

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON MONDAY, SEPTEMBER 12, 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

Add Steelworkers' contract to Old Business. **Motion by Gill to add Steelworkers' contract to Old Business, seconded by Elliott. Five ayes, no nays. Motion carried.**

ITEM 4 – APPROVAL OF AGENDA

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

ITEM 5 - CONFLICT OF INTEREST

Conflict of Interest Roll Call: Custer, no; Elliott, no; Gill, no; Green, no; Walter, abstained. Walter explained he and Manager Woodhams were exchanging work.

ITEM 6 – PUBLIC COMMENT

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

Wendy Corona, Coldsprings, wanted to thank the Road Commission for fixing problem at Pike and Sedwarft. She also provided to the Board for review, pictures of Pike Street and a copy of a document showing why people thought Pike Street was part of the County Road system. Attached as part of these minutes.

Robert Dryden reserved his time.

ITEM 7 – UNION REPRESENTATION

Brenda Smith, Teamsters had nothing at this time.

Scott Ellis and Terry Coon were present from the Steelworkers union, but had no comment.

ITEM 9 – MINUTES/PAYROLL

Regular Meeting Minutes dated August 8, 2011: **Motion by Custer to approve the Regular Meeting minutes dated August 8, 2011 as presented, seconded by Elliott. Five ayes, no nays. Motion carried.**

Motion by Green to approve Payroll 16 in the amount of \$32,065.22, 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 17 in the amount of \$29,505.38, 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/8-4 in the amount of \$80.00, 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 C/8-4 in the amount of \$96,103.82, seconded by Elliott. Discussion. 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/8-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.

Motion by Green to approve C/8-Reim. as of July 31, 2011 (health and RX) in the amount of \$5,100.98, 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/9-1 in the amount of \$120,678.73, seconded by Elliott. Discussion. 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 August 31, 2011, seconded by Elliott. Five ayes, no nays. Motion carried.

Green gave Finance Committee report on the following:

1. Public Hearing on budget. Schedule for next Board meeting; Finance Committee to meet prior to Board meeting to go over budget; set up Special Meeting
2. Engineering fees
3. Recommendation to bring back three employees
4. Cash receipt register
5. MTF
6. 2012 Cash budget/General Appropriations Budget; will work with staff to go over; capital expenses
7. Financial Statements

Gill and Green gave update on financial status. Questions and discussion.

ITEM 11 – APPOINTMENTS

Township Representatives:

Denny Corrado, Coldsprings Township, discussed the following: 1. Did not receive letter in response to his questions/concerns; 2. Starvation Lake Road, east of 571; problem not addressed from last meeting; provided pictures to the Board for review; Discussion; 3. Starvation Lake from Barnhart Road to Blue Lake township line; 4. Questioned whether Starvation Lake Road was in the budget for next year. Discussion; 5. Communication being important.

Dean McCulloch, Blue Lake Township, commented and/or voiced concerns on the following: 1. Would like Twin Lake Road to be done first thing in spring before summer traffic; contract needed by April 2012 meeting; 2. Township extended plan includes paving (wedge and cap) Twin Lake Road between Sunset Trail and west Township line in 2013; 3. Sign missing at 612 and Blue Lake Road; 4. Requested estimate for reduced speed signs; township to pay for; 5. Suggestion to add 35 MPH signs on Starvation Lake Road east of Sunset Trail, west of Sand Lake Road/purchase two reduce speed signs for Blue Lake Road at the fire barn and near West Blue Lake Road; 6. Speed issue on E. Bass Lake Road; 7. Tree limb on Blue Lake Road; 8. Logging operations north of Birch on new road.

Other:

Tony Radjenovich, MERS, explained the Hybrid retirement plan for new hires. **Motion by Gill to adopt the MERS Hybrid Plan for new hires at a 1% multiplier with the employer contributing 3% and the employee contributing 3% for a total retirement plan of approximately 11%. Board authorized Manager to sign all required documents to implement plan.** Discussion. Roll call vote: Gill, yes; Elliott, yes; Custer, yes; Green, yes; Walter, yes. Five ayes, no nays. Motion carried.

Discussion was held on the adoption of the MERS Restated Uniform Hybrid Program Resolution. **Motion by Gill to approve the MERS Retirement System of Michigan Plan document and for the adoption of the MERS**

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Restated Uniform Hybrid Program Resolution (attached as part of these minutes), seconded by Elliott. Roll call vote: Gill, yes; Elliott, yes; Custer, yes; Green, yes; Walter, yes. Five ayes, no nays. Motion carried.

