

## HILLSDALE COUNTY ROAD COMMISSION

April 3, 2014

### MINUTES

Meeting was called to order by Chairman Bob Godfrey on Thursday April 3, at 10:00 a.m. at the road commission office.

Members present: Bob Godfrey, Mike Parney & Bill Watkins.

Staff present: Stanley L. Clingerman, Engineer-Manager, Angela Lawler, Secretary.

Staff absent: Janet Aemisegger, clerk (Vacation).

Visitor present: Andy Welden, Hillsdale County Commissioner.  
Andy Barrand, Hillsdale Daily News.

#### Agenda Approved

Having reviewed the agenda for this date, there were no additions or deletions. The chair declared the agenda to stand approved as presented.

#### Limited Public Comment – Andy Welden – County Commissioner

At 10:05 a.m., the chair opened the meeting to limited public comment. Andy Welden, county commissioner, told Mr. Clingerman and the Board that the county road crews have done a great job maintaining our roadways during this difficult winter season.

#### Minutes Presented

Having reviewed the minutes of the March 20, 2014 meeting, there were no additions, deletions or corrections to be noted. The chair declared the minutes to stand approved as presented.

#### CONFIRMATION OF PAYROLL AS AUTHORIZED FOR PAYMENT BY THE STAFF

#14-048 Mike Parney moved, Bill Watkins seconded, to confirm the payment of the regular payroll in the amount of \$77,000.64 per payroll check register dated 3/27/14 as authorized by the engineer-manager and clerk. Motion carried.

#### ACCOUNTS PAYABLE APPROVED

#14-049 Mike Parney moved, Bill Watkins seconded, to confirm the payment of bills in the amount of \$91,995.52 per Accounts Payable Check Register dated 4/03/14. Motion carried.

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### Treasurer's Report Presented

The treasurer's report was presented by the secretary as follows:

Beginning Balance-Cash & Investments		\$ 810,212.01
Receipts		
03/27/2014	R. 42418-R. 42433	\$ 3,634.57
04/03/2014	R. 42434-R. 42448	2,142.79
03/07/2014	NOW Interest (Feb.)	0.01
03/07/2014	PBS Interest (Feb.)	128.79
03/07/2014	MMS Interest (Feb.)	26.93
04/03/2014	Re-deposit voided A/P check #16275 (12/31/12)	50.00
04/03/2014	MTF/BMF's (-.11% vs. April, 2013 payment)	459,210.54
04/03/2014	Special One Time Winter Maint. State Appropriation	275,915.60
Total Receipts		\$ 741,109.23
Disbursements:		
03/28/2014	Payroll & Mat SS	\$82,046.13
	Less: MERS Payable	(4,710.92)
	Less: Hlth Insur Payable	(334.57)
		\$ 77,000.64
04/03/2014	Accounts Payable	91,995.52
Total Disbursements:		(\$168,996.16)
Ending Cash & Investments Balance		\$1,382,325.08
Less: Bonds in Escrow		\$ (41,250.00)
Ending Available Fund Balance		\$1,341,075.08
Note: Open Accounts Payable = \$70,098.03		

As there were no questions or comments regarding the report, Chair Godfrey thanked the secretary for the report.

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#### TAILGATE SALT SPREADER BIDS AWARDED – AUTOMOTIVE SERVICE COMPANY

#14-050 Bill Watkins moved, Mike Parney seconded, to award the bid for four (4) new tailgate salt spreaders to the second low bidder, Automotive Service Company, for a total bid price of \$10,685.00. Motion carried. Copy of bid tabulation attached.

#### Litchfield Road Bridge Over Sand Creek Funding Discussed

The engineer-manager said he received a call from Senator Caswell's office regarding funding for the Litchfield Road bridge over Sand Creek. As it turned out, they talked with Senator Caswell himself, at the MTA meeting Wednesday night. Mr. Caswell said there is concern that the design work will not be ready for construction this year. Mr. Clingerman said they were not aware of a deadline for design. Mr. Clingerman talked with our design engineer and they could have everything ready for bidding in late summer and construction in the fall, if the project goes through the road commission.

Representative Kurtz & Caswell assured Mr. Clingerman that the Litchfield bridge project is still our number one priority, but asked for a second project as well. So as an alternative, Mr. Clingerman added E. Territorial Road from US-127 to M-99, a 10 mile asphalt overlay project at approximately \$1.6 million.

#### Update on Frugal Five Meeting at Branch County March 24

The engineer-manager and Bill Watkins attended the "Frugal Five" meeting on March 24. The engineer-manager said that St. Joe County's garage foreman and their manager gave a presentation on their purchasing plan for replacing their fleet of trucks and heavy equipment. They started a rotation program in 2011 where they try to replace 2 of 3 tandem trucks every other year. They finance the entire truck, equipment and chassis with a 5 year loan agreement at 3% interest. St. Joe County said they feel they are saving money as the rate of inflation on the trucks is 5 or 6 % per year, they are saving money on fuel, plus less repairs are needed. Mr. Clingerman said maybe, when we take bids for new trucks later this year, we can explore financing options.

Mr. Clingerman said Frank with Barry County talked very strongly about funding and suggested each road commission adopt a resolution supporting additional funding. There really needs to be 3 sources of funding: state funding, a primary road county millage, and a township millage for local roads.

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There was also discussion on downsizing as people retire. Branch, St. Joe and Barry County each have 2 girls in the office. Lenawee County has 4, but they are a larger county. Cass County has 3. Mr. Clingerman has asked the frugal five counties to send us an organizational chart and a list of duties for each person so we may study the same.

