

MONROE COUNTY ROAD COMMISSION

REGULAR MEETING AGENDA

October 8, 2018 - 5:30 p.m.

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. OPENING PRAYER
5. APPROVAL OF REGULAR MEETING AGENDA
6. PUBLIC COMMENT
7. CONSENT AGENDA (with immediate effect)
 - 1) Approval of Minutes - September 24, 2018 Regular Meeting Minutes
 - 2) Approval of Journal Entry

No. 671 Vendor Checks #72970 -73028	\$ 857,495.58
No. 689 Payroll Checks #64137-64155 & Advice #24686-24779	\$ 288,064.91
ACH Pmt - FICA 3 rd party sick pay	\$ 45.90
Bank Service Charge - September 2018	\$ 93.00
AFSCME CBA Bonus Checks #64156-64174	\$ 18,612.00
 - 3) Township Contracts - N/A
 - 4) Approve the Amended MCRC Work Rules Policy #2018-07.
 - 5) Approve the extension to the 2016 PASS QB Texture Seal contract with Pavement Maintenance Systems, LLC for the 2018 season.
8. UNFINISHED BUSINESS
9. NEW BUSINESS
10. REPORT OF OFFICERS
11. PUBLIC COMMENT
12. COMMISSIONER'S COMMENT
13. ADJOURNMENT

**MINUTES OF THE BOARD OF COUNTY ROAD COMMISSIONERS
MONROE, MICHIGAN
September 24, 2018**

1. At a Regular Meeting of the Board of County Road Commissioners at their offices located at 840 S. Telegraph Road, Monroe, Michigan on Monday, September 24, 2018 the meeting was called to order by Chairman Iacoangeli at 5:34 p.m.

2. Roll Call by Deputy Clerk as follows:

PRESENT

Greg W. Stewart
Charles A. Londo
Dan Minton
Paul Iacoangeli

EXCUSED

Stephen J. Pace

A quorum being present, the Board proceeded to transact business.

3. Commissioner Iacoangeli led the Pledge of Allegiance.

4. Commissioner Iacoangeli led the Opening Prayer.

5. Commissioner Stewart moved, seconded by Commissioner Minton to approve the September 24, 2018 regular meeting agenda as amended. Vote: Ayes: 4 Nays: 0 Excused: 1 Motion carried.

6. Public Comment – None.

7. The following items were listed on the Consent Agenda: *(with immediate effect)*

1) Approval of Minutes- September 10, 2018 Regular Meeting Minutes

2) Approval of Journal Entry

No. 633 Vendor Checks #72883-72941 \$ 622,579.66

No. 647 Payroll Checks #64101-64121 & Advice #24591-24685 \$ 283,290.88

Cafeteria Plan Pmts – 3rd qtr Checks #64122-64136 \$ 13,240.95

No. 648 Vendor Checks #72942-72929 \$ 769,896.50

3) Township Contracts – N/A

4) Approve and sign the License Agreement Eric Leggett, 19876 Todd Road, Petersburg, Michigan to install and maintain private drainage under Todd Road, in accordance with requirements stated in Permit #2018-000317 issued by the MCRC.

Commissioner Minton moved, seconded by Commissioner Stewart to approve the September 24, 2018 Consent Agenda as presented. Vote: Ayes: 4 Nays: 0 Excused: 1 Motion carried.

8. Unfinished Business -

1) Approve 2019 MCRC Proposed Budget.

Commissioner Londo inquired if the staff was able to obtain information on the additional funding that was mentioned at the budget public hearing.

Ms. Hawkins-Freelain indicated that the information was in the Managing Director communication.

Commissioner Stewart added that the article was in the communication outlining that the Governor would like to see the money go to roads, but it will more than likely be applied to schools, etc. It has not been appropriated yet, so it is still a long journey.

Commissioner Iacoangeli agree that the debate is far from over, because the local school system may challenge it if the money goes to the road system.

Commissioner Londo moved, seconded by Commissioner Minton to approve the 2019 MCRC Budget as proposed. Vote: Ayes: 4 Nays: 0 Excused: 1 Motion carried.

2) Continued discussion on the Scofield Road Abandonment Request.

Commissioner Minton stated that he would have liked the input from the township showing they support this abandonment. He hoped the township supervisor would have been in attendance this evening. They have heard comments from those opposed to the abandonment at the last meeting. The staff prepared the information as requested by the Board with regard to how much MTF money is received and the traffic counts for Scofield Road, but the Road Commission has not received any type of written formal support from the township.

Tom Boggs, Exeter Township Trustee, stood up and indicated three township officials were attending the meeting as the supervisor is out of town.

Commissioner Stewart agreed that he would have like to hear from the township. He has reviewed the minutes from the township meeting where they voted, but he would like to make sure the township is working for the good of the entire township when moving to abandon this road. He has heard the concerns of the citizens citing use or safety conflict as a compelling reason against the abandonment, but this board is making the assumption that the township is acting in the best interest of their citizens.

Commissioner Londo indicated he understood the citizen's concerns voiced at the last meeting. He also understood the township's compelling argument that the \$1.44 million dollars they would receive when that road section is abandoned would go to fix their local roads which would benefit their citizens. He stated he was ready to vote.

Commissioner Stewart asked if a township representative could come to the podium to answer some questions. Tom Boggs, Township Trustee, stepped up to the podium.

Commissioner Stewart asked Mr. Boggs if he felt the township had voted in the best interest of the entire township after hearing all the concerns from the citizens in their open meeting. Mr. Boggs indicated yes.

Commissioner Stewart asked if the township officials had discussed with the residents how the money received would be spent of their roads. Mr. Boggs indicated if the abandonment is approved, the residents were told that work on Scofield, Bitz and Geirman Roads would be the first priority for upgrades. The township's intent is to have a special road meeting to discuss what type of fix would be applied to which roads. He added that this money would make extensive improvements to many township roads. It would go a long way.

Commissioner Stewart again asked if Mr. Boggs was telling the Road Commission Board that the township acted in the best interest of the entire townships and its residents. He wasn't sure that the idea of a township getting money to abandon a road was normal procedure.

Mr. Costello, MCRC Legal Counsel, indicated he have never seen it before, and wasn't able to perform research to see if it had been done elsewhere. Mr. Boggs indicated that the township legal counsel worked with Stoneco to make sure everything was legitimate.

Commissioner Stewart asked if the Road Commission staff had any objection to this abandonment. Mr. Snell indicated there was no objection to the Road Commission giving up their interest in this section of the local road.

Commissioner Londo asked if the traffic count was normal for this type of road. The information did not provide any type of comparison, a before and after count, or an average versus heavy traffic periods. He also asked if there was any concerns from the emergency response agencies. Mr. Snell indicated the traffic counters were left in place for 48 hours and came in at 90 ADT. To give an example, a primary road might average 2500 vehicles per day, so 90 ADT on a local road would be considered low. Mr. Snell did speak with Central Dispatch and they did not have any concerns about emergency situation response times.

Commissioner Londo asked Mr. Boggs about the possible additional jobs from StoneCo that the abandonment would provide to township citizens as mentioned in the prior meeting. Mr. Boggs wasn't sure the exact number and there wasn't a company representative in attendance. He explained Stoneco planned to expand and mine across the roadway and if he had to guesstimate he would say maybe five (5) jobs would be added. He also added that he talked with the Mayor of Village of Maybee and the township has a mutual agreement with the London/Maybee fire department to cover the western side of Scofield. He also indicated that improvements to Geirman Road would improve response time.

