

Resolution to approve use  
of ARPA funds for Co. Eng.  
Incentive

TO: THE SHELBY COUNTY BOARD

WE, THE MEMBERS OF THE ROAD AND BRIDGE COMMITTEE,  
HAVING EXAMINED THE ATTACHED


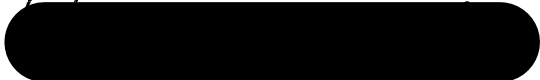



RESOLUTION

PETITION

AGREEMENT

DO HEREBY RECOMMENDED APPROVAL OF SAME BY THE  
COUNTY BOARD.

RESPECTFULLY SUBMITTED,  
ROAD & BRIDGE COMMITTEE

**RESOLUTION NO. 2023-21**

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, WE STAND RESOLVED:

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.

Furthermore, the Committee resolves to ask the County Board to approve ARPA funds to cover this expense for a Shelby County position that is statutorily required and has wide ranging impact on Shelby County..

**STATE OF ILLINOIS)  
COUNTY OF SHELBY)      SS**

I, Jessica Fox County Clerk in and for said County in the state aforesaid and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true perfect and complete copy of a RESOLUTION adopted by the County Board of Shelby County at its regular meeting held in Shelbyville Illinois on May 11, 2023.

IN TESTIMONY WHEREOF I have hereunto set my hand and affixed the seal of said County at my office in Shelbyville in said County this 11th day of May 2023 A.D.

  
\_\_\_\_\_  
COUNTY CLERK

ILLINOIS

**RESOLUTION NO.**

2023-49

BE IT RESOLVED, by the County Board of Shelby County, State of Illinois, that Shelby County concurs in the use of 90,000 dollars of ARPA funding to purchase an excavator for the Shelby County Highway Department. The Shelby County Highway Department will utilize their existing excavator as trade-in to reduce costs.

**STATE OF ILLINOIS)  
COUNTY OF SHELBY)      SS**

I Jessica Fox County Clerk in and for said County in the state aforesaid and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true perfect and complete copy of a RESOLUTION adopted by the County Board of Shelby County at its regular meeting held in Shelbyville Illinois on Nov. 9, 2023.

IN TESTIMONY WHEREOF I have hereunto set my hand and affixed the seal of said County at my office in Shelbyville in said County this 9<sup>th</sup> day of Nov. A.D. 2023.

  
\_\_\_\_\_  
COUNTY CLERK

**SHELBY COUNTY BOARD MEETING**

**June 8, 2023 – 7:00 P.M.**

Video of meeting can be viewed at shelbycounty-il.gov (Shelby County YouTube channel)

The Shelby County Board met on Thursday, June 8, 2023, at 7:00 P.M in Courtroom A of the Shelby County Courthouse.

Chairman Robert Orman called the meeting to order. Board member Annette Martin gave the prayer, and all present recited the Pledge of Allegiance.

County Clerk Jessica Fox called the roll. Charles Davis Jr. and Heath McCormick were absent.

Minutes for the May 11, 2023, County board meeting were presented for approval. Kessler made motion to approve the minutes. Williams seconded said motion, which passed by voice vote (20 yes, 0 no).

Deferring from the agenda, Chairman Orman asked Heather Wade, Probation CMO to address the board regarding her proposed vacation policy. Wade explained she had met with the Finance committee in May regarding a vacation policy for the Probation office. Wade had submitted her policy to the Chief Judge who had approved, but recommended Wade also get approval from the County board. Wade's policy essentially coincides with the AFSCME Union vacation policy and will only impact one employee in her office. Finance Chair Bennett stated the committee was in favor of the probation vacation policy. Wade stated it is her employee's intent to take the vacation time and not cash it out for pay.

Brands made motion to approve the probation vacation policy. Wallace seconded said motion, which passed by roll call vote (19 yes, 0 no, 1 abstain – Edwards). Ayes: Bennett, Boehm, Brands, Brown, Cole, Firnhaber, Hardy, Kessler, Martin, Mayhall, Morse, Nelson, Ogden, Orman, Ross, Shuff, Tate, Wallace, and Williams. Nay: none. Abstain: Edwards.

