

The regular meeting of the Board of County Road Commissioners of the Shiawassee County Road Commission was held on Tuesday, December 28<sup>th</sup>, 2021, at 7:30 a.m. meeting 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 at the Shiawassee County Road Commission: Managing Director, Chris Cannon, Director of Finance and Human Resources/Clerk, Jennifer Schiebner, Superintendent of Operations, Troy Howes, Equipment Superintendent, Jeremy Dietz, and AFSCME Local 1071.1 Chairman, Arthur Krupp.

VISITORS:

Shiawassee County Commissioner, John Plowman, Vernon Township Supervisor, Burt DeClerg and AFSCME Local 1071.1, Union Representative, Jeff Apsey.

AGENDA:

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

All Ayes.

Motion Carried.

MINUTES:

A motion was made by Commissioner Crawford, supported by Commissioner Constine, to approve the minutes from December 14<sup>th</sup>, 2021.

All Ayes.

Motion Carried.

COMMUNICATIONS:

There were no Communications.

PUBLIC COMMENTS:

AFSCME, LOCAL 1071.1 Union Representative, Jeff Apsey, addressed the board regarding possibly utilizing the Road Commission facilities for the United Way and sponsoring of families at Christmas time. During this time, the families sponsored would come to the facility to pick up the donated items. This would be a good setup for them, if the board would allow them to utilize our building during this time.

UNFINISHED BUSINESS:

There was no Unfinished Business.

PUBLIC HEARING:

PUBLIC HEARING FOR THE 2022 GENERAL APPROPRIATIONS AND BUDGET:

A motion was made by Commissioner Crawford, supported by Commissioner Constine, to leave regular session and enter the Public Hearing for the 2022 General Appropriations and Budget for the Shiawassee County Road Commission at 7:34 a.m.

Roll Call Vote

Ayes, Commissioners Michalec, Crawford and Constine.

Nays, None.

Motion Carried.

A motion was made by Commissioner Constine, supported by Commissioner Crawford, to close the public hearing for the 2022 General Appropriations and Budget at 7:39 a.m. and enter back into regular session.

Roll Call Vote

Ayes, Commissioners Michalec, Crawford and Constine.

Nays, None.

Motion Carried.

NEW BUSINESS:

2022 GENERAL APPROPRIATIONS AND BUDGET:

A motion was made by Commissioner Constine, supported by Commissioner Crawford, to adopt the 2022 General Appropriations Act and Budget of the Shiawassee County Road Commission.

Roll Call Vote

Ayes, Commissioners Michalec, Crawford and Constine.

Nays, None.

Motion Carried.

2021 BUDGET AMENDMENT NO. 1:

A motion was made by Commissioner Crawford, supported by Commissioner Constine, to approve and sign the 2021 Budget Amendment No. 1 as presented and place it on file.

Roll Call Vote

Ayes, Commissioners Michalec, Crawford and Constine.

Nays, None.

Motion Carried.

2021 YEAR – END PROCESSING:

A motion was made by Commissioner Crawford, supported by Commissioner Constine, to authorize the following for 2021 year-end processing:

- Authorize the Director of Finance and Human Resources/Clerk to make up to a 50% transfer of primary road allocation to the local road fund or a 50% transfer of local road allocation to the primary road fund to be authorized for 2021.

- Authorize the Director of Finance and Human Resources/Clerk to make line-item adjustments on the Statement of Fund Balance (General Appropriations Budget) (MPA631 of 1978) and authorize the Director of Finance and Human Resources/Clerk to allocate the distributive and fringe expenditures to the various categories in the same proportion as the allocation of the actual distributive and fringe expenditures at the end of the 2021 calendar/fiscal year.
- Authorize the Director of Finance and Human Resources/Clerk to process vendor checks and deposit money with the Treasurer's office on December 30<sup>th</sup>, 2021, if needed, and that these checks will be reviewed by the Shiawassee County Board of Road Commissioners on January 11<sup>th</sup>, 2022.

Roll Call Vote

Ayes, Commissioners Michalec, Crawford and Constine.

Nays, None.

Motion Carried.

SEVEN COUNTY COUNCIL MEETING:

A motion was made by Commissioner Constine, supported by Commissioner Crawford, to authorize four supervisory employees and up to three commissioners to attend the Seven County Council Meeting held on Tuesday, January 18<sup>th</sup>, 2022, at the Clinton County Road Commission, at a cost not to exceed \$105.00.

All Ayes.

Motion Carried.

