

An **organizational** meeting of the Board of County Road Commissioners of Benzie County was called to order by Finance Manager Nedow at the Road Commission offices in Honor, Michigan on Thursday **January 12, 2023** at 9:30 a.m.

Present: Chairman Robert Rosa
Vice-Chairman James Bowers

Member Paul Beechraft
Manager Matt Skeels
Finance Manager/Clerk Joe Nedow

Guests: County Commissioner Gary Sauer, Sherry Taylor, Margaret Myers, Honor Village representative Bill Ward, Sleeping Bear Gateway Council representatives Mike Rivard, Bill Witler and Don Schmid.

Nedow called for nominations for Chairman for the ensuing year.

Motion by Commissioner Bowers supported by Commissioner Beechraft to appoint Robert Rosa as Chairman of the Benzie County Road Commission for the ensuing year.

Discussion: None.

Ayes: Commissioners Bowers, Beechraft and Rosa. Nays: None. – Motion is hereby approved.

Nedow then turned the meeting over to Chairman Rosa.

Nominations for Vice-Chairman: Chairman Rosa called for nominations for Vice-Chairman for the ensuing year:

Motion by Commissioner Beechraft supported by Commissioner Rosa to appoint James Bowers as Vice-Chairman of the Benzie County Road Commission for the ensuing year.

Discussion: None.

Ayes: Rosa, Beechraft and Bowers. Nays: None. – Motion is hereby approved.

Nomination for Manager:

Motion by Commissioner Rosa supported by Commissioner Bowers to appoint Matt Skeels as Manager of the Benzie County Road Commission for the ensuing year.

Discussion: None.

Ayes: Rosa, Beechraft and Bowers. Nays: None. – Motion is hereby approved.

Appoint Clerk/Secretary to the Board:

Motion by Commissioner Bowers supported by Commissioner Rosa to appoint Joe Nedow as Clerk/Secretary to the Board of the Benzie County Road Commission for the ensuing year.

Discussion: None

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby approved.

2023 meeting schedule:

Motion by Commissioner Beechraft supported by Commissioner Bowers to adopt the proposed 2023 Benzie County Road Commission meeting schedule as presented.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby approved.

Resolution 23-01 Bank Depositories for 2022:

Motion by Commissioner Beechraft supported by Commissioner Bowers to adopt Resolution 23-01 which reads as follows:

WHEREAS, under the laws of this State of Michigan, Act 40 of the Michigan Public Acts of 1932, 1st Extra Session, as amended (MCL 129.12) this board is required to provide, by resolution, for the deposit of all public monies, including tax monies, belonging to, or held for, the State, County or other political units coming into the hands of the County Treasurer, in one or more banks, savings and loan associations or credit unions within the state.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The depositories for the Road Commission funds will be Honor Bank and Michigan Class Investments. Further, the County Treasurer, Michelle L. Thompson, is authorized to invest funds with any bank or trust company in the State of Michigan or with any agency of the U.S. Government, upon approval of the Benzie County Board of Commissioners, and
2. The persons authorized to sign on these depositories are: Michelle L. Thompson, County Treasurer; Kelly Long, Chief Deputy Treasurer; Matthew Skeels, Manager of the Road Commission; Scott Fasel, Superintendent and Lisa R. Taber, Payroll Clerk, and
3. The Treasurer is authorized to enter into and execute on behalf of the Road Commission any contracts with any bank or trust company for the safekeeping or third-party custodianship of any of the Road Commission's securities as well as any contracts or repurchase agreements with any corporation for the purchase of any such securities which will be the subject of such safekeeping or third-party custodianship arrangements, on such terms and conditions as the County Treasurer shall require, and
4. The County Treasurer is authorized to rely on the continuing effect of this Resolution until amended or repealed by a subsequent resolution of this or a successor Board of County Road Commissioners.

Roll call vote: Rosa – aye; Bowers – aye and Beechraft – aye. Nays: None. – Resolution is hereby adopted.

Commissioner Rosa then closed the Organizational meeting at 9:45 a.m.

A regular meeting of the Board of County Road Commissioners of Benzie County was then called to order by Chairman Rosa at 9:46 a.m.

The agenda was accepted as presented.

December 22, 2022 regular meeting minutes were approved with one spelling correction needed.

Motion by Commissioner Bowers and supported by Commissioner Beechraft to pay bills #51167 to #51209 in the amount of \$54,039.90 and Payroll #1 for \$61,677.00.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. - Motion is hereby approved.

Cash Summary: Reviewed – no comments offered.

Work Summary: Reviewed as presented. Staff pointed out the Superintendent's appreciation to all crew members for keeping our county roads clear during the inclement weather this past Christmas holidays. The Board and County Commissioner Sauer (on behalf of the County Board) also echoed the Superintendent's appreciation and asked that his comments be forwarded on to the crew.

Standing guest: Gary Sauer, County Commissioner – Presented an oral report for items/issues the Benzie County Board of Commissioners is dealing with as well as events that impact local government from around Benzie County.

Public Input: None.

Items Before the Board:

-Request to amend "Unpaid Leave Time" Policy:

Motion by Commissioner Beechraft supported by Commissioner Bowers to amend the "Unpaid Leave Time" Policy (#319) to read as follows:

"The Manager may permit employees having insufficient available PTO banks to utilize their next year's earned (but not yet credited) vacation and sick hours in advance on a limited basis, to be deducted from the appropriate sources (sick bank or vacation bank). A maximum of 40 hours may be borrowed during a calendar year, with no

more than two consecutive work days covered. Administration over this policy will be at the discretion of the Manager”.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. - Motion is hereby approved.

-Approve primary-road millage projects & review Local Road Committee choices for local-road millage projects for this year:

Skels reported this year's recommended primary road projects are Copemish Road (from Lindy Road to the county line); Karlin Road (from Lindy Road to the county line) Lindy Road (from the Village of Thompsonville to Karlin Road, and from Karlin Road to the county line). Nedow added that as the anticipated estimated cost for these primary road projects is expected to exceed the available millage funds earmarked by an estimated \$300,000.00. He further added that should the Board decide to accept staff's recommendation, he may need to draw funds from the Road Commission's reserve funds to pay for the overage.

Skels also reported that at a recent Local Road Committee meeting, the group selected the following local road paving projects: King Road (from CR-669 to S. Carmean Road); S. Carmean Road (from King Road to Wallin Road) and Brownell Road (From Weldon Road to Pioneer Road).

Motion by Commissioner Beechraft supported by Commissioner Bowers to accept staff's recommendation for this summer's primary road projects and to affirm the Local Road Committee's selection for local road projects. Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. - Motion is hereby adopted.

Correspondence/Information/Discussion: Briefly discussed the upcoming road millage renewal and efforts to widen the driving lanes on the Reynolds Road bridge replacement project.

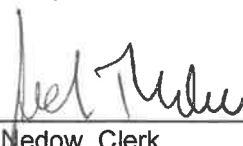
Public Input: Margaret Myers stated the last meeting minutes did not include her request for a written letter for a solution, preferably rebuilding an earthen berm over the buried natural gas line adjacent to her property on Nessen Road to prevent the Road Commission from accidentally hitting the line in the future while performing routine maintenance and to also prevent trespassing. She also stated she would like to have an advance copy of this letter prior to the next board meeting for her review and also restated her other request for the Road Commission to draft a pit maintenance policy.

Appointment: At 11:00 a.m. the Board met with Sleeping Bear Gateway Council representatives Mike Rivard, Bill Witler and Don Schmid to discuss the possibility of using the Platte River School facility for seasonal housing to support area businesses. Rivard gave a brief presentation as to the group's goals and reasons why the Council is interested in the building. He further stated that the evaluation and due-diligence process is in the beginning stage, and he is here today to ask the Board if there is interest in their proposal before the Council proceeds with the next phase (hiring engineers/consultants to address the Road Commission's deed restrictions with Benzie Central Schools and determine whether the facility can be successfully renovated to suit their needs). Chairman Rosa stated he is willing to explore this option with the understanding that the local community is given preferential treatment for occupying whatever is constructed and that the new facility should not be designed in a dormitory style.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 12:05 p.m.



Robert Rosa, Chairman



Joel Nedow, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission office in Honor, Michigan on Thursday **February 9, 2023** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Paul Beechraft
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Matt Skeels

Guests attending: County Commissioner Gary Sauer, Sherry Taylor, Margaret Myers and Lara Treemore-Spears.

The January 12, 2023 regular meeting minutes were read and approved.

Motion by Commissioner Bowers and supported by Commissioner Beechraft to pay bills #52178 thru #52303 in the amount of \$311,058.32 and approve Payrolls #2 and #3 in the amount of \$139,568.77.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None - Motion is hereby adopted.

Cash Summary: Reviewed as presented.

Work Summary: Reviewed as presented.

Standing guest: Gary Sauer, County Commissioner – Presented an oral report for items/issues the Benzie County Board of Commissioners is dealing with as well as events impacting local government from around Benzie County.

Public Input: None

Appointments: None

Item Before the Board:

Award paving bids – Package A and B:

On February 8, 2023 bids were opened for this year's millage and township funded paving projects. The following bids were received:

Team Elmers, Bid Package A - \$897,582.10 and for Bid Package B - \$129,375.45
Reith-Riley, Bid Package A - \$947,538.75 and for Bid Package B - \$146,129.55

Staff offered their recommendation to award both packages to the lowest bidder, Team Elmers.

Motion by Commissioner Bowers supported by Commissioner Beechraft to award Package A and Package B to the lowest bidder Team Elmers, as doing so would be in the best interests of the Benzie County Road Commission.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Request: letter of support for Friends of the Betsie Valley Trail paving project:

Met with Friends of the Betsie Valley Trail representative Lara Treemore-Spears who is asking for a letter of support from Benzie County Road Commission to Benzonia Township supporting the township's application to the USDOT-RAISE program to pave the Betsie Valley Trail from Beulah to Thompsonville with a snowmobile compatible paving mix. The project also includes enhancing under-trail culverts for wildlife passages and adding a trail maintenance and bicycle storage facility at the Thompsonville trailhead.

Motion by Commissioner Beechraft supported by Commissioner Bowers directing Manager Skeels to draft a letter of support to Benzonia Township on behalf of the Benzie County Road Commission supporting the Friends of the Betsie Valley Trail's application to pave the Trail from Beulah to Thompsonville.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Ballot – County Road Association Board of Directors position:

Motion by Commissioner Bowers supported by Commissioner Beechraft to vote for Antrim County Road Commission Engineer/Manager Burt Thompson as the CRA-Board of Directors for the Northern Michigan Association representative.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Request to amend the Administrative Personnel Manual:

Staff provided a proposed draft with three revisions for the Board to review and consider adopting.

Motion by Commissioner Bowers supported by Commissioner Beechraft to approve the proposed changes to the Administrative Personnel Manual as follows:

- Article III Filling Vacancies: procedural steps A thru C are removed and retaining the policy that the Road Commission will fill vacancies from within whenever possible but that it may be necessary or desirable to employ persons from outside the current staff for positions that require special experience or skills.
- Article IV Section VI – Other: remove the \$5,000.00 maximum payout cap of sick bank balances at the time of retirement or upon death of a full-time employee.
- Article XVII: to add post-employment - retirement dental insurance coverage.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None - Motion is hereby adopted.

Offer to extend fuel pricing from Crystal Flash:

Motion by Commissioner Beechraft supported by Commissioner Bowers to accept Crystal Flash's offer for supplying the Road Commission with gasoline (\$0.0647 per gallon over rack) and diesel (\$0.0665 per gallon over rack – with premium additive at \$0.03 per gallon) for the ensuing year.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None - Motion is hereby adopted.

Road millage renewal – ballot language:

Skeels stated the presented ballot proposal provided today had been reviewed by our corporate counsel and the only question was whether the Board would prefer to change the current draft from a five year request to a three year request. Further discussion ensued which concluded with all stating their preference to keep the ballot as a five-year renewal. Skeels also informed the Board that with the absence of any county-wide proposals, the millage renewal proposal will probably be included on the later November 2023 general election ballot.

Motion by Commissioner Bowers supported by Commissioner Beechraft to approve the road millage renewal ballot language as follows:

Renewal Millage Proposal for Road Improvements and Maintenance

Shall the previously voted increase in the tax limitation imposed under Article IX, Section 6 of the Michigan Constitution on the total amount of taxes which may be levied in one (1) year against all taxable property within Benzie County, Michigan, of One (1) Mill (\$1.00 per \$1,000 taxable value), and reduced to 0.9666 (\$0.9666 per \$1,000 of taxable value), by the required millage rollbacks, be renewed and restored at One (1) mill (\$1.00 per \$1,000 taxable value) and levied for a period of Five (5) years, beginning in 2023 through 2027 inclusive, on all taxable property within Benzie County, Michigan, for the purposes of local road improvements and primary road maintenance and improvements in the townships, cities, villages and authorities of the County of Benzie, Michigan?

