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DeKalb County Government  
Sycamore, Illinois

**Highway Committee Minutes  
March 7, 2019**

A meeting of the Highway Committee of the DeKalb County Board was held on Thursday, March 7, 2019, at 6:00pm in the Conference Room of the DeKalb County Highway Department, located at 1826 Barber Greene Road, DeKalb, Illinois 60115.

Chairman Plote called the meeting to order at 6:00pm and called for the roll. Committee members present were Ms. Emmer, Mr. Luebke, Mr. Pietrowski, Mr. West and Vice Chair Willis. Mr. Osland joined the meeting at 6:07pm. The County Engineer, Mr. Nathan Schwartz, County Administrator, Gary Hanson, Mr. Wayne Davey, Support Services Manager and two other guests were also present.

**APPROVAL OF AGENDA:**

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

**APPROVAL OF MINUTES:**

**Mr. West moved and Ms. Emmer seconded a motion to approve the minutes of the February 7, 2019 regular meeting. The motion passed unanimously.**

**PUBLIC COMMENTS:** Mr. Patrick Biggs addressed the Committee about the current conditions of Corson Drive in Sycamore Road District and was interested in the Corson Drive update being provided to the Committee tonight.

**RESOLUTION #R2019-14: AWARD RESOLUTION FOR 2019 GENERAL COUNTY LETTING**

Mr. Schwartz informed the Committee that bids are requested every year for maintenance materials utilized by the County and Road Districts. These bids cover aggregate, patching material, hot-mix and liquid calcium chloride this year. By accepting these bids, prices are set for the year and will not increase. All bids are awarded and the lowest cost is calculated by taking the bid price of a product and adding in the cost of travel from the quarry/plant to the job site. The County Engineer recommended approval of this resolution. **Mr. Luebke moved and Ms. Emmer seconded the motion to forward the resolution to the full County Board recommending approval. Motion passed unanimously.**

**RESOLUTION #R2019-15: AWARD RESOLUTION FOR 2019 ROAD DISTRICT CRACK ROUTE AND FILL PROJECT**

Bids were opened March 6, 2019 for various maintenance projects scheduled for the current year. One of those lettings involved the filling of cracks on various roads for the Road Districts and Villages. Four bids were received for this years' crack routing and filling project. Behm Pavement Maintenance, Inc. from Crystal Lake, Illinois, submitted the low bid meeting specifications in the amount of \$52,699.78. All Contractors have been pre-qualified by IDOT and have performed work for the County in the past. Mr. Schwartz has no concerns with the awarding of this bid as Behm performed the crack filling last year and did a satisfactory job. The Committee requested a brief overview of the distribution of MFT funds. Mr. Schwartz explained 19 cents is collected for every gallon of gas and 215 cents for every gallon of diesel pumped in the State regardless of the price of fuel. Those funds are sent to Springfield and the portion distributed to DeKalb County is fed into a formula that is based on population for Cities and Villages; road miles for Road Districts; and number of registered vehicles for the County. The County manages these funds for the Road Districts but the Cities and Villages manage their own funds. **Mr. Pietrowski moved and Vice Chair Willis seconded the motion to forward the resolution to the full County Board recommending approval. Motion passed unanimously.**

**RESOLUTION #R2019-16: AWARD RESOLUTION FOR THE 2019 DRAINAGE PIPES**

Mr. Schwartz explained to the Committee the Department requested bids for drainage pipes expected to be needed during the current year by the County as well as all 19 Road Districts. By combining the needs of the Road Districts with the County's a lower unit cost is often realized. Two suppliers submitted bids with Metal Culverts, Inc. of Jefferson City, Missouri submitting the low bid meeting specifications. The amount of their bid was \$33,186.74 for various pipes and bands. Mr. Schwartz recommended approval of this award. **Vice Chair Willis moved and Mr. Osland seconded the motion to forward the resolution to the full County Board recommending approval. Motion passed unanimously.**

**RESOLUTION #R2019-17: AWARD RESOLUTION FOR A NEW BOX, PLOW, WING, SPREADER AND PRE-WET TANK**

Mr. Schwartz informed the Committee that bids were requested to equip the new cab and chassis approved by the County Board during February with a dump box, plow, wing, spreader and pre-wet tank. Two bids were received with Monroe Truck Equipment, Inc. from Monroe, Wisconsin submitting the low bid meeting specification in the amount of \$108,575.00. Monroe has been the primary vendor to supply our plow trucks and the County has been pleased with the equipment and service. Mr. Schwartz

recommended the resolution be forwarded to the full Board recommending approval. **Ms. Emmer moved and Mr. Pietrowski seconded the motion to forward the resolution to the full County Board recommending approval. Motion passed unanimously.**

