

The Organizational meeting of the Board of County Road Commissioners of Benzie County was called to order by Clerk Jordan at the Road Commission offices in Honor, Michigan on Thursday, January 12, 2017 at 9:30 AM.

Present: Commissioner Bob Rosa
 Commissioner Ted Mick
 Commissioner Phil Hoyt
 Manager Skeels
 Clerk Jordan
 Superintendent Schaub

Election of Chairman - Motion by Comm Mick and supported by Comm Hoyt to nominate Comm Rosa as Chairman. Ayes: Rosa, Mick and Hoyt. Motion carried.

Election of Vice Chairman - Motion by Comm Mick and supported by Comm Rosa to nominate Comm Hoyt as Vice-Chairman. Ayes: Rosa, Mick and Hoyt. Motion carried.

Meeting schedule - Motion by Comm Hoyt and supported by Comm Rosa to adopt the 2017 meeting schedule with changes presented. Ayes: Rosa, Mick and Hoyt. Motion carried.

Resolution 2017-01 Bank Depositories was presented by Comm Rosa and supported by Comm Mick. Ayes: Rosa, Mick and Hoyt. Nays: None. Resolution adopted.

Resolution 2017-02 ACH Electronic Transfer Transactions was presented by Comm Mick and supported by Comm Hoyt. Ayes: Rosa, Mick and Hoyt. Nays: None. Resolution adopted.

The organizational meeting was adjourned at 9:38 AM.

The regular meeting of the Board of Road Commissioners of Benzie County was called to order by Chairman Rosa at their offices in Honor, Michigan at 9:39 AM on Thursday, January 12, 2017.

The agenda was approved as presented.

The minutes of the 12/15/16 meeting were accepted as presented.

Motion by Comm Hoyt and supported by Comm Mick to pay bills # 43643 to # 43695 for the amount of \$ 111,085.72. and Payrolls # 26-16 & # 01-17 for \$ 129,188.35. Ayes: Rosa, Mick and Hoyt. Motion carried.

Motion by Comm Mick and supported by Comm Hoyt to approve the EFT for MERS for \$46,841.60. Ayes: Rosa, Mick and Hoyt. Motion carried.

Superintendent's report: We had to let one of the seasonal employees go. This leaves us with no spare drivers. An engineer will come out to look at our barrel truss roof and give us options. We are low on salt and having a difficult time getting it. He would like a utility policy. We are no longer a member of Miss Dig.

Public Input: None

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Standing Guest: Gary Sauer - Brought the board up to date on issues at the county level.

New Business:

- **2017 Mileage rate** - We will leave the mileage rate at \$ 0.54/per mile.

- **Ron Wohlford's 1st Qtr report was reviewed.**

- **Millage projects** - The 2017 millage projects were discussed. Bids were opened on Wednesday, 1/11/17 and came in lower than anticipated. We will add additional project(s) if agreeable with the contractor and the Local Road Committee. Bid will be awarded at the Jan 26th meeting.

- **BCRC funded Primary projects and Capital Outlay** - The BCRC funded primary projects were given to the board for approval. Brad presented a 5 year Capital Outlay plan, to buy trucks to replace our aging fleet. Brad would like to remove one the projects from this list and buy a couple of plow trucks this year. He would also like to buy 2 trucks in October 2018. If we order these all at the same time, they will be identical and use the same parts when needed. Motion by Comm Rosa and supported by Comm Mick to approve the BCRC funded primary road projects with the change. Ayes: Rosa, Mick and Hoyt. Motion carried. Motion by Comm Rosa and supported by Comm Mick to purchase two tandem trucks in 2017 and two in October of 2018. Ayes: Rosa, Mick and Hoyt. Motion carried.

- **Training for Mechanics** - The shop foreman would like to send 2 mechanics to Ferris Heavy Equipment Institute for 4 days in May. Motion by Comm Hoyt and supported by Comm Rosa to approve sending the mechanics to school. Ayes: Rosa, Mick and Hoyt. Motion carried. Staff will develop a travel policy that will define what will and will not be covered by the Road Comm.

- **Engineering Tech position** - The possibility of creating a permanent, part-time position was discussed. Staff will develop a job description and will post it for current employees and then advertise.

- **Conservation Resource Alliance (CRA)** - Matt and Brad met with CRA to look at several possible projects, mostly locations on the north branch of the Platte River.

- **Preventable Accident program** - The 1st quarter of the fiscal year is over. The total cost of preventable accidents to Road Commission equipment was \$10,176.25 for the October through December 2016 period. Using the approved formula, that results in an incentive payout total of \$2,673.89. Employees will receive their individual share based on the percent of regular hours they worked in that time period. Generally speaking the amount is approximately \$100 per employee.

- **Superintendent's salary/overtime review** - There was discussion regarding the superintendent's salary being inadequate for the amount of hours worked and that there is no overtime paid to him. Staff will provide more detailed information at the Jan 26 meeting.

Correspondence/Information/Discussion:

- Audit procedure letters to board
- Tree clearing update-30% of the project cost has been withheld until cleanup is completed.

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- Miss Dig - We did not pay dues for 2017 and are no longer accepting Miss Dig emails.
- Fuel Tank Replacement - Bids are just about ready to be sent out

Public Input: None

Meeting was adjourned at 12:35 PM.



Robert Rosa, Chairman



Kathleen A. Jordan, 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 26, 2017 at 9:30 AM.

Present: Chairman Bob Rosa
Vice Chairman Phil Hoyt
Member Ted Mick
Manager Skeels
Clerk Jordan
Superintendent Schaub

Motion by Comm Hoyt and supported by Comm Mick to accept the agenda as amended, adding Seasonal weight restriction discussion, Employee reviews & job descriptions, Engineering Tech position, Building update and add additional accounts payable of \$ 26,762.08. Ayes: Rosa, Mick and Hoyt. Motion carried.

The minutes of the 01/12/17 meeting were accepted as presented.

Motion by Comm Hoyt and supported by Comm Mick to pay bills # 43696 to # 43741 for the amount of \$ 166,509.52. and Payrolls # 02 and #02A/2017 for \$60,384.38. Ayes: Rosa, Mick and Hoyt. Motion carried.

Superintendent's report: We met with the building engineer. He is getting estimates together from the townships for 2017 projects. This will be bid out separately from the Millage funded and BCRC funded projects.

Public Input: None

Standing Guest: Gary Sauer - Brought the board up to date on issues at the county level.

New Business:

- **Superintendent's salary** - There was a discussion to consider fair compensation for the superintendent. Currently, he is paid straight time for any hours worked over 45 hours in a week. Motion by Comm Mick and supported by Comm Hoyt to pay the superintendent straight time for all hours worked, effective on 1/23/17. In one year, this will be reviewed to see if it is working out as it is intended. Ayes: Rosa, Mick and Hoyt. Motion carried.

- **Policy #327 Travel Policy** - Motion by Comm Hoyt and supported by Comm Mick to adopt the new policy #327 - Travel Policy. Ayes: Rosa, Mick and Hoyt. Motion carried.

- **Policy # 324 Direct Deposit** - Motion by Comm Hoyt and supported by Comm Mick to adopt the revised policy #324 Direct Deposit. Ayes: Rosa, Mick and Hoyt. Motion carried.

County Road Association Ballots - Ballots were cast for 4 issues.

Millage Funded Paving bid - Motion by Comm Hoyt and supported by Comm Mick to award the paving bid for the millage funded projects (Bid Package A) to ATP Precision Paving, contingent on ATP agreeing to extend bid prices for additional millage funded work as necessary. Ayes: Rosa, Mick and Hoyt. Motion carried.

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- **Recycling** - Dave Schaffer was present to discuss using about an acre lot of the Honor Pit for recycling. Access would be off of Deadstream Rd. The area would contain recycling containers and possibly a building for collection and storage of hazardous waste. The Board will look at the site at the end of the meeting.

- **Gravel Road spring weight restrictions (frost laws)** - Imposing frost laws early was discussed. There are a couple of loggers who are tearing up the gravel roads. The weather is supposed to get cold again. We'll wait it out until a later date when surrounding counties put their restrictions on.

- **Employee reviews and job descriptions** - Comm Hoyt would like management to perform reviews on all employees and to update job descriptions. He also would like us to advertise for an engineering tech as soon as possible.

Correspondence/Information/Discussion:

- **Report from the Local Road Committee meeting** - The Commissioners were given the millage funded project list that was approved by the Local Road Committee yesterday.

- **Miss Dig** - Matt brought the board up to date on the status of the Miss Dig membership.

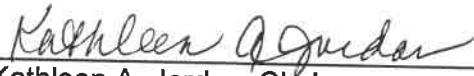
- **Apex Engineering** - Brad and Matt met with the structural engineer who will give us an estimate for the cost of preparing estimates for fixing the barrel roofs. Motion by Comm Hoyt and supported by Comm Rosa to allow up to \$5,000 for the initial estimate. Ayes: Rosa, Mick and Hoyt. Motion carried.

Public Input: None

- **Field Trip** - The board went to the Honor Pit and met with Dave Schaffer regarding the recycling location he is proposing.

Meeting was adjourned at 12:35 PM.


Robert Rosa, Chairman


Kathleen A, Jordan, 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 Wednesday, February 15, 2017 at 9:30 AM.

Present: Chairman Bob Rosa
Member Ted Mick
Manager Skeels
Clerk Jordan
Superintendent Schaub
Excused: Vice Chair Phil Hoyt

Motion by Comm Mick and supported by Comm Rosa to accept the agenda as amended, adding Seasonal weight restriction discussion, Employee issues, and the MiDeal bid for new truck accessories. Ayes: Rosa and Mick. Exc: Hoyt. Motion carried.

The minutes of the 01/26/17 meeting were accepted as presented.

Motion by Comm Rosa and supported by Comm Mick to pay bills # 43742 to # 43800 for the amount of \$ 255,489.98. and Payroll # 03 for \$55,504.61. Ayes: Rosa and Mick. Exc: Hoyt. Motion carried.

Superintendent's report: We are waiting for the townships to get their paving projects submitted so we can go out for bids. Inland Twp wants to get bids out for clearing of Miller Rd.

Public Input: Dave Schaffer - Recycling coordinator. He is getting information together for a \$50,000 grant that is due in March. He will have the lot surveyed and get estimates on excavating.

Standing Guest: Gary Sauer - Brought the board up to date on issues at the county level.

