

**MINUTES for the  
REGULAR MEETING OF THE  
KALKASKA COUNTY ROAD COMMISSION  
HELD ON MONDAY, AUGUST 12 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: Jeff Root, Interim Manager; Becky Jerry, Clerk.

**ITEM 3 – ADDITIONS TO AGENDA**

None.

**ITEM 4 – APPROVAL OF AGENDA**

Motion by Gill to approve Agenda as presented, seconded by Cox. 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.*

Sally Voorhees, Oliver Township, discussed and/or voiced concerns on the following: 1. King Road being classified as dirt road. Discussion; 2. Findings on un-scientific traffic survey; 3. Dust problem/sediment issues for river; 4. Outsourcing snowplowing. Discussion; 5. Changing designation of road.

Richard Hansen, Hillcrest Road, discussed and/or voiced concerns on the following: 1. Easement granted to Road Commission 7-8 years ago; 2. Water/drainage problem needing to be dealt with. Discussion.

Phyllis Senske discussed and/or voiced concerns over problem of brining roads by Team in Benzie County and her concerns of brine getting into water. Discussion. Manager to provide copy of Team's certificate of insurance.

Daniel Kempker, Shippy Road, discussed and/or voiced concerns over the following: 1. Lund and Coster Roads being full of chuck holes/damages to vehicles; 2. Insufficient State funding. Discussion.

Bill Wahl, MDOT, encouraging people to find other sources of revenue and that there is limited funding across the board. Discussion.

**ITEM 7 – MINUTES/PAYROLL**

Regular Meeting Minutes dated July 8, 2013.

Motion by Cox to approve the Regular Meeting minutes dated July 8, 2013 as presented, seconded by Gill. Five ayes, no nays. Motion carried.

Motion by Gill to approve Payroll 14 in the amount of \$33,778.21, 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 14C in the amount of \$143.28, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.

## APPROVED

Motion by Gill to approve Payroll 15 in the amount of \$36,971.42, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.

### ITEM 8 – ACCOUNTS PAYABLE/FINANCE REPORT

Motion by Gill to approve C/7-2 in the amount of \$5,464.12, 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/7-3 in the amount of \$13,420.42, 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/7-4 RX in the amount of \$25.56, 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/7-5 in the amount of \$1,758.76, seconded by Cox. Discussion. Roll call vote: 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/7-6 in the amount of \$3,376.72, seconded by Cox. Discussion. 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/8-Prepays in the amount of \$1,634.44, 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/8-2 RX in the amount of \$54.00, 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/8-3 in the amount of \$152,468.01, 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 Check Register ending July 31, 2013, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.

Gill discussed the following:

1. Cash Receipts.
2. Finance Statement. Discussion.
3. Budget.
4. Distribution Report/Depreciation Expense.
5. MTF funds.
6. Temporary/Full-Time Employees. Motion by Gill that the Manager be allowed to move temporary employees to full-time status when appropriate at the Manager's discretion, seconded by Allen. Discussion. Roll call vote: Gill, yes; Allen, yes; Cox, no; Corrado, no; Walter, yes. Three ayes, two nays. Motion carried. Further discussion. Clerk to have MERS and BCBS representatives at next Board meeting. Manager to check with other Road Commissions pertaining to hiring of temporary employees.
7. AIS Lease. Update on lease for new equipment.
8. Innis Road Engineering. Discussion. Motion by Gill that the Road Commission will pay for Project Engineering on Innis Road, seconded by Allen. Roll call vote: Gill, yes; Allen, yes; Corrado, yes; Cox, yes; Walter, yes. Five ayes, no nays. Motion carried.
9. Real Property. Gill gave update on Aarwood Bridge property. Board would like deed restriction that the property only be used for public use. Clearwater to present offer at next Board meeting.
10. Heating and Cooling. Board reviewed three bids. Motion by Allen to approve the bid from T&M upon checking with MCRCSIP to check on insurance coverage required and if a warranty goes along with proposal, seconded by Corrado. Roll call vote: Allen, yes; Corrado, yes; Cox, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.
11. Superintendent's Seminar. Discussion. Motion by Gill to send one employee to the Superintendent's Seminar October 2-4, 2013 per the Manager's discretion, seconded by Allen. Roll call vote: Gill, yes; Allen, yes; Corrado, yes; Cox, yes; Walter, yes. Five ayes, no nays. Motion carried.
12. MERS Supplemental Valuation. Add to ITEM 14, Closed Session.

## APPROVED

Chair called for a break at 9:35 a.m.

Chair called the meeting back to order at 9:41 a.m.

