

AUGUST 4, 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 August 4, 2004.

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

Moved by McCracken, seconded by Brundage, to approve the minutes of July 21, 2004 as presented. Carried.

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

Moved by McCracken, seconded by Brundage, to approve Traffic Control Order No. P 59-101-04 to erect "No Parking" at any time within the right-of-way on Ferris Road from Muskrat Road to Fuller Road, which is located on the township line between Montcalm Township and Sidney Township. Carried. Ayes: McCracken, Brundage, Linton.

Dan Eller, Crystal Department of Public Works, came before the Board to discuss some concerns about the enhancement/road project on Crystal Road between Sidney Road and Colby Road in Crystal. Mr. Eller stated that he and the township board are not in favor of the step up to the sidewalk along the west side of the street. Tom Mayan explained that the "step" would only be in the decorative planter areas—there is no step in the sidewalk. Tom further explained that the old curb and gutter was not symmetrical—one side of the street was higher than the other—which according to Tom is not unusual in older downtown projects, so they wanted to address the situation during construction. Mr. Eller feels it is going to be a problem for snow removal. Mr. Eller complained that the new road was designed wider than the original road; however, Tom Mayan explained that the new road is not going to go back any further than it was originally. Dale Linton asked Mr. Eller if he was representing the township board and advised him that any requests for changes to the plans would have to come from the township board. Randy Stearns made a conference call to Bill Powell, Crystal Township Supervisor, and an on-site meeting was scheduled for 4:30 p.m. along with Tom Mayan and Kurt Zachary of LS Engineering so everyone could look at the situation and a decision could be made. Drain Commissioner Don Cooper came before the Board to discuss the underground storm water system under Crystal Road (Main Street) in downtown Crystal. All of the storm water drains on the west side of Main Street have been replaced. Several portions on the east side have been replaced; however, there are several areas that should be. The drains have been filmed as far as they can go; however, there is an obstacle. Some of the storm drains are very old clay tile and they are full of roots that have grown through the joints. The tiles can be cleaned out; however, they will fill up again. On the east side we have run into one problem after another—we thought we had everything ready to go but yesterday we found some problems. Don is recommending that the remaining storm water pipe on the east side be replaced at this time; the Board is in agreement with Don Cooper. A phone call was made to Bill Powell, Crystal Township Supervisor, and it was agreed that an on-site meeting would be held this afternoon with LS Engineering, Tom Mayan, Bob Buckowing, Don Cooper, Dan Eller, and Bill Powell to look at the areas of concern.

Moved by McCracken, seconded by Brundage, approve the following township contract. Carried.

Reynolds Township & Village of Howard City

- Place a 250# bituminous mat on Maple Hill Road from Church Road to Lake Montcalm Road; install concrete curb and gutter at Church Road and Lake Montcalm Road intersections – Reynolds Township: \$18,439.44 / Village of Howard City: \$14,815.91

Moved by Brundage, seconded by McCracken, to adopt the following policy, No. 2004-01, "Use of Road Commission Vehicles", as requested by the Michigan Department of Treasury and required by the Internal Revenue Service, effective immediately:

It shall be the policy of the Board of County Road Commissioners of Montcalm County to assign or provide marked Road Commission for Montcalm County ("Road Commission") vehicles to certain employees for purposes associated with the responsibilities and assignments of their positions with the Road Commission.

Some of the vehicles may be authorized and required for use by the employee in commuting to and from the employee's residence, but only where such use is considered in the best interest of the Road Commission by the Board, or by the Managing Director acting on the Board's behalf. Any time the employee is in the vehicle on official Road Commission business, that employee is considered to be available. Any personal use of the vehicle will be confined to a very minimum and only for brief stops on the way to and from the workplace (de minimus use). Except for use by the Managing Director, any other personal use of Road Commission vehicles is prohibited.

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Persons who are not employees of the Road Commission are not permitted to enter or ride in any vehicle unless such persons are involved in an activity associated with Road Commission operations or authorized by the Managing Director.

