

September 29, 2021

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 29, 2021.

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

The Pledge of Allegiance and a prayer were given.

Moved by Scott, seconded by Brundage, to approve the minutes of the September 8, 2021, meeting as presented. Motion carried.

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

Moved by Brundage, seconded by Linton to open the public hearing for the 2022 General Appropriations Budget at 9:03 a.m. Motion carried.

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

REVENUES – Budget Amount: \$17,277,529

Michigan Transportation Funds – We budgeted an increase of \$394,980.00 at \$10,632,180.00 in the MTF payments. This number was taken from the Michigan Treasury ORTA (Office of Revenue & Tax Office) estimate from July. There was an estimate dated February 2021 that hasn't changed. We can amend the budget accordingly if that number changes in the coming months.

State and Federal Aid – We have budgeted State and Federal aid for the following projects proposed for 2021. The local match on all projects totals \$153,300.00.

- 1.) Sidney Rd, 582 – widen paved shoulders, tree cleaning, signing, shoulder rumble strips and recessed pavement – Safety Project - \$451,700.00
- 2.) Bridge Rehab – Local - \$101,000.00
- 3.) Federal Road Safety Project - \$548,949.00
- 4.) Multi Bridge Rehab Primary - \$466,000

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 \$1,189,500. This amount will be adjusted once we receive the trunk line budget from MDOT, which has been in January, the last few years.

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: \$17,277,504.00

Road and Bridge Maintenance (Routine, Preventive and Winter) – We have budgeted close to estimated 2021 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.

Equipment Expense (Direct, Indirect and Operating) – We have budgeted about the same as previous years in these categories. With the fuel station in place, we are seeing a good reduction in our Stanton fuel costs, but prices have been creeping up, so I increased the budget to \$450,000, which is close to our amended budget for 2021.

Capital Outlay – This year we have budgeted \$1,200,000 for capital outlay. Mark will detail his plans for this money.

Interest – We have budgeted \$538,000 for our annual principal and interest payments. This includes \$449,043.89 for our road work note payment and the balance for the Cat loader purchased in 2019.

Moved by Scott, seconded by Brundage to close the public hearing at 9:23 a.m. Motion carried.

Motion by Scott, seconded by Brundage to adopt the year ending 9/30/22 General Appropriations Budget in the amount of \$17,277,504.00. 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: Brundage-yes, Scott-yes and Linton-yes. Motion carried.

Motion by Brundage, seconded by Scott, to approve the year ending 9/30/21 General Appropriations Budget estimated at \$18,226,999 plus estimated year-end operating funds of \$1,889,179.40. Roll call: Brundage-yes, Scott-yes and Linton-yes. Motion carried.

Motion by Scott, seconded by Brundage 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, 2020. Roll call: Brundage-yes, Scott-yes, Linton-yes. Motion carried.

Moved by Brundage, seconded by Scott to approve the 2022 Chloride Renewal Bid from Michigan Chloride at the same rate as the 2021 season. Roll call: Brundage-yes, Scott-yes, Linton-yes. Motion carried.

Moved by Scott, seconded by Brundage to approve the 2022 Chloride Renewal Bid from DB Brine at the same rate as the 2021 season. Roll call: Brundage-yes, Scott-yes, Linton-yes. Motion carried.

Moved by Brundage, seconded by Scott to approve the 2022 Rest Area Maintenance Bid from Northern Michigan Commercial Cleaning LLC at the same rate as the 2021 season.

Moved by Scott, seconded by Brundage to approve the same 1% raise for administrative employees as union employees are receiving in their contract on October 1, 2021. Roll call: Brundage-yes, Scott-yes, Linton-yes. Motion carried.

Moved by Brundage, seconded by Scott to approve and sign the following township contracts:

Cato Township

Install catch basin and drainage pipe on Birch Shores Drive - \$1,818

Home Township

Centerline and edgeline pavement markings on four mile of local roads - \$3,000

Manager's Report

- Spoke with Andrew Causcini and let him know that the board accepted his proposal for labor council.
- Work continues countywide and we are grading when we can. We need some moisture to help us out and we'll get caught up next week.
- Fisher will be done with all re-gravels tomorrow. Limestone re-gravels are complete.
- Central Asphalt is paving Fenwick Road today and tomorrow and this will finish up our paving for the 2021 fiscal year. We have a couple township projects that are still scheduled this construction season.
- We are milling 582 tomorrow and hope to pave next week to complete the project.
- We will begin work on 522 west of M-91 (MDOT 2022 detour route for the Langston Bridge Project) We will be paving from M-91 to Gravel Ridge Road.
- All primary mowing is done except for a dab in the Stanton area that will be finished up soon.
- New doors were installed on the back of the boardroom and in the shop. A new window was also installed in the parts office.

- Our liquid truck that was built last year will be on display at the Superintendent's Conference in Manistee next month. Mark, Joe, Chad and Rob will be attending.
- We are still doing our research on the truck garage. Hobbs and Black was to have plans for both options to me before the board meeting but I have yet to receive them. Joe and I met with Lee Austin in Saginaw regarding another option. We will review and share the information once we look at all options.

Moved by Scott, seconded by Brundage, to approve the September 9, 2021, bills totaling \$525,902.21, the September 23, 2021, bills totaling \$750,397.95, Payroll #18 totaling \$107,597.86 and Payroll #19 totaling \$111,485.55. 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 10:17 a.m.

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Chairman

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Clerk