

received grant funding for signage at Reynolds/Cinder and Pond/Grace Roads. Betsie Valley Trail is concerned that they might not be able to open causeway this next year and would need to reroute. If this is the case, they may need BCRC to help with temporary signage.

Standing guest: Gary Sauer, County Commissioner – Mentioned he is hoping that the Betsie Valley Trail will continue to work with BCRC this year. Commissioners voted to release attorney/client privilege regarding millage language for Maples. Elberta Clerk resigned. Discussions continue on Headlee rollback. Watervale Inn is requesting to have an excavator parked at the outlet so that they can keep it dug-out this year. Discussions continue to arise regarding concern about water levels on Lake Michigan.

Public Input – Sherry Taylor-Homestead Township, mentioned that Commissioners have the ability to phone conference in for meetings. Ron Evitts-Colfax Township, questioned why our Superintendent does not attend the full board meetings anymore. He also stated that he has brought up many issues that he is waiting for a response on.

Items Before the Board:

Primary/Local Millage Projects 2020 - Motion by Commissioner Bowers and supported by Commissioner Mick to approve the Primary and Local Millage Project list for 2020 as presented. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried

Honor Bank CD Renewal - Motion by Commissioner Rosa and supported by Commissioner Bowers to renew our Honor Bank CD of \$250,000 plus any earned interest for five months with Honor Bank at an interest rate of 1.70%. Discussion followed regarding having the Clerk look at other local banks/credit unions for their rates between now and June 2020 when this will be due for renewal again. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Correspondence/Information/Discussion:

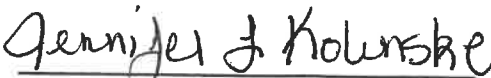
Sale of 2021 Federal Aid – Manager Skeels discussed our potential option of pooling our Federal Aid funds with Leelanau and Traverse City. This could be done in one of two ways: 1, All funds would be pooled and sold as one package or 2. Package could be offered with the option to split it up by County if there is a desire for only part of the packaged funds. Either way we will need a resolution to proceed forward with this process. Manager Skeels to discuss with Leelanau and Grand Traverse and then report back to the board.

Public Input: Commissioner Sauer asked what happens if the package doesn't sell? Manager Skeels stated that we have other options if there is no interested party for the Federal Aid funds.

Board Round Table: Administrative staff met with our engineer to start discussing building options. He suggested that we do some building tours of similar size Road Commissions to get some ideas on what we are looking for. Asked that we have details on square footages for office, truck parking, mechanic's shop, etc. before we meet again. Subway card for Nov-Dec 2019 period was given to Andrew Carter for taking the time to shovel the walkway here at the Road Commission. Leroy Reed contacted the Road Commission to discuss the possibility of using the walkway access to get equipment down on the beach at Lake Michigan to help shore-up some of the erosion issues. If allowed use, they would fix the current walkway when done and shore it up from the lake.

Meeting Adjourned at 10:45 a.m.


Robert Rosa, Chairman


Jennifer L. Kolinske, Clerk

Annual Appointment of Clerk & Deputy Clerk – Motion by Commissioner Rosa and supported by Commissioner Mick to appoint Jennifer Kolinske - Clerk and Patricia Cote - Deputy Clerk for the Board of the Benzie County Road Commission for calendar year 2020. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

North Mitten Race – Board approved request letter from Janice Davison to hold the annual 2020 North Mitten Race at Crystal Mountain. Motion to approve the request by Commissioner Bowers and supported by Commissioner Mick. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

CRA Board of Directors Ballot – Motion by Commissioner Bowers and supported by Commissioner Mick to cast our vote to re-appoint Burt Thompson to the CRA Board of Directors. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Approve Signers for MDOT Electronic Signing Program and the Homestead Road Contract #20-5010 – Motion to approve Commissioner Rosa, Matt Skeels, Scott Fasel and Jennifer Kolinske as MDOT Electronic signers, and Commissioner Rosa and Manager Skeels to sign the Homestead Road contract. Motion presented by Commissioner Bowers and supported by Commissioner Mick. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Bank CD 1.4% Due to Roll-Over February 2020 – Motion to renew with Independent Bank presented by Commissioner Rosa and supported by Commissioner Mick. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Correspondence/Information/Discussion:

1st QTR 2020 Financials – Presented by Clerk Kolinske

Wexford & Manistee Building Visits – Manager Skeels gave a summary of the visits.

School Property – Manager Skeels spoke with Benzie Central Superintendent Matt Olsen about the school located next to the Road Commission. He stated that the school intends to sell the property.

Local Road Share Balances for 2020 – conversation regarding Platte Township and Lake Township pooling funds for Saffron Road.

Saffron Road – need an estimate before discussions with Lake and Platte Townships.

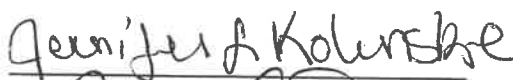

Paving Bids & Material Bids Opening – Manager Skeels discussed the opening of the bids. The Board would like this to occur at the regularly scheduled open meetings of the Board of Road Commissioners.

Public Input: Gary Sauer asked about the process for holding asphalt bidders to specifications.

Board Round Table: Clerk Kolinske updated the board on the costs associated with the Hooker, Skinner and Dymond Road structures

Meeting Adjourned at 12:05 p.m.


Robert Rosa, Chairman


Jennifer Kolinske, Clerk

Patricia Cote, Deputy Clerk

A special meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission offices in Honor, Michigan on Thursday February 6, 2020 at 9:00 a.m.

Present: Chairman Bob Rosa
Vice-Chairman James Bowers
Member Ted Mick

Manager Matt Skeels
Clerk Jennifer Kolinske

The agenda was accepted as presented.

Public Input – None.

Items Before the Board:


Resolution 2020-04 Homestead Road Project MDOT Contract #20-5010 – the Motion to approve Resolution 2020-04 on the Homestead Road Project MDOT Contract #20-5010 was presented by Commissioner Bowers and supported by Commissioner Mick. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Public Input: None.

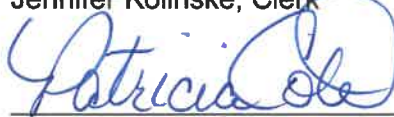
Meeting Adjourned at 9:15 a.m.



Robert Rosa, Chairman



Jennifer Kolinske, Clerk



Patricia Cote, Deputy 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 20, 2020 at 9:32 a.m.

Present: Chairman Bob Rosa
Vice-Chairman James Bowers
Member Ted Mick

Manager Matt Skeels
Deputy Clerk Patricia Cote

The agenda was accepted as presented.

The January 30, 2020 minutes were accepted as presented.

The February 06, 2020 minutes were accepted as presented.

Motion by Commissioner Bowers and supported by Commissioner Rosa to pay bills #46884 to #46932 in the amount of \$292,820.84 and Payroll #3 & #4 for \$130,224.59, Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Cash Summary: Board reviewed the Cash Summary.

Work Summary:

Mike Johnson Shop Foreman/Facility Manager – N/A

Scott Fasel Superintendent – Joined meeting later to discuss the Asphalt Bid Extension.

Matt Skeels Manager – Explained the FLAP Grant (Federal Land Access Program).

Public Input: None

Standing guest: Gary Sauer, County Commissioner – Gave a report on the latest meeting of the Benzie County Board of Commissioners as well as activities and events in and around the county.

Items Before the Board:

Act 51 Certification Maps – Presented by Manager Skeels. Motion by Commissioner Bowers and supported by Commissioner Mick to approve the maps as presented with one minor map change and no mileage changes. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Asphalt Bid Extension – Steve Endres from Elmers presented an offer to the Road Commissioners to extend the 2019 Asphalt paving bid awarded to Elmers to 2020 at \$61.44/ton for Package A, and \$76.01/ton for Package B. Motion by Commissioner Rosa and supported by Commissioner Mick to extend the 2020 Small and Large Asphalt projects bid to Elmers Crane & Dozer. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Benzie CRC FOIA Procedures and Guidelines – Deputy Clerk Cote proposed a change in wording in the BCRC FOIA Procedures and Guidelines to indicate that “all FOIA requests sent via the USPS must include the “P.O. Box 68” address line for the Road Commission, as all mail addressed to the street address will be returned to the sender as undeliverable. She also indicated that the e-mail contact information needs to be updated from “.org” to “.net,” because our email addresses have changed since the last publication. Commissioner Rosa proposed that the Board grant permission for

all policies and guidelines of the Benzie County Road Commission be updated with the new contact information without the need for Board approval for each occurrence. Motion by Commissioner Rosa and supported by Commissioner Mick to make necessary contact information changes to all BCRC Policies and Guidelines. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Correspondence/Information/Discussion:

Cliff Grostick Re: Brownell Road Paving – Cliff Grostick voiced his concerns about the state of Brownell Road and the amount of money the Road Commission has spent maintaining it in recent years, continually tarring and chipping it. Manager Skeels reported that NRCS is replacing the Weldon Road culvert this year and he would like them to also replace the one at Pioneer Road, and the CR-669 one on Carter Creek as well. Putting a few more culverts in the area would drain away the water runoff from the hill so it stops eroding the area around the road. Cliff asked for contact information so he could contact the organization too. Commissioner Rosa suggested that if we could get their help with installing drainage culverts in the next year or so, then we could hold off for the short term, but if it is going to take three or more years, we should look into addressing the problem sooner rather than later. Don Louisignau inquired whether there has been any drilling in the area to determine the amount of clay in the soil. Mr. Grostick was told that in the mean time he must get the Township involved, as the local portion of the millage funding is directed by the townships.

