

HILLSDALE COUNTY ROAD COMMISSION

October 16, 2014

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Meeting was called to order by Chair Bob Godfrey on Thursday, October 16, 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: Tim Kelley, 3151 Kelso Road, North Adams.
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.

Limited Public Comment – Tim Kelley Re: Wood & Kelso Intersection Safety

At 10:05 a.m., the chair opened the meeting to limited public comment. Tim Kelley, a Wheatland Township resident, appeared before the board to discuss the need for guardrail at the “Y” intersection of Wood and Kelso Road, across from the north leg, to stop vehicles from going over the steep embankment if they can’t stop due to icy conditions in the winter. Mr. Kelley said the graders tried to smooth the road up and fix it, but it really made it worse. He suggested moving the road over a little might help. Mr. Kelley sketched a picture of the intersection and where he feels the problem is. Engineer-Manager Stan Clingerman said he will check the intersection and see if something can be done before winter. Mr. Kelley thanked the board and Mr. Clingerman for their consideration and left the meeting.

Minutes Presented

Having reviewed the minutes of the October 2, 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

#14-145 Mike Parney moved, Bill Watkins seconded, to confirm the payment of the payroll in the amount of \$66,205.48 per Payroll Check Register dated 10/09/2014 as authorized by the engineer-manager and the clerk. Motion carried.

ACCOUNTS PAYABLE APPROVED

#14-146 Mike Parney moved, Bill Watkins seconded, to confirm the payment of bills in the amount of \$345,630.00 and the electronic funds transfer in the amount of

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\$23,959.63 for a total amount of \$369,589.63 per Accounts Payable Check Register dated 10/16/2014. Motion carried.

Treasurer's Report Presented

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

Beginning Balance-Cash & Investments		\$2,559,266.54
Receipts:		
10/03/2014 R. 42705	\$	3,451.19
10/09/2014 R. 42706-R. 42709	\$	420.20
10/16/2014 R. 42711-R. 42722	\$	26,791.33
10/03/2014 MTF/BMF's	\$	377,704.41
09/04/2014 NOW Interest-May	\$.00
NOW Interest-June	\$.01
NOW Interest-July	\$.02
NOW Interest-Aug	\$.55
10/10/2014 State Maintenance	\$	140,199.98
Total Receipts		\$ 548,567.69
Disbursements:		
10/07/2014 Payroll & Mat SS	\$	70,803.13
Less: MERS EFT Deductions	\$	(4,328.09)
Less: Hlth Insur Prem Deduc	\$	(269.56)
	\$	66,205.48
10/16/2014 Accounts Payable	\$	345,630.00
10/16/2014 MERS EFT Payment	\$	23,899.99
10/16/2014 Sales Tax EFT Payment	\$	59.64
Total Disbursements:		(\$ 435,795.11)
Ending Cash & Investments Balance		\$2,672,039.12
Less: Bonds in Escrow		(\$ 18,750.00)
Less: Reserve Funds-Territorial Rd. Resurf Proj-PRIP Funds		(\$1,550,000.00)
Ending Available Fund Balance		\$1,103,289.12
Note: Outstanding Accounts Payable=\$146,802.07		

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

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Update Re: Relinquishment of E. Diane Drive to Lake Association

The engineer-manager advised that he is awaiting a reply from Amboy Township regarding the relinquishment of the end of E. Diane Drive at Lake Diane to the Lake Diane Property Owners' Association for reconstruction of their boat ramp. The township will discuss the matter at their November 12th meeting. MDNR has replied verbally and by email that they have no interest in either road endings. Stay tuned!

Special Set-Aside STP Project Selection Discussed

The engineer-manager suggested the following projects for the board's consideration in selecting a small primary road project to propose to MDOT this month using special set-aside STP funds that MDOT created to restore some funding (60%) to counties that had positive balances wiped out by MDOT in 2013:

Hillsdale County's share:	\$40,723 +\$10,180 (20% match)	= \$ 50,904 project
Suggested Projects:	Rut-fill 3 miles of E. Camden Rd.	= \$168,000
	Meridian @ North Adams t-intersection	= \$121,000
	Replace guardrail Montgomery Road	= \$ 57,000
	Pavement marking on 75 miles	= \$ 51,000

The first two suggestions are too expensive. The selection was narrowed down to the last two projects, which are comparable in price. Mr. Clingerman recommended the Montgomery Road project in Ransom Township as the guardrail is old and not up to today's standards. The guardrail at the curve on Montgomery Road at Crampton Road is too low and could cause a vehicle to flip over it upon impact. All of the primary roads were just centerlined so the engineer-manager feels this would be a good opportunity to use the special funds to get the sub-standard guardrail replaced. It would be easy to put together a guardrail project.

