

REGULAR MEETING OF THE CHEBOYGAN COUNTY ROAD COMMISSION DECEMBER 18, 2014

Chairman D. Brandt called the regular meeting to order at 9:00 A.M.

Roll call taken during Budget Public Hearing and all present.

PRESENT: D. Brandt, D. Brown, C. O'Connor, J. Johnson, K. Paquet, Managing Director M. Roper, Engineer/Manager B. Shank and Clerk D. Stempky.

VISITORS: T. Matelski, J. Moore, F. Cribb, R. Rohn, C. Veneros, M. Conti, M. Ennes, G. Bunker, D. Spray, C. Koehler, S. Redmond, J. LaHaie, B. Hartwig, E. Koehler and K. Hahn

MOTION by J. Johnson seconded by K. Paquet to approve minutes of last regular meeting of 12/4/14 and special meeting minutes of 12/12/14 as mailed. 5 Yeas CARRIED

MOTION by D. Brown seconded by J. Johnson to approve for payment current payroll voucher #14-46-\$104,877.30 and #14-48-\$91,423.59 and accounts payable voucher #14-47-\$127,713.03 and #14-49-\$150,015.86. 5 Yeas CARRIED

MOTION by D. brown seconded by J. Johnson to approve agenda as presented. 5 Yeas CARRIED

E. Koehler, Webb Road resident, concerned of the condition of Webb Road west of Congdon Road, there has been water over the road since April and now a mess with water sitting at the edge of the road. Past property owners have developed burms along the edge and seems to stop the water from flowing the natural way. Concerned of what spring will bring. Greg Bunker has looked at, they tried to fix but then the weather changed and warmed up that is became a mess. Greg will keep an eye on the area.

MOTION by J. Johnson seconded by K. Paquet to approve Travel Policy as follows to supersede prior travel policies:

TRAVEL POLICY

Application:

- **The Cheboygan County Road Commission has adopted this travel policy to provide direction for all employees and board members pertaining to travel and expense reimbursement. These regulations have been established to provide a fair and equitable means for reimbursing individuals for necessary business travel expense. In no way should travel expense reimbursements be viewed as a source of supplemental income or profit to the individual.**

Degree of Care

- **All employees traveling on official business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.**

Non-Road Commission Personnel:

- **Employees will not receive reimbursement for travel expenses incurred by any non-Road Commission individuals.**

Lodging

- **Signed original receipts must be provided.**
- **When an employee shares lodging with a non-Road Commission employee, the Cheboygan County Road Commission will only pay for the single occupancy rate, as certified to by the hotel on the receipt. When practical, lodging should be double occupancy.**

- The Cheboygan County Road Commission administrative staff will make hotel reservations for anyone traveling for Cheboygan County Road Commission business.
- Any exceptions to this item will be at the discretion of the Manager.
- Travel days allowable will be the actual travel time needed for the purpose of Road Commission business, if an earlier departure or later return is used, at the employee's option, the extra meal and motel expenses incurred will not be allowed.

Meals

- Meals will be reimbursed for out-of-town meetings up to a maximum according to the following schedule :
 - \$20 for ½ day meetings in the a.m.
 - \$30 for ½ day meetings in the p.m.
 - \$40 for full day meetings
- All receipts must be itemized.
- Gratuities may be added to receipts not to exceed 15%.
- Reimbursement for alcohol beverages is not allowed.
- For trips not involving overnight lodging or not included in a seminar/meeting registration fee, the total amount for meals cannot exceed the above rates.
- Any exceptions to this item will be at the discretion of the Manager.

Registration

- The Cheboygan County Road Commission administrative staff will register employees attending meetings.
- Registration for meetings will be paid for by the Cheboygan County Road Commission when meetings are for Cheboygan County Road Commission business.
- Any exceptions to this item will be at the discretion of the Manager and approved prior to travel.

Mileage

- Cheboygan County Road Commission vehicles will be used for out of town travel when possible.
- When personal vehicles are used, it must be approved by the Manager and will be reimbursed at the current IRS rate from the Cheboygan County Road Commission office and back. Travel must be by usually traveled route. The Road Commission does not assume liability for damage to personal automobiles used for company business and does not assume liability for deductions or any other uninsured loss to the vehicle. Liability insurance protection will be provided as excel coverage only after the private owner's personal liability insurance limits are exhausted when the vehicle is used for business purposes. Cost of repairs to a vehicle, whether or not they result from the traveler's acts or not, are not reimbursable.
- Any exceptions to this item will be at the discretion of the Manager.
- Any official business requiring travel by public carrier shall be paid based upon actual cost. All travelers should purchase least expensive accommodations for airplane, train, bus, etc, person choosing first class accommodations shall pay the difference between the least expensive rate and the first class rate.

