

MEETING
IONIA COUNTY ROAD DEPARTMENT ADVISORY BOARD
November 18th, 2019

Meeting called to order by Chairman Chuck Minkley at 5:00 p.m.

Members present – Chuck Minkley, Ken Gasper, Larry Tiejema, Jack Shattuck, Scott Wirtz, Jason Eppler, Tutt Gorham, John Niemela, Steve Nash, Robert Dunton, Mike Blood, John Piercefield.

Members Absent - None

Others present – Paul Spitzley, Brian Simon, Jack Elliott, Cory Smith, Wes Shafer, Tanya Shafer, David Hodges, Stephanie Fox, Al Almy, Dennis Sitzrer, Richard Pohl, Ken Olson, Joyce Hamp, Morgan Prescott, Tom Reisbig, Garrett Gross, Brian Calkins, Gordon Fyan, Kevin Wadkins, Dan Thomas, Dorothy Pohl, Bud White, Chris Perry, Alison Batchelder, Larry Listerman.

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: Motion by Jason Eppler and seconded by John Niemela to approve the agenda. Motion carried.

CITIZEN REQUEST: none

The Chairman asked if the minutes of the October 16, 2019 meeting that were distributed at the meeting were correct. Motion by John Niemela and seconded by Jack Shattuck to approve the minutes as presented. Motion carried.

The following vouchers were presented:

- a.) 11575 – Payables - \$ 240,430.11
- b.) 11576 – Payroll - \$ 87,353.56
- c.) 11577 – Payables - \$ 534,782.78
- d.) 11578 – Payroll - \$ 90,204.58
- e.) 11579 – Payables - \$ 583,041.67

Motion by Larry Tiejema and seconded by Jack Shattuck to approve the vouchers for payment. Motion carried.

The board discussed By-Law adoption. Motion by Jason Eppler and seconded by Ken Gasper to table By-Law Adoption.

The Board discussed appointing of Chairman and Vice Chairman of the Advisory Board. Motion by Larry Tiejema and seconded by Jack Shattuck to appoint Chuck Minkley as Chairman of the Advisory Board. Motion carried.

The Board discussed appointing of Vice Chairman of the Advisory Board. Motion by Chuck Minkley and seconded by John Niemela to appoint Larry Tiejema as Vice Chairman of the Advisory Board. Motion Carried

The Board reviewed and discussed the appointment of Sub-Committees and their members. Three Sub-Committees will be formed consisting of four members each. The Sub-Committees will meet at least once per month and the Advisory Board as a whole once per month. Pension and Budget Sub-Committee will consist of Larry Tiejema, Jason Eppler, Steve Nash, Bob Dunton. Infrastructure Committee will consist of Scott Wirtz, Chuck Minkley, Mike Blood, and John Niemela. Personnel Sub-Committee will consist of Jack Shattuck, Tutt Gorham, Ken Gasper, and John Piercefield. The individual sub-committees will elect their respective officers at their first meeting.

The Board discussed the Advisory Board meeting schedule. Motioned by Chuck Minkley and seconded by Jason Eppler to select the second Wednesday of each month for the Advisory Board to meet as a whole beginning January 8th 2020 at 9:00 a.m. The first meeting of the advisory Board will be Monday December 16th at 9:00 a.m.

The Board discussed the Sub-Committee meeting schedule. Budget and Pension Sub-Committee meeting will be held on Monday, December 2nd, at 9:00 a.m. Infrastructure Sub-Committee meeting will be held Wednesday December 4th, at 9:00 a.m. Personnel Sub-Committee will meet Tuesday December 10 at 11:00 a.m. Future meetings for Sub-Committees will be discussed at those meetings.

The Board reviewed and discussed the October 2019 Balance Sheet/Rev-Exp compared to budget.

The board discussed the purchasing and financing of a Cat 140M Grader, a John Deere 6120M Boom Mower, a John Deere 5090E Mowing Tractor, and two 10-foot woods batwing mowers. Motion by Jason Eppler to recommend these purchases to the county board of commissioners totaling \$458,280.70 and to secure financing for no more than 5 years and at a 3% or lower interest rate. Seconded by Ken Gasper. Motion carried.

The County Hwy Engineer, Paul Spitzley, discussed with the board the 2019 remaining budget and the need for a budget adjustment #3 to be approved as close to the year end as. The latest possible county board meeting for this amendment would be the December 17th meeting.

