



**AGENDA**  
**OTSEGO COUNTY BOARD OF ROAD COMMISSIONERS**  
**TUESDAY, JANUARY 09, 2025 – 9:00 A.M.**  
**669 W. MCCOY RD., GAYLORD, MI 49734**

**Organizational Meeting**

- Item 1 – Call to Order/Pledge of Allegiance**
- Item 2 – Roll Call**
- Item 3 – Nominations/Election of Chairman**
- Item 4 – Nomination/Election of Vice-Chairman**
- Item 5 – Appoint Secretary to the Board**
- Item 7 – Adopt 2025 Procedural Rules**
- Item 8 – Approve 2025 Meeting Schedule**
- Item 9 – Agenda Distribution**

**Regular Meeting**

**Item 1 – Agenda Changes/Approval of Agenda**

**Item 2 – Consent Calendar**

- A. Minutes: The Board approves the Regular Meeting Minutes dated December 12, 2024.
- B. The Board approves Payroll: #25 (\$88,087.49) and #26 (\$96,738.96)
- C. The Board approves Accounts Payable: C/12-2 (\$257,075.75), and C/1-1 (\$245,219.30) and the Accounts Payable Check Register dated December 1, 2024, to December 31, 2024.

**Item 3 – Guest Speakers**

- A. Dana Wingo, Otsego County Board of Commissioners
- B. Lisa McComb, Otsego Economic Alliance, re: Winifred Road Extension

**Item 4 – Public Comment**

**Item 5 – Old Business/Unfinished Business**

- A. NONE

**Item 6 – New Business**

- A. MSP Seasonal Weight Restrictions Road Patrol
- B. Truck Route Designation Review

**Item 7 – Staff Reports**

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

**Item 8 – Communications**

- A. Upcoming OCRC Board Meeting Date: February 13, 2025 & March 13, 2025
- B. Upcoming CRA New Commissioners Workshop: February 18, 2025, in Mt Pleasant.
- C. Upcoming CRA Highway Conference & Road Show: March 25-27, 2025, in Lansing.

**Item 9 – Public Comment**

**Item 10 – Commissioner Comment**

**Item 11 – Adjournment**



# Otsego County Road Commission

## Agenda Item Report

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**FROM:** Rebecca Hilmert, Finance Manager/Board Secretary

**MEETING DATE:** January 09, 2025

**AGENDA ITEM:** 3. Organizational Items

**SUBJECT:** Nomination and Election of Officers, Board Secretary Appointment, 2025 Procedures Adoption, 2025 Meeting Schedule

### **DESCRIPTION**

PA 283 (County Road Commission Act) requires the OCRC Board to appoint a member of its body to serve as chairperson for the OCRC Board annually. CRC boards also customarily select one of the members to serve as a vice-chair. The law directs the county clerk to serve as CRC clerk, but also permits a CRC to appoint a staff member to work as board secretary when the workload is too great. It is common to appoint a staff member to work as board secretary. Each CRC should, officially, adopt a set of board rules. *Robert's Rules of Order* have become the default mode for meetings; however, most organizations modify the rules to match the level of formality needed in its decision-making setting. The Open Meetings Act requires each board to set the dates, times, and places of the board's regular meetings for the coming year at the first meeting of the new year.

### **PROCESS**

- 1.) Board Secretary opens nominations for chair position.
- 2.) Any member may make a nomination (does not need a second); Board Secretary asks for other nominations and the process is continued until no further nominations are offered.
- 3.) A vote is then held for each nominee in the order of nominated (roll call by Board Secretary) until a majority of the Board has voted in favor of a particular nominee, at which point the person is announced to be elected as chair and the election is over. The board secretary turns the meeting over to the Chairperson for nominations of vice-chair.
- 4) Appoint Board Secretary.  
**Motion to appoint Rebecca Hilmert as Board Secretary.**
- 5) Adopt 2025 Procedural Rules.  
**Motion to adopt 2025 Procedural Rules as presented.**
- 6) Approve 2025 Meeting Schedule.  
**Motion to approve 2025 Meeting Schedule as presented.**
- 7) Agenda Distribution.



**OTSEGO COUNTY ROAD COMMISSION  
BOARD POLICY**

Policy No.  
P25-1

Effective  
Date:  
01-09-2025

Supersede:  
P24-4

**2024 PROCEDURE RULES  
OF THE  
OTSEGO COUNTY ROAD COMMISSION**

**ARTICLE I  
BOARD OF COUNTY ROAD COMMISSIONERS**

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

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

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

## **ARTICLE II OFFICERS OF THE BOARD OF COUNTY ROAD COMMISSIONERS**

1. **Officers.** The officers of the Board include a Chair and a Vice Chair. The Chair and Vice Chairs shall be Members of the Board. Officers shall be selected by a majority of the Board at the first meeting each year.
2. **Chair.** The Chair shall be the head of the Board and shall have the usual powers of that office. The Chair shall preside at all meetings of the Board at which he/she is physically present at the site of the meeting. If both the Chair and the Vice Chair are not physically present at the site of the meeting, the Chair shall appoint a Member to preside at the meeting.
3. **Vice Chair.** The Vice Chair shall preside at meetings of the Board in the absence of the physical on-site presence of the Chair and shall perform such other duties as the Board of Road Commissioners may prescribe.
4. **Members.** The Members shall perform such other duties as the Board may prescribe. Any new Member of the Board appointed shall take the oath of office as their first order of business.

## **ARTICLE III MEETINGS OF THE BOARD OF COUNTY ROAD COMMISSIONERS**

1. **Rules of Procedure.** Robert's Rules of Order Newly Revised 12th Ed. (or the current edition) are adopted as the parliamentary rules of procedure for all Road Commission meetings to the extent not inconsistent with the Open Meetings Act.
2. **Organizational Meeting.** At a regular meeting of the Board held in January of each year, the Board Secretary shall call the meeting to order then shall call the roll of all appointed Road Commissioners. The Board shall proceed to nominate and elect one of the Road Commissioners, appointed and serving, as Chair with the term beginning January 1<sup>st</sup> and ending the December 31<sup>st</sup>. The Commissioner receiving majority vote of the Members, appointed and serving, shall be the Chair of the Board. The Vice Chair shall be nominated and elected by the Board at the same meeting, in the same manner as and following, the Chair of the Board. Except as required by law, the Officers of the Board shall have only the authority, duties and responsibilities delegated by the Board, in accordance with the Bylaws of the Board.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

16. **Minutes.**

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

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

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

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

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

#### **ARTICLE IV ADMINISTRATION**

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

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

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

#### **ARTICLE V REPEAL OR AMENDMENT OF BY-LAWS**

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

Adopted: January 09, 2025

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Troy Huff, Chairperson  
Otsego County Road Commission



**2025 Proposed Meeting Schedule**  
**OTSEGO COUNTY ROAD COMMISSION**  
 669 West Mc Coy Road  
 P.O. Box 537  
 Gaylord, MI 49734-0537  
 (989) 732-5202

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

The meeting schedules for the 2025 calendar year of the Otsego County Road Commission, held at the meeting room located at 669 W. McCoy Road, Gaylord, MI 49735, is as follows:

<b>OCRC BOARD MEETINGS</b>	
Board Meetings are scheduled for the second Thursday of each month <i>unless specified otherwise.</i>	
01/09/2025	9:00 a.m.
02/13/2025	9:00 a.m.
03/13/2025	9:00 a.m.
04/10/2025	9:00 a.m.
05/08/2025	9:00 a.m.
06/12/2025	9:00 a.m.
07/10/2025	9:00 a.m.
08/14/2025	9:00 a.m.
09/11/2025	9:00 a.m.
10/09/2025	9:00 a.m.
11/13/2025	9:00 a.m.
<b>12/18/2025*</b>	9:00 a.m.

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

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

**Otsego County Road Commission Board**

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



# Otsego County Road Commission Agenda Item Report

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**FROM:** Rebecca Hilmert, Finance Manager  
**MEETING DATE:** January 09, 2025  
**AGENDA ITEM:** Regular Meeting 2A, B, C  
**SUBJECT:** Consent Calendar

## **DESCRIPTION**

The purpose of the Consent Calendar is to expedite business by grouping non-controversial items together without discussion. Any member of the Commission, staff, or the public may ask that any item on the Consent Calendar be removed and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.

If an item is not removed from the Consent Calendar, all items listed are approved by a single Commission action approving the Consent Calendar. The Finance Manager recommends the following items be approved:

- A. Minutes: The Board approves the Regular Meeting Minutes dated December 12, 2024.
- B. The Board approves Payroll: #25 (\$88,087.49), and Payroll #26 (\$96,738.96).
- C. The Board approves accounts Payable: C/12-2 (\$257,075.75), and C/1-1 (\$245,219.30) and the Accounts Payable Check Register dated 12/01/2024 to 12/31/2024.

## **BUDGET ACTION REQUIRED**

N/A

## **LEGAL REVIEW**

N/A

## **SAMPLE MOTION:**

Motion to **approve/deny** the January 09, 2025, consent calendar as presented.

**UNAPPROVED**  
**MINUTES for the**  
**REGULAR MEETINGS OF THE**  
**OTSEGO COUNTY ROAD COMMISSION**  
**HELD ON THURSDAY, DECEMBER 12, 2024, AT 9:00 A.M.**

**ITEM 1 – CALL TO ORDER/PLEDGE OF ALLEGIANCE**

- Meeting called to order by Chairman Huff, at 9:00 a.m. and Pledge of Allegiance.

**ITEM 2 - ROLL CALL**

- Upon roll call, the following Commissioners responded:  
Dipzinski, Present  
Camiller, Present  
Gordon, Present  
Heinz, Present  
Huff, Present

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

**ITEM 3 – AGENDA CHANGES/APPROVAL OF AGENDA**

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

**ITEM 4 – CONSENT CALENDAR**

- A. Minutes: The Board approves the Regular Meeting Minutes dated November 14, 2024.
  - B. The Board approves Payroll: #22b (\$12,366.99), Payroll #23 (\$82,531.21), and Payroll #24 (\$79,164.33).
  - C. The Board approves Accounts Payable: C/11-2 (\$86,846.62) and C/12-1 (\$471,604.11), and the Accounts Payable Check Register dated 11/01/2024 to 11/30/2024.
- Motion by Dipzinski to approve the December 12, 2024, Consent Calendar, seconded by Heinz. Five ayes, no nays. Motion carried.

**ITEM 5 – GUEST SPEAKERS**

- A. Melissa Marcott and Jerry Ryckman, President, of the Gaylord Area Snowmobile Trails Council, requested permission to use Otsego County Road Commission's Right-of-Way on Passenheim Road, between Dodge Lake Road and the State Land located just beyond Palmetto Path (see attachment) for their snowmobile trail. Motion by Gordon, seconded by Heinz, to move the snowmobile trail on Passenheim Road from Dodge Lake Road to State Land into Otsego County Road Commission Right-of-way, pending approved liability insurance. Discussion. Motion withdrawn. Motion by Gordon, seconded by Heinz, that the Otsego County Road Commission does not object to the placement of the snowmobile trail on Passenheim Road between Dodge Lake Road and the State Land located just beyond Palmetto Path. Discussion. Five ayes, no nays, motion carried.

**ITEM 6 – PUBLIC COMMENT**

**ITEM 7 – PUBLIC HEARING – OCRC FY 2025 BUDGET**

- A. Hearing is called to order by Chair at 9:20 a.m.
- B. Board Chair requested public comment regarding the proposed FY 2025 Budget.
  - a. Supporting Comments. None.

- b. Opposing Comments. None
- c. General Comments.
  - i. Randy Stults commented that it was nice having the budget completed in a timely manner.
- C. Public Comment portion closed by Board Chair.
- D. Road Commission Board Comment.
  - a. Commissioner Gordon would like to see more funds spent on road projects.
- E. Public Hearing is closed by the Board Chair at 9:34 a.m.

### **ITEM 8 – OLD BUSINESS/UNFINISHED BUSINESS**

### **ITEM 9 – NEW BUSINESS**

- A. FY 2024 Year-End Budget Amendments
  - a. **Motion by Heinz to approve the fiscal year-end 2024 Otsego County Road Commission budget amendments as recommended by the Finance Manager, and to allow the finance manager to make line-item adjustments to the budget as necessary for year-end transactions, seconded by Camiller. Roll call vote: Heinz, aye; Camiller, aye; Dipzinski, aye; Gordon, aye; Huff, aye. Five ayes, no nays. Motion carried.**
- B. Resolution No. R24-3 2025 General Appropriations Act
  - a. **Motion by Gordon to approve Resolution R24-3 and adopt the OCRC General Appropriations Act as presented, seconded by Dipzinski. Roll call vote: Gordon, aye; Dipzinski, aye; Camiller, aye; Heinz, aye; Huff, aye. Five ayes, no nays. Motion carried.**
- C. Road Commissioner Appointment Review/Recommendation
  - a. **Motion by Gordon to recommend re-appointment of Mike Dipzinski to the Otsego County Road Commission Board of Commissioners with a term expiring December 31, 2030, and direct the Board Secretary to submit the Road Commission Board's recommendation and rationale to the Otsego County Board of Commissioners for consideration, seconded by Heinz. Discussion. Four ayes, no nays, one abstains. Motion carried.**

### **ITEM 10 – STAFF REPORTS**

- A. The manager updated the board on the plow beats and drivers, employee retirement, and public education.
- B. The Road Maintenance Supervisor updated the board on plow beats and drivers, and plowing snow.
- C. The Finance Manager updated the board on the Thanksgiving Snow Event totals.
- D. The Equipment/Facilities Supervisor updated the board on new trucks and winter maintenance.

