

The regular meeting of the Board of County Road Commissioners of the Shiawassee County Road Commission was held on Tuesday, February 14th, 2017 at 8:00 a.m. in the boardroom of the Shiawassee County Road Commission, 701 West Corunna Avenue, Corunna, MI 48817-1229.

The pledge of allegiance was led by Chairman, Mike Constine.

Commissioners Present: Mike Constine, Stephen A. Zemcik and John A. Michalec.

Introduction of new mechanic, Grant Maynard.

Staff Present: Managing Director, Brent P. Friess, Director of Finance/Human Resource and Clerk of the Board, Jennifer L. Rosser, Superintendent of Operations/State Trunkline Foreman, Troy Howes, Garage Supervisor, Jeremy Dietz, Engineer's Assistant, Christopher Cannon, AFSCME Local 1071.1 President, John Rosser and AFSCME Local 1071.1 employee, Grant Maynard.

VISITORS: Jeff Sweet, Fisher Transportation, Shaundel Elowski, Reith-Riley Construction Company, and Aaron Downing, Michigan Paving and Materials Company.

AGENDA:

A motion was made by Commissioner Zemcik, supported by Commissioner Michalec, to approve the agenda as amended.

All Ayes.

Motion Carried.

MINUTES:

A motion was made by Commissioner Michalec, supported by Commissioner Zemcik, to approve the minutes from January 24th, 2017.

All Ayes.

Motion Carried.

COMMUNICATIONS:

The following communications were received: A) Argus Press – Michigan leads effort to shift workers away from pensions B) CRASIF – Risk Control Visit of January 19th, 2017 C) Prosperity Regional Newsletter – Region 6 – Winter 2017 Issue D) Shiawassee County Parks & Recreation Meeting Schedule E) CRA – Legislative Priorities F) MCRCSIP- The Pool Cue and G) Letter from Abraham & Gaffney, P.C. regarding the 2016 Financial Audit.

A motion was made by Commissioner Zemcik, supported by Commissioner Michalec, to accept the communications as presented and place them on file.

All Ayes.

Motion Carried.

PUBLIC COMMENTS:

There were no public comments.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

2017 SEASONAL MATERIALS BID OPENING:

The 2017 Seasonal Material Bids for bituminous paving, gravel hauling and crack filling were opened and read during the meeting. The bids will be awarded at the February 28th, 2017 regular board meeting.

BID EXTENSION REQUEST FROM KRENN TIMBER BRIDGE FOR THE 2017 TREATED TIMBER STRUCTURES:

A motion was made by Commissioner Michalec, supported by Commissioner Zemcik, to approve and authorize the Managing Director to sign the bid extension request for the 2017 Treated Timber Structures submitted by Krenn Timber Bridge from January 1st, 2017 to December 31st, 2017.

All Ayes.

Motion carried.

BID EXTENSION REQUEST FROM MICHIGAN PAVING & MATERIALS FOR THE 2017 DURA PATCH EMULSION:

A motion was made by Commissioner Zemcik, supported by Commissioner Michalec, to approve and authorize the Managing Director to sign the bid extension request for dura patch emulsion submitted by Michigan Paving & Materials from January 1st, 2017 to December 31st, 2017, subject to MDOT approval.

All Ayes.

Motion carried.

MOTION TO RESCIND A MOTION AT THE JANUARY 24th, 2017 MEETING REGARDING THE 2017 MICHIGAN BRIDGE CONFERENCE:

A motion was made by Commissioner Zemcik, supported by Commissioner Michalec, to rescind the following motion from the January 24th, 2017 minutes:

A motion was made by Commissioner Zemcik, supported by Commissioner Michalec, to authorize the Engineer's Assistant, Christopher Cannon and Engineering Technician, Bradley Rigoulot to attend the 2017 Michigan Bridge Conference, being held in Lansing on March 21st – 22nd, 2017, at a cost not to exceed \$75.00 per attendee.

All Ayes.

