

The organizational meeting of the Board of County Road Commissioners of Leelanau County was called to order by Finance Manager/Secretary to the Board Joe Nedow at 1:00 p.m. on Tuesday, January 3, 2017 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Board members John Popa, Jim Calhoun and Robert Joyce, Managing Director Dan Wagner, Engineer James Johnson, Superintendent Dave Priest and Finance Manager/Secretary to the Board Joe Nedow. One guest was present.

Nedow called for nominations for Chairman.

Motion by Popa, supported by Joyce nominating Jim Calhoun as Chairman of the Board of County Road Commissioners of Leelanau County for the ensuing year.

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion approved.

Nedow then turned the meeting over to Calhoun.

Nominations for Vice-chairman:

Motion by Popa, supported by Calhoun nominating John Popa as Vice-chairman of the Board of County Road Commissioners of Leelanau County for the ensuing year.

Ayes: Calhoun, Popa, and Joyce. Nays: None. – Motion approved.

Appointed staff positions:

Managing Director:

Motion by Popa, supported by Joyce to appoint Dan Wagner as Managing Director of the Leelanau County Road Commission for the ensuing year.

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion approved.

Secretary to the Board:

Motion by Joyce, supported by Popa to appoint Joe Nedow as Secretary to the Board of the Leelanau County Road Commission for the ensuing year (Nedow to continue his dual role as Finance Manager which is reportable to the Managing Director.)

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion approved.

2017 Meeting Schedule:

Motion by Joyce, supported by Popa, to set the 2017 Leelanau County Road Commission regular meeting schedule for the first and third Tuesdays of each month (except the first meeting in July, which is changed to Wednesday, July 5<sup>th</sup>), with all meetings starting at 1:00 p.m. in the Suttons Bay conference room.

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion approved.

Calhoun then closed the organizational meeting and convened the regular meeting.

Agenda: Popa asked to include a discussion regarding notification when attending meetings be added to the agenda under "Old Business". Calhoun and Joyce agreed and the agenda was updated accordingly.

Vouchers 39383 thru 39403 in the amount of \$44,014.75 were approved for payment.

Minutes from the December 20, 2016 regular session were approved.

Public Comments: None.

Correspondence:

Email dated December 31, 2016 from Brian Merkel who resides on South Bay Bluffs Drive, Cleveland Township. Merkel asked Calhoun to inspect the damage done to his yard by a plow truck which he opined would take two days to clean up and reseed his lawn. Merkel's email stated he had spoken to Manager Wagner about the damage but still wanted Calhoun to personally inspect the damage. Wagner stated he sent a response to Merkel informing him work crews would inspect the damage in the spring and fix the damage if warranted, but from what he can see from the photos supplied by Merkel, the damage appears to be minimal. He also informed the Board that last year, Priest had to send road workers out to Merkel's property to remove stakes that were driven into the ground within the platted road right of way and at the edge of the pavement in response to neighbors' complaints.

Calhoun: expressed his opinion that the situation was handled properly and no further action is warranted.

Popa: expressed his preference that the Road Commission should not repair lawns or reinstall sprinklers damaged during snow removal activities. Priest replied that in instances where the pavement is uneven or sloped, it is necessary to restore those lawns with significant damage. But for the most part, he further stated this occurs infrequently.

Appointments: None.

Management Reports:

Heard brief reports from Wagner, Priest, Johnson and Nedow.

Proposed "Political and Other Temporary Signs in the Right of Way" policy:

Proposed by Wagner, this policy addresses political and other temporary signs placed in the road right of way and is designed to ensure these signs do not pose a safety hazard by impeding anyone's vision or creating a dangerous distraction. Wagner also pointed out that this proposed policy is consistent with those adopted by the Michigan Department of Transportation and more recently adopted by Grand Traverse County Road Commission.

Discussion ensued. Popa stated that the regulation requiring someone to obtain permission from the adjacent property owner prior to placing signs in the right of way is confusing and should be clarified. Wagner suggestion to omit any reference to the right of way from this sentence was acceptable to Popa.

Motion by Joyce, supported by Popa to adopt the proposed "Political and Other Temporary Signs in the Right of Way" policy as presented (including the edit suggested by Wagner).  
Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion approved.

Schedule public hearing: changes to Seasonal Road System:

Motion by Popa, supported by Joyce, to schedule a public hearing for Tuesday, February 21, 2017 starting at 1:15 p.m. during the regular meeting to hear public comments related to the proposed changes to the Road Commission's Seasonal Road system.  
Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion approved.

Meeting notifications when quorum is present:

Popa asked Nedow for clarification about this discussion at the December 20, 2016 regular meeting. Nedow explained that when there is a reasonable expectation that two or more Road Commissioners are attending a meeting, social event or gathering, it would be prudent to publish a notice of quorum posting so that there is no perceived violation of the Open Meetings Act even if no Road Commission issues are discussed. He is therefore asking each Commissioner to notify him of their itinerary prior to such an event so that he can ensure the proper postings are published on our website.

Public Comments: None.

Commissioner comments:

Calhoun: suggested attending the New Commissioner workshop would be worthwhile attending. AIS salesman Daniel Novak informed the Board that this one day event is scheduled in Lansing on March 14, 2017 as part of the 2017 Highway Conference. Joyce and Calhoun stated they will notify Nedow if they are planning on attending.

Calhoun also asked to discuss County Administrator Janik's request to the Road County Board asking for their position on changing Road Commissioner compensation. He referenced the December 13, 2016 County Board of Commissioners' Executive Board meeting minutes where Popa had asked (speaking for himself and not on behalf of the Road Commission) the County Board to address increasing the Road Commission Board to five members; address Road Commissioner compensation which has not been changed in many years including per diem payments; and eliminate health insurance coverage for Road Commissioners. Popa then reported attending the December 20, 2016 County Board of Commissioner regular meeting where a three-member committee was appointed to investigate Popa's request.

Calhoun then referred to the September 1, 2015 and the November 3, 2015 Road Commission meeting minutes when the Board had discussed commissioner compensation. At that time, Joyce and Calhoun had stated they were satisfied with their current compensation package. Calhoun stated he still feels the same way today, and Joyce stated he too has not changed his position on this matter.

Motion by Calhoun, supported by Joyce directing Nedow to write a letter to County Administrator Janik/County Board of Commissioners that the Board of County Road Commissioners of Leelanau County is satisfied with their current compensation package (as discussed and decided upon at the September 1, 2015 Road Commission regular meeting and re-affirmed at the November 3, 2015 regular meeting) and has no desire to ask the County Board of Commissioners to change it.

Discussion: Popa stated he would prefer to wait for more information on what other road commissions are paying their Board members before making a decision.


Vote: Ayes: Calhoun and Joyce. Nays: Popa. – Motion is approved.


With no more business to conduct, Calhoun adjourned the meeting at 1:48 p.m.

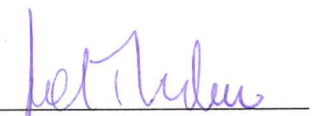
(Note: 2017 IRS approved vehicle mileage rate is \$0.535)

BOARD OF COUNTY ROAD COMMISSIONERS  
OF LEELANAU COUNTY

By   
Jim Calhoun, Chairman

By   
John Popa, Vice-chairman

By   
Robert Joyce, Member

Attest:   
Joel T. Nedow-Secretary to  
the Board

A **special** meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 2:00 p.m. on January 3, 2017 at 10550 E. Eckerle Road, Suttons Bay Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson and Finance Manager/Secretary to the Board Joe Nedow. No guests were present.

Agenda: Approved as written.

Public Comment: None.

Purpose: Visioning session to discuss strategic planning for the organization. Wagner distributed a report listing topics discussed at previous planning sessions along with each item's status and comments. New topics this quarter include:

- Increasing the Road Commission Board from three members to five.
- Long term plans for capital improvements such as a salt shed, property replacement and preventative maintenance which would then be worked into our annual budget process.
- Budget for the coming year, 2017 road project list and beyond. Wagner stated this year's proposed project list will be ready soon.
- Board membership attendance at township meetings. Calhoun suggested each Board member should attend a different township meeting than they went to last year. As many Township annual meetings are scheduled the same day, Calhoun stated he received feedback from some townships suggesting Board members can attend a meeting on a different date if they wish.

Wagner also introduced two new proposed policies ("Upgrades to Seasonal and Unimproved Roads" and "Drive Permits on Unimproved Roads") as well as information which could be used to develop an Escrow Deposit policy for the Board to review and discuss at a later date.

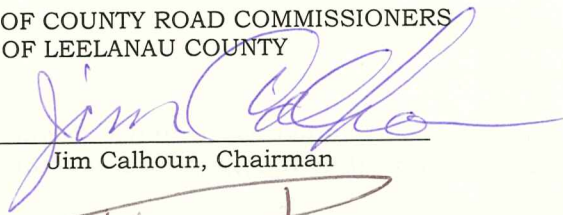
Public Comment: None.

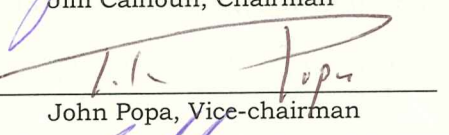
Commissioner comments:

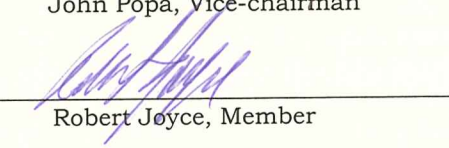
Popa: asked Wagner if it is time to open discussions with the union membership on negotiating a new collective bargaining agreement to replace the old one that is due to expire this summer. Calhoun and Joyce stated they would prefer to wait for the union to contact the Road Commission that they are ready to commence negotiations.

With no more business to conduct, Calhoun adjourned the special meeting at 3:07 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF LEELANAU COUNTY

By   
Jim Calhoun, Chairman

By   
John Popa, Vice-chairman

By   
Robert Joyce, Member

Attest:   
Joel T. Nedow-Secretary to the Board



A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, January 17, 2017 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James Johnson and Finance Manager/Secretary to the Board Joe Nedow. One guest was present.

Agenda: approved as presented.

Vouchers 39409 thru 39447 in the amount of \$96,101.32 were approved for payment.

Minutes from the December 20, 2016 regular session were approved.

Public Comments: None.

Correspondence:

-Audit engagement letter dated January 5, 2017 from Thomas Smith of Smith & Klaczewicz PC outlining the process being followed for performing the Road Commission's 2016 financial audit.

Popa stated the letter included a separate cost for the auditor to present the reports to the Board. He suggested the annual report could be done remotely or even not at all, depending on the preference of the other Board members. Nedow's recommendation that the Board could wait until the reports including any recommendations have been completed before deciding was agreed upon.

Motion by Popa, supported by Joyce, authorizing Chairman Calhoun to sign the audit engagement letter from Smith & Klaczewicz for the 2016 Road Commission financial audit on behalf of the Board. Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

Appointments: None.

Management Reports:

Heard brief reports from Wagner and Nedow.

Proposed updates to Road Commission Right of Way Standards/Fee schedule:

Wagner provided a revised "County Right of Way Standards" that include the following:

-A paved driveway must have a six foot minimum paved shoulder beyond the radius and a twenty foot taper (replaces a ten foot minimum paved shoulder and fifteen foot long taper).

-Under "Land Division" added the sentence "*Reductions to the required stopping sight distance will not be considered for type of road, side slopes, road grades or advisory speed (yellow) signs.*"

-Under "Other improvements": *Altering, moving or removing road features (signs, pavement markings, culverts, pavement, shoulders etc.) is not allowed unless approved in writing by the Road Commission. The Road Commission will issue permits to allow changes to road features only when Road Commission staff determines that the change(s) would be an improvement in the best interest of the motoring public.*

-On sketch #5 "Commercial Driveway Approach Detail" has been updated to include this caption: "*Typical commercial driveway width shall be 30'. Uses determined to generate minimal trips can be reduced to 24'. Uses determined to generate excessive trips may be required to be increased to 40'. This will be determined at the discretion of the Road Commission Engineer.*"

Wagner stated these changes/additions are the result of recent events which is precipitated the need for the revisions.

Motion by Popa, supported by Calhoun, to adopt the revised Road Commission "Right of Way Standards" as presented by staff.

Discussion: Joyce stated that while he understands the need for pavement on commercial driveways to protect our roads, he is still not convinced it is necessary to require concrete curbing for all commercial driveway applications.

Vote: Ayes: Calhoun and Popa. Nays: Joyce. Motion is approved.

Schedule public hearing: revised permit fee schedule:

Staff then presented a proposed revised permit fee schedule. Wagner stated Johnson obtained a list of road commissions on the eastern side of the State which he used as a basis to help him determine which permit fees should be increased. He is proposing doubling the residential, multi-residential and commercial driveway permit application fees. He is also recommending increasing the commercial driveway escrow deposit requirements for HMA paving and curb & gutter by \$2,000.00 each to ensure adequate funds exist to cover our costs should an applicant fail to make the required improvements. For private utility permits, staff proposes to double this fee along with miscellaneous permits minimum charge.

For transportation permits, Johnson reported the County Road Association permit recently adopted for State wide application for Mobile Home – single move is \$50.00 when our fee is \$25.00 and that our fee should be changed accordingly.



Motion by Joyce, supported by Popa, to schedule a public hearing on Tuesday, March 7, 2017 at 1:15 p.m. during the regular meeting so that the public can respond to the Board on the proposed revised permit fee schedule.

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

Proposed “Drive Permits on Unimproved Roads” and “Upgrades to Seasonal and Unimproved Roads” policies:

Calhoun and Joyce stated they would prefer to wait until after the February 21, 2017 seasonal road public hearing before discussing adopting either policy. Until then, Calhoun instructed Nedow to keep this topic on future agendas under “Old Business”.

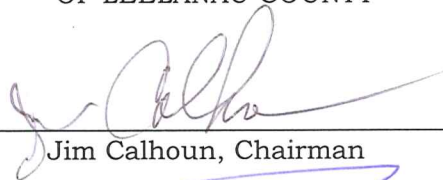
Public Comments: None.

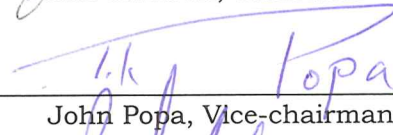
Commissioner comments:

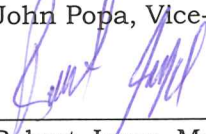
Calhoun: with recent icy driving conditions, he estimated our plow trucks applied almost a thousand tons of material on county roads in one day. He also asked Wagner to pass on his thanks to the men for the good job that they are doing keeping their routes open during adverse conditions.

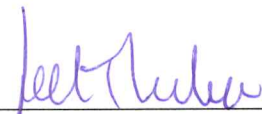
With no more business to conduct, Calhoun adjourned the meeting at 1:52 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF LEELANAU COUNTY

By   
Jim Calhoun, Chairman

By   
John Popa, Vice-chairman

By   
Robert Joyce, Member

Attest:   
Joel T. Nedow-Secretary to  
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, February 7, 2017 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James Johnson, Superintendent Dave Priest and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: approved as presented.

Vouchers 39448 thru 39477 in the amount of \$80,380.37 were approved for payment.

Minutes from the January 17, 2017 regular session were approved.

Public Comments: None.

Correspondence:

-Letter dated January 13, 2017 from the County Road Association asking the Roads Commission to vote on four proposed amendments to the CRA Constitution and Bylaws. Nedow stated he reviewed each proposal and offered his recommendation to the Board to vote "yes" on each proposal.

Motion by Popa, supported by Joyce directing Nedow to vote "yes" on the following ballots for changing the County Road Association of Michigan's Constitution and Bylaws:

- Proposal 1: authorize Bay County to move from the Blue Water Council to the East Central Council.
- Proposal 2: approve update to the Vision and Mission Statement including right-of-way language.
- Proposal 3: approve the permanent addition of a standing Education Committee.
- Proposal 4: Change the CRA's fiscal year from a calendar year to October 1<sup>st</sup> each year.

Discussion: none. Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

-Reviewed comments generated on a Facebook group "Overheard in Leelanau" dated February 5, 2017 by a motorist claiming (erroneously) that the route he traveled had not been plowed. Most of the posted to this thread were complimentary about how well our road crews keep our roads clear during the winter. Nedow pointed out that social media is an important medium that could be used in efforts to educate the motoring public.

Appointments: Loader bids:

Bids for a 29,000 – 39,500 lbs. class loader, opened earlier in the day were reviewed:

<u>Vendors:</u>	<u>Price:</u>	<u>Model:</u>	<u>Guaranteed Repair cost:</u>	<u>Guaranteed Repurchase Price:</u>	<u>Delivery Date:</u>	<u>Warranties/Period:</u>
Michigan CAT	\$175,576.00	CAT 930M	\$3,000.00	\$100,000.00	11-weeks	5 yr./3,000 hr.
AIS Equip.	\$171,850.00	Komatsu WA270B	\$1,500.00	No bid	30-45 days	5 yr./3,000 hr.
AIS Equip.	\$159,428.00	Deere 524K-II	\$2,400.00	60 mo. Lease	60 days	12 mo. Full 6 yr./4,000 hr. P/T 3 yr./1,600 hr. fluids
Alta Equip.	\$145,450.00	Volvo L60H	Warranty covered	\$60,000.00	60 days	5 yr./5,000 hr.
Alta Equip.	\$160,945.00	Volvo L70H	Warranty covered	\$70,000.00	* 60 days	5 yr./5,000 hr.
Alta Equip.	\$182,356.00	Volvo L90H	Warranty covered	\$80,000.00	** 60 days	5 yr./5,000 hr.

Note: \* Cost increases by \$12,820.00 if taken from dealer stock within seven days.  
 \*\* Cost increases by \$5,000.00 if taken from dealer stock within seven days.

Motion by Joyce, supported by Calhoun directing staff to review all bids to ensure all specifications and requirements have been met and submit their recommendation to the Board at the February 21, 2017 regular meeting.

Discussion: Popa stated that the Board's past practice is to direct staff to award the bid that would be in the best interests of the Leelanau County Road Commission. However, Joyce declined to amend his motion.

Vote: Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

Management Reports:

Heard reports from Wagner, Johnson, Priest and Nedow.

Proposed "Drive Permits on Unimproved Roads" and "Upgrades to Seasonal and Unimproved Roads" policies:

No action taken until Public hearing scheduled for February 21, 2017.

Change designation of primary road segments:

In an effort to improve crew recognition of primary road status and accuracy of our route maintenance reporting, Johnson is recommending that primary route numbers be assigned to the following primary roads:

CR-685: this route follows old M-209 from M-109 northerly to the end of the road at Glen Harbor Bay, 0.45 miles long. This road was designated as a Primary Road and Major Collector (NFC designation) when MDOT "turned back" this former state highway to the Road Commission, and

CR-689: the route begins at the northerly limit of the Village of Empire and follows LaCore Road, Voice Road and North Bar Lake Road up to LaRohr Road, a total of 1.85 miles long. These roads were upgraded to Primary Roads and Major Collectors when the Road Commission received federal money to pave North Bar Lake Road.

Motion by Joyce, supported by Popa, to establish CR-685 as a Primary Road Route designation from M-109 northerly along old M-209 to the northern end of the road, and CR-689 as a Primary Road Route designation from the north limit of the Village of Empire, following LaCore Road, Voice Road and North Bar Lake Road northerly to LaRohr Road.

Discussion: none. Vote: Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

Proposed Administrative Employee handbook:

Wagner provided a draft copy of a proposed Administrative handbook he had been working on for the Board to consider adopting. Wagner had sought comments from the Finance Manager, Engineer and the Road Commission's legal counsel while creating this draft which he would like to re-submit prior to Board approval. No objections were offered and no action was taken at this time.

Public Comments: Leelanau County Board of Commissioners – District #4 Ty Wessell offered his thanks to the Road Commission for keeping county roads plowed this winter.

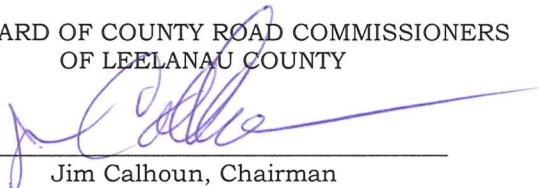
Commissioner comments:

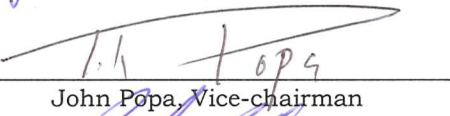
Joyce: asked to include three topics on the February 21, 2017 regular meeting agenda: follow up on his November 25, 2015 motion to review whether Johnson should be allowed to take a Road Commission vehicle home at night; discussed a back up for the Maple City Foreman instead of the Managing Director, and discuss the Managing Director's job description and review.

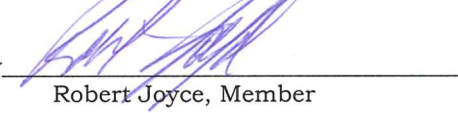
Popa asked about correcting the outgoing message on the Maple City phone system that currently does not direct callers to contact the Suttons Bay office.