### **ITEM 11 – COMMUNICATIONS**

- A. Upcoming OCRC Board Meeting Dates: January 9, 2024, at 9:00 a.m.
- B. MCRCSIP Zoom Training: County Road Commissioners – Overview & Orientation
- C. Charlton/Dover Township ORV Ordinance Letters
  - a. **Motion by Dipzinski to remove ORV signs as requested by Charlton and Dover Townships, per OCRC Policy 24-6, seconded by Gordon. Five ayes, no nays. Motion carried.**
- D. CRA Annual Conference & Road Show: March 25 – 27, 2025, DoubleTree by Hilton Lansing, MI

### **ITEM 12 – PUBLIC COMMENT**

**ITEM 13– COMMISSIONER COMMENT**

- A. Commissioner Heinz inquired if OCRC’s weekend winter maintenance schedule was posted on the website.

**ITEM 14 – ADJOURNMENT**

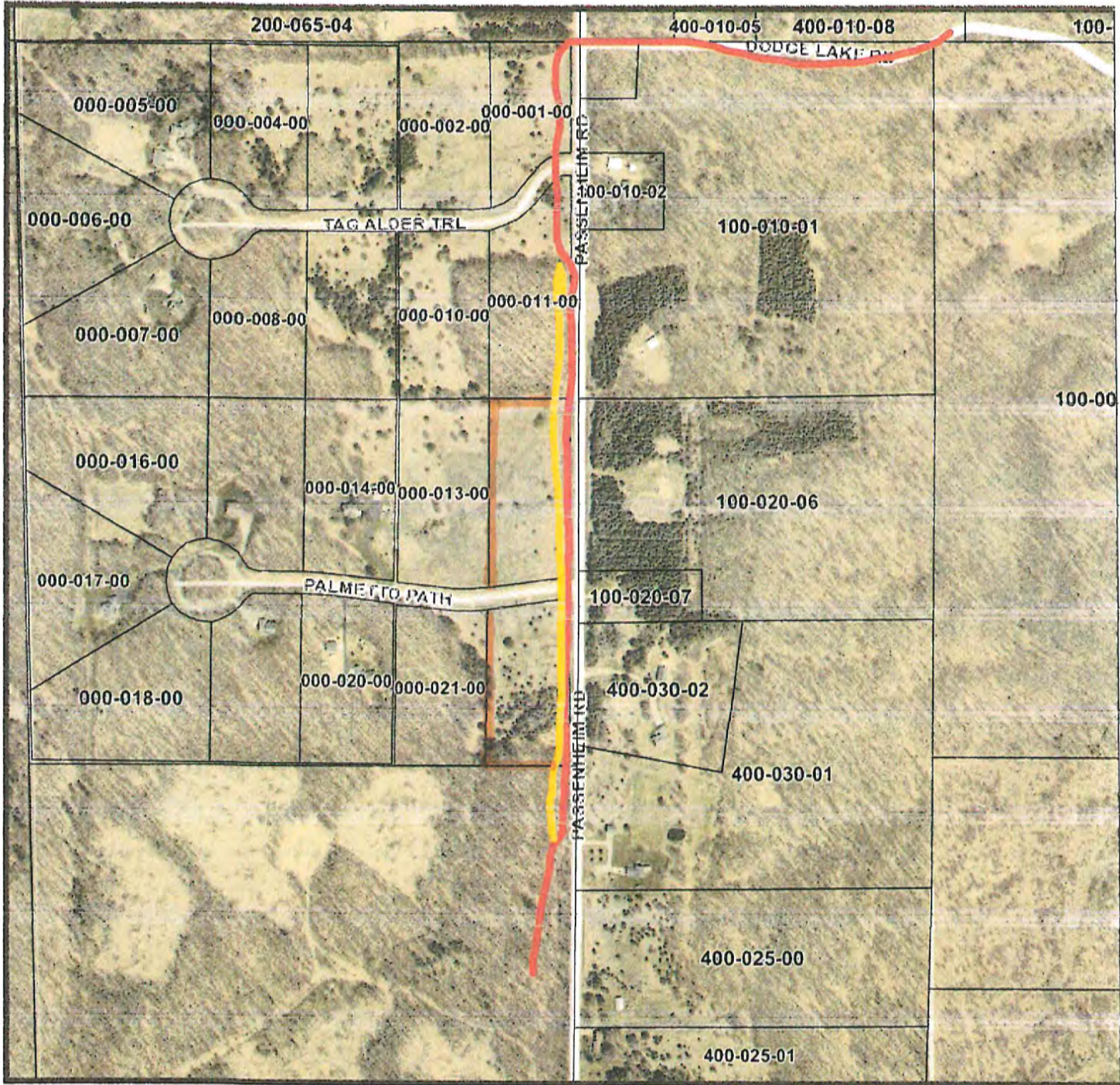
- **Motion by Dipzinski to adjourn meeting at 10:54 a.m., seconded by Gordon. Five ayes, no nays. Motion carried.**

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Troy Huff, Chairman

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Rebecca Hilmert, Board Secretary



RED LINE : EXISTING TRAIL

YELLOW LINE : PREVIOUS TRAIL

ORANGE LINE : PARCEL

**Payroll Gross for P/R of 12/12/2024**

PR #25

12/10/2024

11/23/2024 to 12/6/2024

Emp Nbr and Name	Regular Hours	Total Hours	Gross Amt	
277	Fox,David	80.00	105.00	\$4,200.62
280	Kwapis,Earl	80.00	101.00	\$2,836.94
283	Sewell,Dennis	20.75	80.00	\$1,999.20
284	Kwapis Jr.,Stanley	41.50	80.00	\$2,015.20
287	Myers,Joseph	44.50	80.00	\$1,995.20
294	Mench,Steven	80.00	123.00	\$5,326.78
295	Boughner,Alan	19.00	80.00	\$1,995.20
299	Hinton,Justin	80.00	131.50	\$4,327.09
303	Coughlin Jr.,Thomas	25.00	80.00	\$1,995.20
307	Stiles,William	26.00	80.00	\$1,995.20
308	Wcisel,David	28.00	80.00	\$1,995.20
311	Wiley,James	24.00	80.00	\$2,027.20
314	Kucharek,Joseph	42.34	81.34	\$2,254.12
316	Jones,Tianne	80.00	80.00	\$2,115.20
317	Mitchell Jr.,Dennis	40.00	80.00	\$1,995.20
318	Huff,Troy	0.00	0.00	\$909.09
319	Prusakiewicz,Luke	40.50	80.00	\$1,995.20
321	Tracey,Benjamin	37.00	80.00	\$2,189.60
323	Falkenhagen,Robert	38.00	80.00	\$1,995.20
324	Dipzinski,Michael	0.00	0.00	\$363.64
326	Heinz,Kathy	0.00	0.00	\$863.64
327	Garlock,Cody	63.50	80.00	\$1,995.20
328	Harrier,Kirk	80.00	80.00	\$3,979.20
329	Gordon,Lukas	0.00	0.00	\$863.64
331	Boettner,Cary	37.50	80.00	\$2,109.60
335	Pettis,Charles	72.00	80.00	\$1,824.00
336	Hilmert,Rebecca	80.00	80.00	\$2,616.00
337	Johnson,Zachary	25.50	80.00	\$1,995.20
338	Coady,Patrick	26.50	80.00	\$1,995.20
342	Alexander,Alexis	43.50	80.00	\$1,995.20
343	Hendrick,Robert	42.00	80.00	\$2,109.60
344	Mayle,Michael	46.00	80.00	\$1,995.20
345	Butkovich,Scott	80.00	84.00	\$3,101.16
346	Ford,Logan	42.00	80.00	\$1,995.20
347	Joyce,Caleb	55.00	80.00	\$1,995.28
348	Huff,Justin	54.00	80.00	\$1,995.20
349	Mathers,Andrew	54.00	80.00	\$1,995.22
903	BANK,HORIZON	0.00	0.00	\$6,137.47

<b>Total of Employee checks:</b>	<b>1,628.09</b>	<b>2,785.84</b>	<b>\$88,087.49</b>
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**Gross Pay by Fund:**

	Total
201	88,087.49
<b>Total</b>	<b>88,087.49</b>

Approved: January 9, 2025

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Troy Huff, Chairman

**Payroll Gross for P/R of 12/26/2024**

PR #26

12/23/2024

12/7/2024 to 12/20/2024

Emp Nbr and Name	Regular Hours	Total Hours	Gross Amt	
277	Fox,David	80.00	82.00	\$2,967.25
280	Kwapis,Earl	530.10	530.10	\$13,220.69
283	Sewell,Dennis	73.75	80.00	\$1,995.20
284	Kwapis Jr.,Stanley	49.50	95.00	\$2,766.60
287	Myers,Joseph	64.50	80.00	\$1,995.20
294	Mench,Steven	80.00	93.00	\$3,557.14
295	Boughner,Alan	71.67	97.42	\$2,646.88
299	Hinton,Justin	80.00	99.00	\$2,706.00
303	Coughlin Jr.,Thomas	66.00	88.00	\$2,294.49
307	Stiles,William	64.50	81.00	\$2,032.61
308	Wcisel,David	63.50	80.00	\$1,995.20
311	Wiley,James	69.00	113.00	\$3,459.84
314	Kucharek,Joseph	80.00	87.00	\$2,477.00
316	Jones,Tianne	80.00	80.00	\$2,115.20
317	Mitchell Jr.,Dennis	71.50	80.00	\$1,995.20
318	Huff,Troy	0.00	0.00	\$459.09
319	Prusakiewicz,Luke	69.50	80.00	\$1,995.20
321	Tracey,Benjamin	76.00	83.00	\$2,312.78
323	Falkenhagen,Robert	63.50	80.00	\$1,995.20
324	Dipzinski,Michael	0.00	0.00	\$363.64
326	Heinz,Kathy	0.00	0.00	\$363.64
327	Garlock,Cody	61.00	80.00	\$1,995.20
328	Harrier,Kirk	80.00	80.00	\$3,979.20
329	Gordon,Lukas	0.00	0.00	\$363.64
331	Boettner,Cary	70.50	80.00	\$2,109.60
335	Pettis,Charles	78.00	80.00	\$1,824.00
336	Hilmert,Rebecca	80.00	80.00	\$2,616.00
337	Johnson,Zachary	64.67	81.67	\$2,057.67
338	Coady,Patrick	68.50	80.00	\$1,995.20
342	Alexander,Alexis	66.50	80.00	\$1,995.20
343	Hendrick,Robert	70.50	80.00	\$2,109.60
344	Mayle,Michael	67.00	80.00	\$1,995.20
345	Butkovich,Scott	80.00	80.00	\$2,884.80
346	Ford,Logan	61.25	80.00	\$1,995.20
347	Joyce,Caleb	78.00	80.00	\$1,995.24
348	Huff,Justin	78.00	80.00	\$1,995.20
349	Mathers,Andrew	78.00	80.00	\$1,995.20
350	Camiller,James	0.00	0.00	\$363.64
903	BANK,HORIZON	0.00	0.00	\$6,755.12
<b>Total of Employee checks:</b>	<b>2,814.94</b>	<b>3,210.19</b>	<b>\$96,738.96</b>	

**Gross Pay by Fund:**

	Total
201	96,738.96
<b>Total</b>	<b>96,738.96</b>

Approved: January 9, 2025

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Troy Huff, Chairman



**Payables Prepay Report**  
**12-26-2024 Utilities/Insurances**

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

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pay
<b>Payment Type: Checks</b>					
<b>Vendor: ALERUS: Alerus Financial</b>					
<b>Check Nbr: 620568</b>					
Batch 313	12/23/2024	Employer Portion 457	888.18	0.00	888.18
Batch 347	12/23/2024	Employer Portion HCSP	2,699.04	0.00	2,699.04
<b>Check Totals:</b>			<b>3,587.22</b>	<b>0.00</b>	<b>3,587.22</b>
<b>Vendor: ATMOBIL: AT&amp;T Mobility</b>					
<b>Check Nbr: 620569</b>					
287318351177X	12/6/2024	Foreman Phones	169.95	0.00	169.95
287339252526X	12/6/2024	MDOT iPad	72.48	0.00	72.48
<b>Check Totals:</b>			<b>242.43</b>	<b>0.00</b>	<b>242.43</b>
<b>Vendor: BCN: Blue Care Network of MI</b>					
<b>Check Nbr: 620570</b>					
243460008324	12/10/2024	Health Insurance	56,016.85	0.00	56,016.85
<b>Check Totals:</b>			<b>56,016.85</b>	<b>0.00</b>	<b>56,016.85</b>
<b>Vendor: CITYOFGA: City of Gaylord</b>					
<b>Check Nbr: 620571</b>					
MCCO-00069-00	12/15/2024	Water/Sewer	53.30	0.00	53.30
<b>Check Totals:</b>			<b>53.30</b>	<b>0.00</b>	<b>53.30</b>
<b>Vendor: CONSUME: Consumers Energy</b>					
<b>Check Nbr: 620572</b>					
206881609397	12/19/2024	Main Electricity	2,060.74	0.00	2,060.74
<b>Check Totals:</b>			<b>2,060.74</b>	<b>0.00</b>	<b>2,060.74</b>
<b>Vendor: DELTADEN: Delta Dental</b>					
<b>Check Nbr: 620573</b>					
RIS0006136862	1/1/2025	Dental Insurance	3,842.80	0.00	3,842.80
<b>Check Totals:</b>			<b>3,842.80</b>	<b>0.00</b>	<b>3,842.80</b>
<b>Vendor: DTEENERG: DTE Energy</b>					
<b>Check Nbr: 620574</b>					
9100 208 4696 C	12/23/2024	Main Heat	4,505.97	0.00	4,505.97
<b>Check Totals:</b>			<b>4,505.97</b>	<b>0.00</b>	<b>4,505.97</b>
<b>Vendor: GREATLA: Great Lakes Energy</b>					
<b>Check Nbr: 620575</b>					
100269003	12/13/2024	TL @ Krys & McCoy	46.93	0.00	46.93
<b>Check Totals:</b>			<b>46.93</b>	<b>0.00</b>	<b>46.93</b>
<b>Vendor: HUMAN: Humana Insurance Co.</b>					
<b>Check Nbr: 620576</b>					
692915195	12/14/2024	Retiree Healthcare	12,214.55	0.00	12,214.55
<b>Check Totals:</b>			<b>12,214.55</b>	<b>0.00</b>	<b>12,214.55</b>
<b>Vendor: MUTOMA: Mutual of Omaha</b>					
<b>Check Nbr: 620577</b>					
001808861210	12/17/2024	LTD/STD/D/AD&D	3,214.71	0.00	3,214.71
<b>Check Totals:</b>			<b>3,214.71</b>	<b>0.00</b>	<b>3,214.71</b>
<b>Vendor: OCRC: Otsego County Road Commission</b>					
<b>Check Nbr: 620578</b>					
12/10/24-12/16/24	12/15/2024	HRA Reimbursement	330.95	0.00	330.95