Motion Carried.

2017 MICHIGAN BRIDGE CONFERENCE:

A motion was made by Commissioner Zemcik, supported by Commissioner Michalec, to authorize the Engineer's Assistant, Christopher Cannon and Engineering Technician, Bradley Rigoulot to attend the 2017 Michigan Bridge Conference, being held in Lansing on March 21st – 22nd, 2017, at a cost not to exceed \$170.00 per attendee.

All Ayes.

Motion Carried.

MICHIGAN ROAD PRESERVATION ASSOCIATION (MRPA) ANNUAL CITY COUNTY WORKSHOP:

A motion was made by Commissioner Michalec, supported by Commissioner Zemcik, to approve up to four staff members to attend the Michigan Road Preservation Association (MRPA) Annual City County Workshop being held on March 31st, 2017 at the Comfort Inn and Suites Hotel in Mt. Pleasant, Michigan at a cost not to exceed \$30.00 per attendee.

All Ayes.

Motion Carried.

67TH ANNUAL SHIAWASSEE CONSERVATION DISTRICT BANQUET:

A motion was made by Commissioner Zemcik, supported by Commissioner Michalec, to approve two supervisory staff to attend the 67th Annual Shiawassee Conservation District banquet on Thursday, March 30th, 2017 at the D'Mar Banquet and Conference Center in Owosso, Michigan, at a cost not to exceed \$15.00 per attendee.

All Ayes.

Motion Carried.

PROPOSAL FROM FTC&H FOR PREPARATION AND SUBMITTAL OF APPLICATION FOR NATIONAL POLLUTANT AND DISCHARGE ELIMINATION SYSTEM (NPDES) WASTEWATER DISCHARGE PERMIT:

A motion was made by Commissioner Zemcik, supported by Commissioner Michalec, to authorize and approve the proposal from FTC&H for preparation and submittal of an application for a National Pollutant Discharge Elimination System (NPDES) Wastewater Discharge Permit – Part 301 Inland Lakes Permit, at a cost not to exceed \$14,100.00.

All Ayes.

Motion Carried.

DECERTIFICATION OF A PORTION OF WARREN ROAD:

A motion was made by Commissioner Michalec, seconded by Commissioner Zemcik, and passed with three (3) ayes, and zero (0) nays, it was moved to adopt the following resolution:

WHEREAS, Warren Road (5,385.60 feet, 1.02 miles), and

WHEREAS, Warren Road lies between Juddville Road and Cronk Road within Section 33 of Fairfield Township, and

WHEREAS, “The Board of County Road Commissioners of the County of Shiawassee hereby resolves that its action on February 14th, 2017 in decertifying Warren Road, Sec 33 in Fairfield Township for Act 51 funding purposes does not indicate the Boards intent to abandon Warren Road, Sec 33 in Fairfield Township. Rather, the act of decertification merely reflects that at this time, the Road Commission will not repair and maintain Warren Road, Sec 33 in Fairfield Township, and will not hold it open for public travel, but intends to preserve the public right-of-way for future potential uses.”

DECERTIFICATION OF A PORTION OF LEMON ROAD:

On a motion duly made by Commissioner Zemcik, seconded by Commissioner Michalec and passed with three (3) ayes and zero (0) nays, it was moved to adopt the following resolution:

WHEREAS, Lemon Road (7,867.20 feet, 1.49 miles), and

WHEREAS, Lemon Road lies between Bennington Road and Hibbard Road Road within Section 2 of Shiawassee Township, and

WHEREAS, “The Board of County Road Commissioners of the County of Shiawassee hereby resolves that its action on February 14th, 2017 in decertifying Lemon Road, Sec 2 in Shiawassee Township for Act 51 funding purposes does not indicate the Boards intent to abandon Lemon Road, Sec 2 in Shiawassee Township. Rather, the act of decertification merely reflects that at this time, the Road Commission will not repair and maintain Lemon Road, Sec 2 in Shiawassee Township, and will not hold it open for public travel, but intends to preserve the public right-of-way for future potential uses.”

