

HILLSDALE COUNTY ROAD COMMISSION

June 26, 2014

MINUTES

Meeting was called to order by Chair Bob Godfrey on Thursday, June 26, 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 June 12, 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

#14-093 Mike Parney moved, Bill Watkins seconded, to confirm the payment of the payroll in the amount of \$78,868.12 per Payroll Check Register dated 6/19/2014 as authorized by the engineer-manager and accounts payable/payroll clerk.
Motion carried.

ACCOUNTS PAYABLE APPROVED

#14-094 Bill Watkins moved, Mike Parney seconded, to confirm the payment of bills in the amount of \$160,975.30 per Accounts Payable Check Register dated 6/26/2014.
Motion carried.

Treasurer's Report Presented

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

Beginning Balance-Cash & Investments		\$1,270,412.93
Receipts:		
06/17/2014 R. 42553-R. 42566	\$ 33,666.50	
06/26/2014 R. 42567-R. 42575	\$ 10,592.69	
Total Receipts		\$ 44,259.19
Disbursements:		
06/17/2014 Payroll & Mat SS	\$ 83,587.75	
Less: MERS EFT Deductions	\$ (4,390.80)	

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Less: Hlth Insur Prem Deduc	\$ (328.83)
	\$ 78,868.12
06/26/2014 Accounts Payable	\$ 160,975.30
Total Disbursements:	(\$ 239,843.42)
Ending Cash & Investments Balance	\$1,074,828.70
Less: Bonds in Escrow	(\$ 18,750.00)
Ending Available Fund Balance	\$1,056,078.70

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

Limited Public Comment – Amaryllis Thomas, 58th District State Repres. Candidate

At 10:10 a.m., the chair opened the meeting to limited public comment. Amaryllis Thomas, 58th District State Representative candidate, met with the board to ask questions about road funding and county road millages. She will be holding a town hall meeting in Somerset on Saturday, 6/28/14, wherein they will discuss roads and water. She thanked the board for their time and she left the meeting at 10:20 a.m.

Management Staff Succession Planning Continued

The engineer-manager briefly reviewed the upcoming management retirements and estimated timelines again for the board’s information. He and the board brainstormed on a few different organizational changes that could be made to replace and/or re-organize some of the current positions. Upon questioning, the board concurred that 4 clerical people should be retained in the office at this time to have adequate back-up staff for smooth office operations during absences, due to vacations, illnesses, etc. The upcoming traffic safety director vacancy was briefly discussed and how that vacancy might be best filled. It was agreed that if a project engineer were hired, they could assist with the construction engineering and traffic engineering and free up the manager’s time for some other areas, such as operations supervision, safety coordination, etc. The board agreed.

AUTHORIZATION TO FILL CLERICAL VACANCY

#14-095 Bill Watkins moved, Mike Parney seconded, to authorize the hiring of a person to fill the clerical vacancy created by Loretta Bailey’s recent retirement. Carried.

AUTHORIZATION TO ADVERTISE FOR PROJECT ENGINEER

#14-096 Mike Parney moved, Bill Watkins seconded, to authorize the engineer-manager to hire a project engineer in anticipation of Gary Reppert’s proposed retirement in the fall. Carried.

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Meeting Recessed – 10:35 a.m.

At 10:35 a.m., the chair recessed the meeting briefly so the board could inspect the Volvo tandem truck (Lance Schmitt's #8625) as delivered by M & K Truck this date. The truck was accidentally tipped over on Wise Road during snow plowing operations towards the end of this past winter and the truck repairs are finally complete now. Our mechanics will install the new snow plow hitch on the truck so it will be ready for snow plowing this year.

Meeting Reconvened – 10:45 a.m.

At 10:45 a.m., the meeting was reconvened.

AUTHORIZATION TO SEEK FORESTER'S OPINION RE: CONDITION OF DANNY MOYER'S MAPLE TREES ON MILNES ROAD TO SEE IF TREES CAN BE SAVED

The engineer-manager reported that he only received one quote from 6 bidders to top and remove all of the limbs and brush from 4 large maple trees on Danny Moyer's property at 10108 Milnes Road: Consumers Energy's tree service - \$3,200.00. Craig Wickham checked the site and he feels the trees are healthy and don't need to be cut. He suggested the HCRC might want to get a forestry expert to give their opinion on the trees to save cutting them.

#14-097 Bill Watkins moved, Mike Parney seconded, that a forester be contacted to evaluate the condition of the 4 large maple trees at 10108 Milnes Road in front of Danny Moyer's residence to see if they should be cut or not. Carried.

AUTHORIZATION FOR GUARDRAIL REPLACEMENT ADJACENT TO JAMES BROWN'S LONG LAKE ROAD RESIDENCE IF MDOT APPROVES

The board reviewed a proposed plan to remove 100 feet of guardrail at the north end of Long Lake Road, site #5 (James Brown residence), and to replace it with 62.5 feet of curved guardrail arcing out into his yard. Mr. Clingerman reported that he recently met with the federal and the MDOT representatives at the site, along with the property owners. The federal representative said it was up to the HCRC if they want to make this change. The feds will pay 80% of the relocation costs if MDOT approves the change. Mr. Clingerman said we would retain any guardrail removed and not used at the site. He estimated a cost of \$7,000 for the changes proposed. He said some grading and filling will be needed to accommodate the guardrail.

