

**SPECIAL MEETING
DICKINSON COUNTY ROAD COMMISSION
MONDAY, NOVEMBER 21, 2022**

A Special Meeting of the Dickinson County Road Commission was held on November 21, 2022 at 10:00 A.M. in the Road Commission Office, located at 1107 S. Milwaukee Ave., Iron Mountain, MI 49801.

The meeting was called to order by Chairman Carey, and the Pledge of Allegiance was recited.

PRESENT: Commissioner Johnson, Commissioner Bilski, Commissioner Brisson, Commissioner Olson and Commissioner Carey

ABSENT: None

Also present were: Jim Harris, Managing Director; Missy Berger, Director of Finance and Lance Malburg, Engineer; Todd Donaldson, Superintendent of Roads; Justin Massie, Construction Supervisor and John McDonald, Shop Foreman

CITIZEN'S TIME: None

APPROVE/AMEND AGENDA: Chairman Carey asked if anyone had any amendments to the agenda. Being none, a motion was made by Commissioner Brisson and supported by Commissioner Johnson to approve the agenda. All ayes, and the motion carried.

LOCAL ROAD PROJECT CONTRIBUTION POLICY: Managing Director Harris provided an explanation and presented information to the Board regarding the Local Road Project Contribution Policy. After a lengthy discussion a motion was made by Commissioner Bilski and supported by Commission Brisson to adopt the Local Road Project Contribution Policy Amendment A-3. Roll Call Vote: Commissioner Johnson – aye, Commissioner Brisson – aye, Commissioner Bilski – aye, Commissioner Olson – aye, and Chairman Carey – aye. The motion carried.

**POLICIES OF THE
BOARD OF COUNTY ROAD COMMISSIONERS
OF THE
COUNTY OF DICKINSON**

CATEGORY Financial

POLICY NO. 1

AMENDMENT NO.A-3

SUBJECT Local Road Projects Contribution Policy

ADOPTED ON 11-21-22

1. All requests for local road project estimates will be annually presented to the Road Commission by October 1st from the appropriate Township Board, including an estimated Township budget for the requested projects. The Road Commission will evaluate the requests for roadway projects and provide the Township with an estimate for up to (3) three requested projects. Projects will be estimated on an individual project basis.
2. The Road Commission will provide estimates and engineering services for the project(s) and perform the advertising and bidding of the contracted portion of the project, including, but not limited to: pulverizing, milling, base preparation, grading, paving, guardrail, culverts, manhole and structures, curbing, etc., with the exception of a project scope that is design/build or for a new roadway.
3. An estimate form with (3) three sign offs will be included as part of this policy: 1st the person making the estimate and signing off on their work, 2nd the Township committing to the estimated contribution, 3rd is the Road Commission Board acknowledgement of the project and approval of composing bid documents.
4. A project selection meeting will be held in February annually to determine which projects will be selected and approved for bidding for the year and to update the 3-year proposed project list. A project that is not selected at the meeting for the current year that the Township desires to complete may be bid out in that same year to contractor with the Township responsible for 100% of the project costs. Any projects not selected in the current year will be one of the (3) three projects submitted in the (5) five next years.
5. The Township will be responsible for reimbursement to the Road Commission for up to 75% of the portion of the project items that are bid out and performed by Contractor(s).
6. The Road Commission will provide 100% of material costs, equipment, labor, and fringes for the following items on a project: Aggregate shoulders, Aggregate approaches, Slope Restoration including Topsoil, Seed, Mulch Blanket, Riprap and replacement of Traffic and/or Street Signs, if needed.
7. The Road Commission will provide for 100% of costs for road pavement markings and symbols, if required, as determined by the County Engineer via the DCRC annual painting program.
8. Ditching/Stumping and Tree Removal/Clearing will be performed by DCRC forces under Routine Maintenance whenever possible prior to the project but may be included in the work performed by the Contractor.
9. The Road Commission, during the annual budgeting process, will determine and allocate the total amount of dollars that will be available for Local Road projects and shall include 26% of the estimated annual County road millage.

10. The Road Commission portion of a project shall not exceed 50% of the total project cost per MCL 247.662, (15).
11. Prior to award to contractor of a project a signed agreement between the Township and Road Commission shall be completed.
12. The Township and/or the Road Commission has the authority to timely delay construction of any project submitted, due to lack of funds or inability to complete the project. The Road Commission reserves the right to accept or deny a proposed project requested by a Township.
13. The Road Commission will determine project Work Start and Completion dates.
14. There will be no carry over on any unused match amounts by either a Township or Road Commission.
15. Engineering or Consulting services and testing not requested by, approved by, or provided by the Road Commission shall be re-imbursed by the Township at 100%.
16. The Road Commission may withdraw its financial participation for any Local Road Project prior to physical project improvements on the roadway occurring.
17. This policy will be reviewed annually with any recommended revisions to be approved by the Road Commission Board. The Townships will be provided with any recommended revisions to this policy for review prior to the final approval by the Road Commission Board.

REVISED 11-3-22

LOADER DISCUSSION: Managing Director Harris informed the Board that the 1985 Loader kept at the Felch facility needs to be replaced. Shop Foreman McDonald stated that due to the age of the Loader parts are hard to find and in some cases are obsolete. After a discussion a motion was made by Commissioner Brisson and supported by Commissioner Olson to authorize Shop Foreman McDonald to look for a used Loader. Roll Call Vote: Commissioner Olson – aye, Commissioner Johnson – aye, Commissioner Bilski – aye, Commissioner Brisson – aye and Chairman Carey – aye. The motion carried.

CITIZENS TIME: None

TOWNSHIP COMMENTS: None

COMMISSIONERS' PRIVILEGE: Finance Director Berger informed the Board that the Special Grant Request for Turner Road and supporting documents have been submitted to Representative Markannen's office.

Managing Director Harris stated that press releases will be done more often.

A motion was made by Commissioner Bilski and supported by Commissioner Johnson to adjourn at 11:16 A.M. All ayes, and the motion carried.

Jim Carey, Chairman

Missy Berger, Secretary