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DeKalb County Government
Sycamore, Illinois

**Highway Committee Minutes
February 2, 2017**

A meeting of the Highway Committee of the DeKalb County Board was held on Thursday, February 2, 2017 at 6:00pm in the Conference Room of the DeKalb County Highway Department, located at 1826 Barber Greene Road, DeKalb, Illinois 60115.

Chairman John Frieders called the meeting to order at 6:03pm. Roll call was held and Committee members present were Mr. Bunge, Mr. Plote, Ms. Polanco and Mr. Stoddard. Mr. Osland arrived after roll call and was present. Vice Chair Willis joined the meeting via video conferencing from Pennsylvania after Mr. Stoddard moved and Mr. Plote seconded a motion to allow her to do so. Motion passed unanimously. The County Engineer, Mr. Nathan Schwartz and Mr. Wayne Davey, Support Services Manager were also present.

APPROVAL OF MINUTES:

Motion made by Mr. Stoddard and seconded by Ms. Polanco to approve the minutes of the regular January 5, 2017 meeting. Discussion followed concerning certain matters to be placed within the minutes. Mr. Plote stated when the Farm Bureau talks about any funding matters those comments are always in the minutes for future reference. As such, he was wondering if that was not appropriate for the Highway Committee as well. Mr. Schwartz indicated normally the contents of the minutes are centered around action items listed on the agenda. As in most meetings, several sidebars take place throughout the meeting and to include portions of those comments that do not apply to the specific agenda item could lead to confusion and be cumbersome to report. Mr. Schwartz stated he would welcome guidance from the Committee on any additional comments they would like to have included in his final minutes that were currently not being included. **The motion passed to approve the minutes as presented.**

APPROVAL OF AGENDA:

Mr. Stoddard moved and Ms. Polanco seconded a motion to approve the agenda as presented. Motion passed unanimously.

PUBLIC COMMENTS: There were no public comments.

RESOLUTION #2017-04: AWARD RESOLUTION FOR NEW TANDEM CAB AND CHASSIS; ONE NEW UTILITY TRACTOR; AND ONE NEW 250-GALLON CRACK SEALING MELTOR APPLICATOR

Mr. Schwartz stated bids were received on February 1, 2017, for three pieces of equipment that are scheduled for replacement during 2017. At this time, the Committee went to the maintenance bay to inspect the equipment being traded. While in the maintenance bay Mr. Schwartz explained the age of the equipment and provided the reasons for trading the equipment. These included – the 2006 Sterling M8500 currently has 79,165 miles on it. This is a single axel truck with a small payload capacity that requires several return trips to the yard for salt during a snow event. This vehicle cannot make a complete round on its assigned route when applying salt to the road. Snow removal trucks are currently on a 12 year replacement cycle. The remaining two pieces of equipment were located in the west cold shed and the Committee did not view these. The John Deere 5410 tractor currently has 2544 hours on it and is on a 12 year replacement cycle that has been extended by five years. The crack fill applicator is currently on a ten year replacement cycle that has been extended by three years. The Committee returned to the conference room at this point. Chairman Frieders inquired about the crack fill applicator and was under the impression this function (crack filling) was being contracted out. Mr. Schwartz indicated the County did contract this out one time during 2011 to get caught up with the roads needed to be filled. Since taking over the Highway Department, County forces have performed this maintenance operation and they will continue to do so. Mr. Schwartz estimated 10% of county roads receive this maintenance annually. The County does prepare and let a crack filling project for any Road District that needs this maintenance completed during the year. Mr. Plote noticed the models of the equipment being purchased were not included in the resolution. Comment was noted and the models will be included in the final resolution submitted for approval by the full County Board. Mr. Schwartz stated three bids were received for the tandem cab and chassis with JX Peterbilt submitting the low bid meeting specifications in the amount of \$88,114.00; four bids were received for the replacement of the utility tractor with DeKane Equipment Corporation submitting the low bid meeting specifications in the amount of \$34,500.00; and one bid was received for the 250-gallon Crack Sealing Melter Applicator with Sherwin Industries submitting the low bid meeting specifications in the amount of \$34,285.00. Mr. Schwartz recommended approval of these awards. **A motion was made by Mr. Bunge and seconded by Mr. Stoddard to forward the resolution to the full County Board recommending approval. Motion passed unanimously.**

