

Work Session of the Board of County Road Commissioners for the County of St. Joseph, State of Michigan, was held in the Board Room at the St. Joseph County Road Commission, 20914 M-86, Centreville, Michigan at 8:00 a.m. via Zoom by Vice Chairman Shafer

Present: Vice Chairman Eric Shafer, Commissioner Vince Mifsud, Commissioner Rodney Chupp, Commissioner Coleman, Clerk Julie Mayuiers, Manager John Lindsey

Absent: Chairman Allen

Guests present: Garrett Myland, Assistant Manager, Project Engineer
Robert Tomlison, TR Commercial
Dave Vago, Watershed Voice

Motion by Commissioner Mifsud seconded by Commissioner Chupp to approve the agenda as presented. Motion carried.

Motion by Commissioner Mifsud seconded by Commissioner Chupp to approve the consent agenda with January 6, 2021 Board Minutes. Motion carried.

Motion by Commissioner Chupp seconded by Commissioner Mifsud to approve the December Payroll vouchers in the amount of \$187,553.53. Roll Call Vote taken: Ayes: Chupp, Coleman Mifsud, Shafer
Nays: None Absent: Allen Abstained: None Motion carried.

Motion by Commissioner Mifsud seconded by Commissioner Chupp to approve the December A/P vouchers in the amount of \$358,173.48. Roll Call Vote taken: Coleman, Mifsud, Chupp, Shafer
Nays: None Absent: Allen Abstained: None Motion carried.

MOTION

Motion by Commissioner Mifsud seconded by Commissioner Coleman to vote for Joanna Johnson, Kalamazoo to fill the Board of Directors Seat for CRA (County Road Association) for the three-year term. Motion carried

St. Joseph County Road Commission

David H. Allen, Chairman
Eric B. Shafer, Vice Chairman
Rodney D. Chupp, Member

Vince Mifsud, Member
Jack D. Coleman, Member

RESOLUTION OF SUPPORT AND COMMITMENT FOR THE STATEWIDE LOCAL AGENCY BRIDGE BUNDLE PILOT PROJECT

WHEREAS, The Michigan Department of Transportation (“MDOT”) announced in the Spring of 2018 an initiative to address the needs of Michigan’s local bridge conditions through an innovative delivery method known as “bridge bundling;”

WHEREAS, MDOT reached out to the County Road Association of Michigan (“CRA”) and the Michigan Municipal League (“MML”) to work together on such an initiative for the benefit of their mutual communities, and in the interest of public safety and the Michigan taxpayers.

WHEREAS, MDOT studied the feasibility of such an efficiency initiative in 2019 with input from local agency bridge owners, engineers and other key stakeholders statewide;

WHEREAS, the study recommended implementing an “early works” bundle pilot project (“PILOT”) to provide opportunity for state and local partners to establish the necessary partnerships and processes for a successful overall program;

WHEREAS, MDOT has identified \$23 million dollars in federal highway funds for such a PILOT, and has screened and selected a number of local bridges from a statewide review of local bridges for inclusion in same, with no local cash match or local funding required for any phase of the PILOT;

WHEREAS, the St. Joseph County Road Commission has agreed to the inclusion of the following bridge(s) in the PILOT, with associated planned work:

Nottawa Road Bridge over the Prairie River Structure Number 10316
subject to final approval by MDOT and FHWA;

WHEREAS, the St. Joseph County Road Commission understands that the work as planned will be undertaken in a design-build contract to be let and awarded by MDOT at no cost to the St. Joseph County Road Commission;

WHEREAS, the St. Joseph County Road Commission acknowledges that the purpose of the PILOT is to address critical structural preservation needs only and agrees that any requests to add or include work identified by MDOT to be either maintenance-related, a betterment or non-structural improvement to the planned preservation scope shall only be undertaken subject to the approval of MDOT and at 100% St. Joseph County Road Commission cost;

WHEREAS, the St. Joseph County Road Commission acknowledges that neither MDOT nor its third-party agents, contractors or consultants are assuming any ownership or responsibility for the future operation or maintenance of the improvements constructed in connection with the PILOT, and that MDOT shall turn over design and as-built plans to the St. Joseph County Road Commission upon completion of construction;

WHEREAS, upon completion of the construction, the St. Joseph County Road Commission shall accept the facilities constructed as built to specifications within the construction contract documents. It is understood that the St. Joseph County Road Commission shall own the facilities and shall operate and maintain the facilities in accordance with applicable law at no cost to MDOT;

WHEREAS, the St. Joseph County Road Commission agrees to perform long-term, life-cycle maintenance of the improvements made to its bridge(s) included in the PILOT in accordance with sound principles of asset management upon completion of the work;

