

**MINUTES for the
REORGANIZATIONAL MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON THURSDAY, JANUARY 3, 2019, AT 9:00 A.M.
AT THE OFFICE LOCATED AT 1049 ISLAND LAKE ROAD, KALKASKA, MICHIGAN**

ITEM 1 – MEETING CALLED TO ORDER

Meeting called to order by the Clerk at 9:00 a.m.

ITEM 2 - PLEDGE OF ALLEGIANCE

ITEM 3 - ROLL CALL

Upon roll call, the following Commissioners responded:

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

In addition, the following staff members were present: John S. Rogers, Manager; and James Sweet, Kalkaska County Board liaison

ITEM 4 – ELECTION OF OFFICERS

Clerk asked for nominations for Chair. Cox nominated Gill, seconded by Corrado. Clerk asked if there were any other nominations for Chair. Clerk asked for a third time if there were any other nominations for Chair. **Motion was made by Walter to close the nominations and appoint Gill as Chair, seconded by Cox. Five ayes, no nays. Motion carried.**

Chair asked for nominations for Vice-Chair. Cox nominated Allen, seconded by Corrado. Chair asked if there were any other nominations for Vice-Chair. Chair asked for a third time if there were any other nominations for Vice-Chair. **Motion by Cox to close the nominations and appoint Allen as Vice-Chair, seconded by Corrado. Five ayes, no nays. Motion carried.**

ITEM 5 – ADDITIONS TO AGENDA

ITEM 6 – APPROVAL OF AGENDA

Motion by Cox to approve Agenda, seconded by Corrado. Five ayes, no nays. Motion carried.

ITEM 7 - CONFLICT OF INTEREST

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

ITEM 8 – PUBLIC COMMENT

Mr. Sweet, county board liaison, requests all county road board meetings be moved to accommodate his required attendance at the BOC committee meetings which are the same day as our regular meeting. Chairman Gill recommended Mr. Sweet attend the finance committee meetings on the first Wednesday of every month.

ITEM 9 – NEW BUSINESS

1. Chair recommended that appointments to committees do not change from 2018. List attached.

APPROVED

Motion by Walter that appointments to committees do not change from 2018, seconded by Corrado. Five ayes, no nays. Motion carried.


- 2. 2019 Procedural Rules. The Manager stated there were no revisions to the 2019 rules. Motion by Walter to adopt the 2019 Procedural Rules, seconded by Cox. Five ayes, no nays. Motion carried.**
- 3. Appoint Clerk/Secretary to the Board. Motion by Walter to appoint the Office Manager as Clerk/Secretary to the Board, seconded by Corrado. Five ayes, no nays. Motion carried.**
- 4. Appoint Chief Administrative Officer. Motion by Cox to appoint the Manager as the Chief Administrative Officer, seconded by Allen. Five ayes, no nays. Motion carried.**
- 5. Appoint Fiscal Officer. Motion by Cox to appoint the Finance Director as the Fiscal Officer, seconded by Corrado. Five ayes, no nays. Motion carried.**
- 6. Appoint FOIA Officer. Motion by Allen to appoint the Manager as the FOIA Officer, seconded by Cox. Five ayes, no nays. Motion carried.**
- 7. Approve 2019 Meeting Schedule. Motion by Cox to approve the 2019 Meeting Schedule as presented, seconded by Walter. Five ayes, no nays. Motion carried.**
- 8. Approve the 2019 Goals and Objectives. Motion by Cox to approve the 2019 Goals and Objectives, seconded by Walter. Five ayes, no nays. Motion carried.**

ITEM 10 – MISCELLANEOUS, PUBLIC COMMENT & OTHER

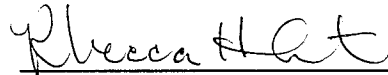
Mr. Allen commented on the integrity of the staff and that operating practices and procedures are all “above board”.

ITEM 11 – ADJOURNMENT

Motion by Walter to adjourn meeting at 9:18 a.m., seconded by Cox. Five ayes, no nays. Motion carried.



David W. Gill, Chair



Rebecca Hilmert, Clerk

Kalkaska County Road Commission

1049 Island Lake Road
Kalkaska, MI 49646
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The Kalkaska County Road Commission is an Equal Opportunity Provider and Employer

2019 COMMITTEE MEMBERS

BOARD MEMBERS

David Gill, Chairman
Warren Allen, Vice-Chairman
Denny Corrado, Member
Mike Cox, Member
Louie Walter, Member

FINANCE COMMITTEE

Warren Allen, Chairman
David Gill
John Rogers, Manager
Jerry Heim, Finance Director
Louis Walter, Alternate

PERSONNEL COMMITTEE


Denny Corrado, Chairman
Mike Cox
Louis Walter, Alternate

POLICY COMMITTEE

Mike Cox, Chairman
Louie Walter
Warren Allen, Alternate

SAFETY COMMITTEE

Warren Allen, Chair
Louie Walter
Mike Cox, Alternate

KALKASKA COUNTY ROAD COMMISSION 	GENERAL ADMINISTRATION APPLICATION: All Employees			
TITLE: 2019 Procedural Rules			EFFECTIVE DATE: 1/3/2019	

2019 PROCEDURAL RULES
OF THE
KALKASKA COUNTY ROAD COMMISSION
KALKASKA, MICHIGAN

ARTICLE I — RULES

Section A PROCEDURAL RULES:

The Commission shall have the right to adopt and amend policies, by majority vote of the members appointed and serving, governing their procedures. The policies shall not conflict with the terms of any statute.

