

APRIL 5, 2006

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 April 5, 2006.

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

Moved by McCracken, seconded by Brundage, to approve the minutes of March 15, 2006 as presented, with a correction to the motion renaming Baldwin Road to Slawson Lake Road. Said motion should read "Moved by Brundage, seconded by *Linton*". Motion carried.

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

Moved by McCracken, seconded by Brundage, to commence the public hearing for the purpose of reviewing the Road Commission's proposed "Standards, Guidelines and Policies for Roads and Driveways". Reviewed the proposed standards and guidelines which pulls together into one book the following ordinances and policies regarding roads and driveways in Montcalm County: the Board of County Commissioners' Ordinance No. 2005-02 regarding the regulation and construction of private roads within the county, the Board of County Road Commissioners' "Road Standards and Guidelines" (formerly called Plat Standards), policies regarding the certification of existing public or private road right-of-way, the certification of new roads, primary and local road guidelines regarding trees in the right-of-way, and the policy regarding driveways and road approaches. It was suggested that the entire contents of the book be placed on the Road Commission's website; Jack Johnson will work on getting this accomplished. The public hearing ended at 3:25 p.m. and the regular meeting convened.

Moved by McCracken, seconded by Brundage, to approve and adopt the new "Standards, Guidelines and Policies for Roads and Driveways" effective immediately. Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

Moved by Brundage, seconded by McCracken, to approve the following township contracts. Carried.

Bushnell Township

- Four applications of chloride at 1,000 gpm - \$23,519.

Crystal Township

- Four applications of chloride at 1,000 gpm - \$25,729.

Day Township

- Four applications of chloride at 1,250 gpm - \$22,780.

Douglass Township

- Three applications of chloride at 1,650 gpm - \$29,471.

Eureka Township

- Three applications of chloride at 1,650 gpm - \$16,767.

Montcalm Township

- Three applications of chloride at 1,650 gpm - \$16,314.

Pierson Township

- Three applications of chloride at 1,650 gpm - \$26,751.

Pine Township

- Three applications of chloride at 1,650 gpm - \$16,824.

Sidney Township

- Three applications of chloride at 1,650 gpm - \$28,566.
- Gravel Hansen Road from Amsden Road east 0.25 mile - \$3,904.
- Gravel Holland Road from County Farm Road to Hansen Road - \$3,904.

Richard Marvin, attorney for Midwest Land Holdings, LLC, owners and developers of the Autumn Ridge Site Condominium project located in the southeast corner at the intersection of Wise Road and Johnson Road in Eureka Township, came before the Board to advise the Road Commission that the developers and their various road contractors have come to a financial agreement to remove the asphalt and substandard base materials, haul the materials away, and then reconstruct and pave the roads to the Road Commission's standards and at absolutely no cost to the Road Commission. Mr. Marvin stated that the developer's timeframe is to do this work as soon as possible. The Board advised Mr. Marvin that the developer would need to obtain a permit from the Road Commission in order to work in the road right-of-way. Mr. Marvin was advised that Road Commission's engineer would be asked to fax a permit, with the details spelled out, to the developer by the end of this week.

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Moved by McCracken, seconded by Brundage, to approve the installation of a flashing light at the intersection of West County Line Road and Kendaville Road at a total cost of \$2,666 with Newaygo County Road Commission agreeing to pay one-fourth of the cost up to \$700. Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

Moved by McCracken, seconded by Brundage, to approve the 2006 materials testing contract with Andrews Material Testing Services and to authorize the Chairman and the Clerk to sign the contract. Motion carried.

