

## COMMITTEE REPORT

**COMMITTEE:** Public Works  
**CHAIRPERSON:** Randy Jobgen  
**DATE/TIME:** February 24, 2014 7:14 P.M.

**PRESENT:**

<input checked="" type="checkbox"/> Berlage	<input checked="" type="checkbox"/> Dittmar	<input type="checkbox"/> Heurman
<input checked="" type="checkbox"/> Hughes	<input checked="" type="checkbox"/> Jobgen	<input checked="" type="checkbox"/> Smith

Others: Steve Keeffer, Jeff Winders, Dane Jackson, Ed Amstutz, and Katherine Walker

### MINUTES

#### 1. Appoint meeting time keeper and minute taker

Time Keeper – Randy Jobgen  
Minute Taker – Steve Keeffer

#### 2. Minutes

Merri Berlage made a motion to approve the minutes from the December 23, 2013 meeting, Dan Hughes seconded, and the motion carried.

#### 3. Citizens' Comments

None

#### 4. Highway Department

##### a. New Business

##### 1. Tour of Galena Bike Race

Ed Amstutz addressed the committee about the 2014 Tour of Galena Bike Race. The tour is scheduled for the weekend of June 6<sup>th</sup> and has events on Friday, Saturday, and Sunday. The bike events utilize city, township, and county roads. Traffic control needs are coordinated with the City of Galena and the Jo Daviess County Sheriff's Department. In the past, the county highway department has provided barricades and traffic cones. Merri Berlage

made a motion to approve the Tour of Galena event, Rick Dittmar seconded, and the motion carried.

**b. Old Business**

**1. Engineering Fees Charged for Construction Engineering**

Guilford Township Highway Commissioner, Jeff Winders, and Menominee Township Highway Commissioner, Dane Jackson, attended the meeting to discuss the fees charged for construction engineering on projects that have construction inspection performed by county personnel. This fee was increased from 4% of construction cost to 8% of construction cost as a result of the 2009 county wide cost fee study. The concern is that the fee is too large for an expensive project. Last meeting, the committee instructed Steve Keeffer to draft a graduated fee structure for consideration. Steve Keeffer presented a proposal that would charge a fee of 8% for projects that cost less than \$1,000,000; 6% for projects that cost between \$2,000,000 and \$1,000,000; and 4% for projects costing more than \$2,000,000. The committee reviewed the proposed changes and discussed how that would impact the Highway Department. Merri Berlage made a motion to accept the proposal as written and to revisit the fee schedule in 2 years, Ron Smith seconded, and the motion carried.

**2. Project Schedule Update.**

The list of ongoing projects was reviewed and discussed.

**3. Committee Goals and Objectives.**

The committee goals and objectives were reviewed.

**4. County Board Retreat Items**

The committee reviewed the county board retreat items.

**5. County Highway Maintenance/Operations Plan**

Steve Keeffer prepared a press release to for the committee to review. The press release was about the history of highway jurisdiction in Illinois and how the funding mechanisms have changed through the years. The committee did not want any changes and asked Steve Keeffer to prepare more press releases.

## **6. Job Description and Job Classification for Part Time Engineering Technician**

The committee reviewed several documents related to the proposed part time engineering technician including a job description and a job classification placement report from Carlson Dettmann. Carlson Dettman recommends the position be classified as a Grade 6 in the county pay plan. Dan Hughes made a motion to approve the position and pay grade and forward the recommendation to the Executive Committee, Ron Smith seconded, and the motion carried.

### **c. More New Business**

#### **1. Supplemental Motor Fuel Tax Resolution for the County Engineer's Salary**

The committee reviewed a supplemental MFT resolution for the County Engineer's salary. The resolution is for \$848.89 – the additional cost is most likely a result of the timing of the pay period and the \$416 one time payout to employees in the merit plan. Rick Dittmar made a motion to approve the resolution, Merri Berlage seconded, and the motion carried.

#### **2. Supplemental Motor Fuel Tax Resolution for the 2013 Maintenance Program.**

The committee reviewed a resolution authorizing an additional \$195,051.70 of MFT funds for the 2013 maintenance program. By and large, this additional authorization is for the winter maintenance commodities (salt and GeoMelt). Merri Berlage made a motion to approve the resolution, Randy Jobgen seconded, and the motion carried.

#### **3. 2014 Pollution Insurance Policy**

The annual renewal of pollution insurance was discussed. This insurance is needed because of various highway department activities including the application of herbicides, chip sealing, and vehicle fueling. There was also some discussion regarding the need for the terrorism rider. The committee was not interested in the terrorism add on. Dan Hughes made a motion to approve the insurance policy, Rick Dittmar seconded, and the motion carried.

#### **4. Federal Agreement for Culvert Replacement Project on Longhollow Road**

Steve Keeffer presented the committee with a federal funding agreement for the culvert project on Longhollow and Brodrecht Roads in Elizabeth and Guilford Townships. This project is being funded by federal funds to replace two structures. Longhollow Road is currently closed. The agreement will allow for 80% of the project to be funded with federal funds and the remaining costs to be paid with county and township funds. Merri Berlage made a motion to approve the agreement, Rick Dittmar seconded, and the motion carried.

#### **5. Federal Agreement for the Rural Sign Upgrade Program**

Steve Keeffer presented the committee with a federal funding agreement for the Rural Sign Upgrade Program. This program is being funded by Federal funds and will replace all substandard signage for local agencies within the county. The program will pay 100% of the cost of signs and posts per agency up to \$25,000 per agency. This is a onetime program. Randy Jobgen made a motion to approve the agreement, Dan Hughes seconded, and the motion carried.

#### **6. Dump Truck Specifications**

Bid specifications for a new dump/plow truck were reviewed. No changes were suggested. The committee will consider bids for the new truck at March meeting.

#### **7. Nora Township Request for County aid for a Culvert Project**

The committee considered a petition from Nora Township for county aid for a culvert project on Greenvale Road. The proposed project is to replace a failing structural plate pipe arch culvert with a two cell cast in place concrete box culvert. The project is estimated to cost \$150,000 and is eligible for state funding through the Township Bridge Program. The state will pay 80% of the construction cost with the county and township paying the remaining 20%. The county and township will share the cost of right of way and engineering. Dan Hughes made a motion to approve the request, Rick Dittmar seconded, and the motion carried.

## **5. Closed Session**

At 8:53 P.M. the committee entered closed session pursuant to 5 ILCS 120/2(c)(5) *“The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.”*

Topic of Discussion: Right of Way purchase for the Elizabeth Scales Mound Road Bank Stabilization Project.

At 9:31 P.M. to committee exited closed session.

## **6. Board Member Concerns**

None

## **7. Citizens Comments**

None

The meeting concluded at 9:40 P.M.