

**MINUTES for the
REGULAR MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON MONDAY, SEPTEMBER 9, 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, Absent
Cox, Present
Gill, Present
Walter, Present

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

ITEM 3 – ADDITIONS TO AGENDA

Recommendation was made to adjust Agenda to have Townships after Public Comment. Discussion. ITEM 9 - Appointments will be after ITEM 6 – Public Comment.

ITEM 4 – APPROVAL OF AGENDA

Motion by Gill to approve Agenda with revision, seconded by Cox. Four ayes, no nays. Motion carried.

ITEM 5 - CONFLICT OF INTEREST

Conflict of Interest Roll Call: Allen, 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.
None.

ITEM 7 – MINUTES/PAYROLL

Regular Meeting Minutes dated August 12, 2013.

Motion by Gill to approve the Regular Meeting minutes dated August 12, 2013 as presented, seconded by Cox. Four ayes, no nays. Motion carried.

Motion by Gill to approve Payroll 16 in the amount of \$35,010.03, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Gill to approve Payroll 17 in the amount of \$29,658.64, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Walter, yes. Four ayes, no nays. Motion carried.

ITEM 8 – ACCOUNTS PAYABLE/FINANCE REPORT

Motion by Gill to approve C/8-4 RX in the amount of \$123.45, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Gill to approve C/8-5 in the amount of \$88,830.89, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Gill to approve C/8-6 in the amount of \$7,940.28, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Gill to approve C/9-Prepays in the amount of \$2,136.00, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Walter, yes. Four ayes, no nays. Motion carried.

APPROVED

Motion by Gill to approve C/9-2 in the amount of \$182,154.78 seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Gill to approve Check Register ending August 31, 2013, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Walter, yes. Four ayes, no nays. Motion carried.

Gill discussed the following:

1. Cash Register/Transmittals.
2. MTF.
3. MCRCSIP Refund.
4. Cash Flow/Financials. Discussion.
5. DEQ Grant Money. Discussion.
6. Distribution Report. Discussion.
7. Asset Management Plan.
8. Equipment No.: 48.
9. MCRCSIP Insurance Escrow Account. **Motion by Gill to authorize an Insurance Escrow account and to transfer the MCRCSIP refund amount of \$40,357.00 into said account, seconded by Cox. Discussion. Four ayes, no nays. Motion carried.**
10. Winter Operations Conference. **Motion by Gill to authorize two employees to attend the Winter Operations seminar in Gaylord on October 16-17 at the estimated cost of \$300.00, seconded by Cox. Four ayes, no nays. Motion carried.**
11. **Motion by Gill to authorize Finance Director to pay drainage easement acquisition fees upon receipt from Missaukee County, seconded by Cox. Discussion. Four ayes, no nays. Motion carried.**

ITEM 9 – APPOINTMENTS - MERS and BCBS Representatives 9:15 a.m.

Put off until 9:15 a.m.

ITEM 10 – OLD BUSINESS

- A. Consent Calendar. Discussion. **Motion by Gill to approve the Consent Calendar, seconded by Cox. Four ayes, no nays. Motion carried.**
- B. Winter Operations Conference. Discussion. Employees to report back with highlights with other employees.

ITEM 11 – NEW BUSINESS

- A. Draft Policy P13-4 Policy Statement. Recommendation. Discussion. **Motion by Gill to approve P13-4 Policy Statement with revision, seconded by Allen. (Attached as part of these minutes) Further discussion. Roll call vote: Gill, yes; Allen, yes; Cox, no; Walter, yes. Three ayes, one nay. Motion carried.**
- B. Freezing the Facts/Corrado. Discussion. **Motion by Allen to allow Corrado to attend Freezing the Facts if he funds himself, seconded by Gill. Four ayes, no nays. Motion carried.**

ITEM 12 – CORRESPONDENCE AND REPORTS

Manager's Report:

Discussion was held on the following:

1. Shippy Report. Design engineering bids. Discussion. **Motion by Cox to submit a RFP for a not-to-exceed price for construction engineering on Shippy Road, seconded by Allen. Four ayes, no nays. Motion carried.**
2. \$1,000.00 CRAM Special Assessment. Discussion. **Motion by Gill to rescind previous Motion not to pay the \$1,000.00 CRAM Special Assessment fee, seconded by Cox. Four ayes, no nays. Motion carried. Motion by Gill to approve payment of the CRAM \$1,000.00 Special Assessment fee, seconded by Cox. Four ayes, no nays. Motion carried.**
3. Manager's Work List. Discussion. **Motion by Gill that a Special Meeting be scheduled for Tuesday, September 17, 2013 at 4:00 p.m. to meet with the Road Commission attorney, Peter Cohl, seconded by Cox. Four ayes, no nays. Motion carried.** Clerk directed to notice out meeting and contact Gwen at Mr. Cohl's office. Discussion.

