

Regular Meeting

January 4, 2023

Regular Session of the Board of County Road Commissioners for the County of St. Joseph, State of Michigan, was held with Polycom access at 8:00 a.m.

The clerk of the board called the meeting to order and the pledge of allegiance to the American Flag was given.

Present: Chairman Eric Shafer, Vice Chairman Rodney Chupp, Commissioner David Miars, Commissioner Jack Coleman, and Clerk Julie Mayuiers

Absent: Commissioner Vince Mifsud

Staff Members Present: John Lindsey, Managing Director

Visitors: Robert Tomlinson, Three Rivers Commercial News
Luis Rosado, White Pigeon
Tim Haidl, 1267 Trade Winds Drive, Colon
Bobby Tonkin, Village of Constantine

The Clerk of the Board asked for nominations for the Chairman of the Board of County Road Commissioners of St. Joseph County for the year 2023.

Motion was made by Commissioner Coleman nominating Commissioner Shafer to act as the Chairman of the Board of County Road Commissioners of St. Joseph County for the year 2023 seconded by Commissioner Miars.

Clerk Mayuiers stated that a Motion was made by Commissioner Coleman seconded by Commissioner Miars nominating Commissioner Shafer to act as the Chairman of the Board of County Road Commissioners of St. Joseph County for the year 2023 and asked if there were any additional nominations. No one responded.

Vote was unanimous by those present in favor of Commissioner Shafer as the new Chairman.
Motion carried.

Commissioner Shafer motions to nominate Commissioner Chupp to act as the Vice-Chairman of the Board of County Road Commissioners of St. Joseph County for the year 2023 seconded by Commissioner Miars.

Chairman Shafer stated that a Motion was made by Chairman Shafer seconded by Commissioner Miars nominating Commissioner Chupp to act as the Vice-Chairman of the Board of County Road Commissioners of St. Joseph County for the year 2023 and asked if there were any additional nominations.

Vote was unanimous by those present in favor of Commissioner Chupp as the new Vice-Chairman.
Motion carried.

2023 Committees:

Executive & Finance Committee: Chairman Shafer & Vice Chairman Chupp

Policies Committee: Commissioners Coleman & Miars with Chairman Shafer will oversee

Parks Committee: Vice Chairman Chupp & Commissioner Mifsud as alternate

Motion by Commissioner Coleman seconded by Commissioner Miars to approve Agenda as amended to include discussion of adding a line to the Manager's Contract approved at the last meeting whether the entire Board must be present to release the Manager and Consent Agenda of December 21, 2022 Work Session and Budget Hearing. Motion carried.

Citizens Comments: Tim Haidl from the American Legion in Colon presented details of a Triathlon they are putting on August 12, 2023. He was asking for cooperation with the Road Commission on any future projects they may have around this time as to not interfere with the Triathlon. They are planning on using Hackman, Decker and Burr Oak Roads at the present time. They will keep the road commission up to date on any road changes that may occur between now and then. They just want to ensure that any large potholes are filled. They want everyone to work together as this will be another major event for the Village of Colon. They might need to borrow some orange cones for traffic safety. They are trying for an annual event going forward. He has drove the roads out there and believes they are a perfect fit for the speed bikes that will be participating. He provided a Certificate of Insurance and will need to fill out a ROW permit.

Motion by Vice Chairman Chupp seconded by Commissioner Coleman to affirm Policy #12 last Amended June 3, 2020 and replace with the new Policy dated January 4, 2023 below.

**BOARD OF COUNTY ROAD COMMISSIONERS
OF THE
COUNTY OF ST. JOSEPH

POLICY**

Requirements & Specifications for New Roads

Conversion of Private Roads to Public Roads

Purpose

The purpose of these requirements and specifications for new roads is to guarantee that roads constructed, in accordance herewith, shall require a minimum of maintenance costs and further guarantee the user of said roads a maximum assurance that with reasonable maintenance, said roads will be usable throughout the year. It is the further purpose that all roads of public use, or possibly ultimate public use, shall be constructed in accordance herewith in the best interest of the users of the public highways in St. Joseph County.

