

**A REGULAR MEETING** of the Board of Chippewa County Road Commissioners was held in their offices located at 3949 S. Mackinac Trail, Sault Ste. Marie, MI on August 31, 2023.

Chairman Gagnon called the meeting to order at 8:00 A.M.

**PRESENT:** Chairman Gagnon, Commissioner Moser, Commissioner Sprague, Office Manager Decker, Foreman Rye, Superintendent Erickson, Engineer Boileau, Union President Cheney, Chief Mechanic Marsh, Fleet Manager Donajkowski, Clerk Livermore.

**ABSENT:** Manager Laitinen, Foreman Goodman, Clerk Christensen.

**GUEST PRESENT:** County Commissioner Jim Traynor, Trout Lake Trustee David Hillman, Chippewa Township Supervisor Brian Mills.

**MOTION** by Commissioner Moser **SECONDED** by Commissioner Sprague to accept the agenda as presented.

**MOTION CARRIED**

**MOTION** by Commissioner Moser **SECONDED** by Commissioner Sprague that the August 31, 2023 Payroll in the amount of \$172,345.09 and Vouchers in the amount of \$180,194.91 be approved and authorized for payment from the County Road Fund subject to audit.

**MOTION CARRIED**

**MOTION** by Commissioner Moser **SECONDED** by Commissioner Sprague to approve the regular meeting minutes from August 17, 2023 and place them on file.

**MOTION CARRIED**

**PUBLIC COMMENTS**

None.

**STAFF REPORTS**

Office Manager Decker

- MERS has received the pension grant funds. The effect on the funding ratio will be recognized in next actuarial valuation report that is typically received by the end of the first quarter.
- Attended the Cogitate workgroup session at Emmet County Road Commission. Clerk Livermore will have more to report on this.

Superintendent Erickson

- Working to wrap up Village Road on Sugar Island. Changed out a couple of pipes and working on the gravel.
- Have the brush-hog out mowing.

- Doing some maintenance on some of the side roads.
- Screen plant is making material in the pit at 15 Mile Road and M-129.

Foreman Goodman

- No Report.

Foreman Rye

- Finishing the brush work on Drummond Island and then headed back to M-129.

Engineer Boileau

- This is the calm before the storm. Now is when work begins with the townships to identify and get agreements for projects for 2024.
- After the holiday the last three projects scheduled for this year will be started with a required completion prior to October 15, 2023. This will include Kallio Road in Kinross and the remainder of Pennington Road.
- The striping work has been pushed to spring with the exception of Drummond Island.
- The parking lot at the Rudyard Garage and the 5-way intersection have also been pushed to 2024. Payne and Dolan has a fairly full schedule and appreciates the reprieve and will hold the bid prices for these projects.

Clerk Christensen

- No Report.

Union President Cheney

- Nothing new to report.

Fleet Manager Donajkowski

- Finalizing the work with the chief mechanic to identify items to be sold in a surplus equipment auction.
- Picked up parts at Truck and Trailer.
- Met with Mike Philips from MCRCSIP and toured the island garages with him.

Payroll/H.R./Board Clerk Livermore

- Attended a retirement lunch for Bob Ault on Drummond Island with Clerk Christensen, Office Manager Decker, and Manager Laitinen. We wish Bob well and happy retirement.
- Attended a Cogitate workgroup session in Emmet County. This group tries to meet three or four times a year to share processes, software tricks and tips, and other general learning in the area of finance and HR. While there, Manager Decker showed the group how to use the current budgeting process

available in the software. Luce and Charlevoix Counties were aware and using this function. Chippewa County also demonstrated the ease in which the My Works time keeping can be set up and used as well as some of the accounting functions for materials and equipment.

Chief Mechanic Marsh

- Helping with the used equipment auction plan.
- Working on the mowers for the state routes. The new mower is in, allowing for the operator to trade out machines and continue working when one goes down.

**MANAGER'S REPORT**

- No Report.

**NEW BUSINESS**

- A.) Grant of Access Easement for a driveway along our existing gravel pit road off of Seppi Road on Sugar Island.

**MOTION** by Commission Moser **SECONDED** by Commissioner Sprague to approve the request and grant access to Eric McKerchie for a driveway along our existing gravel pit road off of Seppi Road on Sugar Island.

**MOTION CARRIED**

- B.) Kinross Township Road Agreement: Kallio Road between M-80 and Kinross Lake Road, to be performed in the 2023 construction season. Township share is \$60,000.

**MOTION** by Commission Sprague **SECONDED** by Commissioner Moser to approve and sign the road agreement with Kinross Township.

**MOTION CARRIED**

- C.) Award Propane bid for the 2023/2024 season: Manager Decker presented findings from a two-year analysis of propane deliveries. The inclusion of the delivery charge in last year's bid pushed the award to Autore/Shute. Using the delivery numbers from prior years and including the calculations in the bid price provided by Webster Garner, the low bid was provided by Webster Garner. Manager Decker recommended the bid be awarded to Webster Garner based on the analysis.

**MOTION** by Commissioner Moser **SECONDED** by Commissioner Sprague to award the propane fuel bid to Webster Garner.

**MOTION CARRIED**

D.) Reaffirm Policy #16 - Credit Card Policy. No change to the policy originally adopted in 1996.

**MOTION** by Commissioner Moser **SECONDED** by Commissioner Sprague to reaffirm the credit card policy, #16.

**MOTION CARRIED**

**OLD BUSINESS**

- NONE

**County Commissioners Comments**

- County Commissioner Traynor reported it's been a quiet month.

**PUBLIC COMMENTS**

- Office Manager Decker reported a large portion of the accounts payable was attributable to a local share for work performed at Great Lakes Ship Wreck Historical Society at Whitefish Point. A check was received which included those costs as well as our costs for engineering and inspections and the cost of estimate number two for the project, which has been submitted but not processed through local agency programs. A third billing will be presented to them upon submittal by Engineer Boileau for the final estimate on the project.

**ROAD COMMISSIONERS' COMMENTS**

Chairman Gagnon wants everyone to stay safe. With no further business to come before the Board, the meeting adjourned at 8:17 A.M.

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Bobbie Livermore  
Clerk for the Board

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Jeremy Gagnon  
Chairman