

POLICY NO. 1 (AMENDED) (CONCERNING THE ORDER OF COMMISSION MEETINGS, RECORDING EACH MEMBERS VOTE, ESTABLISHING AN AGENDA FOR MEETINGS AND APPOINTING A CHAIRMAN PRO-TEM)

The agenda for Commission meetings will be established during a work session normally scheduled the Thursday preceding the regular second and fourth Tuesday meeting dates.

Persons, other than public officials, who make a request to be on the agenda of an official Commission meeting are to first address items of concern during a work session. Public officials who request to be on the agenda may present items to be placed on agenda in writing (to be discussed at the work session) or may attend the work session. After conclusion of the work session, persons and officials will be notified in writing or by telephone the date their respective request will be placed on agenda.

If a Commission member must leave before conclusion of a work session where agenda is being established, no objections should be made by member if items are placed on agenda in the member's absence. After official agenda is established and work session closed, no additional items will be added to agenda.

Commission meetings will generally follow Robert's Rules of Order.

It will be understood by all members that meetings will be adjourned subject to call, unless specifically stated otherwise on adjournment of meetings.

In the absence of a roll call vote or show of hands when voting on motions, it will be understood by all members that minutes will be recorded as a unanimous Aye vote, unless Nay votes or abstentions are specifically stated by individual members when voting.

The Commission shall also appoint a Chairman Pro-Tem who will carry out the duties and responsibilities of the Chairman during the Chairman's absence.

Affirmed and amended this 10th day of November, 1998.

POLICY NO. 4 (NOTIFYING NEWS MEDIA ON SPECIAL CALLED MEETINGS OF COUNTY COMMISSION)

In the event of a special called meeting by the Commission, in accordance with local Act No. 56 of Third Special Session of 1971 Legislature, the Clerk is instructed to call each newspaper or radio station in the County, and advise of said meeting. If reporters do not appear for the meeting then information on meeting may be obtained when minutes of meeting are officially approved.

Adopted this 14th day of February, 1995.

POLICY NO. 5 (AMENDED) (SAFEGUARDING COUNTY EQUIPMENT AS
RECOMMENDED BY DEPT. OF EXAMINERS OF
PUBLIC ACCTS. AND IMPLEMENTING THE USE
OF MILEAGE CARDS FOR PASSENGER VEHICLES
AND PICKUP TRUCKS)

1. Employees assigned to operate certain equipment while carrying out the duties of their specific job classification or related duties are to be responsible for making supervisory personnel aware of maintenance problems or needed repairs of equipment in their custody in order to maintain equipment in good working order at all times.
2. Employees are to be responsible for making supervisory personnel aware of any attempt by unauthorized persons to use certain equipment belonging to St. Clair County and assigned to their custody either during regular working hours or after normal working hours.
3. Supervisory personnel are to make all employees aware that equipment belonging to St. Clair County is not to be used for personal work or gain.
4. When required to leave equipment on job site or near vicinity of job site due to distance required to bring equipment into safeguarded area, every effort should be made by employees and supervisors to see that equipment is left as safe as possible, and every precaution taken to try to assure that no vandalism to such equipment might occur.
5. Employees and supervisory personnel are to observe all safety regulations and take every precaution regarding proper warning to the traveling public by erecting proper signing or stationing flagmen on road rights-of-way where work is being performed, needing to be performed, or while equipment or materials are being loaded or unloaded.
6. The use of mileage cards is to be implemented on all county-owned passenger vehicles and pickup trucks except for the sheriff's department who already keeps mileage records on vehicles.

Affirmed and Amended this 9th day of March, 1999.

POLICY NO. 6 (UNDERGROUND UTILITIES ON ST. CLAIR
COUNTY HIGHWAY RIGHT OF WAY)

1. All pipe lines and/or cables or any buried utilities shall have a minimum cover of 30" except where crossing side drainage ditches where the minimum cover shall be 24". All excavations within the right of way and not under paving shall be backfilled by tamping in 6" layers or by puddling. All surplus materials shall be removed from the right of way and the excavations finished flush with adjoining ground.
2. Where sodding is disturbed on improved roads by excavation or backfilling operation, such areas shall be replaced with mulch sodding on all slopes of 5% or less. All slopes over 5% shall be replaced with block sodding.
3. All pipe lines and/or cables or any buried utilities crossing under existing paved roads and cross roads within the right of way limits shall be bored, jacked or tunneled and encased. Borings, jacking or tunneling and casing shall extend from toe of shoulder slope to toe of shoulder slope. All boring, jacking or tunneling and casing shall be done as shown by the drawing attached.
4. Where it is evident that boring is impractical due to rock or other obstructions the County Engineer, after notification of such problems, may grant permission to open cut the paving. Where open cutting is allowed, the following conditions will be met: (a) No materials removed from the excavation is to be placed back in the cut. (b) Cut shall be backfilled with aggregate, such as 8910, or with #6, #5 stone to within 6 inches and then cold mix asphalt to the top of cut. (c) One-half of the traveled portion of the paving must be open to traffic at all times. (d) Open cutting of pavement shall be done as shown in attached drawing.

