

## Road & Bridge Committee SPECIAL Meeting Agenda

- **Date and Time of Meeting:** Friday, May 19th, 2023; 6:00 pm
- **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 - not available)
- **Public Body Comment:**
- **Business:**
  - A. Discuss and vote on the RETENTION bonus for the total amount of \$15,000 for the position of County Engineer to be paid on the anniversary day of employment each year for three years in increments of \$5,000 per year. The 1st year anniversary is 5k. The 2nd year anniversary is 5k. The 3rd year anniversary is 5k. Motion by Brent Wallace; Second by Clay Hardy; Motion passes unanimously
  - B. Discuss and vote on RESOLUTION to ask the Shelby County Board to approve ARPA funds in the amount of \$15,000 to cover the cost of the RETENTION bonus for the County Engineer position. Motion by Tim Brown; Second by Brent Wallace; Motion passes unanimously
  - C. Discuss and vote on RESOLUTION to ask the Shelby County Board to approve ARPA funds in the amount of \$150,000 to cover the cost of the new tandem that was ordered two years ago and is now ready for purchase and possession.  
Motion to Amend by Brent Wallace; Second by ; Amendment Motion passes unanimously  
Now Reads: Discuss and vote on RESOLUTION to recommend to the Shelby County Board to approve ARPA funds in the amount of [**\$exact amount to be entered**] to cover the cost of the new tandem that was ordered two years ago and is now ready for purchase and possession.  
Motion to Approve Amend original by Tim Brown; Second by Clay Hardy; Amended Original Motion passes unanimously
  - D. Announce coming vacancy in County Highway Department Secretary/Bookkeeper position due to the resignation of Jessica Stigers effective May 26, 2023.
  - E. Discuss and vote on RESOLUTION to execute the management rights of the Road and Bridge Committee to "create, combine, modify and eliminate positions within the County", specifically the Highway Department in this case with respect to the Administrative Assistant position.  
Motion by Tim Brown; Second by Clay Hardy
- **Vote to Enter into Closed Session:** Motion by Tim Brown; Second by Brent Wallace
- **Reason for Closed Session:** 5 ILCS 120/2 c (1) Personnel/Employment/
- **Vote to Return to Open Session:** Motion by Tim Brown; Second by Brent Wallace
- F. Discussion and consideration of vote to install an Acting Administrative Assistant to maintain office operations effective immediately or by Monday, 5.22.2023. Name withdrawn so no action needed.
- **Adjournment:** Next scheduled meeting will be June 5th, 2023 @ 4:30 PM  
Motion by Tim Brown; Second by Brent Wallace

5/19/2023

TO: THE SHELBY COUNTY BOARD

RE: RESOLUTION TO APPROVE THE USE OF ARPA FUNDS TO COVER THE COST OF THE RETENTION BONUS FOR THE SHELBY COUNTY ENGINEER POSITION

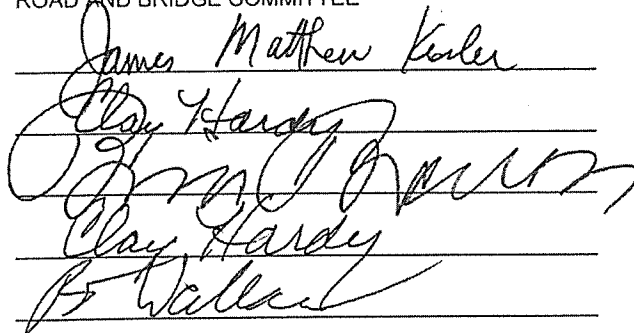
WE, THE MEMBERS OF THE ROAD AND BRIDGE COMMITTEE, HAVING BEEN WITHOUT A COUNTY ENGINEER FOR ALMOST A YEAR AND WITH THE POSSIBILITY THAT A CONTINUING VACANCY WILL RESULT IN THE LOSS OF ROAD FUNDS, Find that:

In order to attract a highly qualified candidate to the office of Shelby County Engineer there needs to be a strong incentive to consider the position OVER other opportunities, specifically the creation of a RETENTION BONUS of \$15,000. The Shelby County Engineer would be paid a total of \$15,000 for the RETENTION BONUS. On the anniversary day of employment each year for three years, \$5,000 will be paid per year. The 1st year anniversary is 5k. The 2nd year anniversary is 5k. The 3rd year anniversary is 5k.

