

## Minutes of the Transportation Committee

The Transportation Committee of the McLean County Board met on Tuesday, October 2, 2007 at 8:00 a.m. in Room 400, Government Center, 115 East Washington Street, Bloomington, Illinois.

Members Present: Members Dean, Caisley, Cavallini, and Clark

Members Absent: Chairman Hoselton and Member Baggett

Other Members Present: None

Staff Members Present: Mr. John Zeunik, County Administrator,  
Ms. Diana Hospelhorn, Recording  
Secretary

Department Heads Present: Mr. Jack Mitchell, County Engineer;

Others Present: Mr. Eric Schmitt, Assistant County Engineer  
Ms. Karen Swick, County Highway  
Department, Mr. Mark Leake, County Highway  
Department,  
Ms. Jennifer Sicks, Regional Planning

Vice Chairman Rick Dean conducted the meeting in the absence of Chairman Stan Hoselton.

Vice Chairman Dean called the meeting to order at 8:07 a.m. He stated that the first item for action is approval of the minutes from the September 4, 2007 meeting.

Motion by Caisley/Cavallini to recommend approval  
of the minutes from the September 4, 2007 meeting  
of the Transportation Committee.  
Motion carried.

Vice Chairman Dean asked the Committee to review the bills for September, 2007. The prepaid total is \$1,827,466.89.

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Motion by Caisley/Cavallini to recommend payment of the September, 2007 bills as submitted by the County Auditor. Motion carried.

Vice Chairman Dean recognized Jack Mitchell, County Engineer to present the FY 2008 Recommended Budget. Mr. Mitchell referred the Committee to the reports prepared by the Highway Department. The printout includes the explanation of changes not in the Budget book. Mr. Mitchell stated the first fund to be addressed is the Highway Fund

County Highway Fund 0120-0055 The revenue can be found on page 207 of the FY 2008 Recommended Budget and pages 1-2 of the Highway Department Revenue print out.

Mr. Mitchell stated the Highway Fund is the main operating fund for the Highway Department. The Highway Department Fund Property Tax Levy totals \$2,377,782.00. This will produce a tax rate of \$0 .07453, which is slightly less than the maximum rate of \$0.075 per \$100.00 of equalized assessed value.

Mr. Mitchell noted that line-item 410.0010 Construction/Maintenance is the reimbursement received by the Highway Department for work done for the Wind Farm. The Labor and Equipment rental line item 0410.0022 includes the reimbursement received by the Highway Department for work done on the Township roads. The total Revenue generated by the County Highway Department Fund 0120 is \$3,712,282.00.

Mr. Mitchell asked if the Committee had any questions. Hearing none, he continued.

The Highway Department Fund expenditures can be found on pages 208-211 of the FY 2008 Recommended Budget and pages 1-5 of the Highway Department Expense print out.

Mr. Mitchell stated salaries are paid from the County Highway Fund, Motor Fuel Tax Fund, and County Bridge Matching Fund. The employees' salary expense is allocated to each fund. When payroll is calculated, the salary expense is allocated to the appropriate fund based on the work completed. In the Highway Fund, the salary expense is up \$50,000.00; however, one of the other funds has gone down. The salaries have not increased beyond what has been recommended.

Vice Chairman Dean asked how many occasional / seasonal employees are there.

Mr. Mitchell stated they have 10 summer employees and the "3 snow birds," who are hired in the winter to plow snow.

Vice Chairman Dean asked if the County hires a contractor to do a specific job, do we need to have someone on site.

Mr. Mitchell answered most of the time the contractor is doing work that we need to monitor. Having personnel on site insures that we are getting what we contracted for from the contractor.

Mr. Caisley asked if this is what is happening at the Danvers / Carlock road.

Mr. Mitchell replied that the County saved \$1,000,000 on the bid, but it is costing the Highway Department engineering time to have personnel on site.

Mr. Mitchell stated we need to make a change to the \$132,600 Employee Medical line item account. The Highway Department originally submitted a request for three new employees, two maintenance workers and a supervisor.

The Recommended Budget does not include the three new positions. The Employee Medical expense line item is calculated on the basis of the number of full-time equivalent employees. Therefore, this needs to be reduced by \$10,200. The Recommended Budget includes the reclassification of the Maintenance Coordinator to a Maintenance Supervisor, which is a one pay grade increase. This would need to go before the Finance Committee for approval.

Vice Chairman Dean asked if it is possible to move Mr. Leake up and not add another person.

