

EATON COUNTY ROAD COMMISSION

October 13, 2020

A regular meeting of the Eaton County Board of Road Commissioners was held at their office in Charlotte, MI on October 13, 2020. This meeting was simultaneously held by video conferencing.

The meeting was called to order by Chairman Lyons at 8:44 a.m.

Members present: Commissioners Lyons, Frazier, and Eldred (Zoom) and Aitch-Guerrant (Zoom)

Members absent: Commissioner Lamoreaux

Others present: Blair Ballou, Engineer/Manager; Matt Hannahs, Assistant County Engineer and Patty Loosemore, Finance Director

Motion by Frazier and seconded by Eldred that the agenda be approved with the following additions: e.) consider agreement with Roxand Township and f.) consider a change in Local Road Matching Program. Motion carried.

The Chairman asked if the minutes of the September 22, 2020 meeting were correct as presented. Motion by Eldred and seconded by Frazier to approve the September 22, 2020 meeting minutes as presented. Motion carried.

Public comment: None

The following vouchers were presented:

a.)	VO. 82 (09/24/20)	Accounts Payable	\$ 510,744.01
b.)	VO. 01 (10/01/20)	Payroll	\$ 104,580.43
c.)	VO 02 (10/08/20)	Accounts Payable	\$ 2,683,733.81
d.)	VO. 03 (10/08/20)	Accounts Payable	\$ 17,060.51

Motion by Frazier and seconded by Eldred that the vouchers with total expenditures of \$3,316,118.76 be approved. Roll call vote: Ayes: Lyons, Aitch-Guerrant, Eldred and Frazier; Nays: None; Absent: Lamoreaux. Motion carried.

The Board reviewed and discussed a list of accounts receivable deemed uncollectible, in the amount of \$598.16. Motion by Frazier and seconded by Eldred to write-off the uncollectible accounts receivable totaling \$598.16. Roll call vote: Ayes: Lyons, Aitch-Guerrant, Eldred and Frazier; Nays: None; Absent: Lamoreaux. Motion carried.

The Board reviewed and discussed the Title VI Plan as presented by the Finance Director. Motion by Frazier and seconded by Eldred to reaffirm the Road Commission's Title VI Plan to ensure that the fundamental principles of equal opportunity are upheld in all decisions involving our employees and contractors/consultants, and ensuring that the residents of our county are afforded access to our programs and services and appoint the Finance Director as the as the Title VI Coordinator. Roll call vote: Ayes: Lyons, Aitch-Guerrant, Eldred and Frazier; Nays: None; Absent: Lamoreaux. Motion carried.

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The Board reviewed and discussed the Flexible Spending Account Plan Document as presented by the Finance Director. Motion by Frazier and seconded by Eldred to adopt the following resolution:

WHEREAS, the form of amended and restated Welfare Benefit Plan, effective July 01, 2020, presented at this meeting is hereby approved and adopted, and that the proper agents of the Employer are hereby authorized and directed to execute and deliver to the Administrator of said Plan one or more counterparts of the Plan.

BE IT RESOLVED, that the Administrator shall be instructed to take such actions that the Administrator deems necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures for the provision of benefits under the Plan.

BE IT FURTHER RESOLVED, that the proper agents of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the Plan and to deliver to each employee a copy of the Summary Plan Description of the Plan; which Summary Plan Description is hereby approved.

Roll call vote: Ayes: Lyons, Aitch-Guerrant, Eldred and Frazier; Nays: None; Absent: Lamoreaux. Resolution declared adopted.

The Board reviewed and discussed engineering co-op wages and reviewed wage comparisons as presented by the Assistant County Engineer. Motion by Eldred and seconded by Frazier to increase engineering co-op starting wage to \$17.00/hour. Roll call vote: Ayes: Lyons, Aitch-Guerrant, Eldred and Frazier; Nays: None; Absent: Lamoreaux. Motion carried.

The Board reviewed and discussed the original agreement for Gates Road Structure with Roxand Township as presented by the Engineer/Manager. Motion by Frazier and seconded by Eldred to approve the agreement for Gates Road Structure with Roxand Township. Roll call vote: Ayes: Lyons, Aitch-Guerrant, Eldred and Frazier; Nays: None; Absent: Lamoreaux. Motion carried.

The Board reviewed and discussed the proposed changes to the Local Road Heavy Maintenance Program Policy as presented by the Engineer/Manager. Motion by Frazier and seconded by Eldred to amend the Local Road Heavy Maintenance Program Policy section regarding Gravel or Unimproved Local Roads to read " replacing crossroad culverts up to 48" diameter and " culverts or crossroad culverts over 48" diameter,". Roll call vote: Ayes: Lyons, Aitch-Guerrant, Eldred and Frazier; Nays: None; Absent: Lamoreaux. Motion carried.

The Engineer/Manager updated the Board on the security audit. He has received a draft and a meeting to review and discuss with the consultant is scheduled for October 20, 2020.

The Assistant County Engineer and Engineer/Manager updated Board on audible pedestrian traffic signal research they have conducted. Motion by Frazier and seconded by Eldred to remove this item listed under old business from the agenda and directed staff to continue to monitor the audible pedestrian traffic signal issue. Roll call vote: Ayes: Lyons, Aitch-Guerrant, Eldred and Frazier; Nays: None; Absent: Lamoreaux. Motion carried.

The Assistant County Engineer updated the Board on the status of various projects throughout the county.

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The Engineer/Manager updated the Board on maintenance activities. He provided an update on interviews conducted for job openings.

The date and time of the next regular meeting will be Tuesday, October 27, 2020, at 6:00 p.m.

Motion by Frazier and seconded by Eldred to adjourn the meeting at 9:38 a.m. Motion carried.

Benjamin S. Lyons, Chairman

Patricia M. Loosemore, Clerk to the Board