AGENDA
OTSEGO COUNTY BOARD OF ROAD COMMISSIONERS
THURSDAY, NOVEMBER 12, 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 October 13, 2026.
B. The Board approves Payroll #20 ($90,459.78), Payroll #21 ($89,112.35) and Payroll #22 ($94,240.60).
C. The Board approves Accounts Payable C10-2 ($134,444.15) and C11-1 ($636,800.69), and the Check Register for 10/1/2026 – 10/31/2026.

ITEM 5 – GUEST SPEAKERS

A. Neil Drzewiecki, Otsego County Board of Commissioners

ITEM 6 – PUBLIC COMMENT (AGENDA ITEMS ONLY)

ITEM 7– OLD BUSINESS/UNFINISHED BUSINESS

ITEM 8 – NEW BUSINESS

A. Alternative Work Schedule Policy
B. Resolution R26-8 MDOT Contract 26-5444 McCoy Road at Krys Road Roundabout
C. Resolution R26-9 Ad Hoc Advisory Compensation Committee for Non-Union Employees
D. Resolution R26-10 Recommending Reappointment of Road Commissioners Lucas Gordon and James Camiller
E. On-site Fuel Analysis
F. Equipment Disposal
G. Township Road Project Meeting Scheduling Discussion
H. S. Townline Rd at Van Tyle Rd Roundabout – Design Engineering Proposal

ITEM 9 – STAFF REPORTS

A. Managing Director, Engineer of Record, Operations/Engineering Technician, Finance Manager, Facilities/Equipment Supervisor, Road Maintenance Supervisor

ITEM 10 – COMMUNICATIONS

A. Upcoming OCRC Board Meeting Dates: December 10, 2026

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: November 12, 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 October 13, 2026.
B. The Board approves Payroll #20 ($90,459.78), Payroll #21 ($89,112.35), and Payroll #22 ($94,240.60).
C. The Board approves Accounts Payable C10-2 ($134,444.15) and C11-1 ($636,800.69), and the Accounts Payable Check Register dated 10/01/2026 to 10/31/2026.

BUDGET ACTION REQUIRED
N/A

LEGAL REVIEW
N/A

SAMPLE MOTION:
Motion to **approve/deny** the November 12, 2026, consent calendar as presented.

UNAPPROVED

MINUTES for the
REGULAR MEETINGS OF THE
OTSEGO COUNTY ROAD COMMISSION
HELD ON TUESDAY, OCTOBER 13, 2026, 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:**
  Camiller, Present
  Gordon, Present
  Heinz, Present
  Huff, Present
  Wagar, Present

ITEM 3 – AGENDA CHANGES/APPROVAL OF AGENDA

- **Motion by Gordon to remove the Closed Session, Item 13, from the agenda and approve the agenda as amended, seconded by Wagar. Five ayes, no nays. Motion carried.**

ITEM 4 – CONSENT CALENDAR

A. Minutes: The Board approves the Regular Meeting Minutes dated September 10, 2026, and the Closed Meeting Minutes dated September 10, 2026.
B. The Board approves Payroll #18 ($90,842.98) and Payroll #19 ($87,940.89).
C. The Board approves Accounts Payable: C9-2 ($1,695,332.41), and C10-1 ($1,606,356.53), and the Accounts Payable Check Register dated 9/01/2026 to 9/30/2026.

- **Motion by Heinz to approve October 13, 2026, Consent Calendar as presented, seconded by Camiller. Five ayes, no nays. Motion carried.**

ITEM 5 – GUEST SPEAKERS

A. None

ITEM 6 – PUBLIC COMMENT

A. None

ITEM 7– OLD BUSINESS/UNFINISHED BUSINESS

A. None

ITEM 8 – NEW BUSINESS

A. On-Site Fuel Discussion
B. Shop Hoist Discussion.
   a. **Motion by Wagar to purchase and install a hoist for the shop to service non- snowplow trucks, seconded by Heinz. Five ayes, no nays. Motion carried.**
C. Resolution R26-7 PLOW Storm Act Support
   a. **Motion by Heinz to approve Resolution R26-7 as presented, seconded by Gordon. Roll Call vote: Heinz, yes; Gordon, yes; Wagar, yes; Camiller, yes; Huff, yes. Five ayes, no nays. Motion carried.**

ITEM 9 – STAFF REPORTS

A. Manager updated the board on union contract settlement.

B. Engineer of Record updated the board on current construction projects. See attached.
C. Engineering/Operations Technician updated the board on permitting, development oversight and public response.
D. Finance Manager discussed MTF, NRF, and 3rd Quarter totals.
E. Facilities/Equipment Supervisor updated the board on business as usual and winter preparedness.
F. Road Maintenance Supervisor gave an update on shoulder regravels.

ITEM 10 – COMMUNICATIONS

A. Upcoming OCRC Board Meeting Dates: November 12, 2026

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

A. Tim Arnor, 3578 Glen Meadows Drive – discussed safety concerns regarding the Parmater and Murner Roads intersection.

ITEM 12 – COMMISSIONER COMMENT

A. Commissioner Wagar inquired about the M32/Diverging Diamond Interchange construction.

ITEM 13 – ADJOURNMENT

- **Motion by Heinz to adjourn meeting at 10:28 a.m., seconded by Gordon. Five ayes, no nays. Motion carried.**

Troy Huff, Chairman

Rebecca Hilmert, Board Secretary

OHM Advancing Communities

Otsego County Road Commission Board Update October 13, 2026

Construction/Construction-Ready Projects:

HSIP 69000-221959: Horizontal Curve warning sign upgrades on various routes. *No change in status, we have reached out to the contractor again this week.* Work is complete. (Give 'Em A Brake Safety bid: $171,773.50). Final balancing mod. in the progress with quantities discussion with the contractor.

Crapo Lake Rd, Otsego County Line to Old State Rd, Charlton Twp: Work is complete. 4.65 miles of HMA wedging and overlay, shoulder material, and pavement markings. (Rieth-Riley Construction's bid: $778,990)

2026 Local Road Program:

- Hayes Twp, **Mt. Frederick Rd**, Nicklaus Dr to Mancelona Rd: ***No change in status.*** Project consists of HMA wedge and overlay, HMA and aggregate approaches, aggregate shoulders, and pavement markings. (Rieth-Riley Construction's bid: $368,393.40) Pre-con held on Tuesday 8/11. The contractor plans on paving 10/14 and 10/15 and be completed within a week.
- Otsego Lake Twp: – Pre-con was held on 9/17. The contractor plans on starting work the week of 10/26 (after the contract paving completion date). The contractor also asked about pushing work to Spring 2027 in the event that weather is not favorable for paving. A revised progress schedule has been requested from the contractor. The contractor plans to start at Opal Lake Rd and according to the contractor's approved progress schedule, take approximately 2 weeks.
    - **Opal Lake Rd**, 274' S. of Pine River Rd to Michaywe Dr.: Project consists of HMA overlay, HMA pavement repair, HMA and aggregate approaches, and aggregate shoulders. Work has been approved to extend paving 500' beyond the original POE **without** paving the turnaround. The estimated cost for this additional work is $35,811.20. (Payne & Dolan, Inc's bid plus add'l work: $390,984.50) Work is anticipated for early October.
    - **Michaywe Dr**, Opal Lake Rd to Autumn Tr.: Project consists of HMA overlay, HMA pavement repair, HMA and aggregate approaches, and aggregate shoulders. (Payne & Dolan, Inc's bid: $29,731.00) Work is anticipated for early October.
    - **Autumn Trl**, Michaywe Dr to end (cul de sac): Project consists of HMA overlay, HMA pavement repair, HMA and aggregate approaches, and aggregate shoulders. (Payne & Dolan, Inc's bid: $30,555.10) Work is anticipated for early October.
- Chester Twp, **Island View Dr**, Dead End to Shadywoods Ln: Project consists of HMA overlay, HMA pavement repair, HMA and aggregate approaches, and aggregate shoulders. (Payne & Dolan, Inc's bid: $125,656.50) Pre-con was held on 9/17. The contractor plans on starting work the week of 10/26 (after the contract paving completion date). The contractor also asked about pushing work to Spring 2027 in the event that weather is not favorable for paving. A revised progress schedule has been requested from the contractor.

Mancelona Rd, Hayes Tower Rd to RxR Crossing, Hayes and Otsego Lake Twps: 4.0 miles of crushing & shaping, HMA surfacing, shoulder material, and pavement markings. Mainline paving has been completed, along with most of the remaining project work. An additional passing flare improvement at W. Otsego Lake Road is being incorporated into the project. The Road Commission

JN 225812, Thumb Lake Rd, Corwith Twp (FY '27 RTF #9): West County Line easterly to Old 27, 3.1 miles of reconstruction. Programmed at $606K STP, $209,939 State D, and $706,220 Local, for a $1,522,159 Crush & Shape and HMA Overlay project. Approx. 24" CMP is in poor condition and will be replaced as part of the project. The Design proposal was approved by the road commission on 9/10 and design is underway. NEPA/Section 106 will be submitted to MDOT mid-October. We are targeting a November or December 2026 GI submittal to MDOT and a May 2027 bid letting.

JN 225893, Hayes Rd, Livingston Twp (FY '27 Small Urban Program): M-32 to north of Livingston Blvd (HS drive), 1.399 miles of reconstruction. Programmed at $420K STU, $105K Local, for a total $525K construction. The Design proposal was approved by the road commission on 9/10 and design is underway. NEPA/Section 106 will be submitted to MDOT mid-October. We are targeting a December 2026 GI submittal to MDOT and a May 2027 bid letting.

JN 225815, Sturgeon Valley Rd, Corwith Twp (FY '28 RTF #9): ***No change in status.*** Green Timbers Rd to Pickeral Lake Rd, 2.85 miles of reconstruction. Programmed at $619K STP, $154,750 Local, this $773,750 Crush & Shape and HMA Overlay project has been programmed, no design started.

JN 225823, Sturgeon Valley Rd, Corwith Twp (FY '29 RTF #9): ***No change in status.*** Pickeral Lake Rd to Twin Lakes Rd, 3.54 miles of reconstruction. Programmed at $632K STP, $158K Local, this $790K Crush & Shape and HMA Overlay project has been programmed, no design started.

Townline Rd at Van Tyle Rd, Bagley and Hayes Twps - The application was selected for the 2028 Safety Projects Call. This proposed roundabout project is at the intersection of S. Townline Road and Van Tyle Road for an estimated $1,095,813 with a TOR (Time-Of-Return) of 2.71 Years. OHM has begun to prepare a supplemental for design engineering for your approval. 2029 Construction

Future Project Opportunities:

FY 2028 Call for Safety Projects:

- **S Old 27 at Otsego Lake Rd, Bagley Twp – *This application was not selected.*** The application was received for this proposed signal upgrade project at the intersection of S. Old US-27 and N. Otsego Lake Drive. The existing signal is a span wire signal with the OCRC proposing to upgrade to a box span signal. Due to the intersection skew, drivers may have trouble identifying the signal head for their lane and upgrading the signal will assist drivers identifying the signal for their travel lane. This upgrade will likely help reduce the potential for angle and rear-end crashes at the intersection. The project is estimated at $307,690 with a TOR (Time-Of-Return) of 11.96 Years. If selected, Federal funds are limited to a maximum of $750,000 per project.

MDOT News:

MDOT Federal-Aid Buyout Program – MDOT closed the call early, September 30th, ahead of its deadline of October 6th, as the $45 million threshold was reached.

Payroll Gross for P/R of 10/1/2026

PR #20

9/28/2026

9/12/2026 to 9/25/2026

Emp Nbr	and Name	Regular Hours	Total Hours	Gross Amt
264	Huff III,Russell	0.00	0.00	$500.00
277	Fox,David	80.00	80.00	$3,033.60
280	Kwapis,Earl	0.00	0.00	$500.00
284	Kwapis Jr.,Stanley	0.00	0.00	$500.00
287	Myers,Joseph	80.00	80.00	$2,096.00
294	Mench,Steven	80.00	80.00	$3,033.60
295	Boughner,Alan	80.00	80.00	$2,096.00
299	Hinton,Justin	80.00	80.00	$2,096.00
303	Coughlin Jr.,Thomas	80.00	80.00	$2,096.00
307	Stiles,William	80.00	80.00	$2,096.00
308	Wcisel,David	80.00	80.00	$2,096.00
314	Kucharek,Joseph	80.00	82.00	$2,407.26
316	Jones,Tianne	80.00	80.00	$2,244.00
317	Mitchell Jr.,Dennis	80.00	80.00	$2,596.00
318	Huff,Troy	0.00	0.00	$409.09
321	Tracey,Benjamin	80.00	80.00	$2,300.00
323	Falkenhagen,Robert	80.00	83.00	$2,213.90
326	Heinz,Kathy	0.00	0.00	$363.64
327	Garlock,Cody	80.00	80.00	$2,096.00
328	Harrier,Kirk	80.00	80.00	$4,221.60
329	Gordon,Lukas	0.00	0.00	$363.64
331	Boettner,Cary	80.00	80.00	$2,220.00
335	Pettis,Charles	80.00	80.00	$1,916.00
336	Hilmert,Rebecca	80.00	80.00	$2,775.20
337	Johnson,Zachary	80.00	80.00	$2,096.00
338	Coady,Patrick	80.00	80.00	$2,096.00
342	Alexander,Alexis	80.00	80.00	$2,096.00
344	Mayle,Michael	80.00	80.00	$2,096.00
346	Ford,Logan	80.00	80.00	$2,596.00
347	Joyce,Caleb	80.00	80.00	$2,096.00
348	Huff,Justin	80.00	80.00	$2,096.00
349	Mathers,Andrew	80.00	80.00	$2,096.00
350	Camiller,James	0.00	0.00	$363.64
352	O'Rourke,Michael	80.00	80.00	$2,096.00
353	Carpenter,Amber	80.00	80.00	$2,096.00
354	Anderson,Drew	80.00	80.00	$2,596.00
355	Hallenbeck,Kyle	80.00	80.00	$2,220.00
357	Dipzinski,Michael	80.00	83.00	$2,957.50
358	Forrester,Kasi	80.00	80.00	$2,846.40
359	Wagar,Thomas	0.00	0.00	$363.64
360	Kilmer,Alexander	73.50	73.50	$1,925.70
361	Keskine,Austin	80.00	80.00	$2,096.00
363	Pedigo,Jason	40.00	40.00	$1,048.00
903	BANK,HORIZON	0.00	0.00	$6,313.37
	Total of Employee checks:	**2,753.50**	**2,761.50**	**$90,459.78**

Gross Pay by Fund:

	Total
201	90,459.78
Total	90,459.78

Approved: October 6, 2026

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Troy Huff, Chairman

Payroll Gross for P/R of 10/15/2026

PR #21

10/12/2026

9/26/2026 to 10/9/2026

Emp Nbr	and Name	Regular Hours	Total Hours	Gross Amt
277	Fox,David	80.00	80.00	$3,033.60
287	Myers,Joseph	80.00	80.00	$2,096.00
294	Mench,Steven	80.00	85.00	$3,318.00
295	Boughner,Alan	88.00	91.00	$2,423.50
299	Hinton,Justin	80.00	80.00	$2,096.00
303	Coughlin Jr.,Thomas	80.00	80.00	$2,096.00
307	Stiles,William	80.00	80.00	$2,096.00
308	Wcisel,David	88.00	88.00	$2,305.60
314	Kucharek,Joseph	80.00	82.00	$2,405.26
316	Jones,Tianne	80.00	80.00	$2,244.03
317	Mitchell Jr.,Dennis	80.00	80.00	$2,096.00
318	Huff,Troy	0.00	0.00	$409.09
321	Tracey,Benjamin	80.00	80.00	$2,300.01
323	Falkenhagen,Robert	80.00	80.00	$2,096.00
326	Heinz,Kathy	0.00	0.00	$363.64
327	Garlock,Cody	80.00	80.00	$2,096.00
328	Harrier,Kirk	80.00	80.00	$4,221.61
329	Gordon,Lukas	0.00	0.00	$363.64
331	Boettner,Cary	80.00	80.00	$2,220.00
335	Pettis,Charles	80.00	80.00	$1,916.00
336	Hilmert,Rebecca	80.00	80.00	$2,775.20
337	Johnson,Zachary	80.00	80.00	$2,096.00
338	Coady,Patrick	80.00	80.00	$2,096.00
342	Alexander,Alexis	80.00	80.00	$2,096.00
344	Mayle,Michael	80.00	80.00	$2,096.00
346	Ford,Logan	80.00	80.00	$2,096.00
347	Joyce,Caleb	80.00	80.00	$2,096.00
348	Huff,Justin	80.00	80.00	$2,096.00
349	Mathers,Andrew	80.00	80.00	$2,096.00
350	Camiller,James	0.00	0.00	$363.64
352	O'Rourke,Michael	80.00	80.00	$2,096.00
353	Carpenter,Amber	80.00	80.00	$2,096.00
354	Anderson,Drew	80.00	80.00	$2,096.00
355	Hallenbeck,Kyle	80.00	80.00	$2,220.00
357	Dipzinski,Michael	80.00	80.00	$2,800.00
358	Forrester,Kasi	80.00	80.00	$2,846.40
359	Wagar,Thomas	0.00	0.00	$363.64
360	Kilmer,Alexander	80.00	80.00	$2,096.00
361	Keskine,Austin	80.00	80.00	$2,096.00
363	Pedigo,Jason	80.00	80.00	$2,096.00
903	BANK,HORIZON	0.00	0.00	$6,203.49
	Total of Employee checks:	**2,816.00**	**2,826.00**	**$89,112.35**

Gross Pay by Fund:

	Total
201	89,112.35
Total	89,112.35

Approved: November 12, 2026

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Troy Huff, Chairman

Payroll Gross for P/R of 10/29/2026

PR #22

10/27/2026

10/10/2026 to 10/23/2026

Emp Nbr	and Name	Regular Hours	Total Hours	Gross Amt
277	Fox,David	80.00	85.00	$3,318.00
287	Myers,Joseph	80.00	80.50	$2,115.65
294	Mench,Steven	80.00	88.50	$3,517.08
295	Boughner,Alan	80.00	99.00	$2,842.70
299	Hinton,Justin	80.00	80.00	$2,096.00
303	Coughlin Jr.,Thomas	80.00	80.00	$2,096.00
307	Stiles,William	80.00	95.00	$2,685.50
308	Wcisel,David	80.00	95.00	$2,685.50
314	Kucharek,Joseph	80.00	81.00	$2,352.63
316	Jones,Tianne	80.00	80.00	$2,244.02
317	Mitchell Jr.,Dennis	80.00	80.50	$2,115.65
318	Huff,Troy	0.00	0.00	$409.09
321	Tracey,Benjamin	80.00	80.00	$2,300.00
323	Falkenhagen,Robert	80.00	80.00	$2,096.00
326	Heinz,Kathy	0.00	0.00	$363.64
327	Garlock,Cody	80.00	80.00	$2,096.00
328	Harrier,Kirk	80.00	80.00	$4,221.62
329	Gordon,Lukas	0.00	0.00	$363.64
331	Boettner,Cary	80.00	80.00	$2,220.00
335	Pettis,Charles	80.00	80.00	$1,916.00
336	Hilmert,Rebecca	80.00	80.00	$2,775.20
337	Johnson,Zachary	80.00	95.00	$2,685.50
338	Coady,Patrick	80.00	95.00	$2,685.50
342	Alexander,Alexis	80.00	80.00	$2,096.00
344	Mayle,Michael	80.00	80.00	$2,096.00
346	Ford,Logan	80.00	90.00	$2,489.00
347	Joyce,Caleb	80.00	90.00	$2,489.00
348	Huff,Justin	80.00	80.00	$2,096.00
349	Mathers,Andrew	80.00	80.00	$2,096.00
350	Camiller,James	0.00	0.00	$363.64
352	O'Rourke,Michael	80.00	90.00	$2,489.00
353	Carpenter,Amber	80.00	90.00	$2,489.00
354	Anderson,Drew	80.00	80.00	$2,096.00
355	Hallenbeck,Kyle	80.00	80.00	$2,220.00
357	Dipzinski,Michael	80.00	83.00	$2,957.50
358	Forrester,Kasi	80.00	80.00	$2,846.40
359	Wagar,Thomas	0.00	0.00	$363.64
360	Kilmer,Alexander	80.00	80.00	$2,096.00
361	Keskine,Austin	80.00	80.00	$2,096.00
363	Pedigo,Jason	80.00	80.00	$2,096.00
903	BANK,HORIZON	0.00	0.00	$6,564.50
	Total of Employee checks:	**2,800.00**	**2,937.50**	**$94,240.60**

Gross Pay by Fund:

	Total
201	94,240.60
Total	94,240.60

Approved: November 12, 2026

Troy Huff, Chairman

Payables Prepay Report

10-28-2026 Utilities/Insurance

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pay
Payment Type: ACH					
Vendor: HENNLESP: Henn Lesperance PLC					
16732	10/14/2026	Attorney Fees	20,807.80	0.00	20,807.80
Vendor Totals:			**20,807.80**	**0.00**	**20,807.80**
Vendor: MUTOMA: Mutual of Omaha					
002262629919	10/19/2026	L/ADD/STD/LTD	3,654.94	0.00	3,654.94
Vendor Totals:			**3,654.94**	**0.00**	**3,654.94**
Vendor: OCRC: Otsego County Road Commission					
10/13/26-10/19/2	10/18/2026	HRA Reimbursement	3,794.36	0.00	3,794.36
10/20/26-10/26/2	10/25/2026	HRA Reimbursement	836.98	0.00	836.98
Vendor Totals:			**4,631.34**	**0.00**	**4,631.34**
Vendor: SCANSOUR: ScanSource, Inc.					
5500026257	10/20/2026	Telephone	389.67	0.00	389.67
Vendor Totals:			**389.67**	**0.00**	**389.67**
ACH Grand Totals:		**4 ACH Vendors**	**29,483.75**	**0.00**	**29,483.75**
Payment Type: EFTP					
Vendor: ATTMOBIL: AT&T Mobility					
287318351177X	10/6/2026	Foreman Phones, GPS	1,091.95	0.00	1,091.95
287339252526X	10/6/2026	iPads	44.32	0.00	44.32
Vendor Totals:			**1,136.27**	**0.00**	**1,136.27**
EFTP Grand Totals:		**1 EFTP Vendors**	**1,136.27**	**0.00**	**1,136.27**
Payment Type: Checks					
Vendor: BCN: Blue Care Network of MI					
Check Nbr: 622084					
262830020968	10/9/2026	Health Insurance	54,567.71	0.00	54,567.71
Check Totals:			**54,567.71**	**0.00**	**54,567.71**
Vendor: BURNHAM: Burnham & Flower					
Check Nbr: 622085					
BFG-1868229	10/20/2026	HRA Administration	30.00	0.00	30.00
Check Totals:			**30.00**	**0.00**	**30.00**
Vendor: CITYOFGA: City of Gaylord					
Check Nbr: 622086					
MCCO-000669-(	10/16/2026	Water/Sewer	60.03	0.00	60.03
Check Totals:			**60.03**	**0.00**	**60.03**
Vendor: CONSUME: Consumers Energy					
Check Nbr: 622087					
205548240614	10/20/2026	Electricity	2,207.20	0.00	2,207.20
Check Totals:			**2,207.20**	**0.00**	**2,207.20**
Vendor: DELTADEN: Delta Dental					
Check Nbr: 622088					
RIS0007294591	11/1/2026	Dental Insurance	3,606.52	0.00	3,606.52
Check Totals:			**3,606.52**	**0.00**	**3,606.52**
Vendor: DTEENERG: DTE Energy					
Check Nbr: 622089					
9100 208 4696 (	10/26/2026	Heating Fuel	626.75	0.00	626.75
Check Totals:			**626.75**	**0.00**	**626.75**

Payables Prepay Report

10-28-2026 Utilities/Insurance

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pay
Vendor: GREATLA: Great Lakes Energy					
Check Nbr: 622090					
100269003	10/16/2026	Light @ Krys/McCoy	61.51	0.00	61.51
Check Totals:			**61.51**	**0.00**	**61.51**
Vendor: HUMAN: Humana Insurance Co.					
Check Nbr: 622091					
692915207	10/14/2026	Retiree Healthcare	9,970.52	0.00	9,970.52
Check Totals:			**9,970.52**	**0.00**	**9,970.52**
Vendor: RCRC: Roscommon County Road Commission					
Check Nbr: 622092					
10272026 Lunch	10/27/2026	Lunch for Training	80.00	0.00	80.00
Check Totals:			**80.00**	**0.00**	**80.00**
Vendor: SHINECLE: Shine Cleaning Service Inc.					
Check Nbr: 622093					
1497	10/1/2026	Rest Area Cleaning	11,479.14	0.00	11,479.14
Check Totals:			**11,479.14**	**0.00**	**11,479.14**
Vendor: STATE6: State of Michigan MDOT					
Check Nbr: 622094					
CARE1591REIM	10/4/2026	221959CON/222069CON	21,134.75	0.00	21,134.75
Check Totals:			**21,134.75**	**0.00**	**21,134.75**
Checks Grand Totals:		**11 Checks**	**103,824.13**	**0.00**	**103,824.13**
Grand Totals:		**16 ACH Vendors/EFTP Vendors/Che**	**134,444.15**	**0.00**	**134,444.15**

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11-12-2026 Board Pay

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pay
Payment Type: ACH					
Vendor: AIRGAS: AIRGAS USA, LLC					
5527610115	9/30/2026	Welding Supply	15.20	0.00	15.20
Vendor Totals:			**15.20**	**0.00**	**15.20**
Vendor: ALMA: Alma Tire Service, Inc.					
517025044	11/5/2026	Trailer Tires	716.00	0.00	716.00
Vendor Totals:			**716.00**	**0.00**	**716.00**
Vendor: ALTAEQUI: Alta Equipment Company					
SP2/185926	10/7/2026	Hand Rail, Washer Reservoir	508.62	0.00	508.62
Vendor Totals:			**508.62**	**0.00**	**508.62**
Vendor: BLACKRIV: Black River Auto Glass					
10555	10/11/2026	Windshields	520.00	0.00	520.00
10556	10/11/2026	Windshield Install	100.00	0.00	100.00
Vendor Totals:			**620.00**	**0.00**	**620.00**
Vendor: CINTAS: Cintas Corporation #729					
4285598477	10/14/2026	Uniforms, Floor Mats	104.81	0.00	104.81
4286374381	10/21/2026	Uniforms, Floor Mats	104.39	0.00	104.39
4287121730	10/28/2026	Uniforms, Floor Mats	100.43	0.00	100.43
4287900599	11/4/2026	Uniforms, Floor Mats	100.43	0.00	100.43
Vendor Totals:			**410.06**	**0.00**	**410.06**
Vendor: DORNBOS: Dornbos Sign, Inc.					
INV88743	10/16/2026	Signs	119.29	0.00	119.29
INV88774	10/21/2026	Airport Road Signs	285.00	0.00	285.00
INV88838	10/21/2026	Road Sign	174.94	0.00	174.94
INV88943	10/29/2026	Sign Backing Plates	477.00	0.00	477.00
Vendor Totals:			**1,056.23**	**0.00**	**1,056.23**
Vendor: ELECTRIC: Electrical Terminal Service, Inc.					
2889732-00	10/8/2026	Wire	337.61	0.00	337.61
Vendor Totals:			**337.61**	**0.00**	**337.61**
Vendor: FEDERALF: Federal Fluid Power, Inc.					
163906	11/5/2026	Power Washer Hoses	390.48	0.00	390.48
Vendor Totals:			**390.48**	**0.00**	**390.48**
Vendor: GAYLORDM: Gaylord Machine & Fabrication, LLC					
1286-18782	8/31/2026	Steel	91.37	0.00	91.37
1286-19021	10/26/2026	Steel	77.42	0.00	77.42
Vendor Totals:			**168.79**	**0.00**	**168.79**
Vendor: GFLNA1: GFL Environmental					
LQ3839213	11/5/2026	Waste Water Disposal	1,991.25	0.00	1,991.25
Vendor Totals:			**1,991.25**	**0.00**	**1,991.25**
Vendor: HIGHLAND: Highland Supply, Inc.					
INV150891	10/16/2026	Janitorial Supply	352.84	0.00	352.84
Vendor Totals:			**352.84**	**0.00**	**352.84**
Vendor: J&HFAMIL: Exit 76 Corporation					
CP002028	10/31/2026	Fuel	37,559.24	0.00	37,559.24
Vendor Totals:			**37,559.24**	**0.00**	**37,559.24**

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pay
Vendor: LEWISTON: Lewiston Sand & Gravel					
40371	10/31/2026	23A Gravel	6,231.91	0.00	6,231.91
Vendor Totals:			**6,231.91**	**0.00**	**6,231.91**
Vendor: MIDSTATE: Mid-States Bolt & Screw Co.					
33179397	10/14/2026	Bin Stock	24.50	0.00	24.50
Vendor Totals:			**24.50**	**0.00**	**24.50**
Vendor: NORTHERN: Northern Energy, Inc.					
118580	10/13/2026	Engine Oil	7,820.40	0.00	7,820.40
123131	10/19/2026	Engine Oil	176.34	0.00	176.34
123736	11/3/2026	Engine Oil	390.00	0.00	390.00
Vendor Totals:			**8,386.74**	**0.00**	**8,386.74**
Vendor: OCRC: Otsego County Road Commission					
10/27/26-11/2/26	11/1/2026	HRA Reimbursement	837.09	0.00	837.09
Vendor Totals:			**837.09**	**0.00**	**837.09**
Vendor: OHMADV: OHM ADVISORS					
110007	10/27/2026	Engineering	14,271.00	0.00	14,271.00
110008	10/27/2026	Engineering	1,146.50	0.00	1,146.50
110009	10/27/2026	Engineering	33,509.50	0.00	33,509.50
110010	10/27/2026	Engineering	1,254.50	0.00	1,254.50
110011	10/27/2026	Engineering	7,452.00	0.00	7,452.00
110012	10/27/2026	Engineering	5,886.00	0.00	5,886.00
110013	10/27/2026	Engineering	18,562.25	0.00	18,562.25
Vendor Totals:			**82,081.75**	**0.00**	**82,081.75**
Vendor: PAYDOL: PAYNE & DOLAN, INC.					
10-00073628	10/15/2026	Pothole Patch	3,831.47	0.00	3,831.47
10-00074322	10/22/2026	Pothole Patch	2,363.59	0.00	2,363.59
10-00074947	10/29/2026	Pothole Patch	3,953.28	0.00	3,953.28
Vendor Totals:			**10,148.34**	**0.00**	**10,148.34**
Vendor: RIERIL: RIETH-RILEY CONSTRUCTION CO., INC.					
5316010	10/5/2026	Pothole Patch	248.50	0.00	248.50
5316015	10/6/2026	Pothole Patch	90.17	0.00	90.17
793315	10/27/2026	Mt. Frederick Road	336,114.54	0.00	336,114.54
Vendor Totals:			**336,453.21**	**0.00**	**336,453.21**
Vendor: RONAUT: RONS AUTO & WRECKER					
164329	11/4/2026	Towing	620.00	0.00	620.00
164419	10/16/2026	Towing	138.50	0.00	138.50
Vendor Totals:			**758.50**	**0.00**	**758.50**
Vendor: SCIBRA: SCIENTIFIC BRAKE & EQUIP.					
0202166602	10/26/2026	Air Drain Valves	107.00	0.00	107.00
0202167757	10/13/2026	Hose Wrap	246.84	0.00	246.84
0202168192	10/15/2026	Suspension Parts	193.12	0.00	193.12
0202168227	10/19/2026	Suspension Parts	110.20	0.00	110.20
Vendor Totals:			**657.16**	**0.00**	**657.16**
Vendor: SHINECLE: Shine Cleaning Service Inc.					
00001528	11/1/2026	Rest Area Cleaning	11,479.14	0.00	11,479.14
Vendor Totals:			**11,479.14**	**0.00**	**11,479.14**

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pay
Vendor: STAPLES1: Staples					
7011665767	10/8/2026	Office Supply	84.85	0.00	84.85
Vendor Totals:			**84.85**	**0.00**	**84.85**
Vendor: STOOPS: Stoops Western Star of Michigan					
X317001299:02	10/6/2026	Exhaust Pipe	386.39	0.00	386.39
X317001400:03	10/16/2026	Camshaft Bracket	355.13	0.00	355.13
X317002154:01	10/15/2026	Steering Knuckle	891.63	0.00	891.63
X317002184:01	10/13/2026	Core Credit	-625.00	0.00	-625.00
X317002185:01	10/13/2026	Core Credit	-750.00	0.00	-750.00
X317002214:01	10/16/2026	Valve Bank	537.29	0.00	537.29
X317002266:01	10/21/2026	Coolant Line	50.22	0.00	50.22
X317002346:01	10/28/2026	Air Fittings	29.76	0.00	29.76
X317002389:01	10/29/2026	Emission Sensors	312.17	0.00	312.17
X317002393:01	11/5/2026	ABS Air Valve	642.14	0.00	642.14
X317002401:01	11/2/2026	Air Fitting Plugs	7.36	0.00	7.36
X317002468:01	11/5/2026	Filters	179.02	0.00	179.02
Vendor Totals:			**2,016.11**	**0.00**	**2,016.11**
Vendor: TRUTRA: TRUCK & TRAILER SPECIALTIES					
BSO031757	10/8/2026	Plow Parts	293.10	0.00	293.10
BSO032034	10/23/2026	Bin Stock	13.40	0.00	13.40
Vendor Totals:			**306.50**	**0.00**	**306.50**
Vendor: VALTRU: VALLEY TRUCK PARTS, INC.					
3-1232280	10/29/2026	Driveline Parts	31.38	0.00	31.38
Vendor Totals:			**31.38**	**0.00**	**31.38**
Vendor: WILAUT: WILBER AUTOMOTIVE					
405873	10/13/2026	Light Socket	19.78	0.00	19.78
406305	10/16/2026	Thermostat	18.96	0.00	18.96
406630	10/20/2026	Bin Stock	3.91	0.00	3.91
406830	10/22/2026	Wire & Battery	60.87	0.00	60.87
407313	10/28/2026	Air Hose Fitting & Couplers	180.79	0.00	180.79
407423	10/29/2026	Heater Core	96.47	0.00	96.47
407942	11/4/2026	Filters	145.05	0.00	145.05
408067	11/5/2026	Battery Switch & Solenoid	87.19	0.00	87.19
408069	11/5/2026	Light Plug & Filters	49.97	0.00	49.97
Vendor Totals:			**662.99**	**0.00**	**662.99**
ACH Grand Totals:		**27 ACH Vendors**	**504,286.49**	**0.00**	**504,286.49**
Payment Type: EFTP					
Vendor: FIRSTB: First National Bank of Omaha					
1408	10/28/2026	D. Fox	655.81	0.00	655.81
203323600587	10/31/2026	TL @ W Otsego Lake Dr	55.19	0.00	55.19
5602	10/28/2026	K. Harrier	26.53	0.00	26.53
9809	10/28/2026	S. Mench	35.46	0.00	35.46
Vendor Totals:			**772.99**	**0.00**	**772.99**
Vendor: MARATHON: WEX BANK					
116180008	10/31/2026	Fuel	5,938.17	0.00	5,938.17
Vendor Totals:			**5,938.17**	**0.00**	**5,938.17**

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pay
Vendor: MERS: MERS of Michigan					
00184624-7	10/31/2026	Retirement	78,224.96	0.00	78,224.96
Vendor Totals:			**78,224.96**	**0.00**	**78,224.96**
EFTP Grand Totals:		**3 EFTP Vendors**	**84,936.12**	**0.00**	**84,936.12**
Payment Type: Checks					
Vendor: ADVANCEE: Advance Electric					
Check Nbr: 622095					
438007	10/14/2026	Light Bulb	74.45	0.00	74.45
438259	10/27/2026	Light Switch	30.52	0.00	30.52
61669-01	10/26/2026	Outside Light Parts	57.51	0.00	57.51
Check Totals:			**162.48**	**0.00**	**162.48**
Vendor: APPLIEDI: Applied Industrial Technologies					
Check Nbr: 622096					
7035469326	9/29/2026	Cutting Fluid	231.28	0.00	231.28
Check Totals:			**231.28**	**0.00**	**231.28**
Vendor: AUTOZONE: AutoZone, Inc.					
Check Nbr: 622097					
02278683798	10/13/2026	Oil Dry	119.85	0.00	119.85
Check Totals:			**119.85**	**0.00**	**119.85**
Vendor: BASESAND: Base Sand and Gravel					
Check Nbr: 622098					
17962	11/1/2026	Ice Control Sand	31,119.00	0.00	31,119.00
Check Totals:			**31,119.00**	**0.00**	**31,119.00**
Vendor: CUMMINSI: Cummins Inc					
Check Nbr: 622099					
S1-261016016	10/12/2026	Software	860.00	0.00	860.00
Check Totals:			**860.00**	**0.00**	**860.00**
Vendor: ELMIRAHE: ELMIRA OCCUPATIONAL HEALTH & MEDICINE					
Check Nbr: 622100					
00257788-00	10/23/2026	DOT Physicals	220.00	0.00	220.00
00258092-00	10/31/2026	DOT Physical	110.00	0.00	110.00
Check Totals:			**330.00**	**0.00**	**330.00**
Vendor: FLINTNEW: Flint New Holland, Inc.					
Check Nbr: 622101					
IF27778	10/12/2026	Boom Mower Bearing & Pin	260.68	0.00	260.68
IF27830	10/16/2026	Boom Mower Parts	113.28	0.00	113.28
Check Totals:			**373.96**	**0.00**	**373.96**
Vendor: GINOPHIL: Ginop Sales, Inc.					
Check Nbr: 622102					
AP04251	10/16/2026	Mower Parts	2,835.30	0.00	2,835.30
HP65856	10/21/2026	Mower Parts	2,766.39	0.00	2,766.39
Check Totals:			**5,601.69**	**0.00**	**5,601.69**
Vendor: HUTSON: Hutson, Inc.					
Check Nbr: 622103					
11446947	10/16/2026	Shipping on Parts	40.80	0.00	40.80
11449598	10/20/2026	Headlight Lamps, Heater Hose	150.60	0.00	150.60

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pay
Check Totals:			**191.40**	**0.00**	**191.40**
Vendor: KKSYSTEM: K & K Systems, Inc.					
Check Nbr: 622104					
31836	11/2/2026	Arrow Board Controller	363.69	0.00	363.69
Check Totals:			**363.69**	**0.00**	**363.69**
Vendor: KMINTERN: KM International					
Check Nbr: 622105					
35509	10/13/2026	Patch Trailer Parts	1,203.60	0.00	1,203.60
Check Totals:			**1,203.60**	**0.00**	**1,203.60**
Vendor: LARAMD: Michigan Department of Licensing & Regulatory Affairs					
Check Nbr: 622106					
BLR523264	10/15/2026	Boiler Inspection	160.00	0.00	160.00
Check Totals:			**160.00**	**0.00**	**160.00**
Vendor: LAWSONPR: Lawson Products, Inc.					
Check Nbr: 622107					
9313883371	10/14/2026	Bin Stock	149.64	0.00	149.64
Check Totals:			**149.64**	**0.00**	**149.64**
Vendor: LITGUYS: Little Guys Trash Co.					
Check Nbr: 622108					
2610278836766	11/1/2026	Litter Pickup	235.00	0.00	235.00
Check Totals:			**235.00**	**0.00**	**235.00**
Vendor: MARCOR: Marcor Technologies, LLC					
Check Nbr: 622109					
62627	10/19/2026	iCloud Storage	48.96	0.00	48.96
62647	10/19/2026	iCloud Storage	49.24	0.00	49.24
62667	10/21/2026	iCloud Storage	49.18	0.00	49.18
Check Totals:			**147.38**	**0.00**	**147.38**
Vendor: MIKENWOR: Michigan Kenworth, LLC					
Check Nbr: 622110					
022P210949	10/14/2026	Water Pump	581.64	0.00	581.64
022P211023	10/15/2026	Core Credit	-110.05	0.00	-110.05
022P211024	10/16/2026	Misc. Fluids	127.38	0.00	127.38
022P211942	11/6/2026	Door Seal	283.91	0.00	283.91
Check Totals:			**882.88**	**0.00**	**882.88**
Vendor: PETTY: Road Commission Petty Cash					
Check Nbr: 622111					
10-31-2026	10/31/2026	Mailbox Claims	65.00	0.00	65.00
Check Totals:			**65.00**	**0.00**	**65.00**
Vendor: STAELE: STANDARD ELECTRIC CO.					
Check Nbr: 622112					
S000457212.00'	10/6/2026	Thermostat	44.73	0.00	44.73
S000473277.00'	10/15/2026	Thermostat	33.46	0.00	33.46
S000476275.00'	10/21/2026	Pad Heater Parts	450.73	0.00	450.73
S000483726.00'	10/22/2026	Heater Parts	23.19	0.00	23.19
Check Totals:			**552.11**	**0.00**	**552.11**

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pay
Vendor: WELLERTR: Weller Truck Parts					
Check Nbr: 622113					
403812115	10/6/2026	Transmission	4,350.31	0.00	4,350.31
403824826	10/16/2026	Driveline Parts	12.81	0.00	12.81
Check Totals:			**4,363.12**	**0.00**	**4,363.12**
Vendor: ZAREQU: ZAREMBA EQUIPMENT, INC.					
Check Nbr: 622114					
210458S	10/15/2026	Engine Oil Seal	284.79	0.00	284.79
210998S	11/5/2026	Clutch Linkage	181.21	0.00	181.21
Check Totals:			**466.00**	**0.00**	**466.00**
Checks Grand Totals:		**20 Checks**	**47,578.08**	**0.00**	**47,578.08**
Grand Totals:		**50 ACH Vendors/EFTP Vendors/Che**	**636,800.69**	**0.00**	**636,800.69**

