

EATON COUNTY ROAD COMMISSION

August 23, 2022

A regular meeting of the Eaton County Board of Road Commissioners was held in the Board Room at the Road Commission offices in Charlotte, Michigan on August 23, 2022.

The meeting was called to order by Chairman Eldred at 6:02 p.m.

Members present: Commissioners Eldred, Frazier, Lyons, and Lamoreaux,

Members absent: Commissioners Aitch-Guerrant

Others present: Mathew Hannahs, Engineer/Manager; Jeremiah Nelson, Superintendent; and Natalie Petermann, Accounting Technician

The Chairman inquired if there anything to add or change regarding the agenda. The Engineer/Manager requested the following be added:

6. New Business

e. Wage Change Authorization for Engineering

f. 2022 Overband Crack Fill Contract A

Moved by Lamoreaux and seconded by Frazier, that the agenda be approved as amended. Motion carried.

The Chairman asked if the minutes of the August 9, 2022, meeting were correct as presented. Moved by Lamoreaux and seconded by Frazier to approve the August 9, 2022, as presented. Motion carried.

Public comment: None

The Engineer/Manager requested the Board to consider issuing a permit for MDOT to install Rumble Strips request on St. Joe at M-100. There was discussion No motion needed.

The Engineer/Manager requested the Board to consider staff attendance at the Northern Michigan Association of Road Commissions (NMARC) Annual Conference in Traverse City. There was discussion. Moved by Frazier, seconded by Lyons approving the Engineer/Manager and the Director of Finance at the NMARC Annual Conference in Traverse City. Motion carried.

The Engineer/Manager requested the Board notify the Director of Finance of who will be participating in the 2022 Commissioners Seminar. There was discussion. Consensus was to email the Director of Finance. No action taken.

The Engineer/Manager requested the Board to discuss the Engineer/Manager evaluation. There was discussion. Consensus is due to timing and the new Engineer/Manager position being filled recently, the evaluation will not be done this year.

The Engineer/Manager requested the Board to consider a Wage Change Authorization for Fall Engineering Co-op at \$18.00 per hour. There was discussion. Moved by Frazier, seconded by Lamoreaux to approve the wage authorization for the Fall Engineering Co-op at \$18.00 per hour. Motion carried.

The Engineer/Manager requested the Board to consider execution of the 2022 Overband Crackfill Contract A, awarded to Scoedellar Construction, Inc. Moved by Lyons, seconded by Lamoreaux to execute the 2022 Overband Crackfill Contract A with Scoedeller Construction, Inc. Motion carried.

The Superintendent provided an update on the Security Audit and System. Siemans was on-site last week. There is progress although the work is not complete. Siemans will be returning. Payment is still being held pending work completed and satisfaction of product delivery and installation. There was discussion.

The Engineer/Manager provided the Assistant County Engineer update as the position is currently vacant. He updated the Board on a message from Brian Droscha, County Commissioner about intersection of Stewart Rd. and Island Hwy. There was discussion. The Engineer/Manager met with the Drain Office. There was discussion. He updated on the request from the Eaton County Sheriff's Office about gate with key card access and possible razor wire at the Hull Pit. There was discussion. The Engineer/Manager reported there was an Ena Drive construction meeting, and he is happy with the plans. There was discussion. He updated about the sealcoat on Holmes Rd. and said the Superintendent will discuss in further detail. The Engineer/Manager update the Board on the City of Potterville's plan to perform work at the intersection of Vermontville Hwy. and Lansing Rd. There was discussion.

The Superintendent provided an update on road crew work (chip seal and fog sealing). He indicated the Brine Well has been repaired. There is spot blading going on. He reported Irish Rd. will be re-graveled. The Superintendent reported that Dust Control starts on August 29th. The new driver will start on August 29th as well. The Superintendent updated the Board that the new tractor (John Deere) and mower was picked up on August 22, 2022. There was discussion.

The following vouchers were presented:

a.)	VO 69 (08/16/22)	Payroll	\$ 111,927.27
b.)	VO 70 (08/18/22)	Accounts Payable	\$ 277,188.99

There was discussion. Motion by Lamoreaux and seconded by Frazier that the vouchers with total expenditures of \$ 389,116.26 be approved. Roll call vote: Ayes: Eldred, Lamoreaux, Lyons, and Frazier. Nays: None. Absent: Aitch. Motion carried.

Correspondence: None

Commissioner Eldred and Commissioner Lyons turned in expense reports as requested by the Director of Finance.

Public comment: None

Commissioner Comment: None

August 23, 2022

Moved by Lyons with no objections that the meeting be adjourned. Motion carried.

Board meeting was adjourned at 7:00 p.m.

The date and time of the next regular meeting will be Tuesday, September 13, 2022, at 8:30 a.m.

Duane A. Eldred, Chairman

Louanna L. Lawson, Clerk to the Board

EATON COUNTY ROAD COMMISSION

September 13, 2022

A regular meeting of the Eaton County Board of Road Commissioners was held in the Board Room at the Road Commission offices in Charlotte, Michigan on September 13, 2022.

The meeting was called to order by Chairman Eldred at 8:35 a.m.

Members present: Commissioners Eldred, Frazier, Lyons, Aitch-Guerrant and Lamoreaux,

Members absent: None

Others present: Mathew Hannahs, Engineer/Manager; Jeremiah Nelson, Superintendent; Louanna Lawson, Finance Director and Natalie Petermann, Accounting Technician

The Chairman inquired if there anything to add or change regarding the agenda. Moved by Frazier and seconded by Lamoreaux, that the agenda be approved as presented. Motion carried.

The Chairman asked if the minutes of the August 23, 2022, meeting were correct as presented. Moved by Lamoreaux and seconded by Frazier to approve the August 23, 2022, as presented. Motion carried.

Public comment: None

The following vouchers were presented:

a.)	VO 71 (08/30/22)	Payroll	\$ 103,073.31
b.)	VO 72 (08/31/22)	Accounts Payable	\$ 694,394.58
c.)	VO 73 (09/01/22)	Accounts Payable	\$ 29,062.93

There was discussion. Motion by Frazier and seconded by Lyons that the vouchers with total expenditures of \$826,529.82 be approved. Roll call vote: Ayes: Eldred, Lamoreaux, Frazier, Lyons, and Aitch. Nays: None. Motion carried.

