

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON MONDAY, OCTOBER 8, 2012, 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 8:09 a.m. Pledge of Allegiance.

ITEM 2 - ROLL CALL

Upon roll call, the following Commissioners responded:

Corrado, Present
Elliott, Present
Gill, Present
Green, Present
Walter, Present

In addition, the following person(s) were present: Paul Wisniewski, Manager; Becky Jerry, Clerk.

ITEM 3 – ADDITIONS TO AGENDA

Revisions: Add Closed Session to Discuss Negotiations and Review Closed Session Minutes dated September 10, 2012; add to New Business Boardman Road and Fee and Permit Schedule/Public Hearing.

ITEM 4 – APPROVAL OF AGENDA

Motion by Elliott to approve Agenda with revisions, seconded by Green. Five ayes, no nays. Motion carried.

ITEM 5 - CONFLICT OF INTEREST

Conflict of Interest Roll Call: Corrado, no; Elliott, no; Gill, no; Green, no; Walter, no.

ITEM 6 – PUBLIC COMMENT

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

Carl Ingersoll, Springfield Township, discussed and/or voiced concerns over the following: 1. Gonyer and Creighton Roads being terrible, needs grading not floating; 2. Cracks in shoulders on Ingersoll Road. Discussion.

Introduction of new Manager, Paul Wisniewski. Discussion on using new technique on shoulders and subcontracting work out.

ITEM 7 – MINUTES/PAYROLL

Regular Meeting Minutes dated September 10, 2012.

Motion by Gill to approve the Regular Meeting minutes dated September 10, 2012 as presented, seconded by Green. Five ayes, no nays. Motion carried.

Motion by Green to approve Payroll 19 in the amount of \$31,254.01, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve Payroll 20 in the amount of \$32,197.77, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve Payroll 20C in the amount of \$4,249.91, seconded by Elliott. Discussion. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

ITEM 8 – ACCOUNTS PAYABLE/FINANCE REPORT

Motion by Green to approve C/9-3 in the amount of \$43.20, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

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Motion by Green to approve C/9-4 in the amount of \$24,349.25, seconded by Elliott. Discussion. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve C/9-5 in the amount of \$116.43, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve C/9-6 in the amount of \$7.01, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve C/9-7 in the amount of \$179,210.80, seconded by Elliott. Discussion. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve C/9-8 in the amount of \$58.98, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve C/10-Prepays in the amount of \$1,706.75, seconded by Elliott. Discussion. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve C/10-2 in the amount of \$100,003.23, seconded by Elliott. Discussion. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve C/10-3 in the amount of \$17,953.89, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve Check Register ending September 30, 2012, seconded by Elliott. Discussion. Five ayes, no nays. Motion carried.

Green discussed the following:

1. Cash Receipts/Transmittals.
2. MTF funds.
3. Balance sheet.
4. Escrow accounts.
5. Capital purchase update.
6. Wilcox engineering fees.
7. Forest Funds. Discussion. **Motion by Gill to have Manager recommend allocation of Forest Funds to a completed project, seconded by Elliott. Further discussion. Roll call vote: Gill, yes; Elliott, yes; Corrado, yes; Green, yes; Walter, yes. Five ayes, no nays. Motion carried.**

Motion by Green to purchase a second patrol wing, seconded by Gill. Discussion. Roll call vote: Green, yes; Gill, yes; Corrado, yes; Elliott, yes; Walter, yes. Five ayes, no nays. Motion carried.

ITEM 9 – TOWNSHIPS

Mike Allen, Blue Lake Township, discussed and/or voice concerns over the following: 1. Stated the shoulder work on Starvation Lake Road looked nice. Discussion. 2. Concerns with shoulder work on Sunset Trail. Discussion. 3. Potholes on 612 east of Sunset Trail.

Discussion on letter received from Blue Lake Township regarding welcoming to new Manager and 2013 projects.

ITEM 10 – OLD BUSINESS

None.

ITEM 11 – NEW BUSINESS

1. Boardman Road. Discussion on change of scope of work on project and safety concerns because of a troughing problem and standing water in the road. Discussion on letter to all townships regarding a two week

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notice for any project changes. Board concerned with the change and modifications to the wedding procedure and the original project, approving work from 131 to Puffer Road. The Boardman Township Board extended the project from 131 to the Grand Traverse county line on Supply Road which was not included in the original project plans. Manager and engineer to review work and safety concerns of standing water on Boardman Road.

2. Permit Fee and Cost Schedule. Discussion on problem with charges for utilities permits. Manager to submit recommendation. Will need Public Hearing.

ITEM 12 – CORRESPONDENCE AND REPORTS

Manager's Report:

1. Superintendents' Seminar.
2. Electronic pay for all employees.
3. Staff meeting with employees.
4. Innis Road and Shippy Road projects.
5. Springfield Township meeting. Discussion.
6. Train/semi truck wreck in Boardman Township. Discussion.

Policy Report:

1. Manager to review job descriptions.
2. Title VI policy updated.
3. Public Hearing on Permit Fee and Cost Schedule.

Personnel Report:

Walter reported on the following:

1. Cost of cutting trees on Twin Lake Road estimated to be over \$66,000.00. Discussion on handling different in the future.
2. Crack sealing/shoulder and pot holes work.

Also discussed:

1. Manager also discussed new technique of using wing plows for shoulder work. Will be setting up training.
2. Service Requests.
3. Cell phone reimbursement.

Safety Report:

Elliott reported on the following:

1. Fire extinguisher procedures.
2. Shoulder maintenance.
3. Formalizing wing training.
4. Upgrading of lighting in shop. Discussion on possible grant money.
5. Boardman Road.
6. One injury.
7. Signage on Valley Road.
8. Getting trucks ready for winter.

Further discussion on the following:

1. Letter received from Boardman Township (Attached as part of these minutes); water problems on Boardman Road; miscalculations on material for Boardman Road project.

Chair called for a break at 9:43 a.m.

Chair called meeting back to order at 9:52 a.m.

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ITEM 13 – CLOSED SESSION TO DISCUSS STEELWORKERS’ NEGOTIATIONS AND TO REVIEW CLOSED SESSION MINUTES DATED SEPTEMBER 10, 2012

Motion by Elliott at 9:52 a.m. to go into Closed Session to discuss Steelworkers’ Negotiations and to review Closed Session Minutes dated September 10, 2012, seconded by Green. Roll call vote: Elliott, yes; Green, yes; Corrado, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to come back into Open Session at 11:09 a.m., seconded by Gill. Five ayes, no nays. Motion carried.

Motion by Gill to hold a Special Meeting to meet with the Steelworkers’ bargaining team, seconded by Green. Discussion. Five ayes, no nays. Motion carried.

Chair called for a break at 11:13 a.m.

Chair called meeting back to order at 11:20 a.m.

ITEM 14 – MISCELLANEOUS, PUBLIC COMMENT & OTHER

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

Public Comment: None.

Further discussion was held on date for Special Meeting.

Also discussed:

1. 2013 Budget.
2. Sand/salt usage by the Village, DPW and hospital. Manager to request 10% administrative fees.
3. Job evaluations.

ITEM 15 – ADJOURNMENT

Motion by Elliott to adjourn meeting at 11:44 a.m., seconded by Green. Five ayes, no nays. Motion carried.

Louis Walter, Chair

Rebecca Jerry, Clerk