ITEM 12 – OLD BUSINESS

A. Mecum Road Bridge. Road Commission will be accepting bids for construction at the October Board meeting.

B. Steelworkers' contract. Discussion and/or concerns voiced on why it took so long to get signed when contract was ratified two months ago. **Motion by Gill to have the Chairman sign the Steelworkers' contract with the effective date of 1-8-2011 to 5-31-12, seconded by Custer. Five ayes, no nays. Motion carried.**

ITEM 13 – NEW BUSINESS

A. James and Becky's contract recommendations will be presented at the October Board meeting.

B. Discussion was held on changing from AFLAC to Allstate with Burnham and Flower. **Motion by Gill, based on staff recommendations, to change from AFLAC to Allstate, seconded by Custer. Roll call vote: Gill, yes; Custer, yes; Elliott, yes; Green, yes; Walter, yes. Five ayes, no nays. Motion carried.**

C. Discussion was held on calling back three employees from layoffs. **Motion by Gill that due to limited funds, the Board authorizes the Manager to bring back three employees from layoff, effective the first pay period in October, 2011 (week beginning October 3, 2011), seconded by Green.** Further discussion was held on the need to get trucks ready for winter; update of Road Commission financial status; holding off pavement marking until next year; need for language to allow calling back employees back by classification. **Roll call vote: Gill, yes; Green, yes; Custer, yes; Elliott, yes; Walter, yes. Five ayes, no nays. Motion carried.**

Motion by Gill, based on adequate funding, the Board authorizes the Manager to bring back the remaining employees from layoff, effective October 31, 2011, seconded by Green. Discussion. **Roll call vote: Gill, yes; Green, yes; Custer, yes; Elliott, yes; Walter, yes. Five ayes, no nays. Motion carried.**

D. Discussion was held on the electrical project; requested estimates were not received as of this date to bring before Board. **Motion by Elliott to allow the Manager to review estimates and to accept the bid which is in the best interest of the Road Commission, seconded by Gill. Roll call vote: Elliott, yes; Gill, yes; Custer, yes; Green, no; Walter, yes. Four ayes, one nay. Motion carried.**

Chair called for a break until 9:30 a.m.

Chair called the meeting back to order at 9:32 a.m.

ITEM 14 – OPEN SEALED MATERIAL BIDS/MECUM ROAD BRIDGE and PLANT MIX ASPHALT AT 9:30 A.M.

Bids for materials for the Mecum Road Bridge were received from the following: 1. Krenn Bridge Companies, Inc. in the amount of \$160,742.48.

Bids for Plant Mix Asphalt were received from the following: 1. Rieth Riley; 2. Team Elmers. Third bid from Payne and Dolan was rejected for not meeting deadline of 8:00 a.m. Discussion and review of bids. **Motion by Custer to accept the bids submitted by Rieth Riley, contingent upon Township approval, seconded by Elliott.** Further discussion. **Roll call vote: Custer, yes; Elliott, yes; Gill, yes; Green, yes; Walter, yes. Five ayes, no nays. Motion carried.**

Manager recommended purchasing the materials for the Mecum Road Bridge from Krenn Bridge Companies, Inc. Discussion. **Motion by Gill, per the Manager's recommendation, to purchase the materials for the Mecum Road Bridge from Krenn Bridge Companies, Inc., seconded by Elliott. Roll call vote: Gill, yes; Elliott, yes; Custer, yes; Green, yes; Walter, yes. Five ayes, no nays. Motion carried.** Manager informed the Board the Road Commission will be accepting construction bids at 9:30 a.m. during the October Board meeting.

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ITEM 14 – CORRESPONDENCE AND REPORTS

Manager Report:

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

1. Grader training went well.
2. Manager and Chair informed Board of training seminar held in Boyne Falls.
 - New Act 51 requirements
 - Unfunded portion of retirement/healthcare
 - Transparency/dashboard
 - Creating stronger Board/team building/working together to develop strategic planning
 - Setting speed limits presentation
 - Board members expectations of Manager/Manager expectations of Board members/Board members expectations of each other
 - Action Plan
 - Propane haulers legislation
3. Formal resignation of John Hulwick.
4. Volunteer energy/natural gas providers/savings.
5. Delay of Aarwood Bridge due to landowner not giving easement. Discussion held. In addition the following concerns and/or possibilities were discussed:
 - Condemning of land
 - Condemn bridge and take bridge out/dangerous
 - Build bridge or take bridge out/unsafe for public
 - Engineer's bridge report
 - Placement of warning signs/reducing load restrictions
 - Protecting Road Commission liability

Further discussion was held to give Manager until next Board meeting to talk to, including forwarding a letter to the Township Supervisor regarding options. **Motion by Gill to give Manager one month to procure property easement or Board will take bridge out or post that the bridge is unsafe for vehicular traffic, seconded by Custer. Roll call vote: Gill, yes; Custer, yes; Elliott, yes; Green, no; Walter, yes. Four ayes, one nay. Motion carried.** Further discussion was held about placing guardrail closing bridge.

6. Status of Ingersoll project.
 - Notices to landowners and others affected by the project
 - Use of Antrim County Road Commission engineer's assistant/sampling on aggregates and inspecting construction staking
 - Contracting with Wilcox for grade and asphalt density checks and asphalt testing
 - Antrim County Road Commission billing for engineer's assistant time and Schedule C rates for use of vehicle and equipment
 - Use of and/or sharing of Antrim County Road Commission engineer/proposal to be submitted/has to go before both Boards
 - Fire Department's visibility concerns
7. Engineer costs from 2007 to present
8. Revisions and/or changes to dates on Sign Retroreflectability rules.
9. Cost of \$11,000.00 for reflectometer/further discussion on possibility to rent and/or lease.
10. Ingersoll Road project to start September 1 and will be completed by October 14. Discussion.
11. MCRCSIP meeting.

