

The regular meeting of the Board of Calhoun County Road Commissioners was held on Wednesday, December 19, 2007 at 9:00 a.m. in their office located at 13300 Fifteen Mile Road, Marshall, Michigan.

Present: Commissioner Chester E. Travis, Chairman
Commissioner Charles E. Monaweck, Vice-Chairman
Pixie Coats, Human Resource Director
Kevin Henning, Finance Director
Angela Kline, Assistant County Highway Engineer
Steve Ball, Operations Manager
Mary Jo Crumpton, Secretarial Clerk

Also Present: Hershel Stacy, Calhoun County Road Commission
Paul Adams, Calhoun County Road Commission
Robert Volkmer, Calhoun County Road Commission
Erin Cummings, Calhoun County Road Commission
Eusebio Solis, Calhoun County Commissioner
Mike Rae, Calhoun County Commissioner
General Public

Chairman Chester Travis called the regular meeting of the Board of Calhoun County Road Commissioners to order at 9:00 a.m.

Mrs. Pixie Coats, Human Resource Director, asked that item l., under "Communications and Resolutions" and item p., under "New Business" be removed from the agenda.

Moved by Commissioner Monaweck and supported by Commissioner Travis to approve the December 6, 2007 Public Hearing minutes, and the December 6, 2007 Regular Meeting minutes of the Board of Calhoun County Road Commissioners. Voice vote: motion carried.

COMMUNICATIONS AND RESOLUTIONS

Pixie Coats, Human Resource Director, read the communications as follows:

- a) Received a memo from Erin Cummings, Permit Agent, asking for the Board to review Policy #97, Proper Installation of Mailboxes along Calhoun County Roads.
- b) Received a letter from Erin Cummings, Permit Agent, to Mrs. Sharon Gasser, Leroy Township Clerk, regarding the name change of Division Street to Graham Lake Street.
- c) Received a memo from Pixie Coats, Human Resource Director, regarding Tobacco Policy #63.
- d) Received a memo from Kevin Henning, Finance Director, regarding the 2007 Uncollectible Accounts Receivable.
- e) Received a memo from Kevin Henning, Finance Director, regarding Primary to Local Revenue Transfer.
- f) Received a memo from Kevin Henning regarding the asphalt emulsion bid.

- g) Received a memo from Kevin Henning, Finance Director, regarding the 2008 Fee Schedule and the 2008 Construction Fee Schedule.
- h) Received the 2008 Calhoun County Road Commission Board Meeting Schedule.
- i) Received a memo from Angela Kline, Assistant County Highway Engineer, asking for acceptance of Trappers Ridge into the County Local Road System.
- j) Received a memo from Angela Kline, Assistant County Highway Engineer, asking for acceptance of Pebble Lane and Gavin Lane into the County Local Road System.
- k) Received a memo from Angela Kline, Assistant County Highway Engineer, asking for acceptance of Beavers Crossing into the County Local Road System.
- m) Any other communications or resolutions that may be received by the Board.

UNFINISHED BUSINESS

There was no unfinished business before the Board.

NEW BUSINESS

Moved by Commissioner Monaweck and supported by Commissioner Travis to approve the December 10, 2007 accounts payable for \$652,249.64. Voice vote: motion carried.

Moved by Commissioner Monaweck and supported by Commissioner Travis to approve the December 3, 2007 payroll for \$9,168.45. Voice vote: motion carried.

Moved by Commissioner Monaweck and supported by Commissioner Travis to approve the December 4, 2007 payroll for \$1,753.83. Voice vote: motion carried.

Moved by Commissioner Monaweck and supported by Commissioner Travis to approve the December 5, 2007 payroll for \$114,972.39. Voice vote: motion carried.

Moved by Commissioner Monaweck and supported by Commissioner Travis to approve Policy #63: Tobacco Policy. Voice vote: motion carried.

Uncollectible Accounts Receivable for 2007: Commissioner Monaweck asked Mr. Kevin Henning, Finance Director, what lengths we go to for collection of the Uncollectible Accounts Receivable. Mr. Henning replied that we make every reasonable attempt to collect, short of going to Small Claims Court. Notices are sent if we have a valid address. This invoice is in the amount of \$283.06 and is 13 months old. He is requesting that the Board write off this invoice.

Moved by Commissioner Monaweck and supported by Commissioner Travis to approve the 2007 Uncollectible Accounts Receivable. Voice vote: motion carried.

Primary to Local Revenue Transfer: Mr. Henning explained that he is requesting that up to 30% of the MTF Revenues be transferred from our Primary Road System to our Local Road System. This transfer is allowed in accordance with Act 51. The actual amount of the transfer is estimated to be between 15-20% and will be detailed on the 2007 Act 51 Report which is due in May of 2008.

