

**MEETING  
IONIA COUNTY ROAD COMMISSION  
JANUARY 6, 2016**

Meeting called to order by Chairman Ken Gasper at 9:00 a.m.

Members present - Ken Gasper, Charles Minkley, Bill Weisgerber, Karen Bota, and Albert Almy

Others present - Dorothy Pohl and Paul Spitzley

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: None. Motion by Chuck Minkley and seconded by Bill Weisgerber to approve the agenda. Motion carried.

CITIZEN REQUEST: None.

Motion by Chuck Minkley to nominate Albert Almy for Chairman for 2016 and to cast a unanimous ballot, seconded by Bill Weisgerber. Roll Call Vote – Gasper – yes; Bota – yes; Minkley – yes; Weisgerber – yes; Almy - yes. Motion carried.

Motion by Albert Almy to nominate Karen Bota for Vice-Chairman for 2016 and to cast a unanimous ballot, seconded by Chuck Minkley. Roll Call Vote – Minkley – yes; Gasper – yes; Bota – yes; Almy – yes; Weisgerber – yes. Motion carried.

Chairman Albert Almy thanked outgoing Chairman Ken Gasper for his service this past year.

The Chairman asked if the minutes of the December 30, 2015 meeting that were sent electronically and distributed at the meeting were correct. Motion by Chuck Minkley and seconded by Ken Gasper to approve the minutes. Motion carried.

The following vouchers were presented:

11366 - Payables Account \$ 234,307.24

11367 – Payroll Account \$ 54,900.00

Motion by Karen Bota and seconded by Ken Gasper to approve the vouchers for payment. Motion carried.

The Board reviewed and discussed the 2015 MIOSHA Log Forms 300 and 300A. Motion by Ken Gasper and seconded by Chuck Minkley to approve the forms and post them as required. Motion carried.

The Board reviewed and discussed the proposed County Road Association (CRA) amendments to the Constitution and By-Laws. Motion by Ken Gasper and seconded by Bill Weisgerber to approve Amendment #2 acknowledging a name change for the Association of Southern Michigan County Road Agencies. Motion carried.

Motion by Ken Gasper and seconded by Chuck Minkley to not approve Amendment #1 setting up a Legal Assistance Committee and procedures. Motion carried.

Proposed Policy 35 Communication and Social Media has been distributed for comment and the comment period should remain open for two more weeks. The new policy will be considered for adoption at the next regular meeting.

The Managing Director updated the Board on the upcoming Ionia County Township Officer's (ICTOA) Meeting on Monday, January 11, 2016 at the Easton Township Hall at 7 pm; the upcoming 7 County Council meeting on January 19, 2016 at the Riley Township Hall; Dead Deer Pickup report; December 2015 Cash Flow Report; recent winter maintenance concerns and storm summary; and the 1/5/15 Open Accounts Payable reports.

The County Highway Engineer updated the Board on plans for 2016 projects and proposed timelines. He requested that the Board schedule a public hearing in response to a request to remove truck restrictions on Tupper Lake Road in Danby Township. The hearing will be scheduled for Wednesday, February 17, 2016.

The date and time for the next regular meeting will be Wednesday, January 27, 2016 at 9:00 a.m.

Motion by Chuck Minkley and seconded by Bill Weisgerber to adjourn the meeting at 10:25 a.m. Motion carried.

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Albert Almy, Chairman

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Dorothy G. Pohl, Clerk

**MEETING  
IONIA COUNTY ROAD COMMISSION  
JANUARY 27, 2016**

Meeting called to order by Chairman Albert Almy at 9:00 a.m.

Members present - Ken Gasper, Bill Weisgerber, Karen Bota, and Albert Almy  
Members absent – Chuck Minkley

Others present – Scott Wirtz, Dorothy Pohl and Paul Spitzley

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: Add Item 6.c.) Voucher 11370 – Payroll - \$109,745.93 and Delete Item 7.c.) Bid Award – Ionia Twp – Frank Rd. Motion by Ken Gasper and seconded by Karen Bota to approve the revised agenda. Motion carried.

CITIZEN REQUEST: None.

The Chairman asked if the minutes of the January 6, 2015 meeting that were sent electronically and distributed at the meeting were correct. Motion by Ken Gasper and seconded by Karen Bota to approve the minutes. Motion carried.

The following vouchers were presented:

11368 – Payroll - \$ 84,231.85

11369 - Payables Account \$ 149,200.27

11370 – Payroll Account \$ 109,745.93

Motion by Bill Weisgerber and seconded by Ken Gasper to approve the vouchers for payment. Motion carried.

The Board reviewed and discussed the 2015 Audit Engagement Letter. Motion by Karen Bota and seconded by Ken Gasper to approve the Engagement Letter and authorize the Managing Director to sign on behalf of the Road Commission. Motion carried.

The Board reviewed and discussed the December 2015 Preliminary Monthly Financial Statements. Motion by Bill Weisgerber and seconded by Karen Bota to accept the statements and place them on file. Motion carried.

The Board reviewed and discussed the following recommended Bid Extensions for 2016. All extensions would be first renewals for items originally bid in 2015.

|                                     |                      |
|-------------------------------------|----------------------|
| Plastic Pipe                        | Etna Supply Company  |
| Corrugated Metal Pipe               | Cadillac Culvert     |
| Nuts, Bolts, Miscellaneous Hardware | Alma Bolt Company    |
| Diesel Fuel                         | Peterson Oil Company |
| Hot Mix Asphalt (UPM Cold Mix)      | Ajax Materials Corp  |

Aluminum Signs, Blanks, Reflective Sheeting Doornbos Sign Inc.  
Motion by Bill Weisgerber and seconded by Karen Bota to extend the above 2015 contracts for 2016. Motion carried.

The Board reviewed and discussed the County Highway Engineer's bid tabulation and recommendation for construction engineering for the David Highway bridge over Libhart Creek. Motion by Bill Weisgerber and seconded by Karen Bota to award the bid to Williams and Works, Inc. at \$81,260 for construction engineering services for the bridge replacement project. Motion carried.

Proposed Policy 35 Communication and Social Media has been posted for comments and none have been received during the extended review period. Motion by Ken Gasper and seconded by Karen Bota to adopt Policy 35 Communication and Social Media effective immediately. Motion carried.

Commissioners reviewed the Policy Summary List and selected Policies 12 Snowmobile Policy; Policy 20 Seasonal Weight Restrictions; and MNT 1-98 Winter Maintenance Operations as the next policies for review.

The Board reviewed and signed letters to each of our legislators asking for their support in repealing subsection 3 of Section 57 of Public Act 269 of 2016.

The Managing Director updated the Board on the upcoming County Road Association Highway Conference; December 2015 MTF chart; 2013 STL audit report; and the 1/26/15 Open Accounts Payable reports. She also went through the Township Supervisor meeting packet and update remarks.

The County Highway Engineer updated the Board on plans for 2016 projects and proposed timelines.

The date and time for the next regular meeting will be Wednesday, February 17, 2016 at 9:00 a.m.

Motion by Bill Weisgerber and seconded by Karen Bota to adjourn the meeting at 10:35 a.m. Motion carried.

Road Commissioners met with township supervisors or their designees from 13 of 16 Ionia County townships from 11:00 a.m. through 12:30 p.m.

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Albert Almy, Chairman

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Dorothy G. Pohl, Clerk

**MEETING  
IONIA COUNTY ROAD COMMISSION  
FEBRUARY 17, 2016**

Meeting called to order by Chairman Albert Almy at 9:00 a.m.

Members present - Ken Gasper, Bill Weisgerber, Karen Bota, and Albert Almy  
Members absent – Chuck Minkley

Others present – Scott Wirtz, Dorothy Pohl and Paul Spitzley

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: Add Item 7.j.) Bid Extension – Furnish & Haul 23A Limestone. Motion by Karen Bota and seconded by Ken Gasper to approve the revised agenda. Motion carried.

CITIZEN REQUEST: Larry Listerman, Ionia Township supervisor commented on the good working relationship the township has with the road commission.

The Chairman asked if the minutes of the January 27, 2016 meeting that were sent electronically and distributed at the meeting were correct. Motion by Ken Gasper and seconded by Karen Bota to approve the minutes. Motion carried.

The following vouchers were presented:

11371 – Payables Account - \$ 148,651.34

11372 - Payroll Account \$ 76,825.98

11373 – Payables Account \$ 192,412.38

Motion by Bill Weisgerber and seconded by Karen Bota to approve the vouchers for payment.  
Motion carried.

**RESOLUTION FOR ADDITIONS AND DELETIONS TO COUNTY ROAD SYSTEM  
MADE PRIOR TO DECEMBER 31, 2015**

Commissioner Karen Bota moved the adoption of the following resolution:

WHEREAS, the Ionia County Road Commission wishes to add or correct new roads and delete or change roads on its road system as part of the annual Act 51 Certification. Total changes include, 0.00 miles in primary miles, an increase in local miles of 0.00, with an increase in local urban 0 miles and 0 miles in changes in primary urban mileage. Recommended changes are described as follows:

**County Wide**

Primary 389.48            2015 Mileage (No Change from 2014)

Local 684.14 2015 Mileage (No Change from 2014)

**Urban**

Primary 26.66 2015 Mileage (No Change from 2014)

Local 39.92 2015 Mileage (No Change from 2014)

NOW, THEREFORE, BE IT RESOLVED, that the Managing Director shall be authorized to approve the addition and change of the above noted roads for the Ionia County Road Commission.

BE IT FURTHER RESOLVED that true copies of this resolution will be sent to the Michigan Department of Transportation.

The motion was seconded by Commissioner Ken Gasper and carried on a roll call vote:

Ayes, Weisgerber, Bota, Gasper, Almy Nays, None  
Absent, Minkley

RESOLUTION DECLARED ADOPTED.

The Board reviewed and discussed the December 2015 Final Monthly Financial Statements. Motion by Karen Bota and seconded by Ken Gasper to accept the statements and place them on file. Motion carried.

The Board reviewed and discussed the January 2016 Monthly Financial Statements. Motion by Bill Weisgerber and seconded by Ken Gasper to accept the statements and place them on file. Motion carried.

The Board reviewed the County Road Association ballot for the Board of Directors and the candidate's resumes. Motion by Ken Gasper and seconded by Karen Bota to cast our ballot for Hillsdale County Road Commissioner William Watkins. Motion carried.

The Board reviewed the bid tabulation and Ionia Township decision to award the bid to C.L. Trucking and Excavating, Inc. Supervisor Larry Listerman noted that the township has been very satisfied with their work in the past and has had problems with other bidders. Motion by Karen Bota and seconded by Ken Gasper to award the Frank Rd project to C.L. Trucking and Excavating. Motion carried.

The Board reviewed the bid tabulation and recommendation for Seasonal Items for Guard Rail and Blades. Motion by Bill Weisgerber and seconded by Ken Gasper to award the bids to the low bidders in the best interest of the road commission. Motion carried.

The Board reviewed and discussed the following recommended Bid Extensions for 2016.

|                                      |                            |
|--------------------------------------|----------------------------|
| Geotextile Silt Fence                | Jensen Bridge & Supply Co. |
| Geotextile Silt Fence                | CSI Geoturf, Inc.          |
| Attenuator w/Arrow Board             | Give Em A Brake Safety     |
| Street Sweeping                      | Sanisweep, Inc.            |
| Furnish/Haul 23A Limestone Aggregate | Verplank Trucking          |

Motion by Karen Bota and seconded by Ken Gasper to extend the above contracts for 2016. Motion carried.

The Managing Director updated the Board on the upcoming County Road Association Highway Conference; December 2015 MTF receipts; 2015 actual Fringe Benefit Rate (455C) is 131.38; bounty offers to close railroad crossings; 2015 health claims below estimate; Section 115 OPEB Trust 12/31/2015 year-end report; seasonal weight restrictions beginning 2-20-16 and the 2/16/16 Open Accounts Payable reports.

The County Highway Engineer updated the Board on weight restriction discussions, plans for 2016 projects and updates on proposed timelines.

Road Commission managers have reviewed the policies selected last for review. There were no comments on Policy 12 Snowmobile Policy; only one comment to change him to their on Policy 20 Seasonal Weight Restrictions and changes were requested to material descriptions on Policy MNT 1-98. The changes will be posted for employee review with final consideration at the next regular meeting.

The date and time for the next regular meeting will be Wednesday, March 23, 2016 at 9:00 a.m.

Motion by Bill Weisgerber and seconded by Karen Bota to adjourn the meeting at 10:48 a.m. Motion carried.

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Albert Almy, Chairman

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Dorothy G. Pohl, Clerk

**MEETING  
IONIA COUNTY ROAD COMMISSION  
MARCH 23, 2016**

Meeting called to order by Chairman Albert Almy at 9:00 a.m.

Members present - Ken Gasper, Bill Weisgerber, Karen Bota, Chuck Minkley and Albert Almy

Others present – Scott Wirtz, Dorothy Pohl and Steve Vanderske

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: Add Item 7.e.) Voucher 11378 – Payroll - \$76,942.57. Motion by Chuck Minkley and seconded by Karen Bota to approve the revised agenda. Motion carried.

