

APPROVED

**MINUTES for the  
REGULAR MEETING OF THE  
OTSEGO COUNTY ROAD COMMISSION  
HELD ON THURSDAY, APRIL 21, 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, Absent

Matelski, Present

Tholl, Present

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

**ITEM 3 – ADDITIONS TO AGENDA**

Finance Director requested the following be added to the Agenda:

- New: Title Sheet for the Meridian Line Road Construction Project Plans; Township Agreement/Bagley Township/Chester Road.
- Finance: Disposal of Equipment; Carpet Cleaning; 2015 Deferred Forest Funds.
- Meetings: MCRCSIP Insurance Conference

**Motion by Tholl to approve additions to the Agenda, seconded by Matelski. Two ayes, no nays. Motion carried.**

**ITEM 4 – APPROVAL OF AGENDA**

**Motion by Tholl to approve the Agenda with revisions, seconded by Matelski. 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 March 17, 2016, and Special Meeting Minutes dated March 9, 2016.

B. *Payroll*: The Board approves Payroll #6 (\$72,643.24), Payroll #7 (\$72,094.38), and Payroll #8 (\$73,993.87) respectively.

C. *Accounts Payable*: The Board approves Accounts Payable C/3-3 (\$68,580.16) to be paid through the General (201) account, C/3-4 (\$85,534.17) to be paid through the General (201) account, C/4-1 (\$90,831.92) to be paid through the General (201) account, C/4-2 (\$302,307.29) of which \$297,498.45 is to be paid through the General (201) account, and \$4,808.84 is to be paid through the Millage (465) account, and the Accounts Payable Check Register dated 3/1/2016 to 3/31/2016.

**Motion by Matelski and seconded by Tholl to approve items on the Consent Calendar. Two ayes, no nays. Motion carried.**

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### ITEM 6 – COUNTY UPDATE

Paul Beachnau, County Liaison, updated Board on the following: 1. Filing deadline for people running for County Commissioner; 2. County approved Education Center Project; 3. Recycling; 4. Applying for grants for trailhead project; 5. County approved funds for Renaissance project.

### ITEM 7 – APPOINTMENTS

- A. Foremen's Reports at 9:30 a.m. Hold until 9:30 a.m.

### ITEM 8 – PUBLIC COMMENT

Randy Stultz, Otsego Lake Township, voice concerns that Iron Tone Spring Bridge crossing at the south end is not safe. Discussion.

Bonnie Miller, Chester Township Supervisor, introduced herself and thanked the Board for the upcoming Chester Road Project. Discussion.

### ITEM 9 – UPCOMING MEETINGS

Board went over meeting dates.

- A. Upcoming Road Commission Board meeting dates: Thursday, May 19, 2016 at 1:00 p.m. and Thursday, June 16, 2016
- B. Straits Area Council Meeting: May 3
- C. 2016 Finance and Human Resources Conference: May 17-19
- D. CRA Board Meeting: June 8, 2016
- E. MCRCSIP Insurance Conference at Soaring Eagle: Wednesday and Thursday, July 27-28
- F. NMARC/ASMRC 4<sup>th</sup> Annual Joint Conference: September 13-15, 2016

### ITEM 10 – FINANCE REPORTS/BUDGETS

- A. Loan balance of \$16,835.92 from equipment 715 and 716. **Motion by Tholl to place the balance of loan proceeds in the amount of \$16,835.92 on the principle loan balance, seconded by Matelski. Two ayes, no nays. Motion carried.**
- B. MCRCSIP Escrow funds (\$92,283.00). **Motion by Matelski to have Finance Director transfer \$92,283.00 from the Insurance Fund Escrow account to the general account for payment of the MCRCSIP invoice, seconded by Tholl. Two ayes, no nays. Motion carried.**
- C. Disposal of Equipment: **Motion by Matelski to the disposal of the following road equipment: 555/FA377; 23076/FA146; 23085/FA153; 544/FA365; 385/FA230; 567/FA567, seconded by Tholl. Two ayes, no nays. Motion carried.**
- D. Carpet cleaning. Discussion. Board gave approval to proceed.
- E. 2015 Deferred Forest Funds (\$86,108.67). **Motion by Tholl to use 2015 and 2016 Forest Funds on East Sturgeon Valley Road and place the 2015 deferred amount of \$86,108.67 into the insurance escrow fund, seconded by Matelski. Two ayes, no nays. Motion carried.**

### ITEM 11 – OLD BUSINESS

None.

### ITEM 12 – NEW BUSINESS

- A. R16-4 Check Signing Authorization.
  - **Motion by Matelski to approve R16-4 Check Signing Authorization Resolution, seconded by Tholl. Discussion. (Attached as part of these minutes) Roll call vote: Matelski, yes; Tholl, yes. Two ayes, no nays. Motion carried.**
- B. Amendment of Oil and Gas Lease. Discussion. Conflict with Board member being related to party of NuEnergy Operating, Inc. Board members agreed to table this matter until next meeting.

