

**Road and Bridge Committee**  
**Woodford County Highway Department - Roanoke, Illinois**  
**Thursday March 8, 2018**  
**MINUTES**  
**4:30 P.M.**

**1. Call meeting to order ..... Doug Huser, Chairman**

Mr. Huser called the meeting to order at 4:30.

**2. Roll Call** – Doug Huser, John Krug, Andy Rokey, Duane Kingdon all present. Randy Roethler unexcused. Also present are Lindell Loy, County Engineer, Mr. Jerry Smith for Public Input, Cheryl Wolf and Charles Schlosser.

**3. Review and consider meeting minutes of regular meeting on February 8, 2018.**

Mr. Kingdon and Mr. Krug both commented that they would abstain since they were not present at last month's meeting. Mr. Huser stated that Mr. Minger as said that even though they were not present, they can still vote on accepting the minutes. Motion to approve February 8, 2018 minutes made by Rokey, seconded by Krug. *Motion passed.*

**4. Review and consider meeting minutes of special meeting on February 20, 2018.**

Motion to approve February 20, 2018 minutes made by Kingdon, seconded by Rokey. *Motion passed.*

**5. Review and consider minutes of past Executive Sessions.** None

**6. Public comment.**

Mr. Jerry Smith, 1356 CR 600 N, Eureka addressed the committee regarding permits. Mr. Smith owns 200 miles of fiber in Woodford County. Every job he does he gets a permit and has an irrevocable letter of credit backed by his bank. He has been told by the Highway Department that he now needs to have a surety bond, and the letter of credit is no longer valid. He is requesting that the committee take the irrevocable letter of credit as it covers all of Woodford County and a bond will only cover one specific job. Mr. Loy stated that the current utility ordinance only included surety bonds and he would like to see it also include irrevocable letters of credit. Mr. Smith stated the irrevocable letter of credit is backed by the bank and goes against his line of credit. Mr. Loy has discussed this with the State's Attorney and Mr. Minger suggested that the bank letter be from a bank located in Woodford, Tazewell or Peoria County. Mr. Krug asked what kind of monetary damage we have had in the past that we needed to use the bond for. Mr. Loy stated that since he has been here there has been none. There have been two times when he has had to call to have something fixed, and the company has taken care of it. The committee was more concerned with farmers when they wrote the ordinance. A question was raised about going to the insurance company to fix a problem. It was stated that the insurance company would be the first choice if a problem arose and the company did not fix the problem. Mr. Krug agreed with using only local banks for the letters and asked if we knew who the insurance company was for each job. Mr. Loy stated it was on the insurance sheet that is provided. Mr. Rokey asked what the city required, and Mr. Smith stated they only want copy of

**Road and Bridge Committee**  
**Woodford County Highway Department - Roanoke, Illinois**  
**Thursday March 8, 2018**  
**MINUTES**  
**4:30 P.M.**

insurance. Mr. Smith didn't know that the letter of credit was no longer accepted, and again requests the committee look at continuing to allow the letter of credit to be used.

**7. Consider claims for the March 20, 2018, Board meeting.**

Motion to accept March claims made by Rokey, seconded by Kingdon. Mr. Krug asked about the \$100, \$100, \$300, \$100 dollars on page one of one. Mr. Loy stated that it was for a temporary easement and there was 3 owners for a total of \$300. Mr. Huser asked about page 1 of 5 – Central Illinois Trucks – it says STK – which means stock. He asked how that works. Mr. Loy stated that they order 2 and put one on the shelf so it was available when they needed it. Mr. Huser questioned how they keep track of the cost of the trucks if they pull it off the shelf. Mr. Schlosser stated that if a truck needs a part, he will order the part for that truck, use the part on the shelf, and when the new part comes in, he puts it on the shelf. So he is keeping track of what each truck needs and the cost. Mr. Huser questioned about the wipers, which were bought, returned and then rebought. Mr. Schlosser stated that the vendors can't get the winter wipers, so they sent the next best things, which were not good. They sent them back, and reordered wipers from another company. Mr. Huser asked about truck #18. Mr. Schlosser stated it will be the next truck to go. *Motion passed.*