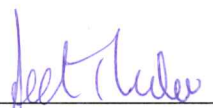
With no more business to conduct, Calhoun adjourned the meeting at 1:50 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF LEELANAU COUNTY

By  \_\_\_\_\_  
Jim Calhoun, Chairman

By  \_\_\_\_\_  
John Popa, Vice-chairman

By  \_\_\_\_\_  
Robert Joyce, Member

Attest:  \_\_\_\_\_  
Joel T. Nedow-Secretary to  
the Board



A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, February 21, 2017 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James Johnson, Superintendent Dave Priest, Fleet Manager Dustin Albrecht, Maple City Foreman Gino Grimaldi and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: approved as presented.

Vouchers 39478 thru 39514 in the amount of \$54,840.80 were approved for payment.

Minutes from the February 7, 2017 regular session were approved.

Public Comments:

Heard comments from auditor Tom Smith of Smith & Klaczkiwicz PC. Smith stated he is at the Road Commission this week to perform the 2016 financial audit. He also provided a brief description of the audit process and what elements he will be testing while performing the audit before generating our year-end financial statements.

Heard comments from Suttons Bay resident and retired Road Commission employee Jim Kiessel about his concerns that plow trucks equipped with patrol wings are going too fast when plowing snow; on how cut tree trunks are stacked along M-22; and with how flagging signs are utilized.

Correspondence:

-Letter dated February 6, 2017 from the County Road Association asking the Board to vote on two proposed amendments to the CRA Constitution and Bylaws. Nedow offered his recommendation to the Board to vote "yes" on both proposals.

Motion by Joyce, supported by Popa directing Nedow to vote "yes" on the ballot amending the County Road Association of Michigan's Constitution and Bylaws to add a standing Superintendent's Association of Michigan Committee.  
Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is adopted.

Motion by Joyce, supported by Popa directing Nedow to vote "yes" on the ballot amending the County Road Association of Michigan's Constitution and Bylaws to authorize the Board of Directors' to establish associate memberships.  
Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is adopted.

Letter dated February 7, 2017 from the County Road Association asking the Board to cast a vote for a Board of Directors' – Northern Michigan Association of Road Commissioners candidate.

Motion by Joyce, supported by Popa directing Nedow to vote for Burt Thompson of Antrim County for the Board of Directors' – Northern Michigan Association of road Commissioners.  
Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

Appointments:

At 1:15 p.m. Calhoun opened the public hearing to listen to comments regarding proposed changes to the Road Commission's Seasonal Road system.

Oral comments in favor of the proposed changes: none.  
Written comments in favor of the proposed changes: none received.

Oral comments not in favor of the proposed changes: None.  
Written comments not in favor of the proposed changes: None.

Popa stated that he would like to see Sharnowski Road remain as a seasonal road. While the Road Commission will continue to plow it, he believes the road is in poor condition and likely to be costly to upgrade. He therefore suggests that it should continue to be listed as a seasonal road.

Johnson informed the Board that the list posted on the Road Commission's website needs to be corrected for three road names listed incorrectly: Good Harbor Trail (listed as Good Harbor Road), Kasson Road (listed as East Kasson Road) and Seven Pines Road (listed as Lighthouse Road).

Calhoun then closed the public hearing at 1:25 p.m. and returned to open session.

Motion by Popa, supported by Joyce to approve Resolution No. 17-01 which reads as follows:

**Whereas**, by authority conferred on the Leelanau County Road Commission by Section 5a of Act No. 51 of the Public Acts of 1951, as amended, being 247.655a of the Michigan Compiled Laws, and  
**Whereas**, a Seasonal County Road System may be established at the discretion of the County Road Commission, and  
**Whereas**, the Leelanau County Road Commission established a Seasonal County Road System on December 6, 1990 and has amended that list on February 6, 2001 and October 3, 2006, and  
**Whereas**, the Leelanau County Road Commission established tentative changes to its Seasonal Road System on January 3, 2017, and  
**Whereas**, a notice of Public Hearing on the tentative changes to the Seasonal Road System was published in the Leelanau Enterprise on January 19, 2017 and February 16, 2017 with a listing of changes and a proposed final list posted on the Road Commission's website, and  
**Whereas**, a public hearing was held on this date, February 21, 2017, and  
**Whereas**, no written or oral public input was received or offered concerning the proposed changes,  
**Whereas**, Road Commissioner Popa requested that the seasonal portion of Sharnowski Road remain on the Seasonal Road System, and  
**Whereas** the motion to approve also includes correcting the advertised listing for the names of Good Harbor Trail (listed as Good Harbor Road), Kasson Road (listed as East Kasson Road) and Seven Pines Road (listed as Lighthouse Road).  
**Now therefore be it resolved** that a final determination is made to amend the Seasonal County Road System with the additions and deletions shown as follows:

Additions:

Cleveland Township

Sec. 5: Elliot Road from Lake Michigan Road to Shell Lake, add 0.20 mile to correct error in length

Sec. 5 & 6: Kelderhouse Road from Basch Road to east end of road, add 0.18 mile new road segment to Seasonal Road System

Sec. 6: Kelderhouse Road from Port Oneida Road to Basch Road, add 0.115 mile to correct error in length

Sec. 33: Stanz Trail from Lake Michigan Road to Good Harbor Drive, add 0.18 mile to Seasonal Road System

Empire Township

Sec. 36: Wilco Road, add 0.04 mile to correct error in length

Glen Arbor Township

Sec. 13: Darwin Road, add 0.50 mile that was incorrectly labelled as Hyland Road

Sec. 21: D.H. Day Main, add 0.26 mile to Seasonal Road System

Sec. 19 & 20: Harwood Road, add 0.92 mile that was incorrectly labelled as Dune Valley Road, also add 0.08 mile to Seasonal Road System

Sec. 29 & 30: Miller Hill Road, add 0.25 mile that was incorrectly labelled as Cheney Road; also add 0.20 mile to correct error in length

Sec. 21: Pine Haven Road, add 0.20 mile that was incorrectly labelled as D.H. Day Park Road

Sec. 11: Sunset Shores Drive, add 0.09 mile to Seasonal Road System

Sec. 11, 12, 13 & 14: Thoreson Road, add 0.04 mile to correct error in length

Kasson Township

Sec. 31: Beeman Road, add 0.47 mile to correct error in name

Sec. 35 & 36: Bright Road, add 0.96 mile to Seasonal Road System

Sec. 30: Gilbert Road, add 0.14 mile to correct error in length

Leelanau Township

Sec. 6 & 31: Alpers Road, add 0.25 mile to Seasonal Road System

Sec. 4: Conroy Road, add 0.03 mile to correct error in length

Sec. 9: Engles Road, add 0.01 mile to correct error in length

Sec. 23: Kehl Road, add 0.02 mile to correct error in length

Sec. 19 & 30: Kovarik Road, add 0.03 mile to correct error in length

Leland Township

Sec. 36, 1 & 6: Alpers Road, add 0.13 mile to Seasonal Road System

Solon Township

Sec. 19 & 20: Cate Road, add 0.16 mile to correct error in length

Sec. 3: Hidden Beech Road, add 0.02 mile to correct error at township line

**Deletions:**Bingham Township

Sec. 13 & 24: Donner Road, delete 0.05 mile at west end to correct error in length

Centerville Township

Sec. 34: Hidden Beech Road, delete 0.08 mile to correct error at township line

Cleveland Township

Sec. 6: Baker Road, delete 0.10 mile to correct error in length

Sec. 31: Basch Road, delete 0.04 mile at east end to correct error in length

Empire Township

Sec. 36: Beeman Road, delete 0.73 mile near township line to correct error in length

Sec. 5, 6, 7 & 8: Shauger Hill Road, delete 0.04 mile to correct error in length

Glen Arbor Township

Sec. 29 & 30: Cheney Road, delete 0.25 mile that was incorrectly labelled, add to Miller Hill Road

Sec. 20: D.H. Day Park Road, delete 0.23 mile that was incorrectly labelled, add to Pine Haven Rd

Sec. 19 & 20: Dune Valley Road, delete 0.92 mile that was incorrectly labelled, add to Harwood Road

Sec. 13: Hyland Road, delete 0.43 mile that was incorrectly labelled, add to Darwin Road

Sec. 36: un-named stub road off Port Oneida Road, delete 0.19 mile to correct error in length

Kasson Township

Sec. 7: Lanham Road, delete 0.10 mile to correct error in length

Sec. 2 & 11: Tower Road, delete 0.34 mile to reflect road change with new turnaround

Leelanau Township

Sec. 23: Davis Road, delete 0.01 mile to correct error in length

Sec. 8: Kelch Road, delete 0.18 mile (remove entire road from list)

Sec. 16 & 21: Matheson Road, delete 1.53 mile (remove entire road from list)

Leland Township

Sec. 26 & 35: Lingaur Road, delete 0.64 mile (remove entire road from list)

Solon Township

Sec. 20: Vlack Park Road, delete 0.26 mile to correct error in length

Suttons Bay Township

Sec. 26: W. Bay View Trail, delete 0.08 mile (remove entire road from list)

**Name changes:**Centerville Township

Sec. 6: Good Harbor Trail was formerly called Good Harbor Road

Elmwood Township

Sec. 1: Lakeview Hills Road was formerly called Lakeview Road

Glen Arbor Township

Sec. 30 & 31: Hunter Road was previously called "No Name"

Kasson Township

Sec. 22 & 27: Kasson Road was formerly called East Kasson Road

Sec. 29 & 32: un-named stub off Armstrong Road was formerly called Armstrong Road

Leelanau Township

Sec. 25: Seven Pines Road was formerly called Lighthouse Road

Adding 5.475 miles and deleting 6.20 miles (for a net deletion of 0.725 miles) from the Seasonal County Road System.

**Be it also resolved** that this determination be filed with the Michigan Department of Transportation and with each Township in which a road is situated.

Ayes: Calhoun, Joyce & Popa. Nays: None. – Resolution is hereby adopted.

Management Reports:

Heard reports from Wagner, Johnson, Priest, Grimaldi, Albrecht and Nedow. Weight restrictions were put on at 7:00 a.m. Friday, February 17, 2017 due to warm temperatures.

Nedow asked the Board for a motion to update the Road Commission's check signing authorization to include Wagner. Motion by Popa, supported by Joyce authorizing Managing Director Dan Wagner be added to the Road Commission's Huntington Bank Materials and Payroll accounts as an authorized signee.

Ayes: Calhoun, Popa and Joyce.

Popa asked Nedow to investigate if a motion to authorize check signing by title instead of by name would be possible to avoid adopting a similar motion in the future if staff members change.

Loader bids: staff recommendation:

Albrecht provided a written recommendation to accept the Volvo 90H loader bid for \$182,356.00 submitted by ALTA Equipment of Traverse City. While it was the highest bid received, Albrecht stated he believes this model has the desired weight and horsepower necessary to perform those task needed by the Road Commission.

Discussion ensued concerning whether or not the specifications contained in the bid documents were vague causing confusion among the vendors who submitted quotes. While Michigan CAT and AIS equipment quoted models that had lower horsepower and less weight, Alta Equipment submitted bids for three different sizes. Comments about the bid specifications were offered by AIS salesman Daniel Novak.

Calhoun asked for a motion to accept the ALTA Equipment bid for the Volvo 90H loader. None were made. Calhoun then asked if there was a motion to accept any of the bids received. None were made.

Motion by Joyce, supported by Calhoun to reject the bids received on February 7<sup>th</sup>, revise the loader bid specifications and to solicit new bids.

Ayes: Calhoun and Joyce. Nays: Popa. – Motion is approved.

Proposed "Drive Permits on Unimproved Roads" and "Upgrades to Seasonal and Unimproved Roads" policies:

Motion by Popa, supported by Joyce to adopt the "Drive Permits on Unimproved Roads" proposed policy as presented.

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

Motion by Joyce, supported by Popa to adopt the "Upgrades to Seasonal and Unimproved Roads" proposed policy as presented.

Ayes: Calhoun, Popa and Joyce. Nay: None. – Motion is approved.

Proposed Administrative Employee handbook:

Wagner reported making some edits to the proposed draft based on suggestions received from Attorney Tom Derderien. Once the review process has concluded, he will present the final draft to the Board for approval at a later meeting.

Discussion: discontinue allowing Engineer to take a Road Commission vehicle home at night:

Wagner provided a written report to the Board listing reasons why he is recommending continuing the current and past practice of allowing the Engineer to drive a vehicle to and from his residence. Wagner also pointed out this practice is being followed consistently as addressed in the Road Commission's Personal Use of Road Commission Vehicle Policy.

Discussion ensued by the Board who expressed their individual opinions on the matter.

Calhoun then stated he would entertain a motion to discontinue the practice of allowing the Engineer to take a Road Commission vehicle home at night. None was offered.

Discussion: back-up for Maple City Foreman:

Grimaldi stated that he has someone at Maple City who can fill in for him on those days when he is not there. In regards to Joyce's suggestion that Wagner not perform weekend winter patrol, Wagner pointed out that his job description includes the Manager performing this function. He also stated that he has learned a lot about our operation while patrolling on weekends, but that he is not planning on continuing doing this on a long term basis. Wagner also pointed out that since he is a salaried position, there is no additional cost to the Road Commission.

Managing Director job description and review.

After discussion, the Board concluded that the three members will discuss how they will proceed with a job review for Wagner at their next meeting that will be based upon his job description.

Public Comments:

Jennifer Smeltzer, formerly of Representative Ray Franz office and who now works for the Great Lakes Timber Professionals Association introduced herself to the Board and provided a brief summary of what her organization does.

AIS Salesman Daniel Novak asked the Board to include the possibility of including a lease option when the revised loader bids are published to accommodate vendors who are unable to offer a guaranteed repurchase price which he believes puts him at a disadvantage.

Commissioner comments:

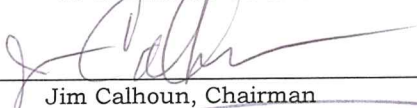
Calhoun stated that with labor contract negotiations expected to start soon (present union agreement expires on June 30, 2017) and he would like to formally name the Managing Director and the Road Commission's labor attorney as the Board's negotiating representatives.

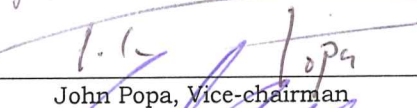
Motion by Calhoun, supported by Popa naming the Managing Director and the Road Commission's labor attorney as the Board's representatives for upcoming contract negotiations with the union membership.


Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

With no more business to conduct, Calhoun adjourned the meeting at 2:39 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF LEELANAU COUNTY

By   
Jim Calhoun, Chairman

By   
John Popa, Vice-chairman

By   
Robert Joyce, Member

Attest:   
Joel T. Nedow-Secretary to  
the Board



A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, March 7, 2017 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Superintendent Dave Priest, Fleet Manager Dustin Albrecht and Finance Manager/Secretary to the Board Joe Nedow. No guests were present.

Agenda: approved as presented.

Vouchers 39515 thru 39542 in the amount of \$166,813.24 were approved for payment.

Minutes from the February 27, 2017 regular session were approved.

Public Comments: None.

Correspondence:

-Letter dated March 3, 2017 from the Michigan County Road Commission Self Insurance Pool soliciting candidates to run for Pool's Board of Directors for the Northern and At-Large positions.

-Letter dated February 24, 2017 from the State of Michigan – Financial Operations Division announcing that the Office of Commission Audits has completed their analysis of the maintenance reports submitted for the period January 1, 2015 through December 31, 2015. Their findings are showing a refund of \$121,147.00 which will be added to our next maintenance payment.

When Popa asked if it would be possible to increase our monthly Trunkline maintenance billing each month instead of waiting for a refund, Nedow responded that increasing our monthly routine billings to MDOT would not be prudent as doing so would exhaust our winter budget and most of our summer Trunkline routine maintenance budget prematurely.

Management Reports:

Heard reports from Wagner, Priest and Albrecht. Wagner and Albrecht informed the Board that Grand Traverse County Road Commission Board has agreed to sell us their used crack seal kettle equipment for \$27,000.00. Having a second unit will enable Priest to put a second crew in the field and stay ahead of this summer's seal coat list. Should Albrecht determine that the price offered by GTCRC is fair market value, Nedow suggested adopting two motions: one to adjust the 2017 Capital Acquisition budget and a second authorizing the expenditure.

Motion by Joyce, supported by Popa to increase the Road Commission's 2017 Capital Acquisition Expenditure budget by \$27,000.00 for a used crack seal kettle.

Ayes: Calhoun, Popa and Joyce. Nays: none. – Motion is approved.

Motion by Joyce, supported by Calhoun to accept the offer from Grand Traverse County Road Commission to purchase their used crack seal kettle for \$27,000.00 provided doing so would be in the best interests of the Leelanau County Road Commission

Ayes: Calhoun, Popa and Joyce. Nays: none. – Motion is approved.

Appointments:

At 1:15 p.m. Calhoun opened the public hearing to listen to comments regarding proposed changes to the Road Commission's permit application fee schedule.

Oral comments in favor of the proposed changes: none.  
Written comments in favor of the proposed changes: none received.

Oral comments not in favor of the proposed changes: None.  
Written comments not in favor of the proposed changes: None.

Commissioner comments: None.

Calhoun then closed the public hearing at 1:18 p.m. and returned to open session.

Revising Permit Fee Schedule:

Motion by Popa, supported by Calhoun to revise the Road Commission's permit fee schedule as follows:

-Driveway fees: change Residential driveway (1-2 homes) from \$20.00 to \$40.00 (including approving use of existing drive); Multi-residential (3-4 homes) from \$50.00 to \$100.00; all other multi-residential or commercial drives from \$100.00 to \$200.00.

-For commercial and multi-residential driveways where HMA paved surface and/or concrete curb & gutter are required by the Road Commission to guarantee completion: change the \$4,000.00 escrow deposit to \$6,000.00; and where curb & gutter are required, the additional escrow deposit of \$4,000.00 is changed to \$6,000.00.

-Utility permits – private utility: change from \$50.00 to \$100.00.

-Miscellaneous permits: change minimum charge from \$50.00 to \$100.00.

-Transportation permit: Mobile Home, single move change fee from \$25.00 to \$50.00.

Discussion: Joyce repeated his objections to the curb & gutter requirement for all commercial and multi-residential driveways.

Ayes: Calhoun and Popa. Nays: Joyce. – Motion is approved.

Managing Director job description and review.

No action taken, pending scheduling a future date. Popa's suggestion to hold a special meeting at the Courthouse was not supported by Calhoun and Joyce, who stated their preference to hold the meeting in Suttons Bay at the Road Commission office.

Road Commissioners attending Township Annual Meetings:

Wagner provided a schedule of upcoming Township Annual Meeting dates. Glen Arbor, Kasson, Leland and Solon will be meeting on March 18<sup>th</sup>, and Centerville, Cleveland, Empire and Leelanau will be meeting on March 25<sup>th</sup>. Bingham will be meeting on June 19<sup>th</sup> and Suttons Bay and Elmwood do not hold annual meetings.

Calhoun - Kasson and Centerville Townships; Popa – Glen Arbor and Leelanau Townships; Joyce – Leland and Empire Townships; Wagner – Solon Township on the 18<sup>th</sup> with Johnson attending Cleveland Township on March 25<sup>th</sup>. Bingham Township - determined at a later date.

Nedow provided a packet of 2016 summary financial reports which each board member can use during their presentation to each Township.

Loader bids/ recommendation:

Bids for a 31,000 lbs. class loader, opened earlier in the day were reviewed:

<u>Vendors:</u>	<u>Price:</u>	<u>Model:</u>	<u>Guaranteed Repair cost:</u>	<u>Optional Guaranteed Repurchase Price:</u>	<u>Delivery Date:</u>	<u>Warranties/ Period:</u>
Michigan CAT	\$195,695.00	CAT 938M	\$3,000.00	\$100,000.00	15-weeks	5 yr./3,000 hr.
AIS Equip.	\$193,700.00	Komatsu WA320-8	\$1,500.00	No bid	30-45 days	5 yr./3,000 hr.
AIS Equip.	\$175,280.00	Deere 544K-II	\$1,500.00	60 mo./3,000 lease \$87,461 payments \$112,184 buy-out	60-75 days	12 mo. Full 7 yr./4,000 hr. P/T
AIS Equip.	\$177,900.00	Deere 544K-II High Lift	\$1,500.00	60 mo./3,000 lease \$88,706 payments \$114,184 buy-out	60-75 days	12 mo. Full 7 yr./4,000 hr. P/T
ALTA Equip.	\$178,480.00	Volvo L90H	Warranty covered	\$80,000.00	* 60 days	5 yr./5,000 hr.

Note: \* Cost increases by \$5,000.00 if taken from dealer stock within seven days.

Albrecht provided a written recommendation to accept the Volvo 90H loader bid for \$178,480.00 submitted by ALTA Equipment of Traverse City.

Discussion ensued concerning Albrecht's recommendation and the other brands offered.

Motion by Calhoun, supported by Popa directing staff to review all bids to ensure compliance to requested specifications and requirements and to award the bid that staff feels would be in the best interests of the Leelanau County Road Commission.  
Ayes: Calhoun and Popa. Nays: Joyce. - Motion is approved.

