

DECEMBER 15, 2004

The Board of County Road Commissioners for Montcalm County held a meeting at its office located in Stanton, Michigan at 3:00 p.m. on December 15, 2004.

Present: Commissioners Dale Linton, Robert Brundage and Donald McCracken; Randy Stearns, Managing Director; Jack Johnson, Superintendent; Bob Buckowing, County Highway Engineer; and Karen Swan, Finance Director-Clerk.

Moved by McCracken, seconded by Brundage, to approve the minutes of December 1, 2004 as presented. Motion carried.

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

Carol Swainston and Erica Riches of the county's Office of Address Administration came before the Board to discuss the possibility of changing the name of West Baldwin Road in Eureka Township. According to Ms. Swainston and Ms. Riches, emergency crews have had problems finding addresses on West Baldwin Lake Road, because there are three roads in the immediate vicinity that are also called Baldwin Lake—Baldwin Lake Road, East Baldwin Lake Drive and West Baldwin Lake Drive. Ms. Swainston stated that they would be responsible for notifying the residents that would be affected along with utilities and the post office. Discussed whether or not a public hearing would be necessary.

Moved by Brundage, seconded by McCracken, to approve the 2005 Salary Plan as presented. Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

Moved by McCracken, seconded by Brundage, to approve the purchase by Jack Ralph and the Road Commission of three years of generic service credit under the MERS retirement plan. Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

Moved by McCracken, seconded by Brundage, to approve the purchase by Jack Ralph and the Road Commission of three years of generic service credit under the MERS retirement plan. Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

Moved by McCracken, seconded by Brundage, to approve the purchase by Allen Sias and the Road Commission of five years of generic service credit under the MERS retirement plan. Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

Bob Marston, a resident of Evergreen Township, came before the Board to request approval of a permit to place a permanent encroachment in the Pine Trail Drive right-of-way—a pipe from his existing septic tank to new drain field located across the road. Bob Buckowing will meet on site with Mr. Marston's contractor tomorrow morning to look at the area.

Moved by Brundage, seconded by McCracken, to approve a permit for Robert Marston to place a septic drainpipe under Pine Trail Drive and in the road-right-of-way. Motion carried.

Moved by McCracken, seconded by Brundage, to accept the bid from Tinney Chevrolet of Greenville for a 2004 GMC Yukon. Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

Moved by McCracken, seconded by Brundage, to approve Policy No. 2004-04 as follows: Employees of the Road Commission have an ongoing opportunity to access confidential information or records that are only available to the general public on a limited review or purchase basis. Much of the information processed by these employees is confidential, and its release is governed by law; for example medical and driver license information. These laws mandate that personal information will not be disclosed to anyone unless that party is legally entitled to receive the information. Employees must not access or release information contained in the records and files of this department, including digital images or signatures, except in connection with their duties and only to authorized parties in accordance with work area procedures.

If an employee is approached to provide information inappropriately, including digital images and signatures, the employee must refuse to release the requested information and immediately advise supervision.

It is a very serious offense for an employee to access, release or use for personal purposes, confidential information obtained in the course of employment. A violation of this policy is just cause for disciplinary action up to and including dismissal. In addition, the Road Commission may request criminal charges be filed against the employee, which could result in a felony conviction.

DECEMBER 15, 2004

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

Reviewed correspondence from a resident in Pierson Township regarding damage done to his concrete driveway when a road commission truck turned around in the driveway. Jack Johnson stated that he did an investigation, and he provided pictures of the damage. Jack stated that the drivers have been told not to turn around in the driveway but instead at the next intersection. The Board directed that a letter be sent to the resident requesting that he provide an estimate of the cost to repair the driveway.

Discussed roads in site condominiums. According to Attorney Michael Cavanaugh the Road Commission may adopt a policy that it will not place any site condominium roads on certification; however, he also stated the Board may want to set a policy that gives them the option of whether or not they will accept site condo roads as public roads.

Manager's Report

- The new patch trailers are working very well; a big improvement over the old ones.
- Mecosta County Road Commission is holding an equipment auction on March 22nd and wants to know if we would be interested in including anything. Spoke to their Manager and she stated that they were getting more for used trucks than they did at Kent County's auction. The consensus was, let's try it.
- The new pickup trucks are in production. They've been held up due to a shortage of wheels.
- If all goes well, the new float trucks are due in Grand Rapids some time in February.

Superintendent's Report

- Started anti-icing today on all trunklines, county primaries; and if there is time, on local paved roads.
- With all the changes in the weather and the temperature, and even with working over at night, we were not able to get all of the gravel roads bladed and in good shape before they froze. We'll have to wait for the roads to thaw before we can do much more.

Moved by Brundage, seconded by McCracken, to approve the 12/15/04 bills totaling \$385,214.96 and Payroll #25 totaling \$96,699.15. Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

There being no further business, the meeting adjourned at 5:15 p.m.

Chairman

Clerk