

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
OTSEGO COUNTY ROAD COMMISSION
HELD ON THURSDAY, JULY 23, 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 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: Becky Jerry, Board Secretary.

ITEM 3 – ADDITIONS TO AGENDA

None.

ITEM 4 – APPROVAL OF AGENDA

Motion by Commissioner Holewinski to approve the Agenda as presented, 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 July 9, 2015.

B. *Payroll*: The Board approves Payroll #15 (\$58,258.20) respectively.

B. *Accounts Payable*: The Board approves Accounts Payable AP/7-2 in the amount of \$152,400.72.

Motion by Commissioner Holewinski and seconded by Commissioner Matelski to approve items on the Consent Calendar. Ayes: Unanimous. Motion carried.

ITEM 6 – COUNTY UPDATE

None.

ITEM 7 – APPOINTMENTS

None.

ITEM 8 – PUBLIC COMMENT

None.

ITEM 9 – UPCOMING MEETINGS

Board went over meeting dates.

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- A. Straits Area Council regular meeting scheduled for Tuesday, August 4, 2015. **Roberta and Bill to attend. Check with Engineer-Manager.**
- B. Upcoming Road Commission Board meeting dates: August 13 and August 27 at 9:00 a.m. **Board approved dates.**
- C. NMARC/ASMRC 3rd Annual Joint Conference scheduled for September 15-17, 2015. **Rooms have been reserved.**
- D. MERS Annual Conference 2015 scheduled for October 8-9, 2015 in Grand Rapids. **Rooms have been reserved; Becky, Karen, and Melanie to attend.**

ITEM 12 – NEW BUSINESS

- A. Kiel House/Purchase of Additional Credit Service. Discussion. **Motion by Commissioner Holewinski to approve the Application for Additional Service Credit and attached Member Certification and Governing Body Resolution for Kiel House and to authorize Chairman Tholl to execute same, seconded by Commissioner Matelski. Roll call vote: Holewinski, yes; Matelski, yes; Tholl, yes. Three ayes, no nays. Motion carried.**

In addition, the purchase of three new single axle trucks in 2016 was discussed. Finance Director to check into financing with Chemical Bank, and Shop Foreman to work on bid specs.

ITEM 10 – FINANCE REPORTS/BUDGETS

Discussion was held on the following:

- A. Infrastructure Assets/Calculations/Disposals. Discussion. Auditor approved revisions. Board agreed to the Finance Director's recommendation on restructuring of infrastructure assets with 20% of road projects from previous years to be reclassified as land improvements.
- B. Public Act 84 of 2015. Discussion.
- C. MCRCSIP Property Valuation. Finance Director updated Board on new valuations based upon corrected square footage. Discussion.

ITEM 11 – OLD BUSINESS

None.

ITEM 12 – NEW BUSINESS continued....

- B. North Otsego Lake Drive/2017 Safety Funds. Discussion. **Motion by Commissioner Matelski for the Engineer-Manager, on behalf of the Otsego County Road Commission, to apply for 2017 Safety Funds for the North Otsego Lake Drive Project, seconded by Commissioner Holewinski. Roll call vote: Matelski, yes; Holewinski, yes; Tholl, yes. Three ayes, no nays. Motion carried.**
- C. 2015 Officer and Employee Delegate Certification. Discussion. **Motion by Commissioner Holewinski to appoint Rebecca Jerry as the officer delegate representative and Karen Miller as the alternate employee delegate representative to serve at the 2015 MERS Annual Conference on behalf of the Otsego County Road Commission, seconded by Commissioner Matelski. Three ayes, no nays. Motion carried.**
- D. Harassment Policy. Discussion. Finance Director to draft revised Harassment Policy for Board approval.
- E. Safety Picnic. Board agreed to have Safety Picnic on Thursday, August 27, 2015. Board wanted it noted that if an employee does not want to attend the picnic they will have to work or use paid time off.

ITEM 13 – CORRESPONDENCE AND REPORTS

None.

APPROVED

ITEM 14 – MISCELLANEOUS AND OTHER

A. Permits.

	Applicant	Permit Type/No.	Roads Permitted
1	DTE Gas	Plow Permit #4986	Highland Avenue
2	Gary Haskill Forest Products	Ext. Permit #15-119	County Roads
3	DTE Gas	Plow Permit #4987	Van Tyle Road
4	DTE Gas	Plow Permit #4988	Van Tyle Road
5	DTE Gas	Bore Permit #4989	Van Tyle Road
6	DTE Gas	Plow Permit #4990	Sugar Hill Circle
7	DTE Gas	Plow Permit #4991	Timber Valley Road
8	Mager Construction	Res. Dr. #115-07-09-01	Michaywe’ Drive
9	Thomas Farnsworth	Res. Dr. #115-07-09-02	Bear Lake Drive
10	Thomas Farnsworth	Res. Dr. #115-07-09-03	Bear Lake Drive
11	R.W. Gallatin & Son Inc.	Ext. Permit #15-120	County Roads
12	Great Lakes Energy	Bore Permit #4992	Karslake Road
13	Great Lakes Energy	OHL Permit #4993	Winnie Hill Road
14	DTE Gas	Bore Permit #4994	Cardinal Court
15	Dependable Concrete	Com. Dr.#115-07-16-01	Gornick Avenue
16	Dependable Concrete	Com. Dr.#115-07-16-02	Gornick Avenue
17	Dependable Concrete	Com. Dr.#115-07-16-03	Gornick Avenue
18	Gerald Peck	Res. Dr. #115-07-16-04	Charles Brink Road
19	Gerald Peck	Res. Dr. #115-07-16-05	Charles Brink Road
20	Frontier Communications	Plow Permit #4995	Dunham Road

Motion by Commissioner Holewinski, upon recommendation of the Road Commission’s Permit Agent, to approve the permits listed in 1-20 as presented, seconded by Commissioner Matelski. Three ayes, no nays. Motion carried.

B. Otsego Lake level – 1273.68/Bradford Lake level 1246.8 (Rain Gauge 2.47”).

ITEM 15 – ADJOURNMENT

Chairman Tholl moved to adjourn the meeting at 9:59 a.m.

Roberta M. Tholl, Chairman

David C. Matelski, Vice Chairman

William T. Holewinski, Member

Rebecca L. Jerry, Board Secretary