



AGENDA
OTSEGO COUNTY BOARD OF ROAD COMMISSIONERS
THURSDAY, JANUARY 8, 2026, 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 December 11, 2025, and the Special Meeting Minutes dated January 2, 2026.
- B. The Board approves Payroll #25 (\$96,658.27), and Payroll #26 (\$95,080.51).
- C. The Board approves Accounts Payable: C/12-2 (\$138,603.47), and C/1-1 (\$137,065.80), and the Accounts Payable Check Register dated 12/01/2025 to 12/31/2025.

ITEM 5 – GUEST SPEAKERS

- A. Neil Drzewiecki, Otsego County Board Liaison

ITEM 6 – PUBLIC COMMENT (AGENDA ITEMS ONLY)

ITEM 7– OLD BUSINESS/UNFINISHED BUSINESS

ITEM 8 – NEW BUSINESS

- A. 2026 Procedural Rules
- B. 2026 Meeting Schedule
- C. Engineer of Record RFP's

ITEM 9 – STAFF REPORTS

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

ITEM 10 – COMMUNICATIONS

- A. Upcoming OCRC Board Meeting Dates: February 12, 2026
- B. CRA Highway Conference & Road Show: March 24-26, 2026. Registration is open, No hotels available

ITEM 11 – PUBLIC COMMENT (GENERAL COMMENTS/ADDRESS THE BOARD)

ITEM 12 – COMMISSIONER COMMENT

ITEM 13 – ADJOURNMENT



Otsego County Road Commission Agenda Item Report

FROM: Rebecca Hilmert, Finance Manager
MEETING DATE: January 8, 2026
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 December 11, 2025, and the Special Meeting Minutes dated January 2, 2026.
- B. The Board approves Payroll: #25 (\$96,658.27), and Payroll #26 (\$95,080.51).
- C. The Board approves accounts Payable: C/12-2 (\$138,603.47), and C/1-1 (\$137,065.80) and the Accounts Payable Check Register dated 12/01/2025 to 12/31/2025.

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** the January 8, 2026, consent calendar as presented.

UNAPPROVED
MINUTES for the
REGULAR MEETINGS OF THE
OTSEGO COUNTY ROAD COMMISSION
HELD ON THURSDAY, DECEMBER 11, 2025, 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
Camiller, Present
Gordon, Present
Heinz, Present
Huff, Present

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

ITEM 3 – AGENDA CHANGES/APPROVAL OF AGENDA

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

ITEM 4 – CONSENT CALENDAR

- A. Minutes: The Board approves the Regular Meeting Minutes dated November 13, 2025.
- B. The Board approves Payroll: #22b (\$15,641.41), Payroll #23 (\$88,345.57), and Payroll #24 (\$88,012.46).
- C. The Board approves Accounts Payable: C/11-2 (\$94,850.28) and C/12-1 (\$3,450,365.27), and the Accounts Payable Check Register dated 11/01/2025 to 11/30/2025.
- Motion by Camiller to approve the December 11, 2025, Consent Calendar, seconded by Heinz. Five ayes, no nays. Motion carried.

ITEM 5 – GUEST SPEAKERS

- A. Neil Drzewiecki, Otsego County Board of Commissioners – updated the board regarding the County’s year end and policy review.

ITEM 6 – PUBLIC COMMENT

- A. None

ITEM 7 – PUBLIC HEARING

- A. Chairman Huff called the hearing to order at 9:04 am
- B. Chairman Huff requests public comment regard the proposed FY 2026 Budget.
 - a. Supporting Comments: NONE
 - b. Opposing Comments: NONE
 - c. General Comments: NONE
- C. Chairman Huff closed public comment.
- D. Commissioner Camiller commented regarding spending down the fund balance. Commissioner Gordan inquired about Roundabout funding.
- E. Chairman Huff closed the hearing at 9:07 am

ITEM 8 – OLD BUSINESS/UNFINISHED BUSINESS

- A. None

ITEM 9 – NEW BUSINESS

- A. Resolution No. R25-5 General Appropriations Act (FY 2026 Budget)
 - a. **Motion by Gordon to approve Resolution R25-5 and adopt the OCRC General Appropriations Act as presented, seconded by Camiller. Discussion. Roll Call Vote: Gordon, yes; Camiller, yes; Dipzinski, yes; Heinz, yes; Huff, yes. Five ayes, no nays. Motion carried.**
- B. Winter Maintenance Policy Review
- C. Weight Restriction Enforcement Review
 - a. **Motion by Heinz to instruct the manager to obtain equipment and employee training for weight restriction enforcement, seconded by Dipzinski. Discussion. Five ayes, no nays. Motion carried.**

ITEM 10 – STAFF REPORTS

- A. Managing Director updated the board on meeting with the townships, RFP Engineering Services, a Union internal Labor review group, MERS Board, CRA Board, and the development of the Rural Roads Board
- B. Operations Manager gave an update on the Roundabout statuses, union matters, and township estimates
- C. Finance Manager updated the board on various matters. Packet attached.
- D. Facilities/Equipment Supervisor updated the board on new trucks and plows, and damages to unit #722.
- E. Road Maintenance Supervisor gave an update regarding plowing roads, and a retiree substitute.

ITEM 11 – COMMUNICATIONS

- A. Upcoming OCRC Board Meeting Dates: January 8, 2026

ITEM 12– PUBLIC COMMENT

- A. Neil Drzewiecki, Otsego County – thanked the crew for all their hard work removing snow.

ITEM 13– COMMISSIONER COMMENT

- A. None

ITEM 14 – ADJOURNMENT

- **Motion by Dipzinski to adjourn meeting at 10:40 a.m., seconded by Heinz. Five ayes, no nays. Motion carried.**

Troy Huff, Chairman

Rebecca Hilmert, Board Secretary



**SPECIAL MEETING MINUTES
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

Managing Director, Kirk H., called meeting to order at 9:00am

ITEM 2 - ROLL CALL

All commissioners were present (Huff, Heinz, Dipzinski, Gordon, Camiller)

ITEM 3 – AGENDA CHANGES/APPROVAL OF AGENDA

Motion by Dipzinski, second by Gordon to approve agenda as presented. Voice vote, motion carried unanimously.

ITEM 4 – NEW BUSINESS

A. Nomination and Election of Officers & Board Secretary Appointment

Managing Director opened nominations for chair position. Dipzinski nominated Huff for chair. There were no other nominations. Roll call vote, Dipzinski-yes, Huff-yes, Heinz-yes, Gordon-yes, Camiller-yes. Managing Director turned meeting over to Chair Huff. Nominations for vice-chair position were opened. Gordon nominated Heinz. There were no other nominations. Roll call vote, Gordon-yes, Huff-yes, Heinz-yes, Dipzinski-yes, Camiller-yes. Heinz made a motion and second by Dipzinski to appoint Rebecca Hilmert as Board Secretary. Voice vote, motion carried unanimously.

B. OCRC Staffing Structure Review

Managing Director notified board of the departure of the Operations Manager and made a recommendation not to fill the Operations Manager position and instead hiring another Road Maintenance Supervisor. Motion made by Gordon and second by Heinz to amend the OCRC organizational chart to reflect the elimination of the Operations Manager position and add a second Road Maintenance Supervisor position and advertise for the new position. Voice vote, motion carried unanimously.

