

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
OTSEGO COUNTY ROAD COMMISSION
HELD ON THURSDAY, AUGUST 18, 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

Add to Upcoming Meetings: Change meeting time of September 15, 2016 to 8:00 a.m.

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 July 21, 2016.
- B. *Payroll:* The Board approves Payroll #15 (\$60,240.67), and Payroll #16 (\$67,946.51) respectively.
- C. *Accounts Payable:* The Board approves Accounts Payable C/7-3 (\$4,439.21) to be paid through the General (201) account, C/8-1 (\$2,914.13) to be paid through the General (201) account, C/8-2 (\$490,600.37) with \$35,733.43 being paid through the Millage (465) account, and \$454,866.94 to be paid through the General (201) account, and the Accounts Payable Check Register dated 7/1/2016 to 7/31/2016.

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.

ITEM 8 – PUBLIC COMMENT

Joe Burgdorf commented the roads are looking good and there are a lot of projects going on. Chair acknowledged that it was thanks to the Townships with their participation and contributions.

Randy Stultz, Otsego Lake Township, noted the Road Commission's diligence in its efforts to keep on top of signs in right of ways. Discussion.

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ITEM 9 – UPCOMING MEETINGS

Board went over meeting dates.

- A. Upcoming Road Commission Board meeting dates: Thursdays, September 15, 2016 and October 20, 2016
- B. Safety Picnic *Today*
- C. CRASIF Annual Membership Meeting: September 14, 2016, Boyne Mountain Resort.
- D. NMARC/ASMCRA Annual Joint Conference: September 14 through September 16, 2016, Boyne Mountain Resort. ***Need to appoint Voting Delegate to vote on all matters on behalf of the Otsego County Road Commission (due August 26). Motion by Tholl to appoint Bill Holewinski as Voting Delegate to vote on all matters on behalf of the Otsego County Road Commission at the NMARC/ASMCRA Annual Joint Conference, seconded by Matelski. Three ayes, no nays. Motion carried.***
- E. MERS Annual Conference: September 28 through September 29, Traverse City, MI (Becky is registered; will just be driving from home). ***Need to appoint Officer Delegate for voting privileges. Motion by Tholl to appoint Becky Jerry as the Officer Delegate for voting privileges at the MERS Annual Conference on behalf of the Otsego County Road Commission, seconded by Holewinski. Three ayes, no nays. Motion carried.***

ITEM 10 – FINANCE REPORTS/BUDGETS

Board reviewed materials provided by Finance Director. Finance Director went over proposed 1st Amended General Appropriations Budget with Board. **Motion by Tholl to approve the 1st Amended 2016 General Appropriations Budget, seconded by Holewinski. Three ayes, no nays. Motion carried.**

ITEM 11 – OLD BUSINESS

- A. P16-9 Ethical Standards and Standards of Conduct. **Motion by Holewinski to approve P16-9 Ethical Standards and Standards of Conduct Policy, seconded by Tholl. Three ayes, no nays. Motion carried.**

ITEM 12 – NEW BUSINESS

- A. Township Agreement/Bagley Township/Springwood Avenue/Bid Tabulation. **Motion by Tholl and seconded by Holewinski to approve the Township Agreement between the OCRC and Bagley Township for work to be performed on Springwood Avenue as described in the Agreement with an estimated cost of \$52,150.00 with the Township agreeing to contribute 100% of the actual costs of the improvements. Three ayes, no nays. Motion carried.**
- B. Beckett Road Safety Project. Discussion.
- C. Road Abandonment Petition/Joseph Burgdorf (Resolution provided at Board Meeting). Joseph Burgdorf presented his road abandonment issue to the Board. **Motion to approve Resolution P16-7, Road Abandonment by Tholl and seconded by Holewinski to approve the abandoning and discontinuing of the following described public roadway and/or portions thereof:
A twenty foot wide alley located between lots, 18, 19 and 20 within the plat of Otsego Lake Homesites in section 29, T30N-R3W, Bagley Township, Otsego County, Michigan as recorded in Liber 1, Page 109, Otsego County Records.
Roll call vote: Tholl, yes; Holewinski, yes; Matelski, yes. Three ayes, no nays. Motion carried.**

ITEM 7 – APPOINTMENTS

Foremen's Reports at 9:30 a.m. The Foremen provided update on MDOT projects; Arrow contract expiring; first aid cabinets; blade inventory.

ITEM 12 – NEW BUSINESS continued...

- D. Equipment Disposals. Board reviewed list. Discussion. **Motion by Holewinski and seconded by Tholl to dispose of the following equipment: 508 (FA324), 517 (FA333), 518 (FA334), 518.1 (FA335), 525 (FA346), 525.1 (FA539), 544.1 (FA332), 701 (FA847), 703 (FA850), 750 (FA922), 15076 (FA105), 15083 (FA112), 15085 (FA114). Three ayes, no nays. Motion carried. Board would like to be updated on monies received for disposed of equipment.**

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ITEM 13 – CORRESPONDENCE AND REPORTS

Manager updated Board on the following:

1. Chester Road
2. Antrim County Road Commission
3. December MTF revenues
4. Township input for 2017 road projects at October Board meeting
5. Camp Ten Road
6. Sturgeon Valley project and use of Forest Funds only
7. Beckett Road

Also discussed:

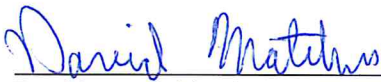
1. Keeping track of logging/emergency road work repairs
2. Certification letter received from MDOT. Discussion.

ITEM 14 – MISCELLANEOUS AND OTHER

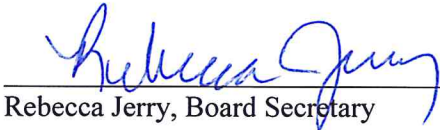
A. Permits. Board reviewed list of permits provided in Agenda.

ITEM 15 – ADJOURNMENT

Chair Matelski called the meeting adjourned at 10:18 a.m.



David Matelski, Chairman



Rebecca Jerry, Board Secretary