

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 14, 2021** at 9:30 a.m.

Present: Chairman Bob Rosa
Vice-Chairman James Bowers

Member Ted Mick
Manager Matt Skeels
Finance Manager/Clerk Joe Nedow

Guests: The public was invited to attend via telephone conferencing due to COVID concerns and restrictions.

Nedow called for nominations for Chairman for the ensuing year.

Motion by Commissioner Bowers supported by Commissioner Mick to nominate Bob Rosa as Chairman of the Benzie County Road Commission for the ensuing year.

Discussion: None.

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

Nedow then turned the meeting over to Chairman Rosa.

Nominations for Vice-Chairman:

Motion by Commissioner Rosa supported by Commissioner Mick to nominate Jim Bowers as Vice-Chairman of the Benzie County Road Commission for the ensuing year.

Discussion: None.

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

Appoint Clerk/Secretary to the Board:

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

Discussion: Nedow informed the Board that this recommendation was included in this year's audit report and is required by State statute.

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

2021 meeting schedule:

Commissioner Rosa asked if the two meeting dates proposed for February 2021 were accurate. Nedow replied the first meeting date listed as February 20th is in error and should be February 11th.

No other changes were requested.

Motion by Commissioner Bowers supported by Commissioner Mick to adopt the 2021 Benzie County Road Commission meeting schedule correcting for the first meeting in February.

Discussion: None.

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

Resolution 21-01 Bank Depositories for 2021:

Motion by Commissioner Bowers supported by Commissioner Mick to adopt Resolution 21-01 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, Independent 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; Joel Nedow, Financial Manager/Clerk to the Board; 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 Mick – aye. Nays: None. – Resolution is hereby adopted.

Commissioner Rosa then closed the Organizational meeting at 9:55 a.m.

A regular meeting of the Board of County Road Commissioners of Benzie County was then called to order by Chairman Bob Rosa at 9:56 a.m.

The agenda was accepted as presented.

December 23, 2020 regular meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #50178 to #50229 in the amount of \$126,811.68 and Payroll #1 for \$68,930.70.

Discussion: None. Ayes: Rosa, Bowers and Mick. Nays: None. Motion is hereby approved.

Cash Summary: Reviewed – no comments offered.

Work Summary:

-Reviewed written report summarizing the tasks and activities completed or in-progress for the Manager and for each department head. Skeels provided an update on the latest news regarding the availability of the COVID-19 immunization for the Road Commission employees including commissioners. Nedow reported he has completed the preparations for out-sourcing Transport and Utility permits to Oxcart, LLC. While available now, mandatory compliance is scheduled for February 1st and staff has sent notices to as many past applicants as possible. Superintendent Fasel provided an oral report as to what tasks the crew members have been performing when not snow plowing as the weather so far this winter has been mild.

Standing guest: Gary Sauer, County Commissioner – Presented an oral report over the phone for items/issues the Benzie County Board of Commissioners is dealing with as well as events impacting local government from around Benzie County. Sauer reported attending the Joyfield Township Township when the Mick Road Hill-cut proposal was discussed. He learned that the township has limited funds at their disposal this year and if there is interest in pursuing the project, they may discuss if the Road Commission would allow them to fund the upgrade over a two-year period. Skeels too stated that he attended virtually and is not hopeful that the Township would commit to funding the project.

Public Input: None.

Items Before the Board:

Request to approve annual Act-51 Certification maps as of 12-31-20:

Manager Skeels reported there has been no changes in the number of miles the Road Commission is certifying when compared to last year and the only change was changing Oakley Road from seasonal road to all-season status.

Motion by Commissioner Bowers supported by Commissioner Mick to authorize the Chairman to sign/approve the Act-51 Certification cover sheet updated for 12-31-20 as presented.

Discussion: None.

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

CRA Board of Directors' Ballot – Northern Michigan Association representative:

Motion by Commissioner Mick supported by Commissioner Bowers to instruct staff to vote for Jerry Heim, Kalkaska County for the position of County Road Association Board of Directors' – Northern Michigan Association which is a three-year term.

Discussion: None.

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

Approve/ratify street maintenance agreement-Village of Benzonia:

Motion by Commissioner Bowers supported by Commissioner Rosa to execute the three-year Street Maintenance Agreement between the Benzie County Road Commission and the Village of Benzonia.

Discussion: None.

Ayes: Rosa, Bowers and Mick. Nay: None. – Motion is hereby approved.

Authorize Road Commission to accept credit card payments for permit applications:

Nedow asked the Board for permission to allow the Road Commission to accept credit card payment for permit applications as the majority of road agencies and governmental units in northern Michigan already accept this method of payment for the services they offer. No objections were offered.

Motion by Commissioner Bowers supported by Commissioner Mick to authorize the Finance Manager to incorporate accepting credit card payments for permit applications and services.

Discussion: None.

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

Correspondence/Information/Discussion:

-Skeels presented a Phase II – Environmental Assessment/Asbestos Inspection/Paint Chip Sampling proposal for the Platte River Elementary School property as prepared by Otwell-Mawby, PC Consulting Engineers. No action was taken as Benzie School District is working on resolving easement issues for the adjacent property before they would be ready to formally offer the property to the Road Commission, possibly later this spring.

-Discussed the Esch Road FLAP grant project: Skeels noted that even though the scope of the project is within the road right of way, an environmental assessment is now being required before the project can be ready to bid. It is his hope that the National Park Service would be willing to honor their earlier commitment to work with the MDOT Project programmer so that the Road Commission would not need to undertake the assessment study ourselves which would likely be expensive and likely delay construction until possibly next year.

-Briefly discussed the possibility of reducing the Road Commission's overhead rate charged for providing billable services. Nedow instructed to include this topic on the next meeting agenda.

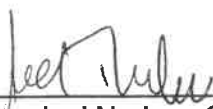
Board Round Table: None.

Public Input: None.

With no further business to discuss the meeting was adjourned at 11:00 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 offices in Honor, Michigan on Thursday **January 28, 2021** at 9:30 a.m.

Present: Chairman Bob Rosa
Manager Matt Skeels
Vice-Chairman James Bowers (not present) - participated by remote access (phone)

Member Ted Mick
Finance Manager/Clerk Joe Nedow

Guests: The public was invited to attend via telephone conferencing due to COVID concerns and restrictions.

The agenda was accepted as presented.

January 14, 2021 regular meeting minutes were approved.

Motion by Commissioner Mick and supported by Commissioner Bowers to pay bills #50230 to #50269 in the amount of \$145,540.22 and Payroll #2 and 2a for \$76,212.08.

Discussion: None. Ayes: Commissioners Rosa, Bowers and Mick. Nays: None. Motion is hereby adopted.

Cash Summary: Reviewed – no comments offered.

Work Summary:

-Reviewed written report summarizing the tasks and activities completed or in-progress for the Manager and for each department head. Heard oral reports from Superintendent Fasel and Fleet Manager Johnson.

Standing guest: Gary Sauer, County Commissioner – Presented an oral report over the phone 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.

Items Before the Board:

Renew Manager's employment contract:

Skeels informed the Board his employment contract had expired on January 16, 2021 and a new one would be needed. He informed the Board that given the current economic climate and to make things easier, he is content with his present salary and is not seeking an increase.

Motion by Commissioner Mick supported by Commissioner Bowers to renew Manager Matt Skeels employment contract for another two years expiring January 28, 2023 with an annual salary of \$77,230.40, the same amount he is presently being paid.

Discussion: none.

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

Authorize Manager to sign Test Vehicle Agreement with Daimler Trucks-North America:

Fleet Manager Johnson informed the Board earlier that the proto-type truck is currently at Truck and Trailer Specialties in Boyne Falls getting the truck equipment installed, and that he anticipates receiving the finished unit within a few weeks once the host vendor, Grand Traverse Diesel Service, has completed their final adjustments.

Motion by Commissioner Bowers supported by Commissioner Mick to authorize the Manager to execute the Test Vehicle Agreement on behalf of the Benzie County Road Commission by which the Road Commission will utilize the prototype unit for at least a twelve-month period (longer if mutually agreed upon) for the purpose of obtaining feedback and operational data regarding the prototype's performance.

Discussion: None.

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

Discussion: reducing the chargeable overhead rate for billable projects/services:

As this topic was discussed at the last Board meeting, Skeels added our State trunkline maintenance contract includes provisions allowing for an 8.5% overhead rate for trunkline related charges. As such, he offered his recommendation to reduce the current 10% overhead rate to 8.5% which he believes would be positively received by the various township Boards. He also expressed his opinion that doing so may also spark additional interest by township board members to consider more road improvement projects within their jurisdiction.

Motion by Commissioner Bowers supported by Commissioner Mick to reduce the Benzie County Road Commission's 10% overhead rate charged on billable projects and services to 8.5% effective immediately. Discussion: Skeels stated that any pending township/village project estimates would not be revised, but the lower overhead rate would be applied when the project(s) are completed and billed. Nedow stated this change does not impact the billable overhead rate stated in the street maintenance agreement with the Grand Traverse Band of Ottawa & Chippewa Indians.

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

Approve/ratify street maintenance agreements-Benzie Schools & Village of Lake Ann:

Motion by Commissioner Mick supported by Commissioner Bowers to execute the three-year Street Maintenance Agreements for the Benzie County Schools and the Village of Lake Ann.

Discussion: None.

Ayes: Rosa, Bowers and Mick. Nay: None. – Motion is hereby approved.

Discussion: annual material bidding process:

Nedow provided a draft of a proposed Purchasing policy for the Board to review for possible adoption. He mentioned that adopting a purchasing policy was an audit recommendation included in the 2020 year-end audit report and having a formal policy should streamline the annual bidding process by defining when sealed bids would be required instead of verbal or written quotes. No action was taken at this time pending further discussion at the next scheduled board meeting.

Resolution to allow Flex Administrators Inc. to oversee BCRC Flex benefit plan:

Motion by Bowers supported by Mick to approve a resolution authorizing Flex Administrators Inc to oversee the Road Commission's Flex benefit plan as of January 1, 2021 instead of administering the plan in-house.

Discussion: None.

Ayes: Rosa, Bowers and Mick. Nay: None. – Motion is hereby approved.

Correspondence/Information/Discussion:

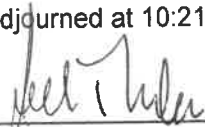
Discussed letter dated January 14, 2021 from State of Michigan-Office of Commission Audit reporting that an audit of the 2018-2019 trunkline resulted in an audit refund of \$184,975. Nedow asked the Board still desires any refunds received from either the Pool or from trunkline audits are to be used to pay down the defined benefit pension unfunded liability, or if this refund is to be channeled elsewhere. While it was generally agreed that the past-practice of routing refunds against the outstanding pension obligation should continue but to defer any decision at this time.

Board Round Table: None.

Public Input: None.

With no further business to discuss the meeting was adjourned at 10:21 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 offices in Honor, Michigan on Thursday **February 11, 2021** at 9:30 a.m.

Present: Chairman Bob Rosa Vice-Chairman James Bowers
Member Ted Mick Finance Manager/Clerk Joe Nedow
Manager Matt Skeels

Guests: The public was invited to attend via telephone conferencing due to COVID concerns and restrictions.

The agenda was accepted as presented.

January 28, 2021 regular meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #50270 to #50308 in the amount of \$100,347.27 and Payroll #3 for \$62,758.30.

Discussion: None. Ayes: Commissioners Rosa, Bowers and Mick. Nays: None. Motion is hereby adopted.

Cash Summary: Reviewed – no comments offered.

Work Summary:

-Reviewed written report summarizing the tasks and activities completed or in-progress for the Manager and for each department head. Heard oral reports from Superintendent Fasel and Fleet Manager Johnson.

Standing guest: Gary Sauer, County Commissioner – Presented an oral report over the phone for items/issues the Benzie County Board of Commissioners is dealing with as well as events impacting local government from around Benzie County. He also relayed the Village of Thompsonville's thanks to the Road Commission for our assistance plowing the Village streets last week when their plow truck got trapped in their maintenance garage due to a malfunctioning overhead door.

Public Input: None.

Items Before the Board:

Approve/ratify street maintenance agreement-Village of Thompsonville:

Motion by Commissioner Bowers supported by Commissioner Mick to execute a three-year Street Maintenance Agreement with the Village of Thompsonville.

Discussion: None.

Ayes: Rosa, Bowers and Mick. Nay: None. – Motion is hereby approved.

Proposed Purchasing policy:

Nedow stated that the draft copy provided today is the same as what was distributed to the Board at the January 28th regular meeting. He also included a copy of this year's audit comments in which Anderson Tackman & Company auditor Phil Wolf had provided a list of policies he is recommending the Board to adopt in the coming year which includes a Purchasing policy that includes the Uniform Guidance considerations as well as ACT 51 required bidding practices, including emergency vendor practices. Skeels and Nedow also added their opinions that the proposed policy would simplify the annual bidding process and clarify each department heads purchasing authority levels and requirements.

Motion by Commissioner Bowers supported by Commissioner Mick to adopt the proposed "Purchasing Policy" as presented.

Discussion: none.

Ayes: Commissioners Rosa, Bowers and Mick. Nays: None. – Motion and policy are hereby adopted.

Introduction: proposed "Restrict Non-Employees Riding in Road Commission Trucks & Heavy Equipment" policy:

Nedow explained that in Wolf's latest audit comments, he suggested the Board should also adopt a policy along these lines and therefore he is presenting a draft for review and discussion at the next Board meeting.

Request approval: North Mitten Half Marathon race scheduled for May 30, 2021:

Nedow received an email from event coordinator Janice Davidson, announcing she had purchased the rights to the North Mitten Half Marathon race from Crystal Mountain who had submitted permit requests for this event in the past. Other than the permit application is being submitted by Davidson, the roads being requested and the event route is unchanged from previous years, including not closing any roads during the event. No action was taken regarding the application pending review by the Road Commission's insurance carrier to ensure the change in event ownership and insurance provided would satisfy the Pool's insurability requirements and guidelines.

Correspondence/Information/Discussion:

Discussed letter dated February 8, 2021 from TPOAM Business Agent Doug Wortley notifying the Road Commission that the membership is ready to begin negotiations toward a new agreement and to ask for the most recent financial audit and pension actuarial reports. Skeels stated that he has already forwarded the letter on to the Road Commission's legal counsel who will be handling the negotiations.

Board Round Table: Covered the following:

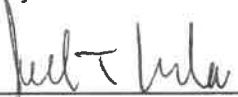
- Skeels distributed a map provided by MDOT that depicts trunkline construction projects scheduled for this section of the State over the next five years. Guests Sauer and Tayler requested copies of this map.
- Skeels also informed the Board he is working with Link Engineering to develop a cost estimate to replace the deteriorating culverts on Lindy Road with a bridge-type structure. Temporary repairs had been made at this location almost ten years ago but were short-term in nature pending a permanent solution. Skeels stated his belief that the likely outcome to construct a replacement structure would be very expensive and that he is presently seeking the possibility of submitting a proposal to the SMO Local Bridge Program as well as seeking the financial assistance from the CRA. Skeels stated he expects the soonest any construction could happen would be in 2024 and that he would share the written cost estimate with the Board when it is ready.
- Paving bids were opened and read recently for projects on Cinder, Mick and two parts of Airport Road.
- Esch Road FLAP grant project is proceeding – Skeels anticipates this project will be done in the fall.

Public Input: None.

With no further business to discuss the meeting was adjourned at 10:44 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 offices in Honor, Michigan on Thursday **February 25, 2021** at 9:30 a.m.

Present: Chairman Bob Rosa Vice-Chairman James Bowers
Member Ted Mick Finance Manager/Clerk Joe Nedow
Manager Matt Skeels

Guests: The public was invited to attend via telephone conferencing due to COVID concerns and restrictions.

The agenda was accepted as presented.

February 11, 2021 regular meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #50309 to #50341 in the amount of \$207,537.41 and Payroll #4 for \$75,901.64.

Discussion: None. Ayes: Commissioners Rosa, Bowers and Mick. Nays: None. Motion is hereby adopted.

Cash Summary: Reviewed – no comments offered.

Work Summary:

-Reviewed written report summarizing the tasks and activities completed or in-progress for the Manager and for each department head. Skeels reported he had discussions with Benzie High School representatives about the possibility of relocating a segment of Henry Road as a means of easing traffic congestion to the new elementary building. However, logistic problems would need to be worked out as abandoning the segment that runs behind the high school would be an impediment to several residence who live on that part of the road as well as how the new driveway entrance would interfere with the gas distribution building and lines. Commissioner Bowers stated he remembers a survey of Henry Road was done back in the 1960's which Skeels could use as a resource. Also, Skeels noted that seasonal weight restrictions will soon be imposed next week if the warm daytime temperatures continue.

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

Heard oral report from Superintendent Fasel, who announced seasonal weight restrictions will be imposed starting March 1st at 7:00 a.m.

Public Input: Heard comments from Sherry Taylor who voiced her concerns with traffic congestion at Henry Road when school kids are picked up by their parents at the end of the school day. Rieth-Riley Project Manager Sean Sebela, stated that he is looking forward to re-building a relationship with the Benzie County Road Commission as his firm submitted the low bid for the Cinder Road paving project.

