

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON MONDAY, JANUARY 9, 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 Chair at 9:00 a.m. Pledge of Allegiance.

Invocation was given by Pastor Moser.

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

Old Business: Retiree's RX.

ITEM 4 – APPROVAL OF AGENDA

Motion by Elliott to approve Agenda with revision, seconded by Gill. 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.

Tom Henke brought up the letter he received denying healthcare. Discussion was held on matter already brought before board and that matter was settled.

Carl Ingersoll, Springfield Township, discussed and/or voiced concerns over the following: 1. Employees running up and down roads when not needed/wasting gas. Should be cutting trees; 2. Wonders why the blade on the new trucks is not applying pressure and questioned why they were on the roads. Manager to contact Mr. Ingersoll with answer later today; 3. When he worked at Road Commission he always carried dinner with him. Mr. Ingersoll saw employees at Yankee Boy and thought there was a directive to make this practice stop; 4. Crushing of Shippy Road was tabled until they can talk to the people who live on the road.

ITEM 7 – MINUTES/PAYROLL

Regular Meeting Minutes dated December 12, 2011: Discussion to remove comment made by Jake Uitvlugt.

ITEM 6 – PUBLIC COMMENT

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.

Motion by Gill to approve the Regular Meeting minutes dated December 12, 2011, striking out “no stopping at McDonalds” and to accept as amended, seconded by Elliott. Four ayes, no nays. Motion carried.

Special Meeting Minutes dated December 12, 2011. **Motion by Gill to accept the Special Meeting Minutes as presented, seconded by Green. Four ayes, no nays. Motion carried.**

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Reorganizational Meeting Minutes dated January 2, 2012: Discussion. Corrected calendar was presented to Board members and members of the public. **Motion by Gill to approve the Reorganization Meeting Minutes dated January 2, 2012 with the corrected calendar, seconded by Green. Four ayes, no nays. Motion carried.**

Motion by Green to approve Payroll 25 in the amount of \$45,969.71, 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 Payroll 26 in the amount of \$39,141.04, 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/12-3 in the amount of \$220,634.64, 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-Boots in the amount of \$150.00, 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-Boots in the amount of \$207.68, 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-Boots in the amount of \$62.26, 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-Reim. as of December 2011 (health and RX) in the amount of \$3,269.69, 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/1-1 in the amount of \$91,198.34, seconded by Elliott. Discussion. Four ayes, no nays. Motion carried.

Motion by Green to approve C/1-2 in the amount of \$621.55, 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 Check Register dated December 31, 2011, seconded by Elliott. Discussion. Roll call vote: Green, yes; Elliott, yes; Gill, yes; Walter, yes. Four ayes, no nays. Motion carried.

Discussion was held on sharing engineering fees with another county.

Green discussed the following:

1. Transmittals/Salvage sales.
2. MTF funding.
3. Cash flow worksheet.

ITEM 9 – APPOINTMENTS

9:30 a.m. Board Members met with Henry Diemer, Wilcox, and Ed Young, Rieth-Riley, to discuss and/or comment on problems on Ingersoll Road. Topics discussed: 1. Thickness of road; 2. As built set plans; 3. Mr. Diemer explained that all projects do not go according to plan, but they marked areas to redo and they were corrected. Problem was that there was too much moisture and when they tried to fix it, parts of the road rutted up. The inspector's density records are available for review. Mr. Diemer also stated the contractor did an excellent job in correcting what was wrong; 4. Ed Young, Rieth Riley, stated there were a lot of soft areas and that MDOT was happy with the final product; 5. Coring the road to see the thickness of the road; that thickness of road is slightly over the planned quantity and that yield is looked at constantly.

Discussion was held on a part of CR612 by Sands Park. Ed Young, Rieth Riley, to check it out.

Discussion was held to add Henry Diemer, Wilcox, under ITEM 11, NEW BUSINESS.

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Board agreed not to pave so late in the year.

ITEM 8 – ACCOUNTS PAYABLE/FINANCE REPORT continued...

Green reported on the following:

4. Discussion was held on the 2nd Amended 2011 General Appropriation Budget. **Motion by Green to approve the 2nd Amended 2011 General Appropriation Budget as presented, seconded by Gill. Roll call vote: Green, yes; Gill, yes; Elliott, yes; Walter, yes. Four ayes, no nays. Motion carried.**
5. Discussion was held on the price quotes on the web design project. **Motion by Gill to accept the bid of Revize Web Design in the amount of \$2,500.00 which will be paid from the 2012 Capital office expenses. Annual fees in the amount of \$1,200.00 will be paid equally through computer expenses under A511 and A515, seconded by Green. Roll call vote: Gill, yes; Green, yes; Elliott, yes; Walter, yes. Four ayes, no nays. Motion carried.**

Motion by Gill to authorize Manager, James Woodhams, to sign the Sales Agreement between the Kalkaska County Road Commission and Revize L.L.C., and to allow a payment to be made in the amount of \$2,775.00 which represents 75% of total costs with an annual subscription fee of \$1,200.00, seconded by Green. Roll call vote: Gill, yes; Green, yes; Elliott, yes; Walter, yes. Four ayes, no nays. Motion carried.

