

Road and Bridge Committee
Woodford County Highway Department - Roanoke, Illinois
Tuesday, September 8, 2020
MINUTES
8:00 A.M.

1. Call Meeting to Order

The meeting was called to order at 8:07 by Chairman Hill.

2. Roll Call.

Richard Hill, Danny Steffen, Barry Logan (via Zoom), and Josh Davis all present. Donald Tolan is absent. Also present is Conrad Moore, the Woodford County Engineer.

3. Review and consider meeting minutes of regular meeting on August 10, 2020.

Motion to approve August 10th, 2020 minutes made by Steffen, seconded by Davis. It was asked to change the minutes to reflect that Dan Steffen chaired that meeting. *Motion passed.*

4. Review and consider minutes of past Executive Sessions.

5. Public comment.

It was suggested that any public participant call ahead so that we can plan appropriately for the number of people present in the room due to Covid.

6. Consider claims for the September 8, 2020, Board meeting.

Motion to approve September claims made by Davis, seconded by Steffen. It was asked about the Kara Company station receiver repairs. The GPS system used in surveying went down and had to be repaired. Discussion on the Menold claim – if it would be reimbursable from insurance as part of our deductible. It would not as the deductible was higher than the repair. And it was asked what the Pavement Maintenance Services was for. This was for Banta Road and tilling up the rough spot on the pavement. *Motion passed.*

7. Old Business:

8. New Business:

(a) Discuss and act on a Preliminary Engineering Agreement with Maurer-Stutz, Inc. for County Highway 13 Section 16-00091-02-RR Phase 2 Design.

Motion to approve the preliminary engineering agreement with Mauer-Stutz for Phase 2 design on CH 13 from US 24 and the railroad tracks to 1000 North Road, not to exceed \$56,605.68 made by Steffen, seconded by Davis. There is a \$10,000 contingency in that total for any unforeseen circumstances. *Motion passed.*

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(b) Discuss and act on a Preliminary Engineering Agreement with Maurer-Stutz, Inc. For County Highway 13 Section 20-00091-03 BR Phase 2 Design

Motion to approve the preliminary engineering agreement with Mauer-Stutz for Phase 2 design on CH 13 between the Highway Dept. and Route 116, not to exceed \$187,427.50 made by Davis, seconded by Steffen. This includes the bridge, Front Street, and realigning city roads. There is a \$18,877.80 contingency in that total for any unforeseen circumstances. Phase 1 laid the framework for the design of the bridge, this agreement will cover the final design. There will be some channel realignment of the creek as it will be redirected to adjust for placement of the bridge. It was asked if this has to be done 2 separate proposals. There is a grant for the section that includes the railroad, a different grant for the bridge, and working with IDOT to set limits of the project to Rt. 116 is the reason it was broken into two separate projects. There are multiple funding streams also – TARP, MFT, Grants, Local funding, etc. The engineering designs are being paid with local funds. We do not get reimbursed for engineering designs. We are pushing so that when the funds are available, we are shovel ready. *Motion passed.*

(c) Discuss and act on an amendment to the engineering agreement with Maurer Stutz for County Highway #9 Bridge, Section 11-00126-00-BR.

Motion to approve the amended engineering agreement with Maurer Stutz for an additional \$6,690 made by Steffen, seconded by Logan. It was originally thought that the civil plans would be done in-house, but with the anticipated workload it would not be done in a timely manner. This is work that was budgeted for, and was not an error in the scope of work. *Motion passed.*

(d) Discuss and act on a Letter of Understanding with Neff Valuation Group for appraisal services for County Highway 13 Section 13-00091-00-EG.

Motion to approve the Letter of Understanding with Neff Valuation Group for the purpose of right-of-way appraisal services for County Highway 13, not to exceed \$19,500 made by Logan, seconded by Davis. With federal money involved in the CH 13 project, we have to follow the Uniform Act Procedures. This Act requires us to use an IDOT certified appraiser for land acquisitions. Anything valued over \$10,000 has to be appraised by a certified appraiser. There are 8 of the approximately 60 parcels that meet the Uniform Act criteria. They will provide a sales book that will allow us to do the remaining parcels. *Motion passed.*

(e) Discuss and act on Letter of Understanding with DECA Properties for review appraisal services for County Highway 13 Section 13-00091-00-EG.

Motion to approve the Letter of Understanding with DECA Properties made by Davis, seconded by Steffen. We have to follow the Uniform Act procedures. DECA will review the land appraisal to ensure appropriate appraisal procedures are followed. Discuss on why there is no “not to exceed” dollar amount and the reason is because the contract is written for 50% of the appraiser fee. *Motion passed.*

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- (f) **Discuss and act on a petition for County Aid for a culvert in Metamora Township, Section 20-08157-BA-BR.**

Motion by Davis to approve the County Aid for a culvert in Metamora Townships, seconded by Logan. This culvert is located at 1200 N just southeast of Metamora. The cost of this project is right at the threshold of being a shared project. They will do a bridge petition, and if it is less than the threshold cost, then Metamora will cover 100% of the cost of this project. If it is more than the threshold cost, it will be a 50/50 shared cost. *Motion passed.*

9. Other:

- (a) **Project updates**

Mr. Moore provided the committee with picture of projects. Santa Fe Trail total cost so far is \$47,114.63. The rain storms have thrown things off on this project. Discussion regarding the dip in the road being lower than was previously there and getting it fixed.

Linn Township Bridge triple box culvert – this project has gone smoothly. Road and channel back fill and grading will be done next.

Green Township Bridge – precast deck beams. It has taken longer because of the rain storms.

Seal Coat is also completed.

- (b) **Next Meeting Scheduled for Tuesday, October 13, 2020.**

It was asked about the status of finding a tech. Mr. Moore has received a few applications and will be reviewing them and hopes to set up interviews this week.

The new paint striper is in Ohio getting fabricated. They say we should expect it 6-8 weeks after they received it. It should be paid in this year budget.

10. Executive Session.

11. Action coming out of Executive Session.

12. Motion to Adjourn.

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

Meeting adjourned at 8:35 AM.

Submitted by: Deb Breyman



Richard Hill, Chairman
Road & Bridge Committee