

REGULAR MEETING OF THE CHEBOYGAN COUNTY ROAD COMMISSION 11/3/2016

Chairman J. Johnson called the regular meeting to order of the Cheboygan County Road Commission at 9:00 A.M.

Clerk D. Stempky took roll call and a quorum was present.

PRESENT: J. Johnson, R. Chadwick, C. O'Connor, D. Brown, K. Paquet, Engineer/Manager B. Shank and Clerk D. Stempky

VISITORS: T. Matelski, J. Moore, C. Veneros, T. Olson, G. Bunker, C. Muscott, S. Redmond, M. Donovan, G. Archambo, B. Hartwig, H. Kromis and T. Horrocks.

MOTION by K. Paquet seconded by C. O'Connor to approve minutes of last regular meeting of 10/18/16 as mailed. 5 Yeas CARRIED

MOTION by K. Paquet seconded by C. O'Connor to approve for payment current payroll voucher #16-42-\$60,998.38 and accounts payable voucher #16-43-\$287,257.26. 5 Yeas CARRIED

MOTION by K. Paquet seconded by D. Brown to approve agenda as presented. 5 Yeas CARRIED

C. Muscott would like to thank the crew for continuing to patch pavement. He received a letter that states the Tuscarora Township DDA has not filed their annual reports with the State of Michigan and he would like the Road Commission to take a stand they will not work with the Tuscarora Township DDA until they resolve that issue. He will forward the letter to the Road Commission.

B. Shank stated we have received a State Trunkline Maintenance Contract to sign.

MOTION by K. Paquet seconded by C. O'Connor to approve and authorize Engineer/Manager Shank and Chairman J. Johnson to sign the State Trunkline Maintenance Contract for the duration of October 1, 2016 through September 30, 2021 as presented, between the Cheboygan County Road Commission and Michigan Department of Transportation. Roll call. O'Connor-yes, Chadwick-yes, Johnson-yes, Brown-yes, Paquet-yes CARRIED

MOTION by D. Brown seconded by K. Paquet to approve and authorize Chairman Johnson and Clerk Stempky to sign Administrative Service Contract (ASC) with Blue Cross Blue Shield, effective January 1, 2017 through December 31, 2017 as presented. 5 Yeas CARRIED

B. Shank commented the active employees have decided to change their Health care coverage from a \$500 deductible to a \$750 deductible due to the increase in cost and coverage over the hard caps for the current policy they have. With the change in active coverage there is the change in the retiree coverage for non union and supervisory retirees to the same coverage as the active employees have.

MOTION by K. Paquet seconded by C. O'Connor to approve and authorize Clerk Stempky to change the contract for all active suffixes for current employees from a \$500 to a \$750 deductible with Blue Cross Blue Shield as well as set up a new retiree suffix changing from a \$500 to a \$750 deductible for the retirees of the Non Union and Supervisory group, so they have the same coverage as active employees. Roll call: Chadwick-yes, Johnson-yes, Brown-yes, Paquet-yes, O'Connor-yes CARRIED

Engineer/Manager Shank presented a revised Policy #37 for Local Road Cost Sharing and Project Estimate Policy. Recommending for 2017 \$100,000 for local cost sharing with maximum of \$25,000 toward a project and a list of typical projects, as well as procedure for estimates and cost and billing.

MOTION by K. Paquet seconded by C. O'Connor to adopt revised Policy #37, Local Road Cost Sharing and Project Estimates Policy as follows:

CHEBOYGAN COUNTY ROAD COMMISSION
LOCAL ROAD COST SHARING and PROJECT ESTIMATES POLICY

LOCAL ROAD PROJECT ALLOCATION

The Road Commission will establish a Local Road Project Allocation to assist Townships with construction costs on local roads. The Road Commission will allocate money in December of each year. Townships that wish to receive money will need to apply for funding. The maximum amount of funding a Township can receive will be \$25,000. These funds must be matched with Township money. All unused money will carry over to the next year. Carry over money will be distributed first in subsequent years prior to new allocation funds. Any money that would be carried into a third year will be removed from the allocation and used for improvements on Primary County Roads. Townships will be awarded money based on application date of the request and the balance of funds in the allocation.

TYPICAL PROJECTS:

- 1) Installation or replacement of drainage structures other than driveway culverts and ditching.
- 2) Clear, grub, grade, drain and gravel for construction projects.
- 3) Paving or wedging with hot plant mix asphalt.
- 4) Sealcoat of existing paved, chipstone surfaces or fog seal, Township responsible for material costs and contracted services and CCRC will furnish its Labor and equipment.
- 5) Prime and double seal gravel surface roads; and must be resealed 2 years after original sealcoat. Township responsible for material costs and contracted services and CCRC will furnish its Labor and equipment.

PAVING OF ROADS:

New paving projects must connect with existing paved surfaces. Contact the Road Commission for interpretation of this section at a specific location. The intent being is to prevent a checkerboard pattern of surface types all in the same area.