Traffic control order: Northwood Drive - Glen Arbor Township:

The copy provided by the Michigan State Police contained an error so a corrected copy has been requested. Staff is asking the Board to authorize the Chairman to sign the order on behalf of the Road Commission as soon as the revised forms have been received.

Motion by Popa, supported by Joyce authorizing the Chairman to sign Traffic Control Order Number S 45-15-16 on behalf of the County of Leelanau, Glen Arbor Township establishing a forty (40) mph speed limit on Northwood Drive from Lake Street to Fisher Road.  
Ayes: Calhoun, Popa and Joyce. Nays: None. - Motion is approved.

Proposed 2017 administrative staff wages recommendation:

Wagner provided a written recommendation for staff raises, which was last addressed fifteen months ago. While the approved 2017 budget included a 3.0% wage increase, Wagner is recommending a 2.5% increase at this time. Discussion ensued. Popa and Joyce expressed their concerns that any wage increases should also take into account the recent increase to the administrative health insurance monthly caps approved this past November. Nedow explained the adjustment was necessary as rising deductibles and out-of-pocket costs have eroded our health care coverage. Since the inception of the contract caps, administrative wage adjustments have not kept up with these rising deductibles. This trend has also made it difficult to hire replacement workers as our benefit package is no longer competitive.

Motion by Popa, supported by Joyce accepting Wagner's recommendation of a 2.5% wage increase for the Superintendent, Engineer, Finance Manager, Fleet Manager, Maple City Foreman, and Payroll Specialist that will be effective at the start of the next pay period.  
Ayes: Calhoun, Popa and Joyce. Nays: None. - Motion is approved

Public Comments: None.


Commissioner comments:


Popa: stated his preference that he would like to see a different format in how public hearings are structured, specifically: the need to differentiate written and oral comments for and against and simplify it to received comments.

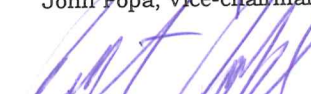
Joyce: stated that he was not happy that Commissioner Popa had asked the County Board to review the Road Commissioner's wages after the Road Commission Board had passed a motion last fall to leave their compensation package as is.


With no more business to conduct, Calhoun adjourned the meeting at 2:02 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF LEELANAU COUNTY

By   
Jim Calhoun, Chairman

By   
John Popa, Vice-chairman

By   
Robert Joyce, Member

Attest:   
Joel T. Nedow-Secretary to  
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, March 21, 2017 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson, Maple City Foreman Gino Grimaldi, Fleet Manager Dustin Albrecht and Finance Manager/Secretary to the Board Joe Nedow. No guests were present.

Agenda: approved as presented.

Vouchers 39543 thru 39587 in the amount of \$105,665.14 were approved for payment.

Minutes from the March 7, 2017 regular session were approved.

Public Comments: None.

Correspondence: None.

Appointments:

2017 annual asphalt emulsion, brine, fuel and sealcoat aggregate bids:

At 10:00 a.m. March 17, 2017 bids for this year's asphalt emulsion, brine, fuel and seal coat aggregate needs were opened and read. The results are as follows:

Asphalt Emulsion:

Vendors:	MPM	Bit-Mat Products	Asphalt Materials, Inc.
HFRS-2 emulsion	\$1.74/per gallon	\$2.00/per gallon	\$1.92/per gallon
HFRS-2M emulsion	\$1.94/per gallon	\$2.30/per gallon	\$2.12/per gallon
CRS-2M emulsion	\$1.95/per gallon	No bid	\$2.22/per gallon
Fog seal CSS-1h emulsion	\$1.40/per gallon	No bid	\$1.72/per gallon
Fog seal QTF emulsion	\$1.29/per gallon	No bid	No bid

Optional bid:

Quick set fog seal emulsion	No bid	\$1.50/per gallon	\$1.77/per gallon
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Brine (per gallon):

Vendors:	Beckman Production	Taplin Group	Michigan Chloride Sales LLC
26% Calcium Chloride-spread	\$0.203/per gallon	\$0.250/per gallon	\$0.230/per gallon
26% Calcium Chloride-storage	\$0.183/per gallon	\$0.250/per gallon	\$0.220/per gallon

Fuel:

Vendors:	Bayshore Oil & Propane	Crystal Flash
Diesel-delivered into storage:		
-March 16, 2016 price/gallon:	\$1.634	\$1.6230
-Price over rack:	\$0.03	\$0.0957
-Terminal location:	Not specified	Ferrysberg
Diesel-delivered to skid tank:		
-March 16, 2017 price/gallon:	\$1.8040	\$1.8773
-Price over rack:	\$0.20	\$0.35
-Terminal location:	Not specified	Ferrysberg
Unleaded gas-delivered into storage:		
-March 16, 2017 price/gallon:	\$1.5741	\$1.5258
-Price over rack:	\$0.10	\$0.0733
-Terminal location:	Not specified	Ferrysberg

Seal coat aggregate (per ton):

Vendors:	Elmers	Verplank Trucking	Fisher Transportation	Rieth-Riley
34CS slag-delivered to SB	\$38.60/ton	\$52.47/ton	\$48.66/ton	\$39.50/ton
34CS slag-delivered to MC	\$36.00/ton	\$52.47/ton	\$48.66/ton	\$38.50/ton

Alternative bid:

CS2 trap rock-delivered to SB	\$35.70/ton	\$43.47/ton	No bid	\$36.55/ton
CS2 trap rock-delivered to MC	\$33.10/ton	\$43.47/ton	No bid	\$35.55/ton

Wagner provided his written recommendations for bid awards.

Motion by Joyce, supported by Popa to accept the bids received on Friday, March 17 for emulsion, brine, fuel and seal coat aggregate; and to award bids to supply the following commodities for the 2017 season as recommended by the Managing Director:

Emulsion – Michigan Paving & Materials Company; brine – Beckman Production; Seal coat aggregate – Team Elmers as primary supplier with Rieth-Riley Construction Company as alternative supplier; Fuel – Bayshore Oil and Propane.

Discussion: none. Ayes: Calhoun, Popa and Joyce. Nays: none. – Motion is approved.

Management Reports:

Heard reports from Wagner, Johnson, Grimaldi, Albrecht and Nedow.



Accept price extension for highway painting:

Staff received a letter from PK Contracting dated March 7, 2017 offering to extend their 2016 contract pricing through 2017 which Wagner recommends accepting.

Motion by Popa, supported by Joyce to accept the offer from PK Contracting to extend their 2016 contract pricing through 2017.

Discussion: none. Ayes: Calhoun, Popa and Joyce. Nays: none. – Motion is approved.

Managing Director job description and review.

Popa suggested applying a cost of living adjustment to Wagner’s salary of 2.5% which he stated should have been done at the last meeting to coincide with the rest of the staff’s raises. Joyce expressed his preference to wait until after the Board had completed Wagner’s job performance review which is anticipated to be during the April 4<sup>th</sup> quarterly work session before making any wage adjustments. Further discussion ensued and concluded with various staff members requesting their pay increases be postponed to correspond to Wagner’s wage adjustment.

Motion by Popa, supported by Joyce to accept Popa’s suggestion of a 2.5% cost of living increase to the Managing Director effective March 20, 2017.

Discussion: none. Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

Popa offered his suggestions as to how Wagner’s job evaluation and job description review should be conducted, but Joyce and Calhoun stated they would prefer to create and utilize their own methodology.

Accept bid for a Kubota skid steer and Harley power rake:

Fleet Manager Albrecht provided a quote for a Kubota tracked skid steer and a Harley 7’ power rake from Ginop Sales. Albrecht stated we received a governmental/national discount on both items so that competitive bids were not necessary. He provided a brief report stating how this unit would benefit the Road Commission. He then asked the Board to accept the bids so that he can place an order as soon as possible. Popa asked several questions and Joyce offered is support for purchasing this brand and suggested also purchasing an attachment that screens topsoil. Motion by Joyce, supported by Popa to accept the bid for a Kubota SVL95-2SHFC skid steer for \$63,951.49 and for a Harley model MX7H-022 power rake for \$8,499.00 offered by Ginop Sales as doing so would be in the Road Commission’s best interests.

Discussion – none. Ayes: Calhoun, Popa and Joyce. Nays: none. – Motion is approved.

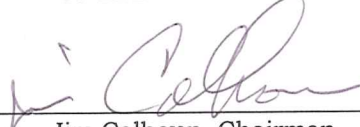
Public Comments: None.

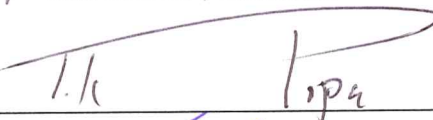
Commissioner comments:

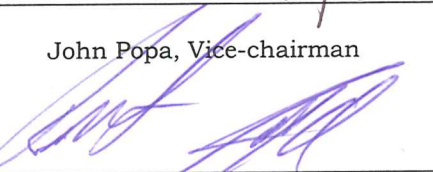
Joyce: offered his appreciation to the men for the job they did keeping our county and state roads clear this past winter.


With no more business to conduct, Calhoun adjourned the meeting at 1:48 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF LEELANAU COUNTY

By  \_\_\_\_\_  
Jim Calhoun, Chairman

By  \_\_\_\_\_  
John Popa, Vice-chairman

By  \_\_\_\_\_  
Robert Joyce, Member

Attest:  \_\_\_\_\_  
Joel T. Nedow-Secretary to  
the Board

April 4, 2017

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, April 4, 2017 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Superintendent Dave Priest, Maple City Foreman Gino Grimaldi and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: approved as presented.

Vouchers 39588 thru 39609 in the amount of \$146,788.90 were approved for payment.

Minutes from the March 21, 2017 regular session were approved.

Public Comments: None.

Appointments:

At 1:00 PM the Board met with Networks Northwest representative Tad Erickson, BATA representatives Kelly Dunham and Kirt Braun and Bingham Township Supervisor Midge Werner to review federal-aid eligible road and transit projects in accordance with the Fixing America's Surface Transportation (FAST Act) legislation.

Wagner explained the County-wide meeting is the first step in order to have projects introduced to the 10C Rural Task Force. A Task Force meeting is scheduled for later this month. No changes to the list of eligible road projects can be made at this time, but new projects can be added including a listing of new illustrative projects. In the unlikely event additional funds become available project(s) can be submitted from this illustrative list of standby projects. Wagner presented a list of proposed projects on behalf of Engineer Johnson who was in training. All present agreed to the list as presented and no new projects were proposed by the others. Popa suggested staff should hire an outside contractor to prepare design plans in the event funds become available for additional work.

Wagner also suggested that the Board adopt a motion authorizing staff to designate a portion of CR-669 north of M-22 as a future All-Season road. While this stretch of road is not capable of supporting high volume traffic, the new designation would make it possible for staff to seek alternative funding sources should this stretch of road be upgraded in the future. After further discussion, no action was taken at this time.

Communications:

-A letter dated March 31, 2017 from Peter B. Worden Jr of Garan, Luow and Miller P.C. regarding Leland Township v Zimmer et al. lawsuit along with a petition to abandon. The petition is asking the Leelanau County Road Commission to formally abandon and vacate the alley in Block 1 of the Plat of Brown's Addition to the Village of Leland. He is also asking the Road Commission to formally approve the settlement and the entry of the Judgement previously circulated. Worden also submitted a Petition to Abandon County Road for this undeveloped, platted alley.

Wagner stated the Road Commission's published road abandonment policy states that after the petition has been reviewed for completeness (signed by seven freeholders of the Township and contains an accurate legal description) a public hearing will be scheduled.

Motion by Popa, supported by Joyce to schedule a public hearing for Tuesday, May 16, 2017 at 1:15 PM to listen to comments regarding the "Petition to Abandon a County Road" request for an undeveloped alley in Block 1 of the Plat of Brown's Addition to the Village of Leland.

Discussion: None.

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is adopted.

Management Reports:

Wagner:

-Seasonal weight restrictions have been lifted as of March 30, 2017 at 8:00 AM. Spring street sweeping will begin next week.

-Wagner received a request from the Union to start bargaining. Current contract is due to expire on June 30, 2017 and Wagner is trying to schedule a meeting with the union representatives and the Road Commission's labor attorney. Wagner is also hopeful that our labor attorney can meet with our Board on the same day to discuss negotiation strategy.

-Received a letter from the Michigan Employment Relations Court dismissing the unfair labor charge originally filed on June 30, 2015. The judge who heard the case ruled "the contract does not grant the Union the right to choose an insurance carrier" and has dismissed the charge.

Heard brief reports from Priest, Grimaldi and Nedow.

Introduce draft of audited 2016 financial statements:

Nedow had emailed a draft of the audited financial statements to the Board to review prior to the meeting. Popa asked Nedow to explain the deficit reported on the Change in Net Position of Governmental Activities statement. The auditor will be attending the April 18<sup>th</sup> regular meeting to formally present the audited statements and accompanying Act-51 report to the Board for approval at that time.

Public Comments: None.

Reschedule July 4, 2017 regular and quarterly special meetings:

Popa reminded the Board these meetings should be rescheduled due to the July 4<sup>th</sup> holiday. After discussion, a new date was agreed upon.

Motion by Joyce, supported by Popa to reschedule the July 4, 2017 regular and special meetings to Tuesday, July 11, 2017 starting at 1:00 PM.

Discussion: None.

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

CR-669 (segment north of M-22): designate as future All-Season road:

Wagner clarified his request as to why he is asking for a motion. In the past, changing road designations was done as a matter of convenience by staff without Board input, which is being requested now should staff determine that reclassifying this road segment would be in our best interests.

Motion by Joyce, supported by Popa to authorize staff to designate a portion of CR-669 (north of M-22) as a future All-Season road if it is in the best interests of the Leelanau County Road Commission.

Discussion: None.

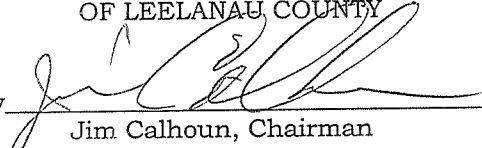
Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

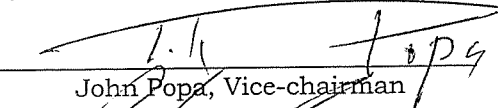
Commissioner comments:

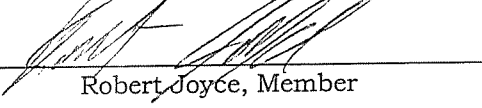
Joyce: offered his appreciation to the men for the job they did keeping our county and state roads clear this past winter.

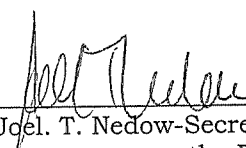
With no more business to conduct, Calhoun adjourned the meeting at 1:45 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF LEELANAU COUNTY

By   
Jim Calhoun, Chairman

By   
John Popa, Vice-chairman

By   
Robert Joyce, Member

Attest:   
Joel T. Nedow-Secretary to  
the Board



April 4, 2017

A **special** meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:55 p.m. on April 4, 2017 at 10550 E. Eckerle Road, Suttons Bay Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Managing Director Dan Wagner and Finance Manager/Secretary to the Board Joe Nedow. Member Robert Joyce was absent. No guests were present.

Agenda: Approved as written.

Public Comment: None.

Purpose: Visioning session to discuss strategic planning for the organization. Wagner distributed a report listing topics discussed at previous planning sessions along with each item's status and comments. New topic added this quarter:

-Request to adopt Board rules: In February 2017 Nedow provided a suggested set of Board rules for the Board to consider that were based on an edited version of the Grand Traverse County Road Commission rules. The unedited version was introduced by Wagner (along with two other examples) for consideration last fall. After discussion, Nedow was instructed to include this topic on the April 18<sup>th</sup> regular meeting agenda

Review Managing Director job description and review: with Joyce absent, Calhoun and Popa agreed to postpone any discussion on this topic. Popa requested this topic be included on the April 18<sup>th</sup> regular meeting agenda as well.

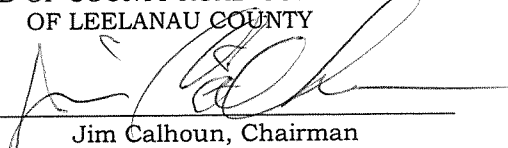
Public Comment: None.

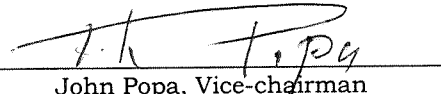
Commissioner comments:


Facilities tour: possible dates were discussed for the Board to tour the Suttons Bay and Maple City facilities with staff. Nedow was directed to place this topic on the April 18<sup>th</sup> regular meeting agenda to set a date.

With no more business to conduct, Calhoun adjourned the special meeting at 2:45 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF LEELANAU COUNTY

By   
Jim Calhoun, Chairman

By   
John Popa, Vice-chairman

Attest:   
Joel T. Nedow-Secretary to the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, April 13 2017 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: approved as presented.

Vouchers 39610 thru 39654 in the amount of \$222,380.56 were approved for payment.

Minutes from the April 4, 2017 regular session and April 4, 2017 special meeting were approved.

Public Comments: None.

Appointments:

1:05 PM: presentation/acceptance of 2016 audited financial statements and Act 51 report:

Thomas Smith CPA of Smith & Klaczkiewicz presented the audited financial statements and Act 51 report to the Board. The audit concluded that the financial statements present fairly, in all material respects, the financial position of the Road Commission (an unqualified opinion). New this year is a performance audit which is required this year as part of the 2012 State of Michigan legislation.

As in previous audits, the report also includes a lack of segregation - incompatible duties. As with most small Michigan road commissions, the accounting staff is too small to adequately ensure proper segregation of duties. While no specific remedies were offered, Smith encouraged the Board and management to continue to actively seek ways to strengthen internal controls and independent review using qualified staff members whenever possible. The report further states the Board is aware of this deficiency but concludes the costs to implement corrective measures out-weigh the inherent risks.

The report also included the finding that the Road Commission exceeded the 10% threshold of PA 51 of 1951 Section 12(21) that stipulates that not more than 10% of the Michigan Transportation Funds (MTF) received during the year be expended for administrative costs. While staff was not aware of this requirement, corrective measures have been implemented and should not be a problem in subsequent years.

Motion by Popa supported by Joyce to accept the audited 2016 financial statements as prepared and presented to the Leelanau County Road Commission Board by Thomas Smith of Smith & Klaczkiewicz.

Discussion: None.

Ayes: Calhoun, Popa and Joyce. Nays: None. - Motion is approved.

Nedow also presented a copy of the Act-51 report for the Board to review. Popa stated that he never saw this report before and questioned Smith if he had reviewed the report. Nedow informed Popa that this report, filed with the State of Michigan - Department of Transportation by June 1<sup>st</sup> each year, is the basis for which the audited financial statements are based upon which was also confirmed by Smith. Smith also offered suggestions as to the types of transactions which have a higher risk factor which the Board should continue to be aware of when reviewing monthly accounts payable and payroll transactions. He also suggested that to further strengthen internal controls, the Managing Director could open and distribute the daily mail instead of the accounting staff.

Motion by Popa supported by Joyce to accept the 2016 State of Michigan Act-51 report as prepared by Nedow (Finance Manager) and reviewed by Thomas Smith of Smith & Klaczkiewicz.

Discussion: None.

Ayes: Calhoun, Popa and Joyce. Nays: None. - Motion is approved.

Communications: None.

Management Report - Wagner:

-Maintenance: road crews are continuing efforts to focus on street sweeping in village centers where we have County roads and crews are also working on dangerous tree removals, road patching, drainage improvements on gravel roads. In the coming weeks our crews will be moving into other activities such as shoulder peeling and crack sealing before moving into sealcoating and fog sealing operations.

-New tracked skid steer and power rake attachment have been delivered and tested. The tool performed well and appears to be very effective in smoothing small areas of rough gravel roads that require significant attention.

-New handheld radios have been received. The change-over date when the County Emergency Services high band system will be replaced by the 800 MHz system has been delayed until June 12, 2017.

-The County has finalized and approved our request regarding the Cold Spring Road right of way release so that the Road Commission can construct a turn around on this dead end road which will make our winter snow removal operation on this road more efficient.

-Summer work schedule will resume on the first week of May: Monday through Thursday 6:00 a.m. to 4:30 p.m. until August 24<sup>th</sup>.

-Tour of South Manitou Island roads: Wagner had been contacted by National Park Service representative Lee Jameson who asked if May 24, 2017 would be a good date for the Board/staff to go to the island. Calhoun and Popa stated this date works for them and a special meeting date will be set when plans become clearer.

Set date to tour Suttons Bay and Maple City facilities:

Calhoun suggested touring the Suttons Bay garage following the May 2<sup>nd</sup> regular meeting and the Maple City garage following the May 16<sup>th</sup> regular meeting. After further discussion, Nedow was instructed to include touring the Suttons Bay facility on the May 2<sup>nd</sup> agenda and tentatively plan on touring Maple City on May 16<sup>th</sup> following the regular meeting.

Performance review - Managing Director:

Motion by Popa supported by Joyce to go into closed session (at the request of Dan Wagner) in order to perform a job review for the Managing Director.

