

**Transportation Committee  
Meeting Minutes  
Wednesday, April 20, 2011 – 8:15 A.M.  
McHenry County Division of Transportation  
Main Conference Room  
Woodstock, Illinois 60098**

Chairperson Anna May Miller  
Vice-Chairperson Paula Yensen Scott Breeden  
Diane Evertsen Virginia Peschke  
Nick Provenzano Sandra Salgado

**CALL TO ORDER**

Chairperson Miller called the meeting to order at 8:16 A.M.

**MEMBERS IN ATTENDANCE**

Chairperson Miller, Paula Yensen, Sandra Salgado, Virginia Peschke, Diane Evertsen and Scott Breeden

**MEMBERS NOT IN ATTENDANCE**

Nick Provenzano

**OTHER ATTENDEES**

In attendance were: Peter Austin, County Administrator; Joseph Korpalski, Director of Transportation/County Engineer; Jeff Young, Division of Transportation, Assistant County Engineer; Cynthia Schaupp, State's Attorney Office (SAO); Wally Dittrich, Design Manager; Ray Beets, Permit/Developer Project Manager; Robert Rollings, Bollinger Lach & Associates, Inc. (BLA); Charlie Eldredge, McHenry County Economic Development Corporation; Ted Lachus, Primera Engineers, Ltd.; Glen Kirchen, Thomas Engineering Group; Todd Destree, H. R. Green Company; Erik Morimoto, City of Crystal Lake; Mark Mikrut, Teng & Associates, Inc.; Mark DeVries, Maintenance Superintendent; Mark Dammyer, Division of Transportation, Construction Manager; Jim Werner, Construction Engineer; Ken Baker, Township Engineer, Brad Cousin, Division of Transportation, Traffic Engineer; Jason Osborn, Principal Transportation Planner; Sarah Chadderdon, Division of Transportation, Transportation Planner; Donna Adamson, Division of Transportation, Office Assistant.

**PUBLIC COMMENT**

None

**APPROVAL OF MEETING MINUTES – APRIL 6, 2011**

On a motion by Ms. Peschke, seconded by Ms. Yensen, the meeting minutes of April 6, 2011 were approved as presented.

A voice vote was taken with all members present voting "aye"; motion carried.

**4.0 RESOLUTION APPROVING A SUPPLEMENTAL AGREEMENT FOR THE PURCHASE OF OVERWEIGHT AND OVER DIMENSION TRUCK PERMITTING COMPUTER SOFTWARE**

The McHenry County Division of Transportation (MCDOT) staff requests approval of the resolution approving a Supplemental Software Services Agreement with Cartegraph Systems, Inc. for creation of overweight and over dimension truck permitting software.

The existing truck permit software (Paradox) used by the MCDOT will no longer be serviced by the Information Technology (IT) Department. Due to its limitations, the County Auditor has requested that new software be used by the MCDOT to improve the tracking of truck permit invoices.

There is no pre-packaged software available to perform the tasks required by the MCDOT and the County Auditor, and continue to meet the requirements of the IT Department. As such, the MCDOT engaged Cartegraph to create specialized software for truck permitting. As the MCDOT already uses Cartegraph software, the new truck permitting program will be user friendly with the present MCDOT users of Cartegraph as well as the IT Department.

The development of the truck permitting software module is nearing completion. The Supplemental Agreement is required because the scope of work has changed significantly throughout the course of the project. The primary change occurred from the State's Attorneys review of the Fee Schedule which was approved by the County Board on August, 2010. This resulted in the project scope expanding to accommodate new permit types, data entry forms, fee calculations and reports. The requested amount will cover all remaining software development and staff training.

The cost for the Supplemental Software Services is \$9,936.00. This includes a 90-day test trial for the software to work with the County Auditor and IT Department to ensure that the program is working properly.

On a motion by Ms. Peschke, seconded by Ms. Salgado, the resolution approving a Supplemental Software Services Agreement with Cartegraph Systems, Inc. for the creation of overweight and over dimension truck permitting software was approved with a recommendation to the County Board.

Discussion ensued.

