

Wednesday, August 6, 2008 – 8:30 A.M.
McHenry County Division of Transportation
Main Conference Room
Woodstock, Illinois 60098

Chairman Dan Shea
Vice Chairman Ed Dvorak Mary Lou Zierer
Virginia Peschke Lyn Orphal
Sandra Salgado Anna May Miller

CALL TO ORDER

Chairman Shea called the meeting to order at 8:30 A.M.

MEMBERS IN ATTENDANCE

Chairman Dan Shea, Lyn Orphal, Sandra Salgado, Anna May Miller and Virginia Peschke

MEMBERS NOT IN ATTENDANCE

Mary Lou Zierer and Ed Dvorak

Ann May Miller arrived at 8:35 A.M.

Lyn Orphal left the meeting at 9:52 A.M.

OTHER ATTENDEES

In attendance were: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator – Finance; Joseph Korpalski, Director of Transportation/County Engineer; Jeff Young, Assistant County Engineer; Charles Eldredge, McHenry County Economic Development Corporation; Bob Rollings, Bollinger, Lach & Associates, Inc.; P. J. Fitzpatrick, Robert H. Anderson & Associates, Inc.; Mark Dammyer, Division of Transportation Construction Manager; Ed Markison, Division of Transportation Assistant Maintenance Superintendent; Cha Lee, Division of Transportation Consultant Project/Design Engineer; Pablo Faillaci Division of Transportation Construction Engineer; Chalen Daigle, Division of Transportation Planning Liaison; Brad Cousin, Division of Transportation Traffic Engineer; Jason Osborn, Division of Transportation Principal Transportation Planner; Debra Kroll, Division of Transportation Administrative Specialist.

PUBLIC COMMENT

None

Anna May Miller arrived at 8:35 A.M.

APPROVAL OF MEETING MINUTES – JULY 16, 2008

On a motion by Ms. Salgado, seconded by Ms. Peschke, the meeting minutes of July 16, 2008 were approved as presented.

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

PRESENTATION - FY 2008-2009 Budget

The financial elements for the FY2008-2009 budget were distributed and discussed by Mr. Korpalski. The McHenry County Division of Transportation (MCDOT) submitted a balanced maintenance budget by the identified due date totaling just over \$49 million.

Key Project Totals

Engineering - \$8,736,000.00
Right-of-way - \$9,925,000.00
Construction - \$5,945,000.00
Debt Certificate Payment - \$6,195,776.00

Mr. Korpalski stated that the Department'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."*

The MCDOT's Goals for 2009 are:

- Hire the following staff:
 - Senior Transportation Planner, Construction Engineer, and two (2) Highway Maintenance workers.
- Continue the contract plan preparation and land acquisition for the Western Algonquin Bypass project.
- Complete the Phase I Study for the preliminary engineering for Randall Road, Miller Road, and Johnsbury Road.
- Initiate the contract plan preparation and land acquisition for Miller Road and Johnsbury Road.
- Complete the contract plan preparation and land acquisition for Walkup Road and Rakow Road.
- Initiate construction of the following projects:
 - Chapel Hill Road @ Lincoln Road
 - Alden Road bridge replacement and roadway improvements north and south of Illinois Route 173
 - Allendale bridge replacement
 - Crystal Lake Avenue @ Pingree Road / Terra Cotta Road
- Continue with the obligation to update the MCDOT's Five-Year Highway Improvement Program for FY2009-2013.
- Continue data gathering for the GIS database to begin use of the Pavement Management System, to manage long-term costs and strategies in the quest to lower overall costs of maintaining the County Highway system.
- Continue the Innovative Pavement Preservation program to extend the life of pavements with innovative technologies.