Commissioner Minton asked if it was still the townships preference to have this road abandoned. Mr. Boggs responded it was the unanimous vote of the board six (6) months ago.

Commissioner Minton asked if there were any concerns voiced by Airport Schools Transportation. Mr. Snell indicated he talked with the school and learned there were four (4) buses travel this road and they did not say it would be detrimental to their routes.

Commissioner Iacoangeli indicated he was highly disappointed in the township. He would have liked the township to have sent a written letter to the Road Commission stating their support and approval of the abandonment request. The Road Commission works in concert with the 15 townships and we always like to have the support and approval from the township when moving forward. There has been two abandonments since he has been on the board, and one time the township asked the Road Commission to deny the abandonment and stated their reasons. The second time the township also voiced concern and the parties worked together to come up with a solution. The township then sent a letter outlining the agreement. Even though someone from the township has voiced an implied approval, it would have been better to have a written position from the township on this issue, similar to what has been done by other townships.

Commissioner Iacoangeli indicated he would like to deny the abandonment until such time as the township sends a written letter of support for the abandonment before this board takes any action. As far as public safety and response time goes, without the proper study subjective comments should not be made because there are a lot of factors involved in determining how this would affect the various emergency response agencies.

Commissioner Iacoangeli again voiced his concern citing the biggest opposition for him was the fact that the township has made failed to provide any type of official information regarding their position on the abandonment. The Road Commission had to formally request a copy of the minutes and the cooperation agreement. He realizes you cannot make everyone happy, but the Road Commission relies on the support of our partners (the townships) before taking action on issues that affect the motoring public and nothing has been received from the township.

Commissioner Londo asked Mr. Boggs if the township was opposed to providing a written letter of support to the Road Commission on the abandonment. Mr. Boggs said it would have been done had they been asked to do that. He was not aware that the township was asked to provide a letter.

Commissioner Stewart stated he felt the townships support came in the form of their meeting minutes and the cooperation agreement with Stoneco. But he agreed, it would have been better to have an official letter from the township outlining their support instead of having to ask for the information.

Mr. Costello indicated if the board chooses, they can postpone taking action to a date certain.

The next regular township meeting will be the third Tuesday in October. The township officials would need to discuss any type of special meeting with the Supervisor upon his return.

Commissioner Iacoangeli moved, supported by Commissioner Londo to postpone any action on the Scofield Road abandonment request to allow Exeter Township to submit a formal letter of support (or request for denial) and this issued would be added to the MCRC 10/22/2018 agenda under Unfinished Business. Vote: Ayes: 4 Nays: 0 Excused: 1 Motion carried.

9. New Business –

- 1) Approve the Resolution to impose a 15-ton weight limit on the certified portion of Joann Street and Birchwood Drive, Berlin Charter Township, Monroe County, Michigan.

Commissioner Londo asked what prompted this action. Mr. Pierce explained that residents have been calling about large trucks running on their recently chip sealed roads. Residents will be attending the Berlin Charter Township meeting to also voice their concerns. When the staff checked out the complaints, we learned a logging company has been hired to take down trees in a private wooded area and the company is not willing to take care of the roads, so the Road Commission needs to protect our assets.

Commissioner Minton moved, support by Commissioner Londo to approve the Resolution to impose a 15-ton weight limit on the certified portion of Joann Street and Birchwood Drive, Berlin Charter Township, Monroe County, Michigan. Vote: Ayes: 4 Nays: 0 Excused: 1 Motion carried.

10. Report of Officers –

Randy Pierce (Managing Director) – Mr. Pierce informed the board that the walls are going up on the NE Salt Facility and it is on schedule to be completed the end of October. He also explained that Camden Regis and Matt Snell attended an engineering job fair last week looking to recruit engineering interns.

Matthew Snell (County Highway Engineer) – Mr. Snell indicated the job fair went well. He also advised the board that they are upgrading signals at Lewis and Rauch Roads and also Yargerville and Strasburg Roads and other locations throughout the county.

David M. Leach (Superintendent of Maintenance) – Mr. Leach indicated the staff has been meeting with the 15 townships to discuss the 2019 projects. Crews are pulling berms and preparing for second application of dust control. The S. Stony Creek project is moving along with paving starting at Telegraph. The Jackman and Douglas Road projects will be base stabilized this week, and paved in about 7-10 days.

Mr. Leach was happy to announce the Lillian Subdivision project was completed last week. Other projects are being wrapped up. He also indicated they are waiting on the trusses but should be complete before the November 2nd deadline.

Dori Hawkins-Freelain (Director of Finance) – Ms. Hawkins-Freelain thanked the board for their support and approval on the 2019 MCRC Budget.

Philip Costello (General Counsel) – Mr. Costello had nothing additional to report.

Commissioner Minton asked if the issue with the Sandywell Drive project in Bedford Township had been resolved. Mr. Snell indicated the parties came to an agreement so it has been resolved.

Commissioner Iacoangeli asked if the 5-year plan would be published on the MCRC website when completed. Mr. Snell explained that is still in the discussion phase. To put the document out there for public consumption could create issues as it will be a working document that could change and some citizens might view it as all projects listed are written in stone. At this point it is being viewed as an internal document, but citizens are welcome to call Dave Leach or himself about future projects.

11. Public Comment -

David Hoffman, County Commissioner, asked if more advanced notice could be given before getting to the stop sign at Strasburg and Yargerville Roads. He wasn't sure if the lights were motion activated or how they work. He also indicated he would like to see the ditching get done to reverse the water flow on Totten Road. He also indicated that Ms. Uhl from Dundee Township indicated they had additional monies for ditching.

Enrique Perez, 10596 Bitz Road, Maybee, addressed the board about the Scofield Road abandonment. He stated he wished the three township officials would have stayed to hear his concerns. He stated most of the information is inaccurate. He explained the only road that was been discussed getting improvements is Geirman Road, which is a road that one of the officials son lives on. During the town hall meeting, the residents said since they are most affected by this closure their roads should see improvements first. Citizens have asked questions, but received no answers from township officials.

Mr. Perez reminded the board that at the last meeting, Fire Chief Sweeney explained that Exeter Township handles most of the fires west of Scofield because the London/Maybee fire department is short staffed. Scofield Road is an important road to get to the other side of the township. There are more curves and corners which takes the truck longer as they need to drive slower.

Mr. Perez indicated the township board isn't telling the truth about what roads will receive the money being paid by Stoneco. They don't live in the affected area so they aren't concerned about the roads that immediately affect these residents. He added that the road board asked questions from the township at the last meeting and the township failed to provide any answers. The citizens are being told the township can't guarantee where the money will be spent, yet Stoneco said it was outlined in the agreement how the money was to be spent. The township officials keep changing what they tell the residents.

At the prior meeting, Commissioner Pace asked Stoneco for a letter outlining how they were going to help residents, like providing a new access for the Sweeney farm that will be closed with this abandonment. Did the Road Commission get any information regarding that request?

Mr. Perez stated that residents have been threatened and harassed to support this abandonment by township officials. There has only been one meeting and nothing else scheduled. The township officials keep saying roads will be improved, yet when asked about improvements to Bitz and Scofield Roads township officials cannot guarantee anything.

Mr. Perez indicated the traffic counters were put on the road the week of the fair so you probably did not get an accurate reading. Residents in that area are farmers and they were at the fair most all day so you didn't get an accurate assessment of the vehicles traveling this road that had the counters been put out during a different week.