For Profit vs. Non-Profit Permit Fees – A suggestion was made by Manager Skeels that we look into setting a separate fee schedule for For-Profit versus Non-Profit Fees for Permits for activities involving the roads. Gary Sauer pointed out that some organizations charge an entry fee, regardless of their profit status, and suggested that that might also be a factor to take into consideration when setting the fees.

Lakeview Drive/Joe Binkowski – Manager Skeels explained that Mr. Binkowski approached the Road Commission inquiring about upgrading the “paper street” that runs along the lakeshore to a Seasonal Road so he can claim access from the lake side of his L-shaped property. The township is requiring that he use the house front setback from Lakeview Drive, thus rendering most of his land useless to build upon.


Public Input: None.

Board Round Table: Manager Skeels met with representatives from the Point Betsie Lighthouse project. They are almost finished with the road plans. They believe they will have their funds in order this year. Manager Skeels sent them to the Local Road Committee to ask for millage money. They are proposing permeable pavers for the road, if the Board will allow it. They don't have any property to pipe the road water to, and this would take care of the issue on-site. Commissioner Bowers suggested that they might consider using stained permeable pavement with bricks stamped into it and avoid much of the upkeep associated with individual brick pavers.

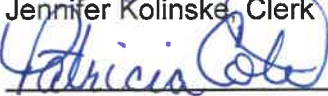
Meeting Adjourned at 11:02 a.m.



 Robert Rosa, Chairman



 Jennifer Kolinske, Clerk



 Patricia Cote, Deputy Clerk

A special meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission offices in Honor, Michigan on Thursday March 5, 2020 at 9:30 a.m.

Present: Chairman Bob Rosa
 Vice-Chairman James Bowers
 Member Ted Mick

Manager Matt Skeels
 Clerk Jennifer Kolinske

The agenda was accepted as presented.

Public Input – N/A

Items Before the Board:

Building Improvements/Renovations Discussion – Architect Rick Skendzel & Engineer Steven Steimel presented two possible options: Option A – renovations/additions to current property and Option B – renovations/new construction on school property. Discussion followed on pros and cons of both options.

Correspondence/Information/Discussion: N/A

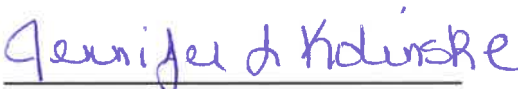
Public Input: N/A

Board Round Table: County Road Association's Commissioner's Conference will be held in Traverse City April 19-21, 2020. Manager Skeels encouraged all the Commissioners to attend if possible.

Meeting Adjourned at 10:50 a.m.



 Robert Rosa, Chairman



 Jennifer L. Kolinske, Clerk

county commissioners feel renovations to old BCRC building may not be the best option and that they feel there would be enough support for a new facility.

Public Input: N/A

Items Before the Board:

2021 Truck Equipment Outfitting Estimates – Manager Skeels presented to the board the detailed specifications and costs to outfit the trucks we will receive this fall.

James Lamont – Cinder Road Culvert - Motion by Commissioner Rosa and supported by Commissioner Bowers to have BCRC upgrade the culvert in front of the home located at 18475 Cinder Road from a 12-inch to an 18-inch culvert to address flooding issues on Mr. Lamont's property. Ayes: Rosa, Bowers and Mick. Nays: None, Motion carried

Proposed Permit Fee Changes – Motion by Commissioner Rosa and supported by Commissioner Bowers to update the BCRC "Permit Fee Schedule" adding language and fees for non-profit and for-profit special events based on type and size. Ayes: Rosa, Bowers and Mick. Nays: None, Motion carried.

Homestead Township May 16, 2020 Clean-up Day - Motion by Commissioner Bowers and supported by Commissioner Mick to allow Homestead Township the use of the BCRC grounds on May 16, 2020, from 8:00 a.m. to noon for their annual Township clean-up day. Ayes: Rosa, Bowers and Mick. Nays: None, Motion carried.

Correspondence/Information/Discussion:

Building Improvements/Renovations Review & Discussion – Manager Skeels presented a memorandum letter received from Architecture Technology, P.C. and a summary document he created that highlights the pros and cons of options A and B.

Closed Session – To Consider the purchase or lease of real property –

10:33 a.m. - Motion by Commissioner Bowers and supported by Commissioner Mick to enter into a closed session to consider the purchase or lease of real property. Ayes: Rosa, Bowers and Mick. Nays: None, Motion carried.

11:25 a.m. Motion by Commissioner Bowers and supported by Commissioner Mick to exit the closed session considering the purchase or lease of real property. Ayes: Rosa, Bowers and Mick. Nays: None, Motion carried.

Motion by Commissioner Bowers and supported by Commissioner Rosa to approve expenditures for one set of revised plans and a phase one environmental assessment of the school property. Ayes: Rosa, Bowers and Mick. Nays: None, Motion carried.


Public Input: N/A

Board Round Table: Manager Skeels shared the MCRCSIP nominations form with the board.

Meeting Adjourned at 11:35 a.m.



 Robert Rosa, Chairman



 Jennifer Kolinske, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa via teleconference through the Road Commission offices in Honor, Michigan on Thursday, April 09, 2020 at 9:46 a.m.

Present: Chairman Bob Rosa
Vice-Chairman James Bowers
Member Ted Mick – 10:50 a.m.

Manager Matt Skeels
Deputy Clerk Patricia Cote

The agenda was accepted as presented.

The March 26, 2020 minutes were accepted as presented.

Motion by Commissioner Rosa and supported by Commissioner Bowers to pay Payroll #7 for \$57,981.77. Roll Call: Commissioner Rosa, Aye; Commissioner Bowers, Aye; Absent – Commissioner Mick. Nays: None. Motion carried.

Cash Summary: N/A

Standing guest: Gary Sauer, County Commissioner – Gave a report on the state of the County with regard to the Coronavirus. As of 10:00 a.m. there were still no reported cases in Benzie County. He attended the Joyfield Township meeting and he reported that the Township is still interested in doing the section of Mick Road that is scheduled for this year.

Public Input: Manager Skeels stated that we are upholding the Executive Order 2020-21 to perform required screening of all employees daily by having each person fill out a checklist verifying that they are free from the known symptoms of COVID-19, and have not been in contact with any person who has tested positive for the virus. The statements are signed and kept on file at the Road Commission office for verification.

Items Before the Board:

Material Bid recommendation to the Board – Manager Skeels presented the staff's recommendations for acceptance of the 2020 Material Bids. He explained that we did re-bid two of the items because nobody bid on one item and the other only had one bid and it did not meet the BCRC Specifications. Offered to send tabulations to anybody interested in the results. Motion by Commissioner Bowers and supported by Commissioner Mick to accept the Staff's recommendations for the 2020 Material Bids. Roll Call: Commissioner Rosa, Aye; Commissioner Bowers, Aye; Commissioner Mick, Aye. Nays: None. Motion carried.


Correspondence/Information/Discussion: N/A

Public Input: N/A

Board Round Table: N/A

Meeting Adjourned at 10:11 a.m.


Robert Rosa, Chairman


Patricia Cote, Deputy Clerk

Public Input: N/A

Board Round Table: Manager Skeels stated that the National Parks were requesting we close roads to the parks since they are closed, we told them we were unable to do that. The only road closure we currently have now is at Aral Road due to a flooding issue. Elmer's is trucking down Covey Road for back fill for the US-31 project. We have been assured that any damage done to the road will be repaired once they are done with the project. Lastly, Manager Skeels informed the board that the latest drawing for potential building renovations/modifications is complete and that he will e-mail it out to all the board members.

