



AGENDA
OTSEGO COUNTY BOARD OF ROAD COMMISSIONERS
MONDAY, FEBRUARY 12, 2024, 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 January 11, 2024.
- B. The Board approves Payroll #1 (\$88,256.36), and Payroll #2 (\$111,111.92).
- C. The Board approves accounts Payable: C/1-2 (\$130,106.87), and C/2-1 (\$450,987.99), and the Accounts Payable Check Register dated 1/01/2024 to 1/31/2024.

ITEM 5 – GUEST SPEAKERS

- A. Dana Wingo, Otsego County Board Liaison
- B. Paula Wright, Otsego County Treasurer

ITEM 6 – PUBLIC COMMENT

ITEM 7– OLD BUSINESS/UNFINISHED BUSINESS

ITEM 8 – NEW BUSINESS

- A. Resolution 24-1 Act 51 Certification Maps
- B. MERS RHFV Plan Fund Distribution
- C. Leave Sharing Policy
- D. Letter of Agreement #2024-1
- E. MERS Health Care Savings Plan Agreement/Amendment Division 301240
- F. 2024 OCRC/MDOT Summer Workplan
- G. 2024 OCRC Heavy/Routine Maintenance CIP and Master Workplan
- H. 2024 Material Bids

ITEM 9 – STAFF REPORTS

- A. Managing Director, Engineer, Operations Manager, Finance Manager, Human Resources/Payroll Manager, Facilities/Equipment Supervisor, Road Maintenance Supervisor

ITEM 10 – COMMUNICATIONS

- A. Upcoming OCRC Board Meeting Dates: March 14, 2024, April 11, 2024
- B. CRA Annual Conference & Road Show: March 19-21, 2024, DoubleTree by Hilton Lansing, MI

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: February 12, 2024
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 Manager recommends the following items be approved:

- A. Minutes: The Board approves the Regular Meeting Minutes dated January 11, 2024.
- B. The Board approves Payroll: #1 (\$88,256.36), and Payroll #2 (\$111,111.92).
- C. The Board approves accounts Payable: C/1-2 (\$130,106.87), and C/2-1 (\$450,987.99) and the Accounts Payable Check Register dated 01/01/2024 to 01/31/2024.

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** the February 12, 2024, consent calendar as presented.

UNAPPROVED
MINUTES for the
REGULAR MEETINGS OF THE
OTSEGO COUNTY ROAD COMMISSION
HELD ON THURSDAY, JANUARY 11, 2024, AT 5:00 P.M.

ITEM 1 – CALL TO ORDER/PLEDGE OF ALLEGIANCE

- Meeting called to order by Chairman Huff, at 5:00 P.m. and Pledge of Allegiance.

ITEM 2 - ROLL CALL

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

The following staff members were present: Kirk Harrier, Managing Director; and Rebecca Hilmert, Finance Manager/Board Secretary

ITEM 3 – AGENDA CHANGES/APPROVAL OF AGENDA

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

ITEM 4 – CONSENT CALENDAR

- A. Minutes: The Board approves the Regular Meeting Minutes dated December 21, 2023, and the Organization/Special Meeting Minutes dated January 4, 2024.
- B. The Board approves Payroll: #26 (\$100,604.10), and Payroll #26b (\$2,103.56).
- C. The Board approves Accounts Payable: C/1-1 (\$185,353.78) and the Accounts Payable Check Register dated 12/01/2023 to 12/30/2023.
- Motion by Dipzinski to approve the January 11, 2024, Consent Calendar, seconded by Heinz. Four ayes, no nays. Motion carried.

ITEM 5 – GUEST SPEAKERS

- A. NONE

ITEM 6 – PUBLIC COMMENT

- A. Michelle Noirot, Bagley Township, presented a letter submitted by Eva Grusczyński (attached.) Also inquired about special assessments for subdivisions.

ITEM 7 – OLD BUSINESS/UNFINISHED BUSINESS

- A. MSP Seasonal Weight Restrictions Road Patrol
 - a. Motion by Gordon to approve entering into a 2024 contractual services agreement between the Michigan State Police and the Otsego County Road Commission for additional weight restriction road patrol not to exceed 10 hours per week and 60 hours total for the duration of the seasonal restrictions at a rate of \$88.62 per hour, seconded by Heinz. Discussion. Four ayes, no nays. Motion carried.

ITEM 8 – NEW BUSINESS

- A. NONE

ITEM 9 – STAFF REPORTS

- A. Managing Director updated the board on the organization chart, MDOT contract/meeting, and new employees training with returned retired employees.
- B. Finance Manager updated the board on 2023 expense for various aggregates and services.

ITEM 10 – COMMUNICATIONS

- A. Upcoming OCRC Board Meeting Dates: February 12, 2024, at 9:00 a.m.
- B. CRA Annual Conference & Road Show: March 19-21, 2024, DoubleTree by Hilton Lansing, MI

ITEM 11– PUBLIC COMMENT

- B. NONE

ITEM 12– COMMISSIONER COMMENT

- C. Commissioner Dipzinski complemented the road maintenance technicians on a job well done!

ITEM 13 – ADJOURNMENT

- **Motion by Dipzinski to adjourn meeting at 5:55 p.m., seconded by Gordon. Four ayes, no nays. Motion carried.**

Troy Huff, Chairman

Rebecca Hilmert, Board Secretary

January 10, 2024

Otsego County Road Commission
669 W. McCoy Rd.
Gaylord, MI 49735

Dear Commissioners,

I would like to thank Mr. John Hendrickson, Bagley Township board trustee, for presenting my letter at your meeting since I am unable to attend it due to my work obligations.

My home is 2500 Chester Rd. and that is just south of McCoy Rd.

I attended Bagley township meeting this past Monday and addressed the problem of the constant disastrous condition of Chester Road. I was told that I need to bring this issue to the Otsego County Road Commissioners' meeting since all roads are maintained by this entity and the township cannot do anything about it.

This road creates a border line for Bagley and Chester townships.

Also, this road forms a direct connection between Treetops Resort and Michaway, which in return has substantially more traffic than most county gravel roads.

I would like to know how we can start the communication between Chester and Bagley townships and Otsego County Road Commission to improve this road. To repair this road, in my eyes, seems to be one of the most common sense investments for our county when you have three entities that can help fund it.

I am looking forward to more communication on this road issue.

Thank you for your time.

Sincerely,
Eva Gruszczynski

Gruszczynski@gmail.com
989 732 9468

Payroll Gross for P/R of 1/11/2024

PR #1

1/9/2024

12/23/2023 to 1/5/2024

Emp Nbr and Name	Regular Hours	Total Hours	Gross Amt
264 Huff III,Russell	0.00	0.00	\$500.00
277 Fox,David	80.00	80.00	\$2,860.00
280 Kwapis,Earl	68.50	80.00	\$2,995.20
283 Sewell,Dennis	80.00	80.00	\$1,995.20
284 Kwapis Jr.,Stanley	60.00	114.00	\$3,647.36
287 Myers,Joseph	80.00	80.00	\$1,995.20
293 Samkowiak,Timothy	58.00	80.00	\$1,995.20
294 Mench,Steven	80.00	95.75	\$3,901.22
295 Boughner,Alan	75.00	80.00	\$1,995.20
299 Hinton,Justin	80.00	80.00	\$1,995.20
303 Coughlin Jr.,Thomas	66.50	80.00	\$1,995.20
307 Stiles,William	80.00	80.00	\$1,995.20
308 Wcisel,David	80.00	80.00	\$1,995.20
311 Wiley,James	80.00	136.00	\$4,668.96
314 Kucharek,Joseph	77.00	80.00	\$2,213.60
316 Jones,Tianne	80.00	80.00	\$2,115.20
317 Mitchell Jr.,Dennis	80.00	80.00	\$2,995.20
318 Huff,Troy	0.00	0.00	\$966.81
319 Prusakiewicz,Luke	72.00	80.00	\$1,995.20
321 Tracey,Benjamin	80.00	80.00	\$2,189.60
323 Falkenhagen,Robert	80.00	80.00	\$1,995.20
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	\$1,995.20
328 Harrier,Kirk	80.00	80.00	\$3,979.20
329 Gordon,Lukas	0.00	0.00	\$822.27
330 Wagar,Thomas	0.00	0.00	\$810.48
331 Boettner,Cary	80.00	80.00	\$2,109.60
335 Pettis,Charles	80.00	80.00	\$1,824.00
336 Hilmert,Rebecca	80.00	80.00	\$2,616.00
337 Johnson,Zachary	70.50	80.00	\$2,408.20
338 Coady,Patrick	80.00	80.00	\$1,995.20
341 Parr,Alex	80.00	80.00	\$1,995.20
342 Alexander,Alexis	80.00	80.00	\$1,995.20
343 Hendrick,Robert	80.00	80.00	\$2,109.60
344 Mayle,Michael	80.00	80.00	\$1,995.20
345 Butkovich,Scott	80.00	80.00	\$2,884.80
346 Ford,Logan	80.00	80.00	\$1,995.20
903 BANK,HORIZON	0.00	0.00	\$6,096.21
Total of Employee checks:	2,467.50	2,665.75	\$88,256.36

Gross Pay by Fund:

	Total
201	88,256.36
Total	88,256.36

Approved: January 11, 2024

Troy Huff, Chairman

Payroll Gross for P/R of 1/25/2024

PR #2

1/24/2024

1/6/2024 to 1/19/2024

Emp Nbr and Name	Regular Hours	Total Hours	Gross Amt
264 Huff III,Russell	48.00	48.00	\$1,197.12
269 Koronka,Brian	68.00	77.50	\$2,051.32
277 Fox,David	280.00	292.00	\$10,481.25
280 Kwapis,Earl	49.00	80.00	\$1,995.20
283 Sewell,Dennis	63.25	80.00	\$1,995.20
284 Kwapis Jr.,Stanley	80.00	112.00	\$3,459.84
287 Myers,Joseph	76.10	118.10	\$2,993.31
293 Samkowiak,Timothy	106.39	153.89	\$3,903.60
294 Mench,Steven	80.00	105.00	\$4,415.15
295 Boughner,Alan	46.67	87.67	\$2,282.14
299 Hinton,Justin	80.00	112.00	\$3,298.32
303 Coughlin Jr.,Thomas	51.50	91.00	\$2,456.59
307 Stiles,William	131.82	173.32	\$4,347.54
308 Wcisel,David	38.00	80.00	\$1,995.20
311 Wiley,James	80.00	117.00	\$3,650.64
314 Kucharek,Joseph	66.00	80.00	\$2,189.60
316 Jones,Tianne	175.00	175.00	\$4,553.85
317 Mitchell Jr.,Dennis	63.00	80.00	\$1,995.20
319 Prusakiewicz,Luke	48.00	80.00	\$1,995.20
321 Tracey,Benjamin	59.00	80.00	\$2,189.60
323 Falkenhagen,Robert	38.50	80.00	\$1,995.20
327 Garlock,Cody	56.63	103.63	\$2,999.29
328 Harrier,Kirk	200.00	200.00	\$9,774.00
331 Boettner,Cary	44.50	80.00	\$2,109.60
335 Pettis,Charles	75.00	80.00	\$1,824.00
336 Hilmert,Rebecca	80.00	80.00	\$2,616.00
337 Johnson,Zachary	47.88	88.88	\$2,382.02
338 Coady,Patrick	60.00	80.00	\$1,995.21
341 Parr,Alex	80.00	91.50	\$2,425.42
342 Alexander,Alexis	70.50	80.00	\$1,995.20
343 Hendrick,Robert	60.00	80.00	\$2,109.60
344 Mayle,Michael	80.00	89.50	\$2,350.60
345 Butkovich,Scott	80.00	104.00	\$4,300.16
346 Ford,Logan	58.50	80.00	\$1,995.20
903 BANK,HORIZON	0.00	0.00	\$6,794.55
Total of Employee checks:	2,721.24	3,539.99	\$111,111.92

