



AGENDA
OTSEGO COUNTY BOARD OF ROAD COMMISSIONERS
THURSDAY, APRIL 11, 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 March 14, 2024.
- B. The Board approves Payroll #5 (\$89,956.77), and Payroll #6 (\$83,632.18).
- C. The Board approves accounts Payable: C/3-2 (\$115,440.51), and C/4-1 (\$379,685.06), and the Accounts Payable Check Register dated 3/01/2024 to 3/31/2024.

ITEM 5 – GUEST SPEAKERS

- A. Dana Wingo, Otsego County Board Liaison

ITEM 6 – PUBLIC COMMENT

ITEM 7– OLD BUSINESS/UNFINISHED BUSINESS

- A. Waste Hauler Policy

ITEM 8 – NEW BUSINESS

- A. FY 2024 Budget Amendment
- B. MDOT Safety Grant
- C. Engineering Services Gravel Pit Exploration
- D. 2025 Draft Priority Project Review

ITEM 9 – STAFF REPORTS

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

ITEM 10 – COMMUNICATIONS

- A. Huron Engineering: Five Lakes Road
- B. Upcoming OCRC Board Meeting Dates: May 9, 2024, June 13, 2024
- C. 2024 CRA Finance & Human Resources Seminar: May 21-22 Bay City, 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: April 11, 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 March 14, 2024.
- B. The Board approves Payroll: #5 (\$89,956.77), and Payroll #6 (\$83,632.18).
- C. The Board approves accounts Payable: C/3-2 (\$115,440.51), and C/4-1 (\$379,685.06) and the Accounts Payable Check Register dated 03/01/2024 to 03/31/2024.

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** the April 11, 2024, consent calendar as presented.

DRAFT
MINUTES for the
REGULAR MEETINGS OF THE
OTSEGO COUNTY ROAD COMMISSION
HELD ON THURSDAY, MARCH 14, 2024, 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, Present
Heinz, Present
Huff, Present

The following staff members were present: Kirk Harrier, Managing Director; Rebecca Hilmert, Finance Manager/Board Secretary; Scott Butkovich, Operations Manager; David Fox, Equipment/Facilities Supervisor; Steve Mench, Road Maintenance Supervisor

ITEM 3 – AGENDA CHANGES/APPROVAL OF AGENDA

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

ITEM 4 – CONSENT CALENDAR

- A. Minutes: The Board approves the Regular Meeting Minutes dated February 12, 2024.
- B. The Board approves Payroll: #3 (\$87,097.24), and Payroll #4 (\$88,771.40).
- C. The Board approves Accounts Payable: C/2-2 (\$81,678.45) and C/3-1 (\$273,734.99), and the Accounts Payable Check Register dated 2/01/2024 to 2/29/2024.
- Motion by Dipzinski to approve the March 14, 2024, Consent Calendar, seconded by Gordon. Five ayes, no nays. Motion carried.

ITEM 5 – GUEST SPEAKERS

- A. Matt Barresi, Otsego County Administrator, says Hello!
- B. Dana Wingo, Otsego County Board of Commissioners, spoke about frost laws. Also mentioned the curve on Pencil Lake Road.

ITEM 6 – PUBLIC COMMENT

ITEM 7 – OLD BUSINESS/UNFINISHED BUSINESS

ITEM 8 – NEW BUSINESS

- A. 2017 OCRC Waste Hauler Policy
 - a. Motion by Gordon to table further discussion until next meeting, seconded by Dipzinski. Discussion. Five ayes, no nays. Motion carried.
- B. Bid Award (Sparr Road – Wolf Road to Tin Shanty Road)
 - a. Motion by Dipzinski to approve engineers bid award recommendation for the Sparr Road (Wolf Rd to Tin Shanty Rd) project in the amount of \$668,773 to Payne & Dolan, Inc, seconded by Heinz. Five ayes, no nays. Motion carried.
- C. Bid Award (Highlands Project – Trillium Trail, Edelweiss Trail, Bagley Street, Timberlane Trail)
 - a. Motion by Wagar to approve engineers bid award recommendation for the Highlands Project in the amount of \$373,698.50 to Payne & Dolan, Inc., seconded by Gordon. Five ayes, no nays. Motion carried.
- D. Bid Award (Michaywe Project – Bob White Way, Snowmass Court, Golden Elk Court)
 - a. Motion by Heinz to approve engineers bid award recommendation for the Michaywe Project in the amount of \$322,562.80 to Payne & Dolan, Inc., seconded by Gordon. Five ayes, no nays. Motion carried.

- E. Bid Award (Wilkinson Road over South Branch Pigeon River Culvert)
 - a. **Motion by Gordon to approve engineers bid award recommendation for the Wilkinson Road over South Branch Pigeon River Culvert project in the amount of \$140,000 to MacArthur Construction, seconded by Wagar. Discussion. Five ayes, no nays. Motion carried.**
- F. OCRC Gravel Pit Management Analysis

ITEM 9 – STAFF REPORTS

- A. Managing Director updated the board on advertising for two open road maintenance technician positions, composing employee compensation statements, weight restrictions, and the summer schedule.
- B. Engineer of Record gave project updates and attending a planning meeting after board meeting.
- C. Operations Manager is working on a township road plan, the crack seal failure on McCoy Road, and additional funding for Non-Federal Aid eligible road rating.
- D. Finance Manager provided data on fiscal year end 2023.
- E. Facilities & Equipment Supervisor is busy with repairs, garage is getting close to summer change over.
- F. Road Maintenance Supervisor has crews patching potholes, graded gravel roads, cutting trees and gravel shoulder maintenance.

ITEM 10 – COMMUNICATIONS

- A. Upcoming OCRC Board Meeting Dates: April 11, 2024, May 9, 2024.
- B. Engineer: Project Award Recommendations
- C. 2024 Road Project Summary
- D. 2023 MTF Funds Comparison
- E. 2023 Budget Comparison
- F. 2024 – 2026 Estimated MTF Distribution
- G. MTF Sources Comparison
- H. 2022 & 2023 MERS Statement of Fiduciary Net Position Comparison
- I. OCRC Equipment List

ITEM 11– PUBLIC COMMENT

- A. Dana Wingo – is EGLE allowing dust control on gravel roads? Managing Director: Yes.
- B. Matt Barresi – thanked the board for being open and educating, had questions regarding EV funding, and presented the Operations Manager, Road Maintenance Supervisor and the Facilities & Equipment Supervisor with Otsego County “challenge coins”.

ITEM 12– COMMISSIONER COMMENT

ITEM 13 – ADJOURNMENT

- **Motion by Dipzinski to adjourn meeting at 10:43 a.m., seconded by Gordon. Five ayes, no nays. Motion carried.**

