

**MINUTES OF THE BOARD OF COUNTY ROAD COMMISSIONERS
MONROE, MICHIGAN
September 25, 2017**

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 25, 2017 the meeting was called to order by Vice Chairman Minton at 5:30 p.m.

2. Roll Call by Deputy Clerk as follows:

<u>PRESENT</u>	<u>EXCUSED</u>
Stephen J. Pace	Paul Iacoangeli
Greg W. Stewart	
Charles A. Londo	
Dan Minton	

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

3. Commissioner Minton led the Pledge of Allegiance.

4. Commissioner Minton led the Opening Prayer.

5. Commissioner Pace moved, seconded by Commissioner Stewart to approve the September 25, 2017 regular meeting agenda as presented. Vote: Ayes: 4 Nays: 0 Excused: 1 Motion carried.

6. Public Hearing - Abandonment Hearing Vacating Beulah Street, Supervisor's Plat of Dixie Brook Farm, LaSalle Township, Monroe County, Michigan.

Commissioner Minton opened the public hearing at 5:34 p.m.

Tom Johnson, 1821 N. Raisinville Road, explained the reason why he submitted the petition for abandonment. There has been no use or maintenance done to this road in years.

Commissioner Pace inquired if the Township had any objections or concerns. Mr. Pierce indicated the Township did not response to the inquiry.

With no further comments from the public, Commissioner Minton closed the public hearing at 5:36 p.m.

7. Public Comment - None.

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

Commissioner Londo asked to pull item #7 for further consideration.

1) Approval of Minutes- September 11, 2017 Regular Meeting Minutes

2) Approval of Journal Entry

No. 559 Vendor Checks #70956-71015	\$ 264,355.38
No. 570 Payroll Checks #63599-63614 & Advice #22192-22275	\$ 221,124.63
Assenmacher Vacation Payout #63616	\$ 12,294.71
Cafeteria Plan 3 rd Qtr Payments #63617-63631	\$ 13,886.85
Returned Direct Dep Funds - HSA Deduction for P/E 9/3/17	\$ 80.00
Issue Ck#63615 - HSA Deposit for P/E 9/3/17	\$ 80.00
No. 571 Vendor Checks #71016-71050	\$ 588,552.31

3) Township Contracts - N/A

- 4) Approve the Resolution to open all traffic at legal limits at the Strasburg Road structure over Middle Branch Otter Creek, LaSalle Township, Monroe County, Michigan.
- 5) Approve the Resolution to remove the reduced weight limits and signs for Armstrong Street, south of Temperance Road – 20 Tons; causing the roads to be Normal Loading (Class B) in accordance with Section 257.722 of the Michigan Vehicle Code and that the county road postings lists be amended thereof.
- 6) Approve the Second 2017 MCRC Budget Amendment.
- 7) Pulled for further consideration.

Commissioner Pace moved, seconded by Commissioner Stewart to approve items #1-6 on the September 25, 2017 Consent Agenda as presented. Vote: Ayes: 4 Nays: 0 Excused: 1 Motion carried.

Consider Item #7 that was pulled from the Consent Agenda: Approve the 2018 MCRC Budget.

Commissioner Londo indicated he felt the 2018 MCRC Budget needed a roll call vote.

Commissioner Londo moved, seconded by Commissioner Stewart to approve the Resolution and the 2018 MCRC Budget as presented.

Roll Call:	Commissioner Pace	Yes
	Commissioner Stewart	Yes
	Commissioner Londo	Yes
	Commissioner Minton	Yes
	Commissioner Iacoangeli	Excused

Vote: Ayes: 4 Nays: 0 Excused: 1 Motion carried.

9. Unfinished Business – None.

10. New Business -

1) Action on Public Hearing for Resolution to Vacate Beulah Street, Supervisor's Plat of Dixie Brook Farm, LaSalle Township, Monroe County, Michigan.