A roll call vote was taken with all members present voting "yes"; motion carried.

**5.0 RESOLUTION AWARDING A PRIVATE ROAD HOT MIX ASPHALT SURFACING CONTRACT AND APPROPRIATING FUNDS**

The McHenry County Division of Transportation (MCDOT) staff requests the approval of the resolution awarding a Private Road resurfacing contract for FY 2011.

Bids were opened on April 1, 2011 at the MCDOT, and were checked for errors.

This program is funded primarily through the County Option Motor Fuel Tax (MFT) fund. The last private road project was done in 2007. This year's Private Road Program is to surface approximately 400 feet of Cedardell Road in Nunda Township.

The MCDOT engineering staff will provide construction administration and inspection services to assist the Highway Commissioner with this contract.

On a motion by Ms. Salgado, seconded by Ms. Yensen, the resolution awarding a private road hot mix asphalt surfacing contract and appropriating funds was approved with a recommendation to the County Board.

A roll call vote was taken with all members present voting "yes"; motion carried.

**6.0 RESOLUTION AWARDING ROAD DISTRICT CONSTRUCTION CONTRACT**

The McHenry County Division of Transportation (MCDOT) staff requests the approval of the resolution accepting the Road District Resurfacing Bids for Dorr Township.

Bids were opened on April 1, 2011 at the Division of Transportation, and were checked for errors.

This is an annual bid and is funded primarily through the Township Motor Fuel Tax (MFT) fund and general Township Road District funds.

The MCDOT engineering staff will provide construction administration and inspection services to assist the Highway Commissioner with this contract.

On a motion by Ms. Peschke, seconded by Ms. Yensen, the resolution awarding Road District construction contract for Dorr Township was approved with a recommendation to the County Board.

A roll call vote was taken with all members present voting "yes"; motion carried.

On a motion by Ms. Salgado, seconded by Ms. Yensen, and confirmed by a roll call vote, Agenda items #7.0 and #8.0 will be considered together.

**7.0 & 8.0 RESOLUTIONS AWARDING COUNTY HIGHWAY PAVEMENT PRESERVATION AND MAINTENANCE CONTRACTS FOR CRACK FILLING AND FOR RESURFACING AND APPROPRIATING FUNDS**

The McHenry County Division of Transportation (MCDOT) staff requests approval of the resolutions awarding two (2) County Highway Pavement Preservation contracts for FY 2011.

McHenry County annually resurfaces, micro-surfaces and crack seals portions of the County highway system to protect the pavement structures as well as to maintain a safe and quality riding surface for the motoring public. Bids were opened on March 4, 2011 at the MCDOT for the crack sealing program and on April 1, 2011 for the resurfacing program.

As presented to the Transportation Committee on March 2, 2010, this year the MCDOT plans to resurface approximately seventeen (17) lane miles and crack seal thirty five (35) lane miles of County highways based on present funding levels available of approximately \$3.1 million dollars. This approximates the required level of expenditures necessary to maintain our current average pavement condition into the future.

At this time, the micro-surfacing portion of the pavement preservation program is on hold pending further coordination with contractors and mix desirable designs.

On a motion by Ms. Yensen, seconded by Ms. Peschke, the resolutions awarding the County Highway Pavement Preservation and maintenance contracts for FY 2011 for resurfacing and crack filling and appropriating funds were approved with a recommendation to the County Board.

Discussion ensued.

A roll call vote was taken with all members present voting "yes"; motion carried.

**9.0 RESOLUTION TO APPROVE ADOPT-A-HIGHWAY VOLUNTEER GROUP AGREEMENT**

The McHenry County Division of Transportation (MCDOT) staff requests the approval of the resolution approving the inclusion of the identified group into the McHenry County Division of Transportation Adopt-A-Highway Program.

Sara and Lib Hampshire Road from Harmony Road to County Line - new group

In order to augment the Division of Transportation's litter collection efforts, the County enacted an Ordinance to allow for volunteer groups to adopt various sections of highways for litter collection. With the approval of this agreement, the MCDOT has 131 groups enrolled in the program covering 151.5 centerline miles of the 214 available miles in the program which is roughly 71%.

