

**MINUTES for the
REGULAR MEETING OF THE
OTSEGO COUNTY ROAD COMMISSION
HELD ON THURSDAY, MAY 14, 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.

ITEM 3 – ADDITIONS TO AGENDA

Add Tom Roach and Nick Florian to Appointments; Add Jason Caverson to Appointments.

ITEM 4 – APPROVAL OF AGENDA

Motion by Commissioner Holewinski to approve the Agenda with the revisions, seconded by Commissioner Matelski. 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 April 24, 2015.
- B. *Payroll*: The Board approves Payroll #9 (\$64,949.30), respectively.
- C. *Accounts Payable*: The Board approves Accounts Payable in the amount of \$80,533.17.

Motion to approve items on the Consent Calendar. Ayes: Unanimous. Motion carried.

ITEM 6 – PUBLIC COMMENT

None.

ITEM 7 – UPCOMING MEETINGS

Board went over meeting dates. Changed June 11, 2015 Board meeting to June 9, 2015 at 9:00 a.m.

ITEM 8 – COUNTY UPDATE

None.

ITEM 9 – FINANCE REPORTS/BUDGETS

Discussion was held on the following:

- A. Financial Statements as of April 30, 2015.
- B. Price quote from Marcor Technologies/Backup. Motion by Commissioner Matelski to approve proposal from Marcor Technologies for a computer backup system, seconded by Commissioner Holewinski. Three ayes, no nays. Motion carried.
- C. MDOT Engineering Reimbursement. Motion by Commissioner Holewinski to approve the Engineering Reimbursement in the amount of \$10,000.00 from MDOT, seconded by Commissioner Matelski. Three ayes, no nays. Motion carried.

ITEM 10 – APPOINTMENTS

1. Tom Roach and Nick Florian discussed Otsego Lake water levels.
2. Jason Caverson from Wade Trim provided update on the Wolverine Power Plant.

ITEM 11 – OLD BUSINESS

- A. Foremen Coverages.

ITEM 12 – NEW BUSINESS

- A. P15-5 Freedom of Information Act Policy. Motion by Commissioner Holewinski to approve P15-5 Freedom of Information Act Policy, seconded by Matelski. Three ayes, no nays. Motion carried. (Attached as part of these minutes)
- B. R15-2 Resolutions Establishing the Fee Structure for Freedom of Information Act Requests. Motion by Commissioner Matelski to approve R15-2 Resolution Establishing the Fee Structure for Freedom of Information Act Requests, seconded by Commissioner Holewinski. Three ayes, no nays. Motion carried. (Attached as part of these minutes)
- C. P15-6 Family and Medical Leave Act Policy and Procedures. Motion by Commissioner Holewinski to approve P15-6 Family and Medical Leave Act Policy and Procedures, seconded by Commissioner Matelski. Three ayes, no nays. (Attached as part of these minutes)
- D. MDOT Contract/Van Tyle Road. Motion by Commissioner Holewinski to approve Resolution R15-3 Resolution for Signature Authorization and Approval of the 2015 Van Tyle Road Contract (Contract Number 15-5106) with MDOT, seconded by Commissioner Matelski. Roll call vote: Holewinski, yes; Matelski, yes; Tholl, yes. Three ayes, no nays. Motion carried. (Attached as part of these minutes)
- E. MDOT Contract/Gingell Road. Motion by Commissioner Holewinski to approve Resolution R15-4 Resolution for Signature Authorization and Approval of the 2015 Gingell Road Contract (Contract Number 15-5118) with MDOT, seconded by Commissioner Matelski. Roll call vote: Holewinski, yes; Matelski, yes; Tholl, yes. Three ayes, no nays. Motion carried. (Attached as part of these minutes)
- F. Crack Sealing Program. Update given by Engineer-Manager.

ITEM 13 – CORRESPONDENCE AND REPORTS

- A. Board went over Engineer-Manager report.
- B. Foremen updated Board on various matters.

ITEM 14 – MISCELLANEOUS AND OTHER

- A. Permits.

