

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON MONDAY, APRIL 11, 2011 AT 8:00 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 8:01 a.m. Pledge of Allegiance.

ITEM 2 - ROLL CALL

Upon roll call, the following Commissioners responded:

Custer, Present

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

None.

ITEM 4 – APPROVAL OF AGENDA

Motion by Gill to approve Agenda as presented, seconded by Elliott. Five ayes, no nays. Motion carried.

ITEM 5 - CONFLICT OF INTEREST

Conflict by Interest Roll Call: Custer, no; 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.

None.

Chairman Walter read thank you note from Cheryl Ingersoll. (Attached as part of these minutes)

ITEM 7 – UNION REPRESENTATION

None.

ITEM 8 – MINUTES/PAYROLL

Regular Meeting Minutes dated March 17, 2011: Revision to page two (2), Special Meeting minutes dated February 21, 2011: Walter's vote should be "abstain".

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, abstain. ~~absent~~. Three ayes, ~~no~~ one abstention, no nays. Motion carried.

Motion by Custer to approve the Regular Meeting minutes dated March 17, 2011 with revision, seconded by Elliott. Five ayes, no nays. Motion carried.

Motion by Green to approve Payroll 6 in the amount of \$40,913.74, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve Payroll 7 in the amount of \$45,730.09, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

ITEM 9 – ACCOUNTS PAYABLE/FINANCE REPORT

Motion by Green to approve C/3-4 in the amount of \$197.82, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

APPROVED

Motion by Green to approve C/3-Reim. as of March 31, 2011 (health and RX) in the amount of \$2,588.99, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve C/4-Prepays in the amount of \$1,936.97 seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve C/4-Boots in the amount of \$150.00, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Discussion was held on C/4-2. Manager to provide information on invoices for Auto Value, Cintas (Clerk provided information to Board member during break), Standard Electric. Discussion was held on electrical work done by employee. Manager to have licensed contractor check on work and contact insurance company regarding coverage. Discussion on cost of renting chipper. **Motion by Gill to approve C/4-2 in the amount of \$247,813.03, seconded by Elliott. Roll call vote: Gill, yes; Elliott, yes; Custer, yes; Green, yes; Walter, yes. Five ayes, no nays. Motion carried.**

Motion by Green to approve C/4-3 in the amount of \$43,758.94, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Green to approve Check Register dated March 31, 2011, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Green gave Finance Committee report on the following:

1. Transmittals
2. Cash receipts
3. MTF

ITEM 10 – APPOINTMENTS

Township Representatives:

Dean McCulloch, Blue Lake Township, commented on and/or voiced concerns over the following: 1) Would like a copy of engineering study on Twin Lake Road; 2) Patch work needed on numerous roads including Blue Lake and Sunset Trail Roads; 3) Erosion of side fill on Squaw Lake Road.

Denny Corrado, Coldsprings Township, commented on and/or voiced concerns over the following: 1) Wanted response from last meeting. Manager provided copy of estimate to finish Starvation Lake Road. Discussion; 2) Questioned when work is expected to begin. Discussion. It was stated to Mr. Corrado that Starvation Lake Road was not included in the 2011 budget. Manager stated Road Commission would be working on Twin Lake Road and once completed, we could do prep work.; 3) Road Commission when grading the side of the road on CR612 left sod clumps. Discussion.

Commissioner Green had questions on the allocation of the Forest Funds and the revising of the budget to deduct the Forest Funds as revenue. Manager responded he could reduce the winter maintenance costs.

ITEM 11 – OLD BUSINESS

A. Manager provided to the commissioners and members of the public his recommendations of revisions to the Permit Fee Schedule pertaining to Agricultural Permits. Proposed 21 moves for \$500.00 flat fee. Discussion. Road Commission would require a copy of the permit and route form be placed in trucks. A copy of the permit must be forwarded to the Road Commission for their records and authorization. CRAM form would still be used with cost being \$100 for an annual and \$25 for a single move. Discussion. **Motion by Gill to bring revised Permit Fee Schedule in front of the Board at the May board meeting, seconded by Elliott. Further discussion. Five ayes, no nays. Motion carried.**

Commissioner Elliott left the meeting at 8:52 a.m.

