

The regular meeting of the Midland County Road Commission was called to order by Chairman Atton on Thursday, May 14, 2020 at 9:00 a.m. via conference call due to COVID-19 restrictions.

Present: Mike Atton, Chairman
Al Kloha, Vice Chairman
Jim Hyatt, Commission Member
Jon Myers, Managing Director
Art Buck, Superintendent
Brenda Gordert, Finance Director
Russ Inman, Design Engineer
Ben Mead, Facilities Manager
Jeff Brown, Construction Technician
Ashley Rockefeller, GIS Technician

Absent: None

Public Present: Jeanette Snyder, Midland County Board of Commissioners; Laura Dawson, Lee Township Clerk; Maria Sandow, Larkin Township Supervisor:

The Pledge of Allegiance was said

Additions to Agenda:

None

Approval of Minutes:

Moved by Commissioner Kloha and seconded by Commissioner Hyatt to approve the minutes of the April 30, 2020 meeting.

Roll Call.

Yeas: Commissioners Hyatt, Atton, Kloha

Nays: None

Motion Carried

Public Comment:

Maria Snyder said thank you for completing and opening up the Monroe Road Bridge.

Approval of Open Accounts:

The pre-pay for May 14, 2020 was discussed.

Moved by Commissioner Hyatt and seconded by Commissioner Kloha to approve payment for the payroll and open accounts for May 14, 2020 in the amount of \$705,109.41.

Roll Call.

Yeas: Commissioners Atton, Kloha, Hyatt

Nays: None

Motion Carried

Correspondence and Items of Information:

The MCTOA meeting scheduled for June 4th has been cancelled.

Permit listing was reviewed

Unfinished Business:

None

New Business:

Contract No. 20-5233, an amendatory construction contract was received from the Michigan Department of Transportation regarding a project programmed with the FHWA, for implementation with the use of Federal Funds under Emergency Relief Program.

Moved by Commissioner Kloha and seconded by Commissioner Hyatt to offer the following resolution:

WHEREAS, the parties to the Amendment have heretofore, by Contract No 19-5434 dated August 27, 2019, provided for the construction and financing of removal and replacement work for structures #6928 which carries Redstone Road over Bush Creek and #13938 which carries Monroe Road over Newell Drain including approach work; and all together with necessary related work.

WHEREAS, the department and the requesting party having appropriate authority desire to amend Contract 19-5434 to provide for the removal of the limits of federal funds (\$20,000) associated with federally participating construction engineering, construction materials testing, and inspection work for the PART A and PART C portions of the project; and to provide for a breakdown of 9.5 percent of the actual contracted physical construction cost for the PART A and 11.0 percent of the actual contracted physical construction cost for the PART C portions of the project to be applied to the federally participating construction engineering, construction materials testing, and inspection work.

WHEREAS, the parties hereto have reached an understanding with each other regarding the performance of the work and desires to set forth this understanding in the form of a written contract.

THEREFORE BE IT RESOLVED, that the Board of County Road Commissioners, County of Midland, authorizes Jon Myers, Managing Director and Art Buck, Superintendent, to sign Contract 20-5233.

Roll Call.

Yeas: Commissioners Hyatt, Atton, Kloha

Nays: None

Resolution Adopted.

Contract No. 20-5236, an amendatory construction contract was received from the Michigan Department of Transportation for the purpose of fixing the rights and obligations of the parties in agreeing to this Amendment to Contract No. 17-5248.

Moved by Commissioner Kloha and seconded by Commissioner Hyatt to offer the following resolution:

WHEREAS, the parties to the Amendment have heretofore, by Contract No 17-5428 dated September 29, 2017, provided for the construction and financing of permanent culvert and roadway repair at Poseyville Road over Jo Drain; and all together with necessary related work.

WHEREAS, the department and the requesting party having appropriate authority desire to amend Contract 17-5428 to provide for an increase in the breakdown of the federally participating construction engineering, construction materials testing, and inspection work from 4.0 percent to 8.5 percent of the actual contracted physical construction cost, and the corresponding increase in the estimated project cost.

WHEREAS, the parties hereto have reached an understanding with each other regarding the performance of the work and desires to set forth this understanding in the form of a written contract.

THEREFORE BE IT RESOLVED, that the Board of County Road Commissioners, County of Midland, authorizes Jon Myers, Managing Director and Art Buck, Superintendent, to sign Contract 20-5236.

Roll Call.

Yeas: Commissioners Hyatt, Atton, Kloha

Nays: None

Resolution Adopted.

Contract No. 20-5237, an amendatory construction contract was received from the Michigan Department of Transportation for the purpose of fixing the rights and obligations of the parties in agreeing to this Amendment to Contract No. 17-5429.

Moved by Commissioner Kloha and seconded by Commissioner Hyatt to offer the following resolution:

WHEREAS, the parties to the Amendment have heretofore, by Contract No 17-5429 dated September 28, 2017, provided for the construction and financing of permanent culvert and roadway repair at Shaffer Road over Bliss Creek; and all together with necessary related work.

