

The Menominee County Board of Road Commissioners held a regular meeting in their offices north of Stephenson on Tuesday, July 11, 2017.

Chair Anderson called the meeting to order at 9:00 a.m. with the following persons present or absent:

Present: William Anderson, Anthony Kakuk, Darrell Moilanen and Lisa Savord. Also present were Tom Nemetz, Terry Elashik, Dick & Charlene Peterson, Joe Linder, Larry Barker, David Wesoloski, Lowell Bengry and Kevin Havelka.

Absent: Joseph Skrobiak.

Public comments – Lowell Bengry stated that the shoulders on G-12, east of US-41 were very low, causing a hazard to drivers. Moilanen replied that the crew was currently shouldering on CR358, and would then be moving on to G-12 next, hopefully within the next few days.

Terry Elashik stated that he lived on CR366 and thanked the road commission for installing the “Blind Exit” sign that he had requested. He also noted that his driveway had been washing out due to drainage issues on the road and that some work had been done to correct the problem, but he feels more needs to be done as he was still having water problems. Moilanen will check on this.

Public appearances – None.

Additions/corrections to minutes for 06/13/17 – There being no additions or corrections Anderson declared the minutes will stand as written.

Financial Report –

	Receipts	Expenditures	Payables / Reserves	Balances
Balance, June 12, 2017				\$3,439,325.97
Receipts thru 06/30/17	13,271.00			
Expenditures thru 06/30/17		810,925.13		
Balance, June 30, 2017				\$2,641,671.84
Michigan Transportation Funds	413,313.89			
Receipts thru 07/10/17	0.00			
Expenditures thru 07/10/17		0.00		
Set aside for purchase of graders in 2020			150,000.00	
State Maint. & Equip. Advances			89,679.00	
Balance, July 10, 2017	426,584.89	810,925.13	239,679.00	2,815,306.73
<u>Payables & Reserves</u>				
Payroll 07/13, and 07/27 (Est.)			135,000.00	
Soc. Sec. 07/13 and 07/27 (Est.)			10,327.50	
Reserve for workers compensation insurance			17,928.66	
Reserve for liability insurance			32,564.01	
Reserve for rental grader leases - John Deere (Oct 2015)			114,501.00	
Reserve for rental grader leases - Cat Financial (Dec 2015)			345,253.64	
Reserve for Forest Funds			161,012.59	
Reserve for 2016 Federal Aid Match			106.85	
Reserve for Federal Aid Match for No. 5 Rd. Bridge			14,760.66	
Reserve for Federal Aid Match for No. 10 Ln. Bridge			30,326.80	
Reserve for Design Engineering for No. 5 Rd & No. 10 Ln bridges			867.20	
Reserve for Construction Engineering for No. 5 Rd. & No. 10 Ln. Bridges			102,195.75	
Reserve for Design Engineering for CR 360			4,898.72	
Reserve for 2016 bridge inspections			840.00	
Reserve for Scour Protection bid documents & oversight			3,931.50	
Reserve for Vega Road box culvert			26,400.00	
Reserve for Bridge scour protection			476,765.00	
Reserve for Shakey Lakes Culvert Repair			497,000.00	
Reserve for purchase of 2017 culvert needs			0.00	
Reserve for Capital Outlay-Equipment (3 plow trucks)			322,203.00	
Reserve for Capital Outlay-Equipment (paint cart)			0.00	(2,296,882.88)
				\$ 518,423.85

There being no questions or comments, Anderson declared the financial report accepted as read.

Vouchers # 17-0043, 17-0045, 17- 0630 and 17-0047 – Moved by Kakuk, seconded by Anderson that the vouchers be approved and ordered paid. Carried unanimously.

Open bids for limestone crushing – Bids were opened and read aloud as follows:

Havelka Construction, Wallace	5.50/ton	Total bid \$82,500.00
Iron City Enterprises, Menominee	4.49/ton	Total bid \$67,350.00

Havelka Construction also provided an alternate bid for crushed limestone in a pit outside of the requested radius for 5.00/ton, Total bid \$75,000.00

Moved by Anderson, seconded by Kakuk to accept the low bid from Iron City Enterprises. Carried unanimously.

Review/adopt 2016-2017 Budget Amendment #1 – Moilanen explained that adjustments had been made to reflect the actual cost of winter operations and also the cost for projects that have been delayed due to the weather.

