

APPROVED

**MINUTES for the  
REGULAR MEETING OF THE  
OTSEGO COUNTY ROAD COMMISSION  
HELD ON THURSDAY, APRIL 9, 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, Not Present

Matelski, Present

Tholl, Present

In addition, the following staff members were present: Becky Jerry, Board Secretary.

**ITEM 3 – ADDITIONS TO AGENDA**

None.

**ITEM 4 – APPROVAL OF AGENDA**

**Motion by Commissioner Matelski to approve the Agenda as presented, seconded by Commissioner Tholl. Two 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 26, 2015.
- B. *Payroll*: The Board approves Payroll #7 (\$57,008.98), respectively.
- C. *Accounts Payable*: The Board approves Accounts Payable in the amounts of \$219,151.69, and the Check Register for the periods of March 1, 2015 to March 31, 2015.

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

**ITEM 7 – PUBLIC COMMENT**

None.

**ITEM 8 – COUNTY UPDATE**

Paul Beachnau, liaison for the County of Otsego Board of Commissioners, provided County update and discussed new trail head and Emmet Recycling.

APPROVED

**ITEM 9 – TOWNSHIP REPRESENTATIVES.**

None.

**ITEM 10 – FINANCE REPORTS/BUDGETS**

**Motion by Commissioner Matelski to approve March 2015 Finance Report, seconded by Commissioner Tholl. Two ayes, no nays. Motion carried.**

Discussion was held on the following:

- A. Finance & Human Resource Seminar
- B. Finance & Human Resources Association quarterly meetings
- C. Deyo Stone. Finance Director to get bid for list content assets
- D. Healthcare Actuarial. Finance Director to get bid
- E. MERS Healthcare Savings Program for Finance Director

**ITEM 11 – FOREMEN’S REPORT at 9:30 A.M.**

Board informed that an employee’s father passed away and upcoming retirement party for an employee. In addition, Foremen updated Board on road maintenance and projects, inventory, road equipment, truck repairs, GPS, safety and security issues. Employees to start working four-tens beginning April 20.

**ITEM 12 – APPOINTMENTS**

None.

**ITEM 13 – OLD BUSINESS**

- F. Safety Breakfast. Motion by Commissioner Matelski to accept bid from Gaylord Eagles for Safety Breakfast scheduled for May 14, 2015.

**ITEM 14 – NEW BUSINESS**

- A. Straits Area Council Regular Meeting/Tuesday, May 5, 2015. Will address at next meeting.
- B. FOIA Policy/FOIA Officer. **Motion by Commissioner Matelski to appoint Finance Director the FOIA Officer, seconded by Commissioner Tholl. Roll call vote: Matelski, yes; Tholl, yes. Two ayes, no nays. Motion carried.** Finance Director waiting for FOIA Policy update from attorney’s office.
- C. Capital Asset Determination Policy. **Motion by Commissioner Matelski to approve P15-3 Capital Asset Determination Policy, seconded by Commissioner Tholl. (Attached as part of these minutes) Roll call vote: Matelski, yes; Tholl, yes. Two ayes, no nays. Motion carried.**

**ITEM 15 – CORRESPONDENCE AND REPORTS**

- A. Board went over Engineer-Manager report.

**ITEM 16 – MISCELLANEOUS AND OTHER**

- A. Minute notes. **Motion by Commissioner Matelski that minute notes can be destroyed after approval of Minutes, seconded by Commissioner Tholl. Two ayes, no nays. Motion carried.**
- B. Construction Permits. The following permits are recommended for approval:

	<b>Applicant</b>	<b>Permit Type/No.</b>	<b>Roads Permitted</b>
1	Northern Utility Contractors	Bore Permit #4908	Meecher Road
2	Northern Utility Contractors	Plow Permit #4909	Meecher Road
3	Elmer’s Crane and Dozer, Inc.	Ext. Permit #15-069 through 15-070	County Roads
4	Five Star Transport	Ext. Permit #15-071	County Roads
5	Team Services, L.L.C.	Ext. Permit #15-072	County Roads
6	MDNR – FRD	Ext. Permit #15-073	County Roads

**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 Tholl. Two ayes, no nays. Motion carried.**

APPROVED

C. Otsego Lake level – 1273.97/Bradford Lake level 1247.10.

D. Discussion on next meeting. **Motion by Matelski to reschedule Board meeting of April 23, 2015 to Friday, April 24, 2015 at 11:00 a.m. Two ayes, no nays. Motion carried.** Notice to be drafted.

**ITEM 17 – ADJOURNMENT**

**Chairman Tholl moved to adjourn the meeting at 11:17 a.m.**

\_\_\_\_\_  
Roberta M. Tholl, Chairman

\_\_\_\_\_  
David C. Matelski, Vice Chairman

\_\_\_\_\_  
William T. Holewinski, Member

\_\_\_\_\_  
Rebecca L. Jerry, Board Secretary