

JANUARY 2, 2013

The Board of County Road Commissioners of Montcalm County held a regular meeting at its office located in Stanton, Michigan at 3:00 p.m. on January 2, 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 minutes of December 20, 2012, as presented. Motion carried.

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

Moved by Brundage, seconded by Scott, to appoint Dale Linton as Chairman for 2013. Motion carried. Roll call: Yes-Brundage, Scott. Abstain: Linton.

Moved by Scott, seconded by Linton, to appoint Robert Brundage as Vice-Chairman for 2013. Motion carried. Roll call: Yes-Scott, Linton. Abstain: Brundage.

Moved by Brundage, seconded by Scott, to appoint Karen Swan as Finance Director-Clerk of the Board for 2013. Motion carried. Roll call: Yes-Brundage, Scott, Linton.

Moved by Brundage, seconded by Scott, to appoint Mark Christensen as Managing Director-Superintendent for 2013. Motion carried. Roll call: Yes-Brundage, Scott, Linton.

Moved by Scott, seconded by Brundage, to appoint Carol Smith, P.E., of LS Engineering, as County Highway Engineer for 2013. Motion carried. Roll call: Yes-Brundage, Scott, Linton.

Moved by Scott, supported by Brundage, to approve the following Board meeting schedule for 2013. Motion carried.

Day	Date	Time
Wed	February 6, 2013	9:00 AM
Tue	March 5, 2013	9:00 AM
Wed	April 3, 2013	9:00 AM
Thu	April 18, 2013	9:00 AM
Wed	May 8, 2013	9:00 AM
Wed	May 22, 2013	9:00 AM
Wed	June 5, 2013	9:00 AM
Wed	June 19, 2013	9:00 AM
Wed	July 3, 2013	9:00 AM
Wed	July 17, 2013	9:00 AM
Wed	August 7, 2013	9:00 AM

Day	Date	Time
Wed	August 21, 2013	9:00 AM
Wed	September 11, 2013	9:00 AM

Wed	September 25, 2013	9:00 AM
Annual Budget Meeting		

Wed	October 9, 2013	9:00 AM
Wed	October 23, 2013	9:00 AM
Tue	November 5, 2013	9:00 AM
Wed	November 20, 2013	9:00 AM
Wed	December 11, 2013	9:00 AM

Moved by Brundage, seconded by Scott, to adopt the following resolution:

BE IT RESOLVED THAT the Board of County Road Commissioners of Montcalm County hereby approves Contract No. 12-5604 between the Road Commission for Montcalm County and the Michigan Department of Transportation for:

- A. Rehabilitation work for the structure B01 of 59-10-12 (#7451), which carries Fenwick Road over Dickerson Creek, Sections 23 and 26, T9N, R7W, Fairplain Township, Montcalm County, Michigan; including superstructure replacement, approach, and maintaining traffic work; and all together with necessary related work.
- B. Nameplate installation work for structure B01 of 59-10-12 (#7451) and all together with necessary related work.
- C. The removal and replacement of the structure B01 of 59-10-27 (#7510), which carries Carlsen Road over Dickerson Creek, Sections 22 and 23, T9N, R7W, Fairplain Township, Montcalm County, Michigan; the reconstruction of the approaches to the structure for approximately 330 feet southerly and 300 feet northerly of the structure; and all together with necessary related work.

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D. Nameplate installation work for structure B01 of 59-10-27 (#7510) and all together with necessary related work.

BE IT FURTHER RESOLVED THAT Dale Linton, Chairman, and Karen Swan, Finance Director-Clerk, are hereby authorized to sign said contract.

Motion carried. Roll call: Yes–Brundage, Scott and Linton.

Moved by Brundage, seconded by Scott, to amend Policy No. 1992-02 – Meeting/Seminar Travel Expenditure Policy, Section 2, to state: Reimbursement of daily meals is limited to the IRS’s “Standard Meal Allowance” as outlined in the most current IRS Publication 463”. Motion carried. Roll call: Yes-Brundage, Scott, Linton.

Moved by Brundage, seconded by Linton, to obtain a Chemical Bank, Business Edition credit card with a \$2,000 limit, to be used for Road Commission business only, for Michael Scott, Commissioner. Motion carried. Roll call: Yes-Brundage, Linton. Abstain: Scott.

Moved by Brundage, seconded by Scott, to set the Office Assistant’s annual salary at \$40,000 effective immediately. Motion carried. Roll call: Yes-Brundage, Scott, Linton.

Manager’s Report

- Anti-icing has worked out well so far; weather conditions have been optimal for using it.
- Crews are cutting brush and patching potholes.
- A rep from JT Tower is coming up to look at the radio tower; we will consider their recommendation on whether or not the tower should be removed.
- Spoke with Chemical Bank about truck financing. Interest rate is currently around two percent; they would not require any security. If we decide to go forward, the process takes about four weeks.
- The two bridges on the contract with MDOT, which were signed earlier in the meeting, will be in MDOT’s February letting.
- Pat Denton and I will be making a presentation at the Community Potluck held at Faith Lutheran Church on January 23<sup>rd</sup>.

Moved by Scott, seconded by Brundage, to authorize the Superintendent-Managing Director and the Finance Director-Clerk to pay bills and payroll on their regular schedules during the months of January, February and March 2013 due to the Board meeting only once per month during those months. Motion carried. Roll call: Yes-Brundage, Scott, Linton.

Moved by Brundage, seconded by Scott, to approve the 1/2/13 bills totaling \$114,556.80 and Payroll #26 totaling \$77,265.86. Motion carried. Roll call: Yes-Brundage, Scott, Linton.

There being no further business, the meeting adjourned at 4:25 p.m.

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Chairman

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Clerk