

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON MONDAY, MARCH 17, 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 9:00 a.m. Pledge of Allegiance.

ITEM 2 - ROLL CALL

Upon roll call, the following Commissioners responded:

Custer, Present
Elliott, Present
Gill, Not Present
Green, Present
Walter, Present

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

ITEM 3 – ADDITIONS TO AGENDA

Add Opening of Bids at 10:00 a.m. under New Business.

ITEM 2 – APPROVAL OF AGENDA

Motion by Elliott to approve Agenda with addition, seconded by Custer. Four ayes, no nays. Motion carried.

ITEM 3 - CONFLICT OF INTEREST

Conflict by Interest Roll Call: Custer, no; Elliott, no; Green, no; Walter, no.

ITEM 3 – PUBLIC COMMENT

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

Robert Dryden reserved his time.

Carl Ingersoll commented and/or voiced concerns on the following: 1. Large cracks South of Hall Road on Creighton Road. Discussion; 2. Questioned if drivers are reporting road conditions. Discussion; 3. Foremen's duties during the work day. Discussion.

Chairman went over Chain of Command.

Bruce Cotton commented and/or voiced concerns on the following: 1. Revamping and/or changes of Agriculture Permit; 2. Notice of new Fee Schedule; 3. 24 hour notice causes hardship, number of trucks per year during frost laws that would be required to obtain permit, and flat fee per farm operation; Mr. Cotton presented Board with copy of past permit enacted on March 21, 1988; 4. Wants simpler form: fee being unfair to those farmers who have to contract haulers; referred to Section 9 of the Michigan Vehicle Code Act 300 of 1949. Discussion held. Management directed to pull minutes dated March 21, 1988 and for Manager to review permit fee schedule and present plan to Board at next Board meeting in April. Further discussion held.

ITEM 4 – UNION REPRESENTATION

None.

ITEM 5 – MINUTES/PAYROLL

Regular Meeting Minutes dated February 14, 2011: Revision to page two (2), Item 7. Townships. Wording changed from logging operations to removal of trees in right-of-way. **Motion by Elliott to approve the Regular**

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Meeting minutes dated February 14, 2011 with revision, seconded by Custer. Roll call vote: Elliott, yes; Custer, yes; Green, yes; Walter, yes. Four ayes, no nays. Motion carried.

ITEM 7 – APPOINTMENTS

Township Representatives:

Dean McCulloch, Blue Lake Township, discussed the following: 1) Correspondence forwarded to the Road Commission regarding future road work with Twin Lake Road being the highest priority; 2) Waiving 8.5% administration fee; 3) Removal of trees in right-of-way. ~~Road Commission's logging operations.~~ Discussion...

Discussion on items under Personnel Meeting. **Motion by Elliott that items 1-20 listed under Personnel Report in minutes of February 14, 2011 are agreed upon by Board, seconded by Custer. Roll call vote: Elliott, yes; Custer, yes; Green, no; Walter, yes. Three ayes, one nay. Motion carried.**

Special Meeting Minutes dated February 21, 2011: **Motion by Custer to approve the Special Meeting minutes dated February 21, 2011 as presented, seconded by Elliott. Roll call vote: Elliott, yes; Custer, yes; Green, yes; Walter, abstained. Three ayes, no nays, one abstention. Motion carried.**

Motion by Green to approve Payroll 4 in the amount of \$42,018.95, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Green to approve Payroll 5 in the amount of \$46,681.50, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Walter, yes. Four ayes, no nays. Motion carried.

ITEM 6 – ACCOUNTS PAYABLE/FINANCE REPORT

Motion by Green to approve C/2-3 in the amount of \$45,848.90, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Green to approve C/2-Reim. as of February 28, 2011 (health and RX) in the amount of \$1,952.57, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Green to approve C/3-Prepays in the amount of \$1,840.37, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Green to approve C/3-2 in the amount of \$154,702.32, seconded by Elliott. Discussion and/or questions regarding invoices. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Walter, yes. Four ayes, no nays. Motion carried. Manager to get answers on the following invoices: FNG, Standard Electric, Myers Tire Supply.

Motion by Green to approve C/3-3 in the amount of \$16,983.83, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Green to approve Check Register dated February 28, 2011, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Green to approve C/3-Boots 3-8-11 in the amount of \$52.29, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Custer for recess at 9:58 a.m., seconded by Elliott. Four ayes, no nays. Motion carried.

Chair called the meeting back to order at 10:02 a.m.

ITEM 7 – OPENING OF SEALED BIDS AT 10:00 A.M.

OPEN BIDS:

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Dura Patcher: Bids opened from Sherwin Industries, Heights Machinery, and Alta Equipment. No action was taken at this time.

Garbage: Bids opened from American Waste and Waste Management. No action was taken at this time.

Coldpatch: Bids opened from Reith Riley Construction, Co., Saginaw Asphalt Paving Co., and Payne and Dolan. No action was taken at this time.

Traffic Control Signs: Bid was opened from Michigan State Industries. Discussion. **Motion by Elliott to allow management to make decision based upon the best interest of the Road Commission, seconded by Green. Four ayes, no nays. Motion carried.**

Pavement Marking: Bids opened from Michigan Pavement Markings, L.L.C., M & M Pavement Marking, and P.K. Contracting. No action was taken at this time.

Crack Seal Material and equipment rental: Bid opened from Sherwin Industries. No action was taken at this time.

