

The regular meeting of the Board of County Road Commissioners of the Shiawassee County Road Commission was held on Tuesday, October 13<sup>th</sup>, 2020 at 7:30 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, John Michalec.

Commissioners Present: John Michalec, Ric Crawford & Mike Constine

Staff Present: Managing Director, Brent Friess, Director of Finance and Human Resources/Clerk, Jennifer Schiebner.

VISITORS VIA TELECONFERENCE:

Gayle Cummings, Administrator of Michigan County Road Self Insurance Pool and John Plowman, Shiawassee County Commissioner.

AGENDA:

A motion was made by Commissioner Crawford, supported by Commissioner Constine, to approve the agenda.

Roll Call Vote.

Ayes, Commissioners Constine, Crawford and Michalec.

Nays, None.

Motion Carried.

MINUTES:

A motion was made by Commissioner Constine, supported by Commissioner Crawford, to approve the minutes from September 22<sup>nd</sup>, 2020.

Roll Call Vote.

Ayes, Commissioners Constine, Crawford and Michalec.

Nays, None.

Motion Carried.

A motion was made by Commissioner Crawford, supported by Commissioner Constine, to approve the minutes from the Special Board Meeting October 6<sup>th</sup>, 2020.

Roll Call Vote.

Ayes, Commissioners Constine, Crawford and Michalec.

Nays, None.

Motion Carried.

COMMUNICATIONS:

The following communications were received: A) Shiawassee County Parks & Recreation 2021 Meeting Schedule and Plan Summary.

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

Roll Call Vote.

Ayes, Commissioners Crawford, Constine and Michalec.  
Nays, None.  
Motion Carried.

UNFINISHED BUSINESS:

BYLAW CHANGES FOR MCRC SIP:

Gayle Cummings, Administrator of Michigan County Road Commission Self-Insurance Pool was present by teleconference to speak with the board regarding the proposed by-law changes.

A motion was made by Commissioner Crawford, supported by Commissioner Constine, to authorize the Managing Director to place the ballot on behalf of the Shiawassee County Road Commission to approve the proposed changes to the bylaws of the Michigan County Road Commission Self-Insurance Pool which will allow non-member counties in the pool for legal services only.

Roll Call Vote

Ayes, Commissioners Michalec, Crawford and Constine.

Nays, None.

Motion Carried.

ADMINISTRATIVE HANDBOOK WORKSHOP:

A motion was made by Commissioner Michalec, supported by Commissioner Crawford, to table all changes to the Administrative Handbook through June 30<sup>th</sup>, 2021.

Roll Call Vote

Ayes, Commissioners Michalec, Crawford and Constine.

Nays, None.

Motion Carried.

NEW BUSINESS:

BID EXTENSION REQUEST FROM MICHIGAN CHLORIDE SALES, LLC:

A motion was made by Commissioner Crawford, supported by Commissioner Constine, to approve and authorize the Managing Director to sign the bid extension request of Michigan Chloride Sales LLC to extend their 2018 bid pricing for liquid dust control for the period of January 1<sup>st</sup>, 2021 through December 31<sup>st</sup>, 2021.

Roll Call Vote.

Ayes, Commissioners Constine, Crawford and Michalec.

Nays, None.

Motion Carried

BID EXTENSION REQUEST FROM COFFIELD OIL COMPANY INC:

A motion was made by Commissioner Constine, supported by Commissioner Crawford, to approve and authorize the Managing Director to sign the bid extension request of Coffield Oil Company Incorporated to extend their 2017 bid pricing for fuel station pickup for the period of November 1<sup>st</sup>, 2020 through October 31<sup>st</sup>, 2021.

Roll Call Vote.

Ayes, Commissioners Constine, Crawford and Michalec.

Nays, None.

