

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
OTSEGO COUNTY ROAD COMMISSION
HELD ON MONDAY, MARCH 14, 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: Tom Deans, Engineer-Manager; Becky Jerry, Board Secretary.

ITEM 3 – ADDITIONS TO AGENDA

None.

ITEM 4 – APPROVAL OF AGENDA

Motion by Holewinski to approve the Agenda as presented, seconded by Tholl. 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 February 18, 2016.
- B. *Payroll*: The Board approves Payroll #4 (\$82,038.06) and Payroll #5 (\$77,792.65) respectively.
- C. *Accounts Payable*: The Board approves Accounts Payable C/2-4 (\$68,929.63) to be paid through the General (201) account, C/3-1 (\$41,135.05) to be paid through the General (201) account, C/3-2 (\$101,520.33) to be paid from the General (201) account, to be paid from the General (201) account, and the Accounts Payable Check Register dated 2/1/2016 to 2/29/2016.

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

ITEM 6 – COUNTY UPDATE

None.

ITEM 7 – APPOINTMENTS

- A. Foremen's Reports at 9:30 a.m. Hold until 9:30 a.m.
- B. Colin Hunter, Circuit Court Judge Candidate at 10:30 a.m.

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ITEM 8 – PUBLIC COMMENT

Kevin Johnson voiced concerns over the condition of East Dixon Lake Road. Discussion.

Tom Roach voiced concerns over Otsego Lake levels. Discussion. Henry Mason made comment that the repairs he made around Otsego Lake were due to damage on ice walls. Further discussion.

ITEM 9 – UPCOMING MEETINGS

Board went over meeting dates.

- A. Upcoming Road Commission Board meeting dates: Thursday, April 21, 2016 (incorrectly listed as April 17); May 19, 2016 (Would like to change to 1:00 p.m./Denise Donahue) **Motion by Holewinski to change the May 19, 2016 meeting time to 1:00 p.m., seconded by Tholl. Three ayes, no nays. Motion carried.**
- B. 2016 Highway Conference: March 15-17/Roberta Rush Pac Meeting at 9:00 a.m., March 15. (Will be leaving at 6:00 a.m.)
- C. 2016 Commissioners' Seminar: April 17-19
- D. Straits Area Council Meeting: May 3
- E. 2016 Finance and Human Resources Conference: May 17-19

ITEM 10 – FINANCE REPORTS/BUDGETS

- A. Service Agreement/Economic Development Support. **Motion by Tholl not to participate with the Otsego County Economic Alliance for economic development support, seconded by Holewinski. Three ayes, no nays. Motion carried.**

ITEM 11 – OLD BUSINESS

None.

ITEM 12 – NEW BUSINESS

- A. Township Agreement/Otsego Lake Township/Foothills Trail. **Motion by Tholl to approve the Township Agreement between the OCRC and Otsego Lake Township for work to be performed on Foothills Trail with an estimated cost of \$200,000.00 with the Township Contribution estimated to be \$25,000.00 seconded by Holewinski. Three ayes, no nays. Motion carried.**
- B. Township Agreement/Otsego Lake Township/Deer Park, Hungry Hollow, Hummingbird Courts. **Motion by Tholl to approve the Township Agreement between the OCRC and Otsego Lake Township for work to be performed on Deer Park Court, Hungry Hollow Court, and Hummingbird Court with an estimated cost of \$122,680.00 with the Township Contribution estimated to be \$92,010.00 seconded by Holewinski. Three ayes, no nays. Motion carried.**
- C. Safety Picnic. Discussion. **Motion by Holewinski to hold the Safety Breakfast on Thursday, May 26 at 6:00 a.m., seconded by Tholl. Discussion to prepare Certificates. Three ayes, no nays. Motion carried.**

Foremen joined the meeting.

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

Foremen gave updates on equipment, inventory, material safety data sheets, replacement of signs, winter maintenance, State budget and summer maintenance work, current maintenance projects.

In addition, Item 12 (E). Patch Trailer was discussed. **Motion by Tholl to purchase a Patch Trailer from Alta Equipment Company for the purchase price of \$26,100.00 which includes delivery charges, and have Engineer-Manager execute purchase agreement regarding same, seconded by Holewinski. Three ayes, no**

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nays. Motion carried. (The purchase of this equipment is piggybacked from the bid quote from Genesee County Road Commission).

