

# Road & Bridge Committee Meeting Minutes

- **Date and Time of Meeting:** July 10th, 2023; 4:30 pm
- **Location of Meeting:** Shelby County Highway Department  
1590 State Highway 16  
Shelbyville, Illinois 62565
- **Roll Call:** Matt Kessler (chair), Tim Brown, Clay Hardy (arrived at 4:44) , Mitchel Shuff (Brent Wallace was absent)
- **Also Attending:** Wendy Gregory, Tim Baumgarten, Carol Cole, Ron Smith and Jeremy Williams
- **Public Body Comment:**
  - Mitchel Shuff discussed Fox Corner needs better signage
  - Matt Kessler discussed keeping a log of the highway departments calls from the public so we can track of where we are at in taking care of public concerns or issues
  - Ron Smith, Oconee highway commissioner asked where we were with fixing the bridge on 375N road. It's been shut down for 2 years. There is another bridge he would like to use RBI money for. Matt Kessler told him we would be getting an engineer September 1<sup>st</sup> and the new engineer would help get the project going again
- **Approval of Last Month's Meeting Minutes:**  
Regular June 5<sup>th</sup>, Special June 12<sup>th</sup>, Special June 23<sup>rd</sup> , Special June 28<sup>th</sup>
  - Motion by Mitchel Shuff, Seconded by Tim Brown. Passes Unanimously
- **Approval of Claims:**
  - Motion to approved claims & CPCA together Tim Brown, Seconded by Clay Hardy. Passes unanimously
- **Approval of CPCA:**
  - Motion to approved claims & CPCA together Tim Brown, Seconded by Clay Hardy. Passes unanimously
- **New Business:**
  - Discuss/vote on resolution to accept easement from the Corp of Engineers, located on County Highway 3
    - Motion to accept easement by Mitchel Shuff, Seconded by Tim Brown. Passes unanimously  
Carol Cole was familiar with the past easement.
  - Announcement that Shelby County will have an Engineer on September 1st, 2023, pending some procedural actions and process at Full Board. Carol Cole asked if he was from Altamont and if he was able to write grants. Matt Kessler explained the process of getting funds is more applying for funds then writing grants. The Committee has mentioned it and will be an emphasis for Mr. Tappendorf. Matt Kessler stated that the changes at the highway department made interest in the engineer position and in filling the engineer job much easier. Mitchel Shuff asked if Michael Tappendorf had any engineer techs in mind that he may know. The Committee will revisit this again with Mr. Michael Tappendorf.
  - Discussion and vote to recommend to the Full Board approval of the Engineer Candidate, Michael Tappendorf, to take the I.D.O.T. County Engineer Exam
    - Motion to recommend to the Full Board approval of Michael Tappendorf to take IDOT County Engineer Exam by Clay Hardy, Seconded by Tim Brown. Passes unanimously
  - Announcement of new employees at the Shelby County Highway Department:
    - Wendy Gregory, new administrative assistant, started 6.15.23
    - Tim Baumgarten, new foreman, started 6.29.23
    - Kyle Williams, new laborer, started 7.3.23
    - Engineer to start on or before 9.1.23 (further authorizations to still take place)

