The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission office in Honor, Michigan on Thursday **February 8, 2024** at 9:30 a.m.

Present: Chairman Robert Rosa Vice-Chairman James Bowers

Member Paul Beechraft Manager Troy Hinds

Finance Manager/Clerk Joe Nedow

Guests attending: County Commissioners Gary Sauer.

The agenda was approved as presented.

The January 11, 2024 minutes were approved.

Motion by Commissioner Bowers supported by Commissioner Beechraft to pay bills #53200 thru #53266 for \$406,001.06 and approve Payrolls #3 thru #6 for \$172,908.28.

Discussion: None.

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

Cash Summary: Reviewed as presented.

Work Summary: Reviewed as presented.

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

Public Input: None:

Appointments: At 10:00 a.m. Chairman Rosa opened the public hearing to hear comments regarding the proposed permit fee revision. No comments were offered, either oral or written. Manager Hinds stated it has been many years since the fee schedule had been updated and he pointed out doing so now would bring our fees in line with the rates recommended by the County Road Association and by neighboring county road commissions.

Motion by Commissioner Bowers supported by Commissioner Beechraft to close the public hearing and return to open session.

Discussion: None.

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

The Board then returned to open session at 10:05 a.m.

Item Before the Board:

Motion to adopt revised permit fee schedule:

Motion by Commissioner Bowers and supported by Commissioner Beechraft to adopt the revised Benzie County Road Commission permit fee schedule as presented.

Discussion: None.

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

Award 2024 annual Material bids:

Staff reported bids were opened and read aloud on February 6th for various road maintenance commodities and services, and they are recommending the Board accept the lowest bid for each item.

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

- -State and county road catch basin cleaning bid (\$65.00 per drain and \$325.00 per hour for emergency cleanouts for the State Road, and \$80.00 per drain and \$325.00 per hour for emergency cleanouts for the county roads) submitted by Greenscape General Contracting.
- -Highway painting bid submitted by PK Contracting (\$100.00 per trip mobilization, \$0.061 per linear foot for early season/late season yellow paint, and \$0.058 per linear foot for early season/late season white paint, \$8.25 per linear foot for thermoplastic rumble strips and \$8.25 per square yard for thermoplastic snowmobile crossing).

- -38% calcium chloride bid provided by Great Lakes Chloride (\$0.759 per gallon) and 32% winter brine (\$0.654 per gallon).
- -Gravel production (22A and 23A aggregate at our Thompson Pit property) bid provided by Team Elmers (\$9.65 per yard for 22A and \$8.75 per yard for 23A.

Discussion: None.

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

Motion to accept 2023 Road Commission financial audit report & Act-51 report:

Nedow distributed copies of the September 30, 2023 audit report as prepared by Smith & Klaczkiewicz PC which presented an unqualified (clean) opinion with no significant deficiencies found in the Road Commission's internal controls. The report did note two minor findings; the absence of interim financial statements prepared in accordance with generally accepted accounting principles that include full footnote disclosures. The second finding noted a lack of segregation of duties among tasks performed by the accounting staff. Nedow informed the Board that both audit findings are common among smaller-sized road commissions with limited staffing and are the same observations noted in previous audits and the Board is aware of both deficiencies and believes the cost of implementing corrective measures (hire additional staff) outweighs any potential risks.

Motion by Commissioner Bowers supported by Commissioner Beechraft to accept the 2023 year-end audit report and accompanying financial statements as reviewed and prepared by Smith & Klaczkiewicz PC. Discussion: none.

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

Motion by Commissioner Bowers supported by Commissioner Beechraft to accept the 2023 audited Act-51 report which Nedow will submit to the State of Michigan via their reporting portal.

Discussion: none.

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

Correspondence/Informational/Discussion:

Heard report from Manager Hinds on the following topics:

- -Update on design plans for a future road commission facility. Hinds hopes to have the final version ready to present to the Board at their February 22nd meeting.
- -Provided a progress report on whether the urethane sleeve option for repairing the CR-669 culvert at the Platte River Hatchery is acceptable to the local regulatory agencies.
- -Efforts to prepare and obtain approval for various road and bridge repair estimates from Inland Township for the coming year.
- -Preliminary inquiries whether our road crew could manufacture own bridge spans for bridge repair as the Oceana County Road Commission is presently doing.
- -Update on CRA funding to finance the Bixler Road culvert replacement engineering costs.
- -Creating design plans for the Lincoln Road project (requested and approved by Benzonia Township) which Hinds feels is necessary before the project can be bid out.

Public Input: None.		
Board Round Table: None		
With no more business to discuss, Chair	man Rosa adjourned the meeting at 11:25 a.m.	
Robert Rosa, Chairman	Joel Nedow, Clerk	