

**Kalkaska County Road Commission  
Meeting Minutes  
March 12, 2012  
(APPROVED)**

Meeting called to order at 9:00 AM by Chair. Pledge of Allegiance by all.

Invocation by: Pastor Mosher.

Roll call: Commissioners present-Corrado, Elliott, Gill, Green and Walter. Also present, James Woodhams, Manager, and Deborah Hill, County Clerk.

**Approval of Agenda: Motion** by Elliott to approve Agenda. Supported by Gill. 5 yeas. 0 nays. **Carried.**

**Call for Conflict.** None

**Public Comment:** None

**Approval of Minutes:**

**Motion** to approve minutes of 2-13-2012 by Gill. Supported by Corrado. 5 yeas. 0 nays. **Carried.**

**Motion** to approve minutes of 2-23-2012 by Gill. Supported by Corrado. 5 yeas. 0 nays. **Carried.**

**Approval of Payroll:**

**Motion** by Green to approve Payroll #3 of \$44,680.13. Supported by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill, yes; Walter yes. 5 yeas. 0 nays. **Carried.**

**Motion** by Green to approve Payroll #4 of \$40,630.37. Supported by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill, yes; Walter, yes. 5 yeas. 0 nays. **Carried.**

**Motion** by Green to approve Payroll #5 of \$56,587.33. Supported by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill, yes, Walter, yes. 5 yeas. 0 nays. **Carried.**

**Accounts Payable/Finance Report/Budgets:**

**Motion** by Green to approve C/2-3 of \$102.49. Supported by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill, yes; Walter, yes. 5 yeas. 0 nays. **Carried.**

**Motion** by Green to approve C/2-4 of \$70,507.98. Supported by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill, yes; Walters, yes. 5 yeas. 0 nays. **Carried.**

**Motion** by Green to approve C/2-5 of \$31,905.03. Supported by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill, yes; Walter, yes. 5 yeas. 0 nays. **Carried.**

**Motion** by Green to approve Health/RX/Feb 2012 of \$2,648.15. Supported by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill, yes; Walter, yes. 5 yeas. 0 nays. **Carried.**

**Motion** by Green to approve C/2-Boots 2/2012 of \$100.00. Supported by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill, yes; Walter, yes. 5 yeas. 0 nays. **Carried.**

**Motion** by Green to approve C/1-8 of \$420.00. Supported by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill, yes; Walter, yes. 5 yeas. 0 nays. **Carried.**

**Motion** by Green to approve C/3-Prepays of \$2,739.54. Supported by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill, yes; Walter, yes. 5 yeas. 0 nays. **Carried.**

**Motion** by Green to approve C/2-2 of \$171,375.29. Supported by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill, yes; Walter, yes. 5 yeas. 0 nays. **Carried.**

**Motion** by Green to approve Accounts Payable Check Register as of 2-29-2012. Supported by Elliott. Roll call vote: Green, yes; Elliott, yes; Corrado, yes; Gill, yes; Walter, yes. 5 yeas. 0 nays. **Carried.**

**Finance Committee Report:**

Green and Gill reported. **Motion** by Gill to accept Charter Contract. Supported by Corrado. Roll call vote: Gill, yes; Corrado, yes; Elliott, yes; Green, yes; Walter, yes. 5 yeas. 0 nays. **Carried.** **Motion** by Green to approve FNG Mechanical Equipment Inspection Contract. Supported by Gill. Roll call vote: Green, yes; Gill, yes; Elliott, yes; Corrado, yes; Walter, yes. 5 yeas. 0 nays. **Carried.**

**Motion** by Gill to approve audit proposal of Susan Sanford for 2012, 2013 & 2014. Supported by Corrado. Roll call vote: Gill, yes; Corrado, yes; Elliott, yes; Green, yes; Walter, yes. 5 yeas. 0 nays. **Carried.**

**Appointments:**

Blue Lake Township Representative, Mike Allen: Requested status of grants for snowmobile crossing and road repairs of Twin Lake Rd, Sunset Trail and Squaw Lake. Discussion.

**Old Business:**

Maps/Invoices-Manager reported on additional billing from Bob Nelson. Discussion regarding initial proposal. Consensus subsequent billing was included in original bill, no action. Chair noted Nelson not to be used in the future. Discussion was held to only pay printing charges and not additional costs by Nelson.

