

APRIL 7, 2004

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 April 7, 2004.

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

Moved by McCracken, supported by Brundage, to approve the minutes of March 3, 2004 as presented. Carried.

Moved by Brundage, supported by McCracken, to approve the agenda as presented with the addition of N) Approve Township Contracts. Carried.

Members of the Winfield Township road committee came before the board to discuss the 2003 grade project on Arbogast Road north of Almy Road and the proposed culvert replacement on Cutler Road over Handy Creek. The committee stated that on any gravel resurfacing contracts that the township signs and submits, they would like to have the ditches cleaned out too. Randy Stearns stated that he would have Bob Buckowing, County Highway Engineer, contact the road committee about their concerns or questions regarding Arbogast Road and Cutler Road.

Developer John Powell came before the board to request a variance from the Road Commission's plat standards to extend/construct the following dead-end, cul-de-sac public roads beyond the standard maximum length in Timberland Estates in Reynolds Township: Blackhawk Trail, Hummingbird Court and Falcon Court. Mr. Powell stated that he is attempting to purchase additional property that would allow an additional entrance from Reed Road; however, if he is unable to obtain additional property, the plan presented at today's meeting would be the extent of the development. Due to the low density of homes that will be constructed based on the current plan, the Board stated it had no objection to Mr. Powell's request.

Moved by McCracken, supported by Brundage, to approve John Powell's request for a variance to the Road Commission's published Plat Standards regarding the maximum allowable length of three dead-end, cul-de-sac roads as follows: the extension of Blackhawk Trail and construction of Hummingbird Court and Falcon Court in Timberland Estates located in Section 14 of Reynolds Township. Carried. Ayes: McCracken, Brundage, Linton.

George Bosanic, Greenville City Manager, and Tom Ledger, City Engineer, came before the Board to discuss issues regarding Youngman Road south of M57. Mr. Bosanic presented a Notice of Intent and Mr. Ledger presented a plan showing the properties on the north end of Youngman Road, just south of M57, that have been annexed into the city and zoned for commercial purposes. The developers have requested that the portion of Youngman Road within the annexation be vacated by the Road Commission. Once vacated, the developers would then construct an extension of Youngman Road at the south end to another newly constructed road and then construct a hammerhead turnaround at the north end within the annexation. Mr. Bosanic stated that the portion of the road outside the annexed area and within the township would remain a under the Road Commission's jurisdiction. The city would plow the snow on this road as it would be more convenient and efficient for them when they are plowing the streets in that area than it would be for our truck to dead-head to this road; all other maintenance would be the Road Commission's responsibility. The Board stated that it would be willing to hold a public hearing to discuss the abandonment of the northern portion of Youngman Road south of M57.

Moved by McCracken, supported by Brundage, to set a public hearing at 2:00 p.m. on Wednesday, May 5, 2004, for the purpose of discussing the request to abandon/vacate a portion of Youngman Road south of M57 within Greenville's city limits but currently under the Road Commission's jurisdiction. Carried. Ayes: McCracken, Brundage, Linton.

Moved by McCracken, supported by Brundage, to approve the materials testing contract for the 2004 construction season with Andrews Material Testing Services of St. Johns, Michigan. Carried.

At the March 3, 2004 board meeting we discussed a request from a property owner to vacate, through Circuit Court, a portion of undeveloped right-of-way adjacent to his property on Center Street in Skinner's Resort Plat in Pierson Township. At that time the Board stated that because the right-of-way dropped down a very steep hill and was unsuitable for road development, it had no objection to the request to vacate the right-of-way. Since the March 3<sup>rd</sup> meeting, we have been notified of two things: 1) The Pierson Township board is not in favor of the request to vacate the right-of-way because they have been told that owners of back lots in the plat use the right-of-way to access Little Whitefish Lake; and 2) The Road Commission cannot vacate right-of-way in a platted area that comes within 25 meters of a body of water—this can only be done by the Circuit Court; therefore, the previous motion will have to be rescinded.

APRIL 7, 2004

Moved by McCracken, supported by Brundage, to rescind the motion made on March 3, 2004, regarding the vacation of the Center Street right-of-way as shown on the Plat of Skinner's Resort and located between Lot 1 of Block C and Lot 14 of Block D, and between Lot 1 of Block B and Lot 11 of Block A in Pierson Township. Carried. Ayes: McCracken, Brundage, Linton.

Moved by Brundage, supported by McCracken, to designate the Finance Director-Clerk to serve as the Privacy Officer for the health plan established by the Road Commission for Montcalm County for its employees. The Privacy Officer will be responsible for the health plan's HIPAA (Health Insurance Portability and Accountability Act) privacy compliance program. Carried. Ayes: McCracken, Brundage, Linton.

Discussed the proposed Road Commission Vehicle Usage Policy as drafted and presented by the Finance Director. The Manager stated that he has talked to some other counties to see how they manage vehicle usage, and the Board stated that it would like more information and to see the policies from some of the neighboring counties. The Board stated it would take action on a policy at the next board meeting on April 21<sup>st</sup>.

Moved by McCracken, supported by Brundage, to table the Vehicle Usage Policy until the April 21, 2004 board meeting. Carried.

