



AGENDA
OTSEGO COUNTY BOARD OF ROAD COMMISSIONERS
THURSDAY, AUGUST 10, 2023, AT 9:00 A.M.

ITEM 1 – CALL TO ORDER/PLEDGE OF ALLEGIANCE

ITEM 2 - ROLL CALL

ITEM 3 – AGENDA CHANGES/APPROVAL OF AGENDA

ITEM 4 – CONSENT CALENDAR

- A. Minutes: The Board approves the Regular Meeting Minutes dated July 13, 2023.
- B. The Board approves Payroll: #14 (\$74,679.67) and Payroll #15 (\$77,526.33).
- C. The Board approves accounts Payable: C/7-2 (\$74,064.11) and C/8-1 (\$505,822.99) and the Accounts Payable Check Register dated 07/01/2023 to 07/31/2023.

ITEM 5 – GUEST SPEAKERS

- A. Dana Wingo, Otsego County Board Liaison

ITEM 6 – PUBLIC COMMENT

ITEM 7 – OLD BUSINESS/UNFINISHED BUSINESS

- A. NONE

ITEM 8 – NEW BUSINESS

- A. Grader Wing Purchase
- B. Equipment Disposal
- C. MERS Addendum Defined Benefit Clouser
- D. MERS 457 Division 400292 Participation Agreement and Addendums
- E. MERS 457 Division 400293 Participation Agreement and Addendums
- F. Staffing—Operations Manager

ITEM 9 – STAFF REPORTS

- A. Managing Director, Engineer of Record, Facility Supervisor, County Road Foreman, State Road Foreman

ITEM 10 – COMMUNICATIONS

- A. Finance Reports
- B. Upcoming OCRC Board Meeting Dates: September 14, 2023, October 12, 2023

ITEM 11– PUBLIC COMMENT

ITEM 12– COMMISSIONER COMMENT

ITEM 13– ADJOURNMENT



Otsego County Road Commission Agenda Item Report

FROM: Rebecca Hilmert, Finance Manager
MEETING DATE: August 10, 2023
AGENDA ITEM: 4. A, B, C
SUBJECT: Consent Calendar

DESCRIPTION

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, all items listed are approved by a single Commission action approving the Consent Calendar. The Finance Director recommends the following items be approved:

- A. Minutes: The Board approves the Regular Meeting Minutes dated July 10, 2023.
- B. The Board approves Payroll: #14 (\$74,679.67) and Payroll #15 (\$77,526.33).
- C. The Board approves accounts Payable: C/7-2 (\$74,064.11) and C/8-1 (\$505,822.99); and the Accounts Payable Check Register dated 7/01/2023 to 7/31/2023.

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** the August 10, 2023, consent calendar as presented.

DRAFT
MINUTES for the
REGULAR MEETINGS OF THE
OTSEGO COUNTY ROAD COMMISSION
HELD ON TUESDAY, JULY 13, 2023, AT 9:00 A.M.

ITEM 1 – CALL TO ORDER/PLEDGE OF ALLEGIANCE

- Meeting called to order by Chairman Huff, at 9:00 a.m. and Pledge of Allegiance.

ITEM 2 - ROLL CALL

- Upon roll call, the following Commissioners responded:
Dipzinski, Present
Wagar, Present
Gordon, Absent - Excused
Heinz, Absent - Excused
Huff, Present

The following staff members were present: Kirk Harrier, Managing Director; Rebecca Hilmert, Finance Manager/Secretary to the Board; David Fox, Equipment/Facilities Supervisor; and Steve Mench, County Foreman.

ITEM 3 – AGENDA CHANGES/APPROVAL OF AGENDA

- Motion by Wagar to approve the agenda as presented, seconded by Dipzinski. Three ayes, no nays. Motion carried.

ITEM 4 – CONSENT CALENDAR

- A. Minutes: The Board approves the Regular Meeting Minutes dated June 8, 2023.
- B. The Board approves Payroll: #11 (\$74,525.48), Payroll #12 (\$68,316.17) and Payroll #13 (\$67,469.83).
- C. The Board approves Accounts Payable: C/6-2 (\$86,345.16) and C/7-1 (\$689,516.56), and the Accounts Payable Check Register dated June 1, 2023, to June 30, 2023.
- Motion by Dipzinski to approve the July 13, 2023, Consent Calendar, seconded by Wagar. Three ayes, no nays. Motion carried.

ITEM 5 – GUEST SPEAKERS

- A. Dana Wingo, Otsego County Board, presented the board with the septic tank resolution passed at the County Board meeting (attached) and also discussed the Ad-hoc committee formed regarding a new courthouse building.

ITEM 6 – PUBLIC COMMENT

- NONE

ITEM 7 – OLD BUSINESS/UNFINISHED BUSINESS

- NONE

ITEM 8 – NEW BUSINESS

- A. Equipment Purchase – Roadwidener
 - a. Motion by Wagar to approve the purchase of a Roadwidener with push roller extension kit and jump coupler from Michigan Cat in an amount not to exceed \$71,945, seconded by Dipzinski. Three ayes, no nays. Motion carried.
- B. Employee CDL Training Education
 - a. Motion by Wagar to direct the Manager to not establish a policy in which the OCRC would pay for the CDL training at a third party CDL training center, seconded by Dipzinski. Discussion. Three ayes, no nays. Motion carried.
- C. Bid Award – Sturgeon Valley Road
 - a. Motion by Dipzinski to approve engineers bid award recommendation for the Sturgeon Valley Road project in the amount of \$394,273.73 to Payne & Dolan, Inc, seconded by Wagar. Three ayes, no nays. Motion carried.
- D. Bid Award – Old State Road

- a. **Motion by Wagar to approve engineers bid award recommendation for the Old State Road project in the amount of \$1,097,245.48 to Payne & Dolan, Inc, seconded by Dipzinski. Three ayes, no nays. Motion carried.**
- E. Bid Award – Old Stump Road
 - a. **Motion by Dipzinski to approve engineers bid award recommendation for the Old Stump Road project in the amount of \$202,342.30 to Payne & Dolan, Inc, seconded by Wagar. Three ayes, no nays. Motion carried.**
- F. Bid Award – Hayes Tower Road
 - a. **Motion by Wagar to approve engineers bid award recommendation for the Hayes Tower Road project in the amount of \$646,753.10 to Payne & Dolan, seconded by Dipzinski. Three ayes, no nays. Motion carried.**
- G. Blade Purchase
 - a. **Motion by Dipzinski to approve the purchase of carbide blades from Truck & Trailer Specialties of Boyne Falls in the amount of \$51,450.00, and steel blades from Michigan CAT in the amount of \$14,683.20, seconded by Wagar. Three ayes, no nays. Motion carried.**
- H. MERS Officer Delegate
 - a. **Motion by Wagar to appoint Tianne Jones as the Officer Delegate and Rebecca Hilmert as the Officer Alternate, seconded by Dipzinski. Three ayes, no nays. Motion carried.**

ITEM 9 – STAFF REPORTS

- A. Managing Director updated the board new drivers, negotiations, the millage approval, and the administration structure.
- B. Facility Supervisor reported on winter preparedness and normal maintenance.
- C. County Foreman reported on fixing potholes, washouts, mowing and McGregor Road gravel.

ITEM 10 – COMMUNICATIONS

- A. Finance Report, MTF Comparison
- B. Upcoming OCRC Board Meeting Dates: August 10, 2023, and September 14, 2023

ITEM 11– PUBLIC COMMENT

- NONE

ITEM 12– COMMISSIONER COMMENT

- Commissioner Wagar spoke to the board regarding the need for a gravel trail/ditch at the Hard Lake Association trail to access the trail from the road or parking area.
- Commissioner Dipzinski inquired about the start date of Hallock Road construction: August 1 – August 31.

ITEM 13– ADJOURNMENT

- **Motion by Dipzinski to adjourn meeting at 10:54 a.m., seconded by Wagar. Three ayes, no nays. Motion carried.**

Troy Huff, Chairman

Rebecca Hilmert, Board Secretary

Payroll Gross for P/R of 7/13/2023

PR #14

7/11/2023

6/24/2023 to 7/7/2023

Emp Nbr and Name	Regular Hours	Total Hours	Gross Amt
088 Stevens,Blake	60.00	60.00	\$1,080.00
097 Flory,Sean	63.00	72.00	\$1,377.00
264 Huff III,Russell	0.00	0.00	\$500.00
272 Borowiak,Joseph	80.00	80.00	\$1,918.40
277 Fox,David	80.00	80.00	\$2,776.80
280 Kwapis,Earl	80.00	80.00	\$2,918.40
283 Sewell,Dennis	80.00	80.00	\$1,918.40
284 Kwapis Jr.,Stanley	80.00	80.00	\$1,918.40
287 Myers,Joseph	80.00	80.00	\$1,918.40
293 Samkowiak,Timothy	80.00	80.00	\$1,918.40
294 Mench,Steven	80.00	84.00	\$2,914.56
295 Boughner,Alan	80.00	80.00	\$1,918.40
296 Johnson,Timothy	80.00	82.00	\$2,551.42
299 Hinton,Justin	80.00	80.00	\$1,918.40
303 Coughlin Jr.,Thomas	80.00	80.00	\$1,918.40
307 Stiles,William	80.00	80.00	\$1,918.40
308 Wcisel,David	80.00	80.00	\$1,918.40
311 Wiley,James	80.00	80.00	\$1,918.40
314 Kucharek,Joseph	10.75	10.75	\$282.94
316 Jones,Tianne	80.00	80.00	\$2,053.60
317 Mitchell Jr.,Dennis	80.00	80.00	\$3,168.40
318 Huff,Troy	0.00	0.00	\$922.27
319 Prusakiewicz,Luke	80.00	80.00	\$1,918.40
321 Tracey,Benjamin	80.00	80.50	\$2,134.67
323 Falkenhagen,Robert	80.00	80.00	\$1,918.40
324 Dipzinski,Michael	0.00	0.00	\$807.86
326 Heinz,Kathy	0.00	0.00	\$811.79
327 Garlock,Cody	80.00	80.00	\$1,918.40
328 Harrier,Kirk	80.00	80.00	\$3,863.20
329 Gordon,Lukas	0.00	0.00	\$811.14
330 Wagar,Thomas	0.00	0.00	\$810.48
331 Boettner,Cary	80.00	80.00	\$2,025.60
332 Huff,Cody	80.00	80.00	\$2,525.60
333 Kwapis V,Stanley	80.00	80.00	\$1,918.40
335 Pettis,Charles	80.00	80.00	\$1,729.60
336 Hilmert,Rebecca	80.00	80.00	\$2,308.00
337 Johnson,Zachary	80.00	80.00	\$2,394.40
903 BANK,HORIZON	0.00	0.00	\$5,135.94
Total of Employee checks:	2,373.75	2,389.25	\$74,679.67

Gross Pay by Fund:

	Total
201	74,679.67
Total	74,679.67

Approved: July 13, 2023

Troy Huff, Chairman

Payroll Gross for P/R of 7/27/2023

PR #15

7/25/2023

7/8/2023 to 7/21/2023

Emp Nbr and Name	Regular Hours	Total Hours	Gross Amt
088 Stevens,Blake	80.00	80.00	\$1,440.00
097 Flory,Sean	80.00	102.00	\$2,034.00
272 Borowiak,Joseph	80.00	80.00	\$1,918.40
277 Fox,David	80.00	80.00	\$2,776.80
280 Kwapis,Earl	80.00	80.00	\$1,918.40
283 Sewell,Dennis	80.00	80.00	\$1,918.41
284 Kwapis Jr.,Stanley	80.00	80.00	\$1,918.40
287 Myers,Joseph	80.00	80.00	\$1,918.40
293 Samkowiak,Timothy	80.00	80.00	\$1,918.40
294 Mench,Steven	80.00	84.00	\$2,848.32
295 Boughner,Alan	80.00	80.00	\$1,918.40
296 Johnson,Timothy	80.00	81.50	\$2,528.37
299 Hinton,Justin	80.00	80.00	\$1,918.40
303 Coughlin Jr.,Thomas	80.00	80.00	\$1,918.40
307 Stiles,William	80.00	80.00	\$1,918.40
308 Wcisel,David	80.00	80.00	\$1,918.40
311 Wiley,James	80.00	80.00	\$1,918.40
314 Kucharek,Joseph	20.00	20.00	\$526.40
316 Jones,Tianne	80.00	80.00	\$2,053.61
317 Mitchell Jr.,Dennis	80.00	80.00	\$1,918.40
319 Prusakiewicz,Luke	80.00	80.00	\$1,918.40
321 Tracey,Benjamin	80.00	80.00	\$2,105.60
323 Falkenhagen,Robert	80.00	80.00	\$1,918.40
327 Garlock,Cody	80.00	80.00	\$1,918.40
328 Harrier,Kirk	80.00	80.00	\$3,863.20
331 Boettner,Cary	80.00	80.00	\$2,025.60
332 Huff,Cody	80.00	80.00	\$2,025.60
333 Kwapis V,Stanley	80.00	80.00	\$1,918.40
335 Pettis,Charles	80.00	80.00	\$1,729.60
336 Hilmert,Rebecca	80.00	80.00	\$2,308.00
337 Johnson,Zachary	80.00	80.00	\$1,894.40
338 Coady,Patrick	80.00	80.00	\$1,870.40
339 Peterson,Taylor	80.00	80.00	\$1,870.40
340 Larose,Ethan	80.00	80.00	\$1,870.40
341 Parr,Alex	80.00	80.00	\$1,870.40
342 Alexander,Alexis	80.00	80.00	\$1,870.40
903 BANK,HORIZON	0.00	0.00	\$5,402.02
Total of Employee checks:	2,820.00	2,847.50	\$77,526.33

