

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON WEDNESDAY, March 9, 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, Jeff Root, Superintendent, Rebecca Hilmert, Administrative Assistant and Debbie Green, Deputy Clerk.

ITEM 3 – ADDITIONS TO AGENDA

None.

ITEM 4 – APPROVAL OF AGENDA

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

ITEM 5 - CONFLICT OF INTEREST

Conflict of Interest Roll Call: Allen, no; Cox, no; Corrado, no; Walter, no; Gill, 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 February 10, 2016, and the Policy Work Session minutes, dated February 16 & 17, 2016.
- B. *Payroll*: The Board approves Payroll #3 (\$49,940.47) and Payroll #4 (\$46,426.45), respectively.
- C. *Accounts Payable*: The Board approves the Accounts Payable Disbursements (03/09/2016) in the amount of \$144,176.31 and the Check Register for the period of February 1 through February 29, 2016.

APPROVED

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

Gerald Siegrist of Selkirk Lake Road stated that he was assured last fall that Selkirk Road would be snowplowed completely and it has only been plowed 50% of the time this winter. He asked if the road commission had a new driver because the road has not been plowed wide enough and even his Mail Carrier has complained. Mr. Rogers assured him that his road has been plowed but sometimes later in the day due to designated routes during a winter weather event.

Patricia Lee, also of Selkirk Road, stated that a snowplow was on her road plowing and sanding on a Saturday and again on the following Monday evening at 10:30 p.m. and asked why when she didn't feel that it was needed. Mr. Rogers advised that we have an evening and weekend crew scheduled for clean-up. Ms. Lee also asked what the policy was for grading during frost laws. Mr. Rogers replied that the roads have to dry out before they can be graded and floated.

ITEM 8 – TOWNSHIP REPRESENTATIVES

Mr. Dick Malott of Coldsprings Township advised that most county road millage proposals on the ballot in Michigan this week passed, which is very encouraging.

ITEM 9 – FINANCE REPORT/BUDGETS

The following items were discussed:

1. Financial Reports.
2. Cash Flow Report.
3. Escrow Accounts.
4. MTF Revenue.

ITEM 10 – APPOINTMENTS

Mr. Jason Lutke and Mr. Lonnie Lutke addressed the Commissioners concerning the relationship between Lutke Forest Products and the KCRC.

Chairman requested break at 9:50 a.m.

Meeting resumed at 9:57 a.m.

ITEM 11– OLD BUSINESS

None.

ITEM 12 – NEW BUSINESS

None

ITEM 13 – CORRESPONDENCE AND REPORTS

Manager's Report:

1. Bids for construction material.
2. Starvation Lake Road – Easement issues.

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3. CRA Conference March 15-17.
4. County Road 612 safety project.
5. Smith Lake Sand Pit.
6. Engineer of Record RFP.
7. CRA IMPRESS Award – update.
8. North Sharon Road detour.

Policy Committee:

Mr. Cox reported that the KCRC attorney is reviewing the proposed policy revisions. He also advised that the updated 2016 Goals and Objectives were in the packet.

Personnel Committee:

Mr. Corrado reviewed the Personnel Committee meeting topics, including wage reviews and grader training.

Motion by Corrado to authorize the Manager to evaluate Administrative Employees on their one year anniversary occurring in 2016 and adjust their compensation based on merit, seconded by Cox. Five ayes, no nays. Motion carried.

Safety Committee:

None.

Chairman's Report:

Mr. Gill recognized the Manager for his extra work on the Coldsprings Township project.

ITEM 14 – 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 Walter to adjourn meeting at 10:25 a.m., seconded by Cox. Five ayes, no nays. Motion carried.



David W. Gill, Chair


Deborah Green, Deputy Clerk