He also indicated his father was a firefighter for the City of Detroit for 40 years, and he knows a house can become engulfed in less than 5 minutes and timing is everything. He feels the township officials do not truly care about the residents living in this area.

Again, the township officials came to the meeting tonight unprepared. He would have liked the township officials to hear how they have lied and misled township residents about this abandonment process. The residents are aware the road will more than likely be closed, but our questions and concerns are not be addressed or answered. He thanked the board for allowing him to share his concerns.

Glen Burks, Scofield Road resident, appreciated the questions and concerns voiced by the board. He was grateful for the common sense questions that the road board asked about this issue.

12. Commissioners' Comments -

Commissioner Pace was excused.

Commissioner Stewart stated he felt the 5-year plan should be available to view in the lobby. He felt when people see what type of work is being done, they will see the benefit of how the Road Commission is moving forward with a future plan. He also indicated he would be available on 10/11 to meet with MDOT.

Commissioner Stewart also stated MDOT had a contractor working on Lewis Avenue, and they did a good job, but had a bad attitude and used foul language to motorists. He would like the Road Commission to have a little more control and influence on these contractors.

Commissioner Londo had nothing additional to report.

Commissioner Minton indicated he was excused from the original abandonment hearing. He read the meeting minutes, but they do not accurately capture the emotions. He thanked Mr. Perez for his comments.

Commissioner Iacoangeli stated he appreciated the comments about the 5-year plan and understood the expectations associated with it. He felt it would be a good communication tool, but understood funding, materials and project details could and will probably change.

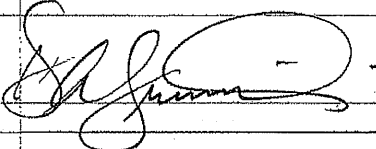
The Board scheduled a workshop to discuss road maintenance for Thursday, October 11, 2018 at 10 a.m.

13. Adjournment -

Chairman Iacoangeli stated if there are no objections, the meeting is adjourned at 6:30 p.m.

Cheryl A. U'Ran, Deputy Clerk

MONROE COUNTY
JOURNAL ENTRY

DATE: 09/26/2018			NUMBER: 671		
ACCOUNT NUMBER			AMOUNT		
Fund	Activity	Account	DESCRIPTION AND EXPLANATION OF ENTRY	Debit	Credit
201	00000	001000	Cash - County Road		\$857,495.58
201	44900	974500	Capital Outlay - County Road	\$857,495.58	
			<i>To Cover Vendor Checks dated 09/27/2018</i>		
			<i>Checks # 72970 - 73028</i>		
			\$857,495.58		
			From: County Road Account		
			#100-90015-2		
			To: County Road Vendor Account		
			#100-90020-5		
			<u>Funds will be transferred internally at</u>		
			<u>MB&T by the County Treasurer</u>		
			TOTAL	\$857,495.58	\$857,495.58
PREPARED BY: Joy Bagnall					
APPROVED BY: 					

Date 09/26/2018
Time 11:34:04

Monroe County Road Commission
AP - Check Register

Page 1 of 2
jbagnall

----- Check -----		----- Vendor -----		Check
Number	Date	Number	Name	Amount
72970	09/27/2018	A00162	Aggregate Industries - Midwest	2,069.32
72971	09/27/2018	A00203	AndCo Consulting, LLC	4,500.00
72972	09/27/2018	A00096	Anderzack-Pitzen Construction	35,560.87
72973	09/27/2018	A00202	Applied Imaging	179.39
72974	09/27/2018	B00040	Battery Wholesale	313.48
72975	09/27/2018	B00156	Blue Cross Blue Shield of Mich	49,575.34
72976	09/27/2018	B00163	Blue Water Industrial Supply	1,151.17
72977	09/27/2018	B00157	Budget Tire Company	426.00
72978	09/27/2018	C00285	Chapp & Bushey Oil Co.	27,088.86
72979	09/27/2018	C00312	CHOP	40,562.00
72980	09/27/2018	C00308	CommPar, LLC	143.39
72981	09/27/2018	C00260	County Agency Admn. Fund	247.01
72982	09/27/2018	B00030	Crystal Flash	327.58
72983	09/27/2018	D00014	DTE Energy	3,900.33
72984	09/27/2018	F00052	Fleetpride	388.33
72985	09/27/2018	G00104	G & T Services, Inc.	9,434.83
72986	09/27/2018	G00032	Gerken Materials, Inc	451.22
72987	09/27/2018	G00059	Gerken Paving Inc.	10,489.50
72988	09/27/2018	G00014	Great Lakes Western Star	555.41
72989	09/27/2018	H00012	Herkimer Radio Service	105.00
72990	09/27/2018	I00002	Ida Farmers Co-op	156.00
72991	09/27/2018	L00010	Leckler's Inc.	57.27
72992	09/27/2018	L00018	Liquid Calcium Chloride Sales	21,217.87
72993	09/27/2018	L00062	Lyden Oil Company	527.02
72994	09/27/2018	M00107	M-50 Truck Tractors & Auto Inc	108.24
72995	09/27/2018	M00012	Mannik & Smith	58,964.59
72996	09/27/2018	M00013	Manpower Inc.	1,409.14
72997	09/27/2018	M00024	Messina Concrete Inc	57.50
72998	09/27/2018	M00029	Mich Dept Of Transportation	26,038.49
72999	09/27/2018	X20127	Michael Barton	75.00
73000	09/27/2018	M00087	Michigan Cat	1,051.34
73001	09/27/2018	M00258	Michigan Chloride Sales LLC	16,428.00
73002	09/27/2018	M00266	Michigan Materials & Aggregate	18,941.20
73003	09/27/2018	M00245	Michigan Paving & Materials Co	3,270.14
73004	09/27/2018	M00028	Monroe Bank & Trust	172.60
73005	09/27/2018	M00067	Monroe News	90.00
73006	09/27/2018	M00218	Monroe Plumbing & Heating Co	512.00
73007	09/27/2018	M00096	Moriarty Co, Howard T.	1,028.08
73008	09/27/2018	P00005	Peerless Supply Co	52.82
73009	09/27/2018	P00014	Pitney Bowes	105.00
73010	09/27/2018	P00106	Progressive Sweeping Cont. Inc	975.00
73011	09/27/2018	Q00001	Quill Corporation	47.99
73012	09/27/2018	R00106	Rapid Shred, LLC	41.40
73013	09/27/2018	S00230	Selking International	545.65
73014	09/27/2018	S00031	Severance Electric Co. Inc	1,297.00
73015	09/27/2018	S00246	Shamrock Fence Company Inc	7,150.00
73016	09/27/2018	S00003	St. Regis Culvert Inc	5,837.25
73017	09/27/2018	S00239	Staples Advantage	228.39
73018	09/27/2018	S00039	Stoneco of Michigan	2,235.55

Date 09/26/2018
Time 11:34:04

Monroe County Road Commission
AP - Check Register

Page 2 of 2
jbagnall

----- Check -----		----- Vendor -----		Check
Number	Date	Number	Name	Amount
73019	09/27/2018	S00039	Stoneco of Michigan	15,792.72
73020	09/27/2018	S00169	Stoneco of Michigan	227.17
73021	09/27/2018	T00009	Stoneco of Michigan	2,544.13
73022	09/27/2018	S00192	Sun Life Financial	4,233.88
73023	09/27/2018	T00081	Tenmile Creek Excavating, LLC	475,452.85
73024	09/27/2018	T00050	Tractor Supply Credit Plan	593.90
73025	09/27/2018	T00083	Truck & Trailer Specialties	255.60
73026	09/27/2018	T00132	Tyme Consulting Engineers Inc	1,536.55
73027	09/27/2018	C00015	Verizon Wireless	137.51
73028	09/27/2018	W00009	Wayne County	631.71
Report Total				857,495.58