CITIZEN REQUEST: Steve Vanderske, Portland Township resident, inquired when the closed Goodwin Road bridge would be removed. He shared recent experiences with trespassers at the site.

The Chairman asked if the minutes of the February 17, 2016 meeting that were sent electronically and distributed at the meeting were correct. Motion by Ken Gasper and seconded by Chuck Minkley to approve the minutes. Motion carried.

Motion by Bill Weisgerber and seconded by Chuck Minkley to adjourn the regular meeting at 9:16 am and open the Public Hearing regarding removal of truck restrictions on Tupper Lake Road. Motion carried.

The Managing Director shared information from the June 7, 1990 board minutes when a board resolution was passed restricting commercial truck traffic on Tupper Lake Road from Clintonia to Keefer. The resolution included no reason for the action and there was nothing in our files. The board action is not enforceable since it is not an ordinance. We contacted Danby Township and they had no desire to pass an ordinance restricting truck traffic. They agreed with the farmer who requested the signs be removed. No one attended the meeting to address the Board in regard to the issue and no calls or letters were received.

Motion by Bill Weisgerber and seconded by Ken Gasper to close the Public Hearing at 9:25 am and return to the regular meeting. Motion carried.

Motion by Ken Gasper and seconded by Chuck Minkley to remove the truck restrictions on Tupper Lake Road between Clintonia and Keefer. Motion carried.

The following vouchers were presented:  
11374 – Payroll Account \$ 76,919.92  
11375 – Payables Account - \$ 172,332.48



11376 - Payroll Account \$ 91,209.82

11377 – Payables Account \$ 69,412.95

11378 - Payroll Account \$ 76,942.57

Motion by Ken Gasper and seconded by Karen Bota to approve the vouchers for payment.  
Motion carried.

The Board reviewed the bid tabulation by township for 2016 Gravel Provide, Haul & Place; Gravel Haul & Place and Gravel Processing-Reynolds. As a result of a joint meeting with township officials last year, we will be providing alternate bids for other locations and/or materials by township if they are reasonably competitive. The townships pay 100% of the contract cost and some have had issues with using the lowest bidder and/or the perceived quality of the materials. The townships can then choose the vendor and/or material they would prefer for their township contract. Motion by Karen Bota and seconded by Chuck Minkley to award the bids by township in the best interest of the county and township as specified in the township contracts and to award Gravel Processing-Reynolds to Halliday Sand & Gravel. Motion carried.

Motion by Ken Gasper and seconded by Chuck Minkley to extend the contract with The Daltons for 2016 Countywide Brush Spraying at the 2015 rate. Motion carried.

The Board reviewed and discussed the bid tabulation and recommendation for Overband Crack Sealing. Motion by Chuck Minkley and seconded by Karen Bota to award the bid as recommended to Asphalt Restoration as the primary contractor and Wolverine Sealcoating as the secondary contractor for 2016 work. Motion carried.

The Board reviewed and discussed the bid tabulation and recommendation for H-1 Limestone Stockpile. Motion by Ken Gasper and seconded by Chuck Minkley to award the bid as recommended to Verplank Trucking Co. for 2016. Motion carried.

The Board reviewed and discussed the bid tabulation and recommendation for culvert extensions on Divine Hwy. Motion by Karen Bota and seconded by Chuck Minkley to award the bid as recommended to Miller Development of Weidman, MI. Motion carried.

The Board reviewed and discussed the bid tabulation and recommendation for I-96 Rest Area Maintenance. Motion by Chuck Minkley and seconded by Ken Gasper to award the bid as recommended to sole bidder Hi-Tec Building Services, Inc. of Jenison, MI subject to MDOT approval. Motion carried.

The Board reviewed and discussed the bid tabulation and recommendation for Spray Patch Mix Emulsion. Motion by Chuck Minkley and seconded by Karen Bota to award the bid as recommended to Michigan Paving & Materials Co. of Alma, MI. Motion carried.

No bids were received for 2016 Roadside Mowing of Primary Blacktops. The package will be sent out and advertised for rebidding.

The Board reviewed and discussed the bid tabulation and recommendation for Septic Tank Pumping at the I-96 Rest Area and M-21 Roadside Park. Motion by Ken Gasper and seconded by Bill Weisgerber to award the bid as recommended to Fuller Septic Services, Inc. of Lowell. Motion carried.

The Board reviewed and discussed the bid tabulation and recommendation for Material Sampling and Testing Consultants. Motion by Chuck Minkley and seconded by Karen Bota to award the bid as recommended to Material Testing Consultants as the primary contractor and Driesenga & Associates as the secondary contractor if needed for 2016 county and township work. Motion carried.

**RESOLUTION TO AUTHORIZE SIGNING CONTRACT**

Commissioner Ken Gasper moved the adoption of the following resolution:

WHEREAS, the Michigan Department of Transportation wishes to enter into a contract agreement with the Ionia County Road Commission to accomplish the following project:

PART A – STL 34141; JOB #116675A; STP 1634(006); RT0337 – Overband crack filling, hot mix asphalt paving, chip sealing, and fog sealing work along several federal-aid routes countywide; and all together with necessary related work.

PART B – STL 34400; JOB #126882A; STP 1634(007); RT0338 – Overband crack filling, hot mix asphalt paving, chip sealing, and fog sealing work along several federal-aid routes countywide; and all together with necessary related work.

NOW, THEREFORE, BE IT RESOLVED, that Albert Almy, Chairman and Dorothy G. Pohl, Managing Director/Clerk shall be authorized to sign the agreement for the Ionia County Road Commission.

BE IT FURTHER RESOLVED, that true copies of this resolution will be sent to the Michigan Department of Transportation.

The motion was supported by Commissioner Karen Bota and carried on a voice vote.

RESOLUTION DECLARED ADOPTED.

The Board reviewed and discussed the February 2016 Monthly Financial Statements. Motion by Karen Bota and seconded by Ken Gasper to accept the statements and place them on file. Motion carried.

No comments were received from road commission employees on the three policies currently posted for review. Motion by Karen Bota and seconded by Chuck Minkley to re-affirm Policy 20 Seasonal Weight Restrictions and Policy 12 Snowmobile Policy and to approve the changes as recommended to Policy 9 Winter Maintenance Operations. Motion carried.

The Managing Director updated the Board on the upcoming Michigan Road Preservation Assn workshop; weight restrictions lifted 3-23; 12/31/15 Section 115 OPEB trust report; township meeting at Otisco Twp on 4-12 and Sebewa Twp on 4-24; ICTOA meeting on Monday, 4-11; 3-23-16 Open Work Orders and the 3/23/16 Open Accounts Payable reports.

The Board reviewed the County Highway Engineer's March report and discussed seasonal weight restrictions. Commissioner Ken Gasper had received a call from a resident who felt we needed to provide weighmaster monitoring and stops to keep our roads in better condition. Commissioners asked if there was any data on the number of stops made by MPSC officers and tickets written during weight restrictions on county roads.

The date and time for the next regular meeting will be Wednesday, April 13, 2016 at 9:00 a.m.

Motion by Chuck Minkley and seconded by Bill Weisgerber to adjourn the meeting at 11:00 a.m. Motion carried.

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Albert Almy, Chairman

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Dorothy G. Pohl, Clerk

**MEETING  
IONIA COUNTY ROAD COMMISSION  
APRIL 13, 2016**

Meeting called to order by Chairman Albert Almy at 9:00 a.m.

Members present - Bill Weisgerber, Karen Bota, Chuck Minkley and Albert Almy  
Members absent – Ken Gasper

Others present – Scott Wirtz, Dorothy Pohl and Paul Spitzley

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: None. Motion by Bill Weisgerber and seconded by Chuck Minkley to accept the agenda as printed. Motion carried.

CITIZEN REQUEST: None

The Chairman asked if the minutes of the March 23, 2016 meeting that were sent electronically and distributed at the meeting were correct. Motion by Karen Bota and seconded by Chuck Minkley to approve the minutes. Motion carried.

The following vouchers were presented:

11379 – Payables Account - \$ 158,104.56

11380 - Payroll Account \$ 88,277.11

11381 – Payables Account \$ 138,603.88

Motion by Bill Weisgerber and seconded by Karen Bota to approve the vouchers for payment. Motion carried.

The County Highway Engineer reported that the Orange Township board did not take action to approve the David Hwy bridge local share agreement at their meeting last night. As a result, the board discussed whether we could go through and sign the MDOT agreement for the bridge as this could make us responsible for the local share. Orange Township board members are meeting with us tomorrow or Friday to discuss their questions. It will be necessary for Orange Township to have a special board meeting to approve the agreement before April 20, 2014 in order to submit the agreement prior to the due date. Motion by Karen Bota and seconded by Chuck Minkley to approve the resolution and authorize the signatories contingent on Orange Township approving the agreement to participate in the local share based on board policy. Motion carried.

**RESOLUTION TO AUTHORIZE SIGNING CONTRACT**

Commissioner Karen Bota moved the adoption of the following resolution:

WHEREAS, the Michigan Department of Transportation wishes to enter into a contract agreement with the Ionia County Road Commission to accomplish the following project:

**PART A – FEDERAL AND STATE PARTICIPATION**

The removal and replacement of the structure #7482 which carries David Highway over Libhart Creek, Sections 2 and 11, T06N, R06W, Orange Township, Ionia County, Michigan; the reconstruction of the approaches to the structure; and all together with necessary related work.

**PART B – NO FEDERAL OR STATE PARTICIPATON**

Contractor staking work for the structure #7482 which carries David Highway over Libhart Creek; and all together with necessary related work.

NOW, THEREFORE, BE IT RESOLVED, that Albert Almy, Chairman and Dorothy G. Pohl, Managing Director/Clerk shall be authorized to sign the agreement for the Ionia County Road Commission.

BE IT FURTHER RESOLVED, that true copies of this resolution will be sent to the Michigan Department of Transportation.

The motion was supported by Commissioner Chuck Minkley and carried on a voice vote.

RESOLUTION DECLARED ADOPTED.

**LOCAL BRIDGE PROGRAM APPLICATION**

Commissioner Chuck Minkley moved the adoption of the following resolution:

WHEREAS, the County of Ionia has more than the average number of bridge structures on its county road system; and

WHEREAS, many of these bridges were built at the turn of the century and are deteriorating to a condition beyond economical repair; and

WHEREAS, the following bridges are an important factor in the future general economic development and agricultural progress of Ionia County; and

Nickleplate Road over Maple River, North Plains Twp (PM)  
Nickleplate Road over Prairie Creek, Ionia Twp (PM)  
Kent Street over Grand River, Danby Twp (PM)  
Charlotte Highway over Grand River, Danby Twp (PM)  
Bell Road over Duck Creek, Campbell Twp  
Button Road over Flat River, Otisco Twp (PM)

WHEREAS, these bridges are important to the health and welfare of county residents;  
and

WHEREAS, Ionia County has diligently pursued a bridge maintenance and replacement program over the years yet is currently losing ground because of the age and number of bridge structures accompanied by a lack of financial resources;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Ionia County Road Commissioners requests local bridge program funding for the replacement and/or preventive maintenance of the above mentioned bridges.

The motion was seconded by Commissioner Karen Bota and carried on a voice vote.

#### RESOLUTION DECLARED ADOPTED

The Board reviewed and discussed the 2015 Supplemental Annual Report that was distributed to the township officials at their quarterly meeting on Monday night. Motion by Chuck Minkley and second by Bill Weisgerber to accept the report and place it on file. Motion carried.

No bids were received for 2016 Roadside Mowing of Primary Blacktops. We contacted last year's contractor and he indicated he would submit a proposal, but has difficulty with our specifications and time requirements. He submitted two proposals and staff recommends a two year agreement utilizing each proposal as deemed necessary and will continue to evaluate our options for getting the work done in the future. Motion by Bill Weisgerber and second by Chuck Minkley to award the work to J. Jablonski and Sons Inc. as recommended by staff. Motion carried.

The Board reviewed and discussed the March 2016 Monthly Financial Statements. Motion by Chuck Minkley and seconded by Karen Bota to accept the statements and place them on file. Motion carried.

The Board reviewed an employee request to purchase military time at his expense toward his MERS retirement allowance. The Board has previously allowed the purchase of military time only. The purchase will only affect the MERS calculation for the retirement allowance and will not increase the number of years the employee has worked for the road commission. Motion by Bill Weisgerber and second by Chuck Minkley to allow the purchase of military time at the employee's expense. Motion carried with Bota abstaining.

Due to Tom Morgan's resignation from the Road Commission, there is an open Road Commission seat on the Bertha Brock Park Advisory Board. Commissioners were asked if they were interested in being appointed to the Board. Karen Bota indicated that she would be very interested. Motion by Chuck Minkley and second by Bill Weisgerber to appoint Karen Bota as the Road Commission representative to the Bertha Brock Park Advisory Board. Motion carried.

The Managing Director updated the Board on the upcoming 7 County Council meeting on 4-26-16 at Eaton CRC; February 2016 Monthly MTF charts; township meeting at Sebewa Twp on 4-24; Portland property update; CRASIF inspection report and response; WMRPC update; MCRCSIP Insurance annual premium; previous 7 County Council minutes; customer correspondence regarding gravel road conditions; and 4-11-16 Open Work Orders and the 4-11-16 Open Accounts Payable reports.

