

HILLSDALE COUNTY ROAD COMMISSION

June 11, 2015

MINUTES

Meeting was called to order by Chair Mike Parney on Thursday, June 11, 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 May 28, 2015, regular 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

#15-079 Bob Godfrey moved, Bill Watkins seconded, to confirm the payment of the payroll in the amount of \$75,242.06 per Payroll Check Register dated 6/04/2015 as authorized by the engineer-manager and the clerk. Motion carried.

ACCOUNTS PAYABLE APPROVED

#15-080 Per Accounts Payable Check Register dated 6/11/2015, bills in the amount of \$259,555.02 for regular bills and \$347,929.63 for the second Territorial Road payment to API Construction and the electronic funds transfer in the amount of \$27,761.01 for a total amount for a total amount of \$635,245.66 were presented for board approval. Bill Watkins moved, Bob Godfrey 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		\$2,710,667.58
Receipts:		
06/04/2015 R. 43087-R. 43093	\$ 25,201.10	
06/11/2015 R. 43095-R. 43098	\$ 325.00	

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Treasurer's Report Continued--

06/03/2015 MTF/BMF's	\$ 396,993.16
06/10/2015 State Maintenance (May, 2015)	\$ 30,835.97
Total Receipts	\$ 453,355.23
Disbursements:	
06/04/2015 Payroll & Mat SS	\$ 80,524.32
Less: MERS EFT Ded	\$(4,615.73)
Less: Hlth Insur Prem Deds	\$(362.50)
Less: Den/Vis Prem Deds	\$(304.03)
	\$ 75,242.06
06/11/2015 Accounts Payable-Regular Bills	\$ 259,555.02
Plus, API Constr. Bill #2-Territorial Rd.	\$ 347,929.63
Total Disbursements:	(\$ 682,726.71)
Ending Cash & Investments Balance	\$2,481,296.10
Less: Bonds in Escrow	(\$ 18,750.00)
Less: Reserve Funds-Territorial Rd. Resurf Proj-PRIP Funds	(\$1,043,653.09)
Ending Available Fund Balance	\$1,418,893.01
Note: Outstanding Accounts Payable= \$94,398.59	

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

Develop Plan & Time Table for Replacement of Retiring Management Staff

The engineer-manager and the board discussed developing a plan and time table for the replacement of the engineer-manager and the office manager, who both plan to retire within the next few months. The engineer-manager plans to retire January 15, 2016, after 40 years of service. The office manager plans to retire sometime prior to his retirement. It can take as long as two months to hire an employee, including notice time. Mr. Clingerman suggested his replacement should be hired by October 1st so they can work with him until his retirement. It was the general consensus that we should probably start accepting applications for both positions after the 4th of July to get the ball rolling.

RESOLUTION ADOPTED APPROVING INSTALLMENT PURCHASE AGREEMENT WITH CENTURY BANK & TRUST TO PARTIALLY FINANCE TRUCK PURCHASES

#15-081 Bill Watkins moved, Bob Godfrey seconded, to adopt a resolution approving an installment purchase agreement with Century Bank & Trust in the amount of \$725,000 for the purchase of road equipment to be financed over a 4 year period

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with interest accruing at 1.38% per annum on the unpaid balance and to authorize the engineer-manager to sign any and all documents. Motion carried. Copy of resolution attached.

Discussion of Gravel Pit, East of HCRC Pittsford Pit - For Sale – No Offer

The old gravel pit east of our Pittsford Pit is for sale by owner Paul Robinson via his realtor, Michigan Whitetail Properties (Jerry Slade). They are asking \$79,900 for 22 acres. The engineer-manager noted that it would be nice property to have so that we'd have direct access to Pittsford Road, but probably not at that price. Mr. Clingerman said he drove back into the pit recently and there appeared to be a lot of good stony gravel left in the pit. The board pointed out that there's an old dump site in part of the pit right now and it could pose a pollution problem. It was the general consensus that the board is not interested in making an offer to purchase the property at this time.

