



LAKE COUNTY COUNCIL OF MAYORS

Minutes of April 25, 2019 Transportation Committee Meeting
at the Lake County Division of Transportation

Meeting Attendance

<u>Name</u>	<u>Position</u>	<u>Representing</u>
Robert Phillips	Director of Public Works/Engineering	Deerfield
Steve Shields	Village Administrator	Round Lake
Anne Marrin	Village Administrator	Fox Lake
Mike May	Village Administrator	Volo
Karen Daulton Lange	Village Administrator	Lake Barrington
David Kilbane	Village Administrator	Round Lake Beach
Michael Talbett	Chief Village Officer	Kildeer
Kealan Noonan	Director of Public Works	Fox Lake
Bill Heinz	Director of Public Works	Grayslake
David Brown	Director of Public Works	Vernon Hills
Erika Frable	Dir. of Public Works/Village Engineer	Hawthorn Woods
Scott Hilts	Director of Public Works	Round Lake Beach
Mike Brown	Director of Public Works	Lake Zurich
Paul Kendzior	Director of Public Works	Libertyville
Wally Dittrich	Asst. Dir. Of Public Works	Lincolnshire
Noelle Kischer-Lepper	Dir. Of Planning & Comm. Dev.	Waukegan
Heather Galan	Village Engineer	Gurnee
Jeff Hansen	Village Engineer	Lake Bluff
Robert Ells	Village Engineer	Lake Forest
Ron Milanesio	City Engineer	Highland Park
Katie Herdus	Area Programmer	IDOT Programming
Alex Househ	Field Engineer	IDOT BLRS
Rick Mack	Community Affairs	Metra
Vicky Czuprynski	Community Relations Representative	Illinois Tollway
Jon Bigness	Manager of Public Affairs	Illinois Tollway
Barbara Zubek	Associate Planner	CMAP
Emily Karry	Council Liaison	Lake Council
Mike Klemens	Council Liaison	Lake Council
Stephanie Brown	Council Liaison	Lake Council
Jon Vana		Consultant
Dan Brinkman		Consultant
Peter Stoehr		Consultant
Brian Plum		Consultant
Duane O'Laughlin		Consultant
John Ambrose		Consultant
Jim Massarelli		Consultant
Chris Bouchard		Consultant
Joel Christell		Consultant
Steve Cieslica		Consultant



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1. Call to Order

Bob Phillips called the meeting to order. Those in attendance gave self-introductions

2. Approval of the Minutes

With a first from David Brown and a second from Mike Brown, on a voice vote the minutes of the January 24, 2019 meeting were approved unanimously.

3. Agency Reports

- a. **IDOT Bureau of Programming-** Katie Herdus gave the committee an update on the IDOT projects in Lake County. IDOT District One has balanced the Multi-Year Program and sent into Springfield for approvals, the District is not yet sure when it will be released. The status sheets handed out to the committee reflect the old program as the new one isn't official yet. Ms. Herdus informed the committee that there are roughly 28 projects in Lake County on going or will be beginning this construction season. Ms. Herdus discussed current status on some projects around Lake County. The only change to the status sheets is that IDOT will be doing a micro-resurfacing of IL 22 between Quentin Road and IL 83 but it won't push off the widening project for multiple years, it is still in IDOT's program.
- b. **IDOT Bureau of Local Roads and Streets-** Alex Househ informed the committee of the changes related to the Local Roads status sheets.
- c. **Illinois Tollway-** Vicky Czuprynski informed the committee that the Tollway board voted to hire a new executive director, his name is Jose Alvarez, he comes to the Tollway from the Chicago Housing Authority and had previously been superintendent of schools for Washington DC, his start date has not yet been announced. The Tollway is reminding everyone to please be safe in construction zones, reduce speeds and please do not be on cell phones.
- d. **CMAQ-** Barbara Zubek informed the committee that the region has obligated \$54.8 million of the \$153 million goal in CMAQ funds so far this fiscal year which is approximately 36% of the goal for the year. For STP-L funds so far, the region has obligated \$91 million all from the suburban councils. CMAP staff is finalizing the data gathering to make final calculations for the distribution of future STP funds to the local councils. Ms. Zubek informed the committee that 136 total applications were submitted during the recent call for projects in STP Shared Fund, CMAQ and TAP. CMAP announced that public comments were being accepted on their Public Participation Plan.
- e. **RTA-** No report
- f. **Metra -** Rick Mack discussed a couple Metra newsletters with the committee. He highlighted the region's Get on Board campaign which highlights the region's \$30 billion backlog of projects. Mr. Mack gave the committee an update of a few station projects in the region, the first is Prairie Crossing on the MDN line, the station is now open just landscaping works remains. Work on the downtown Libertyville station work is ongoing, and it is anticipated it will open later in the summer. North Chicago Station repairs will be funded by Metra with the City acting as the project lead. In Fox Lake, the station platforms are being rehabilitated.