ITEM 13 – CORRESPONDENCE AND REPORTS

Engineer-Manager recommended separating the position of Engineer/Manager (Item 12 (D)) and suggested the Manager position be filled by Jason Melancon who would hold the positions of Manager and County Foreman. Discussion. **Motion by Holewinski to accept Tom Deans’ recommendation to separate the positions of Engineer and Manager. Deans will assume Engineer position and Melancon to assume Manager/County Foreman position effective March 28, 2016, seconded by Tholl. Further discussion. Roll call vote: Holewinski, yes; Tholl, yes; Matelski, yes. Three ayes, no nays. Motion carried.** Board agreed they would review changes in six months.

Engineer-Manager’s Report: Updated Board that Road Commission would not be receiving 2017 Safety monies for N. Otsego Lake Drive, but that portions of Hayes and Krys Roads were now reclassified to be federal aid eligible.

ITEM 14 – MISCELLANEOUS AND OTHER

A. Permits.

	Applicant	Permit Type/No.	Roads Permitted
1	Gary Fultz	Res. Dr. #116-02-16-01	Warbler Court
2	Metal Building Technologies	Comm. Dr. #116-02-16-02	Expressway Court
3	Wolverine Power Cooperative	OHL Permit #5087	Van Tyle Road
4	Wolverine Power Cooperative	OHL Permit #5088	South Townline Road
5	Charter Communication	Annual Permit	County Roads
6	Timberline South LLC	Ext. Permits #16-033 through #16-034	County Roads
7	Isaiah Wiczorek	Ext. Permit #16-035	County Roads
8	Great Lakes Energy	Seasonal Permits #FL16-14 through #FL16-15	To Be Determined
9	CenturyLink of Michigan	UGC Permit #5089	Mt. Jack Road
10	Lois Kay Contracting Co.	Ext. Permits #16-036 through #16-044	County Roads
11	Payne & Dolan Inc.	Ext. Permits #16-045 through #16-051	County Roads
12	Carroll’s Forest Products Inc.	Ext. Permits #16-052 through #16-053	County Roads
13	Walthers Farms	Misc. Permit #5090	Camp Ten Road
14	Trees Inc.	Seasonal Permit #FL16-16	To Be Determined
15	DTE Gas	Plow Permit #5091	Old 27 South
16	The Hydaker Wheatlake Co.	Seasonal Permits #FL16-17 through #FL16-37	To Be Determined
17	Northern Utility Contractors	UGC Permits #5092/5093	Expressway Court
18	Davey Tree Expert Co.	Seasonal Permit #FL16-38	To Be Determined
19	ITC	Ext. Permits #16-054 through #16-064	County Roads
20	Northwest Hardwoods Inc.	Misc. Permit #5094	Charles Sanders Road
21	Frontier	Seasonal Permit #FL16-39	To Be Determined

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

B. Otsego Lake level 1274.02; Big Bradford 1247.1 (as of 3/10/16)

C. Deans requested the Board go into Closed Session to discuss his Engineer salary. **Motion by Holewinski to go into Closed Session at 9:56 a.m. to discuss the Engineer position’s salary and to review Closed Session Minutes dated March 14, 2016, seconded by Tholl. Roll call vote: Holewinski, yes; Tholl, yes; Matelski, yes. Three ayes, no nays. Motion carried.**

Motion by Tholl at 10:26 a.m. to return to Open Session, seconded by Holewinski. Roll call vote: Tholl, yes; Holewinski, yes; Matelski, yes. Three ayes, no nays. Motion carried.

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Motion by Holewinski to set the Engineer's wages at \$65,000.00 per year, to be reviewed in six months, seconded by Tholl. Three ayes, no nays. Motion carried.

Motion by Holewinski to approve the Closed Session minutes dated March 14, 2016, seconded by Tholl. Three ayes, no nays. Motion carried.

ITEM 7 – APPOINTMENTS continued...

B. Colin Hunter, Circuit Court Judge Candidate, introduced himself to the Board.

ITEM 17 – ADJOURNMENT

Motion by Tholl to adjourned the meeting at 10:40 a.m., seconded by Holewinski. Three ayes, no nays. Motion carried.

David Matelski, Chairman

Rebecca Jerry, Board Secretary