

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON MONDAY, JULY 14, 2014, 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 staff members were present: John Rogers, Manager; Becky Jerry, Clerk.

ITEM 3 – ADDITIONS TO AGENDA

Add Closed Session to discuss ongoing Steelworkers' labor negotiations and to review Closed Session Minutes dated July 14, 2014 after ITEM 15.

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: Allen, no; Corrado, no; Cox, no; Gill, no; Walter, no.

ITEM 6 – CONSENT CALENDAR

The purpose of the Consent Calendar is to expedite business by grouping non-controversial items together without discussion. Any member of the Commission, staff, or the public may ask that any item on the Consent Calendar be removed and placed elsewhere on the Agenda for full discussion. Such requests will be automatically respected.

If an item is not removed from the Consent Calendar, the action noted in parentheses on the Agenda is approved by a single Commission action adopting the Consent Calendar. The Manager recommends the following items be adopted:

- A. *Minutes*: The Board approves the Regular Meeting Minutes dated June 9, 2014.
- B. *Payroll*: The Board approves Payroll #12 (\$32,018.29), and Payroll #13 (\$25,934.71), and Payroll #14 (\$41,736.64) respectively.
- C. *Accounts Payable*: The Board approves Accounts Payable in the amounts of C/6-5 (\$41.84), C/6-6 (\$887.46), C/6-7 (\$20,608.50), C/6-8 (\$2,503.11), C/7-1 (\$6,695.22), C/7-2 (\$151,016.80), and the Check Register for the period of June 1, 2014 to June 30, 2014.

Motion by Cox to approve the items on the Consent Calendar, seconded by Gill. Roll call vote: Cox, yes; Gill, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.

ITEM 7 – PUBLIC COMMENT

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

APPROVED

Reatha Cochran, Aarwood Trail, had questions on special assessments; letter forwarded to Road Commission; wants work done on Aarwood Trail.

Harold Lund, voiced concerns and/or had questions on the following: 1. Flyer; 2. Public Act 283 of 1909; 3. Bad condition of gravel roads; 4. Road crew experience; 5. Commissioner track record.

Al Martin, discussed problems and/or concerns on end of Starvation Lake Road. Discussion.

ITEM 8 – TOWNSHIP REPRESENTATIVES

Robert Hoenicke, Orange Township, presented list of roads in his township needing gravel and a proposal to handle repairs that was nonconventional but would be more affordable for townships. Discussion. It was not the Manager's recommendation, but the Road Commission Board agreed to try this nonconventional proposal per the Township's request.

Larry Niederstadt, Clearwater Township, discussed lot on SE end of Aarwood Bridge; township did not get grant, but is still interested in upgrading property. Discussion. Manager and Mr. Niederstadt to work together to come up with contract/plan and present to Finance Committee. Also discussed dry hydrant.

ITEM 10 – MERS REPRESENTATIVE/2013 MERS ACTUARIAL

Tony Radjenovich, MERS representative, went over the 2013 MERS Actuarial.

Chair called for a break at 9:27 a.m.

Meeting was called back to order at 9:35 a.m.

ITEM 9 – FINANCE REPORT/BUDGETS

1. Boardman River Road culvert. Discussion. It was reported that Manager attempted to get 3 bids and that the culvert repairs is considered to be an emergency situation.

- **Motion by Gill to approve per P13-2 Purchasing Procedure Policy pertaining to emergency conditions, McDowell Construction proposal for repairs to the Boardman River Road culvert, not to exceed \$18,000.00, based upon the engineer's recommendation, seconded by Allen. Noted that no other company we contacted bid on project due to specialty of services being provided. Discussion. Roll call vote: Gill, yes; Allen, yes; Corrado, yes; Cox, yes; Walter, yes. Five ayes, no nays. Motion carried.**

2. Bridge Inspection.

- **Motion by Gill to approve Prein&Newhof bridge inspection proposal in the amount of \$5,050.00, seconded by Allen. Roll call vote: Gill, yes; Allen, yes; Corrado, yes; Cox, yes; Walter, yes. Five ayes, no nays. Motion carried.**

3. Prein&Newhof 2014 general engineering contract.

- **Motion by Gill to approve Prein&Newhof general engineering contract for the year 2014 per the Manager's recommendation, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.**

4. Construction engineering for Boardman/Supply Roads.

- **Manager's recommendation to use Prein&Newhof on an as needed basis for the Boardman/Supply Roads construction engineering. Manager stated he or the Operations Director can do part of the inspection work in order to save money.**

APPROVED

- **Motion by Gill to approve the construction engineering proposal from Prein&Newhof for the Boardman/Supply Roads Project per the Manager's recommendation on an as needed basis, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.**
5. MERS Annual Meeting.
- **Motion by Gill to send Becky and another employee to the MERS Annual Meeting in Detroit on September 24-26 for the estimated cost of \$400.00 for the annual meeting and hotel costs of \$152.00 per room per night seconded by Cox. Discussion. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.**
6. MERS Hybrid.
- **Motion by Gill to approve payment on the unfunded balance on the MERS Hybrid account in the amount of \$1,008.00, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.**
7. MERS 2015 payment.
- **Motion by Gill to pay MERS \$30,569.00 per month in addition to the 10% employee contribution on Division 01 – Lcl 8287 beginning January 1, 2015, seconded by Allen. Any amounts over \$26,802.00 will be applied to the unfunded balance in Division 01 – Lcl 8287. Discussion. Roll call vote: Gill, yes; Allen, yes; Corrado, no; Cox, no; Walter, yes. Three ayes, two nays. Motion carried.**
8. Parts inventory disposal. (list attached)
- **Motion by Gill to dispose of the attached list of parts inventory, seconded by Cox. (list attached as part of these minutes) Discussion. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.**
9. Sale of equipment and parts inventory.
- **Motion by Gill that funds from sale of disposed equipment and parts inventory be placed in the equipment escrow account, seconded by Cox. Discussion. Five ayes, no nays. Motion carried.**

Also discussed:

1. Financial Statements/balance sheet.

ITEM 11 – APPOINTMENTS

None.

