

MCHENRY COUNTY COUNCIL OF MAYORS MEETING MINUTES

Thursday, November 17, 2016

2:00 PM

Village of Huntley Municipal Complex – Village Board Room
10987 Main Street, Huntley, IL 60142

1. CALL TO ORDER

Chairman Mack called the meeting to order at 2:00 p.m.

A. Roll Call/Introductions (Sign-In Sheet)

The meeting had a quorum (minimum of 7 members).

Council Members Present:

1. Village of Algonquin - Michelle Zimmerman
2. City of Crystal Lake - Abby Wilgreen
3. Village of Fox River Grove - Bob Nunamaker
4. City of Harvard - Dave Nelson
5. Village of Huntley - Tim Farrell
6. Village of Johnsburg - Claudett Peters
7. Village of Lake in the Hills - Fred Mullard
8. City of Marengo - Josh Blakemore
9. City of McHenry - Jon Schmitt
10. Village of Ringwood - Rick Mack, President (Chairman of McCOM)
11. City of Woodstock - Jeff Van Landuyt

Staff Present:

1. McHenry County Council of Mayors - Janell Jensen, Planning Liaison

Others Present:

1. Baxter & Woodman - Dan Schug
2. Bollinger, Lach & Associates - Jacob Thede
3. CMAP - Kama Dobbs
4. CivilTech Engineering, Inc - Jon Vana
5. City of Crystal Lake - Jeff Mawdsley
6. City of McHenry - Troy Strange
7. City of Woodstock (Transportation Commission) - Andrew Celentano
8. Ciorba Group - Joe Attanaseo
9. HLR Engineering - Amy McSwane
10. HR Green - Jeff Strzalka
11. IDOT - Alex Househ
12. IDOT - Marnie Hooghkirk
13. IDOT - Tom Kelso
14. McHenry County DOT - Scott Hennings

- 15. Pace - Mary Donner
- 16. TranSystems - Todd Bright
- 17. Traffic Control Corporation - Brian Plum

2. AGENDA APPROVAL

- B. Approval of the agenda for the November 17, 2016, McHenry County Council of Mayors meeting.

A motion was made by Mr. Nunamaker, seconded by Mr. Nelson, to approve the agenda as presented. The motion carried unanimously.

3. MINUTES APPROVAL

- A. Approval of the minutes for the September 22, 2016, McHenry County Council of Mayors meeting.

A motion was made by Mr. Mullard, seconded by Mr. Nunamaker, to approve the minutes as presented. The motion carried unanimously.

4. MEETING SCHEDULE

- A. Approval of the 2017 meeting schedule for the McHenry County Council of Mayors meeting.

Mrs. Jensen went over the proposed schedule and indicated that there are three open meeting dates for a community to host. The Village of Lake in the Hills volunteered to host the March 16, 2017, meeting. The City of McHenry volunteered to host the July 20, 2017, meeting. The Village of Huntley volunteered to host the November 16, 2017, meeting.

A motion was made by Mr. Blakemore, seconded by Mr. Nunamaker, to approve the 2017 meeting as presented. The motion carried unanimously.

5. PROGRAM & AGENCY UPDATES

- A. IDOT Highway Report – Marnie Hooghkirk

Ms. Hooghkirk provided the updated IDOT Transportation Improvement Program status sheet (handout included in meeting packet). Ms. Hooghkirk indicated that there is one project in our area that was on the November 4, 2016, letting, the US 14 bridge over the Kishwaukee River. Ms. Hooghkirk mentioned that there were no projects in our area on the January letting.

Ms. Hooghkirk announced that she will be retiring from IDOT and her last day will be November 30, 2016. Ms. Hooghkirk indicated that Brian Carlson, Program Development Section Chief, will be the interim IDOT contact until her job position is filled.

B. Pace Report – Mary Donner

Ms. Donner gave a PowerPoint presentation on Pace Partnering with Communities for Economic Growth. The presentation highlighted Pace's existing programs, such as relocation assistance, Pace vanpool, Metra vanpool, and Pace Ride Share. In addition, transit supportive development guidelines and relocation assistance was mentioned. A copy of the PowerPoint presentation was provided in the meeting packet.

Ms. Donner indicated that there are no Pace service cuts or fare increases.

C. Metra Update – Rick Mack

Mr. Mack indicated that Metra is instituting a 5.8% fare increase on February 1, 2017. Mr. Mack mentioned that Metra had public hearings during the first week of November, 2016, and also received public comments via the internet and Facebook. Mr. Mack indicated that Metra received a little over 200 comments on Metra's budget.

Mr. Mack indicated that the Metra Board voted last Friday to approve the 5.8% fare increase. Mr. Mack mentioned that Metra's budget will now go to the Regional Transit Authority (RTA) for approval

D. RTA Update – Andy Plummer

Representative was not present, but their handout was passed out to council members during the meeting.

E. McHenry County Division of Transportation Update – Jeff Young

Representative was not present, but their handout was passed out to council members during the meeting.

F. Illinois Tollway Update

Representative not present.

