

The regular meeting of the Board of County Road Commissioners of the Shiawassee County Road Commission was held on Tuesday, January 24<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 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, AFSME Local 1071.1 President, John Rosser, and AFSCME Local 1071.1 employees, Michael Benjamin, Jordan Walworth, and Austin Williams.

VISITORS:

There were no visitors.

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 Zemcik, supported by Commissioner Michalec, to approve the minutes from January 10<sup>th</sup>, 2017.

All Ayes.

Motion Carried.

COMMUNICATIONS:

The following communications were received: A) Breakroom News – Mackinaw Administrators, Inc. B) County Road Association – Amendments to the Constitution and Bylaws.

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.

A motion was made by Commissioner Michalec, supported by Commissioner Zemcik, to approve the recommended bylaw change in Article VII to the Constitution and Bylaws for the County Road Association of Michigan.

All Ayes.

Motion Carried.

A motion was made by Commissioner Zemcik, supported by Commissioner Michalec, to approve the recommended bylaw change in Article II to the Constitution and Bylaws for the County Road Association of Michigan.

All Ayes.

Motion Carried.

A motion was made by Commissioner Michalec, supported by Commissioner Zemcik, to approve the recommended bylaw change in Article V to the Constitution and Bylaws for the County Road Association of Michigan.

All Ayes.

Motion Carried.

A motion was made by Commissioner Michalec, supported by Commissioner Zemcik, to approve the recommended bylaw change in Article IX to the Constitution and Bylaws for the County Road Association of Michigan.

All Ayes.

Motion Carried.

PUBLIC COMMENTS:

There were no public comments.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

CLOSED SESSION:

A motion was made by Commissioner Zemcik, supported by Commissioner Michalec to leave regular session at 8:20 a.m. and enter into closed session to consider material exempt from discussion or disclosure by state or federal statute.

Roll Call.

Ayes, Commissioners, Zemcik, Constine 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 8:48 a.m.

Roll Call.

Ayes, Commissioners, Zemcik, Constine and Michalec.

Nays, None.

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 21<sup>st</sup> – 22<sup>nd</sup>, 2017, at a cost not to exceed \$75.00 per attendee.

All Ayes.

Motion Carried.

RESOLUTION WITH MDOT FOR STATE ROAD FROM EASTON ROAD  
NORTHERLY TO JOHNSTONE ROAD:

On a motion duly made by Commissioner Michalec, seconded by Commissioner Zemcik,

**WHEREAS**, a contract between the Michigan Department of Transportation and the Shiawassee County Road Commission has been presented for consideration for Job Number 117028A, Contract Number 16-5522, and

**WHEREAS**, this contract is for: Hot mix asphalt base crushing, shaping and resurface work along State Road from Easton Road northerly to Johnstone Road; including gravel shoulder, drainage improvement, and pavement marking work; and all together with necessary related work;

**WHEREAS**, the Shiawassee County Road Commission has approved participation in their share of this project,

**NOW THEREFORE BE IT RESOLVED** that Chairperson Mike Constine and Director of Finance/Clerk Jennifer Rosser be authorized and instructed to sign the contract for and on behalf of the Shiawassee County Road Commission.

BID EXTENSION REQUEST FROM NATIONAL INDUSTRIAL MAINTENANCE,  
INC., FOR THE 2017 STATE HIGHWAY CURB SWEEPING:

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 State Highway curb sweeping submitted by National Industrial Maintenance, Inc. from January 1<sup>st</sup>, 2017 to December 31<sup>st</sup>, 2017 subject to MDOT approval.

All Ayes.

Motion carried.

BID EXTENSION REQUEST FROM KINDY FARMS FOR THE 2017 STATE HIGHWAY ROADSIDE MOWING ON M-21, M-52, M-71 and X-69:

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 the 2017 State Highway roadside mowing on M-21, M-52, M-71 and X-69 submitted by Kindy Farms from January 1<sup>st</sup>, 2017 to December 31<sup>st</sup>, 2017 subject to MDOT approval.

All Ayes.

Motion carried.

BID EXTENSION REQUEST FROM KINDY FARMS FOR THE 2017 STATE HIGHWAY ROADSIDE MOWING ON I-69:

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 the 2017 State Highway roadside mowing on I-69 submitted by Kindy Farms from January 1<sup>st</sup>, 2017 to December 31<sup>st</sup>, 2017 subject to MDOT approval.