APPROVED

Policy Report:

Cox reported on the following:

1. Rick Barber reviewing Drug and Alcohol Policy.
2. Zero tolerance.
3. Work Rules.

Personnel Report:

Covered in Manager's Report.

Safety Meeting Report:

Discussion. Manager to reorganize.

Chairman's Report:

Walter reported on the following:

1. Correspondence received from William Yates on Snyder Road. Discussion.
2. Mower.
3. DEQ follow-up contamination testing.

Chair called for a break at 8:57 a.m.

Chair called the meeting back to order at 9:03 a.m.

ITEM 9 – APPOINTMENTS - MERS and BCBS Representatives 9:15 a.m.

Jack Schmitz, Burnham and Flower, provided information and answered questions pertaining to the changes in healthcare due to the Affordable Care Act. Topics discussed were:

1. PA 88; 2. Total employees in each plan/75% of group has to be in BCBS or other carrier/ 25% of group would be limited; 3. BCN (Representative to look into); 4. HRA limits; 5. New taxes; 7. ERISA; 8. Temporary Employees (Representative to check on if can subsidize employee if staying on indefinitely or if can do cash in lieu of coverage); 9. Tax credits (up to \$92,000.00 can receive tax credits); 10. Federal law superseding collective bargaining agreement.
2. Tony Radjenovich, MERS, provided information and answered questions pertaining to retirement plan. Topics discussed were: 1. Road Commission voluntarily joined in 1969; 2. Plan has to abide by laws of State of MI/IRS/Federal laws; 3. Temporary employees excluded from benefits if work less than one year/has to have 90 days between employment; 4. Unfunded balance; 5. Defined Benefit plan; 6. Actuarial; 7. Bridge Benefits.

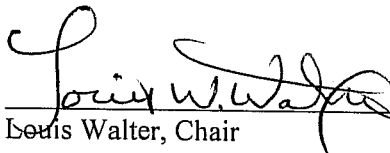
ITEM 13 – MISCELLANEOUS, PUBLIC COMMENT & OTHER

Those individuals without appointments may give public comment in compliance with Section D & Appendix A of Procedure Policy.

None.

ITEM 15 – ADJOURNMENT

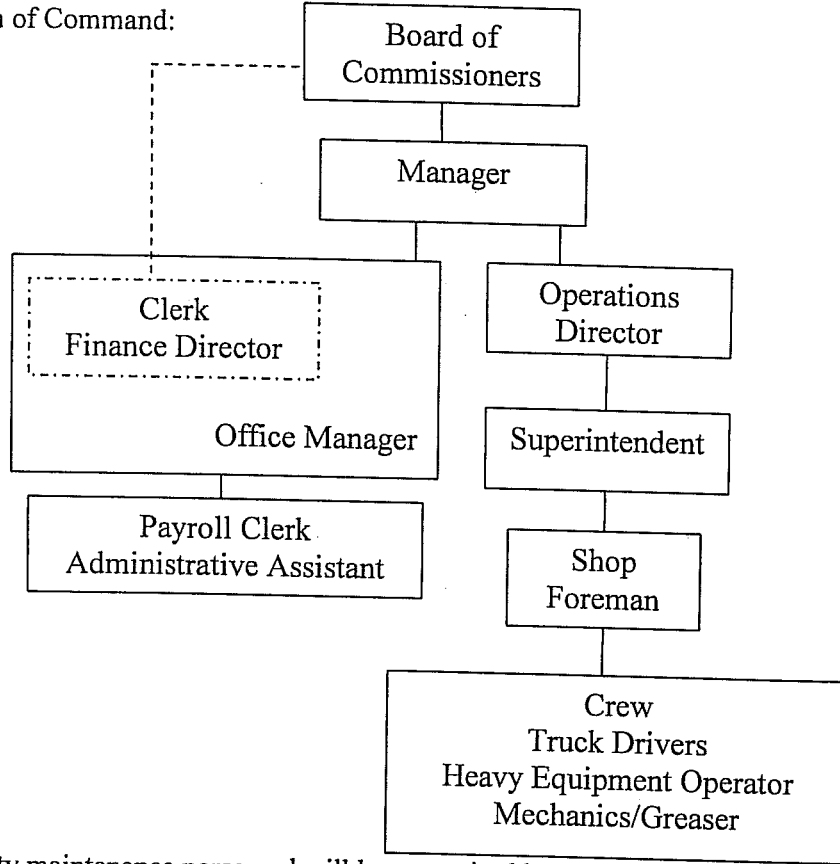
Motion by Gill to adjourn meeting at 10:38 a.m., seconded by Cox. Four ayes, no nays. Motion carried.


