

APPROVED

**MINUTES for the  
REGULAR MEETING OF THE  
OTSEGO COUNTY ROAD COMMISSION  
HELD ON THURSDAY, FEBRUARY 21, 2019 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, Holewinski, at 9:00 a.m. Pledge of Allegiance.

**ITEM 2 - ROLL CALL**

Upon roll call, the following Commissioners responded:

Camiller, Present  
Dipzinski, Present  
Heinz, Present  
Holewinski, Present  
Huff, 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 Dipzinski to approve the Agenda as presented. Five ayes, no nays. Motion carried.**

**ITEM 5 - CONFLICT OF INTEREST**

*Do Commissioners or any Commissioners feel other Commissioners may have a conflict on any matter addressed on this Agenda?* Roll call: Camiller, no; Dipzinski, no; Heinz, no; Holewinski, no; Huff, no.

**ITEM 6 – 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 January 17, 2019.
- B. *Payroll:* The Board approves Payroll #2018 Vacation Payout (\$10,382.14), Payroll #2 (\$91,096.76), Payroll #3 (\$79,678.19), Payroll #4 (\$108,682.45), and Payroll respectfully.
- C. *Accounts Payable:* The Board approves Accounts Payable C/1-1 Cor (\$150.00) to be paid through the General (201) account, C/1-3 (\$52,747.14) to be paid through the General (201) account, C/2-1 (\$8,847.81) to be paid through the General (201) account, C/2-2 (\$63,167.44) to be paid through the General (201) account, C/2-3 (\$732,324.08) to be paid through the General (201) account, and the Accounts Payable Check Register dated 1/01/2019 to 1/31/2019.

County Commissioner, Ken Glasser, requested Payroll Vacation Payout (\$10,382.14) be removed from the Consent Calendar and added to New Business.

**Motion by Huff, and seconded by Dipzinski to remove Payroll Vacation Payout from the Consent Calendar and move to New Business, and to approve items on the Consent Calendar. Five ayes, no nays. Motion carried.**

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### ITEM 7 – APPOINTMENTS

None.

### ITEM 8 – COUNTY UPDATE

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

### ITEM 9 – PUBLIC COMMENT

None.

### ITEM 10 – UPCOMING MEETINGS

- A. Board Meeting dates: March 21, 2019 and April 18, 2019
- B. New Commissioners' Workshop: Monday, February 25, 2019 (Kathy, James, Mike)
- C. Commissioners' Seminar: March 10-12, 2019 (Mike, Bill, Troy)
- D. Highway Conference: March 12-14, 2019 (Bill, Troy, Mike, Jason)
- E. Safety Breakfast: Thursday, May 2, 2019

### ITEM 11 – FINANCE REPORT/BUDGETS

None.

### ITEM 12 – OLD BUSINESS/UNFINISHED BUSINESS

1. Resolution Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase. **Motion by Huff, and seconded by Heinz to approve Resolution Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase and to approve the Manager, upon Board approval, to sign said MERS Contracts and Service Credit Purchases documents. Roll call vote: Huff, yes; Heinz, yes; Dipzinski, yes; Holewinski, yes; Camiller, yes. Five ayes, no nays. Motion carried.**
2. Defined Benefit Plan Adoption Agreements for the years 2019, 2020, 2021, 2022, and 2023. **Motion by Huff, and seconded by Dipzinski to approve Defined Benefit Plan Adoption Agreements for the years 2019, 2020, 2021, 2022, and 2023 and to approve Manager to execute same on behalf of the Otsego County Road Commission. Five ayes, no nays. Motion carried.**

### ITEM 13 – NEW BUSINESS

1. Petty Cash/Prepay. **Motion by Camiller, and seconded by Heinz to add Petty Cash to the list of Prepay bills. Discussion. Five ayes, no nays. Motion carried.**
2. R19-1 Resolution for Signature Authorization and Approval of the 2019 Krys Road Rehabilitation Project Contract. **Motion by Huff, and seconded by Camiller to approve Resolution R19-1 Resolution for Signature Authorization and Approval of the 2019 Krys Road Rehabilitation Project Contract. (Contract Number 19-5000) with MDOT. Discussion. Roll call vote: Huff, yes; Camiller, yes; Dipzinski, yes; Heinz, yes; Holewinski, yes. Five ayes, no nays. Motion carried.**
3. R19-2 Resolution to Defend, Indemnify and Hold Harmless the County Highway Engineer for Professional Liability. **Motion by Camiller, and seconded by Heinz to approve Resolution R19-2 Resolution to Defend, Indemnify and Hold Harmless the County Highway Engineer for Professional Liability. Discussion. Roll call vote: Camiller, yes; Heinz, yes; Dipzinski, yes; Huff, yes; Holewinski, yes. Five ayes, no nays. Motion carried.**
4. OCRC Certification Maps. **Motion by Camiller, and seconded by Huff to approve the Act 51 Mileage Certification Map as of December 31, 2018, and the Urban Area Certification Map as of December 31, 2018, and to authorize William Holewinski, Chairman, to execute same on behalf of the OCRC. Discussion. Five ayes, no nays. Motion carried.**
5. Payroll Vacation Payout (\$10,382.14). Discussion. Per Mr. Glasser, no action needed.

### ITEM 14 – CORRESPONDENCE AND REPORTS

Manager went over the Commissioners' Report with the Board.

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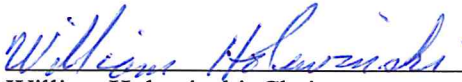
**ITEM 15 – MISCELLANEOUS AND OTHER**

The following was also discussed:

1. Upcoming training seminars.

**ITEM 16 – ADJOURNMENT**

**Motion by Huff, and seconded by Dipzinski to adjourn meeting at 10:30 a.m. Five ayes, no nays. Motion carried.**

  
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William Holewinski, Chairman

  
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Rebecca Jerry, Board Secretary