

LORNE HAASE, CHAIRMAN
HAROLD FALAN, VICE-CHAIRMAN
HARRY HAGSTROM, MEMBER
ALAN D. COOPER, MANAGER
ANDREA HERMAN, FINANCE AND BUSINESS MANAGER
KARL F. HANSON, P.E., COUNTY HIGHWAY ENGINEER
MARK HURLBURT, SUPERINTENDENT
DONALD PATNODE, ASST. SUPERINTENDENT

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WEXFORD COUNTY ROAD COMMISSION

OUR MISSION IS TO IMPROVE AND MAINTAIN A SAFE AND EFFICIENT ROAD SYSTEM

Regular Meeting

February 22, 2017

The meeting was called to order by the Chairman, Lorne Haase at 9:00 a.m.

Present:

Commissioners: Messrs. Haase, Falan and Hagstrom

Manager: Alan Cooper

Engineer: Karl Hanson

Superintendent: Mark Hurlburt

Finance and Business Manager: Andrea Herman

Visitor(s): Harry Yonkman, Sharon Zakrajsek

A motion was made by Commissioner Falan and seconded by Commissioner Hagstrom to approve the minutes from the regular meeting of January 25, 2017, as presented. Roll call on the motion: Commissioner Hagstrom, yes; Commissioner Falan, yes; Commissioner Haase, yes. Motion unanimously approved.

Additions/Deletions to the Agenda: Delete 2016 OPEB Actuarial & Valuation Report, add approve minutes from February 3, 2017 special meeting, add sign on 39 Rd. and recording meeting minutes.

A motion was made by Commissioner Hagstrom and seconded by Commissioner Falan to approve the minutes from the special meeting of February 3, 2017, as presented. Roll call on the motion: Commissioner Falan, yes; Commissioner Haase, yes; Commissioner Hagstrom, yes. Motion unanimously approved.

Public Comment: None.

Previous Business: Mr. Falan inquired about the status of the Civic Center invoice. Mr. Cooper stated it had been reinvoiced to the County per Mr. Housler and Mr. Jordan.

New Business:

A motion was made by Commissioner Hagstrom and seconded by Commissioner Falan to approve the CRA proposed change to the constitution and bylaws to allow more associate

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members. Roll call on the motion: Commissioner Hagstrom, yes; Commissioner Haase, yes; Commissioner Falan, yes. Motion unanimously approved.

A motion was made by Commissioner Hagstrom and seconded by Commissioner Falan to cast Wexford's vote for Burt Thompson for the Northern Michigan Association CRA Director. Roll call on the motion: Commissioner Haase yes; Commissioner Falan, yes; Commissioner Hagstrom, yes. Motion unanimously approved.

A motion was made by Commissioner Hagstrom and seconded by Commissioner Falan to approve the CRA change to the constitution and bylaws creating a superintendent's standing committee. Roll call on the motion: Commissioner Falan, yes; Commissioner Hagstrom, yes; Commissioner Haase, yes. Motion unanimously approved.

After review and discussion, a motion was made by Commissioner Falan and seconded by Commissioner Hagstrom to adopt the Local Road and Bridge Policy as presented. Roll call on the motion: Commissioner Haase, yes; Commissioner Hagstrom, yes; Commissioner Falan, yes. Motion unanimously approved.

After discussion of changing the road width from a minimum of 18 ft. wide to 24 ft. wide and recommending ditches and a turnaround is provided, a motion was made by Commissioner Hagstrom and seconded by Commissioner Falan to adopt the Seasonal Road Upgrade policy as presented. Roll call on the motion: Commissioner Hagstrom, yes; Commissioner Falan, yes; Commissioner Haase, yes. Motion unanimously approved.

Mr. Falan inquired about a sign on 39 Rd. North of 13th St.. Mr. Cooper stated that Haring Township wouldn't let them put it on the property. We installed the informational sign in the R.O.W. and passed all costs to the Mulders.

