

MINUTES OF THE BOARD OF COUNTY ROAD COMMISSIONERS - MONROE, MICHIGAN

September 25, 2023

1 At a Regular Meeting of the Board of County Road Commissioners at their offices located at the Monroe County Road Commission (MCRC) 840 S. Telegraph Road, Monroe, Michigan, the meeting was called to order by Chairman Stewart at 5:30pm

2 **ROLL CALL** by the Deputy Clerk as follows:

James Jacobs	Present
Danny Minton	Present
William Kipf	Present
Jack Thayer	Present
Greg Stewart	Present

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

3 The **PLEDGE OF ALLEGIANCE** was lead by Chairman Stewart.

4 **AN OPENING MOMENT OF SILENCE OR PRAYER** was lead by Chairman Stewart.

5 **REGULAR MEETING AGENDA APPROVAL**

Moved by Commissioner: Minton Supported by Commissioner: Thayer
to approve the agenda as presented.

Vote: Ayes: 5 Nays 0 Excused: 0 Motion Carried

6 **PUBLIC HEARING**

6.1 Proposed Fiscal Year 2024 Budget

Moved by Commissioner: Minton Supported by Commissioner: Kipf
to open the public hearing at: 5:32 PM

Roll Call Vote as Follows:

James Jacobs	Yes
Danny Minton	Yes
William Kipf	Yes
Jack Thayer	Yes
Greg Stewart	Yes

Motion Carried

PUBLIC COMMENT AND DISCUSSION

Ms. LaRocca provided a synopsis of the budget along with details of budget assumptions. For main revenue's, MTF funding was derived from the Michigan Department of Transportation estimates. Contributions from local units remain the same and will be finalized after meetings with Townships to determine the projects they would like completed. Interest earned remains very good with the return of CD's. We expect rates to remain stable although the budget does allow for a slight drop if interest rates don't remain the same. Expenditures reflect labor costs which includes contractual percentage increases along with one vacant position within the Engineering department. The capital improvement budget totals \$2.4 million which includes items such as equipment purchases and building improvements. Contributions to OPEB continue at the same rate which is slightly accelerated in an effort to remain fully funded. The project cost for the Five-Year Primary Road Plan is estimated at eight million across all townships. Total salt is budgeted at \$932,000.00 which is approximately 17,000.00 tons, assuming we have a normal winter, we will be covered.

Commissioner Stewart commented that he noticed an increase in the salt budget for both districts however the East district seems to have increased substantially. The reasoning behind the increase was requested.

Mr. Leach reported there are more paved roads in the East district resulting in a higher volume of salt needed in comparison to the West district. Mr. Leach reported he did not feel enough funds were budgeted in the past to account for a winter like what we are accustomed to.

Ms. LaRocca reported there is an increase in Federal Aid Projects which are in relation to previous discussions held about additional funding coming through. The amount budgeted is greater this next year in order to cover our required match for road projects. A schedule of Federal Aid projects was provided to the Board.

Commissioner Thayer asked where funding for the Monroe campus facility building expansion is located.

Ms. LaRocca reported the funding is held under the capital improvement budget with \$600,000.00 held, which was previously allocated.

Commissioner Stewart asked about the reasoning behind the increase of funding for the line item of design and construction contractual services totaling \$430,000.00. A few years ago this line item was listed as \$1,500.00. Additionally funding in the legislative department for public relations totals \$18,000.00 which has never been this high. Commissioner Stewart asked if items were recategorized.

Ms. LaRocca reported that the budget was looked at in great detail and some items were moved to where they truly belong. The example was given for pavement markings which was previously held in department 309 for Signs and Signals. In the fiscal year 2024, funds were moved to the engineering department under design and construction contractual services. The reasoning behind this move is that pavement marking services have had oversight completed through the traffic safety engineer within the engineering department. The same concept applies to the tree removal program which was moved from each prospective district into the engineering department which provides oversight. The public relations budget was previously split up into various departments; however, it will now be captured in the legislative department. In summary funding was moved to the appropriate location that it should be captured within the budget.

Commissioner Stewart commented that when looking at the budget, it shows what was spent in 2022, the amended budget for 2023, but there is not a column showing what was spent to date.

Ms. LaRocca reported that the State of Michigan Department of Treasury Uniform Accounting Procedures Manual for County Road Commissions is followed for the preparation of the budget. The fiscal year 2023 budget amendment shows the actual expenditures for the past eleven months.

No members from the public were present with comment.