The ordinance requires that the volunteer groups enter into an agreement with McHenry County defining the responsibilities of the groups and the County. This resolution approves the County to enter into an agreement with one group for one section of highway.

On a motion by Ms. Yensen, seconded by Ms. Peschke, the resolution approving the inclusion of the identified group into the McHenry County Division of Transportation (MCDOT) Adopt-A-Highway Program was approved with a recommendation to the County Board.

Discussion ensued.

A voice vote was taken with all members present voting "aye"; motion carried.

**10.0 RESOLUTION APPROVING THE 2011-2015 HIGHWAY IMPROVEMENT PROGRAM**

The McHenry County Division of Transportation (MCDOT) staff requests the approval of this resolution approving the FY 2011-2015 Highway Improvement Program (HIP).

The MCDOT has monitored project cost estimates and project needs for the last year and has prepared this Five-Year HIP. This is an annual process required by the Illinois Department of Transportation (IDOT) and is guided by the County's 2020 approved Long-Range Transportation Plan. Extensive planning over the last year is reflected in this Five-Year HIP, including updated project costs and timelines as well as the impacts of the issuance of debt certificates for transportation needs and the Regional Transportation Authority (RTA) Sales Tax funds.

The FY 2011-2015 HIP includes over \$224 million in expenditures; \$9 million more than last year's program but still \$23 million less than the 2009-2013 HIP. This fluctuation is due to changing revenue streams available to the MCDOT over the life of the program and the corresponding emphasis in project priorities. The program includes sufficient funding for twenty-five (25) (12% for \$27.5M) bridge replacements, six (6) (11% for \$25M) intersection improvements, seven (7) (35% for \$77.6M) add lanes projects, and four (4) (11% for \$25.6M) pavement management projects.

On a motion by Ms. Peschke, seconded by Ms. Yensen, the resolution approving the 2011-2015 Highway Improvement Program was approved with a recommendation to the County Board.

Chairperson Miller commented that the MCDOT made a wonderful presentation to the County Board members by facilitating the workshops for the FY 2011 to 2015 Highway Improvement Program.

Discussion ensued.

A roll call vote was taken with all members present voting "yes"; motion carried.

On a motion by Ms. Salgado, seconded by Ms. Yensen, and confirmed by a roll call vote, Agenda items #11.0 and #12.0 will be considered together.

**11.0 & 12.0 RESOLUTIONS APPROPRIATING FUNDS FOR ANNUAL STRIPING PAINT AND ANNUAL GLASS BEAD MATERIALS**

The McHenry County Division of Transportation (MCDOT) staff requests the approval of the resolutions allowing participation in the State Purchase Program for roadway striping paint and glass beads for traffic paint for FY 2011.

Bids are opened and accepted by the State of Illinois and the County can participate through the State Purchase Program. This is an annual item that needs to be bid and is funded through the Motor Fuel Tax (MFT) fund.

The State Purchase Program was identified this year. The use of the State Purchase Program was initiated six (6) years ago. Past experience was that the County bidding the materials yielded higher bid prices than those received by the State. This is due to the large quantities of materials that the State of Illinois bids for this program and thus is very competitive and in turn, more economical for McHenry County to participate in the State of Illinois bid.

One hundred and fifty thousand dollars (\$150,000) was included in the MCDOT's 2011 budget combined for paint and glass beads. The bid prices for glass beads are the same as they were in 2010. However, for paint they have increased, 28% for white and 22% for yellow.

On a motion by Ms. Yensen, seconded by Ms. Salgado, the resolutions allowing participation in the State Purchase Program for roadway striping paint and glass beads for traffic paint for FY 2011 were approved with a recommendation to the County Board.

A roll call vote was taken with all members present voting "yes"; motion carried.

### **PROJECT STATUS REPORT**

The MCDOT staff indicated that the various construction projects are moving forward, however due to the weather, this has been a lost week. The Rakow Road project was discussed. As the MCDOT shifts to temporary signals, the permissive left turn is being eliminated as part of the design of the project for safety reasons due to changes in lane configurations. It is left on the green arrow only. The MCDOT is looking at ways to address any issues, but in the meantime, calls may be received from constituents regarding this matter.