Approval

- **Manager is responsible for interpretation and enforcement of this policy as they apply to all Road Commission employees.**
- **Cheboygan County Board of Road Commissioners shall approve out of town travel plans and out of town travel expense reimbursement for the Road Commissioners and Manager.**
- **Board will approve assignments to Committees for staff and Road Commissioners.**

Compensation

- **No additional compensation will be paid to salaried employees for meetings and conferences outside the normal business day.**
- **Hourly employees will not be paid overtime to attend meetings or conferences outside the normal business day.**

Miscellaneous Reimbursements

- **Parking fees.**
- **Bridge fees.**
- **Bus/air fare.**
- **The Road Commission does not pay for parking tickets or moving violations.**
- **Any other items will be at the discretion of the Manager.**

5 Yeas CARRIED

Manager Director Roper commented the chipper we were supposed to sell when we purchased the used chipper, at this time the market is not good to sell and if the weather allows can use this winter and will sell in the spring.

Public Hearing was held on the Budget prior to the regular

MOTION by K. Paquet seconded by J. Johnson to adopt the 2015 proposed budget as presented by Clerk Stempky and made a part of the minutes. 5 Yeas CARRIED

MOTION by D. Brown seconded by K. Paquet to approve the 2014 amended budget as presented by Clerk Stempky and made a part of the minutes 5 Yeas CARRIED

MOTION by J. Johnson seconded by K. Paquet to set the Organizational and Regular Meeting of the Road Commission for Monday, January 5, 2014 at 9:00 A.M. 5 Yeas CARRIED

MOTION by K. Paquet seconded by D. Brown to adopt the following resolution to authorize Managing Director Mike Roper to sign and all documents for the sale of property located in Hebron Township, Cheboygan County to Cameron McMurry for the amount of \$22,001.00 5 Yeas CARRIED

Managing Director Roper noted Steve Schnell, Community Development Director wants to write a grant for directional signs leading people to various boat launches along the inland waterway, DNR wants to make sure the Road Commission will allow on ROW if grant is secured. Board felt was a good idea

Managing Director Roper discussed the need for a general shop individual in Cheboygan Garage being a Mechanic was assigned t the night patrol duty. We are currently using a temporary employee to fill that position; Union has not signed a letter of agreement but being worked on. Temporary drivers are allowed per the union contract but not general shop/mechanic. Temporary drivers are paid \$2.00 less than a truck driver for a wage and would like to pay the temporary general shop \$2.00 less than general shop rate. Board felt that was appropriate and staying consistent with other temporary employees.

103A

CHEBOYGAN COUNTY ROAD COMMISSION
UNIFORM BUDGET ACT BUDGET
12/31/2015

<u>REVENUES</u>	<u>ACTUAL 2013</u>	<u>ESTIMATE 2014</u>	<u>PROPOSED 2015</u>
County Road Revenues	\$ 7,900,980.00	\$ 5,495,779.00	\$ 7,444,795.00
M.D.O.T. Revenues	<u>\$ 2,105,967.00</u>	<u>\$ 2,202,000.00</u>	<u>\$ 2,012,379.00</u>
Total Revenues	\$ 10,006,947.00	\$ 7,697,779.00	\$ 9,457,174.00
Beginning Operating Fund	<u>\$ 3,035,748.00</u>	<u>\$ 2,895,525.00</u>	<u>\$ 3,123,022.00</u>
Total Accounted For	\$ 13,042,695.00	\$ 10,593,304.00	\$ 12,580,196.00
<u>EXPENDITURES</u>	<u>ACTUAL 2013</u>	<u>ESTIMATE 2014</u>	<u>PROPOSED 2015</u>
County Road Expenditures	\$ 8,145,422.00	\$ 5,615,282.00	\$ 7,444,795.00
M.D.O.T. Expenditures	<u>\$ 2,001,748.00</u>	<u>\$ 1,855,000.00</u>	<u>\$ 2,012,379.00</u>
Total Expenditures	\$ 10,147,170.00	\$ 7,470,282.00	\$ 9,457,174.00
Ending Operating Fund	<u>\$ 2,895,525.00</u>	<u>\$ 3,123,022.00</u>	<u>\$ 3,123,022.00</u>
Total Accounted For	\$ 13,042,695.00	\$ 10,593,304.00	\$ 12,580,196.00

