

Road and Bridge Committee
Woodford County Highway Department – Roanoke IL
Wednesday, July 7, 2021
AGENDA
8:00 A.M.

- 1. Call meeting to order.....Richard Hill, Chairman**
- 2. Roll Call.**
- 3. Review meeting minutes of regular meeting on June 7, 2021.**
- 4. Review and consider minutes of past Executive Sessions.**
 - (a) June 7, 2021 Session 1
 - (b) June 7, 2021 Session 2
- 5. Public comment.**
- 6. Consider claims for the July 20, 2021, Board meeting**
- 7. Other:**
 - (a) New Shop Building.
 - (b) Budget Update
- 8. Old Business:**
 - (a) Discuss and act on Architecture Agreement with Kenyon & Associates for new shop building
 - (b) Discuss and act on Engineering Agreement with Hutchison Engineering, Inc. for new shop building.
- 9. New Business:**
 - (a) Discuss and act on bids for Worth Township Seal Coat, Section 21-17000-15-GM.
- 10. Executive Session.**
 - (a) 5 ILCS 120/2(c)(6) Sale or lease of property.
- 11. Action coming out of Executive Session.**
- 12. Motion to Adjourn.**

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Road and Bridge Committee
Woodford County Highway Department – Roanoke IL
Monday, June 7, 2021
MINUTES
8:00 A.M.

1. Call meeting to order

The meeting was called to order at 8:03 A.M.

2. Roll Call.

Richard Hill, Dan Steffen, Barry Logan and David Meinhold present. Donald Tolan absent. Also present is County Board member Jerry Smith and County Engineer, Conrad Moore.

3. Review meeting minutes of regular meeting on May 10, 2021.

Motion to approve May 10, 2021 minutes made by Steffen, seconded by Logan. *Motion passed.*

4. Review and consider minutes of past Executive Sessions.

None

5. Public comment.

None

6. Consider claims for the June 15, 2021, Board meeting

Motion to approve June 2021 claims made by Meinhold, seconded by Logan. Flink Company rebuilt the plow hitch which was worn from wear and tear. Rusty's Door Service replaced the overhead door in the shop from when it was hit last fall. They did not turn this into insurance as the deductible was more than the cost to repair. Amigoni Construction was used to help clean ditches on Banta Road that the Highway Department could not reach. This is part of a grant that was received to help with damages from flooding in 2019. It was asked about the individual names on the claim sheet. These names represent land acquisitions for the right-of-way to complete the project for CH 13. Discussion on how the compensation was determined. The land was appraised by a certified appraiser. We used their appraisal as a basis. The basis was \$13,000 per acres. *Motion passed.*

7. Old Business:

- (a) Discuss and act on agreement with Blunier Builders, of Eureka, IL for preliminary design of new shop building.

Blunier Builders submitted a statement stating that if Blunier provides preliminary plans/specs, they realize they have no advantage over other potential bidders for the building project..

Discussion on the steel versus wood frame. This is a decision that the committee needs to make before we can engage someone for guidance. We do not want to show favoritism to anyone. We also don't want to shut Blunier out from bidding when it comes time. A steel frame building is used for large warehouse buildings, while a wood frame building is used more for bay area buildings. Wood frames help support steel building and make insulating easier. The type of building will be discussed more under 9A. In conclusion, we will not ask Blunier to provide drawings as we don't want to be seen as giving favoritism.

Road and Bridge Committee
Woodford County Highway Department – Roanoke IL
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(b) County Highway 13

Forty percent of the right-of-way has been purchased. All right-of-way purchases have to be made before the project can be deemed shovel ready. The design work for the area of Route 24 is about 80% complete.

(c) Personnel Update

They have hired Ben Burmood to replace Glenn Fischer, and hired Lee Kupfer as an Engineer Technician, so they currently have three technicians.

(d) Highway Department Property Safety Survey

IMPG came through and inspected every building. The window and doors need to be numbered, and each office needs to have a blood stop kit. There is no fire alarm system in this building.

10. Executive Session.

(a) 5 ILCS 120/2(c)(6) Sale or lease of property.

Motion to go into executive session under 5 ILCS 120/2(c)(6) made by Steffen, seconded by Logan. Roll call vote – Hill-yes; Steffen – yes; Logan – yes; Meinhold – yes. *Motion passed.*

Motion to come out of executive session made by Logan, seconded by Steffen. *Motion passed.*

(b) 5 ILCS 120/2(c)(1) Personnel.

