The **organizational** meeting of the Board of County Road Commissioners of Benzie County was called to order by Clerk Kolinske at the Road Commission offices in Honor, Michigan on Thursday January 9, 2020 at 9:30 a.m.

Present:

Chairman Bob Rosa

Vice-Chairman James Bowers

Member Ted Mick

Manager Matt Skeels Clerk Jennifer Kolinske

Motion by Commissioner Bowers and supported by Commissioner Mick to elect Commissioner Rosa as the 2020 Chairman. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Motion by Commissioner Mick and supported by Commissioner Rosa to elect Commissioner Bowers as the 2020 Vice Chairman. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Motion by Commissioner Bowers and supported by Commissioner Mick to accept the presented meeting schedule as amended. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Resolution 2020-01 Bank Depositories for 2020 - Motion by Commissioner Bowers and supported by Commissioner Rosa to approve Resolution 2020-01 Bank Depositories for 2020 as presented. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Resolution 2020-02 EFT-Electronic Financial Transactions for 2020 - Motion by Commissioner Bowers and supported by Commissioner Mick to approve Resolution 2020-02 EFT-Electronic Financial Transactions for 2020 as presented. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Motion by Commissioner Mick and supported by Commissioner Bowers to adjourn the organizational meeting at 9:40 a.m. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

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 9, 2020 at 9:41 a.m.

The agenda was accepted as presented.

The December 19, 2019 minutes were accepted as presented

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #46796 to #46837 in the amount of \$277,056.57 and Payroll #26, 26a and 2020 #1 for \$131,462.13. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Cash Summary: Clerk Kolinske presented the Cash Summary to the board.

Work Summary:

Mike Johnson Shop Foreman/Facility Manager - N/A

Scott Fasel Superintendent - N/A

Matt Skeels Manager – Our mechanic who was out on Short Term Disability has returned to full duty work as of January 2, 2020 and is currently working on getting his CDL License. He will need to schedule an additional surgery in the near future and hopes to only be out for a couple of weeks. We have extended an offer to our Seasonal Mechanic's Helper for full-time employment if he can pass all four of his mechanic's license tests by April 1, 2020. Still having issues with the lighted stop signs at Reynolds and Cedar Run Roads. Moving forward to see what it will cost to run electric to the signs. We

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, Cháirman

Jennifer Kolinske, 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 30, 2020 at 9:30 a.m.

Present:

Chairman Bob Rosa

Vice-Chairman James Bowers

Member Ted Mick

Manager Matt Skeels Clerk Jennifer Kolinske

Motion by Commissioner Bowers and supported by Commissioner Mick to amend the agenda to include, under Items Before the Board: Driveway Variance request by Larry Biehl; Approve Signers for MDOT Electronic Signing Program; and February 2020 Roll-over/Renewal of Bank CD. Ayes: Rosa, Bowers and Mick. Nays: None, Motion carried.

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The January 36, 2020 minutes were accepted as presented.

Motion by Commissioner Rosa and supported by Commissioner Mick to pay bills #46838 to #46883 in the amount of \$219,020.97 and Payroll #2 & #2a for \$83,993.35, and MERS EFT's in the amount of \$108,184.88. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Cash Summary: Clerk Kolinske presented the Cash Summary to the board.

Work Summary:

Mike Johnson Shop Foreman/Facility Manager – New pickup trucks will arrive next week. The new plow truck will be another 4-5 weeks. The LED light conversion resulted in a savings of more than \$3200.00 just in the main building, for the last 9 months. Discussion on carbide blades.

Scott Fasel Superintendent – Crew doing an excellent job. The tree crew is happy with the loader. The state has money that will allow us to replace some failing culverts. Update on the Slip Line Experiment on Mick Road.

Matt Skeels Manager – reported on information he received from 911 Director, Rebecca Hubers regarding the Reebok Ragnar Relay Race in Benzie County. The tower move has been successful.

Public Input – Alan Leman requested that a copy of the Draft Minutes be available to the public at the board meetings.