Personnel/Commissioners Report:

Walter reported and/or discussed the following:

1. Commissioners Report.
2. TODD signs. Discussion on traffic control order and sign in right-a-way. Manager directed to forward letter asking sign be removed.
3. Discussion was held on employee write ups on non-union personnel. **Motion by Custer to allow Personnel to handle discipline of non-union employees per the Chain of Command and to place in file with the employee having the right to bring before Board; the same form for union employees**

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will be used, seconded by Gill. Roll call vote: Custer, yes; Gill, yes; Elliott, yes; Green, yes; Walter, yes. Five ayes, no nays. Motion carried.

4. Map status. Letter to be forwarded to Bob Nelson to have proof available by next board meeting.
5. Equipment/grader from DNR/purchasing trucks from auction.

Policy Report:

Custer reported on the following:

1. Sign replacement will be done on major county roads first.
2. Notices to public/newspaper for Winter Maintenance, parking on side of roads, plow schedule. Sheriff will issue citation for parking on side of the roads if not moved after receiving notice from Road Commission.

Safety Report:

Elliott reported on the following:

1. Tailgate reports.
2. Safety training needed for use of Dura Patcher.
3. H₂S Brine training.
4. Need of mechanics to prepare equipment for winter. Discussion.

Further discussion was held on the following:

1. Complaints filed with the DEQ.
2. Tank on brine truck trailer repairs.
3. Discontinuing brining of roads/letting Townships take over.
4. Need still exists for use of brine trailer; restrict to primary roads.
5. Letter to be forwarded in March or April to Townships regarding brining of roads.
6. Use of stainless steel milk tank to haul brine.
7. Power outage of one day due to electrical panel installation.

Chairman's Report:

1. Team building workshop in October or November.
2. Contact CRAM and MAC regarding revenue from citations.
3. Manager to draft letter to Wayne Schmidt regarding road grader.
4. No response from County Commissioners regarding administrative revenue from citations coming to Road Commission. 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.

Public Comment: None.

Discussions were held on the following:

1. Thanking Clerk for all the work for the Paul Bunyan Meeting.
2. Holding a Clerk's meeting in Kalkaska for January 31, 2012. **Motion by Custer to host the Clerks' meeting on January 31, 2012 at no cost to the Road Commission, seconded by Gill. Discussion. Five ayes, no nays. Motion carried.**
3. Communicating Transparency Workshop in Mt. Pleasant on October 14, 2011. **Motion by Gill to allow Manager and Finance Director to attend the Communicating Transparency Workshop in Mt. Pleasant on October 14, seconded by Elliott. Roll call vote: Gill, yes; Elliott, yes; Custer, yes; Green, yes; Walter, yes. Five ayes, no nays. Motion carried.**
4. School program for snow plow safety.
5. Grader training.
6. Snow plow training.
7. Providing better service to the public.
8. Called back mechanics working day shift.
9. Sign Retroreflectability.

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Chair called for a break at 11:01 a.m.

Chair called the meeting back to order at 11:10 a.m.

ITEM 16 – CLOSED SESSION: TO DISCUSS DRAFT TEAMSTERS’ CONTRACT, TO DISCUSS LAWSUIT STATUS AND TO REVIEW CLOSED SESSION MINUTES DATED JULY 11, 2011

Motion by Gill to go into Closed Session at 11:10 a.m. to discuss the Draft Teamsters’ contract, to discuss lawsuit and to review Closed Session Minutes dated August 8, 2011, seconded by Custer. Five ayes, no nays. Motion carried.

Motion by Green to come back into Open Session at 11:49 a.m., seconded by Elliott. Five ayes, no nays. Motion carried.

Motion by Gill to approve extension to the Teamsters’ contract regarding health insurance per attorney’s recommendation, seconded by Custer. Five ayes, no nays. Motion carried.

Motion by Gill to approve the Closed Session minutes dated August 8, 2011 as presented, seconded by Elliott. Five ayes, no nays. Motion carried.

Motion by Gill to approve draft Teamsters’ contract being forwarded to attorney, Peter Cohl, seconded by Custer. Five ayes, no nays. Motion carried.

Miscellaneous:

Further discussions were held on the following:

1. E-mail transmission forwarded to Mike Cox from Sally Voorhees regarding King Road. Board reviewed. Discussion was held. (Attached as part of these minutes) Manager to meet with Ms. Voorhees.
2. Electrical pole.
3. Township project contracts including administrative costs.
4. Manager to provide estimate on Pike Road at next Board meeting.

ITEM 17 – ADJOURNMENT

Motion by Gill to adjourn meeting at 11:56 a.m., seconded by Elliott. Five ayes, no nays. Motion carried.

Louis Walter, Jr., Chairman

Rebecca Jerry, Clerk