



# Bi-Weekly Report

To: Kelli Scott, County Administrator/Controller  
From: Christopher Bolt, Road Department Managing Director  
Date: March 27, 2015  
Re: Weekly Update

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## Manager and Project Manager Highlights

- Freeze/thaw cycle is under way and the following action plan is being implemented:
  - Weight restrictions are still in effect and will be on for at least two more weeks. We continue to monitor conditions and are coordinating with other county road agencies and Michigan Department of Transportation (MDOT) officials.
  - Around the clock coverage patching potholes with a four step plan:
    1. Systematic response – eight – ten crews of two men that stay on a road and patch until holes are filled
      - a. High speed roads addressed first
    2. 1<sup>st</sup> Responders – five – six crews on one man who go to specific areas (emergencies) and patch those first
    3. Areas that are falling apart – these areas will be covered with gravel or other aggregate mix and flattened to create a safer driving area
    4. Crews will be patching eight - twelve hour days. Coverage will continue on days, nights, and both Saturday and Sunday.
- Matt, Angie and Leslie attended Pavement Surface Evaluation and Rating (PASER) training in Grand Rapids on March 24<sup>th</sup>.
- Leslie and Shawn (Jackson County DOT) continue to do site inspections to create project estimates for 2015.
- Binders for each Township are being created to track communications and special projects.
- Angie and Leslie met with Mike Olsen, Emmett Township Public Safety Chief and Harper Creek Middle School officials to discuss additional signage for the Harper Creek Middle School school zone and cross walk on B Drive North.
- Staff attended the Calhoun County Township Supervisors Meeting
- Matt and Leslie met with a resident off of Halbert Road to discuss concerns over tree removal.
- Leslie visited the Steenburg neighborhood and took video and photos in preparation for the April 8<sup>th</sup> meeting with the association.

## Administrative

### **Human Resources:**

- We are in process of hiring replacement employees:
  - Six full-time crew members require replacement because of retirements
  - Twenty seasonal crew members
    - Positions are being advertised this week and applications are coming in. We will be setting up interviews as soon as possible
  - Numerous seasonal employees are required to supplement operations – some positions are expiring, and some have resigned to take full-time positions elsewhere
  - Office Assistant: completed one round of interviews and made offer; however, the applicant declined because they accepted a full-time, permanent position with another company. Reviewing applications again and setting up interviews for the week of March 30<sup>th</sup>.
  - Engineering Interns, three - four: receiving applications and will be working with Angie for review and getting interview questions together. Hope to set up interviews within the
- Working with Tim Cook, Safety Coordinator, on safety orientation materials and the addition of housekeeping and illicit discharge training required by the Michigan Stormwater Storm Sewer System (MS4) permit. We will have a large number of employees to train once all positions have been filled.
- Sent standard operating procedure (SOP) on contract and Affordable Care Act (ACA) impacts on seasonal employees to County Human Resources (HR) for review prior to sending to team.
- Requesting direction from County HR to fill Engineering Technician (Construction Inspector in United Auto Workers [UAW] CBA) and Project Engineer (in staffing allocation). Job description for Engineering Technician is under review. Need to complete the job description for the Project Engineer.
- Watkins Ross is completing the actuarial valuation and will be sending a draft for review very soon.
- Continuing to update personnel files in Precision, as time permits.

#### **Finance/Payroll:**

- Continuing to work with Liz on year end and audit and with Ron W. on Act 51.
- Working on balancing the cash account.
- Daily accounts payable (AP)/ accounts receivable (AR), inventory, state stores.
- Setting up project accounts in AR.
- Implementing and training crews on the time card kiosk.
- Assisting with gathering materials for the audit.
- Daily time card input.
- Working on year end.
- Will assist with project notification mailings.