Monroe County Road Commission
AP - Open Invoice by Fund
Fund - 201

Vendor Number	Vendor Name	Invoice Number	Invoice Date	Due Date	Gross Amount	Discount Amount	Net Amount	Status	Payment Type
A00096	Anderzack-Pitzen Construction	EST 1 NE SALT	07/16/2018	08/16/2018	11,895.50		11,895.50	Held	Check
		EST 2 NE SALT	09/04/2018	10/04/2018	6,238.75		6,238.75	Held	Check
		EST 3 NE SALT	09/20/2018	10/20/2018	1,871.63		1,871.63	Held	Check
					20,005.88		20,005.88		
B00026	Buck & Knobby	P37485	09/18/2018	10/18/2018	134.97		134.97	Held	Check
E00001	E.R. Zeiler Excavating, Inc.	EST1 INDIANACRE	07/14/2018	08/14/2018	4,083.75		4,083.75	Held	Check
		EST2 INDIANACRE	07/28/2018	08/28/2018	2,299.01		2,299.01	Held	Check
		EST3 INDIANACRE	08/11/2018	09/11/2018	6,877.68		6,877.68	Held	Check
		EST4 INDIANACRE	09/12/2018	10/12/2018	16,150.96		16,150.96	Held	Check
		EST5 INDIANACRE	09/12/2018	10/12/2018	7,488.29		7,488.29	Held	Check
					36,899.69		36,899.69		
E00075	Erie Construction LLC	EST 1 HURD	06/20/2018	07/20/2018	3,408.05		3,408.05	Held	Check
		EST 1 VIVIAN	06/29/2018	07/29/2018	2,147.19		2,147.19	Held	Check
		EST 2 HURD	07/03/2018	08/03/2018	1,364.60		1,364.60	Held	Check
		EST 2 VIVIAN	07/18/2018	08/18/2018	2,095.57		2,095.57	Held	Check
		EST 3 HURD	07/18/2018	08/18/2018	227.35		227.35	Held	Separate Check
					9,242.76		9,242.76		
G00098	Geddis Paving & Exc., Inc.	EST 1 MOHAWK	08/04/2018	09/04/2018	679.23		679.23	Held	Check
		EST 2 MOHAWK	09/01/2018	10/01/2018	2,020.52		2,020.52	Held	Separate Check
		EST 3 MOHAWK	09/17/2018	10/17/2018	3,767.22		3,767.22	Held	Check

Date 09/26/2018
Time 11:56:20

Monroe County Road Commission
AP - Open Invoice by Fund
Fund - 201

Vendor Number	Vendor Name	Invoice Number	Invoice Date	Due Date	Gross Amount	Discount Amount	Net Amount	Status	Payment Type
L00065	Lowes Home Center, Inc	02713	09/18/2018	10/18/2018	18.02		18.02	Held	Check
		13432	09/19/2018	10/19/2018	73.40		73.40	Held	Check
					6,466.97		6,466.97		
M00012	Mannik & Smith	76523	09/17/2018	10/17/2018	119.00		119.00	Held	Check
		76524	09/17/2018	10/17/2018	119.00		119.00	Held	Check
		76553	09/18/2018	10/18/2018	113.75		113.75	Held	Check
					91.42		91.42		
					351.75		351.75		
M00245	Michigan Paving & Materials Co	155210	09/25/2018	10/25/2018	3,129.72		3,129.72	Held	Check
		155218	09/25/2018	10/25/2018	3,174.85		3,174.85	Held	Check
					6,304.57		6,304.57		
M00069	Monroe Industrial Supply	42-0828	09/18/2018	10/18/2018	108.36		108.36	Held	Check
M00291	Monroe Napa	325833	07/16/2018	08/16/2018	-14.26		-14.26	Held	Check
S00229	Smiley Tire & Retreading	185994	09/19/2018	10/19/2018	712.98		712.98	Held	Check
S00169	Stoneco of Michigan	1002112	09/18/2018	10/18/2018	201.25		201.25	Held	Check
		1002270	09/18/2018	10/18/2018	283.04		283.04	Held	Check
		1002271	09/18/2018	10/18/2018	484.04		484.04	Held	Check

Monroe County Road Commission
AP - Open Invoice by Fund
Fund - 201

Vendor Number	Vendor Name	Invoice Number	Invoice Date	Due Date	Gross Amount	Discount Amount	Net Amount	Net Status	Payment Type
S00169	Stonoco of Michigan	1002276	09/18/2018	10/18/2018	630.59		630.59	Held	Check
		1002458	09/18/2018	10/18/2018	449.27		449.27	Held	Check
		1002465	09/18/2018	10/18/2018	100.54		100.54	Held	Check
					2,148.73		2,148.73		
T00009	Stonoco of Michigan	1002086	09/18/2018	10/18/2018	338.34		338.34	Held	Check
		1002256	09/18/2018	10/18/2018	374.89		374.89	Held	Check
		1002263	09/18/2018	10/18/2018	93.94		93.94	Held	Check
		1002389	09/18/2018	10/18/2018	268.95		268.95	Held	Check
					1,076.12		1,076.12		
T00083	Truck & Trailer Specialties	HSO003758	09/17/2018	10/17/2018	63.90		63.90	Held	Check
		HSO003769	09/17/2018	10/17/2018	328.08		328.08	Held	Check
					391.98		391.98		
U00036	UniFirst Corporation	150 0108843	09/19/2018	10/19/2018	171.23		171.23	Held	Check
					84,093.15		84,093.15		
					84,093.15		84,093.15		

Fund Total for 201

Report Total

Date 09/26/2018
Time 10:41:33

Monroe County Road Commission
AP - Payment Selection Register

Vendor -----		Invoice -----				Gross		Discount		Net		Pay		Discount	
Number	Name	Number	Date	Due Date	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Comments
A00162	Aggregate Industries - Midwest	709253952	08/20/2018	09/20/2018	305.40	305.40			305.40		305.40				Stone
		709356135	08/30/2018	09/30/2018	305.96	305.96			305.96		305.96				Stone
		709405677	09/10/2018	10/10/2018	213.06	213.06			213.06		213.06				Stone
		709405678	09/13/2018	10/13/2018	334.04	334.04			334.04		334.04				Stone
		709405679	09/13/2018	10/13/2018	328.08	328.08			328.08		328.08				Stone
		709405680	09/13/2018	10/13/2018	582.78	582.78			582.78		582.78				Stone
A00203	AndCo Consulting, LLC	26391	09/28/2018	10/28/2018	2,069.32	2,069.32			2,069.32		2,069.32				
A00096	Anderzaack-Pitzen Construction	EST 3 NE SALT	09/20/2018	10/20/2018	37,432.50	37,432.50			37,432.50		37,432.50				Qtrly Fin Investment Advisory Fee
A00202	Applied Imaging	1191359	09/04/2018	10/04/2018	179.39	179.39			179.39		179.39				Cons-NE Salt Barn
B00040	Battery Wholesale	05-038153	09/12/2018	10/12/2018	313.48	313.48			313.48		313.48				Copy Machines-Fin/Eng/Admm/Mtc
B00156	Blue Cross Blue Shield of Mich	OCT 51033 602	09/05/2018	10/05/2018	49,575.34	49,575.34			49,575.34		49,575.34				Pts for equip
B00163	Blue Water Industrial Supply	48198-00	09/12/2018	10/12/2018	648.50	648.50	6.49		642.01		642.01				Health-Medicare Plus Group
		48199-00	09/12/2018	10/12/2018	514.30	514.30	5.14		509.16		509.16				Nuts & Bolts
B00157	Budget Tire Company	1-157891	09/05/2018	10/05/2018	1,162.80	1,162.80	11.63		1,151.17		1,151.17				Nuts & Bolts
C00285	Chapp & Bushey Oil Co.	172755	09/04/2018	10/04/2018	18,745.14	18,745.14			18,745.14		18,745.14				Tires/Tubes
		172756	09/04/2018	10/04/2018	8,343.72	8,343.72			8,343.72		8,343.72				Fuel Inv
C00312	CHOP	6675	09/18/2018	10/18/2018	27,088.86	27,088.86			27,088.86		27,088.86				Fuel Inv
					40,562.00	40,562.00			40,562.00		40,562.00				Tree Removal

