

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON MONDAY, APRIL 9, 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 Chair at 8:00 a.m. Pledge of Allegiance.

Invocation by: Pastor Dan Johnson

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 Elliott to approve Agenda as presented, 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.

John Rogers, Rapid River Township, asked Board if the township could proceed with brining with the necessary permit. Board approved.

ITEM 7 – MINUTES/PAYROLL

Regular Meeting Minutes dated March 12, 2012.

Motion by Gill to approve the Regular Meeting minutes dated March 12, 2012 as presented, seconded by Elliott. Five ayes, no nays. Motion carried.

Motion by Green to approve Payroll 6 in the amount of \$38,318.60, 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 7 in the amount of \$41,872.97, seconded by Elliott. Discussion on seasonal worker. 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/3-3 in the amount of \$36,057.96, 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/3-4 in the amount of \$4,023.05, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried. Discussion on Bob Nelson invoice.

Motion by Green to approve C/3-Boots in the amount of \$56.00, 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/3-Reim. as of 3/31/12 in the amount for RX/health reimbursements of \$2,557.84, 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/4-Prepays in the amount of \$3,446.50, 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/4-2 in the amount of \$196,219.61, seconded by Elliott. Discussion and/or questions on invoices, redoing joint on Ingersoll Road, damage to equipment, and power washing trucks. 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/4-3 in the amount of \$95.00, 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 March 31, 2012, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Discussion on sending Becky and Brenda to the Finance and Human Resource Seminar May 8-10 in Traverse City. **Motion by Gill to send Becky and Brenda to the Finance and Human Resource Seminar May 8-10 in Traverse City, seconded by Corrado. Roll call vote: Gill, yes; Corrado, yes; Elliott, yes; Green, yes; Walter, yes. Five ayes, no nays. Motion carried.**

Discussion on hiring of temporary clerical staff. **Motion by Gill to hire temporary clerical staff for May through August at the rate of not to exceed \$10.00 per hour for 20-25 hours per week, seconded by Corrado. Five ayes, no nays. Motion carried.**

ITEM 9 – APPOINTMENTS

None.

John Rogers, Rapid River Township, (also listed under Item 10, Old Business, Item D) requested status update on Innis Road Project. Manager reported the preliminary estimate came in at \$445,363.00 which was over approximately \$144,000.00 per the Road Commission estimate.

Discussions and/or concerns were held on the following:

1. Cost cutting measures.
2. Increase in cost of asphalt; used figures from 2010; used Ingersoll Road as base for costs; increase in fuel costs.
3. Project to proceed; all parties have money invested in project; not sending to next level until all parties know how the project will be paid for.
4. Use of SAFETEA-LU monies for 2013; puts all other projects behind additional one year.
5. Use of Forest Funds to apply to project; budgeted use of Forest Funds towards asphalt overlays and wedging projects.
6. Need for guaranteed funding for project.
7. Why we did not find out sooner that the project cost was over approximately \$144,000.00 from the original price of \$300,000.00 if the project was approved in December 2010. Letter dated April 9, 2012 from John Rogers, Rapid River Township, attached as part of these minutes.
8. Concerns about using monies from other funds/projects or use of Forest Funds.
9. \$50,000.00 not to exceed price for engineering costs.
10. Rapid River Township will not pay additional monies; if project costs were done in 2011, monies could have been received from the Task Force.
11. Poor planning.
12. Current costs of Innis Road project.
13. Use of funds affecting next year's allocation; borrowing against next year's SAFETEA-LU funding.
14. Delay of all future projects.

