

NOVEMBER 19, 2003

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 November 19, 2003.

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

Moved by McCracken, supported by Brundage, to approve the minutes of November 5, 2003 as presented. Carried.

Moved by Brundage, supported by McCracken, to approve the agenda as presented. Carried.

Clerk's Report

- Annual financial report is partially done—backup schedules are completed; starting to work on the revenue/expenditure portion of the report. Still need to complete individual depreciation schedules for each primary and local bridge in the county in order to comply with the new GASB34 regulations—have completed primary and local road depreciation schedules from 1983 to the present. Auditors from the Treasury Department are tentatively scheduled for mid- to late-January to do the 2003 financial audit.

Manager's Report

- Paving and pavement marking has been completed; shoulders are scheduled for next week or later this week if possible.
- Received a very nice letter from the Trufant Chamber of Commerce thanking the Road Commission for the various roads projects on Stanton Road leading into Trufant.
- Truck drivers are blading gravel roads—trying to get and keep the gravel roads in good shape before they freeze down tight—if we have to work overtime to do it, we will.
- Slag for next year's sealing projects on local roads has been ordered and will be delivered over the winter.
- The Cato Township truck driver's position is open and will have to be filled as soon as possible—we have a drawer full of applications that we'll be going through.
- Kelly Carter has been working with Eaton Corporation to make adjustments to the Auto10 transmissions—they have been here and we have had the drivers at Eaton's location. One of the drivers in today's employee meeting stated that the trucks with the Auto10 don't downshift quick enough—one of the things Eaton stated was that the drivers have to remember that they should shift out of automatic to manual when they know they are going to be in a situation where it's needed.

Superintendent's Report

- We have three trucks that have hand-cranked tarps—two of the mechanisms are junk. We've been asked if we would replace them with electric cranks like the other trucks, especially since we aren't ordering new trucks this year. The Board is in agreement to install electric cranks.
- The plans for the new garages in Greenville and Howard City do not include anything for a generator hook-up—do you want to include it at both garages? Yes.

Engineer's Report

- Reviewed site plan for Miles Meadow Site Condominium in Sidney Township.
- I have some issues with the Whitefish Woods Site Condominium project in Pierson Township. The curb and gutter that the developer installed at Kendaville Road was out to the edge of the traveled portion of the road; they were ordered to remove it and re-pour it in the correct location. Also concerned about the porosity of the new pavement—the road does not meet specifications. Will be sending a letter advising the developer that the Road Commission will not accept the roads for certification until these issues are addressed.
- I will be reviewing the current Plat Standards over the winter to see what needs to be updated.

Commissioners' Comments

- Discussed the possibility of selling Federal Aid dollars. Don McCracken and Bob Brundage are in favor of it; Dale Linton is in favor but feels we should wait until February to see what the Federal government does with the funding—maybe they'll offer more. Rich Buskirk is working on the plans for the 2004 Federal Aid projects—too late to do anything this year.

Reviewed upcoming changes to various salaried employees' jobs due to the early retirements in late December. As you know the Stock Clerk's position will not be filled—the majority of his current duties will be given to the Fleet Superintendent. A portion of the current Stock Clerk's duties will also be given to the Office Assistant and a small portion is yet to be decided. Also, the

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current Assistant County Highway Engineer will become the County Highway Engineer on January 1, 2004. Based on the increased responsibilities and additional work created by these changes it was the Board's decision, based on recommendations from supervision, to make salary adjustments effective January 1, 2004.

Moved by Brundage, supported by McCracken, that effective January 1, 2004 the following salaries be set: a) County Highway Engineer – annual salary of \$56,400 with no additional pay for overtime; b) Fleet Superintendent – annual base salary of \$44,645; c) Office Assistant – annual base salary of \$33,500. Carried. Ayes: McCracken, Brundage, Linton.

Moved by Brundage, supported by McCracken, to approve the 11/19/03 bills totaling \$526,800.68 plus Payroll #23 totaling \$80,950.29. Carried. Ayes: McCracken, Brundage, Linton.

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

Chairman

Clerk