Monroe County Road Commission
AP - Payment Selection Register

Vendor -----		Invoice -----			Discount		Pay		Discount	
Number	Name	Number	Date	Due Date	Gross Amount	Amount	Amount	Net Amount	Lost	Comments
C00308	CommPar, LLC	238440-00	09/10/2018	10/10/2018	143.39		143.39	143.39		Pts for equip
C00260	County Agency Admn. Fund	000003824	08/31/2018	09/30/2018	247.01		247.01	247.01		Cons-S. Stony
B00030	Crystal Flash	000984788	09/10/2018	10/10/2018	327.58		327.58	327.58		Yard Exp
D00014	DTE Energy	AUG 100 65688	09/19/2018	10/15/2018	843.66		843.66	843.66		Electricity-Summerfield Garage/Trailers
		SEP 100 65555	09/20/2018	10/15/2018	887.01		887.01	887.01		Electricity-Mfc
		SEP 146 56037	09/20/2018	10/15/2018	2,125.19		2,125.19	2,125.19		Electricity-Monroe
		SEP 14656136	09/19/2018	10/15/2018	44.47		44.47	44.47		Electricity-Monroe Salt-Shed
F00052	Fleetpride	9280922	09/12/2018	10/12/2018	3,900.33		3,900.33	3,900.33		Equip Mtc
G00104	G & T Services, Inc.	21836	09/20/2018	10/20/2018	9,434.83		9,434.83	9,434.83		Brush Control Spraying
G00032	Gerken Materials, Inc	148433	09/08/2018	10/08/2018	174.27		174.27	174.27		Asphalt Mat'l
		148434	09/08/2018	10/08/2018	111.00		111.00	111.00		Asphalt Mat'l
		148435	09/08/2018	10/08/2018	165.95		165.95	165.95		Asphalt Mat'l
G00059	Gerken Paving Inc.	208-18*1CARLROC	08/30/2018	09/30/2018	451.22		451.22	451.22		Cons-Carleton Rockwood
G00014	Great Lakes Western Star	616900	09/04/2018	10/04/2018	127.10		127.10	127.10		Pts for equip
		617132	09/10/2018	10/10/2018	130.28		130.28	130.28		Pts for equip
		617133	09/10/2018	10/10/2018	49.28		49.28	49.28		Pts for equip
		617364	09/13/2018	10/13/2018	37.03		37.03	37.03		Pts for equip
		617581	09/18/2018	10/18/2018	211.72		211.72	211.72		Pts for equip
					555.41		555.41	555.41		

Monroe County Road Commission
AP - Payment Selection Register

Vendor -----		Invoice -----				Gross		Discount		Net		Pay		Discount	
Number	Name	Number	Date	Due Date	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Comments
H00012	Herkimer Radio Service	20726	09/04/2018	10/04/2018	105.00				105.00		105.00		105.00		Radio Mtc
I00002	Ida Farmers Co-op	00484271	09/18/2018	10/18/2018	156.00				156.00		156.00		156.00		Grass Seed Inv
L00010	Leckler's Inc.	179595	09/13/2018	10/13/2018	18.50				18.50		18.50		18.50		Pts for equip
		98881	09/10/2018	10/10/2018	38.77				38.77		38.77		38.77		Pts for equip
					57.27				57.27		57.27		57.27		
L00018	Liquid Calcium Chloride Sales	057687	09/13/2018	10/13/2018	5,296.62				5,296.62		5,296.62		5,296.62		Chloride
		057688	09/13/2018	10/13/2018	5,298.99				5,298.99		5,298.99		5,298.99		Chloride
		057693	09/14/2018	10/14/2018	5,342.80				5,342.80		5,342.80		5,342.80		Chloride
		057700	09/18/2018	10/18/2018	5,279.46				5,279.46		5,279.46		5,279.46		Chloride
					21,217.87				21,217.87		21,217.87		21,217.87		
L00062	Lyden Oil Company	1477415	09/13/2018	10/13/2018	527.02				527.02		527.02		527.02		Grease
M00107	M-50 Truck Tractors & Auto Inc	431011	09/05/2018	10/05/2018	23.31				23.31		23.31		23.31		Pts for equip
		431241	09/10/2018	10/10/2018	33.79				33.79		33.79		33.79		Pts for equip
		431472	09/13/2018	10/13/2018	43.24				43.24		43.24		43.24		Pts for equip
		431774	09/19/2018	10/19/2018	7.90				7.90		7.90		7.90		Pts for equip
					108.24				108.24		108.24		108.24		
M00012	Mannik & Smith	76205	09/10/2018	10/10/2018	2,033.75				2,033.75		2,033.75		2,033.75		Eng Svcs-Bridge
		76245	09/10/2018	10/10/2018	14,014.91				14,014.91		14,014.91		14,014.91		Eng Svcs-Todd
		76246	09/10/2018	10/10/2018	498.75				498.75		498.75		498.75		Eng Svcs-Ann Arbor/Carleton Rockwood/Lewis
		76327	09/11/2018	10/11/2018	31,153.45				31,153.45		31,153.45		31,153.45		Eng Svcs-Indian Acres
		76328	09/11/2018	10/11/2018	11,263.73				11,263.73		11,263.73		11,263.73		Eng Svcs-Mohawk Trails
					58,964.59				58,964.59		58,964.59		58,964.59		

