



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

MINUTES – APPROVED APRIL 8, 2022

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

Committee Members

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

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

Others Present: Jeff Wilson, guest

MINUTES

I. Call to Order

Committee Vice Chair Michaels 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 Mr. Passalacqua to approve the agenda; seconded by Ms. Straub.
Upon vote, the **MOTION CARRIED unanimously.**

IV. Approval of Minutes – February 4, 2022

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

V. Public Participation

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

VI. Communications

None

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

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

VIII. Presentation and Approval of FY 23 Grant Applications

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

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

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

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

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

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

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

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

X. Final Bridge Report FY 2021

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

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

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

XI. Other Business

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

XII. Chair's Report

None

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

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

XIV. Adjournment

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

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