

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
OTSEGO COUNTY ROAD COMMISSION
HELD ON THURSDAY, AUGUST 13, 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 Matelski to approve the Agenda as presented, seconded by Commissioner Holewinski. 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 23, 2015.

B. *Payroll:* The Board approves Payroll #16 (\$58,827.47) respectively.

C. *Accounts Payable:* The Board approves Accounts Payable AP/8-1 (\$199,876.69) and the Accounts Payable Check Register for July 1, 2015 to July 31, 2015.

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

ITEM 6 – COUNTY UPDATE

Paul Beachnau, liaison for the County of Otsego Board of Commissioners, discussed appointment of Board members to the Commission on Aging and library boards; library renovations; regional prosperities; property demolitions; county budget process; hiring of Payne & Dolan for city projects; appointment of Streets Committee. Discussion on concerns being addressed in regards to the rail trail.

ITEM 8 – PUBLIC COMMENT

None.

APPROVED

ITEM 9 – UPCOMING MEETINGS

Board went over meeting dates.

- A. Upcoming Road Commission Board meeting dates: August 27 and September 10 at 9:00 a.m.
Board approved dates.
- B. Safety Picnic scheduled for Thursday, August 27 at 12:00 noon.
- C. NMARC/ASMRC 3rd Annual Joint Conference scheduled for September 15-17, 2015.
Holewinski and Tholl to attend.
- D. MERS Annual Conference 2015 scheduled for October 8-9, 2015 in Grand Rapids. **Becky, Karen, and Melanie to attend.**

ITEM 10 – FINANCE REPORTS/BUDGETS

Discussion was held on the following:

- A. Discussion on use of millage monies. Board Secretary to contact accountant.

Motion by Commissioner Matelski to accept the Financial Statement as presented, seconded by Commissioner Holewinski. Three ayes, no nays. Motion carried.

ITEM 11 – OLD BUSINESS

- A. Harassment Policy. Discussion. **Motion by Commissioner Matelski to approve Policy P15-8 OCRC Harassment Policy on August 13, 2015 with an effective date of August 21, 2015, seconded by Commissioner Holewinski. Three ayes, no nays. Motion carried.**

ITEM 7 – APPOINTMENTS starting at 9:30 a.m.

- A. Liaison Committee. In attendance: Melanie Kuznicki, Rusty Huff, and Tim Samkowiak. Board and Committee went over suggestion box items. Board Secretary to add Liaison Committee to Agenda every fourth Board meeting. (Kiel House introduced new mechanic, Ryan Kukulka). In addition there was a discussion on Federal aid project shoulders and the condition of Sturgeon Valley Road.
- B. Foremen's Reports. State Foreman discussed MDOT's sealcoat project; state trunkline budget. Board thanked State Foreman for helping the public. Board also went over Liaison Committee questions and/or concerns from suggestion box. Shop Foreman discussed completion of speed trailer; suggestion to rent out; new trucks not completed. County Foreman discussed Crestwood contamination. Thank you from the Board for handling the calls and/or service requests from the public. Parts Foreman discussed inventory purchases. County Foreman requested the need to purchase approximately 50 or more grabber cones/barrels for safety issues. Discussion. Board agreed matter was safety related issue and gave approval of purchase.
- C. Rachel Frisch/Trisha Adam/County of Otsego (appointment started at 11:22 a.m.). Discussion on Road Commission 2014 Audit.

ITEM 11 – OLD BUSINESS continued...

- B. R15-5 Resolution for Board Approval for the Application of 2017 Federal Safety funds for the North Otsego Lake Drive Project. **Motion by Commissioner Matelski to approve R15-5 Resolution for Board Approval for the Application of 2017 Federal 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. Bid Tabulations/Various Streets/Otsego Lake Township. Discussion **Motion by Commissioners Holewinski to accept the low bid proposal for hot mix asphalt paving of various streets in Otsego Lake Township from Payne & Dolan, Inc. in the amount of \$109,679.30, seconded by Commissioner Matelski. Three ayes, no nays. Motion carried. Discussion of September 18 completion date.**
- D. Safety Picnic Bids. Discussion. **Motion by Commissioner Holewinski to accept the bid proposal for the Safety Picnic from BJ's, seconded by Commissioner Matelski. Three ayes, no nays. Motion carried.**

