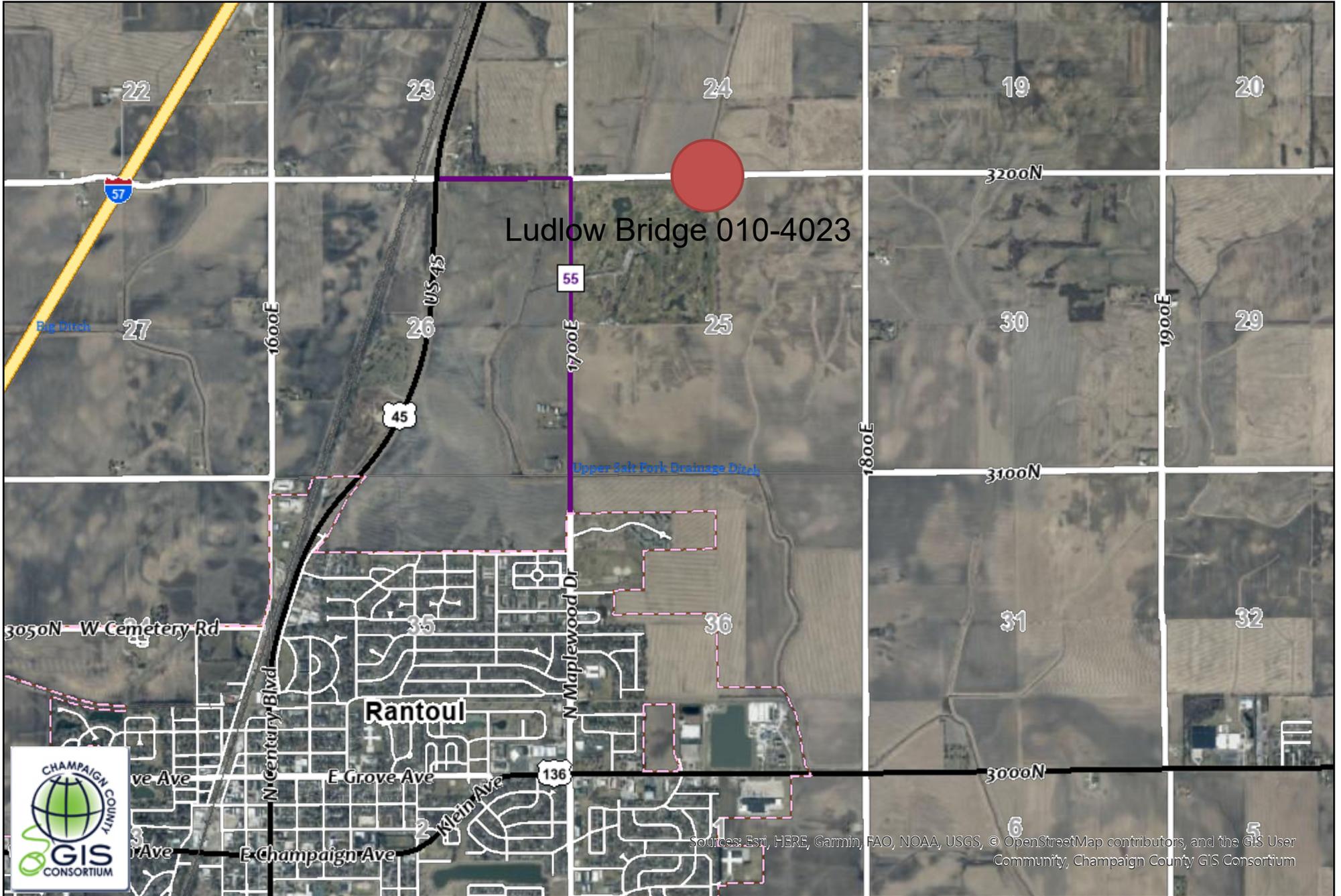
Recorded & Attest _____
Aaron Ammons, County Clerk
and ex-officio Clerk of the
Champaign County Board

Darlene A. Kloepfel
County Executive

Date: _____

Prepared by: Jeff Blue
County Engineer

Ludlow Bridge Map



This map was prepared with geographic information system (GIS) data created by the Champaign County GIS Consortium (CCGIS), or other CCGISC member agency. These entities do not warrant or guarantee the accuracy or suitability of GIS data for any purpose. The GIS data within this map is intended to be used as a general index to spatial information and not intended for detailed, site-specific analysis or resolution of legal matters. Users assume all risk arising from the use or misuse of this map and information contained herein. The use of this map constitutes acknowledgement of this disclaimer.



