

May 14, 2020
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 Haslock.

Present - Richard Haslock, *LCRC Commissioner*
Gary Truxton, *LCRC Commissioner*
Jessica LaPointe, *LCRC Finance & HR Manager*
Leroy Williams, *LCRC Manager*
Tom Smith, *LCRC Road Foreman*
Al Dailey, *LCRC Finance & HR Assistant*
Greg Fergusson, *Citizen*

The following bills were presented and allowed for payment:

3/5	Payroll Voucher No. 4931 -----	\$ 69,591.49
3/5	Material Voucher No. 4932 -----	\$ 52,103.82
3/5	HRA Voucher No. 4933 -----	\$ 149.51
3/19	Payroll Voucher No. 4934 -----	\$ 60,863.63
3/19	Material Voucher No. 4935 -----	\$ 14,034.02
3/19	Material Voucher No. 4935a -----	\$ 166,603.90
4/2	Payroll Voucher No. 4936 -----	\$ 68,818.66
4/2	Material Voucher No. 4937 -----	\$ 69,302.29
4/2	HRA Voucher No. 4940 -----	\$ 2,433.40
4/16	Payroll Voucher No. 4938 -----	\$ 62,465.58
4/16	Material Voucher No. 4939 -----	\$ 257,469.09
4/16	Material Voucher No. 4939a -----	\$ 7,415.00
4/30	Payroll Voucher No. 4942 -----	\$ 61,661.30
4/30	Material Voucher No. 4943 -----	\$ 210,021.63
5/4	HRA Voucher No. 4941 -----	\$ 935.31
5/13	Payroll Voucher No. 4944 -----	\$ 69,715.75
5/13	Material Voucher No. 4945 -----	\$ 88,922.75

APPROVAL OF MINUTES:

Motion made by Truxton to approve the February 27, 2020 meeting minutes as read. Supported by Haslock. Yeas- Haslock and Truxton. Nays – 0. Motion carried.

Motion made by Truxton to approve the March 13, 2020 meeting minutes as read. Supported by Haslock. Yeas- Haslock and Truxton. Nays – 0. Motion carried.

PUBLIC COMMENT:

Gregory Fergusen addressed the Board as the property owner in reference the property for sale on Bosschem Road in Manistee County.

REPORTS FROM MANAGEMENT:

FINANCE & HR MANAGER:

LaPointe attended the County Commissioner meeting via telephone earlier in the week and notified the Board on their intent to conduct in-person interviews June 10, 2020 to fill the vacancy left by Richard Runnels.

LaPointe notified the Board that the employee interested in FMLA would not be eligible due to the 1250 hour work requirements.

LaPointe presented Lake County Road Commission's Covid-19 Preparedness And Response Plan.

Presented and explained the Families First Act.

Presented the MERS quarterly statement.

Received CRASIF's refund of \$8,507.00. These funds will be deposited in to safety fund to help cover the cost of necessary safety related expenditures in the future.

Presented Wenger's Insurance Renewal.

Presented quotes from Paradigm and Kyle Frizzell Agency for the renewal of life insurance. Board decided to accept Paradigm's quote for Kansas City Life.

LaPointe presented the amended budget for the first quarter.

MANAGER:

Williams updated the Board on some recent culvert failures.

Williams informed the Board of a couple upcoming projects to correct water issues

throughout the county.

James Truxton from the Village of Baldwin approached Williams about sidewalk work that was scheduled for 2020. The Board has decided to not perform this work.

ROAD FOREMAN:

MACDOUGALL –

Absent.

SMITH –

Crews have been patching and working on culverts.
Brine is set to begin Monday.

EQUIPMENT SUPERINTENDENT:

Leusby presented the successes the Road Commission has had with making purchases through the bid sites.

Informed the Board that the garage would need a new plasma cutter and a blade for #32. Board agrees to purchase.

OLD BUSINESS:

Bids accepted for Hot-Mix Asphalt from Elmer's and Rieth - Riley. Bids are attached. Motion made by Truxton to table bid decision next meeting May 28, 2020. Supported by Haslock. Yeas- Truxton and Haslock. Nays – 0. Motion carried.

Bids accepted for Gravel and aggregates from Elmer's and Rieth - Riley. Bids are attached. Motion made by Truxton to table bid decision next meeting May 28, 2020. Supported by Haslock. Yeas- Truxton and Haslock. Nays – 0. Motion carried.

Bids accepted for 2 – Bottomless Arches from Contech. Bid is attached. Motion made by Truxton to table bid decision next meeting May 28, 2020. Supported by Haslock. Yeas- Truxton and Haslock. Nays – 0. Motion carried.

Motion made by Truxton to end negotiations regarding the property located on Bosschem Road in Manistee County. Supported by Haslock. Yeas- Haslock and Truxton. Nays – 0. Motion carried.

Audit is still going.

Office will remain close through the State of Emergency shut down.

LaPointe asked about working from home while the State of Emergency shut down is in place. The Board agrees.

NEW BUSINESS:

Motion made by Truxton to adopt Lake County Road Commission's Covid-19 Preparedness and Response Plan. Supported by Haslock. Yeas- Haslock and Truxton. Nays – 0. Motion carried.

Tom Bosscher would like to speak with the Board regarding the 7 Mile Bridge in Dover Township. Board agrees.

COMMISSIONERS PRIVILIGE:

Haslock – Agrees with Truxton. Everyone is working really hard.

Truxton – Appreciates the work everyone has done during this difficult time.

PUBLIC COMMENT:

None.

ADJOURNMENT:

Motion to adjourn made by Truxton. Supported by Haslock. Yeas- Haslock and Truxton. Nays – 0. Motion carried. 11:52 am

Next Meeting Date: May 28, 2020

Time: 9:00 am

Respectfully submitted by:


Jessica L. LaPointe – Secretary

Approved by:


Richard J. Haslock - Chairman


Gary A. Truxton - Vice Chairman

Richard K. Runnels - Member



**COVID-19 PREPAREDNESS
AND RESPONSE PLAN**

Lake 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 as much as possible 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 practice social distancing when 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. Disinfecting wipes 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. At each work location, a supervisor will be assigned to conduct a daily entry screening. The screening will be performed in a manner designed to protect the employee's confidentiality. The individual

assigned to conduct the screening will wear a mask and gloves at all times while the screening is being performed. 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 (as measured by a touchless thermometer, but a verbal confirmation of lack of fever is sufficient if a touchless thermometer is not available);
 - 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. will be allowed to continue on-site work at the Road Commission's discretion provided the employee remains asymptomatic and subject to the following additional precautions:

- i. The Road Commission will measure the employee's temperature with a touchless thermometer (or a dedicated thermometer for the employee if not touchless) and assess symptoms each day before the employee starts work.
- ii. As long as the employee does not have a fever or other symptoms, he/she will be expected to self-monitor his/her symptoms throughout the day.
- iii. If the employee begins to experience symptoms during the day, he/she must notify his/her supervisor and go home immediately.
- iv. The employee should wear a facemask at all times while in the workplace for 14 days after last exposure to the individual with a diagnosis of COVID-19.
- v. The employee should maintain at least six feet of distance from other people as work duties permit.
- vi. Beyond standard cleaning protocol, the exposed employee will clean and disinfect all areas such as offices, bathrooms, common areas and shared equipment he/she comes into contact with at the Road Commission for 14 days after last exposure to the individual with a diagnosis of COVID-19.
- vii. If the employee is unable or unwilling to follow these additional precautions, then he/she 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>.