Continuing with updates, Wade reported the annual plan for the AOIC is due in August. Raises are set by performance and the cost-of-living increase could be from 5% - 10%, these raises are funded by the State. The Administrative Assistant raise is the only salary that the county is responsible for and will be similar to the AFSCME Union pay increase. Wade stated she has given the weapons policy to the State's Attorney for review and would be asking for more money for training once the weapons policy is implemented. Wade stated anyone wishing to see numbers for caseload for probation, was welcome to stop by the office. Board member Mayhall expressed his appreciation to Wade and her staff for the work put into the Drug Court program and the recent Drug Court graduation program that was held on June 2, 2023. Wade stated she had a great staff and stated the County was very fortunate to have the services of Shelby County Community Services to assist in many areas with the drug court participants.

Next to address the board was Jesse McClusky, County Director of the U of I Extension program. McClusky informed the board about the services provided by the Extension office, including SNAP, 4-H, and the family life program. They serve over 300 students, and McClusky stated she has a stellar staff in Shelby County. McClusky asked for approval for the annual extension agreement between the County and the U of I and asked for a 5% tax levy increase for taxes payable in 2024 from the \$73,333 to \$77,000. McClusky stated they had not asked for a levy increase in several years and with the increase in utilities and other expenses, this increase would be helpful.

Firnhaber made motion to approve the annual agreement and the levy increase. Ogden seconded said motion, which passed by roll call vote (16 yes, 4 no). Ayes: Bennett, Boehm, Brown, Cole, Edwards, Firnhaber, Hardy, Kessler, Martin, Mayhall, Morse, Ogden, Orman, Tate, Wallace, and Williams. Nay: Brands, Nelson, Ross and Shuff.

At this time, Chairman Orman called for the County Highway report.

Matt Kessler, Road, and Bridge Chair presented several items at the recommendation of the R/B committee.

The committee recommends the board approve a \$15,000 retention bonus to be paid to the County Highway Engineer in \$5,000 increments on the anniversary date of employment for the first 3 years. Bennett made motion to approve the \$15,000 retention bonus. Wallace seconded said motion, which passed by roll call vote (18 yes, 2 no). Ayes: Bennett, Brands, Brown, Edwards, Firnhaber, Hardy, Kessler, Martin, Mayhall, Morse, Nelson, Ogden, Orman, Ross, Shuff, Tate, Wallace, and Williams. Nay: Boehm and Cole.

The R/B committee request approval from the board to utilize ARPA funds in the amount of \$15,000 to cover the retention bonus expense. Firnhaber made motion to approve the use of ARPA funds. Hardy seconded said motion, which passed by voice vote (20 yes, 0 no).

Kessler reported 2 years ago the purchase of a new tandem truck was approved and that truck has been received and due to the strain on the Highway department budget due to the lack of the county highway engineer, there aren't enough funds in the budget to cover the cost of the tandem. The money had previously been budgeted and the truck was ordered and now it was time to pay up. Rush was honoring the original price the truck cost 2 years ago and the money was allocated at that time. Kessler stated the Highway Department has aging equipment that will need to be replaced in the coming years, as repair costs can be as much as a new purchase depending on the equipment.

Kessler made motion to approve \$150,236.70 in ARPA funds to cover the cost of the new tandem. Wallace seconded said motion, which passed by roll call vote (20 yes, 0 no). Ayes: Bennett, Boehm, Brands, Brown, Cole, Edwards, Firnhaber, Hardy, Kessler, Martin, Mayhall, Morse, Nelson, Ogden, Orman, Ross, Shuff, Tate, Wallace, and Williams. Nays: none.

**Shelby County Board**  
**June 8, 2023**

The R/B committee also recommends creating the position of Administrative Assistant at the County Highway Department. The committee feels in consideration of the professional personnel that complement and strengthen the work of the modern day Engineer, the necessity to serve the interest of the Highway department and the County Engineer due to the varied, complex and intellectual work involved in supporting the County Engineer, and the need for consistent exercise of discretion and confidentially involved in supporting the department and the County Engineer that the position of Administration Assistant is necessary.

