

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
OTSEGO COUNTY ROAD COMMISSION
HELD ON THURSDAY, MAY 18, 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 April 20, 2017.
- B. *Payroll*: The Board approves Payroll #9 (\$63,777.59), and Payroll #10 (\$63,623.40), respectfully.
- C. *Accounts Payable*: The Board approves Accounts Payable C/4-4 (\$3,252.10) to be paid through the General (201) account, C/5-1 (\$4,431.98) to be paid through the General (201) account, C/5-2 (\$149,400.27) to be paid through the General (201) account, and the Accounts Payable Check Register dated 04/01/2017 to 04/30/2017.

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

- A. Phil Wolf, auditor from Anderson, Tackman & Company, went over the 2016 Audit. **Motion by Huff, and seconded by Holewinski to accept and approve the 2016 Audit as presented. Three ayes, no nays. Motion carried.**

ITEM 10 – PUBLIC HEARING AT 9:15 a.m.

- A. Abandonment of Deer Lake Road.

Motion by Huff, and seconded by Holewinski to open the Public Hearing at 9:33 a.m. to hear any objections and to discuss the abandonment of a 50-foot wide easement between parcels 060-027-

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200-068-08 and 061-165-000-001-00, section 27 of Elmira Township. Roll Call Vote: Huff, yes; Holewinski, yes; Matelski, yes. Three ayes, no nays. Motion carried.

Manager went over abandonment documents. Discussion.

No objections were heard.

Motion by Huff, and seconded by Holewinski, to close the Public Hearing at 9:42 a.m. and return to open session. Three ayes, no nays. Motion carried.

Motion by Holewinski, and seconded by Huff to approve R17-2 Resolution for Road Abandonment and R17-2 Resolution for Road Abandonment for recording at the Otsego County Register of Deeds. (Board Secretary mistakenly took Roll Call vote) Discussion. Motion by Holewinski, and seconded by Huff to reconsider approval of R17-2 Road Abandonment. Roll call vote: Holewinski, yes; Huff, yes; Matelski, yes. Three ayes, no nays. Motion carried.

Motion by Huff, and seconded by Holewinski to postpone matter of R17-2 Resolution for Road Abandonment until the June 15 Board meeting. Three ayes, no nays. Motion carried.

ITEM 8 – PUBLIC COMMENT

Matt Nowak, Charlton Township Supervisor, commented on millage funds and the change in the percentage of Township participation costs on projects.

ITEM 12 – FOREMEN’S UPDATES

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

ITEM 9 – UPCOMING MEETINGS

- A. Discussion on dates of upcoming Board meetings. **Motion by Holewinski, and seconded by Huff to change the meeting scheduled for July 20, 2017 to Monday, July 17, 2017. Three ayes, no nays. Motion carried.**
- B. MCRCSIP Annual Membership meeting. Holewinski to attend.

ITEM 11 – FINANCE REPORTS/BUDGETS

Discussed:

- 1. MERS quarterly report.

ITEM 13 – OLD BUSINESS/UNFINISHED BUSINESS

- A. Purchase of Service Time by Tom Deans. **Motion by Holewinski, and seconded by Huff, to approve MERS Resolution for purchase of 3 years 9 months Service Time by Tom Deans. Discussion. Roll Call Vote: Holewinski, yes; Huff, no; Matelski, no. One aye, two nays. Motion failed.**
- B. MERS/Surplus Fund. Discussion. **Motion by Huff, and seconded by Holewinski to approve and adopt the Defined Benefit Plan Surplus Division Adoption Addendum, to authorize Manager to sign said Addendum, and to direct Finance Director to pay \$10,000.00 per month into the Surplus Division in addition to a one-time payment of \$100,000.00. Three ayes, no nays. Motion carried. Also discussed starting a healthcare liability escrow fund.**
- C. Bid Tabulation for Hot Mix Asphalt Paving of Various Streets in Bagley Township. **Motion by Huff, and seconded by Holewinski to accept the bid from Reith-Riley Construction Co., Inc. for the hot mix asphalt paving of various streets in Bagley Township. Threes ayes, no nays. Motion carried.**
- D. Bid Tabulations for Asphalt Emulsions/Dust Control/Ice Control Sand. **Motion by Huff, and seconded by Holewinski to accept those bids for Asphalt Emulsions, Dust Control, and Ice Control Sand that the Manager recommends to be in the best interests of the Road Commission. Three ayes, no nays. Motion carried.**
- E. Bid Tabulation/Used 4x2 Crew Cab 24,500 GVW Dump Truck. **Motion by Huff, and seconded by Holewinski to approve the bid from Diesel Truck Sales, Inc. for a used 4x2 Crew Cab 24,500 GVW dump truck for the amount of \$28,625.00 upon approval and recommendation of Manager. Three ayes, no nays. Motion carried.**

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ITEM 14 – NEW BUSINESS

- A. P17-5 Permit for Limited Communication Service Provider Facilities Access Within County Road Right-of-Way and Communication Service Provider Right-of-Way Permit: Special Terms and Conditions. **Motion by Huff, and seconded by Holewinski to approve P17-5 Permit for Limited Communication Service Provider Facilities Access Within County Road Right-of-Way and Communication Service Provider Right-of-Way Permit: Special Terms and Conditions. Three ayes, no nays. Motion carried.**
- B. P17-6 Ethical Standards and Standards of Conduct. **Motion by Holewinski, and seconded by Huff to approve the revised P17-6 Ethical Standards and Standards of Conduct Policy. Discussion. Three ayes, no nays. Motion carried.**
- C. 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.**
- D. Township Agreement for Improvements on Local Roads/Gunner Lane and Red Pine Drive. **Motion by Huff, and seconded by Holewinski to approve the Township Agreement for Improvements on Local Roads between the OCRC and Bagley Township for improvements on Gunner Lane and Red Pine Drive for the estimated amount of \$72,760.00. Three ayes, no nays. Motion carried.**
- E. Township Agreement for Improvements on Local Roads/Cheyenne Circle and Waneta Court. **Motion by Huff, and seconded by Holewinski to approve the Township Agreement for Improvements on Local Roads between the OCRC and Bagley Township for improvements on Cheyenne Circle and Waneta Court for the estimated amount of \$55,000.00. Three ayes, no nays. Motion carried.**
- F. Township Agreement for Improvements on Local Roads/Old Alba Road. **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 Old Alba Road for the estimated amount of \$314,640.00. Three ayes, no nays. Motion carried.**

ITEM 15 – CORRESPONDENCE AND REPORTS

Manager went over Commissioners' Report with the Board.

Also discussed:

- Audit findings.
- Bradford Lake Dam.
- Resurfacing round-about to Fairview
- Liaison box.
- Equipment Committee.

ITEM 146– MISCELLANEOUS AND OTHER

None.

ITEM 17 – ADJOURNMENT

Motion by Huff, and seconded by Holewinski, to adjourn meeting at 11:03 a.m. Three ayes, no nays. Motion carried.



David Matelski, Chairman



Rebecca Jerry, Board Secretary