**Payables Prepay Report**  
12-26-2024 Utilities/Insurances

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pay
12/17/24-12/23/24	12/23/2024	HRA Reimbursement	7,235.16	0.00	7,235.16
<b>Check Totals:</b>			<b>7,566.11</b>	<b>0.00</b>	<b>7,566.11</b>
<b>Vendor: STATE9: STATE OF MICHIGAN-MiDeal</b>					
<b>Check Nbr: 620579</b>					
1/1/25-12/31/25	12/18/2024	MiDeal Membership	230.00	0.00	230.00
<b>Check Totals:</b>			<b>230.00</b>	<b>0.00</b>	<b>230.00</b>
<b>Vendor: TRUTRA: TRUCK &amp; TRAILER SPECIALTIES</b>					
<b>Check Nbr: 620580</b>					
BJO002634	12/19/2024	West Star Single Axle New Build	162,746.00	0.00	162,746.00
BRO008424	12/19/2024	Extra Sander Add-ons	748.14	0.00	748.14
<b>Check Totals:</b>			<b>163,494.14</b>	<b>0.00</b>	<b>163,494.14</b>
<b>Check Grand Totals:</b>			<b>13 Checks</b>	<b>257,075.75</b>	<b>0.00</b>
<b>Grand Totals:</b>			<b>13 EFTP Vendors/Checks</b>	<b>257,075.75</b>	<b>0.00</b>

## Payables Prepay Report

## 1-09-2025 Board Pay

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

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pay
<b>Payment Type: EFTP</b>					
<b>Vendor: MERS: MERS of Michigan</b>					
00162855-7	12/31/2024	Retirement	70,930.44	0.00	70,930.44
<b>Vendor Totals:</b>			<b>70,930.44</b>	<b>0.00</b>	<b>70,930.44</b>
<b>EFTP Grand Totals:</b>			<b>70,930.44</b>	<b>0.00</b>	<b>70,930.44</b>
			<b>1 EFTP Vendors</b>		
<b>Payment Type: Checks</b>					
<b>Vendor: ACETEX: Ace-Tex Enterprises, Inc.</b>					
<b>Check Nbr: 620581</b>					
ACE290696	12/11/2024	Shop Rags	1,881.42	0.00	1,881.42
<b>Check Totals:</b>			<b>1,881.42</b>	<b>0.00</b>	<b>1,881.42</b>
<b>Vendor: ADVANCEE: Advance Electric</b>					
<b>Check Nbr: 620582</b>					
425666	12/19/2024	Pole Barn Light Timers	105.79	0.00	105.79
425865	1/7/2025	Switch	121.34	0.00	121.34
<b>Check Totals:</b>			<b>227.13</b>	<b>0.00</b>	<b>227.13</b>
<b>Vendor: ALMA: Alma Tire Service, Inc.</b>					
<b>Check Nbr: 620583</b>					
517018092	12/16/2024	Plow Tires & Repair	151.54	0.00	151.54
<b>Check Totals:</b>			<b>151.54</b>	<b>0.00</b>	<b>151.54</b>
<b>Vendor: AUTOVALU: Auto Value of Gaylord</b>					
<b>Check Nbr: 620584</b>					
259-550817	12/16/2024	Cutoff Wheels	66.58	0.00	66.58
<b>Check Totals:</b>			<b>66.58</b>	<b>0.00</b>	<b>66.58</b>
<b>Vendor: AUTOZONE: AutoZone, Inc.</b>					
<b>Check Nbr: 620585</b>					
02278363805	11/5/2024	Oil Dry	69.90	0.00	69.90
<b>Check Totals:</b>			<b>69.90</b>	<b>0.00</b>	<b>69.90</b>
<b>Vendor: BBCDIST: BBC Distributing</b>					
<b>Check Nbr: 620586</b>					
390458	12/19/2024	Janitorial	172.83	0.00	172.83
<b>Check Totals:</b>			<b>172.83</b>	<b>0.00</b>	<b>172.83</b>
<b>Vendor: BLACKRIV: Black River Auto Glass</b>					
<b>Check Nbr: 620587</b>					
9861	12/17/2024	Windshield	260.00	0.00	260.00
9862	12/17/2024	Windshield	180.00	0.00	180.00
9872	12/30/2024	Windshield	350.00	0.00	350.00
<b>Check Totals:</b>			<b>790.00</b>	<b>0.00</b>	<b>790.00</b>
<b>Vendor: CINTAS: Cintas Corporation #729</b>					
<b>Check Nbr: 620588</b>					
4214250381	12/11/2024	Uniforms/Floor Mats	105.59	0.00	105.59
4214991196	12/18/2024	Uniforms/Floor Mats	109.59	0.00	109.59
4215621616	12/24/2024	Uniforms/Floor Mats	105.59	0.00	105.59
4216333842	12/31/2024	Uniforms/Floor Mats	105.59	0.00	105.59
<b>Check Totals:</b>			<b>426.36</b>	<b>0.00</b>	<b>426.36</b>

**Payables Prepay Report**  
1-09-2025 Board Pay

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pay
<b>Vendor: CONSUME: Consumers Energy</b>					
<b>Check Nbr: 620589</b>					
206614860905	12/31/2024	Traffic Lights	46.93	0.00	46.93
<b>Check Totals:</b>			<b>46.93</b>	<b>0.00</b>	<b>46.93</b>
<b>Vendor: DORNBOS: Dornbos Sign, Inc.</b>					
<b>Check Nbr: 620590</b>					
79965	1/7/2025	Street Sign	52.85	0.00	52.85
79966	1/7/2025	Sign Brackets	588.68	0.00	588.68
<b>Check Totals:</b>			<b>641.53</b>	<b>0.00</b>	<b>641.53</b>
<b>Vendor: ELECTRIC: Electrical Terminal Service, Inc.</b>					
<b>Check Nbr: 620591</b>					
1913802-00	1/2/2025	Bin Stock	563.10	0.00	563.10
<b>Check Totals:</b>			<b>563.10</b>	<b>0.00</b>	<b>563.10</b>
<b>Vendor: ELMIRAHE: ELMIRA OCCUPATIONAL HEALTH &amp; MEDICINE</b>					
<b>Check Nbr: 620592</b>					
00230754-00	12/9/2024	DOT Physical	100.00	0.00	100.00
<b>Check Totals:</b>			<b>100.00</b>	<b>0.00</b>	<b>100.00</b>
<b>Vendor: FEDERALF: Federal Fluid Power, Inc.</b>					
<b>Check Nbr: 620593</b>					
128558	1/7/2025	Plow Cylinder, Hyd Fittings	300.59	0.00	300.59
<b>Check Totals:</b>			<b>300.59</b>	<b>0.00</b>	<b>300.59</b>
<b>Vendor: FIRSTB: First National Bank of Omaha</b>					
<b>Check Nbr: 620594</b>					
1408	12/30/2024	D. Fox	510.43	0.00	510.43
4288	12/30/2024	S. Butkovich	158.43	0.00	158.43
5602	12/30/2024	K. Harrier	52.02	0.00	52.02
8324	12/30/2024	R. Hilmert	260.93	0.00	260.93
<b>Check Totals:</b>			<b>981.81</b>	<b>0.00</b>	<b>981.81</b>
<b>Vendor: GAYLORDM: Gaylord Machine &amp; Fabrication, LLC</b>					
<b>Check Nbr: 620595</b>					
1286-16104	1/2/2025	Plow Pin Stock, Steel	2,190.94	0.00	2,190.94
<b>Check Totals:</b>			<b>2,190.94</b>	<b>0.00</b>	<b>2,190.94</b>
<b>Vendor: GFLENVIR: GFL Environmental</b>					
<b>Check Nbr: 620596</b>					
LQ02601748	12/23/2024	Waste Water Disposal	1,947.00	0.00	1,947.00
<b>Check Totals:</b>			<b>1,947.00</b>	<b>0.00</b>	<b>1,947.00</b>
<b>Vendor: GFLNA1: GFL Environmental</b>					
<b>Check Nbr: 620597</b>					
LQ02583006	12/11/2024	Waste Water Disposal	1,775.25	0.00	1,775.25
LQ02590415	12/17/2024	Waste Water Disposal	1,768.50	0.00	1,768.50
LQ02611344	12/31/2024	Waste Water Disposal	1,771.50	0.00	1,771.50
<b>Check Totals:</b>			<b>5,315.25</b>	<b>0.00</b>	<b>5,315.25</b>
<b>Vendor: HURONENG: Huron Engineering and Surveying, Inc.</b>					
<b>Check Nbr: 620598</b>					
6825	12/5/2024	Sparr Rd - Sawyer to Wolf	8,999.25	0.00	8,999.25
<b>Check Totals:</b>			<b>8,999.25</b>	<b>0.00</b>	<b>8,999.25</b>

**Payables Prepay Report**  
1-09-2025 Board Pay

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pay
<b>Vendor: J&amp;HFAMIL: Exit 76 Corporation</b>					
<b>Check Nbr: 620599</b>					
CP-011944	12/31/2024	Fuel	74,452.88	0.00	74,452.88
<b>Check Totals:</b>			<b>74,452.88</b>	<b>0.00</b>	<b>74,452.88</b>
<b>Vendor: KKSYSYSTEM: K &amp; K Systems, Inc.</b>					
<b>Check Nbr: 620600</b>					
26989	12/31/2024	Townline Rd flasher; batteries, bulb	1,239.42	0.00	1,239.42
<b>Check Totals:</b>			<b>1,239.42</b>	<b>0.00</b>	<b>1,239.42</b>
<b>Vendor: MARCOR: Marcor Technologies, LLC</b>					
<b>Check Nbr: 620601</b>					
61009	12/11/2024	Nov. Cloud Storage	40.92	0.00	40.92
61016	12/11/2024	Dec Microsoft Apps	108.00	0.00	108.00
<b>Check Totals:</b>			<b>148.92</b>	<b>0.00</b>	<b>148.92</b>
<b>Vendor: MATCO: Matco Tools</b>					
<b>Check Nbr: 620602</b>					
68834	12/16/2024	Shop Tools	85.80	0.00	85.80
<b>Check Totals:</b>			<b>85.80</b>	<b>0.00</b>	<b>85.80</b>
<b>Vendor: MICAT: Michigan CAT</b>					
<b>Check Nbr: 620603</b>					
PD16834914	12/16/2024	Exhaust Manifold Parts	552.95	0.00	552.95
<b>Check Totals:</b>			<b>552.95</b>	<b>0.00</b>	<b>552.95</b>
<b>Vendor: MIDSTATE: Mid-States Bolt &amp; Screw Co.</b>					
<b>Check Nbr: 620605</b>					
32770312	11/13/2024	Plow Bolts	-387.00	0.00	-387.00
32772928	11/19/2024	Bin Stock	258.00	0.00	258.00
32773402	11/19/2024	Bin Stock	15.77	0.00	15.77
32773746	11/20/2024	Plow Bolts	-258.00	0.00	-258.00
32779064	12/2/2024	Bin Stock	1.36	0.00	1.36
32780427	12/4/2024	Bin Stock	33.65	0.00	33.65
32781174	12/5/2024	Bin Stock	1.59	0.00	1.59
32785674	12/13/2024	Bin Stock	39.39	0.00	39.39
32788998	12/19/2024	Bin Stock	11.11	0.00	11.11
32794079	1/6/2025	Bolt Bin Stock	126.73	0.00	126.73
32794430	1/6/2025	Bolt Bin Stock	292.96	0.00	292.96
<b>Check Totals:</b>			<b>135.56</b>	<b>0.00</b>	<b>135.56</b>
<b>Vendor: MIKENWOR: Michigan Kenworth, LLC</b>					
<b>Check Nbr: 620606</b>					
022P187508	1/6/2025	Air Compressor	1,174.89	0.00	1,174.89
<b>Check Totals:</b>			<b>1,174.89</b>	<b>0.00</b>	<b>1,174.89</b>
<b>Vendor: NORPUM: NORTHERN PUMP SERVICE, INC.</b>					
<b>Check Nbr: 620607</b>					
29336	1/3/2025	Grease Reel Parts	671.50	0.00	671.50
<b>Check Totals:</b>			<b>671.50</b>	<b>0.00</b>	<b>671.50</b>
<b>Vendor: NORTHERN: Northern Energy, Inc.</b>					
<b>Check Nbr: 620608</b>					
103378	12/23/2024	DEF	614.25	0.00	614.25

