

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
OTSEGO COUNTY ROAD COMMISSION
HELD ON THURSDAY, FEBRUARY 18, 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 Tholl at 9:18 a.m. Pledge of Allegiance.

ITEM 2 - ROLL CALL

Upon roll call, the following Commissioners responded:

Holewinski, Present
Matelski, Not Present
Tholl, Present

In addition, the following staff members were present: Tom Deans, Engineer-Manager; Becky Jerry, Board Secretary.

ITEM 3 – ADDITIONS TO AGENDA

Add to ITEM 10: Finance Reports: B. 2015 RE Disposals; C. 2016 OE Disposals.

ITEM 4 – APPROVAL OF AGENDA

Motion by Holewinski to approve the Agenda with revisions, seconded by Tholl. Two 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 January 21, 2016.
- B. *Payroll*: The Board approves Payroll #2 (\$100,420.88) and Payroll #3 (\$82,038.06) respectively.
- C. *Accounts Payable*: The Board approves Accounts Payable AP/1-3 (\$60,932.93) to be paid through the General (201) account, AP/2-1 (\$218,444.08) to be paid through the General (201) account, AP/2-2 (\$10,968.86) to be paid from the General (201) account, AP/2-3 (\$170,900.32) to be paid from the General (201) account, and the Accounts Payable Check Register dated 1/1/2016 to 1/31/2016.

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

ITEM 6 – COUNTY UPDATE

None.

ITEM 7 – APPOINTMENTS

Hold until 9:30 a.m.

ITEM 8 – PUBLIC COMMENT

James Buchanan, Guthrie Lake, Marlette Road, voiced concerns over the condition of Marlette Road.

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Ron Levourdais, Association President, voiced concerns over needed improvements on Marlette Road.

The Engineer-Manager shared with Mr. Buchanan and Mr. Levourdais that the entire portion of Marlette Road is scheduled to be upgraded with use of millage monies in the future. The Road Commission will be pursuing funding sources as they become available.

Also discussed was the possibility of obtaining funds for improvements on Marlette Road from the military.

ITEM 7 – APPOINTMENTS @ 9:30 a.m. Foremen

Foremen gave updates on equipment, inventory, material safety data sheets, replacement of signs, winter maintenance, and future maintenance projects.

ITEM 9 – UPCOMING MEETINGS

Board went over meeting dates.

- A. Upcoming Road Commission Board meeting dates: Thursday, March 17, 2016. Meeting will be changed to Monday, March 14.
- B. 2016 Highway Conference: March 15-17. Commissioners and Engineer-Manager to leave Tuesday, March 15 at 6:00 a.m.
- C. 2016 Commissioners Seminar: April 17-19.
- D. Straits Area Council Meeting: May 3.
- E. 2016 Finance & Human Resources Conference: May 17-19.

Also discussed: Road Commission will be sending two foremen to the Accident Investigation Seminar on April 12 in Mt. Pleasant.

ITEM 7 – APPOINTMENTS – Foremen’s Reports

Foremen updated Board on the following:

- Accident during storm; clean-up day; donated EMS trailer; safety equipment.
- Equipment usage; clean-up of cul-de-sacs and widening roads; seasonal employees; salt inventory.
- Resurfacing of signs; new truck status; maintenance and disposal of equipment; use of wrecker service; wing plow maintenance.

ITEM 10 – FINANCE REPORTS/BUDGETS

- A. Payment 2/PA 84: \$145,500.90. **Motion by Holewinski to transfer payment two of PA 84 in the amount of \$145,500.90 in the Vacation/Sick Escrow account, seconded by Tholl. Two ayes, no nays. Motion carried.**
- B. 2015 RE Disposals. **Motion Holewinski and seconded by Tholl to dispose of the following road equipment in 2015:**
FA545/Equipment No.: 669-0; FA873/Equipment No.: 685-4-0; FA889/Equipment No.: 685-5-0; FA195/Equipment No.: 337; FA537/Equipment No.: 350; FA801/Equipment No.: 400.1; FA807/Equipment No.: 400.1; FA809/Equipment No.: 400.1; FA810/Equipment No.: 400.1; FA811/Equipment No.: 400.1; FA357/Equipment No.: 536; FA412/Equipment No.: 590; FA670/Equipment No.: 620; FA435/Equipment No.: 644; FA648/Equipment No.: 648.
Two ayes, no nays. Motion carried.
- C. 2016 OE Disposals. **Motion Holewinski and seconded by Tholl to dispose of the following office equipment in 2016:**
FA30; FA528; FA530; FA718; FA719; FA720; FA816.
Two ayes, no nays. Motion carried.

