

The regular meeting of the Midland County Road Commission was called to order by Chairman Atton on Thursday, June 22, 2023, at 9:00 a.m. at the Midland County Road Commission office.

Present: Mike Atton, Chair
Jim Hyatt, Vice Chair
Bill Cozat, Member
Jon Myers, Managing Director
Donna Lowe, Finance Director
Art Buck, Superintendent
Russ Inman, Director of Engineering

Absent: Ben Mead, Facilities Manager
Ashley Hiles, GIS Coordinator
Jeff Brown, Construction Technician
Travis Havercamp, Design Engineer

Public Present: Jeanette Snyder, Midland County Board of Commissioners; Maria Sandow, Larkin Township, attended virtually.

The Pledge of Allegiance was said.

Additions to Agenda:

None

Approval of Minutes:

Moved by Commissioner Hyatt and seconded by Commissioner Cozat to approve the minutes of the June 8, 2023 meeting.

Roll Call.

Yeas: Commissioners Hyatt, Cozat, Atton

Nays: None

Motion Carried

Public Comment:

Jeanette Snyder stated she had discussed the Waldo/Monroe Road Roundabout project at the County Board meeting, and there was a lot of support at the meeting for the project, both from the board and the public.

Approval of Open Accounts and Payroll:

The payroll for June 22, 2023 was discussed.

Moved by Commissioner Cozat and seconded by Commissioner Hyatt to authorize payroll for June 22, 2023.

Roll Call.

Yeas: Commissioners Hyatt, Cozat, Atton

Nays: None

Motion Carried

The open accounts for June 22, 2023 were discussed.

Moved by Commissioner Hyatt and seconded by Commissioner Cozat to approve open accounts for June 8, 2023, in the amount of \$257605.90.

Roll Call.

Yeas: Commissioners Hyatt, Cozat, Atton

Nays: None

Motion Carried

Correspondence and Items of Information:

The ballots for the 2023 Michigan County Road Commission Self-Insurance Pool Election were reviewed. There was one At-Large ballot and one Northern ballot.

Moved by Commissioner Cozat and seconded by Commissioner Hyatt to vote for Incumbent Brett Laughlin for the At-Large position.

Roll Call.

Yeas: Commissioners Hyatt, Cozat, Atton

Nays: None

Motion Carried

Moved by Commissioner Cozat and seconded by Commissioner Hyatt to vote for Incumbents Michael Atton and Tony Casali for the Northern position.

Roll Call.

Yeas: Commissioners Hyatt, Cozat, Atton

Nays: None

Motion Carried

The permit listing was reviewed.

Unfinished Business:

The Hiring Policy that was proposed at the June 8, 2023 meeting was discussed.

Moved by Commissioner Cozat and seconded by Commissioner Hyatt to approve the Hiring Policy as follows:

POLICY

NUMBER: 200

SECTION: 200.25

SUBJECT: **HIRING POLICY**

The Midland County Road Commission (MCRC) believes that hiring qualified individuals to fill positions contributes to the overall success of the organization. Each employee is hired to make significant unique contributions. The MCRC will select employees from candidates possessing the required qualifications for a position. When qualified internal candidates are not available, external candidates will be considered. New hires will be provided with necessary information about the specific position and the organization. In hiring the most qualified candidates for positions, this policy will outline the procedures to be followed.

Employees Covered

This policy applies to all MCRC prospective and current employees.

Job Posting

MCRC management staff will create job postings that briefly describe the position and post them according to the negotiated union contract. If no qualified candidates apply from within, or the position is non-union, the posting will be advertised externally. Management will be responsible for tracking all applicants and retaining applications and resumes as required by law.

Current, qualified employees with a satisfactory employment status may apply for internal job openings. All applicants for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully. MCRC considers interested applicants' qualifications, abilities, quality of past work performance, discipline, attendance and all other relevant factors. The successful candidate will be chosen by the interviewing team. Candidates who are not selected will be notified by a member of the interviewing team.

