

February 5, 2020

The Board of County Road Commissioners of Montcalm County held a regular meeting at its office located in Stanton, Michigan at 1:00 p.m. on February 5, 2020.

Present: Commissioners Dale Linton, Robert Brundage and Michael Scott; also present: Mark Christensen, Superintendent/Manager and Kim Alexander, Finance Director-Clerk.

The Pledge of Allegiance and a prayer were given.

Moved by Brundage, seconded by Scott, to approve the agenda as amended. Motion carried.

Moved by Scott, seconded by Brundage, to approve the minutes of the January 7, 2020 meeting as presented. Motion carried.

The board agreed to vote for Burt Thompson PE, Antrim County for the CRA Board of Directors.

Moved by Scott, seconded by Brundage to authorize the Chairman, Dale Linton, to sign the cover page for the road certification maps. Roll call: Brundage-yes, Scott-yes and Linton-yes. Motion carried.

Moved by Brundage, seconded by Scott, to approve the following contracts. Roll call: Brundage-yes, Scott-yes and Linton-yes. Motion carried.

Bloomer Township

- Four applications of chloride on local roads @ 1,650 g.p.m. - \$23,459.96

Pine Township

- Three applications of chloride on local roads @ 2,000 g.p.m. - \$24,825.31

Home Township

- One application of chloride on local roads @ 2,000 g.p.m. - \$9,849.73
- Four applications of chloride on local roads @ 1,000 g.p.m. - \$19,699.46

Bushnell Township

- Two applications of chloride on local roads @ 1,000 g.p.m. - \$13,470.71
- One application of chloride on local roads @ 1,650 g.p.m. - \$11,113.34

Eureka Township

- Four applications of chloride on local roads @ 1,650 g.p.m. - \$23,306.49

Richland Township

- Three applications of chloride on local roads @ 1,650 g.p.m. - \$23,037.90

Ferris Township

- One application of chloride on local roads @ 1,650 g.p.m. - \$10,948.90
- Two applications of chloride on local roads @ 1,000 g.p.m. - \$13,271.39
- Brush spray along local roadsides TBD - \$2,000

Evergreen Township

- Three applications of chloride on local roads @ 1,650 g.p.m. - \$32,846.69

Moved by Scott, seconded by Brundage, to approve the 2019 bid renewal for street/curb sweeping from Sani-Sweep for the 2020 season. Roll call: Brundage-yes, Scott-yes and Linton-yes. Motion carried.

Moved by Brundage, seconded by Scott, to approve the 2019 bid renewal for catch basin cleaning from Butcher Excavating for the 2020 season. Roll call: Brundage-yes, Scott-yes and Linton-yes. Motion carried.

Moved by Brundage, seconded by Scott, to approve the 2019 bid renewal for culverts from Cadillac Culvert for the 2020 season. Roll call: Brundage-yes, Scott-yes and Linton-yes. Motion carried.

Moved by Scott, seconded by Brundage, to approve the quote from T-Town Garage Doors for garage door replacement at Greenville and Howard City for a total of \$8,642.00. Roll call: Brundage-yes, Scott-yes and Linton-yes. Motion carried.

Moved by Scott, seconded by Brundage, to adopt the following amended policy:

The Board of the Road Commission for Montcalm County authorizes the use of county-owned computers, the Internet, e-mail and online services for the support of road commission tasks when necessary. These technologies are available to enhance the ability of the Road Commission to provide high quality information to Montcalm County residents, to increase the efficiency of communications within and between governmental offices, and to expand the Road Commission's responsiveness to the public.

General Computer Policy

Only those administrative persons currently employed are permitted to use any computer resources owned, rented or leased by the Road Commission.

Use of Road Commission computer resources or Internet connections for gambling, obtaining or distributing pornographic or offensive materials, and all other illegal activity is strictly forbidden. The Road Commission actively monitors incoming and outgoing Internet traffic for this type of usage.

Department supervisors may, at their discretion, authorize staff to perform specific software or hardware installations. All other software or hardware installations are strictly prohibited.

