

APPROVED

**MINUTES for the  
REGULAR MEETING OF THE  
OTSEGO COUNTY ROAD COMMISSION  
HELD ON THURSDAY, JUNE 16, 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: Jason Melancon, Manager; Becky Jerry, Board Secretary.

**ITEM 3 – ADDITIONS TO AGENDA**

Added to NEW Business: Safety Picnic and MDOT Resolution.

**ITEM 4 – APPROVAL OF AGENDA**

**Motion by Holewinski to approve the Agenda with revisions, seconded by Tholl. Three ayes, no nays. Motion carried.**

**ITEM 7 – APPOINTMENTS**

Phil Wolf, Auditor, went over the 2015 Audit with the Board. **Motion by Tholl to approve the 2015 Audit report as proposed, seconded by Holewinski. Three ayes, no nays. Motion carried.**

Foremen Reports: Foreman updated Board on equipment; road projects; maintenance; inventory. Board agreed that renting an excavator instead of purchasing would best fit the Road Commission's needs at this time.

**ITEM 8 – PUBLIC COMMENT**

Bruce and Tammy Kohnert, Charlevoix County, voiced concerns on Camp 10 Road, north of M-32 west. Discussion. Further discussion on checking to see if Safety Funds would be available.

**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 May 19, 2016.
- B. *Payroll:* The Board approves Payroll #11 (\$62,904.17), PR HCSP Lump Sum Payroll (\$400,000.00) and Payroll #12 (\$67,474.60) respectively.
- C. *Accounts Payable:* The Board approves Accounts Payable C/5-2 Correction (\$1,987.31) to be paid through the General (201) account, C/5-3 (\$64,037.55) to be paid through the General (201) account, C/6-1 (\$229,876.87) with \$8,895.28 being paid through the Millage (465) account and \$220,981.59 to be paid through the General (201) account, and the Accounts Payable Check Register dated 5/1/2016 to 5/31/2016.

## APPROVED

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

### ITEM 6 – COUNTY UPDATE

None

### ITEM 9 – UPCOMING MEETINGS

Board went over meeting dates.

- A. Upcoming Road Commission Board meeting dates: Thursdays, July 21, 2016 and August 18, 2016
- B. Local MTA meeting: Tuesday, July 19, 2016, in Bagley Township at 6:00 p.m.
- C. MCRCSIP Annual Membership Meeting: Wednesday and Thursday, July 27 and July 28 (Jason and Bill to attend)
- D. NMARC/ASMRC 4<sup>th</sup> Annual Joint Conference: September 13 through September 15, 2016 (Just Bill attending)

### ITEM 10 – FINANCE REPORTS/BUDGETS

- A. 2015 Audit. (Previously approved).
- B. 2015 MERS Actuarial. Discussion.
- C. Burnham & Flower at July Meeting. Discussion.

### ITEM 11 – OLD BUSINESS

- A. Intersection on South Townline and Van Tyle Roads. Discussion.

### ITEM 12 – NEW BUSINESS

- A. Resolution R16-5 HIPAA Compliance. **Motion by Tholl to approve Resolution R16-5 HIPAA Compliance, seconded by Holewinski. (attached as part of these minutes) Roll Call Vote: Tholl, yes; Holewinski, yes; Matelski, yes. Three ayes, no nays. Motion carried.**
- B. P16-6 Ethical Standards and Standards of Conduct Policy. **Motion by Tholl to approve P16-6 Ethical Standards and Standards of Conduct Policy with revisions, seconded by Holewinski. (attached as part of these minutes) Three ayes, no nays. Motion carried.**
- C. P16-7 IT Resources Acceptable Use Policy. **Motion by Tholl to approve P16-7 Information Technology Resources Acceptable Use Policy, seconded by Holewinski. (attached as part of these minutes) Three ayes, no nays. Motion carried.**
- D. P16-8 Fraud Policy. **Motion by Holewinski to approve P16-8 Fraud Policy, seconded by Tholl. (attached as part of these minutes) Three ayes, no nays. Motion carried.**
- E. 2016 Annual Certification of Employee-related Conditions. **Motion by Holewinski to approve the 2016 Annual Certification of Employee-related Conditions and to direct Chair and Finance Director to execute same, seconded by Tholl. Three ayes, no nays. Motion carried.**
- F. Safety Picnic. Discussion. Board agreed to have Safety Picnic after Board meeting on Thursday, August 18.
- G. R16-6 Resolution for Signature Authorization and Approval of the 2016 Meridian Line Road Rehabilitation Project Contract. **Motion by Tholl to approve R16-6 Resolution for Signature Authorization and Approval of the 2016 Meridian Line Road Rehabilitation Project Contract between the OCRC and MDOT, seconded by Holewinski. (attached as part of these minutes) Roll call vote: Tholl, yes; Holewinski, yes; Matelski, yes. Three ayes, no nays. Motion approved.**

Also discussed:

- Cogitate inventory and payroll software
- Depletion of gravel in Wolf Pit
- 2016 Chip and Fog Seal program
- Wood in pits/attorney advises not to donate

Manager requested to go into Closed Session to discuss employee matters.

**APPROVED**

**Motion by Holewinski to go into Closed Session to discuss employee matters and to approve Closed Session Minutes dated June 16, 2016 at 10:53 a.m., seconded by Tholl. Roll call vote: Holewinski, yes; Tholl, yes; Matelski, yes. Three ayes, no nays. Motion carried.**

**Motion by Tholl to return to Open Session at 11:04 a.m., seconded by Holewinski. Three ayes, no nays. Motion carried.**

**Motion by Tholl to approve Closed Session minutes dated June 16, 2016, seconded by Holewinski. Three ayes, no nays. Motion carried.**

**ITEM 13 – CORRESPONDENCE AND REPORTS**

None.

**ITEM 14 – MISCELLANEOUS AND OTHER**

A. Permits. Board reviewed list of permits provided in Agenda.

**ITEM 17 – ADJOURNMENT**

**Chair Matelski called the meeting adjourned at 11:10 a.m.**

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David Matelski, Chairman

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Rebecca Jerry, Board Secretary