

**MEETING  
IONIA COUNTY ROAD COMMISSION  
JANUARY 6, 2017**

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

Members present - Albert Almy, Karen Bota, Robert Dunton, Ken Gasper, and Charles Minkley

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

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: Correction under New Business; Correction 8. a) MDOT Signature Resolution – Riverside TEDF; Addition under New Business 8. f) Bid Extension – Asphalt. Motion by Ken Gasper and seconded by Karen Bota to approve the agenda. Motion carried.

CITIZEN REQUEST: None.

Motion by Chuck Minkley to nominate Karen Bota for Chairman for 2017 and to cast a unanimous ballot, seconded by Albert Almy. Roll Call Vote – Minkley – yes; Almy – yes; Bota– yes; Dunton – yes; Gasper - yes. Motion carried.

Motion by Ken Gasper to nominate Chuck Minkley for Vice-Chairman for 2017 and to cast a unanimous ballot, seconded by Albert Almy. Roll Call Vote – Gasper – yes; Almy – yes; Bota – yes; Minkley – yes; Dunton– yes. Motion carried.

The Chairman asked if the minutes of the December 30, 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 voucher was presented:

11420 - Payables Account \$ 496,694.17

Motion by Albert Almy and seconded by Ken Gasper to approve the voucher for payment. Motion carried.

**RESOLUTION TO AUTHORIZE SIGNING CONTRACT**

Commissioner Chuck Minkley 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 resurfacing work along East Riverside Drive from Highway M-66 (South State Road) to Cleveland Street; and all together with necessary related work.

NOW, THEREFORE, BE IT RESOLVED, that Karen Bota, Chairman and Dorothy G. Pohl, Managing Director 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 Albert Almy and carried on a voice vote.

RESOLUTION DECLARED ADOPTED.

The Board reviewed the 2017 Aluminum Signs/Blanks/Reflective Sheeting contract extension with Dornbos Sign, Inc. Motion by Albert Almy and seconded by Chuck Minkley to approve the extension of the 2015 Aluminum Signs/Blanks/Reflective Sheeting contract extension with Dornbos Sign, Inc. Motion carried.

The Board reviewed the 2017 Diesel Fuel Contract Extension with Petersen Oil Company. Motion by Ken Gasper and seconded by Chuck Minkley to approve the extension of the 2015 Diesel Fuel Contract Extension with Peterson Oil Company. Motion carried.

The board reviewed the 2017 Nuts, Bolts, Miscellaneous Hardware contract extension with Alma Bolt Company. Motion by Robert Dunton and seconded by Chuck Minkley to approve the extension of the 2015 Nuts, Bolts, Miscellaneous Hardware contract with Alma Bolt Company. Motion carried.

The board reviewed the 2017 Hot Mix Asphalt Contract Extension with Ajax Materials Corporation. Motion by Robert Dunton and seconded by Chuck Minkley to approve the extension of the 2015 Hot Mix Asphalt Contract Extension with Ajax Materials Corporation. Motion carried.

The Board reviewed and discussed the 2016 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 received copies of Policy #ADM 01-1 Road Name Changes and Policy # ADM 03-1, Electronic Transactions which are posted for comment. The Board also received copies of OP 99-1, Driver Inspection Reports and MNT 1-95, Requests for Tree Removal in the ROW to begin reviewing.

Discussion resumed from the previous meeting regarding project selection methodology. The County Highway Engineer shared a revised methodology utilizing quadrants over a 4 year period to assist in selecting projects each year. We would select at least one project in each township in the quadrant we are pavement marking in on a four year rotation. This would be more efficient

as we would be doing work where we are replacing pavement markings on the four year schedule and could save some money. It would also continue the use of asset management principles (ratings and traffic counts) while also ensuring that each township would receive at least one primary project every four years. Discussion will continue on this topic at the next meeting.

The condition of Long Lake Road between Woodard Lake Road and Allen Road was discussed. The Commission determined that portions of the road between Woodard Lake Road and Allen Road would be prepared for skip paving in 2017 unless winter weather conditions require spending for winter road operations to exceed budget.

The Managing Director updated the Board on the upcoming Ionia County Township Officer's (ICTOA) Meeting on Monday, January 9<sup>th</sup> at 7 pm at the ICRC; the upcoming 7 County Council meeting on January 17<sup>th</sup> at 9:00 am; the Michigan State Police Weighmaster service Agreement; the County Engineer Workshop January 30 thru February 2<sup>nd</sup> in Sault Ste Marie; December 2016 Cash Flow Report; 2016 Annual Cash Flow Report, and a recent property damage accident.

The County Highway Engineer updated the Board on the feedback he is receiving from his letters to the townships regarding roads and bridges and noted that the new bridge posting map is done.

The date and time for the next regular meeting will be Wednesday, January 25, 2017 at 9:00 a.m.

Motion by Chuck Minkley and seconded by Albert Almy to adjourn the meeting at 11:07 a.m.  
Motion carried.

---

Karen Bota, Chairman

---

Dorothy G. Pohl, Clerk

**MEETING  
IONIA COUNTY ROAD COMMISSION  
JANUARY 25, 2017**

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

Members present - Albert Almy, Karen Bota, Robert Dunton, and Ken Gasper

Members absent – Chuck Minkley

Others present - Patty Loosemore, Dorothy Pohl, Paul Spitzley, Scott Wirtz, and John Reed

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: Deletion of 6. c) 11423- Payroll Voucher.  
Motion by Albert Almy and seconded by Ken Gasper to approve the agenda. Motion carried.

CITIZEN REQUEST: John Reed of Orleans Township complimented the Road Commission on doing a good job. He had questions regarding 2017 projects and costs which the County Engineer answered for him.

The Chairman asked if the minutes of the January 6, 2017 meeting that were sent electronically and distributed at the meeting were correct. Minutes were corrected to reflect the addition of a discussion that took place. Motion by Ken Gasper and seconded by Albert Almy to approve the minutes. Ayes: 3; Nays: 1. Motion carried.

The following vouchers were presented:

11421 – Payroll - \$132,413.55

11422 – Payables - \$202,719.79

Motion by Robert Dunton and seconded by Ken Gasper to approve the vouchers for payment.  
Motion carried.

The Board reviewed and discussed the 2016 Audit Engagement Letter. Motion by Robert Dunton and seconded by Albert Almy 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 four ballots that seek to amend the County Road Association(CRA) of Michigan's Constitution and Bylaws (CBL). A motion for each amendment was made as follows:

A motion was made by Albert Almy and seconded by Ken Gasper to approve the removal of the Bay County Road Commission from the Blue Water Highway Council and its addition to the East Central Council. Bay County Road Commission to also be removed from the Association of Southern Michigan County Road Agencies and added to the Northern Michigan Association of Road Commissions. (Article VII, Section 1 and 2). Motion carried.

A motion was made by Albert Almy and seconded by Ken Gasper to approve updating of the stated Vision and Mission of the CRA, which includes right-of-way language. (Article II, Section 1). Motion carried.

A motion was made by Albert Almy and seconded by Ken Gasper to oppose the addition of a standing Education Committee with the focus of developing comprehensive, curated educational programming. (Article V, Section 12). Motion carried.

A motion was made by Albert Almy and seconded by Ken Gasper to approve the change of the beginning of CRA's fiscal year to October 1 of each year. (Article IX, Section 1). Motion carried.

The MDOT Performance Resolution was reviewed and discussed. Motion by Robert Dunton and seconded by Ken Gasper to approve the MDOT Performance Resolution. Motion carried on a voice vote.

The Board reviewed the 2017 Steel Beam Guardrail & Steel Posts contract extension with Action Traffic Maintenance. Motion by Ken Gasper and seconded by Robert Dunton to approve the extension of the 2016 Steel Beam Guardrail & Steel Posts contract with Action Traffic Maintenance. Motion carried.

The Board reviewed the 2017 Plastic Pipe contract extension with Etna Supply Company. Motion by Robert Dunton and seconded by Albert Almy to approve the extension of the 2015 Plastic Pipe Contract with Etna Supply Company. Motion carried.

The Board reviewed the 2017 Corrugated Metal Pipe contract extension with Cadillac Culvert, Inc. Motion by Ken Gasper and seconded by Albert Almy to approve the extension of the 2015 Corrugated Metal Pipe contract with Cadillac Culvert, Inc. Motion carried.

The Board reviewed the 2017 Geotextile Silt Fence Contract Extension with CSI Geoturf, Inc. Motion by Albert Almy and seconded by Robert Dunton to approve the extension of the 2015 Geotextile Silt Fence Contract with CSI Geoturf, Inc. Motion carried.

The board reviewed and discussed the preliminary December 2016 Monthly Financial Statements. Motion by Albert Almy and seconded by Ken Gasper to accept the preliminary December 2016 Monthly Statement and place it on file. Motion carried

Discussion resumed from the previous meeting regarding project selection methodology. The Board would like to see the new project selection methodology put into the form of a policy. A policy will be drafted and presented at the February 15, 2017 meeting.

Motion by Albert Almy and seconded by Ken Gasper to delay Keefer Highway preventative maintenance project from Lyons Village Limits to David Highway in order to perform skip paving on Long Lake Road and Van Vleck Road from M-66 to Palo and preventative maintenance on Sunfield Highway from Musgrove Highway to Eaton Highway.

Ayes: 3; Nays: 1. Motion carried.

The Board reviewed and discussed Policies # 42- Electronic Transactions; # 43 Road Name Changes; # 44 Driver Inspection Reports; and # 45 Requests for Tree Removal From Right-Of-Way. The policies have been updated with minor changes and no further comments.

Motion by Albert Almy and seconded by Ken Gasper to approve adoption of policy #42 – Electronic Transactions. Motion carried.

Motion by Ken Gasper and seconded by Robert Dunton to approve adoption of policy #43 – Road Name Changes. Motion carried.

Motion by Ken Gasper and seconded by Albert Almy to approve adoption of policy # 44 – Driver Inspection Reports. Motion carried.

Motion by Robert Dunton and seconded by Ken Gasper to approve adoption of policy #45 – Requests for Tree Removal From Right-Of-Way. Motion carried.

