

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON MONDAY, NOVEMBER 14, 2011 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 Chair at 9:00 a.m. Pledge of Allegiance.

ITEM 2 - ROLL CALL

Upon roll call, the following Commissioners responded:

Custer, Present
Elliott, Present
Gill, Present
Green, Present
Walter, Present

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

ITEM 3 – ADDITIONS TO AGENDA

None.

ITEM 4 – APPROVAL OF AGENDA

Motion by Green to approve Agenda as presented, seconded by Custer. Five ayes, no nays. Motion carried.

ITEM 5 - CONFLICT OF INTEREST

Conflict of Interest Roll Call: Custer, 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.

Robert Dryden reserved his time.

ITEM 7 – MINUTES/PAYROLL

Regular Meeting Minutes dated October 10, 2011: **Motion by Gill to approve the Regular Meeting minutes dated September 12, 2011 as presented, seconded by Green. Five ayes, no nays. Motion carried.**

Special Meeting Minutes dated October 21, 2011: **Motion by Gill to approve the Special Meeting minutes dated October 21, 2011 as presented, seconded by Green. Five ayes, no nays. Motion carried.**

Motion by Green to approve Payroll 20 in the amount of \$30,814.83, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve Payroll 21 in the amount of \$31,268.56, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve Payroll 22 in the amount of \$36,216.18, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

ITEM 8 – ACCOUNTS PAYABLE/FINANCE REPORT

Motion by Green to approve C/10-4 in the amount of \$328.84 seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve C/10-5 in the amount of \$27.52, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

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Motion by Green to approve C/10-6 in the amount of \$5,068.36, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve C/10-7 in the amount of \$8,099.73, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

(Tape stopped. Clerk left to get another tape recorder.)

Motion by Green to approve C/10-Boots 10-21-11 in the amount of \$150.00 seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve C/10-Boots 10-24-11 in the amount of \$63.59, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve C/10-Reim. as of October 2011 (health and RX) in the amount of \$3,841.44, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve C/11-Boots 11-3-11 in the amount of \$137.39, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve C/11-Prepays in the amount of \$2,263.33, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve C/11-2 in the amount of \$330,536.51, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve Check Register dated October 31, 2011, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Green gave Finance Committee report on the following:

1. Gill gave information for the purchase of 2000 Sterling truck from Leelanau County Road Commission. Discussion. **Motion by Gill to purchase a 2000 Sterling truck with sander unit from Leelanau County Road Commission for \$35,000.00 seconded by Green. Further discussion. Roll call vote: Gill, yes; Green, yes; Custer, yes; Elliott, yes; Walter, yes. Five ayes, no nays. Motion carried.**
2. Safety glasses. Discussion. Green recommends each employee receives two pair per year. Send to Policy Committee; revisit in January, 2012.

ITEM 9 – APPOINTMENTS

Township Representatives:

Denny Corrado, Coldsprings Township, discussed the following: 1. Potholes on East Shore Drive on north end by Ford Road; also intersection of 612 and Rogers Road.

Jake Uitvlugt, Boardman Township, discussed the following: 1. Improvements on Boardman Road; 2. Potholes on Township roads; 3. Woodman Road needs grading; 4. School Street; 5. End of Woodman, Hart and Creighton Roads needs crack sealing; 6. Township discussing road millage. Discussion; 7. Discussion on Ingersoll Road.

Denny Corrado asked Board if Road Commission was going to finish CR612 east of CR571. Manager to provide plan. Discussion.

ITEM 10 – OPEN SEALED BIDS/SHED AT 9:30 A.M.

Motion by Gill to withdraw support for action taken at the Special Meeting dated October 21, 2011 and to rescind the vote to accept the bid from AB Construction Exc., Inc., in the amount of \$5,750.00, seconded by Custer. Five ayes, no nays. Motion carried.

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Bid opening began at 9:30 a.m.