All Ayes.

Motion carried

BID EXTENSION REQUEST FROM NATIONAL HIGHWAY MAINTENANCE FOR THE 2017 CRACK FILL MACHINE (MELTER) AND MATERIALS:

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 the 2017 crack fill machine (melter) and materials submitted by National Highway Maintenance from January 1<sup>st</sup>, 2017 to December 31<sup>st</sup>, 2017.

All Ayes.

Motion carried

BID EXTENSION REQUEST FROM ADVANCED DRAINAGE SYSTEMS FOR THE 2017 CORRUGATED PLASTIC PIPE:

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 corrugated plastic pipe submitted by Advanced Drainage Systems from January 1<sup>st</sup>, 2017 to December 31<sup>st</sup>, 2017.

All Ayes.

Motion carried

2017 WEIGHMASTER LAW ENFORCEMENT SERVICES:

A motion was made by Commissioner Michalec, supported by Commissioner Zemcik, to authorize Managing Director, Brent P. Friess, to enter into an agreement for 2017 with the Michigan State Police for 50 hours of weighmaster service, not to exceed \$5,000.00.

All Ayes.

Motion Carried.

STAFF REPORTS:

Garage Supervisor, Jeremy Dietz reported on the following: 1) Arm Mower Update.

Superintendent of Operations/State Trunkline Foreman, Troy Howes reported on the following: 1) Weighmaster course and 2) Primary and Local Road Maintenance.

OVER-THE-COUNTER AND PRESCRIPTION DRUG POLICY AND ACCOMPANYING SAFETY SENSITIVE EMPLOYEE RELEASE:

A motion was made by Commissioner Zemcik, supported by Commissioner Michalec, to approve and adopt the Shiawassee County Road Commission Over-The-Counter and Prescription Drug Policy and the accompanying Safety Sensitive Employee Release to Work Form for Prescription Medications and place them on file.

All Ayes.

Motion Carried.

AMENDMENT TO THE WORK RULES:

A motion was made by Commissioner Zemcik, supported by Commissioner Michalec, to approve and adopt the Work Rules as amended and place them on file.

All Ayes.

Motion Carried.

STAFF REPORTS (CONTINUED):

Managing Director, Brent Friess, reported on the following: 1) Engineers Conference 2) 02/06/2017 – Bennington Township Meeting at 7 p.m. and Burns Township Meeting at 8 p.m. 3) 02/09/2017 – Shiawassee Township Meeting at 6:30 p.m. and Antrim Township Meeting at 7 p.m. 4) 02/13/2017 – Sciota Township Meeting at 7 p.m. and Owosso Charter Township Meeting at 8 p.m. 5) Performance Appraisals 6) Bid opening for asphalt paving, gravel hauling and crack sealing and 7) Seven County Council Meeting on January 17<sup>th</sup>, 2017.

Director of Finance, Jennifer Rosser reported on the following: 1) December interest and fees 2) Accounts Receivable Update 3) Shiawassee County per diem rates for 2017 and 4) Southern Michigan Road Commission Finance and Human Resource Meeting.

A motion was made by Commissioner Michalec, supported by Commissioner Zemcik, to approve up to three supervisory employees to attend the Southern Michigan Road Commission Finance and Human Resource Association Quarterly meeting at a cost not to exceed \$60.00.

All Ayes.

Motion Carried.

ACCOUNTS PAYABLE:

**January 11, 2017 checks**

LIVINGSTON COUNTY ROAD COMMISSION	94.75
MICHIGAN CHLORIDE SALES LLC	842.68

**January 24, 2017 checks**

44 NORTH	1,852.92
H. K. ALLEN PAPER COMPANY	63.00
BEAVER RESEARCH COMPANY	232.56
BENISTAR/UA-6803	16,307.00
BLUE CROSS BLUE SHIELD	31,803.75
CCP INDUSTRIES	581.68
CERTIFIED POWER INC	1,432.62
CINTAS CORPORATION	132.81
CITY OF CORUNNA	1,927.20
COFFIELD OIL CO INC	1,514.34
CONSUMERS ENERGY	6,120.07
CONSTRUCTION FASTENERS	73.29
COUNTY ROAD ASSOCIATION OF MICHIGAN	660.00
CUMMINS BRIDGEWAY LLC	361.62
D&D TRUCK & TRAILER	644.10
DALTON ELEVATOR	145.00
DAYSTARR COMMUNICATIONS	265.58
DELTA DENTAL PLAN OF MICHIGAN	2,656.88
DELUX TROPHIES & AWARDS	36.00
FASTENAL COMPANY	42.09
FERTILIZER DEALER SUPPLY INC	54.26
FERRALL'S TREE SERVICE	637.50
FIRST BANKCARD	329.26
FLINT NEW HOLLAND INC	2,820.36
GENESEE COUNTY ROAD COMMISSION	3.27
GILBERT'S DO IT BEST HARDWARE	307.89
GRAFF TRUCK CENTER	181.21
HALLIDAY SAND & GRAVEL INC	145,295.00
HOTSY OF MID MICHIGAN	329.00
KIMBALL MIDWEST	1,829.65
MICHAEL R KLUCK & ASSOCIATES	2,746.08
CTT/MTU	20.00
MATCO TOOLS	58.86
MEMORIAL HEALTHCARE	111.00
MEMORIAL MEDICAL ASSOCIATES	225.00
MUNICIPAL EMPLOYEES RETIREMENT SYSTEM	42,895.55
SHAWN NORTON	60.00
NORTH AMERICAN OVERHEAD DOOR	169.23
PRIORITY ONE EMERGENCY	697.10
QUALITY A-1 CLEANING	425.00
J. RANCK ELECTRIC INC	3,610.07
ROSE PEST SOLUTIONS	54.00
ROWE PROFESSIONAL SERVICES COMPANY	95.00
SAFETY-KLEEN CORPORATION	191.65
ACE-SAGINAW PAVING COMPANY	4,200.84
SHIAWASSEE CONSERVATION DISTRICT	37.50

SIGNATURE FORD-LINCOLN-	44.45
SHIAWASSEE COUNTY ROAD COMMISSION FSA	4,990.00
STECHSCHULTE GAS & OIL CO	5,265.40
TENNANT SALES & SERVICE	311.70
TRUCK & TRAILER SPECIALTIES INC	9,112.00
TUPES OF SAGINAW	168.19
STATE OF MICHIGAN	7,325.09
U.S. POSTAL SERVICE	541.00
VISION SERVICE PLAN	467.12
YOUNG CHEVROLET-OLDSMOBILE-CADILLAC	58.14
STEPHEN A ZEMCIK	74.43

A motion was made by Commissioner Zemcik, supported by Commissioner Michalec, to approve Accounts Payable Vouchers #5568 & 5570 (Check numbers 14488 – 14547), totaling \$259,579.51 and MERS ACH in the amount of \$42,895.55.

Roll Call.

Ayes, Commissioners, Zemcik, Constine and Michalec.

Nays, None.

Motion Carried.

COMMISSIONERS COMMENTS:

There were no Commissioner comments.

ADJOURN:

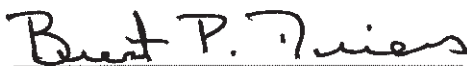
Motion by Commissioner Zemcik, supported by Commissioner Michalec, to adjourn at 9:38 a.m.

All Ayes.

Motion Carried.

Next Regular Board Meeting is Tuesday, February 14<sup>th</sup>, 2017 at 8:00 a.m.

Respectfully Submitted,



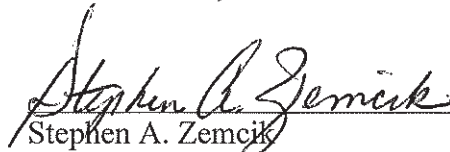
Brent P. Friess  
Managing Director



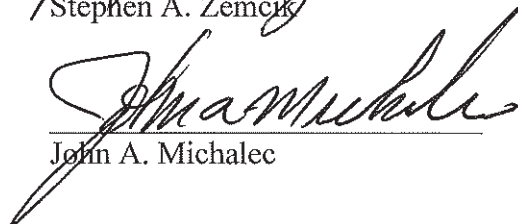
Jennifer L. Rosser  
Director of Finance/Human Resource  
Clerk of the Board



Mike Constine, Chairman



Stephen A. Zemcik



John A. Michalec