

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON MONDAY, JANUARY 14, 2013, 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, 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 Finance Committee: 1. Purchase of 2 computer monitors.

ITEM 4 – APPROVAL OF AGENDA

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

ITEM 5 - CONFLICT OF INTEREST

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

ITEM 7 – MINUTES/PAYROLL

Regular Meeting Minutes dated December 10, 2012.

Motion by Corrado to approve the Regular Meeting minutes dated December 10, 2012 as presented, seconded by Elliott. Three ayes, one abstains, no nays. Motion carried.

Motion by Gill to approve the Reorganizational Meeting minutes dated January 4, 2013 as presented, seconded by Elliott. Three ayes, one abstains, no nays. Motion carried.

Motion by Gill to approve Payroll 25 in the amount of \$47,210.89, seconded by Corrado. Roll call vote: Gill, yes; Corrado, yes; Elliott, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Gill to approve Payroll 26 in the amount of \$39,326.14, seconded by Elliott. Roll call vote: Gill, yes; Elliott, yes; Corrado, yes; Walter, yes. Four ayes, no nays. Motion carried.

ITEM 8 – ACCOUNTS PAYABLE/FINANCE REPORT

Motion by Gill to approve C/12-3 in the amount of \$74.19, seconded by Elliott. Roll call vote: Gill, yes; Elliott, yes; Corrado, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Gill to approve C/12-4 in the amount of \$130.54, seconded by Elliott. Discussion Roll call vote: Gill, yes; Elliott, yes; Corrado, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Gill to approve C/12-5 in the amount of \$91.34, seconded by Elliott. Discussion. Roll call vote: Gill, yes; Elliott, yes; Corrado, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Gill to approve C/12-6 in the amount of \$18,940.81, seconded by Elliott. Discussion. Roll call vote: Gill, yes; Elliott, yes; Corrado, yes; Walter, yes. Four ayes, no nays. Motion carried.

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Motion by Gill to approve C/12-7 in the amount of \$38.98, seconded by Elliott. Roll call vote: Gill, yes; Elliott, yes; Corrado, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Gill to approve C/12-8 in the amount of \$4,920.00, seconded by Elliott. Discussion. Roll call vote: Gill, yes; Elliott, yes; Corrado, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Gill to approve C/12-9 in the amount of \$211.29, seconded by Elliott. Discussion. Roll call vote: Gill, yes; Elliott, yes; Corrado, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Gill to approve C/12-10 in the amount of \$100.00, seconded by Elliott. Roll call vote: Gill, yes; Elliott, yes; Corrado, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Gill to approve C/1-Prepays in the amount of \$2,828.67, seconded by Elliott. Discussion. Roll call vote: Gill, yes; Elliott, yes; Corrado, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Gill to approve C/1-1 in the amount of \$73.70, seconded by Elliott. Roll call vote: Gill, yes; Elliott, yes; Corrado, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Gill to approve C/1-2 in the amount of \$31.27, seconded by Elliott. Discussion. Roll call vote: Gill, yes; Elliott, yes; Corrado, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Gill to approve C/12-31-2012 in the amount of \$150,986.72, seconded by Elliott. Discussion. Roll call vote: Gill, yes; Elliott, yes; Corrado, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Gill to approve C/1-3 in the amount of \$7,150.63, seconded by Elliott. Discussion. Roll call vote: Gill, yes; Elliott, yes; Corrado, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Gill to approve Check Register ending December 31, 2012, seconded by Elliott. Discussion. Roll call vote: Gill, yes; Elliott, yes; Corrado, yes; Walter, yes. Four ayes, no nays. Motion carried.

Gill discussed the following:

1. Receipts.
2. Transmittals.
3. Maps.
4. MTF funds.
5. Financial Report. **Motion by Gill to accept the Financial Report for December 2012/January 2013, seconded by Elliott. Discussion. Four ayes, no nays. Motion carried.**
6. Escrow accounts. Discussion.
7. 2013 Truck Traffic Enforcement Seminar. Discussion. **Motion by Gill to send Jeff Root to the 2013 Truck Traffic Enforcement Seminar January 21 through 23 for a total estimated cost of \$469.98, seconded by Elliott. Roll call vote: Gill, yes; Elliott, yes; Corrado, yes; Walter, yes. Four ayes, no nays. Motion carried.**
8. CRAM Amendment to Constitution and Bylaws. Discussion. **Motion by Gill to not approve the CRAM Amendment to the Constitution and Bylaws for a one time special assessment of \$1,000.00, seconded by Corrado. Roll call vote: Gill, yes; Corrado, yes; Elliott, yes; Walter, yes. Four ayes, no nays. Motion carried.** Further discussion. **Motion by Gill to include a letter of explanation of CRAM vote with ballot, seconded by Corrado. Four ayes, no nays. Motion carried.**
9. 2nd Amended 2012 General Appropriations Budget. Discussion. **Motion by Gill to approve the 2nd Amended 2012 General Appropriations Budget, seconded by Elliott. Discussion. Roll call vote: Gill, yes; Elliott, yes; Corrado, yes; Walter, yes. Four ayes, no nays. Motion carried.** Manager to provide equipment disposal plan at next board meeting.
10. Purchase of two 23" monitors. Discussion. **Motion by Gill to approve the purchase of two 23" monitors for the estimated price of \$517.00 for the Clerk and Shop Foreman, seconded by Corrado. Roll call vote: Gill, yes; Corrado, yes; Elliott, yes; Walter, yes. Four ayes, no nays. Motion carried.**

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Discussion on amount of Local and Rural Task Force funding the Public Transit and the Village would receive in 2013.

