

February 15, 2022

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, 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 Amos and seconded by Giar to approve the January 18, 2022 regular 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 9:50 a.m.

Road Commission correspondence was discussed.

2022 Cashflow, MTF and Fund balance reports were reviewed.

The Engineer-Manager gave his report.

2022 road projects were reviewed.

Upcoming meetings:

Paul Bunyan Council, Cadillac, February 17th
CRA Annual Conference, Lansing, March 8th-10th

Bids opened on February 10, 2022:

Shanty Creek Corridor:

Elmer's Crane & Dozer	\$1,806,631.28
Payne & Dolan	1,932,269.72
Rieth-Riley Construction	1,942,382.88
Molon Excavating	2,390,955.45

It was moved by Amos and seconded by Giar to accept the low bid of Elmer's Crane & Dozer for reconstruction/resurfacing of the Shanty Creek Corridor. Motion carried by unanimous yes vote.

The Engineer-Manager informed the Board that MDOT will participate in the cost of the salt barn addition at the Central Lake garage and will need a resolution authorizing him to sign the contract.

The following resolution, #2022-01, was offered by Giar with support from Amos:

WHEREAS, the Michigan Department of Transportation (MDOT) has presented a proposed contract (NO. 2022-0396) between the MDOT and the Antrim County Road Commission (Road Commission); and

WHEREAS, said contract authorizes the MDOT to participate financially with the Road Commission in the cost of construction of a concrete wall addition type bulk chemical storage facility (salt shed) at the Central Lake, MI, Road Commission facility, having a capacity of approximately 1,200 tons of storage of bulk chemicals to be used on state trunkline highways and county road; and

NOW THEREFORE BE IT RESOLVED that the Road Commission hereby accepts and agrees to enter into the contract presented by MDOT and Burt Thompson, Engineer-Manager, is authorized and instructed to sign the contract on behalf of the Road Commission.

Ayes: Amos, Giar & Hoogerhyde. Nays: none.

Resolution #2022-01 declared adopted.

A new cash management policy was discussed.

It was moved by Giar and seconded by Amos to adopt Policy #185: Cash Management:

POLICY #185

SUBJECT: CASH MAMAGEMENT

I. PURPOSE

It is the policy of the Board of the Antrim County Road Commission that all cash shall be managed according to Generally Accepted Accounting Principles (GAAP) and that internal controls will be in place to ensure efficient safeguards, proper handling and appropriate record keeping.

II. CONTENT

FINANCIAL INSTITUTION ACCOUNTS

All financial institution accounts must be in the name of Board and established using its federal Employer Identification Number (EIN).

The opening of new financial institution accounts and appointment of signors must be initiated by the Finance & HR Manager and approved by the Engineer-Manager. The financial institution's Resolution and Authorization document is to be signed by the Board Chairman.

Checks issued on Antrim County Road Commission financial institution accounts are required to be endorsed by at least one authorized signer: Finance & HR Manager, HR Administrator or Engineer-Manager.

Requests to close financial institution accounts must be initiated by the Finance & HR Manager, or designee and approved by the Engineer-Manager.

Investments are managed in compliance with the Investments Policy.

DEPOSITS

All general-purpose cash of the Antrim County Road Commission is deposited with Antrim County Treasurer's office into the financial institution account held on behalf of the Antrim County Road Commission. Deposits may also be processed for special purpose financial institution accounts such as a payroll tax accounts. The Finance & HR Manager is to ensure proper controls, integrity of data, and safekeeping of deposits.

Funds Received by Cash or Check:

All cash receipts will be logged and deposited in accordance with proper internal control procedures.

Funds Received by Wire Transfer and Automated Clearing House (ACH):

Electronic deposits will be made directly to the financial institution account held by the Antrim Treasurer on behalf of the Antrim County Road Commission, and recorded accurately in the Antrim County Road Commission general ledger.

Financial Institution Transfers between the Antrim County Road Commission
Financial Institution Accounts:

All financial institution necessary transfers will be documented and processed upon the Finance & HR Manager approval.

Funds received from Credit Card Charges:

The Credit Card Acceptance Policy authorizes the Antrim County Road Commission to accept credit card payment and provides procedural parameters. All credit card charges will be logged and recorded in accordance with proper internal control procedures.

Returned Checks prior to Depositing:

If it is determined by the Finance & HR Manager, or designee that a check should be returned prior to deposit, it will be properly recorded in the cash log, copies made for documentation before return by United States Postal Service mail.

FINANCIAL INSTITUTION RECONCILIATIONS:

All financial institution statements reconciliation will be performed on a monthly basis by the HR Administrator, or designee, and reviewed and approved by the Finance & HR Manager.

