

**GENESEE COUNTY ROAD COMMISSION**

**BOARD MEETING**

**JANUARY 6, 2004**

**MINUTES**

**CALL TO ORDER**

Chairman Miller called the meeting of the Genesee County Board of Road Commissioners to order at approximately 10:00 a.m. The meeting was held in the Board Room of the Genesee County Road Commission, 211 W. Oakley, Flint, Michigan.

**ROLL CALL**

Present: David L. Miller, Chairman  
Bonita L. White, Vice-Chairman  
Galen Jamison, Commissioner

Others Present: John Daly, Walter Schell, Kermit Pitts, Coetta Adams, Rocky Chatman, Bob Slattery, Mike Mansfield, Timothy Sabin, Genesee County Road Commission Staff; Michael J. Carr, Genesee County Clerk; Nate Warren, Consumers Energy; Terry Donnelly, Deputy Clerk of the Board

Chairman Miller turned the meeting over to Genesee County Clerk Michael J. Carr for election of officers.

**ELECTION OF OFFICERS**

Election of Chairman – Genesee County Clerk Michael J. Carr called for nominations for the office of Chairman of the Genesee County Road Commission.

**ACTION TAKEN** – Motion by Mr. Jamison, seconded by Mr. Miller, to nominate Commissioner White for the Office of Chairman of the Board of County Road Commissioners of Genesee County for a period of one (1) year.

County Clerk Carr called for additional nominations three (3) times. There were none.

VOTE ON NOMINATION:  
Ayes: Miller, Jamison, White  
No: None

**NOMINATION CARRIED.**

County Clerk Carr congratulated Commissioner White on her election to the Office of Chairman and turned the meeting over to her.

Election of Vice-Chairman – Chairman White called for nominations for the Office of Vice-Chairman of the Genesee County Road Commission.

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Ms. White, to nominate Commissioner Jamison for the Office of Vice-Chairman of the Board of County Road Commissioners of Genesee County for a period of one (1) year.

Chairman White called for additional nominations three (3) times. There were none.

VOTE ON NOMINATION:  
Ayes: Miller, White, Jamison  
No: None

**NOMINATION CARRIED.**

Representation on Retirement Commission, Water and Waste Division and Parks and Recreation Commission Boards – Chairman White recommended appointments be made for Commissioner Miller to sit on the Parks and Recreation Commission Board, Vice-Chairman Jamison to sit on the Water and Waste Division Board and Chairman White to sit on the Retirement Commission Board.

**APPROVAL OF MINUTES**

December 9, 2003 – Board Minutes

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to approve the Minutes of the December 9, 2003, Board Meeting, as printed and distributed.

**MOTION CARRIED.**

**MEETINGS, PRESENTATIONS, HEARINGS, AND INFORMATION**

Tuesday, January 13, 2004

10:00 a.m. – Board Meeting

## **PUBLIC ADDRESS THE BOARD**

(None.)

## **CORRESPONDENCE**

### **INCOMING**

Correspondence from Genesee County Metropolitan Planning Commission – re: 2004 Preliminary Engineering Projects – In correspondence dated December 10, 2003, the Genesee County Metropolitan Planning Commission provided a list of 2005 fiscal year Transportation Improvement Program (TIP) projects that are eligible to receive funding for Preliminary Engineering in the 2004 fiscal year. (Copy filed with official minutes.)

Correspondence from Vienna Township – re: Intersection of Wilson Road and West Glen, Vienna Township – In correspondence dated December 10, 2003, Vienna Township requested a county street sign at the intersection of Wilson Road and West Glen, Vienna Township. (Copy filed with official minutes.)

Agenda from Maple/Jennings/Linden Homeowners Association – re: Maple Avenue Trucks and Noise, City of Flint and Flint and Mundy Townships – Included in the correspondence was an agenda dated December 16, 2003, from the Maple/Jennings/Linden Homeowners Association, for a meeting to be held on January 8, 2004, regarding Maple Avenue Trucks and Noise, City of Flint and Flint and Mundy Townships. (Copy filed with official minutes.)

Correspondence from Krause Realty Group – re: Sign Permit – Grand Business Park, Grand Blanc Road, Grand Blanc Township – In correspondence dated December 18, 2003, Krause Realty Group requested a sign permit for the entrance of Grand Business Park on Grand Blanc Road, Grand Blanc Township. (Copy filed with official minutes.)

### **OUTGOING**

Correspondence to Consumers Energy – re: New Pre-timed School Flashers, Lakeville Area Schools, Forest Township – In correspondence dated December 12, 2003, authorization was given to Consumers Energy to install new pre-timed school flashers at the Lakeville Area Schools at Wilson and Washburn Roads, Forest Township. (Copy filed with official minutes.)

Correspondence to Auslander & Alteri – re: Country Club Meadows, Davison Township – In correspondence dated December 19, 2003, to Auslander & Alteri, staff advised items required to complete acceptance of the roads in Country Club Meadows, Davison Township, into the county road system. (Copy filed with official minutes.)

Correspondence to Krause Realty Group – re: Sign Located in Grand Blanc Road Right-of-way, Grand Business Park, Grand Blanc Township – In correspondence dated December 19, 2003, to Krause Realty Group, staff advised the sign at the entrance to Grand Business Park on Grand Blanc Road, Grand Blanc Township, is an encroachment which must be removed. (Copy filed with official minutes.)

Correspondence to Federal Highway Administration, Michigan Division – re: Township Actions Affecting Maple Avenue Demonstration Project, Mundy and Flint Townships – In correspondence dated December 18, 2003, to the Federal Highway Administration, Michigan Division, staff advised that Mundy Township initiated an ordinance restricting only semi-trucks on Maple Avenue from Linden Road to Jennings Road and that Flint Township is considering a similar ordinance to enforce their side of Maple Avenue, and requested a written response identifying that these ordinances would not violate the use of federal funds. (Copy filed with official minutes.)