Date 09/26/2018
Time 10:41:33

Monroe County Road Commission
AP - Payment Selection Register

Vendor		Invoice		Gross		Discount		Net		Pay		Discount	
Number	Name	Number	Date	Due Date	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Lost	Comments
M00013	Manpower Inc.	33144053	09/12/2018	10/12/2018	561.54			561.54	561.54	561.54			Temp Employee Svcs
		33165218	09/19/2018	10/19/2018	847.60			847.60	847.60	847.60			Temp Employee Svcs
M00024	Messina Concrete Inc	1183718	09/10/2018	10/10/2018	57.50			57.50	57.50	1,409.14			Catch Basin Mat'l Inv
M00029	Mich Dept Of Transportation	1800000307	09/24/2018	10/24/2018	27.36			27.36	27.36	27.36			Def exp
		STMNT 09-04-18	09/04/2018	10/04/2018	26,011.13			26,011.13	26,011.13	26,011.13			Def Exp
X20127	Michael Barton	REF PERMIT FEE	09/19/2018	10/19/2018	75.00			75.00	75.00	26,038.49			Refund Permit Fee
M00087	Michigan Cat	PD9080278	09/11/2018	10/11/2018	779.52			779.52	779.52	779.52			Pts for equip/See cm
		PD9080279	09/11/2018	10/11/2018	12.63			12.63	12.63	12.63			Pts for equip
		PD9080281	09/11/2018	10/11/2018	144.63			144.63	144.63	144.63			Pts for equip
		PD9080284	09/11/2018	10/11/2018	4.21			4.21	4.21	4.21			Pts for equip
		PD9085232	09/12/2018	10/12/2018	91.68			91.68	91.68	91.68			Pts for equip
		PD9085251	09/12/2018	10/12/2018	27.79			27.79	27.79	27.79			Pts for equip
		PD9088159	09/13/2018	10/13/2018	-564.66			-564.66	-564.66	-564.66			See invoice 9080278
		PD9088181	09/13/2018	10/13/2018	555.54			555.54	555.54	555.54			Pts for equip
M00258	Michigan Chloride Sales LLC	0122683-IN	09/14/2018	10/14/2018	9,806.46		98.06	9,708.40	9,708.40	1,051.34			Chloride
		0122704-IN	09/21/2018	10/21/2018	6,787.47		67.87	6,719.60	6,719.60	6,719.60			Chloride
M00266	Michigan Materials & Aggregate	1001055	09/10/2018	10/10/2018	16,841.20		165.93	16,428.00	16,428.00	16,428.00			Asphalt Mat'l
		42164	09/06/2018	10/06/2018	2,100.00			2,100.00	2,100.00	2,100.00			Grading

Date 09/26/2018
Time 10:41:33

Monroe County Road Commission
AP - Payment Selection Register

Vendor -----		Invoice -----		Discount		Net		Pay		Discount	
Number	Name	Number	Date	Due Date	Gross Amount	Amount	Amount	Amount	Amount	Lost	Comments
M000245	Michigan Paving & Materials Co	154980	09/11/2018	10/11/2018	18,941.20		18,941.20	18,941.20			Emulsion inv
M00028	Monroe Bank & Trust	2018 HSA GROVEN	09/02/2018	10/02/2018	172.60		172.60	172.60			HSA-Employer Contribution
M00067	Monroe News	9/30/18-9/30/19	09/24/2018	10/24/2018	90.00		90.00	90.00			Newspaper Subscriptions
M00218	Monroe Plumbing & Heating Co	15543	09/11/2018	10/11/2018	512.00		512.00	512.00			Bldg Exp
M00096	Moriarty Co, Howard T.	00324381-1	08/28/2018	09/28/2018	300.00		300.00	300.00			Rental-Sec CM 00324381
		00324381-CM	08/28/2018	09/28/2018	-300.00		-300.00				Credit for rental
		00324604	09/01/2018	10/01/2018	800.00		800.00	800.00			Rd equip rental
		00325079	09/17/2018	10/17/2018	228.08		228.08	228.08			Safety Supp/Gloves
P00005	Peerless Supply Co	49032	09/19/2018	10/19/2018	1,028.08		1,028.08	1,028.08			Smal Tls Road/Pipe
P00014	Pitney Bowes	1009298907	09/11/2018	10/11/2018	105.00		105.00	105.00			Qtrly Postage Meter Rental
P00106	Progressive Sweeping Cont. Inc	089781	09/11/2018	10/11/2018	975.00		975.00	975.00			Sweeping
Q00001	Quill Corporation	9714532	08/28/2018	09/28/2018	47.99		47.99	47.99			Janitorial Supp
R00106	Rapid Shred, LLC	120143	08/31/2018	09/30/2018	41.40		41.40	41.40			Disposal
S00230	Selking International	10527268	09/06/2018	10/06/2018	221.02		221.02	221.02			Pts for equip
		10527433	09/12/2018	10/12/2018	324.63		324.63	324.63			Pts for equip
S00031	Severance Electric Co. Inc	8855	09/06/2018	10/06/2018	1,297.00		1,297.00	1,297.00			Cons-Sterns

Date 09/26/2018
Time 10:41:33

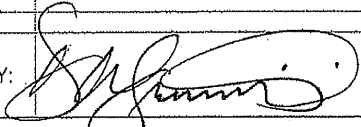
Monroe County Road Commission
AP - Payment Selection Register

Vendor Number	Vendor Name	Invoice Number	Date	Due Date	Gross Amount	Discount Amount	Net Amount	Pay Amount	Discount Lost	Comments
S00246	Shamrock Fence Company Inc	091220183	09/12/2018	10/12/2018	7,150.00		7,150.00	7,150.00		Yard/Ground Exp
S00003	St. Regis Culvert Inc	107995	09/06/2018	10/06/2018	5,837.25		5,837.25	5,837.25		Metal Pipe Inv
S00239	Staples Advantage	3389716472	09/08/2018	10/08/2018	23.74		23.74	23.74		Office Supp
		3389716473	09/08/2018	10/08/2018	204.65		204.65	204.65		Office Supp/Furniture
S00039	Stoneco of Michigan	1000305	09/05/2018	10/05/2018	277.04		277.04	277.04		stone
		1000525	09/05/2018	10/05/2018	106.30		106.30	106.30		stone
		1000527	09/05/2018	10/05/2018	89.49		89.49	89.49		stone
		1000909	09/05/2018	10/05/2018	15,792.72		15,792.72	15,792.72		Stone/Spread-Carleton Rockwood
		1001176	09/11/2018	10/11/2018	607.56		607.56	607.56		Stone
		1001211	09/11/2018	10/11/2018	109.72		109.72	109.72		Stone
		1001223	09/11/2018	10/11/2018	733.04		733.04	733.04		Stone
		1001448	09/11/2018	10/11/2018	208.55		208.55	208.55		Stone
		1001575	09/11/2018	10/11/2018	103.85		103.85	103.85		Stone
S00169	Stoneco of Michigan	1000403	09/05/2018	10/05/2018	143.93		143.93	143.93		stone
		1000409	09/05/2018	10/05/2018	83.24		83.24	83.24		stone
T00009	Stoneco of Michigan	1000367	09/05/2018	10/05/2018	95.31		95.31	95.31		stone
		1000568	09/05/2018	10/05/2018	216.89		216.89	216.89		stone
		1001466	09/11/2018	10/11/2018	584.84		584.84	584.84		Stone
		1001474	09/11/2018	10/11/2018	1,533.96		1,533.96	1,533.96		Stone
		1001477	09/11/2018	10/11/2018	113.13		113.13	113.13		Stone
					18,028.27		18,028.27	18,028.27		
					143.93		143.93	143.93		
					83.24		83.24	83.24		
					227.17		227.17	227.17		
					95.31		95.31	95.31		
					216.89		216.89	216.89		
					584.84		584.84	584.84		
					1,533.96		1,533.96	1,533.96		
					113.13		113.13	113.13		