Moved by Commissioner Monaweck and supported by Commissioner Travis to approve the MTF Revenue Transfer up to 30% from our Primary Road System to our Local Road System. Voice vote: motion carried.

Asphalt Emulsions Bid for 2008-2010: Commissioner Travis inquired about the increase in the cost of emulsion. Mr. Henning replied that emulsion costs have risen 18%, from \$1.15 to \$1.36, from last year; however, we are receiving a break on the demurrage charges with three hours of free unloading time. Asphalt Materials, Inc. is the low bid. This cost was used for the 2008 Construction Fee Schedule. He is requesting that the Board award the 2008-2010 Asphalt Emulsion bid to Asphalt Materials, Inc.

Moved by Commissioner Monaweck and supported by Commissioner Travis to award the Asphalt Emulsions Bid for 2008-2010 to Asphalt Materials, Inc. Voice vote: motion carried.

Adoption of the 2008 Annual Budget: Chairman Travis noted that the Public Hearing on the 2008 Annual Budget was held at the last meeting. Commissioner Monaweck stated that he was very pleased with Mr. Henning's presentation at the Public Hearing and believes he did an excellent job. Chairman Travis agreed that Mr. Henning did an excellent job explaining the budget.

Moved by Commissioner Monaweck and supported by Commissioner Travis to adopt the 2008 Annual Budget. Voice vote: motion carried.

Adoption of the 2008 Fee Schedule and the 2008 Construction Schedule: Mr. Henning explained that we are always trying to assess the cost of doing business here at the Road Commission. Costs have been tracked throughout 2007 in order to apply actual 2007 costs to projected 2008 expenses. All attempts are made to control costs within the control of the Road Commission. Those that are outside the immediate control need to be communicated through appropriate fee schedules and shared by the parties benefiting from the services being provided. The increase in emulsion and fuel costs has impacted the 2008 Construction Fee Schedule. Permit fees for 2008 have increased by 5% over the past three years. Mr. Henning noted that these increases are necessary in order to assure that CCRC does not subsidize our permit department. The permit department, as well as miscellaneous services provided should be self supported. Chairman Travis noted that the 2008 Construction Fee Schedule includes the first township mile of regravels at 100% Road Commission cost. Mr. Henning stated that this has been left on the Fee Schedule, but based on winter maintenance, it may be subject to change.

Moved by Commissioner Monaweck and supported by Commissioner Travis to approve the 2008 Fee Schedule and Construction Fee Schedule. Voice vote: motion carried.

Moved by Commissioner Monaweck and supported by Commissioner Travis to approve the annual salary and wage period to begin December 17, 2007 and end on December 28, 2008 (2160 hours in 27 pay periods) for all S.E.I.U. Unit I members and non-union personnel. Voice vote: motion carried.

Moved by Commissioner Monaweck and supported by Commissioner Travis to approve the Board of Calhoun County Road Commissioners 2008 Meeting Schedule. Voice vote: motion carried.

Resolution 2007-17: Certifying Trappers Ridge as a County Local Road: Mrs. Angie Kline, Assistant County Highway Engineer, noted that this came before the Board as a communication in December of 2006. Trappers Ridge is a private road that has not been completed to CCRC standards, as the developer of the subdivision filed for bankruptcy. Working with the residents and Emmett Township, the road has been paved by Michigan Paving under our contract this past construction season and a special assessment district was set up with Emmett Township. Mr. Henning clarified that because this was not a county road, the residents on Trappers Ridge paid 100% for all the improvements. Mrs. Kline is requesting that the Board approve Trappers Ridge in Emmett Township as a County Local Road.

Moved by Commissioner Monaweck and supported by Commissioner Travis to approve Resolution 2007-17, certifying Trappers Ridge in Emmett Township as a County Local Road. Voice vote: motion carried.

Resolution 2007-18: Certifying Pebble Lane and Gavin Lane as County Local Roads: Mrs. Kline stated that, back in March, she requested that the Board deny the request to accept Pebble Lane and Gavin Lane into the county local road system as settlement was found around several of the drainage structures. She recommended that the Board wait until after November to reevaluate the roadways. Mrs. Kline stated that she has reevaluated the roadways and did not see any problems. She is requesting that the Board approve Pebble Lane and Gavin Lane in Emmett Township as County Local Roads.

Moved by Commissioner Monaweck and supported by Commissioner Travis to approve Resolution 2007-18, certifying Pebble Land and Gavin Lane in Emmett Township as County Local Roads. Voice vote: motion carried.