Section B RULES OF ORDER:

Any person disturbing a meeting shall be asked to be seated and remain quiet. Failing this, the Chairperson shall ask the person to leave; if he or she refuses, the Chairperson will call a brief recess. Final step to order would be asking the sheriff or deputy to remove the person.

The Open Meetings Act confirms the right of a public body to establish rules for addressing that body (PA 267 of 1976 as amended by PA 256 of 1978, Section 15.263(5)).

NOW THEREFORE BE IT RESOLVED, that the following rules governing Public Input be adopted and enforced unless amended by a future County Road Commission Board:

1. Public input at the regular or special meeting of the Kalkaska County Board of Road Commissioners shall be welcomed.
2. During Public Input, those individuals wishing to speak shall raise their hand to be recognized by the Chairperson. Once recognized the individual shall state their name for the record.
3. Three-minute limit be allocated to each speaker.
 - a. No allocation may be for more than three minutes unless the Board grants additional time to the speaker.
 - b. The Chairperson shall recognize all persons who wish to speak during public comments per Section 3(a), 4(c), 4(d).

- c. Allocated time to persons recognized by the Chairperson may not be traded away to other members of the public either recognized or not.
- d. Allocated time to persons recognized by the Chairperson may speak 3 (three) minutes during first Public Comment and 3 (three) minutes during the second Public Comment for a total of 6 (six) minutes. (Adopted: 04/14/08)

Section C QUORUM:

A majority of members shall constitute a quorum for the ordinary business of the road commission. There is a required two-thirds roll call vote of the members of the public body elected or appointed and serving needed to go into Closed Session meetings pursuant to the Open Meetings Act 1976 PA 267, MCL 15.261.

Section D ROLL CALL VOTES:

The names and votes of members shall be recorded on all actions of the Board. Roll call votes may be called at the request of 1/3 of the members present.

ARTICLE II — THE BOARD OF ROAD COMMISSIONERS

Section A BOARD MINUTES:

The Clerk of the Board must record all the proceedings of the Board in a book provided for that purpose.

Section B TERM OF OFFICE:

Begins on January 1st, upon appointment by the Board of Commissioners/As soon as practicable upon appointment following the election/appointment. Oath of office and signing the Constitutional Oath of Office shall be done before the January 1st date or when predecessor is in place.

Section C VACANCIES ON BOARD OF ROAD COMMISSIONERS:

Shall be filled according to statute by the County Board of Commissioners.

Section D COMMISSION COMPENSATION AND MILEAGE:

Commissioners shall receive a compensation and mileage reimbursement fixed by resolution of the County Board of Commissioners. Change in compensation shall become effective only when commissioners begin their term of office after the general election. Mileage shall not exceed the standard amount per mile as set by the Internal Revenue Services.

Section E COMMISSIONERS CONFLICTS OF INTEREST AS TO CONTRACTS:

A commissioner shall not be interested directly or indirectly in any contract or other business transaction with the county, or a board, office, or commission thereof, during the time for which (s)he is elected or appointed, nor for one year thereafter unless the contract has been approved by 2/3rds of the members of the County Board of Road Commissioners and shown on the minutes of the board.

Section F SEALED BIDS:

Sealed bids shall be requested on any item, equipment or service, unless this requirement is specifically withheld from applying by action of the Board. Specifications will be submitted by the department head or elected official making the request. All requests for bids must contain the statement that: "The Board of Road Commissioners reserves the right to accept or reject any or all bids submitted, and to accept the bid that is in the best interest of the County Road Commission." All bids will be opened at the time and place stated in the bid request and acted on at a meeting of the Board of Road Commissioners (regular or special).

Section G SIGNING OF DOCUMENTS:

The Chairman of the Board of Road Commissioners is authorized to sign all documents that have been approved by the Board of Road Commissioners, except when a resolution has been approved, all members shall sign.

Section H PUBLIC MONIES:

No public monies shall be used for funeral flowers or memorial contributions.

ARTICLE III-BOARD OFFICERS

Section A CHAIRPERSON:

The Chairperson shall be selected by the majority of the Board at the first meeting of each year.

