

December 15, 2011

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

Board Members Present: Fournier, Krempec, Bowser, Celie and Poehlman

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

INTRODUCTION OF VISITORS

Roseann Marchetti, Norma Lerner, Harry Shaffer, and Barbara Dempsey

CHANGES TO AGENDA

1. Add: Motion to support Sink Rd. Bridge Project
2. Add: Closed session for Manager's Evaluation
3. Delete: Closed session (Union Contract)

Note: After meeting business is concluded, a recess will be declared and then the Board will meet in closed session-no other business will be conducted after the closed session

APPROVE AGENDA

Bowser moved to approve the Agenda as amended. Poehlman seconded and the motion was carried.

PUBLIC COMMENT

Marchetti reported on upcoming meetings.

APPROVE MINUTES OF MEETING

Poehlman moved to approve the minutes of meetings held on 11-09-11, 11-17-11 and 12-06-11 (special meeting). Celie seconded and the motion was carried.

SPECIAL MEETINGS & MILEAGE

Poehlman	12-06-11	CCRC Sp Mtg.	8 hrs	12 MI
	11-29-11	NATS-Niles	4 hrs	18 MI
Krempec	12-06-11	CCRC Sp. Mtg.	8 hrs	32 MI
	12-01-11	CCRC Union	4 hrs	32 MI
Bowser	12-06-11	CCRC Sp Mtg.	8 hrs	07 MI
Celie	12-06-11	CCRC Sp Mtg.	8 hrs	24 MI
Fournier	12-06-11	CCRC Sp Mtg.	8 hrs	32 MI
	12-08-11	Co Parks' Board	4 hrs	32 MI

PUBLIC CORRESPONDENCE

Chair made a brief note regarding an article about the upcoming road millage and read an article about an accident at a road commission as it related to safety.

REPORTS

NATS

Poehlman reported the last NATS meeting was short with discussion centering on TIPP projects and amendments. Noted several public meetings were held. Poehlman said the goal has always been to encourage more public input and participation.

PARKS (Fournier)

Dodd: MEANDRS Meeting: raise the bridge 2', seeking funds from the Sauk Trails RC&D, create habitat by submerging logs in the water, working with DNR fisheries and a local farmer, The renter of the trailer at the park has given his 30 day notice.

Lawless: Deer- only ten shot this season which is down from past years.

Eagle Scout: Project at the Coy-Steiding camp site is nearly completed. New Building: Progress is slow.

Russ Forest: Maintenance on horse trails and \$500 received from the donation box in the last three months.

Staff: Parks' Director has been authorized to hire a part time employee.

FINANCE

Committee Chair Celie gave brief update from this morning's meeting. Payables were reviewed and authorized for payment. Cash forecast and budget predictions were reviewed. MTF funds stand pretty much at the equal level. Audit is continuing but a report is expected at the January's meeting from Dave Fisher.

Expenses over revenue stands at approximately \$250,000 but cash flow remains level.

MANAGER'S UPDATE

Union: Big issue was union membership acceptance of a new contract (three year)

Road Millage: Campaign is being handled by a private committee whose job is to promote and get support from the public

Weather: Had first snow "event" which was concentrated in the east. Tested new snow routes.

FINANCIALS

MTF: December monies were over forecast by 3.5% at \$291,912

Projects: Currently only large outstanding payment from the state is for M205 work and approximately \$50,000 due from St Joseph County RC for a paving project.

OPERATIONS

Work: Paving and graveling work has been switched over to winter operations.

Snow Routes: Continual process to match new equipment with routes to get the best fit for the most efficiency.

Shifts: With new contract-shift changes will be implemented: Four 10 hr shifts, three 12 hr shifts (each with five employees) and the standard five 8 hr day shifts for the remainder of employees.

Staff: Current number is thirty; target number was thirty-two so an ad has been placed to hire two new employees (road).

Equipment: Noted concern for the condition of the drum at the asphalt plant. Expensive to repair but makes sense considering the cost of a new one. In answer to question, Csokasy noted that \$75,000 had been included in the budget for those repairs.

ENGINEERING

Redfield: Remains in process of obtaining all the necessary paperwork and this has pushed the project back one month. Projected to begin mid April and be completed by the end of August with bid to be held on January 6, 2012.

Sink Road Bridge: Plan cost is down from original estimate but will not know for sure until the bid is let. The Bureau of Indian Affairs has requested a letter of funding commitment from the CCRC for its portion of the project.