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15. Question as to why the project was not submitted earlier; Manager responded that preliminary plans were needed and Wilcox was working on Aarwood Bridge.
16. Communications with Townships.
17. Question as to when request was submitted to Wilcox; Manager responded early in 2011; question as to when Wilcox was given the go ahead with project; Manager responded August or September 2011; request was issued verbally.
18. Innis Road costs; would like to see discrepancies from Road Commission costs versus preliminary costs from Wilcox.
19. Rectifying problem. Discussion.
20. Incurred costs not included in total cost of Innis Road project. Discussion.
21. Need to provide Rapid River Township with update on how Road Commission is to proceed with project; need of viable solution.
22. Losing money this year by applying to next year; delaying other SAFETEA-LU projects for future years.
23. Question as to how much of the projected costs on Innis Road were inaccurate; discussion on other projects total costs.
24. Start of Shippy Road project now for 2013.
25. Engineering costs over and above construction costs.
26. Problems with holding off doing Innis Road until 2013; increased costs; further discussions.
27. Commitment made to Rapid River Township. Further discussion on problems with putting off Innis Road project.
28. Problem lies with Road Commission not Rapid River Township.
29. No money in Road Commission general fund to pay \$144,000.00. Further discussion.
30. Manager not giving all costs up front; not enough money to complete Shippy Road project. Further discussion.
31. Yearly Task Force meetings; public hearing; priorities are set by Townships.
32. Innis Road project was based on faulty estimates. Further discussion.
33. Promises made to Blue Lake Township; need to get back on track.
34. Double checking commitments; further discussion.
35. Road Commission not in position to borrow money.
36. Manager to get with Task Force as soon as possible; question as to why it was not done all ready. Discussion.
37. Road Commission making promises they can't keep.
38. Road Commission not maintaining all roads.
39. Need to go to townships informing them the Road Commission is not in a position to spend money; asking Townships for help; need to still spend monies from Federal and State funding; need to communicate with Townships.
40. Manager to provide board with alternative numbers by the end of the week and to go to Task Force and engineer.
41. Update on sharing engineering costs. Discussion.
42. Manager needing to work outside the box and resolving matters before brought before board.
43. Rapid River Township still wants to proceed with Innis Road Project, but wants to see all options. Asked that a Road Commission person attends meeting on Tuesday at 7:00 p.m.
44. Board agreed that Road Commission needs answers before the end of the week.

Chair called for a recess at 9:32 a.m.

Chair called the meeting back to order at 9:40 a.m.

Dean McCulloch, Blue Lake Township, discussed and/or voiced concerns over the following:

1. Thank you to Road Commission for storm clean-up.
2. Pot holes; Blue Lake Road; Sunset Trail.
3. Twin Lake Road project: Township going to pay entire costs but feels the bid should have been out sooner; that the project is over engineered; unsure of what to do next.
4. Proposal for Resolution for administrative fees. Resolution attached as part of these minutes. Board said they agreed in prior minutes that administrative costs would be waived on Twin Lake Project (Clerk checked minutes and did not find motion that they agreed to waive fees).

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5. Blue Lake Township has saved the Road Commission money by paying for projects; they have been a good customer.
6. Increase in cost from Road Commission estimate to preliminary costs prepared by Wilcox.
7. Manager to narrow down scope of project. Further discussion to get project costs to where Blue Lake Township can afford.

The Board and Manager discussed the following:

1. Asphalt prices changing day to day.
2. Bids for asphalt to be opened on Wednesday, April 25.
3. Previous motion by Board that overhead charges for the Twin Lake Road will not be charged. Clerk to check previous minutes. (Clerk reviewed previous minutes and no motion was recorded.) Further discussion.

ITEM 8 – ACCOUNTS PAYABLE/FINANCE REPORT continued...

Green discussed the following:

1. Cash receipting/transmittals.
2. MTF funding.
3. Financial Statements.
4. Purchases.
5. Annual cash flow worksheet. Discussion.
6. Year-end balance sheet/Act 51. **Motion by Gill to approve the Act 51 for filing pending auditor's approval, seconded by Corrado. Five ayes, no nays. Motion carried.**

ITEM 11 – OLD BUSINESS

- A. Safety Coordinator job description. Manager to provide to Corrado by April 17.
- B. Site plan for security cameras. Site plan provided by Tim Dorman. Board agreed sufficient for records.
- C. FOIA Policy. Discussion. **Motion by Corrado to adopt P12-6 Freedom of Information Policy, seconded by Elliott. Five ayes, no nays. Motion carried. Motion by Corrado to approve giving time for the Clerk to finish Resolution for signatures, seconded by Elliott. Five ayes, no nays. Motion carried.**
- D. Innis Road. Previously discussed.
- E. Twin Lake Road. Previously discussed.
- F. Title VI Policy status update.

Also discussed:

1. Cost of external hard drives to backup security cameras. Manager to provide more information at April 25, Special Meeting.
2. **Motion by Elliott to adopt Resolution R12-2 regarding FIOA costs, seconded by Gill. Roll call vote: Elliott, yes; Gill, yes; Corrado, yes; Green, yes; Walter, yes. Five ayes, no nays. Motion carried.**
3. Discussion on draft resolution regarding IRS standard mileage rates. **Motion by Corrado to accept Resolution R12-1 IRS Mileage Standard Rates as presented, seconded by Green. Roll call vote: Corrado, yes; Green, yes; Elliott, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.**

ITEM 12 – NEW BUSINESS

- A. Special Meeting for Bid Opening/Burnham & Flower proposals at 8:00 a.m. **Motion by Gill to hold Special Meeting for Asphalt bid opening and Burnham & Flower healthcare proposals on Wednesday, April 25, 2012 at 8:00 a.m., seconded by Elliott. Five ayes, no nays. Motion carried.**
- B. MCRCSIP – Loss Control visit of March 20, 2012. Discussion.
- C. Auditor to attend May Board meeting to go over audit at 8:30 a.m.

