

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON MONDAY, OCTOBER 10, 2011 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 Chair at 8:00 a.m. Pledge of Allegiance.

ITEM 2 - ROLL CALL

Upon roll call, the following Commissioners responded:

Custer, Present
Elliott, Present
Gill, Present
Green, Present
Walter, Present

In addition, the following person(s) were present: James Woodhams, Manager; Becky Jerry, Clerk.

ITEM 3 – ADDITIONS TO AGENDA

Add the following: 1. Public Hearing on Budget at 9:00 a.m.; 2. Jerry contract under Closed Session; 3. Shake Your Mailbox under Old Business.

ITEM 4 – APPROVAL OF AGENDA

Motion by Gill to approve Agenda as amended, seconded by Custer. Five ayes, no nays. Motion carried.

ITEM 5 - CONFLICT OF INTEREST

Conflict of Interest Roll Call: Custer, no; Elliott, no; Gill, no; Green, no; Walter, no.

ITEM 6 – PUBLIC COMMENT

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

None.

Chairman wanted it noted that **ITEM 7 – UNION REPRESENTATION** has been removed from the Agenda.

ITEM 7 – MINUTES/PAYROLL

Regular Meeting Minutes dated September 12, 2011: Discussion was held on the following: Employees, Ellis and Coon, were not Union representatives at last Board meeting, but as members of the public; 2. Pay for attending the meeting. **Motion by Gill to approve the Regular Meeting minutes dated September 12, 2011 as presented, seconded by Green. Five ayes, no nays. Motion carried.**

Motion by Green to approve Payroll 18 in the amount of \$30,770.29, seconded by Elliott. Discussion on paying employees for attending last Board meeting; was notification requirements followed per contract; employees should not have been paid for attendance; was their attendance approved by foreman. **Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.**

Motion by Green to approve Payroll 19 in the amount of \$26,878.25, seconded by Elliott. **Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.**

ITEM 8 – ACCOUNTS PAYABLE/FINANCE REPORT

Motion by Green to approve C/9-1/Correction in the amount of \$468.33, seconded by Elliott. **Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.**

Motion by Green to approve C/9-2 in the amount of \$170.00, seconded by Elliott. Discussion. **Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.**

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Motion by Green to approve C/9-3 in the amount of \$21,485.51, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve C/9-4 in the amount of \$4,739.52, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve C/9-Reim. as of September 31, 2011 (health and RX) in the amount of \$3,454.90, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve C/10-Prepays in the amount of \$2,035.67, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve C/10-Prepay(2) in the amount of \$70.00, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve C/10-2 in the amount of \$74,671.36, seconded by Elliott. Discussion. Request for all invoices to be pulled for last six months for safety glasses. Also discussed was use of Petty Cash. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve C/10-3 in the amount of \$664.59, seconded by Elliott. Discussion. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve Check Register dated September 30, 2011, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Green gave Finance Committee report on the following:

1. Transmittals
2. Cash receipts
3. MTF funds
4. October/November Financial Statements
5. MTF

Gill reported the Road Commission received the \$2,500.00 escrow back from Cadillac Insurance and recommended that amount be kept in the health reimbursement account to cover the reimbursed RX expenses from the retiree, bringing total escrow in health reimbursement account to \$6,000.00. Gill also recommended the retirees submit RX reimbursements directly to Burnham and Flower.

Discussion on payment to Benistar for retiree health insurance. **Motion by Gill to allow Finance Director to pre-pay Benistar for the retiree health insurance for the remainder of the year, seconded by Green. Roll call vote: Gill, yes; Green, yes; Custer, yes; Elliott, yes; Walter, yes. Five ayes, no nays. Motion carried.**

Discussion on ordering the air purifier for the sign shop office already approved.

ITEM 11 – APPOINTMENTS

Township Representatives:

John Rogers, Rapid River Township, had questions and/or concerns on the following: 1. Road Improvement Agreement for Wood Road; 2. Patching of road to be held off; 3. Receiving final accounting on project upon completion; 4. Presented check for 50% of project costs. Manager recommended changes to the contract be made with administrative fees at the rate of 4.25%. **Motion by Gill to approve Road Improvement Agreement with Rapid River Township for Wood Road, seconded by Elliott. Discussion. Roll call vote: Gill, yes; Elliott, yes; Custer, yes; Green, yes; Walter, yes. Five ayes, no nays. Motion carried.** Chairman wanted the records to reflect the Road Commission received a check for Wood Road in the amount of \$35,880.25 from Rapid River Township.

