

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON WEDNESDAY, January 17, 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
Walter, Absent
Cox, Present
Gill, Present

In addition, the following staff members were present: John S. Rogers, Manager; Jerry Heim, Finance Director; Tony Moses, Shop Foreman; and Rebecca Hilmert, Clerk.

ITEM 3 – ADDITIONS TO AGENDA

ITEM 4 – APPROVAL OF AGENDA

Motion by Cox to approve Agenda, seconded by Corrado. Four ayes, no nays. Motion carried.

ITEM 5 - CONFLICT OF INTEREST

Mr. Gill mentioned that he has a small amount of stock in one of the banks that the Road Commission is considering for financing.

The board agreed this is not a conflict of interest.

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 13, 2017 and the Reorganizational Meeting minutes, dated January 9, 2018.

B. *Payroll*: The Board approves Payroll #25 (\$54,902.98); Payroll #25c (\$14,413.44) and Payroll #26 (\$50,823.65) respectively.

C. *Accounts Payable*: The Board approves the Accounts Payable Disbursements (1/10/2018) in the amount of \$205,763.25 and the Check Register for the period of December 1 through December 31, 2017.

APPROVED

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

ITEM 7 – BID OPENING/MOTOR GRADER

ITEM 8 – PUBLIC COMMENT

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

None.

ITEM 9 – TOWNSHIP REPRESENTATIVES

Mr. Dick Malott of Coldsprings Township was present but had no comments.

ITEM 10 – FINANCE REPORT/BUDGETS

The following items were discussed:

1. Financial Reports
2. Cash Flow Report
3. Escrow Accounts
4. MTF Revenue
5. Payables for December and January
6. Sale of Grader.
 - a. **Motion by Allen approve and sign purchase agreement for sale of the 2013 John Deere 672G Motor Grader with Henke hitch and wing plow, seconded by Cox. Roll call vote; Allen, yes; Cox, yes; Corrado, yes; Gill, yes. Four ayes, no nays. Motion carried.**
7. Advanced payment to MERS for Defined Benefit contributions for 2018.
8. MERS Hybrid Defined Benefit Plan – freeze and replace with Defined Contribution.
9. MCRCSIP cybersecurity review – implementing recommendations.

ITEM 11 – APPOINTMENTS

None.

ITEM 12– OLD BUSINESS

None.

ITEM 13 – NEW BUSINESS

1. CRA Board of Directors
 - a. **Motion by Allen to vote for Doug Robidoux for the CRA Board of Directors as Manager recommends, seconded by Corrado. Four ayes, no nays. Motion carried.**
2. Grader Bids
 - a. **Motion by Allen to purchase a John Deere grader from AIS in the amount of \$299,970.00 with 5-year warranty and Henke snow wing, seconded by Corrado. Roll call vote; Allen, yes; Corrado, yes; Cox, yes; Gill, yes; Four ayes, no nays. Motion carried.**
 - b. **Motion by Allen to finance the grader purchase with Fifth Third Bank and to authorize the manager and finance director to refinance the 2013 John Deere credit lease for a Grader and Loader with Fifth Third Bank, seconded**

APPROVED

by Corrado. Roll Call vote; Allen, yes; Corrado, yes; Cox, yes; Gill, yes. Four ayes, no nays. Motion carried.

ITEM 14 – CORRESPONDENCE AND REPORTS

Manager's Report:

The following items were discussed.

1. MTA Meeting
2. John Deere Backhoe
 - a. **Motion by Allen to declare John Deere Backhoe surplus and to authorize manager to dispose of equipment, seconded by Cox. Roll call vote: Allen, yes; Cox, yes; Corrado, no; Gill, yes. Three ayes, one nay. Motion carried.**
3. RTF 10A
4. Truck Cameras
5. Winter Shifts/Employees
6. Kalkaska County Road Worker's Association Contract.
 - a. **Motion by Corrado to authorize the manager to enter into a letter of understanding with the Kalkaska County Road Worker's Association and correct wage discrepancies in the contract, seconded by Cox. Four ayes, no nays. Motion carried.**

Policy Committee:

The following items were discussed.

1. Seasonal Road list
2. Goals and Objectives
3. Call Log

Personnel Committee:

The following items were discussed.

1. Employee Updates.
2. Manager's Contract
3. Hourly Employee Evaluations

Safety Committee:

The following items were discussed.

1. Lines on the shop floor.
2. Truck Cameras.
3. Cross-Augers.
4. New Trucks.

Chairman's Report:

None.

ITEM 15 – MISCELLANEOUS, PUBLIC COMMENT & OTHER

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

None.

Motion by Allen to recess current meeting and enter into closed session to discuss attorney/client privileged letter concerning a personnel matter, seconded by Cox. Roll

APPROVED

call vote: Allen, yes; Cox, yes; Corrado, yes; Gill, yes; Four ayes, no nays. Motion carried.

ITEM 16 – CLOSED SESSION TO DISCUSS ATTORNEY/CLIENT PRIVILEGED LETTER CONCERNING A PERSONNEL MATTER

Motion by Allen to end closed session and return to open session meeting, seconded by Cox. Four ayes, no nays. Motion carried.

Motion by Cox to authorize the manager to resolve the personnel matter as directed in closed session, seconded by Corrado. Four ayes, no nays. Motion carried.


Motion by Cox to accept the closed session minutes as read by the clerk, seconded by Allen. Four ayes, no nays. Motion carried.

ITEM 16 – ADJOURNMENT

Motion by Allen to adjourn meeting at 11:25 a.m., seconded by Allen. Four ayes, no nays. Motion carried.



David W. Gill, Chair



Rebecca Hilmert, Clerk