

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
OTSEGO COUNTY ROAD COMMISSION
HELD ON THURSDAY, NOVEMBER 17, 2016, 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

Matelski, Present

Tholl, Present

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

ITEM 3 – ADDITIONS TO AGENDA

Add to New Business: 1. Wah Wah Soo Drive Right-of-Way issue.

ITEM 4 – APPROVAL OF AGENDA

Motion by Holewinski and seconded by Tholl to approve the Agenda with revisions. 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 October 20, 2016 and Special Meeting Minutes dated October 25, 2016.

B. *Payroll:* The Board approves Payroll #22 (\$59,402.10), Payroll #23 (\$65,244.50), and Payroll Comp-time Payout 2015-2016 (\$8,730.70).

C. *Accounts Payable:* The Board approves Accounts Payable C/10-3 (\$6,988.30) to be paid through the General (201) account, C/11-1 (\$4,270.05) being paid through the General (201) account, C/11-2 (\$309,519.99) with \$42,092.59 being paid through the Millage (465) account and \$267,427.40 being paid through the General (201) account, and the Accounts Payable Check Register dated 10/1/2016 to 10/31/2016.

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

ITEM 6 – COUNTY UPDATE

None.

ITEM 7- APPOINTMENTS

None.

ITEM 8 – PUBLIC COMMENT

None.

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ITEM 9 – UPCOMING MEETINGS

Board went over meeting dates.

- A. Upcoming Road Commission Board meeting dates: December 15, 2016.
- B. Public Hearing/Budget during Regularly scheduled December 15, 2016 meeting date.

ITEM 10 – FINANCE REPORTS/BUDGETS

- A. Draft 2017 General Appropriations Budget. Discussion. Draft copy to be forwarded to County.
- B. Payment to MERS Unfunded Balance. Discussion. Put on Agenda for December Meeting.

ITEM 11 – OLD BUSINESS

- A. Political/Real Estate Signs. Proposed Revised OCRC Public Notice attached for review. Discussion. Additional revisions made; deletions and revisions made in regards to yard markers; to be treated same as political/real estate signs. (Attached as part of these minutes)
- B. P16-12 Temporary Sign Placement Policy. Discussion. **Motion by Holewinski and seconded by Tholl to adopt P16-12 Temporary Sign Placement Policy and Public Notice with revisions. Three ayes, no nays. Motion carried.**

ITEM 12 – NEW BUSINESS

- A. State Trunkline Maintenance Contract October 1, 2016 – September 30, 2021/R16-10 Resolution for Signature Authorization and Approval of the State Trunkline Maintenance Contract. **Motion by Tholl and seconded by Holewinski to adopt the State Trunkline Maintenance Contract dated October 1, 2016 – September 30, 2021, to adopt R16-10 Resolution for Signature Authorization and Approval of the State Trunkline Maintenance Contract, and to authorize David Matelski, Chairman, and Jason Melancon, Manager to sign said contract. Roll Call Vote: Tholl, yes; Holewinski, yes; Matelski, yes. Three ayes, no nays. Motion carried.**
- B. Draft 2017 Board Calendar and Reorganizational Meeting Date. Put on Agenda for December Meeting.

ITEM 13 – CORRESPONDENCE AND REPORTS

- A. Parts Foreman went over tire purchases and year-end inventory schedule.
- B. Shop Foreman went over the following:
 - Discussion on purchase of 2001 John Deere 7210 Tractor, boom truck and chipper. **Motion by Tholl and seconded by Holewinski to go out for bids for the purchase of used equipment (tractor, boom truck, and chipper). Three ayes, no nays. Motion carried.**
 - Shop Foreman Report. Bids/2017 Tandem Axle Truck. **Motion by Holewinski and seconded by Tholl to purchase a 2017 Western Star Axle Truck from Grand Traverse Diesel for the amount of \$119,462.00. Three ayes, no nays. Motion carried.**
 - Disposal of Equipment. Equipment No.: **Motion by Tholl and seconded by Holewinski to dispose of the following equipment: Equipment No.: 560/FA382; Equipment No.: 549/FA371; Equipment No.: 576/FA398; Equipment No.: 15082/FA111; Equipment No.: 400.1300/FA803; Equipment No.: 400.1299/FA804. Three ayes, no nays. Motion carried.**

ITEM 12 – NEW BUSINESS con't...

- C. Right-of-Way issues on Wah Wah Soo Drive. Owner placed shed and cement slab in Road Commission right-of-way and on Parks and Recreation property. Discussion. Manager to look into. Place on December Meeting Agenda.

ITEM 13 – CORRESPONDENCE AND REPORTS con't...

- C. Manager discussed the following:
 - Employee issues.
 - Motor Carrier during frost laws. Discussion on 10 hours per week for approximately 4-6 weeks during the spring.

ITEM 14 – MISCELLANEOUS AND OTHER

- A. Permits. Board reviewed list of permits provided in Agenda.

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ITEM 15 – ADJOURNMENT

Chair Matelski called the meeting adjourned at 10:37 a.m.

David Matelski, Chairman

Rebecca Jerry, Board Secretary