

November 05, 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 Celie, Commissioner Poehlman, Commissioner Bowser and Commissioner Krempec

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

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## **INTRODUCTION OF VISITORS**

Public Present: Norma Lerner (Press), Roseann Marchetti (Parks' Board), Pete Fournier (Porter Twp.), Bruce Campbell (Co. Water Resources) and County Commissioner Gordon Bickel. \_\_\_\_\_

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Additions to the agenda: Report from Special Parks' Board meeting (Krempec)

## **APPROVE AMENDED AGENDA**

Commissioner Poehlman moved to approve the agenda as amended. Commissioner Powers seconded and the motion was carried.

## **PUBLIC COMMENTS**

Appreciative comments were made regarding the opening of the Redfield Street bridge. Co. Commissioner Bickel said that Manager Csokasy had given a report at the last County Commissioner's meeting that was well received.

Fournier: Recapped several township meetings he had attended and said that positive comments were made about the repairs on Bair Lake Street but several negative ones regarding the condition of Harvey Street.

Bickel said that he would like Teasdale Lake Street paved; Commissioner Powers said that issue should be taken to the Porter Township Board since it is a local road.

## **APPROVAL OF MINUTES**

Commissioner Poehlman moved to approve the minutes of 10-15-09 as presented. Commissioner Powers seconded and the motion was carried.

## **SPECIAL MEETINGS & MILEAGE**

Poehlman	10-27-09	NATS Meeting, Niles	4 hours	18 miles
Krempec	10-27-09	Special Parks' Board Meeting	4 hours	38 miles

## **COMMITTEE REPORTS**

### **FINANCE COMMITTEE**

Commissioner Bowser reported that this morning's meeting centered on the cash flow position and the 11.6% reduction in November's MTF funds. Bowser said that it is hoped reductions this large will not become a trend.

Manager Csokasy said that the payment from the state for the remaining road projects is now taking 3-4 weeks compared too earlier in the year when it was 2-3 weeks. Chief Engineer Bellina noted that fiscal years have changed and this has resulted in a slowdown. Bellina said that two projects have been submitted to the state for payment; however, there were computer and paperwork problems that complicated the process. Three projects remain unpaid by the state and per Csokasy, with estimated payment amount of \$180,000 to \$200,000.

The Finance Committee recommended to the Board a reduction in monthly committee meetings from two to one. After discussion, the Board was in agreement with the new schedule. Bowser noted that if any issues arise, the committee will meet to address them and copies of the payables will be emailed to Celie and Bowser for review.

## **COUNTY PARKS' & RECREATION**

Krempec reported on the October 27 special Parks' Board meeting. Discussed were the operational procedures that the parks must follow as a department of the county as compared to how things were handled at the road commission. Also, the Parks' Board determined that Parks' Director Wyman was to report to Board Chairperson Judy Olson who will verify and approve his time cards and track his hours.

The Board is considering the development of a more detailed listing of revenues and expenses. Work continues on project goals for the parks and what portion of the Lawless Master Plan should be considered for implementation. County grants writer Sandy Grower will assist the parks in locating and applying for available grant monies. There was question asked why a road commission Board member sits on the Parks and Recreation Board and the answer was because it is required by state statute.

## **POLICY COMMITTEE**

Committee Chairman Powers said that the committee has done a preliminary sorting of the old policies and then proceeded to do a more detailed sort resulting in many policies determined as "self discarding."

A decision was made to review the sorted policies with applicable CCRC staff (Human Resources, Road Superintendent and Manager) for recommendations since they have more personal experience with those policies to see what is currently used and what is outdated.

## **NATS**

Commissioner Poehlman provided the Board with an overview of the October NATS meeting where the main topics of discussion were TIP amendments and a new preliminary project questionnaire. The questionnaire is to be the source document that sets the criteria for rating a project to determine it is the most qualified to proceed in the state funding submission process.

Poehlman said that the initial questionnaire met with criticism at the meeting and some members thought it was too broad and needed to be more specific. He provided copies of the questionnaire to the Board for comments and suggestions.

Commissioner Bowser said that he agreed and felt there were too many choices in each category. Bellina said that the group had been mandated to develop some scoring criteria to rank projects in a predetermined method.

Poehlman said that due to tightening budgets, many funding dollars will be left on the table because the units do not have the funds available to meet the match requirement. In that case, other NATS members are allowed to make an exchange for these funds in return the borrower's future approved project funding.

There was discussion on the problem CCRC had in the past and continues to have currently with receiving traffic count processing from the Southwest Michigan Commission. Manager Csokasy said that is a major reason the road commission purchased traffic counters and has completed many township traffic counts in-house.

