

KEWEENAW COUNTY ROAD COMMISSION

Minutes

February 7, 2018

The regular monthly meeting of the Board of County Road Commissioners was held at their offices in Mohawk, Michigan on February 7, 2018.

Present: Commissioners Karvonen, Schaefer & Waananen

Guest: Ken Rowe, Don Piche

Pledge of Allegiance was recited.

The meeting was called to order at 2:00 PM

The minutes of the January 9, 2018 regular meeting were read and approved on a motion by Commissioner Schaefer and support from Commissioner Waananen.

Vouchers #28403, #28404 and Master Vendor Vouchers #3-2018 and #4-2018 in the total amount of \$202,291.07 were audited by the Commissioners and the Master Vendor Voucher was signed. Commissioner Waananen moved to pay the bills. Commissioner Schaefer supported the motion. The motion carried.

The financial statement was read, discussed and approved on a motion by Commissioner Schaefer and support from Commissioner Waananen.

The Finance Director provided the Board with a list of Obsolete Inventory Items, including signs and old parts that are no longer useful and are outdated. Commissioner Waananen motioned to dispose of the old inventory for scrap. Commissioner Schaefer supported the motion. The motion carried.

The Engineer presented to the Board with the annual vehicle and equipment reports along with the equipment needs list. The reports and needs list were reviewed and discussed. With all the needs for vehicles and equipment, the Board agreed with the prioritized list as developed by the Engineer, Finance Director, Foreman and Shop Foreman. On a motion by Commissioner Waananen with support by Commissioner Schaefer, the Board directed the Engineer to accept sealed bids for new wheeled excavator; price quotes for asphalt recycler hot patch unit; and continue to search for a used 3 axle lead trailer, sign shop truck, front end loader and tandem dump trucks. The motion carried.

The Board reviewed and approved the Employee Expectation Policy. Commissioner Schaefer motioned to adopt the policy, with support from Commissioner Waananen. The motion carried.

2018 salaries for management employees were discussed and tabled until the March meeting.

The Board discussed the upcoming CRAM Annual meeting to be held in Lansing, March 13 – 15. Commissioner Schaefer motioned to designate Commissioner Waananen as the authorized voter for KCRC on any issues that may arise at the meeting. Commissioner Waananen supported the motion. The motion carried. Plans were made to attend.

The Finance Director and the Engineer discussed the retirement of the payroll clerk/secretary with the Board. It was determined that the purchase of the Cogitate accounting software's Timecard application module and associated hardware, for an approximate cost of \$10,000.00 to \$12,000.00, would allow the employees to directly input their hours, equipment and materials into the accounting program, with oversight and approvals by management staff. This would reduce the required hours needed for the payroll clerk from 40 hours to 20 hours. The payroll clerk could now be a part time position. Commissioner Waananen motioned to purchase the Cogitate Timecard software and associated hardware, obtaining firmer price quotes and make the payroll clerk a part time position. Commissioner Schaefer supported the motion. The motion carried.

The Engineer informed the Board that the installment loan bill has not been introduced to the Legislature yet. The Engineer will be discussing the matter with the CRA and Representative Dianda next week. The Board agreed that time is running out for the upcoming construction season and other alternatives may need to be considered for financing a new building.

Other items of routine business were discussed.

The meeting was adjourned at 3:52 P.M.

John Karvonen, Chairman

Gregg M. Patrick, Engineer