**Bid Opening: (9:30 AM)**

5 Bids for Gravel Production opened from Elmer's, H & D, Reith Riley, Halliday Sand and Gravel and Michigan Aggregate.

4 Bids for Road Gravel opened from Kasson, Michigan Aggregate, Reith Riley and Halliday.

2 Bids for Garbage Service opened from Waste Management and American Waste.

2 Bids for Snow Patrol Wing #48 opened from Heights Machinery and Truck and Trailer.

4 Bids for Chip Seal opened from Michigan Aggregate, Cliff's Sand and Gravel, Kasson and Elmer's.

3 Bids for Emulsions opened from Bit-Mat, Terry Material and Asphalt Materials.

3 Bids opened for Chip Seal from C & C Contractors, Fahrner Asphalt and Michigan Pavement.

5 Bids opened for Cold Patch Material from Evert Goodrich, Saginaw Asphalt, Elmer's, Payne and Dolan and Reith Riley.

2 Bids opened for Traffic Control Signs from Lightle Enterprise and Dornbos Sign and Safety.

4 Bids opened for Pavement Marking from Kenmark, MKM, P K Contracting and M& M Pavement Marking.

4 Bids opened for Crack Seal Application from Fahrner, Schodeller, Seal Master and Interstate Sealant.

**Motion** by Gill to accept and award the bids that are determined to be in the best interest of the Kalkaska County Road Commission. Management to review bid documents for defects and make adjustments to quantities to stay within the Kalkaska County Road Commission 2012 operating budget. Supported by Corrado. 5 yeas. 0 nays. **Carried.**

Chair called for break at 10:22 AM.

Chair called meeting back into session at 10:30 AM.

**Old Business:**

Manager reported on status of security cameras, evaluation and recommendations, including need for additional cameras and adjustments in future. Corrado requested detailed drawing.

Manager reported on Wilcox charge of \$105.00.

**New Business:**

Audit proposals reviewed.

Employment Application-**Motion** by Elliott to adopt Employment Application with Veteran information as presented. Supported by Green. Discussion. 5 yeas. 0 nays. **Carried.**

Chair called for review of Correspondence from MCRC SIP/Board of Directors position. Discussion.

Chair called for review of 'Letter to Employees'. (Attached as part of these minutes) **Motion** by Gill to send letter as presented to employees regarding exemplarily work during 3-03-2012 winter storm.

Supported by Green. 5 yeas. 0 nays. **Carried.** Chair requested copies to go to Leader, Record Eagle and Board of Commissioners.

Chair called for review of letter to Board of Commissioners regarding Mr. Henke. **Motion** by Corrado to send letter to Kaskaskia County Board of Commissioners stating Road Commissioner's position regarding retired employee Mr. Henke. Supported by Elliott. 5 yeas. 0 nays. **Carried.**

Map Certification-Manager reported. **Motion** by Gill to approve maps as presented. Supported by Corrado. Discussion. 5 yeas. 0 nays. **Carried.**

**Correspondence and Reports:**

**Managers Report**-Woodhams reported on successful clean up from winter storm, costs, mechanical issues, etc. Discussion. Chair recommended figures should be publicized. Woodhams advised he would be absent from 3-23- through 4-1 -2012, that summer help has been requested through the University.

**Policy Committee Report:** Corrado reported. Discussion. Manager advised certified letter sent to Boardman Area Communications, Gary John, regarding buried cables without necessary permits. Discussion. Chair reviewed 3-16-2012 memo.

**Personnel Committee report:** Walters reported.

**Safety Committee Report:** Elliott reported. Discussion.

**Chairman's Report:** Walters reported. Discussion regarding attendance of Road Commissioners at Township meetings, consensus attendance maybe helpful. Manager reported he would be attending Board of Commissioners meeting with Mr. Wood from NWMCOG with road statistics.

**Public Comment:** None.

Chair noted Commissioner Ritter in attendance from Board of Commissioners.

**Chair called for Closed Session to review Closed Session minutes. Motion** by Elliott to enter into closed session to review Closed Session Minutes from 11-14-2011 and 2-23-2012. Supported by Green. Roll call vote: Elliott, yes; Green, yes; Corrado, yes; Gill, yes; Walter, yes. 5 yeas. 0 nays. **Carried.**

Board entered into Closed Session at 11:45 AM.

Board returned to Open Session at 11:47 AM.

**Motion** by Gill to return to Open Session at 11:47 AM. Supported by Green. 5 yeas. 0 nays. **Carried.**

**Motion** by Gill to approve Closed Session minutes of 11-14-2011. Supported by Elliott. 4 yeas. 1 abstention (Corrado). 0 nays. **Carried.**

**Motion** by Gill to approve Closed Session Minutes of 2-23-2012. Supported by Green. 5 yeas. 0 nays. **Carried.**

**Motion** by Green to adjourn at 11:48 AM. Supported by Elliott. 5 yeas. 0 nays. **Carried.**

Respectfully submitted:

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Deborah Hill  
Kalkaska County Clerk

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Louis Walter Jr., Chairman  
Kalkaska County Road Commission

These minutes are not official until they are approved at the next regular Kalkaska County Road Commission meeting.