**Payables Prepay Report**  
1-09-2025 Board Pay

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pay
93211	12/16/2024	Hyd Oil	1,720.36	0.00	1,720.36
<b>Check Totals:</b>			<b>2,334.61</b>	<b>0.00</b>	<b>2,334.61</b>
<b>Vendor: OCRC: Otsego County Road Commission</b>					
<b>Check Nbr: 620609</b>					
12/11/24-12/31/24	12/31/2024	HRA Reimbursement	30.00	0.00	30.00
12/24/24-12/30/24	12/29/2024	HRA Reimbursement	562.31	0.00	562.31
12/31/24-1/6/25	1/5/2025	HRA Reimbursement	254.18	0.00	254.18
<b>Check Totals:</b>			<b>846.49</b>	<b>0.00</b>	<b>846.49</b>
<b>Vendor: OMSCOM: OMS Compliance Services</b>					
<b>Check Nbr: 620610</b>					
50155	1/3/2025	2025 Annual Pre-Pay	2,165.80	0.00	2,165.80
<b>Check Totals:</b>			<b>2,165.80</b>	<b>0.00</b>	<b>2,165.80</b>
<b>Vendor: PURCYL: PURITY CYLINDER GASES, INC.</b>					
<b>Check Nbr: 620611</b>					
0002108061	12/20/2024	Welding Supply	244.60	0.00	244.60
<b>Check Totals:</b>			<b>244.60</b>	<b>0.00</b>	<b>244.60</b>
<b>Vendor: REEDSBUR: Reedsburg Hardware Company</b>					
<b>Check Nbr: 620612</b>					
8001	12/19/2024	Plow Chains	1,491.16	0.00	1,491.16
<b>Check Totals:</b>			<b>1,491.16</b>	<b>0.00</b>	<b>1,491.16</b>
<b>Vendor: ROWWHO: ROWLEYS WHOLESALE</b>					
<b>Check Nbr: 620613</b>					
1478712-00	12/16/2024	Wiper Blades, Washer Fluid, Bin Stoc	621.97	0.00	621.97
<b>Check Totals:</b>			<b>621.97</b>	<b>0.00</b>	<b>621.97</b>
<b>Vendor: SCIBRA: SCIENTIFIC BRAKE &amp; EQUIP.</b>					
<b>Check Nbr: 620616</b>					
0202134522	12/11/2024	Air Bag	159.33	0.00	159.33
0202134545	12/11/2024	Air Bag	237.24	0.00	237.24
0202134563	12/11/2024	Brake Chambers	556.40	0.00	556.40
0202134568	12/12/2024	Air Bag	159.33	0.00	159.33
0202134637	12/12/2024	Wiper Blades	90.00	0.00	90.00
0202134643	12/16/2024	Wiper Blades	110.00	0.00	110.00
0202134649	12/13/2024	Anti-Lock Mod.	319.75	0.00	319.75
0202134792	12/17/2024	Brake Parts	318.82	0.00	318.82
0202135074	12/27/2024	Brakes	647.98	0.00	647.98
0202135207	12/30/2024	Air Dryer Parts	352.20	0.00	352.20
0202135391	1/3/2025	Air Fittings, Electric Switch, Hood	154.39	0.00	154.39
0202135442	1/6/2025	Pull Switch	7.55	0.00	7.55
0202135654	1/7/2025	Light & Air Valve	70.31	0.00	70.31
<b>Check Totals:</b>			<b>3,183.30</b>	<b>0.00</b>	<b>3,183.30</b>
<b>Vendor: SHINECLE: Shine Cleaning Service Inc.</b>					
<b>Check Nbr: 620617</b>					
980	1/1/2025	Rest Area Maint.	11,479.14	0.00	11,479.14
<b>Check Totals:</b>			<b>11,479.14</b>	<b>0.00</b>	<b>11,479.14</b>

**Payables Prepay Report**  
1-09-2025 Board Pay

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pay
<b>Vendor: STEVEMEN: Steven Mench</b>					
<b>Check Nbr: 620618</b>					
10/1-12/31/24	12/31/2024	Cell Phone	150.00	0.00	150.00
<b>Check Totals:</b>			<b>150.00</b>	<b>0.00</b>	<b>150.00</b>
<b>Vendor: STOOPS: Stoops Freightliner Western Star</b>					
<b>Check Nbr: 620621</b>					
X316015185:01	12/17/2024	Brake Spider Assembly	1,170.22	0.00	1,170.22
X316016231:03	12/11/2024	Batteries	629.79	0.00	629.79
X316016295:02	12/11/2024	Batteries	629.79	0.00	629.79
X316016426:01	12/17/2024	Steering Cyl., Air Valve, Relay	1,018.52	0.00	1,018.52
X316016429:01	12/10/2024	Trans Cooler	2,995.98	0.00	2,995.98
X316016514:01	12/17/2024	Brake Valves	470.50	0.00	470.50
X316016590:01	12/17/2024	Coolant Tank & Caps	209.31	0.00	209.31
X316016645:01	12/17/2024	DEF Tank Coolant Tubes	313.84	0.00	313.84
X316016661:01	12/19/2024	Power Window Switch	17.84	0.00	17.84
X316016681:01	12/19/2024	Air Tank & Dipstick	342.45	0.00	342.45
X316016731:01	12/19/2024	Wiper Motors	364.77	0.00	364.77
X316016743:01	12/27/2024	Brakes, DEF Line	553.28	0.00	553.28
X316016787:01	12/30/2024	Seat Cushions	454.68	0.00	454.68
X316016919:01	1/3/2025	Brake Parts	389.11	0.00	389.11
X316017045:01	1/3/2025	Battery Core Credit	-202.50	0.00	-202.50
<b>Check Totals:</b>			<b>9,357.58</b>	<b>0.00</b>	<b>9,357.58</b>
<b>Vendor: TEDFES: TED FESTERLING LLC</b>					
<b>Check Nbr: 620622</b>					
11330	12/2/2024	Main Chain, Underbody Parts	4,536.38	0.00	4,536.38
11383	12/30/2024	Hyd. Motors	1,988.80	0.00	1,988.80
<b>Check Totals:</b>			<b>6,525.18</b>	<b>0.00</b>	<b>6,525.18</b>
<b>Vendor: TOPNOTCH: Top Notch Tree Care LLC</b>					
<b>Check Nbr: 620623</b>					
18775	12/19/2024	Various Tree Removal/Trimming	24,800.00	0.00	24,800.00
<b>Check Totals:</b>			<b>24,800.00</b>	<b>0.00</b>	<b>24,800.00</b>
<b>Vendor: TRUTRA: TRUCK &amp; TRAILER SPECIALTIES</b>					
<b>Check Nbr: 620624</b>					
BSO025686	12/20/2024	Plow Lights, Brake Parts, Tow Straps	2,922.81	0.00	2,922.81
BSO025820	12/11/2024	Joy Stick Blade Control	754.86	0.00	754.86
BSO025838	12/17/2024	Strobe Lights	351.36	0.00	351.36
BSO025916	12/17/2024	Joy Stick Blade Control	21.02	0.00	21.02
BSO025976	12/20/2024	Joystick Parts	21.02	0.00	21.02
<b>Check Totals:</b>			<b>4,071.07</b>	<b>0.00</b>	<b>4,071.07</b>
<b>Vendor: USBANK: US Bank Equipment Finance</b>					
<b>Check Nbr: 620625</b>					
545705428	12/30/2024	Copy Machine	324.03	0.00	324.03
<b>Check Totals:</b>			<b>324.03</b>	<b>0.00</b>	<b>324.03</b>
<b>Vendor: VALTRU: VALLEY TRUCK PARTS, INC.</b>					
<b>Check Nbr: 620626</b>					
3-1227118	12/11/2024	Diff Lock Cylinder	145.33	0.00	145.33

**Payables Prepay Report**

1-09-2025 Board Pay

Invoice Nbr	Invoice Date	Description	Invoice Amount	Disc Taken	Amount To Pay
3-1227124	12/13/2024	Brake Spider Brackets	700.00	0.00	700.00
3-1227149	12/17/2024	Seat	798.29	0.00	798.29
3-1227194	12/27/2024	Clutch Parts	791.30	0.00	791.30
3-1227240	1/2/2025	Seat	782.33	0.00	782.33
3-1227277	1/7/2025	Clutch Brake	71.52	0.00	71.52
<b>Check Totals:</b>			<b>3,288.77</b>	<b>0.00</b>	<b>3,288.77</b>
<b>Vendor: WILAUT: WILBER AUTOMOTIVE</b>					
<b>Check Nbr: 620627</b>					
347643	1/2/2025	Battery, Switch, Anti-Seize	234.66	0.00	234.66
6152023	5/15/2023	Statement Credit	-123.60	0.00	-123.60
8012024	8/1/2024	Statement Credit	-39.98	0.00	-39.98
<b>Check Totals:</b>			<b>71.08</b>	<b>0.00</b>	<b>71.08</b>
<b>Check Grand Totals:</b>		<b>42 Checks</b>	<b>174,288.86</b>	<b>0.00</b>	<b>174,288.86</b>
<b>Grand Totals:</b>		<b>43 EFTP Vendors/Checks</b>	<b>245,219.30</b>	<b>0.00</b>	<b>245,219.30</b>



## Accounts Payable Check Register

Low And High Check Date: 12/01/2024 - 12/31/2024  
 Show Vendor Codes? (Y/N): N - Do Not Show Vendor Codes  
 Show Discount And Pay Amounts? (Y/N): N - Do Not Show Discount And Pay Amounts  
 Show Payment Totals By Fund? (Y/N): Y - Show Payment Totals By Fund

Check Nbr	Check Date	Vendor Name	Net Amount
<b>Electronic Funds Transfer Payments</b>			
EFTP	12/12/2024	Merchants Fleet	500.00
EFTP	12/12/2024	Merchants Fleet	631.51
EFTP	12/12/2024	Merchants Fleet	500.00
EFTP	12/12/2024	Merchants Fleet	767.58
EFTP	12/12/2024	Merchants Fleet	500.00
EFTP	12/12/2024	Merchants Fleet	693.72
EFTP	12/12/2024	Merchants Fleet	767.58
EFTP	12/12/2024	Merchants Fleet	500.00
EFTP	12/12/2024	Merchants Fleet	631.51
EFTP	12/12/2024	Merchants Fleet	500.00
EFTP	12/12/2024	Merchants Fleet	631.51
EFTP	12/12/2024	MERS of Michigan	(33.67)
EFTP	12/12/2024	MERS of Michigan	70,673.42
<b>Electronic Funds Transfer Payments Totals:</b>		<b>13 Payments Listed</b>	<b>77,263.16</b>
<b>Regular Checks Payments</b>			
620517	12/10/2024	The Trophy Case	190.00
620518	12/12/2024	Advance Electric	155.96
620519	12/12/2024	AIRGAS USA, LLC	14.18
620520	12/12/2024	Alerus Financial	7,191.02
620521	12/12/2024	Alma Tire Service, Inc.	2,757.20
620522	12/12/2024	Alta Construction Equipment	1,130.78
620523	12/12/2024	Alta Equipment Company	1,265.34
620524	12/12/2024	BBC Distributing	310.04
620525	12/12/2024	Charter Communications	379.94
620526	12/12/2024	Cintas Corporation #729	486.65
620527	12/12/2024	Consumers Energy	47.08
620528	12/12/2024	Dornbos Sign, Inc.	76.25
620529	12/12/2024	Electrical Terminal Service, Inc.	136.15
620530	12/12/2024	First National Bank of Omaha	3,257.53
620531	12/12/2024	Flint New Holland, Inc.	1,963.54
620532	12/12/2024	GFL Environmental	353.35
620533	12/12/2024	Gill-Roys Hardware	174.96
620534	12/12/2024	Huron Engineering and Surveying, Inc.	14,014.00
620535	12/12/2024	Hutson, Inc.	515.71
620536	12/12/2024	Exit 76 Corporation	23,726.14
620537	12/12/2024	Joe Nedow	600.00
620538	12/12/2024	JX Enterprises, Inc	27.28
620539	12/12/2024	LACAL EQUIPMENT, INC.	446.76
620540	12/12/2024	Lawson Products, Inc.	683.91
620541	12/12/2024	Lewiston Sand & Gravel	899.89
620542	12/12/2024	M&M EXCAVATING INC.	650.00
620543	12/12/2024	MCRCSIP	1,051.00
620544	12/12/2024	Meekhof Tire Sales & Service	14,724.80