DECERTIFICATION OF A PORTION OF BYRON ROAD:

On a motion duly made by Commissioner Zemcik, seconded by Commissioner Michalec and passed with three (3) ayes and zero (0) nays, it was moved to adopt the following resolution:

WHEREAS, Byron Road (2,692.80 feet, 0.51 miles), and

WHEREAS, Byron Road lies between Lansing Road and Bennington Road within Section 11 of Vernon Township, and

WHEREAS, "The Board of County Road Commissioners of the County of Shiawassee hereby resolves that its action on February 14th, 2017 in decertifying Byron Road, Sec 11 in Vernon Township for Act 51 funding purposes does not indicate the Boards intent to abandon Byron Road, Sec 11 in Vernon Township. Rather, the act of decertification merely reflects that at this time, the Road Commission will not repair and maintain Byron Road, Sec 11 in Vernon Township, and will not hold it open for public travel, but intends to preserve the public right-of-way for future potential uses."

DECERTIFICATION OF A PORTION OF REED ROAD:

On a motion duly made by Commissioner Michalec, seconded by Commissioner Zemcik and passed with three (3) ayes and zero (0) nays, it was moved to adopt the following resolution:

WHEREAS, Reed Road (3,643.20 feet, 0.69 miles), and

WHEREAS, Reed Road lies between Lennon Road and the dead end of Reed Road that runs South of M-21 within Section 20 of Venice Township, and

WHEREAS, "The Board of County Road Commissioners of the County of Shiawassee hereby resolves that its action on February 14th, 2017 in decertifying Reed Road, Sec 20 in Venice Township for Act 51 funding purposes does not indicate the Boards intent to abandon Reed Road, Sec 20 in Venice Township. Rather, the act of decertification merely reflects that at this time, the Road Commission will not repair and maintain Reed Road, Sec 20 in Venice Township, and will not hold it open for public travel, but intends to preserve the public right-of-way for future potential uses."

CARPETING FOR OFFICE & BOARDROOM:

A motion was made by Commissioner Michalec, supported by Commissioner Zemcik, to authorize the Managing Director to sign the purchase agreement to replace all carpeting within the main office area, including the board room, at a cost not to exceed \$19,519.54.

All Ayes.

Motion Carried.

UPDATE GLASS IN LOBBY/RECEPTION AREA:

A motion was made by Commissioner Michalec, supported by Commissioner Zemcik, to table this item until the meeting of February 28th, 2017, to be listed under Unfinished Business on that agenda.

All Ayes.

Motion Carried.

2017 INTEGRATED VEGETATION MANAGEMENT SEMINAR:

A motion was made by Commissioner Michalec, supported by Commissioner Zemcik, to authorize up to eight (8) employees to attend the 2017 Integrated Vegetation Management Seminar at the Courtyard Marriott in Mt. Pleasant, Michigan on Wednesday, March 22, 2017, at a cost not to exceed \$50.00 per attendee, up to \$400.00 total.

All Ayes.

Motion Carried.

CONTINUING EDUCATION FOR MECHANICS:

A motion was made by Commissioner Zemcik, supported by Commissioner Michalec, to approve up to five heavy equipment courses at Ferris State University for the Mechanics of the Shiawassee County Road Commission, at a cost not to exceed \$1,850.00.

All Ayes.

Motion Carried.

REPLACEMENT OF THREE DESKS INCLUDING FILE STORAGE:

A motion was made by Commissioner Michalec, supported by Commissioner Zemcik to authorize the Managing Director to sign the purchase agreement with Kentwood Office Furniture to replace three desks, including file storage, at a cost not to exceed \$15,936.36.

All Ayes.

Motion Carried.

BOARD MEETING OF APRIL 11th, 2017:

A motion was made by Commissioner Michalec, supported by Commissioner Zemcik, to authorize the change of the Wednesday, April 12th, 2017, 8:00 a.m. board meeting to Tuesday, April 11th, 2017 at 8:00 a.m.