## **INTERNAL**

Memorandum – re: Compliance Issues – In a memorandum dated December 15, 2003, staff listed vehicles requiring a permit and advised that annual cab card permits will be issued for vehicles that do not exceed 12 ft-6 in. width, 14 ft. height, or 80 ft. length, and are not overweight, and that separate permits for each trip must be obtained for overweight loads. (Copy filed with official minutes.)

Request to Approve Correspondence:

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to approve the Incoming, Outgoing and Internal correspondence.

**MOTION CARRIED.**

## **BOARD OF ROAD COMMISSIONERS' DECISIONS**

### **DISCUSSION**

Proposal for Environmental Assessment of the Fenton Road Widening Project from Fenton City Limits to Butcher Road, Fenton Township – In correspondence dated December 19, 2003, staff requested Board approval for environmental assessment of the Fenton Road Widening Project from Fenton City Limits to Butcher Road, Flint Township. (Copy of memorandum and proposal filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Jamison, seconded by Mr. Miller, to accept the proposal of Soil and Material Engineers, Inc. in the amount of \$14,300.00 for performing the environmental assessment needed for the Fenton Road Widening Project from Fenton City Limits to Butcher Road, Flint Township; and further, that the Board execute and sign the contract submitted by Soil and Material Engineers, Inc.

**MOTION CARRIED.**

Selection of Consultant for Preliminary Engineering Design – Porter Road – Grand Blanc Road to Hill Road, Grand Blanc Township – In correspondence dated December 16, 2003, staff recommended Board approval of a consultant for Preliminary Engineering Design Services for Porter Road, from Grand Blanc Road to Hill Road, Grand Blanc Township. (Copy of memorandum and proposals filed with official minutes)

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to approve assignment of Richard H. Kraft Engineering, Inc. to perform Preliminary Engineering Design Services for Porter Road from Grand Blanc Road to Hill Road, Grand Blanc Township, for the proposed amount of \$69,561.00; and further, that the Board approves and executes the Preliminary Engineering Contract submitted to Michigan Department of Transportation (MDOT) after it is approved by MDOT.

**MOTION CARRIED.**

Ratification of Vouchers Totaling \$1,878,613.91 – (Copies filed with official minutes.)

Voucher #V-38735

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to ratify Voucher #38735 in the amount of \$358,864.04.

VOTE ON MOTION:  
Ayes: White, Jamison, Miller  
No: None

**MOTION CARRIED.**

Voucher #V-38736

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to ratify Voucher #38736 in the amount of \$229,922.73.

VOTE ON MOTION:  
Ayes: White, Jamison, Miller  
No: None

**MOTION CARRIED.**

Voucher #V-38737

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to ratify Voucher #38737 in the amount of \$839,883.86.

VOTE ON MOTION:

Ayes: White, Jamison, Miller

No: None

**MOTION CARRIED.**

Voucher #V-38738

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to ratify Voucher #38738 in the amount of \$449,943.28.

VOTE ON MOTION:

Ayes: White, Jamison, Miller

No: None

**MOTION CARRIED.**

**CONSENT**

Order of Necessity and Notice of Hearing for Determination of Necessity, Gordon Street, Genesee Township – Contained in the agenda package for review by the Board was staff memorandum dated December 19, 2003, submitting and recommending approval of the Order of Necessity and the Notice of Hearing for Determination of Necessity for aggregate resurfacing of a portion of Gordon Street, Genesee Township. (Copies filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to approve and authorize signing by the Board of the Order of Necessity for aggregate resurfacing of a portion of Gordon Street, Genesee Township; and further, to approve and authorize signing by the Board of the Notice of Hearing for Determination of Necessity for aggregate resurfacing of a portion of Gordon Street, Genesee Township; thereby scheduling said hearing for Thursday, January 29, 2004, at 7:00 p.m., at the Genesee Township Hall.

**MOTION CARRIED.**

Preliminary Order – Western Hills and Dye Krest Woods No. 1, Flint Township – In a memorandum dated December 19, 2003, staff recommended Board approval of the Preliminary Order for the proposed special assessment resurfacing of the streets in Western Hills and Dye Krest Woods No. 1, Flint Township. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to approve the Preliminary Order for the proposed special assessment resurfacing of the streets in Western Hills and Dye Krest Woods No. 1, Flint Township.

**MOTION CARRIED.**

### **COMMISSIONER’S CONCERNS**

Discussion – Closed Section of Linden Road at Beecher Road, Flint Township – Vice-Chairman Jamison questioned why a section of Linden Road at Beecher Road, Flint Township, is closed.

Staff advised a storm sewer at that location is in need of repair but, because of weather, the repairs can’t be done until after winter.

Discussion - Genesee Schools Traffic Signal, Genesee Township – Vice-Chairman Jamison requested an update for the traffic signal at Genesee Schools, Genesee Township.

Staff advised contact had been made with the head of the Highway Traffic Safety Program at Michigan State University, one of the professors will be writing up a scope of services and a Letter of Understanding should be completed shortly.

Discussion – Sixteen (16) Uncompleted Petitions – Vice-Chairman Jamison questioned the status of sixteen (16) uncompleted petitions.

Staff advised the petitions have not been prepared or circulated yet. Staff further advised they will need to identify names in the assessment district and identify names of property owners and property descriptions.

Update on Vacant Road Commission Positions – Chairman White requested an update on the vacant Road Commission positions. (Copy filed with official minutes.)

