

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 April 6, 2011.

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 Manager Ron Bushong, Road Maintenance Supervisor John Krchmar, and Finance Director Kimberly Kimmel.

Pledge of Allegiance

Guests present were Richard Wells, Freeman Twp. Trustee.

The minutes of the March 16, 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 03/20/2011 (checks 48194-48223), check for FICA, March MERS and AP checks 63054 thru 63113 totaling \$327,681.34.

Manager Ron Bushong presented and discussed a new purchase policy for the road commission. On a motion by Commissioner Duggan, seconded by Commissioner Haynak and carried unanimously it was moved to adopt the Purchase Policy No. 040611-01. A copy is attached following these minutes.

Crouch Communications has installed 13 new 2-way radios in road commission trucks and equipment. The remaining 11 will be installed at a later date. Manager Ron Bushong informed the commissioners that the new digital narrow-band radios have GPS tracking capabilities that can be enabled at a later date.

April 18, 2011, the road commission will begin working 4-10 hours days. Hours will be 6:00 a.m. - 4:30 p.m., Monday thru Thursday and will run until approximately Labor Day.

Manager Ron Bushong has signed the contract with Alpine Electric for the lighting upgrade in the garage. Work is scheduled to begin sometime mid summer.

Manager Ron Bushong is working at drafting a set of work rules. The road commission doesn't currently have a comprehensive set of work rules in place. These will be presented to the Board for approval at a later date.

We will be taking sealed bids for county wide bituminous paving on April 20, 2011 at 9:15 a.m.

After discussion, it was the consensus of the Board to take proposals for a new telephone system.

Correspondence from Great Lakes Central Railroad was read. Reflective strips are now required on all railroad crossbucks.

After reviewing wage data for surrounding and comparable road commission managers, a motion was made by Commission Duggan, seconded by Commissioner Garver and carried unanimously to adopt the following wage step for the Manager position:

December 20, 2011 - increase hourly rate \$2.15 per hour
December 20, 2012 - increase hourly rate \$2.00 per hour.

All across-the-board increases will also apply to the Manager's rate beginning December 2011.

There being no further business to come before the Board, the meeting was adjourned at 10:03 a.m.

Kathy Duynslager, Board Secretary

Michael S. Duggan, Chair