2014 Budget and 2014 Estimate Amended Comparison

<u>REVENUES</u>	<u>2014 Budget</u>	<u>2014 Estimate Amended Budget</u>
MI Transportation Funds - Primary	\$ 1,890,925.00	\$ 1,905,000.00
MI Transportation Funds - Local	\$ 1,674,838.00	\$ 1,705,000.00
MI Transportation Funds - Engineering	\$ 10,000.00	\$ 10,000.00
MI Transportation Funds - Snow	\$ 131,948.00	\$ 134,982.00
Millage Deferred	\$ -	
State and Federal Funds - Forest Funds	\$ 119,635.00	\$ 119,635.00
Trailways/STP/US Fish Wildlife	\$ 30,000.00	\$ 30,000.00
Loan Proceeds	\$ 460,000.00	\$ 219,000.00
State and Federal Funds - CAT D	\$ 390,896.00	\$ 319,100.00
Special Wintr Mtnce/PA 252	\$ -	\$ 317,018.00
MDOT Contract and Non-Maintenance	\$ 1,521,445.00	\$ 2,202,000.00
Township Agreements	\$ 98,486.00	\$ 623,900.00
Permit Fees	\$ 28,000.00	\$ 36,200.00
Interest	\$ 1,100.00	\$ 944.00
Miscellaneous	\$ 209,364.00	\$ 75,000.00
	\$ -	
TOTAL REVENUES	\$ 6,566,637.00	\$ 7,697,779.00

<u>EXPENDITURES</u>		
Primary Roads - Heavy Maintenance	\$ 452,506.00	\$ 844,000.00
Local Roads-Heavy Maintenance	\$ 144,185.00	\$ 254,000.00
Primary Roads-Routine Maintenance	\$ 1,902,487.00	\$ 1,730,000.00
Local Roads-Routine Maintenance	\$ 1,685,080.00	\$ 1,990,000.00
MDOT Contract	\$ 1,521,445.00	\$ 1,855,000.00
Administrative Expense	\$ 545,000.00	\$ 587,000.00
Administrative Credits	\$ (173,000.00)	\$ (177,000.00)
Interest	\$ 40,286.00	\$ 40,286.00
Capital Outlay	\$ 510,000.00	\$ 498,000.00
Depreciation	\$ (320,000.00)	\$ (320,000.00)
Debt Payments	\$ 150,000.00	\$ 150,000.00
Equipment Loan Payments	\$ 108,648.00	\$ 18,996.00
Equipment Maintenance	\$ 2,287,000.00	\$ 2,250,000.00
Equipment Rents	\$ (2,287,000.00)	\$ (2,250,000.00)
TOTAL EXPENDITURES	\$ 6,566,637.00	\$ 7,470,282.00

103C

2015 Proposed Budget

REVENUES

MI Transportation Funds-Primary	\$ 1,910,892.00
MI Transportation Funds-Local	\$ 1,694,565.00
MI Transportation Funds-Engineering	\$ 10,000.00
MI Transportation Funds-Snow	\$ 134,982.00
State/Federal Funds-Forest	\$ 119,635.00
PA 252 General Fund	\$ 247,437.00
STP- Primary	\$ 1,646,410.00
State/Federal Funds-CAT D	\$ 411,603.00
Millage Revenue	\$ 1,162,038.00
Safety Funds/STP/Federal	\$ -
	\$ -
MDOT Maintenance and Non-Maintenance	\$ 2,012,379.00
Township Agreements	\$ -
Interest	\$ 800.00
Permits	\$ 35,000.00
Miscellaneous	\$ 71,433.00
TOTAL REVENUES	\$ 9,457,174.00