DNR: Bellina reported interest from the DNR on acquiring the old Dock Property at Eagle Lake. It was recommended the DNR contact Ontwa Township. Fournier said that at a Parks' meeting it was said the

DNR would also construct a parking and picnic area.

Grant: Application has been made for an “implementation of new technology” grant for construction of bridges and roads. Limited amount of available funding, but has submitted an application for the O’Keefe St. Bridge. It will require a CCRC match of \$150,000 but otherwise 2018 for application of critical bridge funds and it is not expected the bridge would last that long considering its condition.

State said we were the only county to show an interest.

Water Project: Wrapping up for winter with the basic work done.

Wilbur Hill Project: Met with school district regarding planned larger projects and due to the timing, Dowagiac Schools requested a delay in the start until after school is out which was allowed.

Calvin Township: Three year road plan has been given to them to review.

Adamsville Road: It was noted that if funds had been forfeited by Berrien County in the NATS group, CCRC would have picked them up to use on Adamsville Road. Berrien has now come up with the needed matching funds so their projects can be done so their allocated will not be available for CCRC.

OLD BUSINESS

Baldwin Boat Landing: Manager said a letter was sent to Porter Township. Fournier said at the township meeting, there was discussion on possible liability issues of concerns.

NEW BUSINESS

2012 CCRC MEETING SCHEDULE

Discussion on altering existing schedule and set meetings for one time a month. Manager Csokasy noted that SJCRC has also chosen to hold meetings once a month. If necessary, a special meeting will be called.

Bowser moved to set 2012 CCRC Board meeting dates at one time a month on the third Thursday of the month at 9:00 a.m. Poehlman seconded and the motion was carried

MDOT CONTRACT & RESOLUTION-REDFIELD ROAD

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 11-5620

Control Section STU 14400

Job Number 114517

Project: STP 1114(031)

Federal Item No. HH7583

CFDA No. 20.205 (Highway Research Planning & Construction)

Hot mix asphalt cold milling and paving work along Redfield Road from Highway M-62 to Brande Creek; including shoulders, pavement marking, and traffic control work; 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.

MOTION

Poehlman moved to approve the resolution and authorize the Chairman and Clerk to sign the contract.

Celie seconded and the motion was carried by unanimous roll call vote. Each Board member signed the resolution

2012 SNOWMOBILE LICENSE

Poehlman moved to approve the license for the Edwardsburg Snowmobile Club to use existing trails located at the CCRC pit property. Celie seconded and the motion was carried.

Note: The license will run from December 1, 2011 to March 31, 2012. Proof of required liability insurance has already been provided.

SAFETY AWARD PROGRAM POLICY (AMENDED)

Krempec reviewed the existing policy and said that per Clerk Chester, Fifth Third Bank will no longer be offering US Savings Bonds. Chester checked with other road commissions and found many of them have the same policy but offer prepaid Visa cards.

The following policy was presented by Krempec:

The Board of County Road Commissioners of the County of Cass hereby adopts the following Safety Awards Program for all full time permanent road commission employees effective October 1, 2011.

Individual Awards

The employer will award four (4) \$25.00 Prepaid Visa Cards at the end of each calendar quarter to four employees who did not lose a workday, or portion of a workday, due to an occupational injury or illness during that calendar quarter. The four employees to receive the award will be determined by a drawing from a container holding a separate name slip for each eligible employee. The employees who receive the awards at the end of a calendar quarter may also qualify to win again at the end of the next quarter, providing they meet the requirement of not losing a workday, or portion of a workday, due to an occupational injury or illness.

All Employee Awards

Furthermore, the employer will award a \$25.00 Prepaid Visa Card to all eligible employees if the entire road commission work force goes one full year (12 consecutive months) with no lost workdays or portions of a workday, due to an occupational injury or illness. This may occur within a calendar year or overlap another calendar year, depending on whether or not a lost workday or portion of a workday is reported.

Tracking Procedures

The procedure for keeping track of lost workdays is as follows:

1. The calendar quarters will be:

First quarter	January through March
Second quarter	April through June
Third quarter	July through September
Fourth quarter	October through December

Day one for the all employees award will begin on October 1, 2011. With the first day of no lost workdays or portion of a day and continue until the road commission work force actually works one full year without a lost workday or portion of a work day. At that time, all full time road commission employees would qualify for the \$25.00 Prepaid Visa Card. A lost workday tally board will be installed at 340 N. O'Keefe Street, Cassopolis

Definition of Lost Workday

“Lost workday” means a workday on which the employee would have worked, but could not work because of occupational injury or illness when the treating physician

prescribes, in writing, time off work. Lost workdays do not include the day of injury or onset of illness. The employee shall obtain written documentation on the "Authority of Treatment" form from the treating physician that the employee is able to return to work or that the employee should take time off due to the occupational injury or illness.

