

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON MONDAY, April 13, 2015, 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
Walter, Present
Gill, Present

In addition, the following staff members were present: John Rogers, Manager; Jerry Heim, Finance Director and Debbie Green, Deputy Clerk.

ITEM 3 – ADDITIONS TO AGENDA

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 March 9, 2015.
- B. *Payroll*: The Board approves Payroll #6 (\$36,784.63), Payroll #6C (\$15,932.20), and Payroll #7 (\$40,620.97) respectively.
- C. *Accounts Payable*: The Board approves Accounts Payable in the amounts of C/3-2 (\$342,371.45), Accounts Payable Disbursements (4/13/2015) and the Check Register for the period of March 1 through March 31, 2015.

Motion by Cox to approve the items on the Consent Calendar, seconded by Corrado. Roll call vote: Cox, yes; Corrado, yes; Walter, yes; Allen, 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.
Daniel Novak with AIS thanked KCRC for their business.

Jerry Borowski, Shippy Road, voiced complaints concerning his on-going drainage problem.

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Mr. Rogers introduced two new KCRC employees. Gale Gauld has accepted the position of grade foreman, and Jerry Stapleton has been hired as a truck driver.

ITEM 8 – TOWNSHIP REPRESENTATIVES

Carl Ingersoll, Springfield Township, advised that shoulder work and edge cracking repair is needed on Creighton and Ingersol roads.

Dean McCullough of Blue Lake Township stated that almost all of the roads are deteriorating, including the snowmobile crossing on Twin Lake Road.

ITEM 10 – FINANCE REPORT/BUDGETS

Motion by Allen to deposit the amounts due for service prior to September 1, 2014 into the respective MERS HCSP accounts for Becky Jerry, Jeff Root and John Rogers, in accordance with the policy effective 12-8-2014. The amount for Becky Jerry will be deposited in full. The amounts for Jeff Root and John Rogers will be paid over a period not to exceed seven years. Motion seconded by Cox. Roll call vote: Allen, yes; Cox, yes; Corrado, yes; Walter, yes; Gill, yes. Five ayes, no nays. Motion carried.

Motion by Allen for two employees to attend the County Road Associations' Finance and Human Resource Business Seminar May 12-14 in Bay City, seconded by Cox. Five ayes, no nays. Motion carried.

Motion by Allen for the Finance Director to attend two Michigan Association of CPA's courses at a total cost of \$624.00 with associated discounts, seconded by Cox. Five ayes, no nays. Motion carried.

In addition, the following items were discussed:

1. Financial Reports
2. Wage Trend Study

The 2015 Bids were presented to the Board for review and approval:

- Motion by Allen to award the 23A Aggregate Bid to Halliday Sand and Gravel and Todd's Welding Service, seconded by Corrado. Roll call vote: Allen, yes; Corrado, yes; Cox, no; Walter, yes; Gill, yes. Four ayes, one nay. Motion carried.
- Motion by Walter to award the 32 H-1 Blue Aggregate to Cliff's Sand and Gravel, seconded by Cox. Five ayes, no nays. Motion carried.
- Motion by Allen to award the Dust Control Bid to Northern A-1 Services and Beckman Production as an alternate, seconded by Corrado. Five ayes, no nays. Motion carried
- Motion by Corrado to award all bids of the Bituminous Patch Material, seconded by Walter. Five ayes, no nays. Motion carried.
- Motion by Walter to award the Pavement Markings Bid to PK Contracting, seconded by Cox. Five ayes, no nays. Motion carried.
- Motion by Allen to award the Chipseal Bid to Highway Maintenance and Construction Company and Pavement Maintenance System LLC as an alternate, seconded by Corrado. Five ayes, no nays. Motion carried. Staff also recommends all roads be treated with CM-90 Multi-Grade Asphalt, 34 CS Slag Course Aggregate and CSS-1H Fog Seal Emulsion as bid.
- Motion by Cox to award the Overband Crack Fill Bid to APM and Highway Maintenance and Construction as an alternate, seconded by Corrado. Five ayes, no nays. Motion carried.

