

REGULAR MEETING OF THE CHEBOYGAN COUNTY ROAD COMMISSION DECEMBER 21, 2017

PUBLIC HEARING OF THE CHEBOYGAN COUNTY ROAD COMMISSION DECEMBER 21, 2017

Chairman Brown called to order the Public Hearing of the Cheboygan County Road Commission at 9:00 A.M.

Clerk D. Stempky took roll call and a quorum was present.

Pledge of Allegiance was recited

PRESENT: D. Brown, D. Brandt, C. O'Connor, H. Ginop, K. Paquet, Engineer/Manager B. Shank and Clerk D. Stempky

VISITORS: F. Cribb, J. Moore, C. Muscott, C. Veneros, S. Redmond, G. Archambo, D. August, T. Horrocks, R. Witthoff and K. Hahn

Public Hearing called to discuss 2017 amended budget and proposed 2018 budget.

Clerk discussed the 2018 proposed budget line by line. Discussed the proposed project list for primary and local. Primary consist of E Mullett Lake Road (Federal Aid), Millage projects Townline Road from M-27 to VFW, Orchard Beach Road from M-33 to South River Road and Twin Lakes Road from Black River Road to Owens Road. If there is bid savings with the two millage projects, may be able to extend Twin Lakes Road project. Gaynor Bridge Engineering under the Local Bridge Program. Local Projects consist of Wing Road, Inverness Township, that was not completed 2017, Temple Road, Koehler Township and Various Curb and Gutter in Tuscarora Township. Noted there is \$250,000 in the budget for Local Township Program and well as a carryover for Inverness Township for Wing Road. Capital Outlay proposing to purchase three Tandem Trucks with fitouts and finance them, doing a computer upgrade which includes computerizing payroll system and inventory upgrade; two tailgate spreaders and miscellaneous. Also noted in the budget there is additional contributions to Pension and OPEB for 2018.

Chairman closed Public Hearing at 9:10 A.M. being no further comments of questions.

REGULAR MEETING OF THE CHEBOYGAN COUNTY ROAD COMMISSION DECEMBER 21, 2017

Regular meeting 9:10 A.M.

PRESENT: D. Brown, D. Brandt, C. O'Connor, H. Ginop, K. Paquet, Engineer/Manager B. Shank and Clerk D. Stempky

VISITORS: F. Cribb, J. Moore, C. Muscott, C. Veneros, S. Redmond, G. Archambo, D. August, T. Horrocks, R. Witthoff and K. Hahn

MOTION by D. Brandt seconded by H. Ginop to approve minutes of last regular meeting of 12/7/17 as mailed. 5 Yeas CARRIED

MOTION by D. Brandt seconded by K. Paquet to approve for payment current payroll voucher #17-49-\$139,214.74 and accounts payable voucher #17-50-\$661,552.59. 5 Yeas CARRIED

MOTION by D. Brandt seconded by K. Paquet to approve agenda as presented. 5 Yeas CARRIED

C. Veneros, Aloha Township, Tower and Cheboygan Garages doing a good job.

J. Moore, Nunda Township, Thank you to crew for last weekend with storm work

MOTION by K. Paquet seconded by C. O'Connor to approve 2017 amended budget and 2018 proposed Budget as presented, allow to adjust the budget after December 31, 2017 to modify various revenue and expenditure accounts which cannot be accurately projected prior to year end. Roll call: O'Connor-yes, Ginop-yes, Brandt-yes, Paquet-yes, Brown-yes 5 Yeas **CARRIED**

Engineer/Manager Shank gave an update on Silver Strand Road Private portion. Shank and Horrocks met with Witthoff and some other residents to lay out the area for a 30, 40 and 66 foot right of way comparison. Keeping the centerline at current location, encroachments at 66 feet were numerous, even at 40 feet the encroachments were numerous. At 30 feet there were still very close areas. Engineer/Manager Shank as well as Commissioners feel that is too restricting. Mr. Witthoff stated if the ROW was moved to the west may be able to get the proper ROW needed for 40 feet. Engineer/Manager Shank noted the property owners are looking for a decision so they can proceed. There are approximately 15-16 private contracts that were dropped in past years which could all be potential for the same situation. The area being looked at for a proposed turn around at the end of the certified county road has sufficient room to put to construct.

MOTION by C. O'Connor seconded by D. Brandt to deny request of Silver Strand Private Road residents in allowing support to take over as county road, snow plowing will continue until April 2018 and then will be discontinued as other private roads in the Cheboygan County. Roll call: Ginop-yes, Brandt-yes, Paquet-yes, O'Connor-yes, Brown-yes 5 Yeas **CARRIED**

Clerk requesting to pay a final accounts payable for 2017.