	Applicant	Permit Type/No.	Roads Permitted
1	Mid Michigan Truss	Ext. Permit #15-082	County Roads
2	Timber Products Company	Temp. Dr. #115-05-04	Gingell Road
3	Brian Schalaus	Ext. Permit #15-083	County Roads
4	Earthworks Enterprises Inc.	Ext. Permit #15-084 thru #15-085	County Roads

5	Frontier	Bore Permit #4918	Marquardt Road
6	Frontier	Plow Permit #4919	Marquardt Road
7	DTE Gas	Plow Permit #4920	Pebble Beach Drive
8	DTE Gas	Plow Permit #4921	Hillside Avenue
9	DTE Gas	Plow Permit #4922	Snow Goose Circle
10	DTE Gas	Plow Permit #4923	Manuka Court
11	Michael D. Nelson	Res. Dr. #115-05-04-01	East Heart Lake Drive
12	The Hydaker Wheatlake Company	Ext. Permit #15-086 thru #15-087	County Roads
13	Elenz Inc.	Ext. Permit #15-088 thru #15-089	County Roads
14	American Waste Inc.	Ext. Permit #15-090 thru #15-093	County Roads
15	Presque Isle Electric and Gas Cooperative	Plow Permit #4924	Fairgrieve Road
16	Presque Isle Electric and Gas Cooperative	Bore Permit #4925	Coolwater Avenue
17	Presque Isle Electric and Gas Cooperative	Bore Permit #4926	Grandview Drive
18	Presque Isle Electric and Gas Cooperative	Bore Permit #4927	Pineridge Drive
19	Robert E. Smith	Res. Dr. #115-05-11-01	Meecher Road

Motion by Commissioner Holewinski, upon recommendation of the Road Commission's Permit Agent, to approve the permits listed in 1-19 as presented, seconded by Commissioner Matelski. Three ayes, no nays. Motion carried.

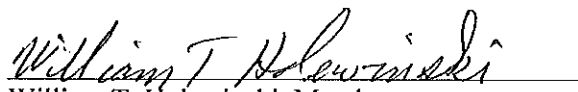
B. Lake levels to be reported at the May 28, 2015 regular Board meeting.

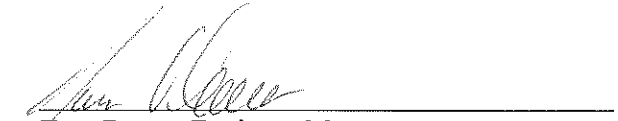
ITEM 15 – ADJOURNMENT

Chairman Tholl moved to adjourn the meeting at 12:05 p.m.


 Roberta M. Tholl, Chairman


 David C. Matelski, Vice Chairman


 William T. Holewinski, Member


 Tom Deans, Engineer-Manager

OTSEGO COUNTY ROAD COMMISSION	GENERAL ADMINISTRATION				
TITLE: FMLA Policy & Procedures	RESOLUTION NUMBER:	SUPERCEDE	EFFECTIVE DATE: 5-14-2015	SUPERCEDE	POLICY NUMBER: P15-6

FAMILY AND MEDICAL LEAVE ACT POLICY AND PROCEDURES

Section 1. General Provisions. To qualify for family and medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for the Road Commission for at least 12 months.
2. The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence.
3. The employee must work in a worksite where 50 or more employees are employed by the Road Commission within 75 miles of that worksite.

Family and medical leave will generally consist of up to twelve (12) work weeks (or twenty-six (26) work weeks, in certain limited circumstances) of appropriate accrued paid leave and unpaid leave. If leave is requested for an employee's own serious health condition, the employee must use all of his or her accrued paid vacation leave, sick leave or personal leave. If leave is requested for any of the other reasons listed below, the employee must use all of his or her accrued paid vacation or personal leave. Upon exhaustion of the paid leave, any portion of the remaining twelve (12) (or twenty-six (26), if applicable) work weeks of leave available under FMLA, if any, will be unpaid. The paid leave used is counted as part of the twelve (12) (or twenty-six (26), if applicable) week period.

Such leave will be without loss of seniority or hospital/medical benefits, and with the assurance that the employee will be returned to his or her position, or an equivalent position as determined by the Road Commission, at the end of the approved leave of absence (not to exceed 12 work weeks, except as otherwise specified below).

Section 2. Reasons for Leave. All employees who meet the applicable time of service requirements may be granted family or medical leave consisting of appropriate accrued paid leave and unpaid leave, for a period of twelve (12) weeks, during any 12-month period, for the following reasons:

1. The birth of the employee's child and in order to care for the child;
2. The placement of a child with the employee for adoption or foster care;
3. To care for a spouse, child or parent who has a serious health condition;
4. A serious health condition that renders the employee incapable of performing the functions of his or her job; or
5. Any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

The entitlement to leave for the birth or placement of a child for adoption or foster care will expire twelve (12) months from the date of the birth or placement, regardless of when the leave starts. For example, an employee who requests a leave at the start of the twelfth (12th) month (of the twelve (12) month period from the date of birth or placement) is entitled to only four (4) weeks of FMLA leave.

