

NOVEMBER 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 November 2, 2005.

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

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

Moved by Brundage, seconded by McCracken, to approve the agenda as presented with the addition of J) Pete Buurstra, River Ridge Site Condominium Project. Motion carried.

Reviewed letter from Donald Cooper, Drain Commissioner, regarding the Board's decision to sell the Road Commission's property located in Section 19 of Montcalm Township. Mr. Cooper, who is a member of the county's Park Commission, would like the Road Commission to wait until after the Park Commission's November 9th meeting to discuss the possibilities of obtaining this property as a county park or county-run campground. Mr. Cooper's letter states that the Road Commission offered this property to the county at one time but that at that time the Park Commission was not established—the fact is, the Road Commission offered the property to the Park Commission twice—once when Lynn Kocher, former Road Commissioner, was a member of the Park Commission and again when Donald McCracken, current Road Commissioner, was a member of the Park Commission. Both times they were told that the Park Commission had no interest in obtaining additional property for parks because they had a hard enough time maintaining and upgrading what they already have. The Board directed that a written reply be sent to Don Cooper stating that the Board reviewed his letter; however, it will go through with the bid opening at 3:30 p.m. today.

Moved by McCracken, seconded by Brundage, to approve the following township contract. Motion carried.

Reynolds Township

- Paint centerline only and centerline and edge lines on various paved local roads in Reynolds Township - \$13,295.

Moved by McCracken, seconded by Brundage, to adopt the following resolution:

WHEREAS, the Cato Township Board has submitted a request to the Road Commission for Montcalm County to add a 66-foot wide public right-of-way in Honeymoon Heights No. 3 Plat, which is located in Section 1, T12N, R8W, Cat Township, Montcalm County, Michigan, to the Local Road System; and

WHEREAS, Cedar Road between Cherry Drive and Spruce Drive, a total distance of 239 feet, has been developed in accordance with the Road Commission's Plat Standards,

NOW THEREFORE BE IT RESOLVED that the Road Commission for Montcalm County has reviewed and approved the request for the addition of the above-listed road to the Local Road System;

BE IT FURTHER RESOLVED that said road will add an additional 0.05 mile to the Local Road System.

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

Moved by McCracken, seconded by Brundage, to adopt Policy No. 2005-05, Social Security Number Privacy Policy as follows:

In the ordinary course of business, the Road Commission for Montcalm County obtains the Social Security Numbers (SSNs) of applicants and employees for identification and tax-related purposes. To the extent practicable, the Road Commission shall maintain the confidentiality of applicants and employees SSNs. Information or documents that contain SSNs shall be stored in a physically secure manner. Access to information or documents that contain applicants and employees SSNs shall be limited to the Finance Director and/or his/her designee(s).

All unlawful disclosure of applicants and/or employees SSNs is prohibited. No employee of the Road Commission shall unlawfully acquire, disclose, transfer, or use the SSN of an applicant or another employee. SSNs shall not be placed on identification cards, badges, time cards, employee rosters, bulletin boards, or any other materials or documents designed for public display. Documents, materials, or computer screens that display SSNs shall be kept out of public view at all times.

Road Commission documents containing an individual's SSN shall only be mailed to a person when state or federal law, rule, regulation, or court or rule authorizes, permits or requires that a SSN appear in the document or where the document is mailed at the request of the individual. Documents

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containing SSNs are sent through the mail shall not reveal the number through the envelope window, nor shall the number otherwise be visible from outside the envelope or package.

SSNs shall not be sent through e-mail unless the connection is secure or the number is encrypted. No individual shall be required to send his/her SSN through email unless the connection is secure or the number is encrypted. SSNs shall not be stored on computers or other electronic devices that are not secured against unauthorized access.

Where a SSN is contained within a document subject to FOIA release, the SSN shall be redacted. Documents or other materials containing SSNs shall not be thrown away in the trash. They shall be discarded or destroyed only in a manner that protects their confidentiality, such as shredding.

Complaints concerning possible violation of this policy should be directed to the Managing Director. Any employee who is found to have violated this policy shall be subject to disciplinary action, up to and including discharge.