B. Commissioner's Report: Chairman Walter stated they would revisit after the Manager's report.

APPROVED

ITEM 12 – NEW BUSINESS

A. Discussion on Act 51 Report. **Motion by Gill to approve the 2010 Act 51 Fiscal Year Annual Financial Report, seconded by Green. Roll call vote: Gill, yes; Green, yes; Custer, yes; Walter, yes. Four ayes, no nays. Motion carried.**

ITEM 13 – CORRESPONDENCE AND REPORTS

Manager Report:

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

1. Aarwood Bridge. Working with landowners to obtain easement/grading permits.
2. Ingersoll Road. In process of making corrections to grade inspection report as recommended by MDOT. Also in process of obtaining permits; to be let in July or August.
3. Mecum Road. Cannot proceed until all grants are secured.
4. Tree cutting on Ingersoll Road.
5. Bid opening at 9:30 a.m.
6. Negotiation with Steelworkers on April 25; Mediation with Teamsters on April 21.
7. Burnham & Flower contract status.
8. Workshop for effective discipline on May 9.
9. West Sharon Road added to road improvement project list. Discussion. **Motion by Custer to designate 2010 Forestry Funds to West Sharon Road. No support. Motion died for lack of support.**
10. Resolution for Critical Bridge Fund. Manager provided draft to Board Members. Discussion. **Motion by Custer to approve Resolution R11-2 West Sharon Critical Bridge Fund Grant Request with addition of M-55, Missaukee County added to paragraph 3, seconded by Green. Discussion. Roll call vote: Custer, yes; Green, yes; Gill, yes; Walter, yes. Four ayes, no nays. Motion carried.**
11. Clarification of questions pertaining to last month's bills. Discussion.
12. Met with Steelworkers to discuss change of agent of record to Burnham & Flowers and meeting date of April 19 at 12:00 noon.

Commissioners Report:

Walter reported and/or discussed the following:

1. Timer installed in shop.
2. Contract with Conservation Resource Alliance re: Mecum Road Bridge.
3. Looking into how Road Commission could get administrative fees for overweight tickets from the County of Kalkaska.
4. Bids presented at April meeting completed.
5. Implementation of daily instruction sheets in place on April 11.
6. Orders to employees in writing completed.
7. IT Policy to employees to be completed April 12.
8. Employees' tampering with Road Commission equipment was discussed at meeting. Manager to do in written form.
9. Manager working on uniform bid.
10. Signatures required on payroll worksheets notification will be to employees on April 11.
11. In process of working with Equalization to update maps.
12. Agriculture Permits recommendation completed.
13. Status of checking with insurance carrier regarding employee doing electrical work. Not completed.
14. Manager provided accounting of payments to Standard Electric. Completed.
15. Manger provided information pertaining to Myers Tire Supply invoice. Completed.
16. Opening of bids and recommendations will be completed today.
17. Coldsprings' estimate on Starvation Lake Road completed.
18. Employees are working on potholes and deficiencies on CR612.
19. Manager to keep Board updated on workshop with Mr. Cohl on effective discipline.
20. Notice to employees on Burnham & Flowers meeting completed.
21. Management team has been provided job descriptions for review.
22. Paul Bunyan meeting dates will be provided to Board at May meeting.
23. Manager to check into diesel fuel smell in shop office.

Chair call for a five minute break at 9:25 a.m.

APPROVED

Chair called the meeting back to order at 9:30 a.m.

ITEM 14 – OPENING OF SEALED BIDS AT 9:30 A.M.

OPEN BIDS:

Emulsion Tank: Bids opened from Peninsular Equipment, Heights Machinery, and AIS Construction Equipment. No action was taken at this time.

Patrol Wings: Bids opened from Heights Machinery (could not meet specifications) and Truck and Trailer Specialists. No action was taken at this time.

Traffic Control Signs: Bids opened from Advantage Sign Supply, Michigan State Industries, and Dornbos. Discussion. **Motion by Gill to allow management to review bids and make decision based upon the lowest costs and in the best interest of the Road Commission, seconded by Green. Roll call vote: Gill, yes; Green, yes; Custer, yes; Walter, yes. Four ayes, no nays. Motion carried.**

Chip Seal Application: Bid was opened from Michigan Pavement Solutions and Fahrner Asphalt Sealers. No action was taken at this time.

Emulsions: Bids opened from Asphalt Materials, Inc., Terry Materials and Bit Mat Products. No action was taken at this time.

Aggregates: Bids opened from Kasson Sand & Gravel and Michigan Aggregate Sand & Gravel. No action was taken at this time.

