

Mason, Michigan  
February 2, 2009

The Board of Ingham County Road Commissioners met for its Organizational meeting on Monday, February 2, 2009, at 6:00 P.M. in the Board Room of the Road Commission's Austin E. Cavanaugh Administration Building located at 301 N. Bush Street, Mason, Michigan.

Present: Joseph A. Guenther, Chair, Shirley M. Rodgers, Vice Chair, Thomas M. Mitchell, Member, James Dravenstatt-Moceri, Member, and Norman L. Gear, Member.

Also Present: William M. Conklin, Managing Director, Deborah L. Bellows, Secretary to the Board, Tina M. Henry, Director of Finance, James L. Charles, Interim Director of Operations, and Robert H. Peterson, Director of Engineering.

Chair Joseph A. Guenther called the meeting to order and led with the Pledge of Allegiance.

AGENDA ITEM #5 – LATE ITEMS.

A. Permit #09-0031 for a haul route on Sycamore Street applied for by Holt Products. Add as #6A.

AGENDA ITEM #5 – CONSENT AGENDA.

Moved by Commissioner Rodgers and Supported by Commissioner Mitchell, that the following items be approved under consent:

- A. Agenda Item #6 and #6A, routine and special permits.
- B. Agenda Item #8, accounts payable.

3 yes, 0 no. Motion carried unanimously.

Discussion on the Motion:

Commissioner Gear had questions on several of the permits and vendors in the accounts payable. He was provided answers by staff. Commissioner Gear stated that County Commissioner Randy Schafer recently informed him he had a very positive experience with the Managing Director recently regarding a constituent and a mailbox problem. Commissioner Schafer reported that the constituent is satisfied with the response from the Road Commission.

Agenda Item #6 and #6A – Routine and Special Permits.

Moved by Commissioner Rodgers and Supported by Commissioner Mitchell, that routine permits be approved as follows:

09-0027	08-0628	09-0025	09-0026	09-0028	09-0029
09-0030	09-0032	09-0033	09-0034		

5 yes, 0 no. Motion carried unanimously.

Moved by Commissioner Rodgers and Supported by Commissioner Mitchell, that special permit #09-0031 be approved as applied for by Holt Products for a haul route on Sycamore Street in Delhi Charter Township. 5 yes, 0 no. Motion carried unanimously.

Agenda Item #8A – Accounts Payable.

Moved by Commissioner Rodgers and Supported by Commissioner Mitchell, that the accounts payable for the two week period of January 5-18, 2009, be approved as follows: check numbers #92365 through #92414, totaling \$517,189.58. 5 yes, 0 no. Motion carried unanimously.

AGENDA ITEM #10A – SELECTION OF A CONSULTANT TO PERFORM DESIGN WORK FOR THE DOBIE ROAD BRIDGE REPLACEMENT PROJECT.

Director of Engineering Bob Peterson stated the Road Commission has been awarded 2010 Local Bridge Program funding to replace the Dobie Road bridge over the Red Cedar River. Mr. Peterson said that since award of the funding, he has collected pertinent design information, met with Meridian Township staff, and held a stakeholders' meeting to discuss the scope of the project. It is now time to secure a bridge design consultant and navigate towards replacement of the bridge in 2010. Mr. Peterson said he sent out a Request for Proposal to ten mid-Michigan, MDOT pre-qualified design firms to perform professional bridge design services. Mr. Peterson said he reviewed the proposals received, consulted with Mr. Conklin, and recommended award of the job for professional bridge design services to Bergmann Associates. He indicated this company has worked for the Road Commission in the past and their knowledge of what we expect is a bonus and was factored in to his ranking process.

RESOLUTION AUTHORIZING THE AWARD OF PROFESSIONAL BRIDGE DESIGN SERVICES TO BERGMANN ASSOCIATES.

RESOLUTION #011-09

Moved by Commissioner Mitchell and Supported by Commissioner Dravenstatt-Moceri. 5 yes, 0 no. Resolution carried unanimously.

BE IT RESOLVED that upon recommendation of the Director of Engineering, the Board authorizes the award of professional bridge design services to Bergmann Associates in the amount of \$32,990.00 for design of the bridge replacement structure on Dobie Road over the Red Cedar River, located in Meridian Charter Township, and authorizes the Managing Director to sign the contract with Bergmann Associates on its behalf. This bridge is scheduled for replacement in 2010.

AGENDA ITEM #7 – MANAGING DIRECTOR REPORTS.

A. Managing Director Bill Conklin reported that he met with several township representatives last week to discuss the Administrative fee charged against all local road projects. Commissioners Mitchell, Dravenstatt-Moceri, and Rodgers also attended the meeting. The group came to a consensus as to how to do this and Mr. Conklin will put a written report together for the next meeting for Board action. The consensus was to charge for actual direct labor costs plus fringes on that time. Chair Guenther stated then, that only actual labor costs would be charged and then, in accordance with Act 51, that cost will be shared 50/50 with the townships? Commissioner Mitchell said yes.

Commissioner Rodgers indicated the Managing Director and the Finance Director have been asked to put together some samples of how this will work so that the Board can review it. Chair Guenther asked if the plan would be for the Board to adopt this new process for 2009 and test it to see how it works and at the end of the season meet again with those townships who were present to see what they think? Then if everyone is in agreement with charging actual labor costs plus fringes, the Board would adopt a resolution making it a more permanent process.