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A question was asked about Metra More, it is a reverse commute service, that is a public private partnership to pilot new reverse commute service to the west Lake Forest station. It is a two-year pilot program and seems to be successful so far.

- g. **Pace** – Mike Klemens informed the committee that Tim Dilsaver from Pace asked Council staff to highlight the TMA of Lake-Cook’s Annual Construction Map which was included in the e-mail with the meeting materials.

4. Functional Classification Change Request-Village of Lincolnshire

Ms. Karry presented the Village of Lincolnshire’s requests to the committee. Ms. Karry informed the committee that both Village staff and their consultant were present to answer any questions on the proposed requests. Ms. Karry discussed the characteristics and use of each roadway that is being requested to have a change in classification. The Village is requesting to change the functional classification of two roadways from local streets to minor collectors. The first route is Knightsbridge Parkway Between Milwaukee Ave and Schelter Road. The second roadway is Schelter Road, Heathrow Drive, and Bond St taken together between Half Day (RTE 22) and Aptakisic Road.

A motion to approve and forward all three requests to the Full Council was made by Dave Brown and seconded by Michael Talbett, the motion was approved by a voice vote.

5. Functional Classification Change Request-Village of Lake Zurich

Ms. Karry presented the Village of Lake Zurich’s requests to the committee. Ms. Karry informed the committee that Village staff and their consultant were present to answer any questions on the proposed requests. Ms. Karry discussed the characteristics and use of each roadway that is being requested to have a change in classification. The Village is requesting to change the functional classification of four roadways from local streets to minor collectors. The first request is for Bristol Trail Road between Quentin Road and Old Mill Grove Road. The second request is for Ensell Road between Quentin Road and Oakwood Road, the request is to change from a local road to a minor collector. The third request is Golfview Road between Summit Road and US Route 12, the request is from a local road to a minor collector. The fourth request is for Surryse Road between Old Mill Grove Road and Old Rand Road, the request is from a local road to a minor collector.

A motion was made to approve and send all five requests to the Full Council by Michael Talbett and seconded by Anne Marrin. The motion passed unanimously on a voice vote.

6. Functional Classification Change Request-Village of Volo

Ms. Karry presented the Village of Volo’s request to the committee. Ms. Karry informed the committee that Village staff and their consultant were present to answer any questions on the proposed requests. Ms. Karry discussed the characteristics and use of each roadway that is being requested to have a change in classification. The Village is requesting to change the functional classification of two roadways from local streets to minor collectors, two roadways from a local street to a major collector and one future roadway extension to a major collector.

The first request was for the Ellis Drive Extension between US Route 12/IL 59 and Gilmer Road. The proposed extension of N Ellis is in the Village’s Transportation Comprehensive plan and construction of the extension is anticipated within the next 5 years. The Village’s request is to add this roadway extension to the functional classification system as a major collector.