Motion to go into executive session under 5 ILCS 120/2(c)(1) made by Logan, seconded by Meinhold. Roll call vote – Meinhold-yes; Logan- yes; Steffen – yes; Hill – yes. *Motion passed.*

Motion to come out of executive session made by Steffen, seconded by Meinhold.. *Motion passed.*

11. Action coming out of Executive Session.

No action needed for either session

12. Motion to Adjourn.

Motion to adjourn made by Steffen, seconded by Meinhold. *Motion passed.*

Meeting adjourned at 9:38 A.M.

Submitted by: Deb Breyman

Richard Hill, Chairman
Road and Bridge Committee

CLAIMS SUMMARY SHEET FOR THE WOODFORD COUNTY HIGHWAY DEPARTMENT

Following are the totals of all claims for each fund of the Woodford County Highway Department approved at the July 8, 2021 Road and Bridge Committee meeting. The individual claims for each fund will be submitted for approval and payment at the July 20, 2021 County Board Meeting. This summary sheet is prepared at the request of the County Clerk.

County Highway Fund	\$12,479.48
County Bridge Fund	\$233.18
County Matching Fund	\$83,542.89
County Motor Fuel Tax Fund	\$1,164.00
Township Motor Fuel Tax Fund	\$0.00
Township Bridge Fund	\$0.00

Submitted and Approved by the Road & Bridge Committee at the meeting held:

July, 2021

County Highway
 Date Range: 7/1/2021 - 7/1/2021

Date: Friday, July 2, 2021

The Committee for Woodford County have met and approved the following Claims.

DATE	VENDOR NAME	DESCRIPTION	ACCOUNT	AMOUNT
7/1/2021	ARAMARK UNIFORM SERVICES	CH Line Item: 001-610-6081-002	1-10-211	268.72
CHECK:		UNIFORMS 5-25-2021 THRU 6-22-2021(196.78 WOCO,		
			CHECK TOTAL:	268.72
7/1/2021	DIGGLE ACE HARDWARE	CH Line Item: 001-630-6229-002	1-30-341	95.15
CHECK:		#503-PAINT FOR TANKS		
7/1/2021	DIGGLE ACE HARDWARE	CH Line Item: 001-635-6238-002	1-35-441	15.96
CHECK:		MULCH		
			CHECK TOTAL:	111.11
7/1/2021	FORESTRY SUPPLIERS, INC.	CH Line Item: 001-620-6126-002	1-20-325	79.50
CHECK:		NOTEBOOK JOURNAL(10), FIELD BOOK (12)		
			CHECK TOTAL:	79.50
7/1/2021	HEARTLAND FABRICATION, LLC	CH Line Item: 001-630-6228-002	1-30-247	2.50
CHECK:		#M07-CUTTING STEEL		
7/1/2021	HEARTLAND FABRICATION, LLC	CH Line Item: 001-630-6229-002	1-30-341	28.08
CHECK:		#M07- STEEL		
			CHECK TOTAL:	30.58
7/1/2021	HELENA CHEMICAL CO.	CH Line Item: 001-630-6233-002	1-30-347	150.00
CHECK:		NUTRI-LINK ZN(20 GAL)		
			CHECK TOTAL:	150.00
7/1/2021	INTERSTATE BATTERIES OF CENTR	CH Line Item: 001-630-6229-002	1-30-341	60.00
CHECK:		#500-BATTERY		
			CHECK TOTAL:	60.00
7/1/2021	JAYNE FRERICHS	CH Line Item: 001-635-6238-002	1-35-441	93.00
CHECK:		KOOS NUSERY-FLOWERS		
			CHECK TOTAL:	93.00
7/1/2021	KARA COMPANY INC.	CH Line Item: 001-620-6126-002	1-20-325	36.17
CHECK:		FIELD BOOKS (3)		
			CHECK TOTAL:	36.17
7/1/2021	LEE ENTERPRISES-CENTRAL ILLIN	CH Line Item: 001-610-6079-002	1-10-207	67.20
CHECK:		NOTICE OF LETTING-21-17000-15-GM SEAL COAT		
			CHECK TOTAL:	67.20

