

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 November 6, 2019.

The meeting was called to order at 9:00 a.m. by Commissioner Richard Haynak.
Commissioners present: Timothy Haskin, Richard Haynak and Karen Hulliberger.
Commissioners absent: none.

Staff present: Donna Henke, Administrative Assistant/Payroll Clerk; Kimberly Jones, Finance Director/Board Secretary; Al Leonard, Engineer-Tech/Co-Manager; Jason Montney and Bruce Wentworth, Sub-Road Foremen.

Guests present: Marion Coon, Frost Township Supervisor and Bill Coon, Frost Township resident; Al Housler, Freeman Township Supervisor; Ken and Peggy Duff, Frost Township residents; Mike Haley, Hayes Township Trustee; Valerie Kusiak, Hayes Township resident; Dan Dysinger, Grant Township Supervisor; Mark Fitzpatrick, Clare County Board of Commissioner (5th District); Dewayne and Sarah Rogers; Mike and Ginger Hogan, Frost Township residents; Randy Bonham, Surrey Township resident; Ron and Dena Poremba, Frost Township residents; David Hoefling, Clare County Board of Commissioner (6th District); Terry Acton, Hayes Township Supervisor and Bill Hileman, Hatton Township Supervisor.

Pledge of Allegiance.

The minutes of the October 22, 2019 meeting was read and approved as read.

The fund balance report was presented and discussed. On a motion by Commissioner Haskin, seconded by Commissioner Hulliberger and approved unanimously, it was moved to approve payments for: Payroll, PE 10/20, (53090-53099); AP (72926-72956), MERS and HRA totaling \$315,002.59

Valerie Kusiak, Hayes Township resident, discussed the following: Thank you for grading on Mostetler; questioned if the Mostetler project will be moved to 2020 since it wasn't completed in 2019 and what contractor will be completing the contract. CCRC will be moving 2019 unfinished projects to 2020.

Ron Poremba, Frost Township resident, discussed the following: Attention is requested on the following roads; Ridge Road, Long Lake and Forest. Thank you for fixing the area near the hill on East Long Lake.

Mike Haley, Hayes Township Trustee, discussed the following: Wanted to confirm Mostetler project is being placed on the 2020 project list. CCRC confirmed. Repair on Woods and Hampton. Sub-Road Foreman will inspect the issue.

Randy Bonham, Surrey Township resident, discussed the following: Water issue on N. Superior (sidewalks installed – Safe Routes to School). Bruce Wentworth, Sub-Road Foreman looked at issue on Monday and will be correcting the issue. Bruce stated that Dave Bondie, Assistant Road Foreman, had marked the catch basin and discussed corrections needed with Bruce.

Mike Hogan, Frost Township resident, discussed the following: Thanked Al Leonard, Engineer-Tech/Co-Manager, for grading completed on Wilson Road. He also requested a stop sign at Pierce and Cornwell. The request was discussed and Al Leonard will be sure all brush is cleared in the area for clear vision.

Mark Fitzpatrick, Clare County Board of Commissioner (5th District), discussed the following: Projects, routine maintenance, asked how many projects were scheduled for 2019 and how many were completed. Commissioner Fitzpatrick stated some projects started as maintenance, were not finished and now are impassible. He questioned ditching in Arthur Township and some areas where CCRC rolled shoulder material in the ditches. Commissioner Fitzpatrick mentioned Athey, Hoover, Browns, Adams and fill material placed on the road. Is CCRC going to top with gravel? Was the township contacted regarding the project or money requested for project?

Terry Acton, Hayes Township Supervisor, stated that Hayes Township had a workshop and Al attended. Discussed upcoming projects, future plans, etc.

Marion Coon, Frost Township Supervisor, discussed road concerns on Cornwell, Wilson and Polk.

Ken and Peggy Duff, Frost Township residents, discussed the following: Water on road and berms on shoulders. They thanked Dave Bondie for following up and having the grader in the area for several days. Al Leonard, Engineer-Tech/Co-Manager, stated that the grader was working on one mile of the road but had to be pulled off the road due to weather related issues. Al also mentioned area driver is working with another driver for more training.

Bill Hileman, Hatton Township Supervisor, discussed road concerns on Adams, Cornwell and Browns.

Dan Dysinger, Grant Township Supervisor, discussed the following: 4 miles of gravel projects completed on border roads, but in 4 years no gravel roads.

Commissioners began discussions regarding the Managing Director position with Dewayne Rogers. Dewayne stated the earliest he could begin employment is Monday, November 25th, 2019. Commissioners asked Dewayne if he was provided our employee benefit information and if he had any questions. Commissioners and Dewayne Rogers began negotiation discussions. After all discussions, an agreement had been reached between CCRC Board of Road Commissioners and Dewayne Rogers.

On a motion by Commissioner Haskin, seconded by Commissioner Hulliberger and approved unanimously, it was moved to have the Finance Director/Board Secretary, Kimberly Jones, work with Labor Attorney, Michael R. Kluck and Associates to draft the official Agreement of Employment for Dewayne Rogers and the Clare County Road Commission.

On a motion by Commissioner Hulliberger, seconded by Commissioner Haynak and carried unanimously, it was moved to purchase turkeys and hams for the employees.

The updated Cell Phone Policy was discussed and tabled until new Manager has started employment. Commissioner Haskin requested that Dewayne review the policy prior to Board approval.

On a motion by Commissioner Haskin, seconded by Commissioner Hulliberger and carried unanimously, it was moved to designate Scott Schutz as MDOT Highway Maintenance Patrol, as per MDOT. Scott Schutz has authority to call in employees as needed to perform winter maintenance, as the designated supervisor.

Al Leonard, Engineer Tech/Co-Manager discussed the following Correspondence (#1 - 3):

1. Gravel Road Basics for Local Officials, November 13th, 9am – noon
2. MDOT, What is the Local Safety Initiative?
3. Letter from Rieth-Riley Construction stating that repairs to North Road during the 2020 construction season will be made per discussion between Al Leonard and Larry Bushong, Reith-Riley Area Manager.
 - a. Mill and repave approximately 2,000 ft of the north end of the northbound lane.
 - b. Mill and repave approximately 500 ft of the south end of the southbound lane.

Jason Montney, Sub-Road Foreman, discussed Stockwell, Harding and Surrey. He stated that the Sub-Road Foremen, Al Leonard and Grader Operators had a meeting to discuss the areas listed above. The Sub-Road Foremen and Al Leonard, Engineer-Tech/Co-Manager will be inspecting these areas daily. Weather permitting, the Grader Operators will be sent to re-work the material to reduce moisture and put crown in the road.

Bruce Wentworth, Sub-Road Foreman, stated that all equipment is out and blading.

Kimberly Jones, Finance Director/Board Secretary, updated the Board on the Service Request Module. Donna Henke, Administrative Asst./Payroll Clerk has ordered 2 tablets for the Road Foremen through CCRC's IT company. IT Right worked with Precision for tablet specifications. Tablets should be arriving soon. Building Security was also discussed. Security will begin within next couple of weeks (Phase-one): security cameras for entire CCRC ground/building surveillance, safety and keyless entry for administrative building.

Al Leonard, Engineer Tech/Co-Manager, requested a tablet for service requests. Board approved.

There being no further business to come before the Board, the meeting was adjourned at 10:31 a.m.

Kimberly Jones, Finance Director/Board Secretary

Richard Haynak, Chairman