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

Manager's Report

- We purchased two used shoulder retrievers from Osceola County at a cost of \$2,500 each.
- Anti-icing trucks are being readied for use.
- At the last managers' meeting we discussed the level of winter maintenance that the counties plan to provide this winter. Discussed not working on local roads on weekends; as long as most people can make it out to the main roads the local roads could wait until Monday. Everyone is concerned about lowered revenues and increased fuel costs and how this will affect what we can afford to do—right now everyone is waiting to see if something might change, but we can't wait too much longer to make a decision.
- Met earlier today with a sales representative regarding truck leasing and lease-purchase programs.
- Working on getting everything together to sell our Federal Aid dollars back to the state.
- The remainder of the pavement marking will be completed in the next week.
- We have received dates for two grievance arbitrations filed by the Union. The first one is on the Board's adoption of the Ethics and Fraud Policy. As you requested, I asked the union representatives several weeks ago to give me something in writing on the sticking points with this policy because they hadn't spelled anything out in the grievance. I told them if they gave me something in writing I would pass their concerns on to the Board to see if we could get things cleared up. They said they would like to sit down with the Board as long as our attorney wasn't involve. I explained that it had already been turned over to Mike Kluck. I never did receive anything from them spelling out their concerns about the Ethics and Fraud Policy—I assume they decided to go ahead with the arbitration instead.

The time for opening of bids on the Johnson Road property arrived. Bids were opened and publicly read to those in attendance.

Moved by McCracken, seconded by Brundage, to reject all bids, except the high bidder's bid, and to make a decision regarding the sale of the property at the November 16th board meeting. Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

Developer Mario VanDyke and engineers from Land Development Solutions of Grand Rapids came before the Board to request a variance from the Road Commission's Plat Standards for a proposed public road to be constructed in the River Ridge Site Condominium project located east of West County Line Road in Section 19 of Montcalm Township. The Road Commission's Plat Standards limit the length of a dead-end road to 1,300 feet; Mr. VanDyke is requesting that he be allowed to increase the length of the proposed road to 2,150 feet. Bob Buckowing stated that the property being developed is open and flat, and he does not foresee any public health or safety hazards if the Board approves the request.

Moved by McCracken, seconded by Brundage, to approve the request from Mario VanDyke and Land Development Solutions to construct a proposed dead-end road in the River Ridge Site Condominium project commencing at West County Line Road (Montcalm Avenue) and traveling east and southeasterly a total length not to exceed 2,150 feet. Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

Clerk's Report

- Discussed growing problem and related expenses incurred with disposing of used tires being dumped in and alongside county roads especially in the Reynolds Township area. Not only do we have the expense of disposing of these tires but we also have labor, equipment and fuel costs. Gregg DeHart suggested that the Board consider advertising a reward for the arrest and conviction of anyone dumping tires along the roads. Gregg's crew has picked up 200 to 300 in the last couple months, and he stated this morning that they have about 300-400 more to pick up this week. Not

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only is this costly and taking time away from other functions our employees could be doing, it's a safety hazard to the motoring public.

Don McCracken asked the Board to revisit the Board's earlier decision and his motion regarding the sale of the Johnson Road property. Don stated that with further thinking he feels that since the high bid of \$155,000 is well below the appraised value of \$367,500 to \$393,750 the Board might consider rejecting all bids. If the Road Commission isn't going to get what the property is worth, we may as well hold onto it; the other board members concurred.

Moved by McCracken, seconded by Brundage, that after further discussion the Board does hereby rescind its previous motion regarding the Johnson Road property bids and does hereby reject all of the bids received and opened at 3:30 p.m. today. Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

Superintendent's Report

- The drivers' safety class has been rescheduled to next Monday.
- The office parking lot will be marked with parking spaces on Friday.
- Reminder—the winter maintenance meeting with Central Dispatch and the Sheriff's Department is November 10th.

Engineer's Report

- Discussed Little Whitefish Woods Phase 2 and 3 site condominium projects. The Drain Commissioner has approved the construction plans.
- Reviewed proposed amendment to the County Commission's Private Road Policy.
- Wyman Road repair is riding okay; will get control points in before winter sets in.
- Discussed a request from the Solid Waste Committee to provide an estimate to reconfigure the intersection of Cannonsville Road at Federal Road. Southbound waste haulers on Federal Road turning west on Cannonsville Road are have trouble negotiating the turn. Also discussed a request from a Pierson Township road committee member for road estimates for two possible special assessment districts.

Moved by Brundage, seconded by McCracken, to approve the 11/2/05 bills totaling \$106,003.79 and Payroll #22 totaling \$74,904.44 as presented. Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

There being no further business, the meeting adjourned at 4:30 p.m.

Chairman

Clerk