The second request is for Hartigan Road between US 12/IL 59 and Terra Springs Drive. The request is for a reclassification from a local road to a major collector. The third request is for Terra Springs Drive between Hartigan Road and Nippersink Road reclassification from a local road to a minor collector. The fourth request is for N. Ellis Drive between IL 120 and Gilmer Road, the Village is seeking reclassification from a local road to a major collector. The fifth



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and final request is for Niagara Drive between Ellis Drive and Fish Lake Road for reclassification from a local road to a minor collector.

A motion was made to approve and send all five requests to the Full Council by Mike Brown and seconded by Wally Dietrich. The motion passed unanimously on a voice vote.

7. Resolution 050919LCC-XXX

Ms. Karry presented this item that is related to the annual resolution regarding the disposition of federal transportation planning funds for professional staff assistance to the Lake County Council of Mayors for FY 20 and the distribution of these funds to Lake County DOT. In order for LCDOT to continue to provide the planning liaison services to the Council, we need a resolution every year from the Council authorizing this to occur and asking for the funds to be directed to LCDOT. Ms. Karry informed the committee that the item on the agenda is to recommend the resolution for approval by the Council to allow CMAP to distribute approximately \$170k of feds funds to the County for Planning Liaison staff assistance. The County contributes approximately \$87k in matching funds to the grant and the balance of council staff salaries/benefits.

A motion was made by Dave Brown with a second by Anne Marrin to recommend approval of the resolution to the Full Council. The motion passed unanimously on a voice vote.

8. STP-Shared Fund Bonus Points

Mr. Klemens presented the scores for the projects in the Lake County Council that applied for the STP Bonus points. There was a total of 6 projects in the Lake County Council that applied for the STP Shared fund. Mr. Klemens informed the committee that the Council gets a total of 25 bonus points and can't award more than 15 to a single project. Based on the approved Council policy, the Council will award 15 points to the highest scoring project and 10 points to the second highest scoring. The top scoring project was Lake County DOT's Deerfield Road project and the second highest scoring project was Lake Bluff's application for US 41 and IL 176.

A question was asked about the categories in the scoring and how a project would receive points for the ADT. Mr. Klemens answered that it appeared he omitted those scores from the ranking and would re-evaluate the scores.

A motion was made by Steve Shields with a second by Mike Brown that the proposed scores are forwarded to the Full Council for approval on the condition that staff reviews and confirms the rankings. The motion passed unanimously on a voice vote.

It was pointed out later in the meeting that the ADT scores were included in rankings, just in a separate column and that no further review of the rankings were required, and the scores would be forwarded to the Full Council for approval.

9. GATA Reporting Requirements

Council staff provided the committee with an update on GATA reporting requirements for projects with state and federal funding. Staff reminded the committee about an IDOT circular letter that came out in the fall of 2018 that states that regular reporting is required for all state and federally funded projects. Staff gave the committee an update based on a training that was held by the Illinois Municipal Treasurers Association. A link to the power point from the training was included in the meeting materials. Staff highlighted a couple of items from the training and stated that this GATA reporting process is new and evolving both for communities and IDOT. The required forms should only be filled out for the funds that pass through an agency, so for federal construction phases, only the required local match needs to be reported, as the 80% in federal funds is administered and paid by IDOT. This GATA reporting requirement also applies to a communities MFT distribution and it should be reported on as if it was a single project. The form needs to show how much MFT was received and expended during the reporting period, but it doesn't need to be reported on a project by project basis that MFT funds were used on.



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A question was asked if MFT funds being considered a grant could lead to MFT funds being considered discretionary by the state. Staff does not have that impression from anyone that there are changes being considered in regard to the way MFT funds are distributed to municipalities, GATA just requires that MFT funds be reported on like a grant.

A question was asked about how to report on projects that are joint projects between two agencies. Staff responded that the community that is the lead agency on the funding agreement with IDOT would be responsible for doing the appropriate reporting for the entire project.

A comment was made that the presentation at the treasurer's association was around 140 slides, and there is a lot of information in the presentation that communities can get answers to some of their questions.