The interviewing team will consist of at least three members designated from the following personnel: the direct supervisor, the department head, the Managing Director, the Finance/Human Resources

Director, a department staff member, or a knowledgeable representative from another Road Commission.

Reference Check / Drug Screening

After a decision has been made to hire a candidate, an offer will be made contingent on the satisfactory completion of required background checks and/or drug screening. Background checks will vary depending on the position and relevant laws and may include criminal history, credit history, work history, driving record, or any other relevant information for the job. Internal applicants must complete required background checks not previously completed. Once the Human Resource Department receives satisfactory results from all required background checks and/or drug screening, the selected candidate will be provided with a final job offer. If a candidate fails to accept an offer of employment within the stated timeframe, the offer may be rescinded.

All declined applications will be kept for one (1) year. Employee applications and background checks will be kept in the employee's confidential personnel file as per the retention period guidelines.

The MCRC does not discriminate based on race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age, income, marital status, disability, or genetic information in any aspect of employment.

ESTABLISHED June 22, 2023

Roll Call.

Yeas: Commissioners Hyatt, Cozat, Atton

Nays: None

Motion Carried

New Business:

Quotes for Geogrid for PO23010 project

Art reviewed the quotes he received for Road Grade Biaxial Geogrid for the Asphalt Reconstruction project on Poseyville Road from Brooks Road to Freeland Road.

Moved by Commissioner Cozat and seconded by Commissioner Hyatt to approve the purchase of Terragrid RX 1200 from HanesGeo at an estimated cost of \$17,355.00.

Roll Call.

Yeas: Commissioners Hyatt, Cozat, Atton

Nays: None

Motion Carried

Miscellaneous:

The Board Meeting Scheduled for July 6, 2023 was discussed. There are no time sensitive matters that need to be addressed at that meeting and it is a short week due to the mid-week holiday. It was recommended to cancel the meeting.

Moved by Commissioner Hyatt and seconded by Commissioner Cozat to cancel the regular Board Meeting scheduled for July 6, 2023.

Roll Call.

Yeas: Commissioners Hyatt, Cozat, Atton

Nays: None

Motion Carried

Staff Reports:

Russ reported that he attended an MPO meeting to review the 2020 census data and propose changes to the Adjusted Census Urban Boundary (ACUB). The biggest change to the MATS MPO area is the separation of Freeland from the Midland urban area. Freeland is now classified as an independent small urban area within the MATS MPO area and as such will have its own dedicated funding. The ACUB boundaries were expanded in areas to reflect past, present and anticipated

developments with the Midland urban area. The proposed changes will impact future urban project selection and our annual road certification maps.

Art updated the board on gravel spread, pulverizing, chipseal and pavement marking projects that are continuing around the county. There are several large drainage projects to be completed within the next few weeks.

Jon discussed the Federal Aid projects and updated the timelines for those. Crawford Contracting was awarded the contract for the Roundabout project, which is tentatively scheduled to begin July 17, 2023. He reported that remaining funds for the Bailey Bridge project were applied for and approved through the TAP grant. EGLE permits still need to be finalized before funds can be obligated. Jon will be attending a Preventative Maintenance Demo next week.

Bill commented that the Baker Road project was done so quickly and efficiently and he was impressed with how the staff handled the whole project and it is much appreciated. He also stated that he saw the ditch mower that was on display at the CRA Conference in action in Isabella County and he was impressed with what a nice piece of equipment it was.

Mike updated everyone on what is going on with MCRCSIP with the purchase of a building in East Lansing, and how investments are doing. He also reported that there is a refund of \$3 million pending for Pool members.

Maria Sandow commented about how she had received positive feedback about the Asphalt job on Waldo Road to the City limit.

Meeting was adjourned by Commissioner Atton at 9:40 a.m. until Tuesday, July 18, 2023.

Donna Lowe, Finance Director

Mike Atton, Chair