Motion Carried

BID EXTENSION REQUEST FROM J & H OIL COMPANY:

A motion was made by Commissioner Crawford, supported by Commissioner Constine, to approve and authorize the Managing Director to sign the bid extension request of J&H Oil Company Incorporated to extend their 2017 bid pricing for fuel delivered and station pickup for the period of November 1<sup>st</sup>, 2020 through October 31<sup>st</sup>, 2021.

Roll Call Vote.

Ayes, Commissioners Constine, Crawford and Michalec.

Nays, None.

Motion Carried

REVISION OF POLICY NO. 22 – PROHIBITION OF UNLAWFUL HARRASSMENT:

A motion was made by Commissioner Constine, supported by Commissioner Crawford, to approve the revision of Policy No. 22 Policy for the Prohibition of Unlawful Harassment in the Workplace and place it on file.

Roll Call Vote.

Ayes, Commissioners Constine, Crawford and Michalec.

Nays, None.

Motion Carried

REVISION OF POLICY NO. 20 – DRUG-FREE WORKPLACE POLICY AND REGULATIONS:

A motion was made by Commissioner Constine, supported by Commissioner Crawford, to approve the revision of Policy No. 20 Drug-free Workplace Policy and Regulations and place it on file.

Roll Call Vote.

Ayes, Commissioners Constine, Crawford and Michalec.

Nays, None.

Motion Carried

REVIEW OF THE MANAGING DIRECTOR, DIRECTOR OF FINANCE & HUMAN RESOURCES/CLERK, SUPERINTENDENT OF OPERATIONS AND ENGINEER'S ASSISTANT CONTRACTS WHICH EXPIRE DECEMBER 31<sup>ST</sup>, 2020:

A motion was made by Commissioner Michalec, supported by Commissioner Crawford, to extend the current employment agreements of the Managing Director, Director of Finance & Human Resources/Clerk, Superintendent of Operations and Engineer's Assistant through June 30<sup>th</sup>, 2021.

Roll Call Vote.

Ayes, Commissioners Constine, Crawford and Michalec.

Nays, None.

Motion Carried

STAFF REPORTS:

Managing Director, Brent Friess, reported on the following: A) 2020 CRASIF Goose Egg Award B) COVID-19 Update C) Seven County Council Meeting, Tuesday, October 20<sup>th</sup>, 2020 at 9:00 a.m and D) Ruess Road Pit Update.

Director of Finance & Human Resources/Clerk, Jennifer Schiebner, reported on the following: A) MTF Update and B) Health Insurance Update.

Managing Director, Brent Friess gave the report for the Superintendent of Operations, Troy Howes. He reported on the following: A) Gradall is working in Vernon Township. The gradall work is complete in twelve (12) townships B) Arm mowers are continuing to work on Township agreements and 40-hour rotation. Working in Owosso Township, which is the last township for contracted brush mowing C) Grader operators are scraping gravel roads getting trying to prepare them for winter D) Deliveries for MDOT and County salt in Corunna barn this week and when they are finished they will be delivering to the Perry garage E) District hydro operators are shouldering blacktops, sweeping intersections and trimming limbs F) Highway hydro operators started scraping shoulders (M-78) complete G) Bridge crew working on routine culverts and catch basin repairs and E) Sign shop is taking down construction signs on completed projects.

Managing Director, Brent Friess gave the report for the Engineer's Assistant, Chris Cannon. He reported on the following: A) 2020 Carland Road Federal Aid Project – Final walk through is complete with MDOT B) 2020 Bridge Rehabilitations Federal Aid Project – Bridges should be open to traffic any day now. This is two (2) weeks early if turf establishment is completed C) All pavement marking (painting) is complete. School and railroad symbols are to start now D) Crack sealing – all crack sealing is complete E) Pulverizing Smith Road between Alan and Henderson Road in Rush Township is complete F) Skip patching is being scheduled for 2020 on Grand River Road, east of M-52; Hibbard Road between the two Morrice Road intersections and Byron Road south of Prior Road.