The Managing Director updated the Board on the upcoming one day Commissioners Seminar on March 14, 2017; Act 51 formula meeting; the open AP report; open work orders; and also the setting up of a meeting with Twp Supervisors/Officials at the Road Commission after the next board meeting on February 15, 2017.

The County Highway Engineer updated the Board on the 2017 road projects; funding received by Herbrucks for Rector Road and Haynor Rd; weight restrictions; gathering information for future bridge projects; and upcoming township meetings.

Commissioner Almy commented that the sign on Bricker road that was impeding vision has been removed.

The date and time for the next regular meeting will be Wednesday, February 15, 2017 at 9:00 a.m.

Motion by Albert Almy and seconded by Robert Dunton to adjourn the meeting at 11:13 a.m. Motion carried.

---

Karen Bota, Chairman

---

Dorothy G. Pohl, Clerk

**PERFORMANCE RESOLUTION FOR GOVERNMENTAL AGENCIES**

Commissioner Robert Dunton moved the adoption of the following resolution:

RESOLVED WHEREAS, the IONIA COUNTY ROAD COMMISSION hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the GOVERNMENTAL AGENCY is performed by a contractor, the GOVERNMENTAL AGENCY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the GOVERNMENTAL AGENCY. Failure of the GOVERNMENTAL AGENCY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.

4. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The GOVERNMENTAL AGENCY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.
6. With respect to any activities authorized by a PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
7. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
8. This resolution shall continue in force from this date until cancelled by the GOVERNMENT AL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.



BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

Title and/or Name

MANAGING DIRECTOR

COUNTY HIGHWAY ENGINEER

SUPERINTENDENT

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

RESOLUTION DECLARED ADOPTED.

**MEETING  
IONIA COUNTY ROAD COMMISSION  
FEBRUARY 15, 2017**

Meeting called to order by Chairman Karen Bota at 9:01 a.m.

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

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

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: Delete Item 7 c.) January 2017 Monthly Financial Statements. Add Item 7 c.) MDOT Signature Resolution for Federal Aid Work. Motion by Albert Almy and seconded by Robert Dunton to approve the revised agenda. Motion carried.

CITIZEN REQUEST: Joyce Hamp commented on the condition of a Lincoln Ave ditch.

The Chairman asked if the minutes of the January 25, 2017 meeting that were sent electronically and distributed at the meeting were correct. Motion by Ken Gasper and seconded by Albert Almy to approve the minutes. Motion carried.

The following vouchers were presented:

11423 - Payroll Account -\$ 116,934.19

11424 - Payables Account- \$ 159,549.63

11425 – Payroll Account - \$84,949.69

11426 – Payables Account – \$120,796.20

Motion by Ken Gasper and seconded by Robert Dunton to approve the vouchers for payment. Motion carried.

**RESOLUTION FOR ADDITIONS AND DELETIONS TO COUNTY ROAD SYSTEM  
MADE PRIOR TO DECEMBER 31, 2016**

Commissioner Ken Gasper 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      2016 Mileage (No Change from 2015)

Local 684.14      2016 Mileage (No Change from 2015)

**Urban**

Primary 26.66      2016 Mileage (No Change from 2015)

Local 39.92      2016 Mileage (No Change from 2015)

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 Albert Almy and carried on a roll call vote:  
Ayes, Almy, Bota, Dunton, Gasper,      Nays, None  
Absent, Minkley

RESOLUTION DECLARED ADOPTED.

The Board reviewed and discussed the distributed December 2016 Final Monthly Financial Statements. These financial statements will be accepted at the next board meeting.

Tom Smith, CPA, of Smith and Klaczkiewicz, PC who is at the Road Commission doing fieldwork for the 2016 audit was introduced to the board. He explained what he does when he audits the Road Commission. He encouraged the Commissioners to contact him if they had any questions or concerns.

**RESOLUTION TO AUTHORIZE SIGNING CONTRACT**

Commissioner Albert Almy 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:

Hot mix asphalt cold milling and resurfacing work along five locations countywide; including overband crack filling and pavement marking work; and all together with necessary related work; at the following locations:

- Divine Highway from Marsalle Road southerly to Portland City limits.
- Keefer Highway from Grand River Avenue southerly to Highway I-96.
- Grand River Avenue from Keefer Highway easterly to Portland City limits.

Grand River Avenue from Keefer Highway easterly to Portland City limits.  
Grand River Avenue from Cutler Road southerly for approximately 2,010 feet  
(Portland Area Urban limits).  
Looking Glass Road from Portland City limits easterly for approximately 1,325  
feet (end of pavement).

NOW, THEREFORE, BE IT RESOLVED, that Karen Bota, Chairperson 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 Ken Gasper and carried on a voice vote.

RESOLUTION DECLARED ADOPTED.

The Board reviewed and discussed the new position (Customer Service/Reception/General Office) being proposed as a result of an upcoming retirement. A motion was made by Albert Almy and seconded by Ken Gasper to approve hiring for the new position. Motion carried.

The Board reviewed and discussed the following recommended Bid Extensions for 2017.

Geotextile Silt Fence	Jensen Bridge & Supply Co.
Attenuator w/Arrow Board	Give Em A Brake Safety
Overband Crack Sealing	Asphalt Restoration Inc.
Materials Testing	Materials Testing Consultants
Materials Testing	Driesenga & Associates

Motion by Robert Dunton and seconded by Ken Gasper to extend the above contracts for 2017.  
Motion carried.

The Board reviewed the bids for 2017 Grader/Plow blades. Motion by Ken Gasper and seconded by Albert Almy to approve the bid award for Grader/Plow blades to Shults Equipment, being the low bidder. Motion carried.

The Board reviewed the Equipment Disposal Schedule for Chainsaws 123, 124, 125, 127, 371, and 372 and Pole saws, 376, 377, and 474. A motion was made by Albert Almy and seconded by Robert Dunton to approve the equipment disposals. Motion carried.

The Board agreed to cancel their March 1, 2017 meeting due to scheduling issues.

The Board reviewed and discussed board policy ADM 04-03 – Release of Confidential Information, which has now been updated to Policy Number 46 – Release of Confidential Information. A motion was made by Albert Almy and seconded by Ken Gasper to approve Policy Number 46 – Release of Confidential Information. Motion carried.

The Board reviewed and discussed policy ADM 02-1 Payment of Road Commissioner Per Diems. The policy will be updated and reviewed next month.

The Board reviewed and discussed the proposed Policy - Asset Management Priorities. The Policy will be circulated for comment until the March 22, 2017 Board Meeting.

The County Highway Engineer updated the Board on seasonal weight restrictions, plans for 2017 projects and updates on proposed timelines, and bridges that will be submitted to the Local Bridge Program for consideration during the 2017 call for projects.

The Managing Director updated the Board on the upcoming County Road Association Highway Conference and New Commissioner training; CRA Commissioner Seminar, 2016 actual Fringe Benefit Rate (455C) is 132.92; 2016 health claims below estimate; Section 115 OPEB Trust 12/31/2016 year-end report; January 2017 cash flow statement, February MTF, 5 of 6 2013 FEMA Projects closed out and an article on Michigan's infrastructure gap.

The date and time for the next regular meeting will be Wednesday, March 22, 2017 at 9:00 a.m.

Motion by Ken Gasper and seconded by Albert Almy to adjourn the meeting at 10:52 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.

---

Karen Bota, Chairman

---

Dorothy G. Pohl, Clerk

**MEETING  
IONIA COUNTY ROAD COMMISSION  
MARCH 22, 2017**

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

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

Others present – Ken Frost, Judy Frost, Scott Wirtz, Dorothy Pohl, Paul Spitzley, and Patty Loosemore, Jack Shattuck arrived at 11:12 am

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: Add amount to Item 6. g.) \$75,004.11. Add Item 7. m.) Resolution of support EDFA. Motion by Ken Gasper and seconded by Chuck Minkley to approve the revised agenda. Motion carried.

CITIZEN REQUEST: No comments.

The Chairman asked if the minutes of the February 15, 2017 meeting that were sent electronically and distributed at the meeting were correct. Motion by Albert Almy and seconded by Chuck Minkley to approve the minutes. Motion carried.

The following vouchers were presented:

- a.) 11427 – Payroll - \$ 77,749.25 e.) 11431 – Payables - \$ 78,625.83
- b.) 11428 – Payables - \$ 306,065.28 f.) 11432 – Payables - \$ 126,939.86
- c.) 11429 – Payables - \$ 114,838.90 g.) 11433 – Payroll - \$ 75,004.11
- d.) 11430 – Payroll - \$ 77,688.75

Motion by Robert Dunton and seconded by Chuck Minkley to approve the vouchers for payment. Motion carried.

The Board reviewed the bid tabulation by township for 2017 Gravel Provide, Haul & Place. As a result of a joint meeting with township officials last year, we are 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 Ken Gasper and seconded by Albert Almy to award the bids by township in the best interest of the county and township as specified in the township contracts. Motion carried.

The Board reviewed and discussed the 2017 pavement marking contract extension with Michigan Pavement Markings. Motion by Chuck Minkley and seconded by Robert Dunton to approve the 2017 contract extension with Michigan Pavement Markings. Motion carried.

The Board reviewed and discussed the 2017 HMA bid tabulations for county wide local, primary, and state trunk line paved roads. A motion was made by Albert Almy and seconded by

Ken Gasper to approve Michigan Paving as the primary contractor for the 2017 County HMA Paving Contract and Rieth-Riley as the primary contractor for the state trunk line HMA Paving Contract. Motion carried.

The Board reviewed and discussed the 2017 Furnish & Haul, 23A Limestone bid tabulations and recommendation. Motion by Ken Gasper and seconded by Chuck Minkley to approve the bid award as recommended to Yellow Rose Transport as the 2017 Furnish & Haul, 23A Limestone contractor, being the low bidder. Motion carried.

The Board reviewed and discussed the 2017 Street Sweeping bid tabulations and recommendation. Motion by Chuck Minkley and seconded by Robert Dunton to approve the bid award as recommended to Sanisweep, Inc. for 2017, being the low bidder. Motion carried.

