

The regular meeting of the Board of County Road Commissioners of the Shiawassee County Road Commission was held on Thursday, December 21st, 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.

Staff Present: Managing Director, Brent Friess, Director of Finance and Human Resources/Clerk, Jennifer Rosser, Superintendent of Operations, Troy Howes, Garage Superintendent, Jeremy Dietz, Chris Cannon, Engineer's Assistant, and County Highway Engineer, Rick Freeman, P.E.

VISITORS:

Attorney, Michael R. Kluck, Kluck & Associates

AGENDA:

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

All Ayes.

Motion Carried.

MINUTES:

A motion was made by Commissioner Michalec, supported by Commissioner Zemcik, to approve the minutes from December 12th, 2017.

All Ayes.

Motion Carried.

COMMUNICATIONS:

There were no communications.

PUBLIC COMMENTS:

There were no public comments.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

2018 GENERAL APPROPRIATION AND BUDGET HEARING & MOTION TO APPROVE THE 2018 GENERAL APPROPRIATION ACT AND BUDGET:

Motion by Commissioner Michalec, supported by Commissioner Zemcik, to leave regular session at 8:01 a.m. to enter into the Public Hearing for the 2018 Budget and General Appropriation Act of the Shiawassee County Road Commission.

Roll call.

Ayes, Commissioners Zemcik, Constine and Michalec.

Nays, None

Motion Carried.

The 2018 Budget was presented.

Motion by Commissioner Michalec, supported by Commissioner Zemcik, to leave the Public Budget Hearing at 8:03 a.m. and enter back into regular session.

Roll call.

Ayes, Commissioners Zemcik, Constine and Michalec.

Nays, None.

Motion Carried.

Motion by Commissioner Zemcik, supported by Commissioner Constine, to adopt the 2018 Budget and General Appropriation Act of the Shiawassee County Road Commission.

All Ayes.

Motion Carried.

2017 BUDGET AMENDMENT NO. 3:

A motion was made by Commissioner Michalec, supported by Commissioner Zemcik, to approve 2017 Budget Amendment No. 3 as presented and place it on file.

All Ayes.

Motion Carried

AUTHORIZATION AND MOTIONS FOR YEAR-END 2017 PROCESSING:

A motion was made by Commissioner Zemcik, supported by Commissioner Michalec, to authorize the following for 2017 year end processing:

- Authorize the Director of Finance & Human Resource/Clerk to make up to a **50% transfer of primary road allocation to the local fund or a 50% transfer of local road allocation to the primary road fund to be authorized for 2017.**
- Authorize the Director of Finance & Human Resource/Clerk to **make line item adjustments on the Statement of Fund Balance (General Appropriations Budget) (MPA631 of 1978)**, and authorize the Director of Finance & Human Resource/Clerk to allocate the distributive expense and fringe expenditures to the various categories in the same proportion as the allocation of actual distributive and fringe expenditures at the end of the year.

- Authorize the Director of Finance & Human Resource/Clerk to **process vendor checks and deposit money with the Treasurer's Office** on December 30th, 2017, if needed and that these checks will be reviewed by the Commissioners on January 9th, 2018.

All Ayes.

Motion Carried

CRA 2018 HIGHWAY CONFERENCE:

A motion was made by Commissioner Michalec, supported by Commissioner Zemcik, to authorize our Engineer's Assistant, Christopher Cannon, to attend the 2018 Highway Conference hosted by the County Road Association of Michigan in addition to the Director of Finance and Human Resources/Clerk, Jennifer Rosser, Managing Director, Brent Friess, Superintendent of Operations, Troy Howes and Commissioner, John Michalec including registration and hotel costs.

All Ayes.

Motion Carried.

2018, 2019 & 2020 AUDITING SERVICES:

A motion was made by Commissioner Zemcik, supported by Commissioner Michalec, to approve and authorize the Managing Director to sign the agreement with Stevens, Kirinovic & Tucker, P.C. to provide auditing services for 2018, 2019 and 2020 at a cost not to exceed \$8,500.00 annually, noting that additional services rendered outside the scope of the normal audit will be billed separately per the agreement.