Resolution 2007-19: Certifying Beavers Crossing as a County Local Road: Mrs. Kline noted that she received a request from Andy Frantz, a developer, requesting we take over his private road in Emmett Township named Beavers Crossing. Mrs. Kline stated that she and her predecessor have been involved in the different stages of construction of this roadway and it is built to CCRC standards. Commissioner Monaweck inquired how we

know what we are getting when we take over a private road that we did not construct? Mrs. Kline responded that we require testing results on the gravel and asphalt, including density, as part of the private to public road process.

Moved by Commissioner Monaweck and supported by Commissioner Travis to approve Resolution 2007-19, certifying Beavers Crossing in Emmett Township as a County Local Road. Voice vote: motion carried.

MANAGING DIRECTOR'S REPORT

Mr. Henning provided the following report on behalf of Mr. Dennis Randolph who was not present at the meeting due to a meeting conflict:

- This week has been snow – one of the largest in several years.
- Our standard winter maintenance program has not changed. We blade snow off the road, salt at 200 lbs per mile if it is still snowing, and 300 lbs per mile if the weather is clearing.
- Materials used include salt, sand/salt mixture (on local non-curbed roads only) and treated salt (salt mixed with a liquid de-icer).
- This year, we subcontracted local road winter maintenance in Bedford, Emmett, Newton and Pennfield Townships with Chad & Dad Property Management. We have had some startup issues, but are working to resolve these and improve communications. We have received many phone calls that have been passed on to Chad & Dad who have been very responsive.
- To date, we have spent over \$534,000 on winter maintenance since November. We have already dropped 7,569.50 tons of salt on two ice storms and one snow event. Our salt cost is \$38.78 per ton.
- Mr. Henning provided information on winter maintenance by township and state trunklines including hours spent on primary and local roads, salt tons, and total costs. We do not spend overtime on local roads, but concentrate on primary roads. The majority of our overtime is spent on state trunklines. MDOT pays 100% of the labor and overhead for maintenance.
- Mr. Henning noted that we have a Night Crew that helps to minimize overtime.
- Crews were called in at 12:00 a.m. Monday morning to respond to this past storm.
- CCRC has a service request system in place to log every call from county residents. Complaints are passed on to Supervisors who dispatch our crews. If calls come in for a local road in Bedford, Emmett, Pennfield or Newton, they are passed on to Steve Ball, Operations Manager, who is in constant contact with our subcontractor.
- We receive calls on mailboxes and garbage cans that have been damaged by our snowplows. Mr. Henning clarified that most of the time the damage comes from the force of the snow coming off the road. Our Sheriff's Work Crew program responds to these complaints and reinstalls/replaces mailboxes and posts.
- Mr. Henning noted that Mr. Randolph wanted to focus on this past snow event and reiterated that our snow attack has not changed – it is the same as the past ten years. We prioritize snow removal as follows: expressways, primary roads, major local roads and residential roads.

COMMISSIONER'S COMMENTS

Commissioner Monaweck commented to Erin Cummings, Permit Agent, that the mailbox policy should address the newspaper boxes that are placed at the edge of the roadway, as snowplows are forced to go around them. Mrs. Cummings noted that she would add this to the mailbox policy.

Commissioner Monaweck commented on the public perception of the road commission and how we do our work. He referenced a CRAM publication that shows a 4% decrease in our funding this coming year. Commissioner Monaweck stated that he had photographs of a road commission crew working on a road that were delivered to his home last night. He believes that management should better communicate to our workforce what and how work should be done on our roads. He passed the photographs on to Mr. Ball and requested a written response, so that he can respond to the residents that provided the photographs. Mr. Henning noted that proper pothole patching training has been provided to our crews. Mr. Ball added that we do not have any "new" employees nor have we instituted any new procedures on pothole patching. Discussion continued.

SUPERVISOR'S & PUBLIC OFFICIAL'S TIME

Mr. Tom Frank, Albion Township Supervisor, stated that it is not good for public perception when only two of the three Road Commissioners are present. If they cannot be present at the meetings, they should not be on the Board. Mr. Frank also stated that he followed a patching crew yesterday and did not see anything done.

Mr. Frank Manke, Clarendon Township Supervisor, commended Mr. Henning on the Managing Director's report.

Mr. Tom Sprau, Bedford Township Supervisor, stated that snowplows are not plowing close enough to the mailboxes; therefore, the post office is not delivering mail. Many local roads in Bedford Township were only plowed in the middle and not on the sides. Commissioner Monaweck noted that Chad and Ron from Chad & Dad Property Management were present and asked that they address the problems they encountered. Ron stated that there were several issues that were surprises. They did not anticipate starting on roads with 10+ inches of snow. With the previous snow/ice, they put down salt and the residual salt made icy roads that were difficult to plow with the large amount of snow. Drivers were kept to minimum speeds while snowplowing, but it was difficult to get close to mailboxes and many drivers encountered vehicles parked along the roadways in front of mailboxes. Ron stated that they were not prepared for the large amount of snow, but are already seeking additional drivers and equipment to run a second shift. They are also dedicating a truck with a supervisor to check routes and assist where needed. He noted that Chad & Dad did receive some hate mail, but also received cookies and thank you's. Discussion continued.

