

HILLSDALE COUNTY ROAD COMMISSION

November 22, 2023

MINUTES

Meeting was called to order by Vice Chair Gary Leininger on Thursday, November 22, 2023, at 10:00 a.m. at the road commission office.

Members present: Bob Godfrey (on phone 10:05 AM), Gary Leininger, Mike Parney, Mark Kline & Kathy Schmitt.

Staff Present: Bob Griffis, Manager.
Kathryn Kirkpatrick, Clerk.
Sarah Cook, Administrative Services Specialist.

Visitors Present: Doug Ingles.
Allan Andrews.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

23-151 Mike Parney moved, Kathy Schmitt supported, to approve the agenda for November 22, 2023 with 2 additions to the agenda. Motion Carried.

MINUTES APPROVED AS PRESENTED

Having reviewed the minutes of the November 9, 2023 meeting, the vice-chair asked if there were any corrections to be noted. There were no corrections to be made to the minutes, and the vice chair declared the minutes to stand approved as presented.

APPROVAL OF ACCOUNTS PAYABLE

#23-152 Mark Kline moved, Kathy Schmitt supported, to approve the following:

Bills in the amount of \$379,453.36 and electronic funds transfer in the amount of \$177.36 for the total of \$379,630.72 per Regular Accounts Payable Check Register dated 11/16/2023 authorized by manager and clerk.

Motion Carried.

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CONFIRMATION OF PAYROLL AS AUTHORIZED FOR PAYMENT BY THE STAFF

#23-153 Kathy Schmitt moved, Mark Kline supported, to confirm the following:

Regular payroll in the amount of \$110,249.92 per Payroll Check Registers dated 11/22/2023 authorized by manager and clerk.

Motion Carried.

TREASURER'S REPORT PRESENTED

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

Beginning Balance-Cash & Investments	\$ 3,956,319.99
Receipts	\$ 726,037.89
Disbursements	(\$ 489,880.64)
Ending Cash & Investments Balance	\$ 4,192,477.24
Less: Bonds in Escrow	(\$ 10,250.00)
CD Reserved for 2 trucks	(\$ 629,182.61)
Ending Available Fund Balance	\$ 3,553,044.63

Note: Outstanding Accounts Payable = \$26,467.48

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

LIMITED PUBLIC COMMENT

At 10:10 a.m., the vice chair opened the meeting to limited public comment.

Alan Andrews addressed the board regarding multiple road conditions.

Doug Ingles addressed the board regarding the school bus route on Hog Creek Road.

Manager's Comments

Discussed his meeting with Allen Township regarding the Hog Creek bridge.

2023 Accomplishments: Hauled 45,000 tons of limestone and gravel, completed 33 miles of chipseal, fog seal, and painting, laid 8,000 tons of asphalt, completed 6 miles of ditching and de-berming.

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Laying gravel on Blair Road this late in the year could be risky due to the possibility of it being scraped off when plowing snow this winter.

Blackbridge Road ditching and de-berming is completed.

They are re-addressing the ditching project on Sterling Road, considering making it deeper.

Delineators and guardrails have been installed at Camden Road Bridge.

Territorial Road Bridge Signage – Changed signs to say “Bridge Out.”

Processing gravel is about wrapped up at Watkins pit with around 40,000 yards processed.

The manager is working on a contract with Shannon Excavating to have the processed gravel hauled there. The contract was sent to MCRSIP to review.

Montgomery Road and Jonesville Road had gravel added to the shoulders.

Discussed LOU Winter Maintenance from MDOT.

Discussed the MDOT annual invoice adjustment and the Schedule C rates.

Discussed current job openings we have: AP Clerk, Mechanic, and Engineering Technician.

Representative Fink and Amish Bishops are requesting to set a meeting to meet with the commissioners and the manager. Bob Godfrey and Gary Leininger agreed to attend.

Proposed writing a resolution to approve using Public Act 88 for MERS benefits.

Traffic Summit scheduled for November 29th at 10:00am at City Hall.

Consumers Energy will be moving the powerline out of the right-of-way near the Territorial Road Bridge work site temporarily.

Old Business

Discussed E&O Insurance for the commissioners.

New Business

Discussed the 2024 Proposed Budget regarding Primary Road Maintenance and Capital Outlays.

Discussed signage on Camden Road during execution of Territorial Road Bridge project.

APPROVED PROPOSED 2024 FINANCIAL BUDGET

#23-154 Mike Parney moved, Kathy Schmitt supported, to approve the proposed 2024 Financial Budget as presented. Proposed 2024 Financial Budget attached.

Motion carried.

APPROVED 2023 TOWNSHIP CONTRACTS

#23-155 Mark Kline moved, Kathy Schmitt seconded, to approve the amendments to the following township agreement as presented:

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<u>Township</u>	<u>Work Type</u>	<u>Est. Cost</u>	<u>Twp. Share</u>
Moscow	Culvert Replacement - 75" x 40' Replace & Reshape Road Surface Slope ROW for Drainage	\$ 17,632.80	\$ 7,261.69

Motion Carried.