WHEREAS, the department and the requesting party having appropriate authority desire to amend Contract 17-5429 to provide for an increase in the breakdown of the federally participating construction engineering, construction materials testing, and inspection work from 4.0 percent to 7.8 percent of the actual contracted physical construction cost, and the corresponding increase in the estimated project cost.

WHEREAS, the parties hereto have reached an understanding with each other regarding the performance of the work and desires to set forth this understanding in the form of a written contract.

THEREFORE BE IT RESOLVED, that the Board of County Road Commissioners, County of Midland, authorizes Jon Myers, Managing Director and Art Buck, Superintendent, to sign Contract 20-5237.

Roll Call.

Yeas: Commissioners Hyatt, Atton, Kloha

Nays: None

Resolution Adopted.

Contract No. 20-5238, an amendatory construction contract was received from the Michigan Department of Transportation for the purpose of fixing the rights and obligations of the parties in agreeing to this Amendment to Contract No. 19-5097.

Moved by Commissioner Kloha and seconded by Commissioner Hyatt to offer the following resolution:

WHEREAS, the parties to the Amendment have heretofore, by Contract No 19-5097 dated April 18, 2019, provided for the construction and financing of rehabilitation work for structure #6955 which carries Homer Road over the Chippewa River; including scour countermeasures, channel upgrade, maintenance of traffic, and all together with necessary related work.

WHEREAS, the department and the requesting party having appropriate authority desire to amend Contract 19-5097 to provide for an increase in the breakdown of the federally participating construction engineering, construction materials testing, and inspection work from 7.0 percent to 10.5 percent of the actual contracted physical construction cost, and the corresponding increase in the estimated project cost.

WHEREAS, the parties hereto have reached an understanding with each other regarding the performance of the work and desires to set forth this understanding in the form of a written contract.

THEREFORE BE IT RESOLVED, that the Board of County Road Commissioners, County of Midland, authorizes Jon Myers, Managing Director and Art Buck, Superintendent, to sign Contract 20-5238.

Roll Call.

Yeas: Commissioners Hyatt, Atton, Kloha

Nays: None

Resolution Adopted.

Discussion was held on COVID-19 pandemic and return to work policies and procedures. Wendy Hardt of Attorney Michael Kluck's office drafted a COVID-19 Preparedness and Response Plan for Road Commission's to follow.

Moved by Commissioner Kloha and seconded by Commissioner Hyatt to adopt the following:

Midland County Road Commission hereby adopts the following COVID-19 preparedness and response plan, consistent with recommendations in the Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration. The primary goals of this plan are to prevent or minimize the spread of illness within the Road Commission while preserving, to the extent possible, the continuity of essential Road Commission operations. All Road Commission employees are expected to adhere to this plan. This plan may be updated and revised by the Board of County Road Commissioners as future circumstances warrant and will remain in effect until rescinded by the Board.

The following mitigation measures are hereby adopted by the Road Commission:

1. The Road Commission considers all its personnel essential to meeting the core mission of the Road Commission. Much of the employees' work has been appropriately performed without the need for physical presence at the Road Commission, and that may continue for certain employees through the term of this plan. But to the extent employees are required to come and go from the Road Commission, for their work, the Road Commission believes it is operating consistent with the terms of any Executive Order.
2. Employees who are required to perform in-person work should follow the general COVID-19 communicable disease prevention actions recommended by the Centers for Disease Control and Prevention (CDC), specifically:
 - Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer (>60% alcohol).
 - Avoid touching eyes, nose, and mouth with unwashed hands.
 - Stay home when sick and avoid close contact with people who are sick. Cover cough or sneeze into elbow or tissue, then throw the tissue in the trash.
Clean and disinfect frequently touched objects and surfaces.
3. All employees should practice social distancing in the workplace (e.g. limit face-to-face conversations and meetings, maintain a distance of 6 feet between people at all times, etc.). Vendors and contractors will also be requested to wear face coverings and practice social distancing when entering Road Commission facilities or coming into contact with Road Commission employees.
4. All employees will be provided with non-medical grade face coverings. Employees are encouraged to wear them in the workplace as much as they are able to tolerate and are required to do so whenever social distancing in the workplace is not possible. Employees are responsible for cleaning their masks and/or requesting a new mask as needed.
5. The Road Commission office will remain closed to the general public until the expiration or rescission of any Executive Order suspending activities that are not necessary to sustain or protect life. The general public will be provided with alternative ways to make emergency notifications to the Road Commission and/or utilize the Road Commission's services. Employees should limit all face-to-face contact with the general public to the greatest extent possible.
6. Road Commission employees should limit the sharing of tools and equipment to the maximum extent possible and frequently and thoroughly clean tools, equipment, and frequently touched surfaces throughout the day. Disinfectant will be available for this purpose.
7. Employees will be provided with sufficient break time throughout the day to wash hands as needed. Access will also be provided to an alcohol-based hand sanitizer that contains at least 60% alcohol.
8. Employees are encouraged to use work gloves, as appropriate, to prevent skin contact with contaminated surfaces.