All Ayes.

Motion Carried.

RESOLUTION TO ACCEPT CALEDONIA DRIVE EXTENSION:

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

WHEREAS, Caledonia Drive (Extension) (1,986.05 feet, 0.38 miles), and

WHEREAS, Caledonia Drive (Extension) lies within Section 16 of Caledonia Charter Township, and

WHEREAS, **Caledonia Drive (Extension)** deed of easement was accepted by the Shiawassee County Board of Road Commissioners on December 21, 2017 for the following described land: Part of the Southwest ¼ of Section 16, Town 7 North, Range 3 East, Caledonia Township, Shiawassee County, Michigan, the centerline being described as the beginning at the center of the previously accepted cul-de-sac of Caledonia Drive; thence N64 deg 23'21"E, 75.00 feet to a point on said cul-de-sac; thence S89 deg 30'34"E, 192.01 feet; thence along the arc of a 232.39 foot radius curve to the left 145.99 feet, said curve having a delta angle of 35 deg 59'39" and a chord bearing and distance of N72 deg 29'36"E, 143.60 feet; thence along the arc of a 553.13 foot radius curve to the right 640.27 feet, said curve having a delta angle of 66 deg 19'24" and a chord bearing and distance of N87 deg 39'29"E, 605.11 feet; thence along the arc of a 200.00 foot radius curve to the left 107.64 feet, said

curve having a delta angle of 30 deg 50'08" and a chord bearing and distance of S74 deg 35'53"E, 106.34 feet; thence N89 deg 59'03"E, 42.09 feet to point "A"; thence continuing N89 deg 59'03"E, 186.98 feet; thence along the arc of a 200.00 foot radius curve to the right 153.83 feet, said curve having a delta angle of 44 deg 04'11" and a chord bearing and distance of S67 deg 58'52"E, 150.07 feet; thence S45 deg 56'46"E 115.92 feet; thence along the arc of a 275.00 foot radius curve to the left 208.84 feet, said curve having a delta angle of 43 deg 30'43" and a chord bearing and distance of S67 deg 42'07"E, 203.86 feet; thence S89 deg 27'29"E, 117.48 feet to a point on the North-South ¼ Line of said Section 16 and the point of terminus (centerline State Road).

THEREFORE BE IT NOW RESOLVED that the Shiawassee County Board of Road Commissioners wish to place the above described rights-of-way known as Caledonia Drive Extension into the certified road system of the Shiawassee County Road Commission.

RESOLUTION TO ACCEPT ROAD:

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

WHEREAS, Road A (938.82 feet, 0.19 miles) and

WHEREAS, Road A lies within Section 16 of Caledonia Charter Township, and

WHEREAS, Road A deed of easement was accepted by the Shiawassee County Board of Road Commissioners on December 21, 2017 for the following described land: Part of the Southwest ¼ of Section 16, Town 7 North, Range 3 East, Caledonia Township, Shiawassee County, Michigan, described as the beginning at the center of the previously accepted cul-de-sac of Caledonia Drive; thence N00 deg 29'13"E, 75.00 feet to a point on said cul-de-sac; thence N00 deg 29'26"E, 411.14 feet; thence along the arc of an 83.00 foot radius curve to the left 15.38 feet, said curve having a delta angle of 10 deg 37'14" and a chord bearing and distance of N04 deg 49'11" W, 15.36 feet; thence along the arc of a 550.00 foot radius curve to the left 138.32 feet, said curve having a delta angle of 14 deg 24'34" and a chord bearing and distance of N17 deg 20'05"W, 137.96 feet; thence along the arc of a 519.16 foot radius curve to the right 268.98 feet, said curve having a delta angle of 29 deg 26'38" and a chord bearing and distance of N09 deg 26'38"W, 265.98 feet to the northerly edge of a 75.00 radius cul-de-sac and the point of terminus.

THEREFORE BE IT NOW RESOLVED that the Shiawassee County Board of Road Commissioners wish to place the above described rights-of-way known as Road A into the certified road system of the Shiawassee County Road Commission.

