

**MINUTES OF THE BOARD OF COUNTY ROAD COMMISSIONERS
MONROE, MICHIGAN
April 25, 2022**

1. At a Regular Meeting of the Board of County Road Commissioners at their offices located at the Monroe County Road Commission (MCRC) 840 S. Telegraph Road, Monroe, Michigan on Monday, April 25, 2022, the meeting was called to order by Chairman Stewart at 5:30 p.m.

2. Roll Call by Deputy Clerk as follows:

PRESENT IN-PERSON

James Jacobs
Dan Minton
Jack Thayer
Greg Stewart

PRESENT VIRTUALLY

William Kipf - Participating from Monroe, MI
Medical condition prevented in-person attendance.

A quorum being present, the Board proceeded to transact business.

3. Commissioner Stewart led the Pledge of Allegiance.

4. Commissioner Stewart led the Opening Moment of Silence or Prayer.

5. Approval of Regular Meeting Agenda

Commissioner Minton moved, seconded by Commissioner Thayer to approve the April 25, 2022 regular meeting agenda as presented.

Vote: Ayes: 5 Nays: 0 Excused: 0 Motion carried.

6. Presentations

6.1) Presentation by Mr.Scot Hoskins, UHY LLP.

Mr. Scot Hoskins presented the 2021 Financial Report to the Board. Beginning with the Independent Auditor's Report, the Road Commission received a clean, unmodified opinion. An overview of the financial statement along with comparative information was provided. The fund balance and net position was explained. The Net Pension Liability and Net OPEB Liability showed substantial progress in both areas. The independent auditors report on internal controls reported two deficiencies. The first deficiency reported is that the financial report is not completed in-house; this was explained as not truly being a deficiency because the MCRC has contracted with UHY, LLP. to perform the reporting duties. The second deficiency reported is the segregation of duties. The deficiency is due to the previous Managing Directors retirement and at times the Finance Directors positions was vacant. This was reported as a material weakness which is not uncommon at this time do to the current employment market.

6.2) Acceptance of the Monroe County Road Commission Annual Financial Report for the year-ended September 30, 2021 and the retention of an official copy on file.

Commissioner Minton moved, seconded by Commissioner Thayer to accept the Annual Financial Report as presented.

Vote: Ayes: 5 Nays: 0 Excused: 0 Motion carried.

6.3) Presentation by Ms. Melanie Crowther of Plante & Moran, PLLC.

Ms. Crowther provided information on assistance Plante & Moran is providing to various industries which are experiencing critical levels of staffing. One of the benefits the Road Commission received is assistance in the segregation of duties. Ms. Hawkins-Freelain was preparing financial statements when typically, she should be reviewing the items. Plante & Moran was able to review documents and assist in getting items current. Ms.

Crowther added that the segregation of duties is found in many municipalities at this time because of a lack of qualified talent.

Ms. Hawkins-Freelain added that the contract with Plante & Moran was not to exceed \$15,000 and that the Board has been kept abreast of the situation. In addition three interviews for the Finance Director were held with two candidates escalating to second interviews. Ms. Crowther and Ms. Shea were present at the second interviews to assist in the evaluation of each candidate. Ms. Hawkins-Freelain expressed her concern with ensuring the position is filled with a qualified candidate. The quality of staff brought in by Plante & Moran confirms her desire to ensure the candidate selected has a solid finance and accounting background.

Appreciation was given to Plante & Moran for the assistance provided.

7. Public Comment

Ms. Gail Keane of Temperance, MI

Ms. Keane presented concern with consent agenda item number 8.12. Ms. Keane had asked if the project was approved by the Township of Bedford and what dollar amount the Township would be responsible for. Ms. Keane commented that the Township Supervisor lacks a Road Committee and she is not the only resident who is concerned with the project. Ms. Keane stated she also has concerns with congestion in the area as it has been a problem for a long time.

Commissioner Stewart responded that this item is on the consent agenda unless it is pulled for discussion by a Board Member; if the item is not pulled for discussion, Commissioner Stewart assured someone would address the concerns within the report of officers.

8. The following items were listed on the Consent Agenda: *(with immediate effect)*

- 8.1) Approval of Minutes - April 11, 2022 Regular Meeting Minutes
- 8.2) Approval of Revised Minutes - August 9, 2021 Regular Minutes
- 8.3) Approval of Journal Entries

Entry No.	Date	Description	Transfer Amount
235	04-12-22	Payroll Checks # 66121 - 66138 Advices # 32992 - 33072	\$ 260,835.62
236	04-13-22	Vendor Checks # 78733 - 78812	\$ 253,028.27

8.4) Township Contracts

Township	Project #	Road	Location	Work Type
Exeter	504.006.220610	Colf	Timbers to Rawsonville	Cross Tile
Exeter	504.006.220609	Timbers	S. Stony to Stout	Single Chip Seal
London	504.010.221007	Oelke	Tuttle Hill to Yensch	Cross Tile

- 8.5) Award the Quail Hollow Drive contract to the low bidder Gerken Paving, Inc. in the amount of \$108,968.25 and authorize the Managing Director to sign all documents on behalf of the Board.