G. IDOT STP Local Program Update – Alex Househ

Mr. Househ handed out the Local Roads & Streets Status Sheet for Federal Aid Projects located in McHenry Regional Council.

H. CMAP Report – Kama Dobbs

Ms. Dobbs indicated that in Federal Fiscal Year (FFY) 2016 the region spent about \$55 million in CMAQ funds, which is less than half of CMAP's goal.

Ms. Dobbs mentioned that in FFY 2016 the region spent 52% of the STP-Local mark amount, which is 109% of the FFY 2016 allotment. Ms. Dobbs said we did spend down a little bit. Ms. Dobbs thanked the Council for keeping our projects ready to

go and moving, because you're helping to spend into the unobligated balance. Ms. Dobbs indicated that the councils rolled over nearly \$142 million into FFY 2017.

Ms. Dobbs mentioned that the FFY 2017 STP-L programming marks were approved by the Council of Mayors Executive Committee during their October 25, 2016, meeting. Ms. Dobbs indicated that this approval is contingent on IDOT's approval of the FFY 2017 STP-L Programming Marks table, which CMAP received with some small tweaks that do not impact McHenry County Council of Mayors.

Ms. Dobbs handed out a Save the Date flyer for the next ON TO 2050 Big Ideas Forum on Development at the Edge: The Future of Regional Urbanization, which will be held on Tuesday, December 6, 2016, from 4:00 - 5:30 pm at the Two Brothers Roundhouse restaurant (205 N. Broadway, Aurora, IL). Ms. Dobbs indicated that the forum panel will tackle one of the oldest and most contentious topics facing the Chicago region, the on-going expansion of our urbanized area.

Ms. Dobbs expressed that CMAP is continuing to invite input on the issues the ON TO 2050 plan will address and are more than welcome to come out to the community and do a forum.

Ms. Dobbs went over CMAP's upcoming free workshop about the U.S. Census products for urban planning on December 7, 2016, from 10:00 - 11:30 am at CMAP's office (233 S. Wacker Drive, Suite 800, Chicago, IL). Ms. Dobbs mentioned that the workshop will feature the U.S. Census website, searches for municipal data and On The Map tool. Ms. Dobbs indicated to RSVP to Jon Hallas of CMAP if interested in attending.

I. Executive Council of Mayors Committee Report – Kama Dobbs

See agenda item 4.H.

6. PRESENTATION

A. MCRide Dial-A-Ride - Scott Hennings (McHenry County DOT).

Mr. Hennings gave a brief presentation on MCRide Dial-A-Ride bus service. Mr. Hennings indicated that the FY 2017 Intergovernmental Agreements (IGA's) were all approved by the McHenry County Board on Tuesday, November 15, 2016.

Mr. Hennings indicated that it's \$1.31 per capita for new municipalities to join MCRide.

Mr. Hennings mentioned that MCRide delivered 105,000 trips in 2016. Mr. Hennings indicated that MCRide is about a \$1.9 million program.

7. MCHENRY COUNTY COUNCIL OF MAYORS SURFACE TRANSPORTATION PROGRAM

A. Surface Transportation Program (STP) schedule for FFY 2016-2020.

Mrs. Jensen stated that the updated STP schedule reflects the two projects, Church Street in the Village of Johnsburg and Lake Avenue in the Village of Lakewood, that got advance funding (AF) approval from the last Council of Mayors Executive Committee meeting on October 25, 2016.

Mrs. Jensen mentioned that during our January meeting, the council will be reviewing and approving next year's STP schedule for FFY 2017-2021.

B. Annual Project Status Update Request

Mrs. Jensen indicated she will be sending local agencies that have projects that are currently programmed on the council's STP schedule an annual Project Status Update Report for them to complete. Mrs. Jensen mentioned that these updates help her see where to place projects on the council's STP schedule.

8. BYLAW REVISION

Mrs. Jensen went over the Bylaw revisions. Mrs. Jensen indicated that the main purpose was to separate the council's Bylaws from the Methodology, since they provide different functions. Mrs. Jensen stressed that the Methodology can be reviewed by the council annually, which you typically don't do for Bylaws.

Mrs. Jensen indicated that the original intent of the Bylaws have remained intact, with some clean-up to the grammar and references used. Mrs. Jensen mentioned that each council member still has one vote per member. Mrs. Jensen added an appendix that list the council membership.

There were no questions or comments from the council members on the proposed Bylaw revisions.

A motion was made by Mr. Mullard, seconded by Mr. Schmitt, to approve the revisions to the McHenry County Council of Mayors Bylaws as presented. The motion carried unanimously.

9. METHODOLOGY REVISION

Mrs. Jensen went over the Methodology revisions. Mrs. Jensen indicated that she placed an updated redlined version of the revisions at council members seats, which just shows the proposed redlines in a more clear and readable format (versus the meeting packet version).

Mrs. Jensen indicated that the Methodology Review Committee discussed reformatting the document to make it more user-friendly, added an appendix and table of content, reorganized provision placement in the document.