Mr. Korpalski reviewed and explained the full-time equivalents for the MCDOT and also noted that capital and supplemental priorities were referenced in the remainder of the budget packet, discussing briefly the supplemental priorities (not necessarily in order of priority):

- New personnel
- Personnel reclassification
- Maintenance equipment
- Maintenance materials and supplies
- Office improvements – office space and an upgrade of sound system in the large Conference room
- Computer maintenance/Cartograph System
- Site Selection Study for remote maintenance facility
- Increase of the maintenance agreement with Remote Weather Information System (RWIS)
- Scanner/plotter/copier
- Parking lot maintenance
- Repair and maintenance to building and grounds/security system for site
- First Responders' Drill for Pandemic Outbreak/MCDOT - Distribution site/security for facility
- Telecommunications/Starcom Radio maintenance update

Mr. Sarbaugh referred to the supplemental forms section completed by the MCDOT, noting that the numbers identified on the supplemental request pages are not representative of the MCDOT's priority ranking, but serve as a key for item support documentation. Mr. Sarbaugh also briefly discussed various MCDOT funds.

On a motion by Ms. Peschke, seconded by Ms. Orphal, the Committee offered its authorization to the McHenry County Division of Transportation to move forward with the FY2008-2009 Maintenance Budget.

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

BID APPROVAL

Resolution Accepting Sign Material Bids and Appropriating Funds

The McHenry County Division of Transportation (MCDOT) staff requests the approval of the resolution accepting bids for sign materials and a separate bid for County route signing for the FY2008 program.

Separate bids were opened for sign materials and County route signing on July 15, 2008 at MCDOT. The annual bid for sign materials and the bid for the County Route signing is funded through the County Option Motor Fuel Tax fund.

Regarding the sign material bid, the Division has expended most of the reflective roll goods in stock and needs to purchase a significant amount this year to refill depleted quantities. The need to obtain these additional items was not yet known when the budget was established for FY2008. The FY2008 budget was established by coordinating the previous years' budget amounts and anticipated FY2008 sign material needs with the Maintenance Sign Shop.

The amount of \$123,000.00 was budgeted in the FY2008 budget. Bids came in at just over \$105,000.00 and are requesting that \$114,000.00 be appropriated from the County Option Motor Fuel Tax fund.

Resolution Accepting Route Sign Material Bids and Appropriating Funds

The FY2008-2013 Five-Year Highway Improvement Program (HIP) identified the need for County route signing on County highways. These signs consist of blue and yellow signage with the County highway route number, direction, and road name, as well as an indication if the route is beginning or ending. These signs will be placed at all intersections of County routes with other County routes, and at those intersections with State routes. This program will be installed in phases, with the first phase being in the southwestern portion of the County. This bid consists of County route signage for all County highways south of Illinois Route 176 and west of Illinois Route 47. The bid calls for the delivery of completed route signs and posts, which will then be installed by the McHenry County Division of Transportation (MCDOT) Sign Shop personnel. Upon completion of this phase, the concept of County staff installing these signs will be evaluated, and the rest of the County route signage program will be facilitated accordingly in subsequent years of the program.

Bids came in at just over \$20,000.00 and the MCDOT is requesting that \$23,000.00 be appropriated from the County Option Motor Fuel Tax Fund.

On a motion by Ms. Orphal, seconded by Mr. Miller, the resolution accepting sign material and route sign material bids 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 AN ENGINEERING SERVICES AGREEMENT AMENDMENT AND APPROPRIATING FUNDS

The McHenry County Division of Transportation (MCDOT) staff requests the approval of the resolutions approving design engineering and right-of-way acquisition services contracts for the Rakow Road widening project between Ackman Road and Illinois Route 31.

Rakow Road will be widened from its current two (2) lanes to six (6) lanes from Ackman Road to Pyott Road and from two (2) lanes to four (4) lanes from Pyott Road to Illinois Route 31. The original contract with Patrick Engineering, Inc. for \$756,416.24 was approved on June 7, 2005 for the Phase I engineering services. The project is being funded in part with High Priority Project (HPP) funding secured by Congressman Manzullo as well as Surface Transportation (Rural) STR funding and Congestion Mitigation and Air Quality (CMAQ) funding.