ITEM 12 – OLD BUSINESS

None.

ITEM 13 – NEW BUSINESS

- A. Rapid River Township Road Improvement Agreements

- **Motion by Gill to approve the Road Improvement Agreement Between the KCRC and Rapid River Township for road improvements on Hanson Road per the Manager's recommendation, seconded by Cox. Five ayes, no nays. Motion carried.**

APPROVED

- **Motion by Gill to approve the Road Improvement Agreement Between the KCRC and Rapid River Township for road improvements on Phelps Road per the Manager's recommendation, seconded by Cox. Five ayes, no nays. Motion carried.**
- B. Orange Township Road Improvement Agreement
 - **Motion by Allen to approve the Road Improvement Agreement Between the KCRC and Orange Township for road improvements on various roads per the Manager's recommendation, pending Orange Township approval, seconded by Corrado. Discussion. Five ayes, no nays. Motion carried.**
- C. MDOT Contract/Boardman/Supply Roads
 - **Motion by Gill to approve the contract (Contract No.: 14-5302) between MDOT and the Kalkaska County Road Commission for road work on Boardman and Supply Roads, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.**

ITEM 14 – CORRESPONDENCE AND REPORTS

Manager's Report:

No questions.

Policy Report:

Corrado reported on the following:

1. Rescind the following policies:
 - 3/22/1988 Potato Farmers. **Motion by Corrado to rescind Potato Farmers Policy dated 3/22/1988, seconded by Cox. Roll call vote: Corrado, yes; Cox, yes; Allen, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.**
 - 12/6/1988 Cemetery Plowing. **Motion by Corrado to rescind Cemetery Policy dated 12/6/1988, seconded by Cox. Roll call vote: Corrado, yes; Cox, yes; Allen, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.**
2. Adopt the following policies:
 - P14-4 Harassment Policy
 - P14-5 Unlawful Retaliation in the Workplace
 - P14-6 Violence in the Workplace
 - P14-7 Sign Placement/Replacement
 - P14-8 Procedure Policy
 - P14-9 Unauthorized Release of Information Policy
 - P14-10 Budget Appropriations Act Policy**Motion by Corrado to adopt policies P14-4, P14-5, P14-6, P14-7, P14-8, P14-9, and P14-10 (attached as part of these minutes), seconded by Cox. Discussion. Roll call vote: Corrado, yes; Cox, yes; Allen, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.**
3. Adopt Report of Injury Form and Accident Report Form.
 - **Motion by Corrado to adopt the Report of Injury and Accident Report Forms, seconded by Cox. Roll call vote: Corrado, yes; Cox, yes; Allen, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.**

Safety Committee:

Gill reported on the following:

1. AED issue.
2. Outside lighting.
3. Tow hooks.
4. PPE.
5. Updating first aid kits.
6. Clearing fire exits.
7. Repainted blade tips.
8. Fire Prevention & Safety.

APPROVED

Personnel Report:
None.

Chairman's Report:
None.

Other:

Also discussed:

1. Leader article.
2. Subscription to Leader.
3. Boardman River Road culvert project.
4. Paul Bunyan Meeting on August 21.
5. Northern & Southern Michigan CRC Joint Conference on September 3-5. Manager will be attending.
6. MCRCSIP/CRASIF Annual Meeting July 23-24.
7. Letter to Senator Booher.

ITEM 15 – MISCELLANEOUS, PUBLIC COMMENT & OTHER

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

Public Comment: None.

ITEM 16 – CLOSED SESSION TO REVIEW STEELWORKERS' LETTER OF UNDERSTANDING AND TO REVIEW CLOSED SESSION MINUTES DATED JULY 14, 2014.

Motion by Corrado to go into Closed Session at 10:15 a.m. to review Steelworkers' Letter of Understanding and to review Closed Session Minutes dated July 14, 2014, seconded by Gill. Roll call vote: Corrado, yes; Gill, yes; Allen, yes; Cox, yes; Walter, yes. Five ayes, no nays. Motion carried.

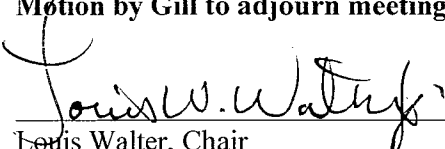
Motion by Corrado to go back into Open Session at 10:29 a.m., seconded by Cox. Roll call vote: Corrado, yes; Cox, yes; Allen, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Gill to accept the Letter of Understanding Between the United Steelworkers Local 8287 and the Board of County Road Commissioners (attached as part of these minutes) to be effective this date, and to authorize Chair and Vice Chair to sign same, seconded by Cox. Discussion that Letter of Understanding should be forwarded to legal counsel to review for legality. 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 the Closed Session Minutes dated July 14, 2014, seconded by Cox. Five ayes, no nays. Motion carried.

ITEM 17 – ADJOURNMENT

Motion by Gill to adjourn meeting at 10:34 a.m., seconded by Cox. Five ayes, no nays. Motion carried.



Louis Walter, Chair



Rebecca Jerry, Clerk