

**REGULAR MONTHLY MEETING
DICKINSON COUNTY ROAD COMMISSION
TUESDAY, DECEMBER 14, 2021**

The Regular Monthly Meeting of the Dickinson County Road Commission was held on Tuesday, December 14, 2021 at 6:00 P.M. at the Road Commission office located at 1107 S. Milwaukee Ave., Iron Mountain, MI 49801.

The meeting was called to order by Chairman Carey and the Pledge of Allegiance was recited.

PRESENT: Commissioner Carey, Commissioner Bilski, Commissioner Olson, Commissioner Johnson and Commissioner Brisson

ABSENT: None

Also present: Jim Harris, Managing Director; Missy Berger, Director of Finance; Lance Malburg, Engineer; Henry Wender, County Board Liaison; Louis Sturm, Waucedah Township; Denny Olson, Breitung Township; Todd Rowell, Dickinson County Road Commission; Mike Pohlson, Dickinson County Road Commission; John McDonald, Dickinson County Road Commission and Guy Livermore, Dickinson County Road Commission.

CITIZEN'S TIME:

A. CONDUCT A PUBLIC HEARING FOR THE 2021 BUDGETS:

A motion was made by Commissioner Bilski and supported by Commissioner Brisson to enter into a Public Hearing for the 2022 Proposed Budgets. Roll Call Vote: Commissioner Olson – aye, Commissioner Bilski – aye, Commissioner Johnson – aye, Commissioner Brisson – aye, and Chairman Carey – aye. The motion carried and the meeting went into a Public Hearing at 6:01 P.M.

Chairman Carey then asked if there were any questions or comments from the audience. Being none, Director of Finance Berger detailed key components of the proposed 2022 Budgets. A motion was made by Commissioner Bilski and supported by Commissioner Brisson to enter back into Regular Session. Roll Call Vote: Commissioner Brisson – aye, Commissioner Olson – aye, Commissioner Bilski – aye, Commissioner Johnson – aye, and Chairman Carey – aye. The motion carried.

B. Citizens Time: None

2022 APPROPRIATION ACT: A motion was made by Commissioner Brisson and supported by Commissioner Bilski to adopt the Program and Cash Budgets as presented. Roll Call Vote: Commissioner Johnson – aye, Commissioner Brisson – aye, Commissioner Olson – aye, Commissioner Bilski – aye, and Chairman Carey – aye. The motion carried.

PROGRAM HISTORICAL
DICKINSON COUNTY ROAD COMMISSION
2022 REVENUE BUDGET

	2020	2021 BUDGETED	2022 ESTIMATED
		<small>(After 12/14/21 amendments.)</small>	
MTF - Engineering	10,000	10,000	10,000
MTF - Primary Roads	3,189,160	3,454,931	3,590,400
MTF - Primary Urban	291,477	313,753	316,800
MTF - Local Roads	1,116,465	1,179,977	1,267,200
MTF - Local Urban	103,095	101,719	105,600
MTF - Snow Removal	22,134	23,259	10,000
 Total Michigan Transportation Funds	 4,732,331	 5,083,639	 5,300,000
High Priority Funding	0	0	0
STP	0	0	0
Forest Acre Funds	122,896	122,902	122,902
All Weather Road Funding (Category D)	0	0	0
Other Contributions	0	5,922	510,000
Federal Aid Buyout	224,000	0	237,760
Urban Funding	0	0	0
Category F	0	0	375,000
AID	0	0	0
Safety	0	0	0
Critical Bridge	0	584,000	641,845
State Funded	55,948	0	40,000
HRRR	0	1,054,092	495,000
CAT A	0	0	0
Primary Roads - Township Match	0		
Final Acct. - Prior Years	0	55,426	0
Other State Rev. - Snow Relief/Gen Fund/Audi	0	0	25,000
Other State and Federal Funds	711,628	1,822,342	2,447,507
 Countywide Millage Proceeds	 238,486	 364,159	 320,000
County Appropriation	0	0	0
Property Rentals	0	0	0
Permitting Fees	2,080	1,000	1,800
State Trunkline Maintenance Revenue	995,417	913,147	905,000
State Non Maintenance Revenue	115,765	117,117	50,000
Township Contributions	834,405	477,964	525,000
City/Village Contributions	0	0	0
Other Contributions - Gus Newberg Trust	49,482	49,622	45,000
Bike Path	0		0
Abandonments	0		0
Scrap and Salvage Sales	9,558	1,500	2,100
Timber Sales	0	0	0
Interest Earned	7,175	2,000	2,000
Refunds and Rebates	0	0	0
Proceeds Borrowing or Leases	194,600	46,360	0
Royalties Revenue	0	0	0
Sale of Fixed Assets	0	0	0
Trade In Allowance	0	0	0
Gain on Disposals	4,890	0	0
Contributions From Other Government	0	0	0
Charges For Services - Prior Years	0	0	0
Heavy Maint. Services - Other Government	0	0	125,000
 Subtotal	 2,451,858	 1,972,869	 1,975,900
 TOTAL REVENUES	 7,895,817	 8,878,850	 9,723,407