All Ayes.

Motion Carried.

2017 FINANCE AND HUMAN RESOURCE ANNUAL CONFERENCE:

A motion was made by Commissioner Zemcik, supported by Commissioner Michalec, to authorize the Director of Finance and the Managing Director to attend the 2017 Finance and Human Resource Annual Conference being held at Boyne Mountain from May 15th – May 18th, 2017, including lodging and registration fees.

All Ayes.

Motion Carried.

STAFF REPORTS:

Managing Director, Brent Friess, reported on the following: 1) State Road Bid 2) 2017 Gravel Price 3) Office Renovations 4) Used office equipment 5) 2016 Paser Survey of Shiawassee County and 6) Equipment Update.

Superintendent of Operations, Troy Howes, reported on the following: 1) Maintenance Update.

Director of Finance, Jennifer Rosser reported on the following: 1) MTF for December 2016 was \$492,169.13, which is up 15.793% from December of 2015 and up 2.89% YTD 2) Year-end Update and 3) OPEB Actuarial.

A motion was made by Commissioner Michalec, supported by Commissioner Zemcik, to authorize and approve the quote from Watkins and Ross to perform the 2017 calculation and OPEB Actuarial, which includes presentation to the board, at a cost not to exceed \$3,800.00.

All Ayes.

Motion Carried.

CLOSED SESSION:

A motion was made by Commissioner Zemcik, supported by Commissioner Michalec to leave regular session at 10:16 a.m. and enter into closed session to review the minutes of the closed session on January 24th, 2017.

Roll Call.

Ayes, Commissioners, Zemcik, Constone and Michalec.

Nays, None.

A motion was made by Commissioner Michalec, supported by Commissioner Zemcik, to leave closed session and enter into regular session at 10:20 a.m.

Roll Call.

Ayes, Commissioners, Zemcik, Constone and Michalec.

Nays, None.

A motion was made by Commissioner Michalec, supported by Commissioner Zemcik, to approve the closed session minutes of January 24th, 2017 and place them on file.

All Ayes.

Motion Carried.

ACCOUNTS PAYABLE:February 8, 2017 checks

MUNICIPAL EMPLOYEES RETIREMENT SYSTEM	42,026.06
44 NORTH	1,223.05
CONSUMERS ENERGY	370.38

SOUTHERN MICHIGAN RD COMMISSION	60.00
<u>February 14, 2017</u>	
44 NORTH	55.39
ACTION TRAFFIC MAINTENANCE INC	225.00
ADVANCE CUTTING SYSTEMS	1,112.14
INTERSTATE BILLING SERVICE/AIS	3,708.36
H.K. ALLEN PAPER COMPANY	70.00
THE ARGUS PRESS	352.00
AUTOZONE	63.92
BENISTAR/UA-6803	16,307.00
BLUMERICH COMMUNICATIONS	1,942.68
BLUE CROSS BLUE SHIELD	32,116.25
CCP INDUSTRIES	756.54
CE&A PROFESSIONAL SERVICES CO INC	464.16
CERTIFIED POWER INC	1,321.79
CINTAS CORPORATION	227.48
CNA SURETY	100.00
COFFIELD OIL CO INC	1,635.31
CONSTRUCTION FASTENERS	39.50
CONSTINE GRAVEL COMPANY	979.32
COUNTY ROAD ASSOCIATION SELF-INSURANCE FUND	18,244.00
D&D TRUCK & TRAILER	1,639.38
D&G EQUIPMENT INC	640.84
D&K TRUCK COMPANY	1,124.67
DALTON ELEVATOR	285.01
DK SECURITY	46.50
DORNBOS SIGN & SAFETY	1,579.80
FERTILIZER DEALER SUPPLY	128.82
FERRALL'S TREE TRIMMING	1,383.33
FIRST BANKCARD	472.39
FLINT NEW HOLLAND INC	7,431.62
BRENT FRIESS	8.00
FUOSS GRAVEL COMPANY	598.51
GILBERT'S DO IT BEST HARDWARE	132.43
GRAFF TRUCK CENTER	1,209.03
HENN LESPERANCE PLC	521.00
HI-QUALITY GLASS	1,672.50
HOME DEPOT CREDIT SERVICES	220.32
HUBBARD SUPPLY CO	682.47
KIMBALL MIDWEST	4,276.06
KNAPHEIDE TRUCK EQUIPMENT-FLINT	2,542.45
LAWSON PRODUCTS INC	436.70
CTT/MTU	340.00
MAURER HEATING & COOLING	1,443.00
MAURER'S TEXTILE RENTAL	1,517.81
MCRCSIP	533.30
MICHIGAN CAT	11.86
MITA	100.00
MY-CAN LLC	175.00
NORTH AMERICAN OVERHEAD DOOR	120.00
ORDWAY'S BODY SHOP INC	506.00

