

Minutes of the Transportation Committee

The Transportation Committee of the McLean County Board met on Tuesday, October 2, 2012 at 8:00 a.m. in Room 404, Government Center, 115 East Washington Street, Bloomington, Illinois.

Members Present: Chairman Hoselton, Members Caisley, Cavallini, Soeldner, McKibbin and Black

Members Absent: None

Other Members Present: None

Staff Members Present: Mr. Bill Wasson, County Administrator, Ms. Hannah Eisner, Assistant County Administrator, Ms. Diana Hospelhorn, Recording Secretary

Department Heads Present: Mr. Eric Schmitt, County Engineer;

Others Present: Mr. Mark Leake, Highway Maintenance Coordinator

Chairman Hoselton called the meeting to order at 8:00 a.m. He stated that the first item for action is approval of the minutes from the September 4, 2012 Transportation Committee Meeting.

Motion by Caisley/Cavallini to recommend approval of the minutes from the September 4, 2012 meeting of the Transportation Committee.
Motion carried.

Chairman Hoselton asked the Committee to review the bills for September 30, 2012. The prepaid total is \$1,655,783.24.

Mr. Cavallini asked about the payment to Stephens 3D Construction. Mr. Schmitt, County Engineer, responded that all of the oil and chip contracts from the Township Motor Fuel Tax (MFT) were finalized.

Motion by Soeldner/McKibbin to recommend to recommend payment of the September 30, 2012 bills as submitted by the County Auditor.
Motion carried.

Chairman Hoselton stated that the first item to be presented for action is the Bridge Petition – Sec 12-1529-00-BR – Lilienthal Bridge

Mr. Schmitt stated that the timber pile bridge is located in Dry Grove Township. This project will be the County's federal bridge project for next year and will go to a June, 2013 letting. 80% of the construction is funded with Federal dollars by the Highway Bridge Program with Federal dollars. The Engineering costs are funded with:

- 80% Township Bridge Program
- 10% Township
- 10% County

A survey has determined the estimated cost of the new drainage structure will be \$420,000. The County's share of the cost is \$42,000.

Mr. Black noted that the cost of this bridge project is higher compared to other bridge projects. Mr. Schmitt responded that the bridge will be longer to insure there will not be a problem with water overtopping the road. The bridge will be 15-20 feet longer.

Motion by Caisley/Black to recommend approval of Bridge Petition, Sec 12-1529-00-BR – Lilienthal Bridge.
Motion carried.

Chairman Hoselton continued with the Emergency Appropriation Ordinance – Fund 0120-FY2012 for Salt Storage Fabric Covered Structure.

Mr. Schmitt advised that the Highway Department has put together a plan and costs for additional salt storage capacity. The proposed option is a fabric material covered storage structure and would be located at the County's stockpile site on Illinois route 9. The structure portability provides flexibility in future site use at this location. He stated that the size will be an estimated 45 feet wide by 60 feet long with precast concrete blocks to provide knee walls. An oversized aggregate base for the structure with an asphalt pad would be installed under the covered area. The following is a breakdown of the cost for the fabric covered structure:

Oversized aggregate for the structure base	\$ 1,250.00
Hot-mix asphalt pad (6 inches thick)	\$11,000.00
Concrete blocks for the knee walls	\$ 2,700.00
Fill sand for concrete block base material	\$ 150.00
<u>Fabric Covered Materials Storage Structure</u>	<u>\$22,000.00</u>
Total Cost	\$37,100.00

The County will be responsible for the erection of the structure and the knee walls. Quotes will be sent to three suppliers. It is the plan of the Department to have the structures erected by December 15, 2012. The funding for the structures is available because of low construction bids for the Funks Farm Road project. Mr. Schmitt added that the funds will be transferred from the Highway Fund line item for Construction of roads to the Highway Fund line item for Capitalized Assets.

Mr. Schmitt presented a visual of a storage structure similar to the one the County is considering in Henry County. The structure has a 900 -1,000 ton storage capacity. Angle irons tie the lego style blocks together. He noted how the arched wall has an angled edge to shed water. Louvers will be installed to help with the wind pressure.

