

APPROVED

**MINUTES for the  
REGULAR MEETING OF THE  
KALKASKA COUNTY ROAD COMMISSION  
HELD ON MONDAY, MAY 9, 2011 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.

**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 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: 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.*

None.

**ITEM 7 – UNION REPRESENTATION**

Tim Dorman, Supervisor and Teamster union member, discussed working 4-10's as a safety matter for both employees and public safety.

No one was present from the Steelworkers union.

**ITEM 8 – MINUTES/PAYROLL**

Regular Meeting Minutes dated April 11, 2011: Revisions (see below): Number 9 on page 3; Number 10 on Page 3; Number 1 on page 5; Number 3 on page 5; Page 5 under "Miscellaneous":

**ITEM 13 – CORRESPONDENCE AND REPORTS**

Manager Report:

9. West Sharon Road added to road improvement project list. Discussion. **Motion by Custer to designate 2010 Forest Funds to West Sharon Road. No support. Motion failed died for lack of support.**

10. Resolution for Critical Bridge Fund. Manager provided draft to Board Members. Discussion. **Motion by Custer to approve Resolution R11-2 West Sharon Critical Bridge Fund Grant Request with addition of M-55, Missaukee County added to paragraph 3, seconded by Green. Discussion. Roll call vote: Custer, yes; Green, yes; Gill, yes; Walter, yes. Four ayes, no nays. Motion carried.**

Safety Report:

1. 8 hour MSHA Annual Refresher Course will be in the fall for \$631.00. **Motion by Gill to approve MSHA Annual Refresher Course to be held in the fall for \$631.00, seconded by Custer. Four ayes, no nays.**

3. **Motion by Custer to work the regular work pattern of 5 days a week and revisit July 1. No support. Motion failed died for lack of support. Further discussion. Motion by Gill to follow the Manager's recommendation to work 4-10 hour days, seconded by Green. Roll call vote: Gill, yes; Green, yes; Custer, no; Walter, no. Two ayes, two nays. Motion failed.**

# APPROVED

## ITEM 15 – MISCELLANEOUS, PUBLIC COMMENT & OTHER

### Miscellaneous:

Discussion was held on the purchasing of Employee Fidelity and Faithful Performance Coverage from MCRCSIP. Clerk recommended purchasing coverage for \$100,000 which would cover all employees and commissioners at an annual cost of \$500.00. Discussion held if still needed bonds from Specialty Claims on the commissioners. Clerk to check to see if can cancel and receive refunds. **Motion by Gill to accept Clerk's recommendation, no support. Motion failed** died for lack of support.

**Motion by Gill to approve the Regular Meeting minutes dated April 9, 2011 with revisions, seconded by Custer. Five ayes, no nays. Motion carried.**

Special Meeting Minutes date April 25, 2011: Meeting was called to order by Chair not Vice Chair.

### ITEM 1 - PLEDGE OF ALLEGIANCE

Meeting called to order by Vice Chair at 9:00 a.m. Pledge of Allegiance.

**Motion by Custer to approve the Special Meeting minutes dated April 25, 2011 with revision, seconded by Elliott. Five ayes, no nays. Motion carried.**

**Motion by Green to approve Payroll 8 in the amount of \$41,176.65, seconded by Gill. Roll call vote: Green, yes; Gill, yes; Custer, yes; Elliott, yes; Walter, yes. Five ayes, no nays. Motion carried.**

**Motion by Green to approve Payroll 9 in the amount of \$45,638.02, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.**

## ITEM 9 – ACCOUNTS PAYABLE/FINANCE REPORT

**Motion by Green to approve C/4-4 in the amount of \$369.66, seconded by Custer. Roll call vote: Green, yes; Custer, yes; Elliott, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.**

**Motion by Green to approve C/4-Reim. as of April 30, 2011 (health and RX) in the amount of \$3,515.30, seconded by Custer. Roll call vote: Green, yes; Custer, yes; Elliott, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.**

**Motion by Green to approve C/5-Prepays in the amount of \$2,878.41, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.**

Discussion was held on C/5-2 in the amount of \$108,427.99. Commissioners request a thank you be given to Mike Lee and Scott Brooks for doing CPR training. **Motion by Green to approve C/5-2 in the amount of \$108,427.99, seconded by Elliott. Further discussion held. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.**

Discussion was held on RX/health reimbursement escrow in the amount of \$3,500.00. **Motion by Green to transfer \$3,500.00 escrow to the RX/health reimbursement account, 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 April 30, 2011, seconded by Gill. Roll call vote: Green, yes; Gill, yes; Custer, yes; Elliott, yes; Walter, yes. Five ayes, no nays. Motion carried.**

