

Board of County Road Commissioners of Kalamazoo County  
February 1, 2010 – Work Session

A work session of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Monday, February 1, 2010, at 2:00 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also present: Managing Director Joanna I. Johnson, Finance Director Carla Benison, Traffic Service Director John Byrnes, Chief Engineer Tom Hohm, General Superintendent Travis Bartholomew, Equipment and Facilities Superintendent Bob DeLeon, Area Superintendents Jim Beaudoin, Terry Tilley, Jeff Daughtry, Bill DeYoung and County Commissioner John Zull.

The purpose of the work session was to provide positive dialog and discussion regarding the road commission's efficiency as a team. After opening remarks by Chairman McCauley, the meeting continued, with members of the Board and leadership team discussions. A brainstorming session followed with team reports to assigned Commissioners.

**Members of our Board and Leadership Team Discussion**

- Where are we now? Discuss internal/external factors*
- *What service does your department provide both internally & externally?*
  - *What are the tasks to provide the service?*
  - *What percentage of your department budget is allocated to each of the tasks?*
  - *What are the priorities within the tasks?*
  - *Are there policies, procedures, equipment, other departments, etc. that effect the efficiencies of your department?*

**Brainstorming Session Team Reports/Team Top 3 Priorities Discussion**

Commissioner Oscarson/John Byrnes – Traffic Engineering

- Pavement Marking – Managing costs
- Sign Shop – Income Recovery/UD10's; Services to other jurisdictions; In house sign production
- Engineering Support – Sharing statistics, staff and information
- "S" Drive Computer Archive – What is there, who is monitoring, how is it organized and managed

Commissioner Maddox/Travis Bartholomew/Area Superintendents – Roads/Equipment/Facilities

- Equipment- Measure bulk material, GPS, Mack Transmission issues
- Safe Roadway – 24 hour emergency response, Roadsoft use
- Employees – Overtime call- in/ Excess overtime, More management on call rotation – permit agent/safety director
- Inventory – Measure bulk material
- Budget vs. Actual Reports

Commissioner Berkebile/Tom Hohm- Engineering

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- Written Work Plan with Project Scoping – Review in house projects, Review process for future year projects, Review projects with roads department pre and post project
- Better Project Cost Control – Analysis construction vs. additional staff
- Fee structure review – Permit fees, preliminary, special assessment etc

Commissioner Moyle - Carla Benison-General Administration/Finance

- Fiscally responsible and efficient disbursement/collections
- Accurate, secure, timely, and effective reporting
- Administrative support

Policies

- Local Road Participation Fund – review of dates; April preparation – Project completion May
- Purchasing Guidelines - \$1,000 & \$2,000 threshold administrative procedure

Board and Leadership Team Wrap Up Discussion

Commissioner McCauley thanked everyone for their participation as it was very informative. He noted the information would be compiled, shared and everyone will be kept posted. The information will be incorporated into the Managing Director's goals as well. Commissioner Oscarson also extended thanks to everyone and noted items will be reviewed to allow us to work together for efficiency. Commissioner Berkebile added an umbrella priority is that each employee goes home safely.

- Commissioners noted no changes are necessary at this time in the Board minutes process. Board members will note items they would like specifically recorded in the minutes. Motions will be repeated by the Chair for further clarity.
- Chairman McCauley requested the 2010 approved goals be merged with the work session notes for further review and discussion.

The work session adjourned at 6:30 p.m.