

Road and Bridge Committee
Woodford County Highway Department – Roanoke IL
Monday, May 9, 2022
MINUTES
8:00 A.M.

1. Call meeting to order

The meeting was called to order at 8:04 AM by Chairman Hill.

2. Roll Call.

Richard Hill, Donald Tolan, Nick Miller, Dave Meinhold and Danny Steffen all present. Also present was Woodford County Engineer Conrad Moore.

3. Review meeting minutes of regular meeting on April 11, 2022.

Motion to approve April minutes made by Miller, seconded by Meinhold. *Motion passed.*

4. Review and consider minutes of past Executive Sessions.

None

5. Public comment.

Kyle Schertz, Metamora Township Highway Commissioner addressed the committee. He received the application for county aid projects. He qualifies for matching county aid but does not qualify for matching state bridge fund aid. He made a good faith effort from the estimated EAV that was sent to him to levy the maximum and even to go over the maximum levy amount. The EAV usually goes down, but this year it went up over 1 million dollars which caused the bridge fund levy percentage to fall below 0.05. This little fluctuation will cause him to lose state funds for three years. He would like to get this changed so that he can receive these funds. Mr. Moore stated that this has happened in the past with other townships. Mr. Schertz can transfer funds from another fund into the joint bridge fund to make it whole. This will bring his levy up so that the township remains eligible for the state bridge matching funds.

6. Consider claims for the May 17, 2022 Board meeting

Motion to approve the May claims made by Steffen, seconded by Tolan. There was no discussion on the claims. *Motion passed.*

7. Old Business:

None

8. New Business:

(a) Discuss and act on Woodford County Culvert Bids, Section 22-00000-04-GM.

Motion to accept low bid from Contech Engineered Solution for \$13,934.40 for culvert material and authorize the County Engineer to execute the documents made by Miller, seconded by Meinhold. These bids are done annually and estimated for the year. *Motion passed.*

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- (b) Discuss and act on bids for Olio Township Culvert, Section 21-11150-00-DR.

Motion to approve the low bid from JC Dillon for \$29,500 for the Olio Township culvert repair made by Tolan, seconded by Miller. It was questioned why there is so much discrepancy between the bids. One bidder is from Chicago and St. Louis. A culvert liner bid last year had similar price differences. *Motion passed.*

- (c) Discuss and act on bids for County Highway 13 Culvert, Section 21-00177-00-DR.

Motion to approve low bid from Knapp Concrete for \$78,770.70 for culvert extension and repair on CH 13 made by Miller, seconded by Meinhold. This is just north of CH 18, on Gibbs corner. *Motion passed.*

- (d) Discuss and act on bids for County Highway 12, Section 21-00178-00-SC.

Motion to approve the bid from R.A. Cullinan & Sons for \$65,041.35 made by Miller, seconded by Steffen. It was asked why there was only one bid. Mr. Moore stated that several different companies look at the project, but they only received one bid. There is about 1 mile of road that will get hot mix and fine mill to correct the roughness. *Motion passed.*

- (e) Discuss and act on Woodford County Highway Department Qualifications Based Selection Policy.

Motion to approve the Qualification Based Selection Policy made by Meinhold, seconded by Tolan. The policy will allow us flexibility to use Federal funds for design and construction engineering work. We have historically used local funds for design work. We have to have a policy in place in order to use Federal funds. Federal funds would pay 80% of the fees, with the local funds paying the other 20%. We had a significant increase in our Federal fund allotment. We also have about 3.5 million in grant money waiting to be used on projects. We could use some of that grant money to cover some of these costs if the policy is in place. *Motion passed.*

9. Other:

Personnel

An Engineering Tech ad was placed – we have received a couple applications, but none are qualified. They will keep the ad running a little longer. Mr. Moore has checked with surrounding counties and Woodford County is comparable with pay. Mr. Moore was commended on not hiring someone who was not qualified just to fill the position. Some of the requirements we have with state and federal money, you cannot just hire someone off the street. They have to be trained and qualified.

Also, Mr. Moore feels that it is time to hire another civil engineer. Mr. Cherveney has been gone about a year, and he needs someone who can handle projects and design with the work load they have. It was suggested that he contact local colleges and possibly get a new graduate or at least a senior level student and offer an internship. Mr. Moore will place an ad for a civil engineer.

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Equipment

The Highway Dept. has two trailers. One they hardly ever use, and one needs new tires. They would like to consolidate equipment and trade both the trailers and get just one. Mr. Moore will get prices and report back next month.

They would also like to take the van (hardly used), suburban (30 years old) and truck 9 and consolidate and get a 1 truck for the engineer to use. After the two snow plow trucks are paid for, the equipment reserves and line item balance will have about \$70,000 left to roll over to next year to be use on equipment. The only big ticket items that might be coming up are the grader and the backhoe.

A culvert was pulled out when Nathan Gibbs built his house. The ground where that culvert was has settled and it is retaining water. This is creating a mosquito breeding area. He would like for the county to fill it in with dirt to make it level again.

10. Executive Session.


11. Action coming out of Executive Session.

12. Motion to Adjourn.

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

Meeting adjourned at 8:35 AM.

Submitted by: Deb Breyman


Richard Hill, Chairman
Road and Bridge Committee