The Finance Director-Clerk reviewed the year-ending September 30, 2003 annual financial report and advised the Board that the maximum allowed 30 percent transfer, equal to \$917,424, of Primary Road MTF funds to Local Roads had to be made to cover under-funded expenditures on the Local Road System. In addition, an inter-fund adjustment of \$67,858 had to be made from the County Road Commission Fund to the Local Road Fund to cover the balance of under-funded expenditures on the Local Road System.

Moved by McCracken, supported by Brundage, to approve the year ending September 30, 2003 Act 51 Annual Financial Report, including the transfer of \$917,424 from Primary MTF Funds received in 2003 Local Roads and also an inter-fund adjustment of \$67,858 from the County Road Commission Fund to the Local Road Fund to cover under-funded expenditures on the Local Road System. Carried. Ayes: McCracken, Brundage, Linton.

The Finance Director-Clerk reviewed various adjustments totaling \$215,501 to the year-ending September 30, 2004 Cash Budget.

Moved by McCracken, supported by Brundage, to approve adjustments, as presented, totaling \$215,501 in the FY2004 Cash Budget. Carried. Ayes: McCracken, Brundage, Linton.

#### Clerk's Report

- This month's MTF is up \$29,000 over April 2003 MTF—year-to-date MTF is up 6.9% over last year this time; this was taken into account in the budget adjustments.
- Michigan Department of Treasury has completed the 2003 audit. I had one adjustment to make for Heartland Trail enhancement grant revenue, which was received shortly after October 1, 2003 (the beginning of the new fiscal year) and recorded as 2004 revenue—it should have been set up as an account receivable and the revenue recorded in 2003.
- Treasury also advised me that recently the law regarding lease-purchase of equipment has changed. There is now a limit on the amount that can be borrowed this way—total indebtedness for lease-purchases cannot be more than 1.25 percent of our total net capital assets, which includes the net value of all county roads and bridges.
- A while back I asked if the Board could legally adopt a policy that would allow it to refuse to accept new or existing private roads in unplatted areas such as site condominium projects and land splits. One of the reasons I ask is because as more and more roads in developments are built—which is happening more and more around the Greenville and panhandle areas—are we going to have enough manpower and equipment? Also, near the end of this winter I had calls from four different people asking how they could get their private roads placed on certification and maintained by the Road Commission. Years ago the Road Commission accepted poorly constructed roads in developments—especially around the many lakes in the county—and now we and the townships have to pay for an deal with trying to maintain and improve these roads. Tom Mayan stated that the changes made several years ago allowing land splits and site condo projects unfortunately took away a lot of necessary oversight on developments—it made things easier for developers; however, there is very little in the way of standards that should be met. Tom stated that the best way to address this is through zoning ordinances in each township and through the county's zoning ordinance. The wording should be uniform with all the townships and should require that any roads to be built, public or private, have to be built to the Road Commission's standards; and the developer should be required to obtain a sign off on their plans by the Road Commission and the Drain Commission.

APRIL 7, 2004

#### Manager's Report

- Weight limits on county roads were removed last Monday.
- According to the labor agreement we have to give the union one week's notice before going on 10-hour or 8-hour days—when does the Board want to start 10-hour days this year? Per the Board, start on Monday, April 19<sup>th</sup>.
- Reviewed draft letter to the Solid Waste Committee regarding the possibility of the committee funding another road project this year. The Board asked that 601 between Stanton Road and Coral Road be added to the letter as a possible project.
- The equipment auction at Kent County Road Commission has been moved up to April 22<sup>nd</sup>.
- We are in the process of looking at chipper demonstrations put on by several different vendors; looking to see what would best fit our operation.
- Concrete approaches at the new buildings in Howard City were poured last week; the contractor is working at Greenville this week.
- Presented proposal from the union regarding the sign crew leader, size of the sign crew, a lead mechanic and mechanic's helper positions and the union's opinion regarding sign and equipment maintenance. The Board members stated they would like time to think it over and would discuss it at the next regular board meeting.
- The three new pickup trucks are tentatively scheduled for delivery on April 20<sup>th</sup>.

#### Superintendent's Report

- We asked Kent County Road Commission's maintenance superintendent and his assistant, who has over 30 years of experience running their seal coating operations, to come up and look at the roads we sealed and the roads that the contractor sealed last year to see if we can figure out what happened, because we are losing areas of slag on some of the roads the contractor sealed and some of the roads we sealed. Their observation is that not enough emulsion was put down—the stone or slag should be covered two-thirds of the way but it's barely covered halfway. They also stated that we should not use a rubberized crack sealer if we're going to sealcoat over the crack seal—it will not hold. If we're going to seal over it, we should use a regular emulsion. None of this was the contractor's fault—they did everything according to the bid specifications. We also discussed one variable that might be causing the problem and that is when the Road Commission's crews do the sealing, they seal during the day when it is hot, which is the best time to seal; however, the contractor seals from dawn to dusk, and temperatures are cooler in the morning and the evening. If bidding this type of work in the future, the bid specifications should be worded so that operations can only be done during certain hours or above a certain temperature. We'll have to start using more emulsion per mile too.
- The curb and gutter forms will be going to Kent County's auction; however, the trailer that we were using for the curb and gutter forms will not be going to the auction, because MDOT would like us to use an enclosed trailer to haul signs.
- Spreading of chloride starts next month; so far seven townships have turned in their contracts and have been scheduled.

