

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON THURSDAY, MAY 13, 2013, 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 the Chair at 8:00 a.m. Pledge of Allegiance.

ITEM 2 - ROLL CALL

Upon roll call, the following Commissioners responded:

Allen, Present
Corrado, Present
Cox, Present
Gill, Present
Walter, Present

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

ITEM 3 – ADDITIONS TO AGENDA

Under New Business: 1. Office personnel; 2. Part-time employees; 3. Union dues; 4. Manager's pay.

ITEM 4 – APPROVAL OF AGENDA

Motion by Gill to approve Agenda with revisions, seconded by Cox. Five ayes, no nays. Motion carried.

ITEM 5 - CONFLICT OF INTEREST

Conflict of Interest Roll Call: Allen, no; Corrado, no; Cox, 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.

Harold Lund referred to Walter and Cox being County Commissioners. Also stated and/or voiced concerns over the following: 1. Roads were continually getting worse and what was the Road Commission going to do about it; 2. Go back to voting for Road Commission members; 3. Short on money but buying equipment; 4. Blades not being dropped; 5. Wasting funds; 5. Operations. Discussion.

Carl Ingersoll, Springfield Township, stated and/or voice concerns on the funding process from the state and the state of local roads.

Larry Niederstadt, Clearwater Township, stated and/or voiced concerns on the following: 1. Brining of roads; 2. Township 5 year plan for road work; 3. Purchase of Road Commission property in Clearwater Township. Discussion; 4. Signed Agreement and down payment; 5. Use of Dura patcher on Crystal Beach Road. Discussion.

ITEM 7 – MINUTES/PAYROLL

Regular Meeting Minutes dated April 11, 2013.

Motion by Gill to approve the Regular Meeting minutes dated April 11, 2013 as presented, seconded by Cox. Five ayes, no nays. Motion carried.

Motion by Gill to approve the Special Meeting minutes dated April 22, 2013 as presented, seconded by Cox. Five ayes, no nays. Motion carried.

Motion by Gill to approve the Special Meeting minutes dated April 25, 2013 as presented, seconded by Cox. Five ayes, no nays. Motion carried.

Motion by Gill to approve Payroll 8 in the amount of \$42,194.88, seconded by Allen. Roll call vote: Gill, yes; Allen, yes; Cox, yes; Walter, yes. Five ayes, no nays. Motion carried.

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Motion by Gill to approve Payroll 9 in the amount of \$40,276.44, seconded by Allen. Roll call vote: Gill, yes; Allen, yes; Cox, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.

ITEM 8 – ACCOUNTS PAYABLE/FINANCE REPORT

Motion by Gill to approve C/4-5 in the amount of \$227.17, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Gill to approve C/4-6 in the amount of \$33,945.75, seconded by Allen. Roll call vote: Gill, yes; Allen, yes; Corrado, yes; Cox, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Gill to approve C/4-7RX in the amount of \$28.28 seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Gill to approve C/4-8 in the amount of \$17,804.70, seconded by Allen. Roll call vote: Gill, yes; Allen, yes; Corrado, yes; Cox, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Gill to approve C/4-9 in the amount of \$94.08, seconded by Allen. Roll call vote: Gill, yes; Allen, yes; Corrado, yes; Cox, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Gill to approve C/4-10 in the amount of \$150.00, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Gill to approve C/4-11 in the amount of \$90.09, seconded by Cox. Discussion on boot reimbursements. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Gill to approve C/4-12RX in the amount of \$65.47, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Gill to approve C/5-1 in the amount of \$55.90, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Gill to approve C/5-2 in the amount of \$40.01, seconded by Cox. Discussion on boot reimbursements. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Gill to approve C/5-3 in the amount of \$49,764.00, seconded by Cox. Discussion. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Gill to approve C/5-Prepays in the amount of \$3,120.31, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Gill to approve C/5-4RX in the amount of \$45.00, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Gill to approve C/5-5 in the amount of \$113,942.33, seconded by Cox. Discussion. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Gill to approve Check Register ending April 30, 2013, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.

Gill discussed the following:

1. Receipts. Discussion on reissued check.
2. MTF funds.
3. Financial Report/Escrow accounts. Discussion.

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4. Truck purchase from Leelanau County Road Commission. Discussion. **Motion by Gill to offer \$80,000.00 to Leelanau County Road Commission for Equipment No.: 79, seconded by Corrado. Five ayes, no nays. Motion carried.**
5. RX account transfer. Discussion. **Motion by Gill to transfer \$5,000.00 from the RX/Health Reimbursement account to the general fund, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.**
6. Equipment No.: 57/Lake County Road Commission. Discussion. **Motion by Gill to sell tractor (Equipment No.: 57) to Lake County Road Commission for the amount of \$4,700.00, seconded by Corrado. Five ayes, no nays. Motion carried.**
7. Brine application. Root made recommendation. Discussion. **Motion by Gill to accept Manager's recommendation to hire Team for the brine application, to follow the current brine schedule for one application per Township with additional applications being the Townships' responsibility, and to immediately notify Townships of Manager's recommendation, seconded by Corrado. Five ayes, no nays. Motion carried.**

ITEM 9 – APPOINTMENTS

None.