AWARD RESOLUTION #R2017-05: ENGINEERING AGREEMENT FOR WILLETT, HOFMANN & ASSOCIATES FOR THE CULVERT REPLACEMENT AT UNION DITCH #1 (SOMONAUK/GURLER ROADS)

The current culvert located at the intersection of Somonauk Road and Gurler Road is being replaced during 2017. The preliminary engineering phase of this project is being recommended to Willett, Hofmann & Associates. The process covers preparation of the

environment documents, project development or design report, bridge condition reports, and preliminary bridge design and hydraulic report, preparation of the plans, specifications, and estimates. This agreement was reached with Willett, Hofmann based on the qualification based selection, which is a basis of demonstrated competence and qualifications for the type of services being required for this project. Professional services are not awarded based on the competitive bid process. The County Engineer negotiates with the firm he feels is best qualified to complete the requirements of the project. If they cannot agree on a price that the County Engineer feels is appropriate, then he moves on to the next qualified firm. Mr. Schwartz feels the negotiated price of not to exceed \$63,725.05 is a fair price and covers the contingencies that might arise in the project. Willett, Hofmann will only receive reimbursement for services actually rendered so the final price could be considerably lower than the \$63,725.05 agreed to if no problems arise. Chairman Frieders requested the final cost of services provided under this agreement be shared with the Committee when appropriate. **A motion was made by Mr. Plote and seconded by Mr. Stoddard to forward the resolution to the full County Board recommending approval. Motion passed unanimously.**

MFT RESOLUTION #R2017-06: RECONSTRUCTION OF WATERMAN ROAD

Mr. Schwartz presented this resolution which would appropriate \$1,145,000.00 of MFT funds for the beginning of the reconstruction of Waterman Road from Perry Road south to Duffy Road. This segment of road is scheduled to be milled and the underlying concrete pulverized, tile trench installed, additional aggregate over millings to construct a substantial base and temporary seal coat surface treatment until the road is overlaid with hot-mix. In order for the County to spend MFT funds, the County must first appropriate the funds and receive IDOT approval to obligate and authorize the requested funding. This resolution satisfies that requirement. Mr. Schwartz presented the time line of 2017 for the above mention construction of Waterman Road, then dirt work for the ditches occurring during 2018-2019, and the hot-mix overlay occurring during 2020-2021. **A motion was made by Mr. Plote and seconded by Ms. Polanco to forward the resolution to the full County Board recommending approval. Motion passed unanimously**

CHAIR'S COMMENTS: Chairman Frieders stated he would like to discuss further Mr. Schwartz's comments made during the January meeting about charging the Road Districts in the County for bridge inspections. Chairman Frieders asked Mr. Schwartz to explain all current fees being charged to the Road Districts. Mr. Schwartz stated the fees currently being charged the Road Districts consisted of construction engineering fees of 4 % or 5 % of the total construction cost of a particular project. Included in this fee is the work performed by the engineering division such as, meeting with all Highway Commissioners outlining what projects they are planning for the upcoming year; measuring project lengths; estimating quantities; preparing all paperwork for project approval by IDOT; advertising projects; holding bid lettings for all projects; providing project inspections during construction, etc.; performing material inspections; verifying materials incorporated in a project; preparing pay estimates for projects; and completing

