

HILLSDALE COUNTY ROAD COMMISSION

May 1, 2014

MINUTES

Meeting was called to order by Chair Bob Godfrey on Thursday, May 1, 2014, at 10:00 a.m. at the road commission office.

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

Staff present: Stanley Clingerman, Engr.-Mgr., & Janet Aemisegger, Clerk.

Visitor present: Andy Barrand, Hillsdale Daily News.

Agenda Approved

Having reviewed the agenda for this date, one addition was requested. The chair declared the agenda to stand approved with one addition.

Minutes Presented

Having reviewed the minutes of the April 17, 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

#14-067 Mike Parney moved, Bill Watkins seconded, to confirm the payment of the payroll in the amount of \$83,542.96 per Payroll Check Register dated 4/24/2014 as authorized by the accounts payable/payroll clerk and the secretary-receptionist. Motion carried.

ACCOUNTS PAYABLE APPROVED

#14-068 Bill Watkins moved, Mike Parney seconded, to confirm the payment of bills in the amount of \$259,024.96 per Accounts Payable Check Register dated 5/01/2014. Motion carried.

Treasurer's Report Presented

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

Beginning Balance-Cash & Investments \$1,262,174.69

Receipts:

04/22/2014 R. 42474-R. 42485 \$ 2,711.01

05/01/2014 R. 42486-R. 42492 \$ 441.00

Total Receipts \$ 3,152.01

Disbursements:

04/22/2014 Payroll & Mat SS \$ 89,708.41

Less: MERS EFT Deductions \$ (5,830.88)

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Less: Hlth Insur Prem Deduc	\$ (334.57)	\$ 83,542.96
05/01/2014 Accounts Payable		\$ 259,024.96

Total Disbursements: (\$ 342,567.92)

Ending Cash & Investments Balance \$ 922,758.78

Less: Bonds in Escrow (\$ 18,750.00)

Ending Available Fund Balance \$ 904,008.78

As there were no questions or comments regarding the report, the chair declared the report to stand approved as read.

CORRUGATED PLASTIC PIPE BIDS AWARDED – BAUGHMAN TILE COMPANY

#14-069 Bill Watkins moved, Mike Parney seconded, to award the bid for corrugated plastic pipe to the low bidder, Baughman Tile Company, for \$3,042.68 per their bid submitted 4/14/14. Carried. Copy of bid tabulation attached.

Need for Global Positioning Systems Discussed

Bill Watkins requested that we move forward in purchasing global positioning systems (GPS) for our road equipment as necessary. As discussed in the past, GPS will work with our current two way radios. The estimated cost for the GPS equipment was \$30,000.00. The engineer-manager responded that he's working on the budget and will try to include the GPS purchase as requested.

**TOWNSHIP AGREEMENTS APPROVED-
GRAVEL ROAD STABILIZATION, GRAVEL/LIMESTONE PATCH
& CULVERT REPLACEMENTS**

#14-070 Mike Parney moved, Bill Watkins seconded, to approve and sign the following township agreements:

Gravel Road Stabilization

<u>Township</u>	<u>Contractor</u>	<u>Mile</u>	<u>HCRC Reimburse</u>
Scipio	JLM – twice	27	\$2,700.00

Gravel Patching

<u>Township</u>	<u>Material</u>	<u>Quantity</u>	<u>%</u>	<u>Estimated Cost</u>	<u>Township Share</u>
Camden	Limestone	2,000 tons	100%	\$33,300.00	\$33,300.00
Reading	Carr gravel	1,000 cyd	100%	\$10,000.00	\$10,000.00
Scipio	Gravel	500 cyd	50%	\$ 7,500.00	\$ 3,750.00

Large Culvert Replacements

<u>Township</u>	<u>Road</u>	<u>Culvert Size</u>	<u>%</u>	<u>Estimated Cost</u>	<u>Township Share</u>
Reading	Balcom	6.75' x 4.8' x 60'	50%	\$24,000.00	\$12,000.00
Wright	Lee	12.0' x 7.4' x 60'	50%	\$42,000.00	\$21,000.00

Motion carried.

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**CORRUGATED STEEL PIPE CONTRACT APPROVED –
JENSEN BRIDGE & SUPPLY COMPANY**

#14-071 Bill Watkins moved, Mike Parney seconded, to approve and sign a contract with Jensen Bridge & Supply Company for our 2014 season’s requirements of corrugated steel pipe and collars per bids opened 4/17/2014. Motion carried.

DUST CONTROL PERMITS APPROVED

The following dust control permits were presented for board approval:

JLM Tank Truck Service	- #2014-102
McConnell & Scully	- #2014-103
Michigan Chloride Sales	- #2014-104
Michigan Mineral Resource	- #2014-105

#14-072 Bill Watkins moved, Mike Parney seconded, to approve and sign the dust control permits as presented above. Carried.

**BROOM ROAD & MOSCOW ROAD HOT MIX ASPHALT OVERLAY
TITLE SHEETS APPROVED & SIGNED**

#14-073 Mike Parney moved, Bill Watkins seconded, to approve and sign the title sheets for the Broom Road and Moscow Road hot mix asphalt overlays at \$300,000 and \$275,000 respectively (no local match required). Carried.

The projects are scheduled for July 3, 2014, bid lettings and both projects will be funded with STP & Category D funds.

Roadside Scrap Tire Clean-Up – May 3 & May 10, 2014

The engineer-manager advised that the roadside scrap tire clean-up is scheduled for May 3 and May 10, 2014, with 12 of 18 townships participating. Our crews are patrolling the roadsides in the six townships that aren’t participating so we can take advantage of the program.

We won’t do this program in the future as it’s too much hassle and we haven’t gotten good participation per Mr. Clingerman.

2013 Financial Audit Presentation – Rehmann Robson

Dave Fisher with Rehmann Robson presented the 2013 Financial Audit for the road and park commissions. He confirmed the following revenues and expenses:

Revenues	\$7,282,228
Expenses	\$7,158,546
Surplus or (deficit)	\$ 123,682

The auditing firm rendered a clean opinion for the road commission. Mr. Fisher briefly went over the highlights of the report and there were no items of concern to note again this year. He also reviewed some upcoming changes in the accounting standards for road commissions, most of which shouldn’t affect us. However, GASB68 may regarding the requirements for reporting

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unfunded pension liability. This liability will be recorded at the group wide level so it shouldn't affect our fund balance. With our infrastructure assets, there should be enough assets to offset this liability. Mr. Fisher noted that the HCRC books are in good shape. The road commission has a healthy fund balance.

Miscellaneous Update by Engineer-Manager

--The engineer-manager reported that we only have three Adopt-a-County Road groups now. He asked the board if they want to try and improve the participation or cancel the program? He also asked if we want to purchase signs to recognize the Adopt-a-County Road groups? The board agreed that this is a worthwhile program and they hate to see it dropped. Andy Barrand from the Hillsdale Daily News will include a call for help in his newspaper article regarding the program.

--The contractor will begin work on the Tripp Road approaches to the new bridge soon.

--Adams Township gravel patch is done and Jefferson Township gravel patch is started.

--Brining will probably be late this year.

--Interviews for seasonal mowers and laborers will be conducted Friday.


--A lot of our employees are using their compensatory time now. It's good they're using it now before we get busier.

--Next board meeting we'll have catch basin cleaning bids and bids for paving Glendalough Lane as it's in terrible condition (Somerset Township is paying for it).

Meeting Adjourned – 11:30 a.m.

As there was no further business, the chair declared the meeting adjourned at 11:30 a.m.


Chairman
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Clerk