OGEMAW COUNTY ROAD COMMISSION
MEETING MINUTES OF
Wednesday, October 7, 2026

The regular meeting of the Board of County Road Commissioners of Ogemaw County, Michigan, was held at its office, 1250 S M-33, West Branch, Michigan, and was called to order at 9:00 a.m.

Members Present: Chair Van Sheltrown, Vice-Chair Klint Marshall

Staff Present: Managing Director Pat Reinke, Board Clerk Brandy Curtis, Superintendent Kurt Trout, Supervisor Justin Johnson

In Attendance: Ogemaw County Commissioner Charles Wiltse, Churchill Township Supervisor Ken Schnautz

Absent: Member Dan Winter

PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was recited.

APPROVAL OF THE AGENDA
Additions to the Agenda
None

Motion by Sheltrown, supported by Marshall, to approve the agenda. Motion carried.

APPROVAL OF THE MEETING MINUTES
The minutes of September 23, 2026, were reviewed. There are no additions or corrections, so the minutes stand as submitted.

APPROVAL OF PAYROLL AND PAYABLES VOUCHERS
Motion by Marshall, supported by Sheltrown, to approve and pay payroll voucher #2700 and payable voucher #2701-01and 2701-02 for $192,148.32.
Roll call vote: Ayes: Marshall, Sheltrown. Nays: None. Motion carried.

PUBLIC COMMENT
None

UNFINISHED BUSINESS
Night Patrol Policy, Procedures, and Guidelines 2026-05
Motion by Sheltrown, supported by Marshall, to approve the Night Patrol Policy, Procedures, and Guidelines 2026-05 as presented.
Roll call vote: Ayes: Sheltrown, Marshall. Nays: None. Motion carried.

Night Patrol Job Description
Motion by Sheltrown, supported by Marshall, to approve the Night Patrol Job Description as presented.
Roll call vote: Ayes: Marshall, Sheltrown. Nays: None. Motion carried.

Afternoon Patrol Job Description
Motion by Sheltrown, supported by Marshall, to approve the Afternoon Patrol Job Description as presented.
Roll call vote: Ayes: Sheltrown, Marshall. Nays: None. Motion carried.

Residential Driveway Approach and Temporary Approach Permit Fees

Curtis reviewed the surrounding road commissions'' residential driveway approach and temporary approach permit fees with the Board. The vast majority of the road commissions follow the CRA permit fee schedule, the same as Ogemaw. No action was taken.

NEW BUSINESS

Peters Road Culvert Replacement Engineering Estimate

SSI was the only engineering firm to submit a proposal for the Peters Road over Prior Creek design at a price not to exceed $76,810. Motion by Sheltrown, supported by Marshall, to authorize the Manager to sign the engineering design proposal provided by SSI for the Peters Road over Prior Creek not to exceed $76,810 allocating the funds through the Neighborhood Road Fund.
Roll call vote: Ayes: Marshall, Sheltrown. Nays: None. Motion carried.

2027 Federal Aid Paving – Design Proposal

Chair Sheltrown discussed a section of Greenwood Road of concern, near Stillwagon Road, that is included in the federal aid project. Reinke and Johnson will follow up.
Motion by Marshall, supported by Sheltrown, to authorize the Manager to sign the engineering design proposal for the 2027 Federal Aid Paving for $10,500.
Roll call vote: Ayes: Sheltrown, Marshall. Nays: None. Motion carried.

County Signage Upgrade Proposal

Reinke informed the Board that the new sign technician requested guidance on county-wide sign upgrades. Motion by Marshall, supported by Sheltrown, to authorize the sign technician to upgrade the warning and regulatory signs on primary roads then local roads beginning in Goodar Township then moving to Richland Township and request the administrative staff to follow-up with the Board.
Roll call vote: Ayes: Sheltrown, Marshall. Nays: None. Motion carried.

