

BOARD OF COUNTY ROAD COMMISSIONERS  
GOGEbic COUNTY ~ BESSEMER MICHIGAN

SPECIAL MEETING  
THURSDAY, SEPTEMBER 8, 2016

The special meeting of the Board of County Road Commission was held in the offices in the Courthouse Annex, City of Bessemer, on the above date.

<b>Present:</b>	Don Bennetts, Chairman	Marti Wegner, Vice-Chair
	Rob Drier, Commissioner	Roy D'Antonio, Commissioner
	Dan Siirila, Commissioner	Darren Pionk, Engineer/Manager
	Patricia Hagstrom, Secretary	

**ALSO PRESENT:** Eight (8) public attendees

**I. Call to Order** ~ Chairman Bennetts called the meeting to order at 5 pm.

**II. Pledge of Allegiance**

**III. Approval of Agenda** ~ A motion was made by D'Antonio, 2<sup>nd</sup> by Wegner, to approve the agenda. Vice-Chair Wegner requested to add to the agenda: change of the regular meeting times to 5:30 pm. Darren stated that items are not allowed to be added to special meeting agendas. It was agreed to add this item to the agenda for the next regular meeting on Monday, September 12, 2016. All members were in favor to approve the agenda.

**IV. Public Comment** ~ NONE

**V. Old Business**

- a. Flood Update/Section 19 Funds ~ Darren stated that the bid package is still being worked on. All DEQ and Corps of Engineering permits have been received. All of the right-of-way and grading easements have been obtained for the ten (10) construction sites. Darren has been in contact with MDOT to finalize the bid package. There have been some changes that need to be made. Coleman Engineering is working on these changes and they will be submitted back to MDOT on Friday, September 9, 2016. The anticipated date for the bids to be let is Tuesday, September 13, 2016. Commissioner Siirila asked if there was going to be a walk through with the contractors of the construction sites prior to the bid. Darren stated that there was conversation with MDOT regarding this and it was felt that if there is no time as the bids will be open for seven (7) days. When the bids are let the bid package, which is five hundred (500) plus pages, will be emailed to the contractors and the bid opening will be held seven (7) days after the let date. Siirila asked if it is guaranteed that the bids will go out on Tuesday, September 13, 2016. Darren stated that there is no guarantee. Siirila stated that the Road Commission can't wait another week for the temporary bridge. It has been put off for three (3) weeks already. Darren added that he advised the Board at the last regular meeting that Wednesday, September 15, 2016 was the final date for the bids to be let out. Siirila asked if there was going to be a special meeting on Wednesday to approve the rental of the temporary bridge if the bids don't go out. Darren stated that he is sure the bids will be going out next week. Commissioner D'Antonio added that the Board knows that Darren is doing everything he can but he feels the Board needs to make a