ITEM 5– PUBLIC COMMENT

None

ITEM 6– ADJOURNMENT

Motion by Gordon, second by Dipzinski to adjourn at 9:55am. Voice vote, motion carried unanimously.

Troy Huff, Chairman

Kirk Harrier, Manager

Payroll Gross for P/R of 12/11/2025

PR #25

12/9/2025

11/22/2025 to 12/5/2025

Emp Nbr and Name	Regular Hours	Total Hours	Gross Amt
264 Huff III,Russell	40.00	40.00	\$1,027.60
277 Fox,David	80.00	90.50	\$3,525.52
284 Kwapis Jr.,Stanley	71.46	111.46	\$3,846.26
287 Myers,Joseph	56.00	80.00	\$2,055.20
294 Mench,Steven	80.00	112.50	\$4,740.58
295 Boughner,Alan	48.50	80.00	\$2,055.20
299 Hinton,Justin	80.00	143.00	\$5,072.86
303 Coughlin Jr.,Thomas	36.00	80.00	\$2,055.20
307 Stiles,William	75.50	91.50	\$2,620.38
308 Wcisel,David	64.00	80.00	\$2,055.20
311 Wiley,James	51.50	80.00	\$2,055.20
314 Kucharek,Joseph	64.50	80.00	\$2,267.20
316 Jones,Tianne	80.00	80.00	\$2,178.40
317 Mitchell Jr.,Dennis	67.00	80.00	\$2,055.20
318 Huff,Troy	0.00	0.00	\$909.09
321 Tracey,Benjamin	57.50	80.00	\$2,255.20
323 Falkenhagen,Robert	69.00	80.00	\$2,055.20
324 Dipzinski,Michael	0.00	0.00	\$363.64
326 Heinz,Kathy	0.00	0.00	\$363.64
327 Garlock,Cody	38.13	82.63	\$2,158.22
328 Harrier,Kirk	80.00	80.00	\$4,098.40
329 Gordon,Lukas	0.00	0.00	\$863.64
331 Boettner,Cary	58.50	80.00	\$2,175.20
335 Pettis,Charles	73.50	80.00	\$1,878.40
336 Hilmert,Rebecca	80.00	80.00	\$2,694.40
337 Johnson,Zachary	21.50	80.00	\$2,055.20
338 Coady,Patrick	40.50	80.00	\$2,055.21
342 Alexander,Alexis	47.50	80.00	\$2,055.20
344 Mayle,Michael	53.50	80.00	\$2,055.26
345 Butkovich,Scott	80.00	84.50	\$3,221.90
346 Ford,Logan	38.00	80.00	\$2,055.20
347 Joyce,Caleb	39.00	80.00	\$2,055.20
348 Huff,Justin	56.00	80.00	\$2,055.20
349 Mathers,Andrew	56.50	80.00	\$2,055.24
350 Camiller,James	0.00	0.00	\$863.64
351 Nuell,Matthew	80.00	98.50	\$2,980.04
352 O'Rourke,Michael	80.00	93.50	\$2,723.14
353 Carpenter,Amber	66.75	80.00	\$2,055.20
354 Anderson,Drew	69.00	80.00	\$2,055.20
355 Hallenbeck,Kyle	67.00	80.00	\$2,175.20
903 BANK,HORIZON	0.00	0.00	\$6,717.21
Total of Employee checks:	2,146.34	2,948.09	\$96,658.27

Gross Pay by Fund:

	Total
201	96,658.27
Total	96,658.27

Approved: January 8, 2026

Troy Huff, Chairman

Payroll Gross for P/R of 12/24/2025

PR #26

12/22/2025

12/6/2025 to 12/19/2025

Emp Nbr and Name	Regular Hours	Total Hours	Gross Amt	
269	Koronka,Brian	38.00	38.00	\$976.22
277	Fox,David	80.00	80.00	\$2,945.60
284	Kwapis Jr.,Stanley	80.00	120.00	\$3,928.52
287	Myers,Joseph	50.50	80.00	\$2,055.20
294	Mench,Steven	80.00	98.00	\$3,939.74
295	Boughner,Alan	52.00	80.00	\$2,055.20
299	Hinton,Justin	80.00	119.00	\$3,836.84
303	Coughlin Jr.,Thomas	58.67	86.67	\$2,312.23
307	Stiles,William	80.00	108.50	\$3,281.91
308	Wcisel,David	63.50	80.00	\$2,055.22
311	Wiley,James	61.00	80.00	\$2,055.20
314	Kucharek,Joseph	67.00	80.00	\$2,255.20
316	Jones,Tianne	80.00	80.00	\$2,178.40
317	Mitchell Jr.,Dennis	66.50	80.00	\$2,055.20
318	Huff,Troy	0.00	0.00	\$409.09
321	Tracey,Benjamin	72.50	80.00	\$2,255.20
323	Falkenhagen,Robert	46.00	80.00	\$2,055.20
324	Dipzinski,Michael	0.00	0.00	\$363.64
326	Heinz,Kathy	0.00	0.00	\$363.64
327	Garlock,Cody	80.00	101.00	\$2,967.21
328	Harrier,Kirk	80.00	80.00	\$4,098.40
329	Gordon,Lukas	0.00	0.00	\$363.64
331	Boettner,Cary	63.00	80.00	\$2,175.20
335	Pettis,Charles	80.00	80.00	\$1,878.40
336	Hilmert,Rebecca	80.00	80.00	\$2,694.40
337	Johnson,Zachary	71.50	102.00	\$2,999.33
338	Coady,Patrick	55.50	80.00	\$2,055.21
342	Alexander,Alexis	60.00	80.00	\$2,055.20
344	Mayle,Michael	66.50	80.00	\$2,055.29
345	Butkovich,Scott	80.00	97.50	\$3,946.13
346	Ford,Logan	54.38	86.38	\$2,312.36
347	Joyce,Caleb	53.34	94.34	\$2,607.80
348	Huff,Justin	37.50	80.00	\$2,055.20
349	Mathers,Andrew	77.00	80.00	\$2,055.23
350	Camiller,James	0.00	0.00	\$363.64
351	Nuell,Matthew	80.00	80.00	\$2,055.20
352	O'Rourke,Michael	80.00	80.50	\$2,074.47
353	Carpenter,Amber	75.25	80.00	\$2,055.20
354	Anderson,Drew	73.50	80.00	\$2,055.20
355	Hallenbeck,Kyle	71.00	80.00	\$2,175.20
903	BANK,HORIZON	0.00	0.00	\$6,605.15
Total of Employee checks:	2,374.14	2,971.89	\$95,080.51	

Gross Pay by Fund:

	Total
201	95,080.51
Total	95,080.51

Approved: January 8, 2026

Troy Huff, Chairman

Payables Prepay Report

12-29-2025 Insurances/Utilities

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

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pav
Payment Type: Checks					
Vendor: ALERUS: Alerus Financial					
Check Nbr: 621500					
Batch 29	12/11/2025	Employer Portion HCSP	3,087.12	0.00	3,087.12
Batch 31	12/24/2025	Employer Portion HCSP	3,086.52	0.00	3,086.52
Batch 364	12/11/2025	Employer Portion 457	1,076.53	0.00	1,076.53
Batch 366	12/24/2025	Employer Portion 457	1,106.99	0.00	1,106.99
Check Totals:			8,357.16	0.00	8,357.16
Vendor: ATTMOBIL: AT&T Mobility					
Check Nbr: 621501					
287318351177X	12/6/2025	Foreman Phones	172.53	0.00	172.53
287339252526X	12/6/2025	MDOT iPad	72.48	0.00	72.48
Check Totals:			245.01	0.00	245.01
Vendor: BCN: Blue Care Network of MI					
Check Nbr: 621502					
253430064702	12/9/2025	Health Insurance	64,146.44	0.00	64,146.44
Check Totals:			64,146.44	0.00	64,146.44
Vendor: BSBCOMM: BSB Communications					
Check Nbr: 621503					
5500019991	12/19/2025	Telephone Services	388.78	0.00	388.78
Check Totals:			388.78	0.00	388.78
Vendor: CITYOFGA: City of Gaylord					
Check Nbr: 621504					
MCCO-000669-(11/26/2025	Water/Sewer	51.70	0.00	51.70
Check Totals:			51.70	0.00	51.70
Vendor: CONSUME: Consumers Energy					
Check Nbr: 621505					
205636769049	12/19/2025	Electricity	2,124.78	0.00	2,124.78
Check Totals:			2,124.78	0.00	2,124.78
Vendor: DELTADEN: Delta Dental					
Check Nbr: 621506					
RIS0006760261	1/1/2025	Dental Insurance	3,879.00	0.00	3,879.00
Check Totals:			3,879.00	0.00	3,879.00
Vendor: DONSTRAC: Don's Tractor & Equipment Sales					
Check Nbr: 621507					
88807	10/6/2025	Flasher	89.87	0.00	89.87
Check Totals:			89.87	0.00	89.87
Vendor: DTEENERG: DTE Energy					
Check Nbr: 621508					
9100 208 4696 C	12/23/2025	Heating	5,826.62	0.00	5,826.62
Check Totals:			5,826.62	0.00	5,826.62
Vendor: GFLENVIR: GFL Environmental					
Check Nbr: 621509					
0071143010	11/30/2025	Trash Removal	189.81	0.00	189.81
0071143037	11/30/2025	Trash Removal	232.45	0.00	232.45
Check Totals:			422.26	0.00	422.26

Payables Prepay Report
12-29-2025 Insurances/Utilities

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pav
Vendor: GREATLA: Great Lakes Energy					
Check Nbr: 621510					
100269003	12/12/2025	TL@ Krys & McCoy	59.15	0.00	59.15
Check Totals:			59.15	0.00	59.15
Vendor: HUMAN: Humana Insurance Co.					
Check Nbr: 621511					
692915210	12/14/2025	Retiree Health Insurance	11,720.27	0.00	11,720.27
Check Totals:			11,720.27	0.00	11,720.27
Vendor: MUTOMA: Mutual of Omaha					
Check Nbr: 621512					
002004737441	12/16/2025	LTD/STD/ACC/AD&D	3,461.60	0.00	3,461.60
Check Totals:			3,461.60	0.00	3,461.60
Vendor: OCRC: Otsego County Road Commission					
Check Nbr: 621513					
12/14/25-12/20/25	12/20/2025	HRA Reimbursement	100.00	0.00	100.00
12/16/25-12/22/25	12/21/2025	HRA Reimbursement	6,741.95	0.00	6,741.95
12/2/25-12/8/25	12/7/2025	HRA Reimbursement	85.80	0.00	85.80
12/23/25-12/29/25	12/28/2025	HRA Reimbursement	215.85	0.00	215.85
12/9/25-12/15/25	12/14/2025	HRA Reimbursement	799.57	0.00	799.57
Check Totals:			7,943.17	0.00	7,943.17
Vendor: OMSCOM: OMS Compliance Services					
Check Nbr: 621514					
50525	12/9/2025	2026 Annual PrePay	2,418.90	0.00	2,418.90
Check Totals:			2,418.90	0.00	2,418.90
Vendor: PREIN&NE: Prein & Newhof					
Check Nbr: 621515					
93173	12/10/2025	RAB Engineering	2,364.50	0.00	2,364.50
Check Totals:			2,364.50	0.00	2,364.50
Vendor: STATE9: STATE OF MICHIGAN-MiDeal					
Check Nbr: 621516					
MiDeal ID# 232	12/17/2025	1/1/2026 - 12/31/2026 MiDeal Sub.	230.00	0.00	230.00
Check Totals:			230.00	0.00	230.00
Vendor: TROPHYCA: The Trophy Case					
Check Nbr: 621517					
KIRK	12/18/2025	Retirement Plaque	100.00	0.00	100.00
Check Totals:			100.00	0.00	100.00
Vendor: TRUTRA: TRUCK & TRAILER SPECIALTIES					
Check Nbr: 621518					
BJO003019	12/16/2025	Plows	24,440.85	0.00	24,440.85
Check Totals:			24,440.85	0.00	24,440.85

Payables Prepay Report
12-29-2025 Insurances/Utilities

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pav
Vendor: USBANK: US Bank Equipment Finance					
Check Nbr: 621519					
570531293	12/8/2025	Copier	333.41	0.00	333.41
Check Totals:			333.41	0.00	333.41
Checks Grand Totals:		20 Checks	138,603.47	0.00	138,603.47
Grand Totals:		20 ACH Vendors/EFTP Vendors/Chc	138,603.47	0.00	138,603.47

Payables Prepay Report
1-8-2026 Board Pay

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pav
Vendor: CHUCKSEL: Chuck's Electric of Gaylord, INC.					
Check Nbr: 621527					
6021	12/18/2025	Electric Plug	257.00	0.00	257.00
Check Totals:			257.00	0.00	257.00
Vendor: CINTAS: Cintas Corporation #729					
Check Nbr: 621528					
4252527202	12/10/2025	Uniforms, Floor Mats	101.88	0.00	101.88
4253305748	12/17/2025	Uniforms, Floor Mats	122.12	0.00	122.12
4254187546	12/24/2025	Uniforms, Floor Mats	86.02	0.00	86.02
4254856294	12/31/2025	Uniforms, Floor Mats	97.50	0.00	97.50
Check Totals:			407.52	0.00	407.52
Vendor: CONSUME: Consumers Energy					
Check Nbr: 621529					
205191895871	12/31/2025	Traffic Light	51.08	0.00	51.08
Check Totals:			51.08	0.00	51.08
Vendor: ELMIRAHE: ELMIRA OCCUPATIONAL HEALTH & MEDICINE					
Check Nbr: 621530					
00245088-00	12/9/2025	DOT Physical	110.00	0.00	110.00
00245773-00	12/23/2025	DOT Physical	110.00	0.00	110.00
Check Totals:			220.00	0.00	220.00
Vendor: FEDERALF: Federal Fluid Power, Inc.					
Check Nbr: 621531					
146565	12/19/2025	Trans Hoses	417.16	0.00	417.16
Check Totals:			417.16	0.00	417.16
Vendor: GAYLORDM: Gaylord Machine & Fabrication, LLC					
Check Nbr: 621532					
1286-17702	12/16/2025	Stainless Steel Plate	108.00	0.00	108.00
Check Totals:			108.00	0.00	108.00
Vendor: GFLNA1: GFL Environmental					
Check Nbr: 621533					
LQ03176604	12/11/2025	Waste Water Disposal	1,784.25	0.00	1,784.25
LQ03182859	12/17/2025	Analytical	446.60	0.00	446.60
LQ03184478	12/17/2025	Waste Water Disposal	1,779.00	0.00	1,779.00
LQ03195694	12/23/2025	Waste Water Disposal	1,772.25	0.00	1,772.25
Check Totals:			5,782.10	0.00	5,782.10
Vendor: GREATL: Great Lakes Pipe & Supply					
Check Nbr: 621534					
S100671128.001	2/4/2025	Bin Stock	155.16	0.00	155.16
Check Totals:			155.16	0.00	155.16
Vendor: HUTSON: Hutson, Inc.					
Check Nbr: 621535					
11112523	12/9/2025	Chainsaw	816.00	0.00	816.00
Check Totals:			816.00	0.00	816.00