The Engineer/Manager requested the Board to consider an agreement with City of Eaton Rapids for the relinquishment of a portion of Spicerville Hwy. There was discussion. Moved by Frazier, seconded by Aitch to approve the agreement with the City of Eaton Rapids to relinquish a portion of Spicerville Hwy. Motion carried.

The Engineer/Manager requested the Board to consider a resolution for to relinquish and transfer a portion of Spicerville Hwy to City of Eaton Rapids.

RESOLUTION TO RELINQUISH AND TRANSFER A PORTION OF SPICERVILLE HWY

BE IT RESOLVED, that the Eaton County Road Commission hereby relinquishes and transfers jurisdiction of a portion of County Primary road Spicerville Highway described as follows:

All that portion of Spicerville Highway now under Eaton County Road Commission jurisdiction which lies between West Street, a city street within the City of Eaton Rapids, and M-99, a State of Michigan trunkline road. The certified length of Spicerville Highway to be transferred from the Eaton County Road Commission to the City of Eaton Rapids lies within section 3, 4, 9, and 10,

T1N R3W, Hamlin Township, Eaton County, Michigan, and is 653 feet in length, more or less, which is 0.12 miles.

Moved by Frazier, seconded by Lyons that the resolution to relinquish and transfer a portion of Spicerville Hwy to the City of Eaton Rapids be approved. Roll call vote: Ayes: Eldred, Lamoreaux, Frazier, Lyons, and Aitch. Nays: None. Motion carried Motion carried.

The Engineer/Manager requested the Board to consider a contract with the Michigan Department of Transportation (MDOT) in accordance with the Highway Infrastructure Programs – Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (HIP-CRRSAA) and the resolution to establish funding to address coronavirus disease impacts related to Highway Infrastructure Programs. There was discussion.

RESOLUTION FOR CORONAVIRUS FUNDING

WHEREAS, the Michigan Department of Transportation wishes to enter into a contract agreement with the Eaton County Road Commission in accordance with the Highway Infrastructure Programs – Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (HIP - CRRSAA), for the purpose of establishing the amount of funding to address coronavirus disease impacts related to Highway Infrastructure Programs:

NOW, THEREFORE, BE IT RESOLVED, that Duane A. Eldred, Chairman shall be duly authorized to sign the contract for the Eaton County Road Commission.

BE IT FURTHER RESOLVED that true copies of this resolution will be sent to the Michigan Department of Transportation.

Motion by Lyons, seconded by Lamoreaux that the contract with MDOT and the resolution for the Coronavirus Funding be approved. Roll call vote: Ayes: Eldred, Lamoreaux, Frazier, Lyons, and Aitch. Nays: None. Motion carried Motion carried.

The Engineer/Manager requested the Board to consider a wage change authorization for the promotion of Greg McKillop to the Area Supervisor (Delta Garage). There was discussion. Moved by Lyons, seconded by Frazier to approve the wage change authorization as presented. Motion carried.

The Engineer/Manager requested the Board to consider the Annual Administrative & Supervisory Pay Grade System annual adjustment be equal to the increase in the union contract of 3.25%. There was discussion. Motion by Lamoreaux, seconded by Frazier to adjust the Annual Administrative & Supervisory Pay Grade System with the increase of 3.25% as presented. Motion carried.

The Engineer/Manager requested the Board to consider the 2022 Longevity Payroll schedule. There was discussion. Moved by Lyons, seconded by Frazier to approve and pay the 2022 Longevity Payments in the amount of \$14,350.00. Motion carried.

The Finance Director requested the Board to consider MDOT Form 0179, Title VI Sub-Recipient Annual Certification Form, and recommended approval of the document. There was discussion. Moved by Lyons, seconded by Frazier that the MDOT Form 0179 be approved as prepared by staff. Motion carried.

The Finance Director requested the Board to consider MDOT Form 2067, Public Act 51 Annual Certification of Employee-Related Conditions, recommended approval of the document and to authorize the chair to sign. There was discussion. Moved by Frazier, seconded by Lyons that the MDOT Form 2067 be approved as prepared by staff and the chair be authorized to sign the form. Roll call vote: Ayes: Eldred, Lamoreaux, Frazier, Lyons, and Aitch. Nays: None. Motion carried.

The Engineer/Manager and Finance Director reviewed the preliminary draft budget for the fiscal year ending September 30, 2023. There was discussion.

The Engineer/Manager requested the Board to approve a Special Hearing for the 2022-2023 budget on September 27, 2022, at 6:00 p.m. Moved by Lyons, seconded by Aitch to set the Special Hearing for the budget on September 27, 2022, at 6:00 p.m. Motion Carried.

The Superintendent requested the Board to consider staff attending the 48th Annual Superintendents Seminar (SAM). There was discussion. Moved by Lamoreaux, seconded by Frazier to approve staff to attend SAM as requested. Motion carried.

The Superintendent provided an update on the Security Audit and System. Some of the repairs have been made. Sieman's still need to address the front lobby. There still has not been training provided and some loose ends need to be tied up.

The Engineer/Manager gave an Engineering update providing the status of the Millage Program, the Butterfield culvert work, the Marketplace Blvd project, and the Millet Rd project. He also provided notice there are some issues with Capital Asphalt and finishing Creyts Rd. Capital Asphalt may not be able to finish although we do have a bond.

The Superintendent gave an update on the progress of chip seal, dust control, fog seal, crack seal overband, and road mowing. The crush and shape work has some loose ends to finish up.

The Engineer/Manager provided an update on the Asset Management Plan progress – it was indicated to be needed by September 30, 2022, although it isn't due until 2024. It should be completed in the next couple of months.

Correspondence regarding a Watermain Relocation Agreement was reviewed. There was discussion.

Correspondence regarding SR Lacey Lake email was reviewed. There was discussion.

The Finance Director provided a reminder to turn in all FY2022 Commissioner Expense Reports before October 11, 2022. She also inquired which Commissioners were going to attend the Commissioners Conference in early October.