Gross Pay by Fund:

	Total
201	77,526.33
Total	77,526.33

Approved: August 10, 2023

Troy Huff, Chairman

**A/P Prepay
C7/2**

CheckNbr	InvoiceNbr	InvoiceDate	Description	Amount	To Pay
Internal Revenue Service					
	GFS32211	7/13/2023	J Kucharek STD	\$53.70	\$53.70
	GFS32211	7/20/2023	J Kucharek STD	\$53.70	\$53.70
	GFS32211	7/24/2023	J Kucharek STD	\$30.69	\$30.69
				\$138.09	\$138.09
Blue Care Network of MI					
	619193 231880029898	7/7/2023	Health Insurance	\$43,211.43	\$43,211.43
				\$43,211.43	\$43,211.43
Charter Communications					
	619194 5403001070123	7/1/2023	Internet/Phone	\$379.94	\$379.94
				\$379.94	\$379.94
City of Gaylord					
	619195 MCCO-000669-000	7/15/2023	Sewer	\$51.61	\$51.61
				\$51.61	\$51.61
Cogitate, Inc.					
	619196 72329	7/20/2023	PFA Support	\$3,708.00	\$3,708.00
				\$3,708.00	\$3,708.00
David Fox					
	619197 9961021	7/10/2023	Safety Boots	\$150.00	\$150.00
				\$150.00	\$150.00
Delta Dental					
	619198 RIS0005051588	8/1/2023	Dental	\$3,267.22	\$3,267.22
				\$3,267.22	\$3,267.22
Federal Fluid Power, Inc.					
	619199 99661	5/15/2023	1" Disc	\$22.02	\$22.02
				\$22.02	\$22.02
Gaylord Eye Care Center					
	619200 211110817	4/7/2023	D. Fox Safety Gla	\$62.00	\$62.00
				\$62.00	\$62.00
GFL Environmental					
	619201 0061748420	6/30/2023	Trash Service	\$135.00	\$135.00
	619201 0061748455	6/30/2023	Refuse Removal	\$190.47	\$190.47
				\$325.47	\$325.47
Great Lakes Pipe & Supply					
	619202 S100512556.001	5/8/2023	Culverts	\$5,779.62	\$5,779.62
	619202 S100510830.001	4/21/2023	Heavy Duty Teflor	\$46.31	\$46.31
				\$5,825.93	\$5,825.93
Great Lakes Energy					
	619203 100269003	7/14/2023	TL @ Krys & McC	\$41.95	\$41.95
				\$41.95	\$41.95
Henn Lesperance PLC					
	619204 6654	7/13/2023	Attorney Fees	\$427.00	\$427.00
				\$427.00	\$427.00
Rebecca Hilmert					
	619205 07252023	7/25/2023	Clerk's Meeting - I	\$55.68	\$55.68
				\$55.68	\$55.68
Humana Insurance Co.					
	619206 692915171	7/14/2023	Retiree Health	\$12,348.10	\$12,348.10
				\$12,348.10	\$12,348.10
Joseph Borowiak					

619207 114637	7/12/2023 Safety Boots	\$150.00	\$150.00
		<u>\$150.00</u>	<u>\$150.00</u>
Mutual of Omaha			
619208 001561494870	8/1/2023 L/LTD/STD/D	\$2,688.09	\$2,688.09
		<u>\$2,688.09</u>	<u>\$2,688.09</u>
Otsego County Road Commission			
619209 7/11/23-7/17/23	7/16/2023 HRA Reimburse	\$140.60	\$140.60
619209 7/18/23-7/24/23	7/23/2023 HRA Reimburse	\$636.05	\$636.05
		<u>\$776.65</u>	<u>\$776.65</u>
Charles Pettis			
619210 496302	7/24/2023 Safety Boots	\$136.74	\$136.74
		<u>\$136.74</u>	<u>\$136.74</u>
PROTECTION ONE/ADT			
619211 19877752	7/13/2023 Garage Monitoring	\$298.19	\$298.19
		<u>\$298.19</u>	<u>\$298.19</u>
Grand Total:		\$74,064.11	\$74,064.11

Approved August 10, 2023

Troy Huff, Chairman

Accounts Payable Prepay Report

CheckNbr	InvoiceNbr	InvoiceDate	Description	Amount	Discount Taken	Amount To Pay
MERS of Michigan						
-1	00146056-7	7/31/2023	MERS	\$66,560.09	\$0.00	\$66,560.09
				<u>\$66,560.09</u>	<u>\$0.00</u>	<u>\$66,560.09</u>
AIRGAS USA, LLC						
619213	5500991383	7/31/2023	Cylinder Rental	\$13.74	\$0.00	\$13.74
619213	5500272492	6/30/2023	Cylinder Rental	\$13.74	\$0.00	\$13.74
				<u>\$27.48</u>	<u>\$0.00</u>	<u>\$27.48</u>
Alma Tire Service, Inc.						
619214	517013442	7/27/2023	Tire Change	\$124.24	\$0.00	\$124.24
				<u>\$124.24</u>	<u>\$0.00</u>	<u>\$124.24</u>
AT&T Mobility						
619215	287318351177X07142023	7/6/2023	Foreman Phones	\$146.64	\$0.00	\$146.64
				<u>\$146.64</u>	<u>\$0.00</u>	<u>\$146.64</u>
BBC Distributing						
619216	330241	7/26/2023	Janitorial Supplies	\$186.68	\$0.00	\$186.68
				<u>\$186.68</u>	<u>\$0.00</u>	<u>\$186.68</u>
Bill Marsh						
619217	9020161	7/21/2023	Windshield Moulding	\$152.13	\$0.00	\$152.13
619217	935221	2/17/2022		(\$7.63)	\$0.00	(\$7.63)
				<u>\$144.50</u>	<u>\$0.00</u>	<u>\$144.50</u>
Charter Communications						
619218	005403001080123	8/1/2023	Internet	\$379.94	\$0.00	\$379.94
				<u>\$379.94</u>	<u>\$0.00</u>	<u>\$379.94</u>
Chuck's Electric of Gaylord, INC.						
619219	4865	7/20/2023	Volt Contactor	\$450.00	\$0.00	\$450.00
				<u>\$450.00</u>	<u>\$0.00</u>	<u>\$450.00</u>
Cintas Corporation #729						
619220	4162516007	7/25/2023	Uniforms/Mats	\$166.74	\$0.00	\$166.74
619220	4161816212	7/18/2023	Uniforms/Floor Mats	\$165.54	\$0.00	\$165.54
619220	4163940039	8/8/2023	Uniforms/Rugs	\$97.96	\$0.00	\$97.96
619220	4163236281	8/1/2023	Uniforms/Mats	\$100.06	\$0.00	\$100.06
				<u>\$530.30</u>	<u>\$0.00</u>	<u>\$530.30</u>
Consumers Energy						
619221	103010157107	8/1/2023	Traffic Light Dickerson&McCoy	\$45.82	\$0.00	\$45.82
619221	206347223893	7/24/2023	Electricity	\$1,886.72	\$0.00	\$1,886.72
				<u>\$1,932.54</u>	<u>\$0.00</u>	<u>\$1,932.54</u>

Accounts Payable Prepay Report

CheckNbr	InvoiceNbr	InvoiceDate	Description	Amount	Discount Taken	Amount To Pay
County Road Association						
619222	22230839	7/26/2023	SAM Registration	\$500.00	\$0.00	\$500.00
619222	22230840	7/26/2023	SAM Registration	\$250.00	\$0.00	\$250.00
				<u>\$750.00</u>	<u>\$0.00</u>	<u>\$750.00</u>
D&J BOWEN DUST CONTROL LLC						
619224	501	7/28/2023	Dust Control	\$7,377.60	\$0.00	\$7,377.60
619224	500	7/28/2023	Dust Control	\$1,862.40	\$0.00	\$1,862.40
619224	499	7/28/2023	Dust Control	\$9,073.50	\$0.00	\$9,073.50
619224	498	7/28/2023	Dust Control	\$17,137.20	\$0.00	\$17,137.20
619224	497	7/28/2023	Dust Control	\$8,526.60	\$0.00	\$8,526.60
619224	496	7/28/2023	Dust Control	\$31,517.10	\$0.00	\$31,517.10
619224	495	7/28/2023	Dust Control	\$9,333.30	\$0.00	\$9,333.30
619224	494	7/28/2023	Dust Control	\$14,971.50	\$0.00	\$14,971.50
619224	493	7/28/2023	Dust Control	\$4,273.50	\$0.00	\$4,273.50
				<u>\$104,072.70</u>	<u>\$0.00</u>	<u>\$104,072.70</u>
Dornbos Sign, Inc.						
619225	70792	7/27/2023	Road Name Signs	\$574.42	\$0.00	\$574.42
				<u>\$574.42</u>	<u>\$0.00</u>	<u>\$574.42</u>
DTE Energy						
619226	910020846960	7/27/2023	Heating Fuel	\$93.94	\$0.00	\$93.94
				<u>\$93.94</u>	<u>\$0.00</u>	<u>\$93.94</u>
Electrical Terminal Service, Inc.						
619227	1258592-00	8/3/2023	Conductors	\$277.51	\$0.00	\$277.51
				<u>\$277.51</u>	<u>\$0.00</u>	<u>\$277.51</u>
ELMIRA OCCUPATIONAL HEALTH & MEDICINE						
619228	00211990-00	7/31/2023	J Borowiak DOT Physical	\$100.00	\$0.00	\$100.00
619228	00211244-00	7/10/2023	DOT Physical	\$100.00	\$0.00	\$100.00
				<u>\$200.00</u>	<u>\$0.00</u>	<u>\$200.00</u>
Federal Fluid Power, Inc.						
619229	102838	7/18/2023	Fittings/Adapters	\$167.28	\$0.00	\$167.28
619229	102864	7/18/2023	Fittings/Adapters/Plugs	\$18.56	\$0.00	\$18.56
619229	103278	7/26/2023	Hose	\$59.18	\$0.00	\$59.18
619229	103112	7/24/2023	Couplers	\$131.43	\$0.00	\$131.43
				<u>\$376.45</u>	<u>\$0.00</u>	<u>\$376.45</u>
First National Bank of Omaha						
619230	1408	7/27/2023	David Fox	\$220.13	\$0.00	\$220.13
619230	6348	7/27/2023	Tim Johnson	\$1,122.49	\$0.00	\$1,122.49
619230	8324	7/27/2023	Rebecca Hilmert	\$1,437.77	\$0.00	\$1,437.77
619230	3278	7/27/2023	Kirk Harrier	\$309.62	\$0.00	\$309.62
				<u>\$3,090.01</u>	<u>\$0.00</u>	<u>\$3,090.01</u>

Accounts Payable Prepay Report

CheckNbr	InvoiceNbr	InvoiceDate	Description	Amount	Discount Taken	Amount To Pay
GFL Environmental						
619231	0062082643	7/31/2023	Trash Service	\$135.00	\$0.00	\$135.00
619231	0062082678	7/31/2023	Trash Service	\$190.47	\$0.00	\$190.47
				\$325.47	\$0.00	\$325.47
Gilbert Sales & Service, Inc.						
619232	81959	7/27/2023	Spring	\$125.00	\$0.00	\$125.00
				\$125.00	\$0.00	\$125.00
Give Em A Brake Safety						
619233	126504	8/3/2023	Uneven Lanes Sign	\$330.00	\$0.00	\$330.00
				\$330.00	\$0.00	\$330.00
Heritage-Crystal Clean, LLC						
619234	18100800	6/29/2023	Vac-Truck Services	\$2,166.59	\$0.00	\$2,166.59
				\$2,166.59	\$0.00	\$2,166.59
Huron Engineering and Surveying, Inc.						
619238	5607	6/16/2023	General Engineering	\$1,708.75	\$0.00	\$1,708.75
619238	5610	6/16/2023	Beckett Road	\$322.50	\$0.00	\$322.50
619238	5608	6/16/2023	Old State Road	\$636.25	\$0.00	\$636.25
619238	5609	6/16/2023	Sparr Road - Sawyer to Wolf	\$237.50	\$0.00	\$237.50
619238	5613	6/16/2023	Sturgeon Valley Road	\$3,757.50	\$0.00	\$3,757.50
619238	5617	6/16/2023	Gaylord West CE	\$11,202.00	\$0.00	\$11,202.00
619238	5612	6/16/2023	Charboneau Lane	\$1,538.00	\$0.00	\$1,538.00
619238	5618	6/16/2023	Alba Road CE	\$2,298.50	\$0.00	\$2,298.50
619238	5619	6/16/2023	Hayes Tower Road	\$1,540.00	\$0.00	\$1,540.00
619238	5620	6/16/2023	Old Stump Road	\$2,469.00	\$0.00	\$2,469.00
619238	5658	7/13/2023	Alba Road Construction Engineering	\$13,458.00	\$0.00	\$13,458.00
619238	5657	7/13/2023	Gaylord West Construction Engineerin	\$6,482.00	\$0.00	\$6,482.00
619238	5655	7/13/2023	Murner Road	\$330.00	\$0.00	\$330.00
619238	5654	7/13/2023	Theisen Road	\$330.00	\$0.00	\$330.00
619238	5653	7/13/2023	Fischer Road	\$71.25	\$0.00	\$71.25
619238	5652	7/13/2023	N Townline Road	\$353.75	\$0.00	\$353.75
619238	5650	7/13/2023	Patrick & Greentree	\$142.50	\$0.00	\$142.50
619238	5649	7/13/2023	Beckett Road	\$311.50	\$0.00	\$311.50
619238	5648	7/13/2023	Sparr Rd/Sawyer to Wolf	\$330.00	\$0.00	\$330.00
619238	5647	7/13/2023	Old State Road	\$332.50	\$0.00	\$332.50
619238	5646	7/13/2023	As Requested Engineering	\$2,103.00	\$0.00	\$2,103.00
619238	5691	6/28/2023	As Requested Engineering	\$1,467.00	\$0.00	\$1,467.00
				\$51,421.50	\$0.00	\$51,421.50
Joe Nedow						
619239	2023-07	7/31/2023	Accounting Support	\$2,090.00	\$0.00	\$2,090.00
				\$2,090.00	\$0.00	\$2,090.00
Johnson Oil Company						
619240	CP-010282	7/31/2023	July Fuel	\$3,210.68	\$0.00	\$3,210.68
				\$3,210.68	\$0.00	\$3,210.68