The County Highway Engineer updated the Board on bids received for 2016 projects and schedules for awarded projects and noted upcoming lettings. There was discussion regarding the need for strategic planning to determine priorities over the next few years.

The date and time for the next regular meeting will be Wednesday, April 27, 2016 at 9:00 a.m.

Motion by Chuck Minkley and seconded by Karen Bota to adjourn the meeting at 11:18 a.m.  
Motion carried.

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Albert Almy, Chairman

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Dorothy G. Pohl, Clerk

**MEETING  
IONIA COUNTY ROAD COMMISSION  
APRIL 27, 2016**

Meeting called to order by Chairman Albert Almy at 9:00 a.m.

Members present - Bill Weisgerber, Karen Bota, Chuck Minkley, Ken Gasper and Albert Almy

Others present – Scott Wirtz, Dorothy Pohl and Paul Spitzley

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: Add Item 7. g.) Small Urban Program Resoluton of Support; 7. h.) Future Planning and Item 8. a.) Weighmaster research. Motion by Ken Gasper and seconded by Karen Bota to accept the agenda as amended. Motion carried.

CITIZEN REQUEST: None

The Chairman asked if the minutes of the April 13, 2016 meeting that were sent electronically and distributed at the meeting were correct. Motion by Chuck Minkley and seconded by Bill Weisgerber to approve the minutes. Motion carried.

The following vouchers were presented:

11382 - Payroll Account \$ 99,292.17

11383 – Payables Account \$ 521,887.59

Motion by Ken Gasper and seconded by Karen Bota to approve the vouchers for payment.  
Motion carried.

The Board reviewed the following private road name change requests:

1. **Odland Way PVT**, located off Tuttle Road between Ainsworth and Harwood in Thornburn Estates in Section 26 of Berlin Township. The road was previously named Wilbur Dr PVT. The township has approved the name and it does not conflict with any existing county road names.
2. **Hjermstad Rd PVT**, located off W. Riverside Drive between Ainsworth and Harwood in Thornburn Estates in Sectin 26 of Berlin Township. The road was previously named Thornburn Dr PVT. The township has approved the name and it does not conflict with any existing county road names.

Motion by Chuck Minkley and seconded by Ken Gasper to approve the private road name changes as requested. Motion carried.

**RESOLUTION TO AUTHORIZE SIGNING CONTRACT**

Commissioner Ken Gasper moved the adoption of the following resolution:



WHEREAS, the Michigan Department of Transportation wishes to enter into a contract agreement with the Ionia County Road Commission to accomplish the following project:

Roadway reconstruction work along Keefer Highway from David Highway southerly to Grand River Avenue; including pavement removal, hot mix asphalt paving, tree removal, trenching, guardrail, and maintaining traffic work; and all together with necessary related work.

NOW, THEREFORE, BE IT RESOLVED, that Albert Almy, Chairman and Dorothy G. Pohl, Managing Director/Clerk shall be authorized to sign the agreement for the Ionia County Road Commission.

BE IT FURTHER RESOLVED, that true copies of this resolution will be sent to the Michigan Department of Transportation.

The motion was supported by Commissioner Bill Weisgerber and carried on a voice vote.

RESOLUTION DECLARED ADOPTED.

The Managing Director reported that the insurance committee had reviewed our current provider for Life, AD&D, STD/LTD insurance in light of our recent rate increase and compared coverage to The Standard. We are able to match or increase coverage at less cost with The Standard with rates guaranteed until January 2019. The recommendation is to move the insurance program to The Standard effective June 1 or July 1, 2016. Motion by Karen Bota and seconded by Chuck Minkley to change our Life, AD&D, STD/LTD provider to The Standard. Motion carried.

The Board reviewed the bid tabulation and Engineer's recommendation for HMA paving for 2016. Motion by Karen Bota and seconded by Ken Gasper to award the 2016 HMA paving to Michigan Paving in the amount of \$624,459.75 for the work included in the bid documents. Motion carried.

The Managing Director presented the 2015 MDOT Act 51 Annual Financial Report to the Board along with the year-end financial position. Motion by Karen Bota and seconded by Chuck Minkley to approve the 2015 MDOT Act 51 Annual Financial Report and authorize the Chairman to sign the report. Motion carried.

**RESOLUTION OF SUPPORT**  
**SMALL URBAN SURFACE TRANSPORTATION PROGRAMS**

Commissioner Bill Weisgerber moved the adoption of the following resolution:

WHEREAS, the County of Ionia Board of County Road Commissioners is a member of the Small Urban Transportation areas in the Ionia Small Urban Area and the Portland Small Urban Area; and

WHEREAS, Primary Roads within these Small Urban boundaries as defined by 2010 census are urban major collectors in Ionia County; and

WHEREAS, the existing pavement surfaces of these Small Urban major collectors are in need of preventative maintenance and if no significant repairs are made will deteriorate faster and eventually impair the movement of general traffic; and the accomplishment of agricultural and other commercial activities; and

WHEREAS, Road Commission staff has prepared the applications for Small Urban Surface Transportation Program Funds to perform the needed maintenance as follows:

Portland Small Urban Area:

Second Priority for the area: Area-wide preventative maintenance

Fourth Priority: Area-wide preventative maintenance

Ionia Small Urban Area:

First Priority for the area: Area-wide preventative maintenance

Third Priority for the area: Area-wide preventative maintenance

WHEREAS, the Board has considered these applications for Area-Wide Preventative Maintenance and authorizes the submission of the application for the Small Urban Surface Transportation Program Funds for 2018-2010.

NOW THEREFORE BE IT RESOLVED, that the Board of Ionia County Road Commissioners does request affirmative consideration of our applications for Small Urban Transportation Funds and agrees to provide the necessary local matching funds for these projects as awarded.

The motion was seconded by Commissioner Chuck Minkley and carried on a voice vote.

**RESOLUTION DECLARED ADOPTED**

The Managing Director provided the list of chainsaws for disposal in 2016. Pole saws 375, 129, 128 and 374 and Chainsaws 122, 034, 370, 229 and 035 have been replaced and it is recommended this excess equipment be advertised for sale to highest bidder. Motion by Ken Gasper and seconded by Chuck Minkley to authorize the equipment disposals as noted. Motion carried.

The Chairman addressed the topic of Future Planning and the areas he feels need to be considered, including, time period for hire of the Accountant/Finance Director position; updating the current Manager contract for future use and how we go about a Strategic Planning Process. This topic will remain on the agenda under Unfinished Business until completed.

The County Highway Engineer shared information he had received regarding adjoining county weighmaster activities and commercial vehicle enforcement. Enforcement in Ionia County is provided by 3 MPSC officers, with 2 more being trained to be added in July. Selective enforcement can be requested by ICRC and has been in the past. Other counties have contracts with the Michigan State Police or an adjoining county. The commissioners discussed the information and requested that staff put together a plan to provide adequate enforcement during seasonal weight restrictions for 2017. *Motion by Ken Gasper and seconded by Bill Weisgerber to have staff prepare a plan for 2017 seasonal weight restrictions.* Motion carried.

The Managing Director updated the Board on upcoming retirements; self-insurance health monthly reports; customer correspondence; 4-27-16 Open Work Orders and the 4-27-16 Open Accounts Payable reports.

The County Highway Engineer updated the Board on bids received for 2016 projects and schedules for awarded projects and noted upcoming lettings. There was discussion regarding the need for strategic planning to determine priorities over the next few years.

The date and time for the next regular meeting will be Wednesday, May 11, 2016 at 9:00 a.m.

Motion by Bill Weisgerber and seconded by Chuck Minkley to adjourn the meeting at 11:30 a.m. Motion carried.

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Albert Almy, Chairman

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Dorothy G. Pohl, Clerk

*Italicized item is correction to 4-27-16 minutes*

**MEETING  
IONIA COUNTY ROAD COMMISSION  
MAY 11, 2016**

Meeting called to order by Chairman Albert Almy at 9:00 a.m.

Members present - Bill Weisgerber, Karen Bota, Chuck Minkley, Ken Gasper and Albert Almy

Others present – Scott Wirtz, Dorothy Pohl and Paul Spitzley

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: None. Motion by Chuck Minkley and seconded by Ken Gasper to accept the agenda. Motion carried.

CITIZEN REQUEST: Dani Dryer from Danby Township addressed the Board regarding gravel road conditions on Frost, Turner, Van Buren and Pryor Roads. She does not understand why all the roads aren't scraped at one time and some roads get more scraping than others. Staff will check with the Superintendent and get back with her on scraping schedules and try to answer her specific questions.

The Chairman asked if the minutes of the April 27, 2016 meeting that were sent electronically and distributed at the meeting were correct. Ken Gasper noted that the motion to have staff prepare a plan for 2017 seasonal weight restrictions was missing as follows: "*Motion by Ken Gasper and seconded by Bill Weisgerber to have staff prepare a plan for 2017 seasonal weight restrictions*". Motion by Chuck Minkley and seconded by Ken Gasper to approve the minutes with the correction as noted. Motion carried.

The following vouchers were presented:

11384 - Payroll Account \$ 69,975.95

11385 – Payables Account \$ 196,792.22

Motion by Ken Gasper and seconded by Chuck Minkley to approve the vouchers for payment. Motion carried.

The Board reviewed and discussed the 2015 Audited Financial Statements. The Road Commission received an Unqualified Audit Opinion, which is the highest level of opinion possible for a financial statement audit. Motion by Chuck Minkley and seconded by Bill Weisgerber to accept the report and place it on file. Motion carried.

The Board reviewed the bid tabulation and recommendation for 2016 Culvert and Tile Line Jetting. Motion by Ken Gasper and seconded by Karen Bota to award the bid to CL Trucking and Excavating, low bidder, for 2016 Culvert & Tile Line Jetting. Motion carried.

The Board reviewed and discussed the April 2016 Monthly Financial Statements. Motion by Bill Weisgerber and seconded by Chuck Minkley to accept the statements and place them on file. Motion carried.

The Board reviewed the request to the Municipal Employees Retirement System to close our Defined Benefit Pension Plan to new hires.

The Chairman noted the following related to our Future Planning item:  
Draft Job Description for Business Manager-Accounting/Human Resources  
Old draft employment contract for Managing Director for committee to work with  
Discussion of a strategic planning process for the road commission.

The Managing Director passed out the following policies for review for the next meeting:  
ADM 94-2 Employee Resignation – Acceptance By  
ADM 93-1 Credit Card Use  
ADM 94-4 Automobile Usage  
13 – Use of County Vehicles

The Managing Director updated the Board on March 2016 MTF receipts and distributions; FY2015 MTF per mile by county; Dead Deer Report; Office Technician services for Federal Aid projects; May 2016 draft county board update; White's bridge project; 5-11-16 Open Work Orders and the 5-11-16 Open Accounts Payable reports.

The County Highway Engineer updated the Board on 2016 projects and schedules for awarded projects and noted upcoming lettings and reported that 2016 PASER ratings were completed last week.

The Managing Director requested changes to the June 2016 meeting schedule as follows: Cancel Wednesday, June 8, 2016 and reschedule for Wednesday, June 15 at 9 am. Cancel Wednesday, June 22, 2016 and reschedule for Monday, June 27, 2016 at 9 am. Motion by Ken Gasper and seconded by Karen Bota to reschedule the June 2016 meetings as requested. Motion carried.

The date and time for the next regular meeting will be Wednesday, May 25, 2016 at 9:00 a.m.

Motion by Bill Weisgerber and seconded by Chuck Minkley to adjourn the meeting at 10:46 a.m. Motion carried.

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Albert Almy, Chairman

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Dorothy G. Pohl, Clerk

**MEETING  
IONIA COUNTY ROAD COMMISSION  
MAY 25, 2016**

Meeting called to order by Chairman Albert Almy at 9:00 a.m.

Members present - Bill Weisgerber, Karen Bota, Chuck Minkley, Ken Gasper and Albert Almy

Others present – Jack Shattuck, Cindy Miltgen, Doug DeVries, Dorothy Pohl, Bud White, Lon Finch, and Paul Spitzley

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: Change date of next meeting to June 15, 2016 instead of June 3, 2015. Motion by Chuck Minkley and seconded by Ken Gasper to accept the corrected agenda. Motion carried.

CITIZEN REQUEST: Cindy Miltgen, from Beechwood Drive in Boston Township thanked the Board for all we do to take care of roads and bridges in the county. She relayed that her condominium association had made a request to have brush cut on Morrison Lake Road from Portland Road to the DNR Access point. She shared pictures of the work that had been done and asked if the brush could be cleaned up as it was unsightly.

The Chairman asked if the minutes of the May 11, 2016 meeting that were sent electronically and distributed at the meeting were correct. Motion by Ken Gasper and seconded by Chuck Minkley to approve the minutes. Motion carried.

The following vouchers were presented:

11386 - Payroll Account \$ 70,671.05

11387 – Payables Account \$ 159,217.83

Motion by Chuck Minkley and seconded by Ken Gasper to approve the vouchers for payment. Motion carried.