Mr. Mitchell answered that this is the recommendation currently in the budget. Over the long run Mr. Mitchell stated that the Highway Department will need to add more staff. He asked the Committee to consider moving Mr. Leake up one pay grade and adding an entry level position as a compromise.

Mr. Caisley asked why we are not budgeting for IMRF and Social Security. He asked if this expense is coming out of another fund.

Mr. Mitchell responded that IMRF expenses are budgeted in the IMRF fund, which has its own separate property tax levy.

Mr. Zeunik confirmed that the Social Security Fund has its own separate tax levy,

Vice Chairman Dean asked if a recommendation needs to be made this month, or could they wait until the November Committee meeting when more Committee members will be present.

Mr. Zeunik responded the Committee can review and discuss the Budget and if they choose, wait until the November meeting to recommend approval. The Committee's recommendation will go to the November Executive Committee meeting, on the second Tuesday of the month.

Mr. Clark asked for a better explanation concerning the request for additional positions.

Mr. Mitchell apologized for the confusion. He explained that if the department staffing increases by one position, then they would not hire one of the "snow birds".

Mr. Clark clarified that one option is to reclassify one position with no replacement. The second option is reclassify one position and retain the position of Highway Maintenance Coordinator.

Mr. Mitchell explained they would promote a Truck Driver / Laborer into this other

position. In the winter, a three man crew is needed for Towanda Barnes. If Towanda Barnes gets too icy, it becomes dangerous. If they have the promotion and replacement, it would allow them to have a Maintenance Coordinator on the Towanda Barnes night crew. The Maintenance Coordinator would not only be in charge, but would also be plowing snow. In the summer, that same person would supervise the bigger crews. This would put a member of management on those crews. From a safety prospective, in the winter, full time, experienced employees would be plowing snow on the busiest roads.

Mr. Mitchell presented the 600 line items. The price of gasoline is up considerably. Diesel fuel is up only a few cents. Because of fluctuating prices, the best guess scenario is to increase this line item account by \$10,000.

Mr. Caisley asked if the Highway Department was purchasing gas jointly with Court Services and the Sheriff's Department to save money.

Mr. Mitchell answered they were not. This suggestion has been discussed; however, the Sheriff's Department did not feel it was beneficial for the Deputies to travel to the Highway facility to refuel their vehicles.

Mr. Zeunik stated the County has an agreement with the City of Bloomington. All County owned vehicles located in downtown offices are able to refuel at the City pumps, and take advantage of the bulk purchasing by the City of Bloomington.

Mr. Cavallini asked how does the City's bulk purchasing compare to what we are doing at the Highway Department.

Mr. Mitchell stated that the pricing is similar. The price per gallon depends upon when the fuel is purchased.

Vice Chairman Dean believes the County has a good situation with the City of Bloomington.

Mr. Zeunik agreed it works well with the City. The difference between what the City buys and what the Highway Department buys is, at the City pumps, we are simply pumping gasoline. There are not many vehicles assigned to downtown County offices that need diesel. The Sheriff's Department, because of the beats they cover, also has an agreement with FS, where if an officer needs to fill up in the County and is not able to get downtown, they are able to use one of the FS stations and FS will bill the County.

Mr. Mitchell next reviewed the 700 line item accounts.

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Vice Chairman Dean asked why the Highway Department has such a high DTN system.

Mr. Mitchell answered the DTN weather satellite services includes the winter forecasting, the satellite and outlying services.

Mr. Mitchell continued with the Engineering / Design 0716-0002 expenses. This line item account includes \$10,000 for the design of a back up generator. It has become apparent that the Department needs a back up generator. Mr. Mitchell recommends that the best way to go is to have a single generator for the entire facility.

Mr. Caisley recommended that, when a generator is purchased, the Department consider one that operates on natural gas.

Mr. Mitchell informed the Committee they have looked at both natural gas and diesel. Both have their own advantages. Natural gas is a continuous supply. However, the diesel generator is significantly more efficient. Less fuel is required. An Electrical Engineer will be hired to help make the decision.

Mr. Caisley asked why the year-to-date Schooling and Conference expense is so low at this point in the year.

Mr. Mitchell responded that most of the Schooling is done through IDOT during the winter. The employees are too busy in the summer to attend any classes.

Mr. Mitchell asked if the Committee has any questions on the 700 line item accounts. He reported the total for this year is \$25,000 lower than last year.

