



ALGONQUIN

BARRINGTON HILLS

BULL VALLEY

CARY

CRYSTAL LAKE

FOX RIVER GROVE

GREENWOOD

HARVARD

HEBRON

HOLIDAY HILLS

HUNTLEY

JOHNSBURG

LAKE IN THE HILLS

LAKEMOOR

LAKESWOOD

MARENGO

McCULLOM LAKE

McHENRY

OAKWOOD HILLS

PORT BARRINGTON

PRAIRIE GROVE

RICHMOND

RINGWOOD

SPRING GROVE

TROUT VALLEY

UNION

WONDER LAKE

WOODSTOCK

McHENRY COUNTY

# McHenry County Council of Mayors

## Surface Transportation Program

### Methodology and Bylaws

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**HOW TO INITIATE  
A SURFACE TRANSPORTATION PROGRAM (STP) PROJECT  
THROUGH THE McHENRY COUNTY COUNCIL OF MAYORS**

1. Consult the McHenry County Council of Mayors STP Implementation Policy to see if the project under consideration is an eligible project. See page 7 of this handbook to view the Implementation Policy.
2. When a Call for Projects is announced, the Council will be provided the current STP methodology for review and project applications will be available. Call for Projects will be announced as needed. All transportation and environmental projects as defined in the Eligible STP Projects (see attached) are eligible. If needed, a special Call for Projects can also be held for specific project types such as LAPP or projects that can be completed in a certain amount of time or at certain funding levels. The Council may also restrict or limit the number and/or percentage of certain projects depending on funding levels or regional need. Specific guidelines will be determined before the official Call for Projects is announced.
3. Projects must coincide with the Metropolitan Planning Organization's approved regional plan titled "Go To 2040". This Plan states "To improve the efficiency and effectiveness of our transportation system, the first requirement is to spend existing resources more wisely. Investment decisions should be based on performance-driven criteria, rather than arbitrary formulas. The region should prioritize efforts to modernize our significant existing assets we have, rather than continuing to expand the system. Investments of all types should take a multimodal approach, with consideration for transit users, bicyclists and pedestrians." Project sponsors has asked to follow Go To 2040 recommendations when considering projects. Projects that are multi-modal, ease congestion and are regionally significant are highly encouraged.
4. If the project is eligible, a STP Project application should be prepared. The individual who prepares the application should plan to be involved in the development of the project from start to finish (i.e. municipal engineer or municipal manager/administrator). A cover letter on municipal letterhead, signed by either the designated representative, alternate representative or municipal Mayor/President, must be included with the application.
5. Submit one (1) copy of the application to the council liaison. An electronic version can also be submitted via email.
6. The submission of the application must include a resolution stating the project sponsor will fund the required 20% local match. One copy of the resolution is sufficient. See page 4 of this handbook for a sample resolution form. Keep in mind that the McHenry County Council of Mayors only funds the construction phase of the project development process. Phase I engineering, Phase II

- engineering and right-of-way acquisition are the 100% responsibility of the local sponsoring agency.
7. All applications must be submitted by the due date at the end of the “call for projects” period.
  8. If needed, the council liaison will forward copies of each project application to CMAP and IDOT for their review and comment, once approved.
  9. The council liaison will review the self-rating of each project using the McHenry County Council of Mayors STP Project Evaluation Methodology.
  10. Evaluation results will be returned to the sponsoring agency as soon as they are completed.
  11. All Council members will be furnished with project summary information and project evaluation results for all proposed project in the agenda packet for the subsequent McHenry County Council of Mayors meeting following the call for projects period.
  12. Council of Mayors members will select the projects to be included in the Five-Year Program at the subsequent Council meeting based on Project ratings, STP funding marks, and other factors they may wish to consider.
  13. When a project has been selected by the Council of Mayors to be included in the Five-Year Program, the council liaison will provide CMAP and IDOT with the necessary information for inclusion of the approved project in the regionwide Transportation Improvement Program (TIP). See page 5 for a brief description of the TIP procedures and requirements.
  14. Once programmed, a meeting with the project sponsor, the council liaison, IDOT, and any other affected agencies will be held to identify and discuss any issues confronting the selected project. This can be the official IDOT kick-off meeting for the project.
  15. Subsequent update meetings will be held throughout the project implementation process.
  16. Reference IDOT publication Bureau of Local Roads and Street Manual for direction on what requirements must be met for federally funded projects.
  17. Reference the **“Federal Highway Administration Process for Project Implementation”** for further assistance.