The Managing Director passed out the following updated policies for review. There was discussion on documenting additional review for credit card usage. Commissioners agreed that the revised policies should be posted for employee comment and action at the next regular board meeting.

ADM 94-2 Employee Resignation – Acceptance By – new Policy 36

ADM 93-1 Credit Card Use – new Policy 37

ADM 94-4 Vehicle Usage – Replaces Policy 13

13 – Use of County Vehicles – original language included in new Policy 13

The Chairman noted the following related to our Future Planning item:

The Managing Director passed out copies of previous surveys we have used in the past with customers and employees to ask for input on planning our priorities, along with samples from other organizations. It was decided that the Board would meet in a work session format on June 8, 2016 from 9-11 am to work on a strategic planning format and target the audience.

The Managing Director updated the Board on the CRASIF 2016 Workers Comp insurance renewal; June MTF chart; Emergency Mgmt grant toward generator project; temporary storage needed for limestone for AMZ; recent blade order price lower than bid; Dead Deer Report; 5-25-16 Open Work Orders and the 5-25-16 Open Accounts Payable reports.

Bud White and Lonnie Finch updated the Board on gravel road progress (scraping and brining); Divine Highway project progress; summer help hired and training required. They discussed the need for a temporary enclosed storage area for limestone for the AMZ machine since the salt shed is so full. They shared quotes for the enclosure.

The County Highway Engineer updated the Board on 2016 projects.

The date and time for the next regular meeting will be Wednesday, June 15, 2016 at 9:00 a.m. The Board will also hold a Strategic Planning work session on Wednesday, June 8, 2016 from 9 to 11 a.m.

Motion by Bill Weisgerber and seconded by Ken Gasper to adjourn the meeting at 10:50 a.m. Motion carried.

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Albert Almy, Chairman

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Dorothy G. Pohl, Clerk

**MEETING  
IONIA COUNTY ROAD COMMISSION  
JUNE 15, 2016**

Meeting called to order by Chairman Albert Almy at 9:00 a.m.

Members present - Karen Bota, Ken Gasper and Albert Almy  
Members absent – Chuck Minkley

Others present – Scott Wirtz, Dorothy Pohl, Don Chubb, and Paul Spitzley

The Pledge of Allegiance was recited by those present.

The Chairman asked for a moment of silence to honor the late Road Commissioner William Weisgerber who passed away on June 1, 2016.

Additions, Deletions & Corrections to Agenda: None. Motion by Karen Bota and seconded by Ken Gasper to accept the agenda. Motion carried.

**CITIZEN REQUEST:** The Managing Director reported that additional work to cut and chip the marked trees on Morrison Lake Road had been completed. The citizen who attended last week's meeting will be contacted with that information.

The Chairman asked if the minutes of the May 25, 2016 meeting that were sent electronically and distributed at the meeting were correct. Motion by Ken Gasper and seconded by Karen Bota to approve the minutes. Motion carried.

The following vouchers were presented:

11388 - Payroll Account \$ 73,868.63

11389 – Payables Account \$ 156,274.13

11390 – Payroll Account \$ 73,487.73

Motion by Karen Bota and seconded by Ken Gasper to approve the vouchers for payment.  
Motion carried.

The Board reviewed the bid tabulation and recommendation for I-96 Concrete Repair work. Motion by Ken Gasper and seconded by Karen Bota to award the bid to C & D Hughes, Inc. for the I-96 Concrete Repairs subject to State Administrative Board approval. Motion carried.

The Board reviewed the ballot for the Michigan County Road Commission Self Insurance Pool Board of Trustees. Motion by Ken Gasper and seconded by Karen Bota to cast our ballot for Dorothy Pohl, Ionia County for the at-large board trustee. Motion carried.

The Managing Director shared that the independent auditor made a minor correction in the December 31, 2015 Audited Financial Statements related to the GASB 68 calculations for pension expense. The Road Commission elected to not roll forward the measurement date which



is an allowable election in order to continue to have a timely audit each year vs waiting longer for data to complete the audit. The minor correction resulted in changes to pages 8, 9, 17, 18 and 29. Motion by Karen Bota and seconded by Ken Gasper to approve the corrected audit report and place it on file. Motion carried.

The Board discussed the Road Commission's 2017 appropriation request to the county board of commissioners. It was determined that we would request monies for the Emergency Generator Project installation and to re-instate the Township Local Match Program. Motion by Ken Gasper and seconded by Karen Bota to request approximately \$70,000 for the Emergency Generator Project and \$160,000 to provide \$10,000 per township for road and bridge projects they select for the Local Match Program. Motion carried.

The Board reviewed and discussed the May 2016 Monthly Financial Statements. Motion by Karen Bota and seconded by Ken Gasper to accept the statements and place them on file. Motion carried.

The Managing Director presented 2016 Budget Adjustment #1. Budgeted Revenues are being increased by \$1,764,089 mainly due to increases in MDOT State Trunkline projects; adjusting township contributions based on signed township agreements; trade in of our wheel loader and increased MTF so far this year. Budget Expenditures are being increased by \$2,594,647 mainly due to the MDOT State Trunkline projects; increases in township projects; adjusting projects to as-bid amounts; increasing the capital outlay budget and increasing the winter maintenance budget in order to cover November/December expenditures. Motion by Ken Gasper and seconded by Karen Bota to approve 2016 Budget Adjustment #1 with revenues of \$12,634,683 and expenditures of \$13,590,796. Motion carried.

The Managing Director presented information from Brown & Brown, our third party administrator for our health, dental and vision coverages on comparisons from our self-funded plan for Medicare retirees vs a fully insured BCBSM Medicare Advantage Plan. The plan could be changed as early as October 1, 2016 and the rates would be effective through December 31, 2017. The plan would be very similar to the current coverage being offered. There was discussion regarding holding off making the change until our next open enrollment period in order to minimize confusion and questions. Motion by Ken Gasper and seconded by Karen Bota to change the self-funded coverage for Medicare retirees to the fully insured BCBSM Medicare Advantage Plan effective January 1, 2017 so long as the delay does not affect the quoted rates. Motion carried.

The Fleet Manager presented bid prices for the purchase of a Wheel Loader utilizing the MI-DEAL extended purchasing program through the State of Michigan. We had evaluated different brands of equipment and determined that the John Deere and Caterpillar best met our needs. He is recommending the purchase of the John Deere through AIS Construction Equipment due to

lower price and great service and part availability. Motion by Karen Bota and seconded by Ken Gasper to award the Wheel Loader bid to AIS Construction Equipment for the purchase of a John Deere 724K High Reach Loader in the amount of \$257,480 and to purchase the 3 year, 4000 hour maintenance agreement at \$11,236. Motion carried.

The Managing Director passed out the following updated policies for review. There was one minor change to require Board review of the Manager's credit card charges. Motion by Karen Bota and seconded by Ken Gasper to rescind old Policy 13 and incorporate it in new Policy 13-Vehicle Usage (replaces ADM 94-4); re-affirm Policy 36-Employee Resignation-Acceptance by (replaces ADM 94-2); and approve revised Policy 37 – Credit Card Use (replaces ADM 93-1). Motion carried.

The Managing Director updated the Board on the MCRCSIP Annual Meeting scheduled for July 26/27; Green Light legislation signed by Governor; 2017 Truck Orders and specifications; results of Chainsaw sale; 6-15-16 Open Work Orders and the 6-15-16 Open Accounts Payable reports.

The County Highway Engineer updated the Board on 2016 projects and asked for input on candidates for 2018 Safety projects.

The Chairman noted the following related to our Future Planning item:

The Managing Director will prepare a work plan for doing a survey of customers, local officials and employees in order to kickstart our strategic planning project.

The Chairman indicated he would replace Bill Weisgerber on the subcommittee to work on updating the Managing Director contract.

The job description for the Business Manager has been reviewed by the committee and the advertisement should be out in the next 2 weeks.

The date and time for the next regular meeting will be Monday, June 27, 2016 at 9:00 a.m.

Motion by Karen Bota and seconded by Ken Gasper to adjourn the meeting at 11:15 a.m. Motion carried.

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Albert Almy, Chairman

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Dorothy G. Pohl, Clerk



**MEETING  
IONIA COUNTY ROAD COMMISSION  
JUNE 27, 2016**

Meeting called to order by Chairman Albert Almy at 9:00 a.m.

Members present – Chuck Minkley and Albert Almy

Members absent – Karen Bota and Ken Gasper

Others present –Dorothy Pohl and Paul Spitzley

Chairman Albert Almy declared the meeting cancelled due to lack of a quorum due to the recent passing of Commissioner Weisgerber and family medical issues for Commissioners Bota and Gasper.

The scheduled date and time for the next regular meeting will be Wednesday, July 13, 2016 at 9:00 a.m.

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Albert Almy, Chairman

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Dorothy G. Pohl, Clerk

**MEETING  
IONIA COUNTY ROAD COMMISSION  
JULY 13, 2016**

Meeting called to order by Chairman Albert Almy at 9:00 a.m.

Members present - Karen Bota, Ken Gasper, Chuck Minkley and Albert Almy

Others present – Scott Wirtz, Dorothy Pohl, Don Chubb, Bud White, Lon Finch, and Paul Spitzley

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: None. Motion by Karen Bota and seconded by Ken Gasper to accept the agenda. Motion carried.

CITIZEN REQUEST: None.

The Chairman asked if the minutes of the June 15, 2016 meeting that were sent electronically and distributed at the meeting were correct. Motion by Ken Gasper and seconded by Chuck Minkley to approve the minutes. Motion carried. The Chairman asked that the notes of minutes for the cancelled June 27, 2016 meeting were correct. Motion by Chuck Minkley and seconded by Karen Bota to approve the minutes. Motion carried.

The following vouchers were presented:

11391 - Payables Account \$ 426,310.90

11392 – Payroll Account \$ 88,174.75

11393 – Payables Account \$ 139,131.11

11394 – Payroll Account \$ 78, 445.53

Motion by Karen Bota and seconded by Chuck Minkley to approve the vouchers for payment. Motion carried.

The Board reviewed the MDOT Annual Act 51 Engineering Reimbursement Request. Motion by Ken Gasper and seconded by Karen Bota to authorize the Chairman and two members to sign the Report and submit it to MDOT. Motion carried.

**Resolution Recognizing William Weisgerber**

This resolution is to recognize William Weisgerber for faithful service as a member on the Ionia County Road Commission.

WHEREAS, William Weisgerber was appointed by the Ionia County Board of Commissioners to serve as a Member of the Ionia County Road Commission between 2011 and 2016;

WHEREAS, during his tenure on the Road Commission, Weisgerber served as a member, vice chairman and chairman. He was active on both the regional level and statewide level during his six years with the Commission;

WHEREAS, during Weisgerber's time on the Road Commission Board, he contributed to help the Commission overcome and deal with declining revenues, yet maintain essential services to the motoring public;

THEREFORE, BE IT RESOLVED that the Ionia County Road Commission offers gratitude and appreciation to William Weisgerber for his service and leadership during his 6 year term on the Road Commission Board.

A motion in support of this resolution was made at the Ionia County Road Commission meeting on Wednesday, July 13, 2016, by Commissioner Charles Minkley, seconded by Commissioner Kenneth Gasper and passed by unanimous vote of the Ionia County Road Commission. Also, that a copy of this resolution be made part of the official minutes of this meeting, and that an excerpt of this document be presented to William Weisgerber's family.

The Board reviewed the bid tabulation and recommendation for M-66 Storm Sewer and Curb Repairs. Motion by Chuck Minkley and seconded by Karen Bota to award the bid to E.T. McKenzie for the M-66 Storm Sewer and Curb Repairs subject to MDOT Region approval. Motion carried.

The Managing Director reported that no bids were received for the MDOT 2016 Microsurface project on M-37 in Barry County. The package will most likely be rebid at a later date.

The Board reviewed the bid tabulation and recommendation for MDOT 2016 Cold Mill/Resurfacing project on M-43 in Barry County. Motion by Chuck Minkley and seconded by Karen Bota to award the bid to Michigan Paving for the Cold Mill/Resurface on M-43 subject to MDOT Region approval. Motion carried.

The Board reviewed and discussed the June 2016 Monthly Financial Statements. Motion by Chuck Minkley and seconded by Ken Gasper to accept the statements and place them on file. Motion carried.

The Managing Director passed out Policy ADM 96-2 Medical Emergencies and Medical Examinations for review. It will need some updating based on changes in procedures and Worker's Comp law. An updated draft will be prepared for the next meeting.

The Managing Director updated the Board on the BCBSM 2017 Medicare Advantage rates; 2015 MERS Actuarial Valuation; May 2015 MTF Chart; upcoming ASMRCA/NMARC Conference; 7 County Council meeting on 7-19 in Ithaca; 6-27-16 Open Work Orders and the 6-27-16 and 7-8-16 Open Accounts Payable reports.

The County Highway Engineer updated the Board on 2016 projects and discussed the commercial drive on Tuttle and ditch tiling permits.

The Board participated in a SWOT (Strengths, Weaknesses, Opportunities & Threats) discussion for future planning. Ideas were noted and will be compiled for review at the next meeting. A short questionnaire survey will be sent out to get input from residents, customers and employees. All of this information will be reviewed at the next regular meeting.