September 13, 2022

Public comment: None

Commissioner Aitch brought up a resident requesting policy to be enforced on a neighbor not completing maintenance which causes a water issue on their property. There was discussion.

Commissioner Eldred reported the Parks Commission being abolished. There was discussion.

Moved by Lyons, seconded by Frazier that the meeting be adjourned. Motion carried.

Board meeting was adjourned at 9:45 a.m.

The date and time of the next regular meeting will be Tuesday, September 27, 2022, at 6:00 p.m.

Duane A. Eldred, Chairman

Louanna L. Lawson, Clerk to the Board

EATON COUNTY ROAD COMMISSION

September 27, 2022

A regular meeting of the Eaton County Board of Road Commissioners was held in the Board Room at the Road Commission offices in Charlotte, Michigan on September 27, 2022.

Members present: Commissioners Eldred, Frazier, Lyons, and Lamoreaux,

Members absent: Commissioner Aitch-Guerrant

The meeting was called to order by Chairman Eldred at 6:00 p.m.

Chair Eldred called to order the public hearing for the 2022-2023 General Appropriations Act.

The Engineer/Manager and the Finance Director gave a brief review of the proposed budget. There was discussion. Moved by Frazier, seconded by Lamoreaux to adjourn the public hearing. Motion carried. The public hearing was adjourned at 6:09 p.m.

The Chairman inquired if there anything to add or change regarding the agenda. Moved by Frazier and seconded by Lamoreaux, that the agenda be approved as presented. Motion carried.

The Chairman asked if the minutes of the September 13, 2022, meeting were correct as presented. Moved by Lamoreaux and seconded by Lyons to approve the September 13, 2022, as presented. Motion carried.

Public comment: Debra Martin (resident) brought forth an issue with traffic not stopping at intersections of Vermontville Hwy/Cochran Rd and Vermontville Hwy/Otto Rd. She would like some options discussed for resolution. Barbara Rogers (Eaton County Commissioner) brought forth discussion item of stopping at intersection of Island Hwy/ Canal Rd and Island Hwy/Stewart Rd. She requested discussion on 4-way stop at both.

The following vouchers were presented:

a.)	VO 74 (09/15/22)	Payroll	\$ 105,107.02
b.)	VO 75 (09/16/22)	Accounts Payable	\$1,463,590.61
c.)	VO 76 (09/23/22)	Payroll	\$ 155.32

There was discussion. Motion by Lamoreaux and seconded by Lyons that the vouchers with total expenditures of \$1,568,852.95 be approved. Roll call vote: Ayes: Eldred, Lamoreaux, Frazier, and Lyons. Nays: None. Absent: Aitch. Motion carried.

The Engineer/Manager requested the Board to consider the 2022-2023 General Appropriations Act (Budget). Moved by Lyons, second by Frazier to adopt the following resolution:

RESOLUTION TO SUPPORT THE 2022-2023 GENERAL APPROPRIATIONS ACT

BE IT RESOLVED, That the 2022-2023 General Appropriations Act be adopted as follows:

EATON COUNTY ROAD COMMISSION		
GENERAL APPROPRIATIONS ACT		
FISCAL YEAR 2022-2023		
REVENUES		
Current Property Taxes	\$	4,922,768
Permit Revenue	\$	85,000
Intergovernmental:	\$	-
Federal Sources	\$	3,107,756
Michigan Transportation Funds	\$	15,320,890
Other State Sources	\$	461,985
Township Contributions	\$	170,849
Other Local Sources	\$	-
Interest and Rentals	\$	60,000
Other Revenue	\$	100,000
Total Revenue		24,229,248
Other Sources		-
Total Revenues and Other Sources	\$	24,229,248
EXPENDITURES		
Primary Roads		
Construction/Capacity Improvements		
Preservation/Structural Improvements	\$	6,112,070
Routine & Preventative Maintenance	\$	7,474,000
Local Roads		
Construction/Capacity Improvements	\$	-
Preservation/Structural Improvements	\$	4,951,840
Routine & Preventative Maintenance	\$	2,729,000
Equipment Expense	\$	300,000
Administration (net)	\$	810,000
Maintenance Service for Other Units	\$	100,000
Non-Road Projects	\$	-
Capital Outlay (net)	\$	1,883,000
Debt Service	\$	-
Drain Assessment	\$	300,000
Total Expenditures		24,659,910
Amounts Needed for Contingencies		-
Total Expenditures	\$	24,659,910
Net Revenues (Expenditures)	\$	(430,662)
Fund Balance at Beginning of Year		6,911,516
Fund Balance at End of Year	\$	6,480,854

BE IT FURTHER RESOLVED, That the Engineer-Manager, as Chief Administrative Officer, is hereby charged with general supervision of the execution of the budget adopted by this Board and is authorized to transfer, when necessary, up to 25% from one line to another. Motion carried.

The Engineer/Manager discussed the September 30, 2022, fund balance in the Primary and Local Road funds to cover necessary maintenance performed on Local roads above the statutory allocation of Local Road funds as allowed by Public Act 51 of 1951. There was discussion. Moved by Lyons, second by Frazier to authorize a transfer of up to 25% of the Michigan Transportation Fund distributions received for the Primary roads to the Local Road fund for the year ending September 30, 2023, as deemed necessary by staff. Motion carried.

The Engineer/Manager requested the Board to consider the 2021-2022 fiscal year budget amendment. There was discussion. The budget amendment for the 2021-2022 fiscal year are tabled until the next regular meeting on October 11, 2022.

The Engineer/Manager requested the Board to consider the Administrative and Supervisory individual step increases. He presented a memo to the Board with his recommendations for individual employee step increases within the Grade and Step Compensation System based on results of performance evaluations. There was discussion. Chairman Eldred requested more details. The Administrative and Supervisory individual step increases are tabled until the next regular meeting on October 11, 2022.

The Engineer/Manager requested the Board to consider applications for the Railroad Crossing Program. There was discussion. The affected railroad crossings are Stewart Rd and Billwood Hwy. The Engineer/Manager reported Michigan Department of Transportation will provide 60% and the Railroad will provide 40%. Motion by Frazier, seconded by Lamoreaux to approve submitting applications for the Railroad Crossing Program. Motion carried.