Items Before the Board:

Award HMA project paving bids:

Bids for this summer's primary road paving projects were opened on February 12th with the results as follows:

<u>Projects – HMA paving:</u>	<u>Molon Asphalt</u>	<u>Team Elmers'</u>	<u>Reith-Riley</u>
-Cinder Road (CR 669 to Bendon Road):	\$386,196.50	\$354,766.90	\$350,591.73
-Airport Road (Twp hall to new pavement):	\$76,407.00	\$71,667.05	\$75,187.25
-Airport Road (River Road to Carlson Road):	\$10,327.80	\$8,193.15	\$11,689.70
-Mick Road (Crawford Road to US-31):	<u>\$159,250.60</u>	<u>\$149,243.75</u>	<u>\$151,493.40</u>
Total HMA:	\$632,181.90	\$583,870.85	\$588,962.08

<u>Projects – Shoulder restoration:</u>	<u>Molon Asphalt</u>	<u>Team Elmers'</u>	<u>Reith-Riley</u>
-Cinder Road (CR 669 to Bendon Road):	\$38,400.00	\$51,404.80	\$43,417.60
-Airport Road (Twp hall to new pavement):	\$7,680.00	\$10,240.00	\$12,640.00
-Airport Road (River Road to Carlson Road):	\$792.00	\$1,056.00	\$1,303.50
-Mick Road (Crawford Road to US-31):	\$16,152.00	\$21,536.00	\$18,070.05

Skels offered his recommendation to award the paving bids to Team Elmers' who had submitted the lowest bid package price. He also suggested that due to confusion how the bid documents were put together, he is advising the Board to decline the shoulder restoration bids at this time. Further discussion ensued whether it would be equitable to award the entire package to one contractor or to award the projects piece-meal based upon the lowest bid submitted for each project.

Motion by Commissioner Bowers supported by Commissioner Mick to award the Cinder Road paving project to Reith Riley who had submitted the lowest paving bid and to decline all the shoulder restoration bids submitted.

Discussion: None.

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

Motion by Commissioner Bowers supported by Commissioner Mick to award the Airport Road paving projects (both segments) and the Mick Road paving project to Team Elmers' who had submitted the lowest paving bid.

Discussion and decline all shoulder restoration bids submitted.

Discussion: None.

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

Award 2021 annual material bids:

Motion by Commissioner Rosa supported by Commissioner Bowers to award the following annual material bids for the ensuing year:

- Brine: D&J Bowen Dust Control for 26% calcium chloride for \$700.00 per mile, and Liquid Calcium for 32% calcium chloride (\$1,487.50 per mile) and 38% calcium chloride (\$1,687.50 per mile);
- Guardrail: award Jenson Bridge as primary supplier and RMD Holdings as secondary supplier;
- Fuel: Crystal Flash as primary supplier and Blarney Castle as secondary supplier;
- Pavement markings: accept the bid tendered by P. K. Contracting for waterborne paint application at \$0.046/per linear foot and \$7.00 per linear foot for rumble strips/snowmobile crossing markings (only bid submitted).

Discussion: None.

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

Proposed "Restrict Non-Employees Riding in Road Commission Trucks & Heavy Equipment" policy:

Motion by Commissioner Bowers supported by Commissioner Mick to adopt the proposed policy as presented.

Discussion: none.

Ayes: Commissioners Rosa, Bowers and Mick. Nays: None. – Motion and policy are hereby adopted.

Request approval: North Mitten Half Marathon race scheduled for May 30, 2021:

Nedow checked with the Road Commission's insurance Pool after receiving an acceptable certificate of insurance, verifying that document includes the required endorsements and monetary insurability amounts.

Motion by Commissioner Bowers supported by Commissioner Mick approving the special event/race permit application submitted by Janice Davidson for the North Mitten Half Marathon race scheduled for May 30, 2021 with the understanding that no county road would be closed and the event coordinator will provide sufficient support staffing to ensure adequate safety measures are in place to protect the race participants, spectators and the motoring public for that portion of the route that utilizes our roads.

Discussion: None.

Ayes: Commissioner Rosa, Bowers and Mick. Nays: None. – Motion is hereby adopted.

Correspondence/Information/Discussion:

-Link Engineering Services – memo dated February 24, 2021 which provided a cost estimate to replace a pair of multi-plate pipe arches (installed in 1962) over Betsie River on Lindy Road. Link projected the structures have a remaining life of four to nine years and they are recommending the Road Commission apply for 2024 Local Bridge Program funding which is due this April 5th that also requires support from Benzie County as well as the townships in which the structures are located. The scoping estimate to use for the application is projected at \$1,500,000.00 for a single span bridge with roadway approach work to address the slopes in both directions. This program has a minimum match of 5% or \$75,000.00. With engineering design estimated to be \$40,000.00

and construction engineering estimated at 25% or \$375,000.00, the total cost to the Road Commission would be \$490,000.00 under the provisions of the Program. As there are two other failing culvert stream crossing locations at Nostwick Road and Reynolds Road to consider, Skeels is asking the Board if there are any objections if submits an application to the Local Bridge Program for Lindy Road along with a resolution for the Board to adopt prior to the April application deadline.

-Reviewed PowerPoint presentation prepared and submitted by Joe Bartlett. Bartlett presentation included photos of several seasonal roads which are presently being snowplowed but do not have any year-round residents as examples wasting of taxpayer's dollars. Nedow reported speaking to Bartlett on the phone yesterday in which Bartlett asked to relay the message that the Benzie County Road Commission does a great job plowing but need to continue to review plow routes to ensure funds are being spent wisely. Skeels informed the Board staff reviewed the list of locations identified by Bartlett and included brief explanations on each page as to why a particular road is being plowed.

Board Round Table: Covered the following:

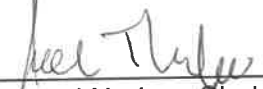
- Skeels recently learned at a recent rural task force meeting that Benzie County Road Commission is eligible for a special COVID related funding for \$135,000.00 which he will explore the possibility of apply toward the Esch Road FLAP grant project.
- Reviewed flooding issue on Crystal Drive by Nichols Drive in which he is enlisting the assistance of our outside engineering firm to design a new drainage structure to alleviate the problem. In addition, the Hidden Hollow drainage issue is still being debated among the attorneys involved.
- Love Road paving project is still waiting on grading easements before the project can proceed. Skeels stated that if the Township Supervisor is unable to obtain the necessary easements, then staff will postpone this project for another year and spend this year's local millage funds on other local road paving projects.

Public Input: None.

With no further business to discuss the meeting was adjourned at 11:00 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 offices in Honor, Michigan on Thursday **March 11, 2021** at 9:30 a.m.

Present: Chairman Bob Rosa
Member Ted Mick
Manager Matt Skeels

Vice-Chairman James Bowers
Finance Manager/Clerk Joe Nedow

Guests: Gary Sauer, County Commissioner. The public was also invited to attend via telephone conferencing due to COVID concerns.

The agenda was accepted as presented.

February 25, 2021 regular meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #50342 to #50387 in the amount of \$76,708.41 and Payroll #5 for \$66,004.33.

Discussion: None.

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

Cash Summary: Reviewed – no comments offered.

Work Summary:

-Reviewed written report summarizing the tasks and activities completed or in-progress for the Manager and for each department head.

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.

Items Before the Board:

Shoulder restoration bid-Cinder Road paving project:

Skeels stated that after the Board had rejected all the shoulder restoration bids at their February 25th meeting, staff had reviewed this summer's project list and concluded that it would be more efficient to have an outside contractor do the shoulder restoration work for Cinder Road. Bids were opened and read at 9:00 a.m. on March 10th with one bid for \$43,417.60 received from Rieth-Riley.

Motion by Commissioner Bowers supported by Commissioner Mick to accept the \$43,417.60 bid submitted by Rieth-Riley for shoulder restoration work on Cinder Road.

Discussion: None.

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

Guardrail bid-Action Traffic Maintenance:

Nedow stated he had received a phone call from this vendor after the other guardrail bids had been accepted and learned that because of some confusion regarding the bid process, this offer was overlooked. To be fair to all parties, he is recommending accepting this bid as a secondary supplier.

Motion by Commissioner Bowers supported by Commissioner Rosa to accept the guardrail bid submitted by Action Traffic Maintenance as a secondary supplier for the ensuing year.

Discussion: None.

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

Love Road paving project update:

Skeels reported staff may have to postpone this project as efforts to secure a grading easement for property located at the top of the hill to be lowered have been unsuccessful so far. He is enlisting the aid from the former

Benzonia Township Supervisor to try intercede on our behalf with the land owner but the likelihood of obtaining permission is doubtful. As such, Skeels offered the following options: proceed with this project as is without lowering the hill at this time which is the primary goal; do no local road paving and keep the funds in the bank which is not advisable given the low interest rates and lower than anticipated asphalt prices; or postpone Love Road project until another year and pursue other local road paving projects. This option would require meeting with the Local Road Millage Committee to agree to the alternative projects staff would be recommending.

After further discussion, the Board agreed to postpone the Love Road project indefinitely and authorized Skeels to put together a list of recommended local road paving projects for the Local Road Committee to consider for this summer. Skeels to schedule a meeting with the Committee early next week so that a bid package can be sent out to the asphalt contractors as soon as possible.

Request to adopt resolutions for three separate locations to submit for inclusion in Critical Bridge Program:

-Motion by Commissioner Rosa supported by Commissioner Bowers to adopt the following Resolution 2021-02 which reads as follows:

WHEREAS, the **Lindy Road Bridge** that crosses the Betsie River is severely deteriorated and it is under capacity by design,

WHEREAS, given the current condition of the bridge, extensive maintenance and repair of the existing structure is not an efficient use of public funds,

WHEREAS, this bridge spans the Betsie River, a Natural Beauty River, and the deterioration of the bridge and supports detracts from the beauty of the river and surrounding area,

BE IT THEREFORE RESOLVED that the Benzie County Board of Road Commissioners supports this application for Critical Bridge Funds to replace the present structure.

Discussion: None.

Roll call vote: Commissioner Rosa – aye; Commissioner Bowers – aye and Commissioner Mick – aye. Nays: None – Resolution 2021-02 is hereby adopted.

- Motion by Commissioner Rosa supported by Commissioner Bowers to adopt the following Resolution 2021-03 which reads as follows:

WHEREAS, the **Nostwick Road Bridge** that crosses the Betsie River is severely deteriorated and it is under capacity by design. The weight limit is now posted at a sixteen-ton limit,

WHEREAS, given the current condition of the bridge, extensive maintenance and repair of the existing structure is not an efficient use of public funds,

WHEREAS, this bridge spans the Betsie River, a Natural Beauty River, and the deterioration of the bridge and supports detracts from the beauty of the river and surrounding area,

WHEREAS, this is a dead-end road and residents and emergency vehicles do not have a detour route available to them.

BE IT THEREFORE RESOLVED that the Benzie County Board of Road Commissioners supports this application for Critical Bridge Funds to replace the present structure and to eliminate the soil erosion problems at the Betsie River.

Discussion: None.

Roll call vote: Commissioner Rosa – aye; Commissioner Bowers – aye and Commissioner Mick – aye. Nays: None – Resolution 2021-03 is hereby adopted.

- Motion by Commissioner Rosa supported by Commissioner Bowers to adopt the following Resolution 2021-04 which reads as follows:

WHEREAS, the **Reynolds Road Bridge** that crosses the Betsie River is severely deteriorated and it is under capacity by design. The weight limit is now posted at a sixteen-ton limit,

WHEREAS, given the current condition of the bridge, extensive maintenance and repair of the existing structure is not an efficient use of public funds,

WHEREAS, this bridge spans the Betsie River, a Natural Beauty River, and the deterioration of the bridge and supports detracts from the beauty of the river and surrounding area,

WHEREAS, emergency vehicles must presently use a detour that doubles response time to this area,

BE IT THEREFORE RESOLVED that the Benzie County Board of Road Commissioners supports this application for Critical Bridge Funds to replace the present structure and to eliminate the soil erosion problems at the Betsie River.

Roll call vote: Commissioner Rosa – aye; Commissioner Bowers – aye and Commissioner Mick – aye. Nays: None – Resolution 2021-04 is hereby adopted.

Correspondence/Information/Discussion: None.

Board Round Table:

-MTF revenue projections: The impact of COVID is still being felt on this year's MTF receipts which are currently significantly less than the growth forecasted by MDOT but are matching last year's funding levels at this time. Skeels and Nedow will continue to monitor and make adjustments to spending as needed if this trend continues into the summer months.

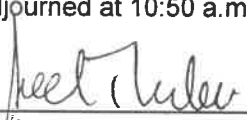
-Commissioner Rosa suggested the Board could consider the possibility of a second millage to fund the construction of a new facility. Nedow suggested a different option whereby the Road Commission could consider making additional payment toward reducing the unfunded pension liability for a few years before shifting the financial focus toward constructing a new facility, possibly through bonding.

Public Input: Sherry Taylor asked if the Road Commission could consider using Eminent Domain as a means addressing the lack of grading easement on the Love Road hilltop. Skeels responded that that process is normally used to obtain ownership of property and in this case, only a grading easement is needed to grant permission for the Road Commission to re-grade the hill outside the road right of way.

With no further business to discuss the meeting was adjourned 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 offices in Honor, Michigan on Thursday **March 25, 2021** at 9:30 a.m.

Present: Chairman Bob Rosa Vice-Chairman James Bowers
Member Ted Mick Finance Manager/Clerk Joe Nedow
Manager Matt Skeels

Guests: Gary Sauer, County Commissioner; Sherry Taylor, Dennis Heniser, Matt Town, Robert Rodell, Dorothy Blank and Anna Grobe Lake Township Supervisor and Clerk and Jim Thompson. The public was also invited to attend via telephone conferencing due to COVID concerns.

The agenda was accepted as presented.

March 11, 2021 regular meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #50388 to #50417 in the amount of \$207,570.39 and Payroll #6 for \$64,879.92.

Discussion: None.

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

Cash Summary: Reviewed – Nedow explained that \$137,902.78 of this amount was for Truck & Trailer Specialties installing the patrol wing, underbody scraper, sander and other equipment on one of the new Western Star plow trucks.

Work Summary:

-Reviewed written report summarizing the tasks and activities completed or in-progress for the Manager and for each department head. Oral reports were offered by Superintendent Fasel and Fleet Manager Johnson.

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.

Appointments:

Met with contractor Dennis Heniser who is requesting a special use-encroachment permit for shoreline restoration work in the E. Southshore Drive road right of way for his client, Paul Hensel. Heniser explained the high lake level had eroded the dirt around the rocks protecting the shoreline and he is asking permission to install a wood retaining wall to mitigate further erosion. He pointed out that constructing this wall would also protect the road right of way and that it would not encroach further into the right of way than structures already there. Superintendent Fasel stated he does not have any issues with the request.

Motion by Commissioner Bowers supported by Commissioner Mick to approve the encroachment permit application for 1139 Southshore Drive as submitted by Dennis Heniser authorizing him to construct a treated wood shoreline retaining wall within the road right of way.

Discussion: None.

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

Public Input: Heard comments from former Benzie County Road Commission Manager James Thompson who expressed his concerns that public officials need to be diligent with ensuring that Benzie County receives our fair share of special pandemic related special funds distribution.

Items Before the Board:

Award paving bids – Package C (Township/Village funded projects):

HMA paving bids for various Township and Village funded projects were opened and read at the road commission conference room on March 19th which are as follows (in total):

Molon Asphalt = \$168,783.00; Team Elmers' = \$242,847.00 and Reith-Riley = \$226,366.95

Motion by Commissioner Bowers supported by Commissioner Mick to award the paving Package C to Molon Asphalt.

Discussion: Lake Township representatives Anna Grobe and Dorothy Blank expressed their concerns with Molon's quality of workmanship. Staff assured them that the Road Commission has always held HMA paving contractors to provide quality workmanship regardless of the prices quoted.

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

Award paving bids – Package D and E:

HMA paving bids for various HMA paving projects were opened and read at the road commission conference room on March 24th which are as follows (in total):

Package D (Local millage projects – Fowler/Green Briar, Moss Road, Worden Road and Pond Road)

Molon Asphalt = \$393,154.50; Team Elmers' = \$328,331.00 and Reith-Riley = \$340,217.10

Package E (Primary road – Bendon Road) including shoulder restoration work:

Molon Asphalt = HMA of \$169,368.00 plus shoulder restoration of \$12,336.00 = total of \$181,704.00

Team Elmers' = HMA of \$138,857.60 plus shoulder restoration of \$15,420.00 = total of \$154,277.60

Reith-Riley = HMA of \$137,998.24 plus shoulder restoration of \$15,934.00 = total of \$153,932.24

Motion by Commissioner Rosa supported by Commissioner Bowers to award HMA paving Package D (Local millage projects) to Team Elmers'.

Discussion: None.

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

Motion by Commissioner Bowers supported by Commissioner Mick to award paving package E (primary millage – Bendon Road) including shoulder restoration to Reith-Riley.

Discussion: None.