**DICKINSON COUNTY ROAD COMMISSION
2022 PROPOSED CASH FLOW REVENUE BUDGET**

<u>REVENUE - CASH</u>	<u>ORIGINAL BUDGET</u>	<u>AMENDED</u>	<u>REVISED BUDGET</u>
MTF - Engineering	10,000	0	10,000
MTF - Primary Roads	3,511,316	0	3,511,316
MTF - Primary Urban	309,822	0	309,822
MTF - Local Roads	1,239,288	0	1,239,288
MTF - Local Urban	103,274	0	103,274
MTF - Snow Removal	10,000	0	10,000
Total Michigan Transportation Funds	5,183,700	0	5,183,700
Forest Acre Funds	122,902	0	122,902
County Road 577 - Fed Aid Sale	237,760		237,760
Final Acct. - Prior Years	0		0
Other Federal / State Funds	360,662		360,662
State Trunkline Maintenance Revenue	905,000		905,000
State Trunkline Non Maintenance Revenue	50,000		50,000
Subtotal	955,000		955,000
Contributions From Other Government	0		0
Countywide Millage Proceeds	300,000		300,000
Other Contributions	0		0
Gus Newberg	45,000		45,000
Salvage Sales	2,100		2,100
Permitting Fees	1,800		1,800
Interest Earned	2,000		2,000
Proceeds Borrowing or Leases	0		0
Gain on Sale of Equipment	0		0
Equipment of Property Sales	0		0
Sale of Fixed Assets	0	0	0
Subtotal	350,900	0	350,900
Township Contributions - Contracted 25/75			0
Township Contributions			0
Breen	0		0
Breitung	0		0
Felch	0		0
Norway -	0		0
Sagola	0		0
Waucedah -	0		0
West Branch	0		0
Subtotal	0		0
Advances - Other	0		0
Advances - Primary Government	0		0
Subtotal	0		0
<u>NON-REVENUE - CASH</u>			
A/R State EOY MTF	720,000		720,000
A/R State Other	0		0
A/R SUNDRY (Soil Conservation)	0		0
A/R Township Agreements	0	0	0
A/R City Agreements	0	0	0
State Trunkline Equipment Advance	0	0	0
State Trunkline Maintenance Advance	0	0	0
Group Insurance & Distributive Expense	91,996	0	91,996
Compensation Insurance	0	0	0
Retirement	0	0	0
Administrative Expense	2,500	0	2,500
Miscellaneous Receipts	2,500	0	2,500
Liability Insurance	0	0	0
Refunds & Rebates	0	0	0
Due From Cities	0	0	0
Proceeds Borrowing or Leases	0	0	0
			0
TOTAL NON-REVENUE CASH	816,996	0	816,996
TOTAL REVENUE CASH	6,850,262	0	6,850,262
Beginning of Year Cash Balance	1,362,194		1,362,194
Less: Accounts Payable	(150,000)		(150,000)
Less: Accrued Wages	(25,000)		(25,000)
TOTAL REVENUE/NON REVENUE CASH	8,854,452	0	8,854,452