The date and time for the next regular meeting will be Wednesday, August 10, 2016 at 9:00 a.m.

Motion by Chuck Minkley and seconded by Ken Gasper to adjourn the meeting at 11:54 a.m.  
Motion carried.

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Albert Almy, Chairman

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Dorothy G. Pohl, Clerk

**SPECIAL MEETING  
IONIA COUNTY ROAD COMMISSION  
AUGUST 2, 2016**

Meeting called to order by Chairman Albert Almy at 9:00 a.m.

Members present – Karen Bota, Ken Gasper, Chuck Minkley and Albert Almy

Others present –Dorothy Pohl, Lon Finch, Bud White, and Paul Spitzley

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: None. Motion by Ken Gasper and seconded by Chuck Minkley to accept the agenda. Motion carried.

CITIZEN REQUEST: None.

Motion by Chuck Minkley and seconded by Ken Gasper to close the meeting at 10:03 am and go into Closed Session to discuss property acquisition.

Motion by Chuck Minkley and seconded by Karen Bota to come out of closed session at 10:29 am.

The Managing Director provided a quick update on the Business Manager progress and the Planning Survey.

The County Highway Engineer provided a quick update on the progress of our projects this summer.

The scheduled date and time for the next regular meeting will be Wednesday, August 10, 2016 at 9:00 a.m.

Motion by Karen Bota and seconded by Ken Gasper to adjourn the meeting at 10:47 am. Motion carried.

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Albert Almy, Chairman

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Dorothy G. Pohl, Clerk



**MEETING  
IONIA COUNTY ROAD COMMISSION  
AUGUST 10, 2016**

Meeting called to order by Chairman Albert Almy at 9:00 a.m.

Members present - Karen Bota, Ken Gasper, Chuck Minkley and Albert Almy

Others present – Scott Wirtz, Dorothy Pohl, Don Chubb, and Paul Spitzley

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: Add Item 6.d) 11398 – Payroll Voucher - \$79,065.95; Delete Item 7.b.) MDOT Signature Resolution-Whites bridge project and Change Item 7.c.) to Safety Project Application Approval. Motion by Ken Gasper and seconded by Chuck Minkley to accept the revised agenda. Motion carried.

CITIZEN REQUEST: None.

The Chairman asked if the minutes of the July 13, 2016 meeting that were sent electronically and distributed at the meeting were correct. Motion by Chuck Minkley and seconded by Karen Bota to approve the minutes. Motion carried. The Chairman asked if the minutes for the Special August 2, 2016 meeting were correct. Motion by Ken Gasper and seconded by Chuck Minkley to approve the minutes. Motion carried. The clerk distributed copies of the minutes of the closed session on August 2, 2016. Motion by Ken Gasper and seconded by Chuck Minkley to approve the closed session minutes. Motion carried.

The following vouchers were presented:

11395 - Payables Account \$ 341,127.31

11396 – Payroll Account \$ 78,822.32

11397 – Payables Account \$ 161,174.32

11398 – Payroll Account \$ 79,065.95

Motion by Chuck Minkley and seconded by Ken Gasper to approve the vouchers for payment. Motion carried.

The Board reviewed the bid tabulation and recommendation for 2017 Budget Year Dump Trucks. The Fleet Manager is recommending the purchase of two tandem axle dump trucks from JX Peterbilt. Motion by Ken Gasper and seconded by Chuck Minkley to award the bid for two tandem axle dump trucks to the lowest responsive bidder, JX Peterbilt. Motion carried.

The Resolution to Authorize Signing Contract for the Whites Bridge replacement project was removed from the agenda due to questions regarding material specifications, the letting schedule and estimates.

The County Highway Engineer presented information related to the 2018 Call for Projects for the Federal Safety Program. His recommendation for a project application to add 3 foot shoulders on Hayes Road from Muir city limits to Borden Road. Motion by Chuck Minkley and seconded by Karen Bota to submit the application for 2018 program. Motion carried.

The Board reviewed the bid tabulation and recommendation for 2016 Pavement Markings. Motion by Ken Gasper and seconded by Chuck Minkley to award the bid to Michigan Pavement Markings at the lowest overall cost as recommended. Motion carried.

The Board reviewed the bid tabulation and recommendation for Generator Project. Motion by Karen Bota and seconded by Chuck Minkley to award the bid to Clorwell Electrical Contractors LLC, low bidder, as recommended. Motion carried.

The Board reviewed the annual Agreement for Maintenance and Improvement of Roads with Portland Township. Motion by Ken Gasper and seconded by Karen Bota to authorize the Clerk to sign the agreement on behalf of the Road Commission. Motion carried.

The Board reviewed the ballot and candidates for the Association of Southern Michigan County Road Agencies Board of Directors. Motion by Ken Gasper and seconded by Karen Bota to cast our ballot for David Solmes-Barry; Chuck Minkley-Ionia; Kari Bennett-Berrien; Joyce Whisenant-Muskegon; and Kent Harris-Washtenaw for the ASMCRA Board of Directors. Motion carried.

The Board reviewed the ballot and candidates for the County Road Association Self-Insurance Fund Board of Trustees. Motion by Chuck Minkley and seconded by Karen Bota to cast our ballot for Mary Herman-Marquette; John Hunt-Huron; and Joyce Randall-Mecosta for the CRASIF Board of Trustees. Motion carried.

The Managing Director passed out revised Policy 26 Medical Emergencies and Medical Examinations (formerly ADM 96-2) for review. Very minor updates were made and it will be posted for comment.

The Managing Director passed out the Future Planning updated schedule, along with a summary of the SWOT analysis done at the last meeting. She also shared the memo and surveys that would be going out this week for public input.

The Managing Director updated the Board on the August 2016 cash MTF chart; May 2016 MTF receipts; CRASIF award for lower modification factor; 2014 MDOT STL audit report results; 6-30-16 Sec 105 OPEB Trust report; July Dead Deer Report; WMPRC News; 8-10-16 Open Work Orders and the 8-10-16 Open Accounts Payable reports.

The County Highway Engineer updated the Board on 2016 projects and discussed the paving on Sprague Road.

The date and time for the next regular meeting will be Wednesday, August 24, 2016 at 9:00 a.m.

Motion by Chuck Minkley and seconded by Ken Gasper to adjourn the meeting at 10:18 a.m.

Motion carried.

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Albert Almy, Chairman

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Dorothy G. Pohl, Clerk

**MEETING  
IONIA COUNTY ROAD COMMISSION  
AUGUST 24, 2016**

Meeting called to order by Chairman Albert Almy at 9:00 a.m.

Members present - Karen Bota, Ken Gasper, and Albert Almy  
Members absent – Chuck Minkley

Others present – Scott Wirtz, Dorothy Pohl, Bud White, Joyce Hamp, and Dennis Sitzer

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: None. Motion by Karen Bota and seconded by Ken Gasper to accept the agenda. Motion carried.

CITIZEN REQUEST: Joyce Hamp and Dennis Sitzer attended the meeting as road commissioner candidates.

The Chairman asked if the minutes of the August 10, 2016 meeting that were sent electronically and distributed at the meeting were correct. Motion by Ken Gasper and seconded by Karen Bota to approve the minutes. Motion carried.

The following vouchers were presented:

11399 - Payables Account \$ 195,748.63

11400 – Payroll Account \$ 76,790.00

Motion by Ken Gasper and seconded by Karen Bota to approve the vouchers for payment.  
Motion carried.

The Board reviewed and discussed the July 2016 Monthly Financial Statements. Motion by Ken Gasper and seconded by Karen Bota to accept the statements and place them on file. Motion carried.

**RESOLUTION TO AUTHORIZE SIGNING REAL ESTATE PURCHASE  
DOCUMENTS**

Commissioner Karen Bota moved the adoption of the following resolution:

WHEREAS, the Board of County Road Commissioners of the County of Ionia wishes to enter into a purchase agreement with Mr. and Mrs. Herbert Loveless for the purchase of real property located in Ionia County, Ionia Township, Section 27, T17N R6W, Parcel number 34-060-027-000-315-00;

NOW, THEREFORE, BE IT RESOLVED, that Albert A. Almy, Chairman and Dorothy G. Pohl, Managing Director/Clerk of the Board shall be authorized to sign the agreement and purchase documents for the Ionia County Road Commission.

BE IT FURTHER RESOLVED, that true copies of this resolution will be filed with the purchase paperwork.

The motion was supported by Commissioner Ken Gasper.

ROLL CALL VOTE – Ayes, Bota, Gasper, Almy  
Absent, Minkley  
Nayes,

RESOLUTION DECLARED ADOPTED.

The Board reviewed the Fleet Manager's recommendation to dispose of Equipment Numbers 938, 701, and 105. All equipment is fully depreciated. Motion by Karen Bota and seconded by Ken Gasper to authorize the disposals by advertising and auction. Motion carried.

The Board reviewed the bid tabulation and recommendation for M-43 Bridge Deck Repair in Barry County for MDOT. Motion by Ken Gasper and seconded by Karen Bota to award the bid to low bidder, Grand River Construction at \$88,471.50, subject to MDOT Region office approval. Motion carried.

The Board reviewed the bid tabulation and recommendation for M-66 Cold Mill/Resurfacing in Barry County for MDOT. Motion by Karen Bota and seconded by Ken Gasper to award the bid to low bidder, Rieth-Riley Construction at \$102,798.35, subject to MDOT Region office approval. Motion carried.

Revised Policy 26 Medical Emergencies and Medical Examinations (formerly ADM 96-2) is still out for review and comment for very minor updates.

The Managing Director shared that the Strategic Planning surveys were advertised in the local papers, on our website and facebook page and are being returned.

The Managing Director updated the Board on the September 2016 cash MTF chart; June 2016 MTF receipts; RC Picnic on 9-11-16; MCRCSIP Strategic Risk Management Guidelines; Ionia County Board budget meeting on 9-1-16; 8-24-16 Open Work Orders and the 8-24-16 Open Accounts Payable reports.

The Superintendent updated the Board on 2016 projects and work schedules.

Road Commissioner Ken Gasper commented on how good the chipseals look in the northwest quadrant and inquired about MERS response to our request to close the pension plan. Road Commission Karen Bota asked about the rubber that was coming out of the joints on M66 downtown. County Commissioner Scott Wirtz shared that three residents were interviewed by the County Board for the open Road Commissioner seat on August 23, 2016. The selection will most likely be at the next regular county board meeting on September 13, 2016.

The date and time for the next regular meeting will be Wednesday, September 7, 2016 at 9:00 a.m.

Motion by Karen Bota and seconded by Ken Gasper to adjourn the meeting at 10:11 a.m.  
Motion carried.

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Albert Almy, Chairman

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Dorothy G. Pohl, Clerk

**MEETING  
IONIA COUNTY ROAD COMMISSION  
SEPTEMBER 7, 2016**

Meeting called to order by Chairman Albert Almy at 9:00 a.m.

Members present - Karen Bota, Ken Gasper, Chuck Minkley and Albert Almy

Others present – Scott Wirtz, Dorothy Pohl, Paul Spitzley, and Dennis Sitzer

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: Change Item 6.a.) to Voucher Number 11401 and 6.b.) to Voucher Number 11402 – Payroll - \$67,661.73 and Add Item 7.e.) Reynolds Gravel Agreement Motion by Chuck Minkley and seconded by Karen Bota to accept the agenda. Motion carried.

CITIZEN REQUEST: Dennis Sitzer thanked the Road Commission for the wedge patch work on Morrison Lake Road.

The Chairman asked if the minutes of the August 24, 2016 meeting that were sent electronically and distributed at the meeting were correct. Motion by Ken Gasper and seconded by Chuck Minkley to approve the minutes. Motion carried.

The following vouchers were presented:

11401 - Payables Account \$ 724,639.94

11402 – Payroll Account \$ 67,661.73

Motion by Ken Gasper and seconded by Chuck Minkley to approve the vouchers for payment. Motion carried.

**RESOLUTION TO AUTHORIZE SIGNING CONTRACT**

Commissioner Karen Bota moved the adoption of the following resolution:

WHEREAS, the Michigan Department of Transportation wishes to extend the current contract term and retroactively amend the October 1, 2012 (Contract No. 2012-0516) in order to allow sufficient time to perform the services:

NOW, THEREFORE, BE IT RESOLVED, that Albert Almy, Chairman shall be authorized to sign the agreement for the Ionia County Road Commission.

BE IT FURTHER RESOLVED, that true copies of this resolution will be sent to the Michigan Department of Transportation.

The motion was supported by Commissioner Ken Gasper and carried on a voice vote.

**RESOLUTION DECLARED ADOPTED.**

The Board reviewed the Annual Certification of Employee-related Conditions for reporting compliance with Public Act 51, Section 18j, MCL 247.668j. Based on the information provided by Blue Cross and our third party administrator, Brown & Brown, the Road Commission can certify that medical benefits are offered to the transportation employees are in accordance with MCL 247.668j. Motion by Ken Gasper and seconded by Chuck Minkley to authorize the Board Chairman and Chief Financial Officer to sign the Annual Certification showing compliance with (b). Motion carried.

