

HILLSDALE COUNTY ROAD COMMISSION

April 16, 2015

MINUTES

Meeting was called to order by Chair Mike Parney on Thursday, April 16, 2015, at 10:00 a.m. at the road commission office.

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

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, one addition was requested. The chair declared the agenda to stand approved as revised.

**Minutes Approved**

Having reviewed the minutes of the April 2, 2015, regular meeting and of the April 8, 2015, 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**

#15-051 Bob Godfrey moved, Bill Watkins seconded, to confirm the payment of the payroll in the amount of \$72,256.15 per Payroll Check Register dated 4/09/2015 as authorized by the engineer-manager and the clerk. Motion carried.

**CONFIRMATION OF ACCOUNTS PAYABLE AS AUTHORIZED BY THE STAFF**

#15-052 Bills in the amount of \$137,011.02 per Accounts Payable Check Register dated 4/16/2015 and the electronic funds transfer in the amount of \$27,396.54 for a total amount of \$164,407.56 were presented for board approval. Bob Godfrey moved, Bill Watkins seconded, that these bills be allowed and orders drawn for the same. Motion carried.

**Treasurer's Report Presented**

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

Beginning Balance-Cash & Investments		\$2,649,537.92
Receipts:		
04/09/2015 R. 43003-R. 43016	\$ 7,442.01	
04/16/2015 R. 43018-R. 43029	\$ 1,726.50	

**Treasurer Report Continued Next Page**

HILLSDALE COUNTY ROAD COMMISSION

April 16, 2015

MINUTES

**Treasurer's Report Continued**

04/03/2015 MTF/BMF's	\$ 478,426.66	
03/25/2015 NOW Interest (Feb.)	\$ .01	
03/25/2015 PBS Interest (Feb.)	\$ 262.60	
03/25/2015 MMS Interest (Feb.)	\$ 26.96	
03/25/2015 SMBT SSA Interest (Feb.)	\$ 23.03	
<b>Total Receipts</b>		<b>\$ 487,907.77</b>
<b>Disbursements:</b>		
04/07/2015 Payroll & Mat SS	\$77,583.37	
Less: MERS EFT Ded	\$( 4,680.53)	
Less: Hlth Insur Prem Deds	\$( 362.50)	
Less: Den/Vis Prem Deds	\$( 284.19)	
	\$ 72,256.15	
04/16/2015 Accounts Payable	\$ 137,011.02	
04/16/2015 MERS EFT payment	\$ 27,390.72	
04/16/2015 Sales Tax EFT payment	\$ 5.82	
<b>Total Disbursements:</b>		<b>(\$ 236,663.71)</b>
<b>Ending Cash &amp; Investments Balance</b>		<b>\$2,900,781.98</b>
<b>Less: Bonds in Escrow</b>		<b>(\$ 18,750.00)</b>
<b>Less: Reserve Funds-Territorial Rd. Resurf Proj-PRIP Funds</b>		<b>(\$1,551,572.57)</b>
<b>Ending Available Fund Balance</b>		<b>\$ 1,330,459.41</b>
Note: Outstanding Accounts Payable= \$8,752.56		

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

**TOWNSHIP AGREEMENTS APPROVED**

The following townships agreements were presented for board approval and signing:

<u>Township</u>	<u>Work Type</u>	<u>Est. Cost</u>	<u>Twp. Share</u>
Amboy/Ransom	Hartley paver patch-300 ton	\$ 31,500	\$ 11,025 each
Ransom	Gravel patch-500 cyd	\$ 8,500	\$ 4,250
Cambria	Gravel patch-500 cyd	\$ 8,000	\$ 4,000
Cambria	JLM brine-twice	\$ 10,400	\$ 8,800
Cambria	Foust paver patch/seal/fog seal	\$ 92,500	\$ 64,750
Cambria	Bear Lake fog seal	\$ 8,000	\$ 5,600

HILLSDALE COUNTY ROAD COMMISSION

April 16, 2015

MINUTES

Wheatland	Michigan Chloride brine-once	\$ 15,752	\$ 11,352
Wheatland	Gravel patch-1000 cyd	\$ 19,000	\$ 14,250
Wheatland	Hoxie paver patch/seal/fog seal	\$ 45,750	\$ 32,025
Woodbridge	Burt pipe & culvert	\$ 6,000	\$ 6,000**

\*\*Special cost sharing between road commission, drain commission & township.