Staff advised the Subdivision Specialist and Equipment Operator positions have been filled and the start date will be January 12, 2004, interviews have taken place for the Construction Manager and Weighmaster positions and a response from the Department Heads is pending, interviews for the Assistant District/Secretary were held on December 22, 2003, and the Safety Coordinator and Assistant Finance Director positions will be scheduled for interviews shortly.

Discussion - Western Hills and Dye Krest Woods No. 1, Flint Township – Vice-Chairman Jamison questioned when the next hearing would be scheduled for Western Hills and Dye Krest Woods No. 1, Flint Township.

Staff advised the next hearing will be scheduled when the Preliminary Designs are received.

### **MANAGER-DIRECTOR REPORT**

Advisement of New Appointments – Manager-Director Daly advised notification will be prepared to the Water and Waste Division, the Retirement Commission and the Parks and Recreation Commission to advise the new representatives to their Boards.

**ADJOURNMENT**

Chairman Miller adjourned the meeting at approximately 10:22 a.m.

MICHAEL J. CARR  
Genesee County Clerk

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Terry Donnelly, Deputy Clerk

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01/06/04

**GENESEE COUNTY ROAD COMMISSION**

**BOARD MEETING**

**JANUARY 13, 2004**

**MINUTES**

**CALL TO ORDER**

Chairman White called the meeting of the Genesee County Board of Road Commissioners to order at approximately 10:00 a.m. The meeting was held in the Board Room of the Genesee County Road Commission, 211 W. Oakley, Flint, Michigan.

**ROLL CALL**

Present: Bonita L. White, Chairman  
Galen Jamison, Vice-Chairman

Absent: David Miller, Commissioner

Others Present: John Daly, Walter Schell, Kermit Pitts, Lynn Luelen, Rockey Chatman, Bob Slattery, Mike Mansfield, Timothy Sabin, Genesee County Road Commission Staff; Ron Fonger, *The Flint Journal*; Nate Warren, Consumers Energy; Terry Donnelly, Deputy Clerk of the Board

**APPROVAL OF MINUTES**

December 16, 2003 – Board Minutes

**ACTION TAKEN** – Motion by Mr. Jamison, seconded by Ms. White, to approve the Minutes of the December 16, 2003, Board Meeting, as printed and distributed.

**MOTION CARRIED.**

**MEETINGS, PRESENTATIONS, HEARINGS, AND INFORMATION**

Monday, January 19, 2004

Road Commission Closed in Observance of Martin Luther King Jr. Day

Tuesday, January 20, 2004

FYI – No Board Meeting or Roads & Bridges Advisory Committee Meeting

Tuesday, January 27, 2004

10:00 a.m. – Board Meeting

**PUBLIC ADDRESS THE BOARD**

(None.)

**CORRESPONDENCE**

**INCOMING**

Confirmation of Purchase Order – Twenty-nine (29) Nextel Phones – In correspondence dated January 5, 2004, staff confirmed the issuance of Purchase Order No. A-4869 to Nextel Communications, Inc. in the amount of \$3,788.35 for the purchase of twenty-nine (29) Nextel phones. (Copy filed with official minutes.)

Status of Special Assessment Petitions – In correspondence dated January 7, 2004, staff provided an update on the status of special assessment petition requests. (Copy filed with official minutes.)

**OUTGOING**

(None.)

**INTERNAL**

(None.)

Request to Approve Correspondence:

**ACTION TAKEN** – Motion by Mr. Jamison, seconded by Ms. White, to approve the Incoming correspondence.

**MOTION CARRIED.**

## **BOARD OF ROAD COMMISSIONERS' DECISIONS**

### **DISCUSSION**

Extension of Contract – 2004 Pavement Marking Season – In a memorandum dated December 19, 2003, staff recommended Board approval to extend the 2003 contract price for the 2004 pavement marking season. (Copy of memorandum and Contract filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Jamison, seconded by Ms. White, to approve the extension of the 2003 contract price for the 2004 pavement marking season with M & M Pavement Marking Inc. at a cost of \$221,016.51.

### **MOTION CARRIED.**

Extension of Contract – Disposal of Trash – In a memorandum dated December 19, 2003, staff recommended Board approval to extend the 2003 contract price for the 2004 season for the disposal of trash and dirt/debris. (Copy of memorandum and Contract filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Jamison, seconded by Ms. White, to approve the extension of the 2003 contract price for the 2004 season for the disposal of trash and dirt/debris with Citizens Disposal at a cost of \$45,000.00.

### **MOTION CARRIED.**

Utility Poles Relocation at Bristol and Linden Intersection, Flint Township – In a memorandum dated December 22, 2003, staff recommended Board approval to pay Consumers Energy a deposit for proceeding with the preparation of engineering plan to relocate utility poles at the Bristol and Linden Roads Intersection, Flint Township, and for reimbursement of the total relocation cost. (Copy of memorandum and estimate filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Jamison, seconded by Ms. White, to approve payment of a non-refundable deposit in the amount of \$9,000.00 to Consumers Energy for proceeding with the preparation of engineering plans to relocate utility poles at the Intersection of Bristol and Linden Roads, Flint Township; and further, to approve the total cost of utility relocation submitted by Consumers Energy at an estimated cost of \$51,198.00.

### **MOTION CARRIED.**

Selection of Consultant for Design Services – re: Western Hills and Dye Krest Woods No. 1, Flint Township – In a memorandum dated January 7, 2004, staff recommended Board approval of a consultant for design services for Western Hills and Dye Krest Woods No. 1, Flint Township. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Jamison, seconded by Ms. White, to approve assignment of Rowe, Inc. to prepare construction plans and specifications for the reconstruction and asphalt resurfacing of the streets in Western Hills and Dye Krest Woods No. 1, Flint Township; and further, to authorize the Chairman of the Board to execute the Consultant Agreement when it is returned and reviewed.