#14-098 Mike Parney moved, Bill Watkins seconded, to authorize the engineer-manager to relocate 100 feet of guardrail at the north end of Long Lake Road, site #5, and to replace it with 62.5 feet of curved guardrail arcing out into James Brown's yard if MDOT approves the change. Carried.

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TOWNSHIP AGREEMENTS APPROVED

#14-099 Bill Watkins moved, Mike Parney seconded, to approve and sign the following township agreements:

<u>Township</u>	<u>Road</u>	<u>Work Type</u>	<u>Miles</u>	<u>Est. Cost</u>	<u>Twp. Share</u>
Fayette	Moore	PP/Seal	2.11	\$55,000	\$38,500
Fayette	Ball-east side	Gravel	1.00	\$ 9,920	\$ 9,920
Allen	VanWert	Gravel	0.75	\$ 6,210	\$ 6,210
Fayette	Ball-west side	Gravel	1.00	\$ 9,920	\$ 9,920

Carried.

RESOLUTION ADOPTED APPROVING MDOT CONTRACT-MOSCOW ROAD & BROOM ROAD RESURFACING

#14-100 Bill Watkins moved, Mike Parney seconded, to approve and sign a contract with MDOT for the hot mix asphalt resurfacing of Moscow Road, north of US-12, and Broom Road, east of Waldron Village, and to authorize the chairman and clerk to sign the same. Carried.

Moscow Road (1.64 miles): \$220,000 STP + \$55,000 State D = \$275,000
 Broom Road (2.52 miles): \$200,000 STP + \$100,000 State D = \$300,000

Road Construction/Maintenance Update

- Gravel patching: All done, except patch Camden limestone before second brining.
- Brining: Should be only 5 townships left after this week:
Wright, Litchfield, Scipio, Amboy & Ransom.
- Paver patching: 8 roads should be done by end of this week, 11 roads to go.
- Pipe arch culverts: Lee is done, Buckeye this week, leaving 3 to replace in July.
- E. Bacon Road: Peters Construction is performing intersection reconstruction currently. Pour curbs next week?
- Sealcoat: Probably won't start until the first of August.

AUTHORIZATION FOR PURCHASE OF NEW COMPUTER EQUIPMENT

#14-101 Since Microsoft will no longer support the Windows XP operating systems, Mike Parney moved, Bill Watkins seconded, to authorize the purchase of a new computer server and (4) PC's from Precision Computer Solutions in the amount of \$23,066.00 and to waive the bidding requirements for such purchases over \$15,000 to ensure compatibility with the road commission's Precision accounting software. Carried.

CONSUMERS ENERGY FORESTRY SERVICE AGREEMENT APPROVED

The engineer-manager presented for the board's review a Consumers Energy forestry service agreement, which he said, the Adrian forester has tried to get him to enter into in the past. The agreement would basically serve as a retainer so the HCRC could use one of their sub-contracted tree services as needed, such as Asplunhd in the event of a storm, at a cost of \$50.75 per man hour worked, including their equipment, up to a maximum of \$25,000. They would respond within 24 hours. Mr. Clingerman noted that this agreement is set-up on an hourly basis, but

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Consumers Energy did provide the estimate for the Milnes Road trees. The engineer-manager recommended approval of the agreement to have it in place just in case we should need their help.

#14-102 Bill Watkins moved, Mike Parney seconded, to approve and sign the Consumers Energy Forestry Service Agreement to place them on retainer for tree trimming and removal on an as needed basis using one of their sub-contracted tree services at the rate of \$50.75 per man hour worked, up to a maximum of \$25,000.00. Carried.

Litchfield Road Bridge Replacement Update


The engineer-manager advised that we have now received the DEQ permit for the new Litchfield Road bridge over Sand Creek, which is a major hurdle. The permit is good for 5 years. The preliminary plans have been approved and we have received them from Brechting so as soon as the funding is approved, the project can go to bid. Mr. Clingerman indicated he has contacted our legislators to see when the Road Risk Reserve funds are coming and they haven't given up on them yet. However, there's wrangling amongst the legislators that's delaying how they will be released. It needs to be decided before the end of June, but the legislature is already in recess. If it doesn't get done, the funds will flow through the formula.

2016 Local Safety Program Update

Mr. Clingerman reported that Traffic Safety Director Gary Reppert is working on a plan to submit an application under the 2016 Local Safety Program to improve signing on all the curves on State Road between the City of Hillsdale and the Village of North Adams with high intensity signs. Some of the curves may even have new target arrows and chevrons and some may even have solar powered flashing lights for better visibility for safety.

Meeting Adjourned – 11:55 a.m.

As there was no further business, the chair declared the meeting adjourned at 11:55 a.m.



Chairman
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Clerk