PROGRAM HISTORICAL
DICKINSON COUNTY ROAD COMMISSION
2022 EXPENDITURE BUDGET

	2020 ACTUAL	2021 BUDGETED	2,022 ESTIMATED
		<small>After Budget Amendment 12/14/21</small>	
Primary Road - Construction	0	0	0
Primary Road - Heavy Maintenance/ Non Motor.	1,371,242	604,439	2,274,871
Primary Road - Maintenance	1,373,559	1,000,000	900,000
Primary Road - Preventative Maintenance	0	0	0
Total Primary Roads	2,744,801	1,604,439	3,174,871
Local Road - Special Assessment	0	0	0
Local Road - Construction	0	0	0
Local Road - Heavy Maintenance	841,582	656,007	700,000
Local Road - Maintenance	1,332,446	1,620,000	1,300,500
Total Local Roads	2,174,028	2,276,007	2,000,500
Primary Structures - Heavy Maintenance	16,787	29,598	631,111
Primary Structures - Maintenance	0	6,500	2,000
Total Primary Structures	16,787	36,098	633,111
Local Structures - Heavy Maintenance	57,719	880,000	364,679
Local Structures - Maintenance		6,960	2,000
Total Local Structures	57,719	886,960	366,679
State Trunkline Maintenance	876,638	913,147	905,000
State Trunkline Non Maintenance	115,765	118,766	50,000
Total State Trunkline	992,403	1,031,913	955,000
Equipment Expense - Direct	953,746	990,000	1,100,000
Equipment Expense - Indirect	451,540	486,000	550,000
Equipment Expense - Operating	224,137	285,000	285,000
Less: Equipment Rentals	(1,981,033)	(1,950,000)	(2,000,000)
Net Equipment Expense	(351,610)	(189,000)	(65,000)
Interest Expense	26,632	26,358	16,812
Long Term Debt Payment	318,591	244,501	206,664
Total Debt Service	345,223	270,859	223,476
Distributive Expense	2,173,113	2,206,178	2,310,659
Administrative Expense	325,439	298,466	304,951
Less: Handling	0	0	0
Less: Overhead	(102,349)	(90,000)	(90,000)
Less: Purchase Discounts	0	0	0
Net Administrative Expense	223,090	208,466	214,951
Capital Outlay	525,748	425,805	150,000
Less: Depreciation	(449,156)	(330,000)	(330,000)
Less: Equipment Retirements	0	(106,486)	0
Net Capital Outlay	76,592	(10,681)	(180,000)
Heavy Maint. Services / Other Government	0	0	0
TOTAL EXPENDITURES	8,452,146	8,321,239	9,634,247
NET EXCESS REVENUE OVER (UNDER)	(611,650)	134,881	89,160
AVAILABLE OPERATING FUNDS	2,376,254	2,510,935	2,645,616