Gross Pay by Fund:

	Total
201	111,111.92
Total	111,111.92

Approved: February 12, 2024

Troy Huff, Chairman

Accounts Payable Prepay Report

1-25-2024 PrePay

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pay
Payment Type: Checks					
Vendor: ALANBOUG: Alan Boughnei					
Check Nbr: 619721					
01-2024S	1/22/2024	Safety Allowance	300.00	0.00	300.00
Check Totals:			300.00	0.00	300.00
Vendor: ALERUS: Alerus Financia					
Check Nbr: 619722					
Batch 262	1/11/2024	Employer Match 457	588.90	0.00	588.90
Batch 296	1/11/2024	HCSP Employer Contribution	2,500.72	0.00	2,500.72
Batch 297	1/18/2024	Employer HCSP Base Wage Payout	32,280.61	0.00	32,280.61
Check Totals:			35,370.23	0.00	35,370.23
Vendor: ALEXANDE: Alexis Alexander					
Check Nbr: 619723					
01-2024S	1/22/2024	Safety Allowance	300.00	0.00	300.00
Check Totals:			300.00	0.00	300.00
Vendor: ALEXPARR: Alex Parr					
Check Nbr: 619724					
01-2024S	1/22/2024	Safety Allowance	300.00	0.00	300.00
Check Totals:			300.00	0.00	300.00
Vendor: ATTMOBIL: AT&T Mobilit					
Check Nbr: 619725					
287318351177	1/6/2024	Foreman Phones	146.88	0.00	146.88
Check Totals:			146.88	0.00	146.88
Vendor: BCN: Blue Care Network of M					
Check Nbr: 619726					
240090018306	1/9/2024	Health Insurance	48,766.62	0.00	48,766.62
Check Totals:			48,766.62	0.00	48,766.62
Vendor: BENTRACE: Ben Trace					
Check Nbr: 619727					
01-2024M	1/22/2024	Mechanic Tool Allowance	700.00	0.00	700.00
01-2024S	1/22/2024	Safety Allowance	300.00	0.00	300.00
Check Totals:			1,000.00	0.00	1,000.00
Vendor: BURNHAM: Burnham & Flower					
Check Nbr: 619728					
BFG-824215	1/23/2024	HRA Premiums	250.00	0.00	250.00
Check Totals:			250.00	0.00	250.00
Vendor: CARYBOE: Cary Boettne					
Check Nbr: 619729					
01-2024M	1/22/2024	Mechanic Tool Allowance	700.00	0.00	700.00
01-2024S	1/22/2024	Safety Allowance	300.00	0.00	300.00
Check Totals:			1,000.00	0.00	1,000.00
Vendor: CITYOFGA: City of Gaylord					
Check Nbr: 619730					
MCCO-000669	1/16/2024	City Sewer	55.73	0.00	55.73
Check Totals:			55.73	0.00	55.73
Vendor: COADYPAT: Patrick Coad					
Check Nbr: 619731					
01-2024S	1/22/2024	Safety Allowance	300.00	0.00	300.00
Check Totals:			300.00	0.00	300.00
Vendor: CODYGARL: Cody Garlock					

Check Nbr: 619732					
01-2024S	1/22/2024	Safety Allowance	300.00	0.00	300.00
Check Totals:			300.00	0.00	300.00
Vendor: COGITA: Cogitate, Inc					
Check Nbr: 619733					
75177	1/19/2024	Timecard, ProFund Accounting	8,738.00	0.00	8,738.00
Check Totals:			8,738.00	0.00	8,738.00
Vendor: DELTADEN: Delta Dent					
Check Nbr: 619734					
RIS000544418	2/1/2024	Dental Insurance	3,517.23	0.00	3,517.23
Check Totals:			3,517.23	0.00	3,517.23
Vendor: DENNISMI: Dennis Mitchel					
Check Nbr: 619735					
01-2024S	1/22/2024	Safety Allowance	300.00	0.00	300.00
Check Totals:			300.00	0.00	300.00
Vendor: EARLKWAP: Earl Kwapi					
Check Nbr: 619736					
01-2024S	1/22/2024	Safety Allowance	300.00	0.00	300.00
Check Totals:			300.00	0.00	300.00
Vendor: GREATLA: Great Lakes Energy					
Check Nbr: 619737					
100269003	1/14/2024	TL @ Krys & McCoy	41.86	0.00	41.86
Check Totals:			41.86	0.00	41.86
Vendor: HENDRICK: Robert Hendrick					
Check Nbr: 619738					
01-2024M	1/22/2024	Mechanic Tool Allowance	700.00	0.00	700.00
01-2024S	1/22/2024	Safety Allowance	300.00	0.00	300.00
Check Totals:			1,000.00	0.00	1,000.00
Vendor: HILMERTR: Rebecca Hilmer					
Check Nbr: 619739					
01232024	1/24/2024	Mileage - Cogitate Workgroup	61.37	0.00	61.37
Check Totals:			61.37	0.00	61.37
Vendor: JIMWILEY: Jim Wiley					
Check Nbr: 619740					
01-2024S	1/22/2024	Safety Allowance	300.00	0.00	300.00
Check Totals:			300.00	0.00	300.00
Vendor: JOEKUCHA: Joe Kucharek					
Check Nbr: 619741					
01-2024M	1/22/2024	Mechanic Tool Allowance	700.00	0.00	700.00
01-2024S	1/22/2024	Safety Allowance	300.00	0.00	300.00
Check Totals:			1,000.00	0.00	1,000.00
Vendor: JOHNSONZ: Zachary Johnson					
Check Nbr: 619742					
01-2024S	1/22/2024	Safety Allowance	300.00	0.00	300.00
Check Totals:			300.00	0.00	300.00
Vendor: JUSTINHI: Justin Hintor					
Check Nbr: 619743					
01-2024S	1/22/2024	Safety Allowance	300.00	0.00	300.00
Check Totals:			300.00	0.00	300.00
Vendor: LOGANFOR: Logan Forc					
Check Nbr: 619744					
01-2024S	1/22/2024	Safety Allowance	300.00	0.00	300.00
Check Totals:			300.00	0.00	300.00

Vendor: MARATHON: WEX BAN**Check Nbr: 619745**

94534721	1/15/2024	Fuel	31.67	0.00	31.67
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Check Totals:			31.67	0.00	31.67
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Vendor: MIKEMAYL: Michael Mayle**Check Nbr: 619746**

01-2024S	1/22/2024	Safety Allowance	300.00	0.00	300.00
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Check Totals:			300.00	0.00	300.00
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Vendor: MUTOMA: Mutual of Omaha**Check Nbr: 619747**

001645876417	2/1/2024	L/STD/LTD/AD&D	3,285.39	0.00	3,285.39
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Check Totals:			3,285.39	0.00	3,285.39
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Vendor: MYEJOE: JOSEPH MYERS**Check Nbr: 619748**

01-2024S	1/22/2024	Safety Allowance	300.00	0.00	300.00
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Check Totals:			300.00	0.00	300.00
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Vendor: OCRC: Otsego County Road Commissi**Check Nbr: 619749**

1/16/24-1/22/24	1/21/2024	HRA Reimbursement	3,507.64	0.00	3,507.64
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Check Totals:			3,507.64	0.00	3,507.64
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Vendor: PETTISCH: Charles Pettis**Check Nbr: 619750**

01-2024S	1/22/2024	Safety Allowance	300.00	0.00	300.00
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Check Totals:			300.00	0.00	300.00
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Vendor: PETTYCASH**Check Nbr: 619761**

Mailbox	1/26/2024	Mailbox Reimbursements	300.00	0.00	300.00
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Check Totals:			300.00	0.00	300.00
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Vendor: ROBFAL: Robert Falkenhager**Check Nbr: 619752**

01-2024S	1/22/2024	Safety Allowance	300.00	0.00	300.00
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Check Totals:			300.00	0.00	300.00
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Vendor: SAMTIM: TIMOTHY SAMKOWIAK**Check Nbr: 619753**

01-2024S	1/22/2024	Safety Allowance	300.00	0.00	300.00
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Check Totals:			300.00	0.00	300.00
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Vendor: SEWDEN: DENNIS SEWELL**Check Nbr: 619754**

01-2024S	1/22/2024	Safety Allowance	300.00	0.00	300.00
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Check Totals:			300.00	0.00	300.00
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Vendor: STANLEYK: Stanley Kwapis**Check Nbr: 619755**

01-2024S	1/22/2024	Safety Allowance	300.00	0.00	300.00
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Check Totals:			300.00	0.00	300.00
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Vendor: STATE6: State of Michigan MDO1**Check Nbr: 619756**

591-11186305	1/17/2024	Maint. Advance Repay	14,578.00	0.00	14,578.00
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Check Totals:			14,578.00	0.00	14,578.00
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Vendor: STIBIL: Billy Stiles**Check Nbr: 619757**

01-2024S	1/22/2024	Safety Allowance	300.00	0.00	300.00
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Check Totals:			300.00	0.00	300.00
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Vendor: TOMCOUGH: Thomas Coughlin, Jr

Check Nbr: 619758					
01-2024S	1/22/2024	Safety Allowance	300.00	0.00	300.00
Check Totals:			300.00	0.00	300.00
Vendor: VREDEVEL: VREDEVELD HAEFNER LL					
Check Nbr: 619759					
6228	12/31/2023	State Audit Aid	1,156.25	0.00	1,156.25
Check Totals:			1,156.25	0.00	1,156.25
Vendor: WCIDAV: Dave Wcise					
Check Nbr: 619760					
01-2024S	1/22/2024	Safety Allowance	300.00	0.00	300.00
Check Totals:			300.00	0.00	300.00
Check Grand Totals:		41 Checks	130,106.87	0.00	130,106.87