all post construction paperwork to IDOT's satisfaction to allow for all IDOT audits of projects. As an example, if a hot-mix overlay cost \$100,000 per mile and a Road District overlays two miles, the construction engineering would be \$10,000.00, payable to the Highway Department from the Road District/Township. If a seal coat project cost is \$16,000 per mile and a Road District seals two miles of road, the construction engineering would be \$1,600.00. Hot-mix projects are more involved than seal coat projects and require more oversight by the engineering division. Aggregate construction projects are charged at 4 % of their final cost. Projects that are completed by the Road Districts themselves, i.e., an aggregate project is let by the Highway Department for a Road District for 700 tons of aggregate to be hauled and stockpiled and spread by Road District forces, are done at no charge to the Road Districts. Mr. Schwartz stated that during any given year the Department would provide approximately \$50,000.00 worth of engineering service to the Road Districts at no charge. The Department does not charge for survey work, plat preparations, culvert sizing, managing Township MFT accounts or striping layout just to name a few services. The Committee inquired if there was a cost set yet for the inspections and how much the Highway Department was anticipating if a fee were charged. Mr. Schwartz indicated approximate \$10,000.00 per year would be realized from this fee if no costing sharing was utilized. A comment was provided from a local government official that stated it appears the Highway Department was attempting to balance their budget on the backs of the Townships. Mr. Schwartz stated he was dealing with the fact that the Department is providing services to some residents of the County but not others. For example the City of DeKalb pays a consultant for their bridge inspections and the County is providing this service to the Road Districts at no charge. Mr. Schwartz stated he was looking for the Committee's input on this topic and fine with the decision the Committee reached. The consensus of the Committee was that the Highway Department continue providing bridge inspections for the Road Districts as it has in the past. Mr. Schwartz thanked the Committee for their direction.

COUNTY ENGINEER'S COMMENTS:

The transportation improvement progress report was reviewed with the Committee. Two new projects were added this month. They are the Peace Road intersection improvements at Illinois Route 64 and the Plank Road shoulder improvements. These projects were recently approved for funding at the 90% Federal/State level. The costs of these projects have been estimated at \$2,106,000.00 and \$1,870,000.00 respectively. As requested by the Committee last month, the report now shows the amount of estimated funding the County would be responsible for on the listed projects as well as anticipated year of construction.

As a legislative update, the 100th General Assembly is in session and all new bills are due by February 10th. Hopefully we will know what we are in for after that date.

The legislative item for the County to consider during 2017 concerning the authority for the County to charge up to a four cent Motor Fuel Tax on fuel purchased in DeKalb

County was recently discussed with Representative Pritchard. Mr. Pritchard expressed concern over the timing this year for any talk about suggesting new taxes. After hearing this, Mr. Schwartz is recommending this proposed bill be tabled at the current time. However, he would still like to see the topic on the County's legislative agenda.

The Annual Report has been provided to all members tonight. Mr. Schwartz inquired if the Committee thought it would be best to present it to the full County Board or to the Executive Committee. It was the consensus of the Committee to have Mr. Schwartz present his annual report to the full County Board during the February 15th meeting. Chairman Frieders requested the Committee review the Annual Report and bring it back during March's meeting if there were any questions.

OTHER BUSINESS: Mr. Plote stated his concern over the incorrect information pertaining to the county vehicles are registered in. If DeKalb County's MFT distribution is based on gallons of fuel sold and number of vehicles registered in the County, then citizens should be aware of what County is being placed on their vehicle registration information. Mr. Plote stated there are six different zip codes in the County that border other Counties. He has had difficulty in the past of getting his vehicles registered to the correct County – some are listed as DeKalb while others are listed as LaSalle – and he lives in DeKalb County. Mr. Schwartz informed the Committee that he was meeting in Springfield next week and will be inquiring into this situation. Hopefully he will have additional information to share with Committee during the March meeting. This item will be added to the agenda for further discussion.

ADJOURNMENT: Chairman Frieders asked if there was any additional items that needed to be presented tonight and hearing none asked for a motion to adjourn. **A motion was made by Ms. Polanco and seconded by Vice Chair Willis and the motion passed unanimously.** The February 2, 2017 meeting was adjourned at 8:15pm.

Respectfully Submitted,



John Frieders
Chairman