

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON MONDAY, MAY 14, 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 Greg Wolfe, United Methodist Church.

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: Jeff Root, Interim Manager; Becky Jerry, Clerk.

ITEM 3 – ADDITIONS TO AGENDA

Old Business: 1. Aarwood Bridge.

New Business: 1. Possible Manager replacement.

ITEM 4 – APPROVAL OF AGENDA

Motion by Gill to approve Agenda with revisions, seconded by Corrado. 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.

Pete Shetler discussed and/or commented on the following: 1. Pure Michigan sign/trailblazer sign on Sigma Road; wants Road Commission to reverse decision to allow 30x30 sign. Shelter presented correspondence dated April 4, 2012 from the Excelsior Township Clerk (Attached as part of these minutes). Chairman Walter read minutes from September 1, 1999 regarding not allowing tourist-oriented signs in Road Commission right-of-way. Discussion. Board agreed to send back to committee to put under advisement. Further discussion.

Carl Ingersoll, Springfield Township, discussed and/or commented on the following: 1. Meeting with Manager last fall regarding grinding up Shippy Road; road getting paved in future. Discussion. 2. Employees cutting up trees on road but not doing all; man in truck sitting there not working. Discussion on different Management direction.

Don Weishuhn, Boardman River Communications, regarding Road Commission request to remove cable. Discussion. **Motion by Gill to extend request to remove cable in Road Commission right-of-way by ten days and if not done by June 1, 2012, the Kalkaska County Road Commission will perform the work and damages will be the responsibility of the contractor, seconded by Elliott. Five ayes, no nays.**

ITEM 7 – MINUTES/PAYROLL

Regular Meeting Minutes dated April 9, 2012.

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

Motion by Gill to approve the Special Meeting minutes dated April 25, 2012 as presented, seconded by Elliott. Five ayes, no nays. Motion carried.

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Motion by Green to approve Payroll 8 in the amount of \$40,663.28, 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 9 in the amount of \$40,988.64 seconded by Elliott. Five ayes, no nays. Motion carried.

ITEM 8 – ACCOUNTS PAYABLE/FINANCE REPORT

Motion by Green to approve C/4-4 in the amount of \$280.00, 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/4-5 in the amount of \$40,860.28, 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 Health/RX Reimbursements as of 4/30/12 in the amount of \$5,112.15, 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/5-1 in the amount of \$771.32 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/5-Prepays in the amount of \$2,306.72, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

ITEM 9 – BID OPENING AT 8:30 A.M. FOR SOFTWARE & COMPATIBLE DIGITAL RADIOS

Board accepted the following bids:

1. OTEC
2. Radio North L.L.C.
3. Grand Traverse Mobile Communication

Discussion. **Motion by Gill for Management to review bids and report back at June Board meeting, seconded by Corrado. Five ayes, no nays. Motion carried.**

ITEM 10 – MICHIGAN DEPARTMENT OF TREASURY, ROXANNE NICHOLAS

Roxanne Nicholas, Michigan Department of Treasury, went over 2011 Audit with Board members.

ITEM 8 – ACCOUNTS PAYABLE/FINANCE REPORT Con't.

Motion by Green to approve C/5-2 in the amount of \$172,076.30, seconded by Elliott. Discussion and/or questions on invoices; Woodhams' payout; Chairman requested that the lady from MDOT come and talk to Board. 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 April 30, 2012, seconded by Elliott. Five ayes, no nays. Motion carried.

Green discussed the following:

1. Transmittals.
2. Receipts.
3. MTF funds.
4. April/May Financial Reports.
5. Cash flow worksheet. Discussion.

Discussion on the purchase of two trucks from Leelanau County Road Commission. **Motion by Gill to purchase a 2002 Sterling truck and a 2006 Sterling truck from Leelanau County Road Commission for the total purchase price of \$175,000.00 with a payment of \$87,500.00 due upon approval of the Board and the second**

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payment due after October 1, 2012, seconded by Green. Roll call vote: Gill, yes; Green, yes; Corrado, yes; Elliott, yes; Walter, yes. Five ayes, no nays. Motion carried.

Discussion on hard caps versus 80/20 for health insurance. **Motion by Gill to pay no more than “hard caps”, per Public Act 152 of 2011, (i.e. \$5,500.00 for single coverage; \$11,000.00 for two-person coverage, and \$15,000.00 for family coverage) for healthcare with employees paying through payroll deduction any amount over the “hard cap” amount, seconded by Corrado. Discussion. Roll call vote: Gill, yes; Corrado, yes; Elliott, yes; Green, yes; Walter, yes. Five ayes, no nays. Motion carried.**

Discussion on the disposal of equipment. **Motion by Gill to dispose of the following equipment through advertisement: No. 07 Dodge pickup truck (FA54), No. 70 Semi-tractor (FA125), No. 18 Tandem (FA64), and No. 41 Single axle truck (FA84); with proceeds of said sale to be placed in the equipment fund, seconded by Corrado. Discussion. Five ayes, no nays. Motion carried.**

Chair called for a recess at 9:25 a.m.

Chair called the meeting back to order at 9:37 a.m.

ITEM 11 – OLD BUSINESS/TOWNSHIPS

A. Road Improvement Agreement/Blue lake Township. Discussion. Need of contract with Payne & Dolan. **Motion by Gill to approve Payne & Dolan bid for Twin Lake Road project, seconded by Elliott. Five ayes, no nays. Motion carried.**

Discussion on Blue Lake Township contract. **Motion by Corrado to approve the Road Improvement Agreement between the Kankaska County Road Commission and Blue Lake Township, seconded by Green. Five ayes, no nays. Motion carried.**

Dean McCullough, Blue Lake Township, also discussed the township’s intention to blacktop ½ mile of Twin Lake Road next year and would like the Road Commission to talk to Coldsprings Township to do the rest of Twin Lake Road.

