

The Menominee County Board of Road Commissioners held a regular meeting in their offices north of Stephenson on Tuesday, February 6, 2018.

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

Present: Anthony Kakuk, Kenneth Kline, Darrell Moilanen and Lisa Savord. Also present were Larry Barker, Lowell Bengry and Chuck Behrend.

Absent: Anderson – excused.

Public comments – Lowell Bengry commented that he had seen the new plow truck out plowing and noted how that it was a nice truck. He also asked how many new trucks had been ordered. Moilanen replied that 3 had been purchased. 2 were already delivered and the third should arrive in the next 3-4 weeks.

Public appearances – None.

Additions/corrections to minutes for 01/09/18, 01/15/18, 01/16/18, 01/17/18 and 01/18/18 – Moved by Kakuk, seconded by Kline that the minutes will stand as written. Carried unanimously.

Financial Report –

	Receipts	Expenditures	Payables / Reserves	Balances
Balance, January 8, 2018				\$3,388,461.53
Receipts thru 01/31/18	103,099.12			
Expenditures thru 01/31/18		297,388.02		
Balance, January 31, 2018				\$3,194,172.63
Michigan Transportation Funds	386,054.03			
Receipts thru 02/05/18	16,634.93			
Expenditures thru 02/05/18		379,251.24		
Set aside for purchase of graders in 2020			300,000.00	
State Maint. & Equip. Advances			118,574.00	
Balance, February 5, 2018	505,788.08	676,639.26	418,574.00	2,799,036.35
<u>Payables &amp; Reserves</u>				
Payroll 02/08, and 02/22 (Est.)			150,000.00	
Soc. Sec. 02/08 and 02/22 (Est.)			11,475.00	
Reserve for workers compensation insurance			8,964.33	
Reserve for liability insurance			108,546.70	
Reserve for rental grader leases - John Deere (Oct 2015)			76,334.00	
Reserve for rental grader leases - Cat Financial (Dec 2015)			258,940.23	
Reserve for Forest Funds			193,630.35	
Reserve for 2018 3-Way Road Funding Program			0.00	
Reserve for Federal Aid Match for No. 5 Rd. Bridge			1,918.33	
Reserve for Federal Aid Match for No. 10 Ln. Bridge			15,928.66	
Reserve for Construction Engineering for No. 5 Rd. & No. 10 Ln. Bridges			6,745.66	
Reserve for Design Engineering for C-1 Road Bridge			21,951.10	
Reserve for Scour Protection bid documents & oversight			1,512.96	
Reserve for Crushing & Stockpiling 15,000 tons 23A Limestone			0.00	
Reserve for Crushing & Stockpiling 18,000 tons of 22A Gravel			0.00	
Reserve for Design Engineering for CR 400			19,724.00	
Reserve for Office Tech services for 2018 chipseal projects			1,600.00	
Reserve for Construction Inspection on 2018 chipseal projects			4,973.40	
Reserve for Soil Borings & Pavement Design - CR551 (US2 to CR400)			5,100.00	
Reserve for Bridge scour protection			22,986.50	
Reserve for Shakey Lakes Culvert Repair			497,000.00	
Reserve for Fuel Station Equipment upgrade			39,935.00	
Reserve for Hannahville 2% funds - Pickup truck			20,000.00	
Reserve for Pickup truck - MCRC share			14,520.00	
Reserve for Capital Outlay - Excavator/Patch Trucks			284,457.00	
Reserve for Capital Outlay-Equipment (3 plow trucks)			214,552.00	(1,980,795.22)
				\$ 818,241.13

Moved by Kline, seconded by Kakuk that the financial report be accepted as read. Carried unanimously.

Vouchers # 18-0017, 18-0018, 18-0020, 18-0131 and 18-0021 – Moved by Kakuk, seconded by Kline that the vouchers be approved and ordered paid. Carried unanimously.

Adopt amendment to MERS Health Care Savings Plan Division 300369 agreement – Moved by Kakuk, seconded by Kline to adopt the amendment to change the Covered Group of Employees to “All Employees retiring after April, 2018”. Carried unanimously.

Discuss closing MERS Health Care Savings Plan Division 300368 – Moilanen explained that this plan no longer had any participants or funds invested in the plan. Moved by Kakuk, seconded by Kline to instruct MERS to close Health Care Savings Plan Division 300368. Carried unanimously.