The Clerk reviewed the following adjustments to the 2006 Cash Budget:

		Original	04/05/06		Adjustment
<u>RECEIPTS</u>		<u>Budget</u>	<u>Budget</u>	<u>Adjust</u>	<u>Reason for Adjustments</u>
001	Cash Account (Balance on 10/01/05)	200	152	(48)	YE 9/30/05 actual
003	NOW Account (Balance on 10/01/05)	129,904	131,916	2,012	YE 9/30/05 actual
005	Bond Account (Balance on 10/01/05)	16,300	16,337	37	YE 9/30/05 actual
040	A/R Miscellaneous	6,500	6,500	0	
071	A/R Cities	1,000	1,000	0	
077	A/R Villages	350	350	0	
078.01	A/R State Trunkline Maintenance	955,048	955,048	0	
078.02	A/R State T/L Non-Maintenance	0	16,221	16,221	Y-T-D Actual
078.04	A/R State - Other	0	0	0	
078.10	A/R Michigan Transportation Funds	950,000	949,857	(143)	YE 9/30/05 actual
080	A/R Due on Township Contracts as of 9/30/05	330,600	343,510	12,910	YE 9/30/05 actual
228	Due to State	90,346	90,346	0	
229	Due to Federal Government	407,020	403,384	(3,636)	Payroll changes affect payroll taxes
283	Escrow	0	0	0	
328	State Advances	0	0	0	
430	National Forest Roads	500	500	0	
451	Permit Fees	15,000	15,000	0	
553	STP/TED Transfer (Fed Aid funds sold to state)	713,500	606,420	(107,080)	Reduction in Federal Aid funding due to redirection of funds to Hurricane Katrina areas & legislators' projects.
583.01	Contributions-Public Entities	0	0	0	
583.04	Contributions-Townships	1,685,000	1,685,000	0	
642	Charge for Services/Sales	0	0	0	
643	Salvage Sales	5,000	5,000	0	
665	Interest Earned	12,000	12,000	0	
671	Sundry Refunds	1,000	1,000	0	
675	Contributions-Other	0	0	0	
693	Gain/Loss on Equipment Disposals	0	0	0	
A513	Expend Credit - Fringe Benefits	173,681	212,156	38,475	Workers Comp/ WC audit refunds rec'd
A514	Expend Credit - Distributive	0	0	0	
A515	Expend Credit - Administrative	0	0	0	
546	Michigan Transportation Funds	4,797,525	4,726,626	(70,899)	YTD down 3.5%; based remainder of year same as April thru Sept last year.
TOTAL RECEIPTS:		10,290,474	10,178,323	(112,151)	
CASH EXPENDITURES					
001	Cash Account (Balance on 9/30/06)	200	200	0	
003	NOW Account (Balance on 9/30/06)	330,911	166,427	(164,484)	Net change of all other adjustments
	Payroll	2,313,960	2,176,453	(137,507)	3 employees on S-T disability for large part of the year
202	Accounts Payable as of 9/30/05	200,000	291,790	91,790	YE 9/30/05 actual
228	Due to State	90,346	90,346	0	
229	Due to Federal Government	584,040	571,768	(12,272)	Payroll changes affect payroll taxes
328	State Advances	0	31,065	31,065	Y-T-D actual
A513	Fringe Benefits	1,334,121	1,319,176	(14,945)	Payroll changes affect pension payments
A514	Distributive Expense	270,600	270,600	0	
A515	Administrative Expense	124,976	124,976	0	
A517	State Trunkline Maintenance	206,977	206,977	0	
A518	State Trunkline Non-Maintenance	0	0	0	
A900	Capital Outlay	15,000	72,227	57,227	Add 3 tractors, 2 used shoulder retrievers and 2 used blades
A991	Long-Term Debt Principal	219,571	219,571	0	
A995	Long-Term Debt Interest	52,750	52,750	0	
A459	Primary Road Heavy Maintenance	685,000	618,975	(66,025)	Due to reduction in STP/TED funds
A460	Primary Bridge Heavy Maintenance	0	0	0	
A467	Primary Road Maintenance	210,000	210,000	0	
A468	Primary Bridge Maintenance	4,000	4,000	0	
A489	Local Road Heavy Maintenance	1,400,000	1,400,000	0	
A490	Local Bridge Heavy Maintenance	0	0	0	
A497	Local Road Maintenance	618,000	618,000	0	
A498	Local Bridge Maintenance	4,000	4,000	0	
A510	Equipment Expense-Direct	283,000	283,000	0	
A511	Equipment Expense-Indirect	202,122	202,122	0	
A512	Equipment Expense-Operating	500,000	500,000	0	
109	Road Materials Inventory	535,900	638,900	103,000	Add 15,000 cyd-M66 Pit; +\$4,000 royalties for gravel at Braman Pit
110	Parts Inventory	114,000	114,000	0	
TOTAL CASH EXPENDITURES:		10,299,474	10,187,323	(112,151)	

