

DECEMBER 17, 2003

The Board of County Road Commissioners for Montcalm County held a meeting at its office located in Stanton, Michigan at 2:30 p.m. on December 17, 2003.

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

At 2:30 p.m. a public hearing was opened to present and review the proposed 2004-2006 federal and state aid projects, which will be submitted for approval by the Area 8B Task Force at a meeting to be held on December 23, 2003:

<u>FY2004</u>	<u>Est. Federal Aid</u>
Sidney Road (510), M91 to Hillman Road	\$525,000.
Crystal Road (565), M46 to North County Line Road	\$575,000.
Crystal Road (565), Sidney Road to Colby Road	\$430,000.
<u>FY20050</u>	
Sidney Road (510), Hillman Road to Derby Road	\$260,000.
Johnson Road (595), Sidney Road to Stanton Road	\$570,000.
<u>FY2006</u>	
Bailey Road/Briggs Road/Amble Road (601) between Stanton Road and Coral Road	\$488,000.

The public hearing was closed at 2:55 p.m. followed by a five-minute recess prior to the regular meeting at 3:00 p.m.

Moved by McCracken, supported by Linton, to approve the minutes of November 19, 2003 as presented. Carried.

Moved by McCracken, supported by Linton, to approve the agenda as presented. Carried.

Moved by McCracken, supported by Linton, to approve the proposed 2004-2006 federal and state aid projects, as listed above, for submission to the Area 8B Task Force at its meeting to be held at the Road Commission on December 23, 2003. Carried. Ayes: McCracken, Linton.

Reviewed bids for a new vehicle to replace vehicle #302, assigned to the Managing Director. Vehicle #302 was damaged in an accident and was declared a total loss by the Road Commission's insurance carrier. The insurance carrier has submitted a check in the amount of \$20,380.84 to the Road Commission for vehicle #302.

Moved by McCracken, supported by Linton, to approve the purchase of a 2004 Suburban to the low bidder, Kool Chevrolet of Grand Rapids, in the amount of \$32,500. Carried. Ayes: McCracken, Linton.

Clerk's Report

- We have received a quote from Standard Insurance (through the MERS group insurance program) for life insurance/ADD, short-term disability and long-term disability coverage. MERS and Standard were aiming for a January 1, 2004 start-up; however, there has been so much interest in the program from municipalities throughout the state, that the start-up date has been moved to February 1, 2004. The coverage for the various items is identical to the current coverage we have. Based on Standard's quote, the rates would save approximately \$26,000 per year for the first two years. Standard will lock in their rates for two years from the effective start date.

Engineers' Report

- This will be Tom Mayan's last meeting as County Highway Engineer. Tom will be available on an as-needed consultant basis and will attend the first meeting of every other month (even numbered months) commencing in February. Bob Buckowing will take over as County Highway Engineer effective January 1, 2004 and will be responsible for signing off on the Federal Aid projects and will be the project engineer. Tom advised the Board that he, Bob and Rich Buskirk reviewed all of next year's Federal Aid projects.
- Regarding the Crystal Road enhancement project in downtown Crystal, Tom will continue to work closely with the Road Commission on this project; and LS Engineering will do the construction engineering once the project starts. Tom stated that it is important that an agreement between all of the parties involved be developed and distributed prior to having a meeting to review the agreement as a group and then have the appropriate entities sign it. This should be done as soon as possible.

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- Discussed the possibility of granting an Irrevocable Letter of Credit to the developer of Viking Ridge Plat, wherein the developer will guarantee the completion of the turnaround, based on the Road Commission's plat standards, by a date to be decided next spring. Tom Mayan suggest that the developer's contractor provide the Road Commission with a cost to complete the turnaround and use that as a basis for the amount to be declared in the letter of credit. Discussed including a statement that the Road Commission will not provide any maintenance on the road until such time that the turnaround is completed and approved by the Road Commission. The Board is in agreement.
- Discussed the Road Commission's long-held policy that requires developers of plats and site condominiums to first request the affected township to place the development roads on the local road system prior to requesting the Road Commission to do so. An attorney for the developer of the Autumn Ridge Site Condominium project in Eureka Township wants to know why this is required? The attorney stated that the law does not require a developer to request that the township approve the additional roads to the local road system. Tom Mayan stated that many road commissions have this requirement in their procedures to certify new public roads—especially now that in recent years the plat act has been circumvented by the use of site condominium projects, which does not require written township approval the way a plat does. Furthermore, once new public local roads are added to the system, townships are asked to help fund future repairs—in all fairness they should be part of the process.
- MDOT has requested road commission input regarding the placement of permanent detour signs on state trunklines. MDOT is proposing setting up permanent detour routes on county roads, which could be activated in case of future emergencies. One question to ask is, who is responsible for any liabilities on a detour route once it has been activated? This would be a pre-planned emergency detour route instead of one that is set up at the time of an emergency—how would that affect our liability?

Moved by McCracken, supported by Linton, to approve the 12/3/03 bills totaling \$812,003.71, the 12/17/03 bills totaling \$414,070.12, Payroll #24 totaling \$75,936.77 and Payroll #25 totaling \$82,147.63. Carried. Ayes: McCracken, Linton.

There being no further business, the meeting adjourned at 4:45 p.m.

Dale Linton
Chairman

Karen Swan
Clerk