New Business:

- **Bid Awards** - Pkg B - BCRC funded primary paving - Motion by Comm Rosa and supported by Comm Mick to award the Road Commission funded primary road paving bid of \$268,117.44 to Elmers. Ayes: Rosa and Mick. Exc: Hoyt. Motion carried.

- **Fuel tank replacement bid** - Motion by Comm Mick and supported by Comm Rosa to award bids to Northern Pump for fuel tank replacement for \$ 147,352.00, which includes the Chem liner and the in-tank pump upgrade. Ayes: Rosa and Mick. Exc: Hoyt. Motion carried.

- **Heavy Duty Tandem truck bid** - Motion by Comm Mick and supported by Comm Rosa to award the bid for 4 Western Star 4700 trucks to Grand Traverse Diesel for \$120,000.00 each. Ayes: Rosa and Mick. Exc: Hoyt. Motion carried.

- **Truck body bids** - Motion by Comm Mick and supported by Comm Rosa to accept T & T Specialties MiDeal bid to equip the new trucks per specifications: Truck 411 - \$81,472.00; Truck 410 - \$57,530.00; Truck 408 - \$57,175.00 and Truck 409 - \$57,175.00. Ayes: Rosa and Mick. Exc: Hoyt. Motion carried.

- **Policy #118 Lot Split/Private Road Access** - Motion by Comm Rosa and supported by Comm Mick to adopt Policy 118 Lot Split/Private Road Access with revisions. Ayes: Rosa and Mick. Exc: Hoyt. Motion carried.

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- **Homestead Twp** request to use yard for Clean up day on May 20. Motion by Comm Rosa and supported by Comm Mick to allow Homestead Twp to use the Road Commission yard on Saturday, May 20 between 8 AM and 12 PM for their township cleanup. Ayes: Rosa and Mick. Exc: Hoyt. Motion carried.

- **County Road Association Ballots** - Ballots were cast for 3 issues.

- **Encroachment permit** - 1375 E South Shore - Motion by Comm Rosa and supported by Comm Mick to approve the encroachment permit for 1375 E South Shore for landscaping on the lake side of the road. The landscaping is to be flush with the road. Ayes: Rosa and Mick. Exc: Hoyt. Motion carried.

- **PCA request to use Honor Pit during frost laws** - Request was approved to stage logs in the pit during spring weight restrictions.

- **Employee Issues** were discussed with the board.

Correspondence/Information/Discussion:

- **Miss Dig** - Matt brought the board up to date on the status of the Miss Dig membership.
- **Spring weight restrictions** will go into effect on 7:00 AM Friday, Feb 17.

Public Input: Thank you from a resident regarding Lindy Rd construction.

Meeting was adjourned at 11:40 AM.



 Robert Rosa, Chairman



 Kathleen A, Jordan, 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 9, 2017 at 9:30 AM.

Present: Chairman Bob Rosa
Vice chair Phil Hoyt
Member Ted Mick
Manager Skeels
Clerk Jordan
Superintendent Schaub

Motion by Comm Hoyt and supported by Comm Mick to accept the agenda as amended, adding job descriptions and Inland Twp. Ayes: Rosa, Hoyt and Mick. Motion carried.

The minutes of the 02/15/17 meeting were accepted as presented.

Motion by Comm Rosa and supported by Comm Mick to pay bills # 43801 to # 43848 for the amount of \$ 160,930.76 and Payroll # 04 & 05 for \$112,918.13. Ayes: Rosa, Mick and Hoyt. Motion carried.

Superintendent's report: We have been cleaning up trees from the wind storm; Cutting trees for summer projects; Used more salt this year than ever due to more rainy/icy days; Staked the right-of-way on Patterson Rd; Looking for summer seasonal help; Taking 8 people to Miss Dig excavation training.

Public Input: None

Standing Guest: Gary Sauer - Brought the board up to date on issues at the county level.

New Business:

- **Bid Awards - Miller Rd Right-of-way clearing** - Motion by Comm Rosa and supported by Comm Hoyt to rejects all bids, due to the possibility of the MDNR clear cutting their property along Miller Rd this year. Once this is completed, or taken off the table as a possibility, the clearing project will be re-bid. Ayes: Rosa, Mick and Hoyt. Motion carried.

- **Material Bids** - Motion by Comm Hoyt and supported by Comm Mick to award the material bids as recommended by staff with the exception of the Tree Removal bids. Ayes: Rosa, Mick and Hoyt. Motion carried.

Motion by Comm Hoyt and supported by Comm Mick to award the stump removal bid to Grant's Stump Service, but tree removal will need to be re-bid. Ayes: Rosa, Mick and Hoyt. Motion carried.

Fewins Rd - Bids will be sent out for earthwork and paving the hill. This scope of this project will not encroach onto landowners' property.

- **Encroachment permit** - 2407 E South Shore - Motion by Comm Hoyt and supported by Comm Mick to approve the encroachment permit for 2407 E South Shore for landscaping on the lake side of the road. The landscaping is to be flush with the road. Ayes: Rosa, Mick and Hoyt. Motion carried.

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- **Certification maps** were signed by Chairman Rosa.

There was discussion on the Gateway Arch on M-115 and possession and/or ownership of it.

Manager Skeels reported to the board regarding revising job descriptions.

Correspondence/Information/Discussion:

- MCRCSIP call for Board of Directors candidates.

- Annual Rural and Tribal Elected Officials meeting March 16 at MDOT TSC in Traverse City.

- **11:00 AM: Dave Schaffer** - Benzie County Recycling - Dave presented the survey of the lot in the Honor Pit that he would like to use for a recycling center. The lot dimensions are 287' x 132' wide. He would like to see the lot be wider (170') and less deep (250') to better accommodate his needs and not encroach on the pit property as much.

Public Input: Ron Evitts commented on the recycling and the Fewins Rd project.


The Board, Manager, Superintendent, Clerk, Dave Schaffer, Gary Sauer and Ron Evitts went to the Honor Pit to review the lot stakes on Lot 1 of the 3rd addition to Honor for the recycling. Thousands of yards of materials will need to be moved to accommodate the recycling and overall there may not be enough room for the proposed plan or room to expand at a later date. Also, if in the future the Road Commission needs to relocate and build a new building, the pit would be the only location available.

Motion by Comm Rosa and supported by Comm Hoyt to regretfully deny the request to use the Honor Pit lot for a recycling center.

Meeting was adjourned at 12:05 PM.



 Robert Rosa, Chairman



 Kathleen A, Jordan, 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 30, 2017 at 9:30 AM.

Present: Chairman Bob Rosa
Vice chair Phil Hoyt
Member Ted Mick
Manager Skeels
Clerk Jordan
Superintendent Schaub

Motion by Comm Hoyt and supported by Comm Mick to accept the agenda as amended, adding Fewins Rd. Ayes: Rosa, Hoyt and Mick. Motion carried.

The minutes of the 03/9/17 meeting were accepted as presented.

Motion by Comm Rosa and supported by Comm Mick to pay bills # 43849 to # 43891 for the amount of \$ 98,085.29 and Payroll # 06 for \$53,525.34. Ayes: Rosa, Mick and Hoyt. Motion carried.

Superintendent's report: Spring Weight restrictions are still in effect; The tree crews have done a great job getting the right-of-ways ready for this summer's projects; Fewins Rd earthwork bid is coming up on 4/11; Inland Twp and the Road Comm will make a decision by 4/13; Replacing a full-time employee who is leaving with a driver who worked for us this past winter and did a good job.

Public Input: Ron Evitts-Colfax Twp Supervisor - would like the trees trimmed at the end of Wallin Rd before it is paved.

Standing Guest: Gary Sauer - Brought the board up to date on issues at the county level.

New Business:

- **Thelma Rider-Novak** - Asking for an encroachment permit for a well within the road right-of-way at 1019 River and asked that the fee be waived because the road was moved some time since the 50s. We could not determine when the road was moved. Motion by Comm Rosa and supported by Comm Hoyt that the encroachment permit be approved and Ms. Rider-Novak pay the \$75 fee. Ayes: Rosa, Hoyt and Mick. Motion carried. Ms. Rider-Novak offered to work with the Road Comm and possibly the trail group to straighten the road out and/or put in a parking area by the trail.

- **Township paving bid** - Motion by Comm Hoyt and supported by Comm Mick to award the Township Paving Bid Package C to ATP Precision Paving for \$300,947.72. Ayes: Rosa, Hoyt and Mick. Motion carried.

- **Tree Bids** - Motion by Comm Rosa and supported by Comm Hoyt to award the Tree Removal bid to Treetop Tree Service. Ayes: Rosa, Hoyt and Mick. Motion carried.

Policy 326 - Cell Phone policy - Motion by Comm Rosa and supported by Comm Hoyt to adopt the revised Cell Phone Use policy as presented. Ayes: Rosa, Hoyt and Mick. Motion carried.

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- **Goose Rd** - The Road Comm has a culvert extends into the yard of a residence at 13308 Goose Rd. The homeowner would like to fill the ravine in his yard (outside the road right-of-way), which would change the effectiveness of the culvert. Motion by Comm Hoyt and supported by Comm Mick to allow the ravine to be filled and for the Road Commission to address the change in the drainage. Superintendent Schaub will work with the landowner to get the best results possible.

- **Marshall Rd Federal Aid project 2018** - There are two properties that will be affected to make grade corrections at the north end. We will have to acquire right-of-way to accomplish this. We will start with a title search of the two properties and then talk to the owners about right-of way acquisition.

- **After-the-fact permit for 3899 Crystal Dr** - A permit was presented for approval for 3899 Crystal Drive. The permit was not approved or issued due to: 1. The pavement on the driveway on the north side and the parking area on the south side of the road slope towards the road with no way for the water to be diverted; 2. Both areas exceed the width limits. Staff will write a letter to the homeowner asking them to correct these issues.

- **Fewins Rd** - A homeowner has contacted Brad and wants to pave 515' past the planned apron paving and to split the cost between homeowners, Inland Twp and the Road Commission. Paul Beechraft, Supervisor of Inland Township was present and stated that the township was not interested in paving patches here and there on Fewins Rd at this time. Motion by Comm Rosa and supported by Comm Hoyt to pave Fewins from the planned approach at Lake Ann Rd intersection 515' west, with the homeowners affected paying 2/3 of the cost and the Road Commission pay 1/3 of the cost. After lengthy discussion, Comm Rosa rescinded his motion. We may address this again in the future, after the earthwork bids are received.

Correspondence/Information/Discussion:

- **Building options** - Superintendent Schaub presented the estimates from Apex engineering for several different options for building renovations, additions and/or demolition.