Moved by Commissioner: Minton Supported by Commissioner: Thayer
to close the public hearing at: 5:47pm

Roll Call Vote as Follows:

<u>William Kipf</u>	<u>Yes</u>	
<u>Jack Thayer</u>	<u>Yes</u>	
<u>Greg Stewart</u>	<u>Yes</u>	
<u>James Jacobs</u>	<u>Yes</u>	
<u>Danny Minton</u>	<u>Yes</u>	Motion Carried

7 PROPOSED BUDGET APPROVAL

7.1 Approve the resolution for the 2024 Monroe County Road Fund General Appropriations Act.

Moved by Commissioner: Minton Supported by Commissioner: Jacobs
the adoption of the 2024 Monroe County Road Fund General Appropriations Act.

Roll Call Vote as Follows:

<u>James Jacobs</u>	<u>Yes</u>
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Danny Minton	Yes	
William Kipf	Yes	
Jack Thayer	Yes	
Greg Stewart	Yes	Motion Carried

8 PUBLIC COMMENT (For Items on this agenda)

Joe Philips - 518 Ida Maybee Road

Mr. Philips reported flooding in his basement from the storm which brought seven inches of rain. Prior to the storm, there have been issues with water sitting in the ditch for several years to the point that several sinkholes were created. Mr. Philips reported speaking with several individuals at the end of August from the MCRC. At that time they were hoping to send a team out to survey the ditch and look at the sink holes in an attempt to bring a resolution and eliminate the standing water. Mr. Philips reported his fear is that the water is continually flowing back to the house. Mr. Philips reported he is following up with the request because he had not heard from anyone at the MCRC.

Commissioner Stewart stated this is a comment only time and asked if a service request was submitted. Mr. Philips replied that several requests were completed. Commissioner Stewart stated we would follow up from there.

9 CONSENT AGENDA (with immediate effect)

9.1 Approval of Minutes: Regular Meeting September 11, 2023

9.2 Journal Entries

Entry No.	Date	Description	Transfer Amount
645	09/13/2023	Payroll Checks	66901 - 66915 \$ 364,935.82
		Advices	36219 - 36312
		Bank Service Fee	August 2023
		3rd Qtr. 2023 Cafeteria Check	66916 - 66936
646	09/13/2023	Vendor Checks	81114 - 81165 \$ 1,748,713.99

9.3 Rescind the approval to purchase precast concrete culvert material from Northern Concrete Pipe for the amount of \$309,673.72.

9.4 ~~Approve the purchase of four (4) new 2024 GMC Sierra 2500HD Double Cab 4-wheel drive pickup trucks. Three (3) trucks equipped with plow packages for \$52,364.00 each and one (1) truck without a plow package for \$49,444.00 equaling a total of \$206,536.00 from Todd Wenzel Buick under MiDeal contract 071B7700184. This purchase will be made pending board approval of the 2024 budget. Item removed and placed under New Business for discussion.~~

9.5 ~~Approve the purchase of one (1) new 2024 Gradall model XL3100 V 4x2 hydraulic excavator equipped with all standard equipment for a total of \$471,027.69 from AIS Construction Equipment Corp & Gradall under MiDeal contract 071B7700090. This purchase will be made pending board approval of. Item removed and placed under New Business for discussion.~~

9.6 Approve the Resolution to open the Morocco Road culvert at the Yarger Drain to all legal loads, in Ida Township, Monroe County, Michigan.

9.7 Approve the Resolution to close Maxwell Road at the Swan Creek bridge in Ash Township, Monroe County, Michigan.

9.8 Approve the Resolution to adopt the Monroe County Road Commission 2023 - 2027 Transportation Asset Management Plan.

9.9 Approve the first amendment to the 2023 MCRC Budget.

- 9.10 Approve the Resolution for MDOT contract number 23-5378 for the Intersection Realignment along the Palmer Road and Hoffman Road Intersection.
- 9.11 Approve the write off of outstanding accounts receivable in the amount of \$380.37 which includes invoices over two years old and deemed uncollectable as recommended by the Director of Finance.
- 9.12 Approve the Resolution to impose weight limit restrictions on the War Road bridge at Stony Creek in Frenchtown Township, Monroe County, Michigan.