Payables Prepay Report
1-8-2026 Board Pay

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pav
Vendor: LAWSONPR: Lawson Products, Inc.					
Check Nbr: 621536					
9313100091	12/30/2025	Hyd Fittings	354.58	0.00	354.58
Check Totals:			354.58	0.00	354.58
Vendor: MIDSTATE: Mid-States Bolt & Screw Co.					
Check Nbr: 621537					
32997387	12/10/2025	Sign Bolts	12.58	0.00	12.58
33001055	12/16/2025	Bin Stock	8.40	0.00	8.40
33002329	12/18/2025	Bin Stock	6.84	0.00	6.84
33006866	1/2/2026	Plow Bolt	78.66	0.00	78.66
Check Totals:			106.48	0.00	106.48
Vendor: MIKENWOR: Michigan Kenworth, LLC					
Check Nbr: 621538					
022P199220	12/11/2025	Starter	392.74	0.00	392.74
022P199714	12/29/2025	Alternator	220.18	0.00	220.18
022P199740	12/31/2025	Emission Sensor	562.21	0.00	562.21
022P199742.02	1/5/2026	Antenna Springs	79.96	0.00	79.96
022P199777	1/2/2026	Sensor Core	-112.00	0.00	-112.00
022S113780	11/21/2025	Warranty: Eng. Oil Pan	387.74	0.00	387.74
Check Totals:			1,530.83	0.00	1,530.83
Vendor: NORTHERN: Northern Energy, Inc.					
Check Nbr: 621539					
112552	12/12/2025	Hyd Oil	1,678.40	0.00	1,678.40
112833	12/11/2025	DEF	1,228.50	0.00	1,228.50
113327	12/9/2025	Washer Fluid	71.76	0.00	71.76
113655	12/19/2025	Trans Fluid, Washer Solvent	465.72	0.00	465.72
113692	12/30/2025	Eng. Oil Pickups	186.00	0.00	186.00
Check Totals:			3,630.38	0.00	3,630.38
Vendor: NWHYD: NORTHWEST HYDRAULICS & ENGRG.					
Check Nbr: 621540					
00046266	10/13/2025	MDOT Mini: Tree Work	1,007.14	0.00	1,007.14
Check Totals:			1,007.14	0.00	1,007.14
Vendor: OCRC: Otsego County Road Commission					
Check Nbr: 621541					
12/1/2025-12/31	12/31/2025	HRA Reimbursement	100.00	0.00	100.00
12/30/25-1/5/26	1/4/2026	HRA Reimbursement	132.15	0.00	132.15
Check Totals:			232.15	0.00	232.15
Vendor: ODSDOO: ODS THE DOOR SPECIALISTS					
Check Nbr: 621542					
30439	11/21/2025	Garage Door Work	519.00	0.00	519.00
30477	12/10/2025	Prev. Maint. Doors	538.00	0.00	538.00
Check Totals:			1,057.00	0.00	1,057.00
Vendor: OMSCOM: OMS Compliance Services					
Check Nbr: 621543					
123177	12/2/2025	Random Drug Testing	269.50	0.00	269.50
Check Totals:			269.50	0.00	269.50

Payables Prepay Report
1-8-2026 Board Pay

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pay
Vendor: PURCYL: PURITY CYLINDER GASES, INC.					
Check Nbr: 621544					
0002372537	12/19/2025	Welding Supply	405.77	0.00	405.77
Check Totals:			405.77	0.00	405.77
Vendor: QUAPLU: QUALITY PLUMBING AND MECHANICAL INC.					
Check Nbr: 621545					
3579	12/15/2025	Heater Repair	319.75	0.00	319.75
Check Totals:			319.75	0.00	319.75
Vendor: SCIBRA: SCIENTIFIC BRAKE & EQUIP.					
Check Nbr: 621548					
0202152092	12/18/2025	Suspension Torque Rods	540.00	0.00	540.00
0202152157	12/9/2025	New Tarp System	2,205.30	0.00	2,205.30
0202152445	12/10/2025	Lights, Air Fitting	56.38	0.00	56.38
0202152480	12/11/2025	Wiper Blades	31.05	0.00	31.05
0202152528	12/24/2025	Air Valves	516.78	0.00	516.78
0202152532	12/31/2025	Oil Hub Caps	270.24	0.00	270.24
0202152533	12/12/2025	Wiper Blades	74.52	0.00	74.52
0202152632	12/16/2025	Suspension Rod	696.89	0.00	696.89
0202152640	12/15/2025	Air Dryer Valves	224.74	0.00	224.74
0202152829	12/17/2025	Dielectric Grease	25.02	0.00	25.02
0202153026	12/22/2025	Brake Dust Shields	206.64	0.00	206.64
0202153027	12/24/2025	Brake Chamber	147.67	0.00	147.67
0202153424	1/2/2026	Brake Parts	244.05	0.00	244.05
0202153435	1/2/2026	P Clamps	13.50	0.00	13.50
0202153558	1/6/2026	Fan Clutch	479.53	0.00	479.53
Check Totals:			5,732.31	0.00	5,732.31
Vendor: SHINECLE: Shine Cleaning Service Inc.					
Check Nbr: 621549					
1257	1/1/2026	Rest Area Cleaning	11,479.14	0.00	11,479.14
Check Totals:			11,479.14	0.00	11,479.14
Vendor: SMITHHAU: Smith Haughey Rice & Reogge					
Check Nbr: 621550					
990431	1/6/2026	Road Use Agreement	1,669.85	0.00	1,669.85
Check Totals:			1,669.85	0.00	1,669.85
Vendor: SNETHKAM: Snethkamp					
Check Nbr: 621551					
6399046/1	12/22/2025	Heater Repairs	2,426.83	0.00	2,426.83
Check Totals:			2,426.83	0.00	2,426.83
Vendor: STEVEMEN: Steven Mench					
Check Nbr: 621552					
4th Quarter Phoi	12/31/2025	4th Quarter Phone Allowance	150.00	0.00	150.00
Check Totals:			150.00	0.00	150.00
Vendor: STOOPS: Stoops Freightliner Western Star					
Check Nbr: 621554					
X316026670:01	12/12/2025	Air Tank Bracket	122.10	0.00	122.10
X316026674:01	1/5/2026	Torque Rod	227.04	0.00	227.04