Mr. Schmitt reported that there are varied storage capacities available. The Department is considering one 900-1,000 ton storage structure this year and including one in the budget for next year. This will not only give us an overflow for salt, but also give us storage for sand. To reduce costs the County is going to mix more sand in the salt.

Mr. Cavallini asked if due to the mild winter, the salt purchase for this year be adjusted. Mr. Schmitt responded that typically the County requests 6,000-7,000 ton of salt. This year we are only requesting 3,000 ton of salt.

Chairman Hoselton asked if length could be added to the structure. Mr. Schmitt stated that length can be added onto the structure.

Mr. Schmitt noted that the building will allow the County to have the ability to store and keep sand dry for possible ice storms. The building also would house one of the County's loaders.

The structure will be erected on the east section of the property facing south.

Mr. Caisley asked how the costs of erecting the structure compare to the cost of the "take" provisions in the contract. Mr. Schmitt advised that the salt has already been purchased. The County has to take delivery of the salt by the end of December, 2012. The storage costs are \$3.00 a month per ton. There is currently 1,200 ton in storage. If there is a mild winter this year, more storage would be required by spring. He added that the typically 7,000 ton of salt is used annually. The structure provides salt storage at a low cost.

Mr. Schmitt advised that Woodford, Marshall and Stark County are erecting similar storage buildings.

Motion by Cavallini/McKibbin to recommend approval of the Emergency Appropriation Ordinance Fund 0120 –FY2012 for Salt Storage Fabric Covered Structure
Motion Carried.

Chairman Hoselton stated that the next item for action to be presented to the Committee is the FY'2013 Budget and 5 Year Plan Review. The leadership of the Highway Department has done a great job.

Mr. Schmitt presented the FY'2013 Recommended Budget. He stated that the first fund to be addressed is the Highway Fund. The Highway Fund is used for some construction, some salaries, equipment purchases, and daily operations.

Mr. Schmitt noted that the Department included justifications for any significant changes. He distributed a hand out with these changes highlighted.

County Highway Fund 0120-0055 The Revenue can be found on page 1 of the FY'2013 Recommended Budget handout.

Mr. Schmitt reported that the Highway Department including the three property tax funds, last year was at \$14.892 per \$100 of equalized assessed valuation. This year the Highway Department is at the exact same rate overall between the three funds.

Highlights of the Recommended Budget:

REVENUE:

401.0001 General Property Taxes: This line item account went down \$26,456 in the FY'2013 Recommended Budget. The County Highway Fund is permitted by law to levy a property tax in an amount not to exceed a tax rate of \$0.0750 per \$100 of equalized assessed valuation. The tax rate for the FY'2013 Recommended Budget is projected to be \$0.07214 per \$100 of equalized assessed valuation. This is up from the FY'2012 Adopted Budget tax rate of \$0.07199.

410.0009 Commodities: This line item account was budgeted at \$125,000 in the FY'2012 Adopted Budget and is budgeted at \$115,000 in the FY'2013 Recommended Budget. This decrease is due to the reduction in the amount of salt that townships have requested for the winter of 2012-2013.

410.0022 Labor & Equipment Rental: This line item account was budgeted at \$20,000 in the FY'2012 Adopted Budget and is budgeted at \$30,000 in the FY'2013 Recommended Budget. This increase is reflective of the fact that we are doing more work for the townships over the last couple of years.

415.0001 Interest On Investments: This line item account was budgeted at \$4,000 in the FY'2012 Adopted Budget and is budgeted at \$1,000 in the FY'2013 Recommended Budget. This line item is down because interest rates continue to stay low.

410.0035 Unclassified Revenue: This line item account was budgeted at \$10,000 in the FY'2012 Adopted Budget and is budgeted at \$15,000 in the FY'2013 Recommended Budget. This reflects the trend for the last three years above \$15,000.

EXPENDITURES:

Personnel:

There is a 2.66 increase in the Full-Time Equivalent Staffing levels for the Highway Fund in the FY'2013 Recommended Budget. This is the result of the reallocation of FTE's from the MFT Fund (0123) to the Highway Fund (0120). This reallocation assists us in complying with the Motor Fuel Tax regulations and documentation.

