

COMMITTEE REPORT

COMMITTEE: Public Works
CHAIRPERSON: Jody Carroll
DATE/TIME: May 30, 2006 7:00 P.M.

PRESENT:

Berlage
 Carroll

Jackson
 Kent

Schubert
 Toepfer

Others: Steve Keeffer, Dan Reimer, Rich Machala

MINUTES

1. Minutes

Domer Schubert made a motion to approve the April meeting minutes, Sally Toepfer seconded, and the motion carried.

2. Highway Department

a. Jo Daviess County Workshop Fuel Usage.

Rich Machala attended the meeting representing the Jo Daviess County Transit System to explain a request from the Jo Daviess County Workshop regarding the purchase of motor fuel. The Transit System currently purchases fuel for their tanks as part of the county's annual fuel bid. The Workshop is currently fueling their vehicles with fuel purchased at local service stations. The Workshop would like to purchase fuel from the Transit System's fuel tanks located in Galena. The Transit System tanks are equipped with keyed metering pumps, so it will be possible to monitor the fuel usage. The Workshop will be responsible for paying the appropriate federal taxes on the fuel they are using, since they are a not for profit organization and not a governmental unit. Rich Machala indicated that he had discussed the issues with the Workshop, and the two parties had developed guidelines for the resale of fuel. The Workshop currently has an operator's agreement with the county to operate the Transit System, and it was suggested that this document may be the best way to detail the logistics of the fuel using relationship. Sally Toepfer made a motion to allow the Workshop to purchase fuel from the Transit System, contingent on an acceptable agreement between the parties reviewed by the State's Attorney, Dane Jackson seconded, and the motion carried.

b. Project Schedule Update.

Steve Keeffer presented the committee with a list of current projects, and their respective status.

c. Township 50/50 Projects

The committee was presented with several petitions from townships for aid in the construction and or repair of drainage structures. Vinegar Hill Township has a culvert repair project on Meridian Road at an estimated cost of \$10,000. Elizabeth Township has a bridge repair project on Longhollow Road at an estimated cost of \$5,000. Pleasant Valley Township has a culvert repair project on Groezinger Road at an estimated cost of \$5,000. Derinda Township has a culvert replacement project on Liebert Road at an estimated cost of \$5,000. Woodbine Township has a bridge repair project on Apple River Road at an estimated cost of \$5,000. Woodbine Township has a culvert extension project on Becker Road at an estimated cost of \$3,000. Dane Jackson made a motion to approve all of the petitions, Domer Schubert seconded, and the motion carried.

d. Menominee Township TBP Project Engineering Agreement.

The committee considered an engineering agreement from Willet Hoffman and Associates for engineering services for a culvert project on Route 5 in Menominee Township. Willet, Hoffman, and Associates will be provided structural design services for two culverts and a retaining wall for the project. Steve Keeffer explained that the project consists of a large box culvert for the stream crossing, a small box culvert for an under the road cattle crossing, and a retaining wall that facilitates the construction of a stepped path to get the cattle to the crossing culvert. In the past, IDOT has provided structural design for multi cell box culverts, but they are now understaffed, and will not be able to meet the project schedule deadlines. Willet, Hoffman, and Associates' estimated fee for the work is \$4,500. Alan Kent made a motion to approve the agreement, Domer Schubert seconded, and the motion carried. Dane Jackson abstained.

e. Warren Township TBP Project.

The committee considered a petition from Warren Township for county aid to replace two bridges on Twin Bridges Road. Two existing steel pony truss bridges will be replaced at an estimated cost of \$300,000 with 80% of the construction cost to be paid with TBP funds and the county and township each sharing half of the remaining costs. Dane Jackson made a motion to approve the petition, Alan Kent seconded, and the motion carried.

f. Future Project Needs.

Steve Keeffer expressed his concerns over the current project workload, and the inability to complete them in a timely manner. With 7 new projects added to the list at this meeting, it has become apparent that some outside design assistance would be advantageous. Steve Keeffer is currently working on a bridge project for Rush Township that he is planning on constructing this year. In addition, there are two other township projects that Highway Commissioners would like to get done as soon as possible. There have been several county projects that have not been worked on to meet the township needs. Some of these county projects have to move forward because they are deteriorating rapidly. Steve Keeffer was also concerned that he has not had time to work on the improvements that were talked about in the spring to be done to the parking at the Highway Department Building. The committee advised Steve Keeffer to talk to some consulting engineers to get the needed help to keep the project load on schedule.

3. Animal Control

a. Door Tagging versus Registered Letters.

Steve Keeffer was asked to investigate the possibility of using registered letters to serve late registration notices in lieu of the current policy of having the Animal Control Warden visit the property and either talking to the dog owners or leaving a tag on the door. Steve Keeffer estimated the cost of sending the registered letters to be \$2,500. The Animal Control Warden tries to coordinate her tagging activities with trips for other duties such as stray dogs and bite investigations to conserve time and fuel. While some trips are specifically for door tagging, there are not enough to offset the cost of sending registered letters. The committee advised Steve Keeffer to work with the Animal Control Department Staff to propose more effective ways to administer the fee collection operations to be discussed at next month's meeting.

The meeting adjourned at 8:30 P.M.