The Superintendent requested the Board to consider the Janitorial Services bids received. The recommendation was to award to the lowest bidder, CS Cleaning with an alternate of next lowest bid, Romanow Building Services. There was discussion.

JANITORIAL SERVICES BIDS				
	CS Cleaning	Romanow Building Services	Key Cleaning	Funkyfresh Cleaning Solutions, LLC
per month	\$1,650.00	\$2,235.00	\$4,000.00	\$3,440.00
per year	\$19,800.00	\$26,820.00	\$48,000.00	\$41,280.00
Vacuum Baseboards, etc.	\$300.00	INCLUDED	INCLUDED	\$500.00
Treat and Deep Clean Carpet	NO BID	\$2,020.00	0.30 per square foot	0.12 per square foot
Wax & Buff Hard Surface Floors	\$2,000.00	\$2,296.00	0.50 per square foot	0.20 per square foot
Clean Interior Window	\$350.00	\$350.00	\$100.00	\$ 45.00 per hour
Clean Exterior Windows	\$350.00	\$350.00	\$200.00	\$ 55.00 per hour
Clen Over, Range, Hood Filter	\$125.00	INCLUDED	N/A	\$ 50.00 per hour
Clean Cupboards, etc. Two Lunch Areas	\$125.00	INCLUDED	\$150.00	\$300.00
Clean Lockers in Two Locker Areas	\$195.00	\$195.00	\$150.00	\$250.00

Motion by Frazier, seconded by Lyons to award the Janitorial Services bid to the lowest bidder with the next low bid as an alternate. Motion carried.

The Superintendent provided an update on the Security Audit and System. He has had some email conversations with Sieman's. The vendor has completed all past repairs except for the front lobby issues. The Engineer/Manager has communicated via email with Sieman's requesting more information on what is still needed to be ADA compliant. The vendor is requesting additional funds for work in the front lobby. Once a walk-through has been done, a portion of the bill can be paid.

The Superintendent gave an update that the summer season is wrapping up. Fog sealing is being done this week. They are finishing up crush and shape, road mowing, etc. The crews are gearing up for winter season. The sign shop roof has been installed. There is culvert replacements and deck cleaning on the schedule.

The Engineer/Manager provided an update that Millet Rd, Canal Rd to Creyts Rd should be done. The Marketplace Blvd project should be done by the end of October. The Battle Creek Rd project still has not been awarded. Discussed the possibility of cashing performance bond for the Creeyts Rd, North of M-43 work. He is checking with our council to determine any repercussions of doing so. The Butterfield Hwy culver replacement project is complete. The bridges scheduled, including the Five Point bridge bundling is complete. Battle Creek starts next year.

Correspondence: None.

Public comment: Barbara Rogers (Eaton County Commissioner) spoke about the following:

1. She lives on a private road which was blacktopped in 2014, the residents may want to have it chip sealed. There was discussion.
2. She asked about a public meeting previously held discussing roads. The Engineer/Manager provided information that this is a public meeting that the Michigan Department of Transportation sets up each year. She asked who she may contact for an invitation to attend. There was discussion.
3. She asked who is responsible for Battle Creek Rd and is it a primary road. There was discussion.

Commissioner Comment: None

Moved by Frazier, seconded by Lyons that the meeting be adjourned. Motion carried.

Board meeting was adjourned at 6:55 p.m.

The date and time of the next regular meeting will be Tuesday, October 11, 2022, at 8:30 a.m.

Duane A. Eldred, Chairman

Louanna L. Lawson, Clerk to the Board

EATON COUNTY ROAD COMMISSION

October 11, 2022

A regular meeting of the Eaton County Board of Road Commissioners was held in the Board Room at the Road Commission offices in Charlotte, Michigan on October 11, 2022.

Members present: Commissioners Eldred, Frazier, Lyons, Lamoreaux, and Aitch-Guerrant

Members absent: None

The meeting was called to order by Chairman Eldred at 8:33 a.m.

The Chairman inquired if there were additions or deletions to the agenda. The following items were requested as additions:

1. Consider a wage change authorization – driver filling in for a mechanic
2. Consider two staff members for attendance to the Winter Operations Conference, October 18-19, 2022

Moved by Lyons and seconded by Frazier to approve the agenda with the requested additions. Motion carried.

The Chairman asked if the minutes of the September 27, 2022, meeting were correct as presented. Moved by Frazier and seconded by Lamoreaux to approve the September 27, 2022, minutes. Motion carried.

Public comment: None

The following vouchers were presented:

a.)	VO 77 (09/28/22)	Payroll	\$ 99,907.50
b.)	VO 78 (09/30/22)	Accounts Payable	\$1,553,980.19

There was discussion. Motion by Lamoreaux and seconded by Frazier that the vouchers with total expenditures of \$1,53,887.69 be approved. Roll call vote: Ayes: Eldred, Lamoreaux, Frazier, and Lyons. Nays: None. Absent: Aitch (arrived after roll call vote). Motion carried.

The Engineer/Manager requested the Board to consider approval and signing of the 2022 Janitorial Services Contract with CS Cleaning (as awarded on September 27, 2022). Moved by Lyons and seconded by Frazier to approve and sign the 2022 Janitorial Services Contract with CS Cleaning. Motion carried.

The Engineer/Manager requested the Board to consider the November 8 meeting. He will be out of the office and requested the Clerk to the Board conduct the meeting. There are only a few items of a general nature on the agenda. There was discussion. No action taken.

The Engineer/Manager and the Finance Director reviewed a recommended budget amendment for the 2021-2022 fiscal year. There was discussion.