Mr. Hagstrom surveyed surrounding road commissions as to whether they recorded their meetings. His survey revealed that 75% recorded their meetings and kept them varying lengths of time. Mr. Cooper volunteered to research options for equipment and policy recommendations for this technology. Mr. Haase stated that during his time on the Board the minutes have been kept accurately by Ms. Herman and Mr. Wohlford.

Public Comment:

Sharon Zakrajsek advised the Board to check with their attorney regarding recording meetings.

Mr. Hanson will discuss the changes to the township match with each township. Mr. Hanson advised that there was damage to 4 Rd. in Wexford Township by a logger. He stated that the road could be saturated and may need to dry out, or gravel may need added.

Mr. Hurlburt stated that the gravel roads were rough due to weather conditions and we were removing ice on the East/West roads to reduce the moisture level.

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Mr. Cooper spoke about the DAS towers the Telecoms want to put in the ROW.

Mr. Falan asked if a copy of the minutes were issued to the union. Ms. Herman stated they were not directly give to the union but were available 7 days after the meeting and posted on the website after Board approval.

There being no further business, the meeting was adjourned at 10:04 a.m.

Regular		
Vouchers	1-25-17	146,384.02
	2-10-17	836,171.72
Vouchers HRA	1-24-17	191.33
	1-31-17	133.74
	2-7-17	1,709.32
	2-14-17	170.51
	2-21-17	45.00
Payroll	2-2-17	66,582.07
	2-16-17	63,559.84
Total		\$ 1,114,947.55


Harold Falan, Vice Chairman


Andrea Herman, Finance and Business Manager

WEXFORD COUNTY ROAD COMMISSION

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Seasonal Road Change Policy

WHEREAS, the Wexford County Road Commission (Board) has adopted a system of seasonal county roads pursuant to Act 51 of 1951, as amended; and

WHEREAS, seasonal roads are not open to public travel during the months of November through April; and

WHEREAS, the Board does not remove snow from seasonal county roads during the months of November through April; and

WHEREAS, the Board has received requests to remove the seasonal status from portions of roads included in the seasonal county road system; and

WHEREAS, the Board wishes to establish minimum standards for roads to be removed from the seasonal system and added to the regular local road system;

NOW THEREFORE, be it resolved, that before a portion of road is removed from the seasonal county road system, it must be demonstrated to the Board that usage has changed substantially to warrant removal from the seasonal system; and,

BE IT FURTHER RESOLVED, that building a house along a seasonal road is not adequate justification to remove a portion of road from the seasonal county road system; and

BE IT FURTHER RESOLVED, that roads removed from the seasonal system must accommodate two-way traffic with a minimum road width of 24 feet with an eight (8) inch aggregate surface, 3' deep dependent ditches (1/3FS & 1/2BS), no side slopes in excess of 1/3, No road Grades in excess of 7%,

must provide deeded easement for turnaround large enough to accommodate Road Commission equipment; and

BE IT FURTHER RESOLVED, that the effected property owners, and/or the Township and other interest parties, but not the Board, shall pay 100% of the cost to upgrade a seasonal road before removal from the seasonal county road system; and

BE IT FURTHER RESOLVED, that the Township, effected property owners, and/or other interested parties, but not the Board, shall be responsible to provide adequate right of way, minimum width being 66 feet, to the Board for the proposed upgrade of a seasonal road; and

BE IT FURTHER RESOLVED, that the Board can add to or delete from the requirements for removing a road from the seasonal system, in specific instances, so long as such additions or deletions are consistent with the public interest.

Policy Adopted: 03-18-1996 Updated: 02-22-2017

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Wexford County Road Commission

Local Road and Bridge Policy

As amended on February 22, 2017

The Wexford County Road Commission realizes the significance and importance of the relationship with the Township Boards and the County Board of Commissioners. Funding and economics are constantly reviewed and discussed by the Road Commission, and must be taken into account when setting fair and reasonable policies. As a result, this policy is being re-adopted to fully inform all parties of the required participation in Local Road projects and the maintenance items provided within Wexford County. It is the desire and intention of the Road Commission to schedule and meet with each individual Township, to discuss all road related matters with the townships including maintenance, construction and funding of prospective projects.