Alex Househ from IDOT volunteered to bring Tom Briggs (one of IDOT District One's staff working on the GATA reporting) to the next LCCOM transportation committee meeting. There was interest from the committee in having Mr. Briggs come to the committee meeting and answer communities' questions. Staff will work with Alex to confirm that Mr. Briggs attendance at future LCCOM meeting.

10. Current Lake Council STP Program

Mr. Klemens gave the committee an update on the status of the Council's STP program, the majority of the Council's funds for the year are on the IDOT April letting, so hopefully the Council sees good bid prices. Mr. Klemens also informed the committee that based on the status updates the program has been updated to reflect new schedules for all the active projects. Based on those updates it is becoming clear that several projects will be moving from FY2020 to FY2021, which means they will need to be grandfathered into the Council's new program. Currently there is around 2 years' worth of funding for projects that will need to be grandfathered into the new program. The Council's current proposal is to take the funding for those projects off the top before adding new projects to the program during the next call for projects. Staff is not recommending changing that proposal, but just wanted all the communities to understand that these projects will be included in the new program before new projects can be added.

A comment was made that these communities are spending money on their projects both local funds and federal funds and that it would be problematic to make them re-apply and risk the projects because they have slipped into FY2021, and that carrying projects forward is how the Council has always operated it is just a change in the federal rules that is requiring programs to be reset in FY2021.

A question was asked if projects applying for the call for projects would be able to seek funding in FY2021, staff responded that it will depend on the schedule of the grandfathered projects at the time when the new program is assembled. Projects will be put in the program in the appropriate year for their schedule, just because projects are grandfathered into the program doesn't mean they will have to put into the first fiscal year, they will be programmed based on their schedule and when they can spend the federal funds.

11. LCCOM STP Guidebook

Mr. Klemens discussed proposed revisions to the draft STP guidebook based on feedback from communities, CMAP staff and FHWA staff. The Pavement Preservation category was renamed Pavement Rehabilitation to better reflect the types of projects the Council is looking to fund under the category. The language regarding Transportation Control Measures (TCM) was removed based on conversations with FHWA staff that FHWA was concerned with taking those projects on a case by case basis. Since there has not been a request from Council members to have these types of projects funded, staff is recommending the section be removed. The Committee agreed with removing the section on TCM's.

The committee discussed if standalone bike path and pedestrian projects would be eligible for Council funds, in the current draft they are included as eligible project. A comment was made that the Council has traditionally funded roadway projects but has not funded stand along bike path projects through the STP program and that there are



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dedicated fund sources for bike path and pedestrian projects. After discussing the item, the committee left it to the Full Council of Mayors to decide if standalone bike path and pedestrian projects should be eligible.

Mr. Klemens made a point of clarification that even though Pavement Rehabilitation projects are scored on a separate scoring system, it is on the same 200-point scale as the other projects and when the program is being assembled, they will be combined into a single list of projects. FHWA will not allow a program to be built out of two different project ranking lists and FHWA will not allow a “set-aside” of funds for a particular project type. The up to 20% of funding for pavement rehabilitation type projects will be used as a not to exceed amount when creating the new Council program.

Another point of clarification made by staff was that the language around exceptions to the ranking system cannot be used to bring projects into the program outside of a call for projects. The purpose of the language is to be able to capture all the benefits or the unique nature of a project that the scoring system doesn't pick up.

Some proposed language was added regarding cost increases. For projects in the last three years of the active 5-year window, during the next call for projects the sponsor could ask for a cost increase while the new program is being built. This proposal will provide communities some flexibility and allow the council to have realistic programming for projects.