All requests to incorporate existing private roads into the St. Joseph County Road Commission (SJCRC) public system shall be in writing. The required plan review fee shall accompany this request. From this initial correspondence, the SJCRC will make a determination that it may or may not be a possibility for the SJCRC to assume ownership of the road(s). If the determination is a possibility the SJCRC staff will examine the road or road(s). In order for the SJCRC to examine the road(s), the following documentation, as outlined in the SJCRC Procedures, Guidelines and Specifications for Developing Public Roads shall be submitted:

Plan Development

A. Layout

1. Preliminary plans shall indicate the name of the proposed development and shall include a situation sketch that shows the relationship of the proposed development to the existing public roads.

2. The preliminary layout shall show the entire parcel from which the proposed development is to be taken and shall be tied down to section and/or 1/4-section posts using bearings and distances. The owners of unplatted land within 300 feet of the proposed development boundaries shall be identified, along with the parcel number where applicable. Land use zoning for all abutting parcels shall be shown.
3. Streets, streams, lakes, railroads, cemeteries, county drains and any other features that may govern or influence the development shall be included on the plans. Using USGS datum, relief will be indicated at not more than 4-foot contour intervals. To assure sufficient sight distance requirements, the centerline profile of an intersected public road shall be shown for a minimum distance of 600 feet in both directions from the proposed centerline. Section and 1/4-section line roads shall be centered on the section line or 1/4 section line.
4. If a proprietor wishes to subdivide a given area, but desires to begin with only a portion of the total area, the preliminary layout plans shall include the proposed overall layout for the entire area. The part proposed to be subdivided first shall be clearly superimposed upon the overall plan in order to illustrate the method of development that the proprietor intends to follow. Preliminary plans shall show the complete proposed street system layout and ROW.

B. ROW

1. Required Minimum Width of Right of Way is to be 66'.
2. In special cases, the SJCRC may require greater widths and/or an intersection corner triangle ROW, which may be used for clear-vision or for future intersection expansion. The additional property may be acquired in the form of a permanent easement to be consistent with the existing type of ROW.

C. Connectivity

1. Because interconnected subdivisions facilitate efficient road maintenance, school busing, and emergency services while minimizing congestion and preserving the capacity on the public road system, no proposed development that isolates lands from existing public roads will be approved.
2. The Board may require that any road constructed for a future connection shall have a temporary paved turnaround at its terminus to facilitate plowing and routine maintenance of the road system. Temporary turnarounds shall be located within the dedicated ROW or recordable easements. Proposed developments adjacent to existing developments with public roads shall connect to all such roads and shall fit the pattern established by adjacent road to provide a continuous circuit for travel. If a temporary turnaround is required on adjacent property, the Developer shall obtain an executed and recordable easement from the property owner prior to the Road and Drainage Plan approval.
3. No driveway access will be permitted to any dead-end street that does not have a turnaround conforming to SJCRC requirements. Driveways will not be

permitted onto gravel turnarounds. These driveway restrictions shall be noted on the pertinent recorded documents.

4. Privately held reserve strips controlling access to streets are prohibited.

D. Intersections

1. Intersection legs shall meet at 90-degree angles and have a minimum straight-a-way length of 100 feet, as measured from the centerline of the intersected street. Centerline-to centerline distance between street intersections with primary and secondary roads shall be a minimum of 264 feet.
2. All streets shall afford safe ingress and egress at all intersections. Acceptance of site access onto an existing public road is subject to the field review and recommendation of the County Engineer. Considerations include, but are not limited to, vehicle speed, sight distance and topography. An area of clear vision, free from obstructions and encroachments, shall be provided. Trees, brush, shrubs, poles, signs, boulders, mailboxes, and other obstacles shall be removed
from this area to afford an unobstructed view in both directions of the approaching traffic.