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is adopted and the Board went into closed session at 1:45 p.m.

At 2:10 p.m. the Board returned to open session.

Discussion: consider adopting Board Rules:

Joyce questioned why there is a need to discuss this topic since there had been no interest in doing so earlier. Nedow and Wagner explained that the Board and staff would benefit by having adopted rules especially since the Road Commission Board is expected to increase to five members. The version presented is a scaled down version of one of the examples presented last fall. Calhoun stated that he has reconsidered and would like to review the draft copy and discuss it at the next board meeting.

Discussion: history of changes to Road Commission members as requested by Popa:


Popa presented his perspective of the history of the County Board's evaluation of the configuration and compensation for our Board. Joyce disagreed and Calhoun asked Popa to conclude so that the meeting could proceed.


Public Comments: None.


Commissioner comments: None.

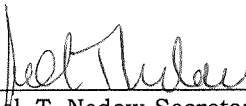
With no more business to conduct, Calhoun adjourned the meeting at 2:30 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF LEELANAU COUNTY

By   
Jim Calhoun, Chairman

By   
John Popa, Vice-Chairman

By   
Robert Joyce, Member

Attest:   
Joel T. Nedow-Secretary to  
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, May 2, 2017 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Wagner asked to include two topics under "New Business": Managing Director's recommendation to award the bid for the Surveillance Systems Project, and a request from staff to adopt a "Permit Policy for Safely Allowing Limited Communication Service Provider Facilities Access Within the County Road Right-of-Way".

Motion by Joyce, supported by Popa to amend the agenda to include the two topics as requested by Wagner under "New Business".

Discussion: None.

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

Vouchers 39655 thru 39694 in the amount of \$393,067.91 - approved for payment.

Minutes from the April 18, 2017 regular and closed sessions – approved as presented.

Public Comments: None.

Appointments:

1:05 PM: Leelanau County Undersheriff Steve Morgan and Officer Scott Robinson:

Morgan and Robinson thanked the Board for providing funds last fall so that the Sheriff's Office could purchase a new radar trailer to replace their aging and non-functional unit. Morgan reported the old unit has been repaired so that it can be used as a backup as requested by our Board, but the 2% grant request submitted to the Grand Traverse Band of Ottawa and Chippewa Indians for an additional unit was not granted. Popa asked if the old unit could be upgraded to which Morgan responded that it was not feasible. Robinson provided a summary of the various function the new unit is capable of performing and offered to provide a demonstration which was declined at this time pending better weather.

Communications: None.

Management Report - Wagner:

-Maintenance: road crews have installed several right of way markers at the road ends in Leland in cooperation with Leland Township. Crews are also working on dangerous tree removals, road patching, drainage improvements on gravel roads and crack sealing is expected to begin next week.

-Suttons Bay crew member Tom Herman retired at the end of April after over 44 years of service with the Road Commission. In addition, Suttons Bay mechanic Ardy Cassem has given his notice and left the Road Commission at the end of April. Wagner will be actively looking to replace both crew members in the weeks and months to come.

-Union negotiations: as a preliminary meeting date of May 25<sup>th</sup> is anticipated between the union representatives and the Road Commission's bargaining team, Wagner stated that he will be seeking each board member's thoughts individually so that he has some idea what bargaining points would be feasible once the union has made their preliminary requests known.

Johnson reported that the Michigan County Road Commission Self Insurance Pool has been working on a policy to address pending requests to locate communications facilities within road right-of-ways which he will discuss later.

Nedow provided a report on our year-to-date Michigan Transportation Fund receipts which are running approximately 25% more than last year's receipts at this time and that he expects this trend to continue for the rest of the year.

Request for additional signage on Omena Point Road:

Wagner reported receiving a request from Jim Miller and Bob DeVries who asked for additional signs installed and one sign removed. The first would be at Fire Lane 5 where there is already a "watch for pedestrians" advisory sign; Miller and DeVries would like a 30 mph advisory sign added to that location. They are also requesting a "watch for pedestrians/30 mph signs be installed just west of Lake Street heading west towards Omena. Lastly, as the road will be repainted as a double yellow line (do not pass), they are asking that the 40 mph speed limit sign at the base of the hill before Fire Lane 4 be removed. The correspondence also included a diagram showing where these requested changes are located.

Motion by Popa, supported by Joyce directing staff to install the additional advisory signage on Omena Point Road near Fire Lane 5 and west of Lake Street as specified by Miller and DeVries, and to remove the existing 40 mph speed advisory sign at the base of the hill before Fire Lane 4.

Discussion: None.

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

Adopting Board Rules:

No action pending Board review of the latest updated draft. Nedow directed to include this topic on the May 16<sup>th</sup> meeting agenda.

50% match for improvements to a portion of Drew Road:

Johnson reported that he had provided Empire Township with a cost estimate to upgrade a portion of Drew Road as requested last fall and that he recently learned the Township has agreed to provide funds for this project. Because the Road Commission adopted a "Upgrades to Seasonal and Unimproved Roads" policy earlier this year, Johnson would like to know if the requestors (Empire Township/land owner) would need to provide 100% of the project cost under the terms of policy or if the Board would agree to grant an exception (50% - 50% cost share) because the request to improve Drew Road was made prior to the adoption of the policy. Johnson also stated that he anticipates this project would not start until late fall due to this summer's heavy work load.



Motion by Joyce, supported by Popa to grant an exception to the Road Commission's "Upgrades to Seasonal and Unimproved Roads" policy for a 50% cost share road improvement project for a seasonal portion of Drew Road located in Empire Township. This one-time exception is being granted because the request pre-dated the adoption of the current policy.

Discussion: None.

Ayes: Calhoun, Popa and Joyce. Nays: None. - Motion is approved.

Managing Director's recommendation to award the bid for the Surveillance Systems Project:

Wagner reported bids for this project were opened and read on April 14, 2017 at the Road Commission office in Suttons Bay, and he has spent the past few weeks evaluating all the bids received. Of the seven proposals submitted, five excluded certain items and did not satisfy the bidding specifications. Wagner provided a written recommendation to award the \$20,755.10 bid submitted by Avonon (lower of the two remaining bids) that meet all the bid specifications, is a local firm, and has provided positive references verifying the quality of their work.

Motion by Joyce, supported by Popa to accept the Surveillance Systems Project bid submitted by Avonon in the amount of \$20,755.10 and authorized the Managing Director to sign the bid acceptance contract.

Discussion: Joyce stated he would like to have some input as to where the security cameras are to be located in both facilities.

Ayes: Calhoun, Popa and Joyce. Nays: None. - Motion is approved.

Request from staff to adopt "Permit Policy for Safely Allowing Limited Communications Service Provider Facilities Access Within the County Road Right-of-Way" and accompanying "Communications Service Provider Right-of-Way Permit - Special Terms and Conditions":

Staff is recommending adopting this policy, drafted by the County Road Association's legal counsel. While the County Road Association (CRA) is in the process of drafting a policy/procedure of their own, Johnson is recommending adopting the policy drafted by attorney Bill Henn today. Johnson and Wagner stated their opinions that doing so would protect the Road Commission's interests while we wait for the CRA to draft a policy for the membership.

Motion by Joyce, supported by Popa to adopt the "Permit Policy for Safely Allowing Limited Communications Service Provider Facilities Access Within the County Road Right-of-Way" and accompanying "Communications Service Provider Right-of-Way Permit - Special Terms and Conditions" as presented by staff.

Discussion: Popa suggested delaying adopting the policy in the event the CRA comes out with a similar policy: Calhoun and Joyce expressed their preference to adopt the policy as presented today which can be updated later should the CRA provide their version.

Ayes: Calhoun, Popa and Joyce. Nays: None. - Motion is approved.

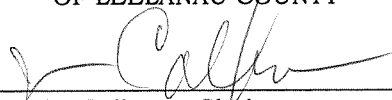
Public Comments: None.

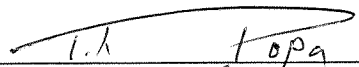
Commissioner comments: Joyce: repeated his offer to assist Wagner in determining where the new security cameras should be installed.

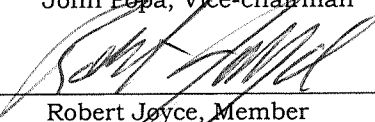
With no more business to conduct, Calhoun recessed the meeting at 1:55 p.m. so that the Board could tour the Suttons Bay facility buildings.


Meeting adjourned at 3:15 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF LEELANAU COUNTY

By   
Jim Calhoun, Chairman

By   
John Popa, Vice-chairman

By   
Robert Joyce, Member

Attest:   
Joel T. Nedow-Secretary to  
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, May 16, 2017 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson and Crew Leader Mike Mack. One guest was present.

Agenda: Approved as presented.

Vouchers 39695 thru 39733 in the amount of \$98,019.35 – approved for payment.

Minutes from the May 2, 2017 regular session were approved.

Public Comments: None.

Appointments: None.

Communications: None.

Management Report - Wagner:

-Superintendent Dave Priest is out temporarily with an injury he sustained outside of work. The rest of the administrative staff has stepped up to carry a bit more of the load. Equipment Operator Mike Mack has taken an active role in managing the field operations on the Suttons Bay side.

-Mechanic Eric VanThomme has accepted another position and will be leaving us soon. We have extended a conditional offer of employer to a new Mechanic who has accepted and shall be starting in about two weeks.

-Operationally, our crews have wrapped up the spring street sweeping operations. They have moved on to other spring activities including shoulder peeling, crack sealing, sign maintenance, tree removals and drainage improvements. Our crews are performing pot hole patching and crack sealing on the roads we plan to sealcoat this year and are making good progress.

-Maple City Foreman Gino Grimaldi has been in communication with our brine supplier/contractor as we have decided to proceed with an earlier than normal mineral brine application as we did last year given the dry spring we are experiencing. Given the lack of moisture in the gravel we will need to have the water trucks pre-wet the gravel roads before the brine can be applied, adding an extra step, and cost, to the process.

-The supervisory staff met with Russ Milan from Michigan Paving and Materials Company to conduct a pre-construction meeting regarding our sealcoating and fog sealing operations. We are going to be using a slag stone for our primary roads this year for the first time along with a different emulsion.

-Engineer Jim Johnson has been coordinating the line painting for the first round and materials have started to arrive. Jim is also going to have our painting contractor refresh the rumble strips that we have throughout The County this year. Once our sealcoating and other paving projects are wrapped up, we will have our painting contractor return and do our second round of painting.

-Johnson and Wagner continue to work collectively with the folks from the NRCS on the MacFarlane Road culvert replacement. Their staff has been very professional and we are very fortunate to have them working for us with this grant funded project.

-Wagner has been working with the officials from Kasson Township as well as MDOT in looking at some safety enhancements at the M-72 x CR 667 (Maple City Rd) intersection. Kasson Township is moving forward with installing some overhead street lights to help to delineate the intersection. MDOT also installed a second set of signs alerting motorists that they are approaching a stop sign as well as a second stop sign on the opposite side of the road. We are very appreciative of the efforts provided by our project partners on these safety enhancements.

-Our crews have experienced a number of concerning close calls with drivers not responding to our construction zone signing and flagging. In addition they have had a few encounters with uncooperative or impatient drivers. Wagner contacted The Leelanau Enterprise about this and they are interested in writing an article about this trend.

-Work on MDOT's reconstruction project on M-22 south of M-204 started this week. Elmer's is doing the work and at the suggestion of Lee Jamison from the National Park Service (NPS) Steve Endres, the Project Manager from Elmer's has offered to donate some of the millings from their project to be placed along Kelderhouse Road which has been closed for a few years due to the impoundment of water as the result of a beaver dam.

-Equipment Operator Joe Patterson has been busy performing work and documenting maintenance activities at the numerous lake road endings that we have throughout The County.

-The road end marking project in Leland is going well with just a few more markers to install. It appears that the folks from Fishtown will be proceeding with some drainage improvements that have been in the works for several years now.

-Permits of all varieties continue to pour in as new construction activity and special events heat up throughout The County. Our returning seasonal residents have also been contacting us as the number of individuals we serve swells to the peak. Virtually all of our administrative staff have been involved with these activities and assisting folks.

Engineer: Line painting should start next week per the painting contractor.

Crew Leader: CR 643 crack sealing should be done next week. Road end marking in Leland is wrapping up today. Crews have been busy patching roads to be sealcoated this year. Crews are working on gravel roads so that they can be brined perhaps as early as next week.

1:15 PM: Public Hearing: Request to Abandon Undeveloped, Platted Alley in Brown's Addition to the Village of Leland:

Brief overview by Wagner followed by comments provided by Attorney Peter Worden during which he related that the final version of the adjustment to the Plat includes the establishment of a utility easement where the undeveloped alley currently exists. Johnson provided an overview of the steps that would follow the public hearing today and that no action was necessary by the Board at today's public hearing. No comments were received prior to the meeting, or during the meeting from the public. Public hearing closed at 1:20.

Schedule a Special Meeting to Tour South Manitou Island Roads for May 24, 2017:

Motion by Joyce, supported by Popa to hold a special meeting at 9:00 AM with the Board meeting at the Leland Harbor.

Discussion: The Park Service has offered to provide transportation. Wagner to procure lunch for the group.

Ayes: Calhoun, Popa and Joyce. Nays: None. - Motion is approved.

Discuss Adopting Board Rules:

Wagner related that comments received by Popa had been incorporated into the version supplied to the Board.

Discussion ensued. Joyce stated rather than adopting Board Rules that perhaps we should be recording our meetings. He said it was unclear to him as to who would enforce how the Board Rules are to be followed. Popa stated that we have been advised by the County Road Association, as recently as the last Commissioners Conference, that we should adopt Board Rules. If we do not have them, then we should be following Robert's Rules of order and that he has been in support of them for some time. Calhoun stated that he would like the rules to address that when the majority of the Board acts on something, that the topic is over and done with and that individual members should follow the majority's decision and for that reason felt the Board Rules are good. Joyce agreed that if something is dealt with, in favor or for lack of support, it should be done with which is why recording the meetings would be beneficial. Calhoun agreed.

Motion by Joyce, supported by Popa to adopt the Board rules but with the conditions that the meetings will be recorded moving forward, and that the majority decisions shall stand and prevent items from being repetitiously brought in front of the Board.

Ayes: Calhoun, Popa and Joyce. Nays: None. - Motion is approved.

Discuss Adopting Administrative Employee Handbook:

Joyce related that he would like some more time to review the manual provided by Wagner. Popa suggested that it be added under Old Business to the next meeting agenda and all agreed to table the matter until the next regularly scheduled meeting.

Request for Increased Monthly Fixed Payment to MERS:

In Finance Manager Joe Nedow's stead, Wagner provided an overview on Nedow's suggestion that the Board authorize him to increase our voluntary monthly contribution from \$28,000 to \$40,000. Nedow's motivation to do this is to take advantage of the positive market conditions and favorable return on the investment intended to further reduce the unfunded portion of our defined benefit plan.

Motion by Popa, supported by Joyce, to increase our monthly employer pension contribution from \$28,000 to \$40,000.

Ayes: Calhoun, Popa and Joyce. Nays: None. - Motion is approved.

Public Comments: None.

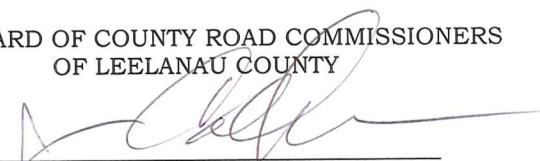
Commissioner Comments:


Joyce: Related that he thinks it was a good move to purchase the Kubota skid steer with harley rake, and that he was very impressed with Equipment Operator Calvin Wilson's ability and attitude during the execution of some work that he completed for the Village of Suttons Bay as part of our intergovernmental agreement.  
Popa and Calhoun: Each expressed their gratitude to Mike Mack for stepping up in Priest's absence.

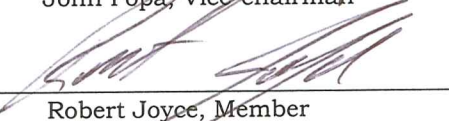
With no more business to conduct, Calhoun recessed the meeting at 1:40 p.m. so that the Board could tour the Maple City facility buildings.


Meeting adjourned at 3:40 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF LEELANAU COUNTY

By   
Jim Calhoun, Chairman

By   
John Popa, Vice-chairman

By   
Robert Joyce, Member

Attest:   
Dan Wagner, Acting-Secretary to  
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, June 6, 2017 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson, Superintendent Dave Priest, Maple City Foreman Gino Grimaldi and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as presented.

Vouchers 39734 thru 39759 in the amount of \$47,745.26 - approved for payment.

Minutes from the May 16, 2017 regular session were approved as presented.

Public Comments: None.

Appointments: None.

Communications:

-Letter dated May 30, 2017 from Stephen C. Chambers of Smith Haughey Rice & Roegge Attorneys at Law, representing the Leland Country Club asking the Road Commission for relief from the Road Commission's commercial driveway standards (improvement to the entrance of Terrace Court at Pearl Street associated with the Allan McKisson driveway application). In his letter, Chambers opined that improvements McKisson is being asked to make would have a detrimental impact on the adjacent property owned by the Leland Country Club and that the additional driveway would not increase traffic on this private road. As such, Chambers is asking the Board for relief from requiring McKisson to construct a paved entrance with curb and gutter.

No action was taken on the request and Wagner was instructed to respond to Chamber's letter, informing him that his request was discussed but not granted.

Management Report - Wagner:

Staffing: Suttons Bay road crew member Windemuller and shop mechanic VanThomme have tendered their resignations. Maple City road crew member Ed Miller announced he is retiring as of August 31<sup>st</sup> and is considering coming back this winter as a seasonal night shift plow truck driver. Peter Spinniken has been hired to replace VanThomme at the Suttons Bay garage and Priest is actively looking for viable candidates for our work force.

Maintenance: first round of brining gravel roads has commenced, and the highway painting contractor is expected to start working on our roads as soon as the weather cooperates.

New contract negotiations with the union membership have started with a meeting held on May 25<sup>th</sup>. A follow up meeting is tentatively scheduled for mid-June due to scheduling conflicts between our labor attorney and the union representative.

South Manitou Island road tour: Wagner provided a separate report summarizing the inspection tour that included Board Chairman Calhoun, himself, Maple City foreman Grimaldi, National Park Service representatives Dan Ostrowski and Phil Akers and Manitou Island Transit (NPS concessionaire) representative Jimmy Munoz. Wagner noted that the high water levels on Florence Lake that flooded a section of Shefler Road have receded with minimal damage to the road bed. Other roads were visited including Floy and Ohio roads with the surfaces found to be in good shape.

Short reports were heard from Priest, Johnson and Nedow.

Discuss adopting Administrative Employee handbook:

Joyce state that he reviewed the draft and would prefer to include a new policy prohibiting alcohol and drug use while operating Road Commission equipment in the next draft. Wagner expressed no objections to the request and stated that as he is presently in contract negotiations with the union membership he recommends waiting until a new contract has been signed before presenting a revised edition to the Board to review.

Resolution 17-02: abandon undeveloped, platted alley in Brown's Addition to the Village of Leland:

Motion by Popa, supported by Joyce to adopt Resolution 17-02 which reads as follows:

**WHEREAS**, the Board of County Road Commissioners of the County of Leelanau has received a petition from Leland Township Supervisor Susan Och on behalf of Leland Township requesting the abandonment of an undeveloped, platted alley in Brown's Addition to the Village of Leland, and

**WHEREAS**, it appears to said Board of County Road Commissioners that it is in the public's best interest that this undeveloped platted alley should be absolutely abandoned and discontinued, and

**WHEREAS**, notification has been published in the Leelanau Enterprise and a public hearing on the Notice to Abandon was held at a regular meeting of the Board of County Road Commissioners on May 16, 2017, and

**WHEREAS**, the abandonment of this undeveloped, platted alley will not land-lock any parcel of land, all parcels with frontage along this road have adequate access by alternate means, and no objections, either written or verbal objections have been voiced by any adjacent property owners over the proposed abandonment, and

**NOW, THEREFORE BE IT RESOLVED**, that the following describes the undeveloped, platted alley more fully as: *The Alley located in Block 1 of Brown's Addition to the Village of Leland, according to the plat thereof as recorded in Miscellaneous Liber 1, Page 418, revised in Liber 10, Page 457, Leelanau County records, all located in Leland Township*, be and the same is absolutely abandoned and discontinued.

**BE IT FURTHER RESOLVED** that a record of this abandonment is to be recorded with the Register of Deeds and a legal notice of abandonment is to be published in the Leelanau Enterprise.

Roll call vote: Joyce – Aye; Popa – Aye; Calhoun – Aye. Nays: None.



Clarify recording meetings:

At the last Road Commission meeting, a motion to adopt Board rules was adopted including a provision (as offered by Joyce) for audio recording future Board meetings. Wagner asked Joyce to clarify this provision as it pertains what to do with the audio recordings after the meeting before any funds are spent on recording equipment. Joyce stated that he would like to see the recordings posted on the Road Commission's website similar to what Leelanau County does so that those who cannot attend Road Commission meetings can listen to them online.