Adopted this 14th day of February, 1995.

POLICY NO. 6 (UNDERGROUND UTILITIES ON ST. CLAIR
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Adopted this 14th day of February, 1995.

ST. CLAIR COUNTY
PERMIT FOR WORK ON COUNTY RIGHT OF WAY

Name _____ Date _____

Address _____ Tel. No. _____

Location _____

_____ Sec. _____ Twp. _____ Range _____

Description of Proposed Work _____

Authorization

In making this request, I, the undersigned, do agree to perform the above described work in keeping with policies established by St. Clair County Commission, in such a way as to leave county road and right of way in a condition as good as before said work was commenced, putting special emphasis on the following: 1. Pleasing appearance 2. Proper Drainage. 3. Proper Erosion Control.

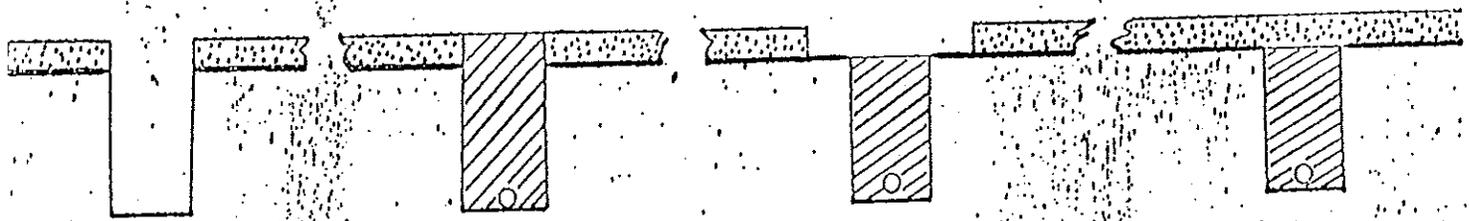
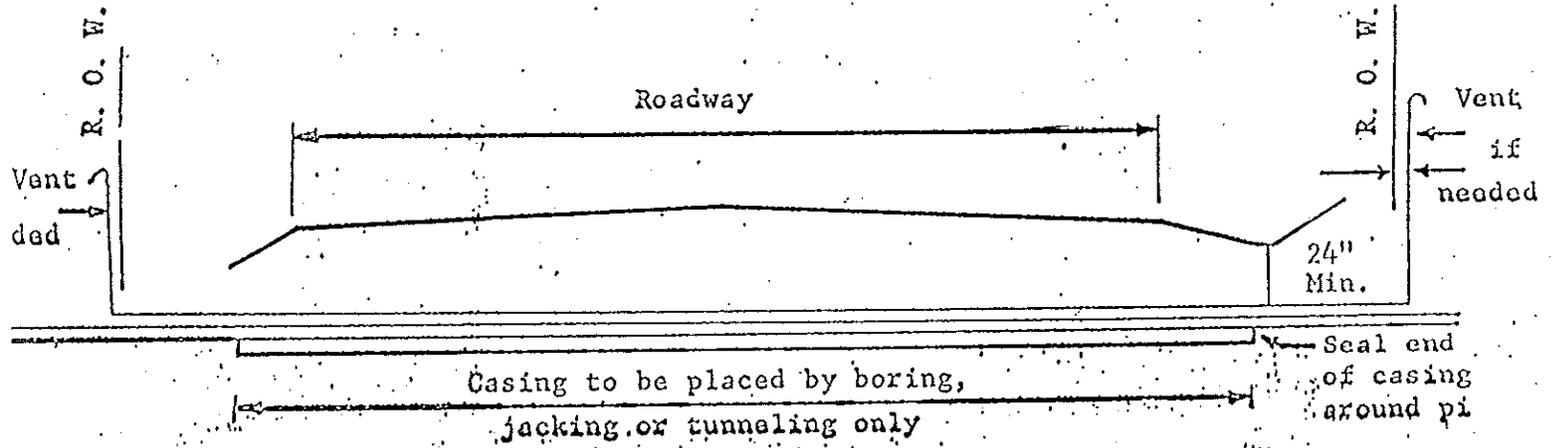
It is understood that St. Clair County will not be responsible for conflict with utility due to road maintenance or road construction. No plowing will be allowed along any paved road. All cable will be placed behind ditch line on paved roads except when specified by County Engineer. It is understood and agreed by the undersigned party that if County Road and County right of way is not restored in as good condition as before said work was commenced, that the County is authorized to have corrections made at the expense of the utility company involved.
SEE ATTACHED SPECIFICATIONS AND DRAWING.

Utility Company

By: _____

SPECIFICATIONS FOR LOCATING
UNDERGROUND UTILITIES ON ST. CLAIR
COUNTY HIGHWAY RIGHT OF WAY

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Open trench to minimum width required.

Backfill trench to surface level pending replacing pavement.

Remove surplus backfill and remove extra 1 ft. of paving on each side.

Replace pavement in kind.