### ITEM 9 – APPOINTMENTS

Dean McCulloch, Blue Lake Township, discussed and/or voiced concerns over the following: 1. Twin Lake Road. Centerline striping; 2. Washouts on Cameron Bridge; 3. Road Commission monitoring new roads for logging operations. Discussion; 4. 2014 road projects/Eagle Lake Lane and Eagle Lake Drive. Discussion.

Jim Mosher, Garfield Township, asked about brine schedule.

Carl Ingersoll, Springfield Township, commented about shoulder work for Ingersoll Road.

### ITEM 10 – OLD BUSINESS

None.

### ITEM 11 – NEW BUSINESS

A. Draft Policy P13-2 Purchasing Procedure Policy. Discussion. **Motion by Cox to adopt P13-2 Purchasing Procedure Policy, seconded by Corrado. Roll call vote: Cox, yes; Corrado, yes; Allen, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.**

B. Draft Policy P13-3 Credit/Debit Card Policy. Discussion. **Motion by Cox to adopt P13-3 Credit/Debit Card Policy, seconded by Corrado. Roll call vote: Cox, yes; Corrado, yes; Allen, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.**

### ITEM 12 – CORRESPONDENCE AND REPORTS

Manager's Report:

Discussion was held on the following:

1. Team Services; approved brine wells.
2. Updating drug policy. Board gave Cox approval to contact attorney and Rick Barber regarding questions on drug policy.
3. Crack sealing next year.
4. Employee matter. Discussion.

Personnel Report:

Corrado reported on the following:

1. Hiring of temporary employees.
2. Notice on Teamsters' board.
3. Work Rules.
4. Notification to Board members on employee matters.

Safety Meeting Report:

Manager reported on issues with plow routes and steps on loader.

Chairman's Report:

Walter reported on the following:

1. MCRCSIP Annual meeting/votes.
2. Supervisory Training/MCRCSIP. Discussion. **Motion by Gill to send two employees to Freezing the Facts Supervisory Training in Roscommon on September 17, 2013, seconded by Cox. Fives ayes, no nays. Motion carried.**
3. Consent calendar/board packets.
4. Paul Bunyan meeting.
5. Safety Award.
6. Add contract for possible Road Commission Manager to Closed Session, ITEM 14.

APPROVED

**ITEM 13 – MISCELLANEOUS, PUBLIC COMMENT & OTHER**

*Those individuals without appointments may give public comment in compliance with Section D & Appendix A of Procedure Policy.*  
Jim Mosher, Kankaska County Board of Commissioners, voiced concerns about comments made by Corrado.

Dean McCulloch, Blue Lake Township, discussed county-wide and township road millage. Discussion.

Bill Wahl, MDOT, informed Board about a winter operations conference October 16-17 in Gaylord. Manager to pull information.

**ITEM 14 – CLOSED SESSION TO UPDATE ON STEELWORKERS' UNFAIR LABOR CHARGE, POSSIBLE CONTRACT FOR MANAGER, MERS SUPPLEMENTAL VALUATION, AND CLOSED SESSION MINUTES DATED AUGUST 12, 2013.**

Motion by Gill at 10:42 a.m. to go into Closed Session to discuss update on Steelworkers' unfair labor charges, contract for possible Road Commission Manager, MERS Supplemental Valuation, Closed Session Minutes dated August 12, 2013, 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 come back into Open Session at 11:25 a.m., seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.

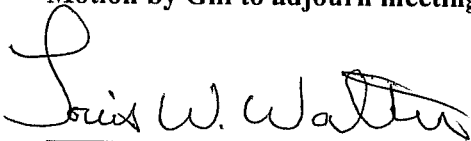
Motion by Gill to approve Closed Session minutes dated August 12, 2013, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.

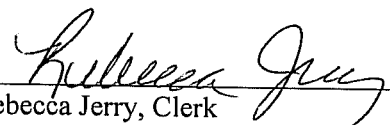
Motion by Gill to follow recommendation in Closed Session to have attorney present MERS Supplemental Valuations savings to Union, seconded by Cox. Discussion. Five ayes, no nays. Motion carried.

Motion by Cox to approve Managing Director contract with John Rogers with revisions, seconded by Corrado. Discussion. Roll call vote: Cox, yes; Corrado, yes; Allen, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

**ITEM 15 – ADJOURNMENT**

Motion by Gill to adjourn meeting at 11:46 a.m., seconded by Cox. Five ayes, no nays. Motion carried.

