

Minutes of the Transportation Committee

The Transportation Committee of the McLean County Board met on October 7, 2003 at 7:30 a.m. at the Law and Justice Center, Room 700, 104 West Front Street, Bloomington, Illinois.

Members Present: Chairman Bass, Members Dean, Rodgers, Hoselton, Owens and Cavallini

Members Absent: None

Staff Members Present: Ms. Lucretia Wherry, Administrator's Office;
Mr. Jack Mitchell, County Engineer; Mr. Terry Lindberg,
Assistant County Administrator

Others Present: Ms. Christine Brauer, Regional Planning Commission;
Ms. Jennifer Sicks, Planner, Regional Planning

Chairman Bass called the meeting to order at 7:41 a.m.

Chairman Bass presented the Minutes of the September 9, 2003 meeting for approval.

Motion by Hoselton/Owens to approve the
Minutes of the September 9, 2003 meeting of the
Transportation Committee as presented.
Motion carried.

Chairman Bass presented the bills for approval. The Committee reviewed the bills. Mr. Owens asked what the does Group Purchasing involve. Mr. Mitchell responded that the Group purchasing line item is for the purchasing of culverts.

Mr. Hoselton asked if the Highway Department employees made personal phone calls on the Highway Department's cell phones. Mr. Mitchell replied that the employees do need to make personal phone calls at times. If the employee goes over the number of package minutes, the employee pays the difference for the personal phone calls. Mr. Dean asked why a purchase was made from Dierzen Truck Company. Mr. Mitchell replied that buying new was more effective then continuing to make repairs. Mr. Dean asked if the purchase was for a roll off body. Mr. Mitchell replied that the purchase was for a Dump body. The Dump body is attached to the trailer.

Motion by Owens/Cavallini to approve the bills for September 2003 as transmitted by the County Auditor.
Motion carried.

Mr. Jack Mitchell, County Engineer, presented the Audit for January 1, 2003 through December 31, 2003 for the County Road Districts, the Township Bridge Program for County Projects, and the Motor Fuel Tax Fund for County Projects. The Illinois Department of Transportation (IDOT) auditor worked with Joy Scott, Senior Accounting Specialist, County Highway Department, for about 4 days. Since the County's financial recorders are now computerized, the audit is easier and the auditor spends less time in the County Highway Department's office.

Motion by Owens/Rodgers to approve and place on file the Audit for January 1, 2003 through December 31, 2003 for the County Road Districts, the Township Bridge Program for County Projects, and the Motor Fuel Tax Fund for County Projects as presented.
Motion carried.

Mr. Mitchell presented the K & R Gravel Pit Road Use Agreement. Mr. Mitchell noted that Mr. Hug finished a new draft to the agreement last night. Mr. Mitchell asked the Committee to refer to the agreement that was passed out, not the one in the packet. As discussed at the September Transportation Committee Meeting, the owners of the K & R Gravel Pit resisted obtaining the necessary permits to operate the Gravel Pit because of the low volume of gravel to be hauled from the pit. However, the owners have been working with Mr. Phil Dick, Director, Building and Zoning, and Mr. Brian Hug, Assistant State's Attorney, to request a special use zoning permit and the Road Use Agreement. It is estimated that the Gravel Pit will be responsible for 20% of the traffic

on the Sabina Road. The owners of the K & R Gravel Pit have agreed to provide a \$100,000 bond over the next 10 years, plus \$ 0.25 per ton of aggregate transported from the pit for any course aggregate over 40,000 tons up to \$250,000. If the owners sell the K & R Gravel Pit, the Agreement would transfer to the new owners.

Mr. Hoselton asked if the owners of the K & R Gravel Pit have provided a letter of Irrevocable Credit. Mr. Mitchell explained that the letter of Irrevocable Credit is not necessary because the owners of the K & R Gravel Pit are posting the \$100,000.00 bond. The road improvements are not scheduled for 5 to 10 years out, so there is time to collect the bond without the County being responsible for the full cost of the road improvements. Mr. Cavallini asked who is responsible for weighing the Trucks. Mr. Mitchell replied that the County Sheriff's Department and the Illinois State Police are responsible for manning weigh stations. The owners use the Sabina scale to check the weight of their vehicles.

The Committee reviewed the changes in the Road Use Agreement. Mr. Mitchell explained that the changes made were to use aggregate for the measurement because the owners of the K & R Gravel Pit felt that the amount of sand hauled from the gravel pit as opposed to the amount of gravel and chip would skew the weight. The owners of the K & R gravel pit asked that the County Highway purchase gravel from K & R gravel pit. Mr. Mitchell told the owners of the K & R gravel pit that they would be invited to bid on County Highway projects.

Chairman Bass asked if loads of gravel are already being hauled away from the K & R gravel pit. Mr. Mitchell replied that the owners have hauled gravel for 2 projects with the permission of the Highway Department, which was agreed upon as good faith bargaining.