Commissioner Poehlman said that the commission is flooded with requirements from Washington which takes their time away from other work.

## **MANAGER'S UPDATE**

Manager Csokasy said that Redfield Bridge is now open for restricted use. The project for complete re construction of the bridge has advanced past the first cut for approval for state critical bridge funding for 2012. The closure of the bridge was a learning experience and the majority of calls expressed concerns regarding the impact on safety response time.

Mason Street: the large concrete box structure has been put in place and the asphalt work will not be completed until spring.

Sink Road: Word was received that the Pokagon Band will fund an asphalt project for two miles of Sink Road. The contract was issued and sent to Pokagon Township. Csokasy said that the signed contract was faxed back to the road commission and the paving was completed yesterday except for marking.

State Contracts: Csokasy said that a review of the standard MDOT maintenance contract has been completed and the state has been informed that CCRC is interested in becoming one of their contracted agencies. The Manager said that the question remaining is what type of work the state would want done.

Outside the White Lines: Program recommendations are completed and it will be presented for Board review. Work has started on the companion program: Inside the white lines.

Finances: The non CD cash position had been projected to be \$423,300 but the actual amount was \$427,700. Concern because November's MTF was anticipated to be \$399,000 and the actual amount was \$359,572. Csokasy said that in November 2008 it was \$406,700, a 11.6% reduction and this is cause for concern.

## **ROAD SUPERINTENDENT'S UPDATE**

The manager turned the next portion of the meeting over to Road Superintendent Janssen to update the Board on road projects and operations.

Projects: 3.3 miles of resurfacing has been completed on Huntley Rd., Matthews Street, Calvin Center Rd., Dewey Lake St., Pokagon Highway and Elkhart Road. Mason St. will be paved this spring when the road has had time to compact.

Upcoming work: Bogue Street (Village of Vandalia), tree and brush work on Surges Road, the Indian Lake/ Dixon Interchange, the pavement marking on Sink Road, the Glenwood Drain, the Dodd Park parking area and Huckleberry Lane.

Commissioner Poehlman asked if the asphalt plant was still open and Janssen said yes and they will be making some cold patch material.

Winter Preparations: The process has begun to prepare for upcoming winter operations. Three wing plows have been purchased and it will be determined the best areas to assign the plows.

M-51: Is now opened and there has been discussion with the state in regard to repair of the county roads used as a detour route. Per Csokasy, the state will re asphalt the entire sections at their expense and CCRC will do the work.

Bike Paths: Csokasy said that an ad hoc bike path committee had been formed. It is planned to make some less traveled county roads accessible as bike paths and Csokasy said that doing that should be a speedy process and that the CCRC will add signage. It is hoped that the project will be completed by spring and information will be made available to the public on the web site.

Csokasy commended Pete Fournier on the research that he has done on the county history trail and points of interest. Fournier has created a book including information and pictures and a map with all of the county points of interest

that he could locate. He noted that there was at least one point of interest in each of the fifteen townships.

Retirees' Meeting: Csokasy told the Board a meeting was held with CCRC salaried retirees to discuss a proposed reduction in their current benefit package. He said that the meeting went as he anticipated. The next step will be to meet with the retirees on an individual basis.

Williamsville Street Drain District: There will be a hearing on Monday, November 9, 2009 at the Porter Township Hall for public discussion pro and con for the request by the CCRC to establish the Williamsville Street Drain District. Csokasy said that currently the road itself is acting as a dam of sorts.

The district will include all of Birch Lake, Shavehead Lake, and the pond and creek bed areas.

Water Resource Commissioner Campbell said that there is a need to explain what a drain district is and why there is a need and also to address the concerns of citizens.

### **ENGINEER'S UPDATE**

Chief Engineer Bellina praised the work done on the Mason Street structure saying that this was the first time having a structure this large but certainly not the last.

The federal aid projects slated for this fall have been completed except for pavement marking on a couple of roads.

CAD System: Since the last meeting, Civil 3D has presented a demonstration of their auto cad system. Engineer Bellina noted that the state uses the Micro Station system and he will be seeing a demonstration of that system also.

Bridge inspections: Inspections have been completed on the twenty-seven bridges in Cass County and Bellina is reviewing the results. He said that the weight limits on the North Shore Bridge should be reduced.

Road Closures: the railroad crossings at Barron Lake Road and Pokagon Highway will be closed next week for rail replacement and the detour will be posted today.

Projects: This year's federal projects have been completed and the Engineering Department has begun work for submission of next year's projects.