As the Phase I engineering is in its final stages with a draft submittal of the Project Development Report (PDR) being mailed to the Illinois Department of Transportation (IDOT) early this month. The following contracts are being brought forward for consideration to begin the next phase of the project.

Supplement #1 for Phase I Engineering

The need for a supplement in the amount of \$111,680.22 is to cover the costs incurred by Patrick Engineering, Inc. as directed by the MCDOT staff to perform the following items: additional roadway and drainage design with

respect to developer improvements at the Rakow Road/Ackman Road intersection, design alternatives with respect to the grade separation of the McHenry County Conservation District Prairie Trail at Pyott Road, additional survey required for the realignment of the reverse curve at the southwest end of the project, and various meetings and coordination related to the additional environmental processing required by the additional investigation into the potential habitat for endangered species. This brings the total value of the Phase I contract to just over \$868,000.00.

RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT WITH THE STATE OF ILLINOIS AND APPROPRIATING FUNDS

The County and the State are also entering into an intergovernmental agreement (IGA) where the County will be reimbursed 80% for engineering costs for the Rakow Road project Phase I engineering agreement and supplement #1 agreement. The County's 20% responsibility totals just over \$173,000.00.

On a motion by Ms. Orphal, seconded by Ms. Peschke, the resolution approving an engineering services agreement amendment, an IGA with the State of Illinois 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 AN ENGINEERING SERVICES AGREEMENT AND APPROPRIATING FUNDS

Agreement for Phase II Design Engineering

Patrick Engineering, Inc. has successfully nearly completed Phase I engineering for the project. In accordance with the Consultant Selection Policy, the McHenry County Division of Transportation (MCDOT) recommends that Patrick Engineering, Inc. continue to provide the design services for the project based on their familiarity and the quality of the services performed for the Phase I portion of the project. Phase I approval is anticipated to be granted within a few months. The Phase II engineering services agreement in the amount of just short of \$1.6 million (approximately 5% of the estimated construction cost) and has been negotiated by the MCDOT staff and has been reviewed and approved by the Illinois Department of Transportation (IDOT). Construction for this project is anticipated to begin in the 2010-2011 timeframe.

The MCDOT brought forth this matter at this time in order to be proactive and not delay further design engineering once design approval has been received.

RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT WITH THE STATE OF ILLINOIS AND APPROPRIATING FUNDS

The County and the State are also entering into an intergovernmental agreement (IGA) where the County will be reimbursed 80% for the Phase II design engineering costs. The County's 20% responsibility totals \$320,000.00.

On a motion by Ms. Miller, seconded by Ms. Peschke, the resolution approving an engineering services agreement, an IGA with the State of Illinois 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 A RIGHT-OF-WAY PLAT AND LEGAL PREPARATION SERVICES AGREEMENT

The McHenry County Division of Transportation (MCDOT) staff requests the approval of the resolution approving a right-of-way plat and legal preparation services agreement.

With the completion of the Phase I portion of the project and the Phase II contract in the approval process, the MCDOT also is seeking to begin work on the right-of-way plats while it awaits the approval for the Phase I Project Development Report (PDR). The MCDOT looks to continue the services of Jorgensen and Associates as the performance on past projects has been good. Previously, the contract for right-of-way plats would have been negotiated under the Phase II engineering contract; however, by the County contracting directly with Jorgensen itself and funding the plat preparation with County only funds, the right-of-way acquisition process is expected to be expedited. The proposed right-of-way acquisition for the project consists of 38 total parcels (36 fee simple, 1 permanent easement and 1 temporary easement) consisting of approximately 25 acres.

Mr. Korpalski stated that the MCDOT is proposing that the right-of-way plat and legal preparation project be funded without Federal dollars (Federal dollars would add approximately six (6) to nine (9) months to the timeframe), in order to expedite the process. If the Committee concurs, the MCDOT would request a waiver from the Consultant Selection Policy and approval to move forward with Jorgensen and Associates.