Meeting Adjourned at 10:32 a.m.



Robert Rosa, Chairman



Jennifer L. Kolinske, Clerk

Page 2, BCRC Meeting 5/14/2020**Items Before the Board:**

2020 COVID-19 Preparedness & Response Plan - Motion by Commissioner Bowers and supported by Commissioner Mick to adopt the 2020 COVID-19 Preparedness & Response Plan. Roll Call Vote: Commissioner Rosa-aye, Commissioner Bowers-aye and Commissioner Mick-aye. Nays: None, Motion carried.

Resolution 2020-05 Nostwick Road Critical Bridge - Motion by Commissioner Bowers and supported by Commissioner Mick to adopt Resolution 2020-05 Nostwick Road Application for Critical Bridge Funds. Roll Call Vote: Commissioner Rosa-aye, Commissioner Bowers-aye and Commissioner Mick-aye. Nays: None, Motion carried.

Resolution 2020-06 Reynolds Road Critical Bridge - Motion by Commissioner Rosa and supported by Commissioner Mick to adopt Resolution 2020-6 Reynolds Road Application for Critical Bridge Funds. Roll Call Vote: Commissioner Rosa-aye, Commissioner Bowers-aye and Commissioner Mick-aye. Nays: None, Motion carried.

Resolution 2020-07 Participation Federal Aid Exchange Pilot Program (AMENDING 2020-03) - Motion by Commissioner Mick and supported by Commissioner Bowers to adopt Resolution 2020-7 Participation Federal Aid Exchange Pilot Program (AMENDING 2020-03). Roll Call Vote: Commissioner Rosa-aye, Commissioner Bowers-aye and Commissioner Mick-aye. Nays: None, Motion carried

2nd QTR Financials & MTF Update – Clerk Kolinske presented the 2nd QTR Financials. Clerk Kolinske informed the board that based on the latest estimates received from the State of Michigan Treasury our MTF revenue is estimated to be approximately \$340,000 less for FY 2020 than we budgeted.

Correspondence/Information/Discussion:


Paving Projects Update – Paving project update was given earlier in the meeting under Manager Skeels work summary report.

Building Improvements/Renovations Review & Discussion – Manager Skeels will provide hard copies of all plans presented to date to all board members for review.

Public Input: N/A

Board Round Table: Commissioner Rosa asked Manager Skeels to look into the Work Share Program being offered by the State of Michigan.

Meeting Adjourned at 10:55 a.m.



 Robert Rosa, Chairman



 Patricia Cote, Deputy Clerk

- *Review Office Open vs. Closed* – Following COVID-19 adopted plan. Will remain closed to the public until Governor Whitmer lifts the Stay-at-Home order. Will revisit with the Board as new information becomes available.
- *2020/2021 Federal Project – River Road* – Monies may not sell. We can run as parallel projects. We have the Federal Aid for sale, but we will continue to proceed forward with the Federal Project plans. Gourdie-Fraser is putting together an agreement. Both would be primary projects so our balance could come from millage monies in 2021.

Public Input: Gary Sauer asked about Homestead Road. Manager Skeels stated it is complete. Elmer's has signed off.


Board Round Table: Manager Skeels delivered Brine sample for testing. We will try to have future meetings in the Board Room. Reynolds/Cedar Run Road stop sign was hit and damaged. Person who hit it contacted us and will pay for the repairs. Still looking at Nov./Dec. Solar/Electric issues. Manager Skeels revisited Thomas Road sediment issues. Manager Skeels met with the residents of the Pinewoods subdivision to discuss solutions to the water issues that they have been facing. Commissioner Rosa suggested, in reference to financing the potential building renovation/rebuild, that we could consider the option of using 1/3 to 1/2 cash savings then go for a millage for the balance. Bonding might also be a possibility.

Motion by Commissioner Bowers and supported by Commissioner Rosa at 10:43 am to enter into closed session to discuss pending Union Contract negotiations and prospective building renovation/rebuild. Ayes: Rosa, Mick and Bowers. Nays: None. Motion carried.

Motion by Commissioner Rosa and supported by Commissioner Bowers to go out of closed session and return to open meeting session at 11:03 am. Ayes: Rosa, Mick and Bowers. Nays: None. Motion carried.

Meeting Adjourned at 11:05 am.


Robert Rosa, Chairman


Patricia Cote, Deputy Clerk

and Livermore and Laughlin for Board of Directors At-Large Representatives. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Encroachment Permit for CL&B Properties, LLC, 20900 Red Oak Drive, Lake Ann - Motion by Commissioner Bowers and supported by Commissioner Rosa to accept the request as presented. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Encroachment Permit for Spencer Ballard, 3067 Herron Road, Frankfort - Motion by Commissioner Bowers and supported by Commissioner Mick to accept the request as presented. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Revised BCRC COVID-19 Preparedness and Response Plan - Motion by Commissioner Bowers and supported by Commissioner Mick to approve the plan as presented, and give permission to Manager Skeels to approve future changes to the plan as recommended by MCRCSIP. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Correspondence/Information/Discussion:

Board of Trustees Candidates CRASIF – Manager Skeels informed the Board of the upcoming nomination of candidates for the CRASIF Board of Trustees.

Building Roof – Budgeted for spray roof. We are considering the possibility of saving \$47,000.00 if we don't do the coating on the three barrel roofs. There is an issue with the area above the women's locker room and the sign shop. The spray roof has a 10-year warranty. Commissioner Rosa and Commissioner Bowers thought that we should still go forward with re-finishing all of the roofs, as it is unknown how long it will take to get a new facility.

Public Input: Sherry Taylor mentioned that there is a dead tree on Homestead Road coming up the hill from Case Road next to some gas pipes. Commissioner Bowers said he believes they are out of the right of way. Scott said he would check it out and contact MichCon

Board Round Table: Manager Skeels inquired about having the retirement party for Clarence Ramey with the June 25, 2020 Board meeting. MERS Annual funded amount has been 41% in 2018 and 46% in 2019. We put in the Budgeted Amount + Refund Amount + Required Minimum Payment to get us to a total payment of \$1M, which raised our funded percentage by 5%.

Meeting Adjourned at 10:38 a.m.



Robert Rosa, Chairman



Patricia Cote, Deputy Clerk

Public Input: Manager Skeels mentioned that our guys got some flack for putting up “NO WAKE” signs on Lower Herring Lake. Sherry Taylor inquired if we had a chance to check out the dead tree on Homestead Road that she inquired about at the last Board meeting. Manager Skeels said that we did send Scott out there to measure and the tree is outside of the right-of-way, and therefore not something we are responsible for. He stated that he is checking with MichCon to see if they want to deal with it.

Items Before the Board:

Reschedule July Board Meeting dates - Current Schedule July 9 and July 23, 2020. Propose cancellation of the July 9th meeting and only meet one time for the month, on July 23rd. Motion by Commissioner Bowers and supported by Commissioner Mick to amend the July meeting schedule. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Encroachment Permit for 15363 Cinder Road - Property owner requesting to build a berm 5 feet into the road right-of-way. Motion by Commissioner Bowers and supported by Commissioner Mick to accept the request as presented. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Engineering Reimbursement – Motion by Commissioner Mick and supported by Commissioner Bowers to submit the request for \$10,000.00 Engineering Reimbursement from MDOT per Sec. 12(2) of Act 51, as amended. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Correspondence/Information/Discussion:

Pioneer Road 200254 Corrective Actions – This is being handled by MDOT. The Contract with DJ McQuestion will go into default if the corrective work issue is not addresses, or a proposed schedule of work is not provided to the Project Engineer by July 20, 2020.

2020 Bridge Inspection Contract – Link Engineering submitted a proposal for bridge inspections. Matt recommended signing it. Commissioners Bowers and Rosa agreed.

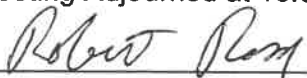
Loader Lease – The lease on the Loader is up. The buy-out cost to purchase it is just under \$100K. Original lease had 5 years/5000 hours on it. We have only used it 3700 hours. We put \$8K worth of tires on it last year. Mike brought up the point that the sign truck has \$150K in capital outlay budgeted for this year, but we aren't getting it until December. We could use those funds to buy it outright. We also have a John Deere with 11,000 hours on it that we could trade in at some point.

Retirement Presentation for Clarence Ramey – German Chocolate cake was enjoyed by all.

Public Input: N/A

Board Round Table: Crew still hasn't acted on Union Contract extension. Gary Sauer inquired about our defined benefit plan.

Meeting Adjourned at 10:37 a.m.