Moved by Lamoreaux, seconded by Frazier to adopt the following resolution:

BE IT RESOLVED, that the 2021-2022 General Appropriations Act be amended as follows:

	2021-2022 PREVIOUSLY AMENDED	2021-2022 AMENDED
REVENUES		
Current Property Taxes	\$ 4,696,278	\$ 4,657,239
Permit Revenue	75,000	101,705
Intergovernmental:		
Federal Sources	2,523,600	1,865,909
Michigan Transportation Funds	14,639,232	14,786,933
Other State Sources	-	257,798
Township Contributions	430,000	262,176
Other Local Sources	-	18,599
Interest and Rentals	1,000	86,304
Other Revenue	<u>100,000</u>	<u>118,421</u>
Total Revenue	22,465,110	22,155,084
Other Sources	<u>-</u>	<u>-</u>
Total Revenues and Other Sources	<u>\$ 22,465,110</u>	<u>\$ 22,155,084</u>
EXPENDITURES		
Primary Roads		
Construction/Capacity Improvements	\$ -	\$ -
Preservation/Structural Improvements	10,568,470	5,165,052
Routine & Preventative Maintenance	3,300,000	3,700,635
Local Roads		
Construction/Capacity Improvements	-	-
Preservation/Structural Improvements	6,157,778	6,869,093
Routine & Preventative Maintenance	3,300,000	3,691,923
Equipment Expense	150,000	(231,277)
Administration (net)	810,000	741,297
Maintenance Service for Other Units	100,000	46,460
Non-Road Projects	-	-
Capital Outlay (net)	1,595,500	20,523
Debt Service	-	-
Drain Assessment	<u>300,000</u>	<u>294,698</u>
Total Expenditures	26,281,748	20,298,404
Amounts Needed for Contingencies	<u>-</u>	<u>-</u>
Total Expenditures	<u>\$ 26,281,748</u>	<u>\$ 20,298,404</u>
Net Revenues (Expenditures)	\$ (3,816,638)	\$ 1,856,680
Fund Balance at Beginning of Year	<u>\$ 11,229,221</u>	<u>\$ 11,229,221</u>
Fund Balance at End of Year	<u>\$ 7,412,583</u>	<u>\$ 13,085,901</u>

BE IT FURTHER RESOLVED, that the Engineer/Manager, as Chief Administrative Officer, is hereby charged with general supervision of the execution of the budget adopted by this Board and is authorized to transfer, when necessary, up to 25% from one line to another.

Motion carried.

The Engineer/Manager reviewed a memo to the Board regarding his recommendations for individual employee step increases with the Grade and Step Compensation System for Administrative and Supervisory Employees based on results of performance evaluations. There was discussion. Moved by Frazier, seconded by Lamoreaux to approve administrative and supervisory employee step increases in accordance with the Grade and Step Compensation System for Administrative and Supervisory Employees. Motion carried.

The Superintendent provided an update on the Security Audit and System. Siemans came out to look at the front lobby door area although neither the Engineer/Manager nor Superintendent were available to speak to them. Siemans did not provide notice of their visit ahead of time.

The Superintendent gave an update regarding hot mastic being done in Delta Township, gravel patches and washouts, brush mowing (Bellevue, Hamlin and Windsor townships), shoulder repair being done to get ready for winter, mulching, and he is advertising for mechanics. A driver was pulled from duty to assist in the garage due to only having one mechanic on staff right now.

The Engineer/Manager provided an update that Battle Creek Rd project still has not been awarded. The Marketplace Blvd project should be done by the end of October. He had a call from the Drain Office, the engineers and their attorney, regarding move of utilities. The Engineer/Manager was able to locate old files and letters showing it should not have been installed at its current location. The Royston Rd culvert is planned to completed by the road commission instead of the drain office.

Correspondence: None.

Public comment: None

Commissioner Lamoreaux attended the annual Commissioners Conference and reported the following:

- CRA and a few other organizations are pulling together information regarding electric vehicles and the funding stream going down. They are hoping to show charts/graphs and such to the legislators the information they have. The speaker identified that the electric vehicles are 1,000 pounds heavier than gas vehicles and there is no funding coming from the electric vehicles.
- The Allegan County Manager presented a township guide that shows what road commissions do and what those things mean. The guide shows how the effects between townships and the road commissions. The Engineer/Manager will email the presenter for an electronic copy of the Township Guide for our review. Allegan County Road Commission provides \$50,000 to each township. If they choose to match the \$50,000, they will have \$100,000 for projects of their choosing.

Moved by Lamoreaux, seconded by Frazier that the meeting be adjourned. Motion carried.

Board meeting was adjourned at 9:17 a.m.

The date and time of the next regular meeting will be Tuesday, October 25, 2022, at 6:00 p.m.

October 11, 2022

Duane A. Eldred, Chairman

Louanna L. Lawson, Clerk to the Board

EATON COUNTY ROAD COMMISSION

October 25, 2022

A regular meeting of the Eaton County Board of Road Commissioners was held in the Board Room at the Road Commission offices in Charlotte, Michigan on October 25, 2022.

Members present: Commissioners Eldred, Frazier, Lyons, and Lamoreaux.

Members absent: Aitch-Guerrant

The meeting was called to order by Chairman Eldred at 6:02 p.m.

The Chairman inquired if there were additions or deletions to the agenda. The following items were requested as additions: None. Moved by Lyons and seconded by Frazier to approve the agenda as presented. Motion carried.

The Chairman asked if the minutes of the October 11, 2022, meeting were correct as presented. Moved by Frazier and seconded by Lyons to approve the October 11, 2022, minutes. Motion carried.

Public comment: None

The following vouchers were presented:

a.	VO 1	(10/13/22)	Payroll	\$ 105,593.74
b.	VO 2	(10/14/22)	Accounts Payable	\$ 1,273,697.71
c.	VO 3	(10/14/22)	Accounts Payable	\$ 106,167.40
d.	VO 4	(10/19/22)	Payroll	\$ 80.99

There was discussion. Motion by Lamoreaux and seconded by Lyons to approve vouchers 1-4 with total expenditures of \$1,485,539.84. Roll call vote: Ayes: Eldred, Lamoreaux, Frazier, and Lyons. Nays: None. Absent: Aitch. Motion carried.

The Engineer/Manager requested the Board to consider a temporary wage authorization for Nick Fast. He is temporarily working in the garage while there is a shortage of mechanics. Moved by Lamoreaux and seconded by Frazier to approve the temporary wage authorization for Nick Fast. Motion carried.

