MINUTES OF THE BOARD OF COUNTY ROAD COMMISSIONERS
MONROE, MICHIGAN
October 10, 2016

1. At a Regular Meeting of the Board of County Road Commissioners at their offices located at 840 S. Telegraph Road, Monroe, Michigan on Monday, October 10, 2016 the meeting was called to order by Chairman Iacoangeli at 5:30 p.m.

2. Roll Call by Deputy Clerk as follows:

PRESENT	**EXCUSED**
Dan Minton	Bruce R. Stammer, Jr.
Stephen J. Pace	
Charles A. Londo	
Paul Iacoangeli	

A quorum being present, the Board proceeded to transact business.

3. Commissioner Iacoangeli led the Pledge of Allegiance.

4. Commissioner Iacoangeli led the Opening Prayer.

5. Commissioner Minton moved, seconded by Commissioner Pace to approve the October 10, 2016 regular meeting agenda as presented. Vote: Ayes: 4 Nays: 0 Excused: 1 Motion carried.

6. Public Comment –

David Hoffman, County Commissioner, wanted to follow up on the complaint he mentioned on Lulu Road, mentioned a three drop/sink areas on north US-23 near Buck and Knobby; and no markings for distinguished lanes on N. Dixie Hwy, near Holiday Inn.

7. The following items were listed on the Consent Agenda: *(with immediate effect)*

Commissioner Londo asked that #1, 4, 5, 6 and 8 be removed for further discussion.

1) Pulled for further discussion.

2) Approval of Journal Entry

No. 613	Cafeteria Plan pmts – 2016, 3rd quarter Checks #63216-63231	$ 14,209.80
No. 617	Vendor Checks #69030-69074	$ 987,265.60
No. 622	Vendor Checks #69075-69079	$ 18,532.39
No. 636	Payroll Checks #63233-63242 & Advice #19914-20000	$ 231,426.33
	Employers FICA on 3rd Party Sick Check #63232	$ 36.07
	Bank Service Charge – September 2016	$ 91.35
No. 637	Vendor Checks #69080-69124	$ 69,852.40

3) Township Contracts – N/A

4) Pulled for further discussion.

5) Pulled for further discussion.

6) Pulled for further discussion.

7) Approve and sign the Agreement with MDOT for the Traffic Signal Installation at US-24 (Telegraph Road) at Dunbar Road, Monroe Charter Township, Monroe County, Michigan; and authorize the Managing Director to sign the agreement on behalf of the Board.

8) Pulled for further discussion.

9) Approve and sign the Drainage Covenant with Roman Catholic Archdiocese of Detroit/St. Charles Borromeo Church, Berlin Charter Township, Monroe County, Michigan.

10) Approve and sign the final plat for Brookwood Plat Two Subdivision, Bedford Township, Monroe County, Michigan.

Commissioner Minton moved, seconded by Commissioner Pace to approve the October 10, 2016 Consent Agenda items #2, 7, 9 and 10. Vote: Ayes: 4 Nays: 0 Excused: 1 Motion carried.

Further discussion items:

1) Approval of Minutes- September 26, 2016 Regular Meeting Minutes

Commissioner Londo inquired as to the status of the Lulu Road concern that was mentioned by County Commissioner Hoffman at the 9/26/2016 meeting.

Mr. Pierce explained that he spoke with the homeowner last week and the issue is not one that is affecting or hindering the road system. The Road Commission's responsibility is to keep the water off the road using the roadside ditches, not to drain private property. The majority of homeowners are using the roadside ditches to drain their private water issues. This homeowner is concerned about his yard flooding but understands the Road Commission position at this time. This issue is on the list to be followed up on with the jet truck, but does not pose an immediate problem to the road system.

Commissioner Minton moved, seconded by Commissioner Pace to approve the 9/26/2016 regular meeting minutes as presented. Vote: Ayes: 4 Nays: 0 Excused: 1 Motion carried.