Troy Huff, Chairman

Rebecca Hilmert, Board Secretary

Payroll Gross for P/R of 3/7/2024

PR #5

3/5/2024

2/17/2024 to 3/1/2024

Emp Nbr and Name	Regular Hours	Total Hours	Gross Amt
264 Huff III,Russell	16.00	16.00	\$399.04
269 Koronka,Brian	16.00	16.00	\$399.04
277 Fox,David	80.00	80.00	\$2,860.00
280 Kwapis,Earl	71.00	80.00	\$1,995.20
283 Sewell,Dennis	64.75	86.25	\$2,233.51
284 Kwapis Jr.,Stanley	80.00	112.00	\$3,451.84
287 Myers,Joseph	80.00	101.00	\$2,874.35
293 Samkowiak,Timothy	80.00	85.50	\$2,200.96
294 Mench,Steven	80.00	85.00	\$3,128.13
295 Boughner,Alan	80.00	88.00	\$2,394.24
299 Hinton,Justin	80.00	84.00	\$2,183.72
303 Coughlin Jr.,Thomas	80.00	102.00	\$2,924.22
307 Stiles,William	80.00	83.00	\$2,107.43
308 Wcisel,David	80.00	84.50	\$2,163.55
311 Wiley,James	80.00	112.00	\$3,455.84
314 Kucharek,Joseph	80.00	80.00	\$2,189.60
316 Jones,Tianne	80.00	80.00	\$2,115.20
317 Mitchell Jr.,Dennis	58.00	80.00	\$1,995.20
318 Huff,Troy	0.00	0.00	\$1,026.09
319 Prusakiewicz,Luke	80.00	98.00	\$2,730.94
321 Tracey,Benjamin	76.00	80.00	\$2,189.60
323 Falkenhagen,Robert	80.00	87.00	\$2,257.07
324 Dipzinski,Michael	0.00	0.00	\$363.64
326 Heinz,Kathy	0.00	0.00	\$863.64
327 Garlock,Cody	80.00	84.50	\$2,163.55
328 Harrier,Kirk	80.00	80.00	\$3,979.20
329 Gordon,Lukas	0.00	0.00	\$863.64
330 Wagar,Thomas	0.00	0.00	\$1,163.64
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	80.00	83.50	\$2,126.14
338 Coady,Patrick	71.50	80.00	\$1,995.20
341 Parr,Alex	80.00	80.00	\$1,995.20
342 Alexander,Alexis	72.00	80.00	\$1,995.20
343 Hendrick,Robert	80.00	80.00	\$2,109.60
344 Mayle,Michael	80.00	83.50	\$2,126.14
345 Butkovich,Scott	80.00	100.00	\$4,137.90
346 Ford,Logan	76.67	80.67	\$2,020.26
903 BANK,HORIZON	0.00	0.00	\$6,229.45

Total of Employee checks:	2,521.92	2,792.42	\$89,956.77
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Gross Pay by Fund:

	Total
201	89,956.77
Total	89,956.77

Approved: March 14, 2024

Troy Huff, Chairman

Payroll Gross for P/R of 3/21/2024

PR #6

3/19/2024

3/2/2024 to 3/15/2024

Emp Nbr and Name	Regular Hours	Total Hours	Gross Amt
277 Fox,David	80.00	80.00	\$2,860.00
280 Kwapis,Earl	80.00	80.00	\$1,995.20
283 Sewell,Dennis	80.00	80.00	\$1,995.21
284 Kwapis Jr.,Stanley	80.00	104.00	\$3,152.56
287 Myers,Joseph	80.00	80.00	\$1,995.20
293 Samkowiak,Timothy	80.00	94.50	\$2,656.11
294 Mench,Steven	80.00	98.00	\$3,986.14
295 Boughner,Alan	80.00	80.00	\$1,995.20
299 Hinton,Justin	80.00	80.00	\$2,014.64
303 Coughlin Jr.,Thomas	80.00	80.00	\$1,995.20
307 Stiles,William	80.00	90.50	\$2,475.30
308 Wcisel,David	80.00	80.00	\$1,995.20
311 Wiley,James	80.00	112.00	\$3,451.84
314 Kucharek,Joseph	80.00	80.00	\$2,189.60
316 Jones,Tianne	80.00	80.00	\$2,115.20
317 Mitchell Jr.,Dennis	80.00	80.00	\$1,995.20
318 Huff,Troy	0.00	0.00	\$409.09
319 Prusakiewicz,Luke	80.00	80.00	\$1,995.20
321 Tracey,Benjamin	76.00	80.00	\$2,189.60
323 Falkenhagen,Robert	80.00	92.00	\$2,550.12
324 Dipzinski,Michael	0.00	0.00	\$363.64
326 Heinz,Kathy	0.00	0.00	\$363.64
327 Garlock,Cody	80.00	92.50	\$2,568.82
328 Harrier,Kirk	80.00	80.00	\$3,979.20
329 Gordon,Lukas	0.00	0.00	\$363.64
330 Wagar,Thomas	0.00	0.00	\$363.64
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	80.00	89.00	\$2,400.48
338 Coady,Patrick	80.00	80.00	\$1,995.20
341 Parr,Alex	48.00	48.00	\$1,197.12
342 Alexander,Alexis	70.50	80.00	\$1,995.20
343 Hendrick,Robert	80.00	80.00	\$2,109.61
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	95.50	\$2,687.29
903 BANK,HORIZON	0.00	0.00	\$5,803.29

Total of Employee checks:	2,514.50	2,676.00	\$83,632.18
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Gross Pay by Fund:

	Total
201	83,632.18
Total	83,632.18

Approved: April 11, 2024

Troy Huff, Chairman

03/25/2024

Payables Payment List

Account Nbr	Jrnl / Line	Eff Date	Invoice Date	Vendor Code	Invoice Nbr	Type	Check Nbr	Amount
Regular Checks Payments								
201-0-202-202-0-0-0	8235.17	03/25/2024	03/04/2024	STATE6	CARE1591RI	PAY	619899	11,212.46
201-0-202-202-0-0-0	8235.16	03/25/2024	11/30/2023	STATE2	761-1117223	PAY	619898	4,478.00
201-0-202-202-0-0-0	8235.15	03/25/2024	03/10/2024	OCRC	3/5/24-3/11/2	PAY	619897	4,748.93
201-0-202-202-0-0-0	8235.14	03/25/2024	03/17/2024	OCRC	3/12/24-3/18/	PAY	619897	222.95
201-0-202-202-0-0-0	8235.13	03/25/2024	03/19/2024	MUTOMA	00167752394	PAY	619896	3,119.67
201-0-202-202-0-0-0	8235.12	03/25/2024	10/10/2023	JENBRI	124993	PAY	619895	11,383.82
201-0-202-202-0-0-0	8235.11	03/25/2024	10/10/2023	JENBRI	124947	PAY	619895	11,648.56
201-0-202-202-0-0-0	8235.10	03/25/2024	03/14/2024	HUMAN	692915188	PAY	619894	12,673.05
201-0-202-202-0-0-0	8235.9	03/25/2024	03/15/2024	GREATLA	100269003	PAY	619893	46.80
201-0-202-202-0-0-0	8235.8	03/25/2024	04/01/2024	DELTADEN	RIS0005579C	PAY	619892	3,517.23
201-0-202-202-0-0-0	8235.7	03/25/2024	03/20/2024	CONSUME	20536891004	PAY	619891	1,894.59
201-0-202-202-0-0-0	8235.6	03/25/2024	03/15/2024	CITYOFGA	MCCO-0006E	PAY	619890	76.95
201-0-202-202-0-0-0	8235.5	03/25/2024	03/08/2024	BCN	2406800090C	PAY	619889	47,096.36
201-0-202-202-0-0-0	8235.4	03/25/2024	03/06/2024	ATTMOBIL	28731835117	PAY	619888	168.44
201-0-202-202-0-0-0	8235.3	03/25/2024	03/06/2024	ATTMOBIL	28733925252	PAY	619888	69.98
201-0-202-202-0-0-0	8235.2	03/25/2024	03/21/2024	ALERUS	Batch 307	PAY	619887	2,459.22
201-0-202-202-0-0-0	8235.1	03/25/2024	03/21/2024	ALERUS	Batch 272	PAY	619887	623.50

Grand Totals:

Total: 115,440.51

Approved April 11, 2024

Troy Huff, Chairman

Payables Prepay Report

4/11/2024 Board Meeting

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					
GFS32211	4/8/2024	T Samkowiak STD	58.15	0.00	58.15
GFS32211	4/9/2024	J. Wiley STD	101.76	0.00	101.76
LT38 - 76605942	3/20/2024	Case No. 7660594268	447.11	0.00	447.11
Vendor Totals:			607.02	0.00	607.02
Vendor: MERS: MERS of Michigan					
00153545-7	3/31/2024	Retirement	70,953.52	0.00	70,953.52
Vendor Totals:			70,953.52	0.00	70,953.52
EFTP Grand Totals:		2 EFTP Vendors	71,560.54	0.00	71,560.54
Payment Type: Checks					
Vendor: AIRGAS: AIRGAS USA, LLC					
Check Nbr: 619901					
5506029377	2/29/2024	Cylinder Rental	14.18	0.00	14.18
Check Totals:			14.18	0.00	14.18
Vendor: AISCON: AIS Construction/Interstate Billing Service					
Check Nbr: 619902					
T32332	4/1/2024	Rain Coats, Shovel, Asphalt Rakes	1,192.64	0.00	1,192.64
Check Totals:			1,192.64	0.00	1,192.64
Vendor: ALERUS: Alerus Financial					
Check Nbr: 619903					
Batch 274	4/4/2024	Employer Match 457	673.32	0.00	673.32
Batch 309	4/4/2024	Employer HCSP	2,327.93	0.00	2,327.93
Check Totals:			3,001.25	0.00	3,001.25
Vendor: ALMA: Alma Tire Service, Inc.					
Check Nbr: 619904					
517015578	3/19/2024	Valve Stem Repair	149.50	0.00	149.50
517015701	4/4/2024	Tires	246.28	0.00	246.28
Check Totals:			395.78	0.00	395.78
Vendor: BBCDIST: BBC Distributing					
Check Nbr: 619905					
357219	3/21/2024	Janitorial Supplies	170.87	0.00	170.87
358798	4/3/2024	Janitorial Supplies	68.01	0.00	68.01
Check Totals:			238.88	0.00	238.88
Vendor: BLACKRIV: Black River Auto Glass					
Check Nbr: 619906					
9579	3/21/2024	Windshield	240.00	0.00	240.00
Check Totals:			240.00	0.00	240.00
Vendor: CADOCHE: Cadillac Occupational Health & Medicine					
Check Nbr: 619907					
00220486-00	3/25/2024	PreEmployment Drug Screen	119.00	0.00	119.00
Check Totals:			119.00	0.00	119.00

Payables Prepay Report
4/11/2024 Board Meeting

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pav
Vendor: CHATERCO: Charter Communications					
Check Nbr: 619908					
0054030010401	4/1/2024	Internet	379.94	0.00	379.94
Check Totals:			379.94	0.00	379.94
Vendor: CINTAS: Cintas Corporation #729					
Check Nbr: 619909					
4186037113	3/12/2024	Uniforms/Floor Mats	164.87	0.00	164.87
4186759562	3/19/2024	Uniforms/Floor Mats	121.37	0.00	121.37
4187472213	3/26/2024	Uniforms/Floor Mats	121.37	0.00	121.37
4188185287	4/2/2024	Uniforms/Floor Mats	129.19	0.00	129.19
4188914800	4/9/2024	Uniforms/Floor Mats	133.27	0.00	133.27
Check Totals:			670.07	0.00	670.07
Vendor: CONSUME: Consumers Energy					
Check Nbr: 619910					
203589160764	3/31/2024	TL @ S27&W Otsego Lake Dr	49.11	0.00	49.11
Check Totals:			49.11	0.00	49.11
Vendor: D&BHEAT: D&B Heat Transfer Products, Inc.					
Check Nbr: 619911					
73075	3/22/2024	Radiator & Cooler	2,000.00	0.00	2,000.00
Check Totals:			2,000.00	0.00	2,000.00
Vendor: DORNBOS: Dornbos Sign, Inc.					
Check Nbr: 619912					
75084	3/29/2024	Road Sign	69.21	0.00	69.21
INV75111	4/1/2024	Truck Decals	216.83	0.00	216.83
Check Totals:			286.04	0.00	286.04
Vendor: DTEENERG: DTE Energy					
Check Nbr: 619913					
9100 208 4696 C	3/26/2024	Heat	2,695.86	0.00	2,695.86
Check Totals:			2,695.86	0.00	2,695.86
Vendor: ELECTRIC: Electrical Terminal Service, Inc.					
Check Nbr: 619914					
1550187-00	4/4/2024	Bin Stock	262.18	0.00	262.18
Check Totals:			262.18	0.00	262.18
Vendor: ELMIRAHE: ELMIRA OCCUPATIONAL HEALTH & MEDICINE					
Check Nbr: 619915					
00220523-00	3/25/2024	DOT Physical	200.00	0.00	200.00
00220744-00	3/29/2024	DOT Physical	100.00	0.00	100.00
Check Totals:			300.00	0.00	300.00
Vendor: FEDERALF: Federal Fluid Power, Inc.					
Check Nbr: 619916					
114854	3/28/2024	Fittings	16.92	0.00	16.92
Check Totals:			16.92	0.00	16.92
Vendor: FIRSTB: First National Bank of Omaha					
Check Nbr: 619917					
1408	3/27/2024	D. Fox Card	958.17	0.00	958.17
5602	3/27/2024	K. Harrier Card	1,673.63	0.00	1,673.63

Payables Prepay Report
4/11/2024 Board Meeting

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pay
9809	3/27/2024	S. Mench Card	127.19	0.00	127.19
Check Totals:			2,758.99	0.00	2,758.99
Vendor: GAYLOREY: Gaylord Eye Care Center					
Check Nbr: 619918					
240448392	2/26/2024	Safety Glasses	82.00	0.00	82.00
Check Totals:			82.00	0.00	82.00
Vendor: GFLENVIR: GFL Environmental					
Check Nbr: 619919					
0065351167	3/31/2024	Trash Removal	145.00	0.00	145.00
0065351197	3/31/2024	Trash Removal	208.35	0.00	208.35
Check Totals:			353.35	0.00	353.35
Vendor: GFLNA1: GFL Environmental					
Check Nbr: 619920					
LQ02171048	3/14/2024	Waste Water Disposal	1,804.50	0.00	1,804.50
LQ02189709	3/28/2024	Waste Water Disposal	1,672.90	0.00	1,672.90
Check Totals:			3,477.40	0.00	3,477.40
Vendor: HURONENG: Huron Engineering and Surveying, Inc.					
Check Nbr: 619921					
6157	3/8/2024	As Needed Engineering	717.50	0.00	717.50
6159	3/8/2024	Old State Road	142.50	0.00	142.50
6160	3/8/2024	Sparr Rd - Marquardt to Dover LAP	4,691.00	0.00	4,691.00
6161	3/8/2024	Highlands Sub.	95.00	0.00	95.00
6163	3/8/2024	Sparr Rd - Wolf to Tin Shanty	5,404.75	0.00	5,404.75
6164	3/8/2024	Sparr Rd - Marquardt to Dover LAP	332.50	0.00	332.50
Check Totals:			11,383.25	0.00	11,383.25
Vendor: IMPERIAL: Imperial Supplies LLC					
Check Nbr: 619922					
I001906519	1/11/2024	Bin Stock	201.76	0.00	201.76
Check Totals:			201.76	0.00	201.76
Vendor: J&HFAMIL: Exit 76 Corporation					
Check Nbr: 619923					
CP-011034	3/31/2024	Fuel	27,460.16	0.00	27,460.16
Check Totals:			27,460.16	0.00	27,460.16
Vendor: LINE-X: Line-X					
Check Nbr: 619924					
9167	1/16/2024	Foreman Pickup	650.00	0.00	650.00
Check Totals:			650.00	0.00	650.00
Vendor: MARCOR: Marcor Technologies, LLC					
Check Nbr: 619925					
60475	3/12/2024	Microsoft 365 Apps	108.00	0.00	108.00
Check Totals:			108.00	0.00	108.00
Vendor: MCRCSIP: MCRCSIP					
Check Nbr: 619926					
7007	4/1/2024	4/1/25-3/31/25 Liability Insurance	194,980.00	0.00	194,980.00
Check Totals:			194,980.00	0.00	194,980.00

