

July 9, 2009

The regular meeting of the Board of Cass County Road Commissioners was called to order by Chairman Krempec at 9:00 A.M. and the Pledge of Allegiance to the flag was said in unison.

Board Members Present: Commissioner Powers, Commissioner Bowser, Commissioner Celie, and Chairman Krempec.

Absent: Commissioner Poehlman

CCRC Staff Present: Louie Csokasy, Rick Janssen, Joe Bellina and Grace Chester.

INTRODUCTION OF VISITORS

Public Present: Barbara Dempsey (Ontwa Twp.), Roseann Marchetti (Ontwa Twp. & County Parks Commission), Pete Fournier (Porter Twp.), Norma Lerner (press) Stan Hively (Howard Twp.), and County Commissioner Gordon Bickel.

Additions to Agenda:

1. Approval of minutes (Special Meeting 7-01-09)
2. Grader purchase discussion (under new business)

APPROVE AGENDA

Commissioner Powers moved to approve the agenda as presented. Commissioner Celie seconded and the motion was carried.

PUBLIC COMMENTS

Anderson Road

Stan Hively discussed the pothole problem on his road and asked why the road commission failed to repair them in a timely manner.

Manager Csokasy said that in response to Mr. Hively's calls, he drove out to inspect the road but could not locate the address and the phone number listed was out of order so there was no way to get in touch. Procedures on service requests are if the caller cannot be contacted, then the request is closed out until further contact from the resident. Csokasy said that he drove all of Anderson Road and saw six potholes, although bad from a resident's perspective, compared to the rest of the county that was on the better end.

Csokasy said that the road is twenty nine years old and that is near the end of an asphalt road's life expectancy. He explained that as a local road, the road commission's responsibility is to maintain the road but it is the township's determination when to authorize having the road re paved. Csokasy has talked to the township about this matter and recommended that the resident talk to them also.

COUNTY COMMISSIONER

Cass County Commissioner Bickel said that the problem he reported at the last meeting on Hilltop Drive has been repaired and thanked CCRC.

APPROVAL OF MINUTES

Commissioner Powers moved to approve the minutes of the regular meeting of 6-18-09 and the special meeting of 7-01-09. Commissioner Celie seconded and the motion was carried.

SPECIAL MEETINGS & MILEAGE

Krempec	7-01-09	Special CCRC Meeting	32 miles
Powers	7-01-09	Special CCRC Meeting	48 miles
Celie	7-01-09	Special CCRC Meeting	24 miles
Bowser	7-01-09	Special CCRC Meeting	07 miles
Poehlman	7-01-09	Special CCRC Meeting	12 miles

COMMITTEE REPORTS

FINANCE COMMITTEE

Commissioner Bowser reported that the bills had been reviewed and payed and led a brief discussion on an energy conservation plan for the road commission. Bowser noted that an energy audit had been performed last year and he has requested the recommendations be compiled for the committee's review. Bowser said there are concerns with the HVAC system and high costs to repair and maintain.

NATS MEETING

Chief Engineer Bellina gave a brief review of the meeting stating that the main topic was a new/revised process for the TIP projects.

MANAGER'S UPDATE

Manager Csokasy reported on a meeting with Silvercreek Township where their three-year road plan was discussed. The township has set a goal of spending \$100,000 to \$150,000 per year to improve their local roads.

Silvercreek Township has an interest in establishing a system of bike paths and the results of the traffic counts will be used in selection of routes which have less use.

Financials: MTF funds decreased by \$35,000 from last year which is a 9.9% drop. Progress continues on the new accounting reports

Operations: The CCRC is concentrating on paving and Csokasy noted that eight of the forty-one local projects have been completed and next week three federal projects will begin. Those projects will be billed and paid electronically resulting in a quicker receipt of the funds which will help the cash flow situation.

Preparations have begun for the second application of dust control.

ENGINEER'S UPDATE

Chief Engineer Bellina gave an update of work being done by his department.