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Check Nbr	Check Date	Vendor Name	Net Amount
Automated Clearing House Payments			
ACH	10/13/2026	AIRGAS USA, LLC	15.20
ACH	10/13/2026	AIS Construction/Interstate Billing Service	211.88
ACH	10/13/2026	Alma Tire Service, Inc.	65.90
ACH	10/13/2026	Alma Tire Service, Inc.	214.30
ACH	10/13/2026	Alma Tire Service, Inc.	232.00
ACH	10/13/2026	Alma Tire Service, Inc.	161.26
ACH	10/13/2026	Alma Tire Service, Inc.	498.84
ACH	10/13/2026	Alma Tire Service, Inc.	230.59
ACH	10/13/2026	Charter Communications	150.00
ACH	10/13/2026	Cintas Corporation #729	100.43
ACH	10/13/2026	Cintas Corporation #729	106.24
ACH	10/13/2026	Cintas Corporation #729	106.30
ACH	10/13/2026	Cintas Corporation #729	108.74
ACH	10/13/2026	Cintas Corporation #729	100.90
ACH	10/13/2026	Cintas Corporation #729	100.90
ACH	10/13/2026	Dornbos Sign, Inc.	45.76
ACH	10/13/2026	Dornbos Sign, Inc.	172.80
ACH	10/13/2026	Dornbos Sign, Inc.	69.75
ACH	10/13/2026	Federal Fluid Power, Inc.	60.18
ACH	10/13/2026	Federal Fluid Power, Inc.	16.18
ACH	10/13/2026	Federal Fluid Power, Inc.	108.70
ACH	10/13/2026	Federal Fluid Power, Inc.	179.15
ACH	10/13/2026	Federal Fluid Power, Inc.	36.48
ACH	10/13/2026	Federal Fluid Power, Inc.	127.88
ACH	10/13/2026	Gaylord Machine & Fabrication, LLC	203.90
ACH	10/28/2026	Henn Lesperance PLC	20,807.80
ACH	10/13/2026	Exit 76 Corporation	38,117.41
ACH	10/13/2026	Lewiston Sand & Gravel	28,722.79
ACH	10/13/2026	Michigan CAT	953.76
ACH	10/13/2026	Mid-States Bolt & Screw Co.	18.95
ACH	10/13/2026	Mid-States Bolt & Screw Co.	0.42
ACH	10/13/2026	Mid-States Bolt & Screw Co.	1.68
ACH	10/13/2026	Mid-States Bolt & Screw Co.	14.34
ACH	10/13/2026	Mid-States Bolt & Screw Co.	66.60
ACH	10/13/2026	Mid-States Bolt & Screw Co.	260.78
ACH	10/13/2026	Mid-States Bolt & Screw Co.	4.42
ACH	10/13/2026	Mid-States Bolt & Screw Co.	980.79
ACH	10/13/2026	Mid-States Bolt & Screw Co.	460.33
ACH	10/13/2026	Mid-States Bolt & Screw Co.	734.99
ACH	10/13/2026	Mid-States Bolt & Screw Co.	14.61
ACH	10/13/2026	Mid-States Bolt & Screw Co.	242.52
ACH	10/28/2026	Mutual of Omaha	3,654.94
ACH	10/13/2026	Otsego County Road Commission	70.00
ACH	10/13/2026	Otsego County Road Commission	494.88
ACH	10/13/2026	Otsego County Road Commission	3,191.70

Check Nbr	Check Date	Vendor Name	Net Amount
ACH	10/28/2026	Otsego County Road Commission	836.98
ACH	10/28/2026	Otsego County Road Commission	3,794.36
ACH	10/13/2026	OHM ADVISORS	2,340.00
ACH	10/13/2026	OHM ADVISORS	3,313.25
ACH	10/13/2026	OHM ADVISORS	8,007.25
ACH	10/13/2026	OHM ADVISORS	798.25
ACH	10/13/2026	OHM ADVISORS	41,976.00
ACH	10/13/2026	OHM ADVISORS	4,008.00
ACH	10/13/2026	OHM ADVISORS	13,483.50
ACH	10/13/2026	PAYNE & DOLAN, INC.	3,100.32
ACH	10/13/2026	PAYNE & DOLAN, INC.	4,268.60
ACH	10/13/2026	PAYNE & DOLAN, INC.	4,954.60
ACH	10/13/2026	PAYNE & DOLAN, INC.	5,276.64
ACH	10/13/2026	PAYNE & DOLAN, INC.	5,723.20
ACH	10/13/2026	PAYNE & DOLAN, INC.	5,334.00
ACH	10/13/2026	PAYNE & DOLAN, INC.	578.76
ACH	10/13/2026	Prein & Newhof	14,777.25
ACH	10/13/2026	Prein & Newhof	29,959.50
ACH	10/13/2026	RIETH-RILEY CONSTRUCTION CO., INC.	119.28
ACH	10/13/2026	RIETH-RILEY CONSTRUCTION CO., INC.	1,954.37
ACH	10/13/2026	RIETH-RILEY CONSTRUCTION CO., INC.	536.05
ACH	10/13/2026	RIETH-RILEY CONSTRUCTION CO., INC.	713,326.68
ACH	10/28/2026	ScanSource, Inc.	389.67
ACH	10/13/2026	SCIENTIFIC BRAKE & EQUIP.	1.83
ACH	10/13/2026	SCIENTIFIC BRAKE & EQUIP.	68.52
ACH	10/13/2026	SCIENTIFIC BRAKE & EQUIP.	80.37
ACH	10/13/2026	SCIENTIFIC BRAKE & EQUIP.	242.56
ACH	10/13/2026	SCIENTIFIC BRAKE & EQUIP.	125.46
ACH	10/13/2026	SCIENTIFIC BRAKE & EQUIP.	449.21
ACH	10/13/2026	SCIENTIFIC BRAKE & EQUIP.	286.32
ACH	10/13/2026	Staples	113.29
ACH	10/13/2026	Staples	202.91
ACH	10/13/2026	Staples	15.94
ACH	10/13/2026	Stoops Western Star of Michigan	517.50
ACH	10/13/2026	Stoops Western Star of Michigan	520.50
ACH	10/13/2026	Stoops Western Star of Michigan	569.40
ACH	10/13/2026	Stoops Western Star of Michigan	21.15
ACH	10/13/2026	Stoops Western Star of Michigan	(21.15)
ACH	10/13/2026	TRUCK & TRAILER SPECIALTIES	195,628.05
ACH	10/13/2026	VALLEY TRUCK PARTS, INC.	160.61
ACH	10/13/2026	WILBER AUTOMOTIVE	50.24
ACH	10/13/2026	WILBER AUTOMOTIVE	23.51
ACH	10/13/2026	WILBER AUTOMOTIVE	543.86
ACH	10/13/2026	WILBER AUTOMOTIVE	8.70
ACH	10/13/2026	WILBER AUTOMOTIVE	8.32
ACH	10/13/2026	WILBER AUTOMOTIVE	468.46

Check Nbr	Check Date	Vendor Name		Net Amount
ACH	10/13/2026	WILBER AUTOMOTIVE		261.13
Automated Clearing House Payments Totals:			**1 Payments Listed**	**1,171,441.17**
Electronic Funds Transfer Payments				
EFTP	10/28/2026	AT&T Mobility		44.32
EFTP	10/28/2026	AT&T Mobility		1,091.95
EFTP	10/13/2026	First National Bank of Omaha		912.18
EFTP	10/13/2026	First National Bank of Omaha		123.68
EFTP	10/13/2026	First National Bank of Omaha		1,813.65
EFTP	10/13/2026	First National Bank of Omaha		10.20
EFTP	10/13/2026	First National Bank of Omaha		15.00
EFTP	10/13/2026	WEX BANK		1,525.10
EFTP	10/13/2026	MERS of Michigan		75,788.85
Electronic Funds Transfer Payments Totals:			**9 Payments Listed**	**81,324.93**
Regular Checks Payments				
622056	10/13/2026	Action Traffic Maintenance Inc.		3,740.40
622057	10/13/2026	Applied Industrial Technologies		448.39
622058	10/13/2026	Builders First Source		168.96
622059	10/13/2026	City of Gaylord		57.41
622060	10/13/2026	Compass Minerals America		356,608.91
622061	10/13/2026	Consumers Energy		2,302.34
622062	10/13/2026	David Fox		150.00
622063	10/13/2026	DTE Energy		97.76
622064	10/13/2026	ELMIRA OCCUPATIONAL HEALTH & MEDICINE		141.00
622065	10/13/2026	EVERON, LLC		291.60
622066	10/13/2026	Flint New Holland, Inc.		222.24
622067	10/13/2026	Grayling Occupational Medicine		110.00
622068	10/13/2026	Hutson, Inc.		232.09
622069	10/13/2026	Lawson Products, Inc.		853.13
622070	10/13/2026	Little Guys Trash Co.		470.00
622071	10/13/2026	Marcor Technologies, LLC		1,200.00
622072	10/13/2026	Michigan Kenworth, LLC		122.62
622073	10/13/2026	Northern Michigan Road Commission Finance & HR Ass		50.00
622074	10/13/2026	NORTHERN PROCESSING, LLC		11,040.00
622075	10/13/2026	NORTHERN PUMP SERVICE, INC.		460.00
622076	10/13/2026	OMS Compliance Services		99.25
622077	10/13/2026	The Psycon Company		1,000.00
622078	10/13/2026	Quality Comfort Pros		499.19
622079	10/13/2026	SPARR MALL		300.00
622080	10/13/2026	Steven Mench		150.00
622081	10/13/2026	TED FESTERLING LLC		2,940.50
622082	10/13/2026	US Bank Equipment Finance		333.41
622083	10/13/2026	VESCO OIL CORPORATION		121.25
622084	10/28/2026	Blue Care Network of MI		54,567.71
622085	10/28/2026	Burnham & Flower		30.00
622086	10/28/2026	City of Gaylord		60.03

Check Nbr	Check Date	Vendor Name	Net Amount
622087	10/28/2026	Consumers Energy	2,207.20
622088	10/28/2026	Delta Dental	3,606.52
622089	10/28/2026	DTE Energy	626.75
622090	10/28/2026	Great Lakes Energy	61.51
622091	10/28/2026	Humana Insurance Co.	9,970.52
622092	10/28/2026	Roscommon County Road Commission	80.00
622093	10/28/2026	Shine Cleaning Service Inc.	11,479.14
622094	10/28/2026	State of Michigan MDOT	21,134.75
Regular Checks Payments Totals:		**39 Payments Listed**	**488,034.58**

All Payments Grand Totals: **49 Payments Listed** **1,740,800.68**

Payment Totals By Fund:

Fund	Net Amount
201	1,740,800.68
Grand Totals	**1,740,800.68**

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Otsego County Road Commission
Agenda Item Report

FROM:	Kirk Harrier, Managing Director
MEETING DATE:	November 12, 2026
AGENDA ITEM:	8. A
SUBJECT:	Alternative Work Schedule Policy

DESCRIPTION

The Road Commission's office currently follows a seasonal work schedule in conjunction with the union crews work schedule. From April through September, the office works four 10-hour days; from October through March, it works five 8-hour days. Office staff members have asked whether they could work a different schedule than the seasonal standard, and there is currently no written policy to guide those requests or to address how holidays, leave, and compensatory time would be handled.

The attached Alternative Work Schedule Policy sets out a consistent, written process for considering these requests. It allows flexibility where the work permits it, while keeping the Managing Director's discretion to approve, condition, or end a schedule based on the Road Commission's operational needs. Key provisions include:

Who is covered. The Finance Manager, Human Resources/Payroll Manager, and Operations/Engineering Technician (all FLSA exempt positions), and other office positions designated by the Managing Director. The policy does not apply to supervisors or to road maintenance and shop employees, whose schedules are set by management or the collective bargaining agreement.

Seasonal schedules. During the winter season (October–March), the standard schedule is five 8-hour days, 6:00 a.m. to 2:30 p.m.; eligible employees may request a 4/10 schedule or a later start time (starting between 6:00 and 8:00 a.m. and ending by 4:30 p.m.; for example, 7:30 a.m. to 4:00 p.m.). During the summer season (April–September), the standard schedule is four 10-hour days, 6:00 a.m. to 4:00 p.m.; eligible employees may request five 8-hour days.

Approval. Requests are made in writing and approved at the Managing Director's discretion, considering office coverage, the employee's duties and performance, and whether the position directly supports other employees, such as field staff who work a fixed winter schedule. Approvals cover one season, the first approval includes a 60-day trial period, and any schedule may be changed or ended for operational reasons.

Pay, holidays, and leave. The policy does not change any employee's salary, benefits, or exempt status. With the Managing Director's authorization, employees may earn compensatory time hour for hour for time actually worked beyond their scheduled workday (over 8 hours on a 5/8 schedule or over 10 hours on a 4/10 schedule), in 30-minute increments, up to a maximum balance of 40 hours. Holiday pay is 8 hours in the winter (a winter 4/10 employee covers the other 2 hours with leave) and 10 hours for the summer 4/10 schedule, consistent with current practice. Leave is charged in hours.

Office coverage. The Managing Director will make reasonable efforts to keep the office staffed during office hours. The policy recognizes that the front office may occasionally need to close briefly due to staffing, and that an employee may at times work alone in the office.

FISCAL IMPACT

No additional cost is anticipated. The policy does not change salaries, benefits, or total scheduled hours.

RECOMMENDATION

Staff recommends that the Board approve the Alternative Work Schedule Policy as presented, effective November 16, 2026.

ATTACHMENT

Alternative Work Schedule Policy (draft)

SAMPLE MOTIONS

Option 1—motion to **approve/deny** the Alternative Work Schedule Policy as presented.
Option 2—motion to **approve** the Alternative Work Schedule Policy with the following changes:_____

OTSEGO COUNTY ROAD COMMISSION
Alternative Work Schedule Policy

Policy No.	P26-2
Applies to	Administrative office staff (see Section 2)
Adopted by	Board of County Road Commissioners, November 12, 2026
Effective date	November 16, 2026
Responsible official	Managing Director

1. Purpose

The Otsego County Road Commission (OCRC) may allow eligible office employees to work an alternative work schedule when doing so meets the operational needs of the Commission. This policy sets out the available schedules, how they are approved, and how holidays, leave, and compensatory time are handled so that all employees are treated consistently and the office remains staffed during office hours in both seasons.

OCRC operates on two seasonal office schedules. During the winter season (October through March), the standard office schedule is five 8-hour days from 6:00 a.m. to 2:30 p.m., and eligible employees may request a 4/10 schedule or an alternate start time for their 8-hour day. During the summer season (April through September), the standard office schedule is four 10-hour days, and eligible employees may request a schedule of five 8-hour days.

An alternative work schedule is a privilege granted at the discretion of the Managing Director. It is not an entitlement, a term or condition of employment, or a past practice, and it may be changed, suspended, or ended as provided in Section 12.

2. Scope and Eligibility

This policy applies to the following administrative office positions, each of which is classified as exempt under the Fair Labor Standards Act (FLSA):

- Finance Manager
- Human Resources/Payroll Manager
- Operations/Engineering Technician
- Other office positions as designated in writing by the Managing Director

This policy does not apply to supervisors, road maintenance or shop employees, whose schedules (including any seasonal 4/10 schedule) are set separately by management or by the applicable collective bargaining agreement.

To be eligible, an employee must have completed any probationary period, be in good standing (no active performance improvement plan or discipline within the past 6 months), and hold a position whose duties can be performed effectively on the requested schedule.

Sections 8 through 11 (meal periods, compensatory time, holidays, leave, and training) apply to covered employees on either schedule, whether it is the standard schedule for the season or an approved alternative schedule.

3. Definitions

- **Workweek:** The workweek begins at 12:00 a.m. Monday and ends at 11:59 p.m. Sunday.
- **Winter season:** October 1 through March 31.
- **Summer season:** April 1 through September 30. The Managing Director may adjust the changeover dates each year, for example to align with a pay period.
- **5/8 schedule:** Five 8-hour workdays per workweek, as described in Section 4.
- **4/10 schedule:** Four 10-hour workdays per workweek, as described in Section 4.
- **Standard schedule:** The regular office schedule for the season: the 5/8 schedule during the winter season and the 4/10 schedule during the summer season.
- **Alternative schedule:** A schedule approved under this policy that differs from the standard schedule for the season: a 4/10 schedule or an alternate start time during the winter season, or a 5/8 schedule during the summer season.
- **Scheduled day off:** The weekday on which a 4/10 employee is not regularly scheduled to work.
- **Alternate start time:** An approved 8-hour workday that starts later than the standard 6:00 a.m. start time, such as 7:30 a.m. to 4:00 p.m. The workday is still 8 hours plus an unpaid 30-minute meal period.
- **Day:** For purposes of any OCRC policy that grants leave or pay in "days," one day equals 8 hours unless the policy expressly states otherwise.
- **Exempt employee:** An employee who is exempt from overtime under the FLSA and paid on a salary basis.

4. Available Schedules

The two schedules are shown below. During the winter season, the 5/8 schedule is the standard schedule, and the 4/10 schedule and alternate start times are the alternatives. During the summer season, the 4/10 schedule is the standard schedule and the 5/8 schedule is the alternative.

	5/8 schedule	**4/10 schedule**
Days worked	Monday through Friday	Four days: Monday–Thursday or Tuesday–Friday, as approved
Work hours	6:00 a.m.–2:30 p.m., or an approved alternate start time (for example, 7:30 a.m.–4:00 p.m.)	6:00 a.m.–4:00 p.m.
Meal period	30 minutes, not counted as time worked	15 minutes, counted as time worked
Scheduled hours per day	8	10
Scheduled hours per week	40	40
Holiday pay	8 hours	Winter: 8 hours; summer: 10 hours (see Section 9)

The standard 8-hour workday is 6:00 a.m. to 2:30 p.m. An employee on an 8-hour schedule may request an alternate start time, such as 7:30 a.m. to 4:00 p.m. Alternate start times must begin between 6:00 a.m. and 8:00 a.m., and the workday must end no later than 4:30 p.m. Once approved, an employee's schedule, including the scheduled day off, stays fixed. Employees may not switch between schedules or move their scheduled day off within a workweek, except as approved in advance by the Managing Director.

No remote work. An alternative schedule changes only the days and hours an employee works. It does not authorize remote work or working from home. All scheduled hours are to be worked at the OCRC office or another assigned OCRC work location, unless the Managing Director approves otherwise for a specific situation.

5. Office Coverage

During the winter season, the administrative office is normally open Monday through Friday, 6:00 a.m. to 2:30 p.m. During the summer season, the office is normally open Monday through Thursday, 6:00 a.m. to 4:00 p.m., and is normally closed on Fridays. Because of alternative schedules, an employee may at times be the only person working in the office. Examples include a summer 5/8 employee working on a Friday, or a winter 5/8 employee working on a day when other employees are on their 4/10 day off, or an employee with an alternate start time working after the office closes at 2:30 p.m. Working alone in the office under these circumstances is permitted. Employees on a 5/8 schedule work 6:00 a.m. to 2:30 p.m. or their approved alternate start time, and employees on a 4/10 schedule work 6:00 a.m. to 4:00 p.m. When approving alternative schedules, the Managing Director will make reasonable efforts to keep at least one qualified employee available during office hours.

OCRC recognizes that there may be times when the office cannot be staffed. Examples include an employee's approved vacation combined with another employee's illness, or attendance at a required meeting, training session, or other work obligation. In those cases, the Managing Director or designee may:

- Close the front office for all or part of the day
- Post a notice and update the phone message with a contact number for urgent matters
- Arrange for another OCRC employee to answer phones or assist the public where practical

A temporary office closure under this section is not a violation of this policy. It does not, by itself, require any employee to change their approved schedule.

An employee on a 4/10 schedule may be required to work on a scheduled day off, or to adjust the scheduled day off for that workweek, when needed to meet a payroll, audit, budget, Board, or other critical deadline. Management will give as much notice as is practical.

6. Requesting an Alternative Schedule

An employee who wishes to work an alternative schedule (a 4/10 schedule or an alternate start time during the winter season, or a 5/8 schedule, with or without an alternate start time, during the summer season) must submit a written request on the form in Appendix A, preferably at least 30 days before the season begins. The Managing Director will consider:

- The operational needs of the office and the coverage requirements in Section 5
- Whether the employee's duties can be performed effectively on the requested schedule
- The employee's performance and attendance
- The schedules already approved for other employees

- Whether the position provides direct support to other OCRC employees or the public, as described below

Support positions. Some positions exist in large part to support other OCRC employees, for example by answering questions or resolving issues about payroll, benefits, or other employment matters. During the winter season, field employees covered by the collective bargaining agreement work a fixed schedule of five 8-hour days, 6:00 a.m. to 2:30 p.m., Monday through Friday. A support position that is unavailable on a day or at a time when those employees are working may leave them without timely help.

For this reason, when reviewing a request from a support position, the Managing Director will give specific consideration to whether the requested schedule keeps the employee available when the employees they support are at work. Depending on the circumstances, a request from a support position may be approved, approved with conditions that maintain that availability, approved for a different alternative schedule than the one requested, or denied.

Positions whose work is largely independent of other employees' day-to-day needs are less likely to raise this concern. Whether a position is treated as a support position is determined by the Managing Director based on the duties of the position at the time of the request, not the individual employee, and may change if those duties change.

If more employees request the same scheduled day off than coverage allows, the Managing Director will decide based on operational needs first, then seniority. Decisions are made at the Managing Director's discretion and are final. An approval is documented by both the employee and the Managing Director signing Appendix A.

An approved alternative schedule applies only to the season for which it was approved. It ends automatically at the end of that season, and the employee then works the standard schedule for the new season unless a new request is approved.

7. Trial Period

An employee's first alternative schedule begins with a 60-day trial period. At the end of the trial period, the Managing Director will review whether the schedule is working for the office and may continue, modify, or end it. Thereafter, each request is reviewed when it is submitted for a new season.

8. Meal Periods, Hours Worked, and Compensatory Time

8.1 Meal periods

Employees on a 5/8 schedule receive a 30-minute meal period that is not counted as time worked, during which they must be fully relieved of duty. If a 5/8 employee is required to work during the meal period, that time counts as time worked for purposes of compensatory time under Section 8.2.

Employees on a 4/10 schedule receive a 15-minute meal break, which counts as time worked. The break may not be extended, combined with other breaks, or used to shorten the workday (for example, by arriving late or leaving early).

8.2 Compensatory Time

Employees covered by this policy are FLSA exempt, are paid on a salary basis, and are not entitled under the FLSA to additional compensation for extra hours worked. However, when extraordinary time and effort beyond the employee's scheduled workday is required, the employee may earn compensatory time off, but only if authorized by the Managing Director. Compensatory time is earned at one hour for each hour actually worked beyond the employee's

scheduled workday (straight-time accrual): beyond 8 hours in a day on a 5/8 schedule, or beyond 10 hours in a day on a 4/10 schedule. Authorized work on a scheduled day off also earns compensatory time, hour for hour.

Only hours actually worked count; holiday time, floating holiday time, and paid leave do not earn compensatory time. Compensatory time is recorded in 30-minute increments, and an employee's compensatory time balance may not exceed 40 hours. For employees covered by this policy, this section governs how compensatory time is earned; OCRC's Compensatory Time policy otherwise applies, including how compensatory time is requested and used.