Commissioner Stewart moved, seconded by Commissioner Pace to approve the Resolution to vacate Beulah Street, Supervisor's Plat of Dixie Brook Farm, LaSalle Township, Monroe County, Michigan. Vote: Ayes: 4 Nays: 0 Excused: 1 Motion carried.

11. Report of Officers -

Randy Pierce (Managing Director/Superintendent of Maintenance) – Mr. Pierce explained the staff presented information for the Board's review on amending the Standard Operating Procedures for Professional Services. The Board will be asked to act on this request at a future meeting.

Commissioner Stewart asked for the rationale behind the request. Mr. Pierce indicated with the shortage of engineering staff, more services may need to be outsourced. Most of the townships have their own engineer. This request would be to streamline the process because of the increased amount of time and resources necessary to prepare bid paperwork involved.

Commissioner Londo questioned the amount requested. Mr. Westenkirchner explained the engineering department is down personnel wise and it takes additional time and resources to put together proposals and bid documents on small design items. The MCRC works with a variety of firms and how they are chosen would be dependent on availability and workload. The MCRC is looking to streamline the time frame and process involved for smaller design projects.

Commissioner Pace would like to see quotes from the companies even if bids are not taken. Mr. Westenkirchner said the MCRC is trying to streamline the process.

Commissioner Minton indicated this is a request due to the shortage in staff and could be temporarily changed, then returned when staff is at full complement in the future.

Commissioner Stewart suggested making a temporary change that would affect only engineering services and allow the rest of the SOP to remain the same. Mr. Pierce indicate no action was required tonight, but the Board would need to address this request at their next regular meeting.

Phillip C. Masserant (Director of Finance) – Mr. Masserant explained he is working on year end information and is scheduling the physical inventory. The auditors will be onsite to verify information and he is working with them on a tentative schedule.

Commissioner Minton appreciated the good work done on the budget presentation. Mr. Masserant explained he worked with engineering and maintenance on the projects that were closed. There was a lot of work done as of 8/31/2017, and some projects were pushed into 2018. He explained the MCRC was currently in the process of meeting with the townships on 2018 projects.

Keith C. Richard (Director of Operations) – Mr. Richard stated the township meetings were going well. The Townships have their wish lists and when time allows Dave Leach will prepare estimates. Mr. Leach is wrapping up paving projects and is pulled in several directions this time of year but does a good job estimating.

Mr. Richard provided an update on the NE Salt facility. Meetings with Mannik & Smith continue weekly in order to stay focused on the time line. The bid opening is scheduled for October 3rd at 10 a.m. The DEQ permit should be finalized by the end of October that affects the wetlands and the culvert installation. The Drain Commission approval is expected next week. Site work is scheduled for mid-November with completion anticipated end of November to mid-December.

Mr. Richard also indicated the MCRC will be hosting their first Health Benefits Fair Wednesday, October 4th. Safety training will be conducted in the morning for the employees and the Benefits Fair will be from 1p.m. to 4 p.m. in the yellow maintenance building.

Commissioner Londo asked about the approach to the NE Salt facility road. Mr. Richard explained it would probably receive an asphalt cap before the plants close. Mr. Pierce added that the road would require detail seven joint repairs due to the concrete foundation. Mr. Richard and Mr. Westenkirchner explained the detail seven includes joint repair, possibly taking out large cracks similar to what is done on US23, using a trenching machine to address the transverse joints across the pavement and fill with hot mix asphalt, etc.

Frank Westenkirchner (Assistant County Highway Engineer) – Mr. Westenkirchner had nothing additional to report.

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

12. Public Comment – None.

13. Commissioners' Comments -

Commissioner Pace had nothing additional to report.

Commissioner Stewart had nothing additional to report.

Commissioner Londo had nothing additional to report.

Commissioner Minton had nothing additional to report.

Commissioner Iacoangeli was excused.

14. Adjournment -

Vice Chairman Minton stated if there are no objections, the meeting is adjourned at 6:07 p.m.

Cheryl A. U'Ran

Cheryl A. U'Ran, Deputy Clerk