**MOTION CARRIED.**

Short Term Disability Carrier – Hearing no objection from the Board, staff requested the approval of a short term disability carrier be removed from the agenda.

Ratification of Vouchers Totaling \$1,054,388.51 – (Copies filed with official minutes.)

Voucher #V-38739

**ACTION TAKEN** – Motion by Ms. White, seconded by Mr. Jamison, to ratify Voucher #38739 in the amount of \$277,724.34.

VOTE ON MOTION:  
Ayes: White, Jamison  
No: None

**MOTION CARRIED.**

Voucher #V-38740

**ACTION TAKEN** – Motion by Ms. White, seconded by Mr. Jamison, to ratify Voucher #38740 in the amount of \$36,489.96.

VOTE ON MOTION:  
Ayes: White, Jamison  
No: None

**MOTION CARRIED.**

Voucher #V-38741

**ACTION TAKEN** – Motion by Ms. White, seconded by Mr. Jamison, to ratify Voucher #38741 in the amount of \$740,174.21.

VOTE ON MOTION:  
Ayes: White, Jamison  
No: None

**MOTION CARRIED.**

Notice of Resolution Establishing Temporary Traffic Control Order – re: Portion of Crane Road, Fenton Township – Contained in the agenda package for review by the Board was a memorandum dated January 9, 2004, recommending approval for the establishing of a Temporary Traffic Control Order for a portion of Crane Road, Fenton Township, during ice fishing season. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Jamison, seconded by Ms. White, to approve the Notice of Resolution establishing a Temporary Traffic Control Order controlling parking during the ice fishing season on Crane Road from Golden Shores Drive easterly to Lakeshore Drive, from 12:01 a.m., Thursday, January 15, 2004, until 11:59 p.m., Monday, March 15, 2004.

**MOTION CARRIED.**

## CONSENT

Proposal for Professional Real Estate Appraisal – re: Linden Road at Bristol Road Intersection, Project 76-300W, Flint Township – Contained in the agenda package for review by the Board was staff memorandum dated January 13, 2004, recommending the Board accept a proposal for a professional real estate appraisal for Project 76-300W for the reconstruction of the Linden Road and Bristol Road intersection, Flint Township. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Jamison, seconded by Ms. White, to approve accepting the proposal submitted by Cook, Pray, Hanson & Associated to perform real estate appraisal services for Project No. 76-300W, in the amount of \$2,500.00, for the reconstruction of the Linden Road and Bristol Road intersection, Flint Township.

**MOTION CARRIED.**

Request for Purchase – re: Attenuator Parts – In a memorandum dated January 7, 2004, staff recommended Board approval for the purchase of attenuator parts. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Jamison, seconded by Ms. White, to approve the purchase of attenuator parts from Carrier & Gable, Inc. in the amount of \$8,941.07, with funding to come from the State Trunklines budget.

**MOTION CARRIED.**

Request for Budget Adjustment – 2003/2004 Budget – Purchase of Printer from Finance – In a memorandum dated January 12, 2004, staff recommended Board approval for a budget adjustment to the 2003/2004 Budget for the purchase of a printer from the Finance Department by the Information Systems and Planning Department (ISP). (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Jamison, seconded by Ms. White, to approve the following budget adjustment to the 2003/2004 Budget for the purchase of a printer from the Finance Department:

- \$374.00 From 85 (Cabling) to 85 (Printer).

**MOTION CARRIED.**

**COMMISSIONER’S CONCERNS**

Update - Genesee Schools Traffic Signal, Genesee Township – Vice-Chairman Jamison requested an update for the traffic signal at Genesee Schools, Genesee Township.

Staff advised the Memorandum of Understanding was received from the Highway Traffic Safety Program at Michigan State University on January 9, 2004, has been reviewed, and will be sent back for their signature. Staff further advised the cost for their investigation will be \$2,800.00.

The Board asked for a copy of the Memorandum of Understanding and requested they be kept up to date on each step taken toward resolving this traffic signal problem.

Maple Avenue Demonstration Project, Mundy and Flint Townships – Vice-Chairman Jamison questioned if an answer had been received from the Federal Government regarding monies the Road Commission has spent on the Maple Avenue Demonstration Project, Mundy and Flint Townships.

Staff advised an answer has not yet been received.

Vice-Chairman Jamison questioned if it is legal for a township board to approve and enforce an ordinance prohibiting truck use of a road as Mundy Township has done for their side of Maple Avenue and as Flint Township has pending for their side of Maple Avenue.

Staff advised this issue is being reviewed by Attorney Shegos and a written opinion will be presented to the Board when it is received.

Update on Vacant Road Commission Positions – Chairman White requested an update on the vacant Road Commission positions.

Staff advised an offer was made and rejected for the position of Construction Manager and the position will be reposted, four (4) equipment operators and the Subdivision Specialist, Susan Chenarsky, began on Monday, January 12, 2004, and a decision on the Assistant Finance Director will be made after the 2003 audit report is completed, which should be within 30 days.

Update – Policy Manuals – Chairman White requested an update on the policy manuals.

Staff advised they have been sent to the printer and should be distributed to Department Heads by January 27, 2004.

Chairman White noted the Road Commission has no policy regarding petitions and requested a copy of the State statute that governs petitions. Ms. White further requested staff work with the new subdivision specialist to develop a policy regarding petitions and that this be presented to the Board at the January 27, 2004, Board Meeting.

