

**Transportation Committee
Meeting Minutes
Wednesday, August 17, 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 8:15 A.M.

MEMBERS IN ATTENDANCE

Chairperson Miller, Virginia Peschke, Diane Evertsen and Nick Provenzano

MEMBERS NOT IN ATTENDANCE

Sandra Salgado, Paula Yensen and Scott Breeden

OTHER ATTENDEES

In attendance were: Peter Austin, County Administrator; Joseph Korpalski, Director of Transportation/County Engineer; Ralph Sarbaugh, Associate County Administrator – Finance; Wally Dittrich, Division of Transportation, Design Manager; Jessica Drahos, State’s Attorney Office (SAO); Pam Cumpata and Charlie Eldredge, McHenry County Economic Development Corporation (MCEDC); Ted Lachus, Primera Engineers, Ltd.; John Ambrose, Baxter and Woodman, Inc.; Peter Quinn, HR Green; Gary Blazek, Civiltech Engineering, Inc.; Charles Cole, Crawford Murphy & Tilly (CMT); Omar Nashif, Collins Engineers, Inc.; Steve Pasinski, Thomas Engineering Group; Mary Moltmann and Kevin Keese, Fleming Road Alliance (FRA); Mark Dammyer, Division of Transportation, Construction Manager; Kevin Charles, Division of Transportation, Construction Engineer; Pablo Faillaci, Division of Transportation, Construction Engineer; Mr. Mark DeVries, Division of Transportation, Maintenance Superintendent; Cha Lee, Division of Transportation, Consultant Project/Design Engineer; Jason Osborn, Division of Transportation, Principal Transportation Planner; Brittany Graham, Division of Transportation, Transportation Planner; Ray Beets, Division of Transportation, Permit/Developer Project Manager; Chalen Daigle, Planning Liaison; Colleen Martoccio, Division of Transportation, Data/Communications Specialist; Debra Kroll, Division of Transportation, Administrative Specialist.

PUBLIC COMMENT

None

APPROVAL OF MEETING MINUTES – AUGUST 3, 2011

On a motion by Ms. Peschke, seconded by Mr. Provenzano, the meeting minutes of August 3, 2011 were approved with a correction duly noted.

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

PRESENTATIONS

FY 2011-2012 Division of Transportation Budget

The financial elements for the FY2011-2012 budget were distributed by Mr. Sarbaugh, Associate County Administrator – Finance.

Mr. Sarbaugh commended the Division of Transportation for their prompt preparedness of the budget, making the process a much easier one.

The McHenry County Division of Transportation (MCDOT) submitted a balanced maintenance budget in advance of the identified due date totaling just over ~\$51 million.

The MCDOT's Mission Statement is to promote responsible public policy, ethical and high quality services and is dedicated to providing enhanced mobility while promoting a safe and efficient transportation system.

FY 2012 Goals

- Complete Phase I preliminary engineering on four (4) County and Township bridge replacement projects (Franklinville Road - 2, Noe Road and Lawrence Road).
- Initiate contract plan preparation for Randall Road.
- Complete design for two (2) intersection safety improvement projects (Charles Road @ Raffel Road and River Road @ Dowell Road).
- Complete bi-annual bridge inspection contract for 143 County and Township owned bridges.
- Complete the contract plan preparation and land acquisition for four (4) County and Township owned bridge replacement projects (Lawrence Road, Hill Road, County Line Road and Graf Road).
- Initiate and/or complete construction on the following projects:
 - Rakow Road
 - Walkup Road Segments 2 & 3
 - Johnsburg Road
 - Charles Miller Road
 - Illinois Route 31 @ Virginia/Klasen Road
 - Western Algonquin Bypass
 - Two (2) Lawrence Road Bridges, Hill Road Bridge, and County Line Road Bridge
- Complete the FY2012-2016 Five-Year Highway Improvement Program (HIP).
- Develop transit performance measures consistent with County transit needs and County transit goals and objectives.
- Expand the Pavement Management System, managing long-term costs and strategies in the quest to lower overall costs of maintaining the County Highway system.
- Initiate a living snow fence program.