Managing Director, Brent Friess gave the report for the Garage Superintendent, Jeremy Dietz. He reported on the following: A) Rangerbid online equipment auction results B) New arm mower should be in service next week and we are beginning to put salters on some extra trucks for winter preparation.

ACCOUNTS PAYABLE:

Advanced Drainage Systems	1,276.40
Interstate Billing Service/AIS	1,726.69
CCP Industries	867.09
CE&A Professional Services Co	359.43
Cintas Corporation	550.68
Coffield Oil Co Inc	549.26
Consumers Energy	2,131.91
County Road Association of Mi	14,259.64
D&D Truck & Trailer	786.67
D&G Equipment Inc	979.45
D&K Truck Company	735.94
D&M Pro Inc	7,821.43
Dalton Elevator	630.30

\$359

Deere & Company	114,646.78
Diligent Corporation	4,050.00
First Bankcard	680.58
Flint New Holland Inc	72,306.00
Henn Lesperance PLC	50.00
Home Depot Credit Services	392.44
Hubbard Supply Co	340.04
J&H Oil Company	2,376.18
Jay's Septic Tank Service	200.00
Kalin Construction Co Inc	148,136.95
Kimball Midwest	1,520.68
Maurer's Textile Rental	1,445.78
Michigan Cat	2,577.49
Michigan Chloride Sales LLC	6,947.31
John Michalec	24.15
Michigan Paving & Materials	1,262.00
Michigan State Police	3,011.38
Michigan Truck Spring	41.70
Lloyd Miller & Sons	61.91
Owosso Bolt & Brass Company	89.44
Pavement Recycling Inc	4,246.55
Pro Comm Inc	855.00
Red River Specialties Inc	2,839.20
Ricoh USA Inc	91.14
Rieth-Riley Construction Co In	364.82
Rowe Professional Services Com	19,083.00
Rozen Construction	35.00
Searles Construction Inc	1,095.74
SLH Metals Inc	994.20
Summit Companies	1,048.75
TASB Inc	667.00
The Town Tub	943.43
Valley Truck Parts	131.18
Versalift Midwest	1,445.00
Verizon Wireless	590.67
Waste Management	605.55
Win's Electrical Supply Company	66.96
Young Chevrolet-Oldsmobile-Cad	415.98

A motion was made by Commissioner Constine, supported by Commissioner Crawford, to approve Accounts Payable Vouchers #5793 & 5795 (Checks 18813 - 18870) totaling \$767,869.73 including a MERS ACH payment of \$137,337.18 and Payroll Vouchers 5794 (Checks 25969 - 25980) totaling \$53,651.47 including direct deposit files of \$47,832.32.

Roll Call Vote

Ayes, Commissioners Michalec, Crawford and Constine.

Nays, None.

Motion Carried.

PUBLIC COMMENTS:

Shiawassee County Commissioner, John Plowman, commented on the following: A) Preliminary Budget will be done by the next board meeting in October B) The changes made

to the retirement plans, he is anticipating that there should be some savings reported at our next board meeting as a result of those changes and C) the County would like to get some Parks and Recreation projects done next year.

COMMISSIONERS COMMENTS:

Commissioner Constine expressed some concern regarding the brush on Elms Road it is impairing your vision when pulling out onto that road. He also expressed concern regarding west on M-21 across Chipman, manholes were repaired, but they did not address the manhole at Chestnut and M-21 there is a bad manhole there.

ADJOURN:

Motion by Commissioner Constine, supported by Commissioner Crawford, to adjourn at 9:00 a.m.

Roll Call Vote

Ayes, Commissioners Crawford, Constine and Michalec.

Nays, None.

Motion Carried.

The next Regular Board Meeting is Tuesday, October 27<sup>th</sup>, 2020 at 7:30 a.m.

Respectfully Submitted,



Brent P. Friess, Managing Director



Jennifer Schiebner

Director of Finance and Human Resources/  
Clerk



Mike Constine, Commissioner



Ric Crawford, Commissioner



John A. Michalec, Commissioner