Mr. Wasson added that the County has changed Districts and this will allow the County the ability to more easily follow the required documentation.

Fringe Benefits:

Line Item 0599.002 Employee Medical/Life Insurance increased 3%. The increase in fringe benefits is due to the increase in health insurance costs.

Mr. Wasson reported that employees are provided with a \$10,000 term life policy during their employment with the County at no charge and are given the option to purchase additional life insurance

Materials and Supplies:

All of the line items in the Materials and Supplies line item accounts have decreased by more than 2% with the exception of line item 0630.0001.

Line Item 0608.0001 GASOLINE/OIL/DIESEL FUEL decreased 3% due to the estimated cost of fuel.

Mr. McKibbin asked Mr. Schmitt for an estimated cost of fuel usage for 2013. Mr. Schmitt responded that it depends a lot on the type of winter we have. Pushing snow burns 2,000 gallons of diesel fuel in one day.

Line item 0630.0001, POSTAGE, increased from \$3,300 in FY'2012 to \$3,350 in FY'2013. This is due to the fact that we are now using a postage meter instead of stamps.

Mr. Caisley noted that total supplies have decreased 8.13%. He asked about the reduction in materials and supplies. Mr. Schmitt responded that most of the reduction comes from the reduction in costs of fuel and from the reduction in group purchasing. The Townships purchase salt, signs, culverts, and sign posts from the County which allowed the reduction of \$30,000. The sales revenue is recorded under Commodities.

Mr. Schmitt added that the cost of fuel is something the Department continuously watches. The option to form a group purchasing agreement with the City of Bloomington and the Town of Normal is being considered.

Contractual Services: has decreased 4%. Included in this is the DTN weather services, janitor, Ecology Action Center MS4 requirements for education, GIS, Sheriff fees for spring weight control and outside legal for right-of-way acquisition.

Mr. Schmitt noted that the updated weather services are very up to day, showing the wind speed and direction over a 24 hour period.

All of the line items in the Services line item accounts have decreased by more than 2% with the exception of line items 0750.0004 and 0767.0001.

Line item 0750.0004, SOFTWARE LICENSE AGREEMENTS increased from \$6,500.00 in FY'2012 to \$7,550 in FY'2013. This increase is due to annual software maintenance fees for our remote backup system. The items included are:

- Bently the drafting program
- Vehicles scanner for diagnostic problems
- Fleet maintenance software

Chairman Hoselton asked if the software program monitors the location of the trucks in case of emergency. Mr. Schmitt responded that the Department has looked at this possibility. With the current economic condition the \$100,000 investment is not advisable. The County does have two way radios in all trucks. When plowing snow, staff works with a partner and they keep in constant contact with each other.

Line item 0767.0001, PROPERTY TAXES, increased from \$410 in FY'2012 Adopted Budget to \$450 in the FY'2013 Recommended Budget.

Mr. Soeldner asked if there is a reason for such swing in the funds for Line item 0716.0002 ENGINEERING/DESIGN EXP. Mr. Schmitt responded that the East Side Highway funds are rein cumbered from last year.

Capital Outlay:

All of the line items in the Capital Assets line item accounts have decreased by more than 2% with the exception of line items 0801.0001 and 0850.0001.

Line item 0801.0001, CAPITAL IMPROVEMENTS, increased from \$3,000 in FY'2012 to \$25,000 in FY'2013. This increase is for the addition of another 1,000 Ton Salt Storage Structure.

Line item 0850.0001, CAPITALIZED ASSETS, increased from \$298,000 in FY'2012 to \$332,000 in FY'2013. We are recommending the purchase of several pieces of equipment that are starting to incur increased maintenance costs.

Mr. Schmitt referred to the McLean County Highway Department 2013 Equipment Budget.