ITEM 10 – OLD BUSINESS

None.

ITEM 11 – NEW BUSINESS

- A. Road Improvement Agreement with Blue Lake Township.
- B. Road Improvement Agreement with Clearwater Township.
- C. Road Improvement Agreement with Coldsprings Township. **Motion by Gill to approve the Road Improvement Agreements with Blue Lake Township, Coldsprings Township, and Clearwater Township upon Townships' approval and executed contract and to authorize the Chair to sign Agreements with the Townships and Contractors on behalf of the Kalkaska County Road Commission, seconded by Allen. Five ayes, no nays. Motion carried.**

Discussion was held on Shippy Road project in Springfield Township. Manager and Chair to attend Springfield Township meeting to explain new funding.

- D. Office Personnel. Corrado recommended office staff restructuring; new chain of command. Discussion.
- E. Part-time employees. Corrado recommended keeping part-time employees under 29 hours per week with no benefits. Discussion.
- F. Union Dues. **Corrado made a Motion to no longer taking union dues out of payroll checks, seconded by Cox. Discussion.**

Chair called for a break at 9:12 a.m.

Chair called the meeting back to order at 9:15 a.m.

- F. Union Dues continued. Further discussion. **Motion rescinded.**
- G. Management Pay. Corrado recommended Manager's pay be \$45,000.00 per year. Discussion. Clerk to put out on List-serv regarding Management pay for same size road commission with same funding as Kalkaska County Road Commission.

ITEM 12 – CORRESPONDENCE AND REPORTS

Manager's Report:

Discussion was held on the following:

1. Purchasing of additional radios. Manager went over quotes from other vendors. Discussion. Manager to check on hourly rate for service calls from vendors. **Motion by Gill to purchase radios from GT Mobile, seconded by Corrado. Roll call vote: Gill, yes; Corrado, yes; Allen, yes; Cox, yes; Walter, yes. Five ayes, no nays. Motion carried.** Further discussion.

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2. Michael Hill, Petro Gulf. Wants to lease 571/612 property. Manager to check on ownership of property before taking to Finance Committee.
3. Beaver Dam Road. Representative from Farrier explained EnCana proposal; need of Resolution, realignment, 33 foot easement with additional 15 foot outside the right-of-way for working; putting road back to better condition. Discussion. **Motion by Gill that the Kalkaska County Road Commission will cooperate with EnCana for support of realignment and improvements to Beaver Dam Road, subject to contract review, seconded by Corrado. Five ayes, no nays. Motion carried.**
4. Road improvement agreements and construction dates.
5. DNR lease on Smith Lake Sand Pit.
6. Sand prices.
7. New equipment status.
8. Interviews for seasonal employees.
9. 4/10's. Manager recommended postponing starting 4/10's until have more employees.
10. Lawn mower bids; take to Finance Committee.
11. Pre-Con on Innis Road.
12. Grader operators.
13. Brine application.

Policy Report:

Corrado reported on the following:

1. Credit card policy.
2. Bid opening. **Motion by Corrado that the Finance Committee will open all bids, review and then report to the Board, seconded by Cox. Five ayes, no nays. Motion carried.**
3. Gravel road bonds.
4. Performance bonds.
5. E-mail policy/website.
6. Video Policy.
7. Still working on going through policy books.
8. Cox handed document to Corrado to be taken to the Policy Committee.

Personnel Report:

Corrado reported on the following:

1. Employee start times.
2. Employee breaks/take outside view of public.
3. Union dues.
4. No over time.
5. MERS Bridge Benefit Program.
6. Survey report stating 54% of workforce has poor work ethic. Discussion.
7. Act 152.

Safety Report:

Discussion was held on the following:

1. AED research.

Chairman's Report:

Walter reported on the following:

1. MCRCSIP. Review bylaw changes; vote at June meeting. Manager and Chair to attend meeting.
2. Manistee Lake matter. Table until next month; Corrado to address individual and follow-up on. **Motion by Allen to support Corrado for responding to the Manistee Lake Association, seconded by Cox. Gill requested copies of MD reports be given to Corrado. Discussion. Five ayes, no nays. Motion carried.**
3. Auditor's Report. Discussion. **Motion by Gill to accept the 2012 Audit Report, seconded by Corrado. Roll call vote: Gill, yes; Corrado, yes; Allen, yes; Cox, yes; Walter, yes. Five ayes, no nays. Motion carried.**

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ITEM 13 – MISCELLANEOUS, PUBLIC COMMENT & OTHER

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

Other:

1. Dean Farrier discussed misconceptions about the oil and gas developments.
2. Discussion on revisions of Act 51.
3. Chair discussed individual who was not happy with the Road Commission. Chair encouraged him to contact his Kalkaska County Board of Commissioner.

ITEM 14 – ADJOURNMENT

Motion by Gill to adjourn meeting at 10:02 a.m., seconded by Cox. Five ayes, no nays. Motion carried.

Louis Walter, Chair

Rebecca Jerry, Clerk