

September 27, 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 September 27, 2017.

Present: Commissioners Dale Linton, and Michael Scott; also present: Mark Christensen, Managing Director, Pat Denton, Engineering Technician and Kim Alexander, Finance Director-Clerk. Absent: Robert Brundage.

The Pledge of Allegiance and a prayer were given.

Moved by Scott, seconded by Linton, to approve the agenda as amended, adding letter K. Heater proposal and letter L. Pick-up Quote. Motion carried.

Moved by Scott, seconded by Linton, to approve the minutes of the September 6, 2017 meeting as presented. Motion carried.

John Grawberg from Cato Township was present with concerns about shoulder repairs on N. Lakeview Road. Mark will take a look at it and make contact with Mr. Grawberg.

Moved by Scott seconded by Linton to approve and sign the following contract. Motion carried.

Sidney Township

- Replace existing culvert with 48" metal culvert at the Hansen Drain on Pakes Road 35 feet west of Plumb Road. - \$1,770

Moved by Scott, seconded by Linton, to open the public hearing for the purpose of reviewing the proposed 2017 General Appropriations Budget at 9:02 a.m.

The Finance Director/Clerk presented the following notes to the budget:

These notes include additional information regarding the Preliminary Budget for Fiscal Year 2018 to be considered on September 27, 2017. We are predicting an addition of \$10,648.54 to fund balance at the end of 2018. We continue to leave several positions unfilled and we continue to put off replacement of heavy equipment, e.g. graders and loaders, in order to balance the budget.

REVENUES – Budget Amount: \$12,831,550

Michigan Transportation Funds – We budgeted an increase in MTF payments. The total budgeted is at \$8,010,000. This number was estimated with the assistance of CRA of Michigan and MDOT and their MTF Revenue Projection worksheet.

State and Federal Aid – We have budgeted State and Federal aid for the following projects proposed for 2018:

- 1.) Crush, shape and pave 522 (Stanton Road) from M-91 (Greenville Road) to Hillman Road. (4.5 miles) This project will be paid for with the \$450,000 we are receiving from the Kent County Road Commission thru the sale of Federal Aid funds.
- 2.) Fixed Object Removal – Tree removal is estimated at \$414,500. This is a safety grant with a 10% match requirement from MCRC. (\$41,450) This project was originally on the 2017 project list.
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- 5.) Profile, mill & overlay 582 (Howard City/Edmore Road) from US 131 ramps to Village of Howard City limits. This \$264,000 project will be paid using Federal STP funds.
- 6.) Chip/fog seal CR 571 (Wyman Road) from CR 530 (McBride Road) to M-46. (Howard City/Edmore Road) (4 Miles) – \$94,000 paid by Federal STP. (Force Account)

State Trunk Line Maintenance – As of now we have not received a trunk line maintenance budget from the Michigan Department of Transportation. We have budgeted \$1,100,000. This amount will be adjusted once we receive the trunk line budget from MDOT.

Township Contributions – We have budgeted a similar amount in township contributions compared to the current year. In the spring as the townships return signed contracts for local road projects, this number will be adjusted up or down.

EXPENDITURES – Budget Amount: \$12,820,901

Road and Bridge Maintenance (Routine, Preventive and Winter) – We have budgeted close to estimated 2017 budget levels. Since maintenance work is heavily dependent on the weather and conditions beyond our control, these expenditures may need to be adjusted up or down later in the year—usually after we get through winter and see what actual costs are. The majority of the projected MTF increase is budgeted in Primary Road Maintenance, Primary Heavy Maintenance and Capital Outlay.

Equipment Expense (Direct, Indirect and Operating) – We have budgeted about the same as previous years in these categories. The gas/diesel is an unknown so it was kept at \$300,000 but can be adjusted after winter.

Capital Outlay – This year we have budgeted \$1,000,000 for capital outlay. We are converting two of the military trucks into plow trucks with approximately a quarter of the funds. The remaining capital outlay money will be spent on equipment that has been prioritized by the Manager.

Principal & Interest – We have budgeted \$853,795 for the annual principal and interest payments on the trucks, equipment and the 32 mile road improvement note. The first loan for trucks and equipment will be paid off in August 2018, the second loan in March 2020, and the construction note in March 2026. The CAT loader will be paid off 7/15/19.

Moved by Scott, seconded by Linton to close the public hearing at 9:10 a.m. Motion carried.