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:

Driveway Variance for Larry Biehl – Mr. Biehl requested a variance for a driveway on a section of property that is 73.55 feet wide while the minimum requirement is 74.00 feet wide. Motion by Commissioner Bowers and supported by Commissioner Rosa to grant the variance to Mr. Biehl. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Resolution 2020-03 Selling of 2021 Federal-Aid – Presented by Commissioner Mick and supported by Commissioner Bowers to approve selling of our 2021 Federal Aid. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

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

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

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

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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

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 12,2020 at 9:30 a.m.

Present:

Chairman Bob Rosa

Vice-Chairman James Bowers

Member Ted Mick

Manager Matt Skeels Clerk Jennifer L Kolinske

The agenda was amended moving "Opening of Advertised Bids" from Items Before the Board to just after review of the Cash Summary. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

The February 20, 2020 minutes were accepted as presented.

The March 5, 2020 minutes were accepted as presented.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #46934 to #46993 in the amount of \$251,416.49 and Payroll #5 for \$62,834.18, Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Motion by Commissioner Rosa and supported by Commissioner Mick to pay the MERS EFT in the amount of \$55,252.68. Ayes: Rosa, Bowers and Mick. Nays: None, Motion carried.

Cash Summary: Clerk Kolinske presented the Cash Summary.

Opening of Advertised Bids – Bids for the following were opened at the meeting: HMA Crack Treatment, Chip Seal and Fog Seal, M-22 Raised Edge (MDOT Project), US-31 Between Leelanau Street and Deadstream Road, Mill & Repave (MDOT Project) and US-31 North of Wild Laurel Lane, Mill & Repave (MDOT Project).

Work Summary:

Mike Johnson Shop Foreman/Facility Manager - N/A

Scott Fasel Superintendent – It has been a productive winter for tree cutting. Reported an accident that happened with one of our trucks on Monday. Taking extra steps to stress the importance of safety first. Hoping to lift frost law restrictions early to mid-April. Crew is looking forward to spring. MDOT 2020 US 31 project includes adding a turning lane from Chum's Corners to Cherry Growers.

Matt Skeels Manager – Attended the 2020 Highway Conference in Lansing this week. Mentioned that attendance was down this year. Discussion was held at the meeting regarding fresh water mussels, which are the latest protected species that will require some additional work and expenses when it comes to bridge and culvert work. The mussels, if found in a project zone, need to be protected and relocated.

Standing guest: Gary Sauer, County Commissioner – Erosion issues presentation will be given at the Garden Theatre this evening from 6-8 p.m. Benzie school board is discussing reductions for their next school proposal. Health department has signed a one-year agreement with Childhood Development. Townships are all currently working on their budgets. Blaine Township supervisor will not be running for re-election. Benzie Transportation Authority is looking for two new board members. Village of Thompsonville is inquiring about future road projects on CR-669. Mentioned that most

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

ennifer Kolinske, 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 26,2020 at 9:30 a.m.

Present:

Chairman Bob Rosa

Vice-Chairman James Bowers

Member Ted Mick

Manager Matt Skeels Clerk Jennifer L Kolinske

The agenda was accepted as presented.

The March 12, 2020 minutes were accepted as presented.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #46994 to #47026 in the amount of \$81,838.63 and Payroll #6 for \$63,413.87, Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Motion by Commissioner Rosa and supported by Commissioner Mick to pay the MERS EFT in the amount of \$55,150.05. Ayes: Rosa, Bowers and Mick. Nays: None, Motion carried.

Cash Summary: Clerk Kolinske presented the Cash Summary.

Standing guest: Gary Sauer, County Commissioner – Government offices temporarily closed to the public. Reported on the latest meeting of the Benzie County Board of Commissioners and how the COVID-19 pandemic is affecting the county.

Public Input: Sherry Taylor commented that the Cedar Run Road stop lights are working well.

Items Before the Board: Crack Seal, Chip Seal & Fog Seal Bid Award – Awarded to Highway Maintenance & Construction Co. Motion by Commissioner Bowers and supported by Commissioner Mick to accept the bid presented by Highway Maintenance & Construction Company. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Correspondence/Information/Discussion: Building Improvements/Renovations Review & Discussion -New drawing, Option C, new idea for renovating the current site was presented to the Board.