RESOLUTION TO ACCEPT (OLD) HIBBARD ROAD:

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

WHEREAS, (599.97 feet, 0.11 miles) and

WHEREAS, (Old) Hibbard Road lies within Section 34 of Owosso Charter Township, and

WHEREAS, Old Hibbard Road is described as the following land:

A 66 foot wide roadway, being part of the Northeast quarter of Section 3, T6N-R2E, Bennington Township, and also part of the Southeast quarter of Section 34, T7N-R2E, Owosso Township, all being in Shiawassee County, Michigan, the centerline of which is described as Commencing at the North quarter corner of Section 3, T6N-R2E; thence N89°33'40"E, along the North line of said Section 3, 203.74 feet; thence S00°27'02"E, 1.27 feet to the Point of Beginning; thence N89°39'24"E, 382.99 feet; thence along the arc of a 360.00 foot radius curve to the left 38.48 feet, said curve having a delta angle of 6°07'26", and a long chord bearing and distance of N86°35'41"E, 38.46 feet, to a point on said North line of Section 3, said North line also being the South line of Section 34, T7N-R2E; thence continuing along the arc of said 360.00 foot radius curve to the left 58.63 feet, said curve having a delta angle of 9°19'51", and a long chord bearing and distance of N78°52'03"E, 58.56 feet; thence along the arc of a 116.75 foot radius curve to the left 103.49 feet, said curve having a delta angle of 50°47'22", and a long chord bearing and distance of N48°48'27"E, 100.14 feet; thence N23°24'46"E, 13.06 feet to the Point of Terminus.

THEREFORE BE IT NOW RESOLVED that the Shiawassee County Board of Road Commissioners wish to place the above described rights-of-way known as (Old) Hibbard Road into the certified road system of the Shiawassee County Road Commission.

STAFF REPORTS:

Managing Director, Brent Friess, reported on the following: A) MTA Meeting hosted by Shiawassee Township at the Caledonia Charter Township Hall – January 2nd, 2018 at 7:00 p.m. C) Woodhull Township Meeting – January 3rd, 2018 at 7:00 p.m. D) Perry Township Meeting – January 3rd, 2018 at 8:00 p.m. E) Fairfield Township Meeting – January 4th, 2018 at 7:00 p.m. F) Hazelton Township Meeting – January 8th, 2018 at 7:00 p.m. G) New Haven Township Meeting – January 8th, 2018 at 8:00 p.m. and H) CRA Update.

Director of Finance and Human Resources/Clerk of the Board reported on the following: A) CRASIF Payroll audit 2016-2017 B) A/R Aging Update and C) Precision software and computer updates.

Superintendent of Operations, Troy Howes, reported on the following: A) Maintenance update.

Superintendent of Equipment, Jeremy Dietz, reported on the following: A) Equipment Update and B) Gate update.

ACCOUNTS PAYABLE:

44 NORTH	709.90
ADVANCED DRAINAGE SYSTEMS	398.30
INTERSTATE BILLING SERVICE/AIS	291.71
AUTOZONE	68.70
BEAVER RESEARCH COMPANY	199.64
BLUMERICH COMMUNICATIONS	1,978.24

