

# MINUTES OF THE BOARD OF COUNTY ROAD COMMISSIONERS

Monroe, Michigan  
September 12, 2022

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1 At a Regular Meeting of the Board of County Road Commissioners at their offices located at the Monroe County Road Commission (MCRC) 840 A. Telegraph Road, Monroe, Michigan, the meeting was called to order by Chairman Stewart at 5:33pm.

2 **ROLL CALL** by the Deputy Clerk as follows:

|              |         |
|--------------|---------|
| Danny Minton | Present |
| William Kipf | Present |
| Jack Thayer  | Excused |
| James Jacobs | Present |
| Greg Stewart | Present |

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

3 The **PLEDGE OF ALLEGIANCE** was lead by Commissioner Stewart.

4 **AN OPENING MOMENT OF SILENCE OR PRAYER** was lead by Commissioner Stewart.

5 **REGULAR MEETING AGENDA APPROVAL**

Moved by Commissioner:                     Minton                     Supported by Commissioner:                     Jacobs                      
to approve the regular meeting agenda as presented.

**Vote:** Ayes:           4           Nays:           0           Excused:           1           Motion Carried

6 **PUBLIC COMMENT** - none

7 **CONSENT AGENDA (with immediate effect)**

7.1 Approval of Minutes August 22, 2022 Regular Meeting

7.2 Approval of Minutes August 22, 2022 Closed Session

7.3 Journal Entries

| Entry No. | Date      | Description    |       |         | Transfer Amount |
|-----------|-----------|----------------|-------|---------|-----------------|
| 598       | 8/24/2022 | Vendor Checks  | 79406 | - 79436 | \$ 934,660.39   |
| 617       | 8/30/2022 | Payroll Checks | 66311 | - 66327 | \$ 294,528.52   |
|           |           | Advices        | 33840 | - 33923 |                 |

7.4 Approve the temporary Traffic Control Order on North Dixie Highway over the Swan Creek between Swan Creek Road and Armstrong Road in Berlin Township.

7.5 Approve the Countywide Tree Removal contract extension with Alpine Tree Service for the year 2023.

7.6 Approve the resolution to close the Bragg Road Bridge over Swamp Raisin Creek in Dundee Township.

7.7 Approve the resolution, agreement, and assignment of easement for the Jurisdictional transfer of South Roessler Street to the City of Monroe and authorize the Managing Director to sign on behalf of

7.8 Approve the resolution supporting the application for Safe Streets for all funding to improve Oakville Waltz Road from Palmer Road to Rawsonville Road in London Township.

7.10 Approve the agreement and change order with Mannik and Smith for the Lewis Avenue TAP Grant Construction Engineering Services and authorize the Managing director to sign both documents on behalf of the Board.

Moved by Commissioner:                     Minton                     Supported by Commissioner:                     Kipf

to approve the regular meeting consent agenda with the exception of item number 7.9 which was moved to unfinished business.

Vote: Ayes: 4 Nays: 0 Excused: 1 Motion Carried

**8 UNFINISHED BUSINESS**

7.9 Approve the agreement with the Michigan Department of Transportation (MDOT) for earmark funding for the improvement of Secor Road in Bedford Township, in accordance with 2022 Public Act 53, and authorize the Managing Director to sign the agreement on behalf of the Board.

Commissioner Minton asked if this was the location for the roundabout. Mr. Snell responded no, the roundabout location is at Jackman and Smith roads with grant funding through the congestion mitigation and air quality (CMAQ) improvement program.

Moved by Commissioner: Minton Supported by Commissioner: Kipf  
to approve the agreement with MDOT as presented.

Vote: Ayes: 4 Nays: 0 Excused: 1 Motion Carried

**9 NEW BUSINESS**

Under encroachment removal order number RES-20220822-9.1 regarding the masonry mailbox support located at 2525 Labo Road, Carleton, Michigan 48117, Commissioner Minton requested the board to delay enforcement of the order for 90 days while the Encroachment Removal policy number POL-2021-02 is reviewed by the Board.

Moved by Commissioner: Minton Supported by Commissioner: Kipf  
to delay enforcement of Encroachment Removal Order number RES-2022082-9.1 by 90 days and place the Encroachment Removal policy under review.

Vote: Ayes: 4 Nays: 0 Excused: 1 Motion Carried

**10 REPORT OF OFFICERS**

Dori Hawkins-Freelain (Managing Director)

Ms. Hawkins-Freelain distributed the preliminary copy of the 2023 budget for the Boards review. Ms. Hawkins-Freelain requested the Board to gather and send her any questions on the budget prior to the next meeting to allow time for appropriate responses.