Update – Traffic Light at Belsay and Perry Roads, City of Grand Blanc – Chairman White requested a response be sent to Mr. Nesbitt regarding the installation of the traffic light at Belsay and Perry Roads, City of Grand Blanc, and that the response highlight the functionality of the traffic light, the possible installation date, and what Consumers Energy must do before the installation is possible.

Staff advised the span wire is too close to the primary electric and must be corrected by Consumers Energy before installation can proceed.

### **MANAGER-DIRECTOR REPORT**

Authorization to Pay Bills – Since there will be no Board Meeting on January 20, 2004, Finance Director Luellen requested Board approval to pay bills that are due next week and will present them at the Board Meeting on January 27, 2004, along with a resolution to address this issue for the future.

**ACTION TAKEN** – Motion by Mr. Jamison, seconded by Ms. White, to authorize the Finance Director to pay bills that are due next week and present the invoices at the Board Meeting on January 27, 2004.

**MOTION CARRIED.**

### **ADJOURNMENT**

Chairman White adjourned the meeting at approximately 10:28 a.m.

MICHAEL J. CARR  
Genesee County Clerk

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Terry Donnelly, Deputy Clerk

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01/13/04

**GENESEE COUNTY ROAD COMMISSION**

**BOARD MEETING**

**JANUARY 27, 2004**

**MINUTES**

**CALL TO ORDER**

Chairman White called the meeting of the Genesee County Board of Road Commissioners to order at approximately 10:19 a.m. The meeting was held in the Board Room of the Genesee County Road Commission, 211 W. Oakley, Flint, Michigan.

**ROLL CALL**

Present: Bonita L. White, Chairman  
Galen Jamison, Vice-Chairman  
David Miller, Commissioner

Others Present: John Daly, Walter Schell, Kermit Pitts, Lynn Luelen, Rocky Chatman, Bob Slattery, Mike Mansfield, Susan Chenarsky, Timothy Sabin, Genesee County Road Commission Staff; Nate Warren, Consumers Energy; Terry Donnelly, Deputy Clerk of the Board

**APPROVAL OF MINUTES**

January 6, 2004 – Board Minutes

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to approve the Minutes of the January 6, 2004, Board Meeting, as printed and distributed.

**MOTION CARRIED.**

**MEETINGS, PRESENTATIONS, HEARINGS, AND INFORMATION**

Thursday, January 29, 2004

7:00 p.m. - Hearing of Determination of Necessity for Gordon Street at Genesee Township Hall

Tuesday, February 3, 2004

10:00 a.m. – Board Meeting

**PUBLIC ADDRESS THE BOARD**

Introductions to New Subdivision Specialist – Introductions were made to the new Subdivision Specialist, Susan Chenarsky.

**CORRESPONDENCE**

**INCOMING**

(None.)

**OUTGOING**

Correspondence to Genesee County Retirement Supervisor – re: Appointment of Chairman White – In correspondence dated January 8, 2004, to the Genesee County Retirement Supervisor, staff advised that Bonita White is the newly elected Chairman of the Road Commission for 2004 and will be covering the Retirement Commission meetings and committees. (Copy filed with official minutes.)

Correspondence to Genesee County Drain Commission Water and Waste Services – re: Appointment of Vice-Chairman Jamison – In correspondence dated January 8, 2004, to the Genesee County Drain Commission Water & Waste Services, staff advised that Galen Jamison is the newly elected Vice-Chairman of the Road Commission for 2004 and will be covering the Water and Waste Services Division meetings and committees. (Copy filed with official minutes.)

Correspondence to Genesee County Parks and Recreation Commission – re: Appointment of Commissioner Miller – In correspondence dated January 8, 2004, to the Genesee County Parks and Recreations Commission, staff advised that David Miller will be representing the Road Commission at the Parks and Recreation meetings. (Copy filed with official minutes.)

Correspondence to all State Senators and Representatives – re: Procedural Change Concerning Maintenance and Construction Vehicle Drivers – In correspondence dated January 9, 2004, to all State Senators and Representatives, staff advised that, due to an administrative decision by the Secretary of State, beginning October 1, 2003, maintenance and construction vehicles are no longer considered emergency vehicles and work related accident driver information would be reported to the Secretary of State and posted on their public driving record. (Copy filed with official minutes.)

Correspondence to Mundy Township Supervisor – re: No Truck Traffic Signs and Guide Signs for Maple Avenue, Mundy Township – In correspondence to the Mundy Township Supervisor dated January 9, 2004, staff advised the estimated cost will be \$1,200.00 for No Truck Traffic Signs and Guide Signs for Maple Avenue, Mundy Township. (Copy filed with official minutes.)

Correspondence to Key Players in First Transaction Under P.A. 137, 2003 – re: P.A. 137 Panel Discussion at CRAM Annual Meeting – In correspondence dated January 12, 2004, to the key players in the first transaction under P.A. 137, 2003, including Bank One, staff advised a work shop has been scheduled on P.A. 137 at the CRAM Annual Meeting on March 17, 2004, and requested their participation. (Copy filed with official minutes.)

Memorandum to All Genesee County Road Commission Employees – re: Superior Performance – In a memorandum dated January 20, 2004, to all Genesee County Road Commission Employees, staff advised the Chief of Governor Granholm’s security team indicated to Lt. Governor Cherry that, during a recent visit, the Governor found the roads in Genesee County were in far better condition with respect to snow and ice removal than the roads and bridges in surrounding counties. (Copy filed with official minutes.)

