

HILLSDALE COUNTY ROAD COMMISSION

December 18, 2014

MINUTES

Meeting was called to order by Chair Bob Godfrey on Thursday, December 18, 2014, at 10:00 a.m. at the road commission office.

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

Staff present: Stanley Clingerman, Engineer-Manager & Janet Aemisegger, Clerk.

Visitor present: Andy Barrand, Hillsdale Daily News.

Agenda Approved

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

Minutes Approved

Having reviewed the minutes of the December 4, 2014, regular meeting and of the December 10th special 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

#14-184 Mike Parney moved, Bill Watkins seconded, to confirm the payment of the payroll in the amount of \$72,619.41 per Payroll Check Register dated 12/18/2014 as authorized by the engineer-manager and the clerk. Motion carried.

ACCOUNTS PAYABLE APPROVED

#14-185 Mike Parney moved, Bill Watkins seconded, to confirm the payment of bills in the amount of \$123,718.81 and the electronic funds transfer in the amount of \$27,242.94 for a total amount of \$150,961.75 per Accounts Payable Check Register dated 12/18/2014. Motion carried.

Treasurer's Report Presented

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

Beginning Balance-Cash & Investments		\$2,901,404.26
Receipts:		
12/10/2014 R. 42787-R. 42804	\$ 1,950.23	
12/18/2014 R. 42805-R. 42825	\$ 18,411.59	
12/15/2014 State Maintenance	\$ 51,939.37	
Total Receipts		\$ 72,301.19

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Disbursements:

12/10/2014 Special Accounts Payable (CRASIF)	\$14,431.00
12/16/2014 Payroll & Mat SS	\$ 77,261.16
Less: MERS EFT Deductions	\$ (4,330.13)
Less: Hlth Insur Prem Deduc	\$ (311.62)
	\$ 72,619.41
12/18/2014 Accounts Payable	\$123,718.81
12/18/2014 MERS EFT Payment	\$ 27,242.94

Total Disbursements: (\$ 238,012.16)

Ending Cash & Investments Balance \$2,735,693.29

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

Less: Reserve Funds-Territorial Rd. Resurf Proj-PRIP Funds (\$1,550,000.00)

Ending Available Fund Balance \$ 1,166,943.29

Note: Outstanding Accounts Payable=35,252.80

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

CONTRACT EXTENSIONS APPROVED – JLM TANK TRUCK, MICHIGAN MINERAL RESOURCES, MICHIGAN CHLORIDE SALES, M & M PAVEMENT MARKING & SPRINGVALLEY TRUCKING & LAWN CARE

#14-186 Mike Parney moved, Bill Watkins seconded, to approve contract extensions thru 2015 season at the same bid prices as shown below:

<u>Vendor</u>	<u>Item</u>	<u>Bid Date</u>
JLM Tank Truck Service	Oil field brine	12/17/2009
Michigan Mineral Resources	Mineral well brine	12/17/2009
Michigan Chloride Sales**	Mineral well brine	12/17/2009
M & M Pavement Marking	Pavement marking	03/20/2014
Springvalley Trucking/Lawn Care	Limestone	02/20/2014

**Increased their bid price by one cent.

Motion carried.

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MDOT Bid Results Reviewed-Lake Wilson Road Cold Milling/Asphalt Resurfacing

MDOT's December 5th bid results were reviewed as follows for the Lake Wilson Road cold milling and asphalt resurfacing project scheduled for 2015:

<u>Bidder</u>	<u>Bid Price</u>
Rieth-Riley Construction Company, Inc.	\$216,341.82
Gerken Paving, Inc.	\$220,267.28
Michigan Paving & Materials Company	\$252,875.92

Engineer's Estimate = \$249,910.00 Low bid = 13.43% under estimate

The pre-construction meeting will be held after the first of the year. Mr. Clingerman commented that we'll have three different paving contractors performing projects next year.

Cash Revenues & Expenses as of November 30, 2014

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

	<u>Actual</u>	<u>Budget</u>	
Revenues	\$6,389,450	\$6,713,400	95.2%
Expenses	\$6,130,328	\$6,584,000	93.1%
Revenues over (under) expenses	\$ 259,122	\$ 129,100	

Mr. Clingerman noted that the cash budget is still looking pretty good.