4) Authorize the Managing Director to enter into an agreement with The Mannik & Smith Group, Inc. in the amount of $10,000 for construction engineering, inspection and staking services on the Clover Lane drainage improvements project, Bedford Township, Monroe County, Michigan.

5) Authorize the Managing Director to enter into an agreement with The Mannik & Smith Group, Inc. in the amount of $9,000 for construction engineering and inspection services on the Chapel Creek Special Assessment District project, Bedford Township, Monroe County, Michigan.

6) Authorize the Managing Director to enter into an agreement with The Mannik & Smith Group, Inc. in the amount of $15,000 for construction engineering and inspection services on the Bay West Special Assessment District project, Frenchtown Charter Township, Monroe County, Michigan.

Commissioner Londo inquired about items #4, 5, and 6. Mr. Assenmacher explained that memos from Bedford and Frenchtown Township were included in the board packet to show who is paying for that services, and the written request from each township to use their engineering firm on these projects especially when the township is paying 100% of the costs.

Commissioner Pace asked Mr. Costello if there was any legal issues with the townships request. Mr. Costello indicated depends on the service being provided, but in this case there was no conflict. Mr. Assenmacher added that the MCRC staff is used to working with the townships engineers and they are overseeing our asset.

Commissioner Londo moved, seconded by Commissioner Minton to approve items #4, 5, 6 as presented. Vote: Ayes: 4 Nays: 0 Excused: 1 Motion carried

8) Approve the 2017 Monroe County Road Fund General Appropriations Act Resolution.

Commissioner Londo felt this item was important enough to deserve a separate Approval and not be lumped in the consent agenda.

RESOLUTION
2017 MONROE COUNTY ROAD FUND
GENERAL APPROPRIATIONS ACT

The Board of County Road Commissioners passed the 2017 MCRC Budget at their regular meeting held on Monday, September 26, 2016. This Resolution providing for adoption of the 2017 MONROE COUNTY ROAD FUND GENERAL APPROPRIATIONS ACT by the Board of County Road Commissioners of the County of Monroe was offered by Commissioner *Londo* and supported by Commissioner *Pace*.

BE IT RESOLVED that the 2017 MONROE COUNTY ROAD FUND GENERAL APPROPRIATIONS ACT shall be and is hereby approved in accordance with the attached documents setting forth the Revenues, Expenditures and the projected Fund Balance at End of Fiscal Year for the fiscal year 2017.

BE IT FURTHER RESOLVED that for the year 2017, **the Managing Director** shall be and is hereby appointed as the Chief Administrative Officer and Administrative Officer for the Board of County Road Commissioners of the County of Monroe in accordance with Sections 2b(3)(g) and 2a(1) of the Michigan Uniform Budgeting and Accounting Act.

BE IT FURTHER RESOLVED that for the year 2017, the **Director of Finance** shall be and is hereby appointed as the Fiscal Officer for the Board of County Road Commissioners of the County of Monroe in accordance with Section 2c(2) of the Michigan Uniform Budgeting and Accounting Act.

BE IT FURTHER RESOLVED that the Chief Administrative Officer shall be and is hereby authorized to:

a) Prorate budgeted distributive expenses to other budgetary accounts in the same manner as actual distributive expense is prorated at year-end; and

b) Adjust the budget at fiscal year-end if necessary to increase budgeted expenditure and revenue accounts regarding Michigan Department of Transportation contracted Federal and State aid projects; and

c) To transfer line item amounts approved in the General Appropriations Act to another line item without prior approval; but any transfers between departmental appropriations are subject to approval of the Board of County Road Commissioners at their next regular Board Meeting; and

d) To adjust or prorate the budget by reclassifying expenditures by line item or by activity based on the account coding as described in the Road Commission

Accounting Manual and in accordance with the accounting specifications and procedures of Act 51 and the Uniform Accounting and Budgeting Act; and

e) To transfer up to 30% from the Primary Road Fund to the Local Road Fund if necessary to alleviate a debit balance in the Local Road Fund account; and

f) To transfer up to 15% from the Local Road Fund to the Primary Road Fund if necessary to alleviate a debit balance in the Primary Road Fund account.