9.13 Township Contracts

Township	Project #	Road	Location	Work Type
Milan	504.011.241102	Couper	Dennison to Platt	Aggregate Lift
Milan	504.011.241101	Hiser	Day to Milwaukee	Aggregate Lift
Milan	505.000.242201	Petersburg	Redman to County Line	Dust Control

- 9.14 Approve the Resolution to enter into MDOT Contract No. 23-5388 for hot mix asphalt cold milling resurfacing on Smith Road and authorize the Managing Director to sign on behalf of the Board.
- 9.15 Approve the Resolution to enter into MDOT Contract No. 23-5387 for hot mix asphalt shoulder paving on Sterns Road and authorize the Managing Director to sign on behalf of the Board.
- 9.16 Approve the Resolution to enter into MDOT Contract No. 23-5386 for hot mix asphalt shoulder paving, chip sealing and microsurfacing on Ida West Road and authorize the Managing Director to sign on behalf of the Board.
- 9.17 Approve the Dedicated Highway and Utility Easement for no monetary consideration with Rutger Breakey of Bedford Place Apartments LLC, property owner of parcel ID 5802-027-059-42 located in Bedford Township.

Moved by Commissioner: Thayer Supported by Commissioner: Minton
 to approve the consent agenda with the exception of items 9.4 and 9.5 which were placed under New Business for discussion.

Vote: Ayes: 5 Nays 0 Excused: 0 Motion Carried

10 UNFINISHED BUSINESS - None

11 NEW BUSINESS - None

9.4 Approve the purchase of four (4) new 2024 GMC Sierra 2500HD Double Cab 4-wheel drive pickup trucks. Three (3) trucks equipped with plow packages for \$52,364.00 each and one (1) truck without a plow package for \$49,444.00 equaling a total of \$206,536.00 from Todd Wenzel Buick under MiDeal contract 071B7700184. This purchase will be made pending board approval of the 2024 budget.

Commissioner Thayer reported he would like discussion on the purchase of three all-wheel drive trucks with plow packages and one without the plow package.

Commissioner Stewart reported the budget was approved and asked if this item was included as part of the budget. Ms. LaRocca confirmed. Commissioner Stewart reported he would like a roll call vote due to the dollar amount of the purchase.

Mr. Leach reported the four pickup trucks are updating our fleet as there are some trucks which should not be utilized on the road at this time. As the new vehicles come in, they will go to our supervisors and crew leaders. In turn, current vehicles utilized by supervisors and crew leaders will be passed on to other employees. Mr. Leach reported the reason for the plow packages is that we are now able to get employees into subdivisions plowing sooner.

Commissioner Jacobs commented that the Sheriff's department has been utilizing a auction group as a means of disposal of their fleet; this may be an option for the MCRC as well.

Moved by Commissioner: Thayer Supported by Commissioner: Kipf
to approve item 9.4 as presented.

Roll Call Vote as Follows:

James Jacobs	Yes	
Danny Minton	Yes	
William Kipf	Yes	
Jack Thayer	Yes	
Greg Stewart	Yes	Motion Carried

9.5 Approve the purchase of one (1) new 2024 Gradall model XL3100-V 4x2 hydraulic excavator equipped with all standard equipment for a total of \$471,027.69 from AIS Construction Equipment Corp & Gradall under MiDeal contract 071B7700090. This purchase will be made pending board approval of the 2024 budget.

Mr. Leach reported the gradall purchase is a continued investment in our ditching services. This is part of the three year plan put in place several years ago to improve that department.

Commissioner Minton reported we have been hearing folks come in and talk about ditches, it is a great idea to continue with the plan and go after drainage issues.

Moved by Commissioner: Thayer Supported by Commissioner: Jacobs
to approve item number 9.5 as presented.

Roll Call Vote as Follows:

James Jacobs	Yes	
Danny Minton	Yes	
William Kipf	Yes	
Jack Thayer	Yes	
Greg Stewart	Yes	Motion Carried

12 REPORT OF OFFICERS

David Leach (Interim Managing Director/Superintendent of Maintenance) -

Mr. Leach thanked the Board for their support of the budget as it is an aggressive one. Mr. Leach reported Township meetings are underway with good conversation being held. Mr. Leach reported the Asset Management Plan approved today holds a gap analysis of our roads. This information is very impressive and shows how our work gives extended life to the roads. Appreciation was given the team for putting the plan together and staying on top of our roads.

Commissioner Thayer gave appreciation to the entire team for pulling all the grant money in. Appreciation was also given for the work completed on Smith Road, the patch work is outstanding.

Commissioner Stewart requested a printed copy of the Asset Management Plan, adding that there are many definitions and items which could be used as a guide for Board members.

