

The Board of Road Commissioners for the County of Antrim met at the County Garage, Mancelona, Michigan for a regular meeting at 9:30 a.m.

The meeting was called to order by Chairman Dobrzelewski.

Present: Commissioners Dobrzelewski, Hunt and Paradis. Absent: none. Also present: Engineer-Manager Thompson, Superintendent Stumm and Secretary Farrier.

It was moved by Hunt and seconded by Paradis to approve the minutes of the November 10, 2015 regular meeting. Motion carried by unanimous yes vote.

The floor was opened for public comment at 9:32 a.m. Being none, the floor returned to the Chair.

Several pieces of correspondence were discussed.

2015 Cash flow, MTF and fund balance were discussed.

The Engineer-Manager gave his report.

The Board reviewed the status of the 2015 road improvement projects.

The MERS 2015 4<sup>th</sup> Quarter Report was reviewed.

The Board reviewed the service request reports that had been received since the last meeting.

Policy 310: Capital Asset Determination, was discussed.

It was moved by Hunt and seconded by Paradis to adopt Policy 310: Capital Asset Determination, as follows:

**SUBJECT: CAPITAL ASSET DETERMINATION**

**I. PURPOSE**

To establish a policy for determining capital assets.

**II. DEFINITIONS**

Capital Assets--Equipment items and furnishings with a purchase price greater than \$1,000 AND a useful life greater than five (5) years and ALL EQUIPMENT ITEMS (regardless of purchase price or useful life) that have a Schedule C code and rate.

Depreciation--The allocation of the cost of a capital asset over its estimated economic life.

Capital Asset Control, No. 900--The Capital Asset Control is not a fund because it does not account for available financial resources or governmental obligations. The Capital Asset Control may include a variety of capital assets such as land, land improvements, buildings, equipment, vehicles and infrastructure assets.

**III. CONTENT**

It is the policy of the Antrim County Road Commission to follow generally accepted governmental accounting practices. Governmental GAAP for Michigan County Road Commissions requires that certain types of purchases be capitalized and depreciated, rather than expensed at the time of purchase. It is the purpose of this policy to set the parameters to define when purchases should be expensed and

when they should be capitalized and depreciated and to define the necessary record keeping requirements.

All depreciable assets must be entered in the Inventory and Insurance Log or the current computer system Capital Asset Program and the Capital Asset Control. Depreciation expense must be calculated manually or through the monthly program in the current computer system for Schedule C assets and recorded in the operating accounts.

#### IV. RESPONSIBILITY

The Chief Financial Officer is responsible for administering this policy.

Motion carried by unanimous yes vote.

Policy 310, adopted as presented.

The FAST Act Projects (Federal Aid) 5-year plan was reviewed. It was moved by Hunt and seconded by Paradis to approve the FAST Act Projects 5-year plan as presented. Motion carried by unanimous yes vote.

The Engineer-Manager discussed with the Board what appears to be a 300 foot error of road certification length of Birch Point Drive in Elk Rapids Twp., leading to a DNR lake access. There was no recommendation of resolution at present. He will be discussing this with the DNR, then will recommend a course of action.

A 2016 equipment needs "wish list" was reviewed.

It was moved by Paradis and seconded by Hunt to authorize taking bids, or purchasing thru MiDEAL, the following equipment:

- 2 Tandem Axle trucks
- 1 Wheeled Excavator
- 1 Ford Expedition (administration)
- 1 3-CYD Loader
- 1 Vehicle Lift (shop equipment)

Motion carried by unanimous yes vote.

It was moved by Hunt and seconded by Paradis to hold a special meeting, for the purpose of amending the 2014 Operational Budget, on December 31, 2015 starting at 9:30 a.m. Motion carried by unanimous yes vote.

The employment contract for the Engineer-Manager was discussed. It was moved by Hunt and seconded by Paradis to approve and sign a 5-year employment contract for Burt Thompson, Engineer-Manager, ending December 31, 2020. Motion carried by unanimous yes vote. Said contract was signed.

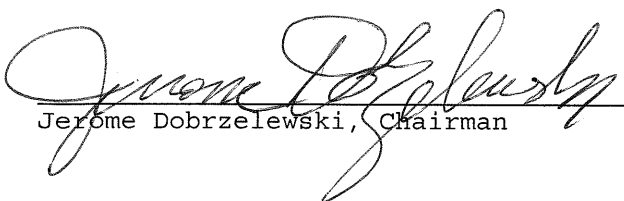
It was moved by Paradis and seconded by Dobrzelewski to set the 2016 salaries and wages for the non-union employees as follows:


EMPLOYEE	CURRENT	2.48%	MERIT	2016 WAGE
Burt Thompson	\$82,000	\$2,034		\$84,034
Peter Stumm	\$57,000	\$1,414		\$58,414
Dale Farrier	\$57,009	\$1,414	\$1,075	\$59,498
Eric Grody	\$54,234	\$1,345		\$54,234
Brian VanderArk	\$54,234	\$1,345		\$54,234
Ron Chapman	\$52,250	\$1,296		\$52,250
Kelly Sexton	\$18.75/Hr.	\$0.47/Hr.	\$0.43/Hr.	\$19.65/Hr.
Robert Fitzgerald	\$18.29/Hr.	\$0.45/Hr.	\$0.51/Hr.	\$19.25/Hr.

Motion carried by unanimous yes vote.

Bills in the amount of \$287,564.26 covered by master voucher(s) #23 & #24 and payroll(s) #23, #24, #24A, #25 & #25A in the amount of \$224,039.70 were reviewed.

By motion, the meeting adjourned at 11:57a.m.

  
Jerome Dobrzelewski, Chairman

  
D. E. Farrier, Secretary