Redfield Bridge: Per Bellina, efforts continue to be focused on plans to reopen the bridge. Contracted with a team of divers who reported that the bridge of the water underflow is limited to five feet from both

ends and are now in the process of seeking cost quotes from three companies for repairs to allow the bridge to be reopened for limited use.

Sink Road: Sink Road Bridge has weight restrictions in force and Bellina is working on getting a cost estimate for replacement and talking with Pokagon Band for help with funding for the bridge work and major repairs needed on Sink Road.

Water Issues: Reported results of the drainage study on Mason Street and the cost of a tube structure and continues to work on reviewing the drainage issues on Williamsville St. with Water Resource Commissioner Campbell. Plans are to petition for a county drain district for Williamsville St.

Surges Rd. Proceeding with final engineering plans including a drainage plan and tree removal. A surface analysis completed on 50% of federally funded roads and submitted request for funding to do on local roads.

Projects: Signed copies of six Federal Aid contracts have been received and of the eleven stimulus projects applied for 2009, seven have been obligated to be done. Bellina said that until the contracting is done on the stimulus projects, there will be no reimbursement.

Townships: Right on schedule with the paving projects. Road Superintendent Janssen said that due to the ten-hour work schedule, the paving on Twin Lakes Road was completed in one day. No joints were needed due to stopping and restarting the project which will make the road surface more secure.

NEW BUSINESS

EQUIPMENT

Grader Purchase: Manager Csokasy reviewed the new procedure implemented for the use of graders using four graders and operators instead of five. Csokasy said that he feels that having additional graders that are not being used is not an efficient use of road commission resources and he recommended implementing the buyback options on two of the graders, selling an older one and using the combined funds to purchase a new grader. This would make the grader fleet all less than eight years old.

After Board discussion, Chairman Krempec presented the following motion:

SUBJECT: Acquisition of a new road grader

DATE: July 9, 2009

The Board moves that the Manager of the CCRC be empowered to execute the necessary contracts to accomplish the following:

1. Execute the buyback agreement of two (2) existing CCRC graders for approximately \$70,000. each or sell the graders for a greater amount.
2. Purchase a new grader for a sum not to exceed \$200,000.
3. Sell the oldest existing CCRC grader (approximately 19 years old) for fair market price.

Commissioner Bowser moved to approve the motion as presented. Commissioner Celie seconded and the motion was carried by unanimous roll call vote and the Chairman signed the motion.

REVIEW OF POLICY LISTING

Krempec said that at the last meeting a three-page listing of existing road commission policies was presented to the Board members. Many of these policies are outdated, unused, or have been replaced or revised. Per Csokasy, many of the policies relate to the use of equipment and would be better placed in a procedure manual.

Krempec said some of the policies were amusing, some were not signed, some were for the parks and there were too many to be addressed at a regular Board meeting. After discussion, it was decided to assign a committee to study the policies and report back to the Board with recommendations.

POLICY COMMITTEE APPOINTED

Chairman Krempec appointed Bob Powers as chairman, Tom Celie and Grace Chester as members of the new committee and asked them to give a progress report to the Board at the next meeting.

TREE POLICY

Manager Csokasy provided copies of all policies currently on the books relating to trees and reported that \$123,000 per year is spent in tree removal and those funds could be better spent on the roads. One hundred and forty-six requests for service relating to trees or 17% of the total were logged for last year.

Three policies that deal with tree removal and trimming: Policy 81-1 deals with employees and the cut wood. Policy 77-48 deals with tree removal in the right of way. Policy 80-9 defines a “dangerous” tree and what areas it can be removed from. Csokasy said that there was no clear, consistent definition of the reason that the road commission would cut a tree; however, CCRC follows the three d’s: dead, dying or dangerous. This could allow anyone to argue that a tree could fit into those categories.

Csokasy said that he thinks only trees that have fallen into the traveled portion of the road should be removed by the road commission. The CCRC is not a tree service and if it is not laying across the road, we are not going to work on it. Csokasy asked the Board to review the policies for later discussion.