Approved February 12, 2024

Troy Huff, Chairman

Accounts Payable Prepay Report
2-12-2024 Board Pay

Show Distributions? (Y/N): N - Do Not Show Distributions

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pay
Payment Type: EFTP					
Vendor: IRS: Internal Revenue Service					
Notice CP220	1/15/2024	Balance Due on Return	59.57	0.00	59.57
Vendor Totals:			59.57	0.00	59.57
Vendor: MERS: MERS of Michigan					
00151870-7	1/31/2024	Retirement	71,982.76	0.00	71,982.76
Vendor Totals:			71,982.76	0.00	71,982.76
EFTP Grand Totals:			72,042.33	0.00	72,042.33
			2 EFTP Vendors		
Payment Type: Checks					
Vendor: ADVANCEE: Advance Electric					
Check Nbr: 619762					
419785	1/30/2024	Receptical	20.36	0.00	20.36
Check Totals:			20.36	0.00	20.36
Vendor: ALERUS: Alerus Financial					
Check Nbr: 619763					
Batch 264	1/25/2024	Employer Match 457	666.78	0.00	666.78
Batch 299	1/25/2024	Employer Match HCSP	2,499.52	0.00	2,499.52
Check Totals:			3,166.30	0.00	3,166.30
Vendor: ALMA: Alma Tire Service, Inc.					
Check Nbr: 619764					
517014999	1/9/2024	Flat Repair	66.50	0.00	66.50
517015191	1/31/2024	Tire Change	30.00	0.00	30.00
Check Totals:			96.50	0.00	96.50
Vendor: ALTACONS: Alta Construction Equipment					
Check Nbr: 619765					
SP2/124815	2/5/2024	Bolts, Nuts	2,639.45	0.00	2,639.45
Check Totals:			2,639.45	0.00	2,639.45
Vendor: BBCDIST: BBC Distributing					
Check Nbr: 619766					
349513	1/11/2024	Janitorial Supplies	150.56	0.00	150.56
Check Totals:			150.56	0.00	150.56
Vendor: BEAVERRE: Beaver Research Company					
Check Nbr: 619767					
0366947-IN	1/25/2024	Hand Cleaner	351.19	0.00	351.19
Check Totals:			351.19	0.00	351.19
Vendor: BLACKRIV: Black River Auto Glass					
Check Nbr: 619768					
9500	1/4/2024	Windshield	245.00	0.00	245.00
9521	1/30/2024	Windshield	260.00	0.00	260.00
9522	1/30/2024	Windshield	240.00	0.00	240.00
Check Totals:			745.00	0.00	745.00
Vendor: BUTKOVIC: Scott Butkovich					
Check Nbr: 619769					
02072024	2/7/2024	Clothing Allow.	177.04	0.00	177.04
Check Totals:			177.04	0.00	177.04

Accounts Payable Prepay Report
2-12-2024 Board Pay

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pav
Vendor: CINTAS: Cintas Corporation #729					
Check Nbr: 619770					
4179578588	1/9/2024	Uniforms/Rugs	124.73	0.00	124.73
4180276168	1/16/2024	Uniforms/Rugs	139.93	0.00	139.93
4181013582	1/23/2024	Uniforms/Floor Mats	117.15	0.00	117.15
4181697974	1/30/2024	Uniforms/Floor Mats	117.15	0.00	117.15
4182447513	2/6/2024	Uniforms, Floor Mats	124.73	0.00	124.73
Check Totals:			623.69	0.00	623.69
Vendor: CONSUME: Consumers Energy					
Check Nbr: 619771					
203945025898	1/31/2024	TL @ 27 South/W Otsego Lake Dr	49.10	0.00	49.10
206614381743	1/22/2024	Electricity	2,281.62	0.00	2,281.62
Check Totals:			2,330.72	0.00	2,330.72
Vendor: CRASIF: CRASIF					
Check Nbr: 619772					
CRA0008876	2/10/2024	4th Quarter Premium	5,407.00	0.00	5,407.00
Check Totals:			5,407.00	0.00	5,407.00
Vendor: DORNBOS: Dornbos Sign, Inc.					
Check Nbr: 619773					
73970	1/24/2024	Private Road Name Sign	65.91	0.00	65.91
73971	1/24/2024	Sparr Road Signs	138.71	0.00	138.71
73972	1/24/2024	Arrow Signs	91.46	0.00	91.46
74123	2/1/2024	Road Name Signs	276.64	0.00	276.64
Check Totals:			572.72	0.00	572.72
Vendor: DTEENERG: DTE Energy					
Check Nbr: 619774					
910020846960	1/25/2024	Heat	4,399.57	0.00	4,399.57
Check Totals:			4,399.57	0.00	4,399.57
Vendor: ELECTRIC: Electrical Terminal Service, Inc.					
Check Nbr: 619775					
1447214-00	1/22/2024	Duplex Wire	184.67	0.00	184.67
1447215-00	1/22/2024	Heavy Duty Cable	58.80	0.00	58.80
1448666-00	1/23/2024	Removal Kits	87.95	0.00	87.95
Check Totals:			331.42	0.00	331.42
Vendor: ELMIRAHE: ELMIRA OCCUPATIONAL HEALTH & MEDICINE					
Check Nbr: 619776					
00218240-00	1/29/2024	DOT Physical	100.00	0.00	100.00
Check Totals:			100.00	0.00	100.00
Vendor: FIRSTB: First National Bank of Omaha					
Check Nbr: 619777					
1408	1/26/2024	D. Fox Card	2,037.89	0.00	2,037.89
5602	1/26/2024	K. Harrier Card	159.90	0.00	159.90
8324	1/26/2024	R. Hilmert Card	120.85	0.00	120.85
Check Totals:			2,318.64	0.00	2,318.64

Accounts Payable Prepay Report
2-12-2024 Board Pay

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pav
Vendor: GAYLOR: Gaylord Collision, Inc.					
Check Nbr: 619778					
9163	1/15/2024	Ultra Topcoat	650.00	0.00	650.00
Check Totals:			650.00	0.00	650.00
Vendor: GAYLORDM: Gaylord Machine & Fabrication, LLC					
Check Nbr: 619779					
1286-14492	2/2/2024	A36 plate	292.20	0.00	292.20
Check Totals:			292.20	0.00	292.20
Vendor: GFLENVIR: GFL Environmental					
Check Nbr: 619780					
0064466509	1/31/2024	Trash Removal	145.00	0.00	145.00
0064466539	1/31/2024	Trash Removal	208.35	0.00	208.35
Check Totals:			353.35	0.00	353.35
Vendor: GFLNA1: GFL Environmental					
Check Nbr: 619781					
LQ02080789	1/11/2024	Waste Water Disposal	1,553.50	0.00	1,553.50
LQ02080791	1/11/2024	State Brine	2,394.00	0.00	2,394.00
LQ02086026	1/11/2024	Waste Water Disposal	365.70	0.00	365.70
LQ02092136	1/17/2024	Waste Water Disposal	1,552.20	0.00	1,552.20
LQ02097947	1/22/2024	Waste Water Disposal	1,552.20	0.00	1,552.20
LQ02102952	1/25/2024	Analytical	445.20	0.00	445.20
Check Totals:			7,862.80	0.00	7,862.80
Vendor: GOV-PAY: Gov-Pay					
Check Nbr: 619782					
ME#025573376	2/8/2024	Fee Repayment	21.90	0.00	21.90
Check Totals:			21.90	0.00	21.90
Vendor: GRANDT: Grand Traverse Mobile Communications					
Check Nbr: 619783					
59980	2/5/2024	Antenna & Connections	565.40	0.00	565.40
Check Totals:			565.40	0.00	565.40
Vendor: HUMAN: Humana Insurance Co.					
Check Nbr: 619784					
692915191	1/14/2024	Retiree Health Insurance	12,673.05	0.00	12,673.05
Check Totals:			12,673.05	0.00	12,673.05
Vendor: HURONENG: Huron Engineering and Surveying, Inc.					
Check Nbr: 619785					
6069	1/10/2024	Engineering	2,688.00	0.00	2,688.00
6070	1/10/2024	Topo Survey	1,436.00	0.00	1,436.00
6076	1/10/2024	Topo Survey	4,550.00	0.00	4,550.00
Check Totals:			8,674.00	0.00	8,674.00
Vendor: J&HFAMIL: Exit 76 Corporation					
Check Nbr: 619786					
CP-070825	1/31/2024	Fuel	51,581.79	0.00	51,581.79
Check Totals:			51,581.79	0.00	51,581.79

Accounts Payable Prepay Report
2-12-2024 Board Pay

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pay
Vendor: JOENEDOW: Joe Nedow					
Check Nbr: 619787					
2023-10	1/21/2024	Consultant	2,090.00	0.00	2,090.00
Check Totals:			2,090.00	0.00	2,090.00
Vendor: JXTRUCK: JX Truck Center					
Check Nbr: 619788					
3743843P	2/6/2024	Tie-Rod	58.99	0.00	58.99
Check Totals:			58.99	0.00	58.99
Vendor: KMINTERN: KM International					
Check Nbr: 619789					
29415	1/29/2024	Controller	272.38	0.00	272.38
Check Totals:			272.38	0.00	272.38
Vendor: LAFONTAI: LAFONTAINE CHRYSLER DOGE JEEP RAM OF LANSING					
Check Nbr: 619790					
27861	2/8/2024	2024 Ram Tradesman 2500	50,524.00	0.00	50,524.00
27863	2/8/2024	2024 Ram Tradesman 2500	50,524.00	0.00	50,524.00
27864	2/8/2024	2024 Ram Tradesman 2500	50,524.00	0.00	50,524.00
Check Totals:			151,572.00	0.00	151,572.00
Vendor: LAWSONPR: Lawson Products, Inc.					
Check Nbr: 619791					
9311204342	1/9/2024	Crimp Fittings	296.74	0.00	296.74
9311239919	1/23/2024	Drill Bits, Shrink Tube, Straight Sh	494.73	0.00	494.73
Check Totals:			791.47	0.00	791.47
Vendor: MARCOR: Marcor Technologies, LLC					
Check Nbr: 619792					
60342	1/17/2024	O365 Exchange Subscription	864.00	0.00	864.00
60353	1/11/2024	Microsoft 365 Apps	108.00	0.00	108.00
Check Totals:			972.00	0.00	972.00
Vendor: MATCO: Matco Tools					
Check Nbr: 619793					
60118	1/15/2024	Coils	234.10	0.00	234.10
60357	1/22/2024	Materials/Workmanship	807.90	0.00	807.90
Check Totals:			1,042.00	0.00	1,042.00
Vendor: MICAT: Michigan CAT					
Check Nbr: 619794					
ES15684491	1/23/2024	Caterpillar Snowplow Wing	58,809.00	0.00	58,809.00
Check Totals:			58,809.00	0.00	58,809.00
Vendor: MIDNORTH: MID-North Printing, Inc.					
Check Nbr: 619795					
90020	1/30/2024	Business Cards	42.00	0.00	42.00
Check Totals:			42.00	0.00	42.00
Vendor: MIDSTATE: Mid-States Bolt & Screw Co.					
Check Nbr: 619797					
32594714	1/30/2024	Misc. Nuts/Bolts	110.06	0.00	110.06
32594786	1/30/2024	Misc. Washers	59.86	0.00	59.86

