

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON MONDAY, JULY 8, 2013, 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 the Chair at 8:00 a.m. Pledge of Allegiance.

ITEM 2 - ROLL CALL

Upon roll call, the following Commissioners responded:

Allen, Present
Corrado, Present
Cox, Present
Gill, Present
Walter, Present

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

ITEM 3 – ADDITIONS TO AGENDA

Under Closed Session add Communications from Attorney.

ITEM 4 – APPROVAL OF AGENDA

Motion by Cox to approve Agenda with revisions, seconded by Gill. Five ayes, no nays. Motion carried.

ITEM 5 - CONFLICT OF INTEREST

Conflict of Interest Roll Call: Allen, no; Corrado, no; Cox, no; Gill, 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.

David Simpson thanked the Road Commission for attention to road. In addition, he voiced concerns over the following: 1. Traffic study on King Road from Military Road to Sunset Trail; work done on King Road not accommodating level of traffic on road. Discussion on brining; road millage; floating of roads.

Jim Mosher, Kalkaska County Board of Commissioners, asked question on townships whose population is low and has less funding available than other townships. Discussion on county wide millage and state legislation providing more funding.

Discussion held on Sally Voorhees letter. Manager to address and respond to both letters.

ITEM 7 – MINUTES/PAYROLL

Regular Meeting Minutes dated June 10, 2013.

Correction under Policy, Page 4: Mr. Cox presented document to Policy Committee. **Motion by Cox to approve the Regular Meeting minutes dated June 10, 2013 with revision, seconded by Corrado. Five ayes, no nays. Motion carried.**

ITEM 11 – NEW BUSINESS

B. Communications. Discussion **Motion by Corrado that when communicating with the public on matters of policy or Board action, the Chairman or his designee shall be the spokesperson for the Kalkaska County Road Commission ~~any communications to the public or the press be directed to the Manager or Board Chair,~~ seconded by Cox. Five ayes, no nays. Motion carried.**

Motion by Gill to approve Payroll 12 in the amount of \$32,398.94, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Gill to approve Payroll 13 in the amount of \$29,992.48, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.

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ITEM 8 – ACCOUNTS PAYABLE/FINANCE REPORT

Motion by Gill to approve C/6-3RX in the amount of \$83.26, seconded by Corrado. Roll call vote: Gill, yes; Corrado, yes; Allen, yes; Cox, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Gill to approve C/6-4 in the amount of \$8,727.71, seconded by Corrado. Roll call vote: Gill, yes; Corrado, yes; Allen, yes; Cox, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Gill to approve C/6-5 in the amount of \$28,767.44 seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Gill to approve C/6-6 in the amount of \$57.59, seconded by Corrado. Roll call vote: Gill, yes; Corrado, yes; Allen, yes; Cox, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Gill to approve C/6-7 in the amount of \$50.00, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Gill to approve C/7-1 in the amount of \$134,749.77, seconded by Allen. Roll call vote: Gill, yes; Allen, yes; Corrado, yes; Cox, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Gill to approve Check Register ending June 30, 2013, seconded by Cox. Five ayes, no nays. Motion carried.

Gill discussed the following:

1. Transmittals.
2. Finance Statement.
3. Distribution Report/Depreciation Expense.
4. MTF funds.
5. Bidder application of crack sealing. **Motion by Gill to hire lowest bidder for crack sealing application to apply Road Commission inventory not to exceed \$15,000.00, seconded by Cox. Discussion. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.**
6. Oil and gas lease. **Motion by Gill to accept Oil and Gas Lease from Petrogulf Corporation pending attorney approval, seconded by Allen. Discussion. Roll call vote: Gill, yes; Allen, yes; Corrado, yes; Cox, no; Walter, yes. Four ayes, one nay. Motion carried.**
7. MERS Annual Meeting. **Motion by Gill to send 1 administrative personnel and 1 employee to MERS Annual Meeting on October 1-3 at the Grand Traverse Resort for a cost of \$200.00, seconded by Cox. Discussion. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.**
8. Purchase of Brine tank. Discussion. **Motion by Gill to go out for sealed bids for the purchase of a used brine tank not to exceed \$72,000.00 and to allow Finance Committee to act upon purchase pending sealed bids opened on August 7, 2013, seconded by Allen. Discussion. Roll call vote: Gill, yes; Allen, yes; Corrado, no; Cox, no; Walter, no. Two ayes, three nays. Motion failed.**
9. Truck and Trailer technician training. **Motion by Gill to send 2 staff members to the Truck and Trailer Technician Training on September 17 through 18 in Midland, Michigan, for the cost of lodging, meals, and travel expenses, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.**
10. Discussion on Road Commission parcels of property. Discussed possible purchase and/or lease to Clearwater Township. **Motion by Gill to invite Clearwater Township to Finance Committee meeting to discuss the possibility of a long time lease of property for public use, and bring back to the Board next month, seconded by Corrado. Roll call vote: Gill, yes; Corrado, yes; Allen, yes; Cox, yes; Walter, yes. Five ayes, no nays. Motion carried.**
11. Purchase of truck from Leelanau County Road Commission. Discussion. Manager and Shop Foreman directed to go take another look at truck and bring information back to the Board.

Chair called for a break at 9:00 a.m.

Chair called the meeting back to order at 9:07 a.m.