WHEREAS, the St. Joseph County Road Commission has designated an employee representative (“CHAMPION”) to serve as a point person for the agency with necessary authority and resources to act and direct its staff and third-party agents to facilitate coordination of its portion of the PILOT with MDOT;

WHEREAS, the St. Joseph County Road Commission hereby acknowledges that MDOT and its consultants have the appropriate authority to act on its behalf in the planning, design, construction and administration of the PILOT, while allowing St. Joseph County Road Commission staff input during design and reasonable access during construction to perform its own observations and inspections if desired;

WHEREAS, the St. Joseph County Road Commission agrees to support implementation of the PILOT consistent with the attached “Responsibilities of Local Agency Champions” as approved by MDOT in September 2020;

WHEREAS, the St. Joseph County Road Commission acknowledges and agrees that none of its direct or indirect costs incurred in connection with its participation in the PILOT shall be reimbursable by MDOT or FHWA;

NOW THEREFORE BE IT RESOLVED, the St. Joseph County Road Commission hereby agrees to support implementation of the PILOT to help facilitate the preservation of Michigan’s local bridges.

Approved on January 20, 2021 by:

David Allen, Chairman

Eric Shafer, Vice Chairman

Jack Coleman, Member

Rodney Chupp, Member

Vince Mifsud, Member

EXHIBIT A

RESPONSIBILITIES OF LOCAL AGENCY CHAMPIONS

St. Joseph County Road Commission agrees to support its designated CHAMPION* and other staff to take the following actions as necessary on behalf of the St. Joseph County Road Commission to participate in the PILOT:

1. Review and sign environmental permit applications on behalf of the agency, being developed and prepared by MDOT or its consultants on its behalf;
2. Allow MDOT representatives to perform preliminary engineering work on site (surveying, scoping, etc.) and assisting with any routine traffic controls needed;
3. Respond in a timely manner or within deadlines established by MDOT to requests from MDOT or its consultants for relevant data or input on engineering plans or other PILOT-related documents;
4. Issue permits (right-of-way occupancy, trucking, etc.) to MDOT's design-build contractor within deadlines established by MDOT at no cost under uniform or near-uniform conditions as other agencies with PILOT bridges;
5. Meet MDOT, its consultants, regulatory agency representatives or contractor to review site conditions and discuss planned actions and impacts, such as detour routes and maintenance of traffic requirements;
6. Assist MDOT with identifying detour route(s), including coordinating with adjacent jurisdictions if the detour impacts neighboring roads, with the understanding that the [AGENCY] will be responsible for any over and above routine maintenance costs and liability associated with damages to the detour route, and the design-builder will be responsible for any liability costs associated with traffic controls;
7. Develop and implement an actionable plan to facilitate fulfillment of future life-cycle maintenance responsibilities of the completed improvement consistent with sound principles of asset management;
8. Take administrative actions as necessary to support PILOT budget, quality and schedule goals;
9. Its designated CHAMPION, on behalf of the St. Joseph County Road Commission, shall lead with support from MDOT and its consultant team, in local public meetings or stakeholder engagement (as needed) to support efforts to inform the public of the program and local impacts;
10. Take additional actions deemed necessary by FHWA to support successful implementation of the PILOT.

*designated St. Joseph County Road Commission employee representative to serve as a point person for the agency with necessary authority and resources to act and direct its staff and third-party agents to facilitate coordination of its portion of the PILOT with MDOT.

4th Qtr. Safety Drawing winners were: Brian Chapman, Bryan Balk, Kemp Kotschevar, Glen Borntreger.

MOTION

Motion by Commissioner Coleman seconded by Commissioner Mifsud that the Board approve the current list of financial institutions and brokerage firms used for investment purposes by the St. Joseph County Treasurer:

LIST OF CURRENT DEPOSITORIES

As of December 31, 2020

Century Bank and Trust

Michigan Class

Huntington / Investments

Southern Michigan Bank and Trust

Sturgis Bank and Trust

Submitted By: Kathy Humphreys, Treasurer

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 20, 2021.

Julie A. Mayuiers

Julie A. Mayuiers
Clerk of the Board

MOTION

Motion by Commissioner Chupp seconded by Commissioner Mifsud to rescind Resolution to Abandon a Portion of Union Street commencing at the South edge of the right of way line of Union Street located in Section 6, Mottville Township, St. Joseph County, Michigan; then South, approximately 636 feet to the dead end at the point of parcel line of said parcel line of said parcel 75-011-007-008-10 known as Township of Mottville Cemetery previously adopted on September 16, 2020 by the St. Joseph County Road Commission and replace with the new Resolution to Abandon a Portion of Union Street Mottville Township of the St. Joseph County Road Commission dated January 20, 2021.

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 20, 2021.