CASH DISBURSEMENTS

Wherever possible, duties such as custody of purchase cards and blank checks, initiating expenditures, approving expenditures, maintaining documentation, issuing checks and reconciling records should be segregated among different Antrim County Road Commission finance department staff. When segregation of duties is not possible, compensating controls such as management supervision and review of cash disbursement records by independent parties shall be implemented.

The following controls will be utilized:

1. All checks, purchase cards, and access to financial institution accounts, etc. shall be secured and controlled by the finance department with limited access.
2. Expenditure transactions must be approved by the individual(s) having sufficient knowledge and authority to evaluate the transaction for reasonableness and appropriateness. The approver is to note the appropriate distribution code, and sign the documents.
3. All disbursement activity shall be substantiated by supporting documents. The finance department is to verify that proper supporting documents and authorizations are in place (signatures for approval, purchase orders, receipts, invoices, bids or quotes, reimbursement forms, travel vouchers, journal entries, reconciliations, time record, status report, etc.), as well as, the mathematical accuracy.
4. All expenditures made using cash, checks, purchase cards, electronic fund transfers, etc. shall be recorded in the Antrim County Road Commission accounting records.
5. Passwords shall be established on user access to the accounting system.
6. Checks shall be made payable to specified payees and never to "cash" or "bearer."
7. Antrim County Road Commission sales tax exempt status should be used in conformity with the State of Michigan guidelines.

8. Unclaimed checks will be reviewed regularly and reissued as appropriate. If an unclaimed check has reached the dormancy period of one year by March 31 it will be escheated to the State of Michigan in compliance with the Uniform Unclaimed Property Act, 1995 P.A. 29 as enacted by the Michigan Legislature.

9. Positive Pay financial institution services will be utilized for all paper checks issued. Antrim County Road Commission will notify their financial institution of the checks they have issued that are currently valid. They will also notify the financial institution of the checks that have been voided. Information shall include check number, check date, and check amount for verification.

PETTY CASH

It is the policy of the Antrim County Road Commission to maintain a petty cash fund of \$200.00 for the purpose of making minor disbursements. It is the responsibility of the Finance & HR Manager, or designee to ensure the petty cash fund is secured and reconciled on a regular basis.

Disbursement from the petty cash fund may be made for approved expenditures by the Finance & HR Manager, HR Administrator, or designee. Every disbursement must be supported by a receipt or other appropriate documentation for payment of services and supplies.

The petty cash fund will be replenished as needed and at a minimum quarterly by the HR Administrator, or designee. The replenishment request must summarize the petty cash vouchers/receipts paid since the last replenishment, and include the original receipts or invoices for those transactions. The replenishment vouchers must be complete in all details (i.e., payee, account distribution, description and authorized signature).

Overages and Shortages: Any overages and shortages should be noted and tracked by the HR Administrator, or designee and then reviewed and certified by the Finance & HR Manager.

III RESPONSIBILITY

The Engineer-Manager & Finance & HR Manager are responsible for administering this policy.

The Engineer-Manager discussed with the Board the situation with the 2 leased John Deere motor graders from AIS. Both graders have approximately 1,000 hours left on their leases that are up in May 2023. 1,000 hours will get the graders to mid-winter 2022-23. Per the lease agreement, the Road Commission has the option of purchasing the graders for \$423,266, which is over market value. John Deere will be increasing prices by 2.5% March 1st and in order to take delivery of new graders by December 2022, they would have to be ordered before March 1st. It is managements recommendation to purchase 2 new John Deere 672GP graders from AIS under MiDEAL pricing of \$738,468.86.

After some discussion it was moved by Giar and seconded by Amos to purchase 2 new John Deere 672GP motor graders under MiDEAL pricing. Motion carried by unanimous yes vote.

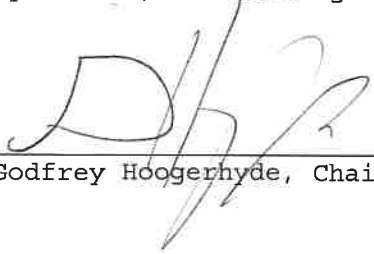
The Office Manager is planning to retire at the end of 2022. The Engineer-Manager would like to hire an executive search firm, Hiring Solutions, LLC, to assist in filling this position. The cost would be in the \$12,000-\$15,000 range.

It was moved by Amos and seconded by Giar to enter into a contract with Hiring Solutions, LLC to assist replacing the Office Manager's position. Motion carried by unanimous yes vote.

The ballot for CRA Board of Directors was discussed. It was moved by Amos and seconded by Giar to cast the ballot for CRA Board of Directors. Motion carried by unanimous yes vote.

Bills in the amount of \$423,574.37 covered by master voucher(s) #02 & #03 and payroll(s) #03 & #04 in the amount of \$173,935.55 were reviewed.

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



Godfrey Hoogerhyde, Chairman



D.E. Farrier, Secretary