ITEM 9 – TOWNSHIPS

Carl Ingersoll, Springfield Township, discussed and/or voiced concerns over the following: 1. Cuts in budget needed. Discussion. 2. Brine schedule. Also discussed: 2013 Project lists, design engineering for 2014 Shippy Road Project.

Mike Allen, Blue Lake Township, discussed and/or voiced concerns over the following: 1. Proceeding with obtaining bid on Twin Lake Road project; Coldsprings to proceed with their portion of Twin Lake Road; Blue Lake wants final okay on bid. Discussion. 2. Sloppy conditions on CR 612.

Manager informed Board he had talked to Clearwater Township regarding Aarwood Road.

Chair read letter from John Rogers, Rapid River Township, concerning letter received from Manager. (Attached as part of these minutes). Discussion. Manager directed to attend Township meetings.

Chair called for a recess at 10:11 a.m.

Chair called the meeting back to order at 10:20 a.m.

ITEM 10 – OLD BUSINESS

None.

ITEM 11 – NEW BUSINESS

Corrado asked that the Daily Reports and brining be added to New Business. Discussion.

ITEM 12 – CORRESPONDENCE AND REPORTS

Manager's Report:

1. Title VI training continues.
2. Payroll direct deposit.
3. Safety meetings. Discussion.
4. Afternoon shift on hold.
5. Injury Reports. Discussion.
6. Safety Training.
7. Equipment purchases. Discussion.
8. Truck repairs from moving trees with trucks. Discussion.
9. Attending Trout Festival.
10. Pothole machine.
11. Certification/calibration of weight scales.
12. Lawsuit involving Plum Valley Road. Manager provided documents per FOIA.
13. Condition of roads from storm.
14. Boardman Road letter.
15. Stock piles of inventory.
16. End of year inventory completed.
17. Gravel stock piles.
18. Local and Rural Task Force meeting.
19. Paul Bunyan meeting.
20. Uniform frost laws.
21. Meeting with Lumberman's Association. Loggers to apply for permits.
22. Innis Road being let out in March. Permit from EPA.
23. 2013 Road Certification Map. **Motion by Gill to approve the 2013 Certification Map, seconded by Elliott. Four ayes, no nays. Motion carried.**
24. Letter to Townships regarding 2013 projects.
25. Bridge inspections/Coster Road Bridge/Rapid City Road Bridge. Old plans to be sent to Wilcox. Discussion.

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Chair asked the Manager since the Chair provided the Safety Report from Tracy Leix to him if he had contacted her. Manager reported that money will be available based on needs; time of return analysis on type of accidents; severity of accidents. Chair informed Manager that Tracy Leix already did calculations.

Policy Report:

Corrado reported on the following:

1. Daily Reports. Discussion.
2. IRS mileage.
3. Two commissioners needed to call Special Meeting.
4. Rules of Order.

Personnel Report:

Corrado reported on the following:

1. Right to Work legislation.
2. Redefining Operations Director's job description.
3. Frost law map.
4. Open house in May.
5. Township letters regarding 2013 projects should have been sent in November.
6. Quarterly Safety Meetings.
7. Employee evaluations.

Commissioners' Report:

1. Engineering bid should include design and construction engineering.
2. Evaluations due at next Personnel Meeting.

Safety Report:

Gill reported on the following:

1. Quarterly meetings with Manager meeting monthly.
2. Bad flashers on trucks taken care of. Discussion.
3. Revisions to brush chipping procedure.
4. Two injury reports filed. Discussion.
5. No tailgate sheets to review.
6. Safety glasses. Manager directed to see if policy is being followed.
7. Committee members only temporary position/Manager to update Commissioners of any issues. Discussion.

Chairman's Report:

1. Manager to attend Township meetings. Also to attend County Commissioners' Meeting on Wednesday to inform County Commissioners of Road Commissions intent to go out for a countywide millage for road work. Discussion.

In addition the following was discussed:

1. Getting notifications out quicker.
2. Set date for open house.
3. Brining township roads. Manager to go out for bids to subcontract.
4. Direct charges to equipment report to be provided monthly.
5. Disposal of equipment.
6. Request to Shop Foreman to put together an equipment projection list for future purchases.
7. Final numbers for pit.

ITEM 13 – 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.

ITEM 14 – CLOSED SESSION TO DISCUSS FACT-FINDING/NEGOTIATIONS; AND TO REVIEW CLOSED SESSION MINUTES DATED DECEMBER 10, 2012 AND JANUARY 14, 2012.

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Motion by Corrado to go into Closed Session to discuss Fact-finding/negotiations and to review Closed Session Minutes dated December 10, 2012 and January 14, 2012, seconded by Gill. Roll call vote: Corrado, yes; Gill, yes; Elliott, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Corrado to come back into Open Session with no action taken at and to come back into Open Session at 11:37 a.m., seconded by Gill. Roll call vote: Corrado, yes; Gill, yes; Elliott, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Corrado to approve Closed Session Minutes dated December 10, 2012, seconded by Elliott. Three ayes, one abstains. Motion carried.

Motion by Gill to approve Closed Session Minutes dated January 14, 2012, seconded by Elliott. Four ayes, no nays. Motion carried.

ITEM 15 – ADJOURNMENT

Motion by Elliott to adjourn meeting at 11:38 a.m., seconded by Corrado. Four ayes, no nays. Motion carried.

Louis Walter, Chair

Rebecca Jerry, Clerk