The most substantive text change proposed was regarding the scoring metrics used for pavement condition. The previous proposal had been to score roadways in either good, fair or poor condition, but the new proposal is to use a PCI score which is a composite score of all the federally approved pavement condition metrics. Some language was also added to the proposal to reflect that the same pavement testing data may not be available for all projects and so staff will use the best available data. Since CMAP did all of their pavement testing data last year for roadways classified as minor collectors and above, any roadways that have been added to the system as a minor collector and above since then won't have been included. If CMAP's testing data is not available for a particular roadway, then staff will see if IDOT has testing data available, if neither are available then staff would use testing data provided by the municipality. If no data sources are available, then staff would do a windshield survey and approximate pavement condition scores.

A question was asked about the weighting of the metrics for the pavement condition and if it would lead to getting the right projects at the right time. Staff responded that the two different scoring methodologies would be using the same metrics but would be weighted differently, so that reconstructions and road widenings would prioritize projects with pavements in the worst condition whereas pavement rehabilitation projects would prioritize conditions that are fair or satisfactory. The goal would be to get those rehabilitation projects done before the condition deteriorates to the point that they need reconstruction.

The final text clarification has to do with programming the pavement rehabilitation funds, which the recommendation is to spend up to 20% of the Council's annual allotment on those types of projects. In an ideal world that would be 20% per year but in practice the program will determine when those types of projects get funded, the 20% per year over a 5-year window will serve as a not to exceed number for those types of projects.

Staff also presented ideas on how to engage low capacity communities that have not participated in the program. Since there are a variety of reasons why a community might not participate, more than one strategy will likely be needed to help encourage participation. Staff agreed to host a workshop in the fall to provide information and resources to communities on the federal process and how to apply. Staff presented the following list of potential reasons communities don't participate and the possible actions to assist them to participate to the committee:

- Lack of Understanding of the Federal Process
 - Pre-Call for Projects Trainings
 - Federal Eligibility Requirements
 - Functional Classification Change Process
 - LCCOM Application and Funding Availability



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- Paperwork and Agreement Process for federally funded projects
- Active Program Management Rules

- Lack of Staff Capacity
 - Possibility for future joint Local Technical Assistance (LTA), Unified Work Program (UWP) or Statewide Planning and Research (SPR) application for multi-agency functional classification network review/changes
 - Partner with other agencies on projects that cross borders
 - CMAP embedded staff planner program

- Lack of Eligible Federal Routes
 - Joint LTA, UWP or SPR application for functional classification network review/changes
 - Project types not tied to federally eligible routes (such as trails and bridges)
 - Planning and Feasibility Studies

- Lack of Local Funding
 - Utilize Toll Development Credits for Highway's (TDCH) for Disadvantaged Communities that qualify; allows for 100% federal funding of Phase 1, Phase 2 and Construction
 - Apply for Council funds before initiating engineering contracts
 - Identify outside agency partners (public and private) ex: private property ROW donation
 - Utilize flexible federal match (apply the value of third party-donated funds, land, material, or services toward the nonfederal share of project costs)

The committee indicated the proposed text edits were acceptable and staff indicated they would incorporate the changes into the draft workbook.

10. Other Business

Ms. Karry informed the committee that IDOT has announced the Highway Safety Improvement Program (HSIP) program, applications will be open in June and will be due in August.

Ms. Karry informed the committee IDOT has released the awards for the Safe Routes to School program. IDOT provided some statistics on applications for the Safe Routes to School program. A total of 168 applications were received for the program requesting a total of nearly \$27.8 million. 5 applications were submitted from municipalities in Lake County. The applications were reviewed by 7 IDOT employees from different departments and scored. Reviewer scores were averaged and then added to the score calculated from demographic information (low income and students with disabilities) provided by the Illinois State Board of Education. The projects were then ranked according to the scores. Based on funding available, 28 Infrastructure and 11 Non-Infrastructure projects were chosen for award. There were no projects in Lake County selected for funding.

11. Next Meeting

The next meeting of the Transportation Committee is scheduled for July 25, 2019 at 9am.

12. Adjournment

A motion to adjourn was made Wally Dittrich and seconded by Anne Marrin, the meeting adjourned at 10:40.