decision on the temporary bridge for the residents. He asked if the contractors can realistically get the work done this year. Darren stated yes. Darren stated that the FHWA and MDOT will not pay for the temporary bridge. He asked how the Road Commission will pay for the rental of the bridge. D'Antonio feels that Darren is against the temporary bridge. Darren stated that he is now against the temporary bridge due to being so close to the bids being let out. D'Antonio asked again if realistically the work will get done this year. Darren stated it is going to be fast and furious as the bids will only be let for seven (7) days and a special meeting will be held a week later to open, review and award the bid. After the bid is awarded the repairs can begin. D'Antonio stated that it was agreed by the Board that Wednesday, September 15, 2016 was the cut-off date for the temporary bridge. Siirila stated that Darren told him that the bids were not going to go out next week. Siirila added that if the bids are going to go out next week he will agree to hold off on the temporary bridge, but if the bids don't go out next week he wants a special meeting called to approve the rental of the temporary bridge. Wegner asked if the contractors are aware of bids for this project. Darren stated that the contractors are aware. Wegner asked if the Board could make a motion to approve the rental of the temporary bridge if the bids don't come back so a special meeting doesn't have to be held. Darren stated that as of a week ago ten (10) easements and six (6) DEQ/Corps of Engineer permits were needed. As of this meeting all of these documents have been obtained. The five-hundred (500) plus page bid document is complete and ready to go. The document has been changed three (3) times with MDOT because the first intention was that the project was going to bid out through MDOT for two (2) projects and materials only. It has finally been agreed upon to go through the local bidding process. This situation is unique and MDOT has not allowed this to happen in the past. Darren can't guarantee that the bids will go out on Tuesday, September 13, 2016 but this is the anticipated dated. Siirila stated that if the bids are not out on Thursday, September 15, 2016 he wants a special meeting on Friday, September 16, 2016 to authorize the rental of the temporary bridge. D'Antonio asked that if the bids go out next week will the work get done this year especially at the open location near the Hallberg residence. Darren stated that this location will be one of the first ones worked on. The foundation has to be put in and preparation of the location can be worked on while the structure is being fabricated. The contractors can work along the construction site while the structures are being made and delivered. Darren went over the Section 19 Funds that have been applied for. This funding is through the State of Michigan for work on roads that are not eligible for federal funds. The limitations are for One Hundred Thousand Dollars (\$100,000) for each community. The Road Commission, Sheriff's Department, Emergency Management and Forestry are being listed under Gogebic County. Only specific items are considered and are overtime work, fuel for equipment, inventory, equipment damaged or lost and equipment rental from private contractors. Secretary Hagstrom met with representatives with the Gogebic County and the State Police to review the costs submitted. The documentation will be reviewed again in Lansing and monies will be allocated this year. The estimated amounts to each entity are \$60,294.30 for the Road Commission, \$18,595 for Forestry, \$18,328.73 for the Sheriff and \$2,781.97 for Emergency Management. Siirila would like to commend the Gogebic County Board for allotting the

Road Commission a good percentage of the monies. Wegner stated that the Forestry, Sheriff and Emergency Management got full compensation for their costs. Patti advised they didn't. The amounts provided from each entity were figures from the first six (6) or seven (7) days of the disaster and additional expenses are still being incurred for ongoing repairs. The amounts were agreed upon at a meeting held on Tuesday, August 29, 2016.

- b. Road Foreman Job Description ~ This document was discussed. Under Physical Requirements item #7 needs to be corrected to state "May be required to lift forty (40) pound objects once a week to a height of six (6) feet". Siirila asked about the ability to climb a twenty (20) foot ladder and why the foreman would do this. Darren stated that some of the requirements are related to agility and if the individual can perform the requirements. D'Antonio stated that by approving the job description that any new foreman will need to be tested for the physical requirements. Siirila asked if this was the job description for the current road foremen. Darren stated yes. Siirila asked if anything changed in the job description from what the foremen are doing now. Both Scott Cebolski and Scott Maki stated that they looked at the description and saw nothing out of the ordinary in the description. A motion was made by Siirila, 2<sup>nd</sup> by Wegner to approve the job description with the change to item #7 under Physical Requirements. Discussion took place. D'Antonio asked if this job description was consistent with other road commissions. Darren stated it is a compilation from numerous road commissions. D'Antonio asked about item #17 which relates to complying with crew drug testing requirements. Darren stated that the foremen have CDL's and have to be included in the random drug testing pool. Siirila asked that only employees with a CDL are drug tested. Darren stated that yes. Siirila asked that all foremen are required to hold a CDL. Darren stated yes. A roll call was taken: Ayes ~ Wegner, Siirila, D'Antonio, Drier & Bennetts to approve the job description. The second part of this item was to discuss Scott Cebolski's wage as the East End Foreman. Darren's recommendation is to adjust Scott's wage to Fifty-Three Thousand Dollars (\$53,000) retroactive to July 18, 2016 with a six (6) month evaluation on his progress and if acceptable increase his wage to match the West End Foreman's wage of Fifty-Five Thousand Thirty-Eight Dollars and Eighty-Eight Cents (\$55,038.88). Scott is currently performing the duties of the East End Foreman and Shop Foreman. D'Antonio asked why past history shows the East End Foreman's wage is less than the West End Foreman's wage. Darren stated that the difference was like this when he started in 2009 and percentages have been used to determine wage increases resulting in the dollar amounts being staggered. Siirila stated that this item doesn't identify that the East End Foreman being at one (1) of the east end garages at the start of the working day and being allowed to take a road commission vehicle home. Siirila would like these items added to the job description. Darren stated that there will be some days when the East End Foreman will not begin his day on the east end due to weekly Foremen's Meetings, picking up supplies, materials and parts for the east end garages. It is understood that there will be circumstances that will come up, however the Board would like the priority of the East End Foreman to be at one (1) of the east end garages at the start of the working day as much as possible. Scott Cebolski stated that he

