

APPROVED

**MINUTES for the  
REGULAR MEETING OF THE  
KALKASKA COUNTY ROAD COMMISSION  
HELD ON MONDAY, FEBRUARY 13, 2012, 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:

Corrado, 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 Gill to approve Agenda as presented, seconded by Elliott. 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.*

None.

**ITEM 7 – MINUTES/PAYROLL**

Regular Meeting Minutes dated January 9, 2012.

**Motion by Gill to approve the Regular Meeting minutes dated January 9, 2012 as presented, seconded by Elliott. Five ayes, no nays. Motion carried.**

Chair asked that the following be placed on the Agenda under Old Business:

1. Carl Ingersoll regarding question from last meeting.
2. Reith Riley regarding Sandy Park.
3. Henry Diemer regarding question pertaining to design build.

**Motion by Green to approve Payroll 1 in the amount of \$41,836.21, 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 Payroll 2 in the amount of \$42,791.44, seconded by Elliott. 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/1-Reim. as of January 2012 (health and RX) in the amount of \$5,042.47, 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/1-3 in the amount of \$140.00, 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/1-4 in the amount of \$7,056.25, 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/1-5 in the amount of \$30,589.64, 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/1-6 in the amount of \$1.18, 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/1-7 in the amount of \$6,705.29, 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/1-Boots 1-30-12 in the amount of \$105.99, seconded by Elliott. Discussion held on if boots are turned in. Manager responded the boots are ANSI approved and are shown and/or inspected by the Supervisor prior to reimbursement. 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/1-8 in the amount of \$420.00, 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/2-Prepays in the amount of \$3,721.84, 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/2-2 in the amount of \$184,562.20, seconded by Elliott. Discussion and/or questions. 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/2-3 in the amount of \$7,420.00, 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 dated January 31, 2012, seconded by Elliott. Discussion. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.**

Green discussed the following:

1. Transmittals
2. Permits
3. MTF funding
4. Financial Statements

Also discussed the following:

- Retiree insurance
- Cash flow projections
- Building Escrow Fund. Discussion. **Motion by Gill for Finance Director to set up a Building Fund Escrow account and to deposit a minimum of \$1,000.00 to commence in March, seconded by Green. Roll call vote: Gill, yes; Green, yes; Corrado, yes; Elliott, yes; Walter, yes. Five ayes, no nays. Motion carried.**
- Purchasing a security camera with audio. Discussion. **Motion by Gill for the purchase of a security camera with audio in the amount of \$149.00 for the conference room to include offsite storage, seconded by Corrado. Further discussion. Letter to be forward to Mr. Cohl regarding recording of meetings. Roll call vote: Gill, yes; Corrado, yes; Elliott, yes; Green, no; Walter, yes. Four ayes, one nay. Motion carried.**
- Shoulder maintainer. Discussion. **Motion by Gill for the purchase of a shoulder maintainer with a not to exceed price of \$2,500.00 from AIS Equipment, seconded by Green. Further discussion on rearranging Capital Equipment priorities; approximately 312 lane road miles needing to be taken care of.**

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**Roll call vote: Gill, yes; Green, yes; Corrado, yes; Elliott, yes; Walter, yes. Five ayes, no nays. Motion carried.**

- Dura Patcher. Discussion. **Motion by Gill to recommend the purchase of a used Dura Patcher upon inspection and/or approval of Shop Foreman, seconded by Green. Five ayes, no nays. Motion carried.** Discussion was held to put lease options on March Agenda if approval is not obtained.
- Safety Conference. Discussion. **Motion by Gill to send two employees to the Safety Conference in Grand Rapids, seconded by Corrado. Further discussion. Roll call vote: Gill, yes; Corrado, yes; Elliott, yes; Green, yes; Walter, yes. Five ayes, no nays. Motion carried.**
- Used chipper. Discussion on warranty and rent with option to buy. Rental with option would be with zero percent interest and allows payments over a four month period with 100% of payments going toward the cost of the chipper. Board members would like to see warranty by the hours and not by day. **Motion by Gill to rent and/or purchase chipper for a price of \$17,000, with payments of \$4,250.00 over a four month period, seconded by Corrado. Further discussion. Roll call vote: Gill, yes; Corrado, yes; Elliott, yes; Green, yes; Walter, yes. Five ayes, no nays. Motion carried.** Further discussion held.
- Shop foreman to visit other counties for purchase of used units. Board recommended to Manager not to proceed with any units which could not use wing plows.

### ITEM 9 – APPOINTMENTS

None.

Townships:

Jake Uitvlugt, Boardman Township, stated it was great that Road Commission is buying equipment but hopes there are enough men to utilize the equipment. He further comments and/or discussed the following: 1. Road millage will be on March ballot; 2. Concentrating on maintenance and repairs of roads; 3. Administrative fees still a problem with the Township. Discussion held on administrative fees can be negotiated; 4. Part of Ingersoll Road still a problem. Discussion.

Manager directed to contact other Townships pertaining to administrative fees to be negotiated on a case by case basis.

### ITEM 11 – OLD BUSINESS

A. MDOT/Design Engineering.

Manager informed Board it was not possible but the Road Commission can include design engineering in own projects.

### ITEM 12 – NEW BUSINESS

A. Employee Certificate.

Discussion. Copy of certificate will be provided to Board Chair to give to lady who called. Board directed office to buy frames. Further discussion.

B. Mileage Reimbursement. Discussion. Letter to be provided to BOC Chair.

C. Clerk's Meeting. Clerk gave synopsis on Clerk's meeting. Reported on status of GASB Policy revisions may be needed.

Chair called for break at 10:12 a.m.

Chair called the meeting back to order at 10:20 a.m.

