

September 30, 2020

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 30, 2020.

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

The Pledge of Allegiance and a prayer were given.

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

Moved by Scott, seconded by Brundage, to approve the minutes of the September 9, 2020 meeting as presented. Motion carried.

Motion by Scott, seconded by Brundage to open a public hearing for the purpose of reviewing the proposed 2021 General Appropriations Budget at 9:00 a.m.

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

REVENUES – Budget Amount: \$17,065,246.04

Michigan Transportation Funds – We budgeted an increase of \$1,008,739.13 at \$10,549,292.44 in the MTF payments. This number was taken from the Michigan Treasury ORTA (Office of Revenue & Tax Office) estimate from July. There was a new estimate dated August 27, 2020 that lowered the amount slightly. When we amend the budget, I'll adjust it accordingly.

State and Federal Aid – We have budgeted State and Federal aid for the following projects proposed for 2021:

- 1.) Sidney Rd, Federal Rd, Amy School Rd – widen paved shoulders, tree cleaning, signing, shoulder rumble strips and recessed pavement – Safety Projects – \$1,243,112.00
- 2.) West County Line Bridge (Newaygo Co.) - \$1,081,868.00

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 \$1,350,000. 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: \$17,030,875.68

Road and Bridge Maintenance (Routine, Preventive and Winter) – We have budgeted close to estimated 2020 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.

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. Fuel prices are an unknown for Howard City and Greenville so the budget is set at \$400,000, the same as our amended budget for 2020.

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 \$509,055.34 for our annual principal and interest payments. This includes \$458,630.44 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 9:10 a.m. Motion carried.

Motion by Scott, seconded by Brundage to adopt the year ending 9/30/21 General Appropriations Budget in the amount of \$17,030,875.68. 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 9/30/20 General Appropriations Budget estimated at \$16,149,643.74 plus estimated year-end operating funds of \$1,950,000. 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. Motion carried.

Moved by Brundage, seconded by Scott to follow the Engineering Department's recommendation and approve the encroachment into the right of way at 1242 North Shore Drive, Crystal. Roll call: Brundage-yes, Scott-yes and Linton-yes. Motion carried.

Moved by Brundage, seconded by Scott to accept the used motor grader bids for \$125,000 \$138,000 and from Honnen Equipment. Roll call: Brundage-yes, Scott-yes and Linton-yes. Motion carried

Moved by Scott seconded by Brundage to approve the Administrative Wage Schedule dated October 1, 2020. Roll call: Brundage-yes, Scott-yes and Linton-yes. Motion carried

Manager's Report

- Working on gravel roads this week. They are getting a little rough in a few places.
- Working on MDOT projects on M-91, M-46 and the roadside park on M-57 to finish up the year.
- Tim Sleight, hired as the new Day Township truck driver, started last Monday and is doing a good job.
- Pat Moeggenberg informed us of his intention to retire in the spring. We will be advertising for an Engineering Tech and hope to have one in place by December 1st.
- Engineers will be out inspecting the Dickerson Lake Road Bridge again. There is still commercial traffic driving over the bridge regardless of the 3-ton limit and signage.
- Truck and Trailer is working on the new liquid truck.

Engineer's Report

- We have two primary, two township and one city paving project to be completed. It will be the end of October before the contractor will be back to complete these.
- The Eureka South County Line tree cutting project is scheduled to start October 12th. Pat M and I meet with the property owners to discuss the project. It should take about three weeks to complete.

Jim deSpelder, from the County Road Association Self Insurance Fund, was present to award the board his organization's 2020 Turnaround Award. This is given to the member road commission that achieved the largest positive change in experience modification factor during the 2019-2020 coverage year. He also presented the board with a \$500 safety grant awarded by his organization.

Moved by Scott seconded by Brundage, to approve the September 24, 2020 bills totaling \$882,186.70 and Payroll #20 totaling \$95,136.08. 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 10:05 a.m.

Chairman

Clerk