

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON MONDAY, JUNE 13, 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 8:00 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 eyes, 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.

Robert Dryden commented that the Road Commission Manager was not at the Garfield Township meeting and reserved his remaining time.

ITEM 7 – UNION REPRESENTATION

Brenda Smith, Teamsters, inquired as to the status of their contract. She was informed by the Board the contract had been ratified by the Board and had been forwarded to Mr. Donick for signature.

No one was present from the Steelworkers union.

ITEM 8 – ROXANNE NICHOLAS, MI. DEPT. OF TREASURY, AUDITOR/8:15 A.M.

Roxanne Nicholas, Auditor for the MI Department of Treasury, went over the 2010 Audit and answered questions for the Board and members of the public.

ITEM 9 – MINUTES/PAYROLL

Regular Meeting Minutes dated May 9, 2011: **Motion by Gill to approve the Regular Meeting minutes dated May 9, 2011 as presented, seconded by Elliott. Five ayes, no nays. Motion carried.**

Special Meeting Minutes dated May 16, 2011: **Motion by Custer to approve the Special Meeting minutes dated May 16, 2011 as presented, seconded by Elliott. Three ayes, no nays, Green and Gill, abstained. Motion carried.**

Special Meeting Minutes dated May 24, 2011: **Motion by Elliott to approve the Special Meeting minutes dated May 24, 2011 as presented, seconded by Gill. Fives ayes, no nays. Motion carried.**

Motion by Green to approve Payroll 10 in the amount of \$41,012.40, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

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Motion by Green to approve Payroll 11 in the amount of \$41,081.23, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Custer, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

ITEM 10 – ACCOUNTS PAYABLE/FINANCE REPORT

Motion by Green to approve C/5-3 in the amount of \$189.00, 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/5-4 in the amount of \$47,202.28, 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/5-Reim. as of May 31, 2011 (health and RX) in the amount of \$3,438.59, 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/6-Boots in the amount of \$347.77, 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/6-Prepays in the amount of \$2,197.00, 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/6-2 in the amount of \$137,540.48, seconded by Elliott. Discussion held. 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 May 31, 2011, seconded by Gill. Roll call vote: Green, yes; Gill, yes; Custer, yes; Elliott, yes; Walter, yes. Five ayes, no nays. Motion carried.

Discussion on BCBS June payment. **Motion by Green to pre-approve payment to BCBS, seconded by Gill. Roll call vote: Green, yes; Gill, yes; Custer, yes; Elliott, yes; Walter, yes. Five ayes, no nays. Motion carried.**

Green gave Finance Committee report on the following:

1. Transmittals
2. Cash receipt register
3. MTF
4. MERS statement
5. May and June Financial Statements
6. Retiree health insurance
7. MERS payment
8. Cash flow budget/make adjustment to maintenance repairs/take out of contingency

ITEM 11 – APPOINTMENTS

Township Representatives:

Dean McCulloch, Blue Lake Township, commented on and/or voiced concerns over the following: 1) Congratulated board on trying to get balance sheet aligned; 2) Questioned what benefits would be received by laid off employees; Discussion. 3) Questioned as to how Road Commission would continue to do maintenance on roads; 4) Sides of Starvation Lake Road deteriorating/breaking up; 5) Pot holes on Sunset Trail; 6) Questioned if implementing Governor's mandates in new contracts.

Denny Corrado, Coldsprings Township, commented on and/or voiced concerns over the following: 1) Road Commission layoffs; 2) Projections for future projects. Discussion; 3) Manager attending Township meetings; 4) Patching holes/continued maintenance in Township. Discussion.

ITEM 12 – OLD BUSINESS

A. Cotton/Road Borings: Manager reported borings had been completed on Sigma Road and that Henry Diemer stated Sigma Road has met the required all season standard. Discussion. **Motion by Gill to approve**

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recommendation on Sigma Road from Henry Diemer, to designate Sigma Road as an all season road from M72 South, 6,000 feet. This would include no running on the pavement edge when possible and using slower speeds during the Spring weight restrictions, seconded by Elliott. Five ayes, no nays. Motion carried.

B. Clerk to present report on Finance & HR Seminar at July Board meeting.

ITEM 13 – NEW BUSINESS

A. Employee Annual Evaluation Forms. Board reviewed Employee Performance Appraisal Form and Performance Appraisal Report. Discussion. Manager to send evaluation forms to department heads and commissioners. **Motion by Gill to approve the Employee Performance Appraisal Form and the Performance Appraisal Report to be conducted no less than annually on all employees and to be maintained in individual personnel file, seconded by Custer. Discussion. Five ayes, no nays. Motion carried.**

B. Retiree Healthcare Proposal. Discussion. **Motion by Gill to consider proposal, present to retirees, and bring back to Board, seconded by Green. Five ayes, no nays. Motion carried.**

