

APPROVED

**MINUTES for the  
REGULAR MEETING OF THE  
OTSEGO COUNTY ROAD COMMISSION  
HELD ON THURSDAY, JANUARY 19, 2017, AT 9:00 A.M.  
AT THE OFFICE LOCATED AT 669 MCCOY ROAD, GAYLORD, MICHIGAN**

**ITEM 1 - PLEDGE OF ALLEGIANCE**

Meeting called to order by Chair Matelski at 9:00 a.m. Pledge of Allegiance.

**ITEM 2 - ROLL CALL**

Upon roll call, the following Commissioners responded:

Holewinski, Present

Huff, Present

Matelski, Present

In addition, the following staff members were present: Jason Melancon, Manager; Becky Jerry, Board Secretary.

**ITEM 3 – ADDITIONS TO AGENDA**

None.

**ITEM 4 – APPROVAL OF AGENDA**

**Motion by Huff and seconded by Holewinski to approve the Agenda as presented. Three ayes, no nays. Motion carried.**

**ITEM 5 – 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 December 15, 2016 and the Reorganizational Meeting Minutes dated January 3, 2017.

B. *Payroll:* The Board approves Payroll #26 (\$69,776.11), Payroll Health Ins. Opt-Out Q4 (\$7,978.15), and Payroll #1 (\$86,350.09) respectfully.

C. *Accounts Payable:* The Board approves Accounts Payable C/12-4 (\$84,670.66) to be paid through the General (201) account, C/1-1 (\$9,765.75) being paid through the General (201) account, C/1-2 (\$5,974.56) to be paid through the General (201) account, C/1-3 (12-31-2016) (\$214,771.13) to be paid through the General (201) account, C/1-4 (\$16,435.89) to be paid through the General (201) account, and the Accounts Payable Check Register dated 12/1/2016 to 12/31/2016.

**Motion by Huff and seconded by Holewinski to approve items on the Consent Calendar. Three ayes, no nays. Motion carried.**

**ITEM 6 – COUNTY UPDATE**

Ken Glasser, Commissioner for Otsego County Board, updated Road Commission Board on County matters.

**ITEM 7- APPOINTMENTS**

None.

## APPROVED

### ITEM 8 – PUBLIC COMMENT

Ron Lebourdais, representative of Guthrie Homeowners Association, wanted to know the status of Marlette Road on the Road Commission project list. Discussion.

Larry Roback voiced concerns over snowplowing of Gaylord West during a major snowstorm. Discussion. Mr. Roback requested copies of policies and/or criteria for snow removal. Further discussion.

### ITEM 9 – UPCOMING MEETINGS

1. Straits Council Meeting: February 7, 2017 at 9:00 a.m. (Three Board Members to attend)
2. Regularly scheduled Board meetings: February 16, 2017 & March 16, 2017 (March meeting rescheduled to Friday, March 17, 2017)
3. 2017 Highway Conference: March 14-16, 2017
4. Commissioners' Seminar: April 9-11, 2017

### ITEM 10 – FINANCE REPORTS/BUDGETS

- A. Per County, per diem rates increased to \$50.00 for up to ½ day meeting, and \$100.00 for full day meeting.

### ITEM 11 – OLD BUSINESS

None.

### ITEM 12 – NEW BUSINESS

- A. Draft Revised P17-3 Capital Asset Determination Policy. **Motion by Huff and seconded by Holewinski to approve P17-3 Capital Asset Determination Policy. Three ayes, no nays. Motion carried. (attached as part of these minutes)**
- B. Application for Private Road Name/Sign Install. **Motion by Huff and seconded by Holewinski to approve the form Application for Private Road Name/Sign Install. Three ayes, no nays. Motion carried.**
- C. Public Hearing Notice/Revised Permit Fee Schedule. **Motion by Huff and seconded by Holewinski to hold a Public Hearing to review the Permit Fee Schedule at the regularly scheduled Board meeting on Friday, March 17, 2017 at 9:15 a.m. Three ayes, no nays. Motion carried.**

### ITEM 13 – CORRESPONDENCE AND REPORTS

- A. State Foreman discussed road cleanup; inventory usage; equipment repairs; use of MDOT employee. Manager expressed that Road Commission goes above and beyond snow removal policies.
- B. Shop Foreman went over truck maintenance. Discussion.
- C. Parts Foreman went over blade inventory purchase.
- D. Manager updated Commissioners on the following: 1. New shift schedule; 2. Mancelona Road; 3. Employee settlement.

### ITEM 15 – MISCELLANEOUS AND OTHER

Also discussed:

- Complaints on Meridian Line and Old State Roads
- Millage road projects
- Deferred comp accounts and miscalculation of social security and Medicare taxes. **Motion by Huff and seconded by Holewinski to approve the Road Commission to be responsible for the employee's portion of social security and Medicare taxes due to an error by the Road Commission. Three ayes, no nays. Motion carried.**

### ITEM 16 – ADJOURNMENT

**Motion by Huff and seconded by Holewinski to adjourn the meeting at 10:30 a.m. Three ayes, no nays. Motion carried.**