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Jake Uitvlugt, Boardman Township, discussed the following: 1. Township was happy with work performed on Raymo Road; 2. Road Commission taking care of last mile of Woodman Road; 3. Boardman Road/if Road Commission would do more work on Woodman Road, the township could work on Boardman Road. Discussion. Manager reported Boardman Road is still on SAFETEA LU project list for 2014. Further discussion.

Also discussed: 1. Crack sealing; 2. Layoffs next year; 3. Dura Patcher not used as much as anticipated.

Denny Corrado, Coldsprings Township, discussed the following: 1. Took three months to get letter responding to his questions/concerns from July; 2. Questioned why it took four months to correct unsafe conditions on Starvation Lake Road; 3. Road Commission's responsibility to finish Starvation Lake Road; 4. Supports Board, but feels nothing is getting done. Discussion/Manager responded; 5. Tower Road/two vehicles cannot fit down road. Discussion; 6. Pike Street estimate. Manager explained a lot of prep work was going to be needed before the project can be done; estimate does not include engineering and surveying costs; Manager estimated the project would be approximately \$100,000.00 with the added costs. Further discussion. **Motion by Gill to have Manager provide cost estimate to Pike Street residents explaining the estimate did not include any engineering and surveying costs; that the costs are estimated to be approximately \$100,000.00; and if the residents want the improvements, they would have to pay to bring road to county standards for the road to be taken in as a County Road; which would have to be by Special Assessment District through the Township, seconded by Elliott. Further discussion. Roll call vote: Gill, yes; Elliott, yes; Custer, yes; Green, yes; Walter, yes. Five ayes, no nays. Motion carried.**

Also discussed: 1. Tower Road/Managements plans to take care of; 2. Management/Board to prioritize road work in County/what needs to get fixed first; 3. County wide millage; 4. Starvation Lake Road; 5. Lund Road; 6. Woodman Road.

ITEM 12 – PUBLIC HEARING AT 9:00 A.M./2012 GENERAL APPROPRIATIONS BUDGET

Public Hearing on 2012 General Appropriations Budget commenced at 9:24 a.m.

Chair asked if there were any questions from members of the Public. There were none.

Gill reported Management put together a preliminary budget of which the Finance Committee reviewed and revised. Discussion and/or questions between Board members. Chair asked members of the Public if there were any questions. There were none. Chair closed Public Hearing at 9:33 a.m. until after the Construction Bids for Mecum Road Bridge were opened.

ITEM 12 – OPEN SEALED CONSTRUCTION BIDS/MECUM ROAD BRIDGE AT 9:30 A.M.

Bid opening began at 9:33 a.m.

The following construction bids for Mecum Road Bridge were opened and accepted:

- | | |
|----------------------------------|--------------|
| 1. Davis Construction | \$191,525.40 |
| 2. Cole, Inc. | \$251,767.15 |
| 3. J.E. Kloote Contracting, Inc. | \$184,402.15 |
| 4. Miller Development | \$217,877.55 |
| 5. Team Elmers | \$283,580.40 |
| 6. Anlaan Corp. | \$322,259.65 |
| 7. John Henry Excavating, Inc. | \$184,814.15 |
| 8. Molon Excavating | \$199,182.65 |
| 9. Bay Shore Contractors | \$382,507.00 |
| 10. The Mackenzie Companies | \$312,457.65 |

Motion by Gill to accept seal bids with staff and project engineers to review accepted bids to determine which bid is most economical and of which is in the best interest of the Road Commission and to bring recommendation to Board at November 14, 2011 board meeting, seconded by Green. Five ayes, no nays. Motion carried.

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Chair call for a break at 9:50 a.m.

Chair called the meeting back to order at 10:00 a.m.

ITEM 12 – OLD BUSINESS

A. Discussion on “Shake Your Mailbox”.

B. Continued discussion on 2012 General Appropriations Budget. **Motion by Gill to accept the proposed 2012 General Appropriations Budget, seconded by Green. Roll call vote: Gill, yes; Green, yes; Custer, yes; Elliott, yes; Walter, yes. Five ayes, no nays. Motion carried.**

ITEM 13 – NEW BUSINESS

A. James and Becky’s contract recommendations will be presented at the November Board meeting.

B. Will discuss Title VI at December 5, 2011 Policy meeting.

C. Ingersoll Road. Manager gave update. Discussed Manager attending Township board meetings affected by Ingersoll Road.

ITEM 14 – CORRESPONDENCE AND REPORTS

Manager Report:

The Manager and Board Members discussed and/or commented on the following:

1. Week of October 16, will be paving Wood Road, West Sharon Road, and the bridge in Boardman.
2. Savings on heating expenses through Volunteer Energy.
3. Meeting with retirees on new healthcare program.
4. Update on Aarwood Bridge. Discussion. **Motion by Gill to ask Clearwater Township to contribute funds towards engineering fees, to redesign Aarwood Bridge to do away with easement, not to exceed \$15,000.00; if proposal doesn’t work, close the bridge, seconded by Green. Roll call vote: Gill, yes; Green, yes; Custer, yes; Elliott, yes; Walter, yes. Five ayes, no nays. Motion carried.** Further discussion was held; Manager directed to attend next Township meeting to explain Road Commission’s position.
5. DEQ matter; testing of pond water.
6. Upcoming training workshops for employees.
7. Bids received on shed structures. Matter could be handled at the October 21 Special Meeting.
8. Further discussion on Integrys Energy Services. **Motion by Gill to approve contract for one year, seconded by Elliott. Five ayes, no nays. Motion carried.**

Policy Report:

Custer reported on the following:

1. Reviewed and/or updated the following: 1. 2012 Winter Parking Notice; 2. Winter Maintenance Policy; 3. Notice Plowing Private Driveways. To be noticed in the Leader & Kalkaskian.

Personnel/Commissioners Report:

Walter reported and/or discussed the following:

1. Remove computer in Shop office; need IT Policy signed by mechanics.
2. Locking Manager’s office.
3. Putting off Manager and Finance Directors contracts until November meeting.
4. No vacation time accumulated for employees during layoff.
5. Working on vault/Becky to work with Brenda regarding time.
6. Commissioner’s Report:
 - Engineering costs
 - Need of employee to fill NE corner of county
 - Letter to Wayne Schmidt

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- Letter to Dave Jones
 - Manager working on setting up snowplowing presentation at schools
 - Job evaluations
 - Drug testing at Williamsburg facility
 - Letter to Denny Corrado
 - Dura Patcher training
 - Map status
 - Team Building workshop
 - Draft letter to Townships regarding brining
7. Tom Henke's comments made at Board of Commissioners' Meeting. Chair will be attending next County Board Meeting. Discussion.

Safety Report:

Elliott reported on the following:

1. Safety issues with Dura Patcher chase truck. Discussed.
2. Brine class in spring.
3. Further discussion on Dura Patcher issue.

ITEM 15 – MISCELLANEOUS, PUBLIC COMMENT & OTHER

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

Chair reminded Board and members of the Public that Board meetings will begin at 9:00 a.m. beginning in November.

Discussions were held on the following: 1. Truck graders/blades; 2. Road shoulders.

Public Comment:

John Rogers, Rapid River Township, commented on the following: 1. Requested copy of yield tickets when Wood Road project is completed; 2. Comments made at last County Board meeting; that he believed the Road Commission is on the right track; that problems have been identified and Board has been addressing them; sees this as positive; 3. Directs this to Dave Ritter, County Board Representative.

Stuart Rogers commented on the following: 1. Agrees with Gill that Road Commission has to prioritize roads needing to be fixed; 2. Winter plowing.

Discussions were held on the following:

1. Load tickets on Ingersoll Road need to be checked.
2. Ritter, County Board Representative, stated that Coster Road cracked the first year after being completed; stated he defended Road Commission at last County Board meeting. Discussion.

ITEM 16 – CLOSED SESSION: TO REVIEW ATTORNEY'S RESPONSE TO UNION GRIEVANCE, TO DISCUSS STEELWORKERS' AND TEAMSTERS' UPCOMING NEGOTIATIONS, AND TO REVIEW CLOSED SESSION MINUTES DATED SEPTEMBER 12, 2011

Motion by Gill to go into Closed Session at 11:16 a.m. to review Attorney's response to Union grievance, to discuss Steelworkers' and Teamsters' upcoming negotiations, and to review Closed Session Minutes dated September 12, 2011, seconded by Custer. Five ayes, no nays. Motion carried.

Motion by Elliott to come back into Open Session at 11:29 a.m., seconded by Gill. Five ayes, no nays. Motion carried.

Motion by Elliott to approve the Closed Session minutes dated September 12, 2011 as presented, seconded by Gill. Five ayes, no nays. Motion carried.

ITEM 17 – ADJOURNMENT

Motion by Custer to adjourn meeting at 11:30 a.m., seconded by Elliott. Five ayes, no nays. Motion carried.

APPROVED

Louis Walter, Jr., Chairman

Rebecca Jerry, Clerk