SPECIAL SET-ASIDE STP PROJECT SELECTED – MONTGOMERY ROAD GUARD RAIL REMOVAL/REPLACEMENT – (3) LOCATIONS IN RANSOM TOWNSHIP

#14-147 Bob Godfrey moved, Bill Watkins seconded, to propose that MDOT allocate the HCRC's share of the special set-aside STP funds for the guardrail removal and/or replacement at three locations on Montgomery Road in Ransom Township. Carried.

Four Temporary Winter Snowplow Truck Drivers to be Hired for 2014-2015 Season

The engineer-manager requested the board's permission to advertise and hire one or two full-time truck drivers to fill a couple vacancies. Mr. Clingerman said we will still use 2 or 3

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temporary snow plow drivers this winter. After having gone through the job bidding process, the vacancy is now in the Camden garage. After some discussion, Mr. Clingerman suggested that another temporary driver could be hired if need be. It was the general consensus to hire 4 temporary winter snowplow truck drivers and possibly hire one or two of the full-time truck drivers in the spring if they work out well.

Frugal Five Meeting Date & Location Selected

As Hillsdale County Road is scheduled to host the next Frugal Five meeting in November, the engineer-manager asked for the board’s input in selecting a good date and location for the meeting. Mr. Clingerman listed a number of November dates that won’t work due to other meetings scheduled or holidays. It was decided to schedule the Frugal Five meeting to be held on Tuesday, November 18, 2014, at Saucy Dogs in Jonesville.

Cash Revenues & Expenses as of September 30, 2014

The board reviewed the actual cash revenues and expenses as of September 30, 2014. A summary of the expenses and revenues follows:

	<u>Actual</u>	<u>Budget</u>	
Revenues	\$5,160,956	\$6,713,400	76.9%
Expenses	\$4,818,545	\$6,584,000	73.2%
Revenues over (under) expenses	\$ 342,411	\$ 129,100	

TERRITORIAL ROAD ASPHALT PAVING BID AWARD POSTPONED

At 11:00 a.m., bids were opened and read aloud for the hot mix asphalt overlay on 10 miles of Territorial Road (M-99 to US-127) in 2015 using special legislative Priority Road Improvement Project funds. Five bids were received with API Construction of Laotto, Indiana, being the as read low bidder, with a total price of \$1,252,272.97.

#14-148 Mike Parney moved, Bill Watkins seconded, to postpone the award of the Territorial Road hot mix asphalt overlay bid to allow time for tabulation and review by the staff. Motion carried.

List of Suggested Changes to Labor Contract to be Formulated & Compensatory Time in Exchange for Winter Overtime Pay Discussed

The engineer-manager noted that it’s time to start developing a list of any suggested changes to the labor contract with the HCRC Employees’ Association as the contract expires 12/31/2014. The Association plans to have a meeting October 22nd at 3:00 p.m. to start their discussions.

The engineer-manager presented for the board’s consideration a memorandum of understanding (MOU) for compensatory time-off in exchange for winter overtime pay for the 2014-15 winter

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season. He explained that the only change to the terms of the MOU is a suggested cap of 100 hours maximum on the compensatory hours that can be accumulated. 100 hours equates to 150 hours, which is almost 4 weeks off in addition to an employee's vacation and personal time off. Ten employees exceeded 100 hours of comp time the last winter season. It was hard to get the work done with so many employees off. The board agreed that the comp time should be capped in case we have another bad winter.

**MEMORANDUM OF UNDERSTANDING APPROVED
FOR COMPENSATORY TIME-OFF IN EXCHANGE FOR WINTER OVERTIME PAY
FOR WINTER SEASON 2014-2015 ONLY WITH 100 HOUR CAP**

#14-149 Mike Parney moved, Bill Watkins seconded, to approve and sign a memorandum of understanding allowing the accumulation of compensatory time capped at 100 hours maximum in exchange for winter overtime pay for the 2014-2015 season only. Carried. Copy of memorandum attached.

Update on State Maintenance for Fiscal Year Ended 9/30/14

The engineer-manager reported that we recently completed MDOT's fiscal year for state highway maintenance as of September 30th. A summary of the actual expense vs the budget follows:

Budget	=	\$768,780	
Actual	=	\$770,445	
Overspent	=	\$ (1,665)	very close!

Since we were going to have some excess funds in our state maintenance budget, Mr. Clingerman asked MDOT to extend the paving on M-99 a little farther west and stop at Steamburg Road, instead of stopping at Lakeshore Drive as they had planned. MDOT agreed to do so and we ended up very close to our budget.

