

**Road and Bridge Committee**  
**Woodford County Highway Department - Roanoke, Illinois**  
**Monday, April 13, 2020**  
**MINUTES**  
**8:00 A.M.**

**1. Call meeting to order ..... Richard Hill, Chairman**

Due to Covid-19, this meeting was held via Zoom, with all participants calling in. The meeting was called to order at 8:06 AM

**2. Roll Call.** – Richard Hill, Dan Steffen, Don Tolan and Barry Logan all present. Josh Davis joined the meeting at 8:15. Also present is Conrad Moore, Woodford County Engineer, and Dawn Kupfer, County Clerk.

**3. Review and consider meeting minutes of regular meeting on March 6, 2020.**

Motion to approve March 6, 2020 minutes made by Logan, seconded by Tolan. *Motion passed.*

**4. Review and consider minutes of past Executive Sessions.**

**5. Public comment.**

None

**6. Consider claims for the April 21, 2020, Board meeting.**

Motion to approve April 21, 2020 claims made by Steffen, seconded by Logan. It was asked about the two charges to Midwest Repair for Battery cable, reman ecm. One of the charges is for parts and the other is for labor. The total of the bill was over \$6,000 for truck 13. Also discussed was the window for the break room. An air condition unit sits in this window out in the shop and it was rotting, and needed to be fixed. It was questioned if the Highway Dept. is using enough postage to justify the money spent on renting the postage meter. Conrad will look into the amount of postage used. *Motion passed.*

**7. Old Business:**

(a) Consider Access Ordinance amendments.

Mr. Moore has been working with the State’s Attorney on the language for individual residential properties to have their own access entrance. This will be held for further discussion at a later date.

**8. New Business:**

(a) Discuss and act on Woodford County and Various Townships Seal Coat bids, Section 20-XX000-15-GM.

Motion to approve the low seal coat bids from Steffen 3-D Construction for the County and various townships and for the County Engineer to execute the necessary documents made by Tolan, seconded by Logan. Mr. Steffen will abstain from voting. *Motion passed.*

(b) Discuss and act on Various Townships Calcium Chloride bids, Section 20-XX000-01-GM.

Motion to approve the various township calcium chloride bids from Sicalco, LTD and the County Engineer to execute the necessary documents made by Logan, seconded by Tolan. *Motion passed.*

(c) Discuss and act on bids for Greene Township Bridge, Section 99-05134-01-BR.

Motion to approve NE Finch Company's bid for Greene Township Bridge replacement made by Logan, seconded by Tolan. This will be a 3 span bridge is over Panther Creek. Half will be paid by the State Township Bridge funds, and the other half will be split between the Greene Township and the County. *Motion passed.*

(d) Consider commitment of local funds for PPUATS Surface Transportation Block Grant Program for a traffic signal project.

Motion to approve made by Logan, seconded by Tolan. This is for a traffic light at the intersection of County Highways 23, 25, and IL 116 in Metamora. Discussion on whether or not this traffic light is needed. This has been in Envision Heart of Illinois Transportation Long Range Transportation Plan for some time and is at a recommendation from IDOT. The project is probably 3-4 years down the road, but funds have to be applied for now. *Motion passed.*

(e) Discuss and act on access variance request.

A variance request has been made for access at 1643 Lourdes Road. The accident history of the area around this property was provided. Safety is the number one concern. It does not appear that the placement of the property access will constitute a hazard to the traveling public. Therefore it is the County Engineer's opinion that this access should be granted. Motion to approve variance request made by Davis, seconded by Tolan. *Motion passed.*

**9. Other:**

It was asked about the social distancing with the Highway Department during Covid-19. The crews have been split into two. The teams switch off and on with only one team working in a week. Mr. Moore will be looking at the scheduling this next week as work is starting to pick up.

There is a ditch on Santa Fe Trail east of Lourdes road that has standing water in it. It was suggested that it be addressed.

It was questioned why the Highway Department is advertising for summer help when half of the department is not working due to the virus. It was stated that the summer help does not start working till the end of May or first part of June. If at that time we are still dealing with the quarantine of the virus then the summer help will be assessed.

**10. Executive Session.**

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

**12. Motion to Adjourn.**

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

Meeting adjourned at 8:35 AM.

Submitted by: Deb Breyman

/s/ Richard Hill  
Richard Hill, Chairman  
Road and Bridge Committee