

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON MONDAY, SEPTEMBER 10, 2012, 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.

Invocation: Sister Augusta Stratz.

ITEM 2 - ROLL CALL

Upon roll call, the following Commissioners responded:

Corrado, Absent
Elliott, Present
Gill, Present
Green, Present
Walter, Present

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

ITEM 3 – ADDITIONS TO AGENDA

Delete Payroll 16 from Agenda (approved at last board meeting).

ITEM 4 – APPROVAL OF AGENDA

Motion by Elliott to approve Agenda with revision, seconded by Green. Four ayes, no nays. Motion carried.

ITEM 5 - CONFLICT OF INTEREST

Conflict of Interest Roll Call: Corrado, absent; 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.

ITEM 7 – MINUTES/PAYROLL

Regular Meeting Minutes dated August 13, 2012.

Motion by Elliott to approve the Regular Meeting minutes dated August 12, 2012 as presented, seconded by Green. Four ayes, no nays. Motion carried.

Special Meeting Minutes dated August 21, 2012. Board was presented new last page with corrections.

Motion by Elliott to approve the Regular Meeting minutes dated August 21, 2012 as presented (replace new page), seconded by Green. Four ayes, no nays. Motion carried.

Motion by Green to approve Payroll 17 in the amount of \$32,262.85, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Gill, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Green to approve Payroll 18 in the amount of \$36,713.22, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Gill, yes; Walter, yes. Four ayes, no nays. Motion carried.

ITEM 8 – ACCOUNTS PAYABLE/FINANCE REPORT

Motion by Green to approve C/8-4 in the amount of \$79.23, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Gill yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Green to approve C/8-5 in the amount of \$350,539.18, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Gill yes; Walter, yes. Four ayes, no nays. Motion carried.

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Motion by Green to approve C/8-6 in the amount of \$129,763.34, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Gill yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Green to approve C/8-Reim. 8-20-12 in the amount of \$563.39, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Gill yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Green to approve C/9-Prepays in the amount of \$1,587.36, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Gill yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Green to approve C/9-Reim. 8-31-12 in the amount of \$159.25, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Gill yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Green to approve C/9-2 in the amount of \$178,521.89, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Gill yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Green to approve Check Register ending August 31, 2012, seconded by Elliott. Discussion. Four ayes, no nays. Motion carried.

Discussion on voided checks memo. **Motion by Green to approve voided checks, numbers 19524-19530, 19577, and 19579, seconded by Elliott. Four ayes, no nays. Motion carried.**

Green discussed the following:

1. Transmittals.
2. Maps.
3. MTF funds. Discussion.
4. Balance sheet/MCRCSIP refund. Discussion to put refund in escrow.
5. Payment to Leelanau County Road Commission for purchase of truck.

Motion by Gill to place MCRCSIP refund in the amount of \$22,786.00 in escrow, seconded by Green. Discussion. Four ayes, no nays. Motion carried.

ITEM 9 – TOWNSHIPS

John Rogers, Rapid River Township, discussed letter from Jeff Root, Interim Manager, regarding not to exceed price on Construction Engineering costs from Wilcox Professionals; thought price was too high and his Township Board agreed to 8%; thinks they can get the Construction Engineering costs lower and asks that the Road Commission Board go out for bids upon his Township's Board request. Discussion. Rogers will be meeting with his Board on Tuesday and will inform the Road Commission of the Township's intentions. **Motion by Gill that the Road Commission go out for bids on Construction Engineering costs for Innis Road based upon Rapid River Township's request, seconded by Green. Four ayes, no nays.** Rogers will be providing list of engineering companies to mail out bid requests.

Mike Allen, Blue Lake Township, discussed and/or voiced concerns on the following: 1. Thank you for repair work; 2. Citizens request for shoulder work on Twin Lake Road; shoulders also bad on 571 where the hill is; 3. Shoulders on Blue Lake Road; stump removal completed. Discussion; 4. Calendar on website; no times of meetings.

ITEM 10 – OLD BUSINESS

None.

ITEM 11 – NEW BUSINESS

1. Discussion was held on changing dental insurance carriers for the retirees. **Motion by Gill to change dental coverage from ICH Health Solutions to Delta Dental with the current coverage level provided it is legally permissible, seconded by Green. Four ayes, no nays. Motion carried.**

