

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON MONDAY, DECEMBER 12, 2011 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 Chair at 9:15 a.m. Pledge of Allegiance.

A moment of silence was called for the passing of Margaret (Anne) Custer.

ITEM 2 - ROLL CALL

Upon roll call, the following Commissioners responded:

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

New Business: Notice to Board of County Commissioners of Margaret Custer's passing.

ITEM 4 – APPROVAL OF AGENDA

Motion by Gill to approve Agenda with revision, seconded by Elliott. Four ayes, no nays. Motion carried.

ITEM 5 - CONFLICT OF INTEREST

Conflict of Interest Roll Call: 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.

Matt Groesser voiced concerns on the following: 1. The safety issues and condition of Aller Road. Discussion; 2. Employees are only using belly blades on the roads and not graders. Manager said Aller Road would be placed on a list to be shaped by road grader and that Aller Road would be on of the first roads to be done in 2012.

David Jerry voiced concerns and/or had questions on the following: 1. Safety issues on the corner of Kettle Lake and Aller Roads. Discussion; 2. Brining issues. Discussion; 3. Culvert plugged; Discussion; 4. Work previously done to correct problems to road has made negative results. Discussion. 5. Employee training, qualifications, hiring procedures. Discussion.

Carl Ingersoll voiced concerns over the employees not being trained. Discussion was held on providing truck driver training.

Dean McCulloch, Blue Lake Township, voiced concerns and/or discussed the following: 1. Twin Lake Road engineering status; 2. Several new pot holes on Blue Lake Road; 3. Thank you for new signs.

David Ritter, Kalkaska County Board Member, questioned the process of cold patching. Manager explained process. Mr. Ritter voiced concerns that process was not being followed.

John Rogers, Rapid River Township, voiced concerns and/or had the following comments: 1. Pike Street and the Standards and Specifications for Subdivision Streets and Other Development Projects with Public and Private Roads; 2. Wood Road: a. flaggers being out on Saturday and having to pay overtime; b. run out problem at the bottom of the road, wants it repaired. Discussion. Manager stated the corrections would be completed in the spring.

Dean McCulloch, Blue Lake Township, offered condolences on the passing of Margaret Custer.

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David Ritter, Kankaska County Board Member, questioned Manager again as to why the employees are only doing partial patches on roads. Discussion was held on why employees had to be resent out to complete the job. Mr. Ritter asked what the consequences were and if it was a writeable offence. Discussion. Manager to check on. Mr. Ritter voiced that this seems to be an ongoing problem and discussed employees making comments out in the field to the public.

Dean Corrado, Coldsprings Township, questioned Manager why a portion of the new pavement on CR612 was removed and redone. Manager explained there was deterioration of the asphalt and that he had Rieth Riley fix the problem. Discussion. Mr. Corrado also voiced concerns on CR612 from CR571 to West Circle Drive west (end of ARRA Project). Discussion. In addition, he asked who inspects jobs and voiced concerns that the person out in the field was not doing his job. Discussion. Manager stated this was to be included in the 2012 plant mix asphalt bid request for 2012.

David Gill, Kankaska County Road Commission, stated they were working on getting the staff to be as committed as the board members are to their job. In addition, he further stated the message is being sent out to the employees that the Road Commission represents the people of this County.

Hubert Elliott, Kankaska County Road Commission, also stated he sees employees throwing patch material in the pot holes and not packing them. Manager stated the process was to clean out the hole, fill the hole with patching material and then come back to pack. Further discussion was held.

Jake Uitvlugt, Boardman Township, also stated he has observed employees not cleaning out the holes before being patched and stated the Road Commission needs to discipline the employees. Mr. Uitvlugt further stated the township was putting a road millage out to vote in the Spring. Discussion was held on amounts of gravel being used. Mr. Uitvlugt stated there needs to be more planning and no stopping at McDonalds. Mr. Uitvlugt also discussed and/or voice concerns over the condition of Woodman Road east and west of Creighton Road.