Cash Revenues & Expenses as of May 31, 2015

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

	<u>Actual</u>	<u>Budget</u>	
Revenues	\$2,824,620	\$9,037,000	22.8%
Expenses	\$2,556,558	\$9,197,100	21.7%
Revenues over (under) expenses	\$ 286,062	\$ (160,100)	

Mr. Clingerman noted that we have a surprisingly large surplus yet. The MTF's are up some and the PRIP payments for Territorial Road are being made from the monies set aside for that project. The engineer-manager commented that we are entering our busy season now so we'll be buying asphalt and emulsion, etc. so the surplus will start going down in a hurry now.

MTF Receipts – 2015 YTD Vs. 2014 YTD (January thru June) Reviewed

The engineer-manager reported the following:

<u>2015 MTF's YTD</u>		<u>2014 MTF's YTD</u>		<u>(January thru June)</u>
\$2,330,257	vs	\$2,264,965	=	\$65,292 increase or +2.9%

Coincidentally, the MTF increase is about the same as the cost to employ two employees for six months.

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Ballots Cast for MCRCSIP (Liability Pool) Board of Directors

The board cast their ballot as asterisked and in bold letters for the MCRCSIP Board of Directors:

Two at-large

***Russ Gronevelt, Houghton**
Lester Livermore, Mackinac
Tim O'Rourke, Roscommon
John Rogers, Kalkaska
***Darrel Spragg, Alpena (I)**
Pete Stropick, Delta

Two Southern

W.C. Askew, Van Buren
Doug Fuller, Washtenaw
***Tim Haagsma, Kent (I)**
Brett Laughlin, Ottawa (I)
***Bill Watkins, Hillsdale**

Ballots Cast for CRASIF (Worker's Compensation) Board of Directors

The board cast their ballot as follows for the CRASIF Board of Directors:

Vote for 3

Ken Hulka, Muskegon (I)
Mike Larrabee, Delta (I)
Dale Linton, Montcalm (I)

AUTHORIZATION TO HIRE 4 versus 2 FULL-TIME TRUCK DRIVERS

Due to two more retirements expected in January, 2016, the engineer-manager requested permission to hire 4 truck drivers, instead of 2 truck drivers, so we can fill future truck driver vacancies with trained employees. Our recent advertisement for truck drivers generated 37 applications, with 9 being selected for interviews. Mr. Clingerman commented that this was one of the few times that every applicant, except two, were employed. The engineer-manager and our two county foremen took part in the interview process and they have tentatively zeroed in on 3 of our winter temps and 1 of 2 new employees to hire if authorized.

Mr. Clingerman reported that one of the mechanics talked about retiring this year, but he has decided to work another year yet. He noted that two of the recent applicants were certified mechanics so they might be available for consideration when he does retire. Tracy Ten Eyck has bid out of his Pittsford beat and has gone to the Camden beat, where he plans to stay. We will have to bid out the Cambria and Pittsford beats now. Currently, we have vacancies at both lakes in Somerset, one in Woodbridge, one in Cambria and now one in Pittsford. In order to avoid having to go through the long hiring process again in the near future, the staff would like to proceed to hire 4 truck drivers at this time.

#15-082 Due to additional truck driver retirements expected in January, 2016, Bob Godfrey moved, Bill Watkins seconded, to authorize the engineer-manager to hire 4 full-time truck drivers, instead of just 2 truck drivers, as previously authorized. Carried.

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ST. REGIS CULVERT GRADER BLADE CONTRACT EXTENSION APPROVED

#15-083 Bill Watkins moved, Bob Godfrey seconded, to approve and sign a contract extension for 2015 with St. Regis Culvert for grader blades at the same unit price per bids submitted on 8/18/2011 (\$14.10 per lineal foot = \$84.60 for 6' and \$98.70 for 7' blades). Carried.

LITCHFIELD TOWNSHIP AGREEMENTS APPROVED

The following agreements with Litchfield Township were presented for board approval:

<u>Work Type</u>	<u>Twp. Share</u>
Mosherville Rd. undercut/pave hill	\$13,090.00
Storms Rd. berm-HCRC & gravel-Burns	\$12,000.00
Hadley Rd. berm-HCRC & gravel-Burns	\$ 7,500.00

#15-084 Bob Godfrey moved, Mike Parney seconded, that the township agreements be approved and signed. Carried.

