

APPROVED

**MINUTES for the  
REGULAR MEETING OF THE  
KALKASKA COUNTY ROAD COMMISSION  
HELD ON MONDAY, FEBRUARY 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 2 – APPROVAL OF AGENDA**

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

**ITEM 3 - CONFLICT OF INTEREST**

Conflict by Interest Roll Call: Custer, no; Elliott, no; Gill, no; Green, no; Walter, no.

**ITEM 3 – 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.

Scott Brooks voiced concerns of spending funds on GPS/radios. Discussion.

**ITEM 4 – UNION REPRESENTATION**

Brenda Smith from the Teamsters' Union stated they had nothing at this time and were waiting for their negotiation meeting.

Scott Brooks from the Steelworkers' Union stated they had nothing at this time.

**ITEM 5 – MINUTES/PAYROLL**

Regular Meeting Minutes dated January 10, 2011: Revision to page three, Motion was seconded by Custer not Green. **Motion by Elliott to approve the Regular Meeting minutes dated January 10, 2011 with revision, seconded by Custer. Five ayes, no nays. Motion carried.**

**ITEM 12 – CLOSED SESSION TO DISCUSS NEGOTIATION MATTERS**

*Motion by Elliott to go into Closed Session at 11:43 a.m. to discuss negotiation matters, seconded by Custer. Discussion. Three ayes, no nays, one absent (when motion was made). Motion carried.*

*Motion by Green to come back into Open Session at 12:01 p.m., seconded by ~~Green~~ Custer. Five ayes, no nays. Motion carried.*

**Motion by Green to approve Payroll 1 in the amount of \$45,556.81, 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 Payroll 2 in the amount of \$44,730.61, 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 3 in the amount of \$46,763.87, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

### ITEM 6 – ACCOUNTS PAYABLE/FINANCE REPORT

Motion by Green to approve C/1-Reim. as of January 31, 2011 (health and RX) in the amount of \$5,425.73, 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/1-Boots 1-21-11 in the amount of \$127.15, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Discussion. Five ayes, no nays. Motion carried.

Motion by Green to approve C/1-4 in the amount of \$2,984.60, 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/2-Prepays in the amount of \$3,713.25, 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/1-Boots 2-7-11 in the amount of \$116.59, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Discussion. Five ayes, no nays. Motion carried.

Motion by Green to approve C/2-2 in the amount of \$144,206.50, seconded by Elliott. Discussion and/or questions regarding invoices. 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 January 31, 2011, seconded by Elliott. Discussion. Roll call vote: Elliott, yes; Green, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Green further reported on the following:

1. Transmittals
2. Receipts
3. SRW. Discussion. **Motion by Gill to allow Finance Director to write off \$75.00 owed by SRW for permits issued as they have filed bankruptcy, seconded by Elliott. Roll call vote: Gill, yes; Elliott, yes; Custer, yes; Green, yes; Walter, yes. Five ayes, no nays. Motion carried.**
4. BCBS bill. Discussion. **Motion by Green to pre-approve BCBS bill be paid, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.**

### ITEM 7 – APPOINTMENTS

Township Representatives:

Dean McCulloch, Blue Lake Township, discussed the following: 1) Correspondence forwarded to the Road Commission regarding future road work with Twin Lake Road being the highest priority; 2) Waiving 8.5% administration fee; 3) Removal of trees in right-of-way. Discussion; 4) Requested Boards' opinion on Blue Lake's proposal in regards to the 8.5% administrative fees. Further discussion. **Motion by Green to waive the 8.5% administrative fee on the Twin Lake Road project if Township goes ahead with project, seconded by Gill, who stated the waiving of the fees is only specific to the Twin Lake Road project. Roll call vote: Green, yes; Gill, yes; Custer, yes; Elliott, yes; Walter, yes. Five ayes, no nays. Motion carried.** Board requested the reason for the Board action to waive the 8.5% administration fee be recorded as part of these minutes. The Board agreed that the first priority and/or commitment of previous boards was to return Twin Lake Road to asphalt when the Road Commission had funds available and of which has not happened. The Board agreed the least they could do

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is waive the 8.5% administrative fees on this project. Discussion on Blue Lake Township's second request. **Motion by Gill to follow the Road Improvement Agreement according to road projects, seconded by Green. Roll call vote: Gill, yes; Green, yes; Elliott, yes; Custer, yes; Walter, yes. Five ayes, no nays. Motion carried.** Further discussion on the 8.5% administrative fees charged on projects.

Denny Corrado, Coldsprings Township, commented on and/or voiced concerns over the following: 1) Deteriorating condition of CR612 from 131 to CR571; 2) Board responding to questions/concerns regarding foreman logs/work logs/service requests; 3) Townships disputing 8.5% administrative fees charges on road projects. Discussion.

Discussion on CRAM's Board of Directors' nominations. **Motion by Custer to vote for Mary Gillis to the Northern Michigan Association of Road Commissions' Board, seconded by Elliott. Five ayes, no nays. Motion carried.**

Appointments: None.

### ITEM 8 – OLD BUSINESS

Commissioner's Report: Louis Walter went over status and/or progress of report.

County Board of Commissioners' liaison, David Ritter, asked that his request from previous meeting be from the Road Commission Board and not Management.