Payables Prepay Report
4/11/2024 Board Meeting

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pay
Vendor: MEEKHO: Meekhof Tire Sales & Service					
Check Nbr: 619927					
24-0246089-094	3/27/2024	Grader Tires	4,577.20	0.00	4,577.20
Check Totals:			4,577.20	0.00	4,577.20
Vendor: MICAT: Michigan CAT					
Check Nbr: 619930					
PD15848067	3/11/2024	Filters/Mirror	454.08	0.00	454.08
PD15858190	3/13/2024	Wear Strip	226.28	0.00	226.28
PD15858191	3/13/2024	Wear Strip	135.28	0.00	135.28
PD15868235	3/15/2024	Shims	147.38	0.00	147.38
PD15868239	3/15/2024	Shim	149.50	0.00	149.50
PD15873372	3/18/2024	Clamps/Hose	96.72	0.00	96.72
PD15873373	3/18/2024	Hose	8.64	0.00	8.64
PD15873374	3/18/2024	Tube Assembly	629.86	0.00	629.86
PD15883604	3/20/2024	Cushion Kit	191.47	0.00	191.47
PD15883606	3/20/2024	Bearings	837.01	0.00	837.01
PD15893238	3/22/2024	Lock/Cylinder Parts	671.07	0.00	671.07
PD15893240	3/22/2024	Seal	17.20	0.00	17.20
PD15893242	3/22/2024	Shim	9.12	0.00	9.12
PD15893244	3/22/2024	Shim	4.56	0.00	4.56
PD15893245	3/22/2024	Shim	13.68	0.00	13.68
PD15916403	3/29/2024	Blade Cylinder Pin	299.57	0.00	299.57
SD15885322	3/20/2024	New DCU Module	2,282.13	0.00	2,282.13
Check Totals:			6,173.55	0.00	6,173.55
Vendor: MIDSTATE: Mid-States Bolt & Screw Co.					
Check Nbr: 619931					
32620619	3/9/2024	Rods	5.60	0.00	5.60
Check Totals:			5.60	0.00	5.60
Vendor: MIKENWOR: Michigan Kenworth, LLC					
Check Nbr: 619932					
022P178719	3/25/2024	Eng. Drain Plug	45.81	0.00	45.81
022P178720	4/5/2024	Brake Valve	45.81	0.00	45.81
022P178771	3/26/2024	Valve	36.93	0.00	36.93
022P178801	3/27/2024	Sensor	179.22	0.00	179.22
022P179000	4/3/2024	DEF Line Heater	419.92	0.00	419.92
Check Totals:			727.69	0.00	727.69
Vendor: NORTHERN: Northern Energy, Inc.					
Check Nbr: 619933					
93286	3/26/2024	Washer Solvent	241.56	0.00	241.56
95712	3/15/2024	TRN 1000	2,092.20	0.00	2,092.20
Check Totals:			2,333.76	0.00	2,333.76
Vendor: NORTHFIR: Northwest Fire					
Check Nbr: 619934					
8816	4/5/2024	Fire Extinguishers	798.00	0.00	798.00
Check Totals:			798.00	0.00	798.00

Payables Prepay Report
4/11/2024 Board Meeting

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pav
Vendor: OCRC: Otsego County Road Commission					
Check Nbr: 619935					
3/19/24-3/25/24	3/24/2024	HRA Reimbursement	1,215.46	0.00	1,215.46
3/26/24-4/1/24	3/31/2024	HRA Reimbursement	3,629.02	0.00	3,629.02
4/2/24-4/8/24	4/7/2024	HRA Reimbursement	2,172.57	0.00	2,172.57
Check Totals:			7,017.05	0.00	7,017.05
Vendor: ODSDOO: ODS THE DOOR SPECIALISTS					
Check Nbr: 619936					
22072	3/14/2024	Section Replacements	2,145.00	0.00	2,145.00
22073	3/14/2024	Preventative Maint.	1,463.48	0.00	1,463.48
Check Totals:			3,608.48	0.00	3,608.48
Vendor: OMSCOM: OMS Compliance Services					
Check Nbr: 619937					
115126	3/18/2024	Non-DOT Drug Test	91.25	0.00	91.25
49696	3/22/2024	1st Quarter Premium	2,517.44	0.00	2,517.44
Check Totals:			2,608.69	0.00	2,608.69
Vendor: PURCYL: PURITY CYLINDER GASES, INC.					
Check Nbr: 619938					
0001911942	3/12/2024	Welding Gloves	107.40	0.00	107.40
0001911943	3/12/2024	Jetweld	219.87	0.00	219.87
0001911944	3/12/2024	Jetweld	219.87	0.00	219.87
Check Totals:			547.14	0.00	547.14
Vendor: RONAUT: RONS AUTO & WRECKER					
Check Nbr: 619939					
155041	3/15/2024	Towing	323.00	0.00	323.00
Check Totals:			323.00	0.00	323.00
Vendor: SCIBRA: SCIENTIFIC BRAKE & EQUIP.					
Check Nbr: 619941					
0201205343	3/28/2024	Install Pickup Mount Liftgate	4,062.00	0.00	4,062.00
0202122009	3/20/2024	Clamps/Anti Lock	391.30	0.00	391.30
0202122066	3/21/2024	Beams	55.28	0.00	55.28
0202122121	3/22/2024	Sealed Beams	22.26	0.00	22.26
0202122729	4/4/2024	Marker Lights	58.63	0.00	58.63
0202122765	4/4/2024	Air Dryer Kits, Brake Chamber	291.58	0.00	291.58
0202122885	4/8/2024	Brake Valve	176.98	0.00	176.98
Check Totals:			5,058.03	0.00	5,058.03
Vendor: SHINECLE: Shine Cleaning Service Inc.					
Check Nbr: 619942					
792	4/1/2024	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: 619943					
5348285	4/5/2024	Truck Wheel	359.80	0.00	359.80
6385521/1	4/5/2024	Trailer Brake Repairs	89.13	0.00	89.13
Check Totals:			448.93	0.00	448.93