Nedow stated he discussed recording meetings with the Road Commission's labor attorney who advised that the recordings, which are FOIA discoverable, could be a potential risk and should be destroyed as soon as that meeting minutes are approved. He also stated no other road commissions post their meeting recordings on the web but several metropolitan county Boards (including Grand Traverse County) televise their meetings on public access television.

Calhoun and Popa expressed their viewpoints that they are agreeable to recording the meetings to assist Nedow in preparing the meeting minutes but agreed that the recordings be destroyed after the meeting minutes have been approved. Joyce disagreed, stating his opinion that the Board should not limit itself to what other road agencies are doing and he does not see the harm in posting the recordings online. Calhoun then stated he would be willing to discuss the matter further at a later date.

Resolution 17-03: annual engineering reimbursement request to MDOT:

Motion by Popa, supported by Joyce to adopt Resolution 17-03 which reads as follows:

"We, the Board of County Road Commissioners of Leelanau County, do hereby request reimbursement in the amount of \$10,000 for payments made during the period of July 1, 2016 through June 30, 2017 to licensed professional engineers employed or retained by this Commission, in accordance with the following: Sec. 12(2) of Act 51, as amended. "Each county road commission shall be reimbursed in an amount up to \$10,000 per year for the sum paid to a licensed professional engineer employed or retained by the county road commission in the previous year.

The sum shall be returned to each county road commission certified by the state transportation department as complying with this subsection regarding the employment of an engineer. We further state that if we do not have a licensed professional engineer in our employ, copies of billings are enclosed with the completed form to justify the payment."

Roll call vote: Joyce - Aye; Popa - Aye; Calhoun - Aye. Nays: None. Resolution is hereby adopted.

Review paving bids:

Bids for this year's paving projects were opened and read earlier in the day at 10:00 a.m. with the results as follows:

Vendors:	<u>Elmers</u>	<u>Rieth-Riley</u>	<u>ATP Precision</u>
<u>Projects:</u>			
-CR 614:	\$274,274.80	\$288,599.70	\$325,129.60
-CR 641:	51,157.50	55,104.00	61,120.00
-Elm Valley Road:	77,776.00	78,368.00	91,552.00
-CR 640:	51,010.00	53,280.00	61,750.00
-CR 629:	89,334.00	96,156.00	115,956.00
-Putnam Road:	66,417.00	66,664.00	80,600.00
-Setterbo Road:	<u>89,964.00</u>	<u>90,360.00</u>	<u>115,956.00</u>
Grand totals:	\$699,933.30	\$728,531.70	\$852,063.60

Motion by Popa, supported by Calhoun, directing staff to review all paving bids to ensure all specifications and requirements have been met, and to award the bid(s) to the lowest bidders as long as doing so would be in the best interests of the Leelanau County Road Commission.

Discussion: Wagner stated that as Elmers is the lowest bidder, he is recommending awarding the paving bids to them.

Ayes: Calhoun, Popa and Joyce. Nays: None. Absent: None. - Motion is hereby adopted.

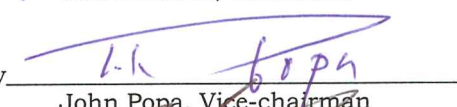
Public Comments: None.

Commissioner comments: None.

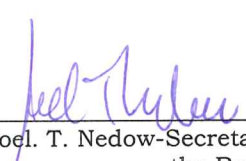
With no more business to conduct, Calhoun adjourned the meeting at 1:40 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF LEELANAU COUNTY

By   
Jim Calhoun, Chairman

By   
John Popa, Vice-chairman

By   
Robert Joyce, Member

Attest:   
Joel T. Nedow-Secretary to  
the Board

June 20, 2017

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, June 20, 2017 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson, Superintendent Dave Priest and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as presented.

Vouchers 39760 thru 39805 in the amount of \$124,654.23 - approved for payment.

Minutes from the June 6, 2017 regular session were approved as presented.

Public Comments: None.

Appointments: At 1:05 p.m. the Board met with Jim Nairne and Lynn Sugarman who requested possible alternative options to the Road Commission's commercial driveway standards for upgrading the Onomines Trail entrance. Nairne had already provided escrow funds as required by the Road Commission's commercial driveway standards and said that he intends to comply with them. However, before proceeding with construction, he informed the Board that he would like to hire a consultant to come up with an alternative design utilizing other types of building materials that he feels would blend in better with the surrounding rural terrain. Before proceeding, he is asking the Board and staff if the Road Commission would consider allowing him to use other materials provided the design would be able to satisfy the Road Commission's construction requirements. Should the alternative concept not meet staff's approval, Nairne stated he would comply with building the improvements as directed on his originally approved commercial driveway permit.

After further discussion, the Board stated that they while they are not in favor of granting an exception to our commercial driveway standards, they would be willing to consider allowing Nairne to use other types of building materials to construct the improvements provided staff is satisfied that the design meets our commercial driveway standards.

Communications:

-Letter dated June 6, 2017 from the Michigan County Road Commission Self Insurance Pool asking the Board to cast votes on two ballots for the 2017 Board of Directors' Election: the first for two Northern positions, and the second for two At-Large positions.

Staff offered their recommendation to support Cooper and Gutowski who they believe have served the Pool well in the past.

Motion by Joyce, supported by Popa to vote for incumbents Alan Cooper – Wexford County and Brian Gutowski – Emmet County for the MCRCSIP Board of Directors' Northern positions (both three year term ending 2020).

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

For the At-Large candidates, staff offered their input on the qualifications of each known candidates listed on the ballot.

Motion by Joyce supported by Calhoun to vote for incumbent Lester Livermore from Mackinac County and John Rogers from Kalkaska County for the MCRCSIP Board of Directors' At-Large positions (candidate with the most votes would serve a three year term ending 2020 and the second most votes would serve the remainder of an existing vacant three-year term ending 2018).

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

-Letter dated May 30, 2017 from Bingham Township Supervisor Midge Werner thanking the Road Commission for allowing Bingham and Suttons Bay Townships to host their annual Clean-up Day at the Suttons Bay facility.

Management Report - Wagner:

Projects/maintenance: Work crews have been completing a lot of small projects such as culvert replacements and cleaning ditches. Our emulsion supplier is having quality issues with the emulsion blend that we intend to use for seal coating secondary/local roads. While our supplier continues to work on resolving their quality problems, the seal coat crew is concentrating on the primary road system using a different grade of emulsion with improved properties. A new type of slag stone is also being applied to primary roads for the first time with favorable results reported so far.

The surveillance system vendor has completed the installation at the Maple City garage. The Suttons Bay surveillance system installation is expected to be finished by the end of the week.

Collective bargaining negotiations: Follow up meeting is scheduled for June 22<sup>nd</sup> when our labor attorney will present a draft agreement in response to the changes requested by the union stewards and their business representative.

Reports were offered by Johnson and Priest.

Contract modification: add additional projects to 2017 asphalt pavement contract:

Wagner is recommending increasing the scope of several paving projects to take advantage of favorable asphalt, emulsion prices; higher than anticipated MTF revenues and higher than anticipated proceeds from the sale of surplus equipment. These projects are:

- CR-641 pavement overlay from Bingham Road north approximately 1,000 feet.
- CR-614 shoulder widening and pavement overlay from Perrins Landing to Lincoln Road approximately 1.5 miles.
- CR-616 pavement wedging and overlay from Cedar west near Novak Road, approximately 1.0 miles.
- Cold Spring Road – pave the cul-de-sac.
- Timberlee Court – pavement overlay approximately 380 feet.

The notice to bidders – bid description include a statement informing the bidders that the Road Commission reserves the right to change quantities on projects. Wagner also provided a copy of a letter dated June 14, 2017 from Team Elmers accepting the offer to extend their contract prices for additional paving projects.

Motion by Joyce supported by Popa to accept Team Elmer's offer to extend their 2017 paving contract pricing for additional paving projects as doing so would be in the best interests of the Leelanau County Road Commission.

Ayes: Calhoun, Joyce and Popa. Nays: None. – Motion is approved.

Execute farm lease agreement: portion of Road Commission Frost Pit property located in Kasson Township:

Wagner presented a lease agreement between the Road Commission and Duane & Mary Newman, who have been farming on approximately twenty acres of our Frost Pit property for many years. The agreement, which replaces a verbal agreement made many years ago is renewable each year. It also includes an indemnification and hold harmless statement to protect the Road Commission from possible liability. As the tenants had already signed the document, Wagner is recommending executing the agreement.

Motion by Joyce, supported by Popa to execute a farm lease agreement between the Leelanau County Road Commission and Duane and Mary Newman authorizing the tenants to farm approximately twenty acres of the Road Commission's Frost Pit property located in Kasson Township.

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

Resolution 17-04: reduced 45 mph speed limit zone on segment of Day Forest Road (from M-22 northwesterly 2,610 feet):

Motion by Joyce supported by Popa to adopt Resolution 17-04 which reads as follows:

**WHEREAS**, the Leelanau County Road Commission has jurisdiction over Day Forest Road, and

**WHEREAS**, the Leelanau County Road Commission wishes to improve public safety, and

**WHEREAS**, Road Commission staff has identified a segment of Day Forest Road located in Glen Arbor Township from State Highway M-22 northwesterly 2,610 feet as qualifying under the criteria of MCL 257.627 (2) (i) for a statutory speed limit of 45 miles per hour,

**NOW, THEREFORE, BE IT RESOLVED**, that the Leelanau County Road Commission adopt Traffic Control Order Number 2017-01 to establish and post a 45 miles per hour statutory speed limit on Day Forest Road from State Highway M-22 northwesterly 2,610 feet, and

**BE IT FURTHER RESOLVED**, that staff provides a copy of the approved Traffic Control Order 2017-01 to the Leelanau County Sheriff's Office and to the Leelanau County Clerk.

Roll call vote: Calhoun-Aye; Popa - Aye and Joyce - Aye. Nays: None. Resolution is hereby adopted.

Resolution 17-05: reduced 45 mph speed limit zone on segment of CR-616 (from 600 feet west of CR-675 to 2,010 feet east of CR-675):

Motion by Joyce supported by Popa to adopt Resolution 17-05 which reads as follows:

**WHEREAS**, the Leelanau County Road Commission has jurisdiction over CR-616 (McFarlane Road), and

**WHEREAS**, the Leelanau County Road Commission wishes to improve public safety, and

**WHEREAS**, Road Commission staff has identified a segment of CR-616 (McFarlane Road) located in Empire Township from 600 feet west of CR-675 (Plowman Road) to 2,010 feet east of CR-675 (Plowman Road) as qualifying under the criteria of MCL 257.627 (2) (i) for a statutory speed limit of 45 miles per hour,

**NOW, THEREFORE, BE IT RESOLVED**, that the Leelanau County Road Commission adopt Traffic Control Order Number 2017-02 to establish and post a 45 miles per hour statutory speed limit on CR-616 (McFarlane Road) from 600 feet west of CR-675 (Plowman Road) to 2,010 feet east of CR-675 (Plowman Road), and



**BE IT FURTHER RESOLVED**, that staff provides a copy of the approved Traffic Control Order 2017-02 to the Leelanau County Sheriff's Office and to the Leelanau County Clerk.

Roll call vote: Calhoun-Aye; Popa - Aye and Joyce - Aye. Nays: None. Resolution is hereby adopted.

Resolution 17-06: reduced 45 mph speed limit zone on segment of CR-641 (from M-204 southerly 5,100 feet):

Motion by Joyce supported by Popa to adopt Resolution 17-06 which reads as follows:

**WHEREAS**, the Leelanau County Road Commission has jurisdiction over CR-641 (Lake Leelanau Drive), and

**WHEREAS**, the Leelanau County Road Commission wishes to improve public safety, and

**WHEREAS**, Road Commission staff has identified a segment of CR-641 (Lake Leelanau Drive) located in Suttons Bay Township from State Highway M-204 southerly 5,100 feet as qualifying under the criteria of MCL 257.627 (2) (i) for a statutory speed limit of 45 miles per hour,

**NOW, THEREFORE, BE IT RESOLVED**, that the Leelanau County Road Commission adopt Traffic Control Order Number 2017-03 to establish and post a 45 miles per hour statutory speed limit on CR-641 (Lake Leelanau Drive) from State Highway M-204 southerly 5,100 feet, and

**BE IT FURTHER RESOLVED**, that staff provides a copy of the approved Traffic Control Order 2017-03 to the Leelanau County Sheriff's Office and to the Leelanau County Clerk.

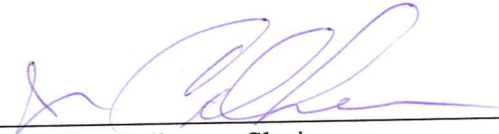
Roll call vote: Calhoun-Aye; Popa - Aye and Joyce - Aye. Nays: None. Resolution is hereby adopted.


Public Comments: None.


Commissioner comments: None.

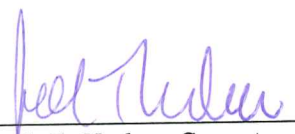
With no more business to conduct, Calhoun adjourned the meeting at 1:50 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF LEELANAU COUNTY

By   
Jim Calhoun, Chairman

By   
John Popa, Vice-chairman

By   
Robert Joyce, Member

Attest:   
Joel T. Nedow-Secretary to  
the Board



**July 11, 2017**

A regular, re-scheduled meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, July 11, 2017 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson, Superintendent Dave Priest, Maple City Foreman Gino Grimaldi and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as presented.

Vouchers 39806 thru 39873 in the amount of \$1,094,755.95 - approved for payment.

Minutes from the June 20, 2017 regular session were approved as presented.

Public Comments: None.

Appointments: None.

Communications: None.

Management Report - Wagner:

Projects/maintenance: With crew members consumed by the sealcoat operation, it has been a challenge to respond to routine maintenance calls. To compensate, crews are working Fridays on projects that could not be done during the work week.

Wagner received word that MDOT has applied for a more substantial project on M-22 that would pick up where the Dumas Road intersection was reconstructed last year and extend north beyond the Setterbo Road intersection. With funds being tight, he stated that it is more likely this project will be included in MDOT's five-year plan and possibly included should funds be secured.

A work crew has returned from South Manitou Island recently where they spend two days working on Shefler Road and removing brush from one island road. Wagner has contacted the National Park Service to inquire about the possibility of sending another crew to the island this fall to continue removing brush from other island roads.

The surveillance system installation at Suttons Bay has been completed. Wagner has also contracted with the vendor to install a large screen monitor with articulating arm in the Suttons Bay meeting room which could be used during meetings as well as a training resource.

Status updates were offered by Priest, Grimaldi, Johnson and Nedow. Priest and Grimaldi stated their opinions that the slag rock being used to sealcoat primary roads is yielding positive results.

Approve new labor agreement:

The Board met with the Road Commission's legal counsel (Tom Derderian of Michael Kluck and Associates) who presented a new three year labor agreement ratified by the union membership on July 10, 2017. The new agreement, effective July 10, 2017 to June 30 2020 includes the following provisions:

- Road Commission agreed to deduct Union dues from paychecks;
- Simplified grievance process;
- Removed provision that seniority will govern who gets called for emergency overtime work;
- Streamlined how Funeral Leave is applied;
- Changed the notification period for vacation requests from 30 working days to 30 calendar days;
- Added the Friday after Thanksgiving as a paid holiday;
- Adopted the State of Michigan Public Act 152 of 2011 health insurance premium caps;
- Clarified that the administrative staff shall pick the health care provider;
- Union members involved in a vehicular accident may be subject to drug and alcohol testing;
- LCRC will pay for employees CDL/DOT physical by approved qualified DOT physician;
- Included hi visibility work wear and safety boot policies in the contract;
- 2.5% wage increase for 2017; a 2.0% increase for 2018 and a 2.0% increase for 2019.
- Premium pay - associates assigned to work in the garage eight hours or more: raise to \$0.50 per hour;
- Premium pay rate increase to \$1.00 per hour for equipment operators assigned to certain equipment;
- Add operating chainsaws, roadside mowing and skid steer and remove roller and compactor from list of equipment eligible for premium pay;
- Added provision that if a mechanic achieves and maintains State certification in any of the following areas, they will receive a \$0.25 per hour increase for each area of certification:
  - o Heavy Duty Trucks – Electrical Systems
  - o Heavy Duty Trucks – Suspension & Steering Systems
  - o Heavy Duty Trucks – Drive Train Systems
  - o Heavy Duty Trucks – Brakes & Braking Systems

Derderian stated that given the recent increase in funding and to enhance the Road Commission's ability to compete with the private sector to hire employees, it is his opinion that the package negotiated is fair and affordable.

Motion by Popa, supported by Joyce authorizing the Board to sign a new three-year collective bargaining agreement dated July 11, 2017 between the Road Commission and Teamsters Local 214 which will expire on June 30, 2020.

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

The Board thanked Derderian and Wagner for their efforts in reaching a new labor agreement.

Request to amend the 2017 Road Commission budget:

Motion by Popa, supported by Joyce to amend the 2017 Road Commission budget – Revenues as follows: increase “Gain/Loss on Sale of Equipment” by \$106,000.00 to recognize the proceeds received from the sale of used gravel crusher/sand screen equipment.

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

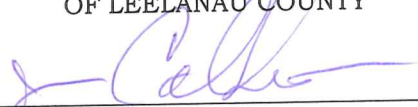
Public Comments: None.

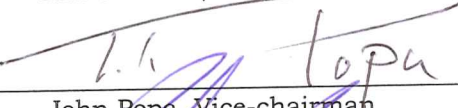
Commissioner comments:

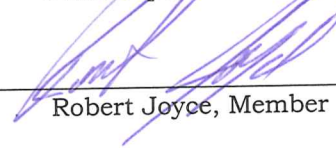
Comments were offered by Joyce, Popa and Calhoun including erosion maintenance on Eckerle Road; suggesting a bounty to current employees who refer new hires to the Road Commission and referring any questions about the cost of the new union agreement to the Managing Director. Joyce also announced he would not be present for the July 18<sup>th</sup> regular meeting.

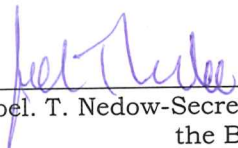
With no more business to conduct, Calhoun adjourned the meeting at 1:37 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF LEELANAU COUNTY

By   
Jim Calhoun, Chairman

By   
John Popa, Vice-chairman

By   
Robert Joyce, Member

Attest:   
Joel T. Nedow-Secretary to  
the Board

July 11, 2017

A **special** meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:38 p.m. on July 11, 2017 at 10550 E. Eckerle Road, Suttons Bay Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Superintendent Dave Priest, Engineer James C. Johnson, Maple City Foreman Gino Grimaldi and Finance Manager/Secretary to the Board Joe Nedow. No guests were present.

Agenda: Approved as written.

Public Comment: None.

Purpose: Visioning session to discuss strategic planning for the organization. Wagner discussed new topics added to an itemized listing of topics along with each item's status and comments. New topic added this quarter:

-Travel policy: Consider adopting a travel policy that would address items such as per diem for food allowances. Status is on hold pending the County Road Association drafting a federally compliant policy which member counties can adopt.

-2018 budget items: Discussed ideas on capital equipment or building improvements to include in the 2018 budget.

-Emergency Operations: The trend with the local fire departments that rely on volunteers is to expect getting less help. Our agency is expected to be called upon more often to respond to after-hour road hazards such as downed trees. Discussion ensued concerning ability to call in a crew after work hours and the types of equipment that could be dedicated to emergency response situations.

-Joint meeting between the Road Commission Board and staff and the Sleeping Bear Dunes National Lakeshore staff: Wagner stated that during the annual South Manitou Island road tour, it was apparent to him that the incoming National Park Service staff are unclear as to what the requirements are regarding work in the road right of ways on South Manitou Island. As such, he is recommending a joint meeting with our staff, Board and their staff to familiarize on what our rights are, and to ascertain what their expectations are regarding road maintenance on the island. After a brief discussion, the Board instructed Wagner to proceed with scheduling a joint meeting with the National Park Service staff.

-Recording Board meetings: This topic is a carry-over from the June 6, 2017 regular meeting. After further discussion, the Board agreed to continue to record meetings and to destroy the recordings after the minutes have been approved.

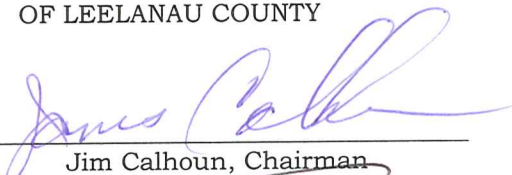
For older topics, Wagner stated he will continue his efforts on drafting an escrow policy and updating the proposed administrative employee handbook now that the union contract has been settled.

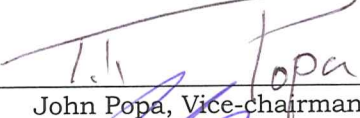
Public Comment: None.

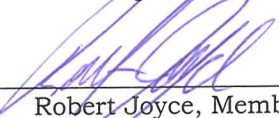
Commissioner comments: None.

