

EATON COUNTY ROAD COMMISSION  
SEPTEMBER 26, 2017

A regular meeting of the Eaton County Board of Road Commissioners was held at their office in Charlotte, Michigan on September 26, 2017.

Members Present: Commissioners Eldred, Lamoreaux, Frazier, Maxwell

Members Absent: Commissioner Lyons

Chair Eldred called the meeting to order at 6:01 pm.

Moved by Lamoreaux, second by Maxwell, that the agenda be approved as amended to consider a draft Memorandum of Understanding between the Road Commission and Delta Township regarding the Old River Trail Pathway. Motion carried.

Chair Eldred called to order the public hearing for the 2017-2018 General Appropriations Act.

Finance Director Friedlis and Engineer-Manager Ballou gave a brief review of the proposed budget. There was discussion and the Board entertained questions from those present.

Commissioner Maxwell noted for the record that the Board supports training for employees.

Chair Eldred adjourned the public hearing at 6:39 without objection.

Moved by Lamoreaux, second by Frazier, that the minutes of September 12, 2017 be approved as printed. Motion carried.

There was no public comment.

Moved by Maxwell, second by Frazier, that Accounts Payable (VO#86) of 09-13-17 in the amount of \$457,856.32, Payroll (VO#87) of 09-20-17 in the amount of \$89,780.74, Payroll (VO#88) of 09-20-17 in the amount of \$211.80, Accounts Payable (VO#89) of 09-21-17 in the amount of \$77,178.62, and Accounts Payable (VO#90) of 09-26-17 in the amount of \$25056.77, for total expenditures of \$650,084.25, be approved. There was discussion.

Roll call vote: Ayes: Eldred, Lamoreaux, Frazier, Maxwell; Nays: None. Motion carried.

Mr. Ballou presented a Township Request and Agreement for Road Improvement from Walton Township to regravel at approximately 4800 CYD per mile Matthews Road from approximately 1630 feet south of Osborn Road to approximately 2660 feet north of Miller Road, at an estimated cost of \$13,690. The cost share amount allocated from the Eaton County Road Commission is estimated to be \$6,845, for a net estimated cost to Walton Township of \$6,845. There was discussion.

Moved by Frazier, second by Lamoreaux, that the Township Request and Agreement for Road Improvement from Walton Township for the regravel of Matthews Road be approved. Motion carried.

Moved by Lamoreaux, second by Frazier to adopt the following resolution:

BE IT RESOLVED, That the 2017-2018 General Appropriations Act be adopted as follows:

<b>REVENUES</b>	
Current Property Taxes	\$ 4,096,067
Permit Revenue	75,000
Intergovernmental:	
Federal Sources	1,447,350
Michigan Transportation Funds	11,197,314
Other State Sources	15,000
Township Contributions	620,000
Other Local Sources	-
Interest and Rentals	60,000
Other Revenue	100,000
Total Revenue	17,610,731
Other Sources	-
<b>Total Revenues and Other Sources</b>	<b><u>\$17,610,731</u></b>
<b>EXPENDITURES</b>	
Primary Road Fund	
Construction/Capacity Improvements	\$ -
Preservation/Structural Improvements	3,702,300
Routine & Preventative Maintenance	4,266,250
Local Road Fund	
Construction/Capacity Improvements	-
Preservation/Structural Improvements	4,729,067
Routine & Preventative Maintenance	3,000,000
Equipment Expense	-
Administration (net)	850,000
Maintenance Service for Other Units	100,000
Capital Outlay (net)	507,600
Debt Service	516,171
Drain Assessment	300,000
Total Expenditures	17,971,388
Amounts Needed for Contingencies	-
<b>Total Expenditures</b>	<b><u>\$17,971,388</u></b>
Net Revenues (Expenditures)	\$ (360,657)
Fund Balance at Beginning of Year	\$ 5,892,771
<b>Fund Balance at End of Year</b>	<b><u>\$ 5,532,114</u></b>

BE IT FURTHER RESOLVED, That the Engineer-Manager, as Chief Administrative Officer, is hereby charged with general supervision of the execution of the budget adopted by this Board and is authorized to transfer, when necessary, up to 25% from one line to another.

Motion carried.

Mr. Ballou and Ms. Friedlis discussed the September 30, 2017 fund balance in the primary and local road funds and the practice of transferring funds as allowed by Public Act 51 of 1951. There was discussion.

Moved by Lamoreaux, second by Frazier to authorize a transfer of up to 30% of the primary Michigan Transportation Fund distributions received to the local road fund for the year ending September 30, 2017, as determined by staff. Motion carried.

Mr. Ballou and Ms. Friedlis reviewed a recommended budget amendment for the 2016-2017 fiscal year. There was discussion.

