

September 21, 2021

The Board of Road Commissioners for the County of Antrim met at the County Garage, Mancelona, Michigan for a regular meeting at 9:30 a.m.

The meeting was called to order by Chairman Hoogerhyde.

Present: Commissioners Amos, Giar and Hoogerhyde. Also present: Engineer-Manager Thompson, Superintendent Stumm and Secretary Farrier.

It was moved by Giar and seconded by Amos to approve the agenda as presented. Motion carried by unanimous yes vote.

It was moved by Giar and seconded by Amos to approve the August 17, 2021 regular meeting minutes. Motion carried by unanimous yes vote.

At 9:32 the floor was opened for public comment.

Heidi Walsh and Virginia Walsh, 8681 Lewin Road, discussed water runoff washing sand into their driveway due to the slope of the intersection of Lewin Rd/Wright Rd/Eckhardt Rd.

Sharon Gardner, 5561 Gardner Road, asked when the gate/fence that is blocking Gardner Rd will be removed.

Being no further comment, the floor returned to the Chair at 10:05 a.m.

At 10:05 the Chair recessed the meeting to hold a Public Hearing to take input on improving the north end of Nothstine Road and removing it from the Seasonal Road system (0.23 mile).

Being no public comment, the Chair closed the Public Hearing and resumed the regular meeting.

BOC commissioner Lavanway updated the Board on BOC matters.

Road Commission correspondence was discussed.

2021 Cashflow, MTF and Fund balance reports were reviewed.

The Engineer-Manager gave his report.

The results of bids opened September 17:

Guardrail replacement on Alden Hwy at the Finch Creek crossing:

|                                 |             |
|---------------------------------|-------------|
| Action Traffic Maintenance Inc. | \$23,832.50 |
| Dale Dukes & Sons, Inc.         | 26,200.00   |

It was moved by Giar and seconded by Amos to accept the low bid of Action Traffic Maintenance for replacing the guardrail on Alden Hwy at the Finch Creek crossing. Motion carried by unanimous yes vote.

MDOT and CRA have negotiated a new 3 year State Trunkline maintenance contract, October 1, 2021 thru September 30, 2024.

The following resolution, #2021-07, was offered by Amos with support from Giar:

WHEREAS, the Michigan Department of Transportation (MDOT) has presented a proposed contract between MDOT and the Antrim County Road Commission (Road Commission) under which the Road Commission would perform maintenance on State Trunkline highways within Antrim County, and

WHEREAS, MDOT has affirmatively found that contracting with the Road Commission for the maintenance of State Trunkline highways and bridges within Antrim County is in the best public interest; and

WHEREAS, the Road Commission concurs in MDOT's finding that it is in the best public interest to contract with the Road Commission for the maintenance of State Trunkline highways and bridges within Antrim County for the reason that the Road Commission has a proven record of efficiently providing a high level of service on State Trunkline highways within Antrim County; and

WHEREAS, the Road Commission has reviewed the terms of the contract and the recommendations of the County Road Association's Negotiating Committee;

NOW THEREFORE BE IT RESOLVED that the Road Commission hereby accepts and agrees to enter into the State Trunkline Maintenance Contract presented by MDOT and Burt Thompson, Engineer-Manager, and D. E. Farrier, Secretary, are authorized and instructed to sign the State Trunkline Maintenance Contract on behalf of the Road Commission.

Ayes: Amos, Giar and Hoogerhyde. Nays: none. Absent: none

Resolution #2021-07 declared adopted.

The Board discussed proposed Purchasing Policy #050. It was moved by Amos and seconded by Giar to adopt Policy 050: Purchasing Procedure as follows:

POLICY 050

SUBJECT: PURCHASING PROCEDURE POLICY

I. PURPOSE

To establish a purchasing procedure policy to assist with procurement procedures consistent with the philosophy of obtaining, on behalf of the taxpayer, the best overall value at the least cost for supplies, equipment, materials, services and all other purchases.

II. CONTENT

As per Act 283 of 1909, MCL 224.10, when purchasing machines, tools, appliances, and materials, the Antrim County Board of Road Commissioners and its employees shall abide by the following:

A. For purchases ranging from:

- \$0-\$999                      Approved by Foreman, Fleet & Facilities Manager, Superintendent, Office Manager or Manager
- \$1,000-\$4,999              3 phone quotes will be required, approved by Fleet & Facilities Manager, Superintendent, Office Manager or Manager
- \$5,000-\$9,999:              3 faxed, emailed or written quotes approved by Manager.
- \$10,000-\$14,999:          3 faxed, emailed or written quotes will be required and approved by the Board, except under emergency conditions in which case the range limit shall not exceed \$50,000.
- \$15,000 and up:              Sealed bids to be opened at a public meeting, or thru MiDEAL or SourceWell and awarded or approved by the Board.