BID EXTENSION REQUEST FROM WOLF CREEK LANDSCAPE SERVICE, LLC FOR THE STATE TRUNKLINE M-ROUTE MOWING:

A motion was made by Commissioner Crawford, supported by Commissioner Constine, to approve the bid extension request from Wolf Creek Landscape Service, LLC, to extend their 2021 bid for the State Trunkline M-Route highway roadside mowing (M-52, M-71, M-21 and M-78).

All Ayes.

Motion Carried.

ADMINISTRATIVE WAGES:

A motion was made by Commissioner Constine, supported by Commissioner Crawford, to authorize a three percent (3%) hourly administrative wage increase for the Office Manager/Accounts Payable Clerk, Payroll Clerk and Engineering Technician effective January 1<sup>st</sup>, 2022.

All Ayes.

Motion Carried.

2022-2024 SUPERVISORY ASSOCIATION AGREEMENT:

A motion was made by Commissioner Constine, supported by Commissioner Crawford, to approve the agreement between the Shiawassee County Road Commission and the Supervisory Employee's Association, effective January 1<sup>st</sup>, 2022, through December 31<sup>st</sup>, 2024.

All Ayes.  
Motion Carried.

2022-2024 MANAGING DIRECTOR'S AGREEMENT:

A motion was made by Commissioner Crawford, supported by Commissioner Constine, to approve the agreement between the Shiawassee County Road Commission and the Managing Director, effective January 1<sup>st</sup>, 2022, through December 31<sup>st</sup>, 2024.

All Ayes.  
Motion Carried.

2022-2024 DIRECTOR OF FINANCE AND HUMAN RESOURCES/CLERK AGREEMENT:

A motion was made by Commissioner Crawford, supported by Commissioner Constine, to approve the agreement between the Shiawassee County Road Commission and the Director of Finance and Human Resources/Clerk, effective January 1<sup>st</sup>, 2022, through December 31<sup>st</sup>, 2024.

All Ayes.  
Motion Carried.

2022-2024 SUPERINTENDENT OF OPERATIONS AGREEMENT:

A motion was made by Commissioner Crawford, supported by Commissioner Constine, to approve the agreement between the Shiawassee County Road Commission and the Superintendent of Operations, effective January 1<sup>st</sup>, 2022, through December 31<sup>st</sup>, 2024.

All Ayes.  
Motion Carried.

ADMINISTRATIVE HANDBOOK:

A motion was made by Commissioner Crawford, supported by Commissioner Constine, to approve the revisions, as presented, to the Shiawassee County Road Commission Non-Exempt Administrative Handbook and distribute to the appropriate employees.

All Ayes.  
Motion Carried.

2022 TANDEM PLOW CHASSIS:

A motion was made by Commissioner Crawford, supported by Commissioner Constine, to approve the increase in cost of \$4,500.00 for the tandem plow chassis that is included in out 2022 budget, original motion will amend that cost to \$128,400.00.

All Ayes.  
Motion Carried.

STAFF REPORTS:

Managing Director, Chris Cannon, reported on the following: A) COVID Federal Aid Funds B) MDOT Final Walkthrough C) 2022 Township Projects and D) 2022 Township Meeting Schedule.

Director of Finance and Human Resources/Clerk, Jennifer Schiebner, reported on the following: A) MTF Update B) CRA 2021 Highway Conference and Road Show and C) COVID 19 new guidelines.

Superintendent of Operations, Troy Howes, reported on the following: A) Winter Maintenance - B) Tree trimming when we can - Commissioner Michalec stated that east side of C) Routine Maintenance when we are not working on winter maintenance.

Garage Superintendent, Jeremy Dietz, reported on the following: A) Update on Michigan CAT repairs on unit 700376 B) Uniforms that were on backorder finally came in C) 2021 Capitol purchase of column lifts from Mohawk will be here after the first of the year, however, we will cut the check in 2021 for payment.

ACCOUNTS PAYABLE:

44 North	572.60
AIS Construction Equipment	72,393.84
H. K. Allen Paper Company	918.00
ALTA EQUIPMENT CO	848.18
Scott Arbogast	35.00
Thomas Buckelew	290.00
Christopher Cannon	75.00
CE&A Professional Services Co	831.09
CE Auto	1,260.00
Certified Power Inc	86.87
Cintas Corporation	435.95
Consumers Energy	291.63
D&D Truck & Trailer	1,105.78
D&K Truck Company	202.32
Dalton Elevator	297.20
Ferrall's Tree Trimming	2,250.00
AT&T Mobility	522.69
Jason Gutting	290.00
Hodge Glass Service	750.00
Renae Holt	650.00
Hotsy of Mid-Michigan	384.50
Hutson Inc	555.92
Industrial Supply	262.50
J&H Oil Company	11,175.82
Jay's Septic Tank Service	280.00
Kennedy's Auto Repair LLC	329.88
Kimball Midwest	2,054.65
M&K Truck Centers of Flint	2,626.14
Maurer Heating & Cooling	1,136.12
MERS Retiree Health Funding V	748,471.58
Michigan Cat	8,033.73
John Michalec	23.52
Michigan Kenworth-Grand Rapids	159.55
Shawn Norton	290.00
North American Overhead Door	1,345.33

