

CLARE COUNTY ROAD COMMISSION

Minutes of the regular meeting of the Board of County Road Commissioners of Clare County, Michigan, hereinafter referred to as the Board, held at its office at 3900 East Mannsiding Road, Harrison, Michigan on February 19, 2020.

The meeting was called to order at 9:00 a.m. by Commissioner Richard Haynak.
Commissioners present: Timothy Haskin, Richard Haynak and Karen Hulliberger.
Commissioners absent: none.

Staff present: Dewayne Rogers, Manager; Kimberly Jones, Finance Director/Board Secretary; Al Leonard, Engineer-Tech.; Aric McNeilly, Road Maintenance Foreman; David Bondie, Asst. Road Maintenance Foreman and Delos Blain, Shop Foreman.

Guests present: Marion and Robert Waite, Lincoln Township residents; Ron Poremba, Frost Township resident; Steven Sentz and Lt. Mike Bailey, Clare County Sheriff Department; Mike Haley, Hayes Township Trustee.

Pledge of Allegiance.

The minutes of the January 15, 2020 meeting were read and approved as read.

The fund balance report was presented and discussed. On a motion by Commissioner Haskin, seconded by Commissioner Hulliberger and approved unanimously, it was moved to approve payments for: AP (73128-73188), Payroll PE 1/12, 1/29, 2/12 (#53138-53184; 7592-7726), MERS and HRA totaling \$687,887.37.

Mike Haley, Hayes Township Trustee; requested an update on the completion of the Mostetler Bridge. CCRC Commissioners commented and discussed a commitment date or possibly rebid. Al Leonard, Engineer-Tech and Dewayne Rogers, Manager; stated Reith-Riley is still on strike and we should have updated information in April.

Marion Waite, Lincoln Township resident; discussed naming roads; drainage issues at 3780 and 3730 S. Finley Lk and clear vision issue from snow plowing near corner. Dave Bondie, Asst. Road Maint. Foreman, will look into all issues.

2020 Cash Budget was discussed. Manager, Dewayne Rogers, discussed gravel projects and township/other municipality cost sharing, project priority, staffing, and timeframe. Routine maintenance was discussed along with other budget details. On a motion by Commissioner Haskin, seconded by Commissioner Haynak and carried unanimously, it was moved to approve the 2020 Cash Budget, including equipment and construction attachments. A copy of the approved budget will be following these minutes.

Weighmaster services were discussed in detail. Sgt. Steven Sentz and Lt. Mike Bailey were in attendance. Sgt. Sentz discussed the following: 2018 enforcement, tickets/fines and who receives fine dollars. Sgt. Sentz and Lt. Bailey discussed vehicle, equipment and safety needs in detail. On a motion by Commissioner Haskin, seconded by Commissioner Hulliberger and carried unanimously, it was approved to increase the Weighmaster Contract for Services for 2020 from \$15,000.00 to \$20,000.00; repair Tahoe and install/repair with weighmaster equipment, i.e. laptop, etc. For 2021, a quote for weighmaster vehicle and equipment needs from CCSD was requested approximately October – December of 2020 for CCRC 2021 budget.

2020 Organizational Chart was discussed. It was a consensus of the Board to table until next meeting.

Delos Blain, Shop Foreman, gave a brief shop report.

Aric McNeilly, Road Maint. Foreman and Dave Bondie, Asst. Road Foreman; gave an updated road report. Discussed road concerns, current road conditions and salt usage.

Dewayne Rogers, Manager; discussed Christopher Wiley on Finley Lk. Rd. and updated the Board that he will be looking into this issue; he has been working and communicating with staff on projects and budget; working on bridge map and bi-annual bridge inspection; possible job postings; looking into CCRC staff having a project crew and bridge crew.

Commissioner Haskin mentioned bridge on Athey in Hamilton Township. Aric McNeilly, Road Maintenance Foreman, stated that he talked to the resident and it has been scheduled to be fixed in spring.

There being no further business to come before the Board, the meeting was adjourned at 10:33 a.m.