Mr. Owens asked that future changes be highlighted so that the changes are easier to pick out.

Motion by Hoselton/Dean to recommend approval of a Road Use Agreement between McLean County Highway Department and the K & R gravel pit. Motion carried.

Mr. Mitchell presented the results from the sale of Surplus Vehicles from the October 2, 2003 bids. The high bid was \$3,500.00 on the 1997 Ford F-150 Pick-Up Truck #124 from Mr. Rick Gaines. Mr. Terry Whitecotton was the high bidder at \$4,400.00 on the 1997 Ford F-150 Pick-Up Truck #127. Staff recommends the sale of the two Pick-Up Trucks to the high bidders.

Ms. Rodgers asked how often the trucks are replaced. Mr. Mitchell replied that trucks are replaced yearly after they reach 100,000 miles. New trucks are bought in February and the old ones sold in the fall. With the schedule, the Highway Department has use of trucks for all the summer road projects. Ms. Rodgers asked how the vehicle sale is advertised. Mr. Mitchell replied that the sale is advertised in the legal notice section and in the vehicle for sale section of The Pantagraph classified ads.

Motion by Cavallini/Rodgers to recommend approval of the sale of #124 1997 Ford F-150 Pick-Up Truck to Mr. Ralph Gaines and the sale of #127 Ford Pick-Up Truck to Mr. Terry Whitecotton.
Motion carried.

Mr. Mitchell presented the results from the October 7, 2003 letting for County Projects. This is a carry over from the September Special Meeting of the Transportation Committee on September 16, 2003. The Highway Department reevaluated the estimate for Section 00-00181-00-FP. Rowe Construction reviewed their bid as well. The new bid is 1.96% over the County's estimate. The saw cutting pattern on the concrete was changed to allow for a considerably lower bid. Mr. Owens asked if the County Highway Department and Rowe Construction looked at purchasing pre-cast box culverts. Mr. Mitchell replied that they did look at the pre-cast culverts. However, due to the amount of concrete that would need to be poured to make the pre-cast box culverts work, there would not be any savings.

Ms. Rodgers asked why there is such a difference between the County's estimate of Portland Cement and Rowe's bid. Mr. Mitchell explained that small amounts of concrete are hard to estimate the costs. The County should have increased its estimate.

Mr. Hoselton stated that he could recommend the award of the project to Rowe Construction as long as quality not been compromised. Mr. Cavallini echoed Mr. Hoselton's thoughts, quality and safety are important. Mr. Mitchell explained that the engineers have to approve the work. The structural engineers set the mandatory size and space of the steel bars. County Highway staff makes sure no changes have been made. Sump tests and air tests are done on the concrete as it is poured. The water temperatures are measured to make sure that the concrete meets specifications.

Motion by Owens/Cavallini to recommend approval of the award to Rowe Construction for the October 7, 2003 letting. Motion carried.

Mr. Mitchell presented the Fiscal Year 2004 Recommended Budget for County Highway Fund 120. County Highway Funds 120 is permitted to levy at a maximum property tax rate at \$0.075. The property tax levy in Fiscal Year 2004 budget is \$2,005,806.00, which is slightly less than the maximum rate set by statute. This fund receives

reimbursement from the GIS grant. Line item 410.0022, Labor and Equipment Rental is reimbursement received from Townships. Line item 410.0015, Engineering, represents reimbursement received from Townships for work done by the Highway Department. Mr. Owens asked why line 410.0015 is decreasing in Fiscal Year 2004. Mr. Mitchell replied that the engineering work done for townships fluctuates from year to year. Mr. Hoselton asked why the GIS grant reimbursement amount is doubling. Mr. Mitchell explained that last year's reimbursement was for a partial year. Mr. Owens asked who invests County Highway Funds. Mr. Mitchell replied that the McLean County Treasurer invests the funds.

Mr. Mitchell stated that the Full-Time Equivalent (FTE) positions are decreasing in this fund due to an increase in the number of FTE's budgeted in the Motor Fuel Tax Fund. The Occasional/Seasonal employees line item is increasing because the requested 3 new FTE positions were not approved in Fiscal Year 2003. Mr. Hoselton asked how many employee are in the Highway Department. Mr. Mitchell replied that there are 36 Highway Department employees. A collective bargaining agreement covers 19 of the 36 positions. Mr. Owens asked why there is such a large increase in the Operational Supplies line. Mr. Mitchell replied that the increase is due to a change in policy approved by the County Board. All purchases under \$10,000.00 are now charged to the Operational supplies line item. This line now covers tools, paint, surveying stakes.

Mr. Cavallini asked what is the temporary employment service line item. Mr. Mitchell replied that this line item was used in 2003 to cover a vacant Office Support Specialist position. Hopefully, this line item will not be used in Fiscal Year 2004.

Mr. Owens asked why the Equipment Rental line item is increasing for 2004. Mr. Mitchell explained that the increase more accurately reflects the rental usage over the past couple of years.