- **Rural task force**- Matt reported on the last RTF meeting and the demands that were being made to the task force by transit.

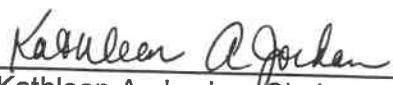
- **PK Contracting** - Permission was given to PK to store paint in the Honor pit.

Public Input:

Alan Leman thanked the board awarding the paving bid to him. He also commented on the safety of paved areas that dump rainwater into the roadway.
Ron Evitts commented on the Nostwick Bridge.

Meeting was adjourned at 12:01 PM.


Robert Rosa, Chairman


Kathleen A. Jordan, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission offices in Honor, Michigan on Thursday, April 13, 2017 at 9:30 AM.

Present: Chairman Bob Rosa
 Vice chair Phil Hoyt
 Member Ted Mick
 Manager Skeels
 Clerk Jordan
 Superintendent Schaub

Motion by Comm Hoyt and supported by Comm Mick to accept the agenda as amended, adding Crystal Dr encroachment permit, ROW permit for GT Conservancy and employee request for a leave of absence. Ayes: Rosa, Hoyt and Mick. Motion carried.

The minutes of the 03/30/17 meeting were accepted as presented.

Motion by Comm Hoyt and supported by Comm Mick to pay bills # 43892 to # 43933 for the amount of \$169,158.61 and Payroll #7 for \$51,128.57. Ayes: Rosa, Mick and Hoyt. Motion carried.

Superintendent's report: Spring weight restrictions went off on Feb 11; The City of Frankfort wants to continue the paving of Bellows to over the hill to Beech St; 3 Townships have failed culverts; Going to check with the Conservation Research Alliance for help with the Carter Creek crossing on CR669; Our grader is down with a broken hydraulic pump and a replacement part is non-existent.

Standing Guest: Gary Sauer - Brought the board up to date on issues at the county level.

Public Input: Ron Evitts-Colfax Twp Supervisor - There are two culverts in Colfax Twp that need to be replaced.

New Business:

- **Henry Rd** - Rich Brauer was here to ask the board about the possibility of abandoning a portion of Henry Rd. He owns about 300 acres on both sides of road on the north and south sides and along the west side. The school owns acreage along the east side of the road. The area has become a dumping ground and party area. Nena Bondarenko was also present. She owns property off the north east corner of the road. They have a tree farm that has been damaged by trespassers. Comm Rosa expressed his opinion about abandoning a through road. Mr Brauer would like to abandon the road, and gate the north/south portion of the road about 390' north of Homestead Rd. On the east/west portion, he will reforest the property. Brad noted that we would need 120' x 120' turnaround on both portions. Comm Hoyt told Mr. Brauer that he would like to see a letter from the Benzie Co Central School Board supporting the abandonment. He told Mr. Brauer to proceed with the abandonment process.

Ayes: Rosa, Mick and Hoyt. Motion carried.

- **Encroachment Permit 8601 Deadstream** - The request is for an additional driveway for a new garage. The width of the parcel (approx 125') does not comply with the Road Commission's frontage requirement of 150' for two driveways. Motion by Comm Rosa and supported by

Comm Hoyt to allow the second driveway at 8601 Deadstream. Ayes: Rosa, Mick and Hoyt. Motion carried.

- **Encroachment permit for 6463 Crystal Drive** - This request is to install a fence and plant trees in the road right-of-way at this address. Brad inspected the property and the stakes were 2 feet off the pavement. Motion by Comm Hoyt and supported by Comm Rosa to deny the request at 6463 Crystal Drive. Ayes: Rosa, Mick and Hoyt. Motion carried.

- **EAP - Employee Assistance Program** - Motion by Comm Mick and supported by Comm Hoyt to enter into an agreement for one year with Catholic Human Services for the Employee Assistance Program. Ayes: Rosa, Mick and Hoyt. Motion carried.

- **Fewins Rd Earthwork Bids** - Motion by Comm Hoyt and supported by Comm Mick, on the recommendation of Inland Twp, to award the bid for Fewins Rd earthwork to AJ's Excavating with the Road Comm providing gravel, grading and density testing. Ayes: Rosa, Mick and Hoyt. Motion carried.

Motion by Comm Hoyt and supported by Comm Mick to charge 5% administrative fee to Inland Twp for the earthwork and the paving of the above Fewins Rd project. Ayes: Rosa, Mick and Hoyt. Motion carried.

- **Resolution 2017-13** - Resolution for support for the Reconstruction of US 31 was presented by Comm Hoyt and supported by Comm Rosa. Ayes: Rosa, Hoyt and Mick. Motion carried.

- **Grand Traverse Land Conservancy** - The Conservancy would like to place a parking area of 80 feet long and 35 feet deep off Eldridge Rd to access the Trapp Farm Preserve. To have an adequate area for backing up, they would need an area 40' deep. Motion by Comm Hoyt and supported by Comm Mick to allow an 80' x 40' parking area off Eldridge Rd for the Grand Traverse Conservancy. Aye: Rosa, Hoyt and Mick. Motion carried.

- **Leave of Absence** - Motion by Comm Hoyt and supported by Comm Rosa to allow Andrew Carter a leave of absence from 4/25/17 - 6/27/17. The leave is granted without pay or benefits but allows him to return to his current position. The leave is granted without precedence. Ayes: Rosa, Hoyt and Mick. Motion carried.


Correspondence/Information/Discussion:

- Preventable Accident Program report
- Discussion regarding the 2018 millage renewal
- Marshall Rd Federal grant project in 2018 - We have started the title search necessary to acquire right-of-way.
- Kivisto Tree Co will be here on 4/25/2017 to finish the cleanup of the right-of-way clearing they did last fall.
- Board packets will be sent out on Tuesday afternoons from now on.

Public Input:

Meeting was adjourned at 11:47 PM.


Robert Rosa, Chairman


Kathleen A, Jordan, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission offices in Honor, Michigan on Thursday, April 27, 2017 at 9:30 AM.

Present: Chairman Bob Rosa
 Vice chair Phil Hoyt
 Member Ted Mick
 Manager Skeels
 Clerk Jordan
 Absent: Superintendent Schaub

Motion by Comm Mick and supported by Comm Hoyt to accept the agenda as amended, adding Marshall Rd, Vlg of Honor, Kivisto Tree project update and Recycling, Ayes: Rosa, Hoyt and Mick. Motion carried.

The minutes of the 04/13/17 meeting were accepted as presented.

Motion by Comm Hoyt and supported by Comm Mick to pay bills # 43935 to # 43969 for the amount of \$92,568.58 and Payroll #8, #8a, #8b for \$54,648.41. Ayes: Rosa, Mick and Hoyt. Motion carried.

Superintendent's report: Manager Skeels gave the superintendent's report- There are a few failed culverts that will need to be replaced; We are having to have a hyd pump made by John Deere for our old grader; Researching trash pickup for the roadside parks; Complaint about the tree work on Glory Rd; The shop is switching over truck boxes for the new trucks.

Standing Guest: Gary Sauer - Brought the board up to date on issues at the county level.

Public Input: None

New Business:

10:00 AM Platte Lake Improvement Assoc - Wilfred Swiecki gave the board the background on the PLIA group and what they have accomplished over the last 30 years with cleaning up the Platte Lake. They are concerned with the runoff from the Thompson Pit (on Platte Rd) during heavy rains, leeching into the lake. Many times when we are actively using the pit, there is a lot of dirt and mud brought onto Platte Rd. This eventually makes its way to the lake, carrying contaminants with it. He was also concerned about the safety of the pits. He was asked to call us if there is too much dirt on the road and we will sweep it. We will also make an effort to be sure that the pit is locked when not in use. Mr. Swiecki also asked that we discontinue using fertilizer on the roadsides that contain phosphorus. This is very important for the health of the area lakes. We will instruct the superintendent and foreman of this. They are asking that we take extra precaution when planning for future use of the pit and to be sure that we follow all the rules and regulations set forth by local zoning, DNR, DEQ, etc.

10:30 AM Dick Figura, attorney for Benzie Co - re: Benzie Co vs Cole

Greg Cole has asked the county and the Parks and Rec for an easement to run underground electric across the Mollineaux Rd/Crystal Lake park parcel as part of a settlement agreement. The county is seeking BCRC approval as owners of the property. If this is granted, the settlement in the current lawsuit between Benzie Co/Parks & Rec vs Cole will include verbiage that will prohibit future suits against Benzie Co, Parks & Rec, and BCRC. Comm Rosa

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stipulated that 1.) We have a complete drawing and survey of the location of the easement; 2.) That we would be able to tap onto the electric at some point in the future if necessary at no cost to BCRC or Benzie Co; 3.) That this easement in no way inhibits our ability to put a possible crossing to the trail across the ditch and 4.) That Atty Figura is representing the Road Commission's interest also.

Atty Figura thought this could all be possible. He'll come back to us with the information for our attorney to review.

Grand Traverse Conservation District - They have presented a permit to spray for Japanese Knotweed, an invasive species in four locations of the county. (Crystal Drive, Deadstream Rd, Case Rd/Beulah and Highland Dr/Honor.

Motion by Comm Rosa and supported by Comm Hoyt to approve the permit with the stipulation that the Conservation District contact the property owners at the locations that will be sprayed.

Ayes: Rosa, Hoyt and Mick. Motion carried.

Resolutions 2017-04, 05, 06-Critical Bridge Applications support. Motion by Comm Mick and supported by Comm Hoyt to adopt the above support resolutions. Ayes: Rosa, Hoyt and Mick. Motion carried.

Crystal Mountain Mitten Race - Sunday, May 28, 2017- Motion by Comm Mick and supported by Comm Hoyt to allow Crystal Mountain to hold the Mitten Race using Benzie County roads, providing no roads are closed to traffic at any time and that insurance is provided holding the Road Commission harmless. Ayes: Rosa, Hoyt and Mick. Motion carried.

FY 2016 Act 51 Annual Report - Motion by Comm Hoyt and supported by Comm Mick to accept the Act 51 Annual Report as presented. Ayes: Rosa, Hoyt and Mick. Motion carried.

Permit language addition - Motion by Comm Hoyt and supported by Comm Mick to add language to the Residential Driveway permits requiring a setback for the paved portions of driveways on gravel roads. Ayes: Rosa, Hoyt and Mick. Motion carried.

