

APPROVED

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

ITEM 3 – ADDITIONS TO AGENDA

- A. Additions/revisions: Add NEW BUSINESS: R18-7 & R18-8; Disposal of Equipment 15090/FA119 & 15080/FA109; Contract Agreement/Rieth-Riley/Cottage Trail; Contract Agreement/Payne & Dolan/Old Colony, Brandywine Lane, Crosswick; Contract Agreement/Payne & Dolan/Hallenius & West Martin Lake Roads; Contract Document/Old US 27 South Milling and Resurfacing Project/OCRC & Payne & Dolan; Contract Document/Beckett Road Rehabilitation Project/OCRC & J & N. Remove NEW BUSINESS: OCRC Contract Agreement/J&N/Beckett Road.

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 June 21, 2018.
- B. *Payroll*: The Board approves Payroll #13 (\$62,281.56), PR#Q2 Health Ins. Opt-Out (\$6,632.52), Payroll #14 (\$64,796.20), and Payroll #15 (\$64,852.09), respectfully.
- C. *Accounts Payable*: The Board approves Accounts Payable C/6-3 (\$2,670.88) to be paid through the General (201) account, C/7-1 (\$17,085.47) to be paid through the General (201) account, C/7-2 (\$322,288.22) of which \$308,092.14 will be paid through the General (201) account and \$14,196.08 to be paid through the Millage (465) account, C/7-2A (\$480.00) to be paid through the General (201) account, and the Accounts Payable Check Register dated 06/01/2018 to 06/30/2018.

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

ITEM 7 – APPOINTMENTS

None.

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ITEM 8 – COUNTY UPDATE

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

ITEM 6 – 9:05 A.M. PUBLIC HEARING

Motion by Huff, and seconded by Holewinski to open the Public Hearing at 9:05 a.m. to review/discuss R18-5 Resolution to Adopt Reasonable Policy Regarding Fees Pursuant to MCL 224-19b and R18-6 Resolution to Amend County Road Commission Permit Policy for Safely Allowing Limited Communication Service Provider Facilities Access Within the County Road Right-of-Ways. Three ayes, no nays. Motion carried. Discussion.

Motion by Huff, and seconded by Holewinski to close the Public Hearing and return to the open meeting at 9:11 a.m. Three ayes, no nays. Motion carried.

Motion by Huff, and seconded by Holewinski to approve Resolutions R18-5 Resolution to Adopt Reasonable Policy Regarding Fees Pursuant to MCL 224-19b and R18-6 Resolution to Amend County Road Commission Permit Policy for Safely Allowing Limited Communication Service Provider Facilities Access Within the County Road Right-of-Ways, and there being no objections. Roll call vote: Huff, yes; Holewinski, yes; Matelski, yes. Three ayes, no nays. Motion carried.

Motion by Huff, and seconded by Holewinski to approve P18-8 Telecommunication and Video Service Provider Right-of-Way Permit Policy and Fee Schedule and P18-9 OCRC Permit Policy for Safely Allowing Limited Communication Service Provider Facilities Access Within the County Road Right-of-Ways. Three ayes, no nays. Motion carried.

ITEM 9 – PUBLIC COMMENT

None.

ITEM 10 – UPCOMING MEETINGS

- A. Board Meeting dates: August 16, 2018 and September 20, 2018
- B. Next MTA Meeting: Tuesday, October 16, 2018 at 6:00 p.m.
- C. Employee Picnic: August 16, 2018

ITEM 11 – FINANCE REPORTS/BUDGETS

None.

ITEM 12 – OLD BUSINESS/UNFINISHED BUSINESS

None.