Mr. Mitchell presented the Capitol Outlay expenses

Mr. Mitchell explained as they get closer to the bidding on the new Garage, they believe the cost estimate is going to be shy. The Highway Department has added an additional \$100,000 to cover the cost. The Recommended budget includes \$100,000 for new Steel doors for the Cold Storage unit and \$100,000 for the Generator.

Line item account 833.0002 has increased to \$31,000 and includes a Computer back up system, 3 engineering stations, 1 drafting station and 2 laptops.

Line item 838.0002 has increased to \$52,000. This line item includes equipment under \$10,000. The Highway Department is now required to keep separate purchases of equipment under \$10,000 and purchase of equipment over \$10,000

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Mr. Mitchell referred the Committee to the equipment list on page 3 of the expense print out.

Line item account 850.0001 includes the equipment over \$10,000, which according to GASB 34 has to be capitalized. Again Mr. Mitchell referred the Committee to the equipment list of purchases and trade-ins on page 4 of the expense print out. Items were discussed individually. Mr. Mitchell also supplied the Committee with the McLean County Highway Department 2007 Vehicle Inventory. This will give the Committee an idea what they have, the age, and the mileage on each individual vehicle. To keep the budget level, the Highway Department moves their trucks at about a 10 year, 100,000 mile range.

During the discussion, Mr. Caisley asked if any thought had been given to having Facilities Management do the mowing rather than spending \$12,000 for a mower.

Mr. Zeunik noted it would be difficult for Facilities Management to do the mowing since they would have to transport the mowing equipment to the Highway Department.

Vice Chairman Dean asked if Facilities Management transports the mowing equipment to the different facilities.

Mr. Zeunik replied that Facilities Management only does the downtown facilities. He further advised the Committee the Town of Normal does the Fairview Campus, and Bill Wasson takes care of the Park. Due to the small area downtown, the equipment is smaller than what the Highway Department needs.

Vice Chairman Dean stated Mr. Wasson does a nice job of renting equipment for his facility. Vice Chairman Dean suggested that the Highway Department look into renting as an option. Mr. Mitchell replied he would be happy to look into the possibility of renting/leasing the equipment.

Mr. Mitchell completed his discussion on equipment purchases, explaining the Department does a lot of its own repair work and welding. The yearly savings is equal to the \$17,000 requested for the new Band Saw for the Welding Shop.

Mr. Mitchell closed by informing the Committee the County Highway Fund Expenditures balance with the Revenue at \$3,712,282.00.

The Bridge Matching Fund 0121.0055 can be found on pages 212-215 of the FY 2008 Recommended Budget and page 3 of the Highway Department Revenue print out.

Mr. Mitchell stated the Bridge Matching Fund's Property Tax Levy totals \$1,581,000. This will produce a rate of \$0.0496 which is slightly less than the maximum rate of \$0.05 per \$100 of equalized assessed value.

Mr. Mitchell informed the Committee the total Revenue for the Bridge Matching Fund is \$1,748,000. He explained by law, the first use of this fund is to satisfy Township Bridge petitions. After that the Fund can be use on any County Drainage Structure. If there is Township Bridge Program (TBP) money used on a project, the split is

- 80% State money
- 10% Township money
- 10% County money

One or two bridges a year are built this way because of the lack of funds in the State wide program.

Mr. Mitchell continued with salaries, which are down slightly from this year.

Mr. Mitchell advised the Committee that the Department has not forgotten the request to look into a Structural Engineer. The Highway Department will do the study as a winter project. He concluded the total expenses for the Bridge Matching Fund is \$1,748,000.00, which balances back to the Revenue side.

Mr. Caisley requested before they continue to the County Matching Fund could they proceed out of order to item 6 B, the Raab Road Connection Update.

Vice Chairman Dean recognized Ms Jennifer Sicks, Transportation Planner, Regional Planning Commission. Ms Sicks stated that Judge Caisley had requested there be some discussion and consideration for a connection between Raab Road on the west where it dead ends at Veterans Parkway connecting to the East where it extends to Towanda Barnes Road and in so doing passes Normal Community High School. This was assessed during August in the Intergovernmental Staff group, involving the Senior Engineering Staff of all local governments, County - Jack Mitchell, Mike Hall from the Town of Normal, and Doug Grovesteen from the City of Bloomington. In a preliminary discussion it was confirmed there is currently no project in place in either the County or the Town of Normal to address bridging the gap. This issue was taken to the Technical Committee of the Transportation Study Group on September 7, 2007 and then to the Policy Committee on September 21, 2007. To connect the two sections of Raab Road would require



some sort of structure, which would be continuous from a point west of Veterans Parkway to a point east of the Railroad. One of the IDOT District 5 Engineering staff came up with a ball park estimate of \$40,000,000. The cost explains why this project has not been on the short term or even the medium term project list for either the County or the Town. The project would obviously require external participation from the State and/or Federal Government.

