

September 25, 2013

The Board of County Road Commissioners of Montcalm County held a regular meeting at its office located in Stanton, Michigan at 9:15 a.m. on September 25, 2013, preceded by the annual budget hearing at 9:00 a.m.

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

The Pledge of Allegiance and a prayer were given.

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

Moved by Brundage, seconded by Scott, to approve the minutes of the September 11, 2013 meeting, as presented. Motion carried.

Moved by Scott seconded by Brundage to open a Public Hearing at 9:00 a.m. for the purpose of reviewing the proposed 2014 General Appropriations Budget. Motion carried.

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

These notes include additional information regarding the Preliminary Budget for fiscal year 2014 to be considered on September 25, 2013. We are predicting an addition of \$232,438 to fund balance at the end of 2014. 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: \$14,330,333

Michigan Transportation Funds – We have budgeted no increase in our share of state gas tax and license plate receipts for 2014. Revenues for next year are projected to be similar to the current year.

State and Federal Aid – We have budgeted State and Federal aid for the following projects proposed for 2014:

- 1) Crush, shape and overlay Derby Road from Stanton Road to Sidney Road. This \$655,000 force account project will be paid for with Federal STP funds in the amount of \$524,000 and State “D” Funds totaling \$131,000.
- 2) Chip seal and fog seal Federal Road from Cannonsville Road to Lake Montcalm Road. Federal STP funds totaling \$75,200 and State “D” funds totaling \$18,800 will be used for this \$94,000 force account project.
- 3) Chip seal and fog seal various (4) to be determined county primary roads. Federal STP funds totaling \$ 300,800, State “D” Funds totaling \$52,000 and local funds of \$23,200 will be leveraged to fund these projects.
- 4) Overlay Peck Road from M-91 to Fitzner Road, County Farm Road from Industrial Drive to Backus Road and Vining Road from Peck Road to VanDeinse Street. (County Farm Road) This \$468,750 project will be funded with \$375,000 in Small Urban funds with a local match of \$93,750.
- 5) Crystal Road widening for the bike trail which is funded by an \$80,000 Enhancement Grant with the \$20,000 match coming from donations.
- 6) Intersection widening at Federal Road and Kendaville Road (\$382,938 total) will be funded with \$344,640 in Federal HRRR dollars with a local match of \$38,298.
- 7) A safety upgrade at Kendaville and West County Line Road will also be funded with Federal HRRR money. The total project will be \$30,502 with \$3,050 coming from local match.

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State Trunk Line Maintenance – As of September 25<sup>th</sup> we have not received a trunk line maintenance budget from the Michigan Department of Transportation. We have budgeted \$1,181,361. 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: \$14,097,895

Road and Bridge Maintenance (Routine, Preventive and Winter) – We have budgeted close to estimated 2013 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.

Road and Bridge Preservation & Improvement – We have budgeted expenditures based on expected State and Federal aid. We have also budgeted to gravel resurface several miles of primary gravel roads—something we had not done for many years but started doing again in 2012 and 2013.

Equipment Expense (Direct, Indirect and Operating) – We have budgeted in increase due to the depreciation on the new trucks.

Capital Outlay – This year we have budgeted \$300,000 for capital outlay; equipment to be purchased is yet to be determined; however, we do need to look at purchasing a new phone system.

Long-Term Debt Principal and Interest – We have budgeted \$211,384 for the annual principal and interest payment on the 5 new trucks purchased last year. This is a five year installment purchase agreement with Chemical Bank.

The Public Hearing ended at 9:14 a.m. and the regular Board meeting commenced.

Motion by Scott seconded by Brundage to adopt the year ending 9/30/14 General Appropriations Budget in the amount of \$14,097,895. 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 9/30/13 General Appropriations Budget estimated at \$14,561,138 plus estimated year-end operating funds of \$148,000 and Heartland Trail funds of \$26,300 (reserved for the Crystal Road Widening/Bike Trail). Roll call: Brundage-yes, Scott-yes and Linton-yes. Motion carried.

Motion by Scott seconded by Brundage to approve the transfer, 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, 2013. Roll call: Brundage-yes, Scott-yes and Linton-yes. Motion carried.

