

## KCRC Board Meeting Minutes

APRIL 11, 2023

Meeting Time: 2:00 p.m.

Present: Olson, Bracco & Karvonen

Absent: None

Staff Present: Jesse Patrick, Finance Director; Greg Kingstrom, P.E.,  
Engineer/Manager

Guests: Don Piche

Meeting was called to order at 2:00 p.m. by Commissioner Olson and the Pledge of Allegiance was recited.

Commissioner Bracco moved to approve the agenda as presented. Commissioner Karvonen supported the motion. Ayes: 3, Nays: 0. Motion carried.

The regular meeting minutes of March 14, 2023 were reviewed and approved by a motion of Commissioner Karvonen and supported by Commissioner Bracco. Ayes: 3, Nays: 0. Motion carried.

Voucher #28279 and #28280, and Master Vouchers #07-2023 and #08-2023 in the total amount of \$288,722.40 were audited by the Commissioners. Commissioner Bracco motioned to pay the bills as presented. Supported by Commissioner Karvonen. Ayes: 3, Nays: 0. Motion carried.

The Financial Statement was presented by Jesse Patrick, Finance Director, and approved by a motion of Commissioner Bracco and supported by Commissioner Karvonen. Ayes: 3, Nays: 0. Motion carried.

Opportunity for public comment was offered: No public comment received. No written communications were requested to be read at meeting.

A motion was made by Commissioner Bracco that the Board, Engineer/Manager and HR/Finance Director go into Closed Session at 2:05 p.m. per the Open Meeting Act pursuant to MCL 15.268(1)(h) to discuss legal opinion memo prepared by Road Commission attorney, William Henn. Motion was supported by Commissioner Karvonen. Roll Call Vote: Olson: Yes, Bracco: Yes, Karvonen: Yes. Motion carried. Went into Closed Session.

Closed Meeting Minutes were taken, which have been securely filed elsewhere, per OMA.

Motion by Commissioner Bracco to go back into Open Meeting at 2:55 p.m. Supported by Commissioner Karvonen. Roll Call Vote: Olson: Yes, Bracco: Yes, Karvonen: Yes. Motion carried.

Engineer/Manager provided a verbal report of current items of general business, operations and upcoming staff training.

**Unfinished Business:**

Board discussed options for changing the Underground Storage Tank (UST) insurance to a different provider. Engineer/Manager updated Board on current coverage, deductibles and mandated coverages by LARA. Decided to continue with our current provider, as-is.

**New Business:**

Board reviewed the options presented by the Engineer/Manager to adjust the project limits of the two paving projects scheduled for this summer. Engineer/Manager was directed to confirm with Contractor that additional work can be performed in the required timeline and within 2023 FY budget. Upon confirmation, Engineer/Manager will advise the Board of paving limit revisions possible. Preconstruction meeting to be scheduled with Contractor in the next 2-3 weeks.

Board reviewed the purchase of a diagnostic scanner for mechanic shop. A motion by Commissioner Bracco to purchase the scanner in the amount of \$3,809.95. Supported by Commissioner Karvonen. Ayes: 3, Nays: 0. Motion carried.

Board reviewed proposals by engineering consultants to provide quality assurance testing on this year's paving projects. A motion was made by Commissioner Bracco to hire U.P. Engineers & Architects, Inc. from Houghton. Supported by Commissioner Karvonen. Ayes: 3, Nays: 0. Motion carried.

Engineer/Manager advised the Board that several summer/seasonal laborers will be needed. The pay rate for summer/seasonal laborers was discussed. A motion was made by Commissioner Bracco to set the pay rate to \$16.00 per hour. Supported by Commissioner Karvonen. Ayes: 3, Nays: 0. Motion carried. Advertisement for summer employment will be posted on KCRC webpage.

Board reviewed the employment policies presented by the HR/Finance Director: Harassment Policy, Prescription Drug Policy, Policy Against Violence in Workplace, Written Hazard Communication Policy, Unlawful Retaliation in the Workplace Policy, Drug-Free Workplace Policy and Personal Safety Equipment Policy. A motion to adopt the policies was made by Commissioner Karvonen and supported by Commissioner Bracco. Ayes: 3, Nays: 0. Motion carried.

Engineer/Manager presented the updated Organization Chart, which was updated to current employees and Commissioners. A change in "structure" was presented to shift Shop Foreman parallel to Maintenance Foreman, rather than under supervision thereof.

Board reviewed the applications received for the "Full-Time Seasonal" position. Engineer/Manager was directed to conduct interviews and advise the Board of the selected candidate at the next meeting.

Other items of routine business and upcoming meetings were discussed.

Opportunity for public comment was offered. – No public comment received.

The meeting was adjourned at 4:16 p.m. by motion of Commissioner Bracco and supported by Commissioner Karvonen. Ayes: 3, Nays: 0. Motion carried.



Richard Olson, Chairman



Greg Kingstrom, P.E., Engineer/Manager