

**SPECIAL MEETING
DICKINSON COUNTY ROAD COMMISSION
TUESDAY, APRIL 25, 2023**

A Special Meeting of the Dickinson County Road Commission was held on Tuesday, April 25, 2023 at 9:00 A.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 and Lance Malburg, Engineer

CITIZEN'S TIME: None

APPOINT CHAIRMAN: Director of Finance Berger called for nominations to appoint a new Chairman. A motion was made by Commissioner Bilski and supported by Commissioner Brisson to appoint Commissioner Carey as Chairman. Director of Finance Berger 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 Vice 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 Johnson 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 Bilski to approve the agenda. All ayes, and the motion carried.

APPROVE CREDIT CARD CHANGE: Director of Finance Berger informed the Board of issues the Road Commission has encountered with the current credit cards with increasing the credit limit and ordering an additional new card. She requested the Board approve the cancelation of the current cards and approve getting new cards through the FNB of Iron Mountain. A motion was made by Commissioner Bilski and approved by Commissioner Olson to cancel the current PNC cards and apply for four (4) credit cards with a limit of \$10,000 each through the FNB of Iron Mountain. Roll Call

Vote: Commissioner Olson – aye, Commissioner Johnson – aye, Commissioner Bilski – aye, Commissioner Brisson – aye and Chairman Carey – aye. The motion carried.

LOCAL ROAD FUNDING DISCUSSION: Director of Finance Berger went over the impact to the fund balance in doing additional local road work. A lengthy discussion took place regarding how the fund balance is calculated, the potential impact on future local road project work, deficit elimination plans and other funding possibilities. Managing Director Harris informed the Board of extending current Local Roads projects with the bid savings. He further stated he spoke with Breitung Township and Norway Township regarding the additional work and the possibility of bidding them this year and postponing until 2024.

APPROVE FINAL 2022 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 Brisson and supported by Commissioner Bilski to approve the final 2022 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.

2022 PROGRAM REVENUE AMENDMENTS

April 25, 2023

| | <u>Amendment #1 & 2</u> | <u>Final Amendment</u> | <u>Actual</u> |
|--------------------------|-----------------------------|------------------------|----------------|
| MTF | (24,900) | 124,730 | 99,830 |
| Forest Acre | (7) | 0 | (7) |
| 577 DEQ/Tech | (399,481) | 1,207 | (398,274) |
| 577 Federal Aid Sale | 0 | 0 | 0 |
| Cheese Factory Bridge | 1,828 | 0 | 1,828 |
| Cheese Factory D Funds | 0 | 0 | 0 |
| 581 HRRR | (180) | 0 | (180) |
| Bretlung Ave | 0 | 0 | 0 |
| Upper Pine Creek | 144,780 | 3,662 | 148,442 |
| 573 Bridge | 288,762 | 0 | 288,762 |
| 577 Bridge | 132,765 | 0 | 132,765 |
| Millage | (71,264) | (3) | (71,267) |
| Local Stabilization Fund | 120,458 | 0 | 120,458 |
| Permits | 560 | 400 | 960 |
| Trunkline - Maint | 99,721 | 176,285 | 276,006 |
| Trunkline - Non Maint | (39,085) | 0 | (39,085) |
| Twp Contracted | (525,000) | 0 | (525,000) |
| River Meadows | 162,999 | 0 | 162,999 |
| Herzog Road | 224,037 | 0 | 224,037 |
| Swede Settlement | 101,347 | 0 | 101,347 |
| Breen Twp Reimbur | 0 | 2,481 | 2,481 |
| Prior Years Accounting | 523 | 0 | 523 |
| Newberg | 11,118 | 0 | 11,118 |
| Refunds | 0 | 985 | 985 |
| Salvage Sales | 13,048 | 202 | 13,250 |
| Interest | 15,886 | 2,725 | 18,611 |
| Commision Audit | 67,306 | (92,306) | (25,000) |
| Metropolitan A/R | (125,000) | 0 | (125,000) |
| Gain on Disposal | 70,426 | 0 | 70,426 |
| Total | <u>270,647</u> | <u>220,368</u> | <u>491,015</u> |