Vlg of Honor - The Village of Honor would like to overlay Leelanau Street (between Deadstream Rd and US 31 at the Honor Pit) and has requested that we perform the shoulder work at our expense. We use this road daily for ingress and egress to the pit. Motion by Comm Mick and supported by Comm Hoyt to perform the shoulder work at our expense. Ayes: Rosa, Hoyt and Mick. Motion carried.

Mike Johnson, Shop Foreman gave a report on the auction through RangerBid for used equipment. The Road Commission netted \$46,700 .

Correspondence/Information/Discussion:

Recycling - We have asked the Recycling Coordinator to move the recycling bins to another location. He is having difficulty finding a permanent home for them. We thought that he could move them to the east side of our property temporarily, but after reviewing the space and the amount of traffic that uses this driveway area, it isn't a desirable spot from the Road Commission's perspective.

Marshall Rd 2018 Federal project update-The title work is completed. We have received a valuation statement. Matt will contact the homeowners and set up a meeting with them.

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Kivisito Tree Service - Kivisito is in the area to finish up the 2016 Right-of Way Clearing Federal Safety project. They are removing logs, pull out or grind stumps and then will restore the areas as needed.

Public Input: Bob Blank, Lake Township shared Lake Township's truck ordinance and asked about signs.

Ron Evitts, Colfax Twp would like to see Wallin Pit straightened up and leveled out some.

Meeting was adjourned at 11:50 AM.



Robert Rosa, Chairman



Kathleen A, Jordan, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission offices in Honor, Michigan on Thursday, May 11, 2017 at 9:30 AM.

Present: Chairman Bob Rosa
Vice chair Phil Hoyt
Member Ted Mick
Manager Skeels
Clerk Jordan
Superintendent Schaub

The agenda was accepted as presented.

The minutes of the 04/27/17 meeting were accepted as presented.

Motion by Comm Hoyt and supported by Comm Mick to pay bills # 43970 to # 44008 for the amount of \$48,462.40 and Payroll #9 for \$46,626.97. Ayes: Rosa, Mick and Hoyt. Motion carried.

Superintendent's report: MDOT has a summer youth program that started on 5/8. We have 4 summer seasonals starting over the next month. We are down 2 full-time employees and are interviewing. Elmers has paved CR 669 along with the approaches at Hooker and Pratt, Rhodes, Bendon Rd patch. We have removed Mick Rd from the paving list and instead will add skip paving on Joyfield between Swamp and Smeltzer. If there is money left, we would like to skip patch Homestead Rd between Marshall & Pioneer, which is slated to be reconstructed in 2019. Millage paving with ATP Precision Paving will begin around the second week of June.

Standing Guest: Gary Sauer - Brought the board up to date on issues at the county level.

Public Input: Bill Burns - Forrester Rd. If we give him a copy of the letter to the resident on the SW corner of Forrester & Sliverville, he will hand deliver it.

New Business:

10:00 AM Nikki Sheren - She split a parcel between Betsie River Rd and Blackford Blvd in 2014. The Land Division approval never came before the Road Commission. Two parcels are accessed by a 40' deeded easement for ingress/egress and utilities off Blackford Blvd. The Road Commission was requiring that the easement be built to private road specifications. Motion by Comm Rosa and supported by Comm Mick that due to a review of the surrounding residential area, and that fact that the land division was not reviewed by the Road Commission in 2014, that a 22 foot driveway with 15 foot radius at Blackford Blvd will be allowed to access the two parcels that are currently owned by Jesse Sedlacek. Ayes: Rosa, Mick and Hoyt. Motion carried.

Encroachment permit for 6463 Crystal Drive-Motion by Comm Rosa and supported by Comm Hoyt that we approve the placement of a fence and trees at least 7' off the pavement at 6463 Crystal Drive. Ayes: Rosa, Mick and Hoyt. Motion carried.

Seasonal Road hearing - Motion by Comm Hoyt and supported by Comm Mick to hold a Public Hearing on June 22 at 10:00 AM for the purpose of amending the Seasonal Road System. Ayes: Rosa, Mick and Hoyt. Motion carried.

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Recycling location - Dave Schafer, County Recycling Director was present to ask if the Road Commission would add gravel to the new recycling location at the former Bud's location. This is private property that is being leased by the County for recycling purposes. If the Road Commission could do the work, the county would have to pay for it. Dave said there was a possibility that the gravel may be donated, in which case Honor Excavation could spread it.

Correspondence/Information/Discussion:

Frankfort Gateway Arch - The Gateway Arch is located on MDOT right-of-way in Crystal Lake Twp. Historically, the City of Frankfort has maintained the arch even though it is outside the city limits. MDOT has sent a contract to us to take total responsibility for the Gateway Arch. We, in turn, need a contract between us and the City of Frankfort that will release us from any responsibility for the arch. Matt will continue to pursue this issue with the City.

Advance Warning signs - Solar-powered advance warning signs could be helpful at the intersection of Warren Rd and Crystal Dr and Forrester Rd at River Rd. We will apply for a grant to fund these signs.

Distributive Antenna Systems (DAS) - CRA is urging Road Commissions to create a policy for DAS.

Patterson Rd - The owner on the west side of the road has moved part of his fence out of the right-of-way and is working on the rest of it. The trees have been cut.

Henry Rd - The request for abandonment has been received, but is lacking required signatures according to our attorney. Matt will notify the petitioner.

Public Input: Jennifer Smeltzer, Michigan Director for Great Lakes Timber Professionals Assoc, gave a brief presentation.

Ron Evitts, Colfax Township Supervisor had a few road items he wanted us to address.

Meeting was adjourned at 11:50 AM.

Robert Rosa
Robert Rosa, Chairman

Kathleen A. Jordan
Kathleen A, Jordan, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission offices in Honor, Michigan on Thursday, May 25, 2017 at 9:30 AM.

Present:	Chairman Bob Rosa Vice chair Phil Hoyt Member Ted Mick	Manager Skeels Clerk Jordan Superintendent Schaub
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Motion by Comm Mick and supported by Comm Hoyt to accept the agenda as amended adding Crystal Dr permit, Fowler Rd, Grass Lk Dam Rd, Non-compliant permit policy and ROW utility clean up & repair. Ayes: Rosa, Mick and Hoyt. Motion carried.

The minutes of the 05/11/17 meeting were accepted as presented.

Motion by Comm Hoyt and supported by Comm Mick to pay bills # 44010 to # 44057 for the amount of \$323,580.04 and Payroll #10 for \$49,189.07. Ayes: Rosa, Mick and Hoyt. Motion carried.

Superintendent's report: Drainage issues around Crystal Lake; Hiring a seasonal worker to work in the shop; No paving since the last meeting; Hired a full time driver; Employee on leave of absence has returned.

Standing Guest: Gary Sauer - Brought the board up to date on issues at the county level.

Public Input: None

New Business:

10:00 Bill Lange regarding encroachment permit for 6463 Crystal Drive - Mr. Lange was present to ask for an additional foot setback at 6463 Crystal Drive. The permit was issued on 5/11/17 and stated that he could place trees and a fence in the right-of-way, 7 feet from the fog line. He is asking to be allowed to be 6 to 6.5 feet from the fog line. Motion by Hoyt and supported by Rosa to deny the change from the original 7 foot setback due to public safety concerns. Ayes: Rosa, Mick and Hoyt. Motion carried.

Private Rd - Tink's Trail - Property off CR 669 in Inland Township, Section 18, T26N, R13W, was split in 2006. The land owners, Kim and Pat Geetings were directed at that time that the private road accessing the 8 parcels would have to conform to the Private Road standards, which includes a paved approach. No parcels have been sold until this year. They were asking that the paved approach be waived or delayed until more of the parcels were sold. Motion by Comm Hoyt and supported by Comm Mick that the private road must conform to the Private Road Standards and the approach must be paved. Ayes: Rosa, Mick and Hoyt. Motion carried.

Non-Conforming Commercial Driveway at St Ambrose on 841 S. Pioneer - Kirk Jones, owner of St Ambrose Cellars paved the driveway to the tasting room in 2016. The driveway does not conform to our Commercial Driveway specifications. He appeared before the Board on 10/24/16 asking for a variance allowing the 18 foot wide drive and 66 foot approach at Pioneer Rd. The Board responded at that time that the driveway needed to conform to our Commercial Driveway specifications by June 1, 2017. As of this today, the driveway has not been corrected. Management will send him a letter.

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Village of Honor - Motion by Comm Mick and supported by Comm Hoyt to allow an additional 60 cyds +/- for the repair on Leelanau St in the Village of Honor. Ayes: Rosa, Mick and Hoyt. Motion carried.

Henry Rd - Abandonment request - The petition with the signatures of 7 freeholders in the township in favor of abandonment of a portion of Henry Rd was received on May 16. A public hearing will be set for July 13, 2017.

Permit for 3899 Crystal Dr - On 3/30/17 this unpermitted driveway on the north side of the road and an unpermitted parking area on the south side of the road were discussed. The permit was obtained after the fact. There were problems with the design(drainage) and width of the of both paved areas. Brad has talked to the contractor. They will sawcut and slope the drive away from the road, 1 foot past the plowed portion of the shoulder (on the north side). The Road Commission will not accept any liability or responsibility for damage to anything in the right-of-way on either side of the road.

Fowler Rd - East of Greenbriar. The Board directed the staff to bid out 3/10 of a mile of widening and removing trees and to prepare an estimate of what it would cost the Road Commission to do the work.

Grass Lake Dam Rd - We certify 0.6 miles of Grass Lake Dam Rd through the campground. We need to decertify the loop around the campground. This is a state owned campground, maintained by Colfax Township. We will refer this to counsel for advice on how to proceed.

Correspondence/Information/Discussion:

- Non-compliance fees and procedures
- Utilities clean up and repair of their property within the road right-of-way
- US-31 between Beulah and Honor is scheduled to be reconstructed in 2022
- Matt will meet with Homestead Twp regarding lowering the berm at the township cemetery on Marshall Rd to improve sight distance at Covey Rd and Marshall.
- Frankfort Gateway Arch - Counsel is working on a solution.
- Kivisto Tree Service still has some restoration to complete on the federal safety project.
- Matt is meeting with the Friends of the Pt Betsie Lighthouse about the road-end project.

Public Input: None

Closed Session: 11:45 AM - Motion by Comm Hoyt and supported by Comm Mick to enter into closed session to discuss the purchase of real estate. Ayes: Rosa, Mick and Hoyt. Motion carried.

Returned to the regular meeting at 11:54 AM.