B. Innis Road/Rapid River Township. Project has been let out through MDOT. The following concerns and/or comments were discussed: 1. Whether to proceed with project/addressing at July meeting; 2. Needing true costs on project.

Jake Uitvlugt, Boardman Township, stated and/or commented on the following: 1. Boardman Township did not receive letter that projects were on hold; 2. Boardman Township is prepared to commit \$190,000.00 to wedge Boardman Road if Road Commission waives administrative fees; 3. August 1 deadline; 4. Woodman Road; 5. Township millage to help defray costs.

Further discussions were held on the following:

1. Paving gravel roads.
2. Will lose funding if do not proceed with Innis Road Project.
3. 4 foot shoulders.
4. When do we meet for next year’s SAFETEA LU money.
5. Crack seal on Creighton and Hart Roads.

3. New employee/Heidi Kato. Heidi Kato was introduced to the Board members.

4. Aarwood Bridge Project. Discussion held on total cost of engineering and working with the Conservation District for funding.

ITEM 12 – NEW BUSINESS

A. MERS Resolution/Temporary Employees. Board reviewed Resolution to Exclude Temporary Employees from Membership in MERS Under Plan Document Section 3(2). **Motion by Gill to accept Resolution to**

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Exclude Temporary Employees from Membership in MERS Under Plan Document Section 3(2) (attached as part of these minutes), seconded by Elliott. Five ayes, no nays. Motion carried.

B. Correspondence from the Kankaska County Board of Commissioners dated April 11, 2012 to Road Commission employees. **Motion by Gill to place copy of correspondence from the Kankaska County Board of Commissioners dated April 11, 2012 thanking Road Commission employees in each employee file (attached as part of these minutes), seconded by Elliott. Five ayes, no nays. Motion carried.**

ITEM 13 – CORRESPONDENCE AND REPORTS

Manager Report:

None.

Policy Report:

None.

Personnel/Commissioners Report:

Walter reported and/or discussed the following:

1. No report from Rieth Riley on Sands Park.
2. Gary Johns, Boardman Valley Communications.
3. Boardman Township.
4. Draft letter to Townships regarding brining issue.
5. Use of inmates after May.
6. Evaluations not being done right.
7. Finance/clean trucks.
8. Seasonal crew.
9. Numbers on trucks.
10. Post/pre inspection reports.
11. Safety Coordinator.
12. Title VI policy update.
13. MTA meetings.
14. In-service/safety issues.
15. Summit Safety.
16. Website status.
17. Report storm figures/not going to happen.
18. Rieth Riley to fix CR 612.
19. Discuss MIOSHA safety issues with employees has been completed.
20. Letter to Sherriff's office regarding video cameras has been completed.
21. Bid proposal for digital radios completed.
22. GPS backup/check with Denny/Accucomp.
23. 24 hour notice on permits/get with Tom Eldred at CRAM.
24. Shelf life of materials for emulsion tank.
25. Verbal warning to employees for improper use of brush chopper/place in file.

Safety Report:

Elliott reported on the following:

1. Tailgate Safety sheets.
2. Dura Patcher.
3. Air compressor.
4. Chainsaw safety meeting scheduled.
5. Brush chipper/new safety vests/safety training.
6. Develop policy on boiler and fire extinguisher inspections.

Other:

In addition, the following was discussed:

1. Townships providing own brining.
2. Road Commission to repair and maintain roads.
3. Bid from Team on brine. Discussion.

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4. Further discussion on brining. **Motion by Gill to have Management to bring back recommendation to June Board meeting regarding costs and availability of product brining of roads, seconded by Corrado. Five ayes, no nays. Motion carried.**
5. Resignation of James Woodhams as Manager. Walter went over contents of agreement and payout. Discussion. Letter to be sent out thanking Woodhams for years of service and dedication to Road Commission. **Motion to accept the resignation of James Woodhams, seconded by Gill. Five ayes, no nays. Motion carried.**
6. Discussion to appoint Jeff Root as Interim Manager. **Motion by Gill to appoint Jeff Root as Interim Manager with all powers of Management until further notice, seconded by Corrado. Five ayes, no nays. Motion carried. Motion by Gill to pay Jeff Root a salary rate of \$50,000.00, seconded by Corrado. Roll call vote: Gill, yes; Corrado, yes; Elliott, yes; Green, yes; Walter, yes. Five ayes, no nays. Motion carried.**
7. Discussion on loss of three employees. **Motion by Gill not to replace empty spots and to hire temporary help instead, seconded by Corrado. Four ayes, one nay. 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.

Public Comment:

Jake Uitvlugt, Boardman Township, questioned if Boardman Road was included in the bid sheet for asphalt and requested contract be put together waiving administrative fees.

Also discussed.

1. Safety audit should be completed.

ITEM 15 – ADJOURNMENT

Motion by Gill to adjourn meeting at 10:47 a.m., seconded by Corrado. Five ayes, no nays. Motion carried.

Motion by Gill to re-open meeting at 10:47 a.m., seconded by Elliott. Five ayes, no nays. Motion carried.

John Jurkowski, Rapid River Township, voiced concerns over Phelps Road not getting brined and his attempts to work with the Road Commission management and Rapid River Township. Discussion. Board directed Management to forward letter to Rapid River Township Supervisor, John Rogers, to rectify problem with Mr. Jurkowski.

Motion by Elliott to adjourn meeting at 10:55 a.m., seconded by Gill. Five ayes, no nays. Motion carried.

Louis Walter, Jr., Chairman

Rebecca Jerry, Clerk