

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
OTSEGO COUNTY ROAD COMMISSION
HELD ON THURSDAY, JULY 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 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; 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 June 24, 2015.
- B. *Payroll:* The Board approves Payroll #13 (\$63,964.40), and Payroll #14 (\$52,388.26) respectively.
- B. *Accounts Payable:* The Board approves Accounts Payable AP/7-1 in the amount of \$398,792.69 * and the Accounts Payable Check Register for June 1, 2015 to June 30, 2015.

*Chair informed she would not be attending Insurance Conference on July 22, so invoice to MCRCSIP was reduced to \$50.00 instead of \$75.00.

Motion by Commissioner Matelski and seconded by Commissioner Holewinski 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.

- A. Upcoming Road Commission Board meeting dates: July 23, 2015 and August 13 at 9:00 a.m.
- B. Budget Workshop at County (Becky) scheduled for Wednesday, July 8, 2015.
- C. MTA Meeting July 21, 2015.

APPROVED

- D. 3rd Annual Insurance Conference July 22-23, 2015 in Mt. Pleasant (as requested, I registered Tom, Bill, and Roberta to attend July 22 only) **Roberta not attending.**
- E. NMARC/ASMRC 3rd Annual Joint Conference scheduled for September 15-17, 2015. **Register all Commissioners.**
- F. MERS Annual Conference 2015 scheduled for October 8-9, 2015 in Grand Rapids. **Register Karen and Becky.**

Finance Director informed Board that Otsego County Road Commission will be hosting the October Finance and Human Resource Meeting.

ITEM 8 – COUNTY UPDATE

Board Chair asked that Item 8 – County Update be Item 6.

ITEM 10 – APPOINTMENTS

- A. Teleconference call around 9:10 a.m. with Vern Kassuba, Corwith Township Supervisor.
 - Mr. Kassuba discussed with the Board that Corwith Township was interested in splitting additional costs with the Road Commission on the flashing signal proposal on Thumb Lake Road at Old 27. The Road Commission would be responsible for future maintenance and electric services. Discussion. Road Commission Board suggested Township pay for the entire cost of putting in the flashing signal with the Road Commission being responsible for maintenance costs and electric bills. Mr. Kassuba to take to his Board. Engineer-Manager will provide Corwith Township with a revised Township Agreement.
 - Additional future road projects were also discussed.

Board agreed to extend the Pyke School Road Project to include paving the intersection at Huffman Lake Road and to use millage funds as they felt it was a safety improvement.

ITEM 9 – FINANCE REPORTS/BUDGETS

Discussion was held on the following:

- A. Discussion on accounts payable.

ITEM 11 – FOREMEN’S REPORTS

Foremen reported on the following:

1. Inventory and parts purchases;
2. MDOT projects; trunkline (budget) funds being depleted by end of the month;
3. Present condition of bridges;
4. Employee issues;
5. Repeater being down and fixed;
6. New employee;
7. Maintenance on trucks;
8. Road maintenance update.

In addition, employee cell phone use, placing the radar machine on McLouth Road, and Safety Picnic were discussed.

ITEM 12 – NEW BUSINESS

- A. Gornick Trail. Maintenance discussion.
- B. S. Townline Road at Van Tyle Road. Discussion on additional tree clearing. Engineer-Manager to go to County about cutting trees.

ITEM 9 – FINANCE REPORTS/BUDGETS continued...

Discussion was held on the following:

- A. Continued discussion on accounts payable.
- B. Retiree Healthcare Benefits
- C. Infrastructure Assets/Calculations/Disposals. **Tabled matter until next Board meeting.**

ITEM 11 – OLD BUSINESS

None.

APPROVED

ITEM 12 – NEW BUSINESS continued...

- D. Manuka Trail. Discussion. Board agreed to pay one-half of approximately \$28,000.00 for Manuka Trail in Hayes Township with millage funds.

- E. Fairview Road Bids. Discussion. **Motion by Commissioner Matelski to accept the bid from Payne and Dolan in the amount of \$198,172.10 for road work on Fairview Road and to authorize Chair to sign Notice of Award, seconded by Commissioner Holewinski. Three ayes, no nays, Motion carried.**

ITEM 13 – CORRESPONDENCE AND REPORTS

None.

ITEM 14 – MISCELLANEOUS AND OTHER

A. Permits.

	Applicant	Permit Type/No.	Roads Permitted
1	Blue Sky Construction	Ext. Permit #15-111	County Roads
2	Northern Tank Truck Service	Ext. Permit #15-112 through #15-116	County Roads
3	JF&L Construction	Ext. Permit #15-117	County Roads
4	DTE Gas	Plow Permit #4980	North Heart Lake Drive
5	Hodgins Asphalt Paving	Res. Dr. #115-06-25-01	Southview Drive
6	Jerry Sides	Res. Dr. #115-06-25-02	Marquardt Road
7	Frontier	Bore Permit #4981	Mason Pit Road
8	Michigan Central Broadband	Annual Permit	County Roads
9	North Excavating & Asphalt	Res. Dr. #115-07-01-01	Huffman Lake Road
10	DTE Gas	Plow Permit #4982	Algonquin Road
11	RCS Services Co.	Misc. Permit #4983	Sparr Road
12	RCS Services Co.	Bore Permit #4984	Willick Road
13	RCS Services Co.	Plow Permit #4985	Willick Road
14	Payne & Dolan Inc.	Ext. Permit #15-118	County Roads

Motion by Commissioner Holewinski, upon recommendation of the Road Commission’s Permit Agent, to approve the permits listed in 1-14 as presented, seconded by Commissioner Matelski. Three ayes, no nays. Motion carried.

B. Otsego Lake level – 1273.74/Bradford Lake level 1246.9 (Rain Gauge .56”).

ITEM 15 – ADJOURNMENT

Chairman Tholl moved to adjourn the meeting at 11:29 a.m.

Roberta M. Tholl, Chairman

David C. Matelski, Vice Chairman

William T. Holewinski, Member

Rebecca L. Jerry, Board Secretary