

EATON COUNTY ROAD COMMISSION

September 22, 2020

A hearing of the 2020-2021 General Appropriations Act followed by a regular meeting of the Eaton County Board of Road Commissioners was held at their office in Charlotte, MI on September 22, 2020. This meeting was simultaneously held by video conferencing, as allowed by Executive Order No. 2020-154 (COVID-19).

The 2020-2021 General Appropriations Act hearing was called to order at 6:00 p.m. by Chairman Lyons.

Members present: Commissioners Lyons, Lamoreaux, Frazier, and Eldred (Zoom)

Members absent: Commissioner Aitch-Guerrant

Others present: Larry Mead, Roxand Township Supervisor, Blair Ballou, Engineer/Manager; Matt Hannahs, Assistant County Engineer and Patty Loosemore, Finance Director

Motion by Lamoreaux and seconded by Frazier that the agenda be approved as presented. Motion carried.

The Engineer/Manager gave a brief overview of the proposed budget.

There was no public comment regarding the 2020-2021 General Appropriations Act.

Motion by Lamoreaux and seconded by Frazier to close the public hearing at 6:15 p.m. and proceed directly into the regular meeting.

Motion by Frazier to adopt the following resolution:

BE IT RESOLVED; That the 2020-2021 General Appropriations Act be Adopted as Follows:

| REVENUES | | | |
|----------------------------------|--|----|-------------------|
| Current Property Taxes | | \$ | 4,566,754 |
| Permit Revenue | | \$ | 75,000 |
| Intergovernmental: | | \$ | - |
| Federal Sources | | \$ | 3,730,900 |
| Michigan Transportation Funds | | \$ | 14,166,049 |
| Other State Sources | | \$ | 191,673 |
| Township Contributions | | \$ | 717,600 |
| Other Local Sources | | \$ | - |
| Interest and Rentals | | \$ | 10,000 |
| Other Revenue | | \$ | 267,100 |
| | | | |
| Total Revenue | | | 23,725,076 |
| Other Sources | | | - |
| | | | |
| Total Revenues and Other Sources | | \$ | <u>23,725,076</u> |

September 22, 2020

| EXPENDITURES | | |
|---------------------|--------------------------------------|----------------------|
| Primary Roads | | |
| | Construction/Capacity Improvements | |
| | Preservation/Structural Improvements | \$ 11,419,273 |
| | Routine & Preventative Maintenance | \$ 3,300,000 |
| Local Roads | | |
| | Construction/Capacity Improvements | \$ - |
| | Preservation/Structural Improvements | \$ 6,206,754 |
| | Routine & Preventative Maintenance | \$ 3,300,000 |
| | Equipment Expense | \$ 150,000 |
| | Administration (net) | \$ 800,000 |
| | Maintenance Service for Other Units | \$ 100,000 |
| | Non-Road Projects | \$ - |
| | Capital Outlay (net) | \$ 1,210,248 |
| | Debt Service | \$ - |
| | Drain Assessment | \$ 300,000 |
| | Total Expenditures | 26,786,275 |
| | Amounts Needed for Contingencies | - |
| | Total Expenditures | <u>\$ 26,786,275</u> |
| | Net Revenues (Expenditures) | \$ (3,061,199) |
| | Fund Balance at Beginning of Year | 6,502,467 |
| | Fund Balance at End of Year | <u>\$ 3,441,268</u> |

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. The resolution was seconded by Lamoreaux. Roll call vote: Ayes: Lyons, Lamoreaux, Frazier, Eldred; Nays: None. Absent: Aitch-Guerrant. Motion carried.

The Chairman asked if the minutes of the September 8, 2020 meeting were correct as presented. Motion by Lamoreaux and seconded by Frazier to approve the September 8, 2020 meeting minutes as presented. Motion carried.

Public comment: None

The following vouchers were presented:

| | | | |
|------------|------------|------------------|---------------|
| a.) VO. 79 | (09/10/20) | Accounts Payable | \$ 480,373.21 |
| b.) VO. 80 | (09/17/20) | Payroll | \$ 95,096.78 |
| c.) VO 81 | (09/17/20) | Accounts Payable | \$ 282,922.65 |

Motion by Lamoreaux and seconded by Frazier that the vouchers with total expenditures of \$858,392.64 be approved. Roll call vote: Ayes: Lyons, Lamoreaux, Frazier, Eldred; Nays: None. Absent: Aitch-Guerrant. Motion carried.

September 22, 2020

The Board reviewed and discussed the modified policy and agreement for Gates Road Structure as presented by the Engineer/Manager. Larry Mead, Roxand Township Supervisor supplied information and history on the structure. The Board recommends the Roxand Township share in the cost of a 50/50 study to see if a smaller culvert would suffice and a 50/50 cost share on a project to construct a new culvert if the study is successful. Motion by Lamoreaux and seconded by Frazier to reject the modified agreement for Roxand Township as presented. Motion carried.

The Engineer/Manager discussed the September 30, 2020 fund balance in the Primary and Local road funds and the practice of allowing the transfer of funds from Primary to Local road funds to cover necessary maintenance performed on Local roads above the statutory allocation of Local road funds as allowed by Public Act 51 of 1951. Motion by Lamoreaux and seconded by Frazier to authorize the transfer of up to 30% of the Michigan Transportation Fund distributions received for the Primary roads to the Local road fund for the year ending September 30, 2020, as deemed necessary by staff. Motion carried.

The Board reviewed and discussed the 2019-2020 recommended Budget amendment as presented by the Engineer/Manager and the Finance Director.