	\$526
David O'Berry	290.00
Kevin Ondrus	75.00
Pomp's Tire	1,134.08
Rose Pest Solutions	57.00
S&K Farm and Yard	63.00
Signature Ford-Lincoln-	1,690.78
Jody Smith	290.00
State of Michigan-MDOT	20,466.64
James Svrcek	290.00
Truck & Trailer Specialties In	1,345.88
Young Chevrolet-Oldsmobile-Cad	179.62

A motion was made by Commissioner Constine, supported by Commissioner Crawford, to approve Accounts Payable Voucher #5865 (Checks 20801 - 20846) totaling \$887,117.39 including MERS ACH for \$748,471.58. Payroll Vouchers #5864 (Checks 26589 – 26605) totaling \$79,793.87 including direct deposits of \$57,881.81.

Roll Call Vote

Ayes, Commissioners Constine, Crawford and Michalec.

Nays, None.

Motion Carried.

PUBLIC COMMENTS:

Shiawassee County Commissioner, John Plowman, commented on the following: A) Revised their Personnel Policy that was last updated in 1984 - They added an opt out payment for insurance which has saved them a lot of money B) January 1<sup>st</sup>, 2022 all salary will receive a two percent 2% increase C) Veterans building is coming along D) Bonded their MERS liability approximately 42 million– They estimate there will savings in their liability by bonding and not paying MERS monthly D) Complete change in the past six months on the Shiawassee County Board. Focusing on retention of employees E) COVID Funds - Do we help County Road Commission and/or Townships – There is a lot of discussion on this or utilizing these funds to reduce their pension liability F) Pleased with the Road Commissions changes that were made for new hires on our retirement plan G) Very pleased with the County Administrator, he has done a great job working with the employees and Commissioners and H) New storage facility/building is on the agenda again for approval in January of this year.

Local AFSCME, Chapter 1071.1 Chairman, Arthur Krupp, addressed the board regarding time off due to COVID quarantine and if the board had any ideas how to handle multiple quarantines and employee's running out of time. He also asked if they could use unpaid time, so they are not using up all of their paid time off. Shiawassee County Road Commission, Board Chairman, John Michalec, stated he would recommend that he get with the Managing Director regarding his concerns and any discussions on unpaid time off.

CLOSED SESSION:

A motion was made by Commissioner Constine, supported by Commissioner Crawford, to leave regular session and go into closed session at 8:55 a.m. to review the closed session minutes of December 14<sup>th</sup>, 2021.

Roll Call Vote

Ayes, Commissioners Crawford, Constine and Michalec.

Nays, None.  
Motion Carried.

A motion was made by Commissioner Crawford, supported by Commissioner Constine, to leave closed session and enter back into regular session at 9:21 a.m.

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 closed session minutes of December 14<sup>th</sup>, 2021.

All Ayes.  
Motion Carried.

COMMISSIONERS COMMENTS:

Commissioners Constine and Crawford inquired about when the new insurance cards will be arriving. Jennifer stated we are supposed to have them prior to the first of the year, however, she can give you your policy number this week, if needed.

ADJOURN:


Motion by Commissioner Constine, supported by Commissioner Crawford, to adjourn at 9:23 a.m.

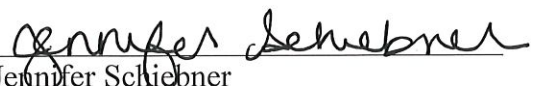
All Ayes.  
Motion Carried.


The next regular board meeting is Tuesday, January 11<sup>th</sup>, 2022, at 7:30 a.m.

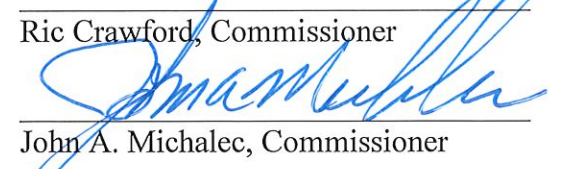
Respectfully Submitted,

  
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Chris Cannon, Managing Director

  
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Mike Constine, Commissioner

  
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Jennifer Schiebner  
Director of Finance and Human Resources/  
Clerk

  
\_\_\_\_\_  
Ric Crawford, Commissioner

  
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John A. Michalec, Commissioner

