

The regular meeting of the Board of County Road Commissioners of the Shiawassee County Road Commission was held on Tuesday, December 12<sup>th</sup>, 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, County Highway Engineer, Chris Cannon, Engineer's Assistant, Rick Freeman, P.E., and Chief Steward, Arthur Krupp.

VISITORS:

William Tucker, C.P.A., of Stevens, Kirinovic & Tucker, P.C.

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 November 28<sup>th</sup>, 2017.

All Ayes.

Motion Carried.

COMMUNICATIONS:

The following communications were received: A) Letter from MDOT Local Bridge Advisory Board approving the recommendation for the selected bridges through the Local Bridge Program B) Break Room News – Mackinaw Administrators, LLC.

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:

William Tucker, CPA of Stevens, Kirinovic, & Tucker, P.C. came to speak with the board in regard to our annual audit. Stevens, Kirinovic & Tucker, P.C. formerly Abraham & Gaffney, has completed our audit as well as the Shiawassee County audit for some time now. Shiawassee County just hired them as their internal auditors which prevents them from completing their annual audit. Mr. Tucker would like to continue to perform the Shiawassee County Road Commission audits and requested if the Board would consider signing a contract with their firm.

The Board requested that he forward the Director of Finance a contract and they would consider it at the next board meeting on Thursday, December 21<sup>st</sup>, 2017.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

GOVPAYNET:

A motion was made by Commissioner Zemcik, supported by Commissioner Michalec, to approve and authorize the Managing Director, Brent Friess, to sign the agreement with GovPayNet to provide free credit card processing services to the Shiawassee County Road Commission.

All Ayes.

Motion Carried.

BID EXTENSION REQUEST FROM PAVEMENT RECYCLING, INC:

A motion was made by Commissioner Michalec, supported by Commissioner Zemcik, to approve the bid extension request and authorize the Managing Director to sign the bid extension request from Pavement Recycling, Inc. for cold milling and pulverizing during the 2018 season.

All Ayes.

Motion Carried.

2018 CONSTRUCTING PEDESTRIAN FACILITIES FOR ACCESSIBILITY:

A motion was made by Commissioner Zemcik, supported by Commissioner Michalec, to approve and authorize the Engineer's Assistant, Chris Cannon and the Engineering Technician, Brad Rigoulot to attend the 2018 Constructing Pedestrian Facilities for Accessibility workshop held at MITA building in Okemos, MI at a cost not to exceed \$65.00 per registrant.

All Ayes.

Motion Carried.

2018 ENGINEER'S WORKSHOP:

A motion was made by Commissioner Michalec, supported by Commissioner Zemcik, to authorize and approve three supervisory staff members to attend the 2018 Michigan County Engineer's Workshop at Shanty Creek Resort in Bellaire, Michigan at a cost not to exceed \$215.00 per registrant and the additional cost of two hotel rooms for three nights at the Shanty Creek Resort.

All Ayes.

Motion Carried.

APPOINT THE 2018 CHAIRMAN OF THE BOARD OF SHIAWASSEE COUNTY ROAD COMMISSION:

A motion was made by Commissioner Michalec, supported by Commissioner Zemcik, to appoint Mike Constine as Shiawassee County Road Commission 2018 Chairman of the Board.

All ayes.

Motion Carried.

2018 TRUCK TRAFFIC ENFORCEMENT SEMINAR:

A motion was made by Commissioner Zemcik, supported by Commissioner Michalec, to authorize up to four employees to attend the 2018 Truck Traffic Enforcement Seminar on January 16<sup>th</sup> through the 18<sup>th</sup>, 2018 in Bay City Michigan including all fees associated with the hotel and registration fees.

All Ayes.

Motion Carried.

STAFF REPORTS:

Managing Director, Brent Friess, reported on the following: A) Township Supervisors Meeting, Tuesday, December 12<sup>th</sup>, 2017 B) MTA Meeting hosted by Shiawassee Township at the Caledonia Charter Township Hall – January 2<sup>nd</sup>, 2018 at 7:00 p.m. C) Woodhull Township Meeting – January 3<sup>rd</sup>, 2018 at 7:00 p.m. D) Perry Township Meeting – January 3<sup>rd</sup>, 2018 at 8:00 p.m. E) Fairfield Township Meeting – January 4<sup>th</sup>, 2018 at 7:00 p.m. F) Hazelton Township Meeting – January 8<sup>th</sup>, 2018 at 7:00 p.m. G) New Haven Township Meeting – January 8<sup>th</sup>, 2018 at 8:00 p.m.

Director of Finance and Human Resources/Clerk of the Board reported on the following: A) 2018 Proposed Budget for review B) November 2017 Financial Statements and C) 2018 Budget/General Appropriation Hearing, Thursday, December 21<sup>st</sup>, 2017.

