

**Road and Bridge Committee**  
**Woodford County Highway Department - Roanoke, Illinois**  
**Monday, March 11, 2019**  
**MINUTES**  
**8:00 A.M.**

1. **Call meeting to order** – meeting called to order at 8:01 AM.
2. **Roll Call.** – Richard Hill (chairman), Donny Tolan, Barry Logan, Danny Steffen all present. Josh Davis participated by phone. Mr. Conrad Moore, County Engineer, was also present.  
Motion to allow Josh Davis to participate by phone made by Logan, seconded by Steffen. *Motion passed.*
3. **Review meeting minutes of regular meeting on February 11, 2019.**  
Motion to approve February 11, 2019 meeting minutes made by Tolan, seconded by Logan.  
Correction made to first page last paragraph. The seconding of the motion was made by Steffen, not Tolan. Motion to amend minutes to strike Tolan and change to Steffen made by Tolan, seconded by Logan. *Motion passed.* Vote taken on original motion – *Motion passed.*
4. **Review and consider minutes of past Executive Sessions.** None.
5. **Public comment.** None.
6. **Consider claims for the March 19, 2019, Board meeting.**  
Motion to approve March 19, 2019 claims made by Tolan, seconded by Logan. Question on the claim to Koenig Body for the PTO pump. It went out on truck #6. This is the second PTO pump that has been installed on truck #6. Truck #6 is the truck we are trading in. Questions about the \$75 fees paid to the title company. A title search has to be done for right of way purposes and each search is \$75. There is no petty cash spending on this month's claims. *Motion passed.* Danny Steffen abstains from any claim for DKS Trucking.
7. **Old Business:**
  - (a) Consider Intergovernmental Agreement with Village of Roanoke for Jurisdictional Transfer of North Main Street from Front Street to IL 116.  
There is no new information at this time.
  - (b) Discuss and act on a supplemental engineering agreement with Maurer Stutz for County Highway 13, Section 13-00091-00-EG.  
Mr. Moore is asking for a motion for supplemental engineering fees to Maurer Stutz. Motion for supplemental fees of \$16,051.28 for Maurer Stutz made by Tolan, seconded by Steffen. This was discussed at last month's meeting. IDOT has requested additional studies in Phase I that are usually done in Phase II, which were not anticipated at this phase of the project. Questioned if the total cost will count toward our 5% of the federal funding. These additional costs are being paid out of local funds and there is no TIP sheet for this phase of the project. Questions as to why we are funding with no TIP sheet? It is the understanding that this phase is paid with local funding. Discussion if there was any way to shift these costs to phase II. Questioned if there will be additional costs. Mr. Moore does not anticipate any additional costs. The committee asked Mr. Moore to investigate how we can get reimbursed for these funds. It is the understanding that we cannot get reimbursed for local money spent. Discussion on holding this over to next month. The only thing holding over to next month would do is delay the project development report. The project development report cannot be approved until the environmental study is complete. *Motion passed.*

## 8. New Business:

- (a) Consider Road Use Agreement with Ameren Illinois for overhead power line upgrades at Santa Fe Trail near IL Route 26.

Resolution needed for agreement with Ameren. Motion to approve road use agreement with Ameren to do power repair on Santa Fe Trail made by Steffen, seconded by Tolan. This project will start in the next couple weeks. Ameren will pay for any road damage that occurs during this project. They will do a pre and post assessment of the road condition. It was questioned if this needed to be in a resolution or could have been handled at the committee level. In the future this committee will handle these issues. *Motion passed.*

- (b) Consider commitment of local funds for PPUATS set-aside program for resurfacing.

Motion to commit 20% funding match for any STU funding received from PPUATS for any project in Woodford County made by Logan, seconded by Steffen. Map provided which shows PPUATS territory. Any of the roads in their area qualify for funding. PPUATS is awarding funding for project resurfacing. CH 23 is a hot mix road. The last resurfacing of this highway was done in 2010. Pictures were provided that show the condition of the road. CH 23 is one of the most traveled highways in the county. This is a new program through PPUATS. In order to apply for funds from PPUATS, they have to have a commitment from the county that we will pay our share of the project, should we receive any of the funds. Mr. Moore will delete paragraph 3 and amend paragraph 4 to match Mr. Logan's motion and make the resolution broader to accept funding for any project instead of one specific project. *Motion passed.*

## 9. Other:

- (a) Highway Department Shop Upgrades.

Maps were provided for three different options. Option 1- leave existing building, remodel it and add on to the north and east. The north would be office space and 2 mechanic bays. The east would be the wash bay. Approximately 6500 square feet added. Option 2 – additions to the west and east. Leave existing building, remodel two maintenance bays, add a wash bay and office to the west, and add on 2 mechanical bays to the east. Parking would be on the north. This would add on 5200 square feet. Option 3 – new building. It would add 7500 sq. feet to the space they have now. If we use the existing building, we can't widen the bay doors. They are a tight fit for the truck getting in and out. The consensus of the men in the shop is option 3. Option 2 would take away the parking and a lot of space on the east side. Discussion on where things would be put on a temporary basis while a new building would be constructed. They would have to set up a temporary mechanic shop. Discussion on if there was a way to widen the doors. Discussion on option 1 being one story and how it would fit into roof design. It was stated it would be a two story, with the second floor being storage. Discussion on how to tie in the existing rounded roof with a new roof. Discussion on where utilities come in and how to work around them. In option 2 the employees would park on the north side, west end. The old break room would get torn down and they would need to rework the fence. Option 2 would be the easiest to tie in the roof. The committee would like to see some rough costs of the three options to help give them some direction

- (b) Equipment Update.

Mr. Moore provided a spread sheet of the equipment cash flow. There is \$168,000 in equipment reserve as of right now. They have reserve funds for the building of the shop. It was stated that one of the best ideas the R&B committee had was to anticipate the needs and start saving for the new building so that the funds are there now that we are ready to move forward with a building.

- (c) Survey Equipment.

The survey equipment will be out of date at the end of this year. New equipment would run about \$25,000-\$30,000. Rental would be about \$4,000 a month. Discussion on renting the equipment if there is a way to rent it. It was asked if the existing equipment can be updated and it was stated that it cannot. It was asked how often the equipment is used, and the use is based upon the project being done.

Discussion on if the GPS system used in farming would be the same as a GPS system used for engineering. Mr. Moore was asked to do some more research on this.

(d) Summer Help.

They are going to start looking for summer help. They will be looking for 4 to 5 summer employees.

(e) Salt/Cinder Mix

The townships do not like the wording of "upcharge" as their boards see this as a profit we are potentially making. It is not a profit, but a covering of costs. We are trying to be as transparent as we can be. Discussion on what is needed for the auditors, and if we can find wording other than "upcharge".

Next Month: Construction lettings

Next Road and Bridge Committee meeting Friday, April 5, 2019, 8:00 AM, at Highway Dept.

**10. Executive Session.**

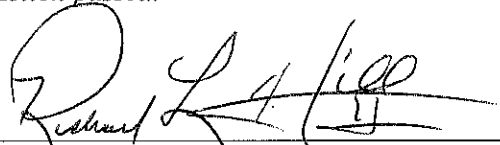
**11. Action coming out of Executive Session.**

**12. Motion to Adjourn.**

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

Meeting adjourned at 9:05 AM.

Submitted by: Deb Breyman

A handwritten signature in black ink, appearing to read "Richard Hill", written over a horizontal line.

Richard Hill, Chairman  
Road and Bridge Committee