- 8.6) Approve the Resolution supporting the application for 2024 Local Safety Program funding to improve the intersection of Palmer Road and Grames Road.
- 8.7) Approve the Resolution supporting the application for 2024 Local Safety Program funding to improve the curve on Strasburg Road between Hubbard Road and Albain Road at the Ida Drain crossing.
- 8.8) Approve the Resolution supporting the application for 2024 Local Safety Program funding to improve signage at various intersections in Summerfield Township.
- 8.9) Approve the Resolution supporting the application for 2023 Community Project funding to improve Oakville Waltz Road from Tuttle Hill Road to Rawsonville Road in London Township.
- 8.10) Approve the Resolution supporting the application for 2024 Michigan TEDF Category F funding to improve LaPlaisance Road from north of Albain Road to Dunbar Road in Monroe Township.
- 8.11) Approve the Agreement with Berlin Township for fixed mounted speed monitoring (radar) signs and authorize the Managing Director to sign on behalf of Board.
- ~~8.12) Approve the contract with Mannik and Smith for the Secor Road corridor analysis and authorize the Managing Director to sign on behalf of the Board. Removed and placed under New Business for discussion.~~

Commissioner Minton, seconded by Commissioner Thayer to approve the April 25, 2022 Consent Agenda item numbers 8.1 through 8.11 as presented with item number 8.12 moved to New Business for discussion.

Vote: Ayes: 5 Nays: 0 Excused: 0 Motion carried.

9. Unfinished Business - None

9.1) New Business

8.12) Approve the contract with Mannik and Smith for the Secor Road corridor analysis and authorize the Managing Director to sign on behalf of the Board.

Discussion was held regarding the corridor analysis. Ms. Hawkins-Freelain and Mr. Snell confirmed that the analysis is exploratory and only to gather information on what type of service is needed now and in the future for the corridor. It is currently understood that federal funding would be coming for the project.

Commissioner Minton moved, seconded by Commissioner Jacobs to approve the contract with Mannik and Smith as presented and authorize the Managing Director to sign on behalf of the Board.

Vote: Ayes: 5 Nays: 0 Excused: 0 Motion carried.

10. Report of Officers

Dori Hawkins-Freelain (Managing Director) – Ms. Hawkins-Freelain thanked MCRC staff for their assistance on the audit and for the Board's support.

Commissioner Thayer thanked Mr. Smith for his HMA paving cost analysis adding that the overall team has done an outstanding job of controlling costs.

Matthew Snell (County Highway Engineer) – Mr. Snell reported receiving notification that the MCRC was awarded three Federal Congestion Mitigation Air Quality grants totaling almost \$1.9 million. Projects included by the grant are: Jackman Road and Smith Road roundabout construction, Grafton Road at Airport High School left turn lane construction, and Grafton Road at Sigler Road traffic signal installation.

No further discussion was held regarding the \$175,000.00 contribution cap for the Jackman and Smith Road roundabout.

David M. Leach (Superintendent of Maintenance) – Mr. Leach reported that spring projects are getting ready to begin.

L. Camden Regis (Human Resource Director) – Ms. Regis reported having several employees out with COVID or awaiting test results. The trend seems to be every couple weeks we see a few cases.

Philip Costello (General Counsel) – Mr. Costello had nothing new to report.

11. Public Comment

Ms. Gail Keane, Temperance MI

Ms. Keane commented that the people of Bedford Township are concerned with the roundabout and the corridor. In addition there is concern of the bike lanes. Ms. Keane added that projects such as the bike lanes are decided by county higher-ups and the residents have no idea what is going on. Ms. Keane commented that the bike lanes are a huge project in the county which has not been brought to the people and she believes there is political maneuvering within the project. Ms. Keane added that the bike lanes on Lewis Avenue in Temperance should be removed as they are not used properly and are unsafe. Ms. Keane added that the safety of the residents falls on the Road Commission and some sort of law and order is needed.

12. Commissioners' Comments

Commissioner Kipf – Mr. Kipf gave appreciation for the HMA paving cost analysis. In addition, he commented that with the conditions we have been operating under along with the turnover in the financial directors position, Ms. Hawkins-Freelain has done a very good job managing through it all. Appreciation was given to the work from Plante & Moran and UHY to get us up to this point.

Commissioner Jacobs – Mr. Jacobs had nothing new to report.

Commissioner Thayer – Mr. Thayer had nothing new to report.

Commissioner Minton – Mr. Minton expressed appreciation of the Finance department for continuing to complete their job duties and praise for the quality of work completed.


Commissioner Stewart – Mr. Stewart had nothing new to report.

13. Adjournment –

Chairman Stewart asked for a motion to adjourn.

Commissioner Minton moved, seconded by Commissioner Thayer to adjourn; the meeting adjourned at 6:32 p.m.

Vote: Ayes: 5 Nays: 0 Excused: 0 Motion carried.


Karley Woodhull, Deputy Clerk