2014 FINAL ACT 51 BUDGET REVISION APPROVED

The engineer-manager presented for the board's consideration, his final 2014 Act 51 budget revisions to more closely match anticipated revenues and expenses. A summary comparison follows:

	<u>Original</u>	<u>May Revision</u>	<u>December Revision</u>
Revenues	\$6,842,800	\$7,531,700	\$7,314,200
Expenses	\$7,702,800	\$7,989,500	\$7,423,500
Revenues over/under			
Expenses	\$ (860,000)	\$ (457,800)	\$ (109,300)

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The engineer-manager commented that this is the third budget revision this year and each time the budget deficit was reduced.

#14-187 Mike Parney moved, Bill Watkins seconded, to approve the final 2014 Act 51 budget revision as presented to more closely match anticipated revenues and expenses. Carried. Copy attached.

AUTHORIZATION FOR PAYMENT OF YEAR-END BILLS AS NEEDED

#14-188 Bob Godfrey moved, Mike Parney seconded, to pre-authorize the staff to prepare and issue payment as needed the end of December for any year-end bills that must be paid before the next board meeting on January 8th. Carried.

Grievance Discussed Regarding Protest for Hiring 4 Winter Temporary Employees

The engineer-manager reported that he denied a grievance that Association President Jim Koers filed protesting the hiring of 4 winter temporary employees. On December 16th, a step 3 grievance meeting was held and Mr. Clingerman presented the costs if he had hired the four employees full-time. We currently have 30 Association employees. In 2011, we had 33 and in 2008 we had 38. The engineer-manager told Mr. Koers that we may hire two full-time employees in the spring. Mr. Koers said if the board will put it in writing that they will hire two full-time employees in the spring, the grievance will go away. It was the general consensus that the board cannot make that promise at this time as there are too many unknowns with our funding. It is hoped that we will be able to hire some additional employees in the spring.

Board Concurrence with 2015-2016 Salary Adjustments For Engineer-Manager

On 12/02/2011, the engineer-manager voluntarily reduced his requested annual salary rates per his 5 year contract as approved by the board on 12/01/2011. The engineer-manager noted that he has been very satisfied with what he has been paid the past 3 years and he's very appreciative. However, since the recently approved Association wage increases will exceed the engineer-manager's reduced salary increases for 2015 and 2016, he respectfully requested the board to consider increasing his annual salary rates for the last two years of his contract to the original contract amounts or by the same amounts as the Association wage increases of \$0.75 per hour and \$0.60 per hour for each respective year. It was the general consensus of the board, that since the 5 year contract salary amounts were approved as written back in 2011 and savings for the past three years have been realized, it would be acceptable to honor the engineer-manager's request for payment at his 2015 and 2016 salary rates as originally approved. Mr. Clingerman thanked the board for their consideration.

SALARIED EMPLOYEES' COMPENSATORY TIME PAY-OFF AUTHORIZED

Since the engineer-manager has an extremely high number of compensatory time hours this year as a result of assisting with supervisory duties once performed by the now retired operations superintendent and due to extra hours worked due to the harsh winter last year, Mr. Clingerman

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asked the board to consider paying his comp time this year. Normally, he hasn't asked for the comp time pay-off in the past most of the time.

#14-189 Mike Parney moved, Bill Watkins seconded, to authorize the engineer-manager's and office manager's 2014 compensatory time pay-offs. Carried.

CLOSED SESSION RE: LABOR NEGOTIATION STRATEGIES

#14-191 At 11:15 a.m., Bill Watkins moved, Mike Parney seconded, to go into closed session to discuss Non-Association labor negotiation strategies. Roll call vote: Yeas, Godfrey, Parney, Watkins. Nays, none. Carried.

Meeting Reconvened – 11:25 a.m.

At 11:25 a.m., the chairman reconvened the regular session.

2015-2016 LABOR CONTRACT APPROVED WITH HCRC EMPLOYEES' ASSOCIATION

#14-192 Bill Watkins moved, Mike Parney seconded, to approve and sign a new labor agreement with the HCRC Employees' Association for the two year period of 2015 and 2016, with the economic package listed below:

Wage increases:	75 cents in January 2015	60 cents in January 2016
Bonuses:	\$625 in January & July 2015	\$375 in January & July 2016
Insurance:	Add dental/vision for employee only effective 1/01/2015	

Carried.

MANAGEMENT 2015-2016 WAGE & BENEFIT CHANGES APPROVED

#14-192 Mike Parney moved to approve an "across the board" wage increase for the management employees listed on the attached list, plus an additional \$0.75 per hour raise for 2015 for Darlene Kittle. He further moved to approve the benefit adjustments for the management employees as shown on the attached list. Bill Watkins seconded. 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