Commissioner Mitchell said yes, this year would be like a test run. The biggest problem was last year when the cost of asphalt went up so high. Director of Finance Tina Henry suggested that we use the rates from the Act 51 report. Commissioner Rodgers stated staff would have to review this with the auditors to make sure this is acceptable. She asked if staff would use 2008's township invoices as

examples to compare with what it will look like with the new method of charging actual time. Mr. Conklin said they would have this ready for the next meeting.

B. Mr. Conklin reviewed the project selection process with Tri-County. He referred to his letter to all the townships, which included all of the proposed project lists, i.e., wish list, long range plan, and stimulus projects. The townships have been asked for their concurrence (or not) with those projects in their townships. They were also asked to have public input and possibly posting the lists on their township web sites. Mr. Conklin stated he has offered to meet with the townships to review the project lists. The Board discussed several of the proposed projects.

Mr. Conklin stated that on this past Friday, the STP Sub-Committee of Tri-County selected everything we had in the that list and those projects got placed in the four year TIP. They now have to be approved by both CARTS and the Tri-County Commission. Rural STP projects approved were Waverly Road from Columbia Road to Pleasant River Drive, which is located in both Aurelius and Delhi Townships (estimated cost is \$900,000.00), and Zimmer Road from Grand River Avenue to Haslet Road, which is located in Williamstown Township (estimated cost is \$1,210,000.00). Two Stimulus projects were approved. Those are Cedar Street from Dallas Street to Keller Road, which is located in Delhi Township (estimated cost is \$650,000.00), and Waverly Road from Willow Street to Grand River (estimated cost is \$1,400,000.00). Mr. Conklin said they will be attempting to get additional funds for Marsh Road and Williamston Road paving costs. Williamston Road north of the city limits is scheduled for reconstruction in 2009 and a three inch asphalt road surface is desired instead of the currently designed two inches. He indicated this attempt for additional Stimulus funds will be made during CARTS next week. Mr. Conklin said the funding needed for Marsh Road is for that section located from Baker Street to the north county line. This project is currently planned for 2009 and will be done in conjunction with Clinton County Road Commission's project from the county line north to BR I-69.

Chair Guenther stated Holt Road between Aurelius Road and Cedar Street is in bad shape and should be moved to a high priority list. We should not wait for the DDA to fund this project. Commissioner Dravenstatt-Moceri agreed.

Mr. Conklin stated there will be about \$1.5 million available to Tri-County in stimulus projects for rural primary roads. He stated that Ingham County was the only one who submitted projects. It may be possible that we could get the entire \$1.5 million if no one else applies for it. Mr. Conklin said that the City of Leslie has asked us for Stimulus funds for a rural STP project on Main Street. They estimate the project at \$660,000.00. He said he had to tell them there is just not enough money to go around for all the road improvements that need to be done.

Mr. Conklin said he would keep the Board apprised of the status of the Stimulus package and how much we will ultimately get.

#### AGENDA ITEM #4 – CLOSED SESSION.

Moved by Commissioner Mitchell and Supported by Commissioner Dravenstatt-Moceri, that the Board enter closed session at 7:35 PM to discuss pending labor negotiations. Roll call vote: Commissioner Guenther, yes, Commissioner Rodgers, yes, Commissioner Mitchell, yes, Commissioner Dravenstatt-Moceri, yes, Commissioner Gear, yes. 5 yes, 0 no. Motion carried unanimously.

Moved by Commissioner Mitchell and Supported by Commissioner Dravenstatt-Moceri, that the Board return to open session at 8:20 P.M. Roll call vote: Commissioner Guenther, yes, Commissioner Rodgers, yes, Commissioner Mitchell, yes, Commissioner Dravenstatt-Moceri, yes, Commissioner Gear, yes. 5 yes, 0 no. Motion carried unanimously.

AGENDA ITEM #11 – BOARD UPDATES/COMMENTS.

- (1) Vice Chair Rodgers stated she liked the letters that were sent to the Legislators regarding the use of the Stimulus funds. She said she would be following those up with phone calls.
- (2) Vice Chair Rodgers stated she thought last week's meeting with the townships was a good one and said that the townships appreciate the Road Commission and how things are done versus what it used to be. She said she felt the concerns over the Administrative fee charged on local road projects have been addressed.
- (3) Vice Chair Rodgers asked who handles the Road Commission's Worker's Comp. She commented she is just checking to make sure proper follow-up is done when people return to work.
- (4) Vice Chair Rodgers said she is still waiting for the Manager's strategic plan.
- (5) Commissioner Dravenstatt-Moceri thanked the Managing Director for scheduling the meeting with the townships. He said he believes it went well. He suggested that a meeting with the same people be held in the fall to discuss how the local road projects went.
- (6) Chair Guenther stated that a good place to meet with the various township officials is at the quarterly Ingham County Chapter of the Michigan Townships' Association. He said Board members have attended those meetings in the past year or so.
- (7) Chair Guenther asked if there was any feedback from the retirees about joining Humana this year. Finance Director Tina Henry stated Stephanie Barnhart handled all the open enrollments and held meetings with the retirees and representatives of Humana. She indicated that Ms. Barnhart reported that all of the retirees were very enthusiastic about the coverage and, on a monthly basis, it will be a lot less costly for them. It is also less costly for the Road Commission to have all retirees over 65 on the Humana plan, rather than through MERS Premier Health. By having all of these retirees covered by Humana, it has reduced the MERS rates considerably.

No public comment was received. The meeting adjourned at 8:30 P.M.

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Joseph A. Guenther, Chair

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Deborah L. Bellows, Board Secretary