Green gave Finance Committee report on the following:

1. Transmittals
2. Budget
3. MTF

Discussion was held on the 1<sup>st</sup> Amended General Appropriation Budget and Cash Flow Budget. **Motion by Elliott to approve the 1<sup>st</sup> Amended General Appropriation Budget, seconded by Gill. Roll call vote: Elliott, yes; Gill, yes; Custer, yes; Green, no; Walter, no. Three ayes, two nays. Motion carried.**

Discussion was held on shortage of monies to pay bills. **Motion by Gill to use the 2010 Forest Fund monies to pay bills and then sit down and get a handle on the budget, seconded by Elliott. Further discussion held. Roll call vote: Gill, yes; Elliott, yes; Custer, no; Green, no; Walter, no. Two ayes, three nays. Motion failed.**

## APPROVED

Discussion was held on what funds were used to pay for radios/gps systems. **Motion by Green to transfer \$11,156.00 from the Equipment Escrow fund to the general account for payment of the radios/gps systems, seconded by Custer. Roll call vote: Green, yes; Custer, yes; Elliott, yes; Gill, no; Walter, yes. Four ayes, one nay. Motion carried.**

Discussion was held on going back to holding Finance Committee meetings. Discussion was held on the Cash Flow Budget. **Motion by Gill to hold Finance Committee meetings and to reconsider the original Motion for use of 2010 Forest Funds being used for paying bills, seconded by Elliott. Roll call vote: Gill, yes; Elliott, yes; Custer, no; Green, yes; Walter, no. Three ayes, two nays. Motion carried.**

Further discussion to be postponed until Opening of Bids.

### **ITEM 13 – BID OPENING AT 9:00 A.M.**

The following bids were opened and accepted at 9:14 a.m.:

1. James Swain: Unit #1 for \$650.00; Unit 6 for \$830.00; Unit #21 for \$1,850.00; Unit #23 for \$1,150.00; Misc. Interior Lights for \$50.00.
2. Duke Depeel Sr.: Unit #6 for \$550.00.
3. Scott Ellis: Unit #1 for \$531.00.
4. Everett Homan: Unit #1 for \$625.00.
5. Josiah Woodhams: Unit #21 for \$2,871.00

Manager to review and make recommendations to Board.

### **ITEM 9 – ACCOUNTS PAYABLE/FINANCE REPORT**

Continued...

Discussion was held on revisiting Cash Flow Budget. **Motion by Custer to revoke on approval of 1<sup>st</sup> Amended General Appropriation Budget, no support. Motion died for lack of support.** Custer requested it be entered into the minutes that she would have voted no.

Discussion on purchasing IQ Air system for Shop office when money becomes available.

### **ITEM 10 – APPOINTMENTS**

Township Representatives:

Dean McCulloch, Blue Lake Township, commented on and/or voiced concerns over the following: 1) Snow removal went well this year; 2) Dust control problems; asked when brining would get started; 3) Snowmobile crossings needing work.

Denny Corrado, Coldsprings Township, commented on and/or voiced concerns over the following: 1) Road Commissions financial status; 2) Read letter dated May 9, 2011 regarding unsafe conditions on the following roads: Starvation Lake Road; County Road 612 east of County Road 571; Covert Road; Pike Street. Letter attached as part of these minutes.

### **ITEM 11 – OLD BUSINESS**

None.

### **ITEM 12 – NEW BUSINESS**

None.

### **ITEM 14 – CORRESPONDENCE AND REPORTS**

Manager Report:

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

1. Aarwood Bridge: Problem obtaining easement by landowner. Put off project until 2012. Discussion.
2. Ingersoll Road: Obtaining necessary permits; will be in July letting; needing help funding construction engineering.

## APPROVED

3. Mecum Road: Waiting for grant confirmation.
4. Seal Bids: Manager proposed to accept the following bids on disposed property:
  - Unit #1; Jim Swain in the amount of \$650.00.
  - Unit #6: Jim Swain in the amount of \$830.00.
  - Unit #21: Josiah Woodhams in the amount of \$2,871.00.
  - Unit #23: Jim Swain in the amount of \$1,150.00.
  - Misc. Interior Lights: Jim Swain in the amount of \$50.00

**Motion by Gill to accept Manager's recommendation on disposal of property, seconded by Green. Roll call vote: Gill, yes; Green, yes; Custer, yes; Elliott, yes; Walter, yes. Five ayes, no nays. Motion carried.**

