

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
OTSEGO COUNTY ROAD COMMISSION
HELD ON THURSDAY, DECEMBER 23, 2015, 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 Tholl 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: Tom Deans, Engineer-Manager; Becky Jerry, Board Secretary.

ITEM 3 – ADDITIONS TO AGENDA

None.

ITEM 4 – APPROVAL OF AGENDA

Motion by Commissioner Holewinski to approve the Agenda as presented, seconded by Commissioner Matelski. 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 10, 2015.

B. *Payroll*: The Board approves Payroll #25 (\$90,052.15) and Payroll #26 (\$67,067.13) respectively.

B. *Accounts Payable*: The Board approves Accounts Payable AP/12-2 (\$88,071.09) to be paid from the general fund and the Accounts Payable Check Register dated 11/1/2015 to 11/30/2015.

Motion by Commissioner Holewinski and seconded by Commissioner Matelski to approve items on the Consent Calendar, seconded by Commissioner Holewinski. Ayes: Unanimous. Motion carried.

ITEM 6 – COUNTY UPDATE

None.

ITEM 7 – APPOINTMENTS

None.

ITEM 8 – PUBLIC COMMENT

None.

ITEM 9 – UPCOMING MEETINGS

Board went over meeting dates.

APPROVED

- A. Upcoming Road Commission Board meeting dates: Reorganizational Meeting, Tuesday, January 5 at 9:00 a.m. Discussion.

ITEM 10 – FINANCE REPORTS/BUDGETS

- A. BCN Invoice. **Motion by Commissioner Matelski to direct the Finance Director to pay the BCN invoice upon receipt in this office, seconded by Commissioner Holewinski. Three ayes, no nays. Motion carried.**
- B. 1st Amended 2015 General Appropriations Budget. **Motion by Commissioner Matelski to approve the 1st Amended General Appropriations Budget, seconded by Commissioner Holewinski. Three ayes, no nays. Motion carried. (attached as part of these minutes)**

ITEM 12 – OLD BUSINESS

- A. Spring Frost Law Coverage Contract. Discussion. Board agreed not to proceed.
- B. Draft 2016 Meeting Schedule. Discussion.
- C. Reorganizational Meeting Notice. Board Secretary to post in newspaper.
- D. Township Agreement with Elmira Township. **Motion by Commissioner Holewinski to approve the Township Agreement between the OCRC and Elmira Township for the Mt. Jack Road Rehabilitation Project with an estimated cost of \$810,000.00 and the Township Contribution estimated to be \$200,000.00, seconded by Commissioner Matelski. Three ayes, no nays. Motion carried.**
- E. Bid Tabulations on Pickups. Hold until 10:00 a.m.

ITEM 11 – PUBLIC HEARING/2016 GENERAL APPROPRIATIONS BUDGET/1ST AMENDED 2015 GENERAL APPROPRIATIONS BUDGET/9:30 A.M.

Motion by Commissioner Holewinski to recess the regular meeting at 9:30 a.m. to open the Public Hearing at 9:30 a.m., seconded by Commissioner Matelski. Three ayes, no nays. Motion carried.

Engineer-Manager and Finance Director went over the proposed 2016 General Appropriations Budget.

Motion by Commissioner Matelski to close the Public Hearing at 9:40 a.m. and to go back into the Regular Meeting, seconded by Commissioner Holewinski. Three ayes, no nays. Motion carried.

Motion by Commissioner Matelski to approve the 2016 General Appropriations Budget, seconded by Commissioner Holewinski. Three ayes, no nays. Motion carried. (Attached as part of these minutes)

ITEM 12 – NEW BUSINESS

- A. Firewood/Charity. Discussion. **Motion by Commissioner Matelski for the salvaged timber removed from Otsego County Road Commission's right-of-ways to be stockpiled and donated to local charities, seconded by Commissioner Holewinski. Discussion on limiting cords per family per year. Three ayes, no nays. Motion carried.**
- B. Organizational Chart. **Motion by Commissioner Matelski to approve the Otsego County Road Commission Organizational Chart, seconded by Commissioner Holewinski. Discussion. Three ayes, no nays. Motion carried. (attached as part of these minutes)**
- C. Direct Deposit/Payroll Debit Cards Mandate. **Motion by Commissioner Holewinski to mandate for all employees, direct deposit of payroll checks by either direct deposit or a payroll debit card; and that the payroll period will end on Friday and the payroll deposit date will be every other Thursday, seconded by Commissioner Matelski. Three ayes, no nays. Motion carried.**
- D. 2016 National Organization Memberships. Discussion.

Also discussed:

APPROVED

1. Special Meeting. **Motion by Commissioner Matelski to hold a Special Meeting on Tuesday, December 29, 2015 at 9:30 a.m., seconded by Commissioner Holewinski. Three ayes, no nays. Motion carried.**
2. Bid Tabulations on Pickups. Discussion. **Motion by Commissioner Matelski to approve the purchase of a 2016 ¾ ton 4x4 crew cab long box pickup based upon the recommendation of the Shop Foreman from Feeny Chrysler Dodge Jeep Ram of Gaylord in the approximate amount of \$29,793.12 with an additional amount of \$3,473.00 for warranty and rustproofing, and to direct the Finance Director to pay from the equipment fund escrow, seconded by Commissioner Holewinski. Three ayes, no nays. Motion carried.**

ITEM 13 – CORRESPONDENCE AND REPORTS

None.

ITEM 14 – MISCELLANEOUS AND OTHER

A. Permits.

	Applicant	Permit Type/No.	Roads Permitted
1	Earthworks	Res. Dr. #115-12-08	Matelski Road
2	Wcisel Construction Inc.	Ext. Permit #15-141	County Roads
3	Wcisel Construction Inc.	Ext. Permit #15-142	County Roads
4	Rieth-Riley Construction	Res. Dr. #115-12-10	West Otsego Lake Drive
5	Michigan Lumber & Wood Fiber Inc.	Temp.Logging#115-12-15	Sherman Road
6	Great Lakes Energy	Annual Permit	County Roads
7	Gaylord Area Snowmobile Trails Council	Ext. Permit #15-143	County Roads
8	Gaylord Area Snowmobile Trails Council	Ext. Permit #15-144	County Roads
9	Gaylord Area Snowmobile Trails Council	Misc. Permit #5080	County Roads

Motion by Commissioner Holewinski, upon recommendation of the Road Commission’s Permit Agent, to approve the permits listed in 1-9 as presented, seconded by Commissioner Matelski. Three ayes, no nays. Motion carried.

B. Otsego Lake level 1273.79/Bradford Lake level 1247 (as of 12/22/15)

Motion by Commissioner Holewinski, upon recommendation of the Road Commission’s Permit Agent, to approve the permits listed in 1-5 as presented, seconded by Commissioner Matelski. Three ayes, no nays. Motion carried.

Also discussed:

1. Proposed night light at Van Tyle and South Townline Roads
2. Employee status from part-time to full-time.

ITEM 17 – ADJOURNMENT

Chair Tholl moved to adjourn the meeting at 10:42 a.m.

Roberta M. Tholl, Chairman

David C. Matelski, Vice Chairman

William T. Holewinski, Member

Rebecca L. Jerry, Board Secretary