

APRIL 24, 2013

The Board of County Road Commissioners of Montcalm County held a special meeting at its office located in Stanton, Michigan at 9:00 a.m. on April 24, 2013.

Present: Commissioners Dale Linton, Robert Brundage and Michael Scott; Mark Christensen, Managing Director/Superintendent; and Karen Swan, Finance Director-Clerk. .

Moved by Brundage, seconded by Scott, to approve the agenda as presented with the addition of B) 2016 Local Bridge Program – Garlock Road over Butternut Creek; C) One-Ton Patch Truck; and D) Closed Session. Motion carried.

The special meeting was called to discuss the Finance Director-Clerk's position, which is being vacated when Karen Swan retires on May 23rd. After second interviews with the two final candidates, the position was offered to Charles Hazekamp last week; however, he has since withdrawn himself from the process. Bob Brundage started a discussion by asking the following questions: 1) Do we go back and negotiate with Mr. Hazekamp? 2) Do we offer the position to the next candidate? 3) Do we hire someone part-time to do the accounting only or outsource it and then hire a clerical person at a lower wage to do that part of the job and to assist Mark and also Pat in Engineering? Do we start all over? Dale Linton and Mike Scott agreed that the Board should not renegotiate with Mr. Hazekamp—he made his decision to withdraw based on what was offered. Mike Scott stated he feels it cannot be a part-time position—there is so much more to the job than just the accounting portion, e.g., human resources and benefits administration, also working with the public and township officials—and all of the things that come up every day. Dale Linton stated that the person in the position not only does the accounting and human resources, they work for the Board and handle confidential matters—it needs to be a full-time position. Karen Swan stated she feels that based on 26 years of experience in the position it should remain a full-time position. In addition to the accounting and human resources, the Finance Director-Clerk does all of the monthly, quarterly and annual financial reporting, the annual budgets, human resources and benefits administration, assists the Manager and the Board with labor negotiations and correspondence, works with the public, township officials and the Road Commission's attorneys on road and right-of-way issues, and a myriad of things that just come up every day. Mark Christensen suggested that a full-time position be offered to the second candidate. What do we do if that person doesn't accept the position? We start over. Karen advised the Board that she would have no problem delaying retirement in order to give them time to find the right person for the job and spend at least one month training them—there is no need to rush the process.

Moved by Brundage, seconded by Scott, to offer the Finance Director-Clerk's position to Margery Forist at a starting annual salary of \$50,000 with a raise to \$52,000 on October 1, 2013 and then to \$56,000 on January 1, 2014. In addition, one week of personal time and one week of vacation credited on date of hire with one week of personal time and two weeks of vacation credited on January 1st. Motion carried. Roll call: Yes-Brundage, Scott, Linton.

Moved by Scott, seconded by Brundage, to adopt the following resolution, which replaces the original board resolution made on April 4, 2013 and adds Garlock Road over Butternut Creek:

WHEREAS, the Road Commission for Montcalm County has various bridges that require either preventive maintenance, scour countermeasures or are in need of replacement due to poor physical condition and those are:

Replacement – (Priority 1)

- Structure Number 13556 – Garlock Road over Butternut Creek

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Preventive Maint – Remove/replace deck, HMA overlay and railing upgrade (Priority 2)

- Structure Number 7455 – Condensery Road (CR506) over Fish Creek

Preventive Maintenance – Remove/replace deck, HMA overlay, railing upgrade (Priority 3)

- Structure Number 7473 – Miles Road (CR585) over Flat River

Preventive Maintenance – Epoxy overlay and rail surface sealer (Priority 4)

- Structure Number 7467 – Long Road (CR540) over Little Muskegon River
 - Structure Number 7475 – Crystal Road (CR565) over Fish Creek
 - Structure Number 7476 – Crystal Road (CR565) over Pine River
 - Structure Number 7477 – Mt. Hope Road (CR555) over Fish Creek

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Preventive Maintenance—Replace deck, HMA overlay, rail/fascia surface sealer (Priority 5)

- Structure Number 7484 – Jenks Road over Fish Creek
- Structure Number 7485 – Boyer Road over Fish Creek
- Structure Number 7493 – Miner Road over Fish Creek
- Structure Number 7494 – Bollinger Road over Fish Creek

Preventive Maintenance – Replace deck, HMA overlay, rail/fascia surface sealer (Priority 6)

- Structure Number 7479 – Lake Montcalm Road over Flat River
 - Structure Number 7496 – Lake Road over Flat River

WHEREAS, the Road Commission for Montcalm County has reviewed the application requesting funds for the construction cost of replacing said bridges; and

WHEREAS, the Road Commission for Montcalm County understands that they:

- Must pay five percent of the as-bid construction cost and the entire cost of all engineering services and right-of-way; and
- Must agree to have sufficient funds to pay their share of the costs for construction in fiscal year 2016

NOW, THEREFORE, BE IT RESOLVED that the Road Commission for Montcalm County hereby approves the filing of said application with the Michigan Department of Transportation requesting funds through the Local Bridge Program for the repair or replacement of the above-listed bridges and further that we are actively seeking their participation in the repair/replacement of the bridges.

Motion carried. Roll call: Yes-Brundage, Scott, Linton.

Moved by Scott, seconded by Brundage, to approve a Capital Outlay purchase through the State of Michigan's MIDEal program of a 2013 GMC Sierra, two-wheel drive, one-ton truck chassis at a cost of \$22,681.75 from Red Holman GMC of Westland, Michigan. Motion carried. Roll call: Yes-Brundage, Scott, Linton.

Moved by Brundage, seconded by Scott, to enter into a Closed Session at 9:45 a.m. for the purpose of discussing upcoming labor negotiations. Motion carried.

Moved by Scott, seconded by Brundage, to end the Closed Session at 10:20 a.m.

There being no further business, the meeting ended at 10:20 a.m.

Chairman

Clerk