The Board reviewed and discussed the 2017 M-21 Roadside Park Maintenance bid tabulations. Motion by Ken Gasper and seconded by Karen Bota to table this bid award until the next meeting. Motion carried.

The Board reviewed and discussed the contract extension for H-1 Limestone Stockpile with Verplank Trucking Co. Motion by Chuck Minkley and seconded by Ken Gasper to extend the contract for H-1 Limestone Stockpile with Verplank Trucking Co. for 2017. Motion carried.

The Board reviewed and discussed the 2017 Emergency Culvert and Tile Line Jetting bid tabulations and recommendation. Motion by Robert Dunton and seconded by Albert Almy to approve the bid award as recommended to CL Trucking & Excavating for 2017, being the low bidder. Motion carried.

The Board reviewed and discussed the traffic control order 01-045-16, Otisco Township: A speed limit of forty-five (45) miles per hour on Whites Bridge Road from a point one-thousand (1000) feet south of Button Road to a point one-thousand (1000) feet north of Button Road. A motion was made by Ken Gasper and seconded by Chuck Minkley to approve traffic control order 01-045-16, Otisco Township. Motion carried.

The Board reviewed and discussed December 2016 (Final) Monthly Financial Statements, January 2017 Monthly Financial Statements and February 2017 Monthly Financial Statements. Motion by Chuck Minkley and seconded by Albert Almy to accept and place on file December 2016 (Final) Monthly Financial Statements, January 2017 Monthly Financial Statements and February 2017 Monthly Financial Statements. Motion carried.

**RESOLUTION OF SUPPORT**  
**ECONOMIC DEVELOPMENT FUND GRANT APPLICATION (TEDE CATEGORY A)**

Commissioner Chuck Minkley moved the adoption of the following resolution:

WHEREAS, Rector Road and Haynor Road from 1 mile west of Haynor Road to Haynor Road and Rector Road to M-21, located in Easton Township, is a local county road that will serve significant commercial travel which maintains a substantial employment base; and

WHEREAS, this important roadway provides direct access to a large agricultural product processing commercial venture, and this operation receives and distributes goods and materials through the area and state; and

WHEREAS, improvements to Rector Road and Haynor Road will provide many years of adequate travel to the rural area which will assist in retaining and expanding employment and will improve the delivery system of this business enterprise, and may result in economic growth and an increased tax base in the greater Ionia region; and

WHEREAS, the Category A Transportation Economic Development Funds will provide for financial assistance for roadway improvements which service and support development that increases employment in Michigan; and

WHEREAS, the Ionia County Road Commission is applying for Michigan Transportation Economic Development Category A Funds to improve Rector Road and Haynor Road;

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Road Commissioners of Ionia County, in support of the economic development and employment expansion, has developed a Category A Transportation Economic Development Fund application to secure funding for this roadway improvement project; and

BE IT FURTHER RESOLVED, that the Board of County Road Commissioners of Ionia County agrees to provide the necessary engineering and any cost overages for this Transportation Economic Development Funded project and agrees to continue maintenance of the facility.

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

RESOLUTION DECLARED ADOPTED.

The Board reviewed and discussed the proposed Policy 47- Asset Management Priorities and Policy ADM 02-1 Payment of Road Commissioner Per Diems, the latter has had minor changes made to it and been updated to Policy 48- Payment of Road Commissioner Per Diems. Both policies were posted for review and no comments were received. Motion by Chuck Minkley and seconded by Albert Almy to approve Policy 47- Asset Management Priorities and Policy 48 – Payment of Road Commissioner Per Diems as presented. Motion carried.



The Managing Director updated the Board on the March MTF cash chart, Schedule of equipment disposals, January/February dead deer report, Payroll comparison by year chart, Farm Bureau Legislative coffee being held Friday, March 24<sup>th</sup>, CRA Commissioners Seminar, Retirement Article in Sentinel on Lonnie Finch, Personnel transitions, 7 County Council Meeting in Montcalm Co on April 18, 3/22/17 open accounts payable report and the open work orders report.

The County Highway Engineer updated the Board on seasonal weight restrictions, MSP weight restriction enforcement activity, updated plans for 2017 projects and proposed timelines, working with TCI (wind company) on agreement and mobilite (DAS) towers,

Road Commissioner Chuck Minkley commented that he attended a session on cyber security at the recent CRA Highway Conference. He asked if the Road Commission was protected against threats. We use very good software and constantly monitor our system and servers and try to stay ahead of problems.

Road Chairman Karen Bota commented that she had the opportunity to talk with and tour County roads with our Superintendent and found it very educational.

Road Commissioner Ken Gasper inquired about borings at Bugby pit. The County Highway Engineer said borings have been completed that indicate gravel reserves. The Managing director noted that bid packages for material processing are being prepared.

Ken Frost thanked the board for delaying their decision until more information can be gathered.

The date and time for the next regular meeting will be Wednesday, April 12, 2017 at 9:00 a.m. State Representative Julie Calley will be joining us.

Motion by Albert Almy and seconded by Ken Gasper to adjourn the meeting at 11:33 a.m. Motion carried.

---

Karen Bota, Chairman

---

Dorothy G. Pohl, Clerk

**MEETING**  
**IONIA COUNTY ROAD COMMISSION**  
**APRIL 12, 2017**

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

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

Others present –Scott Wirtz, Dorothy Pohl, Paul Spitzley, Patty Loosemore, Fred Cooreman, Mark Lipscomb, Larry Curtiss, Dwain Dennis, Charles Babcock, Shirley Van Dorpe, Ken Frost, Sharon Varkula, Joe Varkula, Cyndy Dykema, Patti Cooreman, Christi Pett, Patti Cutter, Andy Cutter, Larry Curtiss Sr., Paul Phillips, Jim Bandfield, Bob Scheurer, Tony Thelen, and Julie Calley

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: Add Item 7. g.) Bid Award – Spray Patch Mix Emulsion; 7. h.) Bid Award – Riverside Drive Project; and 7. i.) Consideration of Emergency Equipment Purchase. Motion by Albert Almy and seconded by Chuck Minkley to approve the revised agenda. Motion carried.

**CITIZEN REQUEST:**

Fred Cooreman spoke regarding the condition of the section of Portland Rd between Jackson Rd and Jordan Lake Rd, and asked that the Road Commission consider reconstructing that stretch of road instead of the two preventative maintenance projects proposed, Portland Road between Nash Hwy and Jackson Rd and Portland Road between Jordan Lake Rd and M-66. Fred presented arguments for reconstructing the poor section first such as: Are we providing a safe road? Does the road encourage people to travel to Ionia? Does this road provide a positive image of our county? He commented on the damage being done to vehicles that travel this road, as well as subjective items such as the large population base of Morrison Lake, the Morrison Lake Golf Club, the churches, the I-96 speedway, and Herbruck's trucking.

Jim Banfield spoke regarding Life, Limb, and Liability. The poor section of Portland Road is a safety issue and a liability to the Road Commission. People are driving on the wrong side of the road to avoid potholes.

Dwain Dennis questioned the logic of this asset management with the Portland Road. He feels the Road Commission needs to reconsider.

Cyndy Dykema read a portion of the ICRC mission statement from the website and questioned whether the Road Commission is providing the services the mission statement says it is committed to providing.

Larry Curtiss commented that it has been 20 years since this section of Portland Rd has been done.

Ken Frost suggested that extra asphalt from doing the other portions of Portland Rd might be used as a temporary fix to the poor section.

Another resident suggested asking Herbrucks Poultry to contribute to the reconstruction of the poor section of Portland Rd.

Charles Babcock, Lyons Township Supervisor commented that in Lyons Township they had a collaborative effort to get Pewamo Rd paved, business and individuals contributed money and the township worked with the Road Commission to get the job done. Could that work for the poor section of Portland Road? He also addressed the Board offering for Lyons Township to fund the Kimball Road Preventative Maintenance Project West of Divine Highway if the Road Commission is willing to fund the Kimball Road Preventative Maintenance Project East of Divine Highway. Charles also commented on the high gravel prices this year and that the township is considering whether to purchase any gravel.

Patti Cooreman provided a female point of view stating that she does not go to Ionia to shop or visit friends because she does not want to travel the poor section of Portland Rd.

The Chairman asked if the minutes of the March 22, 2017 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:

- a.) 11434 – Payables \$133,836.00
- b.) 11435 - Payroll - \$ 87,419.57
- c.) 11436 - Payables \$176,750.81

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

Motion by Albert Almy and seconded by Chuck Minkley to remove as a tabled item, Bid Award – M21 Roadside Park Maintenance. Motion carried. The Board reviewed and discussed the 2017 M-21 Roadside Park Maintenance bid tabulations. Motion by Chuck Minkley and seconded by Ken Gasper to approve the bid award as recommended to Thomas Lawn Care, being the low bidder. Motion carried.

The Board reviewed and discussed the 2017 Barry County Woodland Roadside Park Maintenance bid tabulations. Motion by Chuck Minkley and seconded by Robert Dunton to approve the bid award to F & K Enterprises, being the low bidder. Motion carried.

The Board reviewed and discussed the 2017 Allegan County Saugatuck Rest Area Maintenance bid tabulations. Motion by Ken Gasper and seconded by Albert Almy to approve the bid award to Hi-Tec Building Services, being the low bidder. Motion carried.

The Board reviewed and discussed the 2017 Roadside Brush Spraying contract extension with The Daltons, Inc. Motion by Albert Almy and seconded by Chuck Minkley to extend the contract for 2017 Roadside Brush Spraying with The Daltons, Inc. Motion Carried.

The Board reviewed and discussed the 2016 Supplemental Annual Report. Motion by Chuck Minkley and seconded by Albert Almy to accept and place on file the 2016 Supplemental Annual Report. Motion carried.

The Board reviewed and discussed the March 2017 Monthly Financial Statements. Motion by Ken Gasper and seconded by Robert Dunton to approve and place on file the March 2017 Monthly Financial Statements. Motion carried.

The Board reviewed and discussed the 2017 Spray Patch Mix Emulsion bid tabulation and recommendation. Motion by Albert Almy and seconded by Ken Gasper to approve the bid award for the 2017 Spray Patch Mix Emulsion to Michigan Paving & Materials Co., being the low bidder. Motion carried.

