

Road and Bridge Committee  
Woodford County Highway Department – Roanoke, Illinois  
Monday, January 7, 2019  
MINUTES  
8:00 AM

1. **Call meeting to order** – meeting called to order at 8:03 AM.

2. **Roll Call** – Richard Hill (chairman), Donny Tolan, Barry Logan, Danny Steffen (v-ch) all present. Josh Davis was excused. Conrad Moore, County Engineer was present.

3. **Meeting minutes**

**a. Approval of December 6, 2018 regular meeting minutes**

Motion to approve December 6, 2018 regular meeting minutes made by Logan, seconded by Tolan.

*Motion passed.*

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

5. **Public Comment**

6. **Consider claims for the January 15, 2019 Board meeting**

Motion to approve January claims made by Logan, seconded by Steffen.

- Questions regarding the claim on the inspection repair to salt shed roof and if the roof is under warranty. The contract stated that there is a 3 year warranty on clear span and frame products, and 10-15 year warranty on new clear span roof products. We probably cannot get reimbursed as the company that has the warranty is not the company that did the repair.

-Questions regarding claim to Lake Land College. This is for training to have someone be a concrete level technician.

- Regarding the impact wrench – how do we go about getting price of equipment like this? Calls are made to local vendors and we purchase from the lowest price.

- The IACE (Illinois Association of County Engineers) is for membership dues, all county engineers in the state are members of.

- The motor fuel tax – they are actually not claims, but revenue. The county manages the townships MFT money. At the end of the season, these are the fees they pay the county.

7. **Old Business**

**a. Consider Intergovernmental Agreement with Village of Roanoke for Jurisdictional Transfer of North Main Street from Front Street to IL 116**

This is still at IDOT,

8. **New Business**

**a. Consider Sourcewell as procurement option for equipment.**

Motion to approve Sourcewell procurement option made by Logan, seconded by Tolan. Sourcewell Sourcewell is a nation-wide company that does bids for equipment. Vendors participate with Sourcewell and we can call and get quotes that have already been bid. This is good for the department in that we don't have to go through the process of getting bids and have a larger source to get equipment from. It does not cost anything, and we are not locked into anything. Mr. Moore would like a resolution as it opens us up to better options for procuring equipment. *Motion passed.*

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**b. Discuss and act on agreement with Wendler Engineering for bridge inspection**

Motion to put on the floor for discussion by Tolan, seconded by Steffen. This is an annual agreement with Wendler to do bridge inspections. There are 6 bridges that need inspecting this year. The agreement is above Mr. Moore's spending level, so he needs chairman signature. In the past we paid to have someone trained to do the bridge inspections, and then they would leave, and we had pay to train someone else, and they would leave. Having an agreement with Wendler is more efficient, less money is being spent, it takes the liability off the county and is more consistent. *Motion passed.*

**9. Other**

**Fuel Bid Results (Chairman signature required per Resolution 2018/19 #005)**

This resolution was passed last month, it just needs chairman signature. Yoder ended up with the bid.

**Discuss 2019 Seal Coat**

Mr. Moore provided a map of what is planned – 15 miles of full width seal coating, and 7 miles of 5 foot edge lines. Estimated cost of just under \$400,000, and has been budgeted for. Estimated cost are pretty reliable.

**Highway Department Shop Upgrades**

Mr. Moore provided a site map showing concepts for upgrading the existing maintenance shed. He is suggesting to add on 50-60 feet to the east and a 90x70 foot expansion to the northeast onto the existing building. He estimates that an addition would be roughly ½ a million to \$600,000, whereas a new building would be greater than 1 million dollars. Mr. Steffen was asked of his opinion of the building. He reported that the building was structurally sound, but not insulated well. If the wind blows out of the northwest, the frost has gotten about 4 feet high on the walls. If we add on, we need to insulate the old building. We could skin the wall and add in insulation. Might bolt a new wall and insulate between them so we have a better R value. The 50-60 foot expansion would be a wash bay and the 90x70 foot expansion would be a drive through mechanics bay. The current mechanic bay would be turned into the test lab and break room. We currently have close to \$500,000 in the new building fund. Concern that another committee may use the money on something else. Need to start making plans on new building. This is something the ad hoc committee needs to look at. We are currently out of room – the equipment is packed into the space we have. We also have the option to use MFT funds if we want to expedite the plans. Mr. Moore needs to continue to work on plans as to what he wants and put it out for bid next Jan/Feb and start building next summer. Discuss on how to tie new building into dome roof that is present on the existing building. If we make the new building taller, it makes it easier to tie into the present roof. The original building was built in 1969. Discussion on using spray foam for insulation. It was also discussed on the level of noise in the building and how acoustic steel would help cut down on the noise. The consensus of the committee is that Mr. Moore will work with different companies to develop concept drawing for the design and then we will bid the design chosen and start construction next year. Discussion on when best to insulate – better to do when weather is nicer. It was suggested that Mr. Moore speak with Jim Schertz – Metamora Road Commissioner – to see what they would have done different since they just built a new building. Discussion on which end to put expansion. The gas and electric come in on the west east, so may be preferable to put on the west. Motion by Mr. Logan to allow Mr. Moore to hire a consultant company for concept drawings only, not to exceed \$5,000, seconded by Mr. Steffen. *Motion passed.*

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**Next month bid openings for equipment, materials and crack sealant.**

Next month will probably have a mower bid and possibly a tractor bid. We will need to talk about the paint striper, which is a big purchase. The current paint striper is old and it is hard to get parts when it breaks. It was suggested that we do a cost analysis to contract out instead of doing in-house striping. A new paint striper is anywhere from \$220,000 to \$300,000. Mr. Cherveney is going to do a little research to see if the state has any available. Varsity Painting in Peoria is three times as much for them to paint versus our cost if we use a striper ourselves. Discussion on where we are with truck rotation. If we purchase a new paint striper it would wipe out our equipment budget for 2019. We currently have two Kenworths coming in and we have two Internationals in the fleet that we need to rotate out. It was stated that snow plow trucks should take precedence over a new paint striper as the roads have to be kept open in case of emergencies. Discussion on ages of the International Trucks.

Mr. Zimmerman was here last week and the office computers have to be updated. Some of the computers are 5 to 10 years old. Ad hoc will look at this.

Discussion on the cost we charge townships for picking up culverts, sign posts, etc. The idea is to break even, and some townships think we are making money. We currently have a 10% markup to cover such costs as bid documents, administrative cost, getting the culvert, etc. Mark up on salt and cinders has not gone up in several years.

**10. Executive Session**

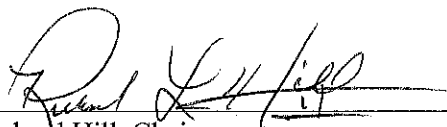
**11. Action coming out of Executive Session**

**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

  
Richard Hill, Chairman  
Road and Bridge Committee