The Board reviewed the Fleet Manager's recommendation to dispose of Equipment Number 320. The equipment is fully depreciated. Motion by Karen Bota and seconded by Chuck Minkley to authorize the disposals by advertising and auction. Motion carried.

**RESOLUTION TO APPROVE EQUIPMENT INSTALLMENT FINANCING**

The following preamble and resolution were offered by Member Ken Gasper and supported by Member Chuck Minkley:

WHEREAS, the Board of County Road Commissioners of the County of Ionia (the Road Commission) is authorized by Section 224.10 of the Michigan Compiled Laws, to purchase real or personal property over a period not to exceed fifteen years or the useful life of the property acquired. Property purchased under this act may serve as collateral in support of the purchase, contract or agreement; and

WHEREAS, the Road Commission utilized the State of Michigan MI-DEAL Program to purchase a new John Deere 724K High Lift Wheel Loader at a purchase price of \$257,480 from AIS Equipment by motion dated June 15, 2016; and by motion dated September 7, 2016 chose to finance \$202,480 with Mercantile Bank;

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. The Installment Financing Agreement by and between the Road Commission and the Bank is hereby approved, including the Equipment financed, the principal amount, the payment terms and rate of interest as set forth therein.
2. The useful life of the Equipment is hereby determined to be not less than seven (7) years.



3. The Clerk of the Road Commission is hereby designated as the Registrar for the Installment Financing Agreement.
4. The Equipment Installment Financing Agreement is hereby designated as a qualified tax exempt obligation for purposes of deduction of interest expense by financial institutions under the provisions of Section 265(b)(3) of the Internal Revenue Code, it being reasonably anticipated that the aggregate amount of qualified tax exempt obligations which will be issued by the Road Commission and all subordinate entities to the Road Commission shall not exceed \$10,000,000 during calendar year 2016.
5. The Chairman and the Clerk of the Road Commission are hereby authorized and directed to execute the Installment Financing Agreement .
6. The Chairman and Clerk of the Road Commission are hereby authorized to execute and file all documents, instruments and certificates necessary or required to effectuate the execution and delivery of the Installment Financing Agreement.
7. The Road Commission shall at all times have control of the Equipment and shall maintain the same for public use and public purposes.
8. All resolutions and parts of resolutions in conflict herewith shall be and the same are hereby rescinded.

YEAS: Minkley, Almy, Bota, Gasper

NAYS: None

RESOLUTION DECLARED ADOPTED.

The Board reviewed the extension contract for processing gravel in the Reynolds gravel pit owned by Robert and Judith Reynolds. Motion by Chuck Minkley and seconded by Ken Gasper to authorize the Managing Director to sign the agreement on behalf of the Road Commission. Commissioner Bota questioned whether the agreement was legal since Robert Reynolds passed away after signing, but before we signed the agreement. Motion carried with Bota abstaining.

No comments were received on the Revised Policy 26 Medical Emergencies and Medical Examinations (formerly ADM 96-2). Minor grammatical corrections were noted. Motion by Karen Bota and seconded by Ken Gasper to approve the Revised Policy 26 as corrected. Motion carried. There was some discussion on having 2 or 3 policies out for review at the same time in order to complete Board review in a more timely manner.

The Managing Director shared that we had received about 40 Strategic Planning surveys so far and they would be compiled for review at the next regular meeting.

The Managing Director updated the Board on the 2014 STL Audit Report; MCRCSIP insurance refund; July 2016 claims information; White's Bridge funding request; RC Picnic on 9-11-16; 9-7-16 Open Accounts Payable reports.

The County Highway Engineer updated the Board on this season's projects; pavement should begin next week; commercial drive entrance off Tuttle; Sprague Rd improvements by Top Grade are complete; possible sale of Federal aid to another county for 2017; his attendance at the County Board budget hearing on 9-1-16; and discussion on a land split subdivision on Godfrey Road in Otisco Township.

Chairman Albert Almy reminded the Board of the proposed schedule for the Managing Director's Performance Evaluation.

The date and time for the next regular meeting will be Wednesday, September 28, 2016 at 9:00 a.m.

Motion by Chuck Minkley and seconded by Karen Bota to adjourn the meeting at 10:46 a.m. Motion carried.

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Albert Almy, Chairman

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Dorothy G. Pohl, Clerk

**MEETING  
IONIA COUNTY ROAD COMMISSION  
OCTOBER 12, 2016**

Meeting called to order by Chairman Albert Almy at 9:00 a.m.

Members present - Karen Bota, Ken Gasper, Chuck Minkley and Albert Almy

Others present – Scott Wirtz, Dorothy Pohl, Paul Spitzley, and Dennis Sitzer

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: None. Motion by Chuck Minkley and seconded by Ken Gasper to accept the agenda. Motion carried.

CITIZEN REQUEST: None

The Chairman asked if the minutes of the September 7, 2016 meeting that were sent electronically and distributed at the meeting were correct. Motion by Ken Gasper and seconded by Chuck Minkley to approve the minutes. Motion carried.

The following vouchers were presented:

11403 - Payables Account \$ 1,268,801.98

11404 – Payroll Account \$ 68,145.46

11405 – Payables Account \$ 698,548.39

11406 – Payroll Account \$ 70,142.76

11407 – Payables Account \$ 809,926.45

Motion by Ken Gasper and seconded by Karen Bota to approve the vouchers for payment. Motion carried.

The Board reviewed and discussed the monthly financial reports for August and September 2016. Motion by Chuck Minkley and seconded by Karen Bota to accept the reports and place them on file. Motion carried.

The Board reviewed and discussed the Agreement Covering the Transfer of Federal Aid Funds in Exchange for Non-Federal Transportation Dollars. Ottawa County Road Commission is interested in purchasing our 2017 Federal Aid at 80%, similar to the agreement between Kent and Montcalm counties in 2016. Motion by Chuck Minkley and seconded by Ken Gasper to authorize the Managing Director to sign the agreement on behalf of the Ionia County Road Commission. Motion carried.

The Board reviewed and discussed Policy 33 – Title VI and our Title VI Non-Discrimination Plan, along with the Annual Title VI Sub-Recipient Annual Certification Form. The Managing Director reviewed the Annual Report and went through the policy. There was discussion on our

duties and responsibilities in regard to Title VI requirements. Motion by Karen Bota and seconded by Chuck Minkley to re-adopt Policy 33 – Title VI. Motion carried.

The Managing Director shared the compilation of the Strategic Planning surveys we received and asked the Road Commissioners to spend some time reviewing the results for discussion at the next regular meeting. She also passed out Employee Surveys for the Commissioners to complete to be included in the Employee/Board compilation.

The Managing Director updated the Board on the 2016 Dashboard Information on the website; upcoming 7 County Council meeting on 10-18; July 2016 MTF charts; ICTOA Agenda and previous minutes; Act 51 formula discussion; WMRPC Region 8 Notes; CRA PR Workshop on 10-27 in Mt. Pleasant; 2017 Health insurance renewal; August 2016 claims information; and 10-12-16 Open Accounts Payable report.

The County Highway Engineer updated the Board on this season's projects; all projects are complete except for tree removal on the Keefer Hwy Safety project; commercial drive entrance off Tuttle not started yet; Motor Carrier rate and agreement for Seasonal weight restriction enforcement; discussion of traffic control orders; intersection review request; response to developer regarding County Road subdivision road; and job cost statistics for this year's chip seal work.

Citizen Dennis Sitzer asked when we would begin seeing the new tax monies at the Road Commission. The fuel taxes and registration fees will increase on January 1, 2017, but we won't begin to see the increased amounts until later in March 2017.

The date and time for the next regular meeting will be Wednesday, October 26, 2016 at 9:00 a.m.

Motion by Chuck Minkley and seconded by Karen Bota to adjourn the meeting at 10:45 a.m. Motion carried.

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Albert Almy, Chairman

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Dorothy G. Pohl, Clerk

**MEETING  
IONIA COUNTY ROAD COMMISSION  
OCTOBER 26, 2016**

Meeting called to order by Chairman Albert Almy at 9:00 a.m.

Members present - Karen Bota, Ken Gasper, Chuck Minkley and Albert Almy

Others present – Scott Wirtz, Dorothy Pohl, Paul Spitzley, and Dennis Sitzer

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: None. Motion by Ken Gasper and seconded by Chuck Minkley to accept the agenda. Motion carried.

CITIZEN REQUEST: None

The Chairman asked if the minutes of the October 12, 2016 meeting that were sent electronically and distributed at the meeting were correct. Motion by Chuck Minkley and seconded by Ken Gasper to approve the minutes. Motion carried.

The following vouchers were presented:

11408 – Payroll Account \$ 72,618.98

11409 – Payables Account \$ 621,810.43

Motion by Ken Gasper and seconded by Chuck Minkley to approve the vouchers for payment. Motion carried.

The Board reviewed the following private road name request:

1. **Runners Ct PVT**, located off David Highway between Jackson and Eddy Roads in Section 7 of Berlin Township. The township has approved the name and it does not conflict with any existing county road names.

Motion by Ken Gasper and seconded by Karen Bota to approve the private road name request. Motion carried.

The Managing Director presented the renewal information for 2017 BCBSM ASC Medical-Dental-Vision insurance for actives and retirees. The active rates are increasing 6.2% and the rate increase for Medicare eligible retirees would be 10.6% if they were not being transferred to the fully insured Medicare Advantage program with Blue Cross. There will be no change to our monthly premiums since we don't need to fund the reserve. Our monthly contribution will remain at \$61,500 for the actives and retirees for the fourth year. Motion by Karen Bota and seconded by Ken Gasper to approve the 2017 insurance renewal package. Motion carried.

The Managing Director presented a recommendation to make a one-time lump sum payment to the eight non-union employees for 2016. Benefit changes and the 2015 wage recommendation were approved last year after the labor agreement was approved; however, wage recommendations for 2016 and 2017 were not included at that time for non-union personnel. Discussion ensued regarding performance evaluations and merit and cost of living increases. Motion by Karen Bota and seconded by Chuck Minkley to make equal one-time lump sum payments to the 8 current non-union personnel in December 2016. Motion carried.

Chairman Albert Almy reported that he had received some of the evaluation material from board members and asked that all be submitted to him before the next meeting in order to keep the Managing Director's Performance Evaluation on schedule.

The Board reviewed the CRA Legislative Priorities and had no further comments or suggestions.

Two policies will be sent out for review by the end of the week for the next meeting.

Commissioners will review the Employee/Board survey results and try to identify the most mentioned issues in the public surveys for discussion at the next meeting.

The Managing Director updated the Board on the November 2016 Cash MTF Chart; Central Dispatch Open House thank you; upcoming CRA training on Right of Way and Road Commission finances; discussion regarding use of commission property; 12/9 is the date for annual Safety breakfast and training; September 2016 claims information; and 10-25-16 Open Accounts Payable report.

The County Highway Engineer updated the Board on this season's projects; all projects are complete except for tree removal on the Keefer Hwy Safety project; commercial drive entrance off Tuttle not started yet.

The date and time for the next regular meeting will be Wednesday, November 9, 2016 at 9:00 a.m.

Motion by Ken Gasper and seconded by Chuck Minkley to adjourn the meeting at 10:34 a.m. Motion carried.

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Albert Almy, Chairman

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Dorothy G. Pohl, Clerk

**MEETING  
IONIA COUNTY ROAD COMMISSION  
NOVEMBER 9, 2016**

Meeting called to order by Vice-Chairman Karen Bota at 9:00 a.m.

Members present - Karen Bota, Ken Gasper, and Chuck Minkley

Members Absent – Albert Almy, Robert Dunton

Others present – Scott Wirtz, Dorothy Pohl, Paul Spitzley, Patty Loosemore, Jim Simon, Ellen Simon, Ken Kramer, Mike Wilson (HRC)

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: None. Motion by Ken Gasper and seconded by Chuck Minkley to accept the agenda. Motion carried.

CITIZEN REQUEST: Jim Simon addressed the board regarding concerns of Road Commission employees and others hunting on Road Commission property. The Board confirmed their policy that no one is permitted to hunt on Road Commission property.

The Vice-Chairman asked if the minutes of the October 26, 2016 meeting that were sent electronically and distributed at the meeting were correct. Motion by Ken Gasper and seconded by Chuck Minkley to approve the minutes. Motion carried.

The following vouchers were presented:

11410 – Payroll Account \$ 67,096.15

11411 – Payables Account \$ 273,509.64

Motion by Chuck Minkley and seconded by Ken Gasper to approve the vouchers for payment. Motion carried.

The Board reviewed the 2017 Dust Control Contract extension with S & M Liquid Tire Fill Inc. Motion by Ken Gasper and seconded by Chuck Minkley to approve the extension of the 2017 Dust Control Contract with S & M Liquid Tire Fill Inc. Motion carried.

The Board reviewed the 2017 Janitorial Services Contract extension with Luxury Janitorial Service. Motion by Ken Gasper and seconded by Chuck Minkley to approve the extension of the 2017 Janitorial Services Contract with Luxury Janitorial Services. Motion carried.