#### Engineer's Report

- The Crystal Road enhancement project will be let in Lansing on May 7<sup>th</sup>.
- Discussed the federal aid project on Crystal Road north of M46 at North County Line Road. Isabella County Road Commission is also doing a federal aid project on their side of the county line and will incorporate this intersection in their plans, which will include turn lanes at the intersection.

Moved by Brundage, supported by McCracken, to approve and sign the following township contracts. Carried.

#### Bushnell Township

- Four applications of chloride on local roads at 1,000 gpm - \$22,708.
- Paint centerline and edge lines on Townhall Road from M57 to Condensery Road - \$1,294.
- Paint centerline and edge lines on Townhall Road from M57 to Jenks Road - \$2,013.
- Gravel resurface Allchin Road from Fenwick Road to Snows Lake Road - \$10,990.
- Gravel resurface Castle Road from Fenwick Road to M57 - \$21,980.
- Gravel resurface Boyer Road from M66 to Stevenson Road - \$21,980.
- Machine wedge and seal Vickeryville Road from Fenwick Road to South County Line Road - \$36,260.

#### Eureka Township

- Three applications of chloride on local roads at 1,650 gpm - \$16,188.
- Gravel resurface Shear Road from Greenville city limits to Wise Road - \$10,175.
- Seal Chase Road from Youngman Road to Greenville West Drive - \$2,891.
- Seal Kay Drive and Roy Drive from Harlow Road to Youngman Road - \$2,290.

APRIL 7, 2004

Eureka Township

- Seal Durwood Drive and Velma Drive from Youngman Road to Harlow Road - \$1,726.
- Seal Leland Drive east of Youngman Road - \$1,343.
- 150# bituminous overlay with valley gutters on Baldwin Road from top of hill to bottom of hill at west end of Baldwin Lake - \$6,476.
- Crush, shape, repave with 220# bituminous mat on South County Line Road from Johnson Road to Youngman Road - \$46,112.

Evergreen Township

- Four applications of chloride on local roads at 1,000 gpm - \$22,036.
- Four applications of chloride at a rate of 1,000 gallons per mile (for a total of 2,000 gallons per mile) on the following roads: Stevenson Road from Muskrat Rd to Colby Rd, Cedar Lake Road from Condensery Rd to Colby Rd, Beardsley Road from Sheridan village limits to Townhall Rd, Townhall Road from Holland Lake Rd to Condensery Rd, and Minifred Drive.
- Gravel resurface Cedar Lake Road from Sidney Road to Holland Lake Road - \$10,724.
- 250# bituminous overlay on Beardsley Road from Sheridan village limits east to Staines Road - \$12,380.

Ferris Township

- Two applications of chloride on local roads at 1,000 gpm - \$11,203.
- Gravel resurface Cannonsville Road from Bollinger Road to Douglas Road - \$9,870.
- Gravel resurface Klees Road from Blackmer Road to Douglas Road - \$4,935.

Pierson Township

- Three applications of chloride on local roads at 1,650 gpm - \$25,828.

Reynolds Township

- Three applications of chloride on local roads at 1,650 gpm - \$17,152.
- 250# bituminous mat on Church Road from Amy School Road to Maple Hill Road; install concrete curb and gutter at east and west intersections - \$61,319.

Sidney Township

- Three applications of chloride on local roads at 1,650 gpm - \$27,581.
- One extra application of chloride at 1,650 gpm on Hillman Road between Sidney Road and Dickerson Lake Rd - \$1,386.
- Salt stabilize Grow Road from Sidney Road to Holland Road - \$2,560.
- Gravel resurface Miles Road from Muskrat Road north to the end - \$7,938.
- Gravel resurface Spencer Road from Carlsen Road to Brown Road - \$11,340.
- Gravel resurface Closson Road and Miles Road from Miller Road to Pakes Road - \$14,175.
- Gravel resurface Brown Road south of Stanton Road from end of pavement south to the end - \$11,340.
- Install concrete curb and gutter at south Holland Lake Road at County Farm Road and pave 60-foot approach - \$5,213.
- Install concrete curb and gutter at Grow Road and Wise Road; pave 60-foot approach - \$5,213.
- Install concrete curb and gutter at Brown Road and County Farm Road; pave 60-foot approach - \$6,458.
- Machine wedge and seal Brown Road from Stanton Road south to end of pavement - \$3,423.

Moved by McCracken, supported by Brundage, to approve the 3/17/04 bills totaling \$152,692.69; Payroll # 6 totaling \$76,878.53; 4/7/04 bills totaling \$203,978.68 and Payroll #7 totaling \$68,932.40. Carried. Ayes: McCracken, Brundage, Linton.

There being no further business, the meeting adjourned at 5:35 p.m.

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Chairman

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Clerk