

**MEETING
IONIA COUNTY ROAD COMMISSION
NOVEMBER 28, 2018**

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

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

Members absent - Albert Almy

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

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda. Add 6.c.) Voucher 11526- \$86,737.66. Motion by Karen Bota and seconded by Ken Gasper to approve the revised agenda. Motion carried.

CITIZEN REQUEST- Joyce Hamp inquired on the Whites Bridge construction schedule.

The Chairman asked if the minutes of the November 7, 2018 Regular Board Meeting that were sent electronically and distributed at the meeting were correct. Motion by Ken Gasper and seconded by Karen Bota to approve the minutes of the November 7, 2018 Regular Board Meeting. Motion carried.

The following vouchers were presented:

- a.) 11524–Payroll - \$78,987.12
- b.) 11525–Payables -\$193,940.24
- c.) 11526- Payroll - \$86,737.66

Motion by Karen Bota and seconded by Robert Dunton to approve the vouchers for payment. Motion carried.

The Board reviewed and discussed the 2019-2020 HMA bid tabulations for county wide local, primary and state trunk line paved roads. Motion by Karen Bota and seconded by Robert Dunton to approve Superior Asphalt as the primary contractor for the 2019 and 2020 County HMA Paving Contract and Michigan Paving as the primary contractor for the 2019 and 2020 state trunk line HMA Paving Contract. Awarding of the state trunk line HMA Paving Contract to Michigan Paving is subject to MDOT approval. Motion carried.

The Board reviewed and discussed the 2019 contract extension for roadside mowing on primary blacktop roads with J. Jablonski and Sons, Inc. Motion by Ken Gasper and seconded by Karen Bota to approve the 2019 contract extension for roadside mowing on primary blacktop roads with J. Jablonski and Sons, Inc. This is the third of four possible contract extensions of the 2016 contract. Motion carried.

The Board reviewed and discussed the October 2018 Monthly Financial Statements. Motion by Ken Gasper and seconded by Robert Dunton to accept and place on file the October 2018

Monthly Financial Statements. Motion carried.

The Managing Director presented 2018 Budget Adjustment #2. Budgeted Revenues are being increased by \$1,304,985 mainly due to increases in State General Fund Contributions, MDOT TWA's additional work, increased sundry work and additional interest earned. Budgeted Expenditures are being increased by \$1,056,657 mainly due to adjustments to skip paving on primary roads, MDOT STL TWA's additional work and additional sundry work. Motion by Karen Bota and seconded by Ken Gasper to approve 2018 Budget Adjustment #2 with revenues of \$17,381,483 and expenditures of \$17,126,718. Motion carried.

The Board reviewed and discussed Policy No. 5 – Local Road Hard Surfacing, Policy No. 18 – MERS Pension Funding and Policy No. 62 Use of County Resources. Motion by Karen Bota and seconded by Ken Gasper to reaffirm Policy No. 5 – Local Road Hard Surfacing, Policy No. 18 – MERS Pension Funding and Policy No. 62 Use of County Resources with minor changes. Motion carried.

The Board received for review/comment Policy ADM 04-01- Privacy Practices and Policy PERS 1-95 – Productive Work Environment.

The Managing Director updated the board on the October 2018 MTF chart, a letter received regarding David Hwy and Keefer Rd intersection traffic accidents and upcoming Safety Training is scheduled for December 7th.

The County Highway Engineer distributed project information for the upcoming year. Rural task force met a few weeks ago. He is investigating the David Hwy and Keefer Road intersection and will present a recommendation to the board when his investigation is complete. The replacement flashing light beacon at the intersection of David Hwy and Divine Hwy has been installed. Township paving recommendations have been sent out and the new County Road Map is almost complete.

Closing public comment- Joyce Hamp commented about traffic on Lincoln Ave and moving her mailbox due to improper passing.

A special meeting to discuss the 2019 budget was set for Friday, December 7, 2018 at 10:30 a.m.

The date and time for the next regular meeting is Wednesday, December 12, 2018 at 7:00 p.m.

Motion by Ken Gasper and seconded by Robert Dunton to adjourn the meeting at 10:28 a.m. Motion carried.

Chuck Minkley, Chairman

Dorothy G. Pohl, Clerk

**SPECIAL MEETING
IONIA COUNTY ROAD COMMISSION
DECEMBER 7, 2018**

The Special meeting was called to order by Chairman Minkley at 10:30 a.m.

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

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

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda. None. Motion by Albert Almy and seconded by Karen Bota to approve the agenda as presented.

CITIZEN REQUEST- None

The Chairman asked if the minutes of the November 28, 2018 Regular Board Meeting that were sent electronically and distributed at the meeting were correct. Motion by Karen Bota seconded by Ken Gasper to approve the minutes of the November 28, 2018 Regular Board Meeting. Motion carried.

The following vouchers were presented:

- a.) 11527–Payroll - \$10,089.57
- b.) 11528–Payables -\$375,113.76

Motion by Robert Dunton and seconded by Karen Bota to approve the vouchers for payment. Motion carried.