If approved and levied in full, this millage will raise an estimated \$ (to be filled in when calculated spring 2023) for Road Improvements and Maintenance within Benzie County in the first calendar year of the levy based on taxable value. In accordance with State law, the millage will be disbursed to the Benzie County Road Commission, the City of Frankfort, and the Villages of Benzonia, Beulah, Elberta, Honor, Lake Ann and Thompsonville; and a small portion of the millage may be captured by the City of Frankfort Downtown Development Authority and the Benzie County Brownfield Authority.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Correspondence/Informational/Discussion:

Skeels provided the Board with a memo itemizing reasons why he is not recommending the Board adopt a Pit Policy for Nessen Pit in response to a request received from Margaret Myers, or for any of the other pit properties owned by the Road Commission. Skeels did include a recommendation to take steps for installing a gate on the main entrance into the property and to also construct berms and other barriers to keep the public out of the property. Myers, who was in attendance stated she disagrees with Skeel's recommendation and provided her rationale why she feels a policy is still needed. She concluded her comments by asking the Board to refrain from making a final decision on her request at this time. Bowers and Rosa stated they are of the opinion that no policy is needed at this time, and both supports making the pit property inaccessible to the public.

Public Input:

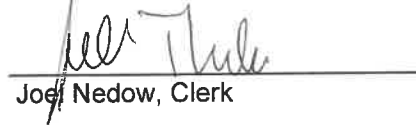
Margaret Myers repeated her request for Skeels to provide her with a written letter memorializing the Road Commission's intent to re-install an earthen berm over the gas line buried in the Nessen Road right of way adjacent to her property.

Board Round Table: Commissioner Beechraft provided an oral report summarizing the latest happenings at the Benzie County Parks and Recreation Committee meeting.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 11:15 a.m.



Robert Rosa, Chairman



Joe Nedow, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission office in Honor, Michigan on Thursday **February 23, 2023** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Paul Beechraft
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Matt Skeels

Guests attending: County Commissioner Gary Sauer, Margaret Myers and Richard and Deb Williams.

The February 9, 2023 regular meeting minutes were read and approved.

Motion by Commissioner Bowers and supported by Commissioner Beechraft to pay bills #52304 thru #52336 in the amount of \$194,886.14 and approve Payrolls #4 for \$67,103.92.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None - Motion is hereby adopted.

Cash Summary: Reviewed as presented.

Work Summary: Reviewed as presented. Fleet Manager Johnson provided an oral report later in the meeting.

Standing guest: Gary Sauer, County Commissioner – Presented an oral report for items/issues the Benzie County Board of Commissioners is dealing with as well as events impacting local government from around Benzie County.

Public Input: None.

Appointments: Met with Richard and Deb Williams who lives at 4372 Crystal Drive are present to ask the Board for a variance to the Road Commission's Right of Way Encroachment Policy. Williams had applied for a ROW permit to construct a garage, part of which would encroach into the road right of way. After meeting with Williams earlier, staff had informed him that they would advise the Board to deny the variance request as part of the structure would encroach into the traveled portion of Crystal Drive, resulting in the Road Commission being subjected to additional liability should there be a future accident related to the new structure being in the right of way. After reviewing the photos provided by staff, including asking Williams several questions, no acceptable accommodation could be reached that would satisfy the Road Commission's right of way policy to support William's request.

Motion by Commissioner Beechraft supported by Commissioner Bowers to accept staff's recommendation to not grant a variance to the Road Commission's Right of Way Encroachment Policy as requested by Richard and Deb Williams for their proposed garage construction project.

Discussion: Williams was encouraged to explore the suggestion by the Board to consider hiring an architect to see if there is anyway the garage could be built on the space available.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby approved.

Item Before the Board:

General discussion on Crum Road right of way – schedule consultation with MCRCSIP:

Skeels informed the Board that attempts by the Road Commission's legal counsel have not been successful in convincing a property owner to remove a barricade that he had erected blocking the roadway through his property. The attorney also informed Skeels that it is his legal opinion that the court ruling resulting in the road right of way being narrowed to 13 feet is not supported by subsequent higher court rulings. Skeels also verified that if the decision is made by the Board to challenge the previous court decision, the Road Commission's Pool would cover the legal costs. After further discussion, Skeels instructed to set up a meeting with attorney Henn at the next available Board meeting so that the Board could discuss their options on how they wish to proceed.

Preliminary discussion: venue for financing future facility expansion/replacement:

Nedow provided a brief report showing the impact of this past year's investment downturn had on our pension assets. The additional voluntary pension payments made during the past year plus the fourth quarter

investment recovery had mitigated much of the decline whereby the pension assets had degraded minimally. As such, the overall goal of obtaining an 80% + funding level will take more time than what was previously forecasted, with plans to channel the accelerated pension payments toward the cost of a new facility postponed a year longer. Nedow also presented a "what if" bonding amount the Road Commission could possibly afford using the re-directed additional pension funding to pay the annual bond principal and interest without significantly restricting future road maintenance. Using assumptions he obtained from other road commissions who have recently built or are in the process of building new facilities, he is of the opinion that the amount re-directed from the pension accelerated funding is insufficient to cover the cost to build a new facility.

Further discussion ensued as to other funding venues, specifically the suggestion of asking the voters to approve a millage to finance the construction of a new facility once the desired pension funding level has been achieved.

Correspondence/Informational/Discussion:

Skeels presented a copy of a memo dated February 20, 2023 sent to Shane Renfer and Margaret Myers regarding his pledge to re-establish an earthen berm in the Nessen Road right of way adjacent to their property including the intent to plant vegetation on the berm. He also offered the suggestion that the property owners could conduct the right of way clearing on their own in a different manner which would not be reimbursed by the Road Commission.

Margaret Myers, who was present, provided an edited version of the letter in which she inserted several additional comments and asked Skeels to revise his letter accordingly. Skeels declined but offered to meet with Myers and Renfer on site so that they could reach consensus as to where the road right of way is, a point of contention between both parties.

Public Input: None.

Board Round Table: authorized Skeels suggestion to hire an outside consultant to handle the new MDOT grading/ROW easement procurement process which is due within the next month as required for the Reynolds Road bridge replacement project.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 12:03 p.m.



Robert Rosa, Chairman



Joel Nedow, Clerk

Motion by Commissioner Beechraft supported by Commissioner Bowers to go into closed session to discuss possible litigation with the Crum Road right of way with the Road Commission's attorney.

Discussion: Manager Skeels suggested delaying going into closed session so that the Board could meet with Benzonia Township Supervisor Jason Barnard.

Commissioners Rosa, Bowers and Beechraft stated their agreement and Commissioner Beechraft withdrew his motion.

Appointments: Met with Benzonia Township Supervisor Jason Barnard to discuss road improvement projects. Barnard stated his township is still interested in providing funds to relocate Lincoln Road back onto the section line along with paving Cedar and Platte Street. In addition, he stated his board is also willing to pledge funds as requested by Benzie County Board of Commissioners to match ARPA money the County is willing to provide for paving Henry Road. Barnard further added he will work with the Road Commission staff to finalize a formal commitment once a firm paving quote has been obtained later this month. County Commissioner Sauer asked that a copy of the cost-share agreement between Benzonia Township and the Road Commission be forwarded to the County.

Motion by Commissioner Bowers supported by Commissioner Beechraft to go into closed session so that the Board can discuss possible litigation with the Crum Road right of way with Road Commission's attorney.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

The Board then went into closed session 10:20 a.m.

At 10:50 AM the Board returned to open session and Chairman Rosa reconvened the regular session.

Motion by Commissioner Bowers supported by Commissioner Beechraft to authorize the Road Commission's attorney to represent the Benzie County Road Commission in efforts to restore the sixty-six foot right of way on the entire length of Crum Road.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Item Before the Board:

Heard comments from Great Lakes Chloride representative Zac Clothier who gave a brief presentation on calcium chloride application and the benefits of using a heavier material as well as the latest news regarding the State of Michigan's intent this year to discourage road agencies from using mineral well brine for dust control

Award 2023 annual material bids (calcium chloride, highway painting and State/County catch basin cleaning:

Staff reported bids were opened and read at 10:00 AM on March 7th for these road maintenance commodities and services, and they are recommending the Board accept the lowest bidder for each item.

Motion by Commissioner Beechraft supported by Commissioner Bowers to award bids as follows:

-State and county road catch basin cleaning bid (\$62.00 per drain and \$235.00 per hour for emergency cleanout) submitted by Greenscape General Contracting.

-Highway painting bid submitted by PK Contracting (\$100.00 per trip mobilization, \$0.058 per linear foot for early season/late season yellow paint, and \$0.055 per linear foot for early season/late season white paint, \$8.00 per linear foot for thermoplastic rumble strips and \$8.00 per square yard for thermoplastic snowmobile crossing).

-38% calcium chloride bid provided by Great Lakes Chloride (\$0.673 per gallon) and 32% winter brine (\$0.593 per gallon).

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Award bid for Cinder Road paving and Crystal Drive chip seal projects:

Bids were opened and read at 1:00 PM on March 7th with the bids results as follows:

Cinder Road federal aid buyout project:	<u>Team Elmers</u>	<u>Reith-Riley</u>	
	\$281,278.90	\$290,379.40	
Crystal Drive chip seal fog seal and sweep:	<u>Fahrner Asphalt</u>	<u>Pavement Maintenance</u>	<u>Highway Maintenance</u>
	\$247,552.77	\$263,327.35	\$255,534.05

Staff offered their recommendation to accept the bids submitted by Team Elmers and by Fahrner Asphalt.

Motion by Commissioner Beechraft supported by Commissioner Bowers to award the Cinder Road-federal aid buyout project bid to Team Elmers, and the Crystal Drive chip seal project to Fahrner Asphalt as recommended by staff.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Approve 12-31-22 Benzie County Road Commission Certification Maps for submitting to State of Michigan:

Motion by Commissioner Beechraft supported by Commissioner Bowers to approve the December 31, 2022 Certification Map of Benzie County public roads as presented. This year's submission has the following adjustments: Shorter Lake Road - Almira Township decrease 0.22 miles for length correction; Dinger Road -Colfax Township reduce by 0.56 for road segment abandoned; Love Road - Benzonia Township decrease 0.25 miles for length correction and Hanmer Road increase by 0.25 miles for length correction for a total net decrease of 0.78 miles, and to authorize the Chairman to sign the cover sheet on behalf of the Benzie County Road Commission.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Approve Resolutions 2023-02 (Lindy Road bridge); 2023-03 (Nostwick Road bridge); 2023-04 (Fewins Road bridge) and 2023-05 (Haze Road bridge)– Critical Bridge Funds 2023 submitted applications:

Motion by Commissioner Beechraft supported by Commissioner Bowers to approve Resolutions 2023-02 for Lindy Road bridge, 2023-03 for Nostwick Road bridge, 2023-04 for Fewins Road bridge and 2023-05 for Haze Road bridge as this year's Critical Bridge Funds application submissions for Benzie County Road Commission as recommended by staff.

Discussion: None.

Ayes: Commissioner Rosa, Bowers and Beechraft. Nays: None. – Resolutions are hereby adopted.

Request to increase MERS defined pension monthly voluntary contribution:

Motion by Commissioner Bowers supported by Commissioner Rosa authorizing Nedow to increase the Road Commission's additional contribution to MERS defined benefit – surplus division plan from \$40,000.00 per month to \$60,000.00 per month effective immediately.

Discussion: None.

Ayes: Commissioner Rosa, Bowers and Beechraft. Nays: None. – Resolutions are hereby adopted.

Correspondence/Informational/Discussion:

-Letter dated March 1, 2023 from MCRCSIP Administrator Gayle Cummins seeking candidates willing to run for the MCRCSIP Board of Directors vacant positions.

Public Input: Comments were offered by Sherry Taylor and Gary Sauer.

Board Round Table: None.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 12:05 p.m.


Robert Rosa, Chairman


Joel Nedow, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Vice-Chairman Bowers at the Road Commission office in Honor, Michigan on Thursday **March 23, 2023** at 9:30 a.m.