Unless departmental arrangements have been made, always obtain permission from a co-worker before using his/her personal computer. Please be considerate. If you must use someone else's personal computer, do not change their colors or screen saver or rearrange the screen icons.

Employees' communications and use of e-mail, computer and Internet systems will be held to the same standard as all other business communications. E-mail is the equivalent of a business memorandum. Words and messages should be prudently selected. Employees should not commit to e-mail what they would not readily commit to a business memorandum. Employees should be professional in their use of the computer and e-mail systems. The Road Commission should immediately be notified of any unsolicited, offensive material received by any employee on any of these systems.

Employees should use the information systems for Road Commission purposes only. These systems were put in place to facilitate the employees' ability to efficiently and productively do their jobs. To that end, these systems are provided solely for business purposes. The information systems should not be used to solicit or proselytize others for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

The e-mail, computer and Internet systems are the property of the Road Commission. Anything an employee creates or loads on the system becomes the Road Commission's property. All electronic messages are the Road Commission's records. The Road Commission reserves the right to access, monitor, copy, review, download, and disclose all message, communications, and file created or maintained on these systems, at any time and for any business purpose, without prior notice to the employee.

Information System/E-Mail Policy

Use and Misuse: The Internet and online services provided by the Road Commission are established for public purposes to assist employees in conducting the business of the Road Commission. Use of the Internet services provided by the Road Commission may be revoked at any time for unacceptable use. The Road Commission retains the right to keep, retrieve and monitor all access to Internet and online service activity.

File Downloads: Downloading of information from the Internet or opening file attachments from e-mail messages shall be done in connection with the Road Commission's standard anti-virus software. Files from outside sources, including the Internet, must be scanned with anti-virus software before use. These procedures are designed to protect the Road Commission's equipment and software and to limit potential liability. Failure to comply with these standards may result in revocation of Internet and/or online service privileges or disciplinary action.

Malicious Code: Intentional introduction of, or experimentation with, malicious code such as computer worms or viruses or intentional or unintentional introduction of a virus to the Road Commission's network may result in disciplinary action.

Copyright/Patent Violations: Transmission of materials in violation of applicable copyright laws or patents is prohibited.

Obscene/Profane/Offensive Materials: The electronic mail and other information systems of the Road Commission are not to be used in a way that may be disruptive, offensive to others, or harmful to morale. There is to be no display or transmission of sexually explicit images, messages, or cartoons, nor any transmission or use of e-mail communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, height, weight, age, disability, or religious or political beliefs. Violation of this policy will result in appropriate disciplinary action.

Personal Web Pages: To ensure a uniform Road Commission web presentation, development of a web or home page for personal or departmental purposes is not permitted on a Road Commission account.

Privacy: Employees are hereby notified that they should have no expectation of privacy with regard to use of the Road Commission's information systems. Employees should be advised that even if e-mail is deleted from employees' screens, it is not deleted from the system and can still be accessed. The same is true even if employees have private code words for e-mail access. While management reserves the right to enter an employee's information systems' file whenever there is a business reason to do so, non-management employees should not attempt to gain access to another employee's information systems' files without the latter's expressed permission. Non-management employees should not access anything, which is designated "confidential" without first receiving proper authorization from management.

Confidential Materials: Employees should not transmit or disclose any of the Road Commission's confidential information on the information systems, without proper authorization from management. Even after receiving such authorization, employees should only send materials of a sensitive nature or which constitute "confidential information" on the Internet if the materials are properly encrypted to prevent interception by third parties. Employees must treat this information in a secure manner at all times.

Networks: When using the intranet, internet, bulletin board services or fax capabilities, you are representing the Montcalm County Road Commission. Professional behavior is expected. There are certain protocols that should be followed.

