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June 12, 2018

**Road Project Invoices**

Council Members:

After consultation with the Clerk Treasurer, I prepared this memo to explain the need for a motion to address some bookkeeping issues that the State Board of Accounts will want to have clear in our minutes.

There were several projects bid last December and constructed this spring. Each of these road projects had their contract totals encumbered from the 2017 budget. No portion of the project cost was included in the 2018 budget. The projects were bid as unit price projects. And there were some differences from the planned quantities and the actual quantities. The two invoice amounts below were processed by the Public Works Committee last week. These two projects were over the contract totals.

CR 600 West Mill and Resurface – E&B Paving

Contract amount	\$152,191.00
Invoice total	\$155,316.00
Difference	(\$3,125.00)

1000 North Right Turn Lane – Grady Brothers

Contract amount	\$28,347.00
Invoice total:	\$28,548.45
Difference	(\$201.45)

The cost differences for each project are not accounted for in either the 2017 encumbrances or the 2018 capital projects plan. A council motion is needed to direct the Clerk Treasurer to pay these differences and the funding source. Below is a suggested motion prepared by myself and Cathy.

Mark J. Witsman, P.E.  
Town Engineer

*I move that project differences of \$3,125.00 for E&B Paving and \$201.45 for Grady Brothers be paid from MVH.*