**DICKINSON COUNTY ROAD COMMISSION
2022 PROPOSED CASH FLOW EXPENDITURE BUDGET**

	<u>ORIGINAL BUDGET</u>	<u>AMENDED</u>	<u>REVISED BUDGET</u>
Payrolls	2,075,007	0	2,075,007
Distributive Expense - Fringe Benefits	2,146,495	0	2,146,495
			0
Subtotal	4,221,502	0	4,221,502
Equipment Expense - Direct	320,000	0	320,000
Equipment Expense - Indirect	240,000	0	240,000
Equipment Expense - Operating	0	0	0
Subtotal	560,000	0	560,000
Primary Road - Construction	0	0	0
Non-Motorized/Non-Road Projects	0	0	0
Primary Road - Heavy Maintenance			
Project Match - 50%			0
8th Ave/US2 Guardrail Installation	18,500		18,500
Upper Pine Creek Cross Culvert	14,000		14,000
County Road 581 Hill Cut	52,815		52,815
Breitung Ave.	215,000		215,000
County Road 577 - DEQ/Tech	172,240		172,240
Final Acct. - Prior Years	0		0
Retoration of Drainage			0
Subtotal	472,555		472,555
Local Road - Construction	0		0
Local Road - Heavy Maintenance			0
Project Match - Contracted - 25/75			0
Breen	0		0
Breitung	0		0
Felch	0		0
Norway -	0		0
Sagola	0		0
Waucedah -	0		0
West Branch	0		0
Restoration of Drainage	0		0
Subtotal	0		0
Primary Road - Maintenance	55,000		55,000
Local Road - Maintenance	40,000		40,000
Primary Structures - Maintenance			0
Local Structures - Maintenance		0	0
Bridge Projects			
County Road 573 Bridge	29,836		29,836
County Road 577 Bridge	16,806		16,806
Cheese Factory Bridge	427,674		427,674
Engineering Consulting Fees	25,000		25,000
Subtotal	569,316	0	569,316
Heavy Maint. Svs. / Other Governments	0	0	0
Subtotal	0	0	0
Inventory - Road Materials	535,000	0	535,000
Inventory - Equipment Parts	250,000	0	250,000
Subtotal	785,000	0	785,000
State Trunkline Maintenance	90,000	0	90,000
State T/L Non-Maintenance	15,000	0	15,000
Accts. Payable Due to State	0	0	0
Administrative Expense	100,000	0	100,000
State Equipment Expense	0	0	0
State Trunkline Maintenance Advance	0	0	0
Long Term Debt Service	206,846	0	206,846
Interest Expense	16,812	0	16,812
Subtotal	428,658	0	428,658
Capital Outlay	150,000	0	150,000
Subtotal	150,000	0	150,000
Subtotal	0	0	0
TOTAL CASH EXPENDITURES	7,187,031	0	7,187,031
LESS EOY ACCOUNTS PAYABLE	(200,000)	0	(200,000)
LESS EOY ACCRUED WAGES	(25,000)	0	(25,000)
EST. YEAR END CASH BALANCE	889,769		889,769
TOTAL	7,851,800	0	7,851,800

APPROVE/AMEND AGENDA: Chairman Carey asked if anyone had any additions or amendments to the agenda, being none, a motion was made by Commissioner Bilski and supported by Commissioner Johnson to approve agenda as presented. All ayes, and the motion carried.

APPROVE REPORTS: A motion was made by Commissioner Bilski and supported by Commissioner Johnson to approve the Managing Director, Director of Finance, Engineer, Superintendent, and Construction Supervisor reports as presented. All ayes and the motion carried.

APPROVE MINUTES: A motion was made by Commissioner Bilski and supported by Commissioner Brisson to approve the minutes from the November 9, 2021 Regular Monthly Meeting. All ayes and the motion carried.

It was noted we need to go back to Item #6 to approve budget amendments.

APPROVE 2021 CASH FLOW AND PROGRAM BUDGET AMENDMENTS: Director of Finance Berger went over the Cash Flow and Program Budget Amendments with the Board. It was noted that several projects from 2021 were pushed to 2022. She further noted that this has impacted the 2022 budgets. A brief discussion took place. A motion was made by Commissioner Bilski and supported by Commissioner Olson to approve the amendments as presented. Roll Call Vote: Commissioner Bilski – aye, Commissioner Johnson – aye, Commissioner Brisson – aye, Commissioner Olson – aye, and Chairman Carey – aye. The motion carried.

**DICKINSON COUNTY ROAD COMMISSION
BUDGET REQUEST FORM
PROGRAM BUDGET
AMENDMENT #2
12/14/2021**

	REVENUE INCREASE (DECREASE)	EXPENDITURE & FUND BALANCE INCREASE (DECREASE)
REVENUES:		
MTF - Primary Road	100,000	
MTF - Primary Urban	(30,000)	
MTF - Local Roads	50,000	
MTF - Snow Removal	10,059	
Gus Newberg	4,622	
EXPENDITURE:		
Breitung Ave. 2022		471
County Road 581 Hill Cut		(150,000)
Metropolitan Road		250,664
County Road 577 DEQ/MI TECH		1,000
Preliminary Engineering Primary		377
Primary Road Maint.		(75,000)
Local Road Heavy Maint.		(400,000)
Restoration of Drainage - Local		(1,770)
Local Road Maint.		150,000
County Road 577 Bridge		1,598
County Road 573 Bridge		(37,000)
Primary Structure Maint.		4,500
Local Structure Maint.		4,960
State Trunkline Non Maint.		128
Capital Outlay		4,305
Equipment Retirements		(106,486)
	134,681	(352,253)
ESTIMATED OPERATING FUND		486,934
TOTALS	134,681	134,681