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

Request to amend 2021 Capital Acquisition budget:

Nedow reported staff is presently shopping for a good used semi-tractor to replace one of our older models. In the event they locate one, he is asking for an amendment to the 2021 budget to cover the possible expenditure.

Motion by Commissioner Bowers supported by Commissioner Mick to amend the 2021 Capital Acquisition Expenditure budgetary category, increasing it by \$50,000.00 to cover the cost of a potential purchase of a used semi-tractor.

Discussion: None.

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

Request to approve cost share agreement:

Skeels asked the Board to approve a pending cost share agreement with the Michigan Department of Transportation to reimburse the Road Commission for approximately \$6,000.00 in engineering costs for the Pond/Grace Road and Reynolds/Cinder Road federal safety projects. Skeels is expecting the formal agreement soon but would like approval as to not hold up the reimbursement.

Motion by Commissioner Rosa supported by Commissioner Bowers to approve a pending cost share agreement with the Michigan Department of Transportation by which the Road Commission is reimbursed for approximately \$6,000.00 in engineer costs for the Pond/Grace Road and Reynolds/Cinder Road federal safety projects.

Discussion: None.

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

Correspondence/Information/Discussion: None.

Board Round Table:

-Heard reports from Sauer and Skeels that several residents have been in contact with Benzie County officials complaining about the Road Commission's ongoing road right of way brush/tree clearing efforts along various county roads and streets.

Public Input: Lake Township representative Dorothy Blank asked several questions regarding the possible transfer of the Platte River Elementary School property to the Road Commission. She also expressed her opinion that the process needs to be transparent and the community informed as to what the Road Commission will do with the property once they have it. Commissioner Rosa and Bowers informed Blank that at this point, there is no formal offer or acceptance of this property and that preliminary discussions are still ongoing. As such, there is nothing that needs to be divulged until any action is taken by either the Benzie County School district who currently owns the property.

With no further business to discuss the meeting was adjourned at 10:31 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 Vice-Chairman Bowers at the Road Commission offices in Honor, Michigan on Thursday **April 8, 2021** at 9:30 a.m.

Present: Vice-Chairman James Bowers Member Ted Mick
Finance Manager/Clerk Joe Nedow Manager Mat Skeels

Chairman Robert Rosa was absent (but participated orally via telephone)

Guests attending: Gary Sauer, County Commissioner; and Sherry Taylor. The public was also invited to attend via telephone conferencing due to COVID concerns.

The agenda was accepted as presented.

March 25, 2021 regular meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #50418 to #50445 in the amount of \$357,581.11 and Payroll #7 for \$62,604.80.

Discussion: None.

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

Cash Summary: Reviewed – Nedow explained that \$151,728.00 is attributable to the new sign truck and \$113,073.00 for the Michigan County Road Self Insurance Fund annual insurance umbrella policy.

Work Summary:

-Reviewed written report summarizing the tasks and activities completed or in-progress for the Manager and for each department head. An oral report was offered by Fleet Manager Johnson who informed the Board of his intent to list two surplus old Oshkosh plow trucks and a surplus Ford tractor for sale out by the roadside. No objections from the Board were offered.

Nedow stated the anticipated MTF receipts for the month of February was significantly lower than expected and that he will wait until the March revenue distribution report is available later this month to determine if this is a one-time fluke or if this reduction could continue into the spring and summer months.

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.

Appointments: None

Public Input: None.

Items Before the Board:

Request to amend 2021 Revenues and Expenditures budget.

Motion by Commissioner Mick supported by Commissioner Bowers to amend the 2021 Revenue budget, increasing State of Michigan – Trunkline Audit by \$185,000.00 (to recognize the recently received 2019 trunkline audit refund) and to authorize Nedow to channel these funds into our MERS-Surplus Division defined benefit pension plan as pledged in our 2019 approved Corrective Action Plan filed with the State of Michigan for underfunded pension plans) and to increase the 2021 Capital Acquisition budget by \$6,000.00 for the installation of a new cloud-based digital phone system.

Discussion: None.

Ayes: Bowers and Mick. Nays: None. Absent: Rosa – Motion is hereby adopted.

Request to review/approve two special use - right of way permit applications:

Skeels introduced the first application submitted by AJ's Excavating on behalf of George Petritz, asking for permission to allow directional boring under Crystal Drive for a septic system installation.

Motion by Commissioner Bowers supported by Commissioner Mick granting approval for the Special use – right of way permit application submitted by George Petritz to allow directional boring under Crystal Drive (between Spring Valley Road and Arbutus Lane) for a septic installation.

Discussion: None.

Ayes: Bowers and Mick. Nays: None. Absent: Rosa – motion is hereby approved.

Skeels then introduced the second application, also submitted by AJ's Excavating but on behalf of Jim Maggio asking the board to approve and application (after-the-fact) for a septic system installation, a part of which is in the Arborvitae Road (between Wonderland Road and Platte Road) right-of-way. Staff reported the Arborvitae right of way is forty feet wide and the septic system encroaches three feet into the right of way.

After further discussion, Rosa (via phone) asked to table any decision until he is present as he expressed concerns with approving the encroachment after the fact and it is not known if the grading over the new structure would could water to flow onto the roadbed. He to include this matter on the April 22nd meeting agenda to which Bowers and Mick agreed with the suggestion.

Correspondence/Information/Discussion: None.


Board Round Table:

Commissioner Bowers stated he received a phone call from a concerned resident who had been monitoring the work crew's radio chatter and overheard some rough language. He asked Skeels to remind the crew members to keep any radio traffic "above board" in the future.

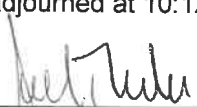
In regards to residents upset with the Road Commission's recent brush cutting/tree trimming activities, Skeels suggested seeking out a way to communicate with township residents whos' road frontages are scheduled to be trimmed/cut-back to possibly suggest hiring a third party to trim their brush and/or foliage instead of the Road Commission at their own expense. However, the logistics have yet to be worked out or determined if this option is even feasible.

Public Input: None.

With no further business to discuss the meeting was adjourned at 10:12 a.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 offices in Honor, Michigan on Thursday April 22, 2021 at 9:30 a.m.

Present: Chairman Robert Rosa
Member Ted Mick
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Matt Skeels
Superintendent Scott Fasel

Guests attending: Gary Sauer, County Commissioner, Annie Browning and Weldon Township Supervisor Ron Hitesman. The public was also invited to attend via telephone conferencing due to COVID concerns.

The agenda was accepted as presented.

April 8, 2021 regular meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #50446 to #50479 in the amount of \$243,933.93 and Payroll #8 for \$58,561.90.

Discussion: None.

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

Cash Summary: Reviewed – Nedow explained that of the \$243,933.93 in accounts payable, \$185,000.00 is attributed to a voluntary contribution to our MERS – Surplus Division pension. Nedow explained the recently received audit refund from the Office of Commission Audit-State of Michigan for the year 2019 is the source of this payment. Also, doing so is complying with the terms of the Pension Correction Plan filed with State of Michigan in 2019 by which all insurance and trunkline audit refunds are to be channeled into MERS to help improve the Road Commission's defined benefit pension funding level.

Work Summary:

-Reviewed written report summarizing the tasks and activities completed or in-progress for the Manager and for each department head. An oral report was also offered by 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.

Appointments: None

Public Input: Heard comments from Annie Browning who stated she grew up in the area and wanted to get acclimated to how the Road Commission functions, and she expressed her appreciation to the road crew for maintaining our road system. Weldon Township Supervisor Ron Hitesman offered his thoughts on various community activities going on in the Thompsonville area and to offer input on the Black Bridge discussion if needed.

Items Before the Board:

Reimbursement request to Benzie County Board of Commissioners for qualified COVID-19 related costs incurred by BCRC under the County's American Rescue Plan Act federal funding award.

Skeels and Nedow provided a summary report of how COVID-19 impacted the Road Commission's finances this past year. Included is the significant reduction in MTF revenues for the months March, April and May 2020 in comparison to the previous year, ignoring the growth forecasted by MDOT for 2020. Also included are documented cost for the stay-at-home wages with applicable payroll taxes paid to employees this past year. The total request for reimbursement is \$235,245.99.

Motion by Commissioner Rosa supported by Commissioner Bowers authorizing staff to submit a reimbursement request to the Benzie County Board of Commissioners for qualified COVID-19 related costs incurred by the Road Commission for inclusion/consideration in the County's American Rescue Plan Act federal funding award.

Discussion: None.

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

Email received April 8, 2021 by Skeels from consultant Safford on behalf of the Michigan Department of Transportation Bridge Bundle Team.

Skeels reported the Bridge Bundle Team is reviewing the local bridge network data for bridges that are currently closed or ones that are candidates to be permanently closed or removed. As he is designated as the "Local Agency Bridge Champion", Skeels is being asked to provide specific information on Black Bridge in regards to this program to which he is not clear what he is being asked to respond to. Attempts to contact the author of the email have been unsuccessful but Skeels will continue efforts to obtain clarity on what is being asked before responding.

Request to review/approve special use - permit application submitted by Benzie Sunrise Rotary Club and use county roads for their "Up North Bike Fest" race route:

Staff is recommending approving the application as there would be no county roads closed for this event.

Motion by Commissioner Bowers supported by Commissioner Mick to authorize staff to issue a special use permit application for Benzie Sunrise Rotary Club to use our county roads for their Up North Bike Fest race route.

Discussion: none.

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

Motion by Commissioner Bowers supported by Commissioner Mick for the Board to go into closed session so that they can discuss union labor contract negotiating strategy with the Board's legal counsel.

Discussion: None.

Roll call vote: Commissioner Mick – aye; Commissioner Bowers – aye and Commissioner Rosa – aye. Nays: none. – motion is hereby adopted and the Board entered into closed session at 10:25 a.m.

At 11:50 a.m. the Board came out of closed session and Chairman Rosa reconvening the open meeting.

Carryover discussion: Jim Maggio/A J Excavating permit application for septic system encroaching into the Arborvitae Road right of way:

Superintendent Fasel stated that he has inspected this site and while he has no major concerns, the driveway itself will need to be re-graded slightly to comply with our 10% slope requirement and a water retention area created to prevent water runoff from flowing into the road.

Motion by Commissioner Bowers supported by Commissioner Rosa to approve the Jim Maggio/A J Excavating permit application to allow a portion of the septic system to encroach into the Arborvitae Road right of way provided the driveway is modified to conform with our standards and specifications and a retention area is created to keep water out of the road.

Discussion: None.

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

Schedule a special meeting for May 4, 2021:

Motion by Commissioner Bowers supported by Commissioner Rosa to schedule a Special Meeting for Tuesday, May 4, 2021 at 9:30 a.m. at the Benzie County Road Commission office to meet with a group headed by Benzie Public Schools Superintendent Amiee Erfourth to discuss the status of the Platte River school property and also to meet in closed session with the Road Commission's labor attorney to discuss union contract labor negotiation strategy.

Discussion: None.

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

Correspondence/Information/Discussion: None.

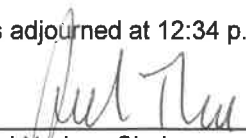
Board Round Table: None.

Public Input: None.

With no further business to discuss the meeting was adjourned at 12:34 p.m.



Robert Rosa, Chairman



Joel Nedow, Clerk

Items Before the Board:

Adopt Resolution 21-05: approve contract with MDOT for River Road-federal aid project:

Motion by Commissioner Bowers supported by Commissioner Mick to adopt Resolution 21-05 which reads as follows:

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

Hot mix asphalt base crushing, shaping, and resurfacing work along River Road from the Betsie River crossing east to the Benzonia Village limits, including trenching and pavement marking work; and all together with necessary related work, and

WHEREAS, the project, or portion of the project, are being programmed with the United States Department of Transportation, Federal Highway Administration for implementation under the Surface Transportation Program, as well as funds appropriated to the Transportation Economic Development funds, identified as: Control Section STL 1000, Job Number 212346CON, Project Number 21A0456, CFDA Number 20.205 (Highway Research Planning & Construction), Contract No. 21-5124, 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 and Manager Matthew Skeels be authorized to sign the contract.

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

Confer with Road Commission's corporate counsel-labor contract negotiation strategy:

Motion by Commissioner Bowers supported by Commissioner Rosa to go into closed session so that they can discuss union labor contract negotiating strategy with the Board's legal counsel.

Discussion: None.

Roll call vote: Commissioner Mick – aye; Commissioner Bowers – aye and Commissioner Rosa – aye. Nays: none. – motion is hereby adopted and the Board entered into closed session at 10:01 a.m.

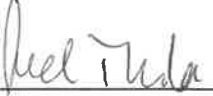
At 12:07 a.m. the Board came out of closed session and Chairman Rosa reconvening the open meeting.

Public Input: None.

With no further business to discuss the meeting was adjourned at 12:08 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 offices in Honor, Michigan on Thursday **May 13, 2021** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Ted Mick
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Matt Skeels

Guests attending: Gary Sauer, County Commissioner, Annie Browning and Weldon Township Supervisor Ron Hitesman. The public was also invited to attend via telephone conferencing due to COVID concerns.

The agenda was accepted as presented.

April 22, 2021 regular meeting and May 4 special meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #50481 to #50525 in the amount of \$243,383.98 and approve Payroll #9-9A and #10-10A for \$124,611.98.

Discussion: None.

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

Cash Summary: Reviewed – Nedow reported he recently received this past winter's road millage receipts from the County Treasurer's office.

Work Summary:

-Reviewed written report summarizing the tasks and activities completed or in-progress for the Manager and for each department head.

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.

Appointments: None

Public Input: Heard comments from Annie Browning and from Bob and Donna Kondek (via telephone) who inquired about various aspects of the Saffron Road culvert replacement projects including how the utility lines will be temporarily relocated during construction. Skeels informed Kondek that he would be in contact after the meeting to provide updates on this project. Sherry Tayler also addressed the Board (via telephone) that the sound quality of the new phones is much better.

Items Before the Board:

Bid awards: Saffron Road over tributary & Carmean Road over Kinney Creek - structures, and sheet piling for Saffron Road culvert project.

Skeels reported bids were opened and read on May 12th and is recommending awarding all bids to the lowest bidder.

Motion by Commissioner Bowers supported by Commissioner Mick to accept the bids submitted by Contech Engineered Solutions LLC of Zeeland Michigan for the Saffron Road over tributary-culvert structure (\$32,850.00) and Carmean Road over Kinney Creek-culvert structure (\$14,250.00).

Discussion: None.

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

Motion by Commissioner Mick supported by Commissioner Bowers to accept the bid submitted by Adams Marine of Construction of Pentwater Michigan for providing and installing approximately 1,350 square feet of sheet piling for the Saffron Road over tributary to Little Platt Lake project (\$39,250.00).

Discussion: None.

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

Review driveway permit application: parking area on north side of Crystal Drive:

Submitted by Eames Gilmore who resides at 3855 Crystal Drive, this application is seeking permission for him to construct a thirty-six feet long by twenty-five feet deep gravel parking area on the north side of Crystal Drive.

Motion by Commissioner Bowers supported by Commissioner Mick to approve the driveway permit application submitted by Eames Gilmore for a gravel parking area (36' long X 25' deep across from 3855 Crystal Drive) on the north side of the road provided staff verifies that the proposed construction will include drainage culvert(s) sufficiently sized to match the culvert(s) diameters already there to ensure sufficient drainage so that water will not flood into the roadway.

Discussion: Skeels stated that he would get with the road foremen to verify the Board's wishes in this matter.

Ayes: Commissioner Rosa, Bowers and Mick. Nays: None. – Motion is hereby adopted.

Review Road Commission's first quarter 2021 MERS Statement of Fiduciary Net Position – request additional voluntary contributions:

In the report presented, Nedow pointed out that the present calculated monthly payments plus the additional extra monthly contributions are only sufficient enough to offset the pensions paid out. As such, the only headway toward reducing the Road Commission's unfunded pension liability has been by investment gains and additional contributions from trunkline audit refunds and Pool refunds. In order to gain any headway toward reducing the unfunded liability sooner, Nedow is requesting permission to increase the existing \$20,000.00 additional monthly voluntary contributions to \$40,000.00 per month.

Motion by Commissioner Bowers supported by Commissioner Rosa to authorize the Finance Manager to increase the monthly MERS defined benefit additional voluntary pension payment from \$20,000.00 per month to \$40,000.00 per month effective with the May 2021 obligation.

Discussion: None.

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

Proposed right-of-way display advertisement for publishing in the local newspaper:

Reviewed proposed display advertisement which is intended to be published in the local newspaper on an annual basis. This public notice states which activities within the road right-of-way require a permit; placement of mailboxes/posts and notes the Road Commission's responsibility when physically struck/damaged directly by our equipment; activities that are not allowed in the right-of-way, road ends or lake access sites; informing the public the Road Commission will not replace sprinkler lines within the ROW damaged during routine maintenance activities. In addition, the notice also serves notice of our intent to maintain the public right-of-way in an efficient and cost effectiveness manner while ensuring public safety. The ad also includes provisions whereby property owners wishing to maintain the public right-of-way in front of their residences can contact the Road Commission to discuss possible options, none of which are to be funded by the Road Commission. Nedow stated if there are no objections, he will have the notice published around the July 4th holiday in the Record Patriot newspaper.

