

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON WEDNESDAY, JANUARY 11, 2017, AT 9:00 A.M.
AT THE OFFICE LOCATED AT 1049 ISLAND LAKE ROAD, KALKASKA, MICHIGAN**

ITEM 1 - PLEDGE OF ALLEGIANCE

Meeting called to order by the Chair at 9:00 a.m. Pledge of Allegiance.

ITEM 2 - ROLL CALL

Upon roll call, the following Commissioners responded:

Allen, Present
Corrado, Present
Cox, Present
Walter, Present
Gill, Present

In addition, the following staff members were present: John S. Rogers, Manager; Jerry Heim, Finance Director, Rebecca Hilmert, Administrative Assistant and Debbie Green, Deputy Clerk.

ITEM 3 – ADDITIONS TO AGENDA

ITEM 4 – APPROVAL OF AGENDA

Motion by Walter to approve Agenda, seconded by Corrado. Five ayes, no nays. Motion carried.

ITEM 5 - CONFLICT OF INTEREST

Conflict of Interest Roll Call: Allen, no; Cox, no; Corrado, no; Walter, no; Gill, no.

ITEM 6 – CONSENT CALENDAR

The purpose of the Consent Calendar is to expedite business by grouping non-controversial items together without discussion. Any member of the Commission, staff, or the public may ask that any item on the Consent Calendar be removed and placed elsewhere on the Agenda for full discussion. Such requests will be automatically respected.

If an item is not removed from the Consent Calendar, the action noted in parentheses on the Agenda is approved by a single Commission action adopting the Consent Calendar. The Manager recommends the following items be adopted:

- A. *Minutes:* The Board approves the Regular Meeting minutes, dated December 14, 2016, and the Reorganizational Meeting minutes, dated January 4, 2017.
- B. *Payroll:* The Board approves Payroll #25 (\$54,661.18), Payroll 25C (\$15,264.17) and Payroll #26 (\$57,055.17), respectively.
- C. *Accounts Payable:* The Board approves the Accounts Payable Disbursements (1/11/17) in the amount of \$159,647.74 and the Check Register for the period of December 1 through December 31, 2016.

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Motion by Cox to approve the items on the Consent Calendar, seconded by Allen. Roll call vote: Cox, yes; Allen, yes; Corrado, yes; Walter, yes; Gill, yes. Five ayes, no nays. Motion carried.

ITEM 7 – PUBLIC COMMENT

Those individuals without appointments may give public comment in compliance with Section D & Appendix A of Procedure Policy.

Tom McElwee of Lakeside Trail presented questions to the Board and Manager about the proposed Baggs Road project.

ITEM 8 – TOWNSHIP REPRESENTATIVES

Mr. Dick Malott of Coldsprings Township advised that he has received complaints concerning snow plows piling snow at the entrance of residents' driveways.

ITEM 9 – FINANCE REPORT/BUDGETS

The following items were discussed:

1. Financial Reports.
2. Cash Flow Report.
3. Escrow Account Review.
4. MTF Revenue.

A discussion was held regarding the status of leases for the graders purchased in 2012. Mr. Heim reviewed the purchase or renewal options with the Board and advised that it would prove more economical to wait another year before taking action.

A discussion was held regarding the purchase of 4 new plow trucks. Mr. Heim presented financing options and Mr. Moses reviewed the mechanical status of the existing trucks. **Motion by Cox to purchase four tandem axle plow trucks, not to exceed \$1,000,000.00, and financed by municipal lease with interest rate not to exceed 3%, seconded by Corrado. Roll call vote: Cox, yes; Corrado, yes; Allen, yes; Walter, yes; Gill, yes. Five ayes, no nays. Motion carried.**

A discussion was held regarding bonding options for road repairs. Mr. Rogers will request a meeting with the County to review the options.

ITEM 10 – APPOINTMENTS

None.

ITEM 11– OLD BUSINESS

None.

ITEM 12 – NEW BUSINESS

ITEM 13 – CORRESPONDENCE AND REPORTS

Manager's Report:

1. 612 Safety Project
 - a. A meeting has been scheduled with the Manistee Lake Association and Board representatives to discuss culvert size.

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- 2. Baggs Road
 - a. The project bid packets will be opened at the March Finance Committee meeting.
- 3. CRA Impress Award
 - a. Nearly ready for submittal.
- 4. Highway Engineers Workshop
 - a. Mr. Rogers will be attending the workshop in Kewadin January 31-February 2.

Policy Committee:

Mr. Cox advised that the current call log list and updated goals & objectives are included in the Board packet.

Break 10:20 a.m.
Resume 10:30 a.m.

Personnel Committee:

A discussion was held regarding employee evaluations and wage adjustments for road workers and mechanics. The Personnel Committee also recommended a wage adjustment for administrative employees.

Motion by Corrado to approve all KCRWA employees' wage adjustments, per the labor agreement, and to authorize a necessary salary adjustment to administrative wages in the amount of \$2,500 annually to meet the current labor market, supported by Cox. Roll call vote: Corrado, yes; Cox, yes; Allen, yes; Walter, yes; Gill, yes. Five ayes, no nays. Motion carried.

Safety Committee:

Mr. Allen advised that minutes of the October Safety Committee meeting have been included in the Board packet.

ITEM 14 – MISCELLANEOUS, PUBLIC COMMENT & OTHER

Those individuals without appointments may give public comment in compliance with Section D & Appendix A of Procedure Policy.


Mr. Walter Dow stated that the snow plow drivers have been doing a great job.

Mr. Mallott asked if the Road Commission reports illegally parked vehicles.


Mr. Walter suggested that appreciation certificates be distributed to employees.

ITEM 15 – ADJOURNMENT

Motion by Walter to adjourn meeting at 11:10 a.m., seconded by Cox. Five ayes, no nays. Motion carried.



 David W. Gill, Chair



 Deborah Green, Deputy Clerk