

HILLSDALE COUNTY ROAD COMMISSION

August 7, 2014

MINUTES

Meeting was called to order by Chair Bob Godfrey on Thursday, August 7, 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 July 24, 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

#14-116 Mike Parney moved, Bill Watkins seconded, to confirm the payment of the payroll in the amount of \$74,714.84 per Payroll Check Register dated 7/31/2014 as authorized by the engineer-manager and the clerk. Motion carried.

ACCOUNTS PAYABLE APPROVED

#14-117 Mike Parney moved, Bill Watkins seconded, to confirm the payment of bills in the amount of \$239,852.29 and the electronic funds transfer in the amount of \$35,944.57 for a total amount of \$275,796.86 per Accounts Payable Check Register dated 8/07/2014. Motion carried.

Treasurer's Report Presented

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

Beginning Balance-Cash & Investments	\$1,261,290.67
Receipts:	
07/31/2014 R. 42623-R. 42627	\$ 13,583.30
08/05/2014 R. 42628-R. 42634	\$ 523.05
07/29/2014 State of Mich.-EQ (scrap tire grant)	\$ 2,183.75
08/05/2014 MTF/BMF's	\$388,816.60
Total Receipts	\$ 405,106.70

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Disbursements:

07/29/2014 Payroll & Mat SS	\$ 79,305.51
Less: MERS EFT Deductions	\$ (4,315.37)
Less: Hlth Insur Prem Deduc	\$ (275.30)
	\$ 74,714.84
08/07/2014 Accounts Payable	\$ 239,852.29

Total Disbursements:	(\$ 314,567.13)
Ending Cash & Investments Balance	\$1,351,830.24
Less: Bonds in Escrow	(\$ 18,750.00)
Ending Available Fund Balance	\$1,333,080.24

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

LAKE WILSON ROAD SMALL URBAN OVERLAY TITLE SHEET APPROVED

The engineer-manager presented for the board's approval and signing the Lake Wilson Road small urban overlay title sheet. The final documents are being submitted this week to MDOT. The revised engineer's estimate with several mill and fills is \$250,000 with a local match of \$52,000. Mr. Clingerman said MDOT has run out of federal obligational authority. They are hoping there will be more funds available in a re-distribution of federal funds not used by other states. MDOT has advised the counties to continue with processing their projects.

#14-118 Bill Watkins moved, Mike Parney seconded, to approve and sign the title sheet for the Lake Wilson Road small urban overlay project for 2015 (Mechanic to M-99 = 2 miles). Carried.

RESOLUTION ADOPTED APPROVING MDOT CONTRACT FOR TERRITORIAL ROAD HMA RESURFACING PROJECT USING PRIP FUNDS

Having received the documents from MDOT to obligate the Territorial Road HMA resurfacing project funded by a legislative appropriation thru the Priority Road Investment Program (PRIP), the engineer-manager recommended the adoption of a resolution to approve the MDOT contract for the same. The estimated cost of the project is \$1,550,000 with "NO" local match. The project will be bid locally by the HCRC this fall. Mr. Clingerman sent out a request for proposals from consulting firms and testing companies to perform soil borings on Territorial Road to determine if after the road improvement project is complete, the road will meet the all season road specifications and he got absolutely no responses. Apparently the contractors are too busy right now and don't need the work. He will try again in the spring. Mr. Clingerman said he has a \$100,000 cushion in his estimated costs.

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#14-119 Bill Watkins moved, Mike Parney seconded, to approve the contract with MDOT for the Territorial Road HMA resurfacing project funded 100% by the Priority Road Investment Program (PRIP) and to authorize the chairman to sign the same and the request for payment form. Carried.

APPROVAL OF ST REGIS CULVERT CONTRACT EXTENSION FOR GRADER BLADES

#14-120 Mike Parney moved, Bill Watkins seconded, to approve and sign a contract extension with St. Regis Culvert to extend their 2011 grader blade bid thru the 2014 season at the bid price of \$14.10 per lineal foot (as discussed at the July 10, 2014, board meeting). Carried.

Condition of Pick-Up #8308 Discussed

Commissioner Bill Watkins expressed his concern that the heavy equipment being hauled in pick-up #8308 is making the pick-up overloaded for its weight rating. The engineer-manager will look into some options to remedy the situation.

HELPNET "BUSINESS ASSOCIATE AGREEMENT" APPROVED

#14-121 Bill Watkins moved, Mike Parney seconded, to approve the HelpNet "business associate agreement" as required by the Affordable Care Act and to authorize the chairman to sign the same. Carried. Copy on file.

