

HILLSDALE COUNTY ROAD COMMISSION

May 15, 2014

MINUTES

Meeting was called to order by Chairman Bob Godfrey on Thursday, May 15, 2014, at 10:00 a.m. at the road commission office.

Members present: Bob Godfrey & Bill Watkins.

Member absent: Mike Parney (Florida).

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

Staff absent: Janet Aemisegger, clerk (F & HR Seminar – Traverse City).

Visitor present: Andy Barrand, Hillsdale Daily News.
Don Figiel, Somerset Township Supervisor (11:00 a.m.) & other bidders.

Agenda Approved

Having reviewed the agenda for this date, two additions were requested. The chair declared the agenda to stand approved as revised.

Minutes Presented

Having reviewed the minutes of the May 1, 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

#14-074 Bill Watkins moved, Bob Godfrey seconded, to confirm the payment of the regular payroll in the amount of \$66,556.85 per payroll check register dated 5/08/14 as authorized by the engineer-manager and clerk. Motion carried.

ACCOUNTS PAYABLE APPROVED

#14-075 Bob Godfrey moved, Bill Watkins seconded, to confirm the payment of bills in the amount of \$134,524.16 and the electronic funds transfer in the amount of \$30,327.94 for a total amount of \$164,852.10 per Accounts Payable Check Register dated 5/15/14. 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 \$ 922,758.78

Receipts

05/08/2014	R. 42493-R. 42500	\$ 3,797.28
05/15/2014	R. 42502-R. 42505	1,111.50
05/05/2014	MTF/BMF's (+4.168% vs. May, 2013 payment)	353,719.85
05/09/2014	State Maintenance (April)	42,806.44
05/09/2014	MDOT – Traffic Safety Summit Reimbursement	350.44
05/08/2014	NOW Interest (April)	0.01
05/08/2014	PBS Interest (April)	369.07
05/08/2014	MMS Interest (April)	28.86

Total Receipts \$ 402,183.45

Disbursements:

05/06/2014	Payroll & Mat SS	\$71,150.39
	Less: MERS Payable	(4,312.51)
	Less: Hlth Insur Payable	(281.03)
		\$ 66,556.85
05/15/2014	Accounts Payable	134,524.16
05/15/2014	MERS EFT Payment	30,320.98
05/15/2014	Sales Tax EFT Payment	6.96

Total Disbursements: (\$231,408.95)

Ending Cash & Investments Balance \$1,093,533.28

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

Ending Available Fund Balance \$1,074,783.28

Note: Open Accounts Payable = \$4,184.72

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

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

The engineer-manager told the board that a total of 10 townships participated in the scrap tire clean-up and brought in a total of 661 tires. The road commission picked up a total of 652 tires in the townships that did not participate, for a total of 1,313 tires. The engineer-manager said the total is about 1/3 of our past scrap tire clean-up. In the past we have collected up to 3,000 scrap tires.

De-Berming on Gravel Roads Discussed

Bill Watkins said that he has received complaints from Scipio, Fayette and Adams Townships regarding roads that have been de-bermed in the past and now need to be re-bermed. Some of the roadways have water standing and the berm needs pulled in again to alleviate the problem. The engineer-manager said he'll let the foremen know.

MDOT ENGINEERING REIMBURSEMENT 7/01/13-6/30/14 APPROVED

#14-076 Bill Watkins moved, Bob Godfrey seconded, to approve and sign the MDOT Engineering Reimbursement form in the amount of \$10,000 for the employment of a licensed professional engineer from July 1, 2013, thru June 30, 2014. Carried. Copy attached.

TRAFFIC CONTROL ORDER #533 & #534 DATED 5/15/14 APPROVED

#14-077 Bill Watkins moved, Bob Godfrey seconded, to approve and sign Traffic Control Order #533 and #534 changing the stop signs to yield signs on the following cut-offs at curves.

- #533 - Cambria Road cutoff at Bigelow Road south bound.
- #534 - Reading Road cutoff at Steamburg Road (south curve) westbound.