CARQUEST AUTO PARTS-DURAND	155.76
CCP INDUSTRIES	562.42
CERTIFIED POWER INC	237.12
CONSUMERS ENERGY	3,040.12
MIKE CONSTINE	64.20
CTT/MTU	775.00
D&D TRUCK & TRAILER	1,105.71
D&G EQUIPMENT INC	527.60
D&K TRUCK COMPANY	188.81
DAYSTARR COMMUNICATIONS	270.13
DEERE & COMPANY	20,266.17
DELL MARKETING LP	8,649.77
DORNBOS SIGN & SAFETY	1,070.12
FIRST BANKCARD	259.26
FISHBECK THOMPSON CARR & HUBER INC	185.00
GEOSHACK	3,093.60
GRAFF TRUCK CENTER	2,166.42
HENN LESPERANCE PLC	110.00
HOME DEPOT CREDIT SERVICES	942.91
HOTSY OF MID-MICHIGAN	329.00
I.T. RIGHT	3,500.00
J&H OIL COMPANY	5,665.82
KENNEDY'S AUTO REPAIR	349.89
KIMBALL MIDWEST	3,129.90
MICHAEL R KLUCK & ASSOCIATES	2,576.31
LAKESHORE SIGNS AND SAFETY EQUIPMENT LLC	1,589.00
LAWSON PRODUCTS INC	396.46
MUNICIPAL EMPLOYEES	86,052.86
MICHIGAN CAT	1,050.40
JOHN MICHALEC	50.86
MY-CAN LLC	175.00
NAPA AUTO PARTS	3.73
QUALITY A-1 CLEANING	425.00
QUILL CORPORATION	45.96
ROSE PEST SOLUTIONS	55.00
STAPLES CREDIT PLAN	132.62
TREDROC TIRE BAY CITY	1,032.10
TUPES OF SAGINAW INC	148.71
U.S. POSTAL SERVICE	49.00
YOUNG CHEVROLET-OLDSMOBILE-CADILLAC	343.18
STEPHEN A ZEMCIK	145.52
44 NORTH	898.73

A motion was made by Commissioner Zemcik, supported by Commissioner Michalec, to approve Accounts Payable Voucher #5626 (Check numbers 15604 - 15651) totaling \$69,408.80 and an ACH payment to MERS in the amount of \$86,052.86.

Roll Call Vote

Ayes, Commissioners Constine, Michalec and Zemcik.

Nays, None.

Motion Carried.

CLOSED SESSION:

A motion was made by Commissioner Michalec, supported by Commissioner Zemcik, to enter into closed session at 8:44 a.m. to discuss upcoming negotiations and review the closed session minutes of December 12th, 2017.

Roll Call Vote

Ayes, Commissioners Constine, Michalec and Zemcik

Nays, None

Motion Carried.

A motion was made by Commissioner Michalec, supported by Commissioner Zemcik, to leave closed session and enter into regular session at 10:12 a.m.

Roll Call Vote

Ayes, Commissioners Constine, Michalec and Zemcik

Nays, None

Motion Carried.

A motion was made by Commissioner Michalec, supported by Commissioner Constine, to approve the closed session minutes of December 12th, 2017 and place them on file.

All

Ayes.

Motion Carried.

A motion was made by Commissioner Michalec, supported by Commissioner Zemcik, to approve the tentative agreement as negotiated conditioned upon the AFSCME Local 1071.01 ratifying the contract as presented.

All Ayes.

Motion Carried.

A motion was made by Commissioner Zemcik, supported by Commissioner Michalec, to approve the agreement as negotiated with the Shiawassee County Road Commission Supervisory Employees Association.

All Ayes.

Motion Carried.

A motion was made by Commissioner Zemcik, supported by Commissioner Constine, to appoint Commissioner John Michalec, as the Board's liaison to meet with the Administrative staff on the potential wage adjustments.

All Ayes.

Motion Carried.

COMMISSIONERS COMMENTS:

Commissioner Zemcik commented on the storm, road conditions and the accident on I-69 during the snow storm, December 13th, 2017. He was impressed that we stayed ahead of the storm and we stayed on top of roads pretty well throughout the storm.

Commissioner Michalec commented that the Roads Plus membership is down.

ADJOURN:

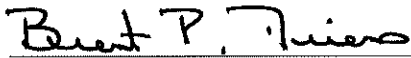
Motion by Commissioner Zemcik, supported by Commissioner Michalec, to adjourn at 10:26 a.m.

All Ayes.

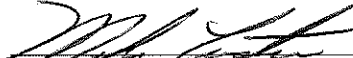
Motion Carried.

The next Regular Board Meeting is Tuesday, January 9th, 2018 at 7:30 a.m.

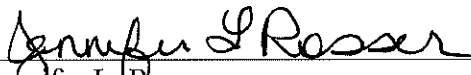
Respectfully Submitted,



Brent P. Friess, Managing Director



Mike Constine, Chairman



Jennifer L. Rosser

Director of Finance and Human Resources

Clerk of the Board

Stephen A. Zemcik



John A. Michalec