

Road and Bridge Committee Meeting Minutes

- **Date and Time of Meeting:** August 7th, 2023; 4:30 pm
- **Location of Meeting:** Shelby County Highway Department
1590 State Highway 16
Shelbyville, Illinois 62565
- **Roll Call:** Matt Kessler, Tim Brown, Clay Hardy, Mitchel Shuff (Brent Wallace was absent)
- **Also Attending:** Wendy Gregory, Tim Baumgarten, Jordan Camic, Jeremy Williams, and Carol Cole
- **Public Body Comment:**
 - Tim Baumgarten discussed some concerns the laborers had with the Assistant Foreman position. Matt Kessler explained that the position is open up to anyone that meets the requirements. She also asked how the Highway Department will fund this new position. She also wanted to know if the Committee could make decisions about the position or would it have to the full board. Matt thought it would have to go to the full board. Matt explained the benefit to having an Assistant Foreman would be the training they receive. Carol Cole asked if we were eliminating another Union job. Matt said I wouldn't look at it as eliminating anything. I call it working smarter at the Highway Department in terms of the future.
 - Jordan Camic explained how he has been showing the new laborer, Brian Cox his duties and responsibilities
 - Discussed issues that have happened at the Moweaqua Bridge project
- **Approval of Last Month's Meeting Minutes:** Regular July 10th meeting
 - Motioned by Mitchel Shuff, Seconded by Clay Hardy. Passes unanimously
- **New Business:**
 - Announcement that Engineer candidate Michael Tappendorf took his IDOT County Engineer test on August 2nd, 2023. Committee to discuss if a satisfactory result has been received verbally or if an official certificate of a satisfactory result has been received by the County via the Clerk. Engineer has passed his test. We are waiting for the Secretary to sign the official document. Matt Kessler discussed there had been three other people that were interested in the engineer position.
 - Discuss and vote on recommendation to full board of the employment of Mr. Michael Tappendorf for the position of Shelby County Engineer, pending receipt of a satisfactory result from the IDOT County Engineer test taken on August 2nd, 2023
 - Motioned by Tim Brown, Seconded by Mitchel Shuff, Passes unanimously
 - Discuss and possible vote on employment agreement for Mr. Michael Tappendorf
 - Matt Kessler discussed the changes from his contract versus Steven Dewitt's contract
 - Wendy Gregory shared she had learned that you need 6 month's bridge inspection experience before you can take the bridge inspection test. Also, that once Michael Tappendorf is ready to take his test Tom Krete with IDOT would help us get that funded.
 - Motioned by Tim Brown, Seconded by Mitchel Shuff, Passes unanimously
 - Announcement of one (1) opening of a laborer-operator position at the Highway Department coming up on 8.9.2023. The Acting Engineer has filled the position already and hired a new laborer, Mr. Brian Cox, who starts work this week
 - Maintenance Department Update/Report by Tim Baumgarten

- Discussed getting phone calls. Some we get praised and some we get cussed.
 - Sigel Road work is completed
 - Asked if we spend more time on a 50/50 than what has been estimated what do we do. Highway department will not charge them the extra time.
 - Found a trailer for \$13,000 in Clinton. Committee discussed and gave approval to department head to purchase since it is in the budget and under \$30,000
 - Brought up that some laborers are questioning if the Assistant Foreman could drive equipment since we are making it a non-union job. Matt Kessler didn't find that consistent with how the office has always run.
 - Clarified with Committee that the Assistant Foreman job is open to anyone internally that meets the requirements.
- Discussion and vote to create the title/position of Assistant Foreman and approve the job description for it
 - Motioned by Tim Brown, Seconded by Clay Hardy, Passes unanimously
- Discussion on Union Pacific railroad intersections across the county that will begin to be addressed upon the arrival of a County Engineer (example in Findlay)
 - Matt Kessler discussed conversation he had with Jonathan Griffith with the ICC. There is an intersection in Findlay which has been sitting there ready to be worked on for a year and half. Because we haven't had an engineer we haven't been able to do the work. The ICC said if we don't get it fixed the County could be fined \$1000's a day. Mr. Griffith wanted us to submit a petition requesting more time, more money and additional scope of the crossing surface. Matt Kessler prepared the petition and sent him a draft. After having some internal discussions regarding the petition, Mr. Griffith has stated we only need a petition for more time.
- **Old Business:**
 - Discuss and update on plan for hiring two (2) Engineering Techs (Civil Technicians)
 - Wendy Gregory had found an old folder of engineering tech applications from 2015 and called them. Discussed Kyle Williams having some classes but would need more to get his degree.
 - Discuss status of County Engineer vacancy - procedural steps still remaining
 - Only step remaining is for board to vote on it
 - Discuss/Vote on Credit Card holder for the Highway Department (tabled by motion on 3/6/2023)
 - Project updates -
 - County Highway 21, Moweaqua Blacktop Bridge (RBI funds)
 - Letting held on May 4th, 2023
 - A pre-construction meeting was held on June 27th, 2023
 - Projected start date of July 10th, 2023
 - On July 13th, Board hired Gonzalez Companies, LLC, who designed the plans for this project, to oversee the construction of the project
 - On August 2, 2023, SCHWD has received the 1st construction invoice for payment – Matt Kessler had the board members sign the Engineer Payment Estimate invoice to be submitted as a claim.
 - 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.
 - 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.

- Mitchel Shuff discussed his concerns with Fox Corner and possible ways to make it safer.
- Matt Kessler discussed Tony Smith the Herrick Road Commissioner wants to install a culvert on County Road 13. Tony has the culvert and will do the work himself. Committee agreed it would be OK if Tony did the work. Tim Baumgarten would inspect the culvert after it was completed.
- Matt Kessler passed around a permit for Metro to relocate a line at the Moweaqua Bridge project
- **Approval of Claims:**
Discussion and approval of receipt of the 1st Engineer's Payment Estimate received on the Moweaqua Bridge from C-Hill contractor through Gonzales
Committee approved
- **Approval of CPCA:**
Committee approved
- Wendy Gregory brought up that the County has overspent their rock MFT monies. Matt Kessler says that happens sometimes. But we would need to get with Tom Kreke to discuss.
- **Adjournment:** Next meeting will be September 11th, 2023, @ 4:30PM for Scheduled Monthly Meeting
 - Motioned by Clay Hardy, Seconded by Mitchel Shuff, Passes unanimously

I hereby approve these meeting minutes and authorize them to be duly recorded.

Road & Bridge Committee Meeting Minutes

Matt Kessler

Date

Tim Brown

Date

Clay Hardy

Date

Brent Wallace

Date

Mitchel Shuff

Date