Additionally, a spouse, son, daughter, parent, or next of kin who is otherwise eligible for family or medical leave may take up to twenty-six (26) weeks of leave to care for a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty. Such twenty-six (26) work weeks would be the maximum combined total of all types of FMLA leave for that employee in a single 12-month period.

The twelve (12) (or twenty-six (26), if applicable) weeks of leave entitlement shall be determined on a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

Section 3. Procedure for Requesting Leave. In all cases, an employee requesting leave must provide written notice to the Road Commission. The written notice must state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave. An employee intending to take family or medical leave because of an expected birth or placement, or because of a planned medical treatment, must notify the Road Commission at least thirty (30) days before the leave is to begin. If the need for a leave is not foreseeable, the employee must provide written notice as soon as the necessity for the leave arises.

Upon receipt of an employee's Application for Family or Medical Leave and on the basis of the information provided by the employee, the Road Commission will designate the leave, unpaid or paid, as FMLA leave. The Road Commission's designation of leave as FMLA-qualifying leave will be made before the leave starts, or before an extension of the leave is granted, unless the Road Commission is not given sufficient information as to the employee's reason for taking the leave until after the leave commences. If the employee has any paid time off accrued, paid leave must be used prior to taking unpaid leave. Paid leave used will count as part of the twelve (12) (or twenty-six (26), if applicable) week period of family and medical leave.

Section 4. Medical Certification. When the leave is necessitated by the employee's own serious health condition, or that of his or her spouse, child or parent, the employee must provide the Road Commission with medical certification on forms provided by the Road Commission, verifying the need for such leave. The Road Commission may require the employee to obtain a second medical opinion, at the Road Commission's expense. The second health care provider will be chosen by the Road Commission but may not be employed on a regular basis by the Road Commission. If the opinion of the first and second health care provider differ, the Road Commission may require a third opinion, again at the Road Commission's expense, from a health care provider mutually agreed upon by the Road Commission and the employee. The third opinion shall be final and binding.

Any medical certification submitted by the employee must state the date on which the condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition. If the employee is needed to care for a spouse, child or parent, the certification must so state, along with an estimate of the amount of time the employee will be needed. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his or her job.

The Road Commission may require periodic medical recertification from the employee during the leave period but usually not more often than every thirty (30) days. The Road Commission may request recertification more often if:

1. The employee requests a leave extension;
2. The circumstances described by the original certification have changed significantly (e.g. duration of the illness);
3. The Road Commission receives information which casts doubt upon the continuing validity of the original certification; or
4. An employee is unable to return to work after FMLA leave due to the continuation, recurrence, or onset of a serious health condition, which prevents the Road Commission from recovering its share of health insurance premiums paid on the employee's behalf during the leave period.

If the leave is necessitated by the employee's own serious health condition, the employee will be required, before his or her return to work, to provide medical certification that he or she is able to resume work.

Section 5. Intermittent Leave. FMLA leave can be taken intermittently or on a reduced work schedule when there is a medical necessity and with the approval of the Road Commission.

Section 6. Benefit Coverage During Leave. During a period of family or medical leave, an employee will be retained on the Road Commission's health plan under the same conditions that applied before the leave commenced. To continue health coverage, the employee must continue to make any contributions that he or she made to the plan before taking leave.

An employee who takes family or medical leave will not lose any employment benefits that accrued before the date leave began.

Although an employee on an approved leave of absence pursuant to this policy will continue to be covered under the Road Commission's then current applicable group hospital/medical plan, an employee who fails to return to work at the end of the twelve (12) (or twenty-six (26), if applicable) week period will be required to repay the Road Commission for the cost of the Road Commission-paid benefits during any portion of the FMLA leave that is unpaid unless said failure to return is the result of the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

Section 7. Restoration to Employment Following Leave. An employee eligible for family and medical leave will be restored to his or her old position or to a position with equivalent pay, benefits, and other terms and conditions of employment. The Road Commission cannot guarantee that an employee will be returned to his or her original job. A determination as to whether a position is an "equivalent position" will be made at the sole discretion of the Road Commission.