C. Any/all Communications from McNulty. Discussion. **Motion by Elliott for Manager to draft letter to Peter Cohl explicitly addressing the Board's concerns of the use of Mr. McNulty representing the Road Commission and not paying any billing for mis-services of Mr. McNulty, seconded by Gill. Board requested letter contain they would seek a new labor attorney if Mr. McNulty's services are used. Walter requested to see draft of letter before forwarding to Mr. Cohl. Five ayes, no nays. Motion carried.**

ITEM 14 – CORRESPONDENCE AND REPORTS

Manager Report:

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

1. Looking into changing tower locations for radio system; still experiencing dead spots.
2. Land owner on Aarwood Road holding up bridge project. Discussion.
3. Ingersoll Road project to have July letting.
4. Land owner, Charles Biebelhausen, on County Line Road; Antrim County Road Commission's jurisdiction. Letter has been forwarded.
5. Grader operator training. Discussion. **Motion by Gill to spend \$525.00 to get grader operator training, seconded by Green. Roll call vote: Gill, yes; Green, yes; Custer, yes; Elliott, yes; Walter, yes. Five ayes, no nays. Motion carried.**
6. Paul Bunyan meeting in August. Discussion.
7. Garfield Township meeting. Discussion. Board directed Manager to attend Township meetings.
8. Discussion on Aarwood Bridge easement hold-up. Manager waiting for letter from DEQ.

Motion by Gill for recess at 9:23 a.m., seconded by Elliott. Five ayes, no nays. Motion carried.

Chair called the meeting back to order at 9:27 a.m.

Policy Report:

Custer reported on the following:

1. Dress Code Policy. Discussion. **Motion by Custer to adopt Dress Code Policy P11-06, seconded by Elliott. Five ayes, no nays. Motion carried.** (Attached as part of these minutes)
2. Discussion on renumbering Permit Fee and Cost Schedule. **Motion by Custer to renumber Permit Fee and Cost Schedule Policy to P11-5, seconded by Gill. Five ayes, no nays. Motion carried.**

Personnel/Commissioners Report:

Walter reported and/or discussed the following:

1. Update replacement values on MCRCSIP.
2. Department lists of contents; Tony almost done; should provide video of contents.
3. Copy of keys; completed.
4. Job descriptions/reviews completed.
5. Personnel report.

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6. Payout of sick pay for laid off employees.
7. Employees dressing improperly. Discussion.
8. Employee evaluations.
9. Steelworkers' mediation on June 23.
10. Locate screens for conference room.
11. Verbal reprimands. Copy of form given to Tim.
12. Employees are complying with signatures on Payroll Worksheets. Letter was given to employees on expectations of what constitutes signature. Discussion.
13. Moving offices.
14. Employees using current worksheets/not to be using thumb drives in Road Commission computers.

Safety Report:

Elliott reported on the following:

1. One accident report.
2. Tailgate safety meeting reports to be provided at next meeting.
3. Needing licensed electrician for Emulsion tank lighting on new structure. Discussion.

ITEM 15 – MISCELLANEOUS, PUBLIC COMMENT & OTHER

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

Gill requested Board enter Close Session to discuss the Steelworkers' current and future contracts and the future contract negotiations for the Teamsters.

Woodhams requested the Manager's performance be held in Closed Session.

Other discussions were held on the following:

1. Providing/sending information on MI Child healthcare insurance coverage to laid off employees.
2. Draft letter to Mr. Cox, County Commissioner Chairman, regarding administrative portion of overweight ticket revenue. Discussion.
3. Payout of sick and vacation time to laid off employees.
4. Request from Mr. Henke pertaining to retirement/health insurance

Public Comment: None.

ITEM 16 – CLOSED SESSION: TO DISCUSS STEELWORKERS' CURRENT & FUTURE CONTRACTS; TO DISCUSS TEAMSTERS' FUTURE CONTRACT NEGOTIATIONS; MANAGER'S PERFORMANCE REVIEW; TO REVIEW CLOSED SESSION MINUTES DATED MAY 9 & 16, 2011

Motion by Gill to go into Closed Session at 9:59 a.m. to discuss the Steelworkers' current and future contracts, to discuss the Teamsters' future contract negotiations, for the Manager's performance review and to review Closed Session Minutes dated May 9 and May 16, 2011, seconded by Custer. Five ayes, no nays. Motion carried.

Motion by Elliott to come back into Open Session at 10:44 a.m., seconded by Gill. Five ayes, no nays. Motion carried.

Motion by Custer to approve the Closed Session minutes dated May 9, 2011 as presented, seconded by Gill. Five ayes, no nays. Motion carried.

Motion by Custer to approve the Closed Session minutes dated May 16, 2011 as presented, seconded by Elliott. Three ayes, no nays, Gill and Green abstained. Motion carried.

Manager gave overview of new plow routes. Discussion. Will provide completed routes at July Board meeting.

ITEM 17 – ADJOURNMENT

Motion by Gill to adjourn meeting at 10:47 a.m. to the call of the Chair, seconded by Elliott. Discussion. Five ayes, no nays. Motion carried.

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ITEM 18 – DURA PATCHER DEMONSTRATION

Board left meeting for Dura Patcher demonstration.

Louis Walter, Jr., Chairman

Rebecca Jerry, Clerk