The following construction bids for the power washer shed were opened and accepted:

- | | | |
|-------------------------|------------|-------------|
| 1. Larson Construction | \$6,215.00 | Discussion. |
| 2. Elite Steel Builders | \$6,789.00 | Discussion. |
| 3. Gusto Construction | \$8,045.65 | Discussion. |

Manager made recommendation to accept the bid from Larson Construction. **Motion by Custer, upon Manager's recommendation, to accept the bid of Larson Construction in the amount of \$6,215.00, seconded by Green. Roll call vote: Custer, yes; Green, yes; Elliott, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.**

ITEM 11 – OLD BUSINESS

A. Mecum Bridge Road. Manager recommendation on the bid for construction of Mecum Road Bridge, per Henry Diemer's recommendation to contract with low bidder, J.E. Kloote Contracting Inc. Manager discussed pre-con meeting and that J.E. Kloote will start as soon as contract is awarded. **Motion by Gill to accept Manager's recommendation to contract with J.E. Kloote Contracting, Inc., seconded by Green.** Discussion and/or concerns over when project would be completed and timeline provided by J.E. Kloote. Manager assured board it could be completed by June 8, 2012 as stated in contract. **Roll call vote: Gill, yes; Green, yes; Custer, yes; Elliott, yes; Walter, yes. Five ayes, no nays. Motion carried.**

Chair call for a break at 9:45 a.m.

Chair called the meeting back to order at 9:55 a.m.

Manager provided Board with timeline for Mecum Bridge Road project.

ITEM 12 – NEW BUSINESS

A. James and Becky's contract recommendations will be presented at the November Board meeting.

1. Discussion was held on Clerk/Finance Director wage/benefit proposal. Chair explained proposal. Chair recommended wages be increased to \$45,143.28. Discussion. Gill suggested drafting of letter of agreement. **Motion by Gill, position is at will, FLSA exempt, proposes to increase wages to \$45,143.28, with three weeks paid vacation and paid holidays to include day after Thanksgiving and Christmas Eve, to be effective today's date to be included with next payroll period, seconded by Elliott. Discussion on wages being based on 40 hours per week. Roll call vote: Gill, yes; Elliott, yes; Custer, yes; Green, yes; Walter, yes. Five ayes, no nays. Motion carried.**
2. Manager presented proposal at the beginning of Board meeting. Chair went over Manager's proposal. Discussion was held on wages, longevity pay, sick bank rollover, unused vacation time, additional paid holiday day after Thanksgiving. **Motion by Gill, position is at will, FLSA exempt, proposes to increase Manager's wages to increase to \$50,000.00 (based on 40 hours per week and there will be no longevity pay for Manager's position) effective January 1, 2012; effective this date, any unused vacation time prior to anniversary date in 2011 will be paid to employee, and paid holidays to include day after Thanksgiving, seconded by Green. Discussion. Roll call vote: Gill, yes; Green, yes; Custer, yes; Elliott, yes; Walter, yes. Five ayes, no nays. Motion carried.** Discussion on exempt employees.

B. Ingersoll Road: 1. Complaint about visibility at Henschell and Ingersoll Road intersection. Manager to write letter to Jerry Cannon for his continued support to the Road Commission in efforts to control speeding on Ingersoll Road. 2. Concerns with the construction of Ingersoll Road. Discussion. 3. Manager stated he had also received complaints and has been checking Ingersoll Road and he has contacted the engineer to review and provide recommendations to the contractor. Manager to send to MDOT a report addressing concerns and/or potential problems with Ingersoll Road so documentation will be on file. 4. Further discussion on other areas of Ingersoll Road that needs to be checked on. Manager to contact Judy Browning from MDOT to see if she can attend December board meeting.

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C. Paul Bunyan meeting on November 17.

D. Manager to provide letter to all Townships pertaining to the maintenance of private roads. Discussion.

E. Reschedule dates for Steelworkers' negotiations. Clerk to send Burnham & Flower proposal for healthcare options and contact information for Burnham & Flower for them to review and contact Agent of Record should they have any questions. Meeting will be rescheduled after Steelworkers have time to review. Also forward copy to Teamsters.

