

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON TUESDAY, SEPTEMBER 13, 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
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

None.

ITEM 4 – APPROVAL OF AGENDA

Motion by Corrado to approve Agenda, seconded by Cox. 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 – 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 August 10, 2016.
- B. *Payroll:* The Board approves Payroll #16 (\$43,916.22), RWA Payout (\$11,770.30) and Payroll #17 (\$40,328.41), respectively.
- C. *Accounts Payable:* The Board approves the Accounts Payable Disbursements (09/13/2016) in the amount of \$277,502.70 and the Check Register for the period of August 1 through August 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; Allen, yes; Gill, yes. Four 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.

ITEM 8 – TOWNSHIP REPRESENTATIVES

Mr. Dean McCullough of Blue Lake Township discussed the townships' planned construction projects for next year, as identified in the letter included in the Board packet. He advised that the shoulders need more gravel along the new pavement that was done in the last year. He also stated that Sunset Trail is a big concern due to ORVs tearing up the shoulders and the edges of the road. Mr. McCullough also questioned the new land division policy. Mr. Rogers explained the ingress/egress concerns while issuing driveway permits for land splits. Also, site distance needs to be measured in compliance with the Land Division Act.

Mr. McCullough advised that Board that he will not be running for re-election this year.

ITEM 9 – FINANCE REPORT/BUDGETS

The following items were discussed:

1. Financial Reports.
2. Cash Flow Report.
3. Escrow Accounts.
4. MTF Revenue.
5. Funding options for MERS.
6. Possible bond options for road repairs.

ITEM 10 – APPOINTMENTS

None.

ITEM 11– OLD BUSINESS

None.

ITEM 12 – NEW BUSINESS

Motion by Allen to award the winter sand bid to Michigan Aggregate at a price of \$4.50 per cubic yard, delivered, and Todd's Welding as an alternate at a price of \$4.64 per cubic yard, delivered, seconded by Corrado. Four ayes, no nays. Motion carried. Mr. Rogers stated that he will consider purchasing an additional supply at the quoted price.

Motion by Cox to grant the Manager permission to dispose of the communication tower that was recently taken down, seconded by Corrado. Four ayes, no nays. Motion carried.

It was the consensus of the Board to table the Manager's annual job evaluation until the next Board meeting, with tentative pay raise retro to this Board meeting.

ITEM 13 – CORRESPONDENCE AND REPORTS

Manager's Report:

The following items were discussed:

1. Employees and job vacancies.

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2. KCRC's Standards and Specifications.
 - a. Gourdie Frasier quoted a price of \$1,550.00 to assist KCRC with updating, including CAD drawings of all KCRC's details.
3. Starvation Lake Road Safety Job
 - a. Project is underway. The completion date is scheduled for September 30, 2016.
4. Administrative Performance Evaluations have been completed.
5. Valley Road
 - a. KCRC is in the process of applying for 2018 safety funds for Valley Road construction. The deadline for the submittal is September 23rd.
6. Shippy Road - High Risk Rural Roads (HRRR) program
 - a. KCRC submitted application to MDOT for HRRR funds.
7. NMARC/ASMCRRA Joint Conference September 14-16, 2016.
8. County Road 612 Safety Project
 - a. The general inspection plans are nearly complete for submittal. A meeting is planned with the Manistee Lake Association to discuss the culvert.
9. Lightning Strike at the KCRC facility
 - a. The lightning strike destroyed the phones, internet, cameras, security system and other electronics. Repairs are nearing completion.
 - b. MCRCSIP has been contacted to file a claim.
10. Land Divisions
 - a. A request has been sent to the townships to involve KCRC in the land division process. KCRC is getting driveway requests for parcels that were divided and that do not meet the site distance requirements. The fee for this review is \$30.00.
11. Brockmier Gravel
 - a. The project is complete and under budget.

Policy Committee:

Mr. Cox and Mr. Roger reported that the committee discussed creating an index for the policy categories, which will be easier to find specific policies and to include on the website. 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, including job vacancies, 10 hour shifts and staff evaluations.

Safety Committee:

Mr. Allen advised that there was no meeting in September,

Chairman's Report:

Mr. Gill recommended that the Board members take a walk through the shop to view equipment maintenance and preparations for winter maintenance.

ITEM 14 – MISCELLANEOUS, PUBLIC COMMENT & OTHER

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

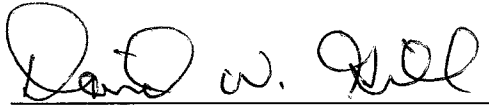
Letters were received from Blue Lake Township outlining their construction projects and funding for next year; and KCRC's Annual Road Mileage Certification report from MDOT.

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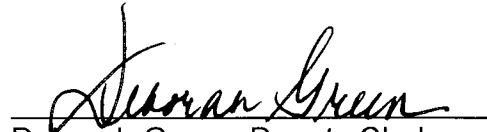
Mr. Darlington thanked the Road Commission for taking care of the trees at the corner of M-72 and Valley Road.

ITEM 15 – ADJOURNMENT

Motion by Cox to adjourn meeting at 9:54 a.m., seconded by Corrado. Four ayes, no nays. Motion carried.



David W. Gill, Chair



Deborah Green, Deputy Clerk