Meeting was adjourned at 11:55 AM.



Robert Rosa, Chairman



Kathleen A, Jordan, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission offices in Honor, Michigan on Thursday, June 8, 2017 at 9:30 AM.

Present: Chairman Bob Rosa
Vice chair Phil Hoyt
Member Ted Mick

Manager Skeels
Clerk Jordan
Superintendent Schaub

Motion by Comm Hoyt and supported by Comm Mick to accept the agenda as amended adding full time employee and permit follow up to Discussion. Ayes: Rosa, Mick and Hoyt. Motion carried.

The minutes of the 05/25/17 meeting were accepted as presented.

The minutes from the closed session on 5/25/17 were accepted as presented.

Motion by Comm Hoyt and supported by Comm Mick to pay bills # 440⁵⁸~~40~~ to # 440⁹³~~58~~ for the amount of \$294,430.35 and Payroll #11 for \$47,905.05. Ayes: Rosa, Mick and Hoyt. Motion carried.

Motion by Comm Mick and supported by Comm Hoyt to approve the EFT for MERS for \$44,446.53. Ayes: Rosa, Mick and Hoyt. Motion carried.

Superintendent's report: We have a seasonal helper in the shop to assist the mechanics and he's working out real well; New full time employee is working out well; We have begun mowing the state and the Betsie Valley Trail.

Standing Guest: Gary Sauer - Brought the board up to date on issues at the county level.

Public Input: Ron Evitts asked when paving was going to begin.

New Business:

- **Putney Rd** - Motion by Comm Hoyt and supported by Comm Mick to extend the primary road paving to include Putney Rd north of Joyfield Rd, which is estimated to need about 600 tons of asphalt at a cost of approximately \$30,000. Ayes: Rosa, Mick and Hoyt. Motion carried.

- **Fewins Rd:** Motion by Comm Rosa and supported by Comm Hoyt to pay 1/3 (one-third) of the cost of an estimated \$17,000 to pave an additional 900 feet of Fewins beyond Gauthier/Buchan's portion (east of Lake Ann Rd). Ayes: Rosa, Mick and Hoyt. Motion carried.

- **Fowler Rd** (east of Greenbriar)- The superintendent looked over this portion of road and doesn't think that it will take too much to make it passable. We will get the phone and cable lines moved, take about 3 feet off the hill and take some trees out of there.

- **Full Time Employee** - Motion by Comm Mick and supported by Comm Hoyt to add one full-time truck driver each year for the next 3 years,. Ayes: Rosa, Mick and Hoyt. Motion carried.

Correspondence/Information/Discussion:

- **Job descriptions** for the administrative staff were given to the Board for their review. Matt will start with the performance appraisals.

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- **Grass Lake Dam Rd** - Process for abandoning the east quarter mile that runs through the campground was discussed.

- **Fuel tank replacement project** update - The project was scheduled to begin June 12 and the old tank removed on June 19. However, the delivery of the new tank has been delayed until June 20 with removal of the old tank taking place during the week of June 26.

- **DAS** (Distributed antenna systems) - There is a training session on July 25 with Bill Henn.

Public Input: Gary asked about the DAS and the MTA's involvement.

Meeting was adjourned at 11:47 AM.



Robert Rosa, Chairman



Kathleen A, Jordan, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission offices in Honor, Michigan on Thursday, June 22, 2017 at 9:30 AM.

Present:	Chairman Bob Rosa Vice chair Phil Hoyt Member Ted Mick	Manager Skeels Clerk Jordan Superintendent Schaub
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Motion by Comm Hoyt and supported by Comm Mick to accept the agenda as amended adding a discussion about the JCB loader. Ayes: Rosa, Mick and Hoyt. Motion carried.

The minutes of the 06/08/17 meeting were accepted as presented.

Motion by Comm Hoyt and supported by Comm Mick to pay bills # 44095 to # 44129 for the amount of \$139,482.39 and Payroll #12 for \$51,235.48. Ayes: Rosa, Mick and Hoyt. Motion carried.

Superintendent's report: A new employee (truck driver) begins on 7/10/17; Heavy rains hurt the roads so we'll need more gravel and sand made; ATP is paving on Wallin Rd.

Standing Guest: Roger Griner-County Commissioner - Brought the board up to date on issues at the county level.

Public Input: None

New Business:

- **Grass Lake Dam Road** - Comm Hoyt asked if we were going to pursue the abandonment of the portion of Grass Lake Dam Road that is in the campground loop. There is great liability to the Road Commission due to camping and parking within the road right-of-way. R. Evitts, Supervisor of Colfax Township stated that the Township was not in favor of abandoning the road. Motion by Comm Hoyt and supported by Comm Rosa to continue to pursue this with the township and the DNR, find out who wants the portion of the road and how to go about relieving the Road Commission of this liability. Ayes: Rosa, Mick and Hoyt. Motion carried.

- **10:00 AM** - Motion by Comm Hoyt and supported by Comm Mick to open the public hearing for Seasonal Roads. Ayes: Rosa, Mick and Hoyt. Motion carried.

The requestor, Michael Rutler, was present. He has AJ's Excavating lined up to improve Burnt Mill Rd from Garvin Lane, north for 300 feet, T26N, R13W, Section 4 of Inland Township. There was no opposition to removing this portion of Burnt Mill Rd from the Seasonal Road inventory. Motion by Comm Hoyt and supported by Comm Rosa to close the public hearing. Ayes: Rosa, Mick and Hoyt. Motion carried.

Motion by Comm Hoyt and supported by Comm Rosa to remove 300 feet of Burnt Mill from the Seasonal Road inventory. Road work must be completed by 10/01/2017 and the 'Snowplowing Ends' sign will not be moved until work is completed. Ayes: Rosa, Mick and Hoyt. Motion carried.

- **MERS-** Tony Radjenovich from MERS gave a presentation on the retirement plan.

- **10:30 AM - Marta Chahbazi-8202 Deadstream Rd**, request for permit to allow a dirt/wood chip berm that is 35' long x 4.5' high that is encroaching on the road right-of-way approximately

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8 feet to 11 feet Motion by Comm Rosa and supported by Comm Hoyt that the permit be granted with the following requirements: 1) The center of the berm to be located no closer than the edge of the right-of-way (33' from the center of the road); 2) A maximum of 7 feet encroachment into the right-of-way (26' from the center of the road to the toe of the slope); 3) Existing berm must conform to these requirements by 11/1/2017. The permit fee will not be waived. Ayes: Rosa, Mick and Hoyt. Motion carried.

- **Engineering Reimbursement**- MDOT form was signed by Commissioners.

- **MCRCSIP** - 2017 Board of Directors ballot

- **CRASIF** - Call of Board of Trustee candidates. No action taken.

Correspondence/Information/Discussion:

- **Lake Twp's Truck ordinance** - We need to check into the ordinance and the law to determine who can set truck limits on primary roads.

- **JCB loader/grader** - the JCB has serious problems that are cost prohibitive to fix. We will dispose of it.

- **Fewins Rd**, west of Lake Ann Rd - The additional proposed paving, beyond the apron and the 600 foot extension, has been declined by the property owners.

- **Birch Trail** - There has been a request by a homeowner to pave the end of Birch Trail in Lake Twp. The current road bed cannot be widened due to wetlands. Paving this portion would not meet our specifications. We will have to have all the homeowners agree and payment would have to come from the township. We'll continue working on this.

- **Ash Ave** - There is a serious drainage problem at the west end of Ash Ave @ Beech in Lake Twp. There is nowhere for the water to drain except along the property line. Superintendent Schaub will continue to work with the homeowners to get agreements from them to let us use their property to install a drain.

- **Employee handbook**

- **MCRCSIP** annual meeting is in Mt Pleasant on July 19-20.

- **Marshall Rd** real estate acquisition update


- **Road Commission** annual safety luncheon is September 8.

- **MDOT - Gateway Arch**. Matt had an update on the Gateway Arch transfer

Public Input: None

Meeting was adjourned at 11:55 AM.


Robert Rosa, Chairman


Kathleen A. Jordan, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission offices in Honor, Michigan on Thursday, July 13, 2017 at 9:30 AM.

Present: Chairman Bob Rosa
Member Ted Mick
Manager Skeels
Superintendent Schaub
Clerk Jordan

Absent: Vice Chair Phil Hoyt

Motion by Comm Mick and supported by Comm Rosa to accept the agenda as amended to include a closed session, Bridge inspection contracts, and St Ambrose non compliance letter. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried.

The minutes of the 06/22/17 meeting were accepted as presented.

Motion by Comm Mick and supported by Comm Rosa to pay bills # 44130 to # 44178 for the amount of \$377,963.89 and Payroll #13 for \$55,393.70. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried.

Motion by Comm Rosa and supported by Comm Mick to authorize the EFT for MERS for \$46,015.78. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried.

Superintendent's report: Lake Twp approved Ash Ave; Wallin, Indian Hill and Reynolds are paved and shoulders are done-millage work will resume next week; We are getting Crystal Lk Twp roads ready for paving; Letter of support for the intersection of Burnt Mill & CR 610 safety project.

Standing Guest: Gary Sauer-County Commissioner - Brought the board up to date on issues at the county level. He also mentioned a complaint regarding the Mystery Spot on Putney Rd and the potential hazard to local farmers and motorists.

Public Input: Ron Evitts, Colfax Twp Supervisor had a complaint regarding signs on M-115 that are obscured by brush.

New Business:

- **Benzie Manistee Snowbirds Club permit** - Motion by Comm Mick and supported by Comm Rosa to approve the Snowbirds annual permit to use seasonal roads as part of the snowmobile trail, with adequate insurance coverage naming the Road Commission as additional insured. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried.

- **St Ambrose non-compliant commercial driveway** - On October 27, 2016, the Board gave Kirk Jones, owner of St Ambrose Winery until June 1, 2017 to bring his driveway into compliance with Road Commission commercial driveway specifications. He has not complied. Motion by Comm Rosa and supported by Comm Mick to send a certified letter extending the June 1st deadline to 30 days from the date of the letter to comply with the commercial driveway specifications or the Road Commission will build it to specifications and invoice Mr. Jones for all costs plus the 10% administration fee. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried.

-**Ron Wohlford, CPA report** - the 3rd quarter financials were completed on July 7. We are pretty well in line with the budget. We will spend down our fund balance a bit more than anticipated with the projects and capital outlay remaining.