Payables Prepay Report
4/11/2024 Board Meeting

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pav
Vendor: STAPLES: Staples					
Check Nbr: 619944					
6001067395	4/6/2024	Office Supplies	41.97	0.00	41.97
8073596412	3/14/2024	Office Supply	339.12	0.00	339.12
Check Totals:			381.09	0.00	381.09
Vendor: STEVEMEN: Steven Mench					
Check Nbr: 619945					
03312024	3/31/2024	1st Quarter Cell Phone Reim.	150.00	0.00	150.00
Check Totals:			150.00	0.00	150.00
Vendor: STOOPS: Stoops Freightliner Western Star					
Check Nbr: 619946					
X316009700:01	3/25/2024	Cooler Assembly	1,979.99	0.00	1,979.99
X316009747:01	3/29/2024	A/C Hose	369.06	0.00	369.06
X316009958:01	4/4/2024	Injectors	4,175.99	0.00	4,175.99
X316010063:01	4/5/2024	Core Return	-125.00	0.00	-125.00
Check Totals:			6,400.04	0.00	6,400.04
Vendor: TEDFES: TED FESTERLING LLC					
Check Nbr: 619947					
10923	2/12/2024	Blade Lift Cylinder	899.15	0.00	899.15
10924	2/12/2024	Blade Cylinder	532.29	0.00	532.29
Check Totals:			1,431.44	0.00	1,431.44
Vendor: TEXASREF: Texas Refinery Corp					
Check Nbr: 619948					
276201	3/25/2024	Gear Oil	3,594.24	0.00	3,594.24
Check Totals:			3,594.24	0.00	3,594.24
Vendor: TRUTRA: TRUCK & TRAILER SPECIALTIES					
Check Nbr: 619949					
BSO023400	3/18/2024	Fuel Tank	1,021.18	0.00	1,021.18
BSO023710	3/28/2024	MudFlap	156.66	0.00	156.66
Check Totals:			1,177.84	0.00	1,177.84
Vendor: USBANK: US Bank Equipment Finance					
Check Nbr: 619950					
525826442	3/30/2024	Copier	324.03	0.00	324.03
Check Totals:			324.03	0.00	324.03
Vendor: VALTRU: VALLEY TRUCK PARTS, INC.					
Check Nbr: 619951					
3-1225112	3/22/2024	Drive Shaft Parts	11.96	0.00	11.96
Check Totals:			11.96	0.00	11.96
Vendor: WILAUT: WILBER AUTOMOTIVE					
Check Nbr: 619953					
321689	3/8/2024	Filters	86.32	0.00	86.32
322150	3/14/2024	Fuse Panel	125.99	0.00	125.99
322153	3/14/2024	Rod End Bearing	15.66	0.00	15.66
322315	3/15/2024	Radiator Cap	23.38	0.00	23.38
322320	3/15/2024	Tensioner Belts	210.82	0.00	210.82
322829	3/22/2024	Air Filter	41.70	0.00	41.70

Payables Prepay Report
4/11/2024 Board Meeting

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pav
322849	3/22/2024	Heavy Duty Tensioner	164.90	0.00	164.90
322947	3/25/2024	Corrosion Protector	48.96	0.00	48.96
323229	3/28/2024	Corrosive Inhibitor Spray	14.69	0.00	14.69
323271	3/28/2024	Sticky Pads	8.81	0.00	8.81
323571	4/2/2024	Electronic Cleaner	27.16	0.00	27.16
323623	4/3/2024	Oil Filter	61.22	0.00	61.22
Check Totals:			829.61	0.00	829.61
Vendor: XCELNORT: X-Cel North					
Check Nbr: 619954					
89833	2/29/2024	Nitrile Gloves	70.50	0.00	70.50
Check Totals:			70.50	0.00	70.50
Vendor: ZAREQU: ZAREMBA EQUIPMENT, INC.					
Check Nbr: 619955					
184224S	3/26/2024	Bottom Seat Cushion	470.32	0.00	470.32
Check Totals:			470.32	0.00	470.32
Check Grand Totals:		51 Checks	308,124.52	0.00	308,124.52
Grand Totals:		53 EFTP Vendors/Checks	379,685.06	0.00	379,685.06

Accounts Payable Check Register

Low And High Check Date: 03/01/2024 - 03/31/2024
 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	03/14/2024	MERS of Michigan	70,828.23
Electronic Funds Transfer Payments Totals:		1 Payments Listed	70,828.23
Regular Checks Payments			
619838	03/14/2024	Advance Electric	11.81
619839	03/14/2024	AIRGAS USA, LLC	14.18
619840	03/14/2024	Alerus Financial	3,154.95
619841	03/14/2024	BBC Distributing	172.47
619842	03/14/2024	Blair Spray Foam Insulation	7,992.00
619843	03/14/2024	Charter Communications	379.94
619844	03/14/2024	Cintas Corporation #729	536.82
619845	03/14/2024	Consumers Energy	47.92
619846	03/14/2024	Detroit Salt Company	38,958.74
619847	03/14/2024	Dornbos Sign, Inc.	684.29
619848	03/14/2024	DTE Energy	3,224.67
619849	03/14/2024	Electrical Terminal Service, Inc.	565.20
619850	03/14/2024	ELMIRA OCCUPATIONAL HEALTH & MEDICINE	200.00
619851	03/14/2024	First National Bank of Omaha	4,845.31
619852	03/14/2024	Gaylord Machine & Fabrication, LLC	351.01
619853	03/14/2024	GFL Environmental	353.35
619854	03/14/2024	GFL Environmental	3,123.25
619855	03/14/2024	Joe Nedow	6,175.00
619856	03/14/2024	Johnson Oil Company	0.00
619857	03/14/2024	Lawson Products, Inc.	368.13
619858	03/14/2024	Line-X	2,132.00
619859	03/14/2024	WEX BANK	27.87
619860	03/14/2024	Marcor Technologies, LLC	108.00
619861 *	03/14/2024	Michigan CAT	1,626.24
619862 *	03/14/2024	Michigan CAT	4,034.84
		* Totals For Multi Part Check Nbr: 619862:	5,661.08
619863	03/14/2024	Mid-States Bolt & Screw Co.	255.56
619864	03/14/2024	Michigan Kenworth, LLC	35.46
619865	03/14/2024	NEW CENTURY SIGNS	80.00
619866	03/14/2024	Otsego County Road Commission	3,458.50
619867	03/14/2024	ODS THE DOOR SPECIALISTS	9,570.00
619868	03/14/2024	PURITY CYLINDER GASES, INC.	728.30
619869	03/14/2024	QUALITY PLUMBING AND MECHANICAL INC.	2,734.10
619870	03/14/2024	RIETH-RILEY CONSTRUCTION CO., INC.	7,175.88
619871	03/14/2024	ROWLEYS WHOLESALE	454.01
619872 *	03/14/2024	SCIENTIFIC BRAKE & EQUIP.	1,469.98
619873 *	03/14/2024	SCIENTIFIC BRAKE & EQUIP.	195.69
		* Totals For Multi Part Check Nbr: 619873:	1,665.67
619874	03/14/2024	Shine Cleaning Service Inc.	5,739.57
619875	03/14/2024	SHORELINE POWER SERVICES, INC	98.00

Check Nbr	Check Date	Vendor Name	Net Amount
619876	03/14/2024	STANDARD ELECTRIC CO.	103.00
619877	03/14/2024	Stoops Freightliner Western Star	1,875.06
619878	03/14/2024	TED FESTERLING LLC	4,901.22
619879 *	03/14/2024	TRUCK & TRAILER SPECIALTIES	39,609.85
619880 *	03/14/2024	TRUCK & TRAILER SPECIALTIES	4,094.91
619881 *	03/14/2024	TRUCK & TRAILER SPECIALTIES	4,885.00
* Totals For Multi Part Check Nbr: 619881:			48,589.76
619882	03/14/2024	US Bank Equipment Finance	324.03
619883	03/14/2024	VALLEY TRUCK PARTS, INC.	1,357.46
619884	03/14/2024	VESCO OIL CORPORATION	101.25
619885 *	03/14/2024	WILBER AUTOMOTIVE	379.59
619886 *	03/14/2024	WILBER AUTOMOTIVE	40.76
* Totals For Multi Part Check Nbr: 619886:			420.35
619887	03/25/2024	Alerus Financial	3,082.72
619888	03/25/2024	AT&T Mobility	238.42
619889	03/25/2024	Blue Care Network of MI	47,096.36
619890	03/25/2024	City of Gaylord	76.95
619891	03/25/2024	Consumers Energy	1,894.59
619892	03/25/2024	Delta Dental	3,517.23
619893	03/25/2024	Great Lakes Energy	46.80
619894	03/25/2024	Humana Insurance Co.	12,673.05
619895	03/25/2024	JENSEN BRIDGE & SUPP CO.	23,032.38
619896	03/25/2024	Mutual of Omaha	3,119.67
619897	03/25/2024	Otsego County Road Commission	4,971.88
619898	03/25/2024	State of Michigan EGLE	4,478.00
619899	03/25/2024	State of Michigan MDOT	11,212.46
619900	03/25/2024	Exit 76 Corporation	34,151.59
Regular Checks Payments Totals:		63 Payments Listed	318,347.27

All Payments Grand Totals: 64 Payments Listed 389,175.50

Payment Totals By Fund:

Fund	Net Amount
201	389,175.50
Grand Totals	389,175.50



Otsego County Road Commission Agenda Item Report

FROM: Kirk Harrier, Managing Director
MEETING DATE: April 11, 2024
AGENDA ITEM: 7. A
SUBJECT: 2017 OCRC Waste Hauler Policy

DESCRIPTION

In 2017 the Road Commission Board adopted the attached policy concerning waste haulers operating on the roadways in Otsego County. This policy allows waste haulers to obtain a permit from the Road Commission to operate in Otsego County when weight restrictions are in place above the required weight limits if certain procedures are followed by the companies. Staff have reached out to the other road commissions in our area, and they do not provide for a permit of this nature.