E. Cul-de-Sacs

1. Permanent cul-de-sacs will be allowed where it is demonstrated that a street connection is not feasible due to site conditions, such as severe grade transitions or sensitive natural features, or other existing development will not allow for a continuous road system, or when endorsed by the township planning commission and township board by township resolution. Written justification shall accompany all cul-de-sac requests. That justification can be either the township's endorsement, or the unique site conditions.
2. The cul-de-sac turnaround shall provide a minimum back-to-back of curb diameter of 100 feet and shall be centered on a minimum dedicated ROW diameter of 140 feet.
3. No existing cul-de-sac street may be extended without the removal and reconstruction of its turnaround to the extended road cross-section. The resulting roadside areas shall be restored, including lawn areas, driveways, and sidewalks, to match the adjacent existing areas.
4. Where a continuation of a road is planned, a temporary turnaround may be required. The temporary turnaround area shall be surfaced with MOOT 22A coarse aggregate or an approved alternate.

F. Drainage

1. The proposed road network shall be properly drained by either ditching with culverts or installation of infiltration basins that can handle a 15-year storm event. Calculations for infiltration is to be reviewed by the St. Joseph County

Road Commission Engineer.

2. A Storm Sewer System may be used only if ditching and infiltration is proven to not be able to handle a 15-year storm event or not feasible. If needed, private easements for drainage outside of the Right of Way shall be obtained and transferred to the Road Commission when the road is transferred to the Road Commission.

G. Population Percentage

1. The percentage population requirement on the proposed road will be decided before the SJCRC takes over ownership. As different roads are used for different purposes, a subdivision verses a road that leads to a factory, there is not a set percentage of population for every instance.
2. The SJCRC will not take over any roads that do not lead to any residences, businesses or do not provide a connection that is useful to the overall road system of the county.

Construction Requirements

A. General Construction Plan Requirements

1. The plans shall include a cover sheet indicating:
 - a. Name of the proposed development
 - b. Index of sheets
 - c. Location sketch of the proposed development within St. Joseph County
 - d. Name of the responsible contact person, on behalf of the Proprietor, including the company name, address, phone numbers and email address
 - e. Name of the design engineer and company name, address, phone number, and email address
2. The construction plans shall show at a minimum:
 - a. The complete road, sidewalk and non-motorized pathway system within the ROW and centerline stationing for all roads
 - b. A plan view, profile view for all roads
 - c. A typical cross section of all proposed roads and non-motorized facilities
 - d. The names of all proposed roads shall be clearly labeled.
 - e. Soil erosion plan
 - f. A permanent or temporary benchmark established at USGS datum
 - g. The log and location of soil borings
 - h. Curve data for all proposed horizontal and vertical curves including points of curvature, points of tangency, points of compound curvature, radii of curves, central angles and the length and bearing of its long chord
 - i. All existing and proposed utilities
 - j. Storm water drainage plan
3. Soil Erosion Requirements
 - a. A note stating that all work will comply with the provisions of Part 91 of the

Erosion and Sedimentation Control Act of the [Natural Resources and Environmental Protection PA 451 of 1994](#), as amended and as administered by the SJCRC, or the duly authorized agent, shall appear on the plans.

- b. A copy of the SESC control plan, as required by the controlling agency, shall be included in the construction plans. SESC control plans shall include the scheduled construction start date and completion date and the sequencing or phasing of the construction. Construction plans shall indicate limits of earth change.
- c. All SESC inspection reports shall be submitted to the SJCRC inspector as they are created.