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2. 1st Amended General Appropriations Budget 2012. Discussion. **Motion by Green to approve the 1st Amended General Appropriations Budget 2012, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Gill, yes; Walter, yes. Four ayes, no nays. Motion carried. (Attached as part of these minutes).**
3. Letter to Heidi Kato. Discussion. **Motion by Green to approve the letter dated September 10, 2012 to Heidi Kato, seconded by Elliott. Four ayes, no nays. Motion carried.**
4. Discussion was held on the draft correspondence to Boardman Township dated September 10, 2012 regarding changes to Boardman Road Project and draft correspondence to all Townships dated September 10, 2012, regarding a two week notice to change job scopes on projects. **Motion by Elliott to approve letters to Boardman Township and to all Townships dated September 10, 2012, seconded by Green. Four ayes, no nays. Motion carried.**
5. Discussion was held on revisions and process of Title VI Policy. **Motion by Green to approve Policy P12-5 Title VI of the Civil Rights Act of 1964 Policy (Attached as part of these minutes), seconded by Elliott. Four ayes, no nays. Motion carried.** Discussion on appointment of Paul Wisniewski, as Title VI Officer as of October 1, 2012 and to allow Clerk to file changes with the State of Michigan. **Motion by Green to appoint Paul Wisniewski as Title VI Officer as of October 1, 2012 and to allow Clerk to file changes with the State of Michigan, seconded by Elliott. Four ayes, no nays. Motion carried.**

ITEM 13 – CORRESPONDENCE AND REPORTS

Manager's Report:

1. Gravel finished. Discussion. Crew to do shoulder work as long as possible. Further discussion.
2. Boardman Road Project. Discussion on material quantities and Supply Road. Further discussion.
3. Side wing is on first truck purchased from Leelanau County Road Commission. Discussion. Manager notified Board that truck number 43 will be disposed of. Discussion.
4. Crack sealing completed.
5. Discussion on concentrating on Winter Maintenance.
6. Townline Road being upgraded by EnCana. Discussion.
7. Using up Dura Patcher material. Discussion.
8. Further discussion on the discrepancies in material quantities for the Boardman Road Project. Discussion on use of extra materials on Supply Road not going before entire Township Board.

Policy Report: None.

Safety Report:

Elliott reported on the following:

1. Air compressor project completed.
2. Purchase of safety shirts/brush chipper.
3. Boiler inspections. Discussion on replacing boiler and replacing with more economical unit; Tony Moses to check into. Discussion to have FNG perform monthly boiler inspections until Management hears back from Mayjor Boles regarding contracting work to DPW.
4. Valley Road.
5. Working on setting up wing training. Discussion.
6. Lighting replaced in sign shop.
7. One injury in shop.

Personnel Report:

Walter reported on the following:

1. Temporarily placing Jeff Root in Operations Director position at a salary of \$45,900.00 with longevity and vacation staying the same. Discussion. Further discussion on job description for Operations Director and position being directly under the Manager. **Motion by Gill to approve recommendation that Jeff Root be placed in the Operations Director position (job description attached as part of this Motion) with a salary of \$45,900.00 plus longevity and vacation staying the same with the assurance that this position will supervise the Superintendent and any other Foremen, seconded by Elliott. Discussion. Roll call vote: Gill, yes; Elliott, yes; Green, yes; Walter, yes. Four ayes, no nays. Motion carried.**
2. Discussion on Mr. Prevo and his property concerns pertaining to the Aarwood Bridge Project. Interim Manager, Jeff Root, to get concerns addressed from Henry Diemer in writing. Further discussion.

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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.

Public Comment: None.

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

Chair called the meeting back to order at 9:34 a.m.

Interim Manager, Jeff Root, presented CRASIF safety certificate and Safety Audit Report to Board. Root to get with Safety Auditor to go over the report.

Chair called for a recess at 9:41 a.m. until attorney, Peter Cohl, arrives.

Chair called the meeting back to order at 10:20 a.m.

Motion by Green to go into Closed Session at 10:21 a.m. to discuss correspondence from Steelworkers' Representative; to discuss Steelworkers' and Teamsters' contract negotiations with attorney, Peter Cohl; and to review Closed Session Minutes dated March 12, 2012, April 9, 2012, and August 21, 2012, seconded by Elliott. Roll call vote: Green, yes; Elliott, yes; Gill, yes; Walter, yes. Four ayes, no nays. Motion carried.

Motion by Gill to come back into Open Session at 10:49 a.m., seconded by Elliott. Four ayes, no nays. Motion carried.

Motion by Elliott to approve Closed Session Minutes dated March 12, 2012 with a correction to the spelling of Chairman Walter's name; and Closed Session Minutes dated April 9, 2012 and August 21, 2012 as presented, seconded by Gill. Roll call vote: Elliott, yes; Gill, yes; Green, yes; Walter, yes. Four ayes, no nays. Motion carried.

ITEM 14 – ADJOURNMENT

Motion by Elliott to adjourn meeting at 11:52 a.m., seconded by Green. Four ayes, no nays. Motion carried.

Louis Walter, Chair

Rebecca Jerry, Clerk