### ITEM 9 – NEW BUSINESS

None.

### ITEM 10 – CORRESPONDENCE AND REPORTS

Manager Report:

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

1. Public Notice from the State of Michigan regarding a wetlands permit for placement of a timber bridge on Mecum Road.
2. MCRCSIP loss control visit correspondence. Discussion.
3. CRASIF inspection.
4. Boardman Township correspondence appointing Jacob Uitvlugt as township representative at Road Commission meetings.
5. E-mail from Voelker, regarding turning in JD 6330 and replacing with a new unit. Discussion.
6. Paul Bunyan meeting.
7. MDOT correspondence extending scholarship for attendance at seminar in March; 100% reimbursement of cost to Road Commission to send one person. Discussion. **Motion by Elliott to send the Sign Man to the MDOT training, seconded by Gill. Five ayes, no nays. Motion carried.**
8. Wilcox in process of making design recommendation for Aarwood Bridge following soil boring.
9. DNRE wetlands permit for Gregg Road.
10. Mecum Road Bridge wetland permit/attorney concerns regarding contract language. Discussion.
11. Bids being opened at March 17, 2011 meeting.
12. Dura Patcher bid.
13. Negotiation dates.
14. Digital radios. Discussion regarding signals, safety issues, budgeting of, and FCC regulation requiring radios be switched to digital by 2013. **Motion by Gill to authorize the purchase of an additional nine (9) digital radios/GPS for \$5,715.00 with Manager to pursue costs of leasing radios to see if cost savings, seconded by Elliott. Roll call vote: Gill, yes; Elliott, yes; Custer, yes; Green, no; Walter, yes. Four ayes, one nay. Motion carried.**
15. Training/education: MSHA, Level One Concrete, Paser training, MDOT Traffic Summit.
16. Proposed long term plan. Discussion.
17. Discussion on Orange Township request for costs to place gravel on several roads.

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## Personnel Report:

Walter reporting on the following:

1. Boot reimbursement/Manager to look at old boots.
2. Replacement of safety equipment and miscellaneous tools. Documenting the return of items being replaced.
3. No cell phones in workplace. Discussion. **Motion by Custer that no cell phone use, except for Management, in workplace, seconded by Elliott. Discussion and/or clarification of enforcement issues. Board stressed that Road Commission business should be conducted on the radios. Five ayes, no nays. Motion carried.**
4. Vault clean-up. Discussion. **Motion by Elliott to allow Jerry and staff to work extra hours to clean up vault, seconded by Custer. Discussion. Roll call vote: Elliott, yes; Custer, yes; Gill, yes; Green, no; Walter, yes. Four ayes, one nay. Motion carried.**
5. IT Policy.
6. No snow-go home. Discussion on no guarantee of 40 hours for employees.
7. Employees in office; following Chain of Command; conducting personal business on Road Commission time. Discussion.
8. Sand/salt policy.
9. Rerouting beats.
10. Uniform bid.
11. Curtailing use of attorney time.
12. New Commissioner Seminars offered.
13. Extended office hours. Discussion.
14. Daily work logs; reporting of unsafe situations by employees and public. Discussion.
15. Salaried employees punching time clock being a liability to the Road Commission. Discussion. **Motion by Custer that salaried employees are not to punch a time clock, seconded by Elliott. Further discussion. Roll call vote: Custer, yes; Elliott, yes; Gill, yes; Green, yes; Walter, yes. Five ayes, no nays. Motion carried.**
16. Orders to employees in writing.
17. In-house employee training/work on consistency. Discussion.
18. Private individuals pushing snow in roads being safety issue/need for enforcement and follow-up. Discussion.
19. Employees tampering with Road Commission property being grounds for dismissal. Discussion.
20. Following Chain of Command.

## **Directives to Management from the Board. Unanimous Board decision.**

## Policy Report:

Manager reported they were still working on the HIPPA policy.

## Safety Report:

Elliott reported on the following:

1. Stakes removed on Henschell Road.
2. Miner safety training. Discussion.
3. Brush chopper safety issues. Discussion.
4. Also discussed: accident reports; tree trimming/tailgate procedures; MISS DIG informational meeting.

Custer requested injury reports be submitted to Personnel.

## **ITEM 11 – MISCELLANEOUS, PUBLIC COMMENT & OTHER**

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

### Miscellaneous:

Walter read letter from Mike Cox thanking the Road Commission employees for taking care of mailbox in a timely manner. (Attached as part of these minutes) Walter would also like to extend a thank you to employees as

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he is hearing from the public that they are seeing improvements at the Road Commission; that the employees are doing a good job; and the Board appreciates their efforts.

Chairman Walter appointed David Gill to the Safety Committee.

**Public Comment:**

Cindy McCulloch stated there is a problem in Blue Lake Township with snow being plowed into the roads and that the Road Commission needs to educate the public for safety reasons. Discussion.

Denny Corrado, Coldsprings Township, stated they use their ordinance officer to take care of snow being plowed into the roads.

**ITEM 13 – ADJOURNMENT**

**Motion by Elliott to adjourn meeting at 11:13 a.m., seconded by Gill. Five ayes, no nays. Motion carried.**

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Louis Walter, Jr., Chairman

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Rebecca Jerry, Clerk