**8. Old Business:**

**(a) Consider Access Ordinance amendments from February 9, 2017, Public Hearing.**

Mr. Loy added the mailbox policy to this ordinance. Mr. Huser thought we would reimburse for a mailbox only if the mailbox was metal. Mr. Rokey questioned if this ordinance was going forward or for now. Mr. Huser stated that people have 3 days to call in if we damage the mailbox. Won't have more snow, so he would assume it is going forward. Mr. Rokey stated that we start this with next season. Mr. Krug stated that we needed to give the people an explanation as to why we will only reimburse for a metal mailbox. Mr. Huser asked Mr. Loy to add "metal" to the ordinance. He stated that we are waiting on the State's Attorney for the access ordinance. He believes they have addressed all the issues that had been brought up. He wanted to make sure everyone was still on board with having more than 4 accesses. The committee was fine with that. Mr. Kingdon talked with Mr. Minger, and it is not believed that it will be done by the Board meeting next Tuesday. Mr. Minger hopes to have it done by next month's meeting. Mr. Huser stated the main issues were taking the 4 access limit off, and having it certified. Mr. Loy stated that a licenses surveyor or engineer needs to certify it. Mr. Kingdon stated they corrected the percentage part and comprehensive long term plan to not cause confusion. Mr. Kingdon explained that there was a concern that they might be putting to many people on same road. The new plan is it will be a dedicated road, and they will know who will maintain it. They have made it a much easier plan.

**(b) Discuss and act on FY 2016/17 Budget savings.**

Mr. Schlosser stated that he shops around when he makes a purchase to get the best price possible.

**Road and Bridge Committee**  
**Woodford County Highway Department - Roanoke, Illinois**  
**Thursday March 8, 2018**  
**MINUTES**  
**4:30 P.M.**

Mr. Huser asked if he could go back to claims and ask about paying for gas. Mr. Loy stated that an employee went to a seminar and needed some gas to get home.

**(c) Consider noxious weed superintendent.**

Mr. Huser wants to take out the additional 20% cost. He stated he had a call today from a guy wanting to know about spraying on organic farms. Mr. Huser believes that the County will not be doing the actual spraying, but hire it out to someone such as FS. Mr. Loy stated that even when they spray in the right of way they are very cautious about wind direction and speed. Mr. Kingdon questioned if we needed to contact FS to see if they would work with us. He hopes that most people will take care of the weeds themselves. Mr. Krug asked what are going to do with the State's right of way that is full of noxious weeds. Mr. Rokey stated that we would have to let people know this is not our doing but the state's doing. Mr. Huser stated that if we get a call about the weeds on state property, we will go through our procedure and contact the state of such a complaint. Mr. Kingdon stated that the state should set an example since this is there doing. Mr. Krug stated that that they used to, but he believes the State guy who did the spraying retired, and the state has yet to fill that position with the cut backs. Mr. Kingdon said the key is that we satisfy the state requirements like we were asked to do. Mr. Rokey stated that all the state required us to do was have this policy. Mr. Huser referred to Mr. Minger's memo that said with this policy we will comply with the requirements. Motion to send forward to full Board with the removal of the 20% additional cost made by Kingdon, seconded by Rokey. *Motion passed.*