8.3 Exempt employees

Exempt employees are expected to work the hours needed to complete their responsibilities. An approved schedule establishes their normal office presence and availability but does not change their exempt status. Their pay will not be reduced for a partial-day absence; partial-day absences are charged to accrued leave as provided in this policy.

9. Holidays

9.1 Holiday pay

All eligible full-time employees receive 8 hours of holiday pay for each OCRC-recognized holiday, except that employees working the 4/10 standard schedule during the summer season receive 10 hours of holiday pay for each holiday that falls on a scheduled workday.

9.2 Holiday on a winter 4/10 workday

When a holiday falls on a regularly scheduled workday of an employee working an approved 4/10 alternative schedule during the winter season, the employee receives 8 hours of holiday pay and must cover the remaining 2 hours in one of the following ways:

- Use 2 hours of accrued vacation, personal, or sick leave (where allowed by the leave policy)
- With advance supervisor approval, work 2 additional hours on another day in the same workweek

An exempt employee's salary will not be reduced for the remaining 2 hours. If an employee has no accrued leave available and cannot make up the time in the same workweek, the Managing Director may require the employee to work a 5/8 schedule during holiday weeks.

9.3 Holiday on a scheduled day off

When a holiday falls on a 4/10 employee's scheduled day off, the employee receives floating holiday time equal to the holiday pay for that schedule (8 hours during the winter season, or 10 hours during the summer season), which must be scheduled with supervisor approval and used within 90 days. Floating holiday time not used within that period is forfeited.

9.4 Holiday weeks

The Managing Director may require any or all employees on a winter 4/10 alternative schedule to work a 5/8 schedule during a workweek that contains a holiday.

10. Leave

All paid leave is accrued, requested, and charged in hours. A 4/10 employee who is absent for a full scheduled workday is charged 10 hours of leave; a 5/8 employee is charged 8 hours. Accrual rates are not changed by this policy.

Leave provided in "days" under another OCRC policy (for example, bereavement or funeral leave) is paid at 8 hours per day. A 4/10 employee may use other accrued leave to cover the remaining 2 hours of a scheduled workday.

Nothing in this policy reduces any right an employee has under the Michigan Earned Sick Time Act, the Family and Medical Leave Act, or any other applicable law.

11. Training and Jury Duty

When a 4/10 employee attends training, a conference, or jury duty that lasts less than the scheduled 10-hour day, the employee will either return to work for the remaining hours, use accrued leave, or, with supervisor approval, temporarily work a 5/8 schedule for that workweek.

12. Changes, Suspension, and Revocation

The Managing Director may change, suspend, or end an employee's alternative schedule at any time for operational reasons, including:

- Winter operations, storm events, or other emergencies
- Budget preparation, audit, year-end closing, or other peak workload periods
- Staffing shortages or vacancies
- Performance, attendance, or misuse of the meal break or schedule

Except in an emergency, management will give the employee at least one week's notice before ending or changing an alternative schedule. An employee may ask to return to the standard schedule for the season by giving one week's written notice. Approval of an alternative schedule for one employee does not create a right for any other employee to receive the same schedule.

13. Administration

The Human Resources/Payroll Manager will keep signed agreements on file, maintain a current list of approved schedules, and ensure that timekeeping and payroll records reflect each employee's schedule. The Managing Director may issue written procedures to carry out this policy. Questions about this policy should be directed to the Managing Director.

APPENDIX A
Alternative Work Schedule Request and Agreement

Employee name	
Position	
Requested schedule	Winter season: ☐ 4/10, Monday–Thursday ☐ 4/10, Tuesday–Friday ☐ 5/8, alternate start time Summer season: ☐ 5/8, Monday–Friday
Requested hours	_____ a.m. to _____ p.m.
Requested start date	

Employee acknowledgment

I have read the OCRC Alternative Work Schedule Policy. I understand that an alternative schedule is a privilege, not an entitlement; that it applies only to the season for which it is approved; that my first alternative schedule begins with a trial period; and that it may be changed, suspended, or ended by the Managing Director as provided in the policy. I understand how holidays, leave, meal breaks, and compensatory time are handled on this schedule. I also understand that the office may occasionally close due to staffing, and that an alternative schedule does not include remote work or working from home.

Employee signature: _____ Date: _____

Management decision

☐ Approved ☐ Approved with changes (below) ☐ Not approved

Approved schedule / changes: _____

Trial period ends: _____ Approved through (end of season): _____

Managing Director signature: _____ Date: _____

Copy to: employee; personnel file; payroll

Otsego County Road Commission
Agenda Item Report

FROM:	Kirk Harrier, Managing Director
MEETING DATE:	November 12, 2026
AGENDA ITEM:	8. B
SUBJECT:	Resolution R26-8 (MDOT Contract 26-5444 McCoy Road at Krys Road Roundabout)

DESCRIPTION
MDOT requires a resolution approving the contract between the Road Commission and MDOT for the McCoy Road at Krys Road roundabout project (Control Section HSIP 69000, Job Number 222071CON). The work will consist of roundabout construction along McCoy Road at Krys Road, including hot mix asphalt removal, stump removal, overhead flasher removal, earthwork, subbase and aggregate base, hot mix asphalt paving, concrete pavement, center and splitter islands, curb and gutter, shoulder gutter, spillway, riprap, fencing, guardrail, tree planting, permanent signing and pavement markings; and all together with necessary related work. MDOT will advertise and award the construction contract, and execution of this agreement is a condition of that award. MDOT has asked that the certified resolution be returned within 30 days of its October 29, 2026 notice (by November 28, 2026). The complete MDOT contract is attached to this agenda item report.

BUDGET ACTION REQUIRED
The estimated contracted cost is $850,270. Federal Highway Safety Improvement Program funds cover up to $570,000 (90% of eligible Part A work). The estimated Road Commission share is $280,270 ($255,070 Part A local match and $25,200 for Part B guardrail and tree planting, which is not federally eligible). No deposit is required; MDOT will bill the Road Commission for its share as work progresses. Engineering, inspection and materials testing are Road Commission costs outside this contract.

LEGAL REVIEW
N/A

SAMPLE MOTION
Motion to **approve/deny** Resolution R26-8 as presented.

OTSEGO COUNTY ROAD COMMISSION
RESOLUTION R26-8

A RESOLUTION APPROVING MDOT CONTRACT 26-5444 MCCOY ROAD AT KRYS ROAD ROUNDABOUT AND ALL TOGETHER WITH NECESSARY RELATED WORK

WHEREAS, the Otsego County Board of County Road Commissioners desires to improve McCoy Road at Krys Road with roundabout construction including overhead flasher removal, earthwork, aggregate base, hot mix asphalt and concrete paving, center and splitter islands, curb and gutter, guardrail, permanent signing and pavement markings; and all together with necessary related work; and

WHEREAS, the Michigan Department of Transportation requires the Otsego County Board of County Road Commissioners to approve a contract for cost sharing for Federal Highway Safety Improvement Program funding.

NOW, THEREFORE, BE IT RESOLVED that:

1.) Contract No. 26-5444, Control Section HSIP 69000, Job Number 222071CON, Project 26A1114, by and between the Michigan Department of Transportation and the Otsego County Board of County Road Commissioners is hereby accepted and the Managing Director, Kirk Harrier, is authorized to sign the said contract.

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

AYES: _____
NAYS: _____
ABSTAIN: _____
ABSENT: _____
ADOPTED November 12, 2026

OTSEGO COUNTY ROAD COMMISSION

BY: _____
Troy Huff, Chair

CERTIFICATION

I, Rebecca Hilmert, the duly appointed Board Secretary of the Otsego County Road Commission, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Otsego County Board of Road Commissioners at a regular meeting held November 12, 2026, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

_____
Rebecca Hilmert, Board Secretary

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

HSIP DA

Control Section	HSIP 69000
Job Number	222071CON
Project	26A1114
CFDA Number	20.205 (Highway Research Planning & Construction)
Contract Number	26-5444

PART 1

THIS CONTRACT, consisting of PART 1 and PART 2 (Standard Agreement Provisions), is made by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT"; and the BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF OTSEGO, MICHIGAN, hereinafter referred to as the "REQUESTING PARTY"; for the purpose of fixing the rights and obligations of the parties in agreeing to the following improvements, in Otsego County, Michigan, hereinafter referred to as the "PROJECT" and estimated in detail on EXHIBIT "1", dated October 14, 2026, attached hereto and made a part hereof:

PART A – FEDERAL PARTICIPATION
Roundabout construction along McCoy Road at Krys Road, including hot mix asphalt removal, stump removal, overhead flasher removal, earthwork, subbase and aggregate base, hot mix asphalt paving, concrete pavement, center and splitter islands, curb and gutter, shoulder gutter, spillway, riprap, fencing, permanent signing and pavement markings; and all together with necessary related work.

PART B – NO FEDERAL PARTICIPATION
Guardrail, tree planting and watering and cultivating along the limits as described in PART A; and all together with necessary related work.

WITNESSETH:

WHEREAS, pursuant to Federal law, monies have been provided for the performance of certain improvements on public roads; and

WHEREAS, the reference "FHWA" in PART 1 and PART 2 refers to the United States Department of Transportation, Federal Highway Administration; and

WHEREAS, the PROJECT, or portions of the PROJECT, at the request of the REQUESTING PARTY, are being programmed with the FHWA, for implementation with the use of Federal Funds under the following Federal program(s) or funding:

C. Perform or cause to be performed the construction engineering, construction materials testing, and inspection services necessary for the completion of the PROJECT.

The REQUESTING PARTY will furnish the DEPARTMENT proposed timing sequences for trunkline signals that, if any, are being made part of the improvement. No timing adjustments shall be made by the REQUESTING PARTY at any trunkline intersection, without prior issuances by the DEPARTMENT of Standard Traffic Signal Timing Permits.

5. The PROJECT COST shall be met in accordance with the following:

PART A
Federal Highway Safety Improvement Program Funds shall be applied to the eligible items of the PART A portion of the PROJECT COST up to the lesser of: (1) $570,000 or (2) an amount such that 90 percent, the normal Federal participation ratio for such funds, for the PART A portion of the PROJECT is not exceeded at the time of the award of the construction contract. The balance of the PART A portion of the PROJECT COST, after deduction of Federal Funds, shall be charged to and paid by the REQUESTING PARTY in the manner and at the times hereinafter set forth.

PART B
The PART B portion of the PROJECT COST is not eligible for Federal participation and shall be charged to and paid 100 percent by the REQUESTING PARTY in the manner and at the times hereinafter set forth.

Any items of PROJECT COST not reimbursed by Federal Funds will be the sole responsibility of the REQUESTING PARTY.

6. No working capital deposit will be required for this PROJECT.

In order to fulfill the obligations assumed by the REQUESTING PARTY under the provisions of this contract, the REQUESTING PARTY shall make prompt payments of its share of the PROJECT COST upon receipt of progress billings from the DEPARTMENT as herein provided. All payments will be made within 30 days of receipt of billings from the DEPARTMENT. Billings to the REQUESTING PARTY will be based upon the REQUESTING PARTY'S share of the actual costs incurred less Federal Funds earned as the PROJECT progresses.

7. Upon completion of construction of the PROJECT, the REQUESTING PARTY will promptly cause to be enacted and enforced such ordinances or regulations as may be necessary to prohibit parking in the roadway right-of-way throughout the limits of the PROJECT.

8. The performance of the entire PROJECT under this contract, whether Federally funded or not, will be subject to the provisions and requirements of PART 2 that are applicable to a Federally funded project.

In the event of any discrepancies between PART 1 and PART 2 of this contract, the provisions of PART 1 shall prevail.

their ultimate control and shall not be construed as a warranty of their propriety or that the DEPARTMENT or its agents is assuming any liability, control or jurisdiction.

The providing of recommendations or advice by the DEPARTMENT or its agents does not relieve the REQUESTING PARTY and the local agencies, as applicable of their exclusive jurisdiction of the highway and responsibility under MCL 691.1402 et seq., as amended.

When providing approvals, reviews and recommendations under this contract, the DEPARTMENT or its agents is performing a governmental function, as that term is defined in MCL 691.1401 et seq., as amended, which is incidental to the completion of the PROJECT.

Upon completion of the PROJECT, the REQUESTING PARTY shall accept the facilities constructed as built to specifications within the contract documents. It is understood that the REQUESTING PARTY shall own the facilities and shall operate and maintain the facilities in accordance with all applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act (ADA), 42 USC 12131 et seq., and its associated regulations and standards, and DEPARTMENT Road and Bridge Standard Plans and the Standard Specifications for Construction.

13. The DEPARTMENT, by executing this contract, and rendering services pursuant to this contract, has not and does not assume jurisdiction of the highway, described as the PROJECT for purposes of MCL 691.1402 et seq., as amended. Exclusive jurisdiction of such highway for the purposes of MCL 691.1402 et seq., as amended, rests with the REQUESTING PARTY and other local agencies having respective jurisdiction.

14. The REQUESTING PARTY shall approve all of the plans and specifications to be used on the PROJECT and shall be deemed to have approved all changes to the plans and specifications when put into effect. It is agreed that ultimate responsibility and control over the PROJECT rests with the REQUESTING PARTY and local agencies, as applicable.

15. The REQUESTING PARTY agrees that the costs reported to the DEPARTMENT for this contract will represent only those items that are properly chargeable in accordance with this contract. The REQUESTING PARTY also certifies that it has read the contract terms and has made itself aware of the applicable laws, regulations, and terms of this contract that apply to the reporting of costs incurred under the terms of this contract.

16. Each party to this contract will remain responsible for any and all claims arising out of its own acts and/or omissions during the performance of the contract, as provided by this contract or by law. In addition, this is not intended to increase or decrease either party's liability for or immunity from tort claims. This contract is also not intended to nor will it be interpreted as giving either party a right of indemnification, either by contract or by law, for claims arising out of the performance of this contract.

17. The parties shall promptly provide comprehensive assistance and cooperation in defending and resolving any claims brought against the DEPARTMENT by the contractor, vendors or suppliers as a result of the DEPARTMENT'S award of the construction contract for the PROJECT. Costs incurred by the DEPARTMENT in defending or resolving such claims shall be considered PROJECT COSTS.

19. This contract shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for the parties hereto and upon the adoption of the necessary resolutions approving said contract and authorizing the signatures thereto of the respective officials of the REQUESTING PARTY, a certified copy of which resolution shall be attached to this contract.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed as written below.

BOARD OF COUNTY ROAD
COMMISSIONERS OF THE
COUNTY OF OTSEGO

By
Title

By
Title

MICHIGAN DEPARTMENT
OF TRANSPORTATION

By
for Department Director MDOT



DOT
BUREAU OF DEVELOPMENT
10-03-25

PART 2

STANDARD AGREEMENT PROVISIONS

SECTION 1 COMPLIANCE WITH REGULATIONS AND DIRECTIVES

SECTION 2 PROJECT ADMINISTRATION AND SUPERVISION

SECTION 3 ACCOUNTING AND BILLING

SECTION 4 MAINTENANCE AND OPERATION

SECTION 5 SPECIAL PROGRAM AND PROJECT CONDITIONS

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at Michigan.gov/MDOT-ADA.

b. 23 CFR 646 Subpart B: Railroad-Highway Projects

C. The political subdivisions party to this contract on those Federally funded projects which exceed a total cost of One Hundred Thousand Dollars ($100,000.00) stipulate the following with respect to their specific jurisdictions:

1. That any facility to be utilized in performance under or to benefit from this contract, unless such contract is exempt under the Clean Air Act, as amended (42 USC 7401 *et seq.*, as amended including Public Law 101-549), and under the Clean Water Act, as amended (33 USC 1251 *et seq.*, as amended, including Public Law 100-4), Executive Order 11738, and regulations in implementation thereof, is not listed on the date of the contract award, on the U.S. Environmental Protection Agency (EPA) Enforcement and Compliance History Online Database or Watch List.

2. That they each agree to comply with all of the requirements of the Clean Air Act and the Clean Water Act and all regulations and guidelines issued thereunder.

3. That as a condition of Federal aid pursuant to this contract they shall notify the DEPARTMENT and the U.S. EPA, Assistance Administrator for Enforcement, of the receipt of any communication from the Director, Office of Federal Activities, EPA, indicating that a facility to be utilized in performance under or to benefit from this contract is under consideration to be listed on the EPA Enforcement and Compliance History Online Database or Watch List.

4. That they each agree to include or cause to be included the requirements of the preceding three (3) paragraphs, in every nonexempt contract.

D. Ensure that the PROJECT is constructed in accordance with and incorporates all committed environmental impact mitigation measures listed in approved environmental documents unless modified or deleted by approval of the FHWA.

E. All the requirements, guidelines, conditions and restrictions noted in all other pertinent Directives and Instructional Memoranda of the FHWA will apply to this contract and will be adhered to, as applicable, by the parties hereto.

reimbursement shall be in accordance with clearly defined cost criteria such as 48 CFR Part 31, 23 CFR Part 140, 2 CFR 200, as applicable; provide for access to the department or its representatives to inspect and audit all data and records related to the agreement for a minimum of three years after the department's final payment to the local unit.

All such agreements will be submitted for approval by the DEPARTMENT and, if applicable, by the FHWA prior to execution thereof, except for agreements for amounts less than Two Hundred Fifty Thousand Dollars ($250,000.00) for preliminary engineering and/or construction engineering inspection and testing services executed under and in accordance with the provisions of the "Small Purchase Procedures" 23 CFR 172, which do not require prior approval of the DEPARTMENT or the FHWA.

Any such approval by the DEPARTMENT shall in no way be construed as a warranty of the subcontractor's qualifications, financial integrity, or ability to perform the work being subcontracted.

G. The REQUESTING PARTY, at no cost to the PROJECT or the DEPARTMENT, shall make such arrangements with railway companies, utilities, etc., as may be necessary for the performance of work required for the PROJECT but for which Federal or other reimbursement will not be requested.

H. The REQUESTING PARTY, at no cost to the PROJECT, or the DEPARTMENT, shall secure, as necessary, all agreements and approvals of the PROJECT with railway companies, The Office of Rail of the DEPARTMENT and other concerned governmental agencies other than the FHWA, and will forward same to the DEPARTMENT for such reviews and approvals as may be required.

I. No PROJECT work for which reimbursement will be requested by the REQUESTING PARTY is to be subcontracted or performed until the DEPARTMENT gives written notification that such work may commence.

J. The REQUESTING PARTY shall be responsible for the payment of all costs and expenses incurred in the performance of the work it agrees to undertake and perform.

K. The REQUESTING PARTY shall pay directly to the party performing the work all billings for the services performed on the PROJECT which are authorized by or through the REQUESTING PARTY.

L. The REQUESTING PARTY shall submit to the DEPARTMENT all paid billings for which reimbursement is desired in accordance with DEPARTMENT procedures.

M. All work by a consulting firm will be performed in compliance with the applicable provisions of Public Act 299 of 1980, Section 339.2001, as well as in accordance with the provisions of policies of the FHWA.

N. The project engineer shall be subject to such administrative guidance as may be deemed necessary to ensure compliance with program requirement and, in those

SECTION 3
ACCOUNTING AND BILLING

A. Procedures for billing for work undertaken by the REQUESTING PARTY:

1. The REQUESTING PARTY shall establish and maintain accurate records, in accordance with generally accepted accounting principles, of all expenses incurred for which payment is sought or made under this contract, said records to be hereinafter referred to as the "RECORDS". Separate accounts shall be established and maintained for all costs incurred under this contract.

The REQUESTING PARTY shall maintain the RECORDS for three (3) years from the date of final payment of Federal Aid made by the DEPARTMENT under this contract. In the event of a dispute with regard to the allowable expenses or any other issue under this contract, the REQUESTING PARTY shall thereafter continue to maintain the RECORDS at least until that dispute has been finally decided and the time for all available challenges or appeals of that decision has expired.

The DEPARTMENT, or its representative, may inspect, copy, or audit the RECORDS at any reasonable time after giving reasonable notice.

If any part of the work is subcontracted, the REQUESTING PARTY shall assure compliance with the above for all subcontracted work.

In the event that an audit performed by or on behalf of the DEPARTMENT indicates an adjustment to the costs reported under this contract, or questions the allowability of an item of expense, the DEPARTMENT shall promptly submit to the REQUESTING PARTY, a Notice of Audit Results and a copy of the audit report which may supplement or modify any tentative findings verbally communicated to the REQUESTING PARTY at the completion of an audit.

Within sixty (60) days after the date of the Notice of Audit Results, the REQUESTING PARTY shall:

a. Respond in writing to the Bureau responsible or the DEPARTMENT indicating whether or not it concurs with the audit report.

b. Clearly explain the nature and basis for any disagreement as to a disallowed item of expense.

c. Submit to the DEPARTMENT a written explanation as to any questioned or no opinion expressed item of expense, hereinafter referred to as the "RESPONSE".

The RESPONSE shall be clearly stated and provide any supporting documentation necessary to resolve any disagreement or questioned or no

Michigan Department of Transportation
Financial Operations Division Budget,
Outreach and Program Support Section
P. O. Box 30050
Lansing, MI 48909

Agencies must complete their single audits electronically through the Federal Audit Clearinghouse website www.fac.gov.

Agencies must also comply with applicable STATE laws and regulations relative to audit requirements.

Agencies will not charge audit costs to MDOT's federal programs that are not in accordance with the aforementioned 2 CFR Part 200 requirements.

All agencies are subject to the federally-required monitoring activities, which may include limited scope reviews and other on-site monitoring.

The DEPARTMENT or its representative may inspect, copy, scan, or audit the RECORDS at any reasonable time after giving reasonable notice.

If any part of the work is subcontracted, the REQUESTING PARTY shall assure compliance with the requirements described in this section for all subcontracted work.

2. Agreed Unit Prices Work - All billings for work undertaken by the REQUESTING PARTY on an agreed unit price basis will be submitted in accordance with the Michigan Department of Transportation Standard Specifications for Construction and pertinent FHWA Guidelines.