Menominee County Road Commission					
FISCAL 2016/2017 BUDGET AMENDMENT # 1					
	FY 2014/2015	FY 2015/2016	Budget 2016/2017	Budget 2016/2017	Budget 2016/2017
	Actual Prior	Actual	Recommended	Amended Amount #1	Total
REVENUES					
Mich. Transportation Funds	\$3,499,482	\$3,595,851	\$4,260,100	\$0	\$4,260,100
Special State Funds	924,039	771,291	306,364	34,240	340,604
Federal Funds	2,019,512	1,482,466	775,200	491,404	1,266,604
County Raised Funds	1,453,306	2,121,255	2,035,445	0	2,035,445
Gain/Loss Equip. Disposal	99,041	164,512	0	0	0
Other Contributions	0	0	0	0	0
TOTAL REVENUES	\$7,995,380	\$8,135,376	\$7,377,109	\$525,644	\$7,902,753
EXPENDITURES					
Primary Roads	\$3,707,856	\$3,142,136	\$1,721,000	\$322,015	\$2,043,015
Local Roads	2,945,339	2,504,145	3,312,146	(261,095)	3,051,051
State T/L Maintenance	666,626	720,332	705,500	0	705,500
TWA/Other T/L Maintenance	60,389	86,852	13,500	0	13,500
Equipment Expense (Net)	(143,893)	(362,872)	(325,000)	25,000	(300,000)
Administrative Expense (Net)	420,837	421,445	235,000	0	235,000
Distributive Expense	0	0	1,471,000	0	1,471,000
Capital Outlay (Net)	63,924	768,928	429,100	(245,000)	184,100
Miscellaneous	223,590	65,054	86,313	0	86,313
Special Projects	0	0	0	0	0
Contingencies	0	0	0	0	0
TOTAL EXPENDITURES	\$7,944,666	\$7,346,020	\$7,648,559	(\$159,080)	\$7,489,479
YEAR END					
Budgeted Net Revenue (Expenditures)	9/30/2017		(\$271,450)		\$413,274
YEAR END					
Current Estimated Operating Surplus (Deficit)	9/30/2016	\$789,356			
DATE					
Accumulated Avail. Surplus (Deficit)	9/30/2015	\$2,926,055			
from Prior Yrs.	9/30/2016	\$3,715,411			
Projected Surplus at End of Budget Year (2016/2017)			\$3,443,961		\$4,128,685

Moved by Kakuk, seconded by Anderson to adopt the 2016/17 Budget Amendment # 1 as presented. Carried unanimously.

Permission to get quotes to replace board room carpet – Moved by Anderson, seconded by Kakuk to have Savord solicit quotes to replace the carpet as requested. Carried unanimously.

Adopt Hazard Communication Program Policy – Moved Kakuk, seconded by Skrobiak to adopt the policy as follows. Carried unanimously.

Written Hazard Communication Program

General

The following hazard communication program has been established for Menominee County Road Commission. This program will be available for review by all employees.

Hazard Classification

Chemical manufacturers or importers shall evaluate chemicals they produced or import to classify the chemicals in accordance with the revised Hazard Communication Standard.

Effective June 1, 2015 - For each chemical, the chemical manufacturer or importer shall determine the hazard classes, and where appropriate, the category of each class that apply to the chemical being classified. This information will be placed in the Safety Data Sheet (SDS) and on the product label.

Menominee County Road Commission will rely on SDSs obtained from product suppliers to determine which chemicals are classified as hazardous for employees.

Labeling

- A. Stock Clerk will be responsible for seeing that all containers entering the workplace from a manufacturer, importer or distributor are properly labeled.
- B. All labels shall be checked for:
 1. Product identifier;
 2. Signal word;
 3. Hazard statement(s);
 4. Pictogram(s);
 5. Precautionary statement(s); and,
 6. Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.
- C. Each District Foreman shall be responsible for ensuring that all secondary workplace containers used in their work area are labeled with the appropriate product identifier and provide employees with information regarding the physical and health hazards of the hazardous chemical.

Note: Workplace labeling. The employer shall ensure that each container of hazardous chemicals in the workplace is labeled, tagged or marked with **either**:
The information specified for labels on shipped containers; **OR**, product identifier and words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

Safety Data Sheets

Change from MSDS to SDS format effective June 1, 2015 - Chemical manufacturers or importers shall ensure that SDSs for their products includes the following Sections in order:

- Section 1, Identification;
- Section 2, Hazard(s) identification;
- Section 3, Composition/information on ingredients;
- Section 4, First-aid measures;
- Section 5, Fire-fighting measures;
- Section 6, Accidental release measures;
- Section 7, Handling and storage;
- Section 8, Exposure controls/personal protection;
- Section 9, Physical and chemical properties;
- Section 10, Stability and reactivity;
- Section 11, Toxicological information.
- Section 12, Ecological information;
- Section 13, Disposal considerations;
- Section 14, Transport information;
- Section 15, Regulatory information; and
- Section 16, Other information, including date of preparation or last revision.

- A. Payroll Clerk will be responsible for compiling and maintaining the master SDS file. The file will be kept in/at Stephenson Business Office.
- B. Additional copies of SDSs for employee use are located in/at Each District Shop.
- C. SDSs will be available for review to all employees during each work shift. Copies will be available upon request to Stock Clerk.
- D. Posters identifying the person responsible for maintaining SDSs and where the SDSs are located are posted at Each District Shop. Posters notifying employees when new or revised SDSs are received will be located in the same location(s).
- E. If a required SDS is not received, Stock Clerk shall contact the supplier, in writing, to request the SDS. If an SDS is not received after two such requests, Stock Clerk shall contact the MIOSHA's Construction Safety and Health Division at (517) 284-7680 or General Industry Safety and Health Division (GISHD) at (517) 284-7750, for assistance in obtaining the SDS

The MIOSHA program does not maintain a library of SDSs. However, either of the above divisions will assist an employee in obtaining a copy of a SDS by contacting the employer or supplier.