Update on Reducing Staffing due to COV-19 – "Stay Home, Stay Safe" – We are currently operating at 1/3 our normal staff. Front office is closed to the public, with one member of the office personnel handling the front office per day.

Public Input: N/A

Board Round Table: Manager Skeels talked about bidding out gravel, which will be done separately from the material bids that will be opened on March 27, 2020. Gravel bids are slated to be opened in April. Continued discussion on Mick Road hill.

Meeting Adjourned at 10:15 a.m.

Robert Rosa, Chairman

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

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 23, 2020 at 9:47 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.

The April 9, 2020 minutes were accepted as presented.

Motion by Commissioner Mick and supported by Commissioner Bowers to pay bills #47028 to #47086 in the amount of \$176,823.74 and to pay Payroll #8, #8a and #8b in the amount of \$71,567.31. Roll Call: Commissioner Rosa - Aye; Commissioner Bowers - Aye; and Commissioner Mick-Aye, Nays: None. Motion carried.

Cash Summary: Clerk Kolinske presented the Cash Summary.

Work Summary:

Mike Johnson-Shop Foreman/Facility Manager - N/A

Scott Fasel-Superintendent – Elmer's to begin on Homestead Road paving project on April 27, 2020. We have full crew back working.

Matt Skeels-Manager – Working on staying on top of the latest developments with COVID-19. Our local health department has been an excellent resource for this.

Standing guest: Gary Sauer, County Commissioner – Currently, health department is holding meetings to update our county once per week. Lakeshore trails, campgrounds and museums are all closed and don't anticipate re-opening until July 2020. Area schools have been granted permission to open early this fall. This might help with the lost time this spring. Frankfort City Hall is closed for 14 days after a possible exposure case.

Public Input: N/A

Items Before the Board:

Material Bid Awards – 22A & 23A Aggregate - Motion by Commissioner Rosa and supported by Commissioner Bowers to approve the bid received from Al's Aggregate for 5,000 cubic yards of 22A and 5,000 cubic yards of 23A with the condition that the bid specifications for the gravel must be met the first time tested or the board will reject the gravel and reserves the right to use Elmer's as a back-up bidder. Roll Call: Commissioner Rosa - Aye; Commissioner Bowers - Aye; and Commissioner Mick-Aye, Nays: None. Motion carried.

Correspondence/Information/Discussion:

Update on COVID-19 (Corona Virus) Regarding Staffing – We are back to working with a full crew and administrative staff. Crew is split in three groups for orders to help with social distancing. New fuel station procedures are in place for our staff as well as anyone who pumps fuel from our tanks. We have ordered a sanitization mister like the one Benzie Bus has. It is currently on back-order. Kalkaska County Road Commission had a positive COVID-19 case recently.

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

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, May 14, 2020 at 9:53 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.

The April 23, 2020 minutes were accepted as presented.

Motion by Commissioner Mick and supported by Commissioner Bowers to pay bills #47087 to #47142 in the amount of \$141,638.02, and to pay Payroll #9, #10 & #10a in the amount of \$106,593.12. Roll Call Vote: Commissioner Rosa-aye, Commissioner Bowers-aye and Commissioner Mick-aye. Nays: None. Motion carried.

Motion by Commissioner Rosa and supported by Commissioner Mick to pay the MERS EFT in the amount of \$56,614.87. Roll Call Vote: Commissioner Rosa-aye, Commissioner Bowers-aye and Commissioner Mick-aye. Nays: None, Motion carried.

Cash Summary: The cash summary was presented by Clerk Kolinske.

