

EATON COUNTY ROAD COMMISSION

September 27, 2022

A regular meeting of the Eaton County Board of Road Commissioners was held in the Board Room at the Road Commission offices in Charlotte, Michigan on September 27, 2022.

Members present: Commissioners Eldred, Frazier, Lyons, and Lamoreaux,

Members absent: Commissioner Aitch-Guerrant

The meeting was called to order by Chairman Eldred at 6:00 p.m.

Chair Eldred called to order the public hearing for the 2022-2023 General Appropriations Act.

The Engineer/Manager and the Finance Director gave a brief review of the proposed budget. There was discussion. Moved by Frazier, seconded by Lamoreaux to adjourn the public hearing. Motion carried. The public hearing was adjourned at 6:09 p.m.

The Chairman inquired if there anything to add or change regarding the agenda. Moved by Frazier and seconded by Lamoreaux, that the agenda be approved as presented. Motion carried.

The Chairman asked if the minutes of the September 13, 2022, meeting were correct as presented. Moved by Lamoreaux and seconded by Lyons to approve the September 13, 2022, as presented. Motion carried.

Public comment: Debra Martin (resident) brought forth an issue with traffic not stopping at intersections of Vermontville Hwy/Cochran Rd and Vermontville Hwy/Otto Rd. She would like some options discussed for resolution. Barbara Rogers (Eaton County Commissioner) brought forth discussion item of stopping at intersection of Island Hwy/ Canal Rd and Island Hwy/Stewart Rd. She requested discussion on 4-way stop at both.

The following vouchers were presented:

a.)	VO 74 (09/15/22)	Payroll	\$ 105,107.02
b.)	VO 75 (09/16/22)	Accounts Payable	\$1,463,590.61
c.)	VO 76 (09/23/22)	Payroll	\$ 155.32

There was discussion. Motion by Lamoreaux and seconded by Lyons that the vouchers with total expenditures of \$1,568,852.95 be approved. Roll call vote: Ayes: Eldred, Lamoreaux, Frazier, and Lyons. Nays: None. Absent: Aitch. Motion carried.

The Engineer/Manager requested the Board to consider the 2022-2023 General Appropriations Act (Budget). Moved by Lyons, second by Frazier to adopt the following resolution:

RESOLUTION TO SUPPORT THE 2022-2023 GENERAL APPROPRIATIONS ACT

BE IT RESOLVED, That the 2022-2023 General Appropriations Act be adopted as follows:

EATON COUNTY ROAD COMMISSION		
GENERAL APPROPRIATIONS ACT		
FISCAL YEAR 2022-2023		
REVENUES		
Current Property Taxes	\$	4,922,768
Permit Revenue	\$	85,000
Intergovernmental:	\$	-
Federal Sources	\$	3,107,756
Michigan Transportation Funds	\$	15,320,890
Other State Sources	\$	461,985
Township Contributions	\$	170,849
Other Local Sources	\$	-
Interest and Rentals	\$	60,000
Other Revenue	\$	100,000
Total Revenue		24,229,248
Other Sources		-
Total Revenues and Other Sources	\$	24,229,248
EXPENDITURES		
Primary Roads		
Construction/Capacity Improvements		
Preservation/Structural Improvements	\$	6,112,070
Routine & Preventative Maintenance	\$	7,474,000
Local Roads		
Construction/Capacity Improvements	\$	-
Preservation/Structural Improvements	\$	4,951,840
Routine & Preventative Maintenance	\$	2,729,000
Equipment Expense	\$	300,000
Administration (net)	\$	810,000
Maintenance Service for Other Units	\$	100,000
Non-Road Projects	\$	-
Capital Outlay (net)	\$	1,883,000
Debt Service	\$	-
Drain Assessment	\$	300,000
Total Expenditures		24,659,910
Amounts Needed for Contingencies		-
Total Expenditures	\$	24,659,910
Net Revenues (Expenditures)	\$	(430,662)
Fund Balance at Beginning of Year		6,911,516
Fund Balance at End of Year	\$	6,480,854

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.

The Engineer/Manager discussed the September 30, 2022, fund balance in the Primary and 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. There was discussion. Moved by Lyons, second by Frazier to authorize a transfer of up to 25% of the Michigan Transportation Fund distributions received for the Primary roads to the Local Road fund for the year ending September 30, 2023, as deemed necessary by staff. Motion carried.