## SAMPLE LOCAL FUNDING MATCH RESOLUTION

### A RESOLUTION APPROVING THE LOCAL MATCH FOR CERTAIN STREET IMPROVEMENTS THROUGH THE McHENRY COUNTY COUNCIL OF MAYORS SURFACE TRANSPORTATION PROGRAM

**Whereas**, the municipality is a member of the McHenry County Council of Mayors; and

**Whereas**, the McHenry County Council of Mayors has adopted policies for the implementation of the Surface Transportation Program (STP) of the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Act, and

**Whereas**, those policies require that to receive STP funding through the Council of Mayors, a project sponsor must submit a STP project application and a resolution stating that the required local 20% match for that project will be available through the life of the project.

**Now therefore be it resolved** that the municipality applies for STP funding for the specified type of improvement to the specified route.

**Be it further resolved** that the municipality hereby agrees that it will allocate the required 20% local match, estimated to be (\$000,000.00), to the improvement of the specified route so long as the project is programmed in the McHenry County Council of Mayors' Five Year Program or is on its Multi-Year B-List of projects.

## **PROGRAMMING A SURFACE TRANSPORTATION (STP) PROJECT IN THE REGIONWIDE TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

The Chicago Metropolitan Agency for Planning (CMAP) is the official Metropolitan Planning Organization (MPO) for Northeastern Illinois. As such, CMAP is required to complete many tasks to ensure the Chicago region's compliance with the Intermodal Surface Transportation Efficiency Act of 1991 (the act establishing the Surface Transportation Program). One of these tasks is to prepare a document known as the Transportation Improvement Program (TIP).

The TIP lists the project, which will be federally funded during the current fiscal year and during the following four years, together comprising the Five-Year TIP for the entire six-county region. Before any project can receive federal funding and be placed in the TIP, it must be recommended by the CMAP Transportation Committee and then approved by the CMAP Policy Committee for inclusion in the program.

Once a project is approved by the McHenry County Council of Mayors and approved by CMAP for inclusion in the TIP, the McHenry County Council of Mayors then programs the project for inclusion in the McHenry Council's Five Year Program on the basis of funding availability and project readiness. The Planning Liaison and McCOM staff will work directly with CMAP to enter, update and award projects in the TIP. Projects can also be managed in the TIP by the McHenry County Council of Mayors Executive Director – a position held by the McHenry County Principal Transportation Planner.

In the event that the Council's allocation of STP funds has been spent, the Council will need to request Advance Funding to fund projects. Projects that need Advance Funding in order to be placed on an IDOT letting must have met IDOT deadlines and submitted to the Council no less than four months before the IDOT letting date. The Planning Liaison will work with the project sponsor to ensure CMAP and IDOT deadlines are met and the project remains on schedule.

## **McHENRY COUNTY COUNCIL OF MAYORS MEMBERSHIP**

The following municipalities are members of the McHenry County Council of Mayors and are eligible to vote at all meetings of the Council:

**Algonquin  
Barrington Hills  
Bull Valley  
Cary  
Crystal Lake  
Fox River Grove  
Greenwood  
Harvard  
Hebron  
Holiday Hills  
Huntley  
Johnsburg  
Lake in the Hills  
Lakemoor  
Lakewood  
Marengo  
McCullom Lake  
McHenry  
Oakwood Hills  
Port Barrington  
Prairie Grove  
Richmond  
Ringwood  
Spring Grove  
Trout Valley  
Union  
Wonder Lake  
Woodstock  
McHenry County**

**McHenry County Council of Mayors**  
**Surface Transportation Program (STP) Implementation Policy**  
Revised March 20, 2014

**Project Proposals**

Any member of the McHenry County Council of Mayors may propose a project to be funded through the STP program provided:

1. The project is on a STP eligible route, as determined by the McHenry County Council of Mayors and the Illinois Department of Transportation (IDOT);
2. The project is a STP eligible project type as specified in the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Act and is on the McHenry County Council of Mayors eligible projects list;
3. The project sponsor can fund the required local match and adopts a resolution to this effect;
4. The project sponsor completes a project application;
5. The project is deemed a FAU route by IDOT;
6. The project location is within the boundaries of the McHenry County Council of Mayors (the geographic area used to determine the funding allocated to the McHenry County Council of Mayors).

