OGEMAW COUNTY ROAD COMMISSION
MEETING MINUTES OF
Wednesday October 21, 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, Member Dan Winter

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

In Attendance: Churchill Township Supervisor Ken Schnautz, Hill Township Resident Scott Cornelius, Ogemaw Township Residents Mr. and Mrs. Robert Stuart

PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was recited.

APPROVAL OF THE AGENDA
Additions to the Agenda
Flowboy Update

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

APPROVAL OF THE MEETING MINUTES
The minutes of October 7, 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 Winter, to approve and pay payroll voucher #2702 and payable voucher #2703 for $492,865.06.
Roll call vote: Ayes: Winter, Marshall, Sheltrown,. Nays: None. Motion carried.

PUBLIC COMMENT
None

UNFINISHED BUSINESS
None

NEW BUSINESS
Scott Cornelius – Seasonal Portion of Weir Road, Hill Twp, Requesting Year-Round Maintenance
Scott Cornelius met with the Board to discuss maintenance on the seasonal portion of Weir Road in Hill Township. The Board held a discussion regarding the Road Commission's seasonal road maintenance policy and the required process for upgrading a seasonal road to year-round maintained status. The Board reached consensus to direct the Manager to contact the Hill Township Supervisor to determine whether Hill Township would be interested in upgrading the seasonal portion of Weir Road to a county-maintained year-round road.

Robert Stuart – Road Name Requests, Ogemaw Township
Robert Stuart appeared before the Board to request approval of three proposed road names for his planned unit development, a 32-unit residential subdivision located in Section 20 of Ogemaw Township. The road names submitted for consideration were Abandoned Boutell Road, Course Trail, and Rolling Ridge Drive.

Reinke informed the Board that Course Trail and Rolling Ridge Drive do not conflict with any existing road names in Roadsoft. Reinke further recommended that the Board avoid using the name "Abandoned Boutell Ranch Road", and instead designate the road as Dobson Road, noting that Dobson Road is located just south of the proposed development.

The Board reached consensus to have the Manager follow up with Mr. Stuart regarding his recommendations on Course Trail, Rolling Ridge Drive, and Dobson Road.

Diebold Ranch Road – Road Damage

Manager Reinke provided the Board with photographs of damage to Diebold Ranch Road, located approximately one-quarter mile west of M-30. The Board discussed the road damage and reached consensus to direct the Manager to send a letter to affected residents outlining the damages, the estimated cost of repairs, and potential alternatives to help reduce future road damage.

MDOT Salt Barn Funding Request Proposal

Trout provided the Board with a Chemical Storage Facility Replacement Funding Request Form requesting financial assistance in fiscal year 2028 from MDOT on the construction of a new salt shed at an estimated $850,000 in construction. Reinke, Trout, and Curtis answered questions from the Board.

Motion by Sheltrown_, supported by Marshall, to authorize Trout to submit the Chemical Storage Facility Replacement Funding Request Form to MDOT for the construction of a new salt shed in fiscal year 2028 at an estimated cost of $850,000, with MDOT contributing 36% of the project cost.
Roll call vote: Ayes: Sheltrown, Winter, Marshall. Nays: None. Motion carried.

Shop HP ProBook

Curtis informed the Board that the shop's laptop, purchased in 2018, is no longer functioning properly. The USB ports have become unstable, preventing mechanics from obtaining accurate read-outs from required diagnostic software. Curtis contacted the Road Commission's IT department, which recommended purchasing a Hewlett-Packard ProBook 450G at an estimated cost of $550.00.

Motion by Winter, supported by Marshall, to authorize the purchase of a Hewlett-Packard ProBook 450G at an estimated cost of $550.00, and to include this purchase in the 2027 fiscal year capital outlay schedule.
Roll call vote: Ayes: Winter, Marshall, Sheltrown. Nays: None. Motion carried.

OCRC Coloring Book – Purchase Request

Curtis informed the Board that the Road Commission is low on coloring books, which were last purchased in 2023. She contacted the vendor and requested updates to the coloring book to include female characters, a "Safety First" game, and revised language on the overview page. Curtis requested authorization to purchase 1,000 coloring books at an estimated cost of $2,389.90, using 2027 salvage sale revenue as an offset.

Motion by Winter, supported by Marshall, to authorize the purchase of 1,000 coloring books, using salvage sale revenue as an offset, at a cost not to exceed $2,400.00.
Roll call vote: Marshall, Winter, Sheltrown. Nays: None. Motion carried.