Payables Prepay Report
1-8-2026 Board Pay

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pav
X316026711:01	12/12/2025	Rear Torque Rod	222.10	0.00	222.10
X316026869:01	12/18/2025	Oil, Fuel Filters; Exhaust Clamps	724.80	0.00	724.80
X316026909:01	12/24/2025	Battery Cable Ends	205.77	0.00	205.77
X316027000:01	1/5/2026	Air Tank	322.51	0.00	322.51
X316027085:01	12/30/2025	Axle Sensors	155.88	0.00	155.88
Check Totals:			1,980.20	0.00	1,980.20
Vendor: TEDFES: TED FESTERLING LLC					
Check Nbr: 621555					
11970	12/15/2025	Blade Parts	303.32	0.00	303.32
Check Totals:			303.32	0.00	303.32
Vendor: TRUTRA: TRUCK & TRAILER SPECIALTIES					
Check Nbr: 621556					
BSO029226	12/17/2025	Strobe Lights	1,280.88	0.00	1,280.88
BSO029227	12/17/2025	Light Boxes	103.67	0.00	103.67
Check Totals:			1,384.55	0.00	1,384.55
Vendor: VALTRU: VALLEY TRUCK PARTS, INC.					
Check Nbr: 621557					
3-1229743	12/16/2025	Diff. Parts	84.44	0.00	84.44
3-1229759	12/19/2025	Trans Filters	129.53	0.00	129.53
3-1229802	12/31/2025	Diff. Cover	28.38	0.00	28.38
3-1229823	1/5/2026	Trans Filters	36.68	0.00	36.68
Check Totals:			279.03	0.00	279.03
Vendor: VERMEER: Vermeer of Michigan, Inc					
Check Nbr: 621558					
O05714	11/5/2025	Chipper Rental	6,500.00	0.00	6,500.00
O05744	11/13/2025	Rental Credit	-6,500.00	0.00	-6,500.00
Check Totals:			0.00	0.00	0.00
Vendor: VESOIL: VESCO OIL CORPORATION					
Check Nbr: 621559					
5856153-00	12/17/2025	Parts Washer Fluid	121.25	0.00	121.25
Check Totals:			121.25	0.00	121.25
Vendor: WELLERTR: Weller Truck Parts					
Check Nbr: 621560					
403624063	12/17/2025	Steering Gear	905.96	0.00	905.96
Check Totals:			905.96	0.00	905.96
Vendor: WILAUT: WILBER AUTOMOTIVE					
Check Nbr: 621562					
377804	12/10/2025	Hyd Fitting	29.14	0.00	29.14
377959	12/11/2025	Fuse	4.40	0.00	4.40
377983	12/12/2025	Grip Tape	41.12	0.00	41.12
378131	12/15/2025	Cleaner	59.94	0.00	59.94
378512	12/18/2025	Grease Couplers	47.95	0.00	47.95
378551	12/19/2025	Battery Cable Splice	1.86	0.00	1.86
378555	12/19/2025	Battery Cable Splice	4.67	0.00	4.67
379426	1/2/2026	Hyd. Fittings	40.46	0.00	40.46
379548	1/5/2026	Shocks & Filters	186.16	0.00	186.16

Payables Prepay Report
1-8-2026 Board Pay

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pav
Check Totals:			415.70	0.00	415.70
Vendor: WONTIR: Wonderland Tire Company, Inc.					
Check Nbr: 621563					
0040033189	12/22/2025	Wheels & Tires	1,598.86	0.00	1,598.86
Check Totals:			1,598.86	0.00	1,598.86
Vendor: ZAREQU: ZAREMBA EQUIPMENT, INC.					
Check Nbr: 621564					
202557S	12/17/2025	Air Tank & Cables	637.93	0.00	637.93
202911S	1/6/2026	Exhaust Pipe	1,215.77	0.00	1,215.77
Check Totals:			1,853.70	0.00	1,853.70
Checks Grand Totals:		41 Checks	57,366.47	0.00	57,366.47
Grand Totals:		44 ACH Vendors/EFTP Vendors/Chc	137,065.80	0.00	137,065.80

Accounts Payable Check Register

Low And High Check Date: 12/01/2025 - 12/31/2025
 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
 Hide Stub Detail On Multi Stub Checks? (Y/N): Y - Hide Stub Detail
 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	12/11/2025	First National Bank of Omaha	258.91
EFTP	12/11/2025	First National Bank of Omaha	254.71
EFTP	12/11/2025	First National Bank of Omaha	1,628.90
EFTP	12/11/2025	WEX BANK	(4.86)
EFTP	12/11/2025	WEX BANK	108.35
EFTP	12/11/2025	Merchants Fleet	1,722.50
EFTP	12/11/2025	Merchants Fleet	500.00
EFTP	12/11/2025	Merchants Fleet	1,492.65
EFTP	12/11/2025	Merchants Fleet	2,093.50
EFTP	12/11/2025	MERS of Michigan	74,467.16
Electronic Funds Transfer Payments Totals:		10 Payments Listed	82,521.82
Regular Checks Payments			
621403	12/03/2025	Blair Spray Foam Insulation	49,961.00
621436	12/11/2025	Advance Electric	365.72
621437	12/11/2025	AIRGAS USA, LLC	15.20
621438	12/11/2025	Alma Tire Service, Inc.	545.09
621439	12/11/2025	Alta Equipment Company	1,304.34
621440	12/11/2025	AutoZone, Inc.	104.85
621441	12/11/2025	Black River Auto Glass	200.00
621442	12/11/2025	Blair Spray Foam Insulation	2,900.00
621443	12/11/2025	Bryce Seeley, Inc.	2,475.00
621444	12/11/2025	BSB Communications	1,671.40
621445	12/11/2025	Scott Butkovich	344.85
621446	12/11/2025	Charter Communications	68.35
621447	12/11/2025	Cintas Corporation #729	457.33
621448	12/11/2025	Consumers Energy	1,973.90
621449	12/11/2025	Dornbos Sign, Inc.	743.54
621450	12/11/2025	DTE Energy	2,638.15
621451	12/11/2025	ELMIRA OCCUPATIONAL HEALTH & MEDICINE	110.00
621452	12/11/2025	Flint New Holland, Inc.	931.21
621453	12/11/2025	Frontier Communications	1,831.77
621454	12/11/2025	Gaylord Machine & Fabrication, LLC	232.64
621455	12/11/2025	GFL Environmental	3,586.50
621456	12/11/2025	Ginop Sales, Inc.	108.37
621457	12/11/2025	Grand Traverse Mobile Communications	2,310.90
621458	12/11/2025	Great Lakes Welding, Inc.	187.50
621459	12/11/2025	Henn Lesperance PLC	3,880.00
621460 *	12/11/2025	Huron Engineering and Surveying, Inc.	
621461 *	12/11/2025	Huron Engineering and Surveying, Inc.	
621462 *	12/11/2025	Huron Engineering and Surveying, Inc.	
621463 *	12/11/2025	Huron Engineering and Surveying, Inc.	
* Totals For Multi Part Check Nbr: 621463:			95,415.00
621464	12/11/2025	Hutson, Inc.	237.50