COMPENSATION TIME POLICY

Manager Csokasy described how comp. time historically and currently is being earned and distributed. Comp. time is primarily for the supervisors since the foremen are on call twenty four hours a day, seven days a week on a rotating schedule.

Csokasy recommended eliminating comp. time and replacing it with the payment for actual time worked at time and one half. If you pay overtime when it is earned, there is a better budgetary control than comp. time that you do not know when it will be used or paid out.

MOTION

Chairman Krempec read the following motion:

Subject: Compensatory time off:

Date: July 9, 2009

The Board moved to cancel the policy on Compensatory time off. It references policy # 95-04 and 81-12 but includes in this action all and any prior policies directly dealing with this issue.

After discussion, Commissioner Celie moved to approve the motion as presented. Commissioner Powers seconded and the motion was carried by unanimous voice vote and the Chairman signed.

MEETINGS

MEETINGS: SMRC Finance/Human Resources, Wednesday, August 12, 2009, Hillsdale CRC (Schuur)

Krempec read the meeting information and there were no objects from the Board for Schuur to attend this meeting.

TOWNSHIP CONTRACTS

Krempec reviewed the contracts and he signed as authorized by the Board.

CALVIN

09-03 Dust Control Billed by Invoice
All Township Grave Roads (1st app)

LAGRANGE

09-03 Dust Control Billed by Invoice
All Township Grave Roads (both)

COMMISSIONERS' QUARTERLY TRAVEL VOUCHERS

The Commissioners reviewed and signed the third Quarter Travel Vouchers. The Clerk will deliver them to the Courthouse for approval by the County Board.

QUARTERLY SAFETY AWARD

The following four names were drawn to receive a \$50.00 savings bond: Bob Coachman, Shawn West, Lyle Doyle and Rick Bruens.

PERMITS

The following permits were reviewed by the Board. Road Superintendent Janssen said there were none out of the ordinary and that he had approved them.

PERMITS SIGNED JULY 9, 2009

Driveway

09-02-27-9267	Leet Rd.	Howard	Mike North/Bailey Asphalt
09-10-32-9269	Decatur St	Penn	John Dobrez/Triple E Asphalt
09-03-01-9271	Diamond Cove	Jefferson	Jerry Kingman/Brady Concrete
09-03-17-9279	Jefferson Ctr.	Jefferson	Todd Long
09-13-06-9280	Garrett Rd.	Silver Creek	Silver Creek/Merrill Exc.
09-04-03-9290	Dutch Settlement	LaGrange	James Rank

09-09-09-9291	Roy Drive	Ontwa	T H Morrison Group
<u>General</u>			
09-02-31-9252	Yankee	Howard	AT & T/Michiana Utility
09-08-27-9254	Born St	Newberg	Verizon
09-08-18-9255	Savage	Newberg	Verizon
09-03-08-9256	Library	Jefferson	Verizon
09-16-25-9257	Hebron	Porter N	Midwest Energy
09-10-32-9258	Diamond Shores	Penn	Semco
09-13-28-9268	Garrett Rd.	Silver Creek	Midwest Energy
09-13-05-9270	Lakeview Dr.	Silver Creek	Jerry Richardson/Ferguson Michiana
09-16-36-9276	Hebron Rd.	Porter N	Midwest Energy
09-09-14-9277	Martin	Ontwa	Verizon

OTHER/COMMISSIONER COMMENTS

Commissioner Powers told of CRAM correspondence which encouraged all county road commissions to contact all of their state legislators to urge them to support increased road funding. Powers recommended holding a “round table discussion” with the legislators here at the CCRC with adjacent county road commissions and asked for Board comments. Commissioner Celie said that it was an interesting idea. Chairman Krempec said that he had nothing against the idea but questioned how successful it would be but asked Powers to contact the other road commissions. Powers said that he thought it could be held for about \$200.00.

ADJOURNMENT

At 10:40 A.M., Commissioner Bowser moved for adjournment. Commissioner Powers seconded and the motion was carried.

CLERK Grace Chester

CHAIRMAN Leroy R. Krempec

Minutes approved by Board action 7-23-09