In all instances quotes must be attached to purchase invoice.

The Board may purchase surplus properties from the state and federal governments without advertising for sealed proposals.

### III. RESPONSIBILITY

- a. The Manager is responsible for administering this policy.

Motion carried by unanimous yes vote.

Policy 050 adopted.

The Board discussed updating its credit card use policy. It was moved by Giar and seconded by Amos to adopt Policy 050: Purchasing Procedure as follows:

#### POLICY 055

##### SUBJECT: CREDIT CARD USE POLICY

##### I. PURPOSE

The Board of Antrim County Road Commission adopts the following in furtherance of its policy that the operations are to be carried out in the most efficient, economical and cost-effective manner possible. It is the policy of the Antrim County Road Commission to meet and comply with Act No. 266, Public Acts of 1995, as amended.

Act No. 266, Public Acts of 1995 authorizes a Board of County Road Commissioners to be a party to a credit card arrangement if the board has adopted policy governing the control and use of credit cards, and, further, the board deems that it is in the best interest of the board to make certain financial transactions by using a credit card as described in the Act.

Further, the Engineer-Manager is responsible for establishing and maintaining a written set of Administrative Procedures in regard to the use of road commission credit cards. Said procedures shall be in compliance with the requirements of the Act 266, Public Acts of 1995, as amended, and may be revised from time to time as changes in the Act or Road Commission needs may require.

##### II. CREDIT CARD PROCEDURES

From time-to-time employees and/or board members may use credit cards for the purchase of goods or services for the official business of the Road Commission.

Road Commission credit cards will be available to employees and/or board members at the direction of the Engineer-Manager.

Road Commission credit cards are to be used only for the purchase of goods or services for the official business of the Road Commission.

Employees and/or board members using a Road Commission credit card shall submit a copy of the vendor's credit card slip to the finance office as soon as possible after use. The credit card slip must contain the name of the vendor or entity, the date and amount of the transaction, signature of the user and the official business that required the transaction. If no credit card slip is available, the employee and/or board member must submit a written statement containing this information, as well as an explanation of the reason for not submitting a credit card slip.

Employees and/or board members issued a credit card are responsible for its protection and custody. If a credit card is lost or stolen, the Office Manager must be notified immediately. It is the responsibility of the Office Manager to notify the issuing entity of the loss and to cancel the card.

Employees and/or board members issued a credit card must, upon termination of employment or service shall return any credit cards to the Office Manager.

Lists of all credit cards and the name of the person issued the card shall be maintained by the finance office. The Office Manager shall review each credit card statement as soon as possible to ensure that transactions comply with these procedures. Any transaction that appears on a statement that is not documented with a credit card slip or a signed statement by the employee shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the Engineer-Manager. Employees using a road commission credit card in a manner contrary to the Credit Card Policy and this procedure shall be subject to disciplinary action.

III. RESPONSIBILITY

A. The Manager is responsible for administering this policy.

Motion carried by unanimous yes vote.

Policy 055 adopted.

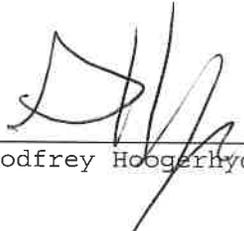
Management recommended rescinding Policy 115: Commercial Driver License Physicals. This is now covered in the Union Agreement and the policy is no longer needed. It was moved by Amos and seconded by Giar to rescind Polity 115. Motion carried by unanimous yes vote.

Policy 115 rescinded.

It was moved by Amos and seconded by Giar to appoint Burt Thompson as the Road Commissions member on the County 911 committee. Motion carried by unanimous yes vote.

Bills in the amount of \$1,244,851.61 covered by master voucher(s) #17, #18 & #19 and payroll(s) #18 & #19 in the amount of \$132,419.21 were reviewed.

By motion, the meeting adjourned at 10:55 a.m.

  
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Godfrey Hoogerhyde, Chairman

  
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D.E. Farrier, Secretary