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- Discuss and vote on a resolution to recommend to the Full Board approval of an engineering agreement with an engineering firm to oversee the construction of the Moweaqua bridge County Highway 21 Bridge Replacement Project (Section #19-00289-00-BR). Prices are based on Time and Materials, not a lump sum. We will use RBI money to pay for this. Costs not to exceed \$76,000.00. Gonzalez Companies was who Reed had recommended as they had designed the project from beginning to end.
  - Motion to recommend to the Full Board approval of an engineering agreement with Gonzalez Companies to oversee the construction of the Moweaqua bridge County Highway 21 Bridge Replacement Project (Section #19-00289-00-BR) by Mitchel Shuff, Seconded by Clay Hardy. Passes Unanimously.
- Maintenance Department Update/Report by Tim Baumgarten
  - Tim reported we are at the mercy of Howell Paving for our oil dates. We have learned that Stacy Prosser canceled all of our oiling dates when he left as foreman. So, now the Dept has to wait for Howell Paving to have an opening. Tim reported the trackhoe was in good shape. He recommended we purchase a trailer for the backhoe. Currently, the laborer-operators drive the vehicle to the site it is needed at. We have a few tandems that already have hitches so if we purchase a trailer we can move the backhoe with a tandem - more efficient and safe and less wear and tear on the backhoe. He is going to get prices on some used ones. He would like to purchase a grater in the future because we only have one. Matt Kessler suggested getting an agreement with a township to rent one of theirs if we need it. Tim is going to look into that. Tim praised the laborers and said they were a great group of workers and are skilled at what they are doing. Matt Kessler asked Tim to consider an equipment replacement plan and what that would look like over the next 5-10 years. As an engineer comes in, that will be an important discussion.
- Announce resignation of Reed Best, SCHD Engineering Tech, final day was 7.5.2023. The R/B Committee and County thank him for his service
- Discuss and update on plan for hiring Engineering Techs (Civil Technicians)
  - Clay Hardy has called SIUE to see if they have any possible candidates. Mitchel Shuff has reached out to Lewis and Clark and they have posted the job. He also tried to get the names of 3 people that have graduated from Lakeland. Tim Brown said not many colleges have classes for civil engineers. He has reached out to East Peoria and tried to post on Handshake. Committee would like to locate two (2) techs for the Highway Department.
- Discussion and vote to designate Jordan Camic with title of the Assistant Foreman
  - No action taken. Tim Brown discussed making this job a non-union job with supervisory function. Mitchell Shuff emphasized as well this seems like the correct direction to go with this position. Committee is going to create a job description. More to come in later meetings.
- **Old Business:**
  - Discuss status of County Engineer vacancy - filled pending other procedural steps
  - One Laborer position - filled as of 7.3.2023 by Kyle Williams
  - Discuss/Vote on Credit Card holder for the Highway Department (tabled by motion on 3/6/2023)
  - Project updates - Review the SCHW Engineering Technician, Reed Best's, status report on the existing and upcoming projects and his recommendations
    - County Highway 21, Moweaqua Blacktop Bridge (RBI funds)
      - Letting held on May 4<sup>th</sup>, 2023
      - A pre-construction meeting was held on June 27<sup>th</sup>, 2023
      - Projected start date of July 10<sup>th</sup>, 2023
      - Awaiting Contract Bond from C-Hill Civil Construction

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- Gonzalez Companies, LLC designed the plans for this project.
- **-Construction starts on July 10th, 2023**
  
- Prairie Township, Herborn Box Culvert (RBI and TBP funds)
  - Field Check with IDOT performed on May 18<sup>th</sup>, 2023.
  - Ready to set the letting date. On hold due to lack of staff.
  - **-Plans are finalized. Ready to hold letting.**
  
- 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
  - **-Awaiting estimate of cost, then we need to re-evaluate the scope of repair.**
  
- Country Club Road, Phase 2 (FLAP and TARP Funds)
  - Plans currently being designed by H.L.R.
  - **-HLR will continue design. Will need to notify the FHWA (Federal Highway Administration) if we get behind on the construction schedule located on the FLAP (Federal Lands Access Program) Memorandum of Agreement.**
  
- **Adjournment:** Next meeting will be August 7th, 2023, @ 4:30PM for Scheduled Monthly Meeting  
**-motion by Clay Hardy, Seconded by Mitchel Shuff. Passed Unanimously.**

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

## Road & Bridge Committee Meeting Minutes

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Matt Kessler

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Date

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Tim Brown

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clay Hardy

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brent Wallace

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mitchel Shuff

\_\_\_\_\_  
Date