Matthew Snell (Director of Engineering/County Highway Engineer) -

Mr. Snell gave appreciation to the Board for adopting the Asset Management Plan as it is a great tool for monitoring. Mr. Snell reported Federal Aid Paving projects on the south end of the county are wrapping up. When driving in the area of Samaria (between Secor and Douglas) and Secor (between Samaria and St. Anthony), there is a gap area which was left by design for the replacement of two culverts over the winter.

Jim Morgan (Assistant Superintendent of Maintenance) -

Mr. Morgan reported next week will begin our five day/eight hour work week. The dust control program is completed for the second round with shoulder work beginning. Mr. Morgan reported we are taking advantage of training new employees in preparation for the winter months. New employees will be paired with an experienced driver to learn winter maintenance and operation. Additionally, new hires will be sent to Washtenaw County for an all day training session.

Kim LaRocca (Director of Finance) -

Ms. LaRocca thanked the Board for their support of the fiscal year 2024 budget and reported she will provide the Board with the capital improvement plan that lists equipment purchases and building improvements. Ms. LaRocca reported physical inventory has been completed with documents sent to the auditors for their review. Additionally, conversations have been held with the auditors regarding our availability in January to begin the audit. Ms. LaRocca provided a reminder that October 1st is the beginning of the new fiscal year.

Camden Regis (Director of Human Resources) -

Ms. Regis thanked the Board for approval of the fiscal year 24 budget. Ms. Regis reported preparing for the benefits fair and safety training coming up on October 4, 2023. Ms. Regis reported interviews are in progress for the purchasing agent position. Many resumes were received however approximately ninety percent were not qualified. Several applications were also received for the Staff Engineer position. We are finding that many candidates applying for this position have an information systems background. Additionally, we will be at the University of Toledo career expo on this Wednesday where interviews can be conducted on the spot. Ms. Regis reported information was sent out to all schools and community centers for the paint-a-plow program. Program sign up is now on our website. The website holds everything needed for participation including permission slips for parents to sign.

Philip Costello (Legal Counsel) -

Mr. Costello had nothing new to report on any items that he has been working on.

13 PUBLIC COMMENT (For any purpose)

None

14 COMMISSIONERS COMMENT

Commissioner Jacobs (Member) -

Commissioner Jacobs thanked staff and reported he had called with questions regarding the budget in which staff adequately answered.

Commissioner Kipf (Member) -

Commissioner Kipf reported he is glad to see the budget approved and is ready to move forward. He is also glad to see equipment upgrades as needed. Commissioner Kipf reported he will not be present at the Board meeting in two weeks.

Commissioner Thayer (Member) -

Commissioner Thayer gave appreciation to staff on the budget.

Commissioner Minton (Vice Chairman) -

Commissioner Minton gave appreciation to staff on completion of the Budget. Ms. LaRocca had many items to tackle coming into her position and Commissioner Minton reported he is pleased with the aggressive budget which is putting funds into our assets.

Commissioner Stewart (Chairman) -

Commissioner Stewart commended staff in looking at the budget in an effort to move things into the correct categories. Appreciation was given to staff on the budget review and completion. Commissioner Stewart asked if the proposal was in hand from Visio Clara regarding the lease on the West District salt barn.

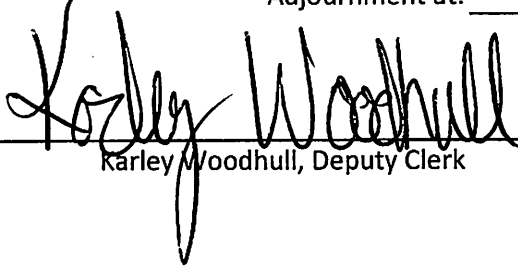
Mr. Leach reported the correspondence came in late and he has not had the opportunity to review the proposal with Mr. Costello. The proposal included the break down of the balloon payment of \$2.56 million into three separate payments received in 2024, 2025, and 2026, along with an additional fifteen year barn lease on top of our current five year extension, totaling twenty years. Mr. Leach reported he will review the documents with Mr. Costello and report back to the Board.

Commissioner Thayer asked if this would be a commitment we are locked into? Mr. Leach stated he would imagine that if for some reason we wanted out we would hand the barn over. Mr. Leach reported he will review with Mr. Costello and Ms. LaRocca regarding the balloon payments. After the review, he will come back with a recommendation.

15 ADJOURNMENT

Chairman Stewart adjourned the meeting with no further objection.

Adjournment at: 6:10 PM



Karley Woodhull, Deputy Clerk

Monday October 9, 2023
Date