Accounts Payable Prepay Report

CheckNbr	InvoiceNbr	InvoiceDate	Description	Amount	Discount Taken	Amount To Pay
KM International						
619241	28396	7/18/2023	12-Volt Controller	\$363.22	\$0.00	\$363.22
				<u>\$363.22</u>	<u>\$0.00</u>	<u>\$363.22</u>
LAFONTAINE CHRYSLER DOGE JEEP RAM OF LANSING						
619242	25312	7/24/2023	2023 Dodge 3500 Laramie	\$61,829.30	\$0.00	\$61,829.30
				<u>\$61,829.30</u>	<u>\$0.00</u>	<u>\$61,829.30</u>
Lake State Railway Company						
619243	129924	7/19/2023	Signal Maintenance	\$4,294.00	\$0.00	\$4,294.00
				<u>\$4,294.00</u>	<u>\$0.00</u>	<u>\$4,294.00</u>
Lawson Products, Inc.						
619244	9310763932	7/13/2023	Crimp Fittings	\$270.40	\$0.00	\$270.40
				<u>\$270.40</u>	<u>\$0.00</u>	<u>\$270.40</u>
Lewiston Sand & Gravel						
619245	330270	7/31/2023	23A Gravel	\$3,871.32	\$0.00	\$3,871.32
				<u>\$3,871.32</u>	<u>\$0.00</u>	<u>\$3,871.32</u>
Meyer Ace Hardware						
619246	34410	7/3/2023	Diamond Wheel	\$349.99	\$0.00	\$349.99
				<u>\$349.99</u>	<u>\$0.00</u>	<u>\$349.99</u>
Michigan CAT						
619247	ES15061933	7/26/2023	Road Widener SSL	\$71,945.00	\$0.00	\$71,945.00
				<u>\$71,945.00</u>	<u>\$0.00</u>	<u>\$71,945.00</u>
Mid-States Bolt & Screw Co.						
619249	32486969	7/27/2023	Bolts/Washers/Nuts	\$754.07	\$0.00	\$754.07
619249	32486984	7/27/2023	Plow Bolts	\$817.00	\$0.00	\$817.00
619249	32490282	8/2/2023	Locknuts	\$60.47	\$0.00	\$60.47
619249	32489905	8/1/2023	Hex Screws	\$39.93	\$0.00	\$39.93
619249	32481195	7/19/2023	Misc. Bolts	\$102.15	\$0.00	\$102.15
619249	32481230	7/19/2023	Misc. Nuts	\$21.97	\$0.00	\$21.97
619249	32478006	7/13/2023	Misc. Bolts	\$10.07	\$0.00	\$10.07
619249	32478903	7/14/2023	Locknuts	\$25.49	\$0.00	\$25.49
619249	32477217	7/12/2023	Misc. Locknuts	\$137.44	\$0.00	\$137.44
				<u>\$1,968.59</u>	<u>\$0.00</u>	<u>\$1,968.59</u>
Michigan Kenworth, LLC						
619250	022P170465	7/24/2023	Alternator	\$205.21	\$0.00	\$205.21
619250	022S109248	6/5/2023	Waranty Work	(\$333.44)	\$0.00	(\$333.44)
619250	022P170855	8/1/2023	Air Filters	\$366.62	\$0.00	\$366.62
				<u>\$238.39</u>	<u>\$0.00</u>	<u>\$238.39</u>
NORTHERN PROCESSING, LLC						
619251	11712	6/21/2023	Limestone Chunks	\$468.00	\$0.00	\$468.00

Accounts Payable Prepay Report

CheckNbr	InvoiceNbr	InvoiceDate	Description	Amount	Discount Taken	Amount To Pay
				<u>\$468.00</u>	<u>\$0.00</u>	<u>\$468.00</u>
Northern Energy, Inc.						
619252	89184	7/25/2023	GRS Starplex	\$128.80	\$0.00	\$128.80
				<u>\$128.80</u>	<u>\$0.00</u>	<u>\$128.80</u>
Otsego County Road Commission						
619253	7/25/23-7/31/23	7/30/2023	HRA Reimbursement	\$3,209.54	\$0.00	\$3,209.54
619253	8/1/23-8/7/23	8/6/2023	HRA Reimbursement	\$757.61	\$0.00	\$757.61
				<u>\$3,967.15</u>	<u>\$0.00</u>	<u>\$3,967.15</u>
PAYNE & DOLAN, INC.						
619254	1879496	7/27/2023	Hot Patch	\$261.30	\$0.00	\$261.30
				<u>\$261.30</u>	<u>\$0.00</u>	<u>\$261.30</u>
QUALITY PLUMBING AND MECHANICAL INC.						
619255	15471	8/7/2023	Removal/Install New Boilers	\$18,950.00	\$0.00	\$18,950.00
619255	15373	7/11/2023	Systems Service	\$240.00	\$0.00	\$240.00
				<u>\$19,190.00</u>	<u>\$0.00</u>	<u>\$19,190.00</u>
RIETH-RILEY CONSTRUCTION CO., INC.						
619260	5304393	7/5/2023	Hot Patch	\$473.20	\$0.00	\$473.20
619260	5304427	7/6/2023	23A	\$1,342.08	\$0.00	\$1,342.08
619260	5304383	6/29/2023	Hot Patch	\$698.75	\$0.00	\$698.75
619260	5304359	6/29/2023	23A	\$459.54	\$0.00	\$459.54
619260	5304844	7/2/2023	23A	\$1,932.93	\$0.00	\$1,932.93
619260	5304845	7/5/2023	23A	\$1,702.96	\$0.00	\$1,702.96
619260	5304846	7/6/2023	23A	\$102.87	\$0.00	\$102.87
619260	5304847	7/11/2023	23A	\$438.35	\$0.00	\$438.35
619260	5304848	7/12/2023	23A	\$751.01	\$0.00	\$751.01
619260	5304849	7/13/2023	23A	\$948.51	\$0.00	\$948.51
619260	5304850	7/18/2023	23A	\$1,261.51	\$0.00	\$1,261.51
619260	5304851	7/19/2023	23A	\$435.51	\$0.00	\$435.51
619260	5304852	7/24/2023	23A	\$206.35	\$0.00	\$206.35
619260	5304853	7/25/2023	23A	\$432.61	\$0.00	\$432.61
619260	5304855	7/26/2023	23A	\$630.65	\$0.00	\$630.65
619260	5304856	7/27/2023	23A	\$464.40	\$0.00	\$464.40
619260	5304859	7/31/2023	23A	\$1,435.12	\$0.00	\$1,435.12
619260	5304823	7/27/2023	Hot Patch	\$481.65	\$0.00	\$481.65
619260	8304614	7/17/2023	Hot Patch	\$147.66	\$0.00	\$147.66
619260	5304675	7/18/2023	Hot Patch	\$2,299.05	\$0.00	\$2,299.05
619260	5304689	7/19/2023	Hot Patch	\$2,036.19	\$0.00	\$2,036.19
619260	5304745	7/24/2023	Hot Patch	\$517.40	\$0.00	\$517.40
619260	5304761	7/25/2023	Hot Patch	\$2,361.18	\$0.00	\$2,361.18
619260	5304467	7/10/2023	Hot Patch	\$1,051.70	\$0.00	\$1,051.70
619260	5304504	7/11/2023	Hot Patch/Coldpatch Inventory	\$8,418.38	\$0.00	\$8,418.38
619260	5304582	7/13/2023	Hot Patch	\$143.52	\$0.00	\$143.52
619260	5304568	7/12/2023	Hot Patch	\$1,552.50	\$0.00	\$1,552.50
				<u>\$32,725.58</u>	<u>\$0.00</u>	<u>\$32,725.58</u>

Accounts Payable Prepay Report

CheckNbr	InvoiceNbr	InvoiceDate	Description	Amount	Discount Taken	Amount To Pay
SCIENTIFIC BRAKE & EQUIP.						
619262	0202110692	8/3/2023	Clamp	\$11.30	\$0.00	\$11.30
619262	0202110689	7/31/2023	Clamp	\$5.65	\$0.00	\$5.65
619262	0202110431	7/25/2023	Ad9 Dryer Kit Return	(\$66.00)	\$0.00	(\$66.00)
619262	0202110314	7/24/2023	Ad9 Dryer Kits	\$399.54	\$0.00	\$399.54
619262	0202110090	7/19/2023	Silicone	\$31.22	\$0.00	\$31.22
619262	0202110084	7/19/2023	Spiral Wrap	\$127.38	\$0.00	\$127.38
619262	0202110061	7/18/2023	Connectors	\$148.81	\$0.00	\$148.81
619262	0202109864	7/13/2023	Brake Kits	\$652.20	\$0.00	\$652.20
				<u>\$1,310.10</u>	<u>\$0.00</u>	<u>\$1,310.10</u>
Shine Cleaning Service Inc.						
619263	618	7/31/2023	Rest Area Maint.	\$11,479.15	\$0.00	\$11,479.15
				<u>\$11,479.15</u>	<u>\$0.00</u>	<u>\$11,479.15</u>
SHORELINE POWER SERVICES, INC						
619264	20458	8/4/2023	Service Phone System	\$2,285.15	\$0.00	\$2,285.15
				<u>\$2,285.15</u>	<u>\$0.00</u>	<u>\$2,285.15</u>
Snethkamp						
619265	6380431-1	8/3/2023	Service	\$202.50	\$0.00	\$202.50
619265	6379830-1	7/11/2023	Warranty	\$100.00	\$0.00	\$100.00
				<u>\$302.50</u>	<u>\$0.00</u>	<u>\$302.50</u>
Staples						
619266	8071123167	8/1/2023	Office Chair	\$124.48	\$0.00	\$124.48
				<u>\$124.48</u>	<u>\$0.00</u>	<u>\$124.48</u>
Steven Mench						
619267	9893701379	7/31/2023	Foreman Phone	\$150.00	\$0.00	\$150.00
				<u>\$150.00</u>	<u>\$0.00</u>	<u>\$150.00</u>
Stoops Freightliner Western Star						
619268	X316003716:01	7/20/2023	Blower Motor & Hose	\$613.04	\$0.00	\$613.04
619268	X316003869:01	7/25/2023	Clamp/Valve/Oil Filter	\$68.09	\$0.00	\$68.09
619268	R316000403:01	7/27/2023	Transmission	\$19,930.24	\$0.00	\$19,930.24
619268	X316003869:02	7/31/2023	Oil Filters	\$267.00	\$0.00	\$267.00
				<u>\$20,878.37</u>	<u>\$0.00</u>	<u>\$20,878.37</u>
TED FESTERLING LLC						
619269	10584	8/7/2023	Reverse Cylinder	\$1,065.52	\$0.00	\$1,065.52
				<u>\$1,065.52</u>	<u>\$0.00</u>	<u>\$1,065.52</u>
TERMINAL SUPPLY CO.						
619270	57051-00	7/19/2023	Heavy Duty Cable Ties	\$247.86	\$0.00	\$247.86
				<u>\$247.86</u>	<u>\$0.00</u>	<u>\$247.86</u>

Accounts Payable Prepay Report

CheckNbr	InvoiceNbr	InvoiceDate	Description	Amount	Discount Taken	Amount To Pay
TRUCK & TRAILER SPECIALTIES						
619271	BSO021353	7/25/2023	Lights/Mounts/Gear Pump	\$5,388.21	\$0.00	\$5,388.21
				<u>\$5,388.21</u>	<u>\$0.00</u>	<u>\$5,388.21</u>
US Bank Equipment Finance						
619272	507430015	7/30/2023	Office Copier	\$324.03	\$0.00	\$324.03
				<u>\$324.03</u>	<u>\$0.00</u>	<u>\$324.03</u>
VALLEY TRUCK PARTS, INC.						
619273	3-1223413	8/1/2023	Driveline Parts	\$557.93	\$0.00	\$557.93
619273	3-1223457	8/7/2023	Silicone	\$72.60	\$0.00	\$72.60
619273	3-1223300	7/18/2023	Diff Parts	\$468.66	\$0.00	\$468.66
				<u>\$1,099.19</u>	<u>\$0.00</u>	<u>\$1,099.19</u>
Weller Truck Parts						
619274	402959409	8/1/2023	Drivetrain Comp.	\$4,568.74	\$0.00	\$4,568.74
				<u>\$4,568.74</u>	<u>\$0.00</u>	<u>\$4,568.74</u>
White Cap, L.P.						
619275	50022889535	7/11/2023	Seed	\$2,451.99	\$0.00	\$2,451.99
				<u>\$2,451.99</u>	<u>\$0.00</u>	<u>\$2,451.99</u>
WILBER AUTOMOTIVE						
619276	301331	7/19/2023	Oil/Fuel Filter	\$25.24	\$0.00	\$25.24
619276	302709	8/1/2023	Oil	\$21.43	\$0.00	\$21.43
619276	302746	8/1/2023	Silicone	\$20.16	\$0.00	\$20.16
619276	301995	7/25/2023	Seal/Lamp	\$37.21	\$0.00	\$37.21
619276	302723	8/1/2023	Floor Jack	\$2,149.99	\$0.00	\$2,149.99
619276	303336	8/8/2023	Misc. Filters, Holders, Fuse	\$153.15	\$0.00	\$153.15
				<u>\$2,407.18</u>	<u>\$0.00</u>	<u>\$2,407.18</u>
WOLF CREEK LANDSCAPE SERVICES LLC						
619277	34233	7/31/2023	M-Routes Mowing	\$10,282.80	\$0.00	\$10,282.80
				<u>\$10,282.80</u>	<u>\$0.00</u>	<u>\$10,282.80</u>
			Grand Total:	<u>\$505,822.99</u>	<u>\$0.00</u>	<u>\$505,822.99</u>