#### **Permits:**

- Daily permits and addresses.
- Annual transportation and utility permits.
- Seasonal weight restriction permits.
- Working with Brent from County GIS on the Enbridge map and with Angie on adding haul routes.
- Reviewing and issuing Soil Erosion and Sedimentation Control (SESC) permits and scheduling inspections.
- Working with the Water Resources Commission (WRC) on the MS4 permit for submittal on April 1<sup>st</sup>.
- Receptionist duties including telephones, inputting service requests, and closing open service requests.

- Erin will be attending Excel training in April.

**IT/Purchasing:**

- Working with County Purchasing on several bids and quotes.
- Waiting for approval to order hardware and software (list attached).
- Updating the website and Facebook as needed.
- Working with Jackson County Department of Transportation (JC DOT) on their website.
- Entering signs in RoadSoft.
- Working on the Township page for the website and the various data and reports we want housed there.
- Training with Brent on GIS and working on several maps.

**Other:**

- Liz from Precision will be onsite the week of March 30<sup>th</sup> (Monday-Thursday) to assist with year-end and the audit. We are also working on scheduling her one day per week for the next month or so to continue training with staff on processes and reporting.
- Precision is customizing our addressing module in Permits to enable label printing for notifications.
- Project notification postcards are being printed and expect to have by the end of the week.
- Printing door hangers in-house to get us by and sending on to our printer for mass production.
- Business cards for group leaders should be in this week.
- Sent email on the answering service and need to meet on plan to move forward.
- Per Teamster Collective Bargaining Agreement (CBA), bid openings and interest sheets must be posted in April – working on getting this together.
- Coordinating with staff to move into offices once Office Assistant is on board.

Operations

- Crews continue to patch.
- Night shift ended as of March 27<sup>th</sup> at 3:00am.
- Weekend patching will continue as needed.
- Tree cutting on projects local and federal aid on going; six crews on projects and one crew working on maintenance.
- Two crews working on roto-mill patching on roads that are too far gone to patch.
- Totals of cold patch for the last two week period is 734.45 tons.
- Totals for roto-mill laid down to date is 780 tons.
- Equipment being readied in the shop for summer on going daily.
- Service requests for patching are being addressed within two to three days and we continue to address emergency holes as they come in.

Project Updates

**Federal Aid Projects:**

- Trailway - Final contract modification at MDOT for approval. Audit is being set up for April.
- Michigan Ave Bridge- Audit in April
- Working on paperwork and logs for our 6 ½ Mile Road, K Drive South and Bellevue Road. Gave the 2 safety projects to Corey to complete which she sent one back for my review- I will do ASAP.
- The five Priority Road Investment Program (PRIP) contracts and the 25 ½ Mile Road contract are in the mail to MDOT

**Grants:**

- Got verbal notice that we will receive funds for one of our 2016 guardrail safety projects.
- Got verbal notice that we received funding for our Category A Custer Drive project.
- Local bridge applications are due May 4<sup>th</sup> - Calhoun County Road Department (CCRD) will submit five applications and have the resolutions at the April Board Meeting.

**Township/City:**

- The committee for the Local Road program is Matt, Angie, Erin, Leslie and the working foreman for the prospective area.
- Pennfield- Kori has gotten costs for the radar signs and the two 40 mile per hour (MPH) speed limit signs. Leslie is working on drafting a letter to the township making a recommendation.
- Emmett Township- They have requested a cost estimate to resurface and to reconstruct 2 residential roads next year. Will be having the committee review these as well.
- Marengo- working on a school zone for Marr Lee schools on H Drive North (done)
- Clarence- Department of Environmental Quality (DEQ) permit is issued and waiting for soil boring results.

**MDOT:**

- 25 ½ Mile Road crossing closure- Transportation Work Authorization (TWA) was sent by MDOT, we need to get this work scheduled.
- Cat. A Submittal (30 Mile Road)- Need to hire surveying for this.
- Certification book has been submitted to MDOT.
- Bridges: Working with Matt to get the three structures updated.

**Upcoming Meetings**

Township Supervisors Meeting, Road Department Basement

April 22, 2015, 9:00am