The Board reviewed and discussed the 2017 Riverside Drive from M-66 to Kelsey Highway Project bid tabulation and recommendation. Motion by Chuck Minkley and seconded by Albert Almy to approve the contractor bid award for the 2017 Riverside Drive from M-66 to Kelsey Highway Project to Youngstrom Contracting as the primary contractor, being the low bidder and contingent upon the notice to proceed from the TEDF Category F Administration. Motion carried.

The Board reviewed and discussed the emergency equipment purchase of a bucket truck. Motion was made by Chuck Minkley and seconded by Ken Gasper to approve the emergency equipment purchase of a 2006 International 4400SBA 4x2 from Home Works Tri-County Electric for \$38,000. Motion carried.

The Board reviewed and discussed Policy Review items 07-01 Soil Erosion and OPER 04-01 Removal of Objects from ROW. Policies will remain posted for review and comment and readopted at the next board meeting.

The Managing Director updated the Board on the MCRCSIP Renewal, Cyber-Security training of staff, MS-ISAC membership, summer help-returning and hiring, MTF charts and statement of receipts and distributions, Summary of Annual Administrative Expenses 2012 – 2016, open accounts payable report and open work orders.

The County Highway Engineer updated the Board on Consumers Energy gas line project taking place in SW corner of the county, no updates on wind turbine project or Mobilite (DAS) tower permits, Meeting April 19<sup>th</sup> at 7 pm in Portland Twp regarding the Still Meadows Subdivision Special Assessment district for roads, the Button Road and Whites Bridge Road speed limit signs are going up this week, Local Bridge Program selection has been completed, reviewing traffic counts for intersection of Jordan Lake Road and Grand River Rd, 2017 project updates and Riverside Dr tree removal will begin soon.

Commissioner Almy commented on the Commissioners Seminar he attended earlier in the week. Also, he recently attended a CRA Council Convergence meeting and the consensus from that meeting is to try to combine some conferences together so there are not so many. Commissioner Gasper agreed with Commissioner Almy on the number of conferences. Commissioner Minkley agreed with Commissioner Almy's assessment as well.

Ken Frost thanked the board for 26 years of a positive working relationship with the Road Commission. Ken highlighted some examples of things that have been done to improve the M-21 roadside park and spoke of the working relationship with the Road Commission Superintendents.

Charles Babcock, Lyons Township Supervisor asked about the future of Hubbardston Rd Bridge over Stoney Creek.

The date and time for the next regular meeting will be Wednesday, April 26, 2017 at 9:00 a.m.

Motion by Chuck Minkley and seconded by Ken Gasper to adjourn the meeting at 12:03 pm.  
Motion carried.

---

Karen Bota, Chairman

---

Dorothy G. Pohl, Clerk

**MEETING  
IONIA COUNTY ROAD COMMISSION  
APRIL 26, 2017**

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

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

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

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: Add Item 8 b.) Capital Project - Budget Adjustment #1. Motion by Albert Almy and seconded by Chuck Minkley to approve the revised agenda. Motion carried.

**CITIZEN REQUEST:**

Kevin Nevills of Aunt Nancy’s Produce approached the board for permission to locate some of his honey bee colonies on Road Commission inactive gravel pits. He spoke regarding the drastic decline in the number of honey bees and how he is working to increase the honey bee population. He submitted a copy of his agreement with Eaton County Parks and asked if we would consider a similar agreement. Staff will investigate and report back at the next meeting.

The Chairman asked if the minutes of the April 12, 2017 meeting that were sent electronically and distributed at the meeting were correct. Motion by Chuck Minkley and seconded by Albert Almy to approve the minutes. Motion carried.

The following vouchers were presented:

11437 – Payroll \$ 76,761.62

11438- Payables- \$312,506.20

Motion by Ken Gasper and seconded by Robert Dunton to approve the vouchers for payment. Motion carried.

**LOCAL BRIDGE PROGRAM APPLICATIONS**  
Replacement and Preventative Maintenance of Bridges in Ionia County

Commissioner Albert Almy moved the adoption of the following resolution,

**WHEREAS**, there are bridges in Ionia County that are in need of repairs beyond that of general maintenance; five of which are applicable for Federal and State funds through the Local Bridge Program; and

**WHEREAS**, these five bridges are as follows:

<u>Road</u>	<u>Crossing</u>	<u>Treatment</u>	<u>Township</u>
Long Lake Rd	Dickerson Creek	Replacement	Otisco
Bell Rd	Duck Creek	Replacement	Campbell

Cutler Rd	Looking Glass River	Replacement	Portland/Danby
Whites Bridge Rd	Flat River	Rehabilitation	Keene
Nickle Plate Rd	Prairie Creek	Preventative Maintenance	Ionia

**WHEREAS**, if no repairs are performed these bridges will deteriorate faster and eventually impair the movement of the general traffic, and the accomplishment of agricultural and other commercial activities; and

**WHEREAS**, Road Commission staff has prepared applications for Local Bridge Program Funds for these structures; and

**WHEREAS**, the bridges' respective townships are willing to participate in the local matching construction funds necessary for the project as well as the preliminary engineering and construction engineering if awarded; and

**WHEREAS**, this Board has considered the applications for Local Bridge Program Funds and authorizes the submission of the applications for the Local Bridge Program Funds for 2020.

**NOW, THEREFORE, BE IT RESOLVED** that the Road Commission for Ionia County does request affirmative consideration of our application for Local Bridge Program Funds and agrees to provide, along with the bridges' respective townships, the necessary local funds for these projects if awarded.

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

#### RESOLUTION DECLARED ADOPTED

The Board reviewed and discussed the County Highway Engineer's recommendation for Lyons Township, Kimball Road Preventative Maintenance project for 2017.

The Board reviewed and discussed the County Highway Engineer's recommendation for the Portland Road from Jackson Road to Jordan Lake Road.

The Managing Director presented the 2016 MDOT Act 51 Annual Financial Report to the Board along with the year-end financial position. Motion by Ken Gasper and seconded by Chuck Minkley to approve the 2016 MDOT Act 51 Annual Financial Report and authorize the Chairman to sign the report. Motion carried.

The Board reviewed and discussed Policy No. 49 (formerly OPER 04-01) Removing Objects of Value from Road ROW and Policy No. 50 (formerly ENGR 07-01) Soil Erosion and Sedimentation Control. Motion by Albert Almy and seconded by Ken Gasper to approve the amended policies as presented. Motion carried.

The Managing Director presented 2017 Budget information and a list of potential projects to be reviewed and discussed as potential adjustments to the 2017 Budget. The Board reviewed and discussed the possible adjustments to the 2017 Budget. Motion was made by Karen Bota and seconded by Robert Dunton to add the following projects to the 2017 Budget: Keefer Road (Lyons Village Limits to David Hwy) Chip Seal Project, Morrison Lake Road (Grand River to

Saranac) HMA & Chip Seal Project, the section of Kimball Road (East of Divine Hwy) Preventative Maintenance Project will also be included contingent upon an executed agreement with Lyons Township to fund Kimball Road (West of Divine Hwy) Preventative Maintenance Project. Motion carried.

The Managing Director updated the Board on the availability of a CRA PowerPoint on the History of Road Commissions, CRA Council Convergence meeting minutes, Open Accounts Payable Report for April 26, 2017, request concerning easement on Larsen Pit property, reminder of Lonnie Finch's retirement date. The new bucket truck is outside for all to see.

The County Highway Engineer updated the Board on the Riverside Drive project. No other major project updates. There were no updates on the wind turbine project or Mobilite (DAS) tower permit. The meeting on April 19<sup>th</sup> at Portland Twp. regarding the Still Meadows Subdivision Special Assessment district for roads went well, there will be a vote in May. The traffic counts for the intersection of Jordan Lake Road and Grand River Rd have been completed and will be submitted to the State Police for consideration of an all way stop traffic control order. "Fresh Oil" and "Loose Stone" signs will be placed at the beginning and ending of chip seal projects this year and the Road Commission is looking for slag stockpile locations.

Commissioner Minkley asked if there is a 2017 project list available to the public. The County Highway Engineer said they are located on the Projects tab of the Road Commission website and a spring newsletter will be going out next week which also has the 2017 project list.

Commissioner Gasper asked about MDOT's process to request changes to the Morrison Lake/Hawley Road and M 21 intersection. The County Highway Engineer said that he would contact MDOT and report back at the next meeting.

The date and time for the next regular meeting will be Wednesday, May 10, 2017 at 9:00 a.m.

Motion by Albert Almy and seconded by Chuck Minkley to adjourn the meeting at 11:25 a.m. Motion carried.

---

Karen Bota, Chairman

---

Dorothy G. Pohl, Clerk



**MEETING**  
**IONIA COUNTY ROAD COMMISSION**  
**May 10, 2017**

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

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

Members 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 Ken Gasper and seconded by Albert Almy to approve the agenda. Motion carried.

CITIZEN REQUEST: None

The Vice-Chairman asked if the minutes of the April 26, 2017 meeting that were sent electronically and distributed at the meeting were correct. Motion by Albert Almy and seconded by Robert Dunton to approve the minutes. Motion carried.

The following vouchers were presented:

11439– Payroll \$ 87,263.48

11440 Payables- \$145,982.55

Motion by Ken Gasper and seconded by Albert Almy to approve the vouchers for payment.  
Motion carried.

The Board reviewed and discussed the gravel processing bid tabulation and recommendation for Bugbee pit. Motion by Robert Dunton and seconded by Albert Almy to award the bid for gravel processing as recommended to Halliday Sand & Gravel, Inc. Motion carried.

The Managing Director presented 2017 Budget Adjustment #1. Budgeted Revenues are being increased by \$332,538 due to additional MDOT State Trunkline Projects. Budget Expenditures are being increased by \$1,018,786 mainly due to the addition of primary road heavy maintenance and preventative maintenance projects, additional MDOT State Trunkline projects; and increasing the capital outlay budget. Motion by Albert Almy and seconded by Ken Gasper to approve 2017 Budget Adjustment #1 with revenues of \$11,251,041 and expenditures of \$11,840,594. Motion carried.