Mr. Art Farmer, Lee Township Supervisor, commented that Lee Township residents fared well during this past storm, although a few vehicles ended up in ditches. He stated that his past experience with Chad & Dad has been positive and believes them to be very conscientious. Once we all get through the learning curve, things will get better.

Mrs. Sharon Drumhiller, Tekonsha Township Supervisor, noted that while she has not spoken with the fireman, she heard on the scanner that there was an emergency on one of Tekonsha Township's back roads during the storm. CCRC was contacted for a snowplow, as the ambulance could not get down the road, and CCRC staff responded that all plows were in the Battle Creek area. Mr. Ball stated that he received a call from Dispatch for T Drive South near 19 ½ Mile Road, but when Dispatch verified the emergency with the Fire Department, they were told a snowplow was not needed. Mr. Ball clarified that whenever there is an emergency such as this, our crews are dispatched to the area immediately. Mrs. Drumhiller informed everyone that Tekonsha Township's Clerk has resigned as of 12-31-07 and the new clerk is Carol Vogel.

CITIZEN'S TIME

Citizens commented on the following:

- Is Collier Avenue in Bedford Township a primary road? Since the industrial park has grown, traffic volume has increased and the edges of the road on Collier have been breaking up. What are the criteria to turn a local road into a primary road? Mr. Ball responded that CCRC is aware that the traffic volume has increased on Collier and he will take a look at the edges next spring. Mr. Henning added that it is a give-and-take situation to certify a local road as a primary road. We use traffic counts as the base criteria, but the State requires a trade-off where another primary road would have to be certified as a local.
- Why was Tau Road, a local road, plowed shoulder to shoulder before 5 a.m. Monday and only one pass was made on 15 ½ Mile Road? Mr. Ball stated that he was not aware of this, but will check into it. The resident also stated that double bottom semi's have been traveling on 15 ½ Mile Road and Tau Road over the past few weeks. Mrs. Cummings responded that she would check into this. He thanked CCRC for what has been done and realizes there is always bugs in the system that need to be checked.
- A resident noted that he has been critical of the County Commission on their treatment of the Road Commission and the need for the County to provide funding for our county parks. Mr. Henning responded that we have received a budget appropriation for 2008 from the County for the parks in the amount of \$11,209 to assist in the maintenance of the parks. Also, the County has agreed to extend the Jail Alternative work program indefinitely.
- It works well to have mailboxes moved back from the edge of the road.
- Will CCRC be doing any more prime and double seal? Mr. Henning responded that we have not allotted for this in the fee schedule, as the cost is too high. Discussion continued.
- If Road Commissioners are appointed and draw a salary, they should show up for meetings. They should not be paid if they do not show up. Road Commissioners should not be city residents.
- There are low hanging limbs on B Drive North that need to be taken down.
- Since we all pay the same tax on gas, all roads should be plowed whether they are primary or local during a snowstorm.

- What is the funding amount that has been allocated for the Rice Creek dam removal? Mr. Henning responded that \$75,000-100,000 has been earmarked for the bridge replacement. Discussion continued.
- Mr. Henning thanked Chad and Ron from Chad & Dad Property Management for attending this meeting and answering questions. Mr. Ball added that a meeting with Chad & Dad is planned for later today.

The next meeting of the Board of Calhoun County Road Commissioners is scheduled for Wednesday, January 2, 2008 at 9:00 a.m. There will be an open house for Dennis Randolph immediately following the Board meetings. Everyone is welcome to attend. Chairman Travis stated that this is Mr. Randolph's last meeting and noted that he will be missed and tough to replace.

RECESS FOR CLOSED SESSION

Moved by Commissioner Monaweck and supported by Commissioner Travis to recess for a closed session to approve the minutes from previous Closed Sessions regarding the Teamster Labor Agreement. Roll call vote: Commissioner Monaweck – Yes; Commissioner Travis – Yes; Commissioner Brown – No. Motion carried.

The meeting of the Board of Calhoun County Road Commissioners was reconvened at 10:22 a.m.

Moved by Commissioner Monaweck and supported by Commissioner Travis to approve the November 28, 2007 Special Meeting minutes. Voice vote: motion carried.

There being no additional business before the Board, Chairman Travis adjourned the meeting at 10:24 a.m.

Chester E. Travis, Chairman

Mary Jo Crumpton, Secretarial Clerk