Kimberly Jones, Finance Director/Board Secretary

Richard Haynak, Chairman

Historical Cash Budget (Calendar Year)

Clare County Road Commission

approved 2/19/2020

Harrison, MI 48625 03/04/20	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	Average Annual	2018 BUDGET	2019 BUDGET	2020 BUDGET	Notes
Expenditure - Labor Detail											
Wages											
Gross Wages (001.000 Labor)	1,492,166	1,487,983	1,782,285	1,960,132	1,924,008	1,986,551	1,659,151	1,925,000	2,175,000	2,175,000	
<i>Sub-Total</i>	1,492,166	1,487,983	1,782,285	1,960,132	1,924,008	1,986,551	1,659,151	1,925,000	2,175,000	2,175,000	
Payroll Expenses											
FICA (715) (7.65%)	112,494	116,054	136,558	148,235	145,537	151,971	126,742	147,263	166,388	166,388	
Hospitalization (716)	435,043	453,110	413,034	489,922	594,642	700,000	498,936	475,000	600,000	800,000	
Life, Accident & Disability (717)	6,015	5,179	6,933	6,713	6,302	6,920	6,354	7,500	7,500	7,500	
Retirement (MERS) (718)	530,061	474,931	750,000	750,000	750,000	750,000	547,158	750,000	750,000	875,000	
Worker's Compensation (719)	57,812	79,376	79,757	140,568	102,199	103,099	80,837	90,000	140,000	110,000	
Unemployment (720)	231	0	0	5,878			764	5,000	0	0	
<i>Sub-Total</i>	1,141,656	1,128,650	1,386,282	1,541,316	1,598,680	1,711,990	1,260,790	1,474,763	1,663,888	1,958,888	
Total Labor Expense	2,633,822	2,616,633	3,168,567	3,501,448	3,522,688	3,698,541	2,919,941	3,399,763	3,838,888	4,133,888	

Historical Cash Budget (Calendar Year)

Clare County Road Commission

approved 2/19/2020

Harrison, MI 48625 03/04/20	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	Average Annual	2018 BUDGET	2019 BUDGET	2020 BUDGET	Notes
Expenditure - Shop/Equipment Detail											
Parts, Tires & Blades											
Parts (110.1,740.1)	112,333	150,650	142,972	214,573	178,551	170,253	148,374	150,000	175,000	175,000	
Tires (110.6,740.6)	33,887	41,533	39,819	56,272	46,293	38,068	38,286	50,000	50,000	50,000	
Blades (110.7,740.7)	37,193	44,194	53,597	64,210	111,324	44,274	58,710	50,000	50,000	50,000	
<i>Sub-Total</i>	183,413	236,377	236,388	335,055	336,168	252,596	245,370	250,000	275,000	275,000	
Fuel & Lubricants											
Fuel (110.2,740.2)	477,439	246,345	251,126	311,631	380,863	354,825	369,652	300,000	410,000	375,000	
Oil (110.3)	30,472	27,631	20,218	26,383	22,948	37,703	26,975	20,000	30,000	35,000	
Grease (110.4)	3,158	4,424	4,291	2,930	4,321	2,260	3,463	4,000	45,000	4,000	
<i>Sub-Total</i>	511,069	278,400	275,635	340,944	408,132	394,789	400,090	324,000	485,000	414,000	
Supplies											
Postage/Freight (727)	5,090	4,994	5,246	5,228	3,871	5,758	4,724	5,500	5,000	6,000	
Welding (733)	4,525	3,519	3,519	4,387	3,588	2,777	3,635	4,500	4,000	4,500	
Shop (735)	30,393	36,675	38,623	41,416	33,023	28,950	33,350	35,000	40,000	40,000	
Small Shop Tools (935)	1,770	7,593	8,232	4,902	7,062	3,364	4,715	6,000	17,500	10,000	
<i>Sub-Total</i>	41,778	52,781	55,620	55,933	47,544	40,850	46,424	51,000	66,500	60,500	
Repairs & Services											
Drug Testing Exp (721)	3,618	4,099	3,509	2,660	4,213	2,535	3,201	4,000	4,000	4,000	
Laundry (806)	4,913	4,579	4,072	4,436	5,184	5,709	4,609	5,000	5,000	5,500	
Garage, Grounds, Yard (931.932)	24,039	27,221	51,401	43,363	50,085	18,514	30,431	25,000	50,000	25,000	
<i>Sub-Total</i>	32,570	35,899	58,982	50,459	59,482	26,758	38,241	34,000	59,000	34,500	
Capital Outlay											
C/O - Bldg & Grounds (970.975, .979)	78,030	69,692	48,781	8,283	84,314	18,308	55,473	50,000	5,000	14,760	1
C/O - Road Equipment (976.970.976)	191,603	597,968	654,237	557,687	443,890	1,073,595	581,842	527,700	1,104,000	241,500	4
C/O - Shop Equipment (970.977)	10,746	9,009	15,454	17,346	58,048	5,091	20,822	80,000	4,500	23,500	2,3
C/O - Eng. Equipment (970.978)	650	18,762	0	0	0	5,527	3,293		0	5,000	3
<i>Sub-Total</i>	281,029	695,431	718,472	583,316	586,252	1,102,521	661,431	657,700	1,113,500	284,760	
Total Shop Expense	1,049,859	1,298,888	1,345,097	1,365,707	1,437,578	1,817,513	1,391,556	1,316,700	1,999,000	1,068,760	