Robert Rosa, Chairman


Patricia Cote, Deputy Clerk

Public Input: None**Items Before the Board:**

Crystal Lake Watershed – Invasive Species Signage on public access roads at boat launches.

Dave Wynne was present to request permission for the Crystal Lake Watershed to post signage requesting the public to wash their boats at the public washing stations before putting them into our lake at the public access points on Crystal Lake that fall under the jurisdiction of the Benzie County Road Commission. Motion by Commissioner Bowers and supported by Commissioner Mick to allow the placement of the signs after verifying with the BCRC that they are going to meet our specifications for the placement of signs within the road right of way. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Bid Awards for Bottomless Arch on Weldon Road over Carter Creek

Motion by Commissioner Bowers and supported by Commissioner Mick to award the bid to Contech Engineered Solutions. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Bid Award for Sheet Piling on Weldon Road over Carter Creek

Motion by Commissioner Bowers and supported by Commissioner Mick to award the bid to Adams Marine Construction. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Esch Road Engineering Discussion – Next year's Federal Access Road Grant for Esch Road upgrade. The bottom of the hill has 1 foot deep of unsuitable soil. They could float the road over the unsuitable soil, but Scott does not recommend that. Heather said that 1 foot by 300 feet of floating would cost approximately \$35,000.00. If we were to excavate the unsuitable soil it would cost around \$23,000.00. Esch Road is a primary road and we could use Primary Millage Funds if needed. No motion needed. Commissioners Rosa and Bowers agreed the unsuitable soil should be removed.

Pay Off Loader Lease – Buyout price is \$91,519.75, Warranty is \$10,730.00 = \$102,249.75 total.

The lease for the loader is up and the Benzie County Road Commission will pay off the balance rather than take out a new lease on another loader. No motion needed.

Union Contract Letter of Agreement – Manager Skeels recommended that in addition to accepting the letter of agreement with the Union, that the board also extend the \$500.00 bonus from the Union agreement to the admin staff in lieu of an annual raise this year. Motion by Commissioner Bowers and supported by Commissioner Rosa to accept the agreement and recommendation, which will postpone the contract negotiations until 2021. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Seasonal Road Hearing Date – for Oakley road between CR-669 and Bowers Road, as well as any others that may come up between now and September 24, 2020. Motion by Commissioner Bowers and supported by Commissioner Rosa to set a hearing date for the board meeting scheduled on September 24th, 2020. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Correspondence/Information/Discussion:

Weir Road – The road is currently blocked by a locked chain over the entrance. The road serves as an access to the weir from the other side of the river. BCRC will go out there with the skid steer and the brush hog and try to make it passable.

River Road 2020-2021 Federal Project – Paving River Road from Benzonia to the Betsie River. There is enough money to pave over the river, but the culverts aren't in very good condition. It is estimated that there is only about 15 years of life left in them. We are checking with Heather to get the cost of going over the river, but the guardrail would make it expensive.

Benzonia Township paid to re-brine Higgins Road due to the excessive traffic it has gotten this year.

Ron Wohlford Review of Financial Statements for the First 9 Months – Manager Skeels presented the financial statements for the third quarter and offered to place a conference call to our accountant, Ron Wohlford if there were any questions. There were no questions.

MDOT Intersection Painting – MDOT has a safety grant that they have proposed to use on some of our skewed intersections to direct traffic to T-up to the intersection for better visibility. Yellow centerlines and stop bars would be added at each intersection.

Western Star Demo Truck – Covered in Mike Johnson's Work Summary above.

Public Input: None

Board Round Table: Commissioner Rosa discussed the proposed workshare of \$200.00 instead of \$600.00.

Meeting Adjourned at 11:20 a.m.



Robert Rosa, Chairman



Patricia Cote, Deputy 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 August 13, 2020 at 9:30 a.m.

Present: Chairman Bob Rosa
Vice-Chairman James Bowers
Member Ted Mick

Manager Matt Skeels
Deputy Clerk Patricia Cote
Financial Manager Joe Nedow

The agenda was accepted as presented.

The July 23, 2020 minutes were accepted as presented

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #47363 to #47412 in the amount of \$193,555.35 and Payroll #16 for \$52,160.23. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Motion by Commissioner Rosa and supported by Commissioner Bowers to pay the MERS EFT in the amount of \$54,876.94. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Cash Summary:

Work Summary:

Mike Johnson – N/A

Scott Fasel – N/A

Matt Skeels – Commissioner Mick asked Manager Skeels to explain the Weldon Road Arch.

Standing guest: Gary Sauer, County Commissioner – Gave a report on the latest meeting of the Benzie County Board of Commissioners as well as activities and events in and around the county.

Public Input: Anna Grobe asked if we had resurfaced the culverts on M-22. Manager Skeels reported that they are working on that project now, and that it is an MDOT project, not a Road Commission project. Ron Hitesman thanked us for the fine job that we have done overall this year. Weldon Township is using a grant for improvements in the public use park. He also inquired of any information regarding the Black Bridge Project.

Items Before the Board:

Lake Township Anna Grobe and Dottie Blank Re: \$20K over estimate on 2020 Road Project(s) – The original estimates for the Highland Rd. And White Birch Tr. Projects were based on the asphalt price of \$65.00 per ton, but the projects were later completed at a rate of \$76.00 per ton, resulting in a \$20K total difference for the cost of the asphalt. Manager Skeels suggested that the Road Commission should have re-estimated the project. He proposed that the township pay the Elmer's portion this year, which is very near the amount of the original estimate, and then push the balance into next year's budget. The township also wanted an explanation as to why the striping was not a part of the shoulder restoration. The original estimate also included striping of the roads after project completion, at a cost of \$1200.00. The road striping is scheduled to begin next week. This is an optional step that is not required in a subdivision. Manager Skeels stated that the striping is contracted out and is not a structurally necessary part of the restoration. Due to the increased project cost the Road Commission asked if the township wanted to opt to not have the striping done this year, so as to save \$1200.00. Manager Skeels informed them that he needed to know today if they were going to want to go ahead and have the striping done this year, otherwise it would not be striped until next year. Ms. Grobe

stated that she was not prepared to make that decision without the Township Board approval. Ms. Blank inquired if they can hire someone else to do their improvements in the future. Manager Skeels stated that would be their option, but they would have to maintain the specifications of the Road Commission in order for us to maintain the roads. The Board of Road Commissioners determined that the increase in cost, had it been re-estimated, would not have resulted in the projects being cancelled by the township, so the cost should remain as is. No motion needed.

CRASIF Board of Trustees Election Ballot – (vote for only 4 candidates) – Motion by Commissioner Mick and supported by Commissioner Bowers to elect Jesse Campbell / Tom Doty / Beth Hunt / Doug Robidoux. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Correspondence/Information/Discussion: Manager Skeels discussed an issue that he has been working on with Al Brown and his production of 22A and 23A in the gravel pit. The 22A met spec., but the 23A was low on clay content. Mr. Brown is working on the problem. We are going to ask that it be run through the crusher again to properly distribute the clay.

Public Input: Gary Sauer initiated a discussion about the Point Betsie flooding issue. When Michigan Avenue was realigned, they may have eliminated an access easement. Manager Skeels is working with John Smendzuik from Crystal Lake Surveying to determine what occurred when the road was changed. Benzie County's Household Hazardous waste clean-up is this weekend in the back parking lot of the Road Commission. Per the Board's discussion at the last meeting, the Road Commission did some clearing back to the flood line on Weir Road.

Board Round Table: N/A

Meeting Adjourned at 10:30 a.m.

Robert Rosa, Chairman

Patricia Cote, Deputy 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 August 27, 2020 at 9:32 a.m.

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

The agenda was accepted as presented.

The August 13, 2020 minutes were accepted as presented.

Motion by Commissioner Bowers and supported by Commissioner Rosa to pay bills #47414 to #47452 in the amount of \$456,844.73, Payroll #17 for \$56,912.51. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Cash Summary:

Commissioner Mick joined the meeting at 9:38 am.

Work Summary:

Mike Johnson – reported he has one mechanic out for 2 weeks or more for medical reasons. They are bringing the sanders in getting ready for winter. Our Prototype Truck is being built and it should be here in early December.

Scott Fasel – reported he is looking for One or more Mini-Excavators for the ROAD-EO that is scheduled to take place on September 10, 2020. He would like a diesel compactor for installing culverts. We have tried a few models, but he is not impressed with any of them so far. We're wrapping up Cinder Road and generating a lot of materials for our seasonals. We're making lists for next years' paving projects. The salt barn is half done being painted. Talked with Scott Brown about the clay issue. It was suggested that the next time we test we bring in our tester and their tester at the same time and test the same samples.