  
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Louis Walter, Chair

  
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Rebecca Jerry, Clerk

KALKASKA COUNTY ROAD COMMISSION POLICY	GENERAL ADMINISTRATION				
TITLE: Purchasing Procedure Policy	RESOLUTION NUMBER:	SUPERCEDE	EFFECTIVE DATE:	SUPERCEDE P07-01	POLICY NUMBER: P13-2

BOARD OF COUNTY ROAD COMMISSIONERS  
OF THE COUNTY OF KALKASKA

**SUBJECT: PURCHASING PROCEDURE POLICY**

ADOPTED BY THE BOARD OF COUNTY ROAD COMMISSIONERS: January 22, 2007;  
Revised August 12, 2013

The intention of the Kalkaska County Board of Road Commissions is to establish a purchasing procedure policy to assist with procurement procedures consistent with the philosophy of obtaining, on behalf of the taxpayer, the best overall value at the least cost for supplies, equipment, materials, services and all other purchases.

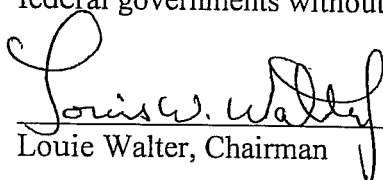
As per Act 283 of 1909, MCL 224.10, when purchasing machines, tools, appliances, and materials, the Kalkaska County Board of Road Commissioners and its employees shall abide by the following:

For purchases ranging from:

- \$1,000-\$1,999            3 phone quotes will be required.
- \$2,000-\$3,999:        3 faxed or written approved by Manager.
- \$4,000-\$14,999:      3 faxed or written quotes will be required and approved by the Board, except under emergency conditions in which case the range limit shall not exceed \$50,000 and comply with the Emergency Purchase Policy.
- \$15,000 and up:        Sealed bids to be opened at a public meeting. All sealed bids must comply with the Road Commission sealed bid policy.

In all instances quotes must be attached to purchase invoice.

The Board shall advertise for sealed proposals for the purchase of passenger vehicles and trucks weighing less than 5,000 pounds. The Board may purchase surplus properties from the state and federal governments without advertising for sealed proposals.

  
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Louis Walter, Chairman

<b>KALKASKA COUNTY ROAD COMMISSION POLICY</b>	<b>GENERAL ADMINISTRATION</b>				
<b>TITLE:</b> Credit/Debit Card Policy	<b>RESOLUTION NUMBER:</b>	<b>SUPERCEDE</b>	<b>EFFECTIVE DATE:</b>	<b>SUPERCEDE</b> 12-01-2000	<b>POLICY NUMBER:</b> P13-3

BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF KALKASKA

**SUBJECT: CREDIT/DEBIT CARDS**

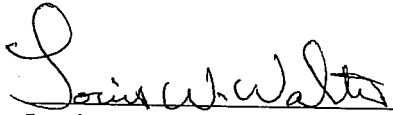
ADOPTED BY THE BOARD OF COUNTY ROAD COMMISSIONERS ON: 12/01/2000;  
Revised August 12, 2013

The following policy shall govern the use of road commission credit/debit cards per Public Act 266 of 1995:

1. The Finance Director is responsible for issuing, accounting for, monitoring, retrieving, and generally overseeing compliance with the board's credit/debit card policy.
2. Board credit/debit cards may be used only by an employee of the Board for purchase of goods or services for the official business of the Board.
3. Board employees who use a Board credit/debit card shall, as soon as possible, submit a copy of the vendor's credit/debit card slip to the Finance Director. If no credit/debit card slip was obtained, the employee shall submit a signed voucher that shows the name of the vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and a statement of why a credit/debit card slip was not obtained. All credit/debit card slips shall include this information.
4. An employee who is issued a credit/debit card is responsible for its protection and custody. If a credit/debit card is lost or stolen, the Finance Director shall be notified. The entity issuing the lost or stolen credit/debit card shall be immediately notified to cancel the card.
5. An employee who is issued a credit/debit card shall return the credit/debit card to the Finance Director upon termination of his or her employment or service with the Board.
6. The Finance Director shall maintain a list of all credit/debit cards owned by the Board, along with the name of the employee who has been issued the credit/debit card, the limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit/debit card has been issued, and that the employee has received and read a copy of this policy.
7. The Finance Director shall review each credit/debit card statement as soon as possible to ensure that the transactions comply with this policy. Any transactions that appear on statements that are not documented with a credit/debit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the Board.
8. The Board shall not approve a payment to the entity issuing the credit/debit card until all transactions have been verified, including the approval of all transaction invoices, if issued.
9. The balance, including interest due on an extension of credit/debit under the credit/debit card arrangement shall be paid for within not more than 60 days of the initial statement date.
10. Employees who use a Board credit/debit card in a manner contrary to this policy shall be subject to any or all of the following disciplinary actions, as deemed appropriate by the Board:

Verbal counseling  
Written reprimand  
Reimbursement to the Board for unauthorized expenditures  
Suspension  
Termination

A credit/debit card shall be issued in the name of the Finance Director and Manager with a limit of \$3,000.00 on each card. Use by any other employee is prohibited without the express written consent of the Finance Director and/or Manager.

  
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Louie Walter, Chairman