The board reviewed and discussed Aunt Nancy's Produce memorandum of understanding in regard to locating honey bee colonies at Road Commission gravel pits. Motion by Robert Dunton and seconded by Ken Gasper to authorize the Managing Director to sign Aunt Nancy's Produce agreement. Motion carried.

Polices received at the last board meeting; ADM 99-1- Depreciable Fixed Assets and Equipment Capitalization and ADM 99-2 – Non-Depreciable Equipment Records and Inventory are still being reviewed and revised. The Board received Polices 06- Culverts-New & Replacements-Primary Road System and 07-Culverts – New & Replacements-Local Road System for review and comment.

The Managing Director updated the Board on the March 2017 MTF receipts and distributions, the 2017/2018 CRASIF renewal rates and refund, April 2017 Cash Flow, dead deer report, 5/10/17 Open Work Order Report, 5/10/2017 Open Accounts Payable Report, and update at 5/16/17 County Board Meeting.

The County Highway Engineer updated the Board on status of 2017 projects, wind turbine project (TCI) and Mobilite (DAS) permit/project have had no activity, brining in the county has begun, Portland Township Special Assessment is still in progress and Danby is discussing. The County Highway Engineer will be attending Easton Township's meeting on June 6, 2017 regarding Herbruck's project on Rector Road and Haynor Road.

Commissioner Almy complimented those responsible for the Ionia County Road Commission Spring Newsletter on a job well done.

The date and time for the next regular meeting will be Wednesday, May 24, 2017.

Motion by Robert Dunton and seconded by Ken Gasper to adjourn the meeting at 10:42 a.m.  
Motion carried.

---

Chuck Minkley, Vice-Chairman

---

Dorothy G. Pohl, Clerk

2017 Budget Adjustment Summary #1

**MEETING**  
**IONIA COUNTY ROAD COMMISSION**  
**May 24, 2017**

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

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

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 approve the agenda. Motion carried.

CITIZEN REQUEST: None

The Chairman asked if the minutes of the May 10, 2017 meeting that were sent electronically and distributed at the meeting were correct. Motion by Ken Gasper and seconded by Albert Almy to approve the minutes. Motion carried.

The following vouchers were presented:

11441– Payroll \$ 71,285.23

11442 Payables- \$149,763.86

Motion by Albert Almy and seconded by Chuck Minkley to approve the vouchers for payment. Motion carried.

Commissioner Dunton asked how the amount of brine spread on each road is determined. Superintendent White joined the meeting and to explain dust control procedures to the Board.

The Board reviewed the Fleet Manager’s recommendation to dispose of Equipment no. 20, 703, 856 and 857. All equipment is fully depreciated. A motion was made by Ken Gasper and seconded by Albert Almy to authorize the equipment disposals by auction. Motion carried.

The Board reviewed and discussed the April 2017 Monthly Financial Statements. Motion by Chuck Minkley and seconded by Robert Dunton to accept the April 2017 Monthly Financial Statements and place them on file. Motion carried.

The Managing Director presented a draft resolution to Commit Fund Balance to Capital Improvements with regards to funds received from the Portland Garage destruction due to a F-1 Tornado in 2015. The board discussed additions to resolution. The final resolution will be presented at June 14, 2017 meeting.

The Board reviewed and discussed future planning and the next steps in the process.

The Board reviewed and discussed amended policies 51- Depreciable Fixed Assets and Equipment Capitalization, 52 – Non-Depreciable Equipment Records, 06- Culverts-New & Replacements-Primary Road System and 07-Culverts – New & Replacements-Local Road System. These amended policies were posted for comment. Policy 2 – Construction on Primary Roads and Bridges was distributed for review and comment. Motion by Albert Almy and seconded by Chuck Minkley to approve amended policies 51- Depreciable Fixed Assets and Equipment Capitalization, 52 – Non-Depreciable Equipment Records, 06- Culverts-New & Replacements-Primary Road System and 07-Culverts – New & Replacements-Local Road System. Motion carried.

The Managing Director updated the Board on the April 2017 MTF chart, the MERS Review and Analysis of Annual Actuarial Evaluations chart, new reporting requirements for the Michigan Department of Treasury regarding retirement and OPEB systems and valuations, MCRCSIP Annual Meeting will be held July 19-20, 2017 in Mt. Pleasant, 5/24/17 Open Work Order Report, 5/24/2017 Open Accounts Payable Report, and a proposal for Sebewa Township roads.

The County Highway Engineer updated the Board on the status of 2017 projects, the Portland Twp. Still Meadows Subdivision Special Assessment district for roads vote passed, reminder that the County Highway Engineer will be attending Easton Township’s meeting on June 6, 2017 regarding Herbruck’s project on Rector Road and Haynor Road and he is working on a building site agreement with the Long Lake Sewer Authority in Orleans Township.

The date and time for the next regular meeting will be Wednesday, June 14, 2017.

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

---

Karen Bota, Chairman

---

Dorothy G. Pohl, Clerk

**MEETING**  
**IONIA COUNTY ROAD COMMISSION**  
**June 14, 2017**

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

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

Members absent - Karen Bota

Others present –Scott Wirtz, Dorothy Pohl, Bud White, Patty Loosemore, Diane Denman, Darcy Foy, Bill Kramer, Steve Vanderske, and Dennis Sitzer

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: Add 6. c.) 11445 – Payroll- \$ 80,769.14.  
Motion by Albert Almy and seconded by Robert Dunton to approve the agenda as amended.  
Motion carried.

CITIZEN REQUEST: Bill Kramer had questions about scheduling operations and project selection. He also asked what benefits and salaries are for commissioners. Questions were answered by staff.

Diane Denman and Darcy Foy reported an accident on Johnson Rd and requested additional signing on Johnson Rd. Ms. Foy reported that she was involved in a tractor accident on Johnson Rd and sustained losses. Ms. Foy stated she was driving 30 mph. The Vice-Chairman asked that any request for loss or damage be submitted in writing with supporting information. Steve Vanderske, Goodwin Road resident, stated that the Goodwin Road Bridge needs to be removed due to safety issues as well as vandalism and disregard of signage. He asked that we also look at extending the existing fence and possibly abandoning the road/bridge.

The Vice-Chairman asked if the minutes of the May 24, 2017 meeting that were sent electronically and distributed at the meeting were correct. Motion by Robert Dunton and seconded by Ken Gasper to approve the minutes. Motion carried.

The following vouchers were presented:

11443- Payroll -	\$ 75,571.55
11444- Payables-	\$200,835.69
11445- Payroll-	\$ 80,769.14

Motion by Robert Dunton and seconded by Albert Almy to approve the vouchers for payment.  
Motion carried.

The Managing Director presented the 2016 Audited Financial Statements, Management Letter and Michigan Department of Treasury Accounting Procedures Report. She noted that the audit opinion was “Unqualified” and the highest level of opinion available for an audit engagement. An MDOT Performance audit was performed as well and the Ionia County Road Commission was found to be compliant. Commissioner Albert Almy complimented the Managing Director

and the staff on an excellent audit report. Motion by Albert Almy and seconded by Ken Gasper to accept the 2016 audit report and place it on file. Motion carried.

The Board reviewed the MDOT Annual Act 51 Engineering Reimbursement Request. Motion by Ken Gasper and seconded by Albert Almy to authorize the Vice-Chairman and two Road Commission Board members to sign the Request and submit it to MDOT. Motion carried.

The Board discussed the Road Commission's 2018 appropriation request to the County Board of Commissioners. It was determined that we would request a \$50,000 annual contribution toward a County Primary Bridge Fund, a \$100,000 contribution toward County Primary Road Preventative Maintenance (chip and fog seal or resurfacing), or a \$75,000 contribution toward the local requirements or chip/fog seal on the Haynor/Rector Roads upgrade project for Herbruck's in Easton Township. Motion by Albert Almy and seconded by Robert Dunton to request an appropriation from the County Board for 2018. Motion carried.

The Board reviewed and discussed the May 2017 Monthly Financial Statements. Motion by Ken Gasper and seconded by Robert Dunton to accept the May 2017 Monthly Financial Statements and place them on file. Motion carried.

The Board reviewed the following private road name request:

1. **Country Road PVT**, located off Bricker Road between Godfrey Road and Ranney Road in Section 3 of Otisco Township. The Township has approved the name. The name does not conflict with any existing county road names.

Motion by Albert Almy and seconded by Robert Dunton to approve the private road name. Motion carried.

The Board reviewed the ballot for the Michigan County Road Commission Self Insurance Pool Board of Directors at Large. Motion by Ken Gasper and seconded by Albert Almy to cast the ballot for Lester Livermore, Mackinac County Road Commission and John Rogers, Kalkaska County Road Commission. Motion carried.

**RESOLUTION FOR PORTLAND GARAGE INSURANCE RECOVERY AND  
PROPERTY SALE ALLOCATION OF FUNDS**

Commissioner Robert Dunton moved the adoption of the following resolution:

WHEREAS, on June 22, 2015, the Ionia County Road Commission sustained severe losses of a major proportion brought on by an F-1 tornado hitting and destroying the Portland Garage, located at 765 Union Street, Portland.

WHEREAS, as a direct result of the disaster, public damage and destruction of the Portland Garage resulted in a complete loss of said facility.

WHEREAS, the self-insurance pool paid the Ionia County Road Commission the listed insured value of seventy- six thousand two hundred dollars (\$76,200) for loss of said Portland Garage structure.

WHEREAS, the Ionia County Road Commission was able to sell the Portland garage

property to the adjoining property owner for the current assessed value of thirty- two thousand dollars (\$32,000).

NOW THEREFORE, BE IT RESOLVED, that the Ionia County Board of Commissioners directs that the insurance recovery funds of \$76,200 and the \$32,000 from the property sale be set aside in Committed Fund Balance – Capital Improvements for future projects.

BE IT FURTHER RESOLVED, Dorothy G. Pohl, Clerk of the Board is authorized to make said adjustments to affected accounts on behalf of the Ionia County Road Commission and true copies of this resolution will be filed in the Portland Garage Loss file and with the minutes.

The motion was supported by Commissioner Ken Gasper.