Line Item 0120-0055-0056-0850-0001

<u>Item to be replaced</u>	<u>Outright Price</u>	<u>Trade Price</u>	<u>Cost</u>
Tandem Dump Truck-1	\$111,500	\$15,000	\$96,500
Tandem Dump Truck -2	\$111,500	\$18,000	\$93,500
New Hydraulic Wings (2)	\$ 10,500 each		\$21,000
Backhoe	\$110,000	\$38,500	\$71,500
Engineer's SUV	\$ 22,500	\$ 4,000	\$18,500
Engineer's Pickup Truck	\$ 20,000	\$ 3,500	\$16,500
Crack Grinder	\$ 14,500		\$14,500

Mr. Schmitt reported that the Department purchases two Tandem trucks a year on an 10 year rotation. Included in the Tandem truck purchase are the cab and chassis, the dump body, hoist transfer and the Hydraulics.

Mr. Schmitt advised that Caterpillar contacted the Department. If we bid the backhoe replacement by the end of the year, the incentive program will reduce the price to an estimated \$45,000 instead of the budgeted \$71,500. Mr. Schmitt recommended that the Department move forward and bid the backhoe in December and take advantage of the reduction of price. Another benefit backhoe would be, with the recent purchase of the Caterpillar backhoe, a second Caterpillar backhoe would save the Department on parts inventory.

Chairman Hoselton asked if the items being traded are based on hours in operation. Mr. Mark Leake, Highway Maintenance Coordinator, responded that the backhoe is on a 5 year buy back guarantee. The trucks are based on age and mileage. A history is kept on all of the Department's vehicles. Mr. Schmitt added that the vehicles for office engineering staff are based primarily on miles. After 115,000-120,000 miles we start to see an increase in maintenance costs. The diesels in the shop average 175,000-175,000 miles. The tandems are on a 10 year rotation.

Mr. Schmitt reported that there have been multiple problems with the crack grinder causing projects to be shut down.

Mr. Schmitt presented the highlights of the FY2013 Recommended Budget for the County Bridge Matching Fund 0121:

0121.0055 Bridge Matching Fund: Revenue can be found on page 9 of the FY2013 Budget Summary handout.

Mr. Schmitt advised that the Bridge Matching Fund pays for the maintenance and construction of bridges, culverts, and other drainage and engineering work done in McLean County. The fund also pays for joint culvert projects done with the Townships.

Highlights of the Recommended Budget:

REVENUE:

401.0001 General Property Taxes: The \$1,471,088 of generated revenue in the FY'2013 Recommended Budget is \$28,724 less than the FY'2012 Adopted Budget.

The County Bridge Fund is permitted by law to levy a property tax in an amount not to exceed a tax rate of \$0.0500 per \$100 of equalized assessed valuation. The tax rate for the FY'2013 Recommended Budget is projected to be \$0.04110 per \$100 of equalized assessed valuation. This is down from the FY'2012 Adopted Budget tax rate of \$0.04140 per \$100 of equalized assessed valuation.

415.0001 Interest On Investments: This line item was budgeted at \$5,000 in the FY'2012 Adopted Budget and is budgeted at \$2,500 in the FY'2013 Recommended Budget. This line item is down because interest rates continue to stay low.

EXPENDITURES:

Personnel:

There is a 0.36 increase in the Full-Time Equivalent Staffing levels for the Bridge Fund in the FY'2013 Recommended Budget. This is the result of the reallocation of FTE's from the MFT Fund (0123) to the Bridge Fund (0121). This reallocation assists us in complying with the Motor Fuel Tax regulations and documentation.

Line Item 0526.0001 OVERTIME IS UP 4% from \$23,500 in FY 2012 to \$24,500 in FY' 2013. This reflects building 5 bridges in 2013, 3 County bridges and 2 Township bridges.

Chairman Hoselton discussed the start and finish time schedule to determine the 8 hour shifts. Mr. Schmitt advised that project time begins as if they were going to the office.

Contractual Services:

All of the line items in the Services line item accounts have decreased by more than 2%.

Capital Outlay:

All of the line items in the Capital Assets line item accounts have decreased by more than 2% with the exception of line item 0820.0001.

820.0001 Purchase of Right-of-Way: This line item account was increased from \$20,000 in the FY'2012 Adopted Budget to \$40,000 in the FY'2013 Recommended Budget. This increase is needed for the three bridges we are building in 2013. Each bridge is on narrow existing right of way and the replacement structures will require the acquisition of additional right of way.

