

**SPECIAL MEETING
DICKINSON COUNTY ROAD COMMISSION
MONDAY, MAY 2, 2022**

A Special Meeting of the Dickinson County Road Commission was held on Monday, May 2, 2022 at 6:00 P.M. in the Road Commission Office, located at 1107 S. Milwaukee Ave., Iron Mountain, MI 49801.

The meeting was called to order by Director of Finance Berger, and the Pledge of Allegiance was recited.

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

ABSENT: None

Also present were: Jim Harris, Managing Director; Missy Berger, Director of Finance; Lance Malburg, Engineer; Henry Wender, County Board Liaison and Mike Pohlson, Dickinson County Road Commission.

CITIZEN'S TIME: Commissioner Carey related some information regarding Road Commissions and noted the positive environment at our Road Commission.

APPOINT CHAIRMAN: Director of Finance Berger called for nominations to appoint a Chairman. A motion was made by Commissioner Bilski and supported by Commissioner Brisson to appoint Commissioner Carey as Chairman. Director of Finance called three times for other nominations, being none Commissioner Carey was appointed Chairman. Roll Call Vote: Commissioner Brisson – aye, Commissioner Olson – aye, Commissioner Johnson – aye, and Commissioner Bilski – aye. The motion carried.

APPOINT VICE CHAIRMAN: Chairman Carey called for nominations to appoint a new Chairman. A motion was made by Commissioner Brisson and supported by Commissioner Johnson to appoint Commissioner Bilski as Vice Chairman. Chairman Carey then called three time for other nominations, being none Commissioner Bilski was appointed Vice Chairman. Roll Call Vote: Commissioner Johnson – aye, Commissioner Brisson – aye, Commissioner Olson – aye, and Chairman Carey – aye. The motion carried.

APPOINT CLERK TO THE BOARD: Commissioner Bilski made a motion and supported by Commissioner Johnson to appoint Director of Finance Berger as Clerk to the Board. Roll Call Vote: Commissioner Olson – aye, Commissioner Johnson – aye, Commissioner Brisson – aye, Commissioner Bilski – aye, and Chairman Carey – aye. The motion carried.

SET REGULAR MEETING DATE AND TIME: A motion was made by Commissioner Bilski and supported by Commissioner Brisson to set the regular meeting date to the 2nd Tuesday of the month at 6:00 P.M. Roll Call Vote: Commissioner Brisson – aye, Commissioner Bilski – aye, Commissioner Olson – aye, Commissioner Johnson – aye, and Chairman Carey – aye. The motion carried.

APPROVE/AMEND AGENDA: Chairman Carey asked if anyone had any amendments to the agenda. Being none, a motion was made by Commissioner Brisson and supported by Commissioner Olson to approve the agenda. All ayes, and the motion carried.

APPROVE FINAL 2021 PROGRAM BUDGET AMENDMENTS: Director of Finance Berger went over the final budget amendments and explained this is required to tie in with the accounting for ACT 51. Also noted that this is the reason for the line-item transfer authorization every December so these final amendments can be done. A motion was made by Commissioner Bilski and supported by Commissioner Olson to

approve the final 2021 final budget amendments. Roll Call Vote: Commissioner Johnson – aye, Commissioner Brisson – aye, Commissioner Bilski – aye, Commissioner Olson – aye, and Chairman Carey – aye. The motion carried.

2021 PROGRAM REVENUE AMENDMENTS

March 23, 2022

	Amendment #1	Final Amendment	Actual
MTF	305,059	211,351	516,410
Forest Acre		(6)	(6)
577 DEQ/Tech	5,922	0	5,922
Cheese Factory	0	2,624	2,624
581 Hill - Safety	0	(495,000)	(495,000)
581 Hill - Fed Aid	56	0	56
607 Safety	2,036	0	2,036
Metropolitan	0	141,856	141,856
577 Bridge	(250,000)	0	(250,000)
573 Bridge	(350,000)	0	(350,000)
577 - 2020 Final	108	0	108
607 - 2020 Prior Yrs.			0
Millage	64,159	(120,670)	(56,511)
Per Prop Tax	0	120,669	120,669
Permits	0	2,840	2,840
Trunkline - Maint	0	88,523	88,523
Trunkline - Non Maint	67,117	1,649	68,766
Twp Contracted	(225,000)	0	(225,000)
Twp Traditional	(200,000)	0	(200,000)
Swanson	130,395	0	130,395
4 Seasons/Lucas	108,569	0	108,569
District 5	138,208	0	138,208
Swede Settlement	100,792	0	100,792
Newberg	4,622	0	4,622
County Board	0	3,155	3,155
Salvage Sales	0	4,150	4,150
Interest	0	1,622	1,622
Proceeds on Borrowing	(218,640)	0	(218,640)
Gain on Disposal	0	(27,519)	(27,519)
Total	(316,597)	(64,756)	(381,353)

