

The regular meeting of the Board of Calhoun County Road Commissioners was held on Wednesday, February 16, 2011 at 5:30 p.m. in their office located at 13300 Fifteen Mile Road, Marshall, Michigan.

**PRESENT:** Commissioner Scott Brown, Chairman  
Commissioner Hugh Coward, Vice Chairman  
Commissioner Christopher Vreeland, Member  
Commissioner Eric Johnson, Member  
Commissioner Eric Tobin, Member

**ALSO PRESENT:** Kevin Henning, Managing Director  
Mary Jo Crumpton, Board Clerk  
General Public

Chairman Scott Brown called the regular meeting of the Board of Calhoun County Road Commissioners to order at 5:30 p.m. and led the Pledge of Allegiance.

**Motion made by Commissioner Vreeland and supported by Commissioner Coward to approve the Claims Payable Listing ending February 10, 2011 for \$311,098.23. Roll call vote: Johnson-Yes; Tobin-Yes; Coward-Yes; Vreeland-Yes; Brown-Yes. Motion carried.**

**Motion made by Commissioner Coward and supported by Commissioner Vreeland to approve the February 2, 2011 regular meeting minutes. Voice vote: Motion carried.**

#### **COMMUNICATIONS**

Mrs. Crumpton read the communications as follows:

- a) Received a recommendation from Mr. Kevin Henning for carpet tile quotes for the Road Commission office building
- b) Received the Land Lease Agreement between the Board of Calhoun County Road Commissioners and the Calhoun County Board of Public Works

#### **MANAGING DIRECTOR'S REPORT**

***Approve the one (1) year extension with M & M Pavement Marking:*** Mr. Henning noted that Commissioners received M & M Pavement Marking's offer to extend their bid prices at their last meeting. He noted that they have held the bid since 2006. Originally bid in 2006 as a three (3) year agreement, the bid allowed for single year extensions on a year-to-year basis for up to three years. M & M has held the same prices quoted in 2008 for single year extensions in 2009 and 2010. Mr. Henning added that the company has agreed to again extend the same unit price for 2011 and he requested Board approval.

**Motion made by Commissioner Tobin and supported by Commissioner Vreeland to approve the one (1) year extension with M & M Pavement Marking, Inc. extending the 2010 unit prices for pavement marking into the 2011 season.**

Commissioner Brown asked what the number of feet represented on the 2006-2008 bid tabulation sheet. Mr. Henning responded that this is an estimate of the number of feet of pavement marking by color, but we are not locked into this number.

**Roll call vote: Vreeland-Yes; Johnson-Yes; Tobin-Yes; Coward-Yes; Brown-Yes. Motion carried.**

**Carpet Tile Quotes:** Mr. Henning noted that the carpet throughout the office building is in need of replacement. Both the Michigan County Road Commission Self Insurance Pool (MCRCSIP) and the Country Road Association Self Insurance Fund (CRASIF) have cited the carpet trip hazards during their visits to our office.

Recently, we contacted several carpet and floor installation companies in the area regarding various materials and pricing for floor covering. With little knowledge of the cost involved for such a project, non-formal purchasing procedures were used and three companies submitted quotes for carpet tiles as included in the communication. The quotes and samples were all analyzed to try to prepare an apples-to-apples comparison as each company offers a slightly different type of carpet tile. Mr. Henning noted that he would recommend accepting the quote from Larry's Floor Covering & Paint Spot, but since the amount is above the threshold of the non-formal purchasing procedures allowed by Board policy, he stated that he would defer his recommendation and take direction from the Board.

Board members discussed other floor covering options that may be available and what areas of the office were in need of replacement.

**It was the consensus of the Board to direct staff to follow the formal purchasing guidelines and advertise an Invitation to Bid for carpet tile installation for the office.**

**Fredonia Township:** Mr. Henning stated that he met with the Fredonia Township Road Committee last week. They have finalized their five (5) year plan for local roads to include an upgrade to the intersection of C Drive South and 15 ½ Mile Road in 2011; 15 ½ Mile Road (F to C Drive South) in 2012; C Drive South (14 ½ - 15 ½ Mile Road) in 2013; C Drive South (13 ½ - 14 Mile Road) in 2014; and 15 ½ Mile Road (J to G Drive South) in 2015.

**2011 Highway Conference:** Information was handed out on the 2011 Highway Conference sponsored by the County Road Association of Michigan (CRAM). The conference is being held March 8<sup>th</sup> through March 10<sup>th</sup> at the Causeway Bay Hotel & Convention Center in Lansing. Mr. Henning asked Commissioners to let us know if they were interested in attending so that we can ensure they are registered.

**Trailway Design RFP:** The trailway design Request for Proposals were opened today and 18 proposals were received from design firms. The costs ranged from \$60,000 to \$160,000. We will be putting together a selection committee to review the proposals.

**MDOT Construction:** We received a construction project notification from MDOT for the replacement of the bridge on M-99 over the Kalamazoo River, just south of Albion. The project is scheduled to begin on March 1, 2011 and the detour is I-94 to M-60, and back to M-99.

**Enbridge:** We have received a Temporary Access, Working Rights, and Occupation Agreement from Enbridge who is looking for access to property we own on Custer Drive to mitigate crude. Mr. Henning noted that we are under a DEQ consent order for the restoration of the wetlands we opened up when we did the Custer Drive Bridge project a few years ago. We are working with Enbridge's consultant to coordinate their scope of work with our consent order. Mr. Henning added that Enbridge has agreed to compensate the Road Commission \$5,000 for one year.

**Scour Analysis:** Mr. Henning noted that high water issues bring out scour issues. The State has provided us with a list of eight (8) of their bridges that we maintain the roads over, and they have asked us to conduct inspections on these bridges. Mr. Henning noted that we do this for the State, as well as our 86 structures. This time of year, it is important to ensure there is no debris that is pushing on abutments. Commissioner Brown asked if primary or secondary bridges were scheduled for inspection this year. Mr. Henning replied that secondary bridges are scheduled for inspection this year.

**Frost Laws:** Frost laws for Calhoun County will go into effect tomorrow, Thursday, February 17<sup>th</sup> at 6:00 a.m. We have updated our website, sent out a press release, and sent notices to contractors that loads must be reduced by 35%. Commissioner Vreeland asked if special permits were being issued this year. Mr. Henning responded that no special permits would be issued; however, contractors can provide a cash surety bond at \$46,000 per mile. Discussion continued.

**CITIZEN COMMENTS**

Mr. Lane Landis, Homer Township resident, commented that he was happy to see that Frost Laws were going on and he appreciates that no special permits were being issued this year.

**COMMISSIONERS TIME**

Commissioner Vreeland commented that he continues to be pleased with the progress being made on the new website and recognizes there are still bugs that are being worked out. He also noted that he will be interested in the outcome of the design proposals for the trailway.

Commissioner Coward asked the process to approve emergency work on our roads, such as a water main break. Mr. Henning replied that we require notification for an "after the fact" permit so that we can follow up on the repair work. He added that many do not follow this requirement at which time we double the permit fee.

**ANNOUNCEMENTS**

The next regular meeting of the Board of Calhoun County Road Commissioners will be held on Wednesday, March 2, 2011 at 5:30 p.m.

There being no additional business before the Board, Chairman Brown adjourned the meeting at 6:14 p.m.

Submitted by:

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Mary Jo Crumpton, Deputy Board Clerk

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Scott A. Brown, Chairman