9. The Road Commission hereby adopts the following daily screening program for all employees upon reporting to on-site work:
 - A. All employees will be provided with a daily screening questionnaire to be completed and signed each day. Employees will provide the completed questionnaire to their supervisor upon entering the work site or entering a Road Commission facility. The screening will be performed in a manner to protect the employee's confidentiality. Information gathered from the screening will be shared only with supervisory and management personnel on a need-to-know basis.
 - B. The screening procedure will include the following questions:
 - i. Do you have any of the following symptoms?
 - a. Fever of 100.4 degrees or higher;
 - b. Cough (excluding chronic cough due to a known medical reason other than COVID-19);
 - c. Shortness of breath;
 - d. Sore throat; or
 - e. Diarrhea (excluding diarrhea due to a known medical reason other than COVID-19).
 - ii. Have you travelled outside Michigan in the last 14 days, excluding commuting from a home location outside of Michigan?
 - iii. Have you had close contact in the last 14 days with someone with a diagnosis of COVID-19?
 - C. Any affirmative response to screening question B.i. or ii. above will require the individual to be sent home:
 - i. Until at least 72 hours with no fever (three full days of no fever without use of medicine that reduces fever) and other symptoms have improved and at least seven days have passed since symptoms first appeared.
 - ii. Until 14 days following travel unless that travel was due to commuting from a home location outside of Michigan.
 - D. An employee who provides an affirmative response to screening question B.iii. shall remain home until either 14 days have passed since the last close contact with the individual diagnosed with COVID-19 or until the employee receives a negative COVID-19 test result, whichever occurs first.
10. If an employee has tested positive for COVID-19, he/she may not return to work until:
 - A. If asymptomatic, the employee can return to work fourteen (14) days after the date the test sample was provided or when the employee receives a negative test result, whichever occurs first.
 - B. If symptomatic and **the employee will not be tested** to determine if he/she is still contagious, the employee can return to work after these three things have happened:
 - a. The employee has had no fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fevers) AND
 - b. Other symptoms have improved (for example, when cough or shortness of breath have improved) AND
 - c. At least seven days have passed since symptoms first appeared.
 - C. If symptomatic and **the employee will be tested** to determine if he/she is still contagious, the employee can return to work after these three things have happened:
 - a. The employee no longer has a fever (without the use of medicine that reduces fevers) AND
 - b. Other symptoms have improved (for example, when cough or shortness of breath have improved) AND

- c. The employee has received a negative test.
9. An infected employee's privacy will be protected to the greatest extent possible. Management will only share that information determined to be necessary to protect the health of employees in the workplace, but at the same time maintain confidentiality as required by the Americans with Disabilities Act (ADA). Medical information related to a specific employee will not be disclosed.

Any employee who has questions about this plan or concerns about health and safety in the workplace should contact his/her supervisor. No employee who expresses a concern about health or safety in the workplace will be subject to any retaliation. Employees who are concerned about possible exposure to COVID-19 should refer to CDC guidance for how to conduct a risk assessment at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/assess-manage-risk.html>.

Roll Call.

Yeas: Commissioners Hyatt, Atton, Kloha

Nays: None

Motion Carried.

Miscellaneous:

None

Staff Reports:

Jon stated the County Board of Commissioners approved the millage for the August ballot.

He is working on the millage brochure to be mailed out in June.

Coleman Road bridge letting was May 1st. Grand River Construction was awarded the bid and it was 13% under engineers estimate. Construction will be in 2021.

Eastman Road rehab construction letting was May 6th. Tri-City Groundbreakers was awarded the bid and it was 7% under engineers estimate. It was decided to complete the entire project this year.

Art stated we are back to a full crew working 4-10's and a few modifications were made to keep employees from gathering, it is working out well. We have a good supply of safety equipment, sanitizers and disinfectants.

The crews are installing cross-tubes and working on drainage jobs.

Central Asphalt was paving in Midland and Lee Townships.

Michigan Chloride completed the first round of brine and crews are working on the dead end roads that we brine.

Five summer help students will be starting after Memorial day.

Russ stated he and Jon met with one of the property owners along the Freeland/Sasse Road intersection project to discuss right-of-way. The Road Commission needs right-of-way from three property owner's before project can obligated for construction in 2021.

Ben stated it is good to be back full time. He is finishing prepping the construction equipment for the season.

He is doing some extra training on the vac truck.

He and Art met with Solucient Security for training on the software to program the alarm system.

Jeff stated the contractor is working on the Redstone Road bridge and prepping for asphalt.

The rural paving started this week with the City of Coleman project and Coleman Road, and will continue next week with Salt River and Gordonville Roads.

Ashley stated she has been working on brine maps and construction maps.

Commissioner Kloha inquired about the brush spray program. Art stated he will be spraying the south half of the county as the budget allows. He stated the brush cutter is working as much as possible.

Commissioner Snyder thanked the Road Commission staff and crew for continuing to keep going during this time and she supports us 100%.

Commissioner Atton thanked the staff for staying on top of things during these tough times and keeping the crews safe.

Meeting was adjourned by Commissioner Atton at 9:30 a.m. until Thursday, May 28, 2020.

Brenda Gordert, Finance Director

Mike Atton, Chairman