

The Menominee County Board of Road Commissioners held a regular meeting in their offices north of Stephenson on Tuesday, December 11, 2018.

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

Present: William Anderson, Anthony Kakuk, Kenneth Kline, Darrell Moilanen and Lisa Savord. Also present were Vicki Kline, Joe Linder, Reeny Kakuk, Chuck Behrend, Larry Barker, Mike Zemba, Larry Phelps, Dana Dziedzic, Ken Bower, and Charlene Peterson.

Absent: None

The Pledge of Allegiance was recited.

Public comments – None.

Public appearances – None.

Additions/corrections to minutes for 11/13/18 – There being no additions or corrections, it was moved by Anderson, seconded by Kline that the minutes will stand as written. Carried unanimously.

Financial Report –

	Receipts	Expenditures	Payables / Reserves	Balances
Balance, November 12, 2018				\$3,385,799.00
Receipts thru 11/30/18	131,957.20			
Expenditures thru 11/30/18		415,031.31		
Balance, November 30, 2018				\$3,102,724.89
Michigan Transportation Funds	461,305.10			
Receipts thru 12/10/18	0.00			
Expenditures thru 12/10/18		0.00		
Set aside for purchase of graders in 2020			800,000.00	
State Maint. & Equip. Advances			145,806.00	
Balance, December 10, 2018	593,262.30	415,031.31	945,806.00	2,618,223.99
<u>Payables & Reserves</u>				
Payroll 12/13, and 12/27 (Est.)			150,000.00	
Soc. Sec. 12/13 and 12/27 (Est.)			11,475.00	
Reserve for workers compensation insurance			28,141.74	
Reserve for liability insurance			88,684.00	
Reserve for rental grader leases - John Deere (Oct 2015)			38,167.00	
Reserve for rental grader leases - Cat Financial (Dec 2015)			258,940.23	
Reserve for Forest Funds			161,011.03	
Reserve RR X'ing closure funds for Meyer Twp. projects			169,788.35	
Reserve for Federal Aid Match for No. 5 Rd. Bridge			723.07	
Reserve for Federal Aid Match for No. 10 Ln. Bridge			1,602.98	
Reserve for Federal Aid Match for CR360 project			13,800.00	
Reserve for Federal Aid Match for Chipseals			16,409.55	
Reserve for Construction Engineering for CR360			4,752.03	
Reserve for Design Engineering for C-1 Road Bridge			1,273.90	
Reserve for Office Tech services for 2018 chipseal projects			2.86	
Reserve for Scour Protection bid documents & oversight			1,512.96	
Reserve for Bridge scour protection			22,986.50	
Reserve for DEQ Permit submittal for Shakey Lakes Culvert project			1,197.72	
Reserve for DEQ Permits for various culverts			12,402.00	
Reserve for 2018 General Engineering services			774.18	
Reserve for Design Engineering for CR348			32,900.00	
Reserve for 2018 Cutting Edges			31,934.96	
Reserve for Hydraulic Detachable Gooseneck Trailer			54,825.00	
Reserve for 3 Heavy Duty Tandem Dump Trucks			730,704.00	
Reserve for Capital Outlay - Tilt Bed Trailer			27,195.00	
Reserve for Capital Outlay - 3 Pickup Trucks			120,507.00	(1,981,711.06)
				\$ 636,512.93

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

Vouchers # 19-0008, 19-0009, 19-0011 and 19-1130 – Moved by Kline, seconded by Kakuk that the vouchers be approved and ordered paid. Carried unanimously.

Approve 2019 Regular Monthly Meeting schedule – Following a request from Kakuk to change the time of the January meeting from 9 am to 11 am, it was moved by Anderson, seconded by Kline to approve the following schedule with dates and times subject to change if deemed necessary. Carried unanimously.