3. Force Account Work and Subcontracted Work - All billings submitted to the DEPARTMENT for Federal reimbursement for items of work performed on a force account basis or by any subcontract with a consulting firm, railway company, governmental agency or other party, under the terms of this contract, shall be prepared in accordance with the provisions of the pertinent FHWA Guidelines and the procedures of the DEPARTMENT.

   a. Progress billings may be submitted monthly during the time work is being performed provided, however, that no bill of a lesser amount than One Thousand Dollars ($1,000.00) shall be submitted to the DEPARTMENT unless it is a final or end of fiscal year billing. All billings shall be labeled either "Progress Bill Number _____", or "Final Billing".

   b. Final billing under this contract shall be submitted in a timely manner but not later than six months after completion of the work. Billings for work submitted later than six months after completion of the work will not be paid.

C. General Conditions:

1. Pursuant to the authority granted by law, the REQUESTING PARTY hereby irrevocably pledges a sufficient amount of funds received by it from the Michigan Transportation Fund to meet its obligations as specified herein. If the REQUESTING PARTY shall fail to make any of its required payments when due, as specified herein, the DEPARTMENT shall immediately notify the REQUESTING PARTY, of the fact of such default and the amount thereof, and, if such default is not cured by payment within ten (10) days of notification, the DEPARTMENT, is then authorized and directed to withhold from the first of such monies thereafter allocated by law to the REQUESTING PARTY from the Michigan Transportation Fund sufficient monies to remove the default, and to credit the REQUESTING PARTY with payment thereof, and to notify the REQUESTING PARTY in writing of such fact.

2. Upon completion of all work under this contract and final audit by the DEPARTMENT or the FHWA, the REQUESTING PARTY promises to promptly repay the DEPARTMENT for any disallowed items of costs previously disbursed by the DEPARTMENT. The REQUESTING PARTY pledges its future receipts from the Michigan Transportation Fund for repayment of all disallowed items and, upon failure to make repayment for any disallowed items within ninety (90) days of demand made by the DEPARTMENT, the DEPARTMENT is hereby authorized to withhold an equal amount from the REQUESTING PARTY'S share of any future distribution of Michigan Transportation Funds in settlement of said claim.

3. The DEPARTMENT shall maintain and keep accurate records and accounts relative to the cost of the PROJECT and upon completion of the PROJECT, payment of all items of PROJECT COST, receipt of all Federal Aid, if any, and completion of final audit by the DEPARTMENT and if applicable, by the FHWA, shall make final accounting to the REQUESTING PARTY. The final PROJECT accounting will not include interest earned or charged on working capital deposited for the PROJECT which will be accounted for separately at the close of the State of Michigan fiscal year and as set forth in 2 CFR Part 200 requirements.

4. The costs of engineering and other services performed on those projects involving specific program funds and one hundred percent (100%) local funds will be apportioned to the respective portions of that project in the same ratio as the actual direct construction costs unless otherwise specified in PART 1.

C. On projects involving the mobility of bicyclists, the parties will enact no ordinances or regulations prohibiting the use of bicycles on the facility hereinbefore described as the PROJECT, and will amend any existing restrictive ordinances in this regard so as to allow use of this facility by bicycles. No motorized vehicles shall be permitted on such facilities constructed as the PROJECT except those for maintenance purposes or mobility for persons with disabilities.

D. Failure of the parties hereto to fulfill their respective responsibilities as outlined herein may disqualify that party from future Federal-aid participation in projects on roads or streets for which it has maintenance responsibility. Federal Aid may be withheld until such time as deficiencies in regulations have been corrected, and the improvements constructed as the PROJECT are brought to a satisfactory condition of maintenance.

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
3971 (02/2026)

APPENDIX A
PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS

In connection with the performance of work under this contract, the contractor agrees as follows:

1. In accordance with Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act), the contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, treatment, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this covenant will be regarded as a material breach of this contract. Further, in accordance with Public Act 220 of 1976 (Persons with Disabilities Civil Rights Act), as amended by Public Act 478 of 1980, the contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.

2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.

3. The contractor will take affirmative action to ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status, or any disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment; treatment; upgrading; demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

4. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.

5. The contractor or its collective bargaining representative shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising such labor union or workers' representative of the contractor's commitments under this Appendix.

6. The contractor shall comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission that may be in effect prior to the taking of bids for any individual state project.

APPENDIX B

TITLE VI ASSURANCE

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

- Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

- Nondiscrimination: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

- Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

- Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.

- Sanctions for Noncompliance: In the event of a contractor's noncompliance with the nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:

APPENDIX C

TO BE INCLUDED IN ALL FINANCIAL ASSISTANCE AGREEMENTS WITH LOCAL AGENCIES

Assurance that Recipients and Contractors Must Make
(Excerpts from US DOT Regulation 49 CFR 26.13)

- Each financial assistance agreement signed with a DOT operating administration (or a primary recipient) must include the following assurance:

    - The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

- Each contract MDOT signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

    - The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of US DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Otsego County Road Commission
Agenda Item Report

FROM: Kirk Harrier, Managing Director

MEETING DATE: November 12, 2026

AGENDA ITEM: 8. C

SUBJECT: Resolution R26-9 (Ad Hoc Advisory Compensation Committee for Non-Union Employees)

DESCRIPTION
Resolution R26-9 would establish an ad hoc advisory compensation committee made up of two Board members. The Committee will review and discuss the compensation data and help develop a recommendation to the full Board on compensation and benefits for non-union employees.

This review is being done in coordination with the three-year union contract negotiations. Reviewing non-union pay rates on the same three-year cycle keeps all OCRC pay rates consistent with the market.

Under the resolution, the Committee will review and make recommendations to the Board on the compensation and benefits structure for non-union employees. Its actions are advisory only, and the Board does not delegate any authority to it to make decisions on the Board's behalf. The Committee will terminate once its recommendation is presented to the full Board.

Because the Committee has two members, which is less than a quorum of the Board, and is advisory only, the Open Meetings Act does not apply when it meets. Any action on its recommendation will be taken by the full Board at a public meeting. The resolution is attached to this agenda item report.

BUDGET ACTION REQUIRED
None. Establishing the Committee has no budget impact. Any changes to non-union compensation or benefits that come out of the Committee's recommendation will be brought to the full Board for approval, with the budget impact identified at that time.

LEGAL REVIEW
N/A

SAMPLE MOTION
Motion to **approve/deny** Resolution R26-9 as presented, appointing Commissioners _____ and _____ to the Ad Hoc Advisory Compensation Committee.

OTSEGO COUNTY ROAD COMMISSION
RESOLUTION R26-9

A RESOLUTION APPOINTING AN AD HOC ADVISORY COMPENSATION COMMITTEE FOR NON-UNION EMPLOYEES

WHEREAS, the Otsego County Board of County Road Commissioners is responsible for establishing the compensation and benefits of non-union employees of the Otsego County Road Commission (OCRC); and

WHEREAS, the Board finds that a detailed review of the compensation data by two Board members would assist the full Board in its deliberations; and

WHEREAS, the Board desires to appoint an ad hoc advisory compensation committee consisting of two Board members to review and discuss the compensation data and assist in developing a recommendation to the full Board regarding the compensation and benefits for non-union employees.

NOW, THEREFORE, BE IT RESOLVED that:

1.) An Ad Hoc Advisory Compensation Committee (the "Committee") is hereby established, consisting of two OCRC Board members, who are hereby appointed: _____ and _____.
2.) The Committee shall review and make recommendations to the OCRC Board regarding the compensation and benefits structure for non-union OCRC employees.
3.) The Committee's actions shall be advisory in nature only.
4.) The OCRC Board does not delegate any authority to the Committee to make decisions on behalf of the OCRC Board.
5.) The Committee shall terminate once a recommendation is presented to the full OCRC Board.
6.) All resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, repealed.

AYES: _____
NAYS: _____
ABSTAIN: _____
ABSENT: _____
ADOPTED November 12, 2026

OTSEGO COUNTY ROAD COMMISSION

BY: _____
Troy Huff, Chair

CERTIFICATION

I, Rebecca Hilmert, the duly appointed Board Secretary of the Otsego County Road Commission, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Otsego County Board of Road Commissioners at a regular meeting held November 12, 2026, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

_____
Rebecca Hilmert, Board Secretary

Otsego County Road Commission
Agenda Item Report

FROM:	Kirk Harrier, Managing Director
MEETING DATE:	November 12, 2026
AGENDA ITEM:	8. D
SUBJECT:	Resolution R26-10 (Recommending Reappointment of Road Commissioners Lucas Gordon and James Camiller)

DESCRIPTION

Resolution R26-10 recommends that the Otsego County Board of Commissioners reappoint Road Commissioners Lucas Gordon and James Camiller to the OCRC Board, each for a six-year term from January 1, 2027 through December 31, 2032. Their current terms expire on December 31, 2026.

Under the County Road Law (Public Act 283 of 1909, as amended), the County Board of Commissioners appoints road commissioners. The OCRC Board has customarily provided a recommendation to the County Board on these appointments. The County's Board/Commission/Committee Appointment Policy, adopted June 23, 2015, also provides that applications are forwarded to the respective board for review and recommendation to the County Board.

Commissioners Gordon and Camiller have each submitted an application to the County Board of Commissioners, and both are residents and registered voters of Otsego County, as the Appointment Policy requires. The resolution directs the Board Secretary to forward a certified copy to the County Board of Commissioners.

The resolution is a recommendation only. The final decision on both appointments rests with the County Board of Commissioners. The resolution is attached to this agenda item report.

VOTING BY COMMISSIONERS GORDON AND CAMILLER

Commissioners Gordon and Camiller may legally vote on this resolution. No Michigan statute prohibits them from voting, and the resolution does not involve a contract with the OCRC. The resolution is only a recommendation; the County Board of Commissioners makes the actual appointment.

Robert's Rules of Order (Newly Revised, §45) does not prohibit a member from voting on a matter that affects the member personally, and it provides that a member cannot be compelled to abstain. Because the Board is acting only on a recommendation, it is appropriate for Commissioners Gordon and Camiller to vote, and their votes would be valid.

If either commissioner prefers to abstain, that is also acceptable. If both abstain, the remaining three commissioners are a quorum, and three votes in favor would adopt the resolution. Any abstentions should be recorded on the ABSTAIN line of the resolution.

BUDGET ACTION REQUIRED
None. Road commissioner compensation is set by the County Board of Commissioners, and this resolution has no budget impact on the OCRC.

LEGAL REVIEW
Based on a review of the County Road Law, the Otsego County Board/Commission/Committee Appointment Policy, and Robert's Rules of Order, staff found no law or rule that prevents Commissioners Gordon and Camiller from voting on this resolution. A formal opinion from legal counsel was not requested.

SAMPLE MOTION
Motion to **approve/deny** Resolution R26-10 as presented, recommending that the Otsego County Board of Commissioners reappoint Lucas Gordon and James Camiller to the Otsego County Board of County Road Commissioners for six-year terms beginning January 1, 2027.

OTSEGO COUNTY ROAD COMMISSION
RESOLUTION R26-10

A RESOLUTION RECOMMENDING THE REAPPOINTMENT OF LUCAS GORDON AND JAMES CAMILLER TO THE OTSEGO COUNTY BOARD OF COUNTY ROAD COMMISSIONERS

WHEREAS, the Otsego County Road Commission (OCRC) is governed by a five-member Board of County Road Commissioners appointed by the Otsego County Board of Commissioners pursuant to the County Road Law, Act No. 283 of the Public Acts of Michigan, 1909, as amended (MCL 224.1 et seq.); and

WHEREAS, road commissioners serve staggered six-year terms, and the terms of Road Commissioners Lucas Gordon and James Camiller expire on December 31, 2026; and

WHEREAS, although the authority to appoint road commissioners rests with the Otsego County Board of Commissioners, the OCRC Board has customarily provided a recommendation to the County Board of Commissioners regarding appointments to the OCRC Board; and

WHEREAS, Commissioners Gordon and Camiller have each expressed their desire to continue serving and have served the residents of Otsego County with dedication, providing policy direction, fiscal oversight, and stewardship of the county road system and public rights-of-way; and

WHEREAS, Commissioners Gordon and Camiller have each submitted an application to the Otsego County Board of Commissioners, pursuant to the Otsego County Board/Commission/Committee Appointment Policy adopted June 23, 2015; and

WHEREAS, Commissioners Gordon and Camiller are residents and registered voters of Otsego County, as required by the Appointment Policy; and

WHEREAS, the Board believes the continued service of Commissioners Gordon and Camiller will provide continuity, experience, and stable leadership as the OCRC carries out its long-range road and bridge programs, budgets, and labor agreements.

NOW, THEREFORE, BE IT RESOLVED that:

1.) The OCRC Board hereby recommends that the Otsego County Board of Commissioners reappoint Lucas Gordon to the Otsego County Board of County Road Commissioners for a six-year term commencing January 1, 2027 and ending December 31, 2032.

2.) The OCRC Board hereby recommends that the Otsego County Board of Commissioners reappoint James Camiller to the Otsego County Board of County Road Commissioners for a six-year term commencing January 1, 2027 and ending December 31, 2032.

3.) The Board Secretary is directed to forward a certified copy of this resolution to the Otsego County Board of Commissioners.

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

AYES: _____
NAYS: _____
ABSTAIN: _____
ABSENT: _____
ADOPTED November 12, 2026

OTSEGO COUNTY ROAD COMMISSION

BY: _____
Troy Huff, Chair

CERTIFICATION

I, Rebecca Hilmert, the duly appointed Board Secretary of the Otsego County Road Commission, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Otsego County Board of Road Commissioners at a regular meeting held November 12, 2026, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

_____
Rebecca Hilmert, Board Secretary

Otsego County Road Commission
Agenda Item Report

FROM:	Rebecca Hilmert, Finance Manager
MEETING DATE:	November 12, 2026
AGENDA ITEM:	8. E
SUBJECT:	On-Site Diesel Fueling: OCRC Analysis

DESCRIPTION
The OCRC currently fuels all 23 diesel trucks at commercial stations, using an average of about 108,500 gallons of diesel a year from 2020 to 2025 (133,556 gallons in 2025). The Board has directed staff to explore on-site fueling options. The purpose of this agenda item is to present an in-depth analysis of the full range of factors the Board should weigh when deciding whether to install an on-site above-ground diesel fueling system, including permitting, engineering, ongoing compliance, financial, and operational considerations. Staff is not making a recommendation; this information is provided so the Board can make an informed policy decision.

Based upon data taken from road commission invoices over the period of January 2022 through September 2026, the road commission saves an average of $0.85 per gallon on premium diesel purchased at the pump through contracted J&H Oil fuel cards. A fuel facility would cost an estimated $1.27 to $1.47 million to construct, based upon similar facilities at Grand Traverse County Road Commission Kingsley location and the City of Troy's new facility. With known annual operating costs of $12,600 to $13,000, savings on premium diesel would need to be about $0.70 to $0.80 per gallon more than the current $0.85 per gallon savings to recover the construction cost over 20 years. This number would be higher once costs not yet known, such as pollution insurance, wastewater disposal and some construction items, are included.

A local fuel provider estimates that buying large transport loads for an on-site tank could save about $0.35 per gallon compared with smaller tank wagon deliveries. Possible operational benefits, such as less driver travel time and on-site fuel during storms or power outages, have not been measured.

Attached is a full analysis of staff's findings for review.

SAMPLE MOTIONS
Option 1 – Request additional information
Motion to direct staff to gather the following additional information on on-site diesel fueling and present it to the Board at a future meeting:

Option 2 – Proceed with engineering proposal
Motion to direct staff to request a proposal from OHM Advisors for engineering services for an on-site above-ground diesel fueling facility at the OCRC's Gaylord site, including site preparation design, materials design, permitting, construction plans and specifications, construction engineering, and an updated project cost estimate, and to bring the proposal to the Board for review and approval before any work begins.

Option 3 – Continue current fueling practice
Motion to continue the OCRC's current practice of purchasing diesel fuel at a discount at commercial stations through its contracted fuel card program, and to take no further action on an on-site diesel fueling facility at this time.

OTSEGO COUNTY ROAD COMMISSION

Fuel Analysis

Discounted Fuel Purchasing and Proposed Fuel Facility Costs

To: Board of County Road Commissioners
From: Rebecca Hilmert, Finance Manager
Date: November 9, 2026
Re: Fuel purchasing savings and proposed fuel facility costs

Executive Summary

This report measures how much the Road Commission has saved by buying premium diesel and unleaded fuel at discounted rates rather than at the average retail price. It covers January 2022 through September 2026. It also sets out the estimated costs of building a Road Commission fuel facility. The key findings are:

- **About $510,000 saved over the period.** Premium diesel and unleaded fuel bought between January 2022 and September 2026 cost $1,957,982. At the average retail price, the same fuel would have cost $2,468,414.
- **About 21% below retail overall.** The Road Commission paid below the retail average for both fuels in every one of the 57 months reviewed.
- **Diesel accounts for 92% of the savings.** Premium diesel purchases saved $469,228, an average of $0.85 per gallon. Unleaded saved $41,205, an average of $0.60 per gallon.
- **Savings are up in dollars this year but down as a percentage.** January–September 2026 savings of $76,531 are 8.2% higher than the same months of 2025 ($70,704), mainly because retail prices are higher. As a share of retail cost, though, savings fell to 16.7% from 19.3%, the lowest rate in the five years.
- **Winter purchasing drives the savings.** December through February produced 41% to 52% of each year's savings from 2022 to 2025.
- **A fuel facility would cost an estimated $1.27 to $1.47 million to build.** Known operating costs add $12,600 to $13,000 a year. Wastewater disposal, pollution insurance and several construction items have not yet been priced.
- **A facility would have to beat our current discounted price.** To recover its construction cost over 20 years, it would need to lower our premium diesel cost by about $0.70 to $0.80 per gallon beyond the discount we already receive, before financing and the costs still to be determined.
- **Rack prices were lower on most sample days, but not by enough to cover a facility.** On five October weekdays, the wholesale rack price averaged about $0.17 per gallon below our pump price. The difference ranged from $0.60 lower to $0.53 higher. This compares fuel prices only. It does not include construction, operating or delivery costs, and it is well short of the $0.70 to $0.80 per gallon a facility would need.

What the Discount Has Saved

Each year, the Road Commission has saved between about $88,000 and $132,000 on premium diesel and unleaded fuel compared with the retail average. Through September, 2026 savings stand at $76,531, with the heaviest winter months still ahead.

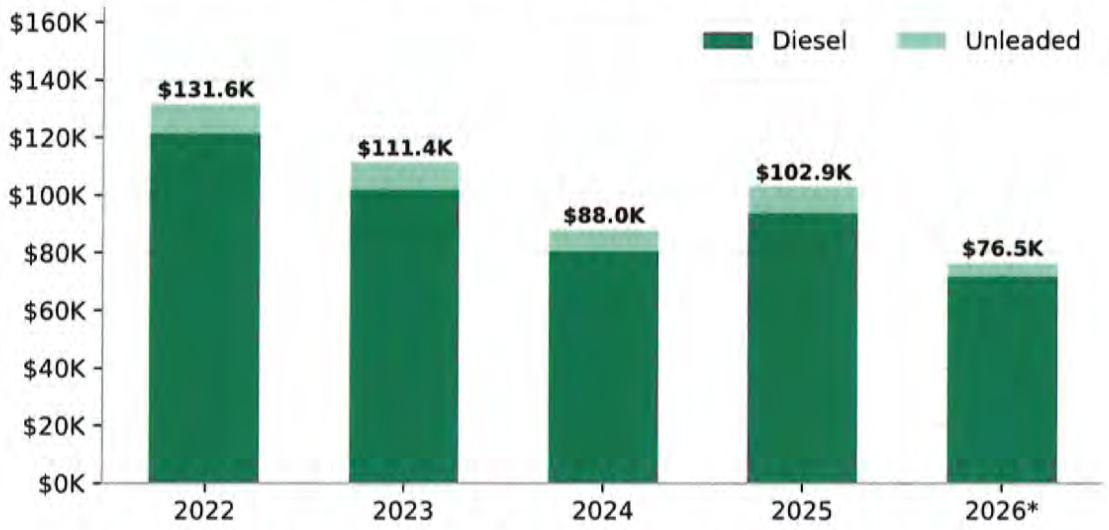


*Figure 1. Estimated savings vs. retail, by year and fuel. *2026 is January–September only.*

The chart below compares what the Road Commission actually paid each year with what the same gallons would have cost at the average retail price.



*Figure 2. Amount paid vs. cost at the retail average, premium diesel and unleaded. *2026 is January–September only.*

Year	Diesel savings	Unleaded savings	Total savings	Cost at retail	Amount paid	% below retail
2022	$121,364	$10,265	$131,630	$604,073	$472,443	21.8%
2023	$101,794	$9,592	$111,386	$440,283	$328,897	25.3%
2024	$80,527	$7,451	$87,978	$439,496	$351,517	20.0%
2025	$93,662	$9,245	$102,907	$525,554	$422,647	19.6%
2026*	$71,880	$4,651	$76,531	$459,009	$382,478	16.7%
Total	$469,228	$41,205	$510,432	$2,468,414	$1,957,982	20.7%

**2026 is January–September only. Totals may differ by $1 due to rounding.*

The Discount per Gallon

The discount per gallon was largest in 2022 and 2023, when premium diesel averaged about $1.01 to $1.07 below retail. Since 2024 it has been closer to $0.70 to $0.76 per gallon. The unleaded fuel discount has narrowed more, to $0.41 per gallon so far in 2026, its lowest level in the period.