1. Cheboygan CRC— no special permits issued.
2. Presque Isle CRC—no special permits issued.
3. Montmorency CRC—no special permits issued.
4. Oscoda CRC—no special permits issued.
5. Crawford CRC— no special permits issued.
6. Kalkaska CRC—no special permits issued.
7. Antrim CRC—no special permits issued.
8. Charlevoix CRC—no special permits issued.
9. Emmet CRC—no special permits issued.

Due to the continued deterioration of the roadways in Otsego County, staff thought it would be prudent to revisit this policy with the Board and determine if the Board wishes to keep it in place, amend it or rescind it.

LEGAL REVIEW

N/A

SAMPLE MOTION

Option 1 Take no action at this time, policy would remain in effect, no motion would be necessary.

Option 2 Amend the OCRC Waste hauler Policy as follows

Option 2 Rescind the OCRC Waste Hauler Policy.



Otsego County Road Commission

Agenda Item Report

FROM: Rebecca Hilmert, Finance Manager/Board Secretary
MEETING DATE: April 11, 2024
AGENDA ITEM: 8. A
SUBJECT: FY 2024 Budget Amendments

DESCRIPTION

Pursuant to the Uniform Budgeting and Accounting Act, P.A. 2 of 1968, as amended, the Otsego County Board of Road Commissioners (“Board”) approved an operating budget for fiscal year commencing January 1, 2024, and ending December 31, 2024. Budget amendments are necessary from time-to-time and at year-end when a deviation from the original general appropriations act occurs and new information is available. The Board is authorized by statute to amend the budget from the original general appropriations act as necessary. Below is a description of the cost centers in the FY 2024 Budget that require amendments:

Contributions: Township/Other – Township contributions increase \$425,193 to accommodate local paving projects and Other Contributions to increase \$108,000 to accommodate a Huron Pines grant to replace the culvert over Duck Creek on Wilkinson Road. Total contributions to increase \$533,193.

Primary Preservation/Structural Improvements – Primary Paving: Increase \$300,000:
The overage on primary road paving is additions to the paving schedule after the budget was adopted.

Local Preservation/Structural Improvements – Local Paving: Increase \$1,400,000:
The overage on local road paving is additions to the paving schedule after the budget was adopted.

Local Routine Maintenance – Decrease \$500,000: The decrease in local road maintenance was moved to local preservation/structural improvements to accommodate two gravel road stabilization projects requiring three inches or more of new aggregate on prepared gravel surfaces.

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** the fiscal year-end 2024 Otsego County Road Commission budget amendments as follows: Contributions to increase \$533,193; Primary Preservation/Structural Improvements to increase \$300,000; Local Preservation/Structural Improvements to increase \$1,400,000; and Local Routine Maintenance to decrease \$500,000.

OTSEGO COUNTY ROAD COMMISSION
2024 PROPOSED BUDGET
SUPPORTING SCHEDULES -
REVENUES/EXPEDITURES
Budget Year Ending 2024

		2024	2024
		ADOPTED	1st AMENDED
REVENUES			
TAXES			
	County Millage/Per prop	1,300,000.00	1,300,000.00
450 PERMITS & LICENSES		70,000.00	70,000.00
FEDERAL SOURCES			
510-071	Surface Trans/FAS/STP	566,000.00	566,000.00
510-091	Fed "D" Funds	0.00	0.00
		566,000.00	566,000.00
STATE SOURCES			
546	MTF	7,647,686.00	7,647,686.00
	Engineering	10,000.00	10,000.00
	Local	2,452,313.00	2,452,313.00
	Primary	4,039,104.00	4,039,104.00
	Urban	721,269.00	721,269.00
	Snow Funds	425,000.00	425,000.00
551	STATE FEDERAL AID	86,000.00	86,000.00
	EDF - "D" Funds	0.00	0.00
	EDF-Forest Rd "E"	86,000.00	86,000.00
	HIP COVID	0.00	0.00
CONTRIBUTIONS			
		655,000.00	1,188,193.00
	City/Villages/Counties	0.00	0.00
	Townships	655,000.00	1,080,193.00
	Other	0.00	108,000.00
CHARGES FOR SERVICES			
		2,717,000.00	2,717,000.00
	State Maintenance	1,900,000.00	1,900,000.00
	State Non-Maint	800,000.00	800,000.00
	Salvage Sales	3,000.00	3,000.00
	Signs	2,000.00	2,000.00
	Oil Well	12,000.00	12,000.00
	Audit Refund	0.00	0.00
OTHER-LIST			
		310,000.00	310,000.00
	Interest	250,000.00	250,000.00
	Other/Rentals	30,000.00	30,000.00
671-693	Gain(loss) on equip disposals	30,000.00	30,000.00
TOTAL REVENUES		13,351,686.00	13,884,879.00

	2024 ADOPTED	2024 1ST AMENDED
EXPENDITURES		
PRI CONSTRUCTION/CAPACITY IMPROVE.		
PRIMARY PAVING - A458	4,707,723.00	5,007,724.00
Roads/includes millage projects	4,000,000.00	4,300,000.00
Federal Aid projects	707,723.00	707,724.00
PRIMARY ROUTINE MAINT. - A466	3,600,000.00	3,600,000.00
Roads	2,000,000.00	2,000,000.00
Structures	0.00	0.00
Winter Maintenance	1,400,000.00	1,400,000.00
Traffic Control	200,000.00	200,000.00
LOCAL PAVING - A488	200,000.00	1,600,000.00
Roads	200,000.00	1,600,000.00
Structures	0.00	0.00
LOCAL ROUTINE MAINT. -A496	2,975,000.00	2,475,000.00
Roads	2,000,000.00	1,500,000.00
Structures	0.00	0.00
Winter Maintenance	900,000.00	900,000.00
Traffic Control	75,000.00	75,000.00
LOC CONSTRUCTION/CAPACITY IMPROVE.		
STATE TRUNKLINE MAINT	1,900,000.00	1,900,000.00
STATE NON-MAINTENANCE	900,000.00	900,000.00
EQUIPMENT EXPENSE(NET)	450,000.00	450,000.00
Direct - A510	1,650,000.00	1,650,000.00
Indirect - A511	600,000.00	600,000.00
Operating - A512	500,000.00	500,000.00
Equipment Rental	0.00	0.00
Less Equipment Rental Credits	(2,300,000.00)	(2,300,000.00)
DISTRIBUTIVE EXPENSE		
Labor Related - Fringe Benefits - A513	0.00	0.00
Other - Non Labor - A514	0.00	0.00
ADMINISTRATIVE EXPENSE (NET)	600,000.00	600,000.00
Administrative - A515	800,000.00	800,000.00
Less State Overhead	(200,000.00)	(200,000.00)
CAPITAL OUTLAY (NET) - A900	440,000.00	440,000.00
Road Equipment	1,240,000.00	1,240,000.00
Engineering	0.00	0.00
Misc. Shop Equipment	0.00	0.00
Garage/Shop/Build Improv	0.00	0.00
Road Equipment	0.00	0.00
Depletable Assets (987)	0.00	0.00
Less: Retirements	0.00	0.00
Less Depreciation	(800,000.00)	(800,000.00)
OTHER	0.00	0.00
991 Debt Principal Payments	0.00	0.00
995 Interest Expense	0.00	0.00
City/Villages/City Escrow	0.00	0.00
Proceeds/Royalties	0.00	0.00
Rail Trail	0.00	0.00
TOTAL EXPENDITURES	15,772,723.00	16,972,724.00