Section B VICE CHAIRPERSON:

The Vice Chairperson shall be chosen by the majority of the Board at the first meeting of each year.

Section C CLERK:

The Clerk of the County shall be clerk of the Board of County Road Commissioners and shall keep the records and accounts of the Board. When the record keeping is of sufficient volume, the Board may appoint a secretary, with the consent of the County Board of Commissioners, who shall act as clerk of the board, and whose salary, together with the salaries of the members of the Board of County Road Commissioners, shall be paid by the Board of County Road Commissioners from county road funds.

ARTICLE IV - BOARD COMMITTEES

Section A NUMBER AND JURISDICTION:

The number and jurisdiction of committees will vary depending on the needs of the Road Commission. A Road Commissioner shall chair each committee and report back to the full Board.

Section B FINANCE COMMITTEE:

The Finance Committee shall be composed of two commissioners, the manager, and finance director. They shall meet and review all bills prior to submission to the Board for their approval.

Section C TERMS OF COMMISSION APPOINTMENTS:

Appointments to standing committees of the Board of Road Commissioners shall be for a term of one year and may be eligible for reappointment.

ARTICLE V - BOARD MEETINGS

Section A ORGANIZATION:

The organizational meeting shall be the first meeting of the year.

Section B MEETINGS:

All meetings of the Kalkaska County Road Commission shall be held in compliance with Act 267 of 1976, as amended, known and cited as the "Open Meetings Act."

1. All meetings shall be open to the public and shall be held in a place available to the general public.
2. All persons shall be permitted to attend any meeting except as otherwise provided in this act.
3. All decisions shall be made at a public meeting.
4. No person shall be required to register or otherwise provide his/her name or other information as a condition of attendance.

Section C REGULAR/SPECIAL/CLOSED MEETING POSTINGS:

The Road Commission shall designate an individual to be responsible for implementing the notice provisions of the "Open Meetings Act."

1. REGULAR MEETINGS:

- a. A notice of the schedule of regular meetings shall be posted within ten (10) days after the first meeting of the Kalkaska County Road Commission at which the schedule is adopted.

b. The meeting schedule shall be posted at the office of the Kalkaska County Road Commission and at the office of the Kalkaska County Clerk.

c. The notice shall contain the name of the public body, telephone number, and address.

d. If there is a change in the schedule of the regular meetings, there shall be posted within three (3) days after which the change is made, a public notice stating the new dates, times, and place of the regular meetings.

2. RESCHEDULED/RECESSED/SPECIAL MEETINGS

a. If a Regular Meeting is rescheduled or recessed for more than thirty-six (36) hours, or if a Special Meeting is called, prior notice of at least eighteen (18) hours must be posted at the offices of the Kalkaska County Road Commission and the Kalkaska County Clerk.

b. A Special Meeting will be held at the "Call of the Chair" or upon written request of any two Road Commissioners.

c. The public notice shall contain the name and address of the Kalkaska County Road Commission, the date, time, place of meeting, phone number, the date, time and name of person posting notice, time notice was removed and placed on file after special, recessed, rescheduled meeting.

d. The Road Commission may meet in an emergency session in the event of a severe and imminent threat to the health, safety or welfare of the public when 2/3 of the members serving on the Road Commission decide that a delay would be detrimental to efforts to lessen or respond to the threat.

Section D - PUBLIC ATTENDANCE AT BOARD MEETINGS:

All Road Commission meetings shall be open to the public except for those closed sessions as permitted by 15.268, Section 8:

1. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered after the rescission only in open session.

2. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.

3. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

4. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.

5. To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting.

6. To consider material exempt from discussion or disclosure by state or federal statute.

ARTICLE VI — INDEMNIFICATION

This section shall not conflict with the terms of any statute. The Board of the Kaskaska County Road Commission shall abide by any applicable laws and/or statutes. The Road Commission shall also follow the standards and procedures set forth by the Road Commission Liability Insurance and Errors and Omissions Policies provided by the Road Commission insurance carrier, MCRCSIP. Any Commissioner operating within the authority of the Board shall be covered. Any Commissioner operating outside the authority of the Board will not be covered.

Adopted: January 5, 2009

Revised: July 13, 2009

Adopted: January 4, 2010

Revised/Adopted: January 4, 2011

Revised/Adopted: January 2, 2012

Revised/Adopted: January 4, 2013

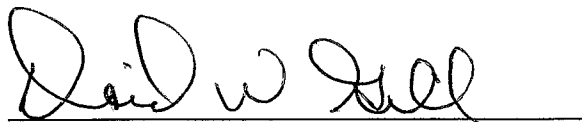
Revised/Adopted: January 2, 2014

Revised/Adopted: January 4, 2016

Revised/Adopted: January 4, 2017

Revised/Adopted: January 9, 2018

Revised/Adopted: January 3, 2019



David W. Gill

Kaskaska County Road Commission Chair