56 Checks to Print

This report was created with the following parameters

Accounts Payable Check Register

Low And High Check Date: 07/01/2023 - 07/31/2023
 Show Vendor Codes? (Y/N): N - Do Not Show Vendor Codes
 Show Discount And Pay Amounts? (Y/N): N - Do Not Show Discount And Pay Amounts
 Show Payment Totals By Fund? (Y/N): Y - Show Payment Totals By Fund

Check Nbr	Check Date	Vendor Name	Net Amount
Electronic Funds Transfer Payments			
EFTP	07/13/2023	Internal Revenue Service	53.70
EFTP	07/13/2023	Internal Revenue Service	53.70
EFTP	07/13/2023	Internal Revenue Service	294.00
EFTP	07/26/2023	Internal Revenue Service	53.70
EFTP	07/26/2023	Internal Revenue Service	53.70
EFTP	07/26/2023	Internal Revenue Service	30.69
EFTP	07/13/2023	Merchants Fleet	1,004.25
EFTP	07/13/2023	Merchants Fleet	1,699.50
EFTP	07/13/2023	Merchants Fleet	1,699.50
EFTP	07/13/2023	Merchants Fleet	1,699.50
EFTP	07/13/2023	Merchants Fleet	1,699.50
EFTP	07/13/2023	Merchants Fleet	1,699.50
EFTP	07/13/2023	Merchants Fleet	1,339.00
EFTP	07/13/2023	Merchants Fleet	1,339.00
EFTP	07/13/2023	MERS of Michigan	78,138.88
Electronic Funds Transfer Payments Totals:		15 Payments Listed	90,858.12
Regular Checks Payments			
619125	07/13/2023	1st Ayd Corporation	545.92
619126	07/13/2023	Advance Electric	4.67
619127	07/13/2023	AIRGAS USA, LLC	13.74
619128	07/13/2023	AIS Construction/Interstate Billing Service	50.63
619129	07/13/2023	Alma Tire Service, Inc.	650.20
619130	07/13/2023	Baum Hydraulics Corporation	548.50
619131	07/13/2023	BBC Distributing	163.04
619132	07/13/2023	Beaver Research Company	173.33
619133	07/13/2023	Blair Spray Foam Insulation	1,450.00
619134	07/13/2023	Burnham & Flower	225.00
619135	07/13/2023	CC Unlimited Mobile Maintenance	526.50
619136	07/13/2023	Cintas Corporation #729	833.60
619137	07/13/2023	Consumers Energy	1,727.75
619138	07/13/2023	D&B Heat Transfer Products, Inc.	150.00
619139	07/13/2023	Dennis Mitchell	150.00
619140	07/13/2023	Don's Tractor & Equipment Sales	370.36
619141	07/13/2023	Dornbos Sign, Inc.	247.03
619142	07/13/2023	DTE Energy	147.78
619143	07/13/2023	Electrical Terminal Service, Inc.	323.17
619144	07/13/2023	ELMIRA OCCUPATIONAL HEALTH & MEDICINE	831.00
619145	07/13/2023	Federal Fluid Power, Inc.	116.68
619146	07/13/2023	First National Bank of Omaha	1,884.89
619147	07/13/2023	Flint New Holland, Inc.	2,292.42
619148	07/13/2023	Gaylord Machine & Fabrication, LLC	876.61
619149	07/13/2023	GFL Environmental	1,319.38
619150	07/13/2023	Gilbert Sales & Service, Inc.	140.00

Check Nbr	Check Date	Vendor Name	Net Amount
619151	07/13/2023	Gill-Roys Hardware	146.76
619152	07/13/2023	Give Em A Brake Safety	6,100.00
619153	07/13/2023	Hutson, Inc.	48.51
619154	07/13/2023	Johnson Oil Company	17,454.76
619155	07/13/2023	Lawson Products, Inc.	21.00
619156	07/13/2023	Lewiston Sand & Gravel	4,573.39
619157	07/13/2023	MacAllister Rentals	8,784.75
619158	07/13/2023	Marcor Technologies, LLC	1,200.00
619159	07/13/2023	Meekhof Tire Sales & Service	6,817.28
619160	07/13/2023	Mid-States Bolt & Screw Co.	699.90
619161	07/13/2023	Michigan Kenworth, LLC	141.13
619162	07/13/2023	Northern Michigan Road Commission Finance & HR Assi	100.00
619163	07/13/2023	NORTHERN PROCESSING, LLC	108.00
619164	07/13/2023	Northern Energy, Inc.	441.72
619165	07/13/2023	Northern Tank Truck Service, Inc	4,000.00
619166	07/13/2023	Otsego County Road Commission	3,554.92
619167	07/13/2023	OMS Compliance Services	440.00
619168	07/13/2023	PAYNE & DOLAN, INC.	465,569.57
619169	07/13/2023	PURITY CYLINDER GASES, INC.	353.76
619170 *	07/13/2023	RIETH-RILEY CONSTRUCTION CO., INC.	5,304.61
619171 *	07/13/2023	RIETH-RILEY CONSTRUCTION CO., INC.	5,756.07
619172 *	07/13/2023	RIETH-RILEY CONSTRUCTION CO., INC.	3,224.21
619173 *	07/13/2023	RIETH-RILEY CONSTRUCTION CO., INC.	6,265.51
619174 *	07/13/2023	RIETH-RILEY CONSTRUCTION CO., INC.	11,485.77
		* Totals For Multi Part Check Nbr: 619174:	32,036.17
619175	07/13/2023	RONS AUTO & WRECKER	271.50
619176	07/13/2023	Royal Truck & Trailer Sales and Service, Inc.	222.14
619177 *	07/13/2023	SCIENTIFIC BRAKE & EQUIP.	501.96
619178 *	07/13/2023	SCIENTIFIC BRAKE & EQUIP.	144.43
		* Totals For Multi Part Check Nbr: 619178:	646.39
619179	07/13/2023	Shine Cleaning Service Inc.	11,479.15
619180	07/13/2023	Stoops Freightliner Western Star	407.11
619181	07/13/2023	TED FESTERLING LLC	2,330.18
619182	07/13/2023	TERMINAL SUPPLY CO.	29.35
619183	07/13/2023	TRUCK & TRAILER SPECIALTIES	4,038.00
619184	07/13/2023	US Bank Equipment Finance	324.03
619185	07/13/2023	VALLEY TRUCK PARTS, INC.	2,070.73
619186	07/13/2023	Weller Truck Parts	4,451.09
619187	07/13/2023	WEX Bank	145.56
619188	07/13/2023	White Cap, L.P.	1,403.04
619189 *	07/13/2023	WILBER AUTOMOTIVE	529.47
619190 *	07/13/2023	WILBER AUTOMOTIVE	707.58
619191 *	07/13/2023	WILBER AUTOMOTIVE	65.32
		* Totals For Multi Part Check Nbr: 619191:	1,302.37
619192	07/13/2023	ZAREMBA EQUIPMENT, INC.	1,322.07
619193	07/26/2023	Blue Care Network of MI	43,211.43

Check Nbr	Check Date	Vendor Name	Net Amount
619194	07/26/2023	Charter Communications	379.94
619195	07/26/2023	City of Gaylord	51.61
619196	07/26/2023	Cogitate, Inc.	3,708.00
619197	07/26/2023	David Fox	150.00
619198	07/26/2023	Delta Dental	3,267.22
619199	07/26/2023	Federal Fluid Power, Inc.	22.02
619200	07/26/2023	Gaylord Eye Care Center	62.00
619201	07/26/2023	GFL Environmental	325.47
619202	07/26/2023	Great Lakes Pipe & Supply	5,825.93
619203	07/26/2023	Great Lakes Energy	41.95
619204	07/26/2023	Henn Lesperance PLC	427.00
619205	07/26/2023	Rebecca Hilmert	55.68
619206	07/26/2023	Humana Insurance Co.	12,348.10
619207	07/26/2023	Joseph Borowiak	150.00
619208	07/26/2023	Mutual of Omaha	2,688.09
619209	07/26/2023	Otsego County Road Commission	776.65
619210	07/26/2023	Charles Pettis	136.74
619211	07/26/2023	PROTECTION ONE/ADT	298.19

Regular Checks Payments Totals: **87 Payments Listed** **672,722.55**

All Payments Grand Totals: **102 Payments Listed** **763,580.67**

Payment Totals By Fund:

Fund	Net Amount
201	763,580.67
Grand Totals	763,580.67



Otsego County Road Commission Agenda Item Report

FROM: David Fox, Equipment/Facilities Manager
MEETING DATE: August 10, 2023
AGENDA ITEM: 8. A
SUBJECT: Grader Wing Purchase

DESCRIPTION

The OCRC staff has determined that a wing is needed for the grader. The wing on the grader is used during winter maintenance operations to push snowbanks back and bring material down for the snowblower. Michigan Cat has submitted a bid for the equipment with the required options the OCRC needs in the amount of \$58,809.00. This item is in stock, but the grader will need to be modified for the wing to be mounted and the grader will be out of service during the installation process.

BUDGET ACTION REQUIRED

There are sufficient funds in the budget to cover this expenditure.

LEGAL REVIEW

N/A

SAMPLE MOTION

Motion to **approve/not approve** the purchase and installation of a grader wing from Michigan Cat in an amount not to exceed \$58,809.



Otsego County Road Commission Agenda Item Report

FROM: David Fox, Equipment-Facilities Manager
MEETING DATE: August 10, 2023
AGENDA ITEM: 8. B
SUBJECT: Equipment Disposal: Air Compressor

DESCRIPTION

Request for Board approval of the disposal of 1993 NAPA Air Compressor. This item no longer works as the compressor is bad. This piece of equipment will be sold to A&L Iron & Metal for scrap.

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION

Motion to **approve/deny** the disposal of a 1993 NAPA Air Compressor.



Otsego County Road Commission Agenda Item Report

FROM: Kirk Harrier, Managing Director
MEETING DATE: August 10, 2023
AGENDA ITEM: 8. C
SUBJECT: MERS Addendum Defined Benefit Closure

DESCRIPTION

Per the letter of understanding (#2023-4) that was approved between the Otsego County Road Commission and AFSCME Council 25, Local 1534, effective 6/1/2023, all new hires and rehires shall be enrolled in the MERS 457 Plan with an employer match up to 5%. Employees hired prior to this date will continue their benefit and service under their current MERS defined benefit plan. The attached MERS defined benefit plan closure addendum form is required to be approved by the Road Commission Board in order for MERS to implement the change at MERS. This change will affect union and non-union employees hired after 6/1/2023. The purpose of closing the OCRC's defined benefit plan and moving to a 457 plan, is to add more flexibility options for employees; specifically reduced vesting and options to reduce payroll deductions for employees. It will also reduce the OCRC's long-term risk associated with a defined benefit retirement plan.

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION

Motion to **approve/deny** the MERS addendum defined benefit plan closure for divisions 01, 10 and 11 as presented and authorize the Managing Director to execute the document.

Addendum for Plan Closures, Freezes and Conversions



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmi.com

This form is to be used for a participating municipality or court to request to close one or more of its divisions of Defined Benefit, Defined Contribution or Hybrid (each "Plan" or collectively, "the Plans"), and advise MERS what action will be taken for existing plan participants and new enrollments. The associated Plan Closures, Freezes and Conversions Policy and Procedure, which provides administrative procedures to implement the terms of the MERS Plan Document, is incorporated by reference into this Addendum, which is used to collect the municipality or court's request. All requirements in the Policy are at all times subject to the requirements of the MERS Actuarial Policy. Nothing in this form or the Policy is intended to conflict with the requirements of the Plans or MERS Actuarial Policy or any more restrictive requirement imposed by law, any of which may be amended by the MERS Retirement Board at any time.

IMPORTANT INFORMATION:

Closing MERS Defined Benefit plan(s) requires an actuarial projection study under the MERS Actuarial Policy.

The MERS Actuarial Policy provides for different amortization periods for closed or frozen divisions.

Upon closing or freezing the division(s), the required employer contribution will change to a monthly flat dollar amount instead of a percentage of payroll. Any existing employer caps will no longer be administered.

MERS service may not be combined with non-MERS service under the new plan to meet vesting and eligibility requirements.

I. Closing one or more divisions and impacts on existing employees

Name: Otsego CRC, # 6901
(Municipality name) (Municipality number)

hereby elects to close the following division(s): 01 (Closed), 10 (General after 10/16/2012) and 11 (Non-Union)
(Division number)

under the following plan type:

Defined Benefit Defined Contribution Hybrid Effective date: 6/1/2023
(DD/MM/YYYY)

Please use a separate form for each Division or Product Type.

