

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 December 21, 2016.

The meeting was called to order at 9:00 a.m. by Vice-Chairman Michael Duggan.

Commissioners present: Richard Haynak.

Commissioners absent: none.

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

Pledge of Allegiance.

Guest present: Jess McClaughry, Greenwood Township.

The minutes of the December 7, 2016 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: HRA, Payroll ending 12/8, 12/9 health reimb., 12/22 (#52214-52237), FICA, MERS and AP (#69692-69734) totaling \$329,297.32.

2017 Cash budget will be reviewed at next meeting.

Over-the Counter and Prescription Drug Policy and Safety-Sensitive Employee Release to Work Form for Prescription Medications were discussed. On a motion by Commissioner Duggan, seconded by Commissioner Haynak and approved unanimously, it was moved to adopt the Policy and Release to Work Form. A copy of the Policy and Form will be following the minutes.

Establishing regular meeting dates to comply with the Open Meetings Act No. 267, PA 1976 was discussed. On a motion by Commissioner Duggan, seconded by Commissioner Haynak 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.

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.

Administrative Assistant wage discussed. On a motion by Commissioner Duggan, seconded by Commissioner Haynak and approved unanimously, it was moved to approve the wage rate, effective February 1, 2017, Donna Henke - \$18.00.

There being no further business to come before the Board, the meeting adjourned at 9:41 a.m.

Kimberly Kimmel, Board Secretary

Michael Duggan, Vice-Chair