understands that this is a priority however there are days when he will be able to leave the east end early to return to Bessemer to complete paperwork, etc. and resulting in him not wasting his time or the Road Commission's time just to be on the east end at the end of the working day. He has been planning the crew work schedules a week ahead of time and added that plans often change due to weather conditions, breakdowns, etc. that can either have him on the east end earlier and/or later. He understands that when he is needed on the east end he will be there. He stated that the east end crew is doing a good job. Wegner asked if the east end crew are filling up the equipment with gas at the end of the shift as in the past the crew was not following this and waiting until the next morning. Scott stated that the crew has come around and that they are getting things done at the end of the day to prepare for the next work day. Wegner doesn't want to see the same behavior as the past. She added that Scott's leadership skills seem to be eliminating this. Scott stated that this is why issues should be discussed. Darren recommend that the priority for the East End Foreman to be at the east end garages at the beginning and/or end of shift as much as possible with the understanding that meetings, equipment parts, etc. may require the foreman to be at other locations as needed. Chairman Bennetts asked if the east end foreman will be at the garages during the winter when the start time is three (3) am. Darren stated no as there will be night patrol during the winter months. D'Antonio stated that the times coming and going from the east end are probably not as important as the management technique used to solve past problems. Darren added that it will be more of a team effort between Scott and the east end crew. Wegner stated that the Board appreciates Scott's effort to resolve past issues and the time he has put in doing both the east end foreman and shop duties. Drier added that there will also be times when the foremen will need to fill in for each other. Wegner asked if there is an evaluation form that will be used. Darren stated that there is a form that is used for all administrative evaluations that are specific to job responsibilities, goals, etc. Darren added that allowing the foremen to take a road commission vehicle home should be added to these minutes. D'Antonio asked if the Board could justify paying Scott more than what the former east end foreman was making. Darren thinks the Board already has. D'Antonio doesn't have a problem with the foremen taking a road commission vehicle home just as long as the vehicle is not used for personal use. A motion was made by Wegner, 2<sup>nd</sup> by Drier, with a roll call taken: Ayes ~ Drier, Wegner, D'Antonio, Siirila & Bennetts to increase Scott Cebolski's wage to Fifty-Three Thousand Dollars (\$53,000) effective July 18, 2016, perform a six (6) month review that may result in increase in wages to Fifty-Five Thousand Thirty-Eight Dollars and Eighty-Eight Cents (\$55,038.88), require that being on the east end at the beginning and/or end of the work shift be a priority as much as possible with the understanding that meetings, picking up equipment parts, etc. may require him to be at other locations as needed, and allow both foremen to take a road commission vehicle home and use of the vehicle will be for work related issues only (no personal use).

- c. Administrative Employment Policy ~ A list serve was submitted to other road commissions to obtain information on employee contracts and/or employee policies. The majority of the employee contracts were for the managers and/or engineers. Darren compiled the information from other