4. Geometric Road Design Requirements

- a. Road design geometrics not specifically outlined in this policy, shall be in accordance with AASHTO.
- b. The maximum grade of any street shall be 7%. Minimum grade for any concrete curb and gutter street shall be 0.75%. Minimum grade for any HMA valley gutter street shall be 1.00%. A cul-de-sac turnaround shall be constructed to ensure a minimum grade of 1.25% along the flow line of the gutter.
- c. Grade transitions shall be designed with vertical curves. Vertical curve K Values for sags and crests shall be designed according to AASHTO.
- d. All interior horizontal curves within a proposed residential development that are to be continuous shall have a minimum centerline radius of 165 feet. On non-continuous roads, 90-degree corners are permissible but will require a minimum 65-foot centerline radius. The non-continuous, 90-degree turns shall be designated with a maximum 2% slope within the turn. All intersections shall have a minimum edge-of-pavement radius of 25 feet.
- e. Any proposed street or road approaching an existing public road, or proposed street or road, shall be constructed with the approach profile grade between 0% and 2% for a minimum 50 feet in length, as measured from the edge of the through street. For proposed road grades of 6% to 7%, the 0% to 2% approach profile grade length shall be a minimum 100 feet in length.
- f. While complying with AASHTO designed speed requirements, horizontal and vertical curve alignment shall be equal to the highest standard that is compatible with the topographical details and reasonably obtained ROW. Curve length deemed excessive must be approved by County Engineer prior to construction.
- g. Cross-slope of the road shall be 2% and cross-slope of the shoulder shall be at 4%.

5. Road Width Requirements

- a. Standard pavement: Road shall be completed with a minimum of a 22' Surface with 4' CL II shoulders on both left and right stations.

- b. High back concrete curb-and-gutter (36 feet back-to-back): Roads within a single-family residential development may be constructed with a 32 feet HMA pavement width with the high back curb-and-gutter, as selected by the Proprietor.
6. Road Surface and Base Requirements
- a. Typical road thicknesses for a non-commercial development is to be a minimum of 3.5" of HMA LVSP (placed in one lift of 2" and one lift of 1.5") or approved by engineer with a minimum of 6" 22A or 21AA Aggregate Base.
 - b. A pavement design using the AASHTO pavement design program shall be submitted to the SJCRC for approval for roads within a commercial development.
 - c. Road subbase material shall conform to MDOT's specification for Class III Granular Material. Any unsuitable material shall be removed and replaced with MOOT Class III Granular Material. Plan notes shall indicate that all unsuitable subbase material will be removed to a minimum depth of 24 inches below the top of the subgrade or as determined by the County Engineer.
 - d. Aggregate base shall be final graded with an approved road grader. The SJCRC inspector shall affirmatively indicate that the gravel base has been accepted and is ready for HMA paving.
 - e. All HMA courses shall be constructed with equipment capable of paving the road in two passes, resulting in a single pavement joint at the centerline.
 - f. Final adjustment of drainage structures, utility valves, and monument boxes located within the HMA pavement shall be made after the leveling course is completed and prior to placement of the wearing course. Mechanical adjustment rings are not acceptable.
 - g. Requirements for HMA mixtures shall meet the SJCRC specifications supplied by the County engineer.
 - h. Epoxy coated reinforcement steel is required in concrete curb.

Final Acceptance

- A. The following requirements and provisions shall be satisfactorily completed before acceptance.
 - 1. All construction shall be completed according to approved road and drainage plans. All utility permits and other required documents shall be in place, or an escrow arrangement made and accepted by the County Engineer, for unfinished work.
 - 2. The Proprietor shall submit a letter stating their understanding of the ongoing responsibilities to meet soil erosion and sedimentation control requirements. This shall include all lots, impacted ROW, and storm-sewer discharge areas within and abutting the development. Additionally, silt fence shall be installed and maintained

4-feet from the edge of the public road throughout the development.

3. For plat roads, documentation and other issues pertaining to platting of land shall be met as required under the Land Division Act 288, Public Acts of 1967 as amended.
4. For roads not part of a plat, a warranty deed shall be provided to the SJCRC Board for all lands within the ROW. Title insurance shall also be provided.
5. All required test reports shall be submitted and accepted by the County Engineer. Examples of test reports that may be required are as follows:
 - a. Aggregate sieve analysis
 - b. Compaction tests
 - c. Log of Mandril test taken for plastic storm-sewer pipe
 - d. Concrete compression tests
 - e. HMA extraction and gradation tests
 - f. Videotaping of the storm sewer

Testing frequency and type is at the discretion of the SJCRC inspector.

If tested materials do not meet the proper specifications, they will be required to be removed and replaced before acceptance.

6. Upon satisfactory completion of all provisions of this policy, the documentation related to the creation of the new public road(s) will be submitted to the Board for acceptance and formal approval, including formal action adding the approved proposed road(s) into the SJCRC public road system.