The recommendation from both Committees was that this be calendared for future study to decide if this project is at all feasible and if so what kind of engineering solution could be found, and the best way to go about doing that for a minimal cost.

Ms. Sicks further explained that an issue coming out of the East Side Highway Study is the need for additional east west connections crossing Bloomington / Normal. Raab Road is an obvious candidate to serve that function. Ms Sicks informed the Committee there is no formal resolution in terms of going forward. It has been discussed and will probably be cited in the discussion on the East Side Highway.

Mr. Caisley stated this is a bit beyond the Normal Township Highway Levy.

Ms. Sicks concluded the likely solution would require a level of cooperation, external investments from the State and Federal Governments, and some use of our Federal Transportation Funding. There is sadly no short term solution.

Vice Chairman Dean thanked Ms Sicks for her report.

Mr. Mitchell agreed that, if you are going to spend \$40,000,000 on road construction, you have to go after Federal dollars.

Mr. Mitchell returned to the Recommended Budget.

The County Matching Fund 0122.0055 Revenue can be found on page 216 of the FY 2008 Recommended Budget and page 4 of the Highway Department Revenue print out.

Mr. Mitchell stated the County Matching Fund's Property Tax Levy totals \$1,177,000.00. This would produce a rate of \$0.0369 which is slightly less than the maximum rate of \$0.0375 per \$100 of equalized assessed value. The total revenue is \$1,185,000.00.

Mr. Mitchell continued with the expenses. Under Capital Assets, a correction needs to be made. Part of the \$1,145,000 listed should be under line item account 851 instead of line item account 810. The correction will be made for the November 6, 2007 meeting. This fund is limited as to its usage. It can only be used to match Federal Aid Projects and Motor Fuel Tax Projects.

Vice Chairman Dean asked why this Fund is restricted. Mr. Mitchell stated that the restrictions are statutory.

Mr. Mitchell then continued to the County Motor Fuel Tax Fund.

The Motor Fuel Tax Fund 0123-0055 can be found on page 218 of the FY 2008 Recommended Budget and page 5 of the Highway Department Revenue print out.

Mr. Mitchell explained the County's share of the State Collected Motor Fuel Tax. There is a formula which distributes the Motor Fuel Tax. The Local Governments receives 55% and the State receives 45% of the Motor Fuel Tax receipts collected. Motor Fuel Tax funds are distributed in the following manner:

- County based on vehicle registration
- Village based on population
- Township based on Road miles
- City based on population

Since the County's share is based on vehicle registrations the County's total Motor Fuel Tax revenue remains fairly constant.

The total Revenue for the Motor Fuel Tax Fund 0123-0055 is \$3,255,023.00. The expenses for the Motor Fuel Tax Fund 0123.0055 can found on pages 219-221 of the FY 2008 Recommended Budget and pages 9-10 of the Highway Department Expense print out. Mr. Mitchell continued with the expense side of the Motor Fuel Tax Fund, balancing at \$3,255,023. The four Highway funds total expenses equal \$9,900,305.00

Mr. Mitchell asked the Committee for questions.

Mr. Caisley asked if we would be better off if the Counties were paid by population.

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Mr. Mitchell stated because of the growth in the Collar Counties we would lose money. The Collar Counties are growing much faster than we are.

Mr. Caisley suggested that this item be placed on our Legislative agenda.

Vice Chairman Dean agreed we need to take a look at it more closely.

After some discussion, the Committee decided to table the FY 2008 Recommended Budget until the November meeting when Chairman Hoselton will be back. This will also give Mr. Mitchell time to make the needed corrections. Mr. Mitchell said if Mr. Baggett had any questions, he would be glad to meet with him before the next meeting.

Motion by Caisley/Cavallini to recommend tabling the  
FY 2008 Recommended Budget for the Highway  
Department until the November 6, 2007 Committee Meeting.  
Motion carried.

Mr. Mitchell referred the Committee to the map and a more detailed spreadsheet of the McLean County Highway Department's Five Year Capital Improvement Plan. He discussed current and future projects. He informed the Committee that the TARP Funds have been received.

