

HILLSDALE COUNTY ROAD COMMISSION

August 20, 2015

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Meeting was called to order by Chair Mike Parney on Thursday, August 20, 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, John Sanders, Traffic Safety Director, & Janet Aemisegger, Clerk.

Visitor present: Andy Welden, County Commissioner.  
Bert Lawrence, 14438 Kildare Lane (Lk. Somerset), Cement City.

**Agenda Approved**

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

**Minutes Approved**

Having reviewed the minutes of the August 6, 2015, regular meeting and of the August 14, 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**

#15-106 Bob Godfrey moved, Bill Watkins seconded, to confirm the payment of the payroll in the amount of \$86,149.61 per Payroll Check Register dated 8/13/2015 as authorized by the engineer-manager and the clerk. Motion carried.

**ACCOUNTS PAYABLE APPROVED**

#15-107 Bills in the amount of \$338,261.02 per Accounts Payable Check Register dated 8/20/2015 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 \$1,601,269.18

Receipts:

08/13/2015 R. 43167-R. 43177 \$ 36,791.03

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**Treasurer's Report Continued--**

08/20/2015 R. 43179-R. 43194	\$ 35,521.82
08/07/2015 STP force account-PP/Seal EFT pymt	\$ 21,501.01
08/20/2015 STP force account-PP/Seal EFT pymt	\$ 15,078.74
<b>Total Receipts</b>	<b>\$ 108,892.60</b>
<b>Disbursements:</b>	
08/11/2015 Payroll & Mat SS	\$91,844.91
Less: MERS EFT Deductions	\$(5,036.17)
Less: Hlth Insur Prem Deductions	\$( 355.10)
Less: Den/Vis Prem Deductions	\$( <u>304.03</u> )
	\$ 86,149.61
08/11/2015 MERS EFT Payment	\$ 44,599.49
08/11/2015 Sales Tax EFT Payment	\$ 50.22
08/20/2015 Accounts Payable	\$ 338,261.02
<b>Total Disbursements:</b>	<b>(\$ 469,060.34)</b>
Ending Cash & Investments Balance	\$1,241,101.44
Less: Bonds in Escrow	(\$ 18,750.00)
Less: Reserve Funds-Territorial Rd. Resurf Proj-PRIP Funds	(\$ .00)
<b>Ending Available Fund Balance</b>	<b>\$ 1,222,351.44</b>

Note: Outstanding Accounts Payable=\$142,248.36

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

**Road Commission Manager Position Accepted By John Sanders Effective 1/01/2016**

The current HCRC Construction/Traffic Safety Director, John Sanders, has accepted the board's offer to become the new Manager of the Hillsdale County Road Commission effective January 1, 2016 at an annual salary of \$62,500. Engineer-Manager Stanley Clingerman plans to retire in mid-January next year.

**Upcoming Office Manager Vacancy Discussed**

Interviews for the Office Manager position have been held with six applicants. Office Manager Janet Aemisegger has given official written notice of her retirement as of October 1, 2015. The board started discussion to proceed to the next step in making a decision, but weren't coming to any easy conclusions. In light of this and due to an unannounced visitor for limited public comment, it was suggested to continue the discussion later in the meeting.

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**Limited Public Comment – Bert Lawrence-Lake Somerset**

At 10:40 a.m., the chair opened the meeting to limited public comment as Bert Lawrence, 14438 Kildare Lane (Lake Somerset), stopped by to discuss some road repairs adjacent to his property at the lake, that he'd like to have fixed before winter. The engineer-manager updated Mr. Lawrence on various repair options and gave him "rough estimated" cost variances based on the type and amount of road repair performed. In conclusion, Mr. Clingerman suggested the lake association and/or township might consider a 10 year cyclic road improvement plan for around the lake and budget an estimated cost of about \$100,000 per year. The engineer-manager said he'll check Mr. Lawrence's specific area of concern the next time he's in the area as he has another problem in the same vicinity, which he hopes to have repaired this fall. Mr. Lawrence thanked the board and Mr. Clingerman for their time and left the meeting about 10:50 a.m.

**(2) Large Mill/Asphalt Paving Projects Announced for 2016 by MDOT**

MDOT has informed the HCRC of two large milling/asphalt paving projects to be performed on two state trunklines in Hillsdale County in 2016:

- M-99 from Ohio state line to M-34 – 12.6 miles
- M-49 from Ohio state line to US-12 – 16.1 miles (gapping out Camden & Reading)

The board asked the engineer-manager to check with MDOT to see if the HCRC can have the asphalt millings from the projects if they don't recycle and re-use the material for the projects.

**Cash Revenues & Expenses as of July 31, 2015 (58% of the year)**

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

	<u>Actual</u>	<u>Budget</u>	
Revenues	\$5,597,767	\$9,037,000	62%
Expenses	<u>\$5,482,651</u>	<u>\$9,197,100</u>	60%
Revenues over (under) expenses	\$ 115,116	\$ (160,100)	

Mr. Clingerman reviewed the July 31, 2015, cash budget report with the board and noted that it's good that we still have a surplus of revenues over expenditures.

**AUTHORIZATION FOR SALE OF TWO USED TANDEM DUMP TRUCKS**

At 11:00 a.m., sealed bids were opened and read aloud for the sale of two used 1996 Ford tandem dump trucks. Five bids were received as follows:

	<u>Truck #8618</u>	<u>Truck #8619</u>
David Cook	\$ 400.00	---
Harold Hatfield	\$1,500.00	\$2,000.00
Mike Moyer	\$1,750.00	\$2,275.00
Central Truck Parts	\$3,500.00	\$3,500.00
William Trine	\$5,200.00	\$3,600.00

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- #15-108 Bob Godfrey moved, Bill Watkins seconded, to authorize the sale of two used 1996 Ford tandem dump trucks, namely #8618 and #8619, to the highest bidder, William Trine, for \$5,200.00 and \$3,600.00 respectively. Carried. Copy of bid tabulation attached.