Correspondence to Ed Swanson, Kentwood, Michigan – re: Genesee Schools Traffic Study, Genesee Township – In correspondence dated January 20, 2004, to Ed Swanson, staff enclosed a copy of the Memo of Understanding between the Road Commission and Michigan State University and requested potential dates for site observations. (Copy filed with official minutes.)

Correspondence to Rowe Engineering President – re: Pilot Subdivision Inspection Project – In correspondence dated January 21, 2004, to the Rowe Engineering President, staff requested a meeting to discuss the Pilot Subdivision Inspection Project. (Copy filed with official minutes.)

## **INTERNAL**

Staff Memorandum – re: Status of Special Assessment Petitions – In a staff memorandum dated January 21, 2004, a status report of Special Assessment Petitions was provided. (Copy filed with official minutes.)

Request to Approve Correspondence:

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to approve the Outgoing and Internal correspondence.

**MOTION CARRIED.**

## **BOARD OF ROAD COMMISSIONERS' DECISIONS**

### **DISCUSSION**

Selection of Consultant for Design Services – re: Linden Road Right Turn Lane Widening at Pierson Road, Mt. Morris Township – In a memorandum dated January 5, 2004, staff recommended Board approval of a consultant for design services for the Linden Road Right Turn Lane Widening at Pierson Road, Mt. Morris Township. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to approve assignment of Wade-Trim, Inc. to prepare construction plans and specifications for the south bound right turn lane at the Linden Road and Pierson Road intersection, Mt. Morris Township; and, further, to authorize the Board to execute the Consultant Agreement when it is returned and reviewed.

### **MOTION CARRIED.**

Approval of Short Term Disability Carrier – In a memorandum dated January 7, 2004, staff recommended Board approval to accept the proposal from Automated Benefits Services (ABS) to provide short-term disability. (Copy of memorandum and Contract filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to approve and accept the proposal for short-term disability from Automated Benefits Services (ABS) at the rate of \$6.50 per employee with a one time set up fee of \$1,000.00; and, further, to authorize the Board to execute and sign the contract submitted by ABS.

### **MOTION CARRIED.**

Resolution to Authorize the Payment of Invoices – In a memorandum dated January 16, 2004, staff recommended Board approval of a Resolution to authorize payment of invoices when the Board does not meet. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to approve a Resolution to authorize payment of invoices as reviewed by the Finance Director and the Manager-Director during the several weeks in the year when the Board does not meet, provided that a summary is submitted to the Board for concurrence at the next regularly scheduled meeting.

### **MOTION CARRIED.**

Request for Payment – Precision Software Maintenance Fee – In a memorandum dated January 21, 2004, staff recommended the Board authorize the annual payment for the Precision Software Maintenance Fee. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to approve payment to Precision Computer Solutions, Inc. in the amount of \$10,494.00 for its annual software license fee.

**MOTION CARRIED.**

Letter of Agreement with Bishop International Airport Authority – re: Maintenance of Torrey Road, City of Flint – Hearing no objection from the Board, staff requested the Letter of Agreement with Bishop International Airport Authority for maintenance of Torrey Road, City of Flint, be postponed until the Board Meeting on February 3, 2004.

Request for Approval of Local Road Agreement – Hegel Road Non-motorized Path, Atlas Township – In a memorandum dated January 14, 2004, staff recommended Board approval of a Local Road Agreement with Atlas Township for a non-motorized path on Hegel Road. (Copy of memorandum and Local Road Agreement filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to approve the Local Road Agreement with Atlas Township for the engineering and construction of a non-motorized path on Hegel Road from the Village of Goodrich to Oaktree Elementary School, Atlas Township.

**MOTION CARRIED.**

Ratification of Vouchers Totaling \$1,340,476.38 – (Copies filed with official minutes.)

Voucher #V-38742

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to ratify Voucher #38742 in the amount of \$391,356.24.

VOTE ON MOTION:  
Ayes: White, Jamison, Miller  
No: None

**MOTION CARRIED.**

Voucher #V-38743

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to ratify Voucher #38743 in the amount of \$445,176.82.

VOTE ON MOTION:  
Ayes: White, Jamison, Miller  
No: None

**MOTION CARRIED.**

Voucher #V-38744

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to ratify Voucher #38744 in the amount of \$51,235.80.

VOTE ON MOTION:

Ayes: White, Jamison, Miller

No: None

**MOTION CARRIED.**

Voucher #V-38745

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to ratify Voucher #38745 in the amount of \$452,707.52.

VOTE ON MOTION:

Ayes: White, Jamison, Miller

No: None

**MOTION CARRIED.**

**CONSENT**

Final Plat – Pinnacle Shores No. 3, Section 33, Fenton Township – Contained in the agenda package for review by the Board was staff memorandum dated January 20, 2004, recommending Board approval of the Final Plat for Pinnacle Shores No. 3, Section 33, Fenton Township. (Copy of memorandum and Final Plat filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Jamison, seconded by Mr. Miller, to approve and authorize signing of the Final Plat for Pinnacle Shores No. 3, Section 33, Fenton Township.

**MOTION CARRIED.**

Removal of Equipment from Equipment Records – In a memorandum dated January 12, 2004, staff recommended Board approval of a Resolution authorizing removal of equipment from the Equipment Department records. (Copy of memorandum and Resolution filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Jamison, seconded by Mr. Miller, to approve the Resolution authorizing removal of the following equipment from all Genesee County Road Commission Equipment Department records:

<u>Equipment Number</u>	<u>Year/Description</u>
2509	2001/Husqvarna cut off saw

**MOTION CARRIED.**

Request for Budget Adjustment – 2003/2004 Budget – Memo of Understanding with Michigan State University – re: Review of Traffic at Genesee Schools, Genesee Township – In a memorandum dated January 13, 2004, staff recommended Board approval for a budget adjustment to the 2003/2004 Budget to reallocate funds from labor to contracted services within the Department 40 budget to cover the review of traffic at Genesee Schools, Genesee Township. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Jamison, seconded by Mr. Miller, to approve the following budget adjustment to the 2003/2004 Budget for the reallocation of funds to cover the review of traffic at Genesee Schools, Genesee Township:

- \$2,800.00 From 40 Traffic Engineering (01 Labor) to 40 Traffic Engineering (10 Contracted Services).

