

## **Alcona County Road Commission January 8, 2020 Board Meeting Minutes**

A regular meeting of the Board of County Road Commissioners of Alcona County was called to order by Chairman Alfred Scully at 4:00pm on Wednesday, January 8, 2020 at 301 North Lake Street, Lincoln, Michigan. Present: Chairman Alfred Scully, Vice-chairman Harry Harvey, Member Theodore Somers, Managing Director Jesse Campbell, Superintendent Michael Escareno, Account Clerk Renee LaVergne, and Administrative Assistant Lori Grush. Guests Present: Drew Milwrick, Craig Johnson, and Gary Anderson.

### **ADJUSTMENTS**

Adding Asphalt Project Bids after Material Bids Business

Adding discussion on Time & Attendance Software after Asphalt Project Bids Business

### **PUBLIC COMMENT**

Craig Johnston announced that he would be the chair again of the Alcona County Board Of Commissioners. They did switch around their committees a bit. There is less money this year in the DPW fund.

### **SUPERINTENDENTS REPORT**

Superintendent Escareno reported that the crews have been busy working on trees, along Cedar Lake Drive and from the recent high winds had a lot of dead ash. Other than that, they've done some sign work pretty steady, did some patching and snow removal and have been getting rid of the ice the past couple of days.

Kenny LaLonde joined the meeting at 4:10pm

### **MINUTES**

Moved by Commissioner Harvey, Somers, to approve the minutes of the December 19, 2019, meeting as presented. Motion carries.

### **FINANCIAL REPORTS**

Moved by Commissioner Harvey, Somers, to approve payment of open accounts on December 26, 2019 in the amount of \$28,279.74.

Roll call vote: Scully – aye, Harvey – aye, Somers – aye. Motion carries.

Moved by Commissioner Somers, Harvey, to approve payment of open accounts on January 8, 2020 in the amount of \$59,658.21.

Roll call vote: Scully – aye, Harvey – aye, Somers – aye. Motion carries.

### **CORRESPONDENCE**

Manager Campbell shared the letter from Steve Anable regarding his retirement.

### **BUSINESS**

Organization:

Moved by Commissioner Harvey, Scully that Commissioner Somers be elected Chairman for the ensuing year. Motion carries.

Moved by Commissioner Scully, Somers, that Commissioner Harvey be elected Vice-chairman for the ensuing year. Motion carries.

Moved by Commissioner Somers, Scully, that the regular Board meetings for 2020 be on the second and fourth Wednesday of each month. All meetings to be held at the Road Commission office, Lincoln, Michigan, beginning at 4:00pm, unless otherwise noted. Roll call vote: Motion carries.

Moved by Commissioner Somers, Harvey, that the depositories for the Road Commission be Huron Community Bank and Alpena Alcona Area Credit Union. Roll call vote: Motion carries.

Moved by Commissioner Harvey, Somers that the Administrative Assistant or Account Clerk be authorized to pay payrolls when due for the ensuing year. Motion carries.

Moved by Commissioner Harvey, Somers that for the purpose of administering the Road Commission budget in accordance with the provisions of Public Act 621 of 1978, as amended, the following provisions be adopted:

1. Jesse J. Campbell, Managing Director, is designated as Chief Administrative Officer and Renee K. LaVergne, Account Clerk, is designated as Fiscal Officer.
2. The Chief Administrative Officer is authorized to transfer up to 25 percent of a line item amount approved in the Road Commission budget to another line item without prior approval, but subject to approval of the Board of County Road Commissioners at their next regular Board meeting.
3. The expenditure amounts approved in the Road Commission budget for Distributive Expense shall be allocated to the various other expenditure line items in the same proportion as the allocation of actual Distributive Expense after year end for preparation of the Act 51 report.

Roll call vote: Harvey – aye, Scully – aye, Somers – aye. Motion carries.

Material Bids:

Moved by Commissioner Harvey, Somers to approve the advertisement for bids for material, all bids due February 25, 2020 by 4:00pm and will be presented at the February 26, 2020 board meeting. Motion carries.

Asphalt Bids:

Moved by Commissioner Somers, Harvey to allow the managing director to bid for asphalt projects including crush and shape, wedge and overlay as needed in the year

2020.

Motion carries.

Weigh Restrictions:

Moved by Commissioner Scully, Harvey to authorize Alcona County Road Commission staff to impose seasonal weight and speed restrictions as conditions warrant. Roll call vote: Motion carries.

**MANAGING DIRECTORS REPORT**

Manager Campbell presented the title sheet for Bamfield road that we need to sign and submit. This project will not be under construction by mid-summer. Most of the asphalt contractors are already booked. Campbell anticipates this project will roll into 2021. Campbell stated it was up to the board on how they wanted to handle it. Some boards were set up so that they signed the title sheets and some counties had it set up where the managing director signed them.

Title Sheets:

Moved by Commissioner Scully, Harvey to allow the Managing Director to sign all title sheets Motion carries.

Commissioner Somers asked if we were using the Time and Attendance software that was purchased last year and to what capacity. Director Campbell stated that we were using it to its full capacity. They enter it in the computer but he is also still having them use the punch cards for time in and time out. The auditor suggests that we have should have two sources of documentation.

Manager Campbell went on with an update on the bridge funding. He stated we did get the two grants. He had a conference call last Friday with the local bridge agencies. We're looking at a little over \$1.5 million. We can roll the funding into one project or into one year. Probably will have a projected date of 2021 or probably 2022. We will need proposals for engineering first. The engineering cost is not included in the grant funding.

Campbell shared that the Barlow Road Pre-Construction Meeting is next week, also, the village Pre-construction meeting is here at the same time. That bid was awarded to Elmers. That project is still scheduled for this year.

Manager Campbell is waiting for the final plans to be sent over for the wash barn. The pickup bids are due January 22<sup>nd</sup> and the tandem bids are ready to be sent out. The tractor is almost completed and we're looking at the end of January for delivery.

He is still working on some of the township projects and the asphalt bids.

**PUBLIC COMMENT**

Meeting adjourned at the call of the Chair at 4:34pm until the next regular meeting on January 22, 2020.

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Al Scully, Chairman

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Lori Grush, Administrative Assistant