Employees must report any accident, theft or damage involving a Road Commission vehicle to their supervisor, regardless of whether there was damage or injury. Such report must be made as soon as possible but not later than twenty-four (24) hours after an accident. Failure by the employee to notify his/her supervisor will result in discipline up to and including discharge.

Employees operating Road Commission vehicles must possess a valid Michigan driver's license and a satisfactory driving record. Loss of a valid Michigan driver's licenses or any alcohol/drug offenses will cause an employee to lose driving privileges with Road Commission vehicles.

If required by the Internal Revenue Service (IRS) regulations or other law, commuting use will be considered a non-cash fringe benefit for all employees who are assigned vehicles and will appear on the employee's annual W-2. The value placed upon Road Commission-owned vehicles used for commuting will be determined based upon IRS guidelines. Current IRS guidelines place a value of \$3.00 per day or \$1.50 per one-way trip upon the use of Road Commission-owned vehicles for commuting. Employee payroll taxes on this non-cash fringe benefit will be calculated and paid to the IRS on a bi-weekly basis. Based on IRS guidelines, vehicles equipped with permanent large fuel storage tanks or other qualified equipment are not subject to commuting use charges. An employee will not be assessed a charge for responding to after-hours or emergency calls.

The following policies also apply to the use of Road Commission vehicles:

1. Employees must obey all traffic laws and are personally liable for any traffic tickets.
2. The interior and exterior of Road Commission vehicles shall be kept clean and free of debris at all times.

An employee who improperly uses a Road Commission vehicle, fails to satisfy the standards identified above, or loses his/her privileges under this policy may be disciplined up to and including discharge.

Managing Director

Because the Managing Director is available to respond to Road Commission business or other emergencies outside normal business hours, a vehicle equipped with radios or other similar equipment will be provided for his/her use. The Managing Director may use the vehicle for personal use, and persons who are non-Road Commission employees may be passengers in the Managing Director's vehicle. The Managing Director shall maintain a log showing the number of miles for all personal use of the vehicle, including commuting to or from work. Based on IRS guidelines, the value of the personal use of the vehicle will be taxed based on the vehicle's fair market value and shall be reported on his/her annual W-2.

Manager's Report

- We started seal coat operations on Monday; so far things are going well.
- The Daltons will be in the end of August or early September to start brush spraying.
- The base course of asphalt has been put down on Sidney Road between M91 and Hillman Road. The contractor will be back in tomorrow and Friday to do the top course; shoulders will be done next week.
- The contractor started crushing Crystal Road from M46 to the North County Line today; if everything goes well, they plan to pave the road next week.
- The Union has requested a meeting with the Board to start contract negotiations. The Board agreed to meet with the Union representatives at 4:00 p.m. during its next regular meeting on August 18th.
- Bids for a brush/tree chipper will be opened on August 17th.
- Halliday Sand & Gravel is making gravel at the Braman Pit.
- The County Board of Commissioners would like to know if we would be interested in purchasing the Howard City ambulance base, which is adjacent to our Howard City garage. As you know we sold the land for the ambulance base to the County for the appraised value of \$1,000; the County received an insurance settlement for the damaged base and hopes to sell the property for an undetermined amount. The base building is damaged beyond repair, and we would have to demolish the base and do the clean up and disposal. The Board asked if the County has a dollar amount in mind.

Commissioners' Comments

- Bob Brundage stated he was recently asked about the replacement of the closed bridge on Blackmer Road just north of Condensery Road. What is the status? Everyone (cities, counties, states) is waiting for Washington to come through with Critical Bridge and Federal

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Aid funding. The President has stated he would veto the current proposals from the House and the Senate; and the consensus is that nothing will be done until after the general election in November. The Blackmer Road bridge is #21 on the State's list of bridges eligible for funding, and it has a good chance of being funded once the Feds approve a transportation bill.

Moved by Brundage, seconded by McCracken, to approve the 8/4/04 bills totaling \$264,253.22 and Payroll #16 totaling \$70,623.66. Carried. Ayes: McCracken, Brundage, Linton.

There being no further business, the meeting adjourned at 5:10 p.m.

Chairman

Clerk