Julie A. Mayuiers

Julie A. Mayuiers
Clerk of the Board

**RESOLUTION TO ABANDON A PORTION OF UNION STREET
MOTTVILLE TOWNSHIP**

WHEREAS, Section 18, of the Michigan County Road Law, being MCL § 224.18; MSA § 9.118, as amended, provides for the absolute abandonment and discontinuance of any highway or part of highway under the jurisdiction of a county road commission; and

WHEREAS, the Board of County Road Commissioners of St. Joseph County, Michigan, has further determined that it is to the best interests of the public that the highway or portion of highway described in this resolution shall be absolutely abandoned and discontinued.

NOW THEREFORE, BE IT RESOLVED, that the following described highway or portion of highway be and hereby is absolutely abandoned and discontinued as a public highway:

Union Street, commencing at the South edge of Cecelia Street located in Section 6, Mottville Township, St. Joseph County, Michigan; thence South, approximately 866 feet to the dead end at the point of the parcel line of said parcel 75-011-007-008-10 known as Township of Mottville Cemetery.

RESERVING HOWEVER, an easement for public utilities over the full width and length of the highway hereby being abandoned.

BE IT FURTHER RESOLVED, that notice of this abandonment be given as required by law.

BOARD OF COUNTY ROAD COMMISSIONERS
OF ST. JOSEPH COUNTY, MICHIGAN

By: _____
Eric B. Shafer
Its: Vice Chairman

MOTION BY Commissioner Mifsud Seconded by Commissioner Chupp

ROLL CALL VOTE WAS TAKEN:

Aye Votes Cast: Coleman, Mifsud, Chupp, Shafer

Nay Votes Cast: None *Absent:* Allen *Abstained:* None

Motion carried. Resolution adopted.

I, Julie A. Mayuiers, Clerk of the Board of County Road Commissioners of St. Joseph County, State of Michigan, hereby certify that the above is a true and correct copy as recorded in the minutes of the meeting of January 20, 2021.

Julie A. Mayuiers
Clerk of the Board

RESOLUTION

Motion by Commissioner Coleman seconded by Commissioner Mifsud to begin the process of Walterspaugh Road in Nottawa Township becoming a Failed Local Road as presented. According to the Failed Local Road Policy adopted by the St. Joseph County Road Commission (SJCRC) on May 18, 2016;

WHEREAS.....Walterspaugh Road between Butler Road and Cupp Road (approximately .38 Miles) in Nottawa Township, Section 11 and 12 has been determined by SJCRC to be in a failed condition and become unsafe for the traveling public;

WHEREAS.....this portion of Walterspaugh Road has exceeded its useful life and can no longer be repaired/maintained in a reasonably safe manner;

WHEREAS.....for a maximum of six (6) months the road commission will post a reduced speed limit, close the road to thru traffic/or sign the road appropriately with (Rough Road/Advisory Speed) and continue to provide minimal routine maintenance in an effort to sustain the infrastructure as reasonably safe at the reduced speed and traffic levels;

WHEREAS.....SJCRC staff will host a public meeting with the Nottawa Township board and residents along the failed local road to discuss possible options for improvements;

WHEREAS.....if within six (6) months a solution has not been reached, the SJCRC will crush and shape the road to an aggregate base. The road commission will pay for the crushing, shaping and additional gravel if needed with funds taken from current or future road match monies (SJCRC monies only) offered to each township.

WHEREAS.....this policy does not impede the road commission in the exercise of its responsibilities in regards to the road system nor extend to the township, residents or other entities or parties any rights associated with the maintenance or rebuilding of the road system;

WHEREAS.....this policy does not apply to emergency situations.

Roll Call Vote taken: Ayes: Chupp, Coleman, Mifsud, Shafer
Absent: Allen 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 20, 2021.

Julie A. Mayuiers
Clerk of the Board

Commissioners Comments:

Mifsud: Thank you Jack for drafting the perpetual plaque guidelines along with me. Thank you everyone for hanging in there with the COVID pandemic.

Chupp: Appreciate the staff for attending the Florence Township meeting. The relationships with all the townships has really improved the last couple of years. This week he had a citizen give him positive feedback on Don Preston. Thank you to Don and also thank you to the rest of the staff for all your hard work and all that you do.

Coleman: Thank you Vince for conversing with me on the plaque document. Thank you to everyone for making him feel welcome. Thanks to Garrett and John for sitting down and going over all the details on the upcoming Florence Township meeting. He can't see anything that the road commission can do differently than what they presented to Florence Township on January 18, 2021.

Shafer: Appreciates the work Jack and Vince put into the plaque document. Thank you to Jack for getting your feet wet and attending the Florence Township earlier meeting this week. It is really eye opening to attend any of the township meetings. He appreciates all that all the staff is doing.

Meeting adjourned at 9:21 am

Eric B. Shafer, Vice Chairman

Julie Mayuiers, Clerk of the Board

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