

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
OTSEGO COUNTY ROAD COMMISSION
HELD ON THURSDAY, JUNE 15, 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 May 18, 2017.
- B. *Payroll:* The Board approves Payroll #11 (\$60,946.72), and Payroll #12 (\$64,839.41), respectfully.
- C. *Accounts Payable:* The Board approves Accounts Payable C/5-3 (\$77,624.79) to be paid through the General (201) account, C/6-1 (\$3,147.02) to be paid through the General (201) account, C/6-2 (\$420,056.36) with \$391,220.10 to be paid through the General (201) account and \$28,836.26 to be paid through the Millage (465) account, and the Accounts Payable Check Register dated 05/01/2017 to 05/31/2017.

Motion by Holewinski, and seconded by Huff 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

None.

ITEM 8 – PUBLIC COMMENT

None.

ITEM 9 – UPCOMING MEETINGS

- A. Regularly scheduled Board meetings: July 17, 2017 (Notice attached for review) and August 17, 2017
- B. MCRCSIP Annual Membership meeting, July 19-20 in Mt. Pleasant (Holewinski to attend)

APPROVED

C. Safety Picnic: August 17, 2017 after Board meeting

ITEM 10 – Recall of May 18, 2017 PUBLIC HEARING AT 9:15 a.m.

A. Abandonment of Deer Lake Road.

Motion by Huff, and seconded by Holewinski to re-open the Public Hearing from May 18, 2017, at 9:16 a.m. to hear any objections and to discuss the abandonment of a 50-foot wide easement between parcels 060-027-200-068-08 and 061-165-000-001-00, section 27 of Elmira Township. Discussion. No objections were heard. Roll Call Vote: Huff, yes; Holewinski, yes; Matelski, yes. Three ayes, no nays. Motion carried.

Motion by Huff, and seconded by Holewinski, to close the Public Hearing at 9:20 a.m. and return to open session. Three ayes, no nays. Motion carried.

Motion by Huff, and seconded by Holewinski to approve R17-2 Resolution for Road Abandonment and R17-2 Resolution for Road Abandonment for recording at the Otsego County Register of Deeds. Roll call vote: Huff, yes; Holewinski, yes; Matelski, yes. Three ayes, no nays. Motion carried. (Attached as part of these minutes)

ITEM 11 – FINANCE REPORTS/BUDGETS

None.

ITEM 13 – OLD BUSINESS/UNFINISHED BUSINESS

None.

ITEM 14 – NEW BUSINESS

- A. MDOT Engineering Reimbursement. **Motion by Huff, and seconded by Holewinski to approve the request for engineering reimbursement from MDOT for the amount of \$10,000.00. Three ayes, no nays. Motion carried.**
- B. MERS 2016 Annual Actuarial Valuation. Discussion. MERS representative to attend next Board meeting to discuss actuarial and pension liability.
- C. Bid Tabulations for Hot Mix Asphalt/Old Alba Road. **Motion by Holewinski, and seconded by Huff to accept the bid for hot mix asphalt paving for Old Alba Road in Hayes Township that the Manager recommends and/or deems to be in the best interests of the Road Commission. Three ayes, no nays. Motion carried.**
- D. Bids for Camp Ten Road Rehabilitation Project. (Opened at 2:00 p.m. on June 15, 2017). **Motion by Holewinski, and seconded by Huff to accept the bid for Camp Ten Road Rehabilitation Project that the Manager recommends and/or deems to be in the best interests of the Road Commission. Three ayes, no nays. Motion carried.**
- E. R17-3 HIPPA Compliance. **Motion by Huff, and seconded by Holewinski to approve Resolution R17-3 HIPPA Compliance. Roll call vote: Huff, yes; Holewinski, yes; Matelski, yes. Three ayes, no nays. Motion carried.**
- F. P17-7 Travel Policy. **Motion by Huff, and seconded by Holewinski to approve the revised P17-7 Travel Policy. Three ayes, no nays. Motion carried.**
- G. P17-8 Safety Manual. **Motion by Huff, and seconded by Holewinski to approve the P17-8 Safety Manual. Discussion. Three ayes, no nays. Motion carried.**
- H. P17-9 Administrative Requirements, Cost Principles, and Audit Requirements for Recipients of Federal Funds Policy. **Motion by Huff, and seconded by Holewinski to approve the P17-9 Administrative Requirements, Cost Principles, and Audit Requirements for Recipients of Federal Funds Policy. Three ayes, no nays. Motion carried.**
- I. P17-10 Personal Use of Road Commission Vehicles Policy. **Motion by Holewinski, and seconded by Huff to approve the P17-10 Personal Use of Road Commission Vehicles Policy. Three ayes, no nays. Motion carried.**
- J. P17-11 Acceptance of Credit and Debit Cards for Payment. **Motion by Huff, and seconded by Holewinski to approve the P17-11 Acceptance of Credit and Debit Cards for Payment. Three ayes, no nays. Motion carried.**

APPROVED

- K. P17-12 Michigan Right to Know Policy. **Motion by Huff, and seconded by Holewinski to approve the P17-12 Michigan Right to Know Policy. Three ayes, no nays. Motion carried.**
- L. P17-13 Flexible Benefit Plan. **Motion by Huff, and seconded by Holewinski to approve the P17-13 Flexible Benefit Plan Policy. Three ayes, no nays. Motion carried.**
- M. P17-14 Credit Cards Policy. **Motion by Huff, and seconded by Holewinski to approve the P17-14 Credit Card Policy. Three ayes, no nays. Motion carried.**
- N. P17-15 Road Abandonment Policy. **Motion by Huff, and seconded by Holewinski to approve the P17-15 Road Abandonment Policy. Three ayes, no nays. Motion carried.**
- O. MCRCSIP/2017 Board of Directors Election. **Motion by Holewinski, and seconded by Huff to vote for Cooper and Gutowski as the MCRCSIP Board of Directors Northern Representatives and vote for Livermore and Williams as the MCRCSIP Board of Directors At-Large Representatives. Three ayes, no nays. Motion carried.**

ITEM 15 – CORRESPONDENCE AND REPORTS

Manager went over the following with the Board.

- MIOSHA visit.
- Livingston Township/State loan.
- John Burt retirement party.
- Transit request for \$150,000.00 from STIP funds
- Old 27 North road project.

ITEM 12 – FOREMEN’S UPDATES

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

ITEM 16 – ADJOURNMENT

Chair called the meeting adjourned at 10:13 a.m.



David Matelski, Chairman



Rebecca Jerry, Board Secretary