No objections were offered; Commissioner Bowers suggested publishing the notice again, possibly during the Christmas holidays.

Recommendation to solicit demolition bids for Platte River Elementary building prior to the property transfer:

Staff is recommending that we should seek demolition bids now so that we can have a better idea as to the actual cost instead of a rough estimate prior to the transfer. Possible options to explore is timing of the demolition; possibly utilizing our equipment and manpower in the process, or possibly negotiate a plan whereby an outside contractor can remove the debris on a back-haul which could be a savings to us. After further discussion, no action was taken and staff was instructed to include this topic on the next meeting agenda for possible consideration.

Correspondence/Information/Discussion: None.

Board Round Table:

Topics discussed:

-Skeels updated the Board on his discussions with the Benzie Schools and with a Henry Road resident as to how the new elementary construction will impact what happens with Henry Road. Skeels is waiting for the land owner, who wants a portion of the road abandoned, to meet with Superintendent Erfourth to discuss what to do with Henry Road before proceeding.

-Labor negotiations are proceeding with the next face-to-face meeting scheduled for May 26th.

-Skeels reported speaking to the Benzie County Administrator about our request for reimbursement to Benzie County Board of Commissioners for qualified COVID-19 related costs under the County's American Rescue Plan Act federal funding; the request was taken under advisement and forwarded to the County Board without the Administrator's recommendation for approval.

-River Road federal aid project bids came in approximately \$65,000.00 under the engineering estimate, which is good news.

-Esch Road/FLAP grant project is proceeding, and Skeels confirmed we received \$115,000.00 COVID relief funding for this project. Bid letting is expected for July with construction anticipated later this fall.


-Commissioner Rosa offered his suggestion to County Commissioner Sauer as to how the County could equitably disburse the COVID-19 funding to the various departments that would be based on budgeted expenses.

Public Input: County Commissioner Sauer asked if we had received Blaine Township's brine contract and asked when the first brining is expected. He also asked for clarification from Nedow as to where the funds for increasing the monthly MERS pension payments will come from to which Nedow replied from the general fund balance.

Weldon Township Supervisor Hitesman asked about the status of the Pioneer/King Road curve project and about brining.

Chairman Rosa then adjourned the meeting at 11:00 a.m. so that the Board could tour the Platte River Elementary school building.


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 offices in Honor, Michigan on Thursday **May 27, 2021** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Ted Mick
Finance Manager/Clerk Joe Nedow
North Foreman Troy Hinds

Vice-Chairman James Bowers
Manager Matt Skeels
Superintendent Scott Fasel

Guests attending: Gary Sauer, County Commissioner, Sherry Taylor, Weldon Township Supervisor Ron Hitesman and Zoning Administrator Craig Meredith, Terrance McNeil, and Rob and Mindy Ritter. The public was also invited to attend via telephone conferencing due to COVID concerns.

Motion by Commissioner Bowers supported by Commissioner Mick to amend the agenda to include "Adopt Resolution 21-06 – approve contract with MDOT for federal aid reimbursement for preliminary engineering for installing/upgrading safety-related signage/devises on various county roads.

Discussion: none.

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

The agenda accepted as amended.

May 13, 2021 regular meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #50526 to #50562 in the amount of \$102,708.77 and approve Payroll #11 for \$57,014.67.

Discussion: None.

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

Cash Summary: Reviewed – Nedow reported he recently received this past winter's road millage receipts from the County Treasurer's office.

Work Summary:

-Reviewed written report summarizing the tasks and activities completed or in-progress for the Manager and for each department head. Skeels provided an oral report on efforts to fix/extend a culvert on Harris Road where water has been overflowing the existing drainage structure. Skeels is working on obtaining a grading easement to implement the design plans that are in-progress which should alleviate the problem with construction anticipated next year. Superintendent Fasel provided a report on paving projects and other maintenance activities.

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.

Appointments:

-Robb and Mindy Ritter petitioned the Board to grant a variance to the Road Commission's policy that requires property owners having access to both a private road and a public road must utilize the private drive/road to access their property instead of directly onto a public road/street. The Ritters stated that when they purchased their parcel adjacent to CR-669 in Weldon Township, the realtors involved in the sale did not inform them that they would be required to construct their driveway on Autumn Mist Lane instead of on CR-669. They subsequently learned that while the northern segment of Autumn Mist Lane was accessible, the southern segment was merely a two-track road that was obstructed by brush and two large trees well before the unconstructed cul-de-sac on the south end where their parcel is located. As such, Robb Ritter stated he has a house scheduled to be delivered this fall and the present condition of the south portion of that road is too narrow and rough for the delivery truck to use. When the Ritters contacted the Road Commission, staff discovered an early survey of the subdivision that depicted a sixty-six feet wide easement connecting the southern cul-de-sac to CR-669 which parallels the Ritter's north boundary line. However, subsequent investigation concluded this survey was never recorded the deed provided to the Ritters did not include any reference to this east-west easement. Weldon Township Zoning Administrator Meredith stated the southern segment of Autumn Mist was never recorded and, in his opinion the southern segment of Autumn Mist Lane or the east-west easement depicted on the survey does not legally exist.

Further discussion ensued. Both Weldon Township Supervisor Hitesman and Administrator Meredith voiced their support of the Ritter's request and Meredith asked why the main entrance was moved to a different spot than what

Weldon Township had approved. Commissioner Bowers stated that he remembered the original location of the access drive was in an unsafe location and was moved farther south to improve the site distance given the proximity to a hill. He also acknowledged that given the unusual circumstances associated with this subdivision, he suggested allowing the Ritters to construct a residential driveway approach within the CR-669 right of way along the north-east corner of their parcel and once outside the road right of way, the driveway could then turn south to where the house is proposed to be located. No objections were offered by Commissioners Rosa or Mick.

Motion by Commissioner Bowers supported by Commissioner Mick to approve a request from Robb and Mindy Ritter, allowing them to construct a residential driveway accessing CR-669 instead of private drive Autumn Mist Lane as required by the Road Commission's Lot Splits/Private Road Access policy #118 due to the southern segment of Autumn Mist Lane not being completed/constructed. Said driveway approach is to be constructed along the north-east corner of the Ritter's parcel within the CR-669 right of way.

Discussion: None.

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

-Terrance McNeil petitioned the Board to grant a variance to the Road Commission's Residential Driveway Approaches standard whereby no portion of a residential driveway, including the radius cannot be located closer than 50 feet to the nearest right of way line on an intersecting road or street. Staff reported that the contractor had submitted a permit for the wrong parcel which confused the situation resulting in the driveway in question being paved without a permit. In addition, the new driveway is within fifty feet of the adjacent parcel's driveway. Staff is recommending the end section of the driveway be pulled out and combined with the adjacent driveway, thus creating one access point on the private drive. McNeil stated that while he owns both parcels, the contractor is to blame for the problem and it would be too expensive for him to comply with staff's instructions given that the grading has already been completed and base course of asphalt paved.

Further discussion ensued. Commissioner Rosa pointed out that both driveways had been there unpaved prior to the Road Commission implementing the standard in question. Staff also confirmed his question that the request to pave the driveway is the trigger why the entrances have to be upgraded to the current Road Commission standards. He further stated that McNeil did not try intentionally try to circumvent the Road Commission's standards and as such, he would be willing to grandfather both driveways in as they are now. He suggested granting the request and stated staff contact the contractor to pave the road shoulder between the two driveways to connect them at the contractor's expense since it was their error that caused this issue in the first place. Superintendent Fasel stated that due to liability concerns, he would not be willing to sign the permit if this is the Board's decision to which Rosa acknowledged as a valid concern but did not alter his opinion.

Motion by Commissioner Bowers supported by Commissioner Rosa to grant a variance to Terrance McNeil to the Road Commission's Residential Driveway Approaches standard, being that the Board concluded that both driveways had existed prior to the Road Commission implementing their driveway approach standards and was not done intentionally. Further, staff is instructed to contact the contractor (Team Elmers' who failed to obtain a permit for the correct parcel, to pave the road shoulder to connect the two driveways within the road right of way at their expense.

Discussion: None.

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

Public Input: None.

Items Before the Board:

Adopt Resolution 21-06 approving contract with MDOT for federal aid funding for preliminary engineering for flashing beacons, transverse rumble strips, reflective posts and signage upgrades on various county roads.

Motion by Commissioner Bowers supported by Commissioner Rosa to adopt Resolution 21-06 which reads as follows:

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

The performance of preliminary engineering activities for sign mounted flashing beacons, transverse rumble strips, reflective post sheeting and sign upgrades at Grace Road and Pond Road and at Cinder Road and Reynolds Road; and all together with necessary related work, and

WHEREAS, the project, or portion of the project, are being programmed with the United States Department of Transportation, Federal Highway Administration for implementation under the Highway Safety Improvement Program,

identified as: Control Section HSIP-10000, Job Number 210314PE, Project Number 21A0061, CFDA Number 20.205 (Highway Research Planning & Construction), Contract No. 20-5475, 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 and Manager Matthew Skeels be authorized to sign the contract.

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

Approve cost share agreement with Conservation Resource Alliance:

Motion by Commissioner Bowers supported by Commissioner Mick to authorize Manager Skeels to sign a cost share agreement between the Benzie County Road Commission and the Conservation Resource Alliance for funding (\$125,000.00) to reimburse the Road Commission for construction and construction engineering for Saffron Road and Little Platte Lake Creek (PLT-P8) and Carmean Road and Kinney Creek (PLT-113) culvert projects.

Discussion: Skeels informed the Board that construction is likely to occur next summer.
Ayes: Commissioners Rosa, Bowers and Mick. Nays: None. – Motion is hereby adopted.

Discuss seeking demolition bids for Platte River Elementary building:

Skeels pointed out that given the remaining logistics and our efforts to ascertain if there are any deed restrictions recorded with the property that could potentially impact the property transfer. As such, Skeels expressed his opinion that it would be unlikely that any demolition would happen before the end of our fiscal year. He also mentioned that he scheduled an appointment with Kelly Stockfisch of the NMCAA at the May 10th Board meeting to determine if the Board would consider allowing the pre-school presently renting space in the Platte River Elementary building to continue to use that facility next school year. Commissioner Rosa suggested the Board may wish to consider hiring a structural engineer to determine if the gym could be left when the rest of the building is demolished as he would like to see that structure utilized by the community.

Correspondence/Information/Discussion: None.

Board Round Table:

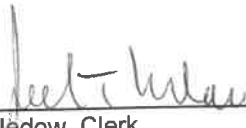
Topics discussed: Status of applying brine; the possibility of allowing private citizens to brine/oil gravel roads that are in front of their residences; status of Esch Road FLAP grant project; update on the Hidden Hollow culvert; and announced that a tentative agreement with the union has been reached, pending approval by the membership.

Public Input: Comments were offered by Weldon Township Supervisor Ron Hitesman regarding the status of Haze Bridge abutments and if there are any plans in motion to either remove the abutments or replace the bridge. He also asked about the possibility of utilizing speed bumps on Pioneer Road to slow traffic down and on the status of the delayed safety project for King/Pioneer Road curve which has been delayed. Skeels informed Hitesman that there has been a lot of personnel changes at MDOT and he does not know for certainty what the next step will be. He also mentioned the approach to Wolf Road bridge has settled significantly and asked if warning signs could be erected there to warn motorists.

Chairman Rosa then adjourned the meeting at 11:30 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 offices in Honor, Michigan on Thursday **June 10, 2021** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Ted Mick
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Matt Skeels

Guests attending: Gary Sauer, County Commissioner, Sherry Taylor, Irene Dunham-Thayer, Gene Haseit, Betty Collingwood and Kelly Stockfisch. The public was also invited to attend via telephone conferencing due to COVID concerns.

The agenda was accepted as presented.

May 27, 2021 regular meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #50563 to #50601 in the amount of \$137,048.29 and approve Payroll #11 for \$52,360.57.

Discussion: None.

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

Cash Summary: Reviewed – Nedow reported the additional voluntary MERS pension payment recently authorized by the Board is included on this payable run.

Work Summary:

-Reviewed written report summarizing the tasks and activities completed or in-progress for the Manager and for each department head. Skeels reported Elmers will be paving the remaining project roads, including River Road (federal aid project) next week and MDOT will be taking bids for the Esch Road FLAP grant project later this month. When Cinder Road will be paved by Rieth-Riley is yet not know and is likely to happen in proximity to when US-31 will be paved. He updated the Board on the US-31 project, informing them that the seal coat phase of this project is expected to start next week. Brining our county gravel and dirt roads is expected to happen next week as well.

Fleet and Facilities Manager Johnson provided an oral report on the activities he has been working on.

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.

Appointments: Met with NMCAA representative Kelly Stockfisch who asked the Board to consider allowing the pre-school classes continue next fall at the Platte River Elementary School building. Stockfisch stated she understands the Road Commission anticipates acquiring this property later this summer with the expectation of demolishing all or parts of the structure so that a new Road Commission facility could eventually be built. Until then, she would like the Board to consider allowing her organization to continue leasing space in the facility for next school year as efforts to find another location matching their space needs to relocate to has not been successful. She also stated that her parent organization would prefer to lease space instead of purchasing land with the intent to construct a facility. When questioned by Commissioner Rosa, Stockfisch informed him Benzie Schools is charging \$2,875.00/month for rent, and she also indicated her organization has voluntarily maintaining the facility including winter snow removal. After further discussion, Commissioner Rosa expressed his viewpoint that he would not object to allowing the pre-school continue to rent the facility next school year provided the monthly rent can cover the routine maintenance costs of maintaining the facility this coming year. However, he informed Stockfisch that the Road Commission would not be responsible for assuming any costly mechanical/structural failure associated with occupying the building. Stockfisch agreed and stated she would continue to work with an area realtor during the coming year to which the pre-school could move into. Commissioner Bowers stated he too agreed with Rosa's viewpoint. She thanked the Board and pledged her cooperation.

Public Input: None.

Items Before the Board:

MCRCSIP ballots for Board of Directors positions:

In a letter dated June 1, 2021 from MCRCSIP Administrator Gayle Cummings to the Northern Membership, Cummings is asking each member to cast two ballots for two open 2021 Board of Directors positions; one vote is requested for the At-Large representative position and one vote requested for the Northern representative vacancy. As two candidates are listed on the At-Large ballot, Nedow suggested supporting incumbent John Rogers of Kalkaska County Road Commission.

Motion by Commissioner Bowers supported by Commissioner Rosa instructing staff to vote for Tony Casali from Isabella County Road Commission, the sole candidate on the MCRCSIP 2021 Board of Directors – Northern representative ballot and for John Rogers of the Kalkaska County Road Commission on the At-Large representative ballot.

Discussion: None.

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

Preliminary discussion: administrative wage adjustments/parameters:

Skeels reported the union membership voted to reject the tentative agreement and negotiations are scheduled to resume later this month. He also stated that when the contract is settled, he would like to present administrative wage adjustments to the Board for consideration and asked what parameters he should use when generating his recommendations. Nedow then added that he is working on a wage matrix of other area road commissions that have roughly the same size and revenue/expenditure levels as Benzie County. Commissioners Bowers and Rosa stated they would prefer to match what the union membership receives but would like the wage analysis also to see if our administrative wages rank with other road commissions.

Correspondence/Information/Discussion: A letter dated June 4, 2021 from the County Road Association Self-Insurance Fund regarding "A call for Board of Trustee Candidates" seeking candidates to fill vacant positions each year as required by the agency bylaws. No interest in participating were expressed by any Board or staff member.

Public Input: Sherry Taylor suggested the Board should consider selling bricks from the Platte School building when the structure is taken down as a good-will gesture/possible fund raiser given the sentimental attachment for the facility expressed by many in the community.

Board Round Table:

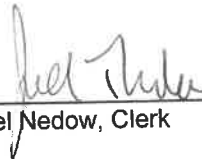
Commissioner Bowers stated he would be unable to attend the September 9th regular Board meeting due to an out-of-town commitment. After further discussion, the Board decided to wait until the August 26th meeting to decide to reschedule or cancel the September 9th meeting.

Skeels also mentioned that he received a preliminary oral report from the title company confirming the Platte River Elementary School property has a clean title history with no deed restrictions.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 10:57 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 offices in Honor, Michigan on Thursday **June 24, 2021** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Ted Mick
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Matt Skeels

Guests attending: Gary Sauer, County Commissioner. The public was also invited to attend via telephone conferencing due to COVID concerns.

Agenda: Nedow and Skeels requested two items be included in today's agenda.

Motion by Commissioner Bowers supported by Commissioner Mick to amend the agenda to add the following items:

- *Items before the Board – Review/consider approving tentative agreement with union bargaining unit.*
- *Items before the Board – Request to amend Purchasing Policy-additional authorized purchaser.*

Discussion: none.

Ayes: Rosa, Bowers and Mick. Nays: None. – Motion is hereby adopted.
The amended agenda was then accepted as presented.

Manager Skeels then recommended the Board to go into Closed session to discuss the latest tentative labor agreement with their attorney.