Mr. Caisley pointed out there are no funds allocated for litigation. Mr. Schmitt responded that litigation for right-of-way acquisition is budgeted in the Highway fund.

0122.0055 County Matching Fund: Revenue can be found on page 13 of the FY2013 Budget Summary Handout.

Highlights of the Recommended Budget:

REVENUE:

401.0001 General Property Taxes: This revenue line account went down \$12,099 in the FY'2013 Recommended Budget. The County Matching Tax Fund is permitted by law to levy a property tax in an amount not to exceed a tax rate of \$0.0375 per \$100 of equalized assessed valuation. The tax rate for the FY'2013 Recommended Budget is projected to be \$0.03563 per \$100 of equalized assessed valuation. This is up from the FY'2012 Adopted Budget tax rate of \$0.03553.

400.0000 Unappropriated Fund Balance: This line item account has increased from \$200,000 in the FY'2012 Adopted Budget to \$300,000 in the FY'2013 Recommended Budget. This funding is available due to the low bids we received in 2012 on construction projects and the TARP funding we received for the Meadows Road project.

EXPENDITURES:

Capital Outlay:

810.0001 Construction Roads/Bridges/Culverts: This line item account was increased from \$1,450,550 in the FY'2012 Adopted Budget to \$1,547,721 in the FY'2013 Recommended Budget. This increase will be used for 2013 construction projects.

Matching tax funds can only be used to match MFT projects and for federally funded matching dollars.

Mr. Schmitt presented the Highlights for the FY2013 Recommended Budget for the Motor Fuel Tax Fund 0123.

0123.0055 Motor Fuel Tax Fund: Revenue can be found on page 16 of the FY'2013 Budget Summary Handout.

Highlights of the Recommended Budget:

REVENUE:

407.0020 County Motor Fuel Tax: This line item account went down \$137,950 in the FY'2013 Recommended Budget. This reflects the current level of Motor Fuel Tax Allotments that the County is receiving.

Mr. Schmitt advised that the County is currently receiving \$180,500 a month, down from \$190,000 a month last year. In October of each year the Department receives the County Consolidated Program payment of \$396,950.

Mr. Caisley asked if registration is down from last year. Mr. Schmitt responded that the County's numbers have been down. The revenue committee of the Association of County Engineers is looking into the reason the Counties' MFT revenue has dropped significantly more than the Townships have decreased.

Line Item 0450.0100 AIRPORT AUTHORITY ROAD REIMBURSEMENT 2013 is the last year the County will receive these funds.

400.0000 Unappropriated Fund Balance: This line item account has increased from \$400,000 in the FY'2012 Adopted Budget to \$800,000 in the FY'2013 Recommended Budget. This funding is available due to the low bids we received in 2012 on construction projects.

EXPENDITURES:

Personnel:

There is a 3.02 decrease in the Full-Time Equivalent Staffing levels for the MFT Fund in the FY'2013 Recommended Budget. This is the result of the reallocation of FTE's from the MFT Fund (0123) to the Highway Fund (0120) and the Bridge Fund (0121). This reallocation assists us in complying with the Motor Fuel Tax regulations and documentation.

Line Item 0716.0001 MAINTENANCE ROAD/DRAINAGE STRUCTURES down from FY'2012 which reflected the Illinois Jobs Now funding. The third installment has been received. Mr. Schmitt recommended that a revision be made to the oil and chip program next year. The revision will be presented to the Committee in November, 2012.

Chairman Hoselton questioned the total amount of \$123,000 overtime. Mr. Schmitt responded that the overtime is for plowing snow and road construction projects.

Chairman Hoselton asked if the engineering office staff is hourly. Mr. Schmitt responded that they are only three engineering staff that are salaried the rest are hourly. Mr. Wasson added that based on their day to day duties, there was a determination those employees were hourly.

Mr. Schmitt stated that respective to the hourly determination, it is difficult to compete in the job market and to maintain qualified employees. During a busy time, a typical day can be 12 hours. This is a problem most highway departments have because they compete with the private sector for these employees.

