

June 18, 2008

The Board of County Road Commissioners for Montcalm County held a meeting at its office located in Stanton, Michigan at 3:00 p.m. on June 18, 2008.

Present: Commissioners Dale Linton, Robert Brundage and Donald McCracken; Carol Smith, County Highway Engineer; Thomas Mayan, Consulting Engineer; Mark Christensen, Superintendent; and Karen Swan, Finance Director-Clerk. Absent: Randy Stearns, Managing Director.

Moved by Brundage, seconded by McCracken, to approve the minutes of June 4, 2008 as presented. Motion carried.

Moved by Brundage, seconded by McCracken, to approve the agenda as presented. Motion carried.

Bill Tingley, RLS, of Tingley and Associates came before the Board to discuss a deeded 33-foot right-of-way south of Dickerson Lake Road and east of Johnson Road. The right-of-way was originally deeded in 1956; however, the description was erroneous and a new deed between the Road Commission and the property owners was signed in 1979. In exchange for the corrected deed, the Road Commission was supposed to convey the originally described property on the 1956 deed back to the property owners, but Mr. Tingley could not find where that had ever been done. Mr. Tingley is surveying the current property owners' property to divide it for sale and the 33-foot right-of-way cuts through the middle of the property and does not go anywhere. Mr. Tingley asked if the Board would be willing to quit claim the 33-foot right-of-way back to the property owners. The Board stated it was in agreement and asked Mr. Tingley to draw up a quitclaim deed for the Board's signatures at the next board meeting.

Moved by McCracken, seconded by Brundage, to adopt Policy No. 2008-02 – Freedom of Information, effective June 18, 2008, as follows:

The Road Commission for Montcalm County will comply with Public Act No. 442 of 1976, as published and amended, with the Finance Director-Clerk designated as the FOIA officer. Requests for copies of Road Commission records must be made under FOIA and must be received in a handwritten or typed format (e-mail requests are acceptable). The written request must indicate the date the request is being made and a detail of what information is being requested.

Fees

For the purpose of fees only, the FOIA divides requesters into three categories: 1) commercial use; 2) news media, educational or scientific requesters; and 3) all other requesters.

- Commercial use requesters are charged for search time, document review, and duplication.
- News media, educational and scientific requesters are charged for duplication only.
- All other requesters are charged for search time and duplication.

Duplication charges:

1 – 5 pages	No charge
6 or more pages	10 cents per page

Search charges:

First quarter-hour	No charge
Beyond one-quarter hour	\$4.35 per each 15 minutes for clerical staff
Beyond one-quarter hour	\$6.35 per each 15 minutes for managerial staff

Review charges:

First quarter-hour	No charge
Beyond one-quarter hour	\$6.35 per each 15 minutes for managerial staff

Postage:

Current postage rates

The Road Commission may, by law, require advance payment of any fees if the requester has previously failed to pay fees in a timely manner or if the Road Commission has determined that the fee will exceed \$250.

Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

Moved by McCracken, seconded by Brundage, to approve the following township contracts as presented. Motion carried.

Belvidere Township

- Crush, shape and place 250# mat on Ferris Rd from M46 south 1.2 miles - \$69,418.
- Place 250# mat on Lake Montcalm Road from Mile east to top of hill - \$1,500.

JUNE 18, 2008

Bloomer Township

- Gravel Bussell Street from M57 south to the end - \$2,845.
- Gravel Waldron Road from Sessions Rd to Condensery Rd - \$11,359.
- Gravel Sessions Road from Senator Rd to Crystal Rd - \$18,174.
- Gravel Senator Road from M57 to Condensery Rd - \$18,174.

Bushnell Township

- Replace two 48" culverts on Snows Lake Road west of Townhall Rd - \$3,220.

Cato Township

- Seal Lake Shore Drive from Hickory to Pine - \$5,811.
- Seal Schmeid Road from Bale to Backus - \$12,299.
- Machine wedge/seal Tamarack Road from Fitzner west .75 mile - \$11,062.
- Machine wedge/seal Cutler Road from Gravel Ridge to Satterlee - \$18,606.

Douglass Township

- Place 250# mat on Lake Montcalm Road from Mile east to top of hill - \$1,500.

Pine Township

- Machine wedge/seal Gravel Ridge Road from Stanton Rd to South County Line Rd - \$6,798.
- Machine wedge/seal Johnson Road from Cannonsville south around first curve - \$5,573.
- Machine wedge/seal Willard Road from Johnson to Gravel Ridge - \$13,595.
- Machine wedge/seal Cannonsville Road from Gravel Ridge to Johnson - \$14,501.
- Machine wedge/seal Briggs Road from M91 to Youngman (south) - \$23,682.
- 250# mat on Rainbow Drive from Briggs to top of hill - \$3,758.