Accounts Payable Prepay Report
2-12-2024 Board Pay

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pav
32595024	1/30/2024	Misc. Bolts/Screws	932.91	0.00	932.91
32597091	2/1/2024	Hex Screws	8.98	0.00	8.98
32599170	2/6/2024	Hex High Nuts	52.49	0.00	52.49
32599233	2/6/2024	Hex Screws, Plow Bolts	807.12	0.00	807.12
32600180	2/7/2024	Phil Pan	3.99	0.00	3.99
32600252	2/7/2024	Hex Fin Nuts	10.94	0.00	10.94
32600326	2/7/2024	Wire Lock Pins	24.50	0.00	24.50
Check Totals:			2,010.85	0.00	2,010.85
Vendor: MIKENWOR: Michigan Kenworth, LLC					
Check Nbr: 619798					
022P176358	1/12/2024	Air Pressure Sensor	550.80	0.00	550.80
022P176655	1/23/2024	AC Control	775.42	0.00	775.42
Check Totals:			1,326.22	0.00	1,326.22
Vendor: NORTHERN: Northern Energy, Inc.					
Check Nbr: 619799					
91036	1/29/2024	Blue Blood	62.00	0.00	62.00
91040	1/29/2024	ATF MD-3	156.80	0.00	156.80
91722	1/26/2024	OW-40	62.00	0.00	62.00
92976	1/9/2024	Oil, Washer Solvent	422.13	0.00	422.13
95891	2/5/2024	DEF	597.24	0.00	597.24
95901	1/11/2024	DEF	1,035.72	0.00	1,035.72
Check Totals:			2,335.89	0.00	2,335.89
Vendor: OCRC: Otsego County Road Commission					
Check Nbr: 619800					
1/1/24-1/31/24	1/31/2024	HRA Reimbursement	69.74	0.00	69.74
1/23/24-1/29/24	1/28/2024	HRA Reimbursement	386.24	0.00	386.24
Check Totals:			455.98	0.00	455.98
Vendor: ODSDOO: ODS THE DOOR SPECIALISTS					
Check Nbr: 619801					
21962	1/12/2024	Service Call	557.80	0.00	557.80
Check Totals:			557.80	0.00	557.80
Vendor: OREILLY: OReilly Auto Parts					
Check Nbr: 619802					
5790-329496	1/18/2024	Fleetrunner	58.88	0.00	58.88
Check Totals:			58.88	0.00	58.88
Vendor: PROONE: PROTECTION ONE/ADT					
Check Nbr: 619803					
19877752	1/15/2024	Monitoring	298.19	0.00	298.19
Check Totals:			298.19	0.00	298.19
Vendor: RONAUT: RONS AUTO & WRECKER					
Check Nbr: 619804					
155162	1/19/2024	Heavy Duty Winch	292.00	0.00	292.00
Check Totals:			292.00	0.00	292.00

Accounts Payable Prepay Report
2-12-2024 Board Pay

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pay
Vendor: SCIBRA: SCIENTIFIC BRAKE & EQUIP.					
Check Nbr: 619806					
0202117956	1/9/2024	Air Spring, Gaskets	311.90	0.00	311.90
0202117959	1/9/2024	Back-up Alarm	65.76	0.00	65.76
0202118019	1/10/2024	Air Springs	269.47	0.00	269.47
0202118119	1/12/2024	Dust Shield	139.78	0.00	139.78
0202118225	1/15/2024	Misc. Connectors	176.84	0.00	176.84
0202118591	1/19/2024	Air Dryer	187.71	0.00	187.71
0202118902	1/25/2024	Linkage	36.10	0.00	36.10
0202119001	1/29/2024	Clevis Kit	243.03	0.00	243.03
0202119278	2/1/2024	Dustshield, Pedestal Lights	259.52	0.00	259.52
0202119369	2/2/2024	Circuit Breakers	104.10	0.00	104.10
0202119436	2/5/2024	Connectors, Elbows, Lighting	412.77	0.00	412.77
Check Totals:			2,206.98	0.00	2,206.98
Vendor: SHINECLE: Shine Cleaning Service Inc.					
Check Nbr: 619807					
748	2/1/2024	Rest Area Cleaning	5,739.57	0.00	5,739.57
Check Totals:			5,739.57	0.00	5,739.57
Vendor: SNETHKAM: Snethkamp					
Check Nbr: 619808					
5347372	1/17/2024	Engine Oil Filter	192.00	0.00	192.00
5347398	1/19/2024	Tail Lamp	43.12	0.00	43.12
5347494	1/26/2024	Tail Lamp	-43.12	0.00	-43.12
5347509	1/29/2024	Tail Lamp	10.65	0.00	10.65
5347604	2/5/2024	2-Way Wiring	210.00	0.00	210.00
6383792/1	1/9/2024	Replace Transmission	10,500.00	0.00	10,500.00
Check Totals:			10,912.65	0.00	10,912.65
Vendor: STOOPS: Stoops Freightliner Western Star					
Check Nbr: 619811					
X316007621:02	1/9/2024	Key	84.92	0.00	84.92
X316007816:01	1/25/2024	Filters, Brackets, Suspension	1,646.43	0.00	1,646.43
X316007816:02	2/5/2024	Belts	74.48	0.00	74.48
X316007923:01	1/16/2024	Turbo Actuator	1,091.15	0.00	1,091.15
X316007993:01	1/25/2024	Misc. Filters	1,299.68	0.00	1,299.68
X316008082:01	1/22/2024	Misc. Fixtures	25.02	0.00	25.02
X316008130:01	1/29/2024	Window Regulator	187.51	0.00	187.51
X316008212:01	1/26/2024	ABS ECU	590.17	0.00	590.17
X316008323:01	2/7/2024	Arm, Cylinder, Hood-Cable	917.68	0.00	917.68
X316008341:01	1/29/2024	Return	-187.51	0.00	-187.51
X316008342:01	1/29/2024	Window Regulator	258.00	0.00	258.00
X316008435:01	2/2/2024	Sensor, Turbo Return	-375.00	0.00	-375.00
X316008494:01	2/5/2024	Steel Reservoir, Air Tank	321.72	0.00	321.72
Check Totals:			5,934.25	0.00	5,934.25

Accounts Payable Prepay Report
2-12-2024 Board Pay

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pay
Vendor: TEFES: TED FESTERLING LLC					
Check Nbr: 619812					
10763	1/30/2024	Sander Chain	1,993.00	0.00	1,993.00
10845	1/8/2024	Bearings	60.16	0.00	60.16
10891	1/22/2024	Motor	1,315.74	0.00	1,315.74
10903	1/28/2024	Bearing	60.16	0.00	60.16
Check Totals:			3,429.06	0.00	3,429.06
Vendor: TRUTRA: TRUCK & TRAILER SPECIALTIES					
Check Nbr: 619815					
BSO022492	1/12/2024	Plug, Socket, Dash Mount Gauge	713.86	0.00	713.86
BSO022740	1/11/2024	Nose Guard	273.34	0.00	273.34
BSO022764	1/10/2024	Plow Blades	2,490.00	0.00	2,490.00
BSO022957	1/8/2024	Fuel Sender, Dash Mount Gauge	190.48	0.00	190.48
BSO022961	1/5/2024	Strobe Lights, Circuit Breakers	2,182.37	0.00	2,182.37
BSO022962	1/5/2024	Driveline Assembly, End Yoke	229.93	0.00	229.93
BSO022988	1/10/2024	Backrack Light Bar Mount	207.88	0.00	207.88
BSO022995	1/17/2024	Road Temp Indicator	1,721.97	0.00	1,721.97
BSO023014	2/5/2024	Plow Parts	2,474.28	0.00	2,474.28
BSO023043	1/24/2024	Pump, Bypass Spring	88.11	0.00	88.11
BSO023152	1/16/2024	Hub Spinner, Handle	128.04	0.00	128.04
BSO023156	1/23/2024	Sensors	485.75	0.00	485.75
BSO023174	1/22/2024	Rubber Foot	426.97	0.00	426.97
BSO023199	2/1/2024	Soft Shackles	2,760.00	0.00	2,760.00
BSO023361	2/1/2024	Tool Box	313.28	0.00	313.28
BSO023406	2/5/2024	Permanent Light Mount	289.46	0.00	289.46
Check Totals:			14,975.72	0.00	14,975.72
Vendor: USBANK: US Bank Equipment Finance					
Check Nbr: 619816					
521328849	1/30/2024	Copier	351.50	0.00	351.50
Check Totals:			351.50	0.00	351.50
Vendor: VALTRU: VALLEY TRUCK PARTS, INC.					
Check Nbr: 619817					
3-1224592	1/19/2024	Driveline Parts	168.90	0.00	168.90
3-1224741	2/7/2024	Dipstick	175.00	0.00	175.00
Check Totals:			343.90	0.00	343.90
Vendor: WCICON: WCISEL CONSTRUCTION INC.					
Check Nbr: 619818					
68876	1/17/2024	Move Grader	720.00	0.00	720.00
Check Totals:			720.00	0.00	720.00
Vendor: WELLERTR: Weller Truck Parts					
Check Nbr: 619819					
403100603	1/30/2024	Driveline Parts	1,814.06	0.00	1,814.06
403101091	1/29/2024	Driveline Parts	1,357.55	0.00	1,357.55
403103928	1/29/2024	Core Return	-516.15	0.00	-516.15
403103977	1/30/2024	Filter Kit	54.33	0.00	54.33