OWOSSO BOLT & BRASS COMPANY	21.85
PRIORITY ONE EMERGENCY	1,218.79
RICOH USA INC	173.39
ROWE PROFESSIONAL SERVICES COMPANY	200.00
ACE-SAGINAW PAVING COMPANY	4,205.04
SHIAWASSEE COUNTY CLERK	10,612.68
SHIAWASSEE CO ROAD COMM-PETTY CASH	58.41
SIGNATURE FORD-LINCOLN-	1,777.82
SLH METALS INC	3,390.30
STATE OF MICHIGAN-MDOT	145.42
STAPLES CREDIT PLAN	103.09
STECHSCHULTE GAS & OIL CO	5,574.79
TRUCK & TRAILER SPECIALTIES INC	13,709.32
TUPES OF SAGINAW	286.00
POSTMASTER	49.00
UNITED PARCEL SERVICE	16.52
VALLEY TRUCK PARTS	1,520.55
VERIZON WIRELESS	520.59
WASTE MANAGEMENT	396.53

A motion was made by Commissioner Zemcik, supported by Commissioner Michalec, to approve Accounts Payable Vouchers #5572 & 5573 (Check numbers 14548 – 14620), totaling \$157,133.16, in addition a ACH for \$42,026.06.

Roll Call.

Ayes, Commissioners, Zemcik, Constine and Michalec.

Nays, None.

Motion Carried.

COMMISSIONERS COMMENTS:

Chairman Constine reported that he attended the Shiawassee County Parks & Recreation meeting where they discussed funding. They have decided to put the bulk of their funding for 2017 towards the Henderson Road Bridge project.

ADJOURN:

Motion by Commissioner Zemcik, supported by Commissioner Michalec, to adjourn at 10:28 a.m.

All Ayes.

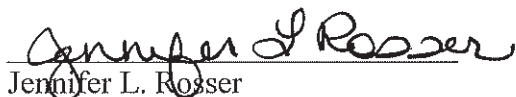
Motion Carried.

Next Regular Board Meeting is Tuesday, February 28th, 2017 at 8:00 a.m.

Respectfully Submitted,



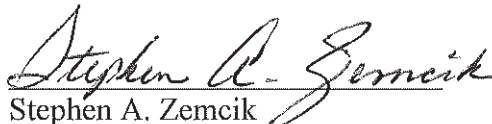
Brent P. Friess
Managing Director



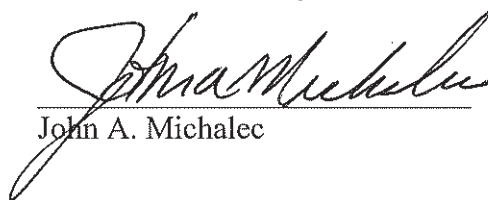
Jennifer L. Rosser
Director of Finance/Human Resource
Clerk of the Board



Mike Constine, Chairman



Stephen A. Zemcik



John A. Michalec