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ITEM 9 – APPOINTMENTS

Jerry Gaultier, Boardman Township Supervisor, discussed and/or voiced concerns over the following: 1. Contents of certified letter pertaining to Boardman/Supply Roads. Mr. Gaultier further stated that all that is in the records is what was passed at the Board Meeting/contract. Both parties agreed there are safety concerns and problems that need to be addressed on Boardman Road; 2. SAFETEA-LU funding; 3. Brining rotation; 4. Crack sealing; 5. Bridge washout.

Carl Ingersoll, Springfield Township, discussed and/or voiced concerns over the following: 1. Brine schedule; 2. Washouts on Ingersoll Road; has asked for last three years for shoulders to be done. Discussion.

Jim Mosher, Garfield Township, discussed and/or voiced concerns over the following: 1. S. Sharon Road Bridge on the Manistee River. Discussion; 2. State D funding; borrowing ahead. Discussion.

Bud Banker, Bear Lake Township, discussed and/or voiced concerns over the following: 1. Thank you for implementing the brine schedule; 2. Hillcrest Road needing work.

Sean Dupuie stated Dorman and Beebe Roads are still in bad condition and people are frustrated.

Bud Banker, Bear Lake Township, discussed road ends for lake access deeded to Township by the Road Commission in 2002. Discussion. Manager to check why Road Commission deeded to Township. Further discussion.

ITEM 10 – OLD BUSINESS

A. Meeting with Steelworkers' Employees. Discussion. Board cautioned by attorney not to meet with union. Further discussion. **Motion by Corrado to cancel meeting verbally agreed upon per legal council's advice not to meet with the Steelworkers, seconded by Cox. Discussion. Roll call vote: Corrado, yes; Cox, yes; Allen, yes; Gill, no; Walter, yes. Four ayes, one nay. Motion carried.**

ITEM 11 – NEW BUSINESS

A. Rapid River Township Road Improvement Agreement. Discussion. **Motion by Corrado to approve the contract between the KCRC and Rapid River Township for Phelps Road, seconded by Allen. Five ayes, no nays. Motion carried.**

ITEM 12 – CORRESPONDENCE AND REPORTS

Manager's Report:

1. **Motion by Corrado to accept the Manager's Report, seconded by Cox. Five ayes, no nays. Motion carried.**

Policy Report:

Corrado reported on the following:

1. Continue to go through policies.
2. Discussion on using Petty Cash for coffee and refreshments. **Motion by Corrado to allow purchases of coffee and refreshments with petty cash, seconded by Allen. Five ayes, no nays. Motion carried.**

Personnel Report:

Corrado reported on the following:

1. Continue to interview temporary employee positions.
2. Incentive plan for temporary employees.
3. Use of vehicle for Interim Manager. Discussion. **Motion by Corrado to allow the Interim Manager to take Road Commission vehicle home as a requirement of work to observe weighmaster duties, seconded by Gill. Roll call vote: Corrado, yes; Gill, yes; Allen, yes; Cox, yes; Walter, yes. Five ayes, no nays. Motion carried.**
4. Manager to start training employees now so Road Commission is not caught short handed.
5. Pre-employment costs paid by the Road Commission.

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6. Breaks and meals; no requirements for employees 18 years and older per U.S. Department of Labor.
7. Looking at Work Rules.
8. Addressing MERS rule at next Personnel Meeting.

Safety Report:

Manager reported on the following:

1. Temporary employees' driver licenses/need of chauffer's or CDL license.
2. Attire when using chipper.
3. Chain saw safety.
4. Loader and backhoe tires taken care of.
5. Training employee for fire extinguisher inspections.
6. Air compressor.
7. First aid cabinets.
8. Amount of clay being applied to roads.
9. Trees covering signs.
10. Stumps on Woodman, Puffer, and Westwood Roads.

Also discussed:

1. Twin Lake Road.
2. Supply and Starvation Lake Roads.
3. Grants for defib units. Cox to write letter for Safety Committee.

Chairman's Report:

Walter reported on the following:

1. Appointment of Mike Cox to the Policy Committee.
2. Minutes to Township officials.

Jim Mosher, Kankaska County Commissioner, made statement about Corrado's report on breaks and lunch periods.

Chair presented letter forwarded to Mr. McKinnon from John Babich Jr. (Attached as part of these minutes). Discussion. Manager to check into.

Motion by Allen to reimburse temporary employees the \$25.00 CDL license fee, seconded by Corrado. Five ayes, no nays. Motion carried.

ITEM 13 – CLOSED SESSION TO DISCUSS NEGOTIATIONS.

Motion by Corrado to go into Closed Session to discuss unfair labor charges, communication from attorney, and Closed Session minutes dated April 22, 2013, June 10, 2013 and July 8, 2013 at 10:29 a.m., seconded by Cox. Roll call vote: Corrado, yes; Cox, yes; Allen, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Cox to come back into Open Session at 11:38 a.m., seconded by Corrado. Five ayes, no nays. Motion carried.

Motion by Allen to approve Closed Session minutes dated April 22, 2013, June 10, 2013, and July 8, 2013, seconded by Cox. Five ayes, no nays. Motion carried.

ITEM 14 – MISCELLANEOUS, PUBLIC COMMENT & OTHER

Those individuals without appointments may give public comment in compliance with Section D & Appendix A of Procedure Policy.
None.

ITEM 15 – ADJOURNMENT

Motion by Cox to adjourn meeting at 11:40 a.m., seconded by Allen. Five ayes, no nays. Motion carried.

APPROVED

Louis Walter, Chair

Rebecca Jerry, Clerk