

**MINUTES for the
REGULAR MEETING OF THE
KALKASKA COUNTY ROAD COMMISSION
HELD ON MONDAY, OCTOBER 14, 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: John Rogers, Manager; Becky Jerry, Clerk.

ITEM 3 – ADDITIONS TO AGENDA

None.

ITEM 4 – APPROVAL OF AGENDA

Motion by Gill to approve Agenda, 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 – CONSENT CALENDAR

The purpose of the Consent Calendar is to expedite business by grouping non-controversial items together without discussion. Any member of the Commission, staff, or the public may ask that any item on the Consent Calendar be removed and placed elsewhere on the Agenda for full discussion. Such requests will be automatically respected.

If an item is not removed from the Consent Calendar, the action noted in parentheses on the Agenda is approved by a single Commission action adopting the Consent Calendar. The Manager recommends the following items be adopted:

- A. *Minutes*: The Board approves the Regular Meeting Minutes dated September 9, 2013 and the Special Meeting Minutes dated September 17, 2013. (Error was corrected on page 2, item 11 to reflect “one” nay).
- B. *Payroll*: The Board approves Payroll #18 (\$31,598.50), Payroll #18C (\$2,968.88), and Payroll #19 (\$31,761.47) respectively.
- C. *Accounts Payable*: The Board approves Accounts Payable in the amounts of C/9-3 (\$78,795.99), C/9-4 RX (\$83.19), C/9-5 (\$167,401.70), C/9-6 (\$38.00), C/9-7 (\$1,018.73), C/9-8 RX (\$84.29), C/10-1 (\$63,115.86), C/10-2 (\$127,716.92), and the Check Register for the period of September 1, 2013 to September 30, 2013.

Motion by Gill to approve the items on the Consent Calendar, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.

ITEM 7 – PUBLIC COMMENT

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

None.

ITEM 8 – TOWNSHIP REPRESENTATIVES

None.

ITEM 9 – FINANCE REPORT/BUDGETS

- A. CRAM Public Relations Workshop/Mt. Pleasant. Motion by Gill to approve sending Manager to the CRAM Public Relations Workshop in Mt. Pleasant for the cost of \$85.00, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.
- B. Purchase of 2015 Truck. Motion by Gill to purchase a 2015 GMC Sierra Truck for the price not to exceed \$25,380.70 which includes a trade in value of \$4,000.00 on equipment number 3, seconded by Allen. Discussion. Roll call vote: Gill, yes; Allen, yes; Corrado, yes; Cox, yes; Walter, yes. Five ayes, no nays. Motion carried.
- C. Purchase of TV/printer. Motion by Gill to approve the purchase of a TV unit for training, wall mount, and laser printer with a not-to-exceed price of \$700.00, seconded by Allen. Discussion. Roll call vote: Gill, yes; Allen, yes; Corrado, yes; Cox, yes; Walter, yes. Five ayes, no nays. Motion carried.
- D. IMSA Training. Motion by Gill to send Shane Raudman to IMSA Fall Certification Conference on October 21-22 for a cost of \$740.00, seconded by Cox. Discussion. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.
- E. Truck 48 repairs. Motion by Gill to approve the repairs to equipment number 48 for a not-to-exceed amount of \$22,000.00 financed through Cat Financial at 0% interest, seconded by Cox. Discussion. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.
- F. Snowmobile Crossings/pictures provided to Board. Motion by Gill to approve test application for the snowmobile crossing located on Twin Lake Road at a cost up to \$3,200.00, seconded by Allen. Roll call vote: Gill, yes; Allen, yes; Corrado, yes; Cox, yes; Walter, yes. Five ayes, no nays. Motion carried.
- G. Coldpatch Inventory. Motion by Gill to approve the purchase of 200 tons of coldpatch material though H&D for a cost of up to \$20,000.00, seconded by Allen. Roll call vote: Gill, yes; Allen, yes; Corrado, yes; Cox, yes; Walter, yes. Five ayes, no nays. Motion carried.
- H. Equipment disposals. Motion by Gill to dispose of equipment number 493 (chainsaw), 87 (sweeper), 491 (chainsaw), fixed assets number 1 (furnace/1974), 16 (central air conditioning/1995), 5 (radio tower), and equipment number 3 to be used as a trade-in on the purchase of a 2015 GMC Sierra Truck for the amount of \$4,000.00, 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. MTF.
2. Checks payable.