DATE	VENDOR NAME	DESCRIPTION	ACCOUNT	AMOUNT
7/1/2021	MINONK AUTO PARTS	CH Line Item: 001-630-6229-002	1-30-341	36.48
CHECK:		#007-A/C ORIFICE TUBE		
7/1/2021	MINONK AUTO PARTS	CH Line Item: 001-630-6229-002	1-30-341	39.12
CHECK:		#007-A/C ACCUMULATOR		
7/1/2021	MINONK AUTO PARTS	CH Line Item: 001-630-6229-002	1-30-341	18.00
CHECK:		#201-WASHERS		
7/1/2021	MINONK AUTO PARTS	CH Line Item: 001-630-6229-002	1-30-341	6.48
CHECK:		#301-WD-40		
7/1/2021	MINONK AUTO PARTS	CH Line Item: 001-630-6229-002	1-30-341	98.24
CHECK:		#017-AIR FLOW SENSOR		
7/1/2021	MINONK AUTO PARTS	CH Line Item: 001-630-6231-002	1-30-343	12.24
CHECK:		OIL-NON DETERGENT (3 QT)		
			CHECK TOTAL:	210.56
7/1/2021	PETTY CASH--CO. HIGHWAY	CH Line Item: 001-610-6089-013	1-10-213	29.42
CHECK:		AMAZON 2 PHONE CASES		
7/1/2021	PETTY CASH--CO. HIGHWAY	CH Line Item: 001-610-6082-002	1-10-308	54.00
CHECK:		NOTARY PUBLIC ASSOC-BOB CHERVENY		
7/1/2021	PETTY CASH--CO. HIGHWAY	CH Line Item: 001-610-6083-002	1-10-309	49.00
CHECK:		TROXLER-TRAINING DOUG		
7/1/2021	PETTY CASH--CO. HIGHWAY	CH Line Item: 001-610-6083-002	1-10-309	393.00
CHECK:		DEPT OF AG-SPRAYER LICENCE(3)-JIM, SHAWN, G		
7/1/2021	PETTY CASH--CO. HIGHWAY	CH Line Item: 001-620-6126-002	1-20-325	27.00
CHECK:		MICRO DYNAMICS-DISTANCE METER BRACKET		
7/1/2021	PETTY CASH--CO. HIGHWAY	CH Line Item: 001-630-6229-002	1-30-341	1,051.98
CHECK:		#301-COPPERTONE HOSE		
7/1/2021	PETTY CASH--CO. HIGHWAY	CH Line Item: 001-630-6229-002	1-30-341	22.95
CHECK:		#SAW-SAWZALL PART		
7/1/2021	PETTY CASH--CO. HIGHWAY	CH Line Item: 001-630-6229-002	1-30-341	20.00
CHECK:		WESCON CONTROLS DUAL AXIS RUE PIVOT		
7/1/2021	PETTY CASH--CO. HIGHWAY	CH Line Item: 001-630-6230-002	1-30-342	34.37
CHECK:		DOLLAR GENERAL-CLEANING SUPPLIES		
			CHECK TOTAL:	1,681.72
7/1/2021	PITNEY BOWES INC	CH Line Item: 001-610-6081-002	1-10-211	122.85
CHECK:		MACHINE RENTAL		
			CHECK TOTAL:	122.85
7/1/2021	POTTERS INDUSTRIES INC	CH Line Item: 001-630-6308-002	1-30-355	1,164.00
CHECK:		GLASS BEADS (3000 LBS)		
			CHECK TOTAL:	1,164.00