Carried. Copy of TCO's attached.

Hiring of Summer Help

The engineer-manager told the board that the following people are in the process of being hired for summer employment, subject to satisfactorily passing their pre-employment physicals.

Roadside mowers
Jim Copeland
Scott Baker
Garey Barnett
Don Fowler

Laborers & flaggers
Andrew Houser
Ben O'Heran
Kelci Bassage
Garrett Caulkins
Jaymee Lepley
Wyatt Spangler

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The first two in each list are returnees. All of the summer workers will report to the office at 7:00 a.m., on Thursday, May 22, 2014, for safety training and then everyone will start work the day after Memorial Day. The engineer-manager said since we'll be short one mower operator, he'll leave the boom-mower vacant and use on an as-needed basis. The engineer-manager said he's going to start a crack seal crew this summer and the four new laborers will work with Jeff Maxson on the crack sealer, filling cracks and flagging for traffic control.

Cash Revenues & Expenses Reviewed Thru April 30, 2014

The board reviewed the cash budget report showing the actual cash revenues and expenses as of April 30, 2014. We are finally showing a surplus for the first time this year, but it is due to the special legislative appropriation of \$275,916.

	<u>Actual</u>	<u>Budget</u>	
Revenues	\$2,307,861	\$6,323,000	36.5%
Expenses	<u>\$2,033,139</u>	<u>\$6,339,100</u>	32.1%
Surplus or (deficit)	\$ 274,722	\$ (16,100)	

2014 ACT 51 BUDGET REVISIONS APPROVED

The board reviewed proposed 2014 Act 51 budget revisions to more closely reflect the effects of a hard winter, anticipated township projects on local roads and the state's supplemental appropriation of \$275,916. A summary of the original and revised total revenues and expenses follows:

	<u>Original</u>	<u>May Revision</u>
Total Revenues	\$6,842,800	\$7,531,700
Total Expenses	<u>\$7,702,800</u>	<u>\$7,989,500</u>
Operating Surplus (or deficit)	(860,000)	\$ (457,800)
Ending fund balance	\$1,154,565	\$1,556,765

Note: Winter snow removal budget for county roads increased from \$840,000 to \$1,475,000 (76% increase).
Anticipated township revenues increased from \$692,000 to \$870,000.
Cut 12 miles of chip seal and 1,700 tons of paver patching.
Includes 3 miles of federally funded asphalt overlay on Moscow, W. Bacon & E. Bacon.
Includes replacement of 6 large culverts on local roads.

#14-078 Bill Watkins moved, Bob Godfrey seconded, to approve the proposed Act 51 budget revisions to more closely reflect anticipated revenues and expenses as presented by the engineer-manager. Carried. Copy attached.

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CATCH BASIN CLEANING BID AWARDED – GREENSCAPE

At 10:30 a.m., bids were opened and read aloud for the state and county catch basin cleaning. Two bids were received.

#14-080 Bob Godfrey moved, Bill Watkins seconded, to award the bid for the state and county catch basin cleaning to Greenscape, the low bidder, at \$70.00 per basin, and to refer the bids to MDOT for confirmation of the approval on the state portion. Carried. Copy of bid tabulation attached.

Rural Task Force & Loss of Federal D Funds For 2014 Discussed

The engineer-manager told the board that our share of the Region 2 Rural Task Force funding has an apparent loss of \$173,595 in Federal D Funds for 2014. In the past we had Rural STP, Federal D and State D funding. About three years ago the Federal D funding disappeared due to federal legislation. This year the Federal D funding re-appeared showing a balance of \$173,595 for Hillsdale County. With the extra funding available we decided to include Broom Road with the Moscow Road paving project. Now all of a sudden, MDOT is saying, there is no Federal D money. It's gone! This will put us over our spending allotment, so if any red flags turn up in the obligation process, we'll have to cancel the Broom Road project and possibly forego the July bid letting for Moscow Road. The engineer-manager said it has been a real nightmare!

