

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
OTSEGO COUNTY ROAD COMMISSION
HELD ON MONDAY, JULY 17, 2017, 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: Jason Melancon, Manager; Becky Jerry, Board Secretary.

ITEM 3 – ADDITIONS TO AGENDA

None.

ITEM 4 – APPROVAL OF AGENDA

Motion by Huff, and seconded by Holewinski to approve the Agenda as presented. 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 15, 2017 and Special Meeting Minutes dated June 26, 2017.

B. *Payroll:* The Board approves Payroll #13 (\$61,871.56), Payroll Q2 Health Ins. (\$6,632.52), and Payroll #14 (\$65,179.05), respectfully.

C. *Accounts Payable:* The Board approves Accounts Payable C/6-3 (\$73,281.79) to be paid through the General (201) account, C/7-1 (\$13,268.36) to be paid through the General (201) account, C/7-2 (\$272,248.81) with \$252,768.42 to be paid through the General (201) account and \$19,480.39 to be paid through the Millage (465) account, and the Accounts Payable Check Register dated 06/01/2017 to 06/30/2017.

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

Tony Radjenovich, MERS Representative, went over 2016 Actuarial, and discussed options for retirement savings.

ITEM 8 – PUBLIC COMMENT

None.

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ITEM 9 – UPCOMING MEETINGS

- A. Straits Area Council: Tuesday, August 1, 2017 (Bill and Troy to attend)
- B. Regularly scheduled Board meetings: August 17, 2017 and September 21, 2017. Discussion on possibly changing September 21, 2017 Board meeting. To be discussed at next Board meeting
- C. Safety Picnic: August 17, 2017 after Board meeting
- D. MPELRA Annual Training Conference: September 20-22, 2017 (Becky to attend)

ITEM 10 – FOREMEN’S UPDATES/10:00 A.M.

- A. Foremen updated Board on shop and road issues.

ITEM 11 – FINANCE REPORTS/BUDGETS

Finance Director went over information on setting up a trust fund for the Road Commission healthcare liability. **Motion by Huff, and seconded by Holewinski to postpone matter of healthcare liability trust fund until the next meeting. Three ayes, no nays. Motion carried.**

ITEM 12 – OLD BUSINESS/UNFINISHED BUSINESS

- A. Purchase of low profile truck. **Motion by Huff, and seconded by Holewinski to approve the purchase of a low profile truck for the approximate amount of \$28,625.00 upon the recommendation of the Manager. Three ayes, no nays. Motion carried.**

ITEM 13 – NEW BUSINESS

- A. Rescind Resolution Health & Safety Committee adopted July 21, 2006. **Motion by Huff, and seconded by Holewinski to rescind Resolution Health and Safety Committee which was adopted on July 21, 2006. Three ayes, no nays. Motion carried.**
- B. Rescind Policy No. 35 Yard Marker Stakes. **Motion by Huff, and seconded by Holewinski to rescind Policy No. 35 regarding yard marker stakes. Three ayes, no nays. Motion carried. Motion by Huff, and seconded by Holewinski to adopt the Revised OCRC Public Notice in regards to right-of-ways. Discussion. Three ayes, no nays. Motion carried.**
- C. P17-16 Records Retention Schedule Policy. **Motion by Huff, and seconded by Holewinski to approve P17-16 Records Retention Schedule Policy. Three ayes, no nays. Motion carried.**
- D. P17-17 No Smoking Policy. **Motion by Huff, and seconded by Holewinski to approve P17-17 No Smoking Policy. Discussion. Three ayes, no nays. Motion carried.**
- E. P17-18 Equal Employment Opportunity. **Motion by Huff, and seconded by Holewinski to approve P17-18 Equal Employment Opportunity Policy. Three ayes, no nays. Motion carried.**
- F. P17-19 Return to Work Policy. **Motion by Huff, and seconded by Holewinski to approve P17-19 Return to Work Policy. Three ayes, no nays. Motion carried.**
- G. P17-20 Overtime Policy. **Motion by Huff, and seconded by Holewinski to approve P17-20 Overtime Policy. Three ayes, no nays. Motion carried.**
- H. R17-4 Electronic Transactions and Substitute Checks. **Motion by Huff, and seconded by Holewinski to approve R17-4 Electronic Transactions and Substitute Checks. Roll call vote: Huff, yes; Holewinski, yes; Matelski, yes. Three ayes, no nays. Motion carried.**
- I. R17-5 Section 125 Premium Only Plan. **Motion was made by Huff, and seconded by Holewinski to adopt Resolution R17-5 Section 125 Premium Only Plan Amended and Restated January 1, 2017, and to authorize the Manager to execute Plan documents on behalf of the Otsego County Road Commission. Roll call vote: Huff, yes; Holewinski, yes; Matelski, yes. Three ayes, no nays. Motion carried.**

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- J. R17-6 Resolution for 2019 Federal Safety Funds/Beckett Road. Motion was made by Huff, and seconded by Holewinski to adopt Resolution R17-6 Resolution for 2019 Federal Safety Funds Application Approval for Beckett Road. Roll call vote: Huff, yes; Holewinski, yes; Matelski, yes. Three ayes, no nays. Motion carried.

ITEM 14 – CORRESPONDENCE AND REPORTS

None.

ITEM 15 – ADJOURNMENT

Chair called the meeting adjourned at 10:44 a.m.



David Matelski, Chairman



Rebecca Jerry, Board Secretary