Estimated EOY Fund Balance \$3,210,136

**DICKINSON COUNTY ROAD COMMISSION
BUDGET REQUEST FORM
CASH FLOW BUDGET
AMENDMENT #2**

	Revenue Increase (Decrease)	Expenditure & Fund Balance Increase (Decrease)
12/14/2021		
REVENUES & NON-REVENUES:		
MTF - Primary Roads	107,948	
MTF - Primary Urban	8,872	
MTF - Local Road	65,359	
MTF - Local Urban	8,814	
MTF - Snow Removal	10,059	
Trunkline Non Maint.	1,649	
Gus Newberg	4,622	
Salvage Sales	2,605	
Permits	1,070	
Interest	797	
EXPENDITURES:		
Equipment - Direct		60,000
Felch Township - Metropolitan		117,003
County Road 581		(64,895)
Local Road Maint.		13,000
County Road 577 Bridge		(9,245)
County Road 573 Bridge		(13,420)
Primary Structure Maint.		4,430
Cheese Factory Bridge		(200,000)
Local Structure Maint.		6,960
Due To State - Cheese Factory		49,557
Administrative Expense		15,000
State Trunkline Equip. Advance		7,227
Capital Outlay		135,200
TOTALS	211,795	120,817
ESTIMATED CHANGE IN EOY CASH		90,978
TOTALS	211,795	211,795
New Estimated EOY Cash \$1,276,220		

APPROVE PAYMENTS: A motion was made by Commissioner Bilski and supported by Commissioner Johnson to approve payrolls in the amount of \$173,155.17. Roll Call Vote: Commissioner Olson – aye, Commissioner Bilski – aye, Commissioner Johnson – aye, Commissioner Brisson – aye, and Chairman Carey – aye. The motion carried.

A motion was made by Commissioner Brisson ,and supported by Commissioner Johnson to approve time checks in the amount of \$158,970.96. Roll Call Vote: Commissioner Olson – aye, Commissioner Bilski – aye, Commissioner Brisson – aye, Commissioner Johnson – aye, and Chairman Carey – aye. The motion carried.

A motion was made by Commissioner Brisson and supported by Commissioner Bilski to approve material bills in the amount of \$345,441.76. Roll Call Vote: Commissioner Johnson – aye, Commissioner Bilski – aye, Commissioner Brisson – aye, Commissioner Olson – aye, and Chairman Carey – aye. The motion carried.

The total approved was \$677,567.89

LINE-ITEM TRANSFER AUTHORIZATION: Director of Finance Berger explained that the Line-Item Transfer allows her to spread Distributive expenses across a variety of accounts for the 2021 Act 51. A motion was made by Commissioner Bilski and supported by Commissioner Olson to authorize the Line-Item Transfer. Roll Call Vote: Commissioner Bilski – aye, Commissioner Johnson – aye, Commissioner Brisson – aye, Commissioner Olson – aye, and Chairman Carey – aye. The motion carried.

COUNTY BOARD LIAISON: County Board Liaison Henry Wender informed the Board of the County's Union Negotiation status.

TOWNSHIP COMMENTS: Denny Olson, Breitung Township Supervisor expressed that Breitung Township has money to do Local Road projects next year. A discussion took place regarding what projects can be done in 2022 and in the future.

CITIZENS TIME: None

COMMISSIONERS PRIVILEGE: Commissioner Bilski inquired about the Cheese Factory Bridge construction materials. A brief discussion ensued.

Commissioner Brisson informed the Board about a Turner Road complaint he received.

Managing Director Harris thanked Director of Finance Berger for the work put into the Budget.

Engineer Malburg discussed moving 2021 projects to 2022, and the impact it has had on next year's Local Road Projects.

Director of Finance Berger informed the Board that the UP- Road Builders Winter meeting is being held on February 3rd and 4th, at the Marquette Holiday Inn.

Chairman Carey inquired about the vehicle inspections. A brief discussion took place.

A motion was made by Commissioner Bilski supported by Commissioner Olson to adjourn. All ayes, and the motion carried, and the meeting adjourned at 7:05 P.M.

Jim Carey, Chairman

Missy Berger, Secretary