Mrs. Jensen went over the changes to the council member voting provisions/references. Mrs. Jensen indicated that references of "will be considered by the full quorum of the council" were

removed and replaced with some variation of “Council will/shall vote” language, since the Bylaws already address voting.

Mrs. Jensen went over Call for Projects Initiation. Mrs. Jensen indicated that a PL Determination section was added to cement what the Planning Liaison (PL) has historically done.

Mrs. Jensen indicated that the Review Committee section expanded on the original language.

Mrs. Jensen indicated that the Methodology Review Committee did discuss some aspects of application scoring, but she recommended to the committee to not touch the scoring criteria until the council decides to release a Call for Projects since that’s typically when the council reviews the Methodology/scoring. Mrs. Jensen mentioned that other programming agencies, such as CMAP for their CMAQ and TAP programs, review their scoring/criteria before releasing a Call for Projects. Mrs. Jensen indicated that it’s better to just focus on the actual programming procedures right now, since that is the where the council has had issues in the recent past.

Mrs. Jensen went over the MYB List provision revisions. Mrs. Jensen indicated that there was a healthy discussion at the Methodology Review Committee regarding the current MYB List provisions. Mrs. Jensen indicated that the committee did not feel that the MYB List projects should compete against programmed projects. Mrs. Jensen mentioned in order to do that, the MYB List was constrained by one-years’ worth of STP mark. Mrs. Jensen added that it is also not to give false hope to MYB List projects to spend money on their project. —

Mrs. Jensen indicated that the MYB List projects requesting to move up onto the Council’s five-year STP programmed schedule if they have a higher stage complete status was removed to eliminate that competition with the programmed projects. Mrs. Jensen indicated that currently proposed, MYB List projects have two ways of moving up onto the scheduled program: 1) a programmed project is removed due to Sunset Provisions; 2) Local Public Agency (aka municipality) voluntarily removes their project.

Mrs. Jensen indicated that the Project Goals section is just a guide to the local agencies on what the typical timeframe is for each phase of a project. Mrs. Jensen stressed that this provision does not mean the local public agency has to strictly follow those project goals.

Mrs. Jensen indicated that the Project Status Updates provision just cements what historically has been done.

Mrs. Jensen went over the Project Scope Changes section. Mrs. Jensen indicated that she suggested adding language since we recently came across this issue and the Methodology is currently “silent”. Mrs. Jensen indicated that the language was crafted to eliminate a “bait and switch” scenario where a local agency would apply and get awarded and a few years later they decide to change it to a completely different road. Mrs. Jensen indicated that this allows the council to consider changes to extend/shorten the original project limits and other changes.

Mrs. Jensen went over Project Cost Increases provisions. Mrs. Jensen indicated that exception language was added for funding increase request after a bid let only if the council has sufficient

funds in their five-year STP programmed schedule and other programmed projects won't be impacted (bumped to another year or removed).

Mrs. Jensen indicated that the Sunset Provisions have pretty much stayed the same. Mrs. Jensen indicated that sections were removed that were solely goals and did not have any "teeth" and were moved to the Project Goals section. Mrs. Jensen mentioned the language was modified to provide clarification/better understanding.

There were no questions or comments from the council members on the proposed Methodology revisions.

A motion was made by Mr. Nunamaker, seconded by Mr. Nelson, to approve the revisions to the McHenry County Council of Mayors Surface Transportation Program Project Selection and Programming Procedures as presented. The motion carried unanimously.

10. PLANNING LIAISON REPORT

Mrs. Jensen mentioned the upcoming Call for Projects for Congestion Mitigation and Air Quality (CMAQ) & Transportation Alternative Program (TAP) will be this January (1/6/2017). Mrs. Jensen indicated that new this year, applications will be submitted via electronic Transportation Improvement Program (eTIP).

Mrs. Jensen mentioned the active Call for Projects, being the FASTLANE grant. Mrs. Jensen indicated applications are due on Thursday, December 15, 2016. Mrs. Jensen indicated this grant has a lot of money to fund critical freight and highway projects. Mrs. Jensen mentioned to contact her for any questions.

Mrs. Jensen went over McHenry County working on developing a countywide Bicycle Facilities map, which will be available to the public as a printed and interactive web based map. Mrs. Jensen mentioned that McHenry County is seeking bike path/trail information from municipalities to include in their countywide Bicycle Facilities map. Mrs. Jensen indicated to share your municipal bike path/trail information, please contact [Shannon Dolte](tel:815-334-4641) (815-334-4641) and [Amanda Foley](tel:815-334-4496) (815-334-4496) with McHenry County.

11. OTHER BUSINESS / ANNOUNCEMENTS

12. NEXT MEETING DATE AND LOCATION

The next meeting will be Thursday, January 19, 2017, at 2:00 p.m. at the McHenry County Division of Transportation office, main conference room, 16111 Nelson Road, Woodstock, IL.

13. ADJOURNMENT

A motion to adjourn was made by Mr. Nunamaker and seconded by Mr. Mullard. The meeting was adjourned at 2:35 p.m. The motion carried.