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DeKalb County Government
Sycamore, Illinois

**Highway Committee Minutes
January 3, 2019**

A meeting of the Highway Committee of the DeKalb County Board was held on Thursday, January 3, 2019, at 6:00pm in the Conference Room of the DeKalb County Highway Department, located at 1826 Barber Greene Road, DeKalb, Illinois 60115.

After a round of introductions, Chairman Plote called the meeting to order at 6:00pm and called for the roll. Committee members present were Ms. Emmer, Mr. Luebke, Mr. Osland, Mr. Pietrowski and Mr. West. Vice Chair Willis was absent. The County Engineer, Mr. Nathan Schwartz, Mr. Wayne Davey, Support Services Manager and County Administrator, Gary Hanson were also present.

APPROVAL OF AGENDA:

Motion made by Mr. Osland and seconded by Mr. Luebke to approve the agenda as presented. The motion passed unanimously.

APPROVAL OF MINUTES:

Ms. Emmer moved and Mr. West seconded a motion to approve the minutes of the November 1, 2018 regular meeting and the minutes of the special November 21, 2018 meeting. The motion passed unanimously.

PUBLIC COMMENTS: There were no public comments.

RESOLUTION #R2019-01: MFT RESOLUTION FOR 2019 GENERAL MAINTENANCE PROJECTS

Mr. Schwartz stated each year the County expends Motor Fuel Tax (MFT) funds received through the State's distribution formula that are collected when fuel is sold at the pumps. These funds are utilized for scheduled maintenance projects during 2019. In order for the Department to spend any MFT funds, the County must appropriate said funds and the State of Illinois, through IDOT, must authorize the expenditure. This resolution satisfies that requirement. The County will be using MFT funds for a portion of the salary paid to the maintainers while they are performing maintenance functions on the road. When not working on the road, their salary is paid with local highway tax dollars. MFT funds cannot be utilized for administration or engineering staff as they do not perform maintenance functions on the County's roadways. MFT funds will also be

used for winter maintenance materials (salt), equipment rental, seal coat operations and pavement striping for the coming year. The total funds requesting to be appropriated is \$1,739,860, broken out as salary \$629,860; equipment rental \$400,000; winter maintenance \$500,000; seal coat operations \$100,000; and pavement striping \$110,000. Mr. Schwartz recommended approval of this resolution. **Ms. Emmer moved and Mr. Luebke seconded a motion to forward the resolution to the full County Board recommending approval. Motion passed unanimously.**

RESOLUTION #R2019-02: IDOT AGREEMENT OF UNDERSTANDING FOR MAINTENANCE AND CONSTRUCTION

IDOT has been suggesting that DeKalb County enter into an agreement of understanding for maintenance and construction with them to allow for a reduction in paperwork being submitted to IDOT for review. These agreements are offered by IDOT to County Engineers who they feel have appropriately trained staff to be able to satisfactorily discharge the duties and requirements of 605 ILCS 5/5-402. These agreements allow the County to construct or maintain highways or sections thereof, when such projects are financed in whole or in part with any road funds received from the State, except Federal-aid funds, without review and supervision of IDOT. This agreement will remain in effect as long as Mr. Schwartz is the County Engineer. Once he leaves, the agreement is terminated. Mr. Schwartz informed the Committee that this agreement is a good thing and will allow local projects to move forward quicker and recommends its approval. **Ms. Emmer moved and Mr. Luebke seconded a motion to forward the resolution to the full County Board recommending approval. Motion passed unanimously.**

RESOLUTION #R2019-03: ENGINEERING AGREEMENT FOR JOHNSON ROAD BOX CULVERT REHABILITATION IN MAYFIELD ROAD DISTRICT

Mayfield Road District currently has a box culvert on Johnson Road that is posted. In order to get this box culvert to handle legal weight loads, the aggregate cover will need to be removed and a concrete slab poured over the existing box culvert. Wandler Engineering from Dixon, Illinois has been selected to perform the design work for this project. The County will be sharing the cost of the preliminary engineering with Mayfield Road District 50/50 and the County's cost for this engineering is \$4,427.50. This work will be done between planting and harvest and should cause little disruption to traffic in this area. Once the project is approved, completion should be within a four-week period. Mr. Schwartz recommended approval of this resolution. **Mr. Pietrowski moved and Ms. Emmer seconded a motion to forward the resolution to the full County Board recommending approval. Motion passed unanimously.**