The Engineer/Manager requested the Board to consider the FY 2022-2023 CRA Dues and NACE Membership with an add on membership to APWA for himself and Jere Nelson. There was discussion. Motion by Frazier, seconded by Lyons to approve the CRA Dues, NACE Membership, and the APWA Membership as requested. Motion carried.

The Engineer/Manager requested the Board to consider the Annual Holiday Party Budget. The budget will include the 12 days of Christmas stockings, an Eaton County Road Commission sweatshirt (if they desire) and a gift card. There was discussion. Motion by Lamoreaux, seconded by Frazier. Motion carried.

The Engineer/Manager reviewed a proposal to the Board regarding a change in provider for the retiree health insurance. There was discussion. Burnham and Flower representatives will attend the November 8 meeting to provide more information and answer questions.

The Superintendent provided an update on the Security Audit and System. He indicated there continues to be outstanding issues. The Engineer/Manager agreed to pay half of the amount being held to show good faith at this time. The expectation is to have outstanding issues resolved and training provided prior to the balance being paid. There was discussion.

The Superintendent gave an update on crews and work being done on roads such as, blading, mowing, and cold patching. He reported that winter equipment is being installed on trucks and they are almost ready for the season. A driver was pulled from duty to assist in the garage due to only having one mechanic on staff right now.

The Engineer/Manager provided an update on the following items:

- He attended the Seven County Council Meeting and there was discussion regarding removal and disposal of deceased deer in the roadway. There was discussion. The determination is that the Eaton County Road Commission needs to have their own policy on deer removal and disposal.
- He discussed an email received from a resident regarding the wall on Michigan Avenue and Canal Road. The resident's complaint is, there are issues with the wall therefore making it less than desirable. The Engineer/Manager will look at it to determine if there are issues that can be resolved.
- He discussed checking with Clinton County to determine if they can/will pick up Tallman Road for plowing. The City of Grand Ledge plowed it previously, the Eaton County Road Commission no longer has an agreement with them.
- He reported that the railroad applications were not submitted on time. There was discussion with MDOT and the railroad to determine if the applications could still be submitted, MDOT would not allow it. There are a few crossings already being fixed/replaced by the railroad without applications being submitted.
- He asked for the University Regional Council to assist in funding the Webster Road Bridge, they agreed and will support. The next step is to attend the Local Advisory Board to see if this is selected to be done.
- Commissioner Eldred inquired about the permit for Brick Hwy. He will be attending the Vermontville Township meeting and would like to be prepared to answer questions. There was discussion.

Correspondence: None.

Public comment: None

Moved by Frazier that the meeting be adjourned. There were no objections. Motion carried.

Board meeting was adjourned at 6:44 p.m.

The date and time of the next regular meeting will be Tuesday, November 8, 2022, at 8:30 a.m.

October 25, 2022

Duane A. Eldred, Chairman

Louanna L. Lawson, Clerk to the Board

EATON COUNTY ROAD COMMISSION

November 8, 2022

A regular meeting of the Eaton County Board of Road Commissioners was held in the Board Room at the Road Commission offices in Charlotte, Michigan on November 8, 2022.

Members present: Commissioners Eldred, Frazier, Lyons, and Lamoreaux.

Members absent: Aitch-Guerrant

The meeting was called to order by Chairman Eldred at 8:31 a.m.

The Chairman inquired if there were additions or deletions to the agenda. The following items were requested as additions: None. Moved by Lyons and seconded by Lamoreaux to approve the agenda as presented. Motion carried.

The Chairman asked if the minutes of the October 25, 2022, meeting were correct as presented. Moved by Lamoreaux and seconded by Lyons to approve the October 25, 2022, minutes. Motion carried.

Public comment: None

The following vouchers were presented:

a.	VO 5	(10/25/22)	Payroll	\$ 100,008.84
b.	VO 6	(10/27/22)	Accounts Payable	\$ 598,628.65
c.	VO 7	(11/07/22)	Accounts Payable	\$ 77,361.50

There was discussion. Motion by Lamoreaux and seconded by Frazier to approve vouchers 5-7 with total expenditures of \$775,998.99. Roll call vote: Ayes: Eldred, Lamoreaux, Frazier, and Lyons. Nays: None. Absent: Aitch. Motion carried.

A presentation was made on the Retiree Healthcare Proposal by Sam Molnar (Health Insurance Services). The retiree healthcare is provided to us as group plan through Burnham & Flower Insurance Group (representative: Jack Schmitz).

The Engineer/Manager requested the Board to consider the Retiree Healthcare Proposal which changes the medical coverage carrier from American to Humana (group advantage plan) and recommended the Board authorize the Chair to sign. Moved by Frazier, seconded by Lamoreaux to adopt the following resolution:

BE IT RESOLVED, that the group application for retiree health insurance be completed by the Eaton County Road Commission for:

Retiree Health Insurance carrier be changed to Humana, with this solution provided by Health Insurance Services and coordinated through Benistar, Group Retiree Health Solutions.

Be approved and that the Chair, namely Duane A. Eldred, be duly authorized to sign the application.

Motion carried.

The Engineer/Manager requested the Board discuss dates for the Traffic Summit held by the Michigan Department of Transportation. Discussion was had. The Engineer/Manager volunteered to invite townships and drain commission. He invited all board members to attend also.

The Superintendent reported there is not an update on the Security Audit and System. He indicated there continues to be outstanding issues. The front lobby access has not been completed; the Vermontville monitors are down (internet is fine). Training has not been provided and there are still issues with broken card readers. There was discussion. It was suggested the Superintendent call IT Right to ensure there is not a virus on the computer(s) causing the issue. Also, might be a good idea to reach out to previous bidder on what they may be able to do to assist if not resolved.

The Superintendent gave an update on crews and work being done on roads such as, hot mastic, cold patching, etc. He has received a thank you call for fixes done on driveway to roadway. There will be a couple of mechanic interviews next week and has hired a couple of temporary employees for plowing.