Reynolds Township

- Salt stabilize Almy Road from Dagget east to pavement - \$2,024.
- Salt stabilize Henkel Road from Yankee to North County Line - \$2,760.
- Crush, shape and salt stabilize Gates Road from Maple Hill west to end - \$4,304.
- Crush, shape and place 220# mat on Reed Road from Almy south .20 mile - \$18,393.

Winfield Township

- Gravel Chippewa Court, south of Chippewa Trail, and Cochise Drive from Indian Shores Drive to Chippewa Trail - \$3,433.
- Salt stabilize Chippewa Court, south of Chippewa Trail, and Cochise Drive from Indian Shores Drive to Chippewa Trail - \$480.
- Place 180# overlay on Cochise Drive and Navaho Drive from Chippewa Trail northwesterly to Suwanee Trail - \$31,732.
- Crush, shape and place a 250# mat on Masters Road from M46 south to the north side of the bridge - \$57,150.

Village of Pierson

- One application of chloride at 1,650 gpm on village streets - \$397.
- Repair guardrail on west side of Federal Road north of Main Street - \$737.

Reviewed bids received from vendors and opened on June 17, 2008 for the construction of a salt storage building at the Greenville facility.

Moved by Brundage, seconded by McCracken, to award contracts to the following vendors for construction of a salt storage facility at the Greenville facility:

- | | | |
|-------------------------------|---|--------------|
| ▪ Building and Appendages: | AK Equipment, Inc, Zeeland, MI | \$140,116.00 |
| ▪ Concrete Footing and Walls: | Don Andrews Concrete Construction, Greenville, MI | \$ 85,925.00 |
| ▪ Fiberglass Storage Tank: | Wagner Enterprise, Inc. | \$ 13,433.00 |

Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

Superintendent's Report

- Shoulders on Grow Road and Miles Road should be completed today. Hope to have the shoulders on Bailey, Briggs and Amble Roads done tomorrow.
- Bridge on Sloan Road south of Sidney Road is coming along well. Headwalls are done on both sides; beams should be here on Monday.
- Central Asphalt is tentatively scheduled to be back in the county next week to start working on local road projects; we want to wait a while before we start paving on Condensery Road.
- The second round of chloride applications start next week; hope to be finished before July 4th.
- Attended meeting in Kent County this morning; learned that winter salt availability and cost does not look favorable. Working with other suppliers and other municipalities to see what, if anything, can be done. Hope to have more information soon.

JUNE 18, 2008

Clerk's Report

- Received the new Blue Cross-Blue Shield insurance rates yesterday. The rates are effective September 1st and will increase 16.84 percent, which is equivalent to an annual increase of approximately \$94,000. Our agent was here yesterday, and he had just received the rates too. He said he has other customers that also have the Flexible Blue 2 plan, and they're all getting increases in the same range. He called Gadaletto-Ramsey to run rates on the Flexible Blue 3 and 4 plans and is getting some information on Priority Health PPO plans; he will be back on Monday with the information.

Engineers' Report

- We've been working with Mark on DEQ permits. DEQ wants new bridges instead of culverts, but the money just isn't there to do that.
- Working on final plans for the bridge on Federal Road over Rice Creek. We are looking at an October bid letting with a May start date.
- We've been working a lot on the Asset Management program; it is coming together nicely. It will work really well for planning and prioritizing primary road projects. Right now only primary roads are required to be set up in the program and your Federal Aid funding eligibility depends on the program being updated on an annual basis; eventually the local roads will have to be on the program too.
- Made calls to the West Michigan Regional Planning Commission. They will be here in July to help rate the primary system using the PASER program. There are some monies available to reimburse costs associated with gathering the information; we're checking into this.
- Discussed the need to have someone else at LS Engineering, besides Carol Smith, to access information from MDOT that is required for various applications.

Moved by Brundage, seconded by McCracken, to authorize Carol Smith, County Highway Engineer, to appoint an Assistant to the County Highway Engineer, at no additional cost, to represent the Road Commission. Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

Commissioners' Comments

- Discussed management and supervisory vehicle usage and possible changes to the vehicle usage policy. Dale Linton stated he would like to discuss this further at the next meeting when the Managing Director is present.

Moved by McCracken, seconded by Brundage, to approve the 6/18/08 bills totaling \$731,516.47 and Payroll #13 totaling \$65,960.15. Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

There being no further business, the meeting adjourned at 4:57 p.m.

Chairman

Clerk