MOTION by K. Paquet seconded by C. O'Connor to approve Clerk paying a final accounts payable before 12/31/2017. 5 Yeas **CARRIED**

MOTION by C. O'Connor seconded by K. Paquet to approve a 5% wage increase to Engineer/Manager Shank for 2018 as other employees are receiving. 5 Yeas **CARRIED**

MOTION by K. Paquet seconded by H. Ginop to set Organizational Meeting Thursday, January 4, 2018 at 9:00 A.M. with the regular meeting to follow. 5 Yeas **CARRIED**

Engineer/Manager Shank noted a Resolution needs to be passed in reference to Burt Lake Trail Phase II Non Motorized Trail Project as follows:

Commissioner D. Brandt, moved the adoption of the following resolution:

WHEREAS, the Cheboygan County Road Commission has submitted an application to the Transportation Alternatives Program (herein after referred to as TAP) for the Burt Lake Trail-Phase II Non Motorized Trail Project/

WHEREAS, the TAP has committed funding for the construction of the Burt Lake Trail-Phase II Non Motorized Trail Project.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The funding is in place, including the matching funds.
2. Maintenance will be provided by the Burt Lake Trail Committee for the entire limits of the project.
3. Brent Shank, Engineer/Manager, will serve as the Road Commission's agent on this project.

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**CHEBOYGAN COUNTY ROAD COMMISSION
UNIFORM BUDGET ACT BUDGET
12/31/2018**

REVENUES	ACTUAL 2016	ESTIMATE 2017	PROPOSED 2018
County Road Revenues	\$ 7,401,643.00	\$ 8,695,832.00	\$ 8,625,825.00
M.D.O.T. Revenues	\$ 2,332,285.00	\$ 1,875,400.00	\$ 1,845,358.00
Total Revenues	\$ 9,733,928.00	\$ 10,571,232.00	\$ 10,471,183.00
Beginning Operating Fund	\$ 3,375,589.00	\$ 3,827,992.00	\$ 3,873,011.00
Total Accounted For	\$ 13,109,517.00	\$ 14,399,224.00	\$ 14,344,194.00
EXPENDITURES	ACTUAL 2016	ESTIMATE 2017	PROPOSED 2018
County Road Expenditures	\$ 7,173,905.00	\$ 8,672,870.00	\$ 8,665,935.00
M.D.O.T. Expenditures	\$ 2,107,620.00	\$ 1,853,343.00	\$ 1,805,248.00
Total Expenditures	\$ 9,281,525.00	\$ 10,526,213.00	\$ 10,471,183.00
Ending Operating Fund	\$ 3,827,992.00	\$ 3,873,011.00	\$ 3,873,011.00
Total Accounted For	\$ 13,109,517.00	\$ 14,399,224.00	\$ 14,344,194.00

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2018 Proposed Budget

REVENUES

MI Transportation Funds-Primary	\$	2,879,595.00
MI Transportation Funds-Local	\$	2,278,197.00
MI Transportation Funds-Engineering	\$	10,000.00
MI Transportation Funds-Snow	\$	145,509.00
State/Federal Funds-Forest	\$	119,633.00
Installment Loan Equipment	\$	750,000.00
STP- Primary	\$	552,164.00
State/Federal Funds-CAT D	\$	132,402.00
Millage Revenue	\$	1,201,182.00
Safety Funds/STP/Federal	\$	-
Maintenance Advance	\$	17,140.00
MDOT Maintenance and Non-Maintenance	\$	1,845,358.00
Township Agreements	\$	449,603.00
Interest	\$	2,600.00
Permits	\$	37,800.00
Miscellaneous	\$	50,000.00
TOTAL REVENUES	\$	10,471,183.00

EXPENDITURES

Primary Roads-Heavy Maintenance	\$	1,993,205.00
Local Roads-Heavy Maintenance	\$	726,967.00
Primary Roads-Routine Maintenance	\$	2,625,698.00
Local Roads-Routine Maintenance	\$	2,147,408.00
MDOT Contract	\$	1,805,248.00
Administrative Expense	\$	610,000.00
Administrative Credits	\$	(165,000.00)
Capital Outlay	\$	834,032.00
Depreciation	\$	(469,000.00)
Equipment Maintenance	\$	2,150,000.00
Equipment Rents	\$	(2,150,000.00)
Equipment Loan Payment	\$	170,000.00
Debt Service Principal	\$	135,000.00
Debt Service Interest	\$	57,625.00
TOTAL EXPENDITURES	\$	10,471,183.00

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<u>REVENUES</u>	<u>2017 Budget</u>	<u>2017 Estimate Amended Budget</u>
MI Transportation Funds - Primary	\$ 2,510,141.00	\$ 2,662,380.00
MI Transportation Funds - Local	\$ 2,172,958.00	\$ 2,337,557.00
MI Transportation Funds - Engineering	\$ 10,000.00	\$ 10,000.00
MI Transportation Funds - Snow	\$ 143,000.00	\$ 145,509.00
Millage	\$ 1,183,387.00	\$ 1,187,061.00
State and Federal Funds - Forest Funds	\$ 119,635.00	\$ 119,634.00
Safety Funds/STP/Federal	\$ 232,206.00	\$ 205,231.00
STP-Primary	\$ 479,545.00	\$ 579,476.00
State and Federal Funds - CAT D	\$ 169,079.00	\$ 200,375.00
	\$ -	\$ -
MDOT Contract and Non-Maintenance	\$ 1,701,063.00	\$ 1,875,400.00
Township Agreements	\$ 196,792.00	\$ 1,087,600.00
Permit Fees	\$ 30,000.00	\$ 43,100.00
Interest	\$ 2,100.00	\$ 2,909.00
Miscellaneous	\$ 50,000.00	\$ 115,000.00
	\$ -	\$ -
TOTAL REVENUES	\$ 8,999,906.00	\$ 10,571,232.00