Discussion was held on the following: Manager to provide Road Commission plans for 2012 to Townships and possibly purchasing and/or leasing an additional grader and possibly a smaller grader to be used on shoulders.

Carl Ingersoll commented on comments being made to the public from the employees about their job security.

ITEM 7 – MINUTES/PAYROLL

Regular Meeting Minutes dated November 14, 2011: **Motion by Gill to approve the Regular Meeting minutes dated November 14, 2011 as presented, seconded by Elliott. Four ayes, no nays. Motion carried.**

Motion by Green to approve Payroll 23 in the amount of \$37,017.39, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Gill, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Green to approve Payroll R. Thornburg in the amount of \$132.09, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Gill, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Green to approve Payroll 24 in the amount of \$37,014.62, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Gill, yes; Walter, yes. Four ayes, no nays. Motion carried.

ITEM 8 – ACCOUNTS PAYABLE/FINANCE REPORT

Motion by Green to approve C/11-4 in the amount of \$5,172.52, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Gill, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Green to approve C/11-5 in the amount of \$29,929.41, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Gill, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Green to approve C/11-Boots in the amount of \$105.99, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Gill, yes; Walter, yes. Four ayes, no nays. Motion carried.

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Motion by Green to approve C/11-Reim. as of November 2011 (health and RX) in the amount of \$2,043.47, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Gill, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Green to approve C/12-Prepays in the amount of \$2,479.78, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Gill, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Green to approve C/12-2 in the amount of \$118,965.70, seconded by Elliott. Discussion. Roll call vote: Green, yes; Elliott, yes; Gill, yes; Walter, yes. Four ayes, no nays. Motion carried.

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

Motion by Gill to pay Larson Construction \$6,215.00 upon completion and inspection approval for the power washer shed, seconded by Green. Roll call vote: Gill, yes; Green, yes; Elliott, yes; Walter, yes. Four ayes, no nays. Motion carried.

Discussion on Accrued Sick/Vacation time. **Motion by Gill to set up a general ledger account for the accrued sick and vacation time beginning January 1, 2012 with \$1,000.00 per month being placed into said account, seconded by Green. Discussion on clarification of Motion. Four ayes, no nays. Motion carried.**

Gill gave status on the Road Commission cash flow status. Discussion.

Green gave status update on retiree providing documentation from doctor to provide to health care provider.

Green questioned if the Road Commission was going to pay for insurance for Mr. Henke. Discussion was held. **Motion by Green to pay for health insurance for Mr. Henke. Further discussion. No support. Motion died for lack of support.**

Motion by Gill to accept the recommendation of the Road Commission attorney, seconded by Elliott. Discussion was held on following the Union contract. Further discussion. Roll call vote: Gill, yes; Elliott, yes; Green, no; Walter, yes. Motion carried.

ITEM 9 – APPOINTMENTS

All Township Representatives spoke under Public Comment.

ITEM 11 – OLD BUSINESS

None.

ITEM 12 – NEW BUSINESS

A. Reorganizational Meeting has been scheduled for Monday, January 2, 2012 at 9:00 a.m.

B. Draft Calendar. For review only; will be set at Reorganizational Meeting.

C. Financial Statement; balance at the end of September is expected to be approximately \$66,000.00 which does not include snow funds and equipment escrow monies.

D. Discussion held on adoption of the KCRC Cafeteria Plan. **Motion by Gill to adopt the Kalkaska County Road Commission Cafeteria Plan and to authorize the Chairman, per the 2011 Procedure Policy, to take any and all steps necessary to effectuate the foregoing actions, seconded by Green. Four ayes, no nays. Motion carried.**

E. Discussion on website design. Place on Old Business for January meeting.

F. Send letter to County Board regarding the selection of a new Road Commissioner.

ITEM 13 – CORRESPONDENCE AND REPORTS

Manager Report:

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

1. Pictures provided on the status of Mecum Road Bridge.

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2. Power washer shed has been completed by Larson Construction; electrical and lighting to be completed by Crambell Electric.
3. Interviews for temporary/seasonal employees were completed December 6. Manager recommended Board to hire Gale Gauld II and Sean Dagenhart with Eric Wischman being an alternate. Discussion. **Motion by Gill, per the Manager's recommendation, to hire Gale Gauld II and Sean Dagenhart as seasonal/temporary employees with Eric Wischman being an alternate, seconded by Elliott. Roll call vote: Gill, yes; Elliott, yes; Green, yes; Walter, yes. Four ayes, no nays. Motion carried.**
4. Box on new truck got sanded/painted.
5. SAFETEA-LU will be held in Boyne Falls on Thursday, January 5, 2012. Two Commissioners agreed to attend.
6. Engineering is being worked on for Twin Lake Road; surveying completed. Will be bid out in January 2012. Gill requests that Manager check with MDOT, if they allow design build projects for a guaranteed price. Manager to provide report under New Business at the January 2012 Board meeting.
7. Unfair Labor Charges have been formally withdrawn.
8. Steelworkers' negotiations have been scheduled for January 26, 2012 and February 16-17, 2012.
9. Cost analysis from 2004-2011. Discussion.
10. Innis Road surveying and design engineering started by Wilcox.
Add to Agenda - New Business for January 2012 meeting pertaining to Ingersoll Road; request of attendance of MDOT, Reith Riley, and Wilcox representatives.

Policy Report:

Management reported on the following:

1. Title VI Policy.
2. Safety Program.
3. Over weight vehicles. Management still gathering information.

Personnel/Commissioners Report:

Walter reported and/or discussed the following:

1. Purchasing of CD's from Wal-Mart for video.
2. Discussion on the status of maps and having them ready by January 2012 Board meeting.
3. Public relations.
4. Snowplow training in schools. A date has been set for head start in South Boardman; no date for schools.
5. As built prints for Ingersoll Road.
6. Scott Brooks will give input at next Personnel meeting.
7. All items listed on Commissioners' Report will be completed by December 31, 2011 per Manager.
8. New applications form. Present at next Personnel Meeting.
9. Letter to Mr. Cox regarding recovering funds.
10. Make revisions to Payroll Worksheet forms.
11. Completed new evaluation forms for February Personnel meeting.
12. Letter drafted and forwarded to all employees regarding not using and Road Commission trucks not stopping at fast foods restaurants, stores, etc.

Safety Report:

Elliott reported on the following:

1. Water run off at Road Commission; not applying salt to roads in freezing conditions.
2. Brine safety requirements, fire retardant clothing, etc. Discussion.
3. Manager to provide at February meeting, letter to townships pertaining to brining.

Chairman's Report:

Walter reported and/or discussed the following:

1. Information forwarded from CRAM
2. Commissioners' meeting in Traverse City, April 15-17.
3. CRASIF, September 4-5. Discussion.
4. Margaret Custer's passing.
5. New legislation. Discussion.

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ITEM 14 – MISCELLANEOUS, PUBLIC COMMENT & OTHER

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

Public Comment:

David Ritter, Commissioner of Kankaska County, discussed and/or commented on the following: 1. Meeting schedule; 2. Road crews; 3. Employees not completing and patching all holes on roads. Discussion.

Discussions were held on the following:

1. Pricing on truck/pickup. Used or new. Discussion. **Motion by Gill to authorize the purchase of a pickup (no delivery charges) for the first of the year through MIDeal. Discussion. Seconded by Green. Roll call vote: Gill, yes; Green, yes; Elliott, yes; Walter, yes. Four ayes, no nays. Motion carried.**
2. Manager to get financial reports done in a timely manner.

ITEM 16 – ADJOURNMENT

Motion to adjourn meeting to the call of the Chair at 11:13 a.m. Four ayes, no nays. Motion carried.

Louis Walter, Jr., Chairman

Rebecca Jerry, Clerk