Present: Vice-Chairman James Bowers Member Paul Beechraft
 Manager Matt Skeels Finance Manager/Clerk Joe Nedow

Chairman Robert Rosa absent (excused)

Guests attending: Engineer Tech/Foreman Troy Hinds, County Commissioner Gary Sauer, Sherry Taylor, Tom Kucera, Dorothy Byers, Mike and Joann Tarkington, Joe Zalar, and Nancy Griffin.

Staff requested amending today's agenda to include a discussion on revising the Road Commission's No Smoking policy.

Motion by Commissioner Beechraft supported by Commissioner Bowers to amend today's agenda to include a discussion on a request to revise the Road Commission's No Smoking Policy #304 under "Items before the Board".

Discussion: None.

Ayes: Commissioners Bowers and Beechraft. Nays: None. Absent: Rosa - Motion is hereby adopted.

Agenda approved as amended.

The March 9, 2023 regular meeting minutes were read and approved.

Motion by Commissioner Beechraft and supported by Commissioner Bowers to pay bills #52371 thru #52419 in the amount of \$170,896.56 and approve Payroll #6 for \$69,314.17.

Discussion: None.

Ayes: Commissioners Bowers and Beechraft. Nays: None. Absent: Rosa - Motion is hereby adopted.

Cash Summary: Reviewed as presented.

Work Summary: Reviewed as presented. Oral report provided by Fleet Manager Johnson including his request to update the Road Commission's No Smoking policy.

Standing guest: Gary Sauer, County Commissioner – Presented an oral report for items/issues the Benzie County Board of Commissioners is dealing with as well as events impacting local government from around Benzie County.

Public Input:

Prior to taking comments, Commissioner Bowers informed the audience that the proposed Sutter Road relocation project is not on today's agenda as the decision was made during the March 9th regular meeting to postpone any decision pending review and approval by Lake Township Board. This was done so that the Township could conduct a public hearing whereby the public could present their questions and concerns and to also ensure there were no unresolved township zoning or ordinance matters related to this project. Also, he pointed out the Road Commission has not received a formal request for the proposed project yet and any approval for the new M-22/Sutter Road intersection location would be MDOT's decision being a state road is involved.

Staff re-affirmed that the draft legal agreement provided by Crystal Downs has been forwarded to our attorney, but no legal review will take place until Skeels receives a pledge from Crystal Downs agreeing to reimburse the Road Commission for any costs associated with the review. Staff also clarified that before the new road segment could be potentially accepted into the county road system, staff would have to determine that the new proposed roadway had been built to our specifications and guidelines. Until then, the old segment of Sutter Road would be open and available for the motoring public. Once the new roadway had been accepted by the Board, efforts to abandon the old segment would then proceed.

Comments were offered by Tom Kucera, Dorothy Byers, Joann Tarkington, Joe Zalar, Mike Tarkington and Nancy Griffin concerning the proposed Sutter Road relocation project.

Appointments: None.

Item Before the Board:

Discussion: request to amend Non-Smoking Policy #304:

Nedow reported the proposed revision presented to the Board for today's discussion has been updated to define the items/activities addressed in this policy (cigarettes, pipes, cigars, e-cigarettes and vaping). However, as Commissioner Rosa is absent, he is recommending postponing any action until all three commissioners are present. Further discussion ensued whereby it was suggested to revise the proposed draft to include cannabis. Commissioners Bowers and Beechraft agreed to table further action until Commissioner Rosa is present.


Correspondence/Informational/Discussion:

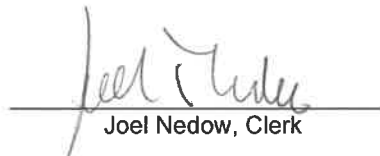
Public Input:

Comments were heard from Gary Sauer regarding road abandonment.

Board Round Table: Staff reported receiving a FOIA request asking for information regarding any driveway, road and/or private road intersecting Mollineaux Road between the entrance to the DNR boat ramp service road and Sun Kissed Drive or any driveway and/or road entrance accessing the S. Ambo property and/or Sun Kissed LLC development.

With no more business to discuss, Vice-Chairman Bowers adjourned the meeting at 11:07 p.m.


James Bowers, Vice-Chairman


Joel Nedow, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission office in Honor, Michigan on Thursday **April 13, 2023** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Paul Beechraft
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Matt Skeels

Guests attending: County Commissioner Gary Sauer, Jerry and Cher Salenski, Elmers Project Manager Steve Endres, Colfax Township Supervisor Ron Seguin, Crystal Downs County Club Buildings and Grounds Director Mike Morris, Superintendent Scott Fasel, Engineer Tech/Foreman Troy Hinds, and Rieth-Riley Project Manager Sean Sebela (via phone).

Agenda: Motion by Commissioner Bowers supported by Commissioner Beechraft to amend the presented agenda to include a discussion on the Platte River School property under "Board Round Table" and to include additional correspondence received concerning the proposed Sutter Road relocation project.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

The agenda was then approved as amended.

The March 23, 2023 regular meeting minutes were read and approved.

Motion by Commissioner Bowers and supported by Commissioner Beechraft to pay bills #52420 thru #52456 in the amount of \$308,137.80 and approve Payroll #7 and #8 for \$142,238.21.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None - Motion is hereby adopted.

Cash Summary: Reviewed as presented.

Work Summary: Reviewed as presented.

Standing guest: Gary Sauer, County Commissioner – Presented an oral report for items/issues the Benzie County Board of Commissioners is dealing with as well as events impacting local government from around Benzie County.

Public Input: Colfax Township Supervisor Ron Seguin requested clarification about drilling at the Reynolds Road bridge location.

Appointments: None.

Item Before the Board:

Brownell Road hill-slide engineering report:

Skeels presented a sketch provided by Soils and Structures recommendation to remediate the Brownell Road hillside sliding owned by Jerry and Cher Salenski (who were present). The proposal depicts sheet piling driven into the ground at the base of the hill with part of the hillside capped in rip-rap stone, but the report does not include cost elements. Skeels provided a preliminary estimate of around \$100,000.00 for the proposal which he is basing on recent sheet piling bids received for the Brownell Road arch structure over Carter Creek project. However, Skeels also informed the Board the proposal offers no guarantee to halt the hill slide problem. Comments were heard from Jerry and Cher Salenski who expressed their desire to find a solution to the problem and for the Road Commission to find a solution that would be affordable and effective. Further discussion ensued centering on controlling the water drainage from the hill and pursuing a two-course process, starting with dewatering the hillside to see if that action would stabilize the hill before moving on to steps to remediate the hillside itself. Comments were also offered by Elmers representative Steve Endres on the issue. Staff instructed to continue efforts to find a viable solution and to contact a local contractor who has experience in this process to see how best to proceed.

Award bid for Henry Road paving project:

Bids were opened and read on March 23rd for the Henry Road paving project.

Bids submitted: Team Elmers - \$73,340.50 and Rieth-Riley - \$73,272.50.

Elmers Project Manager Steve Endres submitted a written letter and addressed the Board listing his reasons why the Board should accept Elmers' higher bid (by \$68.00). Rieth-Riley Project Manager Sean Sebela (via telephone) offered his comments as well, offering to work with Team Elmers when the latter paves the high school parking lot so that the road matches the parking lot elevation.

Further discussion ensued between Board members as to how each would prefer to proceed.

Motion by Commissioner Beechraft to award the Henry Road paving project bid to Team Elmers. Motion failed for lack of support.

Commissioner Rosa acknowledged both contractors for performing quality work for the Road Commission in the past but offered his viewpoint that the Board should continue the past practice of accepting the lowest bid(s) unless there is a compelling reason to deviate from this. Commissioner Bowers offered his support to Commissioner Rosa's suggestion.

Motion by Commissioner Bowers supported by Commissioner Rosa to accept the bid tendered by Rieth-Riley for paving Henry Road.

Discussion: None.

Ayes: Commissioners Rosa and Bowers. Nays: Commissioner Beechraft – Motion is hereby adopted.

Award bid for Brownell Road culvert over Carter Creek project – Arch structure:

Bids were opened and read on March 28th and are as follows:

Jensen Bridge and Supply Co. - \$56,086.29 and Contech Engineered Solutions - \$39,500.00

Motion by Commissioner Beechraft supported by Commissioner Bowers to accept the bid offered by Contech Engineered Solutions of \$39,500.00 for an arch structure for the Brownell Road culvert over Carter Creek project.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None – Motion is hereby adopted.

Award bid for Brownell Road sheet piling installation:

Bids were opened and read on April 11th and are as follows:

Walton Contracting. - \$37,620.00 and Adams Marine Construction - \$39,710.00

Motion by Commissioner Beechraft supported by Commissioner Bowers to accept the bid submitted by Walton Contracting for \$37,620.00 to provide and install sheet piling at the Brownell Road culvert over Carter Creek project provided the sheet metal specifications quoted by Walton meet project guidelines.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None – Motion is hereby adopted.

Follow up: request to amend Non-Smoking Policy #304:

Introduced at the March 23rd meeting, the policy has since been updated to include cannabis among the items covered in the previous revision along with cigarettes, pipes, cigars e-cigarettes and vaping.

Motion by Commissioner Beechraft supported by Commissioner Bowers to amend the Road Commission's "Non-Smoking" Policy #304 to include a description of smoking which is defined as cigarettes, pipes, cigars, cannabis, E-cigarettes or vaping.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None – Motion is hereby adopted.

Review/approve revised Manager Job Description:

Manager Skeels distributed a revised draft of the Manager's job description for the Board to review and approve to use as a guide for selecting prospective Manager candidates. As this document was not distributed to the Board prior to today's meeting, no action was taken pending review and comments during a subsequent meeting.

Skeels also provided a recommended hiring process/timeline for consideration. While no objections were offered as to the timeline proposed (advertise the position for the month of June, schedule interviews for mid to late July and select a candidate to start in mid to late August), the Board expressed their preference to review all applications themselves instead of having staff do the initial review to narrow the field to three or four applicants for the Board to interview.

Approve cost overage on cab & chassis trucks/Amend 2023 Capital Acquisition Budget:

Motion by Commissioner Beechraft supported by Commissioner Bowers to approve the additional \$21,000.00 per unit cost increase on each of the three cab & chassis trucks that were ordered from Stoops Western Star of Michigan last year, and to amend the 2023 Capital Acquisition budget, increasing it by \$63,000.00 to recognize the price increase.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None – Motion is hereby adopted.

Correspondence/Informational/Discussion:

-Letter/PowerPoint presentation from Michael Morris, Buildings and Grounds Director Crystal Downs County Club to the Road Commission and to Lake Township providing information on the proposed Sutter Road relocation project.

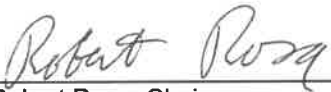
Emails received in support of the Sutter Road relocation project from Darcy Howe, Albert Y. Bingham Jr. and James B. Murray Jr.

Emails received opposing the project from Peter Brown, Pam and Dale Collie, Jeff Lepke, John Nehra and Nancy VanderLinde


Public Input: Comments were offered by Michael Morris.

Board Round Table: A general discussion ensued regarding the status of the Platte River Elementary School property and possible future plans for the property.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 12:10 p.m.



Robert Rosa, Chairman



Joel Nedow, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission office in Honor, Michigan on Thursday **April 27, 2023** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Paul Beechraft
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Matt Skeels

Guests attending: County Commissioner Gary Sauer and Crystal Downs County Club Buildings and Grounds Director Mike Morris.

The agenda was approved as presented.

The April 13, 2023 regular meeting minutes were read and approved.

Motion by Commissioner Bowers and supported by Commissioner Beechraft to pay bills #52457 thru #52490 in the amount of \$190,210.29 and approve Payroll #9 for \$61,812.84.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None - Motion is hereby adopted.

Cash Summary: Reviewed as presented.

Work Summary: Reviewed as presented.

Standing guest: Gary Sauer, County Commissioner – Presented an oral report for items/issues the Benzie County Board of Commissioners is dealing with as well as events impacting local government from around Benzie County.

Public Input: Michael Morris, Buildings and Grounds Director Crystal Downs County Club brought the Board up to date on his latest efforts to inform the public about the Sutter Road relocation proposal by using an informational PowerPoint session which he has been presenting at various township and committee meetings. He also informed the Board that Crystal Downs would reimburse the Road Commission for any legal bills incurred for our attorney to review the proposed agreement between Crystal Downs and the Road Commission. Morris also mentioned that Crystal Downs would also pay for any outside engineering costs the Road Commission would incur for reviewing the proposed road relocation design plans.

Appointments: None.