2021 PROGRAM EXPENDITURE AMENDMENTS

March 23, 2022

	<u>Amendment #1</u>	<u>Final Amendment</u>	<u>Total Amendments</u>
Breitung Ave	3,355	4,562	7,917
581 Hill - Safety	(850,000)	(20,781)	(870,781)
577 DEQ/Tech	15,626	5,974	21,600
607 Safety	17,094	21,438	38,532
Metropolitan	250,664	58,825	309,489
Drainage - Primary	(4,000)	0	(4,000)
Pre-Eng. - Primary	7,700	8,891	16,591
Maintenance - Primary	100,000	486,681	586,681
Twp Traditional	(400,000)	0	(400,000)
Twp Contracted	(300,000)	0	(300,000)
Swanson	163,290	18,694	181,984
4 Seasons/Lucas	149,460	26,836	176,296
District 5	192,503	14,636	207,139
Swede Settlement	138,559	8,585	147,144
Drainage - Local	(1,770)	7	(1,763)
Pre-Eng. - Local	11,965	15,737	27,702
Maintenance - Local	650,000	830,218	1,480,218
577 Bridge	(348,402)	3,280	(345,122)
573 Bridge	(287,000)	3,692	(283,308)
Bridge Maint - Primary	4,500	147	4,647
Cheese Factory	0	(89,615)	(89,615)
Bridge Maint - Local	4,960	235	5,195
Trunkline - Maint	0	51,805	51,805
Trunkline - Non Maint	68,766	1	68,767
Equipment - Direct	0	269,753	269,753
Equipment - Indirect	0	105,965	105,965
Equipment - Operating	0	3,110	3,110
Less Rentals	0	(286,061)	(286,061)
Interest	0	(3,358)	(3,358)
Long Term Debt	0	(12,128)	(12,128)
Net Distribution Exp	0	(2,206,177)	(2,206,177)
Administrative	0	309,855	309,855
Less Overhead	0	(20,943)	(20,943)
Capital Outlay	4,305	(8,343)	(4,038)
Less Depreciation	0	(130,777)	(130,777)
Equipment Retirement	(106,486)	(959)	(107,445)
Total	<u>(514,911)</u>	<u>(530,215)</u>	<u>(1,045,126)</u>

ACT 51 PRESENTATION AND APPROVAL: Director of Finance Berger went over Act 51 with the Board. She informed the Board that revenues exceeded expenses by \$967,776.33 for an ending fund balance of \$3,344,026.99. She further indicated that the increase in fund balance in part is due to the following factors:

- \$317,056 sale of Federal Aid for the County Rd 581 Hill cut project with no expense to offset
- Unexpected full refund from MCRCSIP in the amount of \$122,245
- MTF increase from original budget by \$516,410
- Increase in depreciation of \$130,777
- 2021 projects pushed to 2022

A discussion took place regarding the details of Act 51 after which Director of Finance Berger informed the Board that caution should still be taken because of the current economic situation in the country and known and unknown increases that will certainly occur. A motion was made by Commissioner Bilski and supported by Commissioner Brisson to approve and authorize Chairman Carey to sign Act 51 contingent upon Treasury's final audit review. Roll Call Vote: Commissioner Olson – aye, Commissioner Brisson – aye, Commissioner Johnson – aye, Commissioner Bilski – aye, and Chairman Carey – aye. The motion carried.

APPROVE ADMINISTRATIVE SALARIES: After a brief discussion it was determined to enter into closed session after the final agenda item.

APPROVE ADMINISTRATIVE BENEFITS & POLICY: Chairman Carey informed the Board there were no changes to the contract from previous years. A motion was made by Commissioner Bilski and supported by Commissioner Johnson to approve administrative benefits & policy contract. Roll Call Vote: Commissioner Johnson – aye, Commissioner Bilski – aye, Commissioner Olson – aye, Commissioner Brisson – aye, and Chairman Carey – aye. The motion carried.

APPROVE CHANGE OF SUMMER OFFICE HOURS: Director of Finance Berger indicated that the current summer hours are 6:00 A.M. to 5:00 P.M. and the change would be to close at 4:00 P.M. After a brief discussion a motion was made by Commissioner Bilski and supported by Commissioner Brisson to change the office summer hours. Roll Call Vote: Commissioner Brisson – aye, Commissioner Bilski – aye, Commissioner Olson – aye, Commissioner Johnson – aye, and Chairman Carey – aye. The motion carried.

CITIZENS TIME: None

TOWNSHIP COMMENTS: None

COMMISSIONERS' PRIVILEGE: Engineer Malburg reported to the Board that he recently attended the National Association of County Engineers conference. Rejuvenating seals as a restorative measure to extend the life of a road was a major topic. A discussion ensued.

ADMINISTRATIVE SALARY REVIEWS: Managing Director requested to go into executive session for his performance/salary review. Director of Finance Berger stated that a motion and support would be needed to enter into closed session. A motion was made by Commissioner Bilski and supported by Commissioner Brisson to enter into closed session to discuss Managing Director Harris salary at 6:53 P.M. Roll Call Vote: Commissioner Brisson – aye, Commissioner Johnson – aye, Commissioner Bilski – aye, Commissioner Olson – aye, and Chairman Carey – aye. The motion carried.

A motion was made by Commissioner Bilski and supported by Commissioner Brisson to enter back into regular session at 7:15 P.M. Roll Call Vote: Commissioner Johnson – aye, Commissioner Bilski aye – Commissioner Olson – aye, Commissioner Brisson – aye, and Chairman Carey – aye. The motion carried.

Chairman Carey stated that the Board decided to approve Managing Director Harris's wage adjustment. The Board then recommended adjustments to the administrative staff wages based on Managing Director Harris's recommendation as presented to the Board. He further indicated the Boards approval of Managing Directors wage adjustment. A motion was made by Commissioner Bilski and supported by Commissioner Olson to approve the recommended wage adjustments of the administrative staff and Managing Director Harris in the amount of \$22,302.16. Roll Call Vote: Commissioner Olson – aye, Commissioner Johnson – aye, Commissioner Brisson – aye, Commissioner Bilski – aye, and Chairman Carey – aye. The motion carried.

A motion was made by Commissioner Olson and supported by Commissioner Johnson to adjourn at 7:20 P.M. All ayes, and the motion carried.

Jim Carey, Chairman

Missy Berger, Secretary