1 = \$5k electrical 60x120 pole barn, Lrg Equipment Gates. 2 = Misc. garage tools (Welder 5k, Plasma 3.5k, Hoist 5k), 3= Computer/software upgrades (\$15k)

Historical Cash Budget (Calendar Year)

Clare County Road Commission

approved 2/19/2020

Harrison, MI 48625 03/04/20	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	Average Annual	2018 BUDGET	2019 BUDGET	2020 BUDGET	Notes
Expenditure - Administrative Detail											
Supplies											
Postage (515.727)	1,254	893	1,222	686	834	1,700	1,138	1,500	1,000	1,000	
Office (515.728)	5,372	5,064	8,435	5,294	2,875	4,476	4,714	6,000	5,000	5,000	
Printing (515.736)	799	320	157	460	1,564	516	903	500	1,000	1,000	
Advertising (874)	2,058	1,181	664	880	975	1,649	1,177	1,000	1,000	1,500	
<i>Sub-Total</i>	9,483	7,458	10,478	7,320	6,248	8,340	7,932	9,000	8,000	8,500	
Services											
Dues (515.730)	7,627	10,380	9,956	15,272	11,489	12,013	10,209	11,000	12,000	12,000	
Legal, Accounting (515.803,804)	31,936	13,042	22,455	22,355	21,982	62,636	27,961	35,000	25,000	30,000	
Insurance (Liabil,Property) (511,514,515.882)	141,447	146,097	136,063	145,007	144,005	154,285	144,691	148,000	150,000	160,000	
Miscellaneous (515.955,877)	1,473	3,962	2,465	4,129	3,431	1,532	2,693	3,000	3,000	2,500	
<i>Sub-Total</i>	182,483	173,481	170,939	186,763	180,907	230,466	185,555	197,000	190,000	204,500	
Travel											
Travel, Training, Education (861)	12,447	19,127	16,341	16,029	12,216	12,973	13,475	18,000	18,000	18,000	
<i>Sub-Total</i>	12,447	19,127	16,341	16,029	12,216	12,973	13,475	18,000	18,000	18,000	
Installment Payments											
Debt Principal Exp, c/o Land (970.991,995,995)	0	0	0	0	0	0	0	0	0	0	
Interest Exp (995.001-005)	0	0	0	0	0	0	0	0	0	0	
<i>Sub-Total</i>	0	0	0	0	0	0	0	0	0	0	
Capital Outlay											
C/O - Office Equipment (970.980)	24,360	24,932	2,141	15,999	4,186	2,320	12,179	25,000	10,000	5,000	3
<i>Sub-Total</i>	24,360	24,932	2,141	15,999	4,186	2,320	12,179	25,000	10,000	5,000	
Total Administrative Expense	228,773	224,998	199,899	226,111	203,557	254,099	219,140	249,000	226,000	236,000	

3= Computer/software upgrades (\$15k)

Expenditure - Building Detail											
Utilities											
Phone, IT/Data, Security (807, 851, ALL)	11,539	8,036	16,894	12,168	14,360	13,074	13,156	10,000	15,000	16,000	
Electricity (921, ALL)	19,563	21,508	20,169	21,695	22,226	22,905	20,940	25,000	23,000	23,000	
Heating (922, ALL)	20,905	14,862	11,096	11,118	12,684	11,096	13,980	15,000	13,000	13,000	
Janitor (731)	2,559	2,995	3,385	3,835	3,217	3,209	2,966	5,000	3,200	3,250	
<i>Sub-Total</i>	54,566	47,401	51,544	48,816	52,487	50,283	51,042	55,000	54,200	55,250	
Total Building Expense	54,566	47,401	51,544	48,816	52,487	50,283	51,042	55,000	54,200	55,250	

Historical Cash Budget (Calendar Year)