Work Summary:

Mike Johnson - Shop Foreman/Facility Manager - N/A

Scott Fasel – Superintendent – N/A

Matt Skeels – Manager – Elmer's finished Hardwoods Acres yesterday. Primary paving projects are completed. We have a driveway sight distance issue on Mick Road. Township is interested in correcting the hill however not interested in paying for it at this time. This would need to be done prior to paving. Mick Road project has been moved to 2021 and has been replaced with a project on Fowler Road. We replaced a culvert on Thomas Road that created a lot of sediment in the river which we have been receiving calls on. Commissioner Bowers asked when brining will begin? Manager Skeels stated that Beckman should be starting next week. Four 10-hour day weeks begin on May 18, 2020.

Standing guest: Gary Sauer, County Commissioner – Gave a report on the state of the County with regard to the Coronavirus. Currently Benzie County has 4 cases, Leelanau has 10. Blaine Township will have a public meeting on May 28, 2020 @ 6:00 p.m. regarding wake restrictions on Lower Herron Lake. Joyfield Township is still discussing the Mick Road issue. There is some confusion on how much their cost would be. Memorial Day Veteran's ceremonies have been canceled. County board brought all employees back as of May 13, 2020.

Public Input: County Commissioner Sherry Taylor (Homestead Township) attended school board meeting where the vote was 6 to 1 approving a new millage to be placed on the August ballot. Taylor also asked Clerk Kolinske if there is any news regarding reduced MTF revenues. Clerk Kolinske will cover this topic when presenting 2nd QTR Financials later in the meeting.

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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 Mickaye. 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.

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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 28, 2020 at 9:33 am.

Present: Chairman Bob Rosa

Vice-Chairman James Bowers

Member Ted Mick

Manager Matt Skeels Clerk Jennifer Kolinske

The agenda was accepted as presented.

Motion by Commissioner Bowers and supported by Commissioner Mick to amend the May 14, 2020 minutes to read: ".... regarding wake restrictions on Lower Herring Lake." Ayes: Rosa, Mick and Bowers. Nays: None. Motion carried.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #47143 to #47174 in the amount of \$512,934.21, and to pay Payroll #11 for \$57,114.17, Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Cash Summary: Clerk Kolinske presented the Cash Summary.

Work Summary:

Mike Johnson – Shop Foreman/Facility Manager – Hired 2 new mechanics – not heavy-duty mechanics – will be doing much on-the-job training. Bowers suggested the Career Tech Center in Cadillac as an option. The last sander came off this week. We're still waiting to hear from the roof people to set up a schedule. Received a 52" zero-turn mower – anything bigger could not be hauled on our trailer.

Scott Fasel – Superintendent - Elmer's continues paving projects. Scott gave an update on what has been completed so far. Brining has been completed in seven townships. Installed culverts on CR-610, Thomas Road, and Cinder Road. State installing signs for detour on the Elberta Causeway. We are receiving a lot of positive feedback on the gravels. We hired a new driver, Tyler Machiela. New Help Wanted signs out front are bringing in many candidates.

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: None

Items Before the Board: None

Correspondence/Information/Discussion:

- Workshare Program Manager Skeels stated that as a public employer we are eligible to participate. MDOT and one Road Commission in the U.P. are doing it, but he recommends that now is not a good time for us to do it. He suggested we revisit it after the paving is done.
- Update Pioneer/King DJ McQuestion had to finish work by June 15th or provide a plan on how they will get it done. MDOT will start forfeiture for breach of contract if DJ McQuestion doesn't respond.

- 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 ½ 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

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 11, 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 May 28, 2020 minutes were accepted as presented.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #47175 to #47224 in the amount of \$712,396.51, the MERS EFT in the amount of \$54,924.12, and Payroll #12 & #12A for \$56,632.07. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Cash Summary: Manager Skeels presented the Cash Summary. We will be transferring some of the MTF funds over to cover us until our funds are replenished.

Work Summary:

Mike Johnson – The new mechanics are working out well, not a lot of education. The zero-turn mower is working well.