road commissions, included item G. Compensatory Time which is already a separate policy approved by the Board. Siirila asked when the policy was adopted. Secretary Hagstrom stated that the administrative and union comp time policies are approved at the end of each year for the following year. Siirila noted that #4 under item B reads "Salaried employees are exempt from overtime pay include: Engineer/Manager, Office Manager, Road Foremen, Fleet Manager and Engineer Technician". He feels that this item contradicts #2 under item G which reads "Road Foremen and Fleet Manager will be granted a Two-Hundred (\$200) dollar per day compensation for summer scheduled maintenance work on additional workdays per current Board Policy". Darren stated that this item is for overtime work scheduled for the union crew on Fridays and Saturdays and that a road foreman is needed to supervise the crew. Any additional time over and above the regular work schedule that the foremen are needed for such as inclement weather conditions, emergency work, etc. additional compensation is not given. Darren added that the foremen are also on call every third (3<sup>rd</sup>) weekend during the winter months and they receive comp time at time-and-a-half (1½). Siirila asked if it is legal for a salaried employee to receive comp time. He feels this is why employees are identified as salaried personnel so pay for overtime work is not required. Darren stated that they are not getting additional compensation only time off. D'Antonio stated that the draft policy should be gone through page by page. Siirila asked why the administrative employees are not paid by the hour. Darren stated it would cost a lot more. Siirila would like to see the administrative comp policy and feels a salaried employee is salary and if that employee works Fifty (50) hours a week or Twenty (20) hours a week their salary is the same. Siirila asked how many comp hours the union employees get to accumulate. The union employees can earn Sixty (60) hours of comp time. He then asked how many hours the management employees accumulate. Management accumulation is unlimited. Siirila doesn't feel this is right. D'Antonio questioned the wording in the second (2<sup>nd</sup>) paragraph "The Road Commission reserves it's authority through its Engineer/Manager to employ and remove from employment employee's covered under this agreement at any time for good and sufficient cause". He feels that it should identify that the Board reserves the right to fire someone without going through the Engineer/Manager. He added that Michigan is an at will State and feels it is important that the Board reserves the right and this paragraph limits the Board's authority. D'Antonio questioned the benefits identified and if they are consistent with the union employees and asked where the information came from. Darren stated that the vacation schedule, sick time, holidays, health care, pension, longevity, etc. are all the same wording as in the union contract. D'Antonio would like yearly reviews for the administrative staff and that this should be added to the policy. Secretary Hagstrom provided the Administrative Comp Time Policy and a copy of the meeting minutes regarding the additional Two Hundred-Fifty Dollars (\$250) compensation for Friday work. Siirila stated that according to the meeting minutes it is Two Hundred-Fifty Dollars (\$250) a day for Friday and in the draft policy it identifies Two Hundred Dollars (\$200). Wegner asked when the Two Hundred-Fifty Dollars (\$250) was enacted. This amount was approved at the regular meeting on Monday, May 12, 2014. D'Antonio feels that there should be some kind of compromise due to increases in wages for the administrative employees,