Accounts Payable Prepay Report
2-12-2024 Board Pay

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pay
403108406	2/2/2024	Driveline Parts Return	-689.72	0.00	-689.72
Check Totals:			2,020.07	0.00	2,020.07
Vendor: WILAUT: WILBER AUTOMOTIVE					
Check Nbr: 619821					
316607	1/9/2024	Oil Filter, Fuse	44.67	0.00	44.67
316708	1/10/2024	Filters, Sealant	135.56	0.00	135.56
317255	1/16/2024	Loom-Split Poly	38.50	0.00	38.50
317541	1/18/2024	HD Tensioner	243.53	0.00	243.53
318470	1/30/2024	Battery	125.92	0.00	125.92
318644	2/1/2024	Battery	271.38	0.00	271.38
318653	2/1/2024	Core Return	-54.00	0.00	-54.00
318730	2/2/2024	Bearing	138.17	0.00	138.17
318936	2/5/2024	Lamp	3.50	0.00	3.50
Check Totals:			947.23	0.00	947.23
Vendor: ZAREQU: ZAREMBA EQUIPMENT, INC.					
Check Nbr: 619822					
182563S	2/1/2024	Yearly ONCOMM Service	1,485.00	0.00	1,485.00
182721S	2/6/2024	Seal, Strap Kits	435.58	0.00	435.58
182787S	2/8/2024	Sensor	353.85	0.00	353.85
Check Totals:			2,274.43	0.00	2,274.43
Check Grand Totals:		54 Checks	378,945.66	0.00	378,945.66
Grand Totals:		56 EFTP Vendors/Checks	450,987.99	0.00	450,987.99

Accounts Payable Check Register

Low And High Check Date: 01/01/2024 - 01/31/2024
 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	01/12/2024	Merchants Fleet	7.00
EFTP	01/12/2024	Merchants Fleet	505.23
EFTP	01/12/2024	Merchants Fleet	673.71
EFTP	01/12/2024	Merchants Fleet	544.17
EFTP	01/11/2024	MERS of Michigan	68,342.52
Electronic Funds Transfer Payments Totals:		5 Payments Listed	70,072.63
Regular Checks Payments			
619683	01/11/2024	AIRGAS USA, LLC	14.18
619684	01/11/2024	Alerus Financial	2,499.42
619685	01/11/2024	Alma Tire Service, Inc.	302.62
619686	01/11/2024	AT&T Mobility	146.85
619687	01/11/2024	Auto Value of Gaylord	190.74
619688	01/11/2024	Blue Care Network of MI	49,043.52
619689	01/11/2024	Charter Communications	379.94
619690	01/11/2024	Chuck's Electric of Gaylord, INC.	482.00
619691	01/11/2024	Cintas Corporation #729	234.30
619692	01/11/2024	City of Gaylord	46.57
619693	01/11/2024	Consumers Energy	2,026.58
619694	01/11/2024	D&B Heat Transfer Products, Inc.	1,050.00
619695	01/11/2024	DTE Energy	2,951.71
619696	01/11/2024	First National Bank of Omaha	1,149.79
619697	01/11/2024	GFL Environmental	353.35
619698	01/11/2024	Grand Traverse Mobile Communications	2,456.00
619699	01/11/2024	Great Lakes Energy	41.86
619700	01/11/2024	Humana Insurance Co.	12,673.05
619701	01/11/2024	Hutson, Inc.	77.94
619702	01/11/2024	Exit 76 Corporation	24,920.78
619703	01/11/2024	JX Truck Center	274.99
619704	01/11/2024	Kimball-Midwest	172.69
619705	01/11/2024	McVeigh's Truck Springs	250.44
619706	01/11/2024	Mister T's Glass	125.64
619707	01/11/2024	Northern Energy, Inc.	3,076.20
619708	01/11/2024	Otsego County Road Commission	440.03
619709	01/11/2024	QUALITY PLUMBING AND MECHANICAL INC.	450.00
619710	01/11/2024	Royal Truck & Trailer Sales and Service, Inc.	33.32
619711	01/11/2024	SCIENTIFIC BRAKE & EQUIP.	627.92
619712	01/11/2024	Shine Cleaning Service Inc.	5,739.57
619713	01/11/2024	Staples	49.68
619714	01/11/2024	Stoops Freightliner Western Star	1,599.89
619715	01/11/2024	TERMINAL SUPPLY CO.	484.24
619716	01/11/2024	US Bank Equipment Finance	356.43
619717	01/11/2024	VALLEY TRUCK PARTS, INC.	34.89
619718	01/11/2024	VESCO OIL CORPORATION	101.25

Check Nbr	Check Date	Vendor Name	Net Amount
619719	01/11/2024	WILBER AUTOMOTIVE	734.79
619720	01/11/2024	ZAREMBA EQUIPMENT, INC.	1,418.09
619721	01/25/2024	Alan Boughner	300.00
619722	01/25/2024	Alerus Financial	35,370.23
619723	01/25/2024	Alexis Alexander	300.00
619724	01/25/2024	Alex Parr	300.00
619725	01/25/2024	AT&T Mobility	146.88
619726	01/25/2024	Blue Care Network of MI	48,766.62
619727	01/25/2024	Ben Tracey	1,000.00
619728	01/25/2024	Burnham & Flower	250.00
619729	01/25/2024	Cary Boettner	1,000.00
619730	01/25/2024	City of Gaylord	55.73
619731	01/25/2024	Patrick Coady	300.00
619732	01/25/2024	Cody Garlock	300.00
619733	01/25/2024	Cogitate, Inc.	8,738.00
619734	01/25/2024	Delta Dental	3,517.23
619735	01/25/2024	Dennis Mitchell	300.00
619736	01/25/2024	Earl Kwapis	300.00
619737	01/25/2024	Great Lakes Energy	41.86
619738	01/25/2024	Robert Hendrick	1,000.00
619739	01/25/2024	Rebecca Hilmert	61.37
619740	01/25/2024	Jim Wiley	300.00
619741	01/25/2024	Joe Kucharek	1,000.00
619742	01/25/2024	Zachary Johnson	300.00
619743	01/25/2024	Justin Hinton	300.00
619744	01/25/2024	Logan Ford	300.00
619745	01/25/2024	WEX BANK	31.67
619746	01/25/2024	Michael Mayle	300.00
619747	01/25/2024	Mutual of Omaha	3,285.39
619748	01/25/2024	JOSEPH MYERS	300.00
619749	01/25/2024	Otsego County Road Commission	3,507.64
619750	01/25/2024	Charles Pettis	300.00
619751	01/25/2024	Luke Prusakiewicz	300.00
619752	01/25/2024	Robert Falkenhagen	300.00
619753	01/25/2024	TIMOTHY SAMKOWIAK	300.00
619754	01/25/2024	DENNIS SEWELL	300.00
619755	01/25/2024	Stanley Kwapis	300.00
619756	01/25/2024	State of Michigan MDOT	14,578.00
619757	01/25/2024	Billy Stiles	300.00
619758	01/25/2024	Thomas Coughlin, Jr.	300.00
619759	01/25/2024	VREDEVELD HAEFNER LLC	1,156.25
619760	01/25/2024	Dave Wcisel	300.00
619761	01/26/2024	Petty Cash	300.00
Regular Checks Payments Totals:		79 Payments Listed	247,418.13
All Payments Grand Totals:		84 Payments Listed	317,490.76

Check Nbr Check Date Vendor Name Net Amount

Payment Totals By Fund:

Fund	Net Amount
201	317,490.76
Grand Totals	317,490.76



Otsego County Road Commission Agenda Item Report

FROM: Kirk Harrier, Managing Director
MEETING DATE: February 12, 2024
AGENDA ITEM: 8.A
SUBJECT: Resolution R24-1 Act 51 Certification Map Approval

DESCRIPTION

Public Act 51 of 1951, as amended, requires that each county submit an annual report to the State Transportation Commission. This report covers the period of January 1 through December 31 and must show mileage certified as of December 31, 2024. The Otsego County Road Commission Act 51 maps have not changed from the maps the Board approved in 2024.

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION

Motion to **approve/deny** Resolution R24-1 as presented direct staff to submit the required report to the State Transportation Commission.

**OTSEGO COUNTY ROAD COMMISSION
RESOLUTION R24-1**

**A RESOLUTION APPROVING OTSEGO COUNTY ROAD COMMISSION ACT 51
CERTIFICATION MAPS**

WHEREAS, Public Act 51 of 1951, as amended, requires that each county submit an annual report to the State Transportation Commission; and

WHEREAS, this report covers the period of January 1 through December 31 and must show mileage certified as of December 31, 2023.

NOW, THEREFORE, BE IT RESOLVED that:

- 1.) The Board of County Road Commissioners of the County of Otsego approve Act 51 Certification Maps for submittal to MDOT and signed by the Chairman.

- 2.) All resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, repealed.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

ADOPTED February 12, 2024

OTSEGO COUNTY ROAD COMMISSION

BY: _____
Troy Huff, Chairman

CERTIFICATION

I, Rebecca Hilmert, the duly appointed Board Secretary of the Otsego County Road Commission, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Otsego County Board of Road Commissioners at a regular meeting held February 12, 2024, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Rebecca Hilmert, Board Secretary



Otsego County Road Commission Agenda Item Report

FROM: Rebecca Hilmert, Finance Manager
MEETING DATE: February 8, 2024
AGENDA ITEM: 8.B
SUBJECT: MERS RHFV Plan Fund Distribution

DESCRIPTION

Recently, OCRC transferred \$2,970,684.45 from a Brinker Section 115 Trust into a MERS Retiree Healthcare Funding Vehicle Section 115 Trust Plan. With this plan change, OCRC may start requesting reimbursement for retiree healthcare expenses. The Otsego County Road Commission paid \$223,956.66 for retiree healthcare in 2023 and would like to submit for reimbursement. For distribution requests over \$100,000, MERS requires two authorized signatures from the municipality.

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION

Motion to **approve/deny** fund distribution request in the amount of \$223,956.66 from the MERS Retiree Healthcare Funding Vehicle Plan and authorize the managing director and finance manager to sign the request form and submit for reimbursement.



Institutional Fund Distribution Request (for RHFV or ISP programs)

This form is used for distribution requests. Please indicate whether your request is for direct bank deposit or wire deposit and complete instructions below. Requests can generally be processed within three business days. In some circumstances (dollar amount or investment fund allocation at the time of distribution), requests may take 60-90 days for processing.

If you have any questions, please contact MERS Service Center at 800.767.MERS (6377).

