

December 30, 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 November 16, 2021 regular meeting minutes. Motion carried by unanimous yes vote.

It was moved by Amos and seconded by Giar to approve the November 23, 2021 special meeting minutes. Motion carried by unanimous yes vote.

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

BOC Liaison Rubingh updated the Board on BOC matters.

Being no further comment, the floor returned to the Chair at 9:42 a.m.

Road Commission correspondence was discussed.

2021 Cashflow, MTF and Fund balance reports were reviewed.

The Engineer-Manager gave his report.

2022 road projects were reviewed.

The Board reviewed the proposed Amended 2021 Operating Budget as presented. It was moved by Amos and seconded by Giar to approve the Amended 2021 Operating Budget. Motion carried by unanimous yes vote

The Board reviewed proposed Policy #180, Travel and Expense Reimbursement:

POLICY #180

SUBJECT: TRAVEL AND EXPENSE REIMBURSEMENT

I. PURPOSE

It is the policy of the Antrim County Road Commission Board of Commissioners to reimburse employees and/or the Board for expenses incurred for official travel and business expenses as they perform tasks and duties that support the operations of the Antrim County Road Commission in compliance with all applicable federal, state, and local laws, rules and regulations. The travel and expenses are to be necessary, reasonable, appropriate and cost-effective.

II. CONTENT

A) General provisions:

An employee or road commissioner who acts on behalf of the Antrim County Road Commission may incur necessary and reasonable business and travel expenses.

- i Antrim County Road Commission will utilize the Internal Revenue Service (IRS) standard mileage rates, and the General Services Administration (GSA) established per diem rates as guidance for reasonableness of expenses.
- ii All reimbursement requests shall be submitted on the "TRAVEL EXPENSE VOUCHER" form which itemizes expenses with the necessary supporting documentation.
- iii Expense reimbursement requests are to be submitted at a minimum quarterly. Expense reimbursement requests should always contain a description outlining purpose of trip or purpose of the expense incurred.
- iv Expense reimbursement requests for the commissioners and the Engineer-Manager shall be reviewed and approved by the Board prior to the issuance of the reimbursement check. Signature of the Chairperson or the Vice-Chairperson of the Board, approving the expense voucher, shall indicate and constitute the required approval.
- v Original itemized receipts must be submitted to support reimbursement requests for all travel expenses including airline, hotels, meals, and incidentals.
- vi The Engineer-Manager is accountable for ensuring compliance with this policy when approving business travel and expenses. The Finance Director shall also review and approve the "TRAVEL EXPENSE VOUCHER" prior to reimbursement.
- vii All employees are responsible for reading, understanding and complying with this policy. It is expected that employees will utilize discretion and good judgment in spending public funds.
- viii The finance department will audit expense reports for compliance to policies. Noncompliant transactions are subject to disapproval, additional review, and may require additional management approval.

B) Meals:

- i The cost of a meal purchased for personal consumption while traveling on Antrim County Road Commission business, shall be reimbursable.
- ii Meals directly related to and integrated with meetings, which involve Antrim County Road Commission business, shall be reimbursable.
- iii A meal purchased while on a routine work assignment, would not be reimbursable.
- iv Original itemized receipts must be attached to the "TRAVEL EXPENSE VOUCHER" for reimbursement of meal expenses.
- v The business purpose of the meal should be noted in the description section of the report form.
- vi If meals for other individuals are included on the receipt, their names and relationship to the Antrim County Road Commission must be specified.
- vii Reasonable gratuities (tips) shall be considered acceptable, up to a maximum of 20% of the actual service or goods charge.

C) Transportation Costs:

The Antrim County Road Commission shall pay the actual and necessary costs of transportation in the course of conducting official Antrim County Road Commission business as follows:

- i Travel shall be by the method of transportation and route most advantageous to the Antrim County Road Commission, considering

the cost of transportation, other travel expenses and staff time and salary.

- ii Compensation for personal car mileage, whether the travel is inside or outside the county, would be reimbursable if use of the private automobile is for Antrim County Road Commission business and has been authorized by the Engineer-Manager and/or Finance Director.