g) To hire permanent and temporary employees at the necessary times, up to the authorized strength levels as described in the attached documents.

h) Assign fund balance in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

- Non-spendable fund balance – will represent all inventory, prepaid amounts and non-current receivables;
- Restricted fund balance – will be limitations imposed by external sources, such as creditors (through debt covenants), grantors, contributors, or laws or regulations of other governments; or imposed by law through constitutional provisions or enabling legislation;
- Committed fund balance – as designated by the Board. May include existing construction projects that extend across fiscal years;
- Assigned fund balance – amounts intended for a specific purpose (expressed intent, neither restricted or limited);
- Unassigned fund balance – general fund that cannot be classified above.

BE IT FURTHER RESOLVED that the Director of Finance shall be and is hereby authorized to perform the above described actions in the absence of the Chief Administrative Officer, subject to approval of the Chief Administrative Officer upon his return to duty, or when appropriate, subject to the approval of the Board of County Road Commissioners at their next regular Board Meeting.

Vote: YES __4__
COMMISSIONERS
NO __0___
EXCUSED __1__

BOARD OF COUNTY ROAD

MONROE COUNTY, MICHIGAN

Paul Iacoangeli, Chairman
Dan Minton, Vice Chairman
Charles A. Londo, Commissioner
Stephen J. Pace, Commissioner
Bruce R. Stammer, Jr., Commissioner

I hereby certify this to be a true copy of Board action
dated October 10, 2016 at Monroe County, Michigan
Cheryl A. U'Ran
Cheryl A. U'Ran, Deputy Clerk

Monroe County Road Commission
Budget Summary
Fiscal Year 2017 Budget

Source of Funds	FY2016 Actual (11 Mos)	FY2016 Amended Budget	FY2017 Adopted Budget
Michigan Transportation Fund	$ 10,934,255	$ 11,438,000	$ 14,497,000
Federal Grants	2,988,303	6,952,951	3,433,378
State Grants	2,831,915	2,882,379	156,450
Economic Development Fund	884,584	843,044	79,500
State Maintenance Contract	2,444,921	2,390,000	2,358,000
Contributions From Local Units	4,360,452	7,916,754	3,830,551
Charges for Services	474,202	543,050	383,800
Interest and Rents	42,972	42,900	41,400
Other Revenue	97,954	147,600	60,100
Total Revenue and Other Financing Sources	**$ 25,059,559**	**$ 33,156,678**	**$ 24,840,179**

Summary of Expenditures by Department	FY2016 Actual (11 Mos)	FY2016 Amended Budget	FY2017 Adopted Budget
000 - Non-Departmental	$ 5,630,085	$ 7,767,616	$ 7,597,286
101 - Customer Service	35,311	42,002	48,944
102 - Executive Division	178,322	204,190	203,320
103 - Finance	254,828	282,890	264,310
105 - Human Resource	90,343	114,321	121,170
107 - Facilities	140,717	199,000	171,400
108 - Legislative	36,964	40,253	46,250
111 - Information Systems	142,242	162,300	164,400
203 - Design & Construction	522,723	625,603	664,840
301 - Maintenance Operations	24,562	40,365	78,600
302 - Projects Division	3,875,973	7,640,862	3,134,250
303 - East District	1,566,557	2,028,813	2,088,655
306 - West District	1,319,943	1,663,642	1,558,625
307 - Speciality Crews	447,880	459,843	566,470
308 - Bridge Crew	54,365	87,852	387,700
309 - Sign Shop	478,086	619,480	679,590
310 - Mechanics & Fleet	690,630	754,008	756,550
311 - Master Projects	5,333,228	10,862,223	5,190,000
316 - State Maintenance	866,339	864,726	1,000,000
Total Expenditures	**$ 21,689,097**	**$ 34,459,988**	**$ 24,722,360**
Budgeted Net Surplus (Deficit)	**$ 3,370,461**	**$ (1,303,311)**	**$ 117,819**
Fund Balance - Prior Year End		**$ 6,403,509**	**$ 5,100,198**
Projected Fund Balance - Current Year End		**$ 5,100,198**	**$ 5,218,017**