Item Before the Board:

Review/approve revised Manager Job Description:

No changes or alternations were offered by the Bord to the revised job description.

Motion by Commissioner Beechraft supported by Commissioner Bowers to approve the revised Manager Job Description as presented.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None – Motion is hereby adopted.

Correspondence/Informational/Discussion:

Emails received in support of the Sutter Road relocation project from Bill Sankbeil, Craig Brass, Bruce Baker, Michael Barr, Brandt Teft, Brian Norton, Ed Butts Jr and Marcia Curran.

Emails received opposing the project from Pat Sheafor, Robert Jones, Jandy Sprouse and Catherine Webb.

Public Input: Comments were offered by Michael Morris.

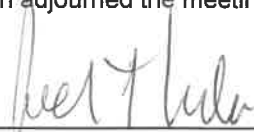
Board Round Table: A general discussion ensued regarding the status of the Platte River Elementary School property. Commissioner Rosa stated that he had spoke to Gateway Council representative Mike Rivard to offer an alternative location (the southwest section of the present Road Commission parcel) instead of utilizing the Platte River School building and that the Council would support whatever the Road Commission decides. Manager Skeels requested permission to proceed with the asbestos and lead paint remediation work at the school with no objections offered. Further discussion ensued on begin efforts to pursue requesting a separate county-wide millage to fund constructing a new facility for the Road Commission.

Skeels also offered comments on an anticipated reduction in federal aid and the State's efforts to make up the funding difference; efforts to resolve a dispute on who has control of a short segment of Crystal Drive adjacent to the Village of Beulah that would impact seal coating planned for this summer; and his interaction with Soils & Structures to have them provide an updated, less expensive design for controlling the Brownell Road hill slide.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 11:45 a.m.



Robert Rosa, Chairman



Joel Nedow, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission office in Honor, Michigan on Thursday **May 11, 2023** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Paul Beechraft
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Matt Skeels

Guests attending: County Commissioner Gary Sauer, Liz Morris, Rod Moore and Crystal Downs County Club Buildings and Grounds Director Mike Morris.

The agenda was approved as presented.

The April 27, 2023 regular meeting minutes were read and approved.

Motion by Commissioner Bowers and supported by Commissioner Beechraft to pay bills #52492 thru #52518 in the amount of \$90,209.57 and approve Payroll #10 for \$60,488.60.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None - Motion is hereby adopted.

Cash Summary: Reviewed as presented.

Work Summary: No report provided.

Standing guest: Gary Sauer, County Commissioner – Presented an oral report for items/issues the Benzie County Board of Commissioners is dealing with as well as events impacting local government from around Benzie County. Sauer also announced the County Board recently approved the Road Commission's millage renewal ballot proposal for the November 7, 2023 general election.

Public Input: Heard comments from Liz Morris regarding the Crystal Downs Country Club - Sutter Road relocation proposal. Comments were also offered by CDCC Buildings and Grounds Director Mike Morris who informed the Board that the sale of lots on their property to finance the new road construction has been discarded with funding for the project would be by other sources by Crystal Downs County Club.

Appointments: Heard comments from Rod Moore regarding erosion damage to his property on Covey Road as the result of places on the hillside where road crews have dug deep weeps for channeling rainwater and runoff. Moore had contacted Superintendent Fasel who pledged to fill in the roadside weeps which should help remedy most of the problem, but Moore asked if the Road Commission could pursue possibly paving the portion of Covey Road that borders his property on the hill as he had already been in contact with Homestead Township who had indicated possible interest in using their matching funds for a paving project. Moore also stated he would be willing to provide drainage easements so that the Road Commission could construct catch basins on his property in conjunction with paving the road. Staff instructed to contact Homestead Township to verify their interest in providing matching funds for paving the Covey Road hill and to also gage interest in paving the rest of the road if the township would agree to a multi-year cost share agreement.

Item Before the Board:

Award bid: MDOT US-31 drainage project:

Bids were opened and read on April 25, 2023 with two bids received; Team Elmers for \$149,550.00 and Rieth-Riley for \$160,359.00.

Motion by Commissioner Rosa supported by Commissioner Beechraft to accept the low bid of \$149,550.00 tendered by Team Elmers for the MDOT US-31 drainage project.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None – Motion is hereby adopted.

Lindy Road – Local Bridge Program application – funding change:

Skeels explained that the Lindy Road – Local Bridge Program application prepared for the Road Commission in March by Brad Link was erroneously submitted with a lower local funding match percentage than the historic 5% level that was applied to the other bridge applications. As our past applications have not been granted, Skeels suggested editing the Lindy Road application with an increased local match of 20% may improve our chances of receiving Local Bridge funding. No objections were offered to Skeel's suggestion by the Board.

Platte River Elementary School building discussion:

A general discussion ensued about the property that included an update by Commissioner Rosa on a recent Benzie County School Board meeting attended by himself and representative from the Sleeping Bear Gateway Council seeking the ability to split the Platte River property and if the Benzie School Board would support this option. After further discussion, the Board reached a consensus that it would be in the Road Commission's best interests to forego any attempts to split the Platte River property and instead pursue plans to demolish the Platte River structures so that the new road commission facility could be built on the vacated property. As for the Sleeping Bear Gateway Council's seasonal housing initiative, Commissioner Rosa suggested that once the new Road Commission structures had been built on the Platte River property, the Board could offer the Gateway Council a portion of the soon-to-be vacated existing property/building on the north-eastern corner which could be utilized to suit their needs.

Correspondence/Informational/Discussion:

Emails received supporting the Sutter Road relocation project: Brady Murray, Katherine and Stephen King, Pat and George Lindner, Paul Grusche and George Ryckman.

Emails received opposing the project: Eleanor Comings, Elizabeth Rodgers, William Barnett and Michael Hertz.

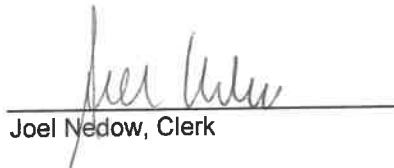
Public Input: Comments were offered by Gary Sauer.

Board Round Table: None.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 11:40 a.m.



Robert Rosa, Chairman



Joel Nedow, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission office in Honor, Michigan on Thursday **May 25, 2023** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Paul Beechraft
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Matt Skeels

Guests attending: County Commissioner Gary Sauer and Crystal Downs County Club Buildings and Grounds Director Mike Morris.

The agenda was approved as presented.

The May 11, 2023 regular meeting minutes were read and approved.

Motion by Commissioner Bowers and supported by Commissioner Beechraft to pay bills #52519 thru #52564 in the amount of \$690,812.07 and approve Payroll #11 for \$65,250.09.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None - Motion is hereby adopted.

Cash Summary: Reviewed as presented.

Work Summary: Reviewed; oral reports provided by Superintendent Fasel and Fleet Manager Johnson later in today's meeting. Fasel: wedging has been completed on Crystal Drive; first round of brine has been completed; highway painting has started; repairs to Covey Road hill have been completed which Fasel stated should hold until next summer until the road can be paved; graveling on St. Johns Road is ongoing and Lake Ann Road is expected to be graveled in early June; and two new employees have been hired: Caleb Griffis and John Hohfeldt Johnson: new skip loader is finally here; repairs are being made on the emergency generator which caught fire due to an electrical issue; and the Road Commission's insurance Pool representative recently toured the facility and has expressed concerns with the deteriorating blocks in the one-ton storage building.

Standing guest: Gary Sauer, County Commissioner – Presented an oral report for items/issues the Benzie County Board of Commissioners is dealing with as well as events impacting local government from around Benzie County.

Public Input: Heard comments from Crystal Downs Country Club Buildings and Grounds Director Mike Morris who informed the Board that the Road Commission's legal counsel had reviewed and revised the proposed Sutter Road agreement and that the CDCC legal advisors are currently reviewing the revision. According to Morris, efforts have shifted to preparing budgetary expenditures for the project and continue efforts to educate the community on the project.

Appointments: Recognized retiring employee Ricky Frederick who was unable to attend today's meeting.

Item Before the Board:

Resolution 23-06 approve MDOT contract for Cinder Road paving project:

Motion by Commissioner Bowers supported by Commissioner Beechraft to adopt Resolution 23-6 which reads as follows:

WHEREAS, the "Project" covers the following improvements, in Benzie County, Michigan, described as follows:

Hot mix asphalt overlay along Cinder Road (County Road 608) from Thompsonville Highway to Pioneer Road; and all together with necessary related work, and

WHEREAS, the project, or portion of the project, are being programmed with State of Michigan Category D funds identified as: Control Section EDD-10000, Job Number 214841CON, Contract No. 23-5231, and

WHEREAS, the Michigan Department of Transportation and the Board of County Road Commissioners of the County of Benzie, Michigan have reached an understanding with each other regarding the performance of the project work and have set forth this understanding in the form of a written contract,

NOW, THEREFORE BE IT RESOLVED, that the Board of County Road Commissioners of Benzie County enters into an agreement with MDOT for the purpose of fixing the rights and obligations of the parties to undertake and complete the Project and that Chairman Robert Rosa be authorized to sign the contract.

Roll call vote: Beechcraft – aye; Bowers – aye and Rosa – aye. Nays: None. Resolution is hereby adopted.

Resolution 23-07 authorize a claim to the Protect Michigan Pension Grant program:

Motion by Commissioner Beechcraft supported by Commissioner Bowers to adopt Resolution 23-07 which reads as follows:

WHEREAS, Public Act 166 of 2022, Section 979a(1) appropriated funds to the Michigan Department of Treasury (Treasury) for the Protecting MI Pension: Michigan Local Pension Grant Program (Protecting MI Pension) for qualified units that operate a qualified retirement system, and

WHEREAS, a “qualified unit” means a city, county, township, village, or road commission that operates a qualified retirement system as defined in Public Act 166 of 2022, section 979a(7)(c), and

WHEREAS, a “qualified retirement system”, as defined in Public Act 166 of 2022, section 979a(7)(b), means a retirement pension benefit within a retirement system, as defined in section 3 of the protecting local government retirement and benefits act, Public Act 202 of 2017, MCL 38.2803, of a qualified unit, with a funded ratio below 60 percent based on the last report filed as required by section 5 of the protecting local government retirement and benefits act, Public Act 202 of 2017, MCL 38.28035, as of December 31, 2021, and

WHEREAS, qualified units with a qualified retirement system are eligible to submit a claim for a grant award for an amount to increase the funding of the qualified retirement system liabilities to 60 percent funded or to a cap of \$170,000,000, whichever amount is less, and

WHEREAS, qualified units with qualified retirement systems shall comply with “grant award requirements”, and

WHEREAS, “grant award requirements” are defined in Section 979a (2)(a)-(f) of Public Act 166 of 2022, and further detailed as part of the Protecting MI Pension grant application (Treasury Forms 5886 and 5887), and

WHEREAS, Treasury requires each qualified unit’s governing body to adopt a resolution authorizing the Chief Financial Officer to file a claim for an award for the Protecting MI Pension Grant Program, and

WHEREAS, the Benzie County Road Commission acknowledges that it: (i) is a “qualified unit”; (ii) operates a “qualified retirement system”; (iii) agrees to comply with “grant award requirements”; (iv) authorizes the Chief Financial Officer to file a claim for a grant award on behalf of the local government; And thus, is eligible to participate in a Protecting MI Pension Grant Program;

NOW, THEREFORE, BE IT RESOLVED THAT the Benzie County Road Commission hereby authorize participation in the Protecting MI Pension grant program (and on behalf of the Benzie County Road Commission authorizes Joel Nedow, Finance Manager to provide this resolution indicating its approval to Treasury, and to submit and execute documents requested by Treasury relating to the Protecting MI Pension grant program requirements.

Roll call vote: Beechcraft – aye; Bowers – aye and Rosa – aye. Nays: None. Resolution is hereby adopted.

Correspondence/Informational/Discussion:

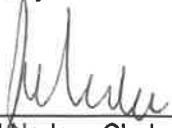
Letter dated May 11, 2023 from County Road Association Self-Insurance Fund Chairman Tom Doty asking the Pool membership for Board of Trustee candidates as required annually by the CRASIF Bylaws. No action was taken by the Board.

Public Input: None.

Board Round Table: None.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 11:05 a.m.


Robert Rosa, Chairman


Joel Nedow, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission office in Honor, Michigan on Thursday **June 6, 2023** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Paul Beechraft
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Matt Skeels

Guests attending: County Commissioner Gary Sauer.

The agenda was approved as presented.

The May 25, 2023 regular meeting minutes were read and approved.