D. Board of Directors' Ballot/Vote. **Motion by Green to vote for Douglas for the CRAM Board of Directors, seconded by Gill. Five ayes, no nays. Motion carried.**

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- E. Commissioners' attendance at Road Commission functions. Discussion. **Motion by Green to approve payment of mileage for a one year period to Commissioners for attendance at meetings pertaining to Road Commission business, seconded by Corrado. Five ayes, no nays. Motion carried.**
- F. Discussed board attendance at the Commissioners' Seminar in April.
- G. Discussion on revising and/or updated FOIA policy.

### ITEM 13 – CORRESPONDENCE AND REPORTS

#### Manager Report:

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

1. Annual Bids.
2. Project bids for roads.
3. Clearwater millage.
4. Local Bridge funding. Waiting to receive notice on Proposal for the West Sharon Bridge.
5. New security camera status update.
6. Salt shed structure. Discussion. Manager to keep researching.
7. Steelworkers' negotiations scheduled for February 16 and 17.
8. Teamsters requesting negotiation date.
9. Paul Bunyan scheduled on February 17.
10. Highway Conference on March 7. Scheduling conflicts with Personnel and Finance committee meetings.
11. MIOSHA meeting in Gaylord. Manager informed Board it was an informative meeting. Discussion on slings. Manager informed Board they were inspected yearly by FD Lake.
12. Contact with Carl Ingersoll. Manager to make attempt to get with Mr. Ingersoll.
13. Reith Riley. Manager to contact Reith Riley regarding 612 around Sand Parks area.
14. County maps being delivered by Tuesday.
15. Woodman Road not getting plowed. Manager informed Board it was falling through the cracks and he would check into it.
16. Superintendent and Grade Foreman gave overview of Weighmaster seminar. Board directed copy of certificates be placed in files of Root, Dorman and Smith. SOP needed on what magistrate will allow Road Commission to take care of when giving citations on loads over the limits. Further discussion.
17. Legislative bills regarding Counties taking over Road Commissions were approved and forwarded to the Governor for signature.
18. Asset Management being tied to MTF funding and state reinforcing audit on high risk roads.
19. Meeting with coordinator to have prisoners maintain our grounds.
20. No longer have night employee on roads. Discussion.

#### Policy Report:

Corrado reported on and/or discussed the following:

1. P12-3 Cell Phone Policy
2. Personal Protective Equipment Guideline
3. P12-4 Safety Program. Manager revised program per the Safety Committee's review. Discussion. Manager to check on getting the insurance companies recommendations regarding use of hard hats while driving. Further discussion. **Motion by Corrado to approve P12-4 Safety Program with revisions pertaining to the Safety Committee's recommendations and upon recommendation of insurance carrier pertaining to use of hard hats while driving trucks, seconded by Gill. Five ayes, no nays. Motion carried.**
4. Review revisions on Disciplinary form.
5. Discussion on cell phone policy. **Motion to approve 12-3 Cell Phone Policy with revisions, seconded by Gill. Five ayes, no nays. Motion carried.**
6. Discussion on typographical error in Personal Protective Equipment Guideline. **Motion by Corrado to adopt the Personal Protective Equipment Guideline with revision, seconded by Gill. Five ayes, no nays. Motion carried.**

#### Personnel/Commissioners Report:

Walter reported and/or discussed the following:

1. Evaluations

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2. New evaluations to be done by April
3. Tom Henke insurance matter
4. Meeting with Scott Brooks
5. Maps were suppose to be approved by Board before ordering
6. Doing a good job on winter maintenance
7. Write offs on Commissioner Report
8. Reimbursement of mileage letter to BOC
9. UPS application
10. Employee being upstairs. Discussion.
11. E-mails between staff
12. Title VI Policy
13. Cell phone usage
14. GASB Policy
15. Safety Audit
16. HRRR Funding for 2015
17. Scholarships the Road Commission could be in line for
18. Brine schedule
19. Salt shed building
20. Employees coming in before 2:00 p.m. Manager to check on.
21. Emergency snow removal; employees getting out earlier.
22. Putting larger numbers on side and back of truck.
23. Using two loaders in mornings.
24. Certificate for Rickey Spires.
25. Employees completing pre and post trip inspections.
26. See if jail crew can do lawn maintenance.
27. Security camera w/audio.
28. Manager accountability.

Manager/Board discussed the following:

1. Meeting with Chairman.
2. Apologize to Mr. Ingersoll.
3. Work on township relations.
4. Special Personnel Meeting.
5. Scheduling/Superintendent.
6. Manager responsibility/performance.
7. Union proposal.

Safety Report:

Elliott reported on the following:

1. Tailgate Safety sheets being turned in.
2. Employee injury.
3. Filing tailgate safety sheets.
4. Cat walk/Dura Patcher.
5. Electrical work.
6. No solution for air compressor.
7. Brine safety meeting.
8. Bus stops schedules.
9. New employee training.
10. Safety Program/made recommendations.
11. Night driver.
12. Training on wing plows.
13. Pre & post trip inspections/to start immediately. If not being taken care of/disciplinary action should take place.
14. Project planning should go to Safety Committee/with solution being immediate follow-up.

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## Chairman's Report:

Walter reported and/or discussed the following:

1. Legislation changes.
2. No representation from the BOC at today's meeting.
3. Snow patrol wings being included in bids/Manager to bring back to Board.
4. New pickup getting rust proofed.
5. Chair noted at 12:05 the BOC representative did not attend Road Commission meeting.

Other: None.

## **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.

## **ITEM 16 – ADJOURNMENT TO THE CALL OF THE CHAIR**

**Motion by Gill to adjourn meeting at 12:05 p.m., seconded by Corrado. Five ayes, no nays. Motion carried.**

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Louis Walter, Jr., Chairman

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Rebecca Jerry, Clerk