

Road Committee Meeting Minutes April 15, 2020

7:00pm

Roll Call:

Dave Tibbe, Mark Mumah, and Steve Matzen in attendance

Approval of minutes from last meeting Jan. 2019

Public Comments

Pierson Township Road Project Complaint Or Request Process

A complaint form with step by step directions on how to respond to the complaint or request and cost analysis of said request. See attached form.

New Business

Approval of contracts 1 through 6 from meeting on Jan. 15, 2020.

Approval of contract 7B with changes. Tibbe will get with the city of Sand Lake about cost.

Old Business

Mark will get with Lester Hall about taking over maintenance of Kingwood Road starting in 2021

Sara Burkholder will start getting a copy of Road Committee Meeting Min.

Approval of Complaint Or Request Form

Vote: yes Matzen, Tibbe, Mumah

Call to adjourn at 8:05pm

PIERSON TOWNSHIP ROAD PROJECT COMPLAINT OR REQUEST PROCESS

1. Request or Complaint must be made in writing (personal delivery, mail or email).
2. The request or complaint is submitted to the Pierson Township Supervisor
3. A file is created.
4. Supervisor, Montcalm County Road Commission or Road Committee Representative does a visual inspection of the conditions described in complaint.
5. Picture or drawing of location of complaint is created.
6. Supervisor will prepare a written report is created by "the inspector" on conditions found.
7. The report will determine if or if not the problem needs to be addressed.
8. The Complainant, who initiate the complaint will be provided a copy and the steps if the project proceeds or is rejected - an appeal process.

If the report suggests the problem needs to be addressed, the report goes to the Road Committee.

The Road Committee meets only quarterly for regular committee meetings. A committee member will be named for contact and updates to be relayed to complainant/requestor in a timely fashion.

The Road Committee then conducts a "cost benefit analysis" to determine the timing of the project based on the yearly budget and emergent need of project.

ie. Number of residents to be impacted by project; cost of project; community contribution, etc.

POINTS ISSUED FOR COST BENEFIT ANALYSIS

Number of Residents:

5 or less: 5

10 or less: 10

10 or more: 15

Project Payer:

Resident voluntary payment in full: 15

Resident voluntary split with Township: 10

Special Assessment Required: 10

Project Cost Under \$10,000: 20

Project Cost Under \$50,000: 10

Traffic Study: 3 Tier of points

Project cost under \$20,000: 15

Project cost over \$50,000: 5

Prevention, requested, or improvement related road projects are subject to the funds available per year, determined by the Township Board.

If the project of complaint or request is determined to be a "high" priority, the request then is made to the Township Board for approval. Once approved the Complainant/Requestor will be informed.