

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 5, 2011.

The meeting was called to order at 9:00 a.m. by Chairman Michael Duggan with Commissioners Richard Haynak and Commissioner Eddy Garver in attendance. Staff present was Ron Bushong, Manager; Steven Stocking, Engineer; John Krchmar, Road Foreman; and Kimberly Kimmel, Finance Director.

Pledge of Allegiance

The Board and Staff welcomed newly elected Commissioner Eddy Garver.

The minutes of the December 15, 2010, regular Board meeting were read and approved.

The fund balance report was presented and discussed and bills were reviewed. On a motion by Commissioner Haynak, seconded by Commissioner Duggan and carried unanimously, it was moved to approve for payment payrolls ending 12/28/2010 (checks 47995-48023), 12/30/2010 (checks 48024-48049), checks for FICA, Off-the-job FICA and AP checks 62721 thru 62796 totaling \$369,540.46.

This being the first meeting of the calendar year of 2011, officers for the ensuing year were appointed: on a motion by Commissioner Haynak, seconded by Commissioner Garver, and carried unanimously, it was moved to appoint Commissioner Michael Duggan as Chair and Commissioner Richard Haynak as Vice-Chair. On a motion by Commissioner Duggan, seconded by Commissioner Haynak, and carried unanimously, it was moved to appoint Ronald Bushong as Manager; Steven Stocking as County Highway Engineer; Kimberly Kimmel as Finance Director; and Kathy Duynslager as Board Secretary. These appointments are for the upcoming calendar year.

Establishing regular meeting dates to comply with the Open Meetings Act No. 267, P A 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 last meeting of every quarter (March, June, September and December) will be a night meeting at 7:00 p.m. The Secretary was instructed to post a notice of regular meeting dates in the office lobby.

In order to meet certain requirements for federal/state aid construction projects, Commissioner Duggan moved that Steven R. Stocking be designated as the "Publicly Employed Project Engineer", and Ronald J. Bushong, Manager, be designated the "Authorized Person – Local Agency" for the purpose of completing the "Publicly Employed Project Engineer Statements", effective January 5, 2011. Motion seconded by Commissioner Garver and carried unanimously.

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

Barney Ledford, Frost Township resident, requested some clarity on Sunny Ridge Road. In 1996, the Board agreed to take the road off the private road list. It is currently classified as a private road. Engineer Steve Stocking is in the process of getting the necessary paperwork together to make the change. After discussion it was the consensus of the Board to plow Sunny Ridge Road per the minutes of 1996.

On a motion by Commissioner Haynak, seconded by Commissioner Duggan and carried unanimously it was moved to set the mileage reimbursement rate at the current 2011 IRS rate of 51 cents.

Engineer Stocking's wage was discussed. On a motion by Commissioner Duggan, seconded by Commissioner Garver and carried unanimously it was moved to set the Engineer's wage at \$34.00 per hour plus mileage.

On a motion by Commissioner Haynak, seconded by Commissioner Duggan and carried unanimously it was moved to authorize Wilcox Associates to proceed with the design and engineering for the 2013 Pine Road Bridge project.

Manager Ron Bushong informed the Board that Farwell Area Schools has received a "Safe Routes to Schools grant in the amount of \$442,936. The project will consist of constructing a sidewalk in road commission right-of-way. Since there will be no benefit to the road commission, Manager Bushong has requested the Board's financial guidance. It was the consensus of the Board that Clare County Road Commission will allow the sidewalk to be constructed in the road right-of-way but will not participate in sharing any costs.

On a motion by Commissioner Duggan, seconded by Commissioner Haynak and carried unanimously it was moved to authorize the approval of the CRAM Amendment to Constitution and Bylaws ballot.

Permit 02-11 for Consumers Energy Company to work in the road right-of-way of Clare County roads was examined and signed by all members of the Board.

January 7, 2011 there will be a winter maintenance meeting with the City of Clare to discuss roads in Schaffer/Holbrook Subdivision. Manager Ron Bushong and Engineer Steve Stocking will be attending.

Commissioner Eddy Garver has declined health insurance benefits and no mileage reimbursement to the regular meetings. Therefore his yearly salary will be \$7800.

Commissioner Duggan recommended Commissioner Garver to sit on the Parks & Recreation board. All present were in favor.

The Board of Road Commissioners will be putting together a 3-step wage chart for Manager Ron Bushong that will be presented at a later meeting.

The 2011 Budget was discussed in detail.

There being no further business to come before the Board, the meeting was adjourned at 10:59 a.m.

Kathy Duynslager, Board Secretary

Michael S. Duggan, Chair