Matt Skeels – Re: the Pioneer Rd./King Rd. issue. DJ McQuestion cannot hire non-union workers. It has been suggested that they go ahead and pay the Elmers' workers' union dues to avoid any violations.
Non-union

Standing guest: Gary Sauer, County Commissioner – Gave a report on the latest meeting of the Benzie County Board of Commissioners as well as activities and events in and around the county. He stated that the MTF funds should continue. He gave us a thank you for fixing up Longstreet and Joyfield.

Public Input: Sherry Taylor stated that the ^{county wide school} millage is going to be back on the ballot in the fall and that schools are opening.

Items Before the Board:

Lisa Taber request to purchase 5 years of service^{credit} from MERS - Motion by Commissioner Bowers and supported by Commissioner Mick to approve the request with Joe Nedow or Matt Skeels able to sign the request. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Cooperative Agreement between the Conservation Resource Alliance (CRA) and Benzie County Road Commission Re: Skinner Road culvert project. Motion by Commissioner Bowers and supported by Commissioner Mick to approve and accept the proposal as presented. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Correspondence/Information/Discussion:

Flu shots for employees – Dr. May is coming in on September 28th to perform physicals for CDL Medical Card Renewals for a number of employees who have been impacted by COVID-19. He also offered to give employee flu shots while he is here. He does not bill our insurance, so he would ask \$30.00 per shot. We are researching other options that can bill our insurance.

Public Input:

Gary Sauer suggested the Health Department might be an option for flu shots.

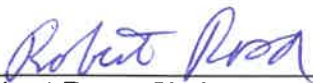
Board Round Table:

Tentative 9/14/20 start to the Weldon Road Carter Creek Crossing NRCS funded project. The arch is to be delivered on 9/21/20 and it should take 2-3 weeks, weather dependent. We are hoping to get to the Carter Creek crossings at CR-669 and on Brownell Road, but they requested to do the Weldon Road crossing first.

John Mills just finished installing the new interior doors in the building. Some still need polyurethane.

Discussion of options for improving Esch Road. We need to remove the muck at the base of the hill and cut 10 feet off the top of the hill. Cost of the project is estimated at more than \$1 million, we have less than \$400 thousand. It is a primary road so we could match funds. The National Park Service would like us to pave the whole parking area, but we have only budgeted for 12 parking spaces.

Meeting Adjourned at 10:52 a.m.



Robert Rosa, Chairman



Patricia Cote, Deputy Clerk

Our examiner's preliminary results indicated an 8.6% clay mixture, which is shy of the bid specifications which called for 9% minimum and a 16% maximum clay content, ideal is 10%-12% for 23A Aggregate. Our testers took our samples from 4 different areas of the pile. AI had testers take samples and their results were just over 9%. We all agreed to meet and draw and test samples together. The result from that draw was 9.4%. We have not received the results from AI's Aggregate at this point, and will wait to see their analysis results.

Discussion on Benefits Administrator for the 2021 Fiscal Year – This year has not been handled well by our current benefits administrator, 44 North. Manager Skeels, Lisa Taber and Joe Nedow are meeting with 44 North on Friday to try to work things out.

Pool Cue Article – Self Insurance Pool - Manager Skeels pointed out that there is a very good article regarding Fire Protection. He also informed the Board that they will be voting on an issue over Counties that take over their Road Commissions and becoming members of MCRCSIP, which is currently not legal. Manager Skeels pointed out many pros and cons to the question.

*Commissioner Rosa arrived at 10:42 am.

Motion by Commissioner Rosa and supported by Commissioner Mick to and pay the MERS EFT in the amount of \$ \$54,786.79. Ayes: Rosa and Mick. Nays: none. Bowers abstained. Motion carried.

Betsie Current article – Manager Skeels shared a really good article that Kevin Schneider wrote about the Benzie County roads.

Public Input: N/A

Board Round Table: Cedar Run and Reynolds intersection – Thanks to Scott and Andrew, the company that sold us the signs is sending us more solar collectors which should be way more effective than running electric to the lighted signs.

Elmers is on board for doing the paving at Pioneer and King Roads. Hopefully within the next month that problem will be resolved.

Meeting Adjourned at 11:11 a.m.



Robert Rosa, Chairman



Patricia Cote, Deputy 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 24, 2020 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: Gary Sauer, Sherry Taylor, Jim Bekkering, Joe Beuchel, Aimee Erfourth, and Mike Zeilinski.

The agenda was accepted as presented. Commissioner Rosa asked Clerk Nedow to abridge the content of future meeting packets would be preferable.

Motion by Commissioner Bowers and supported by Commissioner Mick to amend the September 10, 2020 draft minutes to add Finance Manager/Clerk Joe Nedow to list of those present. Discussion: None. Ayes: Rosa, Bowers and Mick. Nays: None. – Motion is hereby adopted.

September 10, 2020 minutes were then accepted as amended.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #47487 to #47529 in the amount of \$106,308.52, Payroll #19 for \$56,638.87. Ayes: Rosa, Bowers and Mick. Nays: None. Motion is hereby adopted.

Cash Summary: Reviewed – no comments offered.

Work Summary:

-Matt Skeels – Updated the Board on the status of two culvert replacement projects; one at Stanley Road/Brundage Creek and on Carmean Road/Brundage Creek. The contractor hired to install sheet pilings at Weldon Road – culvert replacement project is having problems finding workers which is delaying completion of this project.

Standing guest: Gary Sauer, County Commissioner – Gave a report on the latest meeting of the Benzie County Board of Commissioners as well as activities and events in and around the county. Sauer reported the County recently took bids for their financial audits for the next three years which was awarded to a new Lansing based audit firm instead of Anderson Tackman and Company who had been performing the County's audits for many years.

Public Input:

Heard comments from Cedar Street-Benzonia Township residents Jim Bekkering and Joe Buechel who asked the Board for guidance how to pursue getting Cedar Street, Lake Street and a portion of Old Platte Road totaling approximately a half-mile paved. Skeels stated had already discussed a possible project with the Benzonia Township Supervisor and provided him with two project estimates; one for paving the road bed that is already there, and a second more costly option that would remove the existing soil and replace the material with a proper gravel base. Skeels added that in his opinion, the first option may seem more affordable but not recommend as a viable long-term solution given the existing poor soil conditions. He urged both to continue a dialog with their township supervisor to determine if there is any interest in funding a possible road project in the immediate future.

Public Hearing – removing segment of Oakley Road from Seasonal Road system:

Motion by Commissioner Bowers supported by Commissioner Mick to open the public hearing to listen to comments on removing a segment of Oakley Road from the Seasonal Road system.

Discussion: None.

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

Commissioner Rosa then opened the hearing at 10:09 a.m.

No comments from the public, either written or oral were offered.

Skeels stated the road was upgraded several years ago with funds provided by a developer with the intent to plow it during the winter. But as poor economic conditions postponed this developer from actively selling lots, the decision was made to not plow it and leave the existing seasonal road designation alone for the time being. Recently, Skeels had been contacted by this developer who informed him that he is proceeding with selling lots, and he asked the Road Commission to remove the seasonal road designation on that segment between CR-669 and Bowers Road accordingly so that this part of the road can be plowed during the winter months as originally intended.

Commissioner Rosa then closed the public hearing at 10:11 a.m. and returned to open session.

Motion by Commissioner Bowers supported by Commissioner Mick to remove the seasonal road designation for Oakley Road from CR-669 to Bowers Road therefore designating that segment as an all-season road so that it can be plowed during the winter months.

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

Appointments:

At 10:15 a.m. the Board met with Benzie County Schools Superintendent Aimee Erfourth and Director of Operations Mike Zielinski to discuss the vacant Platte Elementary School building/property. Erfourth gave a brief summary why the school had been closed citing low student enrollment and high cost to update the facility. Given the funding challenges facing the school district, Erfourth is here to pursue the possibility of BCRC taking over the property.

Further discussion ensued. Commissioner Rosa informed Erfourth that while the Board has previously expressed interest in acquiring this property, there is no agreement or formal commitment at this point. He expressed his disappointment that rumors are circulating through the community that there is a formal agreement between the School District and the Road Commission which to him appear to be politically motivated in to gather support for the upcoming school millage request that voters had previously rejected. He then informed Erfourth that until the November millage proposal has been settled, any discussions concerning the Road Commission acquiring the Platte Elementary School property would be premature. Commissioner Bowers then stated his support of Commissioner Rosa's comments and added he too would prefer to wait until after the November elections to determine how to proceed.