Any township or transit agency that wishes to propose a project must find a municipal or County co-sponsor. Furthermore, if a project enters or includes an adjoining jurisdiction (County, Municipal or Township), a letter of support is required from the adjoining jurisdiction.

**Eligible Projects**

The improvement of the STP system routes will require adherence to federal and state standards and policies. (For example, the simple resurfacing of a STP system route is not possible unless the completed project meets federal/state standards.)

The following projects are eligible for STP funding through the McHenry County Council of Mayors:

- Roadway projects that are of regional and/or national significance:  
    Including reconstruction, rehabilitation, resurfacing and operational improvement.
- Capital and operating costs for traffic monitoring, management and control facilities.
- Capital costs for transit projects.
- Bicycle and pedestrian facilities including bicycle lanes, multi-use side paths, sidewalks, crosswalks, grade-separated bridge structures, bicycle racks, and directional signs.
- Carpool programs, fringe and corridor parking facilities (Park and Ride lots). Safety projects.
- Projects on any federal aid highway.
- Infrastructure-based intelligent transportation systems capital improvements.
- Advanced truck stop electrification systems.

- Intersection improvements with disproportionately high accident rates and/or high congestion.
- Environmental restoration/pollution abatement (limit expenditures to 20% of the total cost of the reconstruction, rehabilitation, resurfacing and/or restoration).
- Control of terrestrial and aquatic noxious weeds and establishment of native species.

The McHenry County Council of Mayors does not fund signal preemption projects.

### **Eligible Routes**

The routes eligible for the STP funding should be those, which promote regional and/or sub-regional travel. STP routes must serve more than a local land access function. Only designated federal aid routes (FAU) will be eligible for STP funding.

### **Project Selection Process**

Project applications must be submitted to the Council Liaison one month prior to the Council of Mayors meeting scheduled for the selection of projects. The Council Liaison will review each project proposal for completeness and accuracy. Once reviewed, project proposals may be submitted to CMAP and IDOT for review of eligibility.

All projects will be self-evaluated and then reviewed by staff. The projects will be self-evaluated based on the McHenry County Council of Mayors Project Selection Methodology. Each project will receive a total point value, which will be used to prioritize projects. Projects with the highest number of points will be added to the program until all resources are allocated. The McHenry County Council of Mayors will select projects having considered the results of the Project Selection Methodology.

The selected projects will be placed in the five-year STP project list. The number of projects that are placed on the list will be constrained by the amount of STP funds projected to be available to the McHenry County Council of Mayors over the five-year period.

Once a project is on the five-year project list, it will be funded up to 110% of the amount determined after Phase I engineering has been approved by IDOT. The Planning Liaison will request the submittal of a project update report one month prior to a scheduled McHenry County Council of Mayors meeting. The project sponsor will be required to discuss the project report at this meeting. In addition, the project sponsor may be required to host a quarterly project status meeting to be attended by the project sponsor, the project consultant, the planning liaison, the County Engineer and/or IDOT staff (as required).

A project that exceeds 110% of the amount programmed after Phase I approval by IDOT or failure to submit the required progress reports will result in the project being referred to the Council for consideration to remove it from the five-year program.

Projects that are not selected for inclusion in the five-year program may be placed on a multi-year B-list (MYB). Should additional funding become available during the year, projects will be moved from the multi-year B list to the five-year program in order of

project selection methodology ranking. If a MYB project has a higher stage complete status than projects on the five-year program, the project sponsor can contact the planning liaison to determine the possibility of moving the project onto the five-year program. If a project is approved to be moved onto the five-year program, it is possible that another project may be moved to a latter fiscal year and eventually to the MYB list as a result. MYB projects or projects removed from the five-year program must be resubmitted and re-ranked along with any new project proposals during the next call for projects. If a project was originally added to the program from the MYB list it will not need to resubmit during the next call for projects. At the time a call for projects is conducted, all projects on the MYB list will need to be resubmitted and will be re-ranked with the new proposed projects. All projects programmed on the five year program will not be reranked regardless of the process in which the project was placed on the five year program. The MYB list shall be constrained by two years worth of programming.

