**Presque Isle County Road Commission**

**Minutes**

**October 5, 2022**

The regular meeting of the Board of Road Commissioners for Presque Isle County was held at the Road Commission office at 657 South Bradley, Rogers City, Michigan. Chairman Ronald Bischer called the meeting to order at 8:30 a.m.

**Board Members Present:** Ronald Bischer,Thomas Catalano, Norman Quaine

**Also Present**: Supt./Mgr David Kowalski, Clerk Anne Wirgau

**Visitors:** John Chappa, Presque Isle County Commissioner, Jerry & Betty Ruczynski

***Agenda:***

A motion was made by Quaine (Catalano) to amend the agenda adding one item under Unfinished Business (Sand/salt Shed) and one item under New Business (CPR Training).

***Minutes:***

 A motion was made by Quaine (Catalano) to approve minutes from September 21, 2022 regular meeting as presented.

 Ayes: All

***Accounts Payable:***

 A motion was made by Quaine (Catalano) to approve the October 5, 2022 accounts payable in the amount of $120,138.65. Clerk advised Board an Accounts Payable was run on September 30, 2022 in the amount of $48,669.54 to close out the MDOT fiscal year.

 Ayes: Bischer, Quaine, Catalano

***Visitors:***

Jerry and Betty Ruczynski appeared before the Board to discuss a drainage ditch in the road right of way on Black Bass Bay Road in front of Lot #46 of Ike’s Sunny Shores subdivision. As possible future owners of the lots they are attempting to get authorization to install a septic system. District Health Department #4 instructed them that the drainage ditch would have to be filled or enclosed prior to a permit being issued. Currently, a cross culvert allows water into the deep drainage ditch which then flows into a covered culvert between Lots #46 & #47 ending at the lake edge. Lengthy discussion was held regarding possible options. Commissioner Quaine will contact the Health Department to find out some further information and will let Mr. & Mrs. Ruczynski know the results.

 Mr. & Mrs. Ruczynski thanked the Board and left the meeting at 9:13 a.m.

 County Commissioner Chappa asked if the Road Commission had received a Cease-and-Desist letter from Debra Minier regarding McIntosh Road use as a McNitt Road. Discussion was held. The Road Commission has not received correspondence from Ms. Minier and has no intention to stop using McIntosh Road as a public road.

 County Commissioner Chappa also asked about the guardrail removal project on US-23 at Heythaler Highway. The project was done for MDOT under the Road Commission maintenance contract and was fully reimbursed by MDOT.

***Supt./Mgr Report:***

* A list of 2022 completed projects was given to the Board for review. Supt./Mgr will be asking R.S. Scott & Associates to add completed projects to our annul map.
* Crews worked on the State Trunkline system during the past month and we were able to utilize all the funding available. September’s billing was $257,410.90.
* The slide in sander purchased along with the used trucks from Calhoun County has not been sold. The plan is to leave it in the truck it came in for use at Onaway garage. A sander/salter was purchased and installed on the other used truck and will be assigned to the Posen garage.
* Lengthy discussion was held regarding Unit #0716 (Cat 950 Loader) which had the motor locked up due to overheating on Friday, September 30, 2022. Supt./Mgr is obtaining information on the cost to repair and will keep the Board updated.
* The newly installed Bluffs Highway speed limit signs paid for by Bearinger Township have been torn down and thrown in the ditch. Law enforcement was notified.
* The North Grand Lake Highway improvement project has been postponed until 2023 due Goodrich Paving not being available to pave reconstructed section this year.
* The 638 Bridge (closed over Little Trout River) removal has been moved to a September 2023 letting instead of the November 2023 letting.
* MTF funding was down 6.86% for August, 2022. It appears funding is flattening out.
* Crews are installing snow fence at various locations, grading when there is moisture and trimming trees.
* Onaway is finishing up an under-cut road bed replacement on Belding Road south of 638 in Allis Township.
* CRASIF Senior Safety & Risk Consultant, Sam SanMiguel, conducted man lift training and general wood chipper safety for our crews on September 27, 2022.
* CPR and first aid training is being conducted on October 11, 2022 at a cost of $35.00 per person for the five-hour class. The session also includes blood borne pathogens training.

***Unfinished Business:***

 Discussion was held regarding the fabric warranty for a hoop style structure from Clear Heights Construction to replace the Rogers City Sand/Salt shed. The fabric is warranted for twenty years, the company has been in business for thirty years and the buildings today have a heavier fabric. Commissioner Catalano asked if it is a pro-rated warranty? Supt./Mgr will contact Terry Kaptein from Clear Heights and find out. The quoted price was $115,240.00 and it might be less through Sourcewell.

 A draft copy of a “Failed Condition Local Road” policy was given to the Commissioners for review and will be discussed at a future meeting. The Board would like a list of roads that possibly may be turned back to gravel if not taken care of in the near future.

***New Business:***

 Clerk Wirgau presented the Board with 3rd Quarter Financial reports and briefly reviewed the Cash flow analysis, Trial Balance, Investment report and Capital Outlay Expense report. Proposed budget amendments were discussed with it being noted both the Revenue and Expenditure budgets were reduced by the amount for the 451 project which is not being done until next year. It is projected that the reimbursed State Maintenance Contract will be over one million dollars for 2022. It was also noted that MTF revenue is in a downward trend.