ITEM 11 – OLD BUSINESS

None.

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ITEM 12 – NEW BUSINESS

- A. Township Agreement/Hayes Township/Shady Brook Lane. **Motion by Holewinski to approve the Township Agreement between the OCRC and Hayes Township for resurfacing work to be performed on Shady Brook Lane with an estimated cost of \$60,000.00 with the Township Contribution estimated to be \$15,000.00, seconded by Tholl. Two ayes, no nays. Motion carried.**
- B. Letting of February 5, 2016/Mt. Jack Road. Discussion.
- C. R16-2 Resolution for Signature Authorization and Approval of the 2016 Mt. Jack Road Contract. **Motion by Holewinski to approve Resolution R16-2 Resolution for Signature Authorization and Approval of the 2016 Mt. Jack Road Contract (Contract Number 15-5600) with MDOT, seconded by Tholl. (Attached as part of these minutes) Roll call vote: Holewinski, yes; Tholl, yes. Two ayes, no nays. Motion carried.**
- D. R16-3 Resolution for Signature Authorization and Approval of the 2015 Act 51 Mileage Certification Map/Urban Area Certification Map. **Motion by Holewinski to approve the 2015 Act 51 Mileage Certification Map and the 2015 Urban Area Certification Map, and to authorize Roberta Tholl, Chairman, to execute same on behalf of the OCRC, seconded by Tholl. (Attached as part of these minutes) Roll call vote: Holewinski, yes; Tholl, yes. Two ayes, no nays. Motion carried.**
- E. Compliance Documents/Summary Plan Description/Eligibility Rules. **Motion by Holewinski to approve the Plan Document and Summary Plan Description for the Otsego County Road Commission Health and Welfare Benefit Plan, and the Eligibility Rules in Insurance Contracts with an Effective Date of January 1, 2016, seconded by Tholl. Two ayes, no nays. Motion carried.**
- F. CRA/Board of Directors Vote. **Motion by Holewinski to elect Larry Orcutt as a member of the CRA Board of Directors, seconded by Tholl. Two ayes, no nays. Motion carried.**

ITEM 13 – CORRESPONDENCE AND REPORTS

Engineer-Manager updated Board on lake levels; invitation from Wade Trim for new office opening. Board proposed Monday, March 14 after the board meeting; and Main Street partnership meeting update.

ITEM 14 – MISCELLANEOUS AND OTHER

A. Permits.

	Applicant	Permit Type/No.	Roads Permitted
1	Wolverine Power Cooperative	OHL Permit #5084	Camp Ten Road
2	Wolverine Power Cooperative	OHL Permit #5085	Alba Road
3	Presque Isle Electric and Gas Co-op	Annual Permit	County Roads
4	MJ Electric LLC	Ext. Permits #16-009 through #16-011	County Roads
5	Michigan Timber & Truss	Ext. Permits #16-012 through #16-013	County Roads
6	Pro Image Design	Sign Permit #5086	Old 27 South
7	Pigeon Telephone Company	Annual Permit	County Roads
8	AIS	Ext. Permits #16-014 through #16-015	County Roads
9	Treetops Acquisition Company LLC	Ext. Permit #16-016	County Roads
10	The Hydaker-Wheatlake Company	Ext. Permit #16-017	County Roads
11	Consumers Energy	Seasonal Permits #FL16-01 through #FL16-09	To Be Determined
12	Great Lakes Energy	Seasonal Permits #FL16-10 through #FL16-11	To Be Determined
13	The Hydaker-Wheatlake Company	Seasonal Permits #FL16-12 through #FL16-13	To Be Determined
14	Rieth-Riley Construction	Ext. Permits #16-018 through #16-030	County Roads
15	Drogt & Sons Excavating Inc.	Ext. Permit #16-031	County Roads
16	M.J. Electric LLC	Ext. Permit #16-032	County Roads

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Motion by Holewinski, upon recommendation of the Road Commission's Permit Agent, to approve the permits listed above, seconded by Tholl. Two ayes, no nays. Motion carried.

B. Otsego Lake level 1273.98; Big Bradford 1247.4 (as of 2/16/16)

ITEM 17 – ADJOURNMENT

Chair adjourned meeting at 10:45 a.m.

Roberta M. Tholl, Chairman

Rebecca L. Jerry, Board Secretary