

June 27, 2019  
Baldwin, Michigan 49304

Regular meeting of the Board of County Road Commissioners of the County of Lake was called to order at 9:00 a.m. by Chairman Truxton.

Present – Gary Truxton, *LCRC Commissioner*  
Richard Haslock, *LCRC Commissioner*  
Richard Runnels, *LCRC Commissioner*  
Jessica LaPointe, *LCRC Finance & HR Manager*  
Steve Leonard, *LCRC Manager*  
Leroy Williams, *LCRC Road Foreman*  
Tom Smith, *LCRC Road Foreman*  
Josh Theunick, *LCRC Mechanic*  
Joan Runnels, *Lake County Resident*  
Annette Miller, *Olds Construction of Reed City*  
Joe Brooks, *Brooks Builders*  
Dave Banat, *G.R.G.D*  
Ron DenBraber, *Lake County Resident*

The following bills were presented and allowed for payment:

6/27	Payroll Voucher No. 4877 -----	\$ 68,954.11
6/27	Material Voucher No. 4878 -----	\$ 372,500.51
6/27	HRA Voucher No. 4879 -----	\$ 4,498.17

#### APPROVAL OF MINUTES:

Motion made by Haslock to approve the June 13, 2019 meeting minutes as read. Supported by Runnels. Yeas- Haslock and Truxton. Nays – 0. Motion carried.

#### PUBLIC COMMENT:

None.

#### REPORTS FROM MANAGEMENT:

##### *FINANCE & HR MANAGER:*

Presented a Right Of Way Policy for the board's review.

Lake Osceola State Bank returned loan information in regards to building expansion and improvements. Board requests further information.

Presented Section 18j for Chairman Truxton's review and signature.

Will be adding all CDL carrying employees to random drug screen, including management.

MANAGER:

Issue with emulsion that was purchased from Bit-Mat. Road Commission was forced to purchase additional product from Michigan Paving Materials, which will impact the cost of these projects.

Donation received from Arlene Treece Trust for the bike path near Star Lake.

ROAD FOREMAN:

WILLIAMS –

Chipsealing is going really well now that the emulsion has been corrected.

Knew about the issues that were submitted by Runnels regarding road complaints. Williams feels that receiving these list makes it look like they aren't doing their job and that isn't the case.

SMITH –

Yates Township received the information they requested regarding the roads that aren't being brined at the townships request. Smith informed the township of the cost of adding additional roads.

Mowers are out.

Crews are blading and grading.

EQUIPMENT SUPERINTENDENT:

#59 chassis is complete and set to deliver to Traverse City. Truck & Trailer has the add on equipment and is ready to install.

Inquired with Truck & Trailer on the cost of a new Front Plow.

Suggested adding a new Broom to the budget next year.

OLD BUSINESS:

Leonard informed the board that the new business located at the corner of Foreman and US-10 will have their driveway off US-10.

Opened bids for Pole Barn Building located at 1180 Michigan Ave, Baldwin, MI 49304. Eight bids were received from B&L Contracting, Grand Rapids Glass & Door, Brooks Building – 2 Bids, Olds Construction, Greene Construction Group, RW Construction and Deverman Building. Motion made by Haslock to table bid

decision until next meeting July 11, 2019. Supported by Runnels. Yeas – Truxton, Haslock, and Runnels. Nays -0. Motion carried.

#### NEW BUSINESS:

Truxton presented an official complaint received from an employee in regards to management.

Steve Leonard requested a closed session.

The Board went in to closed session at 9:03 am.

The Board leaves closed session at 9:12 am.

Motion made by Runnels to hire Mike Kluck and Associates to investigate the harassment complaint filed by employee. Supported by Haslock. Yeas- Haslock, Runnels and Truxton. Nays – 0. Motion carried.

Motion made by Runnels to update Policy # 1019 – Uniforms to reflect the most current labor contract. Supported by Haslock. Yeas- Haslock, Runnels and Truxton. Nays – 0. Motion carried.

#### COMMISSIONERS PRIVILEGE:

Runnels – Thanked Leonard for the culvert proposal for Yates Township. Will attend Lake Township's meeting and ask about a cost share on the bike path near Star Lake.

Haslock – Asked about the session with MCRC SIP's lawyers regarding proper road commission procedure. Leonard will try to have it set for July 22, 2019.

Truxton – Asked how Oxcart Permits was working.

Asked why there were no decals on the side of Truck 2. Truxton recalled that a request was made at the last meeting following an altercation that occurred on Foreman Road. Leonard stated he hadn't had time. Truxton insisted the decals be permanent not magnet.

Very concerned over a trailer that was purchased by the Road Commission from Commissioner Haslock. Truxton thought it was not proper and felt it was a conflict of interest. Truxton suggested no purchases be made from a commissioner and/or their family members.

Reiterated that there be no retaliation made against employees for the complaint that was filed with the Board.

#### PUBLIC COMMENT:

DenBraber inquired as to Road Commission's stance on paper road located in Peacock Township.

#### ADJOURNMENT:

Motion to adjourn made by Haslock. Supported by Runnels. Yeas- Haslock, Runnels and Truxton. Nays – 0. Motion carried. 10:52 am

Next Meeting Date: July 11, 2019

Time: 9:00 am

Respectfully submitted by:

  
Jessica L. LaPointe - Secretary

Approved by:

  
Gary A. Truxton - Chairman

Richard J. Haslock - Vice Chairman

  
Richard K. Runnels - Member

## LAKE COUNTY ROAD COMMISSION

### POLICY # 1019: Uniforms

#### STATEMENT OF POLICY:

- A. The Board shall have the right to establish:
  - 1. Which linen service will be used.
  - 2. Type of uniform to be used.
  - 3. Cost.
- B. The Board will pay one hundred percent (100%) of the cost of the uniforms for mechanics and custodial maintenance personnel per contract. The board will pay for 11 shirts, 11 pants and two jackets.
- C. The Board will provide uniforms at one hundred percent (100%) of the cost of uniforms or (2) pair coveralls per year to the 2<sup>nd</sup> and 3<sup>rd</sup> shift maintenance personnel.
- D. Employees not in these positions will pay one hundred percent (100%) of the cost through pay roll deduction.
- E. The Board will provide coveralls/uniform for the tar distributor operator during the blacktop season.
- F. The Board will provide a stipend for work attire up to \$150.00 per calendar year with purchase receipt by the employee.
- G. The board will provide reimbursement of \$150.00 every two years for the purchase of OSHA approved prescription safety glasses with receipt.



BIDS FOR:

**2019 Building**

<u>B + L Contracting</u>	<u>\$ 151,200.00</u>	
<u>Grand Rapids Glass</u> + Door	<u>\$ 235,600.00</u>	
<u>Brooks Builders (2nd)</u> (alternate)	<u>\$ 115,500.00</u>	\$11,950.00 (Heavy duty doors) (2ft centers)
<u>Brooks Builders (1st)</u>	<u>\$ 122,000.00</u>	
<u>Olds Construction</u>	<u>\$ 127,479.04</u>	
<u>Greene Construction</u> Group	<u>\$ 221,945.00</u>	

**BID AWARDED TO:** N/A - continued



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BIDS FOR:

**2019 Building**

Rw Construction      \$141,154.00

Deverman Building      \$158,480.00

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**BID AWARDED TO:** \_\_\_\_\_