 A motion was made by Quaine (Catalano) to amend the 2022 Budget as presented. (See attached)

 Ayes: Bischer, Quaine, Catalano

 A motion was made by Catalano (Quaine) to allow expenses for Commissioners, Supt./Mgr and Clerk to attend the quarterly Straits Area Council Meeting in Mackinac City on November 1, 2022.

 Ayes: Bischer, Catalano, Quaine

 A motion was made by Quaine (Catalano) to authorize expenses for CPR and First Aid Training for employees at $35.00 per person.

 Ayes: Quaine, Catalano, Bischer

 A discussion was held regarding the possibility of obtaining AED units for the garages. Clerk Wirgau will check into pricing.

 Chairman Bischer set the next regular meeting for Wednesday, October 19, 2022 at 8:30 a.m. and Wednesday, November 9, 2022 at 8:30 a.m.

 Chairman Bischer adjourned the meeting at 10:15 a.m.

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| ***Presque Isle County Road Commission 2022 Budget Expenditures*** |
| **2022 Expenditures** | **Amended June 30, 2022** |  **Amended September 30, 2022** |
|  |  |  |
| **Primary Road**  |  |  |
|  Heavy Maintenance |  $ 1,600,000  |  $ 700,000.00  |
|  Maintenance |  $ 550,000  |  $ 550,000.00  |
|  Bridge |  $ 5,000  |  $ 4,888.00  |
|  Winter Maintenance |  $ 550,000  |  $ 550,000.00  |
| **Local Road**  |   |  |
|  Heavy Maintenance |  $ 600,000  |  $ 325,000.00  |
|  Maintenance |  $ 1,850,000  |  $ 1,850,000.00  |
|  Bridge |  $ 5,000  |  $ 3,956.76  |
|  Winter Maintenance |  $ 600,000  |  $ 650,000.00  |
| **State Truckline** |   |  |
|  Maintenance |  $ 845,000  |  $ 1,070,000.00  |
|  Non-Maintenance |  $ 116,653.17  |  $ 172,731.34  |
|  |  |  |
| **Equipment Expenses** |  |  |
|  Direct | 1200000 |  $ 1,100,000.00  |
|  Indirect | 475000 |  $ 475,000.00  |
|  Operating | 451762 |  $ 475,000.00  |
|  Equipment Rental Credit |  $ (2,100,000) |  $ (2,100,000.00) |
|   |  |  |
| **Administrative Expense** | 575000 |  $ 425,000.00  |
|  LESS: Handling Charges |  $ (6,000) |  $ (3,400.00) |
|  Overhead |  $ (75,000) |  $ (80,000.00) |
|  |  |  |
| **Capital Outlay - Net** |  |  |
|  Capital Outlay | 318000 |  $ 350,000.00  |
|  LESS: Depreciation, etc. |  $ (400,000) |  $ (425,000.00) |
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| ***Total Expenditures*** |  **$ 7,160,415**  |  **$ 6,093,176**  |

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| ***Presque Isle County Road Commission 2022 Budget Revenues*** |
|  **2022 Revenues** | **Amended June 30, 2022** |  **Amended September 30, 2022** |
| **State Aide --** |  |  |
|  Motor Vehicle Funds |  |  |
|  Engineering | 10,000 |  $ 10,000.00  |
|  Primary Road Allocation | 2,700,000 |  $ 2,804,450.00  |
|  Local Road Allocation | 2,200,000 |  $ 2,050,124.39  |
|  Snow Removal  | 109,500 |  $ 109,500.00  |
|  Forest Road Funds | 87,000 |  $ 87,000.00  |
|  State Critical Bridge |  |  |
|  State Truckline Maintenance | 845,000 |  $ 1,070,000.00  |
|  State Truckline Non-Maintenance | 120,000 |  $ 172,731.34  |
|  State - Category D | 87,362 |  $ 46,935.81  |
|  State - Other  |  |  |
| ***Total State Aide Revenue*** | 6,158,862 |  $ 6,350,741.54  |
|  |  |  |
| **Federal Funds -** |  |  |
|  Surface Transportation Program | 650,000 |  $ 45,095.19  |
| ***Total Federal Aide Revenue*** | 650,000 |  $ 45,095.19  |
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| **Contributions -** |  |  |
|  Townships | 250,000 |  $ 194,968.98  |
| ***Total Township Contributions*** | 250,000 |  $ 194,968.98  |
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| **Other Revenues** |  |  |
|  Miscellaneous | 29,741 |  $ 28,000.00  |
|  Interest Earned on Investments | 4,000 |  $ 4,000.00  |
|  Rentals/Oil Leases | 2,900 |  $ 2,900.00  |
|  Refunds-Rebates MCRCSIP | 22,800 |  $ 37,476.00  |
|  Insurance Proceeds | 19,639 |  $ 19,639.00  |
|  Refunds - MDOT audit | 21,763 |  $ 21,763.00  |
|  Gain (loss) on Equipment Disposals | 710 |  $ 710.00  |
| ***Total Other Revenues*** | 101,553 |  $ 114,488.00  |
|  |  |  |
| ***Total Revenues*** |  **$ 7,160,415**  |  **$ 6,705,294**  |