THE ROAD AND BRIDGE COMMITTEE STAND RESOLVED,

To petition the Shelby County Board to approve ARPA funds to cover this expense for a Shelby County Engineer position, which is a statutorily required position and has wide ranging impact on Shelby County.

RESPECTFULLY SUBMITTED,  
ROAD AND BRIDGE COMMITTEE

The block contains five handwritten signatures, each written over a horizontal line. From top to bottom, the signatures are: James Matthew Kuler, Clay Hardy, a signature that appears to be 'John T. [unclear]', Clay Hardy, and B. Walker.

5/19/2023

TO: THE SHELBY COUNTY BOARD

RE: RESOLUTION TO APPROVE THE USE OF ARPA FUNDS TO PURCHASE A NEW TANDEM FOR HIGHWAY DEPARTMENT

WE, THE MEMBERS OF THE ROAD AND BRIDGE COMMITTEE, FIND that:

In Order to further promote the maintenance and construction of County Roads,  
In Order to relieve some of the stress placed on the Highway Department Budget due to the absence of an Engineer,  
In Order to continue to attract CDL drivers to the Maintenance Dept with newer equipment,

THE ROAD AND BRIDGE COMMITTEE STAND RESOLVED,

To petition the Shelby County Board to approve ARPA funds to cover this purchase expense for a new tandem truck that was ordered over two years ago at the cost of \$150,000 and is now ready for purchase and possession at the same cost.

[Exact Amount of Cost to Be Inserted]

RESPECTFULLY SUBMITTED,  
ROAD AND BRIDGE COMMITTEE

James Matthew Kesley  
Clay Hardy  
Bo Wallace  
Don Inman

5/19/2023

TO: HIGHWAY DEPARTMENT and SHELBY COUNTY

RE: RESOLUTION ON ADMIN POSITION AT HIGHWAY DEPARTMENT

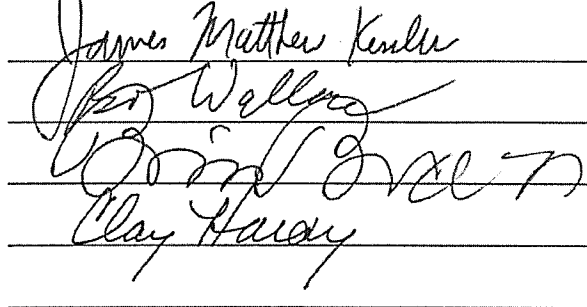
WE, THE MEMBERS OF THE ROAD AND BRIDGE COMMITTEE, Find that:

IN consideration of the professional personnel that complement and strengthen the work of the modern County Engineer,  
IN consideration of the necessity to serve the interests of the Department and the County Engineer,  
IN consideration of the varied and complex and intellectual work involved in supporting the County Engineer,  
IN consideration of the consistent exercise of discretion and confidentiality involved in supporting the Department and the County Engineer,  
IN consideration of the evolving needs and complexity of the modern Highway Department;

WE STAND RESOLVED,

to execute the management rights of the Road and Bridge Committee to "create, combine, modify and eliminate positions within the County" and therefore vacate the position of Secretary/Bookkeeper and install or create in its place the position of Administrative Assistant to the County Engineer, a position more suited to the varied and complex needs of the position of County Engineer.

RESPECTFULLY SUBMITTED,  
ROAD AND BRIDGE COMMITTEE



Findings of Fact:

R&B Committee during its regularly scheduled meeting on 5.8.2023 authorized the position of Administrative Assistant. Highway Department's secretary tenured her resignation letter on 5.12.2023 and last day of work is 5.26.2023. R&B Committee was not made aware of the resignation until 5.15.2023. R&B Committee called for a special meeting to, among other pressing issues, clarify the managerial rights being exercised with respect to the clerical position of the Highway Department as well as execute plans to provide for continued services to the public and the needs of the Highway Department.