



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

MINUTES – APPROVED JANUARY 7, 2022

DATE: Friday, November 5, 2021
TIME: 9:00 a.m.
PLACE: Highway Building Conference Room
1605 East Main Street, Urbana, Illinois

Committee Members

Present: Lorraine Cowart (Chair), Samantha Carter, Diane Michaels, Brad Passalacqua, Jennifer Straub

Absent: Jim McGuire

County Staff: Jeff Blue (County Engineer), Michelle Carter (Accountant/Office Manager), Rita Morocoima-Black (CCRPC/CUUATS Planning and Community Development Director), Mimi Hutchinson (HSTP Coordinator/Program Compliance and Oversight Monitor)

Others Present:

MINUTES

I. Call to Order

Committee Chair Cowart called the meeting to order at 9:02 a.m.

II. Roll Call

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

III. Approval of Agenda/Addendum

MOTION by Ms. Carter to approve the agenda; seconded by Ms. Straub.
Upon vote, the **MOTION CARRIED unanimously**

IV. Approval of Minutes – September 10, 2021

MOTION by Ms. Michaels to approve the minutes of the September 10, 2021 meeting; seconded by Mr. Passalacqua.
Upon vote, the **MOTION CARRIED unanimously**

V. Public Participation

None

VI. Communications

None

VII. County & Township Motor Fuel Tax Claims-September & October 2021

MOTION by Ms. Carter to receive and place on file the County and Township Motor Fuel Tax Claims for September & October 2021; seconded by Ms. Straub.
Upon vote, the **MOTION CARRIED unanimously**

VIII. FY 2022 Section 5311 CARES Act Grant Application for Champaign County Area Rural Transit System (C-CARTS)

- A. Resolution Authorizing Execution and Amendment of Section 5311 Grant Agreement**
- B. Public Transportation Applicant Ordinance**
- C. Resolution Acceptance of the Special Warranty**

Ms. Hutchinson, CCRPC/Program Compliance Oversight Monitor for Champaign County Rural Public Transportation presented background information highlighting the emergency rural public transportation funding for fiscal year 2021. She explained that for Champaign County to continue to receive emergency rural public transportation funding an application must be submitted for fiscal year 2022. There is no local match required to receive the grant. The funding will be used for all eligible operations expenses.

MOTION by Ms. Michaels to approve the resolution authorizing Execution and Amendment of Section 5311 Grant Agreement, the Public Transportation Applicant Ordinance, and Resolution Acceptance of Special Warranty as part of the CARES Act for Fiscal Year 2022 for operations of Champaign County Area Rural Transit System; seconded by Mr. Passalacqua.
Upon vote, the **MOTION CARRIED unanimously**

IX. Petition Requesting and Resolution Approving Appropriation of Funds from the County Bridge Fund, Ludlow Township, #21-14116-00-BR

Mr. Blue discussed a culvert in Ludlow Township that is in poor condition and needs replaced. The new culvert is estimated to cost \$47,360.00. The cost of replacement will be split 50/50 with Ludlow Township.

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

X. Petition Requesting and Resolution Approving Appropriation of Funds from the County Bridge Fund, Pesotum Township, #21-18117-00-BR

Mr. Blue stated there is a culvert between sections 15 and 16 in Pesotum Township that needs replaced. The cost for replacement is \$26,910.00. Pesotum Road District will pay one-half of the cost of the replacement.

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

XI. Resolution Appropriating County Motor Fuel Tax Funds for County Road Maintenance Section #22-00000-00-GM

Mr. Blue presented the Fiscal Year 2022 Estimate of Maintenance costs for Champaign County Highways. He highlighted the increase cost of sodium chloride and discussed the treatment of roads and bridges during the winter. The total Estimate of Maintenance Cost for FY 22 is \$1,024,000.00. The resolution and estimate of cost are submitted to the Illinois Department of Transportation for authorization of Motor Fuel Tax Funds.

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

XII. Resolution for Contract Award Authority, Section #19-00075-00-BR

Mr. Blue discussed two projects on County Highway 20. The first project is a bridge deck repair of structure #010-3012. The bridge is located between sections 15 and 22 in Stanton Township. Mr. Blue said the bridge deck repair would be done first followed by recycling and asphalt

overlay of County Road 20 from US Route 45 to County Road 22. Since it is in the best interest of Champaign County to award the contracts as early as possible, Mr. Blue requested Contract Award Authority for the two projects if the low bids are within 10% of the engineer's estimate. **MOTION** by Ms. Michaels to approve the resolution for section #19-00075-00-BR and to approve the resolution for section #20-00455-00-RS; seconded by Ms. Straub. Upon vote, the **MOTION CARRIED unanimously**

XIII. Resolution for Contract Award Authority, Section #20-00455-00-RS

XIV. Resolution Appropriating County Motor Fuel Tax Funds for the Salary and Estimated Expenses of the County Engineer for the Period of January 1, 2022 thru December 31, 2022.

Mr. Blue discussed the state statute that permits the payment of salary and expenses for the County Engineer out of any general or highway funds of the County. Motor Fuel Tax Funds allotted to Champaign County are considered highway funds.

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

XV. Other Business

A. Semi Annual Review of Closed Session Minutes

MOTION by Ms. Michaels pursuant to the statutory requirement to conduct a semi-annual review of all closed meeting minutes, I move that the closed meeting minutes of the Highway Committee be maintained as closed to protect the public interest or the privacy of individuals, with the exception of the minutes from: November 26, 1996, February 19, 1997, June 14, 2004, and June 21, 2004; which may now be determined as open session minutes; seconded by Mr. Passalacqua.

Upon vote, the **MOTION CARRIED unanimously**

Mr. Blue informed the committee the Motor Fuel Projects Accountant position is vacant in the Highway Department.

XVI. Chair's Report

None

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

Ms. Cowart stated that items VIII thru XIV be placed on the consent agenda.

XVIII. Adjournment

There being no further business, Ms. Cowart adjourned the meeting at 9:38 am.

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