On a motion by Ms. Orphal, seconded by Ms. Miller, the Committee granted a waiver from the Consultant Selection Policy and their approval to move forward with Jorgensen and Associates for a continuance of services.

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

On a motion by Ms. Salgado, seconded by Ms. Miller, the resolution approving a right-of-way plat and legal preparation services agreement 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 A RIGHT-OF-WAY NEGOTIATION SERVICES AGREEMENT AND APPROPRIATING FUNDS

With the completion of the Phase I portion of the project and the Phase II contact and right-of-way plat preparation contracts in the approval process, the McHenry County Division of Transportation (MCDOT) also is seeking to begin right-of-way acquisition immediately upon receiving design approval of the Phase I report from the Federal Highway Administration (FHWA) and the Illinois Department of Transportation (IDOT). 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 Rakow Road acquisition services is \$217,600.00 and is from the County Matching fund and can be absorbed within the overall budget for the 4000 series in the FY2008 budget as these services were not specifically budgeted for. No Federal reimbursement is being sought for these services in order to expedite the right-of-way acquisition process.

On a motion by Ms. Peschke, seconded by Ms. Miller, the resolution approving a right-of-way negotiation services agreement 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.

PROJECT STATUS REPORT

Mr. Dammyer briefly discussed selected projects: Algonquin Road reconstruction and Harmony Road at U. S. Route 20.

Update on the 2030 Traffic Model

Mr. Osborn presented a brief update on the McHenry County Division of Transportation’s (MCDOT) 2030 Traffic Model. Civiltech Engineering, Inc. was hired to help create the Traffic Model for the County.

At this stage, a calibrated model for both A.M. and P.M. peaks for the base year of 2007 as well as a 2020 and 2030 horizon have been developed. The next step is to move forward into sub-regional studies. As part of the contract, subregional studies of the southeast and southwest quadrants of the County were planned. As it now stands, those locations will probably change. In reference to the sub-regional studies selection map distributed at the meeting, a decision was made to move the southeastern regional study up to cover the area between Woodstock and Crystal Lake.

The projection provided by Chicago Metropolitan Agency for Planning (CMAP) is that this area has higher growth potential. The southeast portion of the County has already been well studied. The MCDOT will study, as was always intended, the southwestern portion of the County as illustrated on the map as Area 2. The results of these sub-regional studies would be identification of those projects that the MCDOT would want to include in the County’s long range plan update. It is hoped that this study could be completed by the end of this year. The 2030 plan process is also being discussed internally by staff.

The Committee gave their concurrence stating that moving the southeast study area to cover the higher growth area would be a wise decision.

Old Business

- Ms. Salgado requested that Mr. Jason Osborn attend a Senior Services Associates meeting on Friday, August 8, 2008 to offer an update on Transportation funding.
- Ms. Miller brought back one (1) box of County maps, returned to her from the Village of Barrington Hills. She was advised by the Village that they had no need for the maps.
- Ms. Miller stated that Mr. Dave Frederick, McHenry County resident was present at the Tuesday, August 5, 2008 County Board meeting and that he requested an assessment of the McHenry County Speed Limit Policy.

Ms. Miller requested a copy of the McHenry County Speed Limit Policy and Mr. Korpalski indicated that a copy of the policy, with the opinion of the State's Attorney Office (SAO) will be distributed to the County Board members.

New Business

None

Lyn Orphal left at 9:52 A.M.

EXECUTIVE SESSION – Minutes

On a motion by Ms. Miller, seconded by Ms. Orphal, the meeting went into Executive Session at 9:52 A.M. to discuss Executive Session 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 Ms. Miller, the meeting went into Regular Session at 9:57 A.M.

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

Chairman Shea noted that “no action” was taken in Executive Session.

NEXT MEETING DATE & LOCATION

8:30 A.M. on August 20, 2008 – McHenry County Division of Transportation

ADJOURNMENT

On a motion by Ms. Miller, seconded by Ms. Peschke, the meeting adjourned at 9:59 A.M.

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