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- **Bridge inspection contract with Link Engineering** - Motion by Comm Mick and supported by Comm Rosa to approve the contract for bridge inspections with Link Engineering authorizing Manager Skeels to sign. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried.

Correspondence/Information/Discussion:

- **Lake Township truck ordinance** on primary roads-Matt has been corresponding with our attorney regarding regulating truck traffic on federally funded and federally eligible county roads.

- **Meeting with Lake Ann Village officials** - Matt met with 2 lake Ann officials regarding a couple of projects in the village.

- **The ROW tree clearing project** is just about complete.

Public Input: Gary Sauer, County Commissioner - Betsie Valley Trail, DAS info,


Closed session - Motion by Comm Rosa and supported by Comm Mick to enter into closed session at 11:30 to review resumes for the financial manager position as the applicants have requested confidentiality. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried.

Return to regular session at 11:54 AM

Meeting was adjourned at 11:55 AM.



 Robert Rosa, Chairman



 Kathleen A, Jordan, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission offices in Honor, Michigan on Thursday, July 27, 2017 at 9:30 AM.

Present: Chairman Bob Rosa
Member Ted Mick
Manager Skeels
Superintendent Schaub
Clerk Jordan

Absent: Vice Chair Phil Hoyt

Motion by Comm Mick and supported by Comm Rosa to accept the agenda as amended to include Bankston Rd, and adjustment to accounts payable. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried.

The minutes of the 07/13/17 meeting were accepted as presented.

The minutes of the 7/13/17 closed meeting session were accepted as presented.

Motion by Comm Mick and supported by Comm Rosa to pay bills # 44179 to # 44222 for the amount of \$124,696.80 and Payroll #14, 14A, 15 and 16B for \$126,507.05. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried.

Superintendent's report: Miller Rd trees on state land; Smeltzer Rd-driveway issue; Primary millage projects.

Standing Guest: Gary Sauer-County Commissioner - Brought the board up to date on issues at the county level.

Public Input: None

New Business:

- **Public Hearing to consider the abandonment of a portion of Henry Rd** - Motion by Comm Rosa and supported by Comm Mick to open the public hearing at 10:00 AM. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried.

Rich Brauer presented information in favor of abandoning a portion of Henry Rd. There is considerable trespassing, property destruction and dumping of trash on his property that is on the north and south side of Henry Rd.

Jed Myers walks his dogs on the property and cleans up what he can for Mr. Brauer.

Matt Olsen, Benzie Schools Superintendent would like the road to remain open for future access to the school property

Gary Sauer, County Commissioner - He does not like roads closed because we do not know what the future holds.

Lee Stone, Owner of Pinecroft Golf Course - They have experienced trouble on the golf course in prior years. The perpetrators gained access to the golf course via Henry Rd. It is no longer an issue. The road has no use. The school won't use it because of its poor condition.

Mark Roper, President of the Benzie ATV Association - Henry Rd is open to ATV traffic. If it is abandoned, it would need to be removed from their trail map. He is concerned about the state and Feds closing roads. If it is abandoned, they will take ATV designation off of it and sign it properly. He explained the process to close a road to ATV traffic.

Nina Bonderanko, adjoining property owner - Is in favor of abandoning the portion of Henry Rd. Motion by Comm Rosa and supported by Comm Mick to close the public hearing at 10:20 AM. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried.

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Motion by Comm Rosa that it is in the best interest of the public to deny the request to abandon a portion of Henry Road. Comm Mick did not support the motion. The motion is lost due to lack of support.

When the Road Commission has stumps available in the area, we can take them to Henry Rd. Also, No Dumping signs can be placed and Lee Stone and Rich Brauer agreed to pay for those.

- **MDOT Form 2067 Annual Certification of Employee-related Conditions** - Motion by Comm Rosa and supported by Comm Mick to sign the MDOT Form 2067. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried.

- **Lake Twp request for Speed Study** - Lake Twp has requested a speed study on Crystal Dr. We will do an informal speed study with the traffic counters before going any further with this request.

- **Policy #128 Fringe and Overhead Charges** - Motion by Comm Rosa and supported by Comm Mick to adopt Policy #128, Fringe and Overhead Charges, effective immediately. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried.

- **Bankston Rd** - Motion by Comm Rosa and supported by Comm Mick to do two patches on Bankston (approx. 1,075') and split the cost with Gilmore Twp, 50/50. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried.

Correspondence/Information/Discussion:


- **Deadstream Rd/Health Dept** - Water testing results were reviewed.
- **Cole vs Benzie County** - We are waiting for a response from Dick Figura regarding Cole's request to run electric across the park property. (See minutes from 4/27/17)
- **DAS (Distributive Antenna Systems)** - The discussion continues.

Public Input: None.

Meeting was adjourned at 11:55 AM.



 Robert Rosa, Chairman



 Kathleen A, Jordan, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission offices in Honor, Michigan on Thursday, August 10, 2017 at 9:30 AM.

Present: Chairman Bob Rosa
Member Ted Mick
Manager Skeels
Clerk Jordan

Absent: Vice Chair Phil Hoyt
Superintendent Schaub

Motion by Comm Rosa and supported by Comm Mick to accept the agenda as amended to include Hooker Rd closure and Union elections. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried.

The minutes of the 07/27/17 meeting were accepted as presented.

Motion by Comm Mick and supported by Comm Rosa to pay bills # 44223 to # 44271 for the amount of \$351,034.38 and Payroll #16 for \$54,680.48. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried.

Motion by Comm Mick and supported by Comm Rosa to pay MERS via EFT. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried.

Superintendent's report: None

Standing Guest: Gary Sauer-County Commissioner - Brought the board up to date on issues at the county level.

Public Input: Ron Evitts - Arrow sign on Case Rd needs pruning; RR tie on the side of the road by Market Basket.

New Business:

- **10:00 Kirk Jones**, St Ambrose non-conforming driveway - Kirk Jones and Doug Coster were present to ask for leniency on the commercial driveway specifications for the driveway at St. Ambrose. He feels the regulations are not reasonable. Comm Rosa explained that the regulations were written for good reason. Kirk did agree to comply with the regulations. The letter sent on 7/17/17 gave him until 8/20/17 to comply with permit specifications. His contractor is very busy and possibly cannot get to the driveway until September or early October. Comm Rosa asked for a signed contract between Kirk and his contractor. Once received, we will extend the completion date.

- **Encroachment permit** at 4141 Crystal Dr. Motion by Comm Rosa and supported by Comm Mick to allow a holding tank in the ROW at 4141 Crystal Dr. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried.

- **Financial Manger position** - Comm Rosa suggested we move forward with the hiring process for the Financial Manager position. We will set up second interviews next week with the two candidates.

- **Hooker Rd** - The Up North Music Festival was asking permission to possibly close the seasonal portion of Hooker Rd between CR 669 and Hulbert Rd if they were able to hold their

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festival on the Harm Farm. Motion by Comm Rosa and supported by Comm Mick that we would allow that portion of the road to be closed, if the request came from the Almira Township. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried.

- **Union election** - The bargaining unit has requested an election to determine representation between the United Steel Workers (USW), the Technical, Professional & Office Workers Assn of Michigan (TPOAM) or neither. An election will take place beginning August 22, 2017. Motion by Comm Rosa and supported by Comm Mick to endorse the election. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried.

Correspondence/Information/Discussion:


- Request for nomination for candidates for the NMARC
- CRASIF Board of Trustees ballot
- Distributive Antenna Systems
- Paul Bunyan meeting 8/17

Public Input: None.

Meeting was adjourned at 11:25 AM.



Robert Rosa, Chairman



Kathleen A, Jordan, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission offices in Honor, Michigan on Thursday, August 24, 2017 at 9:30 AM.

Present: Chairman Bob Rosa
Member Ted Mick
Manager Skeels
Clerk Jordan
Superintendent Schaub

Absent: Vice Chair Phil Hoyt

The agenda was accepted as presented.

The minutes of the 08/10/17 meeting were accepted as presented.

Motion by Comm Mick and supported by Comm Rosa to pay bills # 44271 to # 44308 for the amount of \$ 306,111.38 and Payroll #17 for \$55,952.09. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried.

Superintendent's report: Superintendent Schaub reported on the paving progress.

Standing Guest: Gary Sauer-County Commissioner - Brought the board up to date on issues at the county level.

Public Input: None

New Business:

10:00 AM John Chahbazi, 8202 Deadstream encroachment - The Chahbazi's berm has been altered somewhat since they appeared before the board June 22, 2017. At that time the board required that 1) the center of the berm be located no closer than the edge of the ROW-33' from the centerline of the road; 2) There is a maximum of 7 feet encroachment into the ROW (toe of the slope 26 feet from the center line); 3) The existing berm must be moved to the above minimum requirements by 11/1/17. Today 1) the center of the berm is 25 feet from the centerline on the west end and 23.5 feet from the centerline on the east end. 2) The encroachment of the toe into the ROW is 6 feet and 13 feet. Mr. Chabazi pointed out that there were several berms in the ROW of Deadstream and Crystal Dr and that some are closer to the road than his. Some of these were grandfathered in when Deadstream Rd was repaved in 2015. He would like us to let his remain as it is currently. Comm Rosa appreciates Mr. Chahbazi's dilemma but is not willing to change the original requirements set forth in June. He stated that we will look into these other berms.

10:15 AM Kenneth Selman, 10642 Poplar - Mr Selman is before the Board asking for permission to access his property at 10642 Poplar from a driveway off Poplar, instead of the deeded easement (Lone Oak Drive) that borders the west side of his property. Motion by Comm Rosa and supported by Comm Mick to allow access to this parcel off Poplar instead of the deeded easement due to the rural nature of the area and that there will be little future development, if any at this location. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried.

Extension of paving contract - Al Leman from ATP Precision Paving has requested an extension for the millage and township paving contract from Sept 1 to Sept 30. The contracted

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amount of HMA will be laid prior to Sept 1. We have added on a few projects and the weather is unpredictable. Motion by Comm Rosa and supported by Comm Mick to extend the paving contract with ATP Precision Paving until September 30, 2017. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried.

Correspondence/Information/Discussion:

- We performed an unofficial speed study with our radar traffic counters on Crystal Dr between the Lake/Benzonia Twp line and Arbutus Dr. The average speed was 45 MPH. The speed is posted at 40 MPH. Manager Skeels has forwarded the information to Lake Twp.

- The USW union has withdrawn their interest in representing the Road Commission Local 14557. The election will be between PTOAM and No Representation.