Heavy Equipment Operator Job Description

Motion by Sheltrown, supported by Marshall, to approve the Heavy Equipment Operator Job Description as presented.
Roll call vote: Ayes: Winter, Sheltrown, Marshall. Nays: None. Motion carried.

Retention Incentive

Curtis noted that staff retention remains a priority and recommended a $1,000 retention incentive for all active employees, to be paid in January of 2027. The incentive is intended to support workforce retention and

organizational stability.

Motion by Sheltrown, supported by Marshall, to approve a $1,000 retention incentive for all active employees, to be paid by January 31, 2027.
Roll call vote: Ayes: Sheltrown, Winter, Marshall. Nays: None. Motion carried.

Smoking Tobacco Products & Vaping Policy 99-1 Revision
Curtis provided the Board with an updated Smoking Tobacco Products & Vaping Policy. The original policy was adopted in 1999.
Motion by Winter, supported by Marshall, to approve the revised Smoking Tobacco Products & Vaping Policy as presented, with the revised policy superseding all previously adopted versions of this policy.
Roll call vote: Ayes: Winter, Marshall, Sheltrown. Nays: None. Motion carried.

Employee Theft Policy 2018-Revision
Curtis provided the Board with an updated Employee Theft Policy, the original policy was dated 2018. Curtis informed the Board that the policy was reviewed by legal.
Motion by Sheltrown, supported by Marshall, to approve the revised Employee Theft Policy as presented, with the revised policy superseding all previously adopted versions of the policy.
Roll call vote: Ayes: Marshall, Winter, Sheltrown. Nays: None. Motion carried.

OPEB – Clarification "Years of Service"
Curtis is currently working on the annual OPEB documents and requested clarification from the Board regarding the definition of "years of service" for OPEB eligibility.

Motion by Sheltrown, supported by Marshall, to clarify that "years of service" for OPEB eligibility shall be based on actual Road Commission fulltime employment start date.
Roll call vote: Ayes: Sheltrown, Marshall, Winter. Nays: None. Motion carried.

INFORMATION AND REPORTS
Staff
Reinke updated the Board on recent meetings with Whittemore-Prescott Area Schools and Hale Area Schools regarding winter preparedness. He reported that he was scheduled to meet with Ogemaw County Dispatch later that day to discuss winter readiness and would also attend the Northern Exposure-West Branch Airport crash exercise. Reinke further reported that he has been working on asphalt specifications and provided an update on the I-75 culvert project, which is currently on hold.

Trout updated the Board on a truck and trailer that a local contractor is interested in selling and noted that the equipment could be beneficial to the Road Commission. He also reported on ongoing local projects, salt deliveries, and the upcoming MDOT shoulder project.

Curtis reported that she and Manager Reinke have scheduled a meeting with active employees on October 23, 2026, to review MESSA health plan options and coverage information. She also reported that she is working on year-end financial statements, as well as the Sign Technician and Grade Foreman job descriptions. Curtis informed the Board that the Road Commission has received approximately $374,000 in FEMA reimbursement funding. The estimated Management Costs reimbursement of $14,992 has not yet been obligated. She further reported that she is working with the Purchasing Agent to enter State and County winter salt inventories into the accounting system and is preparing MDOT bi-monthly accounting reports.

The Board was informed that CPR training with MyMichigan Health is scheduled for October 23, 2026.

Reinke worked with Johnson and Rogers on PASER ratings. Johnson and Rogers continue to conduct PASER ratings as time permits

Johnson is currently attending the 2026 Michigan Winter Operations Conference in Muskegon. The conference is a two-day training event for winter maintenance professionals.

Trout invited Board members to tour the M-33 salt barn to observe firsthand its deterioration and operational limitations.

Road Commissioner Report
Commissioner Winter reported on an accident on Rau Road. Manager Reinke updated the Board on the information he received pertaining to the incident.

County Commissioner Report
None

PUBLIC COMMENT
Churchill Township Supervisor Ken Schnautz requested an update on Peterson Road damage and guidance regarding the Coco Cabanas driveway. Manager Reinke and Superintendent Trout provided updates.

ADJOURNMENT
There being no further business before the Board of Road Commissioners, Ogemaw County, Chair Sheltrown adjourned the meeting at 10:40 a.m.

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