### **Small Community Set-Aside**

\$800,000 per federal fiscal year will be “set-aside” for small communities to facilitate competitiveness for projects in communities with populations less than 10,000. Small Community projects will also be eligible for an extra ten (10) points on the application. This “set-aside” will also permit Local Area Pavement Preservation (LAPP) projects on STP eligible routes. Any unused funds in the “set-aside” will not “roll-over” from year to year; the money will be returned to the general allocation for the federal fiscal year. Projects will be awarded based on points.

The “set-aside” concept has the added benefit in that these projects will be ranked first with all projects submitted, and then separately within the small project category.

*Selected projects will be funded on the basis of “first ready-first funded.”*

### **Funding**

Phase I Engineering, Phase II Engineering and Land Acquisition will be a 100% local responsibility. Engineering and land acquisition must be accomplished in accordance with federal requirements for projects to be constructed utilizing federal funds.

Where federal funding is programmed or anticipated for project construction, the project sponsor will be required to advise IDOT of Phase I Engineering, Phase II Engineering and Right of Way Acquisition initiation. A letter detailing the following information should be forwarded to IDOT District One Bureau of Local Roads and Streets prior to initiating each phase of the project:

1. Project location and termini;
2. Project sponsor contact person;
3. Project consultant contact person;
4. A copy of the draft contract between the project sponsor and consultant including the scope of services;
5. A preliminary schedule for the completion of the stages of the project.

***All forms and correspondence between the project sponsor, project consultant and IDOT are to be forwarded to the Council Planning Liaison.***

Phase III Engineering and Construction will be matched at a ratio of 80% federal, 20% local. The maximum federal funding available for any single project will be \$1,500,000. Any amount exceeding \$1,500,000 will be a 100% local responsibility.

**Project Cost Increases**

Projects will be guaranteed funding up to 10% over the original programmed cost (after Phase I engineering has been approved by IDOT) provided they continue to meet the requirements of this policy.

Where project costs exceed 110% of the programmed STP funding amount, the additional funding requirement will be 100% the responsibility of the project sponsor. A project sponsor may petition the Council to use STP funds to cover the required share of excess cost. A presentation to the Council will be requested and the Council must approve the request before the project can continue.

The amount of federal STP funding approved and programmed by the McHenry County Council of Mayors for a particular project will be considered “capped” at that amount (this amount would include the 10% cost overrun allowance if initiated). When the Joint Agreement is enacted between the local agency and IDOT Local Roads and Streets, a note shall be included stating the capped nature of the maximum available STP funds for the project.

Once a project is bid on at an IDOT letting, the project will be unable to acquire additional STP funds. Any amounts exceeding the STP amount at the time of the letting will be the 100% responsibility of the project sponsor.

**Sunset Provision**

- 1.) If a project enters its first year of being accepted onto its scheduled programmed year without initiating Phase I Engineering, the sponsor will be asked for a special status update.
- 2.) Three (3) years to obtain right-of-way and complete Phase II plans is considered reasonable. If it is determined during the status update process that Phase I Engineering will not be initiated by the second year of being accepted to the program, the removal of the project from the program will be considered by the full quorum of the council.
- 3.) Any project that is not scheduled for a bid letting within three (3) years of receiving Design Approval may be dropped from the program.

## **Eligible Projects for Surface Transportation Program (STP) Funding**

- Roadway projects that are of regional and/or national significance: Including reconstruction, rehabilitation, resurfacing and operational improvements.
- Capital and operating costs for traffic monitoring, management and control facilities.
- Capital costs for transit projects.
- Bicycle and pedestrian paths and facilities.
- Carpool programs, fringe and corridor parking facilities (Park n' Ride lots), pedestrian walkways and modification of public sidewalks to comply with the Americans with Disabilities Act of 1990.
- Safety projects.
- Projects on any federal aid highway.
- Infrastructure-based intelligent transportation systems capital improvements.
- Advanced truck stop electrification systems.
- Intersection improvements with disproportionately high accident rates and/or high congestion.
- Environmental restoration/pollution abatement (limit expenditures to 20% of the total cost of the reconstruction, rehabilitation, resurfacing and/or restoration).
- Control of terrestrial and aquatic noxious weeds and establishment of native species.