The Engineer/Manager provided an update on the following items:

- He reported the Royston Road culvert has been finally approved. The hope is to get a permit from EGLE soon.
- He updated the Board on the Marketplace Boulevard project. It has not been completed yet, the contractor is reporting there is a concrete shortage.
- He reported the Webster Bridge has been selected for the 2026, single bridge project. The University Region is providing a match along with the township and Eaton County Road Commission.
- He reported that Lauren Doerrs is doing a great job, she identifies what responsibility is hers compared to the Engineer/Manager and is asking questions to ensure she handles the necessary work.
- He provided maps for review to discuss at the next regular scheduled Board meeting. There was discussion on length of years the millage has left. Discussion was had on what items need to be completed over the next few years. The Engineer/Manager is thinking about long-term perspective on what projects are needed. He is still working on the asset management plan.
- There was discussion on what is road maintenance compared to road building and what is the Road Commission's responsibility. The commissioners requested to have some details provided.

Correspondence: Several 'Thank You' notes came in via mail and phone.

Public comment: None

Other items to note:

- The 2022 Audit Engagement letter of Notice was received. The audit will begin late November 2022 and complete no later than February 2023. The auditors will be on site, November 29, 2022, at the Eaton County Road Commission.
- The 8th Annual Legal Issues Symposium & Will Work for Local Funding \$\$ will be held December 6, 2022, in Mt. Pleasant. There was some discussion on the millage needing to be renewed in the next couple of years. It was requested to let the Director of Finance know who would like to attend so registration can be completed.

November 8, 2022

Commissioner Comment: None

Moved by Frazier that the meeting be adjourned, seconded by Lamoreaux. Motion carried.

Board meeting was adjourned at 9:48 a.m.

The date and time of the next regular meeting will be Tuesday, November 22, 2022, at 6:00 p.m.

Duane A. Eldred, Chairman

Louanna L. Lawson, Clerk to the Board

EATON COUNTY ROAD COMMISSION

November 22, 2022

A regular meeting of the Eaton County Board of Road Commissioners was held in the Board Room at the Road Commission offices in Charlotte, Michigan on November 22, 2022.

Members present: Commissioners Eldred, Frazier, Lyons, Aitch-Guerrant, and Lamoreaux.

Members absent: None

The meeting was called to order by Chairman Eldred at 6:00 p.m.

The Chairman inquired if there were additions or deletions to the agenda. The following items were requested as additions: None. Moved by Lyons and seconded by Frazier to approve the agenda as presented. Motion carried.

The Chairman asked if the minutes of the November 8, 2022, meeting were correct as presented. Moved by Lamoreaux and seconded by Frazier to approve the November 8, 2022, minutes. Motion carried.

Public comment: Mr. Keith Barber was present to introduce himself as the newly appointed Commissioner of the Eaton County Road Commission as of January 1, 2023.

The following vouchers were presented:

a.	VO 8	(11/10/22)	Payroll	\$	99,647.13
b.	VO 9	(11/09/22)	Payroll	\$	128.24
c.	VO 10	(11/18/22)	Accounts Payable	\$	1,174,151.96
d.	VO 11	(11/21/22)	Payroll	\$	93,082.25
e.	VO 12	(11/21/22)	Payroll	\$	202.46

There was discussion. Motion by Lamoreaux and seconded by Aitch to approve vouchers 8-12 with total expenditures of \$1,367,212.04. Roll call vote: Ayes: Eldred, Lamoreaux, Frazier, Aitch, and Lyons. Nays: None. Absent: None. Motion carried.

The Engineer/Manager requested the Board to consider bids for the NTB Grader Blades.

**Eaton County Road Commission
NTB Grader Blades
Bid Tabulation**

Description	Michigan Cat		Valk Manufacturing Company		Wear Parts & Equipment Co.,	
	Weight Per Foot	Unit Price Per Foot	Weight Per Foot	Unit Price Per Foot	Weight Per Foot	Unit Price Per Foot
Type 1	19.30 lbs/ft	\$ 16.97	19.61 lbs/ft	\$ 19.89	19.33 lbs/ft	\$ 28.00
Type 2	19.30 lbs/ft	\$ 20.29	19.61 lbs/ft	\$ 19.89	19.43 lbs/ft	\$ 28.00
Type 3	13.75 lbs/ft	\$ 24.67	15.40 lbs/ft	\$ 22.39	15.17 lbs/ft	\$ 24.00
Type 4	14.50 lbs/ft	\$ 20.21	15.40 lbs/ft	\$ 22.39	15.14 lbs/ft	\$ 24.00

There was discussion. Motion by Lyons to approve the low bidder, Michigan Cat as proposed by the Superintendent, seconded by Frazier. Motion carried.

The Engineer/Manager requested the Board to consider the preliminary Millage Projects for 2023. There was discussion. Motion by Frazier to accept the 2023 Millage projects and send to the townships for public comment, seconded by Lyons.

The Superintendent provided an update on the Security Audit and System. He spoke with a group from the vendor, Siemens. They will come out and correct the issues. There was discussion.

The Superintendent gave an update on crews and work being done on roads such as, finishing culverts for the season, smaller ones still being watched. Some mastic was done prior to the winter weather. Winter maintenance begun with the winter storm, Thursday through Tuesday.

The Engineer/Manager provided an update on the following items:

- The Traffic Summit will take place at the Eaton County Road Commission on December 14, 2022
- The Retiree Health Insurance Webinar will be held on December 19, 2022, at 10:00 a.m.
- The Eaton County Road Commission will work out an agreement with the Clinton County Road Commission to trade two subdivisions for plowing
- There are no 2024 projects eligible for the Federal Aid Buyout Program
- The Michigan Avenue noise wall complaint was investigated. It needs maintenance, there is not an agreement for maintenance. There was some discussion.
- He introduced Lauren Doerr, Interim Assistant Engineer, to the Board and indicated she will be providing the Engineering Department update

The Interim Assistant Engineer provided an update on the following items:

- A status update was provided on Nixon Rd and Five-Point Hwy projects
- There was a co-op hired for Spring/Summer 2023
- Brick Highway has the survey complete. Once other projects have been submitted to MDOT, sketches and the permit application will be completed

Correspondence: Rieth-Riley requested a time extension due to a concrete issue. There was discussion. Chair Eldred requested a Thank You Resolution be approved for Commission Jerry Frazier.