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- **Motion by Walter to award the Skip Patching Bid to Elmers' Crane and Dozer and Rieth Riley as an alternate, seconded by Allen. Five ayes, no nays. Motion carried.**
- **Motion by Allen to award the Coster Road Wedge and Overlay Bid to ATP Precision Paving, seconded by Corrado. Five ayes, no nays. Motion carried.**
- **Motion by Walter to award the Lund Road Wedge and Overlay Bid to ATP Precision Paving, seconded by Corrado. Five ayes, no nays. Motion carried.**
- **Motion by Allen to award the Morrison Road Wedge and Overlay Bid to Payne & Dolen, Inc., seconded by Corrado. Five ayes, no nays. Motion carried.**
- **Motion by Allen to award the Wood Road Overlay Bid to Payne & Dolen, Inc., seconded by Walter. Five ayes, no nays. Motion carried.**
- **Motion by Corrado to purchase ½ loads of liquid asphalt from Asphalt Materials, and/or split loads with other counties utilizing their bid prices, seconded by Allen. No sealed bids were received. Five ayes, no nays. Motion carried.**

Mr. Cox was excused at 9:00 a.m.

ITEM 11 – APPOINTMENTS

None.

ITEM 12– OLD BUSINESS

None.

ITEM 13 – NEW BUSINESS

1. Kniss Road Bridge Resolution #2015-01 Discussion.
 - **Motion by Walter to approve the Kniss Road Bridge Resolution, as presented, seconded by Allen. Four ayes, no nays. Motion carried.**
2. RFPs for the W. Sharon Road Bridge and Starvation Lake Road Project.
 - **Motion by Allen to authorize Mr. Rogers to solicit design engineering bids for these two projects, seconded by Corrado. Four ayes, no nays. Motion carried.**

ITEM 14 – CORRESPONDENCE AND REPORTS

Manager's Report:

1. Paul Bunyan Meeting May 21, 2015.
2. Spencer Road Funding obligations.
3. Weight Restrictions.
4. Shippy Road driveway.
5. Starvation Lake Road Safety Application.
6. County Road 612 project funding update.
7. Audit update. Discussion.
 - **Motion by Allen to authorize Mr. Rogers to file for an extension of the Act 51 Report, seconded by Walter Four ayes, no nays. Motion carried. The Auditor will present the finalized audit at the May Board Meeting.**

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Policy Report:

Walter reported on the following:

1. Confidentiality Agreement

Personnel Report:

Corrado reported on the following:

- **Motion by Corrado to approve the revised Organizational Chart and approve the added "File Clerk" position and job description, seconded by Allen. Discussion. Roll call vote: Corrado, yes; Allen, yes; Walter, yes; Gill, yes. Four ayes, no nays. Motion carried.**
- **Motion by Corrado to approve the revised job descriptions for the Finance Director and Payroll Clerk, seconded by Allen. Roll call vote: Corrado, yes; Allen, yes; Walter, yes; Gill, yes. Four ayes, no nays. Motion carried.**

Safety Committee:

Walter reported that there were no safety issues or requests presented at the quarterly meeting. Cross training options and revised work hours were discussed

Chairman's Report:

ITEM 15 – MISCELLANEOUS, PUBLIC COMMENT & OTHER

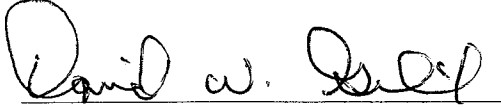
Those individuals without appointments may give public comment in compliance with Section D & Appendix A of Procedure Policy.

Also discussed:

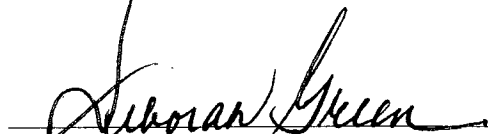
1. New trucks have been received.
2. Recycling is going well.
3. Northern Long-Eared Bat.
4. The arena at the fairgrounds has been graded.
5. A quote request to grade & gravel Log Lake Park.

ITEM 16 – ADJOURNMENT

Motion by Corrado to adjourn meeting at 9:55 a.m., seconded by Walter. Four ayes, no nays. Motion carried.



David W. Gill, Chair



Deborah Green, Deputy Clerk