

CLARE COUNTY ROAD COMMISSION

Minutes of the regular meeting of the Board of County Road Commissioners of Clare County, Michigan, hereinafter referred to as the Board, held at its office at 3900 East Mannsiding Road, Harrison, Michigan on January 6, 2016.

The meeting was called to order at 9:00 a.m. by Chairman Julie Lightfoot.

Commissioners present: Michael Duggan and Richard Haynak.

Commissioners absent: none.

Staff present: Steve Graves, Shop Supervisor; Deepak Gupta, Engineer-Manager; Kimberly Kimmel, Finance Director/Board Secretary; Al Leonard, Engineer-Tech; Jeff Lloyd, Stock Clerk; Aric McNeilly, Road Maintenance Foreman and Dave Sunday, Road Maintenance Foreman.

Pledge of Allegiance.

Guest present: None.

On a motion by Commissioner Duggan, seconded by Commissioner Haynak, and carried unanimously, it was moved to appoint Commissioner Julie Lightfoot as Board Chair for 2016.

On a motion by Commissioner Haynak, seconded by Commissioner Lightfoot, and carried unanimously, it was moved to appoint Commissioner Michael Duggan as Board Vice-Chair for 2016.

The minutes of the December 16, 2015 regular meeting were read and approved as read.

Additions to agenda: #2. Award truck bids, #3. Legislative priorities

The fund balance report was presented, discussed and invoices were reviewed. On a motion by Commissioner Duggan, seconded by Commissioner Haynak and approved unanimously, it was moved to approve payments for: Payroll ending 12/21/15 and 1/7/16 (#51679-51726), FICA, HRA, MERS and AP checks (#68519-68557) totaling \$208,536.80.

Auditors are scheduled to be here January 13, 2016 through January 15, 2016.

2016 Weighmaster Contract with CCSD was discussed.

December 28, 2015, Tandem Truck Blade bids were reviewed. On a motion by Commission Duggan, seconded by Commissioner Lightfoot and carried unanimously, it was moved to award in the best interest of the road commission.

On a motion by Commissioner Duggan, seconded by Commissioner Haynak, and carried unanimously, it was moved to appoint Deepak Gupta as Engineer-Manager and Kimberly Kimmel as Finance Director/Board Secretary for 2016.

On a motion by Commissioner Duggan, seconded by Commissioner Haynak and carried unanimously, it was moved to appoint Engineer-Manager, Deepak Gupta, as MDOT Contract Administrator and to authorize said person to sign state report.

On a motion by Commissioner Duggan, seconded by Commissioner Haynak and carried unanimously, it was moved to appoint Engineer-Manager, Deepak Gupta, as Publicly Employed Project Engineer for Federal and State Aid construction projects.

On a motion by Commissioner Duggan, seconded by Commissioner Haynak and carried unanimously, it was moved to appoint Finance Director, Kimberly Kimmel, as the Authorized Person – Local Agency for the purpose of completing the Publicly Employed Project Engineer Statements.

On a motion by Commissioner Haynak, seconded by Commissioner Duggan and carried unanimously, it was moved to follow IRS Standard Mileage Rates until further notice.

MERS correspondence discussed.

Al Leonard, Engineer-Tech, gave an updated engineering department report.

Aric McNeilly, Road Maintenance Foreman, gave an updated road maintenance report.

Dave Sunday, Road Maintenance Foreman, gave an updated road maintenance report.

Deepak Gupta, Engineer-Manager, gave an updated Engineer-Manager report.

Legislative priorities discussed.

Commissioner Haynak, Commissioner Lightfoot and Commissioner Duggan gave a brief report.

There being no further business to come before the Board, the meeting was adjourned at 10:17 a.m.

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Kimberly Kimmel, Board Secretary

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Julie Lightfoot, Chair