

Road & Bridge Committee

Meeting Minutes

- **Date and Time of Meeting:** June 5th, 2023; 4:30pm
- **Location of Meeting:** Shelby County Highway Department
1590 State Highway 16
Shelbyville, Illinois 62565
- **Roll Call:** Matt Kessler, Tim Brown, Clay Hardy, Brent Wallace, Mitchel Shuff
- **Also Attending:** Reed Best
 - Teresa Boehm, Carol Cole, Wendy Gregory, Scott Gregory, Larry Syfert, Winona Syfert, Tim Morse, Jeremy Williams
- **Public Body Comment**
 - Teresa Boehm is concerned about the way the Administrative Assistant position is being created. If we find out that the Administrative Assistant position can't be created after Wendy Gregory has already accepted the position, then she could be put in a difficult spot, having already left her employment. Matt Kessler: "Sorry to AFSCME, but they don't run Shelby County: Shelby County is run by the citizens through their elected representatives and through the heads of agencies. With all due respect to AFSCME, there is no issue other than that AFSCME thinks this position needs representation. The position is created [AFSCME has not yet contended with the creation of it as a stand alone item; just the representation of it; negotiating terms for the holder of the position; it's the County's view that it is supervisory role and not subject to organization and strengthens the modern engineering office allowing the Engineer to focus on fixing the infrastructure]
 - Carol Cole was disappointed that she and Theresa were not a part of the closed session interviews at the May 26th R&B meeting. The committee assured her that none of the Road and Bridge members knew county board members were allowed to observe closed sessions, and that it was not planned. Matt Kessler: "just so you know, there was nothing planned or organized for you to not be in there. We were focused on doing the interviews. That's the truth, you can take it or leave it."
 - Larry Syfert (Holland Township Commissioner) asked why so many highway department employees are quitting. Matt Kessler: "You would need to ask them. I'm not going to represent them or speak for them. You are welcome to talk to them. We have an administrative assistant coming in. We have really good applicants for the foreman we are looking at. Contrary to some circles and some echo chambers, Shelby County is a good place to work and has good benefits and pays well."
- **Approval of Last Month's Meeting Minutes: May 8th, May 19th, and May 26th**
 - Motioned by Clay Hardy, Seconded by Brent Wallace. Motion passed.
- **Approval of Claims:**
 - Committee Approved
- **Approval of CPCA:**
 - Motioned by Mitchel Shuff, Seconded by Tim Brown. Motion passed.
- **New Business:**
 - Entered executive session, citing 5 ILCS 120/2 c (1) Personnel/employment
Motioned by Tim Brown, Seconded by Mitchel Shuff. Motion passed.
 - Entered back into open session.

Road & Bridge Committee Meeting Minutes

Motioned by Clay Hardy, Seconded by Brent Wallace. Motion passed.