Mr. Black suggested that the December Committee Meeting be held at the Highway Department. Mr. Schmitt agreed that it would be a good opportunity for the Committee to see the winter operations of the Department.

Contractual Services:

All of the line items in the Services line item accounts have decreased by more than 2%.

Capital Outlay:

All of the line items in the Capital Assets line item accounts have decreased by more than 2% with the exception of line item 0810.0001.

810.0001 Construction Roads/Bridges/Culverts: This line item account was increased from \$860,301 in the FY'2012 Adopted Budget to \$1,444,718 in the FY'2013 Recommended Budget. This increase will be used for construction costs.

Mr. Schmitt referred to the Five Year Plan Map and pointed out the locations of the projects in the Five Year Plan.

2013

- | | |
|------------------------------|----------------|
| ➤ Washington Street, Downs | Reconstruction |
| ➤ Cooksville Road- in Town | Resurface |
| ➤ Saybrook Road – in Town | Resurface |
| ➤ Towanda-Barnes Road | Resurface |
| ➤ Meadows Road | Surface Course |
| ➤ Hudson/Stuckey Road Bridge | New Structure |
| ➤ Arrowsmith Road Bridge | New Bridge |
| ➤ Kappa Road Bridge | New Bridge |

2014

- | | |
|---------------------------|-----------------------|
| ➤ Towanda-Barnes Road | Resurface |
| ➤ Hudson/Stuckey Road | Widen, Resurface, Row |
| ➤ Shirley Overpass | Patching Shoulders |
| ➤ Dawson Lake Road Bridge | New Structure |
| ➤ Dawson Lake Road Bridge | New Bridge |

2015

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- Towanda-Barnes Road Rebuild w/5 Lanes
- Hudson-Carlock Road Widen, Resurface, Row
- Section V – Townline Road Resurface
- Shirley Road Bridge New Bridge
- Rock Road Bridge New Bridge

2016

- Towanda-Barnes Road Resurface
- Lexington-LeRoy Road Resurface
- Riddle Pit Road Bridge New Bridge
- Lexington East Road Bridge New Bridge

2017

- Gridley Road Resurface
- Bellflower-Saybrook Road Resurface
- Gillum Road Bridge New Bridge

Mr. Schmitt reported that, with the amount of traffic on Towanda-Barnes Road, the road will need to be put on a 15 year resurfacing rotation.

Mr. Black asked if, with the possible completion of the East Side Highway, will this reduce the traffic on Towanda Barnes and extend the life of the road. Mr. Schmitt stated that if the East Side Highway goes through, you will see a decrease in the traffic on Towanda-Barnes.

Mr. Wasson advised that there is one reclassification request from the Highway Department; combine a maintenance coordinator from grade 7015 with one at grade 7016. This recommendation is primarily based upon similar duties. The recommendation has been included in the budget. The recommendation will go to the Finance Committee.

Mr. Schmitt noted that this increase will make him more equal to the people he is supervising.

Motion by Caisley/Black to recommend
To the Finance Committee to reclassify
The Maintenance Coordinator position from
Grade 7015 to Grade 7016.
Motion carried.

Mr. Soeldner asked when the union employee's contract expires. Mr. Wasson responded that there is one year remaining on the contract. 2013 is the last year on the contract.

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Motion by Cavallini/Soeldner to recommend approval of the Fiscal Year 2013 Recommended Budget for County Highway Fund 0120-0055, 0121.0055 Bridge Matching Fund, 0122.0055 County Matching Fund, 0123.0055 Motor Fuel Tax Fund, reducing Fund 120, Revenue – and McLean County Highway Department 5 Year Plan. Motion carried.

Chairman Hoselton thanked the Department for a job well done.

Mr. Schmitt pointed out that the next meeting of the Transportation Committee will be held on Tuesday, November 1, 2011 Room 404.

Chairman Hoselton asked if there was any other business to come before the Committee. Hearing none, he adjourned the meeting at 9:30 a.m.

Respectfully submitted,

Diana Hospelhorn
Recording Secretary