Check Nbr	Check Date	Vendor Name	Net Amount
620545	12/12/2024	Michigan CAT	2,919.74
620546	12/12/2024	Michigan Kenworth, LLC	2,289.78
620547	12/12/2024	Northern Energy, Inc.	3,824.15
620548	12/12/2024	Otsego County Road Commission	1,344.55
620549	12/12/2024	PAYNE & DOLAN, INC.	272,061.50
620550	12/12/2024	QUALITY PLUMBING AND MECHANICAL INC.	440.19
620551	12/12/2024	RIETH-RILEY CONSTRUCTION CO., INC.	424.45
620552	12/12/2024	RONS AUTO & WRECKER	1,616.00
620553 *	12/12/2024	SCIENTIFIC BRAKE & EQUIP.	964.76
620554 *	12/12/2024	SCIENTIFIC BRAKE & EQUIP.	40.43
* Totals For Multi Part Check Nbr: 620554:			1,005.19
620555	12/12/2024	Shine Cleaning Service Inc.	11,479.14
620556	12/12/2024	Snethkamp	1,824.20
620557	12/12/2024	Staples	291.42
620558 *	12/12/2024	Stoops Freightliner Western Star	1,404.37
620559 *	12/12/2024	Stoops Freightliner Western Star	156.92
* Totals For Multi Part Check Nbr: 620559:			1,561.29
620560	12/12/2024	TED FESTERLING LLC	7,660.66
620561	12/12/2024	TRUCK & TRAILER SPECIALTIES	1,110.19
620562	12/12/2024	VALLEY TRUCK PARTS, INC.	2,036.41
620563	12/12/2024	VESCO OIL CORPORATION	101.25
620564	12/12/2024	Weller Truck Parts	3,047.28
620565	12/12/2024	WILBER AUTOMOTIVE	625.10
620566	12/12/2024	Wonderland Tire Company, Inc.	166.65
620567	12/12/2024	ZAREMBA EQUIPMENT, INC.	1,472.35
620568	12/26/2024	Alerus Financial	3,587.22
620569	12/26/2024	AT&T Mobility	242.43
620570	12/26/2024	Blue Care Network of MI	56,016.85
620571	12/26/2024	City of Gaylord	53.30
620572	12/26/2024	Consumers Energy	2,060.74
620573	12/26/2024	Delta Dental	3,842.80
620574	12/26/2024	DTE Energy	4,505.97
620575	12/26/2024	Great Lakes Energy	46.93
620576	12/26/2024	Humana Insurance Co.	12,214.55
620577	12/26/2024	Mutual of Omaha	3,214.71
620578	12/26/2024	Otsego County Road Commission	7,566.11
620579	12/26/2024	STATE OF MICHIGAN-MiDeal	230.00
620580	12/26/2024	TRUCK & TRAILER SPECIALTIES	163,494.14
<b>Regular Checks Payments Totals:</b>		<b>64 Payments Listed</b>	<b>651,606.70</b>
<b>All Payments Grand Totals:</b>		<b>77 Payments Listed</b>	<b>728,869.86</b>

Payment Totals By Fund:

Fund	Net Amount
201	728,869.86
<b>Grand Totals</b>	<b>728,869.86</b>

Check Nbr	Check Date	Vendor Name	Net Amount
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# Otsego County Road Commission Agenda Item Report

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**FROM:** Kirk Harrier, Managing Director  
**MEETING DATE:** December 9, 2025  
**AGENDA ITEM:** 6. A  
**SUBJECT:** MSP Seasonal Weight Restrictions Road Patrol

### DESCRIPTION

The OCRC Board, has in the past, entered into an agreement with the Michigan State Police (MSP) for the MSP to provide additional law enforcement services to the OCRC in connection with seasonal weight restrictions road patrol. The hourly cost in 2024 was \$88.62. The 2025 hourly cost is \$89.51. Below are the stats for last season.

2024 Otsego County Frost Law Activity	
Total Stops	12
Total Vehicle Weighs	4
Total Citation	10
Verbal Warning	3
Total Vehicle Inspections	11

### BUDGET ACTION REQUIRED

N/A

### LEGAL REVIEW

N/A

### SAMPLE MOTION

Motion to **approve/deny** entering into a 2025 contractual services agreement between the Michigan State Police and the Otsego County Road Commission for additional weight restriction road patrol not to exceed 10 hours per week and 40 hours total for the duration of the seasonal restrictions at a rate of \$88.62.



# Otsego County Road Commission Agenda Item Report

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**FROM:** Kirk Harrier, Managing Director  
**MEETING DATE:** December 9, 2025  
**AGENDA ITEM:** 6. B  
**SUBJECT:** Truck Route Designation Review

## **DESCRIPTION**

MCL Section 257.726 grants the ability of a county road commission to designate truck routes via resolution. The Board previously has expressed interest in designating a truck route on certain roads in the Charlton Township area. Attached to this report is a map for discussion purposes regarding the area. Some of the roads in the route shown on the map are either non class A rated roads or under the jurisdiction of Montmorency County.

## **BUDGET ACTION REQUIRED**

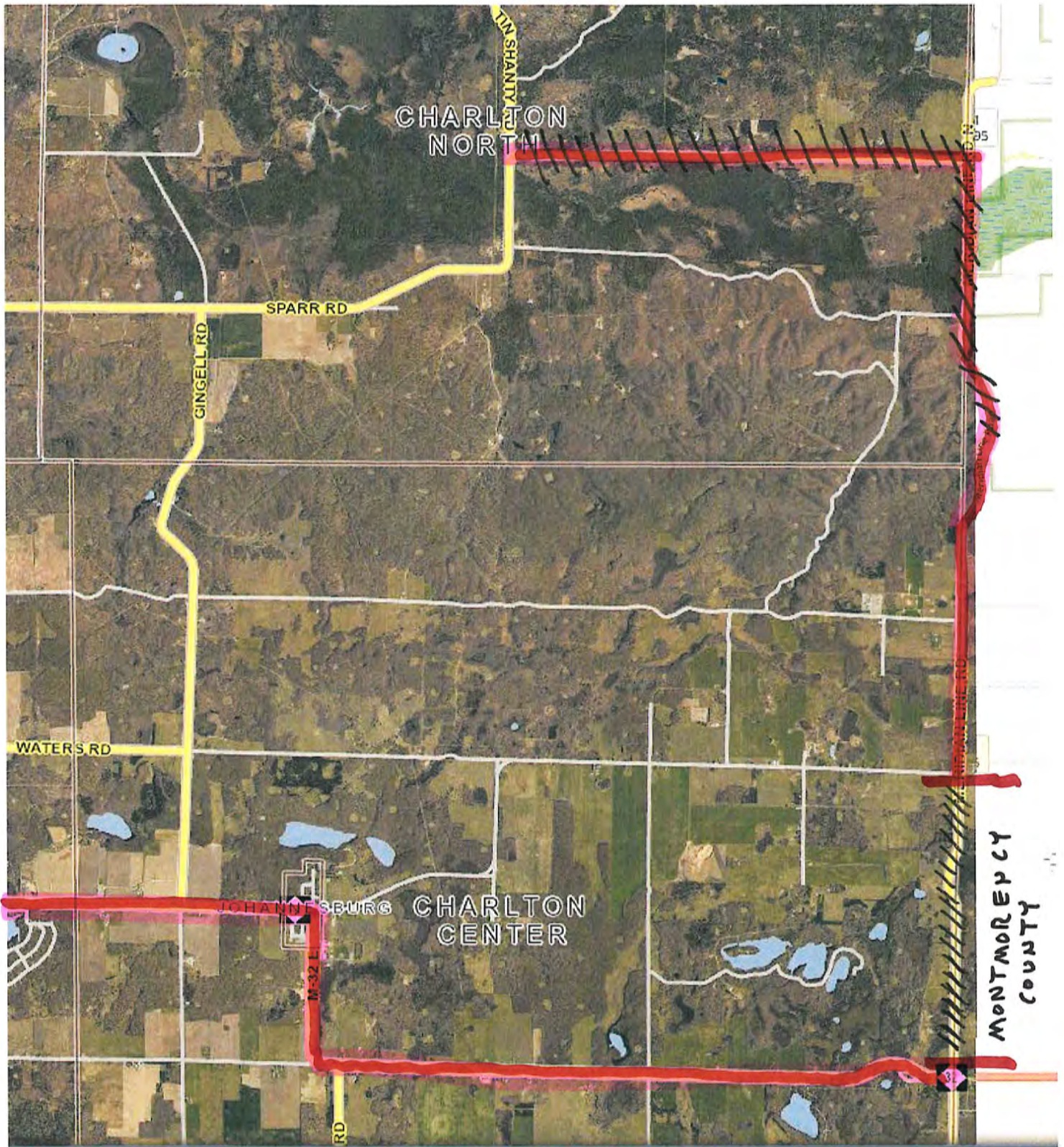
N/A

## **LEGAL REVIEW**


N/A

## **SAMPLE MOTION**

N/A



 PROPOSED TRUCK ROUTE

 NOT CLASS A RATED ROAD



County Road Association  
OF MICHIGAN

REGISTER  
TODAY!



# CRA'S NEW COMMISSIONERS WORKSHOP

## GETTING ROAD COMMISSIONERS OFF TO A QUICK START FOR OVER 20 YEARS



**Tuesday, February 18, 2025 | 7 a.m. – 3:30 p.m.**

Comfort Inn & Suites and Conference Center | 2424 S. Mission St., Mt. Pleasant



Special content for new-ish road commissioners!

Full-day format.

All road commissioners and county commissioners welcome!

**REGISTER ONLINE!**  
[micountyroads.org/NCW](http://micountyroads.org/NCW)

**JUST \$175 TO ATTEND**

Overnight accommodations at the Comfort Inn & Suites available at **\$98 per night** by calling **989.772.4000**.

Whether you're new or want a refresh, **CRA's New Commissioners Workshop** is back for 2025!

This event features a full day of education and a primer on the essential functions of the role of road commissioner. Attendees will:

- Learn duties and responsibilities of elected and appointed commissioners who oversee county road agencies.
- Understand road funding and requirements for your agency.
- Learn the Open Meetings Act, parliamentary procedure and other rules of the job.
- Meet other road commissioners and county commissioners who oversee road departments.
- Learn about the County Road Association (CRA) of Michigan, County Road Association Self-Insurance Fund (CRASIF) and Michigan County Road Commission Self-Insurance Pool (MCRCSIP).

**For more information contact:**

**Shelby Eva** | 517.482.1189 | [seva@micountyroads.org](mailto:seva@micountyroads.org) | [micountyroads.org](http://micountyroads.org)

# NEW COMMISSIONERS WORKSHOP



## WORKSHOP AGENDA

**Presiding: Ray Roberts**, Chair, CRA Commissioners Committee and Commissioner, Marquette County Road Commission

6:30–7 a.m. REGISTRATION AND BREAKFAST



### MORNING SESSION - THE BACKGROUND

7–7:15 a.m. Welcome, Pledge of Allegiance and Role of CRA Commissioners Committee  
**Ray Roberts**



### THE LIGHTNING ROUND - HELPS IN LANSING

7:15–7:35 a.m. Introduction to CRA  
**Denise Donohue**, CAE, APR, and Chief Executive Officer County Road Association (CRA) of Michigan

7:35–7:55 a.m. Who Provides Workers' Compensation for Your Road Commission?  
**Joyce Porter**, Administrator, County Road Association Self-Insurance Fund (CRASIF)

7:55–8:15 a.m. Introduction to MCRC SIP  
**Gayle Cummings**, CPA, Administrator, Michigan County Road Commission Self-Insurance Pool (MCRC SIP)



### OUTLINING YOUR RESPONSIBILITIES

8:15–8:45 a.m. Leading questions: Consult the *CRA Commissioners Handbook*  
**Denise Donohue**, CRA

8:45–9 a.m. STRETCH & SNACK BREAK

9–10:15 a.m. The Commissioner's Role: Nuts and Bolts or Policy?  
**Deborah Macon**, MBA, Governance Consultant - invited

10:15–10:45 a.m. Pitfalls of micro-management and conflict of interest: Avoid conflicts on the Board  
**Ray Roberts**

10:45–12 Noon LUNCH - Getting a Listening Ear in Lansing: Why we Need a PAC  
**Ed Noyola**, Chief Deputy and Legislative Director, CRA



### AFTERNOON SESSION - KEY ASPECTS OF THE JOB

**Presiding: Russell Williams**, Chair, CRA Commissioners Training & Education Subcommittee and Commission Chair, Marquette County Road Commission

12–12:45 p.m. Road Funding 101 and Quiz!  
**Denise Donohue**, CEO, CRA  
**Ed Noyola**, Chief Deputy and Legislative Director, CRA

12:45–1:30 p.m. Open Meetings Act, FOIA, etc.  
**Michael Kluck**, JD, Foster Swift Law Firm

1:30–1:45 p.m. STRETCH & SNACK BREAK

1:45–2:30 p.m. Parliamentary Procedure for Road Commission Boards (group exercise)  
**Larry Merrill**, Consultant

2:30–3:15 p.m. Working with Township Boards  
**Larry Merrill**, Consultant

3:15–3:30 p.m. Recap and Adjourn  
**Ray Roberts**

**For more information contact:**

**Shelby Eva** | 517.482.1189 | [seva@micountyroads.org](mailto:seva@micountyroads.org) | [micountyroads.org](http://micountyroads.org)





County Road Association  
OF MICHIGAN



# PAVING FORWARD



**2025  
HIGHWAY CONFERENCE  
& ROAD SHOW  
PROGRAM GUIDE**

Tuesday, March 25 - Thursday, March 27 • The Lansing Center, Lansing

# Tuesday, March 25

## SILENT AUCTION & GALLERY OF ENTRIES

### Roads+<sup>SM</sup> Silent Auction

The 10<sup>th</sup> Annual Roads+<sup>SM</sup> Silent Auction will be held in the Lansing Center Exhibit Halls Tuesday and Wednesday.