ROLL CALL VOTE – Ayes, Almy, Dunton, Gasper, Minkley,  
Nays, None

RESOLUTION DECLARED ADOPTED.

The Managing Director updated the Board on the 06/14/2017 Open Accounts Payable Report, Meeting held regarding M-21 and Hawley Rd Intersection, Seven County Council will be held on July 18<sup>th</sup>, shared a thank you letter from Patty Stemler complimenting Road Commission employees on the Musgrove Culvert Project and provided an engineering project report for the County Highway Engineer,

The Superintendent updated the Board on the status of 2017 township brining and gravel, status of mowing, provided photos of some 2017 projects and answered questions board members had regarding maintenance.

Commissioner Gasper said that he will be unavailable for meetings for the next six weeks.

CLOSING PUBLIC COMMENT:

Steve Vanderske Goodwin Road resident asked who is responsible for Goodwin Bridge issues?

Dennis Sitzer asked when Boston Township gravel will be put down.

Darcy Foy asked how soon before we put up a sign on Johnson Road?

Bill Kramer asked about the Road Commission pension plan.

The date and time for the next regular meeting will be Wednesday, June 28, 2017.

Motion by Albert Almy and seconded by Ken Gasper to adjourn the meeting at 11:05 a.m.  
Motion carried.

---

Chuck Minkley, Vice-Chairman

---

Dorothy G. Pohl, Clerk



**MEETING**  
**IONIA COUNTY ROAD COMMISSION**  
**July 12, 2017**

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

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

Members absent – Ken Gasper

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

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: Add dollar amount to 6. d.) \$ 80,372.94 and delete item 7. e.) June 2017 Monthly Financial Statements. Motion by Chuck Minkley and seconded by Albert Almy to approve the agenda as amended. Motion carried.

CITIZEN REQUEST: Joyce Hamp voiced concern over need for ditching between her residence and Lincoln Ave.

The Chairman asked if the minutes of the June 14, 2017 meeting that were sent electronically and distributed at the meeting were correct. Motion by Albert Almy and seconded by Chuck Minkley to approve the minutes. Motion carried.

The following vouchers were presented:

11446- Payables - \$ 560,665.35

11447- Payroll - \$ 79,063.77

11448- Payables- \$ 397,102.37

11449 -Payroll - \$ 80,372.94

Motion by Chuck Minkley and seconded by Albert Almy to approve the vouchers for payment. Motion carried.

The Board reviewed and discussed the I-96 Concrete Repair bid tabulations. Motion by Albert Almy and seconded by Robert Dunton to approve the bid award to low bidder C & D Hughes, Inc., subject to MDOT approval. Motion carried.

The Board reviewed and discussed the I-96 Hot Mastic Asphalt Repairs bid tabulations. Motion by Robert Dunton and seconded by Albert Almy to approve the bid award to low bidder Scodeller Construction, Inc., subject to MDOT approval. Motion carried.

The Board reviewed and discussed the combining of Bertha Brock Park and Greenview Point Advisory Boards to form Ionia County Parks Advisory Board. Formation of this new Board requires the appointment of a member by the Road Commission Board to this new Board. A motion was made by Robert Dunton and seconded by Chuck Minkley to appoint Karen Bota to the Ionia County Parks Advisory Board. Motion carried.

July 12, 2017- Page Two

The Board reviewed and discussed the traffic control recommendation received from the County Highway Engineer, to install an all-way stop control at the intersection of Grand River Avenue and Jordan Lake Road. A motion was made by Chuck Minkley and supported by Albert Almy to install an all-way stop at the intersection of Grand River Avenue and Jordan Lake Road. Motion carried.

The Managing Director updated the Board on the June 2017 Cash Flow Statement, April and May MTF Charts, Status of loss claim, CRA permits, CRASIF Board openings, truck auction results, dead deer report, 07/12/17 open work order report, 07/12/17 open accounts payable report, upcoming meetings which include 07/18/17 Seven County Council Meeting, 7/19-7/20/17 MCRCSIP Annual Membership Meeting, 9/13-9/14/17 ASMRC Meeting, 9/21 -9/22/17 MERS Annual Meeting, 10/4-10/6/17 Superintendents Seminar. Board was also updated on status of property located on Belleview Drive.

The County Highway Engineer updated the Board on the status of 2017 projects and some delays due to rain, a meeting with TCI (wind company) to review permit, Consumers Energy gas line project is moving along, and a draft agreement was sent to Long Lake Sewer Authority but has not yet been returned.

Commissioner Almy said that CRA is creating user websites for the Road Commission Councils and asked if there is any specific information that anyone would like on the website. This will be discussed at Seven County Council on Tuesday, 7/18/2017.

The date and time for the next regular meeting will be Wednesday, July 26, 2017 at 9:00 a.m.

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

---

Karen Bota, Chairman

---

Dorothy G. Pohl, Clerk

**MEETING**  
**IONIA COUNTY ROAD COMMISSION**  
**July 26, 2017**

Meeting called to order by Chairman Karen Bota 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: Add dollar amount to 6. b.) \$ 78,552.70.  
Motion by Albert Almy and seconded by Robert Dunton to approve the agenda as amended.  
Motion carried.

CITIZEN REQUEST: None

The Chairman asked if the minutes of the July 12, 2017 meeting that were sent electronically and distributed at the meeting were correct. Motion by Chuck Minkley and seconded by Albert Almy to approve the minutes. Motion carried.

The following vouchers were presented:

11450- Payables - \$ 1,031,564.08

11451- Payroll - \$ 78,552.70

Motion by Chuck Minkley and seconded by Robert Dunton to approve the vouchers for payment. Motion carried.

The Board reviewed and discussed the annual Agreement for Maintenance and Improvement of Roads with Portland Township. Motion by Chuck Minkley and seconded by Albert Almy to authorize the Clerk to sign the agreement on behalf of the Road Commission. Motion carried.

The Board reviewed and discussed the June 2017 Monthly Financial Statements. Motion by Chuck Minkley and seconded by Albert Almy to approve and place on file the June 2017 Monthly Financial Statements. Motion carried.

The Board received Policy No. 17, Transparency to review. Policies No. 2, Construction of Primary Roads and Bridges and No. 3, Local Road Improvements are still out for review/comment.

The Managing Director updated the Board on the 7/26/17 open accounts payable report, the 7/26/2017 open work order report, Seven County Council Meeting discussion regarding CRA standardized permits and fees, the August MTF chart, and the Federal Aid exchange with Ottawa County Road Commission has been received. The MCRCSIP annual meeting's presentation on

July 26, 2017- Page Two

Cyber-Security was very informative, the pool has hired a consultant to come to each member's facility and perform a "Cyber Security Review", and pool refunds were announced. CRA policies and legislative priorities in work draft form are available for review and will be discussed at Seven County Council Meeting in October. The NMARC/ASMCR Meeting is September 13-15, 2017 and the Public Relations Workshop is October 27, 2017. Work on the 2018 budget and beyond is in progress.

The County Highway Engineer updated the Board on the status of 2017 projects, the Consumers Energy gas line project continues to move along, the Portland Small Urban Project is complete, traffic counts for the year are almost complete, and the all-way stop at the intersection of Grand River Avenue and Jordan Lake Road has been installed.

Commissioner Almy commented that he has received compliments regarding Road Commission employees and the efficient manner with which road maintenance issues have been addressed.

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

Motion by Chuck Minkley and seconded by Albert Almy to adjourn the meeting at 10:15 a.m.  
Motion carried.

---

Karen Bota, Chairman

---

Dorothy G. Pohl, Clerk

**MEETING**  
**IONIA COUNTY ROAD COMMISSION**  
**August 9, 2017**

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

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

Members absent – Ken Gasper

Others present – Sebastian Beswick, Dorothy Pohl, Paul Spitzley, and Patty Loosemore

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: Add dollar amount to 6. b.) \$ 80,859.16.  
Motion by Chuck Minkley and seconded by Albert Almy to approve the agenda as amended.  
Motion carried.

CITIZEN REQUEST: Sebastian Beswick introduced himself. He is job shadowing Paul Spitzley, County Highway Engineer.

The Chairman asked if the minutes of the July 26, 2017 meeting that were sent electronically and distributed at the meeting were correct. Motion by Albert Almy and seconded by Robert Dunton to approve the minutes. Motion carried.

The following vouchers were presented:

11452- Payables - \$ 400,668.51

11453- Payroll - \$ 80,859.16

Motion by Chuck Minkley and seconded by Albert Almy to approve the vouchers for payment.  
Motion carried.

The Board reviewed and discussed the bid tabulations for MDOT Micro Surfacing in Allegan County. Motion by Chuck Minkley and seconded by Robert Dunton to award the MDOT Micro Surfacing project in Allegan County to Pavement Maintenance Systems being the low bidder. This award is contingent on MDOT approval and a completion date from contractor by September 30, 2017.

**RESOLUTION TO PURCHASE EXCESS MDOT PROPERTY FOR**  
**TRANSPORTATION PURPOSES AND APPROVE SIGNATORIES FOR REAL**  
**ESTATE DOCUMENTS**

Commissioner Albert Almy moved the adoption of the following resolution:

WHEREAS, the Michigan Department of Transportation (MDOT) has Excess Property in Ionia County identified as Tract 1491, Control Section 34011, Parcel C-10 located on a portion of Whitesbridge Road, north of M-44 in Otisco Township;

WHEREAS, the MDOT has reviewed our request to purchase the excess property and has invited the Road Commission to proceed through the application process.

WHEREAS, the County must use the property for a transportation purpose as defined in Public Act 51 of 1951, including the movement of people and goods by publicly or privately-owned vehicles into perpetuity. If at any time in the future, the property is not used for transportation purposes, the ownership of the property shall revert to MDOT;

NOW, THEREFORE, BE IT RESOLVED, the property that is transferred from MDOT to the Ionia County Road Commission will be used for transportation purposes into perpetuity and that Karen D. Bota, 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 provided to MDOT.

The motion was supported by Commissioner Chuck Minkley.

ROLL CALL VOTE – Ayes, Almy, Dunton, Minkley, Bota  
Nays, None

RESOLUTION DECLARED ADOPTED.