Check Nbr	Check Date	Vendor Name	Net Amount
621465	12/11/2025	Exit 76 Corporation	26,561.26
621466	12/11/2025	J & N Construction	1,884,829.17
621467	12/11/2025	LACAL EQUIPMENT, INC.	554.92
621468	12/11/2025	Lewiston Sand & Gravel	405.83
621469	12/11/2025	Mackinac County Road Commission	222.67
621470	12/11/2025	Marcor Technologies, LLC	465.60
621471	12/11/2025	Matco Tools	427.95
621472	12/11/2025	Michigan CAT	1,600.82
621473 *	12/11/2025	Mid-States Bolt & Screw Co.	
621474 *	12/11/2025	Mid-States Bolt & Screw Co.	
		* Totals For Multi Part Check Nbr: 621474:	295.45
621475	12/11/2025	Michigan Kenworth, LLC	911.88
621476	12/11/2025	NORTHERN PROCESSING, LLC	7,560.00
621477	12/11/2025	Northern Energy, Inc.	2,748.91
621478	12/11/2025	Northwood Printers LLC	400.95
621479	12/11/2025	Otsego County Road Commission	515.52
621480	12/11/2025	OReilly Auto Parts	15.35
621481	12/11/2025	Pavement Maintenance Systems	1,083,796.20
621482	12/11/2025	Prein & Newhof	23,148.50
621483	12/11/2025	PURITY CYLINDER GASES, INC.	454.96
621484	12/11/2025	RONS AUTO & WRECKER	2,947.00
621485	12/11/2025	SCIENTIFIC BRAKE & EQUIP.	1,310.73
621486	12/11/2025	Shine Cleaning Service Inc.	11,479.14
621487	12/11/2025	Smith Haughey Rice & Reogge	9,989.70
621488	12/11/2025	STANDARD ELECTRIC CO.	358.96
621489	12/11/2025	State of Michigan MDOT	15,545.00
621490 *	12/11/2025	Stoops Freightliner Western Star	
621491 *	12/11/2025	Stoops Freightliner Western Star	
		* Totals For Multi Part Check Nbr: 621491:	1,481.07
621492	12/11/2025	TED FESTERLING LLC	2,525.46
621493	12/11/2025	Top Notch Tree Care LLC	139,340.00
621494	12/11/2025	TRUCK & TRAILER SPECIALTIES	5,978.77
621495	12/11/2025	VALLEY TRUCK PARTS, INC.	1,151.04
621496	12/11/2025	Vermeer of Michigan, Inc	6,500.00
621497	12/11/2025	WILBER AUTOMOTIVE	477.15
621498	12/11/2025	Wonderland Tire Company, Inc.	2,480.08
621499	12/11/2025	ZAREMBA EQUIPMENT, INC.	6,724.30
621500	12/29/2025	Alerus Financial	8,357.16
621501	12/29/2025	AT&T Mobility	245.01
621502	12/29/2025	Blue Care Network of MI	64,146.44
621503	12/29/2025	BSB Communications	388.78
621504	12/29/2025	City of Gaylord	51.70
621505	12/29/2025	Consumers Energy	2,124.78
621506	12/29/2025	Delta Dental	3,879.00
621507	12/29/2025	Don's Tractor & Equipment Sales	89.87
621508	12/29/2025	DTE Energy	5,826.62

Check Nbr	Check Date	Vendor Name	Net Amount
621509	12/29/2025	GFL Environmental	422.26
621510	12/29/2025	Great Lakes Energy	59.15
621511	12/29/2025	Humana Insurance Co.	11,720.27
621512	12/29/2025	Mutual of Omaha	3,461.60
621513	12/29/2025	Otsego County Road Commission	7,943.17
621514	12/29/2025	OMS Compliance Services	2,418.90
621515	12/29/2025	Prein & Newhof	2,364.50
621516	12/29/2025	STATE OF MICHIGAN-MiDeal	230.00
621517	12/29/2025	The Trophy Case	100.00
621518	12/29/2025	TRUCK & TRAILER SPECIALTIES	24,440.85
621519	12/29/2025	US Bank Equipment Finance	333.41

Regular Checks Payments Totals: **85 Payments Listed** **3,556,407.92**

All Payments Grand Totals: **95 Payments Listed** **3,638,929.74**

Payment Totals By Fund:

Fund	Net Amount
201	3,638,929.74
Grand Totals	3,638,929.74



Otsego County Road Commission Agenda Item Report

FROM: Rebecca Hilmert, Finance Manager/Board Secretary

MEETING DATE: January 08, 2026

AGENDA ITEM: 8.A

SUBJECT: 2026 Procedure Rules

DESCRIPTION

Each CRC should, officially, adopt a set of board rules. *Robert's Rules of Order* have become the default mode for meetings; however, most organizations modify the rules to match the level of formality needed in its decision-making setting. The Open Meetings Act requires each board to set the dates, times, and places of the board's regular meetings for the coming year at the first meeting of the new year.

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION

Motion to **adopt/deny** Policy No. P26-1, 2026 Procedure Rules as presented.



**OTSEGO COUNTY ROAD COMMISSION
BOARD POLICY**

Policy No.
P26-1

Effective
Date:
01-08-2026

Supersede:
P25-1

**2026 PROCEDURE RULES
OF THE
OTSEGO COUNTY ROAD COMMISSION**

**ARTICLE I
BOARD OF COUNTY ROAD COMMISSIONERS**

- 1. Governing Body.** Pursuant to the County Road Law, Act 283 of 1909, as amended (MCL 220.1 et seq.), the governing body of the Otsego County Road Commission (the "**Road Commission**") is the Board of County Road Commissioners of Otsego County (the "**Board**").
- 2. Powers and Authority.** The Board shall manage the business and affairs of the Road Commission and shall have all the powers and authority conferred by law.
- 3. Terms of Office.** The Board shall be appointed by the Board of County Commissioners of Otsego County, per Otsego County Resolution OCR 18-28. The Board of County Commissioners of Otsego County shall appoint five (5) members, each serving a regular six (6) year term beginning January 1. The terms of office shall be staggered so that not more than two (2) County Road Commissioners' terms of office expire in the same year. Any person, while a member of the Board, shall not be eligible to be elected to any position that is within the jurisdiction of the County Board of Commissioners. Further, no member of the Board of Commissioners shall be eligible to fill the office of County Road Commissioner (PA 283 of 1909).
- 4. Transaction of Business.** All business of the Board shall be transacted at a meeting of the Board, noticed and convened in accordance with the Michigan Open Meetings Act and these Bylaws, at which a quorum is present. Individual Road Commissioners shall have no power to act for the Board in any manner except as specifically authorized by official action of the Board, as recorded in its minutes.
- 5. Quorum and Action.** A majority of the Members of the Board shall constitute a quorum for the transaction of business. The act of a majority of the Members of the Board shall be the act of the Board. A roll call vote or resolution shall be taken in all of the following circumstances: (a) appropriating money; or (b) a matter involving a financial liability on the part of the Road Commission. If a quorum is not present for any meeting, a majority of those present may adjourn the meeting to a future time.
- 6. Compensation.** Pursuant to Michigan Compiled Laws Section 224.8, members of the Board shall be compensated for services rendered to the Otsego County Road Commission as determined by the Board of County Commissioners of Otsego County. The "Policy Authorizing

the Compensation for the Otsego County Road Commissioners” was adopted by the Board of County Commissioners of Otsego County on April 9, 2024 and will remain in effect until repealed or amended.