Brands made motion to approve the Administrative Assistant position at the County Highway Department. Wallace seconded said motion. Discussion was held. Mayhall questioned the need for the creation of this position in the department as this is a high visibility item and stated he didn't understand a few things. A grievance has been filed and if it is found that this position is valid or not what are the consequences. Kessler stated the County, and the Union may not agree, but the County has managerial rights to create positions which it did. Mayhall questioned what consequences were for the county if the grievance is upheld? Kessler questioned what the grievance was? AFSCME is questioning if that position should be represented. Mayhall also questioned the pay scale and benefits based on employees who have been employed by the County longer in various capacities. Kessler stated the pay grade for this position is correct. Kessler stated this is a process and the county doesn't have an answer to this question yet in terms of the grievance. Kessler stated the State's Attorney will defend the county in the process of this grievance. It was stated that the bookkeeper/secretary position will remain as the Union position, regardless of the Administrative Assistant being created. A new county engineer would have the ability to hire a secretary/bookkeeper if they so choose. Kessler stated in a modern Engineering office, they require Administrative Assistants, and this should make the Engineer vacancy attractive to a potential candidate. It was stated the prior secretary/bookkeeper was doing a lot of the duties the new Admin Asst. will be doing and working outside of the AFSCME contract due to necessity.

Brands motion and Wallace's second passed by voice vote (16 yes, 4 no Boehm, Cole, Mayhall, and Morse).

At the recommendation of the R/B committee, Kessler made motion to approve an additional \$15,000 sign-on bonus for a County Engineer candidate. Brown seconded said motion. Kessler stated a \$30,000 sign-on bonus is precedence in Illinois and Greene County was successful in hiring an Engineer after offering a \$30,000 sign-on bonus. The County is in desperate need of an Engineer and the \$30,000 sign-on bonus and \$15,000 retention bonus, might get more qualified applicants to apply and the committee may be able to hire the best candidate. It was felt that \$30,000 as an upfront sign-on bonus was a lot of money up front with no promise of retention.

Tate made motion to amend the additional \$15,000 sign-on bonus to be paid as \$7,500 at 6 months and \$7,500 at 1 year of employment. Martin seconded said motion. (\$30,000 would be paid \$7,500 after 1<sup>st</sup> week of employment, \$15,000 at 6 months of employment and \$12,500 at 1 year (includes first payment of \$5,000 retention bonus) of employment, which includes the initial \$15,000 sign-on bonus approved on May 11, 2023). Motion passed by roll call vote (16 ayes, 4 nay). Ayes: Bennett, Boehm, Edwards, Firnhaber, Hardy, Kessler, Martin, Mayhall, Morse, Nelson, Ogden, Orman, Shuff, Tate, Wallace, and Williams. Nays: Brands, Brown, Cole, and Ross.

Kessler's motion for original sign-on bonus of \$15,000 as amended, seconded by Williams, passed by roll call vote (17 ayes, 3 no). Ayes: Bennett, Boehm, Brown, Edwards, Firnhaber, Hardy, Kessler, Martin, Mayhall, Morse, Nelson, Ogden, Orman, Shuff, Tate, Wallace, and Williams. Nays: Brands, Cole, and Ross.

Next the employment agreement for Administrative Assistant Wendy Gregory was presented for approval. (Employment agreement attached to these minutes). Williams made motion to approve the employment agreement, Edwards seconded said motion. Discussion was held. Items in the employment agreement have been negotiated between Gregory and the R/B committee. This agreement was "self-negotiated" per Chairman Orman. It was also asked if any of the R/B committee members had previous knowledge of Ms. Gregory which could reflect a conflict of interest if there was a personal relationship outside of this hiring. Gregory's ability to hire and fire employees during her 90-day probationary period were also questioned. Kessler stated the probationary period gave them the ability to remove anyone for cause or no cause, it gives the committee oversight which the taxpayers expect them to do. Orman stated the board was focusing so much on the "negative" and not on the positive. Kessler stated the hours of employment for Gregory were not spelled out as long as there was a minimum of 35 hours and a maximum of 40 hours. Kessler stated when there was a "head of agency" there the hours of work would be decided between the new head of agency and Gregory. The current hours of employment are 7 - 3:30 currently. These hours were not put in the contract. Mayhall stated since no hours were written into the agreement, it is very loose to say just feel 35 hours a week.

William's motion, seconded by Edwards passed by voice vote (16 yes, 0 no - Boehm, Cole, Mayhall, and Morse).