Motion by Commissioner Bowers and supported by Commissioner Beechraft to pay bills #52565 thru #52610 in the amount of \$253,596.11 and approve Payroll #12 for \$62,908.10.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None - Motion is hereby adopted.

Cash Summary: Reviewed as presented.

Work Summary: Reviewed as presented.

Standing guest: Gary Sauer, County Commissioner – Presented an oral report for items/issues the Benzie County Board of Commissioners is dealing with as well as events impacting local government from around Benzie County.

Public Input: None.

Appointments: None.

Item Before the Board:

Accept/award Lake Ann Road graveling project bid:

Motion by Commissioner Beechraft supported by Commissioner Bowers to accept the \$26,439.00 bid submitted by Team Elmers for graveling Lake Ann Road which will utilize local matching funds as requested by Almira Township.

Discussion: Staff informed the Board that this was the only bid received.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Administrative salary adjustments:

Motion by Commissioner Rosa supported by Commissioner Beechraft to accept Manager Skeels salary adjustments as proposed (effective June 19, 2023) as follows: Superintendent to \$80,110.00; Foreman to \$60,000.00; Fleet Manager to \$69,320.00; the Engineer Technician to \$68,000.00 and the Finance Manager to \$75,000.00. In addition, the Manager is authorized to set the hourly wage rate for any part-time administrative positions.

Discussion: Skeels stated the recommended raises include a cost-of-living index component for all and additional adjustments to those positions who would still be under the median salaries paid by neighboring road commissions of similar size.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

MCRCSIP – 2023 Board of Directors' election:

Motion by Commissioner Beechraft supported by Commissioner Bowers to vote for the incumbent candidates listed on the At-Large ballot (Brett Laughlin of Ottawa CRC) and the Northern ballot (Michael Atton of Midland CRC and Tony Casali of Isabella CRC) as recommended by staff.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Request to revise Resolution 23-01 – Band Depositories for 2023:

Nedow provided an updated resolution adding Melanie Cederholm as a new depository signer and to remove retiring Payroll Administrator Lisa Taber.

Motion by Commissioner Beechraft and supported by Commissioner Bowers to amend Resolution 23-01 as follows:

WHEREAS, under the laws of this State of Michigan, Act 40 of the Michigan Public Acts of 1932, 1st Extra Session, as amended (MCL 129.12) this board is required to provide, by resolution, for the deposit of all public monies, including tax monies, belonging to, or held for, the State, County or other political units coming into the hands of the County Treasurer, in one or more banks, savings and loan associations or credit unions within the state.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The depositories for the Road Commission funds will be Honor State Bank and Michigan Class Investments. Further, the County Treasurer, Michelle L. Thompson, is authorized to invest funds with any bank or trust company in the State of Michigan or with any agency of the U.S. Government, upon approval of the Benzie County Board of Commissioners, and
2. The persons authorized to sign on these depositories are: Michelle L. Thompson, County Treasurer; Kelly Long, Chief Deputy Treasurer; Matthew Skeels, Manager of the Road Commission; Scott Fasel, Superintendent; and add newly hired Melanie Cederholm, Payroll Administrator. (and remove retiring Payroll Administrator Lisa Taber)
3. The Treasurer is authorized to enter into and execute on behalf of the Road Commission any contracts with any bank or trust company for the safekeeping or third-party custodianship of any of the Road Commission's securities as well as any contracts or repurchase agreements with any corporation for the purchase of any such securities which will be the subject of such safekeeping or third-party custodianship arrangements, on such terms and conditions as the County Treasurer shall require, and
4. The County Treasurer is authorized to rely on the continuing effect of this Resolution until amended or repealed by a subsequent resolution of this or a successor Board of County Road Commissioners.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Resolution (as amended) is hereby adopted.

Correspondence/Informational/Discussion:

Nedow reported the 12-31-2022 MERS Actuarial Report received last week is reporting the Road Commission's Defined Benefit pension funding level to be 77% which is better than anticipated given last year's investment decline.

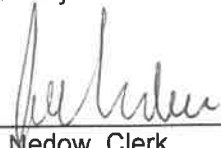
Public Input: None.

Board Round Table: None.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 10:55 a.m.



Robert Rosa, Chairman



Joel Nedow, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission office in Honor, Michigan on Thursday **June 22, 2023** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Paul Beechraft
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Matt Skeels

Guests attending: County Commissioner Gary Sauer, Nicholas Broad of Team Elmers, Erin Heinz and Rod Moore.

The agenda was approved as presented.

The June 6, 2023 regular meeting minutes were read and approved.

Motion by Commissioner Bowers and supported by Commissioner Beechraft to pay bills #52611 thru #52650 in the amount of \$289,780.48 and approve Payroll #13 and #13A for \$79,758.71.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None - Motion is hereby adopted.

Cash Summary: Reviewed as presented.

Work Summary: Reviewed as presented. Oral reports provided by Fleet Manager Johnson and Superintendent Fasel

Standing guest: Gary Sauer, County Commissioner – Presented an oral report for items/issues the Benzie County Board of Commissioners is dealing with as well as events impacting local government from around Benzie County.

Public Input: Heard comments from Erin Heinz who asked the Road Commission to clean up the sand/debris in the Henry Road/Homestead Road intersection that has ended up in her driveway. Skeels informed her he would forward her request to the Superintendent to address/remedy. Also heard comments from Rod Moore regarding progress in the proposed Covey Road paving initiative.

Appointments: Met with Team Elmers representative Nicholas Broad to discuss options for dealing with the Brownell Road hill slide issue. Broad provided a proposal that includes his proposal as well as the two options included in the Soils and Structures report. Further discussion ensued where the merits of each proposal were discussed. Broad stated that if his recommendation is chosen, Team Elmers could begin the remediation process this fall. Skeels stated that he would meet with the property owners to present the information discussed during today's meeting and ascertain if Broad's proposal, if chosen by the Board, would be acceptable to them. Staff will also contact Road Commission's insurance carrier to see if the remediation would qualify for insurance reimbursement and to ask legal counsel to draft a grading agreement with the land-owners to work outside the road right of way.

Item Before the Board:

Revise policy #319 Unpaid Leave Time:

The proposed draft has been revised as requested to include the following addition:

"In the event an employee has exhausted their available banks and has reached the maximum forty hours borrowed from their future banks, the Manager has the authority to approve an employee being absent without pay due to a special, unforeseen circumstance requiring an employee to be absent from work. The approval will be on a limited basis not to exceed two days if the Manager deems the reason(s) given are of a special circumstance out of the employee's control."

Motion by Commissioner Bowers supported by Commissioner Beechcraft to approve the revised policy #319 – Unpaid Leave Time as presented.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechcraft. Nays: None. – Motion is hereby adopted.

Correspondence/Informational/Discussion: None.

Public Input: None.

Board Round Table: None.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 11:25 a.m.



Robert Rosa, Chairman



Joel Nedow, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission office in Honor, Michigan on Thursday **July 13, 2023** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Paul Beechraft
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Matt Skeels

Guests attending: County Commissioner Gary Sauer, Weldon Township Supervisor Ron Hitesman, Homestead Township Supervisor Tia Kurina-Cooley and Jerry and Cheri Zalewski and Rod Moore.

The agenda was approved as presented.

The June 22, 2023 regular meeting minutes were read and approved.

Motion by Commissioner Bowers and supported by Commissioner Beechraft to pay bills #52651 thru #52707 for \$1,277,457.25 and approve Payroll #14 for \$61,271.25.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None - Motion is hereby adopted.

Cash Summary: Reviewed as presented.

Work Summary: Reviewed as presented.

Standing guest: Gary Sauer, County Commissioner – Presented an oral report for items/issues the Benzie County Board of Commissioners is dealing with as well as events impacting local government from around Benzie County.

Public Input: None.

Item Before the Board:

Revise Dead Animal policy (# 124)

Staff is asking the Board for the revision so that the policy reflects the recommendation of the Road Commission insurance Pool's legal counsel.

Motion by Commissioner Bowers supported by Commissioner Beechraft to revise the Road Commission's Dead Animal Policy (#124) by removing the sentence *"In highly populated areas they will be removed by dragging them down the road or hauling them to a remote location"* and to keep the remaining portion of the policy as is.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Request to amend the Road Commission's 2023 budget.

Nedow is recommending adjusting several line items of the 2023 budget to reflect year-to-date financial activity.

Motion by Commissioner Beechraft supported by Commissioner Bowers to amend the 2023 Road Commission budget as follows:

For revenues: increase the following: MTF-Snow removal by \$20,400.00; State Trunkline TWA by \$19,900.00; Road Millage Proceeds by \$53,800.00; Other Contributions by \$200.00 and Interest Income by \$120,000.00.

For Expenditures: increase the following: State Trunkline TWA by \$19,900.00; Debt Principal by \$135,000.00 and Debt Interest by \$600.00

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted

Appointments: Met with Jerry and Cheri Zalewski to discuss the Elmers hill-slide remediation proposal for Zalewski's property on Brownell Road. At a prior meeting with the Zalewski's and Skeels held at the Road Commission, Skeels provided an overview of the Elmers proposal along with a request for the landowners to

sign a grading easement drafted by the Road Commission's legal counsel that includes an indemnification clause releasing the Road Commission from future responsibility once the proposed remediation process is completed. Cheri Zalewski stated she is not pleased with the indemnification waiver and would not sign the agreement releasing the Road Commission from future liability should the proposed remedy fail. Further she added that while she is still willing to work with the Road Commission, she is considering hiring legal representation over this matter to protect her interests.

After further discussion between Chairman Rosa and Zalewski. In the end it was agreed upon that staff would schedule a separate meeting with the Zalewski's, Chairman Rosa, Nick Broad of Elmers and staff to discuss the proposal in more detail and to determine if the proposed remedy would rectify the hill slide in the hope that doing so would help alleviate some of the concerns expressed at today's meeting. Chairman Rosa also offered to contact the Road Commission's legal counsel to determine if the indemnification mentioned in the agreement could be modified to cover a specific time period so that all parties could determine if the remediation efforts were successful in preventing further hill degradation. Zalewski stated she would be open to this suggestion and would be willing to participate.

Correspondence/Informational/Discussion:

Received email dated July 6, 2023 from Greg Brown who resides at 4999 E. Tanager Trail in Beulah who expressed his opposition to the Sutter Road relocation proposal.

Public Input: Heard comments from Rod Moore and Homestead Township Supervisor Tia Kurina-Cooley regarding the proposed Covey Road improvement project that is tentatively scheduled for next year. Skeels reported that he is waiting for an engineering proposal to determine what improvements would be needed to channel the water off the hill before a cost estimate could be prepared. Kurina-Cooley voiced her support for the project and stated her board would be willing to provide matching funds. She also asked about what could be done to fix the broken asphalt on Scenic Spur Drive, to which Skeels offered to provide an estimate.

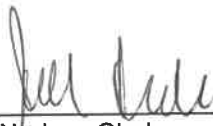
Comments were also offered by County Commissioner Gary Sauer and by Weldon Township Supervisor Ron Hitesman. Hitesman asked the Road Commission to consider installing radar-activated signage at the Weldon Road/Lindy Road intersection. Skeels stated he had already contacted Gourdie-Fraser who is investigating what type of upgrade is warranted at this location.

Board Round Table: Skeels updated the Board on the latest with the Platte River property and asked the Board to proceed with the asbestos abatement. Further discussion ensued regarding Beechcraft's suggestion to proceed with demolishing the structures on the property now that the July 1st Board-imposed deadline has passed. Several options were discussed but no action was authorized at this time other than to authorize Skeels to proceed with the asbestos abatement.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 11:20 a.m.



Robert Rosa, Chairman



Joel Nedow, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission office in Honor, Michigan on Thursday **July 27, 2023** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Paul Beechraft
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Matt Skeels

Guests attending: County Commissioner Gary Sauer, Mark McNamera and Benzie/Manistee Snowbirds Snowmobile Club representatives Joe Bartlett, John Girven and Pat Dooley.

The agenda was approved as presented.

The July 13, 2023 regular meeting minutes were read and approved.

Motion by Commissioner Bowers and supported by Commissioner Beechraft to pay bills #52708 thru #52750 for \$184,509.77 and approve Payroll #15 and #15A for \$77,661.07.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None - Motion is hereby adopted.

Cash Summary: Reviewed as presented.

Work Summary: No report available.

Standing guest: Gary Sauer, County Commissioner – Presented an oral report for items/issues the Benzie County Board of Commissioners is dealing with as well as events impacting local government from around Benzie County.