Public Hearing – proposed 2021 Road Commission budget:

Motion by Commissioner Bowers supported by Commissioner Mick to open the public hearing to hear comments regarding the proposed 2021 Road Commission budget.

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

Commissioner Rosa then opened the public hearing at 10:30 a.m.

Finance Manager Nedow provided a summary how the budget was prepared, with MTF revenues based upon revised MDOT projections conservatively modified in the event future COVID related downturn in road-related revenue. This year's budget is being presented in greater detail so that staff can measure their spending against individual budget line items/categories.

No comments from the public, either written or oral were offered.

Commissioner Rosa then closed the public hearing at 10:58 a.m.

Items Before the Board:

Cast vote on proposed amendment to MCRCSIP By-Laws that would allow county-controlled road agencies to participate in the Pool as Associate Members but not allowed to vote or hold office –
Motion by Commissioner Bowers supported by Commissioner Rosa to vote “No” on the MCRISP ballot asking the membership to amend the Pool’s By-Laws allowing county-controlled road agencies to participate in the Pool.

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

Authorize Manager to sign cooperative agreement with Conservation Resource Alliance – funding culvert replacements at Stanley Road/Brundage Creek & Carmean Road/Brundage Creek –
Skeels explained the CRA is providing funding up to \$37,000.00 to help offset the cost for these two culvert replacement projects, with the Road Commission providing the labor, equipment and culvert sections.

Motion by Commissioner Bowers supported by Commissioner Mick to authorize Manager Skeels to sign a cooperative agreement between the Road Commission and the Conservation Resource Alliance that includes funding for two culvert replacement projects at Stanley Road/Brundage Creek and Carmean Road/Brundage Creek.

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

Approve Resolution 2020-08-adopt 2021 budget –

Motion by Commissioner Rosa supported by Commissioner Bowers to adopt Resolution 2020-08 which reads as follows:

BE IT RESOLVED, that a public hearing was held on September 24, 2020 with no oral or written inquiries received regarding the proposed budget, and

BE IT RESOLVED that this resolution shall be both the general appropriation resolution and the budget adoption resolution of the Benzie County Road Commission for the year ended September 30, 2020. This resolution adopts proposed revenues and expenditures as presented in the accompanying budget document. Total revenues are adopted as \$7,901,892.00 and total expenditures as \$7,213,227.00, 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, 2020.

Roll call vote: Rosa – aye; Bowers – aye and Mick - aye. Nays: None. - Resolution 20-06 is hereby adopted.

Request to amend the 2020 Road Commission budget –

Nedow provided the request that is based upon year-to-date actual revenues and expenditures that require adjustments before year-end.

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

For revenues:

MTF-Primary Roads - decrease \$175,000.00; MTF-Local Roads – decrease \$100,000.00; MTF-Snow Removal Funds – increase \$18,000.00; State of Michigan-Routine Maintenance – increase

\$40,000.00 and the State of Michigan – TWA projects – increase \$100,000.00 (both increases also apply to the offsetting expenditure categories); State Trunkline Audit – increase \$205,000.00; Millage Proceeds – increase \$30,000.00; Federal Aid Funds – increase \$225,000.00; Gain/Loss on Sale of Equipment – increase \$20,000.00; Other Grants – decrease \$200,000.00; Other Contributions – decrease \$80,000.00 and Village Contributions – decrease \$100,000.00.

For Expenditures:

Primary Road-Preventative – increase \$400,000.00; Primary Road-Routine – increase \$300,000.00; Administrative-Net – increase \$30,000.00 and Debt Principle – increase \$90,000.00.

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

Request to route MDOT trunkline audit refund into MERS Defined Benefit – surplus division unfunded pension liability –

Motion by Commissioner Rosa supported by Commissioner Bowers authorizing the Finance Manager to route \$200,000.00 of the \$204,577.00 State of Michigan Trunkline audit refund received earlier this summer into the Road Commission's MERS defined benefit – Surplus Division unfunded pension liability as doing so would be in the best interests of the Benzie County Road Commission.

Discussion: Commissioner Rosa asked for clarification as to why staff is asking for this approval. Skeels responded that the amount requested exceeds dollar threshold that the Manager can approve and because past discussions with the Board suggested any insurance or audit refunds received should be applied against the outstanding unfunded pension liability.

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

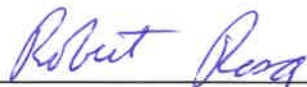
Correspondence/Information/Discussion:

Skeels reported all of this season's paving projects have been completed. However, the Pioneer and King Road project is not going to happen this year as one of the two entities contracted for this project, DJ McQuestion & Sons, has not been able to resolve their labor issues with Elmers' Crane & Dozer. As a result, McQuestion's contract extension is due to expire by November 1, 2020 unless they can complete the terms of the contract to avoid defaulting.

Public Input: Sauer asked Skeels if there was any thought to increasing the yearly millage money allocation to townships this year. Skeels stated that the plan is to set aside the same funding level as last year.

Board Round Table: None.

Meeting Adjourned at 11:45 a.m.



Robert Rosa, Chairman



Joel Nedow, Clerk

doing so would require creating another project within the present project to satisfy the program guidelines. However, even with the diverted funds, the cost to the Road Commission is still expected to be high, and he asked the Board if they would prefer to proceed with the project or cancel it as being too expensive. After further discussion, Commissioners Bowers and Rosa stated that while they are not happy with the high cost, the improvements are necessary in order to correct ongoing erosion and water runoff problems and both expressed their desire to proceed with the project.

2020 financial audit proposal: Nedow reported he had obtained a copy of the request for quote the County had issued when they took bids for a three-year audit contract in which he learned the Road Commission's audit was excluded in the bid request. Nedow stated he decided to contact Anderson Tackman and Company, who are familiar with our finances and who had performed our audits for the past several years to ask them to submit an audit proposal for this year for the Board to consider accepting.

Motion by Commissioner Bowers, supported by Commissioner Mick to accept the \$6,260.00 proposal submitted by Anderson, Tackman and Company to perform the 2020 Road Commission financial audit.

Discussion: None.

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

Correspondence/Information/Discussion:

-Letter dated September 30, 2020 from Heather Jamison-GFA to Tom Canfield DJ McQuestion & Sons asking for corrective actions for Pioneer Road safety project. McQuestion is being asked to provide a proposed schedule of work to the Project Engineer by October 16, 2020. And if the work is not completed by November 1, 2020 written Notice of Default of Contract will be sent and McQuestion's surety bond will be forfeited.

-Press release dated September 22, 2020 by the County Road Association Self-Insurance Fund recognizing the Benzie County Road Commission for having one of the lowest employee injury rates among road commissions in the State for the second straight year.

Public Input: None.

Board Round Table:

Skeels announced that the rules governing the sale of federal aid has changed. Now road commissions who wish to sell their federal aid designated as Rural funds can sell theirs to other road commissions for use urban road projects instead of only on rural projects. This change should help improve our ability to sell federal aid in the future.

However, he also learned that MDOT instituted a new requirement for federal aid projects that now requires a historical background search performed by a qualified archeologist. It is unknown if this new ruling applies to next year's federal aid projects as well.


Skeels asked the Board for permission to pay out the unused vacation and comp-time banks for two administrative employees who have been unable to use their time during this past year. While the Road Commission policy states any unused time is forfeited, exceptions had been made in the past when circumstances merit. However, Commissioners Rosa and Bowers stated they would prefer that the employees use their vacation time and not grant an exception in this case.

Briefly discussed Commissioner Rosa participating in the November 25th Board meeting via remote video access as he is planning on being out of town on that date.

Meeting Adjourned at 11:45 a.m.



Robert Rosa, Chairman



Joel Nedow, Clerk

Motion by Commissioner Bowers, supported by Commissioner Rosa granting permission to Harris authorizing him to construct a driveway that accesses Cinder Road instead of on an existing private road. The Board grants this exception to the Road Commission's residential driveway standards.

Discussion: None.

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

Request: letter of support: proposed motorcycle trail crossing on DNR property Platte Township: West Michigan Trail Rides representative Sean Duperron provided an outline for a proposed motorcycle trail that could possibly utilize an existing snowmobile crossing on Fowler Road as well as across several unmaintained seasonal roads in that area. He further explained that due to the lengthy MDNR internal process to create the trail, is asking the Road Commission to write a letter of support before proceeding.

Motion by Commissioner Bowers, supported by Commissioner Rosa instructing Skeels to write a letter of support for the construction of a proposed single-track motorcycle trail on state land in Platte Township to the Benzie County Parks and Recreation Commission with the following conditions:

-provide funding to install signage to warn automobile traffic of the approaching trail crossing on Fowler Road and erect additional standard signage for trail users approaching the crossings of primary and seasonal county roads as illustrated in the "Michigan Motorized Trail Maintenance and Signing Handbook."