AMOUNTS NEEDED FOR CONTINGENCIES

REVENUES	13,351,686.00	13,884,879.00
LESS TOTAL EXPENDITURES	15,772,723.00	16,972,724.00
NET IMPACT ON FUND BALANCE	(2,421,037.00)	(3,087,845.00)



Otsego County Road Commission Agenda Item Report

FROM: Kirk Harrier, Managing Director
MEETING DATE: April 11, 2024
AGENDA ITEM: 8. B
SUBJECT: MDOT Safety Grant Funding

DESCRIPTION

The OCRC has been advised by our County Engineer that certain MDOT Safety Grant opportunities are available. Safety grants are eligible for a 10% road commission match if there has been a documented fatality or 20% match if there has been no documented fatality. OCRC Staff has identified the following potential project locations for the Board's consideration.

- 1.) Roundabout (Townline Rd. and Van Tyle Rd.) \$1,000,000 project cost. OCRC share \$100,000.
- 2.) Roundabout (McCoy Rd. and Krys Rd.) \$1,000,000 OCRC share (\$200,000 or if combined with the Townline/Van Tyle project \$100,000)
- 3.) Signal Light Replacement (Old 27 N. and Otsego Lake Rd.) \$500,000 project cost. OCRC share \$100,000.
- 4.) Signal Light Replacement (McCoy Rd. and Dickerson Rd.) \$500,000 project cost. OCRC share \$100,000.

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to direct the County Engineer to submit safety grant applications for the following projects:



Otsego County Road Commission Agenda Item Report

FROM: Kirk Harrier, Managing Director
MEETING DATE: April 11, 2024
AGENDA ITEM: 8. C
SUBJECT: Engineering Services Gravel Pit Exploration

DESCRIPTION

Attached is a proposal from Huron Engineering to provide the OCRC with specific services regarding analysis of the OCRC's gravel pits, specifically exploration of the Turtle Lake Pit, Decker Pit, and Wolf Pit locations. A total of 20 test borings are proposed to be completed to an approximate depth of 100 feet and are proposed spread out over the three pit locations. The type and quality of materials will be identified on site. Boring logs and a review letter will be provided detailing the findings at each pit location. Laboratory and sieve analysis are not included in this proposal but can be completed if necessary for an additional fee of \$200 per test.

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** the proposal dated April 1, 2024, from Huron Engineering for gravel pit exploration services as presented.



3205 US-23 South
Alpena, MI 49707
Ph: 989-356-6375
Fax: 989-354-8286

April 1, 2024

Otsego County Road Commission
Mr. Scott Butkovich, Operations Manager
Po Box 537
669 W. McCoy Rd
Gaylord, MI 49734

Re: *Gravel Pit Exploration*
 Turtle Lake Pit, Decker Pit, Wolf Pit

Dear Scott,

Huron Engineering and Surveying, Inc. (Huron) appreciates the opportunity to provide this proposal for exploration of the Turtle Lake Pit, Decker Pit, and Wolf Pit locations. Soils & Structures, Inc (Soils) will act in a sub-consultant role to Huron to provide geotechnical investigation services. Huron and Soils have an excellent working relationship and we have completed many successful projects together. Soils routinely completes gravel pit explorations and is well versed and experienced in this type of work.

A total of 20 test borings are proposed to be completed to an approximate depth of 100 feet and are proposed spread out over the three pit locations. The type and quality of materials will be identified on site. Boring logs and a review letter will be provided detailing the findings at each pit location. Laboratory and sieve analysis are not included in this proposal, but can be completed if necessary for an additional fee of \$200 per test.

The drilling is anticipated to take approximately 9 days to complete and all drilling locations must be accessible to the drilling rig.

Huron is proposing to complete the above work for an anticipated fee of \$29,700 for the three noted pits. Additional borings and depth can be completed if desired for an additional fee, the per day fee for geotechnical investigation is \$3,300 per day.

Please let me know if you have any questions.

Sincerely,
Huron Engineering and Surveying, Inc.

A handwritten signature in black ink that reads "Rebecca E Rivard". The signature is written in a cursive style and is positioned above a horizontal line.

Rebecca Rivard, P.E.
Project Engineer



Otsego County Road Commission Agenda Item Report

FROM: Scott Butkovich, Operations Manager
MEETING DATE: April 11, 2024
AGENDA ITEM: 8. D
SUBJECT: Draft 2025 Priority Project Review

DESCRIPTION

Attached is a draft list of projects the OCRC staff has identified as potential projects for consideration for 2025. This list is being presented to the Board for discussion. It should be considered only a preliminary list of projects at this stage. OCRC staff will be conducting traffic counts for various roads over the next few months in order to compile more data that the Board can use in the decision-making process.

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION

N/A

OCRC Priority Road List



Bagley TWP:	PASER RATING	AADT
Johnson Rd - Krys Rd to Old HWY 27 S – 1.50 miles	2	
Plywood Rd – Old Alba Rd to Millbocker Rd – 1.00 miles	1	
Old Alba Rd – Hayes Tower Rd to W Otsego Lk Dr – 3.5 miles	1/2	
Harvey St & Henry Dr – Loop off West Otsego Lake Dr – 0.32 miles	1	
 Charlton TWP:		
Crapo Lake Rd – County Line to M-32	1/2	
Dagon Rd – Bear Lake Rd to M-32	1/2	
 Chester TWP:		
Turtle Lake Rd – M-32 to Wilkinson Rd – 1.00 Mile	1	
Wilkinson Rd – Marquardt Rd to County Line – 4.25 Miles	1	
 Corwith TWP:		
Huffman Lake Rd – Airport Rd to County Line, 3.10 miles	1	
Thumb Lake Rd – Old HWY 27 N to County Line, 3.50 miles	1/2	
 Dover TWP:		
Jackson Hill Rd – Blahowik Rd to Seymore Rd, 1.00 mile	1	
Seymore Rd – Jackson Hill Rd to Marquardt Rd, 1.50 miles	1	
Wilkinson Rd – TWP Line to TWP Line – 0.400 Miles	1	
 Elmira TWP:		
Allis Rd – Stonycroft Rd to N Townline Rd, 1.00 mile	2	
Buell Rd – M-32 to end of paved section, 0.61 miles	1	
Hallenius Rd – M-32 to Five Lakes Rd, 2.00 miles	1	
 Hayes TWP:		
Alba Rd – County Line to Mt Jack Rd, 2.40 miles	2	
Pencil Lake Rd – County Line to Springgay Rd, 1.86 miles	1/2	
Van Tyle Rd – Alba Rd to S Townline Rd, 2.0 miles	2	
 Livingston TWP:		
Al Do Ro Va Rd – Morgan Rd to Morgan Rd, 0.83 miles	1	
5 Lakes Rd – Murner Rd to Meecher Rd, 0.50 miles	2	
Hayes Rd – M-32 to Livingston Blvd, 1.4 miles	2	
 Otsego Lake TWP:		
Michaywe Dr – Omaha Ct to Opal Lk Rd, 3.00 miles	2	
Old State Rd – Old HWY 27 N to 2024 Construction, 4.00 miles	2	
Pheasant Run Rd – Old State Rd to Michaywe Dr, 1.70 miles	2	