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- D. Union request per Steelworkers' contract. Discussion that this should not be in contract; that it is a Manager's decision. Further discussion. Union came to Manager, Manager did not address at the time, felt it needed to come before Board. Board requested dates; Manager responded beginning of May to the end of third week in September. **Motion by Gill that based on Management decision, employees will begin working 4-10 work days beginning the first of May until the third week in September, seconded by Green. Discussion that Board member was told it was not the Manager's request; costs; productivity. Roll call vote: Gill, yes; Green, yes; Corrado, no; Elliott, yes; Walter, no. Three ayes, two nays. Motion carried.**
- E. MIOSHA safety issues. Inspection of March 13; no citations or infractions; couple of minor violations which were corrected while inspector was here.
- F. Letter regarding use of video cameras. Board reviewed letter and directed Manager to send out.
- G. Copy charges/public. Discussion. **Motion by Gill to charge \$.10 per page for copy charges at Clerk's discretion not to charge if not many copies, seconded by Corrado. Five ayes, no nays. Motion carried.**
- H. Manager and Finance Director job evaluations were completed.
- I. Bid specifications for proposals for compatible digital radios. Discussion. **Motion by Gill to submit specifications for bids for digital radios 2200X Kenwood compatible radios charges and service costs for future budget planning; to be forwarded to the following vendors: GT Communications, OTEC, Radio North, Tel-Rad; and to be placed one week in the newspaper, seconded by Corrado. Further discussion. Five ayes, no nays. Motion carried.**

ITEM 13 – CORRESPONDENCE AND REPORTS

Manager Report:

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

1. Aarwood Bridge status/approval of contract with MDOT. Discussion. Manager to provide Road Commission's engineering fee costs for next meeting. **Motion by Gill to approve contract between Kalkaska County Road Commission and MDOT for the Aarwood Bridge project, seconded by Corrado. Five ayes, no nays. Motion carried.**
2. Safety training/certificates will be placed in employees file upon receipt.
3. Salt requisition submitted to MI Deal.
4. Negotiation confirmation for April 12, 2012 at 10:00 a.m. and April 19, 2012 at 1:00 p.m.
5. Teamsters' proposal has not been received per the attorney's request.
6. Correspondence forwarded to Boardman River Communications. Manager reported that Boardman River Communications partially complied. The placed cable matter has not been resolved. Further discussion will be in Closed Session.
7. Building/equipment. Management staff is still checking on equipment for sale at the Leelanau County Road Commission. Board suggested the Shop Foreman return to Leelanau County Road Commission to inspect vehicles.
8. Alta Equipment provided a Maudlin Maintainer for a one week demonstration.
9. Schoolcraft County Road Commission has not committed to sell a used Dura Patcher to the Kalkaska County Road Commission yet.
10. Discussion on cost sharing agreement.
11. Adding W. Sharon Bridge to be submitted to the local bridge program for 2015. Needing Board approval as due date is the end of April. Discussion. Manager stated the Road Commission needed a local match of five percent (5%) which we might be able to get from the Conservation District. Further discussion on engineering costs and costs ten percent (10%) over bridge costs. Further discussion. **Motion by Gill to authorize Manager to apply for a 1.5 million dollar amount from the Local Bridge Project for 2015 for W. Sharon Bridge, seconded by Elliott. Further discussion on funding and possibility of not getting five percent (5%) local match. Discussion was also held on the grant could be turned down if the local match cannot be found. Four ayes, one nay. Motion carried.**

Board and Manager also discussed the following:

1. Solution on how the Road Commission will come up with shortfall of money on Innis Road project.

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2. Final figures on price of asphalt per ton.
3. Blue Lake Township Twin Lake Road project budgeted amount. Manager gave recommendations on what work the Road Commission employees could do.
4. Concern with using repair maintenance money on projects. Need to concentrate on maintenance. Manager recommendation of narrowing the scope of the project.
5. Further discussion on Innis Road and Twin Lakes Road projects.
6. Work schedule for projects.
7. Go to Rapid River Township meeting tomorrow night to discuss Innis Road Project.
8. Manager stated he believed he could get money from the Task Force for the Innis Road project.
9. Commitment to do Blue Lake Township project on Twin Lake Road. Suggested that Manager talk to other townships about putting their projects on hold.
10. Use of SAFETEA-LU monies.
11. Paying more to maintain roads.
12. Too many bad roads.
13. Taking care of Innis and Twin Lake Road projects this year and then re-evaluating process.
14. Manager to let Board know by the end of the week.
15. Discussion on roads ground up and not brought back to being paved roads.