Scott Fasel – The Elberta Causeway is shut down until the water recedes. Forrester Road is closed to local traffic, per MDOT. Contractor will be chip-sealing Indian Hill Road starting on Monday – we will have 25A slag on it. We're removing high ridge on Valley Road also. Elmers completed paving, they finished Highlands on Tuesday. Jim Bowers stated that this year has been good for brining. They have been tested and it seems to be going well. Scott would like Roese to adjust some of their markers for the Hulbert Road gas main project. He stated that the crews are getting along well. They have requested to go back to using the time clock and opening the lunchroom back up to all of the crew.

Matt Skeels - Talked of the feasibility of acquiring the elementary school for a new BCRC site.

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: Sherry Taylor said that now that the trees have leaves on their branches the lighted signs at Cedar Run & Reynolds are not working well again.

Items Before the Board:

Act 51 Report – Presented by Manager Skeels, the full report was finalized for the BCRC by Ron Wohlford. Motion by Commissioner Mick and supported by Commissioner Bowers to accept the report as presented, to be signed and submitted to the State of Michigan Department of Treasury. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

MCRCSIP 2020 Board of Directors Election - Motion by Commissioner Bowers and supported by Commissioner Mick to select Cooper and Gutowski for Board of Directors Northern Representatives,

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

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 25, 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 June 11, 2020 minutes were accepted as presented.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #47225 to #47277 in the amount of \$511,222.40 and Payroll #13 for \$54,070.62. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Cash Summary:

Work Summary:

Mike Johnson – Things are going smoothly out back. The three mechanics are working out well. West Roofing will begin working applying a 5mm sealant on the roofs the second week after the 4th of July Holiday. They will Power wash it first and then it will take 1 to 1½ weeks to apply the sealant. They are looking for a water supply for the power washing; they assumed we were on city water. Commissioners Rosa and Bowers thought there was a dry hydrant nearby that we might get access to through the Fire Department. There was a report of a fire at the Road Commission last week. It turned out to be a bonfire that one of the neighbors were having and the wind was blowing the smoke out behind the building. Manager Skeels mentioned that it gave the Fire Department the opportunity to get a good look in and around our building. Mike suggested that he would like to make up a diagram of all of the breaker boxes to give to the fire department. Currently our supervisors make a sweep around the building to make sure that each master switch is turned off every night.

Scott Fasel – Elmers has completed all paving projects. We continue to work on the high ridges on the Primary roads, and filling in holes left by the loggers. On July 15th the Salt Barn will be painted. They are working on getting doors with galvanized steel frames.

Matt Skeels – The property owner at Ely & Oakley Roads would like us to do something about the cut-through to Ely road that goes through his property.

A property owner on Oakley Road East, that runs parallel to Bowers Road for a short way, has a buyer for one of his parcels and he would like that portion of the road to go back to being maintained all year by the Road Commission. We made that portion seasonal a few years back. The original owner paid the Road Commission to have the road upgraded years ago. The road does not meet today's BCRC standards and we would like to take it off the seasonal list and get out there and cut down 10 or so trees, widen the intersection, and put in a culvert to make it safer for plowing.

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 said that Jack O'Malley mentioned that they are going to explore putting in toll roads.

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

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 23, 2020 at 9:30 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 June 25, 2020 minutes were accepted as presented.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #47278 to #47362 in the amount of \$568,281.83, and Payroll #14, #14a, #15, & #15a for \$133,925.36. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Motion by Commissioner Rosa and supported by Commissioner Bowers to approve the MERS EFT in the amount of \$55,034.90. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Cash Summary:

Work Summary:

Mike Johnson – The roofs were refinished last week. Grand Traverse Diesel and Daimler Western Star approached the Benzie County Road Commission to participate in a pilot program to help gather information on a new prototype truck with a DD12 automatic transmission. In exchange for the drivers keeping notes on how the truck operates for feedback to the testers, we would be given the use of a brand-new Western Star truck for 18 months free of charge. They would fully outfit the truck, and after 18 months we would return the truck to them for testing. We would have the option of purchasing any added equipment at the end of the trial. Fuel, insurance and maintenance would be our responsibility. Our two new trucks have arrived ahead of schedule and are sitting at Grand Traverse Diesel waiting to be outfitted with equipment.