Addendum for Plan Closures, Freezes and Conversions

In doing so, the following action will be taken and with impact existing covered employees as outlined (select one per form):

Action taken on the division	Impact to existing employees	Check
Close only	No impact to covered employees, benefit continues to accrue. Plan is closed to new hires, rehires and transfers.	<input checked="" type="checkbox"/>
Close division with option to Convert**	Covered employees may <ul style="list-style-type: none"> Remain in the existing plan where the benefit continues to accrue, OR Elect to Convert** their accrued benefit to the newly selected plan and commence coverage under the Plan. 	<input type="checkbox"/>
Close division with option to Freeze***	Covered employees may <ul style="list-style-type: none"> Remain in the existing plan where benefit continues to accrue, OR Elect to Freeze existing benefit (no future accrual) and commence coverage under new Plan. 	<input type="checkbox"/>
Close division, with options to Convert** or Freeze***	Covered employees may <ul style="list-style-type: none"> Remain in the existing plan where the benefit continues to accrue, OR Elect to Convert** their accrued benefit and commence coverage under the newly selected Plan, OR Elect to Freeze existing benefit (no future accrual) and commence coverage under the newly selected Plan. 	<input type="checkbox"/>
Close division, Freeze*** is mandatory, with or without option to Convert**	Covered employees will cease to accrue service under the prior Plan and will commence coverage under the new Plan, and may convert their service under the prior Plan to one under the new Plan.	<input type="checkbox"/>
Close division with mandatory Freeze*** division, no future Plan	Covered employees will cease to accrue future benefit and will not be enrolled in any Plan.	<input type="checkbox"/>

**If the option above includes *Conversion* option, make sure to also complete Section III.

***If the option above includes *Freeze* option, make sure to also complete Section IV.

Addendum for Plan Closures, Freezes and Conversions

II. Impacts to future participants

New hires, rehires and transfers of the division identified above will be enrolled in (check one):

the following MERS plan (a corresponding Adoption Agreement for the new plan is required):

Defined Benefit Defined Contribution Hybrid 457

the following non-MERS plan:

Plan provider name: _____

Plan type: _____

No retirement plan.

Not applicable – division position(s) discontinued, no future hires are eligible

III. Conversion for Active Employees, where applicable (available in limited transactions, see [here](#) for an outline)

This employee option is only available where any employee contribution rate in the current plan is identical to the employee contribution rate in the plan to which the current plan is closing/freezing.

Will current division members be offered the option to convert their accrued benefit to the new plan and commence coverage under that plan?

Yes No Not applicable to this transaction

Conversion Option – additional required information if Employer elected to offer Conversion Option

If the employer has elected to offer current members of the closing or freezing division a one-time irrevocable option to convert, this will result in 1) conversion of their existing accrued benefit into a lump sum into the new Plan, and 2) future coverage under the new Plan.

The election to convert shall be effective at least three, and no more than six months following the effective date of the new plan as listed on page 1 or MERS' receipt of the addendum (whichever is latest), which shall be the first day of _____, 20____ (Conversion Date). If either the new Plan or the closing plan has mandatory employee contributions, they must be identical in both plans in order to offer employees a conversion or freeze option.

A. Conversions from the Defined Benefit Plan to MERS Defined Contribution Plan, MERS Hybrid Plan or Non-MERS Qualified Defined Contribution Money Purchase Plan

For each current member of a Defined Benefit closing or freezing division who irrevocably elects to convert to one under the new plan and commence coverage under that new plan, MERS shall transfer to the member's credit the greater of the following to the Defined Contribution Plan, the Hybrid Plan defined contribution component or a non-MERS qualified defined contribution money purchase plan:

(1) The member's accumulated contributions;

OR

(2) The actuarial present value of the accrued benefit associated with the members' coverage under the closed / frozen Defined Benefit Plan, after the conversion level percentage selected by the participating municipality below has been applied.

Addendum for Plan Closures, Freezes and Conversions

Conversion Percentage Selection

The conversion calculation shall be performed as provided in the MERS Actuarial Policy. Under that Policy, the employer shall select the Conversion Percentage (which may not be less than the division's actual funded level as determined in the actuarial study nor greater than 100%). If a Conversion Percentage is selected that is greater than the Division's actuarial funded percentage, as set out below, the employer is required to remit to MERS full payment for the additional liability for all converting members within 90 days of the Conversion Date.

The Conversion Percentage shall be (select one):

- Equal to the division's actuarially determined termination liability funded percentage (not more than 100%)
- _____% greater than the actuarially determined termination liability funded percentage (not more than 100%)

If the employer offers current employees the option to convert their closed or frozen benefit to a non-MERS Qualified defined contribution money purchase plan, the member will become immediately vested in any non-vested employer contributions.

B. Conversions from the Defined Contribution Plan to the MERS Hybrid Plan (Defined Contribution component) or a Non-MERS Qualified Defined Contribution Money Purchase Plan

For each current participant of a Defined Contribution Plan who irrevocably elects to convert where the plan is closing to new hires, or where a current participant's service is frozen, and coverage will commence under the MERS Hybrid Plan, MERS shall transfer the full value of the participant's Defined Contribution Plan account (employer contributions, employee contributions and accumulated service) to the MERS Hybrid Plan (defined contribution component) and used toward vesting under the plan. Service will be recognized in the MERS Hybrid (defined benefit component) for vesting and eligibility only, with benefited service in the defined benefit component of MERS Hybrid plan beginning with the new plan effective date.

If the employer offers current employees the option to convert their closed or frozen benefit to a non-MERS Qualified defined contribution money purchase plan, the member will become immediately vested in any non-vested employer contributions.

Addendum for Plan Closures, Freezes and Conversions

IV. Closing with Mandatory or Optional Freeze for Current Active Employees, where applicable (available in limited transactions)

If either the new Plan or the closing plan has mandatory employee contributions, they must be identical in both plans in order to offer employees a conversion or freeze option. Alternatively, the employer may mandate that the benefit accrual be frozen instead of making it optional for active employees. For an optional freeze, employees must be given a minimum of three months, and no longer than six months to make their election (3 to 6 months after Effective Date list on page 1).

Freeze effective the first day of: _____, 20____

With respect to the **Defined Benefit** or **Hybrid** (defined benefit portion) Plans that are closing and will freeze (either as a result of the plan freezing, or an individual option to freeze), the members' Final Average Compensation and Service Credit will be frozen and unchanged as of the effective date of the freeze. If the new plan is the MERS Defined Benefit, Defined Contribution or Hybrid Plan, service for vesting and eligibility purposes will continue to accrue on the frozen plan. If the new plan is the MERS 457 Plan, a non-MERS plan or no retirement plan, **all benefits shall be 100% vested.**

With respect to the **Defined Contribution** or **Hybrid** (defined contribution portion) Plans that are closing, for current members who elect to freeze this benefit (or that are mandated to freeze), their Final Average Compensation and Service Credit of their Defined Benefit calculation shall be frozen and unchanged as of the Effective Date of the freeze. If the new plan is the MERS Defined Benefit, Defined Contribution or Hybrid Plan, service for vesting and eligibility purposes will continue to accrue on the frozen plan. If the new plan is the MERS 457 Plan, a non-MERS plan or no retirement plan, **all benefits shall be 100% vested.**

With respect to the **Defined Contribution** or **Hybrid** (defined contribution portion) Plans that are closing to new hires as mandatory or optional freeze for current members, their Defined Contribution account will no longer receive any further employer or employee contributions. If the new plan is the MERS Defined Benefit, Defined Contribution or Hybrid Plan **only**, vesting service will continue to accrue. If the new plan is the MERS 457 Plan, a non-MERS plan or no retirement plan, **all benefits shall be 100% vested.**

VI. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by Otsego County Road Commission on the 10 day of August, 2023.
(Name of Approving Employer)

Authorized signature: _____

Title: Managing Director

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)



Otsego County Road Commission Agenda Item Report

FROM: Kirk Harrier, Managing Director
MEETING DATE: August 10, 2023
AGENDA ITEM: 8. D
SUBJECT: MERS 457 Division 400292 Participation Agreement and Addendums

DESCRIPTION

The purpose of the attached MERS 457 participation agreement documents is to transfer all participating employees hired prior to 06/01/2023 into a single the 457 division 400292. Also, the employer contribution addendum will capture the 457 contributions that were made for some employees in lieu of health insurance payments effective 01/01/2015 that MERS did not have documentation for in their system. This is a voluntary additional retirement planning option program that allows employees to invest additional monies for their retirement. There is no employer contribution or costs to the OCRC associated with this voluntary plan.

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION

Motion to **approve/deny** the MERS Participation Agreement and Addendums for Division 400292 as presented and authorize the Managing Director to execute the documents.

MERS 457 Participation Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707 www.mersofmi.com

The Employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS 457 Program provided by the Municipal Employees' Retirement System of Michigan, in accordance with the MERS 457 Plan Document, subject to the terms and conditions herein.

I. **Employer Name:** Otsego CRC
(Name of municipality or court)

Municipality Number: 6901 **Division Number (if amendment):** 400292

II. **EFFECTIVE DATE:** The MERS 457(b) Program will be effective as follows (choose one):

- Original Adoption.** The MERS 457(b) Program will be effective 1st day of _____, 20____, with respect to contributions upon approval by MERS.
(Month) (Year)
- To establish a new plan or replace current 457 carrier with the MERS 457 Program.
- To add the MERS 457 Program in addition to: _____
(Other plan provider)

VERY IMPORTANT: All eligible programs of a Participating Employer are considered to be a single plan for purposes of compliance with Code Section 457(b). Thus, if a Participating Employer has more than one eligible 457 (or additional investment options under a 457(b) arrangement with more than one vendor), the Participating Employer is responsible for ensuring that all of its arrangements, treated as a single program, comply with the 457(b) requirements. In order to fulfill its responsibility for monitoring coordination of multiple programs, the Participating Employer must carefully review the Plan Document provisions.

- Amendment.** The amended MERS 457(b) Program will be effective 1st day of June, 2023, with respect to contributions upon approval by MERS. *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.
(Month) (Year)

III. **ELIGIBLE EMPLOYEES:** Only Employees as defined in the Program may be covered by the Participation Agreement. Subject to other conditions in the Program, this Agreement, and Addendum (if applicable), the following Employees are eligible to participate in the Program:
All full time employees hired before 6/1/2023

Probationary Periods (select one):

- Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported.
The probationary period will be _____ month(s).
- No probationary period.

MERS 457 Participation Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707 www.mersofmich.com

IV. CONTRIBUTIONS (check one):

Frequency:

Contributions will be remitted according to Employer's "Payroll Period" which represents the actual period amounts are withheld from participant paychecks, or within the month during which amounts are withheld. Contributions will be submitted (check one):

- Weekly
- Bi-Weekly (every other week)
- Semi-Monthly (twice each month)
- Monthly

Definition of Compensation

The Definition of Compensation selected must be used when determining both employer and employee contributions. Employers may include wage information along with employee and employer contributions when submitting wage/contribution reports to MERS.

Select your Definition of Compensation:

- Base Wages
- Box 1 Wages of W-2
- Gross Wages
- Custom Definition

Click here to view details of Base, Box 1, and Gross Wages

(To customize your definition, please complete the [Custom Definition of Compensation Addendum](#).)

V. ROTH DEFERRAL CONTRIBUTIONS:

The Program allows Roth deferral contributions and allows for Roth rollover contributions from other designated Roth 457(b), 401(k), or 403(b) Plans. Roth in-plan rollovers are also allowed. Roth in-plan rollovers allow a participant who has reached age 70½ or who has incurred a severance from employment to elect to have all or a portion of their pre-tax contribution account directly rolled into a designated Roth rollover account under the plan if the amount would otherwise be permitted to be distributed as an eligible rollover distribution. Any amounts that are rolled to the Roth rollover account are considered to be irrevocable and may not be rolled back to the pre-tax account.

MERS 457 Participation Agreement

VI. LOANS: shall be permitted shall not be permitted

If Loans are elected, please refer to the Defined Contribution & 457 Loan Addendum.

VII. AUTOMATIC ENROLLMENT: shall be permitted shall not be permitted

If selected, please complete and attach the 457 Eligible Automatic Contribution Arrangement (EACA) Addendum.

VIII. EMPLOYER CONTRIBUTIONS: shall be permitted shall not be permitted

If selected, please complete and attach the 457 Employer Contribution Addendum.

IX. MODIFICATION OF THE TERMS OF THE PARTICIPATION AGREEMENT

If the employer desires to amend any of its elections contained in the Participation Agreement, including attachments/addendums, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Participation Agreement. The amendment of the new agreement is not effective until approved by MERS.

X. ENFORCEMENT

1. This Participation Agreement may be terminated only in accordance with the MERS 457 Plan Document.
2. The Employer hereby agrees to be bound by the MERS 457 Plan Document and all policies adopted by the Board as applicable to the MERS 457 Plan, as these may be amended from time to time.
3. The employer hereby acknowledges it understands that failure to properly fill out this Participation Agreement may result in the ineligibility of the program.

XI. EXECUTION

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Participation Agreement is hereby approved by Otsego County Road Commission
on 08/10/2023 (Name of Approving Employer)
(MM/DD/YYYY)

Authorized signature: _____

Name (printed): Kirk Harrier

Title: Managing Director

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)

MERS 457 Participation Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707 www.michiganmunicipal.org

The Employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS 457 Program provided by the Municipal Employees' Retirement System of Michigan, in accordance with the MERS 457 Plan Document, subject to the terms and conditions herein.