The name of Wendy Gregory was presented to be approved by the County Board and recommended to IDOT to be appointed as Acting County Engineer. Ross made motion to approve the IDOT resolution. Ogden seconded said motion, which passed by voice vote (16 yes, 6 no Boehm, Cole, Mayhall, and Morse).

Public Safety Chair Tate reported Sheriff McReynolds had an extra speed trailer he wanted to try and get rid of since it wasn't being used. The Highway department has one and didn't need another. The Public Safety committee recommended this speed trailer be declared surplus and the Sheriff be allowed to accept bids to dispose of.

Tate made motion to approve the resolution declaring the speed trailer as surplus and allowing the Sheriff to accept bids. Edwards seconded said motion, which passed by voice vote (20 yes, 0 no).

**FULL BOARD AGENDA ITEMS that came from 5.19.2023, SPECIAL Road and Bridge Committee Meeting**

- 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.
- 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.
- C. Discuss and vote on RESOLUTION to recommend to the Shelby County Board to approve ARPA funds in the amount of [**\$150,236.70**] to cover the cost of the new tandem that was ordered two years ago and is now ready for purchase and possession.
- D. Discuss and vote on RESOLUTION to create the position of Administrative Assistant to the County Engineer at the Shelby County Highway Department and recommend to the Full Board approval of this position.

**FULL BOARD AGENDA ITEMS that came from 5.26.2023, SPECIAL Road and Bridge Committee Meeting**

- A. Discuss and vote to recommend to the full board an additional sign-on bonus of \$15,000 for the position of County Engineer to be added to the original sign-on bonus of \$15,000 created on May 11, 2023 at the Shelby County Board Meeting. This would make the total amount of the sign-on bonus \$30,000 for the position of County Engineer.
- 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 ADDITIONAL sign-on bonus for the County Engineer position (this \$15,000 will be added to the original \$15,000 for a total of \$30,000).

**FULL BOARD AGENDA ITEMS that came from 6.5.2023, Road and Bridge Committee Meeting**

- A. Discuss/Vote on the employment of Wendy Gregory for the Administrative Assistant position at the Highway Department and her employment agreement.
- B. 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.

**FILED**  
JUN 05 2023

*Jemini Fox*  
**SHELBY COUNTY CLERK**

5/26/2023

TO: THE SHELBY COUNTY BOARD

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



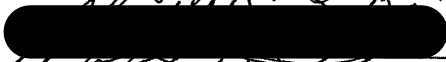

WE, THE MEMBERS OF THE ROAD AND BRIDGE COMMITTEE, HAVING BEEN WITHOUT A COUNTY ENGINEER FOR ALMOST A YEAR AND WITH THE POSSIBILITY THAT A CONTINUING VACANCY WILL RESULT IN THE LOSS OF ROAD FUNDS, Find that:

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 an ADDITIONAL SIGN-ON BONUS of \$15,000 (this \$15,000 will be added to the original \$15,000 sign-on approved on ~~May~~ <sup>May</sup> 11th for a total of \$30,000).

THE ROAD AND BRIDGE COMMITTEE STAND RESOLVED,

To petition the Shelby County Board to approve ARPA funds to cover this ADDITIONAL SIGN-ON bonus 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

  
  
  
  
\_\_\_\_\_

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

[Redacted signature block with five lines of blacked-out text]



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

[Redacted signature lines]

**RESOLUTION NO.**

2023-49

BE IT RESOLVED, by the County Board of Shelby County, State of Illinois, that Shelby County concurs in the use of 90,000 dollars of ARPA funding to purchase an excavator for the Shelby County Highway Department. The Shelby County Highway Department will utilize their existing excavator as trade-in to reduce costs.

**STATE OF ILLINOIS)  
COUNTY OF SHELBY)      SS**

I Jessica Foy County Clerk in and for said County in the state aforesaid and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true perfect and complete copy of a RESOLUTION adopted by the County Board of Shelby County at its regular meeting held in Shelbyville Illinois on Nov. 9, 2023.

IN TESTIMONY WHEREOF I have hereunto set my hand and affixed the seal of said County at my office in Shelbyville in said County this 9th day of Nov. A.D. 2023.

  
COUNTY CLERK