With no more business to conduct, Calhoun adjourned the special meeting at 2:02 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF LEELANAU COUNTY

By   
Jim Calhoun, Chairman

By   
John Popa, Vice-chairman

By   
Robert Joyce, Member

Attest:   
Joel T. Nedow-Secretary to the Board



A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, August 1, 2017 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Superintendent Dave Priest and Finance Manager/Secretary to the Board Joe Nedow. One guest was present.

Agenda: Approved as presented.

Vouchers 39874 thru 39909 in the amount of \$142,880.37 - approved for payment.

Minutes from the July 11, 2017 regular and special sessions were approved as presented.

Public Comments: None.

Appointments: None.

Communications:

-Letter dated July 19, 2017 from the Northern Michigan Association of Road Commissions (NMARC) asking the Road Commission to appoint a voting delegate to represent the Leelanau County Road Commission at their annual meeting scheduled for September 15, 2017. Wagner stated that he will be attending this meeting.

Motion by Popa, supported by Joyce naming Managing Director Dan Wagner as voting delegate, authorized to vote on all matters on behalf of the Leelanau County Road Commission at the NMARC Annual Meeting scheduled for September 15, 2017.

Ayes: Calhoun, Popa and Joyce. Nays: None. - Motion is approved.

-Letter dated July 26, 2017 from the County Road Association Self-Insurance Fund asking the Road Commission to vote for four candidates for the upcoming Board of Trustees election. There are two (2) three-year At Large positions, one (1) three-year Northern Region position, and one (1) two-year Northern Region position to fill.

Motion by Popa, supported by Joyce to vote for incumbents Campbell of Alcona County; Robidoux of Mason County; Smigelski of Presque Isle County and challenger Doty of Mackinac County for the 2017 CRASIF Board of Trustees' candidate ballot.

Ayes: Calhoun, Popa and Joyce. Nays: None. - Motion is approved.

Management Report - Wagner:

-The majority of the work crew has been focusing on our sealcoat operation when the weather allows. Wagner stated that once sealcoating and fog seal application has been completed later this month, crews will be focusing on our remaining road constructions projects planned for this season.

-Johnson and Wagner attended a forum to discuss Permitting Communication Service Provider facilities in road right of ways. The discussion focused on applications that many of the county road commissions have received for the directional antennae systems with attorney Bill Henn the main speaker. Other participants included representatives from MCRC SIP, County Road Association, other regional road agencies, local units of government and public utility providers.

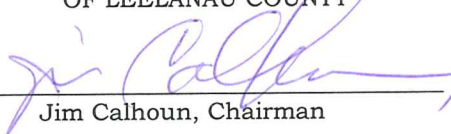
Status updates were offered by Priest and Nedow.

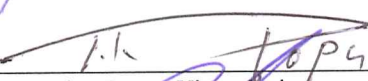
Public Comments: None.

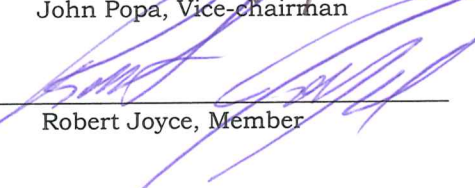
Commissioner comments: Popa asked if anyone has heard about pending litigation involving Mackinac County and Calhoun asked about providing a Road Commission plow truck and operator at the August 5, 2017 Woolsey Airport Fly-In event north of Northport.

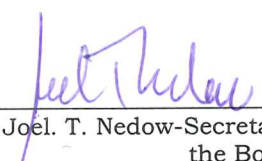
With no more business to conduct, Calhoun adjourned the meeting at 1:21 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF LEELANAU COUNTY

By   
Jim Calhoun, Chairman

By   
John Popa, Vice-chairman

By   
Robert Joyce, Member

Attest:   
Joel T. Nedow-Secretary to  
the Board



A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, August 15, 2017 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Managing Director Dan Wagner, Engineer James C. Johnson, Superintendent Dave Priest, Maple City Foreman Gino Grimaldi, Fleet Manager Dustin Albrecht and Finance Manager/Secretary to the Board Joe Nedow. Member Bob Joyce was absent. One guest was present.

Agenda: Approved as presented.

Vouchers 39916 thru 40025 in the amount of \$603,040.21 - approved.

Minutes from the August 1, 2017 regular session were approved as presented.

Public Comments: None.

Appointments: None.

Communications: None.

Management Report - Wagner:

-As this year's seal coat operation draws to an end, efforts will shift to the reconstruction projects on CR-614 and CR-641. MDOT has approved a transportation work authorization for up to \$25,000.00 for skip paving on M-22 through Omena as well as one for the same amount at the switchback on M-22 near Setterbo Road.

-Three employees will be leaving the Road Commission in the next few weeks. Maple City employees Ed Miller and Charles Eldred will be retiring while Suttons Bay employee Zachary Zywicki will be leaving to pursue a higher education. Also, a Suttons Bay employee will be retiring in January 2018. Wagner reported one new employee will be starting on August 21<sup>st</sup> while two other candidates have accepted our job offers to start in early September.

-Status of proposed "new" road projects: Wagner stated that staff held a meeting to determine if there are sufficient funds available for all additional projects planned. While enough funding is forecasted to allow Wagner to commit to most of the projects (Cold Spring Road cul-de-sac; Lake Street in Leland; Timberlee Court; CR-641 extend present project south 1,000 feet; and CR 614 extend present project westerly 6,900 feet), it is not clear that adequate funding exists for CR-616 west of Cedar. The decision to either commit to this project this fall or postpone it until next summer will be made in September as soon as there are any clear indications that the necessary funds will be available. Nedow stated that should this project be postponed until next year, there is a contingency plan in place to move ahead planned 2018 capital purchases into this year.

Status updates were offered by Priest, Grimaldi, Albrecht and Nedow. Johnson provided a draft resolution which he is planning to share with the Paul Bunyan Council offering a proposal for MDOT to "buy-out" Federal Rural STP funding while allowing MDOT to keep Economic Development "D" funds to provide them with a source to match funds for projects with Federal STP funding.

Execute agreement: Road improvements within Village of Empire:

Motion by Popa, supported by Calhoun to execute an agreement between the Leelanau County Road Commission and the Village of Empire for the following road improvements on Aylsworth and Washington Streets: provide labor, equipment and materials to place over-band crack sealant on larger, visible cracks; followed by placement of a single chip-seal over the existing streets using CRS-2M asphalt emulsion and 31A natural aggregate, followed by a fog seal with Fasblack emulsion. Work to include sweeping before seal-coat application and again before fog seal is applied. Village personnel to provide adequate traffic control. The Village hereby agrees to reimburse the Road Commission for the entire cost of work performed on a time and material basis with an estimated cost of \$12,750.00. Payment is due upon completion of the work on or around September 1, 2017.

Ayes: Calhoun and Popa. Nays: None. Absent: Joyce. - Motion is adopted.

Recommendation to purchase mill head -attachment/increase 2017 Road Commission Capital Acquisition budget:

In a written recommendation, Albrecht explained that the milling head would be used along with the recently purchased Kubota skid steer to cut cleaner pavement butt joints when paving. He obtained two quotes and recommends accepting the lower bid submitted by Alta Equipment (\$15,099.42) for a Bradco HP600 milling head.

Motion by Calhoun, supported by Popa to accept the \$15,099.42 bid submitted by Alta Equipment for a new Bradco HP600 4-function Cold Planer attachment as doing so would be in the best interests of the Leelanau County Road Commission. Also to increase the 2017 Road Commission budget - Capital Acquisitions by \$15,100.00 to accommodate this item.

Ayes: Calhoun and Popa. Nays: None. Absent: Joyce. - Motion is adopted.

Request to rescind "High Visibility Work Wear" and "Safety Boot" policies:

Wagner reported both policies have been incorporated into the new union agreement and he therefore believes there is no reason to keep either policy.

Motion by Popa, supported by Calhoun to rescind the "High Visibility Work Wear" and "Safety Boot" policies effective immediately as recommended by the Managing Director.

Ayes: Calhoun and Popa. Nays: None. Absent: Joyce. – Motion is adopted.

Request to amend the 2017 Road Commission budget:

Nedow provided a list of budget adjustments for the Board to review and approve for various revenue and expenditure line items.

Motion by Popa, supported by Calhoun to adjust the 2017 Road Commission budget as follows:

Revenues: State Trunkline Audit Refund – increase \$6,000.00; Road Millage Proceeds – increase \$25,000.00; Salvage Sales – increase \$6,500.00; and Interest Income – increase \$5,000.00.

Expenditures: Heavy Maintenance: Local Roads – decrease \$300,000.00; Heavy Maintenance: Primary Roads – increase \$600,000.00 (for additional paving projects approved at the June 20, 2017 regular meeting).

Ayes: Calhoun and Popa. Nays: None. Absent: Joyce. – Motion is adopted.

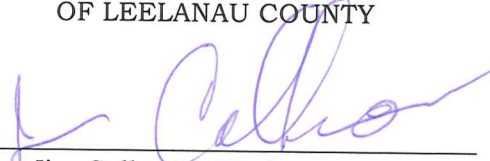
Public Comments: None.

Commissioner comments: Calhoun reported receiving several positive comments about the Road Commission plow truck that was displayed at the August 5<sup>th</sup> Woolsey Airport Fly-In north of Northport.

With no more business to conduct, Calhoun adjourned the meeting at 1:28 p.m.

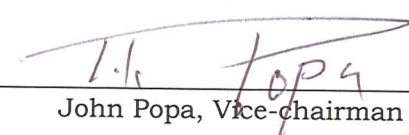
BOARD OF COUNTY ROAD COMMISSIONERS  
OF LEELANAU COUNTY

By



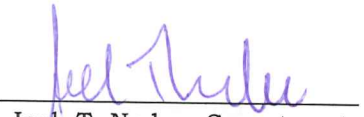
Jim Calhoun, Chairman

By



John Popa, Vice-chairman

Attest:



Joel T. Nedow-Secretary to  
the Board

September 5, 2017

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, September 5, 2017 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson and Finance Manager/Secretary to the Board Joe Nedow. No guests were present.

Agenda: Approved as presented.

Vouchers 40026 thru 40049 in the amount of \$128,538.66 - approved for payment.

Minutes from the August 15, 2017 regular session - approved with two punctuation corrections.

Public Comments: None.

Appointments: None.

Communications: None.

Management Report - Wagner:

-Our crews have completed this year's sealcoat and fog seal operation, completing approximately 46 miles of primary and secondary roads. Work is underway on CR-614 where we will be repaving, making drainage and shoulder improvements from Bugai Road to Lincoln Road. As the wedging course used less material than estimated, the remaining tonnage was used to wedge a portion (east end) of Lincoln Road.

-Timberlee Court has been paved. Utility relocation work is underway at CR-641 prior to our crews starting work on reconstructing a portion of this road (between Bingham and Donner Roads). Progress will be dependent upon weather and available manpower. Crew members have also completed road improvements (crack filling, sealcoating and fog sealing) for two Village of Empire streets, with the Village reimbursing the Road Commission for all of the associated costs.

-Wagner reported receiving notice from MDOT that their M-22 joint replacement project (M-22 south of Suttons Bay) has been delayed until after September 18, 2017.

-New employees: Randy Neindorf started August 21st and Philip Packard September 5th at the Suttons Bay garage.

Status update was offered by Johnson. Popa asked Johnson about the status of a draft resolution he introduced at the last Paul Bunyan meeting suggesting MDOT would "buy-out" Federal Rural STP funding while keeping Economic Development "D" funds which MDOT could use as a source to match funds for projects with Federal STP funding. Johnson explained that the proposal would need to circulate to the other affiliated councils before any action could be taken.

Bid results: MDOT transportation work authorization projects:

Wagner reported that the bid proposals he received for two MDOT projects (budgeted for \$25,000.00 each) are significantly higher than the estimates. While MDOT representatives are contemplating whether or not to proceed, Wagner was asked to contact the contractors who submitted proposals to see if reducing the scope of the projects would help reduce the quotations. Until then, Wagner stated that he is not ready to make a recommendation at this time. Johnson suggested the Board could adopt a motion authorizing Wagner to accept a proposal(s) should MDOT provide additional funds or if the contractors agree to reduce their quotations. Given that both projects would need to be billed before September 30th (State of Michigan fiscal year-end), the motion would help expedite the approval process.

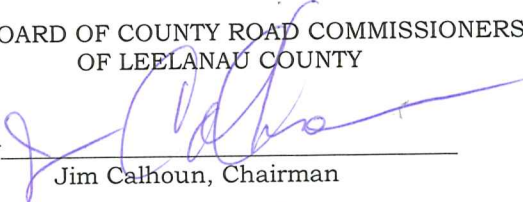
Motion by Joyce, supported by Popa authorizing the Managing Director to accept the bids for the proposed MDOT projects, if needed, up to the amounts of the funds MDOT has made available. Ayes: Calhoun, Popa and Joyce. Nays: None. - Motion is adopted.

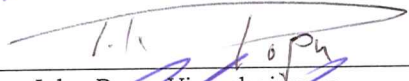
Public Comments: None.

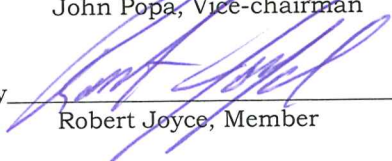
Commissioner comments: None.

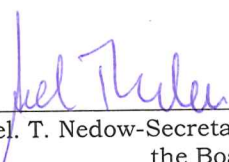
With no more business to conduct, Calhoun adjourned the meeting at 1:24 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS OF LEELANAU COUNTY

By  Jim Calhoun, Chairman

By  John Popa, Vice-chairman

By  Robert Joyce, Member

Attest:  Joel T. Nedow-Secretary to the Board



A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, September 19, 2017 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson and Finance Manager/Secretary to the Board Joe Nedow. One guest was present.

Agenda: Approved as presented.

Vouchers 40050 thru 40096 in the amount of \$235,830.28 - approved for payment.

Minutes from the September 5, 2017 regular session - approved as presented.

Public Comments: None.

Appointments: None.

Communications: Email dated September 7, 2017 from Omena resident Robert DeVries, who thanked the Road Commission for having the straight portion of Omena Point Road painted as a double yellow "no passing" zone and for installing additional advisory signage.

Management Report - Wagner:

-Elmer's is scheduled to continue paving on CR-614 this week. The utility relocation work required for the CR-641 project has taken the utility companies longer than anticipated, but Wagner is confident work should be completed before the weather turns bad.

-Efforts to enlist the cooperation of the contractors who bid on the MDOT transportation work authorization projects to explore reducing the scope of the work to the amount of budgeted funds available was not successful. MDOT hopes to revisit these two projects next construction season provided there are funds available.

-New crew member Randy Thom started on September 11<sup>th</sup>. Wagner reported extending a job offer to another qualified candidate which was accepted pending pre-employment screening results.

-A MDEQ permit to replace the culverts under Kabat Road has been obtained. Due to our current workload and pavement contractors already at maximum capacity, this project will be postponed until next year. The condition of the culvert does not appear to be worsening so this delay should not cause any issues.

-Wagner provided a brief report on topics discussed during the annual North/South County Road Association joint conference held recently at Boyne Mountain Resort. He reported the Leelanau County Road Commission had once again received recognition from the County Road Association Self Insurance Fund - Workers' Compensation Loss Prevention for achieving an experience modification factor of less than 1.0.

Johnson reported on a recommendation by the County Road Association's Permits Subcommittee and the Paul Bunyan Council for all road commissions to adopt a uniform permit fee schedule as proposed by the East Central Council. Wagner wanted the Board to be aware of the initiative as a public hearing would be required and scheduled to consider the proposal. After further discussion, the Board asked Wagner to create a spreadsheet for their next meeting that depicts what the proposed uniform fees would be in comparison to our current fee schedule.

Nedow reported on receiving a \$76,015.00 refund from the Michigan County Road Association Self-Insurance Pool who distributed excess funds from lower than expected settlement costs from prior years. The Road Commission also received a check for \$59,094.00 from a third-party auction house for the sale of surplus road equipment. Request for soliciting bids for providing and installing a gasoline tank with dispenser at Maple City have gone out, and efforts to analyze various health insurance options is underway which will culminate with a recommendation to the Board later this fall.

Bids - McFarlane Road/Hatlem Creek culvert replacement project:

Wagner reported receiving the following bids earlier that morning: Elmers - \$149,678.34; Molon Excavating - \$214,760.00; and DJ McQuestion and Sons - \$217,816.00.

Wagner stated the bids received were higher than the NRCS estimate for the project. Wagner explained that this could be due to the area contractors being busy, or that the estimate was simply a bit low. The options would be to proceed as planned, try and negotiate a lower price with the low bidder with a modified work scope, or re-bid the work for the following year. He explained that if the project is re-bid, this could result in an increase in cost over the bids that had been received. Furthermore, the MDEQ permit for the project has time limitations for work in the spring to avoid conflicting with fish spawning activities that could push the project into the busy summer months. Delaying the project would also jeopardize one of the two grants the NRCS obtained which was paying for a significant portion of the project.

Wagner then asked the Board for their input. Nedow stated that while no funds had been budgeted for this project, there are sufficient funds available to cover the unanticipated overages related to this project. Joyce, Popa and Calhoun expressed their desires to proceed with the project this fall and that they would be comfortable awarding the bid to the lowest bidder, Elmer's.

Motion by Joyce, supported by Popa to award the bid for the McFarlane Road/Hatlem Creek culvert replacement project to Elmer's as doing so would be in the best interests of the Leelanau County Road Commission.

Ayes: Calhoun, Popa and Joyce. Nays: None. - Motion is approved.

Public Comments: None.

Commissioner comments:

Joyce: Reported hearing positive comments on the new fog sealing applied over the fresh sealcoat on various local and primary roads this past summer. He also offered his appreciation to the work crews for their efforts this past summer.

Joyce's comments were echoed by Calhoun.

Popa offered his thoughts on the topics covered at the Boyne Mountain North/South County Road Association meeting.

With no more business to conduct, Calhoun adjourned the meeting at 1:36 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF LEELANAU COUNTY

By Jim Calhoun  
Jim Calhoun, Chairman

By John Popa  
John Popa, Vice chairman

By Robert Joyce  
Robert Joyce, Member

Attest: Joel T. Nedow  
Joel T. Nedow-Secretary to  
the Board



A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, October 3, 2017 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson and Finance Manager/Secretary to the Board Joe Nedow. No guests were present.

Agenda: Approved as presented.

Vouchers 40097 thru 40132 in the amount of \$166,688.21 - approved for payment.

Minutes from the September 19, 2017 regular session - approved as presented.

Public Comments: None.

Appointments: None.

Communications: None.

Management Report - Wagner:

-Elmer's is scheduled to complete paving CR-614 next week, and work is proceeding on CR-641 project. Wagner also concluded his post bid interview with Elmer's and has sent them a draft contract to sign for the McFarlane Road/Hatlem Creek culvert replacement project. A preconstruction meeting has been scheduled for next week.

-Wagner reported an ongoing issue for over a year with a property owner who installed some unpermitted and illegal fences in the right of way of Glen Eden Drive in Glen Arbor Township. The fences were installed near the road edge along the frontage of two properties they own along this road. Extensive efforts to work with the property owners to get them into compliance and relocate the fences have been unsuccessful. While there were initial indications that the property owners would comply, they have since continued to evade any follow through and more recently involved an attorney. Repeated contacts to the attorney have not been returned and Wagner recently sent a certified letter informing the temporary owners that our crew would be removing their fences as allowed by State law. This prompted a response from the attorney who relayed his viewpoint that we do not have the right to follow through on this. Wagner also stated that Leelanau County Prosecuting Attorney Hubble has been made aware of what has transpired along with our plans to remove the fences. The Board agreed and authorized Wagner to proceed with removal.

-Wagner provided a copy of the presentation he made to the County Board of Commissioners earlier in the day.

-Follow up: recommendation by the County Road Association's Permits Subcommittee and the Paul Bunyan Council for all road commissions to adopt a uniform permit fee schedule:

Staff provided a handout that depicted our current permit fee schedule and included the proposed uniform permit fees alongside each corresponding category. Explanative captions were also included whenever there were differences in the amounts.

Joyce stated his preference to adopt the fees as recommended and suggested including stipulations that would enable staff the ability to charge more in the event additional costs are incurred when processing a special event permit request. Popa agreed with Joyce, stating his opinion that should the Board decide not to comply, he does not want the Road Commission to be criticized for non-conforming to the request.

Motion by Joyce, supported by Popa to schedule a public hearing on Tuesday, November 21, 2017 starting at 1:15 p.m. so that the Board can hear public comments pertaining to the Road Commission adopting a uniform permit fee schedule as proposed by the County Road Association's Permits Subcommittee and the Paul Bunyan Council.

Ayes: Calhoun, Popa and Joyce. Nays: None. - Motion is approved.

Bid results: 2,000 gallon gasoline tank/dispenser at Maple City garage:

Bids were opened and read earlier in the day, with the results as follows:

R.W. Mercer = \$49,975.00; Oscar Larson = \$51,471.00 and Rohr Gasoline Equipment = \$53,661.96

Nedow provided a written recommendation to accept the lowest bid submitted by Mercer. As it will take several weeks the storage vessel and skid system to be manufactured, the contractor will proceed with installing the concrete slab and running the underground electric and tank monitoring lines and upgrading the electrical service panel within the building to accommodate the new circuitry.

