**Board Minutes**

**December 21, 2023**

**DRAFT**

The regular meeting of the Crawford County Board of Road Commissioners was held at their office at 500 Huron Street on Thursday, December 21,2023, at 4:31 p.m., **Present:** Commissioner Hanson, Vice Chairman Summers, and Chairman Halstead. Absent: Commissioner Larson, Commissioner Jones. **Administrative staff present:** Managing Director Don Babcock and Clerk of the Board, Leann Neilson. **Public Attending**: Dorothy Frederick, Crawford County Commissioner.

It was moved by Chairman Halstead and supported by Vice Chairman Summers to approve the December 21, 2023, Crawford County Road Commission Agenda as presented. Roll Call: Larson absent, Jones absent, Halstead yea, Summers yea, Hanson yea. Motion Carried.

It was moved by Chairman Halstead, supported by Vice Chairman Summers to approve the December 7, 2023, Board Minutes as presented. Roll Call: Larson absent, Jones absent, Halstead yea, Summers yea, Hanson yea. Motion carried.

Accounts Payable Voucher #6 in the amount of $132,028.14 was moved to pay by Vice Chairman Summers and supported by Commissioner Hanson. Roll Call: Larson absent, Jones absent, Halstead yea, Summers yea, Hanson yea. Motion Carried.

Accounts Payable Voucher #6-1 in the amount of $1300.00 was moved to pay by Chairman Halstead and supported by Vice Chairman Summers. Roll Call: Larson absent, Jones absent, Halstead yea, Summers yea, Hanson yea. Motion Carried.

**Cash Flow:** None

**Accounts Receivables:** Chairman Halstead inquired about Erich Christman’s invoice of $508.35 – the invoice is for his share of health insurance premiums paid by the road commission on his behalf during the time he was off on Workman’s Compensation.

An update was given on the Lozon collections – it is unlikely that this account will be collected on as Lozon is incarcerated.

**Blade and Brine Report:** None

**PUBLIC COMMENTS**: Dorothy Frederick, County Commissioner reported to the Board that the County Board has a vacancy to fill for District 3. Resumes are due by January 5and interviews will be done on January 11, 2024. Jamie McClain is the new Register of Deeds.

**NEW BUSINESS**: None

**OLD BUSINESS:** None

**MANAGING DIRECTOR COMMENTS:** Due to warm weather the crew has been able to start tree & shrub removal on Pioneer Rd. project in South Branch Township.

The Road Commission is still looking to hire at least one mechanic, possibly two. Shop Foreman may be leaving within the year.

County Road 612 bridge over the AuSable River – MDOT will be meeting to discuss how to effectively handle MacArthur Construction Inc and the debacle on the projects they have been awarded.

Administrative Clerks Merit Raise – Both Administrative Clerks’ two-year anniversaries are approaching, and both ladies have proven to be dependable, willing to learn, and both continue to take on more responsibility. Clerk of the Board Leann Neilson & Managing Director Babcock requested that the Board consider Merit Raises for both Administrative Clerks to bring their hourly wage closer to truck driver’s hourly wage.

It was moved by Commissioner Hanson and seconded by Chairman Halsted to increase Administrative Clerks, Kaitlyn Carlson, and Arica D’Amour’s hourly wage from $19.95 per hour to $22.00 per hour effective immediately. Roll Call: Larson absent, Jones absent, Hanson yea, Halstead yea, Summers yea. Motion Carried.

**COMMISSIONER’S COMMENTS:**

Commissioner Larson – Absent.

Commissioner Summers – None

Commissioner Hanson – None

Commissioner Jones – Absent

Chairman Halstead – None

There being no further business to come before the Board Chairman Halstead declared the meeting adjourned at 4:52 p.m.

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**Chairman, Ryan Halstead Leann Neilson, Clerk of the Board**