7. **Conflict of Interest.** A commissioner shall exercise his or her obligation to vote upon issues at hand unless a conflict of interest is present. He or she shall avoid being placed in a position of conflict of interest and refrain from using the Board position for personal or partisan gain. The conduct of a Member of the Board shall conform to the Standards of Conduct For Public Officers and Employees, Act 196 of 1973, as amended (MCL 15.341 et seq.). To ensure the faithful performance of their official duties and avoid conflict of interest, Members of the Board shall conform to the Incompatible Public Offices Act, Act 566 of 1978, as amended (MCL 15.181 et seq.).

ARTICLE II OFFICERS OF THE BOARD OF COUNTY ROAD COMMISSIONERS

1. **Officers.** The officers of the Board include a Chair and a Vice Chair. The Chair and Vice Chairs shall be Members of the Board. Officers shall be selected by a majority of the Board at the first meeting each year.

2. **Chair.** The Chair shall be the head of the Board and shall have the usual powers of that office. The Chair shall preside at all meetings of the Board at which he/she is physically present at the site of the meeting. If both the Chair and the Vice Chair are not physically present at the site of the meeting, the Chair shall appoint a Member to preside at the meeting.

3. **Vice Chair.** The Vice Chair shall preside at meetings of the Board in the absence of the physical on-site presence of the Chair and shall perform such other duties as the Board of Road Commissioners may prescribe.

4. **Members.** The Members shall perform such other duties as the Board may prescribe. Any new Member of the Board appointed shall take the oath of office as their first order of business.

ARTICLE III MEETINGS OF THE BOARD OF COUNTY ROAD COMMISSIONERS

1. **Rules of Procedure.** Robert’s Rules of Order Newly Revised 12th Ed. (or the current edition) are adopted as the parliamentary rules of procedure for all Road Commission meetings to the extent not inconsistent with the Open Meetings Act.

2. **Organizational Meeting.** At a regular meeting of the Board held in January of each year, the Board Secretary shall call the meeting to order then shall call the roll of all appointed Road Commissioners. The Board shall proceed to nominate and elect one of the Road Commissioners, appointed and serving, as Chair with the term beginning January 1st and ending the December 31st. The Commissioner receiving majority vote of the Members, appointed and serving, shall be the Chair of the Board. The Vice Chair shall be nominated and elected by the Board at the same meeting, in the same manner as and following, the Chair of the Board. Except as required by law, the Officers of the Board shall have only the authority, duties and responsibilities delegated by the Board, in accordance with the Bylaws of the Board.

3. **Regular Meetings.** The Board shall meet on a regular basis at times determined by the Board. Regular meetings may be cancelled in advance by consent of the Board. Regular meetings will ordinarily be held on the first and second Tuesdays at 9:00 a.m. of each calendar month in the Board meeting room at the Road Commission, 669 W. McCoy Road, Gaylord, Michigan, 49735, but may be held at such other times and places as the Board may determine. Notices of the regular meetings shall comply with the requirements of the Michigan Open Meetings Act, as amended, and these Bylaws.

4. **Notice of Regular Meetings.** Notice of the dates, times and places of all scheduled regular meetings of the Board during the upcoming calendar year shall be posted within ten (10) days after the first meeting of the Board in each calendar year. This notice shall indicate that the meetings are to be of the Board of County Road Commissioners of the County of Otsego, and shall state the address, telephone number and website of the Road Commission. The notice shall be posted in a conspicuous location in the lobby of the Road Commission administrative office located at 669 W. McCoy Road, Gaylord, Michigan, 49735, and on the Road Commission website.

5. **Change in Regular Meetings.** If there is a change in the schedule of regular meetings of the Board, there will be posted, within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times and places of its regular meetings. For a rescheduled regular meeting, a public notice stating the date, time and place of the meeting shall be posted at least 18 hours before the meeting in a prominent and conspicuous place at both the lobby of the Road Commission administrative office located at 669 W. McCoy Road, Gaylord, Michigan, 49735, and on the Road Commission website, on either the homepage or on a separate webpage dedicated to public notices for non-regularly scheduled public meetings and accessible via a prominent and conspicuous link on the website's homepage that clearly describes its purpose for public notification of those non-regularly scheduled public meetings (the "**18-Hour Rule**"). A meeting of the Board that is recessed for more than 36 hours shall be reconvened only after public notice that is equivalent to that required under subsection 3 has been posted.

6. **Special Meetings.** If the Board determines that consideration of a matter should not wait until the next regular meeting of the Board, then the Board may schedule and convene a special meeting of the Board, provided the public notice of the subject of the item(s) to be considered, date, time and place of the special meeting shall be made pursuant to the 18- Hour Rule.

7. **Emergency Session.** Nothing in this Article shall bar the Board from meeting in emergency session in the event of a severe and imminent threat to the health, safety or welfare of the public, when the two-thirds of the Board decides that delay would be detrimental to efforts to lessen or respond to the threat. Notice of the emergency session shall be given pursuant to the 18-Hour Rule, or paper copies of the public notice for the emergency session shall be made available to the public at the emergency session. The notice shall include an explanation of the reasons that the Board cannot comply with the 18-hour Rule. The explanation shall be specific to the circumstances that necessitated the emergency session, and the use of generalized explanations such as "an imminent threat to the health of the public" or "a danger to public welfare and safety" does not meet the explanation requirements of this subsection. Within 48 hours after an emergency session conducted without notice pursuant to the 18-Hour Rule, the Board shall send official correspondence to the Board of County Commissioners of the County of Otsego, informing the commission that an emergency session with less than 18 hours' public notice has taken place.

8. **Working Sessions.** The purpose of a Working Session shall be to permit in-depth, informal discussion of Commissioner concerns, Board goals, significant programmatic and financial matters, and conceptual and informational presentations by the Managing Director.

9. **Meeting Agendas.** The agenda for regular Board meetings shall be prepared by the Board Secretary, with concurrence of Managing Director, and emailed, mailed or personally delivered to the Road Commissioners before the meeting. At a regular meeting, the Board may consider and act on any matter which may come before it, whether or not the matter is included on the prepared agenda.

10. **Open Meetings.** All meetings of the Board shall be conducted in accordance with the Michigan Open Meetings Act (MCL 15.261 et seq.), as amended. All sessions or meetings of the Board shall be open to the public and shall be held in a place available to the general public. All decisions and deliberations of the Board constituting a quorum of its Members shall take place at a meeting open to the public, except as those permitted to be closed under Michigan law. All persons shall be permitted to attend any open meeting of the Board.

11. **Closed Meetings.** The Board may meet in closed session in accordance the Michigan Open Meetings Act (MCL 15.261 et seq.), as amended Michigan law.

12. **Order of Business of Regular Meetings.** The business of all regular meetings of the Board shall be transacted as far as practicable, in the following order.

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Agenda Changes/Approval of Agenda
4. Consent Calendar
5. Guest Speakers
6. Public Comment (Agenda Items Only)
7. Old Business/Unfinished Business
8. New Business
9. Staff Reports
10. Communications
11. Public Comment (General Comments/Address the Board)
12. Commissioner Comment
13. Adjournment

13. **Addressing the Meeting.** In order to provide a free flow of information between the public and the Board, and at the same time assure the integrity of agenda and orderly scheduled meetings, the provisions of these Bylaws will govern citizen participation during the public meetings. Any person in attendance at a meeting of the Board shall be permitted to address the meeting subject to the following rules.

14. **Members of the Public.** Members of the public who wish to address the Board may do so: (1) in written communication; and/or (2) by appearing at a regular meeting, and, at a time designated in the agenda, speaking directly to the Board.