Employees on an approved FMLA leave will report to the Road Commission, at reasonable intervals designated by the Road Commission, regarding his or her status and intent to return to work upon conclusion of the leave. A restored employee has no greater entitlement to reinstatement or to other

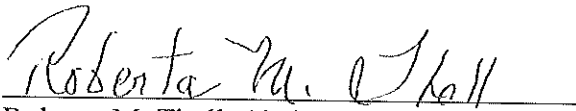
benefits and conditions of employment than if the employee had been continuously employed during the leave period.

An employee on approved FMLA leave must obtain a return to work release from his or her physician which must certify the employee is fit for duty without restriction or specify the type, nature, and duration of any work restriction, if applicable. An employee seeking to return to work with medical restrictions shall be returned to work to an available position, if any, which the employee is capable and qualified to perform. If an employee cannot be placed in a suitable position, the employee will be placed on continued leave status until an appropriate accommodation can be made, up to a maximum of twelve (12) months.

The failure of an employee to return to work upon the expiration of a family or medical leave of absence will subject the employee to immediate termination unless an extension, up to a maximum of twelve (12) months, is granted. An employee who requests an extension of family leave or medical leave due to the continuation, recurrence, or onset of his or her own serious health condition, or of the serious health condition of the employee's spouse, child or parent, must submit a request for an extension, in writing, to the Road Commission. This written request should be made as soon as the employee realizes that he or she will not be able to return at the expiration of the leave period. If the Road Commission grants an extension of family or medical leave beyond the twelve (12) (or twenty-six (26), if applicable) weeks of leave required by law, the additional leave period will be without pay or benefits provided the employee has no additional accrued paid leave to exhaust.

Section 8. Effect of Labor Agreement. All family and medical leave will be governed by the provisions of this policy unless modified by an applicable labor agreement.

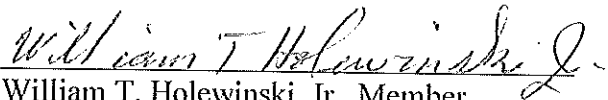
Adopted: May 14, 2015



Roberta M. Tholl, Chairman



David C. Matelski, Vice Chairman



William T. Holewinski, Jr., Member

OTSEGO COUNTY ROAD COMMISSION	GENERAL ADMINISTRATION				
TITLE: Freedom of Information Act Policy	RESOLUTION NUMBER:	SUPERCEDE	EFFECTIVE DATE: 5-14-15	SUPERCEDE	POLICY NUMBER: P15-5

FREEDOM OF INFORMATION ACT POLICY

Adopted: May 14, 2015

Otsego County Road Commission (OCRC) documents and records are available to the public for inspection and/or copying in accordance with the Freedom of Information Act (FOIA) upon receipt of a written request, which specifically describes the exact public record(s) desired, unless exempted from disclosure by Section 13 of the Act or other law. Compliance with FOIA does not require that OCRC create new public records, nor make a compilation, summary, or other reports of information in order to satisfy a request.

All FOIA requests must be made in writing. Requests made by facsimile copy or electronic mail are acceptable. A FOIA request received by facsimile copy, electronic mail, or by other electronic means, is deemed received the first business day following its transmission. Written requests will be forwarded to the FOIA Coordinator for response.

The Finance Director is the designated FOIA Coordinator. In his/her absence, the Engineer/Manager, or his/her designee, shall act as the FOIA Coordinator. The FOIA Coordinator has the authority to issue notices extending response time, or to deny requests, in whole or part, on behalf of OCRC.

Legal Counsel should review all denials and non-routine requests prior to response. The FOIA Coordinator will keep a copy of all written requests for public records and all responses on file for not less than one year from the date of the response.

The FOIA Coordinator will respond in writing to a FOIA request within five (5) business days of receipt, utilizing the Notice of Freedom of Information Act Request Form, with one of the following actions:

1. Grant the request;
2. Deny the request;
3. Grant the request in part and deny the request in part;
4. Issue a notice extending for not more than ten (10) business days the period during which OCRC will respond to the request. The notice will include the date by which OCRC will respond to the request.

In the event of a denial of a FOIA request, in whole or in part, the Notice of FOIA Response Form will contain: an explanation of the basis under the Act or other statute that the public record, or portion of public record, is exempt from disclosure, if that is the reason for denying the request; certification that the record does not exist under the name provided by the requester or under another name reasonably known to OCRC, if that is the reason for denying the request; a description of a public record or information in a public record that is separated or deleted

pursuant to Section 14 of the Act, if a separation or deletion is made; and a full explanation of the requesting party's right to appeal or request judicial review of the denial and to receive attorney's fees and damages in appropriate cases.