the additional money for Friday work and comp time granted. Darren added that the Engineer Technician receives Three Hundred Dollars (\$300) for Friday, Saturday, Sunday and Holidays for the 2016 construction season only due to the rehabilitation of four (4) bridges. D'Antonio questioned why the administrative staff is able to bank more than the union employees. Darren stated that the administrative staff doesn't get compensated for overtime work and #3 under Item A reads "Supervision shall begin work one half ( $\frac{1}{2}$ ) hour early to coordinate work plans". D'Antonio stated that they are also making fifty five (55) grand a year. Darren stated that the foremen put their time in. Darren added that this policy has been in effect for over ten (10) years. D'Antonio stated that the current policy is from 2014. Secretary Hagstrom stated that the current policy was approved in December of 2013 and renewed in December of 2014. Prior to that compensatory time for the foremen was accumulated at straight time only. Siirila agrees that the Board should have the authority to fire an employee and the wording should read "The Road Commission reserves its right to employ and remove any from employment of employees covered under this policy at any time for sufficient cause". Wegner stated that it should also state that the "Board designates the Engineer/Manager may also employ and remove employees on the Boards behalf". Darren will reword the second (2<sup>nd</sup>) paragraph. D'Antonio asked Bennetts if he checked on the at will employees. He stated yes and feels that all employees should all be at will employees. Wegner stated that this is a policy and not a contract so the administrative staff are at will employees. Darren stated this policy is for fringe benefits and working conditions. It doesn't include wages and doesn't state that the employees are not at will employees. D'Antonio asked if the wording was consistent with the union contract as in the vacations, etc. Darren stated that yes it is the same as the union contract. Discussion took place on the items from the beginning of the draft policy. D'Antonio questioned #4 under Item A "The Road Commission may change the regular work week and working hours for summer work as deemed necessary". This is regarding the four ten (4-10) hour days worked in the summer. D'Antonio questioned #5 under Item B "Employees not exempt from overtime pay include: Payroll Clerks, Secretaries and Receptionists". This refers to the Office Assistant/Accounts Payable/Inventory Clerk being an hourly employee. Siirila asked if the absences are being requested in writing by the union employees. Darren stated not at this time. Darren will write a letter regarding this and stated he hasn't had time due to the recent disaster. Jim Manchester questioned that time off is to be taken in two (2) hour increments and what if the employee only has one (1) hour left in their bank balance. Wegner stated that the discussion taking place is for administrative employees and not for the union employees. Siirila requested that Darren write the letter regarding the union usage of banks before winter. Secretary Hagstrom would like to see included in #2 under Item D wording identifying that at the end of the year if an employee has vacation time remaining that could not be taken in the year for special circumstance as in inclement weather, etc. that the balance can be carried over and would need to be used by the end of January of the following year. This has been allowed in the past for both union and administrative employees. Siirila feels that if an employee can't use their vacation, they are receiving too much vacation. Wegner asked if unused vacation could

be paid out to the employee. Darren stated he doesn't want to go that route. The vacation balances not used at the end of the year with both union and administrative employees has not been significant and there hasn't been a problem. He added that there have been some employees who have forfeited unused vacation. Darren will reword #2 under Item D and include the wording of limited carry over and the vacation balance is to be used by January 31<sup>st</sup> of the next year. Bennetts stated that the employee should have to use it by a certain time as the employee could add it on to their next year's vacation. Darren stated that yes this item will be reworded. Darren stated that there are employees that request to use vacation time during the Holidays and it snows. Those employees know they need to report for snow removal operations and don't get to use their vacation. This is when the carryover is allowed. A vacation bank balance report is given to the foremen near the end of the year and they then advise the employees that they need to use their banks by the end of the year. Bennetts stated that vacation time should need to be used by a certain date in the next year. Darren again stated he will reword this item. D'Antonio asked if the sick time for the administrative is the same as the union. Darren stated yes. Darren stated that Item F Holidays is the same as the union. D'Antonio asked if these items were what the administrative staff followed in the past. Darren stated yes. Siirila asked if the comp time policy is approved at the end of the year or the beginning of the year. Darren stated that at the end of the policy it states that the policy shall be reviewed prior to December 31<sup>st</sup> of each year. Secretary Hagstrom said the current policy #13-02 was approved in December of 2013 for year 2014. It was then reviewed and approved in December 2014 for year 2015 and in December 2015 for year 2016. D'Antonio stated that there should be some limit set for administrative comp time. Siirila asked how many hours approximately are accumulated by the foremen in the year. Cebolski stated it is over one hundred (100) hours. Siirila asked if unused time is paid out at the end of the year. Darren stated it doesn't get paid out but the union employees do get paid for their unused comp time. D'Antonio stated that it is paid time off. Darren stated that they are not getting paid extra for the time off. Hagstrom stated that the foremen start to accumulate comp time when winter arrives and the accumulated time has to be used by the following winter season. Any unused time is then forfeited. Siirila commented that in the winter months the foremen receive comp time and in the summer the foremen receive extra pay for supervision when the union workers are scheduled for overtime work and only one (1) foreman works. Siirila asked if there is any Saturday work. Cebolski stated that has only happened two (2) times. The scheduled overtime for the union workers is usually posted the Tuesday before. Hagstrom stated that this started in 2014. Siirila asked Hagstrom if she receives comp time. The Secretary to the Board accumulates comp time at strait time for regular and special meetings, is minimal and is usually used within the week it is accumulated. Siirila doesn't agree that any salaried employee should receive comp time. Wegner feels that the union employees may actually earn more with overtime than the administrative employees. Siirila added that the union employees also put in extra time. Roger Hill stated that they are not guaranteed overtime and stated that the salaried employees are guaranteed a salary. Darren stated that the Board is conducting a meeting. Siirila stated that eighty (80%) of the deputies at the Sheriff's Department make more than the Sheriff because he is salary