Note: In order to provide more meaningful department reports going forward, there are several changes to the budget for FY2016. Major changes include budgeting at a Department level (vs. an Activity level in FY2015 and prior years) and adding Facilities, Information Systems, Maintenance Operations and Master Projects as individual departments. An employee's labor will also be tracked in their home department, rather than spread out to various departments (this will help supervisors keep track of actual hours against the budget). Therefore, FY2015 department information is not deemed reliable and not presented for comparison.

Commissioner Londo moved, seconded by Commissioner Pace to approve the 2017 Monroe County Road Fund General Appropriations Act Resolution in conjunction with the approved 2017 MCRC Budget. Vote: Ayes: 4 Nays: 0 Excused: 1 Motion carried

8. Unfinished Business – None.

9. New Business – None.

10. Report of Officers –

Randy Pierce (Managing Director/Superintendent of Maintenance) – Mr. Pierce had nothing additional to report.

Commissioner Pace inquired about the Labo Road/Telegraph Road property status.

Mr. Pierce explained the property would not be ready this year for the salt tent. Culverts need to be installed, drainage issues addressed, and TOPO shots need to be taken, etc. It will provide a good training opportunity for new operators.

Phillip C. Masserant (Director of Finance) – Mr. Masserant had nothing additional to report.

Keith C. Richard (Director of Operation) – Mr. Richard had nothing additional to report.

Commissioner Pace again stated the chip seals this year done by Road Commission crews look really good. Mr. Richard stated it was nice to hear and the crews did a good job. The Road Commission has received a lot of nice compliments.

Scott Assenmacher (County Highway Engineer) – Mr. Assenmacher had nothing additional to report.

Philip Costello (General Counsel) – Mr. Costello had nothing additional to report.

11. Public Comment -

David Hoffman, County Commissioner, indicated he was only following up on the Lulu Road concern because the Chairman of the Board directed him to take care of the situation. He stated it wouldn't take much to go out there and dig alongside of his drive to make this homeowner happy. There are a handful of situations like this and it wouldn't take much to fix these and make the citizens happy and make us all look good.

12. Commissioners' Comments -

Commissioner Pace again stated the chip seals done by the Road Commission crews look good and very professionally done. He also wanted to mention his concern that something needs to be done with N. County Line Road.

Commissioner Stammer was excused.

Commissioner Londo inquired about the status of the request from DTE to do some work for them inside the facility plant. Mr. Pierce explained DTE was given an estimate, but we learned that the Road Commission couldn't contract with a private company like DTE.

Commissioner Minton indicated that DTE contracted with Ajax Paving to get the work done.

Commissioner Minton had nothing additional to report.

Commissioner Iacoangeli explained that often citizens/residents offer to pay or perform work themselves, but the necessary permits need to be secured before working the road right-of-way. There are also liability issues and concerns associated with individuals working within the right-of-way, so it is often discouraged. Commissioner Iacoangeli agreed with Mr. Pierce that complaints and service requests need to be reviewed and evaluated as it directly affects the traveling portion of the roadway. Often times moving equipment and re-mobilizing to accommodate one person or address several small jobs across the county is cost prohibitive. It would be nice to make everyone happy, but that isn't realistic.

Commissioner Iacoangeli stated the staff does a good job with the manpower and resources available. He felt the current process is working well in addressing concerns and keeping costs down. He suggested Commissioner Hoffman stay in communication with the staff to get updates on service requests and complaints being handled.

13. Adjournment -

Chairman Iacoangeli stated if there are no objections, the meeting is adjourned at 5:55 p.m.

Cheryl A. U'Ran

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Cheryl A. U'Ran, Deputy Clerk