Note: An employee involved in an auto accident while on Antrim County Road Commission business and driving his/her personal vehicle is covered by his/her own automobile policy for damage to the vehicle and property and must notify his/her supervisor promptly, in addition to notifying his or her insurance company.

- iii Employees are requested to utilize Antrim County Road Commission vehicles whenever possible and in the best interest of Antrim County Road Commission.
- iv The starting and ending locations of travel is assumed the work place, unless it is most advantageous to use the employee's residence location, considering home, work and destination locations, start and ending times, and other factors in the best interest of Antrim County Road Commission.
- v Transportation between an employee's home and regularly assigned workplace is not reimbursable.
- vi When air transportation is used, reservations should be made as far in advance as possible and the lowest airfare should be used considering event schedule and other pertinent factors.

D) Lodging Costs:

- i Lodging costs actually incurred are reimbursable only as follows:
- ii Hotels of moderate and reasonable comfort should be sought, rather than deluxe or luxury hotels. Each traveler should use their best judgment in selecting a location.
- iii Government rates shall be requested, and noticed of Michigan sales tax exempt status.
- iv Itemized lodging receipts are required; and
- v Lodging costs are generally allowable from the night before the authorized events starts through the night before it ends. Other consideration may be given to the commuting distance and the event schedule.
- vi The traveler shall be reimbursed for actual lodging costs incurred for single occupancy.
- vii If a member of the traveler's family or other non-Antrim County Road Commission employees, the employee shall claim reimbursement at the single hotel/motel room rate only. An itemized hotel bill is to be provided.
- viii For seminars, conferences or conventions, a higher cost hotel/lodging at the event site may be authorized if it is in the best interest of Antrim County Road Commission.

E) Other Business and Travel Expenses:

- i Examples of reimbursable cost:
  - a. Business office expenses (fax, copy services, telegrams/telexes, etc.)
  - b. Business phone calls (credit card, cell phone, or hotel/motel charge)

- c. Ground transportation (taxi, bus, subway, etc.)
- d. Parking and tolls
- e. Rental car (with prior approval).

ii Examples of non-reimbursable expenses:

- a. Personal phone calls, except to advise of a change of official travel plans
- b. Entertainment, clothing, personal sundries and services
- c. Transportation to places of entertainment or similar personal activities
- d. Valet charges
- e. Dependent care
- f. Alcoholic beverages
- g. Tobacco products
- h. Parking tickets, fines, or traffic violations.

### III RESPONSIBILITY

A) The Engineer-Manager is responsible for administering this policy.

It was moved by Amos and seconded by Giar to adopt Policy #180. Motion carried by unanimous yes vote.

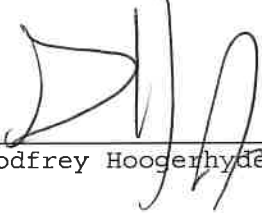
Bills in the amount of \$725,424.24 covered by master voucher(s) #24, #24A, #25, #25A & #26 and payroll(s) #24, #25, #25A & #26 in the amount of \$276,294.26 were reviewed.


The Board discussed the Engineer-Manager's performance evaluation.

It was moved by Giar and seconded by Amos to set the 2022 wages for the non-bargaining unit employees as follows:

Burt Thompson, Engineer-Manager	\$109,450.00
Dale Farrier, HR & Finance Manager	\$ 75,000.00
Peter Stumm, Operations Manager	\$ 69,850.00
Greg Spires, Maintenance Foreman	\$ 64,350.00
Allen Musall, Maintenance Foreman	\$ 64,350.00
Andy Fisher, Fleet & Facilities Manager	\$ 58,818.00
Bob Fitzgerald, Eng. Tech.	\$26.50/hour
Kelly Sexton, HR Administrator	\$25.70/hour

By motion, the meeting adjourned at 1:02 p.m.

  
 \_\_\_\_\_  
 Godfrey Hoogerhyde, Chairman

  
 \_\_\_\_\_  
 D.E. Farrier, Secretary