In the event of an appeal, the Otsego County Board of Road Commissioners will serve as the governing body responsible for hearing the appeal. Appeals should be submitted in writing addressed to the Chairperson of the Board of County Road Commissioners in care of the FOIA Coordinator. The Board will address the appeal at the next regularly scheduled meeting after the appeal is received and will respond to the appeal within ten (10) days after the Board meeting.

Upon receipt of a written request to review a public record, OCRC will make the record(s) reasonably available for supervised inspection unless the request is denied in whole or in part as provided in this policy. A mutually convenient time will be determined during OCRC's normal business hours. The records will be made available within five (5) business days of receipt of the request, unless the time period for response has been extended as provided in this policy.

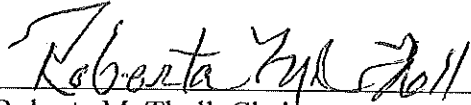
An OCRC employee, to ensure the integrity of the records, will supervise their inspection. Upon completion of the inspection, the employee will provide copies of inspected documents as requested according to the guidelines outlined in this policy. Records must remain in the office where they are being inspected, and no unauthorized alteration, defacement, mutilation, destruction or removal is permitted.

Fees will be assessed as allowed by law for the services performed by OCRC employees relating to the processing of FOIA requests as follows:


1. Labor costs, including necessary review, if any, directly associated with separating and deleting exempt information from nonexempt information. Labor costs for this purpose shall be estimated and charged in increments of 15 minutes or more, with all partial time increments rounded down;
2. The actual total incremental cost of necessary duplication, not including labor, calculated at the cost listed in Attachment A, Resolution Establishing the Fee Structure for Freedom of Information Act Requests;
3. The cost of labor directly associated with duplication. Labor costs for this purpose shall be estimated and charged in time increments of OCRC's choosing, with all partial time increments rounded down;
4. Actual mailing costs; and,
5. Any other fees or costs allowed by law.

In calculating the labor costs authorized by this policy, OCRC will not charge more than the hourly wage of the lowest paid OCRC employee capable of retrieving the information necessary to comply with the request. OCRC will also add the actual cost of fringe benefits, up to 50% of the applicable labor charge amount, to cover or partially cover fringe benefit costs, and will note the percentage multiplier used to account for benefits in a detailed itemization provided to the requesting party.

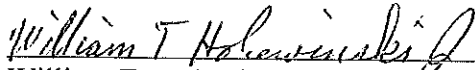
Should estimated fees exceed fifty (\$50.00) dollars, a good faith deposit of ½ of the total estimated fee will be required prior to the processing of the FOIA request. The FOIA Coordinator may grant waivers of the deposit and/or portion of the processing fees. A public record search and a copy of the public record will be without charge for the first twenty (\$20.00) dollars of the fee for each request by an eligible individual who submits an affidavit that they are then receiving public assistance or showing inability to pay because of indigence.



Roberta M. Tholl, Chairman



David C. Matelski, Vice Chairman



William T. Holewinski, Jr., Member

Otsego County Road Commission
Notice of Freedom of Information Act Response

1. Name & address of requester: _____

2. Manner in which request was submitted:

- U.S. mail personal delivery
 Facsimile _____
 E-mail _____
 Other electronic means _____

3. Date written request received by OCRC (if received by facsimile, e-mail, or other electronic means, request will be deemed received on next business day): _____

4. Public records requested: _____

5. Written request:

- Granted**
 Denied because (include section/subsection if exemption is claimed)

(See Section 9 for appeal rights.)

- Granted** in part and **Denied** in part because (include section/subsection if exemption is claimed) _____

(See Section 9 for appeal rights.)

- Response period extended** up to an additional 10 business days to _____

6. Fee incurred in responding to request:

Labor costs for search, location, and examination:

_____ x \$ _____ hourly wage = \$ _____ Multiplier for fringe benefits _____ %

Labor costs for separation and deletion of exempt information from nonexempt information:

_____ x \$ _____ hourly wage = \$ _____ Multiplier for fringe benefits _____ %

Labor costs for duplication:

_____ x \$ _____ hourly wage = \$ _____ Multiplier for fringe benefits _____ %

Number of Pages x cost per fee schedule:	\$ _____
Actual costs for postage:	\$ _____
Other _____:	\$ _____
Total Costs:	\$ _____

First \$20.00 of fee waived (Affidavit of Public Assistance or Indigency submitted or accepted). Please submit \$ _____.