Please print • Retain a copy for your records

1. Employer information

Municipality name*

Municipality number*

Division number*

2. Payment option

Distribution amount:

\$

- Bank Deposit:** Check here to instruct deposit to be made directly into the following bank account
- Wire Deposit:** Check here to instruct deposit to be made directly into the following wire instructions

3. Banking information

Receiving bank name:

Bank ABA routing number:

Bank account number:

Special notes:

4. Certification and signature

1. I certify that I am an authorized contact, and authorized by the governing body of the municipality above to apply for this distribution.
2. I certify that the proceeds of this distribution shall be used for municipality retiree health care expenses, as that term is defined in the RHFV Plan (for distributions from RHFV), or municipality pension or health obligations under the plan identified in the municipality's Resolution adopting the ISP (for distributions from ISP).
3. I understand that the distribution will be processed by Alerus Retirement Services, on behalf of MERS.
4. I understand that it is my responsibility to validate that the funds requested for distribution meet the requirements for retiree health care expenses as defined in the RHFV Plan (for RHFV), or municipality pension or health obligations under the plan identified in the municipality's Resolution adopting the ISP (for ISP).
5. I understand that, based on asset amount or allocation, my request for distribution may take up to 90 days to process.

NOTE: MERS recommends municipalities file supporting documentation for audit purposes.

First name (authorized signator)

Last name (authorized signator)

Authorized signature*

Date (mm/dd/yyyy)*

For distribution requests over \$100,000, a second signature is required by another authorized contact from the municipality. This could be another Primary, Finance, or HR contact at your municipality, or a current board or committee member.

First name (secondary signator)

Last name (secondary signator)

Position or Title (secondary signator)

Secondary signature

Date (mm/dd/yyyy)*

Employer: Please log in to the MERS Employer Portal at www.mersofmich.com and submit this form securely by selecting the applicable Plan and using the Submit Files link in the left-hand navigation.

* Required field

Vendor Summary by Account

01/01/2023 - 12/31/2023

Vendor	Account Nbr		Amount
Blue Care Network of MI		BCN	
	201-0-A513-A513-0-716-00		77,789.15
		Total	\$77,789.15
Humana Insurance Co.		HUMAN	
	201-0-A513-A513-0-716-00		134,529.30
		Total	\$134,529.30
Otsego County Road Commission		OCRC	
	201-0-A513-A513-0-716-3A		11,638.21
		Total	\$11,638.21
Grand Total			223,956.66

Account Grand Totals	DST	Total
201-0-A513-A513-0-716-00	212,318.45	212,318.45
201-0-A513-A513-0-716-3A	11,638.21	11,638.21
Total	223,956.66	223,956.66



Otsego County Road Commission Agenda Item Report

FROM: Kirk Harrier, Managing Director
MEETING DATE: February 12, 2024
AGENDA ITEM: 8.C
SUBJECT: Leave Sharing Policy

DESCRIPTION

A request was recently received from the Union for the OCRC to implement a policy that would allow employees to donate leave time to an individual employee that may need extra time due to a family medical matter. Since this is a policy matter, I wanted to discuss this with the Board to determine if this were a policy the Board would like to implement. If so, the OCRC should consult with an attorney to assist in drafting the policy as there are several legal considerations that need to be reviewed to ensure the policy is drafted appropriately to eliminate any potential liability issues for the employer. Attached to this agenda item report is a document outlining some of the legal considerations that need to be considered with such a policy.

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION

Option 1 Motion to approve engaging Henn Lesperance PLC to draft a leave sharing policy for Board approval.

Option 2 Take no action at this time, no motion would be necessary.

SEPTEMBER 2007

An Analysis of Recent Developments & Trends

LITTLER MENDELSON, P.C.
THE NATIONAL EMPLOYMENT & LABOR LAW FIRM®

An Employer's Guide to Employee Leave-Sharing Programs

by: GJ Stillson MacDonnell, William Hays Weissman, and Damian Guzman

Summary: An employer-sponsored leave-sharing program allows an employee to donate accrued hours of paid vacation, or personal and potentially sick leave for the benefit of other employees who are in need of taking more paid leave than is available. This Insight provides a brief employer's guide to establishing and running a leave-sharing program, including establishing and maintaining such a plan in conformity with IRS requirements and various financial and administrative considerations for the employer, the donor and the donee employees.

A popular, and altruistic, employee benefit some employers provide is a leave-sharing program. An employer-sponsored leave-sharing program allows an employee to donate accrued hours of paid vacation, or personal and potentially sick leave for the benefit of other employees who are in need of taking more leave than they have available.

Of course, as with any employer-provided benefit, there are specific requirements and tax consequences associated with a leave-sharing program. There has been very little guidance issued by the IRS on the design of such plans, but experience has shown there are a host of design considerations. This Insight provides a brief employer's guide to establishing and running a leave-sharing program.

Typical Leaving-Sharing Programs

In a typical leave-sharing plan, an employee who has accrued more paid leave than she expects or wishes to take may choose to donate hours of paid leave to an employer-managed "leave bank." Under certain conditions, other employees who need to take more time than they have accrued may seek employer approval to draw from the leave bank.

What leave can be donated may vary from state to state. For example, different states have different rules regarding an employee's right to different kinds of leave, whether accrued, earned or unearned, or whether vacation pay, sick pay or generic "paid time off." Thus, what may be donated to a leave-sharing plan may also vary from state to state. To the extent an employer only provides sick leave to benefit employees who are sick and does not provide

for cashing out of sick leave upon termination, an employer will probably want to limit donations from available sick time to avoid claims that "unvested" sick leave is effectively vested.

Generally, the employee seeking to draw from the leave bank must provide the employer with a written application describing the need for such leave. Once the employer approves the application, the employee is eligible to receive additional leave, usually paid at his normal compensation rate, once his own accrued leave has been exhausted. In an IRS-eligible leave-sharing plan, special tax treatment applies to leave donors, recipients, and the employer.

There are two broad categories of approved leave sharing that have been approved for special tax treatment by the IRS: medical emergencies and major disasters. Each is discussed in more detail below.

Leave-Sharing Program for Medical Emergencies

An employer-sponsored leave-sharing program may permit an employee to donate excess paid leave to another in the event of a medical emergency. A medical emergency is defined as "a medical condition of the employee or a family member that will require the prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave available apart from the leave-sharing plan."¹ An employee who has exhausted his leave may seek to draw from the leave bank if the employee needs more paid leave in the event that he experiences a medical emergency, needs to tend to a parent, spouse, or child who has experienced a medical emergency, or needs

¹ Rev. Rul. 90-29, 1990-1 C.B. 11.

continued from cover

additional time off for bereavement in the event of the death of a parent, spouse, or child.

Leave-Sharing Program for Major Disasters

An employee may also draw from an employee-sponsored leave bank in the event that the employee experiences a major disaster. A major disaster is defined as: "(a) a major disaster as declared by the President under § 401 of the Stafford Act, 42 U.S.C., section 5170, that warrants individual assistance or individual and public assistance from the federal government under that Act, or (b) a major disaster or emergency as declared by the President pursuant to 5 U.S.C., section 6391, in the case of employees described in that statute."² The Stafford Act provides that the determination of whether an event shall be declared a major disaster shall be based "on a finding that the disaster is of such severity and magnitude that effective response is beyond the capabilities of the State and the affected local governments and that Federal assistance is necessary."³

Section 6391 of Title 5 of the United States Code provides that the President, upon declaration of a major disaster or emergency, may direct the Office of Personnel Management to establish a leave-sharing program for employees of federal agencies.

An employer-sponsored leave-sharing program for major disasters must comport with the following requirements:

- The plan must allow a leave donor to deposit unused accrued leave in an employer-sponsored leave bank for the benefit of other employees who have been adversely affected by a major disaster. An employee is considered adversely affected if the disaster has caused severe hardship to the employee

or family member that requires the employee to be absent from work.

- The plan does not allow a donor to specify a particular recipient of her donated leave.
- The amount of leave donated in a year may not exceed the maximum amount of leave that an employee normally accrues during that year.
- A leave recipient may receive paid leave from the leave bank at the recipient's normal compensation rate.
- The plan must provide a reasonable limit on the period of time after the disaster has occurred, during which leave may be donated and received from the leave bank, based on the severity of the disaster.
- A recipient may not receive cash in lieu of using the paid leave received.
- The employer must make a reasonable determination of the amount of leave a recipient may receive.
- Leave deposited on account of a particular disaster may be used by only those employees affected by that disaster. In addition, any donated leave that has not been used by recipients by the end of the specified time must be returned to the donor within a reasonable time so that the donor may use the leave, except in the event the amount is so small as to make accounting for it unreasonable or impractical. The amount of leave returned must be in the same proportion as the leave donated.⁴

The IRS does not allow special tax treatment for major disaster leave-sharing plans that do not comply with the above requirements. For example, the IRS rejected special tax treatment for an employer-sponsored

leave-sharing program that allowed employees to draw from its leave bank in the event of a "catastrophic casualty loss."⁵

Under the program rejected by the IRS, employees were allowed to donate hours of paid leave for the benefit of an employee who experienced severe damage to or destruction of his primary residence that requires immediate action by the employee to secure the residence or to those who were affected by a terrorist attack, natural disaster, or public health crisis that affects a considerable amount of employees. The IRS determined that a "catastrophic casualty loss" was too broad to be permitted as an eligible medical emergency plan since the plan may or may not involve a personal or family medical emergency. The IRS also found that the plan was outside the scope of an eligible major disaster leave-sharing plan because the plan was not "designed to be limited specifically to aid the victims of a 'major disaster' as declared by the President of the United States."⁶

Employee Benefits of Participating in an Eligible Leave-Sharing Program

There are several reasons why an employee would choose to donate. Most importantly, the ability to donate accrued paid hours of leave allows an employee to help coworkers recover from family or personal medical emergencies in a manner that does not require a cash distribution. An employee who has been affected by a personal or family medical emergency or major disaster may not have enough accrued time to tend to the emergency. The ability to draw from a bank of paid leave donated by other employees gives a little extra time that otherwise would have to be taken unpaid, which would add to the already high burden of recovery.

² Notice 2006-59 (2006-28 IRB 60).

³ 5 U.S.C. § 5170.

⁴ Notice 2006-59 (2006-28 IRB 60).

⁵ Priv. Ltr. Rul. 200720017 (Feb. 9, 2007).

⁶ *Id.*

Continued from page 2

In addition, donated hours of paid leave pursuant to an eligible medical emergency or major disaster leave-sharing program are not included in the donating employee's income for tax purposes. Thus, for employees in states that allow companies to have "use-it-or-lose-it" policies, employees that might have unused leave that would be lost can instead donate it without any adverse tax consequences. However, employees are also not entitled to claim charitable contributions for income tax purposes for making such donations. Also any wage-based benefits such as disability, retirement or life insurance may be affected negatively for donor and positively for recipient employee.

In contrast to the donor employee, the employee who receives paid leave pursuant to an eligible plan realizes the amounts received in his gross income and the amounts of paid leave received are considered "wages" for employment tax purposes.

Therefore, it is important for employees to know whether their employer's leave-sharing program meets the eligibility requirements explained by the IRS. In cases where a leave-sharing program does not qualify, the donor employee will be subject to payroll taxes on the leave as if he were using the leave himself. IRS eligible leaving-sharing programs avoid that unjust result.