I. **Employer Name:** Otsego CRC
(Name of municipality or court)

Municipality Number: 6901 **Division Number (if amendment):** 400292

II. **EFFECTIVE DATE:** The MERS 457(b) Program will be effective as follows (choose one):

- Original Adoption.** The MERS 457(b) Program will be effective 1st day of _____, 20____, with respect to contributions upon approval by MERS.
(Month) (Year)
- To establish a new plan or replace current 457 carrier with the MERS 457 Program.
- To add the MERS 457 Program in addition to: _____
(Other plan provider)

VERY IMPORTANT: All eligible programs of a Participating Employer are considered to be a single plan for purposes of compliance with Code Section 457(b). Thus, if a Participating Employer has more than one eligible 457 (or additional investment options under a 457(b) arrangement with more than one vendor), the Participating Employer is responsible for ensuring that all of its arrangements, treated as a single program, comply with the 457(b) requirements. In order to fulfill its responsibility for monitoring coordination of multiple programs, the Participating Employer must carefully review the Plan Document provisions.

- Amendment.** The amended MERS 457(b) Program will be effective 1st day of January, 2015, with respect to contributions upon approval by MERS. *Please note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.*
(Month) (Year)

III. **ELIGIBLE EMPLOYEES:** Only Employees as defined in the Program may be covered by the Participation Agreement. Subject to other conditions in the Program, this Agreement, and Addendum (if applicable), the following Employees are eligible to participate in the Program:

Probationary Periods (select one):

- Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported.
The probationary period will be _____ month(s).
- No probationary period.

MERS 457 Participation Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707 www.mersofmidex.com

IV. CONTRIBUTIONS (check one):

Frequency:

Contributions will be remitted according to Employer's "Payroll Period" which represents the actual period amounts are withheld from participant paychecks, or within the month during which amounts are withheld. Contributions will be submitted (check one):

- Weekly
- Bi-Weekly (every other week)
- Semi-Monthly (twice each month)
- Monthly

Definition of Compensation

The Definition of Compensation selected must be used when determining both employer and employee contributions. Employers may include wage information along with employee and employer contributions when submitting wage/contribution reports to MERS.

Select your Definition of Compensation:

- Base Wages
- Box 1 Wages of W-2
- Gross Wages
- Custom Definition

[Click here to view details of Base, Box 1, and Gross Wages](#)

(To customize your definition, please complete the [Custom Definition of Compensation Addendum](#).)

V. ROTH DEFERRAL CONTRIBUTIONS:

The Program allows Roth deferral contributions and allows for Roth rollover contributions from other designated Roth 457(b), 401(k), or 403(b) Plans. Roth in-plan rollovers are also allowed. Roth in-plan rollovers allow a participant who has reached age 70½ or who has incurred a severance from employment to elect to have all or a portion of their pre-tax contribution account directly rolled into a designated Roth rollover account under the plan if the amount would otherwise be permitted to be distributed as an eligible rollover distribution. Any amounts that are rolled to the Roth rollover account are considered to be irrevocable and may not be rolled back to the pre-tax account.

MERS 457 Participation Agreement

VI. LOANS: shall be permitted shall not be permitted

If Loans are elected, please refer to the Defined Contribution & 457 Loan Addendum.

VII. AUTOMATIC ENROLLMENT: shall be permitted shall not be permitted

If selected, please complete and attach the 457 Eligible Automatic Contribution Arrangement (EACA) Addendum.

VIII. EMPLOYER CONTRIBUTIONS: shall be permitted shall not be permitted

If selected, please complete and attach the 457 Employer Contribution Addendum.

IX. MODIFICATION OF THE TERMS OF THE PARTICIPATION AGREEMENT

If the employer desires to amend any of its elections contained in the Participation Agreement, including attachments/addendums, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Participation Agreement. The amendment of the new agreement is not effective until approved by MERS.

X. ENFORCEMENT

1. This Participation Agreement may be terminated only in accordance with the MERS 457 Plan Document.
2. The Employer hereby agrees to be bound by the MERS 457 Plan Document and all policies adopted by the Board as applicable to the MERS 457 Plan, as these may be amended from time to time.
3. The employer hereby acknowledges it understands that failure to properly fill out this Participation Agreement may result in the ineligibility of the program.

XI. EXECUTION

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Participation Agreement is hereby approved by Otsego County Road Commission
on 08/10/2023 (Name of Approving Employer)
(MM/DD/YYYY)

Authorized signature: _____

Name (printed): Kirk Harrier

Title: Managing Director

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)

MERS 457 Employer Contribution Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711 www.mersbainid.com

This is an Addendum to the Participation Agreement completed by Otesgo CRC Name of Employer
for _____ of 400292
Employee Group Division Number

The Addendum modifies the MERS 457 Participation Agreement. Please complete this addendum for each contribution structure associated with the covered employee group.

I. Employer Contributions

The Participating Employer may make matching contributions and/or non-matching contributions. In no event will the employers' matching contributions and participant contributions combined exceed IRS maximums established annually, Section 457(e)(5).

The Participating Employer elects to make contributions as follows (check *Matching*, *Non-Matching*, or both as applicable):

A. **Matching Contributions**

Employer Contributions shall be made to match all or a portion of a participant's compensation deferred into this Program. The Employer elects the following matching contribution formula (check and complete **Percentage** or **Flat Dollar** and **Employer Cap**, if applicable, below):

Percentage: For each payroll period in which the participant deferred compensation into the Program, the Employer will contribute _____% of the deferral amount.
For example, if an Employer elects a 50% match, then for every \$10 the participant defers to the Program, the Employer will contribute \$5 to the Program.

Flat Dollar: For each payroll period in which the participant deferred at least \$ _____ to the Program, the Participating Employer will contribute \$ _____ per payroll period.

Employer Cap: The Employer elects to establish a cap on its matching contributions, so that the match amount cannot exceed a certain amount. The Employer elects the following cap on its matching contribution:

Flat Dollar Cap: In no event will matching contributions made on behalf of a participant exceed a flat dollar amount equal to \$ _____ per _____ (pay period / year / etc.).

Cap Equal to Percentage of Total Compensation: In no event will matching contributions made on behalf of a participant exceed _____% of the participant's compensation as defined by Section 1.9 of the Plan Document.

B. **Non-Matching Contributions**

The Employer hereby elects to make contributions to the Program without regard to a participant's contribution to the Program. The Employer elects the following contribution formula (check one):

Annual Contributions: A one-time annual contribution of \$ _____ or ³ _____% of compensation per participant.

\$ _____ or _____% of compensation per participant for each payroll period.

3% of annual contribution in lieu of health insurance was placed in 457 for those who opted out of the health insurance. This was in effect 1/1/20215 - 2/15/2022



Otsego County Road Commission Agenda Item Report

FROM: Kirk Harrier, Managing Director
MEETING DATE: August 10, 2023
AGENDA ITEM: 8. E
SUBJECT: MERS 457 Division 400293 Participation Agreement and Addendums

DESCRIPTION

The purpose of the attached MERS 457 participation agreement documents is to capture the change moving employees from the DB plan to the 457 plan that was implemented for all new hires on or after 06/01/2023 into this 457 division (400293). An additional participation agreement is attached for this division to remove an employer 1.5% contribution that was an error on prior MERS documents. This 457 division will have an employer match up to 5% of employees gross wages if the employee contributes 5%.

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION

Motion to **approve/deny** the MERS Participation Agreement and Addendums for Division 400293 as presented and authorize the Managing Director to execute the documents.

MERS 457 Participation Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707

www.mersofmich.com

The Employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS 457 Program provided by the Municipal Employees' Retirement System of Michigan, in accordance with the MERS 457 Plan Document, subject to the terms and conditions herein.

I. **Employer Name:** Otsego CRC
(Name of municipality or court)

Municipality Number: 6901 **Division Number (if amendment):** 400293

II. **EFFECTIVE DATE:** The MERS 457(b) Program will be effective as follows (choose one):

Original Adoption. The MERS 457(b) Program will be effective 1st day of _____, 20____, with respect to contributions upon approval by MERS.
(Month) (Year)

To establish a new plan or replace current 457 carrier with the MERS 457 Program.

To add the MERS 457 Program in addition to: _____
(Other plan provider)

VERY IMPORTANT: All eligible programs of a Participating Employer are considered to be a single plan for purposes of compliance with Code Section 457(b). Thus, if a Participating Employer has more than one eligible 457 (or additional investment options under a 457(b) arrangement with more than one vendor), the Participating Employer is responsible for ensuring that all of its arrangements, treated as a single program, comply with the 457(b) requirements. In order to fulfill its responsibility for monitoring coordination of multiple programs, the Participating Employer must carefully review the Plan Document provisions.

Amendment. The amended MERS 457(b) Program will be effective 1st day of June, 20 2023, with respect to contributions upon approval by MERS. *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.
(Month) (Year)

III. **ELIGIBLE EMPLOYEES:** Only Employees as defined in the Program may be covered by the Participation Agreement. Subject to other conditions in the Program, this Agreement, and Addendum (if applicable), the following Employees are eligible to participate in the Program:

All full time new hires/rehires/transfer hired on/after 6/1/2023

Probationary Periods (select one):

Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported.

The probationary period will be _____ month(s).

No probationary period.

MERS 457 Participation Agreement



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IV. CONTRIBUTIONS (check one):

Frequency:

Contributions will be remitted according to Employer's "Payroll Period" which represents the actual period amounts are withheld from participant paychecks, or within the month during which amounts are withheld. Contributions will be submitted (check one):

- Weekly
- Bi-Weekly (every other week)
- Semi-Monthly (twice each month)
- Monthly

Definition of Compensation

The Definition of Compensation selected must be used when determining both employer and employee contributions. Employers may include wage information along with employee and employer contributions when submitting wage/contribution reports to MERS.

Select your Definition of Compensation:

- Base Wages
- Box 1 Wages of W-2
- Gross Wages
- Custom Definition

[Click here to view details of Base, Box 1, and Gross Wages](#)

(To customize your definition, please complete the [Custom Definition of Compensation Addendum](#).)

V. ROTH DEFERRAL CONTRIBUTIONS:

The Program allows Roth deferral contributions and allows for Roth rollover contributions from other designated Roth 457(b), 401(k), or 403(b) Plans. Roth in-plan rollovers are also allowed. Roth in-plan rollovers allow a participant who has reached age 70½ or who has incurred a severance from employment to elect to have all or a portion of their pre-tax contribution account directly rolled into a designated Roth rollover account under the plan if the amount would otherwise be permitted to be distributed as an eligible rollover distribution. Any amounts that are rolled to the Roth rollover account are considered to be irrevocable and may not be rolled back to the pre-tax account.

MERS 457 Participation Agreement

VI. LOANS: shall be permitted shall not be permitted

If Loans are elected, please refer to the Defined Contribution & 457 Loan Addendum.

VII. AUTOMATIC ENROLLMENT: shall be permitted shall not be permitted

If selected, please complete and attach the 457 Eligible Automatic Contribution Arrangement (EACA) Addendum.

VIII. EMPLOYER CONTRIBUTIONS: shall be permitted shall not be permitted

If selected, please complete and attach the 457 Employer Contribution Addendum.

IX. MODIFICATION OF THE TERMS OF THE PARTICIPATION AGREEMENT

If the employer desires to amend any of its elections contained in the Participation Agreement, including attachments/addendums, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Participation Agreement. The amendment of the new agreement is not effective until approved by MERS.

X. ENFORCEMENT

1. This Participation Agreement may be terminated only in accordance with the MERS 457 Plan Document.
2. The Employer hereby agrees to be bound by the MERS 457 Plan Document and all policies adopted by the Board as applicable to the MERS 457 Plan, as these may be amended from time to time.
3. The employer hereby acknowledges it understands that failure to properly fill out this Participation Agreement may result in the ineligibility of the program.

XI. EXECUTION

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Participation Agreement is hereby approved by Otsego County Road Commission
on 08/10/2023 (Name of Approving Employer)
(MM/DD/YYYY)

Authorized signature: _____

Name (printed): Kirk Harrier

Title: Managing Director

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)

MERS 457 Employer Contribution Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711 www.mersmich.com

This is an Addendum to the Participation Agreement completed by Otsego CRC Name of Employer
for Full time new hires/rehires/transfers hired on/after 6/1/2023 of 400293
Employee Group Division Number

The Addendum modifies the MERS 457 Participation Agreement. Please complete this addendum for each contribution structure associated with the covered employee group.

I. Employer Contributions

The Participating Employer may make matching contributions and/or non-matching contributions. In no event will the employers' matching contributions and participant contributions combined exceed IRS maximums established annually, Section 457(e)(5).

The Participating Employer elects to make contributions as follows (check *Matching*, *Non-Matching*, or both as applicable):

A. **Matching Contributions**

Employer Contributions shall be made to match all or a portion of a participant's compensation deferred into this Program. The Employer elects the following matching contribution formula (check and complete **Percentage** or **Flat Dollar** and **Employer Cap**, if applicable, below):

Percentage: For each payroll period in which the participant deferred compensation into the Program, the Employer will contribute 100 % of the deferral amount.
For example, if an Employer elects a 50% match, then for every \$10 the participant defers to the Program, the Employer will contribute \$5 to the Program.

Flat Dollar: For each payroll period in which the participant deferred at least \$ _____ to the Program, the Participating Employer will contribute \$ _____ per payroll period.

Employer Cap: The Employer elects to establish a cap on its matching contributions, so that the match amount cannot exceed a certain amount. The Employer elects the following cap on its matching contribution:

Flat Dollar Cap: In no event will matching contributions made on behalf of a participant exceed a flat dollar amount equal to \$ _____ per _____ (pay period / year / etc.).