2022 PROGRAM EXPENDITURE AMENDMENTS

April 25, 2023

| | <u>Amendment #1 & 2</u> | <u>Final Amendment</u> | <u>Total Amendments</u> |
|------------------------|-----------------------------|------------------------|-------------------------|
| Breitung Ave | (42,371) | 24,321 | (18,050) |
| 581 Hill - Safety | 124,251 | 48,796 | 173,047 |
| 577 DEQ/Tech | (706,792) | 5,490 | (701,302) |
| Upper Pine Creek | 192,191 | 18,314 | 210,505 |
| Cheese Factory Road | 2,040 | 3,426 | 5,466 |
| Maintenance - Primary | 109,404 | 682,348 | 791,752 |
| Pre-Eng. - Primary | 25,281 | 37,706 | 62,987 |
| Twp Contracted | (700,000) | 0 | (700,000) |
| River Meadows | 221,763 | 11,788 | 233,551 |
| Herzog Road | 286,051 | 13,815 | 299,866 |
| Swede Settlement | 139,201 | 6,745 | 145,946 |
| Drainage - Local | 5,962 | 194 | 6,156 |
| Pre-Eng. - Local | 1,909 | 4,528 | 6,437 |
| Maintenance - Local | 268,579 | 899,350 | 1,167,929 |
| 577 Bridge | 174,909 | 17,682 | 192,591 |
| 573 Bridge | 388,217 | 26,981 | 415,198 |
| 569 Bridge | 6,138 | 199 | 6,337 |
| Bridge Maint - Primary | 4,507 | 307 | 4,814 |
| Cheese Factory | 64,515 | 14,045 | 78,560 |
| Bridge Maint - Local | 2,700 | 385 | 3,085 |
| Trunkline - Maint | 18,287 | 165,414 | 183,701 |
| Trunkline - Non Maint | (39,085) | 1 | (39,084) |
| Equipment - Direct | (467,862) | 728,862 | 261,000 |
| Equipment - Indirect | (131,221) | 338,947 | 207,726 |
| Equipment - Operating | 73,896 | 54,010 | 127,906 |
| Less Rentals | 0 | (268,554) | (268,554) |
| Interest | (234) | 1 | (233) |
| Long Term Debt | 169 | 1 | 170 |
| Net Distribution Exp | 0 | (2,310,659) | (2,310,659) |
| Administrative | 0 | 313,878 | 313,878 |
| Less Overhead | 0 | (22,730) | (22,730) |
| Capital Outlay | 10,254 | 1 | 10,255 |
| Less Depreciation | 0 | (117,433) | (117,433) |
| Equipment Retirement | 0 | 0 | 0 |
| Total | <u>32,659</u> | <u>698,159</u> | <u>730,818</u> |

ADMINISTRATIVE SALARY REVIEWS: Managing Director Harris inquired how the Board would like to proceed. Chairman Carey inquired if it was possible to enter into closed session. A motion was made by Commissioner Bilski and supported by Commissioner Johnson to enter into closed session to discuss salary reviews at 9:28 A.M. Roll Call Vote: Commissioner Brisson – aye, Commissioner Johnson – aye, Commissioner Bilski – aye, Commission Olson – aye, and Chairman Carey – aye. The motion carried.

A motion was made by Commissioner Bilski and supported by Commissioner Johnson to enter back into regular session at 10:25 A.M. Roll Call Vote: Commissioner Johnson – aye, Commissioner Bilski – aye, Commissioner Olson – aye, Commissioner Brisson – aye, and Chairman Carey – aye. The motion carried.

Managing Director Harris informed the Board that \$18,656.46 was originally budgeted for administrative employees pay increase, but recommended the amount be adjusted to \$32,564.29 per his breakdown. A motion was made by Commissioner Bilski and supported by Commissioner Johnson to approve Managing Director Harris's recommended administrative wage adjustment. Roll Call Vote: Commissioner Olson

– aye, Commissioner Johnson – aye, Commissioner Brisson – aye, Commissioner Bilski – aye, and Chairman Carey – aye. The motion carried.

APPROVE ADMINISTRATIVE BENEFITS & POLICY: Director of Finance Berger stated the only change to the contract is the amendment made last year regarding the vacation carryover and payout. A brief discussion ensued. A motion was made by Commissioner Brisson, and supported by Commissioner Bilski 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.

CITIZENS TIME: None

TOWNSHIP COMMENTS: None


COMMISSIONERS' PRIVILEGE: Managing Director Harris informed the Board of the following:

Estimated Cost of additional work on extending the Turner Road
Sidewalk discussion with Breitung Township
Lifting of Road Restrictions
Picking up the new trucks
Interviews

A motion was made by Commissioner Bilski and supported by Commissioner Johnson to adjourn at 10:39 A.M. All ayes, and the motion carried.



Jim Carey, Chairman



Missy Berger, Secretary