Motion by Commissioner Rosa supported by Commissioner Bowers to go into closed session to confer with the Road Commission's corporate counsel regarding the recent union tentative agreement.
Roll call vote: Rosa – aye; Bowers – aye; and Mick – aye. The Board then went into closed session at 9:33 a.m.

At 10:24 a.m. the Board returned to open session and Chairman Rosa reconvened the regular meeting.

June 10, 2021 regular meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #50602 to #50636 in the amount of \$394,236.24 and approve Payroll #13 for \$55,610.55.

Discussion: None.

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

Cash Summary: Reviewed as presented without comment.

Work Summary:

-Reviewed written report summarizing the tasks and activities completed or in-progress for the Manager and for each department head. Superintendent Fasel provided an oral report: all paving jobs except for Cinder Road and Esch Road have been completed, with Cinder Road expected to be paved within a week or two, depending on the weather. He also reported the brine contractor completed brining those gravel/dirt roads south of M-115 and US-31 before the rainy weather caused a delay. Fasel anticipates brining the remaining gravel/dirt roads should be completed within the following week.

In regards to an encroachment permit application submitted by Gulley Collier who is asking the Road Commission to allow three masonry wall sections to be built within the road right of way at 1139 South Shore Drive, Fasel stated that he did not have any problem with this request as there are numerous structures already existing within the right of way along that section of the roadway.

Motion by Commissioner Bowers supported by Commissioner Mick to approve the encroachment request permit as submitted by Gulley Collier to allow three masonry wall sections to be constructed within the South Shore Drive right of way.

Discussion: None.

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

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.

Appointments: None.

Public Input: None.

Items Before the Board:

Request by Skeels to reschedule the July 22nd regular board meeting:

Motion by Commissioner Bowers supported by Commissioner Mick to reschedule the July 22, 2021 Road Commission Regular meeting to Thursday, July 29, 2021 starting at 9:30 a.m. as requested.

Discussion: None.

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

Tentative agreement with Technical, Professional, and Office-workers Association of Michigan:

Skeels reported the union membership had earlier this week voted to accept the revised tentative agreement reached during the June 22nd bargaining session. As such, the Road Commission's corporate counsel is recommending the Board accept the agreement as presented.

Motion by Commissioner Rosa supported by Commissioner Bowers to accept the tentative agreement between the Benzie County Road Commission and the TPOAM as presented and as recommended by the Road Commission's corporate counsel, with said contract running from July 1, 2021 to June 30, 2024 with new pay rates in effect the first full payroll in July 2021.

Discussion: None.

Ayes: Commissioner Rosa, Bowers and Mick. Nays: None. – Motion is hereby adopted.

Administrative wage adjustments – Manager's recommendation:

Skeels presented his recommended wage adjustment for the administrative staff that are based upon a report prepared by Nedow that polled those road commissions within the Paul Bunyan Council having similar size, MTF revenue levels and similar staffing levels to gauge how Benzie's administrative staff wages compare. The report concluded Benzie's administrative wages are in fact significantly lower than the average wages calculated which Skeels used to justify his recommendations.

Motion by Rosa supported by Bowers to adjust the administrative staff wages (effective the first full payroll in July) as follows: Manager – from \$77,230.40 to \$83,500.00; Superintendent – from \$66,580.80 to \$70,600.00; Finance Manger – from \$58,000.00 to \$63,000.00; Fleet Manager – from \$59,087.20 to \$62,056.00; Foreman – from \$22.09/hour to a salary of \$51,000.00 (salary position); Engineer Tech/North Foreman – from \$21.42/hour to a salary of \$51,000.00 (salary position) and Payroll Clerk – from \$18.93/ per hour to \$20.67/hour.

Discussion: None.

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

Amend/update the BCRC Administrative Personnel Manual:

Motion by Commissioner Bowers supported by Commissioner Rosa to update the Benzie County Road Commission Administrative Personnel Manual to reflect the following additions/clarifications:

- Allow qualifying administrative staff members to participate in the Road Commission's Safety Reimbursement Program up to \$275.00 reimbursement per year for employer approved prescription safety glasses, MIOSHA certified footwear, hearing protection, and/or high visibility clothing with submitted receipts.
- Include the Friday following Thanksgiving Day as a paid holiday.
- Allow administrative staff to participate in the union Deferred Compensation Plan as of July 1, 2021 with a \$2,000.00 per year Employer match for either MERS or Nationwide plans.
- Update the Comp Time policy to reflect one hour of overtime for one hour of comp time for hours exceeding 40 hours per week worked. Updated list of positions covered by this policy to include the Fleet Manager, Engineer Tech and Foreman (all salaried positions)
- Adjust Longevity Pay: \$125.00 after five years; \$225.00 after ten years; \$325.00 after fifteen years; \$425.00 after twenty years; \$525.00 after twenty-five years; and \$625.00 after thirty years.

Discussion: None.

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

Request to amend the Purchase Policy:

Nedow asked to amend the policy to include the Sign Shop attendant as an authorized department purchaser since this position orders signs, posts and other traffic related items.

Motion by Commissioner Bowers supported by Commissioner Mick to amend the Benzie County Road Commission Purchase policy to include the Sign Shop attendant as an authorized purchaser.

Discussion: None.

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

Correspondence/Information/Discussion: None.

Public Input: None.

Board Round Table:

Skeels provided an update on the ongoing soil testing and property survey of Platte River Elementary School property – results are expected by the middle of July. In addition, he also was contacted by NMCAA representative Kelly Stockfisch who is in the process of drafting a new lease for occupying three classrooms this coming school year.

-Henry Road relocation: as the Benzie Schools would like to proceed with efforts to relocate a portion of this road, Skeels is recommending an agreement be drafted between the Road Commission, Benzie Schools and Benzonia Township which memorializes what the financial obligations for each entity would be.

-Received the December 31, 2020 MERS annual year-end actuarial report; the Road Commission's defined benefit pension funding level rose from 46% to 51%.

-In regards to Autumn Mist Drive, an unfinished private road in Weldon Township: Nedow suggested Skeels contact Weldon Township to request the township pursue efforts to finish constructing this road so that lot owners on the south, unfinished section can access their parcel. Doing so should mitigate any possible future situations regarding granting egress for this subdivision.

The garage parking lots have been recently seal coated, thanks to the Superintendent's efforts.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 11:31 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 offices in Honor, Michigan on Thursday July 8, 2021 at 9:30 a.m.

Present: Chairman Robert Rosa
Member Ted Mick
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Matt Skeels

Guests attending: Sherry Taylor and Gary Sauer, County Commissioner. The public was also invited to attend via telephone conferencing due to COVID concerns.

Agenda: approved as presented.

June 24, 2021 regular meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #50637 to #50668 in the amount of \$783,316.95 and approve Payroll #14 for \$51,391.88.

Discussion: None.

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

Cash Summary: Reviewed as presented – this payable run includes \$526,424.21 for paving projects and \$93,467.72 for outfitting equipment on new plow truck #415.

Work Summary: Not provided this meeting due to the proximity to the July 4th holiday.

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.

Appointments: None.

Public Input: None.

Items Before the Board:

Amendment Road Commission's MERS of Michigan and Nationwide 457B Deferred Comp plans:

As the new union agreement and revised administrative handbook include provisions whereby the employer matches employee deferred compensation withholding on a dollar-for-dollar basis up to specified amounts (as of July 1, 2021), the MERS and Nationwide deferred comp plans offered by the Road Commission would therefore need to be amended accordingly.

Motion by Commissioner Bowers supported by Commissioner Mick to amend the Benzie County Road Commission's MERS of Michigan - Section 457 Deferred Compensation Plan and the Nationwide 457 Deferred Compensation Plan to authorize employer matching contributions (dollar-for-dollar) for those enrolled in either plan up to the limits stipulated in the new union agreement with the TPOAM and the amended Administrative Personnel Manual. This amendment is effective with the first full payroll after July 1, 2021.

Discussion: None.

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

Correspondence/Information/Discussion:

-Letter dated June 21, 2021 from Michael R. Kluck and Associates (BCRC's labor attorney) announcing an increase in their preferred client billing rate from \$165.00 per hour to \$185.00 per hour effective July 15, 2021. Kluck is asking the Board to acknowledge the new rate by signing the letter.

Motion by Commissioner Mick supported by Commissioner Bowers authorizing the Manager to sign the rate increase notification letter sent by Kluck accepting the increased rate.

Discussion: None.

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

-Email dated June 30, 2021 from Kay Bond, Executive Director for Advocates for Benzie County asking the Board for permission to continue to allow their organization to occupy the office in the Platte River School building after the facility is transferred to the Road Commission.

After further discussion, no action was taken as Board members expressed their preference to wait until after the property has been transferred before making any decision.

Skeels stated that while he is still waiting for a formal written report on the latest environmental testing at the Platte River Elementary School property, he did receive an oral report confirming the latest testing found the level of contamination found does not indicate any remedial action is necessary or required. Further, the survey work is to be completed soon and the sales agreement provided by the Benzie County School District is being reviewed by the Road Commission's legal counsel.

Public Input: County Commissioner Sauer asked the Board to consider the possibility of allowing the Benzie County Senior Resources to utilize a part of the Platte River School building if there is a need.

Board Round Table:


Briefly discussed:

- Allowing a memorial bench be erected at the end of Point Betsie Road.
- Latest news on the Ironman race – route to be within the Gilmore and Platte Township jurisdiction requiring township approval from both.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 10.25 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 offices in Honor, Michigan on Thursday **July 29, 2021** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Ted Mick
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Matt Skeels

Guests attending: Benzonia Township Supervisor Jason Barnard, Benzie Central Schools Superintendent Amiee Erfourth, Rich Brauer and County Commissioner Gary Sauer. The public was also invited to attend via telephone conferencing due to COVID concerns.

Agenda: approved as presented.

July 8, 2021 regular meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #50669 to #50729 in the amount of \$620,799.97 and approve Payroll #15 and #15A for \$72,135.63.

Discussion: None.

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

Cash Summary: Reviewed as presented – this payable run includes \$357,978.01 for Cinder Road paving project.

Work Summary: Aside from staff's written report, Manager Skeels, Superintendent Fasel and Fleet Manager Johnson provided oral reports.

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: Benzonia Township (represented by Township Supervisor Jason Barnard) and Benzie Central Schools (represented by Superintendent Amiee Erfourth) to discuss transfer of the Platte River School property to the Road Commission and to also requested improvements to Henry Road.

Skeels reported that a recent survey of the school property revealed the existence of a 16 ½ foot wide parcel sandwiched between the road commission property and the school property that does not appear on either party's property deed/descriptions filed with the County. In order to determine who owns it, Skeels hired a local surveyor to do additional research in hopes to clear up ownership and determine if the parcel in question was accidentally created by a recording error at some point in the past. Skeels stated that the quickest way to settle the ownership question would be filing a legal petition with the courts to assign ownership and that he will be contacting the Road Commission's legal counsel to determine if this is the best course of action. It is unknown at this time if the proposed legal process to settle the ownership question of the parcel in question would impact the rest of the school property transfer timeline.

Erfourth provided an update on the upcoming construction plans for the new school. She also mentioned that the school district is working with DTE for obtain their permission to construct multiple driveway access points across the underground high pressure natural gas line that is buried in the Henry Road right of way. She is also requesting the Road Commission participate in the cost to upgrade Henry Road as a means of showing value for justifying the Platte River School transfer. She also stated that Benzonia Township and Benzie Central Schools have adopted separate resolutions requesting the Road Commission abandon the unpaved portion of Henry Road. Rich Brauer who owns property adjacent to the school stated he would be willing to donate property that abuts the Henry Road right of way and school property line to provide more room to upgrade Henry Road with the condition that the Road Commission would agree to abandon the unpaved portion of Henry Road. Benzonia Supervisor Barnard also voiced his support to the request, stating Benzonia Township would be willing to pledge funds to help upgrade Henry Road.

Commissioner Rosa informed Erfourth that the present seasonal road improvement policy prohibits the Road Commission from participating financially with upgrading any seasonal road. He also questioned why the school is supporting the construction of multiple access points (driveways) that cross a high-pressure gas line which he feels is a safety concern. He also questioned Erfourth as to why the issue of asking the Road Commission to financially participate in the cost to upgrade Henry road is being in now being brought up for the first time as part of the property

transfer discussions. In his mind, the school transfer and the upgrade request to Henry Road are two distinct and separate matters without one impacting the other.

In regards to Brauer's offer/suggestion, Rosa stated that his viewpoint not to support any request to abandon any county road has not changed (in reference to Brauer's previous request submitted to the Board several years back asking to abandon the unpaved portion of Henry Road). Commissioner Bowers agreed, stating he also would not support any abandonment request for any road as a general rule citing his belief that nobody knows what the public transportation/access needs would be in the future, especially for roads that connect.

After further discussion, the Rosa and Bowers stated that they did not wish to hold up the construction schedule but wanted a general idea how much it would cost to upgrade Henry Road and construct the driveways over the high-pressure gas line as planned. Skeels suggested he could contact Engineer Pat Middleton to prepare a cost estimate (less than \$1,000.00) for the upgrade and proposed access points so that the Board would have some idea as to the overall cost before making a decision.

Motion by Commissioner Bowers, supported by Commissioner Rosa to accept the resolutions provided by the Benzie County Schools and Benzonia Township Board asking the Road Commission to abandon the unpaved portion of Henry Road under advisement and to take no action on either request at this time.

Discussion: None.

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

Items Before the Board:

Resolution 21-07 – authorize Chairman and Manager to sign contract with MDOT for Esch Road federal aid/FLAP grant project:

Motion by Commissioner Bowers, supported by Commissioner Mick to approve Resolution 21-07 which reads as follows:

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

Part A – JOB #210993CON, FLAP 10000; 21A0(672) consisting of hot mix asphalt base crushing, shaping and resurfacing, trenching, aggregate shoulders, signing and pavement markings along Esch Road from approximately 6,650 feet west of M-22 to M-22; and all together with necessary related work.

Part B – JOB #212347CON, STL 10000; 21A0(670) consisting of hot mix asphalt base crushing, shaping and resurfacing, trenching, aggregate shoulders signing and pavement markings along Esch Road from the westerly end to approximately 475 feet easterly; and all together with necessary related work.

Part C – JOB #212801CON, H1C 10000; 21A0(674) consisting of hot mix asphalt base crushing, shaping and resurfacing, trenching, aggregate shoulders signing and pavement markings along Esch Road from the westerly end to M-22.

WHEREAS, the project, or portion of the project, are being programmed with the United States Department of Transportation, Federal Highway Administration for implementation under the Highway Safety Improvement Program, identified as: Control Sections FLAP-10000, STL-10000 and H1C-10000, Job Numbers 210993CON, 212347CON and 212801CON; Project Numbers 21A0672, 21A0670 and 21A0674; CFDA Number 20.205 (Highway Research Planning & Construction), Contract No. 20-5271, 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 and Manager Matthew Skeels be authorized to sign the contract.

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

Request to extend cab & chassis pricing for 2023 budget year:

Skeels reported that our local Western Star dealer has offered to extend cab & chassis pricing quoted from our last order. Grand Traverse Diesel informed Johnson that if we wish to take delivery of trucks for the 2022-23 winter season, they must be ordered as soon as possible due to the anticipated long manufacturing lead-time. While no trucks are being ordered for 2022 fiscal year, the current plan is to order two for the following year.

Motion by Commissioner Bowers, supported by Commissioner Mick to accept the offer from Grand Traverse Diesel to extend prices for two Western Star models 4700SF cab & chassis trucks at \$131,000.00 each, with delivery anticipated in the fall of 2022 and apply against the Road Commission's 2023 Capital Acquisition Budget.

Discussion: None.

Ayes: Commissioner Rosa, Bowers and Mick. Nays: None. – Motion is hereby adopted.

Request to amend the 2021 Capital Acquisition budget:

In his earlier work summary report, Superintendent Fasel stated that he would like to purchase an automated traffic signal devise through the MiDeal program. With the difficulty finding qualified prospects to fill the road crew vacancies, utilizing this devise would enable the under-staff available road crew members focus on important maintenance activities instead of flagging.

Motion by Commissioner Bowers, supported by Commissioner Rosa to amend/increase the 2021 Capital Acquisition budget by \$75,000.00 and to accept the MiDeal quote for a new automated traffic signal devise, thus authorizing the purchase.

Discussion: None.

Ayes: Commissioner Rosa, Bowers and Mick. Nays: None. – Motion is hereby adopted.

The Board also briefly reviewed the quarterly financial statements and updated MTF receipt report provided by Nedow.

Correspondence/Information/Discussion:

-Letter dated July 9, 2021 from the County Road Association Self Insurance Fund asking the membership to cast ballots for the Board of Trustee election. Staff is recommending voting for the incumbent trustees seeking re-election.

Motion by Commissioner Bowers, supported by Commissioner Rosa to vote for the following incumbent candidates on the 2021 CRASIF Board of Trustee ballot:

- Jesse Campbell of Alcona County, Darrell Cass of Menominee County, Ken Hulka of Muskegon County, Deb Kestner of Saginaw County, Lisa Kleeman of Emmet County and Michael Scott of Montcalm County.