Because estimated fee exceeds \$50.00, deposit of one-half the total amount due must be received by the OCRC prior to the OCRC's response. The deposit of \$ _____ shall be payable by check or money order to the "Otsego County Road Commission." Remit to Otsego County Road Commission, FOIA Coordinator, 669 West McCoy Road, P.O. Box 537, Gaylord, MI 49734-0537, with a copy of this notice.

7. Upon receipt of fees where applicable, requested information will be:

- Mailed to (if different than Line 1): _____
- E-mailed at requester's direction to _____
- Faxed at requester's direction to _____
- To be paid for and picked up in person at OCRC office.
- Estimated time frame in which OCRC will be able to provide the requested documents: _____

8. Date of Response:

Mailed: _____, 201__

E-mailed _____, 201__

Faxed: _____, 201__

Personal delivery: _____, 201__

9. Description of appeal rights due to denial of requested records.

a. Per Section 5(4)(d)(i) of FOIA, you may submit to the Chairperson of the Otsego County Board of Road Commissioners a written appeal that specifically states the word "appeal" and that identifies the reason(s) for the requested reversal of the denial. The appeal should be mailed to the Board Chairperson, care of the FOIA Coordinator, at the Otsego County Road Commission's

address, Attention: FOIA Board Appeal. The Board will address the appeal at the next regularly scheduled meeting after the appeal is received and will respond to the appeal within ten (10) days after the Board meeting.

b. Alternately, you may seek judicial review of the denial under Section 10 of FOIA. Such review will be in the circuit court for Otsego County. If you prevail in your court action, FOIA Section 10(6) provides: "The court shall award reasonable attorneys' fees, costs, and disbursements." If you or the County prevail in part, "...the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements." Section 10 also provides for payment of damages in certain cases.

By: Rebecca L. Jerry
Designated FOIA Coordinator
Otsego County Road Commission
669 W. McCoy Road
P.O. Box 537
Gaylord, MI 49734-0537
Phone: (989) 732-5202

ATTACHMENT A

Resolution Establishing the Fee Structure for Freedom of Information Act Requests

BE IT RESOLVED, that Otsego County Road Commission Board does hereby adopt the following fee schedule for establishing the proper charge for a Freedom of Information Act request under Public Act 442 of 1976. The Otsego County Road Commission Freedom of Information Act Request Worksheet is to be used in conjunction with this fee schedule.

I. Duplication

A. Copies

\$.01 copy cost per page (black/white) 8x11 (Otsego County Road Commission owned copier)

\$.08 copy cost per page (color) 8x11 (Otsego County Road Commission owned copier)

\$.01 cost per sheet of paper (8 ½ x 11)

\$.03 cost per sheet of paper (8 ½ x 14)

B. DVD-RW

\$1.00; with case \$1.36

\$6.00 Thumb drive (4GB)

II. Mailing

A. Postage: Actual Costs

B. Envelopes

\$.04 each, for #10 envelopes

\$.16 each for 9x12 clasped envelope

III. Hourly Labor Wage

\$.30 per minute /\$18.00 per hour

(This must be the hourly wage of the lowest paid **Road Commission** employee capable of retrieving the information necessary to comply with a request under the Freedom of Information Act (**\$12.00 per hour + \$6.00 fringe benefits = \$18.00 per hour**))

Adopted this 14th day of May, 2015 by the Otsego County Road Commission Board.

OTSEGO COUNTY ROAD COMMISSION	GENERAL ADMINISTRATION				
TITLE: Fee Structure for FOIA Requests	RESOLUTION NUMBER: R15-2	SUPERCEDE	EFFECTIVE DATE: 5-14-15	SUPERCEDE	POLICY NUMBER:

Resolution Establishing the Fee Structure for Freedom of Information Act Requests

BE IT RESOLVED, that Otsego County Road Commission Board does hereby adopt the following fee schedule for establishing the proper charge for a Freedom of Information Act request under Public Act 442 of 1976. The Otsego County Road Commission Freedom of Information Act Request Worksheet is to be used in conjunction with this fee schedule.