Key Facts:

Matching Fund

The Matching Fund, since 2009 when it peaked at \$3.5 million, has been reduced to \$1 million every year since by Administration. This equates to \$7.5 million in lost revenues for transportation over these three (3) years. This is a 13% reduction in revenues for each of the last three years being the greatest annual reduction the MCDOT has ever experienced.

This reduction is occurring while the DOT is in the midst of the most aggressive highway program as it seeks to construct many major projects such as Rakow Road, Charles Miller Road, Walkup Road and Johnsburg Road. In addition, the MCDOT is working to maintain the existing infrastructure which includes the need to replace over 60 bridges in the next 20 years.

Winter Maintenance

With the increases made to the capacity of the MCDOT's County Highway system and those that are coming for such projects as Rakow Road and Charles Miller Road, the ability to maintain these roadways during winter operations has become exceedingly difficult. The additional lanes that have to be plowed has increased by 350% in just six (6) years, most of which is in the southeastern portion of the County. To put into perspective, it is like adding three (3) more plow routes.

This problem becomes exasperated during extended winter events when split shifts are required. Based on the current staffing levels and available equipment, these added lanes to maintain will severely strain the winter operations to the point where performance and safety will suffer. To address this need, the MCDOT is requesting in addition to a replacement snow plow, an additional plow and a heavy duty plow. These requests, combined with the other modest equipment requests, are far below the replacement needs of the MCDOT.

Vehicle Replacements

In the FY 2012 budget, the MCDOT is seeking to replace five (5) pieces of equipment: three (3) pickup trucks, one (1) snow plow and one (1) sign truck. Part of maintaining a fleet is to understand when equipment needs to be replaced and to distribute replacements from year to year so that no one year creates a large burden on the budget and reserve funds. The MCDOT has been very modest in its replacements in recent years. However, the replacement needs are of a concern. Based upon recommended industry practice and our own staffs' experience, there is a need to replace 24 additional items this year. Half of these replacements have already been deferred for five (5) years. Going forward, the MCDOT would like to work with Administration and the Transportation Committee to determine the best course for keeping the MCDOT's fleet in good operation while understanding funding constraints.

Fuel, Oil & Grease

A fuel supplement of \$150,000.00 is being requested due to continued increases in winter maintenance operations and fuel costs. These two (2) factors compounded make the budgetary need for the Fuel, Oil & Grease line item critical to the daily operations of the MCDOT.

Debt Payment

The debt payment is being budgeted out of the Regional Transportation Authority (RTA) Sales Tax fund. The use of the RTA Sales Tax fund is to balance the expenditures across the funds available to the MCDOT.

Budget Planning

With the assumption that all budgeted projects move forward as projected during FY2012, the combined balance of the five (5) roadway funds available to the MCDOT at the end of FY 2012 is roughly \$10.9 million. The projected overall balance at the end of FY 2011 was approximately \$7.6 million.

The budget has to keep in mind the immediate needs in the budget calendar. While the year end budget amount appears rather healthy, it is just adequate with little room for unexpected fluctuations. Within the first two months of the budget cycle, the debt payment of approximately \$6 million needs to be made as well \$1.6 million in salt purchases. This leaves only \$3 million of the annual budget for unexpected fluctuations.

As within the approved Five Year Highway Improvement Plan, capacity projects have been adding to the amount of lane miles the MCDOT needs to maintain every year, the MCDOT has been asked to do more with less every year including keeping requests for equipment and staff down to a bare minimum. With the opening of the newly expanded Rakow Road next year, the MCDOT is approaching the tipping point with respect to the level of service it is able to provide (especially in the southeast portion of the County) without the addition of additional resources. Some of the major additions to the County Highway System that have taken place/will take place in the near future:

- Algonquin Road from Randall Road to Illinois Route 47 – This project was completed in 2009 and expanded Algonquin Road from a 2 to a 3 lane section with very few turn lanes, to a 5 lane cross section, with turn lanes at every intersection. This stretch of roadway went from having approximately 14 lane miles of pavement to over 26 lane miles of pavement.
- Randall Road from Harnish Drive to County Line Road – The MCDOT worked with the Village of Algonquin and developers completed major add lanes projects on Randall Road in 2006 and again in 2010. These improvements took Randall Road from a 2 lane in each direction facility with single left turn lanes to a facility with 3 lanes in each direction, dual left turn lanes and right turn lanes. This area went from approximately 4 lane miles to 10 lane miles.
- Rakow Road from south of Ackman Road to Illinois Route 31 – This project will be fully opened to traffic at the end of 2012 and will not only involve additional lanes on Rakow/Randall, but Virginia and Pyott as well. Overall, this project takes a 3 mile segment of roadway that was 1 lane in each direction with left turn lanes and very few right turn lanes to a facility that has 2 to 3 through lanes in each direction, dual left turn lanes, and right turn lanes at all intersections. The original facility had approximately 11 lane miles and once opened, will have nearly 27 lane miles of pavement.
- Walkup Road from Illinois Route 176 to Bull Valley Road – A combination of developer improvements and County projects will have taken this 5 mile corridor, which was originally 1 lane in each

direction with left turn lanes and limited right turn lanes to a facility that has a continuous left turn lane, right turn lanes at all side road intersections, a bike path, and a segment at Illinois Route 176 that will have 2 travel lanes in each direction. This facility originally had approximately 13 lane miles of pavement to maintain, and with the added improvements which will be completed in 2012, there will be approximately 22 lane miles of pavement to maintain along with 2 miles of bike path.

- Charles Miller Road/Bull Valley Road from Illinois Route 31 to River Road - This project which is anticipated to be completed in 2013, will take an existing roadway that has 1 lane in each direction and a single left turn lane, to a facility that will have 2 lanes in each direction and dual left turn lanes at Illinois Route 31 and River Road. The existing lane mileage is approximately 5 miles and once the improvement is completed, there will be approximately 12 lane miles to maintain.

The Committee offered their consensus staff to move forward with the 2011-2012 Division of Transportation Budget.

Chairperson Miller thanked Mr. Austin and Mr. Sarbaugh for their contribution to this budget presentation.

2040 Long Range Transportation Plan Update

The McHenry County Division of Transportation (MCDOT) staff provided a brief presentation to the Committee reporting the results of the 2040 Transportation Plan public involvement process at the County Fair and at the Senior Fair and the input that was received.

Staff advised that the pop-up meetings were successful and instrumental in attaining useful data.

A pop-up meeting will be held at the Shah Center in McHenry and at the Algonquin Farmers Market on Thursday, August 18, 2011.

PROCLAMATION TO RECOGNIZE KEVIN CHARLES FOR SERVICE WITH THE MCHENRY COUNTY DIVISION OF TRANSPORTATION AND THE UNITED STATES ARMY CORPS OF ENGINEERS

The McHenry County Division of Transportation (MCDOT) is pleased and honored to welcome Captain Kevin Charles back to the DOT after his two consecutive tours of duty in Afghanistan with the Army Corps of Engineers, and to recognize his achievements in public service.

Captain Charles' work in Afghanistan "loosely" parallels his work as a Construction Engineer for the MCDOT. He was the Project Engineer on building projects valued at over \$210 million dollars, in hostile territory. He was recognized by his superiors for reviving and re-energizing a stagnating construction program. He voluntarily returned for the second tour because his projects were not yet complete and he wanted to see them through to the end. His military performance evaluations were outstanding, exemplary, and generally "over the top", and have been added to his personnel file at the County.

Captain Charles' service culminated with him being awarded the Bronze Star medal.

Captain Charles received a standing ovation, honoring him for his service. Mr. Charles thanked everyone for their support during his deployment.

A motion by Mr. Provenzano, seconded by Ms. Evertsen, approving a proclamation recognizing Captain Kevin Charles for his service to the United States Army Corps of Engineers and his country was approved with a recommendation to the County Board.

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

RESOLUTION APPROVING AN ENGINEERING SERVICES AGREEMENT FOR TRAFFIC COUNTS AND APPROPRIATING FUNDS

The McHenry County Division of Transportation (MCDOT) staff requests approval of the engineering agreement with Gewalt Hamilton, Inc. for professional consulting services to perform traffic counts on the County Highway

system. On August 3, 2011, the Transportation Committee approved the selection of Gewalt Hamilton Inc. as the preferred consultant.