Superintendent of Operations, Troy Howes, reported on the following: A) Gradall Update B) Scraping Gravel Roads and C) Winter Maintenance Update and our six year average for salt usage.

Engineering Assistant, Christopher Cannon reported on the following: A) Final audit for 2017 federal aid bridge projects, GI for Goodall Bridge and Hibbard Road went very well.

Superintendent of Equipment, Jeremy Dietz, reported on the following: A) Equipment Update.

ACCOUNTS PAYABLE:

44 NORTH	539.07
ADVANCED DRAINAGE SYSTEMS	2,392.85
INTERSTATE BILLING SERVICE/AIS	3,473.96
AUTOZONE	98.14
BLUMERICH COMMUNICATIONS	354.12
CANNON TRUCK EQUIPMENT	196.04
CINTAS CORPORATION	125.64
COFFIELD OIL CO INC	537.05

CONSUMERS ENERGY	117.57
D&D TRUCK & TRAILER	1,568.80
D&K TRUCK COMPANY	632.63
DALTON ELEVATOR	145.00
BRENT FRIESS	71.26
FUOSS GRAVEL COMPANY	784.56
GCR TIRES & SERVICE	320.00
GRAFF TRUCK CENTER	1,223.64
HOME DEPOT CREDIT SERVICES	90.75
J&H OIL COMPANY	7,805.15
KENNEDY'S AUTO REPAIR	271.97
KIMBALL MIDWEST	660.69
LARRY LATUNSKI	60.00
LINCOLN NATIONAL LIFE INSURANCE CO	750.37
MATCO TOOLS	48.16
MAURER HEATING & COOLING	1,106.99
MAURER'S TEXTILE RENTAL	1,350.64
MICHIGAN CAT	2,909.39
MICHIGAN PAVING & MATERIALS	1,620.52
OWOSSO BOLT & BRASS COMPANY	227.55
RICOH USA INC	71.07
JENNIFER ROSSER	95.98
SCHULTZ INC	2,312.31
SHIAWASSEE CO. TREASURER	3,000.00
SIGNATURE FORD-LINCOLN-	1,454.97
SLH METALS INC	1,200.00
SMITH SAND & GRAVEL	9,513.14
SPARTAN ASPHALT PAVING	5,504.40
STATE OF MICHIGAN-MDEQ	400.00
TRUCK & TRAILER SPECIALTIES INC	11,390.00
TSC STORES	638.52
VALLEY LUMBER	44.85
VALLEY TRUCK PARTS	5,810.31
VERIZON WIRELESS	622.11
WASTE MANAGEMENT	419.16
WIN'S ELECTRICAL SUPPLY COMPANY	189.37
MARK ZEMLA	172.50

A motion was made by Commissioner Zemcik, supported by Commissioner Michalec, to approve Accounts Payable Voucher #5625 (Check numbers 15559 -15603) totaling \$72,321.20.

Roll Call Vote

Ayes, Commissioner 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 8:41 a.m. to discuss upcoming negotiations and review the closed session minutes of November 28<sup>th</sup>, 2017.

Roll Call Vote

Ayes, Commissioner Constine, Michalec and Zemcik

Nays, None  
Motion Carried.

A motion was made by Commissioner Zemcik, supported by Commissioner Michalec, to leave closed session and enter into regular session at 10:36 a.m.

Roll Call Vote

Ayes, Commissioner Constine, Michalec, and Zemcik

Nays, None

Motion Carried.

A motion was made by Commissioner Michalec, supported by Commissioner Zemcik, to approve the closed session minutes of November 28<sup>th</sup>, 2017 and place them on file.

All Ayes.

Motion Carried.

COMMISSIONERS COMMENTS:

There were no Commissioner comments.

ADJOURN:

Motion by Commissioner Zemcik, supported by Commissioner Michalec, to adjourn at 10:38 a.m.

All Ayes.

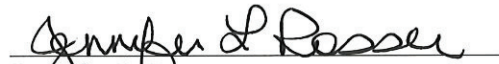
Motion Carried.

The next Regular Board Meeting is Thursday, December 21<sup>st</sup>, 2017, at 8:00 a.m.

Respectfully Submitted,



Brent P. Friess, Managing Director



Jennifer L. Rosser

Director of Finance and Human Resources

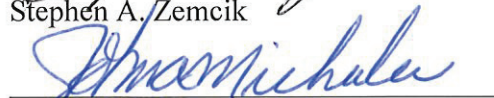
Clerk of the Board



Mike Constine, Chairman



Stephen A. Zemcik



John A. Michalec