EXPENDITURES

Primary Roads-Heavy Maintenance	\$ 3,552,419.00
Local Roads-Heavy Maintenance	\$ -
Primary Roads-Routine Maintenance	\$ 1,868,714.00
Local Roads-Routine Maintenance	\$ 1,653,084.00
MDOT Contract	\$ 2,012,379.00
Administrative Expense	\$ 545,000.00
Administrative Credits	\$ (173,000.00)
Capital Outlay	\$ 50,000.00
Equipment Maintenance	\$ 2,287,000.00
Equipment Rents	\$ (2,287,000.00)
Depreciation	\$ (320,000.00)
Equipment Loan Payments	\$ 76,425.00
Debt Payment Principal	\$ 125,000.00
Interest Debt	\$ 67,153.00
TOTAL EXPENDITURES	\$ 9,457,174.00

103D

2015 Projects and Projected Costs

Total Project Cost	STP Funds	State-D Funds	Millage Funds	Engineering	Local Bridge Fund
<u>Primary Projects</u>					
Devereaux Lake Road	\$ 853,000.00	\$ 620,000.00	\$ 155,000.00	\$ 78,000.00	
S. Straits Hwy Prospect-Eagles Nest	\$ 587,650.00		\$ 587,650.00		
Mann/Black River Road	\$ 1,411,314.00	\$ 1,026,410.00	\$ 256,603.00	\$ 128,301.00	\$ -
Riggsville Road 175 to E Burt Lake	\$ 700,455.00		\$ 574,388.00		\$ 126,067.00
Subtotal	\$ 3,552,419.00	\$ 1,646,410.00	\$ 411,603.00	\$ 206,301.00	\$ 126,067.00
<u>Local Bridge Program</u>					
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total	\$ 3,552,419.00	\$ 1,646,410.00	\$ 411,603.00	\$ 206,301.00	\$ 126,067.00

CAPITAL OUTLAY 2015

Miscellaneous	<u>\$ 50,000.00</u>
	\$ 50,000.00

Managing Director noted he and Brent Shank have interviewed and selected Travis Horrocks for the new Engineering Technician. Recommend starting Travis at \$21.00 per hour with a \$.50 raise in 6 months and \$.50 per hour raise at one year based on good reviews. Travis is a licensed surveyor and has some civil engineering education.

MOTION by J. Johnson seconded by D. Brown to approve starting wage of Engineering Technician Travis Horrocks, at \$21.00 per hour with a \$.50 per hour wage increase upon a satisfactory 6 month review and a \$.50 per hour wage increase at one year with a satisfactory review, after that will fall back within the Non Union Agreement. 5 Years **CARRIED**

MOTION by D. Brown seconded by K. Paquet to authorize Clerk to perform a final accounts payable for year end 12/31/2014. 5 Years **CARRIED**

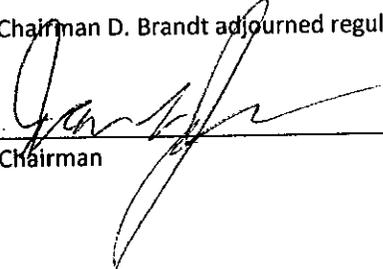
MOTION by J. Johnson seconded by K. Paquet to receive and file the following correspondence as follows: Township Meeting Minutes of: Koehler 11/10/14, Benton 11/11/14, Burt 11/6/14, Grant 11/11/14, Mackinaw 11/18/14, Munro 10/14/14 and 11/11/14; CRASIF payroll audit; Safety Committee Incident Report; UP Road Builders Association; Plan review Meeting for M33; CRA Annual Conference; DEQ Tower Garage Final Assessment; J. Weidman thank you W. Burt Lake Road; Mark Felski Ref. McDonald Road; Dave Linari Ref. Crumley Creek Road and Kathleen Engelhardt Ref Canton Drive. 5 Years **CARRIED**

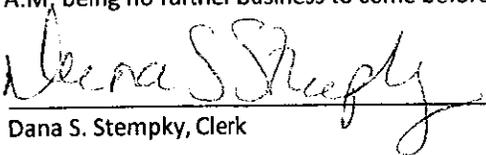
Mike Roper noted new pickups should be arriving soon after Christmas.

Chairman Brandt presented plaque to Mike Roper, Managing Director for his service to the Cheboygan County Road Commission. Thank you Mike for your service, it has been a pleasure

K. Paquet would like to Thank Dave Brandt for his 6 years of service to the Cheboygan County Road Commission and the Residents of Cheboygan County.

Chairman D. Brandt adjourned regular meeting at 9:50 A.M. being no further business to come before the Board.


Chairman


Dana S. Stempky, Clerk