<u>EXPENDITURES</u>		
Primary Roads - Heavy Maintenance	\$ 1,998,522.00	\$ 1,984,300.00
Local Roads-Heavy Maintenance	\$ 476,496.00	\$ 1,367,200.00
Primary Roads-Routine Maintenance	\$ 2,176,302.00	\$ 1,510,000.00
Local Roads-Routine Maintenance	\$ 1,847,248.00	\$ 2,409,500.00
MDOT Contract	\$ 1,701,063.00	\$ 1,853,343.00
Administrative Expense	\$ 610,000.00	\$ 616,000.00
Administrative Credits	\$ (165,000.00)	\$ (160,000.00)
Interest	\$ 60,275.00	\$ 54,870.00
Capital Outlay	\$ 485,000.00	\$ 908,000.00
Depreciation	\$ (320,000.00)	\$ (465,000.00)
Debt Payments	\$ 130,000.00	\$ 135,000.00
	\$ -	
Equipment Maintenance	\$ 2,150,000.00	\$ 2,490,000.00
Equipment Rents	\$ (2,150,000.00)	\$ (2,177,000.00)
TOTAL EXPENDITURES	\$ 8,999,906.00	\$ 10,526,213.00

REGULAR MEETING OF THE CHEBOYGAN COUNTY ROAD COMMISSION DECEMBER 21, 2017

The motion was supported by Commissioner K. Paquet, and carried by the following votes.

Yeas: Brandt, Paquet, O'Connor, Ginop, Brown Nays: 0 Absent: 0 CARRIED

CRA 2018 Annual Highway Conference, March 13-15, 2018

MOTION by K. Paquet seconded by C. O'Connor to approve attendance of H. Ginop, B. Shank and D. Brandt to attend the 2018 CRA Annual Highway Conference, March 13-15, 2018. 5 Yeas CARRIED

Proposals were received for Preliminary Engineering Services for Black River Road Bridge Maintenance Project on December 14, 2017. A total of 8 proposals were received with recommendation awarding to Huron Engineering & Surveying Inc. A scoring system was used to rate the bids with a total of 200 points.

MOTION by D. Brandt seconded by H. Ginop to accept all bids and award to Huron Engineering & Surveying, Inc, Alpena, MI in the amount of \$9,790 for Preliminary Engineering Services for Black River Road Bridge Maintenance Project. 5 Yeas CARRIED

Engineer/Manager Shank presented 2018-2022 Proposed Road Plan for proposed Increased MTF Funds and Millage Projects. Discussion of projects, have plenty of projects that can be done.

MOTION by K. Paquet seconded by C. O'Connor to approve 2018-2022 Proposed Road Plan for Federal Aid, Increased MTF Funds and Millage Projects for Primary Road as presented. 5 Yeas CARRIED

Bids were sought for Topinabee Rest Area Epoxy wall and floors, Three bids were received, Rob Hall from North Region MDOT reviewed them and recommended to award to low bidder.

MOTION by D. Brandt seconded by C. O'Connor to accept all bids and award to Kost Contracting, Grand Ledge, MI for the Topinabee Rest Area Epoxy for walls and floors. 5 Yeas CARRIED

MOTION by K. Paquet seconded by H. Ginop to receive and file the following correspondence: Township Meeting Minutes: Grant 11/14/17, Benton 10/3/17 and 11/7/17, Beaugrand 11/8/17 and 11/20/17 and CRA Reference Logging Industry Proposals. 5 Yeas CARRIED

Engineer/Manager Shank update:

- Millage Projects progress report, slide show of completed projects. Commented the 2014 millage has helped the Paser rating for Primary Roads. In the 4 years we have received approximately \$4.7 million and expended approximately \$4.8 million. Will have completed a total of 10 projects.
- Short video from CRA reference private utilities and DAS in the ROW. Engineer/Manager Shank commented this is the reason we need to stick to policy and see how it plays out before allowing changes.

Foremen Updates:

Shane-winter maintenance, patching and getting new staff trained.

Darry-winter maintenance, cleaned up Osmun and Webb Road from the wind storms, Beavers, patching and extensive cleaning of the Maintenance Garage.

Commissioners Update: Thank you to the crew for great job with maintenance. Brown and Paquet attended the MTA meeting and thanked them for contributing to local roads as well as letting them know we are going to look for a renewal of the Millage and would like their support.

Chairman Brown adjourned regular meeting at 10:15 A.M. being no further business to come before the Board.

David D. Brown, Chairman

Dana S. Stempky, Clerk