



**SPECIAL MEETING AGENDA
OTSEGO COUNTY BOARD OF ROAD COMMISSIONERS
FRIDAY, JANUARY 2, 2026 – 9:00 A.M.
669 W. MCCOY RD., GAYLORD, MI 49734**

ITEM 1 – CALL TO ORDER/PLEDGE OF ALLEGIANCE

ITEM 2 - ROLL CALL

ITEM 3 – AGENDA CHANGES/APPROVAL OF AGENDA

ITEM 4 – NEW BUSINESS

- A. Nomination and Election of Officers & Board Secretary Appointment
- B. OCRC Staffing Structure Review

ITEM 5– PUBLIC COMMENT

ITEM 6– ADJOURNMENT

***Posted: December 30, 2025**



Otsego County Road Commission

Agenda Item Report

FROM: Rebecca Hilmert, Finance Manager/Board Secretary

MEETING DATE: January 02, 2026

AGENDA ITEM: 4. A

SUBJECT: Nomination and Election of Officers & Board Secretary Appointment

DESCRIPTION

PA 283 (County Road Commission Act) requires the OCRC Board to appoint a member of its body to serve as chairperson for the OCRC Board annually. CRC boards also customarily select one of the members to serve as a vice-chair. The law directs the county clerk to serve as CRC clerk, but also permits a CRC to appoint a staff member to work as board secretary when the workload is too great. It is common to appoint a staff member to work as board secretary.

PROCESS

- 1.) Board Secretary opens nominations for chair position.
- 2.) Any member may make a nomination (does not need a second); Board Secretary asks for other nominations and the process is continued until no further nominations are offered.
- 3.) A vote is then held for each nominee in the order of nominated (roll call by Board Secretary) until a majority of the Board has voted in favor of a particular nominee, at which point the person is announced to be elected as chair and the election is over. The board secretary turns the meeting over to the Chairperson for nominations of vice-chair.
- 4) Appoint Board Secretary.
Motion to appoint Rebecca Hilmert as Board Secretary.



Otsego County Road Commission Agenda Item Report

FROM: Kirk Harrier, Managing Director

MEETING DATE: January 02, 2026

AGENDA ITEM: 4. B

SUBJECT: Staffing Structure Review

DESCRIPTION

Review of the OCRC's organizational structure for 2026.

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION

N/A

Otsego County Road Commission Organizational Chart