- Discuss/Vote on the employment of Wendy Gregory for the Administrative Assistant position and her employment agreement
 - Motioned by Brent Wallace, Seconded by Tim. Motion passed.
- Discuss/Vote on BLR 02130 RESOLUTION Requesting Consent to the Appointment of an Acting County Engineer recommending to the full board the approval of Wendy Gregory as the 'Acting' Engineer at the Highway Department
 - Reed made the committee aware that the Acting County Engineer will need to sign a lot more things than only payroll, for this department to keep moving forward. Such as approving contracts and plans on behalf of Shelby County, approving engineer's pay estimates to pay for projects...
 - Matt said he has made her aware that she will be signing contracts and things besides payroll. He also said she is stepping into the supervisory role of Acting County Engineer, and he stated that the Acting County Engineer has all the same authority that an actual head of department would have, including disciplining, hiring, and discharging of employees.
 - Motioned by Clay Hardy, Seconded by Tim. Motion passed.
- Discuss plan for hiring Maintenance Dept. Foreman
 - The committee is planning on setting up a special Road and Bridge meeting to interview all applicants for Foreman and Laborer on June 12th, 2023 at the Courthouse at 5:30 pm.
 - There are several applicants for the position
- Discuss and consider a vote on installing an 'acting' Maintenance Dept. Foreman
 - Committee recommends that Cody Miller and Jordan Camic take turns (one week on, one week off) being the Acting Foreman.
 - Reed clarified that "anytime there is a laborer left as Acting Foreman, the Acting Foreman receives Foreman pay", for the sake of transparency. Erica Firnhaber is aware of this practice, always approving payrolls in the past.
- Discuss plan for hiring an additional Engineering Assistant (Civil Technician)
 - Clay has been trying to post the job at Edwardsville College.
 - Reed recommended contacting Lake Land College to pursue engineering technicians.
- Discuss plan for monthly bill paying for the Highway Department
 - County Clerk's office has said they would help with the claims if needed.
- Discuss plan for bi-weekly payroll submission to Treasurer's Department
 - Treasurer's office has said to submit timesheets and they will approve payroll.
- Discovery of how Hwy Dept processes public concerns - records them, reports them to Committee and addresses them
 - A committee member received a call from a Shelby County resident who had a complaint about overgrown vegetation. Currently the way the department processes claims is, whoever answers the phone for the department writes down any public concerns and submits them to the Maintenance Foreman. Since Jessica and Stacy's resignations, Reed has been documenting all public concerns/complaints and recording them, as well as notifying the maintenance department. Once we have a department head, those concerns will be directed to him/her as well.
- Discuss Country Club Road, Phase 2 project status

Road & Bridge Committee Meeting Minutes

- Reed explained the project can't proceed past the design phase (similar to our federally funded bridges) until there is a county engineer in the office. The only difference is this project is funded with a federal grant. The grant required a schedule to be provided to the FHWA, therefore this delay may require us to request an extension of time depending on how long it takes us to hire a county engineer. Reed has inquired with the FHWA to check if an extension of time may be granted for our situation.
 - Maintenance Department updates
 - On June 1st, Copeland Road and Vandalia Road were oiled.
 - **Old Business:**
 - Discuss status of County Engineer vacancy
 - The committee is considering more options to help in their search. Indeed.com, Monster.com, LinkedIn.com, and Handshake.com are being pursued by the committee. Reed mentioned hiring a "head-hunter" to help find a candidate.
 - One Laborer position vacant.
 - We received one application. He will likely be interviewed at the June 12, 2023 special meeting.
 - Discuss/Vote on Credit Card holder for the Highway Department (tabled by motion on 3/6/2023)
 - Jeremy Williams (County Board Member) said they are still working on the countywide credit card policy, and he is hoping to have it ready for board approval by July.
 - Project updates
 - County Highway 21, Moweaqua Blacktop Bridge (RBI funds)
 - Letting held on May 4th, 2023
 - Awaiting Contract Bond from C-Hill Civil Construction
 - Reed highlighted the fact that we are still waiting for a contract bond from C-Hill Civil Construction before we can enter into the formal contract.
 - Prairie Township, Herborn Box Culvert (RBI and TBP funds)
 - Field Check with IDOT performed on May 18th, 2023.
 - Ready to set the letting date. On hold due to lack of staff.
 - Reed highlighted that even though the plans are finalized and we can move forward with a letting, it would be best to wait until we have proper staffing in the department before taking on more projects.
 - Findlay Bridge Repair (MFT Funds)
 - Received preliminary plan set, expecting pre-final plans soon.
 - After receiving pre-final plans, they are subject to IDOT's review.
 - Targeting a Summer 2023 local letting
 - Country Club Road, Phase 2 (FLAP and TARP Funds)
 - Plans currently being designed by H.L.R.
 - **Adjournment:** Next meeting will be July 10th, 2023, @ 4:30PM for Scheduled Monthly Meeting
 - Motioned by Brent Wallace, Seconded by Mitchel Shuff. Motion passed.
- I hereby approve these meeting minutes and authorize them to be duly recorded.

Matt Kessler

(DATE)

Tim Brown

(DATE)

**Road & Bridge Committee
Meeting Minutes**

Clay Hardy

(DATE)

Brent Wallace

(DATE)

Mitchel Shuff

(DATE)