**TOWNSHIP AGREEMENTS APPROVED –
GRAVEL ROAD STABILIZATION - GRAVEL PATCH – LARGE CULVERT
REPLACEMENT – PAVER PATCH/CHIP SEALS**

#14-079 Bob Godfrey 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>
Amboy	JLM – twice	35	\$3,500

Gravel patching (50%/50%):

<u>Township</u>	<u>Cyds</u>	<u>Estimated Cost</u>	<u>Township Share</u>
Ransom	500	\$ 8,000	\$ 4,000

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Gravel re-surfacing by contractor after berming by HCRC (100% township):

<u>Township</u>	<u>Road</u>	<u>Length</u>	<u>Quantity</u>	<u>Estimated Cost</u>
Allen	Van Wert	0.75	600	\$12.00/cyd = \$ 7,200
Wheatland	Jerome & Kelso	2.00	1,500	\$13.75/cyd = \$20,625
Amboy	Cellars	1.00	1,000	\$13.00/cyd = \$13,000

Large culvert replacements (50%/50%):

<u>Township</u>	<u>Road</u>	<u>Culvert Size</u>	<u>Estimated Cost</u>	<u>Township Share</u>
Amboy	Buckeye	87" x 63" x 52'	\$24,000	\$12,000
Wright	Tuttle	81" x 59" x 50'	\$33,000	\$16,500

Paver patch/chip seals (70% twp./30% HCRC):

<u>Township</u>	<u>Road</u>	<u>Mile</u>	<u>Tons</u>	<u>Fog?</u>	<u>Estimated Cost</u>	<u>Township Share</u>
Adams	Dawn Dr.	0.99	90	Yes	\$41,600	\$29,120
Amboy	Merry Dr. E.	1.30	50	Yes	\$46,200	\$32,340
Cambria	Lilac Road	0.84	100	Yes	\$33,800	\$23,660
Cambria	Bear Lake Rd.	1.56	240	No	\$53,300	\$37,310
Hillsdale	Hallett Road	1.27	140	No	\$40,900	\$28,630
Jefferson	Lake Pleasant	1.07	130	No	\$35,900	\$25,130
Reading	Lilac Road	2.00	130	Yes	\$ 64,500	\$45,150 *
Scipio	Sterling Road	3.08	290	Yes	\$107,700	\$53,850 **
Somerset	Baker Road	2.15	200	Yes	\$88,700	\$62,090
Woodbridge	Dimmers Rd	2.00	210	Yes	\$84,400	\$59,080

*Requests special terms: 50% in 2014 and 50% in April 2015.

**Request special cost share due to county pit on road: 50% township.

Motion Carried.

Cost Sharing for Townships – Contractors Hired Direct for Gravel Patching

The engineer-manager asked the board what they thought the cost sharing should be for townships who hire Carr Bros or another contractor to do their gravel patching on county roads instead of the gravel patching being completed by the road commission? After some discussion, it was the general consensus of the board, that if the townships hire their own contractor for gravel patching, then the township shall pay 100% of the cost. For Cambria and Woodbridge Townships that have already signed gravel patching agreements at 50/50 cost share for 500 cubic yards each, we should honor the 50/50 cost share if we decide to have Carr Bros spread the gravel in these townships.

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Bids for Asphalt Paving - Glendalough Lane – Referred to Somerset Township

At 11:00 a.m., bids were opened and read aloud for a 2” overlay with spot mill & fills or crush/shape with 2.5” overlay on Glendalough Lane in Somerset Township. Five bids were received with Quality Asphalt Paving being the “as read” low bidder for crush/shape and 2.5” overlay for \$41,425.80.

The engineer-manager recommended that the bids be referred to Somerset Township for their review and decision. Once Somerset Township has made their decision, we will announce the outcome at our May 29th meeting.

Meeting Adjourned - 11:50 a.m.

As there was no further business, the chairman declared the meeting adjourned at 11:50 a.m.

Chairman

Secretary

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