

JANUARY 4, 2012

The Board of County Road Commissioners for Montcalm County held a regular meeting at its office located in Stanton, Michigan at 3:00 p.m. on January 4, 2012.

Present: Commissioners Dale Linton and Donald McCracken; Randy Stearns, Managing Director; Mark Christensen, Superintendent; Carol Smith, County Highway Engineer; and Karen Swan, Finance Director-Clerk. Commissioner Robert Brundage arrived at 3:08 p.m.

Moved by McCracken, seconded by Linton, to approve the minutes of December 21, 2011 as presented. Motion carried.

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

Moved by Brundage, seconded by McCracken, to appoint Dale Linton as Chairman for 2012. Motion carried. Roll call: Yes-McCracken, Brundage. Abstain: Linton.

Moved by McCracken, seconded by Linton, to appoint Robert Brundage as Vice-Chairman for 2012. Motion carried. Roll call: Yes-McCracken, Linton. Abstain: Brundage.

Moved by Brundage, seconded by Linton, to appoint Karen Swan as Finance Director-Clerk of the Board for 2012. Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

Moved by McCracken, seconded by Brundage, to appoint Randy Stearns as Managing Director for 2012. Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

Moved by McCracken, seconded by Brundage, to appoint Mark Christensen as Superintendent of Roads for 2012. Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

Moved by Brundage, seconded by McCracken, to appoint Carol Smith, P.E., of LS Engineering as County Highway Engineer for 2012. Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

Audra Kuhn and Tom Dwyer of the Richland Township Planning Commission came before the Board to discuss their proposed "Ice Cream Bike Lane" bike path along Crystal Road from 5<sup>th</sup> Street in Vestaburg to M-46. Carol Smith provided a breakdown showing an estimated cost of \$48,800 to build the bike path; of this amount approximately \$39,040 (80%) would come from an enhancement grant, if approved, and the balance of approximately \$9,760 (20%) would be the local match. Carol stated she would be willing to donate her time and LS Engineering staff's time (estimated at 68 hours or \$6,240) toward the 20 percent match. If the Board would be willing to donate Pat Denton's preliminary and construction engineering time (estimated at 34 hours or \$1,700), LS Engineering's and the Road Commission's donated labor could be used as part of the 20 percent local match. The balance of approximately \$1,820 and the additional cost of \$1,500 for subcontracted materials testing would have to be provided by the township as its part of the local match.

Moved by McCracken, seconded by Brundage, to approve donating the Engineering Technician's labor to provide preliminary and construction engineering for the proposed "Ice Cream Bike Lane" bike path contingent upon the project being approved by MDOT for a transportation enhancement grant. 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. 11-5685 between the Road Commission for Montcalm County and the Michigan Department of Transportation for:

Chip-seal and fog-seal work along County Road 599 (Federal Road) from Highway M-46 northerly to the north Montcalm County line; and all together with necessary related work.

BE IT FURTHER RESOLVED THAT Dale Linton, Chairman, and Karen Swan, Finance Director-Clerk, are hereby authorized to sign said contract.

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

Moved by McCracken, seconded by Brundage, to accept Greenscape's written offer to extend its 2011 bid price for curb sweeping to the 2012 season. Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

Moved by McCracken, seconded by Brundage, to set the following board meeting schedule for 2012. The Board will meet at 3:00 p.m. on Wednesday, January 18<sup>th</sup>, Wednesday, February 1<sup>st</sup>, and

JANUARY 4, 2012

Wednesday, March 7<sup>th</sup>; thereafter, the Board will meet at 3:00 p.m. on the first and third Wednesday of each month except in July and August when it will meet at 3:00 p.m. on the second and fourth Wednesday. Motion carried.

Manager's Report

- The good weather has allowed us to blade gravel roads, so they are in pretty good shape. The crew is doing a good job.
- We have been invited to provide the program for the monthly MTA meeting, which will be held on Tuesday, February 21<sup>st</sup>, in Ferris Township.

Superintendent's Report

- Demolition of the house next door is coming along well; the back end of the lot is all cleaned up. We are waiting for Consumers to turn off the gas so we can proceed.
- We had a small amount of overtime this weekend taking care of some slippery areas.
- Bids for Fleck Road Bridge over Flat River will be opened in Lansing on Friday; project is scheduled to start May 1<sup>st</sup>.

Clerk's Report

- January MTF is down \$522 (or 0.12%) compared to January 2011. We are \$12,370 to the good compared to the first four months of last fiscal year.
- The auditor is scheduled to be here sometime this month to do the annual financial audit. I have completed the year-end Act 51 financial reports and the year-end budget. I will be starting to work on the GASB34 reports shortly and hope to have them completed by the time the auditor arrives.

Moved by Brundage, seconded by McCracken, to approve bills totaling \$177,843.50 and payroll #26 totaling \$73,589.47. Motion carried. Roll call: Yes-McCracken, Brundage, Linton.

There being no further business, the meeting adjourned at 3:45 p.m.

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Chairman

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Clerk