Motion by Lamoreaux to adopt the following resolution,

BE IT RESOLVED; That the 2019-2020 General Appropriations Act be amended as follows:

| | | 2019-2020 | 2019-2020 |
|---|--|---------------------------|----------------------|
| | | Previously Amended | Amended |
| REVENUES | | | |
| Current Property Taxes | | \$ 4,427,964 | \$ 4,408,002 |
| Permit Revenue | | \$ 75,000 | \$ 85,385 |
| Intergovernmental: | | | |
| Federal Sources | | \$ 2,208,173 | \$ 1,852,973 |
| Michigan Transportation Funds | | \$ 12,850,971 | \$ 12,950,971 |
| Other State Sources | | \$ 72,709 | \$ 175,984 |
| Township Contributions | | \$ 533,535 | \$ 88,507 |
| Other Local Sources | | \$ 29,377 | \$ 32,458 |
| Interest and Rentals | | \$ 115,000 | \$ 71,334 |
| Other Revenue | | \$ 100,000 | \$ 100,000 |
| | | | |
| Total Revenue | | 20,412,729 | 19,765,614 |
| Other Sources | | \$ - | \$ - |
| | | | |
| Total Revenues and Other Sources | | \$ 20,412,729 | \$ 19,765,614 |
| EXPENDITURES | | | |
| Primary Roads | | | |
| Construction/Capacity Improvements | | \$ - | \$ - |
| Preservation/Structural Improvements | | \$ 9,918,094 | \$ 7,289,611 |
| Routine & Preventative Maintenance | | \$ 3,300,000 | \$ 3,500,000 |
| Local Roads | | \$ - | |
| Construction/Capacity Improvements | | \$ - | \$ - |
| Preservation/Structural Improvements | | \$ 5,910,147 | \$ 5,608,147 |
| Routine & Preventative Maintenance | | \$ 3,180,263 | \$ 3,186,000 |

September 22, 2020

| | | | | |
|-------------------------------------|-----------|-------------------|-----------|-------------------|
| Equipment Expense | \$ | 150,000 | \$ | 150,000 |
| Administration (net) | \$ | 800,000 | \$ | 800,000 |
| Maintenance Service for Other Units | \$ | 100,000 | \$ | 100,000 |
| Non-Road Projects | \$ | 17,934 | \$ | 19,500 |
| Capital Outlay (net) | \$ | 981,400 | \$ | 227,550 |
| Debt Service | \$ | - | \$ | - |
| Drain Assessment | \$ | 300,000 | \$ | 289,028 |
| | | | | |
| Total Expenditures | | 24,657,838 | | 21,169,836 |
| Amounts Needed for Contingencies | | - | | - |
| | | | | |
| Total Expenditures | \$ | 24,657,838 | \$ | 21,169,836 |
| | | | | |
| Net Revenues (Expenditures) | \$ | (4,245,109) | \$ | (1,404,222) |
| | | | | |
| Fund Balance at Beginning of Year | | - | | 7,906,689 |
| | | | | |
| Fund Balance at End of Year | \$ | 3,661,580 | \$ | 6,502,467 |
| | | | | |

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. The resolution was seconded by Frazier. Motion carried.

The Board reviewed and discussed the 2020 Longevity Payroll Schedule as presented by the Engineer/Manager. Motion by Frazier and seconded by Lamoreaux to approve the 2020 Longevity Payroll Schedule in the amount of \$17,260.00. Motion carried.

The Board reviewed and discussed the 2020-2021 administrative and supervisory step increase recommendations for individuals based on the results of performance evaluations as presented by the Engineer-Manager. Motion by Lamoreaux and seconded by Frazier to approve the administrative and supervisory step increases as presented. Motion carried.

Commissioner Frazier commended Road Commission employees on their outstanding performance and adaptability over the past several months.

The Board reviewed and discussed the MCRCSIP proposed by-law amendments as presented by the Engineer/Manager. Motion by Frazier and seconded by Lamoreaux to approve the amendment to the Michigan County Road Commission Self-Insurance Pool By-Laws. Motion carried.

The Board reviewed and discussed the request for a traffic signal on Creyts Road as presented by Assistant County Engineer Hannahs. Auto Owners has requested that a traffic signal be installed on Creyts Road, 1,200 feet north of Mt. Hope Hwy at their South Campus driveway. Auto Owners has agreed to fully pay for the new signal installation. Traffic signals are not justified unless they meet signal warrants defined in the Michigan Manual on Uniform Traffic Control Devices (MMUTCD).

September 22, 2020

A traffic study prepared by a consultant of Auto Owners has shown the intersection will meet MMUTCD Warrant 3, Peak Hour by 2021. With the expected increase of traffic at this driveway, an increase in traffic crashes can be expected that could cause this location to meet MMUTCD Warrant 7, Crash Experience. Using this information as justification, the Assistant County Engineer Hannahs recommended the board approve the request from Auto Owners and direct staff to prepare an agreement for the installation and maintenance. Motion by Lamoreaux and seconded by Frazier to approve the request from Auto Owners and direct staff to prepare an agreement for the installation and maintenance. Motion carried.

The Assistant County Engineer updated the Board regarding audible pedestrian traffic signal research. He also provided an update to the Board on the various projects going on through out the county.

The Engineer/Manager updated the Board on maintenance activities. Chip seal should be done by weeks end, weather permitting. There is approximately ten miles of fog seal to complete. He updated the Board on applicants for various job openings.

The date and time of the next regular meeting will be Tuesday, October 13, 2020, at 8:30 a.m.

Motion by Frazier and seconded by Lamoreaux to adjourn the meeting at 7:59 p.m. Motion carried.

Benjamin S. Lyons, Chairman

Patricia M. Loosemore, Clerk to the Board