**(d) Discuss and act Utility Ordinance amendments.**

Mr. Loy stated there were two issues from last month. Page 1 paragraph 3 – in lieu of surety bond. Mr. Minger suggested to stay inside the three counties (Woodford, Tazewell, Peoria) for banks that we would accept. Other issue is on page 4 paragraph 15 – tile going under road. The paragraph was revised to state the owner is responsible for tile maintenance. The owner would have to connect to the pipe outside the right of way line. There will be no roadway open cuts unless approved by the County Engineer. Mr. Krug inquired about old tile that needs repaired or if this was for new applicants. Mr. Loy stated this was for new tile. If the County puts the tile in then the County is responsible for maintenance. He stated that the road was dedicated to the County for a road. The County does not own the land. If the road goes away, the land goes back to the owner. We cannot give a right of way easement if we don't own the land. Paragraph 25 on page 6 – an irrevocable letter of credit was added to make this paragraph consistent with page 1. Mr. Huser asked if on page 4 paragraph 7 – if 4 inches of hot mix was enough. Mr. Loy stated that was a fair amount. There was discussion on how sand shifts and it needs to match the existing road. Mr. Kingdon made the suggestion to change the wording to state it match the existing conditions and subject to engineer approval. Mr. Loy stated he would take out sand and put in aggregate base. Mr. Krug asked about paragraph 18 about the petitioner not trimming or cutting any trees without engineer approval. Mr. Loy was not sure why that paragraph was in

**Road and Bridge Committee**  
**Woodford County Highway Department - Roanoke, Illinois**  
**Thursday March 8, 2018**  
**MINUTES**  
**4:30 P.M.**

there. Motion to approve the Ordinance with changes and send to the full Board made by Rokey, seconded by Kingdon. *Motion passed.*

**(e) Discuss and act on equipment and materials for hydraulic hose repairs.**

Mr. Loy stated that they received hydraulic quotes. Lawson doesn't have what they need. Mr. Schlosser stated that the difference in bids is because of the crimp machine. He reported that Nott has a crimp machine that has been on display for several years. Most people want an electric pump. They do not do enough to warrant an electric pump. Nott gave him a really good price on the display. Mr. Huser asked if all other fittings were the same. Mr. Schlosser stated they are pretty close. Mr. Huser questioned about where they would put the parts. That a cabinet is only \$100 and if they need one they should order it. Motion to approve Nott bid not to exceed \$4,500 made by Rokey, seconded by Kingdon. *Motion passed.*

**9. New Business:**

**(a) Discuss and act on an engineering agreement with Hutchison, Inc. for Worth Township, Section 17-17161-00-BR.**

We have been petitioned to move forward with this bridge. The hydraulic analysis, structural design, and environmental analysis to be done. The agreement is not to exceed cost of \$33,500.00. Mr. Minger has looked at it and is okay with the agreement. Motion to move forward and send to full Board made by Kingdon, seconded by Rokey. Mr. Huser asked how much time will be spent on this project. Mr. Loy stated that you cannot be sure. Several engineers will be working on it. Mr. Huser inquired as to what work we are not capable of doing in house. Mr. Loy responded that the department has the capability to perform all the work, but they do not have the time to do it. Mr. Loy is frustrated as his time is being spent on rewriting ordinances, and other issues instead of working on projects like this, so they will have to hire it out. Mr. Huser stated that they need to have a discussion and make a change in the office. There is no reason to pay Mr. Loy high dollars to work on trivial things. If Wendler is doing the work, they will be making a profit, so we should be able to do this in house. Mr. Krug asked Mr. Loy what would be needed to take up some of the work for him. Mr. Loy stated that he is the structural engineer in this office. He holds two engineering license. He has to have time to work on a project. It is not a one day job to design a bridge. Every time a bridge has a structural issue he has to fill out paperwork for IDOT. Because of the purchasing ordinance, every contract goes to Greg Minger. So there is more time used. Every contract is pretty much the same, with the exception of cost. So Minger is looking at the same thing over and over, taking his time as well. Mr. Loy also has to look at plats, permits, etc. People in this office want to work on in-house design projects, but they are getting away from that and doing more trivial things. Mr. Rokey asked what Mr. Loy needs to take care of the trivial stuff. Mr. Loy pointed out the board with all the red dots (which represent in-house design work). Conrad Moore is the hydraulic engineer, he is involved in a lot of projects in this office. Mr. Loy stated that each of the engineers is key to a certain aspect of the projects. Conrad cannot do the structural work and Mr. Loy could not do

