

Regular Session of the Board of County Road Commissioners for the County of St. Joseph, State of Michigan, was held with Polycom access at 5:00 p.m.

The Chairman 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

Motion by Vice Chairman Chupp seconded by Commissioner Miars to approve Agenda and Consent Agenda of November 16, 2022. Motion carried.

Citizen Comments:

Robert Tomlinson announced this would be his last meeting reporting for the Three Rivers Commercial as they are ceasing operations as of Saturday, December 10, 2022. He thanked everyone for everything and has enjoyed reporting.

Luis Rosada announced that his swearing in as a County Commissioner will take place on January 3, 2023.

At 5:05 pm Chairman Shafer called opened the Public Hearing to discuss Permit Fees and Schedules, revised ROW Permit and Driveway Permit Applications, and revised Insurance Requirements. The Public Hearing adjourned at 5:45 pm.

Motion

Motion by Commissioner Coleman seconded by Commissioner Miars to approve the 2023 Board Meeting and Work Session Calendar. Motion carried.

CERTIFIED RESOLUTION

Motion by Commissioner Miars seconded by Commissioner Coleman pursuant to the ROW Permit Application Terms and Conditions approved on July 18, 2018, as follows:

- Item #3 Escrow: The Permit Holder shall provide a cash escrow deposit of \$500 to the SJCRC at the time the permit is applied for should a road bore be required. This escrow is refundable providing the applicant/contractor notifies the road commission to inspect the road bore prior to closing it up.
- Item #7 Notification of Start and Completion of Work: The Permit Holder must notify the Road Commission at least 48 hours **before starting work, before backfilling begins and when work is completed**, and additionally as directed by the SJCRC.

Based on the above, all Permit Applications on file for the periods of 2006 totaling \$500 and 2012 – 2020 totaling \$95,225.00, which have failed to follow the above Terms and Conditions shall be forfeited to St. Joseph County Road Commission.

A roll call vote was taken:

Aye Votes Cast: Coleman, Miars, Chupp, Shafer

Nays: None

Absent: Mifsud

Abstained: 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 December 7, 2022.

Julie A. Mayuiers

Julie A. Mayuiers
Clerk of the Board

Motion

Motion by Commissioner Miars seconded by Commissioner Coleman that the following Schedules/Applications/Permits be adopted with the amendments to the change in insurance requirements and made a part of these minutes:

- Permit & Inspection Fee Schedule
- Certificate of Insurance Requirements
- Right-of-Way Application/Permit
- Driveway Application/Permit
- Bonding

Roll Call Vote Ayes: Chupp, Coleman, Miars, Shafer

Absent: Mifsud

Abstained: None

Nays: None

Motion carried.

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Julie A. Mayuiers

Julie A. Mayuiers
Clerk of the Board

Motion

Motion by Commissioner Miars seconded by Commissioner Coleman that the audit contract with Rehmann Robson CPA's be extended for the fiscal year ending December 31, 2022, with an annual cost not to exceed \$14,900.00 for auditing the financial records, accounts and procedures.

Roll Call Vote taken: Ayes: Chupp, Coleman, Miars, Shafer Nays: None
Absent: Mifsud Abstained: None Motion carried.

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Commissioners Comments:

Miars: Compliments on the lady that sent the card with positive feedback on Coon Hollow Road.

Coleman: He ran into John Krogel, former Fabius Township Supervisor and they shared sentiments on changes that have taken place at the road commission over the past 3 – 4 years and noticed many positive things from the chip seal we've been doing. The biggest improvement he noticed was our lawn mowing crew. He also heard that the Tamarac Subdivision was especially pleased with the mowing this past summer.

Chupp: Thanks for all the hard work on the Fee Schedule, Bonding and revised Permits, these are all big improvements. He appreciates the first glance on receiving the budget a few days before the meeting to review. He was recently in a heavily traveled area on vacation and kept having to dodge all the potholes the entire time. One pothole was even large enough that someone had placed a vehicle tire in it to mark it for other drivers.

Shafer: It is a huge loss with the TR Commercial News shutting down. It's a loss to the community and loss of having reports in the community. Congratulations to Vice Chairman Chupp on being reappointed to the Road Commission Board for another six-year term. Thanks to the staff for all the hard work on the revised permits, fees and insurance documents. Really appreciates John giving them the budget proposal to review in advance of the meeting.

Motion by Commissioner Miars seconded by Commissioner Coleman to close the Board Meeting and go into Closed Session for the Managers Review.

Roll Call Vote taken: Ayes: Miars, Coleman, Chupp, Shafer Nays: None
Absent: Mifsud Abstained: None Motion carried.

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Meeting adjourned at 6:50 pm

Closed Session to discuss Manager's Contract began at 6:51 pm

Closed Session ended at 7:46 pm and Board Meeting resumed.

Motion by Commissioner Coleman seconded by Commissioner Miars to accept the Manager's Contract for John Lindsey as presented.

Roll Call Vote taken: Ayes: Miars, Coleman, Shafer Nays: None
Absent: Mifsud, Chupp (left at 7:30pm) Abstained: None Motion
carried.

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Julie A. Mayuiers

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Clerk of the Board

Meeting adjourned at 7:47 pm

Eric B. Shafer, Chairman

Julie A. Mayuiers, Clerk of the Board

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