Monroe County Road Commission
AP - Payment Selection Register

Vendor -----		Invoice -----			Discount		Pay		Discount	
Number	Name	Number	Date	Due Date	Gross Amount	Amount	Amount	Amount	Lost	Comments
S00192	Sun Life Financial	041313	09/20/2018	10/20/2018	2,544.13	4,233.88	2,544.13	4,233.88		Life Insurance
T00081	Tennmile Creek Excavating, LLC	#1BREWERTPTSBRG	09/21/2018	10/21/2018	475,452.85		475,452.85			Cons-Brewer / Petersburg Roads
T00050	Traactor Supply Credit Plan	416879	09/05/2018	10/05/2018	65.98		65.98			Pts for equip
		419445	09/19/2018	10/19/2018	19.99		19.99			Small Tls Rd
		564170	09/05/2018	10/05/2018	59.99		59.99			Pts for equip
		565520	09/13/2018	10/13/2018	159.98		159.98			Welding Supp
		566803	09/19/2018	10/19/2018	227.96		227.96			Grass Seed
		577204	09/06/2018	10/06/2018	60.00		60.00			Pts for equip
T00083	Truck & Trailer Specialties	H50003711	09/04/2018	10/04/2018	593.90		593.90			Pts for equip
T00132	Tyme Consulting Engineers Inc	15M2018-02-1801	08/01/2018	09/01/2018	255.60		255.60			Eng Svcs-Petersburg
C00015	Verizon Wireless	9814342104	09/10/2018	10/01/2018	1,536.55		1,536.55			Mthly App for Cell Phones
W00009	Wayne County	296449	09/11/2018	10/11/2018	137.51		137.51			Signal Mtc
Report Totals					859,544.77	177.56	859,367.21	857,495.58		

MONROE COUNTY
JOURNAL ENTRY

DATE: 10/02/2018			NUMBER: 689			
ACCOUNT NUMBER			AMOUNT			
Fund	Activity	Account	DESCRIPTION AND EXPLANATION OF ENTRY	Debit	Credit	
201	00000	001000	Cash - County Road		\$277,064.91	
201	44915	974500	Capital Outlay - Road Improvement	\$277,064.91		
<i>To cover Payroll Ending 9/30/18</i>						
<i>Check # 64137-64155 & Advice # 24686-24779</i>						
201	00000	001000	Cash - County Road		\$45.90	
201	44915	974500	Capital Outlay - Road Improvement	\$45.90		
<i>To cover Employer's Share of FICA on 3rd Party Sick Pay - Pd 9/28/18</i>						
<i>ACH payment</i>						
201	00000	001000	Cash - County Road		\$93.00	
201	44915	974500	Capital Outlay - Road Improvement	\$93.00		
<i>Bank Service Charge - September 2018</i>						
201	00000	001000	Cash - County Road		\$18,612.00	
201	44915	974500	Capital Outlay - Road Improvement	\$18,612.00		
<i>To cover Afsome Employee's Bonus Checks per Employment Agreement</i>						
<i>Check #64156-64174</i>						
				\$295,815.81		
<p>To record the transfer of funds from the County Road control account to the County Road Payroll Account No. 100-900-214</p> <p>Funds will be transferred internally at MB&T by the County Treasurer.</p>						
				TOTAL	\$295,815.81	\$295,815.81
PREPARED BY: <i>Kimberly LaRocca</i>						
APPROVED BY: 						

MONROE COUNTY ROAD COMMISSION
WORK RULES AND REGULATIONS
POLICY #2018-07

Work Rules and Regulations

Purpose

The Monroe County Road Commission (MCRC) shall uniformly enforce, and require that all employees abide by these Work Rules and Regulations for the purpose of:

1. Protecting the health, safety and welfare of all employees;
2. Treating everyone with consideration and respect.
3. Promoting goodwill;
4. Maintaining consistent standards of conduct;
5. Protecting property;
6. Ensuring uninterrupted production, and the orderly and efficient operation of the MCRC.

Employees Covered

This policy is applicable to all MCRC employees.

Procedural/General Guidelines

In any successful organization, there is a need for certain rules to be followed by all employees. All employees are expected to conduct themselves in a manner consistent with respect for fellow employees, the MCRC and our constituency, and in a manner consistent with efficient and safe operations. Any employee's actions which are inconsistent with this standard shall not be tolerated if the MCRC is to be successful.

Any employee who fails to maintain consistent standards of conduct shall be subject to disciplinary action, and/or legal recourse up to and including termination as outlined in these Work Rules and Regulations. These rules shall not be construed as totally inclusive of the proper standards of conduct, related policies, or responsibilities of each employee under the collective bargaining agreements, all of which concurrently shall be observed. The MCRC maintains the right to establish additional work rules and regulations, and add to this document as needed. It is understood that all MIOSHA Rules and Regulations are included in MCRC Work Rules and Regulations by reference. All violations shall require written notification to the employee. All Work Rules shall apply to MCRC employee behavior during working hours, and on MCRC property or any MCRC worksites, and also shall apply to any work related incident/altercation that is carried off-site.

These Work Rules and Regulations are not to be construed as a limitation upon the retained rights of the MCRC. A violation of any of these Work Rules may result in discipline, up to and including termination. These Work Rules and Regulations shall provide minimum standard penalties to apply for specific offenses. The MCRC retains the right to impose discipline for misconduct, even if that misconduct is not listed below. The following is a list of examples of conduct for which discipline may be imposed.

The MCRC reserves the right to revise, amend, add to or subtract from these Rules and Regulations as deemed necessary and appropriate by the Board of County Road Commissioners. A two week notice will be given to AFSCME, Local #543, and all employees who work under Individual Employee Agreements of any changes to these Rules.

GROUP 1

Defined as Minor Infractions

FIRST OFFENSE.....	WRITTEN WARNING
SECOND OFFENSE.....	WRITTEN WARNING AND ONE (1) DAY SUSPENSION WITHOUT COMPENSATION
THIRD OFFENSE.....	WRITTEN WARNING AND THREE (3) DAYS SUSPENSION WITHOUT COMPENSATION
FOURTH OFFENSE.....	WRITTEN WARNING AND FIVE (5) DAYS SUSPENSION WITHOUT COMPENSATION
FIFTH OFFENSE.....	SUBJECT TO DISCHARGE

1. Entering or remaining on MCRC premises without a Supervisor's permission when not scheduled for work.
2. Conducting personal business during working hours, excessive use of telephone for personal calls, use of MCRC telephone to place/receive personal calls which delays production except in emergencies.
3. Failure to inform the HR Director regarding changes to employee personnel records within 5 days of change as needed for accurate keeping of the employee's records.
4. Failure to immediately report mechanically defective conditions of equipment that would pose immediate danger to the operator or catastrophic equipment failure, or failure to report mechanical defects within 24 hours in non-emergency situations.
5. Failure to care properly or careless handling of tools, equipment, or any property entrusted to MCRC, or the property of other employees. Taking lunch period or break at a time other than specified in the contract, unless authorized by the Supervisor and/or his/her designee.
6. Accepting for personal use a gift, payment or any item with a value less than \$25.00, in connection with specific services rendered.
7. Discourtesy to the public or inflammatory comments or gestures directed toward other employees or the public.
8. Posting, defacing or removing notices or signs of any type on MCRC bulletin boards without a Supervisor's permission except as provided by Contract.
9. Distributing written or printed materials, other than approved MCRC documents during working time; or in any work area.
10. Failure to properly prepare necessary assigned documents or reports i.e. time cards, mechanic's checklist, etc.
11. Copying and/or removing MCRC information/documents without proper authorization.
12. Failure to call in absence 15 minutes prior to scheduled work.
13. There shall be a thirty (30) minute grace period for arriving late for work. The grace period shall be limited to two (2) tardy occurrences per calendar year. Any occurrences over 2 shall receive an infraction of this Work Rule for failure to arrive at work at scheduled time. Documentation to be done by Supervisor.
14. Gambling during working hours or on MCRC property/worksite.
15. Failure to wear personal protection equipment.
16. Failure to respond to SPOC call in, resulting in loss of four (4) hours compensation.

