

APPROVED

**MINUTES for the  
REGULAR MEETING OF THE  
OTSEGO COUNTY ROAD COMMISSION  
HELD ON THURSDAY, MARCH 26, 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 the Chairman 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 – CONFLICT OF INTEREST**

None.

**ITEM 6 – 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 March 12, 2015.
- B. *Payroll:* The Board approves Payroll #6 (\$69,067.37), respectively.
- C. *Accounts Payable:* The Board approves Accounts Payable in the amounts of \$199,325.97, and the Check Register for the periods of January 1, 2015 to January 31, 2015 and February 1, 2015 to February 28, 2015.

**Motion by Commissioner Matelski to approve items on the Consent Calendar, seconded by Commissioner Holewinski. Roll call vote: Matelski, yes; Holewinski, yes; Tholl, yes. Three ayes, no nays. Motion carried.**

**ITEM 7 – PUBLIC COMMENT**

An employee addressed the Board in regards to a timber clearing matter.

**ITEM 8 – COUNTY UPDATE**

None.

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**ITEM 9 – TOWNSHIP REPRESENTATIVES.**

None.

**ITEM 10 – FINANCE REPORTS/BUDGETS**

Finance Director explained that regular Finance Reports will be provided at April Board meetings.

- A. GPS Update.
  - Shop Foreman, Kiel House, reported on upgrading the GPS system.
- B. Jason Melancon, County Foreman, discussed employee issues with the Board.

**ITEM 11 – APPOINTMENTS**

- 1. Tom Nowakowski discussed weight restrictions on Martindale Road pertaining to his proposed logging operations. The Board and Engineer-Manager suggested Mr. Nowakowski obtain a permit and run half loads over non Class A roads.

**ITEM 12 – OLD BUSINESS**

The following items were discussed:

- 1. Truck installment loan. Documents needed signing.
- 2. Annual bids to be let out April 21.
- 3. Escrow Accounts. Discussion. **Motion by Commissioner Matelski to approve Finance Director to set up escrow accounts for Equipment, Materials, and Building Fund, seconded by Commissioner Holewinski. Three ayes, no nays. Motion carried. Finance Director to provide monthly amounts of escrow at next Board meeting.**
- 4. Winifred Road update.
- 5. Proposal 1

**ITEM 13 – NEW BUSINESS**

- A. Resolution R15-1 Check Signing Authorization. **Motion by Commissioner Holewinski to approve Resolution R15-1 Check Signing Authorization, seconded by Commissioner Matelski. (Attached as part of these minutes) Roll call vote: Holewinski, yes; Matelski, yes; Tholl, yes. Three ayes, no nays. Motion carried.**
- B. Policy P15-1 Purchasing Procedure Policy. Discussion. **Motion by Commissioner Holewinski to approve Policy P15-1 Purchasing Procedure Policy, seconded by Commissioner Matelski. (Attached as part of these minutes) Roll call vote: Holewinski, yes; Matelski, yes; Tholl, yes. Three ayes, no nays. Motion carried.**
- C. Policy P15-2 Emergency Purchasing Policy. Discussion. **Motion by Commissioner Matelski to approve Policy P15-2 Emergency Purchasing Policy with revision (no purchase orders required), seconded by Commissioner Holewinski. (Attached as part of these minutes) Roll call vote: Matelski, yes; Holewinski, yes; Tholl, yes. Three ayes, no nays. Motion carried.**

**ITEM 14 – CORRESPONDENCE AND REPORTS**

- A. Deans, Engineer-Manager went over Report
- B. Jerry, Finance Director, discussed direct deposit of payroll checks

**ITEM 15 – MISCELLANEOUS AND OTHER**

- A. Construction Permits. The following permits are recommended for approval:

	<b>Applicant</b>	<b>Permit Type/No.</b>	<b>Roads Permitted</b>
1	Trees, Inc.	Seasonal Permit #FL15-10	To Be Determined
2	ITC Holdings	Seasonal Permit #FL15-11	To Be Determined
3	Letherer Truss & Wall Systems	Ext. Permit #15-047	County Roads
4	Michigan CAT	Ext. Permit #15-048 through 15-051	County Roads

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5	Everingham Enterprises	Ext. Permit #FL15-052 through 15-053	County Roads
6	Elmer's Crane and Dozer, Inc.	Ext. Permit #15-054 through #15-068	Camp Ten Road

**Motion by Commissioner Matelski, upon recommendation of the Road Commission's Permit Agent, to approve the permits listed in 1-6 as presented, seconded by Commissioner Holewinski. Three ayes, no nays. Motion carried.**

B. Otsego Lake level – 1273.94/Bradford Lake level 1246.60

**ITEM 16 – ADJOURNMENT**

Thursday, April 9 and April 23, 2015, at 9:00 a.m. were recognized as the next regularly scheduled Board meetings.

**Chairman Tholl moved to adjourn the meeting at 11:45 a.m.**

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Roberta M. Tholl, Chairman

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David C. Matelski, Vice Chairman

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William T. Holewinski, Member

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Rebecca L. Jerry, Board Secretary