WHEREAS, Jerry Frazier has served for five years on the Eaton County Board of Road Commissioners from 2017 to 2022; and

WHEREAS, Jerry served on and represented this County on the Board of the Tri-County Regional Planning Commission; and

WHEREAS, the Eaton County Board of Commissioners and the people of Eaton County greatly appreciate the years of Public Service that Jerry has tirelessly given to his community.

NOW, THEREFORE, BE IT RESOLVED, that the Eaton County Board of Commissioners, meeting in regular session this 22nd day of November 2022 do commend Jerry Frazier for a job well done. We wish him well in his new endeavors and thank him for his years of dedicated service to the County; and

BE IT FURTHER RESOLVED, that a copy of this resolution shall be presented to Jerry Frazier as a

November 22, 2022

reminder of the respect and admiration the people of Eaton County hold for his service and accomplishments on behalf of the Eaton County Road Commission.

Motion by Lamoreaux to approve the resolution for Frazier, seconded by Lyons. Motion carried.

Public comment: None

Commissioner Comment: Commissioner Lyons commented on the drains along Canal Road, there was discussion. Chair Eldred suggested the Eaton County Road Commission add accomplishments to social media accounts and through paper media.

Moved by Lyons that the meeting be adjourned, seconded by Aitch. Motion carried.

Board meeting was adjourned at 6:42 p.m.

The date and time of the next regular meeting will be Tuesday, December 13, 2022, at 8:30 a.m.

Duane A. Eldred, Chairman

Louanna L. Lawson, Clerk to the Board

EATON COUNTY ROAD COMMISSION

December 13, 2022

A regular meeting of the Eaton County Board of Road Commissioners was held in the Board Room at the Road Commission offices in Charlotte, Michigan on December 13, 2022.

Members present: Commissioners Eldred, Frazier, Lyons, Aitch-Guerrant, and Lamoreaux.

Members absent: None

The meeting was called to order by Chairman Eldred at 8:33 a.m.

The Chairman inquired if there were additions or deletions to the agenda. The following item was requested as an addition: Consider Wind Trace #3 Final Platte. Moved by Lamoreaux and seconded by Frazier to approve the agenda with the proposed addition. Motion carried.

The Chairman asked if the minutes of the November 22, 2022, meeting were correct as presented. Moved by Lamoreaux and seconded by Frazier to approve the November 22, 2022, minutes. Motion carried.

Public comment:

Ron Clark, Nixon Road Company was present to request the Wind Trace #3 Final Platte be tabled until December 27, 2022, meeting. He provided the request in writing to the Engineer/Manager.

Mr. Keith Barber was present to familiarize himself as the newly appointed Commissioner of the Eaton County Road Commission as of January 1, 2023.

The following vouchers were presented:

a.	VO 13 (11/10/22)	Accounts Payable	\$ 403,991.26
b.	VO 14 (11/09/22)	Payroll	\$ 99,458.26
c.	VO 15 (11/18/22)	Payroll-Longevity	\$ 16,751.09

There was discussion. Motion by Lamoreaux and seconded by Frazier to approve vouchers 13-15 with total expenditures of \$520,200.61. Roll call vote: Ayes: Eldred, Lamoreaux, Frazier, and Lyons. Nays: None. Absent: Aitch. Motion carried.

The Engineer/Manager requested the Board to consider CDL New Hire Employment Agreement. There was discussion. Motion by Frazier to accept the CDL New Hire Employment Agreement as recommended by the Engineer/Manager, seconded by Lyons. Motion carried.

The Engineer/Manager requested the Board to consider the HMA Base Crushing Contract Extension. There was discussion. Motion by Lyons to approve an extension of the HMA Base Crushing Contract, seconded by Aitch.

The Engineer/Manager requested the Board to discuss the 2023 Primary Road projects. A partial list was provided for discussion purposes. There was discussion. The 2023 Primary Road projects consideration was tabled until the full list is available.

The Engineer/Manager requested the Board to consider canceling the December 27, 2022 meeting. There was discussion. A quorum may not be available. Motion by Lyons to cancel the December 27, 2022 meeting, seconded by Lamoreaux.

The Engineer/Manager requested the Board to consider Wind Trace #3 Final Platte. There was discussion. The Chairman of the Board suggested The Board approve pending the Engineer/Manager review and approval. Signatures to be obtained in person by the Chairman of the Board. Approval will take effect upon the date of the notary obtained. Motion by Lyons to approve pending actions as discussed, seconded by Frazier.

The Superintendent provided an update on the Security Audit and System. Siemens came out to make repairs. Card reader is bad, the technician ordered a new card reader. Horrible communication even via email. Board suggested we discuss with our attorney to see where we stand to end the contract and find another security company to complete and maintain.

The Superintendent gave an update on crews and work being done on roads such as, finishing culverts for the season, smaller ones still being watched. Some mastic was done prior to the winter weather. Winter maintenance begun with the winter storm, Thursday through Tuesday.

The Engineer/Manager provided an update on the following items:

- Dimondale is putting a pathway on Holt Road (up to school)
- Fuel tax up 5% or \$1.4 cents
- Delta meeting the manager may agree to a noise wall maintenance agreement
- Jan 17 non-motorized on agenda at Delta
- Sent out millage maps to townships
- MDOT Traffic Summit 12/14 at noon

The Superintendent provided an update on the following items:

- Working with equipment vendors to locate where the equipment is
- Found a window open to order trucks able to order but might get cut
- Excavator in process
- Several interviews have taken place, temps in place with last one
- Night shift started, two employees
- Two temps are working and getting used to the equipment
- Other maintenance activities being done while weather is good
- Freightliner in GR waiting for parts – still a supply shortage
- Catch basins repaired by contractors in Delta
- Guardrail repairs

Correspondence: None

Public comment: None

December 13, 2022

Commissioner Comment: Commissioner Eldred gave appreciation for Commission Jerry Frazier's work on the Board and wished him well in his future endeavors. All those in attendance also gave kudos and appreciation.

Board meeting was adjourned at 9:59 a.m. with no objections.

The date and time of the next regular meeting will be Tuesday, January 10, 2023, at 8:30 a.m.

Duane A. Eldred, Chairman

Louanna L. Lawson, Clerk to the Board