Public Input: Mark McNamera asked what will happen to the "old" segment of Henry Road. Chairman Rosa informed him that topic would be covered later in the meeting.

Appointment:

Met with Benzie/Manistee Snowbirds Snowmobile Club representatives Joe Bartlett, John Girven and Pat Dooley to discuss the Road Commission placing pit-run material that contains larger rocks on seasonal roads at various locations including Haze Road that is used by the club as a snowmobile trail. Joe Bartlett, acting as chief spokesperson, had provided photos which had been distributed to the Board members that also included a map depicting the worst locations where the rocks are too big for the Snowbird's equipment to safely groom the road-bed as there has been insufficient snowfall in recent years to cover the roadway with any depth. As such, Bartlett is asking the Road Commission for a solution that would satisfy the Road Commission's desire to prevent damage to the roadway by large logging equipment yet still allow the group to adequately groom the trail so that snowmobilers could safely use it. Skeels informed Bartlett that crews have already re-worked several locations earlier in the week and he asked Bartlett to inspect the areas in question to see if the corrective measures were adequate. Also, Chairman Rosa stated the Board would consult with the Road Commission Superintendent to determine what else could be done if the recent work was not sufficient.

Item Before the Board:

Update: Brownell Road hill-slide remediation proposal

Skeels and Rosa stated they met with Jerry and Cheri Zalewski, Superintendent Fasel and Nick Broad of Team Elmers to discuss the Elmers hill-side remediation proposal in greater detail the prior day. Based on this meeting, the Zalewski's granted their approval to proceed with the proposed project and signed the grading easement that had been prepared by the Road Commission's attorney.

Motion by Commissioner Bowers supported by Commissioner Beechraft to accept the proposal quoted by Team Elmers for \$187,885.00 to take emergency measures to remediate the Brownell Road hill on the Jerry and Cheri Zalewski property as doing so would prevent the hill from sliding into Brownell Road.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Request to schedule public hearing: proposed 2024 Road Commission budget

Motion by Commissioner Beechraft supported by Commissioner Bowers to schedule a public hearing on Thursday, September 14, 2023 at 10:15 AM to hear comments on the proposed 2024 Road Commission budget.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted

CRASIF 2023 Board of Trustees election ballot:

As there were only three candidates to fill three positions, staff is recommending voting the three incumbents seeking re-election.

Motion by Commissioner Beechraft supported by Commissioner Bowers to vote for candidates Tom Doty, Ken Hulka and Beth Hunt as listed on the 2023 CRASIF Board of Trustee ballot as recommended by staff.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted

Discussion: what to do with the “old” segment of Henry Road:

Requested to the agenda by Chairman Rosa, Skeels acknowledged that Mark McNamera who resides on the “old” segment of Henry Road is present to inform the Board he is not in favor of abandoning this portion of the road. McNamera stated he is present at today’s meeting to learn what the Road Commission’s plans are regarding the old roadway. Chairman Rosa informed McNamera that abandoning the old road segment is not being considered at this time and he accepted staff’s recommendation to monitor the road over the next few years before making a final decision how to proceed.

Correspondence/Informational/Discussion:

Letter dated July 19, 2023 from the State of Michigan – Department of Treasury/Municipal Stability Board informing the Road Commission is released from further corrective action process requirements and is no longer classified as being in an underfunded status for our MERS defined benefit pension.

Nedow also provided a report depicting our year-to-date Michigan Transportation Funding. Receipts are running 5.59% higher than last year.

Public Input: Heard comments from County Commissioner Sauer concerning the Road Commission’s Local Road matching funds program and the confusion among some townships officials as to how the program works.

Board Round Table: Skeels updated the Board on his efforts to ask the Benzie County Schools if they would agree to sign over to the Road Commission a three-acre parcel adjacent to the school property that is apparently still owned by the school system but was not included with the original property transfer. Skeels to write a letter to the Benzie School Board to inform them of the Road Commission’s intent to use the property to construct a high-volume water supply that could accommodate the Road Commission and for the Homestead Township Fire Department.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 10:45 a.m.



Robert Rosa, Chairman



Joel Nedow, Clerk

The **special** meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission office in Honor, Michigan on Thursday **August 3, 2023** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Paul Beechraft
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Matt Skeels

Also attending: Superintendent Scott Fasel and Fleet Manager Mike Johnson.

Purpose of the meeting: discuss interim plans for managing the daily activities of the road commission with the retirement of Manager Matt Skeels with no acceptable applicants for filling the soon-to-be vacated position.

The agenda was approved as presented.

A personnel issue was also discussed.

Public Input: None.

Skeels offered his recommendation as to how his duties could be split up among staff until a replacement Manager is hired. Also discussed is in situations where staff cannot agree how to proceed or in the event staff does not feel comfortable making a decision, the Board would then do so at their next meeting or at a special meeting if time is of the essence. Final determination for assigned duties is to be made during the August 10, 2023 regular meeting.

Public Input: None.

Communications:

Letter dated July 28, 2023 from State of Michigan Department of Treasury announcing the Road Commission was awarded a \$495,705.00 grant from the Protecting MI Pension Grant Program which is to be applied toward the MERS defined benefit pension unfunded liability balance.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 11:10 a.m.



Robert Rosa, Chairman



Joel Nedow, Clerk



The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission office in Honor, Michigan on Thursday **August 10, 2023** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Paul Beechraft
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Matt Skeels

Guests attending: County Commissioner Gary Sauer and Rod Moore.

The agenda was approved as presented.

The July 27, 2023 regular and August 3, 2023 special meeting minutes were read and approved.

Motion by Commissioner Rosa and supported by Commissioner Bowers to pay bills #52751 thru #52793 for \$613,813.31 and approve Payroll #16 for \$63,699.12.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None - Motion is hereby adopted.

Cash Summary: Reviewed as presented.

Work Summary: Reviewed as presented. Superintendent Fasel and Shop Foreman Johnson provided oral reports for their respective departments. In regards to a request from the Benzie County Sheriff's office asking to use the Platte River School facility for training purposes over the fall and winter months that also may include the possibility of the Sheriff providing funds to pay for the utilities.

While this topic is on the agenda under "Items before the Board", Chairman Rosa suggested addressing this now. Johnson reported he recently inspected the interior of the school and found water puddles in several places along with mold growth on the walls and ceiling, additional heaving of the gymnasium flooring and evidence of wildlife intrusion. Should the Board decide to grant the request, Johnson suggested closing off the gym due to the presence of exposed asbestos in that area. After further discussion, the Board instructed Johnson inform the Sheriff's representative of these issues the next time he meets with them to see if they would still like to proceed and to also let them know the Road Commission is proceeding with plans to demolish the Platte School facility later this fall or early winter.

Standing guest: Gary Sauer, County Commissioner – Presented an oral report for items/issues the Benzie County Board of Commissioners is dealing with as well as events impacting local government from around Benzie County.

Public Input: Rod Moore asked if Skeels has received the preliminary design plans for the Covey Road improvement project from the Road Commission's engineer. Skeels informed him he has not but anticipates hearing from them soon.

Appointment: None.

Item Before the Board:

Authorize ordering cab & chassis and truck equipment for 2024 budget year:

Johnson obtained a Soucewell quote for a Western Star plow truck from Stoops Western Star of Michigan for \$187,915.00 along with a MiDeal quote for truck equipment from Truck & Trailer Specialties for \$184,170.00. If ordered soon, delivery on the cab & chassis is expected late next summer with the truck being outfitted and ready for fleet-use by late fall. Further discussion ensued whether it would be fiscally prudent to order three units at this time instead of one. Nedow suggested increasing the order as the cost for trucks are not expected to decrease over time plus the new emission standards for the 2027 model year could make ordering trucks prior to that date difficult. Funding for the two additional trucks would come from the incremental MTF revenue forecasted for next year as well as utilizing any Pool or State Trunkline audit refunds now that the pension corrective action plan is no longer restricts how refunds are to be utilized.

Motion by Commissioner Beechraft supported by Commissioner Bowers authorizing staff to accept the Sourcewell quote from Stoops Western Star of Michigan for three cab & chassis and the MiDeal quote from Truck & Trailer Specialties for truck equipment for outfitting three units provided doing so would be in the best interests of the Benzie County Road Commission.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Transition plan – assigning Manager duties to staff:

Skeels provided the Board with a list of recommendation as to how his duties are to be covered until a new manager is hired.

Motion by Commissioner Beechraft supported by Commissioner Bowers to accept Manager Skeels recommendation for assigning his duties to various staff members as proposed without any changes.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Retitle “Shop Foreman” position to “Fleet & Facility Manager”:

Motion by Commissioner Beechraft supported by Commissioner Bowers to retitle the Shop Foreman position as Fleet and Facilities Manager.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Correspondence/Informational/Discussion:

Letter dated July 20, 2023 from Gayle Cummings, MCRCSIP Administrator announcing the MCRCSIP Board voted to distribute surplus Pool equity refunds to the membership which Benzie County is to receive \$23,976.00.

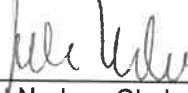
Public Input: None.

Board Round Table: The Board publicly thanked Matt Skeels for his service to the Road Commission and best wishes on his upcoming retirement.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 11:45 a.m.



Robert Rosa, Chairman



Joe Nedow, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission office in Honor, Michigan on Thursday **August 24, 2023** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Paul Beechraft
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Superintendent Scott Fasel

Guests attending: County Commissioner Gary Sauer.

The agenda was approved as presented.

The August 10, 2023 regular meeting minutes were approved.

Motion by Commissioner Bowers supported by Commissioner Beechraft to pay bills #52795 thru #52826 for \$340,044.17 and approve Payroll #17 for \$60,073.73.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None - Motion is hereby adopted.

Cash Summary: Reviewed as presented.

Work Summary: Reviewed as presented.

Standing guest: Gary Sauer, County Commissioner – Presented an oral report for items/issues the Benzie County Board of Commissioners is dealing with as well as events impacting local government from around Benzie County. Sauer also reported bringing the topic of the Road Commission not taking Husky Trail into the County Road system at a recent County board meeting where no objections were offered.

Public Input: None.

Appointment: None.

Item Before the Board:

Revise Resolution #2023-01 Bank Depository – authorized signees:

Motion by Commissioner Beechraft and supported by Commissioner Bowers to revise Resolution #23-01 Bank Depository to authorize the addition of Troy Hinds and new Payroll Administrator Mary Kalbach as authorized accounts payable and payroll check signers and to remove Matt Skeels and Melanie Cederholm.

Discussion: Nedow reported Kalbach, who was one of the finalist when interviews for replacing Taber's position last April but was not selected, will be starting on September 5th to replace Cederholm.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Approve ordering CAT 299D3 compact track loader for 2024 budget year:

Motion by Commissioner Beechraft supported by Commissioner Bowers to authorize the Fleet Manager to sign a purchase agreement with Michigan CAT for a model 299D3 XE compact track loader and mulcher attachment for a combined price of \$166,135.28 through Sourcewell pricing that would be applied against the 2024 Road Commission Capital Acquisition budget fiscal year.

Discussion: Unit is to replace the leased skid steer which is being returned, and the new loader includes an extended warranty.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

NMARC 2024 Board Members ballot:

Motion by Commissioner Beechraft supported by Commissioner Bowers to vote for the two incumbent candidates on the NMARC 2024 Board Member ballot (Mark Christensen of Montcalm County and David Pettersch of Gladwin County) as recommended by staff.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Review candidates to fill vacant Manager's position:

Nedow reported he recently received applications from two new candidates, one internal and another from outside the Road Commission for the Board to consider. After discussion, Nedow instructed to contact both candidates for interviewing with the Board at a special meeting to be held the following week.

Motion by Commissioner Bowers supported by Commissioner Beechraft to hold a special meeting on Wednesday, August 30, 2023 at 3:00 PM for the purpose of conducting interviews to fill the vacant Manager's position.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Review letter from TPOAM requesting wage adjustments for the membership and weekly payroll processing.

Motion by Commissioner Bowers supported by Commissioner Beechraft to go into closed session to discuss a TPOAM request for union wage adjustments and to process payroll weekly.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

The Board then went into closed session at 10:41 AM.

At 11:30 AM the Board came out of closed session and resumed the regular meeting.

Motion by Commissioner Beechraft supported by Commissioner Bowers directing Superintendent Fasel and Finance Manager Nedow to represent the Board in discussions with the TPOAM union bargaining unit concerning their wage adjustment and payroll processing request (weekly payroll vs bi-weekly), and to present any tentative offer back to the Board for their consideration for approval at the next available meeting.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Correspondence/Informational/Discussion:

-Email dated August 17, 2023 from Bill LaBelle asking the Board to pursue installing a public boat launch at the end of Esch Road.

