

## 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 4, 2012.

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

Pledge of Allegiance

Guest present was Richard Wells, Freeman Township Trustee.

The minutes of the December 21, 2011 regular Board meeting were read and approved.

The fund balance report was presented and discussed and bills were reviewed. On a motion by Commissioner Duggan, seconded by Commissioner Haynak and carried unanimously, it was moved to approve for payment payroll ending 12/25/2011 (checks 48813-48840), check for FICA, Off-the-job FICA, December MERS and AP checks 63958 thru 63995 totaling \$109,822.78.

This being the first meeting of the calendar year of 2012, 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 Garver, 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 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 4, 2012. Motion seconded by Commissioner Haynak 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.

On a motion by Commissioner Haynak, seconded by Commissioner Duggan and carried unanimously it was moved to approve the mileage reimbursement rate at the current 2012 IRS rate of 55.5 cents.

Manager Ron Bushong informed the Board the 2012 cash budget is being finalized and will be presented for review at a later date.

The road commission auditors will be here January 9-10, 2012.

The sign truck is need of some major repairs. Manager Bushong and Stock Clerk Jeff Lloyd are getting quotes.

There being no further business to come before the Board, the meeting was adjourned at 9:34 a.m.

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Kathy Duynslager, Board Secretary

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Michael S. Duggan, Chair