The Board discussed the 2020 preliminary budget draft packet.

The County Hwy Engineer explained the uniqueness and the necessity of the Judith Reynolds Gravel Agreement. Motion by Ken Gasper and seconded by Steve Nash to recommend approval of the agreement to the county board of commissioners. Motion Carried.

The Board discussed the Association of Southern MI Road Agencies By-Law changes. Motion by John Niemela and seconded by Ken Gasper to vote yes on the by-law changes. Motion Carried.

The County Highway Engineer reported that Cutler Road has been opened and Whites Bridge construction continues. County wide bridge inspections are currently taken place. It was determined that the Bell Rd bridge needed to be closed. Slag is beginning to be brought into our pits.

Road Superintendent, Bud White, commented that his crews gearing up for the winter season.

Fleet Manager, Chris Perry, commented on how they were continuing to get trucks set up for the winter season. Then commended his mechanics on the hard work they had put in during the time, since July, in which they were short a mechanic.

CLOSING PUBLIC COMMENT -


Larry Listerman commented that Dorothy Pohl has done an excellent job as Managing Director. She worked with the townships and was able to get a lot of road work done that way. He also said that the road commission was broke and inefficient when she started but now it is a lot better off.

Jack Elliott commented on the need for the meetings to be consolidated to the same day so it is less complicated for the public to keep track of and attend.

Joyce Hamp commented on how there were no women on the Advisory Board.

The date and time for the next Advisory Board meeting is Monday, December 16, 2019 at 9:00 a.m.

Motion by Ken Gasper and seconded by Jack Shattuck to adjourn the meeting at 6:35 p.m.
Motion carried.



Chuck Minkley, Chairman
Larry Tiejema
vice-chair



Clerk

IONIA COUNTY ROAD DEPARTMENT BOARD – INFRASTRUCTURE COMMITTEE
REGULAR MEETING AGENDA
WEDNESDAY, DECEMBER 4th, 2019 – 9:00 A.M.

MEMBERS:

Chuck Minkley, John Niemela, Scott Wirtz, and Mike Blood

CLERK:

OTHERS PRESENT: _____

1. Call to Order and Pledge of Allegiance
2. Roll Call of Members
3. Additions, Deletions and Corrections to the Agenda
4. Citizen Request and Initial Public Comment
5. Approve minutes (none as this is the first sub-committee meeting)
6. New Business
 - a.) Election of Officers
 - b.) Meeting Schedule
 - c.) 2020 Preliminary Budget Draft Packet
 - d.) 2020 Projects
 - e.) 2020 Capital Outlay
 - f.) Review of existing properties
7. Unfinished Business
8. Commissioner/Management Reports/Discussion Items
9. Closing Public Comment
10. Set Date and Time of Next Meeting –
11. Adjournment

**IONIA COUNTY ROAD DEPARTMENT BOARD – INFRASTRUCTURE
SUB-COMMITTEE MEETING
WEDNESDAY, DECEMBER 4th, 2019 – 9:00 A.M.**

Meeting called to order by Chuck Minkley at 9:00 a.m.

The Pledge of Allegiance was recited by those present.

Members Present – Chuck Minkley, John Niemela, Scott Wirtz, and Mike Blood

Others present – Paul Spitzley, Morgan Prescott, Wes Shafer, Dave Hodges

ADDITIONS, DELETIONS & CORRECTIONS TO ADGENDA: None. Moved by Wirtz and seconded by Blood to approve agenda as presented. Motion carried.

CITIZEN REQUEST AND INITIAL PUBLIC COMMENT: None

APPROVAL OF MINUTES: None, as this is the first sub-committee meeting.

NEW BUSINESS

A. Moved by Blood and seconded by Minkley to nominate Scott Wirtz for Chairman of the Ionia County Road Department Infrastructure Sub-Committee. Motion carried.

Moved by Wirtz and seconded by Minkley to nominate Mike Blood for Vice-Chairman of the Ionia County Road Department Infrastructure Sub-Committee. Motion carried.

B. The Board discussed the meeting schedule and it was unanimously decided to hold the Infrastructure Sub-Committee meetings on the first Wednesday of each month. The first meeting being Wednesday, January 8th 2020 as the 1st Wednesday falls on the holiday.

C. The Board reviewed and discussed the 2020 Preliminary Budget Draft Packet. Spitzley informed the board that the Budget & Pension Sub-Committee supported the recommendation to approve the 2020 Budget.

