

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON MONDAY, DECEMBER 10, 2012, 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:

Corrado, Present
Elliott, Present
Gill, Not Present
Green, Present
Walter, Present

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

ITEM 3 – ADDITIONS TO AGENDA

Revisions: Add to New Business: 1. Equipment breaking down; 2. Right to work legislation; 3. Safety Meetings per contract/2013. Add to Old Business: 1. Snowplow presentation/schools; 2. Cell phone reimbursement/Teamsters. Add to Townships: Mr. Allen, Blue Lake Township.

ITEM 4 – APPROVAL OF AGENDA

Motion by Corrado to approve Agenda with revisions, seconded by Green. Four ayes, no nays. Motion carried.

ITEM 5 - CONFLICT OF INTEREST

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

ITEM 6 – PUBLIC HEARING/REVISED PERMIT FEE AND COST SCHEDULE/9:00 A.M.

Manager went over Permit Fee and Cost Schedule with Board and public. Changes made pertain to Public Utility permits. No public comment. Chair closed the Public Hearing at 9:06 a.m. **Motion by Corrado to approve Policy P12-9 Permit Fee and Cost Schedule, seconded by Green. Four ayes, no nays. Motion carried.**

ITEM 7 – PUBLIC HEARING/2013 GENERAL APPROPRIATIONS BUDGET/9:10 A.M.

Finance Director updated Board and public on revisions to 2013 General Appropriations Budget. Discussion and/or questions. **Motion by Green to accept the 2013 General Appropriations Budget, seconded by Corrado. Roll call vote: Green, yes; Corrado, yes; Elliott, yes; Walter, yes. Four ayes, no nays. Motion carried.** No public input.

ITEM 8 – PUBLIC COMMENT

Those individuals without appointments may give public comment in compliance with Section D & Appendix A of Procedure Policy.
None.

ITEM 9 – MINUTES/PAYROLL

Regular Meeting Minutes dated November 12, 2012.

Motion by Green to approve the Regular Meeting minutes dated November 12, 2012 as presented, seconded by Elliott. Four ayes, no nays. Motion carried.

Motion by Green to approve Payroll 23 in the amount of \$41,273.32, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Green to approve Payroll 24 in the amount of \$39,490.81, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Walter, yes. Four ayes, no nays. Motion carried.

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ITEM 10 – ACCOUNTS PAYABLE/FINANCE REPORT

Motion by Green to approve C/11-5 in the amount of \$21.71, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Green to approve C/11-6 in the amount of \$18,056.33, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Green to approve C/11-7 in the amount of \$53.97 seconded by Elliott. Discussion. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Green to approve C/12-Prepays in the amount of \$2,805.92, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Green to approve C/12-2 in the amount of \$119,169.50, seconded by Elliott. Discussion. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Green to approve Check Register ending November 30, 2012, seconded by Elliott. Discussion. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Walter, yes. Four ayes, no nays. Motion carried.

Discussion on equipment inspection contracts from FNG and Arms & Cole. **Motion by Green to accept the Equipment Inspection Contract from Arms & Cole, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Walter, yes. Four ayes, no nays. Motion carried.** Discussion on replacing the heating and cooling system at Road Commission.

Discussion on mailbox reimbursements. **Motion by Green, to allow the prepayment of mailbox reimbursements not to exceed \$23.00 per mailbox and upon Manager approval of mailbox damage per policy, seconded by Corrado. Four ayes, no nays. Motion carried.**

Green discussed the following:

1. MTF funds.
2. Revenue/Transmittals.
3. Financial Report. **Motion by Green to accept the Financial Report for November/December 2012, seconded by Corrado. Four ayes, no nays. Motion carried.**
4. Discussion on 2013 Capital Expense sheet.

ITEM 11 – TOWNSHIPS

Carl Ingersoll, Springfield Township, discussed and/or voiced concerns over the following: 1. Shoulder work on Ingersoll Road; has requested for three years; Road Commission only did part of road; four inch drop by mailbox; 2. Beaver trapper would like permission from Road Commission to trap.

Mike Allen, Blue Lake Township, discussed and/or voiced concerns over the following: 1. Larry Shoemaker, Trustee from Blue Lake Township, reports there is a standing water issue on CR612 east of Kennel Road; 2. Theft of sign at intersection of CR612 and Blue Lake Road/post is still there; sign needs to be replaced; 3. Logging damage on Gedman Road/presented pictures to Manager/logging operations ongoing. Further discussion on whether Cameron Bridge Road was taken care of, sign at Twin Lake Road and Sunset Trail on Blue Lake Road, Starvation Lake Road not being floated, and going out for bids for Twin Lake Road project.

ITEM 12 – OLD BUSINESS

A. Management recommendation for engineering services/Innis Road. Discussion. Manager recommends Gourdie Fraser as they were the low bid. Discussion. **Motion by Corrado to accept the engineering bid proposal from Gourdie Fraser for the 2013 Innis Road Project per the recommendation of the Manager, seconded by Green. Roll call vote: Corrado, yes; Green, yes; Elliott, yes; Walter, yes. Four ayes, no nays. Motion carried.** Discussion on bid letting process for Innis Road Project.