**MOTION CARRIED.**

Request for Budget Adjustment – 2003/2004 Budget – Letter of Agreement with Maxine Hughes – re: Preparing Special Assessment Petitions – In a memorandum dated January 20, 2004, staff recommended Board approval for a budget adjustment to the 2003/2004 Budget to reallocate funds from labor to contracted services within the Department 40 budget to cover a Letter of Agreement with Maxine Hughes for preparation of special assessment petitions. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Jamison, seconded by Mr. Miller, to approve the following budget adjustment to the 2003/2004 Budget for the reallocation of funds to cover a Letter of Agreement with Maxine Hughes for preparation of special assessment petitions:

- \$4,920.00 From 40 Traffic Engineering (01 Labor) to 40 Traffic Engineering (10 Contracted Services).

**MOTION CARRIED.**

**COMMISSIONER’S CONCERNS**

(None.)

## **MANAGER-DIRECTOR REPORT**

Genesee County Road Commission to Loan Trucks to Oakland County Road Commission – Vice-Chairman Jamison questioned how many trucks were loaned to Oakland County Road Commission because of a fire on January 20, 2004, that destroyed equipment at the Oakland County Road Commission.

Staff advised that Genesee County Road Commission has loaned two trucks from the county fleet as a temporary replacement for vehicles lost in the fire.

## **ADJOURNMENT**

Chairman White adjourned the meeting at approximately 10:45 a.m.

MICHAEL J. CARR  
Genesee County Clerk

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Terry Donnelly, Deputy Clerk

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01/27/04

**GENESEE COUNTY ROAD COMMISSION**

**BOARD MEETING**

**FEBRUARY 3, 2004**

**MINUTES**

**CALL TO ORDER**

Chairman White called the meeting of the Genesee County Board of Road Commissioners to order at approximately 10:04 a.m. The meeting was held in the Board Room of the Genesee County Road Commission, 211 W. Oakley, Flint, Michigan.

**ROLL CALL**

Present: Bonita L. White, Chairman  
Galen Jamison, Vice-Chairman  
David Miller, Commissioner

Others Present: Walter Schell, Lynn Luelen, Rockey Chatman, Bob Slattery, Mike Mansfield, Timothy Sabin, Genesee County Road Commission Staff; Nate Warren, Consumers Energy; Terry Donnelly, Deputy Clerk of the Board

**APPROVAL OF MINUTES**

January 13, 2004 – Board Minutes

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to approve the Minutes of the January 13, 2004, Board Meeting, as printed and distributed.

**MOTION CARRIED.**

**MEETINGS, PRESENTATIONS, HEARINGS, AND INFORMATION**

Tuesday, February 10, 2004

10:00 a.m. – Board Meeting

## **PUBLIC ADDRESS THE BOARD**

(None.)

## **CORRESPONDENCE**

### **INCOMING**

Thank You from Flint Area Chamber of Commerce – re: Speaking Engagement at Eye Opener Breakfast Seminar, Baker College, Flint Township – In a note postmarked January 22, 2004, from the Flint Area Chamber of Commerce, appreciation was expressed to Manager-Director Daly for speaking at an eye opener breakfast seminar at Baker College, Flint Township. (Copy filed with official minutes.)

Correspondence from Michigan Department of Transportation to Commissioner Miller – re: Act 51 Certified Mileage Township Maps – In correspondence dated January 20, 2004, from the Michigan Department of Transportation, an approved copy of Act 51 certified mileage township maps was given to Commissioner Miller. (Copy filed with official minutes.)

### **OUTGOING**

Correspondence to Mr. Jerry Redoutey – re: Rolston Road from Jennings Road to Four Lakes Avenue, Fenton Township – In correspondence dated January 28, 2004, Mr. Jerry Redoutey was advised that, as soon as weather permits, the section of Rolston Road from Jennings Road to Four Lakes Avenue, Fenton Township, will be investigated for possible necessary repair work. (Copy filed with official minutes.)

Correspondence to All Chief Administrative Officers of Municipal Corporations in Genesee County – re: Countywide Road Millage – In correspondence dated January 29, 2004, to all chief administrative officers of municipal corporations in Genesee County, staff provided tentative wording for requesting a countywide millage for road improvements and, if in agreement, requested a resolution of support be returned no later than March 1, 2004. (Copy filed with official minutes.)

### **INTERNAL**

Status of Special Assessment Petitions – In a staff memorandum dated January 28, 2004, a status report of Special Assessment Petitions was provided. (Copy filed with official minutes.)

Staff Memorandum – re: Removal of Equipment from Equipment Records – In correspondence dated January 12, 2004, staff advised the cost of saw #2509, stolen from the back of truck #1072 and approved to be removed from equipment records at the January 27, 2004, Board Meeting, was \$1,409.99 with a replacement cost of \$1,550.00. (Copy filed with official minutes.)

Request to Approve Correspondence:

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to approve the Incoming, Outgoing, and Internal correspondence.

