

August 16, 2017

The Board of County Road Commissioners of Montcalm County held a regular meeting at its office located in Stanton, Michigan at 9:00 a.m. on August 16, 2017.

Present: Commissioners Dale Linton, Robert Brundage and Michael Scott; also present: Mark Christensen, Managing Director, Pat Denton, Engineering Technician 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 presented. Motion carried.

Moved by Scott, seconded by Brundage, to approve the minutes of the August 2, 2017 meeting as presented. Motion carried.

Commissioner Scott moved for the adoption of the following policy governing the control of the Amazon.com Corporate Credit Line.

POLICY# 2017-01 Amazon Credit Line

1. The following employees are authorized to charge on the credit line: Superintendent/Manager, Finance Director/Clerk and Shop Clerk.
2. The credit limit will be set at \$10,000. Any transaction that is over \$500.00 will be approved and initialed by the Superintendent/Manager or Finance Director/Clerk.
3. The account, as required by Amazon Corporate rules, will be paid in full every 30 days.
4. Road Commission officers and employees who use the line of credit will, as soon as possible, submit a copy of the Amazon invoice to the Finance Director/Clerk. If the 30 day payment deadline falls between board meetings, the invoices will be prepaid and submitted for approval at the next board meeting.
5. The Finance Director/Clerk will review each transaction as soon as possible to ensure that transactions comply with this policy. All monthly transactions charged to the line of credit will be initialed by the Board at their monthly meetings.
6. Officers and employees that use the Road Commission's Amazon.com line of credit in a manner contrary to this policy shall reimburse the Road Commission for unauthorized expenditures and will be subject to disciplinary action up to and including termination.

Commissioner Brundage supported the motion. Roll Call: Yes – Brundage, Scott, Linton. Motion carried.

The County Farm Road Dam culvert will be repaired by relining the culvert. This repair has to be done as soon as possible to protect the integrity of the road. It is scheduled to be done by September 1st.

County Road Association standardized permits were discussed. The style and format of the permits are acceptable. The standardized fee structure may need to be addressed further before the board is comfortable. It may not be a one-size-fits-all fee solution for all counties. Mark will talk to members of our council and see what other similar rural road commissions are doing with the fee schedule.

Manager's Report

- Will finish up chip sealing in Ionia County today and start moving equipment to Newaygo County the next couple days. Weather dependent, we should finish up there by the end of next week. The chip seal work is top notch.
- The last few chloride applications are being done the next couple weeks with those that pay for the extra load to be done after Labor Day.
- Fisher will be back Monday and plans to stay the week to gravel. All scheduled roads should be re-graveled by Labor Day.
- Still have culverts to replace on Amble Road and Lake Montcalm through the Muskegon Watershed grant. Will work on them the next couple weeks.

- Truck #90 and a tanker trailer were sold at the auction today. The sale netted just under \$3,000.
- The snow rodeo is scheduled for October 11th at the MDOT office in Plainwell. If anyone is interested in attending let me know soon.
- We were notified that we have \$266,753.16 in earmarked federally obligated funds left from the Heartland Trail that can be repurposed on an all season route. With some other funding sources this potentially could allow us to repave Stanton Road from M-66 to M-91 all next year rather than splitting it up into two years.
- The trap rock chip seal on the newer pavement is looking good. We would like to do a couple more miles if the budget and the weather allow for it yet this fall.

Engineer's Report

- The concrete deck was poured at the Six Lakes Bridge on Monday. The pour went well. Completion date is September 29.
- Paving is complete at the Montcalm County Emergency Services building. Pavement marking and turf restoration remain.
- The Carson City street projects (3 streets) were paved yesterday.
- Peck Road in Montcalm Township is being paved today. The two remaining paving projects in Eureka Township will be paved tomorrow. The remaining paving projects are in Belvidere and Winfield Townships and possibly Mt. Hope Road in Bloomer Township.
- Sidney Road from the Montcalm Community College to Derby Road has been paved. This was part of the MCC connector trail project.
- Heritage Lane in the development north of Brookside Golf Course off Johnson Road would like us to certify the road and make it public. The final course of pavement is done and the road has been deeded to us. We will need a resolution from the township approving the addition to their local road system and we will need to pass one at our next board meeting accepting it also.

Clerk's Report

- CRASIF WC Audit on September 12th.
- Our PO Box is being closed and mail delivery will start on August 28th. The post office will hold mail Friday and Saturday and deliver it on Monday.
- Will purchase all necessary equipment for the time card software this week. Was waiting for approval of Amazon.com business account line of credit. The savings purchasing the equipment on Amazon is substantial.

Moved by Brundage seconded by Scott, to approve the August 16, 2017 bills totaling \$725,162.53 and Payroll #17 totaling \$97,473.52.

There being no further business the meeting adjourned at 10:00 a.m.

Chairman

Clerk