Wexford County Road Commission

Wexford County Road Commission

Local Road and Bridge Policy

Local Road and Bridge Construction and Heavy Maintenance Policy:

The Road Commission's share of construction and heavy maintenance projects will be provided when constructed by the Road Commission, and is funded through the Michigan Transportation Fund (MTF). Township participation may be through special assessment, property owner contributions or funded in full or partially by the Township or other affected parties.

Road Construction: (paving gravel roads) - includes clearing, drainage corrections, grading, placement of sub-base, culvert replacements, bituminous mix surface and gravel shoulders

Participation in this program requires that a Township share 85% of the project costs that have been approved by the Road Commission.

Heavy Maintenance (wedging, chipping and chip sealing bituminous roads) - includes bituminous wedging, chip seal over the wedging and gravel shoulders

Participation in this program requires that a Township share 50% of project costs

Seasonal Road Improvements - includes all improvements to a seasonal road

Participation in this program requires that effected property owners, and/or the Township or other interested parties, but not the Board, pay 100% of the project costs

Re-gravelling - includes adding gravel to a full length section of existing gravel road

Gravel purchased by a Township, effected property owners, and/or other interested parties, from a source approved by the Road Commission, will be spread at no cost to the townships or residents within Wexford County.

Bridge Replacement - includes repair or replacement of any structurally deficient bridge

Bridge replacements that are funded partially through the MDOT Local Bridge program .

For projects not funded through the MDOT Local Bridge Program require a 50% match from the Township or other interested parties.

Preliminary and Design Engineering: includes preliminary surveying, design engineering, plans permits and bid documents on all local road construction projects.

All construction estimates provided to the township must be requested in writing from the township board, and will be provided at no cost. Estimates provided for individuals will be provided, and the individual will be billed for the actual cost of preparing the estimates.

Construction Engineering : includes administration, inspection and testing on road and bridge projects done by the Road Commission. Construction Engineering on projects done by private contractors or the Township will be at their expense.

It has been the practice of the Wexford County Road Commission to provide this service at no cost to the townships or residents within Wexford County.

Right of Way: includes negotiation and purchase of right of way for all local road and bridge projects

There is currently no program established by the Road Commission for this type of project. Right of way acquisition will be subject to negotiation on a project by project basis.

Administrative Overhead: includes the cost of advertising, bidding, contract awarding, accounting and billing for the project

It has been the practice of the Wexford County Road Commission to provide this service at no cost to the townships or residents within Wexford County.

Local Road and Bridge Routine Maintenance Policy

All routine maintenance is performed by or contracted by the Wexford County Road Commission. It has been the practice of the Wexford County Road Commission to provide the following services at no additional cost to the townships or residents within Wexford County.

Dust Control - includes all costs to test and apply oil well or mineral well dust palliative to gravel roads as long as the material remains available at no cost to the Road Commission.

Crack Sealing - includes all costs associated with periodic crack sealing ,to maintain and extend the useful life of local bituminous roads

Surface Maintenance - includes blading gravel roads and patching bituminous roads

Shoulder Maintenance - includes repair washouts, regrading edge ruts and pulling in shoulders on gravel roads

Tree and Shrub Removal - includes limbing, cutting and stump grinding trees that have fallen on a road or pose an immediate threat to the road

Drainage and Backslopes: includes ditching, re-ditching, seeding and mulching for shoulder drainage.

Roadside Cleanup: includes trash removal and costs associated with the "Adopt-A-Road" program

Grass and Weed: includes mowing, brush cutting and spraying for weeds and shrubs

Small, Culverts and Underdrain: includes all costs to repair bridges or replace small drainage culverts other than driveway culverts

Guardrail and Guardrail Posts: includes repair or replacement of guardrail and posts

Sweeping and Flushing: includes sweeping intersections and flushing storm water drainage structures

Winter Maintenance: includes 24 hour winter maintenance patrol, seven days per week from November to April

Traffic Control: includes essential MMUTCD approved installation of traffic signs, traffic signal maintenance, pavement marking, traffic signal energy and other sign maintenance