Employee Information and Training

- A. Engineer/Manager shall coordinate and maintain records of employee hazard communication training, including attendance rosters.
- B. Before their initial work assignment, each new employee will receive hazard communication training. This will include the following information and training:

Information:

- The requirements of the MIOSHA Hazard Communication Standard
- All operations in their work area where hazardous chemicals are present
- Location and availability of the written hazard communication program, the list of hazardous chemicals, and the SDS

Training:

- Methods and observations that can be used to detect the presence or release of hazardous chemicals in the work area;
- The physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area;
- Measures the employees should take to protect themselves from these hazards;
- Details of the hazard communication program-- including an explanation of the new label elements [product identifier; signal word; hazard statement(s); pictogram(s); and, precautionary statement(s)] on shipped containers and the workplace labeling system used by their employer; the new SDS format/sections; and,
- How employees can obtain and use hazard information

C. The employee shall be informed that:

1. The employer is prohibited from discharging, or discriminating against, an employee who exercises his/her rights to obtain information regarding hazardous chemicals used in the workplace.
2. As an alternative to requesting a SDS from the employer, the employee can seek assistance from the MIOSHA Construction Safety and Health Division, at (517) 284-7680, or the MIOSHA General Industry Safety and Health Division at (517) 284-7750, to obtain the desired SDS. A sign or MIOSHA poster will be posted with the address and telephone number of the MIOSHA Divisions responsible for such requests.

D. Before any new physical or health hazard is introduced into the workplace, each employee who may be exposed to the substance will be given information in the same manner as during the hazard communication training.

Multi-Employer Worksites -- Informing Contractors

- A. If our company exposes any employee of another employer to any hazardous chemicals that we produce, use, or store, the following information will be supplied to that employer:
 1. The hazardous chemicals they may encounter.
 2. Measures their employees can take to control or eliminate exposure to the hazardous chemicals.
 3. The container and pipe labeling system used on-site.
 4. Where applicable SDSs can be reviewed or obtained.
- B. Periodically, our employees may potentially be exposed to hazardous chemicals brought on our site by another employer. When this occurs we will obtain from that employer information pertaining to the types of chemicals brought on-site, and measures that should be taken to control or eliminate exposure to the chemicals.
- C. It is the responsibility of Stock Clerk to ensure that such information is provided and/or obtained prior to any services being performed by the off-site employer. To ensure that this is done the following mechanism will be followed: List all method(s) used to ensure the required information is provided or obtained.

All contractors will be provided a copy of the Menominee County Road Commission's written Hazard Communication Program and will be directed to the location of the SDS Master File.

Pipes and Piping Systems

Information on the hazardous contents of pipes and piping systems will be identified by: All pipes and piping systems will be labeled.

List of Hazardous Chemicals

A list of all hazardous chemicals used by Menominee County Road Commission is located at the Stephenson Business Office. Further information regarding any of these chemicals can be obtained by reviewing its respective SDS.

Materials which can be purchased by the ordinary household consumer, and which are used for the intended purpose and amount as by the ordinary household consumer, are not required to be included in this list. (It is suggested that you maintain a separate list of all materials you consider to be "consumer use" materials.)

Discuss/adopt resolution for possible sale of 2018 Federal Aid Funds –

Commissioner Anderson offered the following resolution and moved for its adoption.

WHEREAS, The Menominee County Road Commission recognizes the value in selling their federal aid dollars,

AND WHEREAS, the Road Commission for Oakland County and, or, other public road agencies, have interest in the purchase of federal aid dollars,

NOW, THEREFORE, BE IT RESOLVED that the Menominee County Board of Road

Commissioners agrees to negotiate with the Road Commission for Oakland County and, or, other

public road agencies, to sell Federal Aid dollars for the 2018 construction season.

Seconded by Commissioner Kakuk and carried by the following vote: Ayes 2; Nays 0.

Discuss sending RFP to design CR400 for use of 2019 federal aid funds – Moved by Anderson, seconded by Kakuk to have Moilanen send out the RFP. Carried unanimously.

Any other business – Moilanen advised that he had received three proposals for the design of the C-1 Bridge, as follows: UP Engineers & Architects - \$29,400; AECOM - \$33,751; and Ayres & Associates - \$36,800. Moved by Kakuk, seconded by Anderson to accept the proposal from UP Engineers & Architects. Carried unanimously.

Savord asked permission to sign a contract with MI Department of Treasury for the audit of the road commission's FYE 9/30/17, at the same cost as the prior year's audit. Moved by Kakuk, seconded by Anderson to allow Savord to sign the contract. Carried unanimously.

Kakuk noted that there was a drainage issue on the north side of No. 2 Road. Moilanen will check on this.

Anderson stated that the Schroud's were happy with the ditching that had been done by their residence on Beattie Creek Lane, west of M-35.

Public Comment – Joe Linder asked what grade of crushed limestone was going to be crushed. Moilanen replied that 23A had been specified in the bid document.

There being no further business, Anderson declared the meeting adjourned at 9:23 a.m.

Road Commission Finance Director / Clerk

Chair