Discussion: None.

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

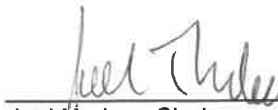
Public Input: None.

Board Round Table: None.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 11:50 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 offices in Honor, Michigan on Thursday **July 29, 2021** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Ted Mick
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Matt Skeels

Guests attending: Benzonia Township Supervisor Jason Barnard, Benzie Central Schools Superintendent Amiee Erfourth, Rich Brauer and County Commissioner Gary Sauer. The public was also invited to attend via telephone conferencing due to COVID concerns.

Agenda: approved as presented.

July 8, 2021 regular meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #50669 to #50729 in the amount of \$620,799.97 and approve Payroll #15 and #15A for \$72,135.63.

Discussion: None.

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

Cash Summary: Reviewed as presented – this payable run includes \$357,978.01 for Cinder Road paving project.

Work Summary: Aside from staff's written report, Manager Skeels, Superintendent Fasel and Fleet Manager Johnson provided oral reports.

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: Benzonia Township (represented by Township Supervisor Jason Barnard) and Benzie Central Schools (represented by Superintendent Amiee Erfourth) to discuss transfer of the Platte River School property to the Road Commission and to also requested improvements to Henry Road.

Skeels reported that a recent survey of the school property revealed the existence of a 16 ½ foot wide parcel sandwiched between the road commission property and the school property that does not appear on either party's property deed/descriptions filed with the County. In order to determine who owns it, Skeels hired a local surveyor to do additional research in hopes to clear up ownership and determine if the parcel in question was accidentally created by a recording error at some point in the past. Skeels stated that the quickest way to settle the ownership question would be filing a legal petition with the courts to assign ownership and that he will be contacting the Road Commission's legal counsel to determine if this is the best course of action. It is unknown at this time if the proposed legal process to settle the ownership question of the parcel in question would impact the rest of the school property transfer timeline.

Erfourth provided an update on the upcoming construction plans for the new school. She also mentioned that the school district is working with DTE for obtain their permission to construct multiple driveway access points across the underground high pressure natural gas line that is buried in the Henry Road right of way. She is also requesting the Road Commission participate in the cost to upgrade Henry Road as a means of showing value for justifying the Platte River School transfer. She also stated that Benzonia Township and Benzie Central Schools have adopted separate resolutions requesting the Road Commission abandon the unpaved portion of Henry Road. Rich Brauer who owns property adjacent to the school stated he would be willing to donate property that abuts the Henry Road right of way and school property line to provide more room to upgrade Henry Road with the condition that the Road Commission would agree to abandon the unpaved portion of Henry Road. Benzonia Supervisor Barnard also voiced his support to the request, stating Benzonia Township would be willing to pledge funds to help upgrade Henry Road.

Commissioner Rosa informed Erfourth that the present seasonal road improvement policy prohibits the Road Commission from participating financially with upgrading any seasonal road. He also questioned why the school is supporting the construction of multiple access points (driveways) that cross a high-pressure gas line which he feels is a safety concern. He also questioned Erfourth as to why the issue of asking the Road Commission to financially participate in the cost to upgrade Henry road is being in now being brought up for the first time as part of the property

transfer discussions. In his mind, the school transfer and the upgrade request to Henry Road are two distinct and separate matters without one impacting the other.

In regards to Brauer's offer/suggestion, Rosa stated that his viewpoint not to support any request to abandon any county road has not changed (in reference to Brauer's previous request submitted to the Board several years back asking to abandon the unpaved portion of Henry Road). Commissioner Bowers agreed, stating he also would not support any abandonment request for any road as a general rule citing his belief that nobody knows what the public transportation/access needs would be in the future, especially for roads that connect.

After further discussion, the Rosa and Bowers stated that they did not wish to hold up the construction schedule but wanted a general ideal how much it would cost to upgrade Henry Road and construct the driveways over the high-pressure gas line as planned. Skeels suggested he could contact Engineer Pat Middleton to prepare a cost estimate (less than \$1,000.00) for the upgrade and proposed access points so that the Board would have some idea as to the overall cost before making a decision.

Motion by Commissioner Bowers, supported by Commissioner Rosa to accept the resolutions provided by the Benzie County Schools and Benzonia Township Board asking the Road Commission to abandon the unpaved portion of Henry Road under advisement and to take no action on either request at this time.

Discussion: None.

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

Items Before the Board:

Resolution 21-07 – authorize Chairman and Manager to sign contract with MDOT for Esch Road federal aid/FLAP grant project:

Motion by Commissioner Bowers, supported by Commissioner Mick to approve Resolution 21-07 which reads as follows:

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

Part A – JOB #210993CON, FLAP 10000; 21A0(672) consisting of hot mix asphalt base crushing, shaping and resurfacing, trenching, aggregate shoulders, signing and pavement markings along Esch Road from approximately 6,650 feet west of M-22 to M-22; and all together with necessary related work.

Part B – JOB #212347CON, STL 10000; 21A0(670) consisting of hot mix asphalt base crushing, shaping and resurfacing, trenching, aggregate shoulders signing and pavement markings along Esch Road from the westerly end to approximately 475 feet easterly; and all together with necessary related work.

Part C – JOB #212801CON, H1C 10000; 21A0(674) consisting of hot mix asphalt base crushing, shaping and resurfacing, trenching, aggregate shoulders signing and pavement markings along Esch Road from the westerly end to M-22.

WHEREAS, the project, or portion of the project, are being programmed with the United States Department of Transportation, Federal Highway Administration for implementation under the Highway Safety Improvement Program, identified as: Control Sections FLAP-10000, STL-10000 and H1C-10000, Job Numbers 210993CON, 212347CON and 212801CON; Project Numbers 21A0672, 21A0670 and 21A0674; CFDA Number 20.205 (Highway Research Planning & Construction), Contract No. 20-5271, 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 and Manager Matthew Skeels be authorized to sign the contract.

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

Request to extend cab & chassis pricing for 2023 budget year:

Skeels reported that our local Western Star dealer has offered to extend cab & chassis pricing quoted from our last order. Grand Traverse Diesel informed Johnson that if we wish to take delivery of trucks for the 2022-23 winter season, they must be ordered as soon as possible due to the anticipated long manufacturing lead-time. While no trucks are being ordered for 2022 fiscal year, the current plan is to order two for the following year.

Motion by Commissioner Bowers, supported by Commissioner Mick to accept the offer from Grand Traverse Diesel to extend prices for two Western Star models 4700SF cab & chassis trucks at \$131,000.00 each, with delivery anticipated in the fall of 2022 and apply against the Road Commission's 2023 Capital Acquisition Budget.

Discussion: None.

Ayes: Commissioner Rosa, Bowers and Mick. Nays: None. – Motion is hereby adopted.

Request to amend the 2021 Capital Acquisition budget:

In his earlier work summary report, Superintendent Fasel stated that he would like to purchase an automated traffic signal devise through the MiDeal program. With the difficulty finding qualified prospects to fill the road crew vacancies, utilizing this devise would enable the under-staff available road crew members focus on important maintenance activities instead of flagging.

Motion by Commissioner Bowers, supported by Commissioner Rosa to amend/increase the 2021 Capital Acquisition budget by \$75,000.00 and to accept the MiDeal quote for a new automated traffic signal devise, thus authorizing the purchase.

Discussion: None.

Ayes: Commissioner Rosa, Bowers and Mick. Nays: None. – Motion is hereby adopted.

The Board also briefly reviewed the quarterly financial statements and updated MTF receipt report provided by Nedow.

Correspondence/Information/Discussion:

-Letter dated July 9, 2021 from the County Road Association Self Insurance Fund asking the membership to cast ballots for the Board of Trustee election. Staff is recommending voting for the incumbent trustees seeking re-election.

Motion by Commissioner Bowers, supported by Commissioner Rosa to vote for the following incumbent candidates on the 2021 CRASIF Board of Trustee ballot:

- Jesse Campbell of Alcona County, Darrell Cass of Menominee County, Ken Hulka of Muskegon County, Deb Kestner of Saginaw County, Lisa Kleeman of Emmet County and Michael Scott of Montcalm County.

Discussion: None.

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

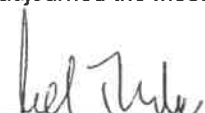
Public Input: None.

Board Round Table: None.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 11:50 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 offices in Honor, Michigan on Thursday **September 2, 2021** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Ted Mick
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Matt Skeels

Guests attending: County Commissioner Gary Sauer.

The agenda was accepted as presented.

August 12, 2021 regular meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #50782 to #50809 in the amount of \$380,978.99 and approve Payroll #17 for \$57,654.95 and #18 for \$54,766.81.

Discussion: None.

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

Cash Summary: Reviewed as presented – notable expenditures include \$124,046.00 voluntary contribution to MERS (funded by the recent MCRCSIP refund), \$97,633.00 for paving Reynolds Road, \$50,600.00 for culvert structures for Saffron and Carmean Roads, and \$43,517.60 for the second round of dust control.

Work Summary: Manager Skeels and Fleet Manager Johnson provided oral reports. Skeels reported the sheet piling is being installed at the Saffron Road culvert project and the majority of the work on the Carmean Road culvert has been completed.

In regards to this past summer's brining, Skeels reported several townships had contacted him that they were not happy with the effectiveness of what was spread. He further noted that Superintendent Fasel has been working with a contractor to spread a heavier weighted (38%) calcium chloride-based solution (instead of the 26% sodium-based brine) on three gravel roads in Inland and Almira Townships at the end of this month which did not have a second brine application as a test to gauge the effectiveness of the new solution for possible use next summer if there is interest expressed by the various townships.

Skeels also reported "rock tub" trailer had an accident earlier in the week when the unit tipped over while spreading material on Nessen Hill. It has yet to be determined if the unit is a total loss or if it can be salvaged.

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.

Items Before the Board:

Ironman Triathlon race event permit application:

Motion by Commissioner Bowers supported by Commissioner Mick to conditionally approve the special event permit application submitted by World Triathlon Corporation requesting the temporary closures of various Benzie County roads that are to be used for the event's race course on September 12, 2021 between the hours of 6:00 a.m. and 12:00 p.m. as requested by the Gilmore and Platte Township boards providing the following conditions are met:

- 1 - Lane closures and intersection traffic control are to be administered and monitored by law enforcement.
- 2 – Benzie County Road Commission (BCRC) will not be responsible for providing MMUTCD compliant traffic control devices, signs, barricades etc. and must be supplied and paid for by others.
- 3 – The applicant must provide the Road Commission prior to September 12, 2021 with a valid Certificate of \$1,000,000 General Liability and Umbrella Liability insurance document naming the Benzie County Road Commission as an additionally insured party.
- 4 – Any additional work performed or costs incurred by the Benzie County Road Commission will be reimbursed by the permit applicant at our prevailing labor, fringe benefit, and equipment rates.
- 5 - \$500.00 permit fee has been paid.

Discussion: None.

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

Discussion: pledging funds to Benzie Schools for legal action to acquire ownership of land between Road Commission and Platte Elementary School properties:

Skeels reported that after conferring with the Road Commission's legal counsel, his recommendation is to request the Benzie Central Schools file a Quiet-Title claim lawsuit to obtain ownership of the "mystery" parcel between the Road Commission and the adjoining Platte River school property as the attorney is of the opinion that Benzie Central Schools is in a stronger position to obtain for the courts to award ownership of the parcel in question. He noted this process would likely take some time and would likely be resolved in the following year and would this situation interfere with the proposed Platte River Elementary school property transfer. Additional discussion ensued whether the Board would be willing to share the cost with Benzie Central Schools in funding the lawsuit.

Motion by Commissioner Rosa supported by Commissioner Bowers directing the Manager to contact Benzie Central Schools to inform them that the Benzie County Road Commission would be willing to voluntarily contribute up to half of the cost (capped at \$5,000.00) to assist Benzie Schools with filing a Quiet-Title claim to petition the courts to convey/clarify ownership of a narrow (16 feet wide) segment of land between the Road Commission and the Platte River Elementary School properties to Benzie County Schools provided Benzie Central Schools makes it a priority to file the suit in a timely manner so that the property transfer process can proceed without unnecessary delays.

Discussion: None.

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

Review engineer's estimate to upgrade Henry Road to support the new school entrances:

In the Engineer's Opinion of Conceptualized Construction Costs prepared by KPM Engineering, the cost including preliminary and construction engineering is estimated to be over \$309,000.00 as presented. After further discussion, Skeels was instructed to forward the estimate to the Benzie Central School Superintendent without comment. Both Commissioner Rosa and Bowers reiterated their position that they would not support abandoning any portion of Henry Road.

Update: Esch Road FLAP grant project:

Skeels reported receiving confirmation from the State of Michigan that this project is officially delayed until Spring 2022. He also mentioned that the contractor has agreed to honor their contract price and MDOT has assured him all federal and state funds applicable to this project will carry over into next year. An early spring project start date is anticipated.

Correspondence/Information/Discussion: None.

Public Input: None.

Board Round Table: Skeels commented on the following:

-County Road Association Self Insurance Fund has announced that Benzie County Road Commission made their Honor Roll for the year 2020-2021 for having a Workers Comp loss experience modification factor of less than 1.0.

-KPM Engineering is in the process of re-designing a culvert drainage structure for Crystal Drive at Nichols which floods the adjoining properties each time it rains hard. Skeels stated that as the township does not have any matching funds, the Road Commission will be absorbing all of the cost. He also stated that due to the size and the complexity of the work to be done, he anticipates subcontracting this work to an outside contractor.

-KPM is also working on a design to address the erosion issues on Weldon Road hill.

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 offices in Honor, Michigan on Thursday **September 23, 2021** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Ted Mick
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Matt Skeels

Guests attending: County Commissioner Gary Sauer, Sherry Taylor, Meri Dew, Steve and Joyce Blood, James Bekkering, and Crystal Lake Township Trustee Richard Nielsen.

The agenda was accepted as presented.

September 2, 2021 re-scheduled, regular meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #50810 to #50903 in the amount of \$432381.03 and approve Payroll #19 for \$56,600.51.

Discussion: None.

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

Cash Summary: Reviewed as presented – notable expenditures include \$76,900.00 for new portable traffic trailers, \$110,111.67 for pension and health insurance premiums; and \$46,217.43 for highway centerline painting.

Work Summary: Manager Skeels and Superintendent Fasel provided oral reports.

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 Inland Township resident Meri Dew, who resides on Bendon Road. Dew stated that when Bendon Road was resurfaced this past summer, the highway painting contractor hired by the Road Commission re-install the stop-ahead warning rumble strips in front of her driveway instead of where it had been. She continued to explain that her house is located close to the road and that the noise generated by traffic driving over the strips is loud enough to be heard within her residence and interfere with her audio conferencing/video broadcasts. Skeels reported that the contractor used the recommended installation locations published by MDOT that was the closest to matching this type of application and appears to be put down in the correct location. Dew then asked the Board to remove the rumble strips in front of her driveway and relocate that part where it had been previously, a few hundred feet to the south. Skeels then stated to do so would be expensive and suggested that the noise should subside as the thermo-plastic starts to wear down over the winter months. Commissioner Rosa stated he would not be comfortable granting Dew's request without understanding if doing so would expose the Road Commission to additional liability. After further discussion, no action was taken but did inform Dew the Board would be open to revisiting her request next spring.

The Board also heard comments from Steve and Joyce Blood, who owns property on either side of Dinger Road in Colfax Township. The Bloods had contacted Skeels earlier to inform him that when the Road Commission sent a work crew to Dinger Road to trim the road right of way, they did so in a manner which shattered all the tree limbs including many oak branches. Blood further stated that he had confronted the Road Commission crew members when they were there to ask them not to cut the oak branches, he was told by one of the crew members that he would be careful. However, because the branches were thick, many oak tree branches were cut in a manner that shattered the branch instead of cutting them off cleanly. When Blood had conferred with a local forester as to the extent of the damage and threat of the oak-wilt spreading to the damaged trees, he was told that aggressive action would be necessary to save the rest of the oak trees (cutting down the trees already infected and digging containment ditches around healthy in close proximity to the infected ones).

Skeels had inspected the site and suggested the Bloods should file a claim with the Road Commission's insurance carrier. Steven Blood stated that he is presently waiting for a quote from a local arborist and that he expects the cost to be around \$20,000.00 to do what is necessary to contain the damage. Both stated they had, in the past, attended a Road Commission Board meeting to ask that no trimming be done on their road during the months of April through July and since their request was not headed, asked each Board member to come out to their property in person to see for themselves what had happened. Steve Blood asked that the Board consider abandoning Dinger Road as it would involve only themselves as adjacent property owners and there are other bypass routes vehicle could take in close proximity.

In regards to the abandonment request: Commissioner Rosa stated that as a general rule, he normally does not support abandoning any county road, but in this instance, he would need to ponder the request further. Blood then stated that time is of the essence as action would need to be taken by early spring in order to contain the spread of the wilt.

Appointments: Public hearing: proposed 2022 Road Commission budget:

Motion by Commissioner Bowers supported by Commissioner Mick to open the public hearing.

Discussion: None.