B. Snowplow presentation. Discussion.

C. Cell phone reimbursement with Teamers. Discussion. Have not heard back from business agent.

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ITEM 13 – NEW BUSINESS

A. CRAM Resolution \$1,000.00/Per County. Discussion on each Road Commission paying a onetime fee to CRAM to hire a legislative representative. **Motion by Corrado to table this matter until more detailed information is available, seconded by Green. Four ayes, no nays. Motion carried.**

B. Reorganizational Meeting. Discussion. **Motion by Green to post Reorganizational Meeting Notice for Friday, January 4, 2012 at 9:00 a.m., seconded by Elliott. Four ayes, no nays. Motion carried.**

C. FOIA Officer. **Motion by Green to appoint Paul Wisniewski as the Kalkaska County Road Commission FOIA Officer, seconded by Corrado. Four ayes, no nays. Motion carried.**

Also discussed:

1. Having quarterly Safety Meetings at 1:00 p.m. per the Union contract.
2. Equipment break downs. Discussion on older vehicles not to fix/subcontract work out. Check into possible cost savings. **Motion by Corrado to have Manager check into cost savings on major equipment costs versus subcontracting work out, seconded by Elliott. Further discussion. Roll call vote: Corrado, yes; Elliott, yes; Green, no; Walter, yes. Three ayes, one nay. Motion carried.**
3. Right to work state/new laws. How law will affect employees.

ITEM 14 – CORRESPONDENCE AND REPORTS

Manager's Report:

1. Staffing/second shift for snowplow operations.
2. Title VI training.
3. Payroll direct deposit.
4. Fact-finding update.
5. All Road Commission business should go through the Manager.
6. Equipment/winter maintenance.
7. Pothole machine/finance options.
8. Projects/road system.
9. Radio interview.
10. Attendance at meetings.

Chair called for a recess at 10:28 a.m.

Chair called the meeting back to order at 10:35 a.m.

Policy Report:

Corrado reported on the following:

1. Rules of order.
2. Safety/Manager's meeting.
3. Daily reports.

Also discussed were the 2013 Procedure Policy and revisions to the following:

1. Article II, Section D. Pertaining to IRS mileage standards.
2. Article V, Section C (2) (b). Pertaining to two commissioners calling Special Meeting.

Personnel Report:

Walter reported on the following:

1. Logging/Boardman Road.
2. Creighton Road.
3. Update from Manager.
4. Work reports.
5. Road Commission future.
6. Boardman Township/Boardman Road.
7. Signage on Shippy Road.
8. Direct deposit.
9. Work start times/Manager to work on.
10. Innis Road.

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11. Safety Meeting per contract.
12. GPS system/check with Antrim CRC.

Discussion that all requests for information must be made in writing and directed to the Manager. **Motion by Corrado to require all employees to have the Manager, or in his absence, the Board Chair, authorize the release of any information requested by persons including, but not limited to FOIA requests. All such requests shall be in written form, seconded by Green. Four ayes, no nays. Motion carried.**

Safety Report:

Elliott reported on the following:

1. Starting time of Safety Meetings. Discussion.
2. Tailgate safety.
3. Incident reports.
4. Furnace maintenance.
5. More training brush chopper. Discussion. Brush chopper procedure has been revised by Manager and distributed to employees.

Chairman's Report:

1. Chairman Walter requested Clerk to get a card for Mr. Gill and his wife.
2. Requested a Finance Report be added to Agenda.

In addition the following was discussed:

1. Letter to Jeff Root. Board acknowledged. Requested letter be presented to Mr. Root and placed in his file.
2. E-mail transmission(s) from member of the public. Discussion.

ITEM 15 – MISCELLANEOUS, PUBLIC COMMENT & OTHER

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

Public Comment: None.

Chair wished the Board and members of the public a Merry Christmas and New Year.

ITEM 16 – CLOSED SESSION TO DISCUSS FACT-FINDING/NEGOTIATIONS; AND TO REVIEW CLOSED SESSION MINUTES DATED NOVEMBER 12, 2012

Motion by Elliott at 10:57 a.m. to go into Closed Session to discuss Fact-finding/negotiations and to review Closed Session Minutes dated November 12, 2012, seconded by Corrado. Roll call vote: Elliott yes; Corrado, yes; Green, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Corrado to come back into Open Session with no action taken at 11:25 a.m. and to approve Closed Session minutes dated November 12, 2012, seconded by Elliott. Roll call vote: Corrado, yes; Elliott, yes; Green, yes; Walter, yes. Four ayes, no nays. Motion carried.

ITEM 17 – ADJOURNMENT

Motion by Corrado to adjourn meeting at 11:35 a.m., seconded by Elliott. Four ayes, no nays. Motion carried.

Louis Walter, Chair

Rebecca Jerry, Clerk