DATE	VENDOR NAME	DESCRIPTION	ACCOUNT	AMOUNT
7/1/2021	PREFERRED CARE MEDICAL CENT	CH Line Item: 001-610-6081-002	1-10-211	600.00
CHECK:		PRE EMPLOYMENT DRUG TEST-L KUPFER-5 SUM		
			CHECK TOTAL:	600.00
7/1/2021	QUILL CORPORATION	CH Line Item: 001-610-6082-002	1-10-308	159.83
CHECK:		TONER,PAPER, HEAVY MARKERS,HIGHLIGHTERS		
7/1/2021	QUILL CORPORATION	CH Line Item: 001-610-6082-002	1-10-308	20.46
CHECK:		RULED PADS, HIGHLIGHTERS		
7/1/2021	QUILL CORPORATION	CH Line Item: 001-610-6082-002	1-10-308	18.52
CHECK:		RULED PADS		
7/1/2021	QUILL CORPORATION	CH Line Item: 001-610-6082-002	1-10-308	145.93
CHECK:		TONER, PAPER, CALCULATOR, STAPLER		
7/1/2021	QUILL CORPORATION	CH Line Item: 001-610-6082-002	1-10-308	-29.24
CHECK:		QUILL CREDIT		
7/1/2021	QUILL CORPORATION	CH Line Item: 001-630-6230-002	1-30-342	122.97
CHECK:		TORK NATURAL ROLL TOWEL		
			CHECK TOTAL:	438.47
7/1/2021	ROANOKE FORD	CH Line Item: 001-630-6229-002	1-30-341	17.14
CHECK:		#008-KIT		
			CHECK TOTAL:	17.14
7/1/2021	ROANOKE IGA	CH Line Item: 001-630-6229-002	1-30-341	7.96
CHECK:		#301-DAWN DISH SOAP		
7/1/2021	ROANOKE IGA	CH Line Item: 001-630-6229-002	1-30-341	47.88
CHECK:		#301-CRACKSEALER-CASE OF DAWN		
7/1/2021	ROANOKE IGA	CH Line Item: 001-630-6230-002	1-30-342	24.18
CHECK:		#301-DAWN DISH SOAP(6)		
7/1/2021	ROANOKE IGA	CH Line Item: 001-630-6230-002	1-30-342	7.90
CHECK:		ICE		
7/1/2021	ROANOKE IGA	CH Line Item: 001-630-6230-002	1-30-342	87.65
CHECK:		DAWN SOAP, ICE, KITCHES SUPPLIES		
			CHECK TOTAL:	175.57
7/1/2021	ROANOKE PLUMBING INC.	CH Line Item: 001-630-6229-002	1-30-341	4.55
CHECK:		#300-BUSHINGS		
7/1/2021	ROANOKE PLUMBING INC.	CH Line Item: 001-630-6229-002	1-30-341	36.75
CHECK:		#301-1" BALL VALVE		
7/1/2021	ROANOKE PLUMBING INC.	CH Line Item: 001-630-6230-002	1-30-342	4.50
CHECK:		3/4 FITTING		
			CHECK TOTAL:	45.80

DATE	VENDOR NAME	DESCRIPTION	ACCOUNT	AMOUNT
7/1/2021	SEALMASTER CHICAGO	CH Line Item: 001-630-6229-002	1-30-341	96.03
CHECK:		#301-WAND SHOE		
			CHECK TOTAL:	96.03
7/1/2021	SUNBELT RENTALS	CH Line Item: 001-630-6308-002	1-30-355	508.00
CHECK:		AIR COMPRESSOR RENTAL-CRACKSEALING		
			CHECK TOTAL:	508.00
7/1/2021	WATTS COPY SYSTEMS INC.	CH Line Item: 001-610-6081-002	1-10-211	165.68
CHECK:		STANDARD PAYMENT & IMAGES		
			CHECK TOTAL:	165.68
7/1/2021	WIGAND DISPOSAL	CH Line Item: 001-610-6078-013	1-10-205	110.28
CHECK:		2 YD DUMPSTER RENT		
			CHECK TOTAL:	110.28
7/1/2021	YODER OIL INC	CH Line Item: 001-630-6231-002	1-30-343	4,795.83
CHECK:		DIESEL (2021 GAL)		
7/1/2021	YODER OIL INC	CH Line Item: 001-630-6231-002	1-30-343	1,451.27
CHECK:		UNLEADED(663 GAL)		
			CHECK TOTAL:	6,247.10
			TOTAL CLAIMS:	12,479.48

Approved by

County Engineer

Submitted for approval.

DATED: Friday, July 2, 2021

County Bridge
Date Range: 7/1/2021 - 7/1/2021

Date: Friday, July 2, 2021

The Committee for Woodford County have met and approved the following Claims.