RESCIND MOTION #23-142

#23-156 Mike Parney moved, Mark Kline supported, to rescind motion #23-142 for manager to purchase 3 trucks for \$389,105 each, from National Auto Fleet Group in the total of \$1,167,315.00.

Motion Carried.

APPROVAL TO PURCHASE 1 TRUCK AND FINANCE 2 TRUCKS

#23-157 Mark Kline moved, and Mike Parney supported, to purchase 1 truck out-right for \$386,305 and finance the purchase of 2 trucks for \$386,305 each, from Boyer Ford Trucks, Inc. in the total of \$1,158,915.

Motion Carried.

LIMITED PUBLIC COMMENT

At 11:45 a.m., the vice chair opened the meeting to limited public comment.

Doug Ingles addressed the board regarding the status of township contracts.

Meeting Adjourned – 11:55 A.M.

As there was no further business, the vice chair declared the meeting adjourned at 11:55 A.M.


Vice Chair


Clerk

2024 Proposed Budget

	2024 Proposed	2023 Ammended	2023 Approved		2023 Ammended	2023 Approved
Licenses and Permits	\$45,000.00	\$40,700.00	\$45,000.00	Preservation/Structural Improvement		
Federal Sources				Roads Primary	\$2,481,085.00	\$3,328,986.00
Surface Transportation Program	\$0.00	\$419,000.00	\$2,300,000.00	Roads Local	\$133,424.00	\$0.00
Federal Aid Buy-Out	\$0.00	\$833,400.00		Structures Primary	\$390,142.00	\$3,300,000.00
Other Federal Sources	\$935,000.00	\$756,800.00	\$0.00	Structures Local	\$0.00	\$0.00
Safety Grant	\$468,000.00	\$0.00	\$0.00	Safety Projects	\$0.00	\$500,000.00
State Sources				Maintenance		
MTF - Engineering	\$10,000.00	\$10,000.00	\$10,000.00	Roads Primary	\$1,261,042.00	\$7,000,000.00
MTF - Snow Removal	\$4,266.43	\$4,182.00	\$4,100.00	Roads Local	\$5,429,167.00	\$0.00
MTF - Primary	\$5,164,214.62	\$5,041,300.00	\$5,000,000.00	Structures Primary	\$200.00	\$20,000.00
MTF - Local	\$3,456,367.52	\$3,400,500.00	\$3,350,000.00	Structures Local	\$200.00	\$0.00
MTF - Primary Urban	\$156,634.11	\$155,500.00	\$150,000.00	Winter Maintenance Primary	\$356,000.00	\$0.00
MTF - Local Urban	\$61,351.21	\$60,900.00	\$59,500.00	Winter Maintenance Local	\$386,925.00	\$1,100,000.00
Local Bridge Program	\$2,480,000.00	\$0.00	\$2,480,000.00	Traffic Control Primary	\$83,200.00	\$350,000.00
TEDF - Rural Primary (D)	\$500,000.00	\$123,200.00	\$125,000.00	Traffic Control Local	\$110,400.00	\$0.00
Other State Sources	\$263,726.00	\$0.00	\$0.00	Other Expenditures		
Local Contributions				Trunkline Maintenance	\$986,500.00	\$950,000.00
City & Village	\$20,000.00	\$46,000.00	\$20,000.00	Administrative - Net	\$843,900.00	\$800,000.00
Township Contributions	\$700,000.00	\$1,200,000.00	\$700,000.00	Equipment - Net	(\$134,000.00)	\$0.00
Charges for Service				Capital Outlay - Net	\$1,200,000.00	\$1,000,000.00
Trunkline Maintenance	\$1,000,000.00	\$986,500.00	\$950,000.00	Debt - Principal Payment	\$0.00	\$0.00
Salvage Sales	\$1,000.00	\$6,645.00	\$1,000.00	Debt - Interest Payment	\$0.00	\$0.00
Other Charges	\$0.00	\$0.00	\$0.00	Other Expenses	\$50,000.00	\$35,000.00
Interest and Rents				TOTAL EXPENDITURES	\$17,396,800.00	\$18,383,986.00
Interest Earned	\$40,000.00	\$96,000.00	\$5,000.00			
Property Rentals	\$6,800.00	\$5,200.00	\$3,600.00	Beginning Balance	\$5,994,100.00	\$5,968,857.76
Other Revenues				Annual Change	(\$288,145.00)	(\$3,150,786.00)
Gain/Loss on Sale of Equipment	\$10,000.00	\$134,213.00	\$10,000.00	Ending Balance	\$5,705,955.00	\$2,818,071.76
Other	\$20,000.00	\$53,000.00	\$20,000.00			
TOTAL REVENUE	\$15,342,359.89	\$13,373,040.00	\$15,233,200.00			