**Road and Bridge Committee**  
**Woodford County Highway Department - Roanoke, Illinois**  
**Thursday March 8, 2018**  
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**4:30 P.M.**

the hydraulic work. If one person goes, they are done. Mr. Rokey stated they need to look into getting someone. Mr. Loy stated it needed to be the right person. Mr. Kingdon stated that Mr. Loy should be doing high dollar work since he is making the high dollar. He questioned if Ms. Breyman could take on the doing the ordinances. Mr. Loy stated he wondered why the State's Attorney office isn't doing the ordinances with input from the department heads. Mr. Loy put a lot of time into the purchasing ordinance and his comments got pushed aside. Why isn't the State's Attorney Office working on the ordinances? Mr. Kingdon agreed with Mr. Loy. He stated that they have been waiting on the subdivision ordinance for months to come back from the State's Attorney. Mr. Huser stated the problem is our legal staff. The legal staff holds up everything. The County can get a free attorney at CP&Z paid for by the wind company, and Mr. Minger still can't get us one. There has to be people overlooking so that things are done right. He stated that Woodford County needs to change their mentality of hiring people, training them, and letting them go down the road. We need to start paying a competitive price to keep people. He stated that we also need to cross-train people. There used to be two people in this office, but because of cost savings, one went. We are trying to save money, but in the long run we are not. Mr. Loy was hired and paid a higher percentage because of his bridge certification. We have not utilized that to the extent that we could. Mr. Rokey asked if they could start looking tomorrow, and how that would work with the budget. Mr. Huser will bring it up at the full Board meeting and get their thoughts. Township would reimburse us. Mr. Loy stated it is 50/50. Mr. Kingdon asked if it was too late in the time frame for us to do this project. Mr. Loy stated that it was too late as they would be doing this project next year. Mr. Kingdon asked what other ordinances were coming up that needed to be working on. Mr. Loy stated that he did not know. It wasn't just ordinance, but all the resolutions too. There are other project that they are working on. Mr. Rokey asked if Mr. Loy would suggest an engineer. Mr. Loy stated that he would recommend an engineer. Conrad, Steve and Doug are all doing a great job, but another engineer could do engineering work, put contract together, but one guy that could do multiple things. Mr. Krug stated that if they really think this is something that R&B needs to do then they need to get the facts and figures together to present it to everyone else so they understand what is going on. It is a cost effective situation. Ms. Breyman suggested getting with the college and getting a summer intern in engineering. Mr. Loy stated that it is an option but not helping in the long run. Mr. Huser also stated that you spend time training them and then the summer is over and they leave. Mr. Kingdon stated that is what most companies are doing now. If they work out good, they offer them a job. This summer would not be enough to do Mr. Loy any good. *Motion passed.*

**(b) Discuss and act on a petition for County aid for a structure in Olio Township, Section 16-1114500-DR.**

This is a petition from Olio Township for a culvert on Grimm Road. There is a box culvert that is taller than it is wide. They will extend the culvert with a metal pipe on each side. It is located north of where Tom Karr used to live. It is north of Jording's house. This is a formality issue.

**Road and Bridge Committee**  
**Woodford County Highway Department - Roanoke, Illinois**  
**Thursday March 8, 2018**  
**MINUTES**  
**4:30 P.M.**

We will split cost 50/50. Motion to send to the full Board made by Rokey, seconded by Kingdon.  
*Motion passed.*