Supervisor and Superintendent Job Descriptions – Winter Hours

Curtis informed the Board that the Supervisor and Superintendent have requested to update their job descriptions changing the winter hours from 6:30 AM – 4:00 PM to 6:00 AM – 3:30 PM. A discussion was held on prior practice. Motion by Sheltrown, supported by Marshall, to approve the Supervisor and Superintendent's updated job descriptions as presented.
Roll call vote: Ayes: Marshall, Sheltrown. Nays: None. Motion carried.

Heavy Truck Driver Job Description

Curtis provided the Board with the Heavy Truck Driver Job Description, a brief overview, and stated the job description was provided to Reinke, Trout, and Johnson to review.
Motion by Sheltrown, supported by Marshall, to approve the Heavy Truck Driver Job Description as presented.
Roll call vote: Ayes: Sheltrown, Marshall. Nays: None. Motion carried.

Winter Afternoon Shift

Reinke informed the Board that no one signed for the winter afternoon shift. A discussion was held on the hours and tasks of the winter afternoon shift. No action was taken.

NMARC (Northern Michigan Association of Road Commissions) 2026 Board Member

The Board reviewed the NMARC 2026 Board Member ballot. Motion by Sheltrown, supported by Marshall, to write in Road Commissioner Dan Winter.
Roll call vote: Ayes: Marshall, Sheltrown. Nays: None. Motion carried.

NACE (National Association of County Engineers) 2027 Board Member
The Board reviewed CRA's request to review candidates for the NACE. The consensus of the Board was to remain with Reinke as the candidate.

INFORMATION AND REPORTS
Staff
Reinke updated the Board on the status of the 2027 truck and equipment purchases, the mineral lease agreement, and FEMA revenue received.

Trout reported that the three trucks purchased in October 2025 are expected to be delivered to Viking in January or February 2027. He also provided updates on the MDOT I-75 culvert project, M-55/M-33 guardrail cleanup, M-30 road touch-ups, and noted that the O'Neil Road upgrade is scheduled to begin this month. In addition, he is preparing an MDOT salt barn funding request.

Johnson updated the Board on the jetter included in the 2027 capital outlay, ongoing work on seasonal roads, blading operations, and coordination with the USDA Forest Service. He reported that Denstedt Road upgrade work has resumed this month, with completion expected in October 2026. Last week, staff met with the crew to review winter routes, and seven employees are scheduled to attend the Roscommon Roadeo in October.

Curtis reported completion of one onboarding this week and a six-month benefit enrollment. She has been training the Administrative Assistant on year-end payable tasks and training the Purchasing Agent on MDOT salt accounting for the upcoming winter season. She is preparing year-end financials, and noted that the MIOSHA MIWISH grant was submitted on October 1st. The 2027 health insurance rates reflect a 16% increase, and the August 2026 Neighborhood Roads Fund saw a 35% decrease from September 2026. Curtis also provided an update on the FEMA grant process and revenue received.

Road Commissioner Report
Commissioner Marshall requested the staff to review the shoulders on Campbell Road between Finerty and State Road. Johnson will follow up.

County Commissioner Report
Ogemaw County Commissioner Charles Wiltse reported on the County's 2026 fiscal audit, 2027 financial budget, the Sheriff's evidence room, and various positions at the county level.

PUBLIC COMMENT
Churchill Township Supervisor Ken Schnautz reported that he spoke with Gail Hughey, West Branch Rose City area school's Superintendent, regarding the plow pads. Hughey met with the WBRC building trades instruction and he intents to begin work on the plow pads after the completion of his current project.

Schnautz requested an update on the Peterson Road damage caused by heavy machinery.

ADJOURNMENT
There being no further business before the Board of Road Commissioners, Ogemaw County, Chair Sheltrown adjourned the meeting at 10:25 a.m.

Signed: _____ Attest: _____
Van Sheltrown, Chair Brandy Curtis, Board Clerk