With the tough winter all road commission's have experienced, there was discussion on the various mailbox policies each county has. Some counties replace all whether hit by snow or equipment and others only repair/replace if actually hit by equipment.

#### Update on Quarterly Association/Management Meeting Held on March 27

During the quarterly Association/Management meeting held on Thursday, March, 27, 2014, Jim Koers asked Mr. Clingerman for an updated list of our staffing levels. Mr. Clingerman said the last update was in 2010. Mr. Koers said there is a state law on pushing snow & ice on our county roads and he thinks the board should be more aggressive on this issue. A lot of the guys had problems this winter with the public pushing snow/ice on or across our roads which became hard packed and slippery. The Association asked if there are any plans for shutdowns this summer? Mr. Clingerman said we are not planning any shutdowns for 2014 at this time. Mr. Koers asked if the board would re-consider the Association's request for posting at the end of each pay period, each employee's overtime. The association and management also discussed the early in" starting time of 4:00 a.m. versus 6:00 a.m. when it was necessary because of high winds and drifting.

#### PAVEMENT MARKING CONTRACT APPROVED – M & M PAVEMENT MARKING

#14-051 Bill Watkins moved, Mike Parney seconded, to approve and sign a contract with M & M Pavement Marking for furnishing and delivering our 2014 season's requirements for pavement marking at an estimated cost of \$60,330.00.  
Carried.

#### RESOLUTIONS ADOPTED SUPPORTING 2017 LOCAL BRIDGE APPLICATIONS

#14-052 Mike Parney moved, Bill Watkins seconded, to adopt resolutions supporting applications for the following 2017 local bridge applications:

Litchfield Road over Sand Creek  
Montgomery Road over W Br St Joseph of Maumee  
Hartley Road over E Br St Joseph of Maumee  
Lake Pleasant Road over Beebe Creek

Motion carried. Copy of resolutions attached.

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**TOWNSHIP AGREEMENTS APPROVED –  
GRAVEL ROAD STABILIZATION, GRAVEL PATCH & LIMESTONE PATCH**

**#14-053** Bill Watkins moved, Mike Parney seconded, to approve and sign the following township agreements:

<b>Gravel Road Stabilization</b>			
<u>Township</u>	<u>Contractor</u>	<u>Mile</u>	<u>HCRC Reimburse</u>
Jefferson	JLM -	36	\$3,600.00
Woodbridge	JLM – twice	26	\$2,600.00

  

<b>Gravel Patching</b>				
<u>Township</u>	<u>Cyds</u>	<u>%</u>	<u>Estimated Cost</u>	<u>Township Share</u>
Jefferson	500	50%	\$7,500	\$3,750
Woodbridge	500	50%	\$9,500	\$4,750

  

<b>Limestone Patching</b>				
<u>Township</u>	<u>Tons</u>	<u>%</u>	<u>Estimated Cost</u>	<u>Township Share</u>
Somerset	1,500	100%	\$22,800	\$22,800

**Cash Revenues & Expenses Reviewed Thru March 31, 2014**

The board reviewed the cash budget report showing the actual cash revenues and expenses as of March 31, 2014. We are continuing to show a deficit for the first three months of the year. We just received a special winter maintenance state appropriation payment for \$275,915.60 in April. This will certainly help the budget.

	<u>Actual</u>	<u>Budget</u>
Revenues	\$1,492,029	\$6,323,000
Expenses	\$1,660,396	\$6,339,100
Surplus or (deficit)	\$ (168,367)	\$ (16,100)

Comparison to past years:			
	3/31/13	\$ 186	Surplus
	3/31/12	\$ 17,799	Surplus
	3/31/11	\$(194,924)	Deficit

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**2013 ACT 51 ANNUAL FINANCIAL REPORT APPROVED & AUTHORIZATION  
FOR PRIMARY AND COUNTY ROAD MTF FUND TRANSFERS TO LOCAL ROAD  
FUND TO BALANCE FUNDS**

The engineer-manager presented the board with the following summary of the highlights of the 2013 Act 51 annual financial report.

	<u>Budget</u>	<u>Actual</u>
Revenues	\$7,198,000	\$7,282,228
Expenses	<u>\$7,435,000</u>	<u>\$7,158,545</u>
Surplus or (deficit)	\$ (237,000)	\$ 123,683

Note: \$360,683 swing to the good eliminating the proposed deficit!

Note: This is the smallest transfer from primary to local in many years – good!

Note: Fourth surplus in last 5 years – good!

Overall fund balance (12/31/12)	\$1,890,882
+ 2013 surplus	<u>\$+ 123,683</u>
Overall fund balance (12/31/12)	\$2,014,565
- Inventories	<u>\$ - 821,761</u>
Unreserved fund balance	\$1,192,804
Cash and investment balance	\$ 844,522

- #14-054 Bill Watkins moved that the 2013 Hillsdale County Road Commission annual financial report be approved, subject to audit, and that the chairman and the clerk be authorized to sign the same. He further moved to authorize the clerk to transfer to the local road fund, 24% of the primary road MTF revenues, a total of \$634,276.95, as well as another \$81,138.27 of the county road fund, to eliminate the local road fund deficit. Mike Parney seconded. Carried. Copy of annual report booklet letter attached.

**Meeting Adjourned - 11:05 a.m.**

As there was no further business, the chairman declared the meeting adjourned at 11:05 a.m.

  
Chairman

  
Secretary

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