Discuss/Adopt revised No Smoking Policy – Moved by Kline, seconded by Kakuk to adopt the following revised No Smoking Policy to be effective February 7, 2018. Carried unanimously.

## **MENOMINEE COUNTY ROAD COMMISSION**

### **SMOKE FREE WORK PLACE POLICY**

The Menominee County Road Commission maintains a smoke and tobacco free work place. No smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, snuff, chewing tobacco, or E-Cigarettes) is permitted in any buildings owned and operated by the Menominee County Road Commission or in vehicles owned, leased, or rented by the Menominee County Road Commission. Employees may smoke outside during breaks, however, no smoking or tobacco use will be allowed within 50 feet of any door or fuel pump facility, or road commission vehicle. When smoking or otherwise using tobacco or similar products outside, do not leave cigarette butts or other traces of litter or tobacco use on the ground or anywhere else. No additional breaks beyond those allowed under the Menominee County Road Commission's break policy may be taken for the purpose of using tobacco or similar products. You are required to dispose of any litter properly.

All employees are expected to abide by this policy in all respects while at work, whether on company premises, or while in transit between work locations or assignments, as well as while the employee is off duty, if the employee is on company premises or in vehicles owned, leased, or rented by the company. Being permitted to use tobacco products during breaks is a privilege, as long as such use does not interfere with the employee's work. If that privilege is abused, it may be withdrawn altogether.

Discuss request from Menominee Conservation District to use road commission facilities for their annual spring tree sale – Moved by Kakuk, seconded by Kline to allow use of the cold storage building for the tree sale as in past years. Carried unanimously.

Discuss possible change to June 12, 2018 meeting date – Moilanen advised that he had a conflict with the June 12 regular meeting date and asked if the board would consider changing the meeting to a different day. Moved by Kline, seconded by Kakuk to reset the June 12, 2018 regular meeting to Tuesday, June 5, 2018 at 9:00 a.m. Carried unanimously.

Discuss quotes for cyber-security upgrades – Moilanen explained that the firm hired by MCRCSIP to perform a cyber-security audit at all the road commissions had graded us at a 37 out of 100. The firm, Thatch Computing Consulting, has prepared 2 quotes at our request, for the necessary security/server upgrades. Option one included all needed hardware and security software upgrades along with a monthly support plan for \$5,528.66 initial cost plus \$330/month for support after the first month. Option two is for the same upgrades with no monthly support, for a cost of \$6,058.66. If support were needed beyond the setup it would be billed at a rate of \$100/hour. Moved by Kakuk, seconded by Kline to go with option one. Carried unanimously.

Any other business – Moilanen requested permission to sign an agreement with Ayres Associates, Inc., to have them perform the 2018 Initial and Interim Bridge Inspections at a cost of \$7,000. Moved by Kakuk, seconded by Kline to allow Moilanen to sign the agreement. Carried unanimously.

Moilanen asked the board to schedule a special meeting later in February for the purpose of opening bids for crushed limestone and for the box culvert on CR358 over the Big Brook. The special meeting will be held on Tuesday, February 20, 2018 at 9:00 a.m.

Moilanen advised the board that due to an upcoming retirement, he would be looking at the current setup of the maintenance shop/parts room with the possibility of restructuring the department.

The contracts for the CR360 project to Kakuk for signature.

Kakuk asked if the 3-Way Program Ad hoc Committee had any meetings scheduled. Moilanen replied that they did not, but it may be a good idea to have a meeting once the county has a new administrator on board so that person could be given information on how the program runs. Kakuk also noted that Roger Betzinger was still listed as a committee member representing the road commission. Moved by Kline, seconded by Kakuk to have Anthony Kakuk replace Roger Betzinger on the committee. Carried unanimously.

Kakuk asked when the next new plow trucks would be ordered. Moilanen advised that he was watching how the winter expenses came in compared to the budget before making that decision. He also noted that another option could be to purchase 3 new patch trucks with Boss plows and brooms. Kakuk asked that if plow trucks were to be purchased, would Peterbilt hold their price from the last bid. Moilanen explained that the trucks would have to be rebid with an option for additional purchases added to the bid spec.

Public Comment – Lowell Bengry asked what the road commission would be doing with their surplus equipment as replacements were purchased. Moilanen replied that a surplus equipment sale would be held.

There being no further business, Kakuk declared the meeting adjourned at 9:32 a.m.

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Road Commission Finance Director / Clerk

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Chair