Julia R. Rietz
State's Attorney



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101 East Main Street
P. O. Box 785
Urbana, Illinois 61801
Phone (217) 384-3733
Fax (217) 384-3816

Matthew L. Sullard
Assistant State's Attorney
email: msullard@co.champaign.il.us

**Office of
State's Attorney
Champaign County, Illinois**

March 3, 2022

Ms. Lorraine Cowart
Highway & Transportation
Via email: mrobison@co.champaign.il.us

Re: Closed Sessions Minutes Review for Highway & Transportation

Dear Ms. Cowart:

Pursuant to the Open Meetings Act, a public body such as the Highway & Transportation Committee must review its closed session minutes at least semi-annually. The Committee must then determine whether the need for confidentiality exists as to all or part of those minutes, or that the minutes or portions thereof no longer require confidential treatment, if so, the records would be available for public inspection. Therefore, the question is whether there is no longer a need to keep minutes closed in order to protect either the public interest or the privacy of an individual. Whichever conclusion that the Committee draws must be then be reported in open session.

Please note that the Committee may enter into closed session for the purpose of review of closed session minutes pursuant to 5 ILCS 120/2(c)(21): Discussion of minutes of meetings lawfully closed under the Act. Just as in open session, if the matter requires action by the Committee, the matter must have been noticed on the posted agenda.

The County Board passed Resolution No. 7969, "Resolution Establishing Procedures for Semi-Annual Review of Closed Session Minutes by the Champaign County Board" on November 17th, 2011. Under the parameters established by the full board in Resolution 7969, please see attached List for more information as to the minutes that are ripe for review.

Sincerely,

A handwritten signature in blue ink, appearing to read "M. Sullard".

Matthew L. Sullard

MLS/jlt

Closed Meeting Minutes Review

Is it necessary to protect the public interest or privacy of an individual?

Date of Minutes	Yes, Keep Confidential	No, Place in Open Files
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Highway & Transportation Committee

	Location of this document unknown	Location of this document unknown
November 22, 1996 <i>Search Subcommittee for County Engineer</i>	X	
January 24, 1997 <i>Contract Negotiations Subcommittee</i>	X Until deceased: <i>Dennis Unzicker</i>	
February 3, 1999 <i>Performance Appraisal Subcommittee</i>	X Until deceased: <i>Dennis Unzicker</i>	
February 5, 1999	X Until 2-5-2099	
May 7, 1999	X Until deceased: <i>Dennis Unzicker</i>	
September 10, 1999	X Until 9-10-2099	
October 15, 1999	X Until 10-15-2099	
December 10, 1999	X Until 12-10-2099	
January 14, 2000	X Until 1-14-2100	
March 29, 2000	X Until 3-29-2100	
April 7, 2000	X Until deceased: <i>Dennis Unzicker</i>	
August 11, 2000	X Until 8-11-2100	
September 8, 2000	X Until 9-8-2100	
September 19, 2000	X Until 9-19-2100	
October 24, 2000	X Until 10-24-2100	
November 27, 2000	X Until 11-27-2100	
December 19, 2000	X Until 12-19-2100	
July 6, 2001 – 9:20 a.m.	X Until 7-6-2101	
July 6, 2001 – 9:40 a.m.	X	

	Until deceased: <i>Dennis Unzicker</i>	
October 11, 2002	X Until deceased: <i>Dennis Unzicker</i>	
November 7, 2003	X Until deceased: <i>Dennis Unzicker</i>	
June 29, 2004 <i>County Engineer Selection Committee</i>	X Still employed: <i>John Cooper</i>	
July 8, 2004 <i>County Engineer Selection Committee</i>	X Still employed: <i>John Cooper</i>	
July 8, 2004	X Still employed: <i>John Cooper</i>	
July 8, 2004	X Still employed: <i>John Cooper</i>	
July 30, 2004 <i>County Engineer Search Committee</i>	X Still employed: <i>Jeff Blue</i>	
August 5, 2004	X Still employed: <i>Jeff Blue</i>	
August 23, 2005 <i>Performance Appraisal Subcommittee</i>	X Until deceased: <i>Jeff Blue</i>	
August 31, 2005 <i>Performance Appraisal Subcommittee</i>	X Until deceased: <i>Jeff Blue</i>	
October 7, 2005	X Until deceased: <i>Jeff Blue</i>	
August 31, 2006 <i>Performance Appraisal Subcommittee</i>	X Until deceased: <i>Jeff Blue</i>	
September 14, 2006 <i>Performance Appraisal Subcommittee</i>	X Until deceased: <i>Jeff Blue</i>	
October 6, 2006	X Until deceased: <i>Jeff Blue</i>	
August 17, 2007 <i>Performance Appraisal Subcommittee</i>	X Until deceased: <i>Jeff Blue</i>	
September 17, 2007 <i>Performance Appraisal Subcommittee</i>	X Until deceased: <i>Jeff Blue</i>	
October 12, 2007	X Until deceased: <i>Jeff Blue</i>	
June 3, 2016 <i>Contract Negotiations</i>	X Until 6-3-2116	
March 10, 2017 <i>Contract Negotiations</i>	X Until 3-10-2117	

***Minutes not previously approved in semi-annual review.**