### ITEM 7 – APPOINTMENTS

- A. Foremen's Reports at 9:30 a.m. (Foremen will be in at 9:30 a.m.)

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Foremen presented updates to Board on salt inventory, guardrail repair, MDOT projects, signs, Cottage Trail, Standard Lake, costs of storms to Road Commission, vehicle fleet update, roof repair.

### ITEM 12 – NEW BUSINESS continued...

- C. Bid Tabulation for Hot Mix Asphalt Paving of Various Streets in Elmira Township. **Motion by Tholl to accept the bid price from Payne and Dolan, Inc., for the price of \$70,486.50 for HMA wedging and overlay (asphalt paving) of various streets in Elmira Township, seconded by Matelski. Two ayes, no nays. Motion carried.**
- D. Notice to Bidders. Discussion. Bid openings for Asphalt emulsion, dust layer, ice control sand, gravel, seal coat stone, and gravel on specific roads will be on Thursday, April 28, 2016 at 2:00 p.m. **Motion by Matelski to allow Manager to award the bids that best meet the Road Commission bid specifications and that would be in the best interest of the Road Commission for the following: asphalt emulsion, dust layer, ice control sand, gravel and seal coat stone, seconded by Tholl. Two ayes, no nays. Motion carried.** In addition, the following **Motions** were made by Matelski as presented, and seconded by Tholl. Two ayes, no nays. **Motions carried:**
- **Motion to allow Manager to award the bid for MDOT Specification 22A Gravel at McGregor Road that best meets the Road Commission bid specifications and that would be in the best interest of the Road Commission.**
  - **Motion to allow Manager to award the bid for MDOT Specification 22A Gravel at Berrywine Road that best meets the Road Commission bid specifications and that would be in the best interest of the Road Commission.**
  - **Motion to allow Manager to award the bid for MDOT Specification 23A Gravel at Chester Road that best meets the Road Commission bid specifications and that would be in the best interest of the Road Commission.**
  - **Motion to allow Manager to award the bid for MDOT Specification 22A Gravel at Pyke School Road that best meets the Road Commission bid specifications and that would be in the best interest of the Road Commission.**
- E. Township Agreement w/Bagley Township. The following **Motions** were made by Tholl as presented, and seconded by Matelski. Two ayes, no nays. **Motions carried:**
- **Motion to approve the Township Agreement between the OCRC and Bagley Township for work to be performed on Hickorywood Drive and Birch Manor Drive with an estimated cost of \$65,000.00 with the Township contribution estimated to be \$15,000.00.**
  - **Motion to approve the Township Agreement between the OCRC and Bagley Township for work to be performed on Summitview Drive and Valleyview Court with an estimated cost of \$80,000.00 with the Township contribution estimated to be \$18,000.00.**
  - **Motion to approve the Township Agreement between the OCRC and Bagley Township for work to be performed on Bluewater Avenue with an estimated cost of \$25,000.00.**
  - **Motion to approve the Township Agreement between the OCRC and Bagley Township for work to be performed on East Vail Lane with an estimated cost of \$35,670.00 with the Township contribution estimated to be \$18,000.00.**
  - **Motion to approve the Township Agreement between the OCRC Bagley Township for work to be performed on Schuss Lane and Atwood Road with an estimated cost of \$54,620.00 with the Township contribution estimated to be \$18,465.00.**
  - **Motion to approve the Township Agreement between the OCRC and Bagley Township for work to be performed on various streets in the plats of Salling Beach and Tall Tree Acres with an estimated cost of \$140,000.00 with the Township contribution estimated to be \$85,000.00.**
  - **Motion to approve the Township Agreement between the OCRC and Bagley Township for work to be performed on Oakwood Road with an estimated cost of \$16,760.00 with the Township contribution estimated to be \$12,570.00.**
  - **Motion to approve the Township Agreement between the OCRC and Bagley Township for work to be performed on Chester Road with an estimated cost of \$231,640.00 with the Township contribution estimated to be \$62,500.00.**