Mr. Mitchell stated that line item 801.0001 Capital Improvements should be adjusted to \$394,013.00 by transferring \$4,500.00 to line item 838.0002, Purchase of Machinery and Equipment. Line item 838.0002 should be adjusted to reflect this transfer to \$413,000.00.

Mr. Owens asked what is the increase in the Office Furniture line item. Mr. Mitchell replied that the increase is for a CAD plotter.

Mr. Mitchell noted that the Highway Department wishes to trade in the passenger van for an 8 passenger Suburban.

Chairman Bass asked about the \$4,500.00 radio purchase. Mr. Mitchell explained that every year 3 new radios are purchased in order to avoid having to replace all the radios at one time. Chairman Bass asked if it would be more practical to use cell phones. Mr. Mitchell explained that the cell phones do not work as well as the radios. Plus, the

radios allow everyone to hear a conversation versus having to call each person individually. Chairman Bass asked if these are portable radios. Mr. Mitchell replied that the Highway Department does have some portable radios. However, the radios recommended for replacement are vehicle mounted mobile radios.

Mr. Hoselton suggested that the Highway Department contact Hill Radio to see if there are options available that would allow for better reception. Mr. Hoselton added that the Highway Department is on the same frequency as the Volunteer Fire Department's. After the Ad Hoc Radio Committee made its recommendation, the Volunteer Fire Departments decided to stay with the current system. Mr. Mitchell added that changing the radio system would be a disadvantage to the Township, which operate on the same frequency as the Highway Department. Mr. Owens suggested that the Highway Department try NEXTEL phones. Mr. Mitchell replied that NEXTEL does not have service in Arrowsmith.

Mr. Dean asked why the grader and loaders are being traded in. Mr. Mitchell replied that, in the past, the Committee looked at whether the large equipment should be traded in while the mileage was still low or make repairs for 20 years before replacing. This is a matter of safety. If this Committee would like to readdress this issue, Mr. Mitchell would be glad to research the costs. Mr. Dean asked how many miles the loader and grader have on them. Mr. Mitchell replied that he did not know this information off the top of his head. He will check and bring the information to the next Transportation Committee Meeting.

Mr. Mitchell presented the Fiscal Year 2004 Recommended Budget for County Highway Fund 121 Bridge Matching Funds. The Revenue for this fund is \$1,482,000.00. The FTE positions are decreased in this fund due to the increase in FTE positions in the Motor Fuel Tax Fund.

Mr. Owens asked why line item 716.0001 is increasing. Mr. Mitchell explained that this line item is used to match Township money for Bridge repairs. Due to weather and corrosion, the expenses for this fund are unpredictable. The Committee reviewed the expenditures from this line item for the past two years. The Committee decided to reduce this item by \$30,000.00 and lower the Property Tax Levy by the same amount.

Motion by Owens/Rodgers to recommend a decrease in County Highway Fund 121 by reducing line item account 716.0001 Maintenance of Roads and Drainage Structures by \$30,000.00 and lowering the Property Tax Levy. Motion carried.

Mr. Mitchell presented the Fiscal Year 2004 Recommended Budget for County Highway Fund 122 County Matching Fund. This fund is for construction projects with matching Federal Aid Funding. Expenditures balance with revenue in this fund.

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Mr. Mitchell presented the Fiscal Year 2004 Recommended Budget for County Highway Fund 123 County Motor Fuel Tax Fund. Mr. Cavallini asked why the Engineering line item is decreasing. Mr. Mitchell replied that the line item is dropping because work on Towanda Barnes Road is complete.

Motion by Rodgers/Owens to recommend approval of the Fiscal Year 2004 Recommended Budget for the County Highway Funds 120, 121, 122 and 123 as amended.

Mr. Dean stated that he would like to wait until next month to approve the budgets so that when there is adequate time to study the radio issue and buying versus trading in equipment. Mr. Hoselton concurred with Mr. Dean. Since the budgets do not need to be approved until November, it is appropriate to take the time to look at these issues.

Motion withdrawn by Rodgers/Owens.

Mr. Mitchell presented a status report of roadwork. The Ellsworth Road is complete The Highway Department is waiting on final paperwork to make the final payment. Seeding is finished on Arrowsmith Road. The Highway Department will make the final payment once all the necessary paperwork is received. The dirt work is complete on Randolph Road. Contract work will begin next Friday. On October 2, 2003 Freesen started grinding the bumps on Towanda Barnes Road. Freesen is removing the bumps by cutting the surface of the road.

Mr. Mitchell presented a year-to-date report of the Fiscal Year 2003 Adopted Budget for County Highway Funds. There being no questions at this time, Chairman Bass moved to the next item on the agenda.

The Committee agreed to move the time for the Transportation Committee Meeting to 8:00 a.m.

There being nothing further to come before the Committee at this time, the meeting was adjourned by Chairman Bass at 9:59 a.m.

Respectfully Submitted,

Lucretia Wherry
Recording Secretary