

APPROVED

**MINUTES for the  
REGULAR MEETING OF THE  
KALKASKA COUNTY ROAD COMMISSION  
HELD ON WEDNESDAY, NOVEMBER 9, 2016 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, Absent (Excused)  
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**

**Motion by Corrado to move the Manager’s Report to the beginning of the Agenda, seconded by Allen. Four ayes, no nays. Motion carried.**

**ITEM 4 – APPROVAL OF AGENDA**

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

**ITEM 5 - CONFLICT OF INTEREST**

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

**ITEM 6 – MANAGER’S REPORT**

The following items were discussed:

1. Mr. Rogers introduced the new mechanics, Jason Mroz and James Helm.
2. North Sharon Road Culvert
  - a. The bank of the North Sharon Road culvert has failed and slid down. The Engineers have determined that steepness is the cause of the issue and the slopes were not restored as planned. The contractor has been advised.
3. Starvation Lake Road Safety Job
  - a. Punch list items will not be completed until next year.
4. Available Training
  - a. Transportation Asset Management Workshop, Nov. 29 or 30.
  - b. Transportation Asset Management for Elected Officials, Dec. 6, 7 or 8.
  - c. “What Could Possibly Go Wrong in the Right-of Way and Road Funding 101”, December 6.
5. Baggs Road Update
  - a. Meeting was held with Whitewater Township, Clearwater Township and Grand Traverse County Road Commission. Everyone has committed except GTCRC. Their commitment is contingent on the Engineers’ approval of the proposed fix.
  - b. Bids will be requested soon.

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6. Butler Road
  - a. Boardman Township has approved \$90,000 for tree removal, ditching, graveling and swamp work on Butler Road. The tree removal and stump grinding has already begun. Expected completion will be in 2017.
7. County Road 612 Project
  - a. The DEQ has reduced the size requirements for the replacement culvert and plans are ready for GI submittal.
8. Tower Bids
  - a. There were three bids on the tower; high bid \$1,664.00.

### **ITEM 7 – 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 October 12, 2016.
- B. *Payroll*: The Board approves Payroll #21 (\$45,775.92) and Payroll #22 (\$41,404.73), respectively.
- C. *Accounts Payable*: The Board approves the Accounts Payable Disbursements (11/9/2016) in the amount of \$301,819.35 and the Check Register for the period of October 1 through October 31, 2016.

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

### **ITEM 8 – PUBLIC COMMENT**

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

### **ITEM 9 – TOWNSHIP REPRESENTATIVES**

Mr. Dick Mallott of Coldsprings Township advised that he believes that the culvert replacement on CR 612 will need to be smaller than what MDOT has recommended.

### **ITEM 10 – FINANCE REPORT/BUDGETS**

The following items were discussed:

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

Mr. Heim presented and reviewed documents and graphs relating to the proposed 2017 Budget and a five-year forecast. The five year forecast will be used as a planning tool and will demonstrate the importance and impact that property tax revenue has for the Road Commission. The Board commended Mr. Heim for an excellent job.

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Motion by Corrado to hold a Public Hearing during the KCRC Board meeting on December 14<sup>th</sup>, 9:15 a.m., for presentation of the proposed 2017 Budget, seconded by Cox. Four ayes, no nays. Motion carried.

**ITEM 11 – APPOINTMENTS**

None.

**ITEM 12 – OLD BUSINESS**

None.

**ITEM 13 – NEW BUSINESS**

**ITEM 14 – CORRESPONDENCE AND REPORTS**

**Policy Committee:**

Mr. Cox reported that the updated call log reports and the updated Goals and Objectives are included in the Board packet.

**Personnel Committee:**

Mr. Corrado reviewed the Personnel Committee meeting topics and updates.

**Safety Committee:**

Mr. Allen advised there was no safety meeting last month.

**Chairman's Report:**

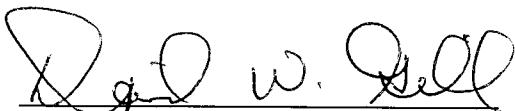
**ITEM 15 – MISCELLANEOUS, PUBLIC COMMENT & OTHER**

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

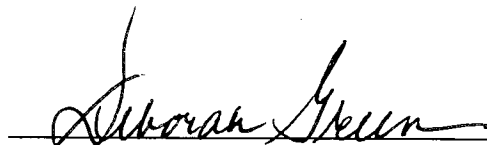
A letter was received from the Coldsprings Township Board commending the KCRC for efforts on the Starvation Lake Road project.

**ITEM 16 – ADJOURNMENT**

Motion by Cox to adjourn meeting at 10:22 a.m., seconded by Corrado. Four ayes, no nays. Motion carried.



David W. Gill, Chair



Deborah Green, Deputy Clerk