The Board reviewed and discussed the 2019 Budget assumptions in preparation for the budget hearing. A list of roads to be included in the 2019 Preservation/Improvement and Capital Preventative Maintenance programs was presented and reviewed.

The Managing Director updated the board on the December 2018 MTF graph, status of the DAS bill and Senate Bill 396 – known as the logger bill.

The County Highway Engineer updated the Board on the status of the possible grant for Portland Road.

The date and time for the next regular meeting is Wednesday, December 12, 2018 at 7:00 p.m. Motion by Ken Gasper and seconded by Karen Bota to adjourn the meeting at 11:30 a.m. Motion carried.

Chuck Minkley, Chairman

Dorothy G. Pohl, Clerk

**MEETING
IONIA COUNTY ROAD COMMISSION
DECEMBER 12, 2018**

The meeting was called to order by Chairman Minkley at 7:00 p.m.

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

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

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda. Add 6. a. Voucher 11529 - \$86,360.14. Add 7. f. -November 2018 Financial Statements. Motion by Ken Gasper and seconded by Karen Bota to approve the agenda with additions. Motion carried.

CITIZEN REQUEST- None

The Chairman asked if the minutes of the December 7, 2018 Special Board Meeting that were sent electronically and distributed at the meeting were correct. Motion by Karen Bota seconded by Ken Gasper to approve the minutes of the December 7, 2018 Special Board Meeting. Motion carried.

The following voucher was presented:

11529–Payroll - \$86,360.14

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

The Board reviewed and discussed the preliminary engineering/design/construction engineering consultant bid results and recommendations for the Long Lake Road Bridge over Dickerson Creek. Motion by Robert Dunton and seconded by Ken Gasper to approve Williams and Works as the preliminary engineering/design/construction engineering consultant for Long Lake Road Bridge over Dickerson Creek. Motion carried.

The Board reviewed and discussed the recommendations presented by the County Highway Engineer regarding the David Hwy and Keefer Road intersection. Upon conclusion of his investigation the County Highway Engineer recommends adding two “Cross Traffic Does Not Stop” advisory signs to the existing north and south bound stop signs on Keefer highway.

Motion by Chuck Minkley and seconded by Ken Gasper to recess the regular meeting and open the Public Hearing on the Preliminary 2019 Budget and 2019-2023 Projects at 7:15 p.m. Motion carried.

The Managing Director presented the Preliminary 2019 Budget Summary and explained the detail and project information. The Preliminary budget includes budgeted revenues of \$14,742,070 and budgeted expenditures of \$14,685,281. The revenue budget numbers include a

slight increase from current revenues based on state revenue estimates for the transportation package that was approved in 2015 and actual 2018 receipts. It also includes \$465,657 state appropriation of General Fund Dollars, funding and expenses for approved Federal/State projects; \$1,320,000 in Countywide Primary Millage, gain on sale of equipment; small increases in other revenues and no county appropriation for 2019. The expenditure budget includes a modest 3% increase in maintenance and operations, mid-high level winter maintenance assumptions, grant funded Whites bridge replacement project and \$100,000 for county primary graveling; 35 miles of Federal Aid and Primary Millage hot mix asphalt resurfacing and 60 miles of Primary Preventive maintenance wedge, chip and fog seal; monies for 1 replacement single axle dump truck and a replacement motor grader. Excess budget revenue of \$56,789 will be carried forward to 2020 for multi-year projects. The Board discussed the preliminary figures, proposed routine maintenance budgets and possible adjustments if winter maintenance experience is favorable.

Motion by Albert Almy and seconded by Karen Bota to close the Public Hearing at 7:32 p.m.

Motion by Ken Gasper and seconded by Karen Bota to approve the 2019 Preliminary Budget Summary and 2019-2023 Project Summary including budgeted revenues of \$14,742,070 and budgeted expenditures of \$14,685,281. Motion carried.

GENERAL APPROPRIATIONS ACT

Moved by Ken Gasper and seconded by Karen Bota, that the 2019 Ionia County Road Fund General Appropriation Act be approved unanimously as per the 2019 Budget Summary approved at the Board meeting and Public Hearing held on December 12, 2018.

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

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

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

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

MOTION APPROVED by roll call vote:

Ayes, Gasper, Dunton, Almy, Bota, Minkley

Nayes None

December 12, 2018 – Page Three

Motion by Chuck Minkley and seconded by Ken Gasper to recess the regular meeting and open the Public Hearing on the Permit Fee Schedule at 7:36 p.m. Motion carried.

Motion by Robert Dunton and seconded by Ken Gasper to close the Public Hearing on Permit Fee Schedule at 7:51 p.m. Motion carried.

Motion by Robert Dunton and seconded by Ken Gasper to approve the Ionia County Road Commission Permit Fee Schedule as presented. Motion carried.

The Board received Permit Policy ENGR 2-03 to review and comment on.