**MOTION CARRIED.**

## **BOARD OF ROAD COMMISSIONERS' DECISIONS**

### **DISCUSSION**

Request for Purchase – Attenuator Parts – In a memorandum dated January 21, 2004, staff recommended Board approval for the purchase of attenuator parts. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to approve the purchase of attenuator parts from Carrier & Gable, Inc. for repair of attenuators damaged on southbound I-75 at Miller Road and southbound M-54 at I-69, with the total cost of \$69,753.57 to come out of the State Special funding.

**MOTION CARRIED.**

Cost Agreement – Traffic Signal Control – US-23BR (Silver Lake Road) at Poplar Street, City of Fenton – In a memorandum dated January 21, 2004, staff recommended Board approval of a Cost Agreement for installation of a Traffic Signal Control on US-23BR (Silver Lake Road) at Poplar Street, City of Fenton. (Copy of memorandum and Cost Agreement filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to approve the Michigan Department of Transportation Plan No. 25021-01-005, Work Authorization No. 07896, for a Cost Agreement for a Traffic Signal Control to install a new traffic signal on US-23BR (Silver Lake Road) at Poplar Street, City of Fenton; and, further, to authorize the Manager-Director to sign the Cost Agreement.

**MOTION CARRIED.**

Request for Payment – Removal of Trees, Forest Township – Contained in the agenda package for review by the Board was staff memorandum dated January 26, 2004, recommending approval of payment for removal of trees, Forest Township. (Copy of memorandum and invoice filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to approve payment in the amount of \$30,515.00 to Owen Tree Service, Inc. for removal of trees in Forest Township.

**MOTION CARRIED.**

Michigan Department of Transportation (MDOT) Contract No. 03-5664 for Clio Road Preliminary Engineering, Mt. Morris Township – In a memorandum dated January 27, 2004, staff requested Board approval of MDOT Contract No. 03-5664 for Preliminary Engineering on Clio Road, Mt. Morris Township. (Copy of memorandum and contract filed with official minutes.)

**ACTION TAKEN** – Motion by Commissioner Miller, supported by Commissioner Jamison, to approve the Michigan Department of Transportation Contract No. 03-5664 for Preliminary Engineering for Clio Road from Carpenter Road to I-475, Mt. Morris Township, and further, to authorize the Chairperson, Bonita L. White and Vice-Chairperson, Galen Jamison, to sign the contract.

**MOTION CARRIED.**

Michigan Department of Transportation (MDOT) Contract No. 03-5666 for Elms Road Preliminary Engineering, Flint Township – In a memorandum dated January 28, 2004, staff requested Board approval of MDOT Contract No. 03-5666 for Preliminary Engineering on Elms Road, Flint Township. (Copy of memorandum and contract filed with official minutes.)

**ACTION TAKEN** – Motion by Commissioner Miller, supported by Commissioner Jamison, to approve the Michigan Department of Transportation Contract No. 03-5666 for Preliminary Engineering for Clio Road, Corunna Road to Calkins Road, Flint Township, and further, to authorize the Chairperson, Bonita L. White and Vice-Chairperson, Galen Jamison, to sign the contract.

**MOTION CARRIED.**

Ratification of Vouchers Totaling \$1,280,050.11 – (Copies filed with official minutes.)

Voucher #V-38746

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to ratify Voucher #38746 in the amount of \$510,673.10.

VOTE ON MOTION:

Ayes: White, Jamison, Miller

No: None

**MOTION CARRIED.**

Voucher #V-38747

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to ratify Voucher #38747 in the amount of \$503,482.01.

VOTE ON MOTION:

Ayes: White, Jamison, Miller

No: None

**MOTION CARRIED.**

Voucher #V-38748

**ACTION TAKEN** – Motion by Mr. Miller, seconded by Mr. Jamison, to ratify Voucher #38748 in the amount of \$265,895.00.

VOTE ON MOTION:

Ayes: White, Jamison, Miller

No: None

**MOTION CARRIED.**

**CONSENT**

(None.)

**COMMISSIONER'S CONCERNS**

Discussion – Clearing of Streets – Commissioner Miller questioned the progress of clearing the streets in the last snow storm.

Staff advised roads were cleared quickly, they have plenty of salt, and they are now in the process of replacing mailboxes damaged during the clearing.

Truck Traffic on Maple Road, Mundy and Flint Townships – Vice-Chairman Jamison questioned if an answer had been received from the federal government regarding if reimbursement of monies spent would be necessary if no truck traffic is allowed on Maple Road, Mundy and Flint Townships.

Staff advised no answer has been received as yet.

Traffic Light at Genesee Schools, Genesee Township – Vice-Chairman Jamison questioned progress for approval of a traffic light at Genesee Schools, Genesee Township.

Staff advised the consultant is reviewing the location and will be counting cars and students in the morning, at lunch, and at dismissal and, while he is there, a meeting has been set up with the Superintendent of Schools, the township supervisor, the Road Commission and the consultant. Staff also advised a field review is scheduled for February 26, 2004.

Plowing of Mary Gardens Subdivision discussed, Mt. Morris Township – Chairman White expressed appreciation to staff for the excellent job of plowing done in the Mary Gardens Subdivision, Mt. Morris Township.

### **MANAGER-DIRECTOR REPORT**

Temporary Closing of Potter Road between Morrish and McKinley Roads, Border of Clayton and Flushing Townships – Staff advised the temporary closing of Potter Road between Morrish and McKinley Roads at the border of Clayton and Flushing Townships, due to a car accident which caused a steel transmission tower to be knocked down.

### **ADJOURNMENT**

Chairman White adjourned the meeting at approximately 10:16 a.m.

MICHAEL J. CARR  
Genesee County Clerk

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Terry Donnelly, Deputy Clerk

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02/03/04