M62: MDOT has plans to do some temporary repairs on M62 just outside the Village of Cassopolis due to standing water on the road most of the summer. Hospital Street will probably be the detour route.

### **MEETINGS**

Reminder: SW Rd. Council meeting, Monday, November 9, 2009 (Powers)  
Frugal 5 Meeting: Monday, November 9, 2009, CCRC (Krempec, Poehlman, Celie and Bowser)

### **NEW BUSINESS**

#### **RESOLUTION/CONTRACT: DIXON ST.**

Chairman Krempec presented the following resolution:

WHEREAS...the Board of County Road Commissioners for the County of Cass, Michigan desires their Chairman, Leroy Krempec, to sign a negotiated contract with the Michigan Department of Transportation (MDOT) for the following:

MDOT Contract Number 09-5692  
Control Section ARL 14027  
Job Number 106489  
Project: ARRA 1014(003)  
Federal Item No. JJ 3785

CFDA No. 20.205 (Highway Research Planning & Construction)

Single course chip seal work along Dixon Street from Indian Lake Road to Garret Road and along Garret Road from Dixon Street to Highway M-152; and all together with necessary related work.

NOW THEREFORE BE IT RESOLVED...that Chairman Krempec is hereby authorized to sign the negotiated contract and Clerk Grace Chester is authorized to attest by also signing the negotiated contract.

Commissioner Poehlman moved to approve the resolution as presented. Commissioner Powers seconded and the motion was carried.

**ROAD CONTRACTS**

**POKAGON TOWNSHIP**

Chairman Krempec told the Board that he reviewed and signed contracts for the Village of Vandalia and Pokagon Township.

10-02	Sink Rd. (Frost to Peavine)	.99 MI	Township	\$45,037.08
	Bit Ad Base, Shoulders, Marking		CCRC	\$30,024.72
			Total	\$75,061.80
10-03	Sink Rd. (M62 to Frost)	.93 MI	Township	\$42,258.96
	Bit Ad Base, Shoulders, Marking		CCRC	\$28,172.64
			Total	\$70,431.60

**VILLAGE OF VANDALIA**

10-01	Bogue St. (Spruce to White Temple)	.28	Village	\$20,780.08
	Bit Ad Base, Shoulders, Marking		Total	\$20,780.08

**PERMITS**

Powers asked if a permit had been received for construction of a cell tower at the northeast corner of Rowdy and Maple Streets. Janssen said that he knew they had submitted a permit.

**Driveway**

10-10-32-1007	Diamond Shores	Penn	Salela/Beady Concrete
10-11-26-1013	Woodland Dr.	Pokagon	Ron Miller/Bailey Asphalt
10-03-01-1018	Wilson J	Jefferson	Andrew Palatinus
10-15-33-1015	Nubour	Wayne	Kenny Wilson
10-01-02-1023	Paradise Lake	Calvin	Helen Hackney/Karl Miller

**Utilities**

10-10-32-1016	Diamond Shores	Penn	Saleala/AEP
10-09-02-1019	Parkshore Dr.	Ontwa	Semco
10-15-16-1020	71 <sup>st</sup> St	Wayne	Semco
10-14-08-1026	Decatur Rd.	Volinia	Midwest Energy

**Annual**

10-04-25-1021	Oversize/Overweight	Grand Davo Crane
10-04-25-1022	Oversize/Overweight	Great Lakes Green Power
10-04-25-1028	Oversize/Overweight	Verizon

**OTHER/COMMISSIONER COMMENTS**

Powers asked for an update on previous discussions regarding problems with sewer manholes. Csokasy responded that the solution found was to weld the covers shut, but he will continue dialog with the assorted sewer districts to review the process to find out where responsibilities lie.

**CLOSED SESSION**

At 10:15, Commissioner Powers moved to go into a closed session for job evaluation of Manager Csokasy at his request and to include Csokasy and Clerk Chester. Commissioner Poehlman seconded and the motion was approved by a unanimous roll call vote. Commissioner Bowser moved to return to open session at 11:34, the motion was seconded by Powers and carried.

**ADJOURNMENT**

At 11:34, Commissioner Powers moved for adjournment. Commissioner Bowser seconded and the motion was carried.

CLERK Grace Chester

CHAIRMAN Leroy R. Krempec

After the meeting, the Commissioners and Manager Csokasy toured the Renewable Energy Park at Midwest Energy

**AMENDED MINUTES**

Page 336 (4<sup>th</sup> paragraph): should read “a map of all county points of interest that have signs or plaques” not “all points of interest.” Amended minutes approved by Board action on 11-19-09.