The Division of Transportation (DOT) utilizes these traffic counts as part of a bi-annual program to obtain traffic data on the County Highway System.

This agreement is for counting traffic at 215 locations on the County Highway System, with provisions to also utilize Traffic Signal System detectors for obtaining counts at the DOT's request. These traffic counts are anticipated to be completed by spring of 2012 as some count locations will be deferred, as construction on bridges which have roadway closures is completed.

A motion by Ms. Peschke, seconded by Ms. Evertsen, approving the resolution that approves an engineering services agreement for traffic counts 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.

RESOLUTION APPROVING RIGHT-OF-WAY NEGOTIATION SERVICES AGREEMENT AND APPROPRIATING FUNDS FOR THE LAWRENCE ROAD BRIDGE PROJECT

The McHenry County Division of Transportation (MCDOT) staff requests the approval of the resolution approving the hiring of negotiation services for property acquisition for the Lawrence Road Bridge over the Piscasaw Creek project.

With the completion of the Phase I portion of the project and the Phase II contract and right-of-way plat preparation contracts approved, the MCDOT is seeking to begin right-of-way acquisition for the County owned Lawrence Road Bridge. The MCDOT looks to continue the services of Mathewson Right-of-Way Company (MROWCO) as the performance on past projects has been good.

The cost for the acquisition services was budgeted for and will be expended from the Matching fund. The agreement with MROWCO uses a per parcel rate consistent with previous bridge projects at \$5,000.00 per parcel. No Federal reimbursement is being sought for these services in order to expedite the right-of-way acquisition process.

A motion by Ms. Peschke, seconded by Mr. Provenzano, approving the resolution that approves the right-of-way negotiation services for property acquisition agreement and appropriating funds for the Lawrence Road Bridge project was approved with a recommendation to the County Board.

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

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 MCDOT Adopt-A-Highway Program.

St. Mary's Men's Club – Woodstock
new group

Alden Road from Nelson Road to St. Patrick Road

In order to augment the DOT'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 139 groups enrolled in the program covering 158 centerline miles of the 214 available miles in the program which is roughly 74%.

The ordinance requires that the volunteer groups enter into an agreement with McHenry County defining the responsibilities of the group and the County. This resolution approves the County to enter into an agreement with one (1) group for one (1) section of highway.

A motion by Ms. Peschke, seconded by Ms. Evertsen, approving the resolution that approves the Adopt-A-Highway identified volunteer group agreement was approved with a recommendation to the County Board.

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

PROJECT STATUS REPORT

MCDOT staff reviewed the following projects:

Rakow Road

- Night work has been completed. Stage I excavation and underground installations are complete. The building of aggregate base on Stage I is taking place now and the concrete base construction will begin at the end of August.

Bridge Projects

- **Graf Road Bridge** – The project is progressing well. Presently driving piling on the last structure. Sub-structures are in progress.
- **Lawrence Road Bridge** – The project is progressing nicely. Stage I beams have been set. The deck pour for the first half of the bridge is scheduled for next Monday.
- **North Union Road Bridge** – The sub-structures are complete. Beams are scheduled to be set next Tuesday, followed by the forming and pouring of the deck over the next few weeks.
- **Dunham Road Bridge over the Rush Creek** – Have been waiting for ComEd relocations, which are taking place now.
- **Blivin Street Bridge** – On hold, based on major conflicts with ComEd. Still waiting for ComEd to advise when these conflicts will be resolved.
- **Walkup Road** – Questionnaires and/or e-mails identifying the questionnaire link were sent out Friday, August 12, 2011. The MCDOT is awaiting feedback regarding public communications/relations and input concerning that component of the process and how it was handled.