- The new fuel tank installation is completed. Municipalities are being trained and using the fueling system.

Public Input: None.

Meeting was adjourned at 11:40 AM.



Robert Rosa, Chairman



Kathleen A, Jordan, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission offices in Honor, Michigan on Thursday, September 14, 2017 at 9:30 AM.

Present:	Chairman Bob Rosa Member Ted Mick Vice Chair Phil Hoyt	Manager Skeels Clerk Jordan Superintendent Schaub
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Motion by Comm Hoyt and supported by Comm Mick to approve the agenda as amended adding and encroachment permit, hiring an additional employee and phragmites spraying at the Crystal Lake Outlet. Ayes: Rosa, Hoyt and Mick. Motion carried.

The minutes of the 08/24/17 meeting were accepted as presented.

Motion by Comm Mick and supported by Comm Rosa to pay bills # 44309 to # 44371 for the amount of \$ 457,823.24 and Payroll #18 for \$50,229.98. Ayes: Rosa, Hoyt and Mick. Motion carried.

Motion by Comm Mick and supported by Comm Rosa to approve the EFT for MERS for the amount \$44,942.64. Ayes: Rosa, Hoyt and Mick. Motion carried.

Superintendent's report: Superintendent Schaub reported on the paving progress, Fewins Rd project and the repairs needed for the King Rd bridge.

Standing Guest: Gary Sauer-County Commissioner - Brought the board up to date on issues at the county level.

Public Input: None

New Business:

Maintenance Contracts -Motion by Comm Hoyt and supported by Comm Mick to enter into maintenance contracts with the Villages of Thompsonville, Beulah, Elberta, Benzonia, Lake Ann, Honor, City of Frankfort, Benzie County, Betsie Valley Trail, Grand Traverse Band and Almira Township. Ayes: Rosa, Hoyt, and Mick. Motion carried.

Administrative Personnel Rules - Tabled until September 28 meeting.

New Employee - Motion by Comm Rosa and supported by Comm Mick to hire an employee after Oct 1st. Ayes: Rosa, Hoyt, and Mick. Motion carried. Staff will advertise and place the ad on the website.

Encroachment permit- Motion by Comm Hoyt and supported by Comm Mick to permit a replacement septic system in the road right-of-way at 2848 Crystal Drive. Ayes: Rosa, Hoyt, and Mick. Motion carried.

Invasive Plant Spraying - Motion by Comm Hoyt and supported by Comm Rosa to allow spraying for Phragmites at the Crystal Lake Outlet by the Grand Traverse Conservation District, and to contribute \$50 if an invoice is sent. Ayes: Rosa, Hoyt, and Mick. Motion carried.

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Correspondence/Information/Discussion:

- Meeting date change for November-No action taken
- Letter from DEQ regarding well contamination on Deadstream Rd
- Letter from Benzie County announcing change of EMS Director

Public Input: None.

Meeting was adjourned at 10:50 AM.



Robert Rosa, Chairman



Kathleen A, Jordan, Clerk

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission offices in Honor, Michigan on Thursday, September 28, 2017 at 9:30 AM.

Present: Chairman Bob Rosa
Member Ted Mick

Manager Skeels
Clerk Jordan
Financial Manager Kolinske
Superintendent Schaub

Absent: Vice Chair Phil Hoyt

The agenda was accepted as presented.

The minutes of the 09/14/17 meeting were accepted as presented.

Motion by Comm Mick and supported by Comm Rosa to pay bills # 44373 to # 44417 for the amount of \$ 372,304.08 and Payroll #19 for \$51,162.46. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried.

Superintendent's report: Superintendent Schaub reported on the paving progress on Douglas, Fewins hill, Eden Hill and culvert repair on Mollineaux, second mowing has started, South Shore/Robinson road drainage complaint and interviewed possible future truck driver.

Standing Guest: Gary Sauer-County Commissioner - Brought the board up to date on issues at the county level.

Public Input: None

New Business:

FY2017 Budget Amendment - Motion by Comm Mick and supported by Comm Rosa to amend the fiscal year 2017 budget as presented. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried.

10:00 AM Budget Hearing - Motion by Comm Mick and supported by Comm Rosa to open a public hearing to consider the fiscal year 2018 budget. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried. There was discussion regarding capital outlay purchases and BCRC funded primary road improvements.

Motion by Comm Rosa and supported by Comm Mick to close public hearing. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried

Resolution #2017-08 Motion by Comm Rosa and supported by Comm Mick to adopt resolution #2017-08 for fiscal year 2018 proposed budget. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried

Emulsion bid extension - Motion by Comm Mick and supported by Comm Rosa to extend the emulsion bid from Michigan Paving & Materials into the 2018 construction season. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried

Lake Township truck signs - request was tabled to refer it to our attorney

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Timber sale agreement - Tabled to be referred to our attorney.

Administrative Personnel rules - Motion by Comm Mick and supported by Comm Rosa to accept the changes to the Administrative Personnel rules as presented. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried

Distributive Antenna Systems (DAS) - Motion by Comm Mick and supported by Comm Rosa to adopt the Terms & Conditions and the Resolution for Distributive Antenna Systems as presented. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried

November & December meeting dates - Motion by Comm Rosa and supported by Comm Mick to cancel the November 22, 2017 board meeting. Ayes: Rosa, and Mick. Absent: Hoyt. Motion carried

Correspondence/Information/Discussion:

LED Lights - Consumers Power will be here tomorrow to evaluate our current lighting in the salt barn as well as the garages.

Union negotiation recommendations from Tom Derderian - will have a closed session at next meeting to discuss new union contract.

Frankfort gateway arch - MDOT will work directly with the City of Frankfort to resolve ownership and maintenance of the arch.

Public Input: None.

Meeting was adjourned at 11:15 AM.



Robert Rosa, Chairman



Kathleen A, Jordan, 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 12, 2017 at 9:30 AM.

Present: Chairman Bob Rosa
Vice Chair Phil Hoyt
Ted Mick, Member

Manager Skeels
Clerk Jordan
Financial Manager Kolinske
Superintendent Schaub

The agenda was accepted with the addition of CRA Contract, KPM Contract, Potential New Hires and Deadstream Berm under new business. Motion by Comm Hoyt and supported by Comm Mick to approve the amended agenda. Ayes: Rosa, Hoyt and Mick. Nays: none

The minutes of the 09/28/17 meeting were accepted as presented.

Motion by Comm Hoyt and supported by Comm Mick to pay bills # 44418 to # 44478 for the amount of \$492,054.10 and Payroll #20 for \$51,895.28. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Motion by Comm Mick and supported by Comm Hoyt to do the EFT transfer for MERS in the amount of \$44,841.49. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Superintendent's report: Contract work completed for this year. If time allows will be doing some patch work on Homestead Road. Elmer's currently working in Thompson pit will then move over to Honor pit. County salt should be arriving today, waiting on purchase order process for state salt. It was discussed that a "Danger" sign should be posted at the Thomson pit.

Standing Guest: Gary Sauer-County Commissioner - Brought the board up to date on issues at the county level. OMA & FOIA training at the Government center on 10/19/17 at 5:00 p.m.

Public Input: Ron Evitts, Colfax Township- Mr. Evitts voiced his concerns regarding timber hauling and the potential damage it is doing to our roads.

New Business:

Timber Sale Agreement - Motion by Comm Hoyt and supported by Comm Mick to enter into a contract with Northwest Hardwoods for timber harvesting at the Nessen pit. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried

Bank Depositories Resolution 2017-09 - Motion by Comm Mick and supported by Comm Hoyt to adopt Bank Depositories Resolution 2017-09. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried

CRA Contract - Motion by Comm Hoyt and supported by Comm Rosa to enter into a contract with CRA for culvert engineering work. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried

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KPM Contract - Motion by Comm Hoyt and supported by Comm Rosa to enter into a contract with KPM for culvert engineering work. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried

Potential New Hires - The Board agreed with Management to hire two new full-time driver positions this fall.

Deadstream Berm - Motion by Comm Rosa and supported by Comm Hoyt to reaffirm the board's decision on the Deadstream Road berm and to send a letter to Mr. Chahbazi stating he has thirty days to correct the issue. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried

Correspondence/Information/Discussion:

Winter night schedule - Eliminated the night greaser position and have replaced it with a mechanic's helper position. Drivers must pre-check their own trucks before going out each morning. Will try having drivers load their trucks at the end of their shift instead of beginning to save time in the morning.

Head-start request for emergency meeting place - Platte River pre-school will be listing us as their emergency gathering place.

Set RTF local meeting date - RTF meeting will be scheduled for beginning of December 2017 and will cover planning for years 2021 & 2022.

Engineering Tech employment extension - Engineering Tech position will be seasonal position April through September and then part-time October through March.

November meeting dates - November meeting date is on the 9th, canceling the meeting on the 22nd. Staff to research possibility of teleconferencing for board meetings.

Public Input: Ron Evitts, Colfax Township - Mr. Evitts mentioned the need for guard rail posts on the entrance to the Knudson property and asked about the possible leveling of the Wallin pit.

Closed Session - Union Negotiations - Motion by Comm Hoyt and supported by Comm Mick to enter into closed session at 10:48 a.m. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Meeting was adjourned at 11:10 AM.

Minutes Approved on 10/26/17


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, October 26, 2017 at 9:30 AM.

Present: Chairman Bob Rosa
Vice Chair Phil Hoyt
Ted Mick, Member
Superintendent Schaub

Manager Skeels
Clerk Jordan

Motion by Comm Hoyt and supported by Comm Mick to approve the agenda as amended adding the Closed session minutes and an update on the non-conforming driveway on Pioneer Rd. Ayes: Rosa, Hoyt and Mick. Nays: none

The minutes of the 10/12/17 meeting were accepted as presented.

The minutes from the closed session on 10/12/17 were accepted as presented.

Motion by Comm Hoyt and supported by Comm Mick to pay bills # 44479 to # 44523 for the amount of \$214,096.99 and Payroll #20 for \$58,898.65. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Superintendent's report:

Standing Guest: Gary Sauer-County Commissioner - Brought the board up to date on issues at the county level.

Public Input: Mary Hoyt commented on the Industrial Park proposal at the Xpert Fulfillment building property.