Adopted: December 24, 1953

Amended: January 1, 1962

Amended: April 4, 1969

Amended: June 3, 2020

Reviewed: January 4, 2023

Roll Call Vote Ayes: Miars, Chupp, Coleman, Shafer
Absent: Mifsud Abstained: None

Nays: None
Motion carried.

I, Julie A. Mayuiers, Clerk of the Board of County Road Commission of the County of St. Joseph, State of Michigan, hereby certify that the above is a true and correct copy as recorded in the minutes of the meeting of January 4, 2023.

Julie A. Mayuiers

Julie A. Mayuiers
Clerk of the Board

RESOLUTION

WHEREAS, the Board of County Road Commissioners of the County of St. Joseph have developed policies so the road commission can operate in an efficient manner; and

WHEREAS, a systematic review of these policies has been undertaken by the board and management staff in order to remove outdated policies, and to modify and update policies; and

WHEREAS, no records have been found of these policies being formally rescinded; and

WHEREAS, the content of these policies are now obsolete because of changes in operations or passage of time; and

WHEREAS, it is appropriate that these policies be rescinded.

THEREFORE BE IT RESOLVED, that the Board of Road Commissioners of the County of St Joseph hereby approved rescission of policies:

Policy 7- Cost Sharing with Bridge Replacement over County Drains

Policy 15- Engineer-Manager System of Administration

Policy 19- Resolution to Provide Monument Boxes with Covers

Policy 22- Private Entrances to County Roads and Proposed County Roads

Policy 28- City of Sturgis to Remove Snow and Ice from Roads under the Jurisdiction of the St. Joseph County Road Commission

Motion by Vice Chairman Chupp seconded by Commissioner Miars to rescind the above policies without replacements.

A roll call vote was taken: Ayes: Coleman, Miars, Chupp, Shafer
Abstained: None Absent: Mifsud

Nayes: None
Motion carried.

I, Julie A. Mayuiers, Clerk of the Board of County Road Commissioners of the County of St. Joseph, do hereby certify that the above is a true and correct copy as recorded in the minutes of the meeting of January 4, 2023

Julie A. Mayuiers

Julie A. Mayuiers
Clerk of the Board

Motion by Vice Chairman Chupp seconded by Commissioner Miars to add additional wording to the Manager's Contract that "A majority vote of the Full Board, not a majority vote of the quorum present, is required to remove the Managing Director from his/her current position."

A roll call vote was taken: Ayes: Miars, Coleman, Chupp, Shafer
Abstained: None Absent: Mifsud

Nayes: None
Motion carried.

I, Julie A. Mayuiers, Clerk of the Board of County Road Commissioners of the County of St. Joseph, do hereby certify that the above is a true and correct copy as recorded in the minutes of the meeting of January 4, 2023

Julie A. Mayuiers

Julie A. Mayuiers
Clerk of the Board

Citizens Comments:

Luis has brought up the funding on the Covered Bridge to the rest of the County Commissioners so they are all aware of the significant increase in the costs for the revamping of the bridge. Luis is looking forward to working with the road commission.

Commissioners Comments:

Chupp: Thanks for re-electing him as Vice Chair and also to the Board of County Commissioners for re-appointing him to our board and the two boards working together. He appreciates all the Managers working together as well as Don Preston and John Lindsey keeping everyone updated about the snow event. He has been pleased and satisfied with the service he has received whenever he has called in a service request. He appreciates all the hard work the staff did over the holidays and asked that this be passed along to them.

Coleman: nothing today.

Miars: He went out in a plow truck on Friday of the blizzard and was able to respond to people on FaceBook because he knows how bad it was and how hard our drivers work during these storms.

Shafer: Thank you for the confidence in re-electing him as the Chairman again, he really appreciates it. There were a few things he started last year that he'd like to see finished this year. He appreciates the staff and all their hard work during the storm.

Meeting adjourned at 9:35 am

Eric B. Shafer, Chairman

Julie A. Mayuiers, Clerk of the Board

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