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

Correspondence/Information/Discussion:

Letter dated October 5, 2020 from Beth McWhorter to the Benzie County Road Commission and to Benzie County seeking restitution for injuries sustained when she tripped at the beach access at the end of Point Betsie Road on August 12, 2020. Skeels informed the Board the letter was forwarded on to the Road Commission's Self Insurance Pool for them to address and respond to.

Public Input: None.

Board Round Table:

Briefly discussed the following subjects:

-Ongoing investigation to identify a vehicle that disregarded our work-zone restrictions and almost hit one of our employees. Vehicle has been identified and the matter turned over to law enforcement to address.

-Skeels informed the Board they would be asked to approve at a later date a summary document requested by MERS acknowledging how the Road Commission administer our pension plans.

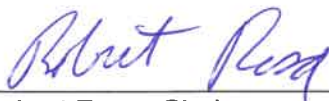
-Conservation Resource Alliance representative Kim Balke will be calling into the next Board meeting to explain a request to approve a two-year agreement with the CRA to track down and locate special funding for future culvert and stream crossing projects – the cost of which would be \$10,000.00 to participate.

-News that in regards to the upcoming Ironman race event, a recent Attorney General ruling now requires townships to submit road closure applications to MDOT and that this ruling removes the Road Commission out of the picture.

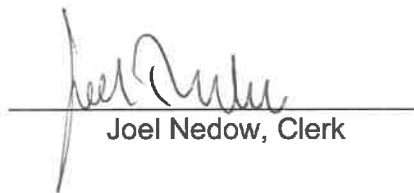
-Discuss how to carry out snowplowing this fall/winter in the event the COVID-19 situation deteriorates to the point of another possible shutdown.

-Discuss the possibility of cancelling the November 23rd regular meeting.

Meeting adjourned at 11:35 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 **November 12, 2020** 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: Gary Sauer and Sherry Taylor.

The agenda was accepted as presented.

October 22, 2020 regular meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #47629 to #50056 in the amount of \$256,838.44, Payroll #22 for \$60,805.07 and Payroll #23 for \$57,324.88.

Discussion: None. Ayes: 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 each department head. Skeels updated the Board on the recently issued COVID-19 mandates and how it would affect the Road Commission's operations in the days and weeks to come. Fasel and Johnson provided oral reports as to what their departments have been recently doing. Johnson also responded to a board member inquiry explaining why there was a path of spilt hydraulic oil on the road that led back to the Road Commission garage.

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:

At 10:00 a.m. the Board spoke to CRA Project Manager Kim Balke (via telephone) who explained the benefits of approving a proposed Administrative Service Agreement between the CRA and the Road Commission. Balke provided photos of recently completed culvert replacement projects performed by our crew members with funding obtained by the CRA. She also mentioned that the design work to replace failing culverts at Saffron Road and at Carmean Road has already begun and commented significant progress has been made in finding sources for both proposed projects. The \$10,000.00 fee associated with implementing the service agreement is to help offset the CRA's internal staffing costs for tracking down and apply for grants and funding on our benefit. Commissioner Rosa asked if Balke could provide the Board with a summary of how much funding the CRA had obtained for the Road Commission over the past few decades to which Balke stated she would happy to provide.

Motion by Commissioner Rosa supported by Commissioner Bowers to authorize the Manager to sign the Administrative Services Agreement between the Benzie County Road Commission and the Conservation Resource Alliance by which the CRA agrees to provide communications, documentation, accounting, compliance monitoring and all necessary reporting required by granting agencies involved in projects for the period October 1, 2020 through September 30, 2020. Benzie County Road Commission hereby agrees to reimburse the CRA a fee of \$10,000.00 payable in two installments when invoiced after October 1, 2020 and October 1, 2021.

Discussion: None.

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

At 10:15 a.m. the Board spoke with Joyfield Township resident Zane Grey (also via telephone) to discuss his concerns regarding poor site distance at property he farms on Mick Road which is scheduled to be paved next summer. Grey is concerned that once the road is improved, vehicles traveling Mick Road would drive faster and have less time to react should they encounter his equipment while accessing the driveway. Other than not improving Mick Road, the only other option that addresses his concern is to lower the hill to improve visibility at this location. Skeels had provided an engineering estimate to Joyfield Township to fund lowering the hill. But after preliminary interest was expressed by the Township, no financial commitment was made despite efforts by County Commissioner Sauer and others to gain support for the project. Skeels further stated that committing only Road Commission funds to lower this hill is not advisable, given that there are many other places within the county that share this condition which are too numerous for the Road Commission to address given our limited financial resources.

After analyzing the original \$54,000.00, he suggested the amount attributed to the hill reduction should be revised to exclude the cost of removing several large maple trees which would be required whether or not the hill is lowered. As such, the adjusted cost estimate to lower the hill was reduced to \$20,600.00 which would then be funded half by the Road Commission using the township's local millage funds with the remaining half contributed by Joyfield Township. After further discussion, no objections were offered and Skeels was instructed to contact the township to see if they would support this proposal. Grey then thanked the Board for listening to his concerns.

Items Before the Board:

Renew Grand Traverse Band of Ottawa & Chippewa Indians Subdivision Street Maintenance Agreement (3-year renewal period):

Skeels informed the Board the renewal is for a three-year period instead of for one year and no objections were offered by GT Band representative Robert Kalbfleisch for the new length of the agreement.

Motion by Commissioner Bowers supported by Commissioner Mick to approve the renewal of the GT Band of Ottawa & Chippewa Indians Subdivision Street Maintenance agreement as presented that covers the period October 1, 2020 through September 30, 2023.

Discussion: None.

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

Declaring truck #6 and truck #25 as excess/available for sale to the public:

No objections were offered to declaring both vehicle excess and available for sale.

Recommendation by MCRCSIP to publish listing which roads would be plowed first/COVID impact

Skeels informed the Board our insurance Pool is suggesting their members should create a winter snowplow priority list for distribution in the event COVID impair a road agency's ability to provide full-service for all county and state roads within their jurisdiction. Such a list could be made available to affected governmental agencies to provide detail which roads would be plowed first and which plowed last. Nedow volunteered to create a version that would be based upon the current Winter Maintenance policy that could be distributed to various government officials and published on social media.

Review/approve revised Local Road Improvement policy to include guardrail:

Motion by Commissioner Rosa supported by Commissioner Bowers to approve the revised version of the Road Commission's Local Road Improvement policy. The revision now includes guardrail as a qualifying improvement provided the request addresses a mutually agreed upon safety issues in compliance with current standards and specifications. As funding is available, the Road Commission may pay up to 50% of the total guardrail installation cost with a maximum contribution of \$5,000.00, with the township or other parties responsible for the remaining cost, unless Local Road Matching funds are to be used.

Discussion: None.

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

Haze Road/Black bridge Weldon Township engineering agreement:

No action taken: as Skeels acknowledged there has been confusion as to the amount Weldon Township would be responsible for, and there is little desire to move forward with the project if the township has to pay for the entire project engineering cost.

Motion authorizing Manager to approve accounts payable/payroll in the event November 25th meeting cancelled:

Motion by Commissioner Bowers supported by Commissioner Mick to authorize the Manager to approve accounts payable and payroll on the Board's behalf in the event the rescheduled November 25th regular meeting is canceled.

Discussion: None.

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

Correspondence/Information/Discussion: None.

Board Round Table:

Briefly discussed the following subjects:

-Solar-powered traffic devise at the Cedar Run/Reynolds Road intersection has not been charging in recent weeks. Skeels expressed his appreciation to employee Andrew Carter for obtaining six extra rechargeable panels for this devise and has taken the lead in soliciting permission from the adjoining property owner to cut some of the tree canopy back to provide more direct sunlight to keep the devise fully charged.

-Hidden Hollow ditching has become a stalemate as the property owner where the drainage improvements are to be made is not willing to cooperate and will not grant permission to work outside the road right of way.

-The low spot at the end of Point Betsie Road has been fixed to address an erosion problem that we had recently been made aware of.

Public Input: Gary Sauer inquired if it would be feasible to install the same type of solar warning devise similar to what we presently have at Cedar Run/Reynolds Road intersection at the Lindy/Weldon Road intersection.

Request to go into closed session:

Motion by Commissioner Rosa, supported by Commissioner Bowers to go into closed session so that the Board can discuss the possibility of acquiring the Platte River Elementary School property.

Discussion: None.