OLD / NEW BUSINESS

Old Business

- **Request for Qualification**
 - **Phase III Engineering Services – Walkup Road**

After reviewing the twenty-six (26) submitted Statement of Qualifications (SOQ), MCDOT staff recommends that the Transportation Committee interview the following four (4) firms for the Walkup Road Phase III Engineering Services project (estimated fee ~ \$1 million)

- Baxter & Woodman, Inc.
- Christopher B. Burke Engineering, Ltd. (CBBEL)
- HR Green, Inc.
- Thomas Engineering Group

The four (4) firms have been recommended by staff for interviews as all four (4) consultants have demonstrated through their qualifications, their experience with projects that are of the size, scope and complexity of what will be required for the successful completion of the Walkup Road project.

Interviews for the Walkup Road project will be scheduled for a Special Transportation Committee meeting to be held on August 30, 2011. Firms will be given one half hour of time, which will provide time for a 20 minute presentation and 10 minutes of question and answer.

At the Transportation Committee meeting on April 6, 2011, concurrence was given to post the RFQ for the Walkup Road project.

The Committee offered their concurrence of the four (4) firms that were recommended by staff, and to proceed with the Special Transportation Committee meeting scheduled on August 30, 2011 at 8:00 A.M. at MCDOT, to complete the interview process.

- Chairperson Miller updated the Committee regarding the last legislative committee meeting where discussions arose concerning private non-dedicated subdivisions and as a result of that discussion the recommendation was the establishment of a task force to review possible options, legislatively or cooperatively, with the entities involved. This would be a discussion for a future Transportation Committee meeting, at which a task force would be identified.

New Business

- **Staff Updates**

The McHenry County Division of Transportation (MCDOT) introduced the newest member to its staff, Transportation Planner Brittany Graham.

Ms. Graham attended the University of Iowa for both undergraduate and graduate school. She received her Bachelor’s degree in Geography, with a focus on Environmental Studies and received her Master’s degree in Urban and Regional Planning, with a Land Use and Environmental Planning concentration. Through her coursework, she worked on a consulting basis with the City of Decorah, Iowa, to integrate the State of Iowa’s Smart Planning legislation into the city’s new comprehensive plan. She has also had two internships with the City of St. Charles and the City of Wheaton where she performed various tasks including working on the beginning stages of the Wheaton Bike Plan. She is an avid runner and is enjoying exploring the County on her runs.

EXECUTIVE SESSION - MEETING MINUTES

On a motion by Ms. Peschke, seconded by Mr. Provenzano, the Committee went into Executive Session at 9:30 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. Peschke, seconded by Mr. Provenzano, the Committee went into Regular Session at 9:39 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 August 3, 2011 were reviewed and by direction of the Committee will be forwarded to the State’s Attorney Office (SAO) for review and release.

Chairperson Miller stated that the following Executive Session Meeting minutes can be released, excluding redacted sections per the recommendations from the SAO:

| | | | |
|-------------------|-------------------|-------------------|--------------------|
| February 21, 2007 | March 21, 2007 | June 6, 2007 | September 5, 2007 |
| February 20, 2008 | May 7, 2008 | June 18, 2008 | July 16, 2008 |
| August 6, 2008 | September 3, 2008 | October 15, 2008 | |
| November 18, 2009 | December 2, 2009 | December 16, 2009 | |
| January 20, 2010 | February 17, 2010 | March 17, 2010 | April 7, 2010 |
| May 5, 2010 | May 19, 2010 | June 16, 2010 | July 7, 2010 |
| July 21, 2010 | August 4, 2010 | September 1, 2010 | September 13, 2010 |
| October 6, 2010 | October 20, 2010 | November 3, 2010 | November 17, 2010 |
| December 15, 2010 | | | |
| January 19, 2011 | February 16, 2011 | March 2, 2011 | March 16, 2011 |
| April 6, 2011 | April 20, 2011 | May 18, 2011 | June 1, 2011 |

MEMBER COMMENTS

None

NEXT MEETING DATE & LOCATION

- Special Transportation Committee meeting on Tuesday, August 30, 2011 at 8:00 A.M. – McHenry County Division of Transportation
- Transportation Committee meeting on Wednesday, September 7, 2011 at 8:15 A.M. – McHenry County Division of Transportation

ADJOURNMENT

On a motion by Mr. Provenzano, seconded by Ms. Peschke, the meeting adjourned at 9:42 A.M.

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

APPROVED