

APPROVED

**MINUTES for the REGULAR MEETING of the
KALKASKA COUNTY BOARD OF ROAD COMMISSIONERS
Held on Tuesday, March 10, 2020 AT 9:00 A.M. at the office located at
1049 Island Lake Road, Kalkaska, Michigan 49646**

1. CALL TO ORDER

Meeting called or order by the Chair at 9:00 a.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Upon roll call, the following Commissioners responded:

Corrado, Present

Walter, Present

Cox, Present

Allen, Present

Gill, Present

In addition, the following staff members were present: John Rogers, Manager; Jerry Heim, Finance Director; and Rebecca Hilmert, Clerk

4. ADDITIONS TO AGENDA

5. APPROVAL OF AGENDA

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

6. CONFLICT OF INTEREST

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

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 February 12, 2020.

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- b. **Payroll:** The Board approves Payroll #4 (\$65,517.51), and Payroll #5 (\$55,191.02).
- c. **Accounts Payable:** The Board approves Accounts Payable Disbursements (03/10/2020) in the amount of \$408,148.64 and the Check Register for the period of February 1, 2020 to February 29, 2020.

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.

8. PUBLIC COMMENT

9. TOWNSHIP REPRESENTATIVES

- a. Bob Baldwin, Rapid River Township, has nothing for the board at this time.

10. FINANCE REPORT/BUDGETS

- a. Finance Reports/Cash Flow Summaries
- b. Semi-tractor purchase
- c. Update on site and building evaluation study
- d. USDA loan and grant programs
- e. Fleet management (shop) software
 - i. **MOTION by Allen to purchase fleet management software from CFA Software, Inc. for the amount of \$11,040.00, recommended by the Finance Director and Equipment and Facilities Foreman. Recommendation is based upon review and evaluation of five different programs, seconded by Corrado. Discussion. Roll call vote: Allen, yes; Corrado, yes; Walter, yes; Cox, yes; Gill, yes. Five ayes, no nays. Motion carried.**
- f. Network server replacement
- g. Susan Sanford contract
 - i. **MOTION by Allen to approve audit contract with Susan Sanford, CPA, for the years 2019 through 2021, seconded by Walter. Roll call vote: Allen, yes; Walter, yes; Corrado, yes; Cox, yes; Gill, yes. Five ayes, no nays. Motion carried.**

Break at 9:50 a.m., back in session at 10:00 a.m.

11. APPOINTMENTS (1 hr. TOTAL)

12. OLD BUSINESS/UNFINISHED BUSINESS

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13. NEW BUSINESS

14. CORRESPONDENCE AND REPORTS

- a. Manager's Report
- b. Policy and Planning Committee Report
- c. Personnel Committee Report
- d. Safety Committee Report
- e. Chairman's Report
- f. Misc. Correspondence

15. CLOSED SESSION TO DISCUSS ATTORNEY/CLIENT CORRESPONDENCE

MOTION by Cox to adjourn regular meeting at 10:10 a.m. and enter closed session to discuss attorney/client privileged correspondence, seconded by Corrado. Roll Call vote: Cox, yes; Corrado, yes; Walter, yes; Allen, yes; Gill, yes. Five ayes, no nays. Motion carried.

MOTION by Cox to resume regular meeting at 10:20 a.m., seconded by Walter. Five ayes, no nays. Motion carried.

MOTION by Cox to proceed with what was discussed in Closed Session, seconded by Walter. Five ayes, no nays. Motion carried.

16. MISCELLANEOUS, PUBLIC COMMENT & OTHER

17. ADJOURNMENT

Motion by Walter to adjourn meeting at 10:25 a.m., seconded by Cox. Five ayes, no nays. Motion carried.



David W. Gill, Chair



Rebecca Hilmert, Clerk