Chair called for a recess at 11:32 a.m.

Chair called the meeting back to order at 11:40 a.m.

Policy Report:

Corrado reported policy matters had already been taken care of.

Personnel/Commissioners Report:

Walter reported and/or discussed the following:

1. Boardman River Communications matter. Notification to the school regarding same has not been done.
2. Registered Corrado for Commissioners' Seminar.
3. Resolution pertaining IRS mileage rate has been completed.
4. FOIA Policy was presented to board for approval.
5. Signatures have been obtained from employees regarding the Safety Program and Cell Phone Policy. Take to Policy for review at April meeting.
6. One evaluation still has not been completed/will be done when employee gets back from vacation. Discussion on verbal warnings still need documentation/paper trail.
7. Pricing to Finance Committee for washing trucks at A1 versus employees versus jail crew. Manager to provide information for next meeting.
8. Job description for Safety Coordinator/Manager to provide by April 17 to Corrado.
9. Root to meet with Safety Committee regarding Safety Summit.
10. Need timeline for Tracey Leix to conduct safety study this summer.
11. Advertise for temporary office position.
12. Manager to provide information to Mark L. regarding radio equipment grant.
13. No contact from Rieth Riley regarding CR612.
14. Set up Special meeting for April 25 regarding asphalt bid opening and Burnham & Flower healthcare proposals.
15. Manager to publicize costs of storm damage in May.
16. Manager to provide additional information for costs associated with external drive including time.
17. Thumb drives to copy security data. Discussion.
18. Auditor to be at May board meeting.
19. Discuss MIOSHA safety issues with employees.
20. Letter forwarded to Village, Sheriff's Department, and State Police regarding use of video cameras.
21. Site plan for security cameras was provided to the Board.
22. Motion for copy charges completed.
23. FOIA Resolution for FIOA Policy completed. Will be presented at May Board meeting for signatures.
24. Manager and Finance Director evaluations completed.
25. MDOT reviewing Title VI Policy.

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Safety Report:

Elliott reported on the following:

1. Tailgate Safety sheets/none turned in. Discussion.
2. Working on Dura Patch tank site.
3. Air compressor.
4. Brine safety completed.
5. Salt/sand usage will be dropped until the fall.
6. Patrol Wind Safety/schedule for fall.
7. Checking on sign truck.
8. Chain saw safety/waiting for update.
9. Fork lift block out/completed 3-21-12.
10. Loss control visit.
11. Doing a good job during the storm.

Manager discussed with the Board the following:

1. Use of signage in back up trucks.
2. Lights on Dura Patcher.
3. Additional lights on Chipper needed.
4. Use of different vest when using brush chipper.
5. Additions to brush chipper for safety issues.

Chairman's Report:

Walter reported and/or discussed the following:

1. Letter presented by Gill was read into the records. Attached as part of these minutes. Discussion that people are afraid to complain because work will not be done and why roads are being missed. Further discussion.

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 14 – CLOSED SESSION TO REVIEW CORRESPONDENCE FROM ATTORNEY, PETER COHL

Motion by Corrado to go into Closed Session to review correspondence from attorney, Peter Cohl, at 12:06 p.m., seconded by Elliott. Roll call vote: Corrado, yes; Elliott, yes; Gill, yes; Green, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Elliott to come back into Open Session at 12:26 p.m., seconded by Gill. Five ayes, no nays. Motion carried.

Motion by Gill to send certified letter to Boardman River Communication to the attention of Gary Johns with a copy to be forwarded to Forest Area Schools to the attention of Sandy Parker, concerning the removal of cables, seconded by Green. Five ayes, no nays. Motion carried.

ITEM 16 – ADJOURNMENT

Motion by Gill to adjourn meeting at 12:27 p.m., seconded by Corrado. Five ayes, no nays. Motion carried.

Louis Walter, Jr., Chairman

Rebecca Jerry, Clerk