Louis Walter, Chair

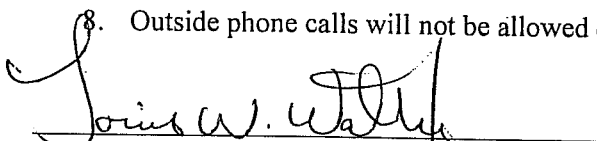

Rebecca Jerry, Clerk

KALKASKA COUNTY ROAD COMMISSION
Policy Statement Adopted January 4, 2011
Revised September 9, 2013

1. Chain of Command:



2. Facility maintenance personnel will be supervised by the shop foreman. All supplies will be purchased with the approval of the shop foreman and/or the manager.
3. All hourly employees will clock in before the starting time and clock out after the end of their shift.
4. Employees shall not return to the garage, until 15 minutes prior to the end of their shift under normal conditions.
5. Whenever drivers come in early, they will clean their equipment, or help clean the premises.
6. Any driver in the garage for down time on their vehicle will help the mechanic, or perform work as assigned by the shop foreman and/or other supervisory personnel. No one will sit and wait for their vehicle to be repaired.
7. Drivers will report problems encountered in writing to supervisory personnel. Supervisory personnel will schedule equipment and materials to correct the deficiency.
8. Outside phone calls will not be allowed during working hours, except in case of emergency.


Louis Walter Jr.

Kalkaska County Road Commission Chair

Adopted: January 4, 2011; Revised September 9, 2013

APPROVED

MINUTES for the
SPECIAL MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON TUESDAY, SEPTEMBER 17, 2013 AT 4:00 P.M.
AT THE OFFICE LOCATED AT 1049 ISLAND LAKE ROAD, KALKASKA, MICHIGAN

ITEM 1 - PLEDGE OF ALLEGIANCE

Meeting called to order by Chair at 4:00 p.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: Peter Cohl, Attorney; John Rogers, Manager; Becky Jerry, Clerk.

ITEM 3 – PUBLIC COMMENT

Those individuals without appointments may give public comment in compliance with Section D & Appendix A of Procedure Policy.

None.

ITEM 4 – ADDITIONS/REVISIONS TO AGENDA

None.

ITEM 5 – APPROVAL OF AGENDA

Motion by Corrado to approve Agenda as presented, seconded by Gill. Five ayes, no nays. Motion carried.

ITEM 6 - CONFLICT OF INTEREST

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

ITEM 7 – CLOSED SESSION TO MEET WITH ATTORNEY TO UPDATE BOARD ON STATUS OF UNFAIR LABOR CHARGES AND TO APPROVE CLOSED SESSION MINUTES DATED SEPTEMBER 17, 2013.

Motion by Gill to go into Closed Session to meet with attorney to update board on status of unfair labor charges and to approve Closed Session minutes dated September 17, 2013, 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 come back into Open Session at 5:25 p.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 September 17, 2013, seconded by Cox. Five ayes, no nays. Motion carried.

ITEM 8 – FACILITY ELECTRIC ISSUES

Discussion. Motion by Gill to allow Manager to review quotes on electrical upgrades received and to make a decision based upon a not-to-exceed price of \$6,000.00, seconded by Allen. Discussion. Roll call vote: Gill, yes; Allen; Corrado, yes; Cox, yes; Walter, yes. Five ayes, no nays. Motion carried.

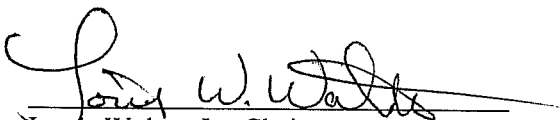
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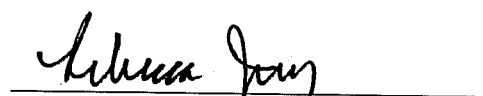
Those individuals without appointments may give public comment in compliance with Section D & Appendix A of Procedure Policy.

Public Comment: None

ITEM 10 – ADJOURNMENT

Motion by Gill to adjourn 5:35 p.m., seconded by Corrado. Five ayes, no nays. Motion carried.


Louis Walter, Jr., Chairman


Rebecca Jerry, Clerk