Otsego County Road Commission
MTF COMPARISON (Includes Snow Funds, Reimbursed Engineering Fees)
For Calendar Year Ending 12/31/2024

9.A
FINANCE REPORT

Month	2024	2023	2022	2021	2020	2019	2018	2017	2016	2024 + (-)	% Change
January	\$618,718.01	\$622,850.41	\$593,353.49	\$574,401.56	\$574,774.41	\$538,379.39	\$490,104.69	\$390,160.67	\$321,869.31	-\$4,132.40	-0.70%
February	\$659,134.39	\$632,255.99	\$632,457.35	\$570,732.78	\$617,395.30	\$510,402.80	\$493,989.46	\$455,570.44	\$384,810.44	\$26,878.40	4.25%
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		0.00%
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		0.00%
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		0.00%
June		\$608,893.80	\$558,665.93	\$558,305.39	\$474,874.11	\$475,931.51	\$434,296.57	\$425,976.07	\$323,449.21		0.00%
July		\$547,335.20	\$487,410.63	\$481,649.26	\$478,387.21	\$439,213.70	\$410,646.53	\$384,860.23	\$248,094.07		0.00%
August		\$579,431.44	\$561,092.90	\$593,695.30	\$579,216.00	\$482,547.69	\$447,571.55	\$427,215.93	\$326,316.22		0.00%
September		\$556,303.94	\$601,029.67	\$604,028.14	\$525,737.94	\$511,558.85	\$420,077.12	\$434,196.76	\$313,741.07		0.00%
October		\$534,580.55	\$462,674.17	\$427,576.86	\$453,396.08	\$444,876.52	\$479,471.07	\$390,449.79	\$251,924.95		0.00%
November		\$569,651.09	\$521,034.00	\$427,576.86	\$460,489.59	\$449,835.16	\$414,508.44	\$375,345.55	\$329,867.86		0.00%
December		\$783,401.92	\$750,365.33	\$680,865.37	\$524,167.55	\$538,568.32	\$332,726.17	\$398,345.79	\$328,757.47		0.00%

Totals	\$1,277,852.40	\$7,210,751.13	\$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	\$22,746.00	3.55%
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Engineering Funds received in June/paid in August (\$10,000)

Snow Funds received in October/paid in December

(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 Snowfunds \$438,396.03)

OCRC BOARD MEETING

April 11, 2024

HUMAN RESOURCES/PAYROLL REPORT

1. NEW HIRES/RETIREMENTS, ETC. (JANUARY THROUGH MARCH)

- 1 TERMINATION (ROAD MAINTENANCE TECHNICIAN) IN MARCH

2. PAYROLL 1ST QUARTER OF 2024 (JANUARY THROUGH MARCH)

- PR GROSS AND NET SUMMARY FOR MULTIPLE PAYROLLS (SEE ATTACHMENT). 15 PAYROLLS WHICH INCLUDED HEALTH INSURANCE OPT OUT PAYMENTS IN JULY AND OCTOBER, RETIREMENT PAYOUTS OF SICK, VACATION AND COMP TIME (IF APPLICABLE), RESIGNATION PAYOUT OF VACATION AND COMP TIME, SEPARATE COMP TIME PAYOUT AND A VACATION PAYOUT.
- PR SUMMARY BY DATE (SEE ATTACHMENT). PROVIDES A BREAKDOWN OF DIFFERENT HOURS TYPE. ALSO SHOWS PAYROLL DEDUCTIONS AND TOTALS YTD.

3. WEBINARS/UPCOMING TRAINING

- ATTENDED COGITATE WORKSHOP AT EMMET COUNTY ROAD COMMISSION, JANUARY 23, 2024.
- UPCOMING COGITATE WORKSHOP AT EMMET COUNTY ROAD COMMISSION, APRIL 30, 2024 AND JUNE 25, 2024.
- 2024 CRA FINANCE AND HUMAN RESOURCES SEMINAR IN BAY CITY, MICHIGAN MAY 21-22

1st Quarter 2024

1/11/2024 to 3/31/2024

Payroll Date	Wages	Deductions	Net Pay
01/11/2024	88,256.36	88,256.36	0.00
01/25/2024	111,111.92	111,111.92	0.00
02/08/2024	87,097.24	87,097.24	0.00
02/22/2024	88,771.40	88,771.40	0.00
03/07/2024	89,956.77	89,956.77	0.00
03/21/2024	83,632.18	83,632.18	0.00
Grand Totals	548,825.87	548,825.87	0.00

Payroll Summary by Date

**Calendar Year Starting
01/01/2024**

**Payroll Period
1/1/2024 to 3/31/2024
*1st Quarter 2024***

Grand Totals

40 Employees

	Period Hours	YTD Hours	Period Earnings	YTD Earnings
0 OC1	76.75	76.75	\$4,132.07	\$4,132.07
0 OC2	54.50	54.50	\$3,910.08	\$3,910.08
0 RAD	1,105.00	1,105.00	\$40,489.69	\$40,489.69
1 R	12,259.50	12,259.50	\$373,318.27	\$373,318.27
2 O	1,091.75	1,091.75	\$41,571.87	\$41,571.87
3 D	565.00	565.00	\$28,662.82	\$28,662.82
4 P	83.00	83.00	\$2,074.31	\$2,074.31
4 PAD	113.00	113.00	\$4,046.39	\$4,046.39
4 S	739.00	739.00	\$21,045.77	\$21,045.77
5 V	1,099.09	1,099.09	\$32,540.28	\$32,540.28
6 BD	8.00	8.00	\$199.52	\$199.52
6 F	32.00	32.00	\$798.08	\$798.08
6 H	768.00	768.00	\$20,891.04	\$20,891.04
6 M	0.00	0.00	\$4,413.00	\$4,413.00
7 CMP	(654.75)	(654.75)	(\$29,267.32)	(\$29,267.32)
Total	17,339.84	17,339.84	\$548,825.87	\$548,825.87

Period Gross Pay by Employee Type:

	Total
Matching Employee	36,595.34
Regular Employee	512,230.53
Total	548,825.87

Period Gross Pay by Fund:

	Total
201	548,825.87
Total	548,825.87

Count & Ded Code	Period	Year to Date	
12 CIN	154.46	154.46	Cintas
24 CL	859.80	859.80	Colonial Life - Cafeteria
150 CON	19,409.51	19,409.51	MERS CONTRIBUTION
24 D	3,180.00	3,180.00	Symetra Financial
6 DDD	1,200.00	1,200.00	Direct Deposit - Fixed Amount
36 DDF	22,020.00	22,020.00	Direct Deposit - Fixed Amount
215 DDN	309,674.45	309,674.45	Direct Deposit - Net Amount
6 EFM	36,595.34	36,595.34	Employer Fica Match
215 F	29,658.86	29,658.86	F.I.C.A.
3 IDS	44.85	44.85	ID Shield
3 LGS	56.85	56.85	Legal Shield
215 M	6,936.48	6,936.48	MedicareTax
147 MER	25,409.54	25,409.54	MERS HCSP
78 MEV	16,277.06	16,277.06	Mers 457
66 MO	816.96	816.96	Mutual of Omaha Voluntary Life
54 MRO	9,503.63	9,503.63	Mers Roth
6 MRP	292.86	292.86	MERS ROTH LOAN PAYMENT
6 PMB	900.00	900.00	Plan Member 457b
6 PMR	120.00	120.00	Plan Member Roth
215 S	18,258.19	18,258.19	State Tax
72 U	3,448.80	3,448.80	Union Dues
201 W	36,414.93	36,414.93	Federal Tax
174 Y	7,593.30	7,593.30	Health Insurance