

MINUTES OF THE BOARD
OF
MECOSTA COUNTY ROAD COMMISSION

No. 000997

The regular meeting of the Board of Road Commissioners was held in their offices in the City of Big Rapids, Michigan on Tuesday February 24th, 2004. The meeting was called to order at 7:01 p.m.

Members Present: John Currie, Paul Jefts, and Randy Maxwell.

Members Absent: None

Member Present from Board of County Commissioners: Norm Turner.

Administrative Staff Present: Joyce Randall, Managing Director, Mike Maneke, Superintendent, and Brooke Steiner, Clerk.

Minutes of February 10th, 2004 were approved with corrections made.

Paul Jefts moved and Randy Maxwell seconded motion to approve voucher 2/24/04 for payment in the amount of \$51,361.42. Roll Call Vote of (3) yeas, motion carried.

Bill Kozak, Engineer, and Ken Schoenborn, Martiny Township Resident, were present to discuss Hidden Harbor; Horsehead Lake 15 Mile Road in Martiny Township. Jim Knapp, surveyor, and Mr. Kozak's Surveyor need to agree on the boundary line down by the turn around. The turn around needs to be made wider and the culvert needs to be replaced. At the intersection of 15 Mile Road and 92nd Avenue a clear vision needs to be created. Board advised to add 80 foot of guardrail. Nick Petersen, Estimator/Field Inspector, is meeting with Consumers Energy tomorrow to have three poles moved. Mr. Kozak is going to make the necessary changes to the preliminary plans and bring back to the next meeting. There will also need to be an estimate prepared for this project. A letter is needed from Greg Adams, Hidden Harbor Owner, stating how he would like the cost to be broken up so the Board can make a decision on the matter. No Action Required.

Jack Bark, Fork Township Supervisor, and Don Foreman, Village of Barryton, were present to discuss the matter on having Coolidge Road paved. Mr. Bark and Mr. Foreman were wondering if the Township pays for everything if they could still go through the Road Commission. Board advised that the Township could go through us as long as they paid for everything. Board advised to go ahead and prepare and estimate for the project. Mr. Bark also brought minutes from there meeting in regards to paving 50th Avenue, from 18 to 19 Mile Road. Mr. Bark also stated that they do not want to put up the guardrail on 19 Mile Road East of M-66. No Action Required.

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At 7:30 p.m. Paul Jeffs moved and Randy Maxwell seconded motion to open and read bids received for the purchase of three Front End Loaders and one Tractor (new or used). Roll call vote of (3) three yeas, motion carried. Bids were read as follows:

	<u>Model</u>	<u>Total</u>
TRACTORS		
Voelkers	5420	\$ 25,976.59
	5520	\$ 28,010.39
	6120	\$ 29,612.69
	6220	\$ 31,239.39
	6320	\$ 33,197.47
	6215	\$ 28,949.89
 Burnips Equipment		 \$ 30,950.00

LOADERS (price for three, excluding trade in value)

	<u>Total</u>
Michigan Cat	\$291,000.00
Wolverine Tractor & Equip	\$263,364.00
AIS Construction Equip	\$282,000.00
Contractors Machinery	\$263,430.00

Bids were placed on file for review by the Administrative staff.

Jim Kloote, J.E. Kloote Contracting, was present to discuss the Canadian Lakes Flow Control Structure Plans. Mr. Kloote stated that he has a contract with Canadian Lakes to work on their Flow Control Structures located on Pierce and Buchanan Road. He also stated that the job will take approximately 4-6 weeks and would like to get started on it right away. Mr. Kloote will be driving down steel sheet sections to slow the water drainage of the lakes. He will need to close one lane on Pierce Road and have shoulder work on Buchanan Road. Board advised to have Ed Burch look at the plans before any decision can be made and to bring back to the meeting later. No Action Required.

Board reviewed the Letter of Understanding sent to Deerfield Township in regards to 3 Mile Road 165th to 155th Avenue. No Action Required.

Board reviewed the Chippewa Township signed Letter of Understanding in regards to W. Chippewa Dr.; from 21 Mile South to Existing Blacktop. Paul Jeffs moved and Randy Maxwell seconded motion to have the Board sign the Letter of Understanding with Chippewa Township. Roll call vote of (3) three yeas, motion carried.

Board reviewed the Letter of Understanding sent to Sheridan Township in regards to 17 Mile Road from 20th Avenue to 10th Avenue. No Action Required.

