

DECEMBER 6, 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 December 6, 2006.

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

Moved by McCracken, seconded by Brundage, to approve the minutes of November 15, 2006 as presented. Motion carried.

Moved by Brundage, seconded by McCracken, to approve the agenda as presented with the addition of H) Fuel Contract. Motion carried.

Moved by McCracken, seconded by Brundage, to approve and sign the Winter Maintenance Contract, for the 2006-2007 season, with the Village of Pierson to maintain Federal Road (CR599) within the village limits (0.53 mile) with the Village agreeing to pay \$1,378.69 (the amount the Road Commission would otherwise receive from MTF for the certification and maintenance of this portion of the road). Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

Discussed purchasing diesel and bio-diesel fuel under fixed contract pricing for a fixed period of time and a fixed amount of fuel in an effort to reduce diesel fuel costs to the Road Commission. A conference call was made to Mike Petersen of P.O.C. Fleet Services to discuss current and future pricing and to get Mr. Petersen's thoughts on whether or not prices may drop a few more cents in the next week or so.

Moved by McCracken, seconded by Brundage, to authorize the Managing Director to contract a total of 80,000 gallons of diesel and/or bio-diesel fuel for the period January 2007 through May 2007, subject to polling the board members, and at a price to be determined. Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

Reviewed an amendment to Policy No. 2005-01, Work Hours & Timekeeping. Approval of the amendment to the policy was postponed until the next board meeting so that some changes to the wording can be made.

Reviewed a proposed policy for sick days and the requirement of a doctor's statement for employees who have used up all of their vacation and/or personal leave for the year. Randy Stearns and Jack Johnson both expressed concern that some employees may look at the proposed policy as a way to take off unpaid time ("no time" as it was called in the past), which is not allowed. Karen Swan stated that one of the union officers approached her about the sick days and stated that he recalled that during the last labor contract negotiations this very item had been discussed and though it hadn't been made part of the labor contract the consensus between the union and management negotiators was that many times it is difficult to get a doctor appointment within a day or two. In checking her notes from the negotiations, she found where it had been discussed and that the Board had stated a doctor's statement would be required if an employee was off for three or more days. The Board members stated that they did recall the discussion and were in agreement that a doctor's statement would not be required unless an employee is off for three or more days; however, employees who try to abuse this policy in an attempt to take unpaid time off will not be tolerated and they expect supervision to handle any such situations.

Moved by McCracken, seconded by Brundage, to approve the following policy, No. 2006-03, Sick Days, which is effective immediately:

An employee, who has expended all of his/her vacation and personal leave for the year and finds that they must take time off due to illness, shall provide a doctor's statement upon their return to work if they are absent for a period of three (3) or more consecutive working days.

An employee, who has expended all of his/her vacation and personal leave for the year and finds that they must take one or two days off due to illness, will not be required to provide a doctor's statement upon their return to work unless said employee routinely calls in sick for one or two days at a time.

In accordance with Appendix B, Section 1.h of the Labor Agreement, the Employer reserves the right to discipline an employee who is absent from work for two consecutive regularly scheduled working days without an excuse acceptable to the Employer.

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

Manager's Report

- The new heating/air-conditioning unit for the engineering department has been installed.
- The truck driver's position for Pierson Township has been filled. The person offered the job has given two week's notice to his current employer and a pre-employment DOT physical has been scheduled.
- Joyce Randall, Manager of Mecosta County Road Commission, asked me to thank the Board on her behalf for allowing Jack Johnson and two of our drivers show their drivers how to operate the patrol wings. They are very pleased with how they work.
- Recently met with MDOT and the other counties involved in the West Michigan Public Works Mutual Aid Agreement, which allows the participating counties to share manpower and equipment in emergency or severe weather situations. Currently there are five other counties besides Montcalm that are participating—Ionia, Kent, Muskegon, Newaygo and Ottawa. Counties requesting assistance will be required to reimburse all labor, fringe benefit and equipment costs to those counties responding with assistance. The County Road Association's attorney has reviewed the agreement, and MDOT has agreed to pick up half of the cost for changing the radio frequencies to allow the various counties to communicate with each other.

Moved by Brundage, seconded by McCracken, to approve and sign the West Michigan Public Works Mutual Aid Agreement in participation with Ionia, Kent, Muskegon, Newaygo and Ottawa County Road Commissions. Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

Clerk's Report

- The year ending 9/30/06 fringe benefit report has been completed. Based on last year's numbers the fringe benefit rate to be used for 2007 has increased from 69.33% to 85.42%. The change is mainly due to increased health insurance and pension costs.
- Just a reminder, the retirement party for Jack Johnson and Ken Kettler will be held December 15th at 1:00 p.m. in the conference room.

Moved by McCracken, seconded by Brundage, to authorize the Finance Director to obtain a business credit card with a \$1,000 credit limit for Mark Christensen, who will be replacing Jack Johnson as Superintendent. Motion carried.

Superintendent's Report

- This is my last board meeting before I retire, and I just want to say that in the 35 years that I have worked for the Road Commission, this is the best board of road commissioners we have had. It's been a pleasure working with all of you.

Engineer's Report

- Would like to suggest that if there aren't enough federal aid funds in 2007 to do another road besides Fenwick Road from Crystal Road to Mt. Hope Road, that we consider extending the project on Fenwick Road down to Vickeryville Road.
- Spoke with Bob Scott last week about the Blackmer Road bridge. Programming has not been sent to MDOT yet; however, it will be next week. The bids won't go out as early as we had anticipated.

Commissioners' Comments

- Donald McCracken – Does our current software alert someone in the shop when a grease job is due? If not, we should check into some software that does—we have too much invested in equipment, and our people need to stay on top of this. Per the Finance Director—I believe the equipment preventive maintenance module in the Cogitate software does let Kelly know, but I don't know if it's an alert or if she has to run a report—I'll have to check. I know that Kelly Randall inputs the mileage/hours and work orders every day and the information would come from that. Discussed the feasibility of hiring a mechanic student to come in several hours a day to do grease and oil changes.

Moved by McCracken, seconded by Brundage, to approve the 12/6/06 bills totaling \$178,954.11 and Payroll #25 totaling \$79,172.21 as presented. Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

There being no further business the meeting adjourned at 4:35 p.m.

Chairman

Clerk