Do not use road commission owned or any other network accessible (such as intranet, internet, World Wide Web, on-line service provider, social media websites, or bulletin board service) by road commission computers for any activity other than road commission related business. This includes, but is not limited to, surfing the internet; accessing and posting to social media sites, engaging in on-line discussions in newsgroups and bulletin board services, attempting to access other computer systems without authorization, posting commercial messages, and transmitting viruses or other invasive software. Loading any photos or videos on any social media network unless prior approval has been received from the Managing Director is strictly prohibited.

Violation of Policies: Compliance with this policy is a term and condition of employment. You are responsible for your own actions and should you violate the road commission's computer user guidelines, appropriate disciplinary action will be taken.

Just because a particular activity is not expressly prohibited by this policy does not mean that an employee is allowed to engage in it. Computer technology changes rapidly as do the ways that employees are able to use and perhaps abuse the road commission's computer, smartphone, tablets and other equipment.

Roll call: Brundage-yes, Scott-yes and Linton-yes. Motion carried.

Susan Sanford, CPA, presented the year ending September 30, 2019 audit and financial statements. There was a \$677,420 addition to the fund balance for the year. The Road Commission was given a "clean", unmodified opinion on the audit.

Manager's Report

- It's been a busy month since we last met. Two weekends of snow and ice and two warmer than usual have made gravel roads a challenge. We worked on them when it warmed us this week and made some progress but have a long way to go.
- A new power washer was installed at the Stanton garage Monday.
- Pat D. and Pat M. and Jenna have been working hard to get township contracts estimated and typed up. We would like to have them all to the townships for their March meeting. Once limestone bids are opened, we can finish them up.
- Did a presentation to Leadership Montcalm last week dealing with the challenges and successes we've dealt with this last year.
- Met with the Pierson Township Road Committee about potential projects and then the Township Clerk, to explain the process of township-road commission funding.
- Also met with the Greenville Public Safety Director regarding the handling of wire down calls.
- Still waiting for MDOT to find a way to pay for the equipment for the all-liquid snow route trial.
- Mike Schultz from MCRCSIP was here last week to do garage inspections. We are working to fix the things he found.
- The wind farm project will be moving forward in the county. They are working on leasing needed land.
- Attended the legislative update at MCC last Monday.
- Attended a MCRCSIP meeting last week. They are looking for a better way to determine if a wrecked truck should be totaled or fixed. Also looking at creating a "preferred vendor list" for those able to repair the trucks.
- Met with the Greenville Transportation Committee last week.
- The latest military truck we purchased arrived from Nevada this week.
- Kurt, Joe and I went to Gladwin County to look at their new CAT motorgrader. Kurt drove it and prefers it over the John Deere. We are in the process of having Josh from Cat spec one out thru the state purchase program.
- We (surrounding road commissions) have been discussing load limits and when to start, but haven't made any decisions yet.

Engineer's Report

- Sign certification map cover sheet
- Bids for Gravel Resurfacing (limestone) will be opened on Monday, February 10, 2020
- Bids for the Eureka Township South County Line tree removal project will be opened on Monday, February 10, 2020. We will then provide a contract according to this amount to Eureka Township for their review and acceptance.
- The MDOT M-91 reconstruction project between Peck Road and Colby Road is scheduled to begin in March. The completion date is mid-August. Fitzner Road in Montcalm Township will be used as a detour. MDOT paid to repave portions of Fitzner Road last fall. We have been trimming/cutting trees along this route. We also contracted removal of 6 large trees and stumps that were too close to the road.
- We will have most of the road work contracts to the Townships by their March meetings. Several Townships haven't decided what projects they would like contracts for. We will provide them as they are requested.
- Pat M and I are in Manistee for the County Engineer Workshop

Moved by Brundage, seconded by Scott, to approve the January 16, 2020 bills totaling \$157,006.55, January 30, 2020 bills totaling \$194,173.79, Payroll #2 totaling \$107,138.56 and Payroll #3 totaling \$105,919.66. Roll call: Brundage-yes, Scott-yes and Linton-yes. Motion carried.

There being no further business to come before the board, the meeting adjourned at 10:07 a.m.

Chairman

Clerk