### **OLD BUSINESS**

- ***Request for Qualifications (RFQ) for the 2040 Long-Range Transportation Plan – Transit Component***

The McHenry County Division of Transportation (MCDOT) staff requests concurrence on the selection of TranSystems Corporation to undertake the work required to analyze and recommend transit operations in the County as part of the 2040 Long-Range Transportation Plan.

On February 15, 2011, the County Board approved an application for a Regional Transportation Authority (RTA) Sub-regional Planning Grant. The MCDOT received this grant for \$120,000.00 in Federal funds requiring the County to pay the local 20% match of \$30,000.00.

A Request for Qualifications (RFQ) was posted following the Transportation Committee's direction at the March 16, 2011 meeting. MCDOT staff has completed a review of the four (4) submissions received on April 14, 2011. The candidates were evaluated based upon their overall relevant experience. In particular, MCDOT staff reviewed the proposals to determine if the firms demonstrated an understanding of suburban services within large metropolitan transit service structures. The success of this work will require good working relationships with the various divisions within Pace (such as their fixed-route, paratransit, operational and planning groups), a good understanding of Metra service and station planning, and the ability to identify realistic federal, state and local funding opportunities.

The firms were also evaluated based on their ability to develop performance measures to track current, short-term, and long-term transit operations. This work was mentioned in two (2) of the likely tasks listed in the RFQ. The development of performance measures is important to gauge not only service efficiencies but also to measure the degree to which policy goals are being met.

Based on this review, two (2) firms discussed the development of performance measures. Of these, one (1) demonstrated superior relevant experience and project understanding.

On a motion by Ms. Peschke, seconded by Ms. Salgado, the Transportation Committee concurred for the MCDOT staff to move forward with the selection of TranSystems Corporation. Staff will work to develop the Scope of Services and contract cost and work with the RTA to approve these items. The contract would be brought to the Transportation Committee at a future date.

A voice vote was taken with all members present voting "aye"; motion carried.

- Chairperson Miller reminded the Transportation Committee about the invitation from the County Historic Preservation Commission, for the dedication of Fleming Road on Saturday, April 30, 2011, at 1:00 P.M.
- Chairperson Miller reminded the Committee on the invitation to the MCDOT Post Winter Appreciation Luncheon on Friday, May 6, 2011, from 11:00 A.M. to 1:00 P.M. held at the MCDOT facilities. Chairperson Miller indicated that this is a nice public outreach event to all the partners that work collaboratively with the County.

### **NEW BUSINESS**

None

**EXECUTIVE SESSION – Land Acquisition, Pending Litigation and Meeting Minutes**

On a motion by Ms. Salgado, seconded by Ms. Peschke, the Committee went into Executive Session at 8:50 A.M. to review meeting minutes.

A roll call vote was taken with all members present voting “yes”; motion carried.

**REGULAR SESSION**

On a motion by Ms. Yensen, seconded by Ms. Peschke, the Committee went into Regular Session at 8:55 A.M.

A roll call vote was taken with all members present voting “yes”; motion carried.

Chairperson Miller noted that “no action” was taken in Executive Session.

The Executive Session meeting minutes of April 6, 2011, were reviewed and by direction of the Committee will be forwarded to the State’s Attorney Office (SAO) for review and release.

**MEMBER COMMENTS**

- Ms. Peschke made a correction to the story on how Mr. James Rakow met Ms. Phyllis Walters.
- Ms. Peschke commented on the necessity for students to study math.
- With regards to Mr. Stephens, Chairperson Miller indicated that, at this point in time, all Mr. Stephens’ concerns have been addressed by the Committee and the MCDOT.

**NEXT MEETING DATE & LOCATION**

8:15 A.M. on May 4, 2011 – McHenry County Division of Transportation

**ADJOURNMENT**

On a motion by Ms. Salgado, seconded by Ms. Yensen, the meeting adjourned at 9:02 A.M.

A voice vote was taken with all members present voting “aye”; motion carried.