Scott Fasel - N/A

Matt Skeels – New Financial Manager, Joe Nedow from Leelanau County, will begin on August 10, 2020. Talked with Heather about the Pioneer Rd./King Rd. project. DJ McQuestion is to begin milling on Aug. 25th, paving on Aug. 26th, pavement markings on Aug. 27th, and second markings on Sept. 11th. A crew member was hit while flagging on Marshall Rd. last week. His foot was run over, and in his attempt to jump out of the way, he pulled some muscles in his hip. He was seen at urgent care and released the same day. Police are investigating. Anna Grobe, supervisor of Lake Township, will be at our next meeting to discuss the issue of the actual cost of asphalt prices coming in at \$20,000.00 over the estimated/budgeted cost. We approved the Mitten Race for Crystal Mountain to take place on September 6, 2020. Crystal Surveying is surveying the Fewins Pit. The road on the North side wanders off of our property. We will fix the problem. The sign company gave Andrew some solutions for Nov., Dec., and Jan., the low sun months, for the Reynolds Rd. and Cedar Run Rd. intersection. Commissioner Rosa stated that a friend witnessed someone run the stop sign at that intersection.

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: 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

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

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.

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.

county wide school

Public Input: Sherry Taylor stated that the millage is going to be back on the ballot in the fall and that schools are opening.

Items Before the Board:

credit

Lisa Taber request to purchase 5 years of service¹from 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

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. Al 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 Al'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

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. Saur 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 \$600,000.00; 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 Ne**do**w, 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 8, 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.

September 24, 2020 regular meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #47530 to #47580 in the amount of \$621,84245, and Payroll #20 for \$55,010.86.

Discussion: Nedow stated this check run includes a payment for two cab and chassis trucks which is the reason why the amount is so high. Ayes: Rosa, Bowers and Mick. Nays: None. Motion is hereby adopted.

Cash Summary: Reviewed - no comments offered.

Work Summary:

-Mike Johnson – informed the Board four trucks are ready for our local roads and two-plus are ready for state trunkline winter maintenance, and his crew member are presently working on converting the rest of the fleet trucks for winter snow removal.

-Matt Skeels – Updated the Board on the status of the Carmean Road and Stanley Road culvert replacement projects which are nearly completed. The Weldon Road culvert project is proceeding. Once all the culvert components have been assembled and installed, grouting can then be done to the culvert foundation. Skeels also reported attending a preliminary planning session for next year's Ironman event with the race route projected to be on M-22 and start and finish in the City of Frankfort. At present, the event organizers are asking for an eligible governmental agency to apply for a permit with MDOT to use M-22 as the race course with Benzie County Road Commission recommended as the applicant which Skeels stated he is reluctant to do so.

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 the county.

Public Input: None.

Items Before the Board:

<u>Lake Township – White Birch Trail and Highland Drive project billing</u>: Skeels reported receiving a letter dated October 2, 2020 from Lake Township Supervisor Anna Grobe stating the Township is willing to pay the remaining \$21,668.74 unpaid balance (incremental difference - actual construction vs. costs estimates which Lake Township used to budget their funds for these two projects) after the Township has adopted their 2021-2022 budget this coming spring. Skeels pointed out this option was discussed during the September 10, 2020 regular meeting but no final decision was rendered by the Board.

Motion by Commissioner Rosa supported by Commissioner Bowers to allow Lake Township to defer the remaining \$21,668.74 balance owed for the White Birch Trail and Highland Drive projects until Lake Township adopts their 2021-2022 budget later this spring.

Discussion: None.

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

<u>Update on Esch Road FLAP grant paving project</u>: The original scope of this project has increased due to poor sub-soil conditions discovered under the road bed that will require significant excavating to correct. As such, the Road Commission's projected financial contribution has inflated to approximately \$250,000.00 in addition to the FLAP grant funds earmarked for this project. Skeels stated he is exploring the possibility of diverting unused Federal Surface Transportation Funds from the River Road project to help offset some of the additional cost, but

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.

<u>2020 financial audit proposal</u>: 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

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 22, 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, Richard Nielsen and Sean Duperron.