1. **Written Communication.** Letters and other forms of written communication should be addressed to the Board Secretary in care of the Otsego County Road Commission. Letters and other forms of written communication will be presented to the Board by the Board Secretary when the Board next meets.

2. **Appearance in Person.** Members of the community who wish to speak directly to the Board at a regular meeting will be afforded the opportunity to do so at a designated point in the regular agenda.

(a) Comments shall be limited to the appropriate "public comment" portion of the agenda at any Road Commission meeting.

(b) A person shall be permitted to address a meeting of the Board so long as he or she identifies himself or herself by name for purposes of including it in the minutes of the meeting.

(c) Any person wishing to address the meeting pursuant to these requirements shall wait until he or she is recognized by the Chair of the Board and limit his or her comments to the time determined by the Chair of the Board prior to the "public comment" portion of the meeting, but in any event no more than three (3) minutes at any meeting.

(d) In the interest of time, and to permit the expression of the broadest range of viewpoints, the Chair of the Board may ask if one speaker may be designated to speak for any group that is present.

(e) Public comments involving abusive, disorderly, dangerous, aggressive, or provocative speech and behaviors tending to threaten or incite violence will not be tolerated. The Chair may call to order any person who is being disorderly by speaking longer than the allotted time or otherwise disrupting the meeting. Such person shall therefore be seated until the Chair shall have determined whether the person is in order. If a person shall be called out of order, he or she shall not be permitted to speak further at the same meeting except upon special leave by the board. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

15. **Voting.** Every Member who shall be present, including the Chair, when a motion is last stated by the Chair, and no other, shall vote for or against the motion unless the Member has a conflict of interest in which case the Member shall not vote.

1. **Roll Call Vote.** Roll call vote shall be taken when called for by any Member of the Board, and on board actions to adopt ordinances, resolutions, the appointment or election of officers, and any action: (a) appropriating money; or (b) involving a financial liability on the part of the Road Commission.

2. **Votes Required.** Procedural and other questions arising at a meeting of the Road Commissioners, except for those decisions required by statute or by these Bylaws to have a higher majority, shall be decided by a majority of the Members present.

16. **Minutes.**

1. The Clerk/Board Secretary shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting.

2. Minutes are public records open to public inspection, and the Road Commission shall make the minutes available at the address designated on posted public notices.

3. The Road Commission shall make proposed minutes available for public inspection within eight (8) business days after the meeting to which the minutes refer. The Road Commission shall make approved minutes available for public inspection within five (5) business days after the meeting at which the minutes are approved.

4. A second set of minutes shall be taken by the Clerk/Board Secretary for Closed Session. These minutes shall be retained by the Clerk/Board Secretary, are not available to the public, and may be destroyed one (1) year and one (1) day after approval of the minutes of the regular meeting at which the closed session was approved.

17. **Suspension.** No rule of the Board shall be suspended, amended or rescinded, without the concurrence of a majority of the Members appointed and serving.

ARTICLE IV ADMINISTRATION

1. **Managing Director.** The chief executive officer of the Road Commission shall be designated Managing Director. The Managing Director of the Road Commission shall administer the affairs of the Road Commission. His or her administration shall conform to the adopted policies of the Board.

2. **Clerk/Board Secretary.** The Clerk of the County shall be clerk of the Board of County Road Commissioners of Otsego County and shall keep the records and accounts of the Board. When the record keeping is of sufficient volume, the Board may appoint a secretary, with the consent of the County Board of Commissioners, who shall act as clerk of the board, and whose salary, together with the salaries of the members of the Board of County Road Commissioners, shall be paid by the Board of County Road Commissioners from county road funds.

3. **Policies.** The Board shall adopt written policies governing the operation of the Road Commission. Such policies shall be recommended by the Managing Director and he or she shall keep the Board fully advised as the need or desirability of any changes in these policies.

ARTICLE V REPEAL OR AMENDMENT OF BY-LAWS

These Bylaws may be altered, amended or repealed and new Bylaws adopted by the Board; provided that any such change shall be presented for action at a regular meeting.

Adopted: January 08, 2026

Troy Huff, Chairperson
Otsego County Road Commission



Otsego County Road Commission Agenda Item Report

FROM: Rebecca Hilmert, Finance Manager/Board Secretary

MEETING DATE: January 08, 2026

AGENDA ITEM: 8.B

SUBJECT: 2026 Meeting Schedule

DESCRIPTION

The Open Meetings Act requires each board to set the dates, times, and places of the board's regular meetings for the coming year at the first meeting of the new year.

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION

Motion to **approve/deny** the 2026 Meeting Schedule as presented.

**2026 Meeting Schedule
OTSEGO COUNTY ROAD COMMISSION
669 West Mc Coy Road
P.O. Box 537
Gaylord, MI 49734-0537
(989) 732-5202**

**Office Hours: Monday – Friday 7:30 a.m. – 4:00 p.m.
Summer Hours: Monday – Thursday 6:00 a.m. – 4:30 p.m.**

The meeting schedule for the 2026 calendar year of the Otsego County Road Commission, held at the meeting room located at 669 W. McCoy Road, Gaylord, MI 49735, is as follows:

OCRC BOARD MEETINGS	
Board Meetings are scheduled for the second Thursday of each month <i>unless specified otherwise.</i>	
01/08/2026	9:00 a.m.
02/12/2026	9:00 a.m.
03/12/2026	9:00 a.m.
04/09/2026	9:00 a.m.
05/14/2026	9:00 a.m.
06/11/2026	9:00 a.m.
07/09/2026	9:00 a.m.
08/13/2026	9:00 a.m.
09/10/2026	9:00 a.m.
10/08/2026	9:00 a.m.
11/12/2026	9:00 a.m.
12/10/2026	9:00 a.m.

(Please note dates and/or times may be subject to change. Notification of such changes and/or revisions will be made available to the public)

Any other special meetings will be posted in accordance with the Open Meeting Act. For further information, please come in or call our office at (989) 732-5202.

Otsego County Road Commission Board

This notice is posted in compliance with Public Act 267 of 1976, as amended, the Open Meetings Act, MCL 41.72a, and the American with Disabilities Act. The Otsego County Board of Road Commissioners will provide necessary reasonable aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon 30 days' notice to the Otsego County Road Commission by writing or calling. See the contact information listed above.



Otsego County Road Commission Agenda Item Report

FROM: Kirk Harrier, Managing Director
MEETING DATE: January 08, 2026
AGENDA ITEM: 8. C
SUBJECT: Engineering Services/Engineer of Record RFP Review

DESCRIPTION

The OCRC currently utilizes Huron Engineering as its engineering firm and Rebecca Rivard as the engineer of record. At the December 2025 OCRC meeting, the OCRC Board directed staff to advertise proposals for engineering services. A request for proposal (RFP) was published with a due date of January 5, 2026, for the OCRC to receive proposals from interested firms. A total of 5 proposals were received from the following firms: Prein&Newhof, Huron Engineering & Surveying, Gourdie-Fraser, OHM, and Spicer Group.

A possible next step would be for the Board to select firms from the proposals submitted and schedule interviews with the firms.

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve** the selection of the following engineering firms _____ and direct staff to schedule a special meeting for _____, at _____ a.m. to conduct interviews.