Board reviewed the Aetna Township 200th Avenue Project. Joyce Randall, Managing Director, stated that Al Bigelow, Aetna Township Supervisor, called and they plan to go ahead and do the project. No Action Required.

Board reviewed the 2004 Updated Project List. Green Township would like the Board to attend there next meeting. Board advised to have Mike Maneke, Superintendent, and one of the Commissioners will attend the meeting. Board advised that much couldn't be done until the spring ride around. No Action Required.

Board reviewed the Correspondence to Steve Lobert in regards to Minkel Pit, still waiting to hear back from Mr. Lobert. No Action Required.

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Board reviewed the 2004 Capital Outlay. Paul Jefts moved and Randy Maxwell seconded motion to purchase three new loaders from Michigan Cat per Bid. Roll call vote of (3) three yeas, motion carried.

Board reviewed the CRASIF safety seminar on April 15th, 2004. No Action Required.

Board reviewed the Supervisor Reasonable Suspicion Training at Montcalm County Road Commission. Board advised to send Frank Randall, Charlie Cornell, Mike Simon, and Randy Wilson if he has not attended one before. No Action Required.

Board reviewed the Gummer Peat Co. Irrevocable Letter of Credit. No Action Required.

Board reviewed the Quotes for Vibratory Compactor from the following:

AIS Construction Co.	\$1,600.00	
Colwell	\$1,700.00	& 1,445.00
Northend Rentals	\$1,875.00	& 1,275.00

Board advised to have Mike Simon, Shop Foreman, take a look at the Quotes and to get back with them at the next meeting. No Action Required.

Board reviewed the Annual Paving Conference Invitation. No Action Required.

Jim Kloote, J.E. Kloote Contracting, and Ed Burch, Engineer, were present to discuss the Canadian Lakes Flow Control Structure. Mr. Burch stated Canadian Lakes and the Road commission have an agreement were the structures are the responsibility of Canadian Lakes and the top 6" of Road is the responsibility of the Road Commission. Mr. Burch states he has no objections to plans for the work on the Structures located on Pierce and Buchanan Road. Mr. Burch stated that Mr. Kloote needs a moving permit and authorization to work in the right of way before he can start. Paul Jefts moved and Randy Maxwell seconded motion to allow J.E. Kloote Contracting to work on the Structures at Pierce Road first and then Buchanan Road next, Mr. Kloote needs to report the condition of the culverts on both Roads. Roll call vote of (3) three yeas, motion carried.

Board reviewed the Incident/Accident Report. Board advised that the Road Commission needs some sort of training for any new employees before letting them drive trucks. No Action Required.

Board reviewed the Correspondence to Mecosta Township Zoning in regards to the proposed campground on Pierce Road. No Action Required.

Joyce Randall, Managing Director, is going to enforce that Road Commission Employees can no longer bring personal vehicles into the building. No Action Required.

Joyce Randall, Managing Director, informed the Board of the following items: 1) an employee requests for leave without pay was granted by the Board; 2) Mike Maxwell would like the opportunity to advertise on our maps and in return would print the maps for free when the time arises. Board advised to have Mr. Maxwell print one map and to bring it to them to look over; 3) American Appraisals will be here on Friday, February 27th, 2004 to appraise the buildings; and 4) weight restrictions – Paul Jefts moved to have weight restrictions start on Friday; motion failed due to lack of support. John Currie moved and Randy Maxwell seconded motion to have weight restrictions be placed on Monday, March 1st, 2004. Roll call vote of (2) two yeas (Currie & Maxwell), (1) one nay (Jefts), motion carried.

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Mike Maneke, Superintendent, was present to inform the Board of the following items: 1) provided an estimated gravel usage for 2004 projects and the yards on hand; 2) for 12 Mile Road in Mecosta Township Mr. Maneke recommends that before paving there is a need for under drains due to the water problem, Board advised to go ahead and start when the frost is out; and 3) Tim Terry at MDOT would like to use old M-20 for a Detour during there construction, Board advised to let MDOT use old M-20 for a detour. No Action Required.

Board reviewed the estimate for the garage parking area roof in the amount of \$170,000.00. No Action Required.

Randy Maxwell moved and Paul Jefts seconded motion to move into Executive Session at 9:45 p.m. to discuss employee issues. Roll call vote of (3) three yeas, motion carried.

Randy Maxwell moved and Paul Jefts seconded motion to move back into General Session at 10:20 p.m. Roll call vote of (3) three yeas, motion carried.

Meeting adjourned at 10:21 p.m.

Chairman

Secretary

Date