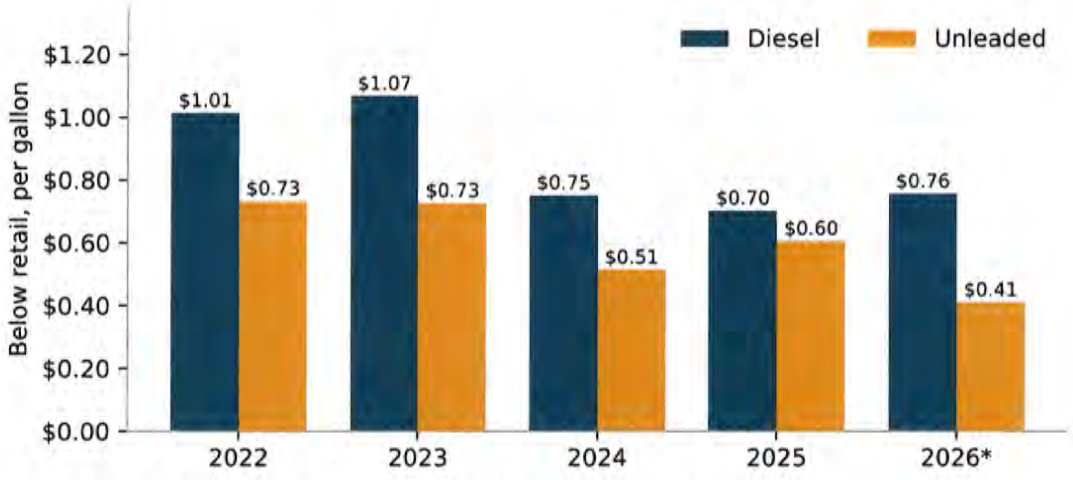


*Figure 3. Average discount below retail, per gallon. *2026 is January–September only.*

Measured as a share of retail cost, savings peaked at 25.3% in 2023 and have declined each year since. The 2026 rate of 16.7% is the lowest in the five years. The Board may want to ask why the discount is narrowing, for example whether contract terms, suppliers or pricing formulas have changed.

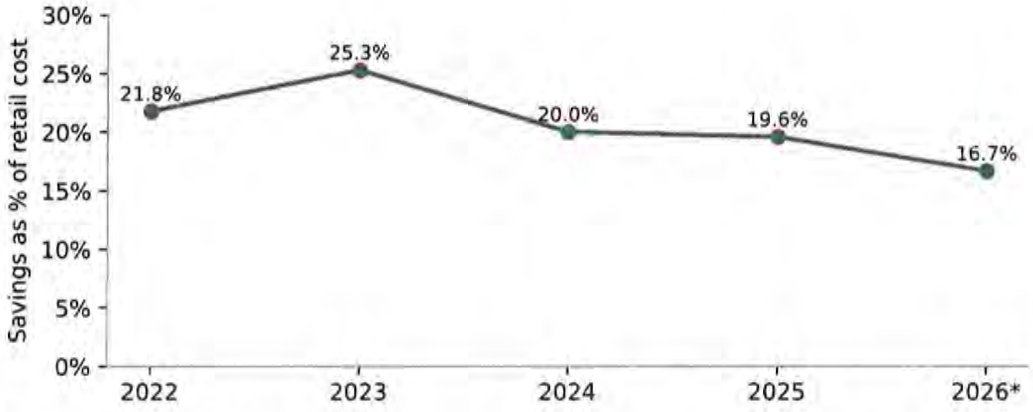


*Figure 4. Savings as a percentage of the cost at retail average. *2026 is January–September only.*

Price Paid vs. Retail Over Time

The Road Commission's price has tracked below the retail average every month for both fuels. The gap is widest when retail prices are high. Premium diesel prices began rising sharply in March 2026, and in September the Road Commission paid $5.39 per gallon against a retail average of $6.35, a discount of $0.96.

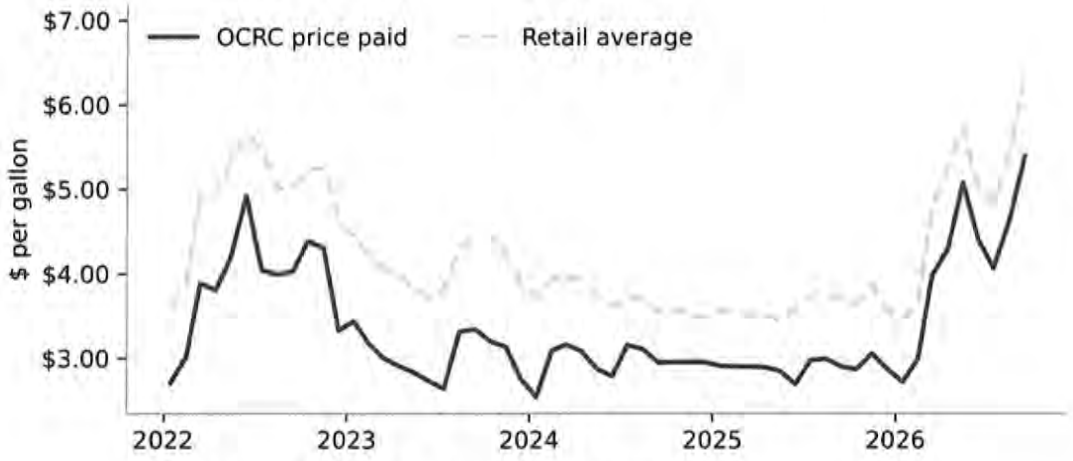


Figure 5. Premium diesel price per gallon, OCRC price paid vs. retail average.

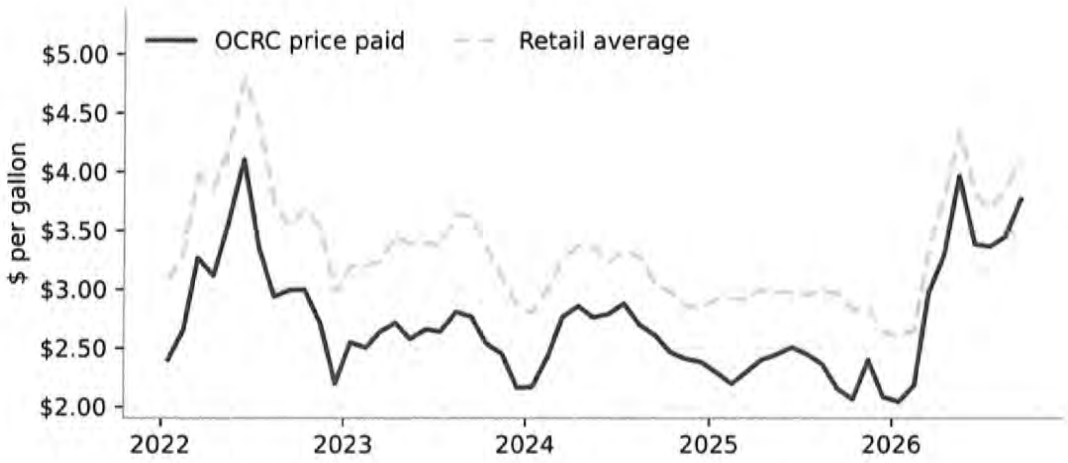


Figure 6. Unleaded price per gallon, OCRC price paid vs. retail average.

When the Savings Occur

Because winter maintenance uses the most fuel, most savings come from December through February. The largest single months were December 2022 ($24,564), January 2024 ($22,623) and February 2023 ($22,273).

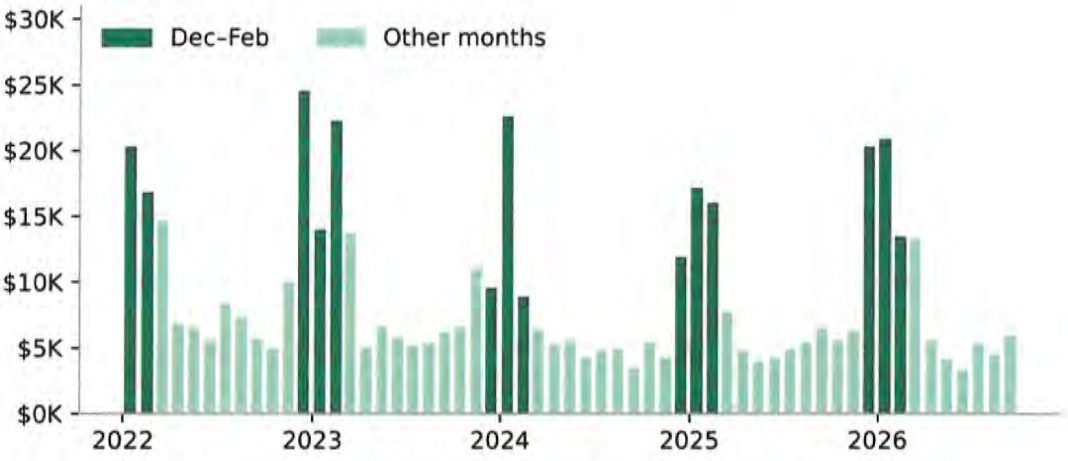


Figure 7. Estimated monthly savings vs. retail, January 2022 – September 2026.

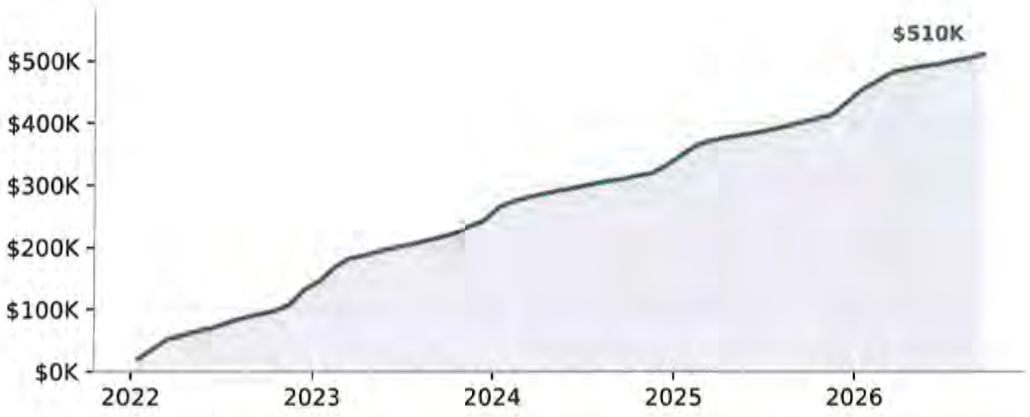


Figure 8. Cumulative savings vs. retail since January 2022.

Outlook for the Rest of 2026

As an illustration only, and not a forecast: in October through December 2025 the Road Commission bought 41,527 gallons of premium diesel and 3,373 gallons of unleaded fuel, saving $32,203 compared with retail. If the same quantities were bought at the September 2026 discount ($0.96 per gallon for premium diesel, $0.36 for unleaded fuel), savings for the quarter would be about $41,000.

Context: Total Fuel Cost

Savings have not offset this year's price increase. Through September 2026, total fuel spending is $415,782, up 31.3% from $316,713 for the same months of 2025, while gallons used rose only 3.6%. Without the discount, the increase would have been larger.

Proposed Road Commission Fuel Facility

The Road Commission is considering building its own bulk fuel facility. This section sets out the estimated costs gathered so far and what the facility would need to save to pay for itself. Because the Road Commission already buys premium diesel at an average of $0.85 per gallon below retail, any new savings would have to come from beating the price we pay now, not the retail price.

Historical Fuel Usage

Usage records going back to 2020 show how much fuel a facility would need to handle. From 2020 to 2025, the Road Commission used an average of about 108,500 gallons of premium diesel and 14,200 gallons of unleaded fuel a year.

Year	Diesel gal	Unleaded gal	Rec fuel gal	Total gal	Total spend
2020	97,593	12,305	2,130	112,028	$189,064
2021	97,241	15,964	2,865	116,070	$268,264
2022	119,870	14,019	4,170	138,059	$489,603
2023	95,441	13,227	6,565	115,233	$350,957
2024	107,310	14,520	5,879	127,708	$371,559
2025	133,556	15,286	9,603	158,446	$454,545
2026*	95,195	11,364	8,022	114,581	$415,782
2020–25 avg.	108,502	14,220	5,202	127,924	$353,999

**2026 is January–September only and is not included in the average.*

Premium diesel use averages about 9,000 gallons a month but peaks in winter. In January 2026 the Road Commission used 28,395 gallons of diesel, so a single 20,000-gallon tank would need more than one delivery in the busiest months. The tank would store diesel only; unleaded and rec fuel would continue to be purchased as they are now.

Estimated Construction Costs

Item	Low	High	Notes
Site improvements and upgrades	$800,000	$1,000,000	Trees, lighting, asphalt/concrete work, communication lines and a canopy with one side
Generator, purchase and installation	$110,000	$110,000	Estimated wait of more than one year; may need a larger transformer
20,000-gallon diesel tank and 4 high plow pumps	$170,000	$170,000	Purchase only. High flow pumps are raised, with an elevated platform for drivers, to reach the higher fuel tanks on plow trucks will need to be installed
Tank and pump installation	$190,000	$190,000	Based on Grand Traverse County Road Commission data
Total estimated	$1,270,000	$1,470,000	

Several items on the estimate worksheet have not yet been priced: site excavation, containment pits with liners, and engineering. Some of this work may fall within the site improvement

estimate. The generator's lead time of more than a year would also affect when a facility could open.

Estimated Annual Operating Costs

Item	Annual cost	Notes
Maintenance (direct expense)	$11,000	Average at Grand Traverse County Road Commission's similar facility in Kingsley
Building/grounds liability insurance increase (MCRCSIP)	$1,600 – $2,000	$0.20 per $100 of site improvements ($800,000–$1,000,000). Does not cover the tank, fuel in the tank, or remediation of a leak or spill
Pollution liability policy (Alliant Insurance Services)	To be determined	Covers cleanup, third-party bodily injury and property damage from covered pollution incidents
Wastewater/storm water disposal	Unknown	Current rate is $0.15 per gallon; volume not yet known. Current service also carries a $544.60 quarterly analytical fee
Fuel management system and tank inspections	Not yet estimated	Listed on the estimate worksheet
Known annual total	$12,600 – $13,000	Excludes items to be determined

The standard liability policy does not cover the tank, the fuel in it, or environmental cleanup. Without the separate pollution policy, the Road Commission would carry that risk itself.

What the Facility Would Need to Save

The table below shows how much a facility would need to save each year to recover its construction cost over different periods and cover the known operating costs. Because the tank would store premium diesel only, it also shows that amount per gallon of premium diesel, using the 2020–2025 average of about 108,500 gallons a year. It does not include financing costs or the items still to be determined, so the actual amounts needed would be higher.

Payback period	Savings needed per year	Per gallon of diesel
10 years	$139,600 – $160,000	$1.29 – $1.47
15 years	$97,300 – $111,000	$0.90 – $1.02
20 years	$76,100 – $86,500	$0.70 – $0.80
30 years	$54,900 – $62,000	$0.51 – $0.57

In other words, to pay for itself over 20 years, bulk fuel delivered to a Road Commission facility would need to cost about $0.70 to $0.80 per gallon less than the discounted price we pay today. That would be on top of the $0.85 per gallon below retail we already receive on average.

Pump Price vs. Rack Price: October 2026 Sample

To see how wholesale prices compare with what we pay now, staff picked five weekdays in October 2026, one for each day of the week. For each day they compared the discounted premium diesel price the Road Commission paid at the pump with the rack price, the wholesale price at the fuel terminal that a Road Commission facility could buy at.

Day	OCRC pump price	Rack price	Difference (pump − rack)
Tuesday, October 6	$5.13	$4.53	$0.60
Wednesday, October 14	$5.35	$5.31	$0.04
Monday, October 19	$5.19	$4.91	$0.28
Thursday, October 22	$5.19	$5.72	($0.53)
Friday, October 30	$5.89	$5.41	$0.48
Five-day average	$5.35	$5.18	$0.17

Prices are per gallon. A figure in parentheses means the rack price was higher than the pump price.

Sample may not be a stable representative due to the price fluctuations of October 2026

On four of the five days the rack price was lower than our pump price, by $0.04 to $0.60 per gallon. On October 22 it was $0.53 higher. Across the five days, rack prices averaged about $0.17 per gallon below what we paid.

What this comparison does not show

The price difference above is not the same as savings. It compares fuel prices only. It does not include the cost of building or running a facility, including:

- Construction, estimated at $1,270,000 to $1,470,000
- Known operating costs of $12,600 to $13,000 a year, plus costs not yet priced (pollution insurance, wastewater disposal, fuel management, tank inspections)
- Delivery from the terminal to our site. Rack prices are terminal prices, so freight would normally be added; this should be confirmed with suppliers
- Financing, and the risk of a leak or spill that our standard liability insurance does not cover

Five days is also a small sample. Rack prices change daily, and on one of the five days the rack price was higher than what we paid at the pump.

Putting the sample in context: an average difference of $0.17 per gallon is well below the $0.70 to $0.80 per gallon a facility would need to pay back its construction cost over 20 years. As an illustration only, if the five-day average held all year at about 108,500 gallons of diesel, the price difference would come to about $18,500 a year. After the known operating costs of $12,600 to $13,000, about $11,500 to $11,900 a year would be left to pay back construction. At that rate, the estimated construction cost would take more than 100 years to recover, before delivery, financing and the costs not yet priced.

Notes on the Data

- Source: The Road Commission's monthly fuel usage records (Fuel Analysis workbook), January 2020 through September 2026. The savings analysis covers January 2022 through September 2026; the facility section uses the full record back to 2020.
- Savings are calculated each month as (average retail price − price paid) × gallons, for diesel and unleaded, then added together. The retail benchmark is the monthly average retail price recorded in the workbook.
- Cost at retail and amount paid cover diesel and unleaded only. The records also include 4,000 to 9,600 gallons per year of premium gasoline, DEF, and regular diesel. It is not broken out separately and has no retail benchmark, so it is not included in the savings figures. It is included in the total fuel cost figures.
- Per-gallon figures are weighted by volume (total dollars ÷ total gallons).
- Facility cost estimates were provided by Road Commission staff, with installation and maintenance figures based on Grand Traverse County Road Commission data. Payback figures are straight-line and do not include interest or financing.
- Pump and rack prices for the October 2026 sample days were gathered by Road Commission staff and are premium diesel prices per gallon.

Respectfully submitted,

Rebecca Hilmert
Finance Manager, Otsego County Road Commission

Otsego County Road Commission
Agenda Item Report

FROM: David Fox, Facilities & Equipment Supervisor

MEETING DATE: November 12, 2026

AGENDA ITEM: 8. F

SUBJECT: Equipment Disposal

DESCRIPTION
Request for Board approval of the disposal of unit #279, a Hiway Doal Spreader Box. The box was damaged in a roll-over during winter operations 2025-2026. MCRCSIP has deemed the spreader box a total loss and reimbursed OCRC $89,758.89 for a replacement.

BUDGET ACTION REQUIRED
N/A

LEGAL REVIEW
N/A

SAMPLE MOTION
Motion to **approve/deny** the disposal of unit #279.

Otsego County Road Commission
Agenda Item Report

FROM:	Kirk Harrier, Managing Director
MEETING DATE:	November 12, 2026
AGENDA ITEM:	8. G
SUBJECT:	Township Road Project Meeting Scheduling Discussion

DESCRIPTION

Generally, each year before the road construction season, the Otsego County Road Commission (OCRC) Board has met with township officials in Otsego County. These meetings give the Board and staff a chance to hear directly from township officials on two things: how much each township has budgeted, or expects to budget, for road projects in the coming year, and which roads within each township the township board considers a priority.

Holding these meetings early is important for three reasons:

- **Matching funds.** Under Public Act 51 of 1951 (MCL 247.662), the OCRC may use Michigan Transportation Fund dollars for construction on county local roads only to the extent those dollars are matched by money from other sources. For most local road projects, that match comes from the township. The OCRC needs to know what each township intends to contribute before it can commit to a local road project.
- **Budget planning.** Township commitments directly shape the OCRC's construction budget and the mix of projects the OCRC can take on for the year.
- **Engineering and bid schedule.** The OCRC's engineering firm needs enough lead time to design and prepare bid documents for township road projects so they can be bid early and built during the construction season.

Open Meetings Act. Because a quorum of the OCRC Board will likely attend, the township meetings will be treated as special meetings of the Board under the Michigan Open Meetings Act (Public Act 267 of 1976). Staff will post public notice at least 18 hours in advance at the OCRC office and on the OCRC website, the meetings will be open to the public, and minutes will be kept. No votes are anticipated, since the meetings are for gathering information only. However, the Act applies whenever a quorum of the Board deliberates on public business, whether or not a vote is taken. If a quorum of a township board is also present, the township will be responsible for posting its own notice.

Requested Board discussion. Staff asks Board members to discuss their schedules and identify dates and times that work for a majority of the Board, including whether daytime or evening meetings are preferred. Staff will then contact each township to set meeting dates and will post the required public notices.

Otsego County Road Commission
Agenda Item Report

FROM: Kirk H., Managing Director

MEETING DATE: November 12, 2026

AGENDA ITEM: 8. H

SUBJECT: S Townline Rd at Van Tyle Rd Roundabout – Design Engineering Proposal (OHM Advisors)

DESCRIPTION

In September 2026, MDOT's Local Agency Program selected OCRC's application to construct a roundabout at S Townline Rd and Van Tyle Rd (Hayes and Bagley Townships) for federal funding through the FY 2028 Local Agency HSIP Safety Program. The intersection is currently two-way stop controlled, and the project will replace it with a single-lane modern roundabout to improve safety and traffic flow. The project will be administered through MDOT LAP and must be obligated in FY 2028.