Items Before the Board:

St. Ambrose non-conforming commercial driveway - Kirk Jones has had the driveway enhanced, but it does not conform to our commercial driveway specifications. Motion by Comm Hoyt and supported Comm Rosa to fix the driveway next spring and invoice Mr. Jones accordingly. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

MDOT Amended Contract Resolution 2017-10 - Motion by Comm Hoyt and supported by Comm Mick to adopt Resolution 2017-10 State Trunkline Maintenance Amended Contract. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Policy #113 Township Payment Plan Policy - The policy was reviewed by the Board and changes will be made. Staff will present a revised policy at the November meeting.

Policy #110 Charges to Property Owners for Obstructions - Motion by Comm Hoyt and supported by Comm Mick to approve the revision of Policy #110. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Lake Township-Invoice dispute - The Ash Ave drainage project cost was over the estimate due to additional labor hours to dig around the buried utilities, which included a gas main. The extra amount charged to Lake Township was \$1,116.33. They have requested that we split the

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S. Pioneer

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difference of the invoice. Initially, the total cost of the project was shared equally with the township. Motion by Comm Hoyt and supported by Comm Rosa to deny the request to share in the overage again. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Blue Cross Blue Shield Renewal - Motion by Comm Rosa and supported by Comm Hoyt to renew the health insurance policy and to require employee contributions for health care premiums to follow the PA 152 Hard Cap rule for 2017-2018 plan year. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Hazardous Waste Collection - Dave Schaffer, Benzie County Recycling Director was present to ask permission to use the Road Commission garage for a Hazardous Waste collection on August 4th or 11th. The Board was ok with it and will readdress it in May if necessary.

Correspondence/Information/Discussion:

Statistics from the 2017 paving program were shared.

Public Input: None

Closed Session-Motion by Comm Rosa and supported by Comm Mick to enter into closed session at 10:35 AM for the purpose of discussing union negotiations. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Reentered regular meeting at 11:25 AM

Meeting was adjourned at 11:26 AM.



Robert Rosa, Chairman



Kathleen A. Jordan, 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 9, 2017 at 9:30 AM.

Present: Chairman Bob Rosa
Vice Chair Phil Hoyt-Via Phone
Ted Mick, Member
Superintendent Schaub

Manager Skeels
Clerk Jordan
Financial Manager Kolinske

Motion by Comm Mick and supported by Comm Hoyt to approve the agenda as amended adding Gabe Kennis presentation via phone at 9:40 a.m., St. Ambrose Cellars driveway and Honor Pit. Ayes: Rosa, Hoyt and Mick. Nays: none

The minutes of the 10/26/17 meeting were accepted as presented.

The minutes from the closed session on 10/26/17 were accepted as presented.

Motion by Comm Rosa and supported by Comm Hoyt to pay bills # 44524 to # 44578 for the amount of \$93,736.94 and Payroll #22 for \$49,876.62. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Motion by Comm Mick and supported by Comm Hoyt to do the EFT transfer for MERS in the amount of \$45,005.03. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Superintendent's report: Working on having spare trucks ready for snow plowing, we decommissioned one truck so we will have a total of three spares this year. State salt has been received. Elmer's has made our winter sand. Crew working on cutting trees.

Gabe Kennis Phone Presentation: Summary given of his Eagle Scout project. Mr. Kennis is asking Benzie County Road Commission for a contribution of \$2,000 to cover the cost of plants that they will plant on the back embankment. Motion by Comm Rosa and supported by Comm Mick to approve up to \$2,000 for the project contingent on meeting all insurance requirements and the check being written to Zimmerman's landscaping with proper invoice submittal. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Standing Guest: Gary Sauer-County Commissioner - Brought the board up to date on issues at the county level.

Public Input: None

Items Before the Board:

Township Payment Plan Policy #113 - Motion by Comm Hoyt and supported by Comm Mick to amend the Township Payment Plan Policy #113 as presented. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Correspondence/Information/Discussion:

Frost Law Contract for 2018 - discussed whether to enter into a Frost Law Contract with State Police for spring 2018. Matt to get draft contract from them for board to review at next meeting.

Local Bridge Program-Nostwick Road - Two options presented to do study for bridge replacement recommendations. Motion by Comm Hoyt and supported by Comm Rosa to approve spending up to \$1,500 for a site inspection for bridge evaluation. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

FY 2017 Millage & Project Costs - Reviewed summary of Millage costs 2014-2017 as presented. Comm Hoyt requested that Matt presented these to the Township and Villages in person rather than by mail.

Honor Pit - We were approached by 7&4 news regarding the property line at the Honor Pit. Owner is concerned his building might fall into the pit. Matt assured the board that the cliff will be restored once we are done.

Local Road meeting will be the week of December 18, 2017.

Public Input: None

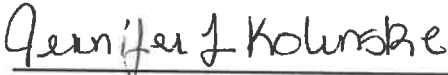
Closed Session-Motion by Comm Mick and supported by Comm Hoyt to enter into closed session at 10:35 AM for the purpose of discussing union negotiations. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Reentered regular meeting at 11:05 AM

Meeting was adjourned at 11:06 AM.



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, December 14, 2017 at 9:30 AM.

Present:	Chairman Bob Rosa	Manager Skeels
	Vice Chair Phil Hoyt	Clerk Jordan
	Ted Mick, Member	Financial Manager Kolinske
	Superintendent Schaub	

Motion by Comm Mick and supported by Comm Rosa to approve the agenda as amended adding funding for Bankston Road paving. Ayes: Rosa, Hoyt and Mick. Nays: none

The minutes of the 11/09/17 meeting were accepted as presented.

Motion by Comm Hoyt and supported by Comm Mick to pay bills # 44579 to # 44679 for the amount of \$329,735.00, Payroll #23 for \$56,087.10, Payroll #24 for \$64,472.67 and Payroll #25 for \$59,870.78. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Motion by Comm Mick and supported by Comm Hoyt to do the EFT transfer for MERS in the amount of \$46,648.26. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Cash Summary – Financial Manager Kolinske informed the board that we will have an additional \$126,647 in payments before year end, \$86,647 is for MDOT prior year refund paying into MERS retirement surplus division approved at a prior board meeting and \$40,000 for a used semi-tractor if approved at this meeting (see item under Correspondence/Information/Discussion).

Superintendent's report: Employee Ron Blough back to work full-time. Working on training three new drivers. Update on Weldon Road/Carter Creek.

Standing Guest: Gary Sauer-County Commissioner - Brought the board up to date on issues at the county level.

Public Input: None

Items Before the Board:

Millage Language, May or August date – Reviewed proposed millage language. Motion by Comm Rosa and supported by Comm Hoyt to go for our millage renewal in August 2018. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Set January Meeting Date - Motion by Comm Rosa and supported by Comm Hoyt to set first meeting in 2018 for January 11, 2018. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Add Jennifer as Authorized visa signer - Motion by Comm Mick and supported by Comm Hoyt to add Jennifer L Kolinske as an authorized visa signer. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Performance Resolution for Governmental Agencies - Motion by Comm Hoyt and supported by Comm Rosa to adopt the performance resolution for governmental agencies. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Driveway Policies – Tabled till next board meeting.

Funding Bankston Road Paving - Motion by Comm Rosa and supported by Comm Hoyt to add Bankston Road paving project to bid package. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Correspondence/Information/Discussion:

2004-2006 Semi-Tractor Bid - Motion by Comm Mick and supported by Comm Hoyt to reallocate \$100,000 of BCRC funded primary road monies (general fund) for fiscal year 2018 of which \$40,000 will be used to purchase semi-tractor. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

2018 BCRC Projects – Matt presented a list of 2018 BCRC projects for millage primary, BCRC funded and recommended millage local projects. Motion by Comm Mick and supported by Comm Hoyt to approve the 2018 BCRC project list. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Grader Purchase/Lease – Brad presented material from MI Cat and John Deere on leasing a grader. Motion by Comm Mick and supported by Comm Hoyt to approve leasing a grader from MI Cat. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried.

Chahbazi berm list – Mr. Chahbazi has removed his berm and is now in compliance. Brad gave a summary to the board of other resident's berms that Mr. Chahbazi had complained about. These included the following addresses: 5230 Crystal Drive, 6833 Deadstream Road, 8233 Deadstream Road, 7243 Deadstream Road, 8202 Deadstream Road and 6762 Deadstream Road.

Maxwell ROW Issue – the board granted Mrs. Maxwell until June 1, 2018 to have this issue resolved.

Crystal Lake Township – BCRC New payment policy – Rick Nielsen presented the board with an update on their plans to pay off fiscal year 2017 projects and how they would like to proceed with fiscal year 2018 projects. Fiscal year 2017 projects will be paid in full by April 1, 2018.

Fewins Road – Inland Township unpaid bill – BCRC billing error. This has been resolved

Pt. Betsie Road application language – board gave Matt approval to give our written support for them to apply for DEQ coastal zone grant.

2018 Frost Law Contract – board gave approval to have contract drafted for forty hours of service.

MERS – Surplus Division – Financial Manager Kolinske informed board that we have filed the paperwork to open our surplus division with MERS and will be depositing \$86,647 as soon as we have confirmation.

Public Input:

Paul Beechcraft mentioned that there are t-posts on White Oak Court that are too close to the road.

Meeting adjourned at 12:10 p.m.

Robert Rosa
Robert Rosa, Chairman

Jennifer L. Kolinske
Jennifer L. Kolinske, Clerk

A special meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission offices in Honor, Michigan on Thursday, December 21, 2017 at 9:30 AM.

Present: Chairman Bob Rosa
Vice Chair Phil Hoyt
Ted Mick, Member

Superintendent Schaub
Manager Skeels
Financial Manager Kolinske

Items before the board

MDOT Contract-Pioneer Road at King Road - Motion by Comm Rosa and supported by Comm Mick to accept the resolution #2017-11 for MDOT contract #17-5513 naming Bob Rosa and Matt Skeels as signers. Ayes: Rosa and Mick. Nays: None. Motion carried.

Public Input - None

Motion by Comm Rosa and supported by Comm Mick to go into closed session at 9:40 AM. Ayes: Rosa and Mick. Nays: None. Motion carried

Comm Hoyt arrived at 9:43 AM

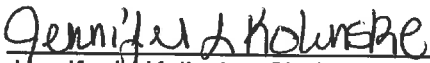
Motion by Comm Hoyt and supported by Comm Rosa to come out of closed session at 10:20 AM. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried

Motion by Comm Hoyt and supported by Comm Rosa to accept union contract as presented. Ayes: Rosa, Hoyt and Mick. Nays: None. Motion carried

Meeting adjourned at 10:21 AM



Robert Rosa, Chairman



Jennifer L. Kolinske, Clerk