**RESOLUTION ADOPTED FOR PARTIAL ABANDONMENT OF AIRPORT ROAD**

- #15-109 Bill Watkins moved, Bob Godfrey seconded, to adopt a resolution to abandon and absolutely discontinue effective this date, the east-west portion of Airport Road (0.72 mile less 0.45 mile abandoned = 0.27 mile remaining) for the new taxiway being constructed for the Hillsdale Municipal Airport. Carried. Copy of resolution attached.

**SEPTEMBER 3<sup>RD</sup> ROAD MEETING CANCELLED & STAFF AUTHORIZED TO PROCEED WITH BILL PAYMENT AS NEEDED THAT DATE**

- #15-110 Due to the Labor Day holiday, Bill Watkins moved, Bob Godfrey seconded, to cancel the September 3, 2015, board meeting and to authorize the staff to prepare for payment any bills due at that time, subject to confirmation at the September 14, 2015, board meeting. Carried.

**MERS OFFICER DELEGATE DESIGNATED FOR ANNUAL MEETING**

- #15-111 Bill Watkins moved, Bob Godfrey seconded, to designate John Sanders as the officer delegate for the MERS annual meeting, which will be held October 8-9, 2015, at the Amway Grand in Grand Rapids. Carried.

**Construction-Maintenance Update**

The engineer-manager updated the board on the status of the HCRC's construction and maintenance as follows:

- Litchfield bridge – constructing east abutment now.
- Lake Wilson resurface – completed on August 7.
- Hillsdale Street (North Adams) – completed on August 6.
- S. Hillsdale 1" ultrathin – Gerken plans to start late this week.
- Sand Lake bridge – timber bridge installed last week and paved this week.
- Sealcoat – about 48 of 55 miles completed.
- Fog seals – 25 miles primary + 15 miles local = 40 miles to do.

Mr. Clingerman said the planned work is still on schedule and the sealcoating will be done in August so it can cure. The crews were berming Weston Road 8/20/15. The engineer-manager thanked the board for the four new truck drivers. They have blended into our crews real well.

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**SPECIAL SIGNING AGREEMENT APPROVED-“ANTIQUE CAPITOL”SIGNS-VILLAGE OF ALLEN**

- #15-112 Bob Godfrey moved, Bill Watkins seconded, to approve and sign a special signing agreement with the Village of Allen to replace the two remaining “Antique Capitol” signs at the west and north village limits at an estimated cost of \$600.00. Carried.

**REVISED TITLE VI NON-DISCRIMINATION PLAN ADOPTED,  
CHAIR AUTHORIZED TO SIGN SAME & JOHN SANDERS DESIGNATED  
AS NEW TITLE VI COORDINATOR**

- #15-113 Bill Watkins moved, Bob Godfrey seconded, to adopt the revised Title VI Non-Discrimination Plan per MDOT standards, to authorize the chairman to sign the same and to designate John Sanders as the new Title VI Coordinator effective immediately. Carried.

**CRASIF Monthly Workers’ Comp Loss Report Reviewed**

The board reviewed the CRASIF monthly workers’ comp loss report dated 7/31/15. For the 2014-15 year, there have been 6 claims and \$3,715 paid out to date. Thus, the engineer-manager noted that the number of claims exceed the amount allowed for a HCRC safety award. Mr. Clingerman reported that our W.C. loss representative, Al Roden, was here 8/19/2015 for a safety visit and he was very pleased with everything he saw. The next quarterly employee safety meeting is planned for the second week of October and a Stihl chain saw representative will do some training regarding tree cutting.

**OFFICE MANAGER POSITION TO BE OFFERED TO MARILYN KILPATRICK**

The board continued discussion at this time regarding the office manager position. The three board members discussed with those present the pros and cons of eliminating the office manager position with the remaining office staff sharing the job responsibilities or filling the office manager position. The board asked for some input from the engineer-manager and the current office manager, but since both are retiring, they were hesitant to give an opinion. After about 35-40 minutes of deliberation, Bill Watkins pointed out that one of the candidates interviewed had the experience necessary to do the job. He suggested the job be offered to that candidate. The board can consider cutting one of the other positions in the future when some of the other clerical employees decide to retire.

- #15-114 Having interviewed six applicants for the vacancy that will be created by the retirement of the office manager 10/01/2015 and based on the applicant’s years of road commission accounting experience, Mike Parney moved to offer the office manager position to Marilyn Kilpatrick at a beginning annual salary of \$55,000.00 with her start date to be as soon as possible for training purposes. He further moved that after satisfactory completion of the normal 90 calendar day

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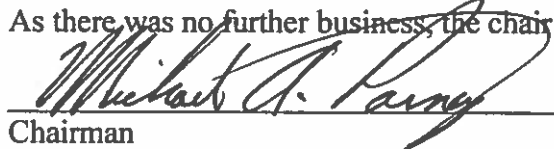
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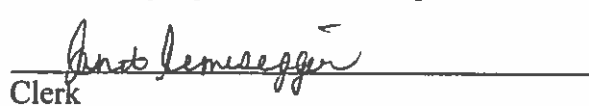
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probationary period her annual salary would be increased to \$58,351.00 on January 1, 2016. Bob Godfrey seconded. Roll call vote: Yeas, Parney, Watkins, Godfrey. Nays, none. Motion carried.

**Meeting Adjourned – 12:25 p.m.**

As there was no further business, the chair declared the meeting adjourned at 12:25 p.m.

  
Chairman

  
Clerk

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