

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON WEDNESDAY, OCTOBER 12, 2016 AT 9:00 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 9:00 a.m. Pledge of Allegiance.

ITEM 2 - 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, Jerry Heim, Finance Director, Rebecca Hilmert, Administrative Assistant and Debbie Green, Deputy Clerk.

ITEM 3 – ADDITIONS TO AGENDA

None.

ITEM 4 – APPROVAL OF AGENDA

Motion by Walter to approve Agenda, seconded by Corrado. Five eyes, no nays. Motion carried.

ITEM 5 - CONFLICT OF INTEREST

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

Mr. Walter requested that the minutes reflect the Board's consensus that his recent absences were excused.

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 September 13, 2016.
- B. *Payroll*: The Board approves Payroll #18 (\$44,694.11), Payroll #19 (\$39,203.76) and Payroll #20 (\$41,186.01), respectively.
- C. *Accounts Payable*: The Board approves the Accounts Payable Disbursements (10/12/2016) in the amount of \$222,899.75 and the Check Register for the period of September 1 through September 30, 2016.

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Motion by Cox to approve the items on the Consent Calendar, seconded by Allen. Roll call vote: Cox, yes; Allen, yes; Corrado, yes; Walter, abstain; Gill, yes. Four 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.

ITEM 8 – TOWNSHIP REPRESENTATIVES

Mr. Dick Mallott of Coldsprings Township reported that he had received complaints concerning the gravel washouts on Twin Lake Road. He also advised that the work done on East Shore Drive looked great, and the township literally applauded the Starvation Lake Road project. Mr. Mallott will work on a memo from the township commending the Road Commission on the project.

Mr. Chuck Ardigo of Rapid River Township advised that Lannin Road has large washouts going up the hill before the seasonal portion of the road starts.

ITEM 9 – FINANCE REPORT/BUDGETS

The following items were discussed:

1. Financial Reports.
2. Cash Flow Report.
3. Escrow Accounts.
4. MTF Revenue.
5. Funding options for MERS.
 - a. MERS Annual Conference

ITEM 10 – APPOINTMENTS

None.

ITEM 11– OLD BUSINESS

None.

ITEM 12 – NEW BUSINESS

A discussion was held regarding requests for repairs on Baggs Road. A letter and resolution from Whitewater Township was reviewed, as well as an MDOT report on the condition of Baggs Road, and a letter from a resident.

A motion was made by Corrado to commit funding not to exceed \$75,000.00 in 2017 for repairs on Baggs Road, contingent on the participation of Grand Traverse CRC, Whitewater Township and Clearwater Township, seconded by Cox. Mr. Rogers will meet with the engineers to determine the cost of the project, with the understanding that this will be considered a KCRC project. Roll call vote: Corrado, yes; Cox, yes; Allen, yes; Walter, yes; Gill, yes. Five ayes, no nays. Motion carried.

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ITEM 13 – CORRESPONDENCE AND REPORTS

Manager's Report:

The following items were discussed:

1. Employees and job vacancies.
 - a. Temporary winter maintenance employees
2. Spencer / 571 Federal Aid
 - a. Preliminary plans have been submitted.
 - b. Preliminary completion date is May 31, 2017.
3. Starvation Lake Road Safety Job
 - a. Project is complete.
 - b. There are still a few repairs and cleanup.
4. Networks Northwest Meeting regarding Local Road Safety Plans
 - a. John will attend the meeting in Mancelona.
 - b. Information in packet if interested in attending.
5. Valley Road Safety Application
 - a. The application has been submitted. Notification is expected in February/early March.
6. Shippy Road - High Risk Rural Roads (HRRR) program
 - a. The application has been submitted. Notification is expected in February/early March.
7. PACER Reimbursement
 - a. There will be no reimbursement for our local data in 2016 due to changes made by the TAMC.
8. Bridge Inspections
 - a. The bridge inspections are complete. There are a number of river crossings that are less than 20' in length that will require attention. The Engineer has recommended weight limit signs be posted on two bridges on Underhill Road and two on Dundas Road. The Engineer also recommended that the Kniss Road bridge be closed.

Motion by Corrado to post the weight limit signs on Underhill Road and Dundas Road based on Engineer's recommendation, seconded by Allen. Roll call vote: Corrado, yes; Allen, yes; Cox, yes; Walter, yes; Gill, yes. Five ayes, no nays. Motion carried.

Motion by Corrado to close the Kniss Road bridge based on the Engineer's recommendation, seconded by Cox. Roll call vote: Corrado, yes; Cox, yes; Allen, yes; Walter, yes; Gill, yes. Five ayes, no nays. Motion carried.

9. Winter sand
 - a. Michigan Aggregate has begun hauling winter sand.
10. Tower
 - a. The tower will be going up for bid soon.
11. County Road 612 Safety Project
 - a. The DEQ is recommending a culvert replacement. A 12' culvert is estimated to cost \$745,000. The Engineer is recommending a 38" X 60" culvert replacement which will cost \$615,000 and provide the same flow rate. The existing size is 48". The issue will continue to be addressed.

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Policy Committee:

Mr. Cox reported that the updated call log reports and the updated Goals and Objectives are included in the Board packet.

Personnel Committee:

Mr. Corrado reviewed the Personnel Committee meeting topics and updates. He advised that the next employee luncheon is planned for December 23rd.

Motion by Corrado, seconded by Allen, to increase the Manager's annual salary by 1%, retroactive to September 5th. Five ayes, no nays. Motion carried.

Safety Committee:

Mr. Walter reported that a discussion was held regarding residents plowing snow across the road and reporting repeat offenders. Also discussed were: green caution lighting, back-up alarms, fire extinguisher inspection and first aid kits. Mr. Walter suggested that AED units be installed in each Supervisor's trucks.

Chairman's Report:

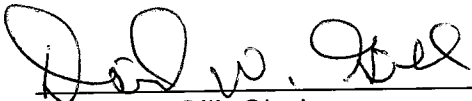
ITEM 14 – MISCELLANEOUS, PUBLIC COMMENT & OTHER

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

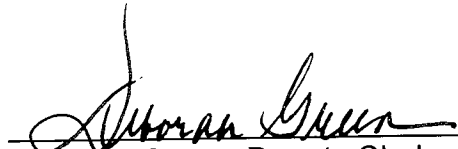
A letter was received from the Planning Commission regarding the County's Master Plan.

ITEM 15 – ADJOURNMENT

Motion by Cox to adjourn meeting at 10:40 a.m., seconded by Corrado. Five ayes, no nays. Motion carried.



David W. Gill, Chair



Deborah Green, Deputy Clerk