Motion by Custer to recess at 9:50 a.m., seconded by Gill. Four ayes, no nays. Motion carried.

Chair called the meeting back to order at 10:15 a.m.

Manager recommendations on the following:

Emulsion Tank: Discussion was held with the two vendors present on the delivery time. **Motion by Gill to accept the bid from Peninsular Equipment in the amount of \$36,586.00 with a special request to expedite the order, seconded by Green. Further discussion. Roll call vote: Gill, yes; Green, yes; Custer, yes; Walter, yes. Four ayes, no nays. Motion carried.** Further discussion held.

Emulsion: Manager recommends using the vendor with the lowest cost on the materials use for each project. **Motion by Gill to accept the lowest cost bids that are in the best interest of the Road Commission for the materials needed on each project, seconded by Green. Further discussion. Roll call vote: Gill, yes; Green, yes; Custer, yes; Walter, yes. Four ayes, no nays. Motion carried.**

Aggregates: Manager recommends purchasing natural stone from Kasson & Gravel and slag from Michigan Aggregate. **Motion by Gill to accept bids from Kasson & Gravel for natural stone and slag from Michigan Aggregate, seconded by Green. Roll call vote: Gill, yes; Green, yes; Custer, yes; Walter, yes. Four ayes, no nays. Motion carried.**

Chip Seal Application: Manager recommends accepting the bid from Michigan Pavement Solutions. **Motion by Gill to accept the bid from Michigan Pavement Solutions, seconded by Green. Roll call vote: Gill, yes; Green, yes; Custer, yes; Walter, yes. Four ayes, no nays. Motion carried.** Discussion.

Recommendations from those bids received at the March 17, 2011 Board Meeting:

Garbage: Manager recommends accepting the bid from American Waste. **Motion by Gill to accept the bid from American Waste, seconded by Green. Roll call vote: Gill, yes; Green, yes; Custer, yes; Walter, yes. Four ayes, no nays. Motion carried.**

Coldpatch: Manager recommends accepting those bids based upon price and availability. **Motion by Gill to allow management to review and make decision based upon price and availability, seconded by Green. Roll call vote: Gill, yes; Green, yes; Custer, yes; Walter, yes. Four ayes, no nays. Motion carried.**

Gravel: Manager recommends accepting those bids based upon price and availability. Discussion. **Motion by Gill to allow management to review and make decision based upon price and availability, seconded by Green. Further discussion. Roll call vote: Gill, yes; Green, yes; Custer, yes; Walter, yes. Four ayes, no nays. Motion carried.**

Crack Seal: Manager recommends accepting the bid from Sherwin Industries. **Motion by Green to accept the bid from Sherwin Industries, seconded by Custer. Roll call vote: Green, yes; Custer, yes; Gill, yes; Walter, yes. Four ayes, no nays. Motion carried.**

APPROVED

Discussion was held on the payment of the emulsion tank. **Motion by Green to pay for emulsion tank upon delivery, seconded by Custer. Further discussion. Roll call vote: Green, yes; Custer, yes; Gill, yes; Walter, yes. Four ayes, no nays. Motion carried.**

Snow patrol wings: Discussion on bid for snow patrol wings. **Motion by Gill to approve the purchase of three snow patrol wings from Truck & Trailer Specialists in the amount of \$41,991.00 or \$13,997.00 each, seconded by Custer. Roll call vote: Gill, yes; Custer, yes; Green, no; Walter, yes. Three ayes, one nay. Motion carried.**

Personnel Report:

Walter reported and/or discussed the following:

1. Map revision update.
2. Service request forms reviewed by Kalkaska County Commissioner, Ritter.
3. Paul Bunyan meeting dates.
4. Checked on bond requirements for oil rig companies in Pennsylvania.
5. Workshop on May 9 for effective discipline.
6. Brush cutter safety issues.
7. Diesel odor in Shop office.
8. Providing job descriptions to management staff to review.

Policy Report:

Meeting not held yet.