and he chose to take that position. Siirila feels that the comp time should be capped. He asked if the union employees go over the sixty (60) hour cap do they get paid for it. Darren stated that they do. Siirila thinks that should be done for the administrative staff to keep it things even. Darren asked if he meant the administrative staff should get paid for anything over sixty (60) hours. Siirila feels that they should get paid like the union employees. Darren asked the Board to think about the draft policy. Darren stated that he added #4 under item K which reads "When necessary for administrative and supervisory employees to be out of town on road commission business, the following allowance will be made" a. When suitable road commission vehicle is not available for use, employees may use their own vehicle and be reimbursed at the current rate designated by Gogebic County Road Commission and b. Employees will be reimbursed for the cost of their own meals and overnight accommodations upon submission of receipts. Hagstrom added that there currently is a separate travel policy. Siirila asked if the policy is for the commissioners also. Darren stated it is. A motion was made by Siirila, 2<sup>nd</sup> by D'Antonio with all in favor to table the Administrative Employment Policy for further discussion relating to comp time. D'Antonio asked when this item will be discussed. Darren stated it will be put on the Monday, September 26, 2016 meeting.

- d. Fleet Manager Job Description ~ Darren stated that this description is similar to the Road Foremen's job description with the exception of the items under the Responsibilities and Essential Duties and Functions. His recommendation is to change #7 under Physical Requirements to read "May be required to lift forty (40) pound object once a week to a height of six (6) feet". A motion was made by Siirila, 2<sup>nd</sup> by Wegner with all in favor to approve the job description with the change to #7. Siirila asked if this description will be used as a guideline when hiring for the position. Darren stated it will be used. D'Antonio asked if it identifies that the position requires working every third (3<sup>rd</sup>) weekend in the winter. Darren stated that it is identified in the Administrative Employment Policy.

**VI. Public Comment** ~ Jim Manchester asked if the plow schedule was going to be posted in the *Ironwood Daily Globe* to notify the public of the change in start time etc., Darren stated that it will be posted on the website and the paper. Jim Betzold, a resident of Aspen Lane, stated that a culvert was washed out on his property and the culvert that was placed in this location is half (1/2) the diameter and half (1/2) the length that was previously at the location. Scott Maki will inspect the location and added that there are culverts that are being removed and replaced due to placement in the wrong locations. Mr. Betzold stated that he appreciates everything that has been done as the road was impassable. Roger Hill stated that there is small problem in the union due to two (2) grader operators who bid on an open position/route. He stated that both employees are still on probation and not under union representation but in the past the senior employee has always been awarded the position/route. This didn't happen for the most recent position/route posting and questioned if this is what the rest of the union employees should expect in the future. Darren stated that a letter sent out that explains the situation and the Board has nothing to do with this issue. He added that this problem should be discussed directly with him prior to presenting this issue to the Board at a meeting. Darren stated that the employees are on probation. He added that he had a discussion with Jim Manchester and if the employees wanted to switch, a letter needed written to discuss this problem.