The Board reviewed the proposed DC Plan – Money Purchase Pension Plan with Morgan Stanley. Motion by Ken Gasper and seconded by Chuck Minkley to approve the DC Plan – Money Purchase Pension Plan with Morgan Stanley. Motion carried.

The Managing Director updated the board on the dead deer report; the October 2016 Cash flow; August 2016 MTF Chart; Sec 115 OPEB Report; County Board update set for 11/15/2016 @ 4 pm; DAS tower permit received from Mobile Lite; CRA training on ROW on 12/06/2016; the 11/09/2016 Open AP report and on payment date of longevity and lump sum payment.

The County Highway Engineer updated the Board on Keefer Hwy Safety project tree removal; an update on Whites Bridge Funding; Mooville Commercial driveway and Tuttle Rd future pavement marking.

Chairman Albert Almy entered meeting at 9:40 a.m.

The Board reviewed and discussed Policy No. 6, Prime and Seal – Construction on Local Roads. Motion by Chuck Minkley and seconded by Ken Gasper to Rescind Policy No.6, Prime and Seal – Construction on Local Roads. Motion carried.

The Board reviewed and discussed Policy No. 7, Culverts – Furnished When Constructing Primary Roads. Motion by Ken Gasper and seconded by Al Almy to Rescind Policy No. 7, Culverts – Furnished When Constructing Primary Roads. Motion carried.

The Board reviewed and discussed Policy No. 28, Plats – Requirement for New (Signing). Sign requests are already included in Plat Policy. Motion by Al Almy and seconded by Chuck Minkley to rescind Policy No., 28, Plats – Requirement for New (Signing). Motion carried.

The Board reviewed and discussed Policy ENGR 94-1, Requests for New Signing or Changes to Current Signing. Policy will be revised to exclude sign lists and posted for comment.

The Board discussed the future planning project- goals to be placed in a 5-10 year-plan; educational opportunities and SWOT.

Chairman Albert Almy discussed a time frame for the Managing Director’s Performance Evaluation. He has set Tuesday, November 29, 2016 for review and summary discussion and December 9, 2016 for the final review.

The date and time for the next regular meeting scheduled for Wednesday, November 23, 2016, will be changed to Tuesday, November 29, 2016 at 9:00 a.m. The date and time for the meeting scheduled for Friday, December 2, 2016 will be changed to Friday December 9, 2016 at 9:00 a.m.

Motion by Chuck Minkley and seconded by Ken Gasper to adjourn the meeting at 10:54 a.m. Motion carried.

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Karen Bota, Vice- Chairman

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Dorothy G. Pohl, Clerk



**MEETING  
IONIA COUNTY ROAD COMMISSION  
NOVEMBER 29, 2016**

Meeting called to order by Chairman Albert Almy at 9:00 a.m.

Members present – Albert Almy, Karen Bota, Robert Dunton, Ken Gasper, Chuck Minkley,

Others present – Scott Wirtz, Dorothy Pohl, Paul Spitzley, Patty Loosemore, Mike Wilson (HRC)

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: Additions under New Business: d) Buy-Sell Agreement for Union Street Property in Portland; e) Employment Interview Process. Motion by Chuck Minkley and seconded by Ken Gasper to accept the agenda. Motion carried.

CITIZEN REQUEST: None

The Chairman asked if the minutes of the November 9, 2016 meeting that were sent electronically and distributed at the meeting were correct. Motion by Ken Gasper and seconded by Karen Bota to approve the minutes. Motion carried.

The following vouchers were presented:

11412 – Payroll Account \$ 70,798.33

11413 – Payables Account \$ 165,508.55

11414 – Payroll Account \$60,400.43

Motion by Ken Gasper and seconded by Chuck Minkley to approve the vouchers for payment. Motion carried.

The Board reviewed and discussed the October 2016 Monthly Financial Statements. Motion by Chuck Minkley and seconded by Karen Bota to accept and place on file the financial statements for October 2016.

The Managing Director presented 2016 Budget Adjustment #2. Budgeted Revenues are being increased by \$98,238 mainly due to increases in MTF receipts so far this year. Budget Expenditures are being increased by \$102,425 mainly due to increased routine maintenance costs and additional township projects. Motion by Karen Bota and seconded by Ken Gasper to approve 2016 Budget Adjustment #2 with revenues of \$12,732,921 and expenditures of \$13,693,221. Motion carried.

**RESOLUTION TO AUTHORIZE SIGNING CONTRACT**

Commissioner Karen Bota moved the adoption of the following resolution:

**WHEREAS**, the Michigan Department of Transportation (“MDOT”) has presented a proposed contract between MDOT and the Ionia County Road Commission under which the Road Commission would perform maintenance on state trunkline highways within Ionia County,

**WHEREAS**, MDOT has affirmatively found that contracting with the Ionia County Road Commission for the maintenance of state trunkline highways and bridges within Ionia County, is in the best public interest; and

**WHEREAS**, the Ionia County Road Commission concurs in MDOT’s finding that it is in the best public interest to contract with the Ionia County Road Commission for the maintenance of state trunkline highways and bridges within Ionia County for the reason that the Road Commission has a proven record of efficiently providing a high level of service on state trunkline highways within Ionia County for many years; and

**WHEREAS**, the Ionia County Road Commission has reviewed the terms of the contract and the recommendations of the CRA’s Negotiating Committee; and

**WHEREAS**, the members of CRA’s Negotiating Committee have recommended that Road Commissions approve the proposed contract,

**NOW THEREFORE BE IT RESOLVED** that the Ionia County Road Commission hereby accepts and agrees to enter into the State Trunkline Maintenance Contract presented by MDOT and as recommended by CRA’s Negotiating Committee and Albert Almy, Chairman and Dorothy G. Pohl, Managing Director/Clerk are authorized and instructed to sign the State Trunkline Maintenance Contract on behalf of the Ionia County Road Commission.

**BE IT FURTHER RESOLVED**, that true copies of this resolution will be sent to the Michigan Department of Transportation.

The motion was supported by Commissioner Robert Dunton and carried on a voice vote.

**RESOLUTION DECLARED ADOPTED.**

The Managing Director presented the Buy-Sell Agreement for the Union St property in Portland. The agreement is acceptable except for one minor ambiguity that needs additional clarification. The broker will be contacted and if that can be resolved, we will continue the process to sell the property.

The Chairman asked the Managing Director to explain the hiring process used for the most recent Transportation Maintenance Worker openings. She explained how the applications were reviewed multiple times and scored to arrive at interview candidates. Interviews were scored by

four interviewers and the highest scoring candidates were offered a position contingent on their background investigations and drug test results.

The Board reviewed and discussed Policy No. 38 - Requests for New Signing. The policy has been updated with no further comments. Motion by Ken Gasper and seconded by Karen Bota to approve adoption of Policy No. 38 Requests for New Signing as presented. Motion carried.

The Board reviewed Policy #12- Winter Maintenance Operations; #14 Mailboxes-Replacement of; # ADM 04-03 – Release of Confidential Information; # ENG 00-01 – Survey Monument Boxes in Hard Surface Roads; all will have minor updates and be posted for comment.

There is nothing new to report on the Future Planning Project.

Chairman Almy updated the Board on the time frame for the Managing Director's Performance Evaluation.

The Managing Director updated the board on the September MTF Charts; December 2016 MTF Cash Basis Chart; the 11/23/2016 Open AP report; upcoming safety meeting and WMRPL notes

The County Highway Engineer updated the Board on Keefer Hwy Safety project tree removal; an update on Whites Bridge Funding; Portland Small Urban Project for 2017; and 2018 Hastings Rd over Duck Creek Bridge Project.

Board member Robert Dunton spoke about a Railroad Crossing surface repair program. Board member Ken Gasper asked that we check out the pavement markings on the corner of Jacoby and Hawley Road.

The date and time for the next regular meeting will be Friday December 9, 2016 at 9:00 a.m.

Motion by Chuck Minkley and seconded by Karen Bota to adjourn the meeting at 11:15 a.m. Motion carried.

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Albert Almy, Chairman

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Dorothy G. Pohl, Clerk

2016 Budget Adjustment #2

**MEETING  
IONIA COUNTY ROAD COMMISSION  
DECEMBER 9, 2016**

Meeting called to order by Chairman Albert Almy at 9:00 a.m.

Members present – Albert Almy, Karen Bota, Robert Dunton, Chuck Minkley,

Members Absent – Ken Gasper

Others present – Scott Wirtz, Dorothy Pohl, Paul Spitzley, and Patty Loosemore

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: None. Motion by Chuck Minkley and seconded by Karen Bota to accept the agenda. Motion carried.

CITIZEN REQUEST: None

The Chairman asked if the minutes of the November 29, 2016 meeting that were sent electronically and distributed at the meeting were correct. Motion by Chuck Minkley and seconded by Robert Dunton to approve the minutes. Motion carried.

The following vouchers were presented:

11415 – Payroll Account \$ 69,603.56

11416 – Payables Account \$ 391,393.33

Motion by Karen Bota and seconded by Chuck Minkley to approve the vouchers for payment. Motion carried.

The Board reviewed and discussed the bid tabulation and recommendation for Rest Area Maintenance at the I-196 Allegan Co. Rest Area. Motion by Chuck Minkley and seconded by Karen Bota, to approve Hi-Tec Building Services Inc. of Jenison, MI for Rest Area Maintenance at the I-196 Allegan Co. Rest Area, being the sole and low bidder on this project, subject to MDOT approval. Motion carried.

The board reviewed and discussed 2017 Capital Outlay and the Road & Bridge Project Budget.

Chairman Almy asked if there would be any objection to moving ahead to item 8. c). Closed Session – Managing Director Performance Evaluation. There were no objections. Motion by Chuck Minkley and seconded by Karen Bota to go into closed session at 10:14 am. to discuss the Managing Director's performance evaluation and compensation at her request. Roll Call Vote – Dunton- yes, Minkley-yes, Almy-yes; Bota-yes. Motion carried.

The Board discussed the Managing Director's annual performance evaluation and compensation.

Motion by Chuck Minkley and seconded by Karen Bota to return to open session at 11:02 am. Motion carried.

Karen Bota left the meeting to attend a previously scheduled appointment at 11:02 am

The Board reviewed and discussed Policy No. #12- Winter Maintenance Operations; #39- Mailboxes-Replacement of; #40 – Release of Confidential Information; # 41 – Survey Monument Boxes in Hard Surface Roads The policies have been updated with no further comments. Motion by Chuck Minkley and seconded by Robert Dunton to approve adoption of Policy No. #12- Winter Maintenance Operations; #39- Mailboxes-Replacement of; #40 – Release of Confidential Information; # 41 – Survey Monument Boxes in Hard Surface Roads as presented. Motion carried.

No formal report on the future planning project but it is being discussed as part of the of the budget workshop.

The Managing Director updated the board on the draft board meeting schedule for 2017; the equipment disposal gain or loss report; CRASIF update on Mutual Conversion; Senate Bill 399 regarding Permit Fees for Telecoms; monthly dead deer report; MERS letter regarding Service Credit purchase estimates; 12/8/2016 open AP report; Union Street property buy-sell agreement; and gave an overview of the 21<sup>st</sup> Century Infrastructure Committee Executive Summary.

The County Highway Engineer updated the Board on Keefer Hwy Safety project tree removal; an update on 2018 Hastings Rd over Duck Creek Bridge Project; and the Upcoming Rural Task Force Meeting. Pavement markings at Jacoby and Hawley Road were measured and found to be accurate.

Chairman Al Almy commented on an ornamental grass vision obstruction issue on Bricker Road that has been resolved.

The date and time for the next regular meeting will be Wednesday, December 14, 2016 at 7:00 p.m. This is the Annual Public Hearing on the Budget and 5 Year Project Listing.

Motion by Chuck Minkley and seconded by Robert Dunton to adjourn the meeting at 11:59 a.m. Motion carried.

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Albert Almy, Chairman

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Dorothy G. Pohl, Clerk

**MEETING  
IONIA COUNTY ROAD COMMISSION  
DECEMBER 14, 2016**

Meeting called to order by Chairman Albert Almy at 7:00 p.m.

Members present – Albert Almy, Karen Bota, Robert Dunton, Ken Gasper, Chuck Minkley

Others present – Scott Wirtz, Dorothy Pohl, Paul Spitzley, Patty Loosemore, Rod Wells, Ken Selleck, Frank Selleck, Art Pelon, Mike Blood, and Jack Shattuck

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: Additions include: 5. a) Approve minutes of closed session of December 9, 2016; Voucher 11417 –6. a) Payroll - \$81,471.35 Motion by Chuck Minkley and seconded by Ken Gasper to approve the revised agenda. Motion carried.

CITIZEN REQUEST: None

The Chairman asked if the minutes of the December 9, 2016 meeting that were sent electronically and distributed at the meeting were correct. Motion by Robert Dunton and seconded by Karen Bota to approve the minutes. Motion carried.

The Chairman asked if the minutes of the December 9, 2016 closed session meeting were correct. Motion by Ken Gasper and seconded by Chuck Minkley to approve the minutes of the closed session. Motion carried.

The following voucher was presented:

11417 – Payroll Account \$ 81,471.35

Motion by Ken Gasper and seconded by Chuck Minkley to approve the voucher for payment. Motion carried.