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

Chairman Rosa then recessed the regular session and opened the public hearing at 10:32 a.m.

Nedow provided a brief explanation how the various line items for each revenue and expense category were created and referred to several supporting schedules that provided historical data for comparative purposes.

Comments were provided by Jim Bekkering, who asked the Board to consider paving Cedar Street, Lake Street and Old Platte Road on the south shore of Platte Lake in Benzonia Township. Bekkering stated he has been in contact with the Township Supervisor who informed him Benzonia Township is only considering paving Cedar Street at this time. Skeels added that the soil core taken at Cedar Street confirms poor soil conditions under the road bed which he believes would require extensive excavating to correct, and he provided the Benzonia Township Supervisor with two paving estimates; one for paving over the existing poor soil to which he expressed his concerns for the longevity of the pavement, and a second, costly option that includes extensive excavating to correct the poor soil conditions along with paving. Bekkering stated he is present today to ask the Board to consider paving all three roads at the same time even though Benzonia Township is only committing funds for only Cedar Street for the cheaper of the two proposals. In his opinion, paving all three roads now would be more efficient for the road commission and less costly in the long term.

Comments were also heard from Benzie County Commissioner Gary Sauer, who asked several questions about some of the proposed budget line items.

With no further comments were offered, oral or written.

Motion by Commissioner Bowers supported by Commissioner Mick to closet the 2022 budget public hearing and return to open session.

Discussion: None.

Ayes: Commissioner Rosa, Bowers and Mick. Nays: None. – Motion is hereby adopted.

Chairman Rosa then returned the meeting to regular session at 11:07 a.m.

Items Before the Board:

Resolution 21-09: adopt the proposed 2022 Road Commission budget:

Motion by Commissioner Bowers supported by Commissioner Rosa to adopt Resolution Number 21-09 which reads as follows:

BE IT RESOLVED, that a public hearing was held on September 23, 2021 to listen to public comments 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, 2021. This resolution adopts proposed revenues and expenditures as presented in the accompanying budget document. Total revenues are adopted as \$8,668,930.00 and total expenditures as \$8,616,625.00, 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, 2021.

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

Discuss 2022 paving projects for Crystal Lake Township:

Crystal Lake Township Trustee Richard Nielsen asked that the following road improvement projects be considered for next summer: Crack filling for Didrickson, Pautz, Graves, Adams and the first 400 feet and last 500 feet of Airport Road. For paving, he asked for 0.2 miles of Michigan Avenue from City of Frankfort limits to Cox and further added that the Crystal Lake Township Board would be willing to provide funds to pave either Lobb Road or South Shore Drive which are primary roads. The Board asked Nielsen to pass along their thanks to the Crystal Lake Township board for investing township funds into their public roads.

Request to adjust the 2021 Road Commission budget:

Nedow provided a list of recommended budget adjustments based upon actual expenditure posted through August 2021 with forecasted September activities to gage what budget line items need updating.

Motion by Commissioner Bowers supported by Commissioner Mick to adjust the 2021 Benzie County Road Commission budget as follows:

For Revenues: MTF-Snow Fund Removal increase by \$12,000.00; Forest Road Funds increase by \$1; State Trunkline Maintenance increase by \$160,000.00; Millage Proceeds increase by \$10,000.00; Salvage Sales increase by \$4,000.00; Federal Aid decrease by \$324,000.00; Grants-NRCS decrease by \$200,000.00; Other Contributions increase by \$1,000.00; Permits & Fees increase by \$15,000.00; Gain/Loss on Disposal Asset decrease by \$10,000.00 and Interest Earned decrease by \$15,000.00.

For Expenditures: Primary Road-Routine Maintenance increase by \$200,000.00; Primary Road-Winter decrease by \$150,000.00; Primary Road-Traffic Control increase by \$50,000.00; Local Road Preventative decrease by \$300,000.00; Local Road-Routine Maintenance increase by \$350,000.00; Local Road-Winter decrease by \$100,000.00; Local Road-Traffic Control increase by \$20,000.00; State Trunkline Maintenance increase by \$160,000.00; Capital Outlay-Net decrease by \$50,000.00; Equipment Expense-Net increase by \$250,000.00; Administrative Expense-Net increase by \$150,000.00 and Debt Principal Expense increase by \$100.00.

Discussion: None.

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

Request by staff to add a third cab & chassis truck for 2023 Capital Acquisition order:

Skeels informed the Board the Fleet Manager and Superintendent are in agreement that the existing tractor used to haul bulk material is old and unreliable. Ordering a new unit now makes sense given the long delivery date and pursuing a used truck would be questionable. He further noted most of the peripheral equipment would be done in-house with only the more complex part farmed out to Truck & Trailer Specialties to complete.

Motion by Commissioner Bowers supported by Commissioner Mick authorizing staff to order a third Western Star cab & chassis truck and accept the same MiDeal price offer by Grand Traverse Diesel Service (\$131,000.00). This order is being placed now due to the anticipated long delivery date (fall 2022) with this item applicable to the Road Commission's 2023 Capital Acquisition budget.

Discussion: None.

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

Motion to accept MiDeal quotes from Truck & Trailer Specialties for equipping the three cab & chassis ordered for 2023 budget year:

Motion by Commissioner Bowers supported by Commissioner Mick to accept the truck equipment quote provided by Truck & Trailer Specialties under the MiDeal program for three cab & chassis trucks, with delivery anticipated for the fall of 2022 and applicable to the Road Commission's 2023 Capital Acquisition budget. The prices quoted are \$99,996.53 for the first (truck #416); \$171,585.75 for the second (truck #417 and \$44,241.70 for the third (truck #418 converted into a tractor) for a combined total of \$315,823.98.

Discussion: None.

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

Correspondence/Information/Discussion: None.

Public Input: None.

Board Round Table: Skeels provided comments on several upcoming projects for next summer including new funding sources to help replace a deteriorating culvert on Brownell Road.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 11:50 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 offices in Honor, Michigan on Thursday **October 14, 2021** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Ted Mick
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Matt Skeels

Guests attending: County Commissioner Gary Sauer and Inland Township resident Meri Dew.

The agenda was accepted as presented.

September 23, 2021 regular meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #50904 to #50958 in the amount of \$326,597.55 and approve Payroll #20/20A and #21/21A for \$127,465.43.

Discussion: None.

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

Cash Summary: Reviewed as presented – notable expenditures include \$99,801.00 for M-115 shoulder paving; \$36,667.05 for a new GMC Sierra pickup truck; \$79,459.42 for MERS (pension) and \$22,876.71 for fuel.

Work Summary: Manager Skeels also provided an oral report.

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:

Heard comments from Inland Township resident Meri Dew who repeated her request for the Road Commission to remove the second rumble strip that was installed in front of her driveway at 1843 Bendon Road this past summer. Dew stated the noise generated by traffic driving over the rumble strip still interferes with her ability to record music and yoga/meditation videos and is here today to again ask the Board to remove it.

Skeels reported that since the last meeting, he has been in contact with two MDOT Traffic & Safety department engineers to better understand the rules/standards as they apply to the placement of rumble strips on county roads. As such, Skeels stated he learned that the Road Commission has some discretion as to where the second set of strips can go provided doing so does not expose the Road Commission to additional liability. He had obtained a rough \$1,500.00 estimated cost from P. K. Contracting who informed Skeels that they will be working in this area during the next few days to remove the existing section in front Dew's residence and install it where it had been before Bendon Road was paved this past summer.

Commissioners Bowers and Rosa stated that they did not have a problem with Dew's request as long as moving the one section could be completed this season with the new location not in front of someone else's house and that moving it would not create additional liability.

Items Before the Board:

-Driveway permit application submitted by Gillison Excavating on behalf of David Brokaw to allow a directional bore under South Shore East Drive in Crystal Lake Township:

The permit application is showing the well supplying the dwelling is located on the lake side of the road with the house and structures on the opposite side. A drawing submitted with the permit application shows the well and the septic system are outside of the road right of way. Skeels noted that as such, allowing the bore would not create a hazard or safety concern for the motoring public.

Motion by Commissioner Bowers supported by Commissioner Rosa to approve the driveway permit application submitted by Gillison Excavating on behalf of David Brokaw that includes a bore under the road at 317 South Shore East in Crystal Lake Township as requested.

Discussion: None.

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

-Driveway permit applications submitted by Benzie/Manistee Counties Snowbirds. The first permit is their annual request to allow for snowmobile trail grooming on various roads and right of ways in Benzie County, and the second application is to allow the DNR permission to construct a temporary trail on Hooker Road between Haze and Rayle Road. Skeels explained the temporary trail is necessary while a more permanent location is located in the north end of the County which would then link up to the Leelanau Trail system. As such, Skeels stated that he does not see any problem with the request and that the DNR is seeking approvals before committing funds to the project.

Motion by Commissioner Rosa supported by Commissioner Bowers to approve both special use permits submitted by Benzie/Manistee Snowbirds for trail grooming on various Benzie County roads and to approve the construction of a temporary trail along the Hooker Road right of way between Haze Road and Rayle Road.

Discussion: None.

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

Correspondence/Information/Discussion: None.

Public Input: None.

Board Round Table: Skeels provided comments on several ongoing matters including:

-Esch Road FLAP grant project is officially postponed until Spring 2022,

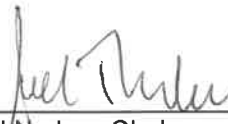
-Obtaining a sample Letter of Understanding from our corporate counsel should the Board decide to voluntarily re-implement the mandated COVID-paid time off provisions which had expired at the end of last year, and

-Status of a "friendly" lawsuit Frankfort County Airport Authority v. Benzie County Road Commission, et al... Attorney Henn, representing our interests through the Michigan Road Commission Self Insurance Pool is drafting a consent judgement whereby the Road Commission is dismissed from the suit and retains the Airport Road right of way.

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 offices in Honor, Michigan on Thursday **October 28, 2021** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Ted Mick
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Matt Skeels

The agenda was accepted as presented.

Manager Skeels suggested the Board may wish to go into closed session to discuss Benzie Central School's offer to transfer ownership of the adjacent Platte River Elementary School property to the Road Commission. Motion by Commissioner Bowers supported by Commissioner Rosa to go into closed session for that purpose. Discussion: None.

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

Chairman Rosa then suspended the regular session and the Board went into closed session at 9:35 a.m.

At 10:35 a.m. the Board came out of closed session and returned to open session.

Guests attending: County Commissioner Gary Sauer, Benzie Central Schools Superintendent Amiee Erfourth, Benzonia Township Supervisor/Benzie Central School Board member Jason Barnard and Steve and Joyce Blood.

October 14, 2021 regular meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #50959 to #50996 in the amount of \$139,277.53 and approve Payroll #22 for \$54,782.97.

Discussion: None.

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

Cash Summary: Reviewed as presented.

Work Summary: Manager Skeels also provided an oral report.

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 Steve and Joyce Blood regarding their belief that the pruning/trimming work performed this past summer on their property located on Dinger Road caused the oak wilt infestation among their oak trees. The Bloods provided Skeels with their completed insurance claim application with supporting quotes which Skeels pledged to submit to the Road Commission's insurance carrier at the conclusion of today's meeting. Blood again asked the Board to consider abandoning Dinger Road but no action at this time pending the Road Commission receiving notice from our carrier with their decision regarding the claim.

Appointments:

Met with Benzie Central Schools Superintendent Erfourth and Benzonia Township Supervisor/Benzie Central School Board member Jason Barnard regarding the proposed Platte River Elementary School property transfer and request to the Road Commission to provide funds to upgrade Henry Road in conjunction with the new elementary school construction project.

Discussion ensued with the Board, Erfourth, Barnard and the school's project engineer and construction manager (participated over the phone) outlining the reasons why Henry Road is being recommended to construct the new facility entrance instead of on school property and why Benzie Central Schools cannot contribute funds to upgrade Henry Road for that portion of the improvements not on the school's property.

Jason Barnard stated that Benzonia Township would be willing to pledge funds for this upgrade but the exact amount of the pledge is yet not known.

Further discussion ensued whether additional improvements, such as a left-turn bypass lane would be necessary for Homestead Road to handle the anticipated additional traffic and also if there is enough right of way available on Henry Road to accommodate a three-lane entrance with curbing. In order to clarify what would improvements would be needed to both roads, Skeels was directed to hire an engineering consultant to conduct a traffic study using the traffic data already collected by the Road Commission and to calculate the additional traffic based upon the square footage of the new facilities.

Motion by Commissioner Bowers supported by Commissioner Mick to accept the Benzie Central School District's offer to transfer ownership of the Platte River Elementary School property to the Benzie County Road Commission for "valuable consideration" as defined by Superintendent Erfourth at the Road Commission's May 4, 2021 special meeting that also includes the environmental assessment and survey costs that were paid for by the Road Commission on behalf of the Benzie Central Schools.

Further, the Chairman is hereby authorized to sign the proposed property transfer/purchase agreement, revised to remove the property reversionary clause and insert the legal property description of the parcel(s) on Attachment "C" (Quit Claim Deed) that is attached to the purchase agreement.

In addition, the board of Road Commissioners of Benzie County will continue to treat the Platte River Elementary school property transfer and the Henry Road funding request as two separate matters, and any decision for providing funds/in-kind services to upgrade Henry Road are tabled until the property transfer agreement is ratified/executed by the Benzie Central School Board.

Discussion: None.

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

Comments were offered by Erfourth and Barnard, and Erfourth asked the Board to send the updated agreement to her as soon as possible so their attorney can have time to review the revised agreement prior to her school board's November 8th meeting.

Items Before the Board:

-Request to approve Consent Judgement: Frankfort County Airport Authority lawsuit:

Skeels informed the Board that the Michigan County Road Commission Self Insurance Pool's attorney, William Henn is asking the Board to approve a Consent Judgement he had drafted to submit to the circuit court asking for the Road Commission be dismissed from the lawsuit (Case number 21-1153-CZ) but retains the Airport Road right of way easement.

Motion by Commissioner Bowers supported by Commissioner Mick to approve/sign MCRCSIP attorney Henn's request to submit a Consent Judgement on behalf of the Benzie County Road Commission asking the Circuit Court to release the Road Commission from the Frankfort County Airport Authority lawsuit (Case number 21-1153-CZ).

Discussion: None.

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

-Request motion to accept Source well pricing for capital acquisition equipment:

With expected delivery dates pushed out for over six months/one year for this year's capital equipment purchases, orders need to be placed as soon as possible.

Motion by Commissioner Bowers supported by Commissioner Mick to accept the Source well quotes submitted by Michigan Caterpillar for the following:

-Model 938M wheel loader - \$236,769.01; model 415 backhoe loader - \$107,994.43; model 140 AWD grader - \$381,032.62 with \$34,000.00 trade -in value given for our 1994 CAT 12G; model TK50LP tag trailer - \$34,605.99; model TK40LP tag trailer - \$26,251.40 and model 315 Excavator - \$251,956.50 with \$86,500 trade-in anticipated fEW180E Volvo excavator.

Discussion: None.

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

Motion by Commissioner Bowers supported by Commissioner Mick to accept the Source well quote of \$36,667.05 submitted by Todd Wenzel Buick for a 2021 GMC Sierra pickup truck for the Fleet/Facilities Manager.

Discussion: None.

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

Correspondence/Information/Discussion: A letter dated October 14, 2021 from Lake Township resident Laurie Raymond (letter was also signed by Beech Street residents Lawrence Tretyak, Thomas Davis, Colleen Thomas, and Lois Buckle) requesting road repairs and ongoing maintenance of Beech Street, a platted street located in Lake Township not accepted/claimed by the Benzie County Road Commission.

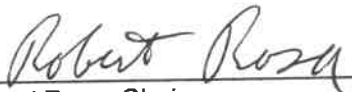
Staff had been in contact with Raymond to suggest she submit her request in person at the Lake Township board meeting. No action taken on the request.

After discussion, the board agreed to cancel the November 24, 2021 regular board meeting due to scheduling conflicts.

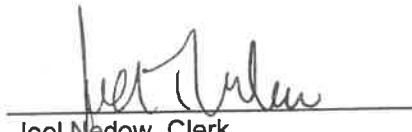
Public Input: None.

Board Round Table: None.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 12:01 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 offices in Honor, Michigan on Thursday **November 11, 2021** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Ted Mick
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Matt Skeels

Guests attending: County Commissioner Gary Sauer, Sherry Taylor, Steve and Joyce Blood, Jane White and Sue White, Laurie Raymond, Marianne Davis and other guests.

The agenda was accepted as presented.

October 28, 2021 regular meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #50997 to #51031 in the amount of \$169,303.27 and approve Payroll #23 for \$54,458.47.

Discussion: None.

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

Cash Summary: Reviewed as presented.

Work Summary: Manager Skeels, Superintendent Fasel and Fleet Manager Johnson provided oral reports.