Mr. Caisley asked what are TARP Funds.

Mr. Mitchell replied that this acronym stands for Truck Access Route Program ("TARP") Funds. This is grant money from the State, which the County must apply for and must be used to improve an existing road to an 80,000 pound road. He continued discussing the Five Year Plan. He explained the way a decision is made as to what projects get done is by a Rating and the Average Daily Traffic (ADT) count.

Vice Chairman Dean asked how the Department comes up with the ADT.

Mr. Mitchell responded the count is done for the State, with equipment from the State, every five years. The last ADT was completed in 2004.

Mr. Cavallini asked who is responsible for Old Route 66. Mr. Mitchell replied the Illinois Department of Transportation (IDOT). Mr. Cavallini stated that this road is showing wear and tear. It has been a number of years since it was done and is now showing its age.

Mr. Mitchell continued reviewing the Five Year Plan. There is one project that is not in this program. Several months ago the Village of Downs had an extensive study done with several alternative recommendations for improving the traffic around Downs to Interstate 74. In essence, they want the traffic from Interstate 74 out of downtown Downs. One of the proposals is that the Gillum Road be improved from Route 150 to the Interstate. This is a \$6,600,000 project. As traffic increases, the turning lanes on the Gillum road would need some radius updates at the corner of County Highway 36 and the Gillum Road. This would also require improving the Bridge. The end result is that Downs wants \$9,000,000 worth of work completed on the County's roads. Mr. Mitchell does not believe the traffic volumes warrant this work at this time.

Vice Chairman Dean asked what was the cost of the study.

Mr. Mitchell replied the study cost was \$60,000 - \$70,000 and was funded by an Illinois Tomorrow Grant. He informed the Committee the Mayor of Downs is really pushing this. The Mayor went to the Technical Committee. The Technical Committee told him to go the County. Mr. Mitchell advised the Mayor that the County would look at this project when the Five Year Plan was updated and that is what we have done.

Mr. Caisley thought it would require an interchange with the Interstate.

Mr. Mitchell stated that what they are trying to do will probably not require an interchange, depending upon what the East Side Highway Study shows. It may be something in the future we will need to look at. An interchange there may be a solution.

Mr. Caisley stated it was over a mile from the one already there.

Mr. Mitchell responded that is the problem. When you are in rural areas, there is a three mile minimum spacing requirement on interchanges. In urban areas, there is a one mile spacing requirement. Mr. Mitchell advised the Committee that the Highway Department's recommendation is not to include this project in the Five Year Plan.

Vice Chairman Dean asked the Committee if excluding the Village of Downs request from the Five Year Capitol Improvement Plan should be included with the motion. The Committee agreed.

Mr. Mitchell acknowledged Eric Schmitt for doing such a great job preparing the Budget this year.

Vice Chairman Dean asked the Committee for a motion on the Five Year Capital Improvement Plan.

Motion by Cavallini/Caisley to recommend tabling the Highway Department's Five Year Capital Improvement Plan until the November 6, 2007 Committee Meeting.  
Motion carried.

Mr. Mitchell informed the Committee the next item to be presented for action is a Resolution and Letting Results from the September 25, 2007 Surplus Equipment Letting. The following items were sold:

- 2001 Dodge Ram Extended Cab ½ Ton Short Bed Recommended Minimum bid of \$2,000.00. Recommend sale for the amount of \$3,000.00 to David Mylcraine, Piper City, IL 60959.
- 1998 GMC C3500 Dump Truck Recommend Minimum bid of \$4,500.00 was not met. Recommend sale for the amount of \$4,000.00 to David Mylcraine, Piper City, IL 60959.

Motion by Clark/Caisley to recommend approval of the Resolution and Letting Results from the September 25, 2007 Surplus Equipment Letting.  
Motion carried.

Mr. Mitchell stated the next action item to be presented for approval is the Resolution and Letting results from the September 26, 2007 Gridley RD 2008 TBP Construction Section. He stated they had five bidders and Stark submitted the lowest bid of \$217,819.45, which was 10.85% under the Engineer's estimate. The Resolution needs to be revised. The amount is incorrect. It should reflect the low bid of \$217,819.45. Mr. Mitchell stated this would be corrected. He further explained the State will pay 80% of the Bridge, the County 10%, and the Township 10%.