Motion by Brundage seconded by Scott to approve and sign the following contracts:  
Motion carried.

Village of Lakeview

- Crack seal emulsion applied by private contractor - \$9,511
- 180# bituminous overlay on Morton Street from Niles Street to Henry Street and Henry Street from Morton Street west to end. (.09 mile long x 16 feet wide) - \$5,785

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- 180# bituminous overlay on Tamarack Road from East Parker Hannifin Drive east to Village of Lakeview limits (.07 mile long x 30 feet wide) - \$5,724

#### City of Stanton

- Crack seal emulsion applied by private contractor - \$9,511
- 250# bituminous mat on Ridge Street from Mill Street east to end (.05 mile long) - \$4,038
- 180# bituminous overlay on Lake Street from Court Street to Lincoln Street, Lincoln Street from Lake Street to Camburn Street, and Camburn Street from Lincoln Street to Lake Street (.60 mile long) - \$48,272

Motion by Scott seconded by Brundage to vote yes on the amendment to the County Road Association of Michigan's bylaws, allowing the name Vacationland's Council be changed to the East Central Council. Roll call: Brundage-yes, Scott-yes and Linton-yes. Motion carried.

Commissioner Brundage offered the following resolution and moved for its adoption:

### **RESOLUTION** **REQUEST FOR FEDERAL SAFETY PROGRAM FUNDS**

Due to safety concerns at the following locations and a lack of funding to provide needed upgrades and improvements, the Board of County Road Commissioners of Montcalm County hereby requests the Michigan Department of Transportation to provide funds for the following projects under the Federal Safety Program:

1. Stanton Road west of Grow Road
2. Federal Road at Almy Road intersection upgrade
3. Various sign upgrades throughout the county
4. Federal Road guardrail upgrade
5. Culvert replacement on Colby Rd

The Road Commission for Montcalm County hereby agrees that if any of the above projects are approved for funding, the Road Commission will provide the local match of ten to twenty percent (10%-20%) of the construction cost in addition to the cost of design and construction engineering.

Supported by Commissioner Scott. Roll call: Yes— Brundage, Scott and Linton. Motion carried.

#### Manager's Report

- Joe and Kevin attended training in Midland last week.
- Ken participated in "Freeze the Facts" training through MCRCSIP.
- Joe and Greg will be attending Winter Operations training in Gaylord in October.
- Jeff Borton moved from Cato Township to Bloomer Township. The Cato Township opening is currently posted.
- Three of the five new trucks are finished and in Stanton. The other two should be ready in the next week. Truck & Trailer plans on doing training with the five drivers of the trucks.
- The Superintendent's conference is next week in Manistee. Mark, Pat and Tony (if better) will be attending.
- All township projects are complete.
- The early salt order will be delivered in October but we will pay September prices.
- The Regional Task Force meets October 22<sup>nd</sup>.
- We will be bidding scraper blades, rest area maintenance and engineering equipment in the near future.
- Township meeting schedules are in packets.
- Federal Aid project lists were handed out. Please get with Mark if there are any questions or concerns.

#### Engineer's Report

- The Sidney Road Bridge project is progressing nicely. They will be setting beams next week.

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- Working on closing out the other three Federal Aid projects with the contractors so we can finalize the paperwork.

Clerk's Report

- Spent majority of time working on the budget. Karen and Ron Wohlford were both a big help.
- Sent out township letters and schedules. A copy of the schedule was handed out.
- Sent Medicare notices and Insurance Marketplace notices to employees and retirees. Would like to collect email addresses to lessen the number of mailings to employees.
- An appraiser re-assessed the buildings at all three locations for MCRCISP. This resulted in a net increase of \$196,100 in building values.

Moved by Scott seconded by Brundage to approve the September 25, 2013 bills totaling \$683,699.32, pre-pays totaling \$50,455.92 and payroll #19, totaling \$79,355.63. Motion carried. Roll call- Brundage-yes, Scott-yes and Linton-yes.

There being no further business the meeting adjourned at 10:25 a.m.

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Chairman

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Clerk