ESTIMATES:

Estimates are good for one (1) year from the date of issue. Preliminary Estimates will be developed to provide budgetary numbers for Township to consider road improvements. If a project is advanced to the Final Estimate stage, more in depth engineering work is performed to provide an accurate estimate of the proposed work. Final Estimates may increase or decrease compared to the Preliminary Estimates due to varying or unknown conditions discovered as part of completing the Final Estimate process.

COSTS AND BILLING:

The Costs included in the projects are the published equipment costs (MDOT Schedule C), labor costs based on terms of the current labor contract, materials and contracted services; all plus 10% engineering and overhead.

Excluded Costs (not billed to the Township):

1. The Township shall furnish Acquisition of right-of-way or easements for local projects.

2. Design Engineering by Road Commission staff on road projects that are constructed.
3. Construction Engineering on Township road projects that are constructed.
4. Any other costs not listed under Typical Projects are excluded.

Estimates are prepared giving the Road Commission's best estimate of the anticipated final costs. The billing will be based upon actual costs incurred. The Road Commission guarantees the actual costs will not exceed 110% of the Final Estimate for the specific project.

Billings will be mailed to the Townships in the following manner: As the project begins, the Road Commission will bill the Township 50% of the Agreement amount. After completion of the project, the Road Commission will bill the Township for the balance due. These bills are due upon receipt of statement.

If contributions are anticipated from corporations, individuals, assessment district projects or other, we ask that all of those contributions be routed through the Township. The Road Commission's contract for the improvement will be with the Township and not with other parities.

PROCEDURES FOR REQUESTING AN ESTIMATE

- 1) Township needs to request in writing for an estimate from the Road Commission if they wish to pursue a project.
- 2) When request is received the Road Commission will put together a Preliminary Estimate (this is based on average costs of construction and only a initial evaluation of a propose road project).
- 3) The Preliminary Estimate will be forwarded on to the Township and if the Township decides to continue, the Township needs to send a deposit equal to 2% of the Preliminary Estimate to the Road Commission.
 - a. For projects that are funded by a Special Assessments, the Board will waive the 2% deposit requirement provided the Township submits documents that show the proposed Special Assessment has 50.01% or more land owner frontage support (per Public Act 188 of 1954) and that all signatures have been validated.
- 4) When the Road Commission receives the deposit they will generate a Final Estimate for the Township and will forward Final Estimate along with an agreement for the Township to sign.
- 5) If Township agrees with Final Estimate then the Township will sign the Agreement and return to the Road Commission.
- 6) When Road Commission receives signed agreement they will execute the necessary signatures and return a copy of Agreement to the Township.
- 7) When Agreement has proper signatures project will be placed on the schedule for reconstruction.
- 8) Upon Start of Project, 50% of contract cost is due.
- 9) Upon Completion of the project, the balance of actual Project Cost is due.

Roll call: Johnson-yes, Brown-yes, Paquet-yes, O'Connor-yes, Chadwick-yes CARRIED

Engineer/Manager Shank presented 2017 Motor Carrier Patrol Agreement for the weight restriction season, 50 hour maximum, 10 hour per week.

MOTION by D. Brown seconded by R. Chadwick to approve and authorize Engineer/Manager Shank to sign the 2017 Motor Carrier patrol for the spring restriction year. 5 Years CARRIED

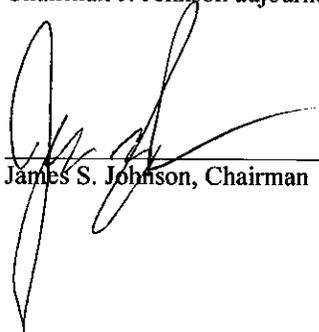
Engineer/Manager stated would like to purchase two (2) hot patchers from MIDeal, the approximate cost is \$24,000 each.

MOTION by K. Paquet seconded by C. O'Connor to authorize Management to purchase two (2) hot patcher machines from MiDeal at an approximate cost of \$24,000 each. 5 Years CARREID

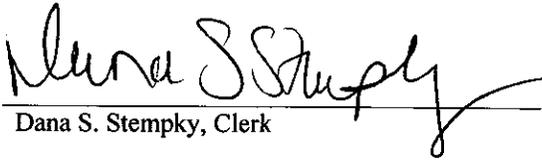
MOTION by D. Brown seconded by K. Paquet to receive and file the following correspondence: Township Meeting Minutes: Beaugrand 9/14/16, Burt 9/1/16, Mackinaw 10/18/16, Munro 9/13/16 and Mullett 10/4/16; FOIA request Paquet; Robert Ruppel Ref. Abandonment request and October 2016 State Maintenance. 5 Years CARRIED

K. Paquet-Thank you to the crew for the outstanding job with completing all the construction projects.

Chairman J. Johnson adjourned regular meeting at 9:23 A.M. being no further business to come before the Board.



James S. Johnson, Chairman



Dana S. Stempky, Clerk