Motion by Ken Gasper and seconded by Chuck Minkley to recess the regular meeting and open the Public Hearing on the 2017 Budget and 2017-2020 Projects at 7:06 p.m. Motion carried.

The Managing Director presented the Preliminary 2017 Budget Summary and explained the detail and project information. The Preliminary budget includes budgeted revenues of \$10,918,503 and budgeted expenditures of \$10,821,808. The budget numbers include a continuation of current revenues from state fuel taxes and license plate fees; state revenue estimates from the new transportation package that was approved in 2015, an increase in state trunkline maintenance revenue, funding and expenses for approved Federal/State projects; planned Federal Aid buy-out funds, gain on sale of equipment and no county appropriation, minor increases in base routine maintenance, mid-level winter maintenance assumptions; monies for 2 tandem dump trucks and a sign truck. Excess budget revenue of \$96,695 will be carried forward to 2018 for multi-year projects. The Board discussed the preliminary figures; proposed

routine maintenance budgets; and possible adjustments if winter maintenance experience is favorable.

Art Pelon, Clerk, Ronald Township, stated he was disappointed there were no road improvements scheduled in Ronald Township, specifically Long Lake Road which is in virtual disrepair.

Rod Wells, Ronald Township resident, commented on the poor condition of Long Lake Road.

Ken Selleck, Ronald Township resident, commented on the poor condition of Long Lake Road.

Frank Selleck, Ronald Township resident, commented on the poor condition of Long Lake Road.

Mike Blood, Supervisor, Ronald Township, questioned why Divine Highway had road improvements ahead of other roads in worse condition and commented on poor condition of Long Lake Road particularly between Rogers Road and Allan Road.

Motion by Chuck Minkley and seconded by Ken Gasper to close the Public Hearing at 7:47 p.m. and return to the regular meeting. Motion carried.

Motion by Ken Gasper and seconded by Karen Bota to approve the 2017 Budget Summary and 2017-2020 Project Summary including budgeted revenues of \$10,918,503 and budgeted expenditures of \$10,821,808. Motion carried.

### **GENERAL APPROPRIATIONS ACT**

Moved by Ken Gasper and seconded by Karen Bota, that the 2017 Ionia County Road Fund General Appropriation Act be approved unanimously as per the 2017 Budget Summary approved at the Board meeting and Public Hearing held on December 14, 2016.

For the purpose of administering the General Appropriations Act in accordance with the provisions of Public Act 621 of 1978, as amended, the following provisions are included:

Dorothy G. Pohl, Managing Director, is designated Chief Administrative Officer and Fiscal Officer.

The chief administrative officer is authorized to transfer up to 25% of a line item amount approved in the General Appropriations Act to another line item without prior approval, but subject to approval of the Board of County Road Commissioners at their next regular Board Meeting.

The expenditure amounts approved in this General Appropriations Act for Distributive Expense shall be allocated to the various other expenditure line items in the proportion as the allocation of actual Distributive Expense at year end.



MOTION APPROVED by roll call vote:

Ayes, Bota, Almy, Dunton, Gasper, Minkley

Nays, None

**RESOLUTION DECLARED ADOPTED.**

The Board reviewed and discussed the November 2016 Monthly Financial Statements. Motion by Chuck Minkley and seconded by Karen Bota to accept and place the November 2016 financial statements on file. Motion carried.

Chairman Almy commented that he would like to put a discussion involving Ronald Township Road conditions on the agenda for the next regular meeting.

The board received two policies that are out for review and comment. Policy ADM 01-01 Road Name Changes, and Policy ADM 03-01 – Electronic Transactions. Action will be taken on these policies at the December 30, 2016 board meeting.

No update for the Future planning project.

Chairman Almy commented that he had met with the Managing Director tonight and presented her with the results of her performance evaluation. He would like to consider action on this at the December 30, 2016 board meeting.

The Managing Director presented the board with a draft calendar for the next year, asking them to please review and let her know if they are aware of any conflicts.

The County Highway Engineer updated the Board on Whites Bridge Funding; Portland Small Urban Project for 2017; upcoming Rural Task Force Meeting; and that he is working on township paved road and bridge updates.

Art Pelon, clerk, Ronald Township thanked the board for listening to his concerns.

The date and time for the next regular meeting will be Friday, December 30, 2016 at 9:00 a.m.

Motion by Chuck Minkley and seconded by Karen Bota to adjourn the meeting at 8:19 p.m. Motion carried.

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Albert Almy, Chairman

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Dorothy G. Pohl, Clerk

**MEETING  
IONIA COUNTY ROAD COMMISSION  
DECEMBER 30, 2016**

Meeting called to order by Chairman Albert Almy at 9:00 a.m.

Members present – Albert Almy, Robert Dunton,, Ken Gasper, Chuck Minkley,  
Member absent – Karen Bota

Others present – Scott Wirtz, Dorothy Pohl, Paul Spitzley, and Patty Loosemore

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: None. Motion by Chuck Minkley and seconded by Ken Gasper to accept the agenda. Motion carried.

CITIZEN REQUEST: None

The Chairman asked if the minutes of the December 14, 2016 meeting that were sent electronically and distributed at the meeting were correct. Motion by Ken Gasper and seconded by Robert Dunton to approve the minutes. Motion carried.

The following vouchers were presented:

11418 – Payables Account \$ 143,699.01

11419 – Payroll Account \$ 119,866.62

Motion by Ken Gasper and seconded by Chuck Minkley to approve the vouchers for payment. Motion carried.

The Board reviewed and discussed the bid extension for dead deer removal. A motion was made by Chuck Minkley and seconded by Ken Gasper to approve the 2017 dead deer removal contract extension. Motion carried

**RESOLUTION TO AUTHORIZE THE SALE OF PROPERTY AND SIGNATORIES  
FOR REAL ESTATE DOCUMENTS**

Commissioner Chuck Minkley moved the adoption of the following resolution:

WHEREAS, the Board of County Road Commissioners of the County of Ionia wishes to enter into a Buy-Sell agreement with the Diocese of Grand Rapids, Michigan for the sale of real property located in at 765 Union Street in Ionia County, in the city of Portland, Parcel number 34-300-070-000-450-00;

NOW, THEREFORE, BE IT RESOLVED, that Albert Almy, Commissioner and Dorothy G. Pohl, Managing Director/Clerk of the Board shall be authorized to sign the agreement and sale documents for the Ionia County Road Commission.

BE IT FURTHER RESOLVED, that true copies of this resolution will be filed with the sale paperwork.

The motion was supported by Commissioner Ken Gasper .

ROLL CALL VOTE – Ayes; Minkley, Gasper, Dunton, Almy Naves; None

RESOLUTION DECLARED ADOPTED.

The County Highway Engineer presented the Annual Bridge Inspection Posting results and recommendations from our bridge inspection consulting engineer. The biennial bridge inspection of Ionia County’s 43 Local System Bridges has been completed. The following is a list of all structures requiring a posting for load reductions:

| <u>SN#</u>  | <u>Road and Stream</u>                | <u>Location</u>                        | <u>Current Posting</u> | <u>New Posting</u> |
|-------------|---------------------------------------|--|------------------------|--------------------|
| 4021        | David Hwy over Sessions Creek         | Berlin, east of Jordan Lake Rd         | 42/48/77               | no change          |
| 4032        | Borden Rd over Prairie Creek          | Ronald, west of Hayes Rd               | 23/28/39               | no change          |
| <b>4035</b> | <b>Long Lake Rd over Dickerson Cr</b> | <b>Otisco, east of Belding</b>         | <b>42/55/61</b>        | <b>33 ton</b>      |
| 4043        | Stage Rd over Prairie Cr              | Ronald, north of Nickle Plate          | 42/64/77               | no change          |
| 4047        | Hubbardston Rd over Stoney Cr         | Lyons, south of M-21                   | 42/55/67               | no change          |
| <b>4057</b> | <b>Bell Rd over Duck Creek</b>        | <b>Campbell, south of M-50</b>         | <b>12 ton</b>          | <b>3 ton</b>       |
| <b>4060</b> | <b>Cutler Road over Looking Glass</b> | <b>Danby, east of I-96</b>             | <b>42/52/67</b>        | <b>23/27/45</b>    |
| 4068        | Prairie Creek Rd over Prairie Creek   | Ionia, north of M-21 (middle crossing) | 42/56/73               | no change          |
| 4069        | Prairie Creek Rd over Prairie Creek   | Ionia, north of M-21 (north crossing)  | 42/56/73               | no change          |
| 4073        | O’Brien Rd over Stoughton Creek       | N. Plains, North of Borden Rd          | 42/56/73               | no change          |
| 4078        | Bonanza Rd over Tupper Creek          | Odessa, East of Jordan Lake Rd         | 42/56/73               | no change          |
| 4085        | Reeder Rd over Libhart Creek          | Orange, West of Keefer                 | 3 ton                  | no change          |
| <b>4089</b> | <b>Gold Lake Rd over Seeley Creek</b> | <b>Otisco, W. of Whites Bridge Rd</b>  | <b>None</b>            | <b>42/57/75</b>    |
| 4094        | Westbrook Road over Prairie Creek     | Ronald, North of Nickle Plate Rd       | 42/57/75               | no change          |

Motion by Chuck Minkley and seconded by Ken Gasper to approve the Bridge Inspection Posting recommendation changes as presented. Motion carried.

The County Highway Engineer presented the tabulation and recommendation for bridge engineering services for the Hastings Rd Bridge over Duck Creek. Motion by Ken Gasper and seconded by Robert Dunton to approve Scott Civil Engineering, lowest responsive bidder, as recommended for design and construction engineering services for the Hastings Rd Bridge over Duck Creek. Motion carried.

The Board reviewed the Summary Budget Adjustment #3 for 2016. The Managing Director explained the changes to revenues and expenditures were due mainly to increased MDOT STL receipts and township contributions; and higher than normal routine primary maintenance and MDOT STL winter maintenance and non-routine maintenance and higher equipment rental revenues. Motion by Chuck Minkley and seconded by Ken Gasper to approve 2016 Budget Adjustment #3 as attached with revenues of \$12,901,303 and expenditures of \$13,860,650. Motion carried.

The Board reviewed and discussed the draft Board Meeting Schedule for 2017. Motion by Ken Gasper and seconded by Chuck Minkley to approve the revised 2017 Board Schedule as attached. Motion carried.

No updates on the policy review project. Review of ADM 01-01 and ADM 03-01 will continue until next meeting

No formal report on the future planning project

Motion by Chuck Minkley and seconded by Robert Dunton to give the Managing Director a one year extension on her contract through December 2017 and a \$2,000/year salary increase in recognition of her outstanding performance in the position and to bring her salary in line with surrounding Road Commission Manager salaries. Motion carried.

The Managing Director updated the board on the October 2016 MTF charts, Chuck Minkley's reappointment as Road Commissioner; reviewed 12/30/2016 Open AP report; asked that Commissioners please advise if they plan to attend the Highway conference in March and also shared information on the upcoming County Engineers Workshop.

The County Highway Engineer shared the annual letters he has sent to each township regarding condition of the roads and bridges in their prospective township; an update on Whites Bridge Funding; update on bridges we need to apply for funding for and an update on 2017 projects.

The condition of Long Lake Rd in Ronald Twp was discussed.

The date and time for the next regular meeting will be Friday, January 6, 2017 at 9:00 a.m.

Motion by Chuck Minkley and seconded by Robert Dunton to adjourn the meeting at 10:44 a.m.  
Motion carried.

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Albert Almy, Chairman

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Dorothy G. Pohl, Clerk

**IONIA COUNTY ROAD COMMISSION  
BOARD MEETING SCHEDULE  
2017**

|           |      |         |
|-----------|------|---------|
| JANUARY   | 6    |         |
|           | 25   |         |
| FEBRUARY  | 15   |         |
| MARCH     | 1    |         |
|           | 22   |         |
| APRIL     | 12   |         |
|           | 26   |         |
| MAY       | 10   |         |
|           | 24   |         |
| JUNE      | 14   |         |
|           | 28   |         |
| JULY      | 12   |         |
|           | 26   |         |
| AUGUST    | 9    |         |
|           | 23   |         |
| SEPTEMBER | 6    |         |
|           | 27   |         |
| OCTOBER   | 11   |         |
|           | 25   |         |
| NOVEMBER  | 8    |         |
|           | 21** |         |
| DECEMBER  | 1**  |         |
|           | 13   | 7:00 PM |
|           | 29** |         |

All regular scheduled meetings are held on Wednesdays, unless noted with an asterisk (\*\*). All meetings are held at 9:00 AM unless otherwise specified above. Meetings are held at the offices of the Ionia County Road Commission located at 170 E. Riverside Drive in Ionia. Additional afternoon or evening meetings can be scheduled upon request by calling the office at (616) 527-1700 or via e-mail at [pohld@ioniacountyroads.org](mailto:pohld@ioniacountyroads.org).

Posted this 30<sup>th</sup> day of December 2016.

Dorothy G. Pohl  
Managing Director/Clerk of the Board

Ionia County Road Commission  
2016 Budget Adjustment #3