**(c) Discuss and act on quotes for new rotary mower.**

Mr. Loy took quotes on new 6 foot mower from Blunier Implement, Martin Sullivan, and Stoller International. We would be trading the 2003 5 foot mower. Blunier was the low bidder. Mr. Schlosser reported that the gear box on the 5 foot mower is making a lot of noise, and the hitch is off. The mower has been painted and cleaned up. One problem is that they have a 5 foot mower on a 6 ¾ foot tractor. Mr. Huser questions as to why not go to a 7 foot mower. Mr. Schlosser stated that they guys feel there are too many places they would not be able to use this mower as the mower is used as a trim mower. There was discussion on mowers covering the tire tracks, and mowing ditches. Mr. Krug stated going from a 5 foot to a 6 foot is better than going from a 5 foot to a 7 foot. Motion to accept Blunier bid of \$2,950.00 and \$3,693.00 in trade for the County 5 foot mower made by Krug, seconded by Rokey. *Motion passed.* Mr. Huser asked what line time the hose is coming out of. Mr. Loy stated it would come out of the shop supplies and the mower would come out of new equipment. Mr. Huser wants to get a batwing instead of the halfbat. He says the state and Tazewell County all use batwings, we should too. Mr. Schlosser stated that it would be a good idea to have one. Mr. Huser asked Mr. Schlosser to set up a demo so we could see how it would work.

**10. Other:**

**Projects.**

**Bids for CH 5 Bridge Bearing Replacement Project.**

They will take bids and have a bid opening which will be on next month's agenda.

**County Highway Reseal update.**

IDOT has sent verbal okay. There will be a bid opening scheduled for April 2<sup>nd</sup>.

**Chain link fence improvements.**

They received quotes for chain link fabric, barbwire and arms. They will leave the post and paint them. This will probably take a few summers to complete as they will work on it in the spare time. They will order 6 rolls of material, and 1 spool of barbwire.

**CH 13 update.**

The design variance has been approved between Front St. and 116. They will hold a public information meeting at the Roanoke Benson High School on March 27, 2018. Mr. Huser asked if it would be beneficial for the R&B members to be there. Mr. Loy stated that would be great as it shows support for the project. Mr. Loy wanted to give some history on this project. He found in the file that this project was started in 1997. He also found a resolution passed in 2010 that gave the Highway Department permission to do this project to improve County Highway 13 from US Route 24 to Roanoke IL.

**Misc.**

**Road and Bridge Committee**  
**Woodford County Highway Department - Roanoke, Illinois**  
**Thursday March 8, 2018**  
**MINUTES**  
**4:30 P.M.**

They are going to replace some light fixtures in the storage bay of the ESDA building. When you flip the switch, the amount of lights that turn on is different every time. Option number 1 will use the same fixtures and just put in new gut work. Mr. Fischer will do the electric work. Total cost will be \$1,129.38 but we will receive \$793.44 from Ameren so total cost will be \$336 dollars to improve the fixtures. They will be moving forward with this. Mr. Huser asked about the grant they received several years ago. Mr. Schlosser stated that they did ceiling tiles in the office. The lights in the storage bay got all new fixtures.

Mr. Loy has put a lot of work into the road agreement. Mr. Huser suggest they put it on the agenda for next month.

Mr. Huser asked about the website and the weight limits. He stated that at one spot it was updated, and but at another spot it was not. Mr. Loy stated that it is in a couple of places and is not sure if they update all the places when they make a change.

Mr. Huser asked if they could hire a kid to help mow. Mr. Schlosser stated they could always use help. The problem is when they pull the help to another area, then they are not available to help mow. Mr. Huser stated that taking care of the equipment has gotten better over the past few years and asks who cleans the building. Mr. Loy stated that they all pitch in. Mr. Kingdon stated that El Paso High School had to have 40 hours of community service in order to graduate. He is not sure if Roanoke has the same requirement, but they could look into for help. Mr. Rokey thought they had seasonal help. Mr. Huser stated that they did for road work but this would be for here, not the road.

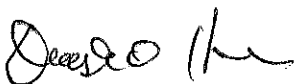
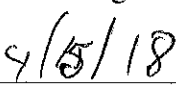
**11. Executive Session.**

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

**13. Motion to Adjourn.**

Motion to adjourn made by Rokey, seconded by Kingdon. *Motion passed.*  
Meeting adjourned at 6:50.

Submitted by: Deb Breyman

  
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Doug Huser, Chairman  
Road & Bridge Committee  
  
  
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Date