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Moved by McCracken, seconded by Brundage, to approve the adjustments, as presented, to the 2006 Cash Budget. Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

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

BE IT RESOLVED THAT the Board of County Road Commissioners of Montcalm County hereby approves Contract No. 2006-0244 between the Road Commission for Montcalm County and the Michigan Department of Transportation for the transfer of Federal Aid funds from the Transportation Equity Act for the 21st Century (TEA-21) in exchange for State Trunkline Funds (STF) at a rate of seventy-five cents (\$0.75) in state funds to one dollar (\$1.00) in Federal funds allocated to Montcalm County to provide more flexibility of funding dollars for the road system in Montcalm County.

BE IT FURTHER RESOLVED THAT Dale Linton, Chairman, is hereby authorized to sign said contract.

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

Moved by Brundage, seconded by McCracken, to postpone review of MDOT Contract No. 2006-0168 for the Greenville Salt Storage until a draft of the 2007 budget is done. Motion carried.

Manager's Report

- Spring weight restrictions were lifted on March 30th. Quite a few citations were written by the weighmaster and some are being contested.
- Now that we have the mud and frost behind us, the gravel roads are shaping up pretty good. We are starting to cut berms on gravel roads.
- Terry Materials of Alma had the next to the lowest bid for emulsion this year; their bid was 6/10ths of a cent higher than the low bidder from Ohio. Terry was low bidder last year, and their representative has asked if we would consider using them again since the price difference is so small. What is the Board's feeling? Prefer to go with the low bidder, but if for some reason the low bidder cannot deliver or there are problems, the Board has no objection to using Terry Materials.
- When does the Board want to start the 10-hour day schedule? Monday, April 17, 2006.

Superintendent's Report

- We have been notified that we will not be able to obtain 38% chloride until after June due to a shortage of supply. That means salt stabilization projects won't be able to start unless we use 26% chloride at twice the regular rate, which would still be less expensive than the 38% chloride.
- Does the Board plan to do any salt stabilization on primary roads this year? Karen Swan explained that there is no money in the budget for salt stabilization, sealing, brush spraying or putting chloride on gravel shoulders at this time and it does not look very promising for this year. The Board said to hold off until after June to see where we stand.

Clerk's Report

- Cato Township asked if the Board would be willing to carry half of the cost (\$40,000) for one year for the township's proposed special assessment project on Satterlee Road north of Cutler Road. The Clerk stated that she told the Cato Township Clerk that it probably was not feasible because of budget constraints. The Board concurred with the Clerk; the township will be advised.

Engineer's Report

- Tom Mayan discussed the National Pollutants Discharge Elimination System and storm water runoff. If an agency is an Authorized Public Agency (APA), it can disturb up to five acres on a project such as a grade project without notifying the proper authorities; however, if a project is over five acres you must obtain a permit and keep detailed records. The people tracking the project and keeping the records must be recertified every three years.

Commissioners' Comments

- Dale Linton advised the Board that he attended a meeting with members of the Parks Committee along with Don Cooper and John Berchtold regarding the Road Commission's property located on Johnson Road in Section 19 of Montcalm Township. The Parks Committee is discussing the possibility of a three-year option to buy the property to develop as a rustic campground.

Moved by Brundage, seconded by McCracken, to approve the 4/5/06 bills totaling \$204,063.75 and Payroll #7 totaling \$74,040.97. Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

There being no further business, the meeting adjourned at 5:22 p.m.

Chairman

Clerk