Motion by Popa, supported by Joyce to accept the R. W. Mercer Company bid of \$49,975.00 for providing/installing a 2,000 gallon gasoline fuel tank/dispenser system at our Maple City facility as doing so would be in the best interests of the Leelanau County Road Commission.

Also, to amend the 2017 Road Commission budget by increasing Expenditures: Capital Acquisitions by \$50,000.00 in recognition of the new fuel system.

Ayes: Calhoun, Popa and Joyce. Nays: None. - Motion is approved.

Resolution 17-07: authorize sale of 2019 rural STP funds to the Road Commission of Oakland County:

Motion by Joyce, supported by Popa to adopt Resolution 17-07 which reads as follows:

**WHEREAS**, county road agencies may transfer federal highway aid available to them to other county road agencies for certain purposes subject to approval by the Michigan Department of Transportation ("MDOT") and Federal Highway Administration ("FHWA"). 23 U.S.C. 126; and

**WHEREAS**, the Board of County Road Commissioners of the County of Leelanau ("Leelanau") has determined that it is in its best interest to transfer available federal aid funds in exchange for non-federal transportation dollars to enable the most efficient use of dollars and cost effective performance of improvements to its county road system; and

**WHEREAS**, Leelanau has identified The Board of County Road Commissioners of the County of Oakland ("Oakland") as a county road agency interested in purchasing the federal aid funds; and

**WHEREAS**, Leelanau would agree to set the rate of exchange at \$0.75 of non-federal transportation funds for each \$1.00 of STP funds; and

**WHEREAS**, Leelanau desires to transfer an estimated \$600,000 of STP funds available to it in fiscal year 2019 and identified on its Local TIP as "Federal Fund Exchange", in exchange for non-federal transportation dollars from Oakland; and

**WHEREAS**, county road agencies in Michigan are authorized to enter into voluntary exchange agreements with other local road agencies for the purpose of exchanging federal aid funds with state transportation dollars pursuant to Section 402 of Public Act 252 of 2014;

**NOW, THEREFORE, BE IT RESOLVED**, that Leelanau, by adoption of this resolution, may proceed and develop an agreement with Oakland that would allow for said exchange to occur.

Roll call vote: Joyce – Aye; Popa – Aye; Calhoun – Aye. Nays: None. Resolution is hereby adopted.

Consideration: agreement with DTE for improving Roubal Road:

In a separate email sent to the Board on September 21<sup>st</sup>, Wagner had reported that the subcontractor hired by DTE to install natural gas lines in the Peshawbestown area had, in fact installed the lines outside of the locations authorized in the authorizing permit, nor were these lines being directionally drilled also required per the permit. Some lines were buried adjacent to Roubal Road quite close to the road. When Johnson had discovered this situation, he shut their job down and subsequently set up a meeting with representatives from DTE. Two alternatives to rectify the situation were discussed, with DTE agreeing to provide us with a check that would cover half the cost to overlay the stretch of Roubal Road (approximately 2,750 feet in length) where the lines had been incorrectly installed. Johnson estimated their share of the project to be \$25,000.00 with the project being done next year. Wagner is asking the Board to approve the agreement and to authorize the Managing Director to sign it on their behalf.

Motion by Joyce, supported by Popa authorizing the Managing Director to sign an agreement with DTE whereby DTE agrees to pay the Road Commission \$25,000.00 by January 31, 2018 toward repaving a 2,750 foot segment of Roubal Road during fiscal year 2018 where DTE had incorrectly installed gas lines. The Road Commission agrees that this will bring closure to this issue and will not seek subsequent damages from DTE in connection with the Permit and the Road.

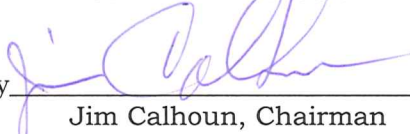
Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

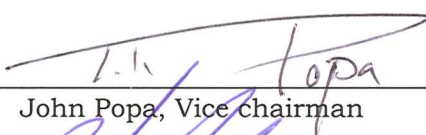
Public Comments: None.

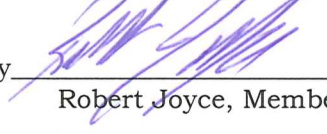
Commissioner comments: None.

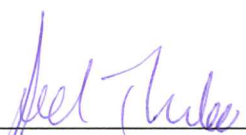
With no more business to conduct, Calhoun adjourned the meeting at 1:38 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF LEELANAU COUNTY

By   
Jim Calhoun, Chairman

By   
John Popa, Vice chairman

By   
Robert Joyce, Member

Attest:   
Joel T. Nedow-Secretary to  
the Board



October 3, 2017

A **special** meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:38 p.m. on October 3, 2017 at 10550 E. Eckerle Road, Suttons Bay Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson and Finance Manager/Secretary to the Board Joe Nedow. No guests were present.

Agenda: Approved as written.

Public Comment: None.

Purpose: Visioning session to discuss strategic planning for the organization. Wagner discussed new topics added to an itemized listing of topics along with each item's status and comments. New topic added this quarter:

-Consideration: abandoning roads not deemed in the best interests of the Leelanau County Road Commission to retain. Wagner identified eleven roads that were removed from our Certification Maps in December 2015 by Board resolution, and nine others that could be considered to be abandoned.

-Facility security: The Michigan County Road Commission Self Insurance Pool is placing an emphasis on dealing with violence in the workplace. Wagner stated he will pursue installing a keypad-lock on the back office door in Suttons Bay and re-keying both facilities.

-How to address increased violence in the workplace: At the recent North/South annual conference, Wagner stated that CRASIF provided speakers to discussed raising awareness to this topic. One of the suggestions was to be mindful of recognizing escalating situations and consider adopting a "code word" to be shared among Board members that would be a signal to de-escalate a confrontational situation, or to call in law enforcement. Another option would be to call for a recess with a pre-determined explanation that could be given so Board members could get up and get out of the Board room if the situation is perceived as unsafe.

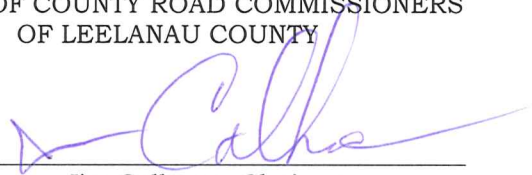
Wagner stated he will continue his efforts on other older topics discussed including; creating a travel policy, 2018 budget items, emergency operations, joint meeting with Road Commission Board/staff and National Park Service Staff, drafting an escrow policy, long term plans for capital improvements and updating the proposed administrative employee handbook.


Public Comment: None.


Commissioner comments: None.

With no more business to conduct, Calhoun adjourned the special meeting at 2:20 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF LEELANAU COUNTY

By   
Jim Calhoun, Chairman

By   
John Popa, Vice-chairman

By   
Robert Joyce, Member

Attest:   
Joel T. Nedow-Secretary to the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, October 17, 2017 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson and Finance Manager/Secretary to the Board Joe Nedow. One guest was present.

Agenda: Approved as presented.

Vouchers 40133 thru 40182 in the amount of \$344,989.54 - approved for payment.

Minutes from the October 3, 2017 regular and October 3, 2017 special sessions - approved as presented.

Public Comments: None.

Appointments: None.

Communications: None.

Management Report - Wagner:

-Projects: work is proceeding on the CR-641 project as crew have completed the mass earth grading and have moved onto working on the final grade. We continue to wait for the asphalt contractor to pave the top course on the CR-614 project. Elmers has mobilized this week for the CR-616/Hatlem Creek culvert project.

-Staffing: Maple City crew member Charles Eldred retired on October 13<sup>th</sup> and Suttons Bay mechanic Pete Spinniken is leaving for other employment at the end of the week. Nate Yankska joined the Suttons Bay road crew on October 9<sup>th</sup>. Wagner and Priest will continue to search for one or two more candidates provided they possess the right skills and aptitude.

Johnson:

Johnson updated the Board on a recent meeting that Dan Wagner had scheduled with Jason Stowe, Superintendent of Leland Public Schools and Dave Priest. Stowe outlined several traffic and parking issues around the school that have developed as the student population has grown over the last 15 years. School and Road Commission staff will be working on possible solutions to these issues to improve safety for student drop off, bus traffic and students walking to school. These solutions might include designating a one-way street and restricting or prohibiting parking in certain areas. Further updates will be provided after the situation is fully evaluated.

The Grand Traverse Band of Ottawa and Chippewa Indians has applied for a permit to install over 20 miles of buried fiber optic line in the right of way of several county roads. Their intent is to connect their facilities in Peshawbestown with other locations outside of Leelanau County by running a fiber optic line southerly to the intersection of Bugai Road and M-72, where it would cross into Grand Traverse County. While public utility installation in county road right of way is authorized by MCL 247.184 for those utilities recognized by the State of Michigan Public Service Commission, the GTB does not currently have that designation. Since there are similarities between the status of the GTB and Community Service Providers we are attempting to use the model documents recently provided by MCRCSIP and CRA as a means of enabling the Road Commission to issue permits. We have forwarded information to our attorney for guidance and expect a response back from him shortly.

Nedow:

Provided interim quarterly financial reports posted through September 30, 2017.

Recommendation: implement new health insurance carrier/plans effective December 1, 2017:

Wagner and Nedow provided a report to the Board outlining their recommendation. The current pre-Affordable Care Act health plans with Priority Health are due to renew on December 1, 2017 and as expected, monthly premiums for both plans will be increasing in excess of 4.0%. Working with our local insurance agent Barry Riske, Nedow reviewed over twenty-five different options to search for the best affordable coverage within our funding restrictions (Public Act 152 of 2011 – annual limits on what the Road Commission can spend on health insurance).

Nedow further explained that due to the number of participants, the maximum number of plans we could offer is two. And this year, Blue Care Network is quoting health care premiums that are competitive with Priority Health. He also explained that if the decision was made to discontinue either current plan, we would be required to change both policies to ACA compliant plans.

After discussing several options, the administrative staff reached a consensus to ask the Board to discontinue both Priority Health plans and instead offer two Blue Care Network ACA compliant options; a HMO-HSA Silver plan, and a HMO-HSA Gold plan. Employees can choose either plan, whichever one best meets their needs. As the "Silver" option has a higher deductible than the "Gold" plan, this option maximizes how much money the Road Commission could pay into each participating employee's Health Savings Account annually. Staff agrees both options are a better bargain than the Priority Health plans we presently have. A comparative spreadsheet was provided that depicts the annual health savings account funding by classification as well as employee financial exposure for deductibles and maximum out of pocket costs that is essentially a "best case-worst case" viewpoint. Because the recently ratified union agreement states the Board chooses the health care insurance carrier and plan(s), Nedow asked the Board to accept the administrative staff's recommendation.



Motion by Joyce, supported by Popa to authorize staff to change health care insurance providers by enrolling in Blue Care Network and offer two plans to the bargaining unit and to the administrative staff: ACA compliant HMO-HSA Silver and ACA compliant HMO-HSA Gold plans effective December 1, 2017. Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

Nedow then stated handouts and other literature would be distributed this week to the workforce along with paychecks. In addition, informative meetings have been set up at each garage early next week with our health insurance agent to answer any questions. Enrollment forms need to be turned into our agent no later than November 1, 2017.

Schedule public hearing for proposed 2018 Road Commission budget:

Motion by Popa, supported by Joyce to schedule a public hearing for Tuesday, December 5, 2017 starting at 1:15 p.m. so that the Board can listen to public comments about the proposed 2018 Road Commission budget.

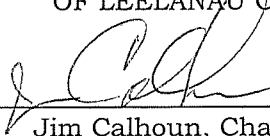
Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

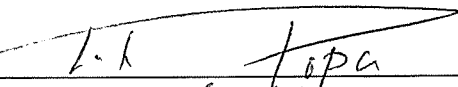
Public Comments: None.

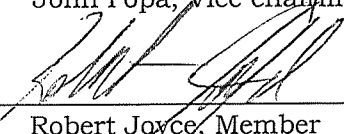
Commissioner comments: None.

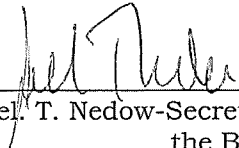
With no more business to conduct, Calhoun adjourned the meeting at 1:38 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF LEELANAU COUNTY

By  \_\_\_\_\_  
Jim Calhoun, Chairman

By  \_\_\_\_\_  
John Popa, Vice chairman

By  \_\_\_\_\_  
Robert Joyce, Member

Attest:  \_\_\_\_\_  
Joel T. Nedow-Secretary to  
the Board



A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, November 7, 2017 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson, Superintendent Dave Priest and Finance Manager/Secretary to the Board Joe Nedow. One guest was present.

Agenda: Approved as presented.

Vouchers 40183 thru 40210 in the amount of \$105,044.32 - approved for payment.

Minutes from the October 17, 2017 regular meeting - approved as presented.

Public Comments: None.

Appointments: None.

Communications: None.

Management Report - Wagner:

-Projects: paving has been completed on CR-614 and CR-641, with CR-641 re-opening to traffic this week. Crews have almost completed shoulder restoration work at both sites. In order to install guard rail at both locations, intermittent lane closures are anticipated during this process. At the CR-616/Hatlem Creek culvert replacement project, Elmers is currently working on the engineering backfill surrounding the culvert, the headwalls and installing the required material in the culvert to simulate the stream bottom. They expected to complete this project by November 10, 2017.

-Staffing: Wagner reported making offers to two candidates; one for a mechanic and one for an equipment operator which were accepted. He also expressed his appreciation to those crew members who helped out in the Suttons Bay shop these past few weeks.

-Reported that due to the increase in people building driveways in violation of the terms and the conditions of the permit (and many who have not applied for a permit), Wagner has been exploring ways to improve compliance. The attorney Wagner had contacted to discuss possible courses of action is recommending we be aggressive in enforcing the terms and conditions of our permits. If the Road Commission finds work being done that violates our permit requirements, then swift corrective action should be taken. The attorney also pointed out that it will be imperative that the Board back Staff up for those who come before them seeking relief.

Also, efforts to enlist the support of the County Construction Codes Authority to ensure compliance to our permit requirements were not successful. Wagner had a conversation with Department head Haugen who believes he lacks the authority to mandate compliance unless granted by the County Board of Commissioners.

Johnson:

-Has provided the Grand Traverse Band of Ottawa & Chippewa Indians with the language for a draft governmental utility permit for installing fiber optic cable within the right of way on several county roads. The Road Commission's attorney has opined that the Road Commission does have the authority to issue a permit and that the Grand Traverse Band is recognized by the State of Michigan as a qualifying governmental agency.

-Provided details for a pilot program for issuing transportation permit. Leelanau and Washtenaw County Road Commissions have agreed to be test subjects for this program. Permit applicants would need to submit their request and associated fees to Oxcart, a private company who in turn forward the application to the Road Commission for review and approval. Fees are collected from the applicants by Oxcart. Johnson and Nedow expressed their support for this process.

Priest:

-Once shoulder restoration work has been completed on CR-614 and CR-641 projects, crew members will be marking their plow routes.

Nedow:

Reported attending a recent Northern Michigan Finance and Human Resource Committee meeting where the Open Meetings Act was the topic of discussion. The program presenter, Wendy Hardt of Michael Kluck and Associates offered suggestions how to help prevent violations where it pertains to exchanging e-mails between Board members. Hardt suggested that Board Secretaries and staff should get in the habit of sending electronic correspondence to each member separately as a means of discouraging dialog between commissioners. She also suggested staff members should not be intermediaries for discussions between Board members which could be interpreted as circumventing the Act.

Resolution 17-07: amendment to current MDOT Trunkline maintenance contract:

Motion by Joyce, supported by Popa to adopt Resolution 17-07 which reads as follows:

**WHEREAS**, the Michigan Department of Transportation ("MDOT") has presented a contract amendment between MDOT and the Leelanau County Road Commission under which the Road Commission would perform maintenance on state trunk-line highways within Leelanau County, and

**WHEREAS**, The CONTRACT provides for MDOT and the Leelanau County Road Commission to mutually agree to work together to improve maintenance activities on the state Trunkline system; and

**WHEREAS**, the parties desire to amend the CONTRACT to provide for a change in State Administrative Board (SAB) requirements per State of Michigan Administrative Board Resolution 2017-2 of April 25, 2017; and

**WHEREAS**, both parties desire to correct a paragraph in Section 15 of the CONTRACT was incorrectly indented;

**NOW THEREFORE BE IT RESOLVED** that the Leelanau County Road Commission and MDOT agree that in order to set forth the change in SAB requirements, Section 9.B. and 26 of the CONTRACT (2017-0176/A1) are amended the following sections to read as follows:

-Section 9. SUBCONTRACTS: B. Subcontracts \$25,000.00 or greater: The Board will advertise and award by competitive bid. Advertisements must clearly define contract term and location of work. Documentation of the solicitation from all qualified sources must be retained. Region Engineer approval of Form 426 is required. State Administrative Board approval is required on contracts that are \$500,000 or greater.

-Section 26. STATE OF MICHIGAN ADMINISTRATIVE BOARD RESOLUTION: The provisions of the State of Michigan Administrative Board Resolution 2017-2 of April 25, 2017, are set forth in Appendix F, attached hereto and made a part of hereof

-In order to set forth the change in SAB requirements, Appendix F is replaced with Revised Appendix F, attached hereto and made a part hereof, and Appendix I is replaced with Revised Appendix I, attached hereto and made part hereof.

-The following paragraph within Section 15.F of the CONTRACT was incorrectly indented and should be aligned with the paragraph below it.

**BE IT ALSO RESOLVED** that all other provisions of the CONTRACT, except as herein amended, remain in full force and effect as originally set forth, and that the Leelanau County Road Commission Board waives any and all claims it has or may have against MDOT that arise out of the need to amend the CONTRACT.

**BE IT ALSO RESOLVED** that the BOARD designate Managing Director Dan Wagner to sign the agreement on their behalf.

Roll call vote: Joyce – aye; Popa – aye and Calhoun – aye. Resolution is hereby adopted.

Public Comments: None.

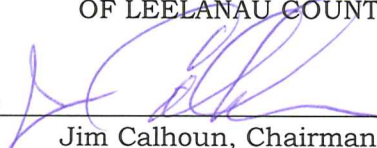
Commissioner comments:

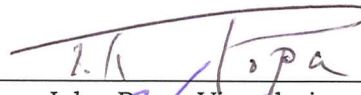
Joyce: thanked Priest and the road crew for their efforts to complete the CR-614 and CR-641 projects.

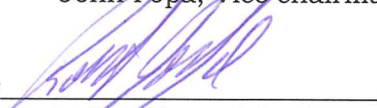
Calhoun: echoed Joyce’s comments.

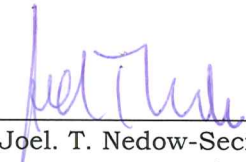
With no more business to conduct, Calhoun adjourned the meeting at 1:25 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF LEELANAU COUNTY

By  \_\_\_\_\_  
Jim Calhoun, Chairman

By  \_\_\_\_\_  
John Popa, Vice chairman

By  \_\_\_\_\_  
Robert Joyce, Member

Attest:  \_\_\_\_\_  
Joel. T. Nedow-Secretary to  
the Board



A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, November 21, 2017 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson, Superintendent Dave Priest, Maple City Foreman Gino Grimaldi and Finance Manager/Secretary to the Board Joe Nedow. No guests were present.

Agenda: Approved as presented.

Vouchers 40211 thru 40260 in the amount of \$494,124.96 - approved for payment.

Minutes from the November 7, 2017 regular meeting - approved as presented.

Public Comments: None.

Appointments: None.

Communications: None.

Management Report - Wagner:

Projects: At CR-641 and CR-614 projects, crews have finished shoulder restoration and the paint and guard rail contractors have finished their work. All that remains of the CR-616/Hatlem Creek culvert project is for the contractor to finish installing the straw matting on the earthen embankments.

New employee David Boynton recently started at the Suttons Bay garage and a new mechanic is expected to start on November 27<sup>th</sup>. Priest has already started the early night patrol shift with the later shift starting at the end of the month, depending on the weather.

Priest:

-Plow routes have been marked and crews have already had to plow snow a few times in recent days.

Nedow:

-Reported preliminary concrete and wiring has been completed at the Maple City garage for the new gasoline vessel/dispenser, which is expected to be delivered in early December.

-State of Michigan-Commission Audit has completed their audit of our State Maintenance Trunkline billings that were submitted to MDOT for 2016 MDOT fiscal year. The Road Commission expecting to receive a \$107,148.00 refund as our audited actual expenses for maintaining the Trunkline routes were more than what was billed to MDOT. Also, restricting newer plow trucks to Trunkline activities have aided our efforts for MDOT to participate at a higher percentage in the cost reimbursement for new trucks.

-With the millage due to be renewed next August, Nedow stated the Board will need to review the 2018 ballot language so that Wagner can ask the County Board of Commissioners to approve placing the renewal on the August 2018 primary ballot. Wagner suggested the Board may wish to consider changing the length of the millage request for something longer than two years.

