

EATON COUNTY ROAD COMMISSION

September 8, 2020

A regular meeting of the Eaton County Board of Road Commissioners was held at their office in Charlotte, MI on September 8, 2020. This meeting was simultaneously held by video conferencing, as allowed by Executive Order No. 2020-154 (COVID-19).

The meeting was called to order at 8:42 a.m. by Chairman Lyons.

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

Members absent: Commissioner Eldred

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

Motion by Aitch-Guerrant and seconded by Frazier that the agenda be approved as presented. Motion carried.

The Chairman asked if the minutes of the August 25, 2020 meeting were correct as presented. Motion by Lamoreaux and seconded by Frazier to approve the August 25, 2020 meeting minutes as presented. Roll call vote: Ayes: Lyons, Lamoreaux, Frazier and Aitch Guerrant; Nays: None; Absent: Eldred. Motion carried.

Public Comment: None

The following vouchers were presented:

a.) VO. 77	(09/03/20)	Payroll	\$ 109,724.91
b.) VO. 78	(09/03/20)	Accounts Payable	\$ 777,881.29

Motion by Lamoreaux and seconded by Frazier that the vouchers with total expenditures of \$887,606.20 be approved. Roll call vote: Ayes: Lyons, Lamoreaux, Frazier and Aitch Guerrant; Nays: None; Absent: Eldred. Motion carried.

The Board reviewed and discussed the preliminary draft budget for fiscal year ending 2021 as presented by the Engineer/Manager.

Motion by Lamoreaux and seconded by Aitch-Guerrant to schedule the Fiscal year 2021 budget hearing for September 22, 2020, at 6:00 p.m. Roll call vote: Ayes: Lyons, Lamoreaux, Frazier and Aitch Guerrant; Nays: None; Absent: Eldred. Motion carried.

The Board reviewed the Annual Certification of Employee-related Conditions for reporting compliance with Public ACT 51, Section 18j(1), MCL 247.668j as presented by the Finance Director. Motion by Lamoreaux and seconded by Frazier to approve certification that the medical benefits offered to the employees of the Eaton County Road Commission, is in compliance with Public Act 51, Section 18j, MCL 247.668j, and authorize the Board Chairman and Finance Director to sign the Annual Certification showing compliance with (1)(b). Roll call vote: Ayes: Lyons, Lamoreaux, Frazier and Aitch Guerrant; Nays: None; Absent: Eldred. Motion carried.

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The Board reviewed and discussed the Delta Township Agreement, for the Michigan Avenue between Creyts Road and Theo Avenue project as presented by the County Highway Engineer. Motion by Lamoreaux and seconded by Frazier to approve the Delta Township Agreement, for the Michigan Avenue between Creyts and Theo Avenue project. Roll call vote: Ayes: Lyons, Lamoreaux, Frazier and Aitch Guerrant; Nays: None; Absent: Eldred. Motion carried.

The Board reviewed and discussed the updated COVID-19 Preparedness and Response Plan as presented by the Finance Director. Motion by Lamoreaux and seconded by Frazier to approve the updated COVID-19 Preparedness and Response Plan as presented. Roll call vote: Ayes: Lyons, Lamoreaux, Frazier and Aitch Guerrant; Nays: None; Absent: Eldred. Motion carried.

The Board reviewed and discussed the Pay Grade and Step Compensation System for Administrative and Supervisory Employees as presented by the Engineer/Manager. The recommendation by the Engineer/Manager is that the annual adjustment be equal to the increase in the CPI-U for the 12-month period ending July 31, 2020, or 1%. Motion by Lamoreaux and seconded by Frazier to adjust the Pay Grade and Step Compensation System for Administrative and Supervisory Employees by 1%. Roll call vote: Ayes: Lyons, Lamoreaux, Frazier and Aitch Guerrant; Nays: None; Absent: Eldred. Motion carried.

The Board reviewed and discussed a temporary change for FY ending 2020 only to the vacation/PPH time use procedure for administrative personnel as presented by the Engineer/Manager. Motion by Frazier and seconded by Lamoreaux to approve the temporary change allowing administrative personnel to be paid out for accumulated vacation and PPH at September 30, 2020 even if the employee has not taken the minimum two (2) week vacation required by policy or used all of their PPH time. Roll call vote: Ayes: Lyons, Lamoreaux, Frazier and Aitch Guerrant; Nays: None; Absent: Eldred. Motion carried.

The County Highway Engineer requested that the Board to wait until the next meeting, due to technical issues with Zoom meeting for an update on information gathered regarding the audible pedestrian traffic signal for Canal and Michigan and St Joe and Canal.

The Board asked the Engineer/Manager if he had reviewed his 2019 Manager evaluation and if he wished to discuss it. Mr. Ballou said he has reviewed the 2019 Manager evaluation and accepts the evaluation as presented. Motion by Frazier and seconded by Lamoreaux to approve Mr. Ballou's acceptance of the evaluation results and maintain the same evaluation form for the 2020 calendar year. Roll call vote: Ayes: Lyons, Lamoreaux, Frazier and Aitch Guerrant; Nays: None; Absent: Eldred. Motion carried.

The Assistant County Engineer updated the Board on the status of 2020 road projects.

The Engineer/Manager updated the Board on maintenance activities. Chip seal and Fog seal is ongoing as weather permits. Chloride application is complete in the Southern half of the county. He updated the Board on applications received for Superintendent and Heavy Truck Operator II.

The date and time of the next regular meeting will be Tuesday, September 22, 2020 , immediately preceding the 6:00 p.m. Budget Hearing.

Motion by Frazier and seconded by Lamoreaux to adjourn the meeting at 9:48 a.m. Motion carried.

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Benjamin S. Lyons, Chairman

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Patricia M. Loosemore, Clerk to the Board