**RESOLUTION #R2019-19: ENGINEERING AGREEMENT FOR SOUTH FIRST STREET BOX CULVERT REPLACEMENT AT GURLER ROAD**

Mr. Schwartz explained the Department went through the Qualifications Based Selection (QBS) process to select an engineering firm to perform Phase I and Phase II engineering services for the box culvert replacement at the intersection of South First Street and Gurler Road. These services would include, but not be limited to, surveys as necessary for roadway plans; flood plain hydraulic surveys and gather high water data; soil borings and profiles; all necessary permits; preliminary bridge design and prepare a complete general and detail set of construction plans for the project. The County received 14 Statements of Interest from firms interested in providing these services for this project. The County reviewed all statements and requested proposals from three of the top firms. From those firms, after review of their proposals, HR Green, Inc. from Yorkville, Illinois was deemed the top firm to deliver the requested services. They have submitted a cost of not to exceed \$81,509.45 for this project and Mr. Schwartz recommended entering into this agreement for this phase of this project with HR Green, Inc. The construction of this project is scheduled for the spring of 2020. This cost is 100% County funded through the Aid to Bridge property tax fund. **Mr. Luebke moved and Mr. West seconded a motion to forward the resolution to the full County Board recommending approval. Motion passed unanimously**

**RESOLUTION #R2019-20: ENGINEERING AGREEMENT FOR MOTEL ROAD BRIDGE REPLACEMENT .5 MILES NORTH OF ILLINOIS ROUTE 64**

The QBS process was followed for the selection of Wendler Engineering Services, Inc. from Dixon, Illinois for Phase I and Phase II engineering services for the removal and replacement of the bridge carrying Motel Road over the East Branch of the South Branch of the Kishwaukee River. Fifteen engineering firms submitted statements of interest for this project and three firms were selected to submit proposals and were interviewed. The services required for this project will be similar as those identified for the South First Street project but this project is much larger and could entail more wetlands and endangered/threatened species requirements. There are potentials for greater obstacles on this project if problems dealing with wetlands and the threatened species are identified. The cost of these services have been set at not to exceed \$177,590.00. This is a township bridge and Township Bridge Funds will be used to cover 80% of this cost. The Road District and the County will split the remaining 20% with each paying 10% or \$17,759.00. Mr. Schwartz recommended entering into this agreement with Wendler. Construction of this project is scheduled for the spring/summer of 2020. **Mr. Osland moved and Ms. Emmer seconded a motion to forward the resolution to the full County Board recommending approval. Motion**

**passed unanimously.**

**DISCUSSION AND REQUEST FOR APPROVAL TO FILL VACANT ENGINEERING TECHNICIAN POSITION:**

During September 2017 the Department experienced the retirement of one of our three engineering technician III. At that time the County was expressing concerns of budgetary issues and requested Department Heads not fill vacant positions just because they became vacant. Rather they should fill only on the bases of need dictated by workload. Because the 2017 construction season was winding down Mr. Schwartz determined this vacancy could remain vacant during the winter months. At the beginning of 2018 Mr. Schwartz met with his engineering staff to determine the staffing needs for the upcoming construction season. It was the consensus that with increased individual overtime for the remaining two technicians the programmed projects could be adequately managed for 2018. Due to the ever increasing workload of the Engineering Division 2019 will not be as efficiently managed without the filling of the authorized engineering technician position. 2019 will bring three federally funded projects to DeKalb County which require considerable more attention and paperwork than regular projects. In addition to those projects, the Department will have the normal load of County and Road District projects to oversee as well as continuing with Waterman Road reconstruction. Future projects will need attention for surveying and plan preparation as we move forward. This vacant position will be filled with the best qualified candidate and depending on experience and education would be at a level I, II or III. The position does not necessarily have to be filled at the highest level but brought in at a lower level and promoted upward as experience and performance dictate. The hiring range would be \$13.26 an hour for Technician I up to \$19.44 an hour for a Technician III at the beginning of the range. The cost for this position, which is an approved position and has been budgeted at the level III cost, would range from approximately \$46,700 to \$56,600, depending on the entry level. This request is to fill one vacant position and not to increase beyond budgeted manning levels in the Engineering Division. **Vice Chair Willis moved and Mr. Luebke seconded a motion to grant the County Engineer the authority to proceed with the filling of the vacant position in the Engineering Division. This position to be filled with a person he deems best qualified and at the level he deems appropriate. Motion passed unanimously.**