Jim Manchester said he spoke to Aaron Tilton and he said Aaron stated he would not have bid on the route if he knew he wasn't going to be assigned the Ramsay route and he doesn't want to switch. Jim Manchester added that the senior employee has always had his pick of positions/routes. He feels that since Jeff Lekies lives in the area of the route he would do an outstanding job because his neighbors will know he is on that route. Darren stated that he feels both employees will do an outstanding job. Siirila asked if awards go by seniority and are they in the union. Darren stated that both employees are on probation. Siirila asked how probationary workers are picked for overtime. Darren stated that they are on the overtime list with the union workers and the first (1<sup>st</sup>) ones to be called are those with the lowest in overtime hours. Siirila asked how many probationary employees are not in the union. Darren stated six (6). Siirila asked when the first (1<sup>st</sup>) probationary employee moves into the union position, if that employee can bid on the opening. Darren stated only if there is an opening. Siirila added with this being the case the Road Commission could assign the six (6) probationary employees where there is an opening. Darren stated that there has to be an open position and currently there are none. Darren added that there are open plow routes that will be posted next week. Siirila stated that there was a grader operator that was removed and re-classified so that position is open. Darren said that position has been filled by a probationary employee. Mr. Carl Maki asked when the bids for the repairs on Lake Road will be opened. Darren stated that the bids will be open for seven (7) days and it is anticipated that Tuesday, September 20, 2016 would be the bid opening date and then a special meeting will be scheduled to award the bid. Mr. Maki asked if the contractors could start immediately. Darren stated that the contractors have to get their insurance, shop drawings for the box culverts, etc. before construction can begin at specific locations. He stated that the contractor can begin on the installation of the round pipes. They can start working on the foundation at the location near Sharon Hallberg's. There is a lot of work they can do before the delivery of the box culverts. Siirila stated that what Mr. Maki was asking if the contractors can start work immediately after the bid is awarded. Mr. Maki asked when the gravel will be placed on Powers Road. Darren stated that this is part of the contractors bid. Sharon Hallberg asked how long it will be before the bridge is opened. Darren stated he would have to see the contractor's progress schedule. She asked if the Road Commission can require the contractor to begin work at the open location. Darren stated that the supplier has to provide shop drawings for approval and after that fabrication can begin on the structures. Darren stated more will be known once a contractor is awarded the bid and a progress schedule is provided. Ms. Hallberg asked if the road will be open before winter. Darren stated that this is the intent. Mr. Maki asked if it will be one (1) contractor. Darren stated that the bid is for one (1) contractor that may have sub-contractors. Mr. Maki asked if the lowest bidder will be awarded the contract. Darren stated that all of the bidders are pre-qualified with MDOT to bid on the job. They also are required to be bonded to perform the work needed with this size of a project. Mr. Maki asked if the residents will be notified when work will begin. Darren stated that it is required that the contractor notify the residents on progress and upcoming scheduled work at each location. Mr. Betzold asked if there is a time table for completion. Darren stated that Sunday, November 20, 2016 is the completion date for placement of the structures and culvert installation. After that the project will be under a seasonal shut down however if weather permits construction can still take place. In the spring when the weight restrictions are lifted construction will continue and the final completion date is June 20, 2017 for guardrail installation, shoulders and paving. If the contractor doesn't meet the

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completion date they will be hit with liquidated damages. Ms. Hallberg asked when the special meeting will be held on Friday. Darren stated that it is not for sure a special meeting will be needed. Mr. Maki asked if all locations will be complete this year as he has heard that the location near his residence was not going to get repaired. Siirila stated that the residents should not believe everything they hear. Darren stated that the plan is to repair all the locations by winter and advised the residents to call him with any questions on the schedule. Siirila stated that equipment is being moved into the Forestry Pit to begin crushing. Mr., Betzold stated that if the road commission needs a place to put the material that is along the road from the hill that washed out they can push it back into the hole on the hill on Aspen Road. Scott Cebolski thanked the Board for the time and consideration on the Administrative Employment Policy. He said it was good to see that each item was discussed. He added that the preparation work that has been done to get repairs done on Lake Road is something most will never see. Ms. Hallberg stated that the residents are very appreciative and she has been attending the meetings to keep informed on the progress and doesn't listen to all of the gossip that is going around. She said that all of Road Commission employees have been great. Darren stated it has been a team effort all the way down to Lansing.

- VII. Adjourn** ~ A motion was made by Siirila, 2<sup>nd</sup> by D'Antonio to adjourn the meeting at 6:37 pm.

BOARD OF COUNTY ROAD COMMISSIONERS

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Secretary

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Chairman