#15-053 Bob Godfrey moved, Bill Watkins seconded, that the township agreements be approved and signed. Carried.

**AMBOY TOWNSHIP-ADDITIONAL DE-BERM/GRAVEL  
BY CONTRACTOR APPROVED**

A request from Amboy Township for 6 miles of gravel road de-berming by the HCRC as shown below with graveling by Burns Excavating was considered by the board. (Township's annual allotment =1.7 mile) The township wants to concentrate on their gravel roads this year.

**2014 Projects Postponed**

E. Diane, View Drive etc.	1.8 mile
Durbin Road	<u>0.5</u> mile
Total	2.3 mile

**2015 New Projects Requested**

Gilbert Road	2.0 mile
Britton Road	0.5 mile
Cellars/Wood/Sampson	<u>1.2</u> mile
Total	3.7 mile

The engineer-manager provided a map showing the locations of the 2014 and 2015 work proposed. Mike Parney asked if they could use another township's unused allotment? Bill Watkins questioned if the crews would have time to do the extra work? Mr. Clingerman feels the work could be accomplished since we don't have as many big culvert installations this year. Some unused allotment could be used if the board approves the exception.

#15-054 Bob Godfrey moved, Bill Watkins seconded, to approve the extra de-berming work requested by Amboy Township since some other townships are not using their allotments. Carried.

**RESOLUTION ADOPTED APPROVING CONTRACT WITH MDOT FOR  
REPLACEMENT OF LITCHFIELD ROAD BRIDGE OVER SAND CREEK**

#15-055 Bill Watkins moved, Bob Godfrey seconded, to adopt a resolution approving a contract with MDOT for the replacement of the Litchfield Road bridge over Sand Creek at an estimated cost of \$629,700 and to authorize the chairman and the clerk to sign the same. (Funding = 80% federal/15% state/5% HCRC) Motion carried. Copy of resolution attached.

HILLSDALE COUNTY ROAD COMMISSION

April 16, 2015

MINUTES

**Cash Revenues & Expenses as of March 31, 2015 (25% of Year)**

The board reviewed the actual cash revenues and expenses as of March 31, 2015. A summary of the expenses and revenues follows:

	<u>Actual</u>	<u>Budget</u>	
Revenues	\$1,513,516	\$9,037,000	16.7%
Expenses	<u>\$1,414,972</u>	<u>\$9,197,100</u>	15.4%
Revenues over (under) expenses	\$ 98,544	\$ (160,100)	

Mr. Clingerman noted the highlights of the report for the board. The engineer-manager commented that he just finished preparing the first cash budget for the year now that winter is done.

**Tractor With Twin Mower Bids Discussed Again**

At 10:30 a.m., the board heard additional information from three tractor-mower salesmen from Bader & Sons, Flint New Holland and Godfrey Bros. to assist the board in making a final decision with regard to the possible purchase of one agricultural tractor with twin roadside mowers and an interchangeable boom mower for brush. The bids were originally opened March 19<sup>th</sup> and postponed for further study. At the conclusion of the presentations this date, the board chose to leave the bids on the table until the next meeting to give the board a chance to review the recently completed 2014 annual financial report before making their final decision. The salesmen left the meeting at 11:10 a.m.

**HOT MIX ASPHALT & COLD PATCH BIDS AWARDED TO ALL BIDDERS**

At 10:30 a.m., bids were received and read aloud for hot mix asphalt FOB plant and cold patch delivered for anticipated purchases for the upcoming summer season. Six bids were submitted and opened. The engineer-manager recommended that the board consider awarding the bids to all bidders so HMA purchases could be made from the locations closest to where the work will be done and so we could try a variety of cold patch mixes.