Employer Considerations for Leave-Sharing Programs

While a leave-sharing program may be beneficial for employees, employers should carefully consider implementing such programs. Employers should be aware that such programs have the potential to generate a variety of issues, including administrative complexity, potential cash flow implications, privacy issues and discrimination claims from disgruntled employees. For example, leave programs can create situations where claims of discrimination arise because some employees were granted leave from the bank while others were not. Thus, it is important

to recognize this possibility and have stated neutral criteria in place to make sure all applications for leave are treated equally.

Also, most companies plan for and expect that a certain amount of vacation pay, sick pay or PTO will be used in any particular year. A major disaster, or even several medical emergencies, can cause a large spike in the amount of claimed benefits beyond those anticipated by the employer as employees donate leave that might have gone unused by historical standards during the calendar year. This can have an unplanned for financial impact upon the employer as the accrued but unused benefits are funneled through certain high-need employees. Further, in states that allow use it or lose it policies, benefits that the company may not otherwise have paid may end up as a liability to the company.

In addition, anecdotally at least, lower paid employees are more likely to donate time while higher paid employees are more likely to draw benefits, so paying benefits at recipient employee's regular wage could increase the cost of the benefit over what it would have cost had the employee whose time it was had actually taken it. There are also certain administrative costs associated with any program or benefit offered by an employer, and Human Resources will need to be involved in administering the program.

Employers can mitigate some of the impact of these potential issues by capping donations. Employers may also want to consider whether there may be alternative options, such as establishing a short-term disability program.

Of course, for the reasons stated above regarding why employees benefit from leave-sharing programs, an employer may want to implement a leave-sharing program as a benefit for employee morale purposes. Nevertheless, employers should carefully consider all implications before implementing such a plan.

Tips for Developing an Eligible Leave-Sharing Plan

The following is a checklist of items an employer should consider when establishing and maintaining a leave-sharing program:

Drafting a Leave-Sharing Plan

- The employer should have a written policy that outlines all aspects of the leave-sharing program as well as the application process. A form is recommended for the application process so that all applicants are required to supply the same information.
- A leave-sharing program should not be created on an ad hoc basis only when an individual has a medical emergency or when a natural disaster occurs. The IRS's limited guidance suggests that medical programs should not be for the benefit of a single employee. This helps avoid accusations of discrimination by creating and maintaining an independent policy.
- The situations when an employee may donate accrued paid leave should be limited to situations in which other employees have experienced a personal or family medical emergency or a major disaster in accordance with IRS guidance.

Considerations for Donees of Leave Under a Leaving-Sharing Plan

- Receipt of paid leave should only be allowed when the requesting employee has exhausted all of his own accrued paid leave.
- The employer should require a written application form that includes the specific reasons why the donee employee is requesting additional paid leave from the leave bank.
- Employers should ensure that donee employees' privacy is respected. For example, the employer cannot state:

continued from page 3

“Jane Smith has breast cancer and has used up all of her paid leave. She needs to borrow from the leave bank because she is taking intermittent leave as a reasonable accommodation.”

Considerations for Donors of Leave Under a Leave-Sharing Program

- The donor employee should not be allowed to designate a specific individual for whom the donated leave shall benefit.
 - The donor employee should donate no more leave than that normally accrued during the year.
 - Reasonable limits should be placed on the amount of hours of paid leave an employee may donate so that an employee has some amount of leave available for his or her own use.
 - Reasonable limits should be placed on the amount of hours of paid leave an employee may receive and on the amount of time between when an employee can receive donated hours of paid leave and when the medical emergency or major disaster was experienced.
 - In the event donated leave has not been used within a reasonable time set by the employer, the program can provide for the hours of paid leave to be returned to the donor employee.
 - Employers should ensure that donor employees' privacy is respected.
- Employers should consider the impact that donated leave may have on other wage-based benefits such as life and disability insurance. In other words, employer (and donee employees) should consider whether receipt of donated leave would raise the employee's wages used to calculate other wage based benefits.
 - Employers should consider the costs and staff time necessary to implement the leave-sharing program and how multiple applications will be processed.
 - While leave is donated by the employee, employer is actually paying the leave so it should consider the impact of leave-sharing programs upon operations.
 - If employers have concerns or questions about whether their program qualifies for special tax treatment under the IRS guidelines, they should contact counsel.

Gj Stillson MacDonnell is a shareholder and chair of Littler Mendelson's Employment Taxes Practice Group. William Hays Weissman is a senior associate in Littler Mendelson's Employment Taxes Practice Group. Damian Guzman was a summer associate in Littler Mendelson's San Francisco office. If you would like further information, please contact your Littler attorney at 1.888.Littler, info@littler.com, Ms. MacDonnell at gmacdonnell@littler.com, or Mr. Weissman at wweissman@littler.com.

Financial Considerations When Offering a Leave-Sharing Program

- When receiving paid leave, the leave must be paid at the recipient's normal compensation rate.
- A recipient may not receive a cash payout in lieu of paid time off. In such a case the donor and donee will both be treated as having received taxable wages.



Otsego County Road Commission Agenda Item Report

FROM: Kirk Harrier, Managing Director
MEETING DATE: February 12, 2024
AGENDA ITEM: 8.D
SUBJECT: Letter of Agreement #2024-1

DESCRIPTION

The Otsego County Road Commission and the American Federation of State, County and Municipal Employees Union, Local #1534 are signors to a Collective Bargaining Agreement which expires on December 31, 2026 and under the powers granted in that Agreement have the ability to amend the Agreement. The Union voted and approved the attached Letter of Agreement on February 2, 2024. The Letter of Agreement amends the Collective Bargaining Agreement as follows:

- 1.) All references to **Mechanic** will be changed to **Heavy Equipment Service Technician**.
- 2.) All references to **Equipment Operator/Laborer** will be changed to **Road Maintenance Technician**.
- 3.) All references to **Assistant Foreman** will be changed to **Assistant Road Maintenance Supervisor**.
- 4.) All references to **Foreman** will be changed to **Supervisor**.

These changes do not affect compensation as identified in the Collective Bargaining Agreement. The purpose of the change is to more accurately define the positions and correlate to the OCRC Organization Chart approved by the Otsego County Board of Road Commissioners on January 4, 2024.

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION

Motion to **approve/deny** Letter of Agreement #2024-1 between the Otsego County Road Commission and the American Federation of State, County and Municipal Employees Union, Local #1534 as presented.

Letter of Agreement #2024-1
The Otsego County Road Commission
-And-
AFSCME Council 25, Local 1534

The Otsego County Road Commission (“Employer”) and the American Federation of State, County and Municipal Employees Union, Local #1534 (“Union”) are signors to a Collective Bargaining Agreement (“Agreement”) which expires on December 31, 2026 and under the powers granted in that agreement do hereby enter into this Letter of Agreement:

The Employer and the Union agree that all Articles and Sections of the Agreement are amended as follows:

- 1.) All references to **Mechanic** will be changed to **Heavy Equipment Service Technician**.
- 2.) All references to **Equipment Operator/Laborer** will be changed to **Road Maintenance Technician**.
- 3.) All references to **Assistant Foreman** will be changed to **Assistant Road Maintenance Supervisor**.
- 4.) All references to **Foreman** will be changed to **Supervisor**.

These changes do not affect compensation as identified in the Agreement. The purpose of the change is to more accurately define the positions and correlate to the OCRC Organization Chart approved by the Otsego County Board of Road Commissioners.

Otsego County Road Commission

AFSCME Local 1534

By: Troy Huff
OCRC Board Chairman
Dated: February ____, 2024

By: Jeff Aspy
Staff Representative
Dated: February ____, 2024

By: Kirk Harrier
Managing Director
Dated: February ____, 2024

By: Tom Coughlin
Chapter Chair
Dated: February ____, 2024



Otsego County Road Commission Agenda Item Report

FROM: Kirk Harrier, Managing Director
MEETING DATE: February 12, 2024
AGENDA ITEM: 8. E
SUBJECT: MERS Health Care Saving Plan Agreement/Amendment Division 301240

DESCRIPTION

Amendment to the Health Care Saving Plan Division 301240 allowing members in this division to put 2% of their wages per pay period, 50% of unused vacation time annually (over 200 hrs) and 100% of sick time (max 350 hrs) upon retirement into their HCSP account. There are no employer contributions involved in this amendment.

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION

Motion to **approve/deny** the MERS Health Care Savings Plan Agreement and Addendum for Division 301240 as presented and authorize the Managing Director, Kirk Harrier, to execute the documents.

MERS Health Care Savings Program Participation Agreement



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

www.mersmi.org

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

I. PARTICIPATING EMPLOYER

Employer Name: Otsego CRC
(Name of municipality or court)
Municipality Number: 6901 **Division Number:** 301240

II. EFFECTIVE DATE

1. If this is the initial Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of the program here adopted shall be the 1st day of December, 2023.
(Month) (Year)
2. If this is an amendment and restatement of an existing Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of this amendment and restatement shall be effective the 1st day of _____, 20____.
(Month) (Year)

Note: You only need to mark *changes* to your plan throughout the remainder of this Agreement.

III. COVERED EMPLOYEE GROUPS

A participating Employer may cover all of its employee groups, bargaining units, or personnel/employee classifications ("Covered Group") in the same Health Care Savings Program plan. **Contributions shall be made on the same basis within each Covered Group according to the associated HCSP Contribution Addendum, remitted as directed by MERS.** This agreement encompasses the following group(s):

Supervisors hired before 07/1/2018

(Name/s of HCSP covered group/s)

Note: To maintain the tax-favored status of the employer's Health Care Savings Program and to comply with federal law, the Employer may not provide coverage or benefit levels to highly-compensated employees that are not provided to non highly-compensated employees.

IV. ELIGIBLE EMPLOYEES

Only Employees of a "municipality" may be covered by the Health Care Savings Program Participation Agreement. Independent contractors may not participate in the Health Care Savings Program.

The Employer shall provide MERS with the name, address, Social Security Number, and date of birth for each Eligible Employee, as defined by the Participation Agreement.

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 and service toward vesting will begin when probationary period has ended.

The probationary period will be _____ month(s).

- No probationary period.

MERS Health Care Savings Program Participation Agreement

V. EMPLOYER CONTRIBUTIONS

The Participating Employer hereby elects to make contributions to the Plan. Contributions shall be made on the same basis within each Covered Group specified in this agreement, and remitted to MERS as directed by the employer, to be credited to the individual accounts of Eligible Employees according to the associated Contribution Addendum.

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

Vesting Cycle For Basic Employer Contributions Only. The employer contributions identified in this Participation Agreement are subject to the following vesting cycle (where vesting is different, separate participation agreement must be completed).