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 Albert Almy to cast our ballot for Jesse Campbell-Alcona; Doug Robidoux-Mason; Jerry Smigelski-Presque Isle and Tom Doty-Mackinac for the CRASIF Board of Trustees. Motion carried.

The Board reviewed and discussed the BCBS 2018 Medicare Plus Renewal rates. The 2018 rates will remain the same as 2017 rates. Motion by Robert Dunton and seconded by Albert Almy to approve the rates and authorize the Managing Director to sign 2018 renewal paperwork. Motion carried.

The Board reviewed and discussed revised policies No. 2, Construction of Primary Roads and Bridges and No. 3, Construction of Local Roads and Bridges. The revised policies will be posted for review/comment.

The Board reviewed and discussed the Belleview property offer. No decisions will be made until further research is done.

The Managing Director said that preliminary budget worksheets with an updated 5-year estimate should be ready for staff review in the next few weeks. Issues to be considered include staffing, equipment, and future funding.

The Managing Director updated the Board on July 2017 Cash Flow, MTF chart for June 2017, upcoming meetings including: Superintendents conference – October 4 – 6, 2017,

NMARC/ASMCRA Conference- September 13-15, 2017 at Boyne Mountain, PR Workshop October 27, 2017, and Legal issues December 5, 2017. CRA Legislative Priorities and CRA suggested Permit Specs and Fees will need to be reviewed at a future meeting, 8/9/2017 open work order report, 8/9/2017 open accounts payable report, the Act 51 mileage certification has been approved, MCRC SIP loss control report, Citizens Research Council report -regarding state budget challenges, Section 115 OPEB Trust statement 6/30/2017 and Morgan Stanley annual fiduciary review.

The County Highway Engineer updated the Board on the status of 2017 projects, the Consumers Energy gas line project continues to progress, crack sealers are making their way through the county, chip sealing continues, work on Riverside Drive continues with a September 2017 completion date anticipated, the all-way stop at the intersection of Grand River Avenue and Jordan Lake Road is working well, and he expressed appreciation to the property owners who volunteered to let us store slag on their property.

The date and time for the next regular meeting will be Wednesday, August 23, 2017 at 9:00 a.m.

Motion by Chuck Minkley and seconded by Albert Almy to adjourn the meeting at 10:49 a.m.  
Motion carried.

---

Karen Bota, Chairman

---

Dorothy G. Pohl, Clerk

**MEETING**  
**IONIA COUNTY ROAD COMMISSION**  
**August 23, 2017**

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

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

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: Add dollar amount to 6. b.) \$ 78,203.93.

Motion by Ken Gasper and seconded by Chuck Minkley to approve the agenda as amended.

Motion carried.

CITIZEN REQUEST: None

The Chairman asked if the minutes of the August 9, 2017 meeting that were sent electronically and distributed at the meeting were correct. Motion by Albert Almy and seconded by Chuck Minkley to approve the minutes. Motion carried.

The following vouchers were presented:

11454- Payables - \$ 885,355.50

11455- Payroll - \$ 78,203.93

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

Motion carried.

The Board reviewed and discussed the July 2017 Monthly Financial Statements. Motion by Ken Gasper and seconded by Albert Almy to accept and place on file the July 2017 Monthly Financial Statements. Motion carried.

The Board reviewed and discussed revised policies No. 2, Construction of Primary Roads and Bridges and No. 3, Construction of Local Roads and Bridges. Policy No. 2 will be reviewed again next month. Policy No. 3 was posted for comment/review and none were received. Motion by Chuck Minkley and seconded by Albert Almy to approve policy No. 3, Construction of Local Roads and Bridges as presented. Motion carried.

The Managing Director updated the Board on the MERS Surplus Division, upcoming meetings including: CRASIF education and annual business meeting September 13, 2017, the September MTF Chart, NMARC/ASMCR Conference- September 13-15, 2017, Superintendents conference – October 4 – 6, 2017, Farm Bureau Legislative meeting August 25, 2017, County Road Association PR Workshop on October 27, 2017, ASMRC has Board Member openings, 08/23/2017 open work order report, 8/23/2017 open accounts payable report, MCRCSIP Pool Cue is available for reading, New 2017 Peterbilt truck is parked outside for viewing,



Salt Storage Shed meeting with MDOT this afternoon, update on upcoming retirements and hiring and an update on the Belleview property.

The County Highway Engineer updated the Board on the status of 2017 projects, the Consumers Energy gas line project continues to progress, Fog sealing will be started as soon as Montcalm finishes their current project, work on Riverside Drive continues with paving possible next week, waiting for return of Long Lake Sewer Authority survey, and traffic counts have been updated.

Commissioner Almy expressed concern over certain sections of roads in Ionia County. Commissioner Minkley expressed his agreement regarding the roads.

The regular scheduled meeting for Wednesday, September 6, 2017 at 9:00 a.m. has been rescheduled to Monday, September 11, 2017 at 9:00 a.m.

Motion by Chuck Minkley and seconded by Albert Almy to adjourn the meeting at 10:51 a.m. Motion carried.

---

Karen Bota, Chairman

---

Dorothy G. Pohl, Clerk

**MEETING**  
**IONIA COUNTY ROAD COMMISSION**  
**September 11, 2017**

Meeting called to order by Vice-Chairman Chuck Minkley at 9:03 a.m.

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

Members Absent - Karen Bota

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

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: Add dollar amount to 6. c.) \$ 1,139,640.20.  
Motion by Ken Gasper and seconded by Albert Almy to approve the agenda as amended.  
Motion carried.

CITIZEN REQUEST: Tammy Basler wondered if the Board had reached a decision on the Belleview Drive Property.

Chairman Karen Bota entered the meeting at 9:30 a.m.

The Board reviewed and discussed the Belleview Drive Property issue. Motion by Karen Bota and seconded by Albert Almy to authorize the Managing Director to negotiate and sign necessary documents for an exchange of our parcel on Belleview Drive with a like parcel to the north owned by Claude and Tammy Basler. Motion carried.

The Vice-Chairman asked if the minutes of the August 23, 2017 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:

11456- Payables - \$ 614,906.63

11457- Payroll - \$ 73,345.00

11458 – Payables - \$ 1,139,640.20

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

The Board reviewed and discussed the August 2017 Monthly Financial Statements. Motion by Chuck Minkley and seconded by Albert Almy to accept and place on file the August 2017 Monthly Financial Statements. Motion carried.

The Board reviewed and discussed the Long Lake Lift Station Amendment. A motion was made by Albert Almy and seconded by Ken Gasper to approve the First Amendment to Sanitary Lift Station Easement for Long Lake Sewer System in the Township of Orleans. Motion carried.

The Board reviewed and discussed the contract extension for Luxury Janitorial Service for 2018. A motion was made by Chuck Minkley and seconded by Albert Almy to approve the contract extension of Luxury Janitorial Service for 2018. This is the second of three possible extensions. Motion carried.

The Board reviewed and discussed the contract extension for JX Peterbilt for tandem axle snow plow cab and chassis. A motion by Chuck Minkley and seconded by Ken Gasper to approve the contract extension for one 2018 tandem axle snow plow cab & chassis from JX Peterbilt. Motion carried.

The Board reviewed the following private road name request:

1. **Swift Lane, PVT**, located off Peck Lake Road near Conklin Road in Section 19 of Boston Township. The Township has approved the name. The name does not conflict with any existing county road names. Motion by Ken Gasper and seconded by Robert Dunton to approve the private road name. Motion carried.

The Board reviewed and discussed revised policy No. 2, Construction of Primary Roads and Bridges. The policy has been posted for comment and none were received. Motion by Albert Almy and seconded by Robert Dunton to approve Policy No. 2, Construction of Primary Roads and Bridges as presented. Motion carried.

The Managing Director updated the Board on the Ionia County Road Commission being on the CRASIF Risk Control Honor Roll, the MCRCSIP refund letter, Health Insurance rates for 2018, State Salt prices for 2017/2018, and discussed bid package for Jordan Lake Salt Shed, and passed around information pertaining to upcoming meetings.

The County Highway Engineer updated the Board on the status of 2017 projects, the Consumers Energy gas line project continues to progress, Fog sealing around the county has begun, work on Riverside Drive is complete except some punch list items, Crack sealing around the county is complete, pavement marking is taking place in the SE quadrant and on all the roads that were chip sealed this year. The County Highway Engineer shared an article of Pavement Preservation Strategies, Ionia County Primary Road Corridor Data, and PASER rating breakdowns for County primary paved roads.

The date and time of the next regular scheduled meeting is September 27, 2017 at 9:00 a.m.

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

---

Karen Bota, Chairman

---

Dorothy G. Pohl, Clerk

**MEETING**  
**IONIA COUNTY ROAD COMMISSION**  
**September 27, 2017**

Meeting called to order by Chairman Karen Bota at 9:03 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, and Patty Loosemore

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 approve the agenda. Motion carried.

CITIZEN REQUEST: None

The Chairman asked if the minutes of the September 11, 2017 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:

11459- Payroll - \$ 75,515.93

11460– Payables - \$ 215,445.72

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

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 offered to the transportation employees are in accordance with MCL 247.668j. Motion by Chuck Minkley and seconded by Ken Gasper to authorize the Board Chairman and Chief Financial Officer to sign the Annual Certification showing compliance with (1)(b). Motion carried.

The Board reviewed and discussed the Receptionist-Customer Service Position. Motion by Ken Gasper and seconded by Chuck Minkley to approve the Receptionist-Customer Service Position and place it at a grade 1 on the salary schedule. Motion carried.

The Board reviewed and discussed Policy No. 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 duties and responsibilities regarding Title VI requirements. Motion by Ken Gasper and seconded by Chuck Minkley to reaffirm Policy No. 33 – Title VI. Motion carried.

The Board reviewed and discussed Policy No. 17, Transparency. The Policy has been posted for comment/review. A minor change was made to the policy. Motion by Chuck Minkley and seconded by Ken Gasper to reaffirm Policy No. 17, Transparency as presented. Motion carried.

The Board reviewed and discussed issues involving future planning.