Wednesday, January 2, 2019	9:00 a.m. (Reorganizational Meeting)
Tuesday, January 15, 2019	11:00 a.m.
Tuesday, February 12, 2019	9:00 a.m.
Tuesday, March 5, 2019	9:00 a.m.
Tuesday, April 9, 2019	9:00 a.m.
Tuesday, May 14, 2019	9:00 a.m.
Tuesday, June 11, 2019	9:00 a.m.
Tuesday, July 9, 2019	9:00 a.m.
Tuesday, August 13, 2019	9:00 a.m.
Tuesday, September 3, 2019	9:00 a.m.
Tuesday, October 8, 2019	9:00 a.m.
Tuesday, November 12, 2019	9:00 a.m.
Tuesday, December 10, 2019	9:00 a.m.

Discuss/approve preliminary 2019 Township/Road Commission Annual Meetings schedule – The board was presented with a proposed schedule for the annual meetings to be held on January 21, 22 & 24, 2019. At Kakuk’s request, the January 22 meetings were moved to January 23. Moved by Anderson, seconded by Kakuk to approve the updated preliminary schedule and have Savord send notice to the townships to determine if the meeting times work for them. Carried unanimously.

Discuss 2WD pickup truck order – Moilanen advised that the bid for 3 pickups was awarded to Riverside Chevrolet in May, 2018, with a proposed delivery date of 6-8 weeks from receipt of order. Since that time, Riverside has changed the delivery date many times. Recently, Riverside General Manager Greg Bink had stated that the trucks would be built the week of December 30, 2018 and delivered by the second week of January, 2019. He is now stating that it may be in February, 2019. Moved by Anderson, seconded by Kline to have Moilanen send a letter to Riverside requesting that a firm delivery date be provided by General Motors or the order will be cancelled. Carried unanimously.

Discuss using Wisconsin Surplus Online for used equipment purchases – Moilanen noted that the weighmaster would need a vehicle to use this spring as the old Tahoe that was used in past years is no longer dependable. Moved by Kakuk, seconded by Kline to allow Moilanen to bid up to \$20,000 if an appropriate vehicle were to be posted for sale on Wisconsin Surplus Online. Carried unanimously.

Discuss/act upon changes to MERS Defined Contribution Pension Plan vesting schedule – Moilanen explained that there currently was not a vesting schedule included in this plan and suggested that the plan be amended to include a graduated vesting schedule of 25% after 1 year of service, 50% after 2 years of service, 75% after 3 years of service and 100% vesting after 4 years of service. This change be for new hires effective January 1, 2019 and would not affect any employees currently in the plan. Moved by Anderson, seconded by Kakuk to implement this change. Carried unanimously.

Discuss future staffing needs – Moilanen asked the board to consider how they would like to fill his position once he retires and also noted that the Accounting/Office Assistant position would be filled early in 2019. Moved by Anderson, seconded by Kakuk to stay with the current position of Engineer-Manager, and to have Moilanen begin advertising for candidates in January, 2019. Carried unanimously.

Discuss Engineer-Manager contract extension – Moilanen noted that his current contract expires on January 9, 2019 and requested an extension through February 26, 2021, with a salary review to take place on May 14, 2019. Moved by Kline, seconded by Anderson to approve the extension. Carried unanimously.

Any other business – Moilanen advised the board that a gate had been constructed on 5.5 Road, east of River Road, that was blocking public access to the roadway, and that a letter would be sent to the party involved requesting removal of the gate within 10 days.

Moilanen congratulated Anderson on his retirement after 28 years of service as a road commissioner and thanked him for being one of the commissioners that had hired him in 1992. Savord extended congratulations and also thanked him for the opportunity to work for the road commission. Kline thanked Anderson for always being very welcoming since he joined the board a little over a year ago. Kakuk added that Anderson had always been great to travel with and thanked him for his years of service.

Public Comment – Charlene Peterson thanked Anderson for his years of service on the road commission and also on the Planning Commission. Chuck Behrend and Joe Linder also added their thanks to Anderson for his service.

There being no further business, Kakuk declared the meeting adjourned at 9:19 a.m.

Road Commission Finance Director / Clerk

Chair