**CHAIRMAN'S COMMENTS:**

Chairman Plote inquired about the annual spring postings of roads in DeKalb County. Mr. Schwartz stated the County posts all their roads with the exception of our 80,000 pound designated truck routes, during the spring freeze/thaw cycle. There is no set date from year to year but posting will be determined based on road conditions due to temperature and the frost leaving the ground. He is aware of some warmer temperatures appearing in the 15 day forecast and will be watching to see the affect those temperatures are having on the roads. It has always been the desire that the Road Districts post the same time as the County to provide a uniform policy for law enforcement. However, some Highway Commissioners have

different circumstances in their Road Districts that may require them to post earlier or later than the majority of the County and Road Districts. For example Squaw Grove and Sandwich Road District will be posting East Sandwich Road on Monday, March 11, 2019. As of tonight, the County has made no plans for spring postings. They are coming though – it will be warming up and postings will be in effect. The latest the County has posted their roads in the last 35 years has been March 17<sup>th</sup>. We are ten days away from that record.

### **COUNTY ENGINEER'S COMMENTS:**

Mr. Schwartz provided the Committee with a review of why Corson Drive in Sycamore Road District just south of Base Line Road remains a private road maintained by the residents owning property along that road as opposed to a public road maintained by the Sycamore Highway Commissioner. There are several subdivisions located along Base Line Road and between Corson Drive and Kishwaukee Drive, all platted and developed at different times. Both Corson Drive and Kishwaukee Drive were built as private roads during the 1960s and therefore any roadway maintenance falls upon the landowners adjacent to the platted roadways. At one point, the residents of Kishwaukee Drive, dedicated the right-of-way to Sycamore Road District for roadway purposes and the Road District accepted it as such and it is now a public roadway maintained by Sycamore Road District. There is no record of Corson Drive being dedicated to the public and it has never been accepted by Sycamore Road District. This is basically because the roadway was never built to the acceptable standards that would allow the Road District to take over a legal road. The width of the road is very narrow, 14 feet in some areas, and needs attention to drainage and the aggregate base. Per 605 ILCS 5/6-301 a road district road shall not be less than 40 feet. Mr. Schwartz along with the Highway Commissioner, Mr. Bill Powers, met with the residents of Corson Drive to explain the process and procedures that would be necessary to bring the road up to the required standards to allow the Highway Commissioner to accept the roadway. The cost was estimated to be between \$60,000 to \$70,000. Residents were disappointed to hear that this cost would be their responsibility as they currently pay taxes and have paid taxes for many years. This additional cost was seen by most, if not all, the residents to be cost prohibited of ever getting their road taken over by the Road District. Neither the County nor the Road Districts has any authority to use tax payer funds on private property. Since that meeting Mr. Schwartz has continued to look for ways to assist the residents of Corson Drive. During his most recent meeting with the Highway Commissioner, Mr. Powers stated that if the residents along Corson Drive would dedicate the required 40 feet of right-of-way and repair the existing potholes and make the road passable, he would accept the roadway. He currently has gravel roads and he could maintain Corson Drive as an aggregate surface until other arrangements could be made to provide some upgrade to the surface. Mr. Schwartz will contact the affected residents and see if necessary arrangements can be made to accomplish that.

The necessary costs associated with the right-of-way dedication will be borne by the land owners if they so agree. If not, there is not much more the County or Road District can offer as a way to correct the road condition. He will provide the Committee with an update during their April meeting as to any progress made in this regard. Mr. Biggs thanked the Committee for their time and looks forward to a favorable outcome for the residents.

At this time the Committee requested that the remaining County Engineer's comments be held until the end of the meeting due to the lateness of the evening and items still needing to be addressed. It was agreed to move to item 10 on the agenda at this time.

**Vice Chair Willis moved and Mr. West seconded a motion to move into Executive Session per Chapter 5 ILCS Act 120 Section 2(c)(1) to discuss appropriate compensation for DSATS Director. Roll call vote was taken with seven yes votes and zero no votes. Motion passed and the Committee entered Executive Session at 7:52pm.**

The Committee resumed normal session at 8:35pm.

**Mr. Pietrowski moved and Vice Chair Willis seconded a motion to authorize the County Administrator to prepare a Memorandum of Understanding recognizing Mr. Nathan Schwartz as the DSATS Director. As to the matter of compensation for the added responsibilities - that he be granted a stipend in the amount of \$18,500.00 per year as long as DSATS funding is available and Mr. Schwartz continues to provide benefits to the County while in this position. These funds to come from the DSATS grant and no funds coming from the County's general fund. Motion passed unanimously.**

**OTHER BUSINESS:** The County Engineer agreed to provide written updates for the monthly projects, the legislative update and the DSATS update by email to the Committee. That email is attached and made part of these minutes.

**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. Luebke, passed unanimously,** and the meeting was adjourned at 8:40pm.

Respectfully Submitted,

Roy Plote  
Chairman