

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, 2015.

The meeting was called to order at 9:00 a.m. by Board Secretary Kimberly Kimmel.

Commissioners present: Julie Lightfoot, Michael Duggan, Richard Haynak.

Commissioners absent: None.

Staff present: Deepak Gupta, Engineer-Manager; Kimberly Kimmel, Finance Director/Board Secretary; Al Leonard, Engineer-Tech; Aric McNeilly, Sub Foreman; and Dave Sunday, Road Maintenance Foreman.

Pledge of Allegiance.

Guest present: None.

On a motion by Commissioner Haynak, seconded by Commissioner Duggan, and carried unanimously, it was moved to appoint Commissioner Julie Lightfoot as Board Chair for 2015.

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 2015.

The minutes of the December 17, 2014 regular meeting were read and approved as read.

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 12/21/14 (#51042-51065), FICA, HRA, MERS, CD, Securities and AP checks (#67372-67411) totaling \$842,753.72.

Auditors are scheduled to be here January 7, 2015 through January 9, 2015.

2015 Weighmaster Contract with CCSD was discussed.

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 2015.

Establishing regular meeting dates to comply with the Open Meetings Act No. 267, PA 1976 was discussed. On a motion by Commissioner Haynak, seconded by Commissioner Duggan and carried unanimously, it was moved to hold regular meetings on the first and third Wednesdays of each month starting at 9:00 a.m. unless posted in accordance with Act 267. The Secretary will post a notice of all meeting dates in the office lobby and road commission website.

Due to a scheduling conflict, Wednesday, 2/4, regular scheduled board meeting has been changed to Friday, 2/6 at 9:00 a.m.

Due to a scheduling conflict, Wednesday, 2/18, regular scheduled board meeting has been cancelled. Accounts payable will be processed and emailed to board members for authorization/approval.

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

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

Aric McNeilly, Sub 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.

Commissioner Lightfoot and Commissioner Haynak gave a brief report.

There being no further business to come before the Board, the meeting was adjourned at 9:59 a.m.

Kimberly Kimmel, Board Secretary

Julie Lightfoot, Chair