Matthew Snell (County Highway Engineer)

Mr. Snell reported at his last meeting as a staff member. Mr. Snell stated he is thankful for everything the Road Commission has done for him and wished everyone the best moving forward. In addition, he is hopeful he is leaving the road system a little better than when he arrived.

David Leach (Superintendent of Maintenance)

Mr. Leach reported the annual township meetings are underway with approximately fifty percent of the meetings completed. In reviewing projects with the Townships, they are being much more conservative than in previous years. It was noticed that the Townships are not requesting as many estimates for maintenance on roads and we are unsure if there is a concern with cost or if there is other reasoning. The MCRC has tried to highlight the importance of the continuation of the Five year plans that some of the Townships have; however, some townships do not have the money and are holding back. In addition there is a bundling project for cross tiles and bridges. Some townships are trying to bundle on underground projects instead of maintenance projects.

Mr. Leach reported that the MCRC will be returning to a five day/8 hour work scheduled beginning on Monday October 3, 2022.

L. Camden Regis (Human Resource Director)

Ms. Regis reported that the extra COVID sick hours provided to employees would be ending on October 1st. The benefits fair will be held on Wednesday October 5th this year. Additionally, one open employment position for the engineering technician has been filled.

Commissioner Stewart asked for the status of hiring a Finance Director.

Ms. Regis reported one interview was held last week which was not a good fit for the organization. Additionally, the responses received for job postings are those which are lower on the education level. Filling positions which require higher education has been difficult as applications are not being submitted.

Philip Costello (General Counsel)

Mr. Costello reported reviewing the personnel evaluation form as requested and providing feedback to Commissioner Stewart. In addition, almost daily communication has been held with the property owner at 2525 Labo regarding the masonry mailbox encroachment.

11 PUBLIC COMMENT - None

12 COMMISSIONERS COMMENT

Commissioner Kipf - Mr. Kipf wished Mr. Snell good luck on his new endeavor.

Commissioner Jacobs - Mr. Jacobs reiterated Commissioner Kipf's well wishes. Appreciation was given for Mr. Snell's service to the MCRC.

Commissioner Thayer - Excused

Commissioner Minton - Nothing to report.

Commissioner Stewart - Nothing to report.

13 CLOSED SESSION

13.1 Continuation of the periodic evaluation of the Managing Director

Moved by Commissioner: Minton Supported by Commissioner: Kipf  
 to enter into closed session at 5:51 PM with a short five minute break.

Roll Call Vote as Follows:

|              |                |                |
|--------------|----------------|----------------|
| Danny Minton | <u>Yes</u>     |                |
| William Kipf | <u>Yes</u>     |                |
| Jack Thayer  | <u>Excused</u> |                |
| James Jacobs | <u>Yes</u>     |                |
| Greg Stewart | <u>Yes</u>     | Motion Carried |

Vote: Ayes: 4 Nays: 0 Excused: 1 Motion Carried

Moved by Commissioner: Jacobs Supported by Commissioner: Minton  
 to reconvene the open meeting at: 7:30 PM

Roll Call Vote as Follows:

|              |                |                |
|--------------|----------------|----------------|
| Danny Minton | <u>Yes</u>     |                |
| William Kipf | <u>Yes</u>     |                |
| Jack Thayer  | <u>Excused</u> |                |
| James Jacobs | <u>Yes</u>     |                |
| Greg Stewart | <u>Yes</u>     | Motion Carried |

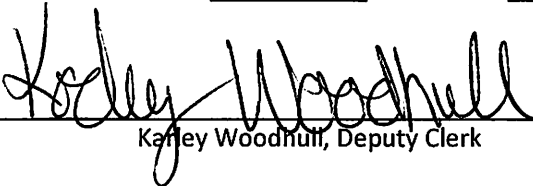
Vote: Ayes: 4 Nays: 0 Excused: 1 Motion Carried

14 ADJOURNMENT

Chairman Steward requested a motion to adjourn.

Moved by Commissioner: Minton Supported by Commissioner: Kipf  
to adjourn. The meeting adjourned at: 7:30 PM

Vote: Ayes: 4 Nays: 0 Excused: 1 Motion Carried

  
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Karley Woodhull, Deputy Clerk

  
\_\_\_\_\_  
Date