Motion by Ken Gasper and seconded by Albert Almy to reaffirm policy no. 62 – Privacy Policies with minor changes. Motion carried. Policy no. 63 Productive Work Environment is still under review.

The Board reviewed and discussed the November 2018 Financial Statements. Approval of November 2018 Financial Statements was tabled until the next meeting.

The Managing Director updated the board on the 12/11/2018 open accounts payable and provided a draft Board Meeting schedule for 2019 for their review. She wished everyone a Merry Christmas.

The County Highway Engineer updated the Board on the upcoming Rural Task Force Meeting.

Joyce Hamp commented that the tree on Lincoln Ave has been cut down.

The date and time for the next regular meeting is Friday, December 28, 2018 at 9:00 a.m.

Motion by Ken Gasper and seconded by Karen Bota to adjourn the meeting at 8:16 p.m. Motion carried.

Chuck Minkley, Chairman

Dorothy G. Pohl, Clerk

2019 Preliminary Budget

MEETING
IONIA COUNTY ROAD COMMISSION
DECEMBER 28, 2018

The meeting was called to order by Chairman Minkley at 3:00 p.m.

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

Others present – Dorothy Pohl, Paul Spitzley, Scott Wirtz, Nick Bowerman and Joyce Hamp

The Pledge of Allegiance was recited by those present.

Additions, Deletions & Corrections to Agenda. Add 6. c. Voucher 11532 - \$309,020.25. Motion by Ken Gasper and seconded by Al Almy to approve the agenda with additions. Motion carried.

CITIZEN REQUEST- None

The Chairman asked if the minutes of the December 12, 2018 Board Meeting that were sent electronically and distributed at the meeting were correct. Motion by Ken Gasper and seconded by Al Almy to approve the minutes of the December 12, 2018 Board Meeting. Motion carried.

The following vouchers were presented:

11530 – Payables - \$405,187.51
11531 – Payroll - \$79,835.16
11532 – Payables - \$309,020.25

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

The Board reviewed and discussed the November 2018 Monthly Financial Statements. Motion by Al Almy and seconded by Robert Dunton to accept the statements and place them on file. Motion carried.

The Managing Director presented 2018 Budget Adjustment #3. Budgeted Revenues are being decreased by \$843,321 mainly due to increases in MTF revenues and moving the White's Bridge project to 2019. Budgeted Expenditures are being decreased by \$777,277 mainly due to White's bridge project delays and additional MDOT STL TWA work. Motion by Ken Gasper and seconded by Al Almy to approve 2018 Budget Adjustment #3 with revenues of \$16,538,162 and expenditures of \$16,349,441. Motion carried.

The Board reviewed the 2019 Draft Board Meeting Schedule. Motion by Robert Dunton and seconded by Ken Gasper to approve the board meeting schedule for 2019. Motion carried.

The Board reviewed and discussed Policy 63 – Productive Work Environment. Revisions were proposed to make reporting mandatory. Further discussion resulted in the need for further review and possible legal consultation. The policy will be scheduled for a future meeting.
Policy

64 – Permit Policy was reviewed by the Board. It will be posted for comment and brought back for approval at the January 30, 2019 meeting.

The Managing Director updated the board on the recent memorandum and suggested notice from MCRCSIP; upcoming ICTOA meeting on Monday, January 14 at 7 pm at the Road Commission; upcoming 7 County Council meeting on 1/15/19; 12/28/18 Open Work Order Report; and Safety gear for 2018.

The County Highway Engineer updated the Board on the application for an EDA grant for Portland/Morrison Lake Road all-season upgrade.

Motion by Albert Almy and seconded by Ken Gasper to go into closed session at 4:10 p.m. at the request of the Managing Director, for the purpose of discussing the Managing Director's performance review. Motion carried.

Motion by Ken Gasper and seconded by Robert Dunton to return to open session at 5:02 p.m. Motion carried.

Motion by Ken Gasper and seconded by Robert Dunton to give the Managing Director a one-year extension on her contract through December 2019 and language including a minimum six month notice prior to her retirement, along with an additional week of vacation in recognition of her outstanding performance in her position. Motion carried.

The date and time for the next regular meeting is Thursday, January 3, 2019 at 9:00 a.m.

Motion by Al Almy and seconded by Robert Dunton to adjourn the meeting at 5:16 p.m. Motion carried.

Chuck Minkley, Chairman

Dorothy G. Pohl, Clerk

**IONIA COUNTY ROAD COMMISSION
BOARD MEETING SCHEDULE
2019**

JANUARY	3**	
	30	
FEBRUARY	13	
	27	
MARCH	20	
APRIL	10	
	24	7:00 PM
MAY	15	
	29	
JUNE	12	
	26	
JULY	10	
	24	
AUGUST	14	
	28	
SEPTEMBER	11	
	25	
OCTOBER	9	
	23	
NOVEMBER	6	
	20	
DECEMBER	6**	
	18	7:00 PM
	27**	

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

Posted this 28th day of December 2018.

Dorothy G. Pohl
Managing Director/Clerk of the Board