The agenda was accepted as presented.

October 9, 2020 regular meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #47581 to #47628 in the amount of \$158,133.47, and Payroll #21 for \$79,229.47.

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 also updated the Board on the status of the on-going group health insurance renewal efforts.

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:

Crystal Lake Township Representative Richard Nielsen: 2021 proposed road projects funding

Nielsen had contacted Skeels earlier to ask for cost estimates to pave a portion of Airport Road (from M-115 to Carlson less the portion already upgraded), Sunset Drive and a portion of Michigan Avenue for the 2021 paving season. Nielsen had also indicated interest in crack filling the first half mile of Carlson and possibly including Lobb Road as well. Nielsen also stated he received a request from a concerned township resident about the lack of guardrail on Robinson Road and that the Road Commission had provided two cost estimates; one for installing new guardrail components and a lower cost proposal for installing used stock. Skeels pointed out the Road Commission's Local Road Improvement Policy currently require a township to fund 100% for this type of improvement and asked the Board if there is any interest in granting an exception to include guardrail, with the Road Commission's maximum contribution capped at \$5,000.00 with Crystal Lake Township responsible for the remainder. Nielsen then stated that if this agreeable, he should be able to convince his Township Board to agree to the new terms. After further discussion, Commissioners Rosa and Bowers stated their support to the proposal and instructed Skeels to update the Road Commission's Local Road Improvement policy for review and adoption at their next meeting.

Heard status reports from Johnson and Fasel. Johnson presented a photo of a prototype 2024 model Western Star plow truck we will be utilizing over the next eighteen months so that the manufacturer can obtain feedback under actual driving conditions. Any service to the vehicle will be provided by Grand Traverse Diesel Service. Fasel gave a rundown on the recently completed paving/culvert projects and updated the Board on the tasks the crew members have been performing.

Request from Tony Harris asking the Board to approve constructing a driveway accessing Cinder Road instead of Ridge Road (private): Harris had provided a drawing showing where the proposed driveway is to be constructed for the Board and staff to review and Fasel offered no objections to the request and added that he expects two other lot owners in that subdivision to make a similar request in the future.

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 the 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 a 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 Member Ted Mick

Vice-Chairman James Bowers 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

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

The agenda was accepted as presented.

December 10, 2020 regular meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #50139 to #50177 in the amount of \$89,014.07 and Payroll #26 for \$70,742.80.

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 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: Benzie County Commissioner Sherry Taylor: as today's meeting is closed to the public with participation limited to telephone access and this trend is likely to continue for the foreseeable future, she asked that future agendas be made available to the public by posting them on social media and/or the Roads Commission's website. Nedow stated that he would be happy to do so for future meetings.

Update on Esch Road paving project: Skeels provided an update on the status of this road project. The National Park Service has been resistant in providing additional right of way to construct the parking area in the proposed turn around area. Instead, parking spaces will be created within the existing road right of way and the proposed turn around area eliminated. Skeels then provided diagrams to the Board that depicts the new configuration.

Appointments: At 10:00 a.m. the Board spoke with Mark Collison of Otwell-Mawby to discuss and identify additional testing needed should the Road Commission accept the Platte River School property if offered by the Benzie Central School District. Collison stated that even though some of the samples previously taken show traces elements of contaminants in density below what the State of Michigan guidelines considers safe, additional testing is needed. When asked by Commissioner Rosa as to what is the next step, Collision stated that he will need to contact Benzie Schools to obtain a copy of an environmental assessment report which the school district had obtained for the site. The contents of the report will then indicate what additional testing would been to be done, and Collison stated he should then be able to provide a cost-estimate to the Board to consider prior to their next meeting in January.

Items Before the Board:

Motion to accept 2020 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. As in past years, the report did include the significant deficiency in internal controls – segregation of duties performed by the Finance Manager. While this condition could result in the potential for inaccurate reporting of account activities, sufficient resources and staff are not available to adequately segregate these functions. Additionally, Wolf wrote that the benefit of

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 Trial), 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