DISCUSSION AND APPROVAL REQUEST TO FILL VACANT POSITIONS:

Mr. Schwartz explained that the position the Committee granted approval to fill at their November 21st meeting, was filled with an in-house, Operations Division candidate. As

such, that filling now leaves another vacancy within the Operations Division of a mechanic/snow removal operator. Permission is being requested to fill the now vacant position and any subsequent vacancy caused by the filling of this vacancy until the Operations Division is back to their authorized manning level. The current vacancy could be filled by another in-house candidate. If that is the case permission is being granted to fill both positions. If the current position is filled by an outside candidate, then the hiring process will be over. Mr. Schwartz informed the Committee of the current engineering technician position still vacant in the Engineering Division. He will be bringing that position before the Committee in a couple of months to request permission to fill. **Mr. Luebke moved and Ms. Emmer seconded a motion to allow the County Engineer to continue to fill vacant positions caused by in-house Operation Division candidates being selected for positions, until Operations is back to authorized manning levels. Motion passed unanimously.**

CHAIRMAN'S COMMENTS: Chairman Plote expressed his sympathy from the Committee for the unexpected loss of Ray Richardson, Paw Paw Road District Highway Commissioner and husband of Stacy Richardson who is employed here at the Highway Department.

COUNTY ENGINEER'S COMMENTS:

The transportation improvement progress report was reviewed with the Committee.

The preliminary engineering for Base Line Road Bridge is 90% complete and McNeal Road Bridge is at 65% complete. Design engineering is at 80% for Base Line Road Bridge and 45% for McNeal Road Bridge. A spring letting is expected for Base Line Road Bridge with construction to begin this year. A summer letting will be held for McNeal Road Bridge with construction to begin during 2020.

The Peace Road intersection with State Route 64 preliminary engineering is 90% complete and design engineering stands at 95%.

The preliminary engineering for Plank Road Safety project stands at 95% complete and design engineering at 95%. Pre-preliminary plans are being reviewed by this Department.

New to the project list this month is the Peace Road/Mercantile Drive project. Peace Road will be overlaid from Bethany Road to Sarah Drive. This project will also incorporate Mercantile Drive and be a shared project with the City of Sycamore. DeKalb County does shared projects with municipalities where feasible to obtain better pricing and encourage local jurisdictions to work together. This also allows the traveling public to be inconvenienced one time instead of every time a local jurisdiction undertakes a construction project in close proximity to one another.

Waterman Road reconstruction is moving into phase 2 and 3 this year. These phases involve reshaping of the ditches within the right-of-way for the entire five mile length from Duffy Road north to Perry Road. The preliminary engineering is 95% complete and the design engineering is at 85% complete. This engineering is being completed in house with Highway Department forces.

Phase Four of the Peace Road safety study will be delivered to the Committee early next week.

As a legislative update, the Federal Government is currently in shut-down mode and State Legislators report and get sworn in on January 9th.

For DSATS, it is now under the leadership of DeKalb County as of January 1st. Transit functions still remain with the City of DeKalb. Communication will continue to be important and the County will work on improving that along with improving the overall efficiency of operations.

The Annual Report was provided to the Committee for their information. Mr. Schwartz requested permission to present the report at the January 16th Board meeting. Chairman Plote will take up that request at the Executive Committee Meeting and let Mr. Schwartz know the outcome.

Mr. Osland moved and Mr. Luebke seconded a motion to move into Executive Session per 5 ILCS 120/2(c)(1) to discuss a stipend for DSATS Director responsibilities. Roll call vote was taken with 6 yes votes and 0 no votes. One Committee member was absent. At 7:16pm the Committee entered Executive Session.

At 7:47pm the Committee returned to open session.

OTHER BUSINESS: None presented

ADJOURNMENT: Chairman Plote 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 Mr. Pietrowski, passed unanimously,** and the meeting was adjourned at 7:48pm.

Respectfully Submitted,

Roy Plote
Chairman