-Reported that the Leelanau County Board of Commissioners – Executive Board has voted to forward two resolutions. The first resolution is to change the Road Commission Board membership from three members to five. The second is to change the Road Commissioner compensation from \$2,500.00 per year with health insurance benefits to \$6,000.00 per year with no health insurance benefits. Vehicle mileage reimbursement will remain at the current approved IRS rate and per diem payments will change to the County Board's payment amounts. If approved at the November 21<sup>st</sup> regular County Board of Commissioner's meeting both resolutions would go into effect on January 1, 2019.

Public hearing: proposed permit fee schedule:

Calhoun recessed the regular session and opened the public hearing at 1:15 p.m. The purpose of the public hearing is to listen to oral and written comments regarding the Road Commission board adopting a uniform permit fee schedule.

Johnson provided a summary of events that culminated in the new permit fee schedule that the County Road Association of Michigan is recommending the membership to adopt.

No comments, written or oral were offered. Calhoun adjourned the hearing at 1:23 p.m. and returned to open session.

Commissioner comments regarding the proposal:

Joyce: voiced his support for the new permit fee schedule. He again expressed his opinion that he does not support the Road Commission concrete curb and gutter standard for commercial driveways.

Popa: stated he too supports the proposal. In regards to the special event permit fee which would reduce the fee from \$500.00 down to \$40.00; does the new fee schedule allow staff the ability to charge additional fees should additional services be needed to fulfill the permit application.

Johnson acknowledged the new fee schedule does contain terms that would allow staff the ability to charge for additional services so that the Road Commission would be able to recoup these additional costs.

Calhoun: also stated his support. He then stated he would entertain a motion to adopt the new permit fee schedule.

Motion by Joyce, supported by Popa to adopt the proposed permit fee schedule as presented, with the new rates going into effect December 1, 2017.

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is adjourned.

Offers to extend 2017 contract pricing into 2018 for cab & chassis; truck equipment; liquid emulsion; brine and fuel.

Wagner stated several vendors have contacted the Road Commission with offers to extend their 2017 prices into 2018. It is his recommendation to accept them all as doing so would be in the Road Commission's best interests.

Motion by Joyce, supported by Popa to authorize the Manager to accept Grand Traverse Diesel Service's offer to extend their 2017 pricing (\$121,308.00 per truck) for tandem axle cab & chassis to 2018.

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

Motion by Joyce, supported by Popa to authorize the Manager to accept Truck & Trailer Specialties offer to extend their 2017 pricing for truck equipment to 2018, providing it is understood that doing so does not commit the Road Commission to purchase the pre-wet system at this time.

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

Motion by Popa, supported by Joyce to authorize the Manager to accept Michigan Paving & Materials' offer to extend their 2017 pricing for emulsion to 2018.

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

Motion by Joyce, supported by Popa to authorize the Manger to accept Beckman Production Services offer to extend their 2017 pricing for brine to 2018.

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

Motion by Joyce, supported by Popa to authorize the Manager to accept Bayshore Oil and Propane's offer to extend 2017 pricing for gasoline and diesel fuel to 2018.

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

Road Commission membership on Leelanau County Parks & Recreation Commission:

As the Road Commission's representative on the Leelanau County – Parks & Recreation Commission, Popa stated he does not have the time to continue in that capacity and asked if either Joyce or Calhoun would be willing to replace him. Calhoun and Joyce stated they would prefer to wait until January to discuss Popa's request.

Request to adjust the 2017 Road Commission budget:

Nedow provided a list of year-end budget adjustments for the Board to review which he reviewed with the Board.

Motion by Joyce, supported by Popa to adjust the 2017 Road Commission Revenues and Expenditures Budget as follows:

Revenues:

Increase MTF-Primary Roads - \$350,000.00; MTF Local Roads - \$140,000.00; MTF Primary Urban - \$10,000.00; MTF Local Urban - \$15,000.00; MTF-Snow Funds - \$5,000.00; State Trunkline-TWA - \$5,000.00; State Trunkline-Audit - \$108,000.00; Permits/Fees - \$10,000.00; Gain on Disposal of Equipment - \$20,000.00 and Allowance for Depreciation - \$50,000.00, and decrease State Trunkline-Routine Maintenance - \$50,000.00; and Other Contributions - \$20,000.00.

Expenditures:

Increase Primary Road-Heavy Maintenance - \$220,000.00; Local Road-Routine Maintenance - \$250,000.00; State Trunkline-TWA - \$5,000.00; Fringe Benefits - \$250,000.00; decrease Local Road-Heavy Maintenance - \$50,000.00; State Trunkline – Routine Maintenance - \$50,000.00; and Capital Outlay \$50,000.00.

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

Public Comments: None.

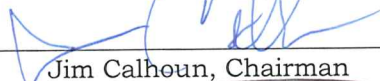
Commissioner comments:

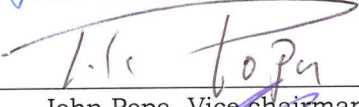
Joyce: thanked Priest and the road crew for their efforts to complete the CR-614 and CR-641 projects.


Calhoun: echoed Joyce's comments.

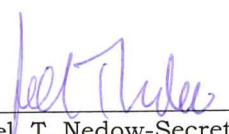
With no more business to conduct, Calhoun adjourned the meeting at 1:55 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF LEELANAU COUNTY

By  \_\_\_\_\_  
Jim Calhoun, Chairman

By  \_\_\_\_\_  
John Popa, Vice Chairman

By  \_\_\_\_\_  
Robert Joyce, Member

Attest:  \_\_\_\_\_  
Joel T. Nedow-Secretary to  
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, December 5, 2017 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson, Superintendent Dave Priest and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as presented.

Vouchers 40261 thru 40287 in the amount of \$60,364.58 - approved for payment.

Minutes from the November 21, 2017 regular meeting - approved as presented.

Public Comments: Heard comments from Kirk Eckerle, manager of Stoney Point Orchards about a letter from the Road Commission regarding fencing installed within the Davis Road/Putnam Road intersection right of way and damaged signs. Wagner suggested to the Board that the time reserved for "Public Comments" is not the venue to have a dialog on this matter. He suggested Eckerle could make an appointment with the Board for a later date. Calhoun agreed, stating that Eckerle could contact the Road Commission and schedule a meeting time for a future date.

Communications: None.

Management Report - Wagner:

Projects: Wagner reported all pending paving projects have been completed. He complimented Priest, Grimaldi and the crew, stating they did a great job pulling everything together. As for the 2018 CR-669 culvert replacement project, Wagner announced that the Road Commission received notice that our application for the FLAP grant has been approved. The budget that accompanied the application includes a \$125,000 match from Cleveland Township; \$125,000 from us, and \$225,000 in grant funding for a total estimated project cost of \$475,000. He hopes to have this project completed in the 2018 construction season if all goes well.

New employee Richard Blodgette started Monday as a mechanic at the Suttons Bay garage. This year's season roster includes newly retired employee Ed Miller as well as returning seasonal workers Mike Zeits, Mark Noonan, Brian Weber, Mark Walters along with two other possible backup drivers.

Wagner also provided the latest draft revision to the Administrative Employee Handbook for the Board to review and consider adopting at their next meeting.

Appointments: At 1:15 p.m. Calhoun recessed the regular meeting and opened the public hearing. The purpose of the hearing is to hear public comments related to the proposed 2018 Road Commission budget.

Nedow provided a summary of how the various revenues and expenditure line items were calculated. He explained that the forecast provided by MDOT for Michigan Transportation Funds revenues will continue to increase for the next several years. However, his observation is this year's MTF receipts have already exceeded MDOT's forecast so the budget was prepared with higher revenues than MDOT forecasted for 2018. Along with higher millage proceeds, the additional funds are budgeted to flow into the County's road system, thru an expanded seal coat program (same miles, include slag aggregate and better quality emulsion on local roads) and more funds earmarked for paving projects.

No comments, oral or written, were offered either in favor or opposed to the draft budget.

Calhoun then closed the public hearing at 1:30 p.m. and reconvened the regular meeting.

Popa asked several questions about the budget and Nedow stated he would ask the Board to formally adopt the budget (by resolution) at the next meeting.

The Board heard reports from Priest, Johnson and Nedow.

Request to revise "Policy on the Installation of Public & Private Utilities in the County ROW":

Johnson explained that when the Board adopted the new uniform permit fee schedule that includes charging fees for utility permits, the "Policy on the Installation of Public & Private Utilities in the County ROW" should also have been updated to reflect this change.

Motion by Popa, supported by Joyce to update the "Policy on the Installation of Public & Private Utilities in the County ROW" as follows: remove sentence that reads "*Currently the Road Commission does not charge an application fee for public permits. Private utility permits applications are currently subject to the Board's adopted fee schedule for miscellaneous permits*" and replace it with "*Fees for permit applications, plan reviews and inspections are found on the current adopted permit fee schedule.*"

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

Offer to extend seal coat slag (34-CS) by Elmers:

Elmers' Crane and Dozer will be able to supply enough 34-CS slag for next summer's seal coat program and has offered to extend this year's pricing into next year. Wagner reported staff was impressed with the material's performance and is recommending applying this material to local roads as well next summer. He offered his recommendation to accept the bid pricing.

Motion by Joyce, supported by Popa to authorize the Managing Director to accept Elmers' Crane and Dozer's offer to extend 2017 34-CS slag pricing to 2018.

Discussion: Popa expressed his concerns with the additional cost of using slag material on local roads next summer instead of using 31A stone historically used.

Vote: Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.



2018 administrative staff raises:

Wagner presented his recommendation for a 2.0% cost of living wage adjustments for the administrative staff (excluding himself) starting the first payroll in 2018. This is the same rate increase scheduled for the union membership this July and mirrors the rates incorporated in the proposed 2018 Road Commission budget. Popa suggested that a motion to approve Wagner's recommendation should also include a 2.0% cost of living adjustment for Wagner.

Motion by Popa, supported by Joyce to approve 2.0% cost of living wage adjustments for all administrative staff members effective at the start of the first pay period in 2018.

Discussion: Joyce stated he would like the Board to consider adjusting the Payroll Specialist's wages. Popa stated his opinion that it is the Manager's roll to make recommendations to the Board for administrative staff wage adjustments if he concludes an adjustment is needed.

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

Review and renew County road millage ballot language for 2018 primary election:

Motion by Joyce, supported by Popa, to approve the 2018 road millage ballot language as presented and to ask the County Board of Commissioners to include the road millage renewal in the August 7, 2018 primary election. The proposal reads as follows:

***Roads and Highways Maintenance and Repair Millage Renewal Proposal***

*For the sole purpose of funding general operating expenses to be incurred in maintenance and repair of roads and highways within the County of Leelanau, at the same millage level previously approved by the voters every two years since 1986, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Leelanau, Michigan, be renewed at 0.5000 mill (\$0.5000 per \$1,000 of Taxable Value) for a period of two (2) years (2018-2019) inclusive?*

*If approved and levied in full, this millage will raise an estimated \$1,318,484 for road and highway maintenance and repair general operating expenses in the first calendar year of the levy based on taxable value. In accordance with State law, the millage will be disbursed to the Leelanau County Road Commission, and the Villages of Empire, Northport, and Suttons Bay.*

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion approved.

Nedow informed the Board the millage language was reviewed by the County's attorney David Stoker in December 2013. In addition, the total millage proceeds reported above will be revised this coming spring once property values have been adjusted for Board of Reviews, new home construction and home purchases. Wagner stated he will contact Leelanau County Administrator Janik to ask for an appointment with the Leelanau County Board of Commissioners in February 2018 to ask them to approve placing our road millage renewal request on the August 2018 primary ballot.

Request to make additional voluntary payment to MERS defined benefit pension plan:

Nedow reported that his year-end cash forecast indicates the Board could make a voluntary \$150,000 payment against the Road Commission's outstanding defined benefit unfunded liability obligation. Given the pension plan investments have so far generated a \$487,000 gain for the first three quarters of 2017 the market conditions are advantageous for making an additional contribution at this time.

Motion by Joyce, supported by Popa authorizing the Finance Manager to make an additional voluntary \$150,000 contribution to the Road Commission's Michigan Municipal Employees Retirement System Defined Benefit pension plan before year-end provided sufficient funds are available and doing so would be in the best interests of the Leelanau County Road Commission.

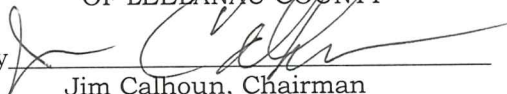
Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

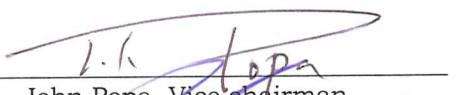
Public Comments: None.

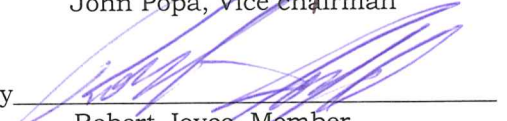
Commissioner comments: None.

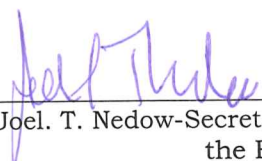
With no more business to conduct, Calhoun adjourned the meeting at 2:02 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF LEELANAU COUNTY

By   
Jim Calhoun, Chairman

By   
John Popa, Vice chairman

By   
Robert Joyce, Member

Attest:   
Joel T. Nedow-Secretary to  
the Board



A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, December 19, 2017 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson, Superintendent Dave Priest and Finance Manager/Secretary to the Board Joel Nedow. Guests were present.

Agenda: Approved as presented.

Vouchers 40288 thru 40344 in the amount of \$289,829.17 - approved for payment.

Minutes from the December 5, 2017 regular meeting - approved as presented.

Public Comments: None.

Communications: Email dated December 13, 2017 from Kenneth Arnt of Leelanau Township regarding Seth Road access. Arnt stated that after speaking to Gene and Kathy Garthe and Don Goheski who are of the opinion that the road segment from their house to the water's edge does not exist. Arnt is formally requesting that this road segment not be removed from the county maps and that it be re-opened.

Wagner stated that he had been contacted by several individuals interested in this topic so he had invited the parties to a meeting that he held yesterday at our office in Suttons Bay. He and Engineer Johnson discussed with them several items. This included what would be involved to re-establish a section of Seth Road that was made inaccessible some years ago; what would be involved to pursue abandoning a portion of Seth Road; and what would be involved to pursue establishing a new section of County Road to access private property to the west of Seth Road. He related that at this point there is nothing more for our agency to do and it will be up to the property owners to decide if they want to further pursue options.

Appointments: At 1:10 p.m. the Board met with Chris Butz, owner of Gills Pier Ranch who asked the Board to grant an exception to the Road Commission's commercial driveway curb and gutter requirement for a proposed bird hunting business on their property located on Hoxie Road. Butz stated that Solon Township is requiring a site plan review for this activity, which also requires Road Commission approval. He also stated that any additional traffic using the existing driveway would be minimal and expressed his opinion that upgrading the driveway would not be needed. Wagner stated that under the Road Commission's current standards, there are three types of driveways recognized: residential, multi-residential and commercial. Given these three classifications, the proposed driveway would be considered a commercial driveway, subject to our current upgrade standards.

After further discussion, the Board agreed to postpone any decision on the matter to allow staff ample opportunity to explore what options are available, if any.

Management Report - Wagner:

-Handed out a document listing ten roads/segments for the Board to consider abandoning. The document includes map links showing the location of each road that was removed from the Road Commission's certification maps a few years ago. Wagner stated that he will be revising the list to include an additional twelve roads that Staff is suggesting be abandoned and will distribute the list prior to the January 16, 2018 Strategic Planning meeting.

-Wagner reported that over 20% of our routes are manned by new drivers who have never plowed highways which have led to some mishaps which is understandable.

-Efforts to evaluate some potential upgrades to our vehicle GPS tracking system are underway. Wagner has learned of new software that would enhance our current system to provide better feedback and tracking ability at a reasonable cost. One feature is the ability to have a "breadcrumb" trail that would allow us to see exact routes followed instead of snapshots. He hopes this feature will be helpful on weekends when we are not running a full crew allowing supervisors to see what roads have been plowed, and to determine if additional resources are needed.

The Board heard reports from Priest, Johnson and Nedow.

Resolution 17-08: adopt 2018 Road Commission budget:

Nedow reported correcting several punctuation errors as well as increasing Revenue – Township Contribution by \$25,000.00 which in turn also increased the 2018 year-end estimated cash balance by the same amount.

Motion by Popa, supported by Joyce to adopt Resolution 17-08 which reads as follows:

**BE IT RESOLVED**, that a public hearing was held on December 5, 2017 with no oral or written inquiries received regarding the proposed budget, and

**BE IT RESOLVED** that this resolution shall be both the general appropriation resolution and the budget adoption resolution of the Leelanau County Road Commission for the year ended December 31, 2017. This resolution adopts proposed revenues and expenditures as presented in the accompanying budget document. Total revenues are adopted as \$7,580,700.00 and total expenditures as \$7,576,020.00, and

**BE IT FURTHER RESOLVED**, that no Leelanau County Road Commission member or employee of the Commission shall expend any funds or obligate any expenditure except pursuant to appropriations authorized by the budget document. Changes in amounts appropriated by the Commission shall require approval of the Commission, and

**BE IT FURTHER RESOLVED**, that Finance Manager Joel T. Nedow is hereby charged with general supervision of the execution of the budget adopted by the Commission, and

**BE IT FURTHER RESOLVED** that this resolution is to take effect January 1, 2018.

Roll call vote: Joyce – aye; Popa – aye and Calhoun – aye. Nays: None. - Resolution is hereby adopted.

2018 Road Commission Budget Summary

Beginning cash at 1-1-18: \$375,000.00 (Estimated)

REVENUES		EXPENDITURES	
<u>Transportation Funds:</u>		<u>Primary Roads:</u>	
Engineering	\$10,000.00	Preservation-Structural Imp.	\$850,000.00
Primary Roads	\$2,700,000.00	Routine Maintenance	\$1,311,000.00
Local Roads	\$1,320,000.00		
Primary Roads-Urban	\$75,000.00	<u>Local Roads:</u>	
Local Roads-Urban	\$35,000.00	Preservation-Structural Imp.	\$725,000.00
Snow Removal Funds	\$195,000.00	Routine Maintenance	\$1,865,000.00
Forest Road Funds	\$39,700.00		
State Maintenance	\$600,000.00	State Maintenance	\$600,000.00
State – TWA	\$25,000.00	State – TWA	\$25,000.00
Township Contributions	\$200,000.00	Capital Outlay-Net	\$800,000.00
Taxes Receivable	\$1,248,000.00	Equipment Expense – Net	\$36,500.00
Salvage Sales	\$4,000.00	Fringes & Insurances	\$1,264,800.00
Contributions: Other/public	\$15,000.00	Administrative Expense – Net	<u>\$98,720.00</u>
Developer/private contributions	\$50,000.00		
BIA/Other Grants	\$225,000.00		
Permits & Fees	\$15,000.00		
G/L on Disposal of Equipment	\$34,000.00		
Interest Earned	\$5,000.00		
Allowance-Depreciation	\$770,000.00		
Gain on Aggregate	<u>\$15,000.00</u>		
Total Revenues:	\$7,580,700.00	Total Expenditures	\$7,576,020.00
		Estimated ending fund balance at 12/31/18:	\$379,680.00

Consideration: adopt Administrative Employee Handbook:

Wagner had provided the Board members with the latest draft revision at the prior regular meeting to seek additional input. Popa and Joyce offered their thoughts on parts of the handbook they thought should be revised.

However, after further discussion the Board agreed that it would be in the best interests of the Road Commission to adopt the proposal as is with the understanding the manual could be revised in the future if needed.

Motion by Joyce, supported by Popa to adopt the “Administrative Employee Handbook” as presented effective immediately.

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is adopted.

Public Comments: None.

Commissioner comments:

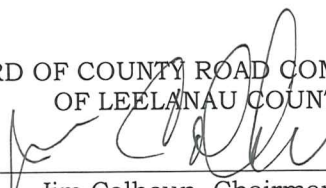
-Joyce: stated he wants to clarify his previous comments regarding adjusting the Payroll Specialist’s pay rate that nobody had said anything to him about this issue at any time.

-Popa: informed Nedow that he would be attending the March Highway conference in Lansing and would require hotel accommodations for one night.

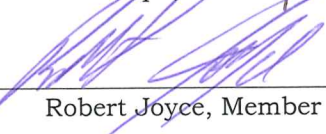
-Calhoun: reminded Joyce and Popa to let Nedow know if they would be attending any official functions so that the proper “notice of quorum” notices could be posted.


With no more business to conduct, Calhoun adjourned the meeting at 1:50 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF LEECLANAU COUNTY

By  \_\_\_\_\_  
Jim Calhoun, Chairman

By  \_\_\_\_\_  
John Popa, Vice chairman

By  \_\_\_\_\_  
Robert Joyce, Member

Attest:  \_\_\_\_\_  
Joel T. Nedow-Secretary to  
the Board