Road Gravel: Bids opened from Kasson Sand & Gravel, Michigan Aggregate, Halliday Sand & Gravel, Tri County Sand & Stone, and Reith Riley Construction, Inc. No action was taken at this time.

Discussion on purchase of Dura Patcher. **Motion by Green to purchase Dura Patcher from Heights Machinery for the amount of \$52,594.00, seconded by Elliott. Further discussion and/or questions answered from Heights Machinery representative. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Walter, yes. Four ayes, no nays. Motion carried.**

Board agreed to table bids until April Board meeting upon review by Management.

ITEM 7 – APPOINTMENTS

Township Representatives:

Denny Corrado, Coldsprings Township, commented on and/or voiced concerns over the following: 1) Finishing .1 mile of Starvation Lake Road. Discussion; 2) Requested estimate of costs to finish Starvation Lake Road (Manager to provide cost estimate by April board meeting); 3) Potholes and deficiencies on CR612. Discussion.

Appointments: None.

ITEM 8 – OLD BUSINESS

A. Commissioner's Report: Louis Walter went over status and/or progress of report.

B. Health Insurance Provider Recommendation: Manager recommended the Road Commission to change the Agent of Record to Burnham & Flowers. **Motion by Custer to change the Road Commission Agent of Record to Burnham & Flowers, seconded by Elliott. Discussion. Note is made that Road Commission is changing Agent of Record only. Further discussion. Roll call vote: Custer, yes; Elliott, yes; Green, yes; Walter, yes. Four ayes, no nays. Motion carried.**

ITEM 9 – NEW BUSINESS

A. Discussion was held on the Finance & Human Resource Seminar to be held May 17-19. **Motion by Custer to send the Clerk to the Finance & Human Resource Seminar May 17-19, seconded by Green. Roll call vote: Custer, yes; Green, yes; Elliott, yes; Walter, yes. Four ayes, no nays. Motion carried.**

B. Discussion was held on requiring employee signatures on Daily Worksheets. Discussion. **Motion by Elliott to have employees sign Daily Worksheet with legal name or no paycheck will be issued, seconded by Custer. Further discussion. Three ayes, one nay. Motion carried.**

C. Discussion was held on Charge Accounts for Dollar General/Glens versus Petty Cash. **Motion by Green to use Purchase Orders and petty cash for purchases at Dollar General and Glens, seconded by Elliott. Further discussion. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Walter, yes. Four ayes, no nays. Motion carried.**

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Further discussion was held on requiring signatures on Daily Worksheets. Chair directed Manager to get with attorney, Peter Cohl, to advise Road Commission on this matter.

ITEM 10 – CORRESPONDENCE AND REPORTS

Manager Report:

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

1. Township road improvement projects for 2011.
2. Weekly schedule. Discussion.
3. 2011 Capital Expenditures revised proposal. Discussion. Board in agreement with new proposed plan. Manager to provide priority list to Board at April meeting. Further discussion.
4. Equipment & Asset Plan. Discussion on list for disposal. Board directed staff to dispose of items previously disposed of. **Motion by Green to dispose of Units 23, 21, 1 and 6 as listed on Equipment and Asset Plan, seconded by Custer. Roll call vote: Green, yes; Custer, yes; Elliott, yes; Walter, yes. Four ayes, no nays. Motion carried.**
5. Starvation Lake Road. Discussion on Starvation Lake Road and funds not being available to proceed with work on road.
6. Additional items to be bid upon at April Board meeting.
7. Certified Road Map/adding/correction regarding Riley Road.
8. Salt requisition ordered for next year. Discussion.
9. Discussion on letter received from John Rogers, Rapid City Township/Confirmation on Innis Road.

Personnel Report:

Walter reported and/or discussed the following:

1. Mr. Cotton's request to review fee schedule and permitting process.
2. Maps. Walter and Custer to help with revisions.
3. Requiring employee signatures on Daily Worksheets.

Policy Report:

Custer reported and/or presented the following policies for review and approval:

1. HIPPA Compliance resolution. Discussion. **Motion by Custer to adopt Resolution R11-1 HIPPA Compliance, seconded by Elliott. (Attached as part of these minutes) Roll call vote: Custer, yes; Elliott, yes; Green, yes; Walter, yes. Four ayes, no nays. Motion carried.**
2. Cell phone policy. Discussion. **Motion by Elliott to approve Cell Phone Policy P11-4 as presented, seconded by Custer. (Attached as part of these minutes) Further discussion. Roll call vote: Elliott, yes; Custer, yes; Green, yes; Walter, yes. Four ayes, no nays. Motion carried.**

Safety Report:

Elliott reported on the following:

1. Chainsaw safety training.
2. Matter of radio antennas taken care of.
3. Placement of light on sign shop building.

Miscellaneous Correspondence/Reports:

Manager reported on the following:

1. Critical Bridge grant on W. Sharon Road bridge over Manistee River and Resolution needed regarding same. Manager to present Resolution at next Board meeting.

ITEM 11 – MISCELLANEOUS, PUBLIC COMMENT & OTHER

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

Miscellaneous:

Board signed card for family of Robert Ingersoll, former Road Commission employee.

Public Comment:

None.

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ITEM 13 – ADJOURNMENT

Motion by Custer to adjourn meeting at 1:15 p.m., seconded by Elliott. Four ayes, no nays. Motion carried.

Louis Walter, Jr., Chairman

Rebecca Jerry, Clerk