The Engineer/Manager requested the Board to consider the 2021-2022 fiscal year budget amendment. There was discussion. The budget amendment for the 2021-2022 fiscal year are tabled until the next regular meeting on October 11, 2022.

The Engineer/Manager requested the Board to consider the Administrative and Supervisory individual step increases. He presented a memo to the Board with his recommendations for individual employee step increases within the Grade and Step Compensation System based on results of performance evaluations. There was discussion. Chairman Eldred requested more details. The Administrative and Supervisory individual step increases are tabled until the next regular meeting on October 11, 2022.

The Engineer/Manager requested the Board to consider applications for the Railroad Crossing Program. There was discussion. The affected railroad crossings are Stewart Rd and Billwood Hwy. The Engineer/Manager reported Michigan Department of Transportation will provide 60% and the Railroad will provide 40%. Motion by Frazier, seconded by Lamoreaux to approve submitting applications for the Railroad Crossing Program. Motion carried.

The Superintendent requested the Board to consider the Janitorial Services bids received. The recommendation was to award to the lowest bidder, CS Cleaning with an alternate of next lowest bid, Romanow Building Services. There was discussion.

JANITORIAL SERVICES BIDS				
	CS Cleaning	Romanow Building Services	Key Cleaning	Funkyfresh Cleaning Solutions, LLC
per month	\$1,650.00	\$2,235.00	\$4,000.00	\$3,440.00
per year	\$19,800.00	\$26,820.00	\$48,000.00	\$41,280.00
Vacuum Baseboards, etc.	\$300.00	INCLUDED	INCLUDED	\$500.00
Treat and Deep Clean Carpet	NO BID	\$2,020.00	0.30 per square foot	0.12 per square foot
Wax & Buff Hard Surface Floors	\$2,000.00	\$2,296.00	0.50 per square foot	0.20 per square foot
Clean Interior Window	\$350.00	\$350.00	\$100.00	\$ 45.00 per hour
Clean Exterior Windows	\$350.00	\$350.00	\$200.00	\$ 55.00 per hour
Clen Over, Range, Hood Filter	\$125.00	INCLUDED	N/A	\$ 50.00 per hour
Clean Cupboards, etc. Two Lunch Areas	\$125.00	INCLUDED	\$150.00	\$300.00
Clean Lockers in Two Locker Areas	\$195.00	\$195.00	\$150.00	\$250.00

Motion by Frazier, seconded by Lyons to award the Janitorial Services bid to the lowest bidder with the next low bid as an alternate. Motion carried.

The Superintendent provided an update on the Security Audit and System. He has had some email conversations with Sieman's. The vendor has completed all past repairs except for the front lobby issues. The Engineer/Manager has communicated via email with Sieman's requesting more information on what is still needed to be ADA compliant. The vendor is requesting additional funds for work in the front lobby. Once a walk-through has been done, a portion of the bill can be paid.

The Superintendent gave an update that the summer season is wrapping up. Fog sealing is being done this week. They are finishing up crush and shape, road mowing, etc. The crews are gearing up for winter season. The sign shop roof has been installed. There is culvert replacements and deck cleaning on the schedule.

The Engineer/Manager provided an update that Millet Rd, Canal Rd to Creyts Rd should be done. The Marketplace Blvd project should be done by the end of October. The Battle Creek Rd project still has not been awarded. Discussed the possibility of cashing performance bond for the Creeyts Rd, North of M-43 work. He is checking with our council to determine any repercussions of doing so. The Butterfield Hwy culver replacement project is complete. The bridges scheduled, including the Five Point bridge bundling is complete. Battle Creek starts next year.

Correspondence: None.

Public comment: Barbara Rogers (Eaton County Commissioner) spoke about the following:

1. She lives on a private road which was blacktopped in 2014, the residents may want to have it chip sealed. There was discussion.
2. She asked about a public meeting previously held discussing roads. The Engineer/Manager provided information that this is a public meeting that the Michigan Department of Transportation sets up each year. She asked who she may contact for an invitation to attend. There was discussion.
3. She asked who is responsible for Battle Creek Rd and is it a primary road. There was discussion.

Commissioner Comment: None

Moved by Frazier, seconded by Lyons that the meeting be adjourned. Motion carried.

Board meeting was adjourned at 6:55 p.m.

The date and time of the next regular meeting will be Tuesday, October 11, 2022, at 8:30 a.m.

Duane A. Eldred, Chairman

Louanna L. Lawson, Clerk to the Board