

Highway Department Committee Minutes
December 18, 2025 following County Board Meeting

Called to order by Chair, Melinda Appel at 11:53 a.m.

Sara Renkes, Bob Jachnicki, Chris Flikkema, William Iske, Jeremy Hughes and Melinda Appel were in attendance

Flikkema made a motion to accept minutes as presented. Second by Renkes. Motion passed.

Following is a report from Sarah Renkes:

1. Vialytics Pilot Program (Pull up Website) Presentation.

Condition Sheets

All Roads have been driven and have PAZER ratings

Treatments

Work Orders

Assets

Signs

Still working to get No Passing Zone Signs Tracked

Need to separately get Intersections with side roads

2. MFT requests sent into IDOT for the county and townships

3. Discuss the County's Strategic Plan and how it can be measured within the highway department.

5-year plan

b. Good Repair

c. Technology

d. Funding

e. Safety

f. Training

4. Winter Numbers- First hard winter since I started at the County. Will need to monitor Salt and Overtime numbers to a degree. So far, I have not seen abuse of either and have been happy with the results on our roadway. Safety is the #1 Concern; if other items have to be cut for this

adjustment within the Highway Fund, I'm more comfortable with that.

5. Mailbox

Previously, Must be hit by County Equipment, not thrown snow

1. Evaluate if *the county* equipment hit the mailbox, *not just snow thrown during the plowing process.*
2. *Determine if the mailbox post is installed according to the USPS standards (4"x4" wooden post or 2" diameter standard steel or aluminum pipe, buried 24" deep into the ground) or that the damage was not exaggerated due to a deteriorated post.*
3. Replace with a 4"x4" wooden post and a standard black mailbox
4. *If the owner prefers something different than the standard mailbox, the county will replace the post and the owner can purchase and install a different mailbox.*

Renkes also gave a report on what she has been doing to prepare for the next year including

Bridge File Updates in preparation for Willet Inspections

Ideal Project closing out the project; inspections, documentation, payments.

Audit documentation: 1 st Federal and 2 nd Local – Resolutions,

Correspondence, Bills

Big Cut Scheduling and letter not allowing any upcharge for next summer costs (out of working days but still going to send)

JCE Permitting in conjunction with Townships

Morrison Route Design Consultant RFQ document review

Meyers Bridge Design Consultant interviews

Plan preparation for bidding of Morrison Culvert- Trying to determine if lining is a better option

Next meeting set for Thursday, January 7th at 7:30

Location: Highway Department building

Adjourned at 1:40p.m.