OHM Advisors has submitted a proposal dated November 10, 2026 for the design engineering needed to take the project through MDOT LAP. The work includes topographic survey, roundabout geometry and capacity analysis, the MDOT program application and environmental clearance (NEPA and SHPO), right-of-way acquisition for easements anticipated in all four quadrants, plans, specifications and cost estimates through final plans, utility coordination, the detour plan, snowmobile trail crossing relocation, pavement markings and signing, center island landscaping, the required public meeting, and bidding support. Street lighting will be designed and built separately by Great Lakes Energy.

The proposed cost by consultant is:

OHM Advisors (design engineering)	$129,900
Soils & Structures (geotechnical, incl. traffic control allowance)	$11,675
Commonwealth Associates (right-of-way acquisition)	$27,051
Total	**$168,626**

The proposed schedule anticipates notice to proceed in November 2026, field work in November–December 2026, base plans in June 2027, final plans to MDOT in June 2028, and a September 2028 bid letting with construction in spring 2029. The later letting accounts for MDOT using this intersection as part of the detour for its M-32/I-75 interchange project. Construction is planned under a full closure, with traffic detoured via Hayes Tower Rd, Main St/M-32 and Dickerson Rd.

The work will be performed under the Continuing Services Agreement between OCRC and OHM Advisors dated February 16, 2026. Staff recommends approval so design can begin and the project stays on track for FY 2028 obligation.

BUDGET ACTION REQUIRED
Design engineering cost of $168,626, to be paid with OCRC funds.

LEGAL REVIEW
Work to be performed under the existing Continuing Services Agreement with OHM Advisors dated February 16, 2026.

SAMPLE MOTION
Motion to **approve/deny** the proposal from OHM Advisors for professional design engineering services for the S Townline Rd at Van Tyle Rd Roundabout project in the amount of $168,626, and authorize the Managing Director to sign the acceptance.

November 10, 2026

Kirk Harrier
Managing Director
Otsego County Road Commission
669 McCoy Rd W
Gaylord, MI 49735

RE: Cost Proposal for Professional Design Engineering Services for:
S Townline at Van Tyle Roundabout – Hayes Township and Bagley Township

Dear Mr. Harrier:

Orchard, Hiltz, and McCliment, Inc. (OHM) is submitting this proposal for professional design engineering services for roadway reconstruction per your request, on the above-mentioned project.

We have prepared the following Scope of Services for your review.

We appreciate the ability to assist you with this project and look forward to working with you. If you have any questions or require additional information, please contact me at (231) 344-1160.

Sincerely,
OHM Advisors, Inc.

Ben Gowell, PE
Principal

OHM Advisors
34000 PLYMOUTH ROAD
LIVONIA, MICHIGAN 48150
T 734.522.6711
F 734.522.6427
OHMAdvisors.com

SCOPE OF SERVICES

A. Proposed Improvements and Project Limits

Background

- The Otsego County Road Commission (OCRC) is planning to reconstruct the Van Tyle Road and S Townline Road intersection to a single-lane modern roundabout. The goal of the project is to improve traffic flow and safety. This project has been approved for federal funding through the MDOT HSIP - General Program for the 2028 fiscal year. The project will be administered through MDOT Local Agency Program (LAP) and must be obligated in the 2028 fiscal year. The project is intended to be constructed in early 2029, depending on right-of-way, utility relocations, environmental clearances, MDOT use of the route as detour for its M-32/I-75 DDI project, and other third-party impacts.

Roundabout and Roadway

- The roads within the project limits are non-NHS routes. Each roadway contains one through lane in each direction. The intersection is under two-way stop control; S Townline Rd has the free-flow.

- The existing roadways contain curb & gutter near the intersections and open shoulders elsewhere. The proposed roadway geometry and limits of curb & gutter or open shoulder will be investigated during the project to attempt to minimize environmental impacts, ROW impacts, and project cost.

- The proposed roadways will be constructed with HMA with a pavement section based on County Standards, geotechnical evaluation, or jointly agreed upon pavement section.

- Based on preliminary traffic volumes, the roundabout is anticipated to be a single-lane. The proposed road geometry will tie-in to the existing roadways within 400 feet of the roundabout.

- The ability to maintain traffic will not be a major factor in determining the proposed roundabout geometry. The intersection will be closed, and traffic will be detoured for the duration of construction. See "Maintenance of Traffic and Detour" section below.

Stormwater

- The existing drainage system for the intersection is primarily open ditch with curb and gutter along the radii. The proposed system will be replaced primarily with curb and gutter for roadway delineation. The roadway will be graded to allow for sheet-flowing towards the proposed curb and gutter with outlet into the adjacent ditches in all four quadrants. The storm system will outlet to ditches near the tie-in points. These existing ditches will be evaluated to ensure they drain away from the intersection and water is not trapped. Stormwater detention is not anticipated to be necessary.

Non-Motorized

- Non-motorized facilities are not currently present at the intersection. Non-motorized facilities will not be constructed as a part of this project. However, the proposed design can provide space to accommodate future non-motorized facilities construction if desired by OCRC. This will be confirmed at the Kickoff Meeting or Base Plan phase.

Snowmobile Trail

- There is an existing snowmobile trail crossing on S Townline Road approximately 140 Ft south of the intersection. The trail crossing will be replaced, and the location of the crossing will be coordinated with the proposed roundabout splitter island.

Traffic Signals

- Traffic Signals are not currently present at the intersection.

Lighting

- The existing overhead intersection light will be removed, and OHM will coordinate with Great Lakes Energy who will design and construct the lighting. All lighting work will be done separately from the MDOT portion of the project and will be contracted directly with Great Lakes Energy.

B. Project Team and Responsibilities

- **OHM Advisors** - Prime consultant for the management and development of these design services. This will include preparing and submitting the design packages to MDOT.

- **Soils & Structures** – Subconsultant will conduct a Geotechnical investigation to determine soils properties and design parameters. See Soils & Structures proposal.

- **Commonwealth Associates, Inc.** – Subconsultant will conduct right-of-way negotiation services to meet MDOT requirements. See Commonwealth Associates, Inc. proposal.

C. Project Scope

- **Kickoff Meeting/Coordination** – OHM will meet with the OCRC, and other key stakeholders (Hayes and Bagley Townships) as confirmed by the OCRC to initiate the design phase. This meeting will introduce the project team and identify key stakeholder concerns. Key project issues will be discussed with preliminary strategies to confirm the optimal project approach.

- **Survey** – OHM will obtain topographic survey, which will include:
  - Topographic survey within the existing ROW plus 35' each side. Survey will extend approximately 600' from the intersection in all directions.
  - Pickup of above ground utilities, ground shots, existing driveway footprint, snowmobile trail crossing, tree lines or individual trees when isolated, fences, property irons (if visible), roadside drainage features and other pertinent features. Existing information, including storm sewer or other utility features, beyond the limits described above will be gleaned from as-built information.
  - Structure inventory (pipe depths for public utility manholes).
  - Section corners in the corridor to prepare existing ROW cad files. Obtain two benchmarks per plan sheet cut.

- **Roundabout Geometry and Profile** – OHM will evaluate the proposed roundabout geometry and profile to determine the preferred configuration in terms of safety, costs, and impacts. We anticipate the following:
  - Review the recently completed regional traffic studies for future growth.
  - Confirm the design year.
  - Based on the peak hour turning volumes, growth projections, and design year, OHM will use Rodel Software to analyze the capacity and proposed lane configuration. We will analyze capacity for opening day and the design year and for the future design year.
  - Develop the proposed roundabout geometric concept for review with OCRC.
  - Based on the feedback, we will finalize the horizontal geometrics. Our design will focus on:
    - Size and location of circle
    - Alignment of approaches
    - Roundabout functionality by checking fast paths, entry angles, phi angles
    - Accommodating design vehicle turning movements, assumed to be WB-67 trucks
    - Cost implications due to ROW impacts

- Roadside/environmental features (utilities, streetlights, signs, snow considerations)
- The roundabout / road profiles will meet current AASHTO "Green Book" guidance and accommodate proposed stormwater conveyance.

MDOT Program Application and Environmental Clearance – OHM will prepare and submit the MDOT LAP Program Application form and the Local Agency Environmental Clearance Form 5323. It is anticipated that OHM will be the noted Construction Engineer for this form.

NEPA and SHPO

NEPA (5323) environmental and SHPO (Section 106) historical/archeological applications will be submitted after Base Plans. Early submittal is necessary due to long review times. OHM will submit the NEPA forms and the Phase 1 SHPO application.

Should MDOT require a Phase 2 evaluation and require an archeological evaluation including test holes, a consultant specialist will need to be added to perform this service. This service is not included in the proposal.

ROW Negotiation and Acquisition Services – Acquisitions must be completed following MDOT regulations and the Uniform Relocation and Real Property Acquisition Policies Act of 1970 (Uniform Act). OHM and its subconsultant, Commonwealth Associates, will perform right-of-way negotiation and acquisition services as described in Commonwealth Associates' proposal and below:

- Permanent Highway Easements and/or Temporary Consent to Grades are anticipated in all 4 quadrants.
- A Market/Valuation Study will be used to develop recommended good faith offer amounts.
- If a permanent highway easement value exceeds $15,000, appraisals may be required per LPA procedures. Appraisals are not included in this proposal and are not expected to be required at this time.
- Commonwealth Associates will obtain 4 title searches for the subject parcels.
- Commonwealth Associates will record all applicable documents with the County in compliance with local regulations.
- OHM will prepare parcel exhibits for each Temporary Consent to Grade and Highway Easements. Exhibits will include:
  - Exhibit A – 8.5" x 14" size exhibit drawings in pdf format. The full parcel and boundary bearings and distances as referenced and described in the Exhibit B, easement bearings, dimensions, labels, and areas will be shown. Easement detail areas will be drawn if necessary for clarity. Topographic features will not be shown.
  - Exhibit B - 8.5" x 11" size legal description in pdf format. The subject (parent) parcel and easement description will be provided.
- The effort to provide ROW coordination and assistance services to achieve final ROW certification is dependent on property owner feedback, hence difficult to predict. We assume 40 hours of additional, as-needed ROW mitigation effort after we submit the parcel exhibits will be necessary. Mitigation effort could include design iterations, plan revisions, parcel exhibit revisions, aerial exhibits, and miscellaneous coordination.

Wetlands – No wetland impacts are anticipated as part of this project.

Plans, Specs, and Estimates (PS&E) Package

- Removal, construction, and profile sheets for the road sheets will be 30 scale for full-size sheets, 60 scale for half-size sheets. We anticipate 5 removal and 5 construction sheets.
- This project will be administered and bid through MDOT LAP. OHM will provide pdf plans, unique specifications, and an opinion of probable cost in pdf and MERL format (at Final Plans only).
- OHM standard plan format will be used unless County preference standard is preferred.
- OHM will deliver plans for the OCRC to review at the following milestones:

- **Roundabout geometrics:** Concept plan layouts for review and discussion.
- **Base plans (30% complete):** Line, grade, slope stake, cross sections, and ROW impacts.
- **GI Plans (80% complete):** OHM will submit the GI package to OCRC and MDOT concurrently. The package will include plans, unique project specifications, soil borings, and opinion of probable cost. OHM will attend the MDOT GI review meeting.
- **Pre-Bid Plans (95%):** OHM will submit the pre-final package to the OCRC for review and comment. OHM will make revisions accordingly.
- **Final Plans (100%):** OHM will submit the final plan package to OCRC and MDOT concurrently. The package will include plans, unique project specifications, and a MERL file containing the opinion of probable cost.
- **Bidding and Award Phase:** OHM will respond to contractor inquiries and perform an unbalanced bid review.
- **Plan Reviews**: Plan reviews will generally occur over email, phone, and videoconference.
- OHM will attend the **Pre-Construction Meeting**.
- **Final deliverables** package includes cad files and design calculations, as requested.

Maintenance of Traffic and Detour – OHM will prepare Maintenance of Traffic plans based on the following assumptions:

- It is assumed this project will be constructed under a full road closure and that all traffic will be detoured. OHM will prepare a detour plan utilizing OCRC's preferred detour routes. The anticipated detour route will utilize Hayes Tower Road, Main Street/M-32, and Dickerson Road.

Streetlights – OHM will coordinate the location of the street lighting with Great Lakes Energy who will own and maintain the street lights. All lighting work will be done separately from the MDOT portion of the project and will be contracted directly with Great Lakes Energy. Tasks will include:

- Review and verify Great Lakes Energy photometric calculations.
- Coordinate with Great Lakes Energy to identify an electrical service point .
- No Street lighting bid pay items and quantities will be included in the bid plans.

Snowmobile Recreation Trail – OHM will coordinate with the OCRC and the MDNR/Gaylord Area Snowmobile Trails Council for relocation of the S. Townline Rd crossing south of the intersection. Special pavement surfaces are anticipated.

Permanent Pavement Markings and Signing – OHM will prepare Permanent Pavement Marking and Signing design plans. OHM will coordinate with OCRC where pavement markings will be recessed.

Landscaping for Safety Screening and Aesthetics - Landscaping is a critical feature for speed reduction and safety at roundabouts. OHM will prepare landscaping plans and specifications. Landscaping will be provided at the roundabout center island. Our approach will include:

- The proposed landscaping will be similar to the McCoy Rd W/ S Otsego Ave roundabout. The design could include shrubs and/or perennial plantings. Selected plant species will consider the use of native species, drought tolerance, and salt tolerance. No irrigation will be provided.
- Landscape plans will include a planting layout, planting materials, soil information, and construction details. We will identify bid pay items and quantities for inclusion in the bid package and prepare special provisions.

Utility Coordination – OHM will identify utility impacts and coordinate utility relocation. Utility relocations are anticipated. We will:

- Notify each utility company of the work planned for the project. Verify location of facilities using record information provided by utility companies.

- Coordinate three meetings with utilities. The meetings will be on-site or at the OCRC. Other correspondence will occur over the phone or email.
- Identify impacts to utility facilities. Coordinate the relocation of utility facilities. Assist the OCRC in reviewing private utility relocation plans for permitting. Two reviews for permit plans are anticipated for each utility.
- Prepare utility coordination clause specification.

Although we anticipate a more detailed investigation during the design, our proposal includes the following assumptions:

- Sanitary sewer facilities do not exist. The area is serviced mainly by well and septic.
- Gas main, water main, and overhead and underground electric and communication lines are present within the project limits.
- Some utility relocation is anticipated to be required. OHM will coordinate with the appropriate utility companies throughout design.

Permits and Approvals

- FAA clearance and approval will be required due to the proximity to the airport.
- MDOT ROW permit will be required for detour signing.

Public Involvement – Per NEPA, a public meeting will be required. This is anticipated just before or after the GI meeting. This meeting must be advertised and documented. OHM will prepare project exhibits (one plan and one detour exhibit) for use.

Meetings and Communication – Other than the in-person meetings described above, correspondence will occur via email, phone, and video conference. For efficiency, in-person meetings will be combined to cover a variety of project components.

D. Schedule - The project is required to be obligated during the MDOT fiscal year 2028. Due to this intersection being utilized as part of the detour for the ongoing MDOT M-32 and I-75 interchange project, the proposed schedule is currently for a late fiscal year 2028 bid letting with a spring 2029 construction start.

- Notice to proceed – November 2026
- Fieldwork (survey & soil borings) – November-December 2026
- NEPA & SHPO (Section 106) Submittal to MDOT – May 2027
- Base Plans (30%) – June 2027
- GI Submittal to MDOT (80%) – February 2028
- Final Submittal to MDOT (100%) – June 2028
- Bid Letting – September 2028

The above schedule is subject to third party review or other time frames (right-of-way, utilities, permitting, environmental, etc.) that are outside of OHM's control.

E. Deliverables

- Plans, specifications, and Engineer's opinion of probable cost
- Design calculations and Cad files

F. Exclusions

- Traffic Safety Study
- ROW condemnation activities.
- Phase 2 SHPO investigation
- Wetland Flagging
- Tree tagging, tree species identification
- Construction engineering or assistance

G. Cost Summary

COST SUMMARY BY CONSULTANT	
OHM Advisors	$129,900
Soils & Structures (Geotechnical)	$11,675*
Commonwealth (Right-of-way)	$27,051
Total	**$168,626**

*Cost includes traffic control provided by Soils & Structures. Traffic control is shown as an option in the Soils & Structures proposal but is not currently included in the total cost of their proposal.

H. Agreement - All the provisions of the Continuing Services Agreement dated February 16, 2026, between the Client and OHM Advisors remain in effect. Your signature below will serve as acceptance and our notice to proceed on the project.

APPROVAL AND ACCEPTANCE BY OTSEGO COUNTY ROAD COMMISSON

S Townline at Van Tyle Roundabout Design Proposal

Accepted By: _____

Printed Name: _____

Title: _____

Date: _____



Commonwealth
ENGINEERING + CONSULTING

PROPOSAL

OHM Advisors

Otsego CRC – Townline & Van Tyle Roundabout | ROW Acquisition Services

Otsego County, Michigan

October 7, 2026

Commonwealth Proposal No. P026.0462

Commonwealth Confidential

Commonwealth
ENGINEERING + CONSULTING

October 7, 2026

Chris Powell, Project Manager
OHM Advisors

Submitted via email: Chris.Powell@ohm-advisors.com

RE: Otsego CRC – Townline & Van Tyle Roundabout | ROW Acquisition Services
Otsego County, Michigan
Commonwealth Proposal No. P026.0462

Commonwealth Associates, Inc. (Commonwealth) is pleased to submit this proposal to OHM Advisors and Otsego CRC to provide right-of-way acquisition services in support of the Otsego County Road Commission's design of a roundabout at the intersection of Townline Road and Van Tyle Road.

Our proposed cost to complete the enclosed defined scope of work is **$27,051.** The current proposal will remain valid for 30 days from today's submittal.

This project is important to you and to us. We know that effective communication between your staff and ours is key to the success of this project. We will work closely with you to make sure we all understand the goals of the project, how the goals will be reached, and any special factors that must be considered.

We look forward to working with OHM. Please contact me at 517.416.7674 or Haleigh.Gonzales@cai-engr.com if you have any questions.

Sincerely,

Haleigh Hammond-Gonzales

Haleigh Hammond-Gonzales
Project Manager





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OTSEGO CRC BORINGS – TOWNLINE & VAN TYLE ROUNDABOUT | ROW ACQUISITION SERVICES

OVERVIEW

Project Understanding

OHM Advisors is seeking a proposal from Commonwealth Associates, Inc. (Commonwealth) to provide right-of-way acquisition services for the Otsego County Road Commission's proposed roundabout at the intersection of Townline Road and Van Tyle Road in Otsego County, Michigan. The project is being completed as an MDOT Local Agency Program project and is anticipated to require up to four permanent easements, generally one in each quadrant of the intersection. Commonwealth understands that survey is expected to occur in fall 2026, preliminary design will advance through winter 2026–2027, and easement needs are anticipated to be better defined by spring 2027. Commonwealth will coordinate closely with OHM Advisors and Otsego CRC to complete acquisition activities in accordance with MDOT Local Agency Program, FHWA, and Uniform Act requirements, with the goal of supporting ROW certification by December 2027, subject to receipt of design information, NEPA clearance, and required approvals.

The Commonwealth Difference

We are a leader in power and energy with expertise in transmission & distribution, grid modernization, power generation, renewable energy integration, and energy storage solutions. Commonwealth delivers comprehensive engineering services—consulting, system studies, detailed design, owner's engineering, and EPC partnerships. We ensure a successful project with complementary support in environmental permitting, right-of-way services, and construction phase support.

"Working with Commonwealth certainly saves us time."

— Dearborn Industrial Generation/CMS Enterprises

States Registered **50**

ENR TOP 25 Transmission & Distribution Firms

300 Skilled Professionals

#22 *EC&M Magazine* Electrical Design Firm

38 Years in Business

80+ Utility Clients

8 U.S. Offices

JACKSON, MICHIGAN Home Base

EMR Safety Rating **0.74**

At Commonwealth... We PARTNER, We UNDERSTAND, We DELIVER.

SCOPE OF SERVICES

Commonwealth will provide comprehensive right-of-way acquisition services, including:

Preliminary Outreach

- Initial contact and discussion with property owners
- Distribution of introductory letters and Owner communication forms
- Preliminary Interview form

Ownership Research

- Title and Tax record research
- Confirmation of ownership
- Contact information research

Valuation

- Valuation Report/ Market Study
- Compensation summary form with recommended offers

Document Preparation

- Good faith offer letter
- Easement document package
- Donation form
- Relocation form
- W9 Form
- Internal and external approvals

Negotiation

- Direct engagement with property owners
- Presentation of the Good Faith offer and easement document packages
- Resolution of terms and conditions
- Coordination of payment/closeout

Recording and Submission to MDOT

- Finalization of easement documents
- Recording as necessary of easement documents
- Submission of all required documentation
- The ROW document hard files will contain the Title/Owner verification, Preliminary Interview Form, Introduction letter, Owner Communication Preference form, Valuation Study, Valuation Recommendation and Approval Form, GFO letter, Easement Document Package, Relocation Form, Donation Form, W-9 forms, Complete Notes of all communication and other necessary documentation, such as related parcel information and in accordance with MDOT/FHWA standards.

Project Management

- Maintained communication with client through duration of project
- Bi-weekly status updates
- Owner negotiation reporting

DEMONSTRATED CAPABILITIES

Table A: Sample Recent Similar Projects

Customer	Project Name
OHM Advisors	Grand Traverse County Road Commission - Garfield/Potter Roundabout

Commonwealth acquired four temporary driveway grading permits and four permanent highway easements for Grand Traverse County Road Commission Road improvement project on Garfield and Potter Roads. Commonwealth prepared a market study, handled all document preparation, recording and submittal of final document closeout packages to MDOT.

Customer	Project Name
OHM Advisors & Michigan DOT	MDOT – Freeland River Rd Roundabout

Commonwealth acquired two temporary driveway grading permits and four permanent highway easements for OHM and MDOT for a roundabout construction project. This project affected a place of worship, a lot of subdivisions, farmland with multiple owners and residential/agricultural property. Commonwealth coordinated title commitments, performed preliminary interviews, coordinated appraisals and appraisal reviews, prepared offer documents, presented offer documents and negotiated with the property owners, prepared administrative settlements as needed, maintained a database with all records, and handled payment, closings, and submittal final document closeout packages to MDOT.