Cap Equal to Percentage of Total Compensation: In no event will matching contributions made on behalf of a participant exceed 5 % of the participant's compensation as defined by Section 1.9 of the Plan Document.

Employer will match up to 5% into 457

B. **Non-Matching Contributions**

The Employer hereby elects to make contributions to the Program without regard to a participant's contribution to the Program. The Employer elects the following contribution formula (check one):

Annual Contributions: A one-time annual contribution of \$ _____ or _____ % of compensation per participant.

\$ _____ or _____ % of compensation per participant for each payroll period.

MERS 457 Participation Agreement



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I. **Employer Name:** Otsego CRC
(Name of municipality or court)

Municipality Number: 6901 **Division Number (if amendment):** 400293

II. **EFFECTIVE DATE:** The MERS 457(b) Program will be effective as follows (choose one):

Original Adoption. The MERS 457(b) Program will be effective 1st day of _____, 20____, with respect to contributions upon approval by MERS.
(Month) (Year)

To establish a new plan or replace current 457 carrier with the MERS 457 Program.

To add the MERS 457 Program in addition to: _____
(Other plan provider)

VERY IMPORTANT: All eligible programs of a Participating Employer are considered to be a single plan for purposes of compliance with Code Section 457(b). Thus, if a Participating Employer has more than one eligible 457 (or additional investment options under a 457(b) arrangement with more than one vendor), the Participating Employer is responsible for ensuring that all of its arrangements, treated as a single program, comply with the 457(b) requirements. In order to fulfill its responsibility for monitoring coordination of multiple programs, the Participating Employer must carefully review the Plan Document provisions.

Amendment. The amended MERS 457(b) Program will be effective 1st day of January, 2015, with respect to contributions upon approval by MERS. *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.
(Month) (Year)

III. **ELIGIBLE EMPLOYEES:** Only Employees as defined in the Program may be covered by the Participation Agreement. Subject to other conditions in the Program, this Agreement, and Addendum (if applicable), the following Employees are eligible to participate in the Program:

Probationary Periods (select one):

Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported.

The probationary period will be _____ month(s).

No probationary period.

MERS 457 Participation Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707 www.mersofmi.com

IV. CONTRIBUTIONS (check one):

Frequency:

Contributions will be remitted according to Employer's "Payroll Period" which represents the actual period amounts are withheld from participant paychecks, or within the month during which amounts are withheld. Contributions will be submitted (check one):

- Weekly
- Bi-Weekly (every other week)
- Semi-Monthly (twice each month)
- Monthly

Definition of Compensation

The Definition of Compensation selected must be used when determining both employer and employee contributions. Employers may include wage information along with employee and employer contributions when submitting wage/contribution reports to MERS.

Select your Definition of Compensation:

- Base Wages
- Box 1 Wages of W-2
- Gross Wages
- Custom Definition

Click here to view details of Base, Box 1, and Gross Wages

(To customize your definition, please complete the [*Custom Definition of Compensation Addendum*](#).)

V. ROTH DEFERRAL CONTRIBUTIONS:

The Program allows Roth deferral contributions and allows for Roth rollover contributions from other designated Roth 457(b), 401(k), or 403(b) Plans. Roth in-plan rollovers are also allowed. Roth in-plan rollovers allow a participant who has reached age 70½ or who has incurred a severance from employment to elect to have all or a portion of their pre-tax contribution account directly rolled into a designated Roth rollover account under the plan if the amount would otherwise be permitted to be distributed as an eligible rollover distribution. Any amounts that are rolled to the Roth rollover account are considered to be irrevocable and may not be rolled back to the pre-tax account.

MERS 457 Participation Agreement

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If Loans are elected, please refer to the Defined Contribution & 457 Loan Addendum.

VII. AUTOMATIC ENROLLMENT: shall be permitted shall not be permitted

If selected, please complete and attach the 457 Eligible Automatic Contribution Arrangement (EACA) Addendum.

VIII. EMPLOYER CONTRIBUTIONS: shall be permitted shall not be permitted

If selected, please complete and attach the 457 Employer Contribution Addendum.

Removing Employer Contribution (of 1.5%) that was adopted in the initial adoption agreement as an error.

IX. MODIFICATION OF THE TERMS OF THE PARTICIPATION AGREEMENT

If the employer desires to amend any of its elections contained in the Participation Agreement, including attachments/addendums, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Participation Agreement. The amendment of the new agreement is not effective until approved by MERS.

X. ENFORCEMENT

1. This Participation Agreement may be terminated only in accordance with the MERS 457 Plan Document.
2. The Employer hereby agrees to be bound by the MERS 457 Plan Document and all policies adopted by the Board as applicable to the MERS 457 Plan, as these may be amended from time to time.
3. The employer hereby acknowledges it understands that failure to properly fill out this Participation Agreement may result in the ineligibility of the program.

XI. EXECUTION

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Participation Agreement is hereby approved by Otsego County Road Commission
on 08/10/2023 (Name of Approving Employer)
(MM/DD/YYYY)

Authorized signature: _____
Name (printed): Kirk Harrier
Title: Managing Director

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)



Otsego County Road Commission Agenda Item Report

FROM: Kirk Harrier, Managing Director
MEETING DATE: August 10, 2023
AGENDA ITEM: 8. F
SUBJECT: Operations Manager

DESCRIPTION

The OCRC's admin structure currently consists of a Managing Director, Finance Manager, Human Resources/Payroll Manager, Equipment/Facilities Manager, County Foreman, and State Foreman. The State Foreman will be retiring by the end of this year. I have analyzed other road commissions management structure and determined incorporating an operations position assuming oversight of the state MDOT contract would be beneficial to the OCRC. If the OCRC moved in this direction, the dedicated "State Foreman" position would essentially be changed to Operations Manager and additional county duties would fall under this position; along with some daily state supervision being redistributed to the County Road Foreman. The OCRC is working with the union bargaining committee to implement an "Assistant Foreman" position from within the Union that could also be utilized by the OCRC as needed. I have developed a preliminary job description for the operations position that is attached to this report. I would like to advertise for this position to determine if we have any qualified applicants and/or interest in the position in our area. Since the OCRC has not had an individual "officially" functioning in an operations capacity, I am presenting this to the Board for approval.

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION

Motion to approve/deny creating the position of Operations Manager for the OCRC.

OTSEGO COUNTY ROAD COMMISSION JOB DESCRIPTION

OPERATIONS MANAGER

SUPERVISED BY: Managing Director

SUPERVISES: County Road Foreman, Equipment Facilities Manager

FLSA STATUS: Exempt

POSITION SUMMARY:

Under the direction of the Managing Director is responsible for organizing, coordinating, and communicating all road maintenance activities, equipment procurement functions and permit processing functions. Develops short and long-term maintenance strategies for the Road Commission and works extensively with other government entities, contractors, utilities, and the general public to further Road Commission policy and maintenance strategies. Assist with preparing budgets for capital outlay, state, local and primary maintenance work, analyzes and make recommendations regarding workload, snow routes, staffing, projects, etc. Reviews and evaluates expenditures related to maintenance and equipment activities and keeps the Managing Director informed of progress towards achieving operations objectives. Prepares tools and measures for maintenance planning, management, and control. Perform functions of Safety Director.

ESSENTIAL JOB FUNCTIONS:

An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plan, coordinate, schedule maintenance and/or construction project assignments, attends construction meetings and monitors work output to ensure complete maintenance requirements of the county road system are satisfied.
2. Assist County Engineer with construction project estimates and development of five-year plan.
3. Act as State Trunkline Supervisor for the MDOT maintenance contract. Coordinates work with MDOT North Region Maintenance Coordinator.
4. Responsible for yearly road salt ordering (State and County). Prepares and receives annual bids for sand, aggregate, brine, pavement markings, HMA, and other materials utilized for road maintenance operations.
5. Investigates public inquiries or complaints (call logs) and coordinates corrective action to repair or satisfy such inquiries or complaints.
6. Reviews damage claims and assesses liability made against the Road Commission. Collects injury reports, reviews property damage, data, and photos for these claims and submits to liability insurance carrier.

7. Act as Safety Director, implement training programs, investigate, document and report workplace accidents involving Road Commission employees and equipment, keep Road Commission compliant with MIOSHA and OSHA standards regulations, meet with safety inspectors.
8. Assist with the Northeast Michigan Council of Governments (NEMCOG) in planning and organizing projects for federal aid dollars coordinating the preparation of state and federal grant funding requests.
9. Maintain and update road asset condition inventory assisting with annual PASER rating analysis.
10. Oversee, develop, and maintain certification maps (Act 51 maps). Make annual submissions to State of Michigan to comply with reporting requirements.
11. Utilizes various software and databases computer aided drafting and design, spreadsheets, word-processing, data input, data manipulation and database management systems.
12. Receives and processes all permitting applications administered by the Road Commission such as land divisions, public/private road name, driveway permits, working in the road right-of-way, special events, or special transportation needs and utilities.
13. Assists in other areas of maintenance operations on a 24-hour call-in basis including patrolling roads in the winter and decisions on winter maintenance activities when necessary.
14. Performs other duties as directed.

The duties stated here are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities which might be assigned to personnel so classified.

ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS (ADA):

- | | |
|---------------------|---|
| Physical Mobility - | Ability to walk extended distances and climb stairs or ramps to access Road Commission and other work-related locations and facilities. |
| Vision and Sight - | Ability to read instructions, directions, and similar written information in letters, memoranda, forms and other documents. |
| Hearing/Speaking - | Ability to converse orally to receive and communicate information to employees and the public. |
| Agility/Movement - | Ability to lift, push, pull, and manipulate tools, equipment, supplies, and other objects often weighing upwards to 60 pounds. |

DESIRABLE QUALIFICATIONS:

Bachelor's degree in construction management, civil or environmental engineering preferred, and 3 to 5 years related experience. Prior work on federal aid construction projects, OSHA, and PASER Rating, training is highly desirable.

Ability to deal with the public courteously and effectively, and work cooperatively with other employees and contractors.

Skill in the use of office equipment and technology, including Microsoft Suite applications, Roadsoft, CAD, maintenance management system software and other relevant software programs utilized in road construction/engineering operations.

Working knowledge of storm water, soil erosion and sedimentation control management practices.

SPECIAL REQUIREMENTS:

Michigan Vehicle Operator's License.

EMPLOYMENT STATUS:

It is the policy of the Road Commission that all employees in this job classification are employed at the will of the Road Commission and may resign or be dismissed with or without cause or notice at any time during employment.

Finance Summary Notes:

Payables:

D&J Bowen Dust Control	\$104,072.70	Dust Control
Huron Engineering	\$51,421.50	Engineering
LaFontaine Chrysler	\$61,829.30	New Pickup
MI Cat	\$71,945.00	Road Widener
Quality Plumbing & Mechanical	\$19,190.00	New Boilers
Rieth-Riley Construction	\$32,725.58	Hot Patch/23A
Stoops Freightliner	\$20,878.37	#716 New Transmission
Wolf Creek Landscape	\$10,282.80	M-Route Mowing (MDOT)

Payroll:

2 payroll month

6 THINGS:

1. Elimination of Annual Jurisdictional Transfer Payment.
 - a. Otsego gets paid for 0.41 miles transferred, averaging \$2,000 over the last 3 years.
2. 2024 SOM Transportation Budget.
 - a. 8.1% Increase over 2023. Increase is primarily due to the indexing on fuel tax revenue and registration fees, increased federal aid, and one-time appropriation of General Funds.
 - b. Some notable MTF items: Counties increased by \$25.1M. MDOT maintenance increased by \$22.5M, Local Bridge increased by \$400,000, TEDF, CAT. C & D increased by \$2.4M each.
3. Brine: See Attached
4. Construction Engineering: Huron
 - a. Gaylord West Sub Paving: \$17,684
 - b. Alba Road: \$15,756.50
5. Engineering Funds: MTF
 - a. Allocated in June, Received in August.
6. Balance Sheet/Budget through June 30, 2023

Otsego County Road Commission
MTF COMPARISON (Includes Snow Funds, Reimbursed Engineering Fees)
For Calendar Year Ending 12/31/2023

Month	2023	2022	2021	2020	2019	2018	2017	2016	2015	2023 + (-)	% Change
January	\$622,850.41	\$593,353.49	\$574,401.56	\$574,774.41	\$538,379.39	\$490,104.69	\$390,160.67	\$321,869.31	\$310,243.81	\$29,496.92	4.97%
February	\$632,255.99	\$632,457.35	\$570,732.78	\$617,395.30	\$510,402.80	\$493,989.46	\$455,570.44	\$384,810.44	\$381,737.86	-\$201.36	-0.03%
March	\$593,772.93	\$575,363.14	\$539,585.23	\$475,901.84	\$526,923.30	\$471,139.06	\$411,992.14	\$325,540.83	\$299,959.85	\$18,409.79	3.20%
April	\$562,332.71	\$560,481.55	\$575,876.65	\$393,985.28	\$450,756.80	\$429,606.59	\$406,411.01	\$312,258.71	\$317,903.60	\$1,851.16	0.33%
May	\$619,941.15	\$510,827.52	\$512,183.97	\$342,370.15	\$508,546.35	\$472,952.47	\$427,827.98	\$304,005.07	\$265,617.04	\$109,113.63	21.36%
June	\$618,893.80	\$558,665.93	\$558,305.39	\$474,874.11	\$475,931.51	\$434,296.57	\$425,976.07	\$323,449.21	\$319,366.83	\$60,227.87	10.78%
July		\$487,410.63	\$481,649.26	\$478,387.21	\$439,213.70	\$410,646.53	\$384,860.23	\$248,094.07	\$280,730.05		
August		\$561,092.90	\$593,695.30	\$579,216.00	\$482,547.69	\$447,571.55	\$427,215.93	\$326,316.22	\$326,612.70		
September		\$601,029.67	\$604,028.14	\$525,737.94	\$511,558.85	\$420,077.12	\$434,196.76	\$313,741.07	\$317,455.60		
October		\$462,674.17	\$427,576.86	\$453,396.08	\$444,876.52	\$479,471.07	\$390,449.79	\$251,924.95	\$285,580.76		
November		\$521,034.00	\$427,576.86	\$460,489.59	\$449,835.16	\$414,508.44	\$375,345.55	\$329,867.86	\$292,065.21		
December		\$750,365.33	\$680,865.37	\$524,167.55	\$538,568.32	\$332,726.17	\$398,345.79	\$328,757.47	\$288,929.63		