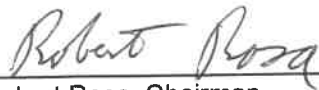
-Email dated August 18, 2023 from John and Judy Duda asking the Road Commission to mark the proposed location of the new proposed Sutter Road entrance from M-22.

-Proposed public hearing to update the Road Commission's fee schedule for driveway permits was discussed for future consideration.

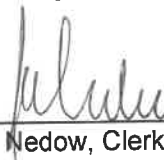
Public Input: None.

Board Round Table: None.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 11:52 a.m.



Robert Rosa, Chairman



Joel Nedow, Clerk

A **special** meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission office in Honor, Michigan on Wednesday **August 30, 2023** at 3:00 p.m.

Present: Chairman Robert Rosa
Member Paul Beechraft
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Superintendent Scott Fasel

Also attending: Two guests were present.

Purpose of the meeting: interview perspective candidates for the vacant Manager's position.

Public Input: None.

Two candidates, one internal and one external, were interviewed by the Board.

No further action was taken.

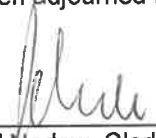
Public Input: None.

Communications: None.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 4:50 p.m.



Robert Rosa, Chairman



Joel Nedow, Clerk

Chairman Rosa then closed the public hearing.

Staff requested the Board to go into closed session to discuss the union membership requested wage adjustment and to also discuss options for the vacant Manager's position.

Motion by Commissioner Beechraft supported by Commissioner Bowers to go into closed session to discuss both matters.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

The Board then went into closed session at 11:02 a.m.

At 12:08 p.m. the Board came out of closed meeting and returned to open session.

Item Before the Board:

Request from TPOAM for wage adjustment:

Motion by Commissioner Bowers and supported by Commissioner Beechraft to approve the Memorandum of Agreement between the Benzie County Roads Commission and the Technical, Professional and Office-workers Association of Michigan whereby the Board agrees to give a \$3.00 per hour increase for all union job classifications effective the first full week following the Board ratifying the agreement. Other changes: shop mechanics uniforms increased from ten changes per week to eleven; replace biweekly payroll processing with weekly payroll processing starting January 2024; and lastly, effective Monday September 18, 2023 all overtime (except for Christmas Day) will be paid at time and half instead of at double time.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted

Request to modify/reduce the voluntary monthly MERS contribution:

To accommodate the union wage adjustments, Nedow is recommending reducing the extra-voluntary MERS defined benefit contribution from \$60,000.00 per month to \$50,000.00 per month.

Motion by Commissioner Beechraft supported by Commissioner Bowers to instruct Nedow to reduce the monthly voluntary MERS defined benefit contribution from \$60,000.00 to \$50,000.00 effective this month.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted

Appoint a new Manager of the Benzie County Road Commission:

Motion by Commissioner Bowers supported by Commissioner Beechraft to appoint Engineer Technician Troy Hinds at Manager of the Benzie County Road Commission effective Monday, September 18, 2023 with a starting salary of \$83,000.00. In addition, the Manager's job description is to be modified to include weekend and winter road patrol.

Discussion: None

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Correspondence/Informational/Discussion:

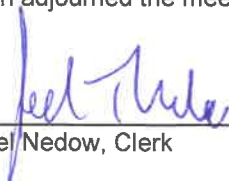
Public Input: None.

Board Round Table: None.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 12:15 p.m.



Robert Rosa, Chairman



Joel Nedow, Clerk



The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission office in Honor, Michigan on Thursday **September 28, 2023** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Paul Beechraft
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Troy Hinds

Guests attending: County Commissioner Gary Sauer and Superintendent Scott Fasel.

The agenda was approved as presented.

The September 14, 2023 regular meeting minutes were approved.

Motion by Commissioner Bowers supported by Commissioner Beechraft to pay bills #52881 thru #52917 for \$360,916.52 and approve Payroll #20 for \$64,548.58.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None - Motion is hereby adopted.

Cash Summary: Reviewed as presented.

Work Summary: Reviewed as presented. Superintendent Fasel provided an oral report on road maintenance activities. Manager Hinds reported that the Road Commission was awarded a significant grant from the LBP/Critical Bridge program for Haze Road bridge last week after meeting with representative in Gaylord. However, additional funds may be needed depending upon the condition of the bridge piers which will be evaluated in the months to follow.

Standing guest: Gary Sauer, County Commissioner – Presented an oral report for items/issues the Benzie County Board of Commissioners is dealing with as well as events impacting local government from around Benzie County.

Public Input: None.

Appointment: None.

Item Before the Board:

Adopt 2024 Road Commission budget per Resolution 23-08:

Nedow reported no changes had been made to the draft version introduced at the public hearing of September 14th.

Motion by Commissioner Beechraft and supported by Commissioner Bowers to adopt Resolution 23-08 approving the 2024 Benzie County Road Commission budget which reads as follows:

BE IT RESOLVED that a public hearing was held on September 14, 2023 with no oral comments offered and no written inquiries received regarding the proposed budget, and

BE IT RESOLVED that this resolution shall be both the general appropriation resolution and the budget adoption resolution of the Benzie County Road Commission for the year ended September 30, 2023. This resolution adopts proposed revenues and expenditures as presented in the accompanying budget document. Total revenues are adopted as \$8,866,980.00 and total expenditures as \$8,796,695.00, and

BE IT FURTHER RESOLVED that no Benzie County Road Commission member or employee of the Commission shall expend any funds or obligate any expenditure except pursuant to appropriations authorized by the budget document. Changes in amounts appropriated by the Commission shall require approval of the Commission, and

BE IT FURTHER RESOLVED, that Finance Manager Joel T. Nedow is hereby charged with general supervision of the execution of the budget adopted by the Commission, and

BE IT FURTHER RESOLVED that this resolution is to take effect October 1, 2023.

Roll call vote: Rosa – aye; Bowers – aye and Beechraft - aye. Nays: None. - Resolution is hereby adopted.

Request to amend 2023 Road Commission budget:

Motion by Commissioner Beechraft and supported by Commissioner Bowers to amend the 2023 Road Commission budget as follows:

For Revenues:

MTF-Primary Roads – increase \$150,000.00; MTF-Local Roads - increase \$50,000.00; State Truckline Maintenance – increase \$150,000.00; State Trunkline-TWA - increase \$165,000.00; MI Pension Protection Grant - increase \$500,000.00; Township Contributions - increase \$25,000.00, Federal Aid – State D – increase 65,000.00 and NCRS/CRA Grants – increase \$200,000.00.

For Expenditures:

Primary Road-Preventative – decrease \$150,000.00; Primary Road-Routine Maintenance – increase \$240,000.00; Local Road-Preventative – decrease \$50,000.00; Local Road-Routine Maintenance – increase \$650,000.00; State Trunkline Maintenance – increase \$150,000.00; State Trunkline-TWA – increase \$200,000.00; Capital Outlay-Net – increase \$50,000.00; Equipment Expense-Net – decrease \$100,000.00; and Administrative Expense-Net – increase \$50,000.00.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted

Approve Street Maintenance agreements:

Motion by Commissioner Beechraft and supported by Commissioner Bowers to ratify the five-year street maintenance agreements (years 2023 thru 2028) for the following entities: Village of Thompsonville; Village of Lake Ann, Village of Elberta, Benzie Central Schools and Benzie County (for Betsie Valley Trail, Government Center roads, and Jail Access Road); and to also ratify a three-year street maintenance agreement with the City of Frankfort.

Discussions: Nedow reported the Village of Beulah had requested the version of the Street Maintenance agreement sent to them be re-drafted to include revisions recommended by the Village's legal representative. After a brief discussion, the Board did not express any desire to incorporate the revisions into the street maintenance agreement already provided. As such, the Road Commission will not provide any services or commodities until the original agreement is signed by the Village. He is also waiting for responses from the Village of Benzonia and the Grand Traverse Band of Ottawa & Chippewa Indians for their agreements.

Discussion: None

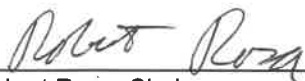
Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Correspondence/Informational/Discussion:

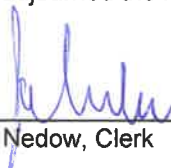
Public Input: None.

Board Round Table: Nedow suggested contacting the County to inquire about asking for salary increases for the Board members, being it has been over a decade since the last increase. Also discussed the possibly of cancelling or rescheduling the November 23rd regular Board meeting.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 10:50 a.m.



Robert Rosa, Chairman



Joel Nedow, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission office in Honor, Michigan on Thursday **October 12, 2023** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Paul Beechraft
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Troy Hinds

Guests attending: County Commissioner Art Jeannot, Rod Moore and Homestead Township Supervisor Tia Kurina-Cooley.

The agenda was approved as presented.

The September 28, 2023 minutes were approved.

Motion by Commissioner Bowers supported by Commissioner Beechraft to pay bills #52918 thru #52953 for \$260,678.42 and approve Payroll #21 for \$62,862.78.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None - Motion is hereby adopted.

Cash Summary: Reviewed as presented.

Work Summary: Reviewed as presented. Superintendent Fasel provided an oral report on road maintenance activities. Manager Hinds provided an oral report on the present condition of a deteriorating culvert on CR-669 that channels water into the Platte River DNR hatchery.

Standing guest: Art Jeannot, County Commissioner (in place of Commissioner Sauer) – Presented an oral report for items/issues the Benzie County Board of Commissioners is dealing with as well as events impacting local government from around Benzie County.

Public Input: Comments were offered by Rod Moore asking for an update on the proposed Covey Road paving project. Homestead Township Supervisor Tia Kurina-Cooley was also in attendance. Hinds reported receiving a preliminary estimate from KMP Engineering of \$170,000.00 for this project which he believes should be reviewed further to learn what the proposed work would entail. Until an engineer study, quoted at \$8,500.00 is conducted, he cannot determine if the cost estimate is accurate.

Motion by Commissioner Beechraft supported by Commissioner Bowers to authorize Hinds to approve an engineering study for Covey Road upgrade not to exceed \$8,500.00 with Homestead Township contributing 50% of the cost

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Commissioner Jeannot asked if the townships are responsible for 100% of the cost for the second application of dust control brine. Staff responded that the costs for both the first and second applications are shared by the Road Commission and the respective townships requesting the service.

Item Before the Board:

Cumulative update: Platte River School property:

Hinds reported he received a call from Benzie Schools Superintendent Erfourth concerning the three acre parcel the Road Commission is trying to acquire. According to Hinds, Erfourth was not aware that the School District still had ownership of the parcel in question but would be willing to deed the property over to the Road Commission provided the original purchase agreement is amended to include the additional acreage. Attorney Henn is also recommending the Road Commission to have the Platte River property surveyed again to make certain there are no surprises with the legal descriptions of the property boundaries.

Staff had contact attorney Henn to draft an amended agreement which is still in progress.

Hinds has also drafted a request-for-bid to demolish the existing buildings on the property this late fall-early winter. Further discussion ensued as to the parameters of the services to be provided and the timing of completing the work requested. The bid will be sent out once staff is satisfied the scope of the project has been reviewed and verified for accuracy and completeness.

Request to edit the Administrative Employee Handbook:

Nedow provided an update to what happens to unused vacation time at year end, as staff members have a difficult time using their PTO due to reason out of their control. As such, he is proposing administrative staff can, upon the Manager's approval, carry over forty hours of vacation time to the following year, and any remaining vacation time over the forty hours would be paid out to the employee.

Motion by Commissioner Rosa supported by Commissioner Beechraft to approve the edited Administrative Employee handbook changing vacation time at year-end provision as proposed at today's meeting.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Correspondence/Informational/Discussion:

Public Input: None.

Board Round Table:

Had brief discussion on exploring options for replacing several deteriorating culverts throughout the County that would require replacing the existing pipes with bridges as current requirements mandate.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 11:25 a.m.



Robert Rosa, Chairman



Joel Nedow, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission office in Honor, Michigan on Thursday **October 26, 2023** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Paul Beechraft
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Troy Hinds

Guests attending: County Commissioner Gary Sauer, Benzonia Township Supervisor Jason Barnard, Cedar Street residents Joe Buechel, James Bekkering and Ray and Brenda Wade.

The agenda was approved as presented.

The October 12, 2023 minutes were approved.