5. Status of negotiations/mediation with Steelworkers.
6. Status of Teamsters contract.
7. Burnham & Flower Administrative Services Agreement. **Motion by Gill to accept Burnham & Flower Administrative Services Agreement, seconded by Custer. Five ayes, no nays. Motion carried.**
8. Effective employee discipline workshop.
9. Employee training May 16.
10. Finance/Human Resource Seminar.
11. Cobra contract. **Motion by Gill to accept the Cobra Administrative Service Agreement, seconded by Custer. Five ayes, no nays. Motion carried.**
12. Discussion on BCBS May payment. **Motion by Green for pre-approval of payment to BCBS, seconded by Custer. Roll call vote: Green, yes; Custer, yes; Elliott, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.**
13. May 23/Transportation Asset Management for Elected Officials.
14. Mason County hosting Paul Bunyan on May 19. Kalkaska County Road Commission to host in August.

### Personnel/Commissioners Report:

Walter reported and/or discussed the following:

1. Timer installed in shop.
2. New snow routes to be completed by next meeting.
3. Mecum Road Bridge funding.
4. Still working on weight/penal fines from tickets issued by Weighmaster.
5. Status of employee daily work logs.
6. Management giving orders to employees in writing.
7. In house training update.
8. IT Policy needs to be distributed to additional employees.
9. Uniform bids.
10. Signatures on payroll worksheets.
11. Map status.
12. Status on Agricultural Permits and boring to be completed.
13. Bids on disposed of property.
14. Paul Bunyan meeting dates.
15. Odor in Shop office.
16. Status of licensed contractor to check on lights. Memo provided.
17. Engineering study for Twin Lake Road project.
18. 1<sup>st</sup> Amended General Appropriations Budget.
19. Liability coverage for Commissioners and Deputy Clerk.
20. Bonding concerns.
21. Employee evaluations.
22. Update replacement values of road equipment.
23. Content lists from departments.

### Policy Report:

Custer reported on the following:

1. Revised Permit Fee Schedule. Discussion **Motion by Custer to approve Policy P11-4 Permit Fee and Cost Schedule, seconded by Gill. Five ayes, no nays. Motion carried.** Attached as part of these minutes.

## APPROVED

2. Fund Balance Policy. Discussion. **Motion by Custer to adopt Policy P11-3 Fund Balance Policy in Accordance with GASB No. 54, seconded by Gill. Roll call vote: Custer, yes; Gill, yes; Elliott, yes; Green, yes; Walter, yes. Five ayes, no nays. Motion carried.** Attached as part of these minutes.

### Safety Report:

Elliott reported on the following:

1. Chainsaw training completed.
2. Outside lighting completed.
3. Dura patcher.
4. Brush chopper.

### **ITEM 15 – MISCELLANEOUS, PUBLIC COMMENT & OTHER**

Chair called for recess until 10:00 a.m.

Chair called the meeting back to order at 10:00 a.m.

Discussion was held on employees working 4-10's. **Motion by Gill to change work schedule to 4-10's, seconded by Green. Roll call vote: Gill, yes; Green, yes; Custer, no; Elliott, no; Walter, no. Two ayes, three nays. Motion failed.**

Discussions were held on the following:

1. Discussion on working 5 days a week, 8 hour days versus 4 days a week, 10 hour days.
2. Break times.
3. Curbing budget.
4. Employee retiring.
5. Cash flow/further reductions needed.
6. Use of Forest Funds to help with current cash flow.
7. Putting Finance back to Committee/meetings to be held Wednesdays before board meeting at 9:00 a.m.
8. Have Roxanne from Michigan Department of Treasury at next board meeting to go over 2010 audit.
9. Updating emergency response plan.

### **ITEM 16 – CLOSED SESSION TO INFORM BOARD OF PENDING LAWSUIT AND REVIEW OF CLOSED SESSION MINUTES DATED APRIL 11, 2011**

**Motion by Custer to go into Closed Session at 10:25 a.m. to inform board of pending lawsuit and to review Closed Session Minutes dated April 11, 2011, seconded by Elliott. Five ayes, no nays. Motion carried.**

Board came back into Open Session at 10:38 a.m. **Motion by Green that no decisions were made during the Closed Session meeting, seconded by Custer. Five ayes, no nays. Motion carried.**

**Motion by Gill to approve the Closed Session minutes dated April 11, 2011, seconded by Custer. Five ayes, no nays. Motion carried.**

Discussion was held on the workshop being held at 12:30 p.m.

### **ITEM 17 – ADJOURNMENT**

**Motion by Elliott to adjourn meeting at 10:40 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