

**MINUTES for the
REGULAR MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON MONDAY, May 11, 2015, AT 8:00 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 8:00 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 Rogers, Manager; Jerry Heim, Finance Director and Debbie Green, Deputy Clerk.

ITEM 3 – ADDITIONS TO AGENDA

ITEM 4 – APPROVAL OF AGENDA

Motion by Walter to approve Agenda, seconded by Cox. 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 April 13, 2015, with revision.
- B. *Payroll*: The Board approves Payroll #8 (\$35,157.54) and Payroll #9 (\$35,366.74) respectively.
- C. *Accounts Payable*: The Board approves the Accounts Payable Disbursements (5/11/2015) in the amount of \$176,118.15 and the Check Register for the period of April 1 through April 30, 2015.

Motion by Walter to approve the items on the Consent Calendar, seconded by Corrado. Roll call vote: Cox, yes; Corrado, yes; Walter, yes; Allen, 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.

Allen Kelly, Pontius Road, voice concerns about gravel being plowed into his yard during winter maintenance efforts. The Superintendent will look into this matter.

ITEM 8 – TOWNSHIP REPRESENTATIVES

Carl Ingersoll, Springfield Township, advised that Creighton Road has very large potholes and soft spots between Ingersoll & Lund Roads.

ITEM 10 – FINANCE REPORT/BUDGETS

Motion by Corrado to award the Starvation Lake Road engineering design proposal to Prein & Newhof, in the amount of not to exceed \$27,530.00. Motion seconded by Cox. Five ayes, no nays. Motion carried.

Motion by Corrado to award the West Sharon Road Bridge design proposal to Prein & Newhof, in the amount of not to exceed \$19,470.00. Motion seconded by Cox. Five ayes, no nays. Motion carried.

Motion by Allen to approve the Hurst Mechanical proposal to design a new heating system for the KCRC facility at a cost of not to exceed \$2,500.00, seconded by Cox. Five ayes, no nays. Motion carried.

Motion by Allen, to hire Jerry Heim as the Finance Director on a permanent full-time basis, and to set his annual salary at \$55,000 with a 6 month and 1 year performance review and possible salary adjustment, effective March 1, 2015, supported by Cox. In addition to his annual salary, Jerry Heim will receive \$300.00 per month vehicle allowance, \$50.00 per month cell phone reimbursement, and his PLT shall start at 144 hours, from 0-7 years. Discussion. Roll call vote: Allen, yes; Corrado, yes; Cox, yes; Walter, no; Gill, yes. Four ayes, one nay. Motion carried.

Motion by Allen to approve and accept the 2014 Financial Audit Report, seconded by Corrado. Discussion. Roll call vote: Allen, yes; Corrado, yes; Cox, yes; Walter, yes, Gill, yes. Five ayes, no nays. Motion carried.

Motion by Allen to authorize the Chairman to sign the 2014 Act 51 Financial Report upon completion, seconded by Cox. Five ayes, no nays. Motion carried.

Motion by Allen to award the 2015 Trucking bid to Todd's Welding Service and J & N Construction as an alternate, seconded by Walter. Five ayes, no nays. Motion carried

Motion by Allen to amend the Cell Phone Reimbursement Policy to include the Finance Director and delete the Operations Director, seconded by Corrado. Roll call vote: Allen, yes; Corrado, yes; Cox, yes; Walter, yes; Gill, yes. Five ayes, no nays. Motion carried.

In addition, the following items were discussed:

APPROVED

1. Financial Reports
2. Job Costing

ITEM 11 – APPOINTMENTS

None.

ITEM 12– OLD BUSINESS

None.

ITEM 13 – NEW BUSINESS

Motion by Walter to approve and authorize Chairman Gill to sign the Agreement with the Michigan Department of Transportation, Contract #15-5142, to chip seal and fog seal along Rapid City Road from Highway M-72 northerly to the North County Line; including hot mix asphalt overlay patching and shoulder widening work; and all together with necessary related work; seconded by Corrado. Discussion. Roll call vote: Walter, yes; Corrado, yes; Cox, yes; Allen, yes; Gill, yes. Five ayes, no nays. Motion carried.

Chair called for a break at 8:50 a.m.

Meeting was called back to order at 9:00 a.m.

ITEM 14 – CORRESPONDENCE AND REPORTS

Manager's Report:

1. Paul Bunyan Meeting May 21, 2015.
2. Grass Lake Road bid request.

Motion by Allen to authorize the Manager to accept sealed bids for the Grass Lake Road paving project, as requested by Excelsior Township, seconded by Cox. Five ayes, no nays. Motion carried. Bids will be opened at the June 3rd Finance Committee Meeting.

3. West Blue Lake Road chip sealing project.
4. Crack seal projects.
5. Asphalt projects.
6. Chip seal projects.
7. Gravel road projects.
8. File Clerk/Administrative Assistant position.
9. Pot holes.
10. Brine schedule.

Cox reported on the following:

- Confidentiality Agreement – Mr. Rogers stated that the agreement is not ready for adoption. It will be re-presented at the next Policy Meeting for review.

Motion by Cox, supported by Corrado, to adopt the amended Non-Union Benefit Policy. Roll call vote: Cox, yes; Corrado, yes; Allen, yes; Walter, yes; Gill, yes. Five ayes, no nays. Motion carried.

Chairman's Report:

1. Amended FOIA Policy. Attorney working on a new packet for the Policy Committee's review.
2. People are asking why we are fixing good roads. The Manager is directed to draft a media statement to educate the public.

APPROVED

ITEM 15 – MISCELLANEOUS, PUBLIC COMMENT & OTHER

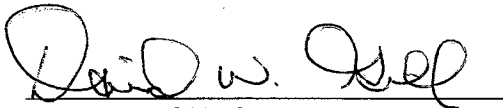
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Also discussed:

1. Spencer Road project. Proposed language to be drafted for the township to adopt.
2. SE Corner of Spencer and M-66. Resident parking in right-of-way, restricting clear vision area.
3. Minutes presented for the 4/27/15 Kalkaska County Local Planning Team meeting.

ITEM 16 – ADJOURNMENT

**Motion by Walter to adjourn meeting at 9:50 a.m., seconded by Cox. Five ayes, no nays.
Motion carried.**



David W. Gill, Chair



Deborah Green, Deputy Clerk