

APPROVED

**MINUTES for the  
REGULAR MEETING OF THE  
OTSEGO COUNTY ROAD COMMISSION  
HELD ON THURSDAY, JULY 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, 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:* Bids/MDOT Freeway Delineation Work; Bids/Hot Mix Asphalt Paving/Springwood Avenue/Bagley Township; Bids/22A Specification Gravel/Various Roads/Otsego Lake Township. *Added to MISC. Business:* Dozer invoice.

**ITEM 4 – APPROVAL OF AGENDA**

**Motion by Holewinski to approve the Agenda with revisions, seconded by Tholl. 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 June 16, 2016.
- B. *Payroll:* The Board approves Payroll HCSP Lump Sum Payout (\$400,000.00), Payroll Settlement Sewell (\$153.73), Payroll #13 (\$64,967.82), PR #Health Ins. Opt-Out Q2 (\$6,994.15), and Payroll #14 (\$66,980.98) respectively.
- C. *Accounts Payable:* The Board approves Accounts Payable C/6-2 (\$3,500.00) to be paid through the General (201) account, C/6-3 (\$109,654.92) to be paid through the General (201) account, C/7-1 (\$161,614.93) to be paid through the General (201) account, C/7-2 (\$1,073,777.15) with \$436,537.67 being paid through the Millage (465) account, \$69,727.00 being paid with Loan Proceeds, and \$567,512.48 to be paid through the General (201) account, and the Accounts Payable Check Register dated 6/1/2016 to 6/30/2016.

**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.

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### ITEM 7 – APPOINTMENTS

Jim Neely voiced concerns over Idaho at Buck being cleaned out. Discussion. Board and Manager agreed to take care of but would not be able to do so until fall. Mr. Neely said if the Road Commission cleaned out, he would maintain it.

### ITEM 8 – PUBLIC COMMENT

Michael Hall voiced concerns over maintaining Berry Road, a seasonal road. Mr. Hall would like the road shortened. Discussion on if the road is platted property or R.O.W. property. Road Commission to look at all options.

Dave Bennett introduced himself as a candidate running for Road Commissioner.

### ITEM 9 – UPCOMING MEETINGS

Board went over meeting dates.

- A. Upcoming Road Commission Board meeting dates: Thursdays, August 18, 2016 and September 15, 2016.
- B. MCRCSIP Annual Membership Meeting: Wednesday and Thursday, July 27 and July 28
- C. Straits Area Council: Tuesday, August 2, 2016. Register Melancon, Holewinski, Matelski.
- D. Safety Picnic: Thursday, August 18, 2016 at 12:00 noon.
- E. NMARC/ASMRC 4<sup>th</sup> Annual Joint Conference: September 14 through September 16, 2016 (September 15 is RC meeting date). Holewinski to attend.
- F. MERS Annual Conference: September 28 through September 29, Traverse City, MI (need to register by August 1 to receive discounted rate). Jerry to attend.

### ITEM 7 – APPOINTMENTS Continued....

Foreman's Reports @ 9:30 a.m.: Tim Johnson, State Foreman, updated Board on drainage project in Elmira Township; culvert blockage on Charles Brink Road. Dave Fox, Parts Foreman, updated Board on status of inventory, signs, and ordering of cutting edges. Kiel House, Shop Foreman, updated Board on newest trucks; summer projects; addition of wings on trucks; Windows 10 update; disposal of equipment; future equipment needs.

Jack Schmitz, Burnham & Flower @ 10:00 a.m.: Jack Schmitz from Burnham & Flower made a presentation to the Board about their services they provide. Discussion. **Motion by Holewinski to change the Agent of Record to Burnham & Flower for the Road Commission's healthcare, dental, short term disability, long term disability, and vision, seconded by Tholl. Three ayes, no nays. Motion carried.**

### ITEM 10 – FINANCE REPORTS/BUDGETS

Board reviewed materials provided by Finance Director.