Motion by Clark/Cavallini to recommend approval to award the Gridley Rd Sec 05-18130-BR- Schlipf Bridge construction project to Stark Excavation Inc, 1805 W. Washington St., Bloomington, IL 61701.  
Motion Carried.

Mr. Mitchell stated the next item to be presented for approval is the Intergovernmental Agreement between the City of Bloomington and

McLean County for improvements at White Oak Road (County Highway 70). It is in the best interest of the public health, safety, and welfare that left turn lanes and traffic signals be added at the intersection of White Oak Road (County Highway 70) and Dr. Martin Luther King Jr. Drive.

Mr. Mitchell stated this would commit the County to spend approximately \$87,000, the same amount as the city, \$227,000 in Safety Funds and \$595,000 Urban Federal Funds. The Highway Department has been working on the project for approximately 10 years. He explained to the Committee that because of delays, both the City and the County forgot to pass the Resolution. The work is underway.

Motion by Clark/Caisley to recommend approval of the Intergovernmental Agreement between the City of Bloomington and County of McLean for Improvements at White Oak Road (C.H. 70) and Dr. Martin Luther King Jr. Drive.  
Motion carried.

Mr. Caisley asked if White Oak Road is under the County's Jurisdiction. Mr. Mitchell answered it is. To change jurisdiction would involve the City, the Town and also the Township. It would be a multi-agency change.

Mr. Caisley asked if the same is true concerning Towanda/Barnes Road and will it always remain a County highway.

Mr. Mitchell replied it has been the sense of the Committee over the years that to maintain good traffic flow on Towanda/Barnes Road, it is better to leave it under County jurisdiction.

Mr. Caisley asked what criteria is used to determining if County highways that are located within municipalities are transferred to the jurisdiction of the municipality.

Mr. Mitchell responded with township roads it is automatic. If there is a municipal annexation that touches a Township road, then the entire road falls under the jurisdiction of the City or Town. With County roads, a Jurisdictional Transfer would have to be done to transfer jurisdiction from the County to the City.

Vice Chairman Dean stated that the County has to repair/improve the road before it is transferred.

Mr. Mitchell stated that this is correct, however, when a road is transferred, then the road is gone forever. The main criteria used is simply, if they are functioning more as a Street than a County Highway.

Mr. Mitchell stated due to the time, did any one have any questions concerning the following items presented for Information:

- Project Summary
- East Side Highway Study
- Horizon Wind Farm Update Phase 1 & Phase 2
- Garage Status
- Bridge Report

Mr. Eric Schmitt, Assistant Highway Engineer reported there are 46 wind turbines completed in Phase II of the Horizon wind Farm. The collection system is 75% completed. They have 74 bases poured. Progress looks good. They are looking to be done pouring concrete by the first or second week in November.

Mr. Mitchell reported the new Garage bid advertisement was in the paper Wednesday or Thursday of last week. The mandatory pre-bid construction meeting is scheduled for October 9, 2007. Bids will be received October 23, 2007. The bids will be taken to the Property Committee on November 1, 2007, and then reported to the Transportation Committee.

Mr. Mitchell continued to the next Item on the Agenda, Consider Alternate Meeting Times as requested by Board Chairman, Matt Sorensen. Mr. Mitchell stated Mr. Baggett has problems with morning meetings on Tuesday and Thursday. Mr. Cavallini has problems with Monday and Wednesday most of the day. Mr. Mitchell advised that he has a conflict on Friday morning,

Mr. Cavallini explained he is in town on Tuesday and Thursday, so the question becomes is Mr. Baggett available to meet at some other time on those days.

Mr. Mitchell suggested meeting at 7:00 am.

Vice Chairman Dean stated he would like to see an evening meeting. He realizes that this is a conflict for Chairman Hoselton. Mr. Caisley stated he would prefer not to meet at 7:00 am.

Vice Chairman Dean stated that the Committee will continue to meet at 8:00 am on Tuesday, at least for the November meeting.

Mr. Mitchell asked Mr. Cavallini if classes were for a semester at a time.

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Mr. Cavallini stated the semester ends in December; however, his next semester schedule will be the same for him if the class numbers merit.

Mr. Caisley said he talked with Mr. Baggett concerning his schedule and Mr. Baggett believes his schedule may be different next semester. Vice Chairman Dean stated the Committee will wait and see what happens in January.

Vice Chairman Dean asked if there was any other business to come before the Committee, hearing none, he adjourned the meeting at 9:55 am.

Respectfully submitted,

Diana Hospelhorn  
Recording Secretary