Ballot Cast for ASMRC Board of Directors

The board cast their ballot as follows for four directors to the Board of Association of Southern Michigan Road Commissions:

COMMISSIONERS
(Vote for TWO)

- [] HILLSDALE – Parney, Michael
- [] HURON – Power, Michael*
- [] KALAMAZOO – Oscarson, Ken
- [] ST. JOSEPH – Anderson, Rick
- [] _____

STAFF
(Vote for TWO)

- [] ALLEGAN – Atwood, Chris
- [] JACKSON/CALHOUN – Peterson, Jerry
- [] LAPEER – Doyle, Ryan
- [] MUSKEGON – Whisenant, Joyce
- [] _____

*Incumbents

HILLSDALE-Mike Parney, ST. JOSEPH-Rick Anderson, LAPEER-Ryan Doyle & MUSKEGON-Joyce Whisenant.

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PURCHASE OF EMPLOYEE SAFETY AWARDS APPROVED

The engineer-manager reported that Safety Coordinator Gary Reppert has announced that the road commission has completed the CRASIF workers' comp year ending June 30 with claims and costs below 4 and \$5,000 respectively, resulting in the awarding of a gift to all employees to be determined by the Board with a value of \$50.00 or less per employee. (3 claims and \$2,324.21 to date.) Mr. Clingerman showed the board a hooded black jacket with fluorescent yellow blocks on the body as a suggested safety related gift. The board liked the suggestion and inquired if a small road commission emblem could be embroidered on the jacket somewhere. The safety director can check into that option.

#14-122 Bob Godfrey moved, Bill Watkins seconded, to authorize the purchase of safety related jackets with the fluorescent yellow blocks on the body as proposed by the safety director at a cost of \$50.00 or less to be presented to all current full-time employees for completing the CRASIF workers' comp year ending June 30 with claims and costs below 4 and \$5,000 respectively. Carried.

Cash Revenues & Expenses Reviewed Thru July 31, 2014

The board reviewed the cash budget report showing the actual cash revenues and expenses as of July 31, 2014:

	<u>Actual</u>	<u>Budget</u>	
Revenues	\$3,870,295	\$6,713,400	58%
Expenses	\$3,552,401	\$6,584,000	54%
Revenues over (under) expenses	\$ 317,894	\$ 129,100	

The engineer-manager commented that we're still holding a nice surplus due to the extra lump sum "special winter maintenance" appropriation that was received to help offset this past winter's extreme costs.

Offer to Purchase HCRC Scipio Gravel Pit Discussed

An interested party has asked if we'd be willing to sell our Scipio gravel pit on Jeffery Road, west of Pope Road, in Scipio Township? The road commission purchased the 20 acres in 1953 for one dollar. It has been decades since gravel was crushed from the property, as it is very sandy material. The last crushing was in 1995 from the neighbor's adjoining pit, the Richard Bigelow property. Currently, we use the gravel pit as a disposal site for dirt and trees.

Mr. Clingerman said Garey Barnett would like to buy the property. The back half is all wooded and Mr. Barnett said he'd be willing to allow us to use the pit the same as we have been. The engineer-manager said the gravel pit would also make a good disposal site if our crews start cutting dead trees up in that area. He said he'd like to explore the option a little more before the board decides whether to sell the pit or not.

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Road Construction/Maintenance Update

Gravel patching: All done except Camden limestone is in process before second brining.
Brining: First application is all done. Starting second application in Scipio.
Paver patching: 5,576 tons done. 400+ tons to do this fall.
Sealcoating: Started July 31 – 6 of 49 miles done.
E. Bacon Road: All work completed last week.
W. Bacon Road: Storm sewer and curb prep in progress.
Glendalough Ln: Quality Asphalt crushed and paved last week.
Pipe arches: Will delay Balcom culvert in Reading Township to September so we can catch up on service requests and staff sealcoat crew.
Brush spraying: The Daltons finished yesterday - paved roads in north ½ of county + Jefferson & Pittsford Townships in south.

Bids for Removal & Replacement of Office & Red Pole Barn Roofs Received

At 11:00 a.m., bids were opened for the removal and replacement of the roofs on the office and red pole barn. Four bids were received with options for shingle and metal roofs.

RED POLE BARN ROOFING BID AWARDED TO ROWLEY LUMBER

#14-123 Bill Watkins moved, Bob Godfrey seconded, to award the bid for the red pole barn roofing to the low bidder, Rowley Lumber, for a metal roof at the price of \$14,186.00. Carried. Copy of bid tabulation attached.

OFFICE ROOFING BID AWARD POSTPONED

#14-124 Bill Watkins moved, Mike Parney seconded, to postpone the award of the office roofing bid until some additional information and clarification can be obtained to confirm the bids. Carried.

Meeting Adjourned – 11:40 a.m.

As there was no further business, the chair declared the meeting adjourned at 11:40 a.m.


Chairman

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Clerk