Request from Hillsdale Terminal to Dispose of Excess Dirt in Moore Gravel Pit

Hillsdale Terminal, a small business located on Moore Road west of the Moore Road gravel pit, is planning an expansion on the back of their building. They have requested permission to dispose of approximately 1,800 cyd of excess dirt in our Moore Road gravel pit using an earthmover. Mr. Clingerman suggested a charge of \$1.00 per yard if the board agrees to allow their request and to require them to blend the excess dirt into the gravel pit bank at a location of our choice. The board agreed.

PERMISSION DENIED TO HUNT IN SCIPIO GRAVEL PIT

The engineer-manager received requests from the following to hunt on the road commission's 20 acre Scipio gravel pit property on Jeffery Road: Rod Bigelow, Rick Troyer & Cody Williams and Jim Corbett & Bob. During the course of discussions, Rod Bigelow also made a verbal offer

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to purchase the gravel pit property for \$30,000 if the road commission would allow a land contract with installment payments over 10 years. In return, Mr. Bigelow would then allow the HCRC to use the pit for a disposal site of dead trees, etc. as they do now. Mr. Clingerman told Mr. Bigelow that he's not sure if road commissions can enter into land contracts.

#14-150 For liability reasons, Bill Watkins moved, Mike Parney seconded, to deny permission to all individuals to hunt in the road commission gravel pits. Carried.

Results of University Bridge Council Selection Meeting Reviewed

The board reviewed the following results from the University Bridge Council selection meeting for 2017 bridge projects (\$8 million available for 68 applications).

On/Off System

On - replace Litchfield Road over Sand Creek	67.15 points	funded ✓
On - replace Montgomery Road over E Fk St Joseph	61.21 points	missed by 4
Off - replace Lake Pleasant Road over Beebe Creek	48.96 points	missed by 4
Off - rehab Hartley Road over E Branch St Joseph	45.86 points	missed by 3

Mr. Clingerman commented that there just isn't enough bridge funding--only 8 bridges were funded. After several tries, Hillsdale County's Litchfield Road bridge finally was one of the bridges funded. The preliminary plans for the bridge are all done. The final plans will be completed in 2015 and the project will be ready to go in case another entity can't proceed and the funds become available sooner than 2017.

ACCEPTANCE REPORTS FOR 2014 FEDERAL-AID PROJECTS APPROVED – CHAIR AUTHORIZED TO SIGN

#14-151 Mike Parney moved, Bill Watkins seconded, to approve the acceptance of the following completed 2014 federal-aid projects and to authorize the chairman to sign the acceptance reports:

E. Bacon Road	asphalt overlay	-	1.19 miles
W. Bacon Road	intersection reconstruction	-	0.23 miles
Beecher Road	paver patch & chip seal	-	3.73 miles
Reading Road	paver patch & chip seal	-	4.15 miles
Sterling Road	paver patch & chip seal	-	3.47 miles
S. Hillsdale/Montgomery Roads	paver patch & chip seal	-	<u>4.01 miles</u>
			16.72 miles

Motion carried.

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**AUTHORIZATION TO PROCEED WITH ABANDONMENT PROCEDURES
FOR SEASONAL CHURCH ROAD**

The engineer-manager advised that he had a call this week from an individual in favor of abandoning the seasonal section of Church Road between Rumsey Road and Pittsford Road. All abutting property owners have agreed to grant each other access to the proposed abandoned road, except for one parcel on the northwest end of the road. This section of Church Road is a gravel road "out in the middle of no where". There were no objections to the proposed abandonment.

#14-152 Bill Watkins moved, Mike Parney seconded, to authorize the engineer-manager to proceed with the proper procedures to abandon the seasonal section of Church Road between Rumsey Road and Pittsford Road. Carried.

**EXTRA DUTY COMPENSATION (ONE TIME LUMP SUM) AUTHORIZED FOR (2)
CLERICAL STAFF-4/18-10/05/14 – DUE TO COMPUTER OPERATOR RETIREMENT**

#14-153 To compensate them for assuming extra duties 4/18/2014 thru 10/05/2014, due to the vacancy created by the retirement of Computer Operator Loretta Bailey on 4/17/2014, Bill Watkins moved, Mike Parney seconded, to authorize a one time lump sum payment in the amount of \$1,250.00 for Darlene Kittle, Accounts Payable-Payroll Clerk, and in the amount of \$1,000.00 for Angela Lawler, Secretary-Receptionist, to be paid on 10/23/2014 with the next payroll. Motion carried.

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