

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
OTSEGO COUNTY ROAD COMMISSION
HELD ON FRIDAY, MARCH 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

Add: Closed Session Meeting to Discuss Employee Matter and to Review Closed Session Minutes Dated March 17, 2017.

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 February 16, 2017.
- B. *Payroll*: The Board approves Payroll #4 (\$84,794.05), and Payroll #5 (\$77,399.18), respectfully.
- C. *Accounts Payable*: The Board approves Accounts Payable C/2-3 (\$26,165.25) to be paid through the General (201) account, C/2-4 (\$75,180.36) being paid through the General (201) account, C/3-1 (\$60,819.97) to be paid through the General (201) account, C/3-2 (\$255,646.98) to be paid through the General (201) account, and the Accounts Payable Check Register dated 02/01/2017 to 02/28/2017.

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

None.

ITEM 8 – PUBLIC COMMENT

None.

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ITEM 9 – UPCOMING MEETINGS

1. Regularly scheduled Board meetings: April 20, 2017 and May 18, 2017.
2. Safety Breakfast: Thursday, May 18, 2017 at 6:00 a.m.

ITEM 10 – FINANCE REPORTS/BUDGETS

None.

ITEM 12 – OLD BUSINESS/UNFINISHED BUSINESS

- A. Township Agreement for Improvements on Local Roads/Camp Ten Road. **Motion by Holewinski and seconded by Huff to approve the Township Agreement for Improvements on Local Roads between the OCRC and Elmira Township for improvements on Camp Ten Road in the amount of \$1,241,920.00. Three ayes, no nays. Motion carried.**
- B. Purchase of 2002 New Holland Tractor w/flail and rotary mowers/\$14,300.00. **Motion by Huff and seconded by Holewinski to approve the purchase of a 2002 New Holland Tractor with flail and rotary mowers in the amount of \$14,300.00. Three ayes, no nays. Motion carried.**
- C. Purchase of Service Time by Tom Deans. **Motion by Huff and seconded by Holewinski to approve Resolution for Tom Deans to purchase 5 years' service credit. Discussion. Board agreed to table until April meeting.**
- D. Oil Furnace Price Quotes. Board reviewed oil furnace price quotes. **Motion by Huff and seconded by Holewinski to accept RW Energy price quote for the purchase of a new oil furnace in the amount of \$8,495.00. Three ayes, no nays. Motion carried.**

ITEM 11 – Public Hearing/Permit Fee Schedule at 9:15 a.m.

Motion by Huff and seconded by Holewinski to open the Public Hearing at 9:20 a.m. to review/discuss the revisions to the proposed OCRC Permit Fee Schedule. Three ayes, no nays. Motion carried. Discussion on proposed changes to fee schedule. (Only revision was an increase in single move for mobile homes from \$25.00 to \$50.00 for a single move per unit)

Motion by Huff and seconded by Holewinski to close the Public Hearing and return to open session at 9:25 a.m. Three ayes, no nays. Motion carried.

Motion by Huff and seconded by Holewinski to approve the revisions to P17-4 OCRC Permit Fee Schedule. Three ayes, no nays. Motion carried.

ITEM 14 – CORRESPONDENCE AND REPORTS at 9:30 a.m.

- A. Manager updated Board on discussions with Mike Roper regarding tennis court and donation of employees' time and Road Commission equipment.
- B. Foremen updated Board on shop and road issues.

ITEM 13 – NEW BUSINESS

- A. Disposal of Equipment No.: 523/FA342. **Motion by Huff and seconded by Holewinski to dispose of equipment number 523/FA342. Three ayes, no nays. Motion carried.**

ITEM 16 – CLOSED SESSION TO DISCUSS EMPLOYEE MATTER AND TO REVIEW CLOSED SESSION MINUTES DATED MARCH 17, 2017.

Motion by Huff and seconded by Holewinski to go into Closed Session at 9:45 a.m. to discuss an employee matter and to review Closed Session minutes dated March 17, 2017. Roll call vote: Huff, yes; Holewinski, yes; Matelski, yes. Three ayes, no nays. Motion carried.

Motion by Huff and seconded by Holewinski to go back into Open Session at 10:20 a.m. Three ayes, no nays. Motion carried.

Motion by Huff and seconded by Holewinski to approve the Closed Session Minutes dated March 17, 2017. Three ayes, no nays. Motion carried.

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ITEM 15 – MISCELLANEOUS AND OTHER

Manager updated Board on the Meridian Line Road project and expected costs to the Township and Road Commission. Also discussed: Amount of Township contribution; Board agreed to stay consistent with all Township projects; Charlton Road Agreement.

ITEM 17 – ADJOURNMENT

Motion by Huff and seconded by Holewinski to adjourn meeting at 10:50 a.m. Three ayes, no nays. Motion carried.



David Matelski, Chairman



Rebecca Jerry, Board Secretary