Customer	Project Name
Hubbel, Roth & Clark (HRC)	City of Lansing – City of East Lansing Snyder Rd. Sidewalk Project

Commonwealth acquired four temporary driveway grading permits for the City of East Lansing, Michigan for sidewalk improvements on Snyder Road. Commonwealth prepared a market study, handled all document preparation, recording and submittal of final document closeout packages to MDOT.

Customer	Project Name
Hubbel, Roth & Clark (HRC)	Road Commission of Kalamazoo County – Parkview Roundabouts & Oshtemo Township Sanitary Sewer Shared Path

Commonwealth's ROW team collaborated with HRC, the Road Commission of Kalamazoo County (RCKC) and Oshtemo Township on two roundabouts, sanitary sewer, and a shared path project in Michigan. The RCKC constructed two roundabouts at 11th, 12th, and Parkview while Oshtemo Township added sanitary sewer and a shared path to the project. The improvements required 2 permanent road easements, 7 road grading easements, 10 permanent path easements and 10 path grading easements on 14 parcels.



Customer	Project Name
Jackson County Parks, (JCP)	Mike Levine Lakelands Trail Extension



Jackson County Parks (JCP), owned by Jackson County, proposed extending the Mike Levine Lakelands Trail, which is also a part of the Iron Belle Trail. The proposed route started at the intersection of Cooper and Parnall Roads, then heads west along the north side of Parnall Road to Lansing Avenue, then south along the east side of Lansing Avenue to just past the railroad tracks, then continuing southward under I-94 within the Consumers Energy property, on the west side of the Grand River, crossing east and continuing south to the Jackson city limits north of Monroe Street where the existing City of Jackson Arts Walk path ends. Most of the trail corridors are immediately adjacent to the rights-of-way of Parnall Road, Cooper Road, and Lansing Avenue. 21 parcels were affected on this project that included rail roads, electric utilities companies, schools, churches, prisons, state-owned property, businesses, and many residential property owners.

Commonwealth performed preliminary owner notification, mailing letters, and used county tax records to confirm ownership, researched owner contact information and conducted preliminary interviews. Commonwealths in house certified general appraised performed a market study analysis to determine fair market value of the easements which is required as part of the Federal Regulations.

Commonwealth created GFO packages, negotiated with the residential property owners and met with the businesses, state officials and utilities affected to obtain crossing rights, temporary access agreements, and/or permanent easements.

Commonwealth maintained a database with all owner information and negotiations throughout the project and maintained hard copy parcel files and submitted them to the local agency at the project's close and MDOT.

Customer	Project Name
ROWE Professional Services Company (ROWE)	Genesee County Road Commission – Dort Highway

Commonwealth assisted the Genesee County Road Commission with the construction of Dort Highway through a residential neighborhood. This project required two permanent highway easements, and three fee takes that required relocation. Commonwealth coordinated title commitments, performed preliminary interviews, coordinated appraisals and appraisal reviews, prepared offer documents, presented offer documents and negotiated with the property owners, and prepared administrative settlements as needed.
We also performed work to relocate property owners—performing comparable analyses, working with owners to find replacement housing, coordinating moving costs, maintaining a database, and handling payments, closings, and submittal of final document closeout packages to MDOT.

Customer	Project Name
Prein & Newhof	Muskegon County – Resource Recovery Center

Commonwealth acquired one permanent easement for Muskegon County's development of a resource recovery center. Commonwealth prepared a market study, handled all document preparation, recording and submittal of final document closeout packages to Prein & Newhof.

Customer	Project Name
ROWE Professional Services Company (ROWE)	Road Commission of Kalamazoo County – MN/44th & Mercury

Commonwealth assisted with all right-of-way duties for the rehabilitation project on E MN Avenue/S 44th Street and Mercury Drive. The improvements will require two permanent and two temporary easements.



Customer	Project Name
Mead & Hunt	Kalamazoo/Battle Creek International Airport – AZO Compliance

Avigation easement acquisition consisting of approximately 54 parcels, each that requires an Avigation Easement on their property to meet FAA compliance requirements and Project needs. The acquisition includes several high-level tasks including title and ownership, appraisals, appraisal reviews, negotiations, and closings.

OUR PROPOSED PROJECT TEAM

Our professionals are technical experts in their fields--many help set standards and protocols within discipline-specific professional associations. Commonwealth will consider OHM as a critical partner on our project team. Clear communication lines will be established at project start to streamline progress, tracking, and performance. Key personnel resumes are provided in Appendix A.

Table B: Key Personnel Qualifications

Nominee | Role Experience	Education	Resume Highlights
Haleigh Gonzales, RWP *Land Services Manager / Agent* 10 yrs.	Business Studies, Jackson College; Legal Studies, Baker College. RWP, International Right of Way Association	Haleigh is experienced in land services, including project management and the acquisition of many types of easements, right-of-way in fee, relocations, and temporary permits and licenses for local municipalities, county and state governmental agencies and other organizations. Projects have included airports, roadway improvements, utility projects, wind energy projects, and projects involving relocation.
Paul Sander, PMP *Appraiser* 45 yrs.	AAS, Surveying and Forest Technology, Alpena Community College Certified General Appraiser, Real Estate Broker	Paul has 40+ years in land identification, appraisal, and acquisition scopes for engineering and construction projects for the Michigan DOT, airports, and local public agencies. After an extensive career with the Michigan DOT, Paul joined Commonwealth in 2012 and has managed major projects, including the Detroit River International Crossing. Paul led the Detroit Metropolitan Region Appraisal Unit. He was recognized with the AASHTO National Award I94 Value Engineering Team and is an active member and past chapter president of the International Right of Way Association. He has served as an adjunct professor at Lawrence Technological University.
Tiffany Jordan *Land Agent* 13 yrs.	BA, Business Administration, Northwood University, Midland, MI. Real Estate Broker	Tiffany is a Residential & Multifamily Apartment Leasing Agent with more than five years of experience specializing in real estate sales, lease consulting, and contract negotiations. She is adept at managing tenant relations, generating traffic, qualifying prospects, and converting leads into closed sales.

All named personnel are subject to availability at time of award. In the event a designated staff member is not available, a professional of similar qualifications will be assigned.

PROJECT APPROACH

Land Acquisition Approach

County Tax Records/ Preliminary reach out

- Conduct parcel, title, and tax record research for up to four (4) parcels requiring permanent easement acquisition to confirm current ownership, mailing addresses, and required acquisition documentation.
- Contact property owners via an intro letter as required by LPA procedures, introducing the project, key contacts, and plan for acquisition.

- Provide owners with/and obtain signatures on an Owner Communication Preference form, as required by LPA procedures.
- Title reports are included in this proposal as an expense item, as permanent easements require title review in accordance with MDOT Local Agency Program procedures.

Valuation

- Complete a Market/Valuation Study, with our in-house, LPA approved and certified general appraiser.
- Provide a Compensation Spreadsheet form with recommended offer amounts.
- If needed, depending on the size of easements needed, appraisals may be required per LPA procedures if the easement area valuation exceeds $15,000. If appraisals are needed, Commonwealth will utilize a certified general appraiser to conduct the appraisals. Review appraisals will be provided by Commonwealth's in-house certified general appraiser, as required by federal and state guidelines. Appraisals are not included in this estimate and at this time are not believed to be required.

Good Faith Offer Preparation

- Prepare all necessary documentation for presenting good faith permanent easement offers to secure rights for up to four (4) identified properties, following Client approval of legal descriptions, exhibits, compensation recommendations, and offer packages.
- All easement documentation will follow the LPA/FHWA guidelines. Commonwealth attends MDOT's annual updates and has a close working relationship with MDOT LPA and their review team to complete the process and handle all items efficiently.

Property Owner Negotiations

- Present Good Faith Offers (GFO's) and conduct negotiations with property owners following LPA/FHWA/MDOT procedure.
- Address inquiries from property owners about the project.
- Follow up with property owners regarding the status of GFO's.
- Seek guidance and input from the Client as necessary during negotiations.
- Conduct easement negotiations for up to four (4) permanent easements, communicate with affected owners, prepare a Memorandum of Negotiations, and maintain a complete, legible diary of each owner contact in accordance with MDOT Local Agency Program requirements.
- Negotiate with property owners in a timely manner until an agreement is reached. Commonwealth assumes up to three (3) in-person meetings per owner and up to fifteen (15) phone calls, emails, and/or texts per owner. If an owner requires additional negotiations, administrative settlement support, or other services beyond this assumed effort, Commonwealth will discuss the need with the Client and provide additional scope and cost as appropriate.

Closing Documentation/Recordings

- Prepare and organize all closing documents required for closing and MDOT/LPA submittal.
- Ensure that all documents are recorded with applicable County in compliance with local regulations.
- Transmit all documentation needed for project closure and cost reimbursement to the Sponsor for review and approval.

Record Maintenance/Quality Check

- Maintain all project records in accordance with the requirements of LPA/FHWA/MDOT.

- Provide complete parcel files at the time of closeout.
- Review all legal documents, compensation determinations, and deliverables ensuring correct execution.
- Keeping detailed contact information and notes in our online database, CityVerse, that clients have access to in real time.

Progress Reports

- Provide monthly or bi-weekly progress reports to OHM Advisors summarizing activities, challenges, and updates on the status of property acquisitions.

Acquisition Guidelines

- Acquisition and supervision of the property in accordance with the terms of the land consultant contract.
- Be familiar with all procedures required to acquire necessary real property in accordance with city, state, and federal procedures and regulations.
- All proposed administrative settlements are to be reviewed and approved by the Sponsor.
- Follow the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Public Law 91-646).
- Comply with such rules and regulations as set forth in the FHWA/LPA guidelines for reimbursement of federal funding. MDOT LPA updates as of January 2026.
- Abide by decisions made by the Sponsor on questions concerning acceptability of any work performed on the project. All decisions made by the Sponsor are final.

Meeting Plan

Commonwealth Project Manager Haleigh Hammond-Gonzales will manage the overall project activities and our team's performance in adhering to the proposed scope, schedule, budget, and quality of deliverables. Haleigh will serve as the primary point of contact with OHM Advisors in support of project execution, management, invoicing, and project closeout. The meetings listed in Table C are included in our proposal.

Table C: Meeting Plan

Meeting	Duration	Frequency	Quantity
Kickoff	1 hr.	Once	1
Property Owner Meetings	TBD	As needed	Up to 12
Progress Review Meetings	1 hr.	Monthly or as needed	5

We assume formal acquisition activities will begin once easement needs are sufficiently defined by design and after prerequisite environmental approvals allow acquisition to proceed. A formal kickoff can occur upon acceptance of this proposal, with preliminary coordination beginning as needed to support the December 2027 ROW certification target.

DELIVERABLES

Commonwealth will provide the following deliverables in support of this project:

- Complete owner contact information, and title searches for all required parcels.

- Complete valuation report/market study with recommendations for each parcel.
- Documentation for easement purchase and good faith offers presented to property owners, as required by FHWA/MDOT.
- Summaries of negotiations and required follow-up documentation.
- MDOT/FHWA required closing document packages for all acquired properties.
- Bi-weekly progress reports.
- Submittals required by MDOT.

PRELIMINARY SCHEDULE

Commonwealth proposes the following preliminary schedule based on the current understanding that survey will occur in fall 2026, preliminary design will advance over winter 2026–2027, easement areas will be refined by spring 2027, and ROW certification is targeted for December 2027. Upon project award, Commonwealth will work with OHM Advisors and Otsego CRC to refine the schedule around design progress, NEPA approval, MDOT review requirements, and parcel-specific acquisition needs.

This schedule is intended to support an early ROW certification target of December 2027 while recognizing that federal-aid acquisition activities are dependent on completed design information, approved acquisition documents, owner responsiveness, and NEPA clearance. If the project proceeds on the anticipated FY 2028 letting timeline, Commonwealth can adjust the pace of acquisition activities to align with the final MDOT letting, bid, and construction schedule.

Milestone	Date
Notice to Proceed / Kickoff	Upon authorization
Survey / Preliminary Coordination	Fall 2026
Preliminary Design / Acquisition Planning	Winter 2026–2027
Easement Needs Identified / Parcel Research	Spring 2027
Valuation / Offer Package Preparation	Spring–Summer 2027
Negotiations / Closings / MDOT Submittal Prep	Summer–Fall 2027
ROW Certification Target	Fall 2027

ASSUMPTIONS & CLARIFICATIONS

Commonwealth assumes:

- All services will be performed in accordance with applicable federal acquisition standards, MDOT Local Agency Program procedures, FHWA requirements, and the Uniform Relocation Assistance and Real Property Acquisition Policies Act.
- The estimate does not include legal fees or costs associated with condemnation, if required.
- Commonwealth will coordinate closely with OHM Advisors to ensure seamless integration into the final engineering proposal.
- Client will provide required parcel tax IDs, legal descriptions, easement exhibits, and design information needed to prepare acquisition documents and offer packages.

- None of the properties will require relocation assistance.
- Four title searches are included in this proposal billed as an expense.
- This scope assumes up to four (4) permanent easements. Temporary easements, fee acquisitions, relocations, condemnation support, appraisals, appraisal reviews, or additional parcels are not included unless added by written authorization.
- Right-of-way certification by December 2027 is dependent on timely completion of design, receipt of approved legal descriptions and exhibits, NEPA clearance, parcel owner responsiveness, and MDOT review/approval timeframes.
- Client will provide Program Application "Attachment A" to MDOT prior to project kickoff.
- Client will provide exhibits/drawings with legal descriptions to be included in the easement packages.
- Our experienced team of professionals will use industry-standard and proven practices, but acquisition efforts are not guaranteed, especially in negotiations with property owners where ultimate decisions are not under our control.
- Not more than five (5) total project meetings with any combination of the Sponsor, Client or MDOT will be required.
- The ROW document hard files will contain the Title/Owner verification, Preliminary Interview Form, Introduction letter, Owner Communication Preference form, Valuation Study, Valuation Recommendation and Approval Form, GFO letter, Easement Document Package, Relocation Form, Donation Form, W-9 forms, Complete Notes of all communication and other necessary documentation, such as related parcel information and in accordance with MDOT/FHWA standards.

PROJECT COST

Commonwealth will provide the consulting engineering services outlined in this proposal on a time and material basis for the not-to-exceed amount of **$27,051.** Our proposed fee and defined scope are valid for 30 days from date of issuance.

Table D: Fee Breakdown

Service	Fee
Service 1 — Project Management & Meetings	$5,443
Service 2 — Preliminary Research	$3,120
Service 3 — Valuation	$2,780
Service 4 - Documents	$3,348
Service 5 — Negotiations	$5,040
Service 5 — Submittals/Closings	$2,454
Service 7 — QC	$1,156
Service 7 — Expenses (Title reports, travel, mailings, etc. invoiced at cost)	$3,710
TOTAL	**$27,051**

TERMS AND CONDITIONS

Commonwealth proposes providing the services described in this proposal in accordance with the agreement we currently have in effect with OHM Advisors.

SOILS & STRUCTURES

S&S Project No.- 26TC-8J2

OHM Advisors - Petoskey
300 E. Mitchell Street
Petoskey, MI 49770

October 05, 2026

Attention: Mr. Chris Powell, P.E.
Project Name: Otsego CRC - Townline & Van Tyle Roundabout
Project Location: Gaylord, Otsego County, Michigan

Dear Mr. Powell

Soils & Structures is pleased to present this proposal for the above mentioned project. A budget has been provided below and a full scope is listed in Exhibit A.

Soils & Structures will contact Miss Dig utility locate service to identify any public utilities in the vicinity prior to mobilizing to the site. The owner is responsible for locating their private utilities. We request that you coordinate with the owner to locate any private utilities on site that are not part of the Miss Dig system. Soils & Structures will not be responsible for damage to unmarked private utilities. If requested, Soils & Structures will contract ground penetrating radar (GPR) service for an additional cost not included in the proposal, to locate private utilities.

The client shall notify Soils & Structures if drilling services must be delayed or cancelled at least seven (7) days prior to the specified drilling date. Notifications of delay or cancellation made within seven (7) days may be subject to a cancellation fee of $750.00. If no notice of delay or cancellation is given, Soils & Structures assumes that drilling may proceed as planned. In the event that the drilling crew mobilizes to the site and is called off on its way to or on site, or if the site is not accessible on arrival, the client is responsible for the full cost of mobilization specified in this proposal.

Budget Summary for - Otsego CRC - Townline & Van Tyle Roundabout

Task Name		Cost
Geotechnical Services		$7,175.00
	Project total:	$7,175.00

The price and terms of this offer are valid for 120 days from the date of this proposal. We look forward to being of service to you. Please contact our office with any questions you may have. If the proposal is found acceptable, please sign below and return.

Sincerely,

Soils & Structures

Hanna Barton
Geotechnical Drilling Manager

Exhibit A - Scope of Services
Exhibit B - Terms & Conditions

EXHIBIT A
Scope of Services

Geotechnical Services

A total of 6 test borings are proposed to evaluate the underlying soil conditions for the design and construction of the proposed Otsego CRC - Townline & Van Tyle Roundabout located at Gaylord, Otsego County, Michigan. Tentatively, test boring depths of 5 and 10 feet are proposed for a total of 30 feet of drilling and sampling. **We assume we will be able to access the soil borings. An allowance for private traffic control is shown in the budget table below. If needed, and the county is unable to provide traffic control, the actual cost for private traffic control will be reflected in the final invoice.**

Ground Penetrating Radar is not included in this scope; however, it is recommended. The cost is shown in the quotation table. If elected, the GPR cost will be reflected in the final invoice.

United States Army Corps of Engineers (USACE) dynamic cone penetrometer (DCP) tests will be performed in the upper 3.0 feet of the borings to assess the support condition of the subgrade layers.

Soil borings will be backfilled with cuttings and/or pea gravel. Soil borings performed in asphalt or concrete will be patched with appropriate material. Excess cuttings will be disposed on site. We assume no other restoration will be necessary.

Groundwater elevations, if encountered, will be recorded after drilling and prior to backfilling of the bore holes. Long term groundwater elevations will not be recorded as part of this investigation.

Laboratory tests will be performed, as appropriate, on representative samples of the soil. The anticipated laboratory tests include classification, water content, sieve tests, loss on ignition, unconfined compression and Atterberg limits.

The report will be prepared by a registered geotechnical engineer and will include the following information.

- Description of the tests performed
- Discussion of the surface and subsurface conditions, including groundwater conditions
- Recommendations for asphalt and/or concrete paving
- Recommendations for groundwater management and drainage
- Recommendations for quality control testing
- Select construction notes pertaining to the recommended pavement rehabilitation options

Cost Estimate for - Geotechnical Services

Description	Qty	Rate	Units	Total
Engineering Report	1.00	$2,500.00	LS	$2,500.00
Field Engineering & Project Preparation	1.00	$900.00	LS	$900.00
Ground Penetrating Radar (GPR)	0.00	$1,500.00	LS	$0.00
Laboratory Evaluation & Testing	1.00	$825.00	LS	$825.00
Mobilization of Drill Rig	1.00	$1,450.00	LS	$1,450.00
Pavement Drilling & Sampling	1.00	$1,500.00	LS	$1,500.00
Traffic Control Allowance - Per Day	0.00	$4,500.00	Day	$0.00
			Total for Geotechnical Services	$7,175.00

Otsego County Road Commission
MTF COMPARISON - Includes NRF Funds
For Calendar Year Ending 12/31/2026

	MTF	NRF						
Month	2026	2026	2025	2024	2023	2022	2026 + (-)	% Change
January	$ 546,816.76		$ 649,630.17	$ 618,718.01	$ 622,850.41	$ 593,353.49	$ (102,813.41)	-15.83%
February	$ 753,643.84		$ 683,544.29	$ 659,154.39	$ 632,255.99	$ 632,457.35	$ 70,099.55	10.26%
March	$ 653,859.26		$ 628,025.22	$ 593,247.27	$ 593,772.93	$ 575,363.14	$ 25,834.04	4.11%
April	$ 735,304.46		$ 616,962.38	$ 590,636.20	$ 562,332.71	$ 560,418.55	$ 118,342.08	19.18%
May	$ 667,032.37		$ 597,625.89	$ 586,077.27	$ 619,941.51	$ 510,827.52	$ 69,406.48	11.61%
June	$ 711,073.44		$ 634,481.04	$ 613,333.27	$ 618,893.80	$ 568,665.93	$ 76,592.40	12.07%
July	$ 642,931.45	$ 645,147.85	$ 555,370.00	$ 527,063.94	$ 547,335.20	$ 487,410.63	$ 87,561.45	15.77%
August	$ 723,777.55	$ 420,515.47	$ 615,374.96	$ 598,192.14	$ 569,431.44	$ 551,092.90	$ 108,402.59	17.62%
September	$ 896,651.56	$ 491,466.98	$ 652,127.03	$ 619,861.90	$ 556,303.94	$ 601,029.67	$ 244,524.53	37.50%
October			$ 422,314.33	$ 524,704.70	$ 534,580.55	$ 462,674.17	$ (422,314.33)	
November			$ 478,106.84	$ 598,118.73	$ 569,651.09	$ 521,034.79	$ (478,106.84)	
December			$ 729,012.50	$ 845,893.18	$ 783,401.92	$ 750,365.33	$ (729,012.50)	
Totals	$ 6,331,090.69	$ 1,557,130.30	$ 7,262,574.65	$ 7,375,001.00	$ 7,210,751.49	$ 6,814,693.47	$ (931,483.96)	112.29%

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)
(2024 Snowfunds $460,610.96)
(2025 Snowfunds $470,494.84)