DATE	VENDOR NAME	DESCRIPTION	ACCOUNT	AMOUNT
7/1/2021	MAURER STUTZ, INC.	CH Line Item: 002-650-6490-002	2-50-126021	120.00
CHECK:		SEC 11-00126-00-BR CH #11		
			CHECK TOTAL:	120.00
7/1/2021	VALLEY SAND & GRAVEL, INC.	CH Line Item: 002-650-6511-002	2-50-174011	113.18
CHECK:		FA-6 (25.15 TON)		
			CHECK TOTAL:	113.18
			TOTAL CLAIMS:	233.18

Approved by

County Engineer

Submitted for approval.

DATED: Friday, July 2, 2021

Matching

Date: Friday, July 2, 2021

Date Range: 7/1/2021 - 7/1/2021

The Committee for Woodford County have met and approved the following Claims.

DATE	VENDOR NAME	DESCRIPTION	ACCOUNT	AMOUNT
7/1/2021	Carol J Sauder trust	CH Line Item: 003-640-6328-002	3-40-910011	1,163.50
CHECK:		SEC 13-00091 PARCEL 38-2B		
			CHECK TOTAL:	1,163.50
7/1/2021	CLOUDPOINT GEOSPATIAL, INC	CH Line Item: 003-605-6051-002	3-05-000051	11,920.00
CHECK:		SEC 20-00175 ASSET MANAGEMENT		
			CHECK TOTAL:	11,920.00
7/1/2021	CONTECH CONSTRUCTION INC	CH Line Item: 003-605-6051-002	3-05-000051	471.00
CHECK:		GEOTEX 125FT X 360FT		
			CHECK TOTAL:	471.00
7/1/2021	ILLINOIS DEPARTMENT OF TRANSP	CH Line Item: 003-640-6336-002	3-40-000010	40,876.30
CHECK:		SEC 18-00170-00-SP/HSIP GUARDRAIL		
			CHECK TOTAL:	40,876.30
7/1/2021	James C Sauder and Michelle R Sauder	CH Line Item: 003-640-6328-002	3-40-910011	5,629.00
CHECK:		SEC 13-00091 PARCEL 38A		
7/1/2021	James C Sauder and Michelle R Sauder	CH Line Item: 003-640-6328-002	3-40-910011	4,654.00
CHECK:		SEC 13-00091 PARCEL 38-2A		
			CHECK TOTAL:	10,283.00
7/1/2021	James W Sauder Trust	CH Line Item: 003-640-6328-002	3-40-910011	1,163.50
CHECK:		SEC 13-00091 PARCEL 38-2B		
			CHECK TOTAL:	1,163.50
7/1/2021	MAURER STUTZ, INC.	CH Line Item: 003-640-6328-002	3-40-910011	12,131.58
CHECK:		SEC 16-00091-02-RR ENGINEERING		
7/1/2021	MAURER STUTZ, INC.	CH Line Item: 003-640-6328-002	3-40-910011	2,544.01
CHECK:		SEC 20-00091-03-BR ENGINEERING		
			CHECK TOTAL:	14,675.59
7/1/2021	NATHAN SCOTT DENTINO	CH Line Item: 003-640-6328-002	3-40-910011	2,002.00
CHECK:		SEC 13-00091 PARCEL 4-A		
			CHECK TOTAL:	2,002.00
7/1/2021	Wendy L Custis Revocable Trust	CH Line Item: 003-640-6328-002	3-40-910011	988.00
CHECK:		SEC 13-00091 PARCEL 4-B-2		
			CHECK TOTAL:	988.00

DATE	VENDOR NAME	DESCRIPTION	ACCOUNT	AMOUNT
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			TOTAL CLAIMS:	83,542.89
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Approved by

County Engineer

Submitted for approval.

DATED: Friday, July 2, 2021

Motor Fuel Tax
Date Range: 7/1/2021 - 7/1/2021

Date: Friday, July 2, 2021

The Committee for Woodford County have met and approved the following Claims.

DATE	VENDOR NAME	DESCRIPTION	ACCOUNT	AMOUNT
7/1/2021	POTTERS INDUSTRIES INC	CH Line Item: 005-630-6295-002	5-30-2112	1,164.00
CHECK:		GLASS BEADS (3000LBS)		
			CHECK TOTAL:	1,164.00
			TOTAL CLAIMS:	1,164.00

Approved by

County Engineer

Submitted for approval.