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

The Board then entered into closed session at 11:08 a.m.

At 11:52 a.m. the Board returned to open session.

With no further business to discuss the meeting was adjourned at 11:53 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 **December 10, 2020** at 9:30 a.m.

Present: Chairman Bob Rosa
Vice-Chairman James Bowers

Member Ted Mick
Finance Manager/Clerk Joe Nedow

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

The agenda was accepted as presented.

November 12, 2020 regular meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #50101 to #50138 in the amount of \$117,477.26 and Payroll #25 for \$63,492.44.

Discussion: None. Ayes: 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.

Appointments: None.

Items Before the Board:

Motion to approve MERS Defined Benefit Plan Adoption Addendums:

Nedow explained that MERS is asking the Board to approve the addendum documents to record how each governing body is presently administering their MERS pension plans because of the differences in how each member entity determines how the various wage categories are either included or excluded when calculating pension service credit each month. The documents presented today have been completed by the Payroll Clerk with help from former Clerk Jordan to ensue the addendums have been accurately filled out.

Motion by Commissioner Bowers supported by Commissioner Mick to approve the completed MERS Defined Benefit Plan Adoption Addendums for the following pension divisions: General Employees – Defined Benefit; Administrative; Commissioners, and Hybrid Plan as requested by the Municipal Employees Retirement System of Michigan.

Discussion: None.

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

Review/approval annual Benzie-Manistee Snowbirds special permit application:

As in years past, the permit application is asking for permission from the Road Commission for grooming trails on the various roads and road right of ways in Benzie County. No objections were offered.

Motion by Commissioner Mick, supported by Commissioner Bowers to approve the annual Manistee-Benzie Snowbird's special permit application as presented.

Discussion: None.

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

Review/approve revised Local Road Improvement policy to include guardrail:

Motion by Commissioner Rosa supported by Commissioner Bowers to approve the revised version of the Road Commission's Local Road Improvement policy. The revision now includes guardrail as a qualifying improvement provided the request addresses a mutually agreed upon safety issues in compliance with current standards and specifications. As funding is available, the Road Commission may pay up to 50% of the total guardrail installation cost with a maximum contribution of \$5,000.00, with the township or other parties responsible for the remaining cost, unless Local Road Matching funds are to be used.

Discussion: None.

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

Request motion to remove former Finance Manger from Road Commission accounts:

Nedow is asking for a motion to correct a problem with his ability to resolve billing issues on several Road Commission business accounts that still has the former Finance Manager listed as the contact person. And as the historic minutes does not mention she is no longer employed by the Road Commission, the credit card company cannot discuss financial matters with Nedow until he provides evidence to the contrary (board motion recorded in the minutes).

Motion by Commissioner Bowers supported by Commissioner Mick to record that former Finance Manager/Secretary to the Board Kolinske is no longer employed by the Benzie County Road Commission as of June 1, 2020 and has since been replaced by Nedow, authorizing him to remove Kolinske from all Road Commission business, utility, and credit card accounts.

Discussion: None.

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

Request for letter of support: proposed DNR snowmobile trail for the portion running along Cinder Road:

In an email dated November 30, 2020 from Joe Bartlett, Region 2, S.A.W. representative to Manager Skeels that in order for the DNR to give final approval for funding for the proposed snowmobile trail connecting the Village of Interlochen to the existing trail #39, a letter of commitment allowing the trail to run along Cinder Road, that portion in Inland Township from CR-665 to Betsie River Road. While this has been done in past years, the funding director at the DNR is requesting an updated letter. After a brief discussion, no objections were offered.

Motion by Commissioner Bowers supported by Commissioner Mick to authorize the Manager to provide a letter of commitment to the DNR granting approval for the proposed snowmobile trail to be located in the Cinder Road right of way between CR-665 and Betsie River Road.

Discussion: None.

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

Amicus support in Ingham County, et al v MCRCSIP:

In a letter dated December 1, 2020 from former Ionia County Road Commission Director Dorothy Pohl explained that MCRCSIP has filed an application to appeal with the Michigan Supreme Court asking them to over-turn the Court of Appeals ruling to allow Jackson County, who had dissolved their Roads Commission, to continue as a Pool member including participating in receiving excess premiums from the Pool for the next ten years which is contrary to the Pool's position. Pohl also added that the Supreme Court invited an amicus brief from interested Boards of County Road Commissions before deciding on the appeal. Henn Lesperance PLC will be drafting the amicus brief at a cost capped at \$7,000.00 which equates to a maximum contribution of \$92.10 per member. Those who agree would provide a signed acknowledgment of intent to join the amicus brief signed by the Manager.

Nedow recommended supporting the initiative given the importance of the effort and pointed out the maximum cost to participate is relatively low.

Motion by Commissioner Rosa supported by Commissioner Bowers authorizing staff to send in an acknowledgement of intent signifying Benzie County Road Commission's willingness to participate with other Pool members in the cost of preparing an amicus brief which will be submitted to the Michigan Supreme in the Pool's effort to appeal the Ingham County, et al v Michigan County Road Commission Self Insurance Pool lower court ruling.

Discussion: None.

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

Correspondence/Information/Discussion:

Letter dated November 12, 2020 from Heather Jamison – Project Engineer GFA Engineering to Tom Canfield of DJ McQuestion & Sons Inc regarding the Pioneer Road safety project. In a previous letter, Jamison had requested the project be completed by November 1, 2020 in order to avoid GFA filing a Default of Contract against the contractor's surety bond. To date, no corrective action work has been done and Jamison is now asking Canfield to provide a proposed work schedule to GFA by January 29, 2021 with the understanding that all work is to be done by July 30, 2021.

Board Round Table:

Briefly discussed the following subjects (with Manager Skeels participating via telephone):

-Representatives from Otwell Mawby will be calling in next meeting to provide an update on possible demolition plans for the Platte River school building and the school's efforts in granting an easement to Homestead Township for the adjacent ballfields.

-Skeels stated receiving a phone call about the possible availability of purchasing a temporary bridge structure which could be used to replace an aging structure at one of two locations within Benzie County. The discussions are preliminary at this point and Skeels does not know if the proposal is feasible.

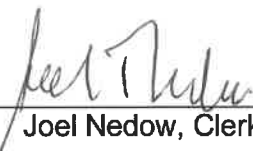
-Commissioner Rosa asked for more information regarding who is eligible for COVID-19 vaccinations under the Road Commission.

Public Input: None.

With no further business to discuss the meeting was adjourned at 10:31 a.m.



Robert Rosa, Chairman



Joel Nedow, Clerk

segregating these duties does not appear to exceed the cost of adding additional staff to compensate. The report also includes reference that the new Finance Manager is prohibited from signing checks and does not receipt funds which should help alleviate this condition. Nedow also stated he will be working on updating the various policies and procedures also mentioned in the report.

Motion by Commissioner Bowers supported by Commissioner Mick to accept the 2020 year-end audit report and accompanying financial statements as reviewed and prepared by Anderson Tackman and Company.

Discussion: none.

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

Motion by Commissioner Rosa supported by Commissioner Bowers to approve the audited Act-51 report for the year ended September 30, 2020 so that it can be submitted to the State of Michigan reporting portal.

Discussion: none.

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

Approve/ratify street maintenance agreements:

To date, Nedow reported receiving signed copies of the three-year street maintenance agreements back from Benzie County, and the Villages of Elberta, Frankfort, Honor and Beulah which can now be executed by the Board.

Motion by Commissioner Bowers supported by Commissioner Mick to execute the three-year Street Maintenance Agreements for the following governmental agencies: Benzie County (Government Center roads, jail access road and Betsie Valley Trail), Villages of Frankfort, Honor, Elberta and Beulah.

Discussion: None.

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

Request to pay out vacation banks of the Superintendent and the Fleet Manager.

While discussed at a prior meeting, Skeels once again asked the Board to consider paying out the vacation banks of the Superintendent and Fleet Manager as a one-time courtesy as both had been unable to use their vacation due to the COVID shutdown when both had worked and also due to staffing issues.

Motion by Commissioner Mick supported by Commissioner Rosa to authorize paying out the Superintendent's and Fleet Manager's vacation banks at the end of the year.

Discussion: None.

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

Correspondence/Information/Discussion:

Motion by Commissioner Bowers supported by Commissioner Mick to schedule the Road Commission's Organizational and regular Board meeting for January 14, 2021 starting at 9:30 a.m.


Discussion: None.

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


Board Round Table: None.

Public Input: None.

With no further business to discuss the meeting was adjourned at 10:44 a.m.



Robert Rosa, Chairman



Joel Nedow, Clerk