D. The Board reviewed and Discussed the 2020 Projects. Moved by Wirtz and seconded by Minkley to recommend approval of the 2020 projects.

E. The Board Reviewed and Discussed the 2020 Capitol Outlay. Moved by Minkley and seconded by Niemela to recommend approval of the 2020 Capital Equipment Outlay.

F. The Board reviewed Ionia County Road Departments existing properties. Spitzley gave a detailed explanation of each property and their purposes. Spitzley agreed to do further investigation of the value of the property and material available to us by each property for further discussion.

Date and time for the next regular meeting will be Wednesday, January 8th, at 9:00 a.m.

Motioned by Blood and seconded by Niemela to adjourn the meeting at 11:21 a.m.



Scott Wirtz, Chairman



Morgan Prescott

IONIA COUNTY ROAD DEPARTMENT BOARD – PERSONNEL COMMITTEE
REGULAR MEETING AGENDA
TUESDAY, DECEMBER 10th, 2019 – 11:00 A.M.

MEMBERS:

Jack Shattuck, Ken Gasper, Tutt Gorham, and John Piercefield

CLERK:

OTHERS PRESENT: _____

1. Call to Order and Pledge of Allegiance
2. Roll Call of Members
3. Additions, Deletions and Corrections to the Agenda
4. Citizen Request and Initial Public Comment
5. Approve minutes (none as this is the first sub-committee meeting)
6. New Business
 - a.) Election of Officers
 - b.) Meeting Schedule
 - c.) Review of Road Department Organizational Chart
 - d.) Review of neighboring county road commission organizational charts
 - e.) Review of road department pay rates as compared to neighboring counties
 - f.) Review Finance Director Job Description
7. Unfinished Business
8. Commissioner/Management Reports/Discussion Items
9. Closing Public Comment
10. Set Date and Time of Next Meeting –
11. Adjournment

**IONIA COUNTY ROAD DEPARTMENT BOARD – PERSONNEL
SUB-COMMITTEE MEETING
TUESDAY, DECEMBER 10th, 2019 – 11:00 A.M.**

Meeting called to order by Ken Gasper at 11:00 a.m.

The Pledge of Allegiance was recited by those present.

Members Present – Jack Shattuck, Ken Gasper, John Piercefield

Absent – Tutt Gorman

Others present – Paul Spitzley, Alison Batchelder, Wes Shafer, Dave Hodges, Kevin Wadkins,
Al Almy

ADDITIONS, DELETIONS & CORRECTIONS TO ADGENDA: None. Moved by Shattuck and seconded by Piercefield to approve agenda as presented. Motion carried.

CITIZEN REQUEST AND INITIAL PUBLIC COMMENT:

Kevin Wadkins asked about purchase of distributor and his concerns with costs and staffing.

Al Almy addressed the board about the importance of the personnel committee and wishing them well.

APPROVAL OF MINUTES: None, as this is the first sub-committee meeting.

NEW BUSINESS

A. Moved by Shattuck and seconded by Piercefield to nominate Ken Gasper for Chairman of the Ionia County Road Department Personnel Sub-Committee. Motion carried.

Moved by Gasper and seconded by Piercefield to nominate Tutt Gorman for Vice-Chairman of the Ionia County Road Department Personnel Sub-Committee. Motion carried.

B. The Board discussed the meeting schedule and it was unanimously decided to hold the Personnel Sub-Committee meetings on the second Tuesday of each month at 9:00 a.m.. The first meeting of 2020 being Tuesday, January 14th 2020 at 9:00 a.m.

C. The Board reviewed and discussed the Ionia County Road Department Organizational Chart.

D. The Board reviewed and discussed the neighboring County Road Commission Organizational Charts.

E. The Board reviewed and discussed the Road Department pay rates as compared to neighboring counties.

F. The Board reviewed and discussed the Finance Director job description.

CLOSING PUBLIC COMMENT:

Wes Shafer inquired as to why there were only 12 members on Advisory Board and not the 13 originally mentioned.

Kevin Wadkins inquired about county policies. Shattuck will ask Stephanie Fox where they are at with those.

Wes Shafer asked about a contact list for Advisory Board members. Spitzley will make contact list available.

Date and time for the next regular meeting will be Tuesday, January 14th 2020, at 9:00 a.m.

Motioned by Shattuck and seconded by Piercefield to adjourn the meeting at 1:16 p.m.



Ken Gasper, Chairman



Clerk