Motion by Scott, seconded by Linton to adopt the year ending 9/30/18 General Appropriations Budget in the amount of \$12,820,901. Furthermore, for the purpose of administering the General Appropriations Budget in accordance with the provisions of Public Act 621 of 1978, as amended, the following provisions are included: 1) Mark Christensen, Managing Director, is designated as Chief Administrative Officer and Kim Alexander, Finance Director-Clerk is designated as Fiscal Officer. 2) The Chief Administrative Officer is authorized to transfer up to 25% of a line item amount approved in the General Appropriations Budget to another line item without prior approval but subject to approval of the Board of Commissioners at their next regular board meeting. 3) The expenditure amount of Distributive Expense, as approved in the General Appropriations Budget, shall be allocated to the various other expenditure line items in the proportion as the allocation of actual Distributive Expense at year-end. Roll call: Scott-yes and Linton-yes. Absent: Brundage. Motion carried.

Motion by Scott, seconded by Linton to approve the year ending 9/30/17 General Appropriations Budget estimated at \$14,263,887 plus estimated year-end operating funds of \$1,480,558. Roll call: Scott-yes and Linton-yes. Absent: Brundage. Motion carried.

Motion by Scott, seconded by Linton to approve a transfer of up to, 50% if needed, of Michigan Transportation Funds from the Primary Road Fund to the Local Road Fund for the year ending September 30, 2017. Roll call: Scott-yes and Linton-yes. Absent: Brundage. Motion carried.

Moved by Scott, seconded by Linton to approve the winter de-icing renewal from Michigan Chloride for the same price as last year, \$0.1325/gallon. Motion carried.

Moved by Scott seconded by Linton to accept the low bid from H & H Plumbing and Heating for the furnace replacement in the black top shed for \$3,580.00. Roll call: Scott-yes and Linton-yes. Absent: Brundage. Motion carried.

Moved by Scott, seconded by Linton to authorize the Manager to order and purchase a new pick-up truck with the purchase price being in the best interest of the county. Motion carried.

Future road commission positions and staffing needs were discussed by the board.

The October meeting of the Road Commission was changed from October 11, 2017 at 9:00 a.m. to October 10, 2017 at 9:00 a.m.

Manager's Report

- Township projects are finishing up for the year. We are ditching in two townships this week and will start two more next week. There is a small amount of gravel still to be done in Pine Township.
- The Truck Rodeo will be held in Plainwell on October 11, 2017. If interested in attending let me know and I'll RSVP.
- The Winter Operations Conference is October 16th and 17th. Chad and I will be attending.
- Next Thursday I will be presenting information about the Federal Aid Exchange program with Steve Warren, from the Kent County Road Commission at the TAMC Conference in Marquette.
- Tony, Pat, Mike and Joe will be attending the Superintendent Conference in Manistee next week.
- Roadside Park bids and scraper blade bids will be going out next week.
- The MDOT salt facility person was supposed to meet and look at our sheds this week. He canceled and will reschedule.
- Will need to discuss dates and times of annual township meetings at our next meeting.
- Employee meeting will be Wednesday, October 25th.
- On September 28th, JX Peterbilt will be supplying lunch for all employees.

Engineer's Report

- The Six Lakes Bridge paved yesterday. Central Asphalt did a nice job. Placing embankment and restoration today and tomorrow. Guardrail will be placed on Friday. The contractor has requested a one week time extension. Open to traffic was supposed to be September 29 but will now be October 6.
- The invoice for the Amble Road and Lake Montcalm road culvert projects have been submitted to the Muskegon River Watershed Assembly. They are paying for materials and we are matching funds with our labor and equipment. Maple Valley Township and Winfield Township contributed \$2500 each.
- Working on the primary road project list for next year. There are several options for projects. It depends on the reallocation money left from the Federal Grant for the Fred Meijer Trail project.
- Mt. Hope is the last paving project this year. Project is a crush, shape and pave from the Carson City limits south to Snows Lake Road (2.75 miles). Proposed schedule is roto-milling next week, shaping the second week of October and paving the third week of October.
- Most projects have been completed. There is some ditching left to do. Crack seal is finally complete.
- The Federal Safety Grant projects for fixed object removal in the right-of-way will be let in November. We plan on sending letters to affected property owners in the next couple of weeks.

Clerk's Report

- Deyo-Stone will be here on October 3rd to reevaluate our buildings contents for insurance purposes.
- Sue Sanford plans to start the audit the week of November 27th
- The new payroll software is almost ready to use. There was a lot of data that needed to be input for the set-up. Kelly did a lot of the work and did a great job helping out.

Moved by Scott, seconded by Linton, to approve the September 27, 2017 bills totaling \$697,464.60 and Payroll #20 totaling \$91,284.37. Roll call: Scott-yes and Linton-yes. Absent: Brundage. Motion carried.

There being no further business the meeting adjourned at 10:28 a.m.

Chairman

Clerk