## **MCHENRY COUNTY COUNCIL OF MAYORS BYLAWS**

(Revised March 20, 2014)

### **NAME OF ORGANIZATION**

The name of this organization is the McHenry County Council of Mayors.

### **PURPOSE**

The purpose of the McHenry County Council of Mayors is to program STP funding and to review and evaluate transportation issues affecting McHenry County municipalities.

### **MEMBERSHIP**

The McHenry County Council of Mayors shall be composed of the County Engineer or his representative, one (1) appointed or elected official from those municipalities with residents in McHenry County and one or more adjacent counties who elect to participate on the McHenry County Council of Mayors and have indicated their choice to the Chicago Metropolitan Agency for Planning.

The primary staff for the McHenry County Council of Mayors is the Planning Liaison who will handle all Council business and coordination with CMAP and IDOT. The McHenry County Division of Transportation will house the Planning Liaison.

### **OFFICERS**

The officers of the McHenry County Council of Mayors are a Chairman, a Vice-Chairman, and a Secretary. The Chairman and Vice-Chairman shall be elected at the regular May meeting in odd numbered years. In the event that the Council of Mayors does not meet in May, the Chairman and Vice-Chairman shall be elected at the next regular meeting. The Chairman and Vice-Chairman must be mayors or presidents. Officers may serve consecutive terms.

### **DUTIES OF OFFICERS**

**Chairman:** The Chairman shall preside at all meetings and shall appoint subcommittees as necessary.

**Vice-Chairman:** In the absence of the Chairman, the Vice-Chairman shall assume the duties of the Chairman, or in the event of the resignation of the Chairman, the Vice Chairman shall fill the unexpired term of the Chairman and a new Vice Chairman shall be elected to fill the unexpired term of the Vice Chairman.

**Secretary:** The Planning Liaison will serve as Secretary and shall compile agendas, prepare and distribute meeting notices and meeting minutes.

### **AGENDAS**

Any member of the Council of Mayors or applicable government agency may submit items to be heard and discussed by the Council as part of the published agenda. All agenda items

must be submitted to the Secretary a minimum of fifteen (15) days prior to the regularly scheduled Council meeting.

### **MEETINGS**

The Council of Mayors shall meet up to four (4) times per State fiscal year (July 1 through June 30). Meetings will generally be held on a Thursday at 2:00 p.m. at various locations in the County. The meeting dates and locations will be determined for the following year at the last meeting of the year.

**Meeting Notice:** Written or electronic meeting notices must be delivered at least seven (7) days before any meeting. Agendas and supporting materials shall be delivered at least three (3) working days before a meeting.

**Meeting Cancellation:** A regularly scheduled meeting may be canceled at the discretion of the Chairman, if no items of business need to be discussed.

**Special Meetings:** Special meetings may be called as needed by the Chairman. Notice of any special meeting shall be delivered to all voting members at least three (3) days prior to any special meeting.

### **VOTING**

Seven voting members shall constitute a quorum.

Each municipality shall have one (1) vote. The mayor/president or his duly appointed representative must be present at the meeting to have the municipality's vote recorded. The County Engineer or the County Engineer's designated representative shall be a full voting member of the Council.

All motions or propositions before the Council of Mayors shall be decided by a simple majority of the members present.

### **AMENDMENTS**

Proposed amendments to the bylaws of the McHenry County Council of Mayors shall be delivered to all voting members at least seven (7) calendar days before any meeting and may be adopted at any meeting upon the affirmative vote of two thirds (2/3) of the members present.

Adopted May 7, 1992  
Revised December 1, 1994  
Revised November 16, 2000  
Revised December 3, 2007  
Revised June 25, 2008  
Revised September 10, 2009  
Revised November 18, 2010  
Revised March 20, 2014