ITEM 13 – NEW BUSINESS

- A. Bid Tabulation/Cottage Trail/Otsego Lake Township. Motion by Huff, and seconded by Holewinski to accept the bid from Rieth-Riley for the Cottage Trail road project in the amount of \$38,900.00 as recommended by the Manager to be in the best interest of the Road Commission. Three ayes, no nays. Motion carried.
- B. Bid Tabulation/Northwood Drive/Hayes Township. Motion by Holewinski, and seconded by Huff to accept the bid from Payne & Dolan for the Northwood Drive road project in the amount of \$150,675.50 as recommended by the Manager to be in the best interest of the Road Commission. Three ayes, no nays. Motion carried.
- C. Bid Tabulation/Old Colony Road, Brandywine Lane, Crosswick Road/Elmira Township. Motion by Huff, and seconded by Holewinski to accept the bid from Payne & Dolan for the Old Colony Road, Brandywine Lane, and Crosswick Road road project in the amount of \$58,420.00 as recommended by the Manager to be in the best interest of the Road Commission. Three ayes, no nays. Motion carried.
- D. Bid Tabulation/Hallenius Road and West Martin Lake Road/Elmira Township. Motion by Huff, and seconded by Holewinski to accept the bid from Payne & Dolan for the Hallenius Road and West Martin Lake Road project in the amount of \$179,906.75 as recommended by the Manager to be in the best interest of the Road Commission. Three ayes, no nays. Motion carried.

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- E. Bid Tabulation/Beckett Road/Chester Township. Motion by Huff, and seconded by Holewinski to accept the bid from J & N LLC for the Beckett Road project in the amount of \$613,741.04 as recommended by the Manager to be in the best interest of the Road Commission. Three ayes, no nays. Motion carried.
- F. Township Agreement for Improvements on Local Roads/Otsego Lake Township/Cottage Trail. Motion by Huff, and seconded by Holewinski to approve the Township Agreement for Improvements on Local Roads between the OCRC and Otsego Lake Township for improvements on Cottage Trail pending Township Board approval with the Township contribution estimated to be in the amount of \$5,000.00. Three ayes, no nays. Motion carried.
- G. Township Agreement for Improvements on Local Roads/Hayes Township/Northwood Drive. Motion by Huff, and seconded by Holewinski to approve the Township Agreement for Improvements on Local Roads between the OCRC and Hayes Township for improvements on Northwood Drive with the Township contribution estimated to be in the amount of \$100,000.00. Three ayes, no nays. Motion carried.
- H. Township Agreement for Improvements on Local Roads/Elmira Township/Old Colony Road, Brandywine Lane, and Crosswick Road. Motion by Huff, and seconded by Holewinski to approve the Township Agreement for Improvements on Local Roads between the OCRC and Elmira Township for improvements on Old Colony Road, Brandywine Lane, and Crosswick Road with the Township contribution estimated to be in the amount of \$42,960.00. Three ayes, no nays. Motion carried.
- I. Township Agreement for Improvements on Local Roads/Elmira Township/Hallenius Road and West Martin Lake Road. Motion by Huff, and seconded by Holewinski to approve the Township Agreement for Improvements on Local Roads between the OCRC and Elmira Township for improvements on Hallenius and West Martin Lake Roads with the Township contribution estimated to be in the amount of \$129,900.00. Three ayes, no nays. Motion carried.
- J. Contract Agreement/OCRC & Payne & Dolan/Northwood Drive. Motion by Huff, and seconded by Holewinski to approve the Contract Agreement between the OCRC and Payne & Dolan for improvements on Northwood Drive for the contract price of \$150,675.50 and to authorize Manager to execute same. Three ayes, no nays. Motion carried.
- K. Township Agreement for Improvements on Local Roads/Charlton Township/Dagon Road. Motion by Huff, and seconded by Holewinski to approve the Township Agreement for Improvements on Local Roads between the OCRC and Charlton Township for improvements on Dagon Road with the Township contribution estimated to be in the amount of \$17,800.00. Three ayes, no nays. Motion carried.
- L. Disposal of Equipment 602/FA420; 15089/FA118; 15090/FA119; 15080/FA109. Motion by Huff, and seconded by Holewinski to disposal of equipment number 602/FA420, 15089/FA118, 15080/FA109, and 15090/FA119. Three ayes, no nays. Motion carried.
- M. 2018 MERS Officer and Employee Delegate Certification Form. Motion by Huff, and seconded by Holewinski to appoint Becky Jerry as the Officer Delegate for voting privileges at the MERS Annual Conference on behalf of the Otsego County Road Commission. Three ayes, no nays. Motion carried.
- N. Application for Waiver and Plan: Retirement Health Benefit Systems/Form 5584 and R18-8 Resolution Adopting and Approving its Application for Waiver and Plan: Retirement Health Benefit Systems. Motion by Holewinski, and seconded by Huff to approve and adopt the Application for Waiver and Plan: Retirement Health Benefit Systems/Form 5584 and authorize Manager to execute same. Three ayes, no nays. Motion carried.

