

FEBRUARY 2, 2005

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 February 2, 2005.

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

Moved by Brundage, seconded by Linton, to approve the minutes of January 19, 2005 as presented. Motion carried.

Moved by Brundage, seconded by Linton, to approve the agenda as presented with the addition of I) Revision to Lakeland Subdivision Plat, Belvidere Township. Motion carried.

Russ Eggers of Eggers Development in Saginaw, Michigan came before the Board to discuss a private road he intends to construct in a site condominium development on property he purchased off Satterlee Road and overlooking the north side of Burgess Lake in Eureka Township. Mr. Eggers was directed to the Road Commission by Gary Stump, Eureka Township's zoning administrator. The township's zoning laws require developers to construct public and/or private roads to the Road Commission's Plat Standards. Mr. Eggers stated that the property is heavily wooded and the grade varies up to 10 percent in some places; however, the Road Commission's standards do not allow roads to be built with more than a five percent grade. Dale Linton asked Mr. Eggers if the road would ever be public. Mr. Eggers stated that the lots will be selling for approximately \$200,000 and that it will be an exclusive development; people purchasing the lots will know up front that they are getting a private road that will be privately maintained—there will be covenants and restrictions. Tom Mayan stated that the engineer designing the plans will have to certify that the plans meet the Road Commission's standards. Tom also stated that even though the standards are the Road Commission's, it is Eureka Township's zoning laws that require developers to build public and private roads to our standards, so it is up to the township's zoning board or planning commission to grant a variance; however, the Road Commission could look at Mr. Egger's engineer's plans and make a recommendation to the township. Mr. Eggers stated that as soon as the engineer's plans are done, he will bring them back to the Road Commission for review.

Moved by Brundage, seconded by Linton, to adopt the following policy, No. 2005-01 - Work Hours and Timekeeping, effective upon completion of software and hardware installations and training of personnel. Motion carried. Roll call: Yes-Brundage, Linton.

Regular working hours for hourly employees are from 7:00 a.m. to 3:30 p.m. except when summer hours are in effect, at which time the regular shift is from 6:30 a.m. to 4:30 p.m. Each hourly employee is required to punch their timecard at the beginning of the workday and punch out at the end of the workday. Each hourly employee is required to punch their own timecard. Having a co-worker punch in or out for another employee is prohibited. Time records are official Road Commission documents and the basis for wage payments; any employee who knowingly falsifies time records shall be discharged. Time clocks are the property of the Road Commission, and any employee who intentionally damages a time clock shall be discharged. Any employee who tampers with or disconnects a time clock shall be subject to disciplinary action up to and including discharge.

The time clock procedure for hourly employees is as follows:

1. You must personally clock in by the start of your shift and personally clock out when you finish your shift each day.
2. You must only clock your own timecard. You must not clock another employee's timecard in or out, or otherwise falsify a time record. It is a serious offense, which can result in termination.
3. You must be prepared to begin work at the start of your shift.
4. You should not clock in more than ten (10) minutes prior to the start of your regular shift without permission from your immediate supervisor.
5. If you are called in on overtime, you should clock in at the time you arrive. If you are required to work overtime at the end of your regular shift, you should clock out at the time you are done working.
6. If you need to leave work early, you must give your immediate supervisor prior notification and clock your time card out at the time you leave. If your immediate supervisor is absent, you must notify management. Failure to do so shall result in disciplinary action.
7. If you fail to clock your time card in or out, you must notify your immediate supervisor. Only the Managing Director or the Finance Director may authorize adjustments on a timecard.
8. The employee assigned the duties of Night Patrol during the winter season shall be exempt from clocking a time card in or out during the period that Night Patrol is in operation.

FEBRUARY 3, 2005

Hourly employees will be paid to the nearest quarter hour. However, if the employee clocks in or out up to ten (10) minutes before or after the employee's regularly scheduled shift, this time shall be considered de minimis and will not be subject to overtime compensation.

Discussed request to abandon West County Line Road (Montcalm Avenue) north of South County Line Road (Bricker Road). Randy Stearns advised the Board that Kent County Road Commission's Board has not met since he contacted Jerry Byrne, Director of Maintenance and Local Construction for Kent County Road Commission. Jerry sent a letter stating that he spoke about this with Jon Rice, Managing Director; and in the past their Board has denied requests to abandon right-of-way on section lines. It is also our understanding that Greg Dean, Oakfield Township Supervisor, is not in favor of abandoning section line roads.

Moved by Brundage, seconded by Linton, that it is in the best interest of the public and the Road Commission to deny Roger Anthony's request to abandon the unimproved public right-of-way on West County Line (Montcalm Avenue) north of South County Line Road (Bricker Road) due to the fact right-of-way is on a section line, township line and county line. Motion carried. Roll call: Brundage, Linton.

Reviewed a Summons and Complaint filed with the Montcalm County Circuit Court requesting the relocation of a public walkway within the Plat of Lakeland Subdivision in Belvidere Township. In its present location, the walkway bisects lots 15 and 16, which are owned by the Plaintiffs. In addition, a portion of their home extends into the location of the present walkway. The Plaintiffs are requesting that the platted walkway be moved to the southerly four feet of their Lot 15.

Moved by Brundage, seconded by Linton, that the Road Commission has no objection to the relocation of the platted walkway currently located between lots 15 and 16 of the Plat of Lakeland Subdivision in Belvidere Township to the southerly four feet of Lot 15. Motion carried. Roll call: Brundage, Linton.

Manager's Report

- Spoke with Duthler Truck today; the new float trucks are supposed to come off the assembly line on February 11th. Truck and Trailer should have them sometime the week of February 14th.
- We will be opening bids for sweeping, catch basins and pavement marking on February 15th. Emulsion, paving and skip paving bids will be opened on February 16th. From what I have been hearing, asphalt bids that have been opened elsewhere are running two to three dollars per ton higher than last year.

Engineers' Report

- Discussed permit to allow the DEQ's contractor to work in the road right-of-way at the old Blackrick Station in Crystal. Discussed various restrictions to be included on the permit; including a statement that any work to be done within the traveled portion of the road must be postponed until after spring weight restrictions have been lifted and the ground has settled back down.
- Discussed resolution from Pierson Township requesting that Whitefish Road in the Little Whitefish Woods site condominium project be added to the local road system. Tom Mayan asked if the developer has provided a deed for the road right-of-way; and if not, the Board should not accept the road until such time that it has the deed.]

Moved by Brundage, seconded by Linton, to approve the 2/2/05 bills totaling \$102,401.79 and Payroll #3 totaling \$96,863.25. Motion carried. Roll call: Brundage, Linton.

There being no further business, the meeting adjourned at 4:55 p.m.

Chairman

Clerk