After discussion, Poehlman moved to approve the revised Safety Award Policy. Celie seconded and the motion was carried by unanimous roll call vote.

The Safety Awards Policy was declared adopted to be effective from October 1, 2011 so no lapse in program will occur. (Replaces Policy #00-04)

MOTION FINANCIAL PARTICIPATION FOR SINK RD BRIDGE PROJECT.

Chairman read letter from the Chief Engineer.

To Chairman Matthew Wesaw, Pokagon Band of Potawatomi Indians

The Cass County Road Commission supports the actions of the Pokagon Band of Potawatomi as we work towards replacement of the Sink Road Bridge over the Dowagiac River, this Bridge serves vital interests of the tribe as well as the interests of others in the area of Pokagon Township in Cass County.

During the initial project outlay it was estimated that 4.7% of construction and construction engineering costs might be handled by the Cass County Road Commission. Initial estimates place the amount at \$55,000. The Cass County Road Commission is prepared to contribute 4.7% of the construction and construction engineering costs up to \$55,000 toward the development of this bridge.

MOTION

Poehlman moved to approve the contents of the letter regarding the Sink Road Bridge and authorize Bellina to follow through. Celie seconded and the motion was carried by unanimous roll call vote.

TITLE SHEET: SINK ROAD BRIDGE & CANOE RAMP OVER DOWAGIAC RIVER

Bowser moved to approve and sign the title sheet. Poehlman seconded and the motion was carried.

PERMITS

Driveway

12-03-18-1248 Dailey Rd	Jefferson	Gushwa/Grade Rite
-------------------------	-----------	-------------------

Utility

12-06-01-1243 Mason St	Mason	Frontier
12-10-31-1244 Carlton Ave	Penn	Semco
12-09-07-1245 Sundance Dr	Ontwa	Semco
12-17-16-1246 Wayne St	Porter	Semco
12-01-06-1241 Diamond View	Calvin	Comcast

ROW

12-15-15-1236 Lakeview Dr Tree	Wayne	Wayne Muha DENIED
12-15-15-1237 Rudy Rd-ROW	Wayne	Wayne Muha
12-10-05-1249 Decatur Rd-Bore	Penn	Hartsell/Bender Electric

Brief discussion on a driveway being installed on Walnut St. Staff will check.

DONATION: Marchetti said that donation of \$500 had been received from Mason Township toward the purchase of security cameras to patrol for people dumping trash in the road right of way.

CERTIFICATION

Change regarding Gumwood Road in Milton Township (from Redfield St to US-12) to a Primary road (.74 mile). Engineer Bellina said this portion of roadway has become one of the busiest in the area. Certification totals: Primary (269.67), Local (745.79), Urban Primary (28.43 and Urban Local (40.42).

MOTION

Bowser moved to approve and sign the 2011 Certification Map as presented. Poehlman seconded and the motion was carried.

OTHER/COMMISSIONERS COMMENTS

Poehlman: attended meeting and talked to several farmers regarding the road millage issue and he feels that many will support the millage.

Fournier: Update regarding weighmaster position. LC: From Sheriff’s Department and plan to have in place by the time the frost laws become effective in the Spring. .

Fournier: Brief discussion on news that MDOT has developed a policy that their snowplows will be restricted to 25 MPH.

Meeting: Date of next Frugal 5 meeting.

Mann St: Stuck vehicle, closed yet for winter. Answer: not yet.

Shaffer: Discussed distribution of information at Millage meetings. Csokasy said that although some questions can be answered easily, the ones needing a more in depth response should be requested from CCRC by a FOI request.

The Chairman declared a brief recess at 10:15

CLOSED SESSION

Bowser moved to go into closed session at the request of Manager Csokasy for his annual performance evaluation. The Chairman will take minutes. Celie seconded and the motion was carried by a unanimous roll call vote.

12:05 Returned to open session.

MOTION

Celie moved to establish a salary range for the combo position for St. Joseph and Cass County Road Commission Manager based on an average salary range for eleven counties in the immediate area. The Manager’s compensation will be in the second step of the established range. This will be predicated on the acceptance by St Joseph County RC to their 50% participation in the wage and benefit package. Fournier seconded and the motion was carried.

ADJOURNMENT

Celie moved to adjourn the meeting, Fournier seconded and the motion was carried.

CHAIRMAN _____ CLERK _____