Safety Report:

Gill reported on the following:

1. 8 hour MSHA Annual Refresher Course will be in the fall for \$631.00. **Motion by Gill to approve MSHA Annual Refresher Course to be held in the fall, seconded by Custer. Four ayes, no nays.**
2. Brush cutter safety issues.
3. Employee's working 4 days a week, 10 hours per day. Discussions were held on productivity studies that working 5 days a week is better for employees; makes it hard for supervisor to get crew together when have long weekends; keeping 5 day work weeks for a couple of months; staggering workers; scaled back crew during summer months due to vacation time; Manager recommended 4 days and 10 hour days better because of financial savings, time usage (set up time for projects), and safety due to the increased traffic volume on Fridays. **Motion by Custer to work the regular work pattern of 5 days a week and revisit July 1. No support. Motion died for lack of support. Further discussion. Motion by Gill to follow the Manager's recommendation to work 4-10 hour days, seconded by Green. Roll call vote: Gill, yes; Green, yes; Custer, no; Walter, no. Two ayes, two nays. Motion failed.**

ITEM 15 – MISCELLANEOUS, PUBLIC COMMENT & OTHER

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

Public Comment:

Robert Dryden questioned if Commissioner bonds would be included under the County's blanket liability coverage. Clerk to contact County and get more information and to check if we can get refunds from the bonds purchased from Specialty Claims.

Miscellaneous:

Discussion was held on the purchasing of Employee Fidelity and Faithful Performance Coverage from MCRCSIP. Clerk recommended purchasing coverage for \$100,000 which would cover all employees and commissioners at an annual cost of \$500.00. Discussion held if still needed bonds from Specialty Claims on the commissioners. Clerk to check to see if can cancel and receive refunds. **Motion by Gill to accept Clerk's recommendation, no support. Motion died for lack of support.** Clerk further explained that she would then have to purchase three bonds for the office staff at an annual cost of \$300 for three \$10,000 bonds. Further discussion. **Motion by Gill to accept the Clerk's recommendation to purchase the Employee Fidelity and Faithful Performance Coverage offered by MCRCSIP at an annual cost of \$500 and to seek refunds on any**

APPROVED

bonds previously purchased, seconded by Custer. Roll call vote: Gill, yes; Custer, yes; Green, yes; Walter, yes. Four ayes, no nays. Motion carried. Further discussion was held.

County Commissioner Ritter stated the employees did a nice job patching potholes on Coster Road. This statement was supported by Road Commissioner Gill. Chair Walter directed the Manager to do a letter to the employees regarding same. Ritter questioned if Road Commission has a machine to grind asphalt. Discussion. Ritter also questioned Manager about Haskin Road.

Discussion was held on the petty cash discrepancy in the amount of \$50.00. Discussion. **Motion by Green to replace the \$50.00 discrepancy in petty cash to bring the total petty cash to \$250.00, seconded by Gill. Roll call vote: Green, yes; Gill, yes; Custer, yes; Walter, yes. Four ayes, no nays. Motion carried.**

Discussion was held to allow Clerk to attend CRAM's Finance and Human Resource meetings. **Motion by Custer to allow Clerk to attend CRAM's Finance and Human Resource meetings, seconded by Gill. Roll call vote: Custer, yes; Gill, yes; Green, yes; Walter, yes. Four ayes, no nays. Motion carried.**

Discussion on survey forwarded to combine Southern and Northern conferences. Discussion that each had different issues. **Motion by Green to vote against combining the Southern and Northern conferences, seconded by Custer. Four ayes, no nays. Motion carried.**

ITEM 16 – CLOSED SESSION: NEGOTIATION UPDATE; APPROVAL OF MINUTES DATED DECEMBER 13, 2010 & JANUARY 10, 2011

Motion by Gill to go into Closed Session at 11:41 a.m. to discuss the status of negotiations and to review Closed Session minutes dated December 13, 2010 and January 10, 2011, seconded by Custer. Four ayes, no nays. Motion carried.

Board came back into Open Session at 12:03 a.m. Motion by Custer that no decisions were made during the Closed Session meeting, seconded by Gill. Four ayes, no nays. Motion carried.

Motion by Green to approve the Closed Session minutes dated January 10, 2011, seconded by Custer. Three ayes, no nays, one abstained. Motion carried.

Motion by Green to approve the Closed Session minutes dated December 13, 2010, seconded by Gill. Roll call vote: Green, yes; Gill, yes; Custer, yes; Walter, yes. Motion carried.

ITEM 17 – ADJOURNMENT

Motion by Gill to adjourn meeting at 12:07 p.m., seconded by Custer. Four ayes, no nays. Motion carried.

Louis Walter, Jr., Chairman

Rebecca Jerry, Clerk