DATED: Friday, July 2, 2021

301 South Main Street
Roanoke, IL 61561
Phone 309-923-2891
FAX 309-467-7220
highway@woodford-county.org

Woodford County Highway Department

Memo

To: Chairman Hill and Members of the Woodford County Road & Bridge Committee
From: Conrad Moore, P.E., County Engineer
CC: File
Date: July 2, 2021
Re: July 2021 Agenda Item 8(a) (Seal Coat Bid Acceptance)

Background:

The Highway Department solicits deliver & install proposals on an annual basis for County and Township seal coat. The lowest bid is accepted by each entity based upon the attached bid tabulation.

Purpose:

The seal coat work on the various Township and County roads will be used for maintenance and pavement preservation.

Applicable Rules:

Woodford County Purchase Ordinance
Motor Fuel Tax Law

Other Information:

For Township Seal Coat, the operation will be paid for using Township MFT (which the County manages), and local Township funds where applicable.

Bids were received from 1 vendor as summarized on the attached bid results.

Recommendation:

The Highway Department recommends approval of the Township bids from the letting on July 1, 2021 as summarized on the attached bid tabulation and resolution, authorize the County Engineer to execute the necessary documents, and forward the recommendation to the full County Board for approval.



Tabulation of Bids



LOW BID

Local Public Agency: **Worth Road District Supplemental** County: **Woodford** Section Number: **21-17000-15-GM** Letting Date: **07/01/21**

Approved Engineer's Estimate: **\$53,700.00**
 Attended By (IDOT Representative(s)): **See Sign-in Sheet**

Bidder's Name	Steffens 3D Construction 309-527-3492
Bidder's Address	2863 State Route 17
City, State, Zip	Toluca, IL 61369
Proposal Guarantee	Yes
Terms	

Approved Engineer's Estimate

Item No.	Item	Delivery	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Bit. Mat. Seal Coat (CRSP)	Deliv. & In	GAL	5028	\$5.0000	\$25,140.00	\$4.8500	\$24,385.80		\$0.00
2	Seal Coat Aggregate (CA-16)	Deliv. & In	TON	204	\$140.0000	\$28,560.00	\$138.5000	\$28,254.00		\$0.00
	Black Trap Rk									
Total Bid:										
As Read:										
As Calculated:						\$52,639.80		\$0.00		\$0.00
% Over/Under:						(1.97)%				

LOW BID

STATE OF ILLINOIS)
) SS.
COUNTY OF WOODFORD)



WOODFORD COUNTY BOARD

JULY 20, 2021 A.D.

RESOLUTION #2020/21-_____

**WOODFORD COUNTY HIGHWAY DEPARTMENT
RESOLUTION FOR SECTION 21-17000-15-GM TO AWARD
WORTH TOWNSHIP SUPPLEMENTAL MFT MAINTENANCE CONTRACT**

WHEREAS, bids were advertised and received by the Woodford County Engineer. The bids were opened and read at the Highway Department in Roanoke, Illinois on July 1st, 2021, for the County and various township road district seal coat sections, and

WHEREAS, the low bid results are as follows:

<u>LOCAL AGENCY</u>	<u>SECTION</u>	<u>LOWEST BIDDER</u>	<u>AMOUNT</u>
Worth	21-17000-15-GM	Steffen's 3-D Construction	\$52,639.80

WHEREAS, the Road and Bridge Committee of Woodford County Board upon reviewing such bids, recommends to award to the lowest bidder as listed herein, and

WHEREAS, the Worth Township Highway Commissioner has concurred with said recommendation.

THEREFORE, BE IT RESOLVED, by the Woodford County Board, State of Illinois, hereby accepts and awards to the lowest bidder as recommended herein and authorizes the County Engineer to execute the necessary documents.

I, Dawn Kupfer, County Clerk in and for said County of Woodford, in the State of Illinois, and keeper of the records and files thereof, as provide by Statute, do hereby certify the foregoing to be a true, perfect and complete copy of the resolution adopted by the County Board of Woodford County, at its monthly meeting held at Eureka, Illinois on July 20, 2021.

IN TESTIMONY WHEREOF, I have hereto set my hand and affixed the seal of said County at my office in Eureka, in said County, this 20th day of July 2021.

(SEAL)

ATTEST:

Dawn Kupfer – Clerk of the Woodford County Board

John Krug – Chairman of Woodford County Board