ITEM 10 – APPOINTMENTS

None.

ITEM 11 – OLD BUSINESS

None.

ITEM 12 – NEW BUSINESS

- A. Burnham & Flower Business Associate Agreement. Clerk explained Associate Agreement. Motion by Gill to approve the Burnham & Flower Business Associate Agreement, seconded by Cox. Five ayes, no nays. Motion carried.
- B. CRAM Amendment to Constitution and Bylaws. Manager explained CRAM amendment. Motion by Cox to vote yes on the CRAM Amendment to Constitution and Bylaws to acknowledge Vacationland Council's action for a name change to East Central Council, seconded by Allen. Five ayes, no nays. Motion carried.
- C. Loss Control Visit of September 10, 2013. Discussion.
- D. Title VI Non-Discrimination Policy. Clerk explained revisions. Motion by Gill to implement the Title Non-Discrimination Policy as required, seconded by Cox. Five ayes, no nays. Motion carried.

ITEM 13 – CORRESPONDENCE AND REPORTS

Manager's Report:

Discussion was held on the following:

1. The next Paul Bunyan meeting will be held on November 21, 2013.
2. Rural Task Force meeting will be held on October 23, 2013 at 8:00 a.m. Manager plans on attending. Manager to review balance sheet.
3. PASER Ratings. Manager went over guidelines and ratings of local and primary roads.
4. 2 Year Employee Coverage Plan. Manager went over plan with Board.
5. Shippy Road. Manager reported receiving letter from Springfield Township stating they would not pay for the costs to move garage. Discussion. Mr. Carl Ingersoll stated it was not in original contract and he would not support. Discussion. Manager to work on and attend next Township meeting. Mr. Ingersoll requested estimates for a wedge and cap on Coster Road and an estimate on the two extra miles on Shippy Road.
6. Weekly updates.

Introduction of new employees, Matt Borgen, Chris Roberts, and Shane Raudman.

Policy Report:

None.

Personnel Report:

None.

Safety Meeting Report:

Gill reported on the following:

1. Road crew.
2. Tailgate safety.
3. New employee training.
4. CPR training.
5. Fire extinguisher training.
6. New fans on air compressor.
7. AED' s. Discussion.
8. Problems with loaders.
9. Miscellaneous: sign training; in-house/trucks.
10. Outside lighting repairs.
11. Training on disposal of hazard materials/meth lab disposals on side of roads.
12. One reported injury.
13. Stress release training.

Also discussed:

1. Bass Lake Road needing grading.
2. Gill wants driver commended for work on Lund Road between Shippy and Grand Kal Roads.

Chairman's Report:

None.

ITEM 14 – CLOSED SESSION TO DISCUSS CORRESPONDENCE FROM LEGAL COUNSEL

Motion by Corrado to go into Closed Session at 9:06 a.m. to discuss correspondence from legal counsel, seconded by Cox. Roll call vote: Corrado, yes; Cox, yes; Allen, yes; Gill, yes; Walter, yes. Five ayes, no nays. Motion carried.

Motion by Gill to come back into Open Session at 9:21 a.m., seconded by Corrado. Roll call vote: Gill, yes; Corrado, yes; Allen, yes; Cox, yes; Walter, yes. Five ayes, no nays. Motion carried.

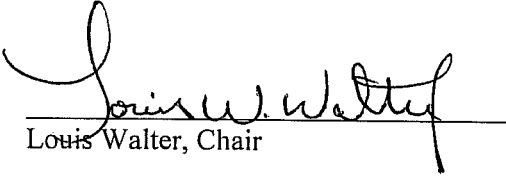
Motion by Gill for Management to relay the Boards' discussion from the Closed Session meeting to the attorney, seconded by Cox. Roll call vote: Gill, yes; Cox, yes; Allen, yes; Corrado, yes; Walter, yes. Five ayes, no nays. Motion carried.

ITEM 15 – MISCELLANEOUS, PUBLIC COMMENT & OTHER

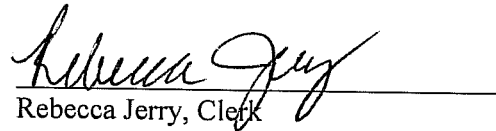
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None.

ITEM 16 – ADJOURNMENT

Motion by Cox to adjourn meeting at 9:23 a.m., seconded by Gill. Five ayes, no nays. Motion carried.



Louis Walter, Chair



Rebecca Jerry, Clerk