GROUP 2

Defined as Minor Infractions

FIRST OFFENSE.....	WRITTEN WARNING AND ONE (1) DAY SUSPENSION WITHOUT COMPENSATION
SECOND OFFENSE.....	WRITTEN WARNING AND THREE (3) DAYS SUSPENSION WITHOUT COMPENSATION
THIRD OFFENSE	WRITTEN WARNING AND FIVE (5) DAYS SUSPENSION WITHOUT COMPENSATION
FOURTH OFFENSE.....	SUBJECT TO DISCHARGE

1. Utilizing sick leave or sick days when not ill other than provided in contract.
2. Sleeping or loitering during working hours or on MCRC property/worksites except during approved break times.
3. Leaving a work assignment without permission from the Supervisor and/or designee.
4. Failure to immediately report any damage to MCRC property by the end of the shift.
5. Unauthorized transporting of passengers in MCRC vehicles except in emergencies.
6. Calling in sick or personal when no sick or personal time is available
7. Absent for one (1) day without prior notification or approval
8. Not working required overtime when needed, either at the end of a shift or when called in

GROUP 3

Defined as Major Infractions

FIRST OFFENSE.....	WRITTEN WARNING AND THREE (3) DAYS SUSPENSION WITHOUT COMPENSATION
SECOND OFFENSE.....	WRITTEN WARNING AND FIVE (5) DAYS SUSPENSION WITHOUT COMPENSATION
THIRD OFFENSE.....	SUBJECT TO DISCHARGE

1. Provoking or willfully engaging in a fight during working hours or on MCRC property/worksite.
2. Failure to perform work assigned.
3. Utilizing vacation time after being denied by Supervisor.
4. Accepting a gift, payment or any item with a value greater than \$25.00, in connection with any specific services rendered.
5. Failure to follow practices, procedures, rules, regulations and or laws that results in damage or destruction of MCC property, vehicles, equipment or any property entrusted to MCRC, or the property of other employees.
6. Deliberately delaying or restricting production, or influencing others to delay or restrict production.
7. Punching another employee's timecard, or unauthorized altering of another employee's time card except as a routine part of your job.
8. Any unauthorized use of motor vehicles, equipment and/or garages or the performance of non-MCRC work on MCRC property and/or with MCRC equipment, without prior permission of Supervisor.
9. Failure to report a traffic accident involving a MCRC vehicle.
10. Refusing to give information concerning MCRC accidents or incidents being investigated.
11. Violating a safety rule or practice, or carelessness affecting personal safety.
12. Horseplay, wrestling, malicious mischief, or scuffling. ****Note:** Violation of this Work Rule may also be considered under the Violence-Free Workplace Policy.
13. Any violation of the Mobile Device Use Policy 2016-05.

GROUP 4
Defined as Major Infractions

FIRST OFFENSE..... SUBJECT TO DISCHARGE

1. Insubordination.
2. Willfully falsifying any MCRC records.
3. Theft of any Road Commission or employee property.
4. Absent for three (3) consecutive days without prior notification or approval.
5. Carrying, using or displaying of firearms or any weapon during working hours.
6. Willful destruction of MCRC property, or any property entrusted to MCRC, or the property of other employees.
7. Immoral, indecent or illegal acts or conduct during working hours.
8. Possession of alcohol and/or drugs during working hours or on MCRC property or worksite.
9. Willfully endangering the life or personal safety of anyone during working hours on MCRC property or worksite.
10. Engaging in any form of intimidation and/or harassment as is defined and outlined in the Equal Employment Opportunity Policy (#2012-12), Anti-Harassment Policy (#2012-03), Violence-Free Workplace (#2012-32) and/or any other related policy.

Employee records of violations of any of these Work Rules shall be kept by the Human Resource Department in each individual's Employee File for three (3) years. Warning slips involving infractions of minor rules shall not remain in effect for more than 12 months. No more than 5 offenses per year, totaled between the Groups, will be tolerated before an employee is subject to discharge. For the purpose of administering progressive discipline each group stands on its own.

Policy Approved as amended: _____, 2018

BOARD OF COUNTY ROAD COMMISSIONERS
FOR THE COUNTY OF MONROE

Paul Iacoangeli, Chairman _____

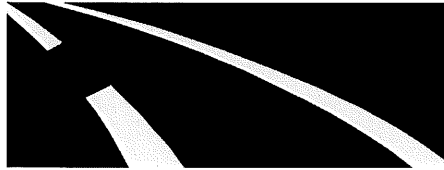
Dan Minton, Vice Chairman _____

Stephen J. Pace, Member _____

Charles A. Londo, Member _____

Greg W. Stewart, Member _____

NOTE: This replaces policy #2012-33 approved 2/2012. Original policy was approved 09/1993 and revised into Policy #2002-02 approved 10/14/2002, amended 3/2004, 4/10/2006, 6/11/2012 and 9/19/2018.



MONROE COUNTY **R O A D** COMMISSION

840 S. Telegraph Road • Monroe, Michigan 48161 • Phone: (734) 240-5102 • Fax: (734) 240-5101

MONROE COUNTY

OCT 4 2018

ROAD COMMISSION

To: Board of County Road Commissioners

From: Dave Leach, Superintendent of Maintenance

Copy: Randy Pierce, Managing Director; Cheryl U'ran, Deputy Clerk; Matt Snell, County Highway Engineer; Christine Herron, Purchasing Agent

Date: October 4, 2018

Subject: Extension of PASS QB Texture Seal Contract

SUMMARY:

Pavement Maintenance Systems, LLC has offered to extend the unit pricing from the 2016 PASS QB Texture Seal contract to allow the Road Commission to apply a surface treatment to approximately 4.5 miles of Ida West Road between US-23 and Lewis Avenue in Dundee, Ida, Raisinville and Summerfield Townships. The PASS QB Texture Seal surface treatment consists of the application of 0.08 to 0.12 gallons per square yard of PASS QB polymer-modified rejuvenating asphalt emulsion and the application of 0.5 to 1.0 pounds per square yard of Black Beauty sand to maintain skid resistance. The original contract for the PASS QB Texture Seal was publicly bid on May 17, 2016, and the proposal gave the Road Commission the option to extend the contract for up to three additional years upon the mutual agreement of both parties.

RECOMMENDATION:

The Road Commission treated two segments on Grafton Road and Samaria Road with the PASS QB Texture Seal surface treatment in 2016, and the Maintenance and Engineering Departments were pleased with the results of the Texture Seal on these two roads. The primary component of the Texture Seal is the PASS QB asphalt emulsion, and the price of asphalt cement has risen by approximately 60% from the time when the contract was originally bid in May of 2016. Based on the large increase in the price of asphalt cement, I feel that we would receive much higher unit pricing for the PASS QB Texture Seal surface treatment if the proposed work on Ida West Road were to be rebid in 2018. I recommend accepting Pavement Maintenance Systems' offer to extend the 2016 unit pricing for the PASS QB Texture Seal contract for the 2018 season.

ACTION REQUESTED:

Extend the 2016 PASS QB Texture Seal contract with Pavement Maintenance Systems, LLC for the 2018 season.