I. Duplication

A. Copies

- \$.01 copy cost per page (black/white) 8x11 (Otsego County Road Commission owned copier)
- \$.08 copy cost per page (color) 8x11 (Otsego County Road Commission owned copier)
- \$.01 cost per sheet of paper (8 ½ x 11)
- \$.03 cost per sheet of paper (8 ½ x 14)

B. DVD-RW

- \$1.00; with case \$1.36
- \$6.00 Thumb drive (4GB)

II. Mailing

A. Postage: Actual Costs

B. Envelopes

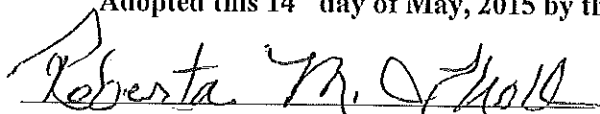
- \$.04 each, for #10 envelopes
- \$.16 each for 9x12 clasped envelope


III. Hourly Labor Wage

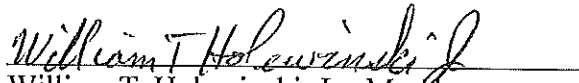
\$.30 per minute /\$18.00 per hour

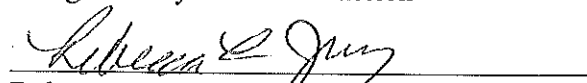
(This must be the hourly wage of the lowest paid **Road Commission** employee capable of retrieving the information necessary to comply with a request under the Freedom of Information Act (**\$12.00 per hour + \$6.00 fringe benefits = \$18.00 per hour**))

Adopted this 14th day of May, 2015 by the Otsego County Road Commission Board.


 Roberta M. Tholl, Chairman
 Otsego County Road Commission


 David C. Matelski, Vice Chairman
 Otsego County Road Commission


 William T. Holewinski, Jr., Member
 Otsego County Road Commission


 Rebecca L. Jerry
 Board Secretary

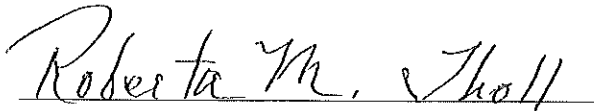
OTSEGO COUNTY ROAD COMMISSION	GENERAL ADMINISTRATION				
TITLE: Signature Authorization/Gingell Road	RESOLUTION NUMBER: R15-4	SUPERCEDE	EFFECTIVE DATE: 5-14-15	SUPERCEDE	POLICY NUMBER:

**Resolution for Signature Authorization and Approval of the
2015 Gingell Road Contract**

WHEREAS, that Otsego County Road Commission (OCRC) will hereby enter into a contract (Contract Number 15-5118) with the Michigan Department of Transportation (MDOT) for the performance of hot mix asphalt base crushing, shaping and resurfacing, trenching, aggregate shoulders, and pavement markings along Gingell Road from M-32 northerly to Waters Road; and all together with necessary related work.

THEREFORE, a Motion was made by Commissioner Holewinski and seconded by Commissioner Matelski to approve the contract between the OCRC and MDOT for the Gingell Road Project (Contract Number: 15-5118) and to authorize Roberta Tholl, Chairman, to execute same on behalf of the OCRC, the Gingell Road Contract between MDOT and the OCRC. Roll call vote: Holewinski, yes; Matelski, yes; Tholl, yes.


THEREFORE, BE IT RESOLVED, the Otsego County Road Commission Board, hereby adopts Resolution No.: R15-4 on this 14th day of May, 2015, at its regularly scheduled meeting duly held at the Road Commission office and that said contracts be returned to the Michigan Department of Transportation.



Roberta M. Tholl, Chairman
Otsego County Road Commission



David C. Matelski, Vice Chairman
Otsego County Road Commission

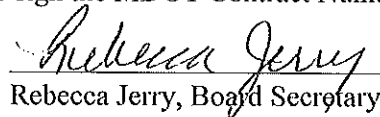


William T. Holewinski, Jr., Member
Otsego County Road Commission

RESOLUTION DECLARED ADOPTED

on this 14th day of May, 2015 by the Otsego County Road Commission Board.

I, Rebecca Jerry, Clerk, do hereby certify that the above is a true copy of Resolution R15-4, which was adopted at the May 14, 2015 regularly scheduled meeting of the Board of Road Commissioners for the County of Otsego and that Roberta Tholl is authorized to sign the MDOT Contract Number: 15-5118.


Rebecca Jerry, Board Secretary