Motion by Huff, and seconded by Holewinski to approve and adopt R18-8 Resolution Adopting and Approving its Application for Waiver and Plan: Retirement Health Benefit Systems. Roll call vote: Huff, yes; Holewinski, yes; Matelski, yes. Three ayes, no nays. Motion carried.
- O. Application for Waiver and Plan: Defined Benefit Pension Retirement Systems/Form 5583 and R18-7 Resolution Adopting and Approving its Application for Waiver and Plan: Defined Benefit Pension Retirement Systems. Motion by Huff, and seconded by Holewinski to approve and adopt the Application for Waiver and Plan: Defined Benefit Pension Retirement Systems/Form 5583 and authorize Manager to execute same. Three ayes, no nays. Motion carried.

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Motion by Huff, and seconded by Holewinski to approve and adopt R18-7 Resolution Adopting and Approving its Application for Waiver and Plan: Defined Benefit Pension Retirement Systems. Roll call vote: Huff, yes; Holewinski, yes; Matelski, yes. Three ayes, no nays. Motion carried.

- P. Contract Agreement/OCRC & Rieth-Riley/Cottage Trail. Motion by Huff, and seconded by Holewinski to approve the Contract Agreement between the OCRC and Rieth-Riley Construction Co. for improvements on Cottage Trail for the contract price of \$38,900.00 and to authorize Manager to execute same upon Township Board approval. Three ayes, no nays. Motion carried.
- Q. Contract Agreement/OCRC & Payne & Dolan/Old Colony Road, Brandywine Lane, Crosswick Road. Motion by Huff, and seconded by Holewinski to approve the Contract Agreement between the OCRC and Payne & Dolan for improvements on Old Colony Road, Brandywine Lane, and Crosswick Road for the contract price of \$58,420.00 and to authorize Manager to execute same. Three ayes, no nays. Motion carried.
- R. Contract Agreement/OCRC & Payne & Dolan/Hallenius Road and West Martin Lake Road. Motion by Holewinski, and seconded by Huff to approve the Contract Agreement between the OCRC and Payne & Dolan for improvements on Hallenius Road and West Martin Lake Road for the contract price of \$179,906.75 and to authorize Manager to execute same. Three ayes, no nays. Motion carried.
- S. Contract Document/Payne & Dolan/Old US 27 South. Motion by Huff, and seconded by Holewinski to approve the Contract Document for the Old US 27 South Milling and Resurfacing Project between the Otsego County Road Commission and Payne and Dolan, Inc. in the amount of \$622,037.58 and to authorize Manager to execute same. Three ayes, no nays. Motion carried.
- T. Contract Document/J&N/Beckett Road. Motion by Huff, and seconded by Holewinski to approve the Contract Document for the Beckett Road Rehabilitation Project between the Otsego County Road Commission and J & N LLC in the amount of \$613,714.04 and to authorize Manager to execute same. Three ayes, no nays. Motion carried.

ITEM 14 – CORRESPONDENCE AND REPORTS

Manager and Board discussed the following:

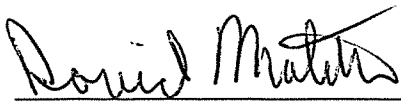
- A. Roof on building.
- B. Pavement markings.
- C. Employee retirement/hiring of replacement.

ITEM 15 – MISCELLANEOUS AND OTHER

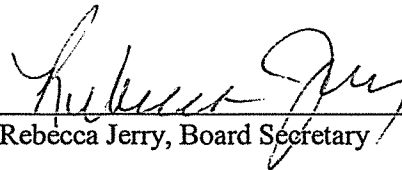
None.

ITEM 16 – ADJOURNMENT

Motion by Huff, and seconded by Holewinski to adjourn meeting at 10:15 a.m. Three ayes, no nays. Motion carried.



David Matelski, Chairman



Rebecca Jerry, Board Secretary