Items are now being accepted for the Silent Auction. To donate, complete the form at [micountyroads.org/Roads-Plus](http://micountyroads.org/Roads-Plus).

For more information, contact Shelby Eva at [seva@micountyroads.org](mailto:seva@micountyroads.org) or 517.482.1189.



### IMPRESS Awards

During CRA's Annual Awards Breakfast, we'll announce this year's winners of IMPRESS Awards for best practices in Operations, Communications and Collaboration.

Get *your* next great idea Tuesday and Wednesday at the Gallery of Entries Showcase at the Road Show. And vote in the "People's Choice Award" for your favorite.

# Wednesday, March 26

### Back by Popular Demand! Grant Avenue

Back for 2025, finding information on grants has never been easier!

Take a stroll down Grant Avenue where representatives from federal, state and local agencies will distribute materials and answer questions on grants available to county road agencies!

9 a.m.-12 p.m. Wednesday, at the Road Show

### PRESIDENT'S RECEPTION HOURS

Tuesday 5:30-6:30 p.m.

### HOSPITALITY SUITE HOURS

Tuesday 7:30-9:30 p.m.

Wednesday 7:30-9:30 p.m.





# 2025 Road Show

## EXHIBITOR & SPONSOR INFORMATION

Shelby Eva | [seva@micountyroads.org](mailto:seva@micountyroads.org) | 517.482.1189  
[micountyroads.org/RoadShow](http://micountyroads.org/RoadShow)

The County Road Association's award-winning Road Show takes place March 25-26, 2025. The show includes heavy equipment.

### Meet with Vendors!

The Road Show runs from 2:30 to 6:30 p.m. on Tues., March 25, and 9 a.m. to 12 p.m. on Weds., March 26. All county road agency managers, commissioners and staff are invited. Other public agencies including townships, city and village representatives are encouraged to attend. Door prizes will be drawn throughout the Road Show.

### MiPEERS "Road Art" contest at the Highway Soiree!

Whether or not you have a creative bone (or three) in your body, show us your art!

MiPEERS, CRA's networking club created to connect up and coming leaders, is hosting a first-ever amateur road art contest at the Highway Soiree (Wednesday evening banquet).

Strut your Michigan road-themed artwork at the Highway Conference for your chance to win a prize in categories including Most Creative, Most On-Theme, Most Ingenuity, Most Effort and more!

From bedazzled county road maps to toothpick bridges, anything goes! Have fun and don't skimp on the glitter and glue sticks!

### More Diverse Vendors!

CRA is proud to continue the indoor heavy equipment show. More than 100 vendors are expected representing:

- Equipment, parts dealers;
- Suppliers of snow and ice control systems;
- Suppliers of traffic control devices, bridges, culverts and pipes;
- Benefits, insurance providers;
- Retirement, investment advisers;
- Government software and IT programs;
- Law firms;
- Engineers, architects and planners;
- Federal, state and nonprofit organizations and programs;
- And many other transportation service providers!

### ROAD SHOW HOURS

Tuesday 2:30-6:30 p.m.  
 Wednesday 9 a.m.-12 p.m.

### SILENT AUCTION HOURS

Tuesday 2:30-6:30 p.m.  
 Wednesday 9-11:30 a.m.

# 2025 HIGHWAY CONFERENCE SCHEDULE

Wednesday, March 26, 2025 • Lansing Center • Lansing, Michigan

## GENERAL SESSION

7:30-8 a.m. Breakfast

8-9 a.m. **What's happening at the State Capitol?**

How will split control of the House, Senate and Administration show up? Our government pundits will sort it all out.

**Alethia Kasben**, *Gongwer News Service*

**Emily Lawler**, *Detroit Free Press*

**Justin Hicks**, *MLive*

**Moderator: Kyle Melinn**, *MIRS News Service*

9-9:15 a.m. **Headlines from the MI Federal Highway Administration**

As the \$1.2 trillion IIJA winds down, hear what's on the horizon.

**Theodore Burch, PE**, *Division Administrator, FHWA-MI*

9:10 a.m.-12 p.m. **2025 CRA 'ROAD SHOW'**  
**GALLERY OF IMPRESS ENTRIES SHOWCASE**  
**DEBUT! MI PEERS ART SHOW**  
**SILENT AUCTION**

12 noon **LUNCH & KEYNOTE SPEAKER**

**Bennie Fowler III**  
*Using sports coaching techniques to inspire minds*

A two-time Hall of Famer, Bennie will draw from his experience as a champion athlete and coach.



## CONCURRENT SESSION #1 (1:30-2:15 p.m.)

### COMMISSIONERS TRACK

#### Road agency succession planning

Road commissioners are responsible to "see to it" the agency has a succession plan for union and non-union positions, to ensure smooth sailing. And to help identify your own replacement when retirement time comes. Some things to think about.

**Larry Brown**, *Commissioner and Former Managing Director, Allegan County Road Commission*

**Todd Surline**, *President, Hiring Solutions, LLC, and MSU adjunct professor in Broad Business School*

### COMMUNICATION TRACK

#### Good comms: Managing public "asks"

Everybody wants something from the road agency! Fix this pothole, plow that road – and on it goes. You can't make everyone happy, but you can and should treat every inquiry as important. Learn about the e-platforms for public service requests.

**Eric Dimoff**, *Public Information Officer, Macomb County Dept. of Roads*

**Tiffany Oliphant**, *Communications Manager, Washtenaw County Road Commission*

### ENGINEERING TRACK

#### Coming at you: New federal bridge modeling by 2026?! **PDH Credit**

New federal regulations are upon Michigan county road agencies. Every MI bridge must undergo "modeling" by a qualified engineer and meet other requirements by 2026. Learn the compliance plan, Oxcart integration – and what's SNBI, anyway?

**Craig Atwood, PE**, *CRA Engineering Committee Chair, Allegan County Road Commission*

**Wayne Harrall, PE**, *CRA rep to Statewide Local Bridge Advisory Board, Kent County Road Commission*

**Bryce Baker**, *COO, Oxcart Transportation Systems*

## **Live! It's Road Conductor™ for local project management** *PDH Credit*

This Michigan Tech replacement for Field Manager is now in beta testing. See a demo of how it works and features yet to come, before sales go live this summer!

**Nick Koszykowski**, Senior Project Manager, Center for Technology & Training, Michigan Technological University

**Dustin Earley**, APR, Deputy Director of Engagement, CRA

## FINANCE & HUMAN RESOURCES TRACK

### **Best practices for audit prep**

Audit time is high-anxiety time, especially if you've only been through a few of them. CPA firms share some tips on effective preparation for an audit at the county road agency, which could lower the stress level.

**Jessie Klisz**, CPA, Plante Moran

**Bill Tucker**, CPA, Maner Costerisan

**Moderator: Macy Barcheski**, Finance Director, Kent County Road Commission

## MANAGERS TRACK

### **Oh, deer! Counties still on the horns of a dilemma**

They aren't just caught in the headlights anymore! Deer numbers are up and when they get killed on a county road, the carcasses are sensitive in some communities. Learn options to consider with this oft-contentious issue.

**Jerry Byrne**, Managing Director, Kent County Road Commission

**Brody Glej**, Graduate Research Assistant, Grand Valley State University

### **Encore: De-escalation tactics for front-line staff**

It isn't getting any nicer out there! While office workers are often safe behind bullet-proof glass and safety buzzers, your operations staff out on the roads will always come face-to-face with the public. We all need more de-escalation skills today!

**Mike Wierenga**, co-founder, Two the Rescue

## CONCURT SESSION #2 (2:30-3:15 p.m.)

### COMMISSIONER TRACK

#### **Evaluating your manager - it's a launching pad**

If you aren't evaluating your manager annually, everyone loses! The manager who deserves to have a document in the file. And the road agency who could use this discussion to chart a successful path-forward for the full organization.

**Todd Surline**, President, Hiring Solutions, LLC, and MSU Broad Business School adjunct professor

**Ray Roberts**, Commissioner, Marquette County Road Commission and CRA Commissioners Committee Chair

### COMMUNICATION TRACK

#### **AI - It ain't all that!**

Now that the dust has settled, and artificial intelligence (AI) didn't take our jobs, what's next? Learn which AI-powered productivity benefits have survived the hype and why sometimes people-powered is better.

**Justin Bruno**, AI Strategist, Michigan Virtual

### ENGINEERING & ENVIRONMENT TRACK

#### **Section 106: Process improvements coming down the pike** *PDH Credit*

The new path to clear Section 106 permits has introduced many delays and questions. Learn about improvements underway, how to avoid delays and work more effectively with MDOT's cultural resources staff.

**Deena Woodward**, MDOT Transportation Planning Manager

**Brad Knight**, Director of Planning/Environmental Concerns, Road Commission for Oakland County

**Kristine Parsons**, PE, Director of Engineering, Calhoun County Road Department

#### **Fighting the funding cliff: New ICE road funding & MBUF**

CRA has been talking about the "two step" for new road funding for 18 months. Are we any closer to an immediate MTF increase and the launch of a new funding model?

**Denise Donohue**, APR, CAE, CEO, CRA

**Ed Noyola**, Chief Deputy and Legislative Director, CRA

## FINANCE & HUMAN RESOURCES TRACK

### **2+2: New tools to fiscally manage the county road agency**

For two years, a CRA work group has been evaluating next-gen financial software. They've zeroed in on two options that could supercharge the way your road agency manages its financial information!

**Jerry Heim**, Finance Director, Kalkaska County Road Commission & CRA Board Member

**Dawn Solka**, Director of Finance & Administration, Marquette County Road Commission and CRA FHR Committee Member

**Macy Barcheski**, Finance Director, Kent County Road Commission and CRA FHR Committee Chair

### **How does MTF get to us? It's complicated.**

The flow chart of dollars into the Michigan Transportation Fund, and through its distribution funnel, is complex. Get a high-level summary of funding sources in the MTF including how to pull monthly reports and fluctuations.

**Jingjing Chang**, CPA, Financial Specialist, Michigan Department of Transportation

## MANAGERS TRACK

### **Focus on: Speed limits and too-fast drivers**

In 2024, local governments amended Michigan's long-standing laws on setting speed limits. Did anything change for county road agencies? Also, hear about Oakland County's gravel roads speed limit study.

**Alex Rucinski**, Traffic Safety Engineer, Road Commission for Oakland County

### **Words from our Association Partners**

CRA members are often affiliated with at least three national road-affiliated associations: The National Association of County Engineers (NACE), the American Public Works Association (APWA) and American Road & Transportation Builders Association (ARTBA). Representatives will be on hand to explain their benefits, services and current focus.

**Kevan Stone**, Executive Director, NACE

**Brandy Siedlaczek**, President, APWA Michigan Chapter

## CONCURRENT SESSION #3 (3:30-4:15 p.m.)

## COMMISSIONERS TRACK

### **Don't be a couch potato or a 'yes' person**

Take an active role in the annual budget development process by asking questions! Make suggestions! Be prepared and knowledgeable about the future of the MTF Act in your county – and the need for other \$\$ sources.

**Dawn Solka**, Director of Finance & Administration, Marquette County Road Commission and CRA FHR Committee

**Ray Roberts**, Commissioner, Marquette County Road Commission and CRA Commissioners Committee Chair

## COMMUNICATION TRACK

### **IMPRESS Showcase – 2024 contenders**

A review of interesting IMPRESS Awards is a popular new feature at CRA's Commissioners Seminar. So, we're bringing a few of the best ideas to Highway Conference so everyone can hear about their innovations.

**Jo Ann McCollum**, Washtenaw County Road Commissioner

### **What are PR Tips anyway?**

About every month, CRA and its Public Relations Committee issue a PR Tips package. A decade after the first one, come see what this package includes and how to use it to improve community, employee and media relations.

**Craig Bryson**, APR, Senior Communications Specialist, Road Commission for Oakland County and Chair, CRA Public Relations Committee

## ENGINEERING & ENVIRONMENT TRACK

### **Local Road Research Program takes off!**

This program has been on counties' "to-do" list since 2020, to scientifically evaluate new road technology, develop specs and more. A 2024 legislative appropriation is making it happen! See what the future holds.

**Denise Donohue**, CEO, CRA

**Steve Puuri**, PE, CRA Engineering Specialist

### Using RAP in asphalt mixes to increase performance and lower cost

A high-level overview of the benefits of using recycled asphalt paving in new roadwork from a national expert. Learn about recycling on the "test track" and get suggestions for developing a RAP spec at your agency.

**Buzz Powell**, Technical Director, Asphalt Pavement Alliance

### Coming at you: New federal bridge modeling by 2026?! **PDH Credit** (repeat)

## FINANCE & HUMAN RESOURCES TRACK

### Communicating the MTF Report

One of the most intensive documents created by a road agency's financial manager is the Michigan Transportation Fund Report. As challenging as it is to complete, how can you best share it with your manager, the Board and other stakeholders?