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- F. Township Agreement w/Charlton Township.
  - **Motion by Matelski to approve the Township Agreement between the OCRC and Charlton Township for work to be performed on Meridian Line Road Reconstruction Project with an estimated cost of \$414,000.00 with the Township contribution estimated to be \$30,000.00, seconded by Tholl. Two ayes, no nays. Motion carried.**
- G. Township Agreement w/Chester Township.
  - **Motion by Tholl to approve the Township Agreement between the OCRC and Chester Township for work to be performed on Chester Road with an estimated cost of \$231,640.00 with the Township contribution estimated to be \$62,500.00, seconded by Matelski. Two ayes, no nays. Motion carried.**
- H. Township Agreement w/Corwith Township.
  - **Motion by Tholl to approve the Township Agreement between the OCRC and Corwith Township for work to be performed on Pyke School Road with an estimated cost of \$16,000.00. Two ayes, no nays. Motion carried.**
- I. Draft OCRC Organizational Chart. **Motion by Matelski to approve the OCRC Organizational Chart dated April 21, 2016, seconded by Tholl. (Attached as part of these minutes) Two ayes, no nays. Motion carried.**
- J. Draft Non-Union Employee Benefit Policy. Discussion. **Motion by Matelski to approve P16-5 Non-Union Employee Benefit Policy, seconded by Tholl. (Attached as part of these minutes) Two ayes, no nays. Motion carried.**
- K. R16-3 Resolution Approving Installment Purchase Agreements. **Motion by Matelski to approve R16-3 Resolution Approving Installment Purchase Agreements with Chemical Bank for the amount of \$546,780.00 and to direct the Finance Director to remit payment to Grand Traverse Diesel in the amount of \$337,599.00 upon receipt of the funds from Chemical Bank, seconded by Tholl. (Attached as part of these minutes) Roll call vote: Matelski, yes; Tholl, yes. Two ayes, no nays. Motion carried.**

**ITEM 10 – FINANCE REPORTS/BUDGETS continued...**

- F. Discussion on 2017 new funds. Discussion. **Motion by Tholl to set aside \$200,000.00 annually for a four year period beginning in 2017 for payoff of salt barn in 2020, seconded by Matelski. Two ayes, no nays. Motion carried.**

**ITEM 13 – CORRESPONDENCE AND REPORTS**

Manager updated Board on the following: 1. Pyke School Road Project; 2. Patch trailer; 3. Proposal from American Tower. Board directed Manager to negotiate terms; 4. Little League Road.

**ITEM 14 – MISCELLANEOUS AND OTHER**

A. Permits.

	<b>Applicant</b>	<b>Permit Type/No.</b>	<b>Roads Permitted</b>
1	DTE Gas	Plow Permit #5095	Hayes Road
2	CenturyTel	Annual Permit	County Roads
3	Northwest Hardwoods Inc.	Misc. Permit #5096	Lake Manuka Road
4	Michigan Central Broadband	Annual Permit	County Roads
5	Precision Forestry Inc.	Misc. Permit #5097	Lynn Lake Road
6	Everingham Enterprises	Ext. Permits #16-065 through #16-066	County Roads
7	Letherer Truss and Wall Systems	Ext. Permit #16-067	County Roads
8	Destination Unknown Trucking	Ext. Permit #16-068	County Roads
9	Elmer’s Crane and Dozer Inc.	Ext. Permits #16-069 through #16-095	County Roads
10	Michigan Cat	Ext. Permits #16-096 through #16-099	County Roads
11	Northern Utility Contractors	UGC Permit #5098	Arrowhead Trail
12	Wolverine Power Cooperative	OHL Permit #5099	South Townline Road
13	Wolverine Power Cooperative	OHL Permit #5100	Van Tyle Road
14	Wolverine Power Cooperative	OHL Permit #5101	Hayes Tower Road
15	Wolverine Power Cooperative	OHL Permit #5102	Flott Road

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16	Wolverine Power Cooperative	OHL Permit #5103	Parmater Road
17	Wolverine Power Cooperative	OHL Permit #5104	Webster Road
18	Wolverine Power Cooperative	OHL Permit #5105	Buell Road
19	Great Lakes Energy	Bore Permit #5106	Flott Road
20	Great Lakes Energy	Bore Permit #5107	Flott Road
21	Great Lakes Energy	Bore Permit #5108	Flott Road
22	Black Ridge Transport LLC	Ext. Permit #16-100	County Roads
23	DTE Gas	Misc. Permit #5109	Alexander Road
24	Great Lakes Energy	OHL Permit #5110	Kassuba Road
25	Great Lakes Energy	OHL Permit #5111	Krys Road
26	Great Lakes Energy	Bore Permit #5112	Bear Lake Drive
27	Great Lakes Energy	Bore Permit #5113	William H. Kelly Road
28	Great Lakes Energy	OHL Permit #5114	William H. Kelly Road
29	Great Lakes Energy	Plow Permit #5115	Bear Lake Drive
30	Great Lakes Energy	Plow Permit #5116	Fischer Road
31	Great Lakes Energy	Misc. Permit #5117	Flott Road
32	Jeff Zack	Res. Dr. #116-04-13	Hallenius Road
33	DTE Gas	Misc. Permit #5118	Alpine Road

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

**ITEM 17 – ADJOURNMENT**

**Motion by Matelski to adjourned the meeting at 10:37 a.m., seconded by Tholl. Two ayes, no nays. Motion carried.**

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David Matelski, Chairman

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Rebecca Jerry, Board Secretary