### ITEM 11 – OLD BUSINESS

- A. Safety Picnic price quotes. **Motion by Holewinski to accept the price quote from BJ's for the amount of \$982.16 to cater the Employee Safety Picnic on Thursday, August 18, 2016, seconded by Tholl. Three ayes, no nays. Motion carried.**
- B. Resolution R16-4 Check Signing Authorization Resolution corrections. **Motion by Holewinski to re-approve the Check Signing Authorization Resolution approved April 21, 2016 changing the Resolution Number from R16-2 to R16-4, seconded by Tholl. Roll Call Vote: Holewinski, yes; Tholl, yes; Matelski, yes. Three ayes, no nays. Motion carried.**

### ITEM 12 – NEW BUSINESS

- A. Road Improvement Agreements. **Motion by Holewinski and seconded by Tholl to approve the Road Improvement Agreements per the list presented to the Board and identified as follows:**
  - **Township Agreement between the OCRC and Otsego Lake Township for work to be performed on various roads as described in the Agreement with an estimated cost of \$150,000.00 with the Township agreeing to contribute 100% of the actual costs of the improvements.**

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- **Village Agreement between the OCRC and the Village of Vanderbilt for work to be performed on Donovan, Yuill, and Berry Streets, with an estimated cost of \$25,400.00 with the Village agreeing to contribute 100% of the actual costs of the improvements.**
- **Township Agreement between the OCRC and the Livingston Township for work to be performed on Pray Road, Sunshine Lake, Hill Park Avenue East, and Hill Park Avenue West, with an estimated cost of \$120,000.00 with the Township agreeing to contribute an estimated amount of \$15,000.00 of the actual costs of the improvements.**

**Three ayes, no nays. Motion carried.**

- B. **MERS HCSP Participation Agreements. Motion by Tholl, to approve the MERS HCSP Participation Agreements for the classification/group of Parts Foreman and Sign Tech and authorizing the Manager to sign said Participation Agreements, seconded by Holewinski. Three ayes, no nays. Motion carried.**
- C. **2016 CRASIF Board of Trustees Election. Motion by Holewinski, to vote for (1) Mary Herman (2) John Hunt, and (3) Makini Jackson to the CRASIF Board of Trustees, seconded by Tholl. Three ayes, no nays. Motion carried.**
- D. **Bids. Motion by Holewinski and seconded by Tholl to approve and/or award the bids as specified and identified as follows:**
- **To allow Manager to award the bid for freeway delineation work that best meets the Road Commission/MDOT bid specifications and that would be in the best interest of the Road Commission/MDOT.**
  - **To allow Manager to award the bid for hot mix asphalt paving of Springwood Avenue in Bagley Township that best meets the Road Commission bid specifications and that would be in the best interest of the Road Commission. Said bid award would also be based upon Bagley Township approval.**
  - **To accept the bid price from Lewiston Sand and Gravel for approximately 3,265 tons 22A specification gravel for various roads in Otsego Lake Township for the price of \$8.49 per ton.**
- Three ayes, no nays. Motion carried.**

**ITEM 13 – CORRESPONDENCE AND REPORTS**

Board and Manager reviewed and discussed Commissioners’ Update.

**ITEM 14 – MISCELLANEOUS AND OTHER**

- A. **Permits. Board reviewed list of permits provided in Agenda.**
- B. **Dozer Construction, Inc. Invoice 1071 for \$1,200.00. Motion by Holewinski to allow Invoice 1071 dated 7/18/2016 from Dozer Construction for work performed on Pyke School Road in the amount of \$1,200.00 to be paid with Board approved prepay bills, seconded by Tholl. Three ayes, no nays. Motion carried.**

**ITEM 15 – ADJOURNMENT**

**Chair Matelski called the meeting adjourned at 10:58 a.m.**

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David Matelski, Chairman

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Rebecca Jerry, Board Secretary