Totals	\$3,650,046.99	\$6,814,755.68	\$6,546,477.37	\$5,900,695.46	\$5,877,540.39	\$5,297,089.72	\$4,928,352.36	\$3,770,635.21	\$3,686,202.94	\$218,898.01	40.61%
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Engineering Funds received in June/paid in August (\$10,000)

Snow Funds received in October/paid in December

(2015 Snowfunds \$229,195.07)
(2016 Snowfunds \$238,533.88)
(2017 Snowfunds \$241,593.93)
(2018 Snowfunds \$315,151.81)
(2019 Snowfunds \$347,614.46)
(2020 Snowfunds \$368,691.80)
(2021 Snowfunds \$387,431.27)
(2022 Snowfunds \$418,096.13)

2023 Brine Usage

	<u>Bagley</u>	<u>Charlton</u>	<u>Chester</u>	<u>Corwith</u>	<u>Dover</u>	<u>Elmira</u>	<u>Hayes</u>	<u>Livingston</u>	<u>Otsego Lake</u>	<u>TOTAL</u>
Gallons	14,245	49,905	31,111	105,057	28,422	57,124	30,245	6,208	24,592	346,909
Amount	\$4,273.50	\$14,973.50	\$9,333.30	\$31,517.10	\$8,526.60	\$17,137.20	\$9,073.50	\$1,862.40	\$7,377.60	\$104,074.70

10. AL

**OTSEGO COUNTY ROAD COMMISSION
Balance Sheet**

<u>Assets</u>	As of 6-30-2023	
Petty cash	\$	500.00
Operating (AP-PR)	\$	607,561.33
HRA Reimbursement	\$	23,983.84
Savings (County)	\$	5,607,157.19
Millage Collections	\$	<u>1,158,739.31</u>
Total cash:	\$	7,397,941.67
Investments:	\$	4,411,030.65
Total cash & investments:	\$	11,808,972.32
<u>Accounts Receivable:</u>		
Township/Village	\$	229,726.25
MDOT-Routine	\$	848,501.21
MDOT-TWA	\$	249,286.11
MTF	\$	<u>2,411,212.04</u>
Total AR	\$	3,738,725.61
Inventory: Road Material:	\$	231,855.73
Inventory: Parts/Fuel:	\$	286,914.25
Prepaid Insurances:	\$	<u>45,722.00</u>
Total Assets:	\$	<u>16,112,189.91</u>
 <u>Liabilities/Equity</u>		
Accounts payable	\$	689,175.49
Accrued wages/other	\$	70,391.88
<u>SOM Advances:</u>		
Equipment Advance	\$	380,004.00
T/L Maint Advance	\$	<u>150,212.00</u>
Total liabilities:	\$	<u>1,289,783.37</u>

OTSEGO COUNTY ROAD COMMISSION
For the quarter ended June 30, 2023

<u>REVENUES</u>			Variance
<u>Transportation Funds</u>	<u>YTD 2023</u>	<u>Budget</u>	<u>Fav/(Unfav)</u>
Engineering		10,000.00	
Primary Roads	1,353,853.74	3,900,000.00	
Local Roads	817,379.85	2,378,000.00	
Primary Urban	167,219.25	694,000.00	
Local Urban	72,759.20		
Snow Removal funds		370,000.00	
Forest Road funds		86,000.00	
State Trunkline Maintenance	848,501.21	1,900,000.00	
State Misc: TWA projects	249,286.11	800,000.00	
State "D"		62,000.00	
Federal Aid		1,169,171.00	
Property Rental/signs	4,507.03	32,000.00	
Township Contributions	229,726.25	500,000.00	
Private/Misc Contributions	116,252.67	280,000.00	
Millage proceeds	1,158,739.31	1,150,000.00	
Salvage Sales	1,621.00	4,500.00	
Permits & Fees	45,603.62	73,000.00	
G/L on Disposal of equipment	-	30,000.00	
Interest income/Bank fees	100,585.91	65,000.00	
Total Revenues:	5,166,035.15	13,503,671.00	
<u>EXPENDITURES</u>			
<u>Primary Road</u>			
Paving Projects	97,003.83	2,429,229.20	2,332,225.37
Routine maintenance	185,099.22	800,000.00	614,900.78
Traffic control	22,904.35	190,000.00	167,095.65
Winter maintenance	696,617.66	1,400,000.00	703,382.34
<u>Local Road</u>			
Paving projects	467,944.70	4,000,000.00	3,532,055.30
Routine maintenance	420,811.33	2,000,000.00	1,579,188.67
Structures		500,000.00	
Traffic control	18,478.55	120,000.00	101,521.45
Winter maintenance	327,753.47	975,000.00	647,246.53
State Trunkline Maintenance	848,501.21	1,900,000.00	1,051,498.79
State Misc: MDOT project	249,286.11	900,000.00	650,713.89
Capital Outlay	"B" 79,688.30	840,000.00	760,311.70
Fringe benefits/distributive		-	
Equipment Expense - Net	"A" (189,544.60)	550,000.00	739,544.60
Net Administrative Expense	283,352.57	470,000.00	186,647.43
Lease principle pmts	276,630.37	150,000.00	(126,630.37)
Lease interest Expense	5,286.53	15,000.00	9,713.47
Total Expenditures:	3,789,813.60	17,239,229.20	
Net increase: fund balance:	1,376,221.55	(3,735,558.20)	

Equipment Expense-Net "A"

Truck/Equipment expenses	538,342.69	1,650,000.00
Shop supplies & overhead	314,145.15	850,000.00
Equipment fuel	211,534.96	350,000.00
subtotal	<u>1,064,022.80</u>	<u>2,850,000.00</u>
Less: Rental revenue	<u>(1,253,567.40)</u>	<u>(2,300,000.00)</u>
Equipment Expense-Net	(189,544.60)	550,000.00

Capital Outlay-Net "B"

Capital Acquisitions	354,830.86	1,640,000.00
Less: Allowance Deprec.	<u>(275,142.56)</u>	<u>(800,000.00)</u>
Net Capital Outlay:	79,688.30	840,000.00

Otsego County Road Commission
Primary Road Maintenance - 202

As of 6-30-2023

	Surface	Shoulder	Seal Coating	Tree Removal	Drainage	Mowing	Road side Cleanup	Grass & Weed Control	Traffic Control/ Signage
Bagley	30.74	903.66		728.39	160.70		46.25	1,459.36	9,067.46
Charlton	13.99			2,321.36					3,184.45
Chester	241.12	2,705.37		41.84	1,007.77		32.26	272.16	1,043.82
Corwith	528.96	4,671.71		9,685.68	191.84		136.91	1,931.39	3,415.08
Dover	13.99	3,887.99		41.84	622.06			272.16	1,070.31
Elmira		1,794.78		3,358.15			13.99	13.99	1,667.28
Hayes	528.96	3,824.96		74.10	3,483.40		47.36		488.91
Livingston	230.94			1,297.30	513.43		126.70	933.47	1,619.26
Otsego Lake	13.99	917.73		32.26	339.23		13.99	1587.83	1,347.78
Totals	1,602.69	18,706.20	-	17,580.92	6,318.43	-	417.46	6,470.36	22,904.35

(Continued)	Temp Supervision	Pothole Patching	Reshape Gravel	Ditching	Guardrail	Dust	Bridge	Winter Maintenance	Grand Totals
Bagley		10,857.70	917.08					74,617.12	\$ 98,788.46
Charlton	199.74	35,080.57	2,561.33					112,342.07	\$ 155,703.51
Chester		5,946.49	1,291.50					46,891.78	\$ 59,474.11
Corwith		15,870.38	11,660.00	95.92	13.99	75.30		131,902.93	\$ 180,180.09
Dover	124.90	12,276.46	1,257.89					34,567.20	\$ 54,134.80
Elmira		2,549.85	917.08					57,939.11	\$ 68,254.23
Hayes	124.90	3,620.09	2,218.75					84,800.16	\$ 99,211.59
Livingston		19,409.32	1,034.80					87,189.94	\$ 112,355.16
Otsego Lake		4,631.64	1,267.48					66,367.35	\$ 76,519.28
Totals	449.54	110,242.50	23,125.91	95.92	13.99	75.30	-	696,617.66	904,621.23

Otsego County Road Commission
Local Road Maintenance - 2023

As of 6-30-2023

Twp	Dust Control	Seal Coating	Surface	Shoulder	Trees/Shrubs	Drainage	Road side Cleanup	Grass/Weed Control	Temporary Supervision
Bagley			115.47	1,320.89	7,450.59	519.08	32.26		
Charlton			1,794.96	3,419.56	2,100.52	5,886.74	119.90		
Chester			394.22	605.34	564.58		32.26		
Corwith	595.68		9,740.46	2,810.02	10,388.66	4,430.45		635.04	
Dover	564.75				540.36	950.46			
Elmira	489.45		1,308.42	4,981.00	854.65	395.37			
Hayes			2,527.11	2,564.91	3,071.27	861.70	75.12		
Livingston			1,400.40	151.42	2,212.86	246.20		453.60	
Otsego Lake			2,035.32		4,945.70	653.07			226.92
Totals	\$ 1,649.88	\$ -	\$ 19,316.36	\$ 15,853.14	\$ 32,129.19	\$ 13,943.07	\$ 259.54	\$ 1,088.64	\$ 226.92

(Continued)	Pothole Patching	Reshape Gravel	Ditching	Dust Control/ Guardrailing	Bridge	Traffic Control/ Signage	Winter Maintenance	Grand Totals	Miles of Local Roads
Bagley	22,395.55	9,017.87				4,130.15	67,004.47	\$ 111,986.33	109.38
Charlton	11,001.24	36,281.28				2,505.15	32,280.62	\$ 95,389.97	87.24
Chester	8,795.32	19,495.68				892.86	27,581.81	\$ 58,362.07	66.75
Corwith	7,754.59	60,239.74				2,770.35	39,469.37	\$ 138,834.36	104.55
Dover	4,242.80	19,809.89				47.96	14,379.19	\$ 40,535.41	28.52
Elmira	3,178.08	32,674.16				3,073.23	25,382.22	\$ 72,336.58	43.62
Hayes	12,492.73	26,865.53				1,663.99	22,281.89	\$ 72,404.25	77.91
Livingston	20,870.29	8,780.73				1,541.49	37,967.55	\$ 73,624.54	58.26
Otsego Lake	5,507.01	26,942.10				1,853.37	61,406.35	\$ 103,569.84	100.99
Totals	\$ 96,237.61	\$ 240,106.98	\$ -	\$ -	\$ -	\$ 18,478.55	\$ 327,753.47	\$ 767,043.35	677.22

**Otsego County Road Commission
State Trunk Line Activity 2023**

As of 6-30-2023

	Remove & Replace	Patrol Patching	Pavement/ Pothole	HMA Maint.	Gravel Shoulder	Litter Pickup	Culvert Edge Drain	Guardrail Steal Beam	Guardrail Ending
M-32	475.50	2,506.69	158.17		3,745.24	1,579.60	1,177.20	767.36	
I-75		2,431.39	2,327.56	107.25	701.12	1,358.09	6,112.94	7,373.27	2,332.96
Business - 75			883.18						
Totals	\$ 475.50	\$ 4,938.08	\$ 3,368.91	\$ 107.25	\$ 4,446.36	\$ 2,937.69	\$ 7,290.14	\$ 8,140.63	\$ 2,332.96

(Continued)	Approach Sweeping	Other Maint.	Winter Maint.	Winter Road	Other Win. Maint.	Bridge Maint.	Delineator Maint.	Tree Trimming	Overhead
M-32		679.35	158,096.20	24,827.01	12,848.04		815.32	95.92	\$ 36,167.06
I-75	2,000.00	3,169.00	187,289.12	27,964.84	21,126.50	437.54	191.84		\$ 47,793.93
Business - 75			17,118.97	5,401.87	1,508.22				\$ 5,617.46
Totals	\$ 2,000.00	\$ 3,848.35	\$ 362,504.29	\$ 58,193.72	\$ 35,482.76	\$ 437.54	\$ 1,007.16	\$ 95.92	\$ 89,578.45

(Continued)	Roadway Inspection	Leave/ Benefits	Liability Insurance	Emergency Response	Adopt-A- Highway	TOTALS
M-32	\$ 8,662.99	\$ 94,861.18	\$ 1,951.20	\$ 238.99		\$ 349,653.02
I-75	\$ 11,279.16	\$ 121,383.35	\$ 1,951.20	\$ 2,981.52	\$ 119.90	\$ 450,432.48
Business - 75	\$ 3,052.30	\$ 13,669.99	\$ 975.60	\$ 188.12		\$ 48,415.71
Totals	\$ 22,994.45	\$ 229,914.52	\$ 4,878.00	\$ 3,408.63	\$ 119.90	\$ 848,501.21