**Melissa Williams**, Finance Director, Macomb County Department of Roads and CRA Board Member

## MANAGERS TRACK

### Update on road ratings **PDH Credit**

Significant efforts are underway to populate Michigan's Transportation Asset Management Council (TAMC) database with nonfederal-aid road ratings. Special funds were made available in Winter 2024. How do things look?

**Sarah Plumer**, Senior Project Analyst, TAMC

### Keeping your eye on BEAD **PDH Credit**

The federal funds are rolling in to install high-speed internet in the right-of-way. A back-and-forth from the Michigan Office of High Speed Internet (MiHI) and a manager who's worked well with a countywide \$200M project.

**Lindsey Oswald**, MiHI, Mich. Dept. of Labor & Economic Opportunity (LEO)

**Brendan Mullane**, Managing Director, Leelanau County Road Commission

## NEW! WEDNESDAY BANQUET

4:15-5:30 p.m.

Break

5:30-6:15 p.m.

Cocktail Hour and Annual Business Meeting

6:15-8 p.m.

Highway Soiree - An evening of food, music, and fun!



Thursday, March 27, 2025

Lansing Center - Lansing, Michigan

## PAVING FORWARD >>>>>

### AWARD BREAKFAST

7:30 a.m. Breakfast

7:45-8:30 a.m. Speaker: Brad Wieferich, MDOT Director

8:30-10 a.m. IMPRESS AWARDS  
MEMBER AWARDS



# REGISTRATION

## 2025 HIGHWAY CONFERENCE & ROAD SHOW

March 25-27, 2025 • Lansing Center • Lansing, Michigan

### REGISTER EARLY AND SAVE \$\$\$

Conference Registration	Early Rate	After Feb. 21
CRA Member/ Associate Member	\$275	\$300
Non-Member	\$310	\$360
Wednesday Meals	\$60	\$60
Road Show Only (pre-registration recommended)	FREE	FREE

**ONLINE REGISTRATION CLOSES MARCH 14!**

**TO REGISTER, VISIT:**  
[micountyroads.org/HighwayConference](https://micountyroads.org/HighwayConference)

CRA is using online registration. If you require assistance registering, please call Shelby Eva at 517.482.1189.

#### Questions?

Contact Shelby Eva  
517.482.1189  
[seva@micountyroads.org](mailto:seva@micountyroads.org)

#### Refund policy

Cancellations received by Feb. 24 will be 100% refunded.

No refunds after March 3.



OR SCAN HERE  
TO REGISTER

### Committees

The County Road Association offers a big **THANK YOU** to our committees who have worked diligently over the past year to advance the goals of the Association. Please thank our 2024-2025 committee chairs:

Executive – Dirk Heckman, PE, *Mackinac*

Canvassing – Craig Atwood, PE, *Allegan*

Commissioners – Ray Roberts, *Marquette*

Education – Jerry Byrne, *Kent*

Engineering – Craig Atwood, PE, *Allegan*

Finance & Human Resources – Macy Barcheski, *Kent*

Legislative Review – Dennis Kolar, PE, *Oakland*

Negotiating – Jean Vanderville, *Schoolcraft*

Nominating – Mike McTiver, PE, *Luce*

Public Relations – Craig Bryson, APR, *Oakland*

Superintendents Assoc. of Michigan – Chris Doll, *Oakland*

Association committees and sectional organizations will meet throughout the day  
Tues., March 25, at the Lansing Center. Complete schedule on CRA's website.



**OTSEGO COUNTY ROAD COMMISSION**

Account Balances

<u>Assets</u>	As of 12-31-2024	
Petty cash	\$	500.00
Operating (AP-PR-HRA)	\$	78,598.05
Savings (County)	\$	981,881.07
Savings (MI Class)	\$	8,760,228.22
Millage Collections	\$	3,404.37
Millage (MI Class)	\$	-
<b>Total cash:</b>	<b>\$</b>	<b>9,824,611.71</b>
<b>Investments:</b>	<b>\$</b>	<b>2,561,876.31</b>
<b>Total cash &amp; investments:</b>	<b>\$</b>	<b>12,386,488.02</b>
<u>Accounts Receivable:</u>		
Corwith Township	\$	100,000.00
Total AR	\$	100,000.00
<b>Total Assets:</b>	<b>\$</b>	<b>12,486,488.02</b>
<u>Liabilities</u>		
Jan Accounts payable	\$	245,219.30
SOM: Theisen Rd	\$	14,415.04
SOM: Murner Rd	\$	13,320.68
SOM: Alba Rd	\$	40,102.47
SOM: Sparr Rd	\$	6,030.03
Emergency Fund: Reserved	\$	3,000,000.00
<b>Total liabilities:</b>	<b>\$</b>	<b>3,319,087.52</b>
<b>Total Fund Balance:</b>	<b>\$</b>	<b>9,167,400.50</b>
2025 Impact	\$ (1,516,853.00)	\$ 7,650,547.50
2026 Impact	\$ (2,367,899.61)	\$ 5,282,647.89
2027 Impact	\$ (1,415,180.00)	\$ 3,867,467.89
2028 Impact		
2029 Impact		

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

Month	2024	2023	2022	2021	2020	2019	2018	2017	2016	2024 + (-)	% Change
January	\$618,718.01	\$622,850.41	\$593,353.49	\$574,401.56	\$574,774.41	\$538,379.39	\$490,104.69	\$390,160.67	\$321,869.31	-\$4,132.40	-0.70%
February	\$659,154.39	\$632,255.99	\$632,457.35	\$570,732.78	\$617,395.30	\$510,402.80	\$493,989.46	\$455,570.44	\$384,810.44	\$26,898.40	4.25%
March	\$593,247.27	\$593,772.93	\$575,363.14	\$539,585.23	\$475,901.84	\$526,923.30	\$471,139.06	\$411,992.14	\$325,540.83	-\$525.66	-0.09%
April	\$590,636.20	\$562,332.71	\$560,418.55	\$575,876.65	\$393,985.28	\$450,756.80	\$429,606.59	\$406,411.01	\$312,258.71	\$28,303.49	5.05%
May	\$586,077.27	\$619,941.51	\$510,827.52	\$512,183.97	\$342,370.15	\$508,546.35	\$472,952.47	\$427,827.98	\$304,005.07	-\$33,864.24	-6.63%
June	\$613,333.27	\$618,893.80	\$568,665.93	\$568,305.39	\$484,874.11	\$485,931.51	\$444,296.57	\$435,976.07	\$333,449.21	-\$5,560.53	-0.98%
July	\$527,063.94	\$547,335.20	\$487,410.63	\$481,649.26	\$478,387.21	\$439,213.70	\$410,646.53	\$384,860.23	\$248,094.07	-\$20,271.26	-4.16%
August	\$608,192.14	\$579,431.44	\$561,092.90	\$593,695.30	\$579,216.00	\$482,547.69	\$447,571.55	\$427,215.93	\$326,316.22	\$28,760.70	5.13%
September	\$619,861.90	\$556,303.94	\$601,029.67	\$604,028.14	\$525,737.94	\$511,558.85	\$420,077.12	\$444,246.34	\$313,741.07	\$63,557.96	10.57%
October	\$985,315.66	\$972,976.58	\$880,770.30	\$815,008.13	\$822,087.88	\$792,490.98	\$794,622.88	\$632,043.72	\$490,458.83	\$12,339.08	1.40%
November	\$598,118.73	\$569,651.09	\$521,034.79	\$524,074.66	\$460,489.59	\$449,835.16	\$414,508.44	\$375,345.55	\$329,867.86	\$28,467.64	5.46%
December		\$783,401.92	\$750,365.33	\$680,865.37	\$524,167.55	\$538,568.32	\$332,726.17	\$398,345.79	\$328,757.47		0.00%

<b>Totals</b>	<b>\$6,999,718.78</b>	<b>\$7,659,147.52</b>	<b>\$7,242,789.60</b>	<b>\$7,040,406.44</b>	<b>\$6,279,387.26</b>	<b>\$6,235,154.85</b>	<b>\$5,622,241.53</b>	<b>\$5,189,995.87</b>	<b>\$4,019,169.09</b>	<b>\$123,973.18</b>	<b>19.31%</b>
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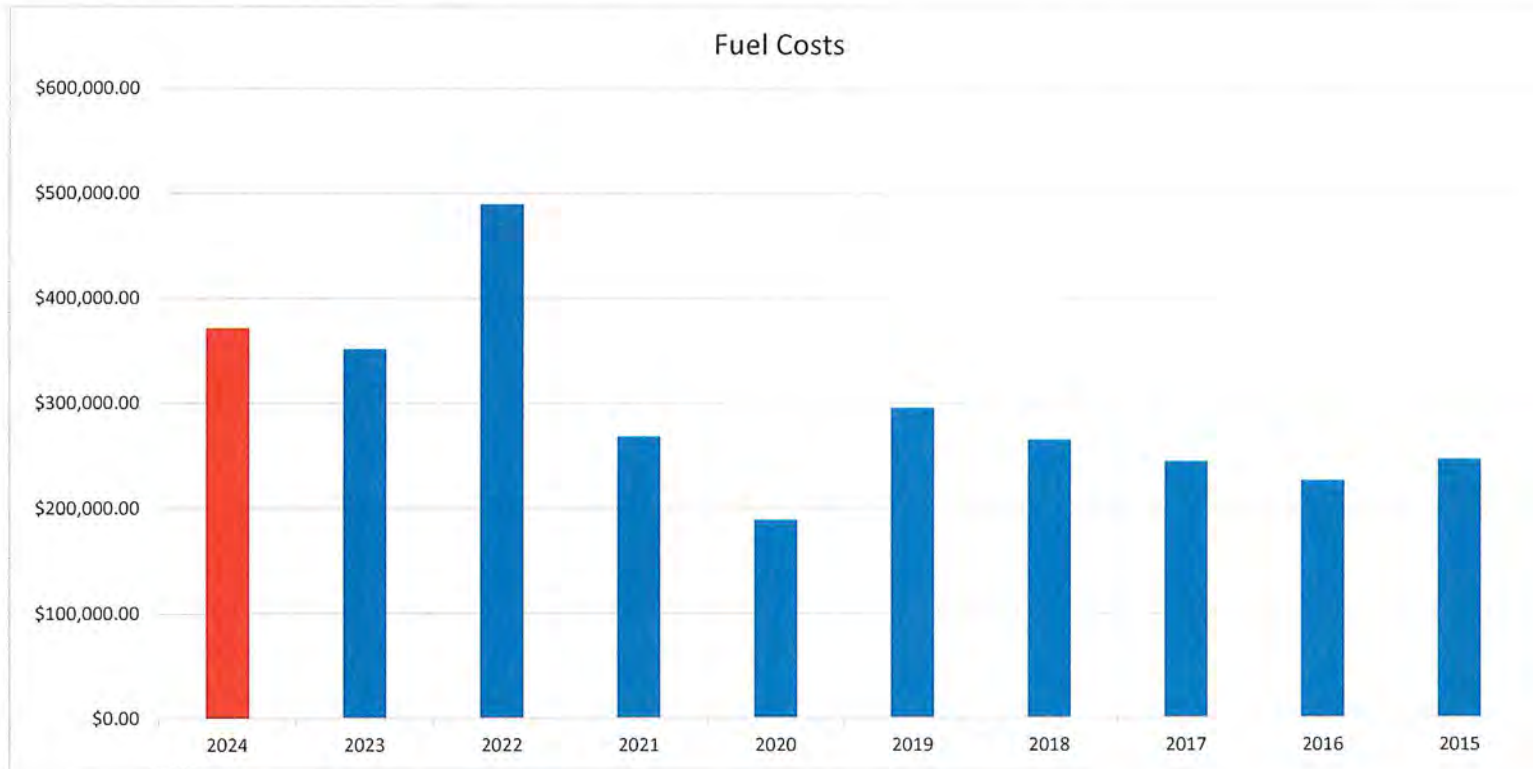
Engineering Funds received in June/paid in August (\$10,000)  
Snow Funds received in October/paid in December

(2016 Snowfunds \$238,533.88)  
(2017 Snowfunds \$241,593.93)  
(2018 Snowfunds \$315,151.81)  
(2019 Snowfunds \$347,614.46)  
(2020 Snowfunds \$368,691.80)  
(2021 Snowfunds \$387,431.27)  
(2022 Snowfunds \$418,096.13)  
(2023 Snowfunds \$438,396.03)  
(2024 Snowfunds \$460,610.96)