#15-056 Bob Godfrey moved, Bill Watkins seconded, to award the hot mix asphalt and cold patch bids to all bidders so the hot mix asphalt can be purchased from the suppliers closest to where the materials will be needed and so we can try a variety of cold patch mix. Carried. Copy of bid tabulation attached.

**Road Commissioner Excused from Meeting with Permission**

Due to another appointment, Bob Godfrey asked to be excused from the meeting about 11:15 a.m.

HILLSDALE COUNTY ROAD COMMISSION

April 16, 2015

MINUTES

**2014 ACT 51 ANNUAL FINANCIAL REPORT APPROVED & AUTHORIZATION  
FOR PRIMARY AND COUNTY ROAD MTF FUND TRANSFERS TO LOCAL ROAD  
FUND TO BALANCE FUNDS**

The engineer-manager presented the board with the following summary of the highlights of the 2014 Act 51 annual financial report:

	<u>Budget</u>	<u>Actual</u>
Revenues	\$7,314,200	\$7,395,258
Expenses	<u>\$7,423,500</u>	<u>\$6,955,819</u>
Revenues exceed expenses or (deficit)	\$ (109,300)	\$ 439,439

Facts:

- \$548,739 swing to the good eliminating the proposed deficit! Surprising with the hard winter.
- The smallest local road deficit in many years – good!
- Third year in a row – revenues exceeding expenses.
- Severe winter resulted in record snow removal costs of \$1.4 million – almost double our previous 5 year average of \$755,000.
- Cash budget had smaller revenues exceeding expenses of \$186,372. More true picture of our financial status.

Overall fund balance (12/31/13)	\$2,014,565
+ 2014 excess	<u>\$+ 439,439</u>
Overall fund balance (12/31/14)	\$2,454,004
Inventories	<u>\$ - 799,445</u>
Unreserved fund balance	\$1,654,559

Cash and investment balance \$1,074,008 \*\* (Equals about 3 months MTF's)

\*\* Without Territorial PRIP funds

The engineer-manager said it was a good report. The year ended with a surprisingly high surplus and he said he might have budgeted too conservatively. Mr. Clingerman said the roads continue to deteriorate and we're behind on our equipment purchases. And, we certainly could use more help as our employee count is way down. The engineer-manager said, if the board feels comfortable with our financial situation, they might want to hire a couple full-time employees and wait on purchasing a new boom mower. He said we could get by with the tractor-mower we currently have with a little work on it if the board would like to wait and we do have one boom mower already. The mower is not in the cash budget and a cash deficit is already projected. Mr. Clingerman said he thinks the employees would rather we hire a couple more people than spend \$120,000 on equipment if we have the money to do so. He recommended the board continue the discussion at the next board meeting when the full board can be present.

HILLSDALE COUNTY ROAD COMMISSION

April 16, 2015

MINUTES

**#15-057** Bill Watkins moved that the 2014 Hillsdale County Road Commission annual financial report be approved, subject to audit, and that the chairman and the clerk be authorized to sign the same. He further moved to authorize the clerk to transfer to the local road fund, 24.57% of the primary road MTF revenues, a total of \$656,175.68, as well as another \$40,800.23 of the county road fund, to eliminate the local road fund deficit (\$696,975.91). Mike Parney seconded. Carried. Copy of annual report booklet letter attached.

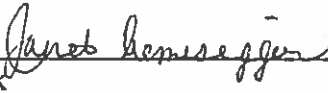
**Allen Township Cemetery Fence Damages Discussed**

The board reviewed a letter from Allen Township stating that one of our snow plows threw snow and knocked their cemetery fence down on M-49 damaging it. The state truck drivers were not aware of any damages to the fence. The state crew inspected the fence this date and found 4 cracked posts and 2 damaged rails. The township submitted a repair estimate for \$1,500.00. Mr. Clingerman said the fence must be right on the right-of-way line. The engineer-manager advised that he will send the township a MCRCSIP claim form and turn the claim over to our insurance pool to make the final decision.

**Meeting Adjourned – 11:50 a.m.**

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

  
Chairman

  
Clerk

c:\WordFiles\Minutes\2015 Mins\04.16.15.doc