

APPROVED

**MINUTES for the
REGULAR MEETING OF THE
OTSEGO COUNTY ROAD COMMISSION
HELD ON THURSDAY, OCTOBER 20, 2016, 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

Matelski, Present

Tholl, Present

In addition, the following staff members were present: Jason Melancon, Manager; Becky Jerry, Board Secretary.

ITEM 3 – ADDITIONS TO AGENDA

Add to Finance: 1. Healthcare renewal proposal

ITEM 4 – APPROVAL OF AGENDA

**Motion by Holewinski and seconded by Tholl 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 September 15, 2016.
- B. *Payroll:* The Board approves Payroll #19 (\$60,292.13), Payroll #20 (\$59,788.96), Payroll Health Ins. Opt-Out Q3 (\$7,978.15), and Payroll #21 (\$62,201.34) respectively.
- C. *Accounts Payable:* The Board approves Accounts Payable C/9-2 (\$6,192.70) to be paid through the General (201) account, C/10-1 (\$4,572.77) being paid through the General (201) account, C/10-2 (\$731,594.90) with \$234,293.26 being paid through the Millage (465) account and \$497,301.64 being paid through the General (201) account, and the Accounts Payable Check Register dated 9/1/2016 to 9/30/2016.

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

ITEM 6 – COUNTY UPDATE

None.

ITEM 7- APPOINTMENTS

ITEM 8 – PUBLIC COMMENT

None.

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ITEM 9 – UPCOMING MEETINGS

Board went over meeting dates.

- A. Upcoming Road Commission Board meeting dates: Thursdays, November 17 and December 15, 2016
- B. Special Meeting/Public Hearing “Fast Act” (formerly MAP-21), Tuesday, October 25 at 1:00 p.m.
- C. Straits Council Meeting, Tuesday, November 1 at 9:00 a.m. Mackinaw City (**Bill, Dave, and Jason to attend**)
- D. Rural Task Force Meeting, Friday, November 4 at 10:00 a.m. at the Montmorency CRC (**Jason and Tom to attend**)

ITEM 10 – FINANCE REPORTS/BUDGETS

- A. 2017 Proposed Escrow Amount. Reviewed proposed escrow payment for 2017. **Motion by Tholl and seconded by Holewinski to increase the monthly escrow amount to \$100,000.00 beginning in January 2017 as proposed. Three ayes, no nays. Motion carried.**
- B. Credit Card Payments Received from 8/26/16 to 10/7/16 totaled \$2,057.00.
- C. Healthcare proposals. Discussion.

ITEM 11 – OLD BUSINESS

- A. Political/Real Estate Signs. Review and discussion of Public Notice. Public Notice to be put in paper and on website. Discussion. Board agreed with Manager’s recommendation that signs will be disposed of after 7 days. **Motion by Holewinski and seconded by Tholl to reflect change to 7 days for temporary signs. Three ayes, no nays. Motion carried.**
- B. 2017 Tandem Axle Truck Bids. Board reviewed preliminary bid tabulations. Discussion.
- C. 2015/2016 Forest Funds. Discussion. **Motion by Tholl and seconded by Holewinski, to return 2015 deferred Forest Funds to the general fund as the East Sturgeon Valley project has been postponed until 2017; 2016 Forest Funds will be deferred and held in escrow for 2017 to be applied towards the East Sturgeon Valley project. Board further proposes the transfer of \$85,000.00 from the general fund to be placed in escrow to be applied towards the 2017 East Sturgeon Valley project. Three ayes, no nays. Motion carried.**

ITEM 12 – NEW BUSINESS

- A. Equipment Disposal/23075/FA145. **Motion by Tholl and seconded by Holewinski to dispose of equipment 23075/FA 145. Three ayes, no nays. Motion carried.**
- B. Budgets/Public Hearing. Discussion. **Motion by Tholl and seconded by Holewinski to hold a Public Hearing on December 15, 2016, at 10:00 a.m. on the 2017 General Appropriations Budget, to adopt the 2017 General Appropriations Budget, and to approve any amendments to the 2016 General Appropriations Budget if needed. Roll call vote: Tholl, yes; Holewinski, yes; Matelski, yes. Three ayes, no nays. Motion carried.**
- C. BCN Rebate. Board agreed to apply \$18,495.13 rebate towards the Road Commission’s 2017 healthcare liability.

ITEM 13 – CORRESPONDENCE AND REPORTS

- A. Foremen’s Reports. Foremen reported on the following: MDOT emergency trailer; training exercise; trunkline budget; trunkline work; new employee; CPR training; blade inventory; equipment maintenance; went over Shop Foreman’s report; use of flashing green lights.
- B. Manager gave report to Commissioners. The following was discussed: Woodin Road closure; tree trimming; small urban funds; March will find out if Safety Funds will be available for Beckett Road; Camp 10 Road; snowmobile club.

ITEM 14 – MISCELLANEOUS AND OTHER

- A. Permits. Board reviewed list of permits provided in Agenda.

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ITEM 15 – CLOSED SESSION TO DISCUSS LEGAL MATTER REGARDING PERSONNEL ISSUE AND TO APPROVE CLOSED SESSION MINUTES DATED OCTOBER 20, 2016

Motion by Tholl and seconded by Holewinski at 10:21 a.m. to go into Closed Session to discuss legal matter regarding personnel issue and to approve Closed Session Minutes dated October 20 2016. Roll call vote: Tholl, yes; Holewinski, yes; Matelski, yes. Three ayes, no nays. Motion carried.

Motion by Holewinski and seconded by Tholl to go back into Open Session at 10:44 a.m. Three ayes, no nays. Motion carried.

Motion by Tholl and seconded by Holewinski to approve Closed Session Minutes dated October 20, 2016. Three ayes, no nays. Motion carried.

Board recessed at 10:45 a.m.

ITEM 16 – TOWNSHIP – CALL FOR PROJECTS (11:00 A.M.)

The Board met with the following Townships to discuss proposed road projects for the 2017 road construction season:

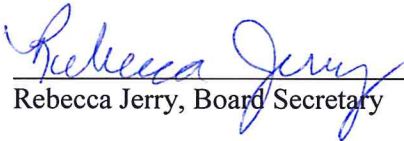
1. Otsego Lake Township
2. Elmira Township
3. Livingston Township
4. Hayes Township
5. Bagley Township
6. Chester Township

ITEM 17 – ADJOURNMENT

Chair Matelski called the meeting adjourned at 2:55 p.m.



David Matelski, Chairman



Rebecca Jerry, Board Secretary