APPROVED

ITEM 12 – NEW BUSINESS

A. Encroachment Agreement/Avery Drive. Discussion. **Motion by Commissioner Matelski to approve the Agreement Regarding Right-Of-Way Encroachment between Merwyn R. Avery and the Otsego County Road Commission and to authorize chair to execute same, seconded by Commissioner Holewinski. Three ayes, no nays. Motion carried.**

ITEM 13 – CORRESPONDENCE AND REPORTS

Engineer-Manager went over Commissioners’ Update. Discussed being pro-active on chip sealing of Big Lake and Winters Roads.

ITEM 14 – MISCELLANEOUS AND OTHER

A. Permits.

	Applicant	Permit Type/No.	Roads Permitted
1	DTE Gas	Plow Permit #4996	McCoy Road
2	Linn Operating	Misc. Permit #4997	Geronimo’s Trail
3	Siwecki Construction	Misc. Permit #4998	Sparr Road
4	DTE Gas	Plow Permit #4999	Altorf Strasse
5	Todd’s Welding Service Inc.	Ext. Permit 15-121	County Roads
6	Todd’s Welding Service Inc.	Ext. Permit 15-122	County Roads
7	Residential Excavating	Res. Dr. #115-07-27-01	Marlette Road
8	Wolverine Power Cooperative	Com Dr. #115-07-27-02	Van Tyle Road
9	Robert Smith	Res. Dr. #115-07-27-03	Reindeer Street
10	Mike Proctor	Res. Dr. #115-07-28-01	Olmstead Street
11	DTE Gas	Plow Permit #5000	South Tall Tree Lane
12	Presque Isle Electric & Gas	Bore Permit #5001	Birchdale Drive
13	Presque Isle Electric & Gas	Bore Permit #5002	Birchdale Drive
14	Presque Isle Electric & Gas	Bore Permit #5003	Southview Drive
15	Charles & Judy Falk	Res. Dr. #115-08-04-01	Fowler Lake Road
16	Ralph Johnson	Res. Dr. #115-08-04-02	Fowler Lake Road
17	Mike Proctor	Res. Dr. #115-08-04-03	West Opal Lake Road
18	Northern Utility Contractors	Plow Permit #5004	Flott Road
19	Precision Forestry Inc.	Ext. Permit #15-123	County Roads
20	Precision Forestry Inc.	Ext. Permit #15-124	County Roads
21	J & N Construction	Res. Dr. #115-08-06-01	Big Lake Road
22	Presque Isle Electric & Gas	Bore Permit #5005	Pineridge Drive
23	Presque Isle Electric & Gas	Bore Permit #5006	Coolwater Avenue
24	Presque Isle Electric & Gas	Bore Permit #5007	Coolwater Avenue
25	Presque Isle Electric & Gas	Bore Permit #5008	Coolwater Avenue
26	DTE Gas	Plow Permit #5009	Old 27 North
27	Residential Excavating	Res. Dr. #115-08-06-02	Sanctuary Drive
28	Hincka Logging LLC	Ext. Permit #15-125	County Roads
29	Lynx Network Group Inc.	Plow Permit #5010	Fairview Road
30	Lynx Network Group Inc.	Bore Permit #5011	Old 27 South
31	Lynx Network Group Inc.	Plow Permit #5012	Old 27 South
32	Lynx Network Group Inc.	Bore Permit #5013	Old State Road
33	Lynx Network Group Inc.	Plow Permit #5014	Old State Road

Motion by Commissioner Holewinski, upon recommendation of the Road Commission’s Permit Agent, to approve the permits listed in 1-33 as presented, seconded by Commissioner Matelski. Three ayes, no nays. Motion carried.

APPROVED

B. Otsego Lake level – 1273.42/Bradford Lake level 1247.0 (Rain Gauge .84”).

ITEM 15 – ADJOURNMENT

Chairman Tholl moved to adjourn the meeting at 12:20 p.m.

Roberta M. Tholl, Chairman

David C. Matelski, Vice Chairman

William T. Holewinski, Member

Rebecca L. Jerry, Board Secretary