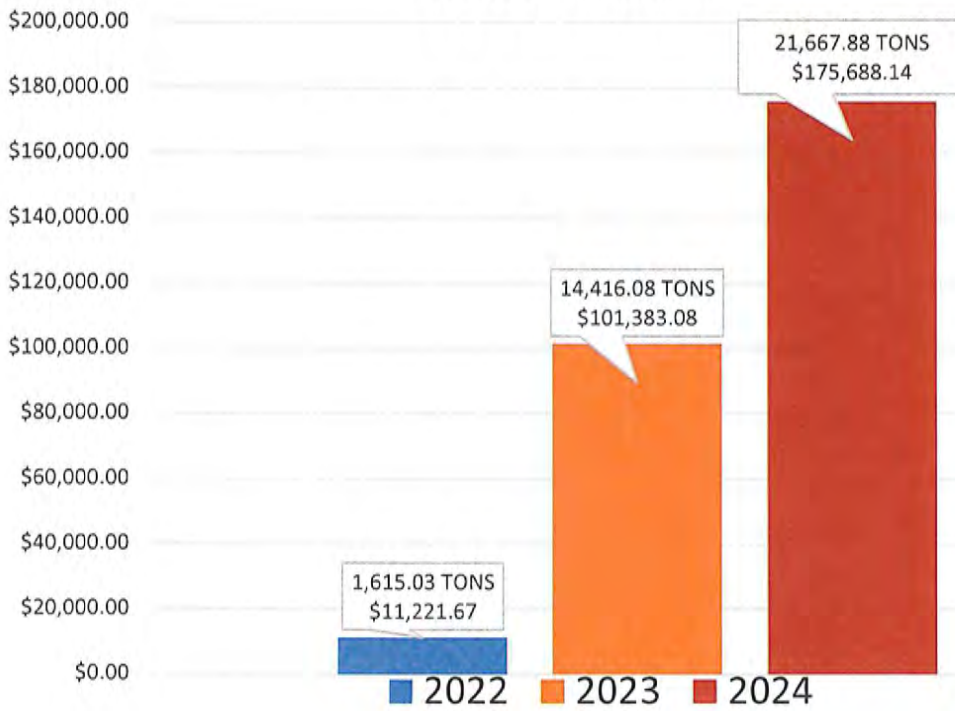
### Historical Fuel

Year	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Total	\$371,307.98	\$350,957.34	\$489,603.29	\$268,264.28	\$189,064.04	\$295,185.25	\$264,730.27	\$244,368.96	\$226,003.41	\$246,395.38
Gallons	127,626.95	115,233.247	138,059.277	116,067.212	112,028.468	138,791.225	115,999.949	129,018.972		

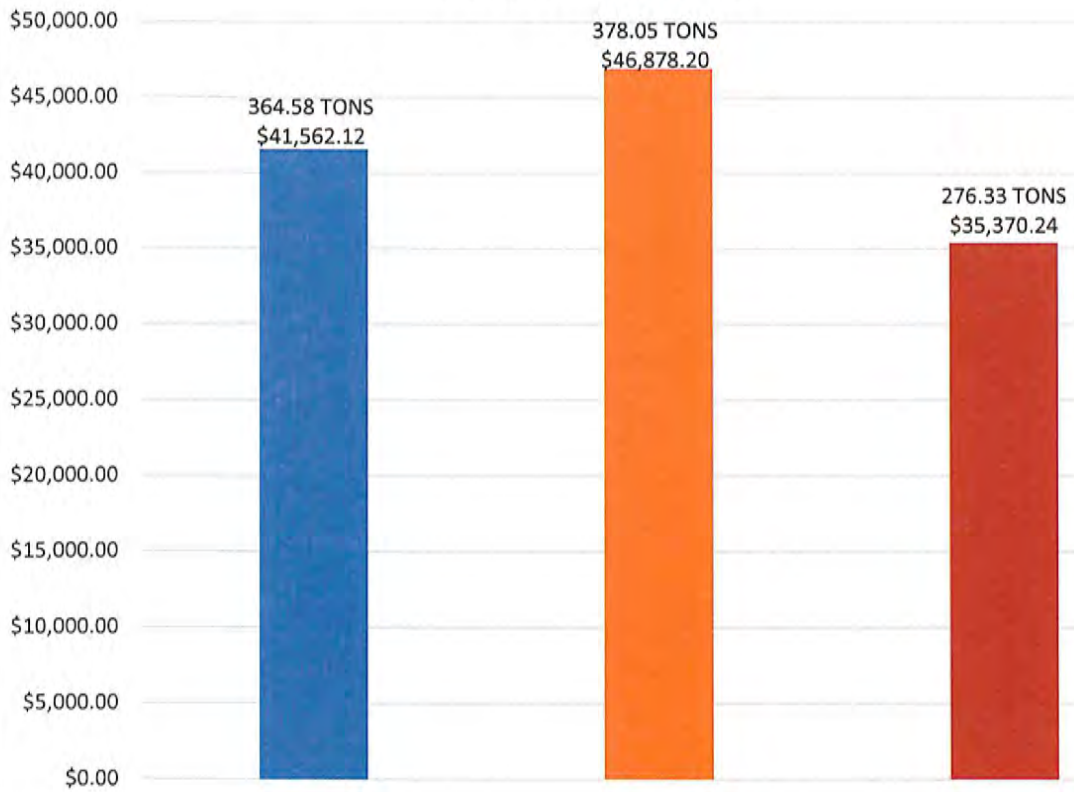
\*2022-2021: COVID years



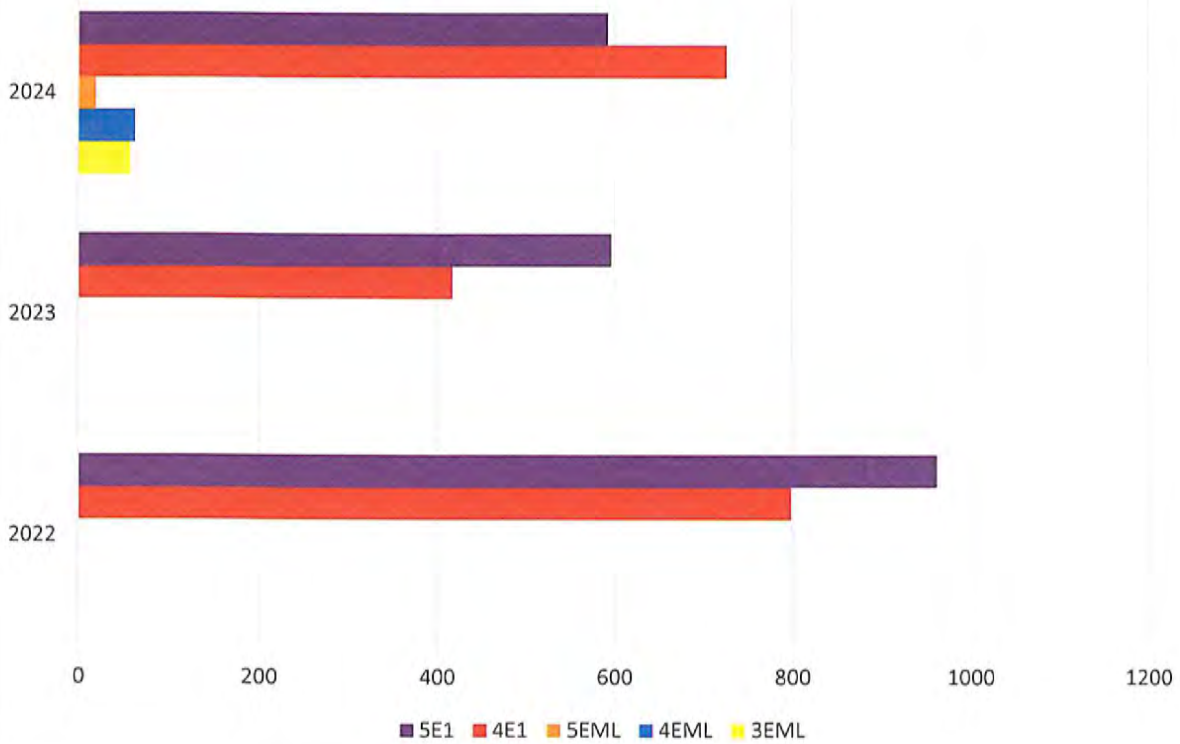
### 23 Gravel Purchased



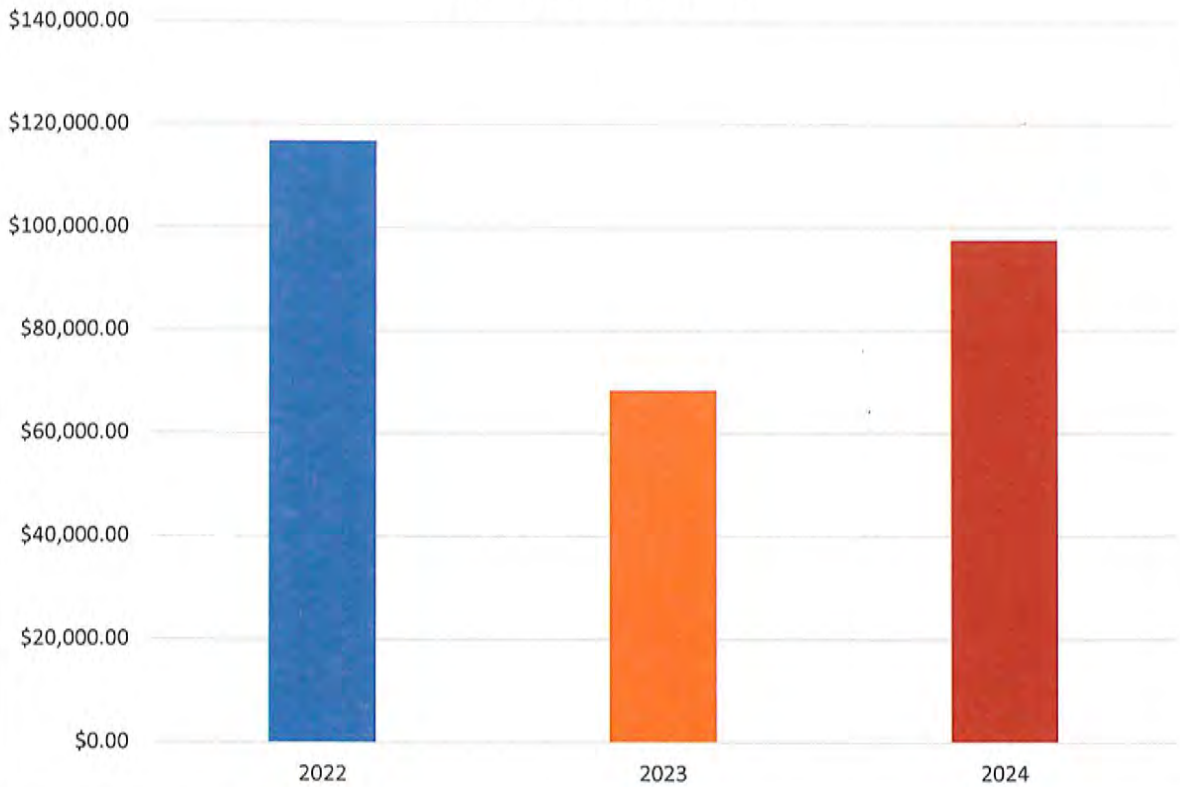
### Coldpatch Purchased



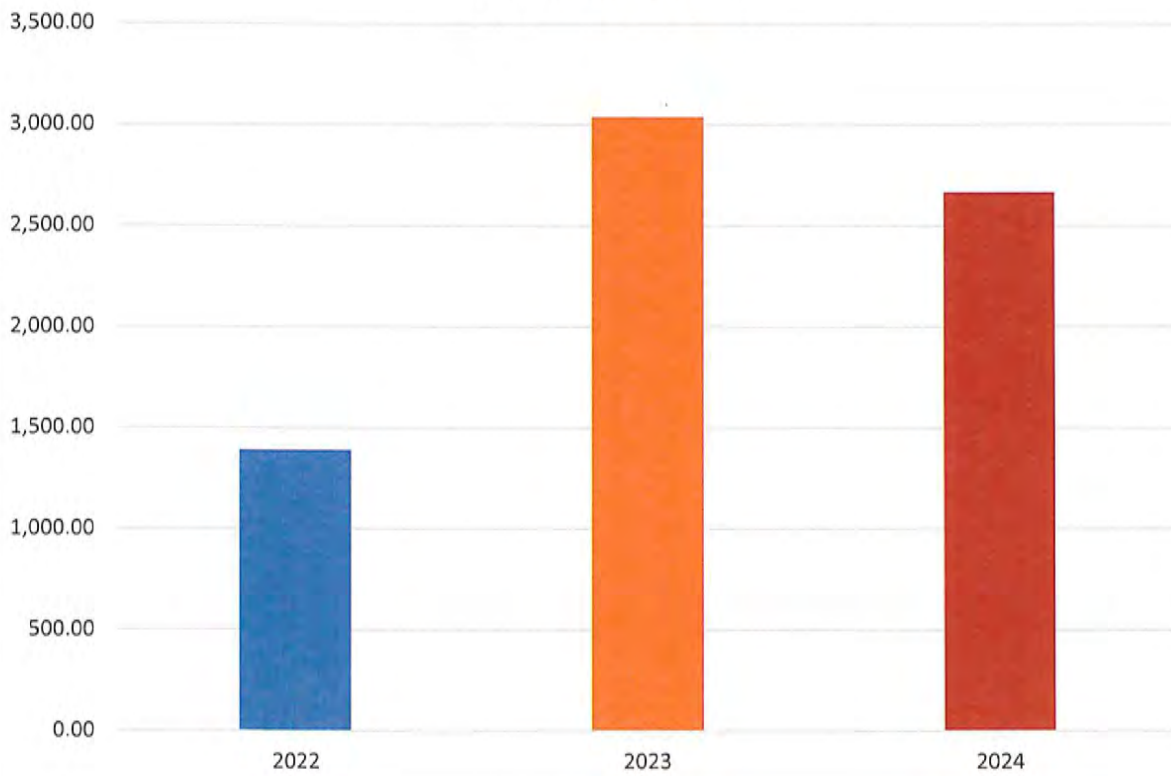
### TONS of Hot Patch Purchased



### Hot Patch Purchased



### Engineer Hours Billed



### Total Billed