Residents Exploring Special Assessment District Paving Project for Woodbridge Road at Lake Diane

Recently, Greg Clevenger, a resident on Woodbridge Road at Lake Diane, called to inquire about a proposed special assessment paving project for a section of Woodbridge and Sampson Road at Lake Diane. Mr. Clevenger, Mr. Clingerman and Bob Godfrey all attended the Amboy Township meeting last night to have a general discussion with the township about the proposal. Mr. Clingerman told the group that a bond attorney would have to be hired. He said the benefits of the special assessment project have to be equal for the property owners, which presents a problem in this instance, as there are larger parcels along the section of road opposite the lake. Thus, the lot sizes involved would not be equal and the larger lot owners would probably object to the size of their assessments and this could stop the project.

For the group's reference, Mr. Clingerman worked up a quick estimate to pave the section of Woodbridge and Sampson Road, 2/3 mile, for \$300,000.00. This would include drainage improvements to replace culverts, roadside grading, fabric on the road bed, and 6" of limestone with a 3-1/2" pavement.

Having been previously involved with a special assessment project when he lived at Lake Seneca, a gentleman who recently purchased the Carter property at Lake Diane, contacted the Klink Group from Ashley, Indiana, to request options and estimates for the job. Klink's visited the site June 9th and gave them an estimate to furnish and place 3" of crushed asphalt over the existing roadway, grind the existing rap into the road base, add dust top (fog seal) to the recycled road base and re-grind the road. Then they'd grade, shape and compact the road base and add more dust top, double chip and seal the roadway and fog seal the surface for 3,050 lineal feet

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long x 20' wide for \$125,000.00 to get past the DNR access. Another option Klinks gave them would be to crush the road 12" deep and then they'd use their lime or concrete spreaders to make a real stiff concrete type base, then prime and double seal the roadway for an estimated cost of \$110,000.00. This would be similar to the process the Ten Mile Creek Company uses, which the board has seen in other counties.

In conclusion, Mr. Clingerman told Mr. Clevenger that the residents need to decide which kind of treatment they want to do and get "ball park" estimates. They need to do this before they circulate the required petition to the pertinent property owners. Mr. Clevenger asked whether the township should postpone the berm and gravel project they have lined up for Woodbridge Road since they're exploring the paving options. Mr. Clingerman thought it would be good to allow the township and the road commission to proceed with the berm and spot ditch project as it wouldn't hurt the road base at all.

Mr. Clingerman just wanted to update the board that there is some interest in improving these roads, but the property owners need to do some more exploration into the project first.

2017 Federal Local Safety Program – Call for Projects Discussed

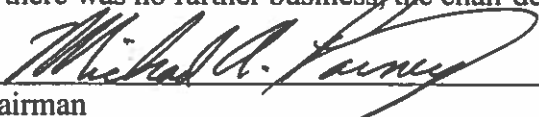
A letter from MDOT dated 5/08/2015 soliciting applications for the 2017 federal local safety program was reviewed and discussed by the board. Safety funds have been used in the past for safety improvements at the intersection of North Adams Road at White, on Litchfield Road at Cobb Lake, at the intersection at North Adams Road at Waldron Road, etc. Applications are due August 14th so the engineer-manager offered the following ideas:

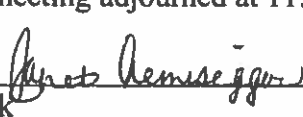
Amish buggy signs
Mosherville at Rountree tee intersection

Mr. Clingerman said the buggy signs would create a maintenance issue. It would be difficult to decide which roads to put them on. Bill Watkins recently brought the safety of the Mosherville Road at Rountree intersection to the engineer-manager's attention. We've had two service requests on the intersection recently. Thus, Mr. Clingerman proposed that a tee intersection be constructed to eliminate the curve at this intersection. It was the general consensus that we should apply for safety funds for this project.

Meeting Adjourned – 11:25 a.m.

As there was no further business, the chair declared the meeting adjourned at 11:25 a.m.


Chairman


Clerk

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