

Note: These minutes are not official until approved by the Highway Committee at a subsequent meeting. Please refer to the meeting minutes when these minutes are approved to obtain any changes to these minutes.

Highway Committee
November 3, 2022
6:00 PM
DeKalb County Highway Department
1826 Barber Greene Road, DeKalb, Illinois 60115

Meeting Minutes

Call to Order: Vice Chairman Luebke called the meeting to order at 6:00 pm

1. Roll Call

Committee members present were Vice Chairman Luebke, Mr. Deutsch, Ms. Emmer, Mr. Osland, and Mr. Reid. Absent were Chairman Plote & Ms. Willis. The County Engineer, Mr. Schwartz, Support Services Manager, Ms. Richardson and one guest were also in attendance.

2. Approval of Agenda

Motion to approve the November 3, 2022 agenda made by Ms. Emmer; seconded by Mr. Osland; Motion approved unanimously.

3. Approval of Minutes

Regular Meeting – October 6, 2022

Motion to approve the October 6, 2022 meeting minutes made by Mr. Deutsch; seconded by Mr. Reid; Motion approved unanimously.

4. Public Comments

No public comments.

5. Resolution #2022-228; MFT General Maintenance Resolution for 2023 Expenditures

This is a Resolution approving spending Motor Fuel Tax (MFT) funds utilized for scheduled maintenance projects during 2023. 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, per IDOT's definitions, 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 are

\$2,123,000.00, broken out as salary \$723,000; equipment rental \$500,000; winter maintenance \$600,000; seal coat operations \$185,000; and pavement striping \$115,000. **Motion to forward Resolution #2022-228 to the full County Board recommending approval was made by Mr. Osland; seconded by Mr. Deutsch; Motion approved unanimously.**

6. Resolution #2022-229; Fund Balance Resolution

From time to time governmental entities have their fund balances scrutinized by concerned tax payers to see if they are taxing needlessly just to build up fund balances. It is generally accepted that a fund balance equal to or less than 2.5 times the average expenditures over the last three years is an adequate amount of funds to have on hand. While this rule may be appropriate for funds with similar expenditures each year, capital funds are a different issue. The Highway Department's Federal Highway Matching Tax budget is utilized for capital projects. In order for this Department to pay for a project we must save up and when we have a sufficient amount saved for a programmed project, we spend it down. During the years of saving up, the fund balance would often exceed the accepted 2.5 Miller Ratio causing the County to be drawn into legal proceedings questioning the reason for such a high balance. This resolution identifies current and future funding for highway and bridge projects that our Federal Highway Matching Tax has been programmed for and therefore should not be considered as excess funds when reviewing that particular balance. It is a good tool to keep the Community informed as to where their tax dollars are being spent. **Motion to forward Resolution #2022-229 to the full County Board recommending approval was made by Ms. Emmer; seconded by Mr. Reid; Motion approved unanimously**

7. Chairman's Comments

Vice Chair had no additional comments

8. County Engineers Comments

a. Monthly Update on Projects

Transportation Improvement Projects were updated;

-Added is Item #3 Glidden/Baseline Road Intersection Safety Improvement the Committee approved the Resolution for the Preliminary Engineering last month

-North First Street paving is complete. This resurfacing project with the City of DeKalb's portion south of Rich was included as funded 80% by DSATS, our portion from Rich north to Rt 64 is now an established 80,000 lb Truck Route year-round with the use of TARP funds. North of Rt 64 will remain spring posted until the connecting roads are upgraded.

-Peace Road widening to Freed Road with bridge replacement is moving along but pushed back 1 year in the budget for costs close to four million.

-Perry Road Bridge will be replaced with a concrete box culvert, the design work approval is close to being completed once we get environmental review approval.

-Plank Road Study report is waiting on the cultural review report from the state, it is close to public comment input. We will probably advertise using several options through city, newspaper, and the school.

-Rollo Road culverts should be a spring 2023 letting, this was one of the Tour stops

-Suydam Road HMA Paving is complete from Rollo Road to State Rt 23, this used TARP funding therefore signage will be updated as Class II Truck Route. Mr. Schwartz stated we will apply for a grant to begin establishing a Truck Route connection from LaSalle County over W Suydam Road over Rollo Road over Chicago Road west to Lee County to complete truck access to Interstate 39

b. Legislative Update

Things are quiet until after elections.

Mr. Schwartz stated he will be the Chairman of the County Engineers Legislative Committee in 2023, moving up from Vice Chair position. He looks forward to their committee engaging with TOI that is made up of Townships and Road Districts.

c. DSATS Update

Shared the DSATS report of STU Funding by Agency (County, City of DeKalb, Sycamore & Cortland) highlighting the various project costs and funding. Mr. Schwartz recently attended a Traffic Conference where Roundabouts was a topic. Roundabouts may be a route to consider for safety concerns we have in the County at specific intersections with recurring serious and fatal crashes.

d. Other Miscellaneous Updates

The Highway Dept has been working for about three weeks at the County's Community Outreach Building parking lot replacing tile and resurfacing. We will paint the parking stripes will be next week. Before and after pictures were viewed of this One County Initiative project.

The office flooring project will hold off until next year's budget to help cover the increase of projected cost. The requirement of Prevailing Wages deterred some quotes.

Usually we hire consultants to do necessary work to check for wetlands required on many bridge projects. We currently have an Engineer Tech interested in taking the once per year offered class to be able to handle more in-house work which would be a savings to the County.

9. **Old Business** – Mr. Reid inquired as to the vacancies in the department. Mr. Schwartz provide the update that the Engineering Tech position remains vacant but finished interviews today for the current Highway Maintainer vacancy with a very strong candidate which we will be reaching out to offer a position.

10. New Business

11. Adjournment

A motion to adjourn was made by Mr. Osland; seconded by Mr. Leubke; Motion approved unanimously, adjourning the meeting at 6:49 pm.

Respectfully Submitted,

Roy Plote
Highway Committee Chairman