

**HILLSDALE COUNTY ROAD COMMISSION**  
**May 14, 2015**  
**MINUTES**

Meeting was called to order by Chair Mike Parney on Thursday, May 14, 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 & Angela Lawler, Secretary.

Staff absent: Janet Aemisegger, Clerk (HR Seminar).

Visitors present: Roy Rodd, Blackmer Drive, Jonesville, MI.  
Doug Drinker, Blackmer Drive, Jonesville, MI.  
Jack Godfrey, Blackmer Drive, Jonesville, MI.  
Nate Balderman, Rehmann Robson.  
Brenda DeMott, Rehmann Robson.  
Andy Welden, County Commissioner.  
Andy Barrand, Hillsdale Daily News.

**Agenda Approved**

Having reviewed the agenda for this date, no additions, deletions or corrections were requested. The chair declared the agenda to stand approved as presented.

**Limited Public Comment – Whipple Sites Property Owners Association - Blackmer Drive**

At 10:05 a.m., the chairman opened the meeting to limited public comment. Roy Rodd, representative for the Whipple Site Property Owners Association, along with Doug Drinker and Jack Godfrey, were present to request the acceptance of Blackmer Drive into the county road system. The Whipple Sites subdivision was developed in the mid 70's and is currently a private road. Mr. Rodd said Blackmer Drive meets the requirements to become a county road except for possibly the thickness of the pavement. Mr. Rodd asked if all property owners sign an agreement to change the dedication of this road from private to public, will the county accept Blackmer Drive into the county road system? Commissioner Parney asked Mr. Rodd if they have all the property owner's signatures and he said not at this time. Bill Watkins said he really isn't in favor of accepting Blackmer Drive into the county road system. Bob Godfrey replied that we don't have enough funding to maintain the current road system now. It was the general consensus of the board that Blackmer Drive will be better maintained as a private road and the road commission is not willing to accept Blackmer Drive into the county road system at this time. Mr. Rodd thanked the board for their time and the group left the meeting at 10:20 a.m.

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**Limited Public Comment – Rehmann Robson – 2014 Financial Audit**

At 10:20 a.m., Nate Balderman with Rehmann Robson presented the 2014 Financial Audit for the road commission. He confirmed the following revenues and expenses:

Revenues	\$7,395,260
Expenses	<u>\$6,955,820</u>
Surplus or (deficit)	\$ 439,440

The auditing firm rendered an unmodified opinion for the road commission. Mr. Balderman briefly went over the highlights of the report and there were no items of concern to note again this year. Mr. Balderman noted that the new GASB68 will be implemented next year. Mr. Balderman noted that the HCRC books are in good shape. The road commission has no debt, which is great and we have a modest fund balance. The board thanked Mr. Balderman for the good report and he left the meeting at 10:35 a.m.

**Minutes Approved**

Having reviewed the minutes of the April 29, 2015, 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**

**#15-066** Bob Godfrey moved, Bill Watkins seconded, to confirm the payment of the payroll in the amount of \$69,808.20 per Payroll Check Register dated 5/07/2015 as authorized by the engineer-manager and the clerk. Motion carried.

**ACCOUNTS PAYABLE APPROVED**

**#15-067** Bills in the amount of \$129,710.95 per Accounts Payable Check Register dated 5/14/2015 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 secretary as follows:

Beginning Balance-Cash & Investments		\$2,687,776.36
Receipts:		
05/07/2015 R. 43050-R. 43058	\$ 963.37	
05/14/2015 R. 43059-R. 43069	\$ 3,069.31	

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Other Revenue:

05/05/2015	MTF/BMF – May 2015	375,402.37
05/05/2015	PA 252 3rd qtrly approp.	100,525.34
05/07/2015	Correction SMBT	(518.08)
05/08/2015	S/B this amt. per remittance	509.66
05/08/2015	SMBT CD add'l interest	8.42
05/12/2015	State Maint. (April 2015)	37,078.35

