**Board Minutes**

 **December 8, 2022**

The regular meeting of the Crawford County Board of Road Commissioners was held at their office at 500 Huron Street on Thursday, December 8, 2022, at 4:30 p.m., **Present:** Commissioner Jones, Commissioner Hanson, and Vice Chairman Summers. **Absent:** Chairman Halstead and Commissioner Larson. **Administrative staff present:** Managing Director Don Babcock and Administrative Clerk Kaitlyn Carlson. **Public attending:** Duncan Gray Crawford County Commissioner Liaison to the Road Commission, and Tom Coors Maple Forest Township Supervisor.

It was moved by Commissioner Jones and supported by Commissioner Hanson to approve the December 8, 2022; agenda as presented.  Roll Call: Larson absent, Halstead absent, Summers yea, Hanson yea, Jones yea. Motion Carried.

It was moved by Commissioner Hanson, supported by Commissioner Jones to approve the November 23, 2022, Board Minutes as presented. Roll Call: Larson absent, Halstead absent, Summers yea, Jones yea, Hanson yea. Motion carried.

**Accounts Payable Voucher #5** in the amount of $161,638.28 was moved to pay by Commissioner Hanson and supported by Vice Chairman Summers. Jones inquired about an invoice regarding Lawson Products. Commissioner Hanson read shop supplies were purchased from them. Roll Call: Larson absent, Halstead absent, Summers yea, Hanson yea, Jones yea. Motion Carried.

**Cash Flow**: No discussion

**Accounts Receivables:** No discussion

**Blade and Brine Report**: No discussion

**PUBLIC COMMENTS:** None

**NEW BUSINESS:** Proposed 2023 Board Meeting Schedule- It was moved by Commissioner Jones and Seconded by Commissioner Hanson to accept the proposed schedule. Roll Call: Larson absent, Halstead absent, Hanson yea, Summers yea, Jones yea. Motion Carried.

2022 Audit Engagement Letter- Managing Director Babcock presented the 2022 Audit Engagement Letter. The letter is created by the Auditor, Thomas J. Smith of Smith and Klaczkiewicz PC, the letter contains information regarding the Auditor’s responsibilities and planned scope, required by law. The Audit should be complete sometime in January.

MERS Actuarial Valuation Report- Don presented the MERS Actuarial Valuation Report, the target we must hit by year 2029 is 40% funded. Depending on which report is looked at and which rate of return is assumed we are at 43- 50% funded. We are averaging in the 7% rate of return range.

OPEB Accounting Report- Based off the OPEB Accounting Report, we should be contributing around $149,000 to $154,000. Once we have an updated corrective action plan, Don will present to the board for approval a plan to contribute $160,000 a year rather than the $100,000 we put in now.

Public Notice Bridge Construction- A public notice was created for the upcoming 2023 Bridge Construction projects. County Road 612 over the AuSable River and County Road 612 over Big Creek. The Successful Bidder for both projects was awarded to MacArthur Construction. Both estimates came in under the engineers estimate. Big Creek should be completed before the AuSable River Bridge Construction begins.

**OLD BUSINESS:** Tandem Axle Truck Bid Opening**-** It was moved by Commissioner Jones, seconded by Commissioner Hanson to accept all bids, and authorize Road Commission staff to review them and to present a recommendation at the December 22, 2022, Board Meeting. Roll Call: Larson absent, Halstead absent, Hanson yea, Summers yea, Summers yea. Motion Carried.

5th Wheel Tandem Axle Truck Bid Opening– It was moved by Commissioner Hanson, seconded by Commissioner Jones to accept all bids and authorize Road Commission staff to review them and to present a recommendation at the December 22, 2022, Board Meeting. Roll Call: Larson absent, Halstead absent, Hanson yea, Summers yea, Summers yea. Motion Carried.

**MANAGINIG DIRECTOR COMMENTS:**

**Non- Union wage summary:** Managing Director Babcock presented the Non-union wage summary, discussion will take place at the December 22, 2022, Board Meeting when all commissioners are present.

**COMMISSIONER COMMENTS:**

Commissioner Larson – Absent.

Commissioner Summers – None

Commissioner Hanson – Inquired about the structure built in our right of way in Beaver Creek Township, Don stated the deadline was December 1st and we got the job done on December 2nd.

Commissioner Jones – We’ve been able to accomplish a lot with a small amount of funding.

Chairman Halstead – Absent

There being no further business to come before the Board Vice Chairman Summers declared the meeting adjourned at 5:04 p.m.

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Gary Summers, Vice Chairman Kaitlyn Carlson, Administrative Clerk