- Immediate Vesting upon Participation
- Cliff Vesting: The participant is 100% vested upon _____ year(s).
(Stated years)
- Graded Vesting Percentage per year of service: Employers can select the percentage of vesting with the corresponding years of service:

Years of Service	Percent Vested
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	100%

FORFEITURE PROVISION. Upon separation from service with the Employer prior to meeting the required vesting schedule set out above or in the event a Participant dies without Dependent(s) and/or a named Beneficiary, a Participant's account assets shall (where forfeiture is different, separate participation agreement must be completed):

Check only one:

- Remain in the HCSP sub-trust to be reallocated among all Plan participants equally
- Remain in the HCSP sub-trust to be used to offset future Employer Contributions
- Be transferred to the Retiree Health Funding Vehicle ("RHFV")

MERS Health Care Savings Program Participation Agreement

VI. MODIFICATION OF THE TERMS OF THE PARTICIPATION AGREEMENT

If a Participating Employer desires to amend any of its previous elections contained in this Participation Agreement, including attachments, the Governing Body by official action must adopt a new Participation Agreement and forward it to the Board for approval. The amendment of the new Participation Agreement is not effective until approved by the Board and other procedures required by the Plan Document have been implemented.

VII. APPOINTING MERS AS THE PROGRAM ADMINISTRATOR

The Employer hereby agrees to the provisions of the MERS Health Care Savings Program Plan Document ("Plan Document"). The Employer also agrees that in the event of any conflict between the Plan Document and this Participation Agreement, the Plan Document controls.

VIII. FEES AND EXPENSES

Employer acknowledges that investment selection and associated participant fees and operating expenses are established and charged by MERS as set forth in the Investment Fund and Fee Summary sheets available at www.mersofmich.com and may be amended by MERS.

IX. STATE LAW

To the extent not preempted by federal law, this agreement shall be interpreted in accordance with Michigan law.

X. TERMINATION OF THE PARTICIPATION AGREEMENT

This Participation Agreement may be terminated only in accordance with the Plan Document.

XI. ENFORCEMENT

1. This Participation Agreement may be terminated only in accordance with the MERS Health Care Savings Program Plan Document.
2. The Employer hereby agrees to the provisions of the MERS Health Care Savings Program Plan Document.
3. The employer hereby acknowledges it understands that failure to properly fill out this Participation Agreement may result in the ineligibility of the program.

XII. 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 02/12/2024 _____
(MM/DD/YYYY) (Name of Approving Employer)

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)

Contribution Addendum for MERS Health Care Savings Program (HCSP)



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711

www.mersmi.org

This is an Addendum to the Participation Agreement completed by Otsego CRC
Name of Participating Employer
for Supervisors hired before 07/1/2018 of 301240
Covered Employee Group Division Code

The Addendum modifies the *MERS Health Care Savings Program Participation Agreement*. Please complete this addendum for each contribution structure associated with the covered employee group.

Check one or more (A or B, C and/or D):

- A. Employer Contributions for Retirees / Former Employees.** Employer contributions may be made according to any frequency. Identify below the contribution formula or amount that will apply to all in this covered group. *Note: If this contribution is selected, Sections B, C, and D do not apply.*

Contribution structure (specify \$ or %): _____

For active employees, please check one or more below (B, C, and/or D).

- B. Basic Employer (Before-Tax) Contributions.** Before-tax employer contributions may be made as a percentage of salary and/or by a specified dollar amount. Identify below the basic employer contribution formula to be applied to the covered groups within the Health Care Savings Program identified in this addendum.

Contribution structure (specify \$ or % and, if a %, include the basis for that contribution. For example: Employer will contribute 3% of base wages):

- C. Mandatory Salary Reduction (Before-Tax) Contributions.** Before-tax Employer Contributions shall be made that represent a mandatory salary reduction resulting from collective bargaining or the establishment of a personnel policy. These reductions may be made as a percentage of salary or a specific dollar amount.

Contribution structure (specify \$ or % and, if a %, include the basis for that contribution. For example: Employees will contribute 3% of base wages):

2% of wages per pay period

Contribution Addendum for MERS Health Care Savings Program (HCSP)

D. Mandatory Leave Conversion (Before-Tax) Contributions. Before-tax Employer Contributions shall be made that represent a mandatory conversion of accrued leave including, but not limited to vacation, holiday, sick leave, or severance amounts otherwise paid out, to a cash contribution. These contributions may be calculated as a percentage of accrued leave or a specific dollar amount representing the accrued leave. Leave conversions may be made on an annual basis or at separation from service, or at such other time as the Employer indicates. *(Note: The leave conversion program shall not permit employees the option of receiving cash in lieu of the employer contribution.)*

- Check here if the covered employee group has the option to direct any/all of the leave conversion lump sum to an existing 457 program.

Check one or more:

- As of December 31 (annually), 50 % of Vacation time exceeding 200 hrs
Annual date or X weeks before termination Percentage Type of Leave Conversion (sick, vacation, etc.)
must be contributed to the HCSP.
- As of Separation from service, 50 % of Vacation time
Annual date or X weeks before termination Percentage Type of Leave Conversion (sick, vacation, etc.)
must be contributed to the HCSP.
- As of December 31 (annually), 100 % of Sick leave exceeding 350 hrs
Annual date or X weeks before termination Percentage Type of Leave Conversion (sick, vacation, etc.)
must be contributed to the HCSP.
- As of Retirement from Road Commission, 100 % of Sick leave not to exceed 350 hrs
Annual date or X weeks before termination Percentage Type of Leave Conversion (sick, vacation, etc.)
must be contributed to the HCSP.

Post-Tax Employee Contributions. Post-tax Employee Contributions made by Eligible Employees within the Covered Group(s) shall be remitted as directed by the Program Administrator, to be credited to the individual accounts of Eligible Employees. All Employee Contributions must be remitted to MERS along with the Participation Report.



Otsego County Road Commission Agenda Item Report

FROM: Scott Butkovich, Operations Manager
MEETING DATE: February 12, 2024
AGENDA ITEM: 8. F
SUBJECT: 2024 OCRC/MDOT Summer Workplan

DESCRIPTION

The Otsego County Road Commission entered into a State Trunkline Maintenance Contract with the Michigan Department of Transportation (MDOT) effective October 1, 2021 thru September 30, 2026. Per the Contract, the OCRC will provide personnel, equipment, materials, and facilities to perform the maintenance work under the terms of the Contract in a manner consistent with MDOT established guidelines for winter and non-winter maintenance activities. The OCRC shall perform all maintenance work under the Contract in accordance with accepted maintenance practices and/or specifications provided by MDOT and in accordance with the approved Budget and annual Work Plan. The OCRC is reimbursed for all costs associated with the work performed plus 8.5%. Attached is the proposed 2024 Workplan that has been developed in cooperation between MDOT officials and OCRC staff.

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION

Motion to **approve/deny** the 2024 OCRC/MDOT Summer Workplan as presented.

2024 OCRC/MDOT SUMMER WORKPLAN

MDOT has requested two full-time Road Maintenance Technicians from the OCRC for summer maintenance under our current contract. Our two full-time employees will be working with summer apprentices that MDOT will be hiring. Two crews will work independently of one another on M-32, M-72 and M-18 to complete the culvert maintenance. This work will likely continue into next year.

The maintenance includes cleaning of all culvert endings to establish positive drainage away from the endings. The two crews will excavate, and grade then prepare the area for a different MDOT maintenance crew to seed and mulch the disturbed areas.

The work will require one 1 Ton pickup truck pulling a gooseneck trailer with a mini excavator. Another ¾ Ton pickup truck will be required to pull an arrow board for traffic control requirements. The equipment will be procured through leasing and OCRC available equipment.



Otsego County Road Commission Agenda Item Report

FROM: Scott Butkovich, Operations Manager
MEETING DATE: February 12, 2024
AGENDA ITEM: 8. G
SUBJECT: 2024 OCRC Heavy/Routine Maintenance CIP and Master Workplan

DESCRIPTION

Staff will present and discuss the 2024 OCRC heavy and routine maintenance capital improvement plans and the master workplan recently developed.

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION

N/A



Otsego County Road Commission Agenda Item Report

FROM: Scott Butkovich, Operations Manager
MEETING DATE: February 12, 2024
AGENDA ITEM: 8. H
SUBJECT: 2024 Material Bids

DESCRIPTION

Bids for 2024 dust control and 23A aggregate, OCRC loaded and transferred and/or delivered to OCRC garage, were advertised and received. The bid tabulations are attached to this report.

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** the following vendor's bids: dust control, _____, and 23A aggregate, _____.



Tabulation of Bids

2024 Annual Gravel Stabilization
 Otsego County Road Commission, 669 W. McCoy Road, Gaylord, Michigan 49735
 Tuesday February 6th, 2024

Item No.	Description	Estimated Quantity	Unit	D & J Bownen Dust Control		Michigan Chloride Sales		Liquid Calcium Chloride Sales	
				Unit Price 1	Bid Price 1	Unit Price 2	Bid Price 2	Unit Price 3	Bid Price 3
1	26% Mineral Brine - Delivered to tank	325,000	Gal	\$0.260	\$84,500.00	\$0.240	\$78,000.00	No Bid	
2	26% Mineral Brine - Continuous Application	325,000	Gal	\$0.310	\$100,750.000	\$0.310	\$100,750.000	No Bid	
5	38% Calcium Chloride - Delivered to tank	325,000	Gal	No Bid		No Bid		No Bid	
6	38% Calcium Chloride - Continuous Application	325,000	Gal	No Bid		No Bid		\$0.820	\$266,500.00
Total =					\$185,250.00		\$178,750.00		\$266,500.00

Total for Delivered to supplied tank =	\$84,500.00
Total for Continuous Application =	\$100,750.000

\$78,000.00
\$100,750.000

NOTES:
 Michigan Chloride Sales CANNOT complete the work within the requested timeframe of May 13th to June 14th.
 MCS price for storage price does not include a contractor supplied tanker.



Tabulation of Bids

**2024 Annual 23A Aggregate
Otsego County Road Commission
Tuesday February 6th, 2024**

						Lewiston Sand & Gravel
Item No.	Description	Estimated Quantity	Unit	Unit Price	Bid Price	
1	23A Aggregate - OCRC Loaded and Transferred	15,000	Ton	\$ 8.10	\$ 121,500.00	
2	23A Aggregate - Delivered to OCRC Garage	15,000	Ton	\$ 13.25	\$ 198,750.00	
			Total =			\$320,250.00

Total for OCRC Loaded and Transferred =	\$121,500.00
Total for Delivered to OCRC Garage =	\$198,750.00