

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
OTSEGO COUNTY ROAD COMMISSION
HELD ON THURSDAY, APRIL 19, 2018, 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

Huff, Present

Matelski, Present

In addition, the following staff members were present: Becky Jerry, Board Secretary.

ITEM 3 – ADDITIONS TO AGENDA

1. Add to NEW BUSINESS: MDOT contract for N Old 27 N project.

ITEM 4 – APPROVAL OF AGENDA

Motion by Huff, and seconded by Holewinski to approve the Agenda with revisions. 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 March 19, 2018.
- B. *Payroll*: The Board approves Payroll #7 (\$65,533.35), and Payroll #8 (\$76,380.61), respectfully.
- C. *Accounts Payable*: The Board approves Accounts Payable C/3-3 (\$923.98) to be paid through the General (201) account, C/3-4 (\$70,528.23) to be paid through the General (201) account, C/4-1 (\$411,596.24) to be paid through the General (201) account, C/4-2 (\$413,819.21) to be paid through the General (201) account, and the Accounts Payable Check Register dated 03/01/2018 to 03/31/2018.

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

ITEM 6 – COUNTY UPDATE

Ken Glasser, Commissioner for Otsego County Board, updated Road Commission Board on County matters.

ITEM 7- APPOINTMENTS

9:15 a.m. Foremen's Reports. Shop and Parts Foremen provided the Board a status report.

ITEM 8 – PUBLIC COMMENT

None.

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ITEM 9 – UPCOMING MEETINGS

- A. Board Meeting dates: May 24, 2018 and June 21, 2018
- B. Straits Area Council: Tuesday, May 1, 2018 (Driftwood Restaurant in St. Ignace); Troy, Bill to attend. Check with Manager
- C. Safety Breakfast: Thursday, May 10, 2018 at 6:00 a.m.; Commissioners to attend.
- D. MCRC SIP Annual Meeting: July 18-19; Bill to attend. Others will check their calendars.

ITEM 10 – FINANCE REPORTS/BUDGETS

Board reviewed finance reports.

- 1. 2017 Act 51 Report. Motion by Huff, and seconded by Holewinski to approve the 2017 Act 51 Report pending Auditor final approval. Three ayes, no nays. Motion carried.

ITEM 11 – OLD BUSINESS/UNFINISHED BUSINESS

None.

ITEM 12 – NEW BUSINESS

- A. Township Agreement for Improvements on Local Roads/Chester Township/Beckett Road. Motion by Huff, and seconded by Holewinski to approve the Township Agreement for Improvements on Local Roads between the OCRC and Chester Township for improvements on Beckett Road with the Township contribution to be in the amount of \$100,000.00. Three ayes, no nays. Motion carried.
- B. Township Agreement for Improvements on Local Roads/Hayes Township/Old Alba Road. Motion by Holewinski, and seconded by Huff to approve the Township Agreement for Improvements on Local Roads between the OCRC and Hayes Township for improvements on Old Alba Road with the Township contribution to be in the amount of \$100,000.00. Three ayes, no nays. Motion carried.
- C. P18-5 Mailbox Policy/Petty Cash. Motion by Huff, and seconded by Holewinski to approve P18-5 Mailbox Policy and to direct the Finance Director to have \$500.00 petty cash available for reimbursement of damaged mailboxes. Three ayes, no nays. Motion carried.
- D. P18-6 Construction by Private Utility Companies for Private Use Within Road Commission Right-of-Way Policy. Motion by Huff, and seconded by Holewinski to approve P18-6 Construction by Private Utility Companies for Private Use Within Road Commission Right-of-Way Policy with an effective date of May 24, 2018. Discussion. Three ayes, no nays. Motion carried.
- E. Revised Application and Permit for Private Utility Company for Private Use. Motion by Huff, and seconded by Holewinski to approve the revised Application and Permit for Construction by Private Utility Companies for Private Use Within Road Commission Right-of-Way. Discussion. Three ayes, no nays. Motion carried.
- F. Public Hearing/Proposed Permit Fee Schedule/May 24, 2018. Motion by Huff, and seconded by Holewinski to hold a Public Hearing on May 24, 2018 at 9:05 a.m. on the revised/proposed Permit Fee Schedule. Discussion. Three ayes, no nays. Motion carried.
- G. Bid Tabulations for Asphalt Emulsions; Dust Layer; Ice Control Sand; Pavement Marking; 23A MDOT Specification Aggregate (Afton Stone). Motion by Holewinski, and seconded by Huff to accept those bids for Asphalt Emulsions, Dust Layer, Ice Control Sand, and Pavement Marking as recommended by the Manager and deemed to be in the best interests of the Road Commission. Three ayes, no nays. Motion carried.
- H. MDOT Contract North Old 27 N/R18-3 Resolution for Signature Authorization and Approval of the 2018 North Old 27 N Project Contract. Motion by Huff, and seconded by Holewinski to approve Resolution R18-3 Resolution for Signature Authorization and Approval of the 2018 North Old 27 N Project

APPROVED

Contract (Contract Number 18-5163) with MDOT. Roll call vote: Huff, yes; Holewinski, yes; Matelski, yes. Three ayes, no nays. Motion carried.

ITEM 13 – CORRESPONDENCE AND REPORTS

Went over correspondence from MCRCSIP regarding insurance premiums/harassment training.

ITEM 14 – MISCELLANEOUS AND OTHER

None.

ITEM 15 – ADJOURNMENT

Motion by Huff, and seconded by Holewinski to adjourn the Board meeting at 10:04 a.m. Three ayes, no nays. Motion carried.



David Matelski, Chairman



Rebecca Jerry, Board Secretary