6. Discussion was held on the price quotes for the security system. **Motion by Gill for the purchase of a Samsung security system for the approximate price of \$1,700.00 and to accept the installation bid from Accucomp Computers in the amount of \$3,243.00 with a not to exceed price of \$5,500.00. The security system will be recognized under the 2012 General Appropriation Budget under Building/Grounds as a Capital expense, seconded by Green. Roll call vote: Gill, yes; Green, yes; Elliott, yes; Walter, yes. Four ayes, no nays. Motion carried.**
7. Discussion on payment of BCBS, Benistar and IHC. **Motion by Gill to allow the prepayment of BCBS, Benistar, and IHC for employee and retiree healthcare expenses until said Motion has been rescinded, seconded by Green. Roll call vote: Gill, yes; Green, yes; Elliott, yes; Walter, yes. Four ayes, no nays. Motion carried.**

ITEM 9 – APPOINTMENTS

Townships:

Jake Uitvlugt, Boardman Township, commented and/or discussed the following: 1. Revisions to the Winter Maintenance Policy; 2. Agrees with Mr. Ingersoll that employees need to be out cutting trees; 3. Township has been discussing wedging Boardman Road this summer before 2014 SAFETEA LU monies.

Denny Corrado, Coldsprings Township, commented on and/or discussed the following: 1. Road supervision; 2. Sand/salt usage; 3. MTA meetings providing laws to keep roads safe in Michigan; 4. Limiting truck traffic on county roads and who would have the responsibility to pay for signage with changes. Discussion; 5. Road Commission trucks leaving ruts in roads.

ITEM 11 – OLD BUSINESS

A. MDOT/Design Engineering.

Mr. Diemer informed the Board that he had not had a chance to check if design engineering was an option as he just received the request on Thursday. He will be researching this matter to better answer the Board.

B. Project status.

Mr. Diemer commented that the Mecum Bridge Road was progressing perfectly. He further stated the December work is completed; the road is not paved, but is open to traffic. Provided Clerk with payment request for Kloote.

Mr. Diemer stated the revised plans for Aarwood Bridge are completed and have been sent to MDOT. He further stated there were some added construction costs, but they have also cut other costs.

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Total for project is now \$1,151,000.00 and will be let in April with May start date and the completion date being before Labor Day.

Mr. Diemer informed the Board of the Innis Road Project. Survey and soil borings are completed and that the design plans are being worked on. He further informed the Board that the preliminary plans should be completed next week.

Wilcox has completed the survey on Twin Lake Road and is working on the design plans. The plans will be presented in an abbreviated form as it is a Local Project and not subject to the terms as if we were receiving government funding.

Chair called for a break at 10:43 a.m.

Chair called the meeting back to order at 10:50 a.m.

C. Status of retiree RX problem. Manager informed Board the matter has been taken care of.

ITEM 12 – NEW BUSINESS

A. Winter Maintenance Policy.

Manager provided the Board with a draft copy of the revised Winter Maintenance Policy. The following was addressed and/or discussed: 1. Second shift drivers will be addressing areas needing sand/salt; 2. Memo to employees explaining use of the material; 3. Slush being removed from roads; 4. More sand/salt usage.

Board directed Manager to make sure all intersections are sanded/salted; all hills and curves to be totally sanded/salted; centers to be sanded/salted on straight of ways; to do as soon as possible when roads are slippery; get message to drivers. **Motion by Gill to adopt the Winter Maintenance as revised and to provide notification to the employees immediately, seconded by Green. Roll call vote: Gill, yes; Green, yes; Elliott, yes; Walter, yes. Four ayes, no nays. Motion carried.** Board directed Manager to provide a memo to the employees of revisions.

ITEM 13 – CORRESPONDENCE AND REPORTS

Manager Report:

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

1. Recommended not purchasing a used vehicle based upon the requested price from Voice Motors and not being in the best interest of the Road Commission.
2. SAFETEA LU Regional Task Force meeting was disappointing due to information not being updated. Manager gave overview of funding being provided.
3. Letter from Dean McCulloch, Blue Lake Township, regarding future road projects. (Attached as part of these minutes.)
4. Steelworker negotiation dates set for January 26, 2012 and February 16 and 17, 2012. Manager to check on times.
5. Will be attending Kalkaska Township meeting this month to discuss Beebe and Seeley Roads upgrades.
6. Springfield Township has requested estimate to place gravel on several roads; crushing Shippy Road project tabled until Township can talk to people living on the road; Safety Grant application; township no longer has millage. Discussion was held.
7. Attendance at Mine Safety Workshop. Discussion. **Motion by Gill to send two employees to the Mine Safety Workshop in Gaylord on January, 18, 2012, seconded by Green. Further discussion. Four ayes, no nays. Motion carried.**

Policy Report:

None.

Personnel/Commissioners Report:

Walter reported and/or discussed the following:

1. All Management met with Personnel Committee.
2. Scott Brooks not providing list to Personnel.

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3. Discussed Commissioners' Report.
4. Plow routes will be continually changing.
5. Map proof still not done. Manager was to have provided at this meeting.
6. Employee issues.
7. Enforcing piling of snow by public.
8. Brenda to receive in-house training for Permit approval.
9. New payroll worksheets implemented.

Safety Report:

Elliott reported on the following:

1. Noise from air compressor. Problem has existed for years, but only hearing about it now.

Chairman's Report:

Walter reported and/or discussed the following:

1. Manager to send letter to new Chairman at the County Board regarding the Weighmaster administrative fees from overloaded tickets issued. Discussion.

Other:

1. Team Building to be set in the Spring.

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:

None.

Other:

Chair called for ITEM 16 - Adjournment.

ITEM 16 – ADJOURNMENT TO THE CALL OF THE CHAIR

Motion by Elliott to adjourn meeting at 11:43 a.m., seconded by Green. Four ayes, no nays. Motion carried.

Louis Walter, Jr., Chairman

Rebecca Jerry, Clerk