Motion by Commissioner Bowers supported by Commissioner Beechraft to pay bills #52955 thru #52997 for \$130,673.85 and approve Payroll #22 for \$65,420.64.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None - Motion is hereby adopted.

Cash Summary: Reviewed as presented.

Work Summary: Reviewed as presented. Fleet & Facility Manager Johnson provided an oral report.

Standing guest: County Commissioner Gary Sauer – Presented an oral report for items/issues the Benzie County Board of Commissioners is dealing with as well as events impacting local government from around Benzie County.

Public Input: None.

Appointments:

Met with Benzonia Township Supervisor Jason Barnard, Joe Buechel and James Bekkering to discuss improving Cedar Street that would consist of excavating and replacing the old roadbed soil, paving with wider lanes to allow two-way traffic, and to ensure adequate drainage. Supervisor Barnard confirmed that the township is not interested in only paving over the existing road as doing so would only be a short-term fix. Manager Hinds stated that the cost to reconstruct Cedar Street would fall between \$175,000.00 and \$270,000.00 and does not include engineering cost which Hinds minimally estimated to be \$40,000.00 with the true cost dependent upon the yet to be determined scope of the project. Hinds also provided a list of twelve other township roads which staff believe would be a better use of the township's matching funds.

Further discussion ensued which included input from Joe Buechel, James Bekkering, Ray Wade and Brenda Wade, including expanding the project to include paving Old Platte and Lake Street which would be less expensive to upgrade now than waiting for a later time. Ways to fund the project on the township level were also discussed. When the proposed engineering was discussed, Chairman Rosa expressed his viewpoint that matching funds could not be used for the engineering but would be open to allowing Benzonia Township to use their matching funds retro-active for 50% of the cost provided the township commits financially to the rest of the project. Supervisor Barnard stated this suggestion is acceptable and further discussion led to the verbal agreement that the engineering work would commence once a signed cost-share agreement for the engineering work is received from Benzonia Township.

Item Before the Board:

Approve Street Maintenance agreements:

Motion by Commissioner Bowers and supported by Commissioner Beechraft to ratify the five-year street maintenance agreements (years 2023 thru 2028) for the following entities: Village of Benzonia; Village of Beulah and the Grand Traverse Band of Ottawa & Chippewa Indians.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Correspondence/Informational/Discussion:

Learned the Benzie County Board agreed to increase Road Commissioner pay starting January 1, 2024. Chairman is to receive \$6,000.00 annually and the Vice-Chair and Member is to receive \$5,400.00 each. Chairman Rosa thanked County Commissioner Sauer for supporting the request.

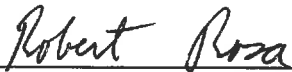
Heard report from Manager Hinds on items he has been working on since last meeting.

Public Input: None.

Board Round Table:

Heard report from Commissioner Beechraft who is the Road Commission's representative on the County Parks & Recreations Committee as to the possibility of transferring ownership of Road Commission property off Mollineaux Road at Railroad Point which is presently leased to Benzie County.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 11:05 a.m.



Robert Rosa, Chairman



Joel Nedow, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission office in Honor, Michigan on Thursday **November 9, 2023** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Paul Beechraft
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Troy Hinds

Guests attending: County Commissioner Gary Sauer and Homestead Township Supervisor Tia Kurina-Cooley.

The agenda was approved as presented.

The October 26, 2023 minutes were approved.

Motion by Commissioner Bowers supported by Commissioner Beechraft to pay bills #52998 thru #53034 for \$141968.58 and approve Payroll #23 for \$66,737.26.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None - Motion is hereby adopted.

Cash Summary: Reviewed as presented.

Work Summary: Reviewed as presented.

Standing guest: County Commissioner Gary Sauer – Presented an oral report for items/issues the Benzie County Board of Commissioners is dealing with as well as events impacting local government from around Benzie County.

Public Input: None.

Appointments: None.

Item Before the Board:

Consider/approve revised Unpaid Leave-Time policy #319:

Nedow reported the most recent approved revision of this policy included provisions that allowed employees to borrow against their earned but not-yet-available sick and vacation banks when and employee had exhausted their available PTO banks. The revised policy eliminated borrowing against future earned but not yet available PTO banks but does allow employees to take unpaid leave provided their available PTO banks have been exhausted. Further, unpaid leave may only be granted up to forty hours per calendar year, limited to no more than two consecutive days off. In extreme circumstances, the Manager can grant additional unpaid time off provided the reasons for doing so are for a special circumstance requiring the employee to be absent.

Motion by Commissioner Bowers and supported by Commissioner Beechraft to approve the revisions to policy #319 "Unpaid Leave Time" as presented by Staff.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Reschedule/cancel November 23, 2023 Board meeting:

Motion by Commissioner Beechraft supported by Commissioner Bowers to cancel the November 23, 2023 Benzie County Road Commission Board meeting. Further, the Board authorizes Manager Hinds to approve the November month-end accounts payable and payroll transactions in their absence.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Correspondence/Informational/Discussion:

-Heard report from Manager Hinds on the following topics: Platte River School demolition bid status and hiring Otwell Mawby as the third-party Air Quality contractor as recommend by the contractors who inspected the property; status of the CR-669 culvert replacement quote requested from Team Elmers; status of Crum Road legal proceedings; and Ceder Street engineering quote which has been roughly estimated to be \$56,000.

-Board members expressed their appreciation to County voters for approving the millage renewal ballot proposal (3,213 yes to 1,010 no) on the November 7th ballot.

-As the Road Commission is now required to reimburse the county townships for their November election costs incurred (new legislative mandate), it was suggested by Nedow that the Road Commission could consider passing some of these election costs (based on the millage distribution) onto the those incorporated villages and cities who receive millage revenue. No action was taken pending a final report of the total township reimbursement requests to determine how to proceed.

Public Input: Heard comments from Homestead Township Supervisor Tia Kurina-Cooley regarding Covey Road and the possibility of expanding the scope of the project to look at the road as-a-whole.

Board Round Table: Nedow provided preliminary year-end financial schedules for the Board to review, pending receipt of the auditor report.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 10:50 a.m.


Robert Rosa, Chairman


Joel Nedow, Clerk

Motion by Commissioner Beechraft supported by Commissioner Rosa to deny Maylone's request to waive the utility permit fees for Cherry Capital Connection's permit application and to re-affirm the Road Commission's permit fee schedule rates as published.

Discussion: Nedow suggested the motion also include provisions that future communication service permit applications should be submitted by road as defined in Michigan Case Law PA 283 Section 224.19(b) and as recommended by the County Road Association of Michigan's guidelines.

Motion was altered and supported to include the following addition:

All utility permit applications submitted by communications service providers are to be on a per project basis, defined as being limited to a permit application which has been submitted by one applicant as a package of work, similar in nature, to be accomplished in one year, along one road; and may include a minor amount of work by one applicant of similar nature, along contiguous road segments to accomplished in the same year.

Further discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Item Before the Board:

Motion to award Platte River Elementary School demolition bid:

Five bids were received on December 4, 2023, ranging from \$258,000.00 to \$479,200.00 and staff is recommending awarding the lowest bid submitted by Bay Area Demolition LLC of Interlochen Michigan.

Motion by Commissioner Bowers and supported by Commissioner Beechraft to accept the bid of \$258,000.00 submitted by Bay Area Demolition LLC (lowest bidder) as doing so would be in the best interests of the Benzie County Road Commission.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

The Board also acknowledged a legal opinion letter from Henn-Lesperence opining that the title to the three-acre parcel on the north end of the property adjacent to the school property is secure and nothing more need be done at this time other than recording the October 16, 2023 Quit Claim deed provided by Benzie Central Schools.

Correspondence/Informational/Discussion:

-Heard report from Manager Hinds on the following topics: announced Otwell-Mawby has been hired as the third-party Air Quality contractor for the Platte River Elementary demolition project; will be asking the Board to schedule a public hearing next month to update some of the fees listed on the Road Commission's permit schedule; recently attended a recent Rural Task Force meeting in which he learned there will be a small deduction from the 2025 federal aid allocation; is scheduling a Local Road Committee meeting for January 9, 2024 to select next summer's millage road projects; provided a preliminary estimate to replace the culverts at the CR-669 fish hatchery and the Haze Bridge – abutment removal project funded by the Bridge Bundling initiative is scheduled for bidding by the State of Michigan in August 2024

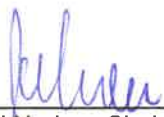
Public Input: Heard comments Commissioner Sauer who asked for clarification as to when the Haze Bridge project is scheduled to start. Comments were also offered by County Commissioner Jeannot who thanked the Board for reaching a compromise with Cherry Capital Connections.

Board Round Table: Heard report from Commissioner Beechraft about the latest news from the most recent Parks & Recreations Committee meeting.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 11:15 a.m.



Robert Rosa, Chairman



Joel Nedow, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission office in Honor, Michigan on Thursday **December 28, 2023** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Paul Beechraft
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Troy Hinds

Guests attending: County Commissioners Gary Sauer.

The agenda was approved as presented.

The December 14, 2023 minutes were approved.

Motion by Commissioner Bowers supported by Commissioner Beechraft to pay bills #53129 thru #53167 for \$172,870.35 and approve Payroll #26 for \$75,510.95.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None - Motion is hereby adopted.

Cash Summary: Reviewed as presented.

Work Summary: Reviewed as presented.

Standing guest: County Commissioner Gary Sauer – Presented an oral report for items/issues the Benzie County Board of Commissioners is dealing with as well as events impacting local government from around Benzie County.

Public Input: Heard the following comments:

Appointments: None.

Item Before the Board:

Schedule 2024 Organizational meeting:

Motion by Commissioner Beechraft and supported by Commissioner Bowers to schedule the 2024 Road Commission Organizational meeting for Thursday, January 11, 2024 at 9:30 AM

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Approve revision/clarification to BCRC Permit Fee schedule – telecommunication utility permits:

Motion by Commissioner Beechraft and supported by Commissioner Bowers to amend the Benzie County Road Commission's Permit Fee schedule to include a statement clarifying telecommunications/video provider utility permit fee limits along with a definition of a permit application project in accordance with Michigan Public Act 282, section 224.19(b).

Discussions: Manager Hinds reported the proposed insertion also complies with the County Road Association of Michigan's recommendation for all state-wide road commissions.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Request to revise Administrative Handbook: Longevity pay:

Motion by Commissioner Bowers and supported by Commissioner Beechraft to revise the Administrative Handbook to update the Longevity pay rates to match the union membership longevity pay rates. In addition, the Board authorized the retro payment for the two administrative employees affected when the annual payments were recently processed.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Schedule Public Hearing: revise Permit Fee Schedule:

Motion by Commissioner Bowers and supported by Commissioner Beechraft to schedule a public hearing for Thursday, February 8, 2024 starting at 10:00 AM to hear public comments regarding proposed changes to the Road Commission's permit fee schedule.

Discussion: None.

Ayes: Commissioners Rosa, Bowers and Beechraft. Nays: None. – Motion is hereby adopted.

Correspondence/Informational/Discussion:

-Reviewed email dated December 26, 2023 from Michael Morris - Crystal Downs Country Club regarding the latest update on the Sutter Road relocation initiative. Morris wrote that their internal committee is in the process of researching some short-term fixes as well as exploring alternatives to the original road design. Until then, Morris stated he hopes to have a final decision regarding the agreement by January that would reflect any adjustments to the original plan.

-Reviewed Local Road Committee 2024 millage project recommendation list that will be presented to the Committee at their January 9th meeting. Also reviewed proposed 2024 Board meeting date list and the 2024 Township Matching Funds bank balances report. Discussed Road Commissioners attending various township board meetings to educate each township Board how the matching funds program works and to also bring them up to date on plans to ask the public to approve a Road Commission facilities construction millage within the next few years.

Heard report from Manager Hinds on the following topics: Update on the Platte River Elementary demolition project that include allowing the Michigan State Police to use the building to test their new building-entry equipment; reported receiving a quote for inserting a urethane sleeve in the CR-669 culvert for under \$100,000.00 and staff is checking with state regulatory agencies if this type of repair is permissible; update on chainsaw training recently held at the facility for the work crew; reported a \$32,000.00 reduction in our 2024 federal aid funds by the State of Michigan; and as of 2025 there will be no more federal aid buy-out allowed.

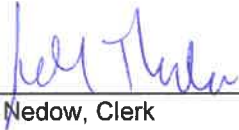
Public Input: None.

Board Round Table: None

With no more business to discuss, Chairman Rosa then adjourned the meeting at 11:15 a.m.



Robert Rosa, Chairman



Joel Nedow, Clerk