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 Sue White and Jane White, who asked the Board to consider accepting the previously abandoned end portion of Stevens Lake Road back into the county road system as a public road. Located in Almira Township, Sue White stated the segment in question was vacated back in the 1970 when their father, Ole White was on the Benzie County Road Commission Board. Further discussion ensued as to what the current standards the road would need to be upgraded, with 100% of the cost provided by a third party as required by Board policy. No action was taken at this time, pending response from Almira Township whether this road segment would be upgraded to a flexible, less costly seasonal road standard (without winter snowplowing) or upgraded to allow winter plowing at a full sixty-six feet wide easement (or deeded right-of-way), additional right-of-way to construct a turnaround at the end of the road, and the road surface to be paved with the funds to be provided by the Township or third party.

Heard comments from Steve and Joyce Blood regarding Dinger Road. Staff had turned in the Blood's insurance claim to the Road Commission's insurance Pool, who in turn forwarded the matter to legal counsel for them to respond to the Blood's claim. While the claim is pending and snow anticipated soon, Blood asked the Board if they would give the go ahead to start the vibratory trenching process, stating they can cover the cost for this part of the treatment with the understanding that they would be reimbursed by either the insurance carrier or by the Road Commission. Skeels informed Blood that he expects they will receive a response from the Pool's attorney later in the week, and he also informed them their contractor will need to apply for a permit (no charge) to work in the road right of way. Skeels also offered to temporarily close the road so that nothing would interfere with the trenching process. When asked, Blood informed the Board that the vibratory trenching process, which needs to start soon, is estimated to cost approximately \$6,000.00 and that the tree cutting is not time sensitive and can be done during the winter months. Further discussion ensued between the board members if there was any interest in offering financial assistance to the Bloods so that the vibratory trenching can begin as soon as possible while both parties wait for a response from the Pool's attorney regarding the claim.

Motion by Commissioner Rosa, supported by Commissioner Bowers to agree to reimburse the Bloods for one-half of the actual vibratory trenching cost, total price estimated to be approximately \$6,000.00, with the actual amount payable contingent upon the Road Commission receiving a copy of the contractor's invoice.

Discussion: None.

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

Appointments:

Heard comments from Laurie Raymond, requesting road repair and on-going maintenance for Beech Street, a platted road in Lake Township that was not claimed by the Benzie County Road Commission. Raymond, who was accompanied by several other Beech Street residents, reported that her and other residents have been paying to maintain Beech Street over the years, and as this road is platted and dedicated to the public, either Lake Township or the Road Commission should be the entities who should be maintaining it. While discussions with the Lake Township Board have been positive, there has been no indication that the township would be willing provide any road maintenance funding.

Skeels informed Raymond that he could not locate any documentation that Beech Street was ever accepted into the County Road system and as such, the Road Commission has no jurisdiction and therefore cannot provide maintenance. As such, any funds to maintain Beech Street must come from other sources, such as Lake Township or from private sources. He also informed Raymond that our policy requires a road or street be upgraded to current standards, paid for entities other than the Road Commission, before the Board could consider accepting it into the County Road system.

After a lively discussion that included input from other Beech Street residents, no action was taken on Raymond's request, and the Board suggested she take her proposal back to Lake Township for their consideration.

Items Before the Board:

-Review/approve driveway permit application submitted by Paul Hensel Trust, AJ's Excavating: septic system and retaining wall encroaching into road right-of-way:

Located at 1139 E. South Shore Drive, the applicant is asking for permission to infringe his proposed septic system in the road right-of-way. Superintendent Fasel had met with the applicant and is recommending approving the request with conditions outlined in his written evaluation

Motion by Commissioner Bowers supported by Commissioner Rosa to approve the driveway permit application submitted by homeowner Paul Hensel Trust/AJ's Excavating (as contractor) authorizing the construction of a new septic system and retaining wall to encroach into the E. South Shore Drive road-right of way, providing the applicants install a cross culvert under S. Shore Drive in conjunction with a French drain to carry storm and spring water away from their property and out of the road as recommended by the Superintendent.

Discussion: None.

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

-Motion authorizing Manager to approve accounts payable/payroll payments-end of November:

Nedow stated that as the second meeting in November was cancelled, he is asking the Board to authorize Manager Skeels to approve accounts payable and payroll payments on behalf of the Board.

Motion by Commissioner Bowers supported by Commissioner Mick to authorize the Manager to approve accounts payable and payroll payments on behalf of the Board for the end of November 2021 only.

Discussion: None.

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

Amend Policy #109 – Road Abandonment Request:

Skeels informed the Board that the original policy needed to be updated to include instructions and a formal petition form that follows State statute for those who wish to submit a request to abandon road for the Board to consider which was not included with the original policy.

Motion by Commissioner Bowers supported by Commissioner Mick to amend the Benzie County Road Commission's Policy #109 – Road Abandonment Request to include instructions and a formal petition form as presented at today's meeting.

Discussion: None.

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

Update: Platte River Elementary School property transfer:

Skeels reported Chairman Rosa signed the purchase/transfer agreement (after our attorney had removed the reversion clause from the proposed deed and replaced it with a legal description of the parcel) last week and he had forwarded the documents to the Benzie Central Schools for consideration at their next school board meeting. However, he reported receiving a phone call from Superintendent Erfourth informing him the agreement was not ratified due to concerns with the removal of the reversion clause. Since then, our legal counsel has been working with the school's attorney to find a viable solution that both sides would be happy with.

Correspondence/Information/Discussion:

-A letter from Anderson, Tackman & Company PLC explaining the planned scope and timing of audit procedures the firm will be using when auditing the Road Commission's basic financial statements and evaluating our internal controls.

-Letter dated October 28, 2021 from Michigan State Representative Jack O'Malley, asking for Road Commission support for successfully completing and implementing upgrades to Henry Road to accommodate the planned new school addition project.


-Letter dated November 1, 2021 from Michael Kluck of Michael R. Kluck & Associates announcing his firm as merged with the law firm of Loomis, Ewert, Parsley, Davis & Gotting, PC. After discussion, the Board authorized Skeels to explore the possibility of hiring a new law firm for labor-related matters in the near future.

Public Input: None.

Board Round Table: None.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 11:55 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 **December 9, 2021** at 9:30 a.m.

Present: Chairman Robert Rosa
Member Ted Mick
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Matt Skeels

Guests attending: County Commissioner Gary Sauer, Sherry Taylor, Steve and Joyce Blood, Benzie Central Schools Superintendent Aimee Erfourth, School Board members Jason Barnard and Brian Childs, Gourdie-Frasier and Associates Engineer Joe Williams and Kyle Cook.

The agenda was accepted as presented.

November 11, 2021 regular meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #50997 to #51113 in the amount of \$222,018.65 and approve Payroll #24, #25 and #25A for \$130,183.62 in total.

Discussion: None.

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

Cash Summary: Reviewed as presented.

Work Summary: No reports offered.

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 Sherry Taylor, who reported attending a recent County Brownfield Authority meeting in which there was discussion about developing the old Bud's property located in the Village of Honor as a fueling station. Taylor indicated that there was a suggestion that the Road Commission could utilize this new facility for fueling our fleet vehicles. Skeels informed Taylor that the Road Commission has our own fuel depot and the proposed fuel station is within the Honor village limits outside of our jurisdiction. Also, he pointed out that as the facility would be constructed on US-31, any driveway permitting would be under MDOT's jurisdiction.

Appointments: None.

Items Before the Board:

-Dinger Road abandonment request:

Steve and Joyce Blood provided a letter to the Board, which was dated December 1, 2021 providing reasons why they are requesting Dinger Road, a seasonal road between Center Road and Stanton Road in Colfax Township, be abandoned. Staff also provided an email dated December 3, 2021 from Lambda Energy representative Rodney Schoolcraft who acknowledged the recorded lease from 1983 provides Lambda the authority to continue to use the road to access the well whether or not Dinger Road remains a county road or becomes a private road, and as such Lambda does not object to the abandonment proceedings. Skeels recommended proceeding with the request and to set a public hearing date to hear comments regarding the abandonment request and to also waive the \$250.00 permit application fee. Further discussion ensued regarding which January board meeting would suffice to schedule the public hearing. The Bloods emphasized they would prefer the earliest meeting possible so that the contractor they hired to treat the oak wilt infestation can proceed with vibratory trenching. Skeels noted the contractor the Bloods hired has contacted him to let the Road Commission know the treatment has been delayed due to mechanical problems and is waiting for a replacement part which he expects to arrive soon. Skeels then offered to barricade Dinger Road this week so that the work can proceed without interruption.

Motion by Commissioner Bowers supported by Commissioner Rosa to schedule a public hearing for Thursday, January 13, 2022 at 10:30 a.m. at the Benzie County Road Commission conference room in order to listen to public input regarding the Petition to Abandon Road request submitted by Steve and Joyce Road for Dinger Road (between Center Road and Stanton Road), which is a seasonal road located in Colfax Township. Further, the \$250.00 permit application fee is hereby waived.

Discussion: None.

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

-Approve Resolution 21-10 – authorizing Manager to sign MDOT contract for upgrading signage at Grace/Pond Roads and Reynolds/Cinder Roads:

Skeels explained that there were two MDOT contracts for this MDOT funded project and the resolution is needed to authorize the Road Commission to be reimbursed in part for the expenses incurred for the work done.

Motion by Commissioner Bowers supported by Commissioner Rosa to approve Resolution 21-10 which reads as follows:

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

Sign mounted flashing beacons, transverse rumble strips, reflective post sheeting and sign upgrades at Grace Road and Pond Road and at Cinder Road and Reynolds Road; and all together with necessary related work, and

WHEREAS, the project, or portion of the project, are being programmed with the United States Department of Transportation, Federal Highway Administration for implementation under the Highway Safety Improvement Program, identified as: Control Section HSIP-10000, Job Number 210314CON, Project Number 21A0142, CFDA Number 20.205 (Highway Research Planning & Construction), Contract No. 20-5531, 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 Manager Matthew Skeels be authorized to sign the contract.

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

Preliminary review of 2021 financial audit report determination and findings:

Nedow provided copies of the audit opinion (unqualified opinion) with no significant findings. The report did include a follow-up on last year’s audit recommendations, most of which have been completed. When Nedow asked if the Board would like Anderson Tackman & Company auditor Phil Wolf to attend the December 23rd meeting to present the final audit report and Act-51 in person, the Board responded his presence was not required and Nedow could present the reports on Wolf’s behalf.

Confirm Local Road Committee’s selection of 2022 local road millage projects and to approve staff’s recommendation for 2022 primary road millage project:

The Committee met on December 2nd at the Road Commission and approved the following local road paving projects for 2022: Case Road (from Homestead Road to Love Road – 0.90 miles); Love Road (from Case Road to Aylsworth Road – 0.89 miles); Swamp Road (from Mick Road to Joyfield Road – 2.00 miles); Hunt Road (from Joyfield Road to Howard Road – 0.76 miles) and Howard Road (from M-22 to Hunt Road – 0.68) for a total distance of 5.23 miles.

In addition, staff is recommending Joyfield Road (from US-31 to M-22 – 4.35 miles) as the 2022 primary road millage project of choice.

Motion by Commissioner Bowers supported by Commissioner Rosa to affirm the Local Road Committee's choices for local road paving projects for the 2022 paving season and to approve staff's recommendation of Joyfield Road as the primary road millage project for 2022.

Discussion: None.

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

Correspondence/Information/Discussion:

Discussed two reports prepared by Gourdie-Frasier & Associates professional engineer Joe Williams. The first report providing William's recommendations whether there is sufficient right of way at Henry Road/Homestead Road to re-construct Henry Road to accommodate the proposed new school access driveway. The second report provides an analysis of the projected traffic patterns on Homestead Road to determine if a by-pass turn lane should be constructed there as well.

In William's Henry Road report, Williams concluded that the school's conceptual layout of a multi-lane driveway "appears to be ideal, as it provides for increased capacity and less queuing of vehicles due to the existence of an additional lane for exit traffic". However, due to the confines of the existing sixty-six foot Henry Road right of way, the proximity of the adjacent home on the west and the DTE facilities property to the east, utilizing Henry Road appears less feasible than locating a new approach entrance further to the east on Benzie Central School property.

Further discussion between Williams and BCS Superintendent Erfourth concerning the metrics used by Williams to base his conclusions upon. Skeels noted the second report as to whether a by-pass turn lane be constructed on Homestead Road is not conclusive at this time. During the discussion, two alternative suggestions were offered. The first was the possibility of shifting the end of Henry Road to the east onto the west side of the DTE easement so that the three-lane configuration could fit. The second suggestion offered by Chairman Rosa was to consider relocating a portion of Henry Road further to the east, re-routing Henry Road to the east side of the DTE easement property yet maintain access for the property owner on the to-be vacated segment. After further discussion, no decision was rendered pending further investigation into the feasibility of either suggestions and future discussions with DTE to determine if they would be willing to cooperate.

Public Input: None.

Board Round Table: None.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 10:33 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 23, 2021** at 9:30 a.m.

The agenda was accepted as presented.

Manager Skeels recommended going into closed session so that the Board could confer with legal counsel the latest proposed alterations to the previously accepted Platte River Elementary School property transfer agreement.

Motion by Commissioner Bowers supported by Chairman Rosa to go into closed session to confer with the Road Commission's legal counsel regarding the Platte River Elementary School property acquisition transfer agreement.

Roll call vote: Commissioner Rosa – aye; Commissioner Bowers – aye and Commissioner Mick – aye.

Chairman Rosa then suspended the regular meeting and the Board went into closed session at 9:31 a.m.

At 10:20 a.m. the Board came out of closed session and Chairman Rosa reconvened the regular meeting.

Present: Chairman Robert Rosa
Member Ted Mick
Finance Manager/Clerk Joe Nedow

Vice-Chairman James Bowers
Manager Matt Skeels

Guests attending: County Commissioner Gary Sauer.

Motion by Commissioner Bowers supported by Commissioner Rosa to amend the October 28, 2021 motion whereby the Board of Road Commissioners of Benzie County had accepted the agreement with the condition that the property reversionary clause on Attachment "C" of the transfer agreement be removed. Instead, the Board hereby agrees to accept the revised property transfer agreement as approved by the Benzie Central School Board of Education that retains the reversionary clause in Attachment "C" which grants Benzie Central Schools the right of first refusal in the event the property is subsequently sold providing Benzie Central Schools reimburses the Benzie County Road Commission for any cost incurred for improving the property.

Discussion: Chairman Rosa and Commissioner Bowers stated their preference to proceed with finalizing the transfer process as soon as practical.

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

The December 9, 2021 regular meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #51114 to #51166 in the amount of \$443,714.20 which includes a \$200,000.00 payment to MERS – Surplus Division and approve Payroll #26 for \$68,613.16.

Discussion: Nedow stated the amount would help reduce the Road Commission's unfunded pension liability and that there are sufficient funds to warrant the additional contribution at this time.

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

Cash Summary: Reviewed written report. Skeels also reported he was able to secure additional federal funds for next summer's CR-669 road improvement project.

Work Summary: No rep.

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:

Appointments: None.

Items Before the Board:

Motion to accept 2021 Road Commission financial audit report & Act-51 report:

Nedow distributed copies of the September 30, 2020 audit report as prepared by Phil Wolf of Anderson Tackman and Company that resulted in an unqualified (clean) opinion, with no significant deficiencies in internal controls. While last year's audit report included the finding of a significant deficiency – segregation the duties performed by the Finance Manager, this year did not as Nedow excluded himself from signing checks and receipting funds which addressed this deficiency. Nedow also added that he will continue to update the various policies and procedures as recommended in the report.

Motion by Commissioner Bowers supported by Commissioner Mick to accept the 2021 year-end audit report and accompanying financial statements as reviewed and prepared by Anderson Tackman and Company, and approve the audited Act-51 report for the year ended September 30, 2021 for submission to the State of Michigan via their reporting portal.

Discussion: none.

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

Schedule 2022 Organizational Meeting:

Motion by Commissioner Bowers supported by Commissioner Rosa to schedule the Benzie County Road Commission Organizational meeting for Thursday, January 13, 2022 starting at 9:30 a.m. at the Road Commission conference room located in Honor, Michigan.

Discussion: None.

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

Request to grant exception to policy whereby residential driveway permit applicants with access to a private road must construct driveway on private road instead of public road.

Requested by applicant Jose Campos, owner of a parcel on Brownell Road that also has access on Tink's Trail, a private drive that accesses Brownell Road. Campos had informed staff he had spoken to an adjacent parcel owner that also had access to Tink's Trail who had applied for a driveway permit this past summer received approval from the Road Commission to construct his driveway on Brownell Road instead of on the private drive. Skeels explained that the other permit had been approved allowing access on Brownell Road in error as staff had not been aware the previous lot also had access to a private drive. Commissioner Rosa and Bowers noted that Brownell Road sees little traffic and given the circumstances of the previous permit, they would not object to granting an exception to the Road Commission's policy.

Motion by Commissioner Bowers supported by Commissioner Rosa to approve a driveway permit application submitted by Jose Campos, allowing him to construct a residential driveway on Brownell Road, granting an exception to the Road Commission's policy requiring parcels having dual access to a private drive and a private drive to construct their driveway on the private access.

Discussion: None.

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


Correspondence/Information/Discussion:

Public Input: None.

Board Round Table: None.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 11:13 a.m.


Robert Rosa, Chairman


Joel Nedow, Clerk