Moved by Lamoreaux, second by Maxwell to adopt the following resolution:

BE IT RESOLVED, That the 2016-2017 General Appropriations Act be amended as follows:

	<b>2016-2017 PREVIOUSLY AMENDED</b>	<b>2016-2017 AMENDED</b>
<b>REVENUES</b>		
Current Property Taxes	\$ 3,964,067	\$ 3,964,067
Permit Revenue	75,000	85,000
Intergovernmental:		
Federal Sources	2,152,647	1,967,860
Michigan Transportation Funds	9,981,169	10,210,000
Other State Sources	166,679	197,679
Township Contributions	832,980	583,332
Other Local Sources	11,000	15,000
Interest and Rentals	13,765	51,481
Other Revenue	127,311	77,311
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Total Revenue	17,324,618	17,151,730
Other Sources	-	-
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<b>Total Revenues and Other Sources</b>	<b>\$ 17,324,618</b>	<b>\$ 17,151,730</b>
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**EXPENDITURES**

Primary Road Fund		
Construction/Capacity Improvements	\$ -	\$ -

Preservation/Structural Improvements	4,222,127	4,374,327
Routine & Preventative Maintenance	3,950,000	3,450,000
Local Road Fund		
Construction/Capacity Improvements	-	-
Preservation/Structural Improvements	5,538,047	4,604,073
Routine & Preventative Maintenance	2,650,000	2,950,200
Equipment Expense	375,000	225,000
Administration (net)	850,000	850,000
Maintenance Service for Other Units	100,000	80,000
Capital Outlay (net)	538,000	(160,712)
Debt Service	517,282	517,282
Drain Assessment	350,000	244,867
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Total Expenditures	19,090,456	17,135,037
Amounts Needed for Contingencies	-	-
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<b>Total Expenditures</b>	<b>\$ 19,090,456</b>	<b>\$ 17,135,037</b>
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Net Revenues (Expenditures)	\$ (1,765,838)	\$ 16,693
Fund Balance at Beginning of Year	\$ 5,876,078	\$ 5,876,078
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<b>Fund Balance at End of Year</b>	<b>\$ 4,110,240</b>	<b>\$ 5,892,771</b>

BE IT FURTHER RESOLVED, That the Engineer-Manager, as Chief Administrative Officer, is hereby charged with general supervision of the execution of the budget adopted by this Board and is authorized to transfer, when necessary, up to 25% from one line to another.

Motion carried.

Mr. Ballou presented the 2017 Longevity Payroll schedule. There was discussion.

Moved by Frazier, second by Lamoreaux to approve and pay 2017 Longevity Payments in the amount of \$19,420. Motion carried.

Mr. Ballou reviewed a memo to the Board from the Engineer-Manager regarding his recommendations for individual employee step increases within the Grade and Step Compensation System for Administrative and Supervisory Employees based on results of performance evaluations. There was discussion.

Moved by Lamoreaux, second by Frazier to approve administrative and supervisory employee step increases as recommended by staff. Motion carried.

Commissioner Maxwell recommended the Board develop an evaluation process for the Engineer-Manager.

Mr. Ballou and Ms. Friedlis reviewed the draft budget for 2017-2018. There was discussion.

Mr. Ballou reviewed Delta Township's project to construct a non-motorized pathway between Delta Mills Park and Hunters Orchard Park, to be partially funded by Transportation Alternatives Program (TAP) funds. He noted that in order to receive the TAP funding, the Road Commission must act as the Act 51 agency. Additionally, Delta Township is seeking a grant from the Michigan Department of Environmental Quality and is requesting the Road Commission sign a Memorandum of Understanding regarding responsibility for maintenance to be submitted with their grant application. There was discussion.

Moved by Maxwell, second by Frazier to approve the Memorandum of Understanding with Delta Township and to authorize the Engineer-Manager to sign the Memorandum. Motion carried.

Mr. Hannahs reported on the status of road projects. There was discussion.

Mr. Parshall reported on the activities of the road crews. There was discussion.

Mr. Ballou updated the Board on the county-wide dust control program and noted that a different supplier would be used to complete the northeast quadrant. There was discussion.

Mr. Ballou distributed a map of a parcel on Alpha Drive, noting that the Road Commission has been asked to allow a resident to run private sewer line under the road. There was discussion.

Sharon Kubica, 1908 W Five Point Hwy, asked how many employees did not move up the schedule in their respective grade. There was discussion.

Commissioner Frazier updated the Board on his meetings with the Drain Commission regarding culverts in Kalamo Township. There was discussion.

Commissioner Maxwell reported that the Tri-County Regional Planning Commission is holding a public open house on November 8, 2017 and is seeking input regarding transportation in mid-Michigan. A survey is also available on the Planning Commission's website.

Moved by Lamoreaux, second by Frazier to adjourn the meeting at 7:44 pm. Motion carried.