The Managing Director updated the Board on July MTF Charts, October 2017 Cash Basis MTF Chart, 7 County Council Meeting on 10/17/17 where CRA Legislative priorities and standardized permits will be under discussion, Open Invoices for 9/27/2017, new edition of Crossroads Magazine, and the Basler Belleview Drive Property agreement.

The County Highway Engineer updated the Board on the status of 2017 projects, the Consumers Energy gas line project continues to progress, fog sealing around the county is done, pavement marking is near completion. PASER rating took place last week and the map has been updated, and working to resolve an issue regarding the Long Lake Sewer Authority Agreement.

The Managing Director updated the Board on information obtained from the Superintendent. The township gravel projects are complete, 3 townships left to brine and shoulder work to start soon.

The date and time of the next regular scheduled meeting has been changed from Wednesday, October 11, 2017 at 9:00 a.m. to Wednesday, October 18, 2017 at 9:00 a.m.

The regularly scheduled board meeting for Wednesday, October 25, 2017 at 9:00 a.m. has been rescheduled to Wednesday, November 1, 2017 at 9:00 a.m.

The regularly scheduled board meeting for Wednesday, November 8, 2017 at 9:00 a.m. has been cancelled.

The regularly scheduled board meeting for Tuesday, November 21, 2017 at 9:00 a.m. has been rescheduled to Wednesday, November 22, 2017 at 9:00 a.m.

Motion by Ken Gasper and seconded by Chuck Minkley to adjourn the meeting at 10:30 a.m. Motion carried.

---

Karen Bota, Chairman

---

Dorothy G. Pohl, Clerk

**MEETING**  
**IONIA COUNTY ROAD COMMISSION**  
**October 18, 2017**

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

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

Members 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: Add amount to 6.e. Voucher 11465 – Payroll \$72,209.86. Add 7. g.) Bid Award – 2018 Truck Equipment Installation. Motion by Albert Almy and seconded by Ken Gasper to approve the agenda. Motion carried.

CITIZEN REQUEST: Commissioner Dunton shared a citizen concern regarding gravel quality on one project. Staff will investigate and report back.

The Vice-Chairman asked if the minutes of the September 27, 2017 meeting that were 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:

11461– Payables - \$ 412,541.87

11462 - Payroll - \$ 75,855.49

11463 – Payables - \$ 275,168.55

11464 – Payables - \$ 273,383.56

11465 – Payroll - \$ 72,209.86

Motion by Albert Almy and seconded by Ken Gasper to approve the vouchers for payment. Motion carried.

The Board reviewed and discussed the September 2017 Monthly Financial Statements. Motion by Albert Almy and seconded by Robert Dunton to accept and place on file the September 2017 Monthly Financial Statements. Motion carried.

Chairman Bota entered the meeting at 9:42 a.m. and assumed the role of Chairman from Vice-Chairman Minkley.

The Board reviewed and discussed the amendment to the MDOT-County State Trunkline Maintenance Contract #2017-0148 which increases approval limits for our Maintenance contracts and subcontracts.

**RESOLUTION TO AUTHORIZE SIGNING CONTRACT**

Commissioner Ken Gasper moved the adoption of the following resolution:

WHEREAS, the Michigan Department of Transportation and the Ionia County Road Commission wishes to amend the current contract (2017-0170) to provide for a change in State Administrative Board (SAB) requirements per the State of Michigan Administrative Board Resolution 2017-2 of April 25, 2017; and

WHEREAS, The parties desire to correct a paragraph in Section 15 of the Contract that was incorrectly indented:

NOW, THEREFORE, BE IT RESOLVED, that Karen D. Bota, 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 Chuck Minkley and carried on a voice vote.

RESOLUTION DECLARED ADOPTED.

The Board reviewed and discussed the bid tabulation and recommendation for Salt Shed Upgrades for Ionia and Jordan Lake salt sheds. Motion by Chuck Minkley and seconded by Ken Gasper to award the bid to Michigan Steel & Trim, Inc., being the low bidder. This award is subject to MDOT approval and financing. Motion carried.

The Board reviewed and discussed the bid tabulation and recommendation for reclaimed material processing. Motion by Albert Almy and seconded by Robert Dunton to award the bid to Fisher Construction, being the low bidder. Motion carried.

The Board reviewed and discussed the 2018 contract extension for roadside mowing on primary blacktop roads with J. Jablonski and Sons, Inc. Motion by Chuck Minkley and seconded by Robert Dunton to approve the 2018 contract extension for roadside mowing on primary blacktop roads with J. Jablonski and Sons, Inc. Motion carried.

The Board reviewed and discussed the 2018 contract extension to furnish and haul 23A Limestone Aggregate with Yellow Rose Transport. Motion by Ken Gasper and seconded by Robert Dunton to approve the 2018 contract extension to furnish and haul 23A limestone Aggregate with Yellow Rose Transport. Motion carried.

The Board reviewed and discussed the bid tabulation for equipment installation for the 2018 Peterbilt tandem axle dump truck. Motion by Chuck Minkley and seconded by Albert Almy to award the bid for equipment installation for the 2018 Peterbilt to Truck & Trailer Specialties, Inc., being the sole bidder. Motion carried.

The Board received Policy No. 10, Vehicle Usage to review and comment on.

The Board reviewed and discussed issues involving future planning.

The Managing Director updated the Board on August 2017 Cash Basis MTF Comparative, the open accounts payable report 10/18/17, correspondence between MDOT and legislature regarding repairs to M-66, 7 County Council Meeting discussions held on 10/17/17, 7 County Council is supporting standardized permits and standardized fee schedule.

The County Highway Engineer provided the Board with 2017 Chip and Fog Sealing information, the pavement marking is complete, 2020 Bridge project meeting results from which Long Lake over Dickerson Creek was selected as a 2020 bridge project.

The next regularly scheduled board meeting for Wednesday, October 25, 2017 at 9:00 a.m. has been rescheduled to Wednesday, November 1, 2017 at 9:00 a.m.

Motion by Chuck Minkley and seconded by Robert Dunton to adjourn the meeting at 10:50 a.m. Motion carried.

---

Karen Bota, Chairman

---

Dorothy G. Pohl, Clerk



**MEETING**  
**IONIA COUNTY ROAD COMMISSION**  
**November 1, 2017**

Meeting called to order by Chairman Karen Bota 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, Patty Loosemore, and Joe McCrumb

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda: Add amount to 6.b. Voucher 11467 – Payroll \$74,749.43. Add 7.e. Managing Director Performance Evaluation. Motion by Chuck Minkley and seconded by Albert Almy to approve the agenda. Motion carried.

CITIZEN REQUEST: None

The Chairman asked if the minutes of the October 18, 2017 meeting that were sent electronically and distributed at the meeting were correct. Motion by Albert Almy and seconded by Chuck Minkley to approve the minutes. Motion carried.

The following vouchers were presented:

11466– Payables - \$ 378,029.81

11467 - Payroll - \$ 74,749.43

Motion by Robert Dunton and seconded by Chuck Minkley to approve the vouchers for payment. Motion carried.

The Board reviewed and discussed the 2018 Health Insurance monthly payment and H.S.A. contributions. Motion by Chuck Minkley and seconded by Robert Dunton to approve the 2018 Health Insurance monthly payment and H.S.A. contributions as presented. Motion carried.

The Board reviewed and discussed the 2018 bid for the removal of dead deer in Ionia County. Motion by Albert Almy and seconded by Chuck Minkley to approve Lilly's Tree Service, being the low bidder, and contingent upon MDOT approval. Motion carried.

The Managing Director presented recommended pay/benefit changes for non-union employees for 2018 consistent with contract employees. The recommendation includes a three percent salary schedule increase along with the previously approved increase in the current employee MERS contribution from six (6) to seven (7)% of gross salary. Motion by Chuck Minkley and seconded by Robert Dunton to approve the updated non-union salary schedule as presented. Motion carried.

The Managing Director presented 2017 Budget Adjustment #2. Budgeted Revenues are being increased by \$1,382,096 mainly due to increases in MTF receipts, MDOT State Trunkline extra work and increased township work. Budget Expenditures are being increased by \$1,332,894 mainly due to increased routine maintenance costs, MDOT STL TWA extra work, an additional 17 miles sealcoating and crack sealing and township projects. Motion by Chuck Minkley and seconded by Albert Almy to approve 2017 Budget Adjustment #2 with revenues of \$12,633,137 and expenditures of \$13,173,488. Motion carried.

Chairman Bota presented the timeline for the Managing Director's Performance Evaluation.

The Board reviewed and discussed Policy No. 10, Vehicle Usage. The Policy was posted for review and comment with only minor changes being made. Motion by Albert Almy and seconded by Chuck Minkley to approve Policy No. 10, Vehicle Usage with the recommended changes. Motion carried.

The Board reviewed and discussed Policy No. 12, Winter Maintenance Operations. Motion by Albert Almy and seconded by Robert Dunton to reaffirm Policy No. 12, Winter Maintenance Operations. Motion carried.

The Board reviewed and discussed future planning issues.

The Managing Director updated the Board on current hiring and upcoming retirements, 11/01/17 open accounts payable report, upcoming Fall/Winter Newsletter, and Safety Training Day scheduled for December 12/01/17.

The County Highway Engineer updated the Board on the Haynor-Rector Road Project, the Hastings Road over Duck Creek Bridge Project, the Whites' Bridge Project, Cyber -Security Audit is complete and the Road Commission passed with flying colors, a formal written policy on system backups is being worked on, and we are discussing with the county the possible inclusion of LIDAR data in the next aerial photos that are done.

Commissioner Almy supplied a handout on State Administrative Board for self-enlightenment as a result of questions at the last board meeting.

Closing Public Comment: Joe McCrumb commented that Grand River Trail is in need of grading.

The next regularly scheduled board meeting for Tuesday, November 21, 2017 at 9:00 a.m. has been rescheduled to Wednesday, November 22, 2017 at 9:00 a.m.

Motion by Chuck Minkley and seconded by Albert Almy to adjourn the meeting at 10:41 a.m. Motion carried.

---

Karen Bota, Chairman

---

Dorothy G. Pohl, Clerk

November 1, 2017- Page Three

2017 Budget Adjustment #2