Total Receipts 63,540.51 \$ 517,038.75

Disbursements:

05/05/2015	Payroll & Mat SS	\$75,060.45	
	Less: MERS EFT Deductions	\$( 4,585.72)	
	Less: Hlth Insur Prem Deductions	\$( 362.50)	
	Less: Den/Vis Prem Deductions	\$( 304.03)	
			\$ 69,808.20
05/14/2015	Accounts Payable		\$ 101,705.10
05/14/2015	MERS EFT payment		\$ 28,002.74
05/14/2015	Sales Tax EFT		\$ 3.11

Total Disbursements: (\$ 199,519.15)

Ending Cash & Investments Balance

\$3,005,295.96  
Less: Bonds in Escrow (\$ 18,750.00)  
Less: Reserve Funds-Territorial Rd. Resurf Proj-PRIP Funds (\$1,552,090.65)

Ending Available Fund Balance \$ 1,434,455.31

Note: Outstanding Accounts Payable = 33,233.88

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

**BID FOR INFARED TUBE HEATERS FOR REPAIR GARAGE AWARDED – MECHANICAL EXTREMES**

Bids received April 29<sup>th</sup> for infared tube heaters for the repair garage were reviewed and discussed. A summary of the bid results follows:

Mechanical Extremes	\$ 9,875.00	400,000 Btu
Griffiths Mechanical	\$ 15,353.00	560,000 Btu
Ryan & Bradshaw	\$ 18,579.00	625,000 Btu

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**#15-068** Bob Godfrey moved, Bill Watkins seconded, to award the bid for the infrared tube heaters for the repair garage to the low bidder, Mechanical Extremes Heating & Cooling, Addison MI, for a total bid price of \$9,875.00. Carried. Copy of bid tabulation attached.

**2015 Proposed Surface Treatment Program on Paved Roads Discussed**

The engineer-manager presented the following surface treatment program for the boards review.

PP/Seal	Primary roads =	44 miles	\$1,300,000
PP/Seal	Local roads =	14 miles	\$ 500,000
Paving	Primary roads =	<u>16 miles</u>	<u>\$2,300,000</u>
		74 miles	\$4,100,000

He has added 4 miles of Jerome Road in Wheatland Township and 4 miles of Carpenter Road in Woodbridge Township to the paver patch/sealcoat program. Work on the local roads is a little low as some townships haven't turned in their agreements yet. There are several paving projects this year. The Moscow Road project has started and they should start paving next week. API Construction has started preliminary work on Territorial Road. The Broom Road paving project will begin in June. Map attached for surface treatment program.

**Cash Revenues & Expenses as of April 30, 2015 (33% of Year)**

The board reviewed the actual cash revenues and expenses as of April 30, 2015. A summary of the expenses and revenues follows:

	<u>Actual</u>	<u>Budget</u>	
Revenues	\$2,061,180	\$9,037,000	22.8%
Expenses	<u>\$1,999,356</u>	<u>\$9,197,100</u>	21.7%
Revenues over (under) expenses	\$ 61,824	\$ (160,100)	

Mr. Clingerman noted the highlights of the report for the board. It's good to see we have an actual surplus at this time, instead of the proposed budget deficit.

**RESOLUTION ADOPTED APPROVING MDOT CONTRACTS FOR FORCE ACCOUNT ASPHALT WEDGE/CHIP SEAL PROJECTS**

**#15-069** Bob Godfrey moved, Bill Watkins seconded, to adopt a resolution to approve four contracts with MDOT for asphalt wedging/chip seals on 14 miles of Jonesville, Waldron, Litchfield and Beecher Roads at an estimated cost of \$376,000 (80% federal/20% HCRC) and to authorize the chair and the clerk to sign the same. Carried. Copy attached.