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Expenditure - Road Maintenance / Construction Detail											
Maintenance											
Safety (734)	14,871	10,865	15,621	16,316	23,464	21,462	15,083	17,500	25,000	25,000	
Sand (109.2)	10,409	308	0	5,019	0	13,822	3,705	5,000	5,000	5,000	
Stone (109.4,763)	7,424	14,895	6,782	3,107	36,455	22,035	12,135	10,000	15,000	25,000	
Salt (109.8)	83,962	69,789	93,677	162,920	98,690	255,070	107,333	105,000	180,000	250,000	
Brine (765)	6,506	7,529	1,756	1,471	1,494	2,020	3,718	5,000	1,500	2,000	
Bituminous Mixes (109.010,012,013,768,774)	41,869	29,266	37,234	12,858	27,078	17,984	26,687	45,000	30,000	25,000	
Culverts (109.030,771)	14,853	15,200	40,820	30,542	47,676	48,207	27,780	50,000	50,000	50,000	
Other (posts, grass seed, etc.)	206	18,474	8,855	10,855	21,594	9,897	9,807	10,000	22,000	10,000	
Contract Work, Minor Services (780)	1,556	1,267	1,302	1,052	7,136	7,627	3,340	2,500	6,000	8,000	
State Maint Contract Exp (792)	43,753	226,218	75,238	182,875	68,443	249,022	140,645	125,000	125,000	75,000	
<i>Sub-Total</i>	225,409	393,811	281,285	427,015	332,030	647,146	350,234	375,000	459,500	475,000	
Construction											
Striping Service (773)	32,456	66,901	83,811	71,895	62,442	65,226	55,839	80,000	80,000	70,000	
Contractor Services (801,803,707.6,762.1)	974,099	1,049,129	2,214,011	1,979,977	1,870,445	1,274,187	1,524,121	925,000	2,392,636	2,924,067	**
Engineering Services (802)-ALL	87,142	133,941	90,872	66,051	192,467	105,873	117,756	100,000	153,000	100,000	
Gravel (109.3, 762)	69,796	83,883	91,016	145,267	179,020	178,036	105,860	200,000	200,000	200,000	
Payments to MDOT (805)	6,777	409,639	129,748	8,463	285,744	180,963	135,287	226,000	150,000	340,000	
<i>Sub-Total</i>	1,170,270	1,743,493	2,609,458	2,271,653	2,590,118	1,804,285	1,938,863	1,531,000	2,975,636	3,634,067	5
Total Road Maint/ Constr Expense	1,395,679	2,137,304	2,890,743	2,698,668	2,922,148	2,451,431	2,289,097	1,906,000	3,435,136	4,109,067	

5=see 2019 Construction sheet attached

Historical Cash Budget (Calendar Year)

Clare County Road Commission

approved 2/19/2020

Harrison, MI 48625 03/04/20	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	Average Annual	2018 BUDGET	2019 BUDGET	2020 BUDGET	Notes
Expenditure - Traffic Safety Detail											
Materials											
Traffic Control Supplies (109.031.514.732.735.790)	21,999	15,566	34,895	40,729	36,278	22,139	23,609	40,000	40,000	30,000	
<i>Sub-Total</i>	21,999	15,566	34,895	40,729	36,278	22,139	23,609	40,000	40,000	30,000	
Capital Outlay											
C/O Traffic Equipment	0	0	0	6,453	0	0	810				
<i>Sub-Total</i>	0	0	0	6,453	0	0	810	0	0	0	
Total Traffic Safety Expense	21,999	15,566	34,895	47,182	36,278	22,139	24,419	40,000	40,000	30,000	
Total Expenditures	5,384,698	6,340,790	7,690,745	7,887,932	8,174,736	8,294,007	6,895,195	6,966,463	9,593,224	9,632,965	

Proposed
2020 Equipment/Shop Budget (#4 attachment)
 Clare County Road Commission

03/04/20

Item	Description	Qty	Each	Total	Comments
2020					
1	Blade Truck - Build	1	\$ 143,500	\$ 143,500	Build only, replace #208 (state)
4	Pickup	1	\$ 38,000	\$ 38,000	Foreman
5	Chipper	1	\$ 60,000	\$ 60,000	
TOTAL				\$ 241,500	

NOTES:

- A Costs are approximate. Actual costs may be more or less.
- B List and priorities may change.

Sell: Grader #52		
Shoulder Machine #132		2,000.00
Straight Plow #113		3,000.00
AMZ Machine #335		5,000.00
Misc Equip		5,000.00
Total (Line 18 Revenue)	\$	15,000.00