F. Discussion on the hiring of drivers.

ITEM 13 – CORRESPONDENCE AND REPORTS

Manager Report:

The Manager and Board Members discussed and/or commented on the following:

1. Electrical service upgrades are completed except for minor things that need to be done.
2. Need for a meeting date in December to discuss Road Commission road priority list for SAFETEA-LU. Discussion. Special Meeting to be set for December 12, 2011 at 8:30 a.m.
3. Traffic enforcement training. Discussion. **Motion by Custer to send Tim, Jeff and Brenda to traffic enforcement training, seconded by Gill. Roll call vote: Custer, yes; Gill, yes; Elliott, yes; Green, no, Walter, yes. Four ayes, one nay. Motion carried.**
4. Team Builder Training. Discussion. Will address in January, 2012.
5. Manager gave recommendation to brine all County primary roads and then bid out for local roads. Discussion. Manager to give more in depth analysis; get prices for purchase of new tanker. Further discussion on Road Commission liability and checking with surrounding counties regarding their cost share program for brine application.

Policy Report:

1. Policy Committee did not meet.

Personnel/Commissioners Report:

Walter reported and/or discussed the following:

1. Discussion on the status of maps and having them ready by December Board meeting. Manager to set up meeting with Bob Nelson.
2. Discussion on job descriptions for the positions of Grade Foreman, Shop Foreman, Superintendent, Manager. Will discuss at December Board meeting.
3. Commissioner's Report:
 - Discussion on non communication.
 - Removal of Union Representation at Board meetings.
 - Team Builders
 - Weighmaster duties.
 - Policy regarding overweight permits. Manager to present at January 2012 Board meeting.
 - Letter to Mike Cox/administrative fees; Representative Wayne Schmidt, Senator Darwin Booher and David Jones/surplus equipment (grader). Discussion.
 - Improving Public Relations.

Safety Report:

Elliott reported on the following:

1. Electrical work being done.
2. Problem with the roof around the oil burner; Bloxsom.
3. Employees working on new plow routes.
4. Discussion on plowing around building.
5. Need for steps in and out of emulsion tank load out/retention area. Steps to include a possible cat walk. Need for lighting upgrades at load out area.

ITEM 14 – MISCELLANEOUS, PUBLIC COMMENT & OTHER

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

Board discussed the following:

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1. Education of winter snow plowing with schools. Manager to get with school Superintendents regarding school bus stops.
2. Back door of building needing to be replaced.
3. Chairman of Road Commission and two County Board Commissioners attended informational meeting presented by Elk River Chain of Lakes on the Local Government and Watershed Protection.
4. Correspondence received last month from Coldsprings Township. (Attached as part of these minutes)
5. CRAM Newsletter; more involvement with CRAM.

Public Comment:

David Ritter, Commissioner of Kalkaska County, discussed and/or commented on the following: 1. Culvert on Lund Road at Spring Creek is plugged.

Discussions were held on the following:

1. Henke insurance. Manager waiting for response from attorney and will provide information to Board upon receipt. Manager to draft letter to Henke and Scott Brooks, Union President.

ITEM 15 – CLOSED SESSION: TO REVIEW STEELWORKERS’ RESPONSE TO UNION GRIEVANCE, TO DISCUSS STEELWORKERS’ AND TEAMSTERS’ NEGOTIATIONS, AND TO REVIEW CLOSED SESSION MINUTES DATED OCTOBER 10 AND OCTOBER 21, 2011

Motion by Gill to go into Closed Session to review Steelworkers’ response to Union grievance, to discuss Steelworkers’ and Teamsters’ negotiations, and to review Closed Session Minutes dated October 10, 2011 and October 21, 2011, seconded by Elliott. Five ayes, no nays. Motion carried.

Motion by Custer to come back into Open Session at 11:22 a.m., seconded by Gill. Five ayes, no nays. Motion carried.

Motion by Gill to approve the Closed Session minutes dated October 10, 2011 as presented, seconded by Green. Five ayes, no nays. Motion carried.

Motion by Gill to approve the Closed Session minutes dated October 21, 2011 as presented, seconded by Green. Five ayes, no nays. Motion carried.

ITEM 16 – ADJOURNMENT

Discussion was held on employee matters.

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

Louis Walter, Jr., Chairman

Rebecca Jerry, Clerk