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**MDOT ENGINEERING REIMBURSEMENT 7/01/14-6/30/15 APPROVED**

#15-070 Bill Watkins moved, Bob Godfrey seconded, to approve and sign the MDOT Engineering Reimbursement form in the amount of \$10,000 for the employment of a licensed professional engineer from July 1, 2014, thru June 30, 2015. Carried. Copy attached.

**DESIGNATION OF TERRITORIAL ROAD AS A COUNTY NUMBERED ROAD APPROVED**

The engineer-manager asked the board if they have any interest in pursuing the designation of Territorial Road as a county numbered route (120) and signed with blue county route shield-type signs? The engineer-manager said there is an official process required to begin the designation and he will start with the County Road Association.

#15-071 Bill Watkins moved, Bob Godfrey seconded, to pursue the official process for designation of Territorial Road as a county numbered route (120) and signed with blue county route shield-type signs. Carried.

**MDOT Bid Results for Three HCRC Projects Reviewed**

The board and the engineer-manager reviewed MDOT's bid results of May 1, 2015, for three road commission projects as follows:

<u>Project</u>	<u>Low bidder</u>	<u>Low Bid</u>	<u>Estimate</u>	
Hillsdale St./Montgomery GR	Rieth-Riley	\$187,802.82	\$180,902.44	+ 3.8%
S. Hillsdale ultrathin	Gerken Paving	\$354,767.19	\$454,850.00	- 22%
Litchfield bridge	Davis Construction	\$657,108.64	\$629,650.78	+ 4.4%

**Standby Generators for Office, Truck Barn, and Repair Garage Discussed**

The engineer-manager presented for the boards review a cost estimate from Wolverine Power Systems for natural gas powered standby generators for our office, truck barn and repair garage as follows:

Office	(15 kw peak)	27 kw =	\$12,740
Truck barn	(residential?)	45 kw =	\$19,490
Repair garage	(48 kw peak)	80 kw =	\$24,260

The estimate is for equipment only (Generac) – add 50% – 75% for installation. The engineer-manager asked the board if they were interested in pursuing a grant thru Doug Sanford and

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Homeland Security. The board is interested in standby generators for our facilities and asked the engineer-manager to get quotes from local electricians and research and determine what grants may be available.

**SIGNING AGREEMENT – “ANTIQUE CAPITAL” SIGN ON US-12  
ALLEN VILLAGE COUNCIL – APPROVED**

#15-072 Bill Watkins moved, Bob Godfrey seconded, to approve and sign an agreement with Allen Village Council to replace the “Antique Capital” sign at the east village limits on US-12 at an estimated cost of \$275.00 (100% village). Carried. Copy of agreement attached.

**Proposed Abandonment of Seasonal Church Road in Adams Township Discussed**

The engineer-manager attended the public hearing in Adams Township on May 13, 2015, regarding the proposed abandonment of seasonal Church Road. The engineer-manager said all the township board members were in attendance. All the property owners were there with the exception of the Lewis's. Mr. Clingerman said all parties present are in favor of the abandonment. Mr. Clingerman said all parties involved will need to sign an agreement granting each other a right of way over the lands owned by each in the location presently occupied by the roadbed for the purpose of ingress to and egress from their respective properties so that no one is land locked. There may be a problem at the west end crossing the Lewis property where the gate will be installed for the abandoned road, if they do not sign the agreement. The Lewis property does not have to be included in the agreement as they still have access to their property using another road. It was the consensus of all that the Lewis' absence and lack of response to the public notice indicates they don't object to the proposed abandonment. The engineer-manager and the Adams Township supervisor said that if the property owners agree and sign the agreement to grant each other a right of way, the township will supply and pay for